

Administrative Department

Overview:

The Administrative department consists of the General Manager, Human Resources and the Finance departments. The responsibilities of these departments are to keep abreast of any new legislative action that will affect the operations of the Authority, develop and execute the budget and finances, and make recommendations to the Board of Directors.

Principle Expenditures:

While the FY 10 Administrative Budget has an overall increase of 3.90%, the operations' expenses themselves have been increased by 6.82%, due to an increase in contracted services (billing), telephone/communication, and insurance expenses. Depreciation expenses, although not a cash outlay increased 5% over FY 09.

The contract for the first phase of the upgrade and improvement of the Marshall water system has also been awarded. This work was completed in early FY 09. This is the start of a three phase improvement program.

Administration is over seeing the hydro study in the Marshall area. These studies are to local and develop wells for the Marshall Water system. In FY 09, there is a water tank being moved and reconstructed in Marshall. This is scheduled to be completed in the latter part of FY 09.

Administration in FY09 has put out for the first phase of the upgrade and expansion for the Remington WWTP and Marshall WWTP to meet the requirements of the enhanced nutrient reduction requirement for the Chesapeake Bay program. Also, the Vint Hill WWTP will be expanded to .95mg. This project is in conjunction with the County. These projects are scheduled to be completed in the first part of FY11.

The Office has contracted with a vendor to capture the customers' on-line banking payments and deposit the check amount into Authority's bank account. At the same time, the authority receives a list of the payees that is down loaded into our billing system to record the payments.

The Authority continues the process of moving to a paperless office. The staff has been scanning plats and plans and correspondence into an electronic data base. Documents such as agreements, legal, contracts, and correspondence have been scanned and are now available to the staff in electronic format.

Engineering Department Budget - FY 2010

Overview

The Engineering Department consists of the Director of Engineering, the Developer Services Coordinator and two Construction Inspectors.

The Engineering Department is responsible for overseeing all developer-related engineering and construction activities as well as management of the Authority's Capital Improvements Plan, including managing engineering design contracts and construction contracts.

Principle Expenditures

The principle expenditures in the Engineering Department are the salaries and benefits of the 4 employees in the department.

The proposed FY 2010 budget for the Engineering Department is 16.3% less than in the FY2009 budget. This is due almost entirely to the fact that for the duration of FY2010, one of the Authority's Inspectors will be detailed full-time to the Remington WWTP ENR construction project. This Inspector's salary and benefits will be paid from the CIP budget for that project.

FAUQUIER COUNTY WATER & SANITATION AUTHORITY

**Administration
FY2010**

	2006	2007	2008	Amended 2009	Approved 2010	PCT. Change
Personnel	641,471	663,554	661,003	691,832	696,971	0.74%
Benefits	511,155	674,230	183,604	209,736	214,208	2.13%
Operation	1,145,441	1,092,023	536,017	418,470	447,024	6.82%
Interest	258,635	262,603	239,161	335,401	339,927	1.35%
Depreciation	1,575,401	1,731,653	2,068,985	2,000,000	2,100,000	5.00%
Capital	-	-	-	-	-	-
	<u>4,132,103</u>	<u>4,424,063</u>	<u>3,688,770</u>	<u>3,655,439</u>	<u>3,798,129</u>	<u>3.90%</u>

**Engineering/Inspection
FY 2010**

	2006	ACTUAL 2007	2008	Amended 2009	Approved 2010	PCT. Change
Personnel	N/A	N/A	214,416	237,028	197,343	-20.1%
Benefits	N/A	N/A	75,040	89,990	78,514	-14.6%
Operation	N/A	N/A	42,435	22,040	22,682	2.8%
Capital	N/A	N/A	-	-	1,530	100.0%
Total	<u>-</u>	<u>-</u>	<u>331,891</u>	<u>349,059</u>	<u>300,069</u>	<u>-16.3%</u>