

Town of Vienna, Virginia



The Original Vienna Library - maintained by Historic Vienna along with the Little Free Library in memory of the late mayor, M. Jane Seeman.

Picture by Adam Kincaid

Fiscal Year 2016-2017 Adopted Budget

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BUDGET MESSAGE

The budget message details the priorities and issues for the fiscal year. It identifies the most significant changes, choices and modifications to the budget and articulates the rationale for these changes.



July 1, 2016

The Honorable Mayor and
Members of the Town Council
Town of Vienna
Vienna, Virginia 22180

Dear Mayor DiRocco and Members of the Town Council:

As required by Section 5.1 of the Town Charter, I present the adopted Town of Vienna Fiscal Year 16-17 Operating Budget that becomes effective on July 1, 2016. This document includes the Town's four operating funds: General Fund, Water and Sewer Fund, Storm Water Fund and Debt Service Fund.

As shown in the following chart, the adopted budgets of the Town's four funds total \$33,827,770, an increase of \$656,580 or 2.0 percent above the prior fiscal year.

	Adopted FY 2015-2016 Budget	Adopted FY 2016-2017 Budget	Net Change	Percentage Increase (Decrease)
General Fund	\$ 23,130,060	\$ 22,614,320	\$ (515,740)	-2.2%
Debt Service Fund	\$ 2,641,000	\$ 3,605,530	\$ 964,530	36.5%
Water & Sewer Fund	\$ 7,018,000 *	\$ 7,237,170	\$ 219,170	3.1%
Stormwater Fund	\$ 382,130	\$ 370,750	\$ (11,380)	-3.0%
Total	<u>\$ 33,171,190</u>	<u>\$ 33,827,770</u>	<u>\$ 656,580</u>	<u>2.0%</u>

*Revenue \$7,018,000 and Expenses \$6,990,510

Adopted Budget Message

July 1, 2016

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GENERAL FUND

The General Fund adopted budget decreased 2.3 percent from the adopted FY 15-16 budget. Excluding the decrease in inter-fund transfers from moving Capital Lease payments to the Debt Service Fund, the main driver of the decrease is a decrease in Parks and Recreation revenue and expenses while the Community Center operations are downscaled during renovation and construction. This is partially offset by minor increases in salaries and insurance costs across the board due to a merit and COLA increases for most employees, and a 14% increase in health insurance premiums. Personnel changes are minimal, and consist of increases for upgrading a position to deputy in the Information Technology department, a position upgrade from part-time to full-time in Parks and Recreation to support the Community Center once the renovation is complete and a decrease for changing a funded position in Finance to a reimbursed position.

The following chart summarizes adopted General Fund expenditures for the next fiscal year by department, followed by the budget highlights of the various departments and functions.

Department	Adopted FY 2015-2016 Budget	Adopted FY 2016-2017 Budget	Net Change	Percent Increase (Decrease)
Legislative	\$ 432,650	\$ 425,900	\$ (6,750)	-1.6%
Administration	\$ 2,709,360	\$ 2,763,740	\$ 54,380	2.0%
Finance	\$ 1,639,760	\$ 1,583,350	\$ (56,410)	-3.4%
Police	\$ 6,366,680	\$ 6,476,930	\$ 110,250	1.7%
Fire and Rescue	\$ 62,400	\$ 59,710	\$ (2,690)	-4.3%
Public Works	\$ 6,908,210	\$ 6,963,620	\$ 55,410	0.8%
Tax Relief	\$ 237,300	\$ 242,600	\$ 5,300	2.2%
Parks & Recreation	\$ 3,013,560	\$ 3,094,380	\$ 80,820	2.7%
Planning & Zoning	\$ 824,170	\$ 847,050	\$ 22,880	2.8%
Transfers & Reserves	\$ 79,380	\$ 107,040	\$ 27,660	34.8%
Computer Replacement Reserve	\$ 50,000	\$ 50,000	\$ -	0.0%
PEG Fund	\$ 150,000	\$ -	\$ (150,000)	-100.0%
Vehicle Replacement/ Debt Service (1)	\$ 656,590	\$ -	\$ (656,590)	-100.0%
Total	\$ 23,130,060	\$ 22,614,320	\$ (515,740)	-2.2%

(1) Transfer of Vehicle Replacement Debt Service to the Debt Service Fund.

Adopted Budget Message

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Legislative

The Legislative budget (Town Council, Boards and Commissions, Town Clerk, Vienna Public Art Commission and Donations and Contributions) has decreased by \$6,750 or 1.6 percent. The decrease is due to a minor decrease in donations and minor adjustments to benefits budgeted, offset by COLA and merit increases for employees.

Administration

The Administration budget (Town Manager, Legal Services, Human Resources, Risk Management, Public Information, and Information Technology) has increased by \$54,380 or 2.0 percent. A position was upgraded to Deputy Director in the Information Technology department, and funds were added for a Classification and Compensation study to be performed on selected positions in FY 16-17.

Finance

The Finance Department budget has decreased \$56,410 or 3.4%. This is mainly due to replacing a funded revenue auditor position with a reimbursed position, partially offset by merit and COLA increases.

Police

The Police Department budget for FY 16-17 has increased \$110,250 or 1.7 percent over the approved FY 15-16 budget. The increase is due to changes in salary and benefits relating to the merit and COLA increases as well as changes in career progression.

Fire and Rescue

This department was separated from Legislative for the FY 16-17 Budget. The budget has decreased by \$2,690 or 4.3%. In FY 15-16 the Town raised its donation to compensate the Fire Department for increased Town use of their parking lot during Community Center construction. This donation decreased back to the standard level in FY 16-17.

Public Works

The Public Works Department budget for FY 16-17 has increased by \$55,410 or 0.8 percent. Addition funds have been added to the Public Works budget for additional road striping and the purchase of salt brine spreading equipment and a Bobcat plow. All three of these items will positively impact snow removal efforts. These increases were slightly offset by employee attrition which lowers total salary cost for the department.

Tax Relief Programs

The Tax Relief budget for elderly and handicapped residents includes relief from Property Taxes and Vehicle License fees. The \$5,300 budget increase is due primarily to more exemptions authorized this year by the County. Current exemptions total 227 compared to the

Adopted Budget Message

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previous year's 219, an increase of 3.6 percent. The Revitalization Tax Relief budget is down as the program has now ended. Future expenditures will decline each year.

Parks and Recreation

The Parks and Recreation Department budget totals \$3,094,380; an increase of \$80,820 or 2.7 percent from FY 15-16 levels. The increase of \$52,790 is due to merit and COLA increases and increasing a position from part-time to full time.

Planning and Zoning

The Planning and Zoning budget for FY 16-17 is \$847,050, an increase of \$22,880 or 2.5 percent. The changes are related to personnel cost increases due to the merit and COLA increases.

Transfers and Reserves

PEG (Public, Educational, and Government) Fund reserves decreased by \$150,000 as there is no planned spending from this account in FY 16-17. These expenditures can only be made for very specific purposes related to the Cable TV channel, and none are planned for FY 16-17.

The remainder of the decrease in this department is due to transferring the equipment reserve payments to the Debt Service Fund to provide a consistent presentation of debt payments.

General Fund Revenues

Budgeted General Fund Revenue for FY 16-17 was adjusted to move revenue to cover capital lease payments to the Debt Service Fund and to eliminate the use of PEG funds in FY 16-17. These two items reduced FY 16-17 budgeted General Fund Revenue by \$756,590 for accounting changes not related to operations. Exclusive of these two changes, budgeted General Fund Revenue increased \$240,850, or 1%. Holding the real estate tax rate constant at \$0.2250 per \$100 value combined with assessment increases of 5.1 percent resulted in real estate property taxes increasing by 468,000 or 5 percent.

As noted above, total taxable assessed values grew by 5.1 percent over that of last year. Total residential assessed values grew by 5.3 percent and non-residential assessed values increased by 4.5 percent due to improvements at some commercial properties in 2016. Approximately \$250,500 of the \$468,000 increase in real estate tax is due to net new construction.

Residential assessments continue to account for about 82 percent of the Town's taxable values.

DEBT SERVICE FUND

The Debt Service Fund is balanced with Meals and Lodging Tax revenue equivalent to debt service payments. The Town issued \$6.2 million of new debt in the middle of FY 15-16. The new Bond payment is partially offset by payments on older Bond funds that decrease each year. The Town's outstanding general obligation debt at the beginning of FY 16-17 will be \$23,546,000, the equivalent of about half of one percent of the Town's total taxable values. The Town's general obligation debt includes that of the Water and Sewer Fund and the Storm Water Fund, those portions of the debt being supported by transfers from those funds.

WATER AND SEWER FUND

The total Water and Sewer budget for the coming fiscal year totals \$7,237,170, an increase of \$219,170 or 3.1 percent. This is mainly due to a biennial rate increase of 6.2 percent resulting in an annual increase of about \$26 for the average customer. This rate increase covers salary merit and COLA increases, and increases in the cost of wastewater treatment. Additionally, the unrestricted Net Asset deficit of FY 11-12 is now fully paid back due to conservative spending and targeted rate increases. The deficit resulted from significant upswing in water and sewer treatment and debt service costs from the 2010 bond.

The combined impact of adopted tax and utility rates is shown in the following chart:

	FY 2015-2016 Actual	FY 2016-2017 Adopted	Net Change
Average Residential No Growth Assessment*	\$ 681,026	\$ 695,021	\$ 13,995
Adopted Tax Rate	22.50 Cents	22.50 Cents	(00.00) Cents
Annual Water and Sewer Charges assumed at 16K gallons per quarter	\$ 742.24	\$ 768.48	\$ 26.24

*Calculated as Total Existing Residential Assessment divided by number of residential properties in that category. "Existing Assessment" is assessment on properties that have not increased in assessed value because of improvements. Source: Fairfax County's 2015 Town of Vienna Assessment Reports.

CAPITAL IMPROVEMENT PROJECT FUND

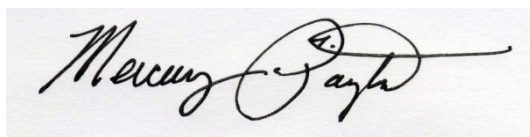
The Town has included in this budget its financial projections for the capital fund. Within the capital improvement fund the forecast is projected through 2034 for capital project expenditures including funding streams. The addition of an Unmet Needs report allows for thoughtful prioritization and planning.

SUMMARY

We are seeing stability and modest growth in the Town's property values due to continued residential building activity. The passage of the Maple Area Corridor (MAC) ordinance in FY 15-16 is attracting developers to commercial renovation projects along the Town's main business thoroughfare, adding to the real estate tax base. Meals and Lodging Tax revenues, Sales Tax receipts and Bank Franchise taxes have grown in the past year, indicating a continuing upswing in the local economy.

Thanks to many years of conservative fiscal policies and practices by Town Council and management, the adopted budget starts from a sound financial base that has earned the Town AAA bond ratings which were reaffirmed in 2016. Town departments met 0 percent increase budget requests. The Budget Committee, with the help of several sub-committees, provided valuable insight and ideas concerning areas where budgetary and operational changes can be made without jeopardizing the quality of Town services. The Operation's Unmet Needs list is in its third year of use and is proving to be a valuable tool for both internal management and Council oversight. The listing shows those departmental needs and Town needs which are unfunded. It is utilized by Council and management for ease of focus and priority. All of these in combination have been instrumental in our ability to present an adopted budget that we believe will successfully continue quality services to Town residents and businesses while maintaining the Town's healthy finances and excellent credit ratings.

Respectfully submitted,

A handwritten signature in black ink, reading "Mercury T. Payton". The signature is fluid and cursive, with a large, stylized initial "M" and a long, sweeping underline.

Mercury T. Payton
Town Manager



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Vienna
Virginia**

For the Fiscal Year Beginning

July 1, 2015

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award for Distinguished Budget Presentation to the **Town of Vienna, Virginia** for its annual budget for the fiscal year beginning **July 1, 2015**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

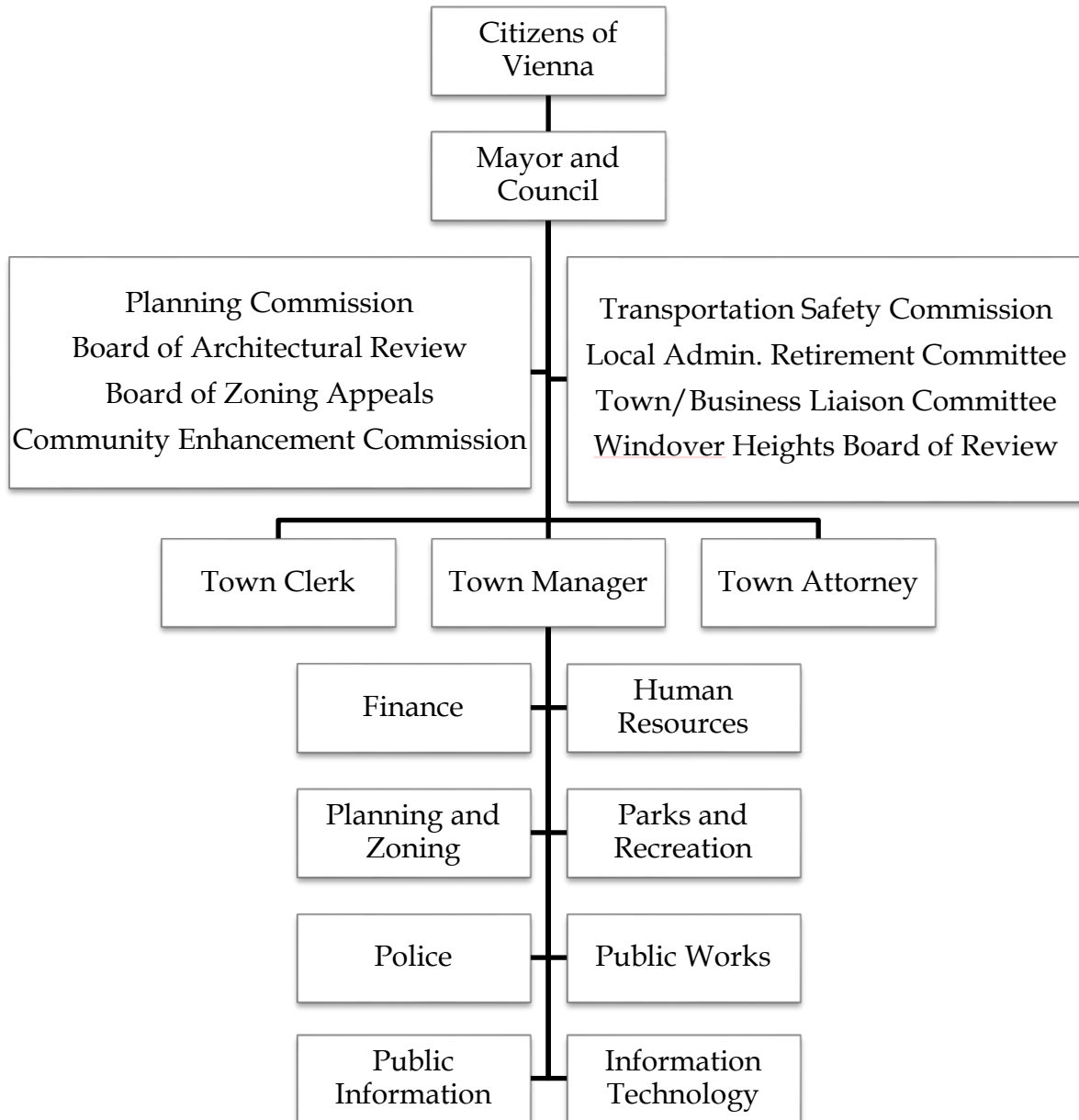
The award is valid for a period of one year only. We believe our current budget continues to conform to the program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

PROFILE

COMMUNITY PROFILE

DATE OF INCORPORATION	1890
FORM OF GOVERNMENT	COUNCIL-MANAGER
POPULATION	15,687
NUMBER OF REGISTERED VOTERS	11,105
TOTAL HOUSEHOLDS	5,311
PERCENT FAMILIES	74.70%
AVERAGE HOUSEHOLD SIZE	2.71 PERSONS
AVERAGE FAMILY SIZE	3.08
MEDIAN HOUSEHOLD INCOME	\$85,519
MEDIAN FAMILY INCOME	\$93,049
MEAN HOUSEHOLD INCOME	\$101,729
PER CAPITA INCOME	\$37,153
BOND RATING (GENERAL OBLIGATION BONDS)	AAA
	(STANDARD & POOR'S AND MOODY'S)
MILES OF ROADWAY	62.14
NUMBER OF PARKS	8
ACRES OF PARKS AND PARKLAND	156.62
NUMBER OF BUILDING PERMITS (2014)	683
NUMBER OF DOG LICENSES	1,581
WATER CUSTOMERS	
IN TOWN	5,600
OUT OF TOWN	3,600

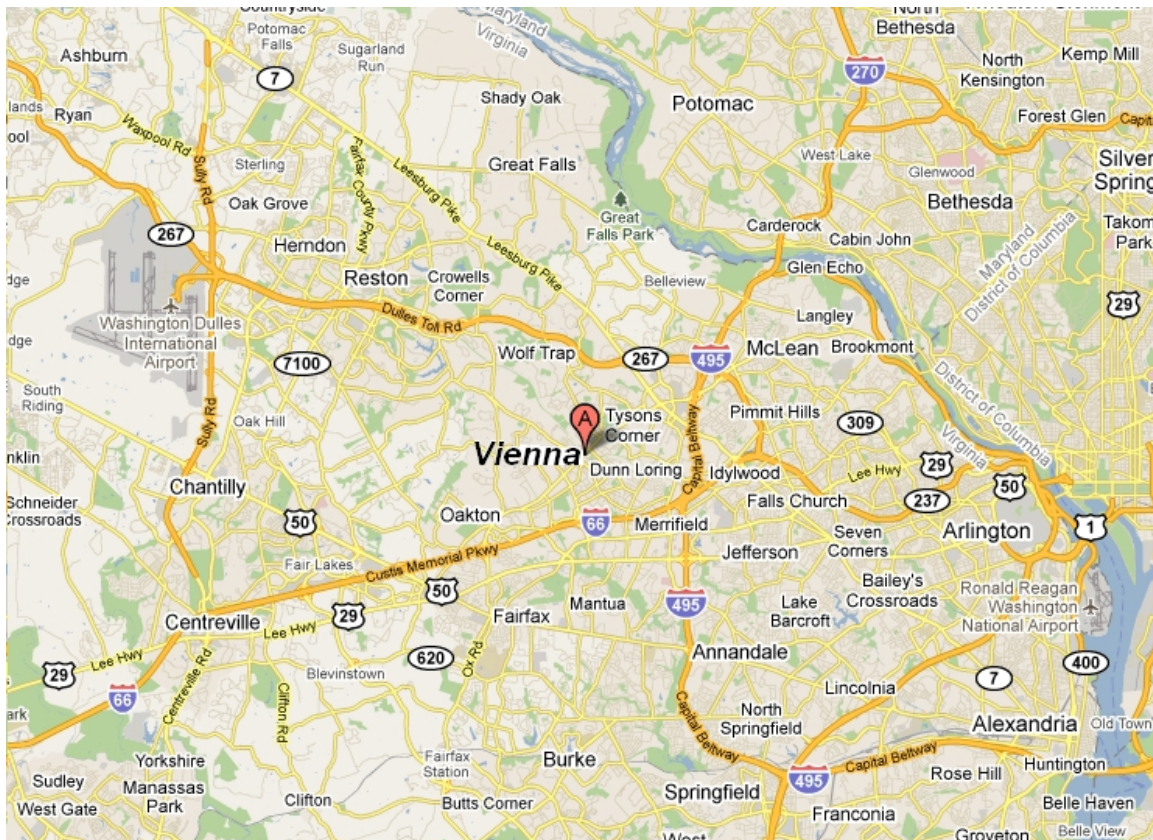
ORGANIZATIONAL CHART



PROFILE

HISTORY

Vienna is an incorporated town located in the northeastern portion of Fairfax County, Virginia. Vienna's history predates its incorporation, and provides the basis for understanding the Town as it is today, and its philosophy in charting its future.



EARLY BEGINNINGS

The Vienna area was initially settled as large farming estates. In 1767, Vienna's first house of record was built. The area was named Ayr Hill after the owner's native Scottish County of Ayr, and retained the name for nearly a hundred years. Growth was slow, with no more than eight houses in the village at the turn of the 19th century.

The mid-1800s, however, witnessed great change for Vienna. Between 1840 and 1860 there was significant migration from the north, especially New York State. Inexpensive yet fertile land and a mild farming climate lured many new residents who brought with them advanced farming techniques. These

PROFILE

techniques increased productivity and helped restore the vitality of the old estate farms. Vienna's commercial activities during this period included America's first steel-beamed plow factory. The railroad, which reached Vienna in 1858, was used for shipping plows until the factory was sold in 1869.

Other notable events include the 1842 purchase of 50 acres of land from what had been the original Wolf Trap plantation by Keziah Carter, a free African-American woman. Many descendants of the Carter family still reside in the Town.

In the late 1850s, the village recognized its need for a medical doctor and solicited Dr. William Hendrick of New York State. Popular belief holds that the name of the village was changed to Vienna, the name of Dr. Hendrick's New York home, as a condition of his relocation.

THE CIVIL WAR PERIOD

Due to its proximity to the Nation's capital, control of Vienna was strongly contested during the Civil War, causing many residents to leave for the duration of the conflict. On June 17, 1861, the fifth skirmish of the war, part of the First Battle of Manassas, took place near the Park Street railroad crossing (now the site of the Town's Community Center). This skirmish marked the first tactical use of a railroad in battle.

In the years following the war, Vienna experienced a growth in permanent residency, including both white and black settlers. Among the new residents were Major Orrin T. Hine and Harmon L. Salsbury. A Freedmen's Bureau agent, radical Republican, farmer, and realtor, Hine settled in Vienna in 1866 and by 1885 had amassed almost 6,500 acres of area land. Major Hine was elected the Town's first mayor when Vienna was incorporated in 1890. Salsbury, a Union Captain in the 26th Regiment of Colored Infantry, welcomed settlers to his estate, making housing available to newly freed citizens by providing easy credit and long mortgages. Captain Salsbury's house still stands at 224 Walnut Lane, NW.

Thomas and Daniel West, freed slaves and landowners, established Vienna's first black public school in 1868. The Town's first white public school followed in 1872.

Originally called Georgetown Road, today's Church Street was the Town's first thoroughfare, hosting the business district and most of the churches—the Baptist Church, built in 1868; the Presbyterian Church in 1874; the Methodist Church in

PROFILE

1890; and the Episcopal Church in 1896. The original location of Vienna's oldest continuous business, the Money and King Funeral Home, was at the corner of Church Street and Lawyers Road, NW.

EARLY 20TH CENTURY

The Vienna Volunteer Fire Department, organized in 1903 by Mr. Leon Freeman and chartered in 1929, is Fairfax County's oldest volunteer fire department. In 1904 Freeman heralded the advent of Vienna's motorized age with ownership of the Town's first automobile, spurring the first speed limit—12 miles per hour. Transportation improvements continued with the construction of a trolley line connecting Vienna with Washington, DC, via Falls Church.

The 1920s saw the establishment of the first Town Hall, bank, citizens' association, drug store, and chain grocery store—the Piggly Wiggly—and the installation of street lights and fire cisterns.

POST WORLD WAR II

In 1940, Vienna was still a small rural town with a population of only 1,237. The end of World War II brought suburban pressure and further development. The Town's population grew by 10,000 people during the decade, and the business core shifted from Church Street to Maple Avenue.

The first of many "modern" shopping centers was built in 1954 along the newly-widened Maple Avenue. The maple trees that gave the avenue its name were removed for transportation improvements in 1958. Transportation, shopping, and residential demands continued to grow with the increasing population of Vienna and Fairfax County. Notable regional developments included the construction of Dulles International Airport in 1962, Fairfax Hospital in 1962, Tysons Corner Center in 1968, and the Vienna Metrorail Station in 1986.

During the 1980s Vienna had a front row seat to witness the rise of a new social phenomenon, the "Edge City." Tysons Corner transformed from a suburban retail center into an employment and business center that rivaled the area's traditional urban core of Washington, DC, in office space and jobs. The traditional pattern of suburb-to-city commuting changed, as the area saw the growth of the suburb-to-suburb commute. In turn, families looking for affordable housing filled in previously undeveloped land in nearby Fairfax County—and Vienna—and pushed development further west and south.

PROFILE

The 1990s brought another wave of change to Vienna, Fairfax County, and the greater Washington area. The explosive growth of information technology and Internet-related companies in the area fueled an economic boom for the region. Northern Virginia has emerged as a preeminent location for these high-technology firms—most of which enjoy a worldwide reputation. Further changes have occurred since the turn of the millennium, with extensive remodeling of existing single-family residences, the re-subdivision of land for new dwellings and the construction of replacement homes throughout the Town.

In the midst of these changes, Vienna's citizens and leadership remain dedicated to preserving a stable community. The Town pursues policies designed to maintain Vienna's small town character while providing desired improvements and facilities.

Despite the many changes that have occurred since Vienna became a town over 100 years ago, it has retained a sense of pride in community, and its people have worked successfully to preserve many of the traditions and institutions that give us the feeling of living in our own "small town."

Vienna is truly a town for all seasons, providing recreational and cultural opportunities for all ages throughout the year. The "Walk on the Hill" spring garden tour in the Windover Heights Historic District is held the last Sunday afternoon in April, sponsored by Historic Vienna, Inc., and historic district residents. The ViVa! Vienna! Town Festival is held on historic Church Street on Memorial Day weekend. A super observance of our nation's birthday is held each July 4 on the Vienna Community Center grounds. One of Vienna's most popular community events is the Halloween Parade, held on Maple Avenue the Wednesday evening before Halloween and featuring hundreds of children in their Halloween costumes. The Holiday Stroll on Church Street is held the Monday evening after Thanksgiving.

The Vienna Community Center, under the supervision of the Parks and Recreation Department, provides facilities for meetings, classes and special events such as concerts, theatrical productions, and antique exhibits. The Freeman House museum and general store, built around the time of the Civil War and operated by Historic Vienna, Inc., is open to the public for tours and shopping, and features exhibits of local artists and summer concerts on the lawn. Vienna's parks include tennis courts, ball fields, picnic tables, playground equipment, and nature trails. Summer programs for children, movie nights, and the Family Flashlight Easter Egg Hunt are held in the parks.

PROFILE

FORM OF GOVERNMENT

Council-Manager

Under the council-manager form of government, the elected governing body (i.e., Town Council) is responsible for establishing policy, passing local ordinances, adopting the annual budget and developing the overall vision for a city, town, or county. Vienna has a mayor and six council members who are elected at large (without districts or precincts). Their two year terms are staggered (meaning three are elected in one election cycle and four in the next) with elections held on the first Tuesday of every May.

Town Council

Laurie DiRocco, *Mayor*

Linda J. Colbert

Edythe Frankel Kelleher

Pasha M. Majdi

Carey J. Sienicki

Howard Springsteen

Tara Voigt

The elected officials then appoint a Town Manager to oversee the daily operations of the government and implement the policies established by the governing body. The Manager has sole authority for hiring, firing, and managing Town employees.

Town Manager

Mercury T. Payton

AWARDS AND RANKINGS

Vienna's standing as one of the premier communities in Virginia was nationally recognized by Money Magazine in 2005 and again in 2013 as one of America's Best Places to Live. For the 15th consecutive year, Vienna has been named a Tree City USA community by the Arbor Foundation for its commitment to urban forestry.

The Town has been awarded by the Government Finance Officers Association (GFOA) the Certificate of Achievement for Excellence in Financial Reporting for the fiscal years ending 1979 through 1984 and 1987 through 2015. In addition, the Town has received the Distinguished Budget Presentation Award from GFOA for every fiscal year since fiscal year ending 1994.

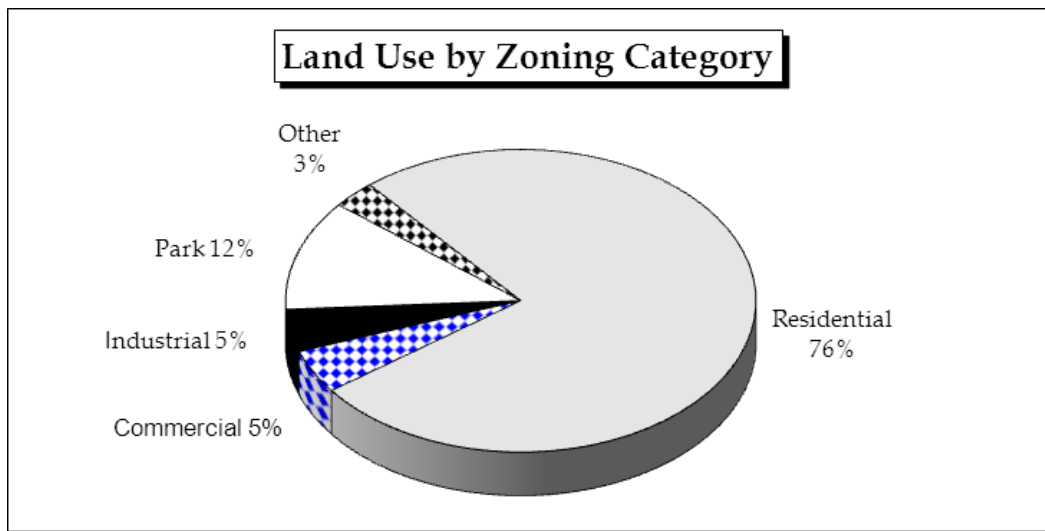
PROFILE

LAND USE

A residential oasis in the midst of densely populated and urbanly developed Fairfax County, Vienna's corporate borders are fixed. Seventy-six percent of the community is developed for residential purposes. In accordance with the Town's long established planning practices, townhouse and multi-family zones provide a transition between high density commercial/industrial areas and the low density areas of single family detached homes. This practice has prevented the encroachment of commercial activities into our residential areas.

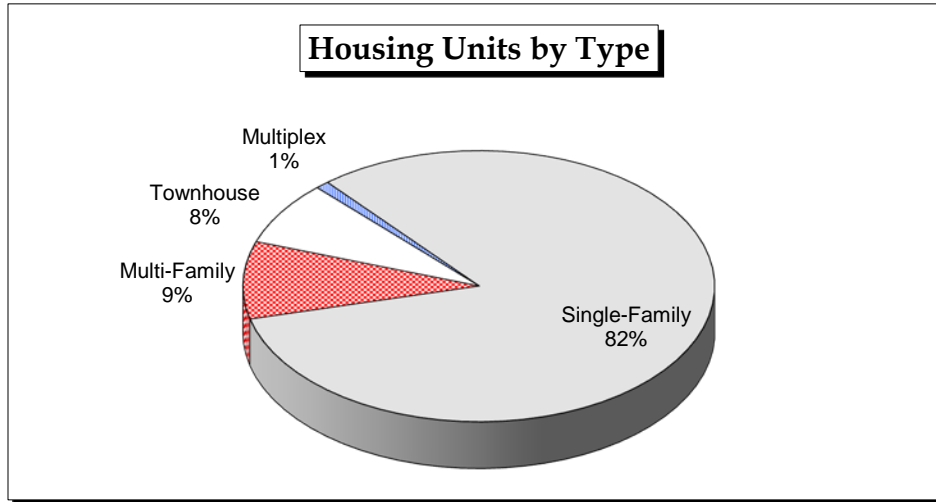
LAND AREA (SQUARE MILES)**4.409**

Category	Acres Zoned
Residential	2,144.15
Commercial	131.75
Industrial	128.31
Park (Public & Private)	333.64
Other	84.05



Type	Number of Units
Single Family	4,626
Multi-Family	521
Townhouse	429
Multiplex	53

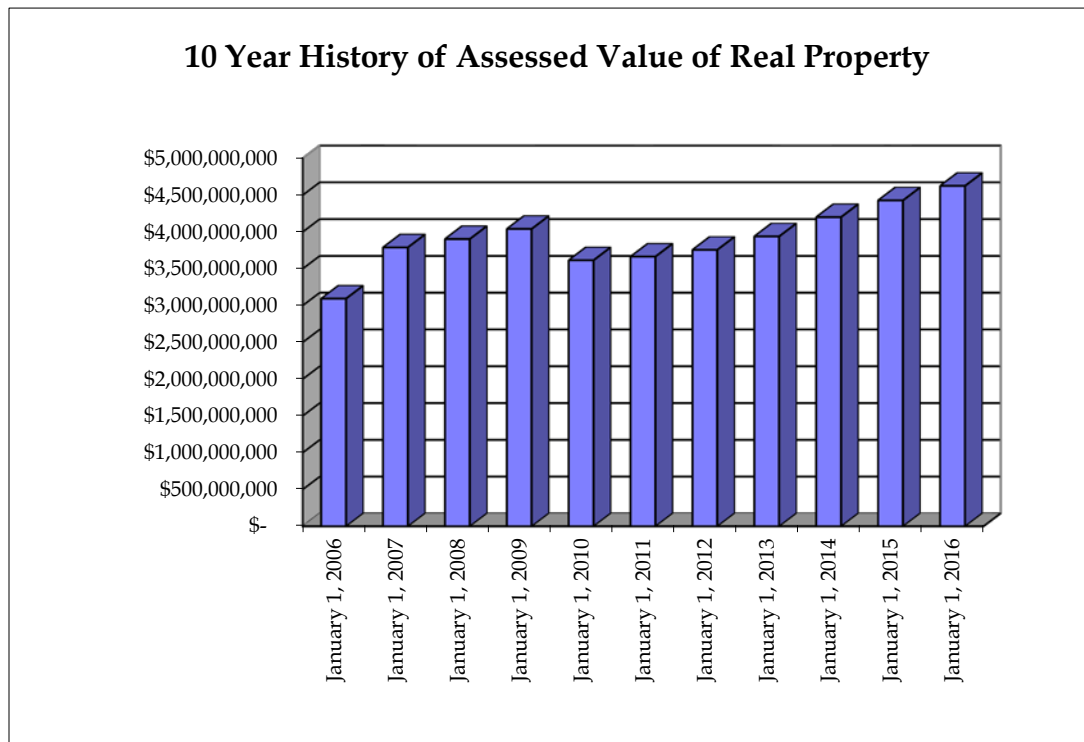
PROFILE



ASSESSED VALUES

<i>Fiscal Year</i>	<i>Actual Value</i>
January 1, 2006	3,093,158,475
January 1, 2007	3,789,516,490
January 1, 2008	3,903,386,643
January 1, 2009	4,040,830,536
January 1, 2010	3,614,736,128
January 1, 2011	3,664,249,050
January 1, 2012	3,756,299,910
January 1, 2013	3,939,375,260
January 1, 2014	4,201,089,380
January 1, 2015	4,428,395,010
January 1, 2016	4,625,397,360

PROFILE



SOURCE: FAIRFAX COUNTY DEPARTMENT OF TAX ADMINISTRATION

MAJOR PROPERTY OWNERS

Vienna houses the headquarters of Navy Federal Credit Union, the nation's largest credit union. The Maple Avenue Shopping Center, the Vienna Shopping Center, and Danor Plaza are the three largest retail centers within the Town. Vienna's retail developments still reflect suburban growth patterns from the 1950s and 1960s. New and re-development are occurring around town with the implementation of the Maple Avenue Corridor (MAC) zoning regulations.

Owner	2015 Assessed Valuation	Percentage of Total Assessed Valuation
Navy Federal Credit Union	\$ 142,315,790	3.39%
GI TC 801 Follin Lane	87,135,100	2.07%
Vienna Park LLC	32,460,780	0.77%
Maple Avenue Shopping	31,620,090	0.75%

PROFILE

Vienna Shopping Center, LP	20,482,450	0.49%
Maryland Gardens Ltd.		
Partnership	20,361,440	0.48%
P. Daniel & Diana S. Orlich	17,098,390	0.41%
Frank Zafren & Alec Jacobson, Tr.	15,411,040	0.37%
GRI Cedar Park LLC	11,773,730	0.28%
BFH Danor Plaza	11,703,070	0.28%
Westwood Country Club	10,439,520	0.25%
Walgreen Company	10,071,260	0.24%
Swart Vienna LLC	9,319,160	0.22%
Storage Partners of Vienna	8,637,790	0.21%
Jades Enterprises	7,014,020	0.17%

SOURCE: FAIRFAX COUNTY DEPARTMENT OF TAX ADMINISTRATION

PRINCIPAL EMPLOYERS

Employer	Employees
Navy Federal Credit Union	2,500 +
Fairfax County Public Schools	500 to 999
Contemporary Electrical Services, Inc.	100 to 249
Giant Foods	100 to 249
Town of Vienna	100 to 249
Westwood Country Club	100 to 249
Wheat's Lawn and Custom Land, Inc.	100 to 249
Whole Foods Market Group	100 to 249
The Hope Center for Advanced Veterinary Medicine	100 to 249
U.S. Postal Service	50 to 99

SOURCE: VIRGINIA EMPLOYMENT COMMISSION

POPULATION

Northern Virginia, and with it, Fairfax County, has experienced dramatic growth over the past 20 plus years. The Town's population, while experiencing periods of slight decrease, has remained relatively steady by choice over the past two decades, in sharp contrast to the rapid growth in Fairfax County over the same period.

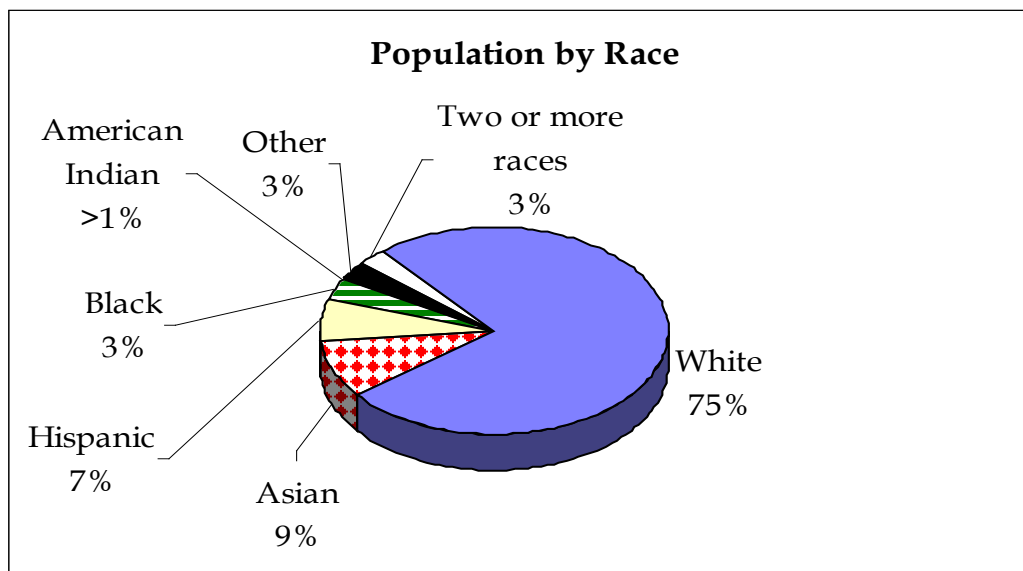
PROFILE

Historical and Projected Growth

Year	Population
1930	317
1940	1,237
1960	11,140
1970	17,152
1980	15,469
1990	14,852
1995	15,099
2000	14,453
2010	15,687
2015	15,765
2025	15,844

Population by Race
Percent

White	81.10%
Asian	9.50%
Hispanic	7.40%
Black	3.40%
American Indian	0.20%
Other	2.70%
Two or more races	3.10%



PROFILE

<i>Distribution by Age</i>	
Age	Number
0-10yrs.	13.10%
10-19	12.20%
20-34	15.60%
35-44	18.30%
45-54	16.00%
55-64	11.20%
65-74	8.20%
Over 75	5.40%

Age	Number
0-10yrs.	13.10%
10-19	12.20%
20-34	15.60%
35-44	18.30%
45-54	16.00%
55-64	11.20%
65-74	8.20%
Over 75	5.40%

SOURCE: 2010 U.S. CENSUS

STAFFING

The Town's personnel levels have increased slightly over the past few years. No new positions were created for this fiscal year however 3 positions were converted from part-time to full-time: Cashier in Finance, Communications Specialist in Public Information and Recreation Program Coordinator in Parks & Recreation.

Comparison of Personnel by Department				
Department	Division	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
<i>Legislative</i>	Town Clerk	2.00	2.00	2.00
Subtotal		2.00	2.00	2.00
<i>Town Manager</i>	Town Manager	2.00	2.00	2.00
	Town Attorney	0.50	0.50	0.50
	Human Resources	3.00	3.00	3.00
	Public Information	1.725	2.00	2.00
	Information Technology	4.00	4.00	4.00
Subtotal		11.23	11.5	11.50
<i>Finance</i>	Revenue Operations	3.50	4.00	5.00
	Administration	3.625	3.625	3.625
	Disbursement Operations	2.00	2.00	2.00
	Purchasing	1.625	1.625	1.625
	Central Services	1.00	1.00	1.00
	Gang Task Force (GTF)	1.00	1.00	1.00
Subtotal		12.75	13.25	14.25

PROFILE

Department	Division	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
<i>Police</i>	Administration	3.00	3.00	3.00
	Traffic	6.00	6.00	6.00
	Communications	11.00	10.00	10.00
	Patrol	21.00	21.00	21.00
	Personnel/Property/ Animal Control	1.00	1.00	1.00
	Investigations	9.00	9.00	9.00
	Community Services	1.00	1.00	1.00
	Subtotal	52.00	51.00	51.00
<i>Public Works</i>	Administration	6.50	6.50	8.00
	Street Maintenance	12.00	12.00	12.00
	General Maintenance	9.00	9.00	9.00
	Traffic Engineering	2.00	2.00	2.00
	Vehicle Maintenance	8.00	8.00	8.00
	Sanitation	16.00	16.00	16.00
	Subtotal	53.50	53.50	55.00
<i>Parks and Recreation</i>	Administration	4.50	4.50	5.00
	Parks Maintenance	10.00	10.00	10.00
	Community Center Operations	4.00	4.00	4.00
	Teen Center	1.80	1.80	2.00
	Subtotal	20.30	20.30	21.00
<i>Planning and Zoning</i>	Planning and Zoning	7.00	7.00	7.00
	Subtotal	7.00	7.00	7.00
	GENERAL FUND TOTAL	158.78	159.8	162.75
<i>Water and Sewer</i>	Water Operations	7.00	7.00	7.00
	Sewer Operations	7.00	7.00	7.00
	Meter Services & Water Qlty	4.00	4.00	4.00
	Billing/Customer Service	2.00	2.00	2.00
	WATER & SEWER FUND TOTAL	20.00	20.00	20.00
<i>Stormwater</i>	Stormwater Administration	1.00	1.00	1.00
	STORMWATER TOTAL	1.00	1.00	1.00
	GRAND TOTAL	178.78	179.78	182.75

Note: A number less than one indicates a part time position.

CORE VALUES

Preamble – Traditions

- Our most valuable asset is our reputation.
- We balance the need for change while preserving our history and small town character.

Core Values

- Integrity: Our actions are guided by ethical and honest conduct.
- Customer: We are responsive and service-oriented to meet customer needs.
- Valuing Employees: Our employees are our most valuable resource.
- Organizational Excellence: We deliver value and exceed expectations.
- Communications: We create an environment that fosters dialogue.
- Accountability: In all levels of the organization, we as individuals hold ourselves accountable for our actions.

Prepared by the employees of the Town of Vienna
May 15, 2008

BUDGETARY AND FINANCIAL SYSTEMS

BUDGET AND FINANCIAL SYSTEMS

CALENDAR

FY 16-17 BUDGET PREPARATION SCHEDULE	
ACTIVITY	DATE
Budget Calendar Distributed to Town Council	October 5, 2015
Distribution of Budget Preparation Packet - All Departments	December 4, 2015
Community Donations & Civic Input Response Deadline	December 11, 2015
Mid-Year Budget Review by Town Council	January 11, 2016
Budget Requests Submitted to Finance	January 25, 2016
Department Heads meet with Budget Committee	Week of February 11, 2016
Department Heads meet with Town Manager	Week of February 18, 2016
Distribution of Proposed Budget to Town Council	March 4, 2016
Budget Work Sessions - Town Council	March 14 and 19, April 21, 2016
Public Hearing on Proposed Budget Public Hearing on the Proposed Water and Sewer Rates	April 4, 2016
Public Hearing on Proposed Tax Rate	May 23, 2016
Adoption of Budget - Town Council	June 6, 2016

PURPOSE

The operating budget serves as the Town's annual financial plan. It serves as the policy document that choreographs the Town's actions in accomplishing its goals and objectives. It provides the direction and resources needed to deliver to the community its services and programs.

BUDGET AND FINANCIAL SYSTEMS

ADOPTION OF THE BUDGET

The Charter of the Town of Vienna requires that by July 1 each year, the Town Council adopts by ordinance a budget establishing the tax rate for the incoming year. It must be a balanced budget where estimated revenues are equivalent to estimated expenditures. It is mandated in the Charter that the fiscal year begin on July 1 and end on June 30.

At least one public hearing must be held on the budget prior to its adoption. Seven days prior to this hearing, the Town Clerk must publish a notice of Council's intention to hold such an event. The budget cannot be adopted at the same meeting in which the public hearing is held. Two notices, again at least seven days apart, must then be published in a paper of general circulation announcing Council's intention to adopt the budget. At a public meeting following these notifications, Council may then adopt the budget. After this action is taken, the Clerk publishes the final notice of adoption.

AMENDMENTS TO THE ADOPTED BUDGET

Changes to the adopted budget are possible through the use of fund transfers and budget amendments. The Town Manager has the authority to approve fund transfers between activities and departments; however, only the Town Council has the authority to approve a transfer of funds from the contingency reserve fund.

Any year end operating surpluses revert to unappropriated balances for use in maintaining reserve and/or funding Council approved expenditures.

TYPES OF FUNDS

The Town of Vienna utilizes two types of funds:

Governmental Funds: Account for expendable financial resources other than those accounted for in Proprietary and Fiduciary Funds. The individual Governmental Funds are:

BUDGET AND FINANCIAL SYSTEMS

General Fund: This is the Town's largest fund and is used to account for all general operating expenditures and revenues. Revenues are primarily derived from general property taxes, other local taxes, licenses, permits and revenues from other governmental units.

Debt Service Fund: Transactions related to resources obtained and used for the payment of interest and principal on long term general obligation debt and capital leases, except for the debt payable by the enterprise funds, are accounted for in the Debt Service Fund. The Debt Service Fund revenues are derived primarily from other local taxes and transfers from the General Fund and Water and Sewer Fund.

Proprietary Funds: Account for operations that are financed in a manner similar to private business enterprises. The Proprietary Funds utilize the accrual basis of accounting in which the measurement focus is upon determination of net income, financial position and cash flows. Proprietary Funds include the Water and Sewer Enterprise Fund.

Water and Sewer Fund: Accounts for the operations of the Town's Water and Sewer Fund. Revenues are primarily derived from user charges. The Town purchases water and conveys sewage under intergovernmental agreements with the City of Falls Church and the County of Fairfax.

Stormwater Fund: Accounts for the operations of the Town's Stormwater Fund. Revenues are derived from a transfer of funding that Fairfax County assesses Town of Vienna residents. Fairfax County uses a portion of the Vienna tax to provide monitoring and water quality projects outside the Town of Vienna to meet Vienna's requirements included in our stormwater permit. A portion of this fee is used by Vienna for stormwater activities within the Town.

Trust Funds: Government funds that are designated by law as trust funds (regardless of any other meaning of that term). Trust funds display the revenues, offsetting receipts or offsetting collections, and outlays that result from implementation of the law that designated the fund as a trust fund.

BUDGET AND FINANCIAL SYSTEMS

BASIS OF BUDGETING

The budgets for the General and Debt Service funds utilize the modified accrual basis of accounting under which revenues and related assets are recorded when measurable and available to finance operations during the year. Accordingly, real and personal property taxes are recorded as revenues and receivables when billed, net of allowances for uncollectible amounts, except that property taxes not collected within 45 days after year end are reflected as deferred revenues.

Sales and utility taxes, which are collected by the State or utility companies and subsequently remitted to the Town, are recognized as revenues and receivables upon collection by the State or utility, which is generally in the month preceding receipt by the Town. Licenses, permits, fines and rents are recorded as revenues when received. Intergovernmental revenues, consisting primarily of State and other grants for the purpose of funding specific expenditures, are recognized when measurable and available or at the time of the specific expenditures. Revenues from general purpose grants, such as entitlement programs, are recognized in the period to which the grant applies.

Expenditures, other than interest on long term debt, are recorded as the related fund liabilities are incurred. Principal and interest on long term debt are recognized when due except for amounts due on July 1, which are accrued. The budget for these funds is prepared on a modified accrual basis in conformance with generally accepted accounting principles. Purchase orders are encumbered against budget balances when issued.

For the Water and Sewer Fund and the Stormwater Fund, the accrual basis of accounting is used. Under the accrual method, revenues are recognized in the accounting period in which they are earned and expenses are recognized in the accounting period in which the related liability is incurred. The budget is prepared using the accrual basis in conformance with generally accepted accounting principles, with the exception of developer contributions and depreciation expense, which are non-case expenses.

BUDGET AND FINANCIAL SYSTEMS

LONG TERM FINANCIAL POLICIES AND GOALS

The following principles are adhered to by the Town of Vienna in administering its fiduciary duties and responsibilities:

Financial Plan

- a. On a continual basis, the Town will operate on a balanced budget where expenditures will never exceed revenues all the while balancing the service expectations of the community against the cost of services.
- b. Staff will provide accurate and timely data on program costs and results so that the Town Council can make sound policy decisions.
- c. To maintain a stable tax rate, the Town will annually review and update its major expenditure programs (Sidewalk Replacement, Vehicle and Equipment Replacement, Computer Equipment Replacement and Financial Systems) to minimize the effects of large dollar procurements.
- d. Vienna will provide to all interested, current and accurate information on the financial conditions of the Town.

Revenue Plan

- a. On an ongoing basis, Vienna will pursue new and innovative revenue sources.
- b. The Town will aim to attain revenue growth, stability and diversification while maintaining competitiveness with surrounding jurisdictions.
- c. User fees will be established at fair rates that cover the cost of the service being provided to specific individuals or users.
- d. One-time revenues will not be used to fund ongoing expenditures.
- e. Vienna will aggressively collect all fees and other revenues due to the Town.

Expenditure Plan

- a. Continually provide to its citizens and customers the highest level of service in the most cost effective manner possible.
- b. Be scrupulous in complying with the Town's procurement regulations.

BUDGET AND FINANCIAL SYSTEMS

Reserves

- a. At all times, the Town will maintain a minimum fund balance reserve equal to 64.450 days of average expenditures.

Debt Capacity

- a. Adhere to the State of Virginia's mandate that Vienna's limit on debt never exceeds ten percent of its assessed value.
- b. The issuance of general obligation bonds will be limited to a period not to exceed the expected life of the project.

Capital Improvements Plan

- a. Include only those projects which provide public facilities and infrastructure and prevent the deterioration of those facilities and physical plants.
- b. Use meals and lodging tax dollars to provide a stable, long- term source of funding for capital projects.
- c. Update the Capital Improvements Plan each year to reflect the age and condition of all facilities and the needs of the community

MAJOR TOWN GOALS

Each year, when the annual budget is prepared, great care is taken to ensure that the goals of the Town are met. What follows are the philosophies that guide the Town in serving its citizenry.

Town Services

To provide and maintain adequate public services and facilities to support the residential and business communities within the Town limits. It should do so while offering the highest quality of life for its citizens and ensuring that it is accomplished in a safe and secure environment.

Public Safety

To work in partnership with the community to provide a high degree of effective and efficient law enforcement. This includes a commitment to fully implement the community policing program and furthering the youth drug awareness education and eradication programs.

BUDGET AND FINANCIAL SYSTEMS

Finance

To support equitable systems of taxation, fees, fines and other sources of revenues to provide services to all members of the community.

Government and Citizenry Relations

To encourage residents to become active members in the community by educating them on the many opportunities available and to increase the diversity of the participants. To further the lines and levels of cooperation and communication between the Town and the federal, state and surrounding local governments.

Transportation

To enhance the transportation corridors serving the Town by improving the movement of traffic along Vienna's major arterial streets and identifying traffic calming techniques for possible use on residential streets.

Environment

To preserve the Town and its citizens by conserving, enhancing and protecting its natural resources so that Vienna continues to be a desirable locality in which to work and live.

BUDGET ASSUMPTIONS

The FY 16-17 budget was prepared using the following assumptions:

- Maintain the current tax rate at \$0.2250/\$100 value.
- For original proposed budget, all departments kept operations stable (with 0% increase) from FY16. Adopted budget includes some additional expenses.
- Incorporate a 14.8% increase in Health Care expenses for the Town and employees for employees on Local Choice Anthem.
- Two positions were added however both are fully funded by Capital Projects and Grant Revenue. Will convert one administrative assistant from part-time to full-time once the Community Center renovation and expansion is complete.
- All permanent employees received a 0.9% COLA and those employees eligible for performance reviews received 2% if expectations were met.
- Property assessments are to increase an overall 4.45%.
- Increased rates in the Water & Sewer fund by \$0.66 combined – consistent with the new policy of reviewing rates every other year.

BUDGET AND FINANCIAL SYSTEMS

BASIS OF REVENUE PROJECTIONS

Vienna revenues are derived from a variety of sources: local, Commonwealth and other inter-jurisdictional bodies. When preparing revenue projections, staff will review prior year economic activity, current year to date figures and future factors that could affect the source. The following techniques are used singly or in combination to prepare revenue projections:

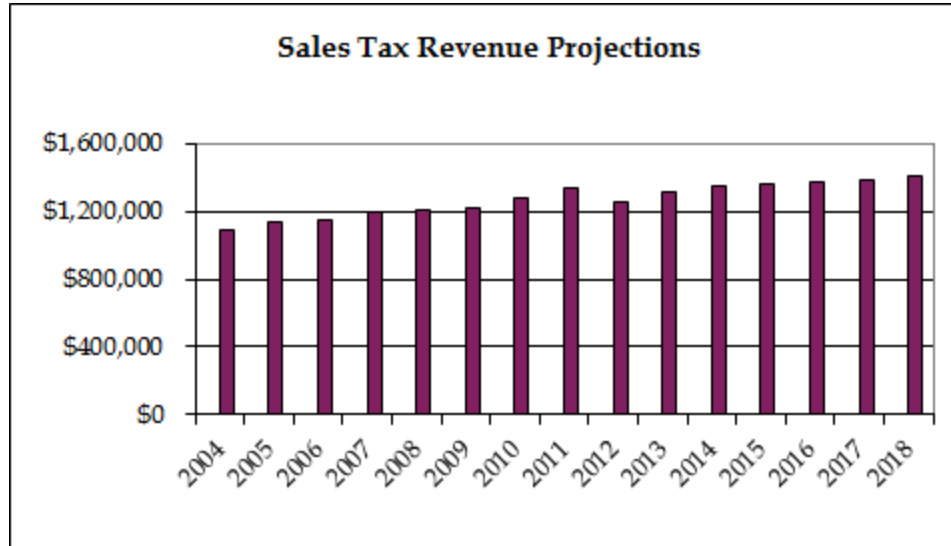
- **Informed/Experienced Opinion:** Prepared in consultation with the applicable department head to identify trends and rising conditions
- **Pass Through:** Estimates received from the revenue source (i.e., Commonwealth of Virginia)
- **Mathematical:** Revenues determined through use of standardized formulas
- **Statistical:** Revenues determined based on averages, prior histories or other means of analysis.

GENERAL FUND REVENUE PROJECTIONS

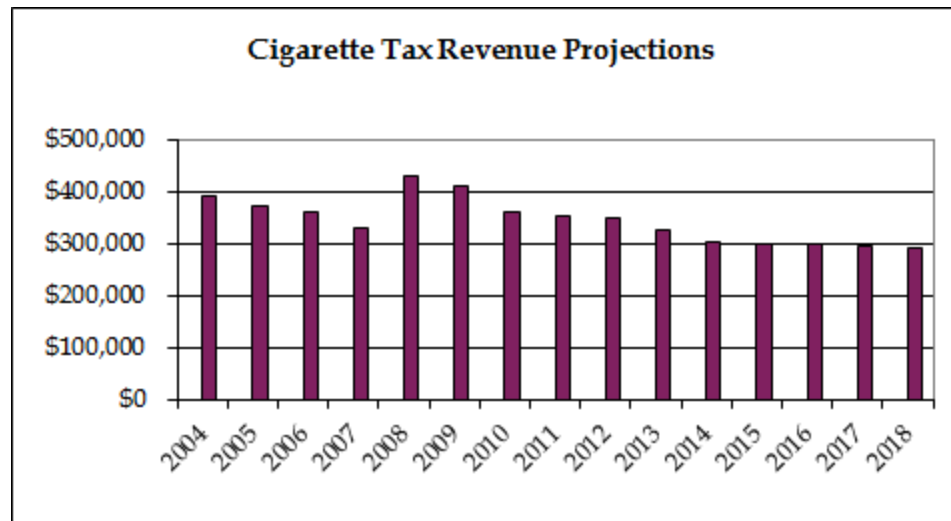
Real Estate Taxes are the largest source of revenue for the Town. During the recession and recovery, Vienna was fortunate as it did not experience the large declines in property assessments that our neighboring jurisdictions did. In 2016, the average residential assessments increased by 3.96% over 2015 while the average commercial assessment increased by 6.67%. Building permit data for residential and commercial projects for both renovations and tear downs allow us to project that assessments will continue to increase.

The sales tax in Vienna and the Commonwealth of Virginia is 6%. Monies from the sales tax are allocated back to the Town based on the Commonwealth of Virginia's formula. The Town's sales tax distribution is based on the number of school age children in Vienna. Given the Town's stable population rate, substantial growth based on population will not occur. Given the previous years' improved economic conditions, the Town's revenues in this area increased slightly. Future year revenues are anticipated to hold steady or increase moderately.

BUDGET AND FINANCIAL SYSTEMS

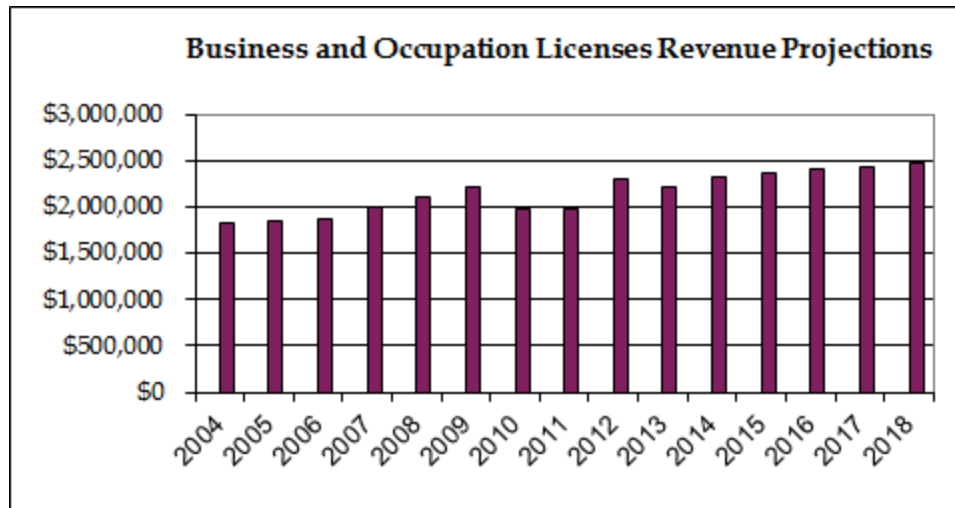


The Town of Vienna is part of the Northern Virginia Cigarette Tax Board, a consortium of 14 area jurisdictions formed for the purpose of collecting and disseminating cigarette tax revenues. Overall, historical pack sales have declined in both Vienna and the Northern Virginia area. Future year revenues should continue to ebb in conjunction with a decrease in the number of smokers and overall consumption.



BUDGET AND FINANCIAL SYSTEMS

Business license tax revenues continue to grow. Vienna's solid reputation is witnessed by the increasing number of business licenses issued each year. Previous years' data show that the number of business licenses issued has increased slightly with a corresponding increase in the dollars collected.

**Water and Sewer Charges**

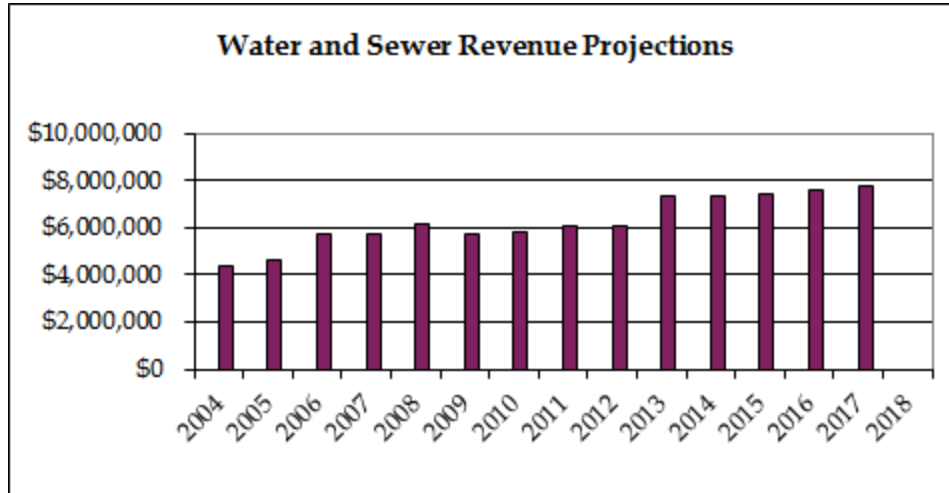
Charges for water and sewer usage and fees are directly related to the costs associated with them. Within the Water and Sewer Fund, rates have been set at the levels necessary to fully support the activities of this operation. These rates were last adjusted in July 2014.

Inflation is the major factor in increased expenditures, especially in the areas of labor and commodities such as fuel and utilities. As our rates are established to strictly cover costs, the water and sewer rates charged to the Town's customers are impacted by the area's inflation rates. In addition, revenues each year are based on consumption, which is driven in part by weather conditions. A drought one year can create a bounce up in total water revenues due to increased water demand while a rainy year can have the opposite effect.

A water and sewer rate study was conducted internally in FY16 and approved during the FY17 budget process. Several key factors were noted for the adjustment: 1) a balanced residential/commercial system, 2) healthy viable system today and in the future, 3) conservation approach tying into Council initiatives. A block structure was chosen to incentivize conservation. Between the

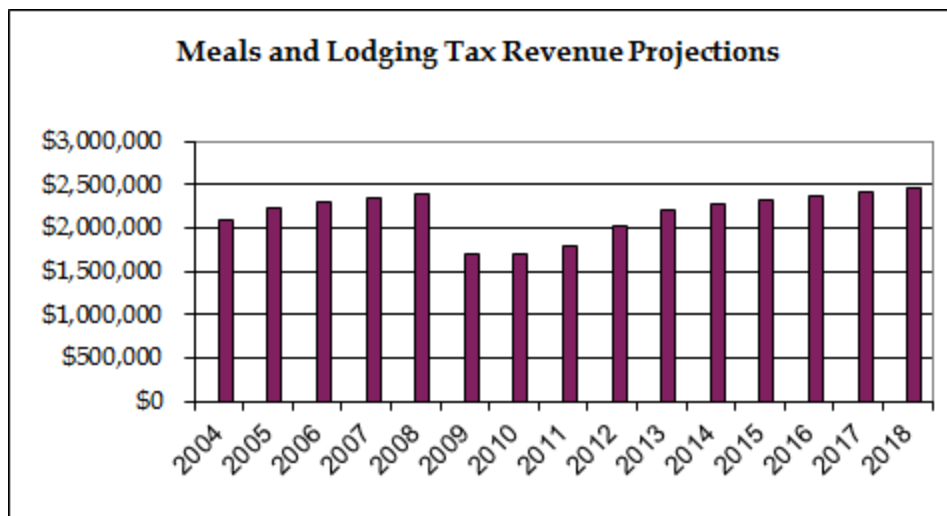
BUDGET AND FINANCIAL SYSTEMS

block structure and system efficiencies the lower usage consumer is expected to see a lower quarterly water and sewer bill.



The Town's capital improvement program is funded through the collection of a meals and lodging tax. Collections have experienced a steady growth rate since its implementation in January 1990. The Town has seen an increase in both the number of restaurants locating within the Town as well as increases in overall sales. Last year, five new restaurants and 112 new businesses opened.

Historical revenue data from the comprehensive annual reports show a five year historical high of 12% and low of 2.3%. The ten-year average is a revenue increase of 1.5% and the last 5 years average is 6.7% increase annually. Again with the sales tax projections, a conservative annual increase of 2% has been projected as a result of new businesses projected to open in Town.



BUDGET AND FINANCIAL SYSTEMS

DEBT SERVICE FUND HISTORY

General obligation bonds worth \$4,800,000 were issued in 1999 for a 15-year term at annual rates that vary from 4.050 to 4.375 percent. These bonds were retired at an annual rate of \$320,000. The bond proceeds are being used for various public improvements including public works facilities, recreational facilities, improvements and renovations to other Town facilities, street improvements, and water and sewer improvements. The bonds were retired in 2014.

General obligation debt worth \$4,950,000 was issued in 2006 for a 15-year term at an annual rate of 3.77 percent. This debt is being retired at an annual rate of \$330,000. Debt proceeds are being used for various public improvements including street improvements; development of the Town Center; new sidewalks; storm sewer improvements; water and sewer infrastructure improvements; and facility improvements for police operations and record storage. The debt will be retired in 2021.

\$4,990,000 worth of general obligation debt was issued in 2010 for a 15-year term at a true-interest cost of 2.49 percent. The bonds are being retired at an annual rate of \$335,000. Debt proceeds are being used for various public improvements including street and storm drainage improvements, water and sanitary sewer system improvements, and various public facility improvements. The bonds will be retired in 2026.

\$6,310,000 worth of general obligation debt was issued in 2012 for a 15-year term at a true-interest cost of 2.271 percent. The bonds are being retired at an annual rate of \$425,000 for the first two year and then at \$420,000 for subsequent years. Debt proceeds are being used for various public improvements including street and storm drainage improvements, water and sanitary sewer system improvements, and various public facility improvements. The bonds will be retired in 2028.

General obligation debt worth \$9,561,000 was issued in November 2013 for a 15-year term at an average annual rate of 2.24 percent. The debt was split into \$6,555,000 of new debt and \$3,006,000 of refunding of existing debt. The existing debt which was refunded was the balance of 2002 General Obligation Bonds (\$1,334,000) and Water and Sewer long-term notes payable (\$1,672,000). Saving in excess of \$460,000 was realized on the refunded debt. New debt proceeds are being used for various public improvements including street and storm drain

BUDGET AND FINANCIAL SYSTEMS

improvements but primarily for renovation of Town's Community Center. The new debt will be retired in 2029 and the refunded debt will retire at the approximate same time as the original debt.

General obligation debt worth \$6,180,000 was issued in December, 2015 for a 15 year term at an average annual interest rate of 2.16%. This was the first "green" certified bond issue for the State of Virginia, which funds projects that somehow protect or enhance the environment. New debt proceeds will be used primarily for improvement of public buildings. Other projects funded through this debt issue include stormwater projects and improvements to the Town's water and sewer infrastructure.

Analysis of Outstanding Debt Balances Only						
Issue	As of 6/30/13	As of 6/30/14	As of 6/30/15	As of 6/30/16	As of 6/30/17	As of 6/30/18
1999	\$640,000	\$320,000	\$0	\$0	\$0	\$0
2002	\$1,306,669	\$0	\$0	\$0	\$0	\$0
2006	\$2,640,000	\$2,310,000	\$1,980,000	\$1,650,000	\$1,320,000	\$990,000
2010	\$4,320,000	\$3,985,000	\$3,650,000	\$3,315,000	\$2,980,000	\$2,645,000
2012	\$6,310,000	\$5,885,000	\$5,460,000	\$5,040,000	\$4,620,000	\$4,200,000
2014	\$0	\$7,553,000	\$6,773,000	\$6,003,000	\$5,244,000	\$4,807,000
2016	\$0	\$0	\$0	\$6,180,000	\$5,765,000	\$5,350,000
Total	\$15,216,669	\$20,053,000	\$17,863,000	\$22,188,000	\$19,929,000	\$17,992,000

BUDGET AND FINANCIAL SYSTEMS

Payment on the Town's existing debt is budgeted through the Debt Service and Water and Sewer funds. A summary below highlights the combined payments with more specific details contained in the Debt Service and Water and Sewer expenditure sections later in this document.

Debt Service Payments in FY 15-16				
Issue	Fund	Principal	Interest	Total
06 Bonds	Debt Service	\$297,000	\$69,142	\$366,142
	Water & Sewer	\$33,000	\$7,682	\$40,682
10 Bonds	Debt Service	\$275,705	\$106,102	\$381,807
	Water & Sewer	\$59,295	\$22,819	\$82,114
12 Bonds	Debt Service	\$315,000	\$86,625	\$401,625
	Water & Sewer	\$105,000	\$28,875	\$133,875
14 Bonds	Debt Service	\$736,351	\$131,859	\$868,210
	Water & Sewer	\$33,649	\$11,013	\$44,662
Total		\$1,965,000	\$502,122	\$2,467,122

Debt Service Payments in FY 16-17				
Issue	Fund	Principal	Interest	Total
06 Bonds	Debt Service	\$297,000	\$57,618	\$354,618
	Water & Sewer	\$33,000	\$6,402	\$39,402
10 Bonds	Debt Service	\$275,705	\$99,554	\$375,259
	Water & Sewer	\$59,295	\$21,411	\$80,706
12 Bonds	Debt Service	\$315,000	\$80,325	\$395,325
	Water & Sewer	\$105,000	\$26,775	\$131,775
14 Bonds	Debt Service	\$725,351	\$119,868	\$845,219
	Water & Sewer	\$33,649	\$10,252	\$43,901
16 Bonds	Debt Service	\$373,500	\$185,788	\$559,288
	Water & Sewer	\$41,500	\$20,643	\$62,143
Total		\$2,298,000	\$553,134	\$2,851,134

BUDGET AND FINANCIAL SYSTEMS

The constitution of Virginia mandates a limit on the debt of the Town. The computation of the Town's legal debt margin as of June 30, 2015 is as follows:

Assessed Value of Real Property, January 1, 2014:	\$4,428,395,010
Debt Limit: Ten Percent (10%) of Assessed Value:	\$442,839,501

Amount of Debt Applicable to Debt Limit:	
General Obligation Bonds:	<u>\$19,549,026</u>
Total amount of Debt applicable to Debt Limitation:	<u>\$19,549,026</u>
Legal Debt Margin:	<u>\$423,290,475</u>

FUND BALANCE

The fund balance is defined as for all funds, the excess of the fund's assets over its liabilities and reserves. Information in the following charts has been taken directly from past year audits and the FY 16-17 budget document. Any differences between ending balances in one year and beginning balances in the next year are due to auditor adjustments to prior year balances. Negative differences between General Fund revenues and expenditures reflect planned use of unreserved, undesignated surplus. Negative differences between Water and Sewer Fund operating income and expenses reflect use of retained earnings balances. The reductions shown in the following chart reflect the assumption that use of prior year fund balances for FY 15-16 and FY 16-17 will be as budgeted. The actual use of prior year fund balances for said fiscal years will likely vary but estimated variances were not available at the time this document was prepared.

The Town of Vienna had previously committed to maintaining a minimum fund balance reserve of at least 10% of revenues. It has been attaining this goal and is committed to this principle. These funds are undesignated, but during January of each year, amounts in excess of this standard may be appropriated by the Town Council to fund previously deferred or newly identified capital needs.

Because of our strong fund balances and reserves, Vienna continues to receive outstanding ratings from both Moody's and Standard & Poor's. Since 2010 the Town's rating has been Aaa as part of its Global Rating Realignment and the Town's 2010 general obligation bonds were also rated AAA by Standard &

BUDGET AND FINANCIAL SYSTEMS

Poor's. This was reaffirmed for the 2012 and the 2015 ratings as well by both Moody's and Standard and Poor's.

In 2016 the Town became the first locality in Virginia to issue green certified bonds. These bonds appeal to investors who are interested in projects that are LEEDS certified to project or enhance the environment. Due to the Town's strong bond ratings, these bonds were issued at a rate of 2.16%

Fund Balance Summary General Fund					
	<i>FY 12-13 Actual</i>	<i>FY 13-14 Actual</i>	<i>FY 14-15 Actual</i>	<i>FY 15-16 Adopted</i>	<i>FY 16-17 Adopted</i>
Beginning Fund Balance	\$8,860,306	\$9,009,761	\$8,382,681	\$9,186,445	\$8,636,445
Revenues	\$21,875,339	\$22,189,969	\$23,277,717	\$22,580,060	\$22,064,320
Expenditures	\$21,725,884	\$22,817,049	\$22,473,953	\$23,130,060	\$22,614,320
Revenues Less Expenditures	\$149,455	(\$627,080)	\$803,764	(\$550,000)	(\$550,000)
Ending Fund Balance	\$9,009,761	\$8,382,681	\$9,186,445	\$8,636,445	\$8,086,445

Historical Data General Fund Reserve Balances		
<i>Year Ending June 30</i>	<i>Ending Balance Revenue Collection</i>	<i>Undesignated Fund Reserves</i>
2015	\$23,277,717	\$4,768,169
2014	\$22,189,969	\$4,243,138
2013	\$21,875,339	\$4,715,920
2012	\$22,168,452	\$4,585,175
2011	\$20,807,631	\$4,089,728

BUDGET AND FINANCIAL SYSTEMS

Fund Balance Summary Water and Sewer Fund					
	<i>FY 12-13 Actual</i>	<i>FY 13-14 Actual</i>	<i>FY 14-15 Actual</i>	<i>FY 15-16 Adopted</i>	<i>FY 15-16 Adopted</i>
Beginning Retained Earnings	\$7,246,606	\$7,470,330	\$6,701,057	\$8,765,336	\$8,792,826
Operating Income and Transfers	\$7,433,695	\$7,681,756	\$8,945,838	\$7,018,000	\$7,237,170
Operating Expenses and Transfers	\$7,209,971	\$8,451,029	\$6,881,559	\$6,990,510	\$7,237,170
Net Income (Loss)	\$223,724	(\$769,273)	\$2,064,279	\$27,490	\$0
Ending Retained Earnings	\$7,470,330	\$6,701,057	\$8,765,336	\$8,792,826	\$8,792,826

Water and Sewer Fund Reserve Balances		
<i>Year Ending June 30</i>	<i>Ending Balance Revenue Collection</i>	<i>Retained Earnings Balance</i>
2015	\$8,945,838	\$8,765,336
2014	\$7,681,756	\$6,701,057
2013	\$7,433,695	\$7,470,330
2012	\$6,563,051	\$7,246,606
2011	\$6,404,146	\$8,017,545

BUDGET AND FINANCIAL SYSTEMS

Fund Balance Summary Debt Service Fund					
	<i>FY 12-13 Actual</i>	<i>FY 13-14 Actual</i>	<i>FY 14-15 Actual</i>	<i>FY 15-16 Adopted</i>	<i>FY 16-17 Adopted</i>
Beginning Balance	\$4,120,330	\$4,562,958	\$4,928,551	\$4,922,622	\$4,928,551
Revenues and Transfers	\$2,462,735	\$4,008,405	\$2,696,844	\$2,641,000	\$3,605,530
Expenditures	\$2,020,107	\$3,642,812	\$2,702,773	\$2,641,000	\$3,605,530
Revenues Less Expenditures	\$442,628	\$365,593	(\$5,929)	\$0	\$0
Ending Fund Balance	\$4,562,958	\$4,928,551	\$4,922,622	\$4,922,622	\$4,922,622

Historical Data Debt Service Fund Reserve Balances		
<i>Year Ending June 30</i>	<i>Ending Balance Revenue Collection</i>	<i>Undesignated Fund Reserves</i>
2015	\$2,696,844	\$4,922,622
2014	\$4,008,405	\$4,928,551
2013	\$2,462,735	\$4,562,958
2012	\$2,317,679	\$4,120,330
2011	\$2,074,693	\$3,916,827

BUDGET IN BRIEF

The budget in brief section provides a summary of the revenues and expenditures for the following funds:

- General Fund
- Debt Service Fund
- Water and Sewer Fund
- Stormwater Fund

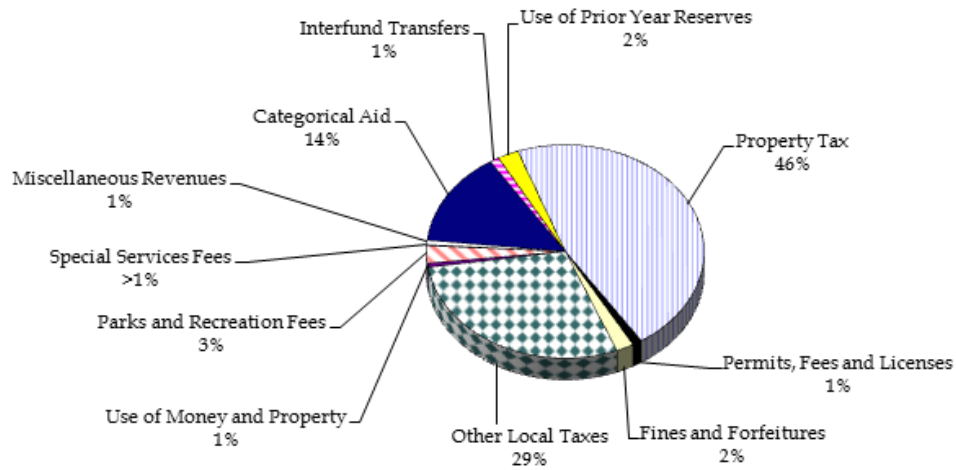
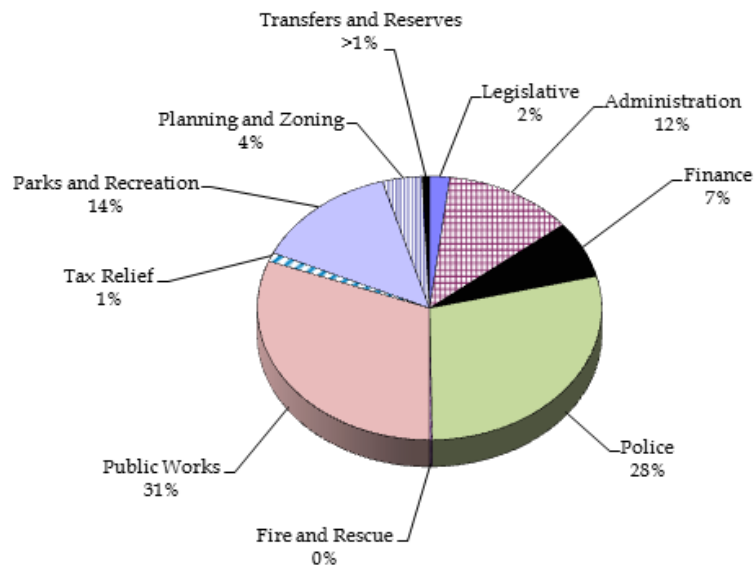
BUDGET IN BRIEF

GENERAL FUND

Revenues	Actuals FY 14-15	Adopted FY 15-16	Adj. Budget FY 15-16	Est. Actuals FY 15-16	Adopted FY 16-17	Net Change
Property Tax <i>(FY 16-17: adopted \$.2250 per \$100 of assessed valuation)</i>	9,793,573	9,967,000	9,967,000	10,324,500	10,427,500	460,500
Other Local Taxes	6,670,455	6,580,060	6,580,060	6,376,000	6,451,000	-129,060
Permits, Fees and Licenses	195,316	179,500	179,500	188,200	246,200	66,700
Fines and Forfeitures	429,366	455,000	455,000	450,000	462,500	7,500
Use of Money and Property	244,997	125,000	125,000	128,500	136,000	11,000
Parks and Recreation Fees	737,297	795,000	795,000	795,000	595,000	-200,000
Special Services Fees	27,620	25,000	25,000	35,000	30,000	5,000
Miscellaneous Revenues	335,965	144,100	307,240	301,850	156,000	11,900
Categorical Aid	3,256,995	3,195,900	3,195,900	3,295,900	3,203,210	7,310
Non Categorical Aid	29	0	0	60	0	0
Federal Revenues	116,075	113,500	113,500	113,500	113,500	0
Interfund Transfers	900,000	900,000	243,410	243,410	243,410	-656,590
Use of Prior Year Reserves	0	550,000	1,214,590	664,590	550,000	0
Equip. Repl. Reserve/PEG	570,028	100,000	100,000	770,000	0	-100,000
TOTAL	23,277,716	23,130,060	23,301,200	23,686,510	22,614,320	-515,740

Expenditures	Actuals FY 14-15	Adopted FY 15-16	Adj. Budget FY 15-16	Est. Actuals FY 15-16	Adopted FY 16-17	Net Change
Legislative	387,731	432,650	432,800	423,280	425,900	-6,750
Administration	2,537,335	2,709,360	2,680,560	2,622,580	2,763,740	54,380
Finance	1,618,032	1,639,760	1,699,160	1,658,010	1,583,350	-56,410
Police	6,320,512	6,366,680	6,405,300	6,412,700	6,476,930	110,250
Fire and Rescue	52,401	62,400	62,400	62,400	59,710	-2,690
Public Works	6,589,108	6,908,210	6,923,020	6,921,355	6,963,620	55,410
Tax Relief	236,417	237,300	237,300	243,150	242,600	5,300
Parks and Recreation	2,946,390	3,013,560	3,784,010	3,788,590	3,094,380	80,820
Planning and Zoning	700,526	824,170	825,670	844,770	847,050	22,880
Transfers and Reserves	1,085,502	935,970	250,880	163,690	157,040	-778,930
TOTAL	22,473,954	23,130,060	23,301,100	23,140,525	22,614,320	-515,740

BUDGET IN BRIEF

GENERAL FUND REVENUES**GENERAL FUND EXPENDITURES**

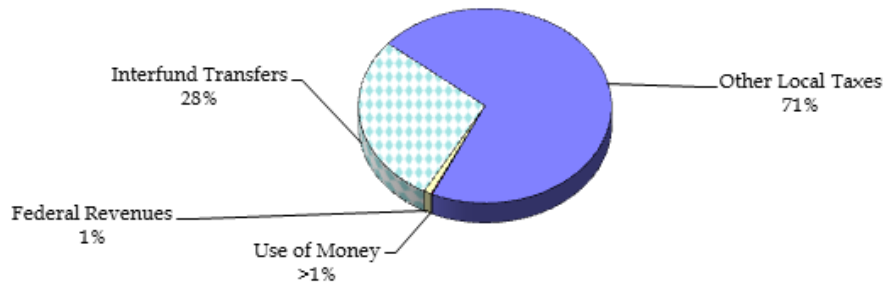
BUDGET IN BRIEF

DEBT SERVICE FUND

Revenues	Actuals FY 14-15	Adopted FY 15-16	Adj. Budget FY 15-16	Est. Actuals FY 15-16	Adopted FY 16-17	Net Change
Other Local Taxes	2,339,686	2,299,960	2,299,960	2,500,000	2,550,000	250,040
Use of Money	4,913	4,700	4,700	8,000	6,000	1,300
Miscellaneous Receipts	60	0	0	0	0	0
Federal Revenues	32,471	35,010	35,010	35,010	35,010	0
Debt Issue Proceeds	0	0	0	0	0	0
Interfund Transfers	319,714	301,330	957,920	957,920	1,014,520	713,190
TOTAL	2,696,844	2,641,000	3,297,590	3,500,930	3,605,530	964,530

Expenditures	Actuals FY 14-15	Adopted FY 15-16	Adj. Budget FY 15-16	Est. Actuals FY 15-16	Adopted FY 16-17	Net Change
Administrative Costs	38	300	300	300	300	0
Debt Service	2,702,332	2,640,700	3,297,290	2,976,060	3,605,230	964,530
TOTAL	2,702,370	2,641,000	3,297,590	2,976,360	3,605,530	964,530

DEBT SERVICE REVENUES



DEBT SERVICE EXPENDITURES



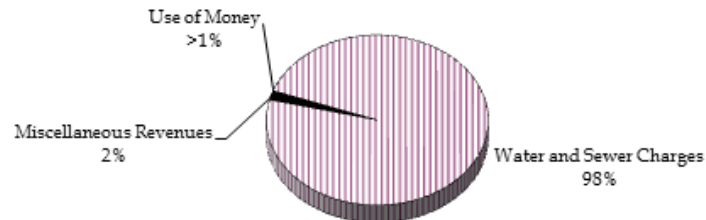
BUDGET IN BRIEF

WATER AND SEWER FUND

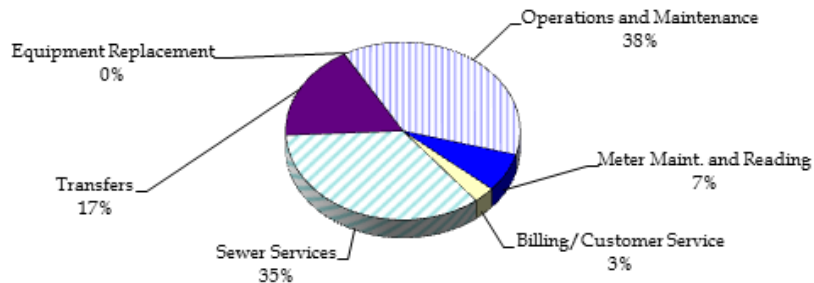
Revenues	Actuals FY 14-15	Adopted FY 15-16	Adj. Budget FY 15-16	Est. Actuals FY 15-16	Adopted FY 16-17	Net Change
Use of Money	3,240	2,000	2,000	4,000	4,000	2,000
Water and Sewer Charges	7,018,077	6,891,000	6,891,000	6,936,500	7,108,170	217,170
Miscellaneous Revenues	520,225	125,000	125,000	160,000	125,000	0
Interfund Transfer/Prior Yr	0	0	89,330	89,330	0	0
TOTAL	7,541,542	7,018,000	7,107,330	7,189,830	7,237,170	219,170

Expenditures	Actuals FY 14-15	Adopted FY 15-16	Adj. Budget FY 15-16	Est. Actuals FY 15-16	Adopted FY 16-17	Net Change
Water Operations	2,244,691	2,707,720	2,777,260	2,661,990	2,724,500	16,780
Meter Services & Water Qlty	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	2,448,220	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
TOTAL	5,477,263	6,990,510	7,150,840	7,132,680	7,237,170	246,660

WATER AND SEWER REVENUES



WATER AND SEWER EXPENDITURES



BUDGET IN BRIEF

STORMWATER FUND

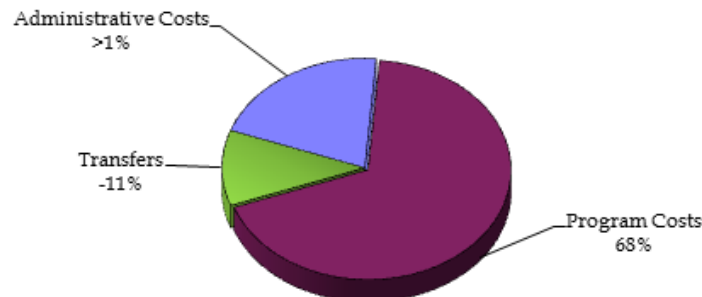
Revenues	Actuals FY 14-15	Adopted FY 15-16	Adj. Budget FY 15-16	Est. Actuals FY 15-16	Adopted FY 16-17	Net Change
Stormwater Revenue	232,126	232,130	232,130	272,390	272,390	40,260
Use of Money	447	0	0	450	0	0
Permits, Fees and Licenses	7,776	0	0	0	0	0
Use of Prior Year Surplus	0	150,000	150,000	85,770	98,180	-51,820
TOTAL	240,349	382,130	382,130	358,610	370,570	-11,560

Expenditures	Actuals FY 14-15	Adopted FY 15-16	Adj. Budget FY 15-16	Est. Actuals FY 15-16	Adopted FY 16-17	Net Change
Personnel Expenses	85,454	114,260	114,260	55,300	98,830	-15,430
Program Costs	64,585	325,000	325,000	325,000	325,000	0
Transfers	5,344	-57,130	-57,130	-21,690	-53,080	4,050
TOTAL	155,383	382,130	382,130	358,610	370,750	-11,380

STORM WATER REVENUES



STORMWATER EXPENDITURES

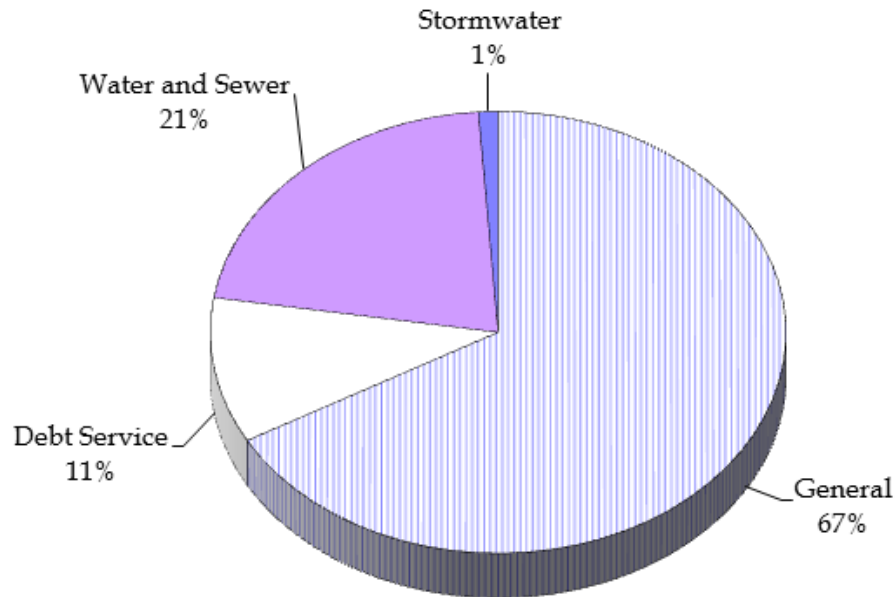


BUDGET IN BRIEF

ALL FUNDS

FUND	Actuals FY 14-15	Adopted FY 15-16	Adj. Budget FY 15-16	Est. Actuals FY 15-16	Adopted FY 16-17	Net Change
General	22,473,954	23,130,060	23,301,100	23,140,525	22,614,320	-515,740
Debt Service	2,702,370	2,641,000	3,297,590	2,976,360	3,605,530	964,530
Water and Sewer	5,477,263	6,990,510	7,150,840	7,132,680	7,237,170	246,660
Stormwater	155,383	382,130	382,130	358,610	370,750	-11,380
TOTAL	30,808,970	33,143,700	34,131,660	33,608,175	33,827,770	684,070

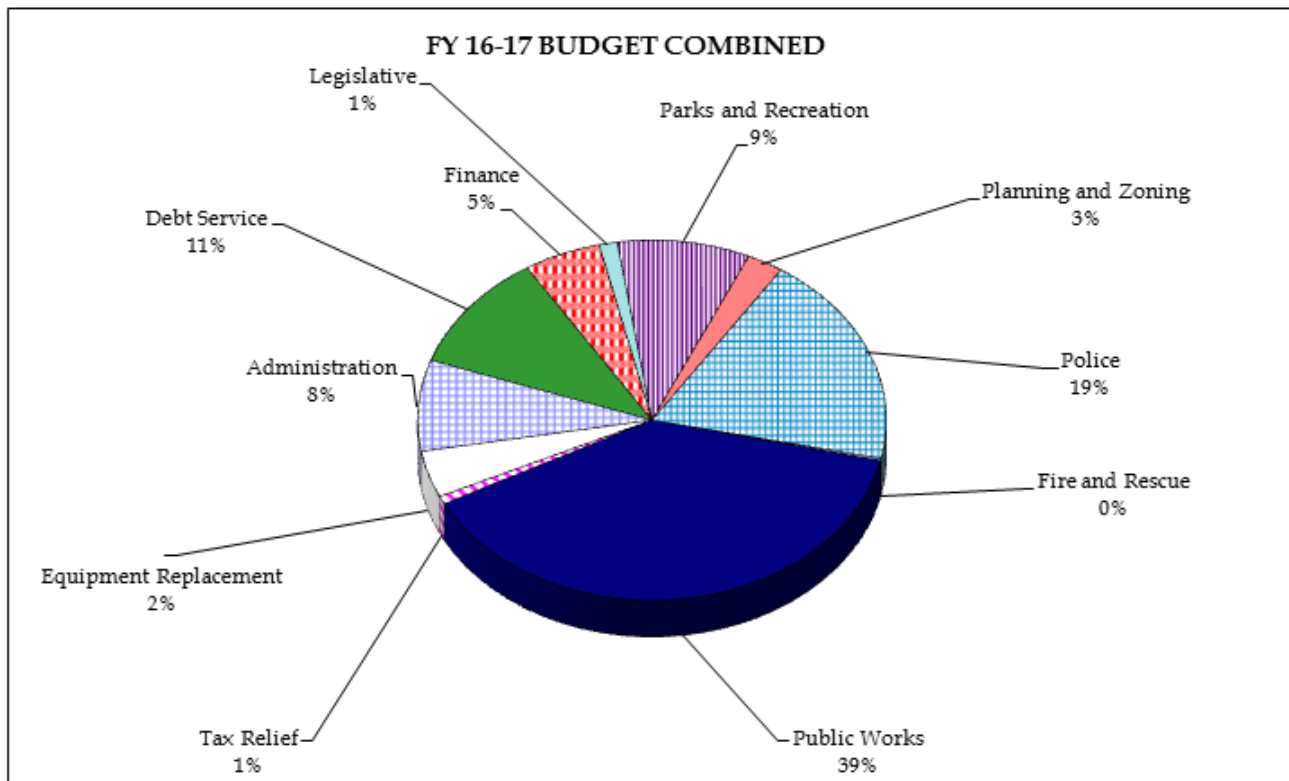
FY 16-17 BUDGET



BUDGET IN BRIEF

ALL FUNDS BY DEPARTMENT

Department	General Fund	Debt Service Fund	Water and Sewer Fund	Stormwater Fund	Grand Total
Administration	2,763,740				2,763,740
Debt Service		3,605,530			3,605,530
Finance	1,583,350		215,630		1,798,980
Legislative	425,900				425,900
Parks and Recreation	3,094,380				3,094,380
Planning and Zoning	847,050				847,050
Police	6,476,930				6,476,930
Fire and Rescue	59,710				59,710
Public Works	6,963,620		5,760,390	370,750	13,094,760
Tax Relief	242,600				242,600
Transfers and Reserves	157,040		1,261,150		1,418,190
TOTAL	22,614,320	3,605,530	7,237,170	370,750	33,827,770



REVENUES & EXPENDITURES BY FUND

This section provides a detailed listing of revenues by sources and expenditures by type within each of the following funds:

- General Fund
- Debt Service Fund
- Water and Sewer Fund
- Stormwater Fund

TOWN OF VIENNA
ADOPTED REVENUE BUDGET BY FUND

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----		FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ESTIMATED		
31121	REAL ESTATE TAXES	9,600,000	9,652,244	9,832,000	10,200,000	10,300,000	468,000
31122	PRIORYR REAL ESTATE TAXES	15,000	21,014	15,000	5,000	5,000	(10,000)
31125	PUBLIC SVCE CORP TAXES	85,000	85,083	85,000	89,500	89,500	4,500
31160	PENALTIES AND INTEREST	30,000	35,231	35,000	30,000	33,000	(2,000)
TOTAL	PROPERTY TAXES	9,730,000	9,793,573	9,967,000	10,324,500	10,427,500	460,500
31201	STATE SALES TAX	1,300,000	1,465,129	1,375,000	1,375,000	1,400,000	25,000
31202	CONSUMER UTILITY TAXES	665,000	668,218	665,000	640,000	665,000	-
31203	BUSINESS LICENSE TAXES	2,400,000	2,252,707	2,400,000	2,300,000	2,300,000	(100,000)
31205	VEHICLE LICENSE TAXES	375,000	368,070	375,000	385,000	385,000	10,000
31206	BANK STOCK TAXES	780,000	1,153,976	1,130,000	1,150,000	1,170,000	40,000
31208	TOBACCO TAXES	320,000	262,035	280,000	260,000	260,000	(20,000)
31231	LICENSEENFORCEMENTREVENUE	127,100	82,280	57,990	1,000	1,000	(56,990)
31240	FIBER-OPTIC FRANCHISE TAX	33,000	31,931	33,000	-	-	(33,000)
31241	TELECOMMUNICATIONS TAX	110,000	121,768	100,000	120,000	120,000	20,000
31242	3% PEG GRANT/MEDIA GEN	40,000	173,193	50,000	55,000	55,000	5,000
31243	UTILITY CONSUMPTION TAX	55,000	59,725	56,000	50,000	55,000	(1,000)
31285	VLF PENALTY	30,000	31,424	58,070	40,000	40,000	(18,070)
TOTAL	OTHER LOCAL TAXES	6,235,100	6,670,455	6,580,060	6,376,000	6,451,000	(129,060)
31301	ANIMAL LICENSE FEES	15,000	15,656	15,000	15,000	15,000	-
31307	ZONING PERMIT FEES	20,600	28,681	22,000	22,000	46,300	24,300
31308	BUILDING PERMIT FEES	60,600	58,834	60,000	60,000	73,950	13,950
31319	SIGN PERMIT FEES	6,200	6,625	6,000	6,200	7,200	1,200
31323	OCCUPANCY PERMIT FEES	43,300	60,770	45,000	50,000	58,750	13,750
31333	A.R.B. FEES	7,200	5,500	4,000	5,000	10,000	6,000
31335	STORMWATER MGT REVIEW FEE	27,500	19,250	27,500	30,000	35,000	7,500
TOTAL	PERMITS, FEES, LICENSES	180,400	195,316	179,500	188,200	246,200	66,700
31401	COURT FINES	425,000	419,832	445,000	440,000	450,000	5,000
31403	COURTHOUSE MTCE FEES	10,000	9,534	10,000	10,000	12,500	2,500
TOTAL	FINES AND FORFEITURES	435,000	429,366	455,000	450,000	462,500	7,500
31511	DEPOSIT ACCT INTEREST	-	190	-	-	-	-
31512	LGIP ACCT INTEREST	-	9,652	-	-	-	-
31513	INVESTMENT EARNINGS	10,000	-	10,000	10,000	10,000	-
31515	N.R.BOND INTEREST	-	817	-	-	-	-
31516	SNAP INTEREST	-	884	-	-	-	-
31517	RESERVED INTEREST	-	150	-	-	-	-
TOTAL	USE OF MONEY	10,000	11,692	10,000	10,000	10,000	-
31521	CONCESSIONS & RENTALS	60,000	68,842	5,000	8,500	16,000	11,000
31525	WTRTANK CELL PHONE RENTAL	100,000	164,463	110,000	110,000	110,000	-
TOTAL	USE OF PROPERTY	160,000	233,305	115,000	118,500	126,000	11,000
TOTAL	USE OF MONEY & PROPERTY	170,000	244,997	125,000	128,500	136,000	11,000
31611	ADULT PROGRAM FEES	80,000	53,521	80,000	80,000	50,000	(30,000)
31612	YOUTH PROGRAM FEES	265,000	266,630	270,000	270,000	250,000	(20,000)
31613	CLASS PROGRAM FEES	430,000	417,146	445,000	445,000	295,000	(150,000)
TOTAL	PARK & REC FEES	775,000	737,297	795,000	795,000	595,000	(200,000)
31622	STREET CUT INSPECTION FEE	33,200	27,620	25,000	35,000	30,000	5,000
TOTAL	SPECIAL SERVICE FEE	33,200	27,620	25,000	35,000	30,000	5,000
TOTAL	SERVICE CHARGES	808,200	764,917	820,000	830,000	625,000	(195,000)

TOWN OF VIENNA
ADOPTED REVENUE BUDGET BY FUND

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----		FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ESTIMATED		
31832	FEDERAL ASSET FORFEITURES	-	16,858	-	-	-	-
31833	RECYCLING REVENUE	17,000	19,409	16,000	7,000	-	(16,000)
31834	RESERVED SALE PROCEEDS	60,000	144,132	60,000	60,000	60,000	-
31835	FAIRFAX CO. CONTRIBUTION	32,300	32,300	32,300	32,300	32,300	-
31838	TEEN CENTER SALES	2,000	988	2,500	2,500	2,500	-
31840	DONATIONS	11,995	19,642	15,000	135,440	26,900	11,900
31841	FRIENDS OF VTG DONATIONS	10,000	7,000	-	-	-	-
31842	DONATIONS-SEEMAN MEMORIAL	-	1,301	-	25	-	-
31843	DONATIONS - EVENING IN WHITE	6,790	4,300	-	17,650	-	-
31845	VIRGINIA ASSET FORF FUNDS	-	2,501	2,300	10,300	-	(2,300)
31851	ALLEY VACATION FEES	-	23,194	-	100	-	-
31852	PROCEEDS -SALE OF ALLEY	-	1,688	-	-	-	-
31898	GO LOCAL FEES	-	2,575	-	25	-	-
31899	MISCELLANEOUS RECEIPTS	-	16,096	-	2,210	-	-
TOTAL	MISCELLANEOUS REVENUES	140,085	291,983	128,100	267,550	121,700	(6,400)
TOTAL	LOCAL REVENUES	17,698,785	18,390,608	18,254,660	18,564,750	18,469,900	215,240
32207	ROLLING STOCK TAX	-	29	-	60	-	-
TOTAL	NON-CATEGORICAL AID	-	29	-	60	-	-
32230	COMM. SALES & USE TAX	1,090,000	1,064,575	1,070,000	1,070,000	1,070,000	-
32410	POLICE SUPPORT (HB599)	376,000	388,259	376,000	376,000	376,000	-
32411	H.I.D.T.A GRANT (POLICE)	7,500	7,500	7,500	7,500	7,500	-
32412	VML SAFETY GRANT	-	-	-	-	-	-
32420	STATE FIRE PROGRAM	41,000	49,698	42,400	42,400	49,710	7,310
32430	VDOT STREET MTCE SUPPORT	1,648,000	1,744,964	1,700,000	1,800,000	1,700,000	-
32440	ICAC REIMBURSEMENT	-	2,000	-	-	-	-
TOTAL	CATEGORICAL AID	3,162,500	3,256,995	3,195,900	3,295,900	3,203,210	7,310
TOTAL	STATE REVENUES	3,162,500	3,257,024	3,195,900	3,295,960	3,203,210	7,310
33310	GANG TASK FORCE GRANT	98,500	75,641	98,500	98,500	98,500	-
33321	TRAFFICENFORCEGRANT2010	-	23,352	-	-	-	-
33322	TRAFFIC ENFORCE GRANT '11	-	17,082	15,000	15,000	15,000	-
TOTAL	FEDERAL REVENUES	98,500	116,075	113,500	113,500	113,500	-
34101	POLICE OVRTIME REIMBURSE	-	16,369	6,000	9,300	9,300	3,300
34102	MISC REIMBURSEMENTS	20,970	27,613	10,000	25,000	25,000	15,000
TOTAL	REIMBURSEMENTS	20,970	43,982	16,000	34,300	34,300	18,300
34150	CAPITAL LEASE PROCEEDS	-	570,028	-	670,000	-	-
TOTAL	DEBT ISSUE PROCEEDS	-	570,028	-	670,000	-	-
34510	TRANSFER FROM W&S FUND	900,000	900,000	900,000	900,000	900,000	-
34511	TRANSFER FM/TO DEBT SERVICE	-	-	-	(656,590)	(656,590)	(656,590)
TOTAL	INTERFUND TRANSFERS	900,000	900,000	900,000	243,410	243,410	(656,590)
34901	USE OF PRIOR YEAR SURPLUS	753,940	-	550,000	664,590	550,000	-
34906	APPROP OF PEG RESERVES	-	-	100,000	100,000	-	(100,000)
TOTAL	GENERAL FUND	22,634,695	23,277,717	23,130,060	23,686,510	22,614,320	(515,740)

TOWN OF VIENNA
ADOPTED REVENUE BUDGET BY FUND

FUND: 400 -- DEBT SERVICE FUND

ACCOUNT NUMBER	TITLE	-----FY 14-15----- BUDGET	ACTUAL	-----FY 15-16----- BUDGET	ESTIMATED	FY 16-17 ADOPTED	NET CHANGE
31210	MEALS AND LODGING TAX	2,291,490	2,339,686	2,299,960	2,500,000	2,550,000	250,040
TOTAL	OTHER LOCAL REVENUES	2,291,490	2,339,686	2,299,960	2,500,000	2,550,000	250,040
31511	DEPOSIT ACCT INTEREST	-	17	-	-	-	-
31512	LGIP ACCT INTEREST	4,700	4,896	4,700	8,000	6,000	1,300
TOTAL	USE OF MONEY	4,700	4,913	4,700	8,000	6,000	1,300
31899	MISCELLANEOUS RECEIPTS	-	60	-	-	-	-
TOTAL	MISCELLANEOUS REVENUE	-	60	-	-	-	-
TOTAL	LOCAL REVENUES	2,296,190	2,344,659	2,304,660	2,508,000	2,556,000	251,340
33360	BUILDAMERICABONDSREBATE	35,010	32,471	35,010	35,010	35,010	-
TOTAL	FEDERAL REVENUE	35,010	32,471	35,010	35,010	35,010	-
34510	TRANSFER FROM W&S FUND	371,440	319,714	301,330	301,330	357,930	56,600
34520	TRANSFER FROM/TO GEN FUND	-	-	-	656,590	656,590	656,590
TOTAL	INTERFUND TRANSFERS	371,440	319,714	301,330	957,920	1,014,520	713,190
TOTAL	DEBT SERVICE FUND	2,702,640	2,696,844	2,641,000	3,500,930	3,605,530	964,530

TOWN OF VIENNA
ADOPTED REVENUE BUDGET BY FUND

FUND: 500 -- WATER & SEWER

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----		FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ESTIMATED		
31511	DEPOSIT ACCT INTEREST	-	37	-	-	-	-
31512	LGIP ACCT INTEREST	1,200	3,203	2,000	4,000	4,000	2,000
TOTAL	USE OF MONEY	1,200	3,241	2,000	4,000	4,000	2,000
31631	WATER CHARGES	3,770,690	3,408,784	3,925,000	3,900,000	4,016,250	91,250
31632	SEWER CHARGES	3,085,110	2,648,374	2,810,000	2,800,000	2,854,920	44,920
31633	ACCOUNT SERVICE CHARGES	-	583,662	-	-	-	-
31634	EXCESS USE CHARGES	-	(61)	-	-	-	-
31635	RECONNECTION FEES	2,000	8,922	4,000	4,500	5,000	1,000
31636	AVAILABILITY/F.F. CHARGES	30,000	220,723	40,000	100,000	100,000	60,000
31637	CYCLE 6 BILLING REIMBURSE	72,000	79,530	72,000	72,000	72,000	-
31638	INTEREST - DELINQUENT	35,000	68,143	40,000	60,000	60,000	20,000
TOTAL	WATER & SEWER CHARGES	6,994,800	7,018,076	6,891,000	6,936,500	7,108,170	217,170
31831	SALE OF WATER METERS	70,000	128,002	70,000	90,000	70,000	-
31899	MISCELLANEOUS RECEIPTS	55,000	126,333	55,000	70,000	55,000	-
TOTAL	MISCELLANEOUS REVENUE	125,000	254,334	125,000	160,000	125,000	-
TOTAL	LOCAL REVENUES	7,121,000	7,275,651	7,018,000	7,100,500	7,237,170	219,170
34102	MISC REIMBURSEMENTS	-	1,260	-	-	-	-
34130	DEVELOPER CONTRIBUTIONS	-	264,630	-	-	-	-
34901	USE OF PRIOR YEAR SURPLUS	-	-	-	89,330	-	-
TOTAL	WATER & SEWER FUND	7,121,000	7,541,541	7,018,000	7,189,830	7,237,170	219,170

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

FUND: 550 -- STORMWATER

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----		FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ESTIMATED		
31280	STORM WATER FUND REV	193,420	232,126	232,130	272,390	272,390	40,260
TOTAL	OTHER LOCAL TAXES	193,420	232,126	232,130	272,390	272,390	40,260
31512	LGIP ACCT INTEREST	-	447	-	450	-	-
TOTAL	USE OF MONEY	-	447	-	450	-	-
TOTAL	LOCAL REVENUE	193,420	232,573	232,130	272,840	272,390	40,260
32555	VA PERMIT FEES DEQ	-	7,776	-	-	-	-
TOTAL	CATEGORICAL AID	-	7,776	-	-	-	-
34901	USE OF PRIOR YEAR SURPLUS	52,120	-	150,000	85,770	98,180	(51,820)
TOTAL	STORMWATER FUND	245,540	240,349	382,130	358,610	370,570	(11,560)

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	10,390,150	10,111,220	10,769,930	10,758,090	10,752,290	11,303,080	533,150
41002	OVERTIME	801,770	944,109	790,600	762,210	812,390	798,300	7,700
41003	REG. P.T. WITH BENEFITS	262,370	287,188	209,950	170,050	155,220	158,850	(51,100)
41004	PART TIME W/O BENEFITS	368,500	370,013	342,100	306,490	354,530	251,520	(90,580)
41005	OTHER P.T.	52,000	59,925	62,000	52,000	62,000	62,000	-
41006	ANNUAL LEAVE LIQUIDATION	10,000	74,713	10,000	10,000	57,320	10,000	-
41007	HOLIDAY PAY	107,000	127,933	116,000	116,000	116,000	116,000	-
41008	ANNUAL LEAVE CASH-IN	30,000	89,117	30,000	30,000	90,590	27,000	(3,000)
41009	COUNCIL/BOARDS SALARY	81,980	78,565	81,980	81,980	81,980	81,980	-
41011	NON-EXEMPT COMPTIME LIQ.	-	5,510	-	-	410	-	-
41015	PERFORMANCE BONUS	-	-	-	28,500	28,500	-	-
TOTAL	PERSONAL SERVICES	12,103,770	12,148,294	12,412,560	12,315,320	12,511,230	12,808,730	396,170
42001	F.I.C.A.	930,840	881,269	944,880	946,380	939,150	969,100	24,220
42002	V.R.S.	1,291,770	1,229,367	1,326,900	1,334,540	1,326,840	1,355,980	29,080
42003	V.R.S. LIFE INS	138,410	119,352	142,160	143,180	140,380	133,420	(8,740)
42004	LOCAL PENSION PLAN	130,910	122,986	125,030	125,030	118,550	106,640	(18,390)
42005	POLICE PENSION	260,020	191,369	262,990	262,990	218,350	222,500	(40,490)
42007	HEALTH INSURANCE	1,247,130	1,235,436	1,102,590	1,110,190	1,096,250	1,247,280	144,690
42008	DISABILITY INS	800	2,473	800	800	800	800	-
42009	UNEMPLOYMENT INS	6,500	4,660	6,500	6,500	4,500	6,500	-
42010	CLOTHING ALLOWANCE	41,000	39,122	41,000	41,000	41,000	41,000	-
42011	TUITION ASSIST	29,500	29,218	12,000	29,170	29,170	29,000	17,000
42012	CAFETERIA PLAN FEES	2,550	2,155	2,020	2,020	2,250	2,080	60
42013	WORKER'S COMP INS	244,740	238,661	260,000	215,000	215,000	246,000	(14,000)
42015	MISC ALLOWANCES	3,680	3,140	3,680	3,680	3,680	3,320	(360)
42017	CELL PHONE ALLOWANCE	2,130	1,771	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	243,380	225,979	263,200	264,600	259,520	258,850	(4,350)
42021	VRS HYBRID 401A MATCH	-	6,368	-	-	3,350	18,550	18,550
42025	VRS HYBRID DISABILITY	-	3,694	-	-	1,970	9,610	9,610
42050	RELOCATION EXPENSES	3,000	3,000	3,000	3,000	3,000	3,000	-
TOTAL	EMPLOYEE BENEFITS	4,576,360	4,340,021	4,496,750	4,488,080	4,403,760	4,653,630	156,880
43101	CONSULTING SERVICES	91,440	20,899	98,300	89,450	89,450	127,500	29,200
43102	LEGAL SVCS	134,700	134,700	138,740	138,740	138,740	142,900	4,160
43103	ACCTG/AUDIT SVCS	52,000	49,255	55,000	55,000	55,000	55,000	-
43104	ARCHIT/ENGINEER SVCS	15,000	11,791	22,000	28,030	22,000	22,000	-
43105	HEALTH SERVICES	23,000	16,012	15,000	15,000	15,000	15,000	-
43106	TRANSLATION SERVICES	2,750	1,256	2,750	2,730	2,650	2,650	(100)
43112	PUBLIC DEFENDER SVCS	4,000	2,851	4,000	4,000	4,000	4,000	-
43113	PROSECUTING SVCS	56,900	56,900	58,600	58,600	58,600	60,360	1,760
43114	SUPP LEGAL SVCS RESERVE	20,000	18,926	20,000	20,000	20,000	20,000	-
43201	CONTRACT LABOR	25,300	9,026	25,300	25,300	25,300	25,300	-
43301	EQUIPMT MTCE CONTRACTS	157,390	129,880	128,400	126,250	120,000	125,600	(2,800)
43302	FINANCIAL SYSTEM MTCE	77,470	73,547	75,610	75,610	79,420	73,820	(1,790)
43303	SOFTWARE MTCE CONTRACT	35,890	29,062	38,000	68,000	37,400	37,700	(300)
43304	H/AC MTCE CONTRACT	37,000	31,452	48,830	47,730	43,630	49,330	500
43305	OTHER MTCE CONTRACTS	2,000	1,960	2,000	3,000	2,000	2,000	-
43306	RADIO MTCE CONTRACTS	16,500	15,069	16,500	16,500	16,500	16,500	-
43307	REPAIR/MTCE SVCS	126,430	117,078	126,640	132,260	133,000	154,100	27,460
43308	CONTRACTS/SERVICES	633,460	659,863	524,630	605,570	587,070	587,840	63,210
43309	CELL PHONE EXPENSE	-	-	50,950	51,170	50,900	50,900	(50)
43501	PRINTING/BINDING SVCS	35,400	29,368	34,500	36,000	36,000	37,400	2,900
43601	ADVERTISING	19,980	11,988	23,450	23,120	20,180	20,400	(3,050)
43701	UNIFORM RENTAL/CLEANING	19,140	15,348	19,640	19,640	19,640	19,640	-
43702	JANITORIAL/CUSTODIAL SVCE	50,200	45,403	40,000	35,000	35,000	30,530	(9,470)
43801	SRVCS FROM OTHER GOV'TS	23,760	15,132	22,440	26,250	22,960	23,460	1,020
43802	LANDFILL FEES	406,180	375,435	403,180	462,940	462,940	393,180	(10,000)
TOTAL	PURCHASED SERVICES	2,065,890	1,872,203	1,994,460	2,165,890	2,097,380	2,097,110	102,650
45101	ELECTRICITY	152,170	165,230	150,300	150,300	148,920	150,300	-
45102	NATURAL GAS	28,450	35,752	23,780	23,780	21,000	22,280	(1,500)
45104	WATER/SEWER SVCE	21,210	21,294	24,580	24,580	24,580	24,580	-
45201	LOCAL PHONE SERVICE	12,000	12,945	12,000	20,400	20,400	14,250	2,250

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
45202	LONG DIST SERVICE	6,730	4,299	3,730	3,760	3,760	3,330	(400)
45203	POSTAL SERVICES	56,610	46,028	60,070	62,670	58,330	58,830	(1,240)
45205	INTERNET ACCESS/EMAIL SVC	18,400	19,081	15,560	23,160	17,900	17,810	2,250
45301	BOILER INS	2,200	2,428	2,780	2,780	2,780	2,780	-
45304	OTHER PROPERTY INSURANCE	27,700	24,336	29,830	28,130	28,130	29,830	-
45305	VEHICLE INS	84,760	84,760	79,000	76,500	79,000	79,000	-
45306	SURETY BONDS	3,700	-	3,700	3,700	3,700	3,700	-
45308	GEN LIABILITY INS	104,700	103,124	107,260	103,760	103,760	107,260	-
45311	EXCESS LOSS UMBRELLA INS	35,000	33,980	35,000	34,850	34,850	34,850	(150)
45313	INSURANCE RETENTION	20,000	56,585	20,000	20,000	20,000	20,000	-
45316	LINE OF DUTY ACT INSUR.	21,270	21,143	21,000	21,150	21,150	21,150	150
45401	VEHICLE LEASE/RENTAL	9,000	9,000	9,000	9,000	9,000	9,000	-
45402	EQUIPMENT RENTAL	10,700	9,148	10,700	9,700	10,700	10,700	-
45404	CENTRAL COPIER CHARGES	15,580	15,897	16,130	22,160	20,130	20,030	3,900
45501	MILEAGE REIMBURSEMENT	6,300	2,413	6,400	6,260	5,350	5,950	(450)
45502	FARES	600	129	600	940	1,800	1,800	1,200
45503	SUBSISTENCE/LODGING	24,320	17,511	26,900	26,690	25,900	26,000	(900)
45504	CONVENTIONS/EDUCATION	49,560	33,380	62,580	58,620	58,620	65,180	2,600
45505	BUSINESS MEALS	3,000	3,543	3,000	2,700	2,000	1,700	(1,300)
45601	CONTRIBUTIONS	10,000	10,000	20,000	20,000	20,000	10,000	(10,000)
45612	C.H.O.	1,500	1,500	1,500	1,500	1,500	1,500	-
45617	VIENNA COMMUNITY BAND	4,000	4,000	6,000	6,000	6,000	4,000	(2,000)
45618	BABE RUTH LEAGUE	1,000	1,000	1,000	1,000	1,000	1,000	-
45619	VIENNA LITTLE LEAGUE	-	-	1,000	1,000	1,000	1,000	-
45620	VI.GIRLS SOFTBALL LEAGUE	1,000	1,000	1,000	1,000	1,000	1,000	-
45621	VIENNA YOUTH INC	1,000	1,000	1,000	1,000	1,000	1,000	-
45626	VIENNA ARTS SOCIETY	-	-	750	750	750	-	(750)
45627	WOMEN'S CENTER	-	-	500	500	500	500	-
45629	VIENNA WIRELESS SOCIETY	550	550	550	550	550	550	-
45630	SHEPHERDS CENTER:OAK/VIEN	500	500	500	500	500	500	-
45632	OPTIMIST CLUB	1,000	1,000	1,000	1,000	1,000	1,000	-
45633	JMHS PARADE	-	-	-	-	-	-	-
45701	T.R.E. - PROP TAXES	229,000	220,855	223,500	223,500	230,000	230,000	6,500
45702	T.R.E. - VEH LIC TAX	5,300	6,764	6,000	6,000	5,530	6,000	-
45703	REVITAL.TAX EXEMPTIONS	8,900	8,798	7,800	7,800	7,620	6,600	(1,200)
45801	MEMBERSHIPS/DUES	43,430	32,232	44,710	40,380	40,380	43,980	(730)
45803	BAD DEBT WRITE-OFF	-	69,562	-	-	-	-	-
45809	REFUNDS	200	-	200	200	200	200	-
TOTAL	OTHER CHARGES	1,021,340	1,080,768	1,040,910	1,048,270	1,040,290	1,039,140	(1,770)
46001	OFFICE SUPPLIES	55,310	43,986	54,800	55,380	55,380	49,900	(4,900)
46003	HORTICULTURAL SUPPLIES	12,095	11,035	15,000	19,770	19,000	15,000	-
46005	JANITORIAL SUPPLIES	19,000	16,275	22,000	22,650	22,000	22,000	-
46007	REPAIR/MTCE SUPPLIES	75,220	56,705	72,650	68,900	69,000	73,650	1,000
46008	VEHICLE/EQUIPMT FUELS	260,000	206,725	260,000	227,360	227,360	242,000	(18,000)
46009	VEH/EQUIPMT MTCE SUPPLIES	31,000	28,628	36,000	35,250	33,000	36,000	-
46010	POLICE SUPPLIES	38,880	27,904	40,000	44,000	40,000	40,000	-
46011	UNIFORMS/SAFETY APPAREL	55,310	36,442	58,230	66,310	66,010	58,240	10
46012	BOOKS/SUBSCRIPTIONS	6,400	4,573	6,590	7,810	7,870	5,860	(730)
46013	RECREATION SUPPLIES	15,800	11,702	16,250	16,390	16,690	16,650	400
46014	DP/COMPUTER SUPPLIES	8,000	7,435	8,000	8,000	8,000	8,000	-
46015	OPERATIONAL SUPPLIES	312,490	266,743	310,590	342,780	335,400	315,640	5,050
46016	SUPPLIES FOR RESALE	3,000	3,052	3,000	3,000	3,000	3,000	-
46017	SMALL TOOLS	14,280	12,698	13,480	13,950	13,480	13,920	440
46019	OTHER SUPPLIES	23,290	17,425	32,670	32,390	31,770	32,770	100
46021	HOLIDAY GIFT CERTIFICATES	9,800	6,753	9,800	9,800	9,800	9,800	-
46022	RANGE SUPPLIES	18,000	13,453	18,000	18,000	18,000	18,000	-
46030	MEDICAL SUPPLIES	1,500	953	6,000	6,000	4,000	6,000	-
46031	TIRES AND TUBES	32,000	27,124	32,000	31,730	32,000	35,000	3,000
46040	SOFTWARE PURCHASES	13,260	12,173	12,250	12,250	12,250	12,250	-
TOTAL	MATERIALS AND SUPPLIES	1,004,635	811,784	1,027,310	1,041,720	1,024,010	1,013,680	(13,630)
47102	WELLNESS PROGRAM	-	-	4,000	4,000	4,000	4,000	-
47105	CABLE TV PROJECT-PH 2	-	-	-	113,690	113,690	-	-

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
47201	TRAINING PROGRAMS	23,500	18,557	27,500	27,500	27,500	27,500	-
47202	SAFETY PROGRAMS	8,600	3,360	8,600	8,400	8,400	8,500	(100)
47203	SERVICE AWARDS	13,000	12,179	14,000	20,000	14,000	14,000	-
47204	TOWN CALENDAR	8,900	6,513	8,900	8,280	8,900	7,200	(1,700)
47205	TOWN NEWSLETTER	18,650	18,262	19,000	20,540	19,550	20,000	1,000
47207	TESTING SERVICES	3,080	2,470	5,000	5,000	5,000	5,000	-
47208	STATE FIRE PROGRAM FUNDS	41,000	42,401	42,400	42,400	49,710	49,710	7,310
47215	TOV WEB SITE SERVICES	31,840	25,871	42,760	42,760	42,760	42,760	-
47225	VEH LIC FEE ADMIN COSTS	23,300	18,632	32,000	25,570	11,900	-	(32,000)
47230	GANG TASK FORCE	25,000	25,000	25,000	25,000	25,000	25,000	-
47306	R.A.D. PROGRAM	1,050	540	420	660	660	420	-
47308	POLICE CAR LAPTOPS PROG	20,000	19,237	20,000	20,000	20,000	20,000	-
47309	IT PC REPLACEMENT PROG	30,000	29,333	30,000	30,000	30,000	30,000	-
47401	ASPHALT OVERLAY	415,640	401,214	374,640	374,390	254,390	250,000	(124,640)
47402	CURB/SIDEWALK MTCE	190,060	189,567	190,060	190,060	180,060	190,060	-
47403	PHYSICAL IMPROVEMENTS	46,950	51,364	45,000	87,770	86,500	49,470	4,470
47406	BRICKWALK MAINTENANCE	5,000	5,000	5,000	20,000	20,000	5,000	-
47407	CONTRACTED ASPHALT REP'RS	44,560	44,335	45,000	45,000	45,000	45,000	-
47408	INTERNAL ASPHALT REPAIRS	160,290	161,966	196,850	195,380	195,380	196,850	-
47702	ADULT ATHLETICS	9,000	7,029	11,000	8,000	8,000	11,000	-
47703	YOUTH TRIPS	24,200	24,443	24,200	30,200	30,200	36,200	12,000
47704	ADULT TRIPS	20,000	25,416	31,500	31,500	31,500	30,000	(1,500)
47705	YOUTH SPECIAL ACTIV	11,650	10,193	11,200	11,400	11,400	11,400	200
47706	ADULT SPECIAL ACTIV	15,500	12,846	15,500	10,990	10,990	14,550	(950)
47707	SPECIAL EVENTS/ACTIV	53,330	51,319	44,000	59,350	56,835	35,450	(8,550)
47710	DONATION FUNDED PROGRAMS	3,550	515	500	1,450	1,450	500	-
47713	FRIENDS OF VTG DONATIONS	5,000	8,296	11,000	11,000	11,000	10,000	(1,000)
TOTAL	PROGRAMS AND SERVICES	1,252,650	1,215,857	1,285,030	1,470,290	1,323,775	1,139,570	(145,460)
48101	MACH/EQUIPMT REPLACEMENT	65,150	50,993	86,650	92,330	92,330	90,650	4,000
48102	FURN/FIXTURE REPLACEMENT	10,580	6,677	5,600	23,190	22,500	6,100	500
48103	COMMUN EQUIPT REPLACEMENT	1,000	-	1,000	1,000	1,000	1,000	-
48106	HVY EQUIPMT REPLACEMENT	5,500	5,429	13,500	13,500	13,500	43,500	30,000
48107	OFFICE/DP EQT-REPLACEMENT	1,000	-	1,000	1,000	-	-	(1,000)
48201	ADDITIONAL MACH/EQUIPMT	4,000	1,381	4,000	4,000	4,000	28,500	24,500
48207	ADDITIONAL OFFICE/DP EQT	-	-	-	-	120	-	-
48299	EQUIPMENT RESERVE	4,000	-	4,000	3,000	4,000	4,000	-
48308	CAPITAL LEASES	-	404,722	-	-	-	-	-
48719	PEG FUNDED PROJECTS	-	-	150,000	36,310	36,310	-	(150,000)
TOTAL	CAPITAL OUTLAY	91,230	469,202	265,750	174,330	173,760	173,750	(92,000)
49120	POLICE PRINCIPAL	169,170	169,389	164,150	-	-	-	(164,150)
49125	POLICE INTEREST	5,560	5,560	4,600	-	-	-	(4,600)
49140	PUBLIC WORKS PRINCIPAL	381,300	382,956	398,650	-	-	-	(398,650)
49145	PUBLIC WORKS INTEREST	13,390	13,556	13,620	-	-	-	(13,620)
49170	PARKS & REC PRINCIPAL	49,580	48,883	63,080	-	-	-	(63,080)
49175	PARKS & REC INTEREST	1,380	1,300	2,250	-	-	-	(2,250)
49180	PLANNING & ZONING PRINCIPAL	11,350	10,166	9,970	-	-	-	(9,970)
49185	PLANNING & ZONING INTEREST	480	401	270	-	-	-	(270)
TOTAL	DEBT SERVICE	632,210	632,211	656,590	-	-	-	(656,590)
49207	TRANSFER TO CAP PROJ FUND	(106,320)	(96,387)	(108,680)	566,320	566,320	(381,330)	(272,650)
49208	GF TRANSFER TO WSF	(20,000)	-	(20,000)	(20,000)	-	-	20,000
TOTAL	INTERFUND TRANSFERS	(126,320)	(96,387)	(128,680)	546,320	566,320	(381,330)	(252,650)
49900	CONTINGENCY RESERVE	12,930	-	79,380	50,880	-	70,040	(9,340)
TOTAL	CONTINGENCY RESERVE	12,930	-	79,380	50,880	-	70,040	(9,340)
TOTAL	GENERAL FUND	22,634,695	22,473,953	23,130,060	23,301,100	23,140,525	22,614,320	(515,740)

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

FUND: 400 -- DEBT SERVICE FUND

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
43308	CONTRACTS/SERVICES	300	39	300	300	300	300	-
TOTAL	PURCHASED SERVICES	300	39	300	300	300	300	-
48899	CONTINGENCY RESERVES	-	-	321,590	321,590	-	61,000	(260,590)
TOTAL	CONTINGENCY	-	-	321,590	321,590	-	61,000	(260,590)
49101	PRINCIPAL	2,190,000	2,190,403	1,855,000	1,855,000	1,855,000	2,259,000	404,000
49102	INTEREST	512,340	512,332	464,110	464,110	464,110	628,640	164,530
49120	POLICE PRINCIPAL	-	-	-	164,150	164,150	164,150	164,150
49125	POLICE INTEREST	-	-	-	4,600	4,600	4,600	4,600
49140	PUBLIC WORKS PRINCIPAL	-	-	-	398,650	398,650	398,650	398,650
49145	PUBLIC WORKS INTEREST	-	-	-	13,620	13,620	13,620	13,620
49170	PARKS & REC PRINCIPAL	-	-	-	63,080	63,080	63,080	63,080
49175	PARKS & REC INTEREST	-	-	-	2,250	2,250	2,250	2,250
49180	PLANNING & ZONING PRINCIPAL	-	-	-	9,970	9,970	9,970	9,970
49185	PLANNING & ZONING INTEREST	-	-	-	270	270	270	270
TOTAL	DEBT SERVICE	2,702,340	2,702,735	2,319,110	2,975,700	2,975,700	3,544,230	1,225,120
TOTAL	DEBT SERVICE FUND	2,702,640	2,702,774	2,641,000	3,297,590	2,976,000	3,605,530	964,530

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

FUND: 500 -- WATER & SEWER FUND

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	1,045,640	999,663	1,120,030	1,125,030	1,121,290	1,161,090	41,060
41002	OVERTIME	137,500	211,244	137,500	137,500	193,850	164,000	26,500
41004	PART TIME W/O BENEFITS	-	360	-	2,100	-	-	-
41006	ANNUAL LEAVE LIQUIDATION	-	2,116	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	-	11,901	-	-	11,320	-	-
41015	PERFORMANCE BONUS	-	-	-	3,000	3,000	-	-
TOTAL	PERSONAL SERVICES	1,183,140	1,225,284	1,257,530	1,267,630	1,329,460	1,325,090	67,560
42001	F.I.C.A.	92,030	88,853	96,250	96,250	96,290	101,400	5,150
42002	V.R.S.	133,130	118,844	137,980	137,980	128,090	136,580	(1,400)
42003	V.R.S. LIFE INS	14,140	11,692	14,780	14,780	12,990	13,850	(930)
42004	LOCAL PENSION PLAN	34,960	40,014	44,170	44,170	41,260	44,170	-
42007	HEALTH INSURANCE	138,240	141,980	111,670	111,670	119,810	143,690	32,020
42012	CAFETERIA PLAN FEES	180	215	180	180	180	180	-
42015	MISC ALLOWANCES	560	-	560	560	430	-	(560)
42018	ER CONTRIBUTIONS:DC401A	28,880	23,981	29,210	29,210	28,330	28,450	(760)
42020	OTHR POST EMPLOY BENFITS	-	999	12,900	4,900	-	-	(12,900)
42021	VRS HYBRID 401A MATCH	-	1,515	-	-	3,660	6,040	6,040
42022	VRS HYBRID 457 VOLUNTARY	-	687	-	-	1,280	-	-
42025	VRS HYBRID DISABILITY	-	894	-	-	1,270	1,870	1,870
42030	PENSION EXPENSE	-	(83,476)	-	-	-	-	-
TOTAL	EMPLOYEE BENEFITS	442,120	346,199	447,700	439,700	433,590	476,230	28,530
43301	EQUIPMT MTCE CONTRACTS	6,200	6,186	-	-	-	-	-
43307	REPAIR/MTCE SVCES	3,700	1,892	3,700	32,700	32,700	3,700	-
43308	CONTRACTS/SERVICES	164,350	156,529	161,900	201,500	177,200	225,700	63,800
43309	CELL PHONE EXPENSE	-	-	6,700	6,700	7,150	6,700	-
43701	UNIFORM RENTAL/CLEANING	6,700	3,822	6,700	6,700	3,750	6,700	-
43801	SRVCES FROM OTHER GOV'TS	62,850	63,227	62,850	72,210	62,850	62,850	-
43802	LANDFILL FEES	26,300	25,622	32,500	27,500	27,500	35,500	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)
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/ACCOITINK	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	-
TOTAL	PURCHASED SERVICES	3,564,460	3,428,608	3,795,510	3,725,110	3,654,310	3,813,150	17,640
45101	ELECTRICITY	23,000	17,676	23,000	23,000	16,000	23,000	-
45202	LONG DIST SERVICE	230	290	280	280	300	400	120
45203	POSTAL SERVICES	20,300	19,174	16,500	17,500	20,000	21,000	4,500
45404	CENTRAL COPIER CHARGES	-	236	400	400	200	200	(200)
45501	MILEAGE REIMBURSEMENT	100	-	100	100	130	200	100
45503	SUBSISTENCE/LODGING	750	712	750	750	600	750	-
45504	CONVENTIONS/EDUCATION	2,400	912	2,400	5,400	5,000	4,500	2,100
45801	MEMBERSHIPS/DUES	170	154	170	170	170	300	130
45803	BAD DEBT WRITE-OFF	-	(15,000)	-	-	-	-	-
TOTAL	OTHER CHARGES	46,950	24,154	43,600	47,600	42,400	50,350	6,750
46001	OFFICE SUPPLIES	1,200	1,077	850	5,850	5,850	3,050	2,200
46007	REPAIR/MTCE SUPPLIES	49,500	38,274	44,500	70,500	70,500	59,500	15,000
46008	VEHICLE/EQUIPMT FUELS	39,000	31,243	39,000	26,600	28,050	39,000	-
46009	VEH/EQUIPMT MTCE SUPPLIES	700	-	700	900	800	700	-
46011	UNIFORMS/SAFETY APPAREL	5,600	3,151	5,600	6,600	9,100	14,000	8,400
46015	OPERATIONAL SUPPLIES	18,400	18,631	18,000	32,000	30,110	28,000	10,000
46016	SUPPLIES FOR RESALE	40,500	36,625	25,000	25,000	25,000	30,000	5,000
46017	SMALL TOOLS	1,080	661	1,080	1,580	1,480	2,350	1,270
46031	TIRES AND TUBES	2,450	926	2,450	4,700	4,700	4,250	1,800
46032	SURFACE REPAIR MATERIALS	15,000	12,101	15,000	14,800	15,000	18,000	3,000

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

FUND: 500 -- WATER & SEWER FUND

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
TOTAL	MATERIALS AND SUPPLIES	173,430	142,688	152,180	188,530	190,590	198,850	46,670
47407	CONTRACTED ASPHALT REP'RS	-	-	-	55,200	55,200	23,050	23,050
47408	INTERNAL ASPHALT REPAIRS	60,000	61,144	60,000	32,750	32,750	60,000	-
TOTAL	PROGRAMS AND SERVICES	60,000	61,144	60,000	87,950	87,950	83,050	23,050
48101	MACH/EQUIPMT REPLACEMENT	27,800	27,236	27,800	188,130	188,130	27,800	-
48201	ADDITIONAL MACH/EQUIPMT	1,500	-	1,500	1,500	1,500	1,500	-
48311	DEPRECIATION	-	455,630	-	-	-	-	-
TOTAL	CAPITAL OUTLAY	29,300	482,867	29,300	189,630	189,630	29,300	-
49115	ADMINISTRATION INTEREST	-	-	-	-	2,370	2,370	2,370
49119	INTEREST ON DEPOSITS	300	181	150	150	200	-	(150)
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	50,160	2,280	3,360	3,360	3,420	3,220	(140)
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
49511	CHARGES TO WATER DEPT	(1,094,940)	(490,928)	(984,880)	(984,880)	(988,260)	(1,028,420)	(43,540)
49512	SUPPORT ACTIVITY COSTS	1,979,480	827,321	1,864,480	1,864,480	1,951,470	1,983,210	118,730
49514	CHARGES TO SEWER DEPT	(884,540)	(336,393)	(879,600)	(879,600)	(963,210)	(954,790)	(75,190)
TOTAL	INTERDEPARTMENTAL CHARGES	-	-	-	-	-	-	-
TOTAL	WATER & SEWER FUND	6,821,000	5,477,262	6,990,510	7,150,840	7,132,680	7,237,170	246,660

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

FUND: 550 -- STORMWATER FUND

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	83,960	62,381	85,800	85,800	42,900	75,000	(10,800)
41006	ANNUAL LEAVE LIQUIDATION	-	2,159	-	-	-	-	-
TOTAL	PERSONAL SERVICES	83,960	64,540	85,800	85,800	42,900	75,000	(10,800)
42001	F.I.C.A.	6,420	4,850	6,560	6,560	3,280	5,740	(820)
42002	V.R.S.	10,340	7,757	10,570	10,570	4,400	7,530	(3,040)
42003	V.R.S. LIFE INS	1,110	749	1,130	1,130	470	980	(150)
42007	HEALTH INSURANCE	5,910	5,103	6,770	6,770	2,820	5,390	(1,380)
42018	ER CONTRIBUTIONS:DC401A	3,360	2,454	3,430	3,430	1,430	3,000	(430)
42021	VRS HYBRID 401A MATCH	-	-	-	-	-	750	750
42025	VRS HYBRID DISABILITY	-	-	-	-	-	440	440
TOTAL	EMPLOYEE BENEFITS	27,140	20,914	28,460	28,460	12,400	23,830	(4,630)
43104	ARCHIT/ENGINEER SVCS	71,700	11,052	65,000	65,000	65,000	65,000	-
43301	EQUIPMT MTCE CONTRACTS	1,000	936	-	-	-	-	-
43309	CELL PHONE EXPENSE	-	-	800	800	800	800	-
TOTAL	PURCHASED SERVICES	72,700	11,988	65,800	65,800	65,800	65,800	-
45202	LONG DIST SERVICE	50	-	50	50	50	50	-
45503	SUBSISTENCE/LODGING	250	-	250	250	250	250	-
45504	CONVENTIONS/EDUCATION	500	220	500	500	500	500	-
45801	MEMBERSHIPS/DUES	250	-	250	250	250	250	-
TOTAL	OTHER CHARGES	1,050	220	1,050	1,050	1,050	1,050	-
46001	OFFICE SUPPLIES	250	250	250	250	250	250	-
46008	VEHICLE/EQUIPMT FUELS	1,800	612	1,800	1,800	1,800	1,800	-
46009	VEH/EQUIPMT MTCE SUPPLIES	300	-	300	300	300	300	-
46011	UNIFORMS/SAFETY APPAREL	230	-	230	230	230	230	-
46015	OPERATIONAL SUPPLIES	320	134	320	320	320	320	-
46017	SMALL TOOLS	120	-	120	120	120	120	-
TOTAL	MATERIALS AND SUPPLIES	3,020	995	3,020	3,020	3,020	3,020	-
47403	PHYSICAL IMPROVEMENTS	60,000	27,880	204,010	174,290	174,290	204,010	-
47404	STORMWATER MGMT PROGRAM	53,220	23,502	51,120	80,840	80,840	51,120	-
TOTAL	PROGRAMS AND SERVICES	113,220	51,382	255,130	255,130	255,130	255,130	-
49202	WS TRANSFER TO DS	-	51,378	-	-	5,960	-	-
49207	TRANSFER TO CAP PROJ FUND	(55,550)	(46,034)	(57,130)	(57,130)	(27,650)	(53,080)	4,050
TOTAL	INTERFUND TRANSFERS	(55,550)	5,344	(57,130)	(57,130)	(21,690)	(53,080)	4,050
TOTAL	STORMWATER FUND	245,540	155,384	382,130	382,130	358,610	370,750	(11,380)

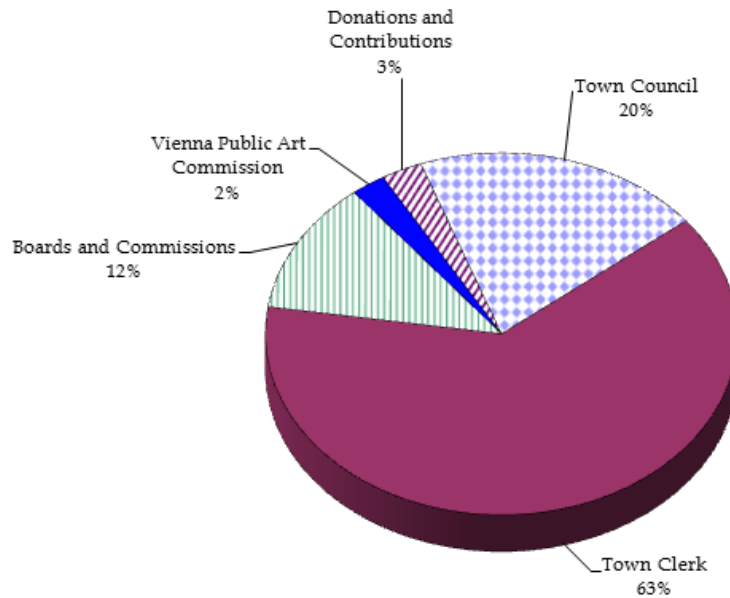
LEGISLATIVE

Mission

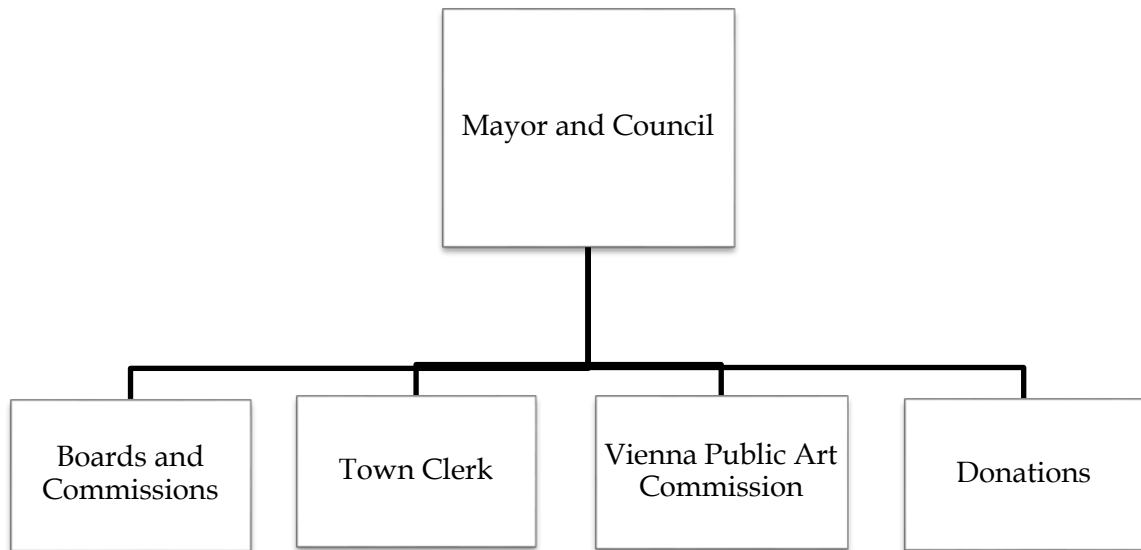
To provide strategic and policy directives to Town staff, authorize the provision of services and engage the community as it allocates resources and plans for Vienna's future.

LEGISLATIVE

	FY 14-15 Actuals	FY 15-16 Adopted	FY 15-16 Adjusted	FY 15-16 Estimated	FY 16-17 Adopted	Net Change
Town Council	75,300	84,450	82,600	84,410	84,410	-40
Town Clerk	256,838	272,710	274,710	273,480	268,850	-3,860
Boards and Commissions	45,043	50,690	50,690	50,590	50,590	-100
Vienna Public Art Commission	0	10,000	10,000	0	10,000	0
Donations and Contributions	10,550	14,800	14,800	14,800	12,050	-2,750
Legislative	387,731	432,650	432,800	423,280	425,900	-6,750



LEGISLATIVE



TOWN COUNCIL 11110

PURPOSE

The Town of Vienna operates under the council-manager form of government. The Town Council is the legislative body responsible for establishing policy, passing ordinances, adopting the annual budget and establishing the overall vision for the Town. Vienna's Mayor and six Council Members are elected at large with staggered two year terms of office.

ACTIVITIES/PRODUCTS/SERVICES

- Appoint the Town Manager, Town Attorney and Town Clerk.
- Establish Town policies and enact legislation.
- Hold two regular and one work session meetings per month, generally.
- Respond to constituent inquiries and requests for services.
- Make appointments to the Town's eight Boards and Commissions.
- Establish legislative priorities for consideration by Vienna's representative in the Virginia General Assembly.
- Represent the Town in the public and as members of other local, regional and Commonwealth Boards and Commissions that further Vienna's reputation as Virginia's premier community to live and work.

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Mayor (\$7,500)	1	1	1
Council Members (\$5,000 each)	6	6	6
Total	7	7	7

FY 16-17 BUDGET CHANGES

- No significant changes to this budget.

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

**DIVISION 11110
NAME TOWN COUNCIL**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41009	COUNCIL/BOARDS SALARY	37,500	37,500	37,500	37,500	37,500	37,500	-
TOTAL	PERSONAL SERVICES	37,500	37,500	37,500	37,500	37,500	37,500	-
42001	F.I.C.A.	2,910	2,868	2,910	2,910	2,870	2,870	(40)
TOTAL	EMPLOYEE BENEFITS	2,910	2,868	2,910	2,910	2,870	2,870	(40)
43101	CONSULTING SERVICES	2,300	-	2,300	300	300	2,300	-
43106	TRANSLATION SERVICES	100	-	100	100	100	100	-
43501	PRINTING/BINDING SVCES	900	-	500	500	500	500	-
TOTAL	PURCHASED SERVICES	3,300	-	2,900	900	900	2,900	-
45202	LONG DIST SERVICE	80	0	80	80	80	80	-
45203	POSTAL SERVICES	1,200	1,011	1,200	1,200	1,200	1,200	-
45404	CENTRAL COPIER CHARGES	400	-	400	400	400	400	-
45501	MILEAGE REIMBURSEMENT	2,500	1,282	2,500	2,500	2,500	2,500	-
45503	SUBSISTENCE/LODGING	5,500	6,834	6,000	6,000	6,000	6,000	-
45504	CONVENTIONS/EDUCATION	5,000	3,882	5,000	5,150	5,000	5,000	-
45801	MEMBERSHIPS/DUES	19,460	16,741	19,560	19,560	19,560	19,560	-
TOTAL	OTHER CHARGES	34,140	29,750	34,740	34,890	34,740	34,740	-
46001	OFFICE SUPPLIES	2,710	1,107	2,000	2,000	2,000	2,000	-
46012	BOOKS/SUBSCRIPTIONS	400	-	400	400	400	400	-
46015	OPERATIONAL SUPPLIES	2,500	2,323	2,500	2,500	2,500	2,500	-
46019	OTHER SUPPLIES	2,000	1,751	1,500	1,500	1,500	1,500	-
TOTAL	MATERIALS AND SUPPLIES	7,610	5,181	6,400	6,400	6,400	6,400	-
TOTAL	TOWN COUNCIL	85,460	75,300	84,450	82,600	82,410	84,410	(40)

TOWN CLERK
11120

PURPOSE

Responsible for keeping the official record of Town governmental actions including recording the minutes of all Town Council meetings, all ordinances and resolutions adopted by the Town Council; and all other official documents of the Town which establish the public, official and historical record of the Town. Serve as Legislative liaison between members of the Council, the public, department heads, Town boards and commissions, other jurisdictions and federal and state officials.

ACTIVITIES/PRODUCTS/SERVICES

- Prepare agenda and minutes.
- Advertise for public hearings.
- Update and maintain the Town Code.
- Provide administrative support to the Mayor.
- Track appointments for Town Boards and Commissions.

FY 15-16 ACCOMPLISHMENTS

- Implemented new Boards and Commissions module with Granicus.
- Help plan the successful Evening in White event.

FY 16-17 INITIATIVES

- Continue to streamline the agenda process.
- Implement a document scanning plan to import past and present records into Laserfische. This will allow for easier access when responding to FOIA requests and other research projects and ultimately it will allow the public to access information through the towns website.
- Streamline process to maintain paperless communication in order to be more environmentally friendly.

TOWN CLERK
11120

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Updates to Town Code submitted to Municipal Code Corporation	9	5	10
Legal Advertisements submitted	51	31	50

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Town Clerk	1	1	1
Deputy Town Clerk	1	1	1
Total	2	2	2

FY 16-17 BUDGET CHANGES

- No significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11120
NAME TOWN CLERK

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	164,830	165,497	169,390	169,390	169,390	171,320	1,930
41002	OVERTIME	-	930	-	-	400	-	-
41008	ANNUAL LEAVE CASH-IN	3,000	1,930	3,000	3,000	2,000	-	(3,000)
TOTAL	PERSONAL SERVICES	167,830	168,357	172,390	172,390	171,790	171,320	(1,070)
42001	F.I.C.A.	12,610	11,705	13,190	13,190	13,190	11,930	(1,260)
42002	V.R.S.	20,310	20,307	20,870	20,870	20,870	21,110	240
42003	V.R.S. LIFE INS	2,180	1,961	2,240	2,240	2,240	2,040	(200)
42007	HEALTH INSURANCE	29,580	31,378	29,580	29,580	29,580	27,840	(1,740)
42012	CAFETERIA PLAN FEES	60	63	60	60	60	60	-
42018	ER CONTRIBUTIONS:DC401A	6,590	6,568	6,780	6,780	6,780	6,850	70
TOTAL	EMPLOYEE BENEFITS	71,330	71,983	72,720	72,720	72,720	69,830	(2,890)
43301	EQUIPMT MTCE CONTRACTS	200	-	200	-	-	-	(200)
43308	CONTRACTS/SERVICES	5,000	4,106	5,000	6,000	6,000	5,000	-
43501	PRINTING/BINDING SVCES	1,000	-	1,000	-	-	1,000	-
43601	ADVERTISING	11,000	6,855	11,000	11,000	10,000	10,000	(1,000)
43801	SRVCES FROM OTHER GOV'TS	4,000	-	4,000	7,810	7,810	5,020	1,020
TOTAL	PURCHASED SERVICES	21,200	10,961	21,200	24,810	23,810	21,020	(180)
45202	LONG DIST SERVICE	100	49	100	30	30	100	-
45203	POSTAL SERVICES	800	432	800	800	600	600	(200)
45403	FACILITY LEASE/RENTAL	-	-	-	-	-	-	-
45404	CENTRAL COPIER CHARGES	500	921	500	500	1,000	1,000	500
45504	CONVENTIONS/EDUCATION	2,600	2,584	2,600	1,860	1,860	2,510	(90)
45801	MEMBERSHIPS/DUES	300	285	300	230	230	300	-
TOTAL	OTHER CHARGES	4,300	4,271	4,300	3,420	3,720	4,510	210
46001	OFFICE SUPPLIES	2,000	1,267	2,000	1,270	1,270	2,000	-
46012	BOOKS/SUBSCRIPTIONS	100	-	100	100	170	170	70
TOTAL	MATERIALS AND SUPPLIES	2,100	1,267	2,100	1,370	1,440	2,170	70
TOTAL	TOWN CLERK	266,760	256,838	272,710	274,710	273,480	268,850	(3,860)

BOARDS AND COMMISSIONS**11130**

PURPOSE

The Boards and Commissions are filled by citizens appointed by the Town Council and serve the Town Council in an advisory, oversight, review or judicial capacity. The only exception is the Board of Zoning Appeals, which is a statutory body.

ACTIVITIES/PRODUCTS/SERVICES

- The Planning Commission evaluates changes to the Town's subdivision plats, site plan modifications and conditional use permits.
- The Board of Zoning Appeals members review determinations made by the Town's Zoning Administrator, approve/deny conditional use permits, grant variances upon determination of a clearly demonstrable hardship and make determinations as to the location of zoning map boundaries in the case of uncertainty.
- The Board of Architectural Review members review all exterior building changes and landscape plans for those lands within an architectural control district (everything that is not a single-family residence within a single-family detached residential zone.)
- The Windover Heights Board of Review members determine the appropriateness of any exterior changes or new construction activities within the 28-acre Windover Heights Historic District in Northwest Vienna.
- The Town/Business Liaison Committee representatives assist in the resolution of matters of mutual interest between the Town government and the local business community.
- The Community Enhancement Committee recommends policies and programs to the Mayor and Council relating to community enhancement, recycling, environment and energy conservation and educates and encourages Town residents and businesses to be good stewards of environment.
- The Transportation Safety Commission studies intersections, traffic signs, speed limits and other matters relating to street safety and makes recommendations to Council.

BOARDS AND COMMISSIONS**11130**

FY 15-16 ACCOMPLISHMENTS

- **The Planning Commission** reviewed 14 applications in 2015, which included 4 subdivision applications and 10 conditional use permit applications. They made 1 recommendation to the Town Council on a proposed ordinance amendment to the Town Code. They met for 5 work sessions to discuss 2 MAC applications and the revised Comprehensive Plan.
- **The Board of Architectural Review** reviewed 62 applications during regular meetings, held 6 work sessions, 1 work session with Town Council, and 1 special meeting in 2015. Reviewed applications include 39 sign applications, 4 landscape applications, 12 exterior alterations and the Board's first MAC recommendation to Town Council. Notable applications include the Navy Federal HQ expansion and the Community Center renovation.
- **The Board of Zoning Appeals** held nine public hearings in 2015 during which they reviewed and voted on ten variance requests, nine conditional use permits and one request for an interpretation of the zoning boundary line.
- **The Windover Heights Board of Review** met four times in 2015 to review requests for Certificates of Appropriateness for the four fences and the demolition of a home and the construction of a new home in its place.
- **The Community Enhancement Commission** had another successful year of achieving its mandate as directed by the town code. For the first time, the Town of Vienna endorsed and supported a Solarize program to provide no-charge, energy walk-throughs for any homeowner that desired one. Solarize also provided a pre-negotiated contract and reduced price for homeowners or businesses to purchase solar panels. Nine households took advantage of this programming, greatly increasing the amount of solar energy generated in Vienna. The CEC worked with the Planning and Zoning department to enhance the Vienna Comprehensive Plan to add a new section that will be titled "Environment and Sustainability." Working with Public Works, we expanded the quarterly recycling program at Northside Yard to include e-recycling at no charge to the town residents. The first event took 2 tons of e-waste out of the trash stream. This is good for the environment and good for the town's bottom line (reduced tipping fee). Members of the CEC developed a "Green Congregations Certification" program that will hopefully be approved in 2016. A member of the CEC initiated the work and data collection to have Vienna certified as a National Wildlife Federation Certified Community. The CEC is pleased to have participated in the establishment Vienna Public Arts Council. We are very pleased that the VPAC has included among its guiding principles a commitment to sustainable materials and practices in its pursuit of public art. As a long-standing commission with perspective on Vienna's heritage as well as its values, the CEC believes public art will build on the Town's character and help to shape its future. We held the 7th Annual Vienna Green Expo that garnered impressive attendance. The Solarize program was the big draw in 2015. Once again we had the full

BOARDS AND COMMISSIONS**11130**

line-up of alternative fuel vehicles and great participation from the cycling community. Student exhibitors were once again in attendance. There 30 exhibitors in total. Members of the CEC worked with the Chase the Submarine and the Caboose Brewery to qualify two additional Virginia Green Restaurants in Vienna. This addition brings the total to 4 with Caffè Amouri and Maple Ave. Restaurant. Work was done on the “Vienna’s Green Homes” initiative to change the name to “Vienna Eco-Efficient Homes” in order to reflect more accurately the adoption of renewable energy and energy efficiency. The revised trifold focuses the program on homeowners and includes homes that achieve a HERS (Home Energy Rating System) score of 70 or better without participating in an independent efficiency brand such as EnergyStar. (Council approved this addition in 2014). In an effort to maintain the tree coverage on single lot development that makes our town so beautiful, healthy and a desirable place to live, members of the CEC are worked with the Director of Planning and zoning on tree preservation. Ongoing review of the effect of this code modification is occurring. The Community Center renovation and addition being built to LEED Silver has begun. This is an exciting endeavor to have a Community Center that is more comfortable and energy efficient. The CEC held its 5th annual Native Plant Sale bringing more native plants to the town helps provide habitat for desirable species. The Native Plant Sale makes it easy and convenient for town residents to purchase these plants. Members of the CEC continued to educate the community on the value of removing English ivy from trees. CEC found homes and gardens that had been made more attractive and sustainable through homeowner gardening. Vienna residents continue to contribute to our town by beautifying their homes and gardens. For Halloween and the Christmas holidays, residents decorate for beauty and humor and are recognized for their creativity. The CEC worked with Planning and Zoning and Parks and Recreation Departments to complete the VML “Go Green” initiative application and considered which additional tasks on the VML worksheet are worth addressing.

- **The Transportation Safety Commission (TSC)** held extensive public hearings on numerous petitions for vehicle, bicycle and pedestrian safety improvements in the Town of Vienna. Among the many motions that were approved and sent to Town Council were those calling for improvements to Marshall Road, SW, the Pedestrian Master Plan, Ayr Hill Ave NW/NE, bicycle safety, and more. The Pedestrian Advisory Committee and Bicycle Advisory Committee, operating under the TSC, are in full operation and doing extensive and very positive work.
- **The Town/Business Liaison Committee (TBLC)** recognized Tracy Zambito and Whole Foods for community service through the Carole Wolfand Award. Recognized two businesses for green business practices: Café Amore and John Nugent and Sons. Partnered with the VBA and supported several Town/VBA events, including Oktoberfest, Halloween Parade, Vienna Business Saturday and First Night Vienna.

BOARDS AND COMMISSIONS**11130**

Supported the Public Information Office's effort to enhance Go Local, Shop Vienna online business database; assisted with advertising and promotion. Organized and implemented the 4th annual Shop Vienna Saturday. Organized and implemented the 1st annual Discover Vienna. Contacted 94 new businesses and held 6 new business ribbon cutting and open house events. Developed new ribbon cutting policies to streamline the process. Supported the Town of Vienna's economic development efforts including, assisting the Public Information Office in researching a potential economic development function. Published monthly articles in the Town of Vienna Newsletter.

FY 16-17 INITIATIVES

- **The Planning Commission** will continue to work on the revised Comprehensive Plan into 2016.
- During the upcoming fiscal year the **Board of Zoning Appeals** will meet as needed to vote on items designated to them per Town Code.
- The **Board of Architectural Review** will continue with its review of commercial buildings, signs and landscaping to ensure the appearance and aesthetic features are compatible with existing buildings and signs. The Board will continue to work with staff to establish Design Guidelines as a reference for the future applicants.
- In fiscal year 16/17 **Windover Heights Board of Review** will meet as needed to vote on requests for Certificates of Appropriateness in the Windover Heights district.
- **The Transportation Safety Commission (TSC)** will continue to review all petitions for transportation safety improvements, and will place extensive emphasis on enhancing pedestrian and bicycle safety in the Town of Vienna. The TSC has also made it a major priority to help Town residents understand what can be accomplished within budget constraints, and with the help of grant funding.
- The **Community Enhancement Commission** plans to hold the 2016 Solarize Program to provide an additional opportunity for home energy walk-throughs and discounted solar panels. Program dates are March 15 thru May 15, 2016. Work with Public Works to have a food composting trial program and the implementation of a permanent program. Improve our score on the VML GoGreen initiative by having an energy audit of appropriate town facilities and have a town employee that has responsibility for implementing a sustainability and energy savings program. Work with the Director of Parks and Recreation to add an arborist to improve enforcement of the town code for tree coverage and tree preservation. Hold the Green Expo in a new venue. Due to the Community Center's renovation the Green Expo will be held outside in conjunction with the

BOARDS AND COMMISSIONS**11130**

annual “Walk on the Hill” on April 24th from 2-5 in the Windover neighborhood. Complete the certification of Vienna as National Wildlife Federation Community. Work with more restaurants to help them become Virginia Green Restaurants. Work with members of the Town Business Liaison Committee to encourage more businesses in Vienna to recycle. Brand Vienna as a “Green Community.” Promote the EcoHome program. Participate in the Vienna Public Art Program. Continue to provide a CEC member as a member of the Windover Heights Board of Review. Hold another Native Plant Sale. Continue the highly successful e-recycling program. Support the JMHS students with their reusable water bottle program and implement a “Tap-It” program for the town to reduce the of bottled water.

- The **Town Business Liaison Committee** plans to Support the Town of Vienna’s economic development efforts including assisting the Public Information Office in researching a potential economic development function. Conduct a survey of existing businesses and landlords. Continue to recognize businesses for green practices and one business for community service. Continue to contact businesses and organize ribbon cutting and open house events. Continue to actively promote and support town events involving the business community including Oktoberfest, Halloween Parade, Vienna Business Saturday and First Night Vienna. Promote Virginia Business Appreciation week. Continue to support and strengthen the Shop Vienna program including identifying a reliable revenue stream to support Shop Vienna marketing and education efforts. Develop a process through the Public Information Office to identify new/potential businesses earlier in the process in order to more effectively assist new business owners through the process. Continue educational campaigns that strengthen the shop local initiative and educate residents on the importance of keeping dollars local. Develop a process and/ plan that assists in strengthening a business climate that attracts quality businesses and encourages growth. Continue to publish monthly articles in the Town of Vienna Newsletter.

BOARDS AND COMMISSIONS
11130

PERSONNEL

Based on a fiscal year

Authorized Appointed Positions	Adopted FY 11-12	Adopted FY 15-16	Adopted FY 16-17
Administrative Retirement Committee (no compensation received)	6	6	6
Board of Architectural Review (Members: \$82.50/Chair: \$86.25 per month)	5	5	5
Board of Zoning Appeals (Members: \$82.50/Chair: \$86.25 per month)	7	7	7
Community Enhancement Commission (Members: \$27.50/Chair: \$28.75 per month)	10	10	10
Transportation Safety Commission (Members: \$82.50/Chair: \$86.25 per month)	9	9	9
Planning Commission (Members: \$165/Chair: \$172.50 per month)	9	9	9
Town/Business Liaison Committee (Members: \$27.50/Chair: \$28.75 per month)	7	7	7
Windover Heights Board of Review (no compensation received)	5	5	5
Total	58	58	58

FY 16-17 BUDGET CHANGES

- No significant changes to this budget.

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

**DIVISION 11130
NAME BOARDS AND COMMISSIONS**

ACCOUNT NUMBER	TITLE	-----FY 14-15----- BUDGET	ACTUAL	-----FY 15-16----- BUDGET	REVISED	ESTIMATED	FY 16-17 ADOPTED	NET CHANGE
41009	COUNCIL/BOARDS SALARY	44,480	41,065	44,480	44,480	44,480	44,480	-
TOTAL	PERSONAL SERVICES	44,480	41,065	44,480	44,480	44,480	44,480	-
42001	F.I.C.A.	3,500	3,144	3,500	3,500	3,500	3,500	-
TOTAL	EMPLOYEE BENEFITS	3,500	3,144	3,500	3,500	3,500	3,500	-
43106	TRANSLATION SERVICES	300	-	300	300	200	200	(100)
TOTAL	PURCHASED SERVICES	300	-	300	300	200	200	(100)
45203	POSTAL SERVICES	110	-	110	110	110	110	-
45404	CENTRAL COPIER CHARGES	130	-	130	130	130	130	-
45504	CONVENTIONS/EDUCATION	1,000	550	1,500	1,500	1,500	1,500	-
TOTAL	OTHER CHARGES	1,240	550	1,740	1,740	1,740	1,740	-
46019	OTHER SUPPLIES	670	284	670	670	670	670	-
TOTAL	MATERIALS AND SUPPLIES	670	284	670	670	670	670	-
TOTAL	BOARDS AND COMMISSIONS	50,190	45,043	50,690	50,690	50,590	50,590	(100)

VIENNA PUBLIC ART COMMISSION
11140

PURPOSE

There is hereby created and established a commission to be known as the Vienna Public Art Commission, which shall advise and assist Town Council on matters relating to the advancement of public art in the Town, including the development and funding of a public art program. Public art is defined as art in any media that has been planned and executed with the intention of being staged on Town property, the public right of way, or within commercial developments subject to architectural review.

ACTIVITIES/PRODUCTS/SERVICES

- Participating in fundraising for public art in Vienna and awareness and promotion of Vienna Public Art Commission's purpose.
- Advising the Town Council on the preservation, care and decommissioning of all public art owned by the Town.
- Identifying grants and other funding sources to further projects and activities related to public art.
- Not later than August 15 of each year, the chair of the Commission shall submit to the Town Council a report of activities accomplished the past fiscal year, including an annual review of all public art installations.
- Not later than January 15 of each year, the chair of the Commission shall submit to the Town Council a specific plan of activities and budget for the upcoming fiscal year.

FY 15-16 ACCOMPLISHMENTS

- Started holding monthly meetings beginning in October 2015.
- Elected a Chair and Vice Chair for the commission.
- Met with the Town Attorney and a Town Council member to learn the origins of the Commission as well as open meeting laws and the Commission's Charter.
- Researched and reviewed other public art commissions from around the country to determine best practices.
- Reviewed the history of Vienna to have a basis as to the type of public art that will best fit the Town's heritage.

**VIENNA PUBLIC ART COMMISSION
11140**

FY 16-17 INITIATIVES

- Continue to look at ways to raise money for the commission and start pursuing options.
- Looking at the first major public art initiative as a walkable exhibit of original sculptures.
- Begin working on a master plan for Public Art in the Town.

FY 16-17 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11140

NAME VIENNA PUBLIC ART COMMISSION

ACCOUNT NUMBER	TITLE	-----FY 14-15----- BUDGET	ACTUAL	-----FY 15-16----- BUDGET	REVISED	ESTIMATED	FY 16-17 ADOPTED	NET CHANGE
46019	OTHER SUPPLIES	-	-	10,000	10,000	-	10,000	-
TOTAL	MATERIALS AND SUPPLIES	-	-	10,000	10,000	-	10,000	-
TOTAL	VIENNA PUBLIC ART COMMISSION	-	-	10,000	10,000	-	10,000	-

DONATIONS AND CONTRIBUTIONS
11150

PURPOSE

To provide donations in support of the volunteer organizations that serve Vienna's residents. Virginia statutes grant local governments the authority to donate funds to any charitable institution or association within their respective limits, provided that such institutions are not controlled in whole or in part by any church or sectarian society.

FY 16-17 BUDGET CHANGES

- The donation budget was created with guidance received during the FY13 budget review session.
- Reductions to both Vienna Community Band and Vienna Arts Society were due to one-time increases approved during the renovation of the Community Center.

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

DIVISION 11150

NAME DONATIONS & CONTRIBUTIONS

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
45612	C.H.O.	1,500	1,500	1,500	1,500	1,500	1,500	-
45617	VIENNA COMMUNITY BAND	4,000	4,000	6,000	6,000	6,000	4,000	(2,000)
45618	BABE RUTH LEAGUE	1,000	1,000	1,000	1,000	1,000	1,000	-
45619	VIENNA LITTLE LEAGUE	-	-	1,000	1,000	1,000	1,000	-
45620	VI.GIRLS SOFTBALL LEAGUE	1,000	1,000	1,000	1,000	1,000	1,000	-
45621	VIENNA YOUTH INC	1,000	1,000	1,000	1,000	1,000	1,000	-
45626	VIENNA ARTS SOCIETY	-	-	750	750	750	-	(750)
45627	WOMEN'S CENTER	-	-	500	500	500	500	-
45629	VIENNA WIRELESS SOCIETY	550	550	550	550	550	550	-
45630	SHEPHERDS CENTER:OAK/VIEN	500	500	500	500	500	500	-
45632	OPTIMIST CLUB	1,000	1,000	1,000	1,000	1,000	1,000	-
45633	JMHS PARADE	-	-	-	-	-	-	-
THE VIENNA POLICE DEPARTMENT WILL DONATE THEIR TIME AND CONTINUE TO PROVIDE TRAFFICE SUPPORT FOR THE JAMES MADISON HIGH SCHOOL HOMECOMING PARADE. APPROXIMATE COST OF \$1,700.								
TOTAL	OTHER CHARGES	10,550	10,550	14,800	14,800	14,800	12,050	(2,750)
TOTAL	DONATIONS & CONTRIBUTIONS	10,550	10,550	14,800	14,800	14,800	12,050	(2,750)

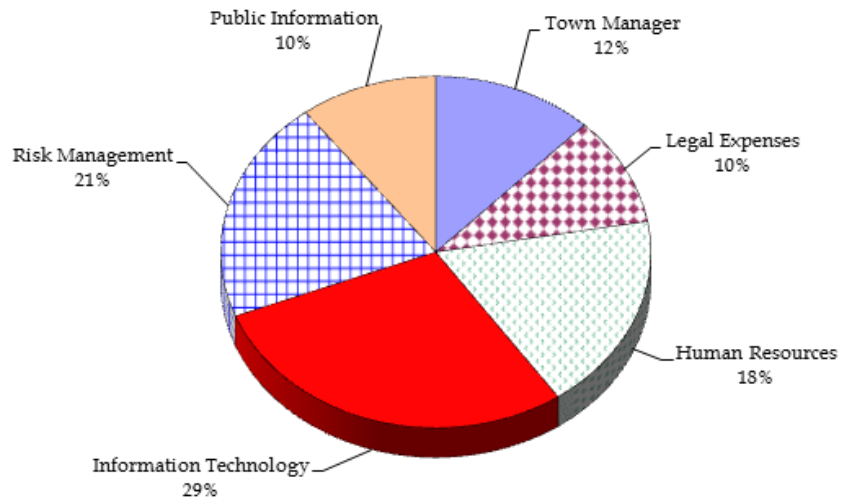
ADMINISTRATION

Mission

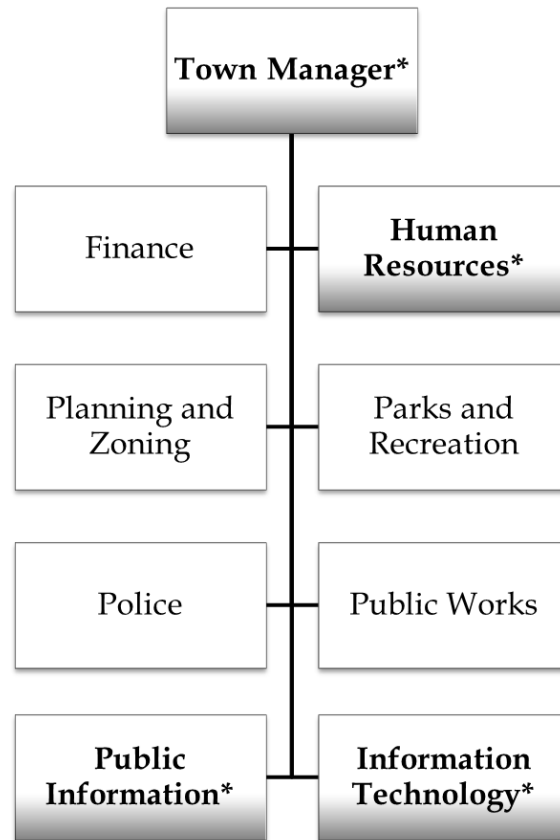
To enhance the lives of others by providing exceptional services to all members of our community.

ADMINISTRATION

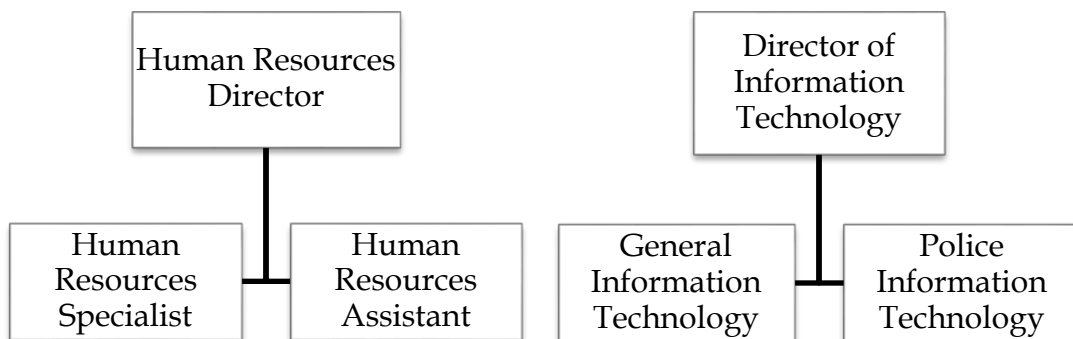
	FY 14-15 Actuals	FY 15-16 Adopted	FY 15-16 Adjusted	FY 15-16 Estimated	FY 16-17 Adopted	Net Change
Town Manager	324,530	335,960	338,960	338,660	335,540	-420
Legal Services	256,109	270,710	270,710	270,710	277,850	7,140
Human Resources	446,415	476,240	463,440	451,740	502,610	26,370
Information Technology	720,259	757,160	790,860	786,160	792,740	35,580
Risk Management	583,884	582,730	530,030	526,030	568,730	-14,000
Public Information	206,138	286,560	286,560	249,280	286,270	-290
Administration	2,537,335	2,709,360	2,680,560	2,622,580	2,763,740	54,380



ADMINISTRATION



*Included within Administration Budget



TOWN MANAGER
11211

PURPOSE

The Town Manager serves as the Chief Executive Officer of the Town. The Town Manager is responsible for implementing the policies of the Town Council and overseeing the day to day activities of the organization.

ACTIVITIES/PRODUCTS/SERVICES

- Exercise fiscal control over all operations.
- Oversee the provision of goods and services.
- Develop the managerial and technical capabilities of staff.
- Set Town-wide standards for customer care and service.

FY 15-16 ACCOMPLISHMENTS

- Hired Director of Parks & Recreation and Communications & Marketing Manager.
- Implemented an Employee Budget Group comprised of employees from each department who meets on a quarterly basis to address the budget process and its various issues.
- Initiated the Town's first mid-level supervisor training, with a quarterly training that covers various management topics.
- Implemented a one-time bonus to the Town's compensation plan.
- Implemented a new 12-hour shift snow program.

FY 16-17 INITIATIVES

- Completion of the Community Center renovation.
- Annual update of the CIP.
- Oversight of the restructuring of some Town Departments.
- Participate in a Class and Compensation study for Town employees.

**TOWN MANAGER
11211**

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
General fund cash reserves within recommended guidelines of 10% of the subsequent year's budget.	16%	21%	15.2%
Percent of Senior Staff that attend at least one professional or technical training class.	100%	100%	100%

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Town Manager	1	1	1
Executive Secretary	1	1	1
Total	2	2	2

FY 16-17 BUDGET CHANGES

- No significant changes to this budget.

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

**DIVISION 11211
NAME TOWN MANAGER**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	238,230	239,195	244,820	244,820	244,820	246,800	1,980
41008	ANNUAL LEAVE CASH-IN	-	3,310	-	3,000	3,000	-	-
TOTAL	PERSONAL SERVICES	238,230	242,505	244,820	247,820	247,820	246,800	1,980
42001	F.I.C.A.	18,220	14,588	18,730	18,730	18,730	14,900	(3,830)
42002	V.R.S.	29,350	29,350	30,160	30,160	30,160	30,400	240
42003	V.R.S. LIFE INS	3,140	2,835	3,230	3,230	3,230	2,930	(300)
42007	HEALTH INSURANCE	14,500	15,381	12,510	12,510	12,510	13,920	1,410
42008	DISABILITY INS	-	2,065	-	-	-	-	-
42012	CAFETERIA PLAN FEES	60	63	60	60	60	60	-
42018	ER CONTRIBUTIONS:DC401A	9,650	9,492	9,790	9,790	9,790	9,870	80
TOTAL	EMPLOYEE BENEFITS	74,920	73,774	74,480	74,480	74,480	72,080	(2,400)
43309	CELL PHONE EXPENSE	-	-	760	760	760	760	-
TOTAL	PURCHASED SERVICES	-	-	760	760	760	760	-
45202	LONG DIST SERVICE	50	41	50	50	50	50	-
45203	POSTAL SERVICES	250	64	250	150	250	150	(100)
45403	FACILITY LEASE/RENTAL	-	-	-	-	-	-	-
45404	CENTRAL COPIER CHARGES	280	1,407	600	1,200	600	1,200	600
45503	SUBSISTENCE/LODGING	-	307	1,000	1,000	1,000	1,000	-
45504	CONVENTIONS/EDUCATION	1,600	917	7,600	7,600	7,600	7,600	-
45505	BUSINESS MEALS	900	1,255	900	600	600	600	(300)
45801	MEMBERSHIPS/DUES	4,000	3,707	4,000	4,000	4,000	4,000	-
TOTAL	OTHER CHARGES	7,080	7,697	14,400	14,600	14,100	14,600	200
46001	OFFICE SUPPLIES	150	554	1,000	1,000	1,000	1,000	-
46012	BOOKS/SUBSCRIPTIONS	-	-	500	300	500	300	(200)
TOTAL	MATERIALS AND SUPPLIES	150	554	1,500	1,300	1,500	1,300	(200)
TOTAL	TOWN MANAGER	320,380	324,530	335,960	338,960	338,660	335,540	(420)

LEGAL SERVICES**11221**

PURPOSE

The Town Attorney provides legal counsel to the Town Council, Town Staff and Boards and Commissions as required unless otherwise contracted. The Town Attorney attends all regular Council meetings as well as work sessions and Board and Commission meetings when requested. The Town Attorney also represents the Town or supervises outside legal counsel in all administrative and civil litigation matters involving the Town of Vienna. All five principals of BrigliaHundley, P.C. are either former Assistant Commonwealth's Attorneys or have extensive trial and municipal law experience. Additionally, The Town Attorney and other members of BrigliaHundley, P.C. are AV Peer Review rated and are capable of handling a myriad of legal matters.

The prosecution of all misdemeanor criminal and traffic cases is conducted by the Town Attorney or members of his law firm, BrigliaHundley, P.C.

ACTIVITIES/PRODUCTS/SERVICES

- Attend all regular Town Council Meetings.
- Hold regular office hours at Town Hall.
- Draft formal and informal opinions.
- Prepare and/or review ordinances, deeds, easements and contracts.
- Negotiate contracts, franchise agreements and licenses on behalf of the Town.
- Defend and bring actions in which the Town is a party.
- Advise the Town Manager on personnel actions and grievances
- Prosecute all violations of law constituting misdemeanors and traffic violations committed within the Town.
- Compose legislation to be presented to the General Assembly.
- Review Freedom of Information Act (FOIA) requests.
- Supervise the services of outside legal counsel, as necessary.

FY 15-16 ACCOMPLISHMENTS

- The Town Attorney handled a variety of legal matters including contract review, procurement, personnel and zoning matters.
- The Town Attorney assisted with a number of Freedom of Information Requests and *subpoena duce tecums* for Town records.

LEGAL SERVICES

11221

- The Town Attorney assisted with the orientation of two new directors and other staff members.
- The Community Center Renovation Project at times took a significant amount of time this fiscal year and unique and challenging legal issues were encountered.
- The Town Attorney continued to monitor tax delinquencies which remain at a low level.
- Assisted Planning and Zoning staff with the first Maple Avenue Corridor rezoning applications.

FY 16-17 INITIATIVES

- Continue to assist Town Staff and Town consultants with the Community Center Renovation Project.
- Work to streamline and expedite the process used to revise the Town Code.
- Work to standardize retention of legal files electronically.

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Town Attorney (contractual)	N/A	N/A	N/A
Legal Secretary	.5	.5	.5

FY 16-17 BUDGET CHANGES

- No significant changes requested, only cost of living/market adjustments for support staff and legal services contract.

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

**DIVISION 11221
NAME LEGAL SERVICES**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41003	REG. P.T. WITH BENEFITS	37,580	36,238	38,620	38,620	38,620	39,750	1,130
TOTAL	PERSONAL SERVICES	37,580	36,238	38,620	38,620	38,620	39,750	1,130
42001	F.I.C.A.	2,870	2,775	2,950	2,950	2,950	3,040	90
TOTAL	EMPLOYEE BENEFITS	2,870	2,775	2,950	2,950	2,950	3,040	90
43102	LEGAL SVCES	134,700	134,700	138,740	138,740	138,740	142,900	4,160
43112	PUBLIC DEFENDER SVCES	4,000	2,851	4,000	4,000	4,000	4,000	-
43113	PROSECUTING SVCES	56,900	56,900	58,600	58,600	58,600	60,360	1,760
43114	SUPP LEGAL SVCES RESERVE	20,000	18,926	20,000	20,000	20,000	20,000	-
TOTAL	PURCHASED SERVICES	215,600	213,378	221,340	221,340	221,340	227,260	5,920
45202	LONG DIST SERVICE	50	12	50	50	50	50	-
45203	POSTAL SERVICES	200	95	200	200	200	200	-
45404	CENTRAL COPIER CHARGES	900	402	900	900	1,400	1,400	500
45501	MILEAGE REIMBURSEMENT	200	-	200	200	200	200	-
45504	CONVENTIONS/EDUCATION	600	-	600	600	600	600	-
45801	MEMBERSHIPS/DUES	850	-	850	850	850	850	-
TOTAL	OTHER CHARGES	2,800	509	2,800	2,800	3,300	3,300	500
46001	OFFICE SUPPLIES	2,200	1,189	2,200	2,200	1,700	1,700	(500)
46012	BOOKS/SUBSCRIPTIONS	2,800	2,022	2,800	2,800	2,800	2,800	-
TOTAL	MATERIALS AND SUPPLIES	5,000	3,211	5,000	5,000	4,500	4,500	(500)
TOTAL	LEGAL SERVICES	263,850	256,109	270,710	270,710	270,710	277,850	7,140

HUMAN RESOURCES**11222**

PURPOSE

The Human Resources Department provides comprehensive human resources and risk management services to all Town departments.

ACTIVITIES/PRODUCTS/SERVICES

- Administer Chapter 11, of the Code of Ordinances and recommend changes to the Personnel Code.
- Administer and update the Town's Administrative Regulations for the Town Manager's approval, pursuant to the Personnel Code.
- Recruit, hire and retain a well-qualified, diverse and healthy workforce, as delegated by the Town Manager, by administering all required background investigations for safety sensitive positions, offering equal employment opportunities to all job applicants and employees, and insuring compliance with all codes and federal laws,
- Build staff relationships through advocacy, consultation, and development; facilitate issue management and collaborate to strengthen the organization.
- Administer and maintain the Town's classification and total compensation program, including leave and other benefits.
- Administer mandatory and optional retirement and employee optional pre-tax investment programs.
- Administer the Town's employee optional benefit programs.
- Administer employee incentive, recognition, and award programs.
- Administer and maintain employee personnel and medical records, in accordance with records retention and HIPAA regulations.
- Focus on solution based approaches and staff inclusion. Serve on or help to facilitate employee teams to further this goal.
- HR staff to TOV-EE Ratio is 73.1 –includes all HR functions and Risk Mgt. (national benchmark, most common ratio, excluding Risk Mgt. is 76:1). TOV HR Staff for 2015 Actual: 110:1; 2016 Actual: 74:1; 2017 Projected: 75:1.

HUMAN RESOURCES**11222**

FY 15-16 ACCOMPLISHMENTS

- Implemented new health insurance for employees and retirees through the State's self-insured pool, The Local Choice.
- Processed all Fiscal Year 2016 performance evaluations and implemented merit pay for all permanent employees.
- Revised several Administrative Regulations for best practices.
- Sourced 19 job recruitments; processed 1,772 applications; hired 18 new Town employees. A total of 11,456 individuals viewed TOV's online job announcements (YTD 01/2016).
- Completed conversion to Tyler Munis HR information system.
- Internally developed and delivered first in-house leadership and human behavior training to all levels of management.
- Internally develop and deliver first in-house mid-level manager training for practical application of policies and practices in second half of year.
- Implemented E-Verify, an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.
- With employee committee, reviewed pre-tax deferred compensation employee benefits.
- With employee committee, changed the venue and format for the holiday employee luncheon.
- Achieved all initiatives while transitioning through long-term absence, resignation and temporary support.

FY 16-17 INITIATIVES

- Develop and deliver all-employee organizational development training, including customer service and enthusiasm.
- Review and revise career progression program.
- Complete three-year compensation study and bring results to Council.
- Review and revamp awards and recognition programs.
- Continuing restructure of internal process to achieve best practices.
- Develop pre-storm field training toolkit for employees and supervisors.

HUMAN RESOURCES

11222

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Employee turnover rate (all)	12.3%	10.06%	10.6%
Employee turnover rate (excludes involuntary separations)	10.6%	8.9%	10.0%
Civilian Time-to-Fill* - Average Calendar Days			
- Requisition - HR to posting	2	2	2
- Posted to first day TOV job	64	72 ¹	54
- Posted to closing	21	17	17
- Closing to interviews complete	21	30 ²	21
- Selection to final offer	9	6	7
- Final offer to first day on job	13	17 ³	13
Police Eligibility & Hiring			
- Applied	296	669	980
- Signed for Exam	134	365	539
- Sat for Exam	72	174	260
- Passed	37	94	125
Tuition Reimbursement Program			
- No. Participants	4	6	6
- Dollars Approved	\$19,005	\$31,332	\$20,191
- % (of Workforce) Utilization	2.2	3.3	3.3

Based on Fiscal Year Data

<i>Tuition Reimbursement Program*</i>			
- No. Participants	4	6	6
- Dollars Approved	\$14,370	\$28,084	\$23,620
- % (of Workforce) Utilization	2.2	3.3	3.3

*FY 12-13: \$5,367

FY 11-12: \$0

HUMAN RESOURCES

11222

Annotations Civilian Time to Fill:

^{1,2,3}: Numbers represent actual averages with atypical positions.

*Atypical positions removed show trends as follow:

¹Posted to 1st day on job = 54 days

²Closing to Interviews Complete = 24 days

³Final Offer to 1st Day on Job = 13 days

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Human Resources Director	1	1	1
Human Resource Assistant	1	1	1
Human Resource Specialist	1	1	1
Total	3	3	3

FY 16-17 BUDGET CHANGES

- Additional resources required to meet Tuition Reimbursement program benefit offer.
- One-time additional resources required to complete a classification and compensation study.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11222
NAME HUMAN RESOURCES

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	230,760	261,336	230,970	230,970	189,370	247,370	16,400
41002	OVERTIME	1,000	1,286	1,000	1,000	1,000	1,000	-
41004	PART TIME W/O BENEFITS	-	7,338	-	-	41,600	-	-
41006	ANNUAL LEAVE LIQUIDATION	10,000	-	10,000	-	-	-	(10,000)
41008	ANNUAL LEAVE CASH-IN	27,000	2,521	27,000	-	-	-	(27,000)
41015	PERFORMANCE BONUS	-	-	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	268,760	272,480	268,970	233,470	233,470	248,370	(20,600)
42001	F.I.C.A.	20,560	18,172	20,600	20,600	20,600	19,000	(1,600)
42002	V.R.S.	28,430	27,339	28,460	28,460	23,610	29,190	730
42003	V.R.S. LIFE INS	3,050	2,681	3,050	3,050	2,250	3,010	(40)
42007	HEALTH INSURANCE	22,980	17,083	15,350	15,350	15,350	20,110	4,760
42011	TUITION ASSIST	29,500	29,218	12,000	29,170	29,170	29,000	17,000
42012	CAFETERIA PLAN FEES	150	217	170	170	170	-	(170)
42018	ER CONTRIBUTIONS:DC401A	7,880	6,203	9,240	9,240	7,570	7,640	(1,600)
42021	VRS HYBRID 401A MATCH	-	415	-	-	-	560	560
42025	VRS HYBRID DISABILITY	-	245	-	-	-	330	330
42050	RELOCATION EXPENSES	3,000	3,000	3,000	3,000	3,000	3,000	-
TOTAL	EMPLOYEE BENEFITS	115,550	104,573	91,870	109,040	101,720	111,840	19,970
43101	CONSULTING SERVICES	4,640	4,224	6,000	6,000	6,000	36,000	30,000
43105	HEALTH SERVICES	15,000	8,956	15,000	15,000	15,000	15,000	-
43302	FINANCIAL SYSTEM MTCE	15,090	11,980	12,000	12,000	9,420	12,000	-
43308	CONTRACTS/SERVICES	5,200	2,027	5,200	5,200	5,200	5,200	-
43309	CELL PHONE EXPENSE	-	-	670	670	670	670	-
43501	PRINTING/BINDING SVCS	500	408	500	500	500	500	-
43601	ADVERTISING	2,600	2,160	6,000	6,000	6,000	6,000	-
43801	SRVCES FROM OTHER GOV'TS	1,320	130	-	-	-	-	-
TOTAL	PURCHASED SERVICES	44,350	29,884	45,370	45,370	42,790	75,370	30,000
45202	LONG DIST SERVICE	130	163	130	130	130	130	-
45203	POSTAL SERVICES	800	723	800	800	800	800	-
45404	CENTRAL COPIER CHARGES	6,420	1,251	5,000	5,380	5,380	5,000	-
45501	MILEAGE REIMBURSEMENT	1,500	318	1,500	1,250	700	1,000	(500)
45503	SUBSISTENCE/LODGING	3,000	920	4,000	1,450	1,450	2,000	(2,000)
45504	CONVENTIONS/EDUCATION	100	-	1,100	1,100	1,100	1,100	-
45505	BUSINESS MEALS	1,500	2,177	1,500	1,500	500	500	(1,000)
45801	MEMBERSHIPS/DUES	2,000	765	2,000	2,250	2,000	2,000	-
TOTAL	OTHER CHARGES	15,450	6,316	16,030	13,860	12,060	12,530	(3,500)
46001	OFFICE SUPPLIES	2,200	1,503	2,200	2,200	2,200	2,700	500
46012	BOOKS/SUBSCRIPTIONS	800	97	500	2,200	2,200	500	-
46015	OPERATIONAL SUPPLIES	3,000	1,881	3,000	3,000	3,000	3,000	-
46019	OTHER SUPPLIES	3,000	3,035	4,000	4,000	4,000	4,000	-
46021	HOLIDAY GIFT CERTIFICATES	9,800	6,753	9,800	9,800	9,800	9,800	-
TOTAL	MATERIALS AND SUPPLIES	18,800	13,270	19,500	21,200	21,200	20,000	500
47102	WELLNESS PROGRAM	-	-	4,000	4,000	4,000	4,000	-
47201	TRAINING PROGRAMS	7,500	5,242	11,500	11,500	11,500	11,500	-
47203	SERVICE AWARDS	13,000	12,179	14,000	20,000	20,000	14,000	-
47207	TESTING SERVICES	3,080	2,470	5,000	5,000	5,000	5,000	-
TOTAL	PROGRAM AND SERVICES	23,580	19,892	34,500	40,500	40,500	34,500	-
TOTAL	HUMAN RESOURCES	486,490	446,415	476,240	463,440	451,740	502,610	26,370

INFORMATION TECHNOLOGY
11251

PURPOSE

The Office of Information Technology provides the highest quality technology-based services in the most cost-effective manner. The department is charged with identifying technological solutions to improve operational efficiencies for both staff and citizens.

ACTIVITIES/PRODUCTS/SERVICES

- Provide information technology system maintenance.
- Provide information technology planning and disaster recovery planning, to include redundancy of key systems where appropriate.
- Provide support for security systems, phone, mobile devices, data, and cable television station.
- Provide help desk support for Town staff.
- Provide geographic information systems support.
- Provide data security and access.
- Process and report on projects and department missions.
- Provide the organization with updates regarding the most current local government related information technology advancements.

FY 15-16 ACCOMPLISHMENTS

- In Car Camera installation with Police.
- Reorganization of Police IT.
- Completed FBI Security Audit for Police IT.
- Completed Security Audit Town IT.
- Ongoing support to Finance for Munis Installation of General Ledger, Accounts Payable, Purchasing, Utility Billing, Point of Sale, and Work Orders.
- Chambers Lighting upgrade.
- TVCN Production Equipment upgrade.
- Town Green WIFI.

FY 16-17 INITIATIVES

- Network and security installations for Community Center Renovation.
- New World Systems Upgrade for Police Department.
- Disaster Recovery and EOC Planning.

INFORMATION TECHNOLOGY

11251

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Technical service call responses	1,048	1,100	1,346
Closure rate percentage of help desk tickets within a 24-hour period.	99%	99%	99%
Number of Servers			
<i>Town Domain</i>	23	23	24
<i>Police Domain</i>	17	17	16
Supported Applications and Systems			
<i>Town Domain</i>	20	20	21
<i>Police Domain</i>	16	16	16
Routers and Switches			
<i>Town Domain</i>	10	10	10
<i>Police Domain</i>	13	13	13

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Information Technology Director	1	1	1
Deputy Director of IT	-	-	1
Computer Technician	1	1	1
Information Technology Coordinator	2	2	1
IT Assistant	.5	.5	.5
Total	4.5	4.5	4.5

FY 16-17 BUDGET CHANGES

- Reclass of one Information Technology Coordinator position to a Deputy Director of Information Technology.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11251
NAME INFORMATION TECHNOLOGY

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	345,890	347,569	355,450	318,450	318,450	381,780	26,330
41002	OVERTIME	8,000	7,092	8,500	8,500	8,500	8,500	-
41004	PART TIME W/O BENEFITS	18,200	23,102	19,000	34,000	34,000	19,000	-
41006	ANNUAL LEAVE LIQUIDATION	-	450	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	-	-	-	2,200	2,200	-	-
41015	PERFORMANCE BONUS	-	-	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	372,090	378,213	382,950	364,650	364,650	409,280	26,330
42001	F.I.C.A.	28,460	27,052	29,300	29,300	29,300	31,310	2,010
42002	V.R.S.	42,610	41,812	43,790	43,790	43,790	46,210	2,420
42003	V.R.S. LIFE INS	4,570	4,116	4,690	4,690	4,690	4,540	(150)
42007	HEALTH INSURANCE	27,510	29,055	23,730	23,730	23,730	26,300	2,570
42018	ER CONTRIBUTIONS:DC401A	13,840	13,559	14,220	14,220	14,220	15,270	1,050
42021	VRS HYBRID 401A MATCH	-	801	-	-	-	850	850
42025	VRS HYBRID DISABILITY	-	473	-	-	-	500	500
TOTAL	EMPLOYEE BENEFITS	116,990	116,868	115,730	115,730	115,730	124,980	9,250
43301	EQUIPMT MTCE CONTRACTS	25,960	18,038	27,360	27,360	27,360	27,360	-
43303	SOFTWARE MTCE CONTRACT	18,690	11,973	18,700	48,700	48,700	18,700	-
43308	CONTRACTS/SERVICES	57,860	57,285	53,000	52,650	52,650	53,000	-
43309	CELL PHONE EXPENSE	-	-	4,000	4,000	4,000	4,000	-
TOTAL	PURCHASED SERVICES	102,510	87,296	103,060	132,710	132,710	103,060	-
45201	LOCAL PHONE SERVICE	12,000	12,945	12,000	20,400	20,400	14,250	2,250
45202	LONG DIST SERVICE	100	296	300	300	300	300	-
45203	POSTAL SERVICES	100	-	100	100	100	100	-
45205	INTERNET ACCESS/EMAIL SVC	18,400	19,081	15,560	23,160	23,160	17,810	2,250
45404	CENTRAL COPIER CHARGES	100	233	100	450	450	300	200
45501	MILEAGE REIMBURSEMENT	100	-	100	100	100	100	-
45504	CONVENTIONS/EDUCATION	5,000	4,455	5,000	5,000	5,000	5,000	-
45801	MEMBERSHIPS/DUES	100	-	100	100	-	-	(100)
TOTAL	OTHER CHARGES	35,900	37,010	33,260	49,610	49,510	37,860	4,600
46001	OFFICE SUPPLIES	19,500	17,603	19,500	19,500	15,000	15,000	(4,500)
46012	BOOKS/SUBSCRIPTIONS	100	-	100	100	-	-	(100)
46014	DP/COMPUTER SUPPLIES	8,000	7,435	8,000	8,000	8,000	8,000	-
46015	OPERATIONAL SUPPLIES	1,000	650	1,000	1,000	1,000	1,000	-
46040	SOFTWARE PURCHASES	13,260	12,173	12,250	12,250	12,250	12,250	-
TOTAL	MATERIALS AND SUPPLIES	41,860	37,861	40,850	40,850	36,250	36,250	(4,600)
47215	TOV WEB SITE SERVICES	31,840	25,871	42,760	42,760	42,760	42,760	-
TOTAL	PROGRAM AND SERVICES	31,840	25,871	42,760	42,760	42,760	42,760	-
48101	MACH/EQUIPMT REPLACEMENT	38,050	37,140	38,550	44,550	44,550	38,550	-
TOTAL	CAPITAL OUTLAY	38,050	37,140	38,550	44,550	44,550	38,550	-
TOTAL	INFORMATION TECHNOLOGY	739,240	720,259	757,160	790,860	786,160	792,740	35,580

RISK MANAGEMENT
11255

PURPOSE

The Risk Management Division directs and administers the Town of Vienna's various loss control programs.

ACTIVITIES/PRODUCTS/SERVICES

- Manage the exposure to liability on behalf of the Town of Vienna through controllable proactive measures and responsive and responsible approaches to loss control.
- Provide employees with a safe work environment and deliver programs and training that provide for safe employee acts.
- Administer the Town's employee safety and safe workplace programs; including background checks; drug and alcohol testing; driver record checks; safe driver training; property self-inspections, and others.
- Manage the Town's health care; law enforcement line-of-duty insurance; workers' compensation; unemployment; property and casualty; vehicle; general and public official liability insurance programs.
- File and administer claims for property damages and employee injuries.
- Administer and distribute the safety and safe-driver incentive award programs.

FY 15-16 ACCOMPLISHMENTS

- Awarded 73 Safe Employee Awards to field employees in the first six months of the fiscal year. Another 74 are projected to complete FY2016.
- Sixty Safe Driver Awards presented through FY ending 2016.
- Trained three employees as Trainers through VML's *Where the Rubber Meets the Road* program at no cost to the Town.
- 90 of 93 employee-drivers received safe driving training by December 31 – the equivalent of 97% of all employee drivers.
- Exceeded safe-driver training 95% goal set by VML for Town to realize a 5% premium reduction in auto liability insurance premium for FY16-17.
- Achieved 100% goal in VML's Risk Management Guidelines to realize a 5% premium reduction in all P&C lines of insurance for FY16-17.
- Converted cumbersome manual worker injury reporting process to a 24-7 automated process.
- Revised all work-related reporting forms and instructions; conducted onsite training,
- Submitted applications for VML safety grants from two departments.

RISK MANAGEMENT

11255

- Achieved containment of property and casualty losses, including those attributed to workers' compensation.
- Achieved containment of unemployment compensation losses through appropriate documentation and timely response.

FY 16-17 INITIATIVES

- Optimize safety grants funding.
- Achieve second year 50% safe driver training to continue realizing auto liability premium credit.
- Achieve 100% Risk Management Guidelines to continue realizing P&C premium credit.
- Add more proactive and frequent inspection of field work conditions and safe work practices.

PERFORMANCE MEASURES

Based on Calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Workers Compensation Injuries that resulted in lost time	3	3	3
Number of workers compensation claims filed with VML	25	21	25
Number of Property/Liability Claims filed with VML	45	30	35

FY 16-17 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 11255
NAME RISK MANAGEMENT**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
42008	DISABILITY INS	800	408	800	800	800	800	-
42009	UNEMPLOYMENT INS	6,500	4,660	6,500	6,500	4,500	6,500	-
42013	WORKER'S COMP INS	244,740	238,661	260,000	215,000	215,000	246,000	(14,000)
TOTAL	EMPLOYEE BENEFITS	252,040	243,729	267,300	222,300	220,300	253,300	(14,000)
43105	HEALTH SERVICES	8,000	7,056	-	-	-	-	-
TOTAL	PURCHASED SERVICES	8,000	7,056	-	-	-	-	-
45301	BOILER INS	2,200	2,428	2,780	2,780	2,780	2,780	-
45304	OTHER PROPERTY INSURANCE	27,700	24,336	29,830	28,130	28,130	29,830	-
45305	VEHICLE INS	84,760	84,760	79,000	76,500	76,500	79,000	-
45306	SURETY BONDS	3,700	-	3,700	3,700	3,700	3,700	-
45308	GEN LIABILITY INS	104,700	103,124	107,260	103,760	103,760	107,260	-
45311	EXCESS LOSS UMBRELLA INS	35,000	33,980	35,000	34,850	34,850	34,850	(150)
45313	INSURANCE RETENTION	20,000	56,585	20,000	20,000	20,000	20,000	-
45316	LINE OF DUTY ACT INSUR.	21,270	21,143	21,000	21,150	21,150	21,150	150
45801	MEMBERSHIPS/DUES	1,460	2,227	1,460	1,460	1,460	1,460	-
TOTAL	OTHER CHARGES	300,790	328,582	300,030	292,330	292,330	300,030	-
46019	OTHER SUPPLIES	1,000	204	1,000	1,000	1,000	1,000	-
46030	MEDICAL SUPPLIES	1,500	953	6,000	6,000	4,000	6,000	-
TOTAL	MATERIALS AND SUPPLIES	2,500	1,156	7,000	7,000	5,000	7,000	-
47202	SAFETY PROGRAMS	8,400	3,360	8,400	8,400	8,400	8,400	-
TOTAL	PROGRAM AND SERVICES	8,400	3,360	8,400	8,400	8,400	8,400	-
TOTAL	RISK MANAGEMENT	571,730	583,884	582,730	530,030	526,030	568,730	(14,000)

PUBLIC INFORMATION
11260

PURPOSE

To provide proactive communications support to staff and Town Council to promote the Town's brand, programs, policies, activities, and events to a variety of audiences, both internal and external. This office produces the Town newsletter, calendar, and other publications; partners with Information Technology to maintain and update the Town's official website and oversee the Town's cable channel; manages the Town's media relations as well as its social media platforms; responds to requests for information and assistance; and researches, develops, and implements new information programs to further broaden the Town's communication efforts.

ACTIVITIES/PRODUCTS/SERVICES

- Provide media relations and promote Town activities and services.
- Disburse emergency information.
- Write and distribute general Town news releases.
- Assist with FOIA requests and ensure compliance.
- Write, edit and produce various print publications including the Town Newsletter, Town Calendar, Information & Services Guide, and various department-generated reports as well as the weekly online newsletter/email blast, Vienna Happenings.
- Develop content for, manage, and keep record of official Town social media platforms and community alert system.
- Manage, update, and implement the Strategic Communications Plan.
- Review and edit various department-produced documents and reports.
- Write, manage, and review website content.
- Produce content for the Town's cable channel.
- Manage the Cable Channel Volunteer program.
- Assist with community outreach programs.

PUBLIC INFORMATION**11260**

FY 15-16 ACCOMPLISHMENTS

- Support 125th Anniversary awareness and programs.
- Manage 2016 Citizen Survey.
- Implement redesign of Town newsletter.
- Implement a more active (as opposed to reactive) department philosophy so that Town becomes the most reliable and accessible source of information about its own programs, events, policies, etc.

FY 16-17 INITIATIVES

- Develop the Town of Vienna's brand. Working with a designer/consultant, develop a logo for the Town as well as a brand identity.
- Stabilize department following an extended recruitment period for manager, elevating quality of services, establishing vision for department, and growing services.
- Working with a consultant, manage update to the Town's strategic plan. Encourage hand-on, outside-the-box thinking/exercises as go through the process.
- Work with the IT department and contractors to develop more original programming for CVTN. Also identify ready-made video programming created by other organizations that is appropriate to be aired on CVTN. Explore revitalization of intern program through George Mason University School of Communications.
- Work with the IT department and CivicPlus to update the Town of Vienna website so that it looks, functions, and navigates better for users as well as administrators.
- Explore additional cost-effective advertising opportunities as a means to establish and promote Vienna's brand.
- Develop a "chamber of commerce" type brochure that showcases community and is used for multiple purposes, including prospective residents/employees, local chamber and visitor/convention agencies, visitors, etc.

PUBLIC INFORMATION
11260

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Promote Town programs, news and events.			
Facebook Users:	2,075	2,824	4,000
Facebook Posts:		83	200
Twitter Users:	1,970	2,650	3,650
Twitter Posts:		800+	800
Town Newsletter Subscribers (email)	412	N/A	N/A
Original Programming for TVCN:	12	125	125
Live broadcast meetings:	-	20	20
Vienna Happenings (email newsletter) Subscribers:	-	990	1,100
Number of News Releases:	113	39	60
Number of News Stories (resulting from releases or PIO support):	N/A	N/A	250
Printed Newsletters	12	12	12
Distribution/issue	5,856	5,856	5,856
Website visits	N/A	333,783	350,000
Most visited website pages:			
Homepage			
Employment			
Halloween Parade			
Parks & Rec			
Facilities			
July 4th Fireworks			
Community Center			
Police			
WebTrac Registration			
Staff Directory			
Disburse emergency information.			
Number of Emergency Information alert subscribers:	1,254	702	1,000
Number of town-wide emergency events:	4+	4	4
Number of informational alerts sent (including road closures, water main breaks, emergency alerts):	75	50	36

* TVCN Intern is defined as individuals working within the town's Video Production Intern position. Beginning in 2016 TVCN broadcast volunteer will be defined as individuals working without payment. Some 2015 figures are estimated or unknown due to staff turnover.

PUBLIC INFORMATION
11260

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Public Information Officer	1	-	-
Communications & Marketing Manager	-	1	1
Communications Specialist	.725	1	1
Total	1.725	2	2

FY 16-17 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11260
NAME PUBLIC INFORMATION

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	92,030	91,184	162,100	151,100	129,890	162,330	230
41003	REG. P.T. WITH BENEFITS	24,780	21,362	-	-	-	-	-
41004	PART TIME W/O BENEFITS	17,000	17,203	-	5,500	5,500	-	-
TOTAL	PERSONAL SERVICES	133,810	129,748	162,100	156,600	135,390	162,330	230
42001	F.I.C.A.	9,510	9,589	12,400	12,400	10,360	12,150	(250)
42002	V.R.S.	10,410	9,661	19,350	19,350	16,000	18,350	(1,000)
42003	V.R.S. LIFE INS	1,120	1,016	2,070	2,070	1,710	1,940	(130)
42007	HEALTH INSURANCE	8,100	12,712	17,250	17,250	10,980	16,620	(630)
42012	CAFETERIA PLAN FEES	60	-	-	-	-	-	-
42017	CELL PHONE ALLOWANCE	1,770	1,771	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	2,540	226	5,280	5,280	2,000	4,200	(1,080)
42021	VRS HYBRID 401A MATCH	-	853	-	-	-	1,620	1,620
42025	VRS HYBRID DISABILITY	-	504	-	-	-	950	950
TOTAL	EMPLOYEE BENEFITS	33,510	36,332	56,350	56,350	41,050	55,830	(520)
43308	CONTRACTS/SERVICES	9,950	2,017	12,000	18,000	18,000	12,000	-
43309	CELL PHONE EXPENSE	-	-	1,770	1,770	1,000	1,000	(770)
43501	PRINTING/BINDING SVCS	1,100	782	1,100	1,100	1,100	1,000	(100)
43601	ADVERTISING	550	100	550	550	550	500	(50)
TOTAL	PURCHASED SERVICES	11,600	2,899	15,420	21,420	20,650	14,500	(920)
45202	LONG DIST SERVICE	20	-	20	20	20	20	-
45203	POSTAL SERVICES	20,140	10,557	21,940	21,940	21,940	22,000	60
45404	CENTRAL COPIER CHARGES	900	869	500	500	500	500	-
45504	CONVENTIONS/EDUCATION	350	(26)	1,480	-	-	2,190	710
TOTAL	OTHER CHARGES	21,410	11,399	23,940	22,460	22,460	24,710	770
46001	OFFICE SUPPLIES	550	506	500	500	500	500	-
46012	BOOKS/SUBSCRIPTIONS	-	-	-	120	120	-	-
46015	OPERATIONAL SUPPLIES	1,250	-	350	290	290	700	350
TOTAL	MATERIALS AND SUPPLIES	1,800	506	850	910	910	1,200	350
47204	TOWN CALENDAR	8,900	6,513	8,900	8,280	8,280	7,200	(1,700)
47205	TOWN NEWSLETTER	18,650	18,262	19,000	20,540	20,540	20,000	1,000
TOTAL	PROGRAM AND SERVICES	27,550	24,775	27,900	28,820	28,820	27,200	(700)
48102	FURN/FIXTURE REPLACEMENT	480	479	-	-	-	500	500
TOTAL	CAPITAL OUTLAY	480	479	-	-	-	500	500
TOTAL	PUBLIC INFORMATION	230,160	206,138	286,560	286,560	249,280	286,270	(290)

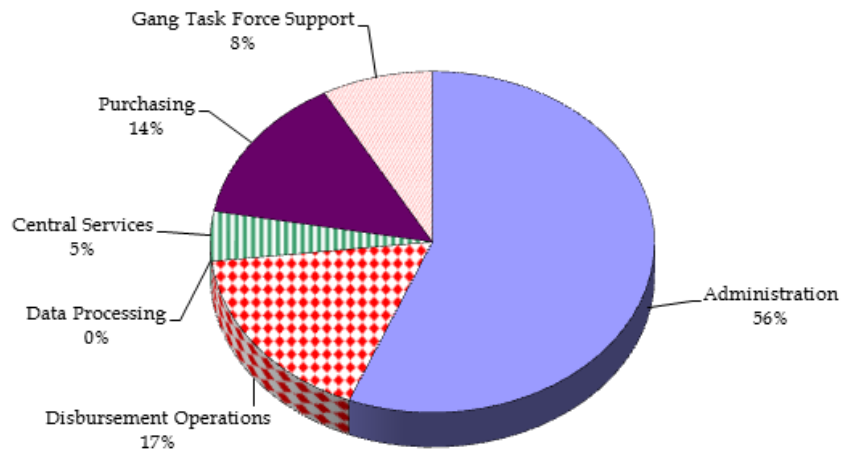
FINANCE

Mission

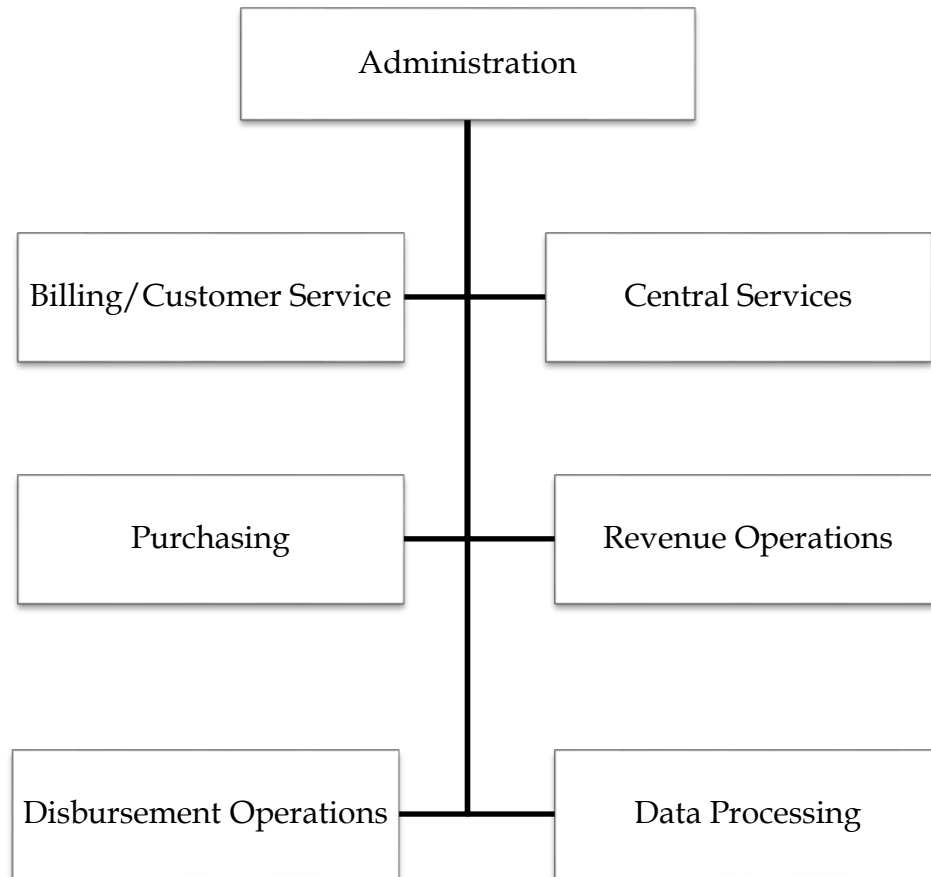
The mission of the Finance Department is to maximize and safeguard financial resources in order for Town Council and Departments to achieve their objectives.

FINANCE

	FY 14-15 Actuals	FY 15-16 Adopted	FY 15-16 Adjusted	FY 15-16 Estimated	FY 16-17 Adopted	Net Change
Revenue Operations	470,015	502,280	502,280	425,730	437,540	-64,740
Administration	558,840	645,510	703,410	729,030	642,820	-2,690
Disbursement Operations	213,878	192,760	194,260	205,370	195,720	2,960
Purchasing	150,555	153,840	153,840	152,770	160,690	6,850
Data Processing	61,863	0	0	0	0	0
Central Services	87,372	59,930	59,930	53,810	53,810	-6,120
Gang Task Force Support	75,509	85,440	85,440	91,300	92,770	7,330
Finance	1,618,032	1,639,760	1,699,160	1,658,010	1,583,350	-56,410



FINANCE



REVENUE OPERATIONS
11231

PURPOSE

The purpose of the Revenue Operations Division is to produce bills, process receipts and enforce revenue collection to support Town programs.

ACTIVITIES/PRODUCTS/SERVICES

- Calculate and produce semi-annual real estate bills and collect real estate taxes.
- Maintain database for real estate owner changes; calculate and bill supplemental tax bills and abatement tax bills throughout the year.
- Answer all questions from residents and title companies.
- Calculate and produce monthly delinquent real estate tax bills. This effort has led to over 99.5% collected annually.
- Real estate billed approximately 12,000 bills totaling over \$9.7 million for FY 16-17 or 45% of General Fund revenue.
- Bill and collect business license tax. Audit existing businesses to identify non-reporting and under-reporting businesses.
- Bill and collect meals tax and animal license fees.
- Bill vehicle license fees in two cycles and four collection cycles. Work with the County and leasing companies to ensure accuracy of the data. Staff a billing questions hotline.
- Prepare appropriate letters and follow-up to ensure collections.
- Process approximately 85,000 annual counter cash/check payments totaling almost \$15 million.
- Provide tax estimates for title companies.

FY 15-16 ACCOMPLISHMENTS

- Hired and trained new Fiscal Technician in cashiering and vehicle licensing.
- Reconfigured the Finance Department public counter to provide two cashier positions at the counter to streamline and improve customer service.
- Setup and implemented Tyler Cashiering POS system to replace current cashiering system. Tyler Cashiering works in conjunction with the new Munis financial software. Set up acceptance of credit cards at the front counter.
- Trained all back-up cashiers on the new Tyler Cashiering POS system.

REVENUE OPERATIONS
11231

- Trained new Water and Sewer Customer Service Representative to be a back-up cashier for front counter.
- Implement Munis Real Estate and Vehicle License billing systems.
- Collected 99.2% of real estate taxes. This is the 22nd consecutive year collections have exceeded 99%.
- Issued 1,743 Business Licenses, a slight decrease from 2015 of 1,754, generating \$2.3 million in revenue.

FY 16-17 INITIATIVES

- Transition parking ticket delinquent notices over to the new financial system billing module.
- Determine the feasibility of outsourcing real estate tax bill printing and mailing once real estate is live on the new financial system.
- Explore the acceptance of debit payments for Real Estate taxes and Vehicle License fee payments.
- In conjunction with the new financial system go-live, implement electronic bill presentation methods for real estate and vehicle licensing.
- Assist with the implementation of DMV holds to collect delinquent Vehicle License fee and parking ticket payments.
- Train Real Estate Specialist on Munis General Billing to take over Miscellaneous Billing function from Finance Operations Manager.
- Implement document scanning of hard copy paper files of daily cash receipt documents in an effort to become more environmentally friendly.

REVENUE OPERATIONS
11231

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Percent of Real Estate Tax Collected on time	99.8%	99.8%	99.8%
Amount of formerly unreported BPOL tax collected as a percent of total	3%	3.5%	1%
Percent of vehicle license fees collected	91%	80%	90%
Number of mid-year estimates for escrow agents	N/A	N/A	500
Supplemental real estate bills issued	103	137	140
Real estate abatements processed	131	121	130
Number of monthly delinquent real estate bills issued	1,052	1,117	1,100
Telephone call inquiries received by the Real Estate Department	2,958	2,749	2,800
Vehicle License annual and prorated bills issued	12,658	12,930	12,900
Vehicle License delinquent bills issued	3,587	4,764	4,500
Total revenue handled and deposited by Finance Counter Cashiers	N/A	\$25,572,000	\$30,000,000

REVENUE OPERATIONS
11231

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Real Estate Tax Specialist	1	1	1
Head Cashier	1	1	1
Business License Officer	1	1	1
Revenue Auditor (temporary)	1	.5	-
Sr. Accountant – VDOT Grants	-	-	1
Fiscal Assistant – cashier (unfunded in FY14-15)	.5	1	1
Total	4.5	4.5	5

FY 16-17 BUDGET CHANGES

- Added a Senior Accountant to manage the accounting of VDOT Grant reimbursements. This position will be funded by CIP including the State and Federal portion or projects.
- Decrease in personal costs due to the removal of expenses for the temporary Revenue Auditor approved in the FY 15-16 budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11231
NAME REVENUE 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	207,570	208,825	266,740	266,740	255,600	355,290	88,550
41002	OVERTIME	4,000	5,404	4,000	4,000	6,000	4,000	-
41004	PART TIME W/O BENEFITS	104,000	35,840	51,070	-	-	-	(51,070)
41008	ANNUAL LEAVE CASH-IN	-	2,572	-	2,670	2,670	-	-
TOTAL	PERSONAL SERVICES	315,570	252,641	321,810	273,410	264,270	359,290	37,480
42001	F.I.C.A.	25,110	19,029	24,620	24,620	19,760	27,490	2,870
42002	V.R.S.	25,570	25,572	32,860	32,860	31,490	43,900	11,040
42003	V.R.S. LIFE INS	2,740	2,470	3,520	3,520	3,370	4,220	700
42004	LOCAL PENSION PLAN	18,480	21,216	23,340	23,340	23,340	23,340	-
42007	HEALTH INSURANCE	30,200	28,857	31,430	31,430	33,270	42,090	10,660
42012	CAFETERIA PLAN FEES	130	63	60	60	60	60	-
42018	ER CONTRIBUTIONS:DC401A	2,080	2,071	3,740	3,740	3,740	5,600	1,860
TOTAL	EMPLOYEE BENEFITS	104,310	99,278	119,570	119,570	115,030	146,700	27,130
43308	CONTRACTS/SERVICES	9,290	7,191	4,100	10,530	10,900	21,000	16,900
43601	ADVERTISING	530	529	600	600	530	600	-
TOTAL	PURCHASED SERVICES	9,820	7,720	4,700	11,130	11,430	21,600	16,900
45203	POSTAL SERVICES	14,000	14,141	14,000	14,000	12,900	13,000	(1,000)
45404	CENTRAL COPIER CHARGES	2,000	4,022	3,800	3,800	3,800	4,500	700
45501	MILEAGE REIMBURSEMENT	100	-	100	100	100	100	-
45504	CONVENTIONS/EDUCATION	1,000	179	1,000	1,000	1,000	2,050	1,050
45803	BAD DEBT WRITE-OFF	-	69,562	-	-	-	-	-
TOTAL	OTHER CHARGES	17,100	87,904	18,900	18,900	17,800	19,650	750
46015	OPERATIONAL SUPPLIES	4,970	3,839	5,300	5,300	5,300	5,300	-
TOTAL	MATERIALS AND SUPPLIES	4,970	3,839	5,300	5,300	5,300	5,300	-
47225	VEH LIC FEE ADMIN COSTS	23,300	18,632	32,000	25,570	11,900	-	(32,000)
TOTAL	PROGRAM AND SERVICES	23,300	18,632	32,000	25,570	11,900	-	(32,000)
49207	TRANSFER TO CAP PROJ FUND	-	-	-	-	-	(115,000)	(115,000)
TOTAL	INTERFUND TRANSFERS	-	-	-	-	-	(115,000)	(115,000)
TOTAL	REVENUE OPERATIONS	475,070	470,015	502,280	453,880	425,730	437,540	(64,740)

ADMINISTRATION**11241**

PURPOSE

The purpose of the Finance Administration Division is to provide overall management of departmental staff and operations to ensure the department mission is accomplished.

ACTIVITIES/PRODUCTS/SERVICES

- Provide financial policy recommendations to Town Council and Town Manager.
- Develop financial strategies for the Town.
- Coordinate improvements to financial systems and processes.
- Provide general accounting and financial reporting services.
- Prepare the Comprehensive Financial Report and filings.
- Prepare annual Operating Budget and long range financial forecast.
- Provide cash management and other treasury functions.
- Coordinate capital financing and debt management.
- Provide special research to Council, Manager and Departments.

FY 15-16 ACCOMPLISHMENTS

- Became the first local government in Virginia to sell Green Bonds for \$652 million dollars at a \$482,000 premium. Green bonds are issued for qualified projects that in some way protect or enhance the environment.
- Prepared a rating agency review where the Town's AAA bond rating was reaffirmed by the two largest rating agencies after extensive interviews with staff after extensive interviews with staff.
- Served as the project manager and triumphantly managed the conversion of thirteen accounting systems from two software providers to the Munis system. The segments are General Ledger, Accounts Payable, Purchasing, Budget, Fixed Assets, Inventory, Payroll, Animal License, Business License, Meals Taxes, Vehicle License Fees, Real Estate Taxes and Point of Sale system. With minimal outside help, current staff created all conversion data, successfully tested and implemented the systems and trained users on the new system.
- Other accomplishments related to the system conversion included: kicking off the Munis Real Estate and Vehicle License system implementation, setup and implementation of Munis General Billing Module for miscellaneous billing and miscellaneous cash receipts to be used in conjunctions with Tyler Cashiering, setup and implementation of Tyler

ADMINISTRATION**11241**

- Cashiering POS system, and setup of new dog license system and renewal form in Munis database.
- Selected vendor to accept credit and debit card payments at front counter. This is a new function available through the new Point of Sale software.
 - Implemented electronic time sheets for all Town Hall employees and Police department employees. Developed phased approach to incorporate the remaining employees in the next 18 months.
 - Designed and managed the implementation of the new point of sale cashiering system which includes bar code scanning of real estate and vehicle license bills and improves internal controls over cash processing.
 - Converted the fixed asset system to Munis from Excel spreadsheets. Calculated depreciation on the new system for inclusion in the financial statement audit.
 - Successfully completed the annual financial statement audit on the new accounting system. Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the 28th year in a row for the prior year audit.
 - Successfully completed the annual budget within GFOA deadlines. Received the Distinguished Budget Presentation award for the prior year budget. This award has been achieved for each of the five years the budget has been prepared by the Finance Department.
 - Prepared a bid and awarded a \$700,000 capital lease for equipment purchases.
 - Worked with the actuarial firm to recalculate the liability for the Other Post-Benefit Employment liability and to value the local and sworn pension liabilities to implement the new requirements of GASB 68.
 - Provided reports and analysis to the Local Pension committee.
 - Monitored, reviewed and submitted reimbursement requests for 20 grants with the Virginia Department of Transportation and the Federal Highway Administration. Requested almost \$2 million in reimbursements.
 - Managed the conversion to online employee time and attendance tracking in conjunction with the new financial system.
 - Researched and wrote RFP's for deferred compensation and third party administration for employees.
 - Updated the Water and Sewer rate study with internal resources.

ADMINISTRATION
11241

FY 16-17 INITIATIVES

- Execute new investment strategy to maximize return on the Town's funds in compliance with State investment requirements in an environment of low interest rates.
- Analyze existing banking services to create a contract for new banking services, integrating the new financial software system and the most recent technology in banking, including pooled cash.
- Determine how best to implement e-bills to cut paper costs and meet customer expectations.
- Obtain capital lease financing for the 2017 Vehicle Replacement Plan.
- Identify the correct resource to implement purchasing cards in conjunction with the new financial system.
- Research and implement ACH bill payment with the new financial system.
- Manage the implementation of DMV holds for vehicle license fee and parking ticket bills.
- Assist in implementation of Munis permitting module.

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Percent of legal filing deadlines met on time for the SEC and the Government Finance Officers' Association (GFOA)	100%	100%	100%
Percent of information requests responded to within one business day	90%	90%	90%
Consecutive years awarded GFOA Certificate of Excellence in Financial Reporting	27	28	29
Consecutive years awarded GFOA Distinguished Budget Presentation	20	21	22

ADMINISTRATION

11241

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Director of Finance / Treasurer	1	1	1
Deputy Finance Director	1	1	1
Operations Manager	1	1	1
Budget Manager	0.625	0.625	0.625
Unfunded Intern	0.25	0.25	0.25
Total	3.875	3.875	3.875

FY 16-17 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11241
NAME FINANCE ADMINISTRATION

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	328,460	318,991	362,810	362,810	355,560	363,100	290
41003	REG. P.T. WITH BENEFITS	46,190	46,764	47,460	47,460	47,460	48,850	1,390
41004	PART TIME W/O BENEFITS	-	26,457	-	-	15,000	-	-
41006	ANNUAL LEAVE LIQUIDATION	-	-	-	2,500	25,930	-	-
41008	ANNUAL LEAVE CASH-IN	-	3,249	-	5,500	8,200	-	-
41015	PERFORMANCE BONUS	-	-	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	374,650	395,460	410,270	419,770	453,650	411,950	1,680
42001	F.I.C.A.	29,800	27,656	31,770	31,770	32,720	28,390	(3,380)
42002	V.R.S.	42,300	39,172	43,470	43,470	43,800	44,730	1,260
42003	V.R.S. LIFE INS	4,530	3,784	4,660	4,660	4,690	4,310	(350)
42007	HEALTH INSURANCE	11,720	12,377	10,110	10,110	9,090	10,430	320
42012	CAFETERIA PLAN FEES	130	110	60	60	120	120	60
42018	ER CONTRIBUTIONS:DC401A	13,730	12,760	14,110	14,110	14,110	14,520	410
TOTAL	EMPLOYEE BENEFITS	102,210	95,858	104,180	104,180	104,530	102,500	(1,680)
43103	ACCTG/AUDIT SVCS	52,000	49,255	55,000	55,000	55,000	55,000	-
43302	FINANCIAL SYSTEM MTCE	-	-	63,610	63,610	70,000	61,820	(1,790)
43308	CONTRACTS/SERVICES	7,650	7,644	-	48,400	33,400	-	-
43309	CELL PHONE EXPENSE	-	-	770	770	770	770	-
43501	PRINTING/BINDING SVCS	2,500	1,786	2,000	2,000	2,000	2,000	-
TOTAL	PURCHASED SERVICES	62,150	58,685	121,380	169,780	161,170	119,590	(1,790)
45202	LONG DIST SERVICE	400	397	400	400	400	400	-
45501	MILEAGE REIMBURSEMENT	100	82	100	100	100	100	-
45503	SUBSISTENCE/LODGING	2,500	1,024	2,500	2,500	2,500	2,000	(500)
45504	CONVENTIONS/EDUCATION	2,400	2,657	2,400	2,400	2,400	2,000	-
45801	MEMBERSHIPS/DUES	2,480	1,225	2,480	2,480	2,480	2,480	-
TOTAL	OTHER CHARGES	7,880	5,385	7,880	7,880	7,880	6,980	(500)
46012	BOOKS/SUBSCRIPTIONS	300	2,297	300	300	300	300	-
46015	OPERATIONAL SUPPLIES	1,200	1,155	1,500	1,500	1,500	1,500	-
TOTAL	MATERIALS AND SUPPLIES	1,500	3,452	1,800	1,800	1,800	1,800	-
TOTAL	FINANCE ADMINISTRATION	548,390	558,840	645,510	703,410	729,030	642,820	(2,290)

DISBURSEMENT OPERATIONS
11243

PURPOSE

The purpose of the Disbursement Operations Division is to provide timely and accurate payments to employees and vendors.

ACTIVITIES/PRODUCTS/SERVICES

- Prepare bi-weekly and monthly payroll.
- Makes all payroll tax payments and prepare and file all payroll tax returns.
- Calculates, files and remits all benefits to outside benefit providers including VRS, Colonial Insurance, United Healthcare, Dominion Dental, Legal Resources, Minnesota Life, Genworth LTC Insurance, Ameriflex flexible spending for medical and dependent care, garnishments and child support payments and five ICMA plans including funds for the new hybrid VRS plan.
- Prepares and distributes W-2 tax forms and 1099 forms accurately and on time.
- Responds to special information requests regarding payroll on a myriad of topics annually both for administration and for employees.
- Provides support and payroll information for Public Safety and Northern Virginia Regional Grant Task Force grant reimbursements.
- Pays all vendor payments, ensuring proper support exists prior to payment.
- Audits invoices submitted for payment to ensure purchasing and other policies following with regards to vendor payments. Follows up with department staff to correct issues.
- Trains and assists department staff in inputting invoices.
- Responds to vendor and staff inquiries.
- Researches any payment misapplication by vendors.
- Provides support to Finance and Human Resource staff by creating ad hoc reporting for audit and other analysis purposes.
- Provides documentation and support for the annual State Worker's Compensation audit, Virginia Employment Commission multi-worksite report and other reports as necessary.
- Prepares funding request by funding source to correspond to payments.

DISBURSEMENT OPERATIONS
11243

FY 15-16 ACCOMPLISHMENTS

- Successfully converted Accounts Payable to the new Munis system. Created training materials and trained department AP users. Provided support and follow up as necessary.
- The new Munis system included paperless routing of purchase requisitions, AP invoicing and AP approvals.
- Successfully converted Payroll to the new Munis system. Converted time sheet entry to online entry. Trained users, trouble-shot problems and retrained as necessary.
- Implemented new benefits program for health insurance on the payroll system.
- Completed successful workers comp audit in the middle of the Payroll Systems conversion.
- Prepared 1099 Misc, 1099 R and W-2's on the new system.
- Prepared first and last form 1095 C's on the new system. All data had to be created and imported. First year of IRS requirement with short notice to accomplish. This was the first year of the IRS requirement with short notice to accomplish.
- Learned Munis report writing system to augment the system reports and to streamline the payroll process.
- Hired and trained new Payroll Specialist.

FY 16-17 INITIATIVES

- Cross train payroll and accounts payable to ensure each function has a backup.
- Implement positive pay for both payroll and accounts payable to eliminate the possibility of check fraud.
- Identify opportunities to automate processing of special purpose State payroll reports.
- Implement electronic Accounts Payable vendor payment to reduce the number of physical checks processed by December, 2016.

DISBURSEMENT OPERATIONS 11243

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Average time for vendor payments once approved by departments (net 30 is industry standard)	Less than 20 days once approved	Less than 15 days once approved	Less than 20 days once approved
Number of paychecks and direct deposits processed	7,652	6,946	7,200
Percent of payroll checks issued to direct deposit	91.5%	92.8%	95%
Number of Invoices processed	8,001	6,674	7,000
Number of active vendors paid during the year	752	695	700

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Payroll Specialist	1	1	1
Fiscal Technician – Accounts Payable	1	1	1
Total	2	2	2

FY 16-17 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11243
NAME DISBURSEMENT 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	106,690	110,755	121,360	111,560	118,160	121,440	80
41002	OVERTIME	2,000	10,217	2,000	2,000	10,000	4,000	2,000
41003	REG. P.T. WITH BENEFITS	-	-	-	-	-	-	-
41006	ANNUAL LEAVE LIQUIDATION	-	7,895	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	-	1,251	-	-	-	-	-
41011	NON-EXEMPT COMPTIME LIQ.	-	3,752	-	-	-	-	-
41015	PERFORMANCE BONUS	-	-	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	108,690	133,870	123,360	115,060	129,660	125,440	2,080
42001	F.I.C.A.	9,200	9,774	9,440	8,740	9,920	9,600	160
42002	V.R.S.	14,550	13,140	14,950	13,750	14,560	14,310	(640)
42003	V.R.S. LIFE INS	1,560	1,274	1,600	1,600	1,560	1,440	(160)
42007	HEALTH INSURANCE	18,480	15,977	17,250	15,850	11,120	12,200	(5,050)
42012	CAFETERIA PLAN FEES	70	79	70	70	70	70	-
42018	ER CONTRIBUTIONS:DC401A	4,720	3,905	4,850	4,850	4,720	4,860	10
42021	VRS HYBRID 401A MATCH	-	53	-	-	-	650	650
42025	VRS HYBRID DISABILITY	-	-	-	-	-	390	390
TOTAL	EMPLOYEE BENEFITS	48,580	44,202	48,160	44,860	41,950	43,520	(4,640)
43308	CONTRACTS/SERVICES	30,850	28,716	13,250	23,850	23,850	19,030	5,780
TOTAL	PURCHASED SERVICES	30,850	28,716	13,250	23,850	23,850	19,030	5,780
45203	POSTAL SERVICES	3,260	3,525	4,300	4,300	4,260	4,300	-
45501	MILEAGE REIMBURSEMENT	-	10	100	100	50	100	-
45504	CONVENTIONS/EDUCATION	1,000	699	1,000	1,000	1,000	1,240	240
45801	MEMBERSHIPS/DUES	-	-	500	500	-	-	(500)
TOTAL	OTHER CHARGES	4,260	4,234	5,900	5,900	5,310	5,640	(260)
46012	BOOKS/SUBSCRIPTIONS	100	-	90	90	100	90	-
46015	OPERATIONAL SUPPLIES	3,800	2,856	2,000	4,500	4,500	2,000	-
TOTAL	MATERIALS AND SUPPLIES	3,900	2,856	2,090	4,590	4,600	2,090	-
TOTAL	DISBURSEMENT OPERATIONS	196,280	213,878	192,760	194,260	205,370	195,720	2,960

PURCHASING
11253

PURPOSE

The Purchasing Division supports the safeguarding of assets by ensuring the Town buys its goods and services at competitive prices while complying with state and local procurement laws.

ACTIVITIES/PRODUCTS/SERVICES

- Process requisitions into purchase orders.
- Issue Blanket Purchase Orders for Maintenance Agreements.
- Issue and process solicitations for competitive sealed bidding.
- Provide guidance and ensure compliance with Commonwealth and local procurement laws.
- Promote efficient, cost effective business practices by negotiating pricing and reviewing renewals for contracts.
- Reviews all Council items for Purchasing-related issues and advises department management when necessary.

FY 15-16 ACCOMPLISHMENTS

- Facilitated negotiations and the award of the IFB for the Community Center Renovation and Expansion project.
- Implemented the MUNIS Purchasing Module.
- Trained MUNIS users on Requisition Entry and various reports in the MUNIS Purchasing Module.
- Created MUNIS Purchasing Reference Documents as part of the electronic tools umbrella on the employee intranet.
- Partnered with the Grant Fiscal Agent to establish Project Accounting parameters in order to easily identify and report on CIP and Grant Funded projects.
- Successfully transitioned standard paper Requisitions to a paperless process.

PURCHASING
11253

FY 16-17 INITIATIVES

- Ongoing training for current and new users of the MUNIS Purchasing Module.
- Explore the MUNIS Contract Module as a potential electronic library for Purchasing Contracts solicited and awarded by the Town.
- Become Subject Matter Experts on the Purchasing reporting capabilities of MUNIS.
- Ensure the policies are followed to start the inclusion of fixed assets from the beginning of contract/purchase order.

PERFORMANCE STATISTICS

Based on Fiscal Year data

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Projected
Purchase Orders Issued	406	432	550
Blanket Purchase Orders Issued	178	199	180
Change to Purchase Orders or Blankets	<u>93</u>	<u>153</u>	<u>135</u>
Total	677	784	865
Invitation for Bids Issued	25	9	24
Request for Proposals Issued	<u>5</u>	<u>4</u>	<u>5</u>
Total	30	14	29

Dollar Amounts Processed	FY 2014 Actual	FY 2015 Actual	FY 2016 Projected
Operating Budget Purchase Orders	\$4,548,843	\$6,205,709	\$4,500,000
Blanket Purchase Orders	\$2,180,736	\$2,483,986	\$2,260,000
Change to Purchase Orders or Blankets	-\$36,950	\$558,299	\$1,500,000
CIP & Grants through IFBs & RFPs	<u>\$2,381,270</u>	<u>\$3,286,595</u>	<u>\$12,900,000</u>
Total	\$9,073,899	\$12,534,589	\$21,160,000

PURCHASING
11253

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Purchasing Agent	1	1	1
Buyer	.625	.625	.625
Total	1.625	1.625	1.625

FY 16-17 BUDGET CHANGES

- Add \$525 to Memberships/Dues for the annual license of the NIGP Codes for MUNIS and \$160 for VEGPA Membership Dues transferred from Central Services.

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

**DIVISION 11253
NAME PURCHASING**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	83,000	83,339	85,300	85,300	85,300	87,790	2,490
41003	REG. P.T. WITH BENEFITS	32,240	32,371	33,130	33,130	33,130	34,090	960
41008	ANNUAL LEAVE CASH-IN	-	1,596	-	-	-	-	-
TOTAL	PERSONAL SERVICES	115,240	117,306	118,430	118,430	118,430	121,880	3,450
42001	F.I.C.A.	8,820	8,763	9,060	9,060	9,060	9,150	90
42002	V.R.S.	10,230	10,226	10,510	10,510	10,510	10,820	310
42003	V.R.S. LIFE INS	1,100	988	1,130	1,130	1,130	1,040	(90)
42007	HEALTH INSURANCE	6,770	7,110	5,840	5,840	5,390	6,190	350
42012	CAFETERIA PLAN FEES	-	63	60	60	60	60	-
42018	ER CONTRIBUTIONS:DC401A	3,320	3,307	3,410	3,410	3,410	3,510	100
TOTAL	EMPLOYEE BENEFITS	30,240	30,458	30,010	30,010	29,560	30,770	760
43308	CONTRACTS/SERVICES	-	-	-	-	-	530	530
43601	ADVERTISING	500	314	500	1,000	1,000	500	
TOTAL	PURCHASED SERVICES	500	314	500	1,000	1,000	1,030	530
45404	CENTRAL COPIER CHARGES	600	773	600	600	1,000	600	-
45504	CONVENTIONS/EDUCATION	1,400	-	2,300	1,800	1,400	2,990	690
45801	MEMBERSHIPS/DUES	500	380	500	500	380	1,920	1,420
TOTAL	OTHER CHARGES	2,500	1,153	3,400	2,900	2,780	5,510	2,110
46015	OPERATIONAL SUPPLIES	1,500	1,324	1,500	1,500	1,000	1,500	-
TOTAL	MATERIALS AND SUPPLIES	1,500	1,324	1,500	1,500	1,000	1,500	-
TOTAL	PURCHASING	149,980	150,555	153,840	153,840	152,770	160,690	6,850

DATA PROCESSING
11270

PURPOSE

The purpose of the Data Processing Division is to account for the cost of financial software systems essential to the operations of the other finance departments and those of users in other departments

ACTIVITIES/PRODUCTS/SERVICES

- The costs in this department were transferred to 11241 - Finance Administration in FY 15-16.

FY 16-17 BUDGET CHANGES

- As noted above, transferred to Finance Administration.

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

**DIVISION 11270
NAME DATA PROCESSING**

ACCOUNT NUMBER	TITLE	-----FY 14-15----- BUDGET	ACTUAL	BUDGET	-----FY 15-16----- REVISED	ESTIMATED	FY 16-17 ADOPTED	NET CHANGE
43302	FINANCIAL SYSTEM MTCE	62,380	61,568	-	-	-	-	-
TOTAL	PURCHASED SERVICES	62,380	61,568	-	-	-	-	-
46015	OPERATIONAL SUPPLIES	500	295	-	-	-	-	-
TOTAL	MATERIALS AND SUPPLIES	500	295	-	-	-	-	-
TOTAL	DATA PROCESSING	62,880	61,863	-	-	-	-	-

CENTRAL SERVICES
11271

PURPOSE

The purpose of the Central Services Division is to provide receptionist, switchboard, administrative support and basic accounting duties for the Town of Vienna. Prepares and performs various data entry and data analysis projects for the Finance Department.

ACTIVITIES/PRODUCTS/SERVICES

- Answers phones and provides directions and information for walk-in customers and visitors to Town Hall.
- Sorts and distributes incoming mail for town departments.
- Prepares approximately 85,000 annual payments for posting to POS system.
- Runs postage meter for all Town Hall staff including departmental accounting for postage.
- Inputs payment data and address and status changes for dog licenses.
- Regularly scans documents to document management system for Finance.
- Coordinates and prepares various large-scale correspondence projects for the Finance Department.
- Prepares various journal entries and performs light account reconciliations.
- Enters journal entries into the financial accounting system.
- Performs other projects and analysis as required.

FY 15-16 ACCOMPLISHMENTS

- Created mail merge document for use in Munis dog license module that will serve as our standard renewal dog license bill.
- Scanned significant number of water/sewer historical street files into document management system.
- Provided vehicle licensing and general ledger administrative support.
- Assisted with Munis Business License conversion file preparation. Files were used to load our legacy system data into the new revenue database.
- Provided ongoing administrative support for the Finance Director.
- Completed Excel training class.
- Performed multiple, light account reconciliations for the Deputy Director and Finance Operations Manager.
- Ensured outgoing mail is sent out on a timely basis.

CENTRAL SERVICES
11271

- Provided clerical support for all town departments.
- Answered and directed all incoming calls to Town of Vienna main line. Greeted and directed all visitors to Town Hall.
- Learned new journal entry posting procedures in the Munis financial system.

FY 16-17 INITIATIVES

- Continue to scan water and sewer historical files to document management system.
- Continue to learn to how use the Munis financial system for report generation and research to be able to provide further project assistance.
- Provide assistance with Munis data conversion activities.
- Continue to schedule department wide staff meetings.

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Approximate number of incoming calls to the Town's main telephone line	N/A	N/A	11,200
Approximate number of internal calls handled by the switchboard operator	N/A	N/A	1,800
Percent of Water and Sewer files electronically available	20%	42%	80%

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Fiscal Assistant	1	1	1
Total	1	1	1

CENTRAL SERVICES

11271

FY 16-17 BUDGET CHANGES

- Additional funds for leasing costs of new postage machine.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11271
NAME CENTRAL SERVICES

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	37,040	39,434	39,560	39,560	39,560	39,920	360
41002	OVERTIME	-	194	-	-	440	-	-
41006	ANNUAL LEAVE LIQUIDATION	-	14,680	-	-	-	-	-
TOTAL	PERSONAL SERVICES	37,040	54,308	39,560	39,560	40,000	39,920	360
42001	F.I.C.A.	4,150	4,196	3,030	3,030	3,060	3,030	-
42002	V.R.S.	6,680	4,405	4,870	4,870	4,870	4,520	(350)
42003	V.R.S. LIFE INS	720	444	520	520	520	470	(50)
42004	LOCAL PENSION PLAN	7,240	2,448	-	-	-	-	-
42007	HEALTH INSURANCE	6,510	2,205	5,840	5,840	-	-	(5,840)
42012	CAFETERIA PLAN FEES	-	-	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	-	59	1,580	1,580	1,580	1,600	20
42021	VRS HYBRID 401A MATCH	-	192	-	-	-	400	400
42025	VRS HYBRID DISABILITY	-	114	-	-	-	240	240
TOTAL	EMPLOYEE BENEFITS	25,300	14,063	15,840	15,840	10,030	10,260	(5,580)
43301	EQUIPMT MTCE CONTRACTS	1,350	599	1,350	1,350	600	-	(1,350)
43308	CONTRACTS/SERVICES	17,160	15,778	-	-	-	2,000	2,000
TOTAL	PURCHASED SERVICES	18,510	16,377	1,350	1,350	600	2,000	650
45203	POSTAL SERVICES	-	103	-	-	-	-	-
45504	CONVENTIONS/EDUCATION	180	-	500	500	500	500	-
45801	MEMBERSHIPS/DUES	1,500	1,485	1,680	1,680	1,680	130	(1,550)
TOTAL	OTHER CHARGES	1,680	1,588	2,180	2,180	2,180	630	(1,550)
46015	OPERATIONAL SUPPLIES	800	1,035	1,000	1,000	1,000	1,000	-
TOTAL	MATERIALS AND SUPPLIES	800	1,035	1,000	1,000	1,000	1,000	-
TOTAL	CENTRAL SERVICES	83,330	87,372	59,930	59,930	53,810	53,810	(6,120)

GANG TASK FORCE
11275

PURPOSE

Thirteen Northern Virginia jurisdictions formed the Northern Virginia Regional Gang Task Force (NVRGTF) to combat regional gang activity in 2003. The Task Force collaborates with Federal and state agencies and shares enforcement resources and the administration of community-based anti-gang intervention and prevention programs to reduce recidivism and the influence of gangs in the region. The Town of Vienna is the Fiscal Agent for the NVRGTF, responsible for the fiduciary oversight of the funds provided by Federal, state and local agencies. The purpose of the Grant Fiscal Agent II is to provide professional and administrative support for the management and operations of NVRGTF.

ACTIVITIES/PRODUCTS/SERVICES

- Grant & Equitable Seizure Fund Management: Administer all fiscal aspects of grants in accordance with grant terms and conditions to include:
 - Analyze grant fiscal and operational progress vs performance measures and budget limits; complete required reports for Federal and State granting agencies and Task Force management within deadlines.
 - Prepare and process reimbursement requests to State and Federal agencies.
 - Review invoices and process reimbursements for 13 member jurisdictions, grant sub-recipients, and 3 non-profit partners.
 - Determine funding source for program expenses. Maintain records to show sources and uses of grant funds.
 - Purchasing: approve and order equipment/supplies in accordance with Purchasing Procedures and grant terms.
 - Assess operational status of programs through on-site visits and audits.
 - Maintain protocols for online federal and state grant management system access.
 - Familiarity with changing federal and state regulations is required.
- Grant Applications: Search for and develop new grants to continue the work of the task force. Participate in the analytical support, program design, and coordination required to develop grant applications along with NVRGTF partners, including research groups, and community service groups. Interface with Town of Vienna staff, Executive Steering Team, Executive Director, Finance Director and the Jurisdictional Financial Liaisons to ensure everyone is aware when a grant application is awarded and involves one of the above departments or jurisdictions.
- Budget: Work with Executive Director and Finance Director to develop annual budgets. Prepare comparisons of actual expenses vs budgeted

GANG TASK FORCE
11275

amounts and other financial analyses to assist in decision-making. Answer questions from jurisdictions regarding budget availability. Oversee process to make changes to budgets and reallocations within budget.

- Administrative cost oversight: prepare billing for fiscal agent's salary and benefits, audit reimbursement requests for the Executive Director and his staff, and monitor and audit cell phone, vehicle rental, credit card, and travel expense accounts. Expenses are reconciled and paid on a timely basis.
- Member contributions administration: Prepare annual invoices. Record receipts correctly and in a timely manner.
- Accounting: Check, review, authorize and update accounts for Grants and related accounts. Respond to questions from outside auditors as required.
- Cash Management: Prepare approval requests for disbursements of funds. Ensure that funds are disbursed only as prescribed by the funding agency. Maintain records to show sources and uses of funds. Perform secondary bank reconciliations to ensure that funds are available for Task Force purposes as needed. Monitor bank accounts for fees, interest, and correctness
- Financial analysis: As required, both self-directed and in response to inquiries from the Finance Director, Executive Director and Financial Liaisons from other Jurisdictions.

FY 15-16 ACCOMPLISHMENTS

- Prepared and presented annual budget to Chief's Board.
- Reviewed, enforced federal grant requirement for the partners reimbursement request for each quarter.

FY 16-17 INITIATIVES

- Prepared invoices for all jurisdictions.
- Received remittances from jurisdictions.
- Prepared reimbursement request in TOV system and ensured payment remittances to appropriate jurisdiction.

GANG TASK FORCE 11275

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Process reimbursements within 30 days	95%	95%	95%
Reporting for grant agencies by deadline	100%	95%	100%

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Grant Fiscal Agent II	1	1	1
Total	1	1	1

Note: 85% of Salary and Benefits are reimbursed by NVRGTF. GFA is assigned to Town of Vienna grant administration (Finance) for 15% of time.

FY 16-17 BUDGET CHANGES

- No significant changes to this budget.

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

**DIVISION 11275
NAME GANG TASK FORCE**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	62,000	49,774	63,710	63,710	68,910	68,440	4,730
41003	REG. P.T. WITH BENEFITS	-	5,380	-	-	-	-	-
41006	ANNUAL LEAVE LIQUIDATION	-	179	-	-	-	-	-
TOTAL	PERSONAL SERVICES	62,000	55,333	63,710	63,710	68,910	68,440	4,730
42001	F.I.C.A.	4,740	3,959	4,870	4,870	5,270	5,130	260
42002	V.R.S.	7,640	5,886	7,850	7,850	8,490	6,040	(1,810)
42003	V.R.S. LIFE INS	820	619	840	840	910	810	(30)
42007	HEALTH INSURANCE	6,770	7,532	5,840	5,840	5,390	6,190	350
42018	ER CONTRIBUTIONS:DC401A	1,860	930	1,910	1,910	1,910	2,740	830
42021	VRS HYBRID 401A MATCH	-	520	-	-	-	2,400	2,400
42025	VRS HYBRID DISABILITY	-	211	-	-	-	400	400
TOTAL	EMPLOYEE BENEFITS	21,830	19,658	21,310	21,310	21,970	23,710	2,400
45203	POSTAL SERVICES	200	79	120	120	120	120	-
45404	CENTRAL COPIER CHARGES	50	156	300	300	300	300	-
TOTAL	OTHER CHARGES	250	234	420	420	420	420	-
46015	OPERATIONAL SUPPLIES	500	283	-	-	-	200	200
TOTAL	MATERIALS AND SUPPLIES	500	283	-	-	-	200	200
TOTAL	GANG TASK FORCE	84,580	75,509	85,440	85,440	91,300	92,770	7,330

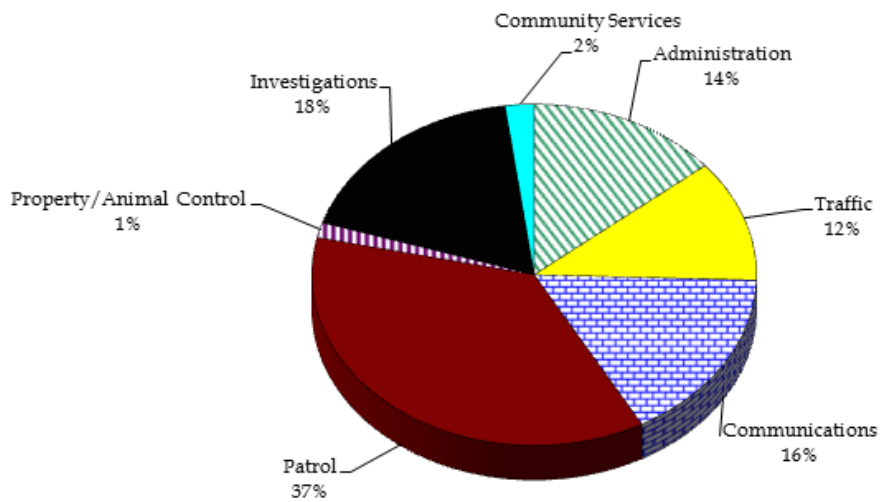
POLICE

Mission

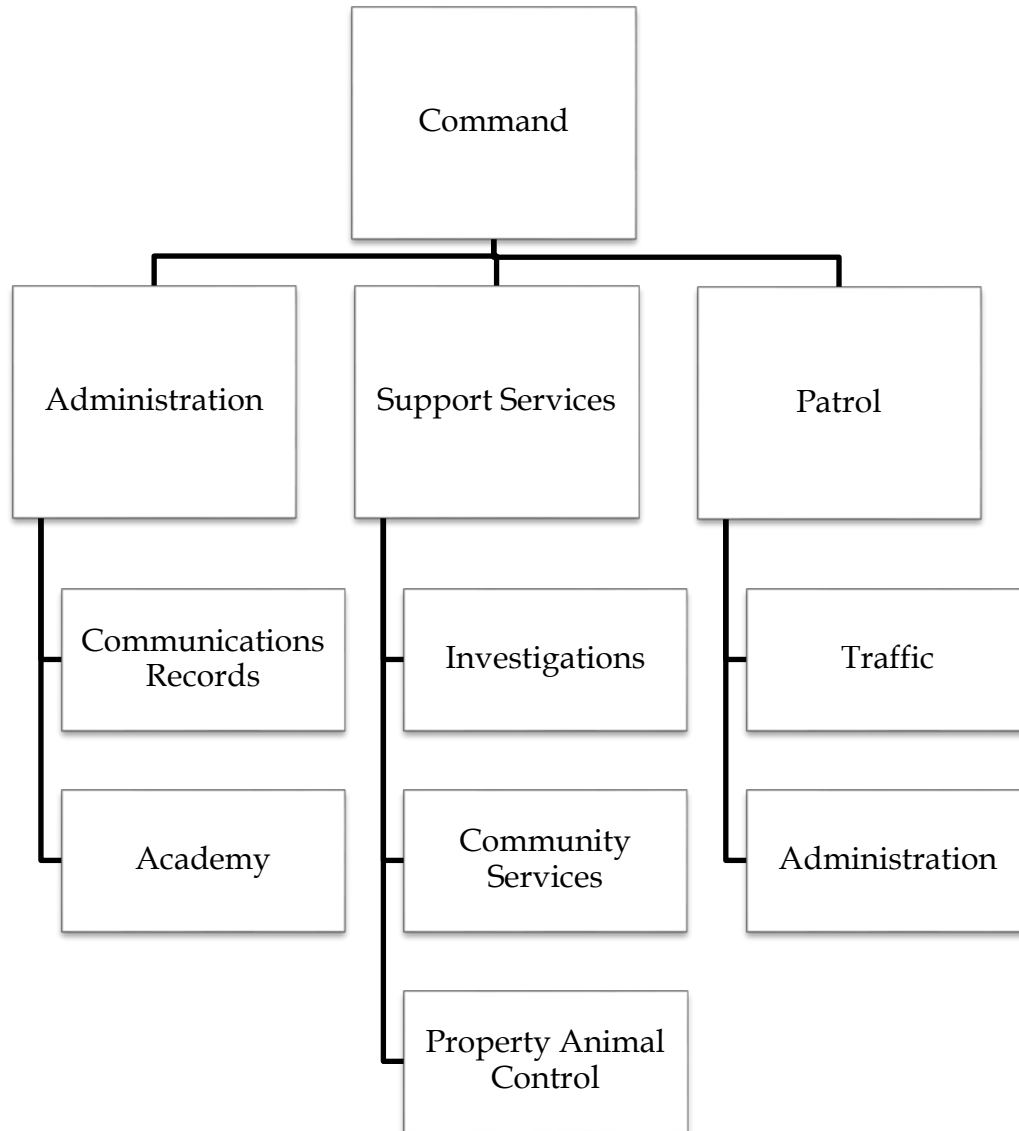
To enforce laws, investigate crimes, and suppress criminal activity employing a community oriented philosophy.

POLICE

	FY 14-15 Actuals	FY 15-16 Adopted	FY 15-16 Adjusted	FY 15-16 Estimated	FY 16-17 Adopted	Net Change
Administration	819,084	909,020	922,520	923,840	903,770	-5,250
Traffic	611,976	704,920	709,580	701,290	748,270	43,350
Communications	1,040,076	1,110,220	1,114,120	1,108,500	1,065,940	-44,280
Patrol	2,478,159	2,289,850	2,300,430	2,323,280	2,366,290	76,440
Property/ Animal Control	93,544	90,050	91,550	91,550	92,850	2,800
Investigations	1,019,570	1,129,490	1,132,630	1,131,470	1,163,510	34,020
Community Services	129,825	133,130	134,470	132,770	136,300	3,170
Police	6,192,234	6,366,680	6,405,300	6,412,700	6,476,930	110,250



POLICE



ADMINISTRATION DIVISION
13110

PURPOSE

The Administration Division is responsible for the overall management of the department including all matters relating to policy, operations and discipline. It is responsible for policy formulation and dissemination and for ensuring the appropriate staffing, training, coordination and fiscal management of all department functions. This section also writes and keeps up-to-date all entries to the Manual of Regulations and General Orders.

ACTIVITIES/PRODUCTS/SERVICES

- Ensures direction, leadership and management to all department employees.
- Responsible for the recruitment, selection, development and retention of sworn and civilian employees.
- Research, plan and budget for police service needs for current and future years.
- Ensure the integrity of the department and its members in order to maintain strong public trust.
- Provide progressive training opportunities for all department members.
- Ensures accurate records and reports are maintained or completed as required by policy or law.

FY 15-16 ACCOMPLISHMENTS

- Successfully replaced Administrative II position.
- Completed range cleaning.
- Replaced patrol rifles.
- Began the process of re-writing and organizing General Orders.
- Four officers graduated from the Leadership in Police Organizations (LPO) program.

FY 16-17 INITIATIVES

- Update records management system.
- Conduct in-house administrative investigations training.
- Continue with General Orders project with the goal of having the ability to achieve accreditation at some point.
- Conduct Emergency Management training.

ADMINISTRATION DIVISION
13110

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Number of hours of in-service training completed	2,893	2969	3000
Number of department General Orders reviewed	5	76 (30% complete)	100
Number of citizen commendations received	61	65	65
Number of Administrative Investigations	6	7	7

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Chief of Police	1	1	1
Deputy Chief of Police	1	1	1
Administrative Assistant II	1	1	1
Total	3	3	3

FY 16-17 BUDGET CHANGES

- No significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 13110
NAME POLICE ADMINISTRATION

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	345,730	347,265	355,280	355,280	355,280	349,530	(5,750)
41002	OVERTIME	1,580	458	1,580	1,580	900	1,580	-
41006	ANNUAL LEAVE LIQUIDATION	-	-	-	2,500	12,130	-	-
41008	ANNUAL LEAVE CASH-IN	-	4,227	-	5,500	11,010	-	-
41015	PERFORMANCE BONUS	-	-	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	347,310	351,949	356,860	366,360	380,820	351,110	(5,750)
42001	F.I.C.A.	26,570	24,239	27,300	27,300	27,300	26,860	(440)
42002	V.R.S.	42,590	42,593	43,770	43,770	43,770	43,060	(710)
42003	V.R.S. LIFE INS	4,560	4,114	4,690	4,690	4,690	4,150	(540)
42004	LOCAL PENSION PLAN	9,430	10,936	11,910	11,910	11,910	-	(11,910)
42005	POLICE PENSION	21,990	8,413	22,850	22,850	12,850	21,280	(1,570)
42007	HEALTH INSURANCE	15,080	31,994	26,020	26,020	29,000	41,520	15,500
42010	CLOTHING ALLOWANCE	41,000	39,122	41,000	41,000	41,000	41,000	-
42012	CAFETERIA PLAN FEES	180	-	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	5,970	5,947	6,140	6,140	6,140	6,310	170
TOTAL	EMPLOYEE BENEFITS	167,370	167,359	183,680	183,680	176,660	184,180	500
43101	CONSULTING SERVICES	5,500	1,400	5,500	5,500	4,000	5,500	-
43106	TRANSLATION SERVICES	2,000	1,256	2,000	2,000	2,000	2,000	-
43301	EQUIPMT MTCE CONTRACTS	1,000	1,376	1,000	1,000	1,000	1,000	-
43304	H/AC MTCE CONTRACT	6,500	6,119	6,500	6,500	6,500	6,500	-
43307	REPAIR/MTCE SVCS	5,000	3,485	5,000	8,500	8,500	5,000	-
43308	CONTRACTS/SERVICES	30,000	17,691	30,000	30,000	30,000	30,000	-
43702	JANITORIAL/CUSTODIAL SVCE	14,500	11,160	14,500	14,500	14,500	14,500	-
TOTAL	PURCHASED SERVICES	64,500	42,487	64,500	68,000	66,500	64,500	-
45101	ELECTRICITY	26,720	29,192	26,720	26,720	26,720	26,720	-
45102	NATURAL GAS	4,000	245	4,000	4,000	4,000	4,000	-
45104	WATER/SEWER SVCE	960	1,362	960	960	960	960	-
45202	LONG DIST SERVICE	800	388	800	800	500	800	-
45203	POSTAL SERVICES	1,500	681	1,500	1,500	800	1,500	-
45402	EQUIPMENT RENTAL	7,200	5,995	7,200	7,200	7,200	7,200	-
45404	CENTRAL COPIER CHARGES	200	373	200	1,200	200	200	-
45801	MEMBERSHIPS/DUES	1,200	590	1,200	1,200	1,000	1,200	-
TOTAL	OTHER CHARGES	42,580	38,826	42,580	43,580	41,380	42,580	-
46001	OFFICE SUPPLIES	9,900	7,858	9,900	10,180	10,180	9,900	-
46007	REPAIR/MTCE SUPPLIES	5,000	100	5,000	5,000	5,000	5,000	-
46008	VEHICLE/EQUIPMT FUELS	60,000	62,398	60,000	57,500	57,500	60,000	-
46009	VEH/EQUIPMT MTCE SUPPLIES	23,000	22,260	23,000	23,000	20,000	23,000	-
46010	POLICE SUPPLIES	38,880	27,904	40,000	44,000	44,000	40,000	-
46011	UNIFORMS/SAFETY APPAREL	24,400	16,537	24,400	24,400	24,400	24,400	-
46012	BOOKS/SUBSCRIPTIONS	600	-	600	600	400	600	-
46015	OPERATIONAL SUPPLIES	8,000	12,112	8,000	8,000	8,000	8,000	-
46019	OTHER SUPPLIES	15,620	11,328	14,500	14,220	14,500	14,500	-
46022	RANGE SUPPLIES	18,000	13,453	18,000	18,000	18,000	18,000	-
46031	TIRES AND TUBES	6,000	3,861	6,000	5,000	5,000	6,000	-
TOTAL	MATERIALS AND SUPPLIES	209,400	177,812	209,400	209,900	206,980	209,400	-
47201	TRAINING PROGRAMS	16,000	13,315	16,000	16,000	16,000	16,000	-
47230	GANG TASK FORCE	25,000	25,000	25,000	25,000	25,000	25,000	-
TOTAL	PROGRAM AND SERVICES	41,000	38,315	41,000	41,000	41,000	41,000	-
48102	FURN/FIXTURE REPLACEMENT	4,000	1,444	4,000	4,000	3,500	4,000	-
48201	ADDITIONAL MACH/EQUIPMT	3,000	892	3,000	3,000	3,000	3,000	-
48299	EQUIPMENT RESERVE	4,000	-	4,000	3,000	4,000	4,000	-

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

DIVISION 13110
NAME POLICE ADMINISTRATION

ACCOUNT NUMBER	TITLE	-----FY 14-15----- BUDGET	ACTUAL	-----FY 15-16----- BUDGET	REVISED	ESTIMATED	FY 16-17 ADOPTED	NET CHANGE
TOTAL	CAPITAL OUTLAY	11,000	2,335	11,000	10,000	10,500	11,000	-
TOTAL	POLICE ADMINISTRATION	883,160	819,084	909,020	922,520	923,840	903,770	(5,250)

TRAFFIC DIVISION
13130

PURPOSE

The Traffic Division is responsible for the enforcement of traffic laws within the Town of Vienna. Traffic officers also provide traffic control for funerals, accidents and other events as required. Members of this unit conduct education and training for the public, Town employees and police officers on traffic related matters.

ACTIVITIES/PRODUCTS/SERVICES

- Enforce traffic laws with radar/lidar enforcement and through general observation.
- Respond to calls as needed.
- Conduct traffic control and crowd control for special events.
- Operate classifier program to accumulate traffic data.
- Support Transportation Safety Commission by assigning the traffic supervisor to attend meetings and provide data for traffic studies.
- Assist in installing safety seats.

FY 15-16 ACCOMPLISHMENTS

- Completed cross training for all traffic officers on the use of the smart trailers and classifiers.
- Continued to provide support to the TSC.
- Trained new motor officer.
- Maintained the speed enforcement equipment for the department.

FY 16-17 INITIATIVES

- Monitor the progress of the VDOT Route 66 project and its effects of traffic.
- Continue to support a pedestrian and bicycle friendly community.

TRAFFIC DIVISION
13130

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Number of dispatched events	1,507	1,208	1,500
Number of traffic summons	3,781	3,277	3,800
Number of special events worked	20	23	23
Number of traffic studies conducted	8	10	9
Number of funeral escorts	28	40	34

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Sergeant	1	1	1
Police Officers	5	5	5
Total	6	6	6

FY 16-17 BUDGET CHANGES

- No significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 13130
NAME TRAFFIC

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	479,390	386,694	447,710	447,710	447,710	484,950	37,240
41002	OVERTIME	52,100	41,019	45,890	50,550	50,550	45,890	-
41006	ANNUAL LEAVE LIQUIDATION	-	4,534	-	-	1,980	-	-
41007	HOLIDAY PAY	20,000	19,639	23,000	23,000	23,000	23,000	-
41008	ANNUAL LEAVE CASH-IN	-	3,691	-	-	1,810	-	-
41011	NON-EXEMPT COMPTIME LIQ.	-	136	-	-	-	-	-
TOTAL	PERSONAL SERVICES	551,490	455,713	516,600	521,260	525,050	553,840	37,240
42001	F.I.C.A.	41,880	34,626	39,220	39,220	39,220	42,370	3,150
42002	V.R.S.	59,060	47,043	55,160	55,160	55,160	58,550	3,390
42003	V.R.S. LIFE INS	6,330	4,544	5,910	5,910	5,000	5,830	(80)
42005	POLICE PENSION	38,300	22,361	36,170	36,170	25,000	33,810	(2,360)
42007	HEALTH INSURANCE	57,930	41,655	42,800	42,800	42,800	43,980	1,180
42012	CAFETERIA PLAN FEES	-	63	60	60	60	60	-
42021	VRS HYBRID 401A MATCH	-	-	-	-	-	520	520
42025	VRS HYBRID DISABILITY	-	-	-	-	-	310	310
TOTAL	EMPLOYEE BENEFITS	203,500	150,291	179,320	179,320	167,240	185,430	6,110
46015	OPERATIONAL SUPPLIES	8,000	5,971	8,000	8,000	8,000	8,000	-
TOTAL	MATERIALS AND SUPPLIES	8,000	5,971	8,000	8,000	8,000	8,000	-
48103	COMMUN EQUIPT REPLACEMENT	1,000	-	1,000	1,000	1,000	1,000	-
TOTAL	CAPITAL OUTLAY	1,000	-	1,000	1,000	1,000	1,000	-
TOTAL	TRAFFIC	763,990	611,976	704,920	709,580	701,290	748,270	43,350

COMMUNICATION DIVISION
13140

PURPOSE

The Communication Division and its subsection, Records and Information Technologies, are the means by which the Vienna Police Department receives and dispatches requests for services. The Records Division is the storehouse for all records, statistics, citations and documents, both hard copy as well as electronic. The Information Technologies Division installs and maintains the many computer systems, software, networks as well as all hardware equipment.

ACTIVITIES/PRODUCTS/SERVICES

- Ensures rapid dispatch of appropriate department personnel in answer to citizen calls.
- Manage telephone systems consisting of 20 separate lines, including a telecommunication device for the deaf.
- Operate radio systems that include the Vienna Police, Fairfax County Police and Fire, Police Mutual Aid Radio System/Mutual Aid Radio Network Interface System (regional interoperability channels) and the Town of Vienna Public Works channels after hours.
- Utilize computer systems to include New World Computer Aided Dispatch/Record Management System, the National Criminal Information Center and Virginia Crime Information Network, Video Security System, Emergency Management System and others.
- Maintain documents and produce statistics needed by the department. (Records)
- Enter citations, parking tickets and warrants; and maintain accident reports and log criminal arrests. (Records)
- Archive and store documents on a schedule set forth by the Commonwealth of Virginia. (Records)
- Maintain the department computer networks, as well as all hardware and software. (Information Technologies)
- Research and report on projects and department missions. (Information Technologies)
- Process and coordinate all Freedom of Information Act requests addressed to the Police Department.

COMMUNICATION DIVISION
13140

FY 15-16 ACCOMPLISHMENTS

- Implemented text-to-911 system.
- Installed In-Car Video (ICV) system in patrol vehicles.
- Provided training to officers to make ICV system fully operational.
- Installed two-factor authentication (2FA) system per State Police Regulations.
- Began Patrol radio replacement to comply with Fairfax County upgrade.
- Replaced and configured 4 Patrol laptop computers.
- Expanded memory capacity for ICV system to meet retention requirements.
- Completed upgrade from Windows XP to Version 7 on desktop computers.
- Successfully completed the FBI / State audit for IT systems.

FY 16-17 INITIATIVES

- Replace computer server for PD security cameras.
- Upgrade dispatch consoles.
- Complete installation of Live Scan fingerprint terminal.
- Establish in-house recording of phone and radio communications.
- Upgrade New World Computer Aided Dispatch.
- Establish formal dispatcher training program.

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Number of Processed "Dispatched Events"	14,095	12,723	13,000
Number of Traffic Arrests (Citations)	9,305	8,058	8,500
Number of Criminal Arrests (Persons / Charges)	608/648	559/611	550/600
Efficiency % of mandated Incident Based Crime Reporting	97.4%	95.77%	95%
Total Phone Calls into Dispatch Center	≈41,777	≈45,564	≈42,500

COMMUNICATION DIVISION
13140

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Lieutenant	1	1	1
Communication/Records Coordinator	1	1	1
Dispatcher I & II	6	6	6
Police Training Officer	1	1	1
Administrative Assistant	1	1	1
Total	10	10	10

FY 16-17 BUDGET CHANGES

- No significant changes to this budget.

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

**DIVISION 13140
NAME COMMUNICATIONS**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	620,360	601,020	641,100	641,100	641,100	639,570	(1,530)
41002	OVERTIME	60,000	61,777	61,000	61,900	61,900	61,000	-
41007	HOLIDAY PAY	17,000	19,225	20,000	20,000	20,000	20,000	-
41008	ANNUAL LEAVE CASH-IN	-	3,234	-	-	4,920	-	-
41011	NON-EXEMPT COMPTIME LIQ.	-	456	-	-	-	-	-
41015	PERFORMANCE BONUS	-	-	-	3,000	3,000	-	-
TOTAL	PERSONAL SERVICES	697,360	685,712	722,100	726,000	730,920	720,570	(1,530)
42001	F.I.C.A.	53,350	49,766	54,940	54,940	54,940	55,120	180
42002	V.R.S.	78,250	75,135	80,880	80,880	80,880	61,360	(19,520)
42003	V.R.S. LIFE INS	8,380	7,273	8,670	8,670	8,670	6,190	(2,480)
42004	LOCAL PENSION PLAN	17,010	12,536	21,480	21,480	15,000	15,000	(6,480)
42005	POLICE PENSION	16,900	13,824	17,560	17,560	14,000	6,010	(11,550)
42007	HEALTH INSURANCE	75,130	81,348	71,470	71,470	71,470	69,040	(2,430)
42012	CAFETERIA PLAN FEES	130	95	130	130	130	60	(70)
42018	ER CONTRIBUTIONS:DC401A	10,970	9,850	11,800	11,800	11,800	10,130	(1,670)
42021	VRS HYBRID 401A MATCH	-	165	-	-	-	800	800
42025	VRS HYBRID DISABILITY	-	97	-	-	-	470	470
TOTAL	EMPLOYEE BENEFITS	260,120	250,089	266,930	266,930	256,890	224,180	(42,750)
43301	EQUIPMT MTCE CONTRACTS	100,190	88,406	85,190	85,190	85,190	85,190	-
43306	RADIO MTCE CONTRACTS	16,500	15,069	16,500	16,500	16,500	16,500	-
43309	CELL PHONE EXPENSE	-	-	18,000	18,000	18,000	18,000	-
43801	SRVCES FROM OTHER GOV'TS	1,500	800	1,500	1,500	1,000	1,500	-
TOTAL	PURCHASED SERVICES	118,190	104,275	121,190	121,190	120,690	121,190	-
TOTAL	COMMUNICATIONS	1,075,670	1,040,076	1,110,220	1,114,120	1,108,500	1,065,940	(44,280)

PATROL DIVISION
13180

PURPOSE

The Patrol Division is responsible for the protection of life and property; the preservation of peace; the prevention of crime; and the detection and arrest of violators.

ACTIVITIES/PRODUCTS/SERVICES

- Observe and detect criminal activity using proactive techniques.
- Investigate and report crimes using up-to-date technology.
- Investigate vehicle crashes.
- Detect impaired drivers.
- Respond to emergency calls.

FY 15-16 ACCOMPLISHMENTS

- Hired new officers.
- Completed the installation of the ICV system.
- Promoted and trained a new Operations Commander.
- Studied and implemented a trial test of a new shift schedule.
- Developed Sergeant's field training program.

FY 16-17 INITIATIVES

- Continue innovative community policing efforts.
- Pedestrian and bicycle safety initiative.
- Upgrade capabilities to respond to current threats.
- Continue reviewing strategies to address Town's homeless population.

PATROL DIVISION
13180

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Number of dispatched events	14,095	12,723	13,000
Number of narcotics arrests	98	132	115
Number of driving while intoxicated arrests	80	67	75
Number of traffic summons issued by Patrol	5,524	4,781	5,000

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Lieutenant	1	1	1
Sergeant	4	4	4
Officers	16	16	16
Total	21	21	21

FY 16-17 BUDGET CHANGES

- No significant changes to this budget.

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

**DIVISION 13180
NAME PATROL**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	1,485,150	1,545,802	1,488,590	1,488,590	1,488,590	1,556,610	68,020
41002	OVERTIME	151,010	200,770	142,870	151,950	170,000	142,870	-
41006	ANNUAL LEAVE LIQUIDATION	-	25,765	-	-	-	-	-
41007	HOLIDAY PAY	70,000	89,070	73,000	73,000	73,000	73,000	-
41008	ANNUAL LEAVE CASH-IN	-	11,040	-	-	15,080	-	-
41015	PERFORMANCE BONUS	-	-	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	1,706,160	1,872,447	1,704,460	1,715,040	1,748,170	1,772,480	68,020
42001	F.I.C.A.	129,760	140,582	130,010	130,010	130,010	135,590	5,580
42002	V.R.S.	182,970	188,211	183,390	183,390	183,390	189,770	6,380
42003	V.R.S. LIFE INS	19,600	18,170	19,650	19,650	19,650	18,600	(1,050)
42005	POLICE PENSION	118,660	97,912	120,280	120,280	110,000	101,760	(18,520)
42007	HEALTH INSURANCE	149,670	160,728	131,930	131,930	131,930	146,570	14,640
42012	CAFETERIA PLAN FEES	130	110	130	130	130	130	-
42021	VRS HYBRID 401A MATCH	-	-	-	-	-	870	870
42025	VRS HYBRID DISABILITY	-	-	-	-	-	520	520
TOTAL	EMPLOYEE BENEFITS	600,790	605,713	585,390	585,390	575,110	593,810	8,420
TOTAL	PATROL	2,306,950	2,478,160	2,289,850	2,300,430	2,323,280	2,366,290	76,440

PROPERTY AND ANIMAL CONTROL DIVISION
13181

PURPOSE

The bifurcation of the Property and Animal Control Division requires the staff of this section to have two areas of responsibility. The primary task of the Property Officer is to ensure the proper receiving, storage and release of property/evidence seized or found during police investigations and to maintain uniforms, equipment and supplies in a secure and orderly manner.

The Animal Control Officer's primary purpose is to respond to citizen's calls for service and to address concerns regarding domesticated animals and certain issues involving wildlife.

ACTIVITIES/PRODUCTS/SERVICES

- Handle calls for service involving domestic animals and wildlife.
- Handle calls for service involving at-large dogs, unlicensed dogs, animal bites, barking dogs, hoarding and cruelty cases.
- Maintain an interactive relationship with the Health Department to facilitate the investigation and disposition of rabies related cases.
- Facilitate the flow of information to residents concerning rabies cases and prevention measures.
- Maintain the animal van and associated equipment.
- Maintain a liaison with The Hope Center for Advanced Veterinary Medicine.
- Acquire and maintain the necessary training to perform animal euthanasia.
- Manage the receiving, storage and release of case investigation related property and evidence.
- Assist in the ordering and warehousing of police related equipment and uniforms.
- Assist in the ordering and warehousing of crime scene processing equipment and supplies.

PROPERTY AND ANIMAL CONTROL DIVISION
13181

FY 15-16 ACCOMPLISHMENTS

- Continued to address wildlife issues affecting Town residents.
- Redeveloped and instituted a policy for the final disposal/destruction of non-town owned items stored in the property room.
- Partnered with "PropertyRoom.com" to enhance citizen access to property disposed of according to policy.

FY 16-17 INITIATIVES

- Identify and partner with a new vendor to destroy relinquished ammunition and other chemical agents (Pepper Spray).
- Maintain certification with the Board of Pharmacy and the DEA for drug handling.
- Review and update the Town dog license register.
- Convert certain paper files housed at Nutley St. storage to allow for computer access.

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Number of animal cases received by the Department	513	439	475
Number of animal cases assigned to ACO	128	125	125
Number of cases closed service/ arrest	124	125	125
Number of rabies cases reported and confirmed	1	0	0

PROPERTY AND ANIMAL CONTROL DIVISION
13181

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Animal Control Officer/Property Officer	1	1	1
Part Time Animal Control Officer/Property Officer – unfunded in FY 15-16 and FY 16-17	.5	.5	.5
Total	1.5	1.5	1.5

FY 16-17 BUDGET CHANGES

- No significant changes to this budget.

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

DIVISION 13181

NAME PERS/PROPRTY/ANIM CONTROL

ACCOUNT NUMBER	TITLE	-----FY 14-15----- BUDGET	ACTUAL	-----FY 15-16----- BUDGET	REVISED	ESTIMATED	FY 16-17 ADOPTED	NET CHANGE
41001	SALARIES AND WAGES	53,040	61,676	63,100	63,100	63,100	64,940	1,840
41002	OVERTIME	3,000	8,926	5,000	5,000	5,000	5,000	-
41004	PART TIME W/O BENEFITS	-	-	-	-	-	-	-
41015	PERFORMANCE BONUS	-	-	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	56,040	70,602	68,100	69,600	69,600	69,940	1,840
42001	F.I.C.A.	4,290	5,362	5,210	5,210	5,210	5,350	140
42002	V.R.S.	6,530	7,565	7,770	7,770	7,770	8,000	230
42003	V.R.S. LIFE INS	700	731	830	830	830	770	(60)
42007	HEALTH INSURANCE	6,510	6,837	5,620	5,620	5,620	6,190	570
42010	CLOTHING ALLOWANCE	-	-	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	2,120	2,447	2,520	2,520	2,520	2,600	80
TOTAL	EMPLOYEE BENEFITS	20,150	22,941	21,950	21,950	21,950	22,910	960
TOTAL	PERS/PROPRTY/ANIM CONTROL	76,190	93,544	90,050	91,550	91,550	92,850	2,800

CRIMINAL INVESTIGATIONS DIVISION
13182

PURPOSE

The primary mission of the Criminal Investigations Division is to investigate major crimes, identify and arrest criminals and to actively pursue the identification and collection of evidence to aid in the prosecution of criminals.

ACTIVITIES/PRODUCTS/SERVICES

- Conduct comprehensive investigative follow-up of serious cases employing current investigative methods.
- Deploy up-to-date methods for the forensic processing of crime scenes.
- Aggressively attract and complete background investigations on candidates that seek employment with the police department.
- Maintain attendance and involvement in the monthly regional robbery meetings.
- Maintain attendance and involvement in the regional sexual assault meetings.
- Conduct internal affairs investigations as assigned.

FY 15-16 ACCOMPLISHMENTS

- Developed a Standard Operating Procedure for the processing and investigation of fraudulent tax scams.
- Developed a Standard Operating Procedure and provided department training to perform "Phone Pings" to ensure compliance with state and federal laws.
- Rotated Patrol Sergeant into Criminal Investigations Section.
- Collaborated with Human Resources Department to streamline and improve the hiring process.
- Attend Town citizen meetings to provide information on activities involving the Criminal Investigations Section and to promote question/answer opportunities.

FY 16-17 INITIATIVES

- Explore ways to improve the department's crime scene processing capabilities.
- Implement new applicant written test.

CRIMINAL INVESTIGATIONS DIVISION
13182

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Support Services Division number of assigned cases	513	453	500
Criminal Investigations Section number of criminal cases assigned	249	220	230
Number of criminal cases closed by arrest, exceptional means or unfounded	78	70	72
Percentage of cases closed by arrest, exceptional means or unfounded	31%	31%	31%
Group A Offenses Against Persons	8	11	10
Group A Offenses Against Property	236	188	200
Number of applicants tested	-	174	200

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Lieutenant	1	1	1
Sergeant	1	1	1
Detectives	7	7	7
Total	9	9	9

FY 16-17 BUDGET CHANGES

- No significant changes to this budget.

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

**DIVISION 13182
NAME INVESTIGATIONS**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	717,140	646,155	730,120	730,120	730,120	761,220	31,100
41002	OVERTIME	95,150	85,882	96,000	97,640	97,000	96,000	-
41008	ANNUAL LEAVE CASH-IN	-	8,655	-	-	9,110	-	-
41015	PERFORMANCE BONUS	-	-	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	812,290	740,692	826,120	829,260	837,730	857,220	31,100
42001	F.I.C.A.	62,130	55,297	63,130	63,130	63,130	65,580	2,450
42002	V.R.S.	88,350	79,997	89,950	89,950	89,950	93,780	3,830
42003	V.R.S. LIFE INS	9,470	7,727	9,640	9,640	9,000	9,040	(600)
42004	LOCAL PENSION PLAN	-	7,044	-	-	-	-	-
42005	POLICE PENSION	57,300	43,114	58,990	58,990	50,000	53,240	(5,750)
42007	HEALTH INSURANCE	77,250	76,494	72,470	72,470	72,470	75,410	2,940
42012	CAFETERIA PLAN FEES	240	205	190	190	190	240	50
TOTAL	EMPLOYEE BENEFITS	294,740	269,878	294,370	294,370	284,740	297,290	2,920
45401	VEHICLE LEASE/RENTAL	9,000	9,000	9,000	9,000	9,000	9,000	-
TOTAL	OTHER CHARGES	9,000	9,000	9,000	9,000	9,000	9,000	-
TOTAL	INVESTIGATIONS	1,116,030	1,019,570	1,129,490	1,132,630	1,131,470	1,163,510	34,020

PUBLIC INFORMATION / COMMUNITY SERVICES DIVISION
13185

PURPOSE

The Community Services/Public Information Officer is responsible for maintaining positive relationships between the community, the news media and the police department. These relationships are fostered by the accurate, timely dissemination of police related information, education of the community on crime prevention measures and interaction with school age children on a constant basis.

ACTIVITIES/PRODUCTS/SERVICES

- Compile and disseminate weekly editions of Vienna Police Highlights.
- Formulate and conduct live media releases as required.
- Provide for the presentation for the Drug Abuse Resistance Education Program to school age children.
- Provide management and oversight of the Rape Aggression Defense Program (RAD).
- Provide for and manage the installation of child safety seats.
- Conduct residential and business security checks.
- Manage the department's Auxiliary Police Program.
- Provide support, scheduling, training and documentation of in-service training.

FY 15-16 ACCOMPLISHMENTS

- VIPS (volunteers in police service). Volunteer identified and currently performing duties.
- Maintained certification and performed Drug Abuse Resistance Education (DARE) classes.
- Began the use of social media.
- Conducted successful senior's seminar.
- Certified additional officers as RAD instructors.

FY 16-17 INITIATIVES

- Focus on PIO training and community outreach.
- Increase social media efforts.
- Improve officer training record keeping.

**PUBLIC INFORMATION / COMMUNITY SERVICES DIVISION
13185**

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Drug Abuse Resistance Education enrollment	144	120	130
Rape Aggression Defense enrollment	75	80	85
Number of child safety seat installations	48	49	50
Number of Vienna Police Highlights	52	52	52
Number of media releases	13	14	14
Number of crime prevention presentations	10	16	20
Fingerprint requests	N/A	111	120

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Police Officer	1	1	1
Auxiliary Officer Positions (Volunteer)	2 of 10	2 of 10	3 of 10
Total	11	11	11

FY 16-17 BUDGET CHANGES

- No significant changes to this budget.

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

**DIVISION 13185
NAME COMMUNITY SERVICES**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	86,010	86,641	88,390	88,390	88,390	90,970	2,580
41002	OVERTIME	6,500	1,675	4,500	4,650	3,500	4,500	-
41008	ANNUAL LEAVE CASH-IN	-	827	-	-	-	-	-
TOTAL	PERSONAL SERVICES	92,510	89,143	92,890	93,040	91,890	95,470	2,580
42001	F.I.C.A.	7,080	6,265	7,110	7,110	7,110	7,300	190
42002	V.R.S.	10,600	10,596	10,890	10,890	10,980	11,210	320
42003	V.R.S. LIFE INS	1,140	1,024	1,170	1,170	1,170	1,080	(90)
42005	POLICE PENSION	6,870	5,745	7,140	7,140	6,500	6,400	(740)
42007	HEALTH INSURANCE	15,080	15,997	13,010	13,010	13,010	13,920	910
TOTAL	EMPLOYEE BENEFITS	40,770	39,627	39,320	39,320	38,770	39,910	590
47306	R.A.D. PROGRAM	1,050	540	420	660	660	420	-
47710	DONATION FUNDED PROGRAMS	3,550	515	500	1,450	1,450	500	-
TOTAL	PROGRAM AND SERVICES	4,600	1,055	920	2,110	2,110	920	-
TOTAL	COMMUNITY SERVICES	137,880	129,825	133,130	134,470	132,770	136,300	3,170

FIRE AND RESCUE

FIRE AND RESCUE

	FY 14-15 Actuals	FY 15-16 Adopted	FY 15-16 Adjusted	FY 15-16 Estimated	FY 16-17 Adopted	Net Change
Volunteer Fire Department	52,401	62,400	62,400	62,400	59,710	-2,690
Fire and Rescue	52,401	62,400	62,400	62,400	59,710	-2,690

VOLUNTEER FIRE
13220

PURPOSE

The Vienna Volunteer Fire Department (VVFD) is a community focused, non-profit organization that is fully independent from the Town of Vienna government.

The VVFD works in partnership with the Fairfax County Fire and Rescue Department. VVFD owns and maintains the station as well as the equipment while Fairfax County provides 24 hour staffing with paid fire fighters and paramedics.

ACTIVITIES/PRODUCTS/SERVICES

- Protect and preserve the lives and property of the citizens of the Town of Vienna from fire, medical and other emergencies.

BUDGET CHANGES

- The Town of Vienna provides an annual donation to the VVFD in recognition of these services provided by the department to the citizens of Vienna.
- The Town is also the conduit to which Commonwealth of Virginia Fire Program Funds are passed through to the VVFD.

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

**DIVISION 13220
NAME VOLUNTEER FIRE DEPT**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
45601	CONTRIBUTIONS	10,000	10,000	20,000	20,000	20,000	10,000	(10,000)
TOTAL	OTHER CHARGES	10,000	10,000	20,000	20,000	20,000	10,000	(10,000)
47208	STATE FIRE PROGRAM FUNDS	41,000	42,401	42,400	42,400	49,710	49,710	7,310
TOTAL	PROGRAMS AND SERVICES	41,000	42,401	42,400	42,400	49,710	49,710	7,310
TOTAL	VOLUNTEER FIRE DEPT	51,000	52,401	62,400	62,400	69,710	59,710	(2,690)

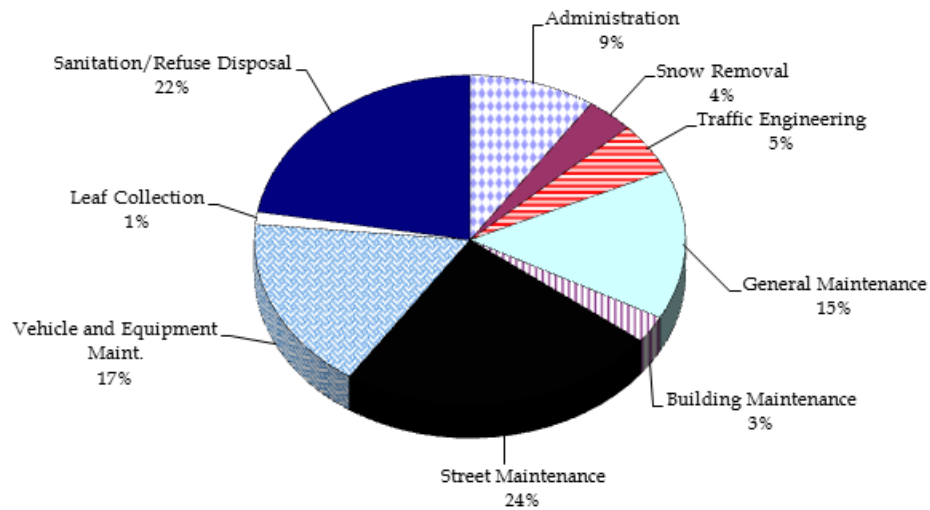
PUBLIC WORKS

Mission

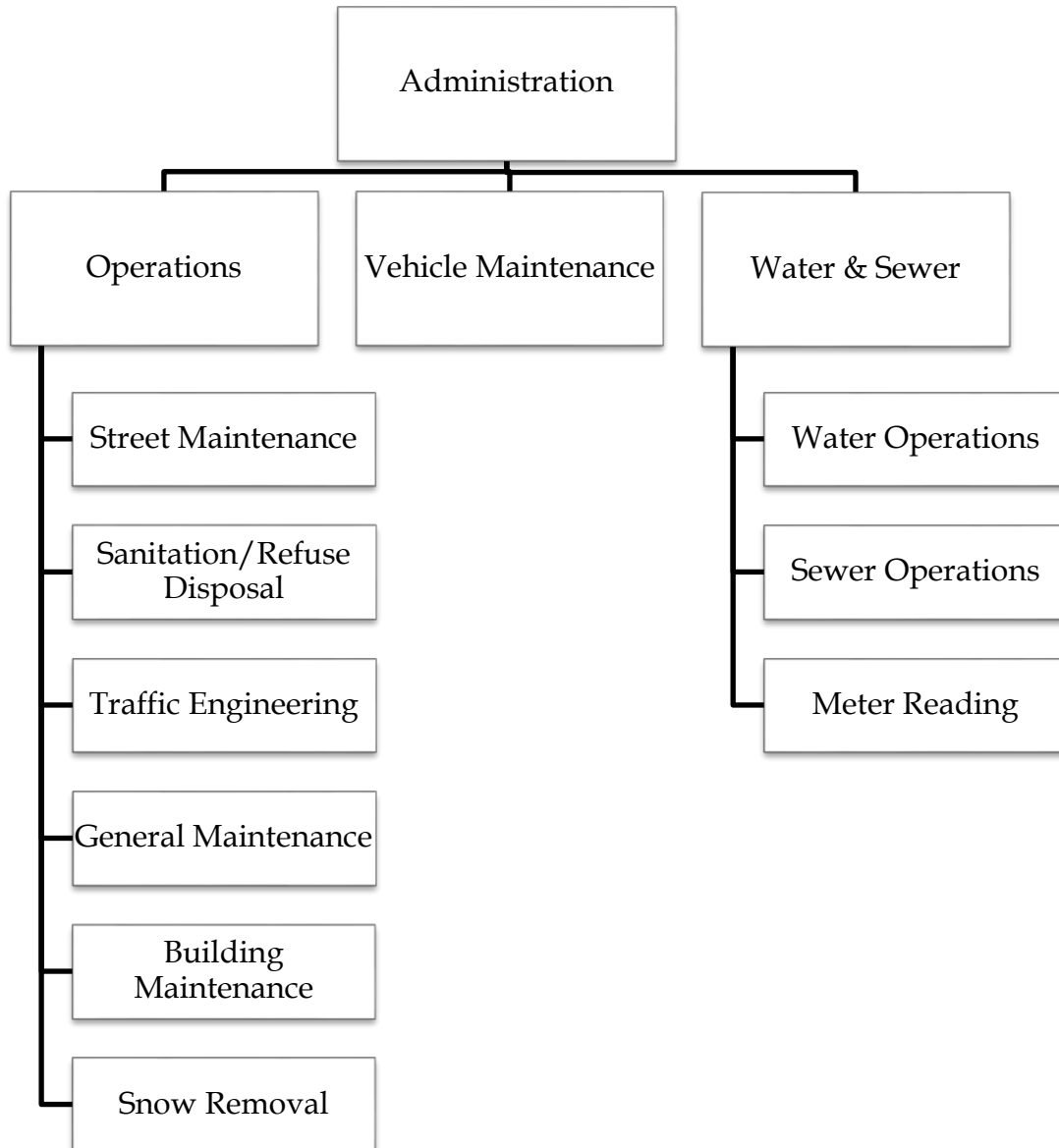
The mission of the Department of Public Works (DPW) is to maintain infrastructure and provide citizens with a safe, attractive and healthy Town in which to live and work.

PUBLIC WORKS

	FY 14-15 Actuals	FY 15-16 Adopted	FY 15-16 Adjusted	FY 15-16 Estimated	FY 16-17 Adopted	Net Change
Administration	663,055	666,310	681,530	682,570	661,370	-4,940
Street Maintenance	1,609,419	1,685,940	1,656,190	1,566,250	1,669,150	-16,790
General Maintenance	1,062,275	1,086,790	1,097,590	1,100,850	1,025,820	-60,970
Snow Removal	203,162	214,440	224,440	281,280	247,550	33,110
Traffic Engineering	282,702	314,840	313,810	314,110	351,190	36,350
Vehicle and Equipment Maint.	1,016,522	1,165,500	1,161,480	1,164,535	1,188,660	23,160
Sanitation/Refuse Disposal	1,495,438	1,500,940	1,564,700	1,583,330	1,551,320	50,380
Leaf Collection	78,330	84,620	35,460	32,610	84,730	110
Building Maintenance	178,205	188,830	187,820	195,820	183,830	-5,000
Public Works	6,589,108	6,908,210	6,923,020	6,921,355	6,963,620	55,410



PUBLIC WORKS



ADMINISTRATION
14110

PURPOSE

The Administration Division receives, assigns, and monitors citizen requests for service by Town crews. Engineering staff, along with an Inspector, review plans and permits ensuring that construction projects conform to local, state and federal standards and specifications. Staff members also file for grants and revenue sharing funds. Administrative employees assist in budget and personnel management; and strive to provide prompt and efficient customer service.

ACTIVITIES/PRODUCTS/SERVICES

- Provide public outreach using the Town's website.
- Review and approve plans and permits; process orders and invoices for payment.
- Schedule special services offered through the department.
- Continually file for grants and state revenue sharing funds.
- Manage Capital Projects
- Assist the Vehicle & Equipment Maintenance Division with the annual Public Works Day open house.
- Administer the FEMA flood plain, the Erosion & Siltation Control Program, and the Stormwater Program.

FY 15-16 ACCOMPLISHMENTS

- Council approved full-time Construction Inspector.
- Implemented Tyler MUNIS Financial software for invoice and requisition processing.
- Implemented online, interactive mapping for citizen tracking of leaf collection and street sweeping.
- Updated both the Right-Of-Way and Land Disturbing Permit Applications.
- In conjunction with the Department of Planning and Zoning, began concurrent permit review process in an effort to reduce building permit review time.

ADMINISTRATION

14110

FY 16-17 INITIATIVES

- Implement Tyler Munis Inventory and Work Order software that will replace our current aging paper and database system.
- Implement Tyler Munis Permits software in conjunction with Planning and Zoning to better manage our permitting, bond collection and inspection scheduling processes.
- Pursue grants to improve Town infrastructure and water quality.

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
# of Building Permits, including all types received & submitted for approval	710	835	800
# of Plumbing Permits received and submitted to FIDO (Fairfax County's permit database)	390	460	440
# of Work Orders distributed to various DPW divisions	750	331	325

ADMINISTRATION
14110

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Director of Public Works	1	1	1
Deputy Director of Public Works	1	1	1
Civil Engineer	1	1	1
Capital Improvements Project Engineer – CIP Funded*	1	1	2
Public Works Specialist	1	1	1
Administrative Assistant	1	1	1
Public Works Inspector**	.5	.5	1
Total	6.5	6.5	8

*Council amended July 2015

**Council approved full-time Inspector position

FY 16-17 BUDGET CHANGES

- No significant budget changes this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 14110
NAME DPW ADMINISTRATION

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	515,840	518,322	530,100	578,330	578,330	662,700	132,600
41002	OVERTIME	1,000	1,207	1,000	1,000	1,000	1,000	-
41003	REG. P.T. WITH BENEFITS	27,890	39,115	28,660	9,090	9,100	-	(28,660)
41004	PART TIME W/O BENEFITS	-	1,211	-	-	-	-	-
41006	ANNUAL LEAVE LIQUIDATION	-	-	-	-	870	-	-
41008	ANNUAL LEAVE CASH-IN	-	4,365	-	5,000	6,670	-	-
41011	NON-EXEMPT COMPTIME LIQ.	-	-	-	-	10	-	-
41015	PERFORMANCE BONUS	-	-	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	544,730	564,219	559,760	594,920	597,480	663,700	103,940
42001	F.I.C.A.	41,680	40,386	42,830	45,030	45,030	51,590	8,760
42002	V.R.S.	63,550	63,551	65,310	69,850	69,850	81,290	15,980
42003	V.R.S. LIFE INS	6,810	6,139	7,000	7,600	7,600	8,040	1,040
42007	HEALTH INSURANCE	27,070	28,441	23,350	32,350	32,350	42,920	19,570
42012	CAFETERIA PLAN FEES	130	126	130	130	130	120	(10)
42018	ER CONTRIBUTIONS:DC401A	20,630	20,554	21,200	21,200	21,200	21,920	720
42021	VRS HYBRID 401A MATCH	-	-	-	-	500	1,250	1,250
42025	VRS HYBRID DISABILITY	-	-	-	-	290	740	740
TOTAL	EMPLOYEE BENEFITS	159,870	159,197	159,820	176,160	176,950	207,870	48,050
43101	CONSULTING SERVICES	6,000	275	6,000	2,100	6,000	6,000	-
43104	ARCHIT/ENGINEER SVCES	15,000	11,791	22,000	28,030	22,000	22,000	-
43106	TRANSLATION SERVICES	100	-	100	100	100	100	-
43301	EQUIPMT MTCE CONTRACTS	6,870	7,053	3,650	3,650	3,650	3,650	-
43308	CONTRACTS/SERVICES	500	-	500	500	500	500	-
43309	CELL PHONE EXPENSE	-	-	3,450	4,170	4,170	4,170	720
43501	PRINTING/BINDING SVCES	500	368	500	500	500	500	-
TOTAL	PURCHASED SERVICES	28,970	19,488	36,200	39,050	36,920	36,920	720
45202	LONG DIST SERVICE	100	201	100	200	200	100	-
45203	POSTAL SERVICES	700	1,499	700	1,280	1,000	700	-
45404	CENTRAL COPIER CHARGES	1,000	3,092	1,000	3,000	3,000	1,000	-
45501	MILEAGE REIMBURSEMENT	200	8	200	200	200	200	-
45502	FARES	300	-	300	20	20	300	-
45503	SUBSISTENCE/LODGING	300	661	300	300	300	300	-
45504	CONVENTIONS/EDUCATION	3,000	2,918	3,000	3,000	3,000	3,000	-
45505	BUSINESS MEALS	200	51	200	200	200	200	-
45801	MEMBERSHIPS/DUES	3,600	1,216	5,980	1,470	1,470	5,980	-
TOTAL	OTHER CHARGES	9,400	9,646	11,780	9,670	9,390	11,780	-
46001	OFFICE SUPPLIES	4,000	3,442	4,000	4,000	4,000	4,000	-
46011	UNIFORMS/SAFETY APPAREL	530	463	530	8,910	8,910	530	-
46012	BOOKS/SUBSCRIPTIONS	200	-	200	-	-	200	-
46015	OPERATIONAL SUPPLIES	2,000	2,164	2,000	2,000	2,000	2,000	-
46019	OTHER SUPPLIES	500	823	500	500	600	600	100
TOTAL	MATERIALS AND SUPPLIES	7,230	6,892	7,230	15,410	15,510	7,330	100
47202	SAFETY PROGRAMS	200	-	200	-	-	100	(100)
TOTAL	PROGRAM AND SERVICES	200	-	200	-	-	100	(100)
49207	TRANSFER TO CAP PROJ FUND	(106,320)	(96,387)	(108,680)	(153,680)	(153,680)	(266,330)	(157,650)
TOTAL	INTERFUND TRANSFERS	(106,320)	(96,387)	(108,680)	(153,680)	(153,680)	(266,330)	(157,650)
TOTAL	DPW ADMINISTRATION	644,080	663,055	666,310	681,530	682,570	661,370	(4,940)

STREET MAINTENANCE
14120

PURPOSE

The Street Maintenance Division strives to ensure a safe environment for the traveling public and preserves the Town's investment in infrastructure by keeping all streets in good condition.

ACTIVITIES/PRODUCTS/SERVICES

- Provide employee training in all aspects of asphalt repair and maintenance
- Provide street milling and repaving from normal wear and tear, potholes and weather related events
- Provide temporary and permanent repair of streets for Water & Sewer Division after water breaks.
- Provide employees and equipment to help clean up after Town events
- Sweep all Town streets
- Provide staff for seasonal leaf removal, mulching operations and mulch delivery
- Remove and manage snow and ice on Town streets with plows, sand, and chemical treatment

FY 15-16 ACCOMPLISHMENTS

- Installed 1900 tons of asphalt.
- Milled 1300 cubic yards of asphalt.
- Assisted Water & Sewer with asphalt repair.
- Swept 1500 cubic yards of silt and debris from Town streets.
- Assisted in the collection and processing of leaves and finished on schedule.

FY 16-17 INITIATIVES

- Continue to pursue training for more efficient ways to improve our level of service to the Town in all aspects of the division.
- Increase amount of asphalt repaired.
- Continue with street sweeping emphasis to help with the environment.

STREET MAINTENANCE
14120

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Tons of asphalt installed by Town staff	2,145	1,869	2,100
Cubic Yards of Milling	N/A	1,335	1,500
C.Y. of debris collected from Street sweeping	N/A	1,504	1,600
Days spent on pothole repair	42	24	30
#of passes with Street Sweeper	1	3	1

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Supervisor	1	1	1
Maintenance Workers	12	12	12
Paving Project Manager – Limited Term	N/A	N/A	1
Total	13	13	14

FY 16-17 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 14120
NAME STREET MAINTENANCE

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	671,590	614,911	689,250	662,650	662,650	739,740	50,490
41002	OVERTIME	41,560	48,402	31,720	32,070	33,000	31,720	-
41004	PART TIME W/O BENEFITS	-	36	-	-	-	-	-
41006	ANNUAL LEAVE LIQUIDATION	-	1,332	-	-	2,000	-	-
41008	ANNUAL LEAVE CASH-IN	-	4,965	-	-	6,400	-	-
41011	NON-EXEMPT COMPTIME LIQ.	-	1,157	-	-	400	-	-
41015	PERFORMANCE BONUS	-	-	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	713,150	670,803	720,970	696,220	705,950	771,460	50,490
42001	F.I.C.A.	54,530	49,108	55,080	55,080	55,080	59,020	3,940
42002	V.R.S.	84,030	79,094	84,920	84,920	84,920	88,900	3,980
42003	V.R.S. LIFE INS	9,000	7,690	9,100	9,100	9,100	8,840	(260)
42004	LOCAL PENSION PLAN	18,280	21,052	23,090	23,090	23,090	23,090	-
42007	HEALTH INSURANCE	83,500	99,024	92,970	92,970	92,970	122,340	29,370
42012	CAFETERIA PLAN FEES	60	32	60	60	60	-	(60)
42015	MISC ALLOWANCES	210	-	210	210	210	-	(210)
42018	ER CONTRIBUTIONS:DC401A	19,160	18,532	21,270	21,270	21,270	19,530	(1,740)
42021	VRS HYBRID 401A MATCH	-	518	-	-	500	1,730	1,730
42025	VRS HYBRID DISABILITY	-	306	-	-	300	690	690
TOTAL	EMPLOYEE BENEFITS	268,770	275,356	286,700	286,700	287,500	324,140	37,440
43301	EQUIPMT MTCE CONTRACTS	2,790	2,784	550	550	550	-	(550)
43309	CELL PHONE EXPENSE	-	-	2,600	2,600	2,600	2,600	-
43701	UNIFORM RENTAL/CLEANING	3,800	3,075	3,800	3,800	3,800	3,800	-
43801	SRVCES FROM OTHER GOV'TS	15,900	14,202	15,900	15,900	15,900	15,900	-
43802	LANDFILL FEES	28,000	20,210	28,000	28,000	28,000	28,000	-
TOTAL	PURCHASED SERVICES	50,490	40,271	50,850	50,850	50,850	50,300	(550)
45501	MILEAGE REIMBURSEMENT	500	10	500	500	500	500	-
45503	SUBSISTENCE/LODGING	1,750	1,953	1,750	1,750	1,750	1,750	-
45504	CONVENTIONS/EDUCATION	4,000	2,382	4,000	4,000	4,000	4,000	-
TOTAL	OTHER CHARGES	6,250	4,345	6,250	6,250	6,250	6,250	-
46001	OFFICE SUPPLIES	900	415	500	500	500	500	-
46007	REPAIR/MTCE SUPPLIES	10,230	5,814	14,230	10,480	10,480	14,230	-
46011	UNIFORMS/SAFETY APPAREL	8,000	3,803	8,000	8,000	8,000	8,000	-
46017	SMALL TOOLS	1,450	1,096	1,450	1,920	1,450	1,920	470
46019	OTHER SUPPLIES	500	-	500	500	500	500	-
TOTAL	MATERIALS AND SUPPLIES	21,080	11,128	24,680	21,400	20,930	25,150	470
47401	ASPHALT OVERLAY	415,640	401,214	374,640	374,390	254,390	250,000	(124,640)
47407	CONTRACTED ASPHALT REP'RS	44,560	44,335	45,000	45,000	45,000	45,000	-
47408	INTERNAL ASPHALT REPAIRS	160,290	161,966	196,850	195,380	195,380	196,850	-
TOTAL	PROGRAM AND SERVICES	620,490	607,515	616,490	614,770	494,770	491,850	(124,640)
49208	GF TRANSFER TO WSF	(20,000)	-	(20,000)	(20,000)	-	-	20,000
TOTAL	INTERFUND TRANSFERS	(20,000)	-	(20,000)	(20,000)	-	-	20,000
TOTAL	STREET MAINTENANCE	1,660,230	1,609,419	1,685,940	1,656,190	1,566,250	1,669,150	(16,790)

GENERAL MAINTENANCE
14130

PURPOSE

The General Maintenance Division provides a safe environment for Town residents and employees by maintaining sidewalks, crosswalks, curbs, gutters, brickwork, driveway aprons, catch basins and Town facilities.

ACTIVITIES/PRODUCTS/SERVICES

- Complete concrete repairs to curbs, gutters, sidewalks and driveways.
- Complete brickwork repairs to brick sidewalks and crosswalks on Maple Avenue and historic Church Street.
- Provide routine maintenance, painting, carpentry and other repairs on all buildings owned by the Town.
- Provide preventive maintenance for the storm drainage system and catch basins.

FY 15-16 ACCOMPLISHMENTS

- Assist in installation of electrical and low voltage wiring at Parks & Recreation.
- Assist in street sign replacement with Traffic Engineering.
- Set out barricades and no parking signs for Town events.
- Began using Tyler Munis Maintenance Management System.

FY 16-17 INITIATIVES

- Implement a quarterly schedule to clean bus shelters.

GENERAL MAINTENANCE 14130

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Linear feet of sidewalk replaced/installed (includes contractor generated)	3,700	4,070	1,500
# of brick driveway aprons replaced	1	1	3
# of concrete driveway aprons replaced (includes contractor generated)	17	18	20
Linear feet of curb and gutter replaced	532	1,479	1,500
# of storm drains cleaned & inspected	105	105	105
# of storm drain repairs	3	3	3
# of employee hours assisting Sanitation	2,080*	1,040	1,040

*First year to include Sanitation assistance.

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Superintendent	1	1	1
Supervisor	1	1	1
Finish Carpenter	1	1	1
Maintenance Worker	6	6	6
Total	9	9	9

FY 16-17 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 14130

NAME GENERAL MAINTENANCE

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	574,510	553,460	572,310	572,310	572,310	547,660	(24,650)
41002	OVERTIME	15,000	25,476	15,500	15,500	30,400	15,500	-
41004	PART TIME W/O BENEFITS	-	360	-	-	660	-	-
41006	ANNUAL LEAVE LIQUIDATION	-	-	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	-	5,724	-	-	2,500	-	-
TOTAL	PERSONAL SERVICES	589,510	585,020	587,810	587,810	605,870	563,160	(24,650)
42001	F.I.C.A.	45,100	42,327	44,930	44,930	44,930	43,080	(1,850)
42002	V.R.S.	70,780	67,915	70,510	70,510	70,510	66,730	(3,780)
42003	V.R.S. LIFE INS	7,580	6,592	7,550	7,550	7,550	6,510	(1,040)
42004	LOCAL PENSION PLAN	15,890	18,382	20,070	20,070	20,070	20,070	-
42007	HEALTH INSURANCE	116,110	108,010	89,690	89,690	89,690	60,930	(28,760)
42012	CAFETERIA PLAN FEES	60	-	-	-	-	-	-
42015	MISC ALLOWANCES	-	542	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	17,690	16,633	18,010	18,010	18,010	15,940	(2,070)
42021	VRS HYBRID 401A MATCH	-	329	-	-	120	740	740
42025	VRS HYBRID DISABILITY	-	194	-	-	80	440	440
TOTAL	EMPLOYEE BENEFITS	273,210	260,923	250,760	250,760	250,960	214,440	(36,320)
43301	EQUIPMT MTCE CONTRACTS	2,100	1,900	-	-	-	-	-
43309	CELL PHONE EXPENSE	-	-	2,300	2,300	2,300	2,300	-
43701	UNIFORM RENTAL/CLEANING	2,140	2,143	2,140	2,140	2,140	2,140	-
43802	LANDFILL FEES	8,000	3,616	5,000	2,500	2,500	5,000	-
TOTAL	PURCHASED SERVICES	12,240	7,658	9,440	6,940	6,940	9,440	-
45503	SUBSISTENCE/LODGING	2,100	287	2,100	2,100	2,100	2,100	-
45504	CONVENTIONS/EDUCATION	5,500	-	5,500	3,800	3,800	4,500	(1,000)
45505	BUSINESS MEALS	200	60	200	200	200	200	-
TOTAL	OTHER CHARGES	7,800	347	7,800	6,100	6,100	6,800	(1,000)
46001	OFFICE SUPPLIES	500	241	500	500	500	500	-
46007	REPAIR/MTCE SUPPLIES	4,350	2,925	7,350	7,350	7,350	7,350	-
46011	UNIFORMS/SAFETY APPAREL	3,260	1,646	3,260	3,260	3,260	3,260	-
46015	OPERATIONAL SUPPLIES	16,310	4,595	19,810	19,810	19,810	20,810	1,000
46017	SMALL TOOLS	5,000	4,352	5,000	5,000	5,000	5,000	-
TOTAL	MATERIALS AND SUPPLIES	29,420	13,759	35,920	35,920	35,920	36,920	1,000
47402	CURB/SIDEWALK MTCE	190,060	189,567	190,060	190,060	190,060	190,060	-
47406	BRICKWALK MAINTENANCE	5,000	5,000	5,000	20,000	5,000	5,000	-
TOTAL	PROGRAM AND SERVICES	195,060	194,567	195,060	210,060	195,060	195,060	-
TOTAL	GENERAL MAINTENANCE	1,107,240	1,062,275	1,086,790	1,097,590	1,100,850	1,025,820	(60,970)

SNOW REMOVAL 14133

PURPOSE

Snow removal operations ensure safe travel on the Town streets for the public and emergency equipment during snow or ice storms.

ACTIVITIES/PRODUCTS/SERVICES

- Prepare and train personnel for snow/ice removal operations.
- Monitor weather conditions during winter months to ensure a timely, efficient and effective response to any winter storms that may occur.
- Application of anti-icing and de-icing agents when conditions allow.
- Begin plowing operations when conditions warrant.
- Follow up with treatment of roads after winter storm has finished until there are no further hazards (icy patches).

FY 15-16 ACCOMPLISHMENTS

- Acquired two spray systems for the application of salt brine.
- Acquired two new snow plows.
- Utilized multiple divisions in severe winter storm operations.

FY 16-17 INITIATIVES

- Increase cable, social media and internet usage to update the public of conditions during a winter storm.
- Continue to update existing equipment and training.
- Research in-house salt brine manufacturing.

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Number of overtime staff hours	1,257	520	750
Number of regular staff hours	206	240	250
Number of hours training for snow	233.5	200	200

FY 16-17 BUDGET CHANGES

- Approved \$30,000 for purchase of salt brine equipment.

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

**DIVISION 14133
NAME SNOW REMOVAL**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41002	OVERTIME	78,860	88,652	80,860	80,860	131,100	80,860	-
TOTAL	PERSONAL SERVICES	78,860	88,652	80,860	80,860	131,100	80,860	-
42001	F.I.C.A.	3,080	6,627	3,080	3,080	9,680	6,190	3,110
TOTAL	EMPLOYEE BENEFITS	3,080	6,627	3,080	3,080	9,680	6,190	3,110
46015	OPERATIONAL SUPPLIES	114,360	102,454	117,000	127,000	127,000	117,000	-
TOTAL	MATERIALS AND SUPPLIES	114,360	102,454	117,000	127,000	127,000	117,000	-
48106	HVY EQUIPTMT REPLACEMENT	5,500	5,429	13,500	13,500	13,500	43,500	30,000
TOTAL	CAPITAL OUTLAY	5,500	5,429	13,500	13,500	13,500	43,500	30,000
TOTAL	SNOW REMOVAL	201,800	203,162	214,440	224,440	281,280	247,550	33,110

TRAFFIC ENGINEERING
14140

PURPOSE

Traffic Engineering helps ensure efficient vehicular and pedestrian travel within the Town.

ACTIVITIES/PRODUCTS/SERVICES

- Repair and maintain traffic signals, pedestrian signals, traffic signs, traffic related electrical equipment within the Town.
- Respond to emergency calls that occur after normal working hours

FY 15-16 ACCOMPLISHMENTS

- Installed electrical and low voltage wiring at new location for Parks & Recreation
- Installation of battery back-up units for traffic signals at various intersections
- Installation of video detection at various intersections
- Installation of street signs with new reflectivity at various locations
- Repaired street lights on Church Street and converted over to LED lighting
- Rebuilt Maple Avenue & Center Street and Maple Avenue & Lawyers Road traffic signals
- Began using Tyler Munis Maintenance Management System
- Retiming of traffic signals

FY 16-17 INITIATIVES

- Upgrade traffic controllers to new ATC standards
- Rebuild Maple Avenue & Park Street traffic signals
- Stay up with certifications for Traffic Signals and Electrical
- Transition street lights to LED
- Continue replacing street name signs with new national standard.

TRAFFIC ENGINEERING 14140

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
# of traffic signal preventative maintenance tasks performed	300	300	300
# of repairs to traffic signals	70	56	30
# of street signs replaced	1,200	960	800

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Traffic Signal/ Electrical Technician I	2	2	1
Electrical & Traffic Signal Technician II	0	0	1
Total	2	2	2

FY 16-17 BUDGET CHANGES

- Doubled the street striping budget to \$20,000 in order to refresh and enhance striping within the Town.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 14140
NAME TRAFFIC ENGINEERING

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	89,880	89,546	101,610	101,610	101,610	102,640	1,030
41002	OVERTIME	41,000	70,970	42,000	42,000	42,000	42,000	-
41008	ANNUAL LEAVE CASH-IN	-	674	-	-	-	-	-
41015	PERFORMANCE BONUS	-	-	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	130,880	161,189	143,610	145,110	145,110	144,640	1,030
42001	F.I.C.A.	10,700	11,741	10,910	10,910	10,910	11,060	150
42002	V.R.S.	12,180	11,223	12,520	12,520	12,520	12,170	(350)
42003	V.R.S. LIFE INS	1,310	1,084	1,340	1,340	1,340	1,220	(120)
42007	HEALTH INSURANCE	29,580	12,744	13,010	13,010	13,010	27,840	14,830
42012	CAFETERIA PLAN FEES	-	-	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	3,960	3,581	4,060	4,060	4,060	4,110	50
42021	VRS HYBRID 401A MATCH	-	-	-	-	200	480	480
42025	VRS HYBRID DISABILITY	-	-	-	-	100	280	280
TOTAL	EMPLOYEE BENEFITS	57,730	40,373	41,840	41,840	42,140	57,160	15,320
43301	EQUIPMT MTCE CONTRACTS	1,700	1,371	-	-	-	-	-
43307	REPAIR/MTCE SVCES	20,000	19,387	20,000	21,470	21,470	40,000	20,000
43309	CELL PHONE EXPENSE	-	-	1,400	1,400	1,400	1,400	-
43701	UNIFORM RENTAL/CLEANING	1,280	416	1,280	1,280	1,280	1,280	-
TOTAL	PURCHASED SERVICES	22,980	21,175	22,680	24,150	24,150	42,680	20,000
45101	ELECTRICITY	6,700	5,575	6,700	6,700	6,700	6,700	-
45503	SUBSISTENCE/LODGING	4,800	2,049	4,800	4,800	4,800	4,800	-
45504	CONVENTIONS/EDUCATION	6,000	5,308	6,500	6,500	6,500	6,400	(100)
45505	BUSINESS MEALS	200	-	200	200	200	200	-
TOTAL	OTHER CHARGES	17,700	12,932	18,200	18,200	18,200	18,100	(100)
46001	OFFICE SUPPLIES	500	262	300	300	300	400	100
46007	REPAIR/MTCE SUPPLIES	8,400	7,979	8,400	8,400	8,400	8,400	-
46011	UNIFORMS/SAFETY APPAREL	1,580	476	1,580	1,580	1,580	1,580	-
46015	OPERATIONAL SUPPLIES	33,800	24,463	31,130	27,130	27,130	31,130	-
TOTAL	MATERIALS AND SUPPLIES	44,280	33,179	41,410	37,410	37,410	41,510	100
48101	MACH/EQUIPMT REPLACEMENT	26,100	13,853	47,100	47,100	47,100	47,100	-
TOTAL	CAPITAL OUTLAY	26,100	13,853	47,100	47,100	47,100	47,100	-
TOTAL	TRAFFIC ENGINEERING	299,670	282,702	314,840	313,810	314,110	351,190	36,350

VEHICLE & EQUIPMENT MAINTENANCE
14150

PURPOSE

The Vehicle Maintenance Division provides a safe, efficient and dependable fleet for all departments within the Town government.

ACTIVITIES/PRODUCTS/SERVICES

- Maintain and service vehicles and equipment.
- Procure replacement vehicles and equipment.
- Dispose of surplus vehicles and equipment.
- Conduct state inspection on all vehicles and required equipment.
- Maintain records on all vehicles and equipment.
- Submit documentation to state certifying compliance in state vehicle inspection and emissions program.
- Submit documentation to the state for vehicle titling, registration and compliance in the undercover vehicle program.
- Submit documentation for reimbursement to FEMA and VDEM.
- Maintain records for Weldon Cooper Survey for submission to VDOT to meet reporting requirements of the Federal Highway Administration (FHWA).

FY 15-16 ACCOMPLISHMENTS

- Reduced the carbon footprint of the fleet by 54% since FY 2010 by purchasing lower emission vehicles, maintaining proper tire pressure, and the use of synthetic oils.
- Sold Town vehicles, equipment that have reached their useful life, on GovDeals.com auction site generating \$151,046.
- Upgraded the Town's fuel dispensing equipment and implemented an automated Fuel Management System.
- Specified and procured vehicles and equipment to complete the objectives specified within the Vehicle Replacement Program for FY 15-16 under budget by \$15,252.
- The heavy truck tire recap program resulted in a savings of approximately \$11,000.
- As of October 2015, 100% of Town mechanics have completed Bendix OEM training in the operation and maintenance of heavy duty vehicle air brake systems and components.

VEHICLE & EQUIPMENT MAINTENANCE

14150

- Recycled 1,050 gallons of waste oil generated from Town vehicles and collected from citizens.
- Implemented an electronic recycling held during the quarterly Recycle Day.
- Installed and programed mobile evidence capture systems in eight police patrol vehicles.
- Procured equipment for Winter Pre-Treatment Operations to be put into service this year.

FY 16-17 INITIATIVES

- Further reduce the fleet's carbon footprint by utilizing new technologies, innovations and policy.
- Supervisor will complete APWA Mid-Atlantic Public Works Institute Leadership Certification.
- Two mechanics will complete requirements to become licensed Virginia State Motor Vehicle Safety Inspectors.
- Heil Trash Compactor training to be completed by two mechanics.
- Altec Aerial Lift training to be completed by one mechanic.
- Implement a comprehensive departmental succession plan.

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Heavy Trucks with proper tire pressure	85%	92 %	95%
Fleet's Carbon Footprint Reduction since 2010	40%	54%	62%
Fleets Average Miles per Gallon	10.89	11.3	11.5

VEHICLE & EQUIPMENT MAINTENANCE
14150

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Superintendent	1	1	1
Supervisor	1	1	1
Mechanic I-III	4	4	4
Parts Specialist	1	1	1
Fleet Maintenance Coordinator	1	1	1
Total	8	8	8

FY 16- 17 BUDGET CHANGES

- Approved \$24,500 for the purchase of a Bobcat Skid-Loader/Snowblower to be shared between Public Works and Parks & Recreation. In the winter the equipment will be used to plow sidewalks within the Town's commercial district as well as to schools. When not in use for snow removal, the Bobcat will be used to help move trees and brush from Town parks.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 14150

NAME VEHICLE AND EQUIPT MTCE

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	554,830	508,458	565,970	565,970	565,970	560,420	(5,550)
41002	OVERTIME	37,500	28,420	31,000	31,000	31,000	31,000	-
41008	ANNUAL LEAVE CASH-IN	-	3,078	-	-	2,060	-	-
41015	PERFORMANCE BONUS	-	-	-	3,000	3,000	-	-
TOTAL	PERSONAL SERVICES	592,330	539,955	596,970	599,970	602,030	591,420	(5,550)
42001	F.I.C.A.	45,320	39,229	45,600	45,600	45,600	45,240	(360)
42002	V.R.S.	69,280	60,378	69,730	69,730	69,730	67,220	(2,510)
42003	V.R.S. LIFE INS	7,420	5,974	7,470	7,470	7,470	6,660	(810)
42007	HEALTH INSURANCE	80,620	71,215	60,810	60,810	60,810	65,720	4,910
42012	CAFETERIA PLAN FEES	190	252	190	190	300	360	170
42015	MISC ALLOWANCES	3,320	2,597	3,320	3,320	3,320	3,320	-
42018	ER CONTRIBUTIONS:DC401A	21,730	18,026	21,790	21,790	21,790	22,410	
42021	VRS HYBRID 401A MATCH	-	1,468	-	-	950	1,830	
42025	VRS HYBRID DISABILITY	-	866	-	-	560	1,080	1,080
TOTAL	EMPLOYEE BENEFITS	227,880	200,006	208,910	208,910	210,530	213,840	2,480
43301	EQUIPMT MTCE CONTRACTS	3,000	2,819	400	400	375	400	-
43303	SOFTWARE MTCE CONTRACT	2,200	2,146	4,300	4,300	3,700	4,000	(300)
43307	REPAIR/MTCE SVCS	15,000	10,851	15,000	25,000	25,000	20,000	5,000
43308	CONTRACTS/SERVICES	10,000	5,370	10,000	10,000	10,000	10,000	
43309	CELL PHONE EXPENSE	-	-	2,900	2,900	2,900	2,900	-
43701	UNIFORM RENTAL/CLEANING	2,100	1,834	2,100	2,100	2,100	2,100	-
TOTAL	PURCHASED SERVICES	32,300	23,020	34,700	44,700	44,075	39,400	4,700
45503	SUBSISTENCE/LODGING	1,620	1,503	1,200	3,640	3,640	1,800	600
45504	CONVENTIONS/EDUCATION	2,680	2,595	3,500	3,760	3,760	4,500	1,000
TOTAL	OTHER CHARGES	4,300	4,098	4,700	7,400	7,400	6,300	1,600
46001	OFFICE SUPPLIES	1,200	1,224	1,200	1,200	1,200	1,200	-
46008	VEHICLE/EQUIPMT FUELS	182,000	125,353	182,000	152,280	152,280	172,000	(10,000)
46009	VEH/EQUIPMT MTCE SUPPLIES	3,000	2,415	3,000	3,000	3,000	3,000	-
46011	UNIFORMS/SAFETY APPAREL	3,990	2,868	3,990	3,990	3,990	4,000	10
46015	OPERATIONAL SUPPLIES	102,000	90,749	100,000	110,000	110,000	100,000	-
46017	SMALL TOOLS	5,830	5,303	5,030	5,030	5,030	5,000	(30)
46031	TIRES AND TUBES	25,000	21,530	25,000	25,000	25,000	28,000	3,000
TOTAL	MATERIALS AND SUPPLIES	323,020	249,442	320,220	300,500	300,500	313,200	(7,020)
48201	ADDITIONAL MACH/EQUIPMT	-	-	-	-	-	24,500	24,500
TOTAL	CAPITAL OUTLAY	-	-	-	-	-	24,500	24,500
TOTAL	VEHICLE AND EQUIPT MTCE	1,179,830	1,016,522	1,165,500	1,161,480	1,164,535	1,188,660	(3,790)

SANITATION/REFUSE DISPOSAL
14230

PURPOSE

Ensures an attractive and sanitary community for citizens by collecting and disposing of all household solid refuse, single stream recycling, bulk items, yard debris, and brush in an efficient and environmentally safe manner.

ACTIVITIES/PRODUCTS/SERVICES

- Provide employees training in the safe use of equipment, and proper safety techniques to better protect themselves while working amongst the traveling public.
- Provide weekly curbside single stream recyclables collection.
- Provide weekly curbside household solid waste collection.
- Provide weekly yard waste and bundled/loose brush collections.
- Provide weekly bulk item collection.
- Provide labor and equipment for special event refuse collection within the Town.
- Contract private weekly refuse collection for condominiums located at Vienna Villager, Park Terrace and Church Street.
- Contract with Fairfax County for private weekly refuse and recyclable collection for three properties on Hunter Road.
- Contract for collection and disposal of dead deer.

FY 15-16 ACCOMPLISHMENTS

- Collected and disposed of 4,242 tons of solid waste.
- Collected and disposed of 1,776 tons of single stream recycling.
- Collected and disposed of 411 tons of bulk trash items.
- Collected and disposed of 1,108 tons of yard waste.
- Collected and disposed of 557 tons of brush.
- Establish a recycling contract for the Town.

FY 16-17 INITIATIVES

- Reduce the number of complaints.
- Increase internet use for public awareness of daily updates, holidays, emergencies, and inclement weather changes.
- Initiate residential food waste recycling.

SANITATION/REFUSE DISPOSAL
14230

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Tons of Solid Waste Disposed	4,229	4,242	4,000
Tons of Single Stream Recyclable Material	1,826	1,776	1,850
Tons of Bulk Items Disposed	323	411	500
Tons of Yard Waste Disposed	1,085	1,107	1,100
Tons of Brush Disposed	476	347	350
Tons of Metal Recycled	7.5	5	10

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Supervisor	1	1	1
Inspector	1	1	1
Maintenance Worker	14	14	14
Total	16	16	16

FY 16-17 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 14230
NAME SANITATION

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	723,810	716,115	713,920	713,920	713,920	740,370	26,450
41002	OVERTIME	50,840	53,968	51,470	51,470	51,470	52,000	530
41004	PART TIME W/O BENEFITS	-	16,822	-	-	9,800	-	-
41008	ANNUAL LEAVE CASH-IN	-	4,317	-	-	6,500	-	-
41015	PERFORMANCE BONUS	-	-	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	774,650	791,223	765,390	766,890	783,190	792,370	26,980
42001	F.I.C.A.	59,230	56,960	58,500	58,500	58,500	60,620	2,120
42002	V.R.S.	89,170	82,391	87,950	87,950	87,950	89,760	1,810
42003	V.R.S. LIFE INS	9,550	8,037	9,420	9,420	9,420	8,800	(620)
42004	LOCAL PENSION PLAN	19,900	22,628	25,140	25,140	25,140	25,140	-
42007	HEALTH INSURANCE	136,750	124,915	104,360	104,360	104,360	132,550	28,190
42012	CAFETERIA PLAN FEES	70	63	70	70	70	70	-
42015	MISC ALLOWANCES	150	-	150	150	150	-	(150)
42018	ER CONTRIBUTIONS:DC401A	19,880	16,862	18,590	18,590	18,590	18,330	(260)
42021	VRS HYBRID 401A MATCH	-	813	-	-	710	1,450	1,450
42025	VRS HYBRID DISABILITY	-	480	-	-	420	860	860
TOTAL	EMPLOYEE BENEFITS	334,700	313,149	304,180	304,180	305,310	337,580	33,400
43201	CONTRACT LABOR	25,300	9,026	25,300	25,300	25,300	25,300	-
43301	EQUIPMT MTCE CONTRACTS	3,530	3,092	-	-	-	-	-
43308	CONTRACTS/SERVICES	17,850	14,876	17,850	17,850	17,850	17,850	-
43309	CELL PHONE EXPENSE	-	-	1,330	1,330	1,330	1,330	-
43701	UNIFORM RENTAL/CLEANING	3,820	3,836	3,820	3,820	3,820	3,820	-
43801	SRVCES FROM OTHER GOV'TS	1,040	-	1,040	1,040	1,040	1,040	-
43802	LANDFILL FEES	370,180	351,609	370,180	432,440	432,440	360,180	(10,000)
TOTAL	PURCHASED SERVICES	421,720	382,440	419,520	481,780	481,780	409,520	(10,000)
45504	CONVENTIONS/EDUCATION	2,000	756	2,000	2,000	2,000	2,000	-
45801	MEMBERSHIPS/DUES	2,380	2,376	-	-	1,200	-	-
TOTAL	OTHER CHARGES	4,380	3,132	2,000	2,000	3,200	2,000	-
46001	OFFICE SUPPLIES	500	126	500	500	500	500	-
46011	UNIFORMS/SAFETY APPAREL	6,150	4,804	8,350	8,350	8,350	8,350	-
46015	OPERATIONAL SUPPLIES	1,000	564	1,000	1,000	1,000	1,000	-
TOTAL	MATERIALS AND SUPPLIES	7,650	5,494	9,850	9,850	9,850	9,850	-
TOTAL	SANITATION	1,543,100	1,495,438	1,500,940	1,564,700	1,583,330	1,551,320	50,380

LEAF OPERATION 14270

PURPOSE

Leaf operations promote a healthy and attractive community and achieve recycling goals by providing a Town-wide vacuum collection of loose leaves, which are then processed and delivered to citizens of Vienna as leaf mulch.

ACTIVITIES / PRODUCTS / SERVICES

- Provide loose leaf pick-up during the fall season.
- Process loose leaves into leaf mulch by grinding the leaves at the Beulah Road property.
- Deliver citizen requested leaf mulch orders during the months of January, February and March.

FY 15-16 ACCOMPLISHMENTS

- Finished 5 complete passes around Town to collect leaves by 12/31/15.
- Increased staff availability by reducing number of posted street notices.
- Collected 9,600 Cubic Yards of Leaves.
- Processed all leaves that were collected.
- Jan.-Mar. 2015 completed 453 mulch delivery requests (6,550 cubic yards).

FY 16-17 INITIATIVES

- Increase cable, internet, and social media usage for daily updates of completed streets to replace street-by-street posting.

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Cubic yards of leaves picked up	10,815	9,590	9,500
Cubic yards of leaf mulch delivered	6,317	6,543	6,500
# of passes with Leaf Vacuum Truck	3	5	3

FY 16-17 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 14270
NAME LEAF COLLECTION**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41002	OVERTIME	77,210	72,993	78,710	29,550	29,550	78,710	-
TOTAL	PERSONAL SERVICES	77,210	72,993	78,710	29,550	29,550	78,710	-
42001	F.I.C.A.	5,910	5,337	5,910	5,910	3,060	6,020	110
TOTAL	EMPLOYEE BENEFITS	5,910	5,337	5,910	5,910	3,060	6,020	110
TOTAL	LEAF COLLECTION	83,120	78,330	84,620	35,460	32,610	84,730	110

BUILDING MAINTENANCE
14320

PURPOSE

Routine maintenance of all Town-owned buildings and facilities

ACTIVITIES/PRODUCTS/SERVICES

- Manage contracts which provide HVAC system maintenance, elevator maintenance, generator maintenance, safety inspections, and cleaning service for Town Hall and the Northside Property Yard building.
- Provide electrical utilities for Town Hall, Beulah Road Mulch Site, Nutley Street Records Building and Northside Property Yard.

FY 15-16 ACCOMPLISHMENTS

- Research and obtain contractual services for new Town Hall HVAC.
- Maintained monthly inspections of fire extinguishers for Town Hall and Northside Property Yard.
- Chemical treatment installation for new Town Hall chiller.
- Oversaw the installation of Northside back-up generator.
- Established maintenance contract for relocated Town Hall generator.
- Began using Tyler Munis Maintenance Management System.
- Replace Town Hall roof.
- Replace tile in the Town Hall lobby.

FY 16-17 INITIATIVES

- Improve noise reduction in the lunch room at Northside Property Yard for meetings.
- Transition to LED lighting at Northside Property Yard.
- Complete installation of generator emergency circuitry at Town Hall.

BUILDING MAINTENANCE
14320

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Respond to maintenance requests within 24 hours	165	145	100
Install magnetic closers on fire-rated doors at Town Hall	3	0	0

FY 16-17 BUDGET CHANGES

- Maintenance for back-up generator at Northside.
- Replace broken scissor lift at Northside Property Yard.

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

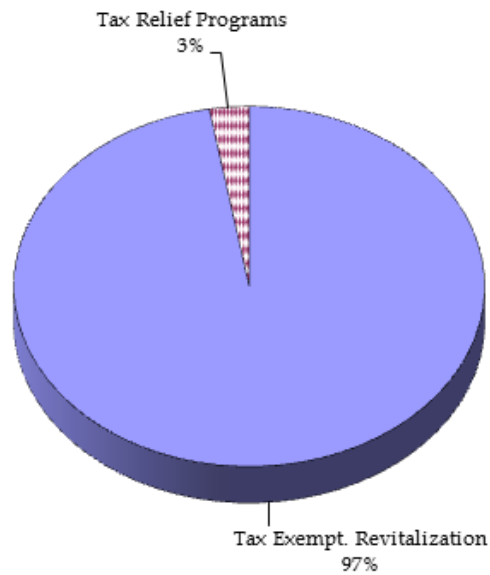
**DIVISION 14320
NAME BUILDING MAINTENANCE**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
43304	H/AC MTCE CONTRACT	14,630	13,624	23,130	23,630	23,130	25,230	2,100
43307	REPAIR/MTCE SVCS	4,800	4,746	3,800	3,800	8,800	8,800	5,000
43308	CONTRACTS/SERVICES	25,500	20,572	29,730	32,620	32,620	29,230	(500)
43702	JANITORIAL/CUSTODIAL SVCE	29,200	28,376	25,500	20,500	25,500	15,400	(10,100)
TOTAL	PURCHASED SERVICES	74,130	67,319	82,160	80,550	90,050	78,660	(3,500)
45101	ELECTRICITY	61,000	61,257	61,000	61,000	61,000	61,000	-
45102	NATURAL GAS	13,000	17,884	13,000	13,000	11,500	11,500	-
45104	WATER/SEWER SVCE	8,000	6,221	8,000	8,000	8,000	8,000	-
TOTAL	OTHER CHARGES	82,000	85,362	82,000	82,000	80,500	80,500	-
46005	JANITORIAL SUPPLIES	5,000	5,110	5,000	5,600	5,600	5,000	-
46007	REPAIR/MTCE SUPPLIES	21,200	19,925	18,670	18,670	18,670	18,670	-
TOTAL	MATERIALS AND SUPPLIES	26,200	25,035	23,670	24,270	24,270	23,670	-
48201	ADDITIONAL MACH/EQUIPMT	1,000	489	1,000	1,000	1,000	1,000	-
TOTAL	CAPITAL OUTLAY	1,000	489	1,000	1,000	1,000	1,000	-
TOTAL	BUILDING MAINTENANCE	183,330	178,205	188,830	187,820	195,820	183,830	(3,500)

TAX RELIEF PROGRAMS

TAX RELIEF PROGRAMS

	FY 14-15 Actuals	FY 15-16 Adopted	FY 15-16 Adjusted	FY 15-16 Estimated	FY 16-17 Adopted	Net Change
Tax Relief	227,619	229,500	229,500	235,530	236,000	6,500
Tax Exempt. Revitalization	8,798	7,800	7,800	7,620	6,600	-1,200
Tax Relief Programs	236,417	237,300	237,300	243,150	242,600	5,300



TAX RELIEF
15330

PURPOSE

Account for the cost of relief from property taxes and vehicle license fees for qualifying elderly and handicapped residents.

FY 16 -17 BUDGET ESTIMATES BY TAX RELIEF CATEGORY

PERCENT OF RELIEF	NUMBER	COST
100	190	\$196,000
50	30	\$19,000
25	15	\$6,000
PRORATED	15	\$9,000
TOTAL REAL ESTATE TAX	<u>250</u>	<u>\$230,000</u>
VEHICLE LICENSE FEE	~180	\$6,000
DIVISION TOTAL		\$236,000

The Real Estate Tax exemption estimate is based on the FY15-16 actuals adjusted for anticipated changes in assessed values for FY17.

The Vehicle License Fee exemption is based on the number of applicants that received the exemption for the FY 15-16 fiscal year.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 15360
NAME REVITAL. TAX EXEMP. PROG.

ACCOUNT NUMBER	TITLE	-----FY 14-15----- BUDGET	ACTUAL	-----FY 15-16----- BUDGET	REVISED	ESTIMATED	FY 16-17 ADOPTED	NET CHANGE
45703	REVITAL.TAX EXEMPTIONS	8,900	8,798	7,800	7,800	7,620	6,600	(1,200)
TOTAL	OTHER CHARGES	8,900	8,798	7,800	7,800	7,620	6,600	(1,200)
TOTAL	REVITAL. TAX EXEMP. PROG.	8,900	8,798	7,800	7,800	7,620	6,600	(1,200)

REVITALIZATION TAX RELIEF
15360

PURPOSE

Account for cost of property tax relief for property improvements that qualify.

FY 16-17 BUDGET CHANGES

In Tax Year 2015, there were 25 exemptions totaling \$7,614 for an average of \$304.56 per exemption. Due to the sunset of the tax revitalization ordinance on September 1, 2013, there will not be any new properties added to the program. Six properties have completed the exemption period and have been dropped from the exemption program in Tax Year 2016.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 15330
NAME TAX RELIEF PROGRAMS

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
45701	T.R.E. - PROP TAXES	229,000	220,855	223,500	223,500	230,000	230,000	6,500
45702	T.R.E. - VEH LIC TAX	5,300	6,764	6,000	6,000	5,530	6,000	-
TOTAL	OTHER CHARGES	234,300	227,619	229,500	229,500	235,530	236,000	6,500
TOTAL	TAX RELIEF PROGRAMS	234,300	227,619	229,500	229,500	235,530	236,000	6,500

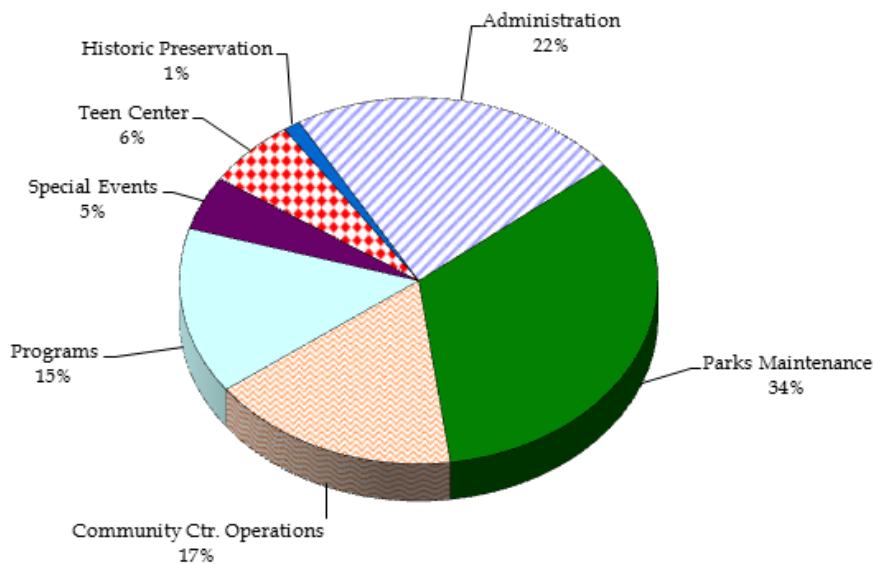
PARKS AND RECREATION

Mission

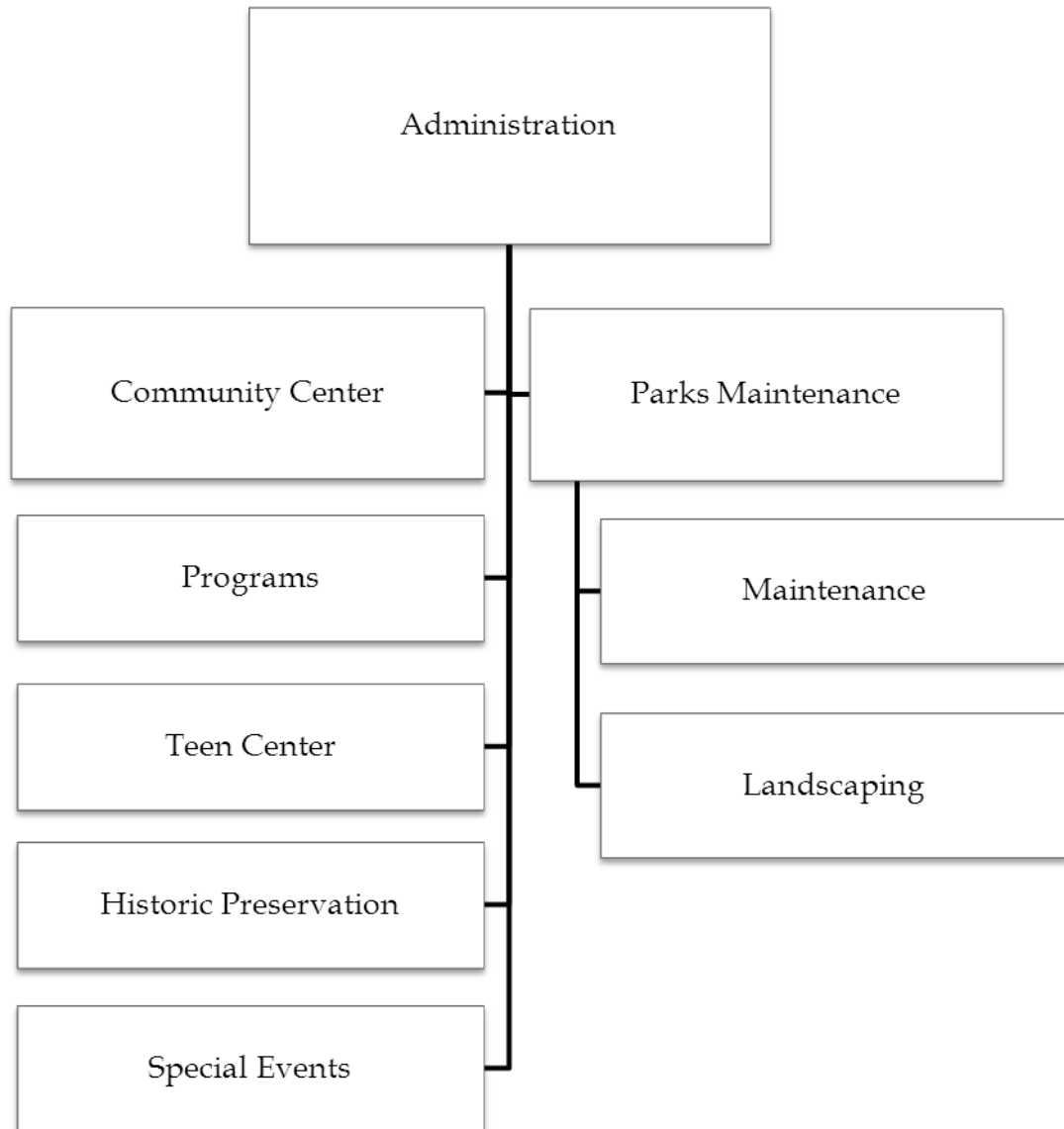
The Parks and Recreation Department is committed to creating community through people, parks and programs.

PARKS AND RECREATION

	FY 14-15 Actuals	FY 15-16 Adopted	FY 15-16 Adjusted	FY 15-16 Estimated	FY 16-17 Adopted	Net Change
Administration	637,149	696,420	1,410,630	1,426,800	695,660	-760
Parks Maintenance	1,002,677	1,027,260	1,088,730	1,080,930	1,043,670	16,410
Community Ctr. Operations	491,706	473,350	493,490	488,580	526,140	52,790
Programs	471,631	449,680	401,770	401,000	455,590	5,910
Special Events	139,541	148,400	162,440	162,440	148,600	200
Teen Center	171,828	186,950	191,950	193,840	188,750	1,800
Historic Preservation	31,858	31,500	35,000	35,000	35,970	4,470
Parks and Recreation	2,946,390	3,013,560	3,784,010	3,788,590	3,094,380	80,820



PARKS AND RECREATION



ADMINISTRATION**17110**

PURPOSE

To provide the staffing and administrative support to carry out the daily operations of the department and to provide leadership, vision and management to facilitate the provision of effective and efficient parks and recreation services.

ACTIVITIES/PRODUCTS/SERVICES

- Provide financial oversight; revenue and expenditure tracking.
- Responsible for department planning and implementation of diversified program.
- Responsible for long range planning and oversight of all parks and recreational facilities.
- Management of the Capital Improvement Plan.
- Foster community outreach and partnerships.
- Responsible for staff training and development.

FY 15-16 ACCOMPLISHMENTS

- Managed staff training for Munis.
- Worked in conjunction with the project manager for the Community Center renovation
- Secured space for events, programs and storage during the renovation.
- Developed partnerships to assist with the 125th Anniversary of Vienna.

FY 16-17 INITIATIVES

- Provide training opportunities for the current staff to meet the changing needs of the department.
- Increase administrative assistant position to full time when Community Center reopens.

ADMINISTRATION
17110

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Percentage of customers using online registration	47%	49%	51%
Percentage of classes and programs held (verses total offered)	74%	74%	72%
Number of staff training sessions	7	8	9

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Director of Parks and Recreation	1	1	1
Recreation Supervisor	1	1	1
Recreation Program Coordinator	1.75	2	2
Administrative Assistant II	1	.8	1*
Total	4.75	4.8	5

*Will convert from a 32 hour/week position to a 40 hour/week position starting April 2017.

FY 16-17 BUDGET CHANGES

- No significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 17110

NAME PARKS AND REC ADMINISTRATION

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	293,560	308,431	369,060	376,060	376,060	375,380	6,320
41002	OVERTIME	9,570	8,530	12,000	12,270	12,270	12,270	270
41003	REG. P.T. WITH BENEFITS	66,370	77,839	34,000	34,000	17,000	36,160	2,160
41004	PART TIME W/O BENEFITS	49,000	36,162	60,180	39,060	51,170	34,580	(25,600)
41006	ANNUAL LEAVE LIQUIDATION	-	-	-	2,500	24,500	-	-
41008	ANNUAL LEAVE CASH-IN	-	5,882	-	4,400	3,370	-	-
TOTAL	PERSONAL SERVICES	418,500	436,844	475,240	468,290	484,370	458,390	(16,850)
42001	F.I.C.A.	32,960	31,563	36,270	36,270	36,270	35,070	(1,200)
42002	V.R.S.	36,170	37,682	45,470	46,270	46,270	46,220	750
42003	V.R.S. LIFE INS	3,870	3,640	4,870	4,950	4,950	4,520	(350)
42007	HEALTH INSURANCE	18,480	19,487	21,070	21,070	21,070	38,770	17,700
42012	CAFETERIA PLAN FEES	130	189	130	130	130	130	-
42018	ER CONTRIBUTIONS:DC401A	11,980	12,188	14,220	14,500	14,500	12,580	-
42021	VRS HYBRID 401A MATCH	-	-	-	-	370	680	680
42025	VRS HYBRID DISABILITY	-	-	-	-	220	400	400
TOTAL	EMPLOYEE BENEFITS	103,590	104,749	122,030	123,190	123,780	138,370	17,980
43301	EQUIPMT MTCE CONTRACTS	6,000	441	6,000	6,000	6,000	6,000	-
43303	SOFTWARE MTCE CONTRACT	15,000	14,943	15,000	15,000	15,000	15,000	-
43308	CONTRACTS/SERVICES	21,000	30,641	21,000	21,000	21,000	21,000	-
43501	PRINTING/BINDING SVCES	28,000	25,288	28,000	28,000	28,000	28,000	-
TOTAL	PURCHASED SERVICES	70,000	71,313	70,000	70,000	70,000	70,000	-
45202	LONG DIST SERVICE	1,900	2,086	1,200	1,200	1,200	1,200	-
45203	POSTAL SERVICES	11,950	11,829	12,650	12,650	12,650	12,650	-
45402	EQUIPMENT RENTAL	1,000	1,000	1,000	1,000	1,000	1,000	-
45501	MILEAGE REIMBURSEMENT	1,000	703	1,000	1,000	500	750	(250)
45503	SUBSISTENCE/LODGING	2,000	1,928	2,500	2,500	2,500	2,500	-
45504	CONVENTIONS/EDUCATION	2,150	2,193	4,000	4,000	4,000	4,000	-
45801	MEMBERSHIPS/DUES	1,300	663	1,800	1,800	1,800	1,800	-
TOTAL	OTHER CHARGES	21,300	20,401	24,150	24,150	23,650	23,900	(250)
46001	OFFICE SUPPLIES	5,000	3,842	5,000	5,000	5,000	5,000	-
TOTAL	MATERIALS AND SUPPLIES	5,000	3,842	5,000	5,000	5,000	5,000	-
49207	TRANSFER TO CAP PROJ FUND	-	-	-	720,000	720,000	-	-
TOTAL	INTERFUND TRANSFERS	-	-	-	720,000	720,000	-	-
TOTAL	PARKS AND REC ADMINISTRATION	618,390	637,149	696,420	1,410,630	1,426,800	695,660	880

PARKS MAINTENANCE
17120

PURPOSE

To provide safe and well-maintained parks, streetscapes, public buildings and trees for the enjoyment of residents, visitors and businesses.

ACTIVITIES/PRODUCTS/SERVICES

- Provide building and cemetery maintenance.
- Mow grass in parks, rights-of-ways, and at public buildings.
- Maintain 13 parks, playgrounds and athletic fields.
- Greenhouse production for planting.
- Plant and remove trees and maintain flower beds and landscape.
- Remove trash from parks, public buildings, bus stops, Maple Avenue and Church Street (charging snow removal budget).
- Remove snow at public buildings, commercial sidewalk areas, school walking routes, Metro walking routes and bus stops (charging snow removal budget).
- Assist with special events and programs.
- Assist with community and volunteer projects; scouts, organizations, clean-up days, youth athletic field days.
- Provide brush, cut trees and leaf pick up in creeks and parks.
- Remove fallen trees and brush from stream valleys.
- Respond to after-hours emergencies and complaints.
- Review and oversight of all site plans and construction activity of residential development to assure compliance of Town of Vienna canopy coverage requirement.
- Participate in the design of all Department of Public Works road improvement projects as pertains to public/private trees and landscape.

FY 15-16 ACCOMPLISHMENTS

- Installed stone dust at the Dog Park.
- Purchased portable generator.
- Installed new pump for Town Green Fountain.
- Worked nineteen special events.
- Trained and certified one staff as a Playground Safety Inspector.
- Trained and certified two staff in pesticide application.
- Added park benches in walking areas.
- Removed forty one dead or hazardous trees in-house.
- Planted seventeen trees in-house, two were donated.

PARKS MAINTENANCE
17120

- Planted three thousand tulips and daffodil bulbs.
- Trained three employees in aerial pruning and removal.
- Revised Town of Vienna Tree Preservation and Planting Specifications Manual.
- Reviewed approximately two hundred and fifty residential, commercial and Department of Public Works road improvement site plans.
- Designed and provided oversight of buffer landscape between Caboose Brewing Company and Northside Park.
- Removed flower beds off the bike trail in preparation for the expanded NOVA Parks parking lot.
- Removed ivy at Glyndon Park.
- Enhanced landscaping at Town Hall and the Welcome Sign flowerbeds at Nutley and Maple Ave E.
- Installed artificial turf and LED lights at Glyndon Park.
- Replaced artificial turf at Waters Field.

FY 16-17 INITIATIVES

- Upgrade the restrooms at the Town Green.
- Install single use playground equipment for the parks.
- Continue staff certification for pesticide, playground and commercial driver's licenses.
- Replace safety road signs used when working in the streets to remove trees in order to stay in compliance with the state.
- Obtain ISA tree risk assessment qualifications for Arborist and Assistant Arborist.
- Plant when needed in-house 1 ½ inch caliper trees.
- Complete second revision to the Town of Vienna tree preservation and planting specification manual.
- Replace park drinking fountains.
- Purchase and install storage shed for materials and equipment.
- Install concrete pads for bleachers at Glyndon and Meadow Lane Park ballfields.
- Plant perennials and shrubs at Community Center.

PARKS MAINTENANCE
17120

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Percentage of annuals grown in house	90%	95%	95%
Number of trees removed (contractor/in-house)	48	138/29	25/42
Number of trees planted (contractor/in-house)	51	210/17	102/30
Number of playground inspections completed by Certified Playground Safety Inspector (CPSI)	36	30	30
Number of projects completed with volunteers	32	20	20

- In 2014, records were not separated by contractor vs in-house.
- In 2015, records reflect removal of community center trees and new plantings by Public Works' street enhancement project along right of ways.

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Parks Maintenance Manager	1	1	1
Arborist/Horticulturist	1	1	1
Maintenance Workers	8	8	8
Total	10	10	10

FY 16-17 BUDGET CHANGES

- No significant changes to the budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 17120
NAME PARKS MAINTENANCE

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	492,000	482,594	502,540	502,540	502,540	518,080	15,540
41002	OVERTIME	37,520	44,010	43,000	46,720	43,000	43,000	-
41004	PART TIME W/O BENEFITS	45,000	53,421	45,900	58,600	58,600	45,900	-
41008	ANNUAL LEAVE CASH-IN	-	4,355	-	-	3,600	-	-
41011	NON-EXEMPT COMPTIME LIQ.	-	10	-	-	-	-	-
41015	PERFORMANCE BONUS	-	-	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	574,520	584,390	591,440	609,360	609,240	606,980	15,540
42001	F.I.C.A.	44,140	42,446	44,950	44,950	44,950	46,430	1,480
42002	V.R.S.	60,610	58,939	61,910	61,910	61,910	63,450	1,540
42003	V.R.S. LIFE INS	6,490	5,716	6,630	6,630	6,630	6,160	(470)
42007	HEALTH INSURANCE	74,550	78,418	64,080	64,080	64,080	69,220	5,140
42012	CAFETERIA PLAN FEES	150	126	150	150	150	120	(30)
42017	CELL PHONE ALLOWANCE	180	-	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	19,680	18,438	20,100	20,100	20,100	20,720	620
42021	VRS HYBRID 401A MATCH	-	240	-	-	-	370	370
42025	VRS HYBRID DISABILITY	-	142	-	-	-	220	220
TOTAL	EMPLOYEE BENEFITS	205,800	204,464	197,820	197,820	197,820	206,690	8,870
43301	EQUIPMT MTCE CONTRACTS	2,000	2,000	2,000	-	-	2,000	-
43304	H/AC MTCE CONTRACT	-	-	3,000	3,000	3,000	3,000	-
43305	OTHER MTCE CONTRACTS	2,000	1,960	2,000	3,000	3,000	2,000	-
43307	REPAIR/MTCE SVCES	58,000	57,131	68,000	63,150	63,150	68,000	-
43308	CONTRACTS/SERVICES	-	224	-	-	-	-	-
43309	CELL PHONE EXPENSE	-	-	4,000	4,000	4,000	4,000	-
43701	UNIFORM RENTAL/CLEANING	3,500	2,793	4,000	4,000	4,000	4,000	-
TOTAL	PURCHASED SERVICES	65,500	64,109	83,000	77,150	77,150	83,000	-
45101	ELECTRICITY	25,000	22,903	28,000	28,000	28,000	28,000	-
45102	NATURAL GAS	2,500	4,429	2,500	2,500	2,500	2,500	-
45104	WATER/SEWER SVCE	8,000	5,808	10,000	10,000	10,000	10,000	-
45402	EQUIPMENT RENTAL	2,500	2,153	2,500	1,500	1,500	2,500	-
TOTAL	OTHER CHARGES	38,000	35,293	43,000	42,000	42,000	43,000	-
46003	HORTICULTURAL SUPPLIES	12,095	11,035	15,000	19,770	19,770	15,000	-
46007	REPAIR/MTCE SUPPLIES	18,000	15,783	18,000	18,000	18,000	18,000	-
46008	VEHICLE/EQUIPMT FUELS	18,000	18,974	18,000	17,680	10,000	10,000	(8,000)
46009	VEH/EQUIPMT MTCE SUPPLIES	5,000	3,952	10,000	9,250	9,250	10,000	-
46011	UNIFORMS/SAFETY APPAREL	5,000	4,452	5,000	5,000	5,000	5,000	-
46015	OPERATIONAL SUPPLIES	3,000	5,221	3,000	10,200	10,200	3,000	-
46017	SMALL TOOLS	2,000	1,947	2,000	2,000	2,000	2,000	-
46031	TIRES AND TUBES	1,000	1,733	1,000	1,730	1,730	1,000	-
TOTAL	MATERIALS AND SUPPLIES	64,095	63,098	72,000	83,630	75,950	64,000	(8,000)
47403	PHYSICAL IMPROVEMENTS	46,500	51,322	40,000	78,770	78,770	40,000	-
TOTAL	PROGRAM AND SERVICES	46,500	51,322	40,000	78,770	78,770	40,000	-
TOTAL	PARKS MAINTENANCE	994,415	1,002,677	1,027,260	1,088,730	1,080,930	1,043,670	16,410

COMMUNITY CENTER
17130

PURPOSE

The Community Center Division is committed to coordinating, developing, maintaining and operating the Community Center and supplying support for other Town recreational facilities. Ensuring safe, diverse and accessible facilities for all patrons, as well as access to leisure activities, programs and classes that define and enhance the quality of life within the Town.

ACTIVITIES/PRODUCTS/SERVICES

- Provide fitness, wellness, recreation and arts and craft programs; teen center programming, concerts, theatrical plays both adult and youth, and youth and adult drop-in programming.
- Rentals opportunities (community, youth, cultural, educational, revenue generating shows and rentals, park shelters.)
- Provide Community Center with Wi-Fi.
- Conduct ticket sales (theater, theme parks, and special events.)

FY 15-16 ACCOMPLISHMENTS

- The start of the renovation and expansion of the Vienna Community Center
- The complete re-location of the Parks and Recreation Department to temporary offices at Cedar Lane Plaza.
- Provide personnel support for all remote locations of classes, programs and activities.
- Conducted employee customer service training.
- Improved performance of Rectrac room rental reservations.
- Updated manuals (community center manual, employee manual, rental manual).
-

FY 16-17 INITIATIVES

- Provide a clean, safe and appropriate environment for recreational programs at remote sites.
- Overhaul, create and revise all community center manuals (VCC, custodian, employees and operation).
- Create a maintenance checklist for maintaining LEED Silver Building.
- Review fees schedule for the Community Center.

**COMMUNITY CENTER
17130**

- Best practices training/school (management school).
- Opening the Vienna Community Center.

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Number of facility inspections	12	12	12
Number of dollar/receipt (average rental fee)	\$365	\$48	\$30
Number of rental hours*	12,209	5,825	210
Number of non-revenue use hours^	9,637	3,650	125
Annual revenue from building/Park rental fees	\$63,617	\$39,370	\$5,837
Monetary value of donated space~	\$144,555	\$54,746	\$1,875

*^Non-revenue use hours include groups like: Vienna Arts Society Show, INOVA Blood Drives, Vienna Community Band, 50-Plus Bridge Club, 50/90 Dinner, Youth Sports Organizations, Sr. Drop-In Programs, Vienna Women Show, James Madison Grad Party, BAC, Administrative Services, Police Department, Fire Department, etc.

~Monetary value based on in-town non-profit rate (\$15) hour. This does not take into account potential revenues.

Numbers for rentals and revenue down due to closing of Vienna Community Center for Renovation and Expansion.

COMMUNITY CENTER
17130

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Community Center Manager	1	1	1
Community Center Supervisor	1	1	1
Custodians	2.5	2.5	2
Part time Building Supervisors (MOD's)	15	12	10
Part-Time Custodians	3	3	3
Total	22.5	19.5	17

FY 16-17 BUDGET CHANGES

- Vienna Community Center will be budgeting based on the re-opening of the community center in the spring of 2017, budget will reflect 6 months of operational expenses.
- Personnel name change in the Rec Worker II category - Building Supervisor to MOD (manager on duty).
- Name changes for the Community Center Manager to Facilities Manager; Community Center Supervisor to Facilities Supervisor.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 17130

NAME COMMUNITY CENTER 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	204,940	209,476	210,610	210,610	210,610	216,750	6,140
41002	OVERTIME	9,570	9,721	12,000	12,000	12,000	12,000	-
41003	REG. P.T. WITH BENEFITS	-	-	-	-	-	-	-
41004	PART TIME W/O BENEFITS	70,100	71,399	78,540	79,030	78,540	78,540	-
41006	ANNUAL LEAVE LIQUIDATION	-	-	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	-	3,941	-	-	3,210	-	-
41015	PERFORMANCE BONUS	-	-	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	284,610	294,537	301,150	303,140	305,860	307,290	6,140
42001	F.I.C.A.	21,730	21,741	22,920	22,920	22,920	23,510	590
42002	V.R.S.	25,250	25,697	25,950	25,950	25,950	26,700	750
42003	V.R.S. LIFE INS	2,710	2,482	2,780	2,780	2,780	2,580	(200)
42004	LOCAL PENSION PLAN	4,730	-	-	-	-	-	-
42007	HEALTH INSURANCE	26,810	30,754	27,230	27,230	27,230	32,490	5,260
42012	CAFETERIA PLAN FEES	60	95	60	60	120	120	60
42018	ER CONTRIBUTIONS:DC401A	6,780	6,890	6,970	6,970	6,970	7,170	200
TOTAL	EMPLOYEE BENEFITS	88,070	87,659	85,910	85,910	85,970	92,570	6,660
43304	H/AC MTCE CONTRACT	14,870	10,730	15,200	13,600	10,000	13,600	(1,600)
43307	REPAIR/MTCE SVCES	21,630	19,476	12,840	8,840	8,840	10,300	(2,540)
43308	CONTRACTS/SERVICES	500	1,317	1,000	1,000	1,000	39,500	38,500
43309	CELL PHONE EXPENSE	-	-	4,000	4,000	4,000	4,000	-
43701	UNIFORM RENTAL/CLEANING	2,500	1,251	2,500	2,500	2,500	2,500	-
43702	JANITORIAL/CUSTODIAL SVCE	6,500	5,867	-	-	-	630	630
TOTAL	PURCHASED SERVICES	46,000	38,641	35,540	29,940	26,340	70,530	34,990
45101	ELECTRICITY	26,250	38,880	23,380	23,380	22,000	23,380	-
45102	NATURAL GAS	6,750	10,090	3,280	3,280	2,000	3,280	-
45104	WATER/SEWER SVCE	2,250	6,165	3,620	3,620	3,620	3,620	-
45503	SUBSISTENCE/LODGING	-	-	-	600	-	-	-
45504	CONVENTIONS/EDUCATION	-	-	-	1,000	-	-	-
TOTAL	OTHER CHARGES	35,250	55,134	30,280	31,880	27,620	30,280	-
46005	JANITORIAL SUPPLIES	14,000	11,165	17,000	17,050	17,000	17,000	-
46007	REPAIR/MTCE SUPPLIES	7,240	2,676	-	-	540	1,000	1,000
46011	UNIFORMS/SAFETY APPAREL	2,000	854	2,720	2,720	2,500	2,720	-
46013	RECREATION SUPPLIES	760	837	750	850	750	750	-
46015	OPERATIONAL SUPPLIES	-	203	-	4,000	4,000	4,000	4,000
TOTAL	MATERIALS AND SUPPLIES	24,000	15,735	20,470	24,620	24,790	25,470	5,000
48102	FURN/FIXTURE REPLACEMENT	-	-	-	18,000	18,000	-	-
TOTAL	CAPITAL OUTLAY	-	-	-	18,000	18,000	-	-
TOTAL	COMMUNITY CENTER OPERATIONS	477,930	491,706	473,350	493,490	488,580	526,140	52,790

PROGRAM
17150

PURPOSE

To enrich the lives of Vienna residents of all ages by providing camps, classes and drop-in activities with a focus on education through workshops, arts, fitness and sports.

ACTIVITIES/PRODUCTS/SERVICES

- Provide camps, dance, fitness, health and wellness, music, sport and theatre classes, writing courses and one day workshops.
- Conduct program marketing and program satisfaction surveys.
- Focus on fitness and health programs.
- Increase the number of program partnerships.

FY 15-16 ACCOMPLISHMENTS

- Used RecConnect on a regular basis to contact participants for class cancellations, changes, updates and program promotion.
- Offered free educational lectures for seniors pertaining to their health and well-being offered by various business and non-profits.
- Coordinated the relocation of classes and programs to temporary facilities for the renovation expansion of the Community Center.
- Expanded partnerships for programs.
- Increased communication through RecConnect.
- Provided scholarship program for programs and camps.

FY 16-17 INITIATIVES

- Continue a working relationship with library, local churches, fire department for business space in the relocation of our programs.
- Continue to work with local businesses and non-profits to offer free monthly informative lectures.
- Expand partnerships for programs.
- Expand class programs to include different levels of skill.
- Continue to collect feedback on class programs through our new class evaluation form.
- Implement the updated Part-time Employee evaluation form for paid instructors, Community Center staff and teen staff
- Offer teacher workday camps to coincide with school schedules.

**PROGRAM
17150**

- Evaluate programming space allocation in the newly renovated and expanded community center.

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Number of classes offered	836	701	700
Number of classes held	704	501	500
Number of scholarships offered*	143	12	50
Number of free programs	77	27	100
Number of class participants	4,591	4,206	4,000
Number of camp participants	1,952	2,047	2,100
Number of department volunteer hours logged for programs:	7,800	3,755	5,000
Total dollar value of Volunteer	\$187,200	\$86,627	\$110,150

*Decrease in scholarship donation which decreased number of scholarships offered .

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Part-time Program Staff	21	20	22
Part-time Class Instructors	16	19	15
Part-time Contractors	43	31	43
Total - Non-benefited staff	87	89	90

PROGRAM
17150

FY 16-17 BUDGET CHANGES

- Increase in overtime for additional week and one extra staff member for teen camp and July 4th assistance.

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

**DIVISION 17150
NAME PROGRAMS**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41002	OVERTIME	700	529	1,500	1,500	330	3,400	1,900
41004	PART TIME W/O BENEFITS	40,500	43,025	51,000	51,220	51,220	49,500	(1,500)
41005	OTHER P.T.	52,000	59,925	62,000	52,000	52,000	62,000	-
TOTAL	PERSONAL SERVICES	93,200	103,479	114,500	104,720	103,550	114,900	400
42001	F.I.C.A.	8,680	7,962	8,680	8,680	8,680	8,790	110
TOTAL	EMPLOYEE BENEFITS	8,680	7,962	8,680	8,680	8,680	8,790	110
43308	CONTRACTS/SERVICES	379,950	351,447	315,000	276,870	276,870	315,000	-
TOTAL	PURCHASED SERVICES	379,950	351,447	315,000	276,870	276,870	315,000	-
46013	RECREATION SUPPLIES	11,500	8,743	11,500	11,500	11,900	11,900	400
TOTAL	MATERIALS AND SUPPLIES	11,500	8,743	11,500	11,500	11,900	11,900	400
48101	MACH/EQUIPMT REPLACEMENT	-	-	-	-	-	5,000	5,000
TOTAL	CAPITAL OUTLAY	-	-	-	-	-	5,000	5,000
TOTAL	PROGRAMS	493,330	471,631	449,680	401,770	401,000	455,590	5,910

SPECIAL EVENTS**17155****PURPOSE**

The purpose of the Special Events Division is to entertain, educate and foster community involvement and partnerships by providing cultural and diverse activities for all ages.

ACTIVITIES/PRODUCTS/SERVICES

- Teen travel
- Community partner events
- Sports leagues
- Adult/Senior/Family trips
- Concerts
- Plays
- Holiday events
- One-time events

FY 15-16 ACCOMPLISHMENTS

- Collaborated with the Shepard's Center to offer Holiday Tea, Valentines Dance and Bingo Ice Cream.
- Provided staff support for community special events -Viva Vienna, July 4th, Fishing Rodeo, Walk on the Hill, Old Fashioned Egg Roll, Town Clean Up, Oktoberfest, Garden Faire, Caroling on the Green, Church Street Stroll, Town Green Concerts, Arbor Day, Green Expo, Halloween Parade, Halloween on the Green, Caroling on the Green and the 125th Anniversary activities.
- Continue to support Vienna Theatre Company and the Vienna Youth Players.
- Added new events to include Dog Days of Vienna, partnered with Vienna Inn and offered a July 4th chili dog eating contest event on the Town Green, and Mature Adult Health Fair.
- Planned, secured and partnered with community volunteers for the Town's 125th Anniversary events to include the Birthday Reenactment, Six (6) Afternoons on Church, and the Evening in White.
- Organized and implemented 70 events to include but not limited to the above and Town Green Concerts.
- Secured funding for Special Events through a sponsorship contractor.

SPECIAL EVENTS

17155

FY 16-17 INITIATIVES

- Seek sponsorship for new special events such as Big Screen on the Green, Parks and Recreation Wet and Wild Day to celebrate Parks and Recreation Month, and Chill'n on Church events.
- Offer a multi-generational event in conjunction with Club Phoenix-hosting a Grandparents Swing Dance on the Town Green.
- Continue to collaborate with the Shepherd Center of Oakton-Vienna on senior adult special events such as Cinco de Mayo and Mardi Gras Socials.
- Add afternoon events on July 4th at Yeonas Park, to include vendors and children's activities.
- Plan the Grand Opening of the Community Center.

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Number of trips offered	11	24	20
Town Green Activities	30	54	50
Total sponsorship contributions for Town Green	\$5,950	\$7,000	\$5,000
Number of partnered events	16	31	18

FY 16-17 BUDGET CHANGES

- Decreased special events/activities and increased youth trips to accommodate an extra van rental for Teen Camp as well as rental space for playground camp.

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

**DIVISION 17155
NAME SPECIAL EVENTS**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
47702	ADULT ATHLETICS	9,000	7,029	11,000	8,000	8,000	11,000	-
47703	YOUTH TRIPS	24,200	24,443	24,200	30,200	30,200	36,200	12,000
47704	ADULT TRIPS	20,000	25,416	31,500	31,500	31,500	30,000	(1,500)
47705	YOUTH SPECIAL ACTIV	11,650	10,193	11,200	11,400	11,400	11,400	200
47706	ADULT SPECIAL ACTIV	15,500	12,846	15,500	10,990	10,990	14,550	(950)
47707	SPECIAL EVENTS/ACTIV	53,330	51,319	44,000	59,350	59,350	35,450	(8,550)
47713	FRIENDS OF VTG DONATIONS	5,000	8,296	11,000	11,000	11,000	10,000	(1,000)
TOTAL	PROGRAMS AND SERVICES	138,680	139,541	148,400	162,440	162,440	148,600	200
TOTAL	SPECIAL EVENTS	138,680	139,541	148,400	162,440	162,440	148,600	200

TEEN CENTER
17160

PURPOSE

To provide a structured and safe environment for teens to grow socially, receive academic support and participate in physical and recreational activities.

ACTIVITIES/PRODUCTS/SERVICES

- Conduct teen centered programming including arts and crafts, cooking, special interest clubs, homework time, workshops and special seasonal events.
- Foster community partnerships.
- Conduct community service programs.
- Oversee Teen Council.

FY 15-16 ACCOMPLISHMENTS

- Implemented Teen Coalition partnerships with other community centers and agencies.
- Develop Teen Council sponsored programs
- Held Teen Council Lock In event to encourage teamwork.
- Transitioned to temporary location for 2015-16 school year.
- Partnered with local organizations to host monthly parent discussion groups.

FY 16-17 INITIATIVES

- Develop and implement a leadership at risk program.
- Partner and collaborate with local schools to provide programs for teens during the renovation.
- Provide staff with quarterly trainings.

**TEEN CENTER
17160**

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Number of public and private sponsored after school programs	4	5	5
Number of parent workshops	0	3	6
Number of volunteer programs offered for teens	20	30	30
Number of volunteer hours for teens	285	300	400
Number of Teen Council Sponsored Events	2	6	6
Number of online postings of "The Phoenix" newsletter	4	4	6

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Recreation Coordinator	1	1	1
After-School Program Coordinator	.80	1	1
Number of Part-Time Teen Center Staff	5	5	5
Total	6.8	7	7

FY 16-17 BUDGET CHANGES

- No significant changes to this budget.

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

**DIVISION 17160
NAME TEEN CENTER PROGRAM**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	57,110	57,335	58,680	79,010	79,010	96,510	37,830
41002	OVERTIME	5,100	11,622	5,500	5,500	5,500	5,500	-
41003	REG. P.T. WITH BENEFITS	27,320	28,119	28,080	7,750	9,910	-	(28,080)
41004	PART TIME W/O BENEFITS	24,700	22,789	36,410	36,410	36,140	24,000	(12,410)
TOTAL	PERSONAL SERVICES	114,230	119,865	128,670	128,670	130,560	126,010	(2,660)
42001	F.I.C.A.	9,560	7,996	9,750	9,750	9,750	9,640	(110)
42002	V.R.S.	7,040	7,035	7,230	10,730	10,730	11,530	4,300
42003	V.R.S. LIFE INS	750	679	770	1,110	1,110	1,150	380
42007	HEALTH INSURANCE	11,720	24,241	23,120	23,120	23,120	22,310	(810)
42012	CAFETERIA PLAN FEES	60	63	60	60	60	120	60
42017	CELL PHONE ALLOWANCE	180	-	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	1,710	1,845	2,350	3,470	3,470	2,420	
42021	VRS HYBRID 401A MATCH	-	-	-	-	-	360	
42025	VRS HYBRID DISABILITY	-	-	-	-	-	210	210
TOTAL	EMPLOYEE BENEFITS	31,020	41,860	43,280	48,240	48,240	47,740	4,030
43308	CONTRACTS/SERVICES	5,200	3,831	7,000	7,000	7,000	7,000	-
TOTAL	PURCHASED SERVICES	5,200	3,831	7,000	7,000	7,000	7,000	-
46013	RECREATION SUPPLIES	3,540	2,122	4,000	4,040	4,040	4,000	-
46016	SUPPLIES FOR RESALE	3,000	3,052	3,000	3,000	3,000	3,000	-
TOTAL	MATERIALS AND SUPPLIES	6,540	5,174	7,000	7,040	7,040	7,000	-
48102	FURN/FIXTURE REPLACEMENT	-	-	1,000	1,000	1,000	1,000	-
TOTAL	CAPITAL OUTLAY	-	-	1,000	1,000	1,000	1,000	-
TOTAL	TEEN CENTER PROGRAM	156,990	170,730	186,950	191,950	193,840	188,750	1,370

HISTORIC PRESERVATION
17250

PURPOSE

The purpose of the Historic Preservation Division is to preserve and care for the Town's historic structures and to promote the Town's history through interpretive programs.

ACTIVITIES/PRODUCTS/SERVICES

- Provide facility management for Bowman House, Freeman House, Little Library, Vienna Train Station, Caboose and historic cemeteries.
- Work with volunteer community non-profits.
- Organize and manage historic events.

FY 15-16 ACCOMPLISHMENTS

- Partnered with the Town in hosting and commemorating events for the 125th Anniversary of the Town.
- Relocated the Ayr Hill Garden Club Discover Garden to the Vienna Caboose
- Utilized Volunteers to conduct special events at the Freeman House.

FY 16-17 INITIATIVES

- Complete the Freeman Store Bridge repair.
- Replace the Salsbury Springs sign.
- Relocate book sale.
- Replace HVAC third unit at Freeman Store.
- Replace broken vertical lift for the Bowman House to remain ADA compliant.

HISTORIC PRESERVATION
17250

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Storekeeper	\$15,000	\$15,000	\$15,000

FY 16-17 BUDGET CHANGES

- Included \$4,470 in physical improvements to replace the lift at the Bowman House to comply with ADA regulations.

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

**DIVISION 17250
NAME HISTORIC PRESERVATION**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
43101	CONSULTING SERVICES	15,000	15,000	15,000	15,000	15,000	15,000	-
43304	H/AC MTCE CONTRACT	1,000	979	1,000	1,000	1,000	1,000	-
43307	REPAIR/MTCE SVCES	2,000	2,000	2,000	1,500	1,500	2,000	-
TOTAL	PURCHASED SERVICES	18,000	17,979	18,000	17,500	17,500	18,000	-
45101	ELECTRICITY	6,500	7,423	4,500	4,500	4,500	4,500	-
45102	NATURAL GAS	2,200	3,104	1,000	1,000	1,000	1,000	-
45104	WATER/SEWER SVCE	2,000	1,740	2,000	2,000	2,000	2,000	-
45202	LONG DIST SERVICE	-	1	-	-	-	-	-
TOTAL	OTHER CHARGES	10,700	12,268	7,500	7,500	7,500	7,500	-
46001	OFFICE SUPPLIES	-	67	-	-	-	-	-
46007	REPAIR/MTCE SUPPLIES	800	1,503	1,000	1,000	1,000	1,000	-
TOTAL	MATERIALS AND SUPPLIES	800	1,570	1,000	1,000	1,000	1,000	-
47403	PHYSICAL IMPROVEMENTS	450	42	5,000	9,000	9,000	9,470	4,470
TOTAL	PROGRAMS AND SERVICES	450	42	5,000	9,000	9,000	9,470	4,470
TOTAL	HISTORIC PRESERVATION	29,950	31,858	31,500	35,000	35,000	35,970	4,470

PLANNING & ZONING

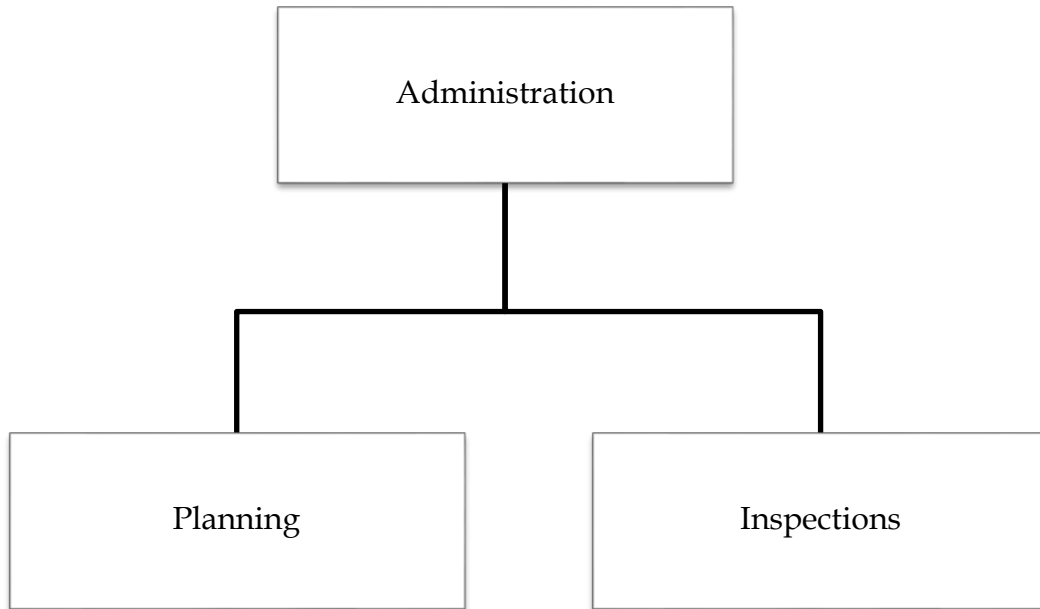
Mission

Provide the highest level of short and long-term planning, zoning and code enforcement services to the Town of Vienna to ensure that it remains attractive, safe, clean and the premier community in Northern Virginia.

PLANNING & ZONING

	FY 14-15 Actuals	FY 15-16 Adopted	FY 15-16 Adjusted	FY 15-16 Estimated	FY 16-17 Adopted	Net Change
Planning and Zoning	700,526	824,170	825,670	844,770	847,050	22,880
Planning and Zoning	700,526	824,170	825,670	844,770	847,050	22,880

PLANNING & ZONING



PLANNING AND ZONING
18110

PURPOSE

The Planning and Zoning Department is responsible for long range planning, review of development applications and enforcement of the Zoning Ordinance to ensure that the Town remains a premier community in Northern Virginia.

ACTIVITIES/PRODUCTS/SERVICES

- Conduct all Town-related current and long-range planning activities.
- Enforce the provisions of Chapters 4, 13, 17, and 18 of the Vienna Town Code and issue zoning citations for specific prohibited activities.
- Provide technical advice and primary staff support to the Planning Commission, Board of Zoning Appeals, Board of Architectural Review, and the Windover Heights Board of Review.
- Provide technical advice and staff support to the Mayor and Town Council as directed by the Town Manager; prepare Town Council agenda items through Granicus as required.
- Perform the initial review and issuance of all building, fence, driveway, occupancy and sign permits.
- Resolve violations to Chapters 4, 13, 17 and 18 of the Town Code.
- Provide overall staff supervision of the development plan review process.
- Oversee multi-year special development projects
- Post and advertise required statutory public notices for the various Boards and Commissions, including those staffed primarily by the Planning & Zoning Department and others on behalf of other departments.
- Provide specific Geographic Information System (GIS) mapping services to department staff, the Boards and Commissions that we serve and other Town departments.
- Provide primary staff support to the Planning Commission in the preparation of updates and revisions to the Town's Comprehensive Plan.
- Provide staffing for various Town committees.
- Work with various Federal, Commonwealth, regional planning agencies, and other local jurisdictions.

PLANNING AND ZONING
18110

FY 15-16 ACCOMPLISHMENTS

- Have first two Maple Avenue Commercial (MAC) zone applications under review.
- Prepared a draft update of the Comprehensive Plan and held work sessions with both the Planning Commission and Council.
- Initiated Zoning Code review and rewrite and have draft copy in process.
- Reduced development lag time by working with Fairfax County to revise permit application requirements.
- Initiated concurrent permit review process in an effort to reduce building permit review time.
- Conducted a “Builders Summit” to address citizens’ concerns with impacts of building new homes in the community.

FY 16-17 INITIATIVES

- Complete Comprehensive Plan update.
- Complete Zoning Code review and rewrite.
- Continue to meet with potential developers and encourage MAC applications.
- Develop Town Master Plan and Design Guidelines.
- Increase community outreach.
- Continue outreach to the citizens and builders to assure builders are aware of and address impacts of construction.

PLANNING AND ZONING
18110

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Total number of permit applications: (selected permits below):	710	835	850
<i>New single-family dwellings</i>	103	89	100
<i>Total Number of Building permits</i>	488	456	500
Provide the highest level of technical advice to each Board, Commission and technical subcommittee that the Department staffs.			
<i>Planning Commission meeting and work sessions:</i>	21	15	20
<i>Total Planning Commission applications:</i>	21	15	20
<i>Board of Architectural Review meetings and work sessions:</i>	20	19	20
<i>Total BAR applications:</i>	65	73	75
<i>Board of Zoning Appeals meetings:</i>	9	9	10
<i>Total BZA applications:</i>	16	20	22
<i>Windover Heights Board of Review meetings:</i>	4	5	4
<i>Total WHBR applications:</i>	-	5	4
Illegal Sign Removal			
<i>Number of Overall Signs Removed:</i>	2,253	1,936	2,000
<i>Number of Signs Removed on Weekends:</i>	1,510	1,297	1,300
Outreach and Communications			
<i>GIS Online Maps Created</i>	15	7	5
<i>GIS Printed Maps Created</i>	30	22	30
<i>Brochures, Flyers and Forms Created</i>	5	3	5
<i>Community/Informational Meetings</i>	4	7	10

PLANNING AND ZONING
18110

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Director of Planning & Zoning	1	1	1
Deputy Director	1	1	1
Planner	1	1	1
Planning Specialist	1	1	1
Administrative Assistant II	1	1	1
Senior Zoning Technician	1	1	1
Zoning Technician	1	1	1
Total	7	7	7

FY 16-17 BUDGET CHANGES

- No significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 18110

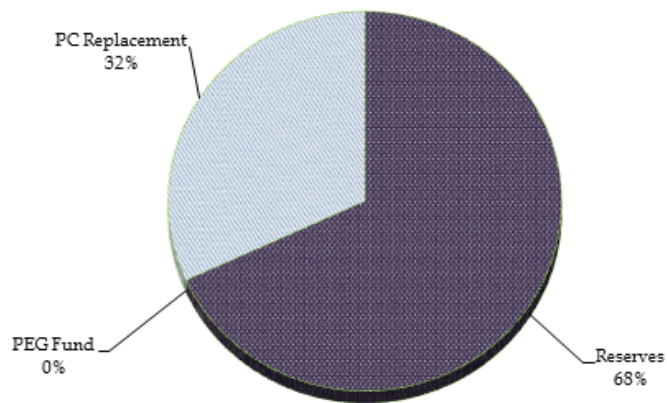
NAME PLANNING & ZONING DEPARTMENT

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	528,760	461,419	539,380	536,380	536,380	549,460	10,080
41002	OVERTIME	12,000	15,523	12,000	12,000	15,000	15,000	3,000
41004	PART TIME W/O BENEFITS	-	14,850	-	-	-	-	-
41006	ANNUAL LEAVE LIQUIDATION	-	19,877	-	-	15,840	-	-
41008	ANNUAL LEAVE CASH-IN	-	2,616	-	-	1,460	-	-
41015	PERFORMANCE BONUS	-	-	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	540,760	514,286	551,380	549,880	570,180	564,460	13,080
42001	F.I.C.A.	42,700	37,748	42,180	42,180	42,180	43,180	1,000
42002	V.R.S.	67,280	57,453	66,450	66,450	66,450	66,700	250
42003	V.R.S. LIFE INS	7,210	5,550	7,120	7,120	7,120	6,530	(590)
42004	LOCAL PENSION PLAN	19,950	6,744	-	-	-	-	-
42007	HEALTH INSURANCE	62,170	43,464	44,850	44,850	44,850	53,670	8,820
42012	CAFETERIA PLAN FEES	300	79	120	120	120	120	-
42018	ER CONTRIBUTIONS:DC401A	14,910	15,105	19,270	19,270	19,270	18,020	(1,250)
42021	VRS HYBRID 401A MATCH	-	-	-	-	-	990	990
42025	VRS HYBRID DISABILITY	-	63	-	-	-	580	580
TOTAL	EMPLOYEE BENEFITS	214,520	166,205	179,990	179,990	179,990	189,790	9,800
43101	CONSULTING SERVICES	58,000	-	63,500	63,500	62,700	62,700	(800)
43106	TRANSLATION SERVICES	250	-	250	250	250	250	-
43301	EQUIPMT MTCE CONTRACTS	700	-	700	700	-	-	(700)
43303	SOFTWARE MTCE CONTRACT	-	-	-	-	-	-	-
43309	CELL PHONE EXPENSE	-	-	3,000	3,000	3,000	3,000	-
43501	PRINTING/BINDING SVCS	900	737	900	3,900	3,900	3,900	3,000
43601	ADVERTISING	4,800	2,031	4,800	4,800	2,800	2,800	(2,000)
TOTAL	PURCHASED SERVICES	64,650	2,767	73,150	76,150	72,650	72,650	(500)
45202	LONG DIST SERVICE	3,000	664	500	500	100	100	(400)
45203	POSTAL SERVICES	1,400	1,290	1,400	1,400	1,400	1,400	-
45403	FACILITY LEASE/RENTAL	-	-	-	-	-	-	-
45404	CENTRAL COPIER CHARGES	2,100	2,399	2,100	2,100	3,500	3,500	1,400
45501	MILEAGE REIMBURSEMENT	100	-	100	100	400	400	300
45502	FARES	300	129	300	300	1,500	1,500	1,200
45503	SUBSISTENCE/LODGING	750	46	750	750	1,750	1,750	1,000
45504	CONVENTIONS/EDUCATION	2,000	1,330	2,000	2,000	2,500	2,500	500
45801	MEMBERSHIPS/DUES	2,300	573	2,300	2,300	2,300	2,300	-
45809	REFUNDS	200	-	200	200	2,000	200	-
TOTAL	OTHER CHARGES	12,150	6,432	9,650	9,650	15,450	13,650	4,000
46001	OFFICE SUPPLIES	3,500	2,781	3,500	3,500	3,000	3,000	(500)
46011	UNIFORMS/SAFETY APPAREL	400	539	400	400	400	400	-
46012	BOOKS/SUBSCRIPTIONS	1,000	157	1,000	1,000	500	500	(500)
46015	OPERATIONAL SUPPLIES	3,000	2,606	2,500	2,500	2,000	2,000	(500)
TOTAL	MATERIALS AND SUPPLIES	7,900	6,082	7,400	7,400	5,900	5,900	(1,500)
48101	MACH/EQUIPMT REPLACEMENT	1,000	-	1,000	1,000	-	-	(1,000)
48102	FURN/FIXTURE REPLACEMENT	6,100	4,754	600	600	600	600	-
48107	OFFICE/DP EQT-REPLACEMENT	1,000	-	1,000	1,000	-	-	(1,000)
TOTAL	CAPITAL OUTLAY	8,100	4,754	2,600	2,600	600	600	(2,000)
TOTAL	PLANNING & ZONING DEPARTMENT	848,080	700,527	824,170	825,670	844,770	847,050	22,880

RESERVES

RESERVES

	FY 14-15 Actuals	FY 15-16 Adopted	FY 15-16 Adjusted	FY 15-16 Estimated	FY 16-17 Adopted	Net Change
Reserves	0	79,380	50,880	0	107,040	27,660
PEG Fund	0	150,000	150,000	113,690	0	-150,000
PC Replacement	48,569	50,000	50,000	50,000	50,000	0
Equipment Reserve	632,211	656,590	0	0	0	-656,590
Transfers and Reserves	680,780	935,970	250,880	163,690	157,040	-778,930



CONTINGENCY RESERVE
19143

PURPOSE

This account provides a reserve for funding emergency costs incurred by General Fund operations. Transfers from the reserve to operating accounts require authorization by Town Council.

FY 16-17 BUDGET CHANGES

- The following items are currently budgeted in this reserve division:
 - Town-wide Annual Leave Liquidation - \$10,000.
 - Transferred from Human Resources to Reserves this year.
 - Allocated to departments after use.
 - Town-wide Annual Leave Cash-in - \$27,000
 - Transferred from Human Resources to Reserves this year.
 - Allocated to Departments after use.
 - Top Employee Performance Bonus - \$28,000
 - Anticipated Donations & Misc. Reimbursements - \$42,040
 - Holding in reserve and will transfer to departments as donations and misc. reimbursements are received.
 - New process as to better the budgeting process.

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

**DIVISION 19143
NAME RESERVES**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41006	ANNUAL LEAVE LIQUIDATION	-	-	-	-	-	10,000	10,000
41008	ANNUAL LEAVE CASH-IN	-	-	-	-	-	27,000	27,000
TOTAL	PERSONAL SERVICES	-	-	-	-	-	37,000	37,000
42007	HEALTH INSURANCE	-	-	-	-	-	-	-
TOTAL	EMPLOYEE BENEFITS	-	-	-	-	-	-	-
49900	CONTINGENCY RESERVE	12,930	-	79,380	50,880	-	70,040	(9,340)
TOTAL	CONTINGENCY RESERVE	12,930	-	79,380	50,880	-	70,040	(9,340)
TOTAL	RESERVES	12,930	-	79,380	50,880	-	107,040	27,660

PEG FUNDING
19144

PURPOSE

This account provides a consolidated view of the PEG funds available for allocation to departments by Council.

FY 16-17 BUDGET CHANGES

- There is no plan to use PEG funds during FY 16-17.

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

**DIVISION 19144
NAME PEG FUNDS DISTRIBUTION**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17	NET
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED	ADOPTED	CHANGE
47105	CABLE TV PROJECT-PH 2	-	-	-	113,690	113,690	-	-
TOTAL	PROGRAMS AND SERVICES	-	-	-	113,690	113,690	-	-
48719	PEG FUNDED PROJECTS	-	-	150,000	36,310	36,310	-	(150,000)
TOTAL	CAPITAL OUTLAY	-	-	150,000	36,310	36,310	-	(150,000)
TOTAL	PEG FUNDS DISTRIBUTION	-	-	150,000	150,000	150,000	-	(150,000)

PC REPLACEMENT RESERVE
19150

PURPOSE

The goal of the Computer Equipment replacement program is to level the cost of replacing commonly used hardware and software. It is also intended to standardize the use of various software packages so that information can be easily interchanged among departments.

FY 16-17 BUDGET CHANGES

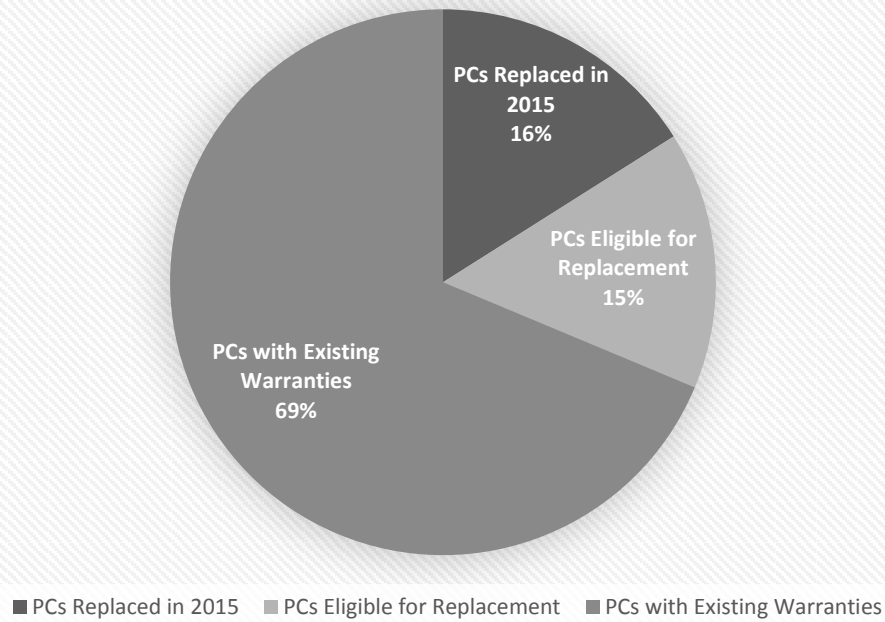
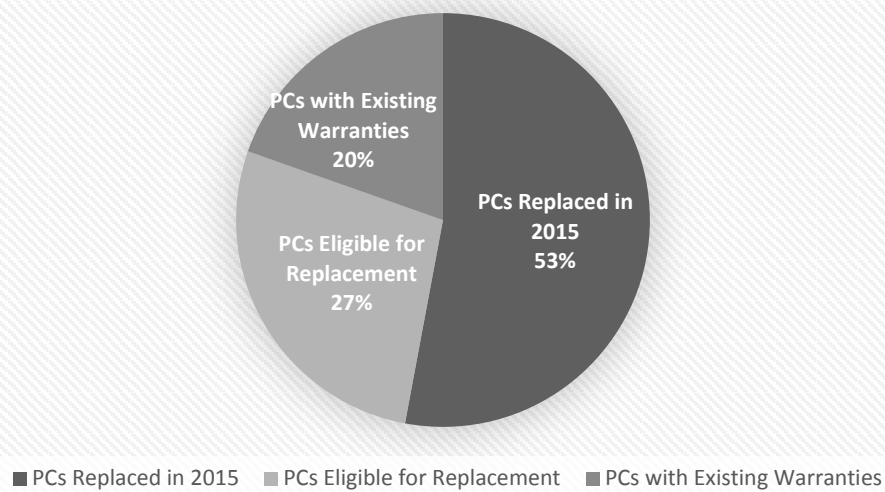
- No significant changes to this budget.

PERFORMANCE MEASURES

Description	2013 Actual	2014 Actual	2015 Projected
Number of workstations/laptops (Town Domain)	100	96	96
Number of workstations/laptops (Police Domain)	51	51	51

PC REPLACEMENT RESERVE
19150

PLANNED PC REPLACEMENTS

Town Domain PC Replacements**Police PC Replacements**

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

**DIVISION 19150
NAME PC REPLACEMENT RESERVE**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
47308	POLICE CAR LAPTOPS PROG	20,000	19,237	20,000	20,000	20,000	20,000	-
47309	IT PC REPLACEMENT PROG	30,000	29,333	30,000	30,000	30,000	30,000	-
TOTAL	PROGRAMS AND SERVICES	50,000	48,569	50,000	50,000	50,000	50,000	-
TOTAL	PC REPLACEMENT RESERVE	50,000	48,569	50,000	50,000	50,000	50,000	-

VEHICLE AND EQUIPMENT REPLACEMENT
49590

PURPOSE

Account for debt service on 4-year capital leases used to finance annual replacement of Town vehicles and equipment. Such financing arrangements help level out major budgetary fluctuations from year to year.

FY 16-17 BUDGET CHANGES

- During FY 15-16 these expenses have moved from the General Fund to the Debt Service Fund in order to better track overall debt paid by the Town. The expenses were budgeted in the General Fund for FY 15-16 and will be budgeted in the Debt Service Fund starting in FY 16-17.

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

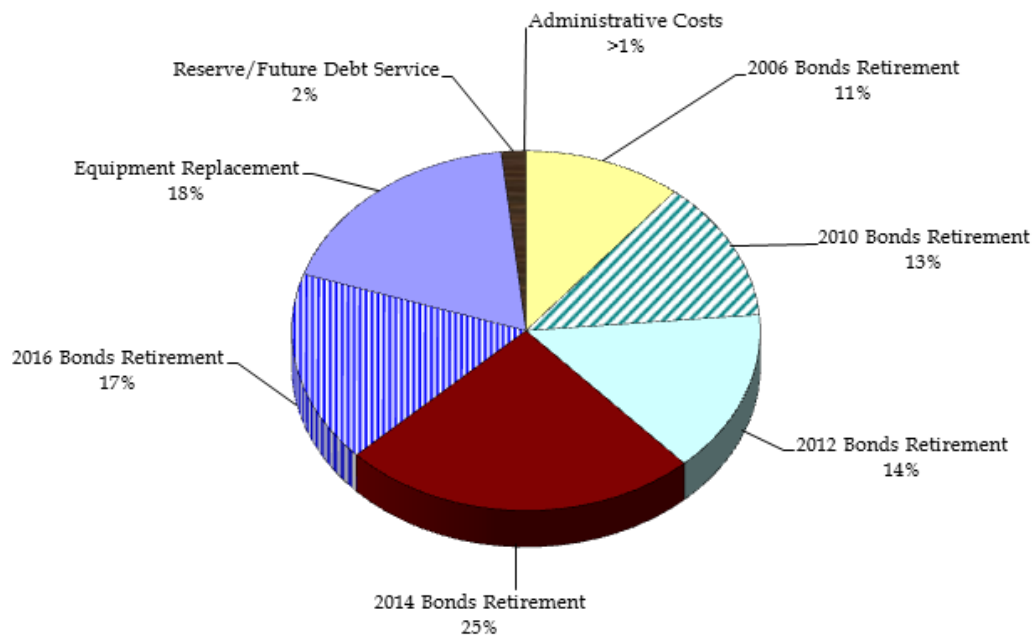
**DIVISION 49590
NAME EQUIPMENT REPLACEMENT**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
49120	POLICE PRINCIPAL	169,170	169,389	164,150	-	-	-	(164,150)
49125	POLICE INTEREST	5,560	5,560	4,600	-	-	-	(4,600)
49140	PUBLIC WORKS PRINCIPAL	381,300	382,956	398,650	-	-	-	(398,650)
49145	PUBLIC WORKS INTEREST	13,390	13,556	13,620	-	-	-	(13,620)
49170	PARKS & REC PRINCIPAL	49,580	48,883	63,080	-	-	-	(63,080)
49175	PARKS & REC INTEREST	1,380	1,300	2,250	-	-	-	(2,250)
49180	PLANNING & ZONING PRINCIPAL	11,350	10,166	9,970	-	-	-	(9,970)
49185	PLANNING & ZONING INTEREST	480	401	270	-	-	-	(270)
TOTAL	DEBT SERVICE	632,210	632,211	656,590	-	-	-	(656,590)
TOTAL	EQUIPMENT REPLACEMENT	632,210	632,211	656,590	-	-	-	(656,590)

DEBT SERVICE FUND

DEBT SERVICE

	FY 14-15 Actuals	FY 15-16 Adopted	FY 15-16 Adjusted	FY 15-16 Estimated	FY 16-17 Adopted	Net Change
Administrative Costs	38	300	300	300	300	0
1999 Bonds Retirement	327,000	0	0	0	0	0
2006 Bonds Retirement	419,628	406,820	406,820	406,820	394,020	-12,800
2010 Bonds Retirement	471,040	463,920	463,920	463,920	455,970	-7,950
2012 Bonds Retirement	548,950	535,500	535,500	535,500	527,100	-8,400
2014 Bonds Retirement	935,714	912,870	912,870	912,870	889,120	-23,750
2016 Bonds Retirement	0	0	0	0	621,430	621,430
Equipment Replacement	0	0	656,590	656,950	656,590	656,590
Reserve/Future Debt Service	0	321,590	321,590	0	61,000	-260,590
Debt Service	2,702,370	2,641,000	3,297,590	2,976,360	3,605,530	964,530



ADMINISTRATIVE COSTS**49500**

PURPOSE

Account for the cost of Debt Service Fund banking services.

FY 16-17 BUDGET CHANGES

- No changes to this account.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 49500
NAME DS ADMINISTRATIVE COSTS

ACCOUNT NUMBER	TITLE	-----FY 14-15----- BUDGET	ACTUAL	-----FY 15-16----- BUDGET	REVISED	ESTIMATED	FY 16-17 ADOPTED	NET CHANGE
43308	CONTRACTS/SERVICES	300	39	300	300	300	300	-
TOTAL	PURCHASED SERVICES	300	39	300	300	300	300	-
TOTAL	DS ADMINISTRATIVE COSTS	300	39	300	300	300	300	-

1999 BONDS
49507

PURPOSE

Account for the cost of annual debt service for the 1999 bonds. At the end of FY 14-15 the bonds were fully retired.

FY 16-17 BUDGET CHANGES

- No debt service expense as these bonds are fully retired.

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

DIVISION 49507
NAME 1999 BONDS RETIREMENT

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
49101	PRINCIPAL	320,000	320,000	-	-	-	-	-
49102	INTEREST	7,000	7,000	-	-	-	-	-
TOTAL	DEBT SERVICE	327,000	327,000	-	-	-	-	-
TOTAL	1999 BONDS RETIREMENT	327,000	327,000	-	-	-	-	-

2006 GENERAL OBLIGATION DEBT
49509

PURPOSE

Account for the cost of annual debt service. At the end of FY 16-17 there will be an outstanding balance of \$1,320,000. The debt will be retired in FY 20-21.

FY 16-17 BUDGET CHANGES

- Debt service on the 2006 general obligation debt issue is \$394,020 of which \$330,000 is principal and \$62,020 is interest. The cost of debt service will be partially supported by transfers from the Water and Sewer Fund totaling \$39,400.

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

**DIVISION 49509
NAME 2006 G.O. DEBT RETIREMENT**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
49101	PRINCIPAL	330,000	330,000	330,000	330,000	330,000	330,000	-
49102	INTEREST	89,630	89,628	76,820	76,820	76,820	64,020	(12,800)
TOTAL	DEBT SERVICE	419,630	419,628	406,820	406,820	406,820	394,020	(12,800)
TOTAL	2006 G.O. DEBT RETIREMENT	419,630	419,628	406,820	406,820	406,820	394,020	(12,800)

2010 BONDS
49510

PURPOSE

Account for the cost of annual debt service. At the end of FY 16-17 there will be an outstanding balance of \$2,980,000. The bonds will be retired in FY 25-26.

FY 16-17 BUDGET CHANGES

- Debt service on the 2010 general obligation bonds is \$455,970 of which \$335,000 is principal and \$120,970 is interest. The cost of debt service will be partially supported by transfers from the Water and Sewer fund totaling \$80,710.

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

**DIVISION 49510
NAME 2010 BONDS RETIREMENT**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
49101	PRINCIPAL	335,000	335,000	335,000	335,000	335,000	335,000	-
49102	INTEREST	136,040	136,040	128,920	128,920	128,920	120,970	(7,950)
TOTAL	DEBT SERVICE	471,040	471,040	463,920	463,920	463,920	455,970	(7,950)
TOTAL	2010 BONDS RETIREMENT	471,040	471,040	463,920	463,920	463,920	455,970	(7,950)

2012 BONDS
49512

PURPOSE

Account for the cost of annual debt service. At the end of FY 16-17 there will be an outstanding balance of \$4,620,000. The bonds will be retired in FY 27-28.

FY 16-17 BUDGET CHANGES

- Debt service on the 2012 general obligation bonds is \$527,100 of which \$420,000 is principal and \$107,100 is interest. The cost of debt service will be partially supported by transfers from the Water and Sewer fund totaling \$131,780.

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

**DIVISION 49512
NAME 2012 G.O. BOND RETIREMENT**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
49101	PRINCIPAL	425,000	425,000	420,000	420,000	420,000	420,000	-
49102	INTEREST	123,950	123,950	115,500	115,500	115,500	107,100	(8,400)
TOTAL	DEBT SERVICE	548,950	548,950	535,500	535,500	535,500	527,100	(8,400)
TOTAL	2012 G.O. BOND RETIREMENT	548,950	548,950	535,500	535,500	535,500	527,100	(8,400)

2014 BONDS
49514

PURPOSE

Account for the cost of annual debt service. At the end of FY 16-17 there will be an outstanding balance of \$5,244,000. The bonds will be retired in FY 28-29.

FY 16-17 BUDGET CHANGES

- Debt service on the 2014 general obligation bond is \$889,120 of which \$759,000 is principal and \$130,120 is interest. The cost of debt service will be partially supported by transfers from the Water and Sewer fund totaling \$43,900.
- Of the above amounts, \$322,000 of principal and \$2,870 of interest is the refunding of the 2002 GO bonds. This refunding will produce a savings of \$10,760 in interest during FY 16-17.
- There are additional monies being paid for the 2014 Bond directly from the Water & Sewer fund.

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

**DIVISION 49514
NAME 2014 G.O. DEBT RETIREMENT**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
49101	PRINCIPAL	780,000	780,000	770,000	770,000	770,000	759,000	(11,000)
49102	INTEREST	155,720	155,714	142,870	142,870	142,870	130,120	(12,750)
TOTAL	DEBT SERVICE	935,720	935,714	912,870	912,870	912,870	889,120	(23,750)
TOTAL	2014 G.O. DEBT RETIREMENT	935,720	935,714	912,870	912,870	912,870	889,120	(23,750)

2016 BONDS
49516

PURPOSE

Account for the cost of annual debt service. At the end of FY 16-17 there will be an outstanding balance of \$5,765,000. The bonds will be retired in FY 30-31.

FY 16-17 BUDGET CHANGES

- Debt service on the 2016 general obligation bond is \$621,430 of which \$415,000 is principal and \$206,430 is interest. The cost of debt service will be partially supported by transfers from the Water and Sewer fund totaling \$62,140.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 49516
NAME 2016 G.O. DEBT RETIREMENT

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
49101	PRINCIPAL	-	-	-	-	-	415,000	415,000
49102	INTEREST	-	-	-	-	-	206,430	206,430
TOTAL	DEBT SERVICE	-	-	-	-	-	621,430	621,430
TOTAL	2016 G.O. DEBT RETIREMENT	-	-	-	-	-	621,430	621,430

VEHICLE AND EQUIPMENT REPLACEMENT
49590

PURPOSE

Account for debt service on 4-year capital leases used to finance annual replacement of Town vehicles and equipment. Such financing arrangements help level out major budgetary fluctuations from year to year.

FY 16-17 BUDGET CHANGES

- During FY 15-16 these expenses have moved from the General Fund to the Debt Service Fund in order to better track overall debt paid by the Town. The expenses were budgeted in the General Fund for FY 15-16 and will be budgeted in the Debt Service Fund starting in FY 16-17.

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

**DIVISION 49590
NAME EQUIPMENT REPLACEMENT**

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
49120	POLICE PRINCIPAL	-	-	-	164,150	164,150	164,150	164,150
49125	POLICE INTEREST	-	-	-	4,600	4,600	4,600	4,600
49140	PUBLIC WORKS PRINCIPAL	-	-	-	398,650	398,650	398,650	398,650
49145	PUBLIC WORKS INTEREST	-	-	-	13,620	13,620	13,620	13,620
49170	PARKS & REC PRINCIPAL	-	-	-	63,080	63,080	63,080	63,080
49175	PARKS & REC INTEREST	-	-	-	2,250	2,250	2,250	2,250
49180	PLANNING & ZONING PRINCIPAL	-	-	-	9,970	9,970	9,970	9,970
49185	PLANNING & ZONING INTEREST	-	-	-	270	270	270	270
TOTAL	DEBT SERVICE	-	-	-	656,590	656,590	656,590	656,590
TOTAL	EQUIPMENT REPLACEMENT	-	-	-	656,590	656,590	656,590	656,590

RESERVE/FUTURE DEBT SERVICE
49599

PURPOSE

Account for the cost of annual debt service for a future bond.

FY 16-17 BUDGET CHANGES

- This account is a reserve for the future debt service owed on future capital improvement projects. There is an additional \$61,000 budgeted to increase the Debt Service reserve.

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

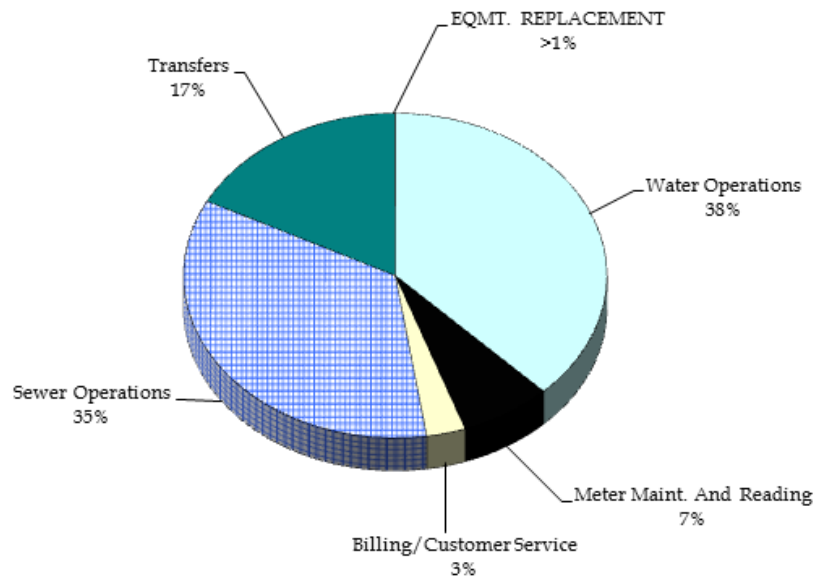
DIVISION 49599
NAME RESERVE/FUTURE DEBT SVCE

ACCOUNT NUMBER	TITLE	-----FY 14-15----- BUDGET	ACTUAL	-----FY 15-16----- BUDGET	REVISED	ESTIMATED	FY 16-17 ADOPTED	NET CHANGE
48899	CONTINGENCY RESERVES	-	-	321,590	321,590	-	61,000	(260,590)
TOTAL	CAPITAL OUTLAY	-	-	321,590	321,590	-	61,000	(260,590)
TOTAL	RESERVE/FUTURE DEBT SVCE	-	-	321,590	321,590	-	61,000	(260,590)

WATER AND SEWER FUND

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
Water and Sewer	5,477,263	6,990,510	7,150,840	7,131,720	7,237,170	246,660



WATER DIVISION**50111**

PURPOSE

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.

ACTIVITIES/PRODUCTS/SERVICES

- 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.

FY 15-16 ACCOMPLISHMENTS

- 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

Description	2014 Actual	2015 Actual	2016 Projected
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

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

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	-	-	-	-	-
TOTAL	PERSONAL SERVICES	395,080	395,580	432,080	434,180	437,160	447,430	15,350
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
TOTAL	EMPLOYEE BENEFITS	153,800	151,192	162,590	162,590	148,960	166,620	4,030
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	SRVCS 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)
TOTAL	PURCHASED SERVICES	1,946,800	1,546,398	1,948,900	1,888,500	1,791,300	1,891,900	(57,000)
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
TOTAL	OTHER CHARGES	22,950	17,544	22,950	25,950	17,830	24,300	1,350
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
TOTAL	MATERIALS AND SUPPLIES	85,450	72,832	80,200	116,000	116,700	110,200	30,000
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	-
TOTAL	PROGRAMS AND SERVICES	60,000	61,144	60,000	87,000	87,000	83,050	23,050
48101	MACH/EQUIPMT REPLACEMENT	1,000	-	1,000	63,040	63,040	1,000	-
TOTAL	CAPITAL OUTLAY	1,000	-	1,000	63,040	63,040	1,000	-

**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

METER SERVICES AND WATER QUALITY DIVISION
50112

PURPOSE

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

- 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

- 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

- 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

Description	2014 Actual	2015 Actual	2016 Projected
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.

METER SERVICES AND WATER QUALITY DIVISION
50112

PERSONNEL

Based on a fiscal year

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

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	-	-
TOTAL	PERSONAL SERVICES	270,860	335,626	277,630	277,630	330,180	308,970	31,340
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
TOTAL	EMPLOYEE BENEFITS	99,470	96,892	97,830	97,830	98,770	102,840	5,010
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	-
TOTAL	PURCHASED SERVICES	23,200	15,412	25,700	25,700	26,100	25,700	-
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	-
TOTAL	OTHER CHARGES	770	340	770	770	800	770	-
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
TOTAL	MATERIALS AND SUPPLIES	52,450	42,848	36,950	36,950	38,050	43,150	6,200
48101	MACH/EQUIPMT REPLACEMENT	25,000	27,236	25,000	123,290	123,290	25,000	-
TOTAL	CAPITAL OUTLAY	25,000	27,236	25,000	123,290	123,290	25,000	-
TOTAL	DIVISION EXPENSES	471,750	518,354	463,880	562,170	617,190	506,430	42,550
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)
TOTAL	INTERDEPARTMENTAL CHARGES	(458,750)	(518,354)	(463,880)	(463,880)	(546,190)	(506,430)	(42,550)
TOTAL	METER SERVICES & WATER QUALITY	13,000	-	-	98,290	71,000	-	-

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 15-16 ACCOMPLISHMENTS

- 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.

WATER AND SEWER BILLING AND CUSTOMER SERVICE
50113

- 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.

FY 16-17 INITIATIVES

- 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

Description	2014 Actual	2015 Actual	2016 Projected
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

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

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	-	-	-

SANITARY SEWER DIVISION
50114

PURPOSE

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

- 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

- 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

Description	2014 Actual	2015 Actual	2016 Projected
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

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

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	-	-
TOTAL	PERSONAL SERVICES	399,700	378,752	432,670	435,670	438,690	443,430	10,760
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
TOTAL	EMPLOYEE BENEFITS	145,220	147,398	139,520	139,520	140,950	157,600	18,080
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	-
TOTAL	PURCHASED SERVICES	1,580,310	1,852,569	1,808,010	1,799,010	1,828,710	1,879,850	71,840
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	-
TOTAL	OTHER CHARGES	1,780	1,510	1,780	1,780	1,780	1,780	-
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
TOTAL	MATERIALS AND SUPPLIES	33,130	25,022	33,030	33,580	33,940	43,500	10,470
47408	INTERNAL ASPHALT REPAIRS	-	-	-	950	950	-	-
TOTAL	PROGRAMS AND SERVICES	-	-	-	950	950	-	-
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	-
TOTAL	CAPITAL OUTLAY	3,300	-	3,300	3,300	3,300	3,300	-

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

DIVISION 50114

NAME SANITARY SEWER OPERATIONS

ACCOUNT NUMBER	TITLE	-----FY 14-15----- BUDGET	ACTUAL	-----FY 15-16----- BUDGET	REVISED	ESTIMATED	FY 16-17 ADOPTED	NET CHANGE
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

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 16-17 BUDGET CHANGES

- \$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)	-	-	-

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 16-17 BUDGET CHANGES

- 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	-	-	-	-	-	-	-

STORMWATER FUND

STORMWATER FUND

	FY 14-15 Actuals	FY 15-16 Adopted	FY 15-16 Adjusted	FY 15-16 Estimated	FY 16-17 Adopted	Net Change
Stormwater Administration	155,384	382,130	382,130	358,610	370,750	-11,380
Stormwater Fund	155,384	382,130	382,130	358,610	370,750	-11,380

STORMWATER DIVISION**55111**

PURPOSE

Stormwater is water from rain, melting snow or flow from springs. Land in a natural condition soaks up some of the water before it collects in watercourses or streams on its relentless path to the ocean. As land is developed water flows are collected into storm drains. All storm drains eventually lead to streams, not to a wastewater treatment facility. The Town operates its storm drains as a Municipal Separate Storm Sewer System (MS-4) under a permit issued by the Virginia Department of Environmental Quality. Newer developments are required to install storm water management measures to control both the polluted runoff and increased storm water volume caused by their development to reduce the pollution that reaches the Chesapeake Bay and help prevent flooding.

Fairfax County charges the residents of Vienna a Stormwater fee on their tax bill. Fairfax County uses a portion of the Vienna tax to provide monitoring and water quality projects outside the Town of Vienna to meet Vienna's requirements included in our stormwater permit. A portion of this fee is used by Vienna for stormwater activities within the Town. The Proposed FY16 Budget includes \$232,130 of anticipated storm water tax revenue for Vienna and is the fourth year of receipt of funding. These funds are restricted for only Stormwater projects.

ACTIVITIES/PRODUCTS/SERVICES

- Silt removal
- Stormwater system inspections
- Catch basin cleaning and inspection
- Catch basin repairs
- MS-4 permit reporting
- Perform drainage studies and design

FY 15-16 ACCOMPLISHMENTS

- Inspected 101 Stormwater Facilities & 50 Stormwater Outfalls.
- Implement Northside Property Yard SWPPP (Stormwater Pollution Prevention Plan).
- Completed drainage studies for Center Street N, Glyndon Street NE and Nelson Drive NE.
- Begin construction of Hunters Branch Stream Restoration.
- Begin design of Wolf Trap Phase II stream restoration.

STORMWATER DIVISION

55111

- Applied for Stormwater Local Assistance Fund grants for stream restoration, the Town Hall Rain Garden project and the Community Stormwater Management for a total of \$941,000.
- Continued compilation of the GIS map of paper copy records for storm sewer systems, work is ongoing.

FY 16-17 INITIATIVES

- Meet DEQ requirements for mapping of Stormwater facilities and drainage area component compiling.
- Continue comprehensive GIS mapping of stormwater infrastructure and facilities to be used in future Town stormwater model.
- Begin field inspection, documentation, and mapping of outfall reconnaissance investigations.
- Begin Best Management Practice inspection for all Town stormwater facilities to be compiled in stormwater GIS and future Operation and Maintenance Manual.
- Begin GIS mapping of Town VSMP and land disturbance for inspection tracking and public review.
- Begin construction of Wolf Trap Creek Phase II Stream Restoration
- Begin design of Wolf Trap Creek – Westwood Park stream restoration (pending grant award)
- Implement water quality improvements for the Northside Property Yard
- Perform drainage assessments for in response to citizen stormwater complaints: 110 Kingsley Road SE, 323 Park Street NE, Ninovan Road SE

PERFORMANCE MEASURES

Based on calendar year data

Description	2014 Actual	2015 Actual	2016 Projected
Stormwater Facilities Inspections	101	101	101
Stormwater Outfall Inspections	35	50	50
Linear Feet of Stream Restoration	-	-	2,067

STORMWATER DIVISION
55111

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Water Quality Engineer	1	1	1
Total	1	1	1

FY 16-17 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 55111

NAME STORMWATER FUND ADMIN

ACCOUNT NUMBER	TITLE	-----FY 14-15-----		-----FY 15-16-----			FY 16-17 ADOPTED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	83,960	62,381	85,800	85,800	42,900	75,000	(10,800)
41006	ANNUAL LEAVE LIQUIDATION	-	2,159	-	-	-	-	-
TOTAL	PERSONAL SERVICES	83,960	64,540	85,800	85,800	42,900	75,000	(10,800)
42001	F.I.C.A.	6,420	4,850	6,560	6,560	3,280	5,740	(820)
42002	V.R.S.	10,340	7,757	10,570	10,570	4,400	7,530	(3,040)
42003	V.R.S. LIFE INS	1,110	749	1,130	1,130	470	980	(150)
42007	HEALTH INSURANCE	5,910	5,103	6,770	6,770	2,820	5,390	(1,380)
42018	ER CONTRIBUTIONS:DC401A	3,360	2,454	3,430	3,430	1,430	3,000	(430)
42021	VRS HYBRID 401A MATCH	-	-	-	-	-	750	750
42025	VRS HYBRID DISABILITY	-	-	-	-	-	440	440
TOTAL	EMPLOYEE BENEFITS	27,140	20,914	28,460	28,460	12,400	23,830	(4,630)
43104	ARCHIT/ENGINEER SVCS	71,700	11,052	65,000	65,000	65,000	65,000	-
43301	EQUIPMT MTCE CONTRACTS	1,000	936	-	-	-	-	-
43309	CELL PHONE EXPENSE	-	-	800	800	800	800	-
TOTAL	PURCHASED SERVICES	72,700	11,988	65,800	65,800	65,800	65,800	-
45202	LONG DIST SERVICE	50	-	50	50	50	50	-
45503	SUBSISTENCE/LODGING	250	-	250	250	250	250	-
45504	CONVENTIONS/EDUCATION	500	220	500	500	500	500	-
45801	MEMBERSHIPS/DUES	250	-	250	250	250	250	-
TOTAL	OTHER CHARGES	1,050	220	1,050	1,050	1,050	1,050	-
46001	OFFICE SUPPLIES	250	250	250	250	250	250	-
46008	VEHICLE/EQUIPMT FUELS	1,800	612	1,800	1,800	1,800	1,800	-
46009	VEH/EQUIPMT MTCE SUPPLIES	300	-	300	300	300	300	-
46011	UNIFORMS/SAFETY APPAREL	230	-	230	230	230	230	-
46015	OPERATIONAL SUPPLIES	320	134	320	320	320	320	-
46017	SMALL TOOLS	120	-	120	120	120	120	-
TOTAL	MATERIALS AND SUPPLIES	3,020	995	3,020	3,020	3,020	3,020	-
47403	PHYSICAL IMPROVEMENTS	60,000	27,880	204,010	174,290	174,290	204,010	-
47404	STORMWATER MGMT PROGRAM	53,220	23,502	51,120	80,840	80,840	51,120	-
TOTAL	PROGRAMS AND SERVICES	113,220	51,382	255,130	255,130	255,130	255,130	-
49202	WS TRANSFER TO DS	-	51,378	-	-	5,960	-	-
49207	TRANSFER TO CAP PROJ FUND	(55,550)	(46,034)	(57,130)	(57,130)	(27,650)	(53,080)	4,050
TOTAL	INTERFUND TRANSFERS	(55,550)	5,344	(57,130)	(57,130)	(21,690)	(53,080)	4,050
TOTAL	STORMWATER FUND ADMIN	245,540	155,384	382,130	382,130	358,610	370,750	(11,380)

UNMET NEEDS

This section includes a listing of budget items that were not able to be included in the Proposed Budget. This report has been adjusted to show what items Town Council included in the final Adopted budget. The listing will be updated as needs and requirements change.

FY 16-17 Unmet Needs

Revenues

Key Performance Area	Department	Title	Amount	Departmental Priority
Invest in Infrastructure	Public Works	Begin curb, gutter & sidewalk assessments	15,000	3
Economic Development	Planning & Zoning	Updated Planning & Zoning Fees	50,000	1
			<u>65,000</u>	

Expenditures

Council Initiative	Department	Title	Amount	Departmental Priority	BCOM Priority
Active and Engaged Residents	PIO	Contractor Services for video, photography, graphic services	8,000	2	
Active and Engaged Residents	PIO	Branded give-away items	10,000	7	
Active and Engaged Residents	Parks & Rec	Evening In White	30,000	12	
Active and Engaged Residents	Parks & Rec	Halloween Pumpkin Balloon	1,500	15	
Civil, Respectful and Open Communication	IT	IT Application Administrator	112,430	1	
Civil, Respectful and Open Communication	IT	CivicPlus Town Web Site Upgrade	16,393	2	
Civil, Respectful and Open Communication	IT	Tyler Munis Town 311 Mobile Application	12,745	3	
Civil, Respectful and Open Communication	IT	CivicPlus Town Mobile Application	5,500	4	
Civil, Respectful and Open Communication	PIO	Branding Initiative - Logo Development Only	15,000	1A	1
Civil, Respectful and Open Communication	PIO	Brand Development through Research & Strategy	50,000	1B	
Civil, Respectful and Open Communication	PIO	Strategic Plan - Consulting Funds	12,000	3	
Civil, Respectful and Open Communication	PIO	Advertising - Brand establishment/image enhancement	5,000	4	
Civil, Respectful and Open Communication	Town Clerk	Scanning Services	5,000	1	2
Civil, Respectful and Open Communication	Town Clerk	Design charrette with transportation officials	5,000	2	2
Civil, Respectful and Open Communication	Public Works	GPS in Trucks - NOT RECOMMENDED	10,400	4	
Economic Development	PIO	Mail newsletters to businesses	6,480	6	
Economic Development	PIO	Chamber-type/visitor printed publication	7,500	8	
Economic Development	PIO	Mail calendar to businesses	900	9	
Economic Development	Town Clerk	Banner for Town Business Liaison Committee	1,500	3	
Financially Sound Town Government	Town Manager	Reduction of Prior Year Surplus Budgeted	50,000		
Invest in Infrastructure	Police	Upgrade New World to version 10	100,000	**	1
Invest in Infrastructure	Police	Radio System	500,000	3	
Parks, Open Space and Recreation	Parks & Rec	New Community Center: Stage curtains, sound and light equip	74,900	**	2
Parks, Open Space and Recreation	Parks & Rec	New Comm Center - connectivity for Cedar Lane to Town Hall	15,300	**	3
Parks, Open Space and Recreation	Parks & Rec	New Community Center - Gym Floor Coverings	12,000	4	
Parks, Open Space and Recreation	Parks & Rec	Dirt Removal Fees	25,000	5	
Parks, Open Space and Recreation	Parks & Rec	Asphalt Paving - Dog Park parking lot	26,000	7	
Parks, Open Space and Recreation	Parks & Rec	Trees	4,900	8	
Parks, Open Space and Recreation	Parks & Rec	Pottery Kilns	15,000	9	
Parks, Open Space and Recreation	Parks & Rec	Pottery Wheels	8,000	10	
Parks, Open Space and Recreation	Parks & Rec	Freeman Store Bridge	90,000	16	
Professional Town Staff	PIO	Convention/Education funds - 3CMA Membership	2,000	5	
Professional Town Staff	Finance	Replace lobby workstation, credenza & kiosk	10,500	1	
Professional Town Staff	Parks & Rec	Personnel – Customer Care Support Staff	15,000	1	
Professional Town Staff	Parks & Rec	Contracts/Services – Vermont System Training	7,310	11	
Professional Town Staff	Parks & Rec	Personnel – Urban Arborist – 1 FTE	70,000	14	
Professional Town Staff	Town Manager	Increase Merit from 1% to 2%	130,000		
Safe Community	Police	Mobile Photo for New World Systems Mobile computers	8,500	2	
Safe Community	Police	Accreditation Manger - 1FTE	100,000	4	
Safe Community	Public Works	Salt Brine Pretreatment Equipment	30,000	*	1
Safe Community	Public Works	Bobcat Skid Loader/Snowblower	24,500	*	1
Safe Community	Parks & Rec	ADA Compliant Equipment – Bowman House Vertical Lift	7,000	*	6
Safe Community	Parks & Rec	Two Light Towers	18,000	13	
	Legislative	Donations Additional Funding Level Requests	6,100		
			<u>1,665,358</u>		

* Items added back into the Adopted Budget

** Possible inclusion in the Capital Improvement Plan (CIP) or use of Seized Assets.

Note: Budget Committee prioritized top ranked Unmet Needs individually. The order was determined by number of votes from Committee members.

PAY PLANS

During FY 13-14, the Town of Vienna completed a Class and Compensation study. As a result of this study the Town moved away from a grade/step pay plan to a grade/band pay plan. In addition, positions were renamed and regraded based on data from comparable jurisdictions.

Town of Vienna, VA

Pay Plan FY 16-17

All FLSA Non-Exempt unless noted

Pay Grade	Class Code	Classification Title	WC Code	FLSA Exempt	Minimum	Annual Salary Mid-Point	Maximum
109					\$29,991	\$39,175	\$48,360
	1802	Custodian	9015				
111					\$33,065	\$43,191	\$53,317
	1805	Maintenance Worker I					
		General Maintenance	9015				
		Parks & Recreation	9102				
		Sanitation	9403				
		Streets	5506				
		Sewer Construction	6306				
		Water Construction	6319				
112					\$34,718	\$45,350	\$55,982
	1602	After School Program Coordinator	9102				
113					\$36,454	\$47,618	\$58,782
	1202	Fiscal Assistant	8810				
	1302	IT Assistant	8810				
	1807	Maintenance Worker II					
		General Maintenance	9015				
		Parks & Recreation	9102				
		Sanitation	9403				
		Streets	5506				
		Sewer Construction	6306				
		Water Construction	6319				
115					\$40,190	\$52,499	\$64,807
	1102	Administrative Assistant I	8810				
	1402	Dispatcher I	8810				
	1810	Maintenance Worker III					
		General Maintenance	9015				
		Parks & Recreation	9102				
		Sanitation	9403				
		Streets	5506				
		Sewer Construction	6306				
		Water Construction	6319				
	1813	Meter Service Worker III					
116					\$42,200	\$55,123	\$68,047
	1502	Animal Control Officer I	8831				
	1605	Community Center Supervisor	9015				
	1205	Customer Service Specialist	8810				
	1208	Fiscal Technician	8810				
	1003	Human Resources Assistant	8810				
	1702	Mechanic I	8380				
	1211	Real Estate Tax Specialist	8810				
117					\$44,310	\$57,880	\$71,449
	1105	Administrative Assistant II	8810				
	1214	Buyer	8810				
	1405	Dispatcher II	8810				
	1816	Finish Carpenter	9015				

All FLSA Non-Exempt unless noted

Pay Grade	Class Code	Classification Title	WC Code	FLSA Exempt	Minimum	Annual Salary Mid-Point	Maximum
	1819	Maintenance Worker IV					
		General Maintenance	9015				
		Parks & Recreation	9102				
		Sanitation	9403				
		Streets	5506				
		Sewer Construction	6306				
		Water Construction	6319				
	1820	Meter Service Worker IV	9015				
	1107	Parts Specialist	8810				
118					\$46,525	\$60,773	\$75,022
	1217	Business License Officer	8810				
	1822	Electrical & Traffic Signal Technician I	6325				
	1220	Head Cashier	8810				
	1705	Mechanic II	8380				
	1223	Payroll Specialist	8810				
	1901	Zoning Technician	9410				
119					\$48,851	\$63,812	\$78,773
	1505	Animal Control Officer II	8831				
	1408	Communications & Records Coordinator	8810				
	1110	Communications Specialist	8810	E			
	1115	Deputy Town Clerk	8810				
	1226	Grant Fiscal Agent I	8810				
	1120	Legal Secretary	8820				
	1905	Planning Specialist	9410				
	1023	Public Works Specialist	8810				
120					\$51,294	\$67,003	\$82,712
	1125	Executive Assistant	8810				
	1708	Fleet Maintenance Coordinator	8810				
	1030	Human Resources Specialist	8810				
	1508	Police Officer	7720				
	1825	Public Works Inspector	9410				
	1915	Senior Zoning Technician	9410				
121					\$53,859	\$70,353	\$86,847
	1305	Computer Technician	8810				
	1711	Mechanic III	8380				
	1920	Planner	9410				
	1828	Electrical & Traffic Signal Technician II	6325				
122					\$56,552	\$73,871	\$91,190
	1511	Animal Control Officer III	8831				
	1831	General Maintenance Supervisor	9015				
	1834	Meter Reading Supervisor	9410				
	1514	Police Officer First Class	7720				
	1608	Recreation Program Coordinator I	9102				
	1837	Sanitation Supervisor	9403				
	1840	Street Maintenance Supervisor	5506				
	1714	VM Supervisor - Trainer	8380				
	1843	W&S Supervisor	9410				
123					\$59,380	\$77,565	\$95,749
	1229	Grant Fiscal Agent II	8810	E			
	1230	Grants/Revenue Auditor	8810	E			
	1517	Master Police Officer	7720				
	1614	Recreation Program Coordinator II	9102				
124					\$62,348	\$81,442	\$100,536
	1308	Information Technology Coordinator	8810				
	1617	Parks Maintenance Manager	9102	E			

All FLSA Non-Exempt unless noted

Pay Grade	Class Code	Classification Title	WC Code	FLSA Exempt	Minimum	Annual Salary Mid-Point	Maximum
125					\$65,466	\$85,515	\$105,563
	1846	Civil Engineer I	9410	E			
	1620	Community Center Manager	9102	E			
	1623	Recreation Program Manager	9102	E			
	1520	Sergeant	7720				
126					\$68,739	\$89,790	\$110,841
	1040	Communications & Marketing Manager	8810	E			
127					\$72,176	\$94,280	\$116,384
	1232	Budget Manager	8810	E			
	1849	Civil Engineer II	9410	E			
	1850	Construction Project Manager	9410	E			
	1717	Vehicle Maintenance Superintendent	8380	E			
	1235	Financial Operations Manager	8810	E			
	1238	Purchasing Agent	8810	E			
128					\$75,785	\$98,994	\$122,203
	1852	Operations Superintendent	9410	E			
	1854	Project Engineer	9410	E			
	1855	Water and Waste Water Superintendent	9410	E			
129					\$79,574	\$103,944	\$128,313
	1950	Deputy Director of Planning and Zoning	9410	E			
	1523	Lieutenant	7720	E			
130					\$83,553	\$109,141	\$134,729
	1526	Deputy Chief of Police	7720	E			
	1241	Deputy Finance Director	8810	E			
	1858	Deputy Public Works Director	9410	E			
132					\$92,117	\$120,328	\$148,539
	2150	Director of Human Resources	8810	E			
	2350	Director of Information Technology	8810	E			
133					\$96,722	\$126,344	\$155,965
	2650	Director of Parks and Recreation	9102	E			
	2950	Director of Planning and Zoning	9410	E			
134					\$101,559	\$132,662	\$163,764
	2250	Finance Director / Treasurer	8810	E			
	2550	Police Chief	7720	E			
	2880	Public Works Director	9410	E			

NON-CLASSIFIED POSITIONS	SALARY
Town Manager (Exempt)	\$182,014
Town Clerk (Exempt)	\$106,144

CAPITAL IMPROVEMENTS PROGRAM

The capital improvement program is interjected within this document to provide a fuller description of the Town's financial transactions.

CAPITAL IMPROVEMENTS PROGRAM

The Capital Improvements Program (CIP) is a comprehensive plan of major public improvement projects that are proposed for the Town of Vienna in the upcoming years. A capital improvement is defined as:

- The acquisition of land for a public purpose;
- The construction of improvements or additions to existing structures, such as sewers, water lines, buildings or recreational facilities;
- Non-recurring rehabilitation or major repair to all or part of a facility (e.g., reconstruction of sewer lines or roadways) that is not considered to be recurring maintenance; and
- Specific planning, engineering or design studies related to a project described above.

Vienna's Capital Improvements Program includes projects from virtually all departments and operations. In order to be included in this plan, sufficient need must be demonstrated and preliminary plans and cost estimates developed. Items are then ranked according to the available levels of funding and urgency of the project. Capital projects are authorized by Council on a project basis rather than on an annual budgetary basis. As a result, there is no CIP budget adopted each year.

All capital improvement projects are financed through general obligation bonds. Payments for all issues prior to 1990 were made through transfers from the General Fund and Water and Sewer Fund. Debt service payments on issues released after 1990 are fully funded through a meals and lodging tax assessed on all applicable businesses within the Town and transfers from the Water and Sewer Fund.

By using the revenues generated by this tax, the General Fund was relieved of its previous burden of supporting the Town's long term debt. This then makes additional general fund dollars available for use in supporting the Town's operational activities and expenditures.

A brief review of the upcoming projects shows that their future effect on the Town's operating expenses will be contained.

Parks and Recreation: The Parks and Recreation department is in the middle of a renovation and expansion of the existing community center. Funding has been secured for almost half of the project with the

CAPITAL IMPROVEMENTS PROGRAM

remaining funding being obtained during FY 15-16. Once the renovation and expansion is complete operating expenses are expected to increase to cover additional utility and supply costs.

Public Works: The projects slated for completion in FY 15-16 will not have a major impact on the department's operating expenditures. The storm drainage and road reconstruction projects, while requiring the time and attention of the staff during design review and construction, will not place any future long term demands on the department's operating budget.

Further details on the Town's current and proposed bond issues can be found in the following tables:

- Summary of Current Debt Service Costs and Funding
- Meals and Lodging Tax Supported Capital Improvements Program
- Water and Sewer Supported Capital Improvements Program

All projects approved to-date by the Town Council are summarized in a project listing. It contains all activities by department, year and cost. Individual projects, organized by department, are then described in full. Certain projects may be finished, but are detailed to provide complete information.

Vienna's Capital Improvements Program provides an effective means of providing for the preservation and improvement of the physical assets of the Town. Planning of this nature is essential for the community in order to protect the health, safety and welfare of its citizenry.

SUMMARY OF DEBT SERVICE COST

Fiscal Year Ending	1999 Bond ADS Sched G	2006 G.O. Debt ADS Sched I	2010 G.O. Bonds ADS Sched J	2012 G.O. Bonds ADS Sched K	2014 G.O. Bonds ADS Sched L	2016 G.O. Bonds ADS Sched L	Total O.S. Bonds ADS	Water & Sewer Support	Meal & Lodging Tax Support
1999							2,100,917	342,583	1,758,334
2000	132,053						2,166,351	357,593	1,808,759
2001	511,600						2,473,704	419,399	2,054,305
2002	498,640						2,388,247	405,171	1,983,076
2003	485,680						2,637,486	391,813	2,245,673
2004	472,720						2,548,275	377,612	2,170,663
2005	459,760						2,463,657	364,052	2,099,605
2006	446,800						2,147,976	297,383	1,850,593
2007	433,840	512,062					2,588,732	338,202	2,250,530
2008	420,880	509,256					2,513,919	327,421	2,186,498
2009	407,920	496,452					2,428,484	315,519	2,112,965
2010	394,960	483,648					2,050,436	250,937	1,799,499
2011	381,880	470,844	81,074				2,061,130	256,079	1,805,051
2012	368,480	458,040	491,140				2,083,621	255,065	1,828,556
2013	354,800	445,236	484,440				2,021,704	247,783	1,773,921
2014	340,960	432,432	477,740	624,661	418,889		2,323,940	356,366	1,967,574
2015	327,000	419,628	471,040	548,950	935,714		2,704,347	371,436	2,332,911
2016		406,824	463,921	535,500	912,873		2,321,134	301,334	2,019,800
2017		394,020	455,965	527,100	889,120	621,431	2,889,653	357,927	2,531,726
2018		381,216	447,590	518,700	554,466	593,025	2,497,015	349,462	2,147,553
2019		368,412	439,215	510,300	544,677	582,650	2,447,273	342,800	2,104,473
2020		355,608	428,328	501,900	534,888	570,200	2,392,944	335,486	2,057,458
2021		342,804	414,928	493,500	525,099	557,750	2,336,102	327,727	2,008,375
2022			401,193	485,100	515,310	543,225	1,946,850	286,701	1,660,149
2023			386,871	476,700	505,522	521,725	1,892,841	279,155	1,613,686
2024			372,048	467,250	495,733	507,375	1,844,430	271,972	1,572,458
2025			356,805	456,750	485,944	495,075	1,796,599	264,657	1,531,942
2026			307,050	446,250	476,155	482,775	1,714,256	251,234	1,463,022
2027				435,750	466,366	470,475	1,374,618	192,270	1,182,349
2028				425,250	456,578	458,175	1,342,031	187,653	1,154,377
2029					446,789	445,363	894,180	79,298	814,882
2030						431,525	433,555	43,153	390,403
2031						417,175	419,206	41,718	377,489
Total	6,437,973	6,476,482	6,479,348	7,453,661	9,164,123	7,697,943	68,245,613	9,586,960	58,658,653

* Annual Debt Service Includes Paying Agent Fees.

Schedule G: 1999 Bonds

Fiscal Yr. Ending	1999 Bonds Principal	1999 Bonds Interest	Total 1999 ADS	W/S Share Of ADS	MLT Share Of ADS
2000	-	132,053	132,053	25,618	106,435
2001	320,000	191,600	511,600	99,250	412,350
2002	320,000	178,640	498,640	96,736	401,904
2003	320,000	165,680	485,680	94,222	391,458
2004	320,000	152,720	472,720	91,708	381,012
2005	320,000	139,760	459,760	89,193	370,567
2006	320,000	126,800	446,800	86,679	360,121
2007	320,000	113,840	433,840	84,165	349,675
2008	320,000	100,880	420,880	81,651	339,229
2009	320,000	87,920	407,920	79,136	328,784
2010	320,000	74,960	394,960	76,622	318,338
2011	320,000	61,880	381,880	74,085	307,795
2012	320,000	48,480	368,480	71,485	296,995
2013	320,000	34,800	354,800	68,831	285,969
2014	320,000	20,960	340,960	66,146	274,814
2015	320,000	7,000	327,000	63,438	263,562
	4,480,000	1,637,973	6,110,973	1,185,529	4,925,445

Schedule I: 2006 Bonds

Fiscal Yr. Ending	2006 Debt Principal	2006 Debt Interest	Total 2006 ADS	W/S Share Of ADS	MLT Share Of ADS
2007	330,000	182,062	512,062	51,206	460,856
2008	330,000	179,256	509,256	50,926	458,330
2009	330,000	166,452	496,452	49,645	446,807
2010	330,000	153,648	483,648	48,365	435,283
2011	330,000	140,844	470,844	47,084	423,760
2012	330,000	128,040	458,040	45,804	412,236
2013	330,000	115,236	445,236	44,524	400,712
2014	330,000	102,432	432,432	43,243	389,189
2015	330,000	89,628	419,628	41,963	377,665
2016	330,000	76,824	406,824	40,682	366,142
2017	330,000	64,020	394,020	39,402	354,618
2018	330,000	51,216	381,216	38,122	343,094
2019	330,000	38,412	368,412	36,841	331,571
2020	330,000	25,608	355,608	35,561	320,047
2021	330,000	12,804	342,804	34,280	308,524
	4,950,000	1,526,482	6,476,482	647,648	5,828,834

Schedule J: 2010 Bonds

Fiscal Yr. Ending	2010 Bonds Principal	2010 Bonds Interest	Total 2010 ADS	W/S Share Of ADS	MLT Share Of ADS
2011	-	81,074	81,074	14,350	66,724
2012	335,000	156,140	491,140	86,932	404,208
2013	335,000	149,440	484,440	85,746	398,694
2014	335,000	142,740	477,740	84,560	393,180
2015	335,000	136,040	471,040	83,374	387,666
2016	335,000	128,921	463,921	82,114	381,807
2017	335,000	120,965	455,965	80,706	375,259
2018	335,000	112,590	447,590	79,223	368,367
2019	335,000	104,215	439,215	77,741	361,474
2020	335,000	93,328	428,328	75,814	352,514
2021	335,000	79,928	414,928	73,442	341,486
2022	335,000	66,193	401,193	71,011	330,182
2023	335,000	51,871	386,871	68,476	318,395
2024	335,000	37,048	372,048	65,852	306,196
2025	335,000	21,805	356,805	63,154	293,651
2026	300,000	7,050	307,050	54,348	252,702
	4,990,000	1,489,348	6,479,348	1,146,845	5,332,503

Schedule K: 2012 Bonds

Fiscal Yr. Ending	2012 Bonds Principal	2012 Bonds Interest	Total 2012 ADS	W/S Share Of ADS	MLT Share Of ADS
2014	425,000	199,661	624,661	156,165	468,496
2015	425,000	123,950	548,950	137,238	411,713
2016	420,000	115,500	535,500	133,875	401,625
2017	420,000	107,100	527,100	131,775	395,325
2018	420,000	98,700	518,700	129,675	389,025
2019	420,000	90,300	510,300	127,575	382,725
2020	420,000	81,900	501,900	125,475	376,425
2021	420,000	73,500	493,500	123,375	370,125
2022	420,000	65,100	485,100	121,275	363,825
2023	420,000	56,700	476,700	119,175	357,525
2024	420,000	47,250	467,250	116,813	350,438
2025	420,000	36,750	456,750	114,188	342,563
2026	420,000	26,250	446,250	111,563	334,688
2027	420,000	15,750	435,750	108,938	326,813
2028	420,000	5,250	425,250	106,313	318,938
	6,310,000	1,143,661	7,453,661	1,863,415	5,590,246

Schedule L: 2014 Bonds

Fiscal Yr. Ending	2014 Bonds Principal	2014 Bonds Interest	Total 2014 ADS	W/S Share Of ADS	MLT Share Of ADS
2014	336,000	82,889	418,889	6,251	412,638
2015	780,000	155,714	935,714	45,424	890,290
2016	770,000	142,873	912,873	44,662	868,210
2017	759,000	130,120	889,120	43,901	845,219
2018	437,000	117,466	554,466	43,139	511,326
2019	437,000	107,677	544,677	42,378	502,299
2020	437,000	97,888	534,888	41,616	493,272
2021	437,000	88,099	525,099	40,854	484,245
2022	437,000	78,310	515,310	40,093	475,218
2023	437,000	68,522	505,522	39,331	466,190
2024	437,000	58,733	495,733	38,570	457,163
2025	437,000	48,944	485,944	37,808	448,136
2026	437,000	39,155	476,155	37,046	439,109
2027	437,000	29,366	466,366	36,285	430,082
2028	437,000	19,578	456,578	35,523	421,054
2029	437,000	9,789	446,789	34,762	412,027
	7,889,000	1,275,123	9,164,123	607,643	8,556,479

Schedule M: 2016 Bonds

Fiscal Yr. Ending	2016 Bonds Principal	2016 Bonds Interest	Total 2016 ADS	W/S Share Of ADS	MLT Share Of ADS
2017	415,000	206,431	621,431	62,143	559,288
2018	415,000	178,025	593,025	59,303	533,723
2019	415,000	167,650	582,650	58,265	524,385
2020	415,000	155,200	570,200	57,020	513,180
2021	415,000	142,750	557,750	55,775	501,975
2022	415,000	128,225	543,225	54,323	488,903
2023	410,000	111,725	521,725	52,173	469,553
2024	410,000	97,375	507,375	50,738	456,638
2025	410,000	85,075	495,075	49,508	445,568
2026	410,000	72,775	482,775	48,278	434,498
2027	410,000	60,475	470,475	47,048	423,428
2028	410,000	48,175	458,175	45,818	412,358
2029	410,000	35,363	445,363	44,536	400,826
2030	410,000	21,525	431,525	43,153	388,373
2031	410,000	7,175	417,175	41,718	375,458
	6,180,000	1,517,943	7,697,943	769,794	6,928,149

CAPITAL IMPROVEMENT PROGRAM

Revenue Sources

2016 Bond Proceeds	6,425,000
2014 Bond Proceeds	3,674,098
2012 Bond Reserve	807,321
2010 Bond Reserve	254,500
Capital Reserves	1,350,716
VDOT Reimbursement	4,617,872
FHWA Reimbursement	621,600
Stormwater Fund	100,000
Transportation Funds	550,000
Other Funding	2,703,000
Total Revenue Sources	\$ 21,104,107

Project Expenses

Nutley & Marshall Storm Drainage	564,000
Mill Street Street Reconstruction	330,000
FHWA Grant Walk-to-Downtown Initiative	777,000
Train Station Trans Enhancement Grant	132,000
New Sidewalk Construction	360,521
Water and Sewer Projects	1,083,079
Water Quality Engineer (only 1/2 funded by CIP)	53,080
Walk to Metro	1,697,500
Traffic Signals	970,500
Follin Lane	1,100,000
West & Lewis St	98,000
Community Center Renovation	10,793,739
Water & Sewer CIP Study	99,000
St Romans&Courthse WM Replacement	57,500
Revenue Sharing Sidewalk Match	33,924
Curb, Gutter & Sidewalk Project - John Marshall Drive NW	268,000
Curb, Gutter & Sidewalk Project - Glyndon Street NE	506,000
Curb, Gutter & Sidewalk Project - Ayr Hill Avenue NW	750,000
Sidewalk Petition Project - Ayito Road SE	214,250
Curb, Gutter & Sidewalk Project - Lewis Street NW	274,000
Village Greene Storm Drainage Improvements	308,200
Town-wide Financial and Operational Software	327,629
Old Courthouse SRTS	106,185
Ninovan & Talahi Storm Drain Improvements	200,000
Total Project Expenses	\$ 21,104,107

Capital Improvement Plan: - (2016 Spring)

Ref No.	Title	TOV Funding	Other Funding	Multi-Year Project Cost	
	Community Center Renovation - Phase Two of Two (II)	\$ 5,563,841	\$ 750,000	\$ 10,413,841	Written commitment from VYI for \$750K
	Water and Sewer Projects	\$ 661,159		\$ 661,159	
	Storm Drainage - Ninovan & Talahi	\$ 200,000		\$ 200,000	
	VDOT Grant Match	\$ -	\$ 2,000,000	\$ 2,000,000	* \$1M Transportation Funds / \$1M VDOT Revenue Share
	Meadow Lane Park Restroom Facility	\$ -		\$ -	funds reallocated to community center
	Issuance Costs	\$ 75,000		\$ 75,000	
	Updated Projects Total:	\$ 6,500,000	\$ 2,750,000	\$ 13,350,000	

* Requested Fairfax County DOT for sidewalk projects approval

Capital Improvement Plan: - (2018 Spring)

Ref No.	Title	TOV Funding	Other Funding	Multi-Year Project Cost	
	Police Station Renovation - Engineering	\$ 980,000		\$ 9,980,000	
	Water and Sewer Projects	\$ 1,000,000		\$ 1,000,000	
	VDOT Grant Match	\$ -	\$ 2,000,000	\$ 2,000,000	\$1M Transportation Funds / \$1M VDOT Revenue Share
	Storm Drainage Projects	\$ 200,000		\$ 200,000	
	Contingency/Issuance Costs	\$ 20,000		\$ 20,000	
	Updated Projects Total:	\$ 2,200,000	\$ 2,000,000	\$ 13,200,000	

Capital Improvement Plan: - (2020 Spring)

Ref No.	Title	TOV Funding	Other Funding	Multi-Year Project Cost
	Police Station Renovation - Construction	\$ 9,000,000	\$ -	\$ 9,980,000
	Water and Sewer Projects	\$ 1,000,000		\$ 1,000,000
	Ross Drive End Wall	\$ 350,000		\$ 350,000
	Citizen Sidewalk Petition	\$ 150,000		\$ 150,000
	Contingency/Issuance Costs	\$ 200,000		\$ 200,000
	Updated Projects Total:	\$ 10,700,000	\$ -	\$ 11,680,000

Capital Improvement Plan: - (2022 Spring)

Ref No.	Title	TOV Funding	Other Funding	Multi-Year Project Cost
	Storm Drainage	\$ 150,000	\$ -	\$ 150,000
	Operations & Maintenance Campus Study	\$ 50,000		\$ 50,000
	Water and Sewer Projects	\$ 1,000,000		\$ 1,000,000
	Revenue Sharing Sidewalk Match	\$ 450,000		\$ 450,000
	Police Dispatch and RMS	\$ 100,000		\$ 100,000
	Permitting Module - Tyler Munis	\$ 30,000		\$ 30,000
	Transparency of Performance	\$ 20,000		\$ 20,000
	Contingency/Issuance Costs	\$ 200,000		\$ 200,000
	Updated Projects Total:	\$ 2,000,000	\$ -	\$ 2,000,000

Capital Improvement Plan: - (2024 Spring)

Ref No.	Title	TOV Funding	Other Funding	Multi-Year Project Cost
	Water and Sewer Projects	\$ 1,000,000		\$ 1,000,000
	Revenue Sharing Sidewalk Match	\$ 800,000		\$ 800,000
	Storm Drainage Projects: Unidentified Locations	\$ 700,000		\$ 700,000
	Contingency/Issuance Costs	\$ 250,000		\$ 250,000
	Updated Projects Total:	\$ 2,750,000	\$ -	\$ 2,750,000

Capital Improvement Plan: - (2026 Spring)

Ref No.	Title	TOV Funding	Other Funding	Multi-Year Project Cost
	Eliminate Deep Roadside Ditch: Berry Street SE	\$ 2,000,000		\$ 2,000,000
	Water and Sewer Projects	\$ 1,500,000		\$ 1,500,000
	Revenue Sharing Sidewalk Match	\$ 500,000		\$ 500,000
	Streets/HCR: Unidentified Locations	\$ 1,180,000		\$ 1,180,000
	Contingency/Issuance Costs	\$ 200,000		\$ 200,000
	Updated Projects Total:	\$ 5,380,000	\$ -	\$ 5,380,000

Capital Improvement Plan: - (2028 Spring)

Ref No.	Title	TOV Funding	Other Funding	Multi-Year Project Cost
	Operations & Maintenance Campus	\$ 1,300,000	\$ -	\$ 1,300,000
	Water and Sewer Projects	\$ 1,000,000		\$ 1,000,000
	Revenue Sharing Sidewalk Match	\$ 500,000		\$ 500,000
	Park Improvements - Playgrounds and Bathrooms	\$ 1,000,000		\$ 1,000,000
	Facility Improvements **	\$ 3,300,000		\$ 4,000,000
	Contingency/Issuance Costs	\$ 200,000		\$ 200,000
	Updated Projects Total:	\$ 7,300,000	\$ -	\$ 8,000,000

Capital Improvement Plan: - (2030 Spring)

Ref No.	Title	TOV Funding	Other Funding	Multi-Year Project Cost
	Water and Sewer Projects	\$ 2,000,000		\$ 2,000,000
	Revenue Sharing Sidewalk Match	\$ 500,000		\$ 500,000
	Facility Improvements **	\$ 4,500,000		\$ 4,500,000
	Contingency/Issuance Costs	\$ 200,000		\$ 200,000
	Updated Projects Total:	\$ 7,200,000	\$ -	\$ 19,400,000

** Facility Improvements detail: potential parking garage, existing facility major repair, and other facility improvements as necessary

Capital Improvement Plan: - (2032 Spring)

Ref No.	Title	TOV Funding	Other Funding	Multi-Year Project Cost
	Water and Sewer Projects	\$ 2,000,000		\$ 2,000,000
	Revenue Sharing Sidewalk Match	\$ 1,000,000		\$ 1,000,000
	Stormwater Drainage Improvements	\$ 1,000,000		\$ 1,000,000
	Park Improvements	\$ 600,000		\$ 600,000
	Street Improvements	\$ 1,500,000		\$ 1,500,000
	Facility Major Renovations	\$ 1,750,000		\$ 1,750,000
	Contingency/Issuance Costs	\$ 350,000		\$ 350,000
	Updated Projects Total:	\$ 8,200,000	\$ -	\$ 8,200,000

Capital Improvement Plan: - (2034 Spring)

Ref No.	Title	TOV Funding	Other Funding	Multi-Year Project Cost
	Water and Sewer Projects	\$ 1,650,000		\$ 1,650,000
	Revenue Sharing Sidewalk Match	\$ 500,000		\$ 500,000
	Stormwater Drainage Improvements	\$ 1,000,000		\$ 1,000,000
	Park Improvements	\$ 200,000		\$ 200,000
	Street Improvements	\$ 1,500,000		\$ 1,500,000
	Fields	\$ 1,100,000		\$ 1,100,000
	Contingency/Issuance Costs	\$ 250,000		\$ 250,000
	Updated Projects Total:	\$ 6,200,000	\$ -	\$ 6,200,000
	Total Projects:	\$ 58,430,000	\$ 4,750,000	\$ 90,160,000

**TOWN OF VIENNA
UNMET CAPITAL NEEDS**

Estimates through 2034

Department	Dollars (in Millions)
Public Works	
Streets	9,000,000 assumed 50/50 VDOT Rev Share, this is the liability if not received
Facility	
Town Hall Roof	100,000 assumes asphalt replacement, \$200,000 if slate replacement
Public Works Total	<u>9,100,000</u>
Public Safety (Police)	
Facility	3,900,000
Police Radio Upgrade	396,000 fund 1/2 siezed assets, 1/2 TOV Funding
Public Safety (Police) Total	<u>4,296,000</u>
TOTAL UNMET CAPITAL NEEDS	<u><u>\$ 13,396,000</u></u>

STREET IMPROVEMENTS	ORIGINAL PROJECT BUDGET	AMENDED PROJECT BUDGET	AMENDED LESS ORIGINAL BUDGET	PROJECT STATUS
98 Bond Issue:				
Desale Street VDOT Local Match	134,000	134,000	-	Completed
Branch Road VDOT Local Match	32,000	32,000	-	Completed
Beulah Road VDOT Local Match	59,000	59,000	-	Completed
Maple Ave Supplement	1,126,000	1,137,602	11,602	Completed
99 Bond Issue:				
Maple Ave IIA	2,725,000	2,922,252	197,252	Completed
Street Improvement Projects	525,000	525,000	-	Completed
Concrete Swale Replacements	145,000	145,000	-	Completed
Maple Ave IIB		143,665	143,665	Completed
Maple Ave Bus Shelters		2,417	2,417	Completed
02 Bond Issue:				
Maple Avenue Phase 2	1,050,000	1,050,000	-	Completed
Maple Avenue Phase 3	1,550,000	1,813,708	263,708	Completed
06 Debt Issue				
Parking Needs Study: Maple Ave.	50,000	50,000	-	Completed
Additional Parking: Behind Vienna Inn	60,000	60,000	-	Completed
Additional Parking: Arrington	60,000	60,000	-	Completed
Fardale and Casmar Sts. Reconstruction	208,000	208,000	-	Completed
10 Debt Issue				
Cottage Street Reconstruction	42,000	42,000	-	Completed
DeSale Street Reconstruction	605,000	605,000	-	Completed
Maple Avenue Phase IV A&D	8,000	8,000	-	Completed
12 Debt Issue				
Drake_Lakewood Street Reconstruction	800,000	757,520	(42,480)	Completed
Center Street South Street Reconstruction	150,000	300,000	150,000	Completed
Spring & Battle Streets RS Local Match	250,000	292,480	42,480	Completed
Mill Street RS Local Match	200,000	50,000	(150,000)	Cancelled
STREET IMPROVEMENT TOTALS	9,579,000	10,347,644	768,644	

CURB,GUTTER,SIDEWALKS	ORIGINAL PROJECT BUDGET	AMENDED PROJECT BUDGET	AMENDED LESS ORIGINAL BUDGET	PROJECT STATUS
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98 Bond Issue:

Sidewalk Projects	263,000	263,000	-	Completed
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06 Bond Issue:

Sidewalk Projects	381,379	381,379	-	Completed
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12 Bond Issue:

New Sidewalk Construction	500,000	361,000	(139,000)	In Progress
FHWA Grant Walk-to-Downtown Initiative	200,000	200,000	-	In Progress
Park Street NE Sidewalk	-	97,000	97,000	Completed
Marshall Road Sidewalk	-	42,000	42,000	Completed

CURB,GUTTER,SIDEWALK TOTALS	1,344,379	1,344,379	-	
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**CURB, GUTTER, SIDEWALKS
2012 BOND ISSUE**

PROJECT: NEW SIDEWALK CONSTRUCTION

Project Number: 200413
 Department: Public Works
 Status: In Progress
 Original Budget: \$500,000
 Revised Budget: \$361,000

DESCRIPTION:

Funds to create new sidewalks and to address the 50+ projects on the current sidewalk list. Matching funds are sought by applying for VDOT or Federal Highway Administration grants to improve the sidewalk network within the Town limits.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Planning & Engineering						
Land & ROW						
Construction	\$823	\$360,177				
Equipment/ Furniture						
Other Costs						
TOTAL	\$823	\$360,177				
Operating Costs						

**CURB, GUTTER, SIDEWALKS
2012 BOND ISSUE**

PROJECT: FHWA GRANT WALK-TO-DOWNTOWN INITIATIVE

Project Number: 200440

Department: Public Works

Status: In Progress

Original Budget: \$200,000

Revised Budget: \$1,000,000 (includes Federal Highway Grant Funds)

DESCRIPTION:

Create new sidewalks within 1-block of commercial areas within the Town of Vienna. There are at least 10 streets are the list which has been prioritized by Council and construction is being completed on each street until funds are exhausted.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Planning & Engineering	\$232,476					
Land & ROW						
Construction	\$612,024	\$155,500				
Equipment/ Furniture						
Other Costs						
TOTAL	\$844,500	\$155,500				
Operating Costs						

DRAINAGE IMPROVEMENTS	ORIGINAL PROJECT BUDGET	AMENDED PROJECT BUDGET	AMENDED LESS ORIGINAL BUDGET	PROJECT STATUS
98 Bond Issue:				
Storm Drainage Projects	345,408	159,329	(186,079)	Completed
Wolftrap Creek Drainage Design	105,000	-	(105,000)	Completed
06 Bond Issue:				
St. Bernard Storm Water Project	100,000	100,000	-	Completed
Town Green Storm Water Replacement	80,000	80,000	-	Completed
10 Bond Issue:				
West/Lewis Street Storm Drainage	1,325,000	1,325,000	-	Completed
Wolftrap Creek Restoration	20,000	-	(20,000)	Completed
12 Bond Issue:				
Nutley & Marshall Storm Drainage	500,000	111,000	(389,000)	On Hold
Walker Street End Wall	50,000	1,864	(48,136)	Cancelled
Glyndon Storm Drainage Assessment	50,000	37,400	(12,600)	Completed
Village Green Drainage Assessment	25,000	36,436	11,436	Completed
Center Street Storm Drainage A&E	25,000	59,800	34,800	Completed
Ninovan & Talahi Roads SW Storm Drainage	25,000	39,500	14,500	Completed
Meadow Lane & Gibson Drive Storm Drainage	300,000	300,000	-	Completed
14 Bond Issue:				
Village Greene Storm Drainage Improvements	375,000	75,000	(300,000)	On Hold
Marshall Rd_Nutely Street Add't funds (cont. 2012)	75,000	256,000	181,000	On Hold
Center Street Storm Drainage A&E (cont. from 2012)	25,000	25,000	-	Completed
Nelson Drive NE Storm Drainage A&E	25,000	25,000	-	In Progress
Center St S/Battle St SW Storm Drainage Improve	75,000	75,000	-	In Progress
16 Bond Issue:				
Ninovan & Talahi Storm Drain Improvements	200,000	200,000	-	Planning
DRAINAGE IMPROVEMENT TOTALS	3,725,408	2,906,329	(819,079)	

DRAINAGE IMPROVEMENTS 2012 BOND ISSUE

PROJECT: NUTLEY & MARSHALL STORM DRAINAGE

Project Number: 200408
 Department: Public Works
 Status: On Hold
 Original Budget: \$500,000
 Revised Budget: \$111,000

DESCRIPTION:

Heavy rainfall has caused flooding at 715 and 717 Marshall Road, S.W. and 1001 Deliah Drive, S.W. The existing culvert that was designed in 1963, consisting of 3 - 36" pipes, is currently undersized for surrounding development. Design & construction funding are included in this request.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Planning & Engineering	\$104,500					
Land & ROW						
Construction						
Equipment/ Furniture						
Other Costs						
TOTAL	\$104,500					
Operating Costs						

DRAINAGE IMPROVEMENTS

2012 BOND ISSUE

PROJECT: NUTLEY & MARSHALL STORM DRAINAGE

Project Number: 300408

Department: Public Works

Status: On Hold

Original Budget: \$75,000

Revised Budget: \$256,000 (Additional Stormwater Funds added)

DESCRIPTION:

Heavy rainfall has caused flooding at 715 and 717 Marshall Road, S.W. and 1001 Deliah Drive, S.W. The existing culvert that was designed in 1963, consisting of 3 - 36" pipes, is currently undersized for surrounding development. This is additional funds needed to complete the storm drainage improvements.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Planning & Engineering	\$25,425					
Land & ROW						
Construction			\$230,575			
Equipment/ Furniture						
Other Costs						
TOTAL	\$25,425		\$230,575			
Operating Costs						

DRAINAGE IMPROVEMENTS

2014 BOND ISSUE

PROJECT: VILLAGE GREEN STORM DRAINAGE IMPROVEMENTS

Project Number: 300409
 Department: Public Works
 Status: On Hold
 Original Budget: \$375,000
 Revised Budget: \$75,000

DESCRIPTION:

Design and construct drainage improvements based on recommendations from the drainage assessment completed by Wiley Wilson. **In response to complaints of flooding by shopping center tenants this project is to prepare drainage study of storm drain system within the Village Green Shopping Center to determine cause of drainage problems. During heavy rain events the existing storm drains can become sur-charged causing flooding problems in the rear alley behind the shopping center and on numerous occasions has entered the rear doors of the stores along the alley.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Planning & Engineering	\$36,670		\$38,330			
Land & ROW						
Construction						
Equipment/ Furniture						
Other Costs						
TOTAL	\$36,670		\$38,330			
Operating Costs						

DRAINAGE IMPROVEMENTS 2014 BOND ISSUE

PROJECT: CENTER STREET STORM DRAINAGE A&E

Project Number: 300413
 Department: Public Works
 Status: Completed
 Original Budget: \$25,000
 Revised Budget: \$25,000

DESCRIPTION:

Additional Funds to complete project started with 2012 bond funding. A&E ONLY to review storm drainage issues at Center Street and Maple Avenue

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Planning & Engineering	\$25,000					
Land & ROW						
Construction						
Equipment/ Furniture						
Other Costs						
TOTAL	\$25,000					
Operating Costs						

DRAINAGE IMPROVEMENTS 2014 BOND ISSUE

PROJECT: NELSON DRIVE NE STORM DRAINAGE A&E

Project Number: 300414
 Department: Public Works
 Status: In Progress
 Original Budget: \$25,000
 Revised Budget: \$25,000

DESCRIPTION:

Drainage Study on Nelson Drive NE in response to resident storm drainage complaint.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Planning & Engineering	\$17,555	\$7,445				
Land & ROW						
Construction						
Equipment/ Furniture						
Other Costs						
TOTAL	\$17,555	\$7,445				
Operating Costs						

DRAINAGE IMPROVEMENTS 2014 BOND ISSUE

PROJECT: CENTER ST S/BATTLE ST SW STORM DRAINAGE IMPROVEMENTS

Project Number: 300415
 Department: Public Works
 Status: In Progress
 Original Budget: \$75,000
 Revised Budget: \$75,000

DESCRIPTION:

Design and construct drainage improvements at the intersection and to remove the concrete valley across Battle Street SE. Additional storm inlet structure repairs along Center Street S from Battle Street SE to the fire station entrance.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Planning & Engineering	\$25,000					
Land & ROW						
Construction		\$50,000				
Equipment/ Furniture						
Other Costs						
TOTAL	\$25,000	\$50,000				
Operating Costs						

DRAINAGE IMPROVEMENTS 2016 BOND ISSUE

PROJECT: NINOVAN & TALAHY STORM DRAINAGE IMPROVEMENTS

Project Number:
 Department: Public Works
 Status: Planning
 Original Budget: \$200,000
 Revised Budget: \$200,000

DESCRIPTION:

Design and construct drainage improvements at the intersection.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Planning & Engineering						
Land & ROW						
Construction			\$200,000			
Equipment/ Furniture						
Other Costs						
TOTAL			\$200,000			
Operating Costs						

POLICE BUILDING	ORIGINAL PROJECT BUDGET	AMENDED PROJECT BUDGET	AMENDED LESS ORIGINAL BUDGET	PROJECT STATUS
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06 Bond Issue:

Facility Expansion Study	165,000	165,000	-	Completed
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12 Bond Issue:

Police Facility Assessment	100,000	125,590	25,590	Completed
Emergency Power Generators (Phase I Police)	235,000	235,000	-	Completed
Police Facility Land Acquisition	525,000	499,410	(25,590)	Completed

POLICE BUILDING TOTALS	1,025,000	1,025,000	-	
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TOWN HALL IMPROVEMENTS	ORIGINAL PROJECT BUDGET	AMENDED PROJECT BUDGET	AMENDED LESS ORIGINAL BUDGET	PROJECT STATUS
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99 Bond Issue:

Mayor's Office Improvements	-	20,000	20,000	Completed
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06 Bond Issue:

Office Space Conversion	100,000	100,000	-	Completed
Records Storage Building	165,000	165,000	-	Completed
Town Hall HVAC Study	75,000	75,000	-	Completed

10 Bond Issue:

Town Hall HVAC Replacement	1,800,000	1,800,000	-	Completed
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12 Bond Issue:

Town Hall Renovation Project	300,000	630,337	330,337	Completed
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TOWN HALL IMPROVEMENT TOTALS	2,440,000	2,790,337	350,337	
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PARK FACILITY IMPROVEMENTS	ORIGINAL PROJECT BUDGET	AMENDED PROJECT BUDGET	AMENDED LESS ORIGINAL BUDGET	PROJECT STATUS
98 Bond Issue:				
Tennis Court Renovation	-	75,000	75,000	Completed
99 Bond Issue:				
Northside Park Trail and Bridge	60,000	111,297	51,297	Completed
Nutley Street Yard Improvements	165,000	206,752	41,752	Completed
2002 Debt Issue:				
Town Center Green Space	2,225,000	2,225,000	-	Completed
Wildwood Park Trail		7,000	7,000	Completed
06 Bond Issue:				
Mercer Park Construction	360,940	360,940	-	Completed
Town Green Construction	1,757,181	1,757,181	-	Completed
Northside Connector Trail	15,000	15,000	-	Completed
Waters Field Improvements	100,000	100,000	-	Completed
Meadow Lane Park Improvements	20,000	20,000	-	Completed
10 Bond Issue:				
Meadow Lane Park Renovation	207,000	382,400	175,400	Completed
14 Bond Issue:				
Waters Field Restoration	150,000	150,000	-	Completed

PARK FACILITY IMPROVEMENT TOTALS	5,060,121	5,410,570	350,449	
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**PARK FACILITY IMPROVEMENTS
2014 BOND ISSUE**

PROJECT: WATERS FIELD RESTORATION

Project Number: 300714

Department: Parks & Recreation

Status: Completed

Original Budget: \$150,000

Revised Budget: \$600,000 (Additional funding from County & Youth Organizations)

DESCRIPTION:

Replacement of synthetic turf on Waters Field as needed. Average life of synthetic turf field is 7 - 10 years and then top needs to be replaced.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Planning & Engineering						
Land & ROW						
Construction	\$600,000					
Equipment/ Furniture						
Other Costs						
TOTAL	\$600,000					
Operating Costs			\$500	\$500	\$500	\$500

COMMUNITY CENTER IMPROVEMENTS	ORIGINAL PROJECT BUDGET	AMENDED PROJECT BUDGET	AMENDED LESS ORIGINAL BUDGET	PROJECT STATUS
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98 Bond Issue:

Community Center Improvements	1,024,000	1,172,876	148,876	Completed
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99 Bond Issue:

Community Center Improvements	85,000	115,000	30,000	Completed
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12 Bond Issue:

Community Center Expansion Assessment	125,000	125,000	-	Completed
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14 Bond Issue:

Community Center Renovation - Phase One of Two	4,000,000	4,000,000	-	In Progress
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16 Bond Issue:

Community Center Renovation - Phase Two of Two	5,563,841	8,266,841	2,703,000	In Progress
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COMMUNITY CENTER IMPROVEMENT TOTALS	5,234,000	5,412,876	178,876	
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**COMMUNITY CENTER IMPROVEMENTS
2014 & 2016 BOND ISSUE**

PROJECT: COMMUNITY CENTER RENOVATION

Project Number: 300707

Department: Parks & Recreation

Status: In Progress

Original Budget: \$4,000,000 & \$5,000,000

Revised Budget: \$12,266,841 (\$1,000,000 donation)

DESCRIPTION:

Renovation of the Town's Community Center to include roof replacement, updated HVAC system, update to electrical system to bring up to code, repairs to foundation to prevent flooding, update to sprinkler/fire safety, replacement of windows/doors for safety issues to name a few issues. In addition, a new full-size gym is being added as well as redesigning the entrance and staff area.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Planning & Engineering	\$689,990	\$122,625				
Land & ROW						
Construction	\$3,179,298	\$8,074,928				
Equipment/ Furniture		\$200,000				
Other Costs						
TOTAL	\$3,869,288	\$8,397,553				
Operating Costs			\$100,000	\$100,000	\$100,000	\$100,000

NORTHSIDE PROPERTY YARD DEVELOPMENT	ORIGINAL PROJECT BUDGET	AMENDED PROJECT BUDGET	AMENDED LESS ORIGINAL BUDGET	PROJECT STATUS
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98 Bond Issue:

Northside Property Yard Supplement	945,000	1,292,294	347,294	Completed
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99 Bond Issue:

Northside Property Yard Supplement	-	227,000	227,000	Completed
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14 Bond Issue:

Emergency Power Generators (Phase III Northside)	300,000	300,000	-	Completed
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NORTHSIDE PROPERTY YARD DEVELOPMENT TOTALS	1,245,000	1,819,294	574,294	
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**NORTHSIDE PROPERTY YARD DEVELOPMENT
2014 BOND ISSUE**

PROJECT: EMERGENCY POWER GENERATORS (PHASE III NORTHSIDE)

Project Number: 300401
 Department: Public Works
 Status: Completed
 Original Budget: \$300,000
 Revised Budget: \$300,000

DESCRIPTION:

Emergency generator for Northside Property Yard including all electrical work needed to install generator.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Planning & Engineering	\$50,000					
Land & ROW						
Construction	\$250,000					
Equipment/ Furniture						
Other Costs						
TOTAL	\$300,000					
Operating Costs						

WATER SYSTEM IMPROVEMENTS	ORIGINAL PROJECT BUDGET	AMENDED PROJECT BUDGET	AMENDED LESS ORIGINAL BUDGET	PROJECT STATUS
98 Bond Issue:				
Elmar Drive Water Main Replacement	127,600	-	(127,600)	Completed
Pleasant Street Water Main Replace	95,700	-	(95,700)	Completed
Pleasant Street SW Water Main Replace	95,700	-	(95,700)	Completed
Waterline Cleaning Projects	158,000	285,600	127,600	Completed
Pleasant Street Water Main Replace		374,786	374,786	Completed
99 Bond Issue:				
Nutley Street Water Tank Rehabilitation	235,000	235,000	-	Completed
Wall Street Water Tank Rehabilitation	120,000	120,000	-	Completed
Waterline Cleaning & Lining Projects	230,000	230,000	-	Completed
06 Bond Issue:				
Nutley Street Tank Improvements	184,000	184,000	-	Completed
Frederick Street Tank Improvements	262,000	262,000	-	Completed
Generators for Town Wells	46,000	46,000	-	Cancelled
10 Bond Issue:				
SCADA Monitoring System	75,000	75,000	-	In Progress
Water / Sewer CIP Study	50,000	50,000	-	Completed
St. Romains / Courthouse St. Water Main	403,000	29,000	(374,000)	Completed
Water Line Cleaning & Relining	145,000	145,000	-	Completed
Beulah & Lakeside WMEX	-	112,000	112,000	Completed
Desale Water Main	-	74,000	74,000	Completed
Water Line Replacement Blair Rd NW	-	130,000	130,000	Completed
Water Line Replacement Cherry St. SW	-	58,000	58,000	Completed
Water Line Replacement Nanterry Circle SW	-	55,000	55,000	Completed
12 Bond Issue:				
Water and Sewer Projects	1,590,000	1,185,562	(404,438)	Completed
14 Bond Issue:				
Water and Sewer Projects	500,000	500,000	-	In Progress
16 Bond Issue:				
Water and Sewer Projects	661,159	661,159	-	In Progress
WATER SYSTEM IMPROVEMENT TOTALS				
	4,978,159	4,812,107	(166,052)	

WATER SYSTEM IMPROVEMENTS 2014 & 2016 BOND ISSUE

PROJECT: WATER PROJECTS

Project Number: 300500

Department: Public Works

Status: In Progress

Original Budget: \$500,000 & \$661,159

Revised Budget: \$1,161,159

DESCRIPTION:

These funds will be used to continue working on Water & Sewer Lines needing updates/repair as outlined by the recent Wiley | Wilson study.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
Planning & Engineering						
Land & ROW						
Construction	\$429,138	\$707,021				
Equipment/ Furniture						
Other Costs	\$25,000					
TOTAL	\$25,000	\$707,021				
Operating Costs						

SEWER SYSTEM IMPROVEMENTS	ORIGINAL PROJECT BUDGET	AMENDED PROJECT BUDGET	AMENDED LESS ORIGINAL BUDGET	PROJECT STATUS
98 Bond Issue:				
Glen Avenue Sewer Relining	69,100	69,100	-	Completed
Wolftrap Sewer Relining	62,500	62,500	-	Completed
Wolftrap Creek Sewer Relining	91,400	91,400	-	Completed
99 Bond Issue:				
Sanitary Sewer Sliplining Projects	346,000	296,000	(50,000)	Completed
Holmes/Sharon Sewer Rehab		50,000	50,000	Completed
10 Bond Issue:				
Water / Sewer CIP Study	50,000	50,000	-	Completed
Sewer Pipe Relining	160,000	160,000	-	Completed
12 Bond Issue:				
Sewer Push Camera	-	100,000	100,000	Completed
Sewer Pipe Relining	-	295,238	295,238	Completed

SEWER SYSTEM IMPROVEMENT TOTALS	779,000	1,174,238	395,238	
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MAJOR EQUIPMENT SYSTEMS	ORIGINAL PROJECT BUDGET	AMENDED PROJECT BUDGET	AMENDED LESS ORIGINAL BUDGET	PROJECT STATUS
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98 Bond Issue:

Phone System Replacement	133,000	154,600	21,600	Completed
Police 800 Mhz Radio System	30,000	30,000	-	Completed
Traffic Signal Projects	89,000	89,000	-	Completed

99 Bond Issue:

Traffic Signal Upgrade	104,000	104,000	-	Completed
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14 Bond Issue:

Voice Over IP - Phone System	250,000	200,000	(50,000)	Completed
Town-wide Financial and Operational Software	300,000	768,000	468,000	In Progress

MAJOR EQUIPMENT SYSTEM TOTALS	906,000	1,345,600	439,600	
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MAJOR EQUIPMENT SYSTEMS
2014 BOND ISSUE

PROJECT: TOWN-WIDE FINANCIAL AND OPERATIONAL SOFTWARE

Project Number: 300243

Department: Information Technology

Status: In Progress

Original Budget: \$300,000

Revised Budget: \$768,000 (includes reserves for financial systems)

DESCRIPTION:

The monies are for software which will service all financial needs including General Ledger, Accounts Payable, Payroll, Time and Attendance, Cashiering, Real Estate Billing, Utility Billing, Business Licensing, Vehicle Licensing, Budget, and Purchasing. Also a new inclusion of Permitting and project accounting as well as integration with New World Systems for Police Ticket Revenue; Vermont System's RecTrak for Parks and Recreation Revenue; NeoGov for Employee Information integration into Payroll; and DPW's automated Preventative Maintenance for Utility Work Orders.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Planning & Engineering						
Land & ROW						
Construction						
Equipment/ Furniture	\$50,000					
Other Costs	\$559,141	\$158,859				
TOTAL	\$609,141	\$158,859				
Operating Costs			\$45,000	\$45,000	\$45,000	\$45,000

PROJECT MANAGEMENT	ORIGINAL PROJECT BUDGET	AMENDED PROJECT BUDGET	AMENDED LESS ORIGINAL BUDGET	PROJECT STATUS
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98 Bond Issue:	FYE 00	-	78,375	78,375	Completed
	FYE 01	-	88,220	88,220	Completed
	FYE 04 Reserve	-	65,000	65,000	Completed
	FYE 05 Reserve	-	-	-	Completed

PROJECT MANAGEMENT TOTALS	-	231,595	231,595	
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BOND ISSUE COSTS	ORIGINAL PROJECT BUDGET	AMENDED PROJECT BUDGET	AMENDED LESS ORIGINAL BUDGET	PROJECT STATUS
98 Bond Issue:	75,000	75,000	-	Completed
99 Bond Issue:	60,000	60,000	-	Completed
02 Debt Issue:	75,000	75,000	-	Completed
10 Debt Issue:	100,000	100,000	-	Completed
12 Debt Issue:	161,000	111,000	(50,000)	Completed
14 Debt Issue:	200,000	76,347	(123,653)	Completed
16 Debt Issue:	76,517	76,517	-	Completed

BOND ISSUE COST TOTALS	747,517	573,864	(173,653)
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SUMMARY OF CAPITAL PROJECTS FUNDED WITH BOND ISSUES	ORIGINAL PROJECT BUDGET	AMENDED PROJECT BUDGET	AMENDED LESS ORIGINAL BUDGET
STREET IMPROVEMENT TOTALS	9,579,000	10,347,644	768,644
CURB,GUTTER,SIDEWALK TOTALS	1,344,379	1,344,379	-
DRAINAGE IMPROVEMENT TOTALS	3,725,408	2,906,329	(819,079)
POLICE BUILDING TOTALS	1,025,000	1,025,000	-
TOWN HALL IMPROVEMENT TOTALS	2,440,000	2,790,337	350,337
PARK FACILITY IMPROVEMENT TOTALS	5,060,121	5,410,570	350,449
COMMUNITY CENTER IMPROVEMENT TOTALS	5,234,000	5,412,876	178,876
NORTHSIDE PROPERTY YARD DEVELOPMENT TOTALS	1,245,000	1,819,294	574,294
WATER SYSTEM IMPROVEMENT TOTALS	4,978,159	4,812,107	(166,052)
SEWER SYSTEM IMPROVEMENT TOTALS	779,000	1,174,238	395,238
MAJOR EQUIPMENT SYSTEM TOTALS	906,000	1,345,600	439,600
PROJECT MANAGEMENT TOTALS	-	231,595	231,595
BOND ISSUE COST TOTALS	747,517	573,864	(173,653)
TOTALS	37,063,584	39,193,833	2,130,249

GLOSSARY

This section contains definitions, descriptions, acronyms and/or explanations of terminologies, phrases or idioms used within the budget document.

GLOSSARY

ABC Profits Distribution - General Fund Revenue appropriated annually by the Virginia General Assembly to local governments. Source of monies is from the sales at state run alcoholic beverage control stores.

ACAD - Automated Computer Aided Dispatch.

Accrual - The accrual basis of accounting recognizes revenues in the accounting period in which they are earned, while expenses are recognized when the related liability is incurred.

Activity Center - The basic operational organization for which costs are defined and measurable activities or functions are performed.

ADA - American with Disabilities Act.

ADS - Annual Debt Service.

AED - Automated External Defibrillator.

Annual Budget - A budget applicable to a single fiscal year.

Appropriation - A legal authorization granted by the Town Council to make expenditures and to incur obligations for specific purposes. The Town Manager is authorized to transfer budgeted amounts among departments within any fund.

APWA - American Public Works Association.

Assessed Valuation - A valuation set upon real estate or other property by Fairfax County as a basis for levying taxes.

Assessment - The official valuation of property for purposes of taxation.

AWWA - American Water Works Association.

Balance Budget - A budget is balanced when total revenues equal total outlays or expenditures for a fiscal year.

Bonds - Interest-bearing certificates of public indebtedness used to finance the Town's construction projects.

GLOSSARY

BPOL - Business and Professional Occupational License.

Budget - A specific plan which identifies the program of operations for the fiscal year, states the expenditures required to meet the program, and identifies the revenues necessary to finance it. The annual Town budget is established by the Town Council by resolution.

BZA - Board of Zoning Appeals.

CAD - Computer Aided Dispatch.

CAFR - Comprehensive Annual Financial Report - the official annual financial report of the town.

Calendar Year - Twelve months beginning January 1 and ending December 31.

Capital - A category of account codes which identify major expenditures of public funds, beyond maintenance and operating costs, for procurement of items such as vehicles, computer equipment, office furniture, and the acquisition or construction of a needed physical facility.

Capital Equipment - Fixed assets such as automobiles, typewriters, furniture, technical instruments, etc., which have a life expectancy of more than one year and a value over one hundred dollars (\$100).

CDL - Commercial Driver's License.

CIP - Capital Improvement Project.

COG - Washington Metropolitan Council of Governments - an independent, nonprofit association of 17 member governments located in the Washington metropolitan region.

Cost - The amount of money or value exchanged for property or services.

CPR - cardio-pulmonary resuscitation.

Debt - An obligation resulting from the borrowing of money.

Debt Service - The accounting for payments of principal and interest on long-term debt.

GLOSSARY

Debt Service Fund - The fund in which transactions related to the payment of interest and principal on the Town's long term debt are housed.

Delinquent Taxes - Taxes remaining unpaid on or after the date on which a penalty for non-payment is attached.

Department - A separate functional and accounting entity within a certain fund type.

Depreciation - It is a portion of the cost of capital assets that is expensed for asset services used in the operations of a government.

DP - Data Processing.

DS - Debt Service (Fund).

Encumbrance - A reservation of funds for an anticipated expenditure prior to actual payment for an item. Funds usually are reserved or encumbered once a contracted obligation has been signed for an item, but prior to the cash payment actually being disbursed.

Enterprise Fund - Accounts for operations that are financed in a manner similar to private business where the intent is that costs of providing goods and services to the general public on a continuing basis be financed or recovered through user charges. The Town's enterprise funds are the Water & Sewer Fund and the Stormwater Fund.

EOC - Emergency Operations Center.

Expenditure - A decrease in net financial resources. Expenditures include payment in cash for current operating expenses, debt service and capital outlays.

Expenses - Charges incurred, whether paid or unpaid, for operations, maintenance, interest and other charges which are presumed to benefit the current fiscal year.

FICA - Federal Insurance Contributions Act.

Fiduciary Fund - Account for assets held by the Town in a Trustee capacity or as an agent for individuals, private organizations or other governmental units and other funds.

GLOSSARY

Fiscal Year - The Year running from July 1 through June 30, designated by the calendar year in which it ends.

Fixed Assets - Assets of a long-term character which are intended to continue to be held or used. Examples of fixed assets include items such as buildings, vehicles, machinery, furniture, and other equipment.

FT - Full Time.

Fund - A fiscal and accounting entity with a self-balancing set of accounts which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Fund Balance - The excess of a fund's assets over its liabilities and reserves.

FY - Fiscal Year, the twelve months beginning July 1 and ending the following June 30.

GASB - Government Accounting Standards Board.

General Fund - Accounts for the general operations of the Town. This fund accounts for all financial transactions and resources not required to be accounted for in an enterprise fund.

General Obligation Bond - Bond for whose payment the full faith and credit of the Town is pledged.

GF - General Fund.

Goal - A long-range desirable development attained by completing stated objectives within an overall strategy.

Governmental Fund - Account for the expendable financial resources, other than those accounted for in Proprietary and Fiduciary Funds. The Governmental Funds utilize the modified accrual basis of accounting where the measurement focus is upon determination of financial position and changes in financial position, rather than upon net income determination as would apply to a commercial enterprise.

GLOSSARY

GTF - Gang Task Force.

HB 599 - General Fund Revenue appropriated annually by the Virginia General Assembly in support of police services.

HIDTA - High Intensity Drug Trafficking Area.

HVAC - Heating, Ventilation and Air Conditioning.

LED - Light Emitting Diode.

Levy - To impose taxes, special assessments or service charges for support of the Town.

LGIP - Local Government Investment Pool.

Line Item - A specific expenditure category within an agency budget; e.g., rent, travel, telephone, postage, printing and forms, or office supplies. Defined by an objective code number.

LPPCP - Lower Potomac Pollution Control Plant.

Lease-Purchase Agreements - Contractual agreements that are termed leases, but that in substance are purchase contracts.

Licenses & Permits - Documents issued in order to regulate various kinds of businesses and other activity within the community. A degree of inspection may accompany the issuing of a license or permit, as in the case of building permits. In most instances, a fee is charged in conjunction with the issuance of a license or permit, generally to cover all or part of the cost of administration.

MAC - Maple Avenue Commercial Zone Regulations. A new zoning regulation where mixed use properties are developed along the main corridor of The Town.

Major Fund - those funds whose revenues, expenditures/expenses, assets or liabilities are at least 10 percent of the total for their fund category (governmental or enterprise) and 5 percent of the aggregate of all governmental and enterprise funds in total.

MARNIS - Mutual Aid Radio Network Interface System.

MLT - Meals and Lodging Tax.

GLOSSARY

Modified Accrual - The modified accrual basis of accounting is used to record revenues and related assets when they become measurable and available to finance operations of the fiscal period. Accordingly, real and personal property taxes are recorded when billed and licenses, permits and fines are recorded as revenues. Expenditures are recorded as they are incurred.

MUNIS - Tyler Munis enterprise resource planning financial solution.

NCIC - National Crime Information Center.

NVGTF - Northern Virginia Regional Gang Task Force.

Objective - Something to be accomplished in specific well-defined and measurable terms and that is achievable within a specific time frame.

Operating Expenses - Includes the cost of contractual services, supplies, materials and equipment.

Operating Revenues - Town revenues which have been received and set aside to finance current operating expenses.

Ordinance - A formal legislative enactment by the Town Council.

PMARS - Police Mutual Aid Radio System.

Proprietary Fund - Account for operations that are financed in a manner similar to private business enterprises. The Proprietary Funds utilize the accrual basis of accounting where the measurement focus is upon determination of net income, financial position and cash flows.

PT - Part Time.

Public Hearing - A scheduled meeting or time specifically set aside to provide an opportunity for citizens to discuss their feelings about a particular issue. Prior to a public hearing, the scheduled date and time, as well as the subject, must be advertised.

RAD - Rape Aggression Defense.

Reserve - An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a

GLOSSARY

specific future purpose.

Resolution - A special or temporary order of the Town Council.

Retained Earnings - This is the total of all operating surplus since a fund was established. Only the Enterprise and Internal Service Funds report this figure.

Revenue - Revenue is an increase in assets or financial resources which: does not increase a liability; does not represent a repayment of an expenditure already made; does not represent a cancellation of certain liabilities; and does not represent an increase in contributed capital.

Stormwater Fund - Fairfax County charges the residents of Vienna a Stormwater fee on their tax bill. Fairfax County uses a portion of the Vienna tax to provide monitoring and water quality projects outside the Town of Vienna to meet Vienna's requirements included in our stormwater permit. A portion of this fee is used by Vienna for stormwater activities within the Town.

Tax Base - The aggregate value of the items being taxed. The base of the Town's real property tax is the market value of all real estate in the Town.

Tax Rate - The amount of tax stated in terms of a unit of the tax base; i.e., 30 cents per \$100 of real property assessed valuation.

TCP/IP - Transaction Control Protocol/Internet Protocol.

Transfers - The amount of contribution from the General Fund to Capital Projects Funds to fund the acquisition of capital assets. Transfers are also made from the enterprise funds to the General Fund as a reimbursement for administrative support activities. A movement of money from one line item to another, or from personnel to O&M or vice versa.

Unappropriated Fund Balance - Fund balance at close of fiscal year is not included in the annual budget.

VCIN - Virginia Criminal Information Network.

VDOT - Virginia Department of Transportation.

VRS - Virginia Retirement System.

VSMP - Virginia Stormwater Management Program.

GLOSSARY

Water & Sewer Fund - See Enterprise Fund.

Working Capital - The amount of money available for use and the amount of current assets that remains after current liabilities are deducted.

WS - Water and Sewer (Fund).