

Town of Vienna, Virginia



*Hunter's Branch stream restoration highlights the natural beauty
and environmental stewardship efforts within the Town.*

Picture by Adam Kincaid

Fiscal Year 2017-2018 Adopted Budget

TABLE OF CONTENTS

	<u>Page</u>
I. BUDGET MESSAGE	5
II. PROFILE	14
A. Community Snapshot.....	15
B. Organizational Chart.....	16
C. Profile.....	17
D. Core Values.....	30
III. BUDGET AND FINANCIAL SYSTEMS.....	31
IV. BUDGET IN BRIEF.....	50
A. General Fund	51
B. Debt Service Fund	53
C. Water & Sewer Fund	54
D. Stormwater Fund	55
E. All Funds	56
F. All Funds by Department	57
V. REVENUES & EXPENDITURES BY FUND.....	58
A. Revenue - General Fund	59
B. Revenue - Debt Service Fund	61
C. Revenue - Water & Sewer Fund.....	62
D. Revenue - Stormwater Fund.....	63
E. Expenditure - General Fund.....	64
F. Expenditure - Debt Service Fund.....	67
G. Expenditure - Water & Sewer Fund	68
H. Expenditure - Stormwater Fund	70
VI. EXPENDITURES BY DEPARTMENT	
<u>Legislative</u>	72
11110 Town Council	75
11120 Town Clerk	77
11130 Boards & Commissions	80
11140 Vienna Public Art Commission	89
11150 Donations and Contributions.....	92
<u>Administration</u>	94
11211 Town Manager	97
11221 Legal Services	100
11222 Human Resources	103
11251 Information Technology	112
11255 Risk Management	116
11260 Public Information	120

<u>Finance</u>	125
11231 Revenue Operations	128
11241 Finance Administration	133
11243 Disbursement Operations	138
11253 Purchasing	142
11270 Data Processing	146
11271 Central Services	148
11275 Gang Task Force (GTF)	151
<u>Police</u>	157
13110 Police Administration	160
13130 Traffic	165
13140 Communications	168
13180 Patrol	172
13181 Personnel, Property & Animal Control	175
13182 Investigations	179
13185 Community Services	183
<u>Fire and Rescue</u>	186
13220 Volunteer Fire Department	188
<u>Public Works</u>	190
14110 DPW Administration	193
14120 Street Maintenance	197
14130 General Maintenance	200
14133 Snow Removal	203
14140 Traffic Engineering	206
14150 Vehicle & Equipment Maintenance	209
14230 Sanitation	213
14270 Leaf/Brush	217
14320 Building Maintenance	220
<u>Tax Relief Programs</u>	223
15330 Tax Relief Programs	225
15360 Revitalization Tax Exemption Program	227
<u>Parks & Recreation</u>	229
17110 Parks & Rec Administration	232
17120 Parks Maintenance	235
17130 Community Center	240
17150 Program	244
17155 Special Events	248
17160 Teen Center	251
17250 Historic Preservation	255

<u>Planning & Zoning</u>	258
18110 Planning & Zoning.....	261
<u>Reserves</u>	266
19141 Capital Lease Financing	268
19143 Reserves.....	270
19144 PEG Reserves	272
19150 PC Replacement	274
<u>Debt Service Fund</u>	277
49500 DS Administrative Costs.....	279
49509 2006 G.O. Debt Retirement	281
49510 2010 Bonds Retirement.....	283
49512 2012 G.O. Bonds Retirement.....	285
49514 2014 G.O. Bonds Retirement.....	287
49516 2016 G.O. Bonds Retirement.....	289
49590 Equipment Replacement.....	291
49599 Reserve/Future Debt Service	293
<u>Water & Sewer Fund</u>	295
50111 Water Services	297
50112 Water Meter Maintenance & Reading.....	302
50113 Billing/Customer Service	306
50114 Sewer Services	310
50141 Interfund Transfers.....	315
59500 Water & Sewer Fund	317
<u>Stormwater Fund</u>	319
55111 Stormwater Fund Administration.....	321
VII. UNMET NEEDS	325
VIII. PAY PLAN	327
IX. CAPITAL IMPROVEMENTS PROGRAM	331
X. GLOSSARY	376

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 rational for these changes.



July 1, 2017

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 17-18 Operating Budget that becomes effective on July 1, 2017. 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 \$36,337,460, an increase of \$2,509,690 or 7.4% percent above the prior fiscal year.

	Adopted FY 2016-2017 Budget	Adopted FY 2017-2018 Budget	Net Change	Percentage Increase (Decrease)
General Fund	\$ 22,614,320	\$ 24,207,310	\$ 1,592,990	7.0%
Debt Service Fund	\$ 3,605,530	\$ 3,623,560	\$ 18,030	0.5%
Water & Sewer Fund	\$ 7,237,170	\$ 8,123,760	\$ 886,590	12.3%
Stormwater Fund	\$ 370,750	\$ 382,830	\$ 12,080	3.3%
Total	<u>\$ 33,827,770</u>	<u>\$ 36,337,460</u>	<u>\$ 2,509,690</u>	<u>7.4%</u>

GENERAL FUND

The General Fund adopted budget increased 7.0 percent from the adopted FY 2016-17 budget. Excluding the Capital Lease budget, which was not a part of the FY 2016-17 budget, the increase is 4.0 percent for comparable items. The main drivers of the increase were a 3 percent increase in real estate property assessments and a budgeted increase in Parks and Recreation revenue as the new community center comes online in the fall. Expenses increased due to merit increases and market adjustments of 3.0 percent plus the results of a classification and compensation study for employees, a 10 percent increase in health insurance premiums for the majority of employees, and a 30 percent increase in landfill fees.

Personnel changes are minimal, and consist of a special events coordinator and front counter staff that will be hired once the renovated community center operations ramp up, and a planner to address Council initiatives for zoning changes.

Adopted Budget Message
July 1, 2017
Page 3 of 7

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 2016-2017 Budget	Adopted FY 2017-2018 Budget	Net Change	Percent Increase (Decrease)
Legislative	\$ 425,900	\$ 434,110	\$ 8,210	1.9%
Administration	\$ 2,763,740	\$ 2,798,910	\$ 35,170	1.3%
Finance	\$ 1,583,350	\$ 1,652,680	\$ 69,330	4.4%
Police	\$ 6,476,930	\$ 6,491,140	\$ 14,210	0.2%
Fire and Rescue	\$ 59,710	\$ 60,910	\$ 1,200	2.0%
Public Works	\$ 6,963,620	\$ 7,443,890	\$ 480,270	6.9%
Tax Relief	\$ 242,600	\$ 234,700	\$ (7,900)	-3.3%
Parks & Recreation	\$ 3,094,380	\$ 3,295,270	\$ 200,890	6.5%
Planning & Zoning	\$ 847,050	\$ 964,600	\$ 117,550	13.9%
Transfers & Reserves (1)	\$ 107,040	\$ 781,100	\$ 674,060	629.7%
Computer Replace Reserve	\$ 50,000	\$ 50,000	\$ -	0.0%
PEG Fund	\$ -	\$ -	\$ -	0.0%
Total	<u>\$22,614,320</u>	<u>\$24,207,310</u>	<u>\$1,592,990</u>	<u>7.0%</u>

(1) FY 2017-2018 Proposed Budget includes \$700,000 for capital lease purchases. This change was a budget amendment in FY 2016-2017 and will be added to the budget for FY 2017-2018 and forward.

Legislative

The Legislative budget (Town Council, Boards and Commissions, Town Clerk, Vienna Public Art Commission and Donations and Contributions) increased by \$8,210 or 1.9 percent. The increase is mainly due to the increase in health insurance and market 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 \$35,170 or 1.3

Adopted Budget Message

July 1, 2017

Page 4 of 7

percent. Aside from merit and market increases, software costs increased for required technology upgrades, partially offset by a decrease in Human Resources consulting fees due to the classification and compensation study budgeted in FY 2016-17 that was a one-time item.

Finance

The Finance Department budget increased \$69,330 or 4.4%. This is mainly due to increased software costs due to paying for two financial system maintenance costs for part of the year as the final piece of the new financial reporting system comes online, and merit, market adjustment and health insurance increases for personnel.

Police

The Police Department budget for FY 2017-18 has increased \$14,210 or 0.2 percent over the approved FY 2016-17 budget. This department is largely personnel-driven. Accordingly, the increase is due to changes in salary and benefits relating to the market and merit increases as well as changes in career progression and funding of the local police pension, partially offset by the retirement of some higher-salaried officers.

Fire and Rescue

The Fire and Rescue budget increased by \$1,200 or 2.0%. This is solely due to the increase in the fire grant from the state.

Public Works

The Public Works Department budget for FY 2017-18 increased by \$480,270 or 6.9% percent. Funds were added to the budget to replace previous cuts to asphalt overlay, and landfill fee costs increased by over 30%. The impact of the merit and market adjustment increases also affected the 60 plus employees in the Town's largest department.

Tax Relief Programs

The Tax Relief budget for elderly and handicapped residents includes relief from Property Taxes and Vehicle License fees. The \$7,000 budget decrease is due primarily to house sales to developers or residents who don't qualify for relief. Current exemptions total 202 compared to the previous year's 227, a decrease of 11 percent. The Revitalization Tax Relief budget has decreased as the program has now ended and there are no new entrants. Future expenditures will decline each year.

Parks and Recreation

The Parks and Recreation Department budget totals \$3,094,380; an increase of \$200,890 or 6.5 percent from FY 2016-17 levels. The increase is mainly due to budgeting increased community center staff and a special events coordinator to handle the increased work load when the new community center opens. Staff will not be brought on until community center operations ramp

up to a set level. Additionally, merit and market adjustment increases also affect this department budget.

Planning and Zoning

The Planning and Zoning budget for FY 2017-18 is \$964,600, an increase of \$117,550 or 13.9 percent. The changes are related to salary changes: two positions reclassified from the compensation study, the addition of a planning position to handle increased Council initiatives, plus cost increases due to merit and market adjustment increases.

Transfers and Reserves

The addition of \$700,000 budgeted Capital Lease purchases partially offset by small decreases in other reserves account for the \$674,060 increase in this department.

General Fund Revenues

Budgeted General Fund Revenue for FY 2017-18 was adjusted to add revenue from Capital Lease proceeds that was not budgeted in the fund for FY 2016-17. Exclusive of this change, budgeted General Fund Revenue increased \$892,990, or 3.9 percent. Holding the real estate tax rate constant at \$0.2250 per \$100 assessed value combined with assessment increases of 3 percent resulted in real estate property taxes increasing by \$412,500 or 4 percent. Additionally, other local taxes increased by 3.6 percent due to increases in budgeted Professional and Educational Grants (PEG) fees, Fiber Optic fees and Tobacco Taxes due to a \$0.10 cent (13 percent) a pack tax increase. Additionally, Parks and Recreation fees increased by \$140,000 or 23.5 percent in anticipation of increased revenues from new programs at the renovated and expanded community center.

As noted above, total taxable assessed values grew by 3 percent over that of last year. Total residential assessed values grew by 2.9 percent and non-residential assessed values increased by 4.6 percent due to commercial redevelopment which continued in FY 2017-18. Approximately \$240,688 of the \$412,500 increase in real estate tax is due to net new construction.

Residential assessments account for about 81 percent of the Town's taxable values, down from 82 percent last year.

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 2015-16. Payments for that Bond are now in the budget for the fund. 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 2017-18 will be \$21,174,000, the equivalent of less than 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 \$8,123,760, an increase of \$886,590 or 12.3 percent. The main drivers of the increase are increased sewer treatment costs for DC WASA due to an 11 percent rate increase and an almost 38 percent increase in sewer flows. Additional increases come from the impact of the classification and compensation study and market and merit increases to personnel costs. These costs are offset by increased tap fees and sale of water meter fees in FY 2017-18 to match Fairfax County fees.

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

	FY 2016-2017 Actual	FY 2017-2018 Adopted	Net Change
Average Residential Equalization Assessment	\$ 677,532	\$ 697,030	\$ 19,498
Tax Bill	\$ 1,524	\$ 1,568	\$ 44
Proposed Tax Rate	22.50 Cents	22.50 Cents	00.00 Cents
Annual Water and Sewer Charges <i>assumed at 16K gallons per qtr</i>	\$ 764.64	\$ 764.64	\$ -

Source: Fairfax County's 2016 Town of Vienna Assessment Reports.

STORMWATER FUND

Established four years ago, the Stormwater Fund accounts for funds Fairfax County collects from Town residents. Fairfax County currently collects two and one-half cents from homeowners to comply with stormwater requirements from the State. The Town receives a portion of these funds each year, and we partner with Fairfax County on stormwater projects that directly impact the Town. One such project is included in the

stormwater budget. It is jointly-funded through local jurisdictions and Virginia DEQ. The budget for FY 2017-18 increased by \$12,080 or 3.3 percent to account for increases in merit pay, market adjustment and health insurance, plus slight increases for other program costs.

CAPITAL IMPROVEMENT PROJECT FUND

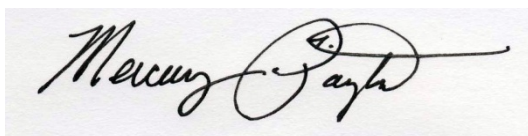
The Town has included in this budget its financial projections for the capital fund. Within the capital improvement fund the forecast is projected through 2034 for capital project expenditures including funding streams. The addition of an Unmet Needs report allows for thoughtful prioritization and planning.

SUMMARY

We are seeing continued, modest growth in the Town's property values due to continued residential re-building activity. The passage of the Maple Area Corridor (MAC) ordinance in FY 2016-17 is attracting developers to commercial renovation projects along the Town's main business thoroughfare, plus an addition in 2017 to our largest property at the Navy Federal Credit Union added to the commercial real estate tax base. Meals and Lodging Tax revenues and General Fund revenues have grown in the past year, indicating a continuing positive growth 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 in most cases. 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 fourth year of use and is proving to be a valuable tool for both internal management and Council planning. 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 long horizontal stroke extending from the end.

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, 2016

A handwritten signature in black ink, reading "Jeffrey R. Emer".

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, 2016. 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.

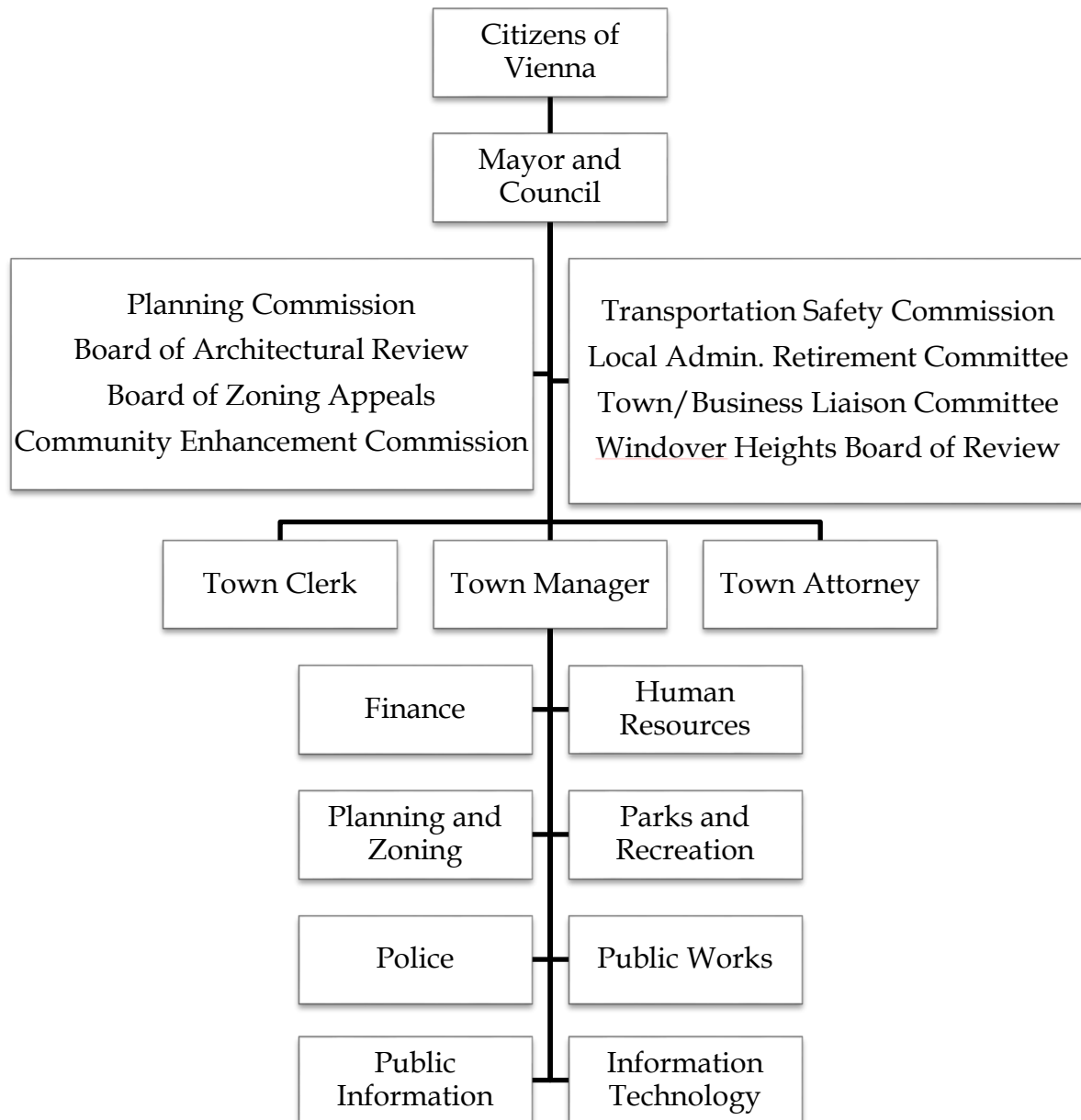
The award is valid for a period of one year only. We believe our current budget continues to conform to the program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

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 (2013)	683
NUMBER OF DOG LICENSES	1,581
WATER CUSTOMERS	
IN TOWN	5,600
OUT OF TOWN	3,600

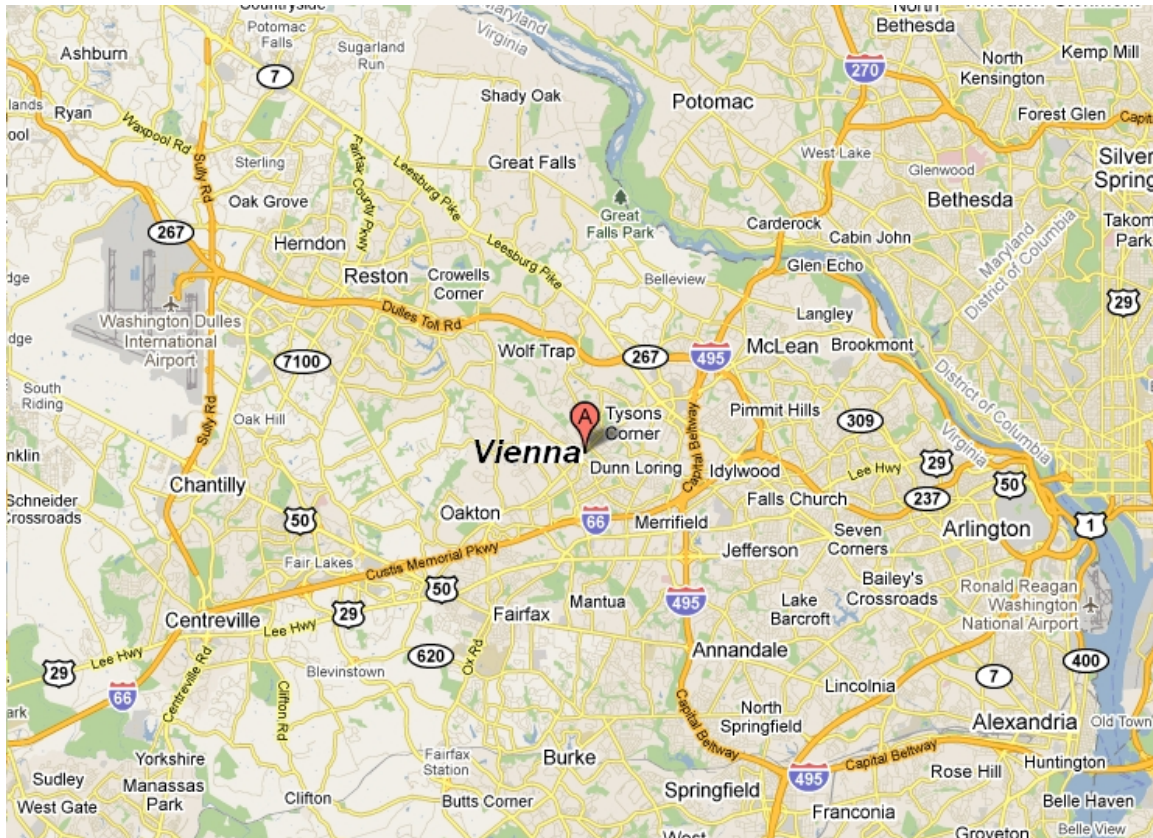
ORGANIZATIONAL CHART



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
Pasha M. Majdi
Douglas Noble
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 16th consecutive year, Vienna has been named a Tree City USA community by the Arbor Foundation for its commitment to urban forestry.

The Town was 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 2016. In addition, the Town has received the Distinguished Budget Presentation Award from GFOA for every fiscal year since fiscal year ending 1994.

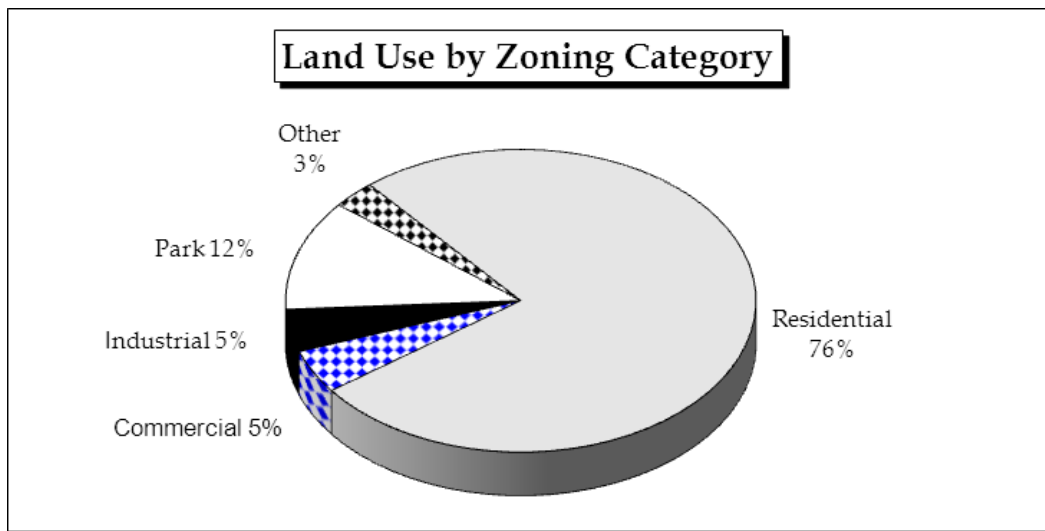
PROFILE

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.

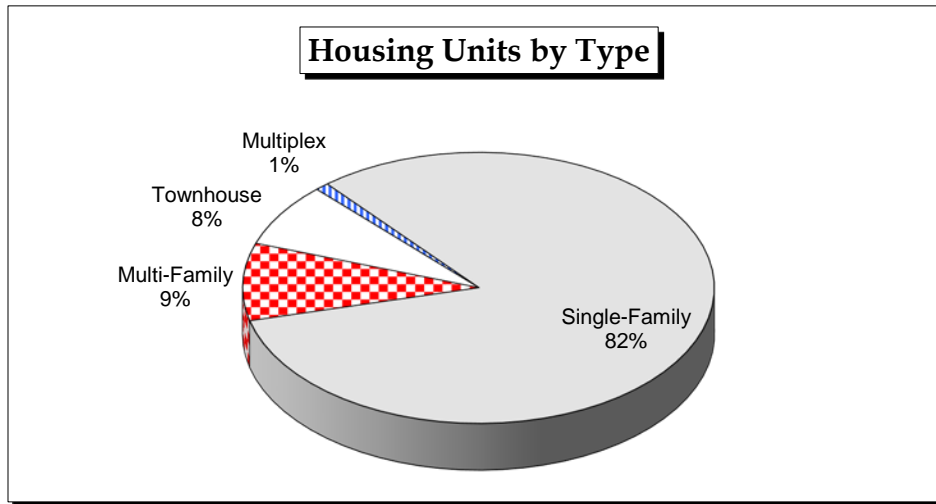
LAND AREA (SQUARE MILES)**4.409**

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

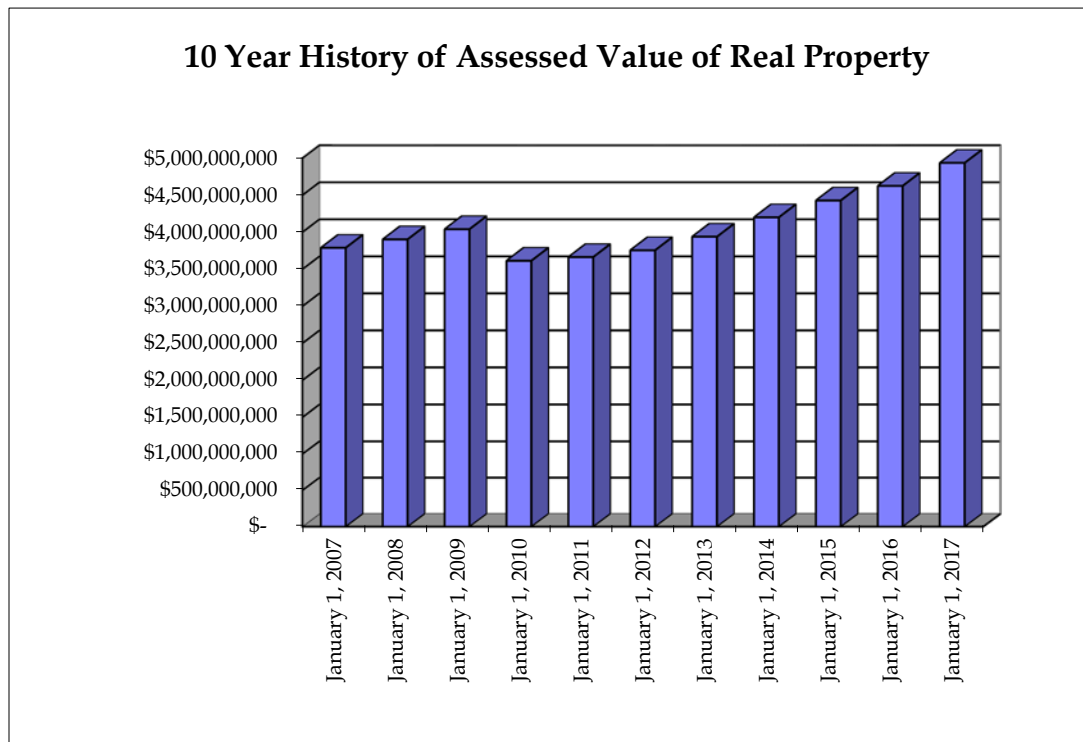
PROFILE



ASSESSED VALUES

<i>Fiscal Year</i>	<i>Actual Value</i>
January 1, 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
January 1, 2017	4,936,293,224

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	Percentage of	
	2016 Assessed Valuation	Total Assessed Valuation
Navy Federal Credit Union	\$ 146,589,800	3.31%
GI TC 801 Follin Lane	84,316,150	1.90%
Vienna Park LLC	34,947,350	0.79%
Maple Avenue Shopping	31,314,640	0.71%

PROFILE

Maryland Gardens Ltd.		
Partnership	21,570,740	0.49%
Vienna Shopping Center, LP	20,372,120	0.46%
P. Daniel & Diana S. Orlich	16,612,490	0.38%
Frank Zafren & Alec Jacobson, Tr.	15,203,330	0.34%
AN WG Vienna LP	15,093,430	0.34%
GRI Cedar Park LLC	11,752,370	0.27%
BFH Danor Plaza	11,582,590	0.26%
Westwood Country Club	11,122,150	0.25%
Swart Vienna LLC	10,115,260	0.23%
Cubesmart L P	9,641,560	0.22%
Jades Enterprises	6,926,250	0.16%

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
Whole Foods Market Group	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
The Hope Center for Advanced Veterinary Medicine	100 to 249
U.S. Postal Service	50 to 99

SOURCE: VIRGINIA EMPLOYMENT COMMISSION

PROFILE

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.

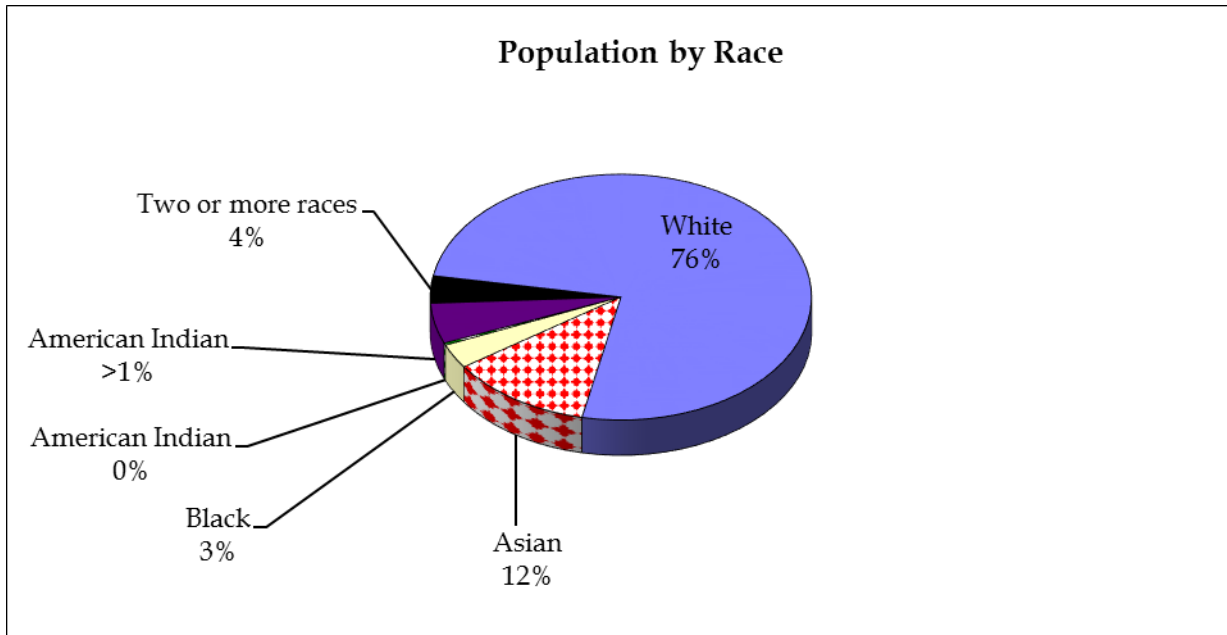
<i>Historical and Projected Growth</i>
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Year	Population
1930	317
1940	1,237
1960	11,140
1970	17,152
1980	15,469
1990	14,852
1995	15,099
2000	14,453
2010	15,687
2014	16,173
2025	16,906

<i>Population by Race</i>	Percent
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White	75.50%
Asian	12.10%
Black	3.20%
American Indian	0.30%
Other	5.30%
Two or more races	3.60%

PROFILE



<i>Distribution by Age</i>	
Age	Number
0-10yrs.	13.90%
10-19	13.70%
20-34	14.30%
35-44	14.70%
45-54	17.50%
55-64	12.80%
65-74	6.90%
Over 75	6.20%

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.

PROFILE

Comparison of Personnel by Department				
Department	Division	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
<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	2.00	2.00	2.00
	Information Technology	4.00	4.00	4.00
	Subtotal	11.50	11.50	11.50
<i>Finance</i>	Revenue Operations	4.00	5.00	4.00
	Administration	3.625	3.625	4.00
	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	13.25	14.25	13.63
<i>Police</i>	Administration	3.00	3.00	3.00
	Traffic	6.00	6.00	6.00
	Communications	10.00	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	51.00	51.00	51.00
<i>Public Works</i>	Administration	6.50	8.00	7.00
	Street Maintenance	13.00	14.00	14.00
	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	54.50	57.00	56.00
<i>Parks and Recreation</i>	Administration	4.75	5.00	6.00
	Parks Maintenance	10.00	10.00	10.00
	Community Center Operations	4.00	4.00	4.00
	Teen Center	1.80	2.00	2.00
	Subtotal	20.55	21.00	22.00

PROFILE

Department	Division	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
<i>Planning and Zoning</i>	Planning and Zoning	7.00	7.00	8.00
Subtotal		7.00	7.00	8.00
	GENERAL FUND TOTAL	160.80	164.75	163.13
<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	180.80	184.75	185.13

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 17-18 BUDGET PREPARATION SCHEDULE	
ACTIVITY	DATE
Budget Calendar Distributed to Town Council	October 24, 2016
Distribution of Budget Preparation Packet - All Departments	December 2, 2016
Community Donations & Civic Input Response Deadline	December 9, 2016
Mid-Year Budget Review by Town Council	January 23, 2017
Budget Requests Submitted to Finance	January 23, 2017
Department Heads meet with Budget Committee	Week of February 13, 2017
Department Heads meet with Town Manager	Week of February 21, 2017
Distribution of Proposed Budget to Town Council	March 8, 2017
Budget Work Sessions - Town Council	March 18 and 20, April 3, 2017
Public Hearing on Proposed Budget Public Hearing on the Proposed Water and Sewer Rates	April 17, 2017
Public Hearing on Proposed Tax Rate	April 24, 2017
Adoption of Budget - Town Council	May 8, 2017

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 17-18 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 FY17. Adopted budget includes some additional expenses.
- Incorporate a 10% increase in Health Care expenses for the Town and employees only for employees on Local Choice Anthem.
- Two positions were added: Parks and Recreation Special Events Coordinator and Planner for Planning and Zoning.
- All permanent employees received a 1.1% market adjustment and those employees eligible for performance reviews received 2% merit if expectations were met.
- Property assessments to increased an overall 3%.
- There were no changes to the water & sewer rates – a rate study will be conducted during FY17-18, 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:

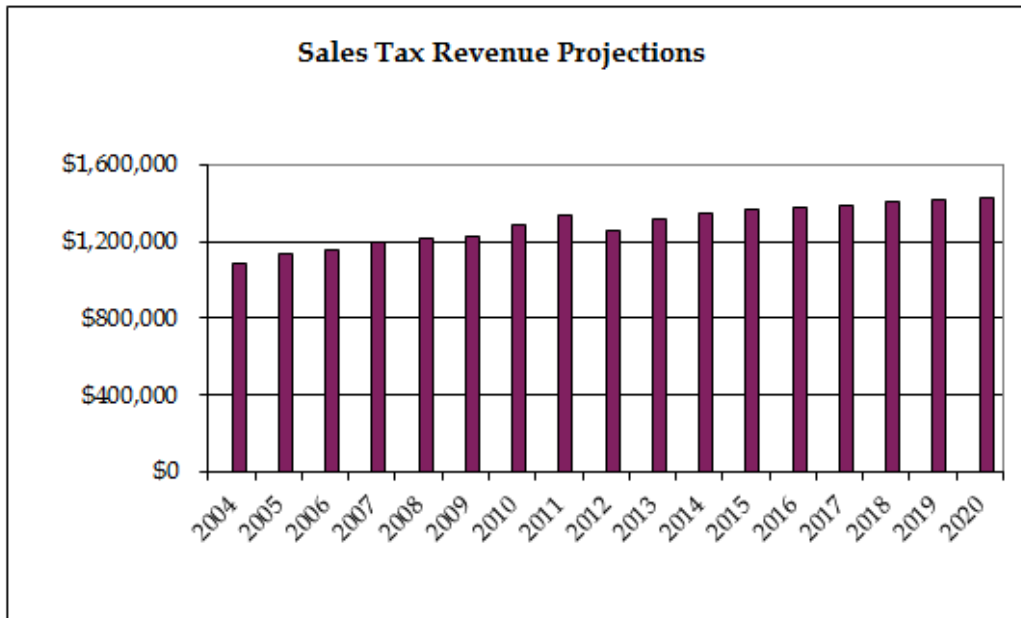
- **Informed/Experienced Opinion:** Prepared in consultation with the applicable department head to identify trends and rising conditions
- **Pass Through:** Estimates received from the revenue source (i.e., Commonwealth of Virginia)
- **Mathematical:** Revenues determined through use of standardized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

GENERAL FUND REVENUE PROJECTIONS

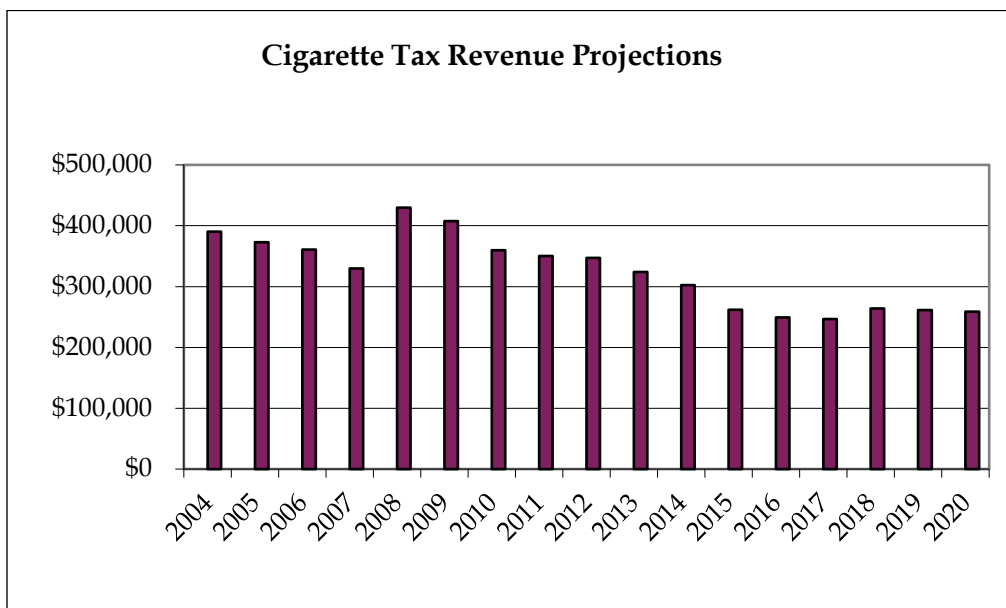
Real Estate Taxes are the largest source of revenue for the Town. During the recession and recovery, Vienna was fortunate as it did not experience the large declines in property assessments that our neighboring jurisdictions did. In 2017, the average residential assessments increased by 2.74% over 2016 while the average commercial assessment increased by 4.09%. 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

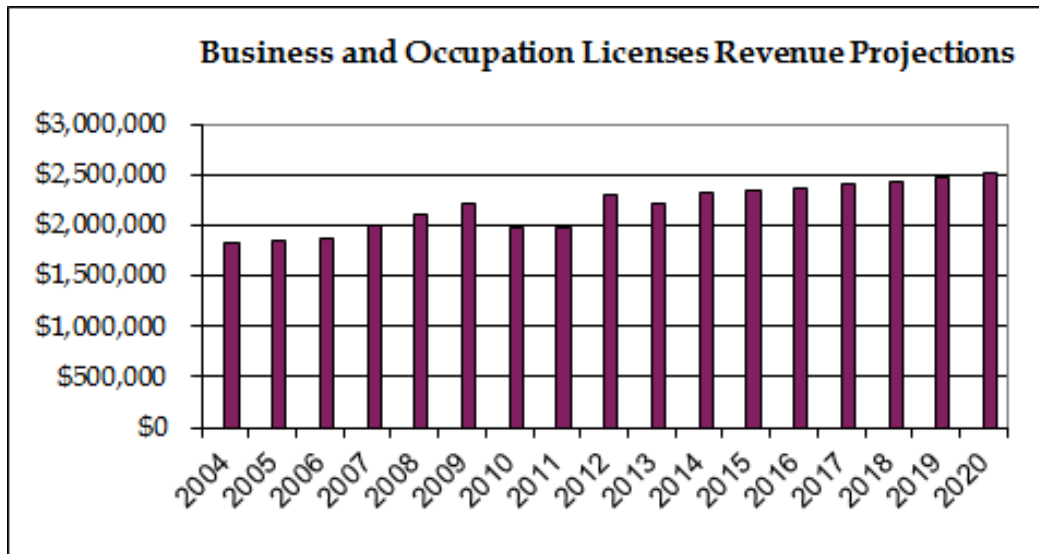


The Town of Vienna is part of the Northern Virginia Cigarette Tax Board, a consortium of 14 area jurisdictions formed for the purpose of collecting and disseminating cigarette tax revenues. Overall, historical pack sales have declined in both Vienna and the Northern Virginia area. The Town of Vienna increased the tobacco tax starting July 1, 2017 from \$0.75 to \$0.85. This increase is projected to provide an additional \$20,000 in revenue.



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

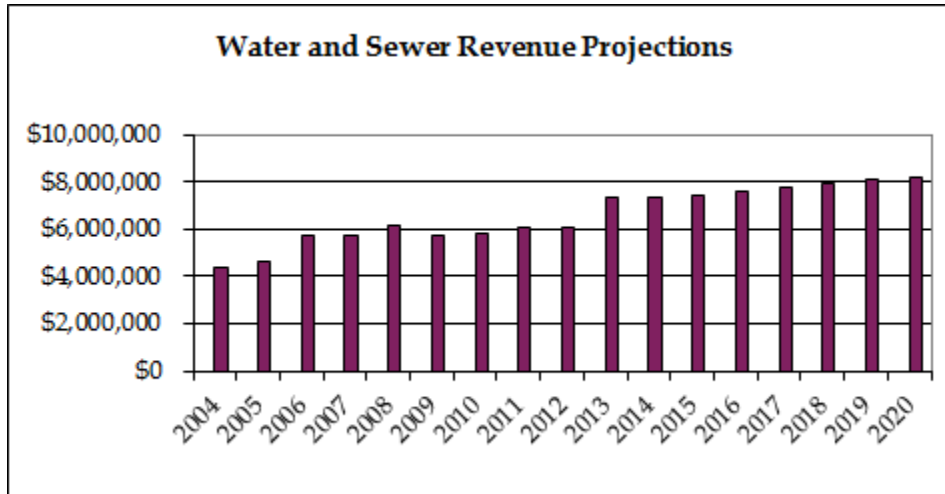
Charges for water and sewer usage and fees are directly related to the costs associated with them. Within the Water and Sewer Fund, rates have been set at the levels necessary to fully support the activities of this operation. These rates were last adjusted in July 2016.

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

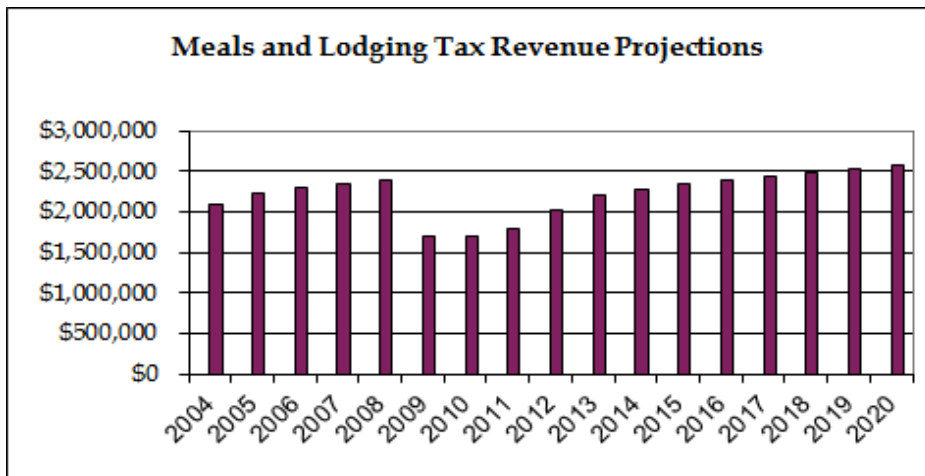
BUDGET AND FINANCIAL SYSTEMS

initiatives. A new rates study is being conducted in FY18 to review the above initiatives and to look at new costs that are being incurred.



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, two new restaurants and 108 new businesses opened.

Historical revenue data from the comprehensive annual reports show a five year historical high of 9% and low of 3%. The ten-year average is a revenue increase of 4% and the last 5 years average is 6% 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 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

Debt Service Payments in FY 17-18				
Issue	Fund	Principal	Interest	Total
06 Bonds	Debt Service	\$297,000	\$46,094	\$343,094
	Water & Sewer	\$33,000	\$5,122	\$38,122
10 Bonds	Debt Service	\$275,705	\$92,662	\$368,367
	Water & Sewer	\$59,295	\$19,928	\$79,223
12 Bonds	Debt Service	\$315,000	\$74,025	\$389,025
	Water & Sewer	\$105,000	\$24,675	\$129,675
14 Bonds	Debt Service	\$403,351	\$107,975	\$511,326
	Water & Sewer	\$33,649	\$9,490	\$43,139
16 Bonds	Debt Service	\$373,500	\$160,223	\$533,723
	Water & Sewer	\$41,500	\$17,802	\$59,302
Total		\$1,937,000	\$557,996	\$2,494,966

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, 2016 is as follows:

Assessed Value of Real Property, January 1, 2016:	\$4,571,991,730
Debt Limit: Ten Percent (10%) of Assessed Value:	\$457,199,173
Amount of Debt Applicable to Debt Limit:	
General Obligation Bonds:	<u>\$24,215,586</u>
Total amount of Debt applicable to Debt Limitation:	<u>\$24,215,586</u>
Legal Debt Margin:	<u>\$432,983,587</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 17-18 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 16-17 and FY 17-18 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

BUDGET AND FINANCIAL SYSTEMS

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 & 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 13-14 Actual</i>	<i>FY 14-15 Actual</i>	<i>FY 15-16 Actual</i>	<i>FY 16-17 Adopted</i>	<i>FY 17-18 Adopted</i>
Beginning Fund Balance	\$9,009,761	\$8,382,681	\$9,186,445	\$8,158,336	\$7,608,336
Revenues	\$22,189,969	\$23,277,717	\$24,099,810	\$22,064,320	\$23,591,310
Expenditures	\$22,817,049	\$22,473,953	\$25,127,919	\$22,614,320	\$24,207,310
Revenues Less Expenditures	(\$627,080)	\$803,764	(\$1,028,109)	(\$550,000)	(\$616,000)
Ending Fund Balance	\$8,382,681	\$9,186,445	\$8,158,336	\$7,608,336	\$6,992,336

Historical Data General Fund Reserve Balances		
<i>Year Ending June 30</i>	<i>Ending Balance Revenue Collection</i>	<i>Undesignated Fund Reserves</i>
2016	\$24,099,810	\$4,447,066
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

BUDGET AND FINANCIAL SYSTEMS

Fund Balance Summary Water and Sewer Fund					
	<i>FY 13-14 Actual</i>	<i>FY 14-15 Actual</i>	<i>FY 15-16 Actual</i>	<i>FY 16-17 Adopted</i>	<i>FY 17-18 Adopted</i>
Beginning Retained Earnings	\$7,470,330	\$6,701,057	\$8,765,336	\$9,371,855	\$9,371,855
Operating Income and Transfers	\$7,681,756	\$8,945,838	\$6,686,969	\$7,237,170	\$8,123,760
Operating Expenses and Transfers	\$8,451,029	\$6,881,559	\$7,293,488	\$7,237,170	\$8,123,760
Net Income (Loss)	(\$769,273)	\$2,064,279	\$606,519	\$0	\$0
Ending Retained Earnings	\$6,701,057	\$8,765,336	\$9,371,855	\$9,371,855	\$9,371,855

Water and Sewer Fund Reserve Balances		
<i>Year Ending June 30</i>	<i>Ending Balance Revenue Collection</i>	<i>Retained Earnings Balance</i>
2016	\$6,686,969	\$9,371,855
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

BUDGET AND FINANCIAL SYSTEMS

Fund Balance Summary Debt Service Fund					
	<i>FY 13-14 Actual</i>	<i>FY 14-15 Actual</i>	<i>FY 15-16 Actual</i>	<i>FY 16-17 Adopted</i>	<i>FY 17-18 Adopted</i>
Beginning Balance	\$4,562,958	\$4,928,551	\$4,922,622	\$6,348,055	\$6,348,055
Revenues and Transfers	\$4,008,405	\$2,696,844	\$4,401,245	\$3,605,530	\$3,623,560
Expenditures	\$3,642,812	\$2,702,773	\$2,975,812	\$3,605,530	\$3,623,560
Revenues Less Expenditures	\$365,593	(\$5,929)	\$1,425,433	\$0	\$0
Ending Fund Balance	\$4,928,551	\$4,922,622	\$6,348,055	\$6,348,055	\$6,348,055

Historical Data Debt Service Fund Reserve Balances		
<i>Year Ending June 30</i>	<i>Ending Balance Revenue Collection</i>	<i>Undesignated Fund Reserves</i>
2016	\$4,401,245	\$6,348,055
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

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

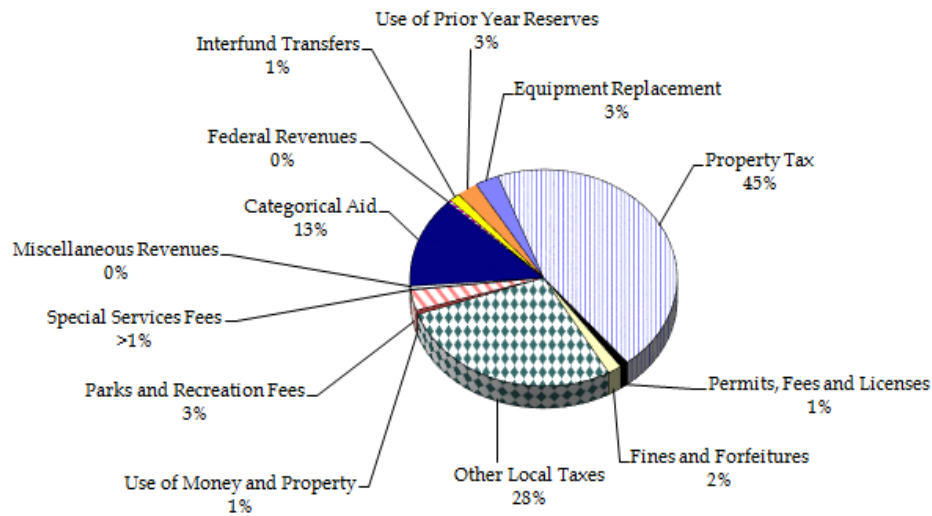
GENERAL FUND

Revenues	Actuals FY 15-16	Adopted FY 16-17	Adj. Budget FY 16-17	Est. Actuals FY 16-17	Adopted FY 17-18	Net Change
Property Tax <i>(FY 17-18: proposed \$.2250 per \$100 of assessed valuation)</i>	10,113,173	10,427,500	10,427,500	10,603,710	10,840,000	412,500
Other Local Taxes	6,835,191	6,451,000	6,451,000	6,635,370	6,681,000	230,000
Permits, Fees and Licenses	249,008	246,200	246,200	225,050	242,200	-4,000
Fines and Forfeitures	351,242	462,500	462,500	409,500	409,000	-53,500
Use of Money and Property	127,092	136,000	136,000	123,890	152,000	16,000
Parks and Recreation Fees	536,162	595,000	595,000	417,850	735,000	140,000
Special Services Fees	35,896	30,000	30,000	32,320	35,000	5,000
Miscellaneous Revenues	847,866	156,000	208,425	253,255	109,800	-46,200
Categorical Aid	3,275,468	3,203,210	3,203,210	3,270,600	3,278,410	75,200
Non Categorical Aid	60	0	0	1,130	0	0
Federal Revenues	128,650	113,500	113,500	120,650	85,000	-28,500
Interfund Transfers	-630,523	243,410	243,410	243,410	323,900	80,490
Use of Prior Year Reserves	44,590	550,000	730,431	180,431	616,000	66,000
Equip. Repl. Reserve/PEG	700,000	0	4,500	520,710	700,000	700,000
TOTAL	22,613,876	22,614,320	22,851,676	23,037,876	24,207,310	1,592,990

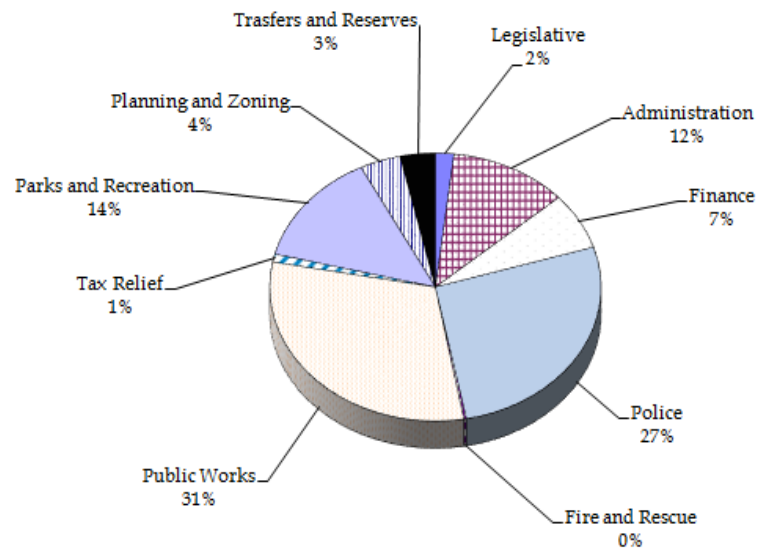
Expenditures	Actuals FY 15-16	Adopted FY 16-17	Adj. Budget FY 16-17	Est. Actuals FY 16-17	Adopted FY 17-18	Net Change
Legislative	405,566	425,900	425,900	431,575	434,110	8,210
Administration	2,402,395	2,763,740	2,891,573	2,819,017	2,798,910	35,170
Finance	1,795,044	1,583,350	1,593,350	1,577,590	1,652,680	69,330
Police	6,398,850	6,476,930	6,563,495	6,534,119	6,491,140	14,210
Fire and Rescue	77,015	59,710	59,710	60,910	60,910	1,200
Public Works	6,878,556	6,963,620	6,970,820	6,916,045	7,443,890	480,270
Tax Relief	239,831	242,600	242,600	243,150	234,700	-7,900
Parks and Recreation	3,520,895	3,094,380	3,136,485	2,992,320	3,295,270	200,890
Planning and Zoning	769,898	847,050	896,698	888,210	964,600	117,550
Transfers and Reserves	1,109,345	157,040	642,395	570,710	831,100	674,060
TOTAL	23,597,395	22,614,320	23,423,026	23,033,646	24,207,310	1,592,990

BUDGET IN BRIEF

GENERAL FUND REVENUES



GENERAL FUND EXPENDITURES



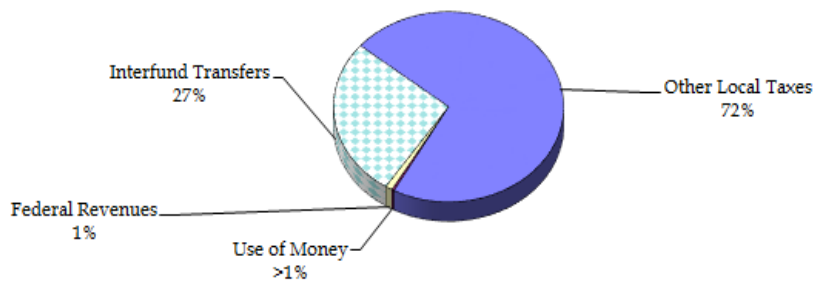
BUDGET IN BRIEF

DEBT SERVICE FUND

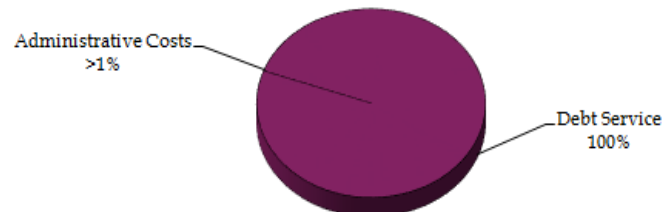
Revenues	Actuals FY 15-16	Adopted FY 16-17	Adj. Budget FY 16-17	Est. Actuals FY 16-17	Adopted FY 17-18	Net Change
Other Local Taxes	2,520,856	2,550,000	2,550,000	2,500,000	2,600,000	50,000
Use of Money	14,159	6,000	6,000	13,000	12,000	6,000
Miscellaneous Receipts	120	0	0	0	0	0
Federal Revenues	32,541	35,010	35,010	35,010	36,000	990
Interfund Transfers	1,833,567	1,014,520	1,014,520	1,014,520	975,560	-38,960
TOTAL	4,401,243	3,605,530	3,605,530	3,562,530	3,623,560	18,030

Expenditures	Actuals FY 15-16	Adopted FY 16-17	Adj. Budget FY 16-17	Est. Actuals FY 16-17	Adopted FY 17-18	Net Change
Administrative Costs	118	300	300	300	300	0
Debt Service	2,975,692	3,605,230	3,605,230	3,544,230	3,623,260	18,030
TOTAL	2,975,810	3,605,530	3,605,530	3,544,530	3,623,560	18,030

DEBT SERVICE REVENUES



DEBT SERVICE EXPENDITURES



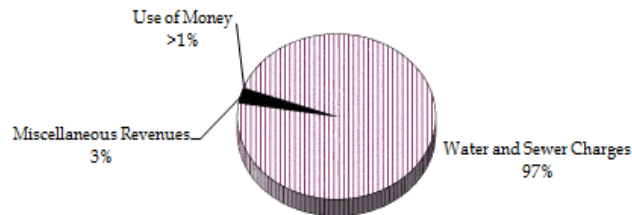
BUDGET IN BRIEF

WATER AND SEWER FUND

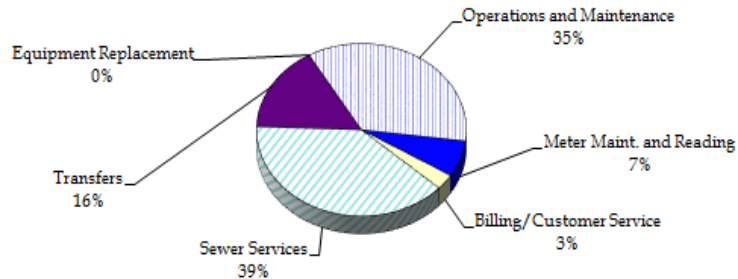
Revenues	Actuals FY 15-16	Adopted FY 16-17	Adj. Budget FY 16-17	Est. Actuals FY 16-17	Adopted FY 17-18	Net Change
Use of Money	6,029	4,000	4,000	6,230	6,000	2,000
Water and Sewer Charges	6,902,606	7,108,170	7,265,170	7,767,930	7,880,000	771,830
Miscellaneous Revenues	261,234	125,000	125,000	330,510	237,760	112,760
Interfund Transfer/Prior Yr	214,385	0	7,850	289,850	0	0
TOTAL	7,384,254	7,237,170	7,402,020	8,394,520	8,123,760	886,590

Expenditures	Actuals FY 15-16	Adopted FY 16-17	Adj. Budget FY 16-17	Est. Actuals FY 16-17	Adopted FY 17-18	Net Change
Water Operations	2,374,245	2,724,500	2,869,350	2,818,600	2,876,440	151,940
Meter Services & Water Qlty	581,911	506,430	526,430	561,900	552,130	45,700
Billing/Customer Service	199,926	215,630	215,630	218,150	235,090	19,460
Sanitary Sewer Operations	2,392,423	2,529,460	2,529,460	3,084,945	3,154,220	624,760
Transfers/Reserves	1,225,801	1,257,930	1,257,930	1,257,930	1,302,460	44,530
Eqmt. Replacement/DS	3,425	3,220	3,220	3,220	3,420	200
TOTAL	6,777,731	7,237,170	7,402,020	7,944,745	8,123,760	886,590

WATER AND SEWER REVENUES



WATER AND SEWER EXPENDITURES



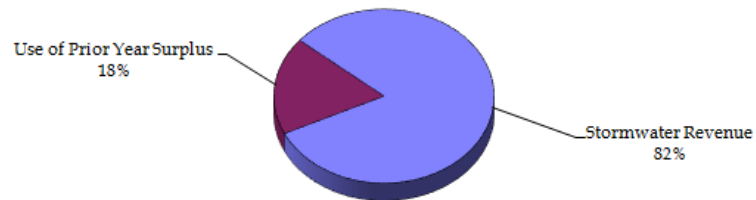
BUDGET IN BRIEF

STORMWATER FUND

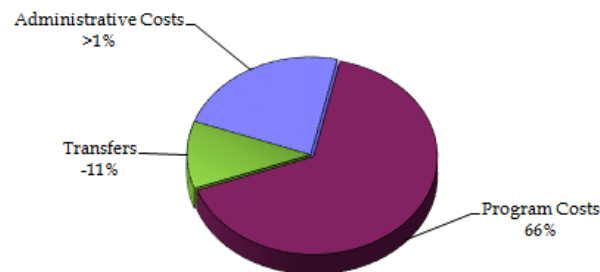
Revenues	Actuals FY 15-16	Adopted FY 16-17	Adj. Budget FY 16-17	Est. Actuals FY 16-17	Adopted FY 17-18	Net Change
Stormwater Revenue	272,394	272,390	272,390	313,170	313,170	40,780
Use of Money	1,904	0	0	1,500	0	0
Permits, Fees and Licenses	0	0	0	0	0	0
Use of Prior Year Surplus	0	98,360	98,360	0	69,660	-28,700
TOTAL	274,298	370,750	370,750	314,670	382,830	12,080

Expenditures	Actuals FY 15-16	Adopted FY 16-17	Adj. Budget FY 16-17	Est. Actuals FY 16-17	Adopted FY 17-18	Net Change
Personnel Expenses	46,904	98,830	98,830	98,890	112,730	13,900
Program Costs	226,723	325,000	325,000	268,920	325,000	0
Transfers	0	-53,080	-53,080	-53,080	-54,900	-1,820
TOTAL	273,627	370,750	370,750	314,730	382,830	12,080

STORMWATER REVENUES



STORMWATER EXPENDITURES

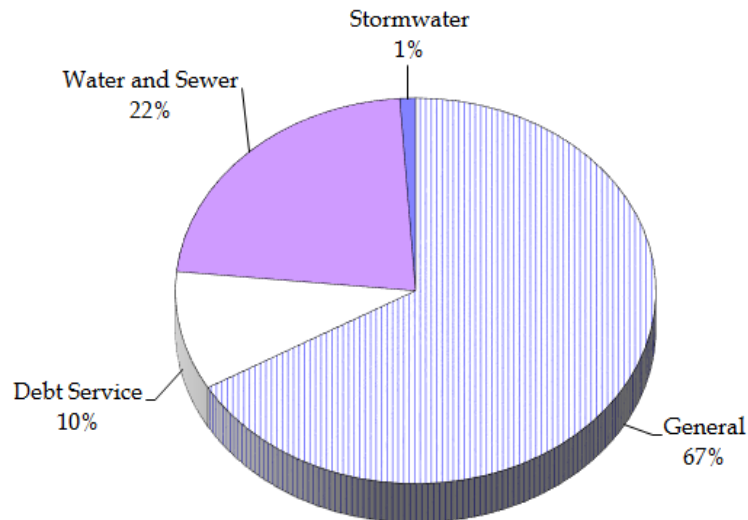


BUDGET IN BRIEF

ALL FUNDS

FUND	Actuals FY 15-16	Adopted FY 16-17	Adj. Budget FY 16-17	Est. Actuals FY 16-17	Adopted FY 17-18	Net Change
General	23,597,395	22,614,320	23,423,026	23,033,646	24,207,310	1,592,990
Debt Service	2,975,810	3,605,530	3,605,530	3,544,530	3,623,560	18,030
Water and Sewer	6,777,731	7,237,170	7,402,020	7,944,745	8,123,760	886,590
Stormwater	273,627	370,750	370,750	314,730	382,830	12,080
TOTAL	33,624,563	33,827,770	34,801,326	34,837,651	36,337,460	2,509,690

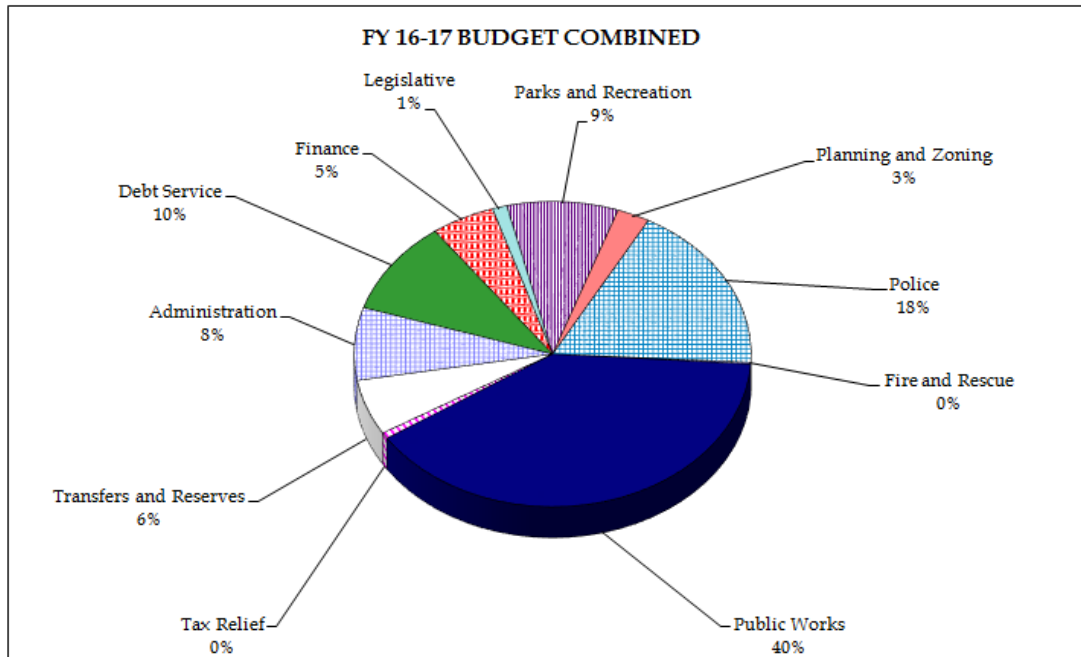
FY 17-18 BUDGET



BUDGET IN BRIEF

ALL FUNDS BY DEPARTMENT

Department	General Fund	Debt Service Fund	Water and Sewer Fund	Stormwater Fund	Grand Total
Administration	2,798,910				2,798,910
Debt Service		3,623,560			3,623,560
Finance	1,652,680		235,090		1,887,770
Legislative	434,110				434,110
Parks and Recreation	3,295,270				3,295,270
Planning and Zoning	964,600				964,600
Police	6,491,140				6,491,140
Fire and Rescue	60,910				60,910
Public Works	7,443,890		6,582,790	382,830	14,409,510
Tax Relief	234,700				234,700
Transfers and Reserves	831,100		1,305,880		2,136,980
TOTAL	24,207,310	3,623,560	8,123,760	382,830	36,337,460



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 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17----- BUDGET ESTIMATED		FY 17-18 ADOPTED	NET CHANGE
31121	REAL ESTATE TAXES	9,652,244	9,987,492	10,300,000	10,472,100	10,710,000	410,000
31122	PRIORYR REAL ESTATE TAXES	21,014	9,726	5,000	10,160	10,000	5,000
31125	PUBLIC SVCE CORP TAXES	85,083	89,544	89,500	94,250	92,000	2,500
31160	PENALTIES AND INTEREST	35,231	26,411	33,000	27,200	28,000	(5,000)
TOTAL	PROPERTY TAXES	9,793,573	10,113,173	10,427,500	10,603,710	10,840,000	412,500
31201	STATE SALES TAX	1,465,129	1,484,216	1,400,000	1,365,000	1,400,000	-
31202	CONSUMER UTILITY TAXES	668,218	659,320	665,000	668,160	665,000	-
31203	BUSINESS LICENSE TAXES	2,252,707	2,218,930	2,300,000	2,296,000	2,320,000	20,000
31205	VEHICLE LICENSE TAXES	368,070	383,469	385,000	375,080	380,000	(5,000)
31206	BANK STOCK TAXES	1,153,976	1,416,573	1,170,000	1,260,000	1,250,000	80,000
31208	TOBACCO TAXES	262,035	249,175	260,000	236,860	260,000	-
31231	LICENSEENFORCEMENTREVENUE	82,280	2,142	1,000	-	-	(1,000)
31240	FIBER-OPTIC FRANCHISE TAX	31,931	32,218	-	32,000	32,000	32,000
31241	TELECOMMUNICATIONS TAX	121,768	121,712	120,000	127,330	125,000	5,000
31242	3% PEG GRANT/MEDIA GEN	173,193	176,431	55,000	177,430	150,000	95,000
31243	UTILITY CONSUMPTION TAX	59,725	55,122	55,000	58,280	59,000	4,000
31285	VLF PENALTY	31,424	35,883	40,000	39,230	40,000	-
TOTAL	OTHER LOCAL TAXES	6,670,455	6,835,191	6,451,000	6,635,370	6,681,000	230,000
31301	ANIMAL LICENSE FEES	15,656	14,097	15,000	13,960	15,000	-
31307	ZONING PERMIT FEES	28,681	22,648	46,300	29,440	35,000	(11,300)
31308	BUILDING PERMIT FEES	58,834	120,928	73,950	95,530	75,000	1,050
31319	SIGN PERMIT FEES	6,625	8,600	7,200	3,400	7,200	-
31323	OCCUPANCY PERMIT FEES	60,770	47,650	58,750	62,000	75,000	16,250
31333	A.R.B. FEES	5,500	5,700	10,000	3,090	5,000	(5,000)
31335	STORMWATER MGT REVIEW FEE	19,250	29,384	35,000	17,630	30,000	(5,000)
TOTAL	PERMITS, FEES, LICENSES	195,316	249,008	246,200	225,050	242,200	(4,000)
31401	COURT FINES	419,832	321,139	450,000	375,270	375,000	(75,000)
31403	COURTHOUSE MTCE FEES	9,534	10,796	12,500	13,230	13,000	500
31425	E-911 FEES	-	19,307	-	21,000	21,000	-
TOTAL	FINES AND FORFETURES	429,366	351,242	462,500	409,500	409,000	(53,500)
31511	DEPOSIT ACCT INTEREST	190	778	-	-	-	-
31512	LGIP ACCT INTEREST	9,652	26,961	-	-	-	-
31513	INVESTMENT EARNINGS	-	-	10,000	42,120	40,000	30,000
31515	N.R.BOND INTEREST	817	2,360	-	-	-	-
31516	SNAP INTEREST	884	1,205	-	-	-	-
31517	RESERVED INTEREST	150	432	-	-	-	-
TOTAL	USE OF MONEY	11,692	31,736	10,000	42,120	40,000	30,000
31521	CONCESSIONS & RENTALS	68,842	11,709	16,000	6,770	50,000	34,000
31525	WTRTANK CELL PHONE RENTAL	164,463	83,647	110,000	75,000	62,000	(48,000)
TOTAL	USE OF PROPERTY	233,305	95,356	126,000	81,770	112,000	(14,000)
TOTAL	USE OF MONEY & PROPERTY	244,997	127,092	136,000	123,890	152,000	16,000
31611	ADULT PROGRAM FEES	53,521	21,797	50,000	28,130	60,000	10,000
31612	YOUTH PROGRAM FEES	266,630	223,029	250,000	134,380	275,000	25,000
31613	CLASS PROGRAM FEES	417,146	291,337	295,000	255,340	400,000	105,000
TOTAL	PARK & REC FEES	737,297	536,162	595,000	417,850	735,000	140,000
31622	STREET CUT INSPECTION FEE	27,620	35,896	30,000	32,320	35,000	5,000
TOTAL	SPECIAL SERVICE FEE	27,620	35,896	30,000	32,320	35,000	5,000
TOTAL	SERVICE CHARGES	764,917	572,058	625,000	450,170	770,000	145,000

TOWN OF VIENNA
ADOPTED REVENUE BUDGET BY FUND

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17----- BUDGET ESTIMATED		FY 17-18 ADOPTED	NET CHANGE
31832	FEDERAL ASSET FORFEITURES	16,858	18,658	-	10,000	-	-
31833	RECYCLING REVENUE	19,409	7,809	-	-	-	-
31834	RESERVED SALE PROCEEDS	144,132	76,606	60,000	78,630	70,000	10,000
31835	FAIRFAX CO. CONTRIBUTION	32,300	32,300	32,300	32,300	32,300	-
31838	TEEN CENTER SALES	988	-	2,500	2,500	2,500	-
31840	DONATIONS	19,642	452,842	26,900	43,020	-	(26,900)
31841	FRIENDS OF VTG DONATIONS	7,000	5,100	-	-	-	-
31842	DONATIONS-SEEMAN MEMORIAL	1,301	(1,301)	-	-	-	-
31843	DONATIONS - EVENING IN WHITE	4,300	17,650	-	-	-	-
31845	VIRGINIA ASSET FOR FUNDS	2,501	86,396	-	10,000	5,000	5,000
31851	ALLEY VACATION FEES	23,194	3,675	-	200	-	-
31852	PROCEEDS -SALE OF ALLEY	1,688	-	-	-	-	-
31898	GO LOCAL FEES	2,575	2,100	-	225	-	-
31899	MISCELLANEOUS RECEIPTS	16,096	9,522	-	36,380	-	-
TOTAL	MISCELLANEOUS REVENUES	291,983	711,356	121,700	213,255	109,800	(11,900)
TOTAL	LOCAL REVENUES	18,390,608	18,959,119	18,469,900	18,660,945	19,204,000	734,100
32207	ROLLING STOCK TAX	29	60	-	1,130	-	-
TOTAL	NON-CATEGORICAL AID	29	60	-	1,130	-	-
32230	COMM. SALES & USE TAX	1,064,575	1,033,059	1,070,000	1,012,400	1,020,000	(50,000)
32410	POLICE SUPPORT (HB599)	388,259	376,084	376,000	388,190	388,000	12,000
32411	H.I.D.T.A GRANT (POLICE)	7,500	1,875	7,500	7,500	7,500	-
32412	VML SAFETY GRANT	-	-	-	-	-	-
32420	STATE FIRE PROGRAM	49,698	49,718	49,710	50,910	50,910	1,200
32430	VDOT STREET MTCE SUPPORT	1,744,964	1,814,732	1,700,000	1,811,600	1,812,000	112,000
32440	ICAC REIMBURSEMENT	2,000	-	-	-	-	-
TOTAL	CATEGORICAL AID	3,256,995	3,275,468	3,203,210	3,270,600	3,278,410	75,200
TOTAL	STATE REVENUES	3,257,024	3,275,528	3,203,210	3,271,730	3,278,410	75,200
33310	GANG TASK FORCE GRANT	75,641	86,196	98,500	98,500	65,000	(33,500)
33321	TRAFFICENFORCEGRANT2010	23,352	16,557	-	7,150	5,000	5,000
33322	TRAFFIC ENFORCE GRANT '11	17,082	25,898	15,000	15,000	15,000	-
TOTAL	FEDERAL REVENUES	116,075	128,651	113,500	120,650	85,000	(28,500)
34101	POLICE OVRTIME REIMBURSE	16,369	13,315	9,300	25,000	-	(9,300)
34102	MISC REIMBURSEMENTS	27,613	123,195	25,000	15,000	-	(25,000)
TOTAL	REIMBURSEMENTS	43,982	136,510	34,300	40,000	-	(34,300)
34150	CAPITAL LEASE PROCEEDS	570,028	700,000	-	516,210	700,000	700,000
TOTAL	DEBT ISSUE PROCEEDS	570,028	700,000	-	516,210	700,000	700,000
34510	TRANSFER FROM W&S FUND	900,000	900,000	900,000	900,000	950,000	50,000
34511	TRANSFER FM/TO DEBT SERVICE	-	(1,530,523)	(656,590)	(656,590)	(626,100)	30,490
TOTAL	INTERFUND TRANSFERS	900,000	(630,523)	243,410	243,410	323,900	80,490
34901	USE OF PRIOR YEAR SURPLUS	-	44,590	550,000	-	616,000	66,000
34902	CARRY-FORWARD RESERVES	-	-	-	95,000	-	-
34904	P.Y. ENCUMBRANCE RESERVE	-	-	-	85,431	-	-
34906	APPROP OF PEG RESERVES	-	-	-	4,500	-	-
TOTAL	GENERAL FUND	23,277,717	22,613,876	22,614,320	23,037,876	24,207,310	1,592,990

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

FUND: 400 -- DEBT SERVICE FUND

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17----- BUDGET	ESTIMATED	FY 17-18 ADOPTED	NET CHANGE
31210	MEALS AND LODGING TAX	2,339,686	2,520,856	2,550,000	2,550,000	2,600,000	50,000
TOTAL	OTHER LOCAL REVENUES	2,339,686	2,520,856	2,550,000	2,550,000	2,600,000	50,000
31511	DEPOSIT ACCT INTEREST	17	2	-	-	-	-
31512	LGIP ACCT INTEREST	4,896	14,158	6,000	13,000	12,000	6,000
TOTAL	USE OF MONEY	4,913	14,159	6,000	13,000	12,000	6,000
31899	MISCELLANEOUS RECEIPTS	60	120	-	-	-	-
TOTAL	MISCELLANEOUS REVENUE	60	120	-	-	-	-
TOTAL	LOCAL REVENUES	2,344,659	2,535,135	2,556,000	2,563,000	2,612,000	56,000
33360	BUILDAMERICABONDSREBATE	32,471	32,541	35,010	35,010	36,000	990
TOTAL	FEDERAL REVENUE	32,471	32,541	35,010	35,010	36,000	990
34510	TRANSFER FROM W&S FUND	319,714	303,045	357,930	357,930	349,460	(8,470)
34520	TRANSFER FROM/TO GEN FUND	-	1,530,523	656,590	656,590	626,100	(30,490)
TOTAL	INTERFUND TRANSFERS	319,714	1,833,567	1,014,520	1,014,520	975,560	(38,960)
TOTAL	DEBT SERVICE FUND	2,696,844	4,401,244	3,605,530	3,612,530	3,623,560	18,030

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

FUND: 500 -- WATER & SEWER

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17----- BUDGET ESTIMATED	FY 17-18 ADOPTED	NET CHANGE
31511	DEPOSIT ACCT INTEREST	37	7	-	-	-
31512	LGIP ACCT INTEREST	3,203	6,022	4,000	6,230	2,000
TOTAL	USE OF MONEY	3,241	6,029	4,000	6,230	2,000
31631	WATER CHARGES	3,408,784	3,447,068	4,016,250	3,987,340	4,035,000
31632	SEWER CHARGES	2,648,374	2,626,380	2,854,920	2,980,235	3,005,000
31633	ACCOUNT SERVICE CHARGES	583,662	582,341	-	587,110	587,000
31634	EXCESS USE CHARGES	(61)	305	-	-	-
31635	RECONNECTION FEES	8,922	5,025	5,000	6,000	5,000
31636	AVAILABILITY/F.F. CHARGES	220,723	94,761	100,000	76,000	110,000
31637	CYCLE 6 BILLING REIMBURSE	79,530	80,228	72,000	78,785	78,000
31638	INTEREST - DELINQUENT	68,143	66,497	60,000	52,460	60,000
TOTAL	WATER & SEWER CHARGES	7,018,076	6,902,606	7,108,170	7,767,930	7,880,000
31831	SALE OF WATER METERS	128,002	151,225	70,000	137,860	137,760
31834	RESERVED SALE PROCEEDS	-	-	-	2,110	-
31899	MISCELLANEOUS RECEIPTS	126,333	110,009	55,000	190,540	100,000
TOTAL	MISCELLANEOUS REVENUE	254,334	261,234	125,000	330,510	237,760
TOTAL	LOCAL REVENUES	7,275,651	7,169,869	7,237,170	8,104,670	8,123,760
34102	MISC REIMBURSEMENTS	1,260	980	-	-	-
34130	DEVELOPER CONTRIBUTIONS	264,630	213,405	-	-	-
34150	CAPITAL LEASE PROCEEDS	-	-	-	182,000	-
34901	USE OF PRIOR YEAR SURPLUS	-	-	-	7,850	-
TOTAL	WATER & SEWER FUND	7,541,541	7,384,254	7,237,170	8,294,520	8,123,760

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

FUND: 550 -- STORMWATER

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----		FY 17-18 ADOPTED	NET CHANGE
				BUDGET	ESTIMATED		
31280	STORM WATER FUND REV	232,126	272,394	272,390	313,170	313,170	40,780
TOTAL	OTHER LOCAL TAXES	232,126	272,394	272,390	313,170	313,170	40,780
31512	LGIP ACCT INTEREST	447	1,904	-	1,500	-	-
TOTAL	USE OF MONEY	447	1,904	-	1,500	-	-
TOTAL	LOCAL REVENUE	232,573	274,298	272,390	314,670	313,170	40,780
32555	VA PERMIT FEES DEQ	7,776	-	-	-	-	-
TOTAL	CATEGORICAL AID	7,776	-	-	-	-	-
34901	USE OF PRIOR YEAR SURPLUS	-	-	98,180	-	69,660	(28,520)
TOTAL	STORMWATER FUND	240,349	274,298	370,570	314,670	382,830	12,260

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	10,111,220	10,730,258	11,303,080	11,257,490	11,065,820	11,851,280	548,200
41002	OVERTIME	944,109	1,044,813	798,300	844,490	834,920	818,950	20,650
41003	REG. P.T. WITH BENEFITS	287,188	139,626	158,850	158,850	131,710	77,790	(81,060)
41004	PART TIME W/O BENEFITS	370,013	315,972	251,520	248,670	231,150	251,040	(480)
41005	OTHER P.T.	59,925	54,528	62,000	62,000	52,000	62,000	-
41006	ANNUAL LEAVE LIQUIDATION	74,713	159,058	10,000	10,000	2,520	10,000	-
41007	HOLIDAY PAY	127,933	22,104	116,000	116,000	116,000	116,000	-
41008	ANNUAL LEAVE CASH-IN	89,117	104,764	27,000	27,000	65,160	27,000	-
41009	COUNCIL/BOARDS SALARY	78,565	79,693	81,980	81,980	81,980	82,290	310
41011	NON-EXEMPT COMPTIME LIQ.	5,510	3,850	-	-	6,250	-	-
41015	PERFORMANCE BONUS	-	28,500	-	25,500	25,500	28,000	28,000
TOTAL	PERSONAL SERVICES	12,148,294	12,683,166	12,808,730	12,831,980	12,613,010	13,324,350	515,620
42001	F.I.C.A.	881,269	920,662	969,100	969,100	954,890	976,590	7,490
42002	V.R.S.	1,229,367	1,276,759	1,355,980	1,355,980	1,330,790	1,216,290	(139,690)
42003	V.R.S. LIFE INS	119,352	124,261	133,420	133,420	133,000	150,150	16,730
42004	LOCAL PENSION PLAN	122,986	123,352	106,640	106,640	94,070	152,440	45,800
42005	POLICE PENSION	191,369	322,319	222,500	222,500	222,500	250,530	28,030
42007	HEALTH INSURANCE	1,235,436	1,037,133	1,247,280	1,247,280	1,241,100	1,332,250	84,970
42008	DISABILITY INS	2,473	2,473	800	800	2,870	500	(300)
42009	UNEMPLOYMENT INS	4,660	379	6,500	6,500	6,500	5,000	(1,500)
42010	CLOTHING ALLOWANCE	39,122	39,236	41,000	41,000	41,000	41,000	-
42011	TUITION ASSIST	29,218	27,799	29,000	29,000	28,235	29,000	-
42012	CAFETERIA PLAN FEES	2,155	3,092	2,080	2,080	2,110	2,630	550
42013	WORKER'S COMP INS	238,661	194,880	246,000	229,730	229,730	229,730	(16,270)
42015	MISC ALLOWANCES	3,140	3,247	3,320	3,320	3,300	3,320	-
42017	CELL PHONE ALLOWANCE	1,771	-	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	225,979	241,082	258,850	258,850	258,850	277,800	18,950
42021	VRS HYBRID 401A MATCH	6,368	12,361	18,550	18,550	17,160	32,910	14,360
42025	VRS HYBRID DISABILITY	3,694	6,656	9,610	9,610	8,780	9,350	(260)
42050	RELOCATION EXPENSES	3,000	3,000	3,000	3,000	3,000	3,000	-
TOTAL	EMPLOYEE BENEFITS	4,340,021	4,338,689	4,653,630	4,637,360	4,577,885	4,712,490	58,860
43101	CONSULTING SERVICES	20,899	37,638	127,500	175,648	165,650	97,500	(30,000)
43102	LEGAL SVCS	134,700	138,740	142,900	142,900	142,900	147,190	4,290
43103	ACCTG/AUDIT SVCS	49,255	45,466	55,000	55,000	55,000	55,000	-
43104	ARCHIT/ENGINEER SVCS	11,791	18,038	22,000	22,000	22,000	22,000	-
43105	HEALTH SERVICES	16,012	4,814	15,000	15,000	12,000	15,000	-
43106	TRANSLATION SERVICES	1,256	1,608	2,650	2,650	2,550	2,450	(200)
43112	PUBLIC DEFENDER SVCS	2,851	960	4,000	4,000	4,000	4,000	-
43113	PROSECUTING SVCS	56,900	58,600	60,360	60,360	60,360	62,170	1,810
43114	SUPP LEGAL SVCS RESERVE	18,926	19,945	20,000	20,000	20,000	30,000	10,000
43201	CONTRACT LABOR	9,026	-	25,300	25,300	25,300	25,300	-
43301	EQUIPMT MTCE CONTRACTS	129,880	113,003	125,600	125,600	125,595	120,100	(5,500)
43302	FINANCIAL SYSTEM MTCE	73,547	119,063	73,820	80,820	80,820	91,000	17,180
43303	SOFTWARE MTCE CONTRACT	29,062	37,527	37,700	69,538	68,940	39,600	1,900
43304	H/AC MTCE CONTRACT	31,452	33,279	49,330	59,700	53,100	49,330	-
43305	OTHER MTCE CONTRACTS	1,960	2,644	2,000	2,000	2,000	2,000	-
43306	RADIO MTCE CONTRACTS	15,069	15,369	16,500	16,500	16,500	16,500	-
43307	REPAIR/MTCE SVCS	117,078	121,591	154,100	154,100	148,800	154,100	-
43308	CONTRACTS/SERVICES	659,863	563,118	587,840	664,670	602,715	579,750	(8,090)
43309	CELL PHONE EXPENSE	-	39,246	50,900	50,900	49,280	49,460	(1,440)
43501	PRINTING/BINDING SVCS	29,368	31,444	37,400	35,900	36,600	36,900	(500)
43601	ADVERTISING	11,988	17,747	20,400	21,400	22,320	19,900	(500)
43701	UNIFORM RENTAL/CLEANING	15,348	16,488	19,640	19,640	20,140	20,640	1,000
43702	JANITORIAL/CUSTODIAL SVCE	45,403	26,823	30,530	30,530	30,530	30,530	-
43801	SRVCS FROM OTHER GOV'TS	15,132	22,880	23,460	23,460	23,380	23,380	(80)
43802	LANDFILL FEES	375,435	435,389	393,180	393,180	513,000	513,000	119,820
TOTAL	PURCHASED SERVICES	1,872,203	1,921,419	2,097,110	2,270,796	2,303,480	2,206,800	109,690
45101	ELECTRICITY	165,230	141,576	150,300	150,300	127,320	150,300	-
45102	NATURAL GAS	35,752	17,426	22,280	22,280	19,000	22,280	-
45104	WATER/SEWER SVCE	21,294	27,117	24,580	24,580	22,960	24,580	-
45201	LOCAL PHONE SERVICE	12,945	19,890	14,250	21,310	14,250	14,250	-

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
45202	LONG DIST SERVICE	4,299	2,566	3,330	3,330	2,990	2,990	(340)
45203	POSTAL SERVICES	46,028	56,158	58,830	58,830	58,840	58,330	(500)
45205	INTERNET ACCESS/EMAIL SVC	19,081	21,229	17,810	23,810	23,810	15,560	(2,250)
45301	BOILER INS	2,428	2,084	2,780	2,780	2,780	2,780	-
45304	OTHER PROPERTY INSURANCE	24,336	26,511	29,830	29,830	29,830	29,830	-
45305	VEHICLE INS	84,760	64,711	79,000	79,000	79,000	79,000	-
45306	SURETY BONDS	-	2,412	3,700	3,700	3,700	3,700	-
45308	GEN LIABILITY INS	103,124	79,287	107,260	107,260	107,260	107,260	-
45311	EXCESS LOSS UMBRELLA INS	33,980	27,008	34,850	34,850	34,850	34,850	-
45313	INSURANCE RETENTION	56,585	(2,349)	20,000	20,000	20,000	20,000	-
45316	LINE OF DUTY ACT INSUR.	21,143	21,143	21,150	22,560	22,560	24,000	2,850
45401	VEHICLE LEASE/RENTAL	9,000	9,000	9,000	9,000	9,000	9,000	-
45402	EQUIPMENT RENTAL	9,148	6,452	10,700	10,700	10,200	10,250	(450)
45404	CENTRAL COPIER CHARGES	15,897	20,641	20,030	20,030	23,750	22,030	2,000
45501	MILEAGE REIMBURSEMENT	2,413	1,905	5,950	6,200	5,150	5,750	(200)
45502	FARES	129	921	1,800	1,800	1,800	1,800	-
45503	SUBSISTENCE/LODGING	17,511	20,847	26,000	27,150	25,650	27,000	1,000
45504	CONVENTIONS/EDUCATION	33,380	45,549	65,180	64,980	62,330	68,910	3,730
45505	BUSINESS MEALS	3,543	610	1,700	1,700	1,700	1,800	100
45601	CONTRIBUTIONS	10,000	20,000	10,000	10,000	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	6,000	4,000	4,000	4,000	4,000	-
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	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	-	-	-	-	-
45627	WOMEN'S CENTER	-	500	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	220,855	226,675	230,000	230,000	230,000	223,000	(7,000)
45702	T.R.E. - VEH LIC TAX	6,764	5,541	6,000	6,000	5,530	6,000	-
45703	REVITAL.TAX EXEMPTIONS	8,798	7,614	6,600	6,600	7,620	5,700	(900)
45801	MEMBERSHIPS/DUES	32,232	34,013	43,980	43,980	44,033	46,660	2,680
45803	BAD DEBT WRITE-OFF	69,562	43,498	-	-	-	-	-
45809	REFUNDS	-	150	200	200	200	200	-
TOTAL	OTHER CHARGES	1,080,768	964,983	1,039,140	1,054,810	1,018,163	1,039,860	720
46001	OFFICE SUPPLIES	43,986	47,981	49,900	49,900	48,950	49,400	(500)
46003	HORTICULTURAL SUPPLIES	11,035	17,568	15,000	15,150	15,150	15,000	-
46005	JANITORIAL SUPPLIES	16,275	15,006	22,000	21,700	11,510	21,700	(300)
46007	REPAIR/MTCE SUPPLIES	56,705	52,585	73,650	75,008	75,008	75,008	1,358
46008	VEHICLE/EQUIPMT FUELS	206,725	193,780	242,000	237,300	237,300	242,000	-
46009	VEH/EQUIPMT MTCE SUPPLIES	28,628	24,793	36,000	30,750	30,750	33,000	(3,000)
46010	POLICE SUPPLIES	27,904	34,966	40,000	30,670	34,704	40,000	-
46011	UNIFORMS/SAFETY APPAREL	36,442	53,068	58,240	62,240	58,240	58,240	-
46012	BOOKS/SUBSCRIPTIONS	4,573	6,501	5,860	5,860	5,670	5,660	(200)
46013	RECREATION SUPPLIES	11,702	10,934	16,650	16,650	16,650	16,650	-
46014	DP/COMPUTER SUPPLIES	7,435	8,431	8,000	8,000	8,000	8,000	-
46015	OPERATIONAL SUPPLIES	266,743	300,318	315,640	317,980	318,780	321,960	6,320
46016	SUPPLIES FOR RESALE	3,052	490	3,000	3,000	1,500	3,000	-
46017	SMALL TOOLS	12,698	11,480	13,920	13,920	14,000	14,600	680
46019	OTHER SUPPLIES	17,425	19,661	32,770	33,470	32,770	30,270	(2,500)
46021	HOLIDAY GIFT CERTIFICATES	6,753	3,756	9,800	9,800	5,000	9,800	-
46022	RANGE SUPPLIES	13,453	17,897	18,000	18,000	18,000	18,000	-
46030	MEDICAL SUPPLIES	953	1,613	6,000	6,000	6,000	6,000	-
46031	TIRES AND TUBES	27,124	27,533	35,000	35,000	35,500	37,800	2,800
46040	SOFTWARE PURCHASES	12,173	12,220	12,250	12,250	12,250	47,720	35,470
TOTAL	MATERIALS AND SUPPLIES	811,784	860,581	1,013,680	1,002,648	985,732	1,053,808	40,128
47102	WELLNESS PROGRAM	-	1,487	4,000	4,000	4,000	4,000	-
47105	CABLE TV PROJECT-PH 2	-	113,687	-	4,500	4,500	-	-

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
47201	TRAINING PROGRAMS	18,557	18,693	27,500	27,500	22,000	25,000	(2,500)
47202	SAFETY PROGRAMS	3,360	4,873	8,500	13,500	13,500	13,100	4,600
47203	SERVICE AWARDS	12,179	15,258	14,000	14,000	8,000	14,000	-
47204	TOWN CALENDAR	6,513	6,950	7,200	6,700	6,514	7,500	300
47205	TOWN NEWSLETTER	18,262	19,548	20,000	22,110	22,050	22,020	2,020
47207	TESTING SERVICES	2,470	4,375	5,000	5,000	5,000	5,000	-
47208	STATE FIRE PROGRAM FUNDS	42,401	57,015	49,710	49,710	50,910	50,910	1,200
47215	TOV WEB SITE SERVICES	25,871	42,076	42,760	42,760	42,760	42,760	-
47225	VEH LIC FEE ADMIN COSTS	18,632	10,863	-	-	-	-	-
47230	GANG TASK FORCE	25,000	25,000	25,000	25,000	25,000	25,000	-
47306	R.A.D. PROGRAM	540	-	420	705	705	420	-
47308	POLICE CAR LAPTOPS PROG	19,237	18,598	20,000	20,000	20,000	20,000	-
47309	IT PC REPLACEMENT PROG	29,333	29,529	30,000	30,000	30,000	30,000	-
47401	ASPHALT OVERLAY	401,214	360,467	250,000	250,000	250,000	395,000	145,000
47402	CURB/SIDEWALK MTCE	189,567	187,631	190,060	150,060	150,060	190,060	-
47403	PHYSICAL IMPROVEMENTS	51,364	81,361	49,470	89,470	96,470	49,000	(470)
47406	BRICKWALK MAINTENANCE	5,000	19,975	5,000	5,000	5,000	5,000	-
47407	CONTRACTED ASPHALT REP'RS	44,335	43,148	45,000	45,000	45,000	45,000	-
47408	INTERNAL ASPHALT REPAIRS	161,966	159,828	196,850	195,492	195,492	195,492	(1,358)
47702	ADULT ATHLETICS	7,029	5,237	11,000	11,000	7,000	9,000	(2,000)
47703	YOUTH TRIPS	24,443	28,392	36,200	46,200	43,500	40,000	3,800
47704	ADULT TRIPS	25,416	29,657	30,000	30,000	25,000	23,000	(7,000)
47705	YOUTH SPECIAL ACTIV	10,193	8,934	11,400	11,600	11,600	11,600	200
47706	ADULT SPECIAL ACTIV	12,846	4,657	14,550	14,550	14,000	16,000	1,450
47707	SPECIAL EVENTS/ACTIV	51,319	56,326	35,450	42,580	42,580	40,300	4,850
47710	DONATION FUNDED PROGRAMS	515	1,366	500	8,000	8,000	500	-
47713	FRIENDS OF VTG DONATIONS	8,296	10,414	10,000	10,000	7,000	7,200	(2,800)
TOTAL	PROGRAMS AND SERVICES	1,215,857	1,365,344	1,139,570	1,174,437	1,155,641	1,286,862	147,292
48101	MACH/EQUIPMT REPLACEMENT	50,993	72,777	90,650	133,685	133,685	88,150	(2,500)
48102	FURN/FIXTURE REPLACEMENT	6,677	20,462	6,100	6,100	5,800	5,600	(500)
48103	COMMUN EQUIPT REPLACEMENT	-	-	1,000	1,000	1,000	1,000	-
48106	HVY EQUIPTMT REPLACEMENT	5,429	11,385	43,500	43,500	43,500	43,500	-
48107	OFFICE/DP EQT-REPLACEMENT	-	1,000	-	-	-	-	-
48201	ADDITIONAL MACH/EQUIPMT	1,381	1,611	28,500	28,500	27,970	4,000	(24,500)
48207	ADDITIONAL OFFICE/DP EQT	-	115	-	-	-	-	-
48299	EQUIPMENT RESERVE	-	-	4,000	4,000	4,000	4,000	-
48308	CAPITAL LEASES	404,722	515,839	-	-	516,210	700,000	700,000
TOTAL	CAPITAL OUTLAY	469,202	623,189	173,750	216,785	732,165	846,250	672,500
49120	POLICE PRINCIPAL	169,389	-	-	-	-	-	-
49125	POLICE INTEREST	5,560	-	-	-	-	-	-
49140	PUBLIC WORKS PRINCIPAL	382,956	-	-	-	-	-	-
49145	PUBLIC WORKS INTEREST	13,556	-	-	-	-	-	-
49170	PARKS & REC PRINCIPAL	48,883	-	-	-	-	-	-
49175	PARKS & REC INTEREST	1,300	-	-	-	-	-	-
49180	PLANNING & ZONING PRINCIPAL	10,166	-	-	-	-	-	-
49185	PLANNING & ZONING INTEREST	401	-	-	-	-	-	-
TOTAL	DEBT SERVICE	632,211	-	-	-	-	-	-
49207	TRANSFER TO CAP PROJ FUND	(96,387)	408,331	(381,330)	(381,330)	(287,430)	(184,210)	197,120
49208	GF TRANSFER TO WSF	-	-	-	-	(65,000)	(95,000)	(95,000)
49210	CAPITAL PROJECT TRANSFER	-	431,692	-	-	-	-	-
TOTAL	INTERFUND TRANSFERS	(96,387)	840,023	(381,330)	(381,330)	(352,430)	(279,210)	102,120
49900	CONTINGENCY RESERVE	-	-	70,040	44,190	-	16,100	(53,940)
TOTAL	CONTINGENCY RESERVE	-	-	70,040	44,190	-	16,100	(53,940)
TOTAL	GENERAL FUND	22,473,953	23,597,395	22,614,320	22,851,676	23,033,646	24,207,310	1,592,990

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

FUND: 400 -- DEBT SERVICE FUND

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
43308	CONTRACTS/SERVICES	39	118	300	300	300	300	-
TOTAL	PURCHASED SERVICES	39	118	300	300	300	300	-
48899	CONTINGENCY RESERVES	-	-	61,000	61,000	-	502,155	441,155
TOTAL	CONTINGENCY	-	-	61,000	61,000	-	502,155	441,155
49101	PRINCIPAL	2,190,403	1,855,000	2,259,000	2,259,000	2,259,000	1,937,000	(322,000)
49102	INTEREST	512,332	464,117	628,640	628,640	628,640	558,005	(70,635)
49110	ADMINISTRATION PRINCIPAL	-	-	-	-	-	5200	5,200
49115	ADMINISTRATION INTEREST	-	-	-	-	-	280	280
49120	POLICE PRINCIPAL	-	138,083	164,150	164,150	164,150	83,670	(80,480)
49125	POLICE INTEREST	-	3,663	4,600	4,600	4,600	2,510	(2,090)
49130	CAPITAL MGT PRINCIPAL	-	22,301	-	-	-	-	-
49135	CPAITAL MGT INTEREST	-	1,350	-	-	-	-	-
49140	PUBLIC WORKS PRINCIPAL	-	400,746	398,650	398,650	398,650	447,730	49,080
49145	PUBLIC WORKS INTEREST	-	14,869	13,620	13,620	13,620	16,790	3,170
49170	PARKS & REC PRINCIPAL	-	63,084	63,080	63,080	63,080	62,600	(480)
49175	PARKS & REC INTEREST	-	2,244	2,250	2,250	2,250	2,510	260
49180	PLANNING & ZONING PRINCIPAL	-	9,969	9,970	9,970	9,970	4,740	(5,230)
49185	PLANNING & ZONING INTEREST	-	266	270	270	270	70	(200)
TOTAL	DEBT SERVICE	2,702,735	2,975,692	3,544,230	3,544,230	3,544,230	3,121,105	(423,125)
TOTAL	DEBT SERVICE FUND	2,702,774	2,975,810	3,605,530	3,605,530	3,544,530	3,623,560	18,030

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

FUND: 500 -- WATER & SEWER FUND

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	999,663	1,148,474	1,161,090	1,161,090	1,161,090	1,233,770	72,680
41002	OVERTIME	211,244	167,746	164,000	164,000	262,190	199,000	35,000
41004	PART TIME W/O BENEFITS	360	1,143	-	-	10,000	-	-
41006	ANNUAL LEAVE LIQUIDATION	2,116	1,207	-	-	1,810	-	-
41008	ANNUAL LEAVE CASH-IN	11,901	11,349	-	-	14,100	-	-
41015	PERFORMANCE BONUS	-	3,000	-	-	3,000	-	-
TOTAL	PERSONAL SERVICES	1,225,284	1,332,919	1,325,090	1,325,090	1,452,190	1,432,770	107,680
42001	F.I.C.A.	88,853	97,449	101,400	101,400	101,400	103,110	1,710
42002	V.R.S.	118,844	126,096	136,580	136,580	136,580	128,540	(8,040)
42003	V.R.S. LIFE INS	11,692	12,681	13,850	13,850	13,850	13,500	(350)
42004	LOCAL PENSION PLAN	40,014	46,972	44,170	44,170	30,970	41,560	(2,610)
42007	HEALTH INSURANCE	141,980	114,879	143,690	143,690	143,690	197,460	53,770
42012	CAFETERIA PLAN FEES	215	389	180	180	180	180	-
42015	MISC ALLOWANCES	-	-	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	23,981	29,088	28,450	28,450	28,450	36,280	7,830
42020	OTHR POST EMPLOY BENFITS	999	5,791	-	-	-	3,000	3,000
42021	VRS HYBRID 401A MATCH	1,515	4,658	6,040	6,040	6,040	4,190	(1,850)
42022	VRS HYBRID 457 VOLUNTARY	687	693	-	-	-	-	-
42025	VRS HYBRID DISABILITY	894	1,522	1,870	1,870	1,870	1,000	(870)
42030	PENSION EXPENSE	(83,476)	62,028	-	-	-	-	-
TOTAL	EMPLOYEE BENEFITS	346,199	502,245	476,230	476,230	463,030	528,820	52,590
43301	EQUIPMT MTCE CONTRACTS	6,186	-	-	-	-	-	-
43307	REPAIR/MTCE SVCES	1,892	31,200	3,700	3,700	4,590	3,700	-
43308	CONTRACTS/SERVICES	156,529	169,182	225,700	226,800	217,500	239,900	14,200
43309	CELL PHONE EXPENSE	-	5,841	6,700	7,200	5,880	7,200	500
43701	UNIFORM RENTAL/CLEANING	3,822	4,193	6,700	6,700	4,730	6,700	-
43801	SRVCES FROM OTHER GOV'TS	63,227	46,000	62,850	62,850	62,850	62,850	-
43802	LANDFILL FEES	25,622	21,398	35,500	45,500	45,500	45,500	10,000
43803	WHOLESALE WATER PURCHASE	1,420,199	1,449,382	1,700,000	1,700,000	1,625,200	1,650,000	(50,000)
43804	SWG TREATMENT/POTOMAC	1,176,650	1,254,145	1,184,000	1,184,000	1,770,420	1,770,420	586,420
43805	SWG TREATMENT/ACOTINK	533,840	406,475	550,000	550,000	480,385	498,000	(52,000)
43807	TWN SHARE:LPPCP UPGRADE	40,641	37,575	38,000	38,000	67,350	95,340	57,340
TOTAL	PURCHASED SERVICES	3,428,608	3,425,390	3,813,150	3,824,750	4,284,405	4,379,610	566,460
45101	ELECTRICITY	17,676	22,088	23,000	23,000	22,500	21,000	(2,000)
45202	LONG DIST SERVICE	290	191	400	400	130	180	(220)
45203	POSTAL SERVICES	19,174	15,362	21,000	21,000	17,000	18,000	(3,000)
45404	CENTRAL COPIER CHARGES	236	278	200	200	250	250	50
45501	MILEAGE REIMBURSEMENT	-	171	200	200	200	200	-
45503	SUBSISTENCE/LODGING	712	344	750	750	750	750	-
45504	CONVENTIONS/EDUCATION	912	3,141	4,500	10,500	9,500	10,500	6,000
45801	MEMBERSHIPS/DUES	154	75	300	300	400	400	100
45803	BAD DEBT WRITE-OFF	(15,000)	-	-	-	-	-	-
TOTAL	OTHER CHARGES	24,154	41,649	50,350	56,350	50,730	51,280	930
46001	OFFICE SUPPLIES	1,077	5,417	3,050	3,050	2,860	3,050	-
46007	REPAIR/MTCE SUPPLIES	38,274	69,762	59,500	99,000	99,000	99,000	39,500
46008	VEHICLE/EQUIPMT FUELS	31,243	24,716	39,000	39,000	20,000	38,000	(1,000)
46009	VEH/EQUIPMT MTCE SUPPLIES	-	766	700	700	700	700	-
46011	UNIFORMS/SAFETY APPAREL	3,151	6,771	14,000	14,000	11,200	14,000	-
46015	OPERATIONAL SUPPLIES	18,631	26,840	28,000	28,000	25,530	28,000	-
46016	SUPPLIES FOR RESALE	36,625	21,013	30,000	30,000	30,000	30,000	-
46017	SMALL TOOLS	661	1,434	2,350	2,350	2,350	2,350	-
46031	TIRES AND TUBES	926	4,682	4,250	4,250	3,500	4,250	-
46032	SURFACE REPAIR MATERIALS	12,101	7,226	18,000	18,000	18,000	18,000	-

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

FUND: 500 -- WATER & SEWER FUND

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
TOTAL	MATERIALS AND SUPPLIES	142,688	168,626	198,850	238,350	213,140	237,350	38,500
47407	CONTRACTED ASPHALT REP'RS	-	27,687	23,050	104,050	104,050	75,000	51,950
47408	INTERNAL ASPHALT REPAIRS	61,144	20,592	60,000	60,000	60,000	60,000	-
TOTAL	PROGRAMS AND SERVICES	61,144	48,280	83,050	164,050	164,050	135,000	51,950
48101	MACH/EQUIPMT REPLACEMENT	27,236	97,179	27,800	54,550	54,550	54,550	26,750
48201	ADDITIONAL MACH/EQUIPMT	-	-	1,500	1,500	1,500	1,500	-
48311	DEPRECIATION	455,630	476,650	-	-	-	-	-
TOTAL	CAPITAL OUTLAY	482,867	573,829	29,300	56,050	56,050	56,050	26,750
49115	ADMINISTRATION INTEREST	-	2,579	2,370	2,370	2,370	-	-
49119	INTEREST ON DEPOSITS	181	36	-	-	-	-	-
49150	WATER & SEWER PRINCIPAL	(211)	-	-	-	-	-	-
49155	WATER & SEWER INTEREST	2,309	845	850	850	850	3,420	3,420
TOTAL	DEBT SERVICE	2,280	3,461	3,220	3,220	3,220	3,420	3,420
49201	WS TRANSFER TO GF	900,000	900,000	900,000	900,000	900,000	950,000	50,000
49202	WS TRANSFER TO DS	268,336	297,086	357,930	357,930	357,930	349,460	(8,470)
49204	CPF TRANSFER TO WSF	(1,404,297)	(515,754)	-	-	-	-	-
TOTAL	INTERFUND TRANSFERS	(235,961)	681,332	1,257,930	1,257,930	1,257,930	1,299,460	41,530
49511	CHARGES TO WATER DEPT	(490,928)	(1,020,894)	(1,028,420)	(1,028,420)	(974,550)	(988,770)	39,650
49512	SUPPORT ACTIVITY COSTS	827,321	2,011,063	1,983,210	1,983,210	2,041,200	2,054,650	71,440
49514	CHARGES TO SEWER DEPT	(336,393)	(990,169)	(954,790)	(954,790)	(1,066,650)	(1,065,880)	(111,090)
TOTAL	INTERDEPARTMENTAL CHARGES	-	-	-	-	-	-	-
TOTAL	WATER & SEWER FUND	5,477,262	6,777,731	7,237,170	7,402,020	7,944,745	8,123,760	889,810

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

FUND: 550 -- STORMWATER FUND

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	62,381	36,692	75,000	75,000	75,000	85,840	10,840
41004	PART TIME W/O BENEFITS	-	649	-	-	-	-	-
41006	ANNUAL LEAVE LIQUIDATION	2,159	-	-	-	-	-	-
TOTAL	PERSONAL SERVICES	64,540	37,341	75,000	75,000	75,000	85,840	10,840
42001	F.I.C.A.	4,850	2,844	5,740	5,740	5,740	6,460	720
42002	V.R.S.	7,757	3,538	7,530	7,530	7,530	8,390	860
42003	V.R.S. LIFE INS	749	371	980	980	980	1,120	140
42007	HEALTH INSURANCE	5,103	2,281	5,390	5,390	5,390	6,190	800
42012	CAFETERIA PLAN FEES	-	32	-	-	60	-	-
42018	ER CONTRIBUTIONS:DC401A	2,454	-	3,000	3,000	3,000	3,410	410
42021	VRS HYBRID 401A MATCH	-	313	750	750	750	830	80
42025	VRS HYBRID DISABILITY	-	185	440	440	440	490	50
TOTAL	EMPLOYEE BENEFITS	20,914	9,563	23,830	23,830	23,890	26,890	3,060
43104	ARCHIT/ENGINEER SVCS	11,052	35,548	65,000	85,000	85,000	85,000	20,000
43301	EQUIPMT MTCE CONTRACTS	936	447	-	-	-	-	-
43309	CELL PHONE EXPENSE	-	1,009	800	800	800	800	-
TOTAL	PURCHASED SERVICES	11,988	37,004	65,800	85,800	85,800	85,800	20,000
45202	LONG DIST SERVICE	-	-	50	50	50	50	-
45503	SUBSISTENCE/LODGING	-	-	250	250	250	250	-
45504	CONVENTIONS/EDUCATION	220	385	500	500	500	500	-
45801	MEMBERSHIPS/DUES	-	220	250	250	250	250	-
TOTAL	OTHER CHARGES	220	605	1,050	1,050	1,050	1,050	-
46001	OFFICE SUPPLIES	250	229	250	250	250	250	-
46008	VEHICLE/EQUIPMT FUELS	612	594	1,800	1,800	1,800	1,800	-
46009	VEH/EQUIPMT MTCE SUPPLIES	-	-	300	300	300	300	-
46011	UNIFORMS/SAFETY APPAREL	-	108	230	230	230	230	-
46015	OPERATIONAL SUPPLIES	134	348	320	320	320	320	-
46017	SMALL TOOLS	-	104	120	120	120	120	-
TOTAL	MATERIALS AND SUPPLIES	995	1,384	3,020	3,020	3,020	3,020	-
47403	PHYSICAL IMPROVEMENTS	27,880	121,286	204,010	184,010	127,870	184,010	(20,000)
47404	STORMWATER MGMT PROGRAM	23,502	60,485	51,120	51,120	51,120	51,120	-
TOTAL	PROGRAMS AND SERVICES	51,382	181,771	255,130	235,130	178,990	235,130	(20,000)
49202	WS TRANSFER TO DS	51,378	5,958	-	-	-	-	-
49207	TRANSFER TO CAP PROJ FUND	(46,034)	-	(53,080)	(53,080)	(53,080)	(54,900)	(1,820)
TOTAL	INTERFUND TRANSFERS	5,344	5,958	(53,080)	(53,080)	(53,080)	(54,900)	(1,820)
TOTAL	STORMWATER FUND	155,384	273,627	370,750	370,750	314,670	382,830	12,080

EXPENDITURES BY DEPARTMENT

The Expenditures by department section provides a detailed listing of expenses for every division within all Town departments for all funds. It also includes for each:

- Purpose and activities of operation
- Accomplishments
- Initiatives
- Performance measures
- Budget changes

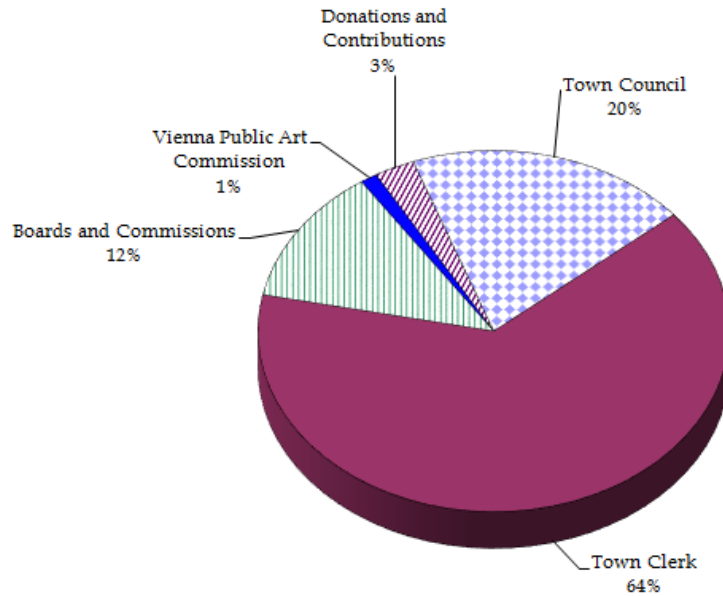
LEGISLATIVE

Mission

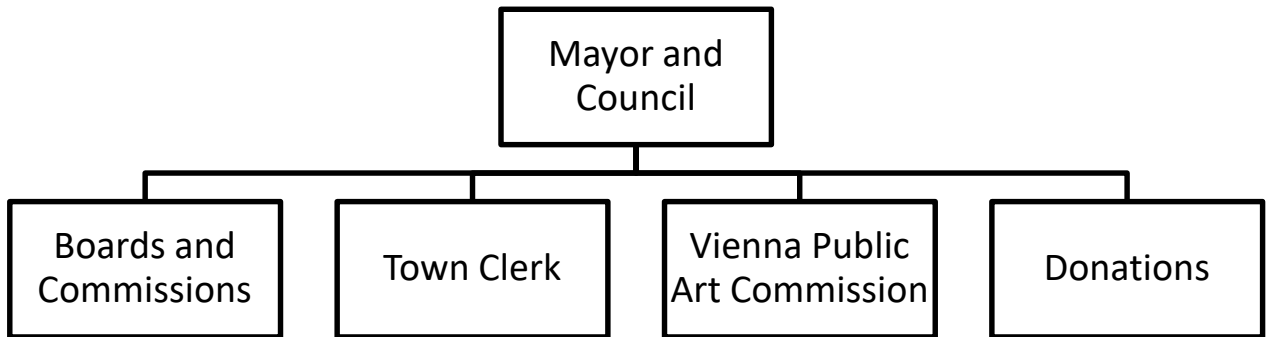
To provide strategic and policy directives to Town staff, authorize the provision of services and engage the community as it allocates resources and plans for Vienna's future.

LEGISLATIVE

	FY 15-16 Actuals	FY 16-17 Adopted	FY 16-17 Adjusted	FY 16-17 Estimated	FY 17-18 Adopted	Net Change
Town Council	75,226	84,410	82,910	82,880	84,220	-190
Town Clerk	269,523	268,850	268,850	276,155	279,520	10,670
Boards and Commissions	46,016	50,590	52,090	50,490	53,320	2,730
Vienna Public Art Commission	0	10,000	10,000	10,000	5,000	-5,000
Donations and Contributions	14,800	12,050	12,050	12,050	12,050	0
Legislative	405,566	425,900	425,900	431,575	434,110	8,210



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 15-16	Adopted FY 16-17	Adopted FY 17-18
Mayor (\$7,500)	1	1	1
Council Members (\$5,000 each)	6	6	6
Total	7	7	7

FY 17-18 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 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				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.	2,868	2,868	2,870	2,870	2,870	2,870	-
TOTAL	EMPLOYEE BENEFITS	2,868	2,868	2,870	2,870	2,870	2,870	-
43101	CONSULTING SERVICES	-	-	2,300	2,300	2,300	2,300	-
43106	TRANSLATION SERVICES	-	-	100	100	100	-	(100)
43501	PRINTING/BINDING SVCES	-	45	500	500	500	500	-
TOTAL	PURCHASED SERVICES	-	45	2,900	2,900	2,900	2,800	(100)
45202	LONG DIST SERVICE	-	-	80	80	50	50	(30)
45203	POSTAL SERVICES	1,011	814	1,200	1,200	1,200	1,200	-
45404	CENTRAL COPIER CHARGES	-	6	400	400	100	100	(300)
45501	MILEAGE REIMBURSEMENT	1,282	1,233	2,500	2,500	2,500	2,500	-
45503	SUBSISTENCE/LODGING	6,834	6,032	6,000	6,000	6,000	6,000	-
45504	CONVENTIONS/EDUCATION	3,882	5,150	5,000	5,000	5,000	5,000	-
45801	MEMBERSHIPS/DUES	16,741	17,872	19,560	19,560	19,560	21,000	1,440
TOTAL	OTHER CHARGES	29,750	31,107	34,740	34,740	34,410	35,850	1,110
46001	OFFICE SUPPLIES	1,107	477	2,000	2,000	1,000	1,000	(1,000)
46012	BOOKS/SUBSCRIPTIONS	-	-	400	400	200	200	(200)
46015	OPERATIONAL SUPPLIES	2,323	2,044	2,500	2,500	2,500	2,500	-
46019	OTHER SUPPLIES	1,751	1,184	1,500	1,500	1,500	1,500	-
TOTAL	MATERIALS AND SUPPLIES	5,181	3,706	6,400	6,400	5,200	5,200	(1,200)
TOTAL	TOWN COUNCIL	75,300	75,226	84,410	84,410	82,880	84,220	(190)

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 16-17 ACCOMPLISHMENTS

- Began having old and current files scanned and then import them into Laser fiche.

FY 17-18 INITIATIVES

- Continue to work on scanning project and importing files into Laser Fiche.

TOWN CLERK
11120

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
Updates to Town Code submitted to Municipal Code Corporation	5	4	5
Legal Advertisements submitted	63	44	51
Notice of Public Hearings	18	21	20
Notices of Intent to Adopt	22	12	16
Notice of Adoption	23	11	15

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Town Clerk	1	1	1
Deputy Town Clerk	1	1	1
Total	2	2	2

FY 17-18 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 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	165,497	170,819	171,320	171,320	171,320	179,770	8,450
41002	OVERTIME	930	526	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	1,930	1,983	-	-	2,040	-	-
TOTAL	PERSONAL SERVICES	168,357	173,328	171,320	171,320	173,360	179,770	8,450
42001	F.I.C.A.	11,705	12,349	11,930	11,930	11,930	12,570	640
42002	V.R.S.	20,307	20,867	21,110	21,110	21,110	19,310	(1,800)
42003	V.R.S. LIFE INS	1,961	2,013	2,040	2,040	2,040	2,360	320
42007	HEALTH INSURANCE	31,378	26,328	27,840	27,840	27,840	30,620	2,780
42012	CAFETERIA PLAN FEES	63	95	60	60	60	60	-
42018	ER CONTRIBUTIONS:DC401A	6,568	6,774	6,850	6,850	6,850	7,130	280
TOTAL	EMPLOYEE BENEFITS	71,983	68,425	69,830	69,830	69,830	72,050	2,220
43308	CONTRACTS/SERVICES	4,106	5,593	5,000	10,000	10,265	5,000	-
43501	PRINTING/BINDING SVCES	-	-	1,000	1,000	1,000	1,000	-
43601	ADVERTISING	6,855	9,610	10,000	10,000	10,000	10,000	-
43801	SRVCES FROM OTHER GOV'TS	-	7,810	5,020	5,020	5,020	5,020	-
TOTAL	PURCHASED SERVICES	10,961	23,012	21,020	26,020	26,285	21,020	-
45202	LONG DIST SERVICE	49	31	100	100	100	100	-
45203	POSTAL SERVICES	432	705	600	600	600	600	-
45404	CENTRAL COPIER CHARGES	921	870	1,000	1,000	1,000	1,000	-
45504	CONVENTIONS/EDUCATION	2,584	1,858	2,510	2,510	2,510	2,510	-
45801	MEMBERSHIPS/DUES	285	227	300	300	300	300	-
TOTAL	OTHER CHARGES	4,271	3,691	4,510	4,510	4,510	4,510	-
46001	OFFICE SUPPLIES	1,267	902	2,000	2,000	2,000	2,000	-
46012	BOOKS/SUBSCRIPTIONS	-	164	170	170	170	170	-
TOTAL	MATERIALS AND SUPPLIES	1,267	1,066	2,170	2,170	2,170	2,170	-
TOTAL	TOWN CLERK	256,838	269,523	268,850	273,850	276,155	279,520	10,670

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 16-17 ACCOMPLISHMENTS

- **Planning Commission** - Reviewed eleven conditional use permits, two MAC applications, two subdivisions, four code amendments, and the Comprehensive Plan. A join work session was held with the City of Falls Church Planning Commission.
- **Board of Zoning Appeals** - Reviewed and approved ten conditional use permits. The Board also reviewed nine variance requests and approved five of the nine requests.
- **Windover Heights Board of Review** - Held one meeting to review and approve a request for a Certificate of Appropriateness.
- **Town Business Liaison Committee** - Published monthly articles in the Town of Vienna Newsletter, Contacted 94 new businesses and held 6 new business ribbon cutting and open house events, developed new ribbon-cutting policies to streamline the process, recognized Kathy Georgen and DH Scarborough of Georgen Scarborough Associates for community service with a Carole Wolfand Award, recognized two businesses for green business practices: Caboose Brewing Company and Metro Scooters, partnered with the VBA and supported several Town/VBA events, including Oktoberfest, Halloween Parade, and Vienna Business Saturday, supported the Public Information Office's effort to enhance Go Local, Shop Vienna, an online business database; assisted with advertising and promotion, promoted the 5th annual Shop Vienna Saturday, organized and implemented the 2nd annual Discover Vienna initiative, supported the Town of Vienna's economic development efforts including assisting the Public Information Office in researching a potential economic development function. Produced a print and online survey for generating feedback from business owners.
- **Transportation Safety Commission** - In 2016, the Transportation Safety Commission (TSC) held extensive public hearings on numerous petitions for vehicle, pedestrian and bicycle safety improvements in the Town of Vienna. Among the motions that were approved and sent to Town Council were multiple actions related to improvements on Beulah Road NE. The TSC is very pleased with the results of the new mini-roundabout at Park and Locust Streets SE. The TSC would like to thank the Town Council for making this major traffic improvement possible working with

BOARDS AND COMMISSIONS**11130**

our federal funding partners, and the Department of Public Works for the excellent work on design and installation. The members of the TSC would like to commend the Town staff who dedicate so much time, effort and expertise to the improvement of transportation, pedestrian and bicycle safety in Vienna, specifically John Jay Sergeant, Jennifer Sigler, and Sgt. Tu Farhan. The TSC also wants to acknowledge the many years of service provided by Sgt. Mike Reeves, who retired this year. The Pedestrian Advisory Committee (PAC) and Bicycle Advisory Committee (BAC), operating under the TSC, are in full operation and doing extensive and very positive work.

- **Pedestrian Advisory Committee (PAC)**- Town Council asked the PAC to develop recommendations for updating the Town's current Pedestrian Master Plan. This is a comprehensive effort that includes a pedestrian vision, goals, and action recommendations for the Town to consider as it builds its pedestrian network. Over the last year, the PAC has held several work sessions and incorporated feedback from Town Council, TSC, and Town staff to produce a draft aimed at achieving the following goals: (1) Provide high-quality, safe, and convenient pedestrian access and facilities; (2) Complete a walkway network with sidewalks on both sides of all streets in Vienna; (3) Create opportunities for and increase use of walking, bicycling, and public transit as an alternative to vehicle trips; (4) Promote benefits of walkable neighborhoods and a vibrant pedestrian-driven local economy; and (5) Work toward Walk Friendly community designation. Working closely with Town staff, the PAC also completed the Walk Friendly Community application, which is a national recognition program that encourages towns and cities across the U.S. to establish or recommit to a high priority for supporting safer walking environments. Through this process, the Town received helpful feedback on improvements it can make to become more walk friendly. Important actions from that feedback will be incorporated into the updated Pedestrian Master Plan.
- **Bicycle Advisory Committee (BAC)**- In response to a need communicated by Town Council, the BAC focused on the determining recommendations for additional bicycle parking on Church Street. A site was designated and the BAC recommended that a bicycle corral be established. It was voted on and approved by Town Council in May 2016. The BAC worked with the Town of Vienna staff on the League of American Bicyclists (LAB) Application and, after review and approval from the TSC and the Town Council, it was submitted to LAB in August 2016. It was announced in

BOARDS AND COMMISSIONS**11130**

November 2016 that the Town of Vienna was recognized as a bronze-level Bicycle Friendly Community. This difficult-to-achieve recognition is shared by 11 other communities in Virginia and a total of 404 communities nationwide. The Bicycle Friendly Community designation recognizes Vienna's commitment to improving conditions for bicycling through investment in bicycling promotion, education programs, infrastructure, and pro-bicycling policies. An Eagle Scout project by town resident Mr. Max Von Witzleben was conducted with the guidance and counsel of the BAC to determine where and what type of bicycle parking currently exists in the Town. These results will be used to determine where additional bicycle parking is needed.

Community Enhancement Commission - had another successful year of achieving its mandate as directed by the town code. The Town of Vienna was certified by the National Wildlife Federation as a NWF Certified Habitat. This certification was accomplished in record time. There are fewer than 100 communities in the US that are certified. For the third time, the Town of Vienna endorsed and supported a Solarize program. Solarize provides a pre-negotiated contract and reduced price for homeowners or businesses to purchase solar panels. Working with Public Works, e-recycling program continued 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 "Vienna Sustainability Challenge" which was approved by the Town Council. A committee of the CEC is working with the business and non-profit community to get this program off the ground. The CEC is pleased to have participated in the establishment Vienna Public Arts Commission. The first piece of public art, to honor Mayor Jane Seeman and community volunteers is being procured. We held the 8th Annual Vienna Green Expo that garnered impressive attendance. The Solarize program was the big draw this year. Once again we had the full line up of alternative fuel vehicles. The CEC featured the efforts of the CEC at this Green Expo. Members of the CEC continue to work with restaurants to have them certified as Virginia Green Restaurants. New brochures were produced for the "My Eco-Efficient Home" program to improve the program. We expanded the green home program to include homes that achieve an impressive HERS (Home Energy Rating Systems) score. 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 worked with the Director of Planning and zoning on tree preservation. Ongoing review of the effect of

BOARDS AND COMMISSIONS**11130**

this code modification is occurring. The Community Center renovation and addition being built to LEED Silver is well underway. This is an exciting endeavor to have a Community Center that is more comfortable and energy efficient. 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 Winter holidays, residents decorate for beauty and humor and are recognized for their creativity. The CEC worked with the Planning and Zoning department to enhance the Vienna Comprehensive Plan to add a new section titled "Environment and Sustainability". 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. Supported the JMHS students with their reusable water bottle program and implement a "Tap-It" program for the town to reduce the of bottled water.

FY 17-18 INITIATIVES

- **Planning Commission** - Will continue to meet and review final plat subdivision plans, conditional use permits, MAC applications, and code amendments as directed by Town Council.
- **Board of Zoning Appeals** - Will continue to meet and review conditional use permit requests, variance requests, appeals to zoning determinations and zoning map boundary determination requests.
- **Board of Architectural Review** - Will continue to meet and review all exterior building changes, 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) and signage.
- **Windover Heights Board of Review** - Will continue to meet and review requests for Certificate of Appropriateness.
- **Town Business Liaison Committee** - Continue to publish bi-monthly articles in the Town of Vienna newsletter, alternating beginning in December 2016 with the Vienna Business Association. Continue to contact businesses and organize ribbon-cutting and open house events. Explore and potentially change front-end on-boarding process through the Public

BOARDS AND COMMISSIONS**11130**

Information Office to identify new/potential businesses earlier in the process in order to more effectively assist new business owners through the process and with ribbon cuttings. Continue to recognize businesses for green practices and one business for community service through awards programs. Continue to partner with the VBA and actively promote and support town events involving the business community, including Oktoberfest, Halloween Parade, Vienna Business Saturday, and First Night Vienna. Evaluate effectiveness of online Go Local, Shop Vienna business database. Explore potential of a broader support and recognition of Virginia Business Appreciation week. Continue to support and strengthen the Shop Vienna program, including the identification of a reliable revenue stream to support Shop Vienna marketing and education efforts. Continue to explore and implement new educational campaigns that strengthen the shop local initiative and educate residents on the importance of supporting local small businesses. Develop a process and/plan that assists in strengthening the Town's business climate, attracting quality businesses, and encouraging growth. Support the Town of Vienna's economic development efforts by assisting the Public Information Office in researching a potential economic development function. Conduct a survey of existing businesses. Partner with other community groups to pool resources and achieve greater visibility and impact of local business-focused initiatives to enhance business and citizen experiences in the Town of Vienna. Explore the development of an interactive business map for businesses who subscribe to be on it.

- **Transportation Safety Commission** -The 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. With the growth taking place both within Vienna and in the neighboring areas, there are increasing requests from Vienna residents for traffic calming measures. There are also growing requests for pedestrian and bicycle safety improvements. Therefore, the TSC would recommend that additional funding be set aside by the Town for TSC related activities such as larger traffic studies, the installation of Rectangular Rapid Flash Beacons (RRFBs), the purchase of additional traffic counters, and general traffic calming measures. The TSC does not have a specific funding recommendation, and will of course defer to the Town Council and Manager, as well as the Department of Public Works.

BOARDS AND COMMISSIONS**11130**

- **Pedestrian Advisory Committee (PAC)** - In 2017, the PAC will seek to complete the updated Pedestrian Master Plan and recommend additional activities that will support the Town's pedestrian goals.
- **Bicycle Advisory Committee (BAC)** - The BAC has begun discussion of an established Bicycle Rack Commercial application to simplify the process and to encourage Town businesses to install bicycle racks at their locations.
- **Community Enhancement Commission-** Members of the CEC will continue to work with the business community to promote the “Vienna Sustainability Challenge” which was approved by the Town Council. A committee of the CEC is working with the business and non-profit community to get this program off the ground. Hold the 2017 Solarize Program to provide an additional opportunity for home energy walk-throughs and discounted solar panels. 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 inventory of the town’s facility and have a town employee that has responsibility for implementing a sustainability and energy savings program. Hold the Green Expo again at the “Walk on the Hill”. Due to the Community Center’s renovation the Green Expo will be held outside in conjunction with the annual “Walk on the Hill” on April 30th, 2017 from 2-5 in the Windover neighborhood. Continue the annual re-certification of Vienna as National Wildlife Federation Community. Work with the Town to include sustainability in the Town’s criteria for the contracting of services. Work with more restaurants to have them become Virginia Green Restaurants. Work with members of the Town Business Liaison Committee to encourage more businesses in Vienna to recycle. Work with the possible branding opportunity to brand Vienna as a green community. Work to encourage additional parks throughout town possibly by donations from homeowners of property. Hold a Native Plant Sale in September 2017.

BOARDS AND COMMISSIONS

11130

PERSONNEL

Based on a fiscal year

Authorized Appointed Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Administrative Retirement Committee (no compensation received)	6	6	6
Board of Architectural Review (Members: \$82.50/Chair: \$90.75 per month)	5	5	5
Board of Zoning Appeals (Members: \$82.50/Chair: \$90.75 per month)	7	7	7
Community Enhancement Commission (Members: \$27.50/Chair: \$30.25 per month)	10	10	10
Transportation Safety Commission (Members: \$82.50/Chair: \$90.75 per month)	9	9	9
Planning Commission (Members: \$165/Chair: \$181.50 per month)	9	9	9
Town/Business Liaison Committee (Members: \$27.50/Chair: \$30.25 per month)	7	7	7
Windover Heights Board of Review (no compensation received)	5	5	5
Total	58	58	58

FY 17-18 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 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41009	COUNCIL/BOARDS SALARY	41,065	42,193	44,480	44,480	44,480	44,790	310
TOTAL	PERSONAL SERVICES	41,065	42,193	44,480	44,480	44,480	44,790	310
42001	F.I.C.A.	3,144	3,230	3,500	3,500	3,500	3,520	20
TOTAL	EMPLOYEE BENEFITS	3,144	3,230	3,500	3,500	3,500	3,520	20
43106	TRANSLATION SERVICES	-	-	200	200	100	100	(100)
TOTAL	PURCHASED SERVICES	-	-	200	200	100	100	(100)
45203	POSTAL SERVICES	-	-	110	110	110	110	-
45404	CENTRAL COPIER CHARGES	-	-	130	130	130	130	-
45504	CONVENTIONS/EDUCATION	550	-	1,500	800	800	1,500	-
TOTAL	OTHER CHARGES	550	-	1,740	1,040	1,040	1,740	-
46019	OTHER SUPPLIES	284	594	670	1,370	1,370	3,170	2,500
TOTAL	MATERIALS AND SUPPLIES	284	594	670	1,370	1,370	3,170	2,500
TOTAL	BOARDS AND COMMISSIONS	45,043	46,016	50,590	50,590	50,490	53,320	2,730

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 16-17 ACCOMPLISHMENTS

- Researched appropriate art project for the Mayor Jane Seeman memorial.
- Worked with the artist to modify the project so it fit within a reasonable space and for a reasonable budget.
- Developed fundraising projects and successfully raised an amount to cover the cost of the Mayor Jane Seeman memorial sculpture.
- Began research to develop a 501 (C) (3) foundation as a fundraising mechanism for the VPAC.
- Plan for the installation of a "LOVE" sign in Vienna with BAR approval and final site plan.
- Began project with local schools for fence art installation around the Community Center.

VIENNA PUBLIC ART COMMISSION
11140

FY 17-18 INITIATIVES

- Raise remaining funds for the Mayor Jane Seeman memorial, work with Council and the BAR to approve the installation site and oversee the installation of the sculpture.
- Complete organization of the 501(C) (3) foundation; write by-laws, get Council-approved members and begin fundraising and grant applications.
- Explore other worthy art projects such as murals.
- Develop temporary art projects such as street chalk day and painting car parking bumpers.

FY 17-18 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 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
46019	OTHER SUPPLIES	-	-	10,000	10,000	10,000	5,000	(5,000)
TOTAL	MATERIALS AND SUPPLIES	-	-	10,000	10,000	10,000	5,000	(5,000)
TOTAL	VIENNA PUBLIC ART COMMISSION	-	-	10,000	10,000	10,000	5,000	(5,000)

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. However, below is a listing of each organization requesting funding along with how much was requested from each organization.

Account Title	FY 17 Budget	FY 18 Proposed	FY 18 Request	Request Inc/(Dec)
C.H.O.	1,500	1,500	1,500	-
VIENNA COMMUNITY BAND (1)	4,000	4,000	5,850	1,850
BABE RUTH LEAGUE	1,000	1,000	1,000	-
VIENNA LITTLE LEAGUE	1,000	1,000	1,000	-
VI.GIRLS SOFTBALL LEAGUE	1,000	1,000	1,000	-
VIENNA YOUTH INC (2)	1,000	1,000	1,000	-
WOMEN'S CENTER (3)	500	500	1,000	500
VIENNA ARTS SOCIETY (4)	-	-	1,000	1,000
VIENNA WIRELESS SOCIETY	550	550	550	-
SHEPHARDS CENTER:OAK/VIEN (5)	500	500	2,000	1,500
OPTIMIST CLUB (6)	1,000	1,000	1,000	-
	\$ 12,050	\$ 12,050	\$ 16,900	\$ 4,850

Notes:

- (1) Increased request by \$1,850 for equipment storage space while Vienna Community Center is being renovated
- (2) No dollar request from Vienna Youth, Inc - amount left open for Council to decide
- (3) Request additional funding to support mental health education
- (4) Request \$1,000 to defray some of the cost of having an IT professional restructure and help maintain website.
- (5) Request increase in donation to cover \$175/month fee for "Ride Scheduler" software.

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

DIVISION 11150

NAME DONATIONS & CONTRIBUTIONS

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				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	6,000	4,000	4,000	4,000	4,000	-
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	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	-	-	-	-	-
45627	WOMEN'S CENTER	-	500	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 TRAFFIC SUPPORT FOR THE JAMES MADISON HIGH SCHOOL HOMECOMING PARADE. APPROXIMATE COST OF \$1,700.							
TOTAL	OTHER CHARGES	10,550	14,800	12,050	12,050	12,050	12,050	-
TOTAL	DONATIONS & CONTRIBUTIONS	10,550	14,800	12,050	12,050	12,050	12,050	-

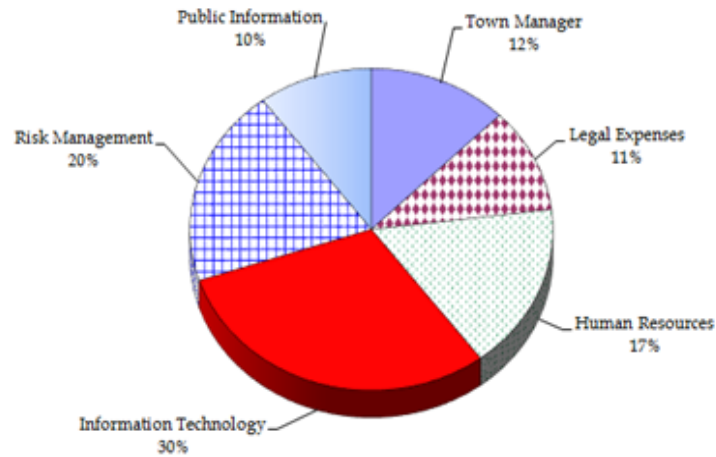
ADMINISTRATION

Mission

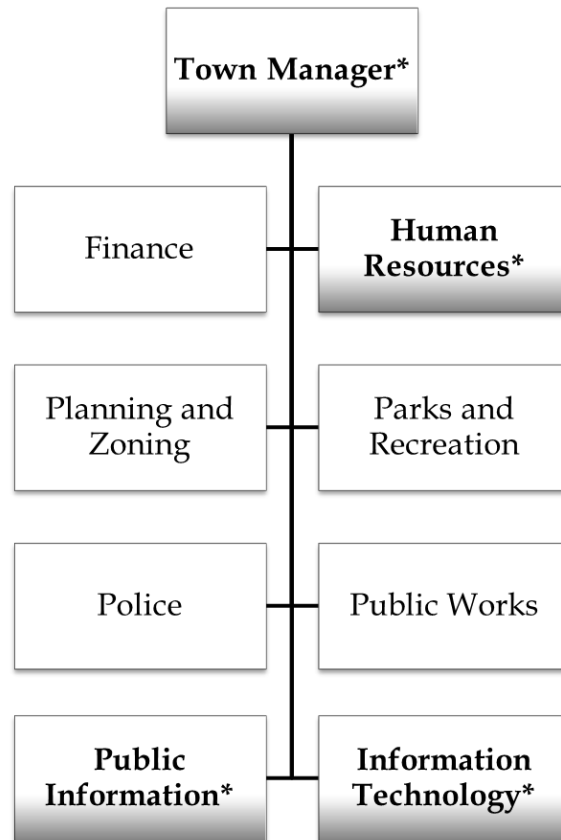
To enhance the lives of others by providing exceptional services to all members of our community.

ADMINISTRATION

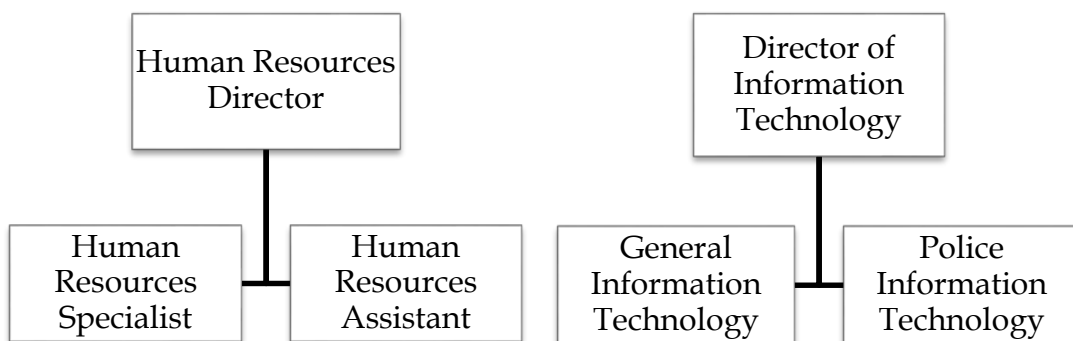
	FY 15-16 Actuals	FY 16-17 Adopted	FY 16-17 Adjusted	FY 16-17 Estimated	FY 17-18 Adopted	Net Change
Town Manager	336,515	335,540	335,540	337,610	349,090	13,550
Legal Services	264,761	277,850	279,350	279,350	295,280	17,430
Human Resources	400,837	502,610	527,470	483,448	468,090	-34,520
Information Technology	735,072	792,740	851,073	841,685	842,610	49,870
Risk Management	425,630	568,730	543,870	558,870	558,150	-10,580
Public Information	239,581	286,270	354,270	318,054	285,690	-580
Administration	2,402,395	2,763,740	2,891,573	2,819,017	2,798,910	35,170



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 16-17 ACCOMPLISHMENTS

- Annual Update to the Capital Improvement Projects
- Hiring of Director of Public Works and Director of Finance
- Implementation of some of the new Financial Software system modules

FY 17-18 INITIATIVES

- Development of Branding Initiative
- Opening of Newly Renovated Community Center
- Implementation of Classification and Compensation Study

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
General fund cash reserves within recommended guidelines of 10% of the subsequent year's budget.	20.6%	19.7%	19.5%
Percent of Senior Staff that attend at least one professional or technical training class.	100%	100%	100%

TOWN MANAGER
11211

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Town Manager	1	1	1
Executive Secretary	1	1	1
Total	2	2	2

FY 17-18 BUDGET CHANGES

- There are 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 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	239,195	246,847	246,800	246,800	246,800	259,830	13,030
41008	ANNUAL LEAVE CASH-IN	3,310	3,401	-	-	-	-	-
TOTAL	PERSONAL SERVICES	242,505	250,248	246,800	246,800	246,800	259,830	13,030
42001	F.I.C.A.	14,588	14,825	14,900	14,900	14,900	15,600	700
42002	V.R.S.	29,350	30,160	30,400	30,400	30,400	27,910	(2,490)
42003	V.R.S. LIFE INS	2,835	2,910	2,930	2,930	2,930	3,400	470
42007	HEALTH INSURANCE	15,381	12,133	13,920	13,920	13,920	15,310	1,390
42008	DISABILITY INS	2,065	2,065	-	-	2,070	-	-
42012	CAFETERIA PLAN FEES	63	95	60	60	60	60	-
42018	ER CONTRIBUTIONS:DC401A	9,492	9,790	9,870	9,870	9,870	10,320	450
TOTAL	EMPLOYEE BENEFITS	73,774	71,977	72,080	72,080	74,150	72,600	520
43309	CELL PHONE EXPENSE	-	-	760	760	760	760	-
TOTAL	PURCHASED SERVICES	-	-	760	760	760	760	-
45202	LONG DIST SERVICE	41	34	50	50	50	50	-
45203	POSTAL SERVICES	64	68	150	150	150	150	-
45404	CENTRAL COPIER CHARGES	1,407	1,122	1,200	1,200	1,200	1,200	-
45503	SUBSISTENCE/LODGING	307	1,107	1,000	1,000	1,000	1,000	-
45504	CONVENTIONS/EDUCATION	917	7,184	7,600	7,600	7,600	7,600	-
45505	BUSINESS MEALS	1,255	291	600	600	600	600	-
45801	MEMBERSHIPS/DUES	3,707	3,542	4,000	4,000	4,000	4,000	-
TOTAL	OTHER CHARGES	7,697	13,349	14,600	14,600	14,600	14,600	-
46001	OFFICE SUPPLIES	554	856	1,000	1,000	1,000	1,000	-
46012	BOOKS/SUBSCRIPTIONS	-	84	300	300	300	300	-
TOTAL	MATERIALS AND SUPPLIES	554	940	1,300	1,300	1,300	1,300	-
TOTAL	TOWN MANAGER	324,530	336,515	335,540	335,540	337,610	349,090	13,550

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.
- Advise Boards and Commissions and attend meetings as needed
- 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.

LEGAL SERVICES

11221

FY 16-17 ACCOMPLISHMENTS

- Successfully advised and represented the town in a number of personnel matters
- Assisted with town zoning code updates and amendments
- Represented the Town on legislative matters before the Virginia General Assembly

FY 17-18 INITIATIVES

- Coordinate with the Town Council and Staff on the Town's Legislative Agenda for 2018
- Assist with review and evaluation of Maple Avenue Corridor rezoning applications
- Continue with conversion of Town Attorney record to electronic format

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Town Attorney (contractual)	N/A	N/A	N/A
Legal Secretary	.5	.5	.5

FY 17-18 BUDGET CHANGES

- A 3% legal services budget increase has been requested, an increase in the supplemental legal budget and an adjustment to the rate for supplemental legal services.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11221
NAME LEGAL SERVICES

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41003	REG. P.T. WITH BENEFITS	36,238	38,316	39,750	39,750	39,750	40,990	1,240
41015	PERFORMANCE BONUS	-	-	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	36,238	38,316	39,750	41,250	41,250	40,990	1,240
42001	F.I.C.A.	2,775	2,931	3,040	3,040	3,040	3,130	90
TOTAL	EMPLOYEE BENEFITS	2,775	2,931	3,040	3,040	3,040	3,130	90
43102	LEGAL SVCES	134,700	138,740	142,900	142,900	142,900	147,190	4,290
43112	PUBLIC DEFENDER SVCES	2,851	960	4,000	4,000	4,000	4,000	-
43113	PROSECUTING SVCES	56,900	58,600	60,360	60,360	60,360	62,170	1,810
43114	SUPP LEGAL SVCES RESERVE	18,926	19,945	20,000	20,000	20,000	30,000	10,000
TOTAL	PURCHASED SERVICES	213,378	218,245	227,260	227,260	227,260	243,360	16,100
45202	LONG DIST SERVICE	12	2	50	50	50	50	-
45203	POSTAL SERVICES	95	103	200	200	200	200	-
45404	CENTRAL COPIER CHARGES	402	1,465	1,400	1,400	1,400	1,400	-
45501	MILEAGE REIMBURSEMENT	-	-	200	200	200	200	-
45504	CONVENTIONS/EDUCATION	-	-	600	600	600	600	-
45801	MEMBERSHIPS/DUES	-	350	850	850	850	850	-
TOTAL	OTHER CHARGES	509	1,921	3,300	3,300	3,300	3,300	-
46001	OFFICE SUPPLIES	1,189	571	1,700	1,700	1,700	1,700	-
46012	BOOKS/SUBSCRIPTIONS	2,022	2,777	2,800	2,800	2,800	2,800	-
TOTAL	MATERIALS AND SUPPLIES	3,211	3,348	4,500	4,500	4,500	4,500	-
TOTAL	LEGAL SERVICES	256,109	264,761	277,850	279,350	279,350	295,280	17,430

HUMAN RESOURCES**11222**

PURPOSE

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

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 benefits.
- Administer mandatory and optional retirement and employee optional pre-tax and post-tax investment programs.
- Administer the Town's employee optional benefit programs, such as flexible spending, optional disability, optional life insurance, etc.
- 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.

FY 16-17 ACCOMPLISHMENTS

- Developed and delivered training in house:
 - Leadership and management training to approximately 40 managers and supervisory staff over a three-day period—3 hour sessions—in March.
 - "Customer Service - The Vienna Way" training to 65 employees cutting across all levels of the organization in three-day, 5-hour sessions.

HUMAN RESOURCES**11222**

- These in-house developed training programs have saved the Town and citizens a minimum of \$18,000 in outsourcing costs, if we used the Virginia Institute of Government (*VIOG), which is a lower cost than retail.
- Secured a pro bono 6-month comprehensive coaching/mentoring program for department heads and the Town Manager, in our continuing goal to reaffirm the Town Manager's commitment to being a high performing organization. This program is ongoing through the end of spring 2017.
 - This is a value add to the Town of \$35,000 .
- Completed DiSC (Dominance-Influence-Steadiness-Conscientiousness) professional personality assessment seminar with department heads and deputies, in an effort to further enhance cohesiveness among our leaders. This was necessary to be outsourced to a certified professional, which was done through VIOG.
- Outsourced the classification and compensation study, riding a contract, which will not exceed the budgeted amount and which cost is well below the previously executed study in 2014.
- Made revisions to Career Path Progression Program.
- Made revisions to various administrative regulations to enhance and/or clarify processes for best practices.
- Implemented internal career development plan and administrative regulation for employees wanting to prepare for supervisory positions.
- Sourced and placed two director and two deputy director positions.
- Scanned worker's compensation records into Laserfiche with IT assistance.
- Changed Police Officer recruitment to a continuous year-round process, rather than on a case-by-case basis when a vacancy occurs. In this way, an Officer vacancy is mostly ready to test when needed.

HUMAN RESOURCES
11222

FY 17-18 INITIATIVES

- Continue to develop and deliver training in house, where appropriate and feasible, to achieve savings and personalize what we provide our employees for organizational development unique to “the Vienna Way.”
- Implement classification and compensation results, as approved by Town Council.
- Continue reviewing and improving processes where needed for best practices.
- Continue reviewing and optimizing technology for HR processes.
- Maximize scanning of HR files.

HUMAN RESOURCES

11222

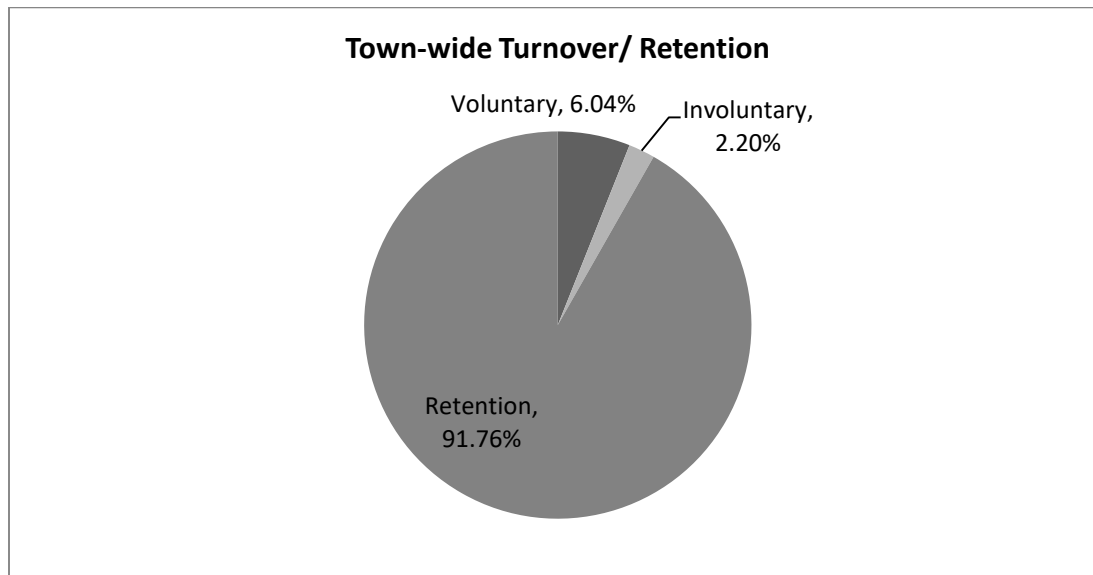
PERFORMANCE MEASURES

Based on calendar year data

Town-wide Turnover/Retention

Voluntary (11)	6.04%
Involuntary (4)	2.20%
Total Annual T.O. (15)	8.24%
Retention	91.76%

TOV had four retirements (one disability). Voluntary quits, excluding retirements, were 3.84%. Retirements were 2.20%.



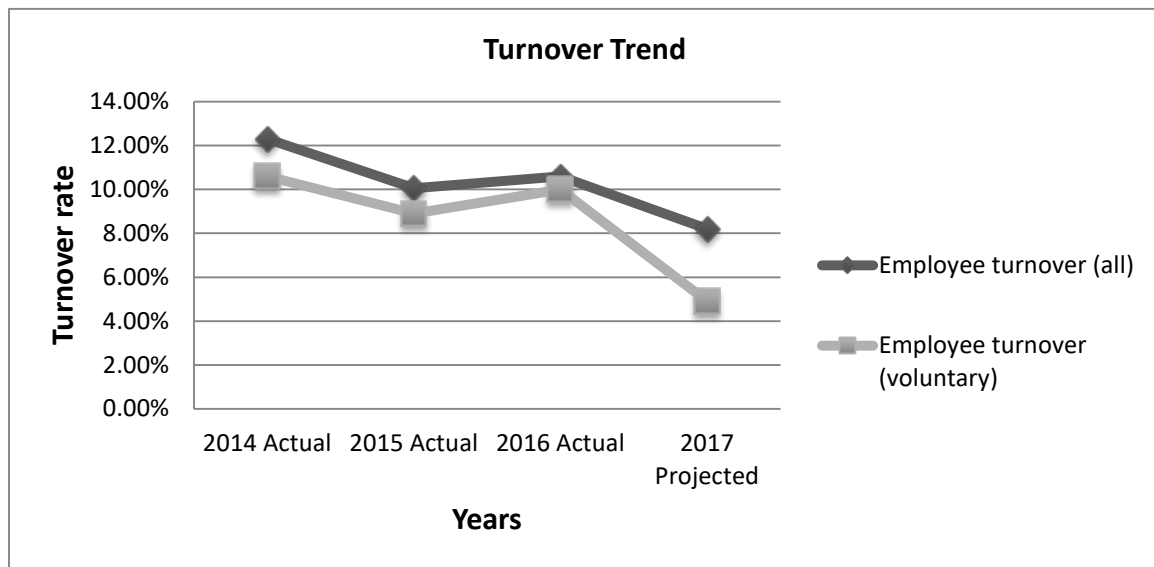
Retention is the difference between the Total Turnover and the Number of Positions that should be filled. Subject-matter experts indicate that overall turnover of 10% or less is an acceptable rate, if the turnover is not primarily among the top performers in the organization. The average cost of replacing a non-executive employee is 20% of the salary, including tangible and intangible costs, according to the Center for American Progress and Society for Human Resources Management. Average salary in TOV is \$65k, with an average of 11.28 years of service.

HUMAN RESOURCES

11222

Historical Turnover

Turnover Trend	2014 Actual	2015 Actual	2016 Actual	2017 Projected
Employee turnover (all)	12.30%	10.06%	10.60%	8.00%
Employee turnover (voluntary)	87.70%	89.94%	89.40%	92.00%



HUMAN RESOURCES
11222

Workforce per Capita Data

Year	Population ¹	% Population Growth	No. of Town Benefited FTE	% Workforce Growth	Ratio Pop:BFTE
2010	15,687		175		90:1
2012	16,188		175		93:1
2014	16,459		179		92:1
2016	16,522	5.2	179	2.2	92:1
2017	16,585 Est.	5.7	181 ²	3.4	92:1 ³

¹Population data from Weldon Cooper Center data center.

²This number does not reflect two positions: (a) Construction Project Manager (Community Center—a “term” position, totally funded by the capital project); (b) 16-17 new unfilled grant-funded position which will be deleted from Budget).

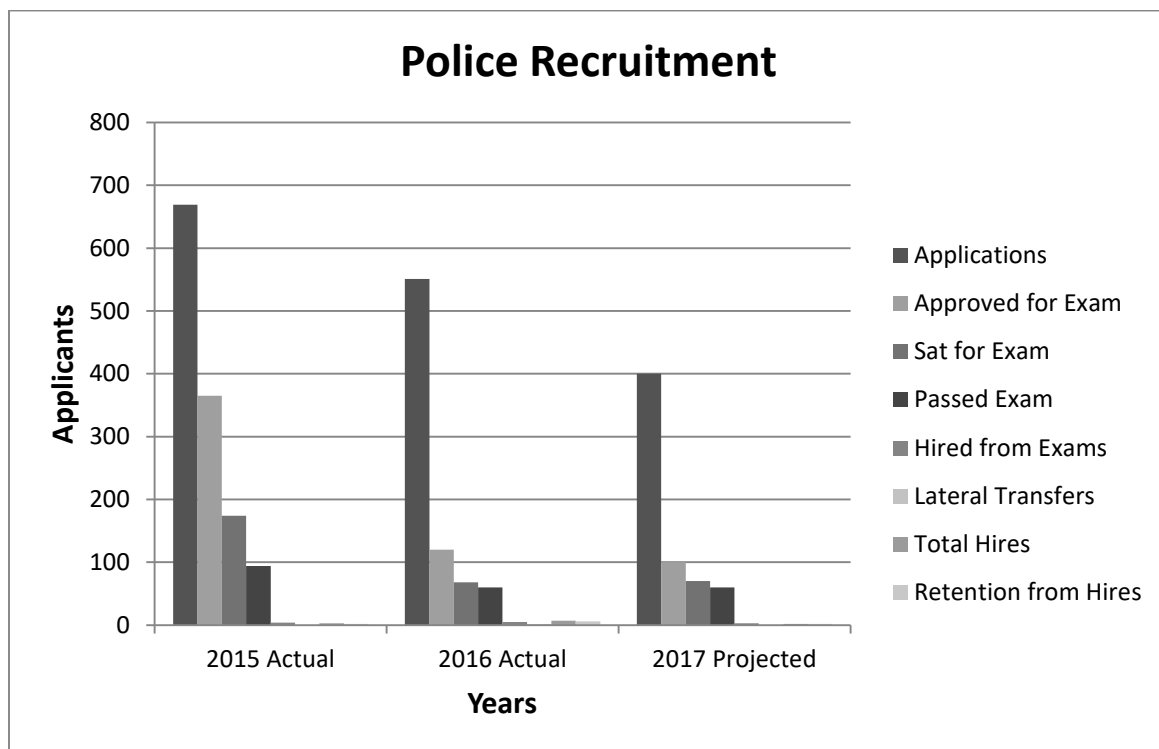
³The workforce ratio per capita in Town of Vienna of 92:1 favorably compares with our nearest neighboring town, Herndon (pop. 24,568 in 2016), whose ratio is 85:1. From 2010 to 2016, Herndon has experienced a 5.5% population growth, very similar to Vienna’s growth.

HUMAN RESOURCES

11222

Police Recruitment

Description	2015 Actual	2016 Actual	2017 Projected
Applications	669	551	400
- Approved for Exam	365	120	100
- Sat for Exam	174	68	70
- Passed Exam	94	60	60
Hired from Exams	4	5	3
Lateral Transfers	0	2	0
Total Hires	3*	7*	2**
Retention from Hires	2	6	2
*Terminations during probation. **One projected retirement.			



By changing the upfront application and screening process, HR and VPD have shaved off 20-30 days off the time-to-fill process and reduced the number of applicants at the exam who are not serious candidates. That, and a change in the written exam (endorsed by the VA Police Chief's Association), have increased the pass/fail rate in police entrance exams from 54% to 86%.

**HUMAN RESOURCES
11222**

Educational Assistance Program

Description	2015 Actual	2016 Actual	2017 Projected
Tuition Reimbursement Program			
- No. Participants	6	9	9
- Dollars Approved	\$31,332	\$28,235	\$28,235
- % (of Workforce) Utilization	3.3	4.4	4.4

Five law enforcement officers and 4 civilian employees currently participate in the college tuition reimbursement program. In 2016, one graduated with a Bachelor degree, one LEO will graduate in 2017, and one new civilian employee is approved for tuition reimbursement. The retention rate is 100% among this group.

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Human Resources Director	1	1	1
Human Resource Assistant	1	1	1
Human Resource Specialist	1	1	1
Total	3	3	3

FY 17-18 BUDGET CHANGES

- Reduce budget by \$30K: Classification and compensation study complete.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11222
NAME HUMAN RESOURCES

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	261,336	191,403	247,370	239,470	239,470	252,830	5,460
41002	OVERTIME	1,286	442	1,000	1,000	1,000	1,000	-
41004	PART TIME W/O BENEFITS	7,338	39,272	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	2,521	-	-	-	-	-	-
41015	PERFORMANCE BONUS	-	1,500	-	-	-	-	-
TOTAL	PERSONAL SERVICES	272,480	232,618	248,370	240,470	240,470	253,830	5,460
42001	F.I.C.A.	18,172	17,482	19,000	19,000	19,000	18,200	(800)
42002	V.R.S.	27,339	23,329	29,190	29,190	29,190	26,710	(2,480)
42003	V.R.S. LIFE INS	2,681	2,254	3,010	3,010	3,010	3,320	310
42007	HEALTH INSURANCE	17,083	6,136	20,110	20,110	20,110	13,620	(6,490)
42011	TUITION ASSIST	29,218	27,799	29,000	29,000	28,235	29,000	-
42012	CAFETERIA PLAN FEES	217	27	-	-	-	60	60
42018	ER CONTRIBUTIONS:DC401A	6,203	7,699	7,640	7,640	7,640	7,840	200
42021	VRS HYBRID 401A MATCH	415	40	560	560	560	550	(10)
42025	VRS HYBRID DISABILITY	245	23	330	330	330	330	-
42050	RELOCATION EXPENSES	3,000	3,000	3,000	3,000	3,000	3,000	-
TOTAL	EMPLOYEE BENEFITS	104,573	87,788	111,840	111,840	111,075	102,630	(9,210)
43101	CONSULTING SERVICES	4,224	5,069	36,000	36,000	36,000	6,000	(30,000)
43105	HEALTH SERVICES	8,956	4,814	15,000	15,000	12,000	15,000	-
43302	FINANCIAL SYSTEM MTCE	11,980	9,411	12,000	12,000	12,000	13,000	1,000
43308	CONTRACTS/SERVICES	2,027	1,924	5,200	22,960	16,000	5,000	(200)
43309	CELL PHONE EXPENSE	-	643	670	670	800	800	130
43501	PRINTING/BINDING SVCS	408	449	500	500	500	500	-
43601	ADVERTISING	2,160	3,208	6,000	6,000	8,000	6,000	-
43801	SRVCS FROM OTHER GOV'TS	130	-	-	-	-	-	-
TOTAL	PURCHASED SERVICES	29,884	25,518	75,370	93,130	85,300	46,300	(29,070)
45202	LONG DIST SERVICE	163	43	130	130	130	130	-
45203	POSTAL SERVICES	723	627	800	800	500	500	(300)
45404	CENTRAL COPIER CHARGES	1,251	5,083	5,000	5,000	5,000	6,000	1,000
45501	MILEAGE REIMBURSEMENT	318	-	1,000	1,000	250	700	(300)
45503	SUBSISTENCE/LODGING	920	-	2,000	2,000	500	1,000	(1,000)
45504	CONVENTIONS/EDUCATION	-	1,076	1,100	1,100	500	2,000	900
45505	BUSINESS MEALS	2,177	126	500	500	500	500	-
45801	MEMBERSHIPS/DUES	765	2,246	2,000	2,000	2,073	2,500	500
TOTAL	OTHER CHARGES	6,316	9,202	12,530	12,530	9,453	13,330	800
46001	OFFICE SUPPLIES	1,503	2,035	2,700	2,700	2,650	2,700	-
46012	BOOKS/SUBSCRIPTIONS	97	2,115	500	500	500	500	-
46015	OPERATIONAL SUPPLIES	1,881	2,524	3,000	3,000	2,000	3,000	-
46019	OTHER SUPPLIES	3,035	4,000	4,000	4,000	4,000	4,000	-
46021	HOLIDAY GIFT CERTIFICATES	6,753	3,756	9,800	9,800	5,000	9,800	-
TOTAL	MATERIALS AND SUPPLIES	13,270	14,430	20,000	20,000	14,150	20,000	-
47102	WELLNESS PROGRAM	-	1,487	4,000	4,000	4,000	4,000	-
47201	TRAINING PROGRAMS	5,242	10,162	11,500	11,500	6,000	9,000	(2,500)
47203	SERVICE AWARDS	12,179	15,258	14,000	14,000	8,000	14,000	-
47207	TESTING SERVICES	2,470	4,375	5,000	5,000	5,000	5,000	-
TOTAL	PROGRAM AND SERVICES	19,892	31,281	34,500	34,500	23,000	32,000	(2,500)
TOTAL	HUMAN RESOURCES	446,415	400,837	502,610	512,470	483,448	468,090	(34,520)

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 16-17 ACCOMPLISHMENTS

- Rollout of Police Live Scan and Mobile Live Scan Finger Print system with Fairfax County.
- Rollout of Staff Time Card Portal along with Payroll Module implementation.
- Rollout of Munis Permits Module with Planning and Zoning Department for Permit Applications, Inspections, and Code Enforcement processing.
- Rollout of Munis Business License Module with Finance Department for Business License and Meal Tax processing.
- Rollout of Munis Tax Module with Finance Department for Real Estate and Personal Property processing.
- Rollout of Police Department Dispatch Radio Upgrades with Fairfax County.
- Rollout of Police Department 911 Vesta Phone Upgrade to VOIP with Fairfax County.
- LaserFiche Document Scanning with Human Resources, Finance, Planning and Zoning, and the Town Clerk.
- Rollout of Phase 1 of New World CAD Upgrade.

INFORMATION TECHNOLOGY

11251

- Department took on responsibility of Project Manager for the Munis installation.

FY 17-18 INITIATIVES

- Provide continued LaserFiche Document Scanning services for Town Departments.
- Go Live with Munis Work Orders.
- Go Live with Munis Utility Billing Module.
- Complete New World Mobile CAD Upgrade.
- Complete Town Website Upgrade.

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
Technical service call responses	1,100	1,324	1,400
Supported Applications and Systems	36	37	38
Supported Routers and Switches	23	23	23
Supported Servers	40	41	41
Cell Phones/Devices Supported	92	92	92
Requests for AV setup for general meetings/training sessions/non-televised boards and commission meetings	N/A	151	150
Town Council Meetings/Work Sessions Supported	N/A	30	29
Planning Commission Meetings Televised	N/A	12	12
Cable Channel Programming	N/A	104	104
Support Tickets for Munis	N/A	108	108

INFORMATION TECHNOLOGY

11251

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Information Technology Director	1	1	1
Deputy Director of IT	-	1	1
Computer Technician	1	1	1
Information Technology Coordinator	2	1	1
IT Assistant	.5	.5	.5
Total	4.5	4.5	4.5

FY 17-18 BUDGET CHANGES

- No significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11251
NAME INFORMATION TECHNOLOGY

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	347,569	317,676	381,780	342,930	342,930	391,380	9,600
41002	OVERTIME	7,092	5,462	8,500	8,500	8,500	6,000	(2,500)
41004	PART TIME W/O BENEFITS	23,102	38,983	19,000	38,150	38,150	19,000	-
41006	ANNUAL LEAVE LIQUIDATION	450	-	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	-	2,590	-	-	2,670	-	-
41015	PERFORMANCE BONUS	-	1,500	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	378,213	366,212	409,280	391,080	393,750	416,380	7,100
42001	F.I.C.A.	27,052	26,020	31,310	31,310	31,310	31,850	540
42002	V.R.S.	41,812	40,671	46,210	46,210	46,210	40,080	(6,130)
42003	V.R.S. LIFE INS	4,116	4,003	4,540	4,540	4,540	4,210	(330)
42007	HEALTH INSURANCE	29,055	22,917	26,300	26,300	26,300	40,400	14,100
42018	ER CONTRIBUTIONS:DC401A	13,559	13,412	15,270	15,270	15,270	12,750	(2,520)
42021	VRS HYBRID 401A MATCH	801	824	850	850	850	2,160	1,310
42025	VRS HYBRID DISABILITY	473	486	500	500	500	580	80
TOTAL	EMPLOYEE BENEFITS	116,868	108,333	124,980	124,980	124,980	132,030	7,050
43301	EQUIPMT MTCE CONTRACTS	18,038	27,098	27,360	27,360	27,360	27,360	-
43303	SOFTWARE MTCE CONTRACT	11,973	18,047	18,700	49,138	49,140	18,700	-
43308	CONTRACTS/SERVICES	57,285	51,832	53,000	53,000	53,000	53,000	-
43309	CELL PHONE EXPENSE	-	2,127	4,000	4,000	4,000	4,000	-
TOTAL	PURCHASED SERVICES	87,296	99,103	103,060	133,498	133,500	103,060	-
45201	LOCAL PHONE SERVICE	12,945	19,890	14,250	21,310	14,250	14,250	-
45202	LONG DIST SERVICE	296	93	300	300	300	300	-
45203	POSTAL SERVICES	-	31	100	100	100	100	-
45205	INTERNET ACCESS/EMAIL SVC	19,081	21,229	17,810	23,810	23,810	15,560	(2,250)
45404	CENTRAL COPIER CHARGES	233	364	300	300	300	300	-
45501	MILEAGE REIMBURSEMENT	-	-	100	100	100	100	-
45504	CONVENTIONS/EDUCATION	4,455	5,000	5,000	5,000	5,000	5,000	-
45801	MEMBERSHIPS/DUES	-	50	-	-	-	-	-
TOTAL	OTHER CHARGES	37,010	46,657	37,860	50,920	43,860	35,610	(2,250)
46001	OFFICE SUPPLIES	17,603	18,763	15,000	15,000	15,000	15,000	-
46012	BOOKS/SUBSCRIPTIONS	-	-	-	-	-	-	-
46014	DP/COMPUTER SUPPLIES	7,435	8,431	8,000	8,000	8,000	8,000	-
46015	OPERATIONAL SUPPLIES	650	473	1,000	1,000	1,000	1,000	-
46040	SOFTWARE PURCHASES	12,173	12,220	12,250	12,250	12,250	47,720	35,470
TOTAL	MATERIALS AND SUPPLIES	37,861	39,887	36,250	36,250	36,250	71,720	35,470
47215	TOV WEB SITE SERVICES	25,871	42,076	42,760	42,760	42,760	42,760	-
TOTAL	PROGRAM AND SERVICES	25,871	42,076	42,760	42,760	42,760	42,760	-
48101	MACH/EQUIPMT REPLACEMENT	37,140	32,803	38,550	66,585	66,585	41,050	2,500
TOTAL	CAPITAL OUTLAY	37,140	32,803	38,550	66,585	66,585	41,050	2,500
TOTAL	INFORMATION TECHNOLOGY	720,259	735,072	792,740	846,073	841,685	842,610	49,870

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 incidents and injuries.
- Administer and distribute safety and safe-driver programs.
- Administer employee CPR/ AED training program.

FY 16-17 ACCOMPLISHMENTS

- Achieved Virginia Municipal League's (VML) Risk Management Goals for safe driver training by December 31, realizing a 5% reduction in auto liability insurance premium for FY 17-18.
- Achieved 100% goal in VML's Risk Management Guidelines, realizing a 5% premium reduction in all Property & Casualty (P&C) lines of insurance for FY 17-18.
- Revised accident reporting processes and policy.
- Achieved containment of property and casualty losses, including those attributed to workers' compensation through appropriate, consistent communication with VML, resulting in one settled disability case.
- Achieved containment of unemployment compensation losses through appropriate application of policies and documentation.
- Settled two impending employment claims without cash outlay.

RISK MANAGEMENT
11255

FY 17-18 INITIATIVES

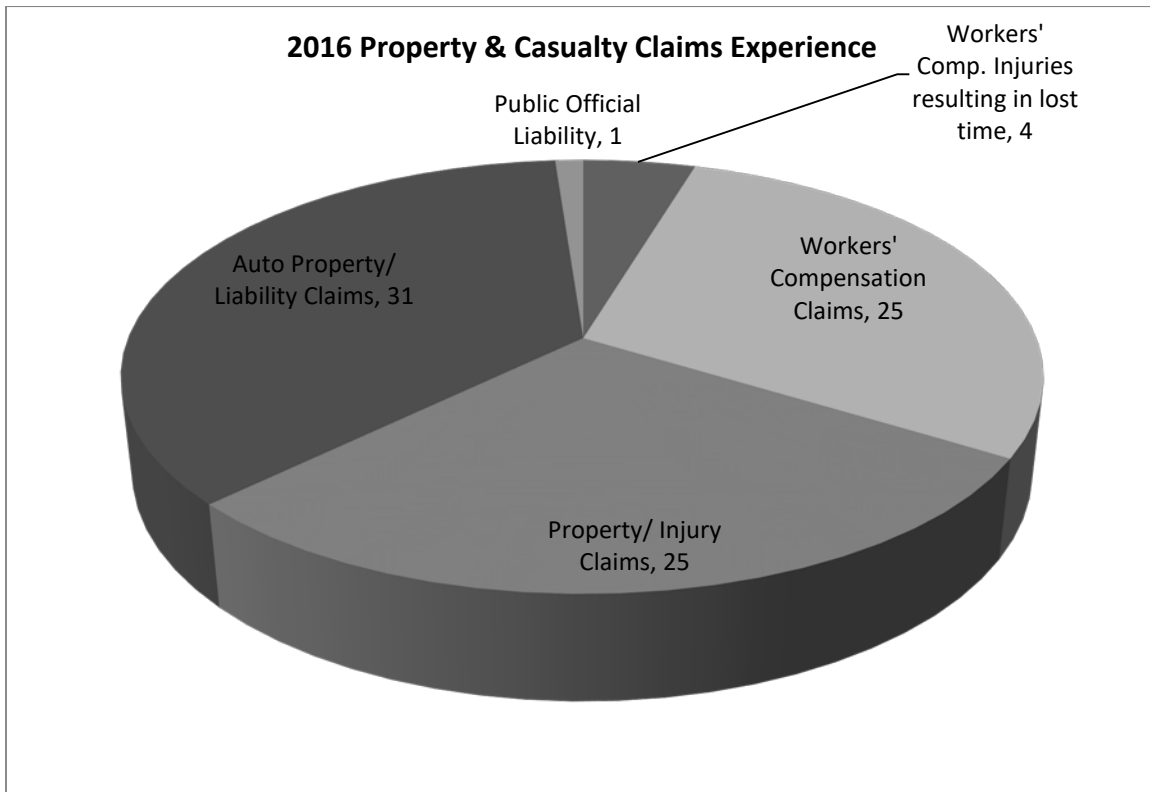
- Enhance safety program through additional training and enhanced partnership between Safety Committee and management.
- Revise Safety Manual.
- Add more proactive and frequent inspection of field work conditions and safe work practices.
- Achieve continuing goals of safe driver training to realize auto liability premium credit.
- Achieve 100% Risk Management Guidelines to continue realizing P&C premium credit.
- Update safety data sheet (SDS) chemical data management program to meet Occupational Safety and Health Administration (OSHA) standards.

RISK MANAGEMENT 11255

PERFORMANCE MEASURES

Based on Calendar Year Data

Property & Casualty Claims History	2015	2016	2017
Description	Actual	Actual	Projected
Workers' Comp. Injuries resulting in lost time	3	4	1
Workers' Comp. Claims	21	25	20
Property/Injury Claims	30	25	20
Auto Property/Liability Claims	25	31	20
Public Official Liability	0	1	0



FY 17-18 BUDGET CHANGES

- Completion of Community Center will add considerable value to the buildings & property schedule for insurance purposes. An increase to the Blanket Buildings coverage in FY 18 is anticipated.

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

**DIVISION 11255
NAME RISK MANAGEMENT**

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
42001	F.I.C.A.	-	168	-	-	-	-	-
42002	V.R.S.	-	138	-	-	-	-	-
42003	V.R.S. LIFE INS	-	13	-	-	-	-	-
42007	HEALTH INSURANCE	-	139	-	-	-	-	-
42008	DISABILITY INS	408	408	800	800	800	500	(300)
42009	UNEMPLOYMENT INS	4,660	379	6,500	6,500	6,500	5,000	(1,500)
42013	WORKER'S COMP INS	238,661	194,880	246,000	229,730	229,730	229,730	(16,270)
TOTAL	EMPLOYEE BENEFITS	243,729	196,126	253,300	237,030	237,030	235,230	(18,070)
43105	HEALTH SERVICES	7,056	-	-	-	-	-	-
TOTAL	PURCHASED SERVICES	7,056	-	-	-	-	-	-
45301	BOILER INS	2,428	2,084	2,780	2,780	2,780	2,780	-
45304	OTHER PROPERTY INSURANCE	24,336	26,511	29,830	29,830	29,830	29,830	-
45305	VEHICLE INS	84,760	64,711	79,000	79,000	79,000	79,000	-
45306	SURETY BONDS	-	2,412	3,700	3,700	3,700	3,700	-
45308	GEN LIABILITY INS	103,124	79,287	107,260	107,260	107,260	107,260	-
45311	EXCESS LOSS UMBRELLA INS	33,980	27,008	34,850	34,850	34,850	34,850	-
45313	INSURANCE RETENTION	56,585	(2,349)	20,000	20,000	20,000	20,000	-
45316	LINE OF DUTY ACT INSUR.	21,143	21,143	21,150	22,560	22,560	24,000	2,850
45801	MEMBERSHIPS/DUES	2,227	1,110	1,460	1,460	1,460	1,500	40
TOTAL	OTHER CHARGES	328,582	221,916	300,030	301,440	301,440	302,920	2,890
46019	OTHER SUPPLIES	204	1,101	1,000	1,000	1,000	1,000	-
46030	MEDICAL SUPPLIES	953	1,613	6,000	6,000	4,000	6,000	-
TOTAL	MATERIALS AND SUPPLIES	1,156	2,713	7,000	7,000	5,000	7,000	-
47202	SAFETY PROGRAMS	3,360	4,873	8,400	13,400	13,400	13,000	4,600
TOTAL	PROGRAM AND SERVICES	3,360	4,873	8,400	13,400	13,400	13,000	4,600
TOTAL	RISK MANAGEMENT	583,884	425,628	568,730	558,870	556,870	558,150	(10,580)

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, and various department-generated publications 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 a Strategic Communications Plan.
- Review and edit various documents and reports produced by other departments.
- 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.

FY 16-17 ACCOMPLISHMENTS

- Launched branding campaign effort, expected to include qualitative research and logo design competition.
- Implemented redesign of Town newsletter, which included a new name, design, color photos, and more engaging stories.
- Managed a proactive social media strategy that increased the Town's presence. Followers as well as number of posts (except on Twitter) increased. Number of Facebook posts increased by 80% while number of fans increased by 26%. Followers of the Town's Twitter page increased by 29%. Also, the public

PUBLIC INFORMATION**11260**

information office, using the excellent photo skills of Communications Specialist Adam Kincaid, began fully utilizing Town's Instagram account.

- Coordinated and managed live Fox 5 broadcast from Town Green, which resulted in great exposure and positive coverage for Town.
- Produced eight brief videos, providing information about Town services and programs, for broadcast on CTVN as well as social media platforms. Branded the video series as Vienna View.
- Redesigned Town's weekly e-newsletter, Happenings, and moved production and distribution to Emma, a new email platform for the Town. The move allows the Town to create more attractive emails and track responses to the emails.
- Again, relying on "bonus" photography skills of Adam Kincaid, department is building a rich and diverse photo library.
- Working with Town Business Liaison Committee to provide more proactive communications and services to Town businesses, serving as a modest, quasi economic development arm of the Town. TBLC conducted survey of Town businesses during spring of 2017.
- Redesigned, renamed, and improved Town employee newsletter, Talk of the Town.

FY 17-18 INITIATIVES

- Complete branding campaign and work to have Council adopt new Town logo. Plan and implement launch of new logo - including any special events, media, and branded give-aways.
- Department budget for FY18 has been reorganized to allow for production and mailing of additional Town calendars to Town businesses.
- Work with IT department, following adoption of new Town logo, to update Town website. Primary focus on ensuring that website is responsive to mobile users, navigation system is modernized, and homepage is more attractive and effective.
- Work with TBLC to establish effective communication channels and messaging with Town businesses. Specifically, help TBLC set up and manage a regular email newsletter via Emma (email listserve software).
- Create more regular production schedule for employee newsletter.

PUBLIC INFORMATION
11260

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
Promote Town programs, news and events.			
Facebook Users:	2,824	3,795	4,100
Facebook Posts:	83	420	375
Twitter Users:	2,650	3,719	4,200
Twitter Posts:	800+	432	380
Original Programming for TVCN:	N/A	8	10
Live broadcast meetings:	20	30	35
Vienna Happenings (email newsletter) Subscribers:	700	1,095	1,200
Number of News Releases:	39	70	65
Number of News Stories (resulting from releases or PIO support):	N/A	200	200
Vienna Patch – 73			
Sun Gazette/Inside NOVA – 58			
Vienna/Oakton Connection – 45			
Fairfax Times – 11			
Washington Post (calendar postings in Fairfax Living, etc.) – 5			
Virginia Town & City – 3			
Misc. - 5			
Printed Newsletters	12	12	12
Distribution/issue	5,856	5,863	5,865
Website visits	333,783	341,315	341,000
Visits from desktops: 218,995			
Visits from phones: 91,334			
Visits from tablets: 24,485			
Most visited website pages (2016):			
Homepage			
Employment Opportunities			
Making a Payment			
Parks & Rec			
Police			
Program Registration			
Halloween Parade			
Real Estate Taxes			
Vienna Alerts			

PUBLIC INFORMATION
11260

Disburse emergency information.			
<i>Number of Emergency Information alert subscribers:</i>	702	982	1,050
<i>Number of informational alerts sent (including road closures, water main breaks, emergency alerts):</i>	50	37	30

* TVCN Intern is defined as individuals working within the town's Video Production Intern position.
Beginning in 2017 TVCN broadcast volunteer will be defined as individuals working without payment.
Some 2016 figures are estimated or unknown due to staff turnover.

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Communications & Marketing Manager	1	1	1
Communications Specialist	1	1	1
Total	2	2	2

FY 17-18 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11260
NAME PUBLIC INFORMATION

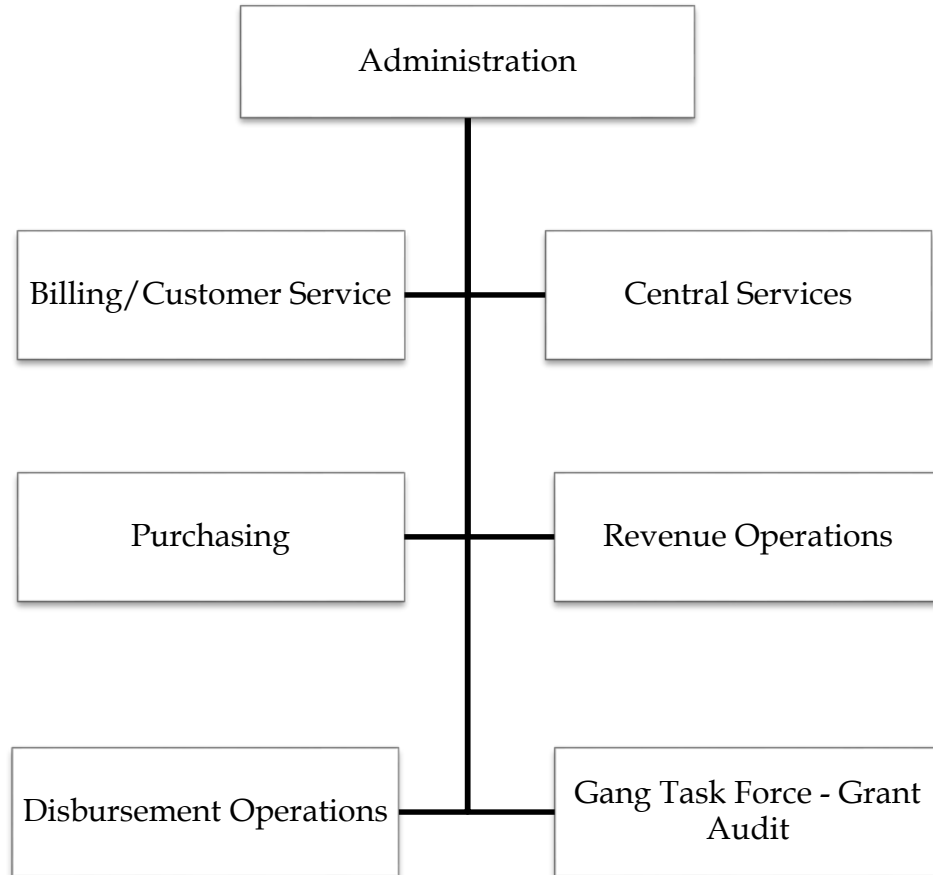
ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	91,184	127,503	162,330	162,330	162,330	172,000	9,670
41003	REG. P.T. WITH BENEFITS	21,362	-	-	-	-	-	-
41004	PART TIME W/O BENEFITS	17,203	4,755	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	-	2,277	-	-	2,400	-	-
TOTAL	PERSONAL SERVICES	129,748	134,535	162,330	162,330	164,730	172,000	9,670
42001	F.I.C.A.	9,589	10,087	12,150	12,150	12,150	13,050	900
42002	V.R.S.	9,661	13,387	18,350	18,350	18,350	13,680	(4,670)
42003	V.R.S. LIFE INS	1,016	1,405	1,940	1,940	1,940	2,260	320
42007	HEALTH INSURANCE	12,712	10,568	16,620	16,620	9,120	6,810	(9,810)
42012	CAFETERIA PLAN FEES	-	-	-	-	-	-	-
42017	CELL PHONE ALLOWANCE	1,771	-	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	226	-	4,200	4,200	4,200	4,560	360
42021	VRS HYBRID 401A MATCH	853	1,183	1,620	1,620	1,620	4,270	2,650
42025	VRS HYBRID DISABILITY	504	692	950	950	950	950	-
TOTAL	EMPLOYEE BENEFITS	36,332	37,323	55,830	55,830	48,330	45,580	(10,250)
43308	CONTRACTS/SERVICES	2,017	17,777	12,000	79,390	52,000	10,280	(1,720)
43309	CELL PHONE EXPENSE	-	990	1,000	1,000	20	-	(1,000)
43501	PRINTING/BINDING SVCS	782	295	1,000	500	200	500	(500)
43601	ADVERTISING	100	140	500	500	200	500	-
TOTAL	PURCHASED SERVICES	2,899	19,202	14,500	81,390	52,420	11,280	(3,220)
45202	LONG DIST SERVICE	-	7	20	20	10	10	(10)
45203	POSTAL SERVICES	10,557	20,552	22,000	22,000	21,000	21,000	(1,000)
45404	CENTRAL COPIER CHARGES	869	539	500	500	500	500	-
45504	CONVENTIONS/EDUCATION	(26)	-	2,190	2,190	1,500	4,000	1,810
45505	BUSINESS MEALS	-	-	-	-	-	100	-
45801	MEMBERSHIPS/DUES	-	-	-	-	-	700	-
TOTAL	OTHER CHARGES	11,399	21,098	24,710	24,710	23,010	26,310	800
46001	OFFICE SUPPLIES	506	452	500	500	600	700	200
46012	BOOKS/SUBSCRIPTIONS	-	120	-	-	-	-	-
46015	OPERATIONAL SUPPLIES	-	239	700	200	200	300	(400)
TOTAL	MATERIALS AND SUPPLIES	506	811	1,200	700	800	1,000	(200)
47204	TOWN CALENDAR	6,513	6,950	7,200	6,700	6,514	7,500	300
47205	TOWN NEWSLETTER	18,262	19,548	20,000	22,110	22,050	22,020	2,020
TOTAL	PROGRAM AND SERVICES	24,775	26,498	27,200	28,810	28,564	29,520	2,320
48102	FURN/FIXTURE REPLACEMENT	479	-	500	500	200	-	(500)
48207	ADDITIONAL OFFICE/DP EQT	-	115	-	-	-	-	-
TOTAL	CAPITAL OUTLAY	479	115	500	500	200	-	(500)
TOTAL	PUBLIC INFORMATION	206,138	239,581	286,270	354,270	318,054	285,690	(1,380)

FINANCE

Mission

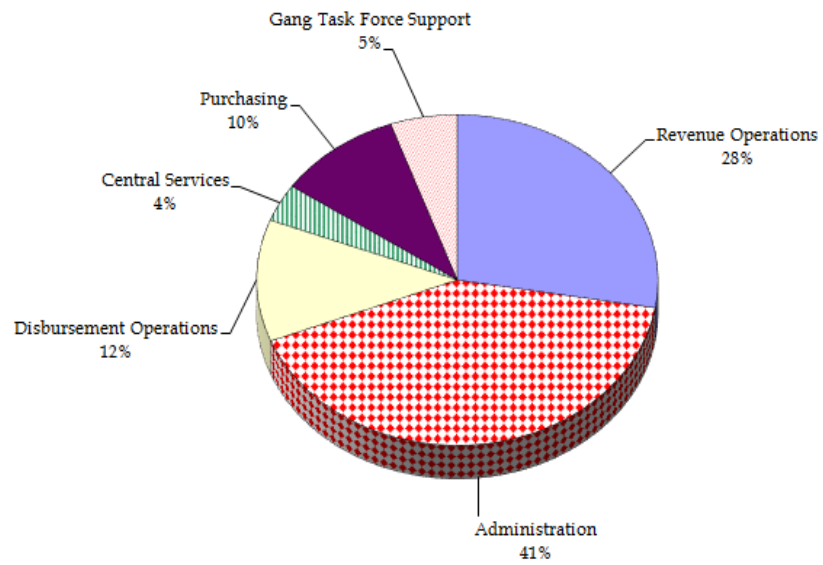
The mission of the Finance Department is to maximize and safeguard financial resources in order for Town Council and Departments to achieve their objectives.

FINANCE



FINANCE

	FY 15-16 Actuals	FY 16-17 Adopted	FY 16-17 Adjusted	FY 16-17 Estimated	FY 17-18 Adopted	Net Change
Revenue Operations	469,475	437,540	437,540	459,900	457,790	20,250
Administration	817,606	642,820	651,320	619,870	682,200	39,380
Disbursement Operations	217,941	195,720	197,220	201,390	196,710	990
Purchasing	146,771	160,690	160,690	155,720	165,640	4,950
Central Services	51,873	53,810	53,810	54,750	61,150	7,340
Gang Task Force - Grant Audit	91,378	92,770	92,770	85,960	89,190	-3,580
Finance	1,795,044	1,583,350	1,593,350	1,577,590	1,652,680	69,330



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 \$10.4 million for FY 16-17 or 43% 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 delinquent cycles. Work with the County and leasing companies to ensure accuracy of the data. Staff a billing questions answer line and email account.
- Prepare appropriate letters and follow-up to ensure collections from all General Fund revenue systems.
- Process approximately 85,000 annual counter cash/check payments totaling almost \$15 million.
- Provide tax estimates for title companies.

FY 16-17 ACCOMPLISHMENTS

- Issued first Dog License renewal billing on Munis
- Began taking Munis payments for Permitting, Business License and Meals Tax through the Tyler Cashiering POS system and trained backup cashiers
- Continued implementation and training activities for Real Estate and Vehicle Licensing to transition to Munis and completed the conversion in the spring of 2017.
- Issued first Vehicle License delinquent bills and Real Estate tax bills on the Munis system.

REVENUE OPERATIONS
11231

- Converted Vehicle License and Real Estate tax payments to Tyler Cashiering.
- Collected over 99% of Real Estate taxes. This is the 23rd consecutive year collections have exceeded 99%.
- Completed Business License conversion to Munis and issued first bills out of the Munis system.
- Issued over 20 summonses for Business License customers who either failed to file or filed incorrectly.
- Began processing all incoming wires from start to finish in Tyler Cashiering.
- Began reconciliation of Flexible Spending account in conjunction with Payroll system.
- Began preparing spreadsheet as backup for Revenue Forecasting for the Director.

FY 17-18 INITIATIVES

- Implement credit card processing through Munis and Customer Self Service Portal on the web.
- Implement a credit card processing solution for all customer payments at the finance counter.
- Explore the use of accepting debit payments for vehicle licensing and real estate.
- Explore electronic bill presentation for Real Estate and Vehicle License bills.
- Develop enhanced reporting of Real Estate, Meals Tax and Business License data.
- Transition parking ticket delinquent notices over to the general billing module.
- 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 to save on paper and office space.
- Perform street audits of local businesses in the business corridors to increase collections.

REVENUE OPERATIONS
11231

- Revise efforts to collect IRS schedule C's from the County to increase Business License collections.

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
Amount of formerly unreported BPOL tax collected as a percent of total	3.5%	1.0%	3.0%
Telephone call inquiries received by the Business License Office	N/A	1,058	1,050
Percent of Real Estate Tax Collected on time	99.8%	99.8%	99.8%
Percent of vehicle license fees collected	80%	91.2%	90%
Supplemental real estate bills issued	137	131	130
Real estate abatements processed	121	147	150
Number of monthly delinquent real estate bills issued	1,117	1,249	1,200
Number of Real Estate abatements processed	N/A	147	150
Telephone call inquiries received by the Real Estate Department	2,749	2,677	2,600
Vehicle License annual and prorated bills issued	12,930	12,728	12,700
Vehicle License delinquent bills issued	4,764	9,463	9,000
Total revenue handled and deposited by Finance Counter Cashiers	\$25.5 million	\$33.6 million	\$33.8 million

**REVENUE OPERATIONS
11231**

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Real Estate Tax Specialist	1	1	1
Head Cashier	1	1	1
Business License Officer	1	1	1
Revenue Auditor (temporary)	.5	-	-
Sr. Accountant – VDOT Grants (a)	-	1	-
Fiscal Assistant – cashier	1	1	1
Total	4.5	5	4

(a) Reimbursed by VDOT

FY 17-18 BUDGET CHANGES

- In 2017 combined the reimbursed VDOT Grant Accountant with Gang Task Force Fiscal Agent in division 11275.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11231
NAME REVENUE OPERATIONS

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	208,825	258,097	355,290	355,290	270,030	274,500	(80,790)
41002	OVERTIME	5,404	10,421	4,000	4,000	5,900	4,000	-
41004	PART TIME W/O BENEFITS	35,840	-	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	2,572	2,644	-	-	2,700	-	-
TOTAL	PERSONAL SERVICES	252,641	271,161	359,290	359,290	278,630	278,500	(80,790)
42001	F.I.C.A.	19,029	19,911	27,490	27,490	20,880	20,260	(7,230)
42002	V.R.S.	25,572	31,514	43,900	43,900	40,000	29,630	(14,270)
42003	V.R.S. LIFE INS	2,470	3,040	4,220	4,220	3,800	3,600	(620)
42004	LOCAL PENSION PLAN	21,216	25,074	23,340	23,340	23,340	31,460	8,120
42007	HEALTH INSURANCE	28,857	33,261	42,090	42,090	42,090	44,240	2,150
42012	CAFETERIA PLAN FEES	63	121	60	60	120	190	130
42018	ER CONTRIBUTIONS:DC401A	2,071	2,945	5,600	5,600	5,600	4,430	(1,170)
42025	VRS HYBRID DISABILITY	-	25	-	-	-	-	-
TOTAL	EMPLOYEE BENEFITS	99,278	115,890	146,700	146,700	135,830	133,810	(12,890)
43308	CONTRACTS/SERVICES	7,191	5,338	21,000	21,000	15,800	15,800	(5,200)
43601	ADVERTISING	529	412	600	600	1,020	600	-
TOTAL	PURCHASED SERVICES	7,720	5,749	21,600	21,600	16,820	16,400	(5,200)
45203	POSTAL SERVICES	14,141	13,199	13,000	13,000	13,000	13,800	800
45404	CENTRAL COPIER CHARGES	4,022	4,227	4,500	4,500	8,120	6,000	1,500
45501	MILEAGE REIMBURSEMENT	-	-	100	350	100	100	-
45503	SUBSISTENCE/LODGING	-	-	-	50	50	-	-
45504	CONVENTIONS/EDUCATION	179	-	2,050	1,750	2,050	2,000	(50)
45803	BAD DEBT WRITE-OFF	69,562	43,498	-	-	-	-	-
TOTAL	OTHER CHARGES	87,904	60,924	19,650	19,650	23,320	21,900	2,250
46015	OPERATIONAL SUPPLIES	3,839	4,887	5,300	5,300	5,300	7,180	1,880
TOTAL	MATERIALS AND SUPPLIES	3,839	4,887	5,300	5,300	5,300	7,180	1,880
47225	VEH LIC FEE ADMIN COSTS	18,632	10,863	-	-	-	-	-
TOTAL	PROGRAM AND SERVICES	18,632	10,863	-	-	-	-	-
49207	TRANSFER TO CAP PROJ FUND	-	-	(115,000)	(115,000)	-	-	115,000
TOTAL	INTERFUND TRANSFERS	-	-	(115,000)	(115,000)	-	-	115,000
TOTAL	REVENUE OPERATIONS	470,015	469,475	437,540	437,540	459,900	457,790	20,250

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.
- Prepare analysis and present Capital Project forecast.
- Provide cash management and other treasury functions.
- Coordinate capital financing and debt management.
- Provide special research to Council, Manager and Departments.

FY 16-17 ACCOMPLISHMENTS

- Seamlessly filled the turnover in the Director level during an interim period; hired and trained a new Deputy from another local jurisdiction with experience in our software.
- Reorganized the Munis financial system conversion in collaboration with the Director of IT, who was named project manager at the end of the prior year. Worked with legacy vendors and secured extra financing required to ensure the success of all project modules. Revised implementation schedule to a manageable schedule.
- Coordinated the successful launch of the Business License system.
- Worked with Director of Public Works and Director of Parks and Recreation to re-prioritize capital project spending to ensure new community center construction had adequate funding.
- Lead financial support to the Community Center renovation project as needed.
- Developed and refined a 20 year Capital Improvement Plan (CIP) and presented it to Council. Included plans for a new Police Station and potential new parking structures.

ADMINISTRATION**11241**

- Served as the financial advisor to the Vienna Public Art Commission to establish guidelines for fundraising and establishing a 501 (C) (3) foundation.
- Successfully completed the annual financial statement audit for FY 2016 with an unqualified opinion. Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the 29th 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 six years the budget has been prepared by the Finance Department.
- Prepared a bid and awarded a \$700,000 capital lease for equipment purchases.
- 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.
- Assisted Human Resources in development of alternate 457 investment vehicle for employees with dramatically lower fees.
- Consolidated and closed bank accounts in conjunction with the 2016 conversion to pooled cash in the depository accounts, which should lower bank service fees.
- Lead the effort to convert Vehicle License and Real Estate tax systems to Munis. Developed forms, planned system flow and worked with vendor to organize and plan conversion.
- Worked with Fairfax Sewer and DC WASA to develop sustainable payment plans to support their capital improvements.

FY 17-18 INITIATIVES

- Issue bonds in the fall / winter of 2017 to support the objectives developed in the annual CIP plan.
- 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 upgraded financial software system and the most recent technology in banking, including pooled cash.

ADMINISTRATION
11241

- Research purchase cards in conjunction with banking services or develop as separate proposal.
- Determine how best to implement e-bills to cut paper costs and meet customer expectations.
- Obtain capital lease financing for the 2018 Vehicle Replacement Plan.
- Research and implement ACH bill payment to cut check processing costs.
- Complete implementation of Munis Utility Billing system which will complete the Munis conversion.
- Reorganize finance department staff to meet the demands of the completed financial systems conversion.
- Lead the project to develop performance measures and the transparency web site module.
- In conjunction with performance measures, develop internal periodic financial reporting to help monitor trends in revenues and expenditures.

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
Maintain Bond Rating - Standard and Poor's - Moody's	AAA AAA	AAA AAA	AAA AAA
Unqualified Audit opinion	Yes	Yes	Yes
Consecutive years awarded GFOA Certificate of Excellence in Financial Reporting	28	29	30
Consecutive years awarded GFOA Distinguished Budget Presentation	21	22	23
Unreserved Fund Balance as percent of next year's budget	20.6%	19.7%	19.5%
GF Revenues per capita	\$1,448	\$1,492	\$1,496
GF Expenditures per capita	\$1,433	\$1,439	\$1,454

ADMINISTRATION
11241

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Director of Finance / Treasurer	1	1	1
Deputy Finance Director	1	1	1
Operations Manager	1	1	1
Budget Manager	0.625	0.625	-
Budget Analyst / Staff accountant	-	-	1
Unfunded Intern	0.25	0.25	-
Total	3.875	3.875	4.0

FY 17-18 BUDGET CHANGES

- Reorganize budget under Deputy Finance Director
- Add net 0.125 FTE at no dollar change to reposition Budget Manager as a staff accountant position.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11241
NAME FINANCE ADMINISTRATION

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	318,991	397,417	363,100	363,100	331,020	422,920	59,820
41003	REG. P.T. WITH BENEFITS	46,764	43,658	48,850	48,850	25,000	-	(48,850)
41004	PART TIME W/O BENEFITS	26,457	22,831	-	-	20,000	-	-
41006	ANNUAL LEAVE LIQUIDATION	-	25,935	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	3,249	8,245	-	-	-	-	-
41015	PERFORMANCE BONUS	-	1,500	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	395,460	499,587	411,950	413,450	377,520	422,920	10,970
42001	F.I.C.A.	27,656	34,083	28,390	28,390	28,760	29,950	1,560
42002	V.R.S.	39,172	43,638	44,730	44,730	44,730	44,020	(710)
42003	V.R.S. LIFE INS	3,784	4,210	4,310	4,310	4,310	4,160	(150)
42007	HEALTH INSURANCE	12,377	9,085	10,430	10,430	14,840	22,940	12,510
42012	CAFETERIA PLAN FEES	110	189	120	120	120	120	-
42018	ER CONTRIBUTIONS:DC401A	12,760	14,187	14,520	14,520	14,520	12,360	(2,160)
42021	VRS HYBRID 401A MATCH	-	-	-	-	-	580	580
TOTAL	EMPLOYEE BENEFITS	95,858	105,392	102,500	102,500	107,280	114,130	11,630
43103	ACCTG/AUDIT SVCES	49,255	45,466	55,000	55,000	55,000	55,000	-
43302	FINANCIAL SYSTEM MTCE	-	109,652	61,820	68,820	68,820	78,000	16,180
43308	CONTRACTS/SERVICES	7,644	45,105	-	-	-	-	-
43309	CELL PHONE EXPENSE	-	619	770	770	770	770	-
43501	PRINTING/BINDING SVCES	1,786	2,716	2,000	2,000	2,000	2,000	-
TOTAL	PURCHASED SERVICES	58,685	203,557	119,590	126,590	126,590	135,770	16,180
45202	LONG DIST SERVICE	397	285	400	400	100	100	(300)
45501	MILEAGE REIMBURSEMENT	82	-	100	100	100	100	-
45503	SUBSISTENCE/LODGING	1,024	2,614	2,000	2,000	2,000	2,500	500
45504	CONVENTIONS/EDUCATION	2,657	3,120	2,000	2,000	2,000	2,400	-
45801	MEMBERSHIPS/DUES	1,225	1,302	2,480	2,480	2,480	2,480	-
TOTAL	OTHER CHARGES	5,385	7,322	6,980	6,980	6,680	7,580	200
46012	BOOKS/SUBSCRIPTIONS	2,297	396	300	300	300	300	-
46015	OPERATIONAL SUPPLIES	1,155	1,352	1,500	1,500	1,500	1,500	-
TOTAL	MATERIALS AND SUPPLIES	3,452	1,748	1,800	1,800	1,800	1,800	-
TOTAL	FINANCE ADMINISTRATION	558,840	817,606	642,820	651,320	619,870	682,200	38,980

DISBURSEMENT OPERATIONS
11243

PURPOSE

The purpose of the Disbursement Operations Division is to provide timely and accurate payments to employees and vendors and make sure all tax filings are done accurately and on a timely basis.

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, Anthem, Kaiser, 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 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 and resolves any payment misapplication to 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 16-17 ACCOMPLISHMENTS

- Continued to refine and re-engineer the new Munis Accounts Payable system processing. Started the transition to paperless processing.
- Improved online workflow to bolster controls and aid in paperless processing.
- Implemented positive pay for Accounts Payable to eliminate the possibility of check fraud and to improve bank reconciliation processing.
- Began first electronic Accounts Payable payments.
- Re-trained and reinforced new Accounts Payable procedures as needed.
- Took over Fixed Asset processing from Administration, which is an integral piece of the consolidated financial reports.
- Filed all tax documents including payroll tax returns for Federal and four States, W-2's and 1099 Misc and 1099 R on a timely basis.
- Started cross training with Accounts Payable and Business License functions.
- Revised procedures for finance counter credit cards to enhance security.
- Cross-trained two employees in the Payroll function.
- Re-hired former Payroll Specialist and had a successful transition.
- Start the transition to online filing for any payroll tax systems that allow it.
- Continue to migrate other departments onto online time keeping and resolve operational issues to keep payroll processing running smoothly.
- Completed successful workers comp audit before year end during the personnel transition in Payroll.

FY 17-18 INITIATIVES

- Prepare all Payroll and Accounts Payable audit schedules in electronic format to save on staff time and paper costs.
- Complete all cross-training efforts with Payroll, Accounts Payable and Business License.
- Investigate other timekeeping solutions to get all time keeping online.
- Monitor Accounts Payable processing with a focus on timely payments to keep the Town's Dun and Bradstreet rating positive.
- Assist Purchasing with investigating Purchase Cards.

DISBURSEMENT OPERATIONS

11243

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
Dollar amount of Accounts Payable processed	\$18.6 million	\$15.6 million	\$19.0 million
Dollar amount of Payroll Checks and benefits processed	\$18.4 million	\$19.2 million	\$19.3 million
Number of paychecks and direct deposits processed	6,946	7,200	7,219
Percent of payroll checks issued to direct deposit	92.8%	95%	99%
Number of Invoices processed	6,674	7,000	7,200
Number of active vendors paid during the year	695	700	715

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Payroll Specialist	1	1	1
Fiscal Technician – Accounts Payable	1	1	1
Total	2	2	2

FY 17-18 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 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	110,755	128,791	121,440	121,440	121,440	124,900	3,460
41002	OVERTIME	10,217	15,655	4,000	4,000	4,000	4,000	-
41006	ANNUAL LEAVE LIQUIDATION	7,895	-	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	1,251	-	-	-	1,080	-	-
41011	NON-EXEMPT COMPTIME LIQ.	3,752	-	-	-	-	-	-
41015	PERFORMANCE BONUS	-	1,500	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	133,870	145,946	125,440	126,940	128,020	128,900	3,460
42001	F.I.C.A.	9,774	10,471	9,600	9,600	9,600	9,890	290
42002	V.R.S.	13,140	13,625	14,310	14,310	14,310	12,760	(1,550)
42003	V.R.S. LIFE INS	1,274	1,373	1,440	1,440	1,440	1,640	200
42007	HEALTH INSURANCE	15,977	10,082	12,200	12,200	9,110	12,820	620
42012	CAFETERIA PLAN FEES	79	95	70	70	70	60	(10)
42018	ER CONTRIBUTIONS:DC401A	3,905	3,352	4,860	4,860	4,860	2,350	(2,510)
42021	VRS HYBRID 401A MATCH	53	611	650	650	650	650	-
42025	VRS HYBRID DISABILITY	-	360	390	390	390	380	(10)
TOTAL	EMPLOYEE BENEFITS	44,202	39,968	43,520	43,520	40,430	40,550	(2,970)
43308	CONTRACTS/SERVICES	28,716	25,778	19,030	19,030	25,530	19,530	500
TOTAL	PURCHASED SERVICES	28,716	25,778	19,030	19,030	25,530	19,530	500
45203	POSTAL SERVICES	3,525	3,380	4,300	4,300	4,260	4,300	-
45501	MILEAGE REIMBURSEMENT	10	-	100	100	50	100	-
45504	CONVENTIONS/EDUCATION	699	379	1,240	1,240	1,000	1,240	-
TOTAL	OTHER CHARGES	4,234	3,759	5,640	5,640	5,310	5,640	-
46012	BOOKS/SUBSCRIPTIONS	-	28	90	90	100	90	-
46015	OPERATIONAL SUPPLIES	2,856	2,462	2,000	2,000	2,000	2,000	-
TOTAL	MATERIALS AND SUPPLIES	2,856	2,490	2,090	2,090	2,100	2,090	-
TOTAL	DISBURSEMENT OPERATIONS	213,878	217,941	195,720	197,220	201,390	196,710	990

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 16-17 ACCOMPLISHMENTS

- Hired and trained new buyer.
- Investigated and corrected any vendors that did not have a W-9 associated with their account in Munis to ensure proper IRS reporting.
- Developed a procedure for requesting new vendors to ensure compliance with IRS regulations.
- Established a one-time refund vendor in Munis for revenue modules coming online.
- Ensured the policies are followed to start the inclusion of fixed assets from the beginning of contract/purchase order.
- Revised Purchasing Administrative Regulations to raise bid limit to \$20,000 and make other administrative changes.
- Successfully monitored the RFP process for the Branding Initiative and awarded the contract.

PURCHASING 11253

FY 17-18 INITIATIVES

- Research and plan the implement of Purchasing cards. Survey other jurisdictions, assist Director in preparing RFP.
- Assist in RFP process for new Police Station engineering and construction.
- Develop performance measures and informational reporting for Purchasing.

PERFORMANCE STATISTICS

Based on Fiscal Year data

Description	FY 2015 Actual	FY 2016 Actual	FY 2017 Projected
Purchase Orders Issued	432	700	700
Blanket Purchase Orders Issued	<u>199</u>	<u>178</u>	<u>150</u>
Total	631	878	850
Invitation for Bids Issued	9	17	30
Request for Proposals Issued	<u>4</u>	<u>3</u>	<u>6</u>
Total	14	20	36

Dollar Amounts Processed	FY 2015 Actual	FY 2016 Actual	FY 2017 Projected
Operating Budget Purchase Orders	\$6,205,709	\$3,136,000	\$4,300,000
Blanket Purchase Orders	\$2,483,986	\$2,370,000	\$2,100,000
CIP & Grants through IFBs & RFPs	<u>\$3,286,595</u>	<u>\$31,123,000</u>	<u>\$1,300,000</u>
Total	\$11,976,290	\$36,629,000	\$7,700,000

PURCHASING
11253

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Purchasing Agent	1	1	1
Buyer	.625	.625	.625
Total	1.625	1.625	1.625

FY 17-18 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 11253
NAME PURCHASING**

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	83,339	86,346	87,790	87,790	87,790	90,530	2,740
41003	REG. P.T. WITH BENEFITS	32,371	29,117	34,090	34,090	30,800	36,800	2,710
41008	ANNUAL LEAVE CASH-IN	1,596	-	-	-	-	-	-
TOTAL	PERSONAL SERVICES	117,306	115,463	121,880	121,880	118,590	127,330	5,450
42001	F.I.C.A.	8,763	8,707	9,150	9,150	9,150	9,560	410
42002	V.R.S.	10,226	10,508	10,820	10,820	10,820	9,720	(1,100)
42003	V.R.S. LIFE INS	988	1,014	1,040	1,040	1,040	1,190	150
42007	HEALTH INSURANCE	7,110	5,392	6,190	6,190	6,190	6,810	620
42012	CAFETERIA PLAN FEES	63	63	60	60	-	-	(60)
42018	ER CONTRIBUTIONS:DC401A	3,307	3,411	3,510	3,510	3,510	3,520	10
TOTAL	EMPLOYEE BENEFITS	30,458	29,095	30,770	30,770	30,710	30,800	30
43308	CONTRACTS/SERVICES	-	-	530	530	300	500	(30)
43601	ADVERTISING	314	617	500	500	300	-	
TOTAL	PURCHASED SERVICES	314	617	1,030	1,030	600	500	(30)
45404	CENTRAL COPIER CHARGES	773	258	600	600	1,000	600	-
45504	CONVENTIONS/EDUCATION	-	-	2,990	2,990	1,400	2,990	-
45801	MEMBERSHIPS/DUES	380	385	1,920	1,920	1,920	1,920	-
TOTAL	OTHER CHARGES	1,153	643	5,510	5,510	4,320	5,510	-
46015	OPERATIONAL SUPPLIES	1,324	954	1,500	1,500	1,500	1,500	-
TOTAL	MATERIALS AND SUPPLIES	1,324	954	1,500	1,500	1,500	1,500	-
TOTAL	PURCHASING	150,555	146,771	160,690	160,690	155,720	165,640	5,450

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 16-17.

FY 17-18 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 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
43302	FINANCIAL SYSTEM MTCE	61,568	-	-	-	-	-	-
TOTAL	PURCHASED SERVICES	61,568	-	-	-	-	-	-
46015	OPERATIONAL SUPPLIES	295	-	-	-	-	-	-
TOTAL	MATERIALS AND SUPPLIES	295	-	-	-	-	-	-
TOTAL	DATA PROCESSING	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 16-17 ACCOMPLISHMENTS

- Began scanning of all Journal entries in Munis to archive this detail electronically.
- Assisted with new system setup of Munis Tax reference tables.
- Scanned water/sewer historical street files in document management system.
- Trained to enter all Finance Department requisitions and invoices including a high volume of refund invoices as revenue systems weren't integrated in 2017.
- Assisted with completion of the annual dog license billing.
- Provided vehicle licensing and general ledger administrative support.
- Completed Advance Excel training class.

**CENTRAL SERVICES
11271**

- Performed account reconciliations for the Deputy Director and Finance Operations Manager.
- Ensured outgoing and incoming mail is handled on a timely basis.

FY 17-18 INITIATIVES

- Continue to assist with scanning water and sewer historical street files to document management system
- Provide assistance with Water and Sewer Munis conversion activities
- Work with new Deputy Finance Director and Operations Manager to learn additional account reconciliations.

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
Approximate number of incoming calls to the Town's main telephone line	N/A	8,768	8,800
Approximate number of internal calls handled by the switchboard operator	N/A	1,927	2,000
Percent of Water and Sewer files electronically available	42%	60%	80%

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Fiscal Assistant	1	1	1
Total	1	1	1

FY 17-18 BUDGET CHANGES

- There are no significant changes to this budget.

ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11271
NAME CENTRAL SERVICES

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	39,434	39,207	39,920	39,920	39,920	45,500	5,580
41002	OVERTIME	194	615	-	-	560	500	500
41006	ANNUAL LEAVE LIQUIDATION	14,680	610	-	-	-	-	-
TOTAL	PERSONAL SERVICES	54,308	40,433	39,920	39,920	40,480	46,000	6,080
42001	F.I.C.A.	4,196	3,083	3,030	3,030	3,030	3,480	450
42002	V.R.S.	4,405	4,391	4,520	4,520	4,520	4,980	460
42003	V.R.S. LIFE INS	444	461	470	470	470	600	130
42004	LOCAL PENSION PLAN	2,448	-	-	-	-	-	-
42007	HEALTH INSURANCE	2,205	-	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	59	1,253	1,600	1,600	1,600	1,820	220
42021	VRS HYBRID 401A MATCH	192	388	400	400	400	400	-
42025	VRS HYBRID DISABILITY	114	229	240	240	240	240	-
TOTAL	EMPLOYEE BENEFITS	14,063	9,805	10,260	10,260	10,260	11,520	1,260
43301	EQUIPMT MTCE CONTRACTS	599	599	-	-	-	-	-
43308	CONTRACTS/SERVICES	15,778	-	2,000	2,000	2,400	2,000	-
TOTAL	PURCHASED SERVICES	16,377	599	2,000	2,000	2,400	2,000	-
45203	POSTAL SERVICES	103	88	-	-	-	-	-
45504	CONVENTIONS/EDUCATION	-	-	500	500	500	500	-
45801	MEMBERSHIPS/DUES	1,485	130	130	130	110	130	-
TOTAL	OTHER CHARGES	1,588	218	630	630	610	630	-
46015	OPERATIONAL SUPPLIES	1,035	818	1,000	1,000	1,000	1,000	-
TOTAL	MATERIALS AND SUPPLIES	1,035	818	1,000	1,000	1,000	1,000	-
TOTAL	CENTRAL SERVICES	87,372	51,873	53,810	53,810	54,750	61,150	7,340

GANG TASK FORCE - GRANT AUDIT
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.

In 2016-2017 this position was cut to 50% time and combined with 50% of a proposed VDOT Grant Auditor to make one full time position that was 95% reimbursed from outside sources. This is an increase of 85% for the former Grant Auditor.

ACTIVITIES/PRODUCTS/SERVICES

Gang Task Force

- 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.

GANG TASK FORCE - GRANT AUDIT
11275

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 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.

VDOT and Other Grants

- Work with DPW and VDOT to identify all projects associated with reimbursement grants.
- Work with Finance and DPW to identify grant funding sources for the Town of Vienna match, if any.
- Identify grant source and segregate into State-funded and Federal-funded grants for annual reporting.
- Prepare reimbursements to VDOT, Federal Highway Department and other sources as necessary.
- Reconcile incoming reimbursement payments. Identify correct placement of reimbursement payments to the correct funds.
- Attend VDOT meetings to discuss the status of projects.

GANG TASK FORCE - GRANT AUDIT
11275

- Identify other grant-related programs that the Town participates in. Obtain agreements and prepare reimbursement requests and reconciliations as necessary.
- Prepare audit schedules and reconciliations to support VDOT payments.

FY 16-17 ACCOMPLISHMENTS

Gang Task Force

- Prepared annual budget for Chief's Board
- Assisted in update of the Memo of Understanding that stipulates the terms of the agreements between member jurisdictions
- Reviewed, enforced federal grant requirements for the partners reimbursement requests each quarter
- Submitted application for new grant money to Department of Justice (DOJ)
- Established Task Force access to new DOJ website portal
- Submitted Annual Equitable Sharing Agreement and Certification
- Completed audits of Confidential Informant (CI) Funds as needed

VDOT and Other Grants

- Provided professional accounting support including billing, cost analysis, accounts receivable, accounting journal entries and financial audit support for most TOV project activities
- Assisted the town in implementing project accounting and now track grant project revenues and expenses in Munis Project Accounting module. Previous accounting system did not have a project accounting capability.
- Handled increasing volume of VDOT project activity including 19 active grants with 29 project numbers and accounting for \$7M in FY'16 cost. While project costs have slowed so far in FY'17 (\$1.1M year-to-date), significant efforts have gone into project close-out activities.
- Managed multi-year VDOT projects across old and new accounting systems (Sungard & Munis).
- Established financial controls over project activities funded outside VDOT:
 - Fairfax County NVTa funded projects (Follin Lane, Marshall Road)
 - Fairfax County C&I funded projects (Creek Crossing, Old Courthouse Trail Enhancements)

GANG TASK FORCE - GRANT AUDIT 11275

- Fairfax County and Department of Environmental Quality projects funded through Stormwater Local Assistance Funds (Wolf Trap Stream Restoration, Hunter Branch)
- Provide financial analysis and journal entries for Labor Cost Allocations for six employees
- Submitted Vienna Volunteer Fire Departments Grants for Aid To Localities and have offered financial support to pursue other fire department grant opportunities
- Attended VDOT Local Programs Workshop (Roanoke, VA), established working relationships with VDOT staff
- Attended a Grant Writing Workshop to improve skills to support grants activities

FY 17-18 INITIATIVES

Gang Task Force

- Coordinate reimbursements to 13 member jurisdictions on a timely basis
- Ensure funds distributed in accordance with terms of grant awards
- Complete periodic audits of CI Funds as needed
- Work with new Task Force Director on financial reporting and budgets as well as new initiatives

VDOT and Other Grants

- Ensure billing for projects occur timely and accurately
- Focus on improvements to cash collection / accounts receivable related to project billings
- Review project accounting ledgers, ensure reconciliation to general ledger

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
Process reimbursements within 45 days	95%	95%	95%
Reporting for grant agencies by deadline	95%	100%	100%

GANG TASK FORCE - GRANT AUDIT
11275

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Grant Fiscal Agent II	1	1	-
Grants/Revenue Auditor	-	-	1
Total	1	1	1

Note: Approximately 50% of Salary and Benefits are reimbursed by Northern Virginia Regional Gang Task Force. Grant Fiscal Agent time is reimbursed for VDOT grants an additional 45% of the time. Remaining portion picked up by the Town.

FY 17-18 BUDGET CHANGES

- Since approved budget of 2016-2017, position for Gang Task Force cut from 85% to 50% due to workload. Position combined with Senior Accountant - VDOT Grants into one position. The reimbursement of the position is as follows:

	<u>Hours/Wk</u>	<u>Reimb</u>	<u>Net Hours/Wk</u>
Gang Task Force	20.0	100%	0.0
Grant Sr. Accountant	<u>20.0</u>	90%	<u>2.0</u>
Total	<u>40.0</u>		<u>2.0</u>

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

DIVISION 11275

NAME GANG TASK FORCE – GRANT AUDIT

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	49,774	69,446	68,440	68,440	81,780	88,220	19,780
41003	REG. P.T. WITH BENEFITS	5,380	-	-	-	-	-	-
41006	ANNUAL LEAVE LIQUIDATION	179	-	-	-	-	-	-
TOTAL	PERSONAL SERVICES	55,333	69,446	68,440	68,440	81,780	88,220	19,780
42001	F.I.C.A.	3,959	5,272	5,130	5,130	6,250	6,540	1,410
42002	V.R.S.	5,886	6,696	6,040	6,040	6,040	6,480	440
42003	V.R.S. LIFE INS	619	790	810	810	810	1,150	340
42007	HEALTH INSURANCE	7,532	5,392	6,190	6,190	6,190	6,810	620
42012	CAFETERIA PLAN FEES	-	-	-	-	30	60	60
42018	ER CONTRIBUTIONS:DC401A	930	1,841	2,740	2,740	2,740	3,500	760
42021	VRS HYBRID 401A MATCH	520	1,497	2,400	2,400	2,400	3,000	600
42025	VRS HYBRID DISABILITY	211	393	400	400	400	510	110
TOTAL	EMPLOYEE BENEFITS	19,658	21,882	23,710	23,710	24,860	28,050	4,340
45203	POSTAL SERVICES	79	51	120	120	120	120	-
45404	CENTRAL COPIER CHARGES	156	-	300	300	300	100	(200)
45501	MILEAGE REIMBURSEMENT	-	-	-	-	-	100	100
45504	CONVENTIONS/EDUCATION	-	-	-	-	-	400	400
TOTAL	OTHER CHARGES	234	51	420	420	420	720	300
46015	OPERATIONAL SUPPLIES	283	-	200	200	-	200	-
TOTAL	MATERIALS AND SUPPLIES	283	-	200	200	-	200	-
49207	TRANSFER TO CAP PROJ FUND	-	-	-	-	(21,100)	(28,000)	(28,000)
TOTAL	INTERFUND TRANSFERS	-	-	-	-	(21,100)	(28,000)	(28,000)
TOTAL	GANG TASK FORCE – GRANT AUDIT	75,509	91,378	92,770	92,770	85,960	89,190	(3,580)

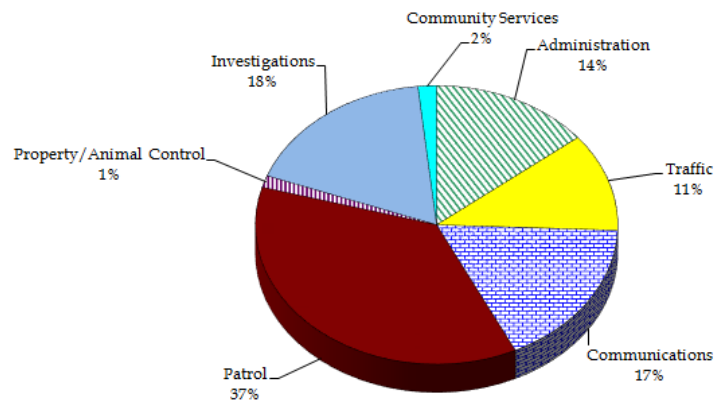
POLICE

Mission

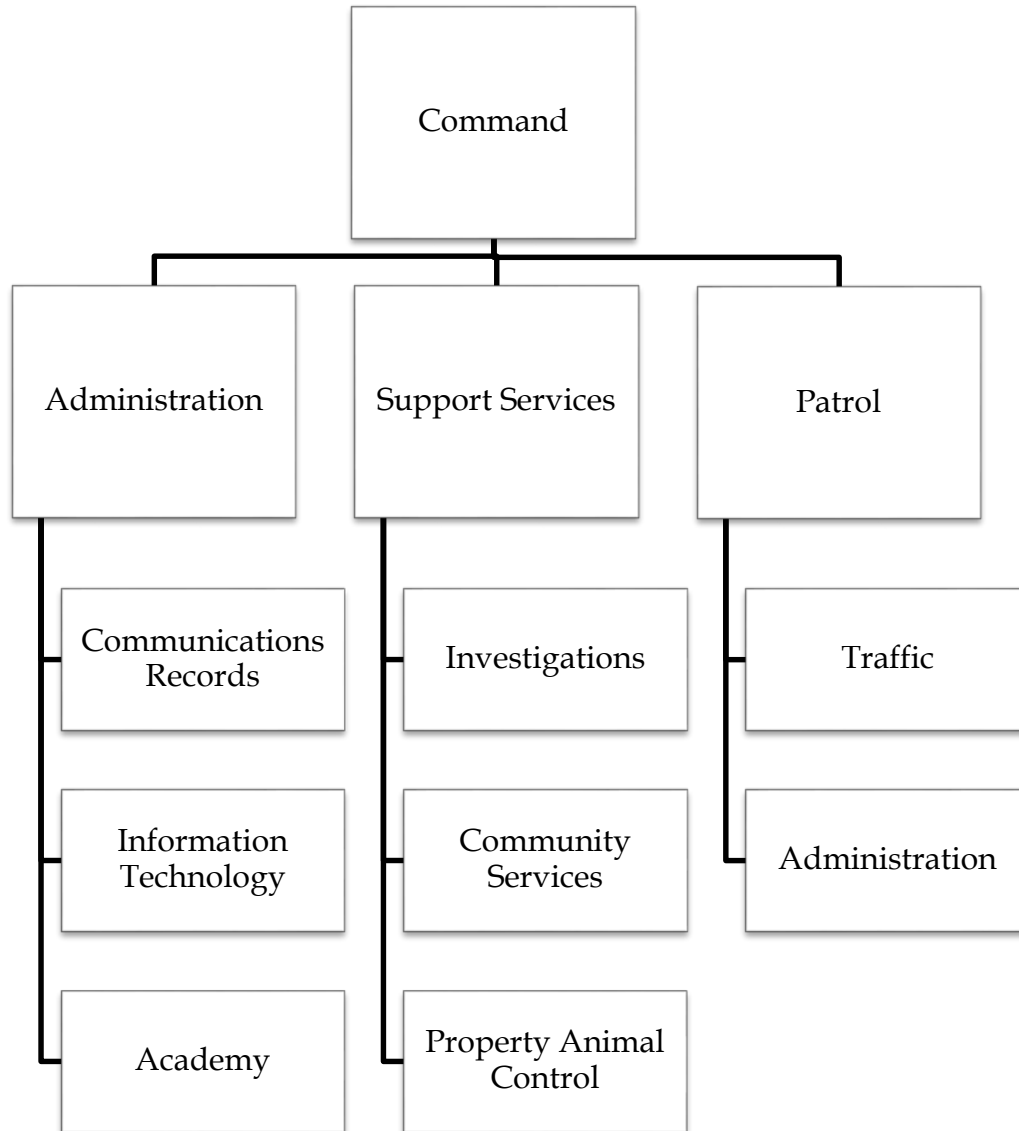
To enforce laws, investigate crimes, and suppress criminal activity employing a community oriented philosophy.

POLICE

	FY 15-16 Actuals	FY 16-17 Adopted	FY 16-17 Adjusted	FY 16-17 Estimated	FY 17-18 Adopted	Net Change
Administration	840,429	903,770	901,940	905,574	923,060	19,290
Traffic	608,319	748,270	756,160	759,520	740,460	-7,810
Communications	1,083,013	1,065,940	1,068,365	1,071,995	1,117,780	51,840
Patrol	2,456,886	2,366,290	2,381,490	2,385,760	2,369,400	3,110
Property/Animal Control	92,836	92,850	92,850	92,850	89,530	-3,320
Investigations	1,081,065	1,163,510	1,169,285	1,174,335	1,143,630	-19,880
Community Services	112,693	136,300	148,815	144,085	107,280	-29,020
Police	6,275,240	6,476,930	6,518,905	6,534,119	6,491,140	14,210



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 16-17 ACCOMPLISHMENTS

- Completed Crisis Intervention Training (CIT) for all patrol supervisors.
- Installed new LIVESCAN fingerprint machine and provided training.
- Installed new Automated Fingerprint Identification System (AFIS) and provided training.
- Redesigned temporary emergency Operations Center (EOC) with new hardware/software.
- Established Web-EOC communications program which allows us to communicate regionally during an emergency or large scale event.
- Completed mobile camera trailer hardware and software upgrade.
- Completed Virginia State Police Incident Based Reporting (IBR) training.
- Completed building security assessment.
- Increased building security with enhanced monitoring, signage and procedures.
- Established an electronic/email Daily Activity Report (DAR).
- Electronically upgraded Patrol Daily Lineup Report.
- Continued with General Order rewrite.
- Graduated 2 officers from the Leadership in Police Organization (LPO) program.

ADMINISTRATION DIVISION 13110

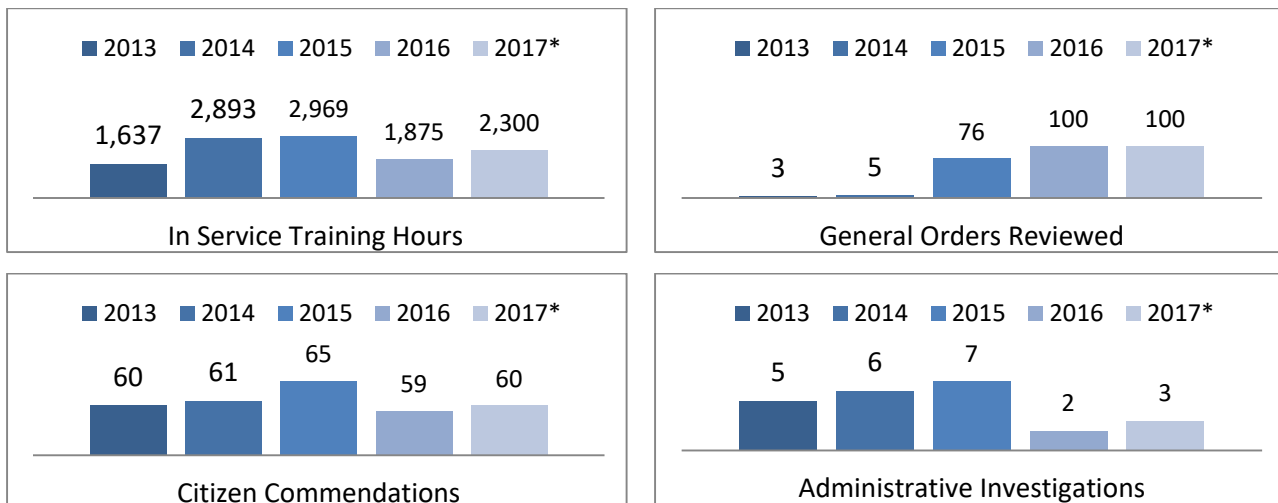
- Working with the community center Project Manager began developing functional space needs for the planned police station.
- Completed Emergency Management training.
- Improve safety protocol for training.

FY 17-18 INITIATIVES

- Enhance crime analysis.
- Increase information sharing liaison activity with local police departments.
- Finalize General Order rewrite.
- Provide additional active scenario training for officers (Academy).
- Develop peer support team.

PERFORMANCE MEASURES

Based on calendar year data



*PROJECTED

ADMINISTRATION DIVISION
13110

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Chief of Police	1	1	1
Deputy Chief of Police	1	1	1
Administrative Assistant II	1	1	1
Total	3	3	3

FY 17-18 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 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	347,265	345,424	349,530	349,530	349,530	360,440	10,910
41002	OVERTIME	458	102	1,580	1,580	1,580	-	(1,580)
41006	ANNUAL LEAVE LIQUIDATION	-	12,125	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	4,227	11,013	-	-	5,600	-	-
41015	PERFORMANCE BONUS	-	1,500	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	351,949	370,165	351,110	352,610	358,210	360,440	9,330
42001	F.I.C.A.	24,239	24,256	26,860	26,860	26,860	23,540	(3,320)
42002	V.R.S.	42,593	41,577	43,060	43,060	43,060	38,710	(4,350)
42003	V.R.S. LIFE INS	4,114	4,011	4,150	4,150	4,150	4,720	570
42004	LOCAL PENSION PLAN	10,936	11,868	-	-	-	12,820	12,820
42005	POLICE PENSION	8,413	21,286	21,280	21,280	21,280	21,280	-
42007	HEALTH INSURANCE	31,994	33,833	41,520	41,520	41,520	45,670	4,150
42010	CLOTHING ALLOWANCE	39,122	33,340	41,000	41,000	41,000	41,000	-
42018	ER CONTRIBUTIONS:DC401A	5,947	6,134	6,310	6,310	6,310	6,400	90
TOTAL	EMPLOYEE BENEFITS	167,359	176,306	184,180	184,180	184,180	194,140	9,960
43101	CONSULTING SERVICES	1,400	3,080	5,500	5,500	5,500	5,500	-
43106	TRANSLATION SERVICES	1,256	1,347	2,000	2,000	2,000	2,000	-
43301	EQUIPMT MTCE CONTRACTS	1,376	-	1,000	1,000	1,000	1,000	-
43304	H/AC MTCE CONTRACT	6,119	3,945	6,500	16,870	16,870	6,500	-
43307	REPAIR/MTCE SVCES	3,485	8,466	5,000	5,000	5,000	5,000	-
43308	CONTRACTS/SERVICES	17,691	19,610	30,000	26,580	26,580	30,000	-
43702	JANITORIAL/CUSTODIAL SVCE	11,160	9,338	14,500	14,500	14,500	14,500	-
TOTAL	PURCHASED SERVICES	42,487	45,786	64,500	71,450	71,450	64,500	-
45101	ELECTRICITY	29,192	25,624	26,720	26,720	26,720	26,720	-
45102	NATURAL GAS	245	1,947	4,000	4,000	4,000	4,000	-
45104	WATER/SEWER SVCE	1,362	1,711	960	960	960	960	-
45202	LONG DIST SERVICE	388	206	800	800	800	800	-
45203	POSTAL SERVICES	681	578	1,500	1,500	1,500	1,500	-
45402	EQUIPMENT RENTAL	5,995	6,431	7,200	7,200	7,200	7,200	-
45404	CENTRAL COPIER CHARGES	373	417	200	200	200	200	-
45801	MEMBERSHIPS/DUES	590	240	1,200	1,200	1,200	1,200	-
TOTAL	OTHER CHARGES	38,826	37,154	42,580	42,580	42,580	42,580	-
46001	OFFICE SUPPLIES	7,858	8,216	9,900	9,900	9,900	9,900	-
46007	REPAIR/MTCE SUPPLIES	100	4,345	5,000	5,000	5,000	5,000	-
46008	VEHICLE/EQUIPMT FUELS	62,398	51,254	60,000	55,300	55,300	60,000	-
46009	VEH/EQUIPMT MTCE SUPPLIES	22,260	18,244	23,000	20,750	20,750	23,000	-
46010	POLICE SUPPLIES	27,904	34,966	40,000	30,670	34,704	40,000	-
46011	UNIFORMS/SAFETY APPAREL	16,537	15,596	24,400	28,400	24,400	24,400	-
46012	BOOKS/SUBSCRIPTIONS	-	125	600	600	600	600	-
46015	OPERATIONAL SUPPLIES	12,112	7,919	8,000	8,000	8,000	8,000	-
46019	OTHER SUPPLIES	11,328	11,534	14,500	14,500	14,500	14,500	-
46022	RANGE SUPPLIES	13,453	17,897	18,000	18,000	18,000	18,000	-
46031	TIRES AND TUBES	3,861	2,840	6,000	6,000	6,000	6,000	-
TOTAL	MATERIALS AND SUPPLIES	177,812	172,936	209,400	197,120	197,154	209,400	-
47201	TRAINING PROGRAMS	13,315	8,531	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	38,315	33,531	41,000	41,000	41,000	41,000	-
48102	FURN/FIXTURE REPLACEMENT	1,444	2,941	4,000	4,000	4,000	4,000	-
48201	ADDITIONAL MACH/EQUIPMT	892	1,611	3,000	3,000	3,000	3,000	-
48299	EQUIPMENT RESERVE	-	-	4,000	4,000	4,000	4,000	-
TOTAL	CAPITAL OUTLAY	2,335	4,552	11,000	11,000	11,000	11,000	-

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

**DIVISION 13110
NAME POLICE ADMINISTRATION**

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17----- BUDGET	REVISED	ESTIMATED	FY 17-18 ADOPTED	NET CHANGE
TOTAL	POLICE ADMINISTRATION	819,084	840,429	903,770	899,940	905,574	923,060	19,290

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.
- Educate public on safe driving habits.

FY 16-17 ACCOMPLISHMENTS

- Ran another successful year of the DMV Grant used to enforce Traffic Laws as well as DWI enforcement.
- Continued training for Traffic Officers in Child Safety Seat Installation.
- Completed work on an online traffic complaint form.
- New motor officer trained.

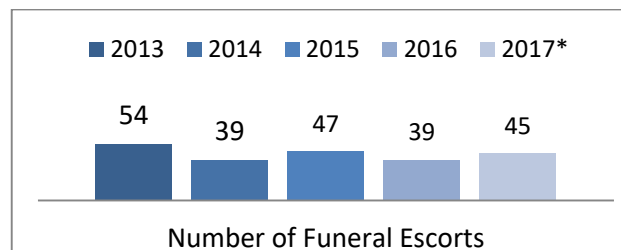
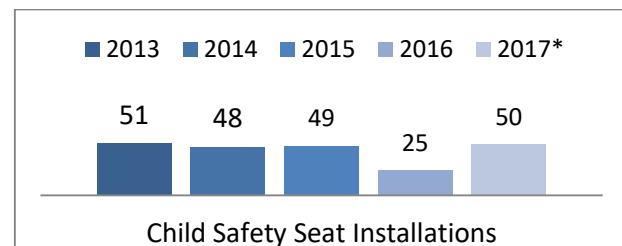
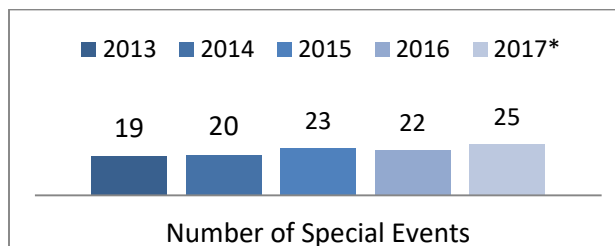
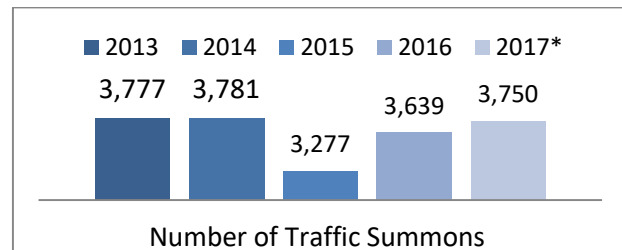
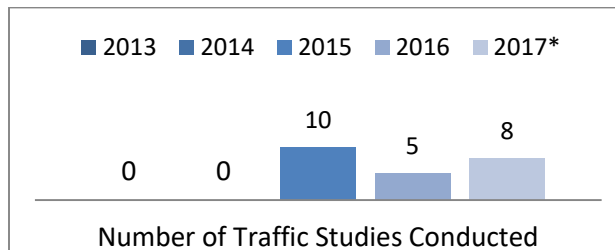
FY 17-18 INITIATIVES

- Maintain DMV Grant.
- Monitor Route 66 Project/ Assist in traffic control upon the start of the project.
- Initiate a more productive pedestrian and bicycle safety program.
- Complete work on an online child safety seat scheduling form.

TRAFFIC DIVISION 13130

PERFORMANCE MEASURES

Based on calendar year data



*PROJECTED

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Sergeant	1	1	1
Police Officers	5	5	5
Total	6	6	6

FY 17-18 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 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	386,694	396,458	484,950	484,950	484,950	482,420	(2,530)
41002	OVERTIME	41,019	52,294	45,890	51,125	48,900	45,890	-
41006	ANNUAL LEAVE LIQUIDATION	4,534	1,980	-	-	-	-	-
41007	HOLIDAY PAY	19,639	2,781	23,000	23,000	23,000	23,000	-
41008	ANNUAL LEAVE CASH-IN	3,691	1,814	-	-	1,840	-	-
41011	NON-EXEMPT COMPTIME LIQ.	136	-	-	-	5,730	-	-
41015	PERFORMANCE BONUS	-	-	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	455,713	455,327	553,840	560,575	565,920	551,310	(2,530)
42001	F.I.C.A.	34,626	33,125	42,370	42,370	42,370	42,170	(200)
42002	V.R.S.	47,043	45,266	58,550	58,550	58,550	52,160	(6,390)
42003	V.R.S. LIFE INS	4,544	4,375	5,830	5,830	5,830	6,320	490
42005	POLICE PENSION	22,361	38,260	33,810	33,810	33,810	39,500	5,690
42007	HEALTH INSURANCE	41,655	28,972	43,980	43,980	43,980	39,870	(4,110)
42012	CAFETERIA PLAN FEES	63	94	60	60	60	130	70
42021	VRS HYBRID 401A MATCH	-	-	520	520	-	-	(520)
42025	VRS HYBRID DISABILITY	-	-	310	310	-	-	(310)
TOTAL	EMPLOYEE BENEFITS	150,291	150,092	185,430	185,430	184,600	180,150	(5,280)
46015	OPERATIONAL SUPPLIES	5,971	2,900	8,000	8,000	8,000	8,000	-
TOTAL	MATERIALS AND SUPPLIES	5,971	2,900	8,000	8,000	8,000	8,000	-
48103	COMMUN EQUIPT REPLACEMENT	-	-	1,000	1,000	1,000	1,000	-
TOTAL	CAPITAL OUTLAY	-	-	1,000	1,000	1,000	1,000	-
TOTAL	TRAFFIC	611,976	608,319	748,270	755,005	759,520	740,460	(7,810)

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 16-17 ACCOMPLISHMENTS

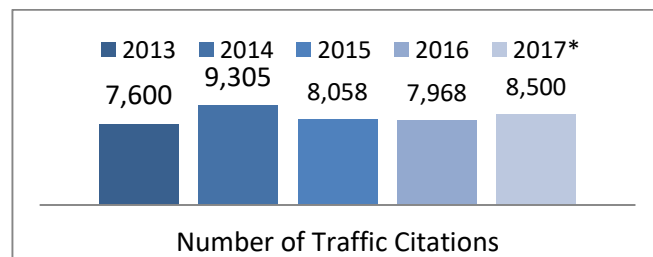
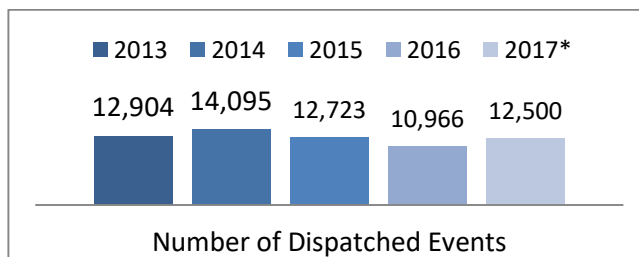
- Upgraded cell phones for designated police personnel.
- Developed plan to upgrade cruiser radios.
- Upgraded computer server.
- Completed administrator training for upcoming VESTA (phone system) upgrade.
- Completed administrator training for upcoming radio upgrade.
- Finalized formal dispatcher training program for new dispatchers.
- Hired and trained a new dispatcher.
- Trained 18 officers in Virginia Criminal Information Network (VCIN) (15 recertifications, 3 initial certifications).
- Recertified 20 police officers and dispatchers in Law Enforcement Information Exchange (LInX).
- Successfully completed the LInX audit.
- Intergrated Text to 911 program into dispatch call center.

FY 17-18 INITIATIVES

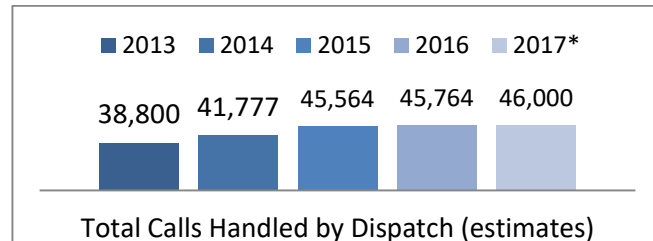
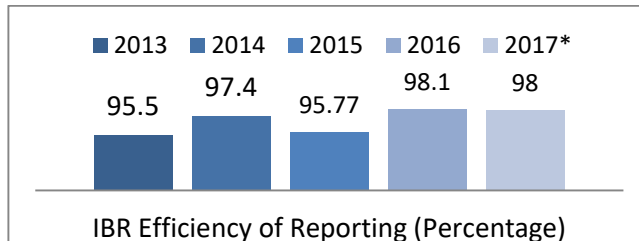
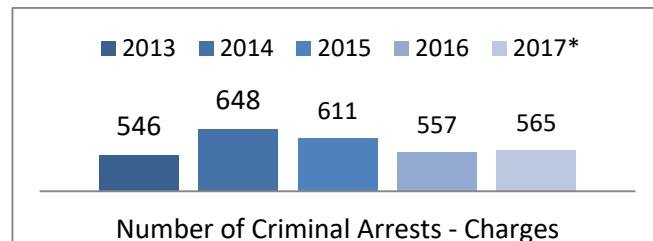
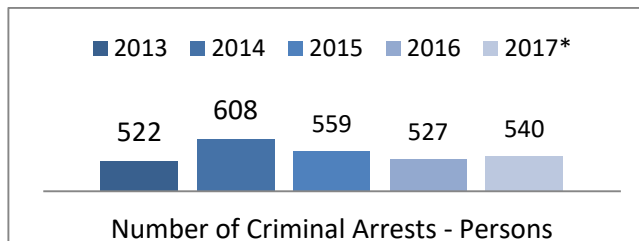
- Upgrade dispatch radio system (new consoles and equipment as well as enhanced radio frequency).
- Upgrade telephone system (VESTA 911 and call mapping).
- Upgrade records management software (New World/LERMS).
- Evaluate changing Mobile/CAD laptops to embedded air card configuration.

PERFORMANCE MEASURES

Based on calendar year data



COMMUNICATION DIVISION 13140



*PROJECTED

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
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 17-18 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 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	601,020	584,213	639,570	639,570	639,570	656,020	16,450
41002	OVERTIME	61,777	63,779	61,000	61,925	61,925	61,000	-
41006	ANNUAL LEAVE LIQUIDATION	-	68,731	-	-	-	-	-
41007	HOLIDAY PAY	19,225	3,022	20,000	20,000	20,000	20,000	-
41008	ANNUAL LEAVE CASH-IN	3,234	4,919	-	-	3,630	-	-
41011	NON-EXEMPT COMPTIME LIQ.	456	-	-	-	-	-	-
41015	PERFORMANCE BONUS	-	3,000	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	685,712	727,664	720,570	722,995	726,625	737,020	16,450
42001	F.I.C.A.	49,766	53,722	55,120	55,120	55,120	56,380	1,260
42002	V.R.S.	75,135	71,718	61,360	61,360	61,360	69,360	8,000
42003	V.R.S. LIFE INS	7,273	6,849	6,190	6,190	6,190	8,600	2,410
42004	LOCAL PENSION PLAN	12,536	13,801	15,000	15,000	15,000	17,280	2,280
42005	POLICE PENSION	13,824	34,895	6,010	6,010	6,010	12,620	6,610
42007	HEALTH INSURANCE	81,348	57,107	69,040	69,040	69,040	82,150	13,110
42012	CAFETERIA PLAN FEES	95	115	60	60	60	60	-
42018	ER CONTRIBUTIONS:DC401A	9,850	10,310	10,130	10,130	10,130	12,280	2,150
42021	VRS HYBRID 401A MATCH	165	50	800	800	800	600	(200)
42025	VRS HYBRID DISABILITY	97	29	470	470	470	240	(230)
TOTAL	EMPLOYEE BENEFITS	250,089	248,597	224,180	224,180	224,180	259,570	35,390
43301	EQUIPMT MTCE CONTRACTS	88,406	79,587	85,190	85,190	85,190	85,190	-
43306	RADIO MTCE CONTRACTS	15,069	15,369	16,500	16,500	16,500	16,500	-
43309	CELL PHONE EXPENSE	-	11,796	18,000	18,000	18,000	18,000	-
43801	SRVCES FROM OTHER GOV'TS	800	-	1,500	1,500	1,500	1,500	-
TOTAL	PURCHASED SERVICES	104,275	106,752	121,190	121,190	121,190	121,190	-
TOTAL	COMMUNICATIONS	1,040,076	1,083,013	1,065,940	1,068,365	1,071,995	1,117,780	51,840

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 16-17 ACCOMPLISHMENTS

- Hired four officers.
- Implemented new shift schedule.
- Promoted and trained two new sergeants.
- Continued to grow community outreach.
- Worked a total of 22 special events.

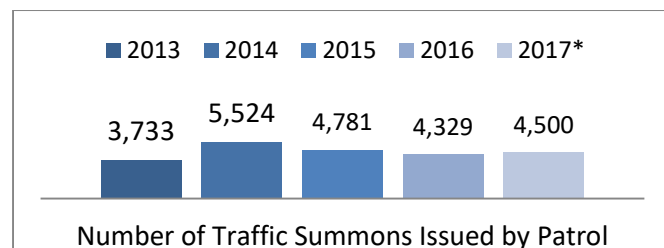
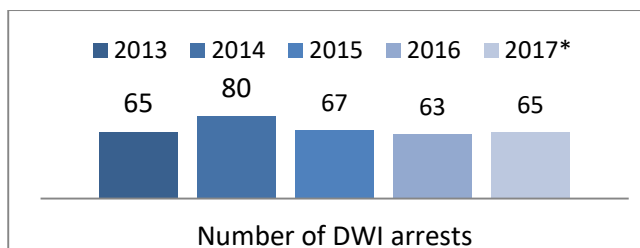
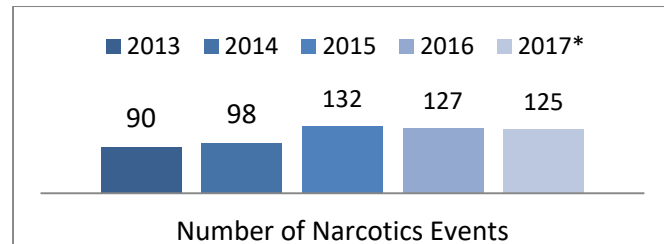
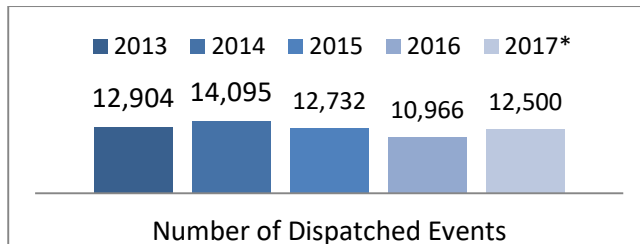
FY 17-18 INITIATIVES

- Become fully staffed.
- Continue to implement community relations.
- Develop program of yearly training updates and code changes.

PATROL DIVISION 13180

PERFORMANCE MEASURES

Based on calendar year data



*PROJECTED

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Lieutenant	1	1	1
Sergeant	4	4	4
Officers	16	16	16
Total	21	21	21

FY 17-18 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 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	1,545,802	1,614,982	1,556,610	1,556,610	1,556,610	1,580,010	23,400
41002	OVERTIME	200,770	194,708	142,870	154,120	147,720	142,870	-
41006	ANNUAL LEAVE LIQUIDATION	25,765	3,808	-	-	-	-	-
41007	HOLIDAY PAY	89,070	16,301	73,000	73,000	73,000	73,000	-
41008	ANNUAL LEAVE CASH-IN	11,040	16,791	-	-	13,010	-	-
41011	NON-EXEMPT COMPTIME LIQ.	-	3,131	-	-	-	-	-
41015	PERFORMANCE BONUS	-	1,500	-	3,000	3,000	-	-
TOTAL	PERSONAL SERVICES	1,872,447	1,851,221	1,772,480	1,786,730	1,793,340	1,795,880	23,400
42001	F.I.C.A.	140,582	137,971	135,590	135,590	135,590	137,380	1,790
42002	V.R.S.	188,211	183,749	189,770	189,770	189,770	169,850	(19,920)
42003	V.R.S. LIFE INS	18,170	17,719	18,600	18,600	18,600	20,710	2,110
42005	POLICE PENSION	97,912	150,237	101,760	101,760	101,760	110,530	8,770
42007	HEALTH INSURANCE	160,728	115,816	146,570	146,570	146,570	134,730	(11,840)
42012	CAFETERIA PLAN FEES	110	173	130	130	130	320	190
42021	VRS HYBRID 401A MATCH	-	-	870	870	-	-	(870)
42025	VRS HYBRID DISABILITY	-	-	520	520	-	-	(520)
TOTAL	EMPLOYEE BENEFITS	605,713	605,664	593,810	593,810	592,420	573,520	(20,290)
TOTAL	PATROL	2,478,160	2,456,886	2,366,290	2,380,540	2,385,760	2,369,400	3,110

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.

FY 16-17 ACCOMPLISHMENTS

- Continued to address wildlife issues effecting Town residents.
- Realized greater efficiency in the handling and disposition of non-town owned items stored in the property room as a result of policy change.
- Improved department computer access to Town dog license register.

PROPERTY AND ANIMAL CONTROL DIVISION

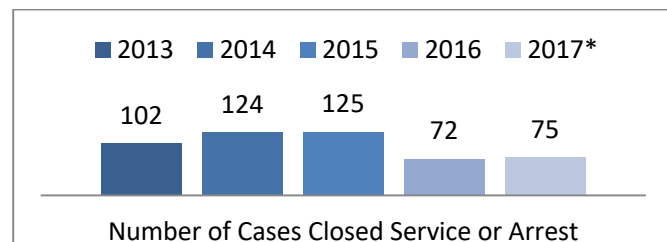
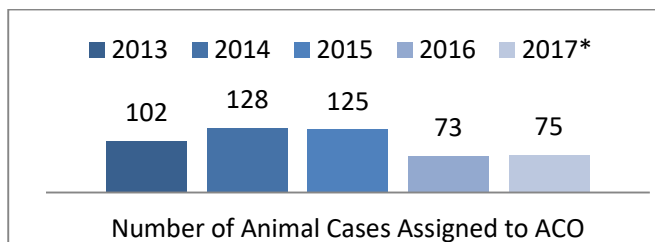
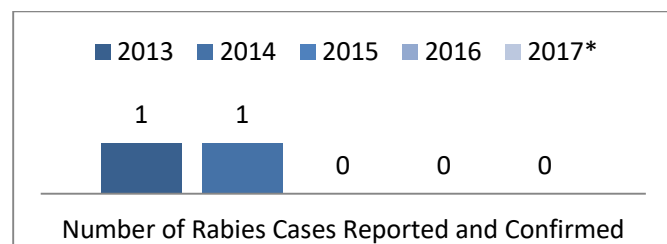
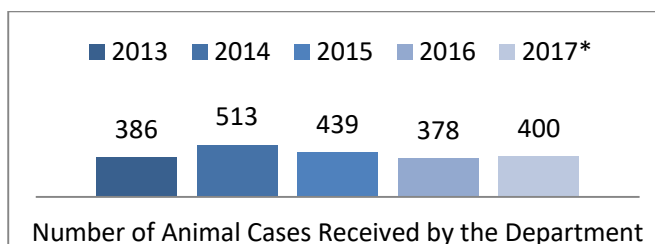
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FY 17-18 INITIATIVES

- Maintain certification with the Board of Pharmacy and the Drug Enforcement Agency for drug handling.
- Conduct Roll Call training for officers on Animal Control changes and frequent issues.
- Continue to convert paper files housed at Nutley Street storage to allow for computer access.

PERFORMANCE MEASURES

Based on calendar year data



*PROJECTED

PROPERTY AND ANIMAL CONTROL DIVISION
13181

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Animal Control Officer/Property Officer	1	1	1
Part Time Animal Control Officer/Property Officer – unfunded in FY 16-17 and FY 17-18	.5	.5	.5
Total	1.5	1.5	1.5

FY 17-18 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 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	61,676	63,852	64,940	64,940	64,940	66,970	2,030
41002	OVERTIME	8,926	5,640	5,000	5,000	5,000	-	(5,000)
41004	PART TIME W/O BENEFITS	-	-	-	-	-	-	-
41015	PERFORMANCE BONUS	-	1,500	-	-	-	-	-
TOTAL	PERSONAL SERVICES	70,602	70,992	69,940	69,940	69,940	66,970	(2,970)
42001	F.I.C.A.	5,362	5,404	5,350	5,350	5,350	5,020	(330)
42002	V.R.S.	7,565	7,774	8,000	8,000	8,000	7,190	(810)
42003	V.R.S. LIFE INS	731	750	770	770	770	880	110
42007	HEALTH INSURANCE	6,837	5,392	6,190	6,190	6,190	6,810	620
42018	ER CONTRIBUTIONS:DC401A	2,447	2,523	2,600	2,600	2,600	2,660	60
TOTAL	EMPLOYEE BENEFITS	22,941	21,844	22,910	22,910	22,910	22,560	(350)
TOTAL	PERS/PROPRTY/ANIM CONTROL	93,544	92,836	92,850	92,850	92,850	89,530	(3,320)

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 16-17 ACCOMPLISHMENTS

- Rotated a Patrol Sergeant into the Criminal Investigations Section.
- Developed a job description that would allow for advanced in-house crime scene processing (Evidence Technician).
- Increased capability to investigate internet crimes against children.

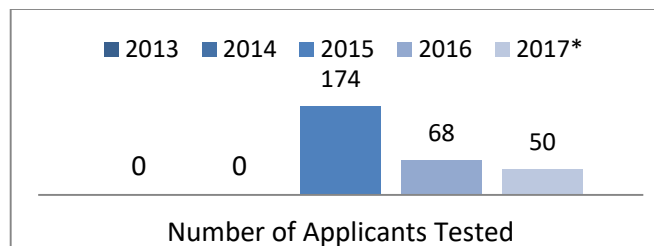
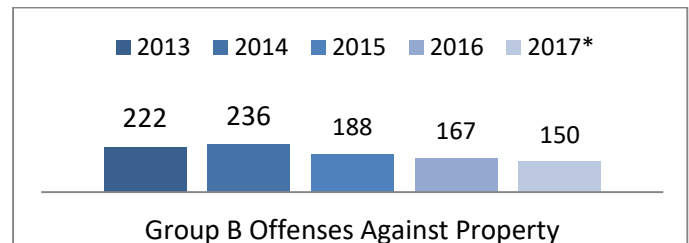
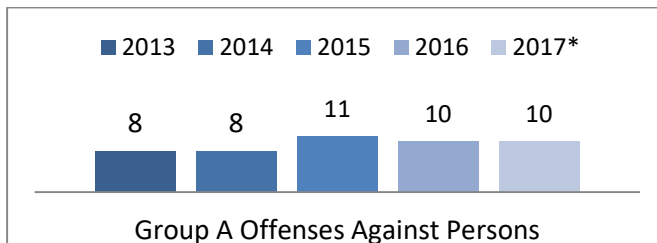
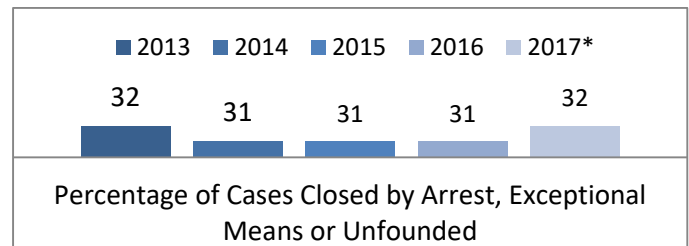
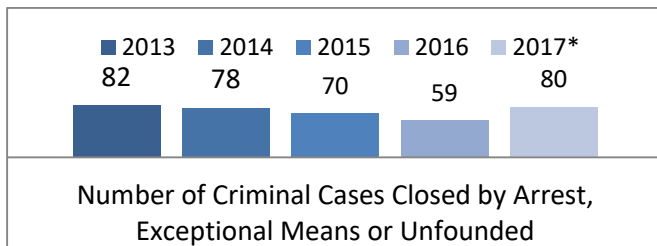
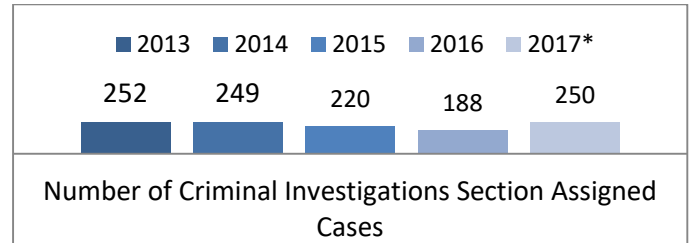
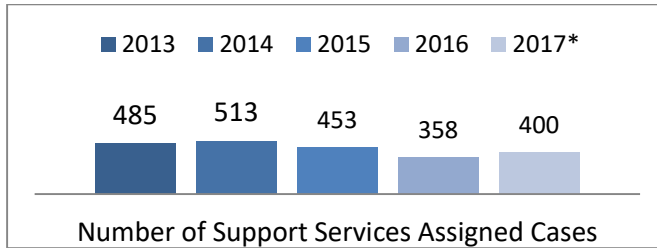
FY 17-18 INITIATIVES

- Conduct selection process for the Evidence Technician assignment.
- Enroll Evidence Technician in the Virginia Forensic Science Academy.
- Rotate gang unit detective.
- Work with community services officer to develop prevention and education programs.

CRIMINAL INVESTIGATIONS DIVISION 13182

PERFORMANCE MEASURES

Based on calendar year data



*PROJECTED

CRIMINAL INVESTIGATIONS DIVISION
13182

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Lieutenant	1	1	1
Sergeant	1	1	1
Detectives	7	7	7
Total	9	9	9

FY 17-18 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 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	646,155	690,504	761,220	761,220	761,220	742,780	(18,440)
41002	OVERTIME	85,882	85,488	96,000	99,415	98,085	96,000	-
41008	ANNUAL LEAVE CASH-IN	8,655	9,113	-	-	7,240	-	-
41015	PERFORMANCE BONUS	-	1,500	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	740,692	786,605	857,220	862,135	868,045	838,780	(18,440)
42001	F.I.C.A.	55,297	59,303	65,580	65,580	65,580	64,170	(1,410)
42002	V.R.S.	79,997	83,927	93,780	93,780	93,780	79,520	(14,260)
42003	V.R.S. LIFE INS	7,727	8,097	9,040	9,040	9,040	9,060	20
42004	LOCAL PENSION PLAN	7,044	-	-	-	-	-	-
42005	POLICE PENSION	43,114	68,555	53,240	53,240	53,240	60,580	7,340
42007	HEALTH INSURANCE	76,494	59,958	75,410	75,410	75,410	75,410	-
42012	CAFETERIA PLAN FEES	205	5,247	-	-	-	-	-
TOTAL	EMPLOYEE BENEFITS	269,878	372	240	240	240	190	(8,310)
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	1,019,570	795,977	866,460	871,375	877,285	847,970	(26,750)

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).
- Conduct residential and business security checks.
- Manage the department's Auxiliary Police Program.
- Liaison with Town Public Information Officer.

FY 16-17 ACCOMPLISHMENTS

- Successfully hosted 2016 Cops and Kids Fun Run.
- Attended area recruiting events.
- Participated in the 2016 Santa's Ride.
- Increased interactions on the police department's Facebook page.
- Continued with our VIPS (Volunteers in Police Service) program.
- Improved documentation of officers' training hours.

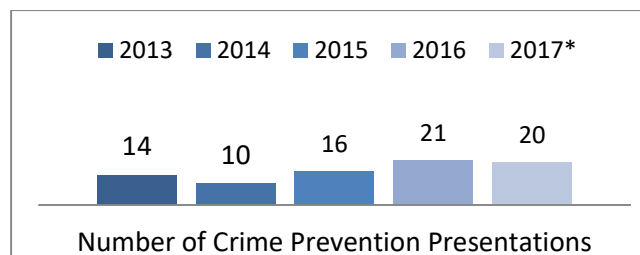
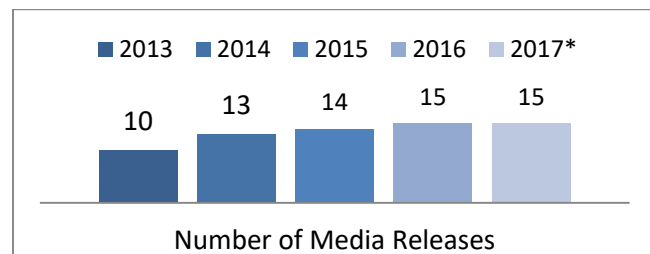
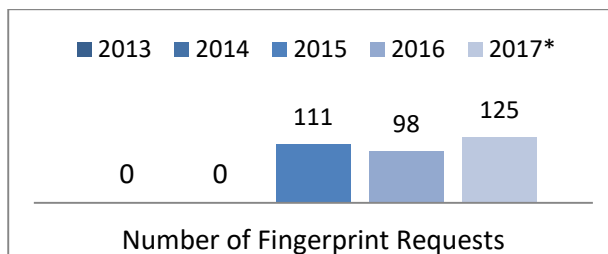
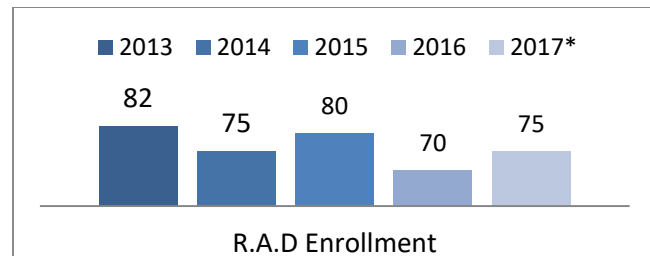
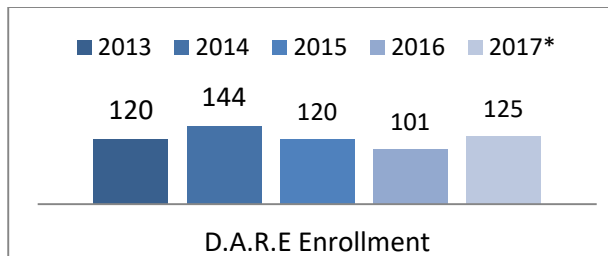
FY 17-18 INITIATIVES

- Complete DARE training for new public information officer.
- Organize 2017 Cops and Kids Fun Run.
- Complete RAD instructor training for 3 officers (2 basic, 1 advanced).
- Host RAD instructor course.
- Offer community presentations in Spanish.
- Continue with community presentations (seniors, teen center, personal safety) on a more scheduled basis.
- Continue to expand community outreach.

PUBLIC INFORMATION / COMMUNITY SERVICES DIVISION 13185

PERFORMANCE MEASURES

Based on calendar year data



*Projected

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Police Officer	1	1	1
Auxiliary Officer Positions (Volunteer)	2 of 10	2 of 10	2 of 10
Total	11	11	11

FY 17-18 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 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	86,641	73,366	90,970	90,970	90,970	74,100	(16,870)
41002	OVERTIME	1,675	3,888	4,500	4,885	4,500	4,500	-
41008	ANNUAL LEAVE CASH-IN	827	-	-	-	-	-	-
TOTAL	PERSONAL SERVICES	89,143	77,254	95,470	95,855	95,470	78,600	(16,870)
42001	F.I.C.A.	6,265	5,555	7,300	7,300	7,300	6,010	(1,290)
42002	V.R.S.	10,596	9,240	11,210	11,210	11,210	7,950	(3,260)
42003	V.R.S. LIFE INS	1,024	891	1,080	1,080	1,080	970	(110)
42005	POLICE PENSION	5,745	7,787	6,400	6,400	6,400	6,020	(380)
42007	HEALTH INSURANCE	15,997	9,935	13,920	13,920	13,920	6,810	(7,110)
42010	CLOTHING ALLOWANCE	-	649	-	-	-	-	-
42012	CAFETERIA PLAN FEES	-	15	-	-	-	-	-
TOTAL	EMPLOYEE BENEFITS	39,627	34,072	39,910	39,910	39,910	27,760	(12,150)
47306	R.A.D. PROGRAM	540	-	420	705	705	420	-
47710	DONATION FUNDED PROGRAMS	515	1,366	500	8,000	8,000	500	-
TOTAL	PROGRAM AND SERVICES	1,055	1,366	920	8,705	8,705	920	-
TOTAL	COMMUNITY SERVICES	129,825	112,693	136,300	144,470	144,085	107,280	(29,020)

FIRE AND RESCUE

FIRE AND RESCUE

	FY 15-16 Actuals	FY 16-17 Adopted	FY 16-17 Adjusted	FY 16-17 Estimated	FY 17-18 Adopted	Net Change
Volunteer Fire Department	77,015	59,710	59,710	60,910	60,910	1,200
Fire and Rescue	77,015	59,710	59,710	60,910	60,910	1,200

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 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
45601	CONTRIBUTIONS	10,000	20,000	10,000	10,000	10,000	10,000	-
TOTAL	OTHER CHARGES	10,000	20,000	10,000	10,000	10,000	10,000	-
47208	STATE FIRE PROGRAM FUNDS	42,401	57,015	49,710	49,710	50,910	50,910	1,200
TOTAL	PROGRAMS AND SERVICES	42,401	57,015	49,710	49,710	50,910	50,910	1,200
TOTAL	VOLUNTEER FIRE DEPT	52,401	77,015	59,710	59,710	60,910	60,910	1,200

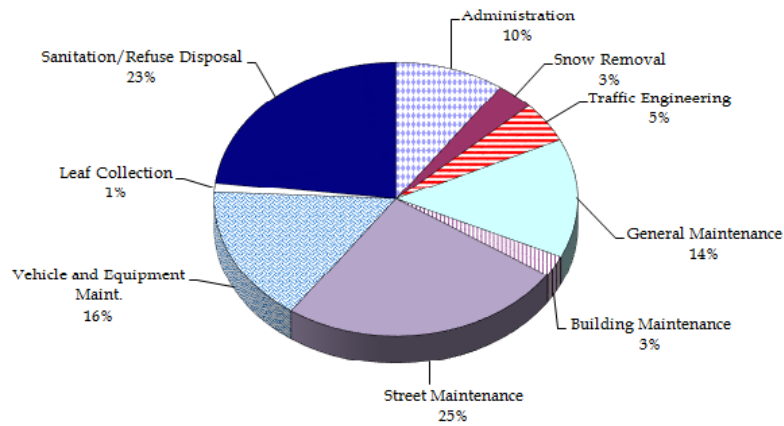
PUBLIC WORKS

Mission

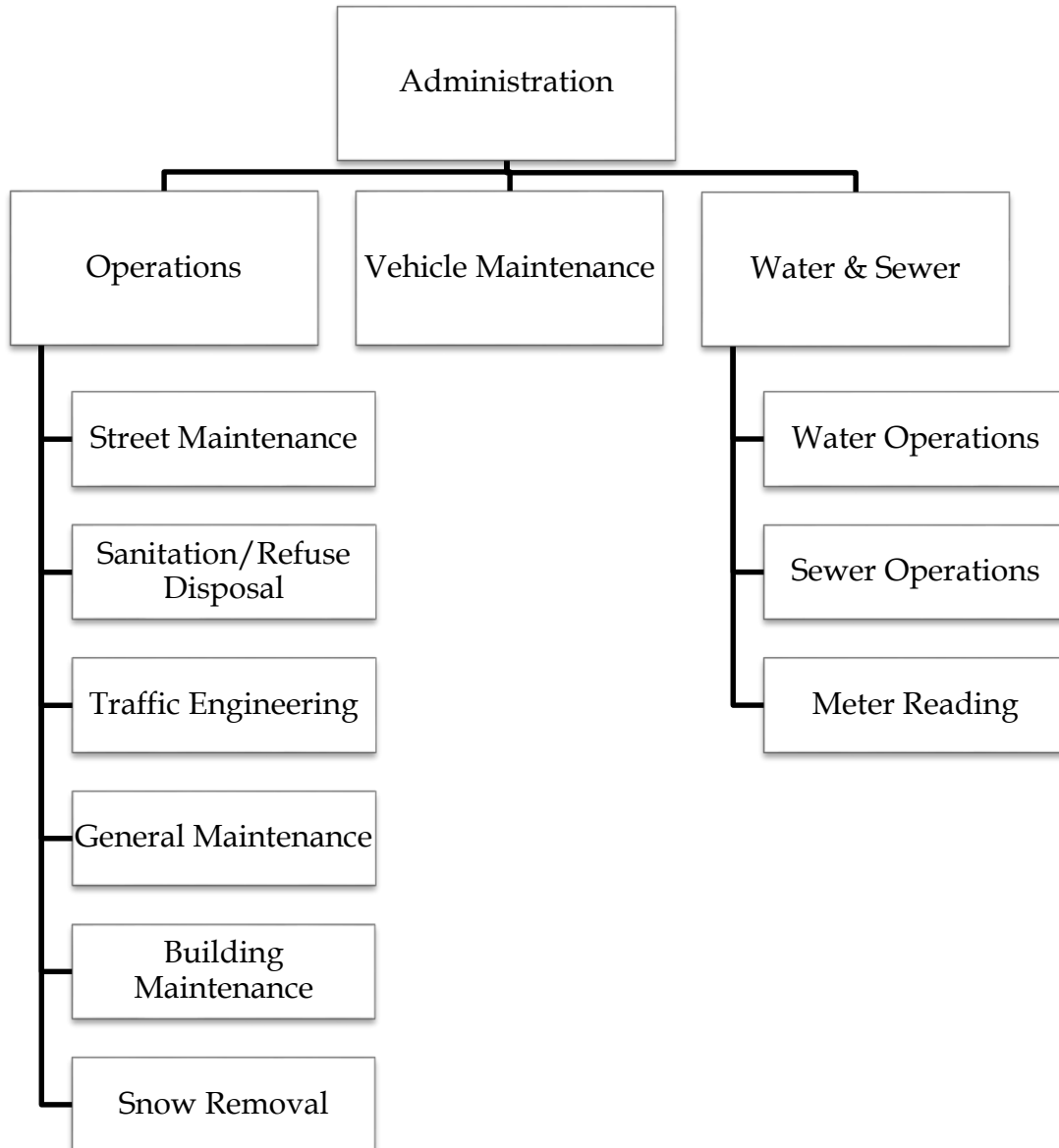
The mission of the Department of Public Works (DPW) is to maintain infrastructure and provide citizens with a safe, attractive and healthy Town in which to live and work.

PUBLIC WORKS

	FY 15-16 Actuals	FY 16-17 Adopted	FY 16-17 Adjusted	FY 16-17 Estimated	FY 17-18 Adopted	Net Change
Administration	673,794	661,370	600,570	546,450	725,720	64,350
Street Maintenance	1,620,352	1,669,150	1,669,450	1,610,620	1,887,630	218,480
General Maintenance	1,080,669	1,025,820	1,027,385	1,021,740	1,045,230	19,410
Snow Removal	288,569	247,550	247,550	247,550	247,550	0
Traffic Engineering	301,780	351,190	352,325	351,940	357,800	6,610
Vehicle and Equipment Maint.	1,083,562	1,188,660	1,190,160	1,190,105	1,191,670	3,010
Sanitation/Refuse Disposal	1,627,472	1,551,320	1,677,820	1,679,080	1,719,730	168,410
Leaf Collection	31,680	84,730	21,730	84,730	84,730	0
Building Maintenance	170,679	183,830	183,830	183,830	183,830	0
Public Works	6,878,556	6,963,620	6,970,820	6,916,045	7,443,890	480,270



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 Federal Emergency Management Agency (FEMA) flood plain, the Erosion & Siltation Control Program, and the Stormwater Program.

FY 16-17 ACCOMPLISHMENTS

- Implemented Tyler Munis Permits software with Planning and Zoning to better manage permitting, bond/fee collection and inspection scheduling.
- Created the Public Infrastructure Manual that is used by staff, developers and engineers when designing public improvements in Town.
- Constructed the Town's first mini-roundabout at Park and Locust Streets SE.
- Replaced roof at Town Hall.
- Secured \$4.3 Million in state and federal transportation grant funding.
- Applied for \$4.2 Million in state and federal transportation grant funding.
- Established agreements with Fairfax County to allow the Town to administer pedestrian improvement projects on Old Courthouse Road and Creek Crossing Road that are entirely funded by Fairfax County. Over \$600,000 has been allocated for engineering for both projects.

ADMINISTRATION

14110

FY 17-18 INITIATIVES

- Implement Tyler Munis Inventory and Work Order software that will replace the current aging paper and database system.
- In conjunction with Planning and Zoning, develop an agreement with Fairfax County to implement a concurrent permit review process for all building permits submitted for Town properties.
- Continue to pursue state and federal grants to improve Town infrastructure and water quality.
- Begin construction of Old Courthouse Road pedestrian improvements.
- Complete design of Creek Crossing Road pedestrian improvement project.
- Complete construction of Church Street NE sidewalk extension along the 300 block.

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
# of Building Permits, including all types received & submitted for approval	835	822	800
# of Plumbing Permits received and submitted to FIDO (Fairfax County's permit database)	460	525	450
# of Work Orders distributed to various DPW divisions	331	251	300

ADMINISTRATION
14110

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
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	2	1
Public Works Specialist	1	1	1
Administrative Assistant	1	1	1
Public Works Inspector**	.5	1	1
Total	6.5	8	7

*Council amended July 2016

**Council approved full-time Inspector position

FY 17-18 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 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17----- BUDGET REVISED ESTIMATED			FY 17-18 ADOPTED	NET CHANGE
41001	SALARIES AND WAGES	518,322	625,686	662,700	662,700	575,030	624,720	(37,980)
41002	OVERTIME	1,207	1,612	1,000	1,000	1,000	1,000	-
41003	REG. P.T. WITH BENEFITS	39,115	8,785	-	-	-	-	-
41004	PART TIME W/O BENEFITS	1,211	-	-	-	-	-	-
41006	ANNUAL LEAVE LIQUIDATION	-	987	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	4,365	7,694	-	-	1,630	-	-
41011	NON-EXEMPT COMPTIME LIQ.	-	7	-	-	-	-	-
41015	PERFORMANCE BONUS	-	1,500	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	564,219	646,271	663,700	665,200	579,160	625,720	(37,980)
42001	F.I.C.A.	40,386	45,814	51,590	51,590	42,500	43,900	(7,690)
42002	V.R.S.	63,551	74,861	81,290	81,290	60,000	61,580	(19,710)
42003	V.R.S. LIFE INS	6,139	7,315	8,040	8,040	8,040	8,190	150
42007	HEALTH INSURANCE	28,441	33,131	42,920	42,920	42,920	54,710	11,790
42012	CAFETERIA PLAN FEES	126	236	120	120	120	250	130
42018	ER CONTRIBUTIONS:DC401A	20,554	22,200	21,920	21,920	21,920	24,790	2,870
42021	VRS HYBRID 401A MATCH	-	887	1,250	1,250	1,250	5,510	4,260
42025	VRS HYBRID DISABILITY	-	523	740	740	740	1,150	410
TOTAL	EMPLOYEE BENEFITS	159,197	184,967	207,870	207,870	177,490	200,080	(7,790)
43101	CONSULTING SERVICES	275	2,095	6,000	6,000	6,000	6,000	-
43104	ARCHIT/ENGINEER SVCS	11,791	18,038	22,000	22,000	22,000	22,000	-
43106	TRANSLATION SERVICES	-	-	100	100	100	100	-
43301	EQUIPMT MTCE CONTRACTS	7,053	3,588	3,650	3,650	3,650	3,650	-
43308	CONTRACTS/SERVICES	-	-	500	500	500	500	-
43309	CELL PHONE EXPENSE	-	4,239	4,170	4,170	4,500	4,500	330
43501	PRINTING/BINDING SVCS	368	495	500	500	500	500	-
TOTAL	PURCHASED SERVICES	19,488	28,456	36,920	36,920	37,250	37,250	330
45202	LONG DIST SERVICE	201	137	100	100	100	100	-
45203	POSTAL SERVICES	1,499	1,433	700	700	700	700	-
45404	CENTRAL COPIER CHARGES	3,092	2,744	1,000	1,000	1,000	1,000	-
45501	MILEAGE REIMBURSEMENT	8	195	200	200	200	200	-
45502	FARES	-	11	300	300	300	300	-
45503	SUBSISTENCE/LODGING	661	876	300	300	300	300	-
45504	CONVENTIONS/EDUCATION	2,918	2,970	3,000	3,000	2,670	2,670	(330)
45505	BUSINESS MEALS	51	-	200	200	200	200	-
45801	MEMBERSHIPS/DUES	1,216	426	5,980	5,980	5,980	5,980	-
TOTAL	OTHER CHARGES	9,646	8,792	11,780	11,780	11,450	11,450	(330)
46001	OFFICE SUPPLIES	3,442	3,816	4,000	4,000	4,000	4,000	-
46011	UNIFORMS/SAFETY APPAREL	463	7,932	530	530	530	530	-
46012	BOOKS/SUBSCRIPTIONS	-	-	200	200	200	200	-
46015	OPERATIONAL SUPPLIES	2,164	2,284	2,000	2,000	2,000	2,000	-
46019	OTHER SUPPLIES	823	759	600	600	600	600	-
TOTAL	MATERIALS AND SUPPLIES	6,892	14,791	7,330	7,330	7,330	7,330	-
47202	SAFETY PROGRAMS	-	-	100	100	100	100	-
TOTAL	PROGRAM AND SERVICES	-	-	100	100	100	100	-
49207	TRANSFER TO CAP PROJ FUND	(96,387)	(209,482)	(266,330)	(266,330)	(266,330)	(156,210)	110,120
TOTAL	INTERFUND TRANSFERS	(96,387)	(209,482)	(266,330)	(266,330)	(266,330)	(156,210)	110,120
TOTAL	DPW ADMINISTRATION	663,055	673,794	661,370	662,870	546,450	725,720	64,350

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 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
- Provide staff to ensure refuse routes are covered and collected without interruption to service

FY 16-17 ACCOMPLISHMENTS

- Installed 2600 tons of asphalt
- Milled 1900 cubic yards of asphalt
- Assisted Water & Sewer with asphalt repair
- Swept 1300 cubic yards of silt and debris from Town streets
- Assisted in the collection and processing of leaves and finished on schedule
- Provided 1500 hours of labor for the Sanitation Department (0.75 FTE)

FY 17-18 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
- Increase street sweeping

STREET MAINTENANCE 14120

- Utilize Tyler Munis Work Order system to measure and minimize number of complaints

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	FY17-18 Projected
Tons of asphalt installed by Town staff	1,869	2,630	2,300
Cubic Yards of Milling	1,335	1,879	1,650
C.Y. of debris collected from Street sweeping	1,504	1,336	1,500
Days spent on pothole repair	24	31	30
# of hours spent assisting Sanitation	0	*1,504	1,500

* First full year of tracking

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Supervisor	1	1	1
Maintenance Workers	12	12	12
Paving Project Manager – Limited Term	N/A	1	1*
Total	13	14	14

*Partially funded by Capital Improvement Plan

FY 17-18 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 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	614,911	657,207	739,740	739,740	739,740	889,260	149,520
41002	OVERTIME	48,402	48,196	31,720	31,720	31,720	31,720	-
41004	PART TIME W/O BENEFITS	36	-	-	-	-	-	-
41006	ANNUAL LEAVE LIQUIDATION	1,332	4,003	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	4,965	6,361	-	-	6,470	-	-
41011	NON-EXEMPT COMPTIME LIQ.	1,157	712	-	-	-	-	-
41015	PERFORMANCE BONUS	-	1,500	-	-	-	-	-
TOTAL	PERSONAL SERVICES	670,803	717,979	771,460	771,460	777,930	920,980	149,520
42001	F.I.C.A.	49,108	52,101	59,020	59,020	59,020	63,990	4,970
42002	V.R.S.	79,094	77,592	88,900	88,900	88,900	78,230	(10,670)
42003	V.R.S. LIFE INS	7,690	7,548	8,840	8,840	8,840	9,220	380
42004	LOCAL PENSION PLAN	21,052	24,423	23,090	23,090	23,090	56,700	33,610
42007	HEALTH INSURANCE	99,024	91,117	122,340	122,340	122,340	110,660	(11,680)
42012	CAFETERIA PLAN FEES	32	-	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	18,532	16,575	19,530	19,530	19,530	20,810	1,280
42021	VRS HYBRID 401A MATCH	518	1,058	1,730	1,730	1,730	2,780	1,050
42025	VRS HYBRID DISABILITY	306	474	690	690	690	710	20
TOTAL	EMPLOYEE BENEFITS	275,356	270,888	324,140	324,140	324,140	343,100	18,960
43301	EQUIPMT MTCE CONTRACTS	2,784	375	-	-	-	-	-
43309	CELL PHONE EXPENSE	-	2,807	2,600	2,600	2,600	2,600	-
43701	UNIFORM RENTAL/CLEANING	3,075	3,014	3,800	3,800	3,800	3,800	-
43801	SRVCES FROM OTHER GOV'TS	14,202	14,035	15,900	15,900	15,820	15,820	(80)
43802	LANDFILL FEES	20,210	23,462	28,000	28,000	28,000	28,000	-
TOTAL	PURCHASED SERVICES	40,271	43,693	50,300	50,300	50,220	50,220	(80)
45501	MILEAGE REIMBURSEMENT	10	68	500	500	500	500	-
45503	SUBSISTENCE/LODGING	1,953	2,933	1,750	1,750	1,750	1,750	-
45504	CONVENTIONS/EDUCATION	2,382	739	4,000	4,000	4,000	4,000	-
TOTAL	OTHER CHARGES	4,345	3,740	6,250	6,250	6,250	6,250	-
46001	OFFICE SUPPLIES	415	475	500	500	500	500	-
46007	REPAIR/MTCE SUPPLIES	5,814	10,306	14,230	15,588	15,588	15,588	1,358
46011	UNIFORMS/SAFETY APPAREL	3,803	7,997	8,000	8,000	8,000	8,000	-
46017	SMALL TOOLS	1,096	1,340	1,920	1,920	2,000	2,000	80
46019	OTHER SUPPLIES	-	491	500	500	500	500	-
TOTAL	MATERIALS AND SUPPLIES	11,128	20,609	25,150	26,508	26,588	26,588	1,438
47401	ASPHALT OVERLAY	401,214	360,467	250,000	250,000	250,000	395,000	145,000
47407	CONTRACTED ASPHALT REP'RS	44,335	43,148	45,000	45,000	45,000	45,000	-
47408	INTERNAL ASPHALT REPAIRS	161,966	159,828	196,850	195,492	195,492	195,492	(1,358)
TOTAL	PROGRAM AND SERVICES	607,515	563,442	491,850	490,492	490,492	635,492	143,642
49208	GF TRANSFER TO WSF	-	-	-	-	(65,000)	(95,000)	(95,000)
TOTAL	INTERFUND TRANSFERS	-	-	-	-	(65,000)	(95,000)	(95,000)
TOTAL	STREET MAINTENANCE	1,609,419	1,620,352	1,669,150	1,669,150	1,610,620	1,887,630	218,480

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 cross walks on Maple Avenue and historic Church Street
- Complete carpentry repairs on all buildings owned by the Town
- Paint Town owned buildings
- Provide routine maintenance and complete various repairs on all buildings owned by the Town
- Provide preventive maintenance for the storm drainage system and catch basins

FY 16-17 ACCOMPLISHMENTS

- Assisted in installation of electrical and low voltage wiring at Parks & Recreation
- Assisted in sign replacement with Traffic Engineering
- Set out barricades and no parking signs for town events
- Continued using Tyler Munis Maintenance Management System
- Implemented a quarterly schedule to clean bus shelters
- Rebuilt and repaired decorative benches on Maple Avenue
- Built and installed floating shelves for Planning and Zoning
- Emergency generator added to Northside Property Yard

FY 17-18 INITIATIVES

- Utilize Tyler Munis Work Order system to complete all task in a timely manner
- Continue with rebuilding and repairing all decorative benches on Church Street
- Paint all bollards and hand rails on Church Street

GENERAL MAINTENANCE
14130

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
Linear feet of sidewalk replaced/installed (includes contractor generated)	4,070	6,400	3,800
# of brick driveway aprons replaced	1	0	5
# of concrete driveway aprons replaced (includes contractor generated)	18	44	17
Linear feet of curb and gutter replaced	1,479	7,870	550
# of storm drains cleaned & inspected	105	105	105
# of storm drain repairs	3	5	3
# of employee hours assisting Sanitation	1,040	992	1,000

*First year to include Sanitation assistance.

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
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 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	553,460	555,499	547,660	547,660	547,660	570,390	22,730
41002	OVERTIME	25,476	51,005	15,500	15,500	15,500	15,500	-
41004	PART TIME W/O BENEFITS	360	652	-	-	-	-	-
41006	ANNUAL LEAVE LIQUIDATION	-	-	-	-	2,520	-	-
41008	ANNUAL LEAVE CASH-IN	5,724	2,495	-	-	4,700	-	-
41011	NON-EXEMPT COMPTIME LIQ.	-	-	-	-	520	-	-
41015	PERFORMANCE BONUS	-	-	-	750	750	-	-
TOTAL	PERSONAL SERVICES	585,020	609,651	563,160	563,910	571,650	585,890	22,730
42001	F.I.C.A.	42,327	44,238	43,080	43,080	43,080	41,870	(1,210)
42002	V.R.S.	67,915	66,588	66,730	66,730	66,730	59,330	(7,400)
42003	V.R.S. LIFE INS	6,592	6,459	6,510	6,510	6,510	7,480	970
42004	LOCAL PENSION PLAN	18,382	21,408	20,070	20,070	7,500	-	(20,070)
42007	HEALTH INSURANCE	108,010	69,093	60,930	60,930	60,930	81,220	20,290
42012	CAFETERIA PLAN FEES	-	-	-	-	-	60	60
42015	MISC ALLOWANCES	542	-	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	16,633	17,067	15,940	15,940	15,940	19,640	3,700
42021	VRS HYBRID 401A MATCH	329	408	740	740	740	1,090	350
42025	VRS HYBRID DISABILITY	194	250	440	440	440	430	(10)
TOTAL	EMPLOYEE BENEFITS	260,923	225,511	214,440	214,440	201,870	211,120	(3,320)
43301	EQUIPMT MTCE CONTRACTS	1,900	-	-	-	-	-	-
43309	CELL PHONE EXPENSE	-	1,784	2,300	2,300	2,300	2,300	-
43701	UNIFORM RENTAL/CLEANING	2,143	2,740	2,140	2,140	2,140	2,140	-
43802	LANDFILL FEES	3,616	323	5,000	5,000	5,000	5,000	-
TOTAL	PURCHASED SERVICES	7,658	4,847	9,440	9,440	9,440	9,440	-
45503	SUBSISTENCE/LODGING	287	1,022	2,100	2,100	2,100	2,100	-
45504	CONVENTIONS/EDUCATION	-	1,202	4,500	4,500	4,500	4,500	-
45505	BUSINESS MEALS	60	192	200	200	200	200	-
TOTAL	OTHER CHARGES	347	2,416	6,800	6,800	6,800	6,800	-
46001	OFFICE SUPPLIES	241	424	500	500	500	500	-
46007	REPAIR/MTCE SUPPLIES	2,925	5,528	7,350	7,350	7,350	7,350	-
46011	UNIFORMS/SAFETY APPAREL	1,646	3,260	3,260	3,260	3,260	3,260	-
46015	OPERATIONAL SUPPLIES	4,595	17,346	20,810	20,810	20,810	20,810	-
46017	SMALL TOOLS	4,352	4,079	5,000	5,000	5,000	5,000	-
TOTAL	MATERIALS AND SUPPLIES	13,759	30,638	36,920	36,920	36,920	36,920	-
47402	CURB/SIDEWALK MTCE	189,567	187,631	190,060	150,060	150,060	190,060	-
47403	PHYSICAL IMPROVEMENTS	-	-	-	40,000	40,000	-	-
47406	BRICKWALK MAINTENANCE	5,000	19,975	5,000	5,000	5,000	5,000	-
TOTAL	PROGRAM AND SERVICES	194,567	207,606	195,060	195,060	195,060	195,060	-
TOTAL	GENERAL MAINTENANCE	1,062,275	1,080,669	1,025,820	1,026,570	1,021,740	1,045,230	19,410

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 and ice removal operations during winter storms.
- Prepare snow equipment for deployment before and during winter weather conditions
- Monitor weather conditions during winter months to ensure a timely, efficient and effective response to any winter storms that may occur.
- Anti-icing of roads with if conditions allow
- Application of de-icing agents when winter storm first begins
- 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 16-17 ACCOMPLISHMENTS

- Acquired a new Bobcats and snow blowers to assist in operations.
- Utilized multiple divisions in winter storm operations.
- Moved to 12hr shifts for all winter events.

FY 17-18 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.
- Continue to update and expand our anti-icing program.
- Investigate ways to acquire salt brine manufacturing equipment.

SNOW REMOVAL
14133

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
Number of overtime staff hours	520	1,119	1,000
Number of regular staff hours	240	101	250
Number of hours training for snow	200	200	200

FY 17-18 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 14133
NAME SNOW REMOVAL**

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41002	OVERTIME	88,652	131,110	80,860	80,860	80,860	80,860	-
TOTAL	PERSONAL SERVICES	88,652	131,110	80,860	80,860	80,860	80,860	-
42001	F.I.C.A.	6,627	9,677	6,190	6,190	6,190	6,190	-
42002	V.R.S.	-	9,996	-	-	-	-	-
42003	V.R.S. LIFE INS	-	978	-	-	-	-	-
42005	POLICE PENSION	-	779	-	-	-	-	-
42007	HEALTH INSURANCE	-	10,200	-	-	-	-	-
42012	CAFETERIA PLAN FEES	-	24	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	-	2,109	-	-	-	-	-
42021	VRS HYBRID 401A MATCH	-	143	-	-	-	-	-
42025	VRS HYBRID DISABILITY	-	74	-	-	-	-	-
TOTAL	EMPLOYEE BENEFITS	6,627	33,980	6,190	6,190	6,190	6,190	-
46015	OPERATIONAL SUPPLIES	102,454	112,095	117,000	127,000	127,000	117,000	-
TOTAL	MATERIALS AND SUPPLIES	102,454	112,095	117,000	127,000	127,000	117,000	-
48106	HVY EQUIPTMT REPLACEMENT	5,429	11,385	43,500	43,500	43,500	43,500	-
TOTAL	CAPITAL OUTLAY	5,429	11,385	43,500	43,500	43,500	43,500	-
TOTAL	SNOW REMOVAL	203,162	288,569	247,550	257,550	257,550	247,550	-

TRAFFIC ENGINEERING
14140

PURPOSE

Traffic engineering provides efficient vehicular and pedestrian travel within the Town by maintaining the traffic and pedestrian signals, traffic signs and associated electrical equipment, to include new installation and repair of electrical wiring and components as well as data throughout Town owned properties.

ACTIVITIES/PRODUCTS/SERVICES

- Repair and maintain traffic signals within the Town.
- Repair and maintain pedestrian signals within the Town
- Repair traffic signs within the Town
- Repair and maintain electrical equipment associated with traffic and pedestrian signals within the Town
- Respond to emergency calls that occur after normal working hours
- Stayed current with all certifications for Traffic Signals and Traffic Control and Signs

FY 16-17 ACCOMPLISHMENTS

- Installed electrical and low voltage wiring for Vienna Police Department
- 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
- Started Implementation of Manual on Uniform Traffic Control Devices (MUTCD) standards on street name signs
- Continue using Tyler Munis Maintenance Management System
- Upgraded Regulatory signs to Manual on Uniform Traffic Control Devices (MUTCD) standards
- Connected IT to back up generator

TRAFFIC ENGINEERING

14140

FY 17-18 INITIATIVES

- Upgrade traffic controllers to new Advanced Transportation Controller (ATC) standards.
- Upgrade exiting intersection (Park Street) with two mast arm poles to four mast arm poles
- Stay up with certifications for Traffic Signals and Electrical
- Interconnect all Traffic signals to communicate to a central Location

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
# of traffic signal preventative maintenance tasks performed	300	300	300
# of repairs to traffic signals	56	115	100
# of street signs replaced	960	1,113	1,200
# of electrical repairs/new installations completed	N/A	*325	325

*First year tracking this Information

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Traffic Signal/Electrical Technician I	2	1	1
Electrical & Traffic Signal Technician II	-	1	1
Total	2	2	2

FY 17-18 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 14140
NAME TRAFFIC ENGINEERING

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	89,546	99,465	102,640	102,640	102,640	107,890	5,250
41002	OVERTIME	70,970	48,009	42,000	42,000	42,000	42,000	-
41008	ANNUAL LEAVE CASH-IN	674	1,067	-	-	-	-	-
41015	PERFORMANCE BONUS	-	1,500	-	750	750	-	-
TOTAL	PERSONAL SERVICES	161,189	150,040	144,640	145,390	145,390	149,890	5,250
42001	F.I.C.A.	11,741	10,495	11,060	11,060	11,060	10,350	(710)
42002	V.R.S.	11,223	11,429	12,170	12,170	12,170	10,870	(1,300)
42003	V.R.S. LIFE INS	1,084	1,165	1,220	1,220	1,220	1,410	190
42007	HEALTH INSURANCE	12,744	23,242	27,840	27,840	27,840	30,620	2,780
42012	CAFETERIA PLAN FEES	-	-	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	3,581	3,954	4,110	4,110	4,110	4,280	170
42021	VRS HYBRID 401A MATCH	-	380	480	480	480	710	230
42025	VRS HYBRID DISABILITY	-	215	280	280	280	280	-
TOTAL	EMPLOYEE BENEFITS	40,373	50,879	57,160	57,160	57,160	58,520	1,360
43301	EQUIPMT MTCE CONTRACTS	1,371	-	-	-	-	-	-
43307	REPAIR/MTCE SVCES	19,387	20,431	40,000	40,000	40,000	40,000	-
43309	CELL PHONE EXPENSE	-	1,403	1,400	1,400	1,400	1,400	-
43701	UNIFORM RENTAL/CLEANING	416	340	1,280	1,280	1,280	1,280	-
TOTAL	PURCHASED SERVICES	21,175	22,174	42,680	42,680	42,680	42,680	-
45101	ELECTRICITY	5,575	6,700	6,700	6,700	6,700	6,700	-
45503	SUBSISTENCE/LODGING	2,049	1,428	4,800	4,800	4,800	4,800	-
45504	CONVENTIONS/EDUCATION	5,308	7,279	6,400	6,400	6,400	6,400	-
45505	BUSINESS MEALS	-	-	200	200	200	200	-
TOTAL	OTHER CHARGES	12,932	15,407	18,100	18,100	18,100	18,100	-
46001	OFFICE SUPPLIES	262	296	400	400	400	400	-
46007	REPAIR/MTCE SUPPLIES	7,979	5,932	8,400	8,400	8,400	8,400	-
46011	UNIFORMS/SAFETY APPAREL	476	1,164	1,580	1,580	1,580	1,580	-
46015	OPERATIONAL SUPPLIES	24,463	16,582	31,130	31,130	31,130	31,130	-
TOTAL	MATERIALS AND SUPPLIES	33,179	23,974	41,510	41,510	41,510	41,510	-
48101	MACH/EQUIPMT REPLACEMENT	13,853	39,305	47,100	47,100	47,100	47,100	-
TOTAL	CAPITAL OUTLAY	13,853	39,305	47,100	47,100	47,100	47,100	-
TOTAL	TRAFFIC ENGINEERING	282,702	301,780	351,190	351,940	351,940	357,800	6,610

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 16-17 ACCOMPLISHMENTS

- Reduced the carbon footprint of the fleet by 66% since FY 2010 by purchasing lower emission vehicles, maintaining proper tire pressure, and the use of synthetic oils
- Submitted three claims to FEMA for the January 2016 Snow Storms totaling \$ 164,331; the claims have been approved by FEMA 75% payment will be made as soon as the Commonwealth of Virginia completes their approval process
- Sold Town vehicles, equipment that have reached their useful life, on GovDeals.com auction site generating over \$120,000
- Supervisor completed APWA Mid-Atlantic Public Works Institute Leadership Certification
- Two staff members trained in Munis, began entering invoices and requisition requests at the division level
- Altec Aerial Lift training completed by two mechanics
- Godwin Bodies and Hydra Max Touch Pad Hydraulic System training completed by two mechanics
- Three mechanics completed training in Cummins 5.9 & 6.7 engines

VEHICLE & EQUIPMENT MAINTENANCE
14150

- Recycled 875 gallons of waste oil and 75 gallons waste antifreeze generated from Town vehicles and collected from citizens
- Collected for recycling approximately 7.5 tons of electronics during the quarterly Recycle Day
- Procured equipment for Winter Pre-Treatment Operations to be put into service this year

FY 17-18 INITIATIVES

- Further reduce the fleet's carbon footprint by utilizing new technologies, innovations and policy
- Two mechanics will complete requirements to become licensed Virginia State Motor Vehicle Safety Inspectors
- Heil Trash Compactor training to be completed by two mechanics
- Continue to Develop and implement a comprehensive division succession plan
- One mechanic will complete Police Motorcycle Maintenance Technical Training Class

VEHICLE & EQUIPMENT MAINTENANCE

14150

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
Heavy Trucks with proper tire pressure	92 %	95%	96%
Fleet's Carbon Footprint Reduction since 2010	54%	66%	72%
Fleets Average Miles per Gallon	11.3	10.5	11.0

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
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 17- 18 BUDGET CHANGES

- There are no significant changes to this budget

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 14150

NAME VEHICLE AND EQUIPT MTCE

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	508,458	556,344	560,420	560,420	560,420	578,760	18,340
41002	OVERTIME	28,420	17,791	31,000	31,000	31,000	31,000	-
41008	ANNUAL LEAVE CASH-IN	3,078	2,063	-	-	2,200	-	-
41015	PERFORMANCE BONUS	-	3,000	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	539,955	579,198	591,420	592,920	595,120	609,760	18,340
42001	F.I.C.A.	39,229	42,533	45,240	45,240	45,240	43,960	(1,280)
42002	V.R.S.	60,378	63,587	67,220	67,220	67,220	57,960	(9,260)
42003	V.R.S. LIFE INS	5,974	6,299	6,660	6,660	6,660	7,590	930
42007	HEALTH INSURANCE	71,215	57,473	65,720	65,720	65,720	81,610	15,890
42012	CAFETERIA PLAN FEES	252	469	360	360	360	320	(40)
42015	MISC ALLOWANCES	2,597	3,247	3,320	3,320	3,300	3,320	-
42018	ER CONTRIBUTIONS:DC401A	18,026	21,242	22,410	22,410	22,410	22,970	
42021	VRS HYBRID 401A MATCH	1,468	1,707	1,830	1,830	1,830	4,190	
42025	VRS HYBRID DISABILITY	866	1,007	1,080	1,080	1,080	1,090	10
TOTAL	EMPLOYEE BENEFITS	200,006	197,563	213,840	213,840	213,820	223,010	6,250
43301	EQUIPMT MTCE CONTRACTS	2,819	375	400	400	395	400	-
43303	SOFTWARE MTCE CONTRACT	2,146	3,861	4,000	4,000	3,400	4,000	-
43307	REPAIR/MTCE SVCS	10,851	21,535	20,000	20,000	20,000	20,000	-
43308	CONTRACTS/SERVICES	5,370	5,837	10,000	10,000	10,000	10,000	
43309	CELL PHONE EXPENSE	-	2,112	2,900	2,900	1,800	2,000	(900)
43701	UNIFORM RENTAL/CLEANING	1,834	1,690	2,100	2,100	2,100	2,100	-
TOTAL	PURCHASED SERVICES	23,020	35,409	39,400	39,400	37,695	38,500	(900)
45503	SUBSISTENCE/LODGING	1,503	2,947	1,800	1,800	1,800	1,800	-
45504	CONVENTIONS/EDUCATION	2,595	3,157	4,500	4,500	4,500	4,500	-
TOTAL	OTHER CHARGES	4,098	6,104	6,300	6,300	6,300	6,300	-
46001	OFFICE SUPPLIES	1,224	992	1,200	1,200	1,200	1,500	300
46008	VEHICLE/EQUIPMT FUELS	125,353	125,367	172,000	172,000	172,000	170,000	(2,000)
46009	VEH/EQUIPMT MTCE SUPPLIES	2,415	1,898	3,000	3,000	3,000	3,000	-
46011	UNIFORMS/SAFETY APPAREL	2,868	3,522	4,000	4,000	4,000	4,000	-
46015	OPERATIONAL SUPPLIES	90,749	108,626	100,000	100,000	100,000	100,000	-
46017	SMALL TOOLS	5,303	4,106	5,000	5,000	5,000	5,600	600
46031	TIRES AND TUBES	21,530	22,964	28,000	28,000	28,000	30,000	2,000
TOTAL	MATERIALS AND SUPPLIES	249,442	267,474	313,200	313,200	313,200	314,100	900
48201	ADDITIONAL MACH/EQUIPMT	-	-	24,500	24,500	23,970	-	(24,500)
TOTAL	CAPITAL OUTLAY	-	-	24,500	24,500	23,970	-	(24,500)
49207	TRANSFER TO CAP PROJ FUND	-	(2,186)	-	-	-	-	-
TOTAL	INTERFUND TRANSFERS	-	(2,186)	-	-	-	-	-
TOTAL	VEHICLE AND EQUIPT MTCE	1,016,522	1,083,562	1,188,660	1,190,160	1,190,105	1,191,670	90

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 events within the Town
- Contract with Potomac Disposal Services for 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 with Evergreen Mill Group for collection and disposal of dead deer.
- Contract with Broad Run Construction Waste and Recycling to divert debris from landfill
- Contract with Labor Ready to provide temporary labor for refuse collection

FY 16-17 ACCOMPLISHMENTS

- Collected and disposed of 4351 tons of solid waste.
- Collected and disposed of 1805 tons of single stream recycling.
- Collected and disposed of 296 tons of bulk trash items.
- Collected and disposed of 922 tons of yard waste.
- Collected and disposed of 525 tons of brush.
- Collected and diverted 294 tons of Bulk debris.

SANITATION/REFUSE DISPOSAL
14230

- Established scrap-metal pick-up program at Northside Property Yard creating revenue.

FY 17-18 INITIATIVES

- Use the Tyler Munis Work Order System to track and minimize the number of complaints.
- Increase internet use for public awareness of daily updates, holidays, emergencies, and inclement weather changes.

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
Tons of Solid Waste Disposed to Landfill	4,242	4,351	4,500
Tons of Single Stream Recyclable Material	1,776	1,805	1,800
Tons of Bulk Items Disposed to landfill	411	296	0
Tons of Bulk Debris diverted from Landfill to Construction Waste Recycling	N/A	294	750
Tons of Yard Waste Disposed to Landfill	1107	922	1050
Tons of Brush Disposed	347	525	450
Tons of Metal Recycled	5	10	10
# of contracted labor hours used for collection	N/A	*126	250
# of labor hours utilized from other Town crews/departments for collection	N/A	*2592	2750

*First year data collected

SANITATION/REFUSE DISPOSAL
14230

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 14-15	Adopted FY 16-17	Adopted FY 17-18
Supervisor	1	1	1
Inspector	1	1	1
Maintenance Worker	14	14	14
Total	16	16	16

FY 17-18 BUDGET CHANGES

- Landfill fees have increased substantially by \$120,000. FY 16-17 was the first year the Town has incurred a cost for disposal of single stream recycling at \$55 per ton. Additionally bulk items and construction debris disposal costs have increased significantly.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 14230
NAME SANITATION

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	716,115	774,357	740,370	740,370	740,370	776,160	35,790
41002	OVERTIME	53,968	64,216	52,000	52,000	52,000	52,000	-
41004	PART TIME W/O BENEFITS	16,822	9,408	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	4,317	6,419	-	-	6,440	-	-
41015	PERFORMANCE BONUS	-	1,500	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	791,223	855,901	792,370	793,870	800,310	828,160	35,790
42001	F.I.C.A.	56,960	61,364	60,620	60,620	60,620	58,640	(1,980)
42002	V.R.S.	82,391	88,232	89,760	89,760	89,760	79,730	(10,030)
42003	V.R.S. LIFE INS	8,037	8,649	8,800	8,800	8,800	10,170	1,370
42004	LOCAL PENSION PLAN	22,628	26,778	25,140	25,140	25,140	34,180	9,040
42007	HEALTH INSURANCE	124,915	120,342	132,550	132,550	132,550	143,250	10,700
42012	CAFETERIA PLAN FEES	63	95	70	70	70	60	(10)
42018	ER CONTRIBUTIONS:DC401A	16,862	18,929	18,330	18,330	18,330	21,120	2,790
42021	VRS HYBRID 401A MATCH	813	1,412	1,450	1,450	1,450	2,380	930
42025	VRS HYBRID DISABILITY	480	829	860	860	860	850	(10)
TOTAL	EMPLOYEE BENEFITS	313,149	326,630	337,580	337,580	337,580	350,380	12,800
43201	CONTRACT LABOR	9,026	-	25,300	25,300	25,300	25,300	-
43301	EQUIPMT MTCE CONTRACTS	3,092	-	-	-	-	-	-
43308	CONTRACTS/SERVICES	14,876	15,256	17,850	18,010	18,010	18,010	160
43309	CELL PHONE EXPENSE	-	1,228	1,330	1,330	1,330	1,330	-
43701	UNIFORM RENTAL/CLEANING	3,836	3,986	3,820	3,820	3,820	3,820	-
43801	SRVCES FROM OTHER GOV'TS	-	1,035	1,040	1,040	1,040	1,040	-
43802	LANDFILL FEES	351,609	411,603	360,180	360,180	480,000	480,000	119,820
TOTAL	PURCHASED SERVICES	382,440	433,109	409,520	409,680	529,500	529,500	119,980
45504	CONVENTIONS/EDUCATION	756	259	2,000	2,000	2,000	2,000	-
45801	MEMBERSHIPS/DUES	2,376	2,376	-	-	-	-	-
TOTAL	OTHER CHARGES	3,132	2,635	2,000	2,000	2,000	2,000	-
46001	OFFICE SUPPLIES	126	491	500	500	500	500	-
46011	UNIFORMS/SAFETY APPAREL	4,804	8,264	8,350	8,350	8,350	8,350	-
46015	OPERATIONAL SUPPLIES	564	443	1,000	840	840	840	(160)
TOTAL	MATERIALS AND SUPPLIES	5,494	9,198	9,850	9,690	9,690	9,690	(160)
TOTAL	SANITATION	1,495,438	1,627,472	1,551,320	1,552,820	1,679,080	1,719,730	168,410

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 leaf mulch to citizens who request leaf mulch during the months of January, February and March

FY 16-17 ACCOMPLISHMENTS

- Finished 5 complete passes around town to collect leaves by 12/31/16
- Had more leaf crews available to collect leaves due to reduced posting of street notices.
- Collected 7600 Cubic Yards of Leaves.
- Processed leaves that were collected.
- January- March 2016 Completed 358 request for mulch and delivered 5900 Cubic Yards.

FY 17-18 INITIATIVES

- Increase cable, internet, and social media usage for daily updates of completed streets.

LEAF OPERATION
14270

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	FY17-18 Projected
Cubic yards of leaves picked up	9,590	7,567	8,500
Cubic yards of leaf mulch delivered	6,543	5,921	6,000
# of passes with Leaf Vacuum Truck	5	5	4

FY 17-18 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 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17----- BUDGET	REVISED	ESTIMATED	FY 17-18 ADOPTED	NET CHANGE
41002	OVERTIME	72,993	29,542	78,710	78,710	78,710	78,710	-
TOTAL	PERSONAL SERVICES	72,993	29,542	78,710	78,710	78,710	78,710	-
42001	F.I.C.A.	5,337	2,137	6,020	6,020	6,020	6,020	-
TOTAL	EMPLOYEE BENEFITS	5,337	2,137	6,020	6,020	6,020	6,020	-
TOTAL	LEAF COLLECTION	78,330	31,680	84,730	84,730	84,730	84,730	-

BUILDING MAINTENANCE
14320

PURPOSE

Routine building maintenance ensures the safety of Town employees and the public within all Town-owned buildings and preserves the Town's investment in the infrastructure of all Town-owned buildings.

ACTIVITIES/PRODUCTS/SERVICES

- Provide contractual services for the Town Hall and the Northside Property Yard building, regarding HVAC system maintenance and repair, elevator maintenance and repair, generator maintenance and repair, safety inspections and cleaning service
- Obtain funding for maintenance and repairs on all Town-owned buildings
- Provide electrical utilities for Town Hall, Beulah Road Mulch Site, Nutley Street Records Building and Northside Property Yard

FY 16-17 ACCOMPLISHMENTS

- Contracted for HVAC services at Town Hall and Northside Property Yard HVAC
- Maintained monthly inspections of fire extinguishers for Town Hall and Northside Property Yard
- Maintenance contract for Town Hall generator
- Continued using Tyler Munis Maintenance Management System
- Replaced scissor lift for Northside Property Yard
- Replaced roof at Town Hall
- Identified valve problem with HVAC system at Town Hall

FY 17-18 INITIATIVES

- Improve noise reduction in the lunch room at Northside Property Yard for meetings
- Transition to LED lighting at Northside Property Yard
- Use in-house labor to provide janitorial services to Town Hall and the Police Station to replace under-performing contract labor.

BUILDING MAINTENANCE
14320

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
Respond to maintenance requests within 24 hours	145	180	180

FY 17-18 BUDGET CHANGES

- There are no significant changes to this budget.

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

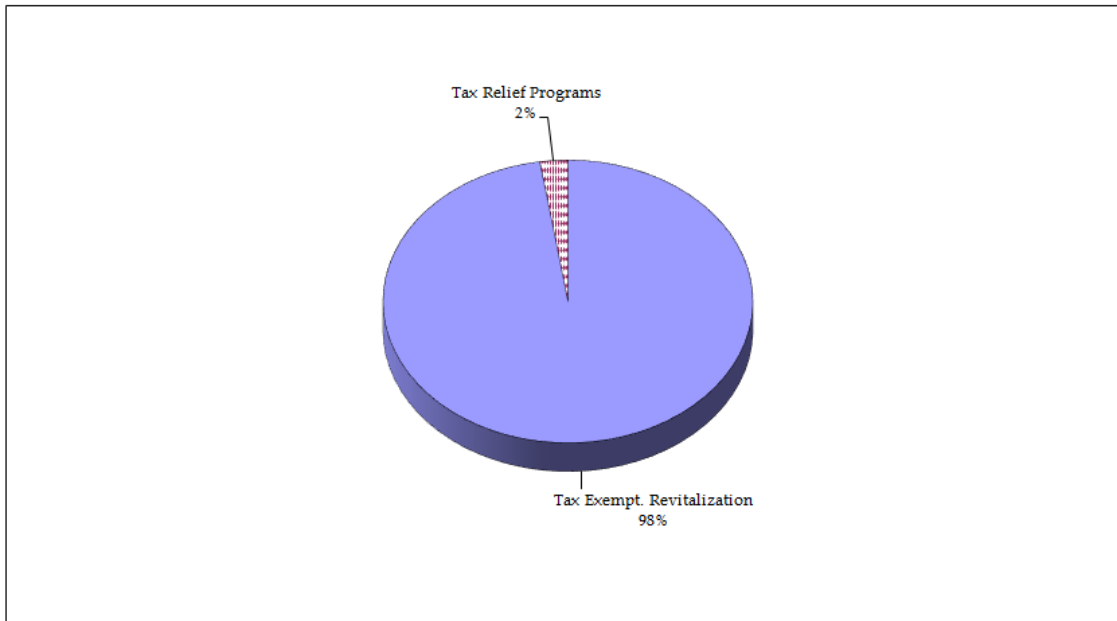
**DIVISION 14320
NAME BUILDING MAINTENANCE**

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
43304	H/AC MTCE CONTRACT	13,624	23,429	25,230	25,230	25,230	25,230	-
43307	REPAIR/MTCE SVCS	4,746	3,800	8,800	8,800	8,800	8,800	-
43308	CONTRACTS/SERVICES	20,572	27,199	29,230	29,230	29,230	29,230	-
43702	JANITORIAL/CUSTODIAL SVCE	28,376	17,484	15,400	15,400	15,400	15,400	-
TOTAL	PURCHASED SERVICES	67,319	71,912	78,660	78,660	78,660	78,660	-
45101	ELECTRICITY	61,257	60,996	61,000	61,000	61,000	61,000	-
45102	NATURAL GAS	17,884	11,407	11,500	11,500	11,500	11,500	-
45104	WATER/SEWER SVCE	6,221	8,133	8,000	8,000	8,000	8,000	-
TOTAL	OTHER CHARGES	85,362	80,536	80,500	80,500	80,500	80,500	-
46005	JANITORIAL SUPPLIES	5,110	5,562	5,000	5,000	5,000	5,000	-
46007	REPAIR/MTCE SUPPLIES	19,925	12,669	18,670	18,670	18,670	18,670	-
TOTAL	MATERIALS AND SUPPLIES	25,035	18,231	23,670	23,670	23,670	23,670	-
48201	ADDITIONAL MACH/EQUIPMT	489	-	1,000	1,000	1,000	1,000	-
TOTAL	CAPITAL OUTLAY	489	-	1,000	1,000	1,000	1,000	-
TOTAL	BUILDING MAINTENANCE	178,205	170,679	183,830	183,830	183,830	183,830	-

TAX RELIEF PROGRAMS

TAX RELIEF PROGRAMS

	FY 15-16 Actuals	FY 16-17 Adopted	FY 16-17 Adjusted	FY 16-17 Estimated	FY 17-18 Adopted	Net Change
Tax Relief	232,216	236,000	236,000	235,530	229,000	-7,000
Tax Exempt. Revitalization	7,614	6,600	6,600	7,620	5,700	-900
Tax Relief Programs	239,831	242,600	242,600	243,150	234,700	-7,900



TAX RELIEF
15330

PURPOSE

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

FY 17 -18 BUDGET ESTIMATES BY TAX RELIEF CATEGORY

PERCENT OF RELIEF	NUMBER	COST
100	150	\$190,000
50	25	\$17,000
25	20	\$9,000
PRORATED	7	\$7,000
TOTAL REAL ESTATE TAX	202	\$223,000
VEHICLE LICENSE FEE	~180	\$6,000
DIVISION TOTAL		\$229,000

The Real Estate Tax exemption estimate is based on the FY16-17 actuals adjusted for anticipated changes in assessed values for FY18.

The Vehicle License Fee exemption is based on the number of applicants that received the exemption for the FY 16-17 fiscal year.

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

**DIVISION 15330
NAME TAX RELIEF PROGRAMS**

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17----- BUDGET	REVISED	ESTIMATED	FY 17-18 ADOPTED	NET CHANGE
45701	T.R.E. - PROP TAXES	220,855	226,675	230,000	230,000	230,000	223,000	(7,000)
45702	T.R.E. - VEH LIC TAX	6,764	5,541	6,000	6,000	5,530	6,000	-
TOTAL	OTHER CHARGES	227,619	232,216	236,000	236,000	235,530	229,000	(7,000)
TOTAL	TAX RELIEF PROGRAMS	227,619	232,216	236,000	236,000	235,530	229,000	(7,000)

REVITALIZATION TAX RELIEF
15360

PURPOSE

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

FY 17-18 BUDGET CHANGES

- In Tax Year 2016, there were 20 exemptions totaling \$6,648, for an average of \$332 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. Four properties have completed the exemption period and have been dropped from the exemption program in Tax Year 2017.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 15360

NAME REVITAL. TAX EXEMP. PROG.

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
45703	REVITAL.TAX EXEMPTIONS	8,798	7,614	6,600	6,600	7,620	5,700	(900)
TOTAL	OTHER CHARGES	8,798	7,614	6,600	6,600	7,620	5,700	(900)
TOTAL	REVITAL. TAX EXEMP. PROG.	8,798	7,614	6,600	6,600	7,620	5,700	(900)

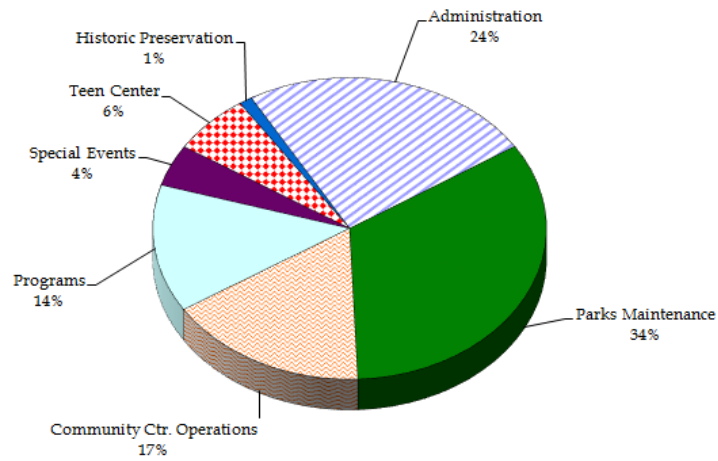
PARKS AND RECREATION

Mission

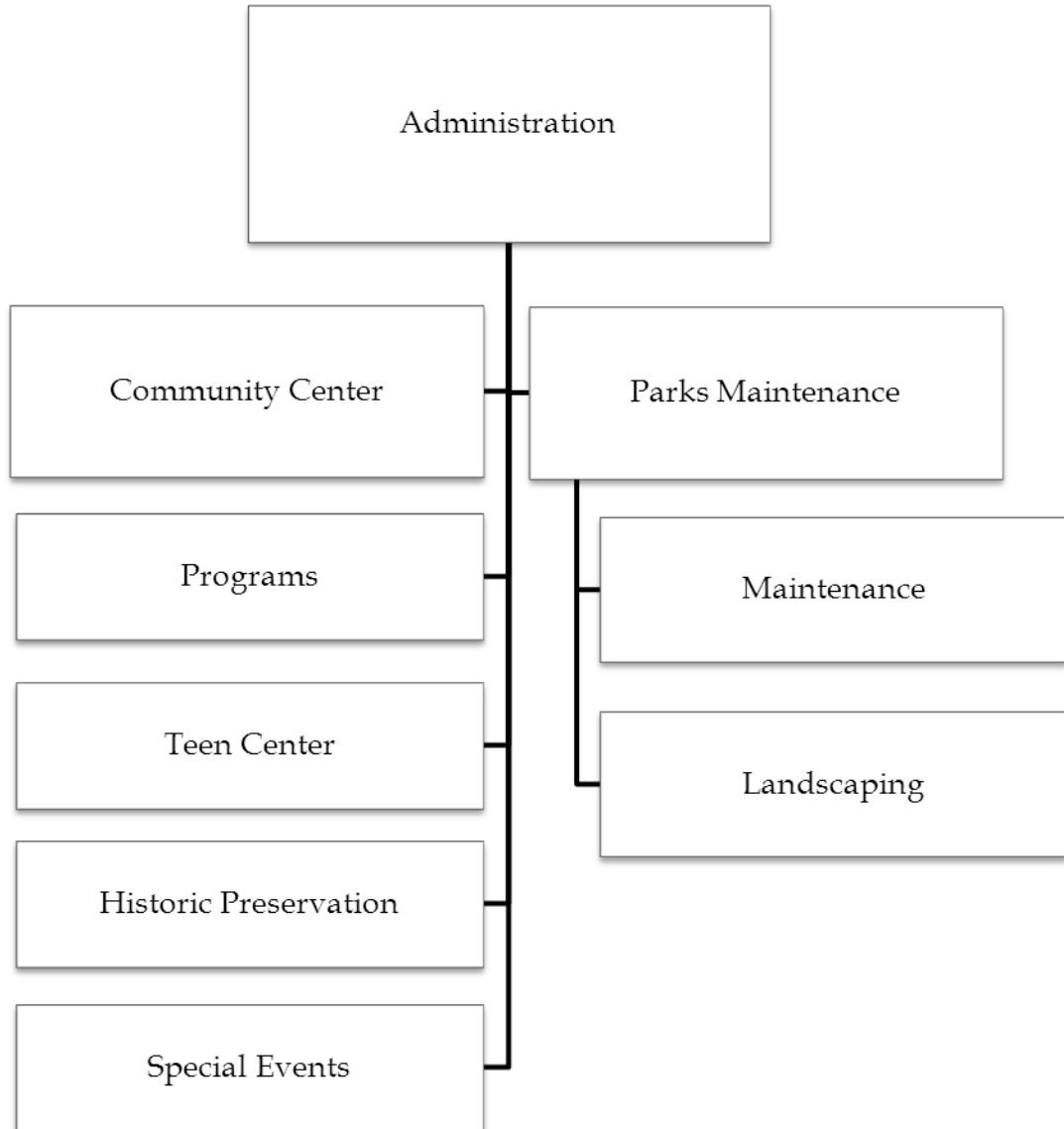
The Parks and Recreation Department is committed to creating community through people, parks and programs.

PARKS AND RECREATION

	FY 15-16 Actuals	FY 16-17 Adopted	FY 16-17 Adjusted	FY 16-17 Estimated	FY 17-18 Adopted	Net Change
Administration	1,274,571	695,660	698,300	683,045	796,570	100,910
Parks Maintenance	1,075,185	1,043,670	1,053,065	1,058,755	1,103,640	59,970
Community Ctr. Operations	467,364	526,140	519,375	453,030	548,400	22,260
Programs	340,331	455,590	464,550	418,590	450,590	-5,000
Special Events	143,616	148,600	165,130	150,680	147,100	-1,500
Teen Center	189,079	188,750	188,995	187,250	213,470	24,720
Historic Preservation	30,749	35,970	47,070	40,970	35,500	-470
Parks and Recreation	3,520,895	3,094,380	3,136,485	2,992,320	3,295,270	200,890



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 programs.
- 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 16-17 ACCOMPLISHMENTS

- Managed staff training for the payroll module in munis.
- Provided staff training on purchasing procedures and the use of Munis in preparing purchase requisitions and invoice payment.
- Worked in conjunction with the Project Manager to manage the Community Center Renovation and Expansion Project.
- Provided staff continuing education training opportunities.
- Extended lease and space for staff and programs.
- Approved full time administrative assistant.

FY 17-18 INITIATIVES

- Continue to provide training opportunities for staff to meet the changing needs of the department.
- Develop and implement a Memorial Heritage Donation program for donations that can include trees, benches and bricks.
- Develop a new Park Guide.

ADMINISTRATION

17110

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
Percentage of customers using online registration	49%	52%	55%
Percentage of classes and programs held (verses total offered)	74%	70%	72%
Number of staff training sessions	8	15	17

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Director of Parks and Recreation	1	1	1
Deputy Director of Parks and Recreation	-	-	1
Recreation Manager	1	1	1
Recreation Program Coordinator	2	2	1
Administrative Assistant II	.8	1	1
Total	4.8	5	5

FY 17-18 BUDGET CHANGES

- Created a Deputy Director of Parks and Recreation and reduced Recreation Program Coordinator positions by 1.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 17110

NAME PARKS AND REC ADMINISTRATION

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	308,431	348,934	375,380	375,755	375,755	511,060	135,680
41002	OVERTIME	8,530	9,899	12,270	12,510	12,510	8,000	(4,270)
41003	REG. P.T. WITH BENEFITS	77,839	9,429	36,160	36,160	36,160	-	(36,160)
41004	PART TIME W/O BENEFITS	36,162	47,773	34,580	34,580	20,000	20,000	(14,580)
41006	ANNUAL LEAVE LIQUIDATION	-	24,502	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	5,882	4,468	-	-	-	-	-
TOTAL	PERSONAL SERVICES	436,844	445,005	458,390	459,005	444,425	539,060	80,670
42001	F.I.C.A.	31,563	32,658	35,070	35,070	35,070	41,230	6,160
42002	V.R.S.	37,682	42,155	46,220	46,220	46,220	52,790	6,570
42003	V.R.S. LIFE INS	3,640	4,126	4,520	4,520	4,520	6,900	2,380
42007	HEALTH INSURANCE	19,487	25,990	38,770	38,770	38,770	42,490	3,720
42012	CAFETERIA PLAN FEES	189	210	130	130	130	190	60
42018	ER CONTRIBUTIONS:DC401A	12,188	8,876	12,580	12,580	12,580	16,190	
42021	VRS HYBRID 401A MATCH	-	608	680	680	680	1,020	340
42025	VRS HYBRID DISABILITY	-	361	400	400	400	400	-
TOTAL	EMPLOYEE BENEFITS	104,749	114,984	138,370	138,370	138,370	161,210	19,230
43301	EQUIPMT MTCE CONTRACTS	441	640	6,000	6,000	6,000	1,500	(4,500)
43303	SOFTWARE MTCE CONTRACT	14,943	15,620	15,000	16,400	16,400	16,900	1,900
43308	CONTRACTS/SERVICES	30,641	28,116	21,000	19,600	19,600	21,000	-
43501	PRINTING/BINDING SVCES	25,288	24,561	28,000	28,000	28,000	28,000	-
TOTAL	PURCHASED SERVICES	71,313	68,937	70,000	70,000	70,000	67,400	(2,600)
45202	LONG DIST SERVICE	2,086	1,202	1,200	1,200	1,200	1,200	-
45203	POSTAL SERVICES	11,829	12,135	12,650	12,650	14,000	12,650	-
45402	EQUIPMENT RENTAL	1,000	(99)	1,000	1,000	1,000	1,000	-
45501	MILEAGE REIMBURSEMENT	703	199	750	750	750	750	-
45503	SUBSISTENCE/LODGING	1,928	1,007	2,500	2,500	2,500	2,500	-
45504	CONVENTIONS/EDUCATION	2,193	4,131	4,000	4,000	4,000	4,000	-
45801	MEMBERSHIPS/DUES	663	968	1,800	1,800	1,800	1,800	-
TOTAL	OTHER CHARGES	20,401	19,542	23,900	23,900	25,250	23,900	-
46001	OFFICE SUPPLIES	3,842	6,103	5,000	5,000	5,000	5,000	-
TOTAL	MATERIALS AND SUPPLIES	3,842	6,103	5,000	5,000	5,000	5,000	-
49207	TRANSFER TO CAP PROJ FUND	-	620,000	-	-	-	-	-
TOTAL	INTERFUND TRANSFERS	-	620,000	-	-	-	-	-
TOTAL	PARKS AND REC ADMINISTRATION	637,149	1,274,571	695,660	696,275	683,045	796,570	97,300

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.
- 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-hour emergencies and complaints.
- Review and provide 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 16-17 ACCOMPLISHMENTS

- Arborist and Assistant Arborist received ISA recertification
- Arborist received Pesticide Applicator license recertification
- Increased in-house tree plantings nearly 300% from 2015 planted 45 trees.
- Greenhouse propagation 2,400 flowering annuals and perennials.
- Planted 3,000 tulip bulbs.
- Received Arbor Day Foundation and Tree City USA recognitions.
- Reviewed approximately 250 plans to include residential demo and infill, commercial and Public Works road projects.
- Performed 80 tree evaluations for Town residents.

PARKS MAINTENANCE
17120

- Installed new swings at Glyndon Park.
- Repaired the bridge and erosion issues along the East Creek Trail.
- Installed lighting at the Freeman House.
- Built obstacles for Adventure Race.
- Provided staff support for 20 special events and 18 scout projects.
- Provided financial support for infield improvements to Caffi Fields. VGSL requested assistance to improve the fields.
- Replaced road signs to come in compliance for detour/closures due to tree work.
- Installed asphalt paving around Glyndon Park ballfield and parking lot.
- Repaired water fountains in the parks.
- Held 2 Town clean up days.
- Removed stockpiled dirt at Southside Park and the Dog Park (Glyndon Park baseball field fill).
- Held 2 clean days for Babe Ruth and Vienna Girls Softball.
- Upgraded restrooms at the Town Green.
- Responded to 5 tree emergencies after hours.

FY 17-18 INITIATIVES

- Install new landscape at Orchard Street and Windover intersection.
- Continue staff certification in pesticide, playground and commercial driver's license.
- Attend professional workshops for further education in plants and pest identification.
- Work more closely with builders, Town staff and volunteer organizations to maximize tree preservation.
- Replace bleachers at the parks to bring them up to code requirements.
- Teach a class for small tree installation for Town of Vienna residents.
- Replace and upgrade drip lines to pop-up heads along Maple Avenue streetscape (flower beds).
- Install tot swings and fencing at Branch Road Tot Lot.
- Upgrade heating elements at the Nutley Street property yard building and greenhouse.

PARKS MAINTENANCE
17120

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
Percentage of annuals grown in house	95%	95%	95%
Number of trees removed (contractor/in-house)	138/29	131/49	30/45
Number of trees planted (contractor/in-house)	210/17	50/45	115/30
Number of playground inspections completed by Certified Playground Safety Inspector (CPSI)	30	30	30
Number of projects completed with volunteers	20	20	19
Parks Maintenance requests (received/completed)	N/A	N/A	100/100

- Plantings of trees by contractor is projected to be high in 2017 due to community center renovation.
- In 2016, records reflect removal of community center trees and new plantings by Public Works' street enhancement project along right of ways.

PARKS MAINTENANCE
17120

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Parks Maintenance Superintendent	-	-	1
Parks Maintenance Manager	1	1	-
Arborist/Horticulturist	1	1	1
Urban Arborist	-	-	1
Maintenance Workers	8	8	7
Total	10	10	10

FY 17-18 BUDGET CHANGES

- The following positions are re-classed:
 - Parks Maintenance Manager to Parks Maintenance Superintendent
 - One Maintenance Worker to Urban Arborist

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 17120
NAME PARKS MAINTENANCE

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	482,594	516,046	518,080	518,865	518,865	554,910	36,830
41002	OVERTIME	44,010	54,658	43,000	45,550	45,550	43,000	-
41004	PART TIME W/O BENEFITS	53,421	57,940	45,900	45,900	48,000	58,000	12,100
41008	ANNUAL LEAVE CASH-IN	4,355	3,604	-	-	-	-	-
41011	NON-EXEMPT COMPTIME LIQ.	10	-	-	-	-	-	-
41015	PERFORMANCE BONUS	-	1,500	-	3,000	3,000	-	-
TOTAL	PERSONAL SERVICES	584,390	633,748	606,980	613,315	615,415	655,910	48,930
42001	F.I.C.A.	42,446	46,585	46,430	46,430	46,430	50,180	3,750
42002	V.R.S.	58,939	59,853	63,450	63,450	63,450	57,050	(6,400)
42003	V.R.S. LIFE INS	5,716	5,809	6,160	6,160	6,160	7,280	1,120
42007	HEALTH INSURANCE	78,418	58,113	69,220	69,220	69,220	76,140	6,920
42012	CAFETERIA PLAN FEES	126	186	120	120	120	130	10
42017	CELL PHONE ALLOWANCE	-	-	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	18,438	19,580	20,720	20,720	20,720	21,820	1,100
42021	VRS HYBRID 401A MATCH	240	358	370	370	370	560	190
42025	VRS HYBRID DISABILITY	142	211	220	220	220	220	-
TOTAL	EMPLOYEE BENEFITS	204,464	190,695	206,690	206,690	206,690	213,380	6,690
43301	EQUIPMT MTCE CONTRACTS	2,000	-	2,000	2,000	2,000	1,000	(1,000)
43304	H/AC MTCE CONTRACT	-	1,198	3,000	3,000	3,000	3,000	-
43305	OTHER MTCE CONTRACTS	1,960	2,644	2,000	2,000	2,000	2,000	-
43307	REPAIR/MTCE SVCES	57,131	60,151	68,000	68,000	68,000	68,000	-
43308	CONTRACTS/SERVICES	224	-	-	-	-	-	-
43309	CELL PHONE EXPENSE	-	2,179	4,000	4,000	4,000	4,000	-
43701	UNIFORM RENTAL/CLEANING	2,793	2,860	4,000	4,000	4,500	5,000	1,000
TOTAL	PURCHASED SERVICES	64,109	69,032	83,000	83,000	83,500	83,000	-
45101	ELECTRICITY	22,903	23,709	28,000	28,000	28,000	28,000	-
45102	NATURAL GAS	4,429	2,355	2,500	2,500	2,500	2,500	-
45104	WATER/SEWER SVCE	5,808	12,817	10,000	10,000	12,000	10,000	-
45402	EQUIPMENT RENTAL	2,153	120	2,500	2,500	2,000	2,050	(450)
TOTAL	OTHER CHARGES	35,293	39,001	43,000	43,000	44,500	42,550	(450)
46003	HORTICULTURAL SUPPLIES	11,035	17,568	15,000	15,150	15,150	15,000	-
46007	REPAIR/MTCE SUPPLIES	15,783	13,134	18,000	18,000	18,000	18,000	-
46008	VEHICLE/EQUIPMT FUELS	18,974	17,159	10,000	10,000	10,000	12,000	2,000
46009	VEH/EQUIPMT MTCE SUPPLIES	3,952	4,652	10,000	7,000	7,000	7,000	(3,000)
46011	UNIFORMS/SAFETY APPAREL	4,452	3,751	5,000	5,000	5,000	5,000	-
46015	OPERATIONAL SUPPLIES	5,221	10,100	3,000	6,000	8,000	8,000	5,000
46017	SMALL TOOLS	1,947	1,955	2,000	2,000	2,000	2,000	-
46031	TIRES AND TUBES	1,733	1,729	1,000	1,000	1,500	1,800	800
TOTAL	MATERIALS AND SUPPLIES	63,098	70,049	64,000	64,150	66,650	68,800	4,800
47403	PHYSICAL IMPROVEMENTS	51,322	72,661	40,000	35,000	42,000	40,000	-
TOTAL	PROGRAM AND SERVICES	51,322	72,661	40,000	35,000	42,000	40,000	-
TOTAL	PARKS MAINTENANCE	1,002,677	1,075,185	1,043,670	1,045,155	1,058,755	1,103,640	59,970

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 16-17 ACCOMPLISHMENTS

- Continued to provide a safe and appropriate environment for recreational programs at all remote sites (Vienna Volunteer Fire Department, Vienna Baptist Church, Vienna Presbyterian Church, Patrick Henry Library, James Madison HS, Vienna Elementary School, Bowman House, Town Hall etc...).
- The Community Center Manager completed the National Association of Park & Recreation Maintenance Management School, a two year program.
- Created and revised Vienna Community Center rental manual, maintenance manual and operational manual (new metrics for FY 18/19).
- Created a maintenance checklist for the newly renovated and expanded Vienna Community Center (based on new metrics).
- Developed new fee proposal for rentals and drop-in fees.
- Planning for grand re-opening of Vienna Community Center has been rescheduled for the fiscal year 2017 - 2018.
- Improved the processes and procedures for the park picnic reservation system.
- Extended lease and space for staff and programs; renovation and expansion project has a new completion date that goes beyond fiscal year 2016 - 17.
- Developed staff scheduling matrix; anticipating re-opening of community center 2017.

COMMUNITY CENTER
17130

FY 17-18 INITIATIVES

- Implementation of customer care standards (The Vienna Way).
- Grand re-opening of Community Center
- Mandatory migration to Rectrac 10.3.1 and staff training; second funding request.
- Staff development training (i.e. customer service, conflict resolution, time management, fire and safety, facility management)

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
Number of facility inspections	12	12	12
Number of dollar versus receipts (average rental fee)	\$48	\$35	\$40
Number of rental hours*	5,825	1,095	5,000
Number of non-revenue use hours^	3,650	250	3,000
Annual revenue from building/Park rental fees	\$39,370	\$5,675	\$35,000
Monetary value of donated space~	\$54,746	\$1,875	\$50,000

*^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 are 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 15-16	Adopted FY 16-17	Adopted FY 17-18
Community Center Manager	1	1	1
Community Center Supervisor	1	1	1
Custodians	2.5	2	2
Total Benefited Employees	4.5	4	4

Part time Building Supervisors (MOD's)	12	10	9
Part-Time Customer Care Specialist	-	-	3
Part-Time Custodians	3	3	3
Total Non-Benefited Staff	15	13	15

FY 17-18 BUDGET CHANGES

- No significant changes to this budget.
- Reduction in 1 part time building supervisor with an increase in 3 part-time customer care specialists. This is a reallocation of staff to cover the front desk.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 17130

NAME COMMUNITY CENTER OPERATIONS

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	209,476	200,880	216,750	216,750	216,750	226,630	9,880
41002	OVERTIME	9,721	55,232	12,000	27,190	23,000	24,000	12,000
41004	PART TIME W/O BENEFITS	71,399	40,825	78,540	63,540	40,000	70,540	(8,000)
41006	ANNUAL LEAVE LIQUIDATION	-	1,150	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	3,941	3,209	-	-	-	-	-
41015	PERFORMANCE BONUS	-	1,500	-	-	-	-	-
TOTAL	PERSONAL SERVICES	294,537	302,795	307,290	307,480	279,750	321,170	13,880
42001	F.I.C.A.	21,741	21,861	23,510	23,510	23,510	24,570	1,060
42002	V.R.S.	25,697	26,925	26,700	26,700	26,700	22,500	(4,200)
42003	V.R.S. LIFE INS	2,482	2,579	2,580	2,580	2,580	2,970	390
42004	LOCAL PENSION PLAN	-	-	-	-	-	-	-
42007	HEALTH INSURANCE	30,754	29,094	32,490	32,490	32,490	28,930	(3,560)
42012	CAFETERIA PLAN FEES	95	158	120	120	120	60	(60)
42018	ER CONTRIBUTIONS:DC401A	6,890	7,242	7,170	7,170	7,170	6,040	(1,130)
42021	VRS HYBRID 401A MATCH	-	-	-	-	-	470	470
42025	VRS HYBRID DISABILITY	-	-	-	-	-	210	210
TOTAL	EMPLOYEE BENEFITS	87,659	87,859	92,570	92,570	92,570	85,750	(6,820)
43304	H/AC MTCE CONTRACT	10,730	3,996	13,600	13,600	7,000	13,600	-
43307	REPAIR/MTCE SVCES	19,476	6,499	10,300	10,300	5,000	10,300	-
43308	CONTRACTS/SERVICES	1,317	842	39,500	37,900	44,500	37,900	(1,600)
43309	CELL PHONE EXPENSE	-	5,031	4,000	4,000	4,000	4,000	-
43701	UNIFORM RENTAL/CLEANING	1,251	1,859	2,500	2,500	2,500	2,500	-
43702	JANITORIAL/CUSTODIAL SVCE	5,867	-	630	630	630	630	-
TOTAL	PURCHASED SERVICES	38,641	18,227	70,530	68,930	63,630	68,930	(1,600)
45101	ELECTRICITY	38,880	21,090	23,380	23,380	400	23,380	-
45102	NATURAL GAS	10,090	743	3,280	3,280	-	3,280	-
45104	WATER/SEWER SVCE	6,165	3,034	3,620	3,620	-	3,620	-
45503	SUBSISTENCE/LODGING	-	-	-	1,100	1,100	1,500	1,500
45504	CONVENTIONS/EDUCATION	-	-	-	800	600	600	600
TOTAL	OTHER CHARGES	55,134	24,867	30,280	32,180	2,100	32,380	2,100
46005	JANITORIAL SUPPLIES	11,165	9,444	17,000	16,700	6,510	16,700	(300)
46007	REPAIR/MTCE SUPPLIES	2,676	671	1,000	1,000	1,000	1,000	-
46011	UNIFORMS/SAFETY APPAREL	854	1,470	2,720	2,720	2,720	2,720	-
46013	RECREATION SUPPLIES	837	730	750	750	750	750	-
46015	OPERATIONAL SUPPLIES	203	3,997	4,000	4,000	4,000	4,000	-
TOTAL	MATERIALS AND SUPPLIES	15,735	16,312	25,470	25,170	14,980	25,170	(300)
48102	FURN/FIXTURE REPLACEMENT	-	17,305	-	-	-	-	-
TOTAL	CAPITAL OUTLAY	-	17,305	-	-	-	-	-
TOTAL	COMMUNITY CENTER OPERATIONS	491,706	467,364	526,140	526,330	453,030	533,400	7,260

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 16-17 ACCOMPLISHMENTS

- Maintained working relationship with library, local churches, fire department for business space in the relocation of programs.
- Implemented a part time employee evaluation form for instructors, community center and teen center staff.
- Increased the number of monthly informative lectures in collaboration with various business and non-profits.
- Implemented a class and program evaluation form to measure success and satisfaction.
- Expanded partnerships for programs and camps to include Ledo Pizza, Vienna Moms, Inc., Kiln and Co., Vienna Singing Princesses and the Davis Center Food Program.
- Expanded Tai Chi Class program to include different levels of skill.
- Gathered information to evaluate class fees from City of Fairfax, Towns of Leesburg & Herndon, Loudoun County, Fairfax County and Reston.
- Accommodated five new class contractual instructors despite limited space availability.
- Implemented new field lighting schedule and use policy for Glyndon Park, Waters Field and Caffi Fields.
- Created a volunteer program for the Vienna Community Learning and Display Garden.
- Hired a part time seasonal employee to manage the Vienna Community Learning and Display Garden.
- Developed Bowman House volunteer schedule through Sign up Genius®.
- Offered free weekly Yoga Class on the Green.

**PROGRAM
17150**

- Implemented teacher workday camps.
- Tracked contractual instructors purchase orders through Munis.
- Provided camp staff training in water safety and special needs.
- Evaluated the programming space for the newly renovated and expanded community center.
- Assisted PIO with the FOX 5 Zip Trip Day.

FY 17-18 INITIATIVES

- Develop and implement the Application and Policy Procedures Guide for displaying local art in community center corridor areas.
- Review and reallocate space in the newly renovated community center to accommodate additional camps, classes and programs.
- Develop a policy for businesses to offer free lectures as part of class programs.
- Research the potential to hold a snow day camp program.

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
Number of classes offered	701	566	700
Number of classes held	501	399	500
Number of scholarships provided	12	13	15
Number of free programs	27	42	50
Number of class participants	4,206	3,001	3,500
Number of camp participants	2,047	1,748	2,100
Number of department volunteer hours logged for programs:	3,755	7,856	7,000
Total dollar value of Volunteer Hours	\$86,627	\$181,249	\$161,490

PROGRAM
17150

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Part-time Program Staff	20	20	21
Part-time Class Instructors	19	19	19
Part-time Contractors	31	33	40
Total - Non-benefited staff	70	72	80

FY 17-18 BUDGET CHANGES

- No significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 17150
NAME PROGRAMS

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	-	(710)	-	-	-	-	-
41002	OVERTIME	529	1,860	3,400	3,400	5,900	3,400	-
41004	PART TIME W/O BENEFITS	43,025	45,212	49,500	49,500	45,000	49,500	-
41005	OTHER P.T.	59,925	54,528	62,000	62,000	52,000	62,000	-
TOTAL	PERSONAL SERVICES	103,479	100,890	114,900	114,900	102,900	114,900	-
42001	F.I.C.A.	7,962	8,004	8,790	8,790	8,790	8,790	-
42002	V.R.S.	-	305	-	-	-	-	-
42003	V.R.S. LIFE INS	-	29	-	-	-	-	-
42007	HEALTH INSURANCE	-	766	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	-	117	-	-	-	-	-
TOTAL	EMPLOYEE BENEFITS	7,962	9,221	8,790	8,790	8,790	8,790	-
43308	CONTRACTS/SERVICES	351,447	222,355	315,000	307,940	275,000	315,000	-
TOTAL	PURCHASED SERVICES	351,447	222,355	315,000	307,940	275,000	315,000	-
46013	RECREATION SUPPLIES	8,743	7,865	11,900	11,900	11,900	11,900	-
TOTAL	MATERIALS AND SUPPLIES	8,743	7,865	11,900	11,900	11,900	11,900	-
48101	MACH/EQUIPMT REPLACEMENT	-	-	5,000	20,000	20,000	-	(5,000)
TOTAL	CAPITAL OUTLAY	-	-	5,000	20,000	20,000	-	(5,000)
TOTAL	PROGRAMS	471,631	340,331	455,590	463,530	418,590	450,590	(5,000)

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 16-17 ACCOMPLISHMENTS

- Obtained sponsorship for Big Screen on the Green, Fishing Rodeo and July 4th.
- Partnered with Vienna Little League to add afternoon events on July 4th at Yeonas Park.
- Partnered with Vienna Moms, Inc. to host a Town Green Concert and Halloween Party.
- Provided staff support for community special events – Viva Vienna, Walk on the Hill/Green Expo, Old Fashioned Egg Roll, Oktoberfest, Church St. Stroll and First Night Vienna.
- Programmed Flashlight Egg Hunt, Fishing Rodeo, Kids Adventure Race, July 4th, Town Green Concerts, Garden Faire, Arbor Day, Big Screen on the Green, Halloween Parade, Halloween on the Green, Bark in the Park, Lunch With Santa, Bike Rodeo, and Big Splash Party, collaborated with Shepard's Center to host Bountiful Thanksgiving Harvest, and Ice Cream Bingo.
- Implemented Chillin' on Church and Family Camp Out - new events.
- Introduced a pumpkin helium balloon in the Halloween Parade.
- Continued support with Vienna Theatre Company and the Vienna Youth Players.
- Partnered with Vienna Volunteer Fire Department Ladies Auxiliary and Vienna Theatre Company to offer a Dinner Theater.
- Secured an additional donation from Navy Federal Credit Union which allowed for increased enrollment in the Teen Excursion Camp.
- Secured rental space for Summer Playground Camp.

SPECIAL EVENTS**17155****FY 17-18 INITIATIVES**

- Secure school and church rental space for the camp programs.
- Seek sponsorship for events.
- Continue to collaborate with groups to provide volunteer supports for events
- Purchase helium balloons to enhance the Halloween Parade.
- Collaborate with the Vienna Police Department in hosting the Senior Safety & Wellness Fair.
- Develop alcohol policies and procedures for permitting and serving alcohol in parks, public buildings and streets for events.
- Develop a sponsorship packet for events.
- Implement a Mature Adult Pickleball Tournament
- Plan and implement the grand opening of the Community Center.
- Plan and coordinate relocation 4th of July Fireworks in 2018 to James Madison High School.

PERFORMANCE MEASURES*Based on calendar year data*

Description	2015 Actual	2016 Actual	2017 Projected
Number of trips offered	24	14	11
Events Programmed Town Organized/Community Events	54 48/6	53 46/7	56 50/6
Total sponsorship contributions for Events	\$28,846	\$13,300	\$10,000
*Parks & Recreation Operational costs/Town resident for special events	\$5.63	\$4.33	\$4.21

*Does not include salaries for Parks & Recreation, Police and DPW staff.

FY 17-18 BUDGET CHANGES

- No significant changes to this budget.

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

**DIVISION 17155
NAME SPECIAL EVENTS**

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
47702	ADULT ATHLETICS	7,029	5,237	11,000	11,000	7,000	9,000	(2,000)
47703	YOUTH TRIPS	24,443	28,392	36,200	46,200	43,500	40,000	3,800
47704	ADULT TRIPS	25,416	29,657	30,000	30,000	25,000	23,000	(7,000)
47705	YOUTH SPECIAL ACTIV	10,193	8,934	11,400	11,600	11,600	11,600	200
47706	ADULT SPECIAL ACTIV	12,846	4,657	14,550	14,550	14,000	16,000	1,450
47707	SPECIAL EVENTS/ACTIV	51,319	56,326	35,450	42,580	42,580	40,300	4,850
47713	TOWN GREEN EVENTS	8,296	10,414	10,000	10,000	7,000	7,200	(2,800)
TOTAL	PROGRAMS AND SERVICES	139,541	143,616	148,600	165,930	150,680	147,100	(1,500)
TOTAL	SPECIAL EVENTS	139,541	143,616	148,600	165,930	150,680	147,100	(1,500)

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.
- Conduct parent discussion groups
- Oversee Teen Council.
- Oversee Improv Live
- Conduct a Teens on Green Event
- Conduct Phoenix Awards

FY 16-17 ACCOMPLISHMENTS

- Partnered and offered an afterschool program "Pheonix in Phlight" at Thoreau Middle School.
- Assisted with an 8th grade end of year carnival and assisted with Hispanic Family Back To School Night at Thoreau Middle School.
- Partnered with Cunningham Park Elementary School to bring a summer mobile library to the Teen Center.
- Implemented a monthly Teen Park Takeover program.
- Provided 4 in house training sessions to staff on topics of "Noticing the Signs of Depression", "Bullying", "The Difference Between A Friend and Being In Charge" and "Dealing With Anxiety and Worries."
- Teen Council provided volunteer staff at 22 Town and community special events.
- Enhanced the Teens on the Green Program to include more activities and vendors.

TEEN CENTER
17160

FY 17-18 INITIATIVES

- Partner and collaborate with local schools to provide programs for teens during the renovation.
- Implement new Improv Live Boot Camp program to reach rising Club Phoenix members.
- Implement a grand opening night for Club Phoenix when the community center re-opens.
- Continue staff training.

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
Number of parent workshops	3	6	7
Number of civic activity programs offered by teens	30	22	32
Number of civic activity hours provided by teens	560	487	500
Number of Teen Council Sponsored Events	6	6	7
Number teen special event programs offered	31	55	58
Number of teen volunteers for civic projects	187	213	225

TEEN CENTER
17160

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Recreation Coordinator	1	1	1
After-School Program Coordinator	.80	1	1
Total Benefited Employees	1.80	2	2

Number of Part-Time Teen Center Staff	5	5	5
Total Non-Benefited Staff	5	5	5

FY 17-18 BUDGET CHANGES

- Reallocation of budget from part-time no benefits to overtime due to Town employees working dual jobs.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 17160
NAME TEEN CENTER PROGRAM

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	57,335	78,138	96,510	96,510	96,510	100,290	3,780
41002	OVERTIME	11,622	40,574	5,500	12,500	12,500	27,000	21,500
41003	REG. P.T. WITH BENEFITS	28,119	9,710	-	-	-	-	-
41004	PART TIME W/O BENEFITS	22,789	8,319	24,000	17,000	20,000	19,000	(5,000)
41008	ANNUAL LEAVE CASH-IN	-	1,129	-	-	-	-	-
TOTAL	PERSONAL SERVICES	119,865	137,869	126,010	126,010	129,010	146,290	20,280
42001	F.I.C.A.	7,996	9,809	9,640	9,640	9,640	11,190	1,550
42002	V.R.S.	7,035	9,707	11,530	11,530	11,530	10,150	(1,380)
42003	V.R.S. LIFE INS	679	952	1,150	1,150	1,150	1,320	170
42007	HEALTH INSURANCE	24,241	21,010	22,310	22,310	22,310	24,740	2,430
42012	CAFETERIA PLAN FEES	63	95	120	120	120	60	(60)
42018	ER CONTRIBUTIONS:DC401A	1,845	2,553	2,420	2,420	2,420	3,970	
42021	VRS HYBRID 401A MATCH	-	166	360	360	360	540	
42025	VRS HYBRID DISABILITY	-	98	210	210	210	210	-
TOTAL	EMPLOYEE BENEFITS	41,860	44,389	47,740	47,740	47,740	52,180	2,710
43307	REPAIR/MTCE SVCES	-	235	-	-	-	-	-
43308	CONTRACTS/SERVICES	3,831	3,757	7,000	7,000	4,000	7,000	-
TOTAL	PURCHASED SERVICES	3,831	3,992	7,000	7,000	4,000	7,000	-
46013	RECREATION SUPPLIES	2,122	2,338	4,000	4,000	4,000	4,000	-
46016	SUPPLIES FOR RESALE	3,052	490	3,000	3,000	1,500	3,000	-
TOTAL	MATERIALS AND SUPPLIES	5,174	2,828	7,000	7,000	5,500	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	170,730	189,079	188,750	188,750	187,250	213,470	22,990

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 interpretative programs.

ACTIVITIES/PRODUCTS/SERVICES

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

FY 16-17 ACCOMPLISHMENTS

- Book sale was relocated to the American Legion Hall.
- The third HVAC unit at the Freeman House/Store was replaced.
- Replaced the vertical lift for the Bowman House.
- Upgraded lighting in the Freeman House/Store to LED.

FY 17-18 INITIATIVES

- Upgrade lighting at the Bowman House.
- Re-key the Bowman House.
- Replace the historic Freeman House/Store bridge. DPW applied for grant which if approved will require a 20% local match. Grant status to be provided in spring 2017. Transportation grant monies come available October 2017.
- Replacement and relocation of Salsbury Spring Park sign closer to street.

HISTORIC PRESERVATION
17250

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Storekeeper	\$15,000	\$15,000	\$15,000

FY 17-18 BUDGET CHANGES

- No significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 17250
NAME HISTORIC PRESERVATION

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
43101	CONSULTING SERVICES	15,000	15,000	15,000	15,000	15,000	15,000	-
43304	H/AC MTCE CONTRACT	979	711	1,000	1,000	1,000	1,000	-
43307	REPAIR/MTCE SVCES	2,000	474	2,000	2,000	2,000	2,000	-
TOTAL	PURCHASED SERVICES	17,979	16,185	18,000	18,000	18,000	18,000	-
45101	ELECTRICITY	7,423	3,457	4,500	4,500	4,500	4,500	-
45102	NATURAL GAS	3,104	974	1,000	1,000	1,000	1,000	-
45104	WATER/SEWER SVCE	1,740	1,423	2,000	2,000	2,000	2,000	-
45202	LONG DIST SERVICE	1	1	-	-	-	-	-
TOTAL	OTHER CHARGES	12,268	5,855	7,500	7,500	7,500	7,500	-
46001	OFFICE SUPPLIES	67	9	-	-	-	-	-
46007	REPAIR/MTCE SUPPLIES	1,503	-	1,000	1,000	1,000	1,000	-
TOTAL	MATERIALS AND SUPPLIES	1,570	9	1,000	1,000	1,000	1,000	-
47403	PHYSICAL IMPROVEMENTS	42	8,700	9,470	14,470	14,470	9,000	(470)
TOTAL	PROGRAMS AND SERVICES	42	8,700	9,470	14,470	14,470	9,000	(470)
TOTAL	HISTORIC PRESERVATION	31,858	30,749	35,970	40,970	40,970	35,500	(470)

PLANNING & ZONING

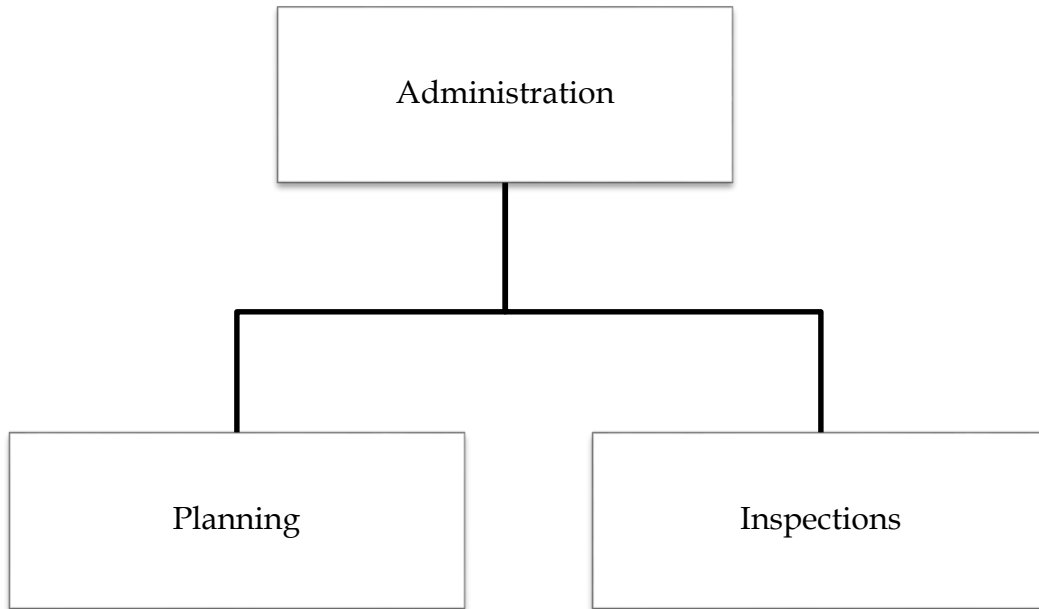
Mission

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 15-16 Actuals	FY 16-17 Adopted	FY 16-17 Adjusted	FY 16-17 Estimated	FY 17-18 Adopted	Net Change
Planning and Zoning	769,898	847,050	896,698	888,210	964,600	117,550
Planning and Zoning	769,898	847,050	896,698	888,210	964,600	117,550

PLANNING & ZONING



PLANNING AND ZONING
18110

PURPOSE

Prepare long range plans for the Town. Evaluate development proposals. Serve as liaison to Town Boards and Commissions. Process permits, variances and modifications to the Ordinance and fairly and equitably enforce the planning, zoning, weed and debris, and code enforcement provisions of the Vienna Town Code 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 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 16-17 ACCOMPLISHMENTS

- Increased Planning Zoning Fee to reflect staff review time
- Streamlined Permit Process partnership with Fairfax County
 - Expedited permit process by offering an Agreement in Lieu of Plans for demolition permits
 - Reduced lag time allowing the cap-off letter submission at the end of the review process
 - Exploring concurrent process permit review with Fairfax County
- Implemented Munis Permits and Inspections Module to modernize the permit process and increase interdepartmental coordination
- Implemented Patio Permit to assist homeowner for ensuring lot coverage
- Selected by The Urban Land Institute (ULI) Technical Assistance Panels (TAPs)(*service equivalent to \$15,000*)
- Reviewed the first two Maple Avenue Commercial (MAC) zone applications
- Initiated Zoning Code amendments and have draft copy in process for adopted amendment on Maple Ave Commercial zoning ordinance
- Analyzed potential parking structure sites throughout Town including collaborating County for joint project
- Implemented record management procedures
- Assisted Public Art Commission with potential projects
- Assisted Public Works with 2017 Pedestrian Master Plan
- Published articles in Town publication in an effort to increase public knowledge
- Conduct The Urban Land Institute (ULI) Technical Assistance Panels (TAPs) on affordable housing as a Comprehensive Plan follow up and RM-2 code amendment (\$7.5K)

FY 17-18 INITIATIVES

- Continue Zoning Code amendments
- Continue to meet with potential developers and encourage MAC applications
- Assist DPW on data and analysis for Vienna Transportation Study
- Increase community outreach.

Possible Initiatives utilizing \$60,000 budget.

1. Develop Urban Design Guidelines for Maple Avenue Corridor (\$50K)
2. Conduct Transportation Charrette for Maple Avenue (\$60K)
3. Analyze potential financial impacts of MAC application (\$20K)

PLANNING AND ZONING
18110

4. Initiate Park Master Plans, as suggested in the 2015 Comprehensive Plan, including W & OD Trail (\$60K)

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
Total number of permit applications: (selected permits below):	835	873	900
<i>New single-family dwellings</i>	89	92	91
<i>Total Number of Building permits</i>	456	411	434
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	25	25
<i>Total Planning Commission applications:</i>	15	19	20
<i>Board of Architectural Review meetings and work sessions:</i>	20	19	20
<i>Total BAR applications:</i>	65	49	55
<i>Board of Zoning Appeals meetings:</i>	9	10	10
<i>Total BZA applications:</i>	16	19	18
<i>Windover Heights Board of Review meetings:</i>	4	1	3
	4	1	3
Illegal Sign Removal			
<i>Number of Overall Signs Removed:</i>	2,000	2,100	2,100
<i>Number of Signs Removed on Weekends:</i>	1,297	1,400	1,300
Outreach and Communications			
<i>GIS Online Maps Created</i>	7	4	3
<i>GIS Printed Maps Created</i>	22	30	20
<i>Brochures, Flyers and Forms Created</i>	3	3	3
<i>Community/Informational Meetings</i>	7	4	4

PLANNING AND ZONING
18110

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Director of Planning & Zoning	1	1	1
Deputy Director	1	1	1
Principal Planner*	-	-	1
Planner	1	1	-
Planning Specialist	1	1	1
Administrative Assistant II	1	1	1
Zoning Administrator*	-	-	1
Senior Zoning Technician	1	1	-
Zoning Technician	1	1	1
Total	7	7	7

* Position upgrade proposed for 2017-18

FY 17-18 BUDGET CHANGES

- Proposed position changes:
 - Re-class Planner to a Principal Planner
 - Re-class Senior Zoning Technician to a Zoning Administrator.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 18110

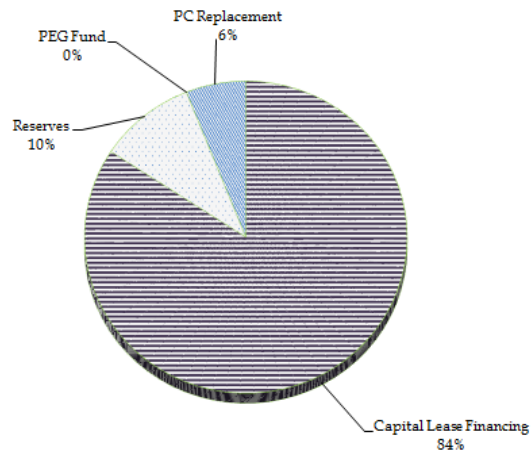
NAME PLANNING & ZONING DEPARTMENT

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	461,419	516,061	549,460	549,460	549,460	646,090	96,630
41002	OVERTIME	15,523	19,898	15,000	15,000	15,000	15,000	-
41004	PART TIME W/O BENEFITS	14,850	-	-	-	-	-	-
41006	ANNUAL LEAVE LIQUIDATION	19,877	15,837	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	2,616	1,464	-	-	1,510	-	-
41015	PERFORMANCE BONUS	-	1,500	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	514,286	554,760	564,460	565,960	567,470	661,090	96,630
42001	F.I.C.A.	37,748	40,637	43,180	43,180	43,180	50,570	7,390
42002	V.R.S.	57,453	62,092	66,700	66,700	66,700	66,080	(620)
42003	V.R.S. LIFE INS	5,550	6,052	6,530	6,530	6,530	8,470	1,940
42004	LOCAL PENSION PLAN	6,744	-	-	-	-	-	-
42007	HEALTH INSURANCE	43,464	44,328	53,670	53,670	53,670	59,130	5,460
42012	CAFETERIA PLAN FEES	79	166	120	120	120	190	70
42018	ER CONTRIBUTIONS:DC401A	15,105	17,005	18,020	18,020	18,020	24,250	6,230
42021	VRS HYBRID 401A MATCH	-	640	990	990	990	1,450	460
42025	VRS HYBRID DISABILITY	63	378	580	580	580	570	(10)
TOTAL	EMPLOYEE BENEFITS	166,205	171,298	189,790	189,790	189,790	210,710	20,920
43101	CONSULTING SERVICES	-	12,394	62,700	110,848	100,850	62,700	-
43106	TRANSLATION SERVICES	-	261	250	250	250	250	-
43301	EQUIPMT MTCE CONTRACTS	-	740	-	-	-	-	-
43309	CELL PHONE EXPENSE	-	2,290	3,000	3,000	3,000	3,000	-
43501	PRINTING/BINDING SVCS	737	2,883	3,900	2,900	3,900	3,900	-
43601	ADVERTISING	2,031	3,762	2,800	3,800	2,800	2,800	-
TOTAL	PURCHASED SERVICES	2,767	22,330	72,650	120,798	110,800	72,650	-
45202	LONG DIST SERVICE	664	524	100	100	100	100	-
45203	POSTAL SERVICES	1,290	2,394	1,400	1,400	1,400	1,400	-
45404	CENTRAL COPIER CHARGES	2,399	3,546	3,500	3,500	3,500	3,500	-
45501	MILEAGE REIMBURSEMENT	-	209	400	400	400	400	-
45502	FARES	129	910	1,500	1,500	1,500	1,500	-
45503	SUBSISTENCE/LODGING	46	881	1,750	1,750	1,750	1,750	-
45504	CONVENTIONS/EDUCATION	1,330	2,045	2,500	2,500	2,500	2,500	-
45801	MEMBERSHIPS/DUES	573	2,789	2,300	2,300	2,300	2,300	-
45809	REFUNDS	-	150	200	200	200	200	-
TOTAL	OTHER CHARGES	6,432	13,448	13,650	13,650	13,650	13,650	-
46001	OFFICE SUPPLIES	2,781	3,102	3,000	3,000	3,000	3,000	-
46011	UNIFORMS/SAFETY APPAREL	539	111	400	400	400	400	-
46012	BOOKS/SUBSCRIPTIONS	157	693	500	500	500	500	-
46015	OPERATIONAL SUPPLIES	2,606	2,272	2,000	2,000	2,000	2,000	-
TOTAL	MATERIALS AND SUPPLIES	6,082	6,178	5,900	5,900	5,900	5,900	-
48101	MACH/EQUIPMT REPLACEMENT	-	669	-	-	-	-	-
48102	FURN/FIXTURE REPLACEMENT	4,754	217	600	600	600	600	-
48107	OFFICE/DP EQT-REPLACEMENT	-	1,000	-	-	-	-	-
TOTAL	CAPITAL OUTLAY	4,754	1,885	600	600	600	600	-
TOTAL	PLANNING & ZONING DEPARTMENT	700,527	769,898	847,050	896,698	888,210	964,600	117,550

RESERVES

RESERVES

	FY 15-16 Actuals	FY 16-17 Adopted	FY 16-17 Adjusted	FY 16-17 Estimated	FY 17-18 Adopted	Net Change
Capital Lease Financing	515,839	0	518,000	516,210	700,000	700,000
Reserves	0	107,040	69,895	0	81,100	-25,940
PEG Fund	113,687	0	4,500	4,500	0	0
PC Replacement	48,127	50,000	50,000	50,000	50,000	0
Transfers and Reserves	677,653	157,040	642,395	570,710	831,100	674,060



GF CAPTL LEASE FINANCING
19141

PURPOSE

This account holds funds used to for purchases made with the Capital Lease funds determined by the Town's Vehicle Replacement Program.

FY 17-18 BUDGET CHANGES

- This is the first year the Town is budgeting for these expenses. No changes on purchases from prior years.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 19141
NAME GF CAPTL LEASE FINANCING

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
48308	CAPITAL LEASES	-	515,839	-	-	516,210	700,000	700,000
TOTAL	CAPITAL OUTLAY	-	515,839	-	-	516,210	700,000	700,000
TOTAL	GF CAPTL LEASE FINANCING	-	515,839	-	-	516,210	700,000	700,000

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 17-18 BUDGET CHANGES

- The following items are currently budgeted in this reserve division:
 - Town-wide Annual Leave Liquidation - \$10,000.
 - Allocated to departments after use.
 - Town-wide Annual Leave Cash-in - \$27,000
 - Allocated to Departments after use.
 - Top Employee Performance Bonus - \$28,000
 - Health Insurance Increase - \$104,900
 - Unallocated Expenses - \$19,200

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 19143
NAME RESERVES

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41006	ANNUAL LEAVE LIQUIDATION	-	-	10,000	10,000	-	10,000	-
41008	ANNUAL LEAVE CASH-IN	-	-	27,000	27,000	-	27,000	-
41015	PERFORMANCE BONUS	-	-	-	-	-	28,000	-
TOTAL	PERSONAL SERVICES	-	-	37,000	37,000	-	65,000	-
42007	HEALTH INSURANCE	-	-	-	-	-	-	-
TOTAL	EMPLOYEE BENEFITS	-	-	-	-	-	-	-
49900	CONTINGENCY RESERVE	-	-	70,040	44,190	-	-	(70,040)
TOTAL	CONTINGENCY RESERVE	-	-	70,040	44,190	-	-	(70,040)
TOTAL	RESERVES	-	-	107,040	81,190	-	65,000	(70,040)

PEG FUNDING
19144

PURPOSE

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

FY 17-18 BUDGET CHANGES

- There is no plan to use PEG funds during FY 17-18.

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

DIVISION 19144
NAME PEG FUNDS DISTRIBUTION

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17----- BUDGET	REVISED	ESTIMATED	FY 17-18 ADOPTED	NET CHANGE
47105	CABLE TV PROJECT-PH 2	-	113,687	-	4,500	4,500	-	-
TOTAL	PROGRAMS AND SERVICES	-	113,687	-	4,500	4,500	-	-
48719	PEG FUNDED PROJECTS	-	-	-	-	-	-	-
TOTAL	CAPITAL OUTLAY	-	-	-	-	-	-	-
TOTAL	PEG FUNDS DISTRIBUTION	-	113,687	-	4,500	4,500	-	-

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 17-18 BUDGET CHANGES

- No significant changes to this budget.

PERFORMANCE MEASURES

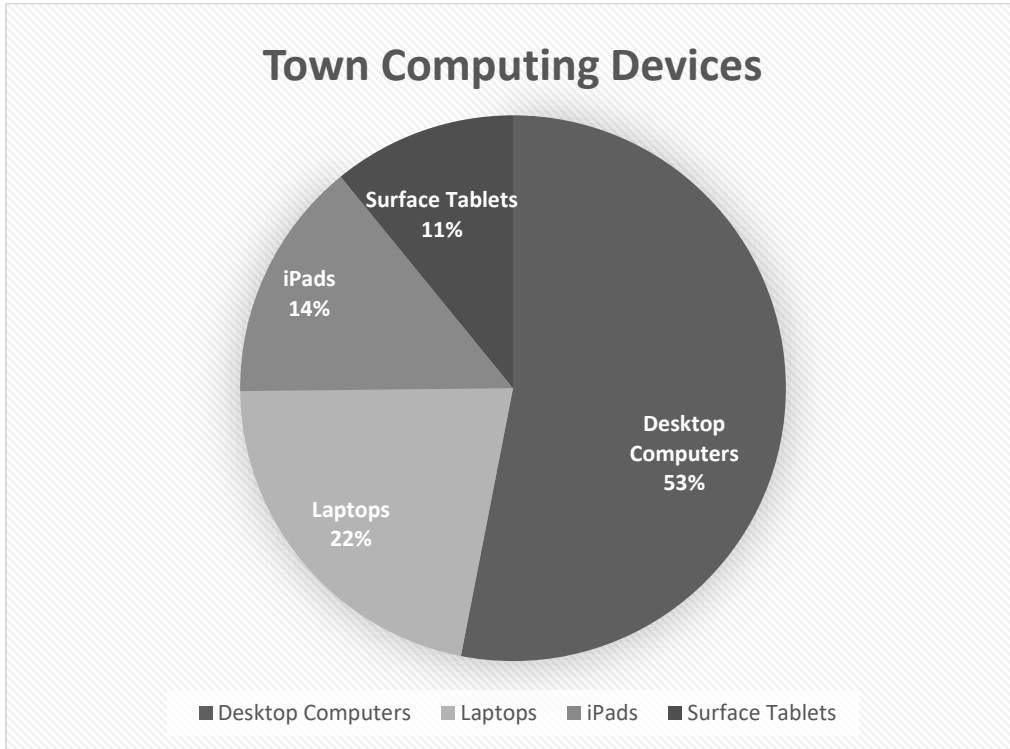
Description	2015 Actual	2016 Actual	2017 Projected
Number of Workstations/Laptops	110	110	110
Number of Tablets (iPad/Surface)	21	37	37

NOTES:

Addition of Surface Pro tablets to support Munis Application for Permit Inspection Module and Work Order Module.

PC REPLACEMENT RESERVE
19150

COMPUTER AND MOBILE DEVICE BREAKDOWN



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

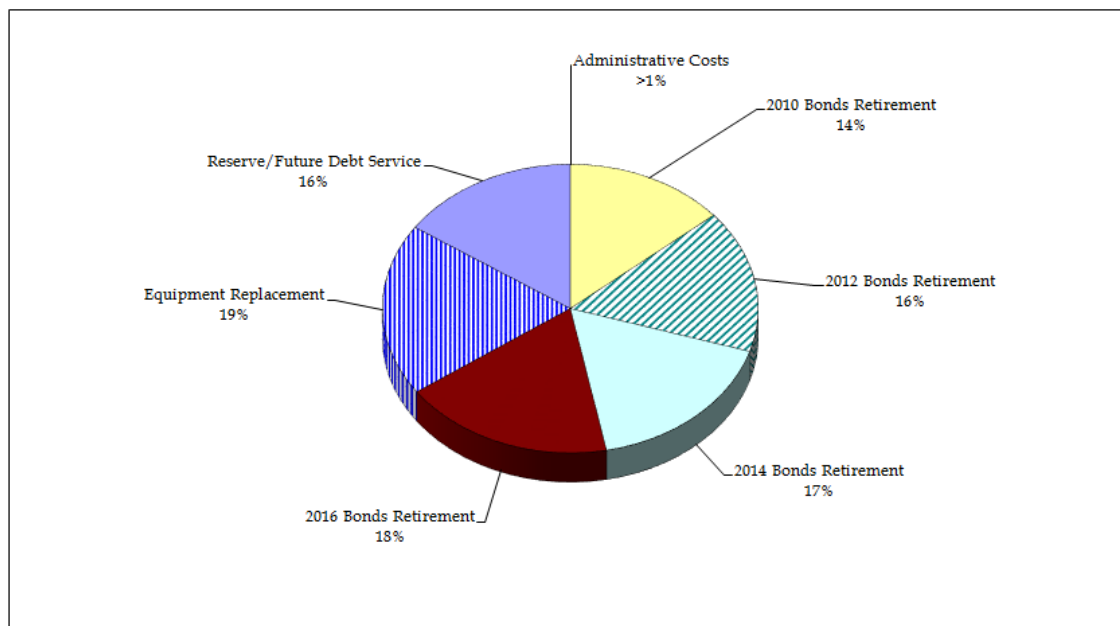
**DIVISION 19150
NAME PC REPLACEMENT RESERVE**

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
47308	POLICE CAR LAPTOPS PROG	19,237	18,598	20,000	20,000	20,000	20,000	-
47309	IT PC REPLACEMENT PROG	29,333	29,529	30,000	30,000	30,000	30,000	-
TOTAL	PROGRAMS AND SERVICES	48,569	48,127	50,000	50,000	50,000	50,000	-
TOTAL	PC REPLACEMENT RESERVE	48,569	48,127	50,000	50,000	50,000	50,000	-

DEBT SERVICE FUND

DEBT SERVICE

	FY 15-16 Actuals	FY 16-17 Adopted	FY 16-17 Adjusted	FY 16-17 Estimated	FY 17-18 Adopted	Net Change
Administrative Costs	118	300	300	300	300	0
2006 Bonds Retirement	406,824	394,020	394,020	394,020	381,220	-12,800
2010 Bonds Retirement	463,921	455,970	455,970	455,970	447,590	-8,380
2012 Bonds Retirement	535,500	527,100	527,100	527,100	518,700	-8,400
2014 Bonds Retirement	912,871	889,120	889,120	889,120	554,470	-334,650
2016 Bonds Retirement	0	621,430	621,430	621,430	593,025	-28,405
Equipment Replacement	656,575	656,590	656,590	656,590	626,100	-30,490
Reserve/Future Debt Service	0	61,000	61,000	0	502,155	441,155
Debt Service	2,975,810	3,605,530	3,605,530	3,544,530	3,623,560	18,030



ADMINISTRATIVE COSTS**49500**

PURPOSE

Account for the cost of Debt Service Fund banking services.

FY 17-18 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 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
43308	CONTRACTS/SERVICES	39	118	300	300	300	300	-
TOTAL	PURCHASED SERVICES	39	118	300	300	300	300	-
TOTAL	DS ADMINISTRATIVE COSTS	39	118	300	300	300	300	-

2006 GENERAL OBLIGATION DEBT
49509

PURPOSE

Account for the cost of annual debt service. At the end of FY 17-18 there will be an outstanding balance of \$990,000. The debt will be retired in FY 20-21.

FY 17-18 BUDGET CHANGES

- Debt service on the 2006 general obligation debt issue is \$381,220 of which \$330,000 is principal and \$51,220 is interest. The cost of debt service will be partially supported by transfers from the Water and Sewer Fund totaling \$38,120.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 49509
NAME 2006 G.O. DEBT RETIREMENT

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
49101	PRINCIPAL	330,000	330,000	330,000	330,000	330,000	330,000	-
49102	INTEREST	89,628	76,824	64,020	64,020	64,020	51,220	(12,800)
TOTAL	DEBT SERVICE	419,628	406,824	394,020	394,020	394,020	381,220	(12,800)
TOTAL	2006 G.O. DEBT RETIREMENT	419,628	406,824	394,020	394,020	394,020	381,220	(12,800)

2010 BONDS
49510

PURPOSE

Account for the cost of annual debt service. At the end of FY 17-18 there will be an outstanding balance of \$2,645,000. The bonds will be retired in FY 25-26.

FY 17-18 BUDGET CHANGES

- Debt service on the 2010 general obligation bonds is \$447,590 of which \$335,000 is principal and \$112,590 is interest. The cost of debt service will be partially supported by transfers from the Water and Sewer fund totaling \$79,220.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 49510
NAME 2010 BONDS RETIREMENT

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17----- BUDGET	REVISED	ESTIMATED	FY 17-18 ADOPTED	NET CHANGE
49101	PRINCIPAL	335,000	335,000	335,000	335,000	335,000	335,000	-
49102	INTEREST	136,040	128,921	120,970	120,970	120,970	112,590	(8,380)
TOTAL	DEBT SERVICE	471,040	463,921	455,970	455,970	455,970	447,590	(8,380)
TOTAL	2010 BONDS RETIREMENT	471,040	463,921	455,970	455,970	455,970	447,590	(8,380)

2012 BONDS
49512

PURPOSE

Account for the cost of annual debt service. At the end of FY 17-18 there will be an outstanding balance of \$4,200,000. The bonds will be retired in FY 27-28.

FY 17-18 BUDGET CHANGES

- Debt service on the 2012 general obligation bonds is \$581,700 of which \$420,000 is principal and \$98,700 is interest. The cost of debt service will be partially supported by transfers from the Water and Sewer fund totaling \$129,680.

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

DIVISION 49512
NAME 2012 G.O. BOND RETIREMENT

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
49101	PRINCIPAL	425,000	420,000	420,000	420,000	420,000	420,000	-
49102	INTEREST	123,950	115,500	107,100	107,100	107,100	98,700	(8,400)
TOTAL	DEBT SERVICE	548,950	535,500	527,100	527,100	527,100	518,700	(8,400)
TOTAL	2012 G.O. BOND RETIREMENT	548,950	535,500	527,100	527,100	527,100	518,700	(8,400)

2014 BONDS
49514

PURPOSE

Account for the cost of annual debt service. At the end of FY 17-18 there will be an outstanding balance of \$4,807,000. The bonds will be retired in FY 28-29.

FY 17-18 BUDGET CHANGES

- Debt service on the 2014 general obligation bond is \$554,470 of which \$437,000 is principal and \$117,470 is interest. The cost of debt service will be partially supported by transfers from the Water and Sewer fund totaling \$43,140.
- 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 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
49101	PRINCIPAL	780,000	770,000	759,000	759,000	759,000	437,000	(322,000)
49102	INTEREST	155,714	142,871	130,120	130,120	130,120	117,470	(12,650)
TOTAL	DEBT SERVICE	935,714	912,871	889,120	889,120	889,120	554,470	(334,650)
TOTAL	2014 G.O. DEBT RETIREMENT	935,714	912,871	889,120	889,120	889,120	554,470	(334,650)

2016 BONDS
49516

PURPOSE

Account for the cost of annual debt service. At the end of FY 17-18 there will be an outstanding balance of \$5,350,000. The bonds will be retired in FY 30-31.

FY 17-18 BUDGET CHANGES

- Debt service on the 2016 general obligation bond is \$593,025 of which \$415,000 is principal and \$178,025 is interest. The cost of debt service will be partially supported by transfers from the Water and Sewer fund totaling \$59,300.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 49516
NAME 2016 G.O. DEBT RETIREMENT

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
49101	PRINCIPAL	-	-	415,000	415,000	415,000	415,000	-
49102	INTEREST	-	-	206,430	206,430	206,430	178,025	(28,405)
TOTAL	DEBT SERVICE	-	-	621,430	621,430	621,430	593,025	(28,405)
TOTAL	2016 G.O. DEBT RETIREMENT	-	-	621,430	621,430	621,430	593,025	(28,405)

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 17-18 BUDGET CHANGES

- There are no significant changes to this budget.

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

DIVISION 49590

NAME EQUIPMENT REPLACEMENT

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
49110	ADMINISTRATION PRINCIPAL	-	-	-	-	-	5200	5,200
49115	ADMINISTRATION INTEREST	-	-	-	-	-	280	280
49120	POLICE PRINCIPAL	-	138,083	164,150	164,150	164,150	83,670	(80,480)
49125	POLICE INTEREST	-	3,663	4,600	4,600	4,600	2,510	(2,090)
49130	CAPITAL MGT PRINCIPAL	-	22,301	-	-	-	-	-
49135	CPAITAL MGT INTEREST	-	1,350	-	-	-	-	-
49140	PUBLIC WORKS PRINCIPAL	-	400,746	398,650	398,650	398,650	447,730	49,080
49145	PUBLIC WORKS INTEREST	-	14,869	13,620	13,620	13,620	16,790	3,170
49170	PARKS & REC PRINCIPAL	-	63,084	63,080	63,080	63,080	62,600	(480)
49175	PARKS & REC INTEREST	-	2,244	2,250	2,250	2,250	2,510	260
49180	PLANNING & ZONING PRINCIPAL	-	9,969	9,970	9,970	9,970	4,740	(5,230)
49185	PLANNING & ZONING INTEREST	-	266	270	270	270	70	(200)
TOTAL	DEBT SERVICE	-	656,575	656,590	656,590	656,590	626,100	(30,490)
TOTAL		-	656,575	656,590	656,590	656,590	626,100	(30,490)

RESERVE/FUTURE DEBT SERVICE
49599

PURPOSE

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

FY 17-18 BUDGET CHANGES

- This account is a reserve for the future debt service owed on future capital improvement projects. There is an additional \$502,155 budgeted to increase the Debt Service reserve.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 49599

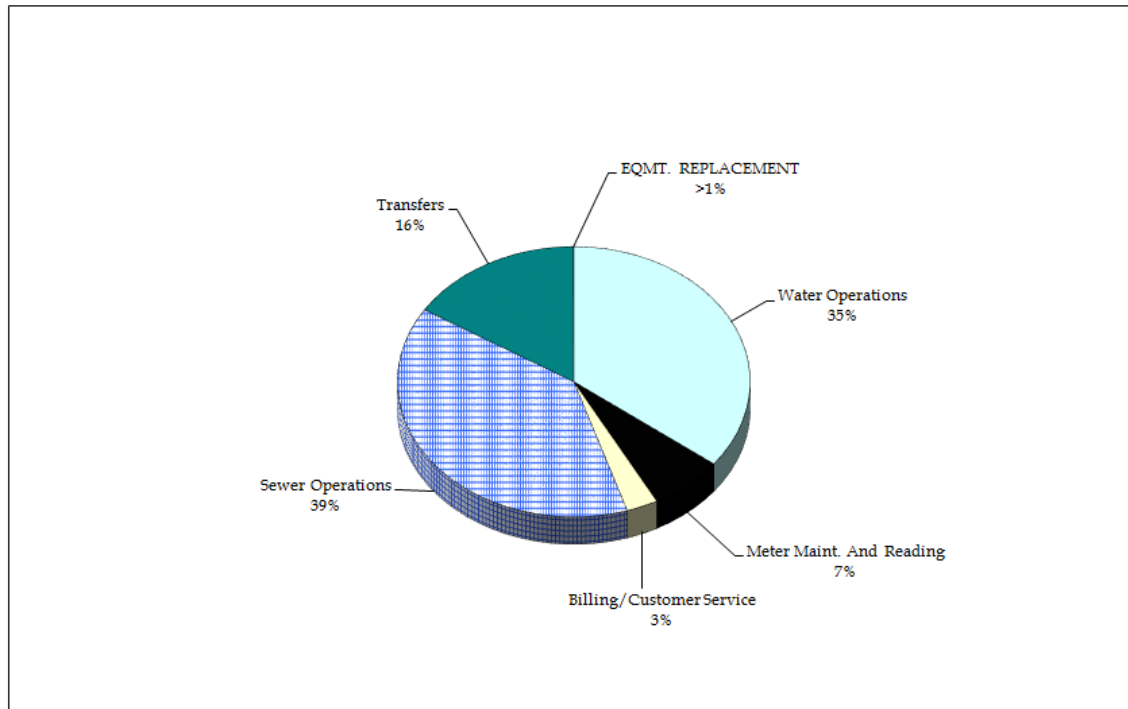
NAME RESERVE/FUTURE DEBT SVCE

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
48899	CONTINGENCY RESERVES	-	-	61,000	61,000	-	502,155	441,155
TOTAL	CAPITAL OUTLAY	-	-	61,000	61,000	-	502,155	441,155
TOTAL	RESERVE/FUTURE DEBT SVCE	-	-	61,000	61,000	-	502,155	441,155

WATER AND SEWER FUND

WATER AND SEWER FUND

	FY 15-16 Actuals	FY 16-17 Adopted	FY 16-17 Adjusted	FY 16-17 Estimated	FY 17-18 Adopted	Net Change
Water Operations	2,374,245	2,724,500	2,869,350	2,818,600	2,876,440	151,940
Meter Services & Water Quality	581,911	506,430	526,430	561,900	552,130	45,700
Billing/ Customer Service	199,926	215,630	215,630	218,150	235,090	19,460
Sanitary Sewer Operations	2,392,423	2,529,460	2,529,460	3,084,945	3,154,220	624,760
Transfers/Reserves	1,225,801	1,257,930	1,257,930	1,257,930	1,302,460	44,530
Eqmt. Replacement/DS	3,425	3,220	3,220	3,220	3,420	200
Water and Sewer	6,777,731	7,237,170	7,402,020	7,944,745	8,123,760	886,590



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 14,000 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 16-17 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.
- Continued fire hydrant flushing program to coincide with the annual switch to free chlorine disinfection by Fairfax Water.
- Completed 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 valve inspection program by utilizing motorized operating equipment.
- Published water GIS map book updates to add missing mains, valves, and fire hydrants.

WATER DIVISION

50111

- Revised water main repair procedures to comply with AWWA guidance.
- Began pressure and flow data collection with fire hydrant flushing for calibration of and use in Town water model.
- Began water distribution system audit and leak detection for increased efficiency using AWWA and EPA guidance.
- Began implementation of the Tyler Munis System for inspections.
- Began implementation of SCADA to improve monitoring and water system control.

FY 17-18 INITIATIVES

- Complete implementation and begin using Tyler Munis Maintenance Management System.
- Continue pressure and flow data collection with fire hydrant flushing for calibration of and use in Town water model.
- Continue 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.
- Complete implementation and begin using SCADA system to monitor and control water system.
- Continue map updates to correct main and valve information based on plan records.
- Convert half of a maintenance worker position to an Engineering Technician.

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
Total Number of Water Main Breaks Repaired	73	43	60
Water Main Breaks per 100 Miles	55.7	32.8	45.8
CIP – Linear Feet of Water Main Replaced	5,117	1,110	1,000

WATER DIVISION
50111

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Superintendent	.5	.5	.5
Water & Sewer Operation Supervisor	.5	.5	.5
Engineering Technician	-	-	.5
Maintenance Worker	6	6	5.5
Total	7	7	7

FY 17-18 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 50111
NAME WATER OPERATIONS

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	294,840	357,910	362,430	362,430	362,430	432,020	69,590
41002	OVERTIME	97,150	56,692	85,000	85,000	122,190	90,000	5,000
41004	PART TIME W/O BENEFITS	360	1,143	-	-	10,000	-	-
41006	ANNUAL LEAVE LIQUIDATION	1,058	1,207	-	-	1,810	-	-
41008	ANNUAL LEAVE CASH-IN	2,173	2,456	-	-	2,280	-	-
TOTAL	PERSONAL SERVICES	395,580	419,408	447,430	447,430	498,710	522,020	74,590
42001	F.I.C.A.	27,858	30,195	34,230	34,230	34,230	37,180	2,950
42002	V.R.S.	34,059	39,270	41,050	41,050	41,050	44,670	3,620
42003	V.R.S. LIFE INS	3,432	4,049	4,350	4,350	4,350	5,010	660
42004	LOCAL PENSION PLAN	16,672	14,140	13,200	13,200	-	-	(13,200)
42007	HEALTH INSURANCE	59,812	44,288	60,150	60,150	60,150	81,520	21,370
42012	CAFETERIA PLAN FEES	76	164	60	60	60	60	-
42018	ER CONTRIBUTIONS:DC401A	7,504	10,052	9,460	9,460	9,460	10,760	1,300
42021	VRS HYBRID 401A MATCH	902	2,361	3,120	3,120	3,120	1,890	(1,230)
42022	VRS HYBRID 457 VOLUNTARY	344	346	-	-	-	-	-
42025	VRS HYBRID DISABILITY	532	766	1,000	1,000	1,000	700	(300)
TOTAL	EMPLOYEE BENEFITS	151,192	145,631	166,620	166,620	153,420	181,790	15,170
43301	EQUIPMT MTCE CONTRACTS	2,900	-	-	-	-	-	-
43307	REPAIR/MTCE SVCES	446	29,377	800	800	800	800	-
43308	CONTRACTS/SERVICES	67,482	84,925	105,000	106,100	106,100	105,000	-
43309	CELL PHONE EXPENSE	-	2,501	2,500	2,500	1,420	2,500	-
43701	UNIFORM RENTAL/CLEANING	1,215	1,817	2,600	2,600	2,180	2,600	-
43801	SRVCES FROM OTHER GOV'TS	28,534	46,000	46,000	46,000	46,000	46,000	-
43802	LANDFILL FEES	25,622	21,398	35,000	45,000	45,000	45,000	10,000
43803	WHOLESALE WATER PURCHASE	1,420,199	1,449,382	1,700,000	1,700,000	1,625,200	1,650,000	(50,000)
TOTAL	PURCHASED SERVICES	1,546,398	1,635,400	1,891,900	1,903,000	1,826,700	1,851,900	(40,000)
45101	ELECTRICITY	16,536	21,088	22,000	22,000	22,000	20,000	(2,000)
45202	LONG DIST SERVICE	107	50	150	150	30	30	(120)
45501	MILEAGE REIMBURSEMENT	-	156	100	100	100	100	-
45503	SUBSISTENCE/LODGING	342	180	250	250	250	250	-
45504	CONVENTIONS/EDUCATION	405	2,074	1,500	7,500	7,500	7,500	6,000
45801	MEMBERSHIPS/DUES	154	75	300	300	400	400	100
TOTAL	OTHER CHARGES	17,544	23,623	24,300	30,300	30,280	28,280	3,980
46001	OFFICE SUPPLIES	712	5,088	2,000	2,000	2,060	2,000	-
46007	REPAIR/MTCE SUPPLIES	29,134	54,116	45,000	85,000	85,000	85,000	40,000
46008	VEHICLE/EQUIPMT FUELS	19,643	14,229	22,500	22,500	10,500	22,000	(500)
46009	VEH/EQUIPMT MTCE SUPPLIES	-	391	200	200	200	200	-
46011	UNIFORMS/SAFETY APPAREL	1,244	2,349	6,000	6,000	5,400	6,000	-
46015	OPERATIONAL SUPPLIES	9,345	14,725	13,000	13,000	13,030	13,000	-
46017	SMALL TOOLS	423	854	1,500	1,500	1,500	1,500	-
46031	TIRES AND TUBES	231	2,448	2,000	2,000	2,000	2,000	-
46032	SURFACE REPAIR MATERIALS	12,101	7,226	18,000	18,000	18,000	18,000	-
TOTAL	MATERIALS AND SUPPLIES	72,832	101,426	110,200	150,200	137,690	149,700	39,500
47407	CONTRACTED ASPHALT REP'RS	-	27,687	23,050	104,050	104,050	75,000	51,950
47408	INTERNAL ASPHALT REPAIRS	61,144	20,592	60,000	60,000	60,000	60,000	-
TOTAL	PROGRAMS AND SERVICES	61,144	48,280	83,050	164,050	164,050	135,000	51,950
48101	MACH/EQUIPMT REPLACEMENT	-	478	1,000	7,750	7,750	7,750	6,750
TOTAL	CAPITAL OUTLAY	-	478	1,000	7,750	7,750	7,750	6,750
TOTAL	DIVISION EXPENSES	2,244,690	2,374,245	2,724,500	2,869,350	2,818,600	2,876,440	151,940

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

**DIVISION 50111
NAME WATER OPERATIONS**

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
49512	SUPPORT ACTIVITY COSTS	490,928	1,020,894	1,028,420	1,028,420	974,550	988,770	(39,650)
TOTAL	INTERDEPARTMENTAL CHARGES	490,928	1,020,894	1,028,420	1,028,420	974,550	988,770	(39,650)
TOTAL	WATER OPERATIONS	2,735,619	3,395,139	3,752,920	3,897,770	3,793,150	3,865,210	112,290

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 16-17 ACCOMPLISHMENTS

- Provided prompt response to all customer concerns and work order requests.
- Increased water meter replacements to reduce number of meters that are over 20 years old.
- Implemented use of new meter reading equipment to be compatible with future Tyler Munis utility billing system and streamlined reading operations.
- Began preparation for implementation of the Tyler Munis Maintenance Management System for utility billing.
- Began using Tyler Munis inspection module.
- Replaced 461 aging meters in first half of FY 16-17.

FY 17-18 INITIATIVES

- Continued implementation and begin using the Tyler Munis Maintenance Management System
- Begin implementation of the EPA's fourth Unregulated Contaminant Monitoring Rule (UCMR 4)
- Continue water meter replacement schedule to reduce the number of meters that are over 20 years old.

METER SERVICES AND WATER QUALITY DIVISION
50112

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
Work orders completed - including Misc. Customer Service Requests	4,017	3,828	4,000
Water Quality samples collected and delivered to the Fairfax Water Lab for processing	460	437	460

- State required water quality samples for 2015 consisted of 374 total coliform rule (TCR), 32 Trihalomethanes (THM) and 52 UCMR 3, and 2 taste and odor samples; 2016 consisted of 372 TCR and 32 (THM), and 33 Lead and Copper Rule (LCR) 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. Compliant with EPA guidance, the Town will implement UCMR 4 in 2018.

METER SERVICES AND WATER QUALITY DIVISION
50112

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Supervisor	1	1	1
Meter Service Worker	3	3	3
Total	4	4	4

FY 17-18 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 50112

NAME METER SERVICES & WATER QUALITY

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	253,099	256,398	258,970	258,970	258,970	266,530	7,560
41002	OVERTIME	79,217	76,214	50,000	50,000	80,000	65,000	15,000
41008	ANNUAL LEAVE CASH-IN	3,310	3,402	-	-	4,970	-	-
41015	PERFORMANCE BONUS	-	-	-	-	1,500	-	-
TOTAL	PERSONAL SERVICES	335,626	336,014	308,970	308,970	345,440	331,530	22,560
42001	F.I.C.A.	24,651	24,841	23,640	23,640	23,640	24,230	590
42002	V.R.S.	30,166	30,554	31,900	31,900	31,900	28,620	(3,280)
42003	V.R.S. LIFE INS	2,914	2,948	3,080	3,080	3,080	3,500	420
42004	LOCAL PENSION PLAN	-	10,111	9,480	9,480	9,480	13,010	3,530
42007	HEALTH INSURANCE	31,590	23,579	26,700	26,700	26,700	28,360	1,660
42012	CAFETERIA PLAN FEES	63	90	60	60	60	60	-
42018	ER CONTRIBUTIONS:DC401A	7,508	7,646	7,980	7,980	7,980	8,200	220
TOTAL	EMPLOYEE BENEFITS	96,892	99,769	102,840	102,840	102,840	105,980	3,140
43301	EQUIPMT MTCE CONTRACTS	1,858	-	-	-	-	-	-
43307	REPAIR/MTCE SVCES	940	1,045	2,100	2,100	2,990	2,100	-
43308	CONTRACTS/SERVICES	11,696	13,135	20,000	20,000	18,900	20,000	-
43309	CELL PHONE EXPENSE	-	2,418	2,300	2,800	2,560	2,800	500
43701	UNIFORM RENTAL/CLEANING	918	875	1,300	1,300	950	1,300	-
TOTAL	PURCHASED SERVICES	15,412	17,472	25,700	26,200	25,400	26,200	500
45202	LONG DIST SERVICE	12	18	20	20	20	20	-
45501	MILEAGE REIMBURSEMENT	-	15	-	-	-	-	-
45503	SUBSISTENCE/LODGING	-	124	250	250	250	250	-
45504	CONVENTIONS/EDUCATION	328	567	500	500	500	500	-
TOTAL	OTHER CHARGES	340	724	770	770	770	770	-
46001	OFFICE SUPPLIES	182	191	300	300	300	300	-
46007	REPAIR/MTCE SUPPLIES	5,167	10,145	10,500	10,000	10,000	10,000	(500)
46011	UNIFORMS/SAFETY APPAREL	726	1,345	2,000	2,000	1,800	2,000	-
46016	SUPPLIES FOR RESALE	36,625	21,013	30,000	30,000	30,000	30,000	-
46017	SMALL TOOLS	149	250	350	350	350	350	-
TOTAL	MATERIALS AND SUPPLIES	42,848	32,945	43,150	42,650	42,450	42,650	(500)
48101	MACH/EQUIPMT REPLACEMENT	27,236	94,987	25,000	45,000	45,000	45,000	20,000
TOTAL	CAPITAL OUTLAY	27,236	94,987	25,000	45,000	45,000	45,000	20,000
TOTAL	DIVISION EXPENSES	518,354	581,911	506,430	526,430	561,900	552,130	45,700
49511	CHARGES TO WATER DEPT	(277,603)	(292,866)	(262,610)	(262,610)	(268,270)	(263,350)	(740)
49514	CHARGES TO SEWER DEPT	(240,751)	(289,045)	(243,820)	(243,820)	(293,630)	(288,780)	(44,960)
TOTAL	INTERDEPARTMENTAL CHARGES	(518,354)	(581,911)	(506,430)	(506,430)	(561,900)	(552,130)	(45,700)
TOTAL	METER SERVICES & WATER QUALITY	-	0	-	20,000	-	-	-

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 5th 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 daily.
- Manage and create work orders based on customer needs/issues daily.
- Address all customer questions efficiently and effectively by means of written and verbal communication.
- Start new water accounts for new residents as well as closing water accounts for former residents.

FY 16-17 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/bills and procedures, and scrubbed data.
- Completed multiple data passes in preparation for the new system.
- Continued to promote direct payment of Water and Sewer bills through ACH payment. Increased penetration to 10.6%, up 1% from last year. Each 1% represents almost 100 customers.
- Billed and worked with customers identified as hooked up to our system but not previously billed.
- Continued encouragement in the sales of sub meters to residents with irrigation systems from 2016 to present. The promoting of the sub meter sales will generate potential revenue and will also aid in lowering sewer costs for residents with irrigation systems.

WATER AND SEWER BILLING AND CUSTOMER SERVICE

50113

- Worked with Director and Deputy Director of Finance to modify the Town's leak adjustment policy and posted it on the Town's website.
- Reviewed the Water and Sewer pages of the web site and updated and corrected items to make it more understandable to residents.

FY 17-18 INITIATIVES

- Successfully complete conversion to Munis Water and Sewer billing system. Work with new systems processes to efficiently re-engineer current billing and customer service 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.
- Review website 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.

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
Number of bills generated	38,300	38,400	38,200
Number of delinquent mailings generated	6,072	6,000	6,000
Number of bill adjustments processed	1,036	900	800
Number of customer service requests	8,438	8,000	8,000
Percent of customer calls returned by the next business day	95%	99%	99%
Percent of follow-up letters mailed within 3-5 days of issue	92%	92%	92%

WATER AND SEWER BILLING AND CUSTOMER SERVICE
50113

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Customer Service Specialist	1	1	1
Fiscal Technician	1	1	1
Total	2	2	2

FY 17-18 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 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	105,021	115,333	121,260	121,260	121,260	122,600	1,340
41002	OVERTIME	9,023	11,903	4,000	4,000	10,000	4,000	-
41008	ANNUAL LEAVE CASH-IN	1,281	1,316	-	-	1,320	-	-
TOTAL	PERSONAL SERVICES	115,325	128,552	125,260	125,260	132,580	126,600	1,340
42001	F.I.C.A.	8,748	9,396	9,580	9,580	9,580	9,080	(500)
42002	V.R.S.	12,555	14,012	14,430	14,430	14,430	12,410	(2,020)
42003	V.R.S. LIFE INS	1,250	1,400	1,440	1,440	1,440	1,610	170
42007	HEALTH INSURANCE	7,110	16,596	20,110	20,110	20,110	22,120	2,010
42018	ER CONTRIBUTIONS:DC401A	2,919	3,698	2,790	2,790	2,790	4,860	2,070
42021	VRS HYBRID 401A MATCH	384	496	520	520	520	760	240
42025	VRS HYBRID DISABILITY	227	292	300	300	300	300	-
TOTAL	EMPLOYEE BENEFITS	33,194	45,889	49,170	49,170	49,170	51,140	1,970
43308	CONTRACTS/SERVICES	14,229	7,703	15,700	15,700	16,500	34,900	19,200
TOTAL	PURCHASED SERVICES	14,229	7,703	15,700	15,700	16,500	34,900	19,200
45202	LONG DIST SERVICE	171	122	200	200	50	100	(100)
45203	POSTAL SERVICES	19,174	15,362	21,000	21,000	17,000	18,000	(3,000)
45404	CENTRAL COPIER CHARGES	236	278	200	200	250	250	50
45501	MILEAGE REIMBURSEMENT	-	-	100	100	100	100	-
45504	CONVENTIONS/EDUCATION	179	-	2,000	2,000	1,000	2,000	-
45803	BAD DEBT WRITE-OFF	(15,000)	-	-	-	-	-	-
TOTAL	OTHER CHARGES	4,760	15,762	23,500	23,500	18,400	20,450	(3,050)
46015	OPERATIONAL SUPPLIES	1,986	1,983	2,000	2,000	1,500	2,000	-
TOTAL	MATERIALS AND SUPPLIES	1,986	1,983	2,000	2,000	1,500	2,000	-
49119	INTEREST ON DEPOSITS	181	36	-	-	-	-	-
TOTAL	DEBT SERVICE	181	36	-	-	-	-	-
TOTAL	DIVISION EXPENSES	169,676	199,926	215,630	215,630	218,150	235,090	19,460
49511	CHARGES TO WATER DEPT	(91,478)	(100,443)	(111,820)	(111,820)	(104,150)	(112,130)	(310)
49514	CHARGES TO SEWER DEPT	(78,198)	(99,483)	(103,810)	(103,810)	(114,000)	(122,960)	(19,150)
TOTAL	INTERDEPARTMENTAL CHARGES	(169,676)	(199,927)	(215,630)	(215,630)	(218,150)	(235,090)	(19,460)
TOTAL	BILLING/CUSTOMER SERVICE	-	(0)	-	-	-	-	-

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, 2,033 manholes, 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 16-17 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
- Began using Tyler Munis inspection module.

SANITARY SEWER DIVISION
50114

- Began systematic TV inspection of sewer basins draining to Blue Plains Wastewater Treatment Plant (DC Water) to identify potential sources of Infiltration and Inflow.
- Worked with Fairfax County to replace sewage flow meters at Northside and Creek Crossing with new units to enable online data capture, flow analysis and maintenance contract. Costs are approx. 1/3 Vienna and 2/3 Fairfax in accordance with 1963 Sewerage Service Agreement.
- Begin sanitary sewer map updates to correct main and manhole information.

FY 17-18 INITIATIVES

- Continue implementation and begin using the Tyler Munis Maintenance Management System
- Continue systematic TV inspection of sewer basins draining to Blue Plains Wastewater Treatment Plant (DC Water) to identify potential sources of Infiltration and Inflow.
- Maintain and update GIS to track system maintenance and upgrades.
- Work with Fairfax County to inspect out of town interceptor sewers along Difficult Run and Wolftrap Creek. Then schedule any required repairs. Costs are approx. 1/3 Vienna and 2/3 Fairfax in accordance with 1963 Sewerage Service Agreement.
- Continue systematic prioritization of Cured in Place Pipe rehabilitation throughout service area.
- Begin outreach to local businesses for proactive Fats, Oil, and Grease (FOG) awareness.
- Publish sanitary sewer map updates.
- Convert half of a maintenance worker position to an Engineering Technician.

**SANITARY SEWER DIVISION
50114**

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
Total sanitary sewer main overflows in public system*	3	2	2
CIP -Linear Feet of Sewer Main Lining/ Replacement	10,857	0**	3,100

* Sanitary sewer main overflows are prevented by increased routine inspection and lining/replacement.

** Sewer main lining did not occur in 2016 as a result of changes in state purchasing regulations for construction activities.

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Superintendent	.5	.5	.5
Water & Sewer Operation Supervisor	.5	.5	.5
Engineering Technician	-	-	.5
Maintenance Worker	6	6	5.5
Total	7	7	7

FY 17-18 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 50114

NAME SANITARY SEWER OPERATIONS

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	346,702	418,833	418,430	418,430	418,430	412,620	(5,810)
41002	OVERTIME	25,854	22,936	25,000	25,000	50,000	40,000	15,000
41006	ANNUAL LEAVE LIQUIDATION	1,058	-	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	5,138	4,176	-	-	5,530	-	-
41015	PERFORMANCE BONUS	-	3,000	-	-	1,500	-	-
TOTAL	PERSONAL SERVICES	378,752	448,944	443,430	443,430	475,460	452,620	9,190
42001	F.I.C.A.	27,596	33,016	33,950	33,950	33,950	32,620	(1,330)
42002	V.R.S.	42,064	42,260	49,200	49,200	49,200	42,840	(6,360)
42003	V.R.S. LIFE INS	4,096	4,285	4,980	4,980	4,980	3,380	(1,600)
42004	LOCAL PENSION PLAN	23,342	22,721	21,490	21,490	21,490	28,550	7,060
42007	HEALTH INSURANCE	43,467	30,416	36,730	36,730	36,730	65,460	28,730
42012	CAFETERIA PLAN FEES	76	135	60	60	60	60	-
42015	MISC ALLOWANCES	-	-	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	6,049	7,692	8,220	8,220	8,220	12,460	4,240
42021	VRS HYBRID 401A MATCH	229	1,802	2,400	2,400	2,400	1,540	(860)
42022	VRS HYBRID 457 VOLUNTARY	344	346	-	-	-	-	-
42025	VRS HYBRID DISABILITY	135	463	570	570	570	-	(570)
TOTAL	EMPLOYEE BENEFITS	147,398	143,137	157,600	157,600	157,600	186,910	29,310
43301	EQUIPMT MTCE CONTRACTS	1,428	-	-	-	-	-	-
43307	REPAIR/MTCE SVCES	507	779	800	800	800	800	-
43308	CONTRACTS/SERVICES	63,121	63,418	85,000	85,000	76,000	80,000	(5,000)
43309	CELL PHONE EXPENSE	-	922	1,900	1,900	1,900	1,900	-
43701	UNIFORM RENTAL/CLEANING	1,689	1,501	2,800	2,800	1,600	2,800	-
43801	SRVCES FROM OTHER GOV'TS	34,693	-	16,850	16,850	16,850	16,850	-
43802	LANDFILL FEES	-	-	500	500	500	500	-
43804	SWG TREATMENT/POTOMAC	1,176,650	1,254,145	1,184,000	1,184,000	1,770,420	1,770,420	586,420
43805	SWG TREATMENT/ACCOTINK	533,840	406,475	550,000	550,000	480,385	498,000	(52,000)
43807	TWN SHARE:LPPCP UPGRADE	40,641	37,575	38,000	38,000	67,350	95,340	57,340
TOTAL	PURCHASED SERVICES	1,852,569	1,764,815	1,879,850	1,879,850	2,415,805	2,466,610	586,760
45101	ELECTRICITY	1,140	1,000	1,000	1,000	500	1,000	-
45202	LONG DIST SERVICE	-	-	30	30	30	30	-
45503	SUBSISTENCE/LODGING	370	40	250	250	250	250	-
45504	CONVENTIONS/EDUCATION	-	500	500	500	500	500	-
TOTAL	OTHER CHARGES	1,510	1,540	1,780	1,780	1,280	1,780	-
46001	OFFICE SUPPLIES	183	137	750	750	500	750	-
46007	REPAIR/MTCE SUPPLIES	3,974	5,500	4,000	4,000	4,000	4,000	-
46008	VEHICLE/EQUIPMT FUELS	11,600	10,487	16,500	16,500	9,500	16,000	(500)
46009	VEH/EQUIPMT MTCE SUPPLIES	-	374	500	500	500	500	-
46011	UNIFORMS/SAFETY APPAREL	1,182	3,077	6,000	6,000	4,000	6,000	-
46015	OPERATIONAL SUPPLIES	7,300	10,133	13,000	13,000	11,000	13,000	-
46017	SMALL TOOLS	90	330	500	500	500	500	-
46031	TIRES AND TUBES	694	2,235	2,250	2,250	1,500	2,250	-
TOTAL	MATERIALS AND SUPPLIES	25,022	32,273	43,500	43,500	31,500	43,000	(500)
48101	MACH/EQUIPMT REPLACEMENT	-	1,714	1,800	1,800	1,800	1,800	-
48201	ADDITIONAL MACH/EQUIPMT	-	-	1,500	1,500	1,500	1,500	-
TOTAL	CAPITAL OUTLAY	-	1,714	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 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
TOTAL	DIVISION EXPENSES	2,405,251	2,392,423	2,529,460	2,529,460	3,084,945	3,154,220	624,760
49512	SUPPORT ACTIVITY COSTS	336,393	990,169	954,790	954,790	1,066,650	1,094,760	139,970
TOTAL	INTERDEPARTMENTAL CHARGES	336,393	990,169	954,790	954,790	1,066,650	1,094,760	139,970
TOTAL	SANITARY SEWER OPERATIONS	2,741,644	3,382,592	3,484,250	3,484,250	4,151,595	4,248,980	764,730

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 17-18 BUDGET CHANGES

- \$900,000 transfer to the General Fund and \$349,460 transfer to the Debt Service Fund. The latter has decreased by \$8,470 mainly due to the reduction of interest payments across all bond issues.
- This division also holds projected healthcare and salary increases for Water & Sewer Fund employees.
 - \$15,220 projected healthcare increase.
 - \$3,000 reserved for employee performance bonuses.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 50141

NAME W&S INTERFUND TRANSFERS

ACCOUNT NUMBER	TITLE	FY 14-15 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
42020	OTHR POST EMPLOY BENFITS	999	5,791	-	-	-	3,000	3,000
42030	PENSION EXPENSE	(83,476)	62,028	-	-	-	-	-
TOTAL	EMPLOYEE BENEFITS	(82,477)	67,819	-	-	-	3,000	3,000
48311	DEPRECIATION	455,630	476,650	-	-	-	-	-
TOTAL	CAPITAL OUTLAY	455,630	476,650	-	-	-	-	-
49201	WS TRANSFER TO GF	900,000	900,000	900,000	900,000	900,000	950,000	50,000
49202	WS TRANSFER TO DS	268,336	297,086	357,930	357,930	357,930	349,460	(8,470)
49204	CPF TRANSFER TO WSF	(1,404,297)	(515,754)	-	-	-	-	-
TOTAL	INTERFUND TRANSFERS	(235,961)	681,332	1,257,930	1,257,930	1,257,930	1,299,460	41,530
TOTAL	DIVISION EXPENSES	137,192	1,225,801	1,257,930	1,257,930	1,257,930	1,302,460	44,530
49511	CHARGES TO WATER DEPT	(119,979)	(625,787)	(652,320)	(652,320)	(600,590)	(621,230)	31,090
49514	CHARGES TO SEWER DEPT	(17,213)	(600,014)	(605,610)	(605,610)	(657,340)	(681,230)	(75,620)
TOTAL	INTERDEPARTMENTAL CHARGES	(137,192)	(1,225,801)	(1,257,930)	(1,257,930)	(1,257,930)	(1,302,460)	(44,530)
TOTAL	W&S INTERFUND TRANSFERS	-	-	-	-	-	-	-

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 17-18 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		FY 14-15	FY 15-16	-----FY 16-17-----			FY 17-18	NET
NUMBER	TITLE	ACTUAL	ACTUAL	BUDGET	REVISED	ESTIMATED	ADOPTED	CHANGE
49115	ADMINISTRATION INTEREST	-	2,579	2,370	2,370	2,370	-	(2,370)
49150	WATER & SEWER PRINCIPAL	(211)	-	-	-	-	-	-
49155	WATER & SEWER INTEREST	2,309	845	850	850	850	3,420	2,570
TOTAL	DEBT SERVICE	2,099	3,425	3,220	3,220	3,220	3,420	200
TOTAL	DIVISION EXPENSES	2,099	3,425	3,220	3,220	3,220	3,420	200
49511	CHARGES TO WATER DEPT	(1,868)	(1,798)	(1,670)	(1,670)	(1,540)	(1,630)	40
49514	CHARGES TO SEWER DEPT	(231)	(1,626)	(1,550)	(1,550)	(1,680)	(1,790)	(240)
TOTAL	INTERDEPARTMENTAL CHARGES	(2,099)	(3,425)	(3,220)	(3,220)	(3,220)	(3,420)	(200)
TOTAL	W&S VEH REPLACE PROG	-	-	-	-	-	-	-

STORMWATER FUND

STORMWATER FUND

	FY 15-16 Actuals	FY 16-17 Adopted	FY 16-17 Adjusted	FY 16-17 Estimated	FY 17-18 Adopted	Net Change
Stormwater Administration	273,627	370,750	370,750	314,670	382,830	12,080
Stormwater Fund	273,627	370,750	370,750	314,670	382,830	12,080

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 (DEQ). 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 FY17 Budget includes \$314,348 of anticipated storm water tax revenue for Vienna and is the fifth year of receipt of funding. These funds are restricted for only Stormwater projects.

ACTIVITIES/PRODUCTS/SERVICES

- Stormwater conveyance infrastructure inspection and repairs including catch basins, pipes, and ditches.
- Best management practice inspections, monitoring, and maintenance.
- Silt removal and culvert maintenance.
- Administer the Municipal Separate Storm Sewer (MS4) Program Plan and TMDL Action Plans per Virginia DEQ requirements.
- Perform drainage studies and design.
- Assist with state stormwater grant applications and revenue sharing.
- Timely response to requests regarding drainage and stormwater concerns.

FY 16-17 ACCOMPLISHMENTS

- Inspected 81 Stormwater Facilities and 50 Stormwater Outfalls
- Continued implementation of Northside Property Yard Stormwater Pollution Prevention Plan (SWPPP) and training.
- Completed major construction on Hunter's Branch Stream Restoration.

STORMWATER DIVISION**55111**

- Complete design and began construction of Wolftrap Creek Phase II Stream Restoration.
- Applied for Stormwater Local Assistance Fund grants for stream restoration, Town Hall Rain Garden project, and the Community Center Stormwater Management for a total of \$765,750 in addition to a \$660,000 Fairfax County match.
- Mapped all best management practices (BMPs) including drainage basin impervious area calculations to meet DEQ requirements
- Continued mapping of all Town storm sewer infrastructure, work is ongoing.
- Completed field investigation, documentation, and mapping of outfall reconnaissance investigations.
- Complete concept design for Northside Property Yard water quality improvements.
- Completed drainage studies: Ninovan Road SE and Village Green Shopping Center

FY 17-18 INITIATIVES

- Begin design of Piney Branch stream restoration (pending grant award).
- Continue comprehensive GIS mapping of stormwater infrastructure.
- Continue GIS mapping of Town Virginia Stormwater Management Program (VSMP) and land disturbance for inspection tracking and public review.
- Begin Operation and Maintenance Manual for BMPs.
- Begin implementation of Northside Property Yard water quality improvements.
- Implement Bacteria and Sediment Total Maximum Daily Load (TMDL) Action Plans per state requirements.
- Perform drainage assessments in response to citizen stormwater complaints: 110 Kingsley Road, Ninovan Road, and Cunningham Park Court
- Begin construction on Center Street drainage improvements.

STORMWATER DIVISION
55111

PERFORMANCE MEASURES

Based on calendar year data

Description	2015 Actual	2016 Actual	2017 Projected
Stormwater Facilities Inspections	101	81*	81
Stormwater Outfall Inspections	50	50	40
Linear Feet of Stream Restoration	-	2,067	1,040

*Decrease as a result of updated records and constructed facilities.

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 15-16	Adopted FY 16-17	Adopted FY 17-18
Water Quality Engineer	1	1	1
Total	1	1	1

FY 17-18 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 ACTUAL	FY 15-16 ACTUAL	-----FY 16-17-----			FY 17-18 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	62,381	36,692	75,000	75,000	75,000	85,840	10,840
41004	PART TIME W/O BENEFITS	-	649	-	-	-	-	-
41006	ANNUAL LEAVE LIQUIDATION	2,159	-	-	-	-	-	-
TOTAL	PERSONAL SERVICES	64,540	37,341	75,000	75,000	75,000	85,840	10,840
42001	F.I.C.A.	4,850	2,844	5,740	5,740	5,740	6,460	720
42002	V.R.S.	7,757	3,538	7,530	7,530	7,530	8,390	860
42003	V.R.S. LIFE INS	749	371	980	980	980	1,120	140
42007	HEALTH INSURANCE	5,103	2,281	5,390	5,390	5,390	6,190	800
42012	CAFETERIA PLAN FEES	-	32	-	-	60	-	-
42018	ER CONTRIBUTIONS:DC401A	2,454	-	3,000	3,000	3,000	3,410	410
42021	VRS HYBRID 401A MATCH	-	313	750	750	750	830	80
42025	VRS HYBRID DISABILITY	-	185	440	440	440	490	50
TOTAL	EMPLOYEE BENEFITS	20,914	9,563	23,830	23,830	23,890	26,890	3,060
43104	ARCHIT/ENGINEER SVCES	11,052	35,548	65,000	85,000	85,000	85,000	20,000
43301	EQUIPMT MTCE CONTRACTS	936	447	-	-	-	-	-
43309	CELL PHONE EXPENSE	-	1,009	800	800	800	800	-
TOTAL	PURCHASED SERVICES	11,988	37,004	65,800	85,800	85,800	85,800	20,000
45202	LONG DIST SERVICE	-	-	50	50	50	50	-
45503	SUBSISTENCE/LODGING	-	-	250	250	250	250	-
45504	CONVENTIONS/EDUCATION	220	385	500	500	500	500	-
45801	MEMBERSHIPS/DUES	-	220	250	250	250	250	-
TOTAL	OTHER CHARGES	220	605	1,050	1,050	1,050	1,050	-
46001	OFFICE SUPPLIES	250	229	250	250	250	250	-
46008	VEHICLE/EQUIPMT FUELS	612	594	1,800	1,800	1,800	1,800	-
46009	VEH/EQUIPMT MTCE SUPPLIES	-	-	300	300	300	300	-
46011	UNIFORMS/SAFETY APPAREL	-	108	230	230	230	230	-
46015	OPERATIONAL SUPPLIES	134	348	320	320	320	320	-
46017	SMALL TOOLS	-	104	120	120	120	120	-
TOTAL	MATERIALS AND SUPPLIES	995	1,384	3,020	3,020	3,020	3,020	-
47403	PHYSICAL IMPROVEMENTS	27,880	121,286	204,010	184,010	127,870	184,010	(20,000)
47404	STORMWATER MGMT PROGRAM	23,502	60,485	51,120	51,120	51,120	51,120	-
TOTAL	PROGRAMS AND SERVICES	51,382	181,771	255,130	235,130	178,990	235,130	(20,000)
49202	WS TRANSFER TO DS	51,378	5,958	-	-	-	-	-
49207	TRANSFER TO CAP PROJ FUND	(46,034)	-	(53,080)	(53,080)	(53,080)	(54,900)	(1,820)
TOTAL	INTERFUND TRANSFERS	5,344	5,958	(53,080)	(53,080)	(53,080)	(54,900)	(1,820)
TOTAL	STORMWATER FUND ADMIN	155,384	273,627	370,750	370,750	314,670	382,830	12,080

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 17-18 Unmet Needs -- Updated from Worksessions

Expenditures

Page #	Council Initiative	Department	Title	Amount	Departmental Priority	BCOM Priority
U-5	Civil, Respectful and Open Communication	IT	* Email Upgrade - Exchange 2016	35,470	1	2
U-13	Invest in Infrastructure	Public Works	Asphalt Overlay	50,000	1	1
U-14	Safe Community	Public Works	* Rectangular Rapid Flashing Beacons (RRFBs)	15,000	2	
U-19	Professional Town Staff	Parks & Rec	Personnel – Customer Care Support Staff	15,000	2	
U-27	Active and Engaged Residents	Parks & Rec	Chillin' on Church and the Big Splash Programs	15,000	4	
U-29	Safe Community	Parks & Rec	* Fire and Safety system replacement at the Railroad Train Station	5,000	6	4
U-37	Professional Town Staff	Planning & Zoning	Personnel - Planner 1FTE	75,000	1	2
Total adjustments for budget				210,470		
U-21	Professional Town Staff	Parks & Rec	Personnel – Recreation Program Coordinator II -- Special Events 1FTE	100,000	3	4
Only budgeted for 3/4 of a year				75,000		
U-18	Professional Town Staff	Parks & Rec	* Contracts/Services – Vermont System Training	8,000	1	
U-35	Parks, Open Space and Recreation	Parks & Rec	* Town Green Drinking Water Fountains (2)	7,500	11	
Total items to fund this year				15,500		
Items to be considered later or removed from consideration						
U-16	Safe Community	Public Works	** Salt Brine Manufacturing Equipment	18,000	4	3
U-17	Independence	Public Works	** Fork Lift	25,000	5	
U-28	Safe Community	Parks & Rec	* Mold Remediation - Freeman Store	30,000	5	4
U-2	Active and Engaged Residents	Legislative - Town Clerk	* Community Enhancement Commission Supplies request	3,500	1	
U-3	Civil, Respectful and Open Communication	Legislative	* Donations Additional Funding Level Requests	4,850	2	
U-4	Financially Sound Town Government	Town Manager	* Reduction of Prior Year Surplus Budgeted	50,000	1	4
U-8	Active and Engaged Residents	Public Information	* Branded give-away items	20,000	2	
U-9	Civil, Respectful and Open Communication	Public Information	* Advertising - Brand establishment/image enhancement	10,000	3	4
U-10	Economic Development	Public Information	* Chamber-type/visitor printed publication	7,500	4	2
U-11	Safe Community	Police	* Wireless Microphones for In-Car Video	5,000	1	4
U-15	Professional Town Staff	Public Works	Administrative Assistant - 1FTE	75,000	3	
U-30	Parks, Open Space and Recreation	Parks & Rec	* Asphalt Paving - Dog Park parking lot	26,000	7	4
U-32	Parks, Open Space and Recreation	Parks & Rec	** Irrigation Replacement	11,000	8	
U-33	Parks, Open Space and Recreation	Parks & Rec	** Merry Go Round Replacement - Meadow Lane Park	14,160	9	
U-34	Parks, Open Space and Recreation	Parks & Rec	* Tennis & Basketball Courts and Rims at Meadow Lane Park	20,000	10	
U-36	Parks, Open Space and Recreation	Parks & Rec	Scout Projects	8,500	12	
U-7	Civil, Respectful and Open Communication	Public Information	* Strategic Plan - Consulting Funds	25,000	1	2
U-38	Economic Development	Planning & Zoning	* Economic Development Financial Consultant	20,000	2	1
				373,510		
U-6	Civil, Respectful and Open Communication	IT	* CivicPlus Town Web Site Upgrade	16,400	2	4
U-12	Safe Community	Police	Accreditation Manager - 1FTE	100,000	2	

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

* One-time only

** One-time only and could be funded by capital

PAY PLANS

During FY 16-17, the Town of Vienna completed a Classification and Compensation study, pursuant to Chapter 11, of the Town Code. The study conducted in partnership with an external subject-matter expert concluded that the majority of Town jobs were close in alignment with the comparable market jurisdictions, lagging by about 1.1%. A few jobs had to be brought up to a competitive standard, mostly among field workers. After a general market adjustment of 1.1%, the resulting pay scale added pay grades within the existing Town's pay plan and rescaled the jobs within. A handful of positions were reclassified. Notwithstanding, the top of the Pay Plan for FY17-18 grew by less than 0.1% at its Maximum possible salary.

Town of Vienna, VA

Pay Plan FY 17-18

<i>All FLSA Non-Exempt unless noted</i>							
Pay Grade	Class Code	Classification Title	WC Code	FLSA Exempt	Minimum	Annual Salary Mid-Point	Maximum
109					\$31,835	\$41,545	\$51,255
	1802	Custodian	9015				
112					\$36,853	\$48,094	\$59,334
	1602	After School Program Coordinator	9102				
	1805	Maintenance Worker I					
		General Maintenance	9015				
		Parks & Recreation	9102				
		Sanitation	9403				
		Streets	5506				
		Sewer Construction	6306				
		Water Construction	6319				
114					\$40,631	\$53,024	\$65,416
	1202	Fiscal Assistant	8810				
	1302	Information Technology Assistant	8810				
	1807	Maintenance Worker II					
		General Maintenance	9015				
		Parks & Recreation	9102				
		Sanitation	9403				
		Streets	5506				
		Sewer Construction	6306				
		Water Construction	6319				
115					\$42,662	\$55,674	\$68,686
	1102	Administrative Assistant I	8810				
	1402	Dispatcher I	8810				
	1702	Mechanic I	8380				
	1813	Meter Service Worker III	9015				
116					\$44,795	\$58,458	\$72,121
	1502	Animal Control Officer I	8831				
	1205	Customer Service Specialist	8810				
	1208	Fiscal Technician	8810				
	1003	Human Resources Assistant	8810				
	1810	Maintenance Worker III					
		General Maintenance	9015				
		Parks & Recreation	9102				
		Sanitation	9403				
		Streets	5506				
		Sewer Construction	6306				
		Water Construction	6319				
	1211	Real Estate Tax Specialist	8810				
117					\$47,035	\$61,381	\$75,727
	1105	Administrative Assistant II	8810				
	1405	Dispatcher II	8810				
	1822	Electrical & Traffic Signal Technician I	6325				
	1816	Finish Carpenter	9015				
	1819	Maintenance Worker IV					
		General Maintenance	9015				
		Parks & Recreation	9102				
		Sanitation	9403				
		Streets	5506				
		Sewer Construction	6306				
		Water Construction	6319				
	1705	Mechanic II	8380				
	1820	Meter Service Worker IV	9015				
	1107	Parts Specialist	8810				
	1214	Purchasing Assistant/Buyer	8810				

All FLSA Non-Exempt unless noted							
Pay Grade	Class Code	Classification Title	WC Code	FLSA Exempt	Minimum	Annual Salary Mid-Point	Maximum
118					\$49,387	\$64,450	\$79,513
	1217	Business License Officer	8810				
	1115	Deputy Town Clerk	8810				
	1220	Head Cashier	8810				
	1223	Payroll Specialist	8810				
	1901	Zoning Technician	9410				
119					\$51,856	\$67,673	\$83,489
	1505	Animal Control Officer II	8831				
	1408	Communications & Records Coordinator	8810				
	1110	Communications Specialist	8810	E			
	1605	Community Center Supervisor	9015				
	1843	Engineering Technician	9410				
	1226	Grant Fiscal Agent I	8810				
	1120	Legal Secretary	8820				
	1508	Police Officer	7720				
	1023	Public Works Specialist	8810				
	1227	Staff Accountant	8810				
	1610	Urban Arborist	9102				
120					\$54,449	\$71,056	\$87,663
	1125	Executive Assistant	8810				
	1708	Fleet Maintenance Coordinator	8810				
	1030	Human Resources Specialist	8810				
	1711	Mechanic III	8380				
	1905	Planning Specialist	9410				
	1514	Police Officer First Class	7720				
	1825	Public Works Construction Inspector	9410				
121					\$57,171	\$74,609	\$92,046
	1305	Computer Technician	8810				
	1828	Electrical & Traffic Signal Technician II	6325				
122					\$60,303	\$78,476	\$96,648
	1511	Animal Control Officer III	8831				
	1831	General Maintenance Supervisor	9015				
	1517	Master Police Officer	7720				
	1834	Meter Reading Supervisor	9410				
	1920	Planner	9410				
	1608	Recreation Program Coordinator I	9102				
	1837	Sanitation Supervisor	9403				
	1840	Street Maintenance Supervisor	5506				
	1714	Vehicle Maintenance Supervisor	8380				
	1843	Water & Sewer Supervisor	9410				
123					\$63,032	\$82,257	\$101,481
	1229	Grant Fiscal Agent II	8810	E			
	1230	Grants/Revenue Auditor	8810	E			
	1611	Horticulturist/Arborist	9102				
	1614	Recreation Program Coordinator II	9102				
124					\$66,183	\$86,369	\$106,555
	1308	Information Technology Coordinator	8810				
	1920	Principal Planner	9410	E			
	1925	Zoning Administrator	9410	E			
125					\$69,492	\$90,687	\$111,883
	1846	Civil Engineer I	9410	E			
	1520	Police Sergeant	7720				
126					\$72,967	\$95,222	\$117,477
	1620	Community Center Manager	9102	E			
	1625	Recreation Program Manager	9102	E			
127					\$76,615	\$99,983	\$123,351
	1849	Civil Engineer II	9410	E			
	1040	Communications & Marketing Manager	8810	E			
	1310	Deputy Director of Information Technology	8810	E			
	1235	Financial Operations Manager	8810	E			
	1238	Purchasing Agent	8810	E			

<i>All FLSA Non-Exempt unless noted</i>							
Pay				FLSA		Annual Salary	
Grade	Class Code	Classification Title	WC Code	Exempt	Minimum	Mid-Point	Maximum
128					\$80,446	\$104,982	\$129,518
	1232	Budget Manager	8810	E			
	1523	Police Lieutenant	7720	E			
	1852	Operations Superintendent	9410	E			
	1617	Parks Maintenance Superintendent	9102	E			
	1854	Project Engineer	9410	E			
	1717	Vehicle Maintenance Superintendent	8380	E			
	1855	Water and Waste Water Superintendent	9410	E			
129					\$84,468	\$110,231	\$135,994
	1630	Deputy Director of Parks & Recreation	9102	E			
	1950	Deputy Director of Planning and Zoning	9410	E			
130					\$88,691	\$115,743	\$142,794
	1526	Deputy Chief of Police (Major)	7720	E			
	1241	Deputy Finance Director	8810	E			
	1858	Deputy Public Works Director	9410	E			
131					\$93,126	\$121,530	\$149,933
	2150	Director of Human Resources	8810	E			
	2350	Director of Information Technology	8810	E			
132					\$97,783	\$127,607	\$157,430
	2650	Director of Parks and Recreation	9102	E			
	2950	Director of Planning and Zoning	9410	E			
133					\$102,672	\$133,987	\$165,302
	2250	Finance Director / Treasurer	8810	E			
	2550	Police Chief (Colonel)	7720	E			
	2880	Public Works Director	9410	E			

NON-CLASSIFIED POSITIONS			SALARY
Town Manager (Exempt)	8810	E	\$184,016
Town Clerk (Exempt)	8810	E	\$107,312

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 finishing a renovation and expansion of the existing community center. The completed building will open in the fall of 2017. Once the building is

CAPITAL IMPROVEMENTS PROGRAM

reopened operating expenses are expected to increase to cover additional utility and supply costs. In addition, new support staff will be hired to cover the reception area during all operating hours.

Public Works: The projects slated for completion in FY 17-18 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	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 M	Total O.S. Bonds ADS	Water & Sewer Support	Meal & Lodging Tax Support
2006						2,145,970	297,383	1,848,587
2007	512,062					2,586,725	338,202	2,248,523
2008	509,256					2,511,911	327,421	2,184,490
2009	496,452					2,426,475	315,519	2,110,956
2010	483,648					2,048,426	250,937	1,797,489
2011	470,844	81,074				2,059,119	256,079	1,803,040
2012	458,040	491,140				2,081,609	255,065	1,826,544
2013	445,236	484,440				2,019,691	247,783	1,771,908
2014	432,432	477,740	624,661	418,889		2,321,926	356,366	1,965,560
2015	419,628	471,040	548,950	935,714		2,702,332	371,436	2,330,896
2016	406,824	463,921	535,500	912,873		2,319,118	301,334	2,017,784
2017	394,020	455,965	527,100	889,120	621,431	2,887,636	357,927	2,529,709
2018	381,216	447,590	518,700	554,466	593,025	2,494,997	349,462	2,145,535
2019	368,412	439,215	510,300	544,677	582,650	2,445,254	342,800	2,102,454
2020	355,608	428,328	501,900	534,888	570,200	2,390,924	335,486	2,055,438
2021	342,804	414,928	493,500	525,099	557,750	2,334,081	327,727	2,006,354
2022		401,193	485,100	515,310	543,225	1,944,828	286,701	1,658,127
2023		386,871	476,700	505,522	521,725	1,890,818	279,155	1,611,663
2024		372,048	467,250	495,733	507,375	1,842,406	271,972	1,570,434
2025		356,805	456,750	485,944	495,075	1,794,574	264,657	1,529,917
2026		307,050	446,250	476,155	482,775	1,712,230	251,234	1,460,996
2027			435,750	466,366	470,475	1,372,591	192,270	1,180,322
2028			425,250	456,578	458,175	1,340,003	187,653	1,152,349
2029				446,789	445,363	892,151	79,298	812,853
2030					431,525	431,525	43,153	388,373
2031					417,175	417,175	41,718	375,458
Total	6,476,482	6,479,348	7,453,661	9,164,123	7,697,943	68,179,118	9,586,960	58,592,158

* Annual Debt Service Includes Paying Agent Fees.

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	2014 Bonds Principal	2014 Bonds Interest	Total 2014 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

Town of Vienna

Capital Improvement Plan (CIP)

As of August 25, 2016

Updated September 6, 2016

To be discussed at Council Meeting on
September 19, 2016

Prepared by Finance

Table of Contents

	Page Number
I. 2012 Bond Project Financial Update	1
II. 2014/2016 Bond Project Financial Update	2
III. Completed Project Summary	5
IV. Assumptions	6
V. Summary of Debt Forecast Model	7
VI. Capital Improvement Plan by Issuance	8
VII. Unmet Capital Needs	13

2012 Bond Issue
Actuals as of 6/30/16

***** MUST SPEND ALL FUNDS BY JULY 2015 *****

	Original Budget	Other Funding	Adjustments	Current Budget	Total Spent	Balance	Encumbrances	Project Unencomb. Balance
Issue Costs	161,000		(50,000)	111,000	108,349	2,651		2,651
Town Hall Energy Improvements	300,000	447,092	58,004	805,096	755,096	50,000		50,000
Police Facility Assessment	100,000		25,590	125,590	119,602	5,988		5,988
Emergency Power Generators (Phase I Police)	235,000		6,333	241,333	242,178	(845)		(845)
Police Facility Land Acquisition	525,000		(25,590)	499,410	494,289	5,121		5,121
Northside Property Generator			157,400	157,400	157,400	-		-
New Sidewalk Construction	500,000		(136,868)	363,132	2,611	360,521		360,521
Nutley & Marshall Storm Drainage	500,000		(389,000)	111,000	104,561	6,439		6,439
Walker Street End Wall	50,000		(50,000)	-	-	-		-
Glyndon Storm Drainage Assessment	50,000		(17,441)	32,559	32,559	0		0
Village Green Drainage Assessment	25,000		7,464	32,464	32,465	(1)		(1)
Center Street Storm Drainage A&E	25,000		41,047	66,047	66,047	0		0
Ninovan & Talahi Roads SW Storm Drainage	25,000		32,362	57,362	56,524	838		838
Nelson Drive Drainage Study			25,000	25,000	17,555	7,445		7,445
Center St S/Battle St SW Storm Drainage Improvements			64,000	64,000	12,087	51,913	3,663	48,250
Drake_Lakewood Street Reconstruction (1)	800,000	636,102	(150,689)	1,285,413	1,284,992	421		421
Center Street South Street Reconstruction (1)	150,000	325,000	175,000	650,000	426,115	223,885		223,885
Spring & Battle Streets RS Local Match (1)	250,000	263,087	9,041	522,128	522,128	0		0
Mill Street RS Local Match (1)	200,000	175,811	(33,352)	342,459	129,430	213,029	6,787	206,241
FHWA Grant Walk-to-Downtown Initiative (2)	200,000	800,000		1,000,000	844,499	155,501	1,501	154,000
Meadow Lane & Gibson Drive Storm Drainage	300,000		(51,448)	248,552	248,552	0		0
Wolftrap Creek Stormwater			3,290	3,290	3,290	-		-
Maple Avenue Traffic Signal Optimization (2)		76,000	19,000	95,000	103,946	(8,946)	9,684	(18,630)
Park Street NE Sidewalk			76,868	76,868	76,868	(0)		(0)
Marshall Road Sidewalk (S/W to Metro)			42,000	42,000	38,653	3,347	1,452	1,895
Community Center Expansion Assessment	125,000		(3,290)	121,710	118,744	2,966	2,966	0
Train Station Trans Enhancement Grant, Phase I (SRTS) (2)	40,000	232,000	40,760	312,760	312,760	(0)	-	(0)
Central Mgt & Admin			158,695	158,695	158,695	(0)		(0)
Contingency	300,000		(208,459)	91,541	-	91,541		91,541
Water Projects	1,590,000		(710,637)	879,363	803,485	75,878		75,878
Wolf Trap Water Utility Adjustments			8,681	8,681	8,681	0		0
Sewer Push Camera			98,059	98,059	98,059	(0)		(0)
Sewer Projects			24,078	24,078	20,551	3,527		3,527
	6,451,000	2,955,092	(754,102)	8,651,990	7,400,770	1,251,220	26,053	1,225,167

Project Complete

- (1) - 50/50 TOV & VDOT Revenue Share
(2) - 20/80 TOV & VDOT Revenue Share

2014/2016 Bond Issue: Projects by Category
Actuals as of 06/30/16

	2014	2016	Arbitrage						Project
	Original Budget	Original Budget	Funds	Other Funding	Adjustments	Current Budget	Total Spent	Balance	Unencomb.
									Balance
Issue Costs - 2014 Bond	200,000	-			(123,653)	76,347	76,347	0	0
Issue Costs 2016 Bond		76,517				76,517	-	76,517	76,517
								-	-
Voice Over IP - Phone System	250,000				4,700	254,700	252,536	2,164	2,164
Town-wide Financial and Operational Software	300,000			341,000	127,262	768,262	609,141	159,121	159,121
									0
Emergency Power Generators (Phase III Northside)	300,000				(263,733)	36,267	-	36,267	36,267
Emergency Power Generators (Phase II Town Hall)	-		112,000			112,000	39,590	72,410	72,410
Town Hall Roof Replacement					198,789	198,789	-	198,789	152,628
									46,161
<u>STORM DRAINAGE</u>									
Marshall Rd_Nutely St Storm Drainage - Add't funds (cont. 2012)	75,000			100,000	81,000	256,000	25,426	230,574	623
Village Greene Storm Drainage Improvements	375,000				(300,000)	75,000	36,671	38,329	41,354
Center Street N Storm Drainage A&E (cont. from 2012)	25,000					25,000	24,834	166	166
Nelson Drive NE Storm Drainage A&E	25,000				(25,000)	-	-	-	-
Center St S/Battle St SW Storm Drainage Improvements	75,000				(64,000)	11,000	-	11,000	11,000
Ninovan & Talahi Storm Drain Improvements		200,000				200,000	-	200,000	200,000
Hunters Branch Stream Restoration				1,443,478		1,443,478	1,270,604	172,874	238,197
Wolftrap Creek Grant Reimbursement				890,000		890,000	115,564	774,436	11,308
									763,128
Community Center Renovation	4,000,000	5,563,841		1,000,000	1,703,000	12,266,841	3,897,806	8,369,035	6,602,519
Glyndon Field Turf & Lights			200,000	460,000		660,000	656,479	3,521	3,521
Waters Field Restoration	150,000			450,000		600,000	581,692	18,308	-
			25,000			25,000	6,000	19,000	19,000
Freeman House Bridge									
Contingency	225,000					225,000	-	225,000	225,000
Follin Lane Rev Share Reconstruction (congestion relief)	-			2,000,000	16,438	2,016,438	2,115,537	(99,099)	77,732
									(176,831)

	2014	2016	Arbitrage			Current Budget	Total Spent	Balance	Encumbrances	Project
			Funds	Other Funding	Adjustments					Unencomb.
	Original Budget	Original Budget								Balance
<u>SIDEWALKS TO METRO</u>										
VDOT CMAQ Design - 95412(Maple &Center Traf Sig)				9,499		9,499	3,081	6,418		6,418
Sidewalks to Metro - Cottage/Tapawingo (3)						1,710,800	632,321	1,078,479	304,698	773,781
Sidewalks to Metro - Courthouse Rd (3)						226,500	-	226,500	198,757	27,743
Sidewalks To Metro - Marshall Rd Metro Ped Improvements						260,710	2,084	258,626	1,023	257,603
<u>WATER & SEWER PROJECTS</u>										
Water and Sewer Projects	500,000			-	(435,000)	65,000	-	65,000		65,000
		661,159			(175,000)	486,159	-	486,159		486,159
Water Projects					303,000	303,000	279,080	23,920	23,347	573
Sewer Projects					175,000	175,000	47,105	127,895	125,512	2,383
Watermain Work - Glyndon St SE					88,000	88,000	83,864	4,136	3,433	703
Watermain Work - Moore Ave/Desale					19,000	19,000	19,089	(89)	-	(89)
Maple Avenue Paving Extension						450,000	418,736	31,264	25,848	5,416
Maple Aveune II - Lawyers & Center						654,492	510,163	144,329	17,787	126,542
Maple Ave IV A&E				271,333		271,333	250,011	21,322		21,322
Eng Svc - Nutley St Survey				1,137		1,137	1,137	0		0
Revenue Sharing Sidewalk Match (1)	-		16,962	16,962		33,924	-	33,924		33,924
<u>SAFE ROUTES TO SCHOOL</u>										
SRTS Cottage Street						371,500	45,755	325,745		325,745
SRTS Old Courthouse Road NE (2)				106,185		106,185	41,854	64,331	2,552	61,779
FFX Trans Old Courthouse				200,000		200,000	99,345	100,655	99,412	1,243
Nutley & West St Sidewa;lks' (Louise Archer ES)						365,650	42,909	322,741	56,787	265,954
Ninovan			48,100			48,100	-	48,100		48,100
W&OD Trail Connections			27,000			27,000	29,322	(2,322)		(2,322)
<u>CURB, GUTTER & SIDEWALKS</u>										
Curb, Gutter & Sidewalk Project – Lewis TEM (1)			150,000	-	(125,136)	24,864	24,864	-		-
Sidewalk Petition Project – Ayito Road SE (1)			135,000	135,000		270,000	316,742	(46,742)	4,206	(50,948)
Curb, Gutter & Sidewalk Project – Glyndon St (1)			375,000	375,000		750,000	226,881	523,119		523,119
Curb, Gutter & Sidewalk Project – John Marsl (1)			150,000	150,000		300,000	302,883	(2,883)	1,493	(4,376)
Curb, Gutter & Sidewalk Project – Ayr Hill Ave (1)			375,000		(375,000)	-	-	-		-
Adahi Rd Curb/Gutter/Sidewalks							-	-	26,384	(26,384)
Crosswalk Improvements Lawyers & Blair NW			15,000			15,000	-	15,000		15,000
Roundabout 2006 Bond - 107242			52,800	211,200		264,000	41,909	222,091	5,689	216,402
Street Signs			25,000			25,000	-	25,000		25,000
Freeman Store Lighting			3,000			3,000	1,847	1,153		1,153
Bilco Doors Bowman House			3,000			3,000	-	3,000		3,000

	2014	2016	Arbitrage						Project
	Original Budget	Original Budget	Funds	Other Funding	Adjustments	Current Budget	Total Spent	Balance	Unencomb.
								Encumbrances	Balance
Nutley Stree Yard Bathrooms			20,000			20,000	9,969	10,031	10,031
Maple Ave Vision			36,000		(19,341)	16,659	-	16,659	16,659
Maple Ave Trees			5,000			5,000	4,814	186	186
Community Center Gymnastic Equipment			15,000			15,000	15,172	(172)	(172)
PPEA A&E Costs			68,691			68,691	68,691	-	-
Unallocated Arbitrage Funds			16,009			16,009	-	16,009	16,009
	6,500,000	6,501,517	1,873,562	8,160,794	810,326	27,885,851	13,227,853	14,657,997	8,180,577
									6,477,420

Project Complete

- (1) - 50/50 TOV & VDOT Revenue Share
- (2) - 20/80 TOV & VDOT Revenue Share
- (3) - 100% VDOT Revenue Share

Completed Projects

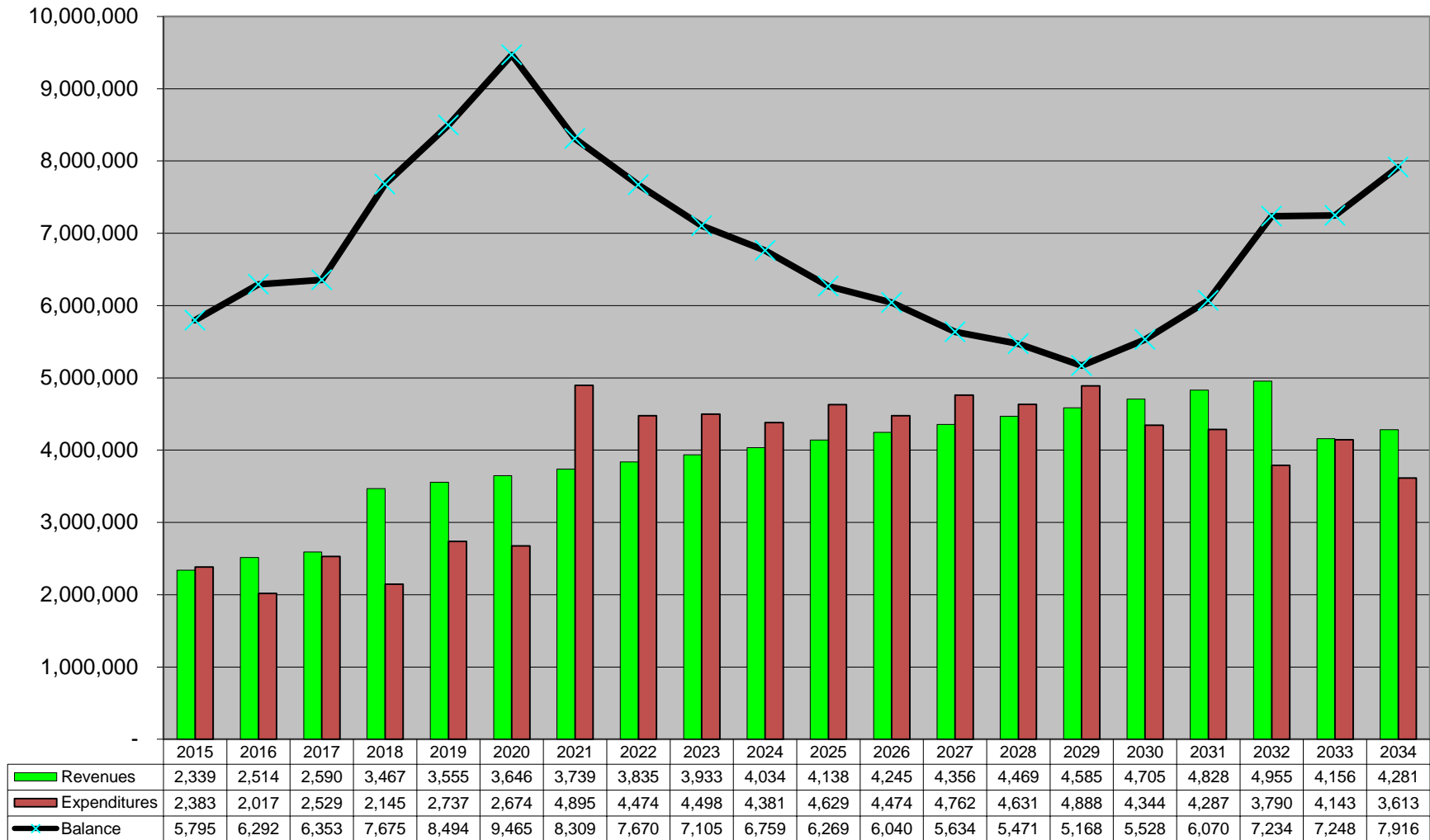
	<u>Budget</u>	<u>Actuals</u>	<u>Difference</u>	
<u>2012 Bond</u>				
Issue Costs	111,000	108,349	2,651	
Generators	398,733	399,578	(845)	
Streets	903,771	903,560	211	
Storm Drainage	436,984	436,146	838	
Facilities Improvement	247,300	238,346	8,954	
Land Acquisition	499,410	494,289	5,121	
Water & Sewer Improvements	106,740	106,740	(0)	
			<u>\$ 16,929</u>	surplus for reallocation
<u>2014 Bond</u>				
Issue Costs	76,347	76,347	0	
Equipment	254,700	252,536	2,164	
Facilities Improvement	36,267	-	36,267	
			<u>\$ 38,432</u>	surplus for reallocation
Unallocated Arbitrage	16,009	-	<u>\$ 16,009</u>	
Other Funds	22,996	-	<u>\$ 22,996</u>	
<u>Total Available from Completed Projects</u>			<u>\$ 94,366</u>	

Assumptions for Debt Model

1. Debt Issuance every two years. Interest rate estimated at 4%.
2. Meals tax revenue, which funds debt payments, projected to grow at 3% a year.
3. Meals tax percent increases from 3% to 4% for 15 years beginning in July, 2017.
4. We finance \$2.5 million capital costs to Fairfax Sewer in 2018, and \$3 million in 2020 and 2022.
This is based on the County's projections and will be covered by the Water and Sewer fund.
5. Two large-scale projects are included – a \$16.05 million dollar Police Station and a \$10.3 million dollar Parking Garage. A&E is funded in the 2018 bond, and Construction is funded in the 2020 bond. Project management and a 20% contingency for the construction phase is included for each project.

Scenario: Police Bld. \$16M one bond construction, no underground utilities

DSF Cash Flow: every 2 year Debt Issues: 3% MLT
\$ 74,690,000 total debt issue 4% Int Rate, 13%-74% from WSF
2018, 2020, 2022, 2024, 2026, 2028, 2030, 2032, 2034



Capital Improvement Plan: - (2018 Spring)

Ref No.	Title	TOV Funding	Other Funding	Multi-Year Project Cost	
	Police Station Renovation - Engineering	\$ 1,775,000		\$ 16,050,000	
	Police Station Renovation - Project Manager/Consultant	\$ 75,000		\$ 16,050,000	
	Parking Garage - Land/Engineering & Design	\$ 3,425,000		\$ 10,000,000	Funded by proposed 1% increase in Meals Tax
	Parking Garage - Consultant	\$ 75,000		\$ 75,000	Funded by proposed 1% increase in Meals Tax
	Water and Sewer Projects	\$ 1,000,000		\$ 1,000,000	
	Fairfax Sewer Capital Improvements FY 13-17	\$ 2,500,000		\$ 2,500,000	
	VDOT Grant Match	\$ -	\$ 1,000,000	\$ 1,000,000	\$.5M Transportation Funds / \$.5M VDOT Revenue Share
	Church Street NE Sidewalk 300 Block	\$ -	\$ 500,000	\$ 500,000	NVTA Transpoortation Funds
	Storm Drainage Projects	\$ 200,000		\$ 200,000	
	Freeman Store Bridge Replacement	\$ 93,000		\$ 93,000	
	Bowman House New Roof	\$ 112,000		\$ 112,000	
	Issuance Costs	\$ 200,000		\$ 200,000	
	Updated Projects Total:	\$ 9,455,000	\$ 1,500,000	\$ 47,780,000	

Capital Improvement Plan: - (2020 Spring)

Ref No.	Title	TOV Funding	Other Funding	Multi-Year Project Cost	
	Police Station Renovation - Construction	\$ 14,000,000	\$ -	\$ 16,050,000	
	Police Station Renovation - Project Manager/Consultant	\$ 200,000		\$ 16,050,000	
	Parking Garage - Construction	\$ 6,300,000		\$ 10,000,000	Funded by proposed 1% increase in Meals Tax
	Parking Garage - Consultant	\$ 200,000		\$ 200,000	Funded by proposed 1% increase in Meals Tax
	Water and Sewer Projects	\$ 1,000,000		\$ 1,000,000	
	Fairfax Sewer Capital Improvements FY 18-19	\$ 2,500,000		\$ 2,500,000	
	Ross Drive End Wall	\$ 350,000		\$ 350,000	
	Citizen Sidewalk Petition	\$ 150,000		\$ 150,000	
	Road Projects with NVTAFunds	\$ -	\$ 1,200,000	\$ 1,200,000	
	Time Accounting	\$ 30,000		\$ 30,000	
	Issuance Costs	\$ 200,000		\$ 200,000	
	Updated Projects Total:	\$ 24,930,000	\$ 1,200,000	\$ 47,730,000	

Capital Improvement Plan: - (2022 Spring)

Ref No.	Title	TOV Funding	Other Funding	Multi-Year Project Cost	
	Police Station Renovation - Construction		\$ -	\$ 16,050,000	
	Police Station Renovation - Project Manager/Consultant			\$ 16,050,000	
	Water and Sewer Projects	\$ 1,000,000		\$ 1,000,000	
	Fairfax Sewer Capital Improvements FY 20-21	\$ 3,000,000		\$ 3,000,000	
	Revenue Sharing Sidewalk Match	\$ 450,000		\$ 450,000	
	Nutley Street SW Culvert Replacement	\$ 700,000		\$ 700,000	
	Church Street NE & East Street NE Mini-Roundabout	\$ -	\$ 500,000	\$ 500,000	NVTATranspoortation Funds
	Issuance Costs	\$ 200,000		\$ 200,000	
	Updated Projects Total:	\$ 5,350,000	\$ 500,000	\$ 37,950,000	

Capital Improvement Plan: - (2024 Spring)

Ref No.	Title	TOV Funding	Other Funding	Multi-Year Project Cost	
	Operations & Maintenance Campus Study	\$ 125,000		\$ 125,000	
	Water and Sewer Projects	\$ 1,000,000		\$ 1,000,000	
	Underground Utility on Maple Ave - Design			\$ 7,000,000	
	Revenue Sharing Sidewalk Match	\$ 800,000		\$ 800,000	
	Echols Street SE - Reconstruction	\$ 300,000	\$ 300,000	\$ 600,000	Assumed VDOT 50/50 Revenue Share
	Glyndon Street NE Drainage Improvements	\$ 500,000		\$ 500,000	
	Northside Property Yard Security Improvements	\$ 100,000		\$ 100,000	
	Northside Property Yard Drainage Improvements	\$ 500,000		\$ 500,000	
	Park St/W&OD Trail X-ing Improv/Cherry St Mini roundabout	\$ -	\$ 500,000	\$ 500,000	NVTA Transpoortation Funds
	Storm Drainage Projects: Unidentified Locations	\$ 850,000		\$ 850,000	
	Issuance Costs	\$ 250,000		\$ 250,000	
	Updated Projects Total:	\$ 4,425,000	\$ 800,000	\$ 12,225,000	

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	
	Center Street N Drainage Improvements	\$ 2,000,000	\$ -	\$ 2,000,000	
	Nelson Drive NE Road Improvements	\$ 250,000	\$ 750,000	\$ 1,000,000	Assumed NVTA Transportation Funds / VDOT Rev Share
	Streets/HCR: Unidentified Locations	\$ 1,180,000		\$ 1,180,000	
	Issuance Costs	\$ 200,000		\$ 200,000	
	Updated Projects Total:	\$ 7,630,000	\$ 750,000	\$ 8,380,000	

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	
	Glyndon Street SE Road Improvements	\$ 250,000	\$ 1,250,000	\$ 1,500,000	Assumed NVTa Transportation Funds / VDOT Rev Share
	Underground Utility on Maple Ave - Construction			\$ 7,000,000	
	Facility Improvements **	\$ 3,300,000		\$ 4,000,000	
	Issuance Costs	\$ 200,000		\$ 200,000	
	Updated Projects Total:	\$ 7,550,000	\$ 1,250,000	\$ 16,500,000	

** Facility Improvements detail: existing facility major repair and other facility improvements as necessary

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	
	Underground Utility on Maple Ave - Construction			\$ 7,000,000	
	Revenue Sharing Sidewalk Match	\$ 500,000		\$ 500,000	
	Issuance Costs	\$ 200,000		\$ 200,000	
	Updated Projects Total:	\$ 2,700,000	\$ 1,250,000	\$ 30,400,000	

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
	Underground Utility on Maple Ave - Construction			\$ 7,000,000
	Stormwater Drainage Improvements	\$ 1,000,000		\$ 1,000,000
	Park Improvements	\$ 600,000		\$ 600,000
	Street Improvements	\$ 1,500,000		\$ 1,500,000
	Issuance Costs	\$ 350,000		\$ 350,000
	Updated Projects Total:	\$ 6,450,000	\$ -	\$ 13,450,000

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
	Issuance Costs	\$ 250,000		\$ 250,000
	Updated Projects Total:	\$ 6,200,000	\$ -	\$ 6,200,000
Total Projects:		\$ 74,690,000	\$ 7,250,000	\$ 220,615,000

**TOWN OF VIENNA
UNMET CAPITAL NEEDS**

<u>Department</u>	<u>Dollars</u>
Public Works / Planning & Zoning	
Underground Utilities	\$ 10,000,000
PW / P&Z Total	<u>\$ 10,000,000</u>
Public Safety (Police)	
Additional Costs for Building	\$ 1,000,000
Public Safety (Police) Total	<u>\$ 1,000,000</u>
TOTAL UNMET CAPITAL NEEDS	<u><u>\$ 11,000,000</u></u>

STREET IMPROVEMENTS	ORIGINAL PROJECT BUDGET	AMENDED PROJECT BUDGET	AMENDED LESS ORIGINAL BUDGET	PROJECT STATUS
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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	277,000	77,000	Completed

STREET IMPROVEMENT TOTALS	9,579,000	10,347,644	768,644	
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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	138,132	(361,868)	In Progress
FHWA Grant Walk-to-Downtown Initiative	200,000	425,000	225,000	Completed
Park Street NE Sidewalk	-	97,000	97,000	Completed
Marshall Road Sidewalk	-	42,000	42,000	Completed

CURB,GUTTER,SIDEWALK TOTALS	1,344,379	1,346,511	2,132	
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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: \$138,132

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 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Planning & Engineering						
Land & ROW						
Construction	\$2,611	\$135,521				
Equipment/ Furniture						
Other Costs						
TOTAL	\$2,611	\$135,521				
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	198,970	(176,030)	On Hold
Marshall Rd_Nutely Street Add't funds (cont. 2012)	75,000	75,000	-	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	-	Completed
Center St S/Battle St SW Storm Drainage Improve	75,000	11,000	(64,000)	In Progress
16 Bond Issue:				
Ninovan & Talahi Storm Drain Improvements	200,000	200,000	-	Planning
DRAINAGE IMPROVEMENT TOTALS	3,725,408	2,785,299	(940,109)	

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 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
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: \$75,000

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. This is additional funds needed to complete the storm drainage improvements.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Planning & Engineering	\$25,425					
Land & ROW						
Construction						
Equipment/ Furniture						
Other Costs						
TOTAL	\$25,425					
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: \$198,970

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 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Planning & Engineering	\$40,573		\$158,397			
Land & ROW						
Construction						
Equipment/ Furniture						
Other Costs						
TOTAL	\$40,573		\$158,397			
Operating Costs						

DRAINAGE IMPROVEMENTS 2012/2014 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 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Planning & Engineering	\$15,775	\$59,225				
Land & ROW						
Construction						
Equipment/ Furniture						
Other Costs						
TOTAL	\$15,775	\$59,225				
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 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
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
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98 Bond Issue:

Tennis Court Renovation	-	75,000	75,000	Completed
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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
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14 Bond Issue:

Waters Field Restoration	150,000	150,000	-	Completed
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PARK FACILITY IMPROVEMENT TOTALS	5,060,121	5,410,570	350,449	
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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	8,893,716	3,329,875	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 & \$5,563,841

Revised Budget: \$12,893,716 (\$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 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Planning & Engineering	\$709,392					
Land & ROW						
Construction	\$10,411,366	\$1,572,958				
Equipment/ Furniture		\$200,000				
Other Costs						
TOTAL	\$11,120,758	\$1,772,958				
Operating Costs		\$50,000	\$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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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. Romaines / 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	-	Completed
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 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Planning & Engineering						
Land & ROW						
Construction	\$1,024,626	\$111,533				
Equipment/ Furniture						
Other Costs	\$25,000					
TOTAL	\$1,049,626	\$111,533				
Operating Costs						

SEWER SYSTEM IMPROVEMENTS	ORIGINAL PROJECT BUDGET	AMENDED PROJECT BUDGET	AMENDED LESS ORIGINAL BUDGET	PROJECT STATUS
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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	855,285	555,285	In Progress

MAJOR EQUIPMENT SYSTEM TOTALS	906,000	1,432,885	526,885	
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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: \$855,285 (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 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Planning & Engineering						
Land & ROW						
Construction						
Equipment/ Furniture	\$50,000					
Other Costs	\$651,164	\$154,121				
TOTAL	\$701,164	\$154,121				
Operating Costs		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000

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	1,346,511	2,132
DRAINAGE IMPROVEMENT TOTALS	3,725,408	2,785,299	(940,109)
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	1,432,885	526,885
PROJECT MANAGEMENT TOTALS	-	231,595	231,595
BOND ISSUE COST TOTALS	747,517	573,864	(173,653)
TOTALS	37,063,584	39,162,220	2,098,636

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.

AFIS - Automated Fingerprint Identification System.

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.

CIT – Crisis Intervention Training.

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.

GLOSSARY

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

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.

GLOSSARY

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.

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

GLOSSARY

than upon net income determination as would apply to a commercial enterprise.

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.

IBR - Incident Based Reporting.

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

LED - Light Emitting Diode.

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

LGIP - Local Government Investment Pool.

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.

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.

LPO - Leadership in Police Organization

LPPCP - Lower Potomac Pollution Control Plant.

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

GLOSSARY

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.

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

GLOSSARY

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 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.

GLOSSARY

VDOT – Virginia Department of Transportation.

VRS – Virginia Retirement System.

VSMP – Virginia Stormwater Management Program.

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).