

Town of Vienna, Virginia



Fiscal Year 2018-2019 Adopted Budget

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BUDGET MESSAGE

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



Office of the Town Manager

July 1, 2018

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

Dear Mayor DiRocco and Members of Town Council:

As required by Section 5.1 of the Town Charter, I present the Town of Vienna's adopted Fiscal Year 2018-19 Operating Budget, which becomes effective July 1, 2018. This document includes the Town's four operating funds: General Fund, Water and Sewer Fund, Storm Water Fund, and Debt Service Fund, plus summary information from the Capital Project Fund in order to show a complete picture of the Town's financial operations.

As shown in the following chart, the total adopted budget for the Town's four funds is \$38,651,570, an increase of \$2,314,110 or 6.4 percent above the prior fiscal year.

	Adopted FY 2017-2018 Budget	Adopted FY 2018-2019 Budget	Net Change	Percentage Increase (Decrease)
General Fund	\$ 24,207,310	\$ 25,463,090	\$ 1,255,780	5.2%
Debt Service Fund	\$ 3,623,560	\$ 4,223,290	\$ 599,730	16.6%
Water & Sewer Fund	\$ 8,123,760	\$ 8,601,190	\$ 477,430	5.9%
Stormwater Fund	\$ 382,830	\$ 364,000	\$ (18,830)	-4.9%
Total	\$ 36,337,460	\$ 38,651,570	\$ 2,314,110	6.4%

GENERAL FUND

The General Fund adopted budget increased 5.2 percent from the adopted FY 2017-18 budget. The main drivers of this increase are a 5 percent increase in real estate property assessments, higher revenues in parks and recreation fees due to the reopening of the renovated community center in fall 2017, higher zoning fees as several new commercial developments get started, and an increase in capital lease and PEG-funded projects that are offset by increases in expenditures. Expenses increased due to merit increases and market adjustments of 3.5 percent for most employees and 5 percent for targeted police positions in order to address hiring difficulties and to make the Town competitive with surrounding jurisdictions, plus an 18 percent increase in health insurance premiums for the majority of employees.

General Fund headcount increased by a net of one position in the Department of Public Works. A pavement supervisor position was eliminated, while a traffic engineer was added to address increasing traffic and transportation issues, and a maintenance worker was added to address increases in re-pavement efforts.

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

Adopted Budget Message

July 1, 2018

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Department	Adopted FY 2017-2018 Budget	Adopted FY 2018-2019 Budget	Net Change	Percent Increase (Decrease)
Legislative	\$ 434,110	\$ 451,000	\$ 16,890	3.9%
Administration	\$ 2,798,910	\$ 2,886,210	\$ 87,300	3.1%
Finance	\$ 1,652,680	\$ 1,685,430	\$ 32,750	2.0%
Police	\$ 6,491,140	\$ 6,652,530	\$ 161,390	2.5%
Fire and Rescue	\$ 60,910	\$ 62,450	\$ 1,540	2.5%
Public Works	\$ 7,443,890	\$ 7,636,190	\$ 192,300	2.6%
Tax Relief	\$ 234,700	\$ 219,040	\$ (15,660)	-6.7%
Parks & Recreation	\$ 3,295,270	\$ 3,618,540	\$ 323,270	9.8%
Planning & Zoning	\$ 964,600	\$ 1,056,700	\$ 92,100	9.5%
Transfers & Reserves	\$ 781,100	\$ 995,000	\$ 213,900	27.4%
Computer Replace Reserve	\$ 50,000	\$ 50,000	\$ -	0.0%
PEG Fund	\$ -	\$ 150,000	\$ 150,000	0.0%
Total	\$ 24,207,310	\$ 25,463,090	\$ 1,255,780	5.2%

Legislative

The Legislative budget (Town Council, Boards and Commissions, Town Clerk, Vienna Public Art Commission and Donations and Contributions) increased by \$16,890 or 3.9 percent. The increase is due mainly to the rise in health insurance costs, market and merit increases for employees, and higher election fees charged by the county.

Administration

The Administration budget (Town Manager, Legal Services, Human Resources, Risk Management, Public Information, and Information Technology) has increased by \$87,300 or 3.1 percent. Aside from merit and market increases, supplemental legal fees increased for the fiscal year.

Adopted Budget Message

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Finance

The Finance Department budget increased \$32,750 or 2 percent. Merit, market adjustment, and health insurance increases for personnel were partially offset by decreased printing and postage costs due to transferring vehicle license fee processing to Fairfax County in FY 2018-19.

Police

The Police Department budget for FY 2018-19 has increased \$161,390 or 2.5 percent over the approved FY 2017-18 budget. This department is largely personnel-driven. Accordingly, the increase is due to changes in salary and benefits relating to market and merit increases as well as a special market adjustment for 27 positions to make the department competitive with the market. This was partially offset by the continued retirement of some higher-salaried officers.

Fire and Rescue

The Fire and Rescue budget increased by \$1,540 or 2.5 percent. This was due solely to the increase in the fire grant from the state.

Public Works

The Public Works Department budget for FY 2018-19 increased by \$192,300 or 2.6 percent. The major change to this department was the impact of merit and market adjustment increases partially offset by the retirement of several higher-salaried 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 \$15,660 budget decrease is due primarily to house sales to developers and a decrease in residents who qualify for relief. Current exemptions total 178 compared to the previous year's 202, a decrease of 12 percent. This is the second year in a row with a decrease of more than 10 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 increased \$323,270 or 9.8 percent from FY 2017-18. The increase is due mainly to increased class and program costs for the first full year of operations in the renovated community center. Additionally, merit, market adjustments and health insurance increases also affect this department's budget.

Planning and Zoning

The Planning and Zoning budget for FY 2018-19 is \$1,056,700, an increase of \$92,100 or 9.5 percent. The changes are related to the addition of a planning position to handle increased Council initiatives plus cost increases due to merit and market adjustments.

Transfers and Reserves

Transfers and reserves increased \$213,900 or 27.4 percent over 2017-18. The increases mainly comes from increased capital leased equipment fully offset by increased lease proceeds in revenue.

PEG Fund

In 2018-19 PEG Funds are budgeted for \$150,000 to be spent from reserves to fund expenses from the cable channel. These expenses are fully offset by prior year revenues.

General Fund Revenues

The following chart summarizes changes in General Fund Revenues.

Adopted Budget Message
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	Adopted FY 2017-2018 Budget	Adopted FY 2018-2019 Budget	Net Change	Percentage Increase (Decrease)
Property Tax	\$ 10,840,000	\$ 11,396,490	\$ 556,490	5.1%
Other Local Taxes	\$ 6,681,000	\$ 6,730,000	\$ 49,000	0.7%
Permits, Fees, and Licenses	\$ 242,200	\$ 314,000	\$ 71,800	29.6%
Fines and Forfeitures	\$ 409,000	\$ 417,000	\$ 8,000	2.0%
Use of Money and Property	\$ 152,000	\$ 279,500	\$ 127,500	83.9%
Parks and Recreation Fees	\$ 735,000	\$ 934,600	\$ 199,600	27.2%
Special Services Fees	\$ 35,000	\$ 35,000	\$ -	0.0%
Miscellaneous Revenues	\$ 109,800	\$ 109,800	\$ -	0.0%
Categorical Aid	\$ 3,278,410	\$ 3,213,560	\$ (64,850)	-2.0%
Federal Revenues	\$ 85,000	\$ 85,000	\$ -	0.0%
Interfund Transfers	\$ 323,900	\$ 358,140	\$ 34,240	10.6%
Use of Prior Year Reserves	\$ 616,000	\$ 550,000	\$ (66,000)	-10.7%
Equip. Repl. Reserve/PEG	\$ 700,000	\$ 1,040,000	\$ 340,000	48.6%
	<u>\$ 24,207,310</u>	<u>\$ 25,463,090</u>	<u>\$ 1,255,780</u>	<u>5.2%</u>

Budgeted General Fund Revenue for FY 2018-19 increased \$1,255,780, or 5.2 percent. Holding the real estate tax rate constant at \$0.2250 per \$100 assessed value combined with assessment increases of 5 percent resulted in real estate property taxes increasing by \$556,490 or 5.1 percent. Additionally, parks and recreation fees increased by \$199,600 or 27.2 percent in anticipation of increased revenues from new programs at the renovated and expanded community center, use of money and property increased \$127,500 or 83.9 percent due to rising interest rates and a new franchise agreement with a utility company; permits, fees and licenses are budgeted to increase due to increased fees from approved and proposed Maple Avenue Corridor (MAC) development projects.

As noted above, total taxable assessed values grew by 5 percent over last year. Total residential assessed values grew by 4.5 percent, and non-residential assessed values increased by 7.3 percent due to commercial redevelopment, which continued in FY 2018-19. Approximately \$301,520 of the \$556,490 increase in real estate tax is due to net new construction. Residential assessments account for about 80 percent of the Town's taxable values, down from 81 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 \$7.9 million in new debt in the middle of FY 2017-18, which generated a premium of more than \$1.3 million. This premium will be used to offset future borrowing needs. Payments for the 2018 bond are included in the budget beginning in FY 2018-19. The new bond payment is partially offset by savings on payments on older bond funds, which decrease each year. The Town's outstanding general obligation debt at the end of FY 2018-19 will be \$27,022,000, equivalent to half of one percent of the Town's total taxable values, well under the State limit of 10 percent. The Town's general obligation debt includes the Water and Sewer improvements, which are supported by transfers from the Water and Sewer fund.

WATER AND SEWER FUND

The total Water and Sewer budget for the coming fiscal year totals \$8,601,190, an increase of \$477,430 or 5.9 percent. The main drivers of this increase are an increase in transfers to the Debt Service Fund to cover the new debt issuance for capital improvements and market and merit increases for personnel, partially offset by an adjustment to decrease the sewer treatment budget based on actual 2017-18 costs. Water and sewer rates will increase in 2018-19 to reflect the results of a rate study that recommended graduated increases in water and sewer consumption fees, a restructuring of the tiered rate structure, and an increase in the amount of revenue coming from fixed charges in order to conform with industry best practices.

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

	FY 2017-2018 Actual	FY 2018-2019 Adopted	Net Change	
Average Residential Equalization Assessment ¹	\$ 697,030	\$ 727,698	\$ 30,668	
Tax Bill	\$ 1,568	\$ 1,637	\$ 69	4.4%
Proposed Tax Rate	22.50 Cents	22.50 Cents	00.00 Cents	
Annual Water and Sewer Charges assumed at 12K gallons per qtr	\$ 591.36	\$ 645.80	\$ 54.44	9.2%

¹ Source: Fairfax County's 2017 Town of Vienna Assessment Reports.

STORMWATER FUND

Established five years ago, the Stormwater Fund accounts for funds Fairfax County collects from Town residents. Fairfax County currently collects \$0.0325 per \$100 of assessed value from homeowners to comply with state stormwater requirements. The Town receives a portion of these funds each year, and we partner with Fairfax County on stormwater projects that directly impact the Town. The Stormwater Fund mainly pays for engineering staff and portions of projects that are jointly funded with the county and state. The budget for FY 2018-19 decreased by \$18,830 or 4.9 percent to account for expected distribution from the county and the smaller portion of project costs to be borne by the Town. Additionally, one headcount was added at the maintenance worker level funded by stormwater fees.

CAPITAL IMPROVEMENT PROJECT FUND

The Town has included in this budget its financial projections for the capital fund. Within the capital improvement fund, projects are forecast through 2034 with planned expenditures and funding streams included. The addition of an Unmet Needs report allows for future prioritization and planning.

SUMMARY

The Town continues to see modest growth in property values due to ongoing residential re-building activity and construction of the first MAC projects, transforming businesses on Maple Avenue. Church Street development continues, and the Town anticipates developing public parking in the corridor to enhance business growth. Meals and Lodging Tax revenues and General Fund revenues have grown in the past year, indicating a continuing positive growth in the local economy.

Adopted Budget Message

July 1, 2018

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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 consistently earned the Town AAA bond ratings, which were most recently reaffirmed in 2018. Town departments met the requested 0 percent increase in most cases. The Budget Committee, with the assistance of several subcommittees, provided valuable insight and ideas regarding budgetary and operational changes that could be made without jeopardizing the quality of Town services. The Operation's Unmet Needs list is in its fifth year of use and is proving to be a valuable tool for both internal management and Council planning. The list includes departmental and Town needs that are unfunded. It is utilized by Council and management for ease of focus and prioritization. All of these in combination have been instrumental in our team's ability to present an adopted budget that, we believe, will successfully allow the Town to continue quality services to residents and businesses while maintaining Vienna's healthy finances and excellent credit ratings.

Respectfully submitted,



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, 2017

Christopher P. Morill

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, 2017. 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.

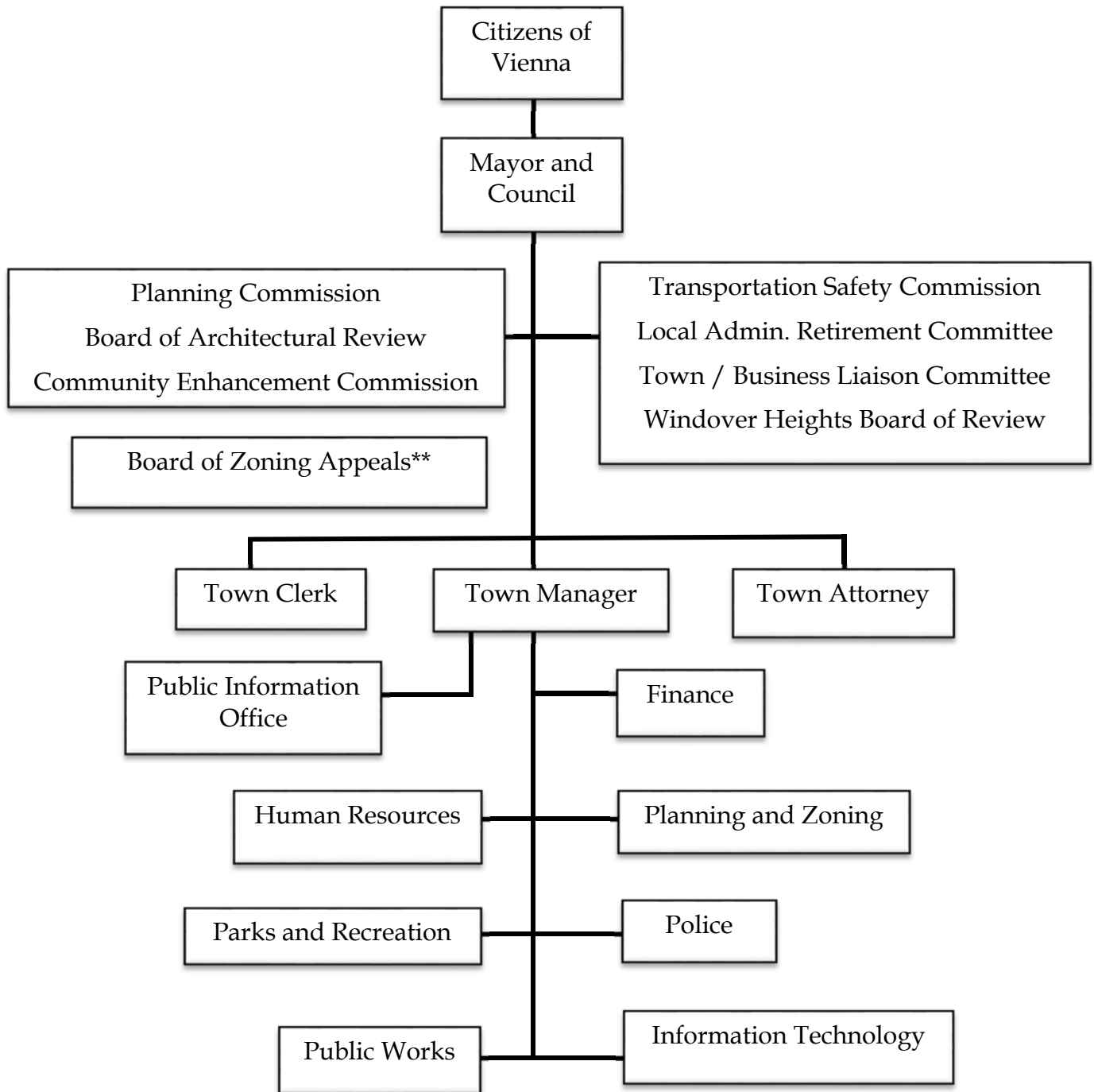
The award is valid for a period of one year only. We believe our current budget continues to conform to the program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

PROFILE

COMMUNITY PROFILE

DATE OF INCORPORATION	1890
FORM OF GOVERNMENT	COUNCIL-MANAGER
POPULATION	16,468
NUMBER OF REGISTERED VOTERS	11,742
TOTAL HOUSEHOLDS	5,528
PERCENT FAMILIES	76.2%
AVERAGE HOUSEHOLD SIZE	2.45 PERSONS
AVERAGE FAMILY SIZE	2.89
MEDIAN HOUSEHOLD INCOME	\$143,276
MEDIAN FAMILY INCOME	\$158,615
MEAN HOUSEHOLD INCOME	\$183,203
PER CAPITA INCOME	\$62,824
BOND RATING (GENERAL OBLIGATION BONDS)	AAA
	(STANDARD & POOR'S AND MOODY'S)
MILES OF ROADWAY	63.99
NUMBER OF PARKS	10
ACRES OF PARKS AND PARKLAND	156.62
NUMBER OF BUILDING PERMITS (2017)	454
NUMBER OF DOG LICENSES	1,655
WATER CUSTOMERS	
IN TOWN	5,600
OUT OF TOWN	3,600

 ORGANIZATIONAL CHART

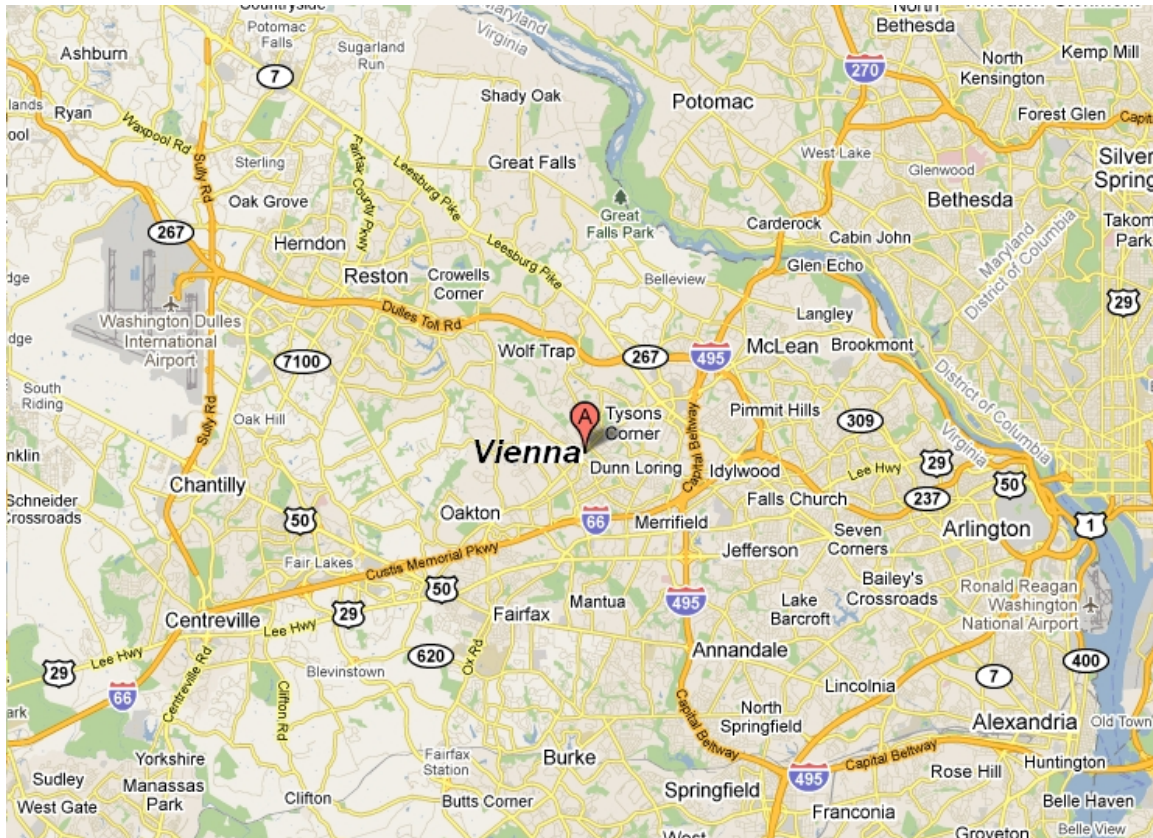


**The Board of Zoning Appeals is a quasi-judicial body whose members are appointed by the Fairfax County Circuit Court.

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 techniques increased

PROFILE

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 1890; and the Episcopal Church in 1896. The original location of Vienna's oldest

PROFILE

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 L. Bloch

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 recognized by multiple sources over the past few years. Northern Virginia included the Town in its list of the 24 most sought after neighborhoods while the National Council for Home Safety and Security ranked Vienna as the 2nd Safest City in Virginia. Zippia included Vienna in its list of Hardest Working Places in Virginia, while the League of American Bicyclists recognized Vienna as a Bicycle Friendly town in 2016. In 2015, Vienna was ranked as one of the Best Cities for Young Families.

The Government Finance Officers Association (GFOA) awarded Vienna with the Distinguished Budget Presentation Award for the 24th year in a row. The Town

PROFILE

also received Fairfax County's 2016 Environmental Excellence Award and is a National Wildlife Federation Certified Community Wildlife Habitat.

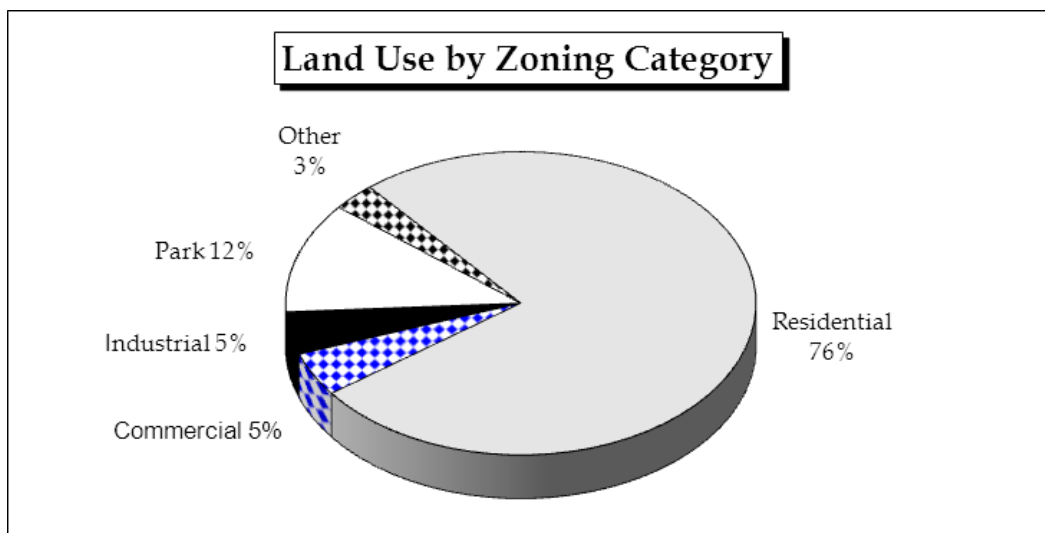
LAND USE

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)

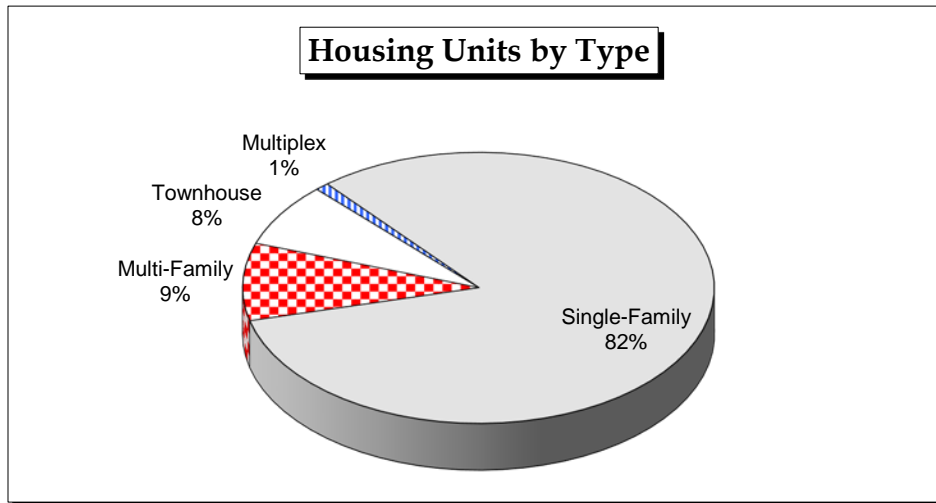
4.409

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



PROFILE

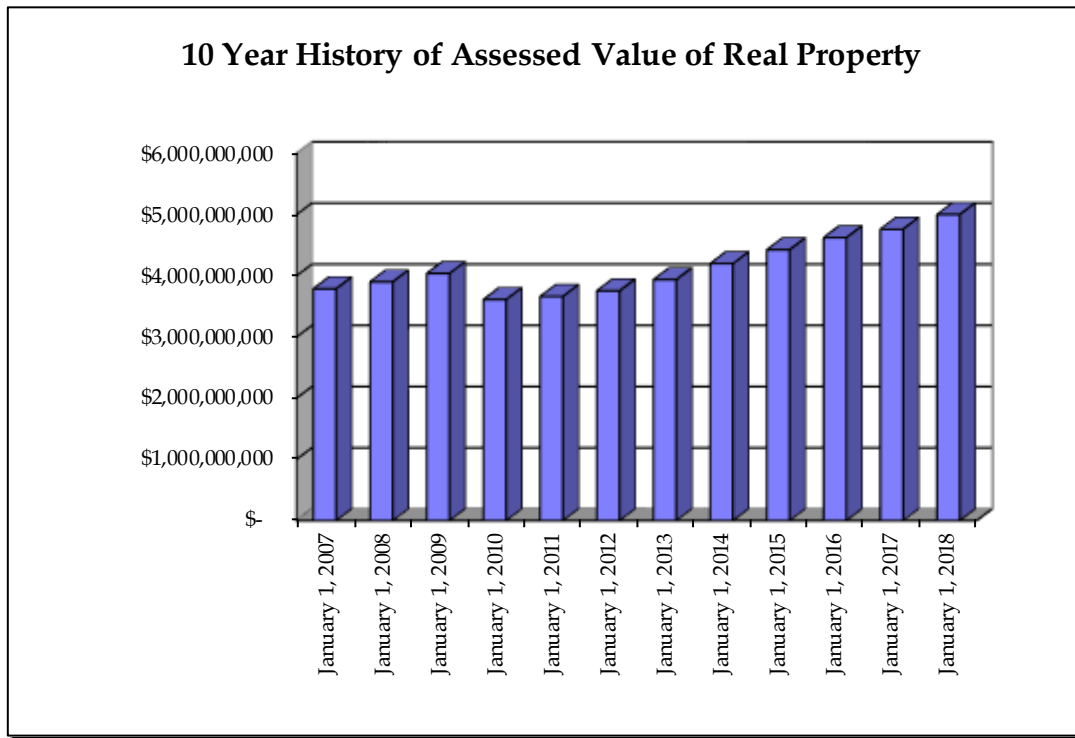
Type	Number of Units
Single Family	4,626
Multi-Family	521
Townhouse	429
Multiplex	53



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	4,763,472,880
January 1, 2018	5,003,776,930

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.

PROFILE

Owner	2016 Assessed Valuation	Percentage of Total Assessed Valuation
Navy Federal Credit Union	\$ 146,608,470	3.17%
GI TC 801 Follin Lane	84,284,500	1.82%
Vienna Park LLC	38,338,540	0.83%
Maple Avenue Shopping	31,835,080	0.69%
Vienna Shopping Center, LP	24,088,530	0.52%
Maryland Gardens Ltd. Partnership	21,859,010	0.47%
P. Daniel & Diana S. Orlich	16,888,180	0.37%
Frank Zafren & Alec Jacobson, Tr.	15,074,510	0.33%
JBG Vienna Retail Center	15,038,250	0.33%
GRI Cedar Park LLC	11,583,870	0.25%
Swart Vienna LLC	11,562,460	0.25%
BFH Danor Plaza	11,474,660	0.25%
Westwood Country Club	11,464,780	0.25%
CubSMART L P	10,310,150	0.22%
JDC Maple Avenue LLC	6,991,410	0.15%

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

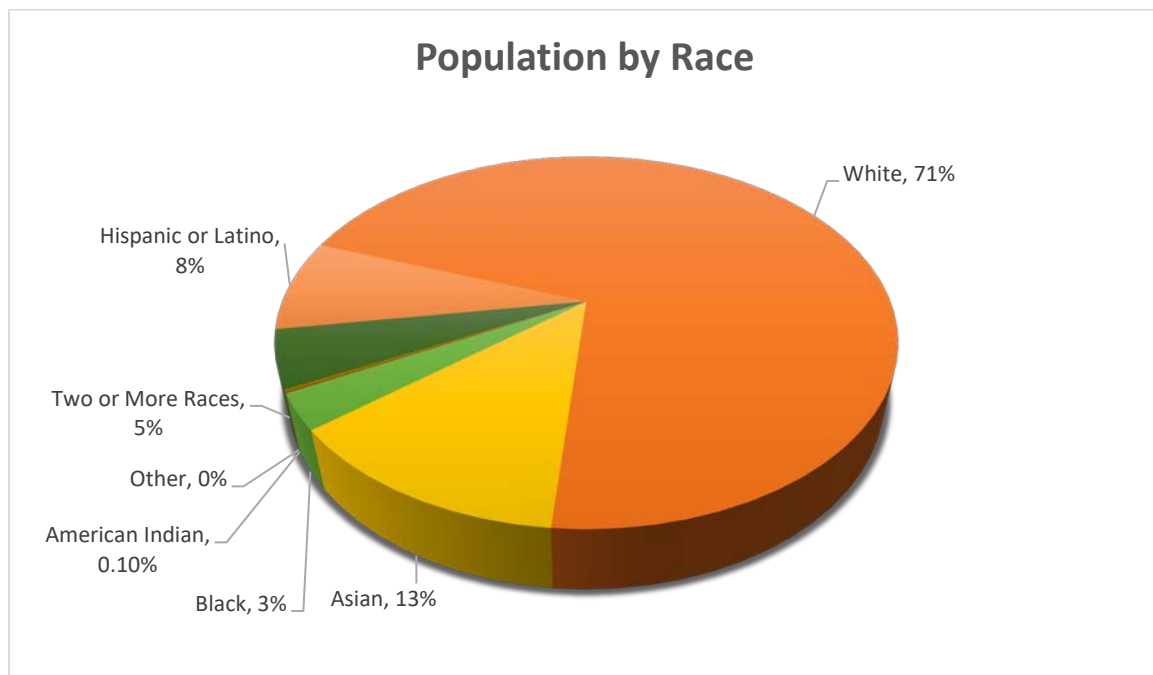
Northern Virginia, and with it, Fairfax County, has experienced dramatic growth over the past 20 plus years. The Town's population, while experiencing periods of slight decrease, has remained relatively steady by choice over the past two decades, in sharp contrast to the rapid growth in Fairfax County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

<i>Historical and Projected Growth</i>	
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
2016	16,378
2025	16,906

SOURCE: 2016 AMERICAN COMMUNITY SURVEY

<i>Population by Race</i>	Percent
White	71%
Asian	13%
Black	3%
American Indian	.1%
Other	0%
Two or more races	5%
Hispanic or Latino	8%

PROFILE



SOURCE: 2016 AMERICAN COMMUNITY SURVEY

<i>Distribution by Age</i>	
Age (yrs.)	Number
0-9	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

Over the past several years, staffing level increases for the Town have been slight. For the current fiscal year, one temporary full-time position was eliminated, three full-time and one half-time positions were added. The net increase of two and a half positions to the staff will increase production of the existing crews and aid in increasing the quality of services provided. The new positions that were created are: full-time Transportation Engineer and Maintenance Worker in Public Works; a part-time Administrative position in the Water and Sewer Department and a full-time Maintenance Worker in the Stormwater Department.

PROFILE

Comparison of Personnel by Department				
Department	Division	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
<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	5.00	4.00	4.00
	Administration	3.625	4.00	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		14.25	13.63	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	8.00	7.00	8.00
	Street Maintenance	14.00	14.00	13.00
	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	17.00
Subtotal		57.00	56.00	57.00
<i>Parks and Recreation</i>	Administration	5.00	6.00	6.00
	Parks Maintenance	10.00	10.00	10.00
	Community Center Operations	4.00	4.00	4.00
	Teen Center	2.00	2.00	2.00
Subtotal		21.00	22.00	22.00

PROFILE

Department	Division	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
<i>Planning and Zoning</i>	Planning and Zoning	7.00	8.00	8.00
Subtotal		7.00	8.00	8.00
	GENERAL FUND TOTAL	163.75	164.13	165.13
<i>Water and Sewer</i>	Water Operations	7.00	7.00	7.50
	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	20.50
<i>Stormwater</i>	Stormwater Administration	1.00	1.00	2.00
	STORMWATER TOTAL	1.00	1.00	2.00
	GRAND TOTAL	184.75	185.13	187.13

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

THE VIENNA WAY

PREAMBLE

The Town of Vienna is a small, yet dynamic, organization of highly efficient members. Together, our work team relentlessly pursues the highest standards of performance, sealing our reputation with our core values. We call this *The Vienna Way*.

We balance the need for change, while preserving our traditions and small town character.

CORE VALUES**ETHICS**

Doing what is right, with integrity

PROFESSIONALISM

Each of us conducting our business in a manner that meets high industry and quality standards

EXCELLENCE

A relentless mindset to excel at what we do

COMPASSION

Concern, kindness, consideration and care for those around us

RESPECT

Showing esteem and appreciation for other persons or entities

BUDGETARY AND FINANCIAL SYSTEMS

BUDGET AND FINANCIAL SYSTEMS

CALENDAR

FY 18-19 BUDGET PREPARATION SCHEDULE	
ACTIVITY	DATE
Budget Calendar Distributed to Town Council	October 23, 2017
Distribution of Budget Preparation Packet - All Departments	December 4, 2017
Community Donations & Civic Input Response Deadline	December 8, 2017
Mid-Year Budget Review by Town Council	January 22, 2018
Budget Requests Submitted to Finance	January 22, 2018
Department Heads meet with Budget Committee	Week of February 7, 2018
Department Heads meet with Town Manager	Week of February 20, 2018
Distribution of Proposed Budget to Town Council	March 7, 2018
Budget Work Sessions - Town Council	March 17 and 29, April 16, 2018
Public Hearing on Proposed Budget Public Hearing on the Proposed Water and Sewer Rates	April 9, 2018
Public Hearing on Proposed Tax Rate	April 23, 2018
Adoption of Budget - Town Council	May 7, 2018

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.

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.

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. The Town has one Proprietary Fund - 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.

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. The Town

BUDGET AND FINANCIAL SYSTEMS

uses Trust Funds to account for a closed local pension plan and an ongoing law enforcement officer pension plans. These plans are not budgeted.

BASIS OF BUDGETING

The budgets for the General, Debt Service and Stormwater 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. 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, 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 unassigned fund balance reserve equal to 15 percent of subsequent year budgeted 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 18-19 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 FY18. The adopted budget includes some additional expenses.
- Incorporate an 18% increase in Health Care expenses for the Town and employees for employees on Local Choice Anthem plan.
- Net two positions were added as follows: Maintenance Worker and Transportation Planner (50% capitalized) added to DPW; Pavement Supervisor position eliminated from DPW; Maintenance Worker added to Stormwater, funded by Stormwater fees; and half-time administrative assistant added to Water and Sewer funds, funded by Water and Sewer fees.
- All permanent employees received a 2.2% market adjustment and those employees eligible for performance reviews received 1.3% merit if expectations were met. Twenty-seven police positions received a 3.7%

BUDGET AND FINANCIAL SYSTEMS

- market adjustment instead of a 2.2% market adjustment to meet market hiring pressures.
- Property assessments to increase an overall 5%.
 - Water and sewer rate study results incorporated, resulting in increases to bring service charges to 10% of total revenue plus a 3.5% increase in water fees and a 10% increase in sewer fees.

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.

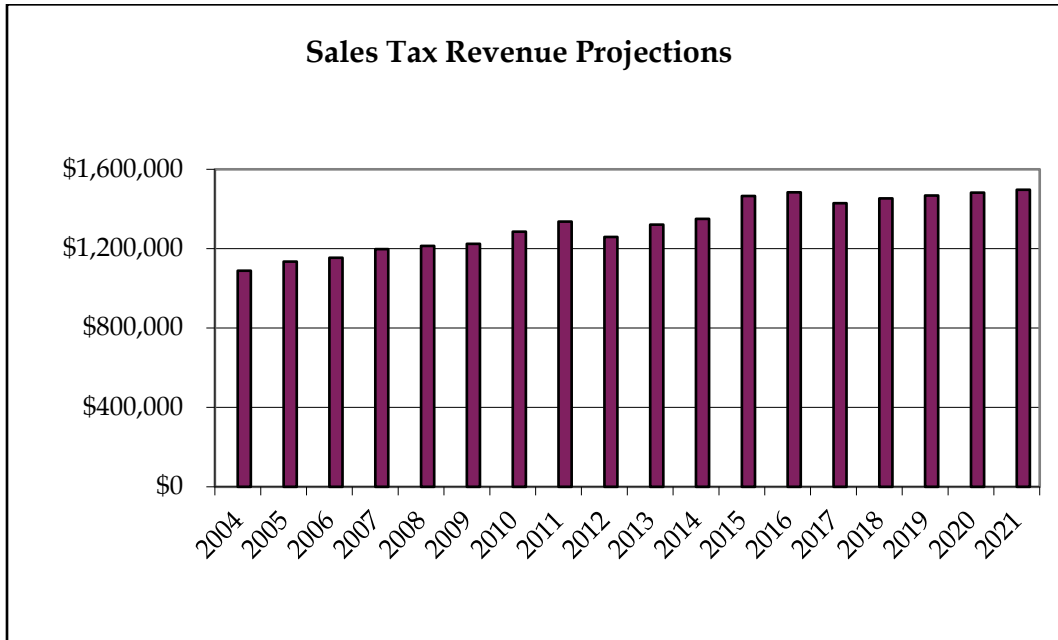
GENERAL FUND REVENUE PROJECTIONS

Real Estate Taxes are the largest source of revenue for the Town. Vienna has been fortunate in experiencing steady growth in real estate values over the last eight years. In 2018, the average residential assessments increased by 4.53% over 2017 while the average commercial assessment increased by 7.3%. Building permit data for residential and commercial projects for both renovations and tear downs allow us to project that residential assessments will continue to increase. Additionally, commercial re-development is starting with the approval of the first two Maple Avenue Corridor (MAC) development projects starting construction in 2018-19.

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

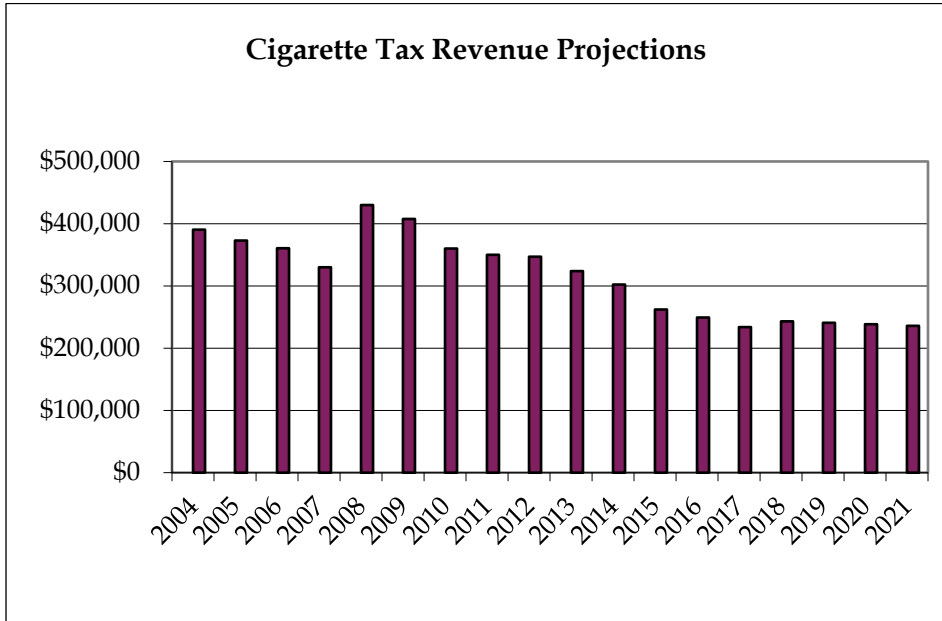
BUDGET AND FINANCIAL SYSTEMS

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.

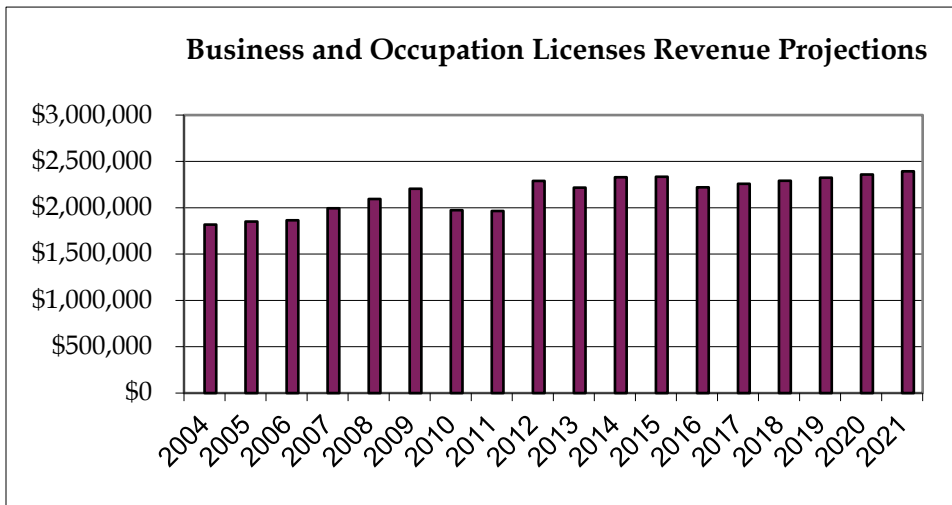


The Town of Vienna is part of the Northern Virginia Cigarette Tax Board, a consortium of 14 area jurisdictions formed for the purpose of collecting and disseminating cigarette tax revenues. Overall, historical pack sales have declined in both Vienna and the Northern Virginia area, which is reflected in a commensurate decrease in revenues.

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.



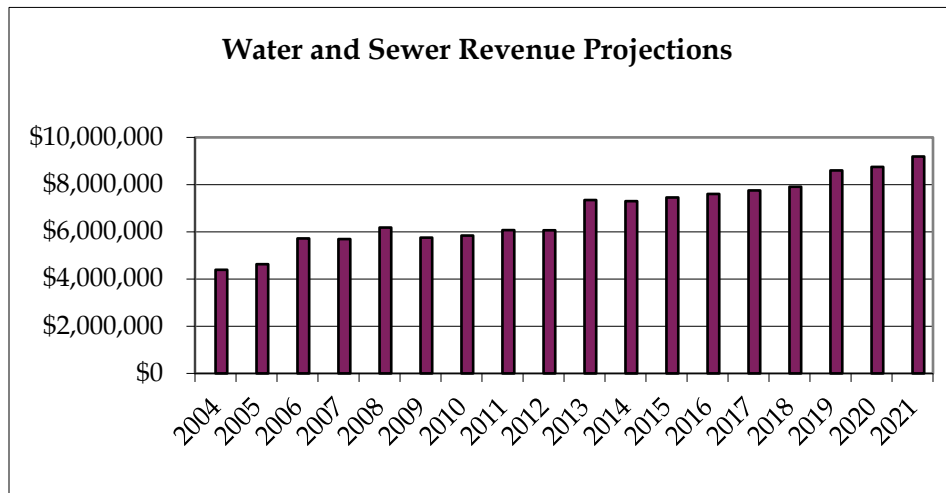
BUDGET AND FINANCIAL SYSTEMS

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.

A water and sewer rate study was conducted FY18 and approved during the FY18-19 budget process. Several key factors were noted for the adjustment: 1) water and sewer systems must each be financially self-supporting, 2) the system should maintain reserves to provide for contingencies and unplanned expenses, 3) water and sewer rates should be kept as low as possible over time.

The environmental impact on sewer treatment costs, and to a lesser degree 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 an increase in total water revenues due to increased water demand while a rainy year can have the opposite effect.

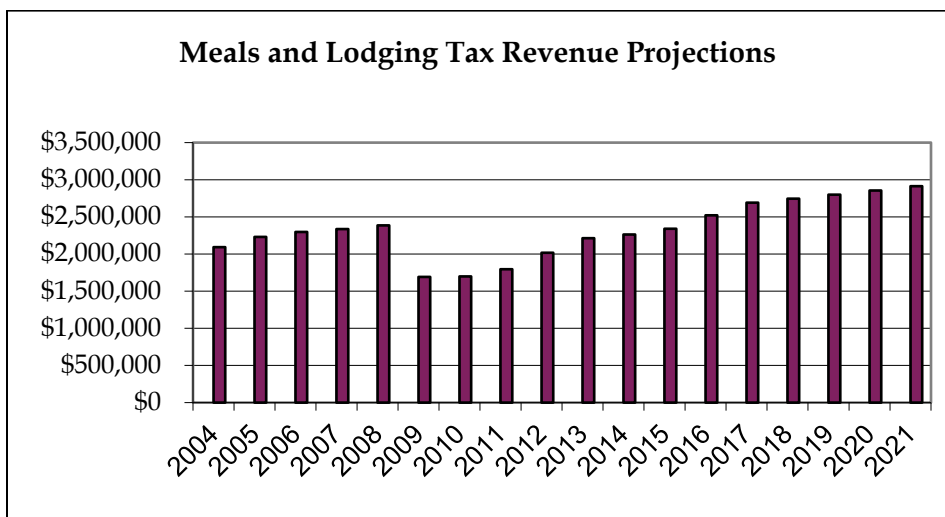


The Town's capital improvement program is funded through the collection of a meals and lodging tax. Collections have experienced a steady growth rate since its implementation in January 1990. The Town has seen an increase in both the

BUDGET AND FINANCIAL SYSTEMS

number of restaurants locating within the Town as well as increases in overall sales. Last year, eight new restaurants and 142 new businesses opened.

Historical revenue data from the comprehensive annual reports show a five year historical high of 8% and low of 2%. The nine-year average is a revenue increase (excluding a downturn from the recession in 2009) of 6% and the last 5 years average is 5% 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.



DEBT SERVICE FUND HISTORY

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

BUDGET AND FINANCIAL SYSTEMS

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 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.

General obligation debt totaling \$7,900,000 was issued in February, 2018 for a 15 year term at an average annual interest rate of 2.45%. New debt proceeds will be used primarily for improvements to public buildings and water and sewer infrastructure. Other projects include sidewalk and parks and recreational facility improvements.

BUDGET AND FINANCIAL SYSTEMS

Analysis of Outstanding Debt Balances Only						
Issue	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	As of 6/30/19
2006	\$2,310,000	\$1,980,000	\$1,650,000	\$1,320,000	\$990,000	\$660,000
2010	\$3,985,000	\$3,650,000	\$3,315,000	\$2,980,000	\$2,645,000	\$2,310,000
2012	\$5,885,000	\$5,460,000	\$5,040,000	\$4,620,000	\$4,200,000	\$3,780,000
2014	\$7,553,000	\$6,773,000	\$6,003,000	\$5,244,000	\$4,807,000	\$4,370,000
2016	\$0	\$0	\$6,180,000	\$5,765,000	\$5,350,000	\$4,935,000
2018	\$0	\$0	\$0	\$0	\$7,900,000	\$7,375,000
Total	\$20,053,000	\$17,863,000	\$22,188,000	\$19,929,000	\$25,892,000	\$23,430,000

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 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

Debt Service Payments in FY 18-19				
Issue	Fund	Principal	Interest	Total
06 Bonds	Debt Service	\$297,000	\$34,571	\$331,571
	Water & Sewer	\$33,000	\$3,841	\$36,841
10 Bonds	Debt Service	\$275,705	\$85,769	\$361,474
	Water & Sewer	\$59,295	\$18,446	\$77,741
12 Bonds	Debt Service	\$316,680	\$68,086	\$384,766
	Water & Sewer	\$103,320	\$22,214	\$125,534
14 Bonds	Debt Service	\$403,351	\$99,386	\$502,737
	Water & Sewer	\$33,649	\$8,291	\$41,940
16 Bonds	Debt Service	\$372,255	\$150,382	\$522,637
	Water & Sewer	\$42,745	\$17,268	\$60,013
18 Bonds	Debt Service	\$225,750	\$151,467	\$377,217
	Water & Sewer	\$299,250	\$200,783	\$500,033
Total		\$2,462,000	\$860,504	\$3,322,504

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, 2018 is as follows:

Assessed Value of Real Property, January 1, 2017:	\$4,763,472,880
Debt Limit: Ten Percent (10%) of Assessed Value:	\$476,347,288
Amount of Debt Applicable to Debt Limit:	
General Obligation Bonds:	<u>\$25,892,000</u>
Total amount of Debt applicable to Debt Limitation:	<u>\$25,892,000</u>
Legal Debt Margin:	<u>\$450,455,288</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 18-19 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 17-18 and FY 18-19 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, which was increased to 15% in FY 17-18, as it has been exceeding 10% and management felt a higher goal was warranted. These funds are unassigned, but during the first quarter of the following fiscal year, amounts in excess of this standard may be appropriated by the Town Council to fund previously deferred or newly identified capital needs.

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

BUDGET AND FINANCIAL SYSTEMS

Town's 2010 general obligation bonds were also rated AAA by Standard & Poor's. This was reaffirmed for the 2012, 2015 and 2018 ratings as well by both Moody's and Standard and Poor's.

In 2018 the Town issued \$7.9 million in General Obligation bonds for various public projects. Due to the Town's strong bond ratings, these bonds were issued at a net interest rate of 2.45%

Fund Balance Summary General Fund					
	<i>FY 14-15 Actual</i>	<i>FY 15-16 Actual</i>	<i>FY 16-17 Actual</i>	<i>FY 17-18 Adopted</i>	<i>FY 18-19 Adopted</i>
Beginning Fund Balance	\$8,382,681	\$9,186,445	\$8,158,336	\$8,265,852	\$7,608,336
Revenues	\$23,277,717	\$24,099,810	\$23,554,578	\$23,591,310	\$24,913,090
Expenditures	\$22,473,953	\$25,127,919	\$23,447,062	\$24,207,310	\$25,463,090
Revenues Less Expenditures	\$803,764	(\$1,028,109)	\$107,516	(\$616,000)	(\$550,000)
Ending Fund Balance	\$9,186,445	\$8,158,336	\$8,265,852	\$7,649,852	\$7,099,852

Historical Data General Fund Reserve Balances		
<i>Year Ending June 30</i>	<i>Ending Balance Revenue Collection</i>	<i>Unassigned Fund Reserves</i>
2017	\$23,554,578	\$4,469,240
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

BUDGET AND FINANCIAL SYSTEMS

Fund Balance Summary Water and Sewer Fund					
	<i>FY 14-15 Actual</i>	<i>FY 15-16 Actual</i>	<i>FY 16-17 Actual</i>	<i>FY 17-18 Adopted</i>	<i>FY 18-19 Adopted</i>
Beginning Retained Earnings	\$6,701,057	\$8,765,336	\$9,371,855	\$9,894,127	\$9,894,127
Operating Income and Transfers	\$8,945,838	\$6,686,969	\$8,889,651	\$8,123,760	\$8,601,190
Operating Expenses and Transfers	\$6,881,559	\$7,293,488	\$8,367,379	\$8,123,760	\$8,601,190
Net Income (Loss)	\$2,064,279	\$606,519	\$522,272	\$0	\$0
Ending Retained Earnings	\$8,765,336	\$9,371,855	\$9,894,127	\$9,894,127	\$9,894,127

Water and Sewer Fund Reserve Balances		
<i>Year Ending June 30</i>	<i>Ending Balance Revenue Collection</i>	<i>Retained Earnings Balance</i>
2017	\$8,889,651	\$9,894,127
2016	\$7,896,547	\$9,371,855
2015	\$8,945,838	\$8,765,336
2014	\$7,681,756	\$6,701,057
2013	\$7,433,695	\$7,470,330

BUDGET AND FINANCIAL SYSTEMS

Fund Balance Summary Debt Service Fund					
	<i>FY 14-15 Actual</i>	<i>FY 15-16 Actual</i>	<i>FY 16-17 Actual</i>	<i>FY 17-18 Adopted</i>	<i>FY 17-18 Adopted</i>
Beginning Balance	\$4,928,551	\$4,922,622	\$6,348,055	\$6,696,150	\$6,696,150
Revenues and Transfers	\$2,696,844	\$4,401,245	\$3,711,405	\$3,623,560	\$4,223,290
Expenditures	\$2,702,773	\$2,975,812	3,363,310	\$3,623,560	\$4,223,290
Revenues Less Expenditures	(\$5,929)	\$1,425,433	\$348,095	\$0	\$0
Ending Fund Balance	\$4,922,622	\$6,348,055	\$6,696,150	\$6,696,150	\$6,696,150

Historical Data Debt Service Fund Reserve Balances		
<i>Year Ending June 30</i>	<i>Ending Balance Revenue Collection</i>	<i>Assigned Fund Balance</i>
2017	\$3,711,405	\$6,696,150
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

BUDGET IN BRIEF

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

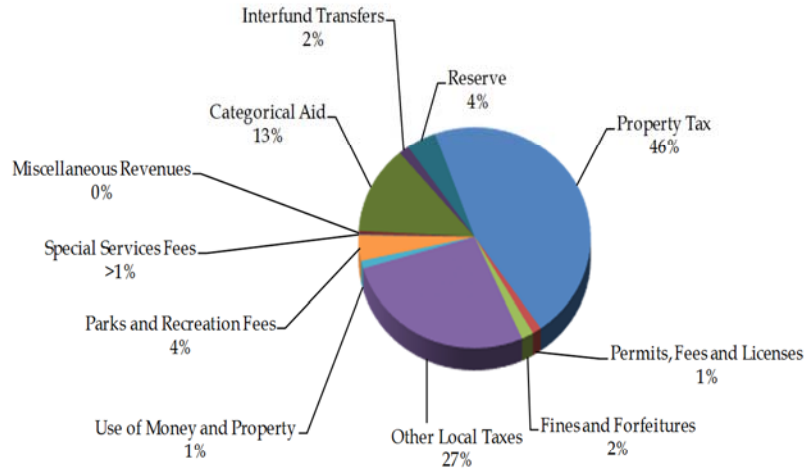
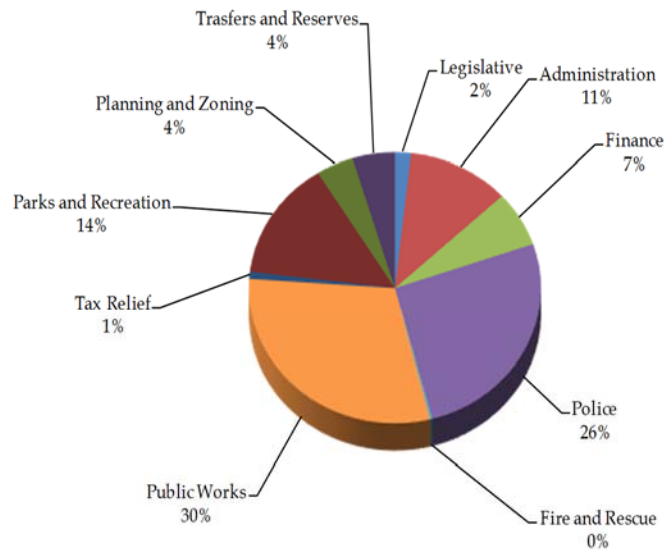
- General Fund
- Debt Service Fund
- Water and Sewer Fund
- Stormwater Fund

BUDGET IN BRIEF

Revenues	Actuals FY 16-17	Adopted FY 17-18	Adj. Budget FY 17-18	Est. Actuals FY 17-18	Adopted FY 18-19	Net Change
Property Tax (FY 18-19: Adopted \$.2250 per \$100 of assessed valuation)	10,583,299	10,840,000	10,840,000	10,958,538	11,396,490	556,490
Other Local Taxes	6,552,407	6,681,000	6,681,000	6,762,834	6,730,000	49,000
Permits, Fees and Licenses	223,839	242,200	242,200	282,761	314,000	71,800
Fines and Forfeitures	394,029	409,000	409,000	415,447	417,000	8,000
Use of Money and Property	126,870	152,000	152,000	184,740	279,500	127,500
Parks and Recreation Fees	501,214	735,000	741,370	762,876	934,600	199,600
Special Services Fees	40,719	35,000	35,000	33,330	35,000	0
Miscellaneous Revenues	346,393	109,800	144,323	218,022	109,800	0
Categorical Aid	3,267,192	3,278,410	3,278,410	3,198,243	3,213,560	-64,850
Non Categorical Aid	1,134	0	0	358	0	0
Federal Revenues	99,483	85,000	85,000	130,851	85,000	0
Interfund Transfers	241,630	323,900	323,900	323,900	358,140	34,240
Use of Prior Year Reserves	0	616,000	862,160	0	550,000	-66,000
Equip. Repl. Reserve/PEG	518,000	700,000	700,000	700,000	1,040,000	340,000
TOTAL	22,896,208	24,207,310	24,494,363	23,971,900	25,463,090	1,255,780

Expenditures	Actuals FY 16-17	Adopted FY 17-18	Adj. Budget FY 17-18	Est. Actuals FY 17-18	Adopted FY 18-19	Net Change
Legislative	408,950	434,110	432,374	438,927	451,000	16,890
Administration	2,648,602	2,798,910	2,783,260	2,961,921	2,886,210	87,300
Finance	1,675,653	1,652,680	1,650,691	1,664,420	1,685,430	32,750
Police	6,403,842	6,491,140	6,501,231	6,312,336	6,652,530	161,390
Fire and Rescue	60,906	60,910	60,910	62,450	62,450	1,540
Public Works	7,038,867	7,443,890	7,314,476	7,196,171	7,636,190	192,300
Tax Relief	232,186	234,700	234,700	219,870	219,040	-15,660
Parks and Recreation	2,831,024	3,295,270	3,287,386	3,231,761	3,618,540	323,270
Planning and Zoning	835,084	964,600	961,083	1,018,066	1,056,700	92,100
Transfers and Reserves	712,705	831,100	665,347	690,514	1,195,000	363,900
TOTAL	22,847,818	24,207,310	23,891,457	23,796,436	25,463,090	1,255,780

BUDGET IN BRIEF

GENERAL FUND REVENUES**GENERAL FUND EXPENDITURES**

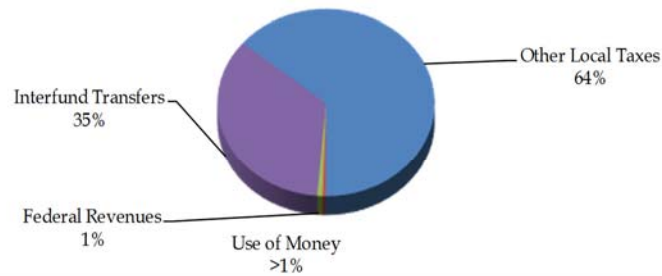
BUDGET IN BRIEF

DEBT SERVICE FUND

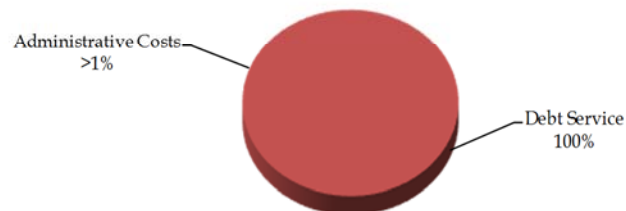
Revenues	Actuals FY 16-17	Adopted FY 17-18	Adj. Budget FY 17-18	Est. Actuals FY 17-18	Adopted FY 18-19	Net Change
Other Local Taxes	2,691,356	2,600,000	2,600,000	2,703,400	2,700,000	100,000
Use of Money	41,012	12,000	12,000	26,580	20,000	8,000
Miscellaneous Receipts	80	0	0	50	0	0
Federal Revenues	29,561	36,000	36,000	33,000	33,000	-3,000
Interfund Transfers	949,396	975,560	975,560	975,560	1,470,290	494,730
TOTAL	3,711,404	3,623,560	3,623,560	3,738,590	4,223,290	599,730

Expenditures	Actuals FY 16-17	Adopted FY 17-18	Adj. Budget FY 17-18	Est. Actuals FY 17-18	Adopted FY 18-19	Net Change
Administrative Costs	9	300	300	300	0	-300
Debt Service	3,363,301	3,623,260	3,623,260	3,544,230	4,223,290	600,030
TOTAL	3,363,311	3,623,560	3,623,560	3,544,530	4,223,290	599,730

DEBT SERVICE REVENUES



DEBT SERVICE EXPENDITURES



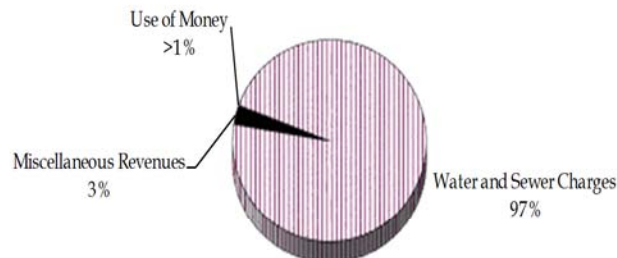
BUDGET IN BRIEF

WATER AND SEWER FUND

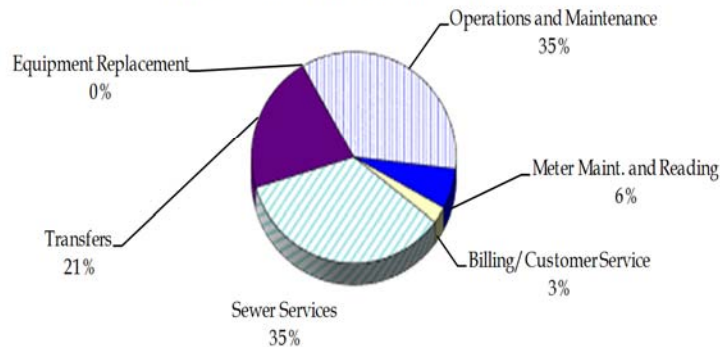
Revenues	Actuals FY 16-17	Adopted FY 17-18	Adj. Budget FY 17-18	Est. Actuals FY 17-18	Adopted FY 18-19	Net Change
Use of Money	8,997	6,000	6,000	16,273	15,000	9,000
Water and Sewer Charges	7,386,960	7,880,000	7,880,000	7,812,529	8,336,190	456,190
Miscellaneous Revenues	318,370	237,760	240,320	296,976	250,000	318,370
Interfund Transfer/Prior Yr	1,419	0	270,400	0	0	0
TOTAL	7,715,745	8,123,760	8,396,720	8,125,778	8,601,190	783,560

Expenditures	Actuals FY 16-17	Adopted FY 17-18	Adj. Budget FY 17-18	Est. Actuals FY 17-18	Adopted FY 18-19	Net Change
Water Operations	2,374,245	2,876,440	2,991,431	2,962,950	3,023,245	146,805
Meter Services & Water Qlty	581,911	552,130	621,103	556,070	528,340	-23,790
Billing/ Customer Service	199,926	235,090	241,570	246,520	218,100	-16,990
Sanitary Sewer Operations	2,392,423	3,154,220	3,174,445	3,000,499	2,995,815	-158,405
Transfers/ Reserves	1,225,801	1,302,460	1,299,460	1,302,460	1,831,430	528,970
Eqmt. Replacement/DS	3,425	3,420	3,420	3,420	4,260	840
TOTAL	6,777,731	8,123,760	8,331,430	8,071,919	8,601,190	477,430

WATER AND SEWER REVENUES



WATER AND SEWER EXPENDITURES



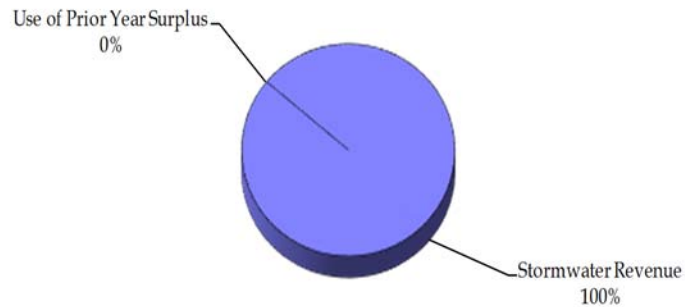
BUDGET IN BRIEF

STORMWATER FUND

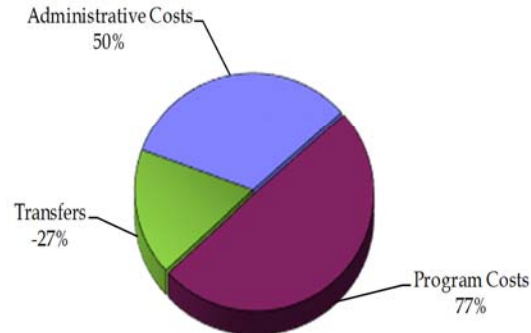
Revenues	Actuals FY 16-17	Adopted FY 17-18	Adj. Budget FY 17-18	Est. Actuals FY 17-18	Adopted FY 18-19	Net Change
Stormwater Revenue	313,172	313,170	313,170	352,600	364,000	50,830
Use of Money	2,273	0	0	0	0	0
Miscellaneous Revenues	778	0	1,930	0	0	0
Use of Prior Year Surplus	0	69,660	69,660	69,660	0	-69,660
TOTAL	316,224	382,830	384,760	422,260	364,000	-18,830

Expenditures	Actuals FY 16-17	Adopted FY 17-18	Adj. Budget FY 17-18	Est. Actuals FY 17-18	Adopted FY 18-19	Net Change
Personnel Expenses	109,788	112,730	112,730	115,300	183,570	70,840
Program Costs	253,131	325,000	294,153	357,777	277,600	-47,400
Transfers	-37,830	-54,900	-54,900	-54,900	-97,170	-42,270
TOTAL	325,090	382,830	351,983	418,177	364,000	-18,830

STORMWATER REVENUES



STORMWATER EXPENDITURES

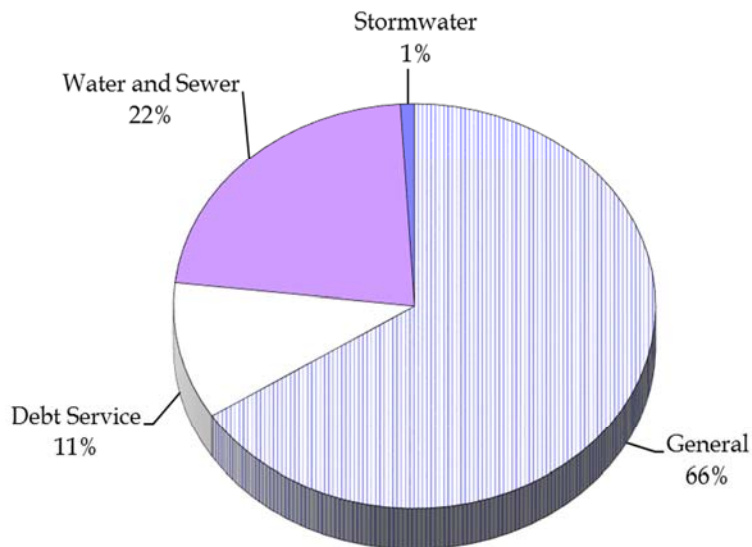


BUDGET IN BRIEF

ALL FUNDS

FUND	Actuals FY 16-17	Adopted FY 17-18	Adj. Budget FY 17-18	Est. Actuals FY 17-18	Adopted FY 18-19	Net Change
General	22,847,818	24,207,310	23,891,457	23,796,436	25,463,090	1,255,780
Debt Service	3,363,311	3,623,560	3,623,560	3,544,530	4,223,290	599,730
Water and Sewer	6,777,731	8,123,760	8,331,430	8,071,919	8,601,190	477,430
Stormwater	325,090	382,830	351,983	418,177	364,000	-18,830
TOTAL	33,313,949	36,337,460	36,198,430	35,831,061	38,651,570	2,314,110

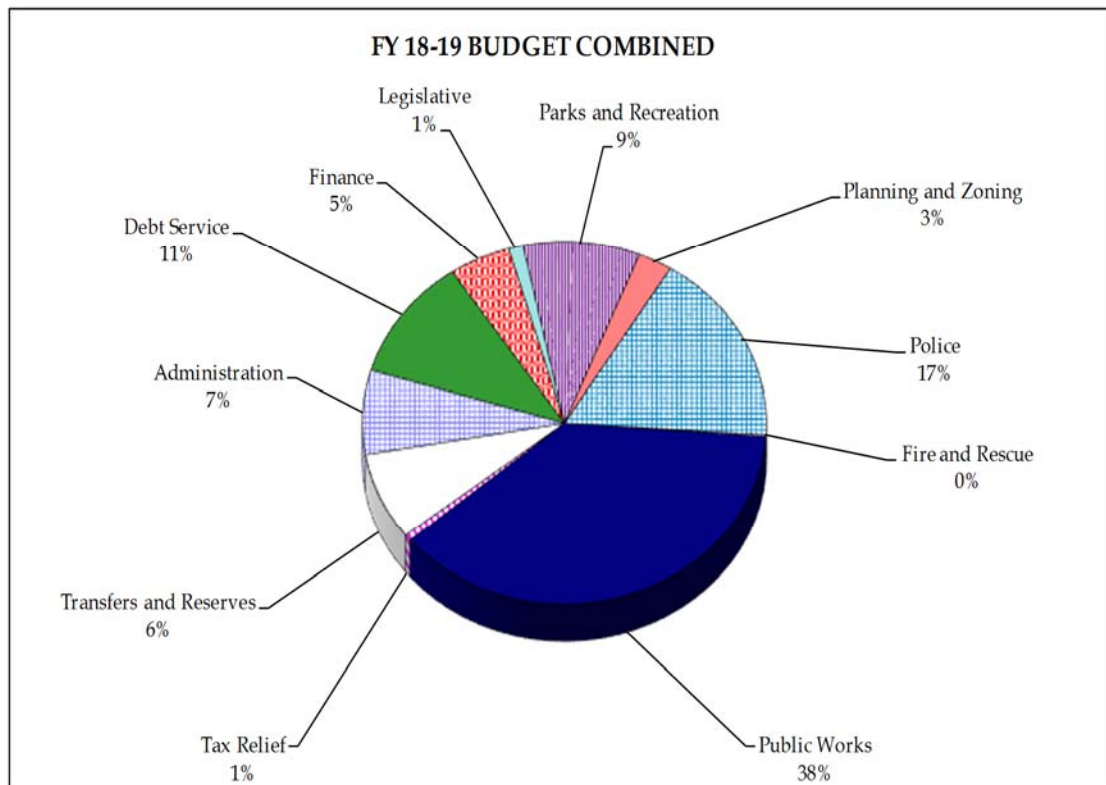
FY 18-19 BUDGET



BUDGET IN BRIEF

ALL FUNDS BY DEPARTMENT

Department	General Fund	Debt Service Fund	Water and Sewer Fund	Stormwater Fund	Grand Total
Administration	2,886,210				2,886,210
Debt Service		4,223,290			4,223,290
Finance	1,685,430		218,100		1,903,530
Legislative	451,000				451,000
Parks and Recreation	3,618,540				3,618,540
Planning and Zoning	1,056,700				1,056,700
Police	6,652,530				6,652,530
Fire and Rescue	62,450				62,450
Public Works	7,636,190		6,547,400	364,000	14,547,590
Tax Relief	219,040				219,040
Transfers and Reserves	1,195,000		1,835,690		3,030,690
TOTAL	25,463,090	4,223,290	8,601,190	364,000	38,651,570



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 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18----- BUDGET ESTIMATED		FY 18-19 ADOPTED	NET CHANGE
31121	REAL ESTATE TAXES	9,987,492	10,438,182	10,710,000	10,810,815	11,250,000	540,000
31122	PRIORYR REAL ESTATE TAXES	9,726	15,850	10,000	15,850	15,850	5,850
31125	PUBLIC SVCE CORP TAXES	89,544	94,246	92,000	96,703	98,640	6,640
31160	PENALTIES AND INTEREST	26,411	35,022	28,000	35,170	32,000	4,000
TOTAL	PROPERTY TAXES	10,113,173	10,583,299	10,840,000	10,958,538	11,396,490	556,490
31201	STATE SALES TAX	1,484,216	1,425,248	1,400,000	1,453,753	1,435,000	35,000
31202	CONSUMER UTILITY TAXES	659,320	654,778	665,000	667,873	670,000	5,000
31203	BUSINESS LICENSE TAXES	2,218,930	2,258,387	2,320,000	2,300,000	2,370,000	50,000
31205	VEHICLE LICENSE TAXES	383,469	364,648	380,000	410,000	420,000	40,000
31206	BANK STOCK TAXES	1,416,573	1,100,576	1,250,000	1,200,000	1,200,000	(50,000)
31208	TOBACCO TAXES	249,175	233,877	260,000	240,895	250,000	(10,000)
31231	LICENSEENFORCEMENTREVENUE	2,142	-	-	-	-	-
31240	FIBER-OPTIC FRANCHISE TAX	32,218	32,992	32,000	33,000	33,000	1,000
31241	TELECOMMUNICATIONS TAX	121,712	209,291	125,000	195,220	125,000	-
31242	3% PEG GRANT/MEDIA GEN	176,431	176,952	150,000	171,643	165,000	15,000
31243	UTILITY CONSUMPTION TAX	55,122	56,055	59,000	50,450	57,000	(2,000)
31285	VLF PENALTY	35,883	39,603	40,000	40,000	5,000	(35,000)
TOTAL	OTHER LOCAL TAXES	6,835,191	6,552,407	6,681,000	6,762,834	6,730,000	49,000
31301	ANIMAL LICENSE FEES	14,097	14,206	15,000	13,248	14,000	(1,000)
31307	ZONING PERMIT FEES	22,648	52,076	35,000	81,528	80,000	45,000
31308	BUILDING PERMIT FEES	120,928	64,892	75,000	112,911	100,000	25,000
31319	SIGN PERMIT FEES	8,600	5,410	7,200	11,493	10,000	2,800
31323	OCCUPANCY PERMIT FEES	47,650	69,300	75,000	38,270	75,000	-
31333	A.R.B. FEES	5,700	3,700	5,000	5,180	5,000	-
31335	STORMWATER MGT REVIEW FEE	29,384	14,255	30,000	20,131	30,000	-
TOTAL	PERMITS, FEES, LICENSES	249,008	223,839	242,200	282,761	314,000	71,800
31401	COURT FINES	321,139	357,895	375,000	371,197	380,000	5,000
31403	COURTHOUSE MTCE FEES	10,796	10,240	13,000	11,595	13,000	-
31425	E-911 FEES	19,307	25,894	21,000	32,655	24,000	-
TOTAL	FINES AND FORFEITURES	351,242	394,029	409,000	415,447	417,000	8,000
31511	DEPOSIT ACCT INTEREST	778	2,081	-	6,314	-	-
31512	LGIP ACCT INTEREST	26,961	55,098	-	61,319	-	-
31513	INVESTMENT EARNINGS	-	-	40,000	-	70,000	30,000
31515	N.R.BOND INTEREST	2,360	5,537	-	8,448	-	-
31516	SNAP INTEREST	1,205	5,866	-	4,358	-	-
31517	RESERVED INTEREST	432	1,013	-	1,729	-	-
TOTAL	USE OF MONEY	31,736	69,595	40,000	82,168	70,000	30,000
31521	CONCESSIONS & RENTALS	11,709	8,205	50,000	61,031	50,000	-
31525	WTRTANK CELL PHONE RENTAL	83,647	49,070	62,000	41,541	159,500	97,500
TOTAL	USE OF PROPERTY	95,356	57,275	112,000	102,572	209,500	97,500
TOTAL	USE OF MONEY & PROPERTY	127,092	126,870	152,000	184,740	279,500	127,500
31611	ADULT PROGRAM FEES	21,797	23,162	60,000	33,666	65,000	5,000
31612	YOUTH PROGRAM FEES	223,029	184,993	275,000	288,619	340,000	65,000
31613	CLASS PROGRAM FEES	291,337	290,830	400,000	405,091	459,600	59,600
31614	SPECIAL EVENTS	-	2,229	-	30,000	55,000	55,000
31616	THEATER TICKETS	-	-	-	5,500	15,000	15,000
TOTAL	PARK & REC FEES	536,162	501,214	735,000	762,876	934,600	199,600
31622	STREET CUT INSPECTION FEE	35,896	40,719	35,000	33,330	35,000	-
TOTAL	SPECIAL SERVICE FEE	35,896	40,719	35,000	33,330	35,000	-

TOWN OF VIENNA
ADOPTED REVENUE BUDGET BY FUND

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18----- BUDGET ESTIMATED		FY 18-19 ADOPTED	NET CHANGE
TOTAL	SERVICE CHARGES	572,058	541,933	770,000	796,206	969,600	199,600
31818	PARKS&REC PRODUCT SALES	-	250	-	59	-	-
31832	FEDERAL ASSET FORFEITURES	18,658	4,135	-	-	-	-
31833	RECYCLING REVENUE	7,809	4,492	-	7,321	-	-
31834	RESERVED SALE PROCEEDS	76,606	118,763	70,000	105,193	70,000	-
31835	FAIRFAX CO. CONTRIBUTION	32,300	32,300	32,300	32,300	32,300	-
31838	TEEN CENTER SALES	-	72	2,500	1,142	2,500	-
31840	DONATIONS	452,842	44,178	-	22,190	-	-
31841	FRIENDS OF VTG DONATIONS	5,100	5,500	-	-	-	-
31842	DONATIONS-SEEMAN MEMORIAL	(1,301)	-	-	-	-	-
31843	DONATIONS - EVENING IN WHITE	17,650	-	-	-	-	-
31845	VIRGINIA ASSET FORF FUNDS	86,396	22,620	5,000	25,053	5,000	-
31851	ALLEY VACATION FEES	3,675	200	-	-	-	-
31852	PROCEEDS -SALE OF ALLEY	-	-	-	-	-	-
31898	GO LOCAL FEES	2,100	225	-	-	-	-
31899	MISCELLANEOUS RECEIPTS	9,522	76,016	-	2,515	-	-
TOTAL	MISCELLANEOUS REVENUES	711,356	308,751	109,800	195,773	109,800	-
TOTAL	LOCAL REVENUES	18,959,119	18,731,128	19,204,000	19,596,299	20,216,390	1,012,390
32207	ROLLING STOCK TAX	60	1,134	-	358	-	-
TOTAL	NON-CATEGORICAL AID	60	1,134	-	358	-	-
32230	COMM. SALES & USE TAX	1,033,059	1,007,669	1,020,000	984,492	1,000,000	(20,000)
32410	POLICE SUPPORT (HB599)	376,084	388,192	388,000	388,192	388,000	-
32411	H.I.D.T.A GRANT (POLICE)	1,875	7,500	7,500	7,500	7,500	-
32412	VML SAFETY GRANT	-	-	-	-	-	-
32420	STATE FIRE PROGRAM	49,718	50,906	50,910	52,450	52,450	1,540
32430	VDOT STREET MTCE SUPPORT	1,814,732	1,812,925	1,812,000	1,765,609	1,765,610	(46,390)
32440	ICAC REIMBURSEMENT	-	-	-	-	-	-
TOTAL	CATEGORICAL AID	3,275,468	3,267,192	3,278,410	3,198,243	3,213,560	(64,850)
TOTAL	STATE REVENUES	3,275,528	3,268,326	3,278,410	3,198,601	3,213,560	(64,850)
33310	GANG TASK FORCE GRANT	86,196	66,312	65,000	83,651	65,000	-
33321	TRAFFICENFORCEGRANT2010	16,557	18,962	5,000	19,327	5,000	-
33322	TRAFFIC ENFORCE GRANT '11	25,898	14,209	15,000	27,873	15,000	-
TOTAL	FEDERAL REVENUES	128,651	99,483	85,000	130,851	85,000	-
34101	POLICE OVRTIME REIMBURSE	13,315	33,379	-	21,323	-	-
34102	MISC REIMBURSEMENTS	123,195	4,263	-	926	-	-
TOTAL	REIMBURSEMENTS	136,510	37,642	-	22,249	-	-
34150	CAPITAL LEASE PROCEEDS	700,000	518,000	700,000	700,000	890,000	190,000
TOTAL	DEBT ISSUE PROCEEDS	700,000	518,000	700,000	700,000	890,000	190,000
34510	TRANSFER FROM W&S FUND	900,000	900,000	950,000	950,000	980,000	30,000
34511	TRANSFER FM/TO DEBT SERVICE	(1,530,523)	(658,370)	(626,100)	(626,100)	(621,860)	4,240
TOTAL	INTERFUND TRANSFERS	(630,523)	241,630	323,900	323,900	358,140	34,240
34901	USE OF PRIOR YEAR SURPLUS	44,590	-	616,000	-	550,000	(66,000)
34902	CARRY-FORWARD RESERVES	-	-	-	-	-	-
34904	P.Y. ENCUMBRANCE RESERVE	-	-	-	-	150,000	150,000
34906	APPROP OF PEG RESERVES	-	-	-	-	-	-
TOTAL	GENERAL FUND	22,613,876	22,896,208	24,207,310	23,971,900	25,463,090	1,255,780

TOWN OF VIENNA
ADOPTED REVENUE BUDGET BY FUND

FUND: 400 -- DEBT SERVICE FUND

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18----- BUDGET ESTIMATED		FY 18-19 ADOPTED	NET CHANGE
31210	MEALS AND LODGING TAX	2,520,856	2,691,356	2,600,000	2,703,400	2,700,000	100,000
TOTAL	OTHER LOCAL REVENUES	2,520,856	2,691,356	2,600,000	2,703,400	2,700,000	100,000
31511	DEPOSIT ACCT INTEREST	2	-	-	-	-	-
31512	LGIP ACCT INTEREST	14,158	41,012	12,000	26,580	20,000	8,000
TOTAL	USE OF MONEY	14,159	41,012	12,000	26,580	20,000	8,000
31899	MISCELLANEOUS RECEIPTS	120	80	-	50	-	-
TOTAL	MISCELLANEOUS REVENUE	120	80	-	50	-	-
TOTAL	LOCAL REVENUES	2,535,135	2,732,447	2,612,000	2,730,030	2,720,000	108,000
33360	BUILDAMERICABONDSREBATE	32,541	29,561	36,000	33,000	33,000	(3,000)
TOTAL	FEDERAL REVENUE	32,541	29,561	36,000	33,000	33,000	(3,000)
34510	TRANSFER FROM W&S FUND	303,045	291,026	349,460	349,460	848,430	498,970
34520	TRANSFER FROM/TO GEN FUND	1,530,523	658,370	626,100	626,100	621,860	(4,240)
TOTAL	INTERFUND TRANSFERS	1,833,567	949,396	975,560	975,560	1,470,290	494,730
TOTAL	DEBT SERVICE FUND	4,401,244	3,711,404	3,623,560	3,738,590	4,223,290	599,730

TOWN OF VIENNA
ADOPTED REVENUE BUDGET BY FUND

FUND: 500 -- WATER & SEWER

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----		FY 18-19 ADOPTED	NET CHANGE	
				BUDGET	ESTIMATED			
31511	DEPOSIT ACCT INTEREST	7	-	-	-	-	-	
31512	LGIP ACCT INTEREST	6,022	8,997	6,000	16,273	15,000	9,000	
TOTAL	USE OF MONEY	6,029	8,997	6,000	16,273	15,000	9,000	
31631	WATER CHARGES	3,447,068	3,685,068	4,035,000	4,009,000	3,878,000	(157,000)	
31632	SEWER CHARGES	2,626,380	2,832,153	3,005,000	2,899,000	3,321,000	316,000	
31633	ACCOUNT SERVICE CHARGES	582,341	584,485	587,000	586,310	841,000	254,000	8,040,000
31634	EXCESS USE CHARGES	305	-	-	-	-	-	
31635	RECONNECTION FEES	5,025	5,400	5,000	3,000	5,000	-	
31636	AVAILABILITY/F.F. CHARGES	94,761	145,310	110,000	200,000	150,000	40,000	
31637	CYCLE 6 BILLING REIMBURSE	80,228	70,309	78,000	75,219	78,000	-	
31638	INTEREST - DELINQUENT	66,497	64,234	60,000	40,000	63,190	3,190	
TOTAL	WATER & SEWER CHARGES	6,902,606	7,386,960	7,880,000	7,812,529	8,336,190	456,190	
31831	SALE OF WATER METERS	151,225	145,730	137,760	174,085	140,000	2,240	
31834	RESERVED SALE PROCEEDS	-	11,848	-	2,891	-	-	
31899	MISCELLANEOUS RECEIPTS	110,009	160,792	100,000	120,000	110,000	10,000	
TOTAL	MISCELLANEOUS REVENUE	261,234	318,370	237,760	296,976	250,000	12,240	
TOTAL	LOCAL REVENUES	7,169,869	7,714,326	8,123,760	8,125,778	8,601,190	477,430	
34102	MISC REIMBURSEMENTS	980	1,419	-	-	-	-	
34130	DEVELOPER CONTRIBUTIONS	213,405	-	-	-	-	-	
34150	CAPITAL LEASE PROCEEDS	-	-	-	-	-	-	
34901	USE OF PRIOR YEAR SURPLUS	-	-	-	-	-	-	
TOTAL	WATER & SEWER FUND	7,384,254	7,715,745	8,123,760	8,125,778	8,601,190	477,430	

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

FUND: 550 -- STORMWATER

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18----- BUDGET	ESTIMATED	FY 18-19 ADOPTED	NET CHANGE
31280	STORM WATER FUND REV	272,394	313,172	313,170	352,600	364,000	50,830
TOTAL	OTHER LOCAL TAXES	272,394	313,172	313,170	352,600	364,000	50,830
31512	LGIP ACCT INTEREST	1,904	2,273	-	-	-	-
TOTAL	USE OF MONEY	1,904	2,273	-	-	-	-
31899	MISCELLANEOUS RECEIPTS	-	778	-	-	-	-
TOTAL	MISCELLANEOUS REVENUES	-	778	-	-	-	-
TOTAL	LOCAL REVENUE	274,298	316,224	313,170	352,600	364,000	50,830
32555	VA PERMIT FEES DEQ	-	-	-	-	-	-
TOTAL	CATEGORICAL AID	-	-	-	-	-	-
34901	USE OF PRIOR YEAR SURPLUS	-	-	69,660	69,660	-	(69,660)
TOTAL	STORMWATER FUND	274,298	316,224	382,830	422,260	364,000	(18,830)

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER	TITLE	FY 15-16	FY 16-17	-----FY 17-18-----			FY 18-19	NET CHANGE
		ACTUAL	ACTUAL	BUDGET	REVISED	ESTIMATED	ADOPTED	
41001	SALARIES AND WAGES	10,730,258	11,086,098	11,851,280	11,813,380	11,203,500	12,183,530	332,250
41002	OVERTIME	1,044,813	921,317	818,950	792,890	815,960	838,700	19,750
41003	REG. P.T. WITH BENEFITS	139,626	112,880	77,790	77,790	78,420	81,270	3,480
41004	PART TIME W/O BENEFITS	315,972	212,319	251,040	268,940	291,480	305,000	53,960
41005	OTHER P.T.	54,528	58,002	62,000	69,000	65,000	76,000	14,000
41006	ANNUAL LEAVE LIQUIDATION	159,058	84,363	10,000	10,000	234,900	10,000	-
41007	HOLIDAY PAY	22,104	50,833	116,000	116,000	112,310	116,000	-
41008	ANNUAL LEAVE CASH-IN	104,764	107,081	27,000	27,000	95,509	30,000	3,000
41009	COUNCIL/BOARDS SALARY	79,693	77,025	82,290	82,290	82,290	82,290	-
41011	NON-EXEMPT COMPTIME LIQ.	3,850	8,744	-	-	2,020	-	-
41015	PERFORMANCE BONUS	28,500	25,500	28,000	28,000	56,000	65,000	37,000
TOTAL	PERSONAL SERVICES	12,683,166	12,744,161	13,324,350	13,285,290	13,037,389	13,787,790	463,440
42001	F.I.C.A.	920,662	922,969	976,590	976,590	908,330	983,750	7,160
42002	V.R.S.	1,276,759	1,210,902	1,216,290	1,216,290	1,171,100	1,228,920	12,630
42003	V.R.S. LIFE INS	124,261	143,527	150,150	150,150	146,470	158,420	8,270
42004	LOCAL PENSION PLAN	123,352	155,738	152,440	144,920	151,470	147,200	(5,240)
42005	POLICE PENSION	322,319	205,122	250,530	250,530	251,050	218,630	(31,900)
42007	HEALTH INSURANCE	1,037,133	1,217,094	1,332,250	1,332,250	1,251,550	1,569,650	237,400
42008	DISABILITY INS	2,473	2,473	500	500	2,566	2,600	2,100
42009	UNEMPLOYMENT INS	379	284	5,000	1,810	5,000	5,000	-
42010	CLOTHING ALLOWANCE	39,236	49,456	41,000	41,000	41,000	41,000	-
42011	TUITION ASSIST	27,799	40,839	29,000	29,000	25,000	25,000	(4,000)
42012	CAFETERIA PLAN FEES	3,092	2,517	2,630	2,630	2,740	2,350	(280)
42013	WORKER'S COMP INS	194,880	208,258	229,730	263,820	263,820	235,000	5,270
42015	MISC ALLOWANCES	3,247	3,123	3,320	3,320	3,320	3,320	-
42018	ER CONTRIBUTIONS:DC401A	241,082	227,447	277,800	277,800	273,190	303,840	26,040
42021	VRS HYBRID 401A MATCH	12,361	24,840	32,910	32,910	36,650	45,360	12,450
42025	VRS HYBRID DISABILITY	6,656	9,618	9,350	9,350	9,990	12,070	2,720
42050	RELOCATION EXPENSES	3,000	-	3,000	3,000	3,000	3,000	-
TOTAL	EMPLOYEE BENEFITS	4,338,689	4,424,208	4,712,490	4,735,870	4,546,246	4,985,110	272,620
43101	CONSULTING SERVICES	37,638	86,972	97,500	149,290	163,830	109,800	12,300
43102	LEGAL SVCS	138,740	142,900	147,190	147,190	147,190	151,610	4,420
43103	ACCTG/AUDIT SVCS	45,466	47,780	55,000	49,200	48,400	52,000	(3,000)
43104	ARCHIT/ENGINEER SVCS	18,038	16,751	22,000	22,000	22,000	22,000	-
43105	HEALTH SERVICES	4,814	8,908	15,000	15,000	15,000	15,000	-
43106	TRANSLATION SERVICES	1,608	2,069	2,450	2,350	2,450	2,450	-
43112	PUBLIC DEFENDER SVCS	960	3,360	4,000	4,000	4,000	-	(4,000)
43113	PROSECUTING SVCS	58,600	60,360	62,170	62,170	62,170	64,030	1,860
43114	SUPP LEGAL SVCS RESERVE	19,945	35,170	30,000	30,000	50,850	50,000	20,000
43201	CONTRACT LABOR	-	7,002	25,300	23,700	17,000	25,300	-
43301	EQUIPMT MTCE CONTRACTS	113,003	105,743	120,100	119,900	120,100	125,300	5,200
43302	FINANCIAL SYSTEM MTCE	119,063	104,231	91,000	112,900	112,390	98,000	7,000
43303	SOFTWARE MTCE CONTRACT	37,527	35,482	39,600	83,550	58,750	21,250	(18,350)
43304	H/AC MTCE CONTRACT	33,279	59,415	49,330	49,530	46,331	49,430	100
43305	OTHER MTCE CONTRACTS	2,644	1,547	2,000	2,000	2,388	2,000	-
43306	RADIO MTCE CONTRACTS	15,369	15,069	16,500	16,500	16,500	16,500	-
43307	REPAIR/MTCE SVCS	121,591	126,154	154,100	124,000	128,654	124,100	(30,000)
43308	CONTRACTS/SERVICES	563,118	557,724	579,750	613,950	562,808	674,670	94,920
43309	CELL PHONE EXPENSE	39,246	44,110	49,460	49,460	54,906	53,390	3,930
43310	TREE MAINTENANCE	-	-	-	30,450	30,000	30,000	30,000
43501	PRINTING/BINDING SVCS	31,444	24,118	36,900	36,200	36,700	35,900	(1,000)
43601	ADVERTISING	17,747	19,055	19,900	40,870	41,167	21,550	1,650
43701	UNIFORM RENTAL/CLEANING	16,488	16,363	20,640	20,640	21,433	21,640	1,000
43702	JANITORIAL/CUSTODIAL SVCE	26,823	21,817	30,530	19,030	18,130	1,000	(29,530)
43801	SRVCS FROM OTHER GOV'TS	22,880	9,352	23,380	23,380	26,677	27,160	3,780
43802	LANDFILL FEES	435,389	516,897	513,000	513,000	498,153	513,000	-
TOTAL	PURCHASED SERVICES	1,921,419	2,068,348	2,206,800	2,360,260	2,307,977	2,307,080	100,280
45101	ELECTRICITY	141,576	127,926	150,300	174,300	175,400	176,720	26,420
45102	NATURAL GAS	17,426	21,786	22,280	32,280	33,480	36,000	13,720
45104	WATER/SEWER SVCE	27,117	11,660	24,580	24,580	24,580	24,580	-
45201	LOCAL PHONE SERVICE	19,890	21,298	14,250	14,250	14,250	23,000	8,750

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER	TITLE	FY 15-16	FY 16-17	-----FY 17-18-----			FY 18-19	NET CHANGE
		ACTUAL	ACTUAL	BUDGET	REVISED	ESTIMATED	ADOPTED	
45202	LONG DIST SERVICE	2,566	1,248	2,990	2,990	4,380	3,330	340
45203	POSTAL SERVICES	56,158	63,618	58,330	59,330	56,700	58,510	180
45205	INTERNET ACCESS/EMAIL SVC	21,229	21,257	15,560	15,560	15,560	12,000	(3,560)
45301	BOILER INS	2,084	2,127	2,780	2,780	2,780	2,780	-
45304	OTHER PROPERTY INSURANCE	26,511	21,413	29,830	26,830	29,830	29,830	-
45305	VEHICLE INS	64,711	50,548	79,000	76,000	77,000	77,000	(2,000)
45306	SURETY BONDS	2,412	2,425	3,700	3,700	3,700	3,700	-
45308	GEN LIABILITY INS	79,287	77,772	107,260	73,170	104,530	103,990	(3,270)
45311	EXCESS LOSS UMBRELLA INS	27,008	21,964	34,850	34,850	34,850	34,850	-
45313	INSURANCE RETENTION	(2,349)	(3,839)	20,000	16,600	20,000	20,000	-
45316	LINE OF DUTY ACT INSUR.	21,143	22,553	24,000	24,000	24,000	24,000	-
45401	VEHICLE LEASE/RENTAL	9,000	8,370	9,000	9,000	9,000	9,000	-
45402	EQUIPMENT RENTAL	6,452	6,195	10,250	12,340	10,250	10,250	-
45404	CENTRAL COPIER CHARGES	20,641	21,933	22,030	23,230	23,530	21,680	(350)
45501	MILEAGE REIMBURSEMENT	1,905	4,581	5,750	6,250	6,272	7,150	1,400
45502	FARES	921	530	1,800	1,800	1,800	1,800	-
45503	SUBSISTENCE/LODGING	20,847	23,558	27,000	28,150	27,171	28,950	1,950
45504	CONVENTIONS/EDUCATION	45,549	49,854	68,910	70,610	70,091	73,090	4,180
45505	BUSINESS MEALS	610	967	1,800	1,800	1,800	1,800	-
45601	CONTRIBUTIONS	20,000	10,000	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	6,000	4,000	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	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	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	-
45701	T.R.E. - PROP TAXES	226,675	220,106	223,000	223,000	210,000	214,000	(9,000)
45702	T.R.E. - VEH LIC TAX	5,541	5,431	6,000	6,000	4,000	-	(6,000)
45703	REVITAL.TAX EXEMPTIONS	7,614	6,648	5,700	5,700	5,870	5,040	(660)
45801	MEMBERSHIPS/DUES	34,013	43,713	46,660	44,710	46,690	48,350	1,690
45803	BAD DEBT WRITE-OFF	43,498	4,000	-	-	-	-	-
45809	REFUNDS	150	-	200	200	200	-	(200)
TOTAL	OTHER CHARGES	964,983	881,690	1,039,860	1,036,060	1,059,764	1,073,450	33,590
46001	OFFICE SUPPLIES	47,981	44,174	49,400	50,400	51,400	47,700	(1,700)
46003	HORTICULTURAL SUPPLIES	17,568	15,931	15,000	15,100	16,100	15,000	-
46005	JANITORIAL SUPPLIES	15,006	9,439	21,700	28,700	29,282	28,200	6,500
46007	REPAIR/MTCE SUPPLIES	52,585	58,141	75,008	71,808	81,020	75,008	-
46008	VEHICLE/EQUIPMT FUELS	193,780	187,272	242,000	232,000	232,000	241,000	(1,000)
46009	VEH/EQUIPMT MTCE SUPPLIES	24,793	24,854	33,000	33,000	33,000	33,000	-
46010	POLICE SUPPLIES	34,966	23,191	40,000	40,170	40,000	45,000	5,000
46011	UNIFORMS/SAFETY APPAREL	53,068	48,910	58,240	58,240	58,240	58,240	-
46012	BOOKS/SUBSCRIPTIONS	6,501	3,112	5,660	5,360	5,170	5,760	100
46013	RECREATION SUPPLIES	10,934	10,423	16,650	16,700	16,650	17,250	600
46014	DP/COMPUTER SUPPLIES	8,431	8,110	8,000	8,000	8,000	9,000	1,000
46015	OPERATIONAL SUPPLIES	300,318	261,768	321,960	324,060	293,885	343,310	21,350
46016	SUPPLIES FOR RESALE	490	232	3,000	3,000	3,000	3,000	-
46017	SMALL TOOLS	11,480	11,457	14,600	14,600	15,360	14,600	-
46019	OTHER SUPPLIES	19,661	20,576	30,270	30,270	30,270	31,600	1,330
46021	HOLIDAY GIFT CERTIFICATES	3,756	3,659	9,800	9,800	9,800	9,800	-
46022	RANGE SUPPLIES	17,897	18,367	18,000	18,000	18,000	18,000	-
46030	MEDICAL SUPPLIES	1,613	5,196	6,000	6,000	6,000	6,000	-
46031	TIRES AND TUBES	27,533	34,433	37,800	47,800	47,800	44,230	6,430
46040	SOFTWARE PURCHASES	12,220	10,568	47,720	47,720	47,720	12,000	(35,720)
TOTAL	MATERIALS AND SUPPLIES	860,581	799,812	1,053,808	1,060,728	1,042,697	1,057,698	3,890
47102	WELLNESS PROGRAM	1,487	1,528	4,000	4,000	4,000	4,000	-
47105	CABLE TV PROJECT-PH 2	113,687	4,500	-	-	-	-	-
47201	TRAINING PROGRAMS	18,693	26,076	25,000	25,000	29,000	29,000	4,000

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
47202	SAFETY PROGRAMS	4,873	8,283	13,100	13,000	13,100	13,100	-
47203	SERVICE AWARDS	15,258	15,576	14,000	13,900	14,000	14,000	-
47204	TOWN CALENDAR	6,950	6,514	7,500	7,700	7,700	7,800	300
47205	TOWN NEWSLETTER	19,548	21,182	22,020	25,020	29,654	26,500	4,480
47207	TESTING SERVICES	4,375	3,604	5,000	5,000	5,000	5,000	-
47208	STATE FIRE PROGRAM FUNDS	57,015	50,906	50,910	50,910	52,450	52,450	1,540
47215	TOV WEB SITE SERVICES	42,076	38,593	42,760	42,760	42,760	47,600	4,840
47225	VEH LIC FEE ADMIN COSTS	10,863	-	-	-	-	-	-
47230	GANG TASK FORCE	25,000	25,000	25,000	25,000	25,000	25,000	-
47306	R.A.D. PROGRAM	-	465	420	960	885	-	(420)
47308	POLICE CAR LAPTOPS PROG	18,598	19,780	20,000	20,000	20,000	20,000	-
47309	IT PC REPLACEMENT PROG	29,529	29,915	30,000	30,000	30,000	30,000	-
47401	ASPHALT OVERLAY	360,467	241,018	395,000	395,000	395,000	422,000	27,000
47402	CURB/SIDEWALK MTCE	187,631	146,803	190,060	190,060	190,106	190,060	-
47403	PHYSICAL IMPROVEMENTS	81,361	114,819	49,000	49,000	51,797	68,000	19,000
47406	BRICKWALK MAINTENANCE	19,975	4,940	5,000	5,000	5,000	5,000	-
47407	CONTRACTED ASPHALT REP'RS	43,148	42,784	45,000	45,000	45,000	18,000	(27,000)
47408	INTERNAL ASPHALT REPAIRS	159,828	190,255	195,492	195,592	195,492	195,492	-
47702	ADULT ATHLETICS	5,237	4,449	9,000	9,000	9,000	9,000	-
47703	YOUTH TRIPS	28,392	44,212	40,000	45,035	45,035	40,000	-
47704	ADULT TRIPS	29,657	24,129	23,000	23,000	23,000	25,000	2,000
47705	YOUTH SPECIAL ACTIV	8,934	9,982	11,600	12,150	12,000	19,350	7,750
47706	ADULT SPECIAL ACTIV	4,657	8,474	16,000	15,900	15,900	16,950	950
47707	SPECIAL EVENTS/ACTIV	56,326	42,515	40,300	53,118	40,000	39,000	(1,300)
47710	DONATION FUNDED PROGRAMS	1,366	11,549	500	9,750	9,500	500	-
47713	FRIENDS OF VTG DONATIONS	10,414	7,583	7,200	7,200	7,200	5,000	(2,200)
TOTAL	PROGRAMS AND SERVICES	1,365,344	1,145,434	1,286,862	1,318,055	1,317,579	1,327,802	40,940
48101	MACH/EQUIPMT REPLACEMENT	72,777	155,574	88,150	96,400	96,400	57,150	(31,000)
48102	FURN/FIXTURE REPLACEMENT	20,462	1,050	5,600	5,600	5,600	5,800	200
48103	COMMUN EQUIPT REPLACEMENT	-	-	1,000	1,000	1,000	1,000	-
48106	HVY EQUIPTMT REPLACEMENT	11,385	39,613	43,500	43,500	43,500	13,500	(30,000)
48107	OFFICE/DP EQT-REPLACEMENT	1,000	-	-	-	-	-	-
48201	ADDITIONAL MACH/EQUIPMT	1,611	729	4,000	4,000	3,000	18,000	14,000
48207	ADDITIONAL OFFICE/DP EQT	115	-	-	-	-	2,000	2,000
48299	EQUIPMENT RESERVE	-	484	4,000	4,000	4,000	4,000	-
48308	CAPITAL LEASES	515,839	733,257	700,000	700,000	573,514	890,000	190,000
48701	COMPUTER SYSTEM UPGRADE	-	10,480	-	85,210	85,210	-	-
48719	PEG FUNDED PROJECTS	-	-	-	-	-	150,000	150,000
TOTAL	CAPITAL OUTLAY	623,189	941,186	846,250	939,710	812,224	1,141,450	295,200
49207	TRANSFER TO CAP PROJ FUND	408,331	(216,145)	(184,210)	(194,710)	(225,480)	(217,290)	(33,080)
49208	GF TRANSFER TO WSF	-	-	(95,000)	(95,000)	-	-	95,000
49210	CAPTIAL PROJECT TRANSFER	431,692	-	-	-	-	-	-
TOTAL	INTERFUND TRANSFERS	840,023	(216,145)	(279,210)	(289,710)	(225,480)	(217,290)	61,920
49900	CONTINGENCY RESERVE	-	-	16,100	16,100	-	-	(16,100)
TOTAL	CONTINGENCY RESERVE	-	-	16,100	16,100	-	-	(16,100)
TOTAL	GENERAL FUND	23,597,395	22,788,694	24,207,310	24,462,363	23,898,396	25,463,090	1,255,780

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

FUND: 400 -- DEBT SERVICE FUND

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUALS	FY 16-17 ACTUALS	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
43308	CONTRACTS/SERVICES	118	9	300	300	-	-	(300)
TOTAL	PURCHASED SERVICES	118	9	300	300	-	-	(300)
48899	CONTINGENCY RESERVES	-	-	502,155	502,155	617,485	322,500	(179,655)
TOTAL	CONTINGENCY	-	-	502,155	502,155	617,485	322,500	(179,655)
49101	PRINCIPAL	1,855,000	2,259,000	1,937,000	1,937,000	1,937,000	2,462,000	525,000
49102	INTEREST	464,117	628,608	558,005	558,005	558,005	816,930	258,925
49110	ADMINISTRATION PRINCIPAL	-	-	5,200	5,200	5,200	3,860	(1,340)
49115	ADMINISTRATION INTEREST	-	-	280	280	280	140	(140)
49120	POLICE PRINCIPAL	138,083	81,939	83,670	83,670	83,670	128,990	45,320
49125	POLICE INTEREST	3,663	1,925	2,510	2,510	2,510	6,330	3,820
49130	CAPITAL MGT PRINCIPAL	22,301	22,631	-	-	-	-	-
49135	CAPITAL MGT INTEREST	1,350	1,020	-	-	-	-	-
49140	PUBLIC WORKS PRINCIPAL	400,746	320,564	447,730	447,730	447,730	389,410	(58,320)
49145	PUBLIC WORKS INTEREST	14,869	10,037	16,790	16,790	16,790	16,300	(490)
49170	PARKS & REC PRINCIPAL	63,084	31,365	62,600	62,600	62,600	68,920	6,320
49175	PARKS & REC INTEREST	2,244	1,405	2,510	2,510	2,510	3,470	960
49180	PLANNING & ZONING PRINCIPAL	9,969	4,613	4,740	4,740	4,740	4,370	(370)
49185	PLANNING & ZONING INTEREST	266	195	70	70	70	70	-
TOTAL	DEBT SERVICE	2,975,692	3,363,301	3,121,105	3,121,105	3,121,105	3,900,790	779,685
TOTAL	DEBT SERVICE FUND	2,975,810	3,363,311	3,623,560	3,623,560	3,738,590	4,223,290	599,730

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

FUND: 500 -- WATER & SEWER FUND

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	1,148,474	1,094,537	1,233,770	1,232,270	1,233,770	1,407,940	174,170
41002	OVERTIME	167,746	228,848	199,000	201,560	201,560	199,000	-
41004	PART TIME W/O BENEFITS	1,143	8,285	-	-	1,400	-	-
41006	ANNUAL LEAVE LIQUIDATION	1,207	1,806	-	-	24,020	-	-
41008	ANNUAL LEAVE CASH-IN	11,349	15,306	-	-	9,140	-	-
41011	NON-EXEMPT COMPTIME LIQ.	-	1,538	-	-	-	-	-
41015	PERFORMANCE BONUS	3,000	3,000	-	3,000	3,640	-	-
TOTAL	PERSONAL SERVICES	1,332,919	1,353,319	1,432,770	1,436,830	1,473,530	1,606,940	174,170
42001	F.I.C.A.	97,449	98,800	103,110	103,110	103,110	112,380	9,270
42002	V.R.S.	126,096	116,253	128,540	128,540	128,540	122,790	(5,750)
42003	V.R.S. LIFE INS	12,681	13,826	13,500	13,500	13,500	17,920	4,420
42004	LOCAL PENSION PLAN	46,972	38,448	41,560	27,960	41,560	12,480	(29,080)
42007	HEALTH INSURANCE	114,879	150,891	197,460	197,460	197,460	207,520	10,060
42012	CAFETERIA PLAN FEES	389	253	180	180	180	220	40
42015	MISC ALLOWANCES	-	-	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	29,088	28,021	36,280	36,280	36,280	45,590	9,310
42020	OTHR POST EMPLOY BENFITS	5,791	6,413	3,000	-	3,000	3,000	-
42021	VRS HYBRID 401A MATCH	4,658	5,025	4,190	4,190	4,190	10,050	5,860
42022	VRS HYBRID 457 VOLUNTARY	693	-	-	-	-	-	-
42025	VRS HYBRID DISABILITY	1,522	1,422	1,000	1,000	1,000	2,190	1,190
42030	PENSION EXPENSE	62,028	63,084	-	-	-	-	-
TOTAL	EMPLOYEE BENEFITS	502,245	522,436	528,820	512,220	528,820	534,140	5,320
43101	CONSULTING SERVICES	-	-	-	30,000	30,000	-	-
43301	EQUIPMT MTCE CONTRACTS	-	-	-	-	-	-	-
43307	REPAIR/MTCE SVCS	31,200	1,588	3,700	2,808	3,700	3,700	-
43308	CONTRACTS/SERVICES	169,182	230,396	239,900	231,757	236,045	223,900	(16,000)
43309	CELL PHONE EXPENSE	5,841	4,150	7,200	4,974	5,050	9,600	2,400
43701	UNIFORM RENTAL/CLEANING	4,193	4,436	6,700	4,907	6,100	6,700	-
43801	SRVCS FROM OTHER GOV'TS	46,000	18,767	62,850	58,050	62,850	62,850	-
43802	LANDFILL FEES	21,398	20,417	45,500	32,600	32,500	45,500	-
43803	WHOLESALE WATER PURCHASE	1,449,382	1,591,717	1,650,000	1,649,999	1,650,000	1,650,000	-
43804	SWG TREATMENT/POTOMAC	1,254,145	1,618,943	1,770,420	1,770,420	1,570,420	1,570,420	(200,000)
43805	SWG TREATMENT/ACCOTINK	406,475	477,371	498,000	498,000	498,000	505,000	7,000
43807	TWN SHARE:LPPCP UPGRADE	37,575	98,605	95,340	95,340	95,340	50,000	(45,340)
TOTAL	PURCHASED SERVICES	3,425,390	4,066,389	4,379,610	4,378,855	4,190,005	4,127,670	(251,940)
45101	ELECTRICITY	22,088	18,660	21,000	21,000	21,000	21,000	-
45202	LONG DIST SERVICE	191	58	180	180	80	-	(180)
45203	POSTAL SERVICES	15,362	16,659	18,000	13,760	15,000	18,000	-
45404	CENTRAL COPIER CHARGES	278	241	250	250	500	500	250
45501	MILEAGE REIMBURSEMENT	171	174	200	200	150	200	-
45503	SUBSISTENCE/LODGING	344	1,669	750	750	750	750	-
45504	CONVENTIONS/EDUCATION	3,141	5,751	10,500	9,000	8,500	10,500	-
45801	MEMBERSHIPS/DUES	75	305	400	400	400	400	-
45803	BAD DEBT WRITE-OFF	-	12,000	-	-	-	-	-
TOTAL	OTHER CHARGES	41,649	55,517	51,280	45,540	46,380	51,350	70
46001	OFFICE SUPPLIES	5,417	2,214	3,050	3,050	3,050	3,050	-
46007	REPAIR/MTCE SUPPLIES	69,762	92,972	99,000	155,268	117,704	99,000	-
46008	VEHICLE/EQUIPMT FUELS	24,716	22,038	38,000	35,300	35,300	38,000	-
46009	VEH/EQUIPMT MTCE SUPPLIES	766	534	700	700	700	700	-
46011	UNIFORMS/SAFETY APPAREL	6,771	9,059	14,000	14,000	14,000	14,000	-
46015	OPERATIONAL SUPPLIES	26,840	24,405	28,000	27,972	27,900	48,000	20,000
46016	SUPPLIES FOR RESALE	21,013	28,708	30,000	103,708	31,300	30,000	-
46017	SMALL TOOLS	1,434	1,812	2,350	2,350	2,350	2,350	-
46031	TIRES AND TUBES	4,682	4,107	4,250	4,250	4,250	4,250	-
46032	SURFACE REPAIR MATERIALS	7,226	17,953	18,000	28,151	22,900	18,000	-

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

FUND: 500 -- WATER & SEWER FUND

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
TOTAL	MATERIALS AND SUPPLIES	168,626	203,800	237,350	374,749	259,454	257,350	20,000
47407	CONTRACTED ASPHALT REP'RS	27,687	92,670	75,000	55,475	40,000	75,000	-
47408	INTERNAL ASPHALT REPAIRS	20,592	28,598	60,000	45,118	60,000	60,000	-
TOTAL	PROGRAMS AND SERVICES	48,280	121,267	135,000	100,593	100,000	135,000	-
48101	MACH/EQUIPMT REPLACEMENT	97,179	69,757	54,550	63,262	54,350	54,550	-
48201	ADDITIONAL MACH/EQUIPMT	-	-	1,500	1,500	1,500	1,500	-
48202	SEWERLINE CONSTRUCTION	-	-	-	15,000	15,000	-	-
48308	CAPITAL LEASES	-	172,712	-	-	-	-	-
48311	DEPRECIATION	476,650	666,181	-	-	-	-	-
48401	WATERLINE CONSTRUCTION	-	-	-	100,000	100,000	-	-
TOTAL	CAPITAL OUTLAY	573,829	908,650	56,050	179,762	170,850	56,050	-
49115	ADMINISTRATION INTEREST	2,579	1,676	-	-	-	-	-
49119	INTEREST ON DEPOSITS	36	0	-	-	-	-	-
49150	WATER & SEWER PRINCIPAL	-	-	-	-	-	-	-
49155	WATER & SEWER INTEREST	845	568	3,420	3,420	3,420	4,260	3,420
TOTAL	DEBT SERVICE	3,461	2,244	3,420	3,420	3,420	4,260	3,420
49201	WS TRANSFER TO GF	900,000	900,000	950,000	950,000	950,000	980,000	30,000
49202	WS TRANSFER TO DS	297,086	274,585	349,460	349,460	349,460	848,430	498,970
49204	CPF TRANSFER TO WSF	(515,754)	(728,334)	-	-	-	-	-
49210	CAPITAL PROJECT TRANSFER	-	(486,400)	-	-	-	-	-
TOTAL	INTERFUND TRANSFERS	681,332	(40,149)	1,299,460	1,299,460	1,299,460	1,828,430	528,970
49511	CHARGES TO WATER DEPT	(1,020,894)	(887,305)	(998,340)	(998,340)	(953,280)	(1,256,275)	(257,935)
49512	SUPPORT ACTIVITY COSTS	2,011,063	1,836,768	2,093,100	2,093,100	1,981,870	2,584,930	491,830
49514	CHARGES TO SEWER DEPT	(990,169)	(949,463)	(1,094,760)	(1,094,760)	(1,028,590)	(1,328,655)	(233,895)
TOTAL	INTERDEPARTMENTAL CHARGES	-	-	-	-	-	-	-
TOTAL	WATER & SEWER FUND	6,777,731	7,193,473	8,123,760	8,331,430	8,071,919	8,601,190	480,010

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

FUND: 550 -- STORMWATER FUND

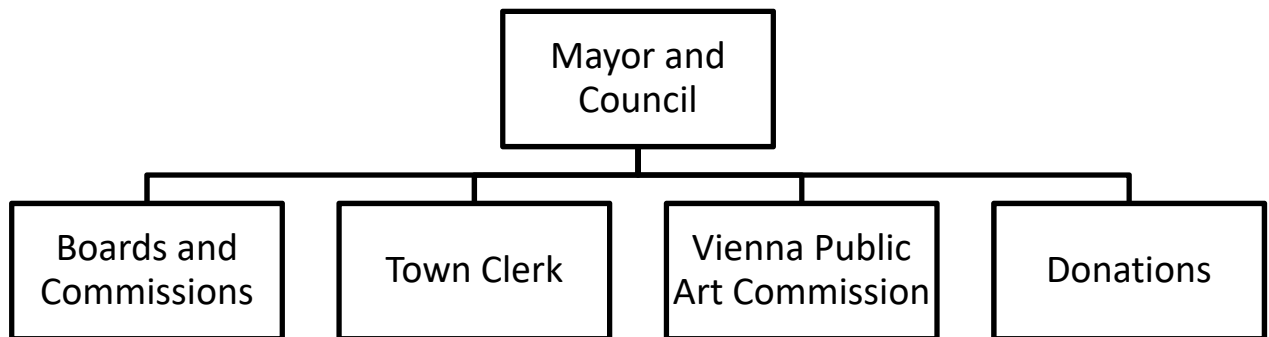
ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	36,692	83,244	85,840	85,840	85,840	148,850	63,010
41002	OVERTIME	-	-	-	-	340	-	-
41004	PART TIME W/O BENEFITS	649	-	-	-	700	-	-
41006	ANNUAL LEAVE LIQUIDATION	-	-	-	-	-	-	-
41015	PERFORMANCE BONUS	-	-	-	-	1,500	-	-
TOTAL	PERSONAL SERVICES	37,341	83,244	85,840	85,840	88,380	148,850	63,010
42001	F.I.C.A.	2,844	6,247	6,460	6,460	6,460	8,460	2,000
42002	V.R.S.	3,538	6,737	8,390	8,390	8,390	6,330	(2,060)
42003	V.R.S. LIFE INS	371	1,093	1,120	1,120	1,120	1,520	400
42007	HEALTH INSURANCE	2,281	6,068	6,190	6,190	6,190	8,920	2,730
42012	CAFETERIA PLAN FEES	32	37	-	-	30	80	80
42018	ER CONTRIBUTIONS:DC401A	-	692	3,410	3,410	3,410	4,650	1,240
42021	VRS HYBRID 401A MATCH	313	1,499	830	830	830	4,070	3,240
42025	VRS HYBRID DISABILITY	185	4,172	490	490	490	690	200
TOTAL	EMPLOYEE BENEFITS	9,563	26,544	26,890	26,890	26,920	34,720	7,830
43104	ARCHIT/ENGINEER SVCES	35,548	81,735	85,000	82,700	93,946	107,500	22,500
43301	EQUIPMT MTCE CONTRACTS	447	-	-	-	-	-	-
43309	CELL PHONE EXPENSE	1,009	553	800	800	1,047	800	-
TOTAL	PURCHASED SERVICES	37,004	82,288	85,800	83,500	94,993	108,300	22,500
45202	LONG DIST SERVICE	-	-	50	50	50	-	(50)
45503	SUBSISTENCE/LODGING	-	243	250	250	250	250	-
45504	CONVENTIONS/EDUCATION	385	500	500	500	500	500	-
45801	MEMBERSHIPS/DUES	220	165	250	250	250	250	-
TOTAL	OTHER CHARGES	605	907	1,050	1,050	1,050	1,000	(50)
46001	OFFICE SUPPLIES	229	119	250	250	250	250	-
46008	VEHICLE/EQUIPMT FUELS	594	418	1,800	1,800	1,800	1,800	-
46009	VEH/EQUIPMT MTCE SUPPLIES	-	198	300	300	300	300	-
46011	UNIFORMS/SAFETY APPAREL	108	182	230	230	230	230	-
46015	OPERATIONAL SUPPLIES	348	233	320	320	320	320	-
46017	SMALL TOOLS	104	78	120	120	120	120	-
TOTAL	MATERIALS AND SUPPLIES	1,384	1,228	3,020	3,020	3,020	3,020	-
47403	PHYSICAL IMPROVEMENTS	121,286	157,064	184,010	184,010	185,202	114,160	(69,850)
47404	STORMWATER MGMT PROGRAM	60,485	11,645	51,120	55,350	73,512	51,120	-
TOTAL	PROGRAMS AND SERVICES	181,771	168,709	235,130	239,360	258,713	165,280	(69,850)
49202	WS TRANSFER TO DS	5,958	16,441	-	-	-	-	-
49207	TRANSFER TO CAP PROJ FUND	-	(54,271)	(54,900)	(54,900)	(54,900)	(97,170)	(42,270)
TOTAL	INTERFUND TRANSFERS	5,958	(37,830)	(54,900)	(54,900)	(54,900)	(97,170)	(42,270)
TOTAL	STORMWATER FUND	273,627	325,090	382,830	384,760	418,177	364,000	(18,830)

LEGISLATIVE

Mission

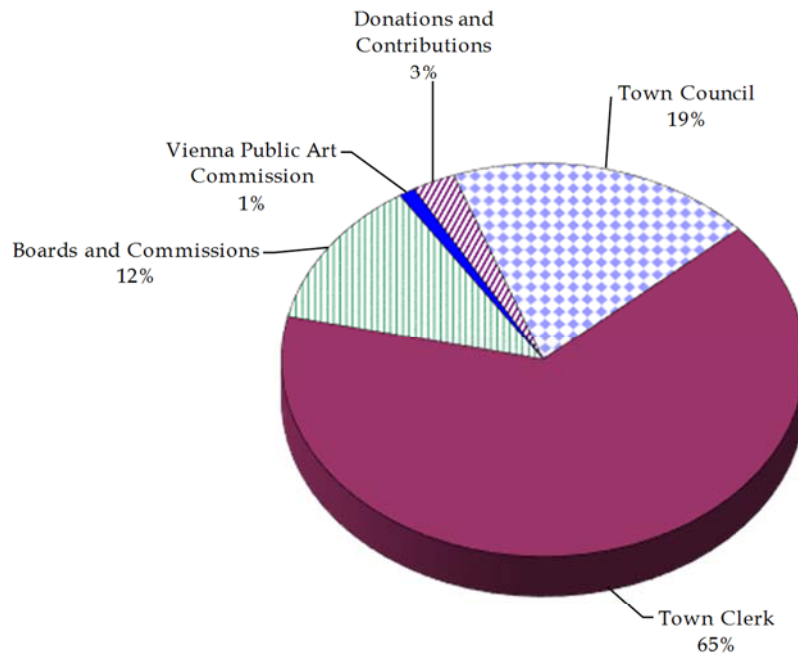
To provide strategic and policy directives to Town staff, authorize the provision of services and engage the community as it allocates resources and plans for Vienna's future.

LEGISLATIVE



LEGISLATIVE

	FY 16-17 Actuals	FY 17-18 Adopted	FY 17-18 Adjusted	FY 17-18 Estimated	FY 18-19 Adopted	Net Change
Town Council	75,609	84,220	84,235	84,741	85,470	1,250
Town Clerk	270,912	279,520	277,769	283,817	293,830	14,310
Boards and Commissions	50,292	53,320	53,320	53,320	55,150	1,830
Vienna Public Art Commission	0	5,000	5,000	5,000	4,500	-500
Donations and Contributions	12,050	12,050	12,050	12,050	12,050	0
Legislative	408,863	434,110	432,374	438,927	451,000	16,890



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 16-17	Adopted FY 17-18	Adopted FY 18-19
Mayor (\$7,500)	1	1	1
Council Members (\$5,000 each)	6	6	6
Total	7	7	7

FY 18-19 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 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17--18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41009	COUNCIL/BOARDS SALARY	37,500	32,500	37,500	37,500	37,500	37,500	-
TOTAL	PERSONAL SERVICES	37,500	32,500	37,500	37,500	37,500	37,500	-
42001	F.I.C.A.	2,868	2,486	2,870	2,870	2,870	2,870	-
TOTAL	EMPLOYEE BENEFITS	2,868	2,486	2,870	2,870	2,870	2,870	-
43101	CONSULTING SERVICES	-	-	2,300	2,300	2,300	2,300	-
43106	TRANSLATION SERVICES	-	-	-	-	-	-	-
43501	PRINTING/BINDING SVCES	45	180	500	500	500	500	-
TOTAL	PURCHASED SERVICES	45	180	2,800	2,800	2,800	2,800	-
45202	LONG DIST SERVICE	-	-	50	-	50	-	(50)
45203	POSTAL SERVICES	814	804	1,200	1,200	1,200	1,200	-
45404	CENTRAL COPIER CHARGES	6	88	100	100	100	100	-
45501	MILEAGE REIMBURSEMENT	1,233	2,315	2,500	2,500	2,500	2,500	-
45503	SUBSISTENCE/LODGING	6,032	4,821	6,000	6,000	6,720	7,000	1,000
45504	CONVENTIONS/EDUCATION	5,150	4,330	5,000	5,000	5,000	5,000	-
45801	MEMBERSHIPS/DUES	17,872	23,462	21,000	21,000	21,000	21,000	-
TOTAL	OTHER CHARGES	31,107	35,820	35,850	35,800	36,570	36,800	950
46001	OFFICE SUPPLIES	477	1,096	1,000	1,000	1,000	1,000	-
46012	BOOKS/SUBSCRIPTIONS	-	-	200	200	-	-	(200)
46015	OPERATIONAL SUPPLIES	2,044	2,260	2,500	2,500	2,500	3,000	500
46019	OTHER SUPPLIES	1,184	1,267	1,500	1,500	1,500	1,500	-
TOTAL	MATERIALS AND SUPPLIES	3,706	4,623	5,200	5,200	5,000	5,500	300
TOTAL	TOWN COUNCIL	75,226	75,609	84,220	84,170	84,740	85,470	1,250

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 17-18 ACCOMPLISHMENTS

- Continued project of scanning old documents into Laserfische for easier search capability. Have completed the scanning of all minutes from 1970 to present.

FY 18-19 INITIATIVES

- Continue to work on scanning project of old documents.

**TOWN CLERK
11120**

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 Projected
Updates to Town Code submitted to Municipal Code Corporation	4	9	10
Legal Advertisements submitted	44	43	45

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Town Clerk	1	1	1
Deputy Town Clerk	1	1	1
Total	2	2	2

FY 18-19 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 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17--18----- BUDGET REVISED ESTIMATED			FY 18-19 ADOPTED	NET CHANGE
41001	SALARIES AND WAGES	170,819	175,318	179,770	179,770	179,770	186,050	6,280
41002	OVERTIME	526	-	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	1,983	2,041	-	-	-	-	-
TOTAL	PERSONAL SERVICES	173,328	177,359	179,770	179,770	179,770	186,050	6,280
42001	F.I.C.A.	12,349	12,486	12,570	12,570	12,570	13,950	1,380
42002	V.R.S.	20,867	19,575	19,310	19,310	19,310	19,770	460
42003	V.R.S. LIFE INS	2,013	2,294	2,360	2,360	2,360	2,390	30
42007	HEALTH INSURANCE	26,328	28,425	30,620	30,620	30,620	31,600	980
42012	CAFETERIA PLAN FEES	95	66	60	60	60	60	-
42018	ER CONTRIBUTIONS:DC401A	6,774	6,165	7,130	7,130	7,130	7,440	310
TOTAL	EMPLOYEE BENEFITS	68,425	69,010	72,050	72,050	72,050	75,210	3,160
43308	CONTRACTS/SERVICES	5,593	3,684	5,000	5,000	5,000	5,000	-
43501	PRINTING/BINDING SVCES	-	-	1,000	1,000	1,000	1,000	-
43601	ADVERTISING	9,610	8,794	10,000	10,000	11,000	11,000	1,000
43801	SRVCES FROM OTHER GOV'TS	7,810	8,317	5,020	5,020	8,317	8,800	3,780
TOTAL	PURCHASED SERVICES	23,012	20,795	21,020	21,020	25,317	25,800	4,780
45202	LONG DIST SERVICE	31	27	100	-	100	-	(100)
45203	POSTAL SERVICES	705	224	600	600	600	600	-
45404	CENTRAL COPIER CHARGES	870	574	1,000	1,000	1,000	1,000	-
45504	CONVENTIONS/EDUCATION	1,858	1,214	2,510	2,510	2,510	2,500	(10)
45801	MEMBERSHIPS/DUES	227	385	300	300	300	500	200
TOTAL	OTHER CHARGES	3,691	2,424	4,510	4,410	4,510	4,600	90
46001	OFFICE SUPPLIES	902	1,501	2,000	2,000	2,000	2,000	-
46012	BOOKS/SUBSCRIPTIONS	164	89	170	170	170	170	-
TOTAL	MATERIALS AND SUPPLIES	1,066	1,589	2,170	2,170	2,170	2,170	-
TOTAL	TOWN CLERK	269,523	271,177	279,520	279,420	283,817	293,830	14,310

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.

FY 17-18 ACCOMPLISHMENTS

Town Business Liaison Committee

Promoted more communication to support local businesses by welcoming 44 new businesses in 2017 and organizing 18 ribbon-cutting ceremonies,

BOARDS AND COMMISSIONS**11130**

launched a monthly digital newsletter – Town Business Matters – to cater to the information needs of local businesses and now more than 1,000 businesses receive this newsletter and successfully encouraged Town Council to provide funds to print and mail the Town’s Vienna Voice newsletter to all commercial businesses. Advised and supported Town Council on matters related to economic development by completing a survey of all businesses operating in the Town to better understand their perspectives related to local infrastructure, government processes, and business needs then reported results to Council. Met with economic development professionals in other jurisdictions to better understand best practices and learn how the Town may further promote local businesses, and began review of the Town’s published documents, processes, and policies from a user efficiency perspective. Recognized and promoted local businesses by presenting the Carole Wolfand Award for Exceptional Community Service to School of Rock, by linking the Green Business Award to the Community Enhancement Commission’s Sustainability Challenge, hosted a holiday window-decorating contest to promote Small Business Saturday and #ShopLocal efforts and partnered with the Vienna Business Association and other community groups to promote Town Businesses.

Community Enhancement Commission

- Maintained our score on the VML GoGreen Challenge.
- Worked with Town staff to complete a greenhouse gas inventory.
- Introduced and worked with the business community to promote the “Vienna Sustainability Challenge”.
- Participated in the Charrette with the Urban Land Institute on how WOD access.
- Held a reception for EcoEfficient Homes.
- Acquired 2 infrared cameras for business and home energy efficiency.
- Requalified as a National Wildlife Federation Certified Community Habitat.
- Worked with Town Arborists to increase tree canopy.
- Held a Solarize Vienna.
- Worked with the Department of Public Works to develop a food composting trial.
- Held the Green Expo again at the “Walk on the Hill”.
- Worked with more restaurants to have them become Virginia Green Restaurants.
- Held a very successful annual Native Plant Sale.

BOARDS AND COMMISSIONS
11130

- Worked with the Morton Spapieri Foundation to support the increase in native plants.
- Continued to provide monthly articles for the Vienna Voices.
- Attended informal meetings of sustainability managers from metropolitan area.
- Attended, when possible, meetings at NVRC.
- Attended MWCOG Built Environment & Energy Advisory Committee (BEACC) meetings.

Planning Commission

Reviewed eleven conditional use permits, two subdivisions, five code amendments, and modifications of requirements request for a condominium townhouse development. Discussed one MAC project during a work session.

Board of Zoning Appeals

Elected a new Chairman and Vice Chairman. Reviewed and approved 11 conditional use permits. The Board also reviewed and approved 5 variance requests. The Board likewise was presented with one appeal of Zoning Administrators determination which was denied.

Board of Architectural review

Reviewed 37 sign permit applications and 28 exterior modification applications including landscaping and façade renovations. Held 12 work sessions for MAC projects and other redevelopment projects.

Windover Heights Board of Review

Held two meetings. Both requests were approved for a Certificate of Appropriateness.

Transportation Safety Commission

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 Tapawingo SW, Kingsley SW, and Center Street. 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 Christine Horner, Jennifer Sigler, and Sgt. Tu Farhan.

BOARDS AND COMMISSIONS
11130

The Pedestrian Advisory Committee (PAC) and Bicycle Advisory Committee (BAC), operating under the TSC, are in full operation and doing very positive work. Town Council unanimously approved the updated Pedestrian Master Plan at its January meeting. The PAC did extensive work this year on the updating of the Pedestrian Master Plan. The BAC has developed a streamlined Bicycle Rack Commercial Application Process to create an expedited process for businesses to install bicycle racks. It has been approved by the TSC and the Town Council. The BAC also has finalized the Bicycle Rack Inventory (BSA Eagle) Project to determine where bicycle racks are needed within the Town.

FY 18-19 INITIATIVES

Town Business Liaison Committee

Continue to produce monthly edition of Town Business Matters digital newsletter, write business-related articles at least every other month for Vienna Voice, contact all new businesses, welcoming them to Vienna, and offer to assist in a ribbon-cutting ceremony, sponsor the Carole Wolfand Award and partner with Vienna Business Association to promote Small Business Saturday on behalf of the Town of Vienna retailers. In addition, they will host a networking event for home-based businesses in February 2019, sponsor the holiday window design competition and may undertake a social media campaign or event to promote Business Appreciation Week in May.

Community Enhancement Commission

- Improve our score on the VML Go Green initiative utilizing the information from the greenhouse gas inventory of Town operations.
- Hire a part-time Town employee with responsibility for implementing an energy savings program and ongoing sustainability initiatives.
- Continue to work with the business community to promote the “Vienna Sustainability Challenge”.
- Set up periodic recognition events before Town Council meetings to recognize those entities that have qualified under the “Vienna Sustainability Challenge.”
- Promote the use of the SmartPhone infrared cameras in homes and businesses.
- Assist with the Town’s effort to brand Vienna as a green community emphasizing the WO&D.

BOARDS AND COMMISSIONS
11130

- Set up periodic recognition events before Town Council meetings to recognize Eco-Efficient Homes.
- Continue the annual re-certification of Vienna as a National Wildlife Federation Community.
- Invasive species removal projects.
- Hold the 2019 Solarize Program.
- Work with the Department of Public Works to develop a food composting trial program.
- Hold the Green Expo.
- Work with more restaurants to have them become Virginia Green Restaurants.
- Work with members of the Town Business Liaison Committee on sustainability projects.
- Work to encourage additional parks throughout the Town, possibly by property donations from homeowners.
- Hold another annual Native Plant

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. Planning Commission will also begin reviewing the Comprehensive Plan.

- 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.

Transportation Safety Commission

The TSC will continue to review all petitions for transportation safety improvements and will place extensive emphasis on enhancing pedestrian and

BOARDS AND COMMISSIONS

11130

bicycle safety in the Town of Vienna. With initial leadership being provided by the PAC, the TSC will work to recommend updates to the Traffic Calming Guide. 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.

PERSONNEL

Based on a fiscal year

Authorized Appointed Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Administrative Retirement Committee (no compensation received)	6	6	6
Board of Architectural Review (Members: \$82.50/Chair: \$86.25 per month)	5	5	5
Board of Zoning Appeals (Members: \$82.50/Chair: \$90.75)	7	7	7
Community Enhancement Commission (Members: \$27.50/Chair: \$28.75 per month)	10	10	10
Transportation Safety Commission (Members: \$82.50/Chair: \$86.25 per month)	9	9	9
Planning Commission (Members: \$165/Chair: \$172.50 per month)	9	9	9
Town/Business Liaison Committee (Members: \$27.50/Chair: \$28.75 per month)	7	7	7
Windover Heights Board of Review (no compensation received)	5	5	5
Total	58	58	58

FY 18-19 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 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17--18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41009	COUNCIL/BOARDS SALARY	42,193	44,525	44,790	44,790	44,790	44,790	-
TOTAL	PERSONAL SERVICES	42,193	44,525	44,790	44,790	44,790	44,790	-
42001	F.I.C.A.	3,230	3,408	3,520	3,520	3,520	3,520	-
TOTAL	EMPLOYEE BENEFITS	3,230	3,408	3,520	3,520	3,520	3,520	-
43106	TRANSLATION SERVICES	-	-	100	100	100	100	-
TOTAL	PURCHASED SERVICES	-	-	100	100	100	100	-
45203	POSTAL SERVICES	-	-	110	110	110	110	-
45404	CENTRAL COPIER CHARGES	-	-	130	130	130	130	-
45504	CONVENTIONS/EDUCATION	-	780	1,500	1,500	1,500	1,500	-
TOTAL	OTHER CHARGES	-	780	1,740	1,740	1,740	1,740	-
46019	OTHER SUPPLIES	594	1,579	3,170	3,170	3,170	5,000	1,830
TOTAL	MATERIALS AND SUPPLIES	594	1,579	3,170	3,170	3,170	5,000	1,830
TOTAL	BOARDS AND COMMISSIONS	46,016	50,292	53,320	53,320	53,320	55,150	1,830

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 17-18 ACCOMPLISHMENTS

- Worked with Council and the BAR to approve the installation site and oversee the installation of the VPAC's first piece of public art - the Mayor Jane Seeman and Vienna Volunteers memorial.
- Raised remaining funds for the Mayor Jane Seeman memorial through partnership with The Movers and Shakers Event.
- Developed a 501(c)(3) foundation as a fundraising mechanism for the VPAC.
- Collaborated with Vienna schools on a student art project - "What Does Art Look Like in Vienna." The art pieces were displayed along the construction fence at the VCC.
- Worked with a local artist and the BAR to have a LOVE sign approved for installation at North Side Park.

VIENNA PUBLIC ART COMMISSION
11140

FY 18-19 INITIATIVES

- Continue to set policies and procedures beyond what has already been established.
- Develop a strategic plan.
- Assist and support Rappaport (owners of Magruder's shopping center) to design and create a mural along the backside of the shopping center.
- Attend Town events to gain more exposure for the VPAC.
- Partner with the Vienna Art Society on their Artful benches project.
- Apply for a Creative Communities Partnership Grant through the Virginia Commission on the Arts with the purpose of encouraging local governments to support the arts.

FY 18-19 BUDGET CHANGES

- Requesting an amount up to \$4,500 to apply for a Creative Communities Partnership Grant through the Virginia Commission on the Arts. The Commission will match, up to \$4,500, subject to funds available, the tax monies given by independent town, city, and county governments to arts organizations

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

DIVISION 11140

NAME VIENNA PUBLIC ART COMMISSION

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17--18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
46019	OTHER SUPPLIES	-	-	5,000	5,000	5,000	4,500	(500)
TOTAL	MATERIALS AND SUPPLIES	-	-	5,000	5,000	5,000	4,500	(500)
TOTAL	VIENNA PUBLIC ART COMMISSION	-	-	5,000	5,000	5,000	4,500	(500)

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 18-19 BUDGET CHANGES

- The donation budget was created with guidance received during the FY13 budget review session.
- No significant changes to this budget.

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

DIVISION 11150

NAME DONATIONS & CONTRIBUTIONS

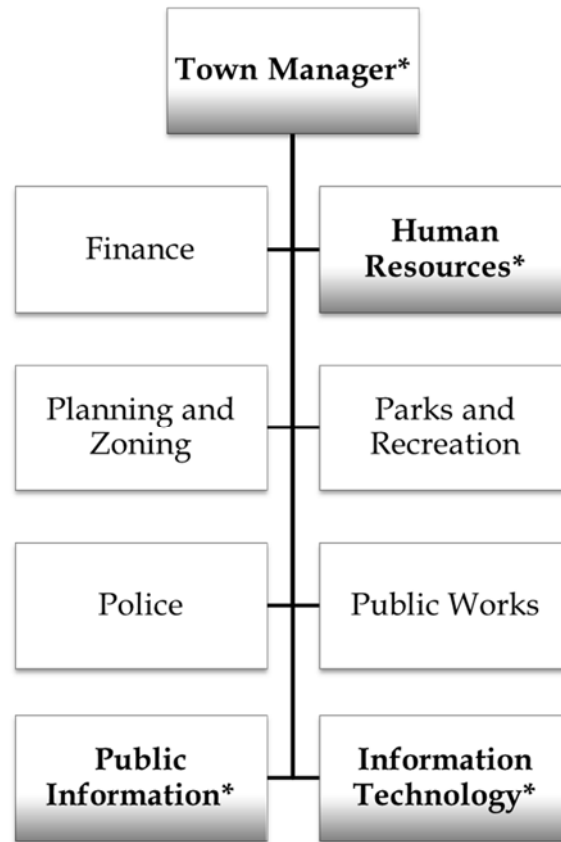
ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17--18----- BUDGET REVISED ESTIMATED			FY 18-19 ADOPTED	NET CHANGE
45612	C.H.O.	1,500	1,500	1,500	1,500	1,500	1,500	-
45617	VIENNA COMMUNITY BAND	6,000	4,000	4,000	4,000	4,000	4,000	-
45618	BABE RUTH LEAGUE	1,000	1,000	1,000	1,000	1,000	1,000	-
45619	VIENNA LITTLE LEAGUE	1,000	1,000	1,000	1,000	1,000	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	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	14,800	12,050	12,050	12,050	12,050	12,050	-
TOTAL	DONATIONS & CONTRIBUTIONS	14,800	12,050	12,050	12,050	12,050	12,050	-

ADMINISTRATION

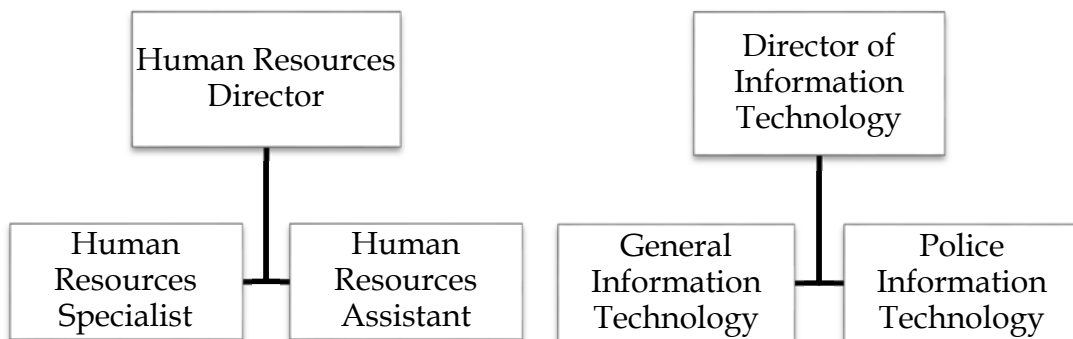
Mission

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

ADMINISTRATION

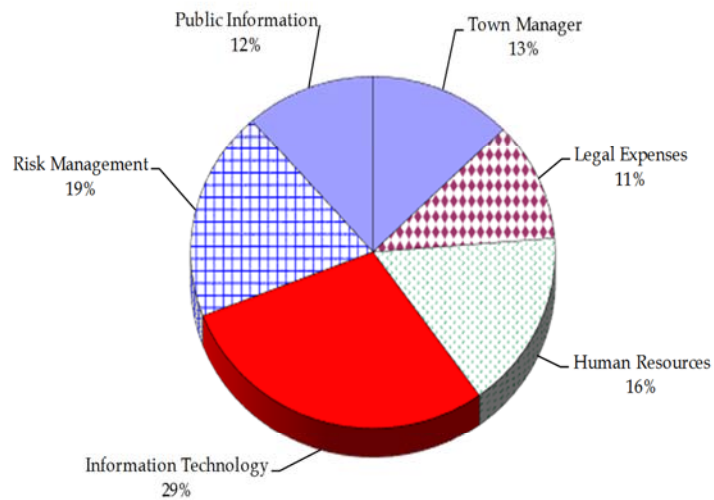


*Included within Administration Budget



ADMINISTRATION

	FY 16-17 Actuals	FY 17-18 Adopted	FY 17-18 Adjusted	FY 17-18 Estimated	FY 18-19 Adopted	Net Change
Town Manager	341,047	349,090	350,229	352,967	366,270	17,180
Legal Services	292,040	295,280	274,373	316,130	319,050	23,770
Human Resources	468,368	468,090	461,898	470,860	471,620	3,530
Information Technology	715,206	842,610	835,132	859,349	837,600	-5,010
Risk Management	418,906	558,150	543,068	587,510	558,150	0
Public Information	308,562	285,690	313,535	375,105	333,520	47,830
Administration	2,544,129	2,798,910	2,778,236	2,961,921	2,886,210	87,300



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 17-18 ACCOMPLISHMENTS

- Annual update to the Capital Improvement Plan (2018).
- Hiring of Director of Planning & Zoning.
- Financial software system fully implemented.
- Branding Initiative completed.
- Completed the renovation and grand re-opening of the Vienna Community Center.

FY 18-19 INITIATIVES

- Work with Town Council to update the 2013-2015 Strategic Plans.
- Continue to seek out partnerships for structured parking.
- Enhance the Town's Historic District along Church Street.

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 Projected
General fund cash reserves within recommended guidelines of 10% of the subsequent year's budget.	19.7%	19.5%	19%
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 16-17	Adopted FY 17-18	Adopted FY 18-19
Town Manager	1	1	1
Executive Secretary	1	1	1
Total	2	2	2

FY 18-19 BUDGET CHANGES

- No significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11211

NAME TOWN MANAGER

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	246,847	253,103	259,830	259,830	259,830	268,920	9,090
41008	ANNUAL LEAVE CASH-IN	3,401	3,500	-	-	-	-	-
41015	PERFORMANCE BONUS	-	-	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	250,248	256,603	259,830	261,330	261,330	268,920	9,090
42001	F.I.C.A.	14,825	15,296	15,600	15,600	15,600	16,140	540
42002	V.R.S.	30,160	28,147	27,910	27,910	27,910	28,590	680
42003	V.R.S. LIFE INS	2,910	3,317	3,400	3,400	3,400	3,520	120
42007	HEALTH INSURANCE	12,133	14,214	15,310	15,310	15,310	18,080	2,770
42008	DISABILITY INS	2,065	2,065	-	-	2,066	2,100	2,100
42012	CAFETERIA PLAN FEES	95	66	60	60	60	60	-
42018	ER CONTRIBUTIONS:DC401A	9,790	5,174	10,320	10,320	10,320	10,750	430
TOTAL	EMPLOYEE BENEFITS	71,977	68,278	72,600	72,600	74,666	79,240	6,640
43101	CONSULTING SERVICES	-	-	-	-	16,750	-	-
43309	CELL PHONE EXPENSE	-	-	760	760	1,071	760	-
TOTAL	PURCHASED SERVICES	-	-	760	760	17,821	760	-
45202	LONG DIST SERVICE	34	64	50	-	50	-	(50)
45203	POSTAL SERVICES	68	102	150	150	150	150	-
45403	FACILITY LEASE/RENTAL	-	-	-	-	-	-	-
45404	CENTRAL COPIER CHARGES	1,122	1,520	1,200	1,200	1,200	1,200	-
45503	SUBSISTENCE/LODGING	1,107	1,231	1,000	1,000	1,000	1,200	200
45504	CONVENTIONS/EDUCATION	7,184	7,500	7,600	7,600	7,600	8,400	800
45505	BUSINESS MEALS	291	209	600	600	600	600	-
45801	MEMBERSHIPS/DUES	3,542	3,580	4,000	4,000	4,000	4,000	-
TOTAL	OTHER CHARGES	13,349	14,205	14,600	14,550	14,600	15,550	950
46001	OFFICE SUPPLIES	856	1,439	1,000	1,000	1,000	1,500	500
46012	BOOKS/SUBSCRIPTIONS	84	84	300	300	300	300	-
46015	OPERATIONAL SUPPLIES	-	437	-	-	-	-	-
TOTAL	MATERIALS AND SUPPLIES	940	1,960	1,300	1,300	1,300	1,800	500
TOTAL	TOWN MANAGER	336,515	341,047	349,090	350,540	369,717	366,270	17,180

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 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 in the General District Court/Vienna Division is conducted by the Town Attorney or members of his law firm, BrigliaHundley, P.C.

ACTIVITIES/PRODUCTS/SERVICES

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

FY 17-18 ACCOMPLISHMENTS

- Continued modernization of records management including transition to electronic filing of research and Town Attorney litigation files.
- Successfully negotiated cellular antenna lease for the Frederick Street Water Tank.

LEGAL SERVICES

11221

- Assisted the Department of Planning and Zoning with several challenging zoning violation matters, appeared before the Board of Zoning Appeals for review and possible revocation of conditional use permit related to live music.

-

FY 18-19 INITIATIVES

- Complete modernization of records management including transition to electronic filing of research and Town Attorney litigation files.
- Update Town Attorney website links and add general legal and procedures to Town website helpful to citizens

-

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Town Attorney (contractual)	N/A	N/A	N/A
Legal Secretary	.5	.5	.5

FY 18-19 BUDGET CHANGES

- Adjustment to hourly rate for supplemental legal and litigation matter services; No significant changes requested, only cost of living/market adjustments for support staff and legal services contract.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11221
NAME LEGAL SERVICES

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41003	REG. P.T. WITH BENEFITS	38,316	40,540	40,990	40,990	40,990	42,420	1,430
41015	PERFORMANCE BONUS	-	1,500	-	-	-	-	-
TOTAL	PERSONAL SERVICES	38,316	42,040	40,990	40,990	40,990	42,420	1,430
42001	F.I.C.A.	2,931	3,216	3,130	3,130	3,130	3,240	110
TOTAL	EMPLOYEE BENEFITS	2,931	3,216	3,130	3,130	3,130	3,240	110
43102	LEGAL SVCES	138,740	142,900	147,190	147,190	147,190	151,610	4,420
43112	PUBLIC DEFENDER SVCES	960	3,360	4,000	4,000	4,000	-	(4,000)
43113	PROSECUTING SVCES	58,600	60,360	62,170	62,170	62,170	64,030	1,860
43114	SUPP LEGAL SVCES RESERVE	19,945	35,170	30,000	30,000	50,850	50,000	20,000
TOTAL	PURCHASED SERVICES	218,245	241,790	243,360	243,360	264,210	265,640	22,280
45202	LONG DIST SERVICE	2	26	50	-	50	-	(50)
45203	POSTAL SERVICES	103	257	200	200	200	200	-
45404	CENTRAL COPIER CHARGES	1,465	1,077	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	350	850	850	850	850	-
TOTAL	OTHER CHARGES	1,921	1,710	3,300	3,250	3,300	3,250	(50)
46001	OFFICE SUPPLIES	571	1,488	1,700	1,700	1,700	1,700	-
46012	BOOKS/SUBSCRIPTIONS	2,777	1,796	2,800	2,800	2,800	2,800	-
TOTAL	MATERIALS AND SUPPLIES	3,348	3,284	4,500	4,500	4,500	4,500	-
TOTAL	LEGAL SERVICES	264,761	292,040	295,280	295,230	316,130	319,050	23,770

HUMAN RESOURCES
11222

PURPOSE

Through a strategic approach, the Human Resources Team cultivates and supports a legal, healthy, safe and productive work environment. This is so that working together as a team, Town employees are better able to meet our customers' needs on time, every time, excellently.

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 the Town's employee performance evaluation program.
- Administer the Town's grievance procedure.
- Administer and maintain the Town's classification and total compensation program, including leave and other benefits.
- Administer mandatory and optional retirement and employee optional pre-tax and post-tax investment programs.
- Administer Town's other employee optional benefit programs.
- Administer employee incentive, recognition, and award programs.
- Maintain Human Resources Information Management System (HRIS) and personnel records management, in compliance with federal and state regulations.
- Focus on solution based approaches and staff inclusion. Serve on or help to facilitate employee teams to further this goal.
- Coordinate and/or develop and deliver organizational development/training programs.

HUMAN RESOURCES
11222

FY 17-18 ACCOMPLISHMENTS

- Completed six-month comprehensive coaching/mentoring program for department heads and the Town Manager. This was accomplished through a \$35k-\$50k scholarship secured by the Town. Three coaches from the US and Trinidad provided this exclusive training.
- Implemented class and compensation study results.
- Trained two civilian internal trainers in comprehensive crisis intervention who, in turn, trained all Town employees on how to diffuse difficult situations through healthy and civil approaches. Employees received full-day training and will be refreshed every two years.
- Began providing in-house CDL practical training for employee candidates for exam.
- Began providing in-house driver training for employees operating Parks & Recreation passenger van.
- Trained and certified one HR staff in Myers-Brigg personality assessment.
- HR Director participated in Senior Executive Institute and Chaired Metropolitan Washington Coalition of Government (MWCOC), Personnel Officers Technical Committee.
- Scanned large part of administrative case files.
- Linked up with Fairfax County Learning Center to provide access to free training to Vienna employees.
- Delivered The Vienna Way Customer Care training to Community Center staff.
- Delivered Harassment and Sexual Harassment Training to all employees.

FY 18-19 INITIATIVES

- Deliver The Vienna Way high performance organization training to all employees.
- Deliver Leadership Development training to new supervisors and managers.
- Implement new electronic personnel action process.
- Implement relevant elements of strategic plan.

HUMAN RESOURCES

11222

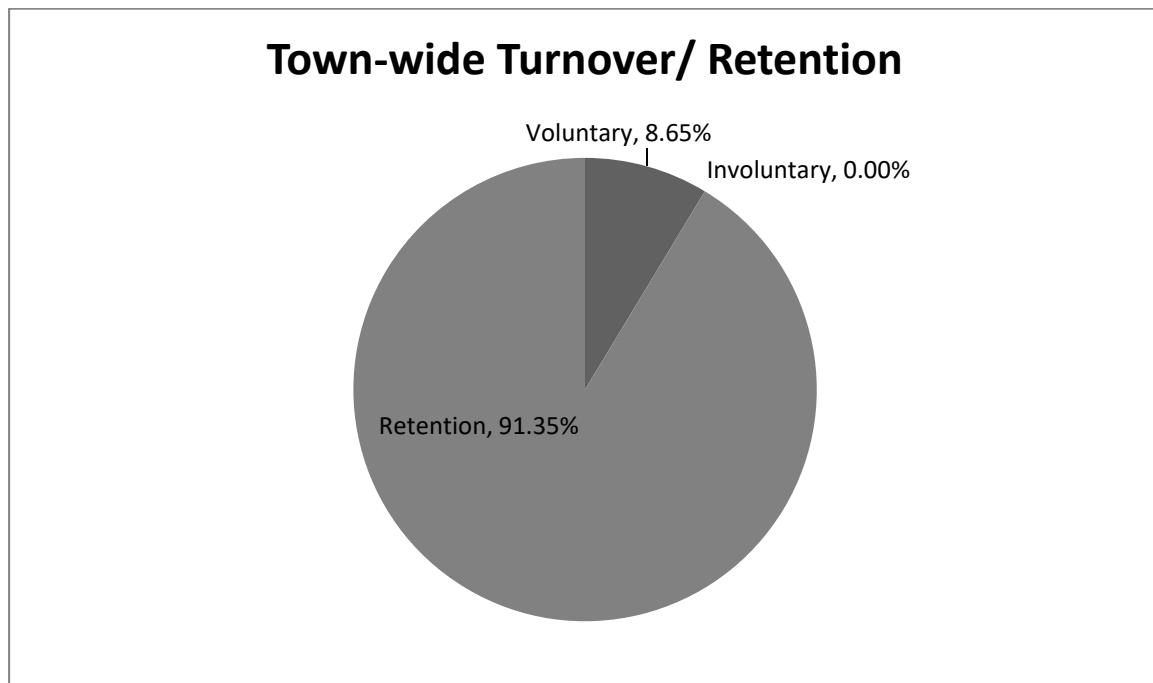
PERFORMANCE MEASURES

Based on calendar year data

Town-wide Turnover/Retention 2017

Voluntary (16)	8.65%
Involuntary (0)	0%
Total Annual T.O. (16)	8.65%
Retention	91.35%

TOV had seven retirements. Voluntary quits, excluding retirements, were 5.95%. Retirements were 3.78%.

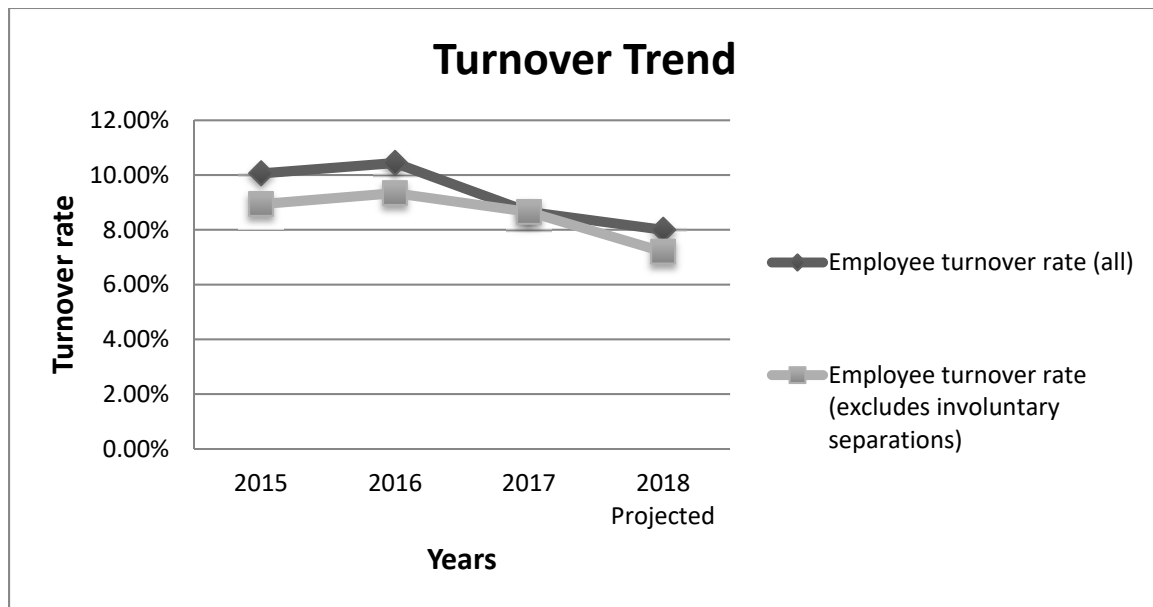


Retention is the difference between the Total Turnover and the Number of Positions that should be filled. Subject-matter experts indicate that overall turnover of 10% or less is an acceptable rate, if the turnover is not primarily among the top performers in the organization. The average cost of replacing 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.

HUMAN RESOURCES 11222

Historical Turnover (Based on Calendar Year Data)

Turnover Trend	2015 Actual	2016 Actual	2017 Actual	2018 Projected
Employee turnover (all)	10.06%	10.44%	8.65%	8.00%
Employee turnover (voluntary)	8.94%	9.34%	8.65%	7.20%



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		179		92:1
2017	16,468		181		92:1
2018	Est. 16,600	5.8%	185	5.4%	90:1

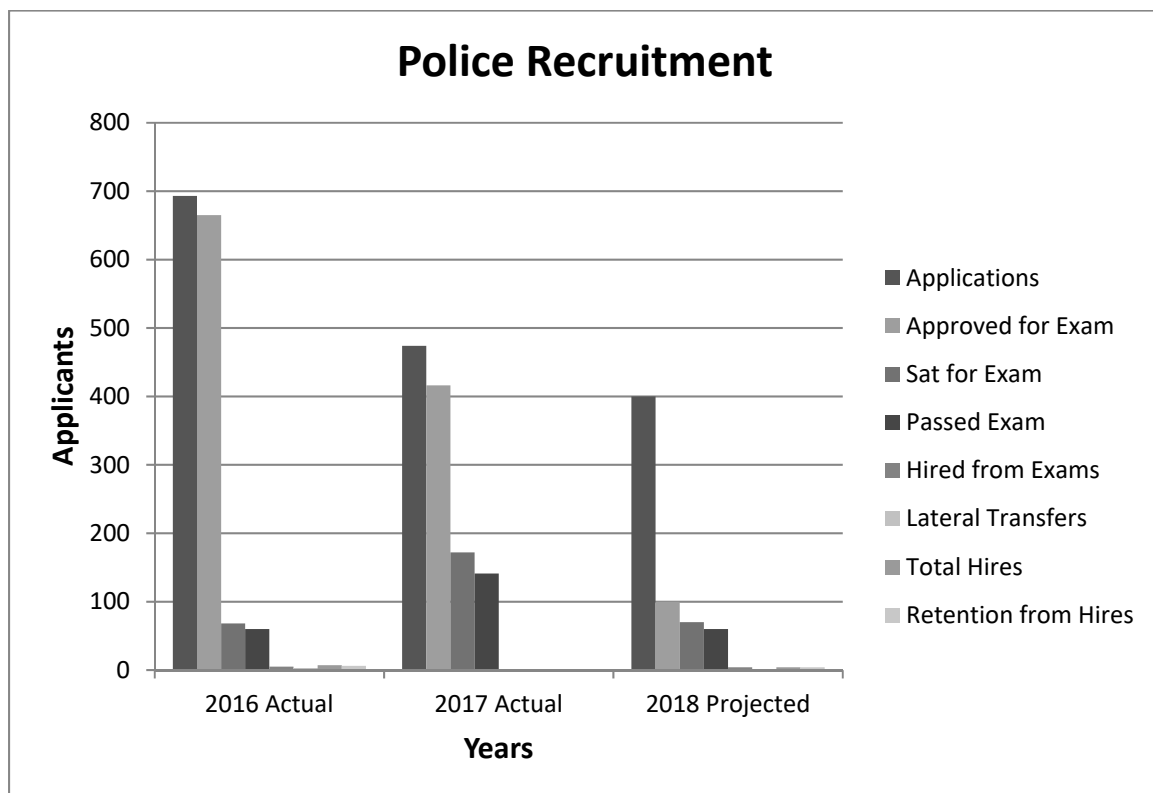
¹Population data from Weldon Cooper Center data center.

HUMAN RESOURCES

11222

Police Recruitment (Based on Calendar Year Data)

Description	2016 Actual	2017 Actual	2018 Projected
Applications	693	474	400
- Approved for Exam	665	416	100
- Sat for Exam	68	172	70
- Passed Exam	60	141	60
Hired from Exams	5	0	4
Lateral Transfers	2	0	0
Total Hires	7	0	4
Retention from Hires	6	0	4



Recruitment for law enforcement personnel has become increasingly and substantially more difficult in the last three years in northern Virginia and the competition for attractive salaries and hiring/retention incentives more intense among jurisdictions.

HUMAN RESOURCES
11222

Educational Assistance Program

Description	2016 Actual	2017 Actual	2018 Projected
Tuition Reimbursement Program			
- No. Participants	9	7	7
- Dollars Approved	\$41,143	\$33,408.45	\$28,235
- % (of Workforce) Utilization	3.3	3.8	3.8

Five law enforcement officers and 2 civilian employees currently participate in the college tuition reimbursement program. One Lieutenant graduated Bachelor of Criminal Science in 2017, and one Town executive achieved his Master's degree. The retention rate is 100% among this group.

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Human Resources Director	1	1	1
Human Resources Assistant	1	1	1
Human Resources Specialist	1	1	1
Total	3	3	3

FY 18-19 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11222
NAME HUMAN RESOURCES

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	191,403	232,630	252,830	252,830	252,830	251,700	(1,130)
41002	OVERTIME	442	2,027	1,000	1,000	2,000	2,000	1,000
41004	PART TIME W/O BENEFITS	39,272	-	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	-	2,572	-	-	2,650	-	-
41015	PERFORMANCE BONUS	1,500	-	-	-	-	-	-
TOTAL	PERSONAL SERVICES	232,618	237,229	253,830	253,830	257,480	253,700	(130)
42001	F.I.C.A.	17,482	18,085	18,200	18,200	18,200	18,150	(50)
42002	V.R.S.	23,329	26,044	26,710	26,710	26,710	26,760	50
42003	V.R.S. LIFE INS	2,254	3,120	3,320	3,320	3,320	3,300	(20)
42005	POLICE PENSION	-	111	-	-	-	-	-
42007	HEALTH INSURANCE	6,136	11,460	13,620	13,620	13,620	16,080	2,460
42011	TUITION ASSIST	27,799	40,839	29,000	29,000	25,000	25,000	(4,000)
42012	CAFETERIA PLAN FEES	27	67	60	60	60	60	-
42018	ER CONTRIBUTIONS:DC401A	7,699	7,941	7,840	7,840	7,840	10,070	2,230
42021	VRS HYBRID 401A MATCH	40	421	550	550	-	-	(550)
42025	VRS HYBRID DISABILITY	23	248	330	330	-	-	(330)
42050	RELOCATION EXPENSES	3,000	-	3,000	3,000	3,000	3,000	-
TOTAL	EMPLOYEE BENEFITS	87,788	108,335	102,630	102,630	97,750	102,420	(210)
43101	CONSULTING SERVICES	5,069	28,437	6,000	9,190	6,000	6,000	-
43105	HEALTH SERVICES	4,814	8,908	15,000	15,000	15,000	15,000	-
43302	FINANCIAL SYSTEM MTCE	9,411	9,411	13,000	13,000	13,000	13,000	-
43308	CONTRACTS/SERVICES	1,924	16,738	5,000	5,000	5,000	5,000	-
43309	CELL PHONE EXPENSE	643	696	800	800	800	800	-
43501	PRINTING/BINDING SVCS	449	-	500	500	500	500	-
43601	ADVERTISING	3,208	5,198	6,000	6,000	6,000	6,000	-
43801	SRVCS FROM OTHER GOV'TS	-	-	-	-	-	-	-
TOTAL	PURCHASED SERVICES	25,518	69,387	46,300	49,490	46,300	46,300	-
45202	LONG DIST SERVICE	43	87	130	-	130	-	(130)
45203	POSTAL SERVICES	627	380	500	500	500	500	-
45404	CENTRAL COPIER CHARGES	5,083	4,891	6,000	6,000	6,000	6,000	-
45501	MILEAGE REIMBURSEMENT	-	354	700	700	700	700	-
45503	SUBSISTENCE/LODGING	-	-	1,000	1,000	1,000	1,000	-
45504	CONVENTIONS/EDUCATION	1,076	-	2,000	2,000	2,000	2,000	-
45505	BUSINESS MEALS	126	306	500	500	500	500	-
45801	MEMBERSHIPS/DUES	2,246	1,873	2,500	2,500	2,500	2,500	-
TOTAL	OTHER CHARGES	9,202	7,891	13,330	13,200	13,330	13,200	(130)
46001	OFFICE SUPPLIES	2,035	1,839	2,700	2,700	2,700	2,700	-
46012	BOOKS/SUBSCRIPTIONS	2,115	295	500	500	500	500	-
46015	OPERATIONAL SUPPLIES	2,524	2,506	3,000	3,000	3,000	3,000	-
46019	OTHER SUPPLIES	4,000	4,000	4,000	4,000	4,000	4,000	-
46021	HOLIDAY GIFT CERTIFICATES	3,756	3,659	9,800	9,800	9,800	9,800	-
TOTAL	MATERIALS AND SUPPLIES	14,430	12,300	20,000	20,000	20,000	20,000	-
47102	WELLNESS PROGRAM	1,487	1,528	4,000	4,000	4,000	4,000	-
47201	TRAINING PROGRAMS	10,162	12,518	9,000	9,000	13,000	13,000	4,000
47203	SERVICE AWARDS	15,258	15,576	14,000	13,900	14,000	14,000	-
47207	TESTING SERVICES	4,375	3,604	5,000	5,000	5,000	5,000	-
TOTAL	PROGRAM AND SERVICES	31,281	33,226	32,000	31,900	36,000	36,000	4,000
TOTAL	HUMAN RESOURCES	400,837	468,368	468,090	471,050	470,860	471,620	3,530

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 17-18 ACCOMPLISHMENTS

- Completed the Munis Financial System installation. (Real Estate, Work Orders, and Utility Billing)
- Completed Revision update of Munis to v11.3.
- Implemented various Munis Mobile Apps for Payroll, Work Orders, Field Inspection, and Approvals.
- Implemented Town of Vienna Work Order system for Town Employees for general repairs and service orders for Water Utility Billing.
- Implemented Citizen's Self Service portal including Town's app for the public to submit work orders.
- Installation of Supervisory Control and Data Acquisition (SCADA) for Water and Sewer.
- Completed New World Computer Aided Dispatch (CAD) upgrade for the Police department.
- Updated computers, printers, security card access, security cameras, and wireless access points for the Community Center.
- Revamped the Town's Intranet site.

INFORMATION TECHNOLOGY
11251

- Continue LaserFiche document scanning efforts with Human Resources, Finance, Planning and Zoning, and Town Clerk.
- Started Vulnerability Scanning using Nessus
- Email servers upgraded Microsoft Exchange Server 2016.

INFORMATION TECHNOLOGY

11251

FY 18-19 INITIATIVES

- Complete Town Web Site Update.
- Perform GIS Upgrade/Update.
- PEG Expansion for TV Channel. Add Community Center as broadcast location. Police to be done upon completion of renovation.
- Network Core Infrastructure Upgrades.
- Research E-Mobile Ticket solutions with Police.

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 Projected
Technical service call responses	1,324	1,460	1,500
Supported Applications and Systems	37	38	38
Supported Routers and Switches	23	23	24
Supported Servers	41	46	46
IT Security Devices	N/A	7	7
Cell Phones/Devices supported	92	92	92
Requests for AV setup for general meetings/training sessions/non-televised boards and commission meetings	151	169	170
Town Council Meetings/Work Sessions supported	30	29	29
Planning Commission meetings televised	12	12	19
Support Tickets for Munis	108	94	103

INFORMATION TECHNOLOGY

11251

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Information Technology Director	1	1	1
Deputy Director of IT	1	1	1
Computer Technician	1	1	1
Information Technology Coordinator	1	1	1
IT Assistant	.5	.5	.5
Total	4.5	4.5	4.5

FY 18-19 BUDGET CHANGES

- Transferred in \$15,618.00 from Parks and Recreation for the annual software support and maintenance for WebTrac.
- Transferred in \$2,690.00 from Finance to cover the annual costs for Long Distance.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11251

NAME INFORMATION TECHNOLOGY

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	317,676	312,070	391,380	391,380	391,380	400,650	9,270
41002	OVERTIME	5,462	5,013	6,000	6,000	6,000	6,000	-
41004	PART TIME W/O BENEFITS	38,983	37,064	19,000	19,000	19,000	19,000	-
41006	ANNUAL LEAVE LIQUIDATION	-	-	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	2,590	2,666	-	-	2,749	-	-
41015	PERFORMANCE BONUS	1,500	1,500	-	-	-	-	-
TOTAL	PERSONAL SERVICES	366,212	358,313	416,380	416,380	419,129	425,650	9,270
42001	F.I.C.A.	26,020	25,325	31,850	31,850	31,850	30,620	(1,230)
42002	V.R.S.	40,671	33,039	40,080	40,080	40,080	40,350	270
42003	V.R.S. LIFE INS	4,003	4,090	4,210	4,210	4,210	5,250	1,040
42007	HEALTH INSURANCE	22,917	26,851	40,400	40,400	40,400	34,150	(6,250)
42012	CAFETERIA PLAN FEES	-	-	-	-	-	60	60
42018	ER CONTRIBUTIONS:DC401A	13,412	11,802	12,750	12,750	12,750	16,020	3,270
42021	VRS HYBRID 401A MATCH	824	1,238	2,160	2,160	2,160	2,240	80
42025	VRS HYBRID DISABILITY	486	616	580	580	580	1,020	440
TOTAL	EMPLOYEE BENEFITS	108,333	102,962	132,030	132,030	132,030	129,710	(2,320)
43301	EQUIPMT MTCE CONTRACTS	27,098	18,214	27,360	27,360	27,360	29,700	2,340
43303	SOFTWARE MTCE CONTRACT	18,047	15,526	18,700	62,650	30,000	16,300	(2,400)
43308	CONTRACTS/SERVICES	51,832	53,524	53,000	53,000	53,000	72,660	19,660
43309	CELL PHONE EXPENSE	2,127	2,675	4,000	4,000	4,000	4,000	-
TOTAL	PURCHASED SERVICES	99,103	89,939	103,060	147,010	114,360	122,660	19,600
45201	LOCAL PHONE SERVICE	19,890	21,298	14,250	14,250	14,250	23,000	8,750
45202	LONG DIST SERVICE	93	196	300	2,990	2,990	3,330	3,030
45203	POSTAL SERVICES	31	99	100	100	100	100	-
45205	INTERNET ACCESS/EMAIL SVC	21,229	21,257	15,560	15,560	15,560	12,000	(3,560)
45404	CENTRAL COPIER CHARGES	364	245	300	300	300	300	-
45501	MILEAGE REIMBURSEMENT	-	-	100	100	100	100	-
45504	CONVENTIONS/EDUCATION	5,000	2,694	5,000	5,000	5,000	5,000	-
45801	MEMBERSHIPS/DUES	50	-	-	-	-	-	-
TOTAL	OTHER CHARGES	46,657	45,789	35,610	38,300	38,300	43,830	8,220
46001	OFFICE SUPPLIES	18,763	15,087	15,000	15,000	15,000	10,000	(5,000)
46012	BOOKS/SUBSCRIPTIONS	-	-	-	-	-	-	-
46014	DP/COMPUTER SUPPLIES	8,431	8,110	8,000	8,000	8,000	9,000	1,000
46015	OPERATIONAL SUPPLIES	473	2,395	1,000	1,000	1,000	-	(1,000)
46040	SOFTWARE PURCHASES	12,220	10,568	47,720	47,720	47,720	12,000	(35,720)
TOTAL	MATERIALS AND SUPPLIES	39,887	36,159	71,720	71,720	71,720	31,000	(40,720)
47215	TOV WEB SITE SERVICES	42,076	38,593	42,760	42,760	42,760	47,600	4,840
TOTAL	PROGRAM AND SERVICES	42,076	38,593	42,760	42,760	42,760	47,600	4,840
48101	MACH/EQUIPMT REPLACEMENT	32,803	87,460	41,050	41,050	41,050	37,150	(3,900)
TOTAL	CAPITAL OUTLAY	32,803	87,460	41,050	41,050	41,050	37,150	(3,900)
TOTAL	INFORMATION TECHNOLOGY	735,072	759,213	842,610	889,250	859,349	837,600	(5,010)

RISK MANAGEMENT
11255

PURPOSE

Risk Management is the enterprise effort to safeguard the Town of Vienna's public assets. This platform safeguards the Town from unnecessary risk by ensuring sound financial practices, preserving public property, assuring workforce safe practices and safe working conditions, and practicing healthy human civility.

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, general liability and employee injuries.
- Administer and distribute the safety and safe-driver incentive award programs.

FY 17-18 ACCOMPLISHMENTS

- Achieved Virginia Municipal League's (VML) Risk Management Guidelines goals for safe driver training by December 31, realizing a 5% reduction in auto liability insurance premium for FY 18-19.
- Achieved 100% goal of Virginia Municipal League's (VML) Risk Management Guidelines to realize a 5% premium reduction in all Property and Casualty (P&C) lines of insurance for FY 18-19.
- Contained unemployment compensation losses through appropriate application of policies and documentation.
- Through Safety Trainer, provided chainsaw training.
- Through partnership with VML and Town of Herndon, participated in OSHA-at-a-Glance training for town employees.
- Providing OSHA/VOSH workplace risk identification by VML.

RISK MANAGEMENT

11255

- Invited to participate in VML Risk Management Guidelines roundtable.
- Awarded two safety grants in the amount of \$8,000 to purchase safety cones and barricades.

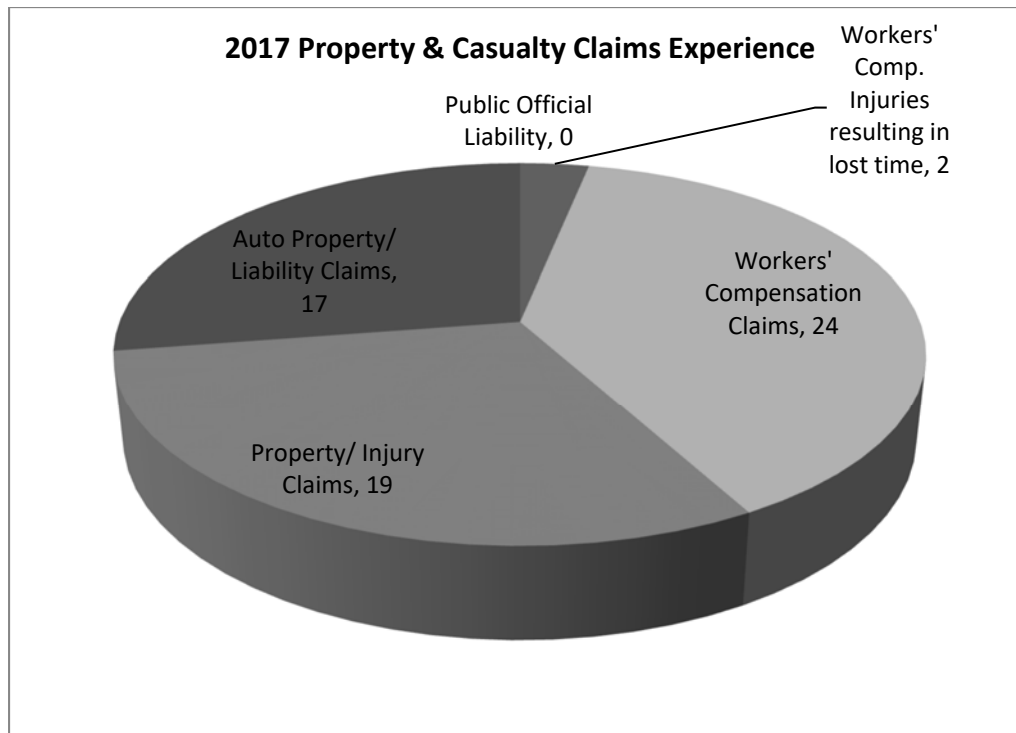
FY 18-19 INITIATIVES

- Continue enhancing safety training initiatives.

PERFORMANCE MEASURES

Based on Calendar year data

Property & Casualty Claims History	2016	2017	2018
Description	Actual	Actual	Projected
Workers' Comp. Injuries resulting in lost time	4	2	1
Workers' Comp. Claims	30	24	20
Property/Injury Claims	24	19	20
Auto Property/Liability Claims	21	17	20
Public Official Liability	2	0	0



RISK MANAGEMENT
11255

FY 18-19 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11255
NAME RISK MANAGEMENT

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
42001	F.I.C.A.	168	299	-	-	-	-	-
42002	V.R.S.	138	-	-	-	-	-	-
42003	V.R.S. LIFE INS	13	-	-	-	-	-	-
42007	HEALTH INSURANCE	139	-	-	-	-	-	-
42008	DISABILITY INS	408	408	500	500	500	500	-
42009	UNEMPLOYMENT INS	379	284	5,000	1,810	5,000	5,000	-
42013	WORKER'S COMP INS	194,880	208,258	229,730	263,820	263,820	235,000	5,270
TOTAL	EMPLOYEE BENEFITS	196,126	209,249	235,230	266,130	269,320	240,500	5,270
43105	HEALTH SERVICES	-	-	-	-	-	-	-
TOTAL	PURCHASED SERVICES	-	-	-	-	-	-	-
45301	BOILER INS	2,084	2,127	2,780	2,780	2,780	2,780	-
45304	OTHER PROPERTY INSURANCE	26,511	21,413	29,830	26,830	29,830	29,830	-
45305	VEHICLE INS	64,711	50,548	79,000	76,000	77,000	77,000	(2,000)
45306	SURETY BONDS	2,412	2,425	3,700	3,700	3,700	3,700	-
45308	GEN LIABILITY INS	79,287	77,772	107,260	73,170	104,530	103,990	(3,270)
45311	EXCESS LOSS UMBRELLA INS	27,008	21,964	34,850	34,850	34,850	34,850	-
45313	INSURANCE RETENTION	(2,349)	(3,839)	20,000	16,600	20,000	20,000	-
45316	LINE OF DUTY ACT INSUR.	21,143	22,553	24,000	24,000	24,000	24,000	-
45801	MEMBERSHIPS/DUES	1,110	965	1,500	1,500	1,500	1,500	-
TOTAL	OTHER CHARGES	221,916	195,928	302,920	259,430	298,190	297,650	(5,270)
46019	OTHER SUPPLIES	1,101	192	1,000	1,000	1,000	1,000	-
46030	MEDICAL SUPPLIES	1,613	5,196	6,000	6,000	6,000	6,000	-
TOTAL	MATERIALS AND SUPPLIES	2,713	5,388	7,000	7,000	7,000	7,000	-
47201	TRAINING PROGRAMS	-	59	-	-	-	-	-
47202	SAFETY PROGRAMS	4,873	8,283	13,000	13,000	13,000	13,000	-
TOTAL	PROGRAM AND SERVICES	4,873	8,342	13,000	13,000	13,000	13,000	-
TOTAL	RISK MANAGEMENT	425,628	418,906	558,150	545,560	587,510	558,150	-

PUBLIC INFORMATION
11260

PURPOSE

To provide proactive communication 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

- Develop, promote, and ensure appropriate use of the Town's brand and logo.
- Serve as Town spokesperson and primary media contact. Maintain connections and relationships with members of the media.
- Provide timely and accurate information, through a variety of media, in crisis situations. Provide updates and alerts for emergency and "not business as usual" situations, such as water main breaks, road closures, etc.
- Coordinate strategic Town-wide efforts as directed by the town manager and Council. Such efforts may include, but are not limited to, citizen survey, strategic plan, and branding.
- Promote Town activities and services by writing and distributing news releases.
- Coordinate FOIA requests, working with other departments to determine availability and provision of requested information and ensuring compliance with FOIA requirements.
- Write, edit and produce various print publications including the Town newsletter, Town calendar, and various department-generated reports as well as digital newsletters/email blast, Vienna Happenings and Town Business Matters.
- Develop content for, manage, and keep record of official Town social media platforms and community alert system.
- Review and edit various Town documents (e.g., Council agendas) and department-produced documents and reports.
- Manage, write, edit, review, and approve website content.
- Produce content for the Town's cable channel.
- Assist with community outreach programs.

PUBLIC INFORMATION
11260

FY 17-18 ACCOMPLISHMENTS

- Managed community-intensive branding research process and development of Town's brand and associated logo. Worked with consultant to ensure that citizen input from a wide variety residents, community organizations, and visitors is represented.
- Implemented an innovative, competitive process to develop Town logo. Worked with winning graphic designer to modify logo concept, based on Council and community input; develop a logo suite and usage guidelines; and provide logo in a variety of formats for use by the organization.
- Successfully rolled out Town's new logo as part of the annual Halloween parade. Developed branded materials and coordinated media campaign to launch logo.
- Coordinated kick-off of Council-led, staff-informed strategic planning process.
- Smoothly transferred design of Town newsletter to a new graphic design firm, when Town's current designer retired. Also, oversaw rework of Town newsletter design to reflect Town's new logo and colors.
- Worked with TBLC to develop and publish Town Business Matters, a monthly digital newsletter for Town businesses. Also worked with TBLC to garner Council approval for sending the printed Town newsletter to Vienna businesses.
- Established and grew Town's Instagram account.
- Assisted mayor's office with "outside the box" programming for Mayor @ Your Service events.
- Manager participated in SOAR and Leadership Fairfax programming, enhancing leadership skills and making important county-wide connections.
- Managed an unusually high number of FOIA requests (due largely to a particular planning and zoning issue), coordinating responses with planning and other departments and ensuring that FOIA guidelines were met.

FY 18-19 INITIATIVES

- Work with it department to undertake an overhaul of town's current website, making it more user-friendly, attractive, and functional.
- Implement the 2018 citizen survey in the fall. Explore possibility of using a different vendor that can provide more robust benchmarking comparisons.
- Manage the town's strategic planning process, including coordination with council in development of vision and strategic outcomes, coordination with staff to develop goals and strategies as well as 'white' papers, and development of strategic planning document.
- If budget allows, work with an outside vendor to provide regular, monthly programming for town's community channel.

PUBLIC INFORMATION

11260

- Continue to work with TBLC and other town departments to improve and better communicate processes related to businesses.
- As time allows, develop a crisis communications plan for town.

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 Projected
Promote Town programs, news and events.			
Facebook followers:	3,795	4,326	4,700
Facebook posts:	420	403	375
Twitter followers:	3,719	4,751	5,300
Twitter posts:	432	310	300
Instagram followers:	NA	432	776
Instagram posts:	47	56	50
Original programming for TVCN:	8	5	12
Live broadcast meetings:	20	35	30
Vienna Happenings (email newsletter) subscribers:	1,095	1,265	1,350
Town Business Matters subscribers	NA	1,084	1,100
Number of News Releases:	70	64	65
Number of News Stories (resulting from releases or PIO support):	200	176	175
Printed Newsletters	12	12	12
Distribution/issue	5,863	6,738	6,750
Website visits	341,315	304,942	300,000
Visits from desktops: 190,536 (down 28,459)			
Visits from phones: 91,147 (down 187)			
Visits from tablets: 20,153 (down 4,332)			
Most visited website pages (2017):			
Homepage			
Employment Opportunities			
July 4 Celebration			
Parks & Recreation			
Halloween Parade			
Facilities			
Vienna Community Center			
Police			
Staff Directory			
WebTrac Registration			
Disburse emergency information.	1,000	1,242	1,300

PUBLIC INFORMATION
11260

<i>Number of emergency information (Everbridge) subscribers:</i>			
<i>Number of staff-generated informational alerts (excluding police highlights, releases) sent (includes road closures, water main breaks, emergency alerts):</i>	36	37	35

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Public Information Officer	-		
Communications & Marketing Manager	1	1	1
Communications Specialist	1	1	1
Total	2	2	2

FY 18-19 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11260
NAME PUBLIC INFORMATION

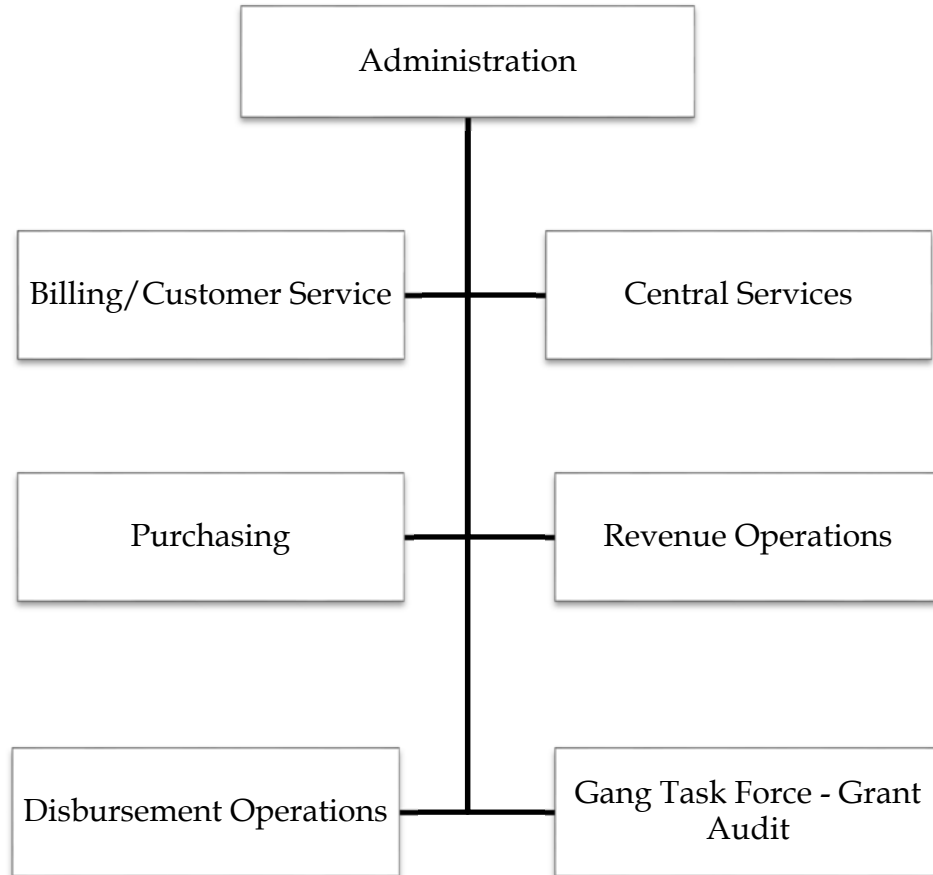
ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	127,503	162,446	172,000	172,000	172,000	178,030	6,030
41003	REG. P.T. WITH BENEFITS	-	-	-	-	-	-	-
41004	PART TIME W/O BENEFITS	4,755	-	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	2,277	4,437	-	-	-	-	-
TOTAL	PERSONAL SERVICES	134,535	166,884	172,000	172,000	172,000	178,030	6,030
42001	F.I.C.A.	10,087	12,633	13,050	13,050	13,050	13,390	340
42002	V.R.S.	13,387	14,919	13,680	13,680	13,680	14,170	490
42003	V.R.S. LIFE INS	1,405	2,202	2,260	2,260	2,260	2,330	70
42007	HEALTH INSURANCE	10,568	8,469	6,810	6,810	6,810	16,080	9,270
42012	CAFETERIA PLAN FEES	-	-	-	-	-	-	-
42017	CELL PHONE ALLOWANCE	-	-	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	-	6,272	4,560	4,560	4,560	7,120	2,560
42021	VRS HYBRID 401A MATCH	1,183	2,997	4,270	4,270	4,270	4,750	480
42025	VRS HYBRID DISABILITY	692	1,002	950	950	950	1,050	100
TOTAL	EMPLOYEE BENEFITS	37,323	48,493	45,580	45,580	45,580	58,890	13,310
43308	CONTRACTS/SERVICES	17,777	36,438	10,280	55,080	68,080	26,000	15,720
43309	CELL PHONE EXPENSE	990	19	-	-	981	-	-
43501	PRINTING/BINDING SVCS	295	45	500	300	300	500	-
43601	ADVERTISING	140	150	500	21,470	20,500	700	200
TOTAL	PURCHASED SERVICES	19,202	36,652	11,280	76,850	89,861	27,200	15,920
45202	LONG DIST SERVICE	7	60	10	-	10	-	(10)
45203	POSTAL SERVICES	20,552	26,547	21,000	21,500	21,000	25,000	4,000
45404	CENTRAL COPIER CHARGES	539	402	500	500	500	500	-
45504	CONVENTIONS/EDUCATION	-	895	4,000	7,000	7,000	5,000	1,000
45505	BUSINESS MEALS	-	-	100	100	100	100	-
45801	MEMBERSHIPS/DUES	-	-	700	700	700	800	100
TOTAL	OTHER CHARGES	21,098	27,904	26,310	29,800	29,310	31,400	5,090
46001	OFFICE SUPPLIES	452	416	700	700	700	1,500	800
46012	BOOKS/SUBSCRIPTIONS	120	-	-	-	-	-	-
46015	OPERATIONAL SUPPLIES	239	518	300	300	300	200	(100)
TOTAL	MATERIALS AND SUPPLIES	811	934	1,000	1,000	1,000	1,700	700
47204	TOWN CALENDAR	6,950	6,514	7,500	7,700	7,700	7,800	300
47205	TOWN NEWSLETTER	19,548	21,182	22,020	25,020	29,654	26,500	4,480
TOTAL	PROGRAM AND SERVICES	26,498	27,696	29,520	32,720	37,354	34,300	4,780
48102	FURN/FIXTURE REPLACEMENT	-	-	-	-	-	-	-
48207	ADDITIONAL OFFICE/DP EQT	115	-	-	-	-	2,000	2,000
TOTAL	CAPITAL OUTLAY	115	-	-	-	-	2,000	-
TOTAL	PUBLIC INFORMATION	239,581	308,562	285,690	357,950	375,105	333,520	45,830

FINANCE

Mission

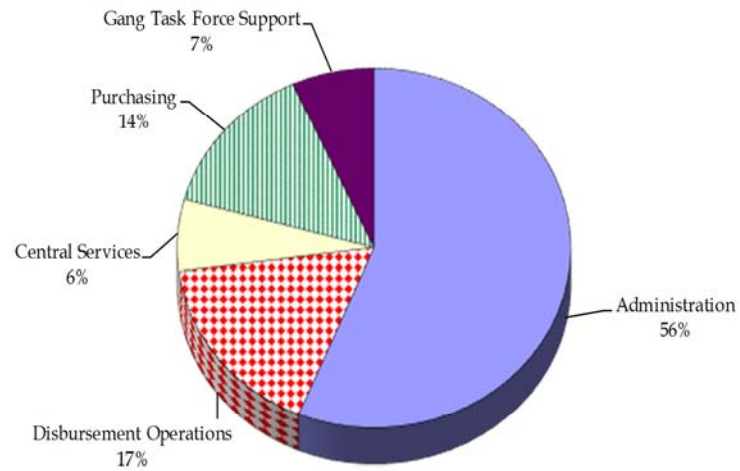
The mission of the Finance Department is to provide excellent financial leadership and customer service to maximize financial resources which will enable Council, staff and other stakeholders to have resources available to achieve their objectives.

FINANCE



FINANCE

	FY 16-17 Actuals	FY 17-18 Adopted	FY 17-18 Adjusted	FY 17-18 Estimated	FY 18-19 Adopted	Net Change
Revenue Operations	456,611	457,790	457,790	433,650	441,080	-16,710
Administration	722,085	682,200	691,759	701,990	700,000	17,800
Disbursement Operations	205,864	196,710	197,662	203,560	206,950	10,240
Purchasing	151,549	165,640	165,640	167,100	173,030	7,390
Central Services	59,729	61,150	61,150	75,260	79,970	18,820
Gang Task Force Support	72,525	89,190	78,690	82,860	84,400	-4,790
Finance	1,668,364	1,652,680	1,652,691	1,664,420	1,685,430	32,750



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 \$10.7 million for FY 17-18 or 44% 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.
- New for FY 19, review Fairfax County vehicle registration filings and payments. Process delinquent bills for prior years.
- 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 \$18 million.
- Provide tax estimates for title companies.

FY 17-18 ACCOMPLISHMENTS

- Completed conversion of tax modules (Real Estate and Vehicle License Fees) from SunGard to Tyler Munis.
- Worked with both outside bill printer and our bank to reconfigure the Vehicle License bills, which affected the banks lockbox processing of payments.
- Successfully billed both 2nd installment of real estate bills and vehicle license bills in Tyler Munis.
- Collected over 99% of Real Estate taxes. This is the 24th consecutive year collections have exceeded 99%.

REVENUE OPERATIONS
11231

- Supported the Water and Sewer conversion to Tyler Munis by ensuring cashiering was set up properly to record payments by bills/customer.
- Implemented new cashiering procedures now that all Revenue Modules are within Tyler Munis and are linked to Tyler Cashiering.
- Created a Tyler Form to easily bill dog license renewals.
- Implemented bill lookup and credit card processing through Munis and Customer Self-Service Portal on the web.
- Initiated the process of Fairfax County billing Town residents for the Vehicle License Fee on the residents' personal property tax bill. This new collection method should yield higher revenue collection while reducing the Town's operating costs by almost \$15K.
- Contracted with Troy & Banks for a Town utility vendor bill audit. The last audit was in 2012 and yielded the Town in \$5K in recovered fees.

FY 18-19 INITIATIVES

- Perform street audits of local businesses in the business corridors to increase Business License and Meals Tax collections.
- Increase the number of summonses for Business License customers who either failed to file or filed incorrectly.
- Continue efforts to collect IRS schedule C's from the County to increase Business License collections.
- Transition parking ticket delinquent notices over to the general billing module.
- Develop enhanced reporting of Real Estate, Meals Tax and Business License data.
- Work with the Town Business Liaison Committee on providing a database of all active Town businesses.
- Work with the Planning and Zoning Department and the Town Business Liaison Committee to develop an online, streamlined new business application.

REVENUE OPERATIONS
11231

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 Projected
Amount of formerly unreported BPOL tax collected as a percent of total	1.0%	1.0%	3.0%
Telephone call inquiries received by the Business License Office	1,058	1,064	1,050
Percent of Real Estate Tax Collected on time	99.8%	99.8%	99.8%
Percent of vehicle license fees collected	91.2%	90.8%	95%
Supplemental real estate bills issued	131	117	115
Number of monthly delinquent real estate bills issued	1,249	1,439	1,300
Number of Real Estate abatements processed	147	122	125
Telephone call inquiries received by the Real Estate Department	2,677	2,505	2,550
Vehicle License annual and prorated bills issued*	12,728	13,556	1,046
Vehicle License delinquent bills issued*	9,463	8,665	3,000
Total revenue handled and deposited by Finance Counter Cashiers	\$33.6 million	\$38.7 million	\$39.0 million

*Number of bills projected for 2018 drops significantly due to Fairfax County billing the Vehicle License fee for Town residents doing forward. The number of delinquent bills issued will also decrease over time as outstanding receivables decrease.

REVENUE OPERATIONS 11231

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Real Estate Tax Specialist	1	1	1
Head Cashier	1	1	1
Business License Officer	1	1	1
Sr. Accountant – VDOT Grants (a)	1	-	-
Fiscal Assistant – cashier	1	1	1
Total	5	4	4

(a) Reimbursed by VDOT, filled by Fiscal Agent.

FY 18-19 BUDGET CHANGES

- Propose working with Fairfax County on the billing and collection of Vehicle License fees. This is a cost savings of about \$14,900 and we assume no decrease in revenue as the fee will be part of the property owner's property tax bill and not a separate bill from the Town.
- Transfer the cost of the courier from the PO Box to Water & Sewer Billing as all payments to this PO Box are related to Water & Sewer. -\$2,200
- Transfer the cost of the bank deposit courier from Disbursement Operations to this department to better correlate billing and collections. +\$2,100

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11231
NAME REVENUE OPERATIONS

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18----- BUDGET REVISED ESTIMATED			FY 18-19 ADOPTED	NET CHANGE
41001	SALARIES AND WAGES	258,097	270,221	274,500	274,500	266,880	281,490	6,990
41002	OVERTIME	10,421	6,152	4,000	4,000	4,000	4,000	-
41004	PART TIME W/O BENEFITS	-	-	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	2,644	2,718	-	-	2,800	-	-
TOTAL	PERSONAL SERVICES	271,161	279,091	278,500	278,500	273,680	285,490	6,990
42001	F.I.C.A.	19,911	19,892	20,260	20,260	20,120	21,010	750
42002	V.R.S.	31,514	30,886	29,630	29,630	30,620	29,720	90
42003	V.R.S. LIFE INS	3,040	3,513	3,600	3,600	3,630	3,690	90
42004	LOCAL PENSION PLAN	25,074	29,124	31,460	31,460	30,490	31,680	220
42007	HEALTH INSURANCE	33,261	41,060	44,240	44,240	29,230	34,150	(10,090)
42012	CAFETERIA PLAN FEES	121	160	190	190	70	60	(130)
42018	ER CONTRIBUTIONS:DC401A	2,945	4,053	4,430	4,430	2,310	4,330	(100)
42025	VRS HYBRID DISABILITY	25	-	-	-	-	-	-
TOTAL	EMPLOYEE BENEFITS	115,890	128,688	133,810	133,810	116,470	124,640	(9,170)
43308	CONTRACTS/SERVICES	5,338	13,617	15,800	15,800	15,800	5,370	(10,430)
43601	ADVERTISING	412	420	600	600	300	550	(50)
TOTAL	PURCHASED SERVICES	5,749	14,037	16,400	16,400	16,100	5,920	(10,480)
45203	POSTAL SERVICES	13,199	16,073	13,800	13,800	13,800	9,300	(4,500)
45404	CENTRAL COPIER CHARGES	4,227	5,651	6,000	6,000	6,000	6,000	-
45501	MILEAGE REIMBURSEMENT	-	245	100	100	100	100	-
45503	SUBSISTENCE/LODGING	-	52	-	-	-	-	-
45504	CONVENTIONS/EDUCATION	-	790	2,000	2,000	1,000	2,000	-
45803	BAD DEBT WRITE-OFF	43,498	4,000	-	-	-	-	-
TOTAL	OTHER CHARGES	60,924	26,811	21,900	21,900	20,900	17,400	(4,500)
46015	OPERATIONAL SUPPLIES	4,887	7,984	7,180	7,180	6,500	7,630	450
TOTAL	MATERIALS AND SUPPLIES	4,887	7,984	7,180	7,180	6,500	7,630	450
47225	VEH LIC FEE ADMIN COSTS	10,863	-	-	-	-	-	-
TOTAL	PROGRAM AND SERVICES	10,863	-	-	-	-	-	-
49207	TRANSFER TO CAP PROJ FUND	-	-	-	-	-	-	-
TOTAL	INTERFUND TRANSFERS	-	-	-	-	-	-	-
TOTAL	REVENUE OPERATIONS	469,475	456,611	457,790	457,790	433,650	441,080	(16,710)

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 17-18 ACCOMPLISHMENTS

- Completed Munis software conversion with the conversion of Real Estate and Utility Billing in the fall of 2017.
- Hired new Deputy Director and Staff Accountant.
- Successfully completed the annual financial statement audit for FY 2017 with an unqualified opinion. Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the 30th 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 seven years the budget has been prepared by the Finance Department.
- Developed budget executive summary report for Council to have a summary of budget objectives and challenges.
- Obtained capital lease financing for the 2018 Vehicle Replacement Plan at a rate of 1.67%.
- Lead the effort for a Water and Sewer rate study to get a professional evaluation of the adequacy of consumption rates and capital investment. Proposed a rate change with the 2018-19 budget.

ADMINISTRATION**11241**

- Prepared Capital Improvement Plan (CIP) to schedule out capital needs and required bond financing through 2034.
- Provided financial support for potential property acquisitions. Revised CIP to achieve objectives without raising meals taxes. Worked with financial advisor to develop alternative financing mechanisms.
- Developed public offering statement and credit agency presentation in conjunction with the financial advisor for rating agency review in advance of the bond sale.
- Issued bonds in the winter of 2018 to support the objectives developed in the annual CIP plan.
- Lead local pension committee. Presented strategies to change the plans and got Council approval of plan changes.
- Began research for new investment strategy to maximize return on the Town's funds in compliance with State investment requirements in an environment of slowly rising interest rates.
- Identified alternatives for EFT bill processing to cut check printing costs.
- Worked with County staff to transfer Vehicle License Fee collection to the County.
- Revised the ordinance to reflect the changes.
- Implemented software system upgrade and began to implement new credit card and electronic bill presentation system.
- Converted old legacy system records to provide historical data now that we have stopped using two software companies.
- Worked with a financial consultant to complete the five year arbitrage re-evaluation required for tax-exempt financing.

FY 18-19 INITIATIVES

- 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.
- Research purchase cards in conjunction with banking services or develop as separate proposal.
- 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.
- Implement e-bills to cut paper costs and meet customer expectations.
- Obtain capital lease financing for the 2019 Vehicle Replacement Plan.

ADMINISTRATION

11241

- Begin an overhaul of the Town's financial policies to reflect current best practices and to improve our financial performance.

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 Projected
Maintain Bond Rating			
- Standard and Poor's	AAA	AAA	AAA
- Moody's	AAA	AAA	AAA
Unqualified Audit opinion	Yes	Yes	Yes
Consecutive years awarded GFOA Certificate of Excellence in Financial Reporting	29	30	31
Consecutive years awarded GFOA Distinguished Budget Presentation	22	23	24
Unreserved Fund Balance as percent of next year's budget	19.7%	18.5%	19.0%
GF Revenues per capita	\$1,448	\$1,460	\$1,527
GF Expenditures per capita	\$1,433	\$1,453	\$1,520

ADMINISTRATION

11241

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Director of Finance / Treasurer	1	1	1
Deputy Finance Director	1	1	1
Operations Manager	1	1	1
Budget Manager	0.625	-	-
Budget Analyst / Staff accountant	-	1	1
Unfunded Intern	0.25	-	-
Total	3.875	4.0	4.0

FY 18-19 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11241
NAME FINANCE ADMINISTRATION

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	397,417	351,254	422,920	422,920	394,680	423,390	470
41003	REG. P.T. WITH BENEFITS	43,658	9,394	-	-	-	-	-
41004	PART TIME W/O BENEFITS	22,831	28,344	-	-	31,940	-	-
41006	ANNUAL LEAVE LIQUIDATION	25,935	13,158	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	8,245	7,501	-	-	3,160	-	-
41015	PERFORMANCE BONUS	1,500	1,500	-	1,000	1,000	-	-
TOTAL	PERSONAL SERVICES	499,587	411,151	422,920	423,920	430,780	423,390	470
42001	F.I.C.A.	34,083	30,197	29,950	29,950	29,890	29,140	(810)
42002	V.R.S.	43,638	30,644	44,020	44,020	39,950	40,610	(3,410)
42003	V.R.S. LIFE INS	4,210	3,748	4,160	4,160	5,230	5,550	1,390
42007	HEALTH INSURANCE	9,085	14,076	22,940	22,940	20,830	26,110	3,170
42012	CAFETERIA PLAN FEES	189	131	120	120	270	320	200
42018	ER CONTRIBUTIONS:DC401A	14,187	8,464	12,360	12,360	11,150	16,930	4,570
42021	VRS HYBRID 401A MATCH	-	766	580	580	4,140	4,390	3,810
42022	VRS HYBRID DISABILITY	-	408	-	-	1,080	1,220	1,220
TOTAL	EMPLOYEE BENEFITS	105,392	88,434	114,130	114,130	112,540	124,270	10,140
43103	ACCTG/AUDIT SVCES	45,466	47,780	55,000	49,200	48,400	52,000	(3,000)
43302	FINANCIAL SYSTEM MTCE	109,652	94,820	78,000	98,500	97,990	85,000	7,000
43308	CONTRACTS/SERVICES	45,105	66,740	-	-	-	-	-
43309	CELL PHONE EXPENSE	619	434	770	770	500	500	(270)
43501	PRINTING/BINDING SVCES	2,716	2,138	2,000	1,500	2,000	2,000	-
TOTAL	PURCHASED SERVICES	203,557	211,911	135,770	149,970	148,890	139,500	3,730
45202	LONG DIST SERVICE	285	283	100	-	-	-	(100)
45501	MILEAGE REIMBURSEMENT	-	561	100	600	600	800	700
45503	SUBSISTENCE/LODGING	2,614	1,441	2,500	2,000	2,000	3,000	500
45504	CONVENTIONS/EDUCATION	3,120	2,980	2,400	2,100	2,400	3,500	
45801	MEMBERSHIPS/DUES	1,302	2,739	2,480	2,480	2,480	3,090	610
TOTAL	OTHER CHARGES	7,322	8,003	7,580	7,180	7,480	10,390	1,710
46012	BOOKS/SUBSCRIPTIONS	396	104	300	-	300	450	150
46015	OPERATIONAL SUPPLIES	1,352	2,483	1,500	1,800	2,000	2,000	500
TOTAL	MATERIALS AND SUPPLIES	1,748	2,587	1,800	1,800	2,300	2,450	650
TOTAL	FINANCE ADMINISTRATION	817,606	722,085	682,200	697,000	701,990	700,000	16,700

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.
- Process files, wires, journal entries and update spreadsheets weekly.
- Audits invoices submitted for payment to ensure purchasing and finance policies are followed.
- Follows up with department staff & vendors to correct issues.
- Trains and assists department staff in inputting invoices accurately.
- 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 17-18 ACCOMPLISHMENTS

- Refined Accounts Payable system processing to include monitoring Munis workflow to bolster controls while aiding in the paperless process.
- Enforced procedures for accounts payable resulting in accurate and timely payments.
- Maintained and refined the fixed asset system to aid in proper reporting for the financial statements.
- Solicited W-9's information for accurate filing of 1099 annual reporting forms via electronic filing.
- Cross-trained the Payroll Specialist in the basic Accounts Payable functions.
- Redesigned travel reimbursement form for accurate tracking of employee expenses/ reimbursements.
- Compiled and submitted unclaimed property to the State of Virginia.

FY 18-19 INITIATIVES

- Cross training between the Payroll and Accounts Payable functions.
- Monitor Accounts Payable processing with a focus on timely payments to keep the Town's Dun and Bradstreet rating positive.
- Assist with implementation of Purchase Cards Program.
- Continue to update and process the Town's fixed assets on a quarterly basis.
- Provide oversight of the travel policy assuring controls are adhered to.
- Timely processing of unclaimed property quarterly.
- Initiate Electronic Fund Transfer for bill payment.
- Integration of online time keeping for all Vienna government employees.
- Implement electronic payroll information in keeping with the Town's Green initiative.

DISBURSEMENT OPERATIONS

11243

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 Projected
Dollar amount of Accounts Payable processed	\$15.6 million	\$34.5 million	\$20 million
Dollar amount of Payroll Checks and benefits processed	\$19.2 million	\$20.6 million	\$20.7 million
Number of paychecks and direct deposits processed	7,200	7,735	7,800
Percent of payroll checks issued to direct deposit	95%	99	100
Number of Invoices processed	7,000	7,624	7,800
Number of active vendors paid during the year	700	1,274	1,400

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Payroll Specialist	1	1	1
Fiscal Technician – Accounts Payable	1	1	1
Total	2	2	2

FY 18-19 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 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	128,791	121,321	124,900	124,900	124,930	129,280	4,380
41002	OVERTIME	15,655	4,421	4,000	4,000	4,000	4,000	-
41006	ANNUAL LEAVE LIQUIDATION	-	-	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	-	1,079	-	-	1,110	-	-
41011	NON-EXEMPT COMPTIME LIQ.	-	-	-	-	-	-	-
41015	PERFORMANCE BONUS	1,500	1,500	-	1,000	1,000	-	-
TOTAL	PERSONAL SERVICES	145,946	128,322	128,900	129,900	131,040	133,280	4,380
42001	F.I.C.A.	10,471	9,656	9,890	9,890	9,640	9,940	50
42002	V.R.S.	13,625	12,797	12,760	12,760	13,670	13,050	290
42003	V.R.S. LIFE INS	1,373	1,522	1,640	1,640	1,700	1,690	50
42007	HEALTH INSURANCE	10,082	9,352	12,820	12,820	12,820	14,050	1,230
42012	CAFETERIA PLAN FEES	95	66	60	60	60	60	-
42018	ER CONTRIBUTIONS:DC401A	3,352	2,709	2,350	2,350	4,990	5,170	2,820
42021	VRS HYBRID 401A MATCH	611	613	650	650	700	690	40
42025	VRS HYBRID DISABILITY	360	361	380	380	410	410	30
TOTAL	EMPLOYEE BENEFITS	39,968	37,075	40,550	40,550	43,990	45,060	4,510
43308	CONTRACTS/SERVICES	25,778	34,637	19,530	19,530	22,500	20,000	470
TOTAL	PURCHASED SERVICES	25,778	34,637	19,530	19,530	22,500	20,000	470
45203	POSTAL SERVICES	3,380	2,695	4,300	4,300	2,690	4,000	(300)
45501	MILEAGE REIMBURSEMENT	-	29	100	100	100	100	-
45504	CONVENTIONS/EDUCATION	379	837	1,240	1,240	1,240	1,420	180
TOTAL	OTHER CHARGES	3,759	3,560	5,640	5,640	4,030	5,520	(120)
46012	BOOKS/SUBSCRIPTIONS	28	-	90	90	-	90	-
46015	OPERATIONAL SUPPLIES	2,462	2,270	2,000	2,000	2,000	3,000	1,000
TOTAL	MATERIALS AND SUPPLIES	2,490	2,270	2,090	2,090	2,000	3,090	1,000
TOTAL	DISBURSEMENT OPERATIONS	217,941	205,864	196,710	197,710	203,560	206,950	10,240

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.
- Issue and process RFP's for competitive negotiation.
- 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.

FY 17-18 ACCOMPLISHMENTS

- Revised Purchasing Administrative Regulations to raise the formal sealed bid limit to \$20,000.
- Streamlined the process for Community Center Instructor agreements, which resulted in eliminating the Purchase Order requirements.
- Train affected staff how to enter Change Orders into Munis for the general fund account Purchase Orders in order to make the process paperless.
- Transitioned any remaining paper requisition processes to the paperless process with Munis.
- Reviews all Council items for Purchasing-related issues and advises department management when necessary.

FY 18-19 INITIATIVES

- Issue and facilitate RFP process for A&E and Project Management for the Police Station project.
- Work with Finance Director and the other departments to streamline the closing of any open Purchase Orders at fiscal year-end.
- Assist the Finance Director in researching purchase card processes, to include regulations for implementation and controls.

PURCHASING 11253

PERFORMANCE STATISTICS

Based on Fiscal Year data

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Projected
Purchase Orders Issued	700	508	600
Blanket Purchase Orders Issued	<u>178</u>	<u>140</u>	150
Total	878	648	750
Invitation for Bids Issued	17	16	18
Request for Proposals Issued	<u>3</u>	<u>4</u>	<u>7</u>
Total	20	20	25

Dollar Amounts Processed	FY 2016 Actual	FY 2017 Actual	FY 2018 Projected
Operating Budget Purchase Orders	\$3,136,000	\$4,727,839	\$4,500,000
Blanket Purchase Orders	\$2,370,000	\$2,158,958	\$2,150,000
CIP & Grants through IFBs & RFPs	<u>\$31,123,000</u>	<u>\$4,459,349</u>	<u>\$11,000,000</u>
Total	\$36,629,000	\$11,346,146	\$17,650,000

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Purchasing Agent	1	1	1
Buyer	.625	.625	.625
Total	1.625	1.625	1.625

PURCHASING
11253

FY 18-19 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 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	86,346	88,211	90,530	90,530	90,580	93,700	3,170
41003	REG. P.T. WITH BENEFITS	29,117	30,528	36,800	36,800	37,430	38,850	2,050
41008	ANNUAL LEAVE CASH-IN	-	-	-	-	-	-	-
TOTAL	PERSONAL SERVICES	115,463	118,739	127,330	127,330	128,010	132,550	5,220
42001	F.I.C.A.	8,707	8,946	9,560	9,560	9,560	9,950	390
42002	V.R.S.	10,508	9,681	9,720	9,720	10,410	9,960	240
42003	V.R.S. LIFE INS	1,014	1,157	1,190	1,190	1,240	1,230	40
42007	HEALTH INSURANCE	5,392	6,319	6,810	6,810	6,810	8,040	1,230
42012	CAFETERIA PLAN FEES	63	-	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	3,411	3,375	3,520	3,520	3,620	3,750	230
TOTAL	EMPLOYEE BENEFITS	29,095	29,478	30,800	30,800	31,640	32,930	2,130
43308	CONTRACTS/SERVICES	-	525	500	500	-	-	(500)
43601	ADVERTISING	617	340	-	-	400	500	500
TOTAL	PURCHASED SERVICES	617	865	500	500	400	500	-
45404	CENTRAL COPIER CHARGES	258	54	600	600	600	250	(350)
45501	MILEAGE REIMBURSEMENTS	-	-	-	-	200	300	300
45504	CONVENTIONS/EDUCATION	-	-	2,990	2,990	2,800	3,000	10
45801	MEMBERSHIPS/DUES	385	1,916	1,920	1,920	1,950	2,000	80
TOTAL	OTHER CHARGES	643	1,970	5,510	5,510	5,550	5,550	40
46015	OPERATIONAL SUPPLIES	954	497	1,500	1,500	1,500	1,500	-
TOTAL	MATERIALS AND SUPPLIES	954	497	1,500	1,500	1,500	1,500	-
TOTAL	PURCHASING	146,771	151,549	165,640	165,640	167,100	173,030	7,390

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 17-18 ACCOMPLISHMENTS

- Researched and coordinated the leasing and installment of a new postage meter for Town Hall.
- Delivered superior customer service to both internal and external customers.
- Assisted with completion of the annual dog license billing.
- Provided vehicle licensing and general ledger administrative support.
- Performed account reconciliations for the Deputy Director and Finance Operations Manager.
- Ensured outgoing and incoming mail was handled on a timely basis.
- Scanned water/sewer historical street files in document management system.
- Provided assistance with Water and Sewer Munis conversion activities.

CENTRAL SERVICES
11271

FY 18-19 INITIATIVES

- Provide quality customer service and information for town residents and its visitors.
- Support accounting functions of water and sewer enterprise with select projects, maintenance of its document management system.
- Assure forms and other printed materials are up to date including proof-reading of bills.
- Act as administrative assistant for Finance Department with various projects, journal entries and reconciliations.

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 Projected
Approximate number of incoming calls to the Town's main telephone line	8,768	8,314	8,500
Approximate number of internal calls handled by the switchboard operator	1,927	2,574	2,600
Percent of Water and Sewer files electronically available	60%	70%	100%

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Fiscal Assistant	1	1	1
Total	1	1	1

CENTRAL SERVICES

11271

FY 18-19 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11271
NAME CENTRAL SERVICES

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	39,207	42,821	45,500	45,500	45,330	47,080	1,580
41002	OVERTIME	615	806	500	500	500	-	(500)
41003	REG. Pt WITH BENEFITS	-	(610)	-	-	-	-	-
41006	ANNUAL LEAVE LIQUIDATION	610	729	-	-	-	-	-
TOTAL	PERSONAL SERVICES	40,433	43,746	46,000	46,000	45,830	47,080	1,080
42001	F.I.C.A.	3,083	3,114	3,480	3,480	2,730	2,930	(550)
42002	V.R.S.	4,391	4,344	4,980	4,980	3,830	3,360	(1,620)
42003	V.R.S. LIFE INS	461	547	600	600	620	620	20
42004	LOCAL PENSION PLAN	-	-	-	-	-	-	-
42007	HEALTH INSURANCE	-	5,113	-	-	15,320	18,080	18,080
42012	CAFETERIA PLAN FEES	-	18	-	-	80	60	60
42018	ER CONTRIBUTIONS:DC401A	1,253	1,012	1,820	1,820	1,640	1,880	60
42021	VRS HYBRID 401A MATCH	388	451	400	400	1,400	1,650	1,250
42025	VRS HYBRID DISABILITY	229	251	240	240	280	280	40
TOTAL	EMPLOYEE BENEFITS	9,805	14,852	11,520	11,520	25,900	28,860	17,340
43301	EQUIPMT MTCE CONTRACTS	599	-	-	-	-	-	-
43308	CONTRACTS/SERVICES	-	599	2,000	2,300	2,300	2,400	400
TOTAL	PURCHASED SERVICES	599	599	2,000	2,300	2,300	2,400	400
45203	POSTAL SERVICES	88	86	-	-	-	-	-
45504	CONVENTIONS/EDUCATION	-	-	500	500	400	500	-
45801	MEMBERSHIPS/DUES	130	130	130	130	130	130	-
TOTAL	OTHER CHARGES	218	216	630	630	530	630	-
46015	OPERATIONAL SUPPLIES	818	316	1,000	700	700	1,000	-
TOTAL	MATERIALS AND SUPPLIES	818	316	1,000	700	700	1,000	-
TOTAL	CENTRAL SERVICES	51,873	59,729	61,150	61,150	75,260	79,970	18,820

GANG TASK FORCE - VDOT GRANT AUDITOR
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 2017 – 2018 this position was 85% reimbursed from outside sources. This reimbursement rate would have been higher except that billing from activity for VDOT projects did not begin until Quarter 2. It is expected that this reimbursement rate will continue into FY'2018-2019 as additional non-billable responsibilities have been assumed by this analyst including Capital Budgeting, Project Setup, year- end audit and other non-billable project work (NVTa, C&I and DEQ project activity).

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.
 - 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

GANG TASK FORCE - VDOT GRANT AUDITOR
11275

coordination required to develop grant applications along with NVRGTF partners, including research groups, and community service groups. Interface with Town of Vienna staff, Executive Steering Team, Executive Director, Finance Director and the Jurisdictional Financial Liaisons to ensure everyone is aware when a grant application is awarded and involves one of the above departments or jurisdictions.

- Budget: Work with Executive Director and Finance Director to develop annual budgets. Prepare comparisons of actual expenses vs budgeted 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 invoices to VDOT, Federal Highway Department, DEQ Fairfax County and other funding 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 - VDOT GRANT AUDITOR
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 17-18 ACCOMPLISHMENTS

Gang Task Force

- Prepared annual budget for Chief's Board.
- Assisted in update of the Memo of Understanding (MOU) that stipulates the terms of the agreements between member jurisdictions.
- Reviewed and 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.
- VDOT project activity has been steady including 17 active grants and accounting for \$1.2M year-to-date in FY'18 cost. We estimate FY'18 full year activity of approximately 25 grants and \$2.0M in cost. Significant efforts have also gone into project close-out activities and new projects continue to come on stream.
- Maintained financial controls over project activities funded outside VDOT with funding from Fairfax County NVT, Fairfax County Commercial and Industrial Tax as well as Fairfax County and Department of Environmental Quality projects funded through Stormwater Local Assistance Funds.
- Responsible for project accounting activity in Munis and continue to expand involvement in related accounting activities including cost transfers, cost allocations, identification of State payments and analysis of fund balances.
- Support the town Capital Improvement Plan development including running debt model analysis in conjunction with meetings with

GANG TASK FORCE - VDOT GRANT AUDITOR
11275

- department heads and town council. Improved modeling by incorporating all financial elements needed for debt forecasting into a single model.
- Supported update of annual Project Summaries Reporting.
 - 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.

FY 18-19 INITIATIVES

Gang Task Force

- While continuing to facilitate normal/ongoing financial operations for NVGTF, FY'18-19 activities are expected to ramp up.
- In light of expanding gang activity in the region and increasing national awareness of the problem we anticipate additional monies may be forthcoming.
- During a recent meeting with Department of Justice, they have requested the Fiscal Agent for the task force to assume additional flow-down responsibilities to the member jurisdictions to ensure proper handling of finances through other agency books.

VDOT and Other Grants

- Provide financial support for newly authorized DEQ Loan (Virginia Clean Water Revolving Loan Fund Program) FY 2018.
- Review project close-out process, ensure completed projects are properly inactivated in the Munis system.

Capital Budgeting

- Continue to expand involvement in all aspects of capital budgeting including debt modeling and project summaries reporting.
- Take responsibility for all project setup activities in Munis with emphasis on ensuring all funding sources are identified and designated in Munis.

GANG TASK FORCE - VDOT GRANT AUDITOR 11275

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 Projected
Process reimbursements within 45 days	95%	95%	95%
Reporting for grant agencies by deadline	95%	100%	95%
Number of active grants	19	25	25
\$ Value of active grants	\$7.0M	\$2.9M	\$2.0M

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Grant Fiscal Agent II	1	-	-
Grants/Revenue Auditor	-	1	1
Total	1	1	1

Note: Approximately 45% of Salary and Benefits are expected to be reimbursed by Northern Virginia Regional Gang Task Force, 35% by VDOT and 15% by the Town.

FY 18-19 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11275

NAME GANG TASK FORCE – GRANT AUDIT

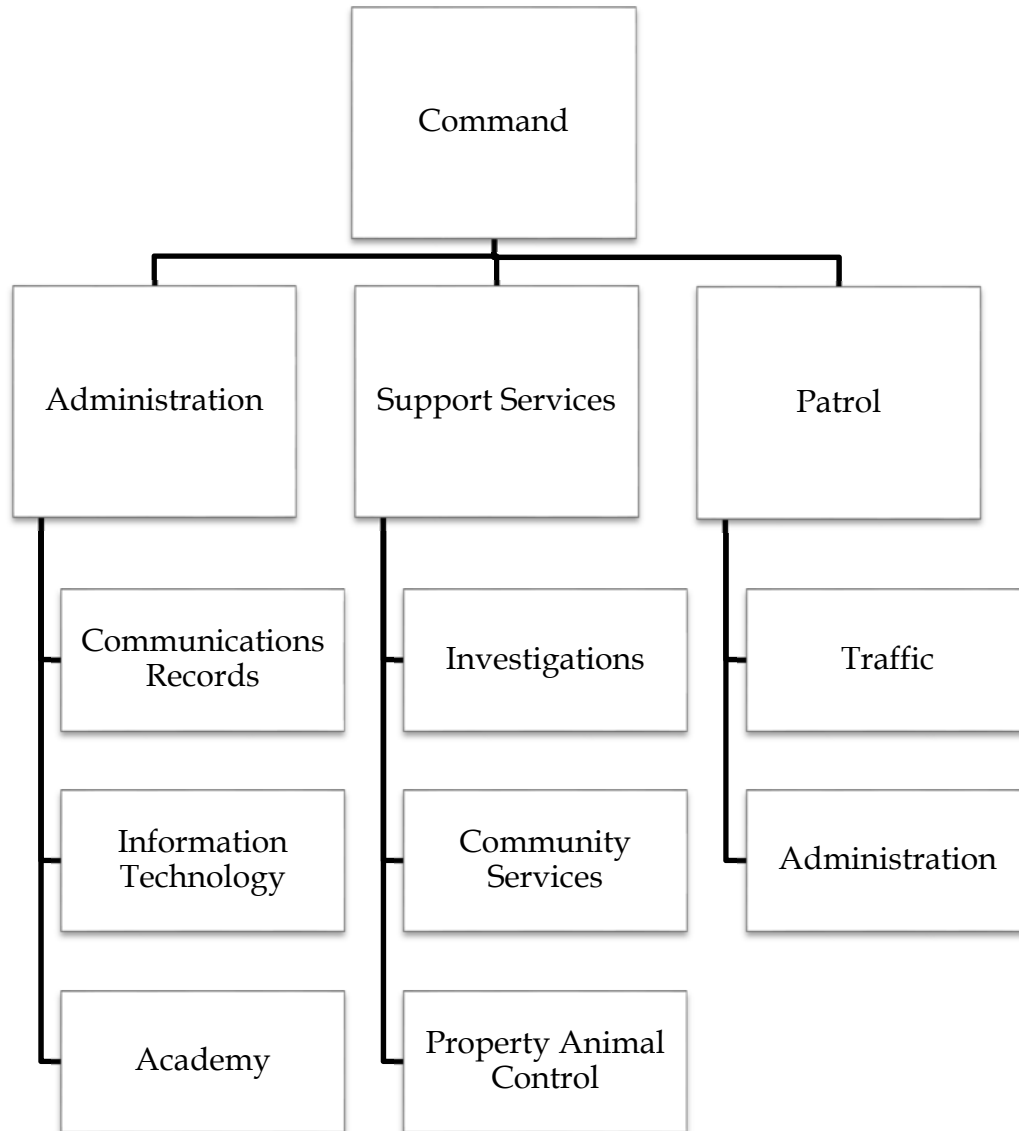
ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	69,446	82,421	88,220	88,220	88,230	91,300	3,080
41003	REG. P.T. WITH BENEFITS	-	-	-	-	-	-	-
41006	ANNUAL LEAVE LIQUIDATION	-	-	-	-	-	-	-
TOTAL	PERSONAL SERVICES	69,446	82,421	88,220	88,220	88,230	91,300	3,080
42001	F.I.C.A.	5,272	6,161	6,540	6,540	6,450	6,690	150
42002	V.R.S.	6,696	6,711	6,480	6,480	6,930	6,510	30
42003	V.R.S. LIFE INS	790	1,109	1,150	1,150	1,200	1,200	50
42007	HEALTH INSURANCE	5,392	7,224	6,810	6,810	11,470	13,530	6,720
42012	CAFETERIA PLAN FEES	-	29	60	60	60	-	(60)
42018	ER CONTRIBUTIONS:DC401A	1,841	3,145	3,500	3,500	3,530	3,650	150
42021	VRS HYBRID 401A MATCH	1,497	2,884	3,000	3,000	3,220	3,200	200
42025	VRS HYBRID DISABILITY	393	507	510	510	540	540	30
TOTAL	EMPLOYEE BENEFITS	21,882	27,771	28,050	28,050	33,400	35,320	7,270
45203	POSTAL SERVICES	51	85	120	120	100	100	(20)
45404	CENTRAL COPIER CHARGES	-	-	100	100	100	100	-
45501	MILEAGE REIMBURSEMENT	-	-	100	100	100	100	-
45504	CONVENTIONS/EDUCATION	-	-	400	400	1,000	1,000	600
TOTAL	OTHER CHARGES	51	85	720	720	1,300	1,300	580
46015	OPERATIONAL SUPPLIES	-	-	200	200	200	200	-
TOTAL	MATERIALS AND SUPPLIES	-	-	200	200	200	200	-
49207	TRANSFER TO CAP PROJ FUND	-	(37,752)	(28,000)	(38,500)	(40,270)	(43,720)	(15,720)
TOTAL	INTERFUND TRANSFERS	-	(37,752)	(28,000)	(38,500)	(40,270)	(43,720)	(15,720)
TOTAL	GANG TASK FORCE – GRANT AUDIT	91,378	72,525	89,190	78,690	82,860	84,400	(4,790)

POLICE

Mission

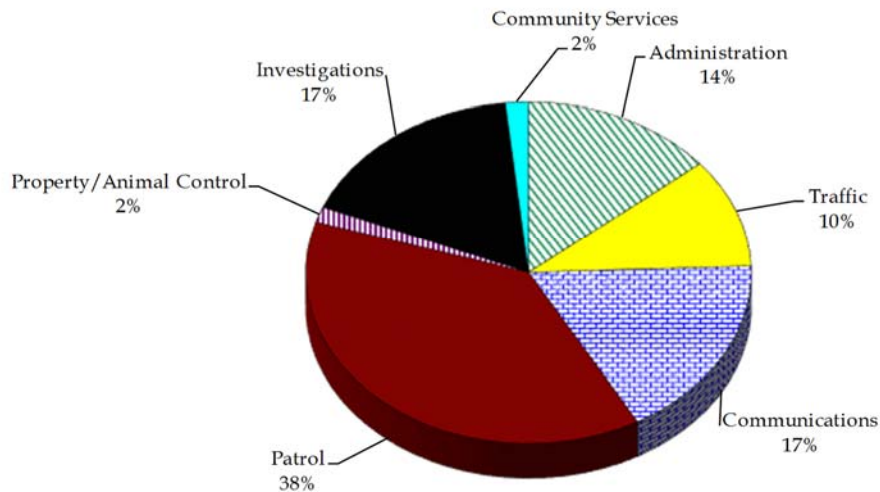
To enforce laws, investigate crimes, and suppress criminal activity employing a community oriented philosophy.

POLICE



POLICE

	FY 16-17 Actuals	FY 17-18 Adopted	FY 17-18 Adjusted	FY 17-18 Estimated	FY 18-19 Adopted	Net Change
Administration	789,287	923,060	906,974	925,121	928,790	5,730
Traffic	699,264	740,460	745,787	649,500	694,740	-45,720
Communications	1,087,445	1,117,780	1,121,923	1,128,610	1,161,430	43,650
Patrol	2,518,665	2,369,400	2,382,354	2,298,430	2,523,540	154,140
Property/ Animal Control	93,265	89,530	89,530	93,010	98,590	9,060
Investigations	1,088,206	1,143,630	1,145,489	1,099,490	1,133,920	-9,710
Community Services	108,931	107,280	121,308	118,175	111,520	4,240
Police	6,385,063	6,491,140	6,513,366	6,312,336	6,652,530	161,390



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 17-18 ACCOMPLISHMENTS

- Enhanced crime analysis capabilities.
- Increased information sharing liaison activity with local police departments.
- Continued with departmental General Order rewrite.
- Developed peer support team.
- All supervisors and a majority of patrol officers trained in Crisis Intervention Training (CIT)/Diversion First training.
- Signed Memorandum of Understanding (MOU) with Fairfax County Alternative Accountability Program formalizing response and establishing best practices for handling juvenile offenders involved with the criminal justice system.
- Updated 5-year Northern Virginia Regional Hazard Mitigation Plan for the Town.
- Purchased new equipment and developed training program for evolving threats such as active shooter and mass causality events.

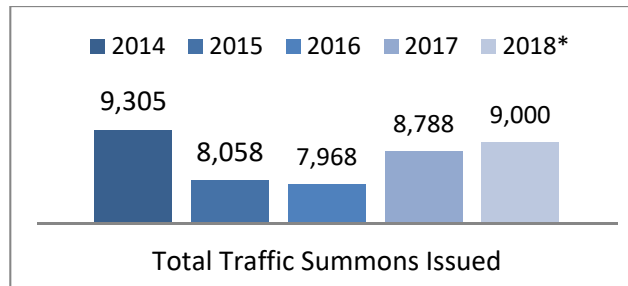
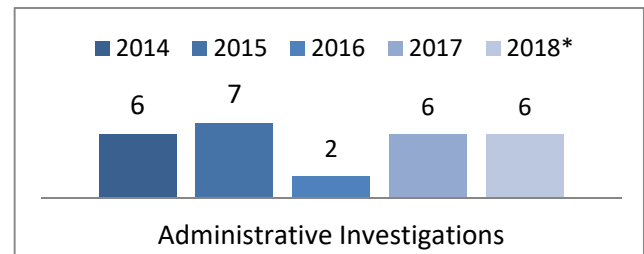
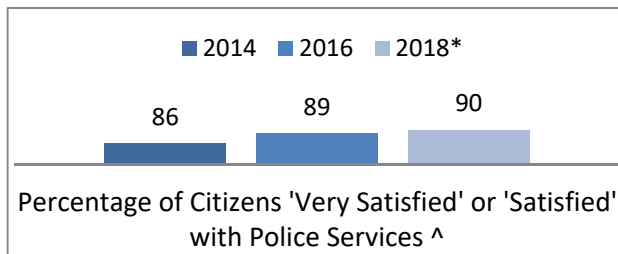
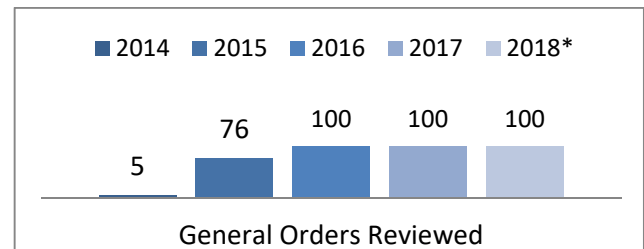
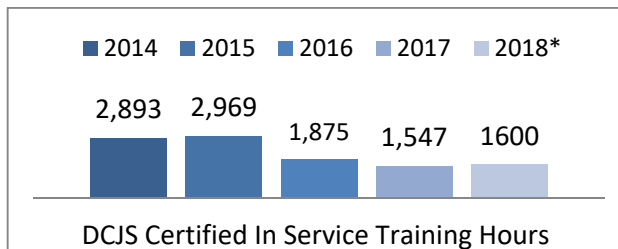
ADMINISTRATION DIVISION 13110

FY 18-19 INITIATIVES

- Engage community on the new police building project.
- Coordinate with Fairfax County on the new building project.
- Engage Architect firm for architecture and engineering of new police building.
- Continue to develop and enhance crime analysis capabilities.
- Establish a comprehensive traffic safety plan through use of technology, data, enforcement, education and calming measures.
- Complete update of the departmental General Orders.

PERFORMANCE MEASURES

Based on calendar year data



*PROJECTED

^TOWN OF VIENNA COMMUNITY SURVEY FINDINGS REPORT

ADMINISTRATION DIVISION
13110

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Chief of Police	1	1	1
Deputy Chief of Police	1	1	1
Administrative Assistant II	1	1	1
Total	3	3	3

FY 18-19 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 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	345,424	350,112	360,440	360,440	360,440	373,050	12,610
41002	OVERTIME	102	423	-	-	630	-	-
41006	ANNUAL LEAVE LIQUIDATION	12,125	-	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	11,013	5,597	-	-	3,130	-	-
41015	PERFORMANCE BONUS	1,500	1,500	-	-	-	-	-
TOTAL	PERSONAL SERVICES	370,165	357,632	360,440	360,440	364,200	373,050	12,610
42001	F.I.C.A.	24,256	23,240	23,540	23,540	23,540	24,460	920
42002	V.R.S.	41,577	38,847	38,710	38,710	38,710	39,310	600
42003	V.R.S. LIFE INS	4,011	4,748	4,720	4,720	4,720	4,890	170
42004	LOCAL PENSION PLAN	11,868	11,844	12,820	12,820	12,820	12,800	(20)
42005	POLICE PENSION	21,286	9,621	21,280	21,280	21,280	9,500	(11,780)
42007	HEALTH INSURANCE	33,833	42,394	45,670	45,670	45,670	53,860	8,190
42010	CLOTHING ALLOWANCE	33,340	1,614	41,000	41,000	41,000	41,000	-
42018	ER CONTRIBUTIONS:DC401A	6,134	4,223	6,400	6,400	6,400	6,740	340
TOTAL	EMPLOYEE BENEFITS	176,306	136,530	194,140	194,140	194,140	192,560	(1,580)
43101	CONSULTING SERVICES	3,080	775	5,500	5,500	5,500	5,500	-
43106	TRANSLATION SERVICES	1,347	1,949	2,000	2,000	2,000	2,000	-
43301	EQUIPMT MTCE CONTRACTS	-	-	1,000	1,000	1,000	1,000	-
43304	H/AC MTCE CONTRACT	3,945	21,849	6,500	9,700	6,501	6,500	-
43307	REPAIR/MTCE SVCS	8,466	6,018	5,000	5,000	5,000	5,000	-
43308	CONTRACTS/SERVICES	19,610	18,818	30,000	33,000	30,000	34,500	4,500
43702	JANITORIAL/CUSTODIAL SVCE	9,338	7,704	14,500	10,000	14,500	-	(14,500)
TOTAL	PURCHASED SERVICES	45,786	57,112	64,500	66,200	64,501	54,500	(10,000)
45101	ELECTRICITY	25,624	28,289	26,720	26,720	26,720	26,720	-
45102	NATURAL GAS	1,947	2,802	4,000	4,000	4,000	4,000	-
45104	WATER/SEWER SVCE	1,711	1,058	960	960	960	960	-
45202	LONG DIST SERVICE	206	135	800	-	800	-	(800)
45203	POSTAL SERVICES	578	529	1,500	1,500	1,000	1,500	-
45402	EQUIPMENT RENTAL	6,431	5,347	7,200	9,290	7,200	7,200	-
45404	CENTRAL COPIER CHARGES	417	221	200	200	200	200	-
45801	MEMBERSHIPS/DUES	240	514	1,200	1,200	1,200	1,200	-
TOTAL	OTHER CHARGES	37,154	38,895	42,580	43,870	42,080	41,780	(800)
46001	OFFICE SUPPLIES	8,216	6,364	9,900	9,900	9,900	9,900	-
46007	REPAIR/MTCE SUPPLIES	4,345	730	5,000	1,800	5,000	5,000	-
46008	VEHICLE/EQUIPMT FUELS	51,254	43,345	60,000	60,000	60,000	60,000	-
46009	VEH/EQUIPMT MTCE SUPPLIES	18,244	18,984	23,000	23,000	23,000	23,000	-
46010	POLICE SUPPLIES	34,966	23,191	40,000	40,170	40,000	45,000	5,000
46011	UNIFORMS/SAFETY APPAREL	15,596	20,821	24,400	24,400	24,400	24,400	-
46012	BOOKS/SUBSCRIPTIONS	125	159	600	600	400	600	-
46015	OPERATIONAL SUPPLIES	7,919	7,986	8,000	8,000	8,000	8,000	-
46019	OTHER SUPPLIES	11,534	12,511	14,500	14,600	14,500	14,500	-
46022	RANGE SUPPLIES	17,897	18,367	18,000	18,000	18,000	18,000	-
46031	TIRES AND TUBES	2,840	5,984	6,000	6,000	6,000	6,500	500
TOTAL	MATERIALS AND SUPPLIES	172,936	158,440	209,400	206,470	209,200	214,900	5,500
47201	TRAINING PROGRAMS	8,531	13,499	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	33,531	38,499	41,000	41,000	41,000	41,000	-
48102	FURN/FIXTURE REPLACEMENT	2,941	1,000	4,000	4,000	4,000	4,000	-
48201	ADDITIONAL MACH/EQUIPMT	1,611	729	3,000	3,000	2,000	3,000	-
48299	EQUIPMENT RESERVE	-	484	4,000	4,000	4,000	4,000	-
TOTAL	CAPITAL OUTLAY	4,552	2,212	11,000	11,000	10,000	11,000	-
TOTAL	POLICE ADMINISTRATION	840,429	789,321	923,060	923,120	925,121	928,790	5,730

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 (TSC) 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 17-18 ACCOMPLISHMENTS

- Completed another successful year of additional traffic and DWI enforcement through the use of the DMV Grant.
- Strategically deployed smart trailers to various locations in response to speeding complaints.
- Maintained efforts in child safety seat program as well as escorts for special events and funerals.
- Continued support for the TSC by having a Police liaison officer attend meetings.
- Continued to monitor progress of the I66 project.

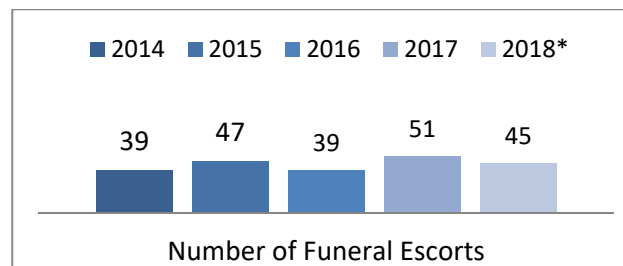
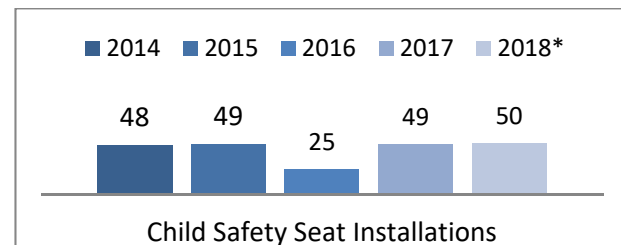
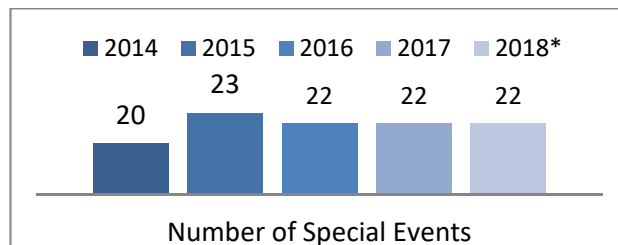
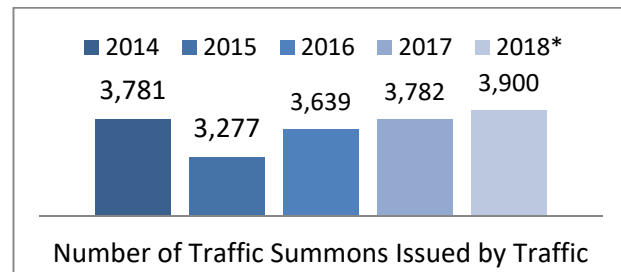
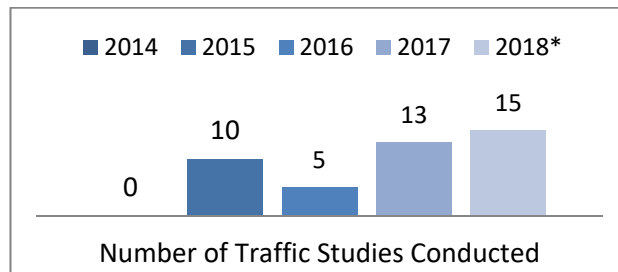
FY 18-19 INITIATIVES

- Continue work with the DMV Grant.
- Monitor I66 project as it begins. Staff as necessary to maintain traffic flow and safety.
- Continue efforts in traffic enforcement throughout Town.
- Research stationing digital speed signs throughout Town (similar to the ones currently in use at the property yard).

TRAFFIC DIVISION 13130

PERFORMANCE MEASURES

Based on calendar year data



*PROJECTED

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Sergeant	1	1	1
Police Officers	5	5	5
Total	6	6	6

FY 18-19 BUDGET CHANGES

- No significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 13130
NAME TRAFFIC

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	396,458	430,906	482,420	482,420	417,170	454,600	(27,820)
41002	OVERTIME	52,294	40,358	45,890	47,972	45,900	45,890	-
41006	ANNUAL LEAVE LIQUIDATION	1,980	51,386	-	-	-	-	-
41007	HOLIDAY PAY	2,781	4,716	23,000	23,000	20,020	23,000	-
41008	ANNUAL LEAVE CASH-IN	1,814	3,663	-	-	3,740	-	-
41011	NON-EXEMPT COMPTIME LIQ.	-	5,735	-	-	-	-	-
41015	PERFORMANCE BONUS	-	1,500	-	3,000	3,000	-	-
TOTAL	PERSONAL SERVICES	455,327	538,264	551,310	556,392	489,830	523,490	(27,820)
42001	F.I.C.A.	33,125	37,355	42,170	42,170	31,910	38,810	(3,360)
42002	V.R.S.	45,266	45,343	52,160	52,160	44,340	47,970	(4,190)
42003	V.R.S. LIFE INS	4,375	5,197	6,320	6,320	5,460	5,960	(360)
42005	POLICE PENSION	38,260	27,034	39,500	39,500	34,210	30,370	(9,130)
42007	HEALTH INSURANCE	28,972	28,998	39,870	39,870	34,620	39,010	(860)
42010	CLOTHING ALLOWANCE	-	3,909	-	-	-	-	-
42012	CAFETERIA PLAN FEES	94	84	130	130	130	130	-
42021	VRS HYBRID 401A MATCH	-	-	-	-	-	-	-
42025	VRS HYBRID DISABILITY	-	-	-	-	-	-	-
TOTAL	EMPLOYEE BENEFITS	150,092	147,921	180,150	180,150	150,670	162,250	(17,900)
46015	OPERATIONAL SUPPLIES	2,900	13,078	8,000	8,000	8,000	8,000	-
TOTAL	MATERIALS AND SUPPLIES	2,900	13,078	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	608,319	699,264	740,460	745,542	649,500	694,740	(45,720)

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 storehouse is the 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 hearing impaired.
- 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 17-18 ACCOMPLISHMENTS

- Upgraded dispatch radio system (new consoles and equipment as well as enhanced radio frequency).
- Upgraded telephone system (VESTA 911 and call mapping).
- Upgraded New World records management software (RMS).
- Deployed 5 Mobile/CAD laptops with embedded air card configuration.
- Trained 18 officers in Virginia Criminal Information Network (VCIN) (15 recertifications, 3 initial certifications).
- Successfully completed the VCIN audit.
- Certified 2 police officers as new user of the Law Enforcement Information Exchange (LInX).
- Successfully completed the LInX audit.
- Integrated Text to 911 program into dispatch call center.

FY 18-19 INITIATIVES

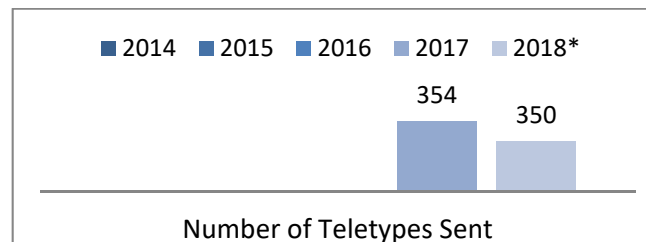
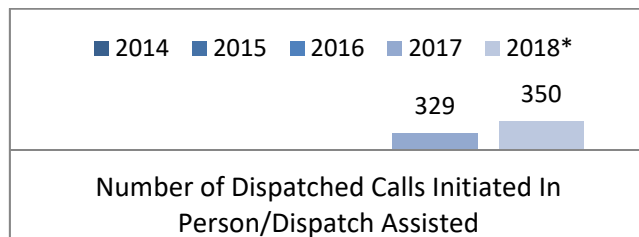
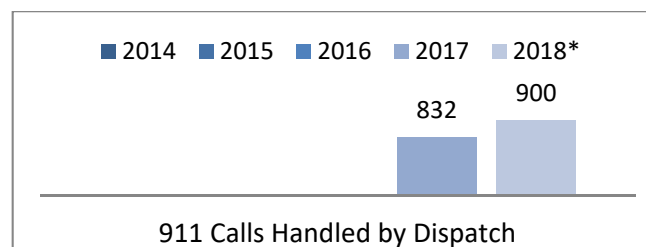
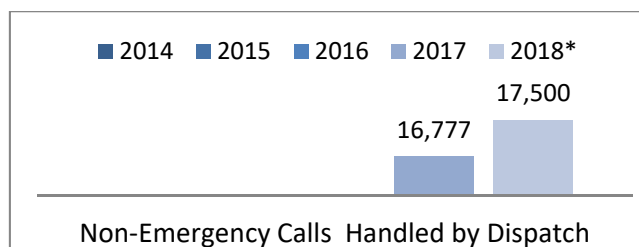
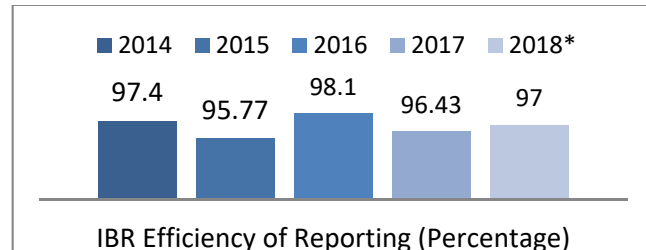
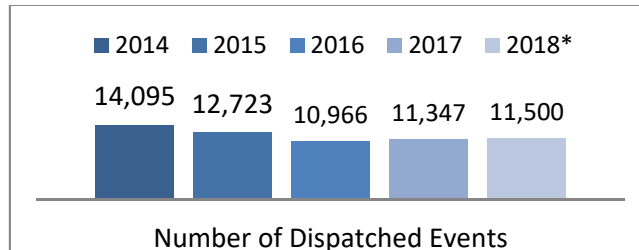
- Integrate Electronic Summons (E-Summons) system into the records management system (New World/RMS).
- Complete New World Mobile Report Writing upgrades.
- Train all officers and communications staff in the new version of New World Systems.
- Train all communications staff in the Nationwide Suspicious Activity Reporting (SAR) Initiative.
- Increase dispatcher training opportunities.
- Intergrate New World RMS with Virginia State Incident Based Reporting (IBR) software upgrade.
- Review deployment of License Plate Reader (LPR) program.

COMMUNICATION DIVISION

13140

PERFORMANCE MEASURES

Based on calendar year data



*PROJECTED

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
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

COMMUNICATION DIVISION
13140

FY 18-19 BUDGET CHANGES

- No significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 13140
NAME COMMUNICATIONS

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	584,213	631,604	656,020	656,020	656,020	680,300	24,280
41002	OVERTIME	63,779	72,636	61,000	61,923	61,000	61,000	-
41006	ANNUAL LEAVE LIQUIDATION	68,731	-	-	-	-	-	-
41007	HOLIDAY PAY	3,022	6,006	20,000	20,000	20,000	20,000	-
41008	ANNUAL LEAVE CASH-IN	4,919	4,662	-	-	7,830	-	-
41011	NON-EXEMPT COMPTIME LIQ.	-	-	-	-	-	-	-
41015	PERFORMANCE BONUS	3,000	1,500	-	3,000	3,000	-	-
TOTAL	PERSONAL SERVICES	727,664	716,407	737,020	740,943	747,850	761,300	24,280
42001	F.I.C.A.	53,722	52,948	56,380	56,380	56,380	55,540	(840)
42002	V.R.S.	71,718	71,704	69,360	69,360	69,360	71,560	2,200
42003	V.R.S. LIFE INS	6,849	8,281	8,600	8,600	8,600	8,920	320
42004	LOCAL PENSION PLAN	13,801	15,924	17,280	17,280	17,280	17,280	-
42005	POLICE PENSION	34,895	13,026	12,620	12,620	12,620	13,560	940
42007	HEALTH INSURANCE	57,107	76,549	82,150	82,150	82,150	95,890	13,740
42010	CLOTHING ALLOWANCE	-	7,262	-	-	-	-	-
42012	CAFETERIA PLAN FEES	115	102	60	60	60	60	-
42018	ER CONTRIBUTIONS:DC401A	10,310	11,081	12,280	12,280	12,280	12,370	90
42021	VRS HYBRID 401A MATCH	50	508	600	600	600	680	80
42025	VRS HYBRID DISABILITY	29	243	240	240	240	270	30
TOTAL	EMPLOYEE BENEFITS	248,597	257,627	259,570	259,570	259,570	276,130	16,560
43301	EQUIPMT MTCE CONTRACTS	79,587	80,257	85,190	85,190	85,190	88,000	2,810
43306	RADIO MTCE CONTRACTS	15,369	15,069	16,500	16,500	16,500	16,500	-
43309	CELL PHONE EXPENSE	11,796	18,084	18,000	18,000	18,000	18,000	-
43801	SRVCES FROM OTHER GOV'TS	-	-	1,500	1,500	1,500	1,500	-
TOTAL	PURCHASED SERVICES	106,752	113,411	121,190	121,190	121,190	124,000	2,810
TOTAL	COMMUNICATIONS	1,083,013	1,087,445	1,117,780	1,121,703	1,128,610	1,161,430	43,650

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 17-18 ACCOMPLISHMENTS

- Continued to manage effects of having 4 vacancies.
- Officers worked traffic and crowd control for 22 special events.
- Completed concept work on yearly training program through the academy to maintain instructor certifications per Department of Criminal Justice Services (DCJS) standards.
- Conducted multiple roll call training sessions for officers.
- Continued community outreach.

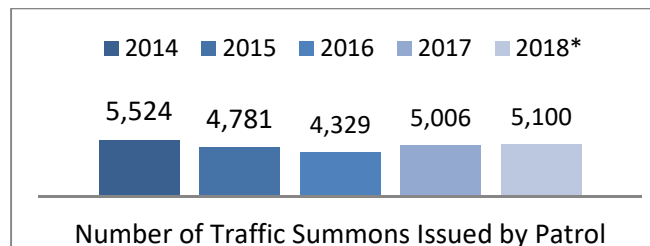
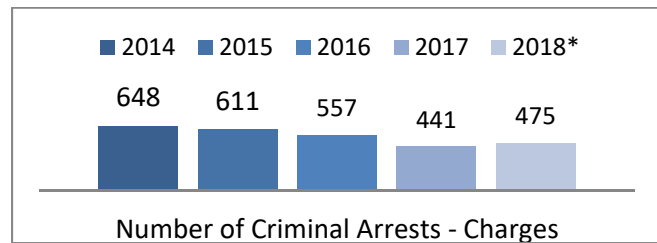
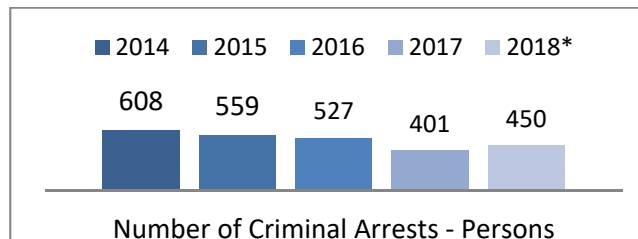
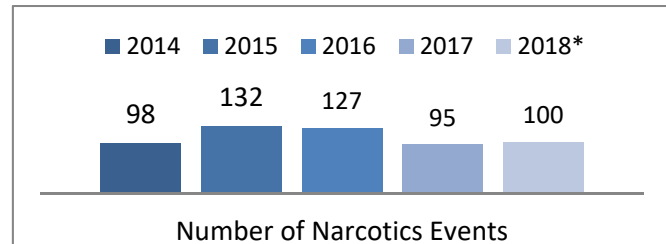
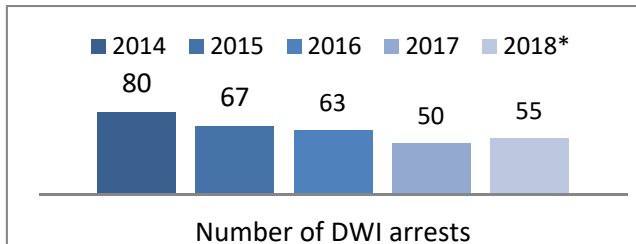
FY 18-19 INITIATIVES

- Improve staffing levels.
- Implement new yearly training program through the academy to maintain instructor certifications per DCJS standards.
- Continue community outreach/ relations.
- Work on pedestrian safety plan for use during special events.
- Increase use of bike team.

PATROL DIVISION 13180

PERFORMANCE MEASURES

Based on calendar year data



*PROJECTED

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Lieutenant	1	1	1
Sergeant	4	4	4
Officers	16	16	16
Total	21	21	21

FY 18-19 BUDGET CHANGES

- No significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 13180
NAME PATROL

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	1,614,982	1,656,507	1,580,010	1,580,010	1,506,050	1,681,040	101,030
41002	OVERTIME	194,708	204,877	142,870	150,325	142,870	142,870	-
41006	ANNUAL LEAVE LIQUIDATION	3,808	-	-	-	22,930	-	-
41007	HOLIDAY PAY	16,301	40,111	73,000	73,000	72,290	73,000	-
41008	ANNUAL LEAVE CASH-IN	16,791	15,161	-	-	6,920	-	-
41011	NON-EXEMPT COMPTIME LIQ.	3,131	-	-	-	2,020	-	-
41015	PERFORMANCE BONUS	1,500	3,000	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	1,851,221	1,919,656	1,795,880	1,804,835	1,754,580	1,896,910	101,030
42001	F.I.C.A.	137,971	142,465	137,380	137,380	115,210	140,140	2,760
42002	V.R.S.	183,749	180,253	169,850	169,850	160,090	176,290	6,440
42003	V.R.S. LIFE INS	17,719	20,963	20,710	20,710	19,730	22,030	1,320
42005	POLICE PENSION	150,237	102,132	110,530	110,530	123,500	108,960	(1,570)
42007	HEALTH INSURANCE	115,816	137,257	134,730	134,730	125,000	179,020	44,290
42010	CLOTHING ALLOWANCE	-	15,696	-	-	-	-	-
42012	CAFETERIA PLAN FEES	173	242	320	320	320	190	(130)
42021	VRS HYBRID 401A MATCH	-	-	-	-	-	-	-
42025	VRS HYBRID DISABILITY	-	-	-	-	-	-	-
TOTAL	EMPLOYEE BENEFITS	605,664	599,008	573,520	573,520	543,850	626,630	53,110
TOTAL	PATROL	2,456,886	2,518,664	2,369,400	2,378,355	2,298,430	2,523,540	154,140

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 control vehicle 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 17-18 ACCOMPLISHMENTS

- Maintained certification with the Board of Pharmacy and the Drug Enforcement Administration for drug handling.
- Conducted Roll Call training for officers on Animal Control changes and frequent issues.
- Completed reorganization and integration of files housed at Nutley Street storage to allow for computer access.

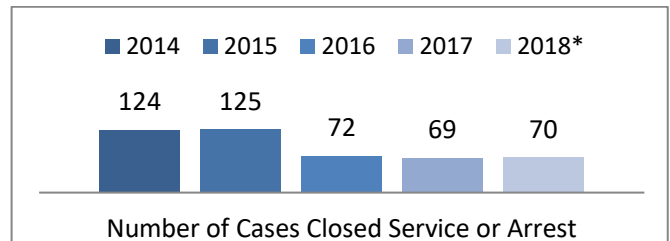
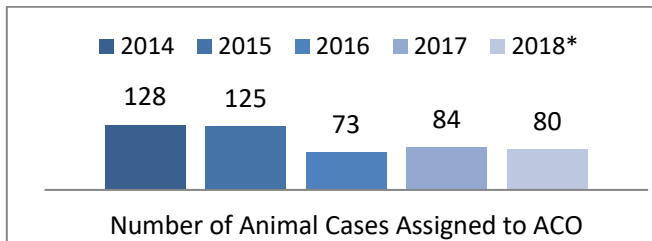
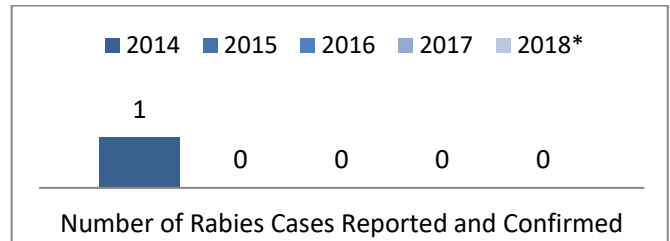
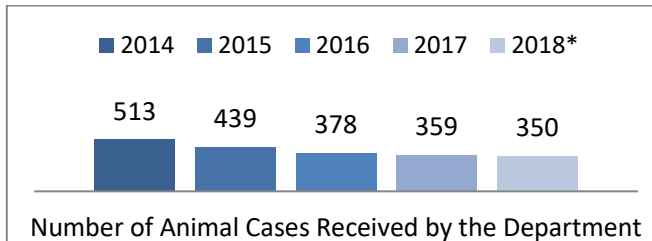
PROPERTY AND ANIMAL CONTROL DIVISION 13181

FY 18-19 INITIATIVES

- Develop presentations on wildlife issues and animal safety for Town residents.
- Streamline property room case disposition paperwork.
- Increase safety procedures for packaging unknown suspected narcotic substances.

PERFORMANCE MEASURES

Based on calendar year data



*PROJECTED

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
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 18-19 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 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	63,852	65,109	66,970	66,970	66,970	69,310	2,340
41002	OVERTIME	5,640	4,870	-	-	3,480	5,000	5,000
41004	PART TIME W/O BENEFITS	-	-	-	-	-	-	-
41015	PERFORMANCE BONUS	1,500	-	-	-	-	-	-
TOTAL	PERSONAL SERVICES	70,992	69,979	66,970	66,970	70,450	74,310	7,340
42001	F.I.C.A.	5,404	5,336	5,020	5,020	5,020	5,190	170
42002	V.R.S.	7,774	7,494	7,190	7,190	7,190	7,370	180
42003	V.R.S. LIFE INS	750	853	880	880	880	910	30
42007	HEALTH INSURANCE	5,392	6,299	6,810	6,810	6,810	8,040	1,230
42018	ER CONTRIBUTIONS:DC401A	2,523	2,496	2,660	2,660	2,660	2,770	110
TOTAL	EMPLOYEE BENEFITS	21,844	23,285	22,560	22,560	22,560	24,280	1,720
TOTAL	PERS/PROPRTY/ANIM CONTROL	92,836	93,264	89,530	89,530	93,010	98,590	9,060

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 17-18 ACCOMPLISHMENTS

- Conducted selection process for the Evidence Technician assignment.
- Enrolled Evidence Technician in the Virginia Forensic Science Academy.
- Rotated gang unit detective.
- Continued to work with our community services officer to develop prevention and education programs.

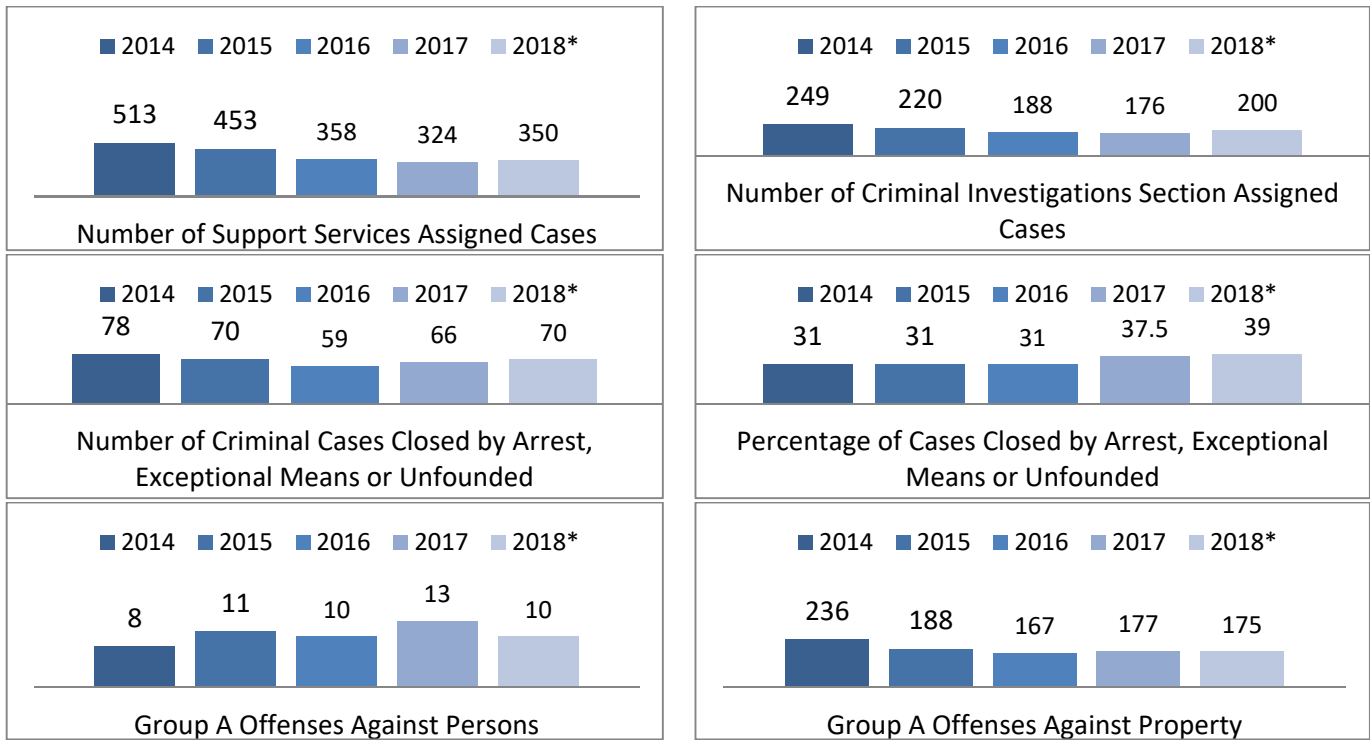
FY 18-19 INITIATIVES

- Increase closure rate for cases assigned to CIS.
- Conduct tactical training with assigned detectives.
- Develop in-house Evidence Technician program and liaison with County, State and Federal partners to enhance capabilities.
- Hire officers/recruits to fill personnel vacancies.

CRIMINAL INVESTIGATIONS DIVISION 13182

PERFORMANCE MEASURES

Based on calendar year data



*PROJECTED

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Lieutenant	1	1	1
Sergeant	1	1	1
Detectives	7	7	7
Total	9	9	9

FY 18-19 BUDGET CHANGES

- No significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 13182
NAME INVESTIGATIONS

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	690,504	698,117	742,780	742,780	651,510	736,920	(5,860)
41002	OVERTIME	85,488	89,818	96,000	96,492	96,000	96,000	-
41006	ANNUAL LEAVE LIQUIDATION	-	-	-	-	101,560	-	-
41008	ANNUAL LEAVE CASH-IN	9,113	7,973	-	-	4,600	-	-
41015	PERFORMANCE BONUS	1,500	1,500	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	786,605	797,408	838,780	840,772	855,170	832,920	(5,860)
42001	F.I.C.A.	59,303	60,165	64,170	64,170	49,840	61,530	(2,640)
42002	V.R.S.	83,927	78,882	79,520	79,520	69,260	77,330	(2,190)
42003	V.R.S. LIFE INS	8,097	9,082	9,060	9,060	8,530	9,660	600
42004	LOCAL PENSION PLAN	-	-	-	-	-	-	-
42005	POLICE PENSION	68,555	47,454	60,580	60,580	53,420	51,040	(9,540)
42007	HEALTH INSURANCE	59,958	68,090	82,330	82,330	54,080	92,310	9,980
42010	CLOTHING ALLOWANCE	-	18,537	-	-	-	-	-
42012	CAFETERIA PLAN FEES	5,247	218	190	190	190	130	(60)
TOTAL	EMPLOYEE BENEFITS	285,087	282,428	295,850	295,850	235,320	292,000	(3,850)
45401	VEHICLE LEASE/RENTAL	9,000	8,370	9,000	9,000	9,000	9,000	-
TOTAL	OTHER CHARGES	9,000	8,370	9,000	9,000	9,000	9,000	-
TOTAL	INVESTIGATIONS	1,080,692	1,088,206	1,143,630	1,145,622	1,099,490	1,133,920	(9,710)

COMMUNITY SERVICES / PUBLIC INFORMATION
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 presentations for the Drug Abuse Resistance Education Program (DARE) 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.
- Provide station tours to local scout and civic groups.

FY 17-18 ACCOMPLISHMENTS

- Completed DARE training for new Public Information Officer.
- Organized and successfully executed the 2017 Cops and Kids Fun Run.
- Completed RAD instructor training for 3 officers (2 basic, 1 advanced).
- Hosted RAD instructor course.
- Continued with community presentations (seniors, teen center, personal safety).
- Expanded community outreach.
- Participated in the 2017 Fairfax County Police and Fraternal Order of Police Santa's Rides benefiting underprivileged and sick children in the community.
- Attended area recruiting events.
- Increased interactions on the department's social media outlets.

COMMUNITY SERVICES / PUBLIC INFORMATION

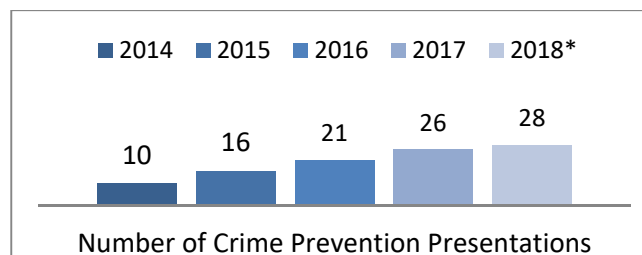
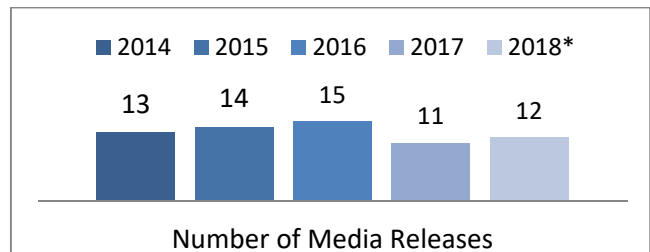
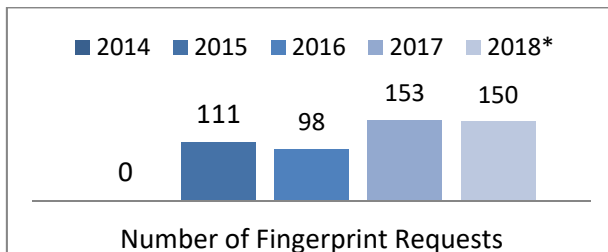
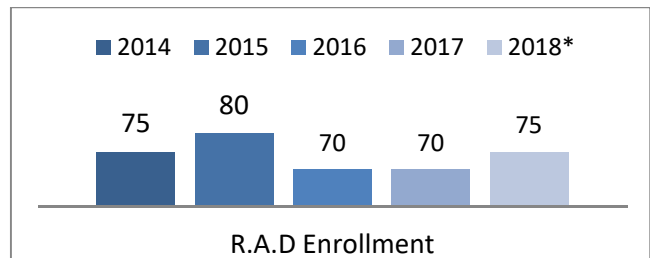
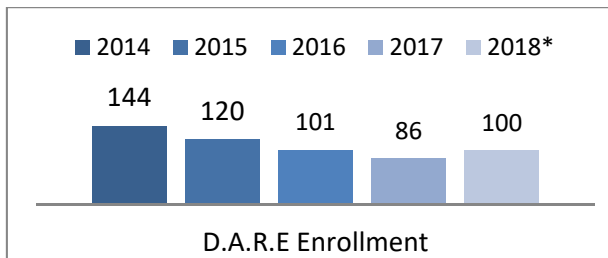
13185

FY 18-19 INITIATIVES

- Continue with DARE classes in local elementary schools.
- Organize 2018 Cops and Kids Fun Run.
- Increase outreach in English for Speakers of Other Languages (ESOL) community.
- Continue with community presentations (seniors, teen center, personal safety) on a more scheduled basis.
- Increase community awareness of prevalent telephone and internet scams.
- Send officers to the 2018 RAD Systems Training and Certification Conference.
- Continue to expand community outreach.
- Develop an internet and social media safety presentation for middle school-aged children.

PERFORMANCE MEASURES

Based on calendar year data



*Projected

PERSONNEL

COMMUNITY SERVICES / PUBLIC INFORMATION
13185

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Police Officer	1	1	1
Auxiliary Officer Positions (Volunteer)	2 of 10	2 of 10	2 of 10
Total	11	11	11

FY 18-19 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 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	73,366	63,799	74,100	74,100	74,100	77,810	3,710
41002	OVERTIME	3,888	7,365	4,500	4,988	4,500	4,500	-
41008	ANNUAL LEAVE CASH-IN	-	-	-	-	1,430	-	-
TOTAL	PERSONAL SERVICES	77,254	71,164	78,600	79,088	80,030	82,310	3,710
42001	F.I.C.A.	5,555	5,478	6,010	6,010	6,010	6,180	170
42002	V.R.S.	9,240	7,515	7,950	7,950	7,950	8,270	320
42003	V.R.S. LIFE INS	891	857	970	970	970	1,020	50
42005	POLICE PENSION	7,787	4,447	6,020	6,020	6,020	5,200	(820)
42007	HEALTH INSURANCE	9,935	5,824	6,810	6,810	6,810	8,040	1,230
42010	CLOTHING ALLOWANCE	649	1,631	-	-	-	-	-
42012	CAFETERIA PLAN FEES	15	-	-	-	-	-	-
TOTAL	EMPLOYEE BENEFITS	34,072	25,753	27,760	27,760	27,760	28,710	950
47306	R.A.D. PROGRAM	-	465	420	960	885	-	(420)
47710	DONATION FUNDED PROGRAMS	1,366	11,549	500	9,750	9,500	500	-
TOTAL	PROGRAM AND SERVICES	1,366	12,014	920	10,710	10,385	500	(420)
TOTAL	COMMUNITY SERVICES	112,693	108,931	107,280	117,558	118,175	111,520	4,240

FIRE AND RESCUE

FIRE AND RESCUE

	FY 16-17 Actuals	FY 17-18 Adopted	FY 17-18 Adjusted	FY 17-18 Estimated	FY 18-19 Adopted	Net Change
Volunteer Fire Department	60,906	60,910	60,910	62,450	62,450	1,540
Fire and Rescue	60,906	60,910	60,910	62,450	62,450	1,540

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**

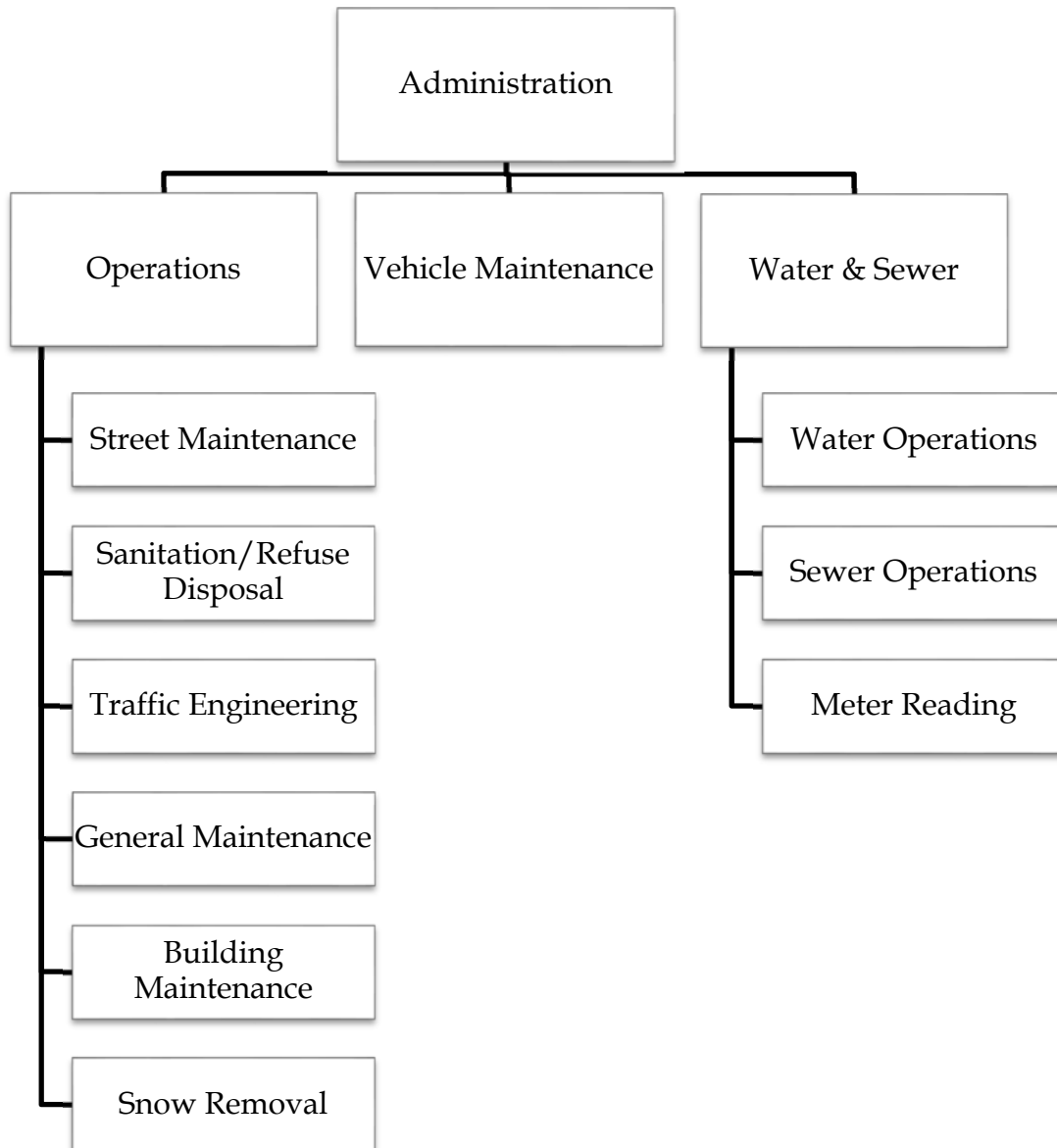
ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
45601	CONTRIBUTIONS	20,000	10,000	10,000	10,000	10,000	10,000	-
TOTAL	OTHER CHARGES	20,000	10,000	10,000	10,000	10,000	10,000	-
47208	STATE FIRE PROGRAM FUNDS	57,015	50,906	50,910	50,910	52,450	52,450	1,540
TOTAL	PROGRAMS AND SERVICES	57,015	50,906	50,910	50,910	52,450	52,450	1,540
TOTAL	VOLUNTEER FIRE DEPT	77,015	60,906	60,910	60,910	62,450	62,450	1,540

PUBLIC WORKS

Mission

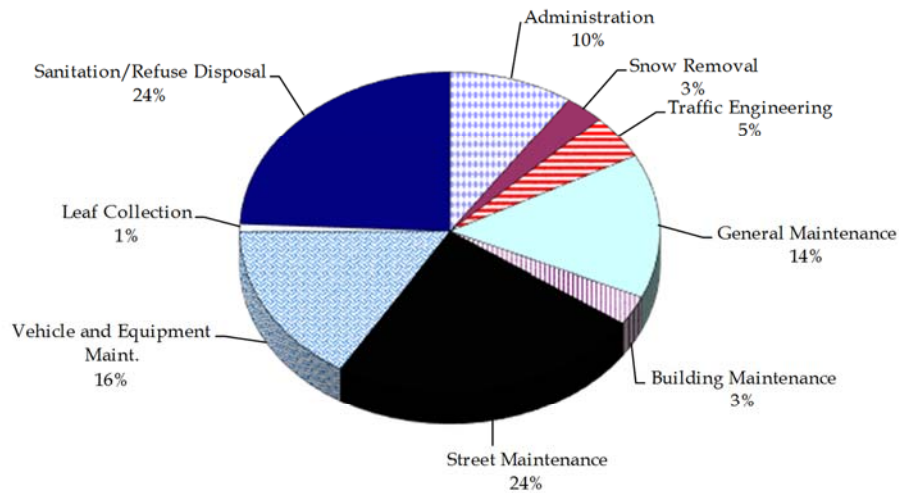
The mission of the Department of Public Works (DPW) is to maintain infrastructure and provide citizens with a safe, attractive and healthy Town in which to live and work.

PUBLIC WORKS



PUBLIC WORKS

	FY 16-17 Actuals	FY 17-18 Adopted	FY 17-18 Adjusted	FY 17-18 Estimated	FY 18-19 Adopted	Net Change
Administration	657,319	725,720	725,004	663,736	730,400	4,680
Street Maintenance	1,659,221	1,887,630	1,857,614	1,850,184	1,837,690	-49,940
General Maintenance	1,058,766	1,045,230	1,041,088	962,043	1,109,140	63,910
Snow Removal	158,528	247,550	235,070	212,550	232,240	-15,310
Traffic Engineering	358,636	357,800	357,869	363,601	348,820	-8,980
Vehicle and Equipment Maint.	1,098,852	1,191,670	1,183,083	1,194,960	1,241,780	50,110
Sanitation/Refuse Disposal	1,789,174	1,719,730	1,697,354	1,715,648	1,854,400	134,670
Leaf Collection	17,561	84,730	46,030	28,020	56,020	-28,710
Building Maintenance	164,265	183,830	171,364	205,430	225,700	41,870
Public Works	6,962,322	7,443,890	7,314,476	7,196,171	7,636,190	192,300



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 17-18 ACCOMPLISHMENTS

- Secured \$4.6 Million in state and federal transportation grant funding.
- Applied for \$3.3 Million in state and federal transportation grant funding; including \$2.3 Million from Northern Virginia Transportation Authority (NVTa) 70% Region funds for public parking.
- Amended agreement with Fairfax County for the Creek Crossing Road sidewalk project design that is entirely funded by Fairfax County in an amount of \$400,000 that has been allocated for engineering.
- Implemented Tyler Munis Inventory and Work Order software that will replace the current aging paper and database system.
- In conjunction with Planning and Zoning, developed an agreement with Fairfax County to implement a concurrent permit review process for all building permits submitted for Town properties.

ADMINISTRATION
14110

FY 18-19 INITIATIVES

- Implement an e-plan review process for plans submissions associated with building permits.
- Continue to pursue state and federal grants to improve Town infrastructure and water quality.
- Begin construction of Old Courthouse Road pedestrian improvements.
- Begin design of Creek Crossing Road pedestrian improvement project.
- Begin construction of Church Street NE sidewalk extension along the 300 block.

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 Projected
# of Building Permits, including all types received & submitted for approval	822	667	700
# of Plumbing Permits received and submitted to FIDO (Fairfax County's permit database)	525	475	500
# of Work Orders distributed to various DPW divisions	251	529	550

ADMINISTRATION

14110

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
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*	2	1	1
Public Works Specialist	1	1	1
Administrative Assistant	1	1	1
Public Works Inspector	1	1	1
Total	8	7	7

*Council amended July 2016

FY 18-19 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 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	625,686	577,420	624,720	624,720	567,530	630,760	6,040
41002	OVERTIME	1,612	2,610	1,000	1,000	1,000	1,000	-
41003	REG. P.T. WITH BENEFITS	8,785	-	-	-	-	-	-
41004	PART TIME W/O BENEFITS	-	-	-	-	-	-	-
41006	ANNUAL LEAVE LIQUIDATION	987	14,189	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	7,694	3,941	-	-	3,280	-	-
41011	NON-EXEMPT COMPTIME LIQ.	7	2,489	-	-	-	-	-
41015	PERFORMANCE BONUS	1,500	1,500	-	750	750	-	-
TOTAL	PERSONAL SERVICES	646,271	602,148	625,720	626,470	572,560	631,760	6,040
42001	F.I.C.A.	45,814	43,854	43,900	43,900	43,420	45,530	1,630
42002	V.R.S.	74,861	61,800	61,580	61,580	60,330	63,880	2,300
42003	V.R.S. LIFE INS	7,315	7,622	8,190	8,190	7,430	8,270	80
42007	HEALTH INSURANCE	33,131	51,175	54,710	54,710	47,100	67,020	12,310
42012	CAFETERIA PLAN FEES	236	206	250	250	250	90	(160)
42018	ER CONTRIBUTIONS:DC401A	22,200	12,237	24,790	24,790	22,700	25,220	430
42021	VRS HYBRID 401A MATCH	887	2,724	5,510	5,510	5,510	3,370	(2,140)
42025	VRS HYBRID DISABILITY	523	982	1,150	1,150	1,150	800	(350)
TOTAL	EMPLOYEE BENEFITS	184,967	180,600	200,080	200,080	187,890	214,180	14,100
43101	CONSULTING SERVICES	2,095	4,721	6,000	6,000	7,280	6,000	-
43104	ARCHIT/ENGINEER SVCES	18,038	16,751	22,000	22,000	22,000	22,000	-
43106	TRANSLATION SERVICES	-	-	100	-	100	100	-
43301	EQUIPMT MTCE CONTRACTS	3,588	3,588	3,650	3,450	3,650	3,650	-
43308	CONTRACTS/SERVICES	-	-	500	500	500	500	-
43309	CELL PHONE EXPENSE	4,239	4,170	4,500	4,500	4,500	4,500	-
43501	PRINTING/BINDING SVCES	495	-	500	500	500	500	-
TOTAL	PURCHASED SERVICES	28,456	29,230	37,250	36,950	38,530	37,250	-
45202	LONG DIST SERVICE	137	126	100	-	100	-	(100)
45203	POSTAL SERVICES	1,433	1,212	700	1,200	1,200	1,200	500
45404	CENTRAL COPIER CHARGES	2,744	3,217	1,000	2,200	2,500	2,500	1,500
45501	MILEAGE REIMBURSEMENT	195	200	200	200	200	200	-
45502	FARES	11	-	300	300	300	300	-
45503	SUBSISTENCE/LODGING	876	399	300	950	950	300	-
45504	CONVENTIONS/EDUCATION	2,970	2,570	2,670	2,670	2,020	2,670	-
45505	BUSINESS MEALS	-	158	200	200	200	200	-
45801	MEMBERSHIPS/DUES	426	1,416	5,980	4,030	5,980	5,980	-
TOTAL	OTHER CHARGES	8,792	9,298	11,450	11,750	13,450	13,350	1,900
46001	OFFICE SUPPLIES	3,816	3,952	4,000	4,000	4,000	4,000	-
46011	UNIFORMS/SAFETY APPAREL	7,932	278	530	530	530	530	-
46012	BOOKS/SUBSCRIPTIONS	-	200	200	200	200	200	-
46015	OPERATIONAL SUPPLIES	2,284	2,978	2,000	2,000	2,087	2,000	-
46019	OTHER SUPPLIES	759	600	600	600	600	600	-
TOTAL	MATERIALS AND SUPPLIES	14,791	8,008	7,330	7,330	7,417	7,330	-
47202	SAFETY PROGRAMS	-	-	100	-	100	100	-
TOTAL	PROGRAM AND SERVICES	-	-	100	-	100	100	-
49207	TRANSFER TO CAP PROJ FUND	(209,482)	(171,965)	(156,210)	(156,210)	(156,210)	(173,570)	(17,360)
TOTAL	INTERFUND TRANSFERS	(209,482)	(171,965)	(156,210)	(156,210)	(156,210)	(173,570)	(17,360)
TOTAL	DPW ADMINISTRATION	673,794	657,319	725,720	726,370	663,737	730,400	4,680

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 and manage seasonal leaf removal, mulching operations and mulch delivery
- Manage winter weather emergencies on Town streets with plows, sand, and chemical treatment
- Provide staff to ensure refuse routes are covered and collected without interruption of service

FY 17-18 ACCOMPLISHMENTS

- Installed 1800 tons of asphalt
- Milled 1300 cubic yards of asphalt
- Assisted Water & Sewer with asphalt repair
- Swept 770 cubic yards of silt and debris from Town streets
- Assisted in the collection and processing of 8900 cy of leaves
- Provided 1740 man hours of labor for the Sanitation Department
- Implemented using Tyler Munis Maintenance Management System for work orders
- Updated VDOT lane mile inventory
- Contracted with Enterprise Information Solutions, Inc. to complete an automated Town wide Pavement Condition Survey

FY 18-19 INITIATIVES

- Continue to pursue training for more efficient ways to improve our level of service to the Town in all aspects of the division

STREET MAINTENANCE 14120

- Increase amount of asphalt repaired
- Pursue State Revenue Sharing funds to match asphalt overlay budget
- Increase street sweeping
- Decrease the number of complaints
- Utilize Tyler Munis Work Order system to measure and minimize number of complaints

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 Projected
Tons of asphalt installed by Town staff	2,630	1,810	2,000
Cubic Yards of Milling	1,879	1,293	1,450
C.Y. of debris collected from Street sweeping	1,336	768	1,000
Days spent on pothole repair	31	25	20
*Number of work orders completed		*32	50
#of hours spent assisting Sanitation	*1,504	1,736	1,800
# of storm drains cleaned & inspected	105	1,528	1,500
# of hours spent on Stormwater	0	*1,120	1,200

*First full year of tracking

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Supervisor	1	1	1
Maintenance Workers	12	12	12
Paving Project Manager - Limited Term	1	*1	0
Total	14	14	13

STREET MAINTENANCE
14120

*Partially funded by Capital Improvement Plan

FY 18-19 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 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	657,207	755,464	889,260	889,260	711,655	768,370	(120,890)
41002	OVERTIME	48,196	48,162	31,720	31,720	31,720	31,720	-
41004	PART TIME W/O BENEFITS	-	-	-	-	-	-	-
41006	ANNUAL LEAVE LIQUIDATION	4,003	-	-	-	89,790	-	-
41008	ANNUAL LEAVE CASH-IN	6,361	6,468	-	-	4,870	-	-
41011	NON-EXEMPT COMPTIME LIQ.	712	-	-	-	-	-	-
41015	PERFORMANCE BONUS	1,500	-	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	717,979	810,094	920,980	922,480	839,535	800,090	(120,890)
42001	F.I.C.A.	52,101	58,754	63,990	63,990	54,440	54,690	(9,300)
42002	V.R.S.	77,592	80,756	78,230	78,230	75,650	69,920	(8,310)
42003	V.R.S. LIFE INS	7,548	9,501	9,220	9,220	9,320	9,510	290
42004	LOCAL PENSION PLAN	24,423	52,428	56,700	49,180	56,700	33,120	(23,580)
42007	HEALTH INSURANCE	91,117	98,615	110,660	110,660	95,070	124,890	14,230
42012	CAFETERIA PLAN FEES	-	-	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	16,575	15,724	20,810	20,810	20,810	21,870	1,060
42021	VRS HYBRID 401A MATCH	1,058	2,109	2,780	2,780	2,780	3,400	620
42025	VRS HYBRID DISABILITY	474	723	710	710	710	1,050	340
TOTAL	EMPLOYEE BENEFITS	270,888	318,610	343,100	335,580	315,480	318,450	(24,650)
43301	EQUIPMT MTCE CONTRACTS	375	-	-	-	-	-	-
43309	CELL PHONE EXPENSE	2,807	2,636	2,600	2,600	3,200	3,200	600
43701	UNIFORM RENTAL/CLEANING	3,014	3,408	3,800	3,800	4,206	3,800	-
43801	SRVCES FROM OTHER GOV'TS	14,035	-	15,820	15,820	15,820	15,820	-
43802	LANDFILL FEES	23,462	27,773	28,000	28,000	28,113	28,000	-
TOTAL	PURCHASED SERVICES	43,693	33,817	50,220	50,220	51,339	50,820	600
45501	MILEAGE REIMBURSEMENT	68	119	500	500	500	500	-
45503	SUBSISTENCE/LODGING	2,933	1,020	1,750	1,750	1,750	1,750	-
45504	CONVENTIONS/EDUCATION	739	3,694	4,000	4,000	4,000	4,000	-
45505	BUSINESS MEALS	-	293	-	-	-	-	-
TOTAL	OTHER CHARGES	3,740	5,127	6,250	6,250	6,250	6,250	-
46001	OFFICE SUPPLIES	475	449	500	500	500	500	-
46007	REPAIR/MTCE SUPPLIES	10,306	14,879	15,588	15,588	20,088	15,588	-
46011	UNIFORMS/SAFETY APPAREL	7,997	7,249	8,000	8,000	8,000	8,000	-
46017	SMALL TOOLS	1,340	940	2,000	2,000	2,000	2,000	-
46019	OTHER SUPPLIES	491	427	500	400	500	500	-
TOTAL	MATERIALS AND SUPPLIES	20,609	23,945	26,588	26,488	31,088	26,588	-
47401	ASPHALT OVERLAY	360,467	241,018	395,000	395,000	395,000	422,000	27,000
47407	CONTRACTED ASPHALT REP'RS	43,148	42,784	45,000	45,000	45,000	18,000	(27,000)
47408	INTERNAL ASPHALT REPAIRS	159,828	190,255	195,492	195,592	195,492	195,492	-
TOTAL	PROGRAM AND SERVICES	563,442	474,057	635,492	635,592	635,492	635,492	-
49207	GF TRANSFER TO CAP PROJ FUND	-	(6,428)	-	-	(29,000)	-	-
49208	GF TRANSFER TO WSF	-	-	(95,000)	(95,000)	-	-	95,000
TOTAL	INTERFUND TRANSFERS	-	(6,428)	(95,000)	(95,000)	(29,000)	-	95,000
TOTAL	STREET MAINTENANCE	1,620,352	1,659,221	1,887,630	1,881,610	1,850,184	1,837,690	(49,940)

GENERAL MAINTENANCE
14130

PURPOSE

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

ACTIVITIES/PRODUCTS/SERVICES

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

FY 17-18 ACCOMPLISHMENTS

- Assist in installation of electrical and low voltage wiring at the Community center
- Assist in sign replacement with Traffic Engineering
- Set out barricades and no parking signs for town events
- Continued using Tyler Munis Maintenance Management System for work orders
- Rebuilt and repaired decorative benches on Church St.
- Implemented concrete trip hazard removal using new concrete grinder
- Painted all Bollards, hand rails, and trash cans on Church St

FY 18-19 INITIATIVES

- Complete all task in a timely manner
- Repair bus shelters along Maple Avenue
- Repair brick sidewalk east bound Maple Ave. between Lawyers Rd. and East St

GENERAL MAINTENANCE
14130

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 Projected
Linear feet of sidewalk replaced/installed (includes contractor generated)	4,070	7,761	6,200
# of brick driveway aprons replaced	2	7	10
# of concrete driveway aprons replaced (includes contractor generated)	18	16	20
Linear feet of curb and gutter replaced	*585	564	600
# of employee hours assisting Sanitation	992	1,088	1,200

*First year to include brick repair to sidewalk

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Superintendent	1	1	1
Supervisor	1	1	1
Finish Carpenter	1	1	1
Maintenance Worker	6	6	6
Total	9	9	9

FY 18-19 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 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	555,499	544,701	570,390	570,390	503,750	596,170	25,780
41002	OVERTIME	51,005	56,946	15,500	15,500	15,500	15,500	-
41004	PART TIME W/O BENEFITS	652	-	-	-	-	-	-
41006	ANNUAL LEAVE LIQUIDATION	-	2,522	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	2,495	5,403	-	-	2,260	-	-
41011	NON-EXEMPT COMPTIME LIQ.	-	520	-	-	-	-	-
41015	PERFORMANCE BONUS	-	750	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	609,651	610,842	585,890	587,390	523,010	611,670	25,780
42001	F.I.C.A.	44,238	43,871	41,870	41,870	38,540	43,430	1,560
42002	V.R.S.	66,588	59,532	59,330	59,330	53,550	62,070	2,740
42003	V.R.S. LIFE INS	6,459	6,934	7,480	7,480	6,600	7,810	330
42004	LOCAL PENSION PLAN	21,408	14,762	-	-	-	15,680	15,680
42007	HEALTH INSURANCE	69,093	69,549	81,220	81,220	68,400	97,420	16,200
42012	CAFETERIA PLAN FEES	-	29	60	60	60	60	-
42018	ER CONTRIBUTIONS:DC401A	17,067	16,690	19,640	19,640	16,200	20,370	730
42021	VRS HYBRID 401A MATCH	408	828	1,090	1,090	1,090	1,300	210
42025	VRS HYBRID DISABILITY	250	390	430	430	430	510	80
TOTAL	EMPLOYEE BENEFITS	225,511	212,585	211,120	211,120	184,870	248,650	37,530
43301	EQUIPMT MTCE CONTRACTS	-	-	-	-	-	-	-
43309	CELL PHONE EXPENSE	1,784	2,856	2,300	2,300	2,900	2,900	600
43701	UNIFORM RENTAL/CLEANING	2,740	1,935	2,140	2,140	2,140	2,140	-
43802	LANDFILL FEES	323	4,380	5,000	5,000	5,040	5,000	-
TOTAL	PURCHASED SERVICES	4,847	9,171	9,440	9,440	10,080	10,040	600
45503	SUBSISTENCE/LODGING	1,022	1,946	2,100	2,100	2,100	2,100	-
45504	CONVENTIONS/EDUCATION	1,202	3,467	4,500	4,500	4,500	4,500	-
45505	BUSINESS MEALS	192	-	200	200	200	200	-
TOTAL	OTHER CHARGES	2,416	5,413	6,800	6,800	6,800	6,800	-
46001	OFFICE SUPPLIES	424	342	500	500	500	500	-
46007	REPAIR/MTCE SUPPLIES	5,528	7,576	7,350	7,350	7,350	7,350	-
46011	UNIFORMS/SAFETY APPAREL	3,260	3,302	3,260	3,260	3,260	3,260	-
46015	OPERATIONAL SUPPLIES	17,346	13,500	20,810	20,810	26,066	20,810	-
46017	SMALL TOOLS	4,079	4,392	5,000	5,000	5,000	5,000	-
TOTAL	MATERIALS AND SUPPLIES	30,638	29,112	36,920	36,920	42,176	36,920	-
47402	CURB/SIDEWALK MTCE	187,631	146,803	190,060	190,060	190,106	190,060	-
47403	PHYSICAL IMPROVEMENTS	-	39,899	-	-	-	-	-
47406	BRICKWALK MAINTENANCE	19,975	4,940	5,000	5,000	5,000	5,000	-
TOTAL	PROGRAM AND SERVICES	207,606	191,642	195,060	195,060	195,106	195,060	-
TOTAL	GENERAL MAINTENANCE	1,080,669	1,058,766	1,045,230	1,046,730	962,042	1,109,140	63,910

SNOW REMOVAL
14133

PURPOSE

Snow removal and anti-icing operations ensure safe travel on Town streets for the public and first responders during winter weather emergencies.

ACTIVITIES/PRODUCTS/SERVICES

- Prepare and train personnel for winter weather emergencies
- Prepare snow equipment for deployment before, during, and after winter weather emergencies
- Monitor weather conditions to ensure a timely, efficient and effective response to any winter weather emergencies that may occur
- Anti-icing of roads as conditions allow
- Application of de-icing agents when winter weather first begins
- Begin plowing operations when conditions warrant
- Follow up with treatment of roads after winter weather event until there are no further hazards (icy patches)

FY 17-18 ACCOMPLISHMENTS

- Utilized multiple divisions in winter weather operations
- Moved to 12hr shifts for all winter weather events
- Acquired brine manufacturing equipment
- Expanded our anti-icing program
- Acquired 3 new pieces of equipment to assist with clearing sidewalks

FY 18-19 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

SNOW REMOVAL
14133

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 Projected
Number of overtime staff hours	1,119	1,094	1,100
Number of regular staff hours	101	651	250
Number of hours training for snow	200	200	200

FY 18-19 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 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41002	OVERTIME	131,110	21,653	80,860	80,860	80,860	80,860	-
TOTAL	PERSONAL SERVICES	131,110	21,653	80,860	80,860	80,860	80,860	-
42001	F.I.C.A.	9,677	1,598	6,190	6,190	6,190	6,190	-
42002	V.R.S.	9,996	1,831	-	-	-	-	-
42003	V.R.S. LIFE INS	978	227	-	-	-	-	-
42005	POLICE PENSION	779	-	-	-	-	-	-
42007	HEALTH INSURANCE	10,200	1,801	-	-	-	14,690	14,690
42012	CAFETERIA PLAN FEES	24	-	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	2,109	448	-	-	-	-	-
42021	VRS HYBRID 401A MATCH	143	86	-	-	-	-	-
42025	VRS HYBRID DISABILITY	74	37	-	-	-	-	-
TOTAL	EMPLOYEE BENEFITS	33,980	6,028	6,190	6,190	6,190	20,880	14,690
46015	OPERATIONAL SUPPLIES	112,095	91,233	117,000	117,000	82,000	117,000	-
TOTAL	MATERIALS AND SUPPLIES	112,095	91,233	117,000	117,000	82,000	117,000	-
48106	HVY EQUIPTMT REPLACEMENT	11,385	39,613	43,500	43,500	43,500	13,500	(30,000)
TOTAL	CAPITAL OUTLAY	11,385	39,613	43,500	43,500	43,500	13,500	(30,000)
TOTAL	SNOW REMOVAL	288,569	158,528	247,550	247,550	212,550	232,240	(15,310)

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
- Stay current with all certifications for Traffic Signals and Traffic Control and Signs

FY 17-18 ACCOMPLISHMENTS

- Installed electrical and low voltage wiring for Vienna Police Department
- Installed electrical and low voltage wiring for Community center
- Installed flashing yellow arrow to east and west bound Maple Ave. at Lawyers
- 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 of Uniform Traffic Control Devices (MUTCD) standards on street name signs
- Continue using Tyler Munis Maintenance Management System for work orders
- Upgraded Regulatory signs to MUTCD standards
- Upgraded two intersection to new Advanced Traffic Control (ATC) standards

TRAFFIC ENGINEERING

14140

FY 18-19 INITIATIVES

- 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	2016 Actual	2017 Actual	2018 Projected
# of traffic signal preventative maintenance tasks performed	300	300	300
# of repairs to traffic signals	115	110	100
# of street signs replaced	1,113	1,085	1,200
# of electrical repairs/new installations completed	325	485	500

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Traffic Signal/Electrical Technician I	1	1	1
Electrical & Traffic Signal Technician II	1	1	1
Total	2	2	2

FY 18-19 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 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	99,465	100,942	107,890	107,890	107,890	111,670	3,780
41002	OVERTIME	48,009	54,497	42,000	42,000	42,000	42,000	-
41008	ANNUAL LEAVE CASH-IN	1,067	-	-	-	2,070	-	-
41015	PERFORMANCE BONUS	1,500	750	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	150,040	156,189	149,890	151,390	153,460	153,670	3,780
42001	F.I.C.A.	10,495	10,668	10,350	10,350	10,350	10,530	180
42002	V.R.S.	11,429	11,876	10,870	10,870	10,870	11,110	240
42003	V.R.S. LIFE INS	1,165	1,416	1,410	1,410	1,410	1,460	50
42007	HEALTH INSURANCE	23,242	28,076	30,620	30,620	30,620	45,030	14,410
42012	CAFETERIA PLAN FEES	-	-	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	3,954	4,099	4,280	4,280	4,280	4,470	190
42021	VRS HYBRID 401A MATCH	380	565	710	710	710	760	50
42025	VRS HYBRID DISABILITY	215	268	280	280	280	300	20
TOTAL	EMPLOYEE BENEFITS	50,879	56,968	58,520	58,520	58,520	73,660	15,140
43301	EQUIPMT MTCE CONTRACTS	-	-	-	-	-	-	-
43307	REPAIR/MTCE SVCES	20,431	39,150	40,000	40,000	40,850	40,000	-
43309	CELL PHONE EXPENSE	1,403	1,400	1,400	1,400	2,200	2,200	800
43701	UNIFORM RENTAL/CLEANING	340	752	1,280	1,280	1,798	1,280	-
TOTAL	PURCHASED SERVICES	22,174	41,302	42,680	42,680	44,848	43,480	800
45101	ELECTRICITY	6,700	6,694	6,700	6,700	6,700	8,000	1,300
45503	SUBSISTENCE/LODGING	1,428	4,163	4,800	4,800	4,800	4,800	-
45504	CONVENTIONS/EDUCATION	7,279	6,364	6,400	6,400	6,400	6,400	-
45505	BUSINESS MEALS	-	-	200	200	200	200	-
TOTAL	OTHER CHARGES	15,407	17,221	18,100	18,100	18,100	19,400	1,300
46001	OFFICE SUPPLIES	296	362	400	400	400	400	-
46007	REPAIR/MTCE SUPPLIES	5,932	6,128	8,400	8,400	8,400	8,400	-
46011	UNIFORMS/SAFETY APPAREL	1,164	1,627	1,580	1,580	1,580	1,580	-
46015	OPERATIONAL SUPPLIES	16,582	26,759	31,130	31,130	31,192	31,130	-
TOTAL	MATERIALS AND SUPPLIES	23,974	34,876	41,510	41,510	41,572	41,510	-
48101	MACH/EQUIPMT REPLACEMENT	39,305	52,081	47,100	47,100	47,100	17,100	(30,000)
TOTAL	CAPITAL OUTLAY	39,305	52,081	47,100	47,100	47,100	17,100	(30,000)
TOTAL	TRAFFIC ENGINEERING	301,780	358,636	357,800	359,300	363,600	348,820	(8,980)

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 17-18 ACCOMPLISHMENTS

- Reduced the carbon footprint of the fleet by 73% since FY 2010 by purchasing lower emission vehicles, maintaining proper tire pressure, and the use of synthetic oils
- Sold Town vehicles, equipment that have reached their useful life, on GovDeals.com auction site generating \$164,781.60
- Recycled 925 gallons of waste oil generated from Town vehicles and collected from citizens
- Collected for recycling approximately 16 tons of electronics during the quarterly Recycle Day
- Fabricated one and designed and fabricated two metal sidewalk handrails, making elevated sidewalk areas safer and saving \$10,335
- One mechanic attended and received Certification for Police Motorcycle Technical Training Class
- Designed and fabricated a storm water inlet protection for underground detention in Piney Branch Creek at the Northside Property Yard

VEHICLE & EQUIPMENT MAINTENANCE
14150

- Procured vehicles and equipment to complete the objectives specified within the Vehicle Replacement Program for FYE 2018 under budget by \$76,316
- Documentation submitted to FEMA and VDEM for reimbursement of declared winter storm in January 2016 resulted in a total payment of \$105,127.80

FY 18-19 INITIATIVES

- Further reduce the fleet's carbon footprint by utilizing new technologies, innovations and policy
- Two mechanics will complete Automotive Vehicle Inspection Class to assist in meeting requirements to become licensed Virginia State Motor Vehicle Safety Inspectors
- Complete conversion from analog mobile radios to digital mobile radios for high-performance integrated voice and data to ensure safe efficient operation to allow workers to communicate while in the field, and during emergencies
- Host training for Heil Durapack 5000 for Town mechanics and mechanics from local jurisdictions utilizing the same rear loader trash truck
- Implement an idle reduction program to reduce emissions and fuel costs

VEHICLE & EQUIPMENT MAINTENANCE

14150

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 Projected
Heavy Trucks with proper tire pressure	95%	99%	99%
Fleet's Carbon Footprint Reduction since 2010	66%	73%	77%
Fleets Average Miles per Gallon	10.5	9.8	10.0

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
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 18- 19 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 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	556,344	566,340	578,760	578,760	578,760	599,020	20,260
41002	OVERTIME	17,791	30,477	31,000	31,000	31,000	31,000	-
41008	ANNUAL LEAVE CASH-IN	2,063	4,885	-	-	1,640	-	-
41015	PERFORMANCE BONUS	3,000	1,500	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	579,198	603,202	609,760	611,260	612,900	630,020	20,260
42001	F.I.C.A.	42,533	43,655	43,960	43,960	43,960	45,510	1,550
42002	V.R.S.	63,587	60,308	57,960	57,960	57,960	59,130	1,170
42003	V.R.S. LIFE INS	6,299	7,333	7,590	7,590	7,590	7,850	260
42007	HEALTH INSURANCE	57,473	72,720	81,610	81,610	81,610	81,620	10
42012	CAFETERIA PLAN FEES	469	327	320	320	320	250	(70)
42015	MISC ALLOWANCES	3,247	3,123	3,320	3,320	3,320	3,320	-
42018	ER CONTRIBUTIONS:DC401A	21,242	21,308	22,970	22,970	22,970	23,950	980
42021	VRS HYBRID 401A MATCH	1,707	2,991	4,190	4,190	4,190	4,470	280
42025	VRS HYBRID DISABILITY	1,007	1,102	1,090	1,090	1,090	1,160	70
TOTAL	EMPLOYEE BENEFITS	197,563	212,868	223,010	223,010	223,010	227,260	4,250
43301	EQUIPMT MTCE CONTRACTS	375	395	400	400	400	450	50
43303	SOFTWARE MTCE CONTRACT	3,861	3,566	4,000	4,000	3,850	4,950	950
43307	REPAIR/MTCE SVCS	21,535	14,326	20,000	20,000	20,000	20,000	-
43308	CONTRACTS/SERVICES	5,837	12,929	10,000	10,000	10,000	10,000	-
43309	CELL PHONE EXPENSE	2,112	1,782	2,000	2,000	2,600	2,600	600
43701	UNIFORM RENTAL/CLEANING	1,690	1,723	2,100	2,100	1,800	2,100	-
TOTAL	PURCHASED SERVICES	35,409	34,722	38,500	38,500	38,650	40,100	1,600
45503	SUBSISTENCE/LODGING	2,947	2,919	1,800	2,800	1,800	1,800	-
45504	CONVENTIONS/EDUCATION	3,157	4,206	4,500	3,500	4,500	4,500	-
TOTAL	OTHER CHARGES	6,104	7,125	6,300	6,300	6,300	6,300	-
46001	OFFICE SUPPLIES	992	1,200	1,500	1,500	1,500	1,500	-
46008	VEHICLE/EQUIPMT FUELS	125,367	133,930	170,000	160,000	160,000	169,000	(1,000)
46009	VEH/EQUIPMT MTCE SUPPLIES	1,898	1,739	3,000	3,000	3,000	3,000	-
46011	UNIFORMS/SAFETY APPAREL	3,522	3,921	4,000	4,000	4,000	4,000	-
46015	OPERATIONAL SUPPLIES	108,626	68,783	100,000	100,000	100,000	120,000	20,000
46017	SMALL TOOLS	4,106	4,937	5,600	5,600	5,600	5,600	-
46031	TIRES AND TUBES	22,964	26,458	30,000	40,000	40,000	35,000	5,000
TOTAL	MATERIALS AND SUPPLIES	267,474	240,968	314,100	314,100	314,100	338,100	24,000
48201	ADDITIONAL MACH/EQUIPMT	-	-	-	-	-	-	-
TOTAL	CAPITAL OUTLAY	-	-	-	-	-	-	-
49207	TRANSFER TO CAP PROJ FUND	(2,186)	-	-	-	-	-	-
TOTAL	INTERFUND TRANSFERS	(2,186)	-	-	-	-	-	-
TOTAL	VEHICLE AND EQUIPT MTCE	1,083,562	1,098,885	1,191,670	1,193,170	1,194,960	1,241,780	50,110

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
- Contracted with Freestate Farms to dispose of Yard waste

FY 17-18 ACCOMPLISHMENTS

- Collected and disposed of 4600 tons of solid waste
- Collected and disposed of 1500 tons of single stream recycling
- Collected and disposed of 1300 tons of bulk trash items
- Collected and disposed of 900 tons of yard waste
- Collected and disposed of 600 tons of brush
- Collected and diverted 1100 Tons (dirt/spoils) of Bulk debris from landfill

SANITATION/REFUSE DISPOSAL
14230

- Utilized 2824 man hours of labor from other crews to insure service was completed
- Contracted with Freestate Farms to dispose of Yard waste

FY 18-19 INITIATIVES

- Reduce 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	2016 Actual	2017 Actual	2018 Projected
Tons of Solid Waste Disposed	4,351	4,574	4,500
Tons of Single Stream Recyclable Material	1,805	1,486	1,800
Tons of Bulk Items Disposed	296	1252	0
Tons of Bulk Debris diverted from Landfill to Construction Waste Recycling	*294	1,084	1,000
Tons of Yard Waste Disposed	922	854	1,050
Tons of Brush Disposed	525	646	450
# of labor hours utilized from other Town crews/ departments for collection	2,592	2,824	3,000

*First year to include Construction Waste Recycling

SANITATION/REFUSE DISPOSAL
14230

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Supervisor	1	1	1
Inspector	1	1	1
Maintenance Worker	14	14	14
Total	16	16	16

FY 18-19 BUDGET CHANGES

- There are no significant changes to this budget

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 14230
NAME SANITATION

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	774,357	811,094	776,160	776,160	776,160	885,650	109,490
41002	OVERTIME	64,216	75,174	52,000	52,000	52,000	52,000	-
41004	PART TIME W/O BENEFITS	9,408	-	-	-	-	-	-
41006	ANNUAL LEAVE LIQUIDATION	-	-	-	-	10,620	-	-
41008	ANNUAL LEAVE CASH-IN	6,419	6,948	-	-	3,640	-	-
41015	PERFORMANCE BONUS	1,500	1,500	-	1,500	1,500	-	-
TOTAL	PERSONAL SERVICES	855,901	894,716	828,160	829,660	843,920	937,650	109,490
42001	F.I.C.A.	61,364	63,405	58,640	58,640	58,640	61,950	3,310
42002	V.R.S.	88,232	90,546	79,730	79,730	79,730	84,060	4,330
42003	V.R.S. LIFE INS	8,649	10,527	10,170	10,170	10,170	10,730	560
42004	LOCAL PENSION PLAN	26,778	31,656	34,180	34,180	34,180	36,640	2,460
42007	HEALTH INSURANCE	120,342	148,466	143,250	143,250	143,250	156,300	13,050
42012	CAFETERIA PLAN FEES	95	66	60	60	60	60	-
42018	ER CONTRIBUTIONS:DC401A	18,929	20,764	21,120	21,120	21,120	21,080	(40)
42021	VRS HYBRID 401A MATCH	1,412	2,075	2,380	2,380	2,380	3,160	780
42025	VRS HYBRID DISABILITY	829	958	850	850	850	980	130
TOTAL	EMPLOYEE BENEFITS	326,630	368,461	350,380	350,380	350,380	374,960	24,580
43201	CONTRACT LABOR	-	7,002	25,300	23,700	17,000	25,300	-
43301	EQUIPMT MTCE CONTRACTS	-	-	-	-	-	-	-
43308	CONTRACTS/SERVICES	15,256	16,470	18,010	19,610	21,149	18,010	-
43309	CELL PHONE EXPENSE	1,228	1,181	1,330	1,330	1,479	1,930	600
43701	UNIFORM RENTAL/CLEANING	3,986	3,683	3,820	3,820	3,989	3,820	-
43801	SRVCES FROM OTHER GOV'TS	1,035	1,035	1,040	1,040	1,040	1,040	-
43802	LANDFILL FEES	411,603	484,745	480,000	480,000	465,000	480,000	-
TOTAL	PURCHASED SERVICES	433,109	514,116	529,500	529,500	509,658	530,100	600
45504	CONVENTIONS/EDUCATION	259	1,814	2,000	2,000	2,000	2,000	-
45801	MEMBERSHIPS/DUES	2,376	2,376	-	-	-	-	-
TOTAL	OTHER CHARGES	2,635	4,190	2,000	2,000	2,000	2,000	-
46001	OFFICE SUPPLIES	491	356	500	500	500	500	-
46011	UNIFORMS/SAFETY APPAREL	8,264	6,613	8,350	8,350	8,350	8,350	-
46015	OPERATIONAL SUPPLIES	443	722	840	840	840	840	-
TOTAL	MATERIALS AND SUPPLIES	9,198	7,690	9,690	9,690	9,690	9,690	-
TOTAL	SANITATION	1,627,472	1,789,174	1,719,730	1,721,230	1,715,648	1,854,400	134,670

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 17-18 ACCOMPLISHMENTS

- Finished 4 complete passes around town to collect leaves by 12/31/17
- Had more leaf crews available to collect leaves due to reduced posting of street notices
- Utilize publicly-accessible on-line mapping to track progress of leave collections
- Collected 8900 Cubic Yards of Leaves
- Processed leaves that were collected
- Jan.- Mar. 2017 Completed 325 request for mulch and delivered 5,660 Cubic Yards

FY 18-19 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	2016 Actual	2017 Actual	2018 Projected
Cubic yards of leaves picked up	7,567	8,918	8,500
Cubic yards of leaf mulch delivered	5,921	5,660	6,500
# of passes with Leaf Vacuum Truck	5	4	4

FY 18-19 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 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41002	OVERTIME	29,542	13,706	78,710	40,010	22,000	50,000	(28,710)
TOTAL	PERSONAL SERVICES	29,542	13,706	78,710	40,010	22,000	50,000	(28,710)
42001	F.I.C.A.	2,137	963	6,020	6,020	6,020	6,020	-
42002	V.R.S.	88,232	1,106	-	-	-	-	-
42003	V.R.S. LIFE INS	8,649	134	-	-	-	-	-
42007	HEALTH INSURANCE	120,342	1,214	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	18,929	385	-	-	-	-	-
42021	VRS HYBRID 401A MATCH	1,412	37	-	-	-	-	-
42025	VRS HYBRID DISABILITY	829	16	-	-	-	-	-
TOTAL	EMPLOYEE BENEFITS	2,137	3,855	6,020	6,020	6,020	6,020	-
TOTAL	LEAF COLLECTION	31,680	17,561	84,730	46,030	28,020	56,020	(28,710)

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 17-18 ACCOMPLISHMENTS

- Contracted for HVAC services at Northside Property Yard, Town Hall and VPD HVAC
- Maintained monthly inspections of fire extinguishers for Town Hall and Northside Property Yard
- Continued using Tyler Munis Maintenance management for work orders
- Acquired fork lift for the property yard
- Initiated the cleaning of Town hall and Police department using town employees

FY 18-19 INITIATIVES

- Transition to LED lighting for parking lot at Northside property yard
- Maintenance contract for generator at Northside Property yard
- Replace faulty valves and air thermostats on current HVAC system at Town hall

BUILDING MAINTENANCE
14320

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 Projected
Respond to maintenance requests within 24 hours	180	320	225

FY 18-19 BUDGET CHANGES

- No significant changes to this budget

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

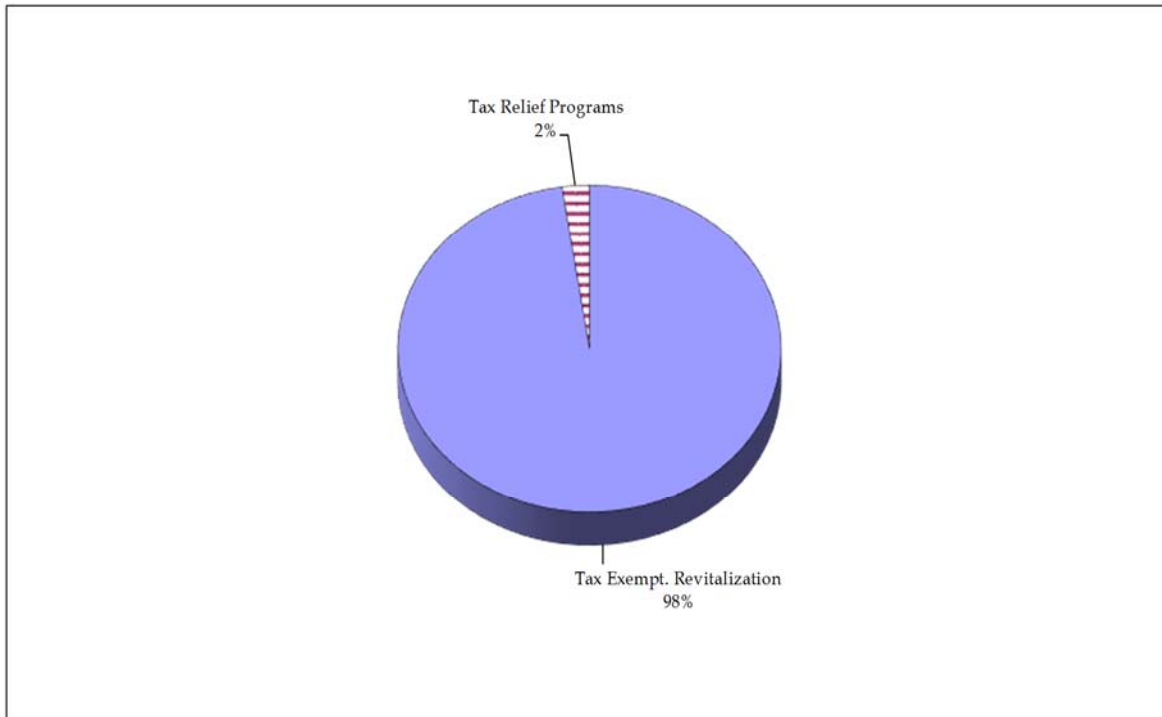
**DIVISION 14320
NAME BUILDING MAINTENANCE**

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41002	OVERTIME	-	520	-	-	28,000	30,160	30,160
TOTAL	PERSONAL SERVICES	-	520	-	-	28,000	30,160	30,160
42001	F.I.C.A.	-	37	-	-	1,400	2,300	2,300
42002	V.R.S.	-	55	-	-	1,400	-	-
42003	V.R.S. LIFE INS	-	7	-	-	200	400	400
42007	HEALTH INSURANCE	-	80	-	-	2,400	4,200	4,200
42012	CAFETERIA PLAN FEES	-	0	-	-	-	10	10
42018	ER CONTRIBUTIONS:DC401A	-	15	-	-	600	800	800
42021	VRS HYBRID 401A MATCH	-	1	-	-	-	100	100
42025	VRS HYBRID DISABILITY	-	0	-	-	-	100	100
TOTAL	EMPLOYEE BENEFITS	-	195	-	-	6,000	7,910	7,910
43304	H/AC MTCE CONTRACT	23,429	26,506	25,230	25,230	25,230	25,230	-
43307	REPAIR/MTCE SVCES	3,800	4,450	8,800	8,800	8,800	8,800	-
43308	CONTRACTS/SERVICES	27,199	17,887	29,230	41,930	29,230	29,230	-
43702	JANITORIAL/CUSTODIAL SVCE	17,484	14,113	15,400	8,400	3,000	-	(15,400)
TOTAL	PURCHASED SERVICES	71,912	62,956	78,660	84,360	66,260	63,260	(15,400)
45101	ELECTRICITY	60,996	61,000	61,000	61,000	61,000	61,000	-
45102	NATURAL GAS	11,407	13,348	11,500	11,500	11,500	11,500	-
45104	WATER/SEWER SVCE	8,133	7,547	8,000	8,000	8,000	8,000	-
TOTAL	OTHER CHARGES	80,536	81,895	80,500	80,500	80,500	80,500	-
46005	JANITORIAL SUPPLIES	5,562	5,115	5,000	6,000	5,000	10,200	5,200
46007	REPAIR/MTCE SUPPLIES	12,669	13,585	18,670	18,670	18,670	18,670	-
TOTAL	MATERIALS AND SUPPLIES	18,231	18,699	23,670	24,670	23,670	28,870	5,200
48201	ADDITIONAL MACH/EQUIPMT	-	-	1,000	1,000	1,000	15,000	14,000
TOTAL	CAPITAL OUTLAY	-	-	1,000	1,000	1,000	15,000	14,000
TOTAL	BUILDING MAINTENANCE	170,679	164,265	183,830	190,530	205,430	225,700	41,870

TAX RELIEF PROGRAMS

TAX RELIEF PROGRAMS

	FY 16-17 Actuals	FY 17-18 Adopted	FY 17-18 Adjusted	FY 17-18 Estimated	FY 18-19 Adopted	Net Change
Tax Relief	225,538	229,000	229,000	214,000	214,000	-15,000
Tax Exempt. Revitalization	6,648	5,700	5,700	5,870	5,040	-660
Tax Relief Programs	232,186	234,700	234,700	219,870	219,040	-15,660



TAX RELIEF
15330

PURPOSE

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

FY 18-19 BUDGET ESTIMATES BY TAX RELIEF CATEGORY

PERCENT OF RELIEF	NUMBER	COST
100	131	\$183,000
50	27	\$20,000
25	19	\$7,000
PRORATED	7	\$4,000
TOTAL REAL ESTATE TAX	<u>178</u>	<u>\$214,000</u>
VEHICLE LICENSE FEE	0	\$0
DIVISION TOTAL		\$214,000

The Real Estate Tax exemption estimate is based on the FY17-18 actuals adjusted for anticipated changes in assessed values for FY19.

The Vehicle License Fee exemption will be billed by Fairfax County as part of the resident's personal tax bill. As such, the Town will no longer have an expense for the relief of the \$33 per vehicle fee.

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

**DIVISION 15330
NAME TAX RELIEF PROGRAMS**

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
45701	T.R.E. - PROP TAXES	226,675	220,106	223,000	223,000	210,000	214,000	(9,000)
45702	T.R.E. - VEH LIC TAX	5,541	5,431	6,000	6,000	4,000	-	(6,000)
TOTAL	OTHER CHARGES	232,216	225,538	229,000	229,000	214,000	214,000	(15,000)
TOTAL	TAX RELIEF PROGRAMS	232,216	225,538	229,000	229,000	214,000	214,000	(15,000)

REVITALIZATION TAX RELIEF
15360

PURPOSE

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

FY 18-19 BUDGET CHANGES

- In Tax Year 2017, there were 17 exemptions totaling \$5,866, for an average of \$345 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. Three properties have completed the exemption period and have been dropped from the exemption program in Tax Year 2018.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 15360
NAME REVITAL. TAX EXEMP. PROG.

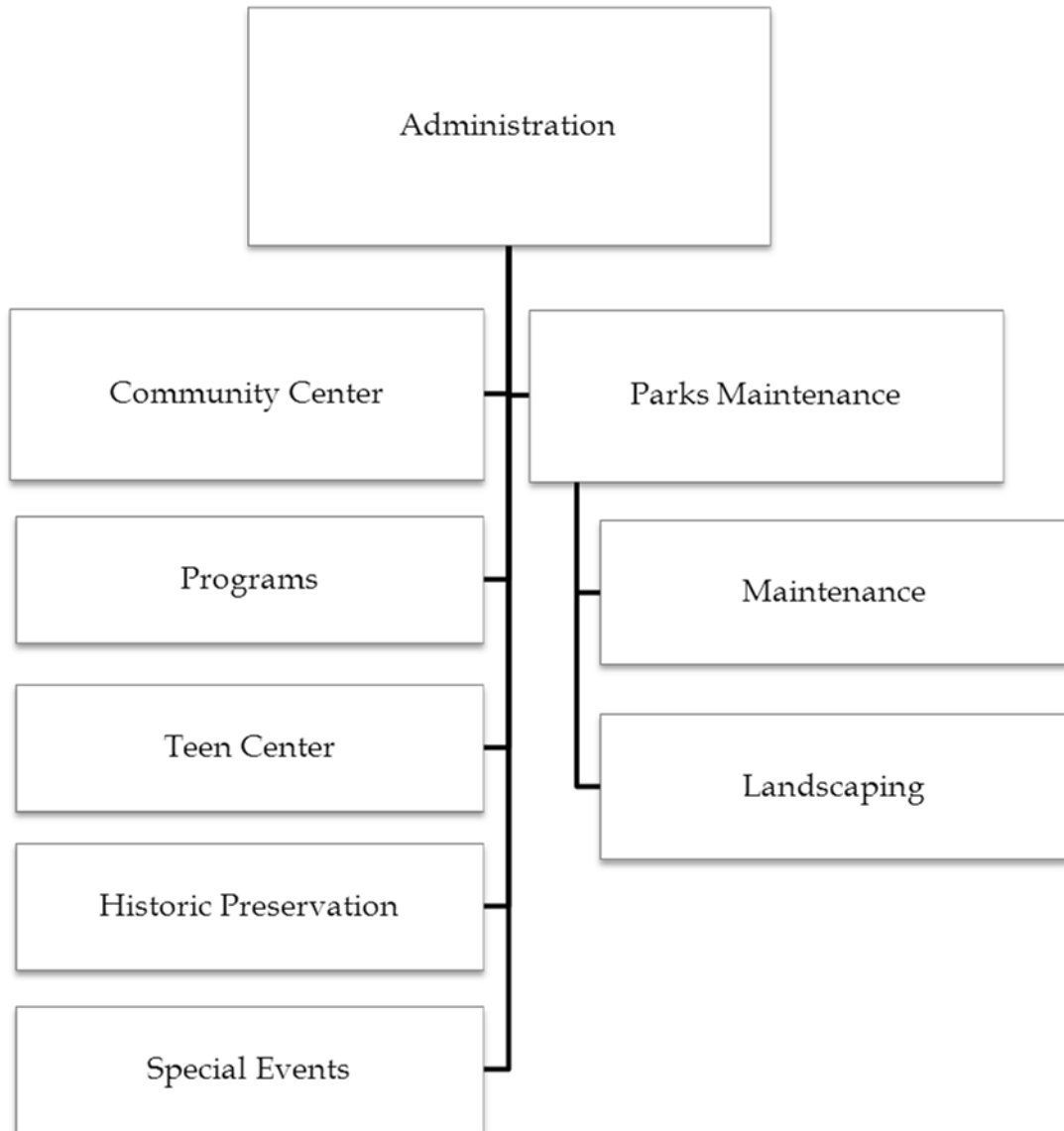
ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18----- BUDGET	REVISED	ESTIMATED	FY 18-19 ADOPTED	NET CHANGE
45703	REVITAL.TAX EXEMPTIONS	7,614	6,648	5,700	5,700	5,870	5,040	(660)
TOTAL	OTHER CHARGES	7,614	6,648	5,700	5,700	5,870	5,040	(660)
TOTAL	REVITAL. TAX EXEMP. PROG.	7,614	6,648	5,700	5,700	5,870	5,040	(660)

PARKS AND RECREATION

Mission

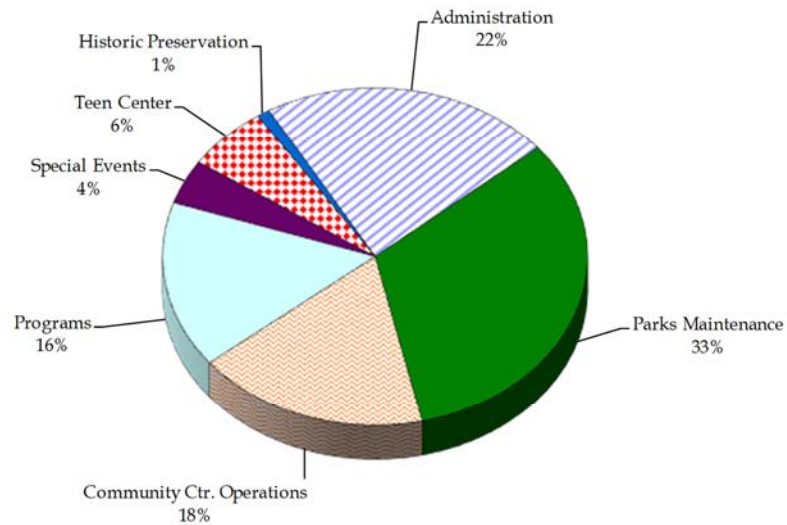
The Parks and Recreation Department is committed to creating community through people, parks and programs.

PARKS AND RECREATION



PARKS AND RECREATION

	FY 16-17 Actuals	FY 17-18 Adopted	FY 17-18 Adjusted	FY 17-18 Estimated	FY 18-19 Adopted	Net Change
Administration	660,494	796,570	760,547	711,120	803,970	7,400
Parks Maintenance	1,045,249	1,103,640	1,097,953	1,128,096	1,177,800	74,160
Community Ctr. Operations	415,839	548,400	573,366	609,649	642,950	94,550
Programs	340,353	450,590	448,710	381,440	576,770	126,180
Special Events	141,344	147,100	178,973	152,135	154,300	7,200
Teen Center	153,702	213,470	213,470	212,720	227,150	13,680
Historic Preservation	44,687	35,500	34,386	36,600	35,600	100
Parks and Recreation	2,801,669	3,295,270	3,307,405	3,231,761	3,618,540	323,270



ADMINISTRATION**17110**

PURPOSE

To provide the staffing and administrative support to carry out the daily operations of the Parks and Recreation 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 17-18 ACCOMPLISHMENTS

- Reopened the newly expanded and renovated Vienna Community Center.
- Revised the Memorial Heritage Program for the donation of trees and benches.
- Worked in conjunction with Vienna Little League to review the potential for renovating Southside Park.
- Trained Administrative Assistant in Munis work order entry.
- Reviewed and made recommendations for additional GL Codes and name changes to expense codes for improved expense tracking.
- Coordinated with teachers at Madison High School, Thoreau Middle School and Louis Archer Elementary School for the development and completion of three (3) Madison Pyramid Projects.
 - Community Center Memorial Garden
 - Salisbury Spring Park sign
 - Meadow Lane Park master plan
- Developed and council approved a Memorandum of Understanding with the Town and the Spapperi Family Foundation for the donation and installation of native plants at the community center.
- Complete migration to RecTrac 3.1
- Installation of the Taking Flight sculpture at the community center.

ADMINISTRATION
17110

FY 18-19 INITIATIVES

- Relocate the Vienna Farmers Market to the Community Center parking lot on a trial basis May through October.
- Reviewing the plans for a partnership with Vienna Little League for renovating Southside Park.
- Coordinate with George Mason University and the Spapperi Family Foundation to have bee hives on the roof of the community center.
- Complete the new park guide.
- Coordinate a conservation landscaping project with the Spapperi Family Foundation to create a native plant buffer on each side of the Piney Branch Tributary next to the VYI building.

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 Projected
Percentage of customers using online registration	52%	58%	65%
Percentage of classes and programs held (vs. total offered)	70%	73%	78%
Number of staff training sessions department wide.	15	21	20

ADMINISTRATION
17110

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Director of Parks and Recreation	1	1	1
*Deputy Director of Parks and Recreation	-	0	0
Recreation Manager	1	1	1
Recreation Program Coordinator II	1	2	2
Recreation Program Coordinator I	1	1	1
Administrative Assistant II	1	1	1
Total	5	6	6

* DEPUTY DIRECTOR POSITION IS FUNDED BUT CURRENTLY VACANT. POSITION WILL BE FILLED INTERNALLY.

FY 18-19 BUDGET CHANGES

- Increase in contract services for the additional credit card fees attached to an increase in registration for programs and camps offered.
- Increase in office supplies for additional internal printing costs.
- Transfer of software maintenance costs to IT Department.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 17110

NAME PARKS AND REC ADMINISTRATION

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18----- BUDGET REVISED ESTIMATED			FY 18-19 ADOPTED	NET CHANGE
41001	SALARIES AND WAGES	348,934	375,496	511,060	473,160	431,135	520,780	9,720
41002	OVERTIME	9,899	6,434	8,000	8,000	8,000	8,000	-
41003	REG. P.T. WITH BENEFITS	9,429	33,028	-	-	-	-	-
41004	PART TIME W/O BENEFITS	47,773	22,549	20,000	20,000	20,000	20,000	-
41006	ANNUAL LEAVE LIQUIDATION	24,502	2,379	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	4,468	3,725	-	-	5,240	-	-
41015	PERFORMANCE BONUS	-	-	-	3,000	3,000	-	-
TOTAL	PERSONAL SERVICES	445,005	443,611	539,060	504,160	467,375	548,780	9,720
42001	F.I.C.A.	32,658	32,176	41,230	41,230	32,980	40,010	(1,220)
42002	V.R.S.	42,155	40,522	52,790	52,790	45,830	51,890	(900)
42003	V.R.S. LIFE INS	4,126	4,897	6,900	6,900	5,650	6,820	(80)
42007	HEALTH INSURANCE	25,990	31,181	42,490	42,490	35,780	52,120	9,630
42012	CAFETERIA PLAN FEES	210	197	190	190	190	250	60
42018	ER CONTRIBUTIONS:DC401A	8,876	8,654	16,190	16,190	17,250	14,750	
42021	VRS HYBRID 401A MATCH	608	774	1,020	1,020	1,020	3,470	2,450
42025	VRS HYBRID DISABILITY	361	370	400	400	400	680	280
TOTAL	EMPLOYEE BENEFITS	114,984	118,770	161,210	161,210	139,100	169,990	10,220
43301	EQUIPMT MTCE CONTRACTS	640	3,288	1,500	1,500	1,500	1,500	-
43303	SOFTWARE MTCE CONTRACT	15,620	16,390	16,900	16,900	24,900	-	(16,900)
43308	CONTRACTS/SERVICES	28,116	29,290	21,000	21,000	21,923	26,000	5,000
43501	PRINTING/BINDING SVCS	24,561	21,323	28,000	28,000	28,000	28,000	-
TOTAL	PURCHASED SERVICES	68,937	70,291	67,400	67,400	76,323	55,500	(11,900)
45202	LONG DIST SERVICE	1,202	96	1,200	-	-	-	(1,200)
45203	POSTAL SERVICES	12,135	13,055	12,650	12,650	12,650	12,650	-
45402	EQUIPMENT RENTAL	(99)	195	1,000	1,000	1,000	1,000	-
45404	CENTRAL COPIER CHARGES	-	97	-	-	-	-	-
45501	MILEAGE REIMBURSEMENT	199	559	750	750	572	750	-
45503	SUBSISTENCE/LODGING	1,007	1,800	2,500	2,500	1,800	2,500	-
45504	CONVENTIONS/EDUCATION	4,131	3,411	4,000	4,000	3,500	4,000	-
45801	MEMBERSHIPS/DUES	968	2,129	1,800	1,800	1,800	1,800	-
TOTAL	OTHER CHARGES	19,542	21,342	23,900	22,700	21,322	22,700	(1,200)
46001	OFFICE SUPPLIES	6,103	6,480	5,000	6,000	7,000	7,000	2,000
TOTAL	MATERIALS AND SUPPLIES	6,103	6,480	5,000	6,000	7,000	7,000	2,000
49207	TRANSFER TO CAP PROJ FUND	620,000	-	-	-	-	-	-
TOTAL	INTERFUND TRANSFERS	620,000	-	-	-	-	-	-
TOTAL	PARKS AND REC ADMINISTRATION	1,274,571	660,494	796,570	761,470	711,120	803,970	8,840

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, athletic fields and community center grounds.
- 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 17-18 ACCOMPLISHMENTS

- Arborist and Urban Arborist received International Society of Arboriculture (ISA) recertification.
- Arborist and Urban Arborist received Pesticide Applicator License recertification.
- Crew (8 staff members) completed chainsaw safety course.
- Planted the following amount of trees: In-house 22 /DPW 27 /Keller Brothers (community center) 75.

PARKS MAINTENANCE
17120

- Removed the following number of trees that were either dead, diseased or project related (37 in-house /DPW 116/contractor 9).
- Greenhouse propagation 2400 flowering annuals and perennials.
- Planted 3500 tulip bulbs.
- Paved the Dog Park parking lot with asphalt.
- Created a tracking mechanism for park and tree maintenance.
- Reviewed 275 residential, commercial, and Public Works road projects plans.
- Installed new landscape beds at the Community Center.
- Installed a walking path through the memorial garden at the community center.
- Installed stone flower bed at Orchard and Windover Avenue.
- Provided over site planning of new native plant beds at the community center along with Spapperi Family Foundation.
- Performed 125 tree evaluations for Town residents.
- Received Arbor Day Foundation and Tree City USA designation for the 17th year.
- Adopted new canopy coverage credit allowance on new single family detached sites resulting in a 4 fold increase in new plantings on residential properties.
- Arborists attended the National ISA Conference in Washington DC.
- Park Superintendent attended Virginia Parks and Recreation conference.
- Transition to Munis for plan reviews and site plans.
- Completed structural repairs to greenhouse
- Crew worked 17 scout projects.
- Purchased new equipment to better clean sidewalks for snow removal
- Held two successful cleanup days, Fall & Spring.
- Responded to four (4) after hour tree emergencies.
- Replace the Lynn Street cemetery wall.
- Assisted with clean-up days for Babe Ruth and Girls Softball.
- Provided staff support for 21 special events.
- Crew attended Park Maintenance Athletic Fields and Equipment seminar.
- Upgraded heating elements at Nutley Street property yard building and greenhouse.
- Pressure washed and painted porch of Freeman Store.

PARKS MAINTENANCE
17120

FY 18-19 INITIATIVES

- Urban Arborist to obtain the Chesapeake Bay Landscape Professional certification.
- Parks Crew to receive the Pesticide Applicator certification.
- Head Arborist to be recertified.
- Attend professional workshops for further education in pest and plant identification as well as latest industry standards and practices.
- Continue to work closely with builders, Town staff and volunteer groups to maximize tree preservation.
- Install additional landscape beds and trees at the community center.
- Staff certification for playground and commercial driver's license.
- Install tot swings at Branch Road Tot lot.
- Purchase more picnic tables at Southside Park.
- Replace tennis court lights at Glyndon Park.
- Replace lighting inside and outside Nutley Street yard for safety
- Replace drip lines along Maple Avenue planting beds.
- Renovate the medians on Nutley Street (aerate, topsoil and reseed).
- Replace restroom at Meadow Lane Park.
- Add playground equipment at Southside Park.
- Replace Salisbury Spring Park sign.
- Resurfacing of Meadow Lane Tennis Court and Basketball Court.
- Install additional security camera at Nutley Yard to view parking lot.
- Replace bleachers at parks to bring them up to code requirements.
- Teach a class for small tree installation for Town of Vienna residents.

PARKS MAINTENANCE
17120

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 Projected
Percentage of annuals grown in house	95%	95%	95%
Number of trees removed (contractor/in-house)	131/49	125/43	75/40
Number of trees planted (contractor/in-house)	50/45	102/22	25/35
Number of playground inspections completed by Certified Playground Safety Inspector (CPSI)	30	12	24
Number of projects completed with volunteers	20	19	20
Parks Maintenance Work Order requests (received/completed)	N/A	40/30	70/60

- In 2017, plantings of trees by contractor was high in number 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.
- Use of Munis recording for Park Maintenance work requests did not begin until July 2017.

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Parks Maintenance Superintendent	-	1	1
Parks Maintenance Manager	1	-	
Arborist/Horticulturist	1	1	1
Urban Arborist	-	1	1
Maintenance Workers	8	7	7
Total	10	10	10

PARKS MAINTENANCE
17120

FY 18-19 BUDGET CHANGES

- Repair maintenance decreased by \$30,000 as with the funds transferred to a new Tree Maintenance account. This line item was increased to a total of \$40,000. The additional \$10,000 is required to stay abreast of continually rising market costs. In addition, the Town is now charged an additional \$2,000 every time a crane is needed to remove a tree. These factors combined with an aging urban canopy and the expected complete loss of all Ash trees in town due to Emerald Ash Borer will combine to overwhelm the present Tree Maintenance budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 17120
NAME PARKS MAINTENANCE

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18----- BUDGET REVISED ESTIMATED			FY 18-19 ADOPTED	NET CHANGE
41001	SALARIES AND WAGES	516,046	523,708	554,910	554,910	554,910	583,890	28,980
41002	OVERTIME	54,658	60,747	43,000	43,000	53,000	43,000	-
41004	PART TIME W/O BENEFITS	57,940	44,000	58,000	58,000	58,000	58,000	-
41008	ANNUAL LEAVE CASH-IN	3,604	4,618	-	-	4,070	-	-
41011	NON-EXEMPT COMPTIME LIQ.	-	-	-	-	-	-	-
41015	PERFORMANCE BONUS	1,500	3,000	-	-	-	-	-
TOTAL	PERSONAL SERVICES	633,748	636,073	655,910	655,910	669,980	684,890	28,980
42001	F.I.C.A.	46,585	46,388	50,180	50,180	50,180	50,560	380
42002	V.R.S.	59,853	58,178	57,050	57,050	57,050	61,000	3,950
42003	V.R.S. LIFE INS	5,809	6,727	7,280	7,280	7,280	7,650	370
42007	HEALTH INSURANCE	58,113	68,868	76,140	76,140	76,140	89,870	13,730
42012	CAFETERIA PLAN FEES	186	131	130	130	130	130	-
42017	CELL PHONE ALLOWANCE	-	-	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	19,580	19,705	21,820	21,820	21,820	23,350	1,530
42021	VRS HYBRID 401A MATCH	358	472	560	560	560	1,070	510
42025	VRS HYBRID DISABILITY	211	225	220	220	220	500	280
TOTAL	EMPLOYEE BENEFITS	190,695	200,695	213,380	213,380	213,380	234,130	20,750
43301	EQUIPMT MTCE CONTRACTS	-	-	1,000	1,000	1,000	1,000	-
43304	H/AC MTCE CONTRACT	1,198	428	3,000	3,000	3,000	3,000	-
43305	OTHER MTCE CONTRACTS	2,644	1,547	2,000	2,000	2,388	2,000	-
43307	REPAIR/MTCE SVCES	60,151	62,498	68,000	38,000	41,504	38,000	(30,000)
43308	CONTRACTS/SERVICES	-	-	-	-	-	-	-
43309	CELL PHONE EXPENSE	2,179	3,673	4,000	4,000	4,327	5,000	1,000
43310	TREE MAINTENANCE	-	-	-	30,450	30,000	30,000	30,000
43701	UNIFORM RENTAL/CLEANING	2,860	2,863	5,000	5,000	5,000	6,000	1,000
TOTAL	PURCHASED SERVICES	69,032	71,008	83,000	83,450	87,218	85,000	2,000
45101	ELECTRICITY	23,709	19,815	28,000	28,000	28,000	28,000	-
45102	NATURAL GAS	2,355	2,477	2,500	2,500	2,500	4,000	1,500
45104	WATER/SEWER SVCE	12,817	1,389	10,000	10,000	10,000	10,000	-
45402	EQUIPMENT RENTAL	120	653	2,050	2,050	2,050	2,050	-
TOTAL	OTHER CHARGES	39,001	24,334	42,550	42,550	42,550	44,050	1,500
46003	HORTICULTURAL SUPPLIES	17,568	15,931	15,000	15,100	16,100	15,000	-
46007	REPAIR/MTCE SUPPLIES	13,134	13,330	18,000	18,000	19,512	18,000	-
46008	VEHICLE/EQUIPMT FUELS	17,159	9,998	12,000	12,000	12,000	12,000	-
46009	VEH/EQUIPMT MTCE SUPPLIES	4,652	4,132	7,000	7,000	7,000	7,000	-
46011	UNIFORMS/SAFETY APPAREL	3,751	3,881	5,000	5,000	5,000	5,000	-
46015	OPERATIONAL SUPPLIES	10,100	7,292	8,000	8,000	8,000	8,000	-
46017	SMALL TOOLS	1,955	1,189	2,000	2,000	2,760	2,000	-
46031	TIRES AND TUBES	1,729	1,992	1,800	1,800	1,800	2,730	930
TOTAL	MATERIALS AND SUPPLIES	70,049	57,744	68,800	68,900	72,172	69,730	930
47403	PHYSICAL IMPROVEMENTS	72,661	55,394	40,000	40,000	42,797	60,000	20,000
TOTAL	PROGRAM AND SERVICES	72,661	55,394	40,000	40,000	42,797	60,000	20,000
TOTAL	PARKS MAINTENANCE	1,075,185	1,045,249	1,103,640	1,104,190	1,128,097	1,177,800	74,160

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 17-18 ACCOMPLISHMENTS

- Implemented Customer Care Standards for employees. Utilized the Town's customer service standards as part of the foundation for a more comprehensive service to the community.
- The Grand Dedication Ceremony for the Community Center was held in September 2017.
- The migration of Rectrac to 3.1 version and the training associated with it is complete.
- Working with the Town's Human Resources Department to provide staff development training.
- Implemented the Maintenance Management program for the Community Center.
- Installed security cameras through-out the Community Center.
- Community Center Manager assisted with completion of the Community Center punchlist.

COMMUNITY CENTER
17130

FY 18-19 INITIATIVES

- Tracking of data for Community Center use.
- Generate interest in the Community Center as a rental facility for business meetings, parties, receptions, etc.
- Utilize all possible technology, including social networking tools to increase use of the Community Center.

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 Projected
Number of facility inspections	12	9	12
Number of dollar versus receipts (average rental fee, hourly rate)	\$35	\$37	\$40
Number of rental hours	1,095	6,225	18,000
Number of non-revenue use hours	250	5,375	8,000
Annual revenue from Community Center/parks/Town Green rental fees	\$5,675	\$16,293	\$40,000
Monetary value of donated space~	\$1,875	\$80,625	\$120,000

- Non-revenue use hours include groups such as: Vienna Youth Inc., 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 Ethics Day, BAC, 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 projected to increase significantly with the opening of the Community Center.

COMMUNITY CENTER
17130

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Community Center Manager	1	1	1
Community Center Supervisor	1	1	1
Custodians	2	2	2
Total Benefited Employees	4	4	4

Part time Building Supervisors (MOD's)	10	9	7
Part-Time Customer Care Specialist	-	3	5
Part-Time Custodians	3	3	3
Total Non-Benefited Staff	13	15	15

FY 18-19 BUDGET CHANGES

- Over-time increased by \$15,000 due to full time custodial staff that works weekends. The increase also accounts for part time custodial staff that works for the Town full time.
- Part-time without benefits increased \$29,460. This includes the additional three (3) months of staff costs for the community center to be in operation year round in FY19. The community center was in operation nine (9) months in FY18.
- Contractual Services was reduced by \$22,900. The Town no longer has the expense of the rental costs to hold classes at satellite facilities while the community center was under construction.
- Electric was increased by \$24,620 to account for the true cost of utilities for the Community Center year round. We intend to adjust the level of lighting to reduce utility costs without impacting visibility.
- Natural Gas was increased by \$11,720 to account for the true cost of utilities for the Community Center year round.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 17130

NAME COMMUNITY CENTER OPERATIONS

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	200,880	211,950	226,630	226,630	226,630	248,290	21,660
41002	OVERTIME	55,232	20,262	24,000	24,000	33,500	39,000	15,000
41004	PART TIME W/O BENEFITS	40,825	25,762	85,540	89,440	85,540	115,000	29,460
41006	ANNUAL LEAVE LIQUIDATION	1,150	-	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	3,209	3,892	-	-	1,320	-	-
41015	PERFORMANCE BONUS	1,500	-	-	-	-	-	-
TOTAL	PERSONAL SERVICES	302,795	261,867	336,170	340,070	346,990	402,290	66,120
42001	F.I.C.A.	21,861	18,986	24,570	24,570	24,570	28,740	4,170
42002	V.R.S.	26,925	23,397	22,500	22,500	22,500	23,700	1,200
42003	V.R.S. LIFE INS	2,579	2,847	2,970	2,970	2,970	3,080	110
42004	LOCAL PENSION PLAN	-	-	-	-	-	-	-
42007	HEALTH INSURANCE	29,094	28,349	28,930	28,930	28,930	34,150	5,220
42012	CAFETERIA PLAN FEES	158	66	60	60	60	60	-
42018	ER CONTRIBUTIONS:DC401A	7,242	6,335	6,040	6,040	6,040	7,810	1,770
42021	VRS HYBRID 401A MATCH	-	720	470	470	470	1,310	840
42025	VRS HYBRID DISABILITY	-	177	210	210	210	220	10
TOTAL	EMPLOYEE BENEFITS	87,859	80,876	85,750	85,750	85,750	99,070	13,320
43304	H/AC MTCE CONTRACT	3,996	10,130	13,600	10,600	10,600	13,600	-
43307	REPAIR/MTCE SVCES	6,499	(2,147)	10,300	10,200	10,300	10,300	-
43308	CONTRACTS/SERVICES	842	40,693	37,900	33,780	46,326	15,000	(22,900)
43309	CELL PHONE EXPENSE	5,031	2,744	4,000	4,000	4,000	4,000	-
43701	UNIFORM RENTAL/CLEANING	1,859	2,000	2,500	2,500	2,500	2,500	-
43702	JANITORIAL/CUSTODIAL SVCE	-	-	630	630	630	1,000	370
TOTAL	PURCHASED SERVICES	18,227	53,419	68,930	61,710	74,356	46,400	(22,530)
45101	ELECTRICITY	21,090	7,698	23,380	47,380	47,980	48,000	24,620
45102	NATURAL GAS	743	2,181	3,280	13,280	14,080	15,000	11,720
45104	WATER/SEWER SVCE	3,034	193	3,620	3,620	3,620	3,620	-
45503	SUBSISTENCE/LODGING	-	1,473	1,500	1,500	1,500	1,500	-
45504	CONVENTIONS/EDUCATION	-	550	600	600	621	600	-
TOTAL	OTHER CHARGES	24,867	12,095	32,380	66,380	67,801	68,720	36,340
46005	JANITORIAL SUPPLIES	9,444	4,324	16,700	22,700	24,282	18,000	1,300
46007	REPAIR/MTCE SUPPLIES	671	997	1,000	1,000	1,000	1,000	-
46011	UNIFORMS/SAFETY APPAREL	1,470	843	2,720	2,720	2,720	2,720	-
46013	RECREATION SUPPLIES	730	289	750	800	750	750	-
46015	OPERATIONAL SUPPLIES	3,997	1,130	4,000	6,100	6,000	4,000	-
TOTAL	MATERIALS AND SUPPLIES	16,312	7,583	25,170	33,320	34,752	26,470	1,300
48102	FURN/FIXTURE REPLACEMENT	17,305	-	-	-	-	-	-
TOTAL	CAPITAL OUTLAY	17,305	-	-	-	-	-	-
TOTAL	COMMUNITY CENTER OPERATIONS	467,364	415,839	548,400	587,230	609,649	642,950	94,550

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 17-18 ACCOMPLISHMENTS

- Maintained working relationship with Cunningham Park Elementary School to provide a free summer reading program to children of Cedar Lane apartments.
- Promoted summer camps in the A to Z activities guide.
- Provided training to summer camp staff.
- Secured Vienna Baptist Church for the Summer Playground Program.
- Assisted with the move back into the Community Center.
- Planned and programmed classes and events starting in the fall session in the newly expanded and renovated community center.
- Expanded partnership for programs and camps to include Ledo Pizza, Vienna Moms, Inc. Kiln & Co., Vienna Singing Princesses and Marshall Road Food Program and Shepherd Center of Oakton-Vienna.
- Expanded Tai Chi class program to include different levels of skill by offering an evening class to include all ages.
- Added new Mature Adult drop in programs, game night, Friday Flicks and Mystery Book Club.
- Implemented new field allocation policy and application process.
- Developed an internal tracking mechanism of class and program data to prepare for budget projections and improve operations.

**PROGRAM
17150**

FY 18-19 INITIATIVES

- Develop and implement the Application and Policy Procedures for displaying local art in the community center corridor areas.
- Increase number of classes and camp offerings to include but not limited to beginner pickleball class, line dancing, Pi/Yo and chair yoga for mature adults.
- Develop a policy for businesses to offer free lectures as part of class programs.
- Expand the senior exercise to include an additional class for senior fitness.
- Seek new contractual instructors for community classes and programs.
- Research the potential to hold a snow day camp program.
- Introduce a new quarterly newsletter for Mature Adults.
- Become a host site for events for the Northern Virginia Senior Olympics.

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 Projected
Number of classes offered	566	590	625
Number of classes held	399	435	500
Percentage of classes held vs. offered	70%	74%	80%
Number of scholarships provided	13	10	15
Number of free programs	42	50	55
Number of class participants	3,001	4110	5000
Number of camp participants	1,748	1728	2200
Number of department volunteer hours logged for programs:	7,856	8316	8400
Total dollar value of Volunteer Hours	\$181,249	\$189,004	\$202,776

PROGRAM
17150

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Part-time Program Staff	20	21	24
Part-time Class Instructors	19	21	26
Part-time Contractors	33	37	37
Total - Non-benefited staff	72	79	87

FY 18-19 BUDGET CHANGES

- Increase in part-time without benefits to include an additional Teen Camp counselor and additional programming by the Learning Garden Coordinator. Offset by revenue from Teen Camp.
- Increase in other part time salaries due to the increase in programs to include but not limited to pickleball, chair yoga, senior fitness, Tai Chi, additional day of gymnastic classes and additional pottery classes. Offset by revenue from these classes.
- Increase in contractual salaries due to the increase in programs to include but not limited to cardio mix, yoga, math, dance and dog obedience. Offset by revenue from these classes.
- Increase in over-time for the use of camp staff to work special events - 4th of July and Chillin' on Church. Offset by revenue from Chillin' on Church.

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

**DIVISION 17150
NAME PROGRAMS**

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	(710)	66	-	-	-	-	-
41002	OVERTIME	1,860	5,658	3,400	4,600	4,500	4,200	800
41004	PART TIME W/O BENEFITS	45,212	50,343	49,500	63,500	58,000	66,000	16,500
41005	OTHER P.T.	54,528	58,002	62,000	69,000	65,000	76,000	14,000
TOTAL	PERSONAL SERVICES	100,890	114,069	114,900	137,100	127,500	146,200	31,300
42001	F.I.C.A.	8,004	8,722	8,790	8,790	8,790	11,180	2,390
42002	V.R.S.	305	62	-	-	-	-	-
42003	V.R.S. LIFE INS	29	6	-	-	-	-	-
42007	HEALTH INSURANCE	766	76	-	-	-	3,990	3,990
42018	ER CONTRIBUTIONS:DC401A	117	9	-	-	-	-	-
TOTAL	EMPLOYEE BENEFITS	9,221	8,876	8,790	8,790	8,790	15,170	6,380
43308	CONTRACTS/SERVICES	222,355	191,545	315,000	290,920	225,000	400,000	85,000
TOTAL	PURCHASED SERVICES	222,355	191,545	315,000	290,920	225,000	400,000	85,000
46013	RECREATION SUPPLIES	7,865	9,829	11,900	11,900	11,900	12,500	600
TOTAL	MATERIALS AND SUPPLIES	7,865	9,829	11,900	11,900	11,900	12,500	600
48101	MACH/EQUIPMT REPLACEMENT	-	16,034	-	8,250	8,250	2,900	2,900
TOTAL	CAPITAL OUTLAY	-	16,034	-	8,250	8,250	2,900	2,900
TOTAL	PROGRAMS	340,331	340,353	450,590	456,960	381,440	576,770	126,180

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

FY 17-18 ACCOMPLISHMENTS

- Collaborated with the Shepherd Center of Oakton-Vienna on Senior Adult special events such as Valentine Dance, Bingo/Ice Cream Social and Bountiful Harvest Lunch.
- Participated in the Mosby Woods Elementary School Career Fair.
- Continued to collect feedback on class programs and trips through our evaluation form.
- Obtained sponsorship from Navy Federal for the following; Fishing Rodeo, Big Screen on the Green and July 4th.
- Developed a Sponsorship Opportunities Packet for events.
- Offered two (2) additional Chillin on Church events for a total of four (4) events.
- Trained non-profits on ABC licensure, rules and regulations for selling alcohol.
- Revised the application process for performers on the Town Green.
- Partnered with the City of Fairfax for the Health and Wellness Fair at Green Acres.
- Planned and held the Grand Dedication Celebration of the Community Center.
- Offered a Tour of African American History in Vienna.
- Completed the Alcohol Policy for Special Events.

SPECIAL EVENTS

17155

FY 18-19 INITIATIVES

- Collaborate with the Vienna Police Department to host the Senior Safety and Wellness Fair.
- Plan and organize a July 4th afternoon festival on Caffi Fields.
- Plan and organize a Children's Summer Performance Series at the Town Green.
- Add a second Movies on the Green event during summer.
- Continue soliciting sponsorship for events to offset general fund costs.
- Develop and implement a summer basketball league.
- Offer a pickleball tournament in the spring of 2019.

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 Projected
Number of trips offered	14	11	13
Events Programmed Town Organized/Community Events	53 46/7	58 53/5	57 52/5
Total sponsorship contributions for Events	\$13,300	\$25,320	\$30,000
*Percentage of P&R Event Overtime Salaries spent on Town Partnered/Sponsored Events	-	42%	45%
**Parks & Recreation Operational costs/Town resident for special events	\$4.33	\$3.64	\$3.82

*Town Partnered/Sponsored Events include Viva Vienna, Oktoberfest, Halloween Parade, Church Street Stroll, Walk on the Hill. See attached document with Special Event OT Salaries 2017.

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

SPECIAL EVENTS
17155

FY 18-19 BUDGET CHANGES

- Adult trip expense to increase \$2,000 with the addition of two additional trips. Trip expense offset by revenue.
- Expense accounts were adjusted to better categorize ages of participants. This resulted in shifting of funds which explains the changing in expense numbers.

Definitions:

Town Produced Events - Parks & Recreation staff handle coordination and implementation of the event. Example: July 4 Fireworks, Chillin on Church

Town Partnered/Sponsored Events – Events are coordinated and implemented by outside organizations with logistical and day of support provided by the Parks & Recreation/DPW/Police Department. Town overtime expenses are donated. Example: VIVA Vienna, Oktoberfest, Halloween Parade, Church Street Holiday Stroll and Walk on the Hill. Please note, the Halloween Parade was originally a Chamber of Commerce event that was passed along to the Vienna Business Association. Within the past 10 years, the Town has become 95% responsible for the coordination and implementation of the parade.

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

**DIVISION 17155
NAME SPECIAL EVENTS**

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
47702	ADULT ATHLETICS	5,237	4,449	9,000	9,000	9,000	9,000	-
47703	YOUTH TRIPS	28,392	44,212	40,000	45,035	45,035	40,000	-
47704	ADULT TRIPS	29,657	24,129	23,000	23,000	23,000	25,000	2,000
47705	YOUTH SPECIAL ACTIV	8,934	9,982	11,600	12,150	12,000	19,350	7,750
47706	ADULT SPECIAL ACTIV	4,657	8,474	16,000	15,900	15,900	16,950	950
47707	SPECIAL EVENTS/ACTIV	56,326	42,515	40,300	53,118	40,000	39,000	(1,300)
47713	TOWN GREEN EVENTS	10,414	7,583	7,200	7,200	7,200	5,000	(2,200)
TOTAL	PROGRAMS AND SERVICES	143,616	141,344	147,100	165,403	152,135	154,300	7,200
TOTAL	SPECIAL EVENTS	143,616	141,344	147,100	165,403	152,135	154,300	7,200

TEEN CENTER
17160

PURPOSE

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

ACTIVITIES/PRODUCTS/SERVICES

- Conduct teen centered programming including arts and crafts, cooking, special interest clubs, homework time, workshops and special seasonal events.
- Foster community partnerships.
- Conduct community service programs.
- Conduct parent discussion groups.
- Oversee Teen Council.
- Oversee Improv Live.
- Conduct a Teens on Green event.
- Conduct Phoenix Awards.

FY 17-18 ACCOMPLISHMENTS

- Revised the Club Phoenix Registration Form.
- Revised camp refund policy.
- Top to bottom cleaning of Club Phoenix following renovation.
- Promoted Club Phoenix through emails to PTA, PTO, PTSA and school administrations.
- Attended open houses and community nights at area schools.
- Introduced new healthy menu items to the snack bar.
- Initiated additional Teen Center hours of operation during teacher workdays and school holidays.
- Participated in local volunteer programs.

FY 18-19 INITIATIVES

- Work with local schools to create a student pick up policy for the after school program.
- Partner with a local business to develop a Talent Showcase for members of the teen center to participate.

**TEEN CENTER
17160**

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 Projected
Number of parent workshops	6	5	8
Number of civic activity programs offered by teens	22	22	25
Number of civic activity hours provided by teens	487	487	520
Number of Teen Council Sponsored Events	6	7	7
Number teen special event programs offered	55	68	42
Number of teen volunteers for civic projects	213	200	215

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Recreation Coordinator	1	1	1
After-School Program Coordinator	1	1	1
Total Benefited Employees	2	2	2

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

TEEN CENTER
17160

FY 18-19 BUDGET CHANGES

- Teen special event programs decreased significantly. Additional programming was offered when the Teen Center relocated to Cedar Lane since there was not an official “Teen Club” location for the teenagers to spend time at. Many of those programs were cancelled due to lack of enrollment. A number of these programs are not being offered now that the Teen Center is fully running at the Community Center and the teens have a place to call their own.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 17160
NAME TEEN CENTER PROGRAM

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	78,138	83,741	100,290	100,290	100,290	114,140	13,850
41002	OVERTIME	40,574	15,424	27,000	27,000	27,000	21,000	(6,000)
41003	REG. P.T. WITH BENEFITS	9,710	-	-	-	-	-	-
41004	PART TIME W/O BENEFITS	8,319	4,257	19,000	19,000	19,000	27,000	8,000
41008	ANNUAL LEAVE CASH-IN	1,129	-	-	-	-	-	-
TOTAL	PERSONAL SERVICES	137,869	103,421	146,290	146,290	146,290	162,140	15,850
42001	F.I.C.A.	9,809	7,079	11,190	11,190	11,190	11,630	440
42002	V.R.S.	9,707	10,430	10,150	10,150	10,150	12,130	1,980
42003	V.R.S. LIFE INS	952	1,214	1,320	1,320	1,320	1,500	180
42007	HEALTH INSURANCE	21,010	22,971	24,740	24,740	24,740	22,120	(2,620)
42012	CAFETERIA PLAN FEES	95	66	60	60	60	60	-
42018	ER CONTRIBUTIONS:DC401A	2,553	3,957	3,970	3,970	3,970	4,570	600
42021	VRS HYBRID 401A MATCH	166	287	540	540	-	-	(540)
42025	VRS HYBRID DISABILITY	98	151	210	210	-	-	(210)
TOTAL	EMPLOYEE BENEFITS	44,389	46,155	52,180	52,180	51,430	52,010	(170)
43307	REPAIR/MTCE SVCES	235	-	-	-	-	-	-
43308	CONTRACTS/SERVICES	3,757	3,588	7,000	7,000	7,000	5,000	(2,000)
TOTAL	PURCHASED SERVICES	3,992	3,588	7,000	7,000	7,000	5,000	(2,000)
46013	RECREATION SUPPLIES	2,338	305	4,000	4,000	4,000	4,000	-
46016	SUPPLIES FOR RESALE	490	232	3,000	3,000	3,000	3,000	-
TOTAL	MATERIALS AND SUPPLIES	2,828	538	7,000	7,000	7,000	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	189,079	153,702	213,470	213,470	212,720	227,150	13,680

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 17-18 ACCOMPLISHMENTS

- Remediated mold on second floor parlor ceiling at the Freeman Store.
- Received grant from VDOT of \$174,400 with a match from the Town of \$34,880 to rebuild the Freeman Store Bridge.
- Removed the exhaust fan in the kitchen and replaced with a new light fixture.
- Removed door leading to the small entrance of the two bathrooms.
- Replaced the old fire and safety system at the Vienna Railroad Train Station.
- Installed the handicap lift at the Bowman House.
- Upgraded the lighting at the Bowman House.
- Rekeyed the Bowman House to consolidate to one key for all doors.
- Rebuilt the retaining wall for the Lynn Street Cemetery.

FY 18-19 INITIATIVES

- Replace Bowman House roof.
- Replace and relocate the Salisbury Spring Park sign closer to the street.
- Paint the porch floor of the Freeman Store
- Power wash the exterior of Freeman Store and Little Library
- Replace railing to back steps of Bowman House.
- Rebuild the Freeman Store Bridge.

HISTORIC PRESERVATION
17250

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Storekeeper	\$15,000	\$15,000	\$15,000

FY 18-19 BUDGET CHANGES

- No significant changes to this budget.

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

**DIVISION 17250
NAME HISTORIC PRESERVATION**

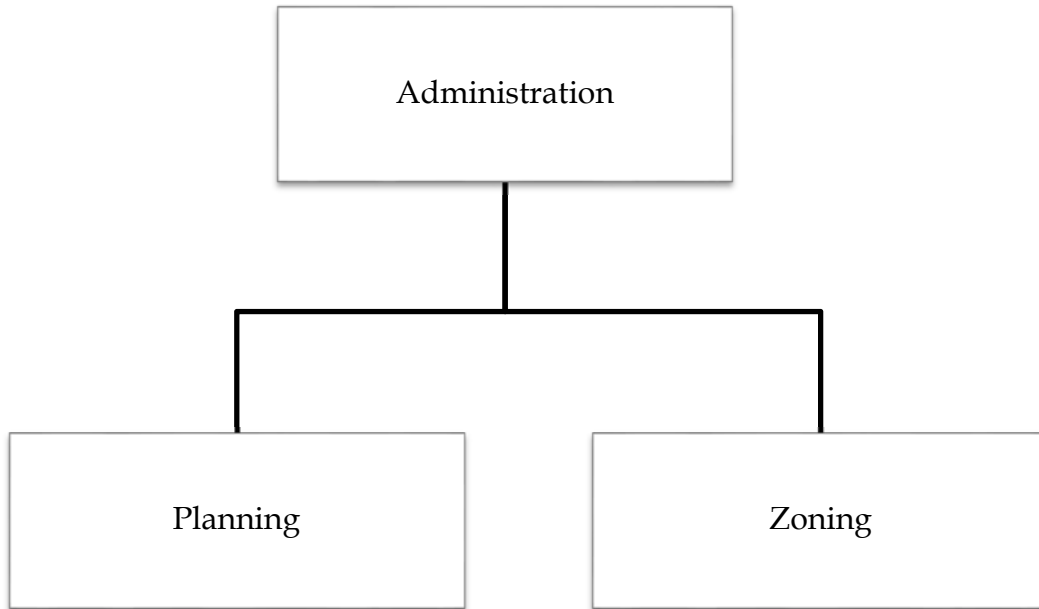
ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
43101	CONSULTING SERVICES	15,000	15,000	15,000	15,000	15,000	15,000	-
43304	H/AC MTCE CONTRACT	711	504	1,000	1,000	1,000	1,100	100
43307	REPAIR/MTCE SVCES	474	1,859	2,000	2,000	2,200	2,000	-
TOTAL	PURCHASED SERVICES	16,185	17,363	18,000	18,000	18,200	18,100	100
45101	ELECTRICITY	3,457	4,430	4,500	4,500	5,000	5,000	500
45102	NATURAL GAS	974	977	1,000	1,000	1,400	1,500	500
45104	WATER/SEWER SVCE	1,423	1,473	2,000	2,000	2,000	2,000	-
45202	LONG DIST SERVICE	1	2	-	-	-	-	-
TOTAL	OTHER CHARGES	5,855	6,882	7,500	7,500	8,400	8,500	1,000
46001	OFFICE SUPPLIES	9	-	-	-	-	-	-
46007	REPAIR/MTCE SUPPLIES	-	916	1,000	1,000	1,000	1,000	-
TOTAL	MATERIALS AND SUPPLIES	9	916	1,000	1,000	1,000	1,000	-
47403	PHYSICAL IMPROVEMENTS	8,700	19,526	9,000	9,000	9,000	8,000	(1,000)
TOTAL	PROGRAMS AND SERVICES	8,700	19,526	9,000	9,000	9,000	8,000	(1,000)
TOTAL	HISTORIC PRESERVATION	30,749	44,687	35,500	35,500	36,600	35,600	100

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



PLANNING & ZONING

	FY 16-17 Actuals	FY 17-18 Adopted	FY 17-18 Adjusted	FY 17-18 Estimated	FY 18-19 Adopted	Net Change
Planning and Zoning	779,417	964,600	962,083	1,018,066	1,056,700	92,100
Planning and Zoning	779,417	964,600	962,083	1,018,066	1,056,700	92,100

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 17-18 ACCOMPLISHMENTS

- Updated the following zoning ordinance articles and sections:
 - Article 11.- C-1 Local Commercial Zone Regulations (Restaurant Use)
 - Article 2.- Definitions
 - Sec. 18-248. - Protest against Proposed Change.
 - Sec. 18-241. - Decisions of board. (BZA voting requirement)
- Reviewed the following development projects (*rezoning and subdivision only*):
 - Mashie Drive SE 6-lot single family detached dwelling subdivision.
 - 200 Maple Avenue East rezoning application.
 - Two Maple Avenue Commercial (MAC) rezoning applications
- Started Maple Avenue Design Guidelines to articulate what is expected in MAC redevelopment.
 - Consultant selection completed and stakeholder group is formed.
- Urban Land Institute Technical Assistance Panel (ULI TAP) completed precursor document to W&OD trail master plan for the town.
- Municipal Parking Garage: Discussions started for the Mill Street & Patrick Henry Library sites for possible location of public parking.
- Streamlined permit process partnership with Fairfax County:
 - Implemented concurrent process permit review on Single Family infill projects.
 - Exploring concurrent process permit review for other building permits.
- Transitioning to digital submissions and processing for board and commission applications and permit applications/zoning violations:
 - BAR & PC application transitioned to digital format to modernize application intake process, and archiving system.
 - PC & BAR board packet transitioned to electronic files saving staff working hours equivalent to 0.1 FTE.
 - Help, Vienna: Report a Service Request to the Town
 - Assisted IT to implement modernizing tool to report zoning violation for transparency and database creation.
 - Munis integration with Finance Department to coordinate better on Certificate of Occupancy and Business License.

FY 18-19 INITIATIVES

- Continue to update the Town's Zoning Ordinance:
 - Address zoning amendments on the Zoning Code Review Priority List developed by Town Council.
- Review and process the following development projects (*rezoning and subdivision only*):
 - 713 Kingsley Road SW Subdivision

PLANNING AND ZONING

18110

-
- Maple Avenue Commercial (MAC) rezoning applications: several sites currently under review or in discussion for submission
 - Complete the Maple Avenue Design Guidelines project:
 - Create user-friendly guidelines with input from stakeholders and Board of Architectural Review.
 - Develop and implement wayfinding signage for Church Street.
 - Continue discussions and provide analysis for possible locations for public parking.
 - Initiate other special projects prioritized by Council. Possible initiatives include the following:
 - Update the Town's Zoning and Subdivision Ordinances in an effort to:
 - 1) implement the Comprehensive Plan;
 - 2) address zoning amendments on the Town Council's Zoning Code Review Priority List;
 - 3) revise and modernize zoning districts, uses and development standards;
 - 4) ensure regulations are easy to read and understand;
 - 5) make certain development processes are easy to understand and navigate;
 - 6) promote economic vibrancy and environmental sustainability.Process would include an extensive public outreach and engagement effort.
 - Analyze potential financial impacts of MAC applications.
 - Conduct transportation charrette for Maple Avenue.
 - Initiate a commercial market analysis of the Town's commercial districts.
 - Initiate park master plans, as suggested in the 2015 Comprehensive Plan, including W&OD Trail.
 - Continue working with Fairfax County to find efficiencies with the permit process.
 - Provide for digital submissions and processing of all applications and permits:
 - Transition BZA applications to digital format to modernize application intake, packet distribution and archiving system.
 - Help, Vienna: Report a Service Request to the Town:
 - Continue to implement and monitor the functions and workflow.
 - Continue to coordinate with Finance Department on Munis.

PLANNING AND ZONING
18110

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 Projected
Total number of permit applications:	873	875	900
(selected permits below):	92	77	75
<i>New single-family detached dwellings</i>	411	454	434
<i>Total Number of Building permits</i>			
Provide the highest level of technical advice to each Board, Commission and technical subcommittee that the Department staffs.			
<i>Planning Commission meetings and work sessions:</i>	25	30	21
<i>Total Planning Commission applications:</i>	19	15	15
<i>Board of Architectural Review meetings and work sessions:</i>	19	24	20
<i>Total BAR applications:</i>	49	65	55
<i>Board of Zoning Appeals meetings:</i>	10	7	10
<i>Total BZA applications:</i>	19	17	18
<i>Windover Heights Board of Review meetings & work sessions:</i>	1	3	3
<i>Windover Heights Board of Review applications:</i>	1	2	2
Illegal Sign Removal			
<i>Number of Overall Signs Removed:</i>	2,100	1,698	1,800
<i>Number of Signs Removed on Weekends:</i>	1,400	1,137	1,200
Outreach and Communications			
<i>GIS Online Maps Created</i>	4	4	5
<i>GIS Printed Maps Created</i>	30	15	20
<i>Brochures, Flyers and Forms Created</i>	3	5	5
<i>Community/Informational Meetings</i>	4	5	10

PLANNING AND ZONING
18110

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Director of Planning & Zoning	1	1	1
Deputy Director	1	1	1
Principal Planner	-	1	1
Planner (Permit Specialist)	1	1	1
Planning Specialist	1	1	1
Administrative Assistant II	1	1	1
Zoning Administrator	-	1	1
Senior Zoning Technician	1	-	-
Zoning Enforcement Officer	1	1	1
Total	7	8	8

FY 18-19 BUDGET CHANGES

- No changes to this budget

PLANNING AND ZONING
18110

SUPPLEMENTAL BUDGET INFORMATION

ZONING AND SUBDIVISION ORDINANCE UPDATE

The Town of Vienna's last major zoning code changes occurred back in 1969, almost fifty years ago. A significant portion of the zoning code includes regulations that date back to the 1956 zoning ordinance.

The implementation of the Church Street Vision C-1B Pedestrian Commercial Zone (1999) and Maple Avenue Commercial (MAC) Zone (2014), provide developer incentives for revitalization in those areas, but outside of these two districts, much of the Town's zoning code is out of date, confusing, incomplete (not addressing current situations, missing latest General Assembly updates) and open to interpretation. This results in inconsistent determinations, increased frustration by citizens and developers and a growing number of requests for zoning interpretations, BZA cases, litigation and decreasing response time to citizen requests.

An update to the Town's zoning and subdivision ordinances would make the standards and regulations, as well as the development process, easier to understand and navigate by using clear language along with charts, tables and illustrations. An updated zoning code would incorporate contemporary best practices and be logically organized with a user-friendly table of contents and index. It could also include hyperlinks to forms, applications, boards and commissions meeting schedules, deadlines, etc. Key to updating the zoning code would be the involvement of citizens, property owners and key stakeholders in the process.

Across the country, communities are undertaking the major effort to update zoning codes that date back to the 1950s and 60s. In 2017, Fairfax County launched a major initiative to modernize its zoning ordinance, dubbed "zMod." The City of Fairfax adopted new zoning and subdivision ordinances in 2016 while the Town of Leesburg revised its zoning ordinance in 2003. An update of the Town's zoning and subdivision ordinances will address modern situations and ensure future development is responsible and true to the community's vision for how Vienna should grow and evolve, as provided for in the Town's Comprehensive Plan.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 18110

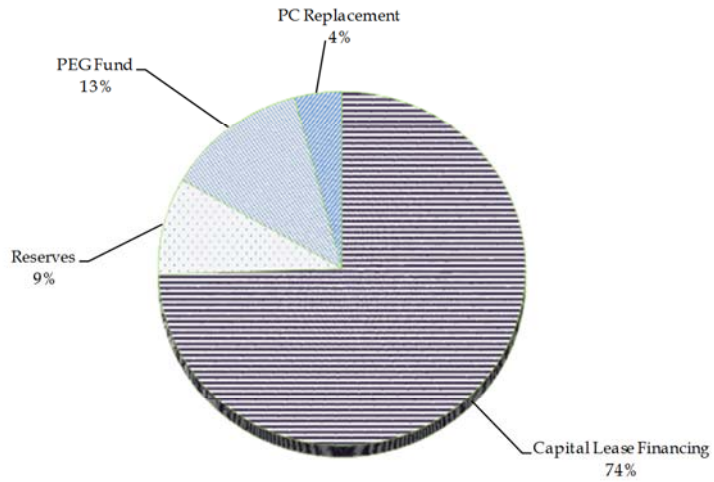
NAME PLANNING & ZONING DEPARTMENT

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	516,061	547,206	646,090	646,090	646,090	700,170	54,080
41002	OVERTIME	19,898	26,747	15,000	15,000	15,000	18,000	3,000
41006	ANNUAL LEAVE LIQUIDATION	15,837	-	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	1,464	3,629	-	-	-	-	-
41015	PERFORMANCE BONUS	1,500	1,500	-	2,250	2,250	-	-
TOTAL	PERSONAL SERVICES	554,760	579,082	661,090	663,340	663,340	718,170	57,080
42001	F.I.C.A.	40,637	41,692	50,570	50,570	50,570	52,090	1,520
42002	V.R.S.	62,092	60,254	66,080	66,080	66,080	69,080	3,000
42003	V.R.S. LIFE INS	6,052	7,142	8,470	8,470	8,470	9,180	710
42007	HEALTH INSURANCE	44,328	53,479	59,130	59,130	59,130	70,110	10,980
42012	CAFETERIA PLAN FEES	166	178	190	190	190	130	(60)
42018	ER CONTRIBUTIONS:DC401A	17,005	19,204	24,250	24,250	24,250	26,610	2,360
42021	VRS HYBRID 401A MATCH	640	1,295	1,450	1,450	1,450	5,350	3,900
42025	VRS HYBRID DISABILITY	378	584	570	570	570	980	410
TOTAL	EMPLOYEE BENEFITS	171,298	183,829	210,710	210,710	210,710	233,530	22,820
43101	CONSULTING SERVICES	12,394	38,040	62,700	111,300	111,000	75,000	12,300
43106	TRANSLATION SERVICES	261	120	250	250	250	250	-
43301	EQUIPMT MTCE CONTRACTS	740	-	-	-	-	-	-
43302	FINANCIAL SYSTEM MTCE	-	-	-	1,400	1,400	-	-
43309	CELL PHONE EXPENSE	2,290	1,759	3,000	3,000	4,348	3,000	-
43501	PRINTING/BINDING SVCS	2,883	432	3,900	3,900	3,900	2,900	(1,000)
43601	ADVERTISING	3,762	4,154	2,800	2,800	2,967	2,800	-
TOTAL	PURCHASED SERVICES	22,330	44,506	72,650	122,650	123,866	83,950	11,300
45202	LONG DIST SERVICE	524	146	100	-	100	-	(100)
45203	POSTAL SERVICES	2,394	1,470	1,400	1,400	1,400	1,900	500
45404	CENTRAL COPIER CHARGES	3,546	3,898	3,500	3,500	3,500	2,000	(1,500)
45501	MILEAGE REIMBURSEMENT	209	198	400	400	400	800	400
45502	FARES	910	530	1,500	1,500	1,500	1,500	-
45503	SUBSISTENCE/LODGING	881	2,294	1,750	1,750	1,750	2,000	250
45504	CONVENTIONS/EDUCATION	2,045	1,758	2,500	2,500	2,500	3,000	500
45801	MEMBERSHIPS/DUES	2,789	1,878	2,300	2,300	2,300	3,000	700
45809	REFUNDS	150	-	200	200	200	-	(200)
TOTAL	OTHER CHARGES	13,448	12,172	13,650	13,550	13,650	14,200	550
46001	OFFICE SUPPLIES	3,102	1,804	3,000	3,000	3,000	3,000	-
46011	UNIFORMS/SAFETY APPAREL	111	375	400	400	400	400	-
46012	BOOKS/SUBSCRIPTIONS	693	384	500	500	500	650	150
46015	OPERATIONAL SUPPLIES	2,272	6,638	2,000	2,000	2,000	2,000	-
TOTAL	MATERIALS AND SUPPLIES	6,178	9,201	5,900	5,900	5,900	6,050	150
48101	MACH/EQUIPMT REPLACEMENT	669	-	-	-	-	-	-
48102	FURN/FIXTURE REPLACEMENT	217	50	600	600	600	800	200
48107	OFFICE/DP EQT-REPLACEMENT	1,000	-	-	-	-	-	-
TOTAL	CAPITAL OUTLAY	1,885	50	600	600	600	800	200
TOTAL	PLANNING & ZONING DEPARTMENT	769,898	828,840	964,600	1,016,750	1,018,066	1,056,700	92,100

RESERVES

RESERVES

	FY 16-17 Actuals	FY 17-18 Adopted	FY 17-18 Adjusted	FY 17-18 Estimated	FY 18-19 Adopted	Net Change
Capital Lease Financing	518,757	700,000	590,247	573,514	890,000	190,000
Reserves	0	81,100	53,100	119,410	105,000	23,900
PEG Fund	4,500	0	0	0	150,000	150,000
PC Replacement	49,695	50,000	50,000	50,000	50,000	0
Transfers and Reserves	572,952	831,100	693,347	742,924	1,195,000	363,900



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 18-19 BUDGET CHANGES

- Leased amount increased from \$700,000 to \$890,000 to cover 2019 vehicle replacements.

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

**DIVISION 19141
NAME GF CAPTL LEASE FINANCING**

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
48308	CAPITAL LEASES	515,839	733,257	700,000	700,000	573,514	890,000	190,000
TOTAL	CAPITAL OUTLAY	515,839	733,257	700,000	700,000	573,514	890,000	190,000
TOTAL	GF CAPTL LEASE FINANCING	515,839	733,257	700,000	700,000	573,514	890,000	190,000

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 18-19 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 - \$30,000
 - Allocated to Departments after use.
 - Two-Tiered Performance Bonus - \$65,000
 - Health Insurance Increase - \$212,490
 - Allocated to Departments for the Adopted Budget
 - Unallocated Expenses - \$80,410

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

**DIVISION 19143
NAME RESERVES**

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41006	ANNUAL LEAVE LIQUIDATION	-	-	10,000	10,000	10,000	10,000	-
41008	ANNUAL LEAVE CASH-IN	-	-	27,000	27,000	27,000	30,000	3,000
41015	PERFORMANCE BONUS	-	-	28,000	2,000	30,000	65,000	
TOTAL	PERSONAL SERVICES	-	-	65,000	39,000	67,000	105,000	3,000
42007	HEALTH INSURANCE	-	-	-	-	-	-	-
TOTAL	EMPLOYEE BENEFITS	-	-	-	-	-	-	-
49900	CONTINGENCY RESERVE	-	-	16,100	16,100	-	-	(16,100)
TOTAL	CONTINGENCY RESERVE	-	-	16,100	16,100	-	-	(16,100)
TOTAL	RESERVES	-	-	81,100	55,100	67,000	105,000	(13,100)

PEG FUNDING
19144

PURPOSE

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

FY 18-19 BUDGET CHANGES

- PEG funds are budgeted at \$150,000 for FY 18-19.

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

DIVISION 19144
NAME PEG FUNDS DISTRIBUTION

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
47105	CABLE TV PROJECT-PH 2	113,687	4,500	-	-	-	-	-
TOTAL	PROGRAMS AND SERVICES	113,687	4,500	-	-	-	-	-
48719	PEG FUNDED PROJECTS	-	-	-	-	-	150,000	150,000
TOTAL	CAPITAL OUTLAY	-	-	-	-	-	150,000	150,000
TOTAL	PEG FUNDS DISTRIBUTION	113,687	4,500	-	-	-	150,000	150,000

PC REPLACEMENT RESERVE
19150

PURPOSE

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

FY 18-19 BUDGET CHANGES

- No significant changes to this budget.

PERFORMANCE MEASURES

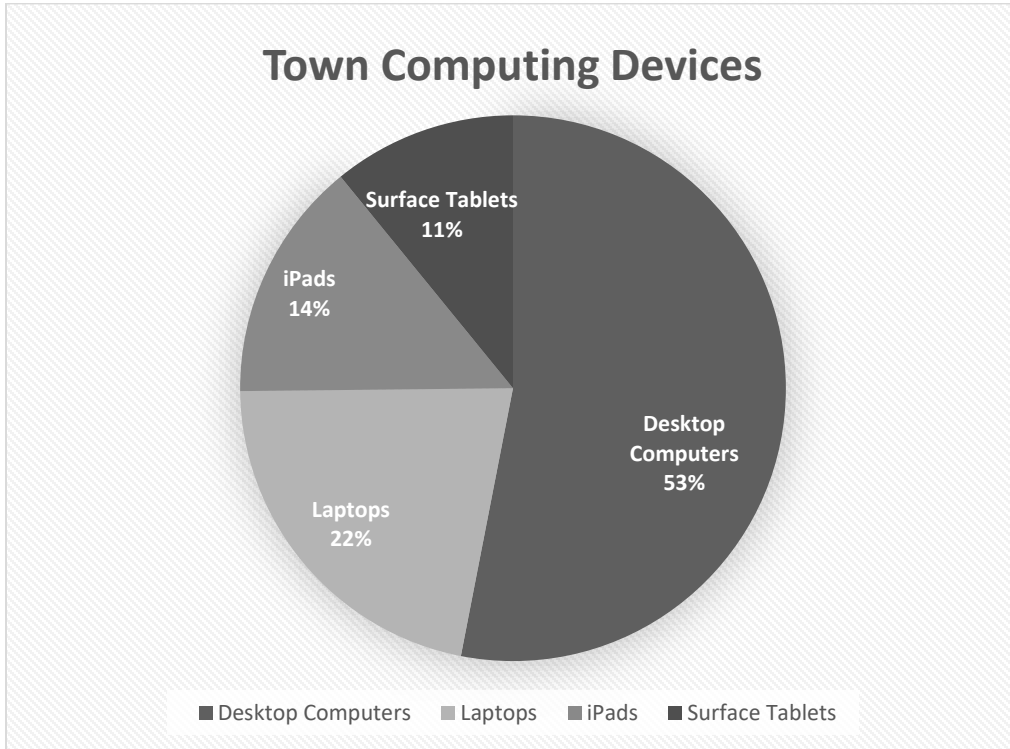
Description	2016 Actual	2017 Actual	2018 Projected
Number of Workstations/Laptops	110	110	110
Number of Tablets (iPad/Surface)	37	37	37

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**

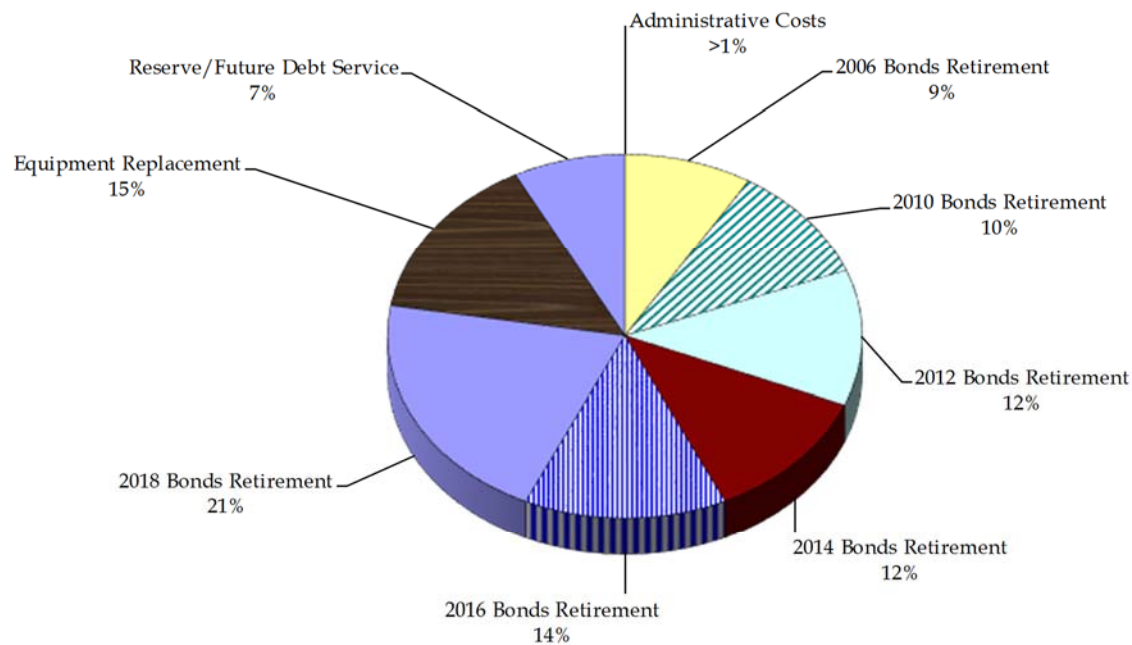
**DIVISION 19150
NAME PC REPLACEMENT RESERVE**

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
47308	POLICE CAR LAPTOPS PROG	18,598	19,780	20,000	20,000	20,000	20,000	-
47309	IT PC REPLACEMENT PROG	29,529	29,915	30,000	30,000	30,000	30,000	-
TOTAL	PROGRAMS AND SERVICES	48,127	49,695	50,000	50,000	50,000	50,000	-
TOTAL	PC REPLACEMENT RESERVE	48,127	49,695	50,000	50,000	50,000	50,000	-

DEBT SERVICE FUND

DEBT SERVICE

	FY 16-17 Actuals	FY 17-18 Adopted	FY 17-18 Adjusted	FY 17-18 Estimated	FY 18-19 Adopted	Net Change
Administrative Costs	9	300	300	0	0	-300
2006 Bonds Retirement	394,020	381,220	381,220	381,220	368,420	-12,800
2010 Bonds Retirement	455,965	447,590	447,590	447,590	439,210	-8,380
2012 Bonds Retirement	527,100	518,700	518,700	518,700	510,300	-8,400
2014 Bonds Retirement	889,092	554,470	554,470	554,470	501,100	-53,370
2016 Bonds Retirement	621,431	593,025	593,025	593,025	582,650	-10,375
2018 Bonds Retirement	0	0	0	0	877,250	877,250
Equipment Replacement	475,693	626,100	626,100	626,100	621,860	-4,240
Reserve/Future Debt Service	0	502,155	502,155	617,485	322,500	-179,655
Debt Service	3,363,311	3,623,560	3,623,560	3,738,590	4,223,290	599,730



ADMINISTRATIVE COSTS**49500**

PURPOSE

This account is no longer needed.

FY 18-19 BUDGET CHANGES

- Account taken out.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 49500
NAME DS ADMINISTRATIVE COSTS

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
43308	CONTRACTS/SERVICES	118	9	300	300	300	-	(300)
TOTAL	PURCHASED SERVICES	118	9	300	300	300	-	(300)
TOTAL	DS ADMINISTRATIVE COSTS	118	9	300	300	300	-	(300)

2006 GENERAL OBLIGATION DEBT
49509

PURPOSE

Account for the cost of annual debt service. At the end of FY 18-19 there will be an outstanding balance of \$660,000. The debt will be retired in FY 20-21.

FY 18-19 BUDGET CHANGES

- Debt service on the 2006 general obligation debt issue is \$368,420 of which \$330,000 is principal and \$38,420 is interest. The cost of debt service will be partially supported by transfers from the Water and Sewer Fund totaling \$36,840.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 49509
NAME 2006 G.O. DEBT RETIREMENT

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
49101	PRINCIPAL	330,000	330,000	330,000	330,000	330,000	330,000	-
49102	INTEREST	76,824	64,020	51,220	51,220	51,220	38,420	(12,800)
TOTAL	DEBT SERVICE	406,824	394,020	381,220	381,220	381,220	368,420	(12,800)
TOTAL	2006 G.O. DEBT RETIREMENT	406,824	394,020	381,220	381,220	381,220	368,420	(12,800)

2010 BONDS
49510

PURPOSE

Account for the cost of annual debt service. At the end of FY 18-19 there will be an outstanding balance of \$2,310,000. The bonds will be retired in FY 25-26.

FY 18-19 BUDGET CHANGES

- Debt service on the 2010 general obligation bonds is \$439,210 of which \$335,000 is principal and \$104,210 is interest. The cost of debt service will be partially supported by transfers from the Water and Sewer fund totaling \$77,740.

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

**DIVISION 49510
NAME 2010 BONDS RETIREMENT**

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
49101	PRINCIPAL	335,000	335,000	335,000	335,000	335,000	335,000	-
49102	INTEREST	128,921	120,965	112,590	112,590	112,590	104,210	(8,380)
TOTAL	DEBT SERVICE	463,921	455,965	447,590	447,590	447,590	439,210	(8,380)
TOTAL	2010 BONDS RETIREMENT	463,921	455,965	447,590	447,590	447,590	439,210	(8,380)

2012 BONDS
49512

PURPOSE

Account for the cost of annual debt service. At the end of FY 18-19 there will be an outstanding balance of \$3,780,000. The bonds will be retired in FY 27-28.

FY 18-19 BUDGET CHANGES

- Debt service on the 2012 general obligation bonds is \$510,300 of which \$420,000 is principal and \$90,300 is interest. The cost of debt service will be partially supported by transfers from the Water and Sewer fund totaling \$126,780.

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

DIVISION 49512
NAME 2012 G.O. BOND RETIREMENT

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
49101	PRINCIPAL	420,000	420,000	420,000	420,000	420,000	420,000	-
49102	INTEREST	115,500	107,100	98,700	98,700	98,700	90,300	(8,400)
TOTAL	DEBT SERVICE	535,500	527,100	518,700	518,700	518,700	510,300	(8,400)
TOTAL	2012 G.O. BOND RETIREMENT	535,500	527,100	518,700	518,700	518,700	510,300	(8,400)

2014 BONDS
49514

PURPOSE

Account for the cost of annual debt service. At the end of FY 18-19 there will be an outstanding balance of \$4,807,000. The bonds will be retired in FY 28-29.

FY 18-19 BUDGET CHANGES

- Debt service on the 2014 general obligation bond is \$501,100 of which \$437,000 is principal and \$64,100 is interest. The cost of debt service will be partially supported by transfers from the Water and Sewer fund totaling \$48,020.
- 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 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
49101	PRINCIPAL	770,000	759,000	437,000	437,000	437,000	437,000	-
49102	INTEREST	142,871	130,092	117,470	117,470	117,470	64,100	(53,370)
TOTAL	DEBT SERVICE	912,871	889,092	554,470	554,470	554,470	501,100	(53,370)
TOTAL	2014 G.O. DEBT RETIREMENT	912,871	889,092	554,470	554,470	554,470	501,100	(53,370)

2016 BONDS
49516

PURPOSE

Account for the cost of annual debt service. At the end of FY 18-19 there will be an outstanding balance of \$5,350,000. The bonds will be retired in FY 30-31.

FY 18-19 BUDGET CHANGES

- Debt service on the 2016 general obligation bond is \$582,650 of which \$415,000 is principal and \$167,650 is interest. The cost of debt service will be partially supported by transfers from the Water and Sewer fund totaling \$60,020.

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

**DIVISION 49516
NAME 2016 G.O. DEBT RETIREMENT**

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18----- BUDGET REVISED ESTIMATED			FY 18-19 ADOPTED	NET CHANGE
49101	PRINCIPAL	-	415,000	415,000	415,000	415,000	415,000	-
49102	INTEREST	-	206,431	178,025	178,025	178,025	167,650	(10,375)
TOTAL	DEBT SERVICE	-	621,431	593,025	593,025	593,025	582,650	(10,375)
TOTAL	2016 G.O. DEBT RETIREMENT	-	621,431	593,025	593,025	593,025	582,650	(10,375)

2018 BONDS
49518

PURPOSE

Account for the cost of annual debt service. At the end of FY 18-19 there will be an outstanding balance of \$7,375,000. The bonds will be retired in FY 32-33.

FY 18-19 BUDGET CHANGES

- Debt service on the 2018 general obligation bond is \$877,250 of which \$525,000 is principal and \$352,250 is interest. The cost of debt service will be partially supported by transfers from the Water and Sewer fund totaling \$500,030.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 49518
NAME 2018 G.O. DEPT RETIREMENT

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
49101	PRINCIPAL	-	-	-	-	-	525,000	525,000
49102	INTEREST	-	-	-	-	-	352,250	352,250
TOTAL	DEBT SERVICE	-	-	-	-	-	877,250	877,250
TOTAL	2018 G.O. DEPT RETIREMENT	-	-	-	-	-	877,250	877,250

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 18-19 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 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
49110	ADMINISTRATION PRINCIPAL	-	-	5,200	5,200	5,200	3,860	(1,340)
49115	ADMINISTRATION INTEREST	-	-	280	280	280	140	(140)
49120	POLICE PRINCIPAL	138,083	81,939	83,670	83,670	83,670	128,990	45,320
49125	POLICE INTEREST	3,663	1,925	2,510	2,510	2,510	6,330	3,820
49130	CAPITAL MGT PRINCIPAL	22,301	22,631	-	-	-	-	-
49135	CAPITAL MGT INTEREST	1,350	1,020	-	-	-	-	-
49140	PUBLIC WORKS PRINCIPAL	400,746	320,564	447,730	447,730	447,730	389,410	(58,320)
49145	PUBLIC WORKS INTEREST	14,869	10,037	16,790	16,790	16,790	16,300	(490)
49170	PARKS & REC PRINCIPAL	63,084	31,365	62,600	62,600	62,600	68,920	6,320
49175	PARKS & REC INTEREST	2,244	1,405	2,510	2,510	2,510	3,470	960
49180	PLANNING & ZONING PRINCIPAL	9,969	4,613	4,740	4,740	4,740	4,370	(370)
49185	PLANNING & ZONING INTEREST	266	195	70	70	70	70	-
TOTAL	DEBT SERVICE	656,575	475,693	626,100	626,100	626,100	621,860	(4,240)
TOTAL		656,575	475,693	626,100	626,100	626,100	621,860	(4,240)

RESERVE/FUTURE DEBT SERVICE
49599

PURPOSE

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

FY 18-19 BUDGET CHANGES

- This account is a reserve for the future debt service owed on future capital improvement projects. There is an additional \$459,910 budgeted to increase the Debt Service reserve.

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

DIVISION 49599

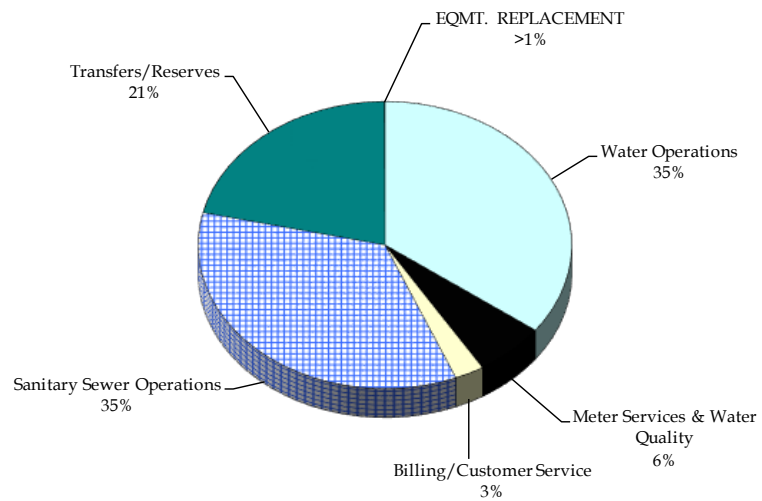
NAME RESERVE/FUTURE DEBT SVCE

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
48899	CONTINGENCY RESERVES	-	-	502,155	502,155	617,485	322,500	(179,655)
TOTAL	CAPITAL OUTLAY	-	-	502,155	502,155	617,485	322,500	(179,655)
TOTAL	RESERVE/FUTURE DEBT SVCE	-	-	502,155	502,155	617,485	322,500	(179,655)

WATER AND SEWER FUND

WATER AND SEWER FUND

	FY 16-17 Actuals	FY 17-18 Adopted	FY 17-18 Adjusted	FY 17-18 Estimated	FY 18-19 Adopted	Net Change
Water Operations	2,703,479	2,876,440	2,991,431	2,962,950	3,021,170	144,730
Meter Services & Water Quality	575,297	552,130	621,103	556,070	528,190	-23,940
Billing/Customer Service	218,275	235,090	241,570	246,520	218,050	-17,040
Sanitary Sewer Operations	2,825,937	3,154,220	3,174,445	3,000,499	2,995,090	-159,130
Transfers/Reserves	868,241	1,302,460	1,299,460	1,302,460	1,834,430	531,970
Eqmt. Replacement/DS	2,243	3,420	3,420	3,420	4,260	840
Water and Sewer	7,193,472	8,123,760	8,331,429	8,071,919	8,601,190	477,430



WATER DIVISION**50111**

PURPOSE

The Water Division ensures the safety of the Town's water distribution system. This Division performs on-going maintenance and customer service as needed to protect public health and safety in compliance with federal, state, and Town regulations and requirements.

The Town of Vienna's water system serves approximately 16,000 residents inside the Vienna corporate boundary and 3,500 customers outside of the corporate boundary. The water distribution system consists of 131 miles of water mains, 892 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 main repairs and maintenance
- Temporary asphalt repairs for utility cuts after water main repairs or replacements.

FY 17-18 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
- Continued scanning of all applicable historic plans from Town Hall record files
- Continued use of GIS to map water main breaks and prioritize water main repairs and replacement projects
- Continued 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

- Continued pressure and flow data collection with fire hydrant flushing for calibration of and use in Town water model
- Completed water distribution system leak detection for increased efficiency using American Water Works Association (AWWA) and the United States Environmental Protection Agency (EPA) guidance for system south of Maple Avenue
- Completed implementation of the Tyler Munis System for inspections
- Completed implementation of Supervisory Control and Data Acquisition (SCADA) to improve monitoring and water system control
- Converted a maintenance worker position to an Engineering Technician (0.5 from Water and 0.5 from Sewer)
- Replaced security fence and gate around the Wall Street Water Storage Tank and Pump Station per Department of Homeland Security and Virginia Department of Health recommendations.

FY 18-19 INITIATIVES

- Continue training and utilization of Tyler Munis Maintenance Management System
- Continue pressure and flow data collection with fire hydrant flushing for calibration of and use in Town water model
- Complete water distribution system leak detection for increased efficiency using AWWA and EPA guidance for system north of Maple Avenue
- Continue water distribution system audit to analyze unaccounted for water loss
- Maintain and update GIS to track system maintenance and upgrades
- Continue using SCADA system to monitor, control, and increase efficiency of water system
- Continue map updates to correct main and valve information based on plan records and field investigation

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 Projected
Total Number of Water Main Breaks Repaired	43	41	60

**WATER DIVISION
50111**

Water Main Breaks per 100 Miles	32.8	31.3	45.8
CIP – Linear Feet of Water Main Replaced	1,110	0*	3,000

*Water line replacement did not occur in 2017 in anticipation of 2018 bond money to support larger replacement projects.

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Superintendent	0.5	0.5	0.5
Water & Sewer Operation Supervisor	0.5	0.5	0.5
Engineering Technician	0	0.5	0.5
Maintenance Worker	6	5.5	5.5
Administrative Assistant	0	0	0.5
Total	7	7	7.5

FY 18-19 BUDGET CHANGES

- Increase operating supplies by \$20,000.00 to purchase dechlorination tablets to comply with Virginia Department of Environmental Quality stormwater regulations

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 50111
NAME WATER OPERATIONS

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	357,910	383,859	432,020	430,520	432,020	525,420	93,400
41002	OVERTIME	56,692	106,650	90,000	92,100	90,000	90,000	-
41004	PART TIME W/O BENEFITS	1,143	8,285	-	-	700	-	-
41006	ANNUAL LEAVE LIQUIDATION	1,207	1,806	-	-	-	-	-
41008	ANNUAL LEAVE CASH-IN	2,456	2,920	-	-	2,670	-	-
41011	NON-EXEMPT COMPTIME LIQ.	-	1,538	-	-	-	-	-
TOTAL	PERSONAL SERVICES	419,408	505,057	522,020	522,620	525,390	615,420	93,400
42001	F.I.C.A.	30,195	36,624	37,180	37,180	37,180	42,060	4,880
42002	V.R.S.	39,270	41,508	44,670	44,670	44,670	45,750	1,080
42003	V.R.S. LIFE INS	4,049	5,091	5,010	5,010	5,010	6,620	1,610
42004	LOCAL PENSION PLAN	14,140	-	-	-	-	-	-
42007	HEALTH INSURANCE	44,288	70,559	81,520	81,520	81,520	97,855	16,335
42012	CAFETERIA PLAN FEES	164	103	60	60	60	80	20
42018	ER CONTRIBUTIONS:DC401A	10,052	8,858	10,760	10,760	10,760	15,380	4,620
42021	VRS HYBRID 401A MATCH	2,361	2,712	1,890	1,890	1,890	5,460	3,570
42022	VRS HYBRID 457 VOLUNTARY	346	-	-	-	-	-	-
42025	VRS HYBRID DISABILITY	766	789	700	700	700	820	120
TOTAL	EMPLOYEE BENEFITS	145,631	166,242	181,790	181,790	181,790	214,025	32,235
43301	EQUIPMT MTCE CONTRACTS	-	-	-	-	-	-	-
43307	REPAIR/MTCE SVCS	29,377	759	800	800	800	800	-
43308	CONTRACTS/SERVICES	84,925	117,383	105,000	132,754	116,590	105,000	-
43309	CELL PHONE EXPENSE	2,501	1,535	2,500	1,535	1,550	3,700	1,200
43701	UNIFORM RENTAL/CLEANING	1,817	2,020	2,600	2,145	2,000	2,600	-
43801	SRVCS FROM OTHER GOV'TS	46,000	18,767	46,000	39,600	46,000	46,000	-
43802	LANDFILL FEES	21,398	20,417	45,000	55,990	32,000	45,000	-
43803	WHOLESALE WATER PURCHASE	1,449,382	1,591,717	1,650,000	1,618,199	1,650,000	1,650,000	-
TOTAL	PURCHASED SERVICES	1,635,400	1,752,596	1,851,900	1,851,023	1,848,940	1,853,100	1,200
45101	ELECTRICITY	21,088	18,068	20,000	20,000	20,000	20,000	-
45202	LONG DIST SERVICE	50	14	30	30	30	-	(30)
45501	MILEAGE REIMBURSEMENT	156	174	100	100	100	100	-
45503	SUBSISTENCE/LODGING	180	1,519	250	250	250	250	-
45504	CONVENTIONS/EDUCATION	2,074	4,758	7,500	6,000	7,500	7,500	-
45801	MEMBERSHIPS/DUES	75	305	400	400	400	400	-
TOTAL	OTHER CHARGES	23,623	24,839	28,280	26,780	28,280	28,250	(30)
46001	OFFICE SUPPLIES	5,088	1,552	2,000	2,000	2,000	2,000	-
46007	REPAIR/MTCE SUPPLIES	54,116	79,184	85,000	138,912	104,000	85,000	-
46008	VEHICLE/EQUIPMT FUELS	14,229	10,260	22,000	16,150	19,300	22,000	-
46009	VEH/EQUIPMT MTCE SUPPLIES	391	190	200	200	200	200	-
46011	UNIFORMS/SAFETY APPAREL	2,349	4,250	6,000	6,000	6,000	6,000	-
46015	OPERATIONAL SUPPLIES	14,725	10,150	13,000	12,972	12,900	33,000	20,000
46017	SMALL TOOLS	854	1,362	1,500	1,500	1,500	1,500	-
46031	TIRES AND TUBES	2,448	1,900	2,000	2,000	2,000	2,000	-
46032	SURFACE REPAIR MATERIALS	7,226	17,953	18,000	30,151	22,900	18,000	-
TOTAL	MATERIALS AND SUPPLIES	101,426	126,799	149,700	209,885	170,800	169,700	20,000
47407	CONTRACTED ASPHALT REP'RS	27,687	92,670	75,000	87,275	40,000	75,000	-
47408	INTERNAL ASPHALT REPAIRS	20,592	28,598	60,000	45,118	60,000	60,000	-
TOTAL	PROGRAMS AND SERVICES	48,280	121,267	135,000	132,393	100,000	135,000	-
48101	MACH/EQUIPMT REPLACEMENT	478	6,678	7,750	7,750	7,750	7,750	-
48401	WATERLINE CONSTRUCTION	-	-	-	100,000	100,000	-	-
TOTAL	CAPITAL OUTLAY	478	6,678	7,750	107,750	107,750	7,750	-

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

**DIVISION 50111
NAME WATER OPERATIONS**

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
TOTAL	DIVISION EXPENSES	2,374,245	2,703,479	2,876,440	3,032,241	2,962,950	3,023,245	146,805
49512	SUPPORT ACTIVITY COSTS	1,020,894	887,305	998,340	998,340	953,279	1,256,275	257,935
TOTAL	INTERDEPARTMENTAL CHARGES	1,020,894	887,305	998,340	998,340	953,279	1,256,275	257,935
TOTAL	WATER OPERATIONS	3,395,139	3,590,784	3,874,780	4,030,581	3,916,229	4,279,520	404,740

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 17-18 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
- Completed transition to the Tyler Munis Maintenance Management System for meter reading and service/work orders
- Implemented Tyler Munis inspection module
- Replaced 362 aging meters in the first half of FY 17-18
- Continued implementation of the EPA's fourth Unregulated Contaminant Monitoring Rule (UCMR 4)
- Implemented the Revised Total Coliform Rule on repeat water samples
- Continues acquisition of Heterotrophic plate count (HPC) data for all coliform samples to help ensure high water quality
- Successfully assisted with conversion to Munis Water and Sewer billing system

FY 18-19 INITIATIVES

- Continued implementation of the Tyler Munis Maintenance Management System
- Complete 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	2016 Actual	2017 Actual	2018 Projected
Work orders completed - including Misc. Customer Service Requests	3,828	4,458	4,000
Water Quality samples collected and delivered to the Fairfax Water Lab for processing	437	381	460

- State required water quality samples for 2016 consisted of 372 TCR and 32 (THM), and 33 Lead and Copper Rule (LCR) samples; 2017 consisted of 381 TCR and 32 (THM)
- 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 16-17	Adopted FY 17-18	Adopted FY 18-19
Supervisor	1	1	1
Meter Service Worker	3	3	3
Total	4	4	4

FY 18-19 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 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	256,398	265,332	266,530	266,530	266,530	259,520	(7,010)
41002	OVERTIME	76,214	74,346	65,000	67,560	67,560	65,000	-
41008	ANNUAL LEAVE CASH-IN	3,402	5,539	-	-	-	-	-
41015	PERFORMANCE BONUS	-	1,500	-	1,140	1,140	-	-
TOTAL	PERSONAL SERVICES	336,014	346,717	331,530	335,230	335,230	324,520	(7,010)
42001	F.I.C.A.	24,841	25,600	24,230	24,230	24,230	23,620	(610)
42002	V.R.S.	30,554	29,566	28,620	28,620	28,620	19,820	(8,800)
42003	V.R.S. LIFE INS	2,948	3,362	3,500	3,500	3,500	3,400	(100)
42004	LOCAL PENSION PLAN	10,111	12,036	13,010	7,010	13,010	-	(13,010)
42007	HEALTH INSURANCE	23,579	26,920	28,360	28,360	28,360	32,280	3,920
42012	CAFETERIA PLAN FEES	90	61	60	60	60	60	-
42018	ER CONTRIBUTIONS:DC401A	7,646	7,600	8,200	8,200	8,200	9,440	1,240
TOTAL	EMPLOYEE BENEFITS	99,769	105,146	105,980	99,980	105,980	88,620	(17,360)
43301	EQUIPMT MTCE CONTRACTS	-	-	-	-	-	-	-
43307	REPAIR/MTCE SVCES	1,045	80	2,100	1,208	2,100	2,100	-
43308	CONTRACTS/SERVICES	13,135	17,458	20,000	19,458	19,450	20,000	-
43309	CELL PHONE EXPENSE	2,418	2,383	2,800	2,800	2,800	3,400	600
43701	UNIFORM RENTAL/CLEANING	875	858	1,300	897	1,300	1,300	-
TOTAL	PURCHASED SERVICES	17,472	20,779	26,200	24,363	25,650	26,800	600
45202	LONG DIST SERVICE	18	3	20	20	20	-	(20)
45501	MILEAGE REIMBURSEMENT	15	-	-	-	-	-	-
45503	SUBSISTENCE/LODGING	124	-	250	250	250	250	-
45504	CONVENTIONS/EDUCATION	567	167	500	500	500	500	-
TOTAL	OTHER CHARGES	724	170	770	770	770	750	(20)
46001	OFFICE SUPPLIES	191	100	300	300	300	300	-
46007	REPAIR/MTCE SUPPLIES	10,145	9,119	10,000	9,691	9,690	10,000	-
46011	UNIFORMS/SAFETY APPAREL	1,345	2,000	2,000	2,000	2,000	2,000	-
46016	SUPPLIES FOR RESALE	21,013	28,708	30,000	103,708	31,300	30,000	-
46017	SMALL TOOLS	250	-	350	350	350	350	-
TOTAL	MATERIALS AND SUPPLIES	32,945	39,927	42,650	116,048	43,640	42,650	-
48101	MACH/EQUIPMT REPLACEMENT	94,987	62,558	45,000	44,712	44,800	45,000	-
TOTAL	CAPITAL OUTLAY	94,987	62,558	45,000	44,712	44,800	45,000	-
TOTAL	DIVISION EXPENSES	581,911	575,297	552,130	621,103	556,070	528,340	(23,790)
49511	CHARGES TO WATER DEPT	(292,866)	(274,590)	(263,350)	(263,350)	(267,470)	(256,700)	6,650
49514	CHARGES TO SEWER DEPT	(289,045)	(300,707)	(288,780)	(288,780)	(288,600)	(271,490)	17,290
TOTAL	INTERDEPARTMENTAL CHARGES	(581,911)	(575,297)	(552,130)	(552,130)	(556,070)	(528,190)	23,940
TOTAL	METER SERVICES & WATER QUALITY	0	-	-	68,973	-	150	150

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 3rd 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 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 17-18 ACCOMPLISHMENTS

- Successfully completed conversion to Munis Water and Sewer billing system with new customer service representative. Worked with new systems processes to re-engineer current billing and customer service processes.
- Developed training materials to train counter staff, other finance staff and meter reading staff on new system procedures.
- Worked with outside printer to create a crosswalk from new billing system to the bills.
- Explored other outside bill printing solutions that work better with Munis.
- Assisted in project to set up online bill presentment and credit card payments.
- Reviewed website customer interfaces to determine if they are sufficient and develop new communication if necessary.

WATER AND SEWER BILLING AND CUSTOMER SERVICE
50113

- Changed final bills to bi-weekly to increase customer satisfaction and cash flow.

FY 18-19 INITIATIVES

- Re-engineer department workflow based on new system and new employee hired after a retirement.
- Research other strategies to collect delinquent bills, such as paycheck liens.
- Create meaningful statistics and reporting from the new Utility Billing system to aid in rate creation and decision-making.

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 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	900	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 16-17	Adopted FY 17-18	Adopted FY 18-19
Customer Service Specialist	1	1	1
Fiscal Technician	1	1	1
Total	2	2	2

FY 18-19 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 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	115,333	119,587	122,600	122,600	122,600	125,420	2,820
41002	OVERTIME	11,903	2,107	4,000	4,000	4,000	4,000	-
41006	ANNUAL LEAVE LIQUIDATION	-	-	-	-	4,000	-	-
41008	ANNUAL LEAVE CASH-IN	1,316	1,316	-	-	1,330	-	-
41015	PERFORMANCE BONUS	-	-	-	720	1,000	-	-
TOTAL	PERSONAL SERVICES	128,552	123,010	126,600	127,320	132,930	129,420	2,820
42001	F.I.C.A.	9,396	8,887	9,080	9,080	9,080	9,440	360
42002	V.R.S.	14,012	13,070	12,410	12,410	12,410	12,790	380
42003	V.R.S. LIFE INS	1,400	1,560	1,610	1,610	1,610	1,640	30
42007	HEALTH INSURANCE	16,596	20,529	22,120	20,020	22,120	17,430	(4,690)
42018	ER CONTRIBUTIONS:DC401A	3,698	4,593	4,860	4,860	4,860	5,020	160
42021	VRS HYBRID 401A MATCH	496	636	760	760	760	540	(220)
42025	VRS HYBRID DISABILITY	292	304	300	300	300	320	20
TOTAL	EMPLOYEE BENEFITS	45,889	49,580	51,140	49,040	51,140	47,180	(3,960)
43101	CONSULTING SERVICES	-	-	-	30,000	30,000	-	-
43308	CONTRACTS/SERVICES	7,703	15,679	34,900	22,000	14,900	18,900	(16,000)
TOTAL	PURCHASED SERVICES	7,703	15,679	34,900	52,000	44,900	18,900	(16,000)
45202	LONG DIST SERVICE	122	41	100	100	-	-	(100)
45203	POSTAL SERVICES	15,362	16,659	18,000	13,760	15,000	18,000	-
45404	CENTRAL COPIER CHARGES	278	241	250	250	500	500	250
45501	MILEAGE REIMBURSEMENT	-	-	100	100	50	100	-
45504	CONVENTIONS/EDUCATION	-	-	2,000	2,000	-	2,000	-
45803	BAD DEBT WRITE-OFF	-	12,000	-	-	-	-	-
TOTAL	OTHER CHARGES	15,762	28,941	20,450	16,210	15,550	20,600	150
46015	OPERATIONAL SUPPLIES	1,983	1,065	2,000	2,000	2,000	2,000	-
TOTAL	MATERIALS AND SUPPLIES	1,983	1,065	2,000	2,000	2,000	2,000	-
49119	INTEREST ON DEPOSITS	36	-	-	-	-	-	-
TOTAL	DEBT SERVICE	36	-	-	-	-	-	-
TOTAL	DIVISION EXPENSES	199,926	218,275	235,090	246,570	246,520	218,100	(16,990)
49511	CHARGES TO WATER DEPT	(100,443)	(104,105)	(112,130)	(112,130)	(57,680)	(105,972)	6,158
49514	CHARGES TO SEWER DEPT	(99,483)	(114,170)	(122,960)	(122,960)	(62,240)	(112,078)	10,882
TOTAL	INTERDEPARTMENTAL CHARGES	(199,927)	(218,275)	(235,090)	(235,090)	(119,920)	(218,050)	17,040
TOTAL	BILLING/CUSTOMER SERVICE	(0)	(0)	-	11,480	126,600	50	50

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 and capital costs for the sewage treatment plants as stipulated in sewerage service agreements.

ACTIVITIES/PRODUCTS/SERVICES

- Provide inspection service for connections to sanitary sewer system
- 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
- Perform replacement and repair of loose, broken or missing manhole covers
- Assist with maintenance cleaning and inspections of storm system assets
- Assist with Stormwater Best Management Practice device (BMP) cleaning

FY 17-18 ACCOMPLISHMENTS

- Performed all property inspections to ensure proper installation of sewer cap offs and new service connections
- Purchased new vehicle for video unit and continued sewer inspections

SANITARY SEWER DIVISION
50114

- Began systematic sewer cleaning and maintenance using sewer jet truck and rodder truck for fats, oils, grease, and roots that often cause sewer backups
- Continued repair and maintenance of sewer manholes
- Implemented Tyler Munis Maintenance Management System
- Continued using Tyler Munis inspection module
- Provided utility assessment of storm and sanitary manholes and mains prior to Maple Avenue and Nutley Street Paving projects
- Purchased new sewer nozzle to eliminate sudden air pressure changes that can cause water to splash out of sewer traps which are called “sewer blowouts”
- Began systematic TV inspection of Town’s sewer to document trouble spots
- Continued sanitary sewer map updates to correct main and manhole information
- Converted a maintenance worker position to an Engineering Technician (0.5 from Water and 0.5 from Sewer)
- Converted half a maintenance worker position to an Engineering Technician
- Began outreach to local businesses for proactive Fats, Oil, and Grease (FOG) awareness
- Conducted enhanced safety training, including Traffic Control and Confined Space Entry and completion of Pipeline Assessment Certification Program (PACP) for all field staff
- Converted Creek Crossing and Northside sewage flow meters from paper based chart to online cell phone based data collection system

FY 18-19 INITIATIVES

- Continue using the Tyler Munis Maintenance Management System
- Continue systematic TV inspection of Town sewer to document trouble spots
- Continue systematic sewer cleaning and maintenance using sewer jet truck and rodder truck
- Maintain and update GIS to track system maintenance and upgrades
- Continue systematic prioritization of Cured in Place Pipe rehabilitation throughout service area
- Continue outreach to local businesses for proactive Fats, Oil, and Grease (FOG) awareness
- Publish sanitary sewer map updates

**SANITARY SEWER DIVISION
50114**

- Initiate training and implementation of Trenchless Point Repairs which can be performed by Town of Vienna staff
- Investigate manhole cover and frame replacements
- Appraisal of Infiltration/Inflow (I/I) by metered area utilizing Town of Vienna water billing data associated with Fairfax County and the Council of Governments (COG) sewer flow meters
- Pilot study for root treatment in sewer system

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 Projected
Total sanitary sewer main overflows in public system*	2	4	2
CIP -Linear Feet of Sewer Main Lining/Replacement	0**	3,250	3,000***

* 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.

***Segments for lining are based upon 183,834 linear feet of cleaning and 93,203 linear feet of Closed-Circuit Television (CCTV) completed in 2017.

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Superintendent	.5	.5	.5
Water & Sewer Operation Supervisor	.5	.5	.5
Engineering Technician	0	.5	.5
Maintenance Worker	6	5.5	5.5
Total	7	7	7

FY 18-19 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 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	418,833	325,760	412,620	412,620	412,620	497,580	84,960
41002	OVERTIME	22,936	45,744	40,000	40,000	40,000	40,000	-
41004	PART TIME W/O BENEFITS	-	-	-	-	700	-	-
41006	ANNUAL LEAVE LIQUIDATION	-	-	-	-	20,020	-	-
41008	ANNUAL LEAVE CASH-IN	4,176	5,531	-	-	5,140	-	-
41015	PERFORMANCE BONUS	3,000	1,500	-	1,140	1,500	-	-
TOTAL	PERSONAL SERVICES	448,944	378,535	452,620	453,760	479,980	537,580	84,960
42001	F.I.C.A.	33,016	27,690	32,620	32,620	32,620	37,260	4,640
42002	V.R.S.	42,260	32,109	42,840	42,840	42,840	44,430	1,590
42003	V.R.S. LIFE INS	4,285	3,812	3,380	3,380	3,380	6,260	2,880
42004	LOCAL PENSION PLAN	22,721	26,412	28,550	13,850	28,550	12,480	(16,070)
42007	HEALTH INSURANCE	30,416	32,883	65,460	65,460	65,460	59,955	(5,505)
42012	CAFETERIA PLAN FEES	135	89	60	60	60	80	20
42015	MISC ALLOWANCES	-	-	-	-	-	-	-
42018	ER CONTRIBUTIONS:DC401A	7,692	6,970	12,460	12,460	12,460	15,750	3,290
42021	VRS HYBRID 401A MATCH	1,802	1,676	1,540	1,540	1,540	4,050	2,510
42022	VRS HYBRID 457 VOLUNTARY	346	-	-	-	-	-	-
42025	VRS HYBRID DISABILITY	463	329	-	-	-	1,050	1,050
TOTAL	EMPLOYEE BENEFITS	143,137	131,971	186,910	172,210	186,910	181,315	(5,595)
43301	EQUIPMT MTCE CONTRACTS	-	-	-	-	-	-	-
43307	REPAIR/MTCE SVCES	779	750	800	800	800	800	-
43308	CONTRACTS/SERVICES	63,418	79,876	80,000	80,000	85,105	80,000	-
43309	CELL PHONE EXPENSE	922	232	1,900	1,900	700	2,500	600
43701	UNIFORM RENTAL/CLEANING	1,501	1,558	2,800	2,800	2,800	2,800	-
43801	SRVCS FROM OTHER GOV'TS	-	-	16,850	16,850	16,850	16,850	-
43802	LANDFILL FEES	-	-	500	500	500	500	-
43804	SWG TREATMENT/POTOMAC	1,254,145	1,618,943	1,770,420	1,739,530	1,570,420	1,570,420	(200,000)
43805	SWG TREATMENT/ACCOTINK	406,475	477,371	498,000	498,000	498,000	505,000	7,000
43807	TWN SHARE:LPPCP UPGRADE	37,575	98,605	95,340	95,340	95,340	50,000	(45,340)
TOTAL	PURCHASED SERVICES	1,764,815	2,277,335	2,466,610	2,435,720	2,270,515	2,228,870	(237,740)
45101	ELECTRICITY	1,000	591	1,000	1,000	1,000	1,000	-
45202	LONG DIST SERVICE	-	-	30	30	30	-	(30)
45503	SUBSISTENCE/LODGING	40	150	250	250	250	250	-
45504	CONVENTIONS/EDUCATION	500	825	500	500	500	500	-
TOTAL	OTHER CHARGES	1,540	1,567	1,780	1,780	1,780	1,750	(30)
46001	OFFICE SUPPLIES	137	562	750	750	750	750	-
46007	REPAIR/MTCE SUPPLIES	5,500	4,669	4,000	14,000	4,014	4,000	-
46008	VEHICLE/EQUIPMT FUELS	10,487	11,778	16,000	16,000	16,000	16,000	-
46009	VEH/EQUIPMT MTCE SUPPLIES	374	344	500	500	500	500	-
46011	UNIFORMS/SAFETY APPAREL	3,077	2,809	6,000	6,000	6,000	6,000	-
46015	OPERATIONAL SUPPLIES	10,133	13,191	13,000	15,000	13,000	13,000	-
46017	SMALL TOOLS	330	449	500	500	500	500	-
46031	TIRES AND TUBES	2,235	2,207	2,250	2,250	2,250	2,250	-
TOTAL	MATERIALS AND SUPPLIES	32,273	36,010	43,000	55,000	43,014	43,000	-
48101	MACH/EQUIPMT REPLACEMENT	1,714	521	1,800	13,900	1,800	1,800	-
48201	ADDITIONAL MACH/EQUIPMT	-	-	1,500	-	1,500	1,500	-
48202	SEWERLINE CONSTRUCTION	-	-	-	15,000	15,000	-	-
TOTAL	CAPITAL OUTLAY	1,714	521	3,300	28,900	18,300	3,300	-

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

DIVISION 50114

NAME SANITARY SEWER OPERATIONS

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
TOTAL	DIVISION EXPENSES	2,392,423	2,825,937	3,154,220	3,147,370	3,000,499	2,995,815	(158,405)
49512	SUPPORT ACTIVITY COSTS	990,169	949,463	1,094,760	1,094,760	1,028,591	1,328,655	233,895
TOTAL	INTERDEPARTMENTAL CHARGES	990,169	949,463	1,094,760	1,094,760	1,028,591	1,328,655	233,895
TOTAL	SANITARY SEWER OPERATIONS	3,382,592	3,775,401	4,248,980	4,242,130	4,029,090	4,324,470	75,490

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 18-19 BUDGET CHANGES

- \$980,000 transfer to the General Fund to support operations as recommended by the Water and Sewer rate study.
- \$848,430 transfer to the Debt Service fund, an increase of \$498,970 due to the 2018 bond, which has 57% of its projects for Water and Sewer.

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

DIVISION 50141
NAME W&S INTERFUND TRANSFERS

ACCOUNT NUMBER	TITLE	FY 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
42020	OTHR POST EMPLOY BENFITS	5,791	6,413	3,000	-	3,000	3,000	-
42030	PENSION EXPENSE	62,028	63,084	-	-	-	-	-
TOTAL	EMPLOYEE BENEFITS	67,819	69,497	3,000	-	3,000	3,000	-
48308	CAPITAL LEASES	-	172,712	-	-	-	-	-
48311	DEPRECIATION	476,650	666,181	-	-	-	-	-
TOTAL	CAPITAL OUTLAY	476,650	838,893	-	-	-	-	-
49201	WS TRANSFER TO GF	900,000	900,000	950,000	950,000	950,000	980,000	30,000
49202	WS TRANSFER TO DS	297,086	274,585	349,460	349,460	349,460	848,430	498,970
49204	CPF TRANSFER TO WSF	(515,754)	(728,334)	-	-	-	-	-
49210	CAPITAL PROJECT TRANSFER	-	(486,400)	-	-	-	-	-
TOTAL	INTERFUND TRANSFERS	681,332	(40,149)	1,299,460	1,299,460	1,299,460	1,828,430	528,970
TOTAL	DIVISION EXPENSES	1,225,801	868,241	1,302,460	1,299,460	1,302,460	1,831,430	528,970
49511	CHARGES TO WATER DEPT	(625,787)	(507,458)	(621,230)	(621,230)	(626,480)	(891,533)	(270,303)
49514	CHARGES TO SEWER DEPT	(600,014)	(533,495)	(681,230)	(681,230)	(675,980)	(942,897)	(261,667)
TOTAL	INTERDEPARTMENTAL CHARGES	(1,225,801)	(1,040,953)	(1,302,460)	(1,302,460)	(1,302,460)	(1,834,430)	(531,970)
TOTAL	W&S INTERFUND TRANSFERS	-	(172,712)	-	(3,000)	-	(3,000)	(3,000)

VEHICLE AND EQUIPMENT REPLACEMENT PROGRAM
59500

PURPOSE

Accounts for the cost of annual debt service on the capital leases that finance the replacement of vehicles and equipment used in water and sewer operations. The use of such financing levels large budget variances from year to year that would otherwise occur.

FY 18-19 BUDGET CHANGES

- Only interest on the on the Capital Lease for Water and Sewer vehicle purchases is included in the proprietary fund.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 59500

NAME W&S VEH REPLACE PROG

ACCOUNT		FY 15-16	FY 16-17	-----FY 17-18-----			FY 18-19	NET
NUMBER	TITLE	ACTUAL	ACTUAL	BUDGET	REVISED	ESTIMATED	ADOPTED	CHANGE
49115	ADMINISTRATION INTEREST	2,579	1,676	-	-	-	-	-
49150	WATER & SEWER PRINCIPAL	-	-	-	-	-	-	-
49155	WATER & SEWER INTEREST	845	568	3,420	3,420	3,420	4,260	840
TOTAL	DEBT SERVICE	3,425	2,243	3,420	3,420	3,420	4,260	840
TOTAL	DIVISION EXPENSES	3,425	2,243	3,420	3,420	3,420	4,260	840
49511	CHARGES TO WATER DEPT	(1,798)	(1,152)	(1,630)	(1,630)	(1,650)	(2,070)	(440)
49514	CHARGES TO SEWER DEPT	(1,626)	(1,092)	(1,790)	(1,790)	(1,770)	(2,190)	(400)
TOTAL	INTERDEPARTMENTAL CHARGES	(3,425)	(2,243)	(3,420)	(3,420)	(3,420)	(4,260)	(840)
TOTAL	W&S VEH REPLACE PROG	-	-	-	-	-	-	-

STORMWATER FUND

STORMWATER FUND

	FY 16-17 Actuals	FY 17-18 Adopted	FY 17-18 Adjusted	FY 17-18 Estimated	FY 18-19 Adopted	Net Change
Stormwater Administration	242,202	382,830	352,743	418,177	364,000	-18,830
Stormwater Fund	242,202	382,830	352,743	418,177	364,000	-18,830

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 (MS4) 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 FY18 Budget includes \$352,621 of anticipated storm water tax revenue for Vienna and is the sixth 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 (BMP) inspections, monitoring, and maintenance
- Silt removal and culvert maintenance
- Administer the Municipal Separate Storm Sewer System (MS4) Program Plan and Total Maximum Daily Load (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 17-18 ACCOMPLISHMENTS

- Inspected 68 Stormwater Facilities and 50 Stormwater Outfalls
- Completed major construction on Wolftrap Creek Stream Restoration

STORMWATER DIVISION**55111**

- Received Stormwater Local Assistance Fund (SLAF) grant for \$660,000 in addition to a \$660,000 Fairfax County match to fund the design and construction of the Piney Branch Stream Restoration. Began survey and design on the restoration project
- Applied for and received a Virginia Clean Water Revolving Loan Fund (CWRLF) for \$115,000 to finance the proposed Town Hall Best Management Practice (BMP)
- Applied for and received a Chesapeake Bay Restoration Fund grant for \$1,100 to fund education signage for the permeable pavement at the Community Center
- Continued mapping all Best Management Practices (BMPs) including drainage basin impervious area calculations to meet Virginia DEQ requirements
- Continued mapping of all Town storm sewer infrastructure; the work is ongoing
- Completed field investigation, documentation, and mapping of outfall reconnaissance investigations
- Continued implementation of Northside Property Yard Stormwater Pollution Prevention Plan (SWPPP) and training
- Completed the Virginia DEQ audit of MS4 Program Plan and the Northside Property Yard inspection
- Completed concept design for Northside Property Yard water quality improvements
- Focused on youth stormwater education by mentoring two First Lego League teams, participating in Marshall Road Elementary STEM Night, assisting with Louise Archer Elementary School's Project Based Learning program, and hosting an educational booth at the Town of Vienna's 4th Annual Fishing Rodeo
- Completed design and began construction on Talahi and Ninovan Roads SE drainage improvements
- Implemented Bacteria and Sediment TMDL Action Plans per Virginia DEQ requirements
- Updated Stormwater Public Education/Outreach Plan, MS4 Program Plan, and Registration Statement per Virginia DEQ requirements

FY 18-19 INITIATIVES

- Begin construction of Piney Branch Stream Restoration
- Begin construction of Town Hall BMP using Virginia CWRLF

STORMWATER DIVISION

55111

- Implement Phase II Chesapeake Bay, Bacteria, and Sediment Action Plan per Virginia DEQ requirements
- Implement updated Public Education/Outreach Plan and MS4 Program Plan
- Continue comprehensive GIS mapping of stormwater infrastructure.
- Continue GIS mapping of Town of Vienna's Virginia Stormwater Management Program (VSMP) and land disturbance for inspection tracking and public review
- Complete construction on Talahi and Ninovan Roads SE drainage improvements
- Continue creation of Operation and Maintenance Manual for BMPs.
- Continue implementation of Northside Property Yard water quality improvements
- Perform drainage assessments in response to citizen stormwater complaints: 110 Kingsley Road SW, Orchard Street NW, and Cunningham Park Court SE
- Begin construction on Center Street drainage improvements
- Implement dechlorination procedure to annual fire hydrant flushing per Virginia Department of Environmental Quality stormwater discharge regulations

PERFORMANCE MEASURES

Based on calendar year data

Description	2016 Actual	2017 Actual	2018 Projected
Stormwater Facilities Inspections	81	68	60
Stormwater Outfall Inspections	50	50	50
Linear Feet of Stream Restoration	2,067	1,040	1,400
# of storm drain repairs	3	7	5

STORMWATER DIVISION
55111

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 16-17	Adopted FY 17-18	Adopted FY 18-19
Water Quality Engineer	1	1	1
Maintenance Worker	0	0	1
Total	1	1	2

FY 18-19 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 15-16 ACTUAL	FY 16-17 ACTUAL	-----FY 17-18-----			FY 18-19 ADOPTED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	SALARIES AND WAGES	36,692	83,244	85,840	85,840	85,840	148,850	63,010
41002	OVERTIME	-	-	-	-	340	-	-
41004	PART TIME W/O BENEFITS	649	-	-	-	700	-	-
41006	ANNUAL LEAVE LIQUIDATION	-	-	-	-	-	-	-
41015	PERFORMANCE BONUS	-	-	-	-	1,500	-	-
TOTAL	PERSONAL SERVICES	37,341	83,244	85,840	85,840	88,380	148,850	63,010
42001	F.I.C.A.	2,844	6,247	6,460	6,460	6,460	8,460	2,000
42002	V.R.S.	3,538	6,737	8,390	8,390	8,390	6,330	(2,060)
42003	V.R.S. LIFE INS	371	1,093	1,120	1,120	1,120	1,520	400
42007	HEALTH INSURANCE	2,281	6,068	6,190	6,190	6,190	8,920	2,730
42012	CAFETERIA PLAN FEES	32	37	-	-	30	80	80
42018	ER CONTRIBUTIONS:DC401A	-	692	3,410	3,410	3,410	4,650	1,240
42021	VRS HYBRID 401A MATCH	313	1,499	830	830	830	4,070	3,240
42025	VRS HYBRID DISABILITY	185	4,172	490	490	490	690	200
TOTAL	EMPLOYEE BENEFITS	9,563	26,544	26,890	26,890	26,920	34,720	7,830
43104	ARCHIT/ENGINEER SVCES	35,548	81,735	85,000	82,700	93,946	107,500	22,500
43301	EQUIPMT MTCE CONTRACTS	447	-	-	-	-	-	-
43309	CELL PHONE EXPENSE	1,009	553	800	800	1,047	800	-
TOTAL	PURCHASED SERVICES	37,004	82,288	85,800	83,500	94,993	108,300	22,500
45202	LONG DIST SERVICE	-	-	50	50	50	-	(50)
45503	SUBSISTENCE/LODGING	-	243	250	250	250	250	-
45504	CONVENTIONS/EDUCATION	385	500	500	500	500	500	-
45801	MEMBERSHIPS/DUES	220	165	250	250	250	250	-
TOTAL	OTHER CHARGES	605	907	1,050	1,050	1,050	1,000	(50)
46001	OFFICE SUPPLIES	229	119	250	250	250	250	-
46008	VEHICLE/EQUIPMT FUELS	594	418	1,800	1,800	1,800	1,800	-
46009	VEH/EQUIPMT MTCE SUPPLIES	-	198	300	300	300	300	-
46011	UNIFORMS/SAFETY APPAREL	108	182	230	230	230	230	-
46015	OPERATIONAL SUPPLIES	348	233	320	320	320	320	-
46017	SMALL TOOLS	104	78	120	120	120	120	-
TOTAL	MATERIALS AND SUPPLIES	1,384	1,228	3,020	3,020	3,020	3,020	-
47403	PHYSICAL IMPROVEMENTS	121,286	157,064	184,010	184,010	185,202	114,160	(69,850)
47404	STORMWATER MGMT PROGRAM	60,485	11,645	51,120	55,350	73,512	51,120	-
TOTAL	PROGRAMS AND SERVICES	181,771	168,709	235,130	239,360	258,713	165,280	(69,850)
49202	WS TRANSFER TO DS	5,958	16,441	-	-	-	-	-
49207	TRANSFER TO CAP PROJ FUND	-	(54,271)	(54,900)	(54,900)	(54,900)	(97,170)	(42,270)
TOTAL	INTERFUND TRANSFERS	5,958	(37,830)	(54,900)	(54,900)	(54,900)	(97,170)	(42,270)
TOTAL	STORMWATER FUND ADMIN	273,627	325,090	382,830	384,760	418,177	364,000	(18,830)

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.

FY18-19 Unmet Needs

	Work session consensus
	Some discussion

Expenditures

Council Initiative		Department	Title	One time?	Amount	Departmental Priority	BCOM Priority
Operating Unmet Needs							
U-1	Economic Development	Town Manager	Economic Development Coordinator - Consultant		35,000	1	1
U-2	Civil, Respectful and Open Communication	Public Information	2018 Citizen Survey	every 2 yrs	17,000	1	2
U-3	Independence	DPW Admin	Transportation Planner / Engineer (50% capitalized)		65,000	4	3
U-4	Parks, Open Space and Recreation	Parks and Recreation	Maintenance Worker II		52,000	2	4
U-5	Safe Community	DPW Sanit	Maintenance Worker II		68,010	3	5
U-6	Civil, Respectful and Open Communication	Public Information	Original programming for TVCN		30,000	2	6
U-8	Economic Development	Planning & Zoning	Zoning Update *	Y	15,000	1	8
			* \$225,000 project total - see 2nd Page				
	Safe Community	Parks and Recreation	Gym Monitor		13,000	1	
U-10	Professional Town Staff	Human Resources	Training Programs		5,500	1	
U-11	Parks, Open Space and Recreation	Legislative	Vienna Public Art Commission - Creative Communities Partnership Grant		4,500	1	
	Financially Sound Town Government	Finance / Town Manager	Decrease General Fund Revenue - Bank Franchise Tax		50,000	1	
U-12	Parks, Open Space and Recreation	Parks and Recreation	Parks Physical Improvements		20,000	2	
	Parks, Open Space and Recreation	Parks and Recreation	Tree Maintenance		10,000	3	
U-14	Parks, Open Space and Recreation	Parks and Recreation	Parks Staff overtime		10,000	4	
U-16	Parks, Open Space and Recreation	Parks and Recreation	Teen Center Audio Visual and Game Equipment	Y	4,600	4	
U-15	Civil, Respectful and Open Communication	Public Information	Staff to broadcast additional public meetings		15,000	5	
U-18	Parks, Open Space and Recreation	Parks and Recreation	Gymnastic Equipment	Y	2,900	6	
U-20	Parks, Open Space and Recreation	Parks and Recreation	Children's Summer Performance Series		3,000	7	
U-21	Parks, Open Space and Recreation	Parks and Recreation	Theater set construction	Y	2,000	8	
U-22	Parks, Open Space and Recreation	Parks and Recreation	Sustainability Coordinator - PT		52,000	9	
Total Operating Unmet Needs					\$ 474,510	\$ 180,000 Available	
Capital Unmet Needs							
<u>Fund with Bond Premium / Contingency</u>							
U-23	Invest in Infrastructure	DPW Bldg	CIP - Replace faulty Town Hall HVAC valves and thermostats	Y	15,000	1	1
U-24	Invest in Infrastructure	DPW Streets	Asphalt Mill and Overlay * Adjusted after discussion		150,000	1	1
U-25	Civil, Respectful and Open Communication	Information Technology	Town Web Site Upgrade - CIP ITEM	Y	20,000	1	1
					\$ 185,000		
<u>Other, ranked</u>							
U-26	Safe Community	DPW Snow Removal	CIP - Equipment		30,000	1	1
U-27	Safe Community	DPW Traffic Engineering	CIP - Signal Equipment - \$15,000 only		30,000	1	1
U-28	Invest in Infrastructure	Information Technology	Network Infrastructure Upgrades	Y	20,000	3	1
U-29	Invest in Infrastructure	Police	6-Solar Pole Mount Radar Speed Signs	Y	33,000	1	2
U-30	Financially Sound Town Government	DPW Admin	Plan / Permit Review Software	Y	56,400	2	3
U-32	Parks, Open Space and Recreation	Parks & Rec	CIP - Holiday Wreath Decorations - Maple Ave	Y	55,000	6	4
U-34	Parks, Open Space and Recreation	Parks & Rec	CIP - Teen Center Flooring	Y	21,000	3	5
U-36	Parks, Open Space and Recreation	Parks & Rec	CIP - Irrigation - Community Center	Y	40,000	2	6
U-37	Parks, Open Space and Recreation	Parks & Rec	CIP - Irrigation Replacement - Maple Avenue	Y	11,000	4	7
U-38	Parks, Open Space and Recreation	Parks & Rec	CIP - Tree Replacement on Nutley Street	Y	5,000	5	8
	Subtotal Other				\$ 301,400		
Total Capital Unmet Needs					\$ 486,400	\$ 347,000 Available	
							A - Any 2 of these 3
<u>Will be covered in other capital spending</u>							
U-39	Parks, Open Space and Recreation	Parks & Rec	CIP - Meadow Lane Park - Tennis & Basketball Court Resurface		25,000	1	
<u>Later years</u>							
U-7	Professional Town Staff	Information Technology	IT Application Developer		59,520	2	7
U-9	Safe Community	Police	Crime Analyst		80,000	1	0
U-40	Safe Community	Police	Accreditation Manager		100,000	2	
U-41	Safe Community	Police	CIP-Radio System		300,000	2	

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

PAY PLANS

As promulgated in the Town of Vienna Personnel Code, the Town Manager establishes an integrated pay plan for its workforce, which the Council ultimately approves. On an annual basis, concurrent with the budget submission, a general review of the plan is made and Council approves any changes. In Fiscal Year 2018-19, Council approved a general market adjustment to the pay plan of 2.2%. Only employees whose pay remained below the minimum (entry) level of the new pay plan were increased by that amount. All others were eligible for performance pay during the year. In evaluating the marketability of certain jobs within the pay plan, it was found that Police Officers were underpaid in the marketplace, or surrounding jurisdictions, making it difficult to recruit for vacancies in a highly competitive environment. Twenty-seven employees in three levels of Police Officer positions were reallocated in pay range, receiving a 5.0% adjustment. A few other civilian positions were similarly addressed. As the Personnel Code also calls for a comprehensive review of the plan every three to five years, staying up to date with the general trend in the marketplace annually helps to mitigate the one-time costs of external-parity study results.

Town of Vienna, VA

Pay Plan FY 18-19

<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					\$32,535	\$42,459	\$52,383	
	1802	Custodian I	9015					
112					\$37,664	\$49,152	\$60,639	
	1602	After School Program Coordinator	9102					
	1803	Custodian II	9015					
	1805	Maintenance Worker I						
		General Maintenance	9015					
		Parks & Recreation	9102					
		Sanitation	9403					
		Streets	5506					
		Sewer Construction	6306					
		Water Construction	6319					
	1811	Meter Service Worker I	9015					
114					\$41,525	\$54,190	\$66,855	
	1202	Fiscal Technician I	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					
	1812	Meter Service Worker II	9015					
115					\$43,601	\$56,899	\$70,197	
	1102	Administrative Assistant I	8810					
	1402	Dispatcher I	8810					
	1702	Mechanic I	8380					
116					\$45,780	\$59,744	\$73,708	
	1502	Animal Control Officer I	8831					
	1208	Fiscal Technician II	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					
	1813	Meter Service Worker III	9015					
117					\$48,070	\$62,731	\$77,393	
	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					

<i>All FLSA Non-Exempt unless noted</i>								
Pay				FLSA	Annual Salary			
Grade	Class Code	Classification Title	WC Code	Exempt	Minimum	Mid-Point	Maximum	
118					\$50,474	\$65,868	\$81,262	
	1220	Fiscal Technician III	8810					
	1115	Deputy Town Clerk	8810					
	1901	Zoning Enforcement Officer	9410					
119					\$52,997	\$69,161	\$85,326	
	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					
	1023	Public Works Specialist	8810					
	1227	Staff Accountant	8810					
	1610	Urban Arborist	9102					
120					\$55,647	\$72,619	\$89,592	
	1125	Executive Assistant	8810					
	1708	Fleet Maintenance Coordinator	8810					
	1030	Human Resources Specialist	8810					
	1711	Mechanic III	8380					
	1905	Planning Specialist	9410					
	1508	Police Officer	7720					
	1825	Public Works Construction Inspector	9410					
121					\$58,429	\$76,250	\$94,071	
	1305	Computer Technician	8810					
	1828	Electrical & Traffic Signal Technician II	6325					
	1514	Police Officer First Class	7720					
122					\$61,630	\$80,202	\$98,774	
	1511	Animal Control Officer III	8831					
	1831	General Maintenance Supervisor	9015					
	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					\$64,419	\$84,066	\$103,714	
	1229	Grant Fiscal Agent II	8810	E				
	1230	Grants/Revenue Auditor	8810	E				
	1611	Horticulturist/Arborist	9102					
	1517	Master Police Officer	7720					
	1614	Recreation Program Coordinator II	9102					
124					\$67,639	\$88,269	\$108,899	
	1308	Information Technology Coordinator	8810					
	1920	Principal Planner	9410	E				
	1925	Zoning Administrator	9410	E				
125					\$71,021	\$92,682	\$114,344	
	1846	Civil Engineer I	9410	E				
	1520	Police Sergeant	7720					
126					\$74,572	\$97,317	\$120,061	
	1620	Community Center Manager	9102	E				
	1625	Recreation Program Manager	9102	E				
127					\$78,301	\$102,183	\$126,065	
	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					\$82,216	\$107,292	\$132,367	
	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					\$86,326	\$112,656	\$138,986	
	1630	Deputy Director of Parks & Recreation	9102	E				
	1950	Deputy Director of Planning and Zoning	9410	E				
130					\$90,642	\$118,289	\$145,935	
	1526	Deputy Chief of Police (Major)	7720	E				
	1241	Deputy Director of Finance	8810	E				
	1858	Deputy Director of Public Works	9410	E				
131					\$95,175	\$124,203	\$153,232	
	2150	Director of Human Resources	8810	E				
	2350	Director of Information Technology	8810	E				
132					\$99,934	\$130,414	\$160,893	
	2650	Director of Parks and Recreation	9102	E				
	2950	Director of Planning and Zoning	9410	E				
133					\$104,931	\$136,935	\$168,939	
	2250	Director of Finance / Treasurer	8810	E				
	2550	Chief of Police-(Colonel)	7720	E				
	2880	Director of Public Works	9410	E				

NON-CLASSIFIED POSITIONS			SALARY
Town Manager (Exempt)	8810	E	\$194,265
Town Clerk (Exempt)	8810	E	\$113,289

CAPITAL IMPROVEMENTS PROGRAM

The capital improvement program is included 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;
- 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 for Water and Sewer projects.

By using the revenues generated by the meals 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 finished a renovation and expansion of the existing community center. The completed building opened in the fall of 2017. Operating expenses have increased to cover additional utility and supply costs. In addition, new support staff was

CAPITAL IMPROVEMENTS PROGRAM

hired to cover the reception area during all operating hours. Increases in parks and recreation revenue are expected to offset a large portion of these increased costs.

Public Works: The projects slated for completion in FY 18-19 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 project type, 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 A	2010 G.O. Bonds ADS Sched B	2012 G.O. Bonds ADS Sched C	2014 G.O. Bonds ADS Sched D	2016 G.O. Bonds ADS Sched E	2018 G.O. Bonds ADS Sched F	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	624,661				2,019,691	247,783	1,771,908
2014	432,432	477,740	548,950	418,889			1,697,265	200,201	1,497,064
2015	419,628	471,040	535,500	935,714			2,153,382	234,199	1,919,183
2016	406,824	463,921	527,100	912,873			2,310,718	44,662	2,266,055
2017	394,020	455,965	518,700	889,120	621,431		2,879,236	107,908	2,771,328
2018	381,216	447,590	510,300	554,466	593,025		2,486,597	104,221	2,382,376
2019	368,412	439,215	501,900	544,677	582,650	877,250	3,314,104	602,423	2,711,681
2020	355,608	428,328	493,500	534,888	570,200	885,500	3,268,024	605,082	2,662,942
2021	342,804	414,928	485,100	525,099	557,750	859,000	3,184,681	587,933	2,596,749
2022		401,193	476,700	515,310	543,225	832,500	2,768,928	570,570	2,198,358
2023		386,871	467,250	505,522	521,725	806,000	2,687,368	552,489	2,134,879
2024		372,048	456,750	495,733	507,375	779,500	2,611,406	535,144	2,076,262
2025		356,805	446,250	485,944	495,075	748,125	2,532,199	515,232	2,016,967
2026		307,050	435,750	476,155	482,775	721,875	2,423,605	498,241	1,925,364
2027			425,250	466,366	470,475	695,625	2,057,716	481,250	1,576,466
2028				456,578	458,175	669,375	1,584,128	464,259	1,119,869
2029				446,789	445,363	643,125	1,535,276	447,215	1,088,061
2030					431,525	616,875	1,048,400	396,066	652,334
2031					417,175	590,625	1,007,800	379,625	628,175
2032						564,375	564,375	321,694	242,681
2033						538,125	538,125	306,731	231,394
Total	6,476,482	6,479,348	7,453,661	9,164,123	7,697,943	10,827,875	60,533,259	10,243,533	50,289,725

* Annual Debt Service Includes Paying Agent Fees.

Schedule A: 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 B: 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 C: 2012 Bonds

Fiscal Yr. Ending	2012 Bonds Principal	2012 Bonds Interest	Total 2012 ADS	W/S Share Of ADS	MLT Share Of ADS
2013	425,000	199,661	624,661	153,667	470,994
2014	425,000	123,950	548,950	135,042	413,908
2015	420,000	115,500	535,500	131,733	403,767
2016	420,000	107,100	527,100	129,667	397,433
2017	420,000	98,700	518,700	127,600	391,100
2018	420,000	90,300	510,300	125,534	384,766
2019	420,000	81,900	501,900	123,467	378,433
2020	420,000	73,500	493,500	121,401	372,099
2021	420,000	65,100	485,100	119,335	365,765
2022	420,000	56,700	476,700	117,268	359,432
2023	420,000	47,250	467,250	114,944	352,307
2024	420,000	36,750	456,750	112,361	344,390
2025	420,000	26,250	446,250	109,778	336,473
2026	420,000	15,750	435,750	107,195	328,556
2027	420,000	5,250	425,250	104,612	320,639
	6,310,000	1,143,661	7,453,661	1,833,601	5,620,060

Schedule D: 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 E: 2016 Bonds

Fiscal Yr. Ending	2016 Bonds Principal	2016 Bonds Interest	Total 2016 ADS	W/S Share Of ADS	MLT Share Of ADS
2017	415,000	206,431	621,431	64,007	557,423
2018	415,000	178,025	593,025	61,082	531,943
2019	415,000	167,650	582,650	60,013	522,637
2020	415,000	155,200	570,200	58,731	511,469
2021	415,000	142,750	557,750	57,448	500,302
2022	415,000	128,225	543,225	55,952	487,273
2023	410,000	111,725	521,725	53,738	467,987
2024	410,000	97,375	507,375	52,260	455,115
2025	410,000	85,075	495,075	50,993	444,082
2026	410,000	72,775	482,775	49,726	433,049
2027	410,000	60,475	470,475	48,459	422,016
2028	410,000	48,175	458,175	47,192	410,983
2029	410,000	35,363	445,363	45,872	399,490
2030	410,000	21,525	431,525	44,447	387,078
2031	410,000	7,175	417,175	42,969	374,206
	6,180,000	1,517,943	7,697,943	792,888	6,905,055

Schedule F: 2018 Bonds

Fiscal Yr. Ending	2018 Bonds Principal	2018 Bonds Interest	Total 2018 ADS	W/S Share Of ADS	MLT Share Of ADS
2019	525,000	352,250	877,250	500,033	377,218
2020	530,000	355,500	885,500	504,735	380,765
2021	530,000	329,000	859,000	489,630	369,370
2022	530,000	302,500	832,500	474,525	357,975
2023	530,000	276,000	806,000	459,420	346,580
2024	530,000	249,500	779,500	444,315	335,185
2025	525,000	223,125	748,125	426,431	321,694
2026	525,000	196,875	721,875	411,469	310,406
2027	525,000	170,625	695,625	396,506	299,119
2028	525,000	144,375	669,375	381,544	287,831
2029	525,000	118,125	643,125	366,581	276,544
2030	525,000	91,875	616,875	351,619	265,256
2031	525,000	65,625	590,625	336,656	253,969
2032	525,000	39,375	564,375	321,694	242,681
2033	525,000	13,125	538,125	306,731	231,394
	7,900,000	2,927,875	10,827,875	6,171,889	4,655,986

Town of Vienna

CIP Review

(Fiscal Year 2018 – 2034)

Includes Police Station Renovation, Downtown Library Parking Structure,
4% Meals Tax for 7 Years, O&M Campus

September 19, 2017

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CIP FY 2018 – 2034

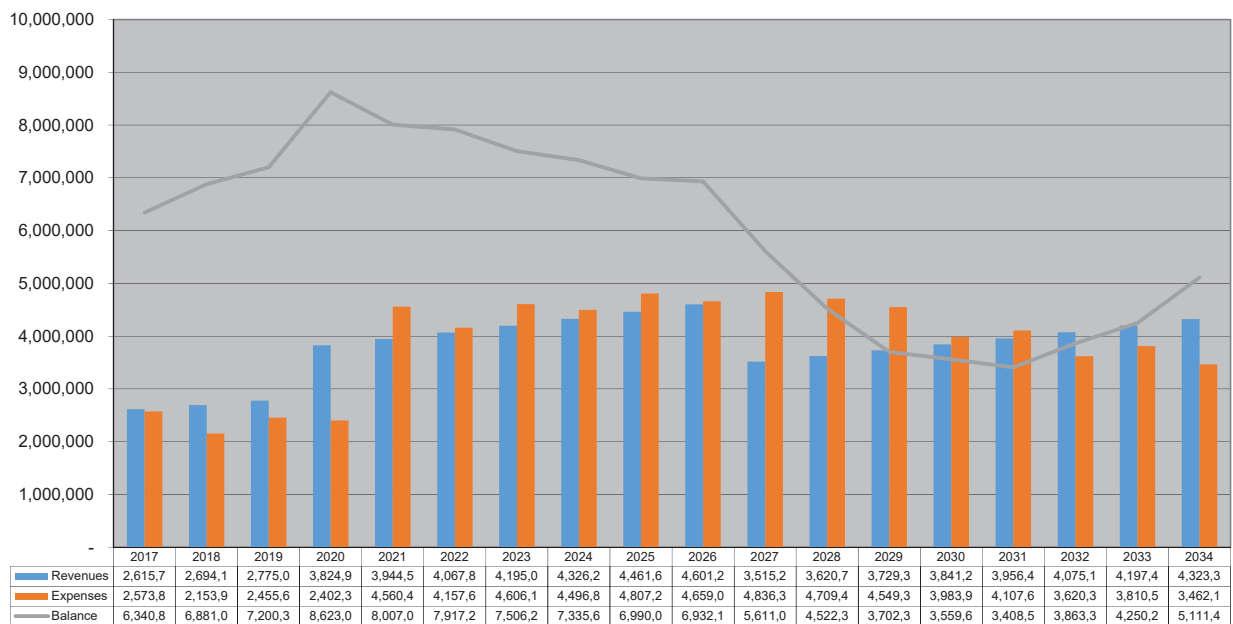
Assumptions

1. Debt Issuance every two years. Interest rate estimated at 3.5% for FY 2018-2020, 4.0% FY 2022, 4.5% for FY 2024-2026 and 5.0% for FY 2028-2034.
2. Meals tax revenue, which funds debt payments, projected to grow at 3.5% a year. Meals tax revenue has increased an average of 3.9% annually over the last 10 years.
3. Meals tax rate increases from 3% to 4% beginning for FY 2020-2028 (7 years) to fund the Downtown Library Parking Structure.
4. Downtown Library Parking Structure cost estimated at \$5.675M will be funded with the 1% increase in the meals tax rate for 7 years, funded by two bond funds: FY 2018 to cover \$75k A&E, FY 2020 to cover Construction and Consultant for \$5.6M.
5. Will finance \$2.5M capital costs to Fairfax Sewer in FY 2018-2022, \$3.0M in FY 2024-2028 and \$3.5M in FY 2030-2034. This is based on the County's projections and will be covered by the Water and Sewer fund.
6. Based on a needs assessment in 2013, a \$16.05M Police Station renovation is included in two bond funds for FY 2018 (\$1.8M) & FY 2020 (\$14.3M) covering A&E, Construction and Project Management.
7. An Operations and Maintenance Campus improvement is included in FY 2032 (\$7.0M).

Debt Model

Includes Police Renovation, Downtown Library Parking Structure, 4% Meals Tax (7 years) and O&M Campus

DSF Cash Flow: every 2 year Debt Issues



Project Status
2012, 2014/2016 Bond Funds

2012 Bond Issue
Status of Projects as of 6/30/17

	Budget	Total Spent	Balance
Issue Costs	111,000	108,349	2,651
Town Hall Energy Improvements	759,690	759,627	63
Police Facility Assessment	125,590	119,602	5,988
Emergency Power Generators (Phase I Police)	242,178	242,178	0
Police Facility Land Acquisition	499,410	494,289	5,121
Northside Property Generator	161,415	161,415	-
New Sidewalk Construction	2,611	2,611	-
Nutley & Marshall Storm Drainage	111,000	104,561	6,439
Glyndon Storm Drainage Assessment	32,559	32,559	-
Village Green Drainage Assessment	32,465	32,465	-
Center Street Storm Drainage A&E	66,047	66,047	-
Ninovan & Talahi Roads SW Storm Drainage	57,362	56,524	838
Nelson Drive Drainage Study	18,000	17,555	445
Center St S/Battle St SW Storm Drainage Improvements	15,775	15,775	-
Drake Lakewood Street Reconstruction (1)	1,285,413	1,284,992	421
Center Street South Street Reconstruction (1)	430,000	426,494	3,506
Spring & Battle Streets RS Local Match (1)	522,128	522,128	-
Mill Street RS Local Match (1)	595,086	595,086	(0)
FHWA Grant Walk-to-Downtown Initiative (2)	1,225,000	1,221,601	3,399
Meadow Lane & Gibson Drive Storm Drainage	248,552	248,552	-
Wolftrap Creek Stormwater	3,290	3,290	-
Maple Avenue Traffic Signal Optimization Study (2)	103,946	103,946	-
Park Street NE Sidewalk	76,868	76,868	-
Adahi Road Sidewalks	27,000	26,384	616
Marshall Road Sidewalk (S/W to Metro)	42,000	40,737	1,263
Community Center Expansion Assessment	121,710	118,744	2,966
Train Station Trans Enhancement Grant, Phase I (SRTS) (2)	389,242	389,242	(0)
Central Mgt & Admin	173,382	173,382	0
Water Projects	800,407	800,407	0
Wolf Trap Water Utility Adjustments	15,964	15,964	0
Sewer Push Camera	98,059	98,059	-
Sewer Projects	24,078	20,552	3,526
Sewer Lining	580,372	579,820	552
Contingency	-	-	-
	\$ 8,997,599	\$ 8,959,804	\$ 37,794

Project Complete

(1) - 50/50 TOV & VDOT Revenue Share

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

2014/2016 Bond Issue: Projects by Category
Status of Projects as of 6/30/17

	Budget	Total Spent	Balance
Issue Costs - 2014 Bond	76,347	76,347	-
Issue Costs 2016 Bond	161,319	161,319	-
Bond Arbitrage	3,900	3,900	-
Unallocated Arbitrage Funds	12,109	-	12,109
Voice Over IP - Phone System	254,700	252,536	2,164
Town-Wide Financial & Operational Software	855,547	701,164	154,383
Emergency Pwr Generators (Phase II Town Hall)	112,000	39,590	72,410
Emergency Pwr Generators (Phase III Northside)	36,267	-	36,267
Town Hall Roof Replacement	198,789	191,385	7,404
Flashing Beacons	20,951	16,951	4,000
STORM DRAINAGE			
Marshall Rd_ Nutely St Storm Drainage - Add't funds (cont. 2012)	26,000	25,426	574
Village Greene Storm Drainage Improvements	48,970	40,573	8,397
Center Street N Storm Drainage A&E (cont. from 2012)	25,000	24,834	166
Nelson Drive NE Storm Drainage A&E	-	-	-
Center St S/Battle St SW Storm Drainage Improvements	11,000	-	11,000
Ninovan & Talahi Storm Drain Improvements	200,000	-	200,000
Hunters Branch Stream Restoration	1,448,375	1,404,381	43,994
Wolftrap Creek Grant Reimbursement	929,000	233,958	695,042
Community Center Renovation, Gym Equip	12,908,716	11,135,930	1,772,786
Comm Ctr HVAC Repair	22,000	22,000	-
Glyndon Field Turf & Lights	660,000	656,479	3,521
Waters Field Restoration	581,692	581,692	-
Freeman House Bridge	25,000	6,000	19,000
Follin Lane Rev Share Reconstruct (congest relief)	2,606,438	2,579,507	26,931
TRAFFIC SIGNALS			
Maple/Lawyers	18,717	18,717	-
Maple and Park Signal	900,000	12,852	887,148
Maple & Center Traf Signal	37,387	37,387	-
Traffic Signals -Maple Aveune II - Lawyers & Center	3 655,000	648,764	6,236
Nutley/Courthouse	519,000	487,429	31,571
SIDEWALKS TO METRO			
WTM, Courthouse	3 291,500	291,296	204
Sidewalks to Metro - Cottage/Tapawingo	3 1,710,800	1,428,173	282,627
Sidewalks To Metro - Marshall / Kingsley	3 260,710	71,305	189,405
WATER & SEWER PROJECTS			
Water and Sewer Projects	257	-	257

2014/2016 Bond Issue: Projects by Category
Status of Projects as of 6/30/17

		Budget	Total Spent	Balance
Water Projects		557,100	557,050	50
Sewer Projects		215,000	214,330	670
Watermain Work - Glyndon St SE		102,960	102,953	7
Watermain Work - Moore Ave/Desale		3,549	-	3,549
SCADA UPGRADE		65,491	65,491	-
Maple Avenue Paving Extension	3	450,000	429,619	20,381
Cottage Street Match			(1,865)	1,865
Maple Ave IV A&E	3	466,375	466,375	(0)
East St Sidewalk A&E		30,293	30,293	-
Eng Svc - Nutley St Survey		17,274	17,274	0
Revenue Sharing Sidewalk Match	1	68,631	68,631	-
<u>SAFE ROUTES TO SCHOOL</u>				
SRTS Cunningham, Lullaby & Harmony		300,000	250,455	49,545
SRTS Along Cottage St (Vienna ES)	3	495,650	425,413	70,237
SRTS Old Courthouse Rd NE (C&I & Local Funding)	2	132,731	50,143	82,588
FFX Trans Old Courthouse		200,000	150,418	49,582
SRTS Nutley & West St (Louise Archer ES)	3	363,328	46,811	316,517
Ninovan		48,100	-	48,100
W&OD Trail Connections		29,322	29,322	(0)
<u>CURB, GUTTER & SIDEWALKS</u>				
Curb, Gutter & Sidewalk Project – Lewis	1	24,864	24,864	-
Sidewalk Petition Project – Ayito Road SE	1	327,227	327,227	(0)
Curb, Gutter & Sidewalk Project – Glyndon Street NE	1	557,600	246,931	310,669
Curb, Gutter & Sidewalk Project – John Marshall Drive N	1	314,514	314,514	(0)
Curb, Gutter & Sidewalk Project – Ayr Hill Avenue NW	1	-	-	-
Curb, Gutter & Sidewalk Project – Beulah Rd I		53,641	53,641	-
Curb, Gutter & Sidewalk Project - Adahi Rd		-	-	-
Crosswalk Improvements Lawyers & Blair NW		15,000	14,794	206
Roundabout Park and Locust		363,786	363,786	-
<u>OTHER</u>				
Freeman Store Lighting		3,000	1,847	1,153
Bilco Doors Bowman House		3,000	-	3,000
Nutley Stree Yard Bathrooms		20,000	9,969	10,031
Maple Ave Vision		16,659	-	16,659
Maple Ave Trees		5,000	4,814	186
PPEA A&E Costs		68,691	61,132	7,560
		\$ 30,936,277	\$ 25,458,441	\$ 5,477,835

Project Complete

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

Capital Requests Detail
FY 2018 - 2034

Capital Improvement Plan - 2018 Spring (page 1 of 2)

Title	TOV Funding	Other Funding	Multi-Year Project Cost	
Police Station Renovation - Engineering/Technical Plan Review	\$ 1,774,000	\$ -	\$ 16,049,000	Bond Funds
Police Station Renovation - Project Manager/Consultant	75,000	-	16,049,000	Bond Funds
Downtown Library Parking Structure - Conceptual Design	75,000	-	5,675,000	Bond Funds
Church Street NE Sidewalk	-	660,000	n/a	NVTA
Park Street NE Sidewalk	-	855,000	n/a	VDOT 80% / 20% NVTA
Miscellaneous Sidewalk and Roadway Public Improvements	150,000	-	450,000	Bond Funds
Northside Property Yard Security Improvements	100,000	-	n/a	Bond Funds
Power Line Feasibility and Cost Study	100,000	-	n/a	Bond Funds
100 Cunningham Park Court Drainage Improvements	-	30,000	80,000	Stormwater Fund
443 and 441 Orchard St NW Drainage Improvements	-	25,000	65,000	Stormwater Fund
200 Block Maple Ave W Drainage Improvements	-	50,000	200,000	Stormwater/ Bond
Northside Piney Branch Stream Restoration	-	320,000	1,320,000	FFX/SLAF

Capital Improvement Plan - 2018 Spring (Page 2 of 2)

Title	TOV Funding	Other Funding	Multi-Year Project Cost	
Freeman Store Bridge Replacement	-	93,000	n/a	80% VDOT RS/ Arbitrage
Water and Sewer Projects	2,000,000	-	13,150,000	Bond Fund (W/S rates)
Fairfax Sewer Capital Improvements	2,500,000	-	27,000,000	Bond Fund (W/S rates)
Dog Park Parking Lot Asphalt Paving	50,000	-	n/a	Bond Funds
Community Center Furniture & Fixtures	200,000	-	n/a	Bond Funds
Bowman House Roof Replacement	200,000	-	n/a	Bond Funds
Meadow Lane Restrooms Replacement	200,000	-	n/a	Bond Funds
Public Facilities - Furniture, Fixtures and Equipment	75,000	-	n/a	Bond Fund
Issuance Costs	200,000	-	1,950,000	Bond Funds
Contingency	200,000	-	2,300,000	Bond Funds
Updated Projects Total:	\$ 7,899,000	\$ 2,033,000		

Capital Improvement Plan - 2020 Spring (Page 1 of 2)

Title	TOV Funding	Other Funding	Multi-Year Project Cost	
Police Station Renovation - Construction	\$ 14,000,000	\$ -	\$ 16,049,000	Bond Funds
Police Station Renovation - Project Manager/Consultant	300,000	-	16,049,000	Bond Funds
Downtown Library Parking Structure - Construction	5,500,000	-	5,675,000	Bond Funds (Meal Tax Incr)
Downtown Library Parking Structure - Consultant	100,000	-	5,675,000	Bond Funds
Ross Drive End Wall	350,000	-	n/a	Bond Funds
Miscellaneous Sidewalk and Roadway Public Improvements	150,000	-	450,000	Bond Funds
Water and Sewer Projects	1,000,000	-	13,150,000	Bond Fund (W/S rates)
Fairfax Sewer Capital Improvements	2,500,000	-	27,000,000	Bond Fund (W/S rates)
100 Cunningham Park Court Drainage Improvements	-	50,000	80,000	Stormwater Fund
443 and 441 Orchard St NW Drainage Improvements	-	40,000	65,000	Stormwater Fund
200 Block Maple Ave W Drainage Improvements	150,000	-	200,000	Stormwater/ Bond Funds
Northside Piney Branch Stream Restoration	-	1,000,000	1,320,000	FFX/DEQ SLAF

Capital Improvement Plan - 2020 Spring (Page 2 of 2)

Title	TOV Funding	Other Funding	Multi-Year Project Cost	
Community Center Emergency Generator	250,000	-	250,000	Bond Funds
Issuance Costs	200,000	-	1,950,000	Bond Funds
Contingency	750,000	-	2,300,000	Bond Funds
Updated Projects Total:	\$ 25,250,000	\$ 1,090,000		

Capital Improvement Plan - 2022 Spring (Page 1 of 2)

Title	TOV Funding	Other Funding	Multi-Year Project Cost	
Church Street NE & East Street NE Mini-Roundabout	-	500,000	n/a	NVTA/ Smartscale
Glyndon NE Roadway Improvement Project	500,000	600,000	n/a	Stormwater/VDOT/Bond
Northside Property Yard Drainage Improvements	500,000	-	n/a	Stormwater/ Bond
Kenyon Lane NE Trail	-	500,000	n/a	VDOT RS/ NVTA
Nutley Rd Trail Project	-	100,000	n/a	VDOT RS/ NVTA
Roadway Reconstruction	450,000	450,000	n/a	VDOT RS/ Bond Funds
Ayr Hill Sidewalks	500,000	1,500,000	n/a	Bond/ VDOT/ NVTA
Miscellaneous Sidewalk and Roadway Public Improvements	150,000	-	450,000	Bond Funds
Nutley Street SW Culvert Replacement	700,000	-	n/a	Bond Funds
Water and Sewer Projects	\$ 1,000,000	\$ -	\$ 13,150,000	Bond Fund (W/S rates)
Fairfax Sewer Capital Improvements	2,500,000	-	27,000,000	Bond Fund (W/S rates)

Capital Improvement Plan - 2022 Spring (Page 2 of 2)

Title	TOV Funding	Other Funding	Multi-Year Project Cost	
Center Street N Drainage Improvements	1,700,000	300,000	n/a	Stormwater/ Bond
Meadow Lane Playground Equipment and Surfacing	300,000	-	n/a	Bond Funds
Issuance Costs	200,000	-	1,950,000	Bond Funds
Contingency	150,000	-	2,300,000	Bond Funds
Updated Projects Total:	\$ 8,650,000	\$ 3,950,000		

Capital Improvement Plan - 2024 Spring (Page 1 of 2)

Title	TOV Funding	Other Funding	Multi-Year Project Cost	
Revenue Sharing Sidewalk Match	400,000	400,000	3,800,000	VDOT RS
Echols Street SE - Reconstruction	300,000	300,000	n/a	VDOT 50/50 Rev Share
Park St/W&OD Trail X-ing Improve/Cherry St Mini roundabout	-	500,000	n/a	NVTA
Glyndon Street NE Drainage Improvements	200,000	300,000	n/a	Stormwater/ Bond
Storm Drainage Projects: Unidentified Locations	850,000	-	2,850,000	Bond Funds
Water and Sewer Projects	1,000,000	-	13,150,000	Bond Fund (W/S rates)
Fairfax Sewer Capital Improvements	3,000,000	-	27,000,000	Bond Fund (W/S rates)
Southside Park Playground Equipment and Surfacing	200,000	-	n/a	Bond Funds
Branch Road Playground Equipment and Surfacing	200,000	-	n/a	Bond Funds
Glyndon Park Parking Lot Replacement	300,000	-	n/a	Bond Funds

Capital Improvement Plan - 2024 Spring (Page 2 of 2)

Title	TOV Funding	Other Funding	Multi-Year Project Cost	
East Creek Trail Paving	-	50,000	n/a	NVTA
Southside Park Ball Field #1 Refurb	600,000	-	n/a	Bond Funds
Glyndon Park Nature Playground	300,000	-	n/a	Bond Funds
Issuance Costs	200,000	-	1,950,000	Bond Funds
Contingency	200,000	-	2,300,000	Bond Funds

Updated Projects Total: **7,750,000** **1,550,000**

Capital Improvement Plan - 2026 Spring

Title	TOV Funding	Other Funding	Multi-Year Project Cost	
Revenue Sharing Sidewalk Match	250,000	250,000	3,800,000	VDOT RS
Streets/High Crown Roads: Unidentified Locations	590,000	590,000	n/a	VDOT RS
Nelson Drive NE Road Improvements	250,000	750,000	n/a	VDOT Rev Sh/ NVTA
Eliminate Deep Roadside Ditch: Berry Street SE	\$ 2,000,000	\$ -	n/a	Bond Funds
Water and Sewer Projects	1,500,000	-	13,150,000	Bond Fund (W/S rates)
Fairfax Sewer Capital Improvements	3,000,000	-	27,000,000	Bond Fund (W/S rates)
Glyndon Park Replacement Turf	225,000	-	n/a	Bond Funds
Waters Field Synthetic Turf Replacement	720,000	-	n/a	Bond Funds
Town Green Site Improvements	400,000	-	n/a	Bond Funds
Issuance Costs	200,000	-	1,950,000	Bond Funds
Contingency	200,000	-	2,300,000	Bond Funds
Updated Projects Total:	\$ 9,335,000	\$ 1,590,000		

Capital Improvement Plan - 2028 Spring

Title	TOV Funding	Other Funding	Multi-Year Project Cost	
Operations & Maintenance Campus Study	\$ 125,000	\$ -	\$ 1,425,000	Bond Funds
Operations & Maintenance Campus - A&E	1,300,000	-	1,425,000	Bond Funds
Revenue Sharing Sidewalk Match	250,000	250,000	3,800,000	VDOT RS
Glyndon Street SE Road Improvements	250,000	1,250,000	n/a	VDOT Rev Sh/ NVTA
Water and Sewer Projects	1,000,000	-	13,150,000	Bond Fund (W/S rates)
Fairfax Sewer Capital Improvements	3,000,000	-	27,000,000	Bond Fund (W/S rates)
Glyndon Park Restrooms	75,000	-	n/a	Bond Funds
Issuance Costs	200,000	-	1,950,000	Bond Funds
Contingency	200,000	-	2,300,000	Bond Funds
Updated Projects Total:	\$ 6,400,000	\$ 1,500,000		

Capital Improvement Plan - 2030 Spring

Title	TOV Funding	Other Funding	Multi-Year Project Cost	
Revenue Sharing Sidewalk Match	250,000	250,000	3,800,000	VDOT RS
Water and Sewer Projects	\$ 2,000,000	\$ -	13,150,000	Bond Fund (W/S rates)
Fairfax Sewer Capital Improvements	3,500,000	-	27,000,000	Bond Fund (W/S rates)
Northside Park Trail Asphalt Trail Construction and Replacement	250,000	-	n/a	Bond Funds
Meadow Lane Pavilion	30,000	-	n/a	Bond Funds
Meadow Lane Softball Field Improvements	1,100,000	-	n/a	Bond Funds
Issuance Costs	250,000	-	1,950,000	Bond Funds
Contingency	200,000	-	2,300,000	Bond Funds
Updated Projects Total:	\$ 7,580,000	\$ 250,000		

Capital Improvement Plan - 2032 Spring

Title	TOV Funding	Other Funding	Multi-Year Project Cost	
Revenue Sharing Sidewalk Match	500,000	500,000	3,800,000	VDOT RS
Street Improvements	750,000	750,000	3,000,000	VDOT RS
Stormwater Drainage Improvements	700,000	300,000	2,850,000	Stormwater/ Bond
Water and Sewer Projects	\$ 2,000,000	\$ -	13,150,000	Bond Fund (W/S rates)
Fairfax Sewer Capital Improvements	3,500,000	-	27,000,000	Bond Fund (W/S rates)
Recreational Facilities Study	100,000	-	1,100,000	Bond Funds
Issuance Costs	250,000	-	1,950,000	Bond Funds
Contingency	300,000	-	2,300,000	Bond Funds
Updated Projects Total:	\$ 8,100,000	\$ 1,550,000		

Capital Improvement Plan - 2034 Spring

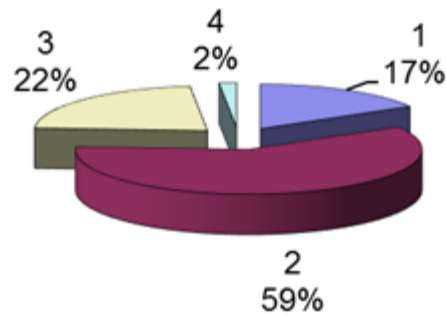
Title	TOV Funding	Other Funding	Multi-Year Project Cost	
Revenue Sharing Sidewalk Match	250,000	250,000	3,800,000	VDOT RS
Street Improvements	750,000	750,000	3,000,000	VDOT RS
Stormwater Drainage Improvements	700,000	300,000	2,850,000	Stormwater/ Bond
Water and Sewer Projects	\$ 1,650,000	\$ -	13,150,000	Bond Fund (W/S rates)
Fairfax Sewer Capital Improvements	3,500,000	-	27,000,000	Bond Fund (W/S rates)
O&M Campus - Construction/Program Management	7,000,000	-	8,425,000	Bond Funds
Recreational Facilities A&E	1,000,000	-	1,100,000	Bond Funds
Issuance Costs	250,000	-	1,950,000	Bond Funds
Contingency	200,000	-	2,300,000	Bond Funds
Updated Projects Total:	\$ 15,300,000	\$ 1,300,000		
Total Projects:	\$ 96,264,000	\$ 14,813,000		

Debt Schedule

<u>YEAR</u>	<u>OUTSTANDING DEBT BALANCE</u>	<u>PERCENT OF ASSESSED VALUE *</u>	<u>STATUTORY DEBT LIMIT</u>	
2017	\$22,896,124	0.5%	\$493,629,322	10% of RE Assessed Value
2018	\$20,322,270	0.4%		
2019	\$25,540,710	0.5%		
2020	\$22,903,995	0.4%		
2021	\$43,879,375	0.8%		
2022	\$39,649,907	0.7%		
2023	\$43,837,944	0.7%		
2024	\$39,418,163	0.6%		
2025	\$42,268,513	0.7%		
2026	\$37,404,812	0.6%		
2027	\$41,318,300	0.6%		
2028	\$36,175,762	0.5%		
2029	\$37,035,296	0.5%		
2030	\$31,836,751	0.4%		
2031	\$34,172,073	0.5%		
2032	\$28,940,267	0.4%		
2033	\$31,642,667	0.4%		
2034	\$26,771,667	0.3%		

*Assuming 3% growth in Assessed Value per year

TOWN OF VIENNA'S USE OF CAPITAL PROJECT FUNDS



1. STREET, CURB, & STORM DRAINAGE IMPROVEMENTS	6,423,616
2. FACILITY AND EQUIPMENT PROJECTS	22,960,411
3. WATER & SEWER SYSTEM IMPROVEMENTS	8,656,159
4. DEBT ISSUE AND PROJECT MANAGEMENT COSTS	628,127
TOTAL	38,668,313

STREET IMPROVEMENTS	ORIGINAL PROJECT BUDGET	AMENDED PROJECT BUDGET	AMENDED LESS ORIGINAL BUDGET	PROJECT STATUS
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06 Debt Issue

Fardale and Casmar Sts. Reconstruction	208,000	208,000	-	Completed
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10 Debt Issue

Cottage Street Reconstruction	42,000	42,000	-	Completed
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DeSale Street Reconstruction	605,000	605,000	-	Completed
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Maple Avenue Phase IV A&D	8,000	8,000	-	Completed
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12 Debt Issue

Drake / Lakewood Street Reconstruction	800,000	643,000	(157,000)	Completed
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Center Street South Street Reconstruction	150,000	213,250	63,250	Completed
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Spring & Battle Streets RS Local Match	250,000	261,000	11,000	Completed
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Mill Street RS Local Match	200,000	297,500	97,500	Completed
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Train Station Enhancement (SRTS)	390,000	390,000	-	Completed
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18 Debt Issue

Miscellaneous Road Improvements	150,000	150,000	-	In Progress
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Undergrounding Power Lines Feasibility Study	100,000	100,000	-	Planning
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STREET IMPROVEMENT TOTALS	2,903,000	2,917,750	14,750	
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STREET IMPROVEMENTS

2018 BOND ISSUE

PROJECT: STREET IMPROVEMENTS

Department: Public Works

Status: In Progress

Original Budget: \$150,000

Revised Budget: \$150,000

DESCRIPTION:

Funds for engineering or feasibility studies for road improvements. Much funding of street projects now comes from VDOT, Northern Virginia Transportation Authority (NVTa) or Federal Highway Administration grants to improve the road network within the Town limits.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Planning & Engineering	\$0	\$150,000				
Land & ROW						
Construction						
Equipment/ Furniture						
Other Costs						
TOTAL	\$0	\$150,000				
Operating Costs						

**STREET IMPROVEMENTS
2018 BOND ISSUE**

PROJECT: POWER LINE FEASIBILITY STUDY

Department: Public Works

Status: Planning

Original Budget: \$100,000

Revised Budget: \$100,000

DESCRIPTION:

Funds for feasibility study to determine alternatives for undergrounding power lines on the Maple Avenue corridor.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Planning & Engineering		\$100,000				
Land & ROW						
Construction						
Equipment/ Furniture						
Other Costs						
TOTAL		\$100,000				
Operating Costs						

DRAINAGE IMPROVEMENTS 2016 BOND ISSUE

PROJECT: NINOVAN & TALAHİ STORM DRAINAGE IMPROVEMENTS

Project Number: 518DRIM021

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 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Planning & Engineering						
Land & ROW						
Construction		\$200,000				
Equipment/ Furniture						
Other Costs						
TOTAL		\$200,000				
Operating Costs						

TOWN HALL IMPROVEMENTS	ORIGINAL PROJECT BUDGET	AMENDED PROJECT BUDGET	AMENDED LESS ORIGINAL BUDGET	PROJECT STATUS
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
12 Bond Issue				
Town Hall Renovation Project	300,000	759,690	459,690	Completed
18 Bond Issue				
Public Facility Furniture, Fixtures and Equipment	75,000	75,000	-	Planning

TOWN HALL IMPROVEMENT TOTALS	2,515,000	2,974,690	459,690	
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TOWN HALL IMPROVEMENTS
2018 BOND ISSUE

PROJECT: TOWN HALL FURNITURE AND FIXTURES IMPROVEMENTS

Project Number:
 Department: Public Works
 Status: Planning
 Original Budget: \$75,000
 Revised Budget: \$75,000

DESCRIPTION:

Replace reception desk, conference room furniture and other minor improvements to Town Hall.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Planning & Engineering						
Land & ROW						
Construction						
Equipment/ Furniture		\$75,000				
Other Costs						
TOTAL		\$75,000				
Operating Costs						

COMMUNITY CENTER IMPROVEMENTS	ORIGINAL PROJECT BUDGET	AMENDED PROJECT BUDGET	AMENDED LESS ORIGINAL BUDGET	PROJECT STATUS
12 Bond Issue				
Community Center Expansion Assessment	125,000	122,000	(3,000)	Completed
14 Bond Issue				
Community Center Renovation - Phase One of Two	4,000,000	4,850,000	850,000	Completed
16 Bond Issue				
Community Center Renovation - Phase Two of Two	5,563,841	8,052,000	2,488,159	Completed
18 Bond Issue				
Community Center Renovation - Furniture and Fixt	200,000	200,000	-	In Progress

COMMUNITY CENTER TOTALS	9,888,841	13,224,000	3,335,159	
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**COMMUNITY CENTER IMPROVEMENTS
2018 BOND ISSUE**

**PROJECT: COMMUNITY CENTER RENOVATION ADDITIONAL FURNITURE AND
FIXTURES**

Project Number: 300707

Department: Parks & Recreation

Status: In Progress

Original Budget: \$200,000

Revised Budget: \$200,000

DESCRIPTION:

Post-construction funding to add items not anticipated in initial renovation project. Mainly furniture, equipment and small fixtures. The Community Center renovation which included new office and reception space, a new full-sized gym and a general building renovation was completed in FY 2018 at a total budget of \$12.9 million.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Planning & Engineering						
Land & ROW						
Construction						
Equipment/ Furniture		\$200,000				
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
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Emergency Power Generators (Phase I Police)	235,000	242,200	7,200	Completed
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Police Facility Land Acquisition	525,000	499,410	(25,590)	Completed
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18 Bond Issue

Police Station Renovation Engineering	1,774,000	1,774,000	-	In Progress
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Police Station Renovation Project Management	75,000	75,000	-	In Progress
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POLICE BUILDING TOTALS	2,874,000	2,881,200	7,200	
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POLICE STATION IMPROVEMENTS
2018 BOND ISSUE

PROJECT: POLICE STATION IMPROVEMENTS

Project Number:

Department: Police

Status: In Progress

Original Budget: \$1,774,000 Engineering; \$75,000 Project Management

Revised Budget: \$1,774,000 Engineering; \$75,000 Project Management

DESCRIPTION:

Architecture and engineering services to develop renovation plan for a new Police Station to be constructed starting in 2020. Also costs for project management to manage the project.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Planning & Engineering		\$774,000	\$1,000,000			
Project Management			\$75,000			
Land & ROW						
Construction						
Equipment/ Furniture						
Other Costs						
TOTAL		\$774,000	\$1,075,000			
Operating Costs						

PARK FACILITY IMPROVEMENTS	ORIGINAL PROJECT BUDGET	AMENDED PROJECT BUDGET	AMENDED LESS ORIGINAL BUDGET	PROJECT STATUS
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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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18 Bond Issue

Bowman House Roof Replacement	200,000	200,000	-	Planning
Dog Park Parking Lot Repavement	50,000	50,000	-	In Process
Meadow Lane Restrooms	200,000	200,000	-	Planning

PARK FACILITY IMPROVEMENT TOTALS	3,060,121	3,235,521	175,400	
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PARKS IMPROVEMENTS
2018 BOND ISSUE

PROJECT: BOWMAN HOUSE ROOF REPLACEMENT

Project Number: 718BOWM017

Department: Parks and Recreation

Status: Planning

Original Budget: \$200,000

Revised Budget: \$200,000

DESCRIPTION:

Replace roof on historic building.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Planning & Engineering						
Project Management						
Land & ROW						
Construction		\$200,000				
Equipment/ Furniture						
Other Costs						
TOTAL		\$200,000				
Operating Costs						

**PARKS IMPROVEMENTS
2018 BOND ISSUE**

PROJECT: DOG PARK REPAVEMENT

Project Number: 718DGPK015

Department: Parks and Recreation

Status: In Progress

Original Budget: \$50,000

Revised Budget: \$50,000

DESCRIPTION:

Pave gravel parking lot at Vienna Dog Park. Project done internally at a cost savings. Funds left over will be used to resurface basketball and tennis courts at Meadow Lane Park in 2019.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Planning & Engineering						
Project Management						
Land & ROW						
Construction	\$13,000	\$37,000				
Equipment/ Furniture						
Other Costs						
TOTAL	\$13,000	\$37,000				
Operating Costs						

**PARKS IMPROVEMENTS
2018 BOND ISSUE**

PROJECT: MEADOW LANE RESTROOMS

Project Number: 718MWLN018

Department: Parks and Recreation

Status: Planning

Original Budget: \$200,000

Revised Budget: \$200,000

DESCRIPTION:

Refurbish men's and women's bathrooms at the park.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Planning & Engineering		\$20,000				
Project Management						
Land & ROW						
Construction		\$180,000				
Equipment/ Furniture						
Other Costs						
TOTAL		\$200,000				
Operating Costs						

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

Emergency Power Generators (Phase III Northside)	300,000	300,000	-	Completed
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18 Bond Issue

Northside Security Improvements	100,000	100,000	-	In Progress
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NORTHSIDE PROPERTY YARD DEVELOPMENT TOTALS

400,000

400,000

-

**NORTHSIDE PROPERTY IMPROVEMENTS
2018 BOND ISSUE**

PROJECT: NORTHSIDE SECURITY IMPROVEMENTS

Project: 418NSDE007
 Department: Public Works
 Status: Planning
 Original Budget: \$100,000
 Revised Budget: \$100,000

DESCRIPTION:

Funds for feasibility study to determine required security improvements for the Northside Public Works facility.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Planning & Engineering		\$100,000				
Land & ROW						
Construction						
Equipment/ Furniture						
Other Costs						
TOTAL		\$100,000				
Operating Costs						

WATER SYSTEM IMPROVEMENTS	ORIGINAL PROJECT BUDGET	AMENDED PROJECT BUDGET	AMENDED LESS ORIGINAL BUDGET	PROJECT STATUS
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	-	Completed
Water / Sewer CIP Study	50,000	50,000	-	Completed
St. Romains / Courthouse St. Water Main	403,000	29,000	(374,000)	Completed
Water Line Cleaning & Relining	145,000	145,000	-	Completed
Beulah & Lakeside WMEX	-	112,000	112,000	Completed
Desale Water Main	-	74,000	74,000	Completed
Water Line Replacement Blair Rd NW	-	130,000	130,000	Completed
Water Line Replacement Cherry St. SW	-	58,000	58,000	Completed
Water Line Replacement Nanterry Circle SW	-	55,000	55,000	Completed
12 Bond Issue				
Water Projects	885,000	885,000	-	Completed
14 Bond Issue				
Water Projects	500,000	475,000	(25,000)	Completed
16 Bond Issue				
Water Projects	495,869	495,869	-	In Progress
18 Bond Issue				
Water Projects	1,500,000	1,500,000	-	In Progress
WATER SYSTEM IMPROVEMENT TOTALS	4,545,869	4,575,869	30,000	

WATER SYSTEM IMPROVEMENTS

2016 & 2018 BOND ISSUE

PROJECT: WATER PROJECTS

Project: Various

Department: Public Works

Status: In Progress

Original Budget: \$495,869 and \$1,500,000

Revised Budget: \$495,869 and \$1,500,000

DESCRIPTION:

Funds to improve water lines in the Town's systems, including water system improvement projects.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Planning & Engineering						
Land & ROW						
Construction	\$495,869	\$1,000,000	\$500,000			
Equipment/ Furniture						
Other Costs						
TOTAL	\$495,869	\$1,000,000	\$500,000			
Operating Costs						

SEWER SYSTEM IMPROVEMENTS	ORIGINAL PROJECT BUDGET	AMENDED PROJECT BUDGET	AMENDED LESS ORIGINAL BUDGET	PROJECT STATUS
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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	605,000	605,000	-	Completed

16 Bond Issue

Sewer Projects	165,290	165,290	-	Completed
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18 Bond Issue

Fairfax Sewer Capital Improvements (2013-2017)	2,500,000	2,500,000	-	Completed
Sewer Projects	500,000	500,000	-	In Progress

SEWER SYSTEM IMPROVEMENT TOTALS	4,080,290	4,080,290	-	
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**SEWER SYSTEM IMPROVEMENTS
2016 & 2018 BOND ISSUE**

PROJECT: SEWER PROJECTS

Project: Various

Department: Public Works

Status: In Progress

Original Budget: \$165,290 and \$500,000

Revised Budget: \$165,290 and \$500,000

DESCRIPTION:

Funds to improve sewer lines in the Town's system.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Planning & Engineering						
Land & ROW						
Construction	\$165,290	\$500,000				
Equipment/ Furniture						
Other Costs						
TOTAL	\$165,290	\$500,000				
Operating Costs						

**SEWER SYSTEM IMPROVEMENTS
2018 BOND ISSUE**

PROJECT: SEWER CONTRIBUTION TO FAIRFAX COUNTY SYSTEM

Project: Various
 Department: Public Works
 Status: Complete
 Original Budget: \$2,500,000
 Revised Budget: \$2,500,000

DESCRIPTION:

The Town contributes 1.87% of Fairfax County's capital spending for their sewer system. This amount is to pay for County improvements from 2013 - 2017.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Planning & Engineering						
Land & ROW						
Construction	\$2,500,000					
Equipment/ Furniture						
Other Costs						
TOTAL	\$2,500,000					
Operating Costs						

PARKING GARAGE FACILITIES	ORIGINAL PROJECT BUDGET	AMENDED PROJECT BUDGET	AMENDED LESS ORIGINAL BUDGET	PROJECT STATUS
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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

18 Bond Issue

Downtown Library Parking Feasibility Study	75,000	75,000	-	Planning
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PARKING GARAGE FACILITY TOTALS	245,000	245,000	-	
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PARKING GARAGE FACILITIES

2018 BOND ISSUE

PROJECT: DOWNTOWN LIBRARY PARKING FEASIBILITY STUDY

Project: 118DLPS004
 Department: Public Works
 Status: Planning
 Original Budget: \$75,000
 Revised Budget: \$75,000

DESCRIPTION:

The Town is working with the County to develop a parking facility in conjunction with the renovation of the Patrick Henry Library at the corner of Maple and Center Street, South.

FINANCING AND ESTIMATED EXPENDITURES

Financing and Estimated Expenditures						
	Actual Cost To-Date	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Planning & Engineering		\$75,000				
Land & ROW						
Construction						
Equipment/ Furniture						
Other Costs						
TOTAL		\$75,000				
Operating Costs						

BOND ISSUE COSTS	ORIGINAL PROJECT BUDGET	AMENDED PROJECT BUDGET	AMENDED LESS ORIGINAL BUDGET	PROJECT STATUS
10 Debt Issue	100,000	100,000	-	Completed
12 Debt Issue	161,000	174,000	13,000	Completed
14 Debt Issue	200,000	76,400	(123,600)	Completed
16 Debt Issue	76,517	76,517	-	Completed
18 Debt Issue	200,000	201,210	1,210	Completed

BOND ISSUE COSTS TOTAL	737,517	628,127	(109,390)	
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SUMMARY OF CAPITAL PROJECTS FUNDED WITH BOND ISSUES	ORIGINAL PROJECT BUDGET	AMENDED PROJECT BUDGET	AMENDED LESS ORIGINAL
STREET IMPROVEMENTS	\$ 2,903,000	\$ 2,917,750	\$ 14,750
DRAINAGE IMPROVEMENTS	3,275,000	2,976,734	(298,266)
TOWN HALL IMPROVEMENTS	2,515,000	2,974,690	459,690
COMMUNITY CENTER IMPROVEMENTS	9,888,841	13,224,000	3,335,159
POLICE BUILDING IMPROVEMENTS	2,874,000	2,881,200	7,200
PARK FACILITY IMPROVEMENTS	3,060,121	3,235,521	175,400
NORTHSIDE PROPERTY YARD IMPROVEMENTS	400,000	400,000	-
WATER SYSTEM IMPROVEMENTS	4,545,869	4,575,869	30,000
SEWER SYSTEM IMPROVEMENTS	4,080,290	4,080,290	-
PARKING GARAGE FACILITIES	245,000	245,000	-
BOND ISSUE COSTS	737,517	628,127	(109,390)
TOTALS	\$ 34,524,638	\$ 38,139,181	\$ 3,614,543

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).