



TOWN OF VIENNA, VIRGINIA

PROPOSED BUDGET:
JULY 1ST, 2021 -
JUNE 30TH, 2022

GENERAL FUND
DEBT SERVICE FUND

WATER AND SEWER FUND
STORMWATER FUND

TOWN COUNCIL

LINDA J. COLBERT,
Mayor

CHUCK ANDERSON
RAY BRILL
NISHA PATEL, MD
STEVE POTTER
ED SOMERS
HOWARD J. SPRINGSTEEN

MERCURY T. PAYTON,
Town Manager



TABLE OF CONTENTS

Section/Page

I. TOWN MANAGER'S MESSAGE	Section A
A. Budget Highlights	A-4
B. Organizational Chart	A-15
II. STRATEGIC PLAN	Section B
A. The Strategic Plan	B-2
A. The Vienna Way	B-5
III. STATISTICAL INFORMATION	Section C
IV. BUDGET IN BRIEF	Section D
A. General Fund	D-1
B. Debt Service Fund	D-3
C. Water & Sewer Fund	D-5
D. Stormwater Fund	D-7
E. All Funds	D-9
V. REVENUES & EXPENDITURES BY FUND	Section E
A. Revenue - General Fund	E-1
B. Revenue - Debt Service Fund	E-3
C. Revenue - Water & Sewer Fund	E-4
D. Revenue - Stormwater Fund	E-5
E. Expenditure - General Fund	E-6
F. Expenditure - Debt Service Fund	E-10
G. Expenditure - Water & Sewer Fund	E-11
H. Expenditure - Stormwater Fund	E-13
VI. EXPENDITURES BY DEPARTMENT	
<u>Legislative</u>	Section F
11110 Town Council	F-4
11120 Town Clerk	F-7
11130 Boards & Commissions	F-11
11140 Vienna Public Art Commission	F-19
11150 Donations and Contributions	F-22
<u>Administration</u>	Section G
11211 Town Manager	G-4
11221 Legal Services	G-9
11260 Public Information	G-13
<u>Human Resources</u>	Section H
11222 Human Resources	H-3
11255 Risk Management	H-11

<u>Information Technology</u>	Section I
11251 Information Technology	I-3

<u>Finance</u>	Section J
11231 Revenue Operations	J-4
11241 Administration	J-10
11243 Disbursement Operations	J-16
11253 Purchasing	J-21
11271 Central Services	J-25
11275 Capital – Grant Accountant	J-29

<u>Police</u>	Section K
13110 Administration Division	K-4
13130 Traffic	K-8
13140 Communication Division	K-12
13180 Patrol Division	K-16
13181 Property & Animal Control Division	K-19
13182 Criminal Investigations Division	K-23
13185 Public Information/Community Services Division	K-27
13186 Emergency Management	K-31

<u>Fire and Rescue</u>	Section L
13220 Volunteer Fire Department	L-2

<u>Public Works</u>	Section M
14110 DPW Administration	M-4
14120 Street Maintenance	M-11
14130 General Maintenance	M-16
14133 Snow Removal	M-20
14140 Traffic Engineering	M-23
14150 Vehicle & Equipment Maintenance	M-27
14230 Sanitation/Refuse Disposal	M-32
14270 Leaf Operation	M-36
14320 Building Maintenance	M-39

<u>Tax Relief Programs</u>	Section N
15330 Tax Relief Programs	N-2
15360 Revitalization Tax Exemption Program	N-5

<u>Parks & Recreation</u>	Section O
17110 Parks & Rec Administration	O-4
17120 Parks Maintenance	O-10
17130 Community Center	O-16
17135 The Annex	O-21
17150 Program	O-24
17155 Special Events	O-31
17160 Teen Center	O-41
17250 Historic Preservation	O-47

<u>Planning & Zoning</u>	Section P
18110 Planning & Zoning.....	P-4
<u>Economic Development</u>	Section Q
18150 Economic Development	Q-3
<u>Reserves</u>	Section R
19141 GF Capital Lease Financing	R-2
19142 Interfund Transfers.....	R-4
19143 Contingency Reserve.....	R-6
19144 PEG Funding	R-8
19150 PC Replacement Reserve	R-10
<u>Debt Service Fund</u>	Section S
49510 2010 G.O. Bonds Retirement.....	S-5
49512 2012 G.O. Bonds Retirement.....	S-7
49514 2014 G.O. Bonds Retirement.....	S-9
49516 2016 G.O. Bonds Retirement.....	S-11
49518 2018 G.O. Bonds Retirement.....	S-13
49520 2020 G.O. Bonds Retirement.....	S-15
49590 Equipment Replacement	S-18
49599 Reserve/Future Debt Service.....	S-20
<u>Water & Sewer Fund</u>	Section T
50111 Water Services.....	T-3
50112 Meter Services & Water Quality Division.....	T-8
50113 Water and Sewer Billing and Customer Service	T-13
50114 Sanitary Sewer Services	T-18
50141 Interfund Transfers.....	T-23
59500 Vehicle and Equipment Replacement Program	T-25
<u>Stormwater Fund</u>	Section U
55111 Stormwater Fund	U-2
VII. UNFUNDED PRIORITIES	Section V
VIII. PAY PLANS	Section W
IX. CAPITAL IMPROVEMENT PLAN	Section X

TOWN MANAGER'S MESSAGE

March 5, 2021

Dear Mayor Colbert and Members of Town Council:

Pursuant to Section 5.1 of the Town of Vienna Charter, the proposed budget for FY 2021-22 is hereby submitted for your review and consideration. The proposed \$43.2 million balanced budget reflects the Town's four operating funds: general, water and sewer, debt service, and stormwater.



Town Manager Mercury Payton

Each department was required to fund all programs and operational expenses as closely as possible to FY 2020-21 original proposed budget amounts, excluding salaries and benefits. Requests for new programs and additional expenditures are included as unfunded priorities. This proposed budget is based, in part, on recommendations from the staff Budget Committee and is approved by the Town Manager for submission to Town Council for consideration. The result is a legally balanced proposed budget that reflects general consensus from a variety of operational perspectives.

Fiscal year 2020-21 general fund and debt service fund budgets and actual results were greatly impacted by the novel coronavirus pandemic. The 2020-21 original proposed budget was cut by more than 9 percent to account for a reasonable estimate of revenue decreases offset by spending decreases. Discretionary spending in the 2020-21 budget was eliminated, as were any salary increases. Travel, education, and training were curtailed; parks and recreation programs were budgeted to be closed for the first six months of the year; and meals tax revenue was budgeted at 50 percent of the prior year's budget. The water and sewer fund and stormwater fund were not negatively affected by the pandemic.

The Town anticipates activities to return to normal by the first quarter of the 2021-22 fiscal year, due to the national rollout of several vaccines, plus Virginia's conservative approach to containing spread of the virus. Therefore, the 2021-22 proposed budget increases many revenue categories back to pre-pandemic levels and adds back formerly decreased expenditures for parks and recreation activities.

As shown in the following section, the proposed budgets for the Town's four funds total \$43,190,460, an increase of \$2,183,260, or 5.3 percent above the current fiscal year. It should be noted that the FY 2021-22 budget still is 1.0 percent below the original proposed 2020-21 budget, so spending and revenues have not fully returned to pre-pandemic levels.

TOWN MANAGER'S MESSAGE

The general fund is proposed to increase 6.9 percent in this proposed budget (a 3.1 percent decrease from the FY 2020-21 original proposed budget). This proposal maintains the Town's real estate tax rate at \$0.2250/\$100 for the seventh consecutive year. The average residential tax bill is estimated to be \$1,963, a 5.0 percent increase over last year, due to a 5.6 percent increase in assessed value of existing (no growth) properties. The increase in commercial and residential assessments generates a revenue increase of \$506,100. While residential properties continue to be improved at a rate of about 100 properties a year, the largest group of residential properties, 30.4 percent, is assessed at \$600,000 to \$700,000 (from CY 2020 data) and represents an average annual increase of \$94 in real estate taxes. Residential property assessed values over \$1 million continue to increase, now making up 22.3 percent of the total number of properties, compared to 20 percent last year.

In addition to real estate assessments, the Town forecasts higher revenues in parks and recreation fees, as conditions improve, approaching pre-pandemic levels. Additionally, the Commonwealth of Virginia did not cut revenues for road maintenance and public safety as anticipated, so those revenues have been increased in the current budget. These increases are partially offset by lower revenues for interest earned on cash deposits, as interest rates available to the Town have decreased significantly, and lower bank franchise taxes due to bank mergers and consolidation of branches.

The 2020-21 adopted budget did not include salary increases due to the pandemic. Based on improving conditions, higher-than-expected state revenues, and savings from cost cutting and vacancies, staff received a 3 percent increase effective April 1, 2021. This increase is included in the 2022 budget, as well as an additional proposed 1.0 percent increase, effective July 1, to address market factors. Health insurance premiums will decrease by 4.0 percent for most employees.

Two personnel additions are included in the 2021-22 budget:

- A full-time marketing assistant is added in the economic development division to help meet the needs of that function, funded from a decrease in planning and zoning consulting costs as the zoning code update project is budgeted to finish in FY 21-22.
- One Maintenance Worker added to Parks Maintenance to address increase in number of properties, events, tree and stormwater requirements and general beautification improvements.

Both positions fit in the budget offset by revenue increases from improving economic conditions.

TOWN MANAGER'S MESSAGE

Other factors impacting the overall budget are increases in transfers from the water and sewer fund as well as in water and sewer rates, both proposed by a rate study performed in 2017-18.

The Town continues to utilize a Vehicle Replacement Plan to replace older, worn vehicles according to a schedule. In 2021, staff postponed some planned vehicle purchases as a result of financial pressures from the pandemic. In 2021-22, 10 general fund vehicles and two water and sewer vehicles, including a sewer jet for \$380,000, are scheduled for replacement. Four replacement vehicles are police cars; in-car police radios are now included with new police cars.

The debt service fund budget is proposed to decrease by \$159,160 or 2.9 percent. No new debt was issued in FY 2020-21, and the Town's debt load declines as existing debt is paid down. Meals taxes were budgeted in FY 2020-21 to drop to 50 percent of the previous year due to the pandemic. Through the winter of 2021, however, meals tax revenues have well exceeded expectations, coming in at about 80 percent of the prior year. In FY 2021-22, meals taxes are budgeted at a 10 percent increase over the forecasted \$2.4 million, but still fall short of the 2020-21 proposed budget of \$3 million. Meals tax revenues are projected to fully recover to pre-pandemic levels by FY 2023, as restaurants continue to operate and to be successful, despite the pandemic. Prior year surplus of \$729,330 is budgeted to be utilized to balance the fund, as had been planned to meet the obligations of the 2020 bond issue.

The water and sewer fund is proposed to increase by \$622,550, or 6.1 percent. The main drivers for this are increases in sewer treatment costs and transfers to the general fund, partially offset by a decrease in the wholesale rate of water purchased from Fairfax Water. Water and sewer consumption rates are budgeted to increase based on a rate study performed in FY 2017-18 and adjusted in 2022 to reflect actual historical consumption patterns and the increase in sewer treatment costs.

Established in 2013, the stormwater fund accounts for funds that Fairfax County collects from Town residents. Fairfax County currently collects 3.25 cents from homeowners to comply with state and federal stormwater requirements. The Town receives a portion of these funds each year and partners with Fairfax County on stormwater projects that directly impact the Town. Three projects are under construction, and five projects are in design this year. These projects are jointly funded through local jurisdictions and the Virginia Department of Environmental Quality. The fund budget decrease of 0.2 percent from last year reflects the expected distribution from the county.

TOWN MANAGER'S MESSAGE

This proposed budget is subject to adjustments and updates. The budget as adopted by Town Council will include modifications.

I look forward to budget work sessions with Town Council on Saturday, March 13, and Monday, March 15, at which Town staff will discuss specific details contained within this proposed budget.

A handwritten signature in cursive script, appearing to read "Mercedes Gayle". The signature is fluid and stylized, with a large loop at the end.

TOWN MANAGER'S BUDGET HIGHLIGHTS

Budget Overview

	Adopted FY 2020-21 Budget	Proposed FY 2021-22 Budget	Net Change	Percentage Increase (Decrease)
General Fund	\$ 24,842,290	\$26,563,160	\$ 1,720,870	6.9%
Debt Service Fund	\$ 5,533,140	\$ 5,373,980	\$ (159,160)	(2.9%)
Water & Sewer Fund	\$ 10,194,050	\$10,816,600	\$ 622,550	6.1%
Stormwater Fund	\$ 437,720	\$ 436,720	\$ (1,000)	(0.2%)
Total	<u>\$ 41,007,200</u>	<u>\$43,190,460</u>	<u>\$ 2,183,260</u>	<u>5.3%</u>

A brief discussion of highlights from each of these funds follows.

TOWN MANAGER'S BUDGET HIGHLIGHTS

For changes discussed for the FY 2021-22 budget vs. the FY 2020-21 budget, it's important to compare general fund activity to the original proposed FY 2020-21 budget. Expenditures and revenues for the General Fund FY 2021-22 budget remain 3.1 percent lower than the original FY 2020-21 proposed budget.

General Fund Proposed Revenues

	Adopted FY 2020-21 Budget	Proposed FY 2021-22 Budget	Net Change	Percentage Increase (Decrease)
Property Tax	\$ 12,333,900	\$12,840,000	\$ 506,100	4.1%
Other Local Taxes	\$ 5,921,500	\$ 6,128,000	\$ 206,500	3.5%
Permits, Fees, and Licenses	\$ 227,000	\$ 296,000	\$ 69,000	30.4%
Fines and Forfeitures	\$ 232,000	\$ 278,000	\$ 46,000	19.8%
Use of Money and Property	\$ 271,700	\$ 185,600	\$ (86,100)	(31.7%)
Parks and Recreation Fees	\$ 580,000	\$ 991,000	\$ 411,000	70.9%
Special Services Fees	\$ 82,500	\$ 80,000	\$ (2,500)	(3.0%)
Miscellaneous Revenues	\$ 149,300	\$ 144,800	\$ (4,500)	(3.0%)
Categorical Aid	\$ 2,752,600	\$ 3,152,700	\$ 400,100	14.5%
Non-Categorical Aid	\$ 400	\$ 400	\$ -	0.0%
Federal Revenues	\$ 59,000	\$ 65,000	\$ 6,000	10.2%
Interfund Transfers	\$ 723,660	\$ 1,123,660	\$ 400,000	55.3%
Use of Prior Year Reserves	\$ 795,000	\$ 518,000	\$ (277,000)	(34.8%)
Equip. Repl. Reserve/PEG	\$ 713,730	\$ 760,000	\$ 46,270	6.5%
	<u>\$ 24,842,290</u>	<u>\$26,563,160</u>	<u>\$ 1,720,870</u>	<u>6.9%</u>
Proposed 2020-21 Budget	<u>\$ 27,412,290</u>			<u>(3.1%)</u>

TOWN MANAGER'S BUDGET HIGHLIGHTS

Real Estate Value Changes

Total taxable values increased by \$255,187,990 to \$5,626,187,990 (4.2 percent)

1 cent of property tax generates about \$562,700 in taxes

Total residential values increased by \$246,687,640 to \$4,667,487,640 (5.6 percent)

Total non-residential values decreased by \$21,499,650 to \$958,700,350 (2.2 percent)

Total value increase from new construction and improvements was \$100,254,140

- \$77,827,400 in residential construction
- \$22,426,740 in non-residential construction

Equalization (no-growth) values increased \$230,292,290 (4.4 percent)

\$257,194,520 5.9 percent increase in residential

(\$ 26,902,230) 2.8 percent decrease in non-residential

Equalization tax rate for no-growth values is 22.21 cents

The average existing residential property assessed value increased by \$41,776 (5.0 percent)

Vienna-area commercial vacancy rate averaged 6.6 percent vs. 13.8 percent for Fairfax County at the end of 2020

TOWN MANAGER'S BUDGET HIGHLIGHTS

Proposed Revenue Increase *\$1,720,870*

Comprised of:

- Real Estate Taxes \$506,100
- Parks and Recreation increased activity \$411,000
- Funding from the State (Categorical Aid) \$400,100
- Transfer from Water & Sewer fund to General Fund \$400,000
- Sales taxes and BPOL tax \$206,500
- Interest on cash deposits (Use of Money and Property) (\$86,100)
- Decrease in Use of Prior Year Reserves (\$50,000)
- Other, net (\$66,730)

Total Proposed Revenue Increase: \$1,720,870

TOWN MANAGER'S BUDGET HIGHLIGHTS

General Fund Proposed Expenditures

Total Full-time Equivalent (FTE) positions increase 2.0 from 191.63 to 193.63:

- *Addition of marketing assistant in Economic Development*
- *Addition of maintenance worker in Parks and Recreation*

Department	Adopted FY 2020-21 Budget	Proposed FY 2021-22 Budget	Net Change	Percent Increase (Decrease)
Legislative	\$ 432,980	\$ 447,110	\$ 14,130	3.3%
Administration	\$ 2,942,480	\$ 3,168,120	\$ 225,640	7.7%
Finance	\$ 1,708,550	\$ 1,652,240	\$ (56,310)	(3.3%)
Police	\$ 6,941,470	\$ 6,756,640	\$ (184,830)	(2.7%)
Fire and Rescue	\$ 67,000	\$ 67,000	\$ -	0.0%
Public Works	\$ 7,382,040	\$ 7,970,680	\$ 588,640	8.0%
Tax Relief	\$ 220,700	\$ 216,140	\$ (4,560)	(2.1%)
Parks and Recreation	\$ 3,094,270	\$ 3,849,170	\$ 754,900	24.4%
Planning and Zoning	\$ 1,252,280	\$ 1,118,980	\$ (133,300)	(10.6%)
Economic Development	\$ 196,790	\$ 298,350	\$ 101,560	51.6%
Transfers and Reserves	\$ 403,730	\$ 818,730	\$ 415,000	102.8%
Computer Replace Reserve	\$ 50,000	\$ 50,000	\$ -	0.0%
PEG Fund	\$ 150,000	\$ 150,000	\$ -	0.0%
Total	<u>\$ 24,842,290</u>	<u>\$26,563,160</u>	<u>\$ 1,720,870</u>	<u>6.9%</u>
Proposed 2020-21 Budget	<u>\$ 27,412,290</u>			<u>(3.1%)</u>

TOWN MANAGER'S BUDGET HIGHLIGHTS

Proposed Expenditure Increase *\$1,720,870*

Comprised of:

- | | |
|--------------------------------------------------------------------------------------------------------------------------------|-------------|
| • Salary increase of 1 percent plus selected positions brought to grade minimum or increased to eliminate position compression | \$241,340 |
| • Overtime | \$152,910 |
| • Health insurance decrease (\$50k premium; \$116k budget adjustment) | (\$216,110) |
| • Other benefits | \$128,000 |
| • Parks and recreation activity increase offset by \$411,000 in additional revenue | \$530,000 |
| • Contingency reserve, including \$182,000 in unfunded priorities | \$350,000 |
| • Asphalt overlay added back to general fund per VDOT requirements | \$222,000 |
| • Equipment replacement | \$145,900 |
| • Utilities and fuel | \$106,000 |
| • Education, training, and travel | \$101,000 |
| • Consulting fees (decrease due to one-time zoning code update in 2020-21 budget and other) | (\$118,400) |
| • Other, net | \$78,230 |

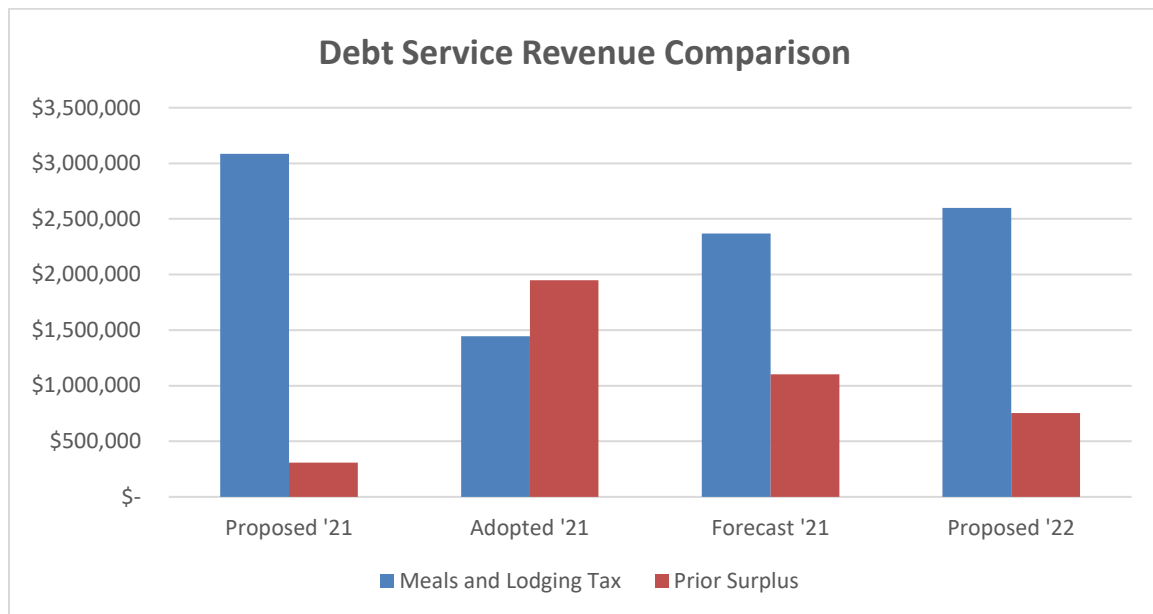
Total Proposed Expenditure Increase: \$1,720,870

TOWN MANAGER'S BUDGET HIGHLIGHTS

Debt Service Fund

Revenues

	Proposed FY 2020-21 Budget	Adopted FY 2020-21 Budget	FY 2020-21 Forecast	Proposed FY 2021-22 Budget	Percentage Increase (Decrease) Proposed 2021 v. Proposed 2022
Meals and Lodging Tax	\$ 3,084,300	\$ 1,445,000	\$ 2,367,200	\$ 2,600,000	(15.7%)
Use of Money	\$ 90,000	\$ 90,000	\$ 15,000	\$ 30,000	(66.7%)
Build America Bonds Rebate	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000	0.0%
Transfers					
Water & Sewer Fund	\$ 1,340,300	\$ 1,340,300	\$ 1,340,300	\$ 1,305,310	(2.6%)
General Fund	\$ 676,340	\$ 676,340	\$ 676,340	\$ 676,340	0.0%
Planned use of Prior Surplus	\$ 309,200	\$ 1,948,500	\$ 1,101,300	\$ 729,330	135.9%
Total	\$ 5,533,140	\$ 5,533,140	\$ 5,533,140	\$ 5,373,980	(2.9%)



Meals and lodging tax collections were directly impacted by the pandemic in FY 2019-20. At the time of the FY 2020-21 budget creation, restaurants in Town were closed to customers. Based on that experience, the Town conservatively budgeted meals taxes at a 50 percent reduction from the original proposed budget.

TOWN MANAGER'S BUDGET HIGHLIGHTS

However, restaurants re-opened by summer 2020, and restaurants and the Town worked together to find creative solutions such as outdoor dining opportunities. Through winter 2021, meals tax collections are coming in at 80 percent of the prior year's actual taxes collected.

Expenditures for the debt service fund cannot be adjusted to meet revenue shortfalls as they represent payments on debt. The Town had already built up a cash reserve in the fund to cover increased payments for the 2020 general obligation debt issue. The chart on the previous page shows the relationship between the original FY 2020-21 proposed budget, FY 2020-21 adopted budget, adjusted for the decrease in proposed collections, and the relationship between budgeted or forecasted meals tax collections and the use of prior surplus in the fund.

After adjustments for meals tax collections and with \$1 million of the 2020 bond premium earmarked to supplement revenue shortfalls, the fund has planned to draw down \$1,101,300 in FY 2020-21 and has budgeted to draw down \$753,940 in FY 2021-22 from the \$7.9 million fund reserves in FY 2020-21.

Expenditures

This budget funds debt service on the 2010, 2012, 2014, 2016, 2018, and 2020 bonds, all of which are general obligation bonds.

Total debt service budget decreased by \$159,160, or 2.9 percent, mainly due to final payment last year on 2006 bonds, and declining interest payments as bonds mature.

Water and Sewer Fund*Expenditures*

Proposed expenditures increased by \$622,550 or 6.1 percent. This is due mainly to increased sewer treatment costs from DC Water and Sewer Authority (DC WASA) and planned salary increases, partially offset by a decrease in the wholesale water rate.

Rates

A water and sewer rate study was performed during 2018, and the Town continues to follow the plan in order to provide a sound financial footing for the fund. After review of changing consumption patterns due to the pandemic, water rates are proposed to increase by 1.0 percent; sewer rates are proposed to increase by 10.0 percent in order to cover infrastructure investment requirements and general cost increases.

TOWN MANAGER'S BUDGET HIGHLIGHTS

Service charges are proposed to increase from \$30 per quarter to \$31.30 per quarter for residential accounts. Overall, the average customer's bill is proposed to increase by \$11.76 a quarter, or \$47.02 annually, an increase of 6.0 percent.

Proposed Budget Impact on the Average Resident

	FY 2020-21 Actual	FY 2021-22 Proposed	Net Change	Percentage Increase (Decrease)
Average Residential Equalization Assessment	\$ 830,452	\$ 872,227	\$ 41,775	5.0%
Tax Bill	\$ 1,869	\$ 1,963	\$ 94	5.0%
Proposed Tax Rate	22.50 Cents	22.50 Cents	00.00 Cents	
Annual Water and Sewer Charges <i>assumed at 12K gallons per quarter</i>	\$ 786	\$ 833	\$ 47	6.0%

Residents may use the Town's tax calculation widget on the Town's website to calculate their annual Vienna property tax based on the proposed tax rate.

Stormwater Fund

This fund was created to track expenditures specifically associated with stormwater funds received from Fairfax County.

Revenues

Revenue is budgeted at \$410,000, based on prior distribution. When comparing the adopted budget with the proposed, the FY 2021-22 overall revenues decreased only slightly by \$1,000 or 0.2 percent due to a decrease in use of prior-year surplus for this budget year. However, the estimated revenue for prior fiscal year included a substantial use of the fund's prior year surplus to support the purchase of an additional street sweeper.

Expenditures

Expenditures for stormwater management projects, such as GIS mapping and implementation of new regulations to secure the MS4 required permit, are included in this fund. Additional funds for stormwater improvement projects are in the capital project fund. Budgeted expenditures decreased 0.2 percent in FY 2021-22 when compared to the prior fiscal year's adopted budget.

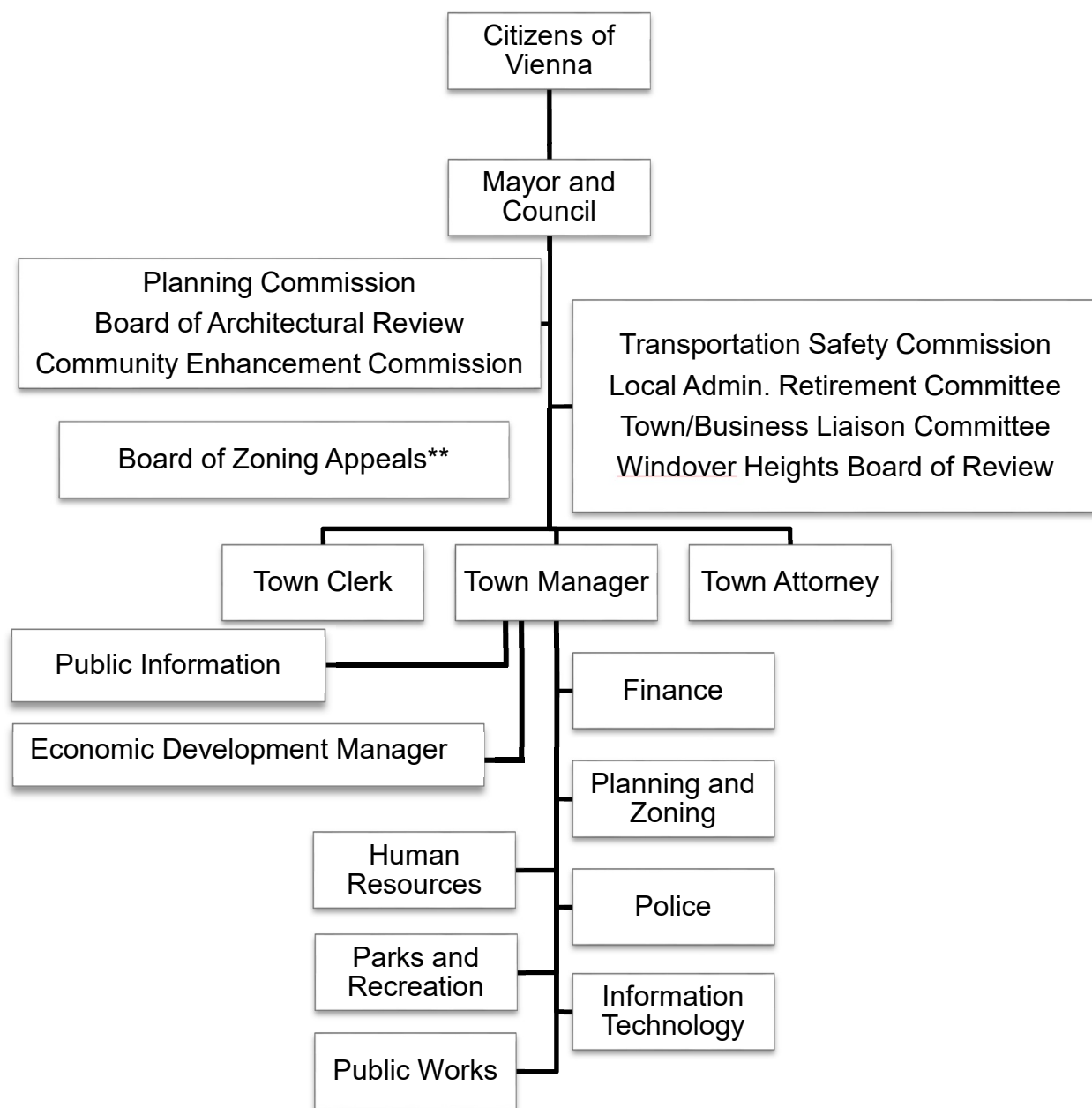
TOWN OF VIENNA
FY21-22 BUDGET PLANNING - REAL ESTATE TAX RATE
as of January 29, 2021

Tax Year 2020

Residential Total Value	2020 # of Properties	2020 % by Band of Properties	2020 Summary by Bands	2020 Tax Bill	2021 Same Tax Rate (.2250/\$100) Bill assume 5.0% assessment increase **NO NEW CONSTRUCTION	2021 Tax Bill Compared to 2020 Tax Bill *ASSESSMENT INCREASE	2021 % TRE Properties	Tax Relief- # of properties
\$2.5M to \$2.8M	1	0.02%		\$ 6,377	\$6,696	\$319		
\$2.4M to \$2.5M	3	0.05%		\$ 5,486	\$5,760	\$274		
\$2.3M to \$2.4M	3	0.05%		\$ 5,273	\$5,537	\$264		
\$2.2M to \$2.3M	4	0.07%		\$ 5,053	\$5,306	\$253		
\$2.1M to \$2.2M	4	0.07%		\$ 4,829	\$5,070	\$241		
\$2.0M to \$2.1M	7	0.13%	0.4%	\$ 4,649	\$4,881	\$232		
\$1.9M to \$2.0M	8	0.14%		\$ 4,365	\$4,583	\$218		
\$1.8M to \$1.9M	18	0.33%		\$ 4,143	\$4,350	\$207		
\$1.7M to \$1.8M	41	0.74%		\$ 3,933	\$4,130	\$197	2.4%	1
\$1.6M to \$1.7M	53	0.96%		\$ 3,695	\$3,880	\$185	1.9%	1
\$1.5M to \$1.6M	75	1.36%		\$ 3,481	\$3,655	\$174		
\$1.4M to \$1.5M	188	3.40%		\$ 3,251	\$3,414	\$163	1.1%	2
\$1.3M to \$1.4M	206	3.73%		\$ 3,042	\$3,194	\$152		
\$1.2M to \$1.3M	233	4.22%		\$ 2,814	\$2,955	\$141	0.4%	1
\$1.1M to \$1.2M	192	3.48%		\$ 2,590	\$2,720	\$130		
\$1M to \$1.1M	198	3.58%	21.9%	\$ 2,368	\$2,486	\$118	1.0%	2
\$900K to \$1M	267	4.83%		\$ 2,129	\$2,235	\$106	1.9%	5
\$800K to \$900K	373	6.75%	11.6%	\$ 1,891	\$1,986	\$95	0.8%	3
\$700K to \$800K	958	17.34%		\$ 1,673	\$1,757	\$84	2.4%	23
\$600K to \$700K	1,678	30.37%		\$ 1,447	\$1,520	\$72	4.2%	70
\$500K to \$600K	649	11.75%	59.5%	\$ 1,274	\$1,338	\$64	5.5%	36
\$400K to \$500K	34	0.62%		\$ 1,011	\$1,062	\$51	2.9%	1
\$300K to \$400K	42	0.76%		\$ 790	\$830	\$40		
\$200K to \$300K	233	4.22%		\$ 548	\$575	\$27	4.3%	10
\$100K to \$200K	8	0.14%		\$ 374	\$393	\$19		
\$1 to \$100K	49	0.89%	6.6%	\$ 51	\$54	\$3		
TOTALS	5,525	100%	100%				2.8%	155

Note: Zero value properties not listed

ORGANIZATIONAL CHART



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

TOWN OF VIENNA STRATEGIC PLAN

Honing Excellence in an Exceptional Hometown

The Town of Vienna aspires to build on its strong hometown culture and treasured traditions while enhancing its reputation as a premier destination for connected and healthy living as well as notable economic development within a safe and inviting setting.

From 2017 to 2019, Town Council worked with staff, the community and a consultant to establish a vision and a commitment to excellence, for Vienna as a community that has the following goals:

- fiscally responsible
- safe
- efficiently mobile
- economically prosperous
- influential and well-governed
- engaged
- environmentally sustainable
- complete



Sharing the strategic plan objectives with the public in the spring of 2019.

TOWN OF VIENNA STRATEGIC PLAN

Town of Vienna Strategic Plan Goals**Vienna as a fiscally responsible community**

The Town of Vienna will be a reliable and responsible steward of public funds, committed to ensuring financial sustainability and maintaining and promoting high standards as well as a strong, well-managed financial position.



Figure 1: TOV is backed by AAA bond ratings

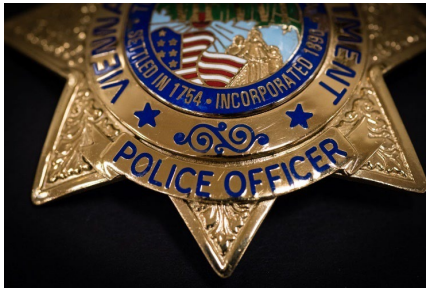


Figure 2: Town of Vienna Police badge

Vienna as a safe community

Vienna will ensure a safe community by improving traffic and pedestrian/bicycle safety as well as reducing crime through community engagement and education, investing in public safety technology and facilities, and emphasizing cybersecurity and emergency management.

Vienna as an efficiently mobile community

A strategically located community, the Town of Vienna will ensure safe, efficient, accessible, and reliable multimodal transportation networks within the Town and linking Vienna to the region through use of innovative technology and initiatives.



Figure 3: Traffic along Maple Ave.



Figure 4: Town Hall

Vienna as an influential and well-governed community

The Town of Vienna will be a high-performing organization that follows quality management principles, utilizes local government best practices, and enables and empowers employees. Vienna will serve as a regional role model for effective governance and strong partnerships.

TOWN OF VIENNA STRATEGIC PLAN

Vienna as an economically prosperous community

The Town of Vienna will be a distinctive, dynamic, and vibrant 21st century community and location of choice for unique, independent businesses that add to the Town's charm, attract visitors as well as residents, and, collectively, serve to establish the Town as a destination. We will strive to create a healthy balance of businesses in order to enhance citizens' quality of life and increase the Town's nonresidential tax base.



Figure 5: Celebrating a new Vienna business with a ribbon cutting ceremony



Figure 6: Town residents celebrating a renovated trail

Vienna as an engaged community

The Town of Vienna welcomes effective citizen engagement that leads to bold, collaborative decision-making. In providing multiple avenues for interaction, Vienna will enhance its strong tradition of community involvement, reaching out in thoughtful ways to a broad range of stakeholders.

Vienna as an environmentally sustainable community

The Town of Vienna values and protects its natural and manmade resources. We embrace our obligation to current and future generations to foster a healthy, safe, and attractive community.



Figure 7: A Town recycling truck

TOWN OF VIENNA STRATEGIC PLAN



Figure 8: Town residents gather for an event at the Original Vienna Library

Vienna as a complete community

The Town of Vienna will embrace its independent, active, and welcoming character as a unique place to live-work-play-dine-shop in Northern Virginia. Our traditional events and year-round activities enrich the Town's vibrant, caring, and inclusive community identity and spirit.

In the 2021-22 operating budget, each department has identified key performance measures that reference a strategic plan goal area. The full 2019 Strategic Plan can be found on the Town's website at:

<https://www.viennava.gov/documentcenter/view/4829>

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

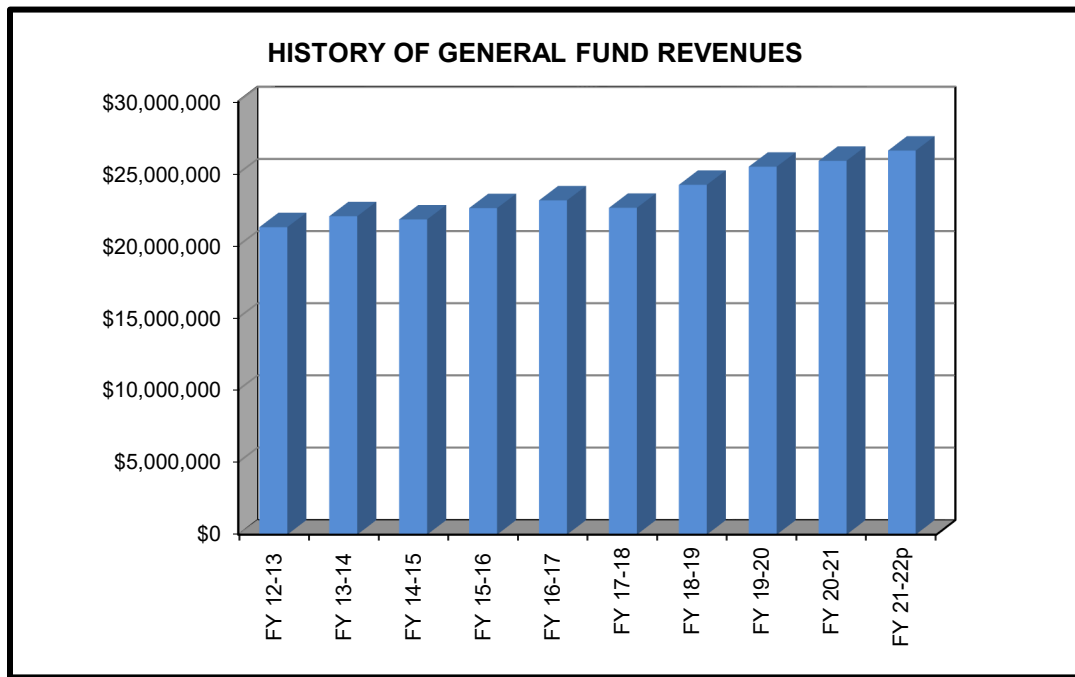
Showing esteem and appreciation for other persons or entities

GENERAL FUND REVENUE HISTORY

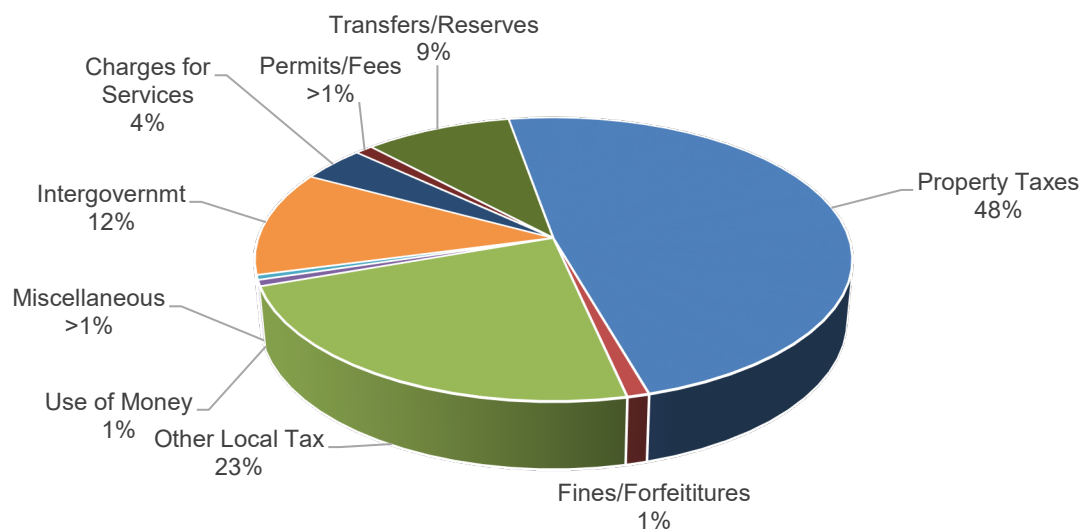
	Property	Other Local	Permits, Fees and	Fines and	Use of Money and
	Taxes	Taxes	Licenses	Forfeitures	Property
FY 12-13	\$9,028,347	\$7,057,200	\$113,000	\$331,000	\$202,800
FY 13-14	\$9,245,902	\$6,851,900	\$133,300	\$448,000	\$195,500
FY 14-15	\$9,137,044	\$7,180,500	\$148,800	\$460,500	\$195,365
FY 15-16	\$9,760,000	\$6,205,100	\$180,400	\$435,000	\$170,000
FY 16-17	\$10,025,070	\$6,521,990	\$179,500	\$455,000	\$125,000
FY 17-18	\$10,427,500	\$6,451,000	\$246,200	\$462,500	\$136,000
FY 18-19	\$10,840,000	\$6,681,000	\$242,200	\$409,000	\$152,000
FY 19-20	\$11,396,490	\$6,730,000	\$314,000	\$417,000	\$279,500
FY 20-21	\$11,883,633	\$6,615,844	\$313,004	\$284,806	\$347,088
FY 21-22^P	\$12,840,000	\$6,126,000	\$296,000	\$278,000	\$185,600

	Charges for Services	Miscellaneous	Inter- Governmental	Transfers / Reserves	Total
FY 11-12	\$708,400	\$65,850	\$1,933,884	\$2,062,000	\$20,790,705
FY 12-13	\$707,700	\$121,950	\$1,960,706	\$1,750,000	\$21,272,703
FY 13-14	\$708,000	\$92,150	\$2,029,898	\$2,325,135	\$22,029,785
FY 14-15	\$773,000	\$112,300	\$2,132,661	\$1,670,000	\$21,810,170
FY 15-16	\$808,200	\$121,300	\$3,256,500	\$1,653,940	\$22,590,440
FY 16-17	\$820,000	\$144,100	\$3,309,400	\$1,550,000	\$23,130,060
FY 17-18	\$625,000	\$156,000	\$3,316,710	\$793,410	\$22,614,320
FY 18-19	\$770,000	\$109,800	\$3,363,410	\$1,639,900	\$24,207,310
FY 19-20	\$969,600	\$109,800	\$3,298,560	\$1,948,140	\$25,463,090
FY 20-21	\$529,942	\$217,518	\$4,414,135	\$1,267,330	\$25,873,300
FY 21-22^P	\$1,071,000	\$144,800	\$3,188,100	\$2,451,660	\$26,581,160

GENERAL FUND REVENUE HISTORY



GENERAL FUND REVENUES BREAKDOWN



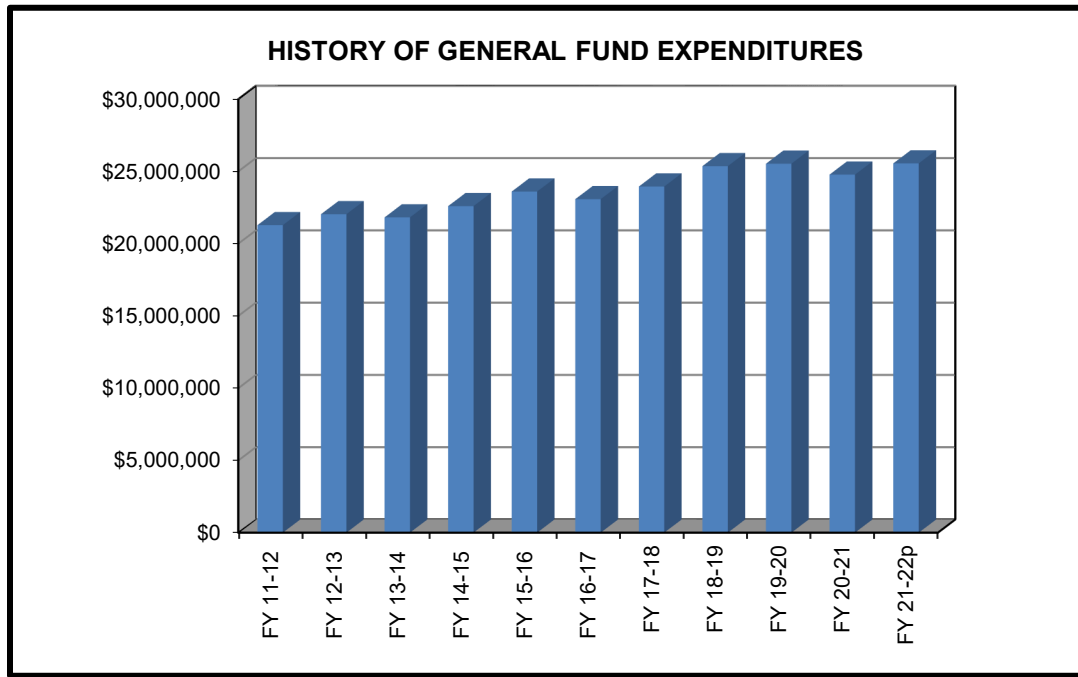
GENERAL FUND EXPENDITURE HISTORY

	General		Public
	Government	Police	Works
FY 11-12	\$4,653,846	\$5,769,083	\$7,004,895
FY 12-13	\$5,142,441	\$6,175,340	\$6,807,707
FY 13-14	\$4,797,444	\$6,261,199	\$6,846,578
FY 14-15	\$5,389,670	\$6,337,190	\$6,884,330
FY 15-16	\$5,789,364	\$6,398,850	\$6,878,556
FY 16-17	\$5,541,167	\$6,446,003	\$6,962,355
FY 17-18	\$5,824,750	\$6,456,530	\$7,360,310
FY 18-19	\$6,453,830	\$6,645,550	\$7,434,770
FY 19-20	\$5,278,250	\$6,946,230	\$7,919,000
FY 20-21	\$5,179,514	\$7,607,311	\$7,218,596
FY 21-22 ^p	\$5,267,470	\$6,823,640	\$7,970,680

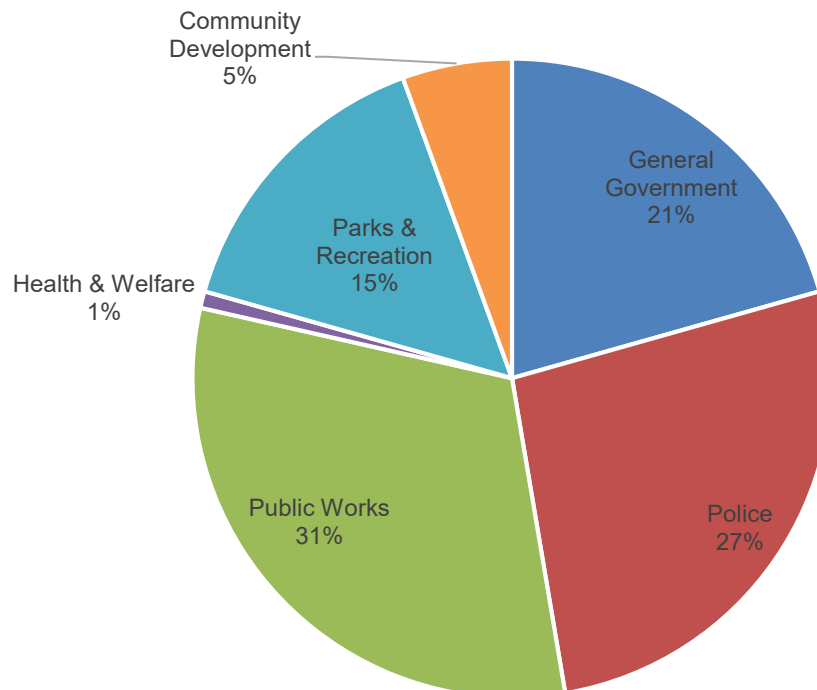
	Health &	Parks &	Community	
	Welfare	Recreation	Development	Total
FY 11-12	\$281,208	\$2,785,871	\$777,800	\$21,272,703
FY 12-13	\$269,959	\$2,737,739	\$896,599	\$22,029,785
FY 13-14	\$258,700	\$2,798,910	\$847,339	\$21,810,170
FY 14-15	\$243,200	\$2,870,610	\$865,440	\$22,590,440
FY 15-16	\$239,831	\$3,520,895	\$769,898	\$23,597,394
FY 16-17	\$243,150	\$2,992,320	\$885,580	\$23,070,574
FY 17-18	\$234,700	\$3,184,440	\$885,580	\$23,946,310
FY 18-19	\$219,040	\$3,567,650	\$1,033,150	\$25,353,990
FY 19-20	\$215,350	\$3,870,310	\$1,295,890	\$25,525,030
FY 20-21	\$228,923	\$3,448,332	\$1,087,455	\$24,770,130
FY 21-22 ^p	\$216,140	\$3,849,170	\$1,417,330	\$25,544,430

p=proposed

GENERAL FUND EXPENDITURE HISTORY



Breakdown of FY 21-22
Proposed General Fund Expenditures

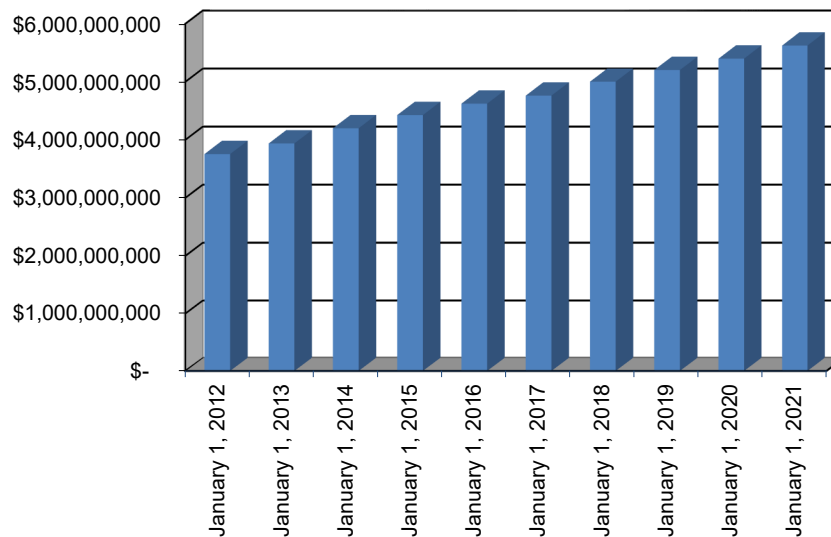


PERSONNEL BY DEPARTMENT

Comparison of Personnel by Department				
Department	Division	Adopted FY 19-20	Adopted FY 20-21	Proposed FY 21-22
<i>Legislative</i>	Town Clerk	2.00	2.00	2.00
	Subtotal	2.00	2.00	2.00
<i>Administration</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
	Information Technology	4.50	4.50	4.50
	Public Information	2.00	2.00	2.00
	Subtotal	12.00	12.00	12.00
<i>Finance</i>	Revenue Operations	4.00	4.00	4.00
	Administration	4.00	4.00	4.63
	Disbursement Operations	2.00	2.00	2.00
	Purchasing	1.63	1.63	1.00
	Central Services	1.00	1.00	1.00
	Gang Task Force (GTF)	1.00	1.00	1.00
	Subtotal	13.63	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	8.00	8.00
	Street Maintenance	13.00	13.00	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	17.00	17.00	17.00
	Subtotal	57.00	57.00	57.00
<i>Parks and Recreation</i>	Administration	6.00	6.00	6.00
	Parks Maintenance	10.00	10.00	11.00
	Community Center Operations	4.00	5.00	5.00
	Teen Center	2.00	2.00	2.00
	Subtotal	22.00	23.00	24.00
<i>Planning and Zoning</i>	Planning and Zoning	8.00	8.00	8.00
	Subtotal	8.00	8.00	8.00
<i>Economic Development</i>	Economic Development	0.00	1.00	2.00
	Subtotal	0.00	1.00	2.00
GENERAL FUND TOTAL		165.63	167.63	169.63
<i>Water and Sewer</i>	Water Operations	7.50	8.50	8.50
	Sewer Operations	7.00	7.00	7.00
	Meter Maintenance and Reading	4.00	4.00	4.00
	Billing/Customer Service	2.00	2.00	2.00
	WATER & SEWER FUND TOTAL	20.50	21.50	21.50
<i>Storm Water</i>	Storm Water Administration	2.00	2.50	2.50
	STORM WATER FUND TOTAL	2.00	2.50	2.50
GRAND TOTAL		188.13	191.63	193.63

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

REAL PROPERTY

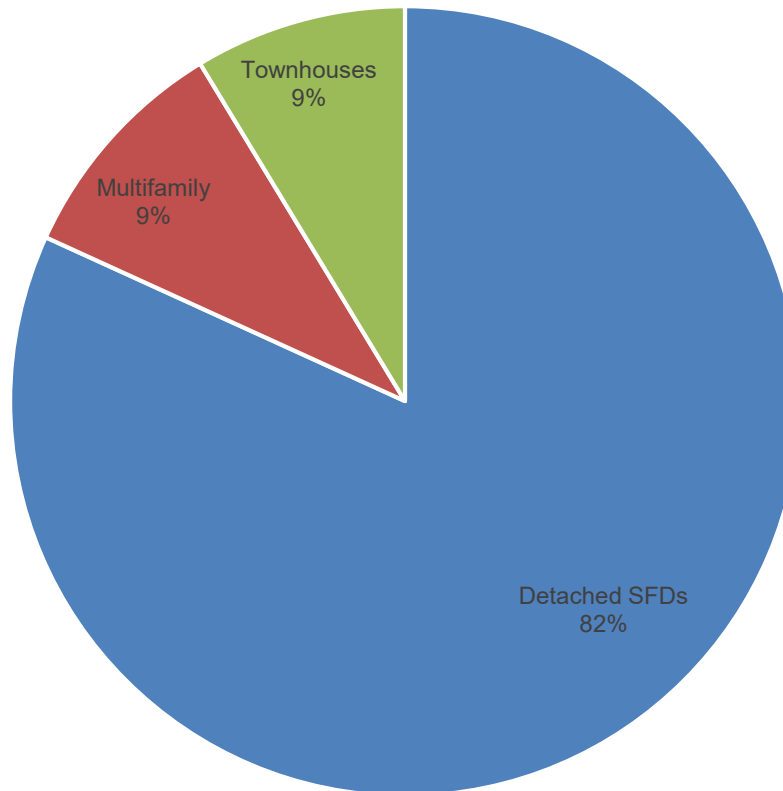
Assessed Value of Taxable Real Property*Includes New Construction***10 Year History of Assessed Value of Real Property**

<i>Fiscal</i>	<i>Actual</i>
<i>Year</i>	<i>Value</i>
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
January 1, 2019	\$ 5,204,854,490
January 1, 2020	\$ 5,401,153,810
January 1, 2021	\$ 5,626,187,990

LAND USE AND HOUSING

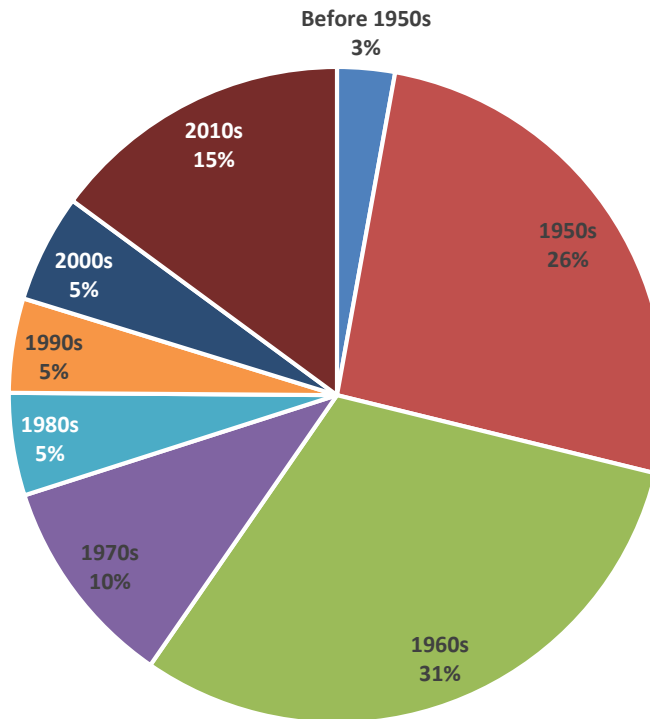
The Town of Vienna is primarily comprised of single family homes.

Existing Housing Units by Type



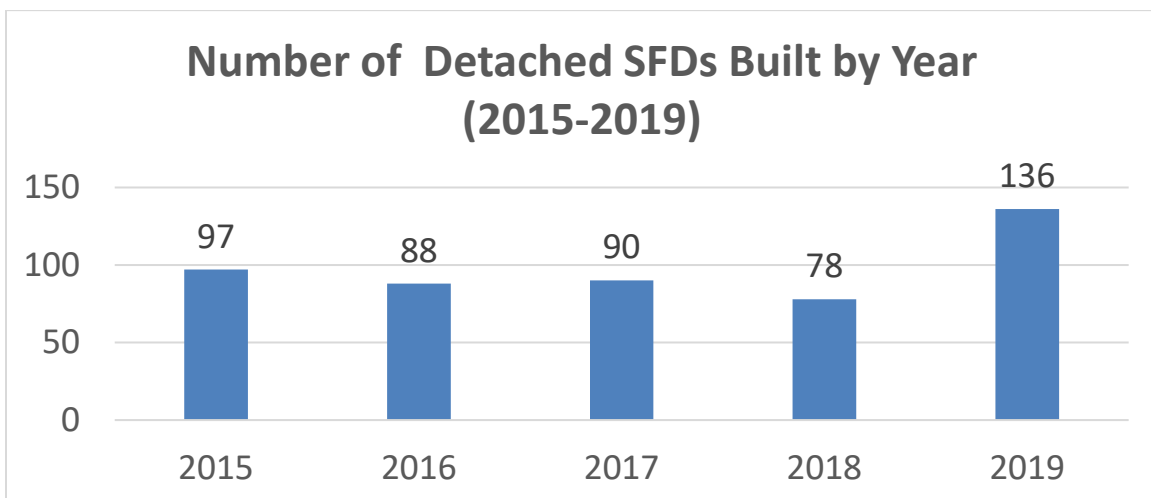
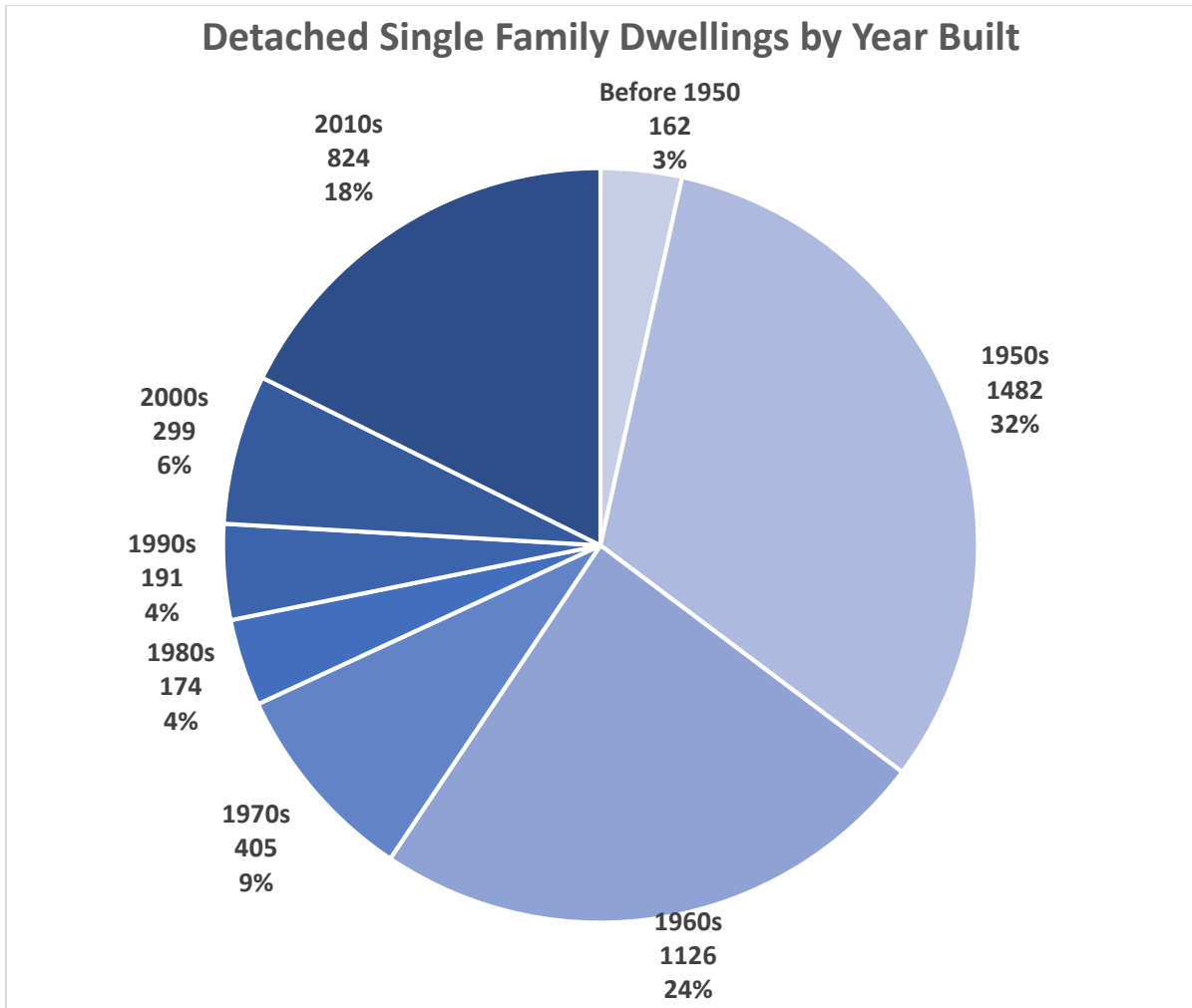
Type	Number of Units
Single Family	4,663
Multi-family	542
Townhouses	495

LAND USE AND HOUSING

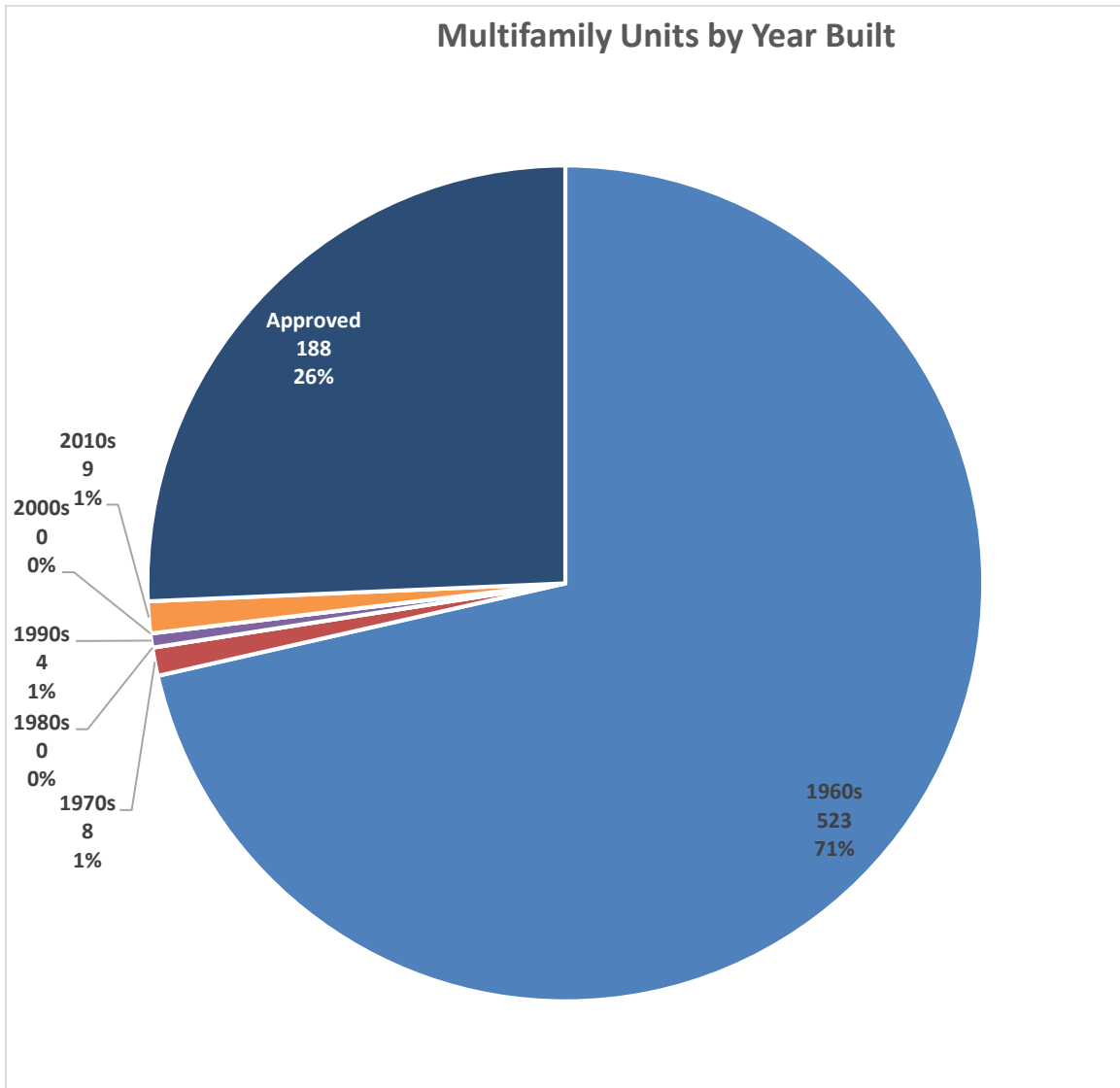
Housing Units by Year Built

Year Built	Number of Housing Units
Before 1950s	162
1950s	1482
1960s	1756
1970s	595
1980s	288
1990s	265
2000s	304
2010s	850

LAND USE AND HOUSING

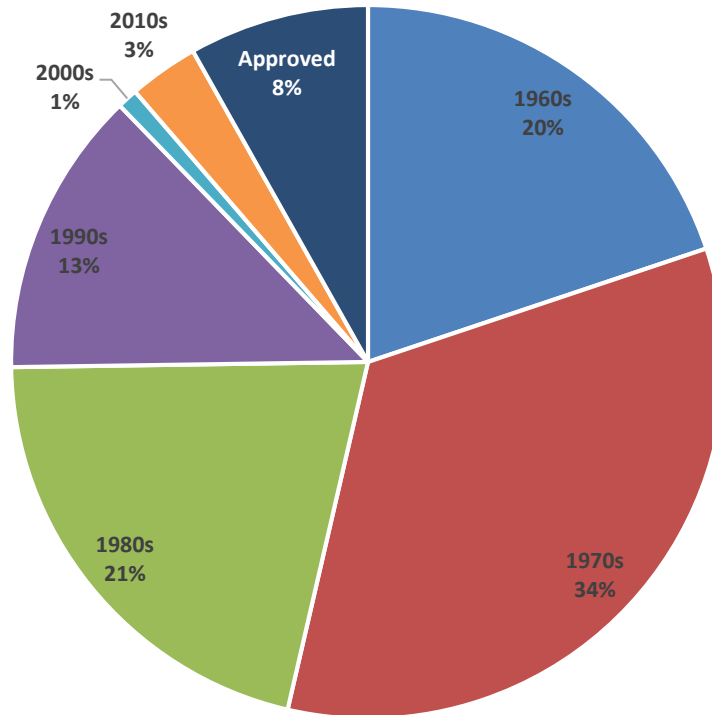


LAND USE AND HOUSING



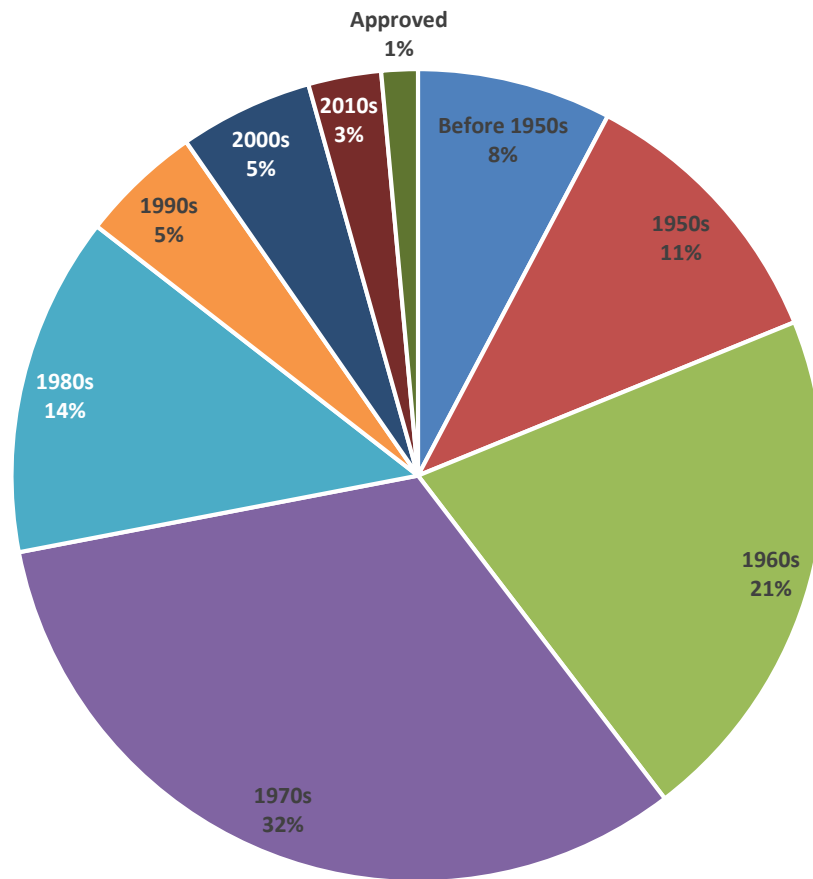
LAND USE AND HOUSING

Townhouse Units by Year Built

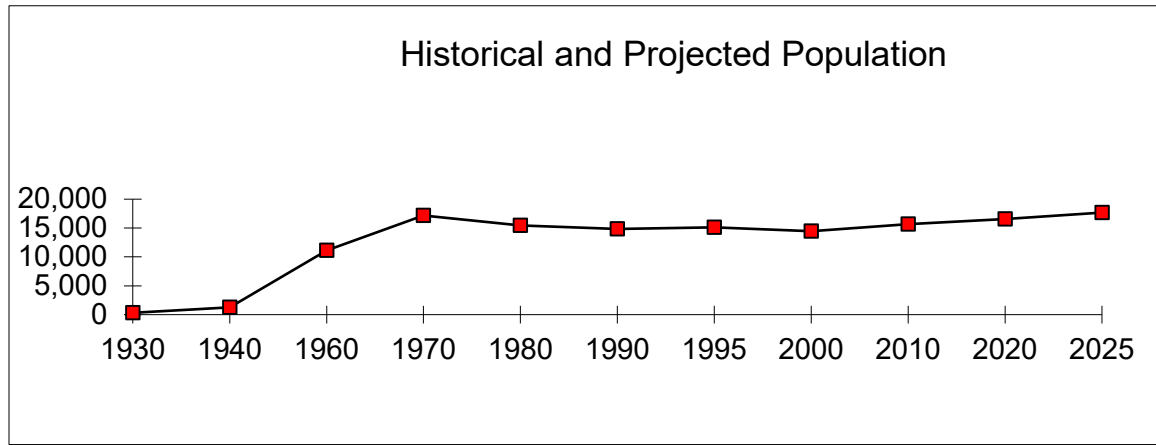


LAND USE AND HOUSING

Commercial/Office Buildings by Year Built



POPULATION



Vienna is fixed in size with its boundaries set and no opportunity nor desire to grow into a large metropolitan area. As a result, its population should remain steady as it is generally a bedroom community of single family residences. Most new home construction is as a result of tear downs of existing homes rather than large new subdivisions.

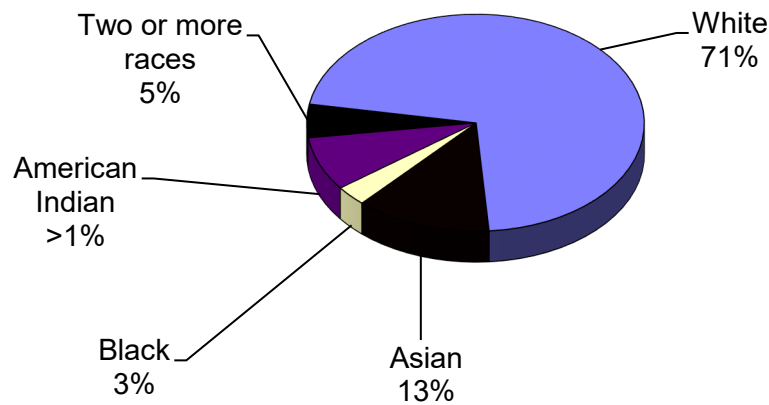
<i>Historical and Projected Growth</i>

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
2020	16,556
2025	17,679

POPULATION

Historical and Projected Growth

Year	Population
1930	317
1940	1,237
1960	11,140
1970	17,152
1980	15,469
1990	14,852
1995	15,099
2000	14,453
2010	15,687
2020	16,556
2025	17,679

Population by Race***Population by Race***

White	71%
Asian	13%
Black	3%
American Indian	.1%
Hispanic or Latino	8%
Two or more races	5%

POPULATION

<i>Distribution by Age</i>

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

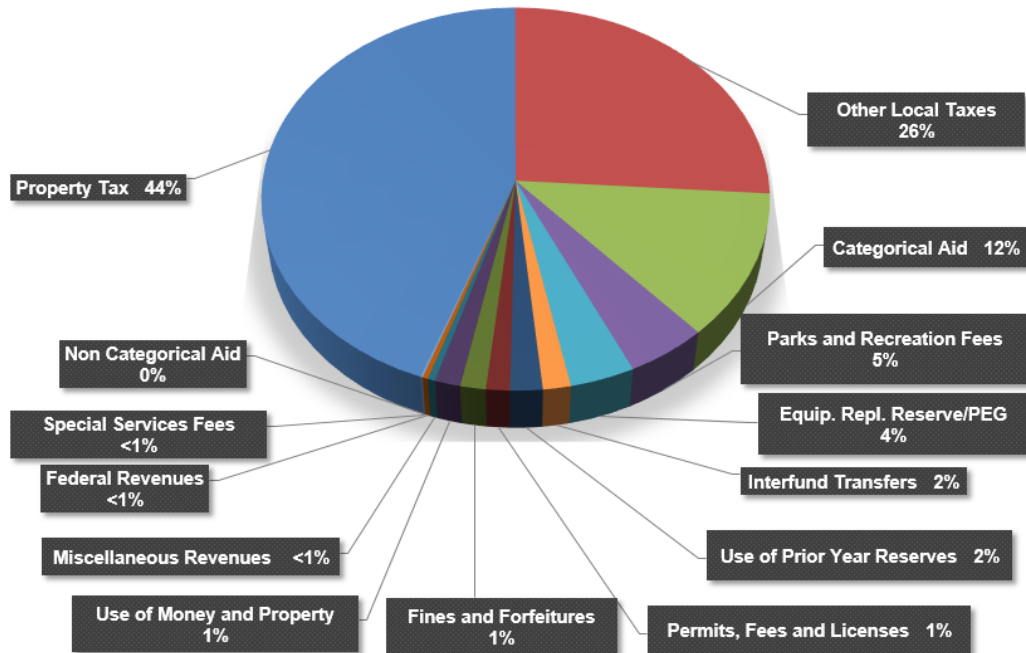
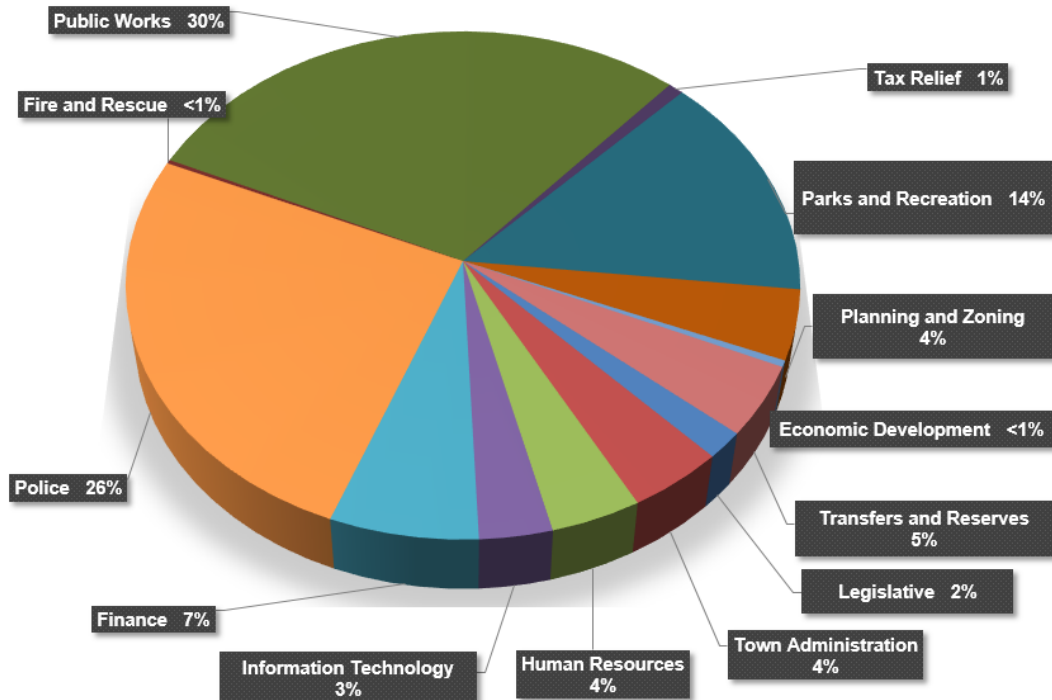
BUDGET IN BRIEF

GENERAL FUND

Revenues	Adopted FY 20-21	Est. Actuals FY 20-21	Proposed FY 21-22	Net Change
Property Tax (FY 20-21: Adopted \$.2250 per \$100 of assessed valuation)	12,333,900	12,466,847	12,840,000	506,100
Other Local Taxes	5,921,500	5,983,245	6,128,000	206,500
Permits, Fees and Licenses	227,000	408,316	296,000	69,000
Fines and Forfeitures	232,000	149,789	278,000	46,000
Use of Money and Property	271,700	154,804	185,600	(86,100)
Parks and Recreation Fees	580,000	256,951	991,000	411,000
Special Services Fees	82,500	113,985	80,000	(2,500)
Miscellaneous Revenues	149,300	192,268	144,800	(4,500)
Categorical Aid	2,752,600	3,171,895	3,152,700	400,100
Non Categorical Aid	400	349	400	-
Federal Revenues	59,000	1,888,854	65,000	6,000
Interfund Transfers	723,660	778,130	1,123,660	400,000
Use of Prior Year Reserves	795,000	0	518,000	(277,000)
Equip. Repl. Reserve/PEG	713,730	713,730	760,000	46,270
TOTAL	24,842,290	26,279,163	26,563,160	1,720,870

Expenditures	Adopted FY 20-21	Est. Actuals FY 20-21	Proposed FY 21-22	Net Change
Legislative	432,980	434,860	447,110	14,130
Administration				
Town Administration	1,061,640	1,101,970	1,130,420	68,780
Human Resources /Risk Mgt	994,750	964,936	1,061,970	67,220
Information Technology	886,090	816,890	975,730	89,640
Finance	1,708,550	1,647,550	1,652,240	(56,310)
Public Safety				
Police	6,941,470	6,822,230	6,756,640	(184,830)
Fire and Rescue	67,000	64,300	67,000	-
Public Works	7,382,040	7,169,452	7,970,680	588,640
Tax Relief	220,700	203,680	216,140	(4,560)
Parks and Recreation	3,094,270	1,342,900	3,849,170	754,900
Community Development				
Planning and Zoning	1,252,280	1,112,280	1,118,980	(133,300)
Economic Development	196,790	267,700	298,350	101,560
Transfers and Reserves	603,730	827,920	1,018,730	415,000
TOTAL	24,842,290	22,776,668	26,563,160	1,720,870

BUDGET IN BRIEF

General Fund Revenues**General Fund Expenditures**

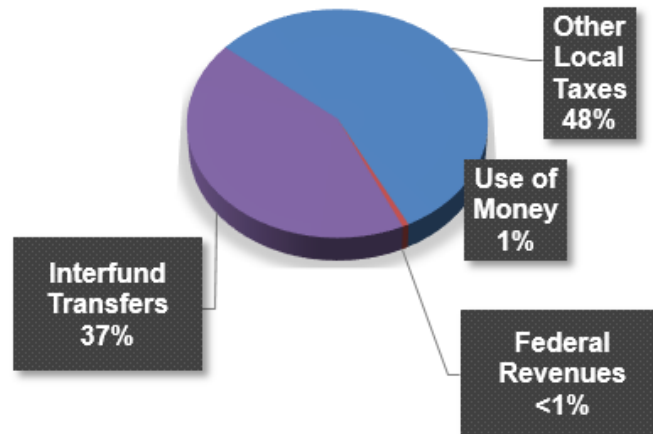
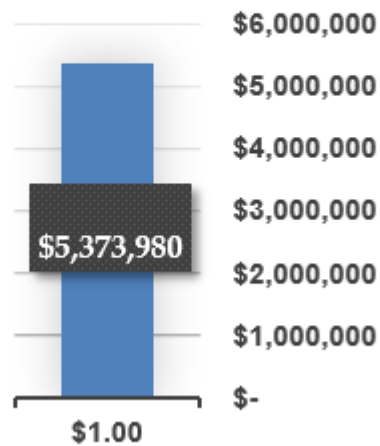
BUDGET IN BRIEF

DEBT SERVICE FUND

Revenues	Adopted FY 20-21	Est. Actuals FY 20-21	Proposed FY 21-22	Net Change
Other Local Taxes	1,445,000	2,972,800	2,600,000	1,155,000
Use of Money	90,000	123,000	30,000	(60,000)
Miscellaneous Receipts	-	-	-	-
Federal Revenues	33,000	33,000	33,000	-
Debt Issue Proceeds	0	0	-	-
Interfund Transfers	3,965,140	1,609,470	1,981,650	(1,983,490)
Use of Prior Year Surplus	0	0	729,330	729,330
TOTAL	5,533,140	4,738,270	5,373,980	(159,160)

Expenditures	Adopted FY 20-21	Est. Actuals FY 20-21	Proposed FY 21-22	Net Change
Administrative Costs	-	-	-	-
Debt Service	5,533,140	6,489,440	5,373,980	(159,160)
TOTAL	5,533,140	6,489,440	5,373,980	(159,160)

BUDGET IN BRIEF

**DEBT SERVICE
REVENUES****DEBT SERVICE
EXPENDITURES**

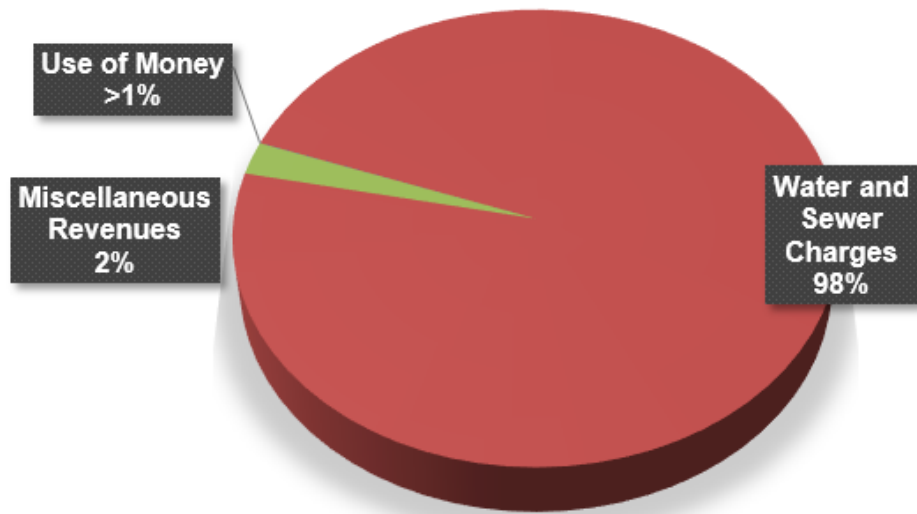
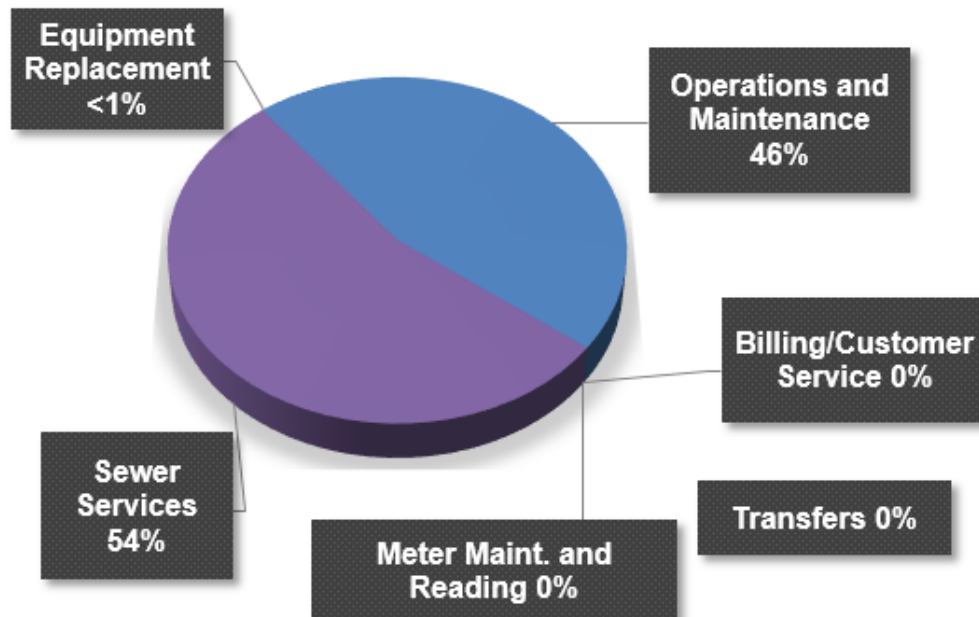
BUDGET IN BRIEF

WATER AND SEWER FUND

Revenues	Adopted FY 19-20	Est. Actuals FY 19-20	Proposed FY 20-21	Net Change
Use of Money	10,000	20,000	2,000	(8,000)
Water and Sewer Charges	9,904,050	8,978,080	10,564,600	660,550
Miscellaneous Revenues	280,000	311,400	250,000	(30,000)
Interfund Transfer/Prior Yr	-			-
TOTAL	10,194,050	9,309,480	10,816,600	622,550

Expenditures	Adopted FY 19-20	Est. Actuals FY 19-20	Proposed FY 20-21	Net Change
Water Operations	4,957,020	4,348,510	4,959,490	2,470
Meter Services & Water Qlty	-4,930	0	0	4,930
Billing/Customer Service	-3,280	-57,050	0	3,280
Sanitary Sewer Operations	5,213,110	42,620,660	5,857,110	644,000
Transfers/Reserves	32,130	346,700	0	(32,130)
Eqmt. Replacement/DS	0	0	0	-
TOTAL	10,194,050	47,258,820	10,816,600	622,550

BUDGET IN BRIEF

WATER AND SEWER REVENUES**WATER AND SEWER EXPENDITURES**

BUDGET IN BRIEF

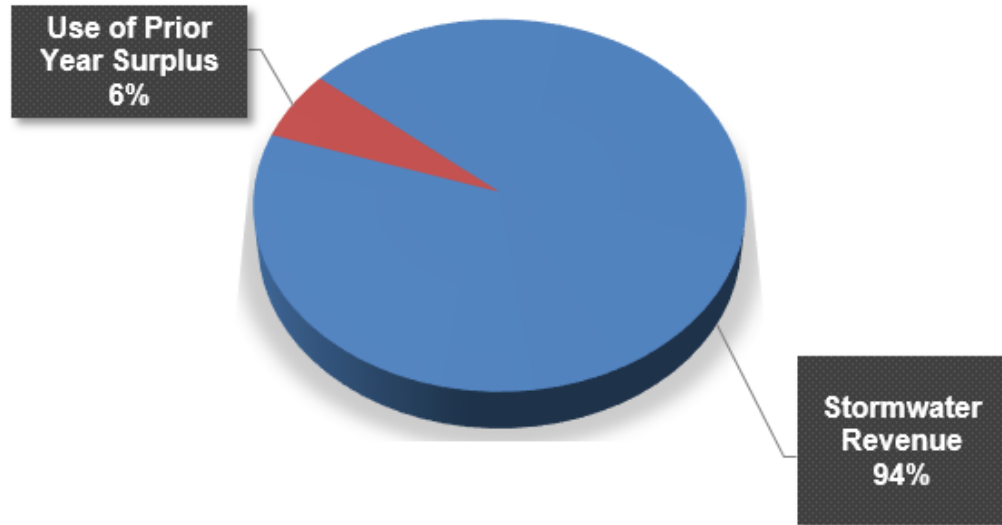
STORMWATER FUND

Revenues	Adopted FY 20-21	Est. Actuals FY 20-21	Proposed FY 21-22	Net Change
Stormwater Revenue	410,000	410,270	410,000	-
Use of Money	-	-	-	-
Miscellaneous Revenues	500.00	260	500	-
Use of Prior Year Surplus	27,220	120,000	26,220	(1,000)
TOTAL	437,720	530,530	436,720	(1,000)

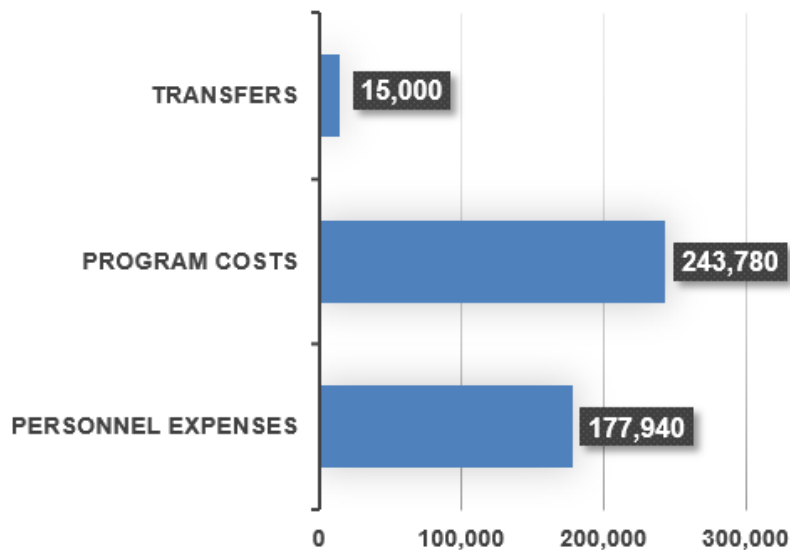
Expenditures	Adopted FY 20-21	Est. Actuals FY 20-21	Proposed FY 21-22	Net Change
Personnel Expenses	249,560	235,260	177,940	(71,620)
Program Costs	243,200	243,200	243,780	580
Transfers	-55,040	-51,500	15,000	70,040
TOTAL	437,720	426,960	436,720	(1,000)

BUDGET IN BRIEF

STORMWATER REVENUES



STORMWATER EXPENDITURES

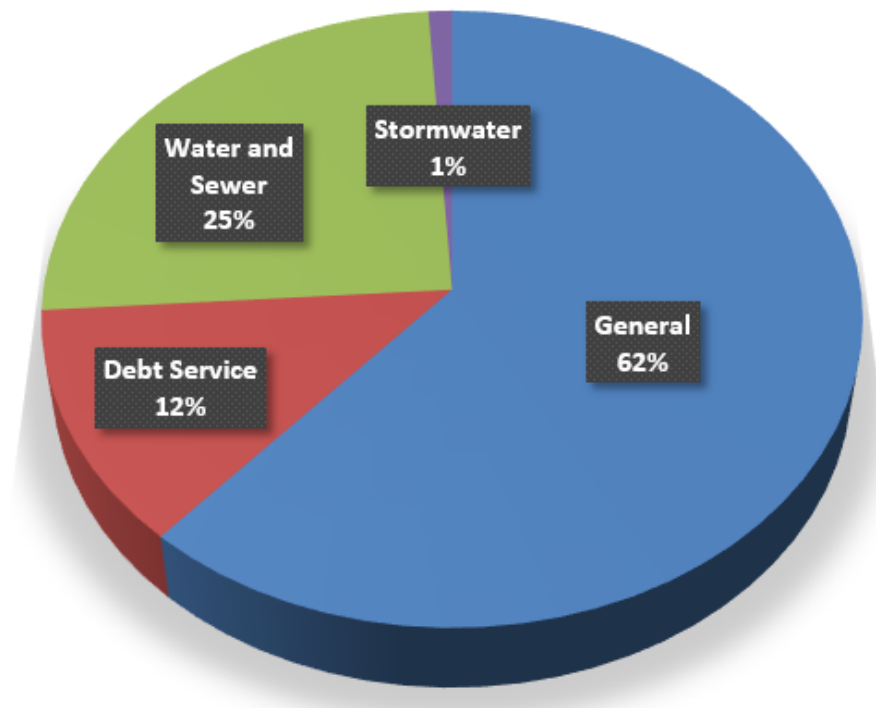


BUDGET IN BRIEF

ALL FUNDS

FUND	Adopted FY 20-21	Est. Actuals FY 20-21	Proposed FY 21-22	Net Change
General	24,842,290	24,520,279	26,563,160	1,720,870
Debt Service	5,533,140	6,489,440	5,373,980	(159,160)
Water and Sewer	10,194,050	9,258,820	10,816,600	622,550
Stormwater	437,720	426,960	436,720	(1,000)
TOTAL	41,007,200	40,695,499	43,190,460	2,183,260

FY 21-22 BUDGET



TOWN OF VIENNA
PROPOSED REVENUE BUDGET BY FUND

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET ESTIMATED		FY 21-22 PROPOSED	NET CHANGE
31121	Real Estate Taxes	11,274,409	11,721,835	12,167,900	12,234,375	12,670,000	502,100
31122	Prior Year Real Estate Taxes	6,562	11,743	16,000	50,194	15,000	(1,000)
31125	Public Service Corp Taxes	99,546	105,143	110,000	111,384	110,000	-
31160	Penalties and Interest	33,491	44,911	40,000	70,894	45,000	5,000
TOTAL	Property Taxes	11,414,008	11,883,633	12,333,900	12,466,847	12,840,000	506,100
31201	State Sales Tax	1,493,524	1,513,816	1,425,000	1,484,055	1,526,000	101,000
31202	Consumer Utility Taxes	684,098	669,780	650,000	645,000	670,000	20,000
31203	Business License Taxes	2,389,726	2,390,002	1,810,000	1,836,906	2,060,000	250,000
31205	Vehicle License Taxes	395,429	403,875	415,000	406,831	400,000	(15,000)
31206	Bank Stock Taxes	1,114,289	996,631	980,000	980,000	835,000	(145,000)
31208	Tobacco Taxes	206,304	185,378	170,000	200,961	200,000	30,000
31231	License Enforcement Revenue	-	-	-	-	-	-
31240	Fiber-Optic Franchise Tax	123,922	134,074	136,500	136,500	135,000	(1,500)
31241	Telecommunications Tax	106,648	106,215	112,000	91,850	95,000	(17,000)
31242	3% PEG Grant/Media Gen	164,700	158,997	160,000	148,161	150,000	(10,000)
31243	Utility Consumption Tax	59,761	56,777	62,000	52,981	57,000	(5,000)
31285	VLF Penalty	5,650	300	1,000	-	-	(1,000)
TOTAL	Other Local Taxes	6,744,051	6,615,844	5,921,500	5,983,245	6,128,000	206,500
31301	Animal License Fees	11,722	10,963	12,000	10,392	11,000	(1,000)
31307	Zoning Permit Fees	79,905	104,360	75,000	130,551	80,000	5,000
31308	Building Permit Fees	85,360	130,055	50,000	185,696	130,000	80,000
31319	Sign Permit Fees	9,500	6,935	10,000	14,759	10,000	-
31323	Occupancy Permit Fees	22,350	28,300	40,000	25,416	25,000	(15,000)
31333	A.R.B. Fees	4,000	4,000	5,000	5,333	5,000	-
31335	Stormwater Management Review Fee	25,634	28,392	35,000	36,169	35,000	-
TOTAL	Permits, Fees, License	238,471	313,004	227,000	408,316	296,000	69,000
31401	Court Fines	303,565	257,190	195,000	132,799	250,000	55,000
31403	Courthouse Maintenance Fees	10,726	8,391	12,000	4,406	8,000	(4,000)
31425	E-911 Fees	22,956	19,225	25,000	12,584	20,000	(5,000)
TOTAL	Fines and Forfeitures	337,247	284,806	232,000	149,789	278,000	46,000
31511	Deposit Account Interest	2,451	229	-	-	-	-
31512	LGIP Acct Interest	156,774	93,994	-	10,170	-	-
31513	Investment Earnings	-	-	150,000	-	40,000	(110,000)
31514	LGIP Cares Interest	-	2,100	-	5,035	-	-
31515	N.R. Bond Interest	18,161	12,504	-	2,238	-	-
31516	SNAP Interest	20,636	18,310	-	3,432	-	-
31517	Reserved Interest	3,324	2,289	-	410	-	-
31518	VIP Interest	36,236	61,716	-	12,778	-	-
TOTAL	Use of Money	237,582	191,142	150,000	34,063	40,000	(110,000)
31521	Concessions & Rentals	111,264	66,351	35,000	26,405	50,000	15,000
31522	Rental of 310 Center Street	-	-	-	-	-	-
31525	Water Tank Cell Phone Rental	83,619	89,595	86,700	94,336	95,600	8,900
TOTAL	Use of Property	194,883	155,946	121,700	120,741	145,600	23,900
TOTAL	Use of Money & Property	432,465	347,088	271,700	154,804	185,600	(86,100)
31611	Adult Program Fees	28,526	12,977	30,000	188	29,000	(1,000)
31612	Youth Program Fees	348,089	70,203	240,000	98,253	312,000	72,000
31613	Class Program Fees	555,338	318,268	250,000	130,798	485,000	235,000
31614	Special Events	59,113	42,710	40,000	27,712	138,000	98,000
31615	Athletics	-	1,699	-	-	12,000	12,000
31616	Theater Tickets	17,206	26,205	20,000	-	15,000	(5,000)
TOTAL	Park & Rec Fees	1,008,272	472,061	580,000	256,951	991,000	411,000
31622	Street Cut Inspection Fee	50,037	57,881	82,500	113,985	80,000	(2,500)
TOTAL	Special Service Fee	50,037	57,881	82,500	113,985	80,000	(2,500)
TOTAL	Service Charges	1,058,309	529,942	662,500	370,936	1,071,000	408,500

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

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET ESTIMATED		FY 21-22 PROPOSED	NET CHANGE
31818	Park & Rec Product Sales	-	-	-	-	-	-
31832	Federal Asset Forfeitures	28,458	-	-	5,000	-	-
31833	Recycling Revenue	-	-	-	-	-	-
31834	Reserved Sale Proceeds	80,948	98,037	90,000	70,594	90,000	-
31835	Fairfax Co. Contribution	32,300	32,300	32,300	32,300	32,300	-
31838	Teen Center Sales	1,515	3,204	7,000	1,116	2,500	(4,500)
31839	Fairfax EDSF Grant	-	-	-	50,000	-	-
31840	Donations	42,455	43,485	-	24,204	-	-
31841	Friends of VTG Donations	6,750	2,250	-	87	-	-
31845	Virginia Asset Forfeiture Funds	9,957	11,444	10,000	10,000	10,000	-
31846	VA Asset Forfeiture Funds - Other	-	1,462	-	-	-	-
31851	Alley Vacation Fees	-	300	-	-	-	-
31852	Proceeds - Sale of Alley	-	-	-	-	-	-
31898	GO Local Fees	-	-	-	-	-	-
31899	Miscellaneous Receipts	(21,156)	25,036	10,000	(1,033)	10,000	-
TOTAL	Miscellaneous Revenues	181,226	217,518	149,300	192,268	144,800	(4,500)
TOTAL	Local Revenues	20,405,777	20,191,835	19,797,900	19,726,205	20,943,400	1,145,500
32207	Rolling Stock Tax	358	355	400	349	400	-
TOTAL	Non-Categorical Aid	358	355	400	349	400	-
32230	Commercial Sales & Use Tax	976,163	884,943	710,000	794,843	790,000	80,000
32410	Police Support (HB599)	388,192	418,256	365,300	418,256	418,200	52,900
32411	H.I.D.T.A Grant (Police)	3,750	13,125	7,500	7,500	7,500	-
32420	State Fire Program	52,444	57,135	57,000	57,000	57,000	-
32429	Litter Control Funds	-	9,763	6,000	4,300	-	(6,000)
32430	VDOT Street Maintenance Support	1,765,896	1,856,784	1,606,800	1,889,996	1,880,000	273,200
32431	Grant Revenue - State	2,762	-	-	-	-	-
TOTAL	Categorical Aid	3,189,207	3,240,006	2,752,600	3,171,895	3,152,700	400,100
TOTAL	State Revenues	3,189,565	3,240,361	2,753,000	3,172,244	3,153,100	400,100
33310	Gang Task Force Grant	62,877	33,120	14,000	11,919	10,000	(4,000)
33315	Federal Police Overtime	-	7,480	-	-	-	-
33316	Cares Act Funding	-	1,062,871	-	1,820,692	-	-
33318	Forfeitures - Federal Asset	-	10,177	-	-	-	-
33321	DUI Grant	27,767	24,736	30,000	30,000	30,000	-
33322	Traffic Enforce Grant '11	16,886	16,237	15,000	16,243	15,000	-
33342	FEMA Reimbursement	40,364	-	-	-	-	-
TOTAL	Federal Revenues	147,894	1,154,621	59,000	1,878,854	55,000	(4,000)
34101	Police Overtime Reimbursement	20,225	16,540	-	10,000	10,000	10,000
34102	Miscellaneous Reimbursements	19,590	(2,568)	-	(203)	-	-
TOTAL	Reimbursements	39,815	13,972	-	9,797	10,000	10,000
34150	Capital Lease Proceeds	605,900	834,200	563,730	563,730	590,000	26,270
TOTAL	Debt Issue Proceeds	605,900	834,200	563,730	563,730	590,000	26,270
34510	Transfer From Water and Sewer Fund	950,000	1,055,000	1,400,000	1,400,000	1,800,000	400,000
34511	Transfer From/To Debt Service	(626,100)	(621,870)	(676,340)	(621,870)	(676,340)	-
TOTAL	Interfund Transfers	323,900	433,130	723,660	778,130	1,123,660	400,000
34901	Use of Prior Year Surplus	-	-	500,000	-	450,000	(50,000)
34902	Carry-Forward Reserves	-	-	295,000	-	68,000	(227,000)
34906	Appropriation of PEG Reserves	-	-	150,000	150,000	150,000	-
34907	Appropriation of E-911 Funds	-	-	-	-	20,000	20,000
TOTAL	General Fund	24,712,851	25,868,118	24,842,290	26,278,960	26,563,160	1,720,870

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

FUND: 400 -- DEBT SERVICE FUND

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET ESTIMATED	FY 21-22 PROPOSED	NET CHANGE	
31210	Meals and Lodging Tax	2,829,794	2,476,476	1,445,000	2,972,800	2,600,000	1,155,000
TOTAL	Other Local Revenues	2,829,794	2,476,476	1,445,000	2,972,800	2,600,000	1,155,000
31511	Deposit Acct Interest	-	-	-	-	-	-
31512	LGIP Acct Interest	109,543	46,128	90,000	55,000	30,000	(60,000)
31518	VIP Interest	72,472	123,431	-	68,000	-	-
TOTAL	Use of Money	182,015	169,559	90,000	123,000	30,000	(60,000)
31899	Miscellaneous Receipts	60	512	-	-	-	-
TOTAL	Miscellaneous Revenue	60	512	-	-	-	-
TOTAL	Local Revenues	3,011,868	2,646,547	1,535,000	3,095,800	2,630,000	1,095,000
33360	Build America Bonds Rebate	17,718	47,014	33,000	33,000	33,000	-
TOTAL	Federal Revenue	17,718	47,014	33,000	33,000	33,000	-
34510	Transfer From Water and Sewer Fund	844,221	841,494	1,340,300	987,600	1,305,310	(34,990)
34520	Transfer From/To General Fund	594,971	621,870	676,340	621,870	676,340	-
TOTAL	Interfund Transfers	1,439,192	1,463,364	2,016,640	1,609,470	1,981,650	(34,990)
34901	Use of Prior Year Surplus	-	-	1,948,500	-	729,330	(1,219,170)
TOTAL	Debt Service Fund	4,468,778	4,156,924	5,533,140	4,738,270	5,373,980	(159,160)

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

FUND: 500 -- WATER AND SEWER

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET ESTIMATED	FY 21-22 PROPOSED	NET CHANGE
31512	LGIP Acct Interest	19,252	11,414	10,000	2,000	(8,000)
TOTAL	Use of Money	19,252	11,414	10,000	2,000	(8,000)
31631	Water Charges	3,624,483	3,798,879	4,290,140	4,025,960	155,760
31632	Sewer Charges	3,067,314	3,461,284	3,900,220	3,602,960	440,780
31633	Account Service Charges	858,882	1,225,307	1,433,690	1,091,160	82,010
31634	Excess Use Charges	-	-	-	-	-
31635	Reconnection Fees	5,900	1,892	5,000	5,000	(3,000)
31636	Availability/F.F Charges	157,660	402,072	130,000	110,000	30,000
31637	Cycle 6 Billing Reimbursement	42,285	79,908	80,000	78,000	-
31638	Interest - Delinquent	57,179	57,591	65,000	65,000	(45,000)
TOTAL	Water and Sewer Charges	7,813,703	9,026,933	9,904,050	8,978,080	660,550
31831	Sale of Water Meters	171,690	197,650	150,000	125,000	150,000
31833	Recycling Revenue	-	-	-	-	-
31834	Reserved Sale Proceeds	2,898	3,873	-	-	-
31899	Miscellaneous Receipts	145,262	124,894	130,000	111,400	100,000
TOTAL	Miscellaneous Revenue	319,850	326,417	280,000	236,400	250,000
TOTAL	Local Revenues	8,152,805	9,364,764	10,194,050	9,234,480	10,816,600
34512	Transfer from Capital Project	-	2,776,427	-	-	-
34525	Transfer From Stormwater	-	-	-	-	-
TOTAL	Interfund Transfers	-	2,776,427	-	-	-
34102	Miscellaneous Reimbursements	1,120	12,408	-	-	-
34901	Use of Prior Year Surplus	-	-	-	75,000	-
TOTAL	Water and Sewer Fund	8,153,925	12,153,599	10,194,050	9,309,480	10,816,600

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

FUND: 550 -- STORMWATER

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 PROPOSED	NET CHANGE
				BUDGET	ESTIMATED		
31280	Stormwater Fund Revenue	400,409	416,449	410,000	410,270	410,000	-
TOTAL	Other Local Taxes	400,409	416,449	410,000	410,270	410,000	-
31512	LGIP Account Interest	8,420	6,839	-	-	-	-
TOTAL	Use of Money	8,420	6,839	-	-	-	-
31899	Miscellaneous Receipts	517	1,669	500	260	500	-
TOTAL	Miscellaneous Revenues	517	1,669	500	260	500	-
TOTAL	Local Revenue	409,346	424,957	410,500	410,530	410,500	-
34102	Misc Reimbursements	-	-	-	-	-	-
34901	Use Of Prior Year Surplus	-	-	27,220	120,000	26,220	(1,000)
TOTAL	Stormwater Fund	409,346	424,957	437,720	530,530	436,720	(1,000)

TOWN OF VIENNA
PROPOSED EXPENSE BUDGET BY FUND

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
			BUDGET	REVISED	ESTIMATED		
41001 Salaries and Wages	11,828,694	12,751,864	12,719,670	12,843,520	11,515,650	12,960,930	241,260
41002 Overtime	1,069,382	778,358	648,960	736,890	665,120	826,870	177,910
41003 Regular Part Time with Benefits	95,644	75,410	136,490	141,490	136,490	144,000	7,510
41004 Part Time without Benefits	315,528	400,148	174,770	234,690	200,790	392,580	217,810
41005 Other Part Time	89,966	70,905	50,080	50,080	27,500	81,000	30,920
41006 Annual Leave Liquidation	64,929	55,382	10,000	10,000	10,000	10,000	-
41007 Holiday Pay	151,922	154,748	119,480	119,480	119,480	119,480	-
41008 Annual Leave Cash-In	101,771	91,691	30,000	30,000	30,000	30,000	-
41009 Council/Boards Salary	75,285	78,210	82,290	82,290	82,290	82,290	-
41011 Non-Exempt Comp time Liquidation	11,000	9,377	-	-	-	-	-
41015 Performance Bonus	69,500	78,225	-	-	-	65,000	65,000
41020 Transfer of Budgeted Salary	-	-	-	(75,300)	-	-	-
TOTAL Personal Services	13,873,621	14,544,317	13,971,740	14,173,140	12,787,320	14,712,150	740,410
42001 F.I.C.A.	1,005,916	1,056,582	1,029,820	1,037,082	927,062	1,062,250	32,430
42002 V.R.S.	1,203,394	1,257,867	1,455,790	1,455,790	1,202,990	1,498,190	42,400
42003 V.R.S. Life Insurance	154,734	163,327	171,410	171,410	149,560	165,780	(5,630)
42004 Local Pension Plan	152,727	160,883	155,950	155,950	145,920	159,020	3,070
42005 Police Pension	209,375	256,362	337,590	337,590	305,110	345,220	7,630
42007 Health Insurance	1,557,201	1,584,887	1,556,120	1,556,120	1,390,770	1,200,010	(356,110)
42008 Disability Insurance	2,272	2,231	2,620	2,620	2,620	2,620	-
42009 Unemployment Insurance	9,419	30	5,150	23,850	22,700	5,150	-
42010 Clothing Allowance	24,800	37,995	41,730	34,730	34,730	25,730	(16,000)
42011 Tuition Assist	24,342	52,569	15,000	24,000	24,000	25,000	10,000
42012 Cafeteria Plan Fees	2,369	2,396	2,520	2,520	2,080	2,590	70
42013 Workers Comp Ins	266,025	251,279	255,000	255,000	255,000	280,000	25,000
42015 Miscellaneous Allowances	1,500	2,548	3,320	3,320	3,320	3,320	-
42018 Employer Contributions: DC401A	272,295	320,142	321,190	321,190	265,970	321,840	650
42020 Other Post Employment Benefits	-	3,780	-	-	-	-	-
42021 V.R.S Hybrid 401A Match	51,801	73,985	60,950	60,950	45,100	81,110	20,160
42025 V.R.S Hybrid Disability	13,917	15,529	15,720	15,720	12,080	18,440	2,720
42050 Relocation Expenses	-	-	3,000	3,000	-	3,000	-
TOTAL Employee Benefits	4,952,089	5,242,391	5,432,880	5,460,842	4,789,012	5,199,270	(233,610)
43101 Consulting Services	104,035	71,553	297,300	718,600	394,430	162,900	(134,400)
43102 Legal Services	151,610	189,331	160,840	166,420	161,740	160,840	-
43103 Accounting/Audit Services	47,692	50,690	49,000	53,000	49,000	56,000	7,000
43104 Architect/Engineer Services	7,988	15,177	5,950	12,493	12,493	22,000	16,050
43105 Health Services	12,985	5,625	12,000	12,000	10,000	10,000	(2,000)
43106 Translation Services	5,125	1,162	2,350	2,100	2,100	2,350	-
43112 Public Defender Services	3,120	233	2,000	2,000	2,000	2,000	-
43113 Prosecuting Services	64,030	65,950	67,800	67,800	65,950	67,800	-
43114 Supplemental Legal Services Reserve	24,657	35,303	40,000	40,000	40,000	60,000	20,000
43201 Contract Labor	8,328	12,627	15,300	15,300	14,950	16,000	700
43301 Equipment Maintenance Contracts	116,605	123,817	137,300	137,300	137,000	150,000	12,700
43302 Financial System Maintenance	94,836	102,222	99,220	106,320	106,320	121,100	21,880
43303 Software Maintenance Contract	18,149	43,483	52,300	52,300	46,100	99,500	47,200
43304 H/AC Maintenance Contract	(5,828)	66,429	47,830	48,848	48,848	58,000	10,170
43305 Other Maintenance Contracts	1,894	1,081	2,000	2,000	1,400	2,000	-
43306 Radio Maintenance Contracts	12,861	12,861	16,500	16,500	16,500	16,500	-
43307 Repair/Maintenance Services	125,636	62,351	124,800	157,800	115,730	134,000	9,200
43308 Contracts/Services	583,871	658,185	437,840	644,800	531,821	536,760	98,920
43309 Cell Phone Expense	44,303	45,243	52,690	54,620	54,590	56,090	3,400
43310 Tree Maintenance	44,946	45,976	30,000	34,500	30,000	50,000	20,000
43501 Printing/Binding Services	25,248	22,263	33,500	33,500	14,000	36,200	2,700
43601 Advertising	14,656	20,079	22,860	23,160	20,860	30,100	7,240
43701 Uniform Rental/Cleaning	17,673	15,809	21,640	21,640	21,640	22,140	500
43702 Janitorial/Custodial Service	837	361	1,000	1,000	970	2,000	1,000
43801 Services From Other Government	22,465	33,422	28,360	29,860	28,360	28,360	-
43802 Landfill Fees	523,297	598,715	582,000	582,530	553,000	613,000	31,000
TOTAL Purchased Services	2,071,021	2,299,949	2,342,380	3,036,391	2,479,801	2,515,640	173,260

TOWN OF VIENNA
PROPOSED EXPENSE BUDGET BY FUND

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
			BUDGET	REVISED	ESTIMATED		
45101 Electricity	176,612	173,757	181,320	184,820	178,720	209,280	27,960
45102 Natural Gas	42,419	32,810	47,500	55,250	36,000	58,000	10,500
45104 Water/Sewer Service	26,884	32,114	27,960	29,460	24,580	31,960	4,000
45201 Local Phone Service	25,191	28,959	28,070	28,070	27,000	28,070	-
45202 Long Distance Service	2,868	2,895	2,130	2,130	2,130	2,130	-
45203 Postal Services	54,092	57,636	57,100	61,120	51,670	60,350	3,250
45205 Internet Access/Email Service	12,242	12,950	12,000	12,000	12,000	12,000	-
45301 Boiler Insurance	1,880	1,968	2,280	2,280	2,280	2,280	-
45304 Other Property Insurance	20,314	21,571	25,000	25,000	23,845	25,000	-
45305 Vehicle Insurance	59,056	62,906	65,000	68,720	68,720	69,000	4,000
45306 Surety Bonds	2,277	2,370	2,500	2,500	2,400	2,500	-
45308 General Liability Insurance	62,154	50,668	82,000	73,000	73,000	78,000	(4,000)
45311 Excess Loss Umbrella Insurance	12,167	12,749	25,370	20,950	20,950	25,370	-
45313 Insurance Retention	4,513	1,318	20,000	13,100	13,100	20,000	-
45314 Covid Supplies	-	76,414	-	122,211	104,661	-	-
45316 Line Of Duty Act Insurance	28,231	28,937	29,000	29,700	29,000	29,000	-
45401 Vehicle Lease/Rental	8,500	14,375	9,000	18,453	16,500	9,000	-
45402 Equipment Rental	8,151	2,778	15,750	11,290	11,290	12,450	(3,300)
45404 Central Copier Charges	20,055	52,389	24,200	26,000	21,730	25,650	1,450
45501 Mileage Reimbursement	3,552	5,650	3,900	3,650	3,250	5,450	1,550
45502 Fares	652	1,848	300	140	140	300	-
45503 Subsistence/Lodging	22,682	23,331	7,500	6,010	5,010	32,750	25,250
45504 Conventions/Education	48,533	51,458	12,500	16,450	14,000	71,550	59,050
45505 Business Meals	846	2,491	4,200	4,200	4,100	4,700	500
45601 Contributions	10,000	10,000	10,000	10,000	10,000	10,000	-
45602 Contributions Business	-	-	-	1,000,000	1,000,000	-	-
45603 Contributions Resident	-	-	-	100,000	101,500	-	-
45612 C.H.O.	1,500	1,500	1,500	1,500	1,500	1,500	-
45617 Vienna Community Band	4,000	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 Vienna 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	-
45627 Women's Center	500	500	500	500	500	500	-
45629 Vienna Wireless Society	550	550	550	550	550	550	-
45630 Shepherds Center: Oakton/Vienna	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. - Property Taxes	218,397	224,570	217,000	187,000	170,000	175,000	(42,000)
45702 T.R.E. - Vehicle License Tax	-	-	-	-	-	-	-
45703 Revitalization Tax Exemptions	5,038	4,353	3,700	3,700	3,680	3,340	(360)
45704 T.R. - Disabled Vet	-	-	-	30,000	30,000	37,800	37,800
45801 Memberships/Dues	42,783	43,327	47,960	49,410	46,910	50,480	2,520
45803 Bad Debt Write-Off	805	33,374	-	-	-	-	-
TOTAL Other Charges	932,945	1,082,013	975,290	2,208,664	2,120,216	1,103,460	128,170
46001 Office Supplies	41,485	31,447	36,300	35,810	35,500	45,000	8,700
46003 Horticultural Supplies	11,329	20,698	13,000	13,650	13,200	15,000	2,000
46005 Janitorial Supplies	25,967	23,984	20,200	59,470	51,320	38,600	18,400
46007 Repair/Maintenance Supplies	64,322	42,013	67,010	70,110	65,110	76,010	9,000
46008 Vehicle/Equipment Fuels	220,930	160,403	195,980	177,880	180,880	217,000	21,020
46009 Vehicle/Equipment Maintenance Supplies	19,669	11,596	29,330	29,330	29,330	29,540	210
46010 Police Supplies	29,387	14,732	42,000	38,000	38,000	30,000	(12,000)
46011 Uniforms/Safety Apparel	50,337	48,224	58,490	58,690	58,240	59,340	850
46012 Books/Subscriptions	2,542	7,872	19,520	20,520	18,820	19,970	450
46013 Recreation Supplies	17,235	20,981	20,750	22,120	6,750	28,500	7,750
46014 Computer Supplies	7,511	9,021	9,000	9,000	9,000	9,000	-
46015 Operational Supplies	316,831	168,796	343,400	378,320	329,870	361,180	17,780
46016 Supplies For Resale	2,993	2,516	3,500	3,500	1,000	3,000	(500)
46017 Small Tools	12,249	7,174	14,500	14,500	14,500	17,500	3,000
46019 Other Supplies	30,825	43,697	19,600	18,184	18,100	23,100	3,500
46021 Holiday Gift Certificates	5,843	5,985	6,000	5,400	5,400	7,000	1,000

TOWN OF VIENNA
PROPOSED EXPENSE BUDGET BY FUND

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
			BUDGET	REVISED	ESTIMATED		
46022 Range Supplies	6,068	8,482	18,000	13,000	13,000	18,000	-
46030 Medical Supplies	1,820	1,093	6,000	6,000	6,000	6,000	-
46031 Tires and Tubes	40,323	37,529	49,230	49,230	49,230	49,230	-
46040 Software Purchases	11,952	10,847	15,730	15,730	12,000	16,730	1,000
TOTAL Materials and Supplies	919,620	677,088	987,540	1,038,444	955,250	1,069,700	82,160
47102 Wellness Program	3,445	665	2,000	-	-	4,000	2,000
47201 Training Programs	24,541	23,907	22,900	17,900	17,000	32,900	10,000
47202 Safety Programs	9,744	8,247	7,800	7,800	7,800	13,100	5,300
47203 Service Awards	22,471	16,413	13,000	13,000	13,000	16,000	3,000
47204 Town Calendar	7,662	7,784	8,200	8,200	7,800	8,300	100
47205 Town Newsletter	25,746	26,740	27,250	27,250	26,200	30,000	2,750
47207 Testing Services	488	195	5,000	500	500	1,200	(3,800)
47208 State Fire Program Funds	54,297	57,135	57,000	57,000	54,300	57,000	-
47215 Town of Vienna Web Site Services	46,919	47,599	55,140	55,140	47,600	58,110	2,970
47230 Gang Task Force	25,000	25,000	25,000	16,500	15,000	25,000	-
47306 R.A.D. Program	-	1,296	1,420	1,420	1,420	1,420	-
47308 Police Car Laptops Program	19,351	18,605	-	-	-	20,000	20,000
47309 IT PC Replacement Program	27,926	30,067	-	-	-	30,000	30,000
47401 Asphalt Overlay	483,786	102,875	-	-	-	222,000	222,000
47402 Curb/Sidewalk Maintenance	186,714	189,865	40,060	40,060	40,000	40,000	(60)
47403 Physical Improvements	66,733	56,649	66,000	80,650	66,000	66,500	500
47404 Stormwater Management Program	5,394	9,739	-	1,000	1,000	-	-
47406 Brickwalk Maintenance	4,947	-	5,000	5,000	5,000	5,000	-
47407 Contracted Asphalt Repairs	-	-	18,000	18,000	18,000	18,000	-
47408 Internal Asphalt Repairs	209,273	222,442	195,490	195,490	195,490	198,700	3,210
47702 Adult Athletics	295	2,276	4,700	4,700	500	15,000	10,300
47703 Camps	40,903	23,081	7,000	7,000	7,000	45,000	38,000
47704 Adult Trips	25,486	15,698	14,000	14,000	6,300	28,000	14,000
47705 Youth Special Events	13,677	9,203	4,110	17,200	4,200	22,000	17,890
47706 Adult Special Events	11,545	11,339	14,350	14,350	3,500	15,000	650
47707 Special Events	55,158	75,389	37,640	39,390	32,000	105,000	67,360
47710 Donation Funded Programs	8,939	9,872	1,420	1,420	1,420	1,420	-
47713 Town Green Events	5,000	473	-	3,470	1,250	3,400	3,400
TOTAL Programs and Services	1,385,439	992,555	632,480	646,440	572,280	1,082,050	449,570
48101 Machine/Equipment Replacement	62,502	45,083	23,750	30,685	21,750	86,660	62,910
48102 Furniture/Fixture Replacement	7,754	7,140	6,000	2,500	1,000	3,000	(3,000)
48103 Communication Equipment Replacement	-	-	1,000	1,000	1,000	1,000	-
48106 Heavy Equipment Replacement	19,652	3,606	3,500	3,500	3,500	43,500	40,000
48107 Office Equipment Replacement	-	390	-	-	-	-	-
48111 Bicycle Equipment Replacement	-	-	-	-	-	-	-
48201 Additional Machine/Equipment	25,830	46,613	18,000	173,350	173,350	18,000	-
48207 Additional Office/Equipment	-	1,791	-	-	-	-	-
48299 Equipment Reserve	-	-	4,000	1,750	1,800	-	(4,000)
48300 A.F.F. Expenditures	-	15,659	-	51,210	-	-	-
48308 Capital Leases	530,398	806,459	563,730	601,620	601,000	563,730	-
48701 Computer System Upgrade	-	-	-	-	-	-	-
48719 Peg Funded Projects	164,187	113,247	150,000	162,500	150,000	150,000	-
48001 Bond Counsel	-	1,000	-	-	-	-	-
48805 Property Acquisition	16	-	-	-	-	-	-
TOTAL Capital Outlay	810,339	1,040,987	769,980	1,028,115	953,400	865,890	95,910

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

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET REVISED ESTIMATED			FY 21-22 PROPOSED	NET CHANGE
49207 Transfer to Capital Project Fund	(82,804)	(32,189)	(120,000)	(120,000)	(170,000)	(185,000)	(65,000)
49208 Transfer to Water and Sewer	-	22,476	-	-	-	-	-
49210 Capital Project Transfer	-	-	-	-	-	-	-
TOTAL Interfund Transfers	(82,804)	(9,713)	(120,000)	(120,000)	(170,000)	(185,000)	(65,000)
49900 Contingency Reserve	-		(150,000)	(201,000)	33,000	350,000	500,000
49910 Attrition	-	-	-	-	-	(150,000)	(150,000)
TOTAL Contingency Reserve	-	-	(150,000)	(201,000)	33,000	200,000	350,000
TOTAL General Fund	24,862,270	25,869,589	24,842,290	27,271,036	24,520,279	26,563,160	1,720,870

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

FUND: 400 -- DEBT SERVICE FUND

ACCOUNT NUMBER TITLE	FY 19-20 ACTUALS	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
		BUDGET	REVISED	ESTIMATED		
48899 Contingency Reserves	-	-	-	766,970		-
TOTAL Contingency	-	-	-	766,970	-	-
49101 Principal	2,467,000	3,132,000	3,332,000	3,332,000	3,002,000	(130,000)
49102 Interest	809,329	1,724,800	1,774,385	1,774,100	1,720,250	(4,550)
49110 Administration Principal	5,007	6,300	6,300	4,400	6,200	(100)
49115 Administration Interest	176	500	500	300	400	(100)
49120 Police Principal	151,988	155,010	155,010	115,800	148,910	(6,100)
49125 Police Interest	12,996	10,500	10,500	4,300	6,800	(3,700)
49130 Capital Management Principal	-	-	-	-	-	-
49135 Capital Management Interest	-	-	-	-	-	-
49140 Public Works Principal	392,631	426,830	426,830	420,170	424,120	(2,710)
49145 Public Works Interest	20,740	23,400	23,400	18,900	15,100	(8,300)
49170 Parks & Recreation Principal	48,028	50,500	50,500	49,900	48,000	(2,500)
49175 Parks & Recreation Interest	2,093	3,300	3,300	2,600	2,200	(1,100)
49180 Planning & Zoning Principal	-	-	-	-	-	-
49185 Planning & Zoning Interest	-	-	-	-	-	-
TOTAL Debt Service	3,909,989	5,533,140	5,782,725	5,722,470	5,373,980	(159,160)
TOTAL Debt Service Fund	3,909,989	5,533,140	5,782,725	6,489,440	5,373,980	(159,160)

TOWN OF VIENNA
PROPOSED EXPENSE BUDGET BY FUND

FUND: 500 -- WATER & SEWER FUND

ACCOUNT NUMBER TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
			BUDGET	REVISED	ESTIMATED		
41001 Salaries and Wages	1,219,909	1,227,760	1,381,100	1,381,100	1,279,450	1,365,000	(16,100)
41002 Overtime	220,210	185,696	204,850	204,850	200,850	204,850	-
41003 Regular Part Time with Benefits	17,900	-	-	-	-	6,700	6,700
41004 Part Time without Benefits	24,113	56,239	-	-	-	-	-
41006 Annual Leave Liquidation	-	5,556	-	-	-	-	-
41008 Annual Leave Cash-In	12,644	11,141	-	-	-	-	-
41011 Non-Exempt Comptime Liquidation	-	3,876	-	-	-	-	-
41015 Performance Bonus	8,000	13,000	-	-	-	-	-
41025 Water Cap Proj Support	-	-	-	-	-	-	-
TOTAL Personal Services	1,502,776	1,503,268	1,585,950	1,585,950	1,480,300	1,576,550	(9,400)
42001 F.I.C.A.	107,196	109,100	122,930	122,930	118,250	117,550	(5,380)
42002 V.R.S.	110,473	116,328	162,650	162,650	114,250	156,780	(5,870)
42003 V.R.S. Life Insurance	36,396	27,466	18,790	18,790	15,420	17,620	(1,170)
42004 Local Pension Plan	10,443	76	14,870	14,870	13,920	14,870	-
42007 Health Insurance	217,794	222,724	233,220	233,220	233,040	224,000	(9,220)
42012 Cafeteria Plan Fees	326	314	370	370	370	240	(130)
42015 Misc Allowances	-	-	-	-	-	-	-
42018 Employer Contributions: DC401A	40,571	46,377	49,950	49,950	46,240	45,590	(4,360)
42020 Other Post Employment Benefits	-	950	-	-	-	6,000	6,000
42021 V.R.S Hybrid 401A Match	12,049	12,274	13,310	13,310	11,440	11,510	(1,800)
42022 Vrs Hybrid 457 Voluntary	-	-	-	-	-	-	-
42025 V.R.S Hybrid Disability	2,558	2,300	2,460	2,460	2,270	2,540	80
42030 Pension Expense	(197,538)	69,365	-	-	-	-	-
TOTAL Employee Benefits	340,268	607,273	618,550	618,550	555,200	596,700	(21,850)
43101 Consulting Services	5,105	3,904	30,000	30,000	30,000	30,000	-
43301 Equipmt Mtce Contracts	-	-	-	-	-	-	-
43307 Repair/Maintenance Services	5,362	5,376	7,400	31,650	7,200	7,400	-
43308 Contracts/Services	167,365	141,752	216,000	216,000	200,000	221,700	5,700
43309 Cell Phone Expense	9,600	11,202	9,600	11,400	9,600	9,600	-
43701 Uniform Rental/Cleaning	3,914	3,804	6,700	6,700	6,700	6,700	-
43801 Services From Other Governments	29,325	30,675	62,850	53,250	49,250	62,850	-
43802 Landfill Fees	67,323	74,679	75,500	75,500	75,500	78,100	2,600
43803 Wholesale Water Purchase	1,620,834	1,749,476	1,800,000	1,800,000	1,755,810	1,800,000	-
43804 Sewage Treatment/Potomac	1,307,887	1,068,790	1,467,000	1,467,000	1,467,000	1,920,000	453,000
43805 Sewage Treatment/Accotink	738,988	665,978	700,000	700,000	700,000	785,000	85,000
43807 Town Share: LPPCP Upgrade	99,853	83,100	87,900	87,900	87,900	87,900	-
TOTAL Purchased Services	4,055,557	3,838,738	4,462,950	4,479,400	4,388,960	5,009,250	546,300
45101 Electricity	18,784	12,359	22,500	22,500	22,500	23,200	700
45202 Long Dist Service	-	-	-	-	-	-	-
45203 Postal Services	17,898	18,176	18,000	18,000	-	19,000	1,000
45402 Equipment Rental	-	-	-	-	-	-	-
45404 Central Copier Charges	945	379	1,000	1,000	-	1,000	-
45501 Mileage Reimbursement	227	300	500	500	500	500	-
45503 Subsistence/Lodging	768	599	1,250	1,250	1,000	1,500	250
45504 Conventions/Education	7,032	8,229	2,000	3,000	1,500	12,000	10,000
45505 Business Meals	-	1,208	500	500	500	1,500	1,000
45801 Memberships/Dues	130	183	400	400	400	400	-
45803 Bad Debt Write-Off	13,000	27,000	-	-	-	-	-
TOTAL Other Charges	58,783	68,434	46,150	47,150	26,400	59,100	12,950
46001 Office Supplies	3,107	2,757	3,050	4,050	3,050	3,500	450
46007 Repair/Maintanance Supplies	82,196	264,763	177,000	186,600	177,000	177,000	-
46008 Vehicle/Equipment Fuels	28,237	25,796	36,000	36,000	36,000	36,000	-
46009 Vehicle/Equipment Maintenance Supplies	398	512	700	1,200	700	700	-
46011 Uniforms/Safety Apparel	14,449	14,345	14,000	14,000	14,000	14,000	-
46015 Operational Supplies	38,662	28,237	45,700	35,310	35,160	49,850	4,150
46016 Supplies For Resale	41,599	-	-	-	-	-	-
46017 Small Tools	1,510	924	2,350	7,350	2,350	3,500	1,150

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

FUND: 500 -- WATER & SEWER FUND

ACCOUNT NUMBER TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
			BUDGET	REVISED	ESTIMATED		
46031 Tires and Tubes	4,983	2,600	4,250	4,250	4,250	4,250	-
46032 Surface Repair Materials	21,753	29,329	20,000	26,000	22,000	20,000	-
TOTAL Materials and Supplies	236,893	369,263	303,050	314,760	294,510	308,800	5,750
47407 Contracted Asphalt Repairs	54,747	90,109	75,000	69,000	69,000	75,000	-
47408 Internal Asphalt Repairs	16,076	38,103	30,000	30,000	30,000	30,000	-
TOTAL Programs and Services	70,823	128,212	105,000	99,000	99,000	105,000	-
48101 Machine/Equipment Replacement	31,071	(7,233)	9,550	9,550	9,550	9,550	-
48107 Office/Dp Eqt-Replacement	-	-	-	-	-	-	-
48201 Additional Machine/Equipment	70,687	1,500	31,500	18,000	19,000	31,500	-
48202 Additional Furniture/Fixtures	11,641	1,100	-	2,000	1,300	-	-
48308 Capital Leases	-	-	-	-	-	-	-
48311 Depreciation	599,080	649,061	-	-	-	-	-
48401 Waterline Construction	92,789	85,676	-	-	-	-	-
48402 Sewerline Construction	33,211	-	-	-	-	-	-
TOTAL Capital Outlay	838,479	730,104	41,050	29,550	29,850	41,050	-
49115 Administration Interest	492	-	-	-	-	-	-
49119 Interest On Deposits	-	-	-	-	-	-	-
49150 Water & Sewer Principal	-	-	-	-	-	-	-
49155 Water & Sewer Interest	3,410	10,063	5,000	5,000	4,300	5,000	-
TOTAL Debt Service	3,901	10,063	5,000	5,000	4,300	5,000	-
49201 Water Sewer Transfer to General Fund	980,000	1,055,000	1,400,000	1,400,000	1,055,000	1,800,000	400,000
49202 Water Sewer Transfer to Debt Service	844,221	841,494	1,340,300	1,340,300	1,340,300	1,305,310	(34,990)
49204 Capital Project Transfer to Water Sewer	(346,003)	(2,382,018)	-	-	-	-	-
49207 Transfer to Capital Project Fund	-	3,800	-	-	-	-	-
49210 Capital Project Transfer	-	-	-	-	-	-	-
49220 Transfer to Stormwater	-	-	(15,000)	(15,000)	(15,000)	(15,000)	-
TOTAL Interfund Transfers	1,478,218	(481,724)	2,725,300	2,725,300	2,380,300	3,090,310	365,010
49511 Charges to Water Department	(1,420,363)	(457,379)	(1,744,430)	(1,619,730)	(1,279,960)	(1,781,970)	(37,540)
49512 Support Activity Costs	3,055,507	1,083,652	3,876,520	3,599,390	2,844,370	3,959,930	83,410
49514 Charges to Sewer Department	(1,635,144)	(626,273)	(2,132,090)	(1,979,660)	(1,564,410)	(2,177,960)	(45,870)
TOTAL Interdepartmental Charges	-	-	-	-	-	-	-
49900 Contingency Reserve	-	-	301,050	301,050	-	24,840	(276,210)
TOTAL Contingency Reserve	-	-	301,050	301,050	-	24,840	(276,210)
TOTAL Water & Sewer Fund	8,585,699	6,773,629	10,194,050	10,205,710	9,258,820	10,816,600	622,550

TOWN OF VIENNA
PROPOSED EXPENSE BUDGET BY FUND

FUND: 550 -- STORMWATER FUND

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	120,446	135,164	184,950	184,950	179,320	130,200	(54,750)
41002	Overtime	1,095	1,111	1,000	1,000	1,000	1,000	-
41003	Regular Part Time with Benefits	8,950	-	-	-	-	-	-
41004	Part Time without Benefits	1,318	-	-	-	-	-	-
41006	Annual Leave Liquidation	-	-	-	-	-	-	-
41015	Performance Bonus	1,000	1,500	-	-	-	-	-
TOTAL	Personal Services	132,809	137,775	185,950	185,950	180,320	131,200	(54,750)
42001	F.I.C.A.	9,395	10,268	14,230	14,230	14,230	9,030	(5,200)
42002	V.R.S.	8,522	9,894	21,460	21,460	13,750	10,890	(10,570)
42003	V.R.S. Life Insurance	1,463	1,721	2,480	2,480	2,150	1,610	(870)
42007	Health Insurance	17,790	13,269	15,000	15,000	15,000	15,260	260
42012	Cafeteria Plan Fees	63	75	60	60	60	80	20
42018	Employer Contributions: DC401A	3,656	5,023	5,330	5,330	5,330	4,800	(530)
42021	V.R.S Hybrid 401A Match	3,349	4,122	4,300	4,300	3,670	4,320	20
42025	V.R.S Hybrid Disability	657	693	750	750	750	750	-
TOTAL	Employee Benefits	44,896	45,064	63,610	63,610	54,940	46,740	(16,870)
43104	Architect/Engineer Services	23,301	62,765	74,600	74,600	74,600	74,600	-
43301	Equipment Maintenance Contracts	-	-	-	-	-	-	-
43309	Cell Phone Expense	598	782	800	800	800	800	-
43802	Landfill Fees	-	15,000	-	-	-	-	-
TOTAL	Purchased Services	23,899	78,546	75,400	75,400	75,400	75,400	-
45202	Long Distance Service	-	-	-	-	-	-	-
45404	Central Copier Charges	-	7	-	-	-	-	-
45503	Subsistence/Lodging	116	464	1,000	1,000	1,000	1,000	-
45504	Conventions/Education	187	80	2,000	2,000	2,000	2,000	-
45801	Memberships/Dues	-	383	500	500	500	500	-
TOTAL	Other Charges	303	933	3,500	3,500	3,500	3,500	-
46001	Office Supplies	327	64	250	250	250	500	250
46008	Vehicle/Equipment Fuels	447	380	1,800	1,800	1,800	1,800	-
46009	Vehicle/Equipment Maintenance Supplies	167	290	300	300	300	300	-
46011	Uniforms/Safety Apparel	291	230	230	230	230	500	270
46015	Operational Supplies	305	242	320	320	320	320	-
46017	Small Tools	211	48	120	120	120	180	60
TOTAL	Materials and Supplies	1,747	1,255	3,020	3,020	3,020	3,600	580
47203	Service Awards	-	232	-	-	-	-	-
47403	Physical Improvements	61,399	62,613	80,160	80,160	80,160	80,160	-
47404	Stormwater Management Program	42,147	32,940	51,120	51,120	51,120	51,120	-
TOTAL	Programs and Services	103,545	95,785	131,280	131,280	131,280	131,280	-
48201	Additional Machine/Equipment	-	-	30,000	30,000	30,000	30,000	-
TOTAL	Capital Outlay	-	-	30,000	30,000	30,000	30,000	-
49202	Water Sewer Transfer to Debt Services	-	-	-	-	-	-	-
49205	Transfer to General Fund	-	-	(18,540)	(18,540)	-	-	18,540
49207	Transfer to Capital Project Fund	(40,665)	6,600	(51,500)	(51,500)	(51,500)	-	51,500
49211	Stormwater Transfer to Water and Sewer	-	-	15,000	15,000	-	15,000	-
TOTAL	Interfund Transfers	(40,665)	6,600	(55,040)	(55,040)	(51,500)	15,000	70,040
TOTAL	Stormwater Fund Administration	266,533	365,959	437,720	437,720	426,960	436,720	(1,000)

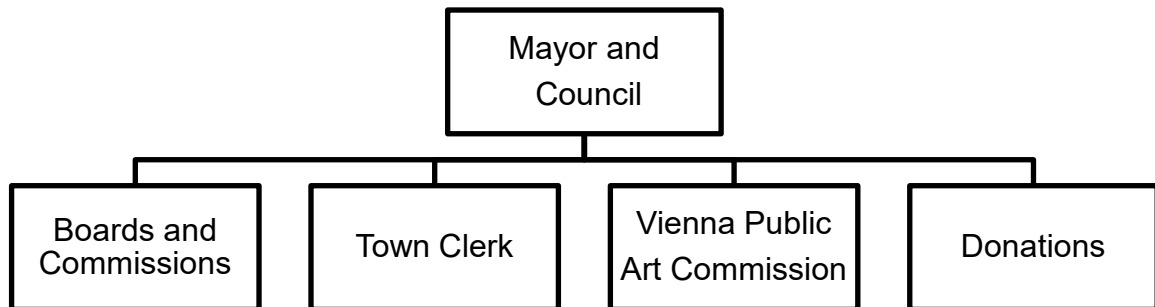
LEGISLATIVE

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.



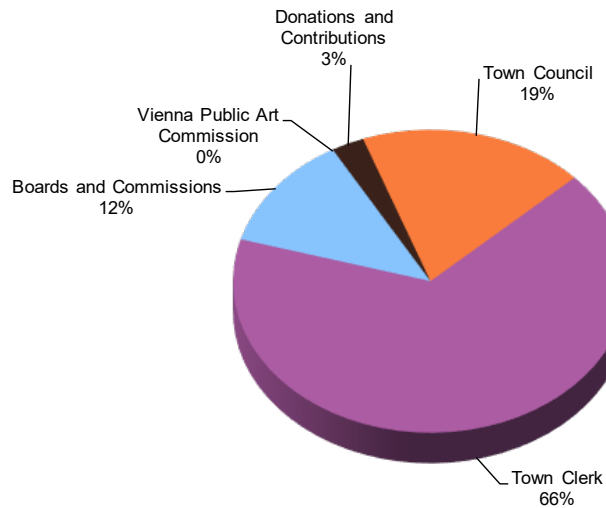
LEGISLATIVE



LEGISLATIVE

**TOWN OF VIENNA
FISCAL YEAR 21-22 BUDGET**

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Proposed	Net Change
Town Council	77,227	68,100	70,000	70,000	83,070	14,970
Town Clerk	332,586	301,070	301,070	301,070	297,030	-4,040
Boards and Commissions	52,490	51,760	51,760	51,740	54,960	3,200
Vienna Public Art Commission	0	0	0	0	0	0
Donations and Contributions	12,050	12,050	12,050	12,050	12,050	0
Legislative	474,353	432,980	434,880	434,860	447,110	14,130



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.

PERFORMANCE MEASURES

Based on fiscal year data

Description	2020 Actual	2021 Actual	2022 Projected
Adoption of Town's annual budget prior to start of fiscal year (July 1)	YES	YES	YES

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Proposed FY 21-22
Mayor (\$7,500)	1	1	1
Council Members (\$5,000 each)	6	6	6
Total	7	7	7

TOWN COUNCIL
11110

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

TOWN OF VIENNA
PROPOSED EXPENSE BUDGET BY FUND

DIVISION 11110
NAME TOWN COUNCIL

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41009	Council/Boards Salary	32,500	33,985	37,500	37,500	37,500	37,500	-
TOTAL	Personal Services	32,500	33,985	37,500	37,500	37,500	37,500	-
42001	F.I.C.A.	2,486	2,600	2,200	2,200	2,200	2,870	670
TOTAL	Employee Benefits	2,486	2,600	2,200	2,200	2,200	2,870	670
43501	Printing/Binding Services	363	281	500	500	500	500	-
TOTAL	Purchased Services	363	281	500	500	500	500	-
45203	Postal Services	836	790	1,200	1,200	1,200	1,200	-
45404	Central Copier Charges	-	-	100	100	100	100	-
45501	Mileage Reimbursement	549	2,314	500	500	500	1,500	1,000
45503	Subsistence/Lodging	3,421	5,265	500	200	200	7,000	6,500
45504	Conventions/Education	3,501	4,835	500	800	800	5,000	4,500
45801	Memberships/Dues	21,201	21,266	19,500	21,400	21,400	21,300	1,800
TOTAL	Other Charges	29,509	34,470	22,300	24,200	24,200	36,100	13,800
46001	Office Supplies	339	998	1,000	1,000	1,000	1,000	-
46012	Books/Subscriptions	84	-	100	100	100	100	-
46015	Operational Supplies	5,151	3,057	3,500	3,500	3,500	3,500	-
46019	Other Supplies	507	1,836	1,000	1,000	1,000	1,500	500
TOTAL	Materials and Supplies	6,082	5,891	5,600	5,600	5,600	6,100	500
48805	Property Acquisition	16	-	-	-	-	-	-
TOTAL	Capital Outlay	16	-	-	-	-	-	-
TOTAL	Town Council	70,956	77,227	68,100	70,000	70,000	83,070	14,970

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.

COVID-19 RESPONSE

- Collaborated with IT Department to set up virtual Zoom meetings for Town Council.
- Attended weekly COVID-19 meetings.
- Worked with town Attorney regarding "Continuity of Government" Resolution and acceptable agenda items.
- Worked with Departments regarding various Ordinances relating to the pandemic.
- Established absentee ballot application distribution following COVID safety guidelines.

FY 20-21 ACCOMPLISHMENTS

With the many COVID guidelines and restrictions this past year, the Clerk's office met the challenges and upheld the many duties of the office to include:

- The training of a new Deputy Clerk.
- Deputy Clerk continued her training toward her CMC (Certified Municipal Clerk Certification).
- The development and distribution of the Town Council agendas
- Preparation of minutes.
- Streamlined and organized Town Clerk files.

TOWN CLERK 11120

- Prepared informational binders for all Council and board/commission members to include the Comprehensive Plan, Strategic Plan, organizational chart, Open Meeting Laws and Town Charter.
- Maintained all town records as required by law.
- Developed and designed the Town Holiday Ornament.

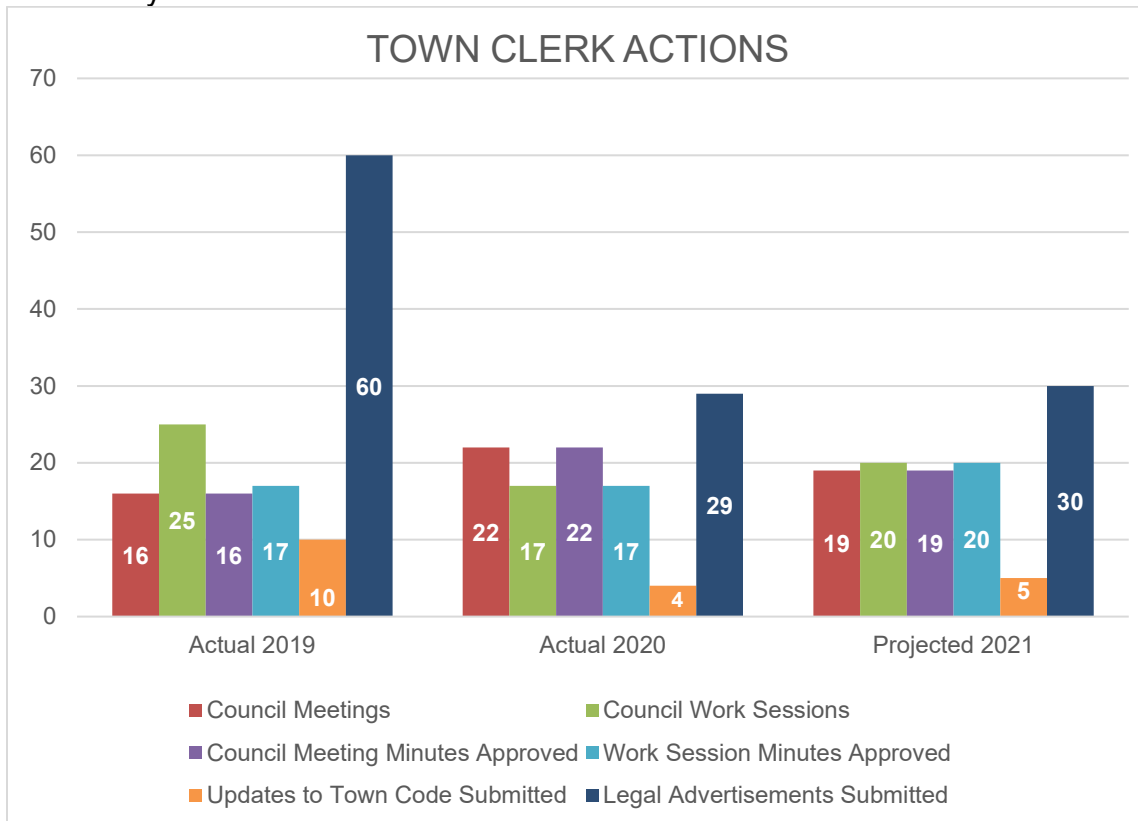
FY 21-22 INITIATIVES

- Increase transparency by resuming the scanning of old and current documents into Laserfische to index and post online granting accessibility to the public.

PERFORMANCE MEASURES

Based on calendar year data

Strategic Plan Objective: Vienna as an influential and well-governed community.



TOWN CLERK
11120

Strategic Plan Importance: Administrative support to Council through the oversight of notices, meetings and accurate preservation of records.

Performance Measure	Actual 2019	Actual 2020	Projected 2021
Council Meetings held	16	22	19
Council Work Sessions held	25	17	20
Council Meeting Minutes approved	16	22	19
Work Session Minutes approved	17	17	20
Updates to Town Code submitted to Municipal Code Corporation	10	4	5
Legal Advertisements submitted	60	29	30

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Actual FY 20-21	Projected FY 21-22
Town Clerk	1	1	1
Deputy Town Clerk	1	1	1
Total	2	2	2

FY 21-22 BUDGET CHANGES

- Budget dollars returned to pre-COVID-19 level.

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

**DIVISION 11120
NAME TOWN CLERK**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	186,201	199,660	189,400	189,400	189,400	188,790	(610)
41002	Overtime	2,061	1,405	-	-	-	-	-
41004	Part Time W/O Benefits	-	19,845	-	-	-	-	-
41008	Annual Leave Cash-In	2,899	2,965	-	-	-	-	-
41015	Performance Bonus	-	1,000	-	-	-	-	-
TOTAL	Personal Services	191,162	224,875	189,400	189,400	189,400	188,790	(610)
42001	F.I.C.A.	13,697	16,573	14,490	14,490	14,490	14,030	(460)
42002	V.R.S.	19,789	19,428	21,310	21,310	21,310	22,520	1,210
42003	V.R.S. Life Insurance	2,440	2,423	2,520	2,520	2,520	2,500	(20)
42007	Health Insurance	29,250	19,565	31,080	31,080	31,080	23,080	(8,000)
42012	Cafeteria Plan Fees	63	64	60	60	60	60	-
42018	Employer Contributions:Dc401A	6,872	6,143	7,160	7,160	7,160	7,460	300
42021	Vrs Hybrid 401A Match	-	312	-	-	-	700	700
42025	V.R.S Hybrid Disability	-	165	30	30	30	370	340
TOTAL	Employee Benefits	72,110	64,673	76,650	76,650	76,650	70,720	(5,930)
43308	Contracts/Services	3,584	21,442	9,000	9,000	9,000	9,000	-
43309	Cell Phone Expense	50	601	700	700	700	700	-
43501	Printing/Binding Services	307	787	1,000	1,000	1,000	1,000	-
43601	Advertising	7,588	8,896	11,500	11,500	11,500	11,500	-
43801	Services from other Government	8,429	5,871	9,000	9,000	9,000	9,000	-
TOTAL	Purchased Services	19,958	37,598	31,200	31,200	31,200	31,200	-
45203	Postal Services	1,469	1,318	650	650	650	650	-
45404	Central Copier Charges	976	914	1,000	1,000	1,000	1,500	500
45504	Conventions/Education	3,177	154	500	500	500	2,000	1,500
45801	Memberships/Dues	365	235	500	500	500	500	-
TOTAL	Other Charges	5,987	2,621	2,650	2,650	2,650	4,650	2,000
46001	Office Supplies	1,398	2,820	1,000	1,000	1,000	1,500	500
46012	Books/Subscriptions	-	-	170	170	170	170	-
TOTAL	Materials and Supplies	1,398	2,820	1,170	1,170	1,170	1,670	500
48102	Furniture/Fixture Replacement	1,119	-	-	-	-	-	-
TOTAL	Capital Outlay	1,119	-	-	-	-	-	-
TOTAL	Town Clerk	291,734	332,586	301,070	301,070	301,070	297,030	(4,040)

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.

The Town's boards and commission exemplify the fourth goal of the Town's Strategic Plan which is to be an influential and well-governed community.

ACTIVITIES / PRODUCTS / SERVICES

- The Planning Commission evaluates changes to the Town's zoning ordinance and map, 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 20-21 ACCOMPLISHMENTS

BOARDS AND COMMISSIONS
11130

- **Planning Commission** – held eleven regularly scheduled meetings which included eight public hearings and seven work sessions, two of which were held jointly with Town Council
 - Six conditional use permits
 - Three modifications of requirements
 - Three comp plan amendments
 - One zoning ordinance amendment
 - One zoning map change
 - One wall waiver
 - One commercial landscape plan
 - One continuation of use of public trailers

At the beginning of the year, the Planning Commission elected a new Chair and Vice-Chair. They also reviewed and accepted the first annual Planning Commission Report.

- **Board of Zoning Appeals** – reviewed six conditional use permits, four variances, and one review for denial of variance. The six conditional use permits were approved, three variances were approved, and one was denied. The Board held six public hearings and one work session. At the beginning of the year they elected a new Chair and Vice-Chair.
- **Board of Architectural Review** – reviewed eighteen sign applications, approving eighty signs. As well as reviewing thirteen exterior modification applications, two mural applications and one Maple Avenue Commercial applications. The Board processed Certificates of Approval for the signs, exterior modification, and MAC applicants, as well as one recommendation to the Town Council regarding a landscape plan revision. The Board also had ten public hearings and one work session during the year. The Board elected a new Chair, Vice-Chair, and Secretary.
- **Town Business Liaison Committee-** The Town Business Liaison Committee (TBLC) supported several marketing and business development campaigns during 2020 in partnership with the Town's Economic Development Office. **#ViennaUnited (Virginia Business Appreciation Month)**. In celebration of [Virginia Business Appreciation Month](#), a campaign was launched to support businesses through safe community activities. **Business Survey in April and November 2020**. A survey of 200 Town businesses was conducted. It focused on what their challenges and successes were as they navigated the pandemic. **Vienna Shop and Stroll**. Over a two-month period, on select Saturdays each month various shopping centers in the Town were promoted and marketed highlighting socially distant activities and special promotions to encourage the public to shop locally and to support small, independent businesses. The TBLC, in

BOARDS AND COMMISSIONS
11130

cooperation with the Town's Parks and Recreation Department, hosted a holiday window decorating contest. The contest included businesses and, for the first time. Some 25 businesses and 47 residents participated in the contest; the theme was "Light Up Vienna." The winners of the contest were selected by the Town's residents. Members of the TBLC contributed approximately articles on various business-related matters during 2020 to the *Vienna Voice*. The TBLC provided support to the Town's effort to conduct a market study and economic development strategy. Using the model of business roundtables used previously that focused on the industrial area of the Town, the TBLC planned to host a second business roundtable on the issues, interests, and concerns of restaurant establishments in the Town. However, it was postponed due to the pandemic.

Windover Heights Board of Review – Held seven meetings reviewing three exterior modification applications, three new single-family dwellings, and two revisions to the previously approved certificates of appropriateness. All requests received a Certificate of Appropriateness

- **Conservation and Sustainability Commission** ran Solarize Vienna 2020. Certified the first nonprofit (a town church) to meet the requirements of the Vienna Sustainability Challenge. Continued to maintain the Town's status as a National Wildlife Federation Certified Community Habitat by certifying homes, businesses, and public spaces. Updated the Eco-Efficient Homes brochure for builders and homeowners to encourage construction of more energy and cost-efficient homes. Worked with Town staff to assess existing and planned energy efficiency improvements. Continued to work with the Town arborists to preserve and replace the Town's tree canopy. Worked with citizens to create programs and policies to protect the Town's diminishing tree canopy. Provided opportunities and guidance to the Town and residents to increase native plantings that support the pollinators of our food through the Native Plant sale, Native Plant presentation and seed swap. Successfully recertified as a Bee City USA and participated in the Mayor's Monarch Challenge. Removed invasive plants at parks and other locations throughout the Town. Worked with Town staff to collect and analyze information on trash and recycling. Promoted trash reduction, recycling, and composting opportunities and education. Assisted with litter prevention through trash can and cigarette receptacle placement in commercial areas of town. Provided recommendations for achieving maximum energy and water efficiency, solar-readiness, and resiliency related to design and construction of the new Vienna Police Station. Contributed monthly articles to the *Vienna Voice*. Accepted a \$1000 donation from Wawa to use for public education and outreach on environmental sustainability.

BOARDS AND COMMISSIONS
11130

- **Transportation Safety Commission** - In 2020, the Transportation Safety Commission (TSC) only met in January and February and then met virtually September, October and November due to COVID-19. However, the TSC was still able to hold 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 actions related to: Review of Traffic Calming on Windover Avenue NW, Traffic Calming on Ayr Hill Avenue NW, Traffic Calming on Cabin Road SE, Traffic Calming on Cottage Street SW and Plum Street SW and Shared Mobility Devices (SMD) Pilot Program

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 Andrew Jinks, Jennifer Sigler, and Sergeant Elias.

The Pedestrian Advisory Committee (PAC) and Bicycle Advisory Committee (BAC), operating under the TSC, are doing very positive work.

- **Pedestrian Advisory Committee** - Over the past year, the PAC continued collaborating with Town Council on the update to the Town's 2011 Traffic Calming Guide to provide citizens with the following: Information to help mitigate the impact of traffic in neighborhoods and create a pedestrian and bicycle friendly environment, process for requesting traffic calming measures, traffic control devices, sidewalks and crosswalks. Clarity about the petition process and a user friendly "quick look" flow chart to show appropriate steps for achieving improved neighborhood street safety. Related, PAC members also coordinated with DPW and Town Council to advocate for the implementation of sidewalks related to the Maud Robinson Trust. Activities included developing an outreach strategy to impacted streets and discussing the benefits of sidewalks during on On Deck with Mercury.
- **Bicycle Advisory Committee** - In 2020, the Bicycle Advisory Committee (BAC) only met in January and February due to COVID-19. However, the BAC was still able to focus on increasing accessibility for utilizing bicycles for both recreation and transportation within the Town. Specific areas of focus include: Plans on Bicycle Month, Community Bike Rides, Bike-to-Work Day and the annual Town of Vienna Bike Rodeo. Begin the process to renew Vienna's 2016 Bronze **Bicycle Friendly Community** (BFC) designation and provide input on Multi-modal Transportation Study, SMD pilot program, and W&OD Safety Improvements.

BOARDS AND COMMISSIONS
11130

FY 21-22 INITIATIVES

- **Planning Commission** - Will continue to meet and review final plat subdivision plans, conditional use permits, and code amendments as directed by Town Council. Began work on the zoning and subdivision code update, which will continue to the next fiscal year. Will review the comprehensive plan for any necessary updates.
- **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), signage.
- **Town Business and Liaison Committee**- Considering the pandemic, the TBLC will focus on those activities requested by the Town Council that will enable the Town to further promote and support local businesses. To this end, the TBLC will:
 - Continue to support the Town's Economic Development Office (EDO) and its initiatives, meet monthly with the EDO, and provide feedback on key deliverables of the EDO.
 - Provide direct support to the Mayor and the Town Council as required, including visiting local businesses with the Mayor and the EDO monthly.
 - Partner with the Town's Parks and Recreation Department in hosting a holiday window dressing contest during the 2021 holiday season.
 - Participate in ribbon cuttings for new businesses.
- Review and address the role and responsibilities of the TBLC. A discussion on the charter of the TBLC and its revision is anticipated in the fall of Calendar Year 2021.
- Explore the possibility of holding a business roundtable sometime during the calendar year.
- **Windover Heights Board of Review** - Will continue to meet and review requests for Certificate of Appropriateness.
- **Conservation and Sustainability Commission** will continue to work with the Police Chief and his contractors on the specifications for the Police Station renovation. Coordinate with the Town's Economic Development

BOARDS AND COMMISSIONS
11130

Office to increase the number of businesses and nonprofits participating in and benefiting from the Sustainability Challenge. Continue to promote the Smart Phone infrared cameras for residents and businesses who would like to know where they have leakages in their buildings. Run another native plant sale. Continue to use data acquired from the GHG inventory and work with Town staff to determine ways for the Town to adopt energy efficiency measures to save money and reduce GHGs. Work with Town staff to investigate opportunities for renewable energy and electric vehicle charging. Continue to investigate opportunities afforded to the Town through the Northern Virginia Regional Commission. Run a successful Solarize 2021. Contribute to a pro bono project to research and assess ways to increase tree preservation and replacement in the Town. Contribute monthly articles to the Vienna Voice. Work with the Arts Commission to get additional clean water messages on the storm drains. Continue to utilize the Sustainability Coordinator duties assigned to the Town's Water Quality Engineer to help achieve and support Commission objectives, improve town operations, apply for grants, and assess additional sustainable opportunities. Adjust the Green Expo to include a wider audience amid COVID-19 limitations.

- **Transportation Safety Commission** - The TSC will continue to review all petitions for transportation safety improvements and will place extensive emphasis on enhancing pedestrian and bicycle safety in the Town of Vienna. The TSC has also made it a major priority to help Town residents understand what can be accomplished within budget constraints, and with the help of grant funding. The TSC intends to finalize and submit the updated Traffic Calming Guide to Town Council for approval in 2021.
- **Pedestrian Advisory Committee** - Propose and participate in ways in which the Town of Vienna may increase its pedestrian network throughout the Town including connecting and expanding the existing sidewalk networks. Identify ways to make the Town of Vienna a pedestrian-friendly community as a means of encouraging a healthy lifestyle and promoting a cleaner environment.

BOARDS AND COMMISSIONS

11130

PERSONNEL

(Based on a fiscal year)

Authorized Appointed Positions	Adopted FY 19-20	Adopted FY 20-21	Projected FY 21-22
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 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

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

**DIVISION 11130
NAME BOARDS AND COMMISSIONS**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41004	Part Time without Benefits	990	990	-	-	-	-	-
41009	Council/Boards Salary	42,785	44,225	44,790	44,790	44,790	44,790	-
TOTAL	Personal Services	43,775	45,215	44,790	44,790	44,790	44,790	-
42001	F.I.C.A.	3,351	3,461	3,470	3,470	3,450	3,470	-
TOTAL	Employee Benefits	3,351	3,461	3,470	3,470	3,450	3,470	-
43106	Translation Services	-	-	-	-	-	-	-
TOTAL	Purchased Services	-	-	-	-	-	-	-
45203	Postal Services	122	-	-	-	-	-	-
45404	Central Copier Charges	-	-	-	-	-	-	-
45504	Conventions/Education	3,691	2,147	500	2,000	2,000	3,700	3,200
TOTAL	Other Charges	3,813	2,147	500	2,000	2,000	3,700	3,200
46019	Other Supplies	2,570	1,667	3,000	1,500	1,500	3,000	-
TOTAL	Materials and Supplies	2,570	1,667	3,000	1,500	1,500	3,000	-
TOTAL	Boards and Commissions	53,509	52,490	51,760	51,760	51,740	54,960	3,200

VIENNA PUBLIC ART COMMISSION
11140

PURPOSE

In 2015, the Vienna Town Council passed legislation creating and establishing the Vienna Public Art Commission. This organization advises and assists 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.

The commission exemplifies the Town's sixth goal of its Strategic Plan by welcoming citizen engagement and interaction.

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.
- By August 15 of each year, the chair of the Commission shall submit to the Town Council a report of activities accomplished during the past fiscal year, including an annual review of all public art installations.
- By 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 20-21 ACCOMPLISHMENTS

- Began the process of developing a 501 (C) (3) foundation called Vienna Public Art, as a fundraising mechanism for the Vienna Public Art Commission.
- Collaborated with Kiln & Co. and Vienna Elementary schools to offer "pop-up" art projects within the community.
- Awarded a Creative Communities Partnership Grant through the Virginia Commission on the Arts with the purpose of encouraging local governments to support the arts. Grant was not fulfilled-Covid. Application will be re-submitted in April 2021.
- Implemented a water/sewer drain art installation to promote conservation and public art. The installations were designed and painted by a Vienna

VIENNA PUBLIC ART COMMISSION
11140

- Public Art Commission student representative and James Madison High School art students. Six drains within the Town were painted.
- Partnered with the Vienna Art Society on their Artful benches project.

FY 21-22 INITIATIVES

- Collaborate with project manager of Vienna Market to create and implement a mural on a new building, as well as an outdoor public art piece.
- Collaborate with Vienna Girls Softball to create and implement artwork on the backside of the equipment shed near the bike path. Project will be painted by VPAC student representative and James Madison High School students.
- Collaborate with Sunrise Senior Living facility on a mural on the front of the building by the entrance.
- Collaborate with James Madison High School students and local businesses to create and implement additional water/sewer drain art installations.
- Collaborate with NOVA Parks to implement a musical instrument art installation in Centennial Park.
- Organize several small fundraisers to raise monies for new projects.
- Develop a strategic plan.

FY 21-22 BUDGET CHANGES

- Requesting an amount up to \$4,500 to re-apply for the 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
PROPOSED EXPENSE BUDGET BY FUND**

**DIVISION 11140
NAME VIENNA PUBLIC ART COMMISSION**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
46019	Other Supplies	-	-	-	-	-	-	-
TOTAL	Materials and Supplies	-	-	-	-	-	-	-
TOTAL	Vienna Public Art Commission	-	-	-	-	-	-	-

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.

The Town's support of volunteer organizations upholds the last goal in its Strategic Plan. This goal envisions the town as a complete community with an independent, active, and welcoming character and inclusive spirit.

FY 21-22 BUDGET CHANGES

- The donation budget was created with guidance received during the budget review session. Below is a listing of the amount of funding each organization is requesting.

Account Title	FY 20 Actual	FY 21 Adopted	FY 22 Proposed	FY 22 Request	Request Inc/(Dec)
C.H.O.	1,500	1,500	1,500	1,500	-
VIENNA COMMUNITY BAND	4,000	4,000	4,000	4,000	-
BABE RUTH LEAGUE	1,000	1,000	1,000	1,000	-
VIENNA LITTLE LEAGUE	1,000	1,000	1,000	1,000	-
VIENNA GIRLS SOFTBALL LEAGUE	1,000	1,000	1,000	1,000	-
VIENNA YOUTH, INC.	1,000	1,000	1,000	1,000	-
WOMEN'S CENTER	500	500	500	500	-
VIENNA ARTS SOCIETY	-	-	-	-	-
VIENNA WIRELESS SOCIETY	550	550	550	550	-
SHEPHERDS CENTER: OAK/VIENNA	500	500	500	500	-
OPTIMIST CLUB	1,000	1,000	1,000	1,000	-
	\$ 12,050	\$ 12,050	\$ 12,050	\$ 12,050	\$ -

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

DIVISION 11150

NAME DONATIONS & CONTRIBUTIONS

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET REVISED ESTIMATED			FY 21-22 PROPOSED	NET CHANGE
45612	C.H.O.	1,500	1,500	1,500	1,500	1,500	1,500	-
45617	Vienna Community Band	4,000	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	Vienna 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	-	-	-	-	-	-	-
45627	Women's Center	500	500	500	500	500	500	-
45629	Vienna Wireless Society	550	550	550	550	550	550	-
45630	Shepherds Center: Oak/Vienna	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	12,050	12,050	12,050	12,050	12,050	12,050	-
TOTAL	Donations & Contributions	12,050	12,050	12,050	12,050	12,050	12,050	-

BOARDS AND COMMISSIONS
11130

- **Planning Commission** – held eleven regularly scheduled meetings which included eight public hearings and seven work sessions, two of which were held jointly with Town Council
 - Six conditional use permits
 - Three modifications of requirements
 - Three comp plan amendments
 - One zoning ordinance amendment
 - One zoning map change
 - One wall waiver
 - One commercial landscape plan
 - One continuation of use of public trailers

At the beginning of the year, the Planning Commission elected a new Chair and Vice-Chair. They also reviewed and accepted the first annual Planning Commission Report.

- **Board of Zoning Appeals** – reviewed six conditional use permits, four variances, and one review for denial of variance. The six conditional use permits were approved, three variances were approved, and one was denied. The Board held six public hearings and one work session. At the beginning of the year they elected a new Chair and Vice-Chair.
- **Board of Architectural Review** – reviewed eighteen sign applications, approving eighty signs. As well as reviewing thirteen exterior modification applications, two mural applications and one Maple Avenue Commercial applications. The Board processed Certificates of Approval for the signs, exterior modification, and MAC applicants, as well as one recommendation to the Town Council regarding a landscape plan revision. The Board also had ten public hearings and one work session during the year. The Board elected a new Chair, Vice-Chair, and Secretary.
- **Town Business Liaison Committee-** The Town Business Liaison Committee (TBLC) supported several marketing and business development campaigns during 2020 in partnership with the Town's Economic Development Office. **#ViennaUnited (Virginia Business Appreciation Month)**. In celebration of [Virginia Business Appreciation Month](#), a campaign was launched to support businesses through safe community activities. **Business Survey in April and November 2020**. A survey of 200 Town businesses was conducted. It focused on what their challenges and successes were as they navigated the pandemic. **Vienna Shop and Stroll**. Over a two-month period, on select Saturdays each month various shopping centers in the Town were promoted and marketed highlighting socially distant activities and special promotions to encourage the public to shop locally and to support small, independent businesses. The TBLC, in

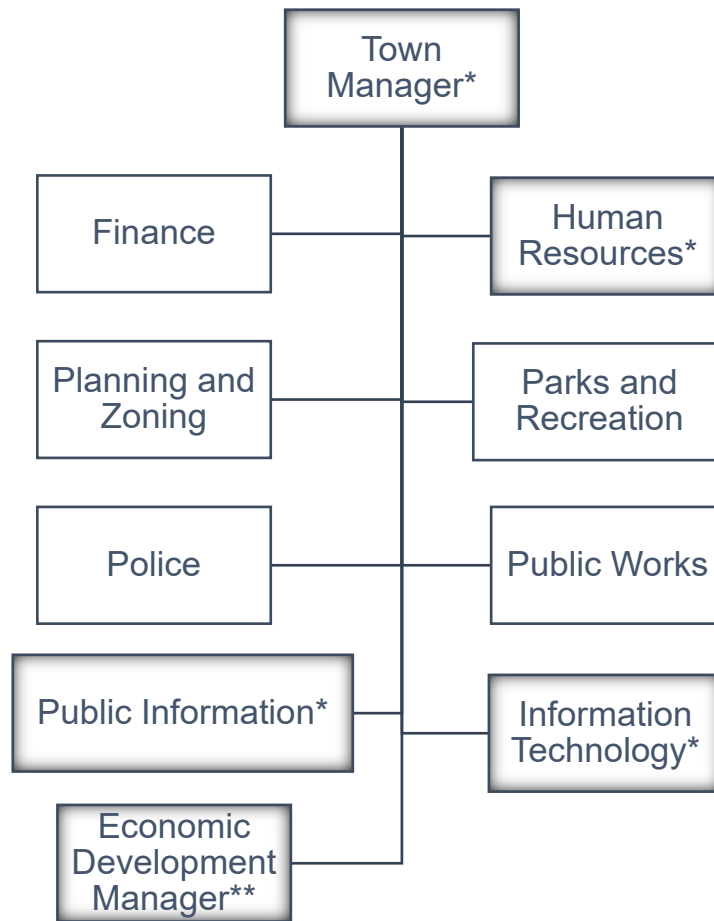
ADMINISTRATION

Mission

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

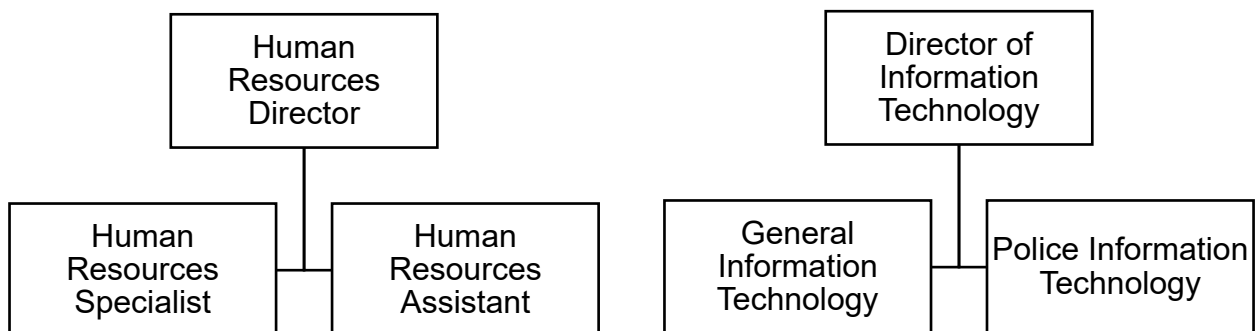


ADMINISTRATION



*Included within Administration Budget

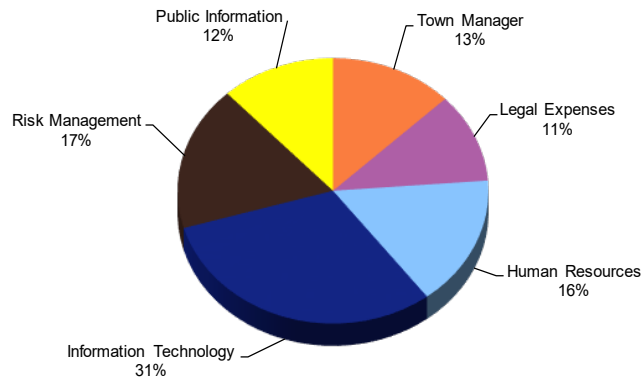
**Included within Community Development



ADMINISTRATION

TOWN OF VIENNA FISCAL YEAR 21-22 BUDGET

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Proposed	Net Change
Town Manager	378,578	380,230	380,230	430,230	406,340	26,110
Legal Services	309,865	327,190	327,190	320,660	346,730	19,540
Human Resources	497,870	466,730	499,230	447,260	503,650	36,920
Information Technology	899,320	886,090	907,090	816,890	975,730	89,640
Risk Management	441,834	528,020	519,781	517,676	558,320	30,300
Public Information	387,759	354,220	368,220	351,080	377,350	23,130
Administration	2,915,226	2,942,480	3,001,741	2,883,796	3,168,120	225,640



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 and administrative control over all operations.
- Leadership of all departments ensuring continuity of standards and policies across all departments in accordance of the direction of Town Council and for the good of the Town of Vienna.
- Initiates and supports leadership programs by selecting senior management personnel to attend the Weldon Cooper Center's Senior Executive Leadership Institute annually (SEI). Implements good management practices taught at SEI.
- Directs all operations of the town including the goods and services they provide to the town.
- Cultivates and supports the development of the managerial and technical capabilities of staff.
- Conducts quarterly performance meetings with upper level management to strategize, provide feedback and opportunity for growth.
- Holds quarterly meetings for all new employees designed to foster the culture and community of the Town of Vienna.
- Sets Town-wide standards for customer care and service in accordance with the Vienna Way.
- Heads quarterly Emergency Management task force for work place safety.
- Positively represents the Town of Vienna through membership and/or participation in:
 - Northern Virginia Regional Commission
 - Virginia Local Government Management Association (VLGMA) Conference
 - Senior Executive Institute Alumni meeting
 - Lions Club International
 - Rotary International
 - Optimist Club of Greater Vienna
 - Northern Virginia Emergency Response System Board Meetings
 - Northern Virginia Transportation Authority (NVTa) Vienna Legislative Program
 - VLGMA Scholarship Committee
 - Patrick Henry Partnership workshop development sessions
 - Towns of Northern Virginia

TOWN MANAGER
11211

- Town of Vienna Sustainability meetings
 - Quarterly manager meetings
- Advises Town Council and Mayor on municipality needs based on research and community insights.
- Continues to reinforce the Vienna Way value system among Town employees.

COVID-19 RESPONSE

- Developed and ran weekly COVID-19 Update Meetings with key staff.
- Updated Council daily on COVID-19 statistics.
- Chair of Chief Administrative Officers Board of the Northern Virginia Regional Commission. One duty was to organize and run Chief Administrator Officers weekly COVID-19 meetings.
- Weekly meetings with the City of Fairfax, City of Falls Church, Town of Herndon, Fairfax County Health Department Director to discuss operational impact of the pandemic.
- Vice President of Northern Virginia Emergency Response System meetings to develop responses to the pandemic.
- Led efforts to meet the needs of Town Staff during COVID-19 pandemic. Coordinated development of policies and led communication efforts in virtual meetings to all staff.

FY 20-21 ACCOMPLISHMENTS

- On Deck with Mercury, a monthly discussion of relevant topics started in March 2020. The format presents a topic and invites audience questions.
- Participated in collaborative workshop to develop the new Viennava.gov website.
- Developed concept for Liberty Amendments Day and Month and brought findings to VML Legislative Committee Meeting, which endorsed the idea.
- Established TOV monthly staff meeting with builders beginning in August 2020 to help iron out issues between developers and the Town.
- Led the discussions for the successful acquisition of Faith Baptist Church.
- Worked with the Department of Public Works on Maud Robinson Sidewalk Project/Robinson Trust.
- Worked with the Department of Planning and Zoning on Zoning & Subdivision Code Update.
- Hired and oriented new Human Resources director to fill the position vacated by the retirement of the former director.
- Oversaw the award of the construction contract for the new Police Station.

TOWN MANAGER
11211

- Continued to work with County and Town staff to develop the Patrick Henry Library public parking structures project.

FY 21-22 INITIATIVES

- Help Parks and Recreation Director begin efforts to develop a parks master plan.
- Participate as necessary driving the conversation with Council about the new Zoning and Subdivision Code re-write.
- Work with Economic Development Manager to refine and review the results of the market study and economic strategy development plan.
- Assist with communication and oversight of Police Station construction project. Assure that communications from Police and Finance meet the needs of the public.
- Manage the Town operations through COVID-19 recovery.
- Work with Directors to review department functions and develop succession plans for departments.

PERFORMANCE MEASURES

Based on calendar year data

Cash reserves are a time tested risk mitigation tool that manages liquidity. The Town of Vienna maintains cash reserves above recommended guidelines practicing sound fiscal management.

Description	2019 Actual	2020 Actual	2021 Projected
General fund cash reserves within recommended guidelines of 10% of the subsequent year's budget.	18.1%	18%	18%
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 19-20	Adopted FY 20-21	Projected FY 21-22
Town Manager	1	1	1
Executive Secretary	1	1	1
Total	2	2	2

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

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

**DIVISION 11211
NAME TOWN MANAGER**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries And Wages	269,189	279,151	281,290	281,290	281,290	289,730	8,440
41008	Annual Leave Cash-In	3,736	3,848	-	-	-	-	-
41015	Performance Bonus	1,000	1,000	-	-	-	-	-
TOTAL	Personal Services	273,925	283,999	281,290	281,290	281,290	289,730	8,440
42001	F.I.C.A.	16,559	17,332	21,520	21,520	21,520	22,100	580
42002	V.R.S.	28,603	29,835	32,630	32,630	32,630	34,450	1,820
42003	V.R.S. Life Ins	3,526	3,662	3,740	3,740	3,740	3,710	(30)
42007	Health Insurance	18,075	17,688	17,790	17,790	17,790	23,400	5,610
42008	Disability Ins	1,864	1,824	2,100	2,100	2,100	2,100	-
42012	Cafeteria Plan Fees	34	-	60	60	60	60	-
42018	Er Contributions:Dc401A	9,933	11,161	11,190	11,190	11,190	11,080	(110)
TOTAL	Employee Benefits	78,594	81,502	89,030	89,030	89,030	96,900	7,870
43101	Consulting Services	-	-	-	-	50,000	-	-
43309	Cell Phone Expense	50	496	760	760	760	760	-
TOTAL	Purchased Services	50	496	760	760	50,760	760	-
45203	Postal Services	83	34	150	150	150	150	-
45404	Central Copier Charges	1,641	349	1,000	1,000	1,000	1,700	700
45503	Subsistence/Lodging	951	213	500	500	500	1,200	700
45504	Conventions/Education	8,601	7,845	500	500	500	8,900	8,400
45505	Business Meals	629	353	700	700	700	700	-
45801	Memberships/Dues	3,605	3,083	4,000	4,000	4,000	4,000	-
TOTAL	Other Charges	15,509	11,877	6,850	6,850	6,850	16,650	9,800
46001	Office Supplies	1,897	353	2,000	2,000	2,000	2,000	-
46012	Books/Subscriptions	84	20	300	300	300	300	-
46015	Operational Supplies	291	331	-	-	-	-	-
TOTAL	Materials And Supplies	2,272	704	2,300	2,300	2,300	2,300	-
TOTAL	Town Manager	370,350	378,578	380,230	380,230	430,230	406,340	26,110

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., who are designated as Deputy or Assistant Town Prosecutors.

ACTIVITIES / PRODUCTS / SERVICES

- Attend all regular Town Council Meetings.
- Hold regular office hours at Town Hall.
- Draft formal and informal opinions.
- Prepare regular legal opinion letters for mandated state audits.
- 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 20-21 COVID-19 RESPONSE

- The Town Attorney and his staff were extensively involved in drafting emergency ordinances, regulations and procedures due to the Covid-19 pandemic and the federal, state and local declarations of emergency. No such emergency affecting the operations and of Town functions, local businesses and citizens has occurred in modern history. Throughout the period of emergency, the Town has been able to continue providing

LEGAL SERVICES 11221

essential government services, acquired real estate for public purposes, and kept Town construction projects on schedule.

- The Town Attorney and his staff coordinated with the Fairfax County General District Court to become the first Fairfax General District Court to reopen following the initial statewide Covid-19 court closures. The Town received praise and thanks from the Court for providing a safe, comfortable and fair process at Town Hall for misdemeanor and traffic matters to be resolved in the Town Court.

FY 20-21 ACCOMPLISHMENTS

- The Town Attorney assisted with the acquisition of the former Faith Baptist Church property on Center Street, South, one of the largest acquisitions of property in the last 20 years. The property acquisition has enabled the Police Department to relocate seamlessly to a temporary facility during the construction of the new Public Safety Building on the adjoining site.
- The Town Attorney been able to provide cost-effective and comprehensive legal services to the Town a budgetary rate that is the lowest in the region.

FY 21-22 INITIATIVES

- The Town Attorney continues to supervise the conversion of archived filed to an electronic format and has shifted all documents to an electronic format.
- The Town Attorney will continue to work on institutionalizing training and legal support for the Town Council, Boards, Commissions, and staff.

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Proposed FY 21-22
Town Attorney (contractual)	N/A	N/A	N/A
Legal Secretary	.5	.5	.5

FY 21-22 BUDGET CHANGES

- The Town Attorney has requested a 3% increase in the legal services contracted services to bring the Town closer to market rates for legal services. The Town Attorney has also requested an increase to the

LEGAL SERVICES
11221

Supplemental legal expenses budget line item to account for increased legal services related to the comprehensive Town Zoning Code review and the CodeCreate process.

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

**DIVISION 11221
NAME LEGAL SERVICES**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41003	Reg. P.T. With Benefits	42,460	44,045	45,330	45,330	45,330	45,000	(330)
41015	Performance Bonus	1,000	1,000	-	-	-	-	-
TOTAL	Personal Services	43,460	45,045	45,330	45,330	45,330	45,000	(330)
42001	F.I.C.A.	3,325	3,445	3,470	3,470	3,470	3,340	(130)
TOTAL	Employee Benefits	3,325	3,445	3,470	3,470	3,470	3,340	(130)
43102	Legal Svces	151,610	156,160	160,840	160,840	156,160	160,840	-
43112	Public Defender Svces	3,120	233	2,000	2,000	2,000	2,000	-
43113	Prosecuting Svces	64,030	65,950	67,800	67,800	65,950	67,800	-
43114	Supp Legal Svces Reserve	24,657	35,303	40,000	40,000	40,000	60,000	20,000
TOTAL	Purchased Services	243,417	257,646	270,640	270,640	264,110	290,640	20,000
45203	Postal Services	13	19	300	300	300	300	-
45404	Central Copier Charges	749	732	1,400	1,400	1,400	1,400	-
45501	Mileage Reimbursement	-	-	200	200	200	200	-
45504	Conventions/Education	-	-	500	500	500	500	-
45801	Memberships/Dues	425	425	850	850	850	850	-
TOTAL	Other Charges	1,187	1,176	3,250	3,250	3,250	3,250	-
46001	Office Supplies	1,085	1,037	1,700	1,700	1,700	1,700	-
46012	Books/Subscriptions	1,501	1,517	2,800	2,800	2,800	2,800	-
TOTAL	Materials And Supplies	2,586	2,554	4,500	4,500	4,500	4,500	-
TOTAL	Legal Services	293,975	309,865	327,190	327,190	320,660	346,730	19,540

PUBLIC INFORMATION
11260

PURPOSE

To provide proactive communication support to staff and Town Council promoting 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 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. Engage in activities to promote the Town of Vienna as a great place to live and do business.
- 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 blasts and Vienna Happenings.
- Develop content for, manage, and keep a record of official Town social media platforms and the 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 and YouTube channels.
- Assist with community outreach programs.
- Take photos of the community and Town events, programs, and initiatives. Maintain and manage the Town's photo library.

FY 20-21 COVID-19 RESPONSE

- Responded effectively to and provided information for residents, staff, and other stakeholders regarding the coronavirus pandemic. Communications efforts

PUBLIC INFORMATION
11260

included producing 21 covid-focused digital newsletters throughout the year, two webpages with coronavirus updates, social media posts, several newsletter stories, a postcard mailed to all residences, and several videos.

- The department's crisis/opportunity communications skills were put to good use in FY2021. The department provided counsel, support, and communication materials related to the coronavirus pandemic, police station construction proposal, charges of inappropriate police interactions with residents, Maud Robinson sidewalk projects, acquisition of Faith Baptist Church, Liberty Amendments Day, and the Cedar Lane Bridge closing.
- The Town's usage of its YouTube channel increased in 2020, in part in response to the pandemic. The Town produced and posted 65 videos (including virtual events, recreation classes, and On Deck with Mercury) on YouTube this year and received 9,960 views.
- In response to the pandemic and the need to provide virtual access to Town public meetings, the communications department developed and produced weekly "public participation" guidelines, providing Zoom links and meeting information, via the Town's homepage and a dedicated vanity URL.
- Helped support Town businesses through the pandemic by supporting several economic development office-driven efforts, writing feature stories about Town businesses' experiences through the pandemic as well as news stories of interest to Town businesses, and producing a Council-supported #LoveLocal social media campaign in December.

FY 20-21 ACCOMPLISHMENTS

- Working with Granicus, IT, and Town departments, led and managed redesign and content development of Town's new website – a start-from-scratch effort. Project is in final stages, with quality control review, final changes/additions, and staff training being conducted. New site is anticipated to launch in late March.
- Significantly increased the Town's presence on social media, increasing the number of posts and expanding the Town's fans/followers. Engagement was up across all platforms (Facebook, Twitter, and Instagram), with reactions, comments, and shares on Facebook all up. Clicks on links in Facebook posts increased from 511 in 2019 to 3,900 in 2020.
- Provided staff support for On Deck with Mercury monthly forums.
- Communications manager served on a countywide Census response task force. The Town encouraged Census responses via social media and other communication strategies, resulting in a higher Vienna self-response rate in 2010 (86.1% 2020 response rate vs 81.9% rate in 2010) and the highest self-response rate in the NOVA region.
- Despite the clunkiness of the Town's current website, usage/visits were up almost 5% this year. The 10 most visited pages were:
 - homepage
 - coronavirus updates
 - making an online payment

PUBLIC INFORMATION
11260

- minutes/agendas archive
- Halloween wave parade
- facilities
- Vienna Community Center
- Police
- I want to...
- real estate taxes

FY 21-22 INITIATIVES

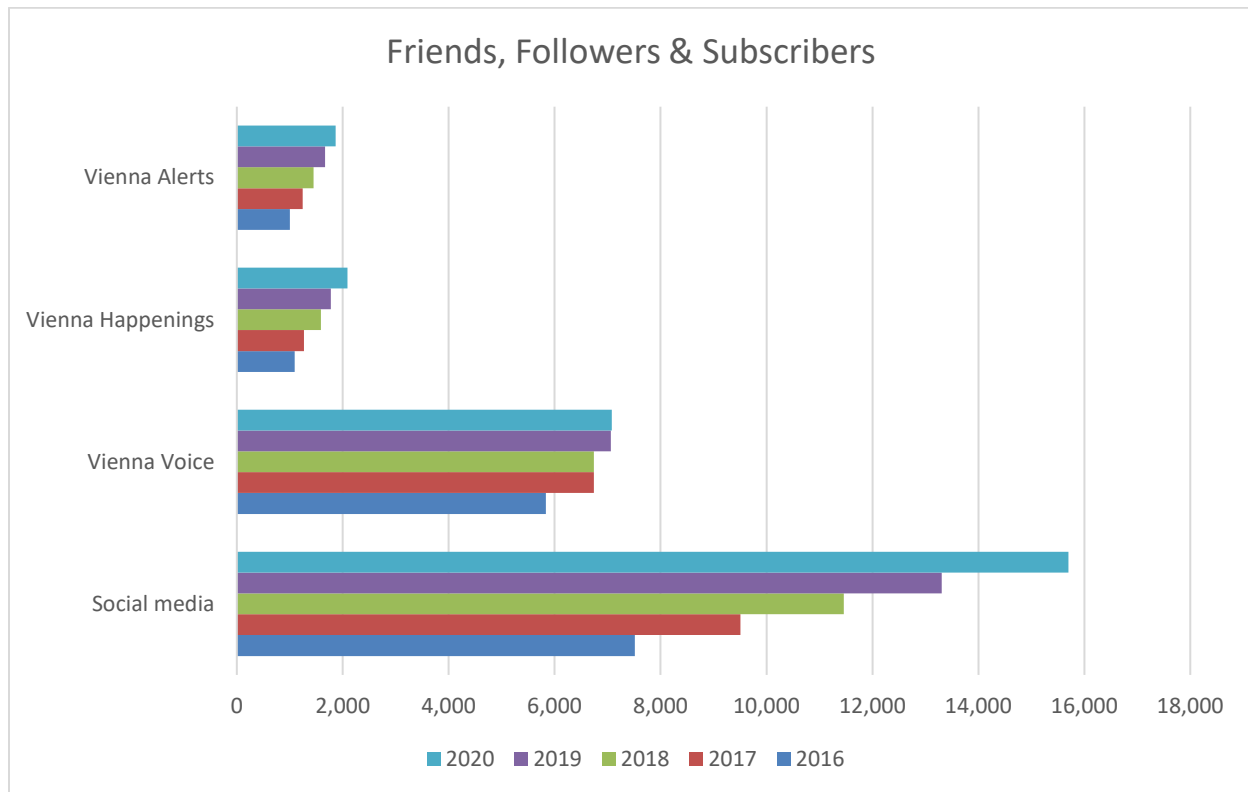
- Working with Polco/National Research Center, create and distribute the 2021 National Community Survey, which was postponed from 2020 due to the pandemic.
- Implement Bang the Table or similar web-based software as an enhanced online engagement tool for Town of Vienna stakeholders.
- Continue to enhance the Town's presence and reach on social media platforms through targeted advertising/boosting of posts (budget impact), creativity, and customization of posts to match a platform's strengths.
- Produce additional branded materials to give away as a means of promoting the Town's brand.
- Continue to provide, if necessary, comprehensive and clear communication related to the coronavirus pandemic (including vaccine availability) and its impacts on citizens and businesses.
- Lead staff efforts to monitor progress and measures of success as related to the strategic plan and report periodic updates to Town Council.
- Continue to find creative ways for the Town of Vienna to share its story directly with residents and others through the newsletter, social media posts, and advertising.

PERFORMANCE MEASURES

Based on calendar year data

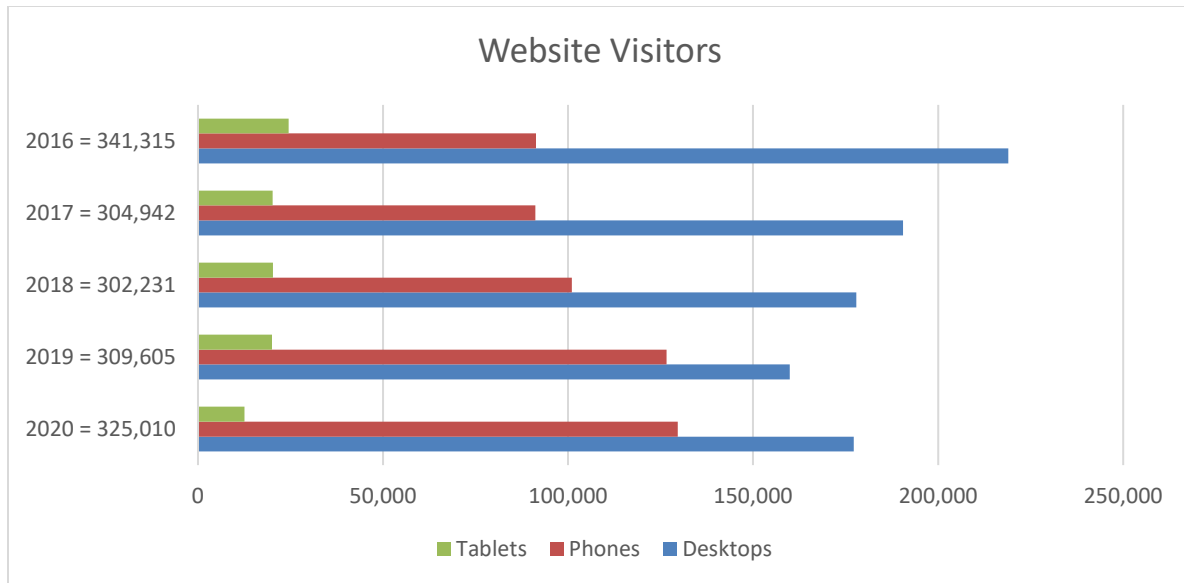
The Town of Vienna utilizes multiple avenues to communicate and engage with a broad range of stakeholders. Through Facebook, Twitter, and Instagram posts and interactions, the Town received approximately 38,500 social media engagements (reactions, comments, and shares) in 2020.

PUBLIC INFORMATION
11260

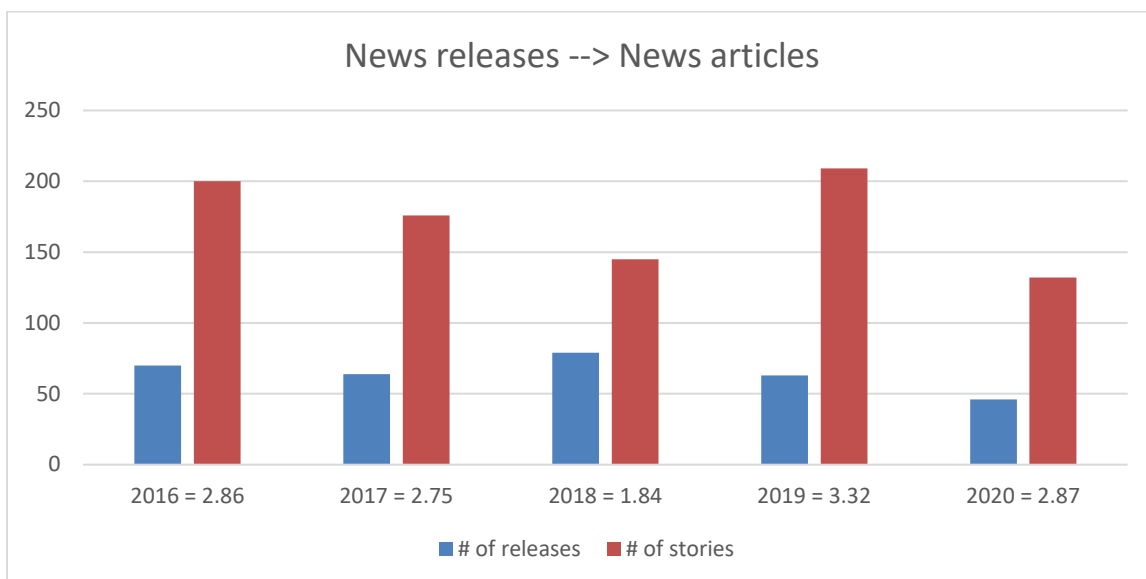


The Town's website is one of its most visible and utilized tools to enhance Vienna's strong tradition of community involvement and government transparency. The number of overall visitors is up about 15,000 (or almost 5%) in 2020, likely in part due to residents searching for coronavirus-related information. The growth in smartphone access to the website is leveling off. The Town's new website (expected to launch in late March 2021) is designed to be better organized, less text-heavy, more attractive, and more user friendly. The average visit duration in 2020 was 2:18 (compared to 2:19 in 2019).

PUBLIC INFORMATION 11260



Increasingly, the Town uses social media and other tools to tell its own story, but effective citizen engagement also relies upon effective communication with outside media outlets. Each year, the communications staff prepares and distributes news releases to a variety of regional outlets. The news articles counted are only those generated by a Town press release or that required staff assistance in some way; it's not a comprehensive count of all articles about the Town of Vienna. News stories generated this year are down, due likely to the reduction in media outlet reach and the pandemic, which resulted in far fewer events to be publicized.



**PUBLIC INFORMATION
11260**

Description	Actual 2019	Actual 2020	Projected 2021
Promote Town programs, news and events			
Facebook followers:	5,770	7,619	8,000
Facebook posts:	405	626	475
Facebook engagements:	21,000	26,407	23,000
Twitter followers:	5,644	6,045	6,200
Twitter posts:	272	471	300
Twitter engagements:	1,200	1,512	1,500
Instagram followers:	1,893	3,244	4,000
Instagram posts:	188	418	300
Instagram engagements:	6,300	11,175	9,000
Original programming for TVCN/YouTube:	9	6	3
Vienna Happenings (email newsletter) subscribers:	1,775	2,090	2,200
Town Business Matters subscribers:	954	1,057	1,100
Number of News Releases:	51	46	50
Number of News Stories (resulting from releases or PIO support):	209	132	175
FOIA requests coordinated, responded to:	27	36	35
Printed Newsletters:	12	12	12
Distribution/issue:	7,063	7,078	7,078
Website visits:	309,605	325,010	350,000
Visits from desktops:	159,902	177,768	
Visits from phones:	126,603	129,632	
Visits from tablets:	19,994	12,561	
Disburse emergency information. Number of emergency information (Everbridge) subscribers:	1,665	1,865	1,900
Number of staff-generated informational alerts (excluding police highlights, releases) sent (includes road closures, water main breaks, emergency alerts):	43	24	30

PUBLIC INFORMATION
11260

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Projected FY 21-22
Communications & Marketing Manager	1	1	1
Communications Specialist	1	1	1
Total	2	2	2

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

TOWN OF VIENNA
PROPOSED EXPENSE BUDGET BY FUND

DIVISION 11260
NAME PUBLIC INFORMATION

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries And Wages	178,168	187,804	189,270	189,270	183,370	195,160	5,890
41004	Part Time W/O Benefits	476	-	-	-	-	-	-
41008	Annual Leave Cash-In	1,140	1,174	-	-	-	-	-
41015	Performance Bonus	1,500	1,500	-	-	-	-	-
TOTAL	Personal Services	181,285	190,479	189,270	189,270	183,370	195,160	5,890
42001	F.I.C.A.	13,449	14,160	14,480	14,480	13,860	14,390	(90)
42002	V.R.S.	14,181	14,206	21,960	21,960	14,600	22,700	740
42003	V.R.S. Life Ins	2,334	2,460	2,560	2,560	2,400	2,540	(20)
42007	Health Insurance	21,567	21,109	15,820	15,820	15,820	17,000	1,180
42018	Er Contributions:Dc401A	6,577	7,509	7,440	7,440	7,330	7,580	140
42021	Vrs Hybrid 401A Match	4,754	5,838	5,330	5,330	4,890	6,630	1,300
42025	Vrs Hybrid Disability	1,049	991	1,010	1,010	1,010	1,000	(10)
TOTAL	Employee Benefits	63,911	66,272	68,600	68,600	59,910	71,840	3,240
43308	Contracts/Services	50,098	61,557	30,500	44,200	44,200	30,150	(350)
43501	Printing/Binding Svces	63	-	1,000	1,000	500	1,000	-
43601	Advertising	20	3,295	-	300	300	7,000	7,000
TOTAL	Purchased Services	50,180	64,852	31,500	45,500	45,000	38,150	6,650
45203	Postal Services	24,547	22,008	24,000	24,000	24,000	27,000	3,000
45404	Central Copier Charges	213	180	500	500	500	500	-
45501	Mileage Reimbursement	-	-	-	-	-	-	-
45502	Fares	-	368	-	-	-	-	-
45503	Subsistence/Lodging	-	1,049	500	500	500	1,500	1,000
45504	Conventions/Education	695	290	500	500	500	1,500	1,000
45505	Business Meals	20	57	200	200	100	200	-
45801	Memberships/Dues	-	500	700	700	500	700	-
TOTAL	Other Charges	25,475	24,450	26,400	26,400	26,100	31,400	5,000
46001	Office Supplies	542	765	1,500	1,500	1,200	1,500	-
46012	Books/Subscriptions	-	239	1,000	1,000	500	1,000	-
46015	Operational Supplies	342	387	-	-	500	-	-
TOTAL	Materials And Supplies	883	1,391	2,500	2,500	2,200	2,500	-
47204	Town Calendar	7,662	7,784	8,200	8,200	7,800	8,300	100
47205	Town Newsletter	25,746	26,740	27,250	27,250	26,200	30,000	2,750
TOTAL	Program And Services	33,408	34,524	35,450	35,450	34,000	38,300	2,850
48102	Furn/Fixture Replacement	-	4,000	500	500	500	-	(500)
48207	Additional Office/Dp Eqt	-	1,791	-	-	-	-	-
TOTAL	Capital Outlay	-	5,791	500	500	500	-	(500)
TOTAL	Public Information	355,142	387,759	354,220	368,220	351,080	377,350	23,130

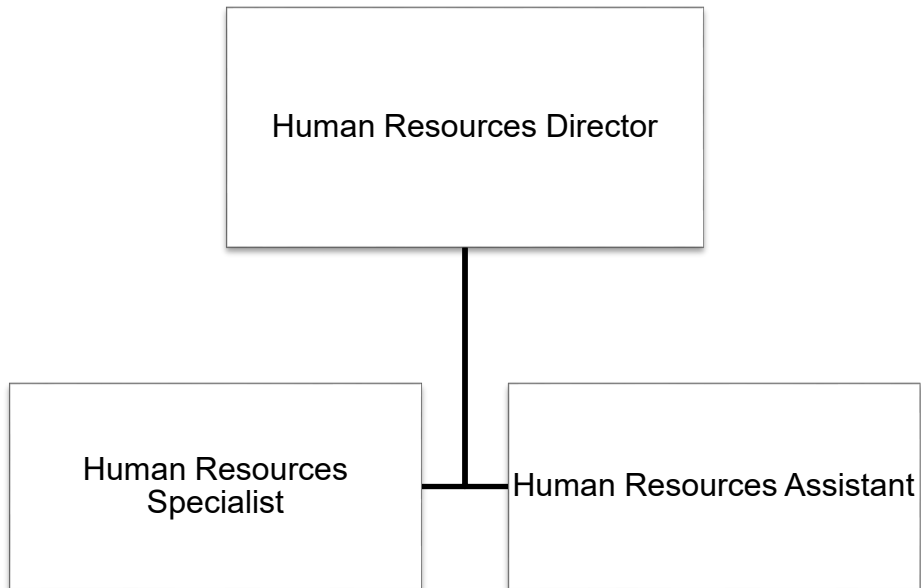
HUMAN RESOURCES

Mission

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.



HUMAN RESOURCES



*Included within Administration Budget

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. This function is aligned to the strategic initiatives of *Vienna as a Well-Governed and Influential Community* and *Vienna as a Complete Community*.

ACTIVITIES / PRODUCTS / SERVICES

- Administer Chapter 11, Personnel Code, of the Code of Ordinances and recommend changes thereto.
- 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 compensation program, including leave and other benefits.
- Administer mandatory and supplemental retirement plans and employee optional pre-tax and post-tax investment programs.
- Administer the 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 the goals of the Vienna Way.
- Coordinate and/or develop and deliver organizational development and training programs.

HUMAN RESOURCES
11222

COVID-19 RESPONSE

- As soon as COVID-19 Pandemic was identified as a community spreading situation in Northern Virginia:
 - Worked with IT to secure sufficient laptops and network installations to provide for telework opportunities for appropriate workforce.
 - Worked with department heads to identify telework personnel.
 - Worked with TM and department heads in process of closing down services and non-essential facilities.
 - Worked with DPW/General Maintenance to provide needed PPE, hygienic workplaces and practices.
 - HR provided continuous onsite services and developed new systems for COVID documenting, Health Department and VOSH reporting, and COVID federal leave programs administration.
- Created and implemented Town Reopening Plan, with a Reopening Team led by the Police Chief.
- Assisted in implementing newly established Virginia Emergency COVID Safety Standards within a very short window, led by Police staff.
- Created 3 new administrative regulations to outline new COVID related policies and changes.
- Managed and tracked all COVID related leave.

FY 20-21 ACCOMPLISHMENTS

- Managed funds in reduced budget to ensure that employees participating in the Tuition Reimbursement and Vienna Student Loan Repayment Program (VSLRP) could continue.
- Managed and implemented revisions to 6 Administrative Regulations.
- Updated Personnel Code to reflect annual/sick leave and employee type definition changes, which were adopted by council.
- Processed 13 off-cycle reclassifications/pay changes as recommended by classification and compensation study completed in FY 19-20.
- On-boarded new Human Resources Director.

FY 21-22 INITIATIVES

- Implement electronic (paperless) performance management system.
- Determine departments that need customer service training and deliver training for staff.
- Develop and deliver leadership training for mid-level managers.
- Introduce “Design Thinking Process” to senior leadership and determine best uses.

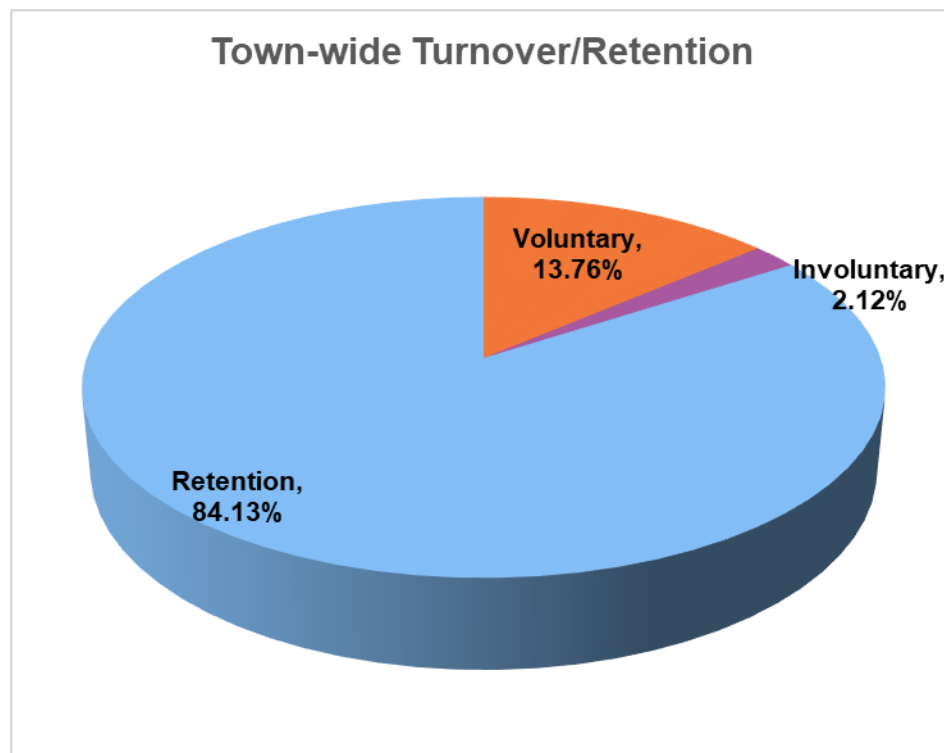
HUMAN RESOURCES
11222

PERFORMANCE MEASURES

*Based on calendar year data***Town-wide Turnover/Retention 2020**

Voluntary (26)	13.76%
Involuntary (4)	2.12%
<i>Total Annual T.O. (30)</i>	<i>15.87%</i>
Retention	84.13%

*Among the voluntary turnover, TOV had 10 retirements (5.29%); voluntary quits, including during probation, were 14 (7.41%).

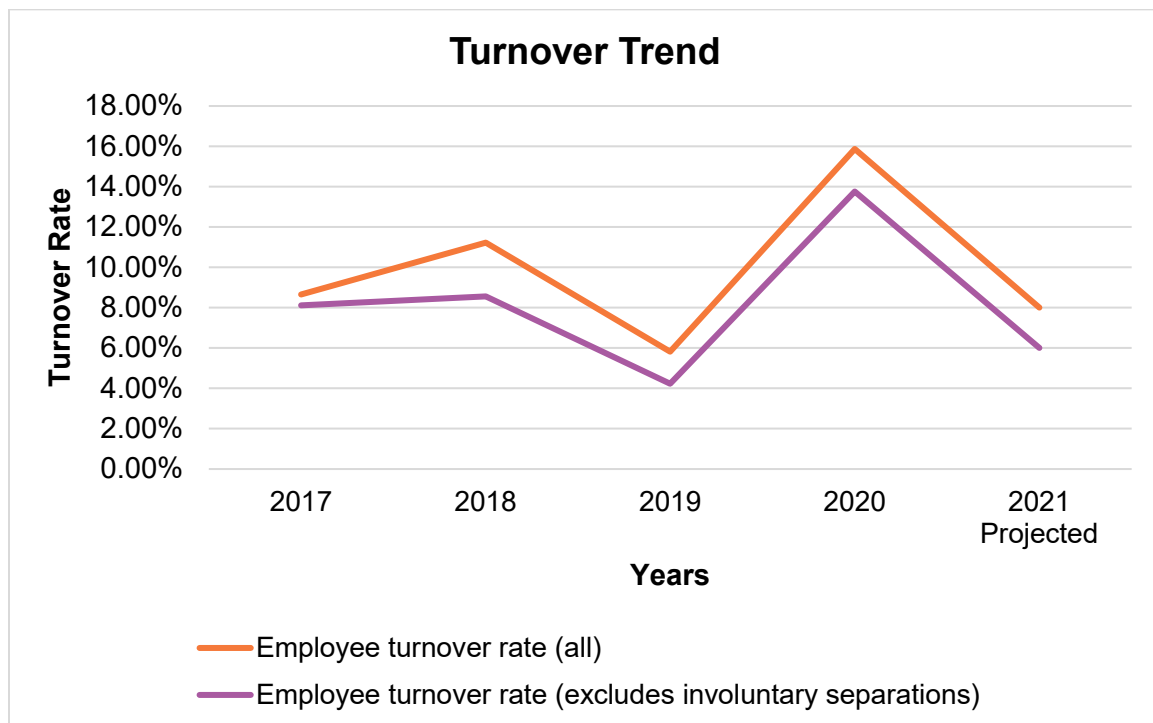


Retention is the difference between the Total Turnover and the Number of Positions that should be filled. Subject-matter experts indicate that overall turnover of 10% or less is an acceptable rate, if the turnover is not primarily among the top performers in the organization. The average cost of replacing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

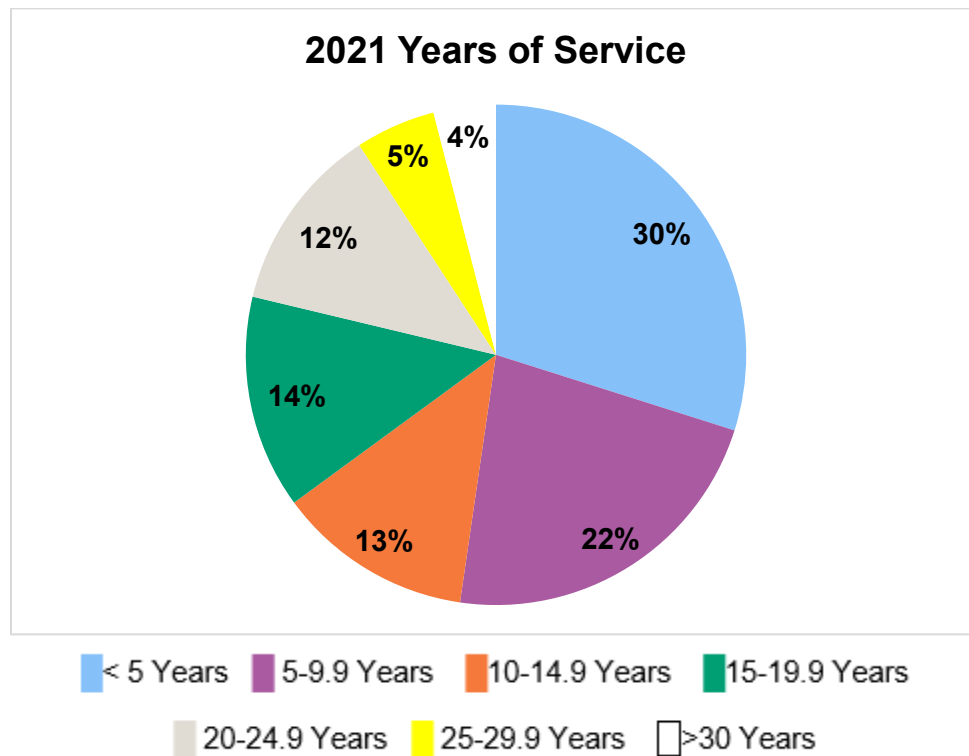
Turnover Trend	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Employee turnover (all)	8.65%	11.23%	5.82%	15.87%	8.00%
Employee turnover (voluntary)	8.11%	8.56%	4.23%	13.76%	6.00%



Although it is a reported national trend for millennials to change jobs between 2 and 3 years, the trend is mostly at college-educated technical and professional levels, where millennials move up their career paths across organizations. (Our workforce is 75% field and police.) Additionally, millennials are incentivized to retention by a sense of purpose and value, organizational culture and engagement.

HUMAN RESOURCES 11222

Employee Years of Service



48% of Town employees have over 10 years of Town service. Of these, 21% have at least 20 years; 4% have more than 30.

52% of Town employees have less than 10 years of services. Of these, 22% have between 5 and 10 years; 30% have fewer than 5.

Workforce Per Capita Data¹

Year	Population ¹	% Population Growth	No. of Town Benefited FTE	% Workforce Growth	Ratio Pop:BFTE
2018	16,468	0%	185.0	2%	90:1
2019	16,544	.5%	190.6	3%	87:1
2020	16,544 est	0%	190.6	0%	87:1
2021	16,544 est	0%	190.6	0%	87:1

¹Using each jurisdiction's Comprehensive Annual Financial Report (CAFR) and Budgets, the average workforce-to-population ratio in 14 large and small local governments in NoVA is 82:1. Our ratio of 87:1 shows Vienna is more efficient than the median. However, levels of service unique to each jurisdiction affect ratios within them.

HUMAN RESOURCES

11222

Police Recruitment

Police Recruitment	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Applications	474	248	99	298	250
- Approved for Exam ¹	416	204	86	101	200
- Sat for Exam	172	67	24	24	0
- Passed Exam	141	55	15	20	0
Hired from Exams	0	7	1	0	0
Lateral Transfers	0	1	1	1	2
Total Hires	0	8	2	3 ²	7
Retention from Hires	0	6	1	1	2

¹Due to the Pandemic, only two police exams were held in 2020. We began a trial period of beginning a recruitment process without a written entrance exam. This is not without precedence, as Fairfax County no longer uses written entrance exams. Without the large numbers of applicants, it is no longer necessary to reduce those numbers through written screening. The intensive personal history statements, background investigations performed by our internal investigative staff, and other thorough screening mechanisms are sufficiently comprehensive and a better tool for removing unacceptable candidates.

² 2 police officers were hired without participating in the written exam process as described above.

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

HUMAN RESOURCES
11222

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Projected FY 21-22
Human Resources Director	1	1	1
Human Resources Specialist	1	1	1
Human Resources Generalist	1	1	1
Total	3	3	3

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

TOWN OF VIENNA
PROPOSED EXPENSE BUDGET BY FUND

DIVISION 11222
NAME HUMAN RESOURCES

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries And Wages	253,850	261,567	273,870	273,870	259,250	275,380	1,510
41002	Overtime	688	91	930	930	930	2,000	1,070
41008	Annual Leave Cash-In	3,704	1,414	-	-	-	-	-
41015	Performance Bonus	1,500	1,500	-	-	-	-	-
TOTAL	Personal Services	259,742	264,572	274,800	274,800	260,180	277,380	2,580
42001	F.I.C.A.	20,384	20,613	20,630	20,630	19,760	21,100	470
42002	V.R.S.	27,005	28,461	31,160	31,160	27,560	32,330	1,170
42003	V.R.S. Life Ins	3,329	3,496	3,640	3,640	3,400	3,630	(10)
42005	Police Pension	166	297	-	-	-	-	-
42007	Health Insurance	16,115	10,726	15,820	15,820	15,820	9,820	(6,000)
42011	Tuition Assist	24,342	52,569	15,000	24,000	24,000	25,000	10,000
42012	Cafeteria Plan Fees	63	65	60	60	60	60	-
42018	Er Contributions:Dc401A	9,297	10,447	10,480	10,480	10,370	10,480	-
42021	Vrs Hybrid 401A Match	-	18	-	-	-	1,450	1,450
42025	Vrs Hybrid Disability	-	6	10	10	-	770	760
42050	Relocation Expenses	-	-	3,000	3,000	-	3,000	-
TOTAL	Employee Benefits	100,703	126,696	99,800	108,800	100,970	107,640	7,840
43101	Consulting Services	4,149	24,952	6,000	29,500	3,930	6,000	-
43105	Health Services	12,985	5,625	12,000	12,000	10,000	10,000	(2,000)
43302	Financial System Mtce	10,741	13,923	13,000	20,100	20,100	20,100	7,100
43308	Contracts/Services	4,089	3,293	5,000	5,000	5,000	5,000	-
43309	Cell Phone Expense	598	601	800	800	800	1,500	700
43501	Printing/Binding Svcs	-	-	500	500	500	500	-
43601	Advertising	3,809	3,050	6,000	6,000	5,000	5,000	(1,000)
TOTAL	Purchased Services	36,372	51,445	43,300	73,900	45,330	48,100	4,800
45202	Long Dist Service	-	-	130	130	130	130	-
45203	Postal Services	151	542	500	500	500	500	-
45404	Central Copier Charges	4,929	2,751	6,000	6,000	6,000	6,000	-
45501	Mileage Reimbursement	476	64	500	500	450	500	-
45502		-	324	-	-	-	-	-
45503	Subsistence/Lodging	802	-	500	500	500	1,000	500
45504	Conventions/Education	664	999	500	500	500	2,000	1,500
45505	Business Meals	-	238	-	-	-	500	500
45801	Memberships/Dues	2,575	2,736	2,600	2,600	2,600	2,600	-
TOTAL	Other Charges	9,597	7,654	10,730	10,730	10,680	13,230	2,500
46001	Office Supplies	2,345	812	1,700	1,700	1,700	2,700	1,000
46012	Books/Subscriptions	460	469	500	500	500	500	-
46015	Operational Supplies	6,632	2,987	2,000	2,000	2,000	5,000	3,000
46019	Other Supplies	4,000	4,000	1,000	1,000	1,000	4,000	3,000
46021	Holiday Gift Certificates	5,843	5,985	6,000	5,400	5,400	7,000	1,000
TOTAL	Materials And Supplies	19,280	14,253	11,200	10,600	10,600	19,200	8,000
47102	Wellness Program	3,445	665	2,000	-	-	4,000	2,000
47201	Training Programs	16,004	18,160	6,900	6,900	6,000	16,900	10,000
47203	Service Awards	20,149	14,231	13,000	13,000	13,000	16,000	3,000
47207	Testing Services	488	195	5,000	500	500	1,200	(3,800)
TOTAL	Program And Services	40,086	33,251	26,900	20,400	19,500	38,100	11,200
TOTAL	Human Resources	465,780	497,870	466,730	499,230	447,260	503,650	36,920

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 human civility. This function is aligned to the strategic initiatives of Vienna as a *Well-Governed and Influential Community* and *Vienna as a Complete Community*.

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 safe working conditions, 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 damage, general liability and employee injury.
- Administer and distribute the safety and safe-driver incentive award programs.

COVID-19 RESPONSE

- Successfully responded to one whistleblower complaint to VOSH, claiming COVID-19 unsafe practices. VOSH found the Town had done everything correctly.
- Successfully implemented VOSH Emergency COVID-19 Standards.

RISK MANAGEMENT 11255

FY 20-21 ACCOMPLISHMENTS

- Met 100% Risk Management Guidelines to receive premium discount of 5% from Virginia Risk Sharing Association (VRSA).
- Received premium discount from VRSA realized from insurance pool savings.
- Researched and Procured new AED's to replace existing throughout Town.

FY 21-22 INITIATIVES

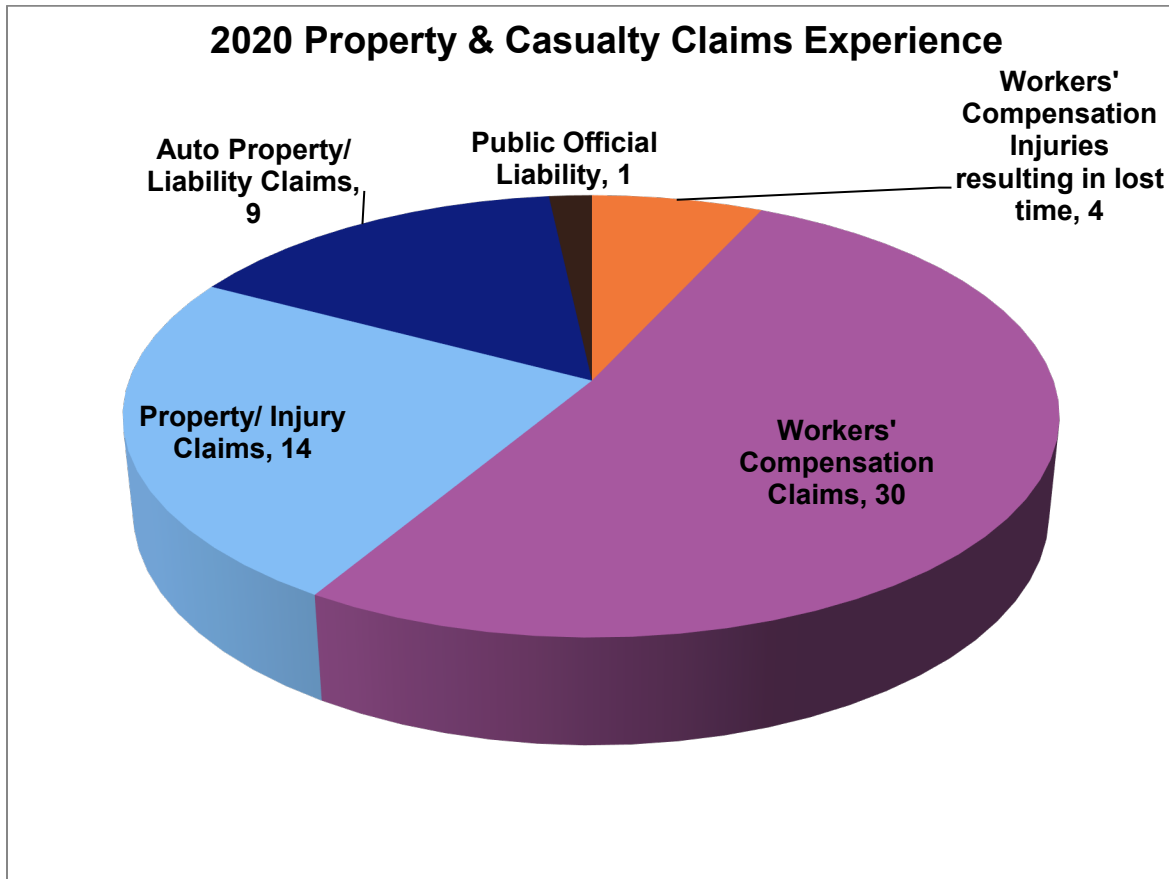
- Restore safety awards programs and CPR/AED training post-pandemic.
- Contain workers' compensation lost-time experience.

PERFORMANCE MEASURES

Based on Calendar year data

Property & Casualty Claims History Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Workers' Comp. Injuries resulting in lost time	2	1	5	4	1
Workers' Comp. Claims	24	28	38	30	20
Property/Injury Claims	19	35	18	14	20
Auto Property/Liability Claims	17	11	12	9	10
Public Official Liability	0	0	2	1	1

RISK MANAGEMENT 11255



Workers' Compensation Claims include all reported employee injuries, whether medical treatment was sought or not.

Property/Injury claims are those involving Town property, heavy equipment OR citizen property, and any reports of injury by a citizen or visitor on Town property.

Auto Property/Liability claims include any incident involving a Town-owned vehicle, including damage to vehicles not owned by the Town, not necessarily the Town's fault.

Public Officials Liability claims are those for which VRSA provides defense of the Town and its officials and employees, acting on the Town's behalf, for alleged wrongful acts not covered by other lines of insurance; e.g., land development disputes, civil rights and constitutional violations, eminent domain, adverse use or possession, etc.

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

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

**DIVISION 11255
NAME RISK MANAGEMENT**

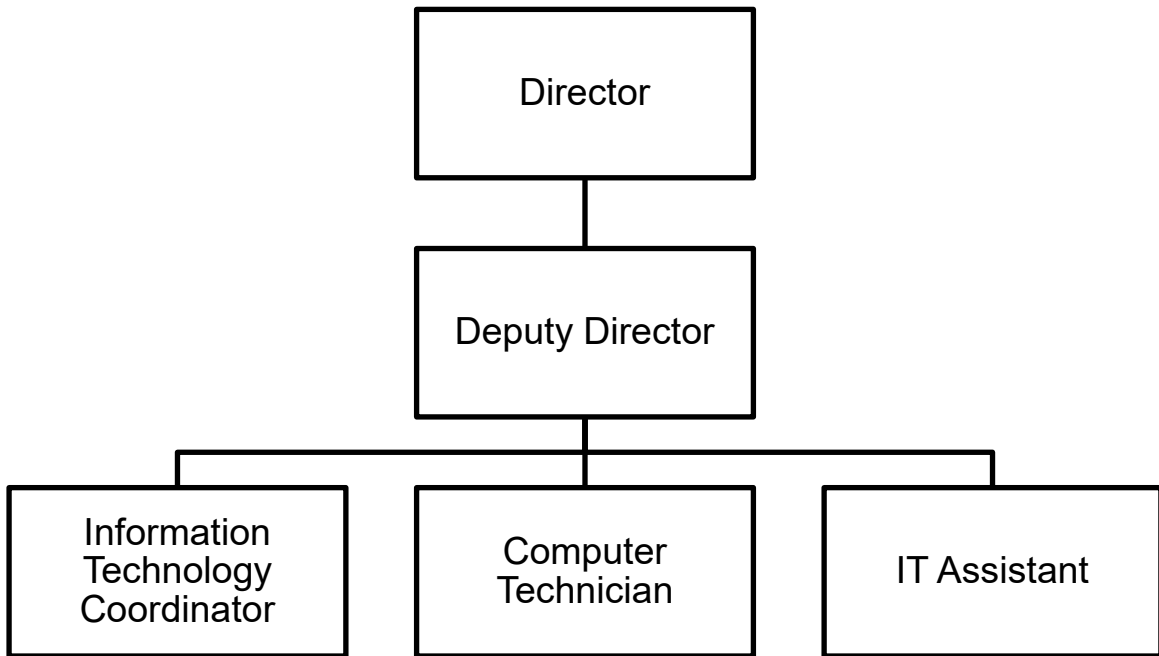
ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
42001	F.I.C.A.	240	316	-	-	-	-	-
42002	V.R.S.	-	-	-	-	-	-	-
42003	V.R.S. Life Ins	-	-	-	-	-	-	-
42007	Health Insurance	693	733	-	-	-	-	-
42008	Disability Ins	408	408	520	520	520	520	-
42009	Unemployment Ins	9,419	30	5,150	5,150	5,000	5,150	-
42013	Worker'S Comp Ins	266,025	251,279	255,000	255,000	255,000	280,000	25,000
42020	Othr Post Employ Benfits	-	3,780	-	-	-	-	-
TOTAL	Employee Benefits	276,785	256,545	260,670	260,670	260,520	285,670	25,000
43105	Health Services	-	-	-	-	-	-	-
TOTAL	Purchased Services	-	-	-	-	-	-	-
45301	Boiler Ins	1,880	1,968	2,280	2,280	2,280	2,280	-
45304	Other Property Insurance	20,314	21,571	25,000	25,000	23,845	25,000	-
45305	Vehicle Ins	59,056	62,906	65,000	68,720	68,720	69,000	4,000
45306	Surety Bonds	2,277	2,370	2,500	2,500	2,400	2,500	-
45308	Gen Liability Ins	62,154	50,668	82,000	73,000	73,000	78,000	(4,000)
45311	Excess Loss Umbrella Ins	12,167	12,749	25,370	20,950	20,950	25,370	-
45313	Insurance Retention	4,513	1,318	20,000	13,100	13,100	20,000	-
45314		-	(7,661)	-	7,661	7,661	-	-
45316	Line Of Duty Act Insur.	28,231	28,937	29,000	29,700	29,000	29,000	-
45801	Memberships/Dues	1,015	1,124	1,500	1,500	1,500	1,500	-
TOTAL	Other Charges	191,606	175,948	252,650	244,411	242,456	252,650	-
46019	Other Supplies	938	-	1,000	1,000	1,000	1,000	-
46030	Medical Supplies	1,820	1,093	6,000	6,000	6,000	6,000	-
TOTAL	Materials And Supplies	2,758	1,093	7,000	7,000	7,000	7,000	-
47201	Training Programs	-	-	-	-	-	-	-
47202	Safety Programs	9,744	8,247	7,700	7,700	7,700	13,000	5,300
TOTAL	Program And Services	9,744	8,247	7,700	7,700	7,700	13,000	5,300
TOTAL	Risk Management	480,893	441,834	528,020	519,781	517,676	558,320	30,300

INFORMATION TECHNOLOGY

Mission

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.

INFORMATION TECHNOLOGY



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 critical systems where appropriate.
- Provide support for security systems, phones, mobile devices, data, and the town's cable access channel.
- Provide help desk support for Town staff.
- Provide Geographic Information Systems (GIS) 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.
- Provide IT support to elected and appointed officials and residents.

FY 20-21 ACCOMPLISHMENTS

- Town web site was upgraded in April 2021.
- Police dispatch was relocated from former location at 215 Center St. to Town Hall.
- Faith Baptist Church property was configured for Town network access.
- Completed the public safety circuit and office moves for police from 215 Center Street to Town Hall.
- Town's intranet site was upgraded.
- Relocated network services for police and Town's "voice over internet protocol" (VoIP) technology.
- Electronically scanned Dept. of Planning and Zoning (DPZ) files into LaserFiche system.
- Public Search Portal installed for LaserFiche system.
- Implemented electronic meeting protocols with "Zoom" technology.
- Town's financial system (Munis) was upgraded from 11.3 to version 2019.



Figure 1: Faith Baptist Church

INFORMATION TECHNOLOGY
11251

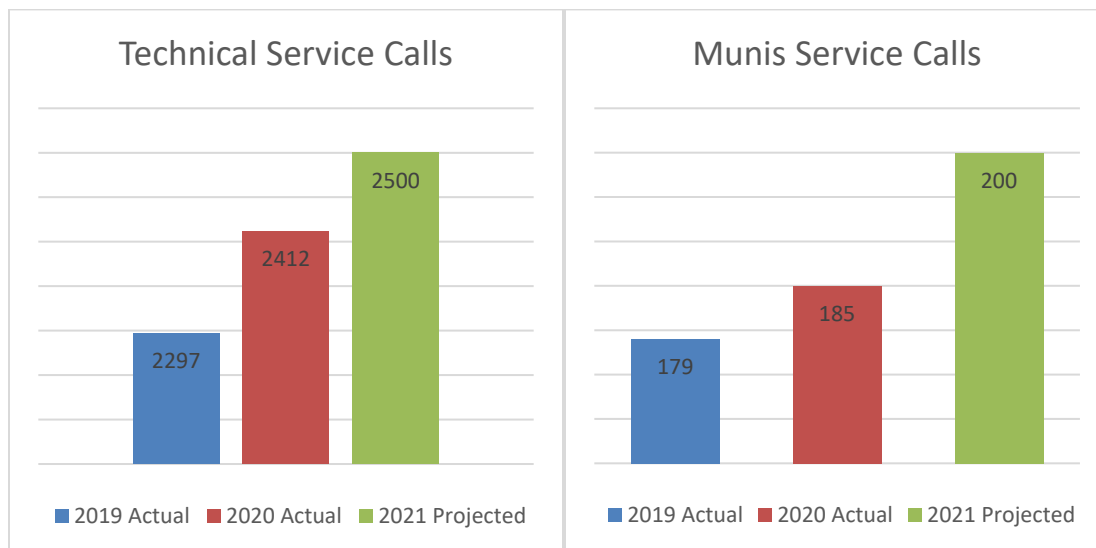
- In response to Covid-19 challenges, coordinated the purchase and distribution of laptops to allow teleworking by Town staff.
- Also in response to Covid-19, implemented DocuSign software.
- Provided video support for 36 televised meetings.
- Provided video support for “Mayor @ Your Service” and “On Deck with Mercury”.

FY 21-22 INITIATIVES

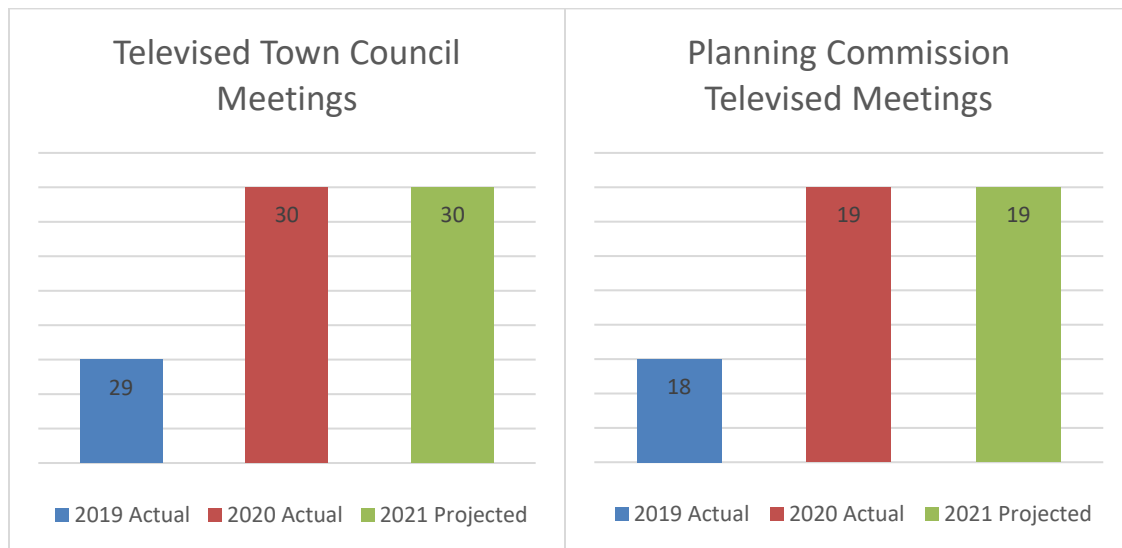
- Continue to monitor/ guide technology aspects of police station reconstruction project.
- Upgrade AV equipment for Town of Vienna’s public access cable channel.
- Participate in E-Mobile Ticket solutions for police.
- VoIP telephone system to be refreshed for the first time since 2014.

PERFORMANCE MEASURES

Based on calendar year data



INFORMATION TECHNOLOGY 11251



Good Governance

Description	2019 Actual	2020 Actual	2021 Projected
Technical service call responses	2297	2412	2500
Town Council Meetings televised/Work Sessions supported	29	30	30
Planning Commission meetings televised	18	19	19

Engaged Citizens

Description	2019 Actual	2020 Actual	2021 Projected
Munis Service Calls	179	255	265

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 18-19	Adopted FY 19-20	Proposed FY 20-21
Information Technology Director	1	1	1
Deputy Director of IT	1	1	1
Computer Technician	1	1	1
Information Technology Coordinator	1	1	1

INFORMATION TECHNOLOGY
11251

IT Assistant	.5	.5	.5
Total	4.5	4.5	4.5

FY 20-21 BUDGET CHANGES

- \$20,870.00 addition for Office 365 suites for Teleworkers.
 - \$10,000.00 addition for Zoom Licenses for Virtual Meetings.
 - \$16,000.00 addition for DocuSign Licenses for eSignatures.
- Total Changes \$46,870.00.

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

**DIVISION 11251
NAME INFORMATION TECHNOLOGY**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries And Wages	402,958	425,066	455,440	455,440	412,670	436,090	(19,350)
41002	Overtime	10,382	10,903	4,400	4,400	4,400	4,400	-
41003	Reg. P.T. With Benefits	21,051	25,704	19,300	19,300	19,300	25,000	5,700
41004	Part Time W/O Benefits	5,513	10,563	-	-	-	-	-
41008	Annual Leave Cash-In	4,311	1,465	-	-	-	-	-
41015	Performance Bonus	2,000	1,500	-	-	-	-	-
TOTAL	Personal Services	446,214	475,201	479,140	479,140	436,370	465,490	(13,650)
42001	F.I.C.A.	32,116	34,310	35,370	35,370	33,540	32,680	(2,690)
42002	V.R.S.	39,555	41,942	50,750	50,750	41,560	48,670	(2,080)
42003	V.R.S. Life Ins	5,274	5,616	6,060	6,060	5,410	5,670	(390)
42007	Health Insurance	34,144	33,414	33,590	33,590	33,590	35,000	1,410
42012	Cafeteria Plan Fees	63	64	60	60	60	130	70
42018	Er Contributions:Dc401A	14,873	17,117	17,170	17,170	16,560	16,930	(240)
42021	Vrs Hybrid 401A Match	3,227	3,812	3,680	3,680	3,570	3,990	310
42025	Vrs Hybrid Disability	1,023	1,008	1,040	1,040	1,040	1,000	(40)
TOTAL	Employee Benefits	130,275	137,284	147,720	147,720	135,330	144,070	(3,650)
43301	Equipmt Mtce Contracts	28,338	29,658	30,000	30,000	29,700	30,000	-
43303	Software Mtce Contract	13,264	12,373	16,300	16,300	16,300	63,700	47,400
43308	Contracts/Services	67,607	74,035	78,090	99,090	76,890	79,810	1,720
43309	Cell Phone Expense	3,659	2,288	4,000	4,000	4,000	4,000	-
TOTAL	Purchased Services	112,868	118,354	128,390	149,390	126,890	177,510	49,120
45201	Local Phone Service	25,191	28,959	28,070	28,070	27,000	28,070	-
45202	Long Dist Service	2,868	2,895	2,000	2,000	2,000	2,000	-
45203	Postal Services	44	15	150	150	150	150	-
45205	Internet Access/Email Svc	12,242	12,950	12,000	12,000	12,000	12,000	-
45404	Central Copier Charges	264	210	500	500	300	500	-
45501	Mileage Reimbursement	-	-	100	100	100	100	-
45504	Conventions/Education	4,481	2,795	500	500	500	500	-
TOTAL	Other Charges	45,089	47,825	43,320	43,320	42,050	43,320	-
46001	Office Supplies	10,921	9,036	3,000	3,000	3,000	10,000	7,000
46014	Dp/Computer Supplies	7,511	9,021	9,000	9,000	9,000	9,000	-
46015	Operational Supplies	817	834	-	-	-	-	-
46040	Software Purchases	11,952	10,847	15,730	15,730	12,000	16,730	1,000
TOTAL	Materials And Supplies	31,201	29,738	27,730	27,730	24,000	35,730	8,000
47215	Tov Web Site Services	46,919	47,599	55,140	55,140	47,600	58,110	2,970
TOTAL	Program And Services	46,919	47,599	55,140	55,140	47,600	58,110	2,970
48101	Mach/Equipmt Replacement	41,682	43,319	4,650	4,650	4,650	51,500	46,850
TOTAL	Capital Outlay	41,682	43,319	4,650	4,650	4,650	51,500	46,850
TOTAL	Information Technology	854,248	899,320	886,090	907,090	816,890	975,730	89,640

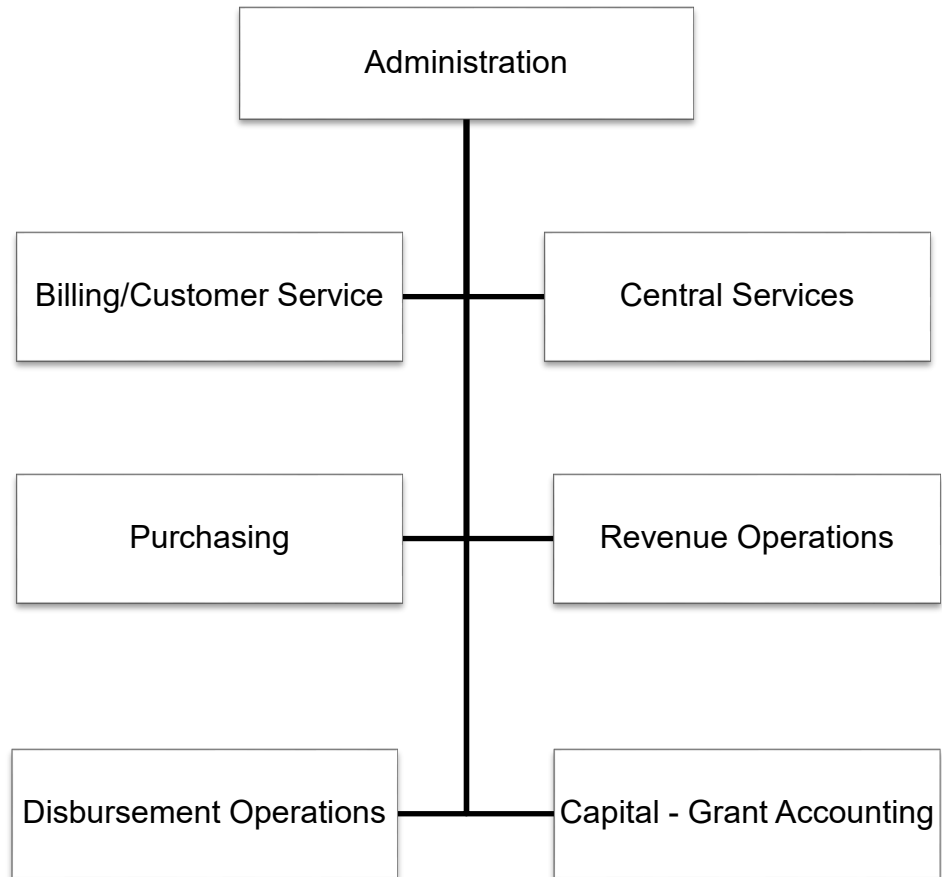
FINANCE

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.



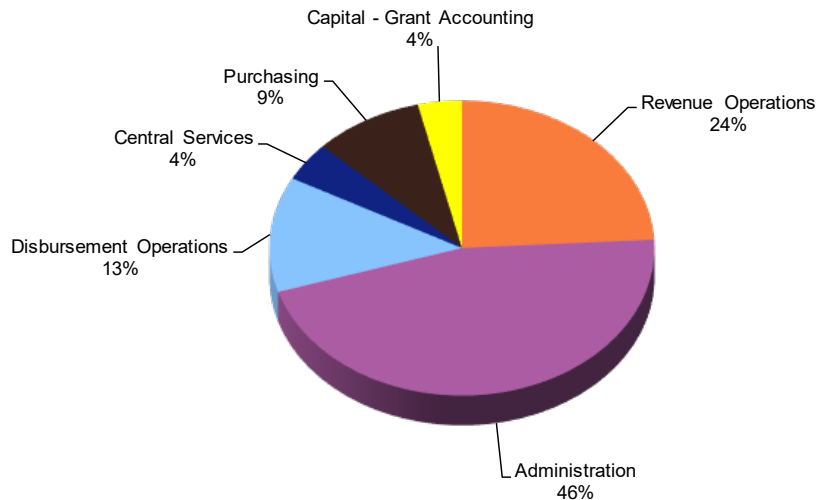
FINANCE



FINANCE

**TOWN OF VIENNA
FISCAL YEAR 21-22 BUDGET**

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Proposed	Net Change
Revenue Operations	503,826	459,970	459,970	443,900	398,150	-61,820
Administration	723,926	728,760	728,760	709,280	761,430	32,670
Disbursement Operations	205,339	202,680	202,680	198,150	208,910	6,230
Purchasing	137,866	144,750	144,750	131,040	152,280	7,530
Central Services	68,434	80,170	80,170	77,750	70,370	-9,800
Capital - Grant Accounting	150,543	92,220	-3,230	87,380	61,100	-31,120
Finance	1,789,934	1,708,550	1,613,100	1,647,500	1,652,240	-56,310



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.

The division embraces the Town's first strategic goal as a fiscally responsible community by its reliable and responsible stewardship of public funds.

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 99.8% collected annually.
- Generate approximately 12,000 real estate tax bills totaling over \$11.88 million for FY 19-20 or 48% 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.
- Track the collection of vehicle license fees from Fairfax County. Work as the liaison between Town residents and the County on any issues relating to the fees.
- 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 \$35 million.
- Provide tax estimates for title companies.
- Support Purchasing Division by maintaining vendor information including new vendor set up, vendor changes and ACH (Automated Clearing House) information.

COVID-19 RESPONSE

- Reported monthly on CARES (Coronavirus Aid, Relief, and Economic Security Act) funds to Fairfax County. Worked with the County to collect and provide backup data as needed for audits.
- Collected and tracked all invoices and expenses using CARES Funds by department.

REVENUE OPERATIONS
11231

- Managed account set up for CARES reporting and ensured Town staff had appropriate access for processing and reporting.
- Assisted in providing all necessary backup to CPA firm during annual audit including CARES funds spending.
- Provide in-person customer service and processed customer payments timely and accurately with mitigation procedures in place.

FY 20-21 ACCOMPLISHMENTS

- Collected over 99% of real estate taxes due. This is the 27th consecutive year collections have exceeded 99%.
- Hired a new Head Cashier after the retirement of a 40-year employee. Converted the second cashier position to an analyst with cashiering backup duties. The transition to additional online customer payment options has allowed more staff time to be dedicated to additional collection analytics.
- Continued efforts to collect IRS Schedule C's from the County which increased the Town's business license collections.
- Began exploring image check uploads for processing payments electronically from Tyler Munis to the bank.
- Worked with the bank on check consolidators for processing incoming bank e-payments electronically.
- Adjusted procedures related to cashiering to streamline processes and reduce paper/supply usage.
- Analyzed and changed business license processes in Munis to better use the software and to ensure compliance with Town Code.
- Updated Tyler Cashiering to the latest version to ensure use of all available processing and banking options.
- Worked with Wells Fargo to ensure the Town is taking advantage of the best possible options by riding a new contract.
- Reviewed penetration of customer online payments and adjusted cashiering objectives since more payments are being made online.
- Support Purchasing division by reviewing and entering new vendors into MUNIS.

FY 21-22 INITIATIVES

- Continue working with the Planning & Zoning Department, Economic Development Manager, and the Town's Business Liaison Committee to develop an online, streamlined new business application.

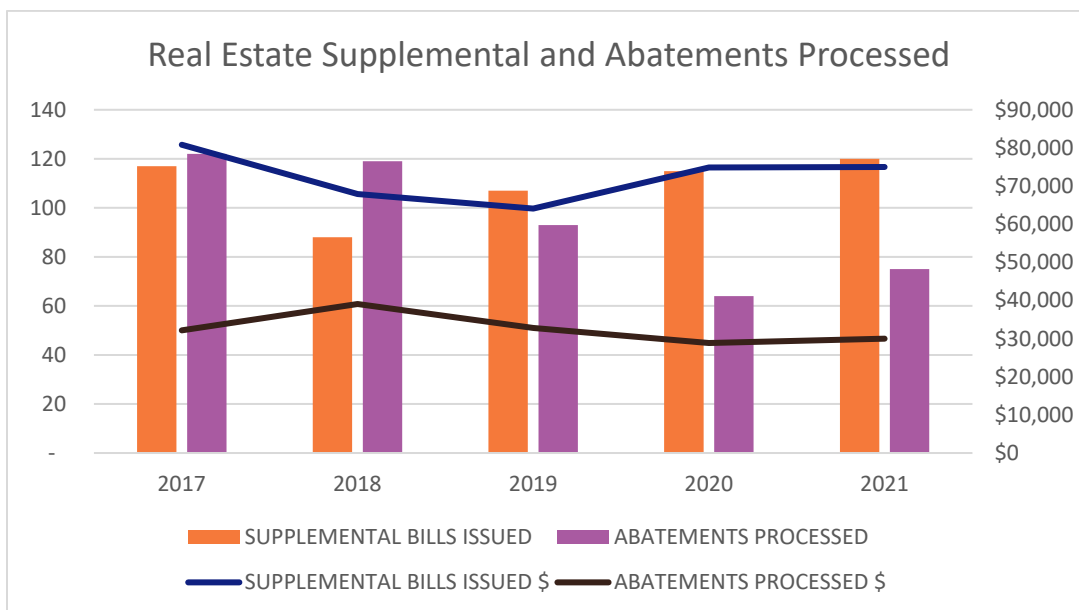
REVENUE OPERATIONS 11231

- Begin accepting online payments to include credit card and e-checks for other revenue sources. Possible other online payments include dog tags, BPOL (business licenses), meals tax and general billing invoices.
- Work with Wells Fargo to determine if other electronic means of bill payment and electronic deposit options would be optimal for the Town to use.
- Work with police detectives on a new process to license and track massage therapists.
- Enhance monthly reporting to include BPOL, meals tax collections, cashiering and other relevant metrics to support the strategic plan. Continue to track online payment penetration as well as automatic ACH and bill pay payments.
- Cross train cashiers to back up both business license and real estate customer service and bill processing.
- Attend Tyler MUNIS classes and review online training to ensure use of best practices and system enhancements for all employees.

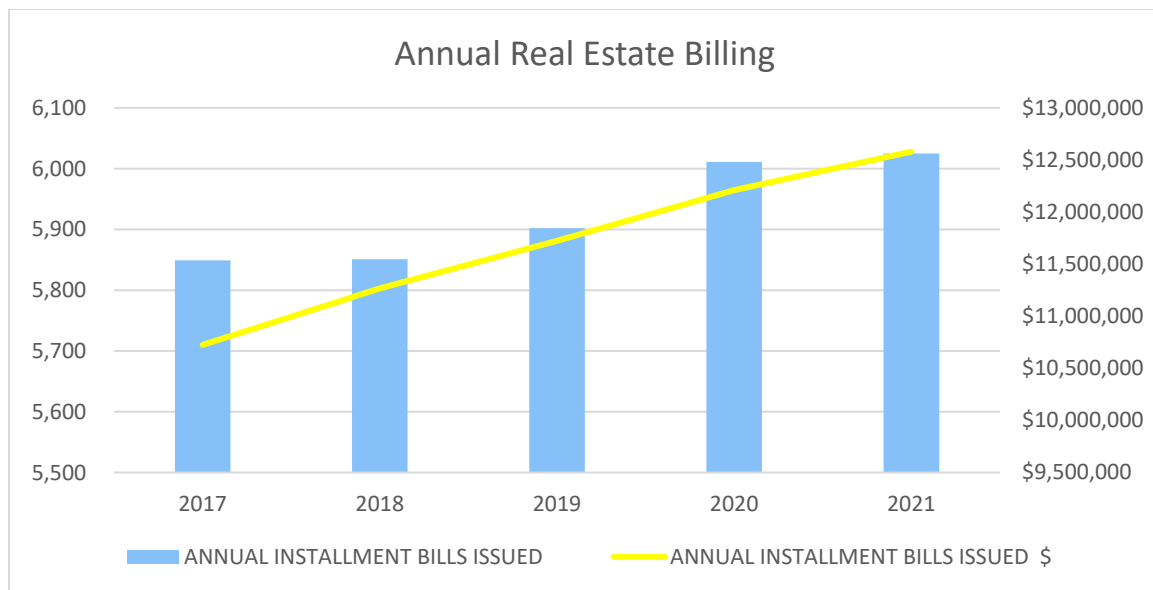
PERFORMANCE MEASURES

Based on calendar year data

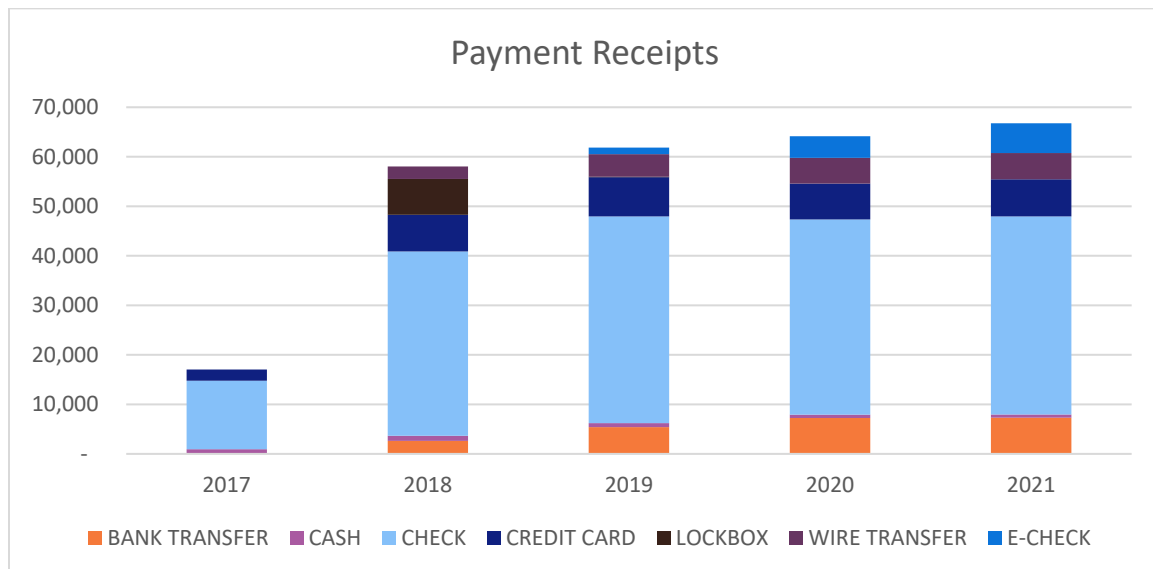
Importance: Efficiently collecting real estate tax bills demonstrates responsible stewardship of public funds.



REVENUE OPERATIONS 11231



Offering other payment methods for customers to choose (whether through electronic or traditional means) has reduce the receipt processing time, even as the number of transactions has increased year by year.



REVENUE OPERATIONS
11231

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Proposed FY 21-22
Real Estate Tax Specialist	1	1	1
Head Cashier	1	1	1
Business License Officer	1	1	1
Fiscal Technician – cashier/analyst	1	1	1
Total	4	4	4

Part-time auditor, one year only	0.5	-	-
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FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

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

**DIVISION 11231
NAME REVENUE OPERATIONS**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	281,962	291,785	299,350	299,350	289,930	279,700	(19,650)
41002	Overtime	2,070	985	880	880	880	2,000	1,120
41004	Part Time without Benefits	-	28,816	-	-	-	-	-
41008	Annual Leave Cash-In	2,924	2,214	-	-	-	-	-
41015	Performance Bonus	500	1,500	-	-	-	-	-
TOTAL	Personal Services	287,455	325,299	300,230	300,230	290,810	281,700	(18,530)
42001	F.I.C.A.	21,330	24,322	22,980	22,980	22,980	21,400	(1,580)
42002	V.R.S.	29,912	31,133	34,720	34,720	30,820	32,500	(2,220)
42003	V.R.S. Life Insurance	3,688	3,822	4,040	4,040	3,800	3,600	(440)
42004	Local Pension Plan	35,928	36,015	37,440	37,440	35,200	-	(37,440)
42007	Health Insurance	31,787	28,972	31,860	31,860	31,860	21,400	(10,460)
42012	Cafeteria Plan Fees	63	64	60	60	60	130	70
42018	Employer Contributions:Dc401A	3,991	4,498	4,510	4,510	4,460	7,050	2,540
42021		-	-	-	-	-	2,200	2,200
42025	Vrs Hybrid Disability	-	-	-	-	-	500	500
TOTAL	Employee Benefits	126,699	128,826	135,610	135,610	129,180	88,780	(46,830)
43308	Contracts/Services	4,228	1,343	2,470	2,470	2,470	2,470	-
43601	Advertising	560	-	560	560	560	600	40
TOTAL	Purchased Services	4,788	1,343	3,030	3,030	3,030	3,070	40
45203	Postal Services	9,460	7,390	9,000	9,000	9,000	9,000	-
45404	Central Copier Charges	4,819	2,520	6,500	6,500	6,500	6,500	-
45501	Mileage Reimbursement	-	13	100	100	100	100	-
45503	Subsistence/Lodging	-	-	-	-	-	-	-
45504	Conventions/Education	966	1,155	500	500	500	3,000	2,500
45803	Bad Debt Write-Off	805	33,374	-	-	-	-	-
TOTAL	Other Charges	16,050	44,451	16,100	16,100	16,100	18,600	2,500
46015	Operational Supplies	6,875	3,907	5,000	5,000	4,780	6,000	1,000
TOTAL	Materials and Supplies	6,875	3,907	5,000	5,000	4,780	6,000	1,000
TOTAL	Revenue Operations	441,867	503,826	459,970	459,970	443,900	398,150	(61,820)

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.

The division embraces the Town's first strategic goal as a fiscally responsible community by its reliable and responsible stewardship of public funds.

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.

COVID-19 RESPONSE

- Oversaw and administered spending of the \$2.886 million Coronavirus Aid, Relief, and Economic Security Act (CARES) funding to ensure funds spent by the Town were eligible under the law, were used to address and mitigate the virus and were spent by federal deadlines.
- Worked with County to ensure all federal reporting requirements met for CARES funding; presented sub recipient agreements with County to Council.
- Worked with County and Fairfax Water to develop communication and to administer additional \$49,000 CARES-related utility grant received in December 2020.

FY 20-21 ACCOMPLISHMENTS

- Reported results monthly to Council to share information on economic impacts due to the Coronavirus pandemic.

ADMINISTRATION
11241

- Assisted in purchase of Faith Baptist Church adjacent to the current police station. Worked with Police and Parks and Recreation to develop operating and capital budgets for the property.
- Provided financial support and analysis for selecting construction contractor for new Police Station construction.
- Participated on the selection committee to select a vendor for the Market Study and Economic Development plan, funded 50% by a Fairfax County Economic Development Support Fund (EDSF) grant.
- Issued capital lease financing to support the Town's 2021 vehicle purchases at an interest rate of 1.128%.
- Worked with Wells Fargo to ride an existing contract to improve banking services and lower banking fees.
- Lead the Request for Proposal (RFP) process for a feasibility study on uses for three land parcels owned by the Town.
- Worked with IT to oversee upgrade to newest version of Munis financial system and Munis cashiering system.
- Developed revenue stabilization policy which was suggested by bond rating agencies and presented it to Council.
- Developed a 5-year operating forecast to anticipate future budget challenges and opportunities.
- Hired one new staff and promoted three existing staff members after the retirement of a long-time cashier.
- Completed implementation of purchasing card (P-card) program and retrained participants.
- Obtained the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting award for the FY 2019 Comprehensive Annual Financial Report (CAFR); the 33rd consecutive year that the town has achieved this recognition.
- Awarded the GFOA's Distinguished Budget Presentation award for FY 2020 budget. This award has been achieved for 10 consecutive years the budget has been prepared by the Finance Department.
- Successfully completed the 2020 financial statement audit and required federal audit from the receipt of CARES funds.

FY 21-22 INITIATIVES

- Develop a quarterly reporting process to provide quarterly financial information to Council and other stakeholders.
- Continue to refine Town key performance indicators with a goal of posting them on the website during FY 2022.
- Work with Planning and Zoning and Economic Development to streamline the process for starting a new business in Town.

ADMINISTRATION
11241

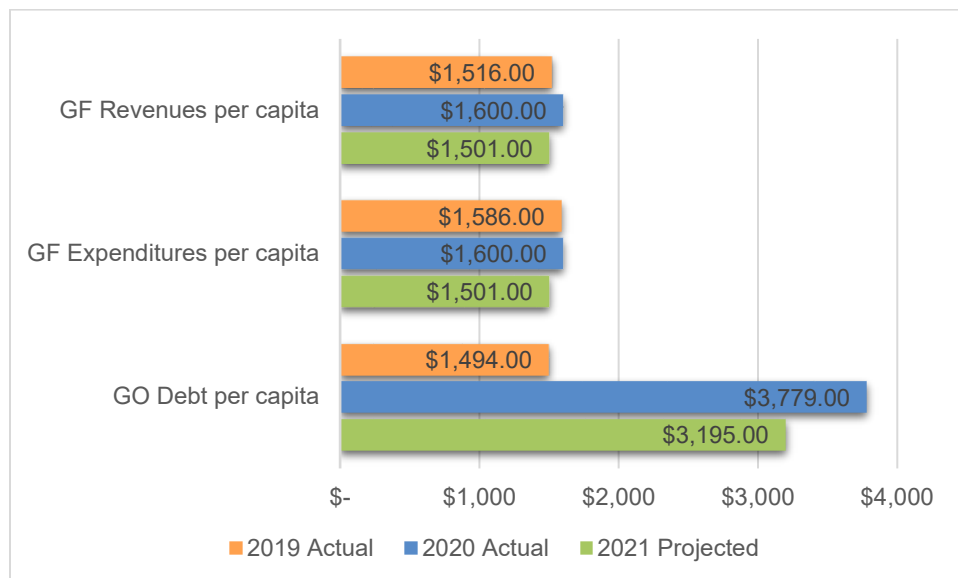
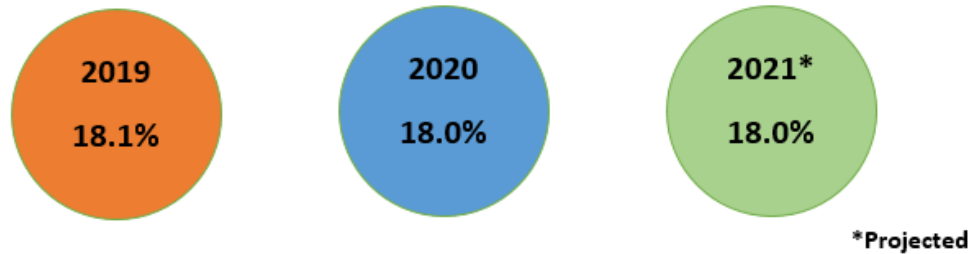
- Implement online payment solutions for business license and all other applications.
- Work with Communications to develop the financial part of a Citizen's Academy to give citizens more insight into the financial working of the Town.
- Review all existing financial policies. Bring new policies or adjustments to existing policies to Council for approval.
- Lay out plan to develop a Popular Annual Financial Report (PAFR) to provide citizens with more information and worthy of the GFOA award program.

PERFORMANCE MEASURES

Based on calendar year data

IMPORTANCE: Ensuring financial sustainability by correctly managing money and other assets in a manner considered productive and in the best interest of the Town of Vienna. Good stewardship of public funds is paramount to a fiscally responsible community.



**ADMINISTRATION
11241****Unreserved Fund Balance as percent of next year's budget**

ADMINISTRATION
11241

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Adopted FY 21-22
Director of Finance / Treasurer	1	1	1
Deputy Finance Director	1	1	1
Operations Manager	1	1	1
Budget Analyst / Staff accountant	1	1	1
Part-time budget analyst*	0	0	.625
Total	4.0	4.0	4.625

*Transferred from Purchasing Division

FY 21-22 BUDGET CHANGES

- Part-time buyer position transferred from Purchasing to this division.

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

**DIVISION 11241
NAME FINANCE ADMINISTRATION**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	422,907	439,514	442,430	442,430	436,090	449,170	6,740
41004	Part Time without Benefits	2,935	270	-	-	-	-	-
41008	Annual Leave Cash-In	4,762	3,065	-	-	-	-	-
41015	Performance Bonus	500	1,500	-	-	-	-	-
TOTAL	Personal Services	431,104	444,349	442,430	442,430	436,090	449,170	6,740
42001	F.I.C.A.	29,805	33,185	33,840	33,840	32,970	34,000	160
42002	V.R.S.	40,554	40,859	51,350	51,350	41,830	52,000	650
42003	V.R.S. Life Insurance	5,540	5,766	5,880	5,880	5,720	5,840	(40)
42007	Health Insurance	26,110	25,551	25,680	25,680	25,680	20,680	(5,000)
42012	Cafeteria Plan Fees	315	320	340	340	340	320	(20)
42018	Employer Contributions:Dc401A	15,605	17,573	17,620	17,620	17,440	17,440	(180)
42021	V.R.S Hybrid 401A Match	4,385	6,112	4,630	4,630	4,520	7,460	2,830
42025	V.R.S Hybrid Disability	1,213	1,134	1,170	1,170	1,170	1,120	(50)
TOTAL	Employee Benefits	123,527	130,499	140,510	140,510	129,670	138,860	(1,650)
43103	Accounting/Audit Services	47,692	50,690	49,000	50,000	49,000	56,000	7,000
43302	Financial System Maintenance	84,095	88,300	86,220	86,220	86,220	101,000	14,780
43309	Cell Phone Expense	681	601	600	600	600	600	-
43501	Printing/Binding Services	3,414	612	3,000	3,000	2,200	3,500	500
TOTAL	Purchased Services	135,882	140,203	138,820	139,820	138,020	161,100	22,280
45202	Long Distance Service	-	-	-	-	-	-	-
45501	Mileage Reimbursement	923	319	500	500	500	800	300
45502	Fares	649	265	-	-	-	-	-
45503	Subsistence/Lodging	4,888	2,062	500	500	-	2,500	2,000
45504	Conventions/Education	2,836	2,717	500	500	500	3,500	3,000
45505	Business Meals	-	44	-	-	-	-	-
45801	Memberships/Dues	1,555	1,290	2,000	1,500	1,500	2,000	-
TOTAL	Other Charges	10,850	6,697	3,500	3,000	2,500	8,800	5,300
46015	Operational Supplies	3,046	2,178	3,500	3,000	3,000	3,500	-
TOTAL	Materials and Supplies	3,046	2,178	3,500	3,000	3,000	3,500	-
TOTAL	Finance Administration	704,409	723,926	728,760	728,760	709,280	761,430	32,670

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, and to provide information and support to employees and vendors regarding payroll and accounts payable.

The division embraces the Town's first strategic goal as a fiscally responsible community by its reliable and responsible stewardship of public funds.

ACTIVITIES / PRODUCTS / SERVICES

- Prepares bi-weekly and monthly payroll.
- Prepares and files all payroll tax returns and issues payments on a timely basis.
- 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, child support payments and five ICMA plans including funds for the hybrid VRS plan.
- Responds to special information requests regarding payroll on a myriad of topics annually for both administration and employees.
- Provides payroll information for Public Safety and grant reimbursements.
- Point of contact for training and assisting staff in the online timesheet system.
- 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 and distributes W-2 tax forms and 1099 forms accurately and on time.
- Pay all vendor payments, ensuring proper support exists prior to payment.
- Process files, wires, journal entries and update spreadsheets weekly.
- Audit invoices submitted for payment to ensure purchasing and finance policies are followed.
- Follow up with department staff and vendors to correct issues.
- Ensures invoices are input timely and accurately by training, monitoring and assisting staff.
- Responds to vendor and staff inquiries.
- Researches and resolves any payment misapplication to vendors.
- Prepares funding request by funding source to correspond to payments.

DISBURSEMENT OPERATIONS
11243

FY 20-21 ACCOMPLISHMENTS

- Cross trained accounts payable function to pool resources, ensuring quality service and service continuity.
- Vendor invoices paid within 30 days of receipt more than 99 percent of the time. Guidelines for local governments suggest payment should be made within 45 days of receipt.
- Solicited W-9 information for accurate 1099 Misc. and 1099 INT annual reporting via electronic filing.
- Submitted unclaimed property to the State of Virginia as required by law.
- Vastly expanded EFT (electronic funds transfer) bill payment by twenty-five percent which decreased check-printing and postage costs and ensured timely payments.
- Through PACE (Planned Annual Continuing Education) evaluated processes, controls and enhanced knowledge base of Tyler-Munis accounts payable system, which improved accuracy, efficiency and upgraded reporting capabilities.
- Improved payment automation through the use of additional applications of DocuSign.

COVID-19 RESPONSE

- Tracked and reconciled costs for payroll, services and supplies due to COVID-19.
- Began outreach campaign to vendors who were no longer working in house and unable to collect payments that were delivered by mail. Offering electronic conveyances of money also significantly reduced the number of lost or unclaimed checks during the pandemic.
- Maintained quality and consistent services to both in-house and outside customers and vendors.

FY 21-22 INITIATIVES

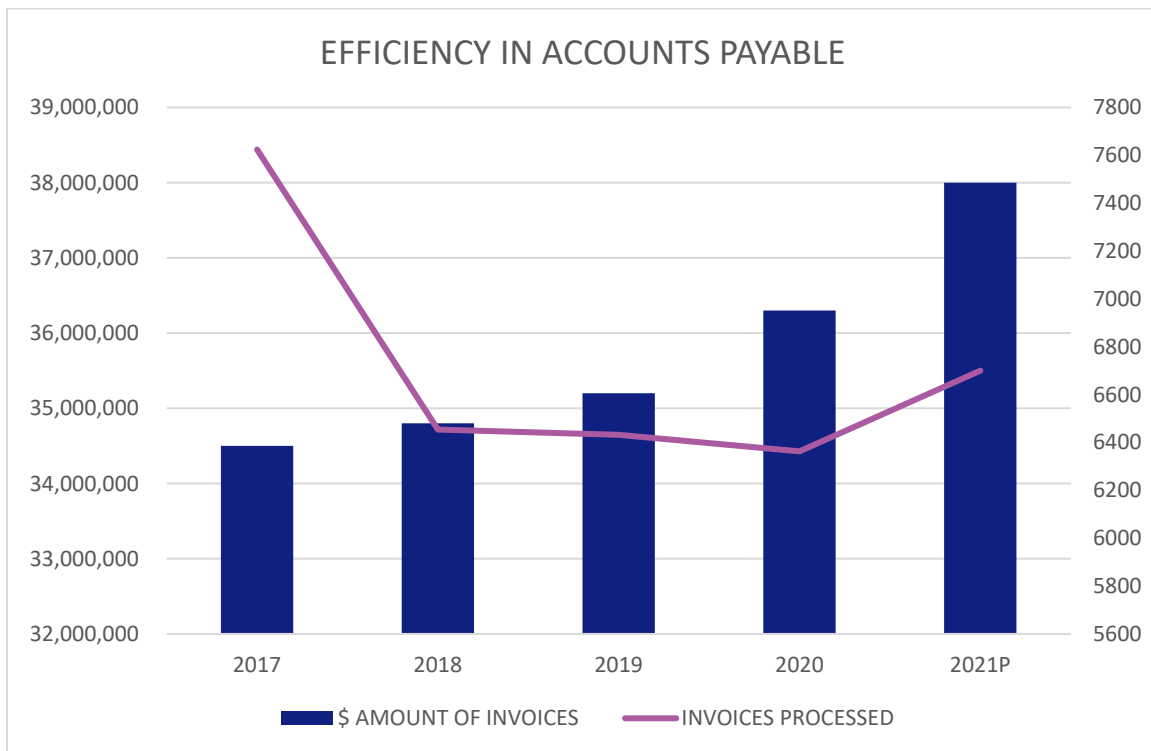
- Cross train staff accountant for Payroll function to pool resources, ensure quality service and prevent service disruption.
- Continue to monitor decentralized Accounts Payable processing with a focus on timely payments to ensure the Town's Dun and Bradstreet positive rating.
- Maintenance of the Town's fixed asset program on a quarterly basis.
- Collaborate with team on the Town's travel policy, revise forms and implement new procedures as determined.

DISBURSEMENT OPERATIONS 11243

- Further expand the use of EFT vendor payments to reduce postage and check processing costs.
- Investigate best practice and implement online timekeeping for all employees.
- Provide electronic W-2 to employees via ESS.
- Refresh staff training and review controls on fraud prevention to raise awareness and prevent vendor and payroll fraud.

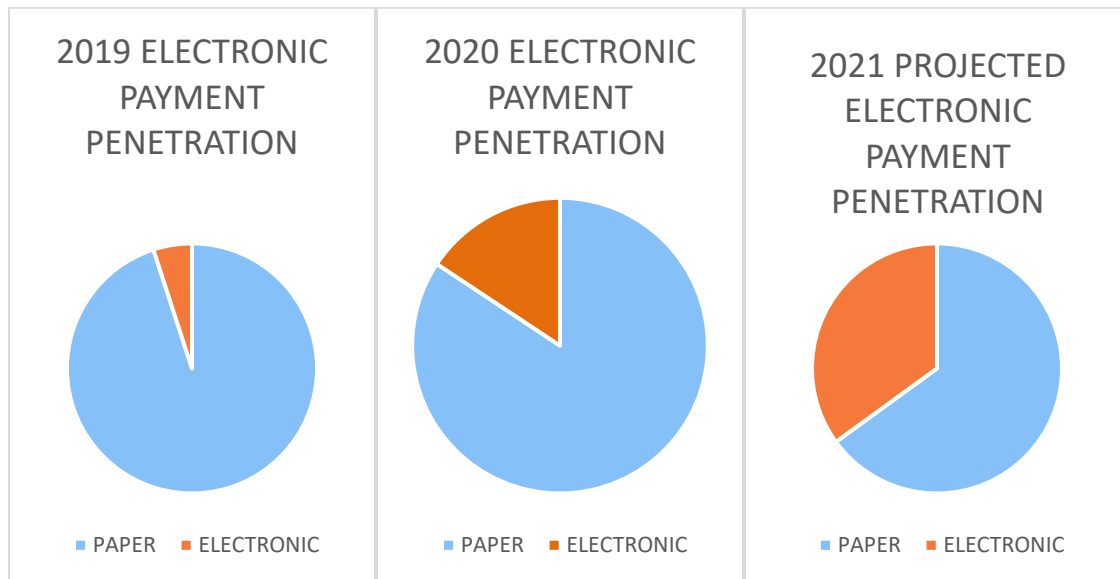
PERFORMANCE MEASURES

Based on calendar year data



The volume of invoices and the total dollar amount of invoices has incrementally increased while the processing staff and time has remained stable. Driven by the pooling of invoicing, electronic payments and the use of procurement cards shows an increase in efficiency of the department and fiscal responsibility.

DISBURSEMENT OPERATIONS 11243



Electronic payment options are a more economical alternative to printing and mailing paper checks. Efforts to increase this form of payment will contribute to efficiency in delivery and the Town will continue to realize the benefits.

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Proposed FY 21-22
Payroll Specialist	1	1	1
Fiscal Technician – Accounts Payable	1	1	1
Total	2	2	2

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

TOWN OF VIENNA
PROPOSED EXPENSE BUDGET BY FUND

DIVISION 11243

NAME DISBURSEMENT OPERATIONS

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	130,636	134,223	135,460	135,460	133,150	137,150	1,690
41002	Overtime	809	1,547	-	-	-	3,000	3,000
41006	Annual Leave Liquidation	194	-	-	-	-	-	-
41008	Annual Leave Cash-In	-	-	-	-	-	-	-
41015	Performance Bonus	2,000	2,000	-	-	-	-	-
TOTAL	Personal Services	133,640	137,770	135,460	135,460	133,150	140,150	4,690
42001	F.I.C.A.	9,955	10,297	10,360	10,360	10,360	10,500	140
42002	V.R.S.	11,312	11,819	15,710	15,710	14,150	16,000	290
42003	V.R.S. Life Insurance	1,694	1,760	1,800	1,800	1,740	1,780	(20)
42007	Health Insurance	14,481	14,944	13,820	13,820	13,820	14,940	1,120
42012	Cafeteria Plan Fees	97	129	60	60	60	130	70
42018	Employer Contributions: DC401A	4,777	5,366	5,380	5,380	5,330	5,330	(50)
42021	V.R.S Hybrid 401A Match	2,431	2,523	2,400	2,400	2,400	2,500	100
42025	V.R.S Hybrid Disability	409	380	390	390	390	380	(10)
TOTAL	Employee Benefits	45,157	47,219	49,920	49,920	48,250	51,560	1,640
43301	Equipment Maintenance Contracts	-	653	200	200	200	200	-
43308	Contracts/Services	13,355	14,362	12,000	12,000	12,000	12,000	-
TOTAL	Purchased Services	13,355	15,014	12,200	12,200	12,200	12,200	-
45203	Postal Services	2,474	2,712	2,000	2,000	2,000	2,000	-
45501	Mileage Reimbursement	-	50	100	100	50	100	-
45504	Conventions/Education	-	577	500	500	500	500	-
45801	Memberships/Dues	-	-	400	400	-	400	-
TOTAL	Other Charges	2,474	3,339	3,000	3,000	2,550	3,000	-
46012	Books/Subscriptions	-	-	100	100	-	-	(100)
46015	Operational Supplies	1,482	1,997	2,000	2,000	2,000	2,000	-
TOTAL	Materials and Supplies	1,482	1,997	2,100	2,100	2,000	2,000	(100)
TOTAL	Disbursement Operations	196,109	205,339	202,680	202,680	198,150	208,910	6,230

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.

The division embraces the Town's first strategic goal as a fiscally responsible community by its reliable and responsible stewardship of public funds.

ACTIVITIES / PRODUCTS / SERVICES

- Review and process requisitions into purchase orders.
- Issue and process Invitations for Bid (IFB) for competitive sealed bidding.
- Issue and process Requests for Proposal (RFP) for advertisement and facilitate and guide the process for competitive negotiation.
- Program Administrator of the Town's Procurement-Card program.
- Provide guidance and ensure compliance with Virginia Public Procurement Act (VPPA) and local procurement laws.
- Promote efficient and cost-effective business practices by negotiating pricing and reviewing renewals for contracts.

COVID-19 RESPONSE

- Worked with IT Director to import documents into DocuSign during COVID closing. This facilitated a paperless option for obtaining signature approval on forms and kept business processes on track and moving forward.

FY 20-21 ACCOMPLISHMENTS

- Issued the IFB and managed the solicitation process for the Police Department Construction in coordination with the Police Chief and the Project Manager.
- Absorbed remaining workload of buyer position and worked with the Finance department to ensure all duties were covered.
- Participated in Munis system update and forms conversion ensuring purchasing functions were all operational.
- Assisted director and deputy director in managing purchase orders at year-end.
- Reworked construction RFP document to make it easier to use and compliant with state code.
- Updated sole source form in conjunction with the Town Attorney.

PURCHASING 11253

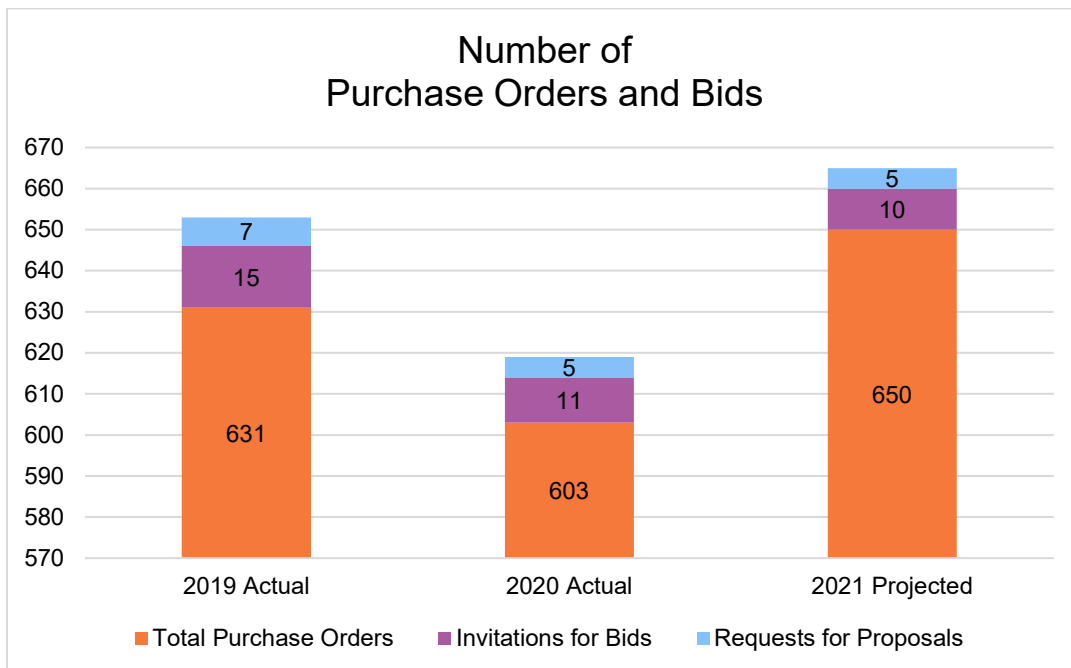
FY 21-22 INITIATIVES

- New Certification through National Institute of Government Procurement (NIGP).
- Munis training for non-standard reports.
- Develop additional meaningful performance measures to support the strategic plan.

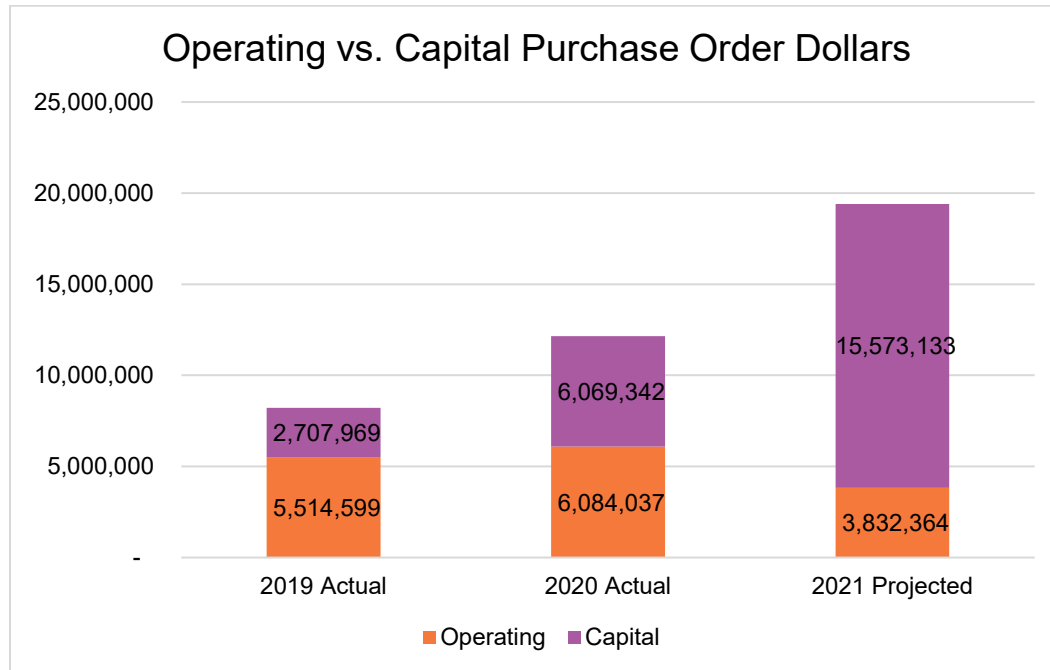
PERFORMANCE MEASURES

Based on a calendar year

The objective of the Purchasing division is to be a reliable and responsible steward of public funds. The division controls spending by ensuring the appropriate budget is available before issuing a purchase order. The division complies with the Virginia Public Procurement Act and uses formal bids (Invitations for Bid and Requests for Proposals) to ensure state law is followed when purchasing with public dollars. As displayed in the second graph on the next page, the dollar value of purchase orders increases for capital spending every other year as bond funding is secured.



PURCHASING 11253



PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Projected FY 21-22
Purchasing Agent	1	1	1
Buyer	.625	.625*	0
Total	1.625	1.625	1

*Unfunded in FY 20-21

FY 21-22 BUDGET CHANGES

- Move Buyer Position to Administrative Division in FY 21-22.

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

**DIVISION 11253
NAME PURCHASING**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	93,796	97,270	104,340	104,340	96,510	109,340	5,000
41003	Regular Part Time with Benefits	23,028	5,075	-	-	-	-	-
41015	Performance Bonus	1,000	500	-	-	-	-	-
TOTAL	Personal Services	117,824	102,845	104,340	104,340	96,510	109,340	5,000
42001	F.I.C.A.	8,740	7,613	7,750	7,750	7,750	7,890	140
42002	V.R.S.	9,966	10,395	11,760	11,760	10,260	13,210	1,450
42003	V.R.S. Life Insurance	1,229	1,276	1,390	1,390	1,270	1,420	30
42007	Health Insurance	8,035	7,863	7,910	7,910	7,910	7,910	-
42012	Cafeteria Plan Fees	24	42	-	-	-	60	60
42018	Employer Contributions: DC401A	3,461	3,889	3,900	3,900	3,860	4,250	350
TOTAL	Employee Benefits	31,453	31,078	32,710	32,710	31,050	34,740	2,030
43601	Advertising	487	513	1,000	1,000	700	1,000	-
TOTAL	Purchased Services	487	513	1,000	1,000	700	1,000	-
45404	Central Copier Charges	63	10	600	600	30	600	-
45501	Mileage Reimbursements	-	-	100	100	50	100	-
45504	Conventions/Education	485	-	500	500	200	2,000	1,500
45801	Memberships/Dues	3,471	3,315	4,000	4,000	2,200	3,500	(500)
TOTAL	Other Charges	4,019	3,325	5,200	5,200	2,480	6,200	1,000
46015	Operational Supplies	1,199	105	1,500	1,500	300	1,000	(500)
TOTAL	Materials and Supplies	1,199	105	1,500	1,500	300	1,000	(500)
TOTAL	Purchasing	154,982	137,866	144,750	144,750	131,040	152,280	7,530

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.

The division embraces the Town's first strategic goal as a fiscally responsible community by its reliable and responsible stewardship of public funds.

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 Point of Sale (POS) system.
- Runs postage meter for all Town Hall staff including departmental accounting for postage.
- Inputs payment data, personal information, rabies information, and status changes for dog licenses.
- Scans documents to document management system for Finance.
- Coordinates and prepares various large-scale correspondence projects for the Finance Department and other Town departments.
- Tracks interest payments from various banks and performs account reconciliations.
- Tracks bank client analysis statements.
- Enters journal entries, budget amendments, purchase requisitions and invoices into the financial accounting system.
- Performs other projects and analysis as required.

FY 20-21 ACCOMPLISHMENTS

- Staff person became notary to assist citizens in need of service.
- Staffed front desk during Town Hall shutdown ensuring continuity of mail, telephone and package services.
- Successfully hired and trained new fiscal technician.
- Performed account reconciliations for the Deputy Director and Staff Accountant.
- Greeted and directed all visitors to Town Hall.
- Assisted with administration of the annual dog license billing.
- Provided general ledger administrative support for Finance.

CENTRAL SERVICES 11271

- Designed the Budget book cover for Fiscal Year 2021.
- Assisted with the compilation of budget books.
- Processed all outgoing and incoming mail on a timely basis.
- Researched, updated and revised various charts and graphs for budget book and financial reports.
- Gathered data and prepared materials for FOIA requests.

FY 21-22 INITIATIVES

- Continue to learn to how use the Munis financial system for report generation and research and provide project assistance.
- Schedule department and budget meetings.
- Assist with large mailings for real estate taxes and business licensing.
- Continue to offer quality customer service when answering phones, providing assistance to visitors and directing guests to offices in Town Hall.
- Have new staff person become a notary so citizens that visit Town Hall can get documents notarized as demand continues to grow for this service.
- Expand involvement with and assistance to all Town Hall departments.

PERFORMANCE MEASURES

Based on calendar year data

OBJECTIVE: Providing receptionist, switchboard and administrative support for the citizens that visit and call Town Hall makes Vienna a well governed community.



CENTRAL SERVICES
11271

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Projected FY 21-22
Fiscal Technician I	1	1	1
Total	1	1	1

FY 21-22 BUDGET CHANGES

- Return budget dollars to pre-COVID-19 levels.

TOWN OF VIENNA
PROPOSED EXPENSE BUDGET BY FUND

DIVISION 11271
NAME CENTRAL SERVICES

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	ESTIMATED	FY 21-22 PROPOSED	NET CHANGE
41001	Salaries and Wages	42,825	45,830	46,210	46,210	45,240	46,210	-
41002	Overtime	189	4	-	-	-	-	-
41004	Part Time without Benefits	-	251	-	-	-	-	-
41006	Annual Leave Liquidation	-	-	-	-	-	-	-
41015	Performance Bonus	-	500	-	-	-	-	-
TOTAL	Personal Services	43,014	46,585	46,210	46,210	45,240	46,210	-
42001	F.I.C.A.	3,157	3,432	3,540	3,540	3,420	3,540	-
42002	V.R.S.	4,120	4,317	5,360	5,360	4,230	5,360	-
42003	V.R.S. Life Insurance	561	601	620	620	580	620	-
42007	Health Insurance	8,035	7,863	17,780	17,780	17,780	7,780	(10,000)
42012	Cafeteria Plan Fees	-	-	60	60	60	60	-
42018	Employer Contributions:DC401A	958	1,832	1,830	1,830	1,830	1,830	-
42021	V.R.S Hybrid 401A Match	429	579	490	490	440	490	-
42025	V.R.S Hybrid Disability	252	242	250	250	250	250	-
TOTAL	Employee Benefits	17,511	18,866	29,930	29,930	28,590	19,930	(10,000)
43308	Contracts/Services	2,252	2,252	2,400	2,400	2,250	2,300	(100)
TOTAL	Purchased Services	2,252	2,252	2,400	2,400	2,250	2,300	(100)
45203	Postal Services	258	52	-	100	100	100	100
45504	Conventions/Education	-	-	500	350	400	500	-
45801	Memberships/Dues	140	120	130	180	170	130	-
TOTAL	Other Charges	398	172	630	630	670	730	100
46015	Operational Supplies	1,155	560	1,000	1,000	1,000	1,200	200
TOTAL	Materials and Supplies	1,155	560	1,000	1,000	1,000	1,200	200
TOTAL	Central Services	64,331	68,434	80,170	80,170	77,750	70,370	(9,800)

CAPITAL – GRANT ACCOUNTANT
11275

PURPOSE

The central responsibilities of this division are to manage the financial functions associated with Town grants, and monitor capital spending from all Town sources. The division also plays a significant supporting role in the Town's annual CIP process by assisting the director in updating the CIP model and preparing the annual CIP budget.

For the fiscal years beginning in 2013 thru the summer months of 2020, the division served as the fiscal agent on behalf of the Northern Virginia Regional Gang Task Force (NVRGTF). In August 2020, Fairfax County assumed these fiscal agent duties. Transferring the fiscal agent duties to Fairfax County, the largest municipality in the region, allows operations to be covered in a more cost-efficient manner for the task force.

The division embraces the Town's first strategic goal as a fiscally responsible community by its reliable and responsible stewardship of public funds.

ACTIVITIES / PRODUCTS / SERVICES

Capital and Grant Accounting Activities

- Monitoring grant expenditures; preparing invoices for the appropriate grantor agencies; responding to requests for additional information from the agencies and investigating any differences between expected and actual reimbursements received from the Town's major grantors. These granting agencies are the Virginia Department of Transportation (VDOT), Northern Virginia Transportation Authority (NVTA), Fairfax County Department of Transportation grants under the County's Commercial & Industrial (C&I) tax levy and stormwater management programs and the Virginia Department of Environmental Quality (DEQ) under their stormwater local assistance fund (SLAF) program.
- Identifying other grant-related programs that the Town may be eligible to participate in. Obtaining agreements and preparing reimbursement requests and reconciliations as necessary.
- Participating in the Town's annual financial audit which includes preparing federal, state, and other agency schedules and reconciliations which support capital grant expenditures and payments.
- Managing all capital spending; establishing and maintaining new project accounts within the Town's Munis Project Accounting module. Periodically

CAPITAL – GRANT ACCOUNTANT
11275

performing reconciliations of the Project Accounting expenditures with general ledger financial information.

- Participating in Town's annual CIP process by assisting the director in updating the CIP model and preparing the annual CIP budget.
- Analyzing, recording, and updating capital asset activities in the MUNIS Capital Asset Module.

NVRGTF Activities

- Continue to accumulate and invoice the Towns' NVRGTF costs on a quarterly basis.

Other Finance and Accounting Activities

- Assist in preparing documentation, analyses, and schedules in support of the Town's annual budget.
- Perform other analyses, reconciliations and reports as requested.

FY 20-21 ACCOMPLISHMENTS

VDOT and Other Grants

- Prepared reimbursement requests and successfully collected \$837,000 of grant reimbursements for eight grants administered by VDOT.
- Maintained financial controls over project activities funded with grant sources other than VDOT, including NVTAs, C&I taxes, I-66 concessions and SLAF (Stormwater) grants. Total reimbursements were \$1,289,000 for seven grants.
- Several of the transportation-related grants allow the Town to charge for the internal management functions associated with the grant. For FY 20-21, approximately 15 percent of the division's annual salary and fringe benefits were reimbursed through these grants.

Capital Projects Accounting

- Established 22 new project accounts to accurately record and track the capital projects funded through the 2020 bond issue.
- Reviewed and approved 20 new project accounts as requested by departments, verifying availability of funding sources and preparing the necessary budget transfers or budget amendments to fund the new projects.

CAPITAL – GRANT ACCOUNTANT
11275

- Created spreadsheets to track funding and year-to-date expenditures by capital project. Assisted in identifying available funding sources for emergency or additional projects.
- Reconciled detailed transactions to various Capital Projects Fund general ledger amounts in support of the Town's annual financial audit.

Gang Task Force

- Compiled and submitted the Annual Equitable Sharing Agreement and Certification to the federal Department of Justice.
- Continued to perform as fiscal agent through August 2020. This included paying all FY 2020 invoices as well as receiving, verifying, and paying the member localities' 4th quarter reimbursement requests.
- Reconciled the Gang Task Force bank accounts and compiled the necessary information to close out the accounts and transfer GTF's cash balances to Fairfax County. Worked closely with the County's staff to successfully transfer the fiscal responsibilities for five vendors from the Town to the County.

FY 21-22 INITIATIVES

- Continue to monitor all capital spending, considering any grant-imposed restrictions or requirements.
- Ensure invoicing for grant projects occurs on a timely basis, in an accurate and fully documented manner.
- Develop reporting to assist the Chief and the project manager to accurately track spending on the police station reconstruction project. Develop a report format to be presented to senior management and Council on a periodic basis.
- Continue to meet with DPW and other departments to review the status of current and future grants; ensure matching funds are identified and the correct grant monitoring structure is developed and executed.
- Assist director in formulating, updating, and executing the Town's CIP and bond programs.
- Continue to identify and categorize capital expenditures and record in the Town's capital asset system; prepare related audit schedules.
- Continue to assist in analyzing and reconciling various accounting transactions, especially in conjunction with the Town's annual fiscal year-end audit.

CAPITAL – GRANT ACCOUNTANT 11275

PERFORMANCE MEASURES

Based on calendar year data

Description	2019 Actual	2020 Actual	2021 Projected
Process reimbursements within 45 days	90%	95%	98%
Reporting for grant agencies by deadline	90%	95%	100%
Number of active grants – all sources	22	17	20
Dollar value of active grants	\$2.6M	\$2.1M	\$2.2M
Number of Capital Project accounts	137	191	210

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Projected FY 21-22
Capital-Grant Accountant	1	1*	.625*
Total	1	1	.625*

**Approximately 10 to 15 percent of salary and benefits are expected to be reimbursed by VDOT and select other granting agencies.*

FY 21-22 BUDGET CHANGES

- This position is filled at 25 hours a week (0.625 FTE) since the fall of 2019.

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

**DIVISION 11275
NAME CAPITAL / GRANT AUDITOR**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	91,381	70,548	-	(95,450)	-	-	-
41003	Regular Part Time with Benefits	-	420	71,860	71,860	71,860	74,000	2,140
41004	Part Time W/O Benefits	-	47,333	-	-	-	-	-
41006	Annual Leave Liquidation	-	8,703	-	-	-	-	-
41015	Performance Bonus	500	500	-	-	-	-	-
TOTAL	Personal Services	91,881	127,505	71,860	(23,590)	71,860	74,000	2,140
42001	F.I.C.A.	6,752	7,285	7,300	7,300	7,110	5,800	(1,500)
42002	V.R.S.	6,512	4,888	11,070	11,070	6,700	-	(11,070)
42003	V.R.S. Life Insurance	1,197	899	1,270	1,270	1,230	-	(1,270)
42007	Health Insurance	13,532	9,353	13,310	13,310	13,310	-	(13,310)
42012	Cafeteria Plan Fees	21	-	-	-	-	-	-
42018	Employer Contributions: DC401A	3,373	2,821	3,800	3,800	3,760	-	(3,800)
42021	V.R.S Hybrid 401A Match	3,199	2,899	1,790	1,790	1,790	-	(1,790)
42025	V.R.S Hybrid Disability	538	362	520	520	520	-	(520)
TOTAL	Employee Benefits	35,125	28,507	39,060	39,060	34,420	5,800	(33,260)
45203	Postal Services	10	19	100	100	100	100	-
45404	Central Copier Charges	115	350	200	200	200	200	-
45501	Mileage Reimbursement	65	-	100	100	100	100	-
45503	Subsistence/Lodging	186	-	-	-	-	-	-
45504	Conventions/Education	225	-	500	500	500	500	-
TOTAL	Other Charges	602	369	900	900	900	900	-
46015	Operational Supplies	-	57	400	400	200	400	-
TOTAL	Materials and Supplies	-	57	400	400	200	400	-
49207	Transfer To Capital Project Fund	(20,632)	(5,895)	(20,000)	(20,000)	(20,000)	(20,000)	-
TOTAL	Interfund Transfers	(20,632)	(5,895)	(20,000)	(20,000)	(20,000)	(20,000)	-
TOTAL	Capital / Grant Auditor	106,976	150,543	92,220	(3,230)	87,380	61,100	(31,120)

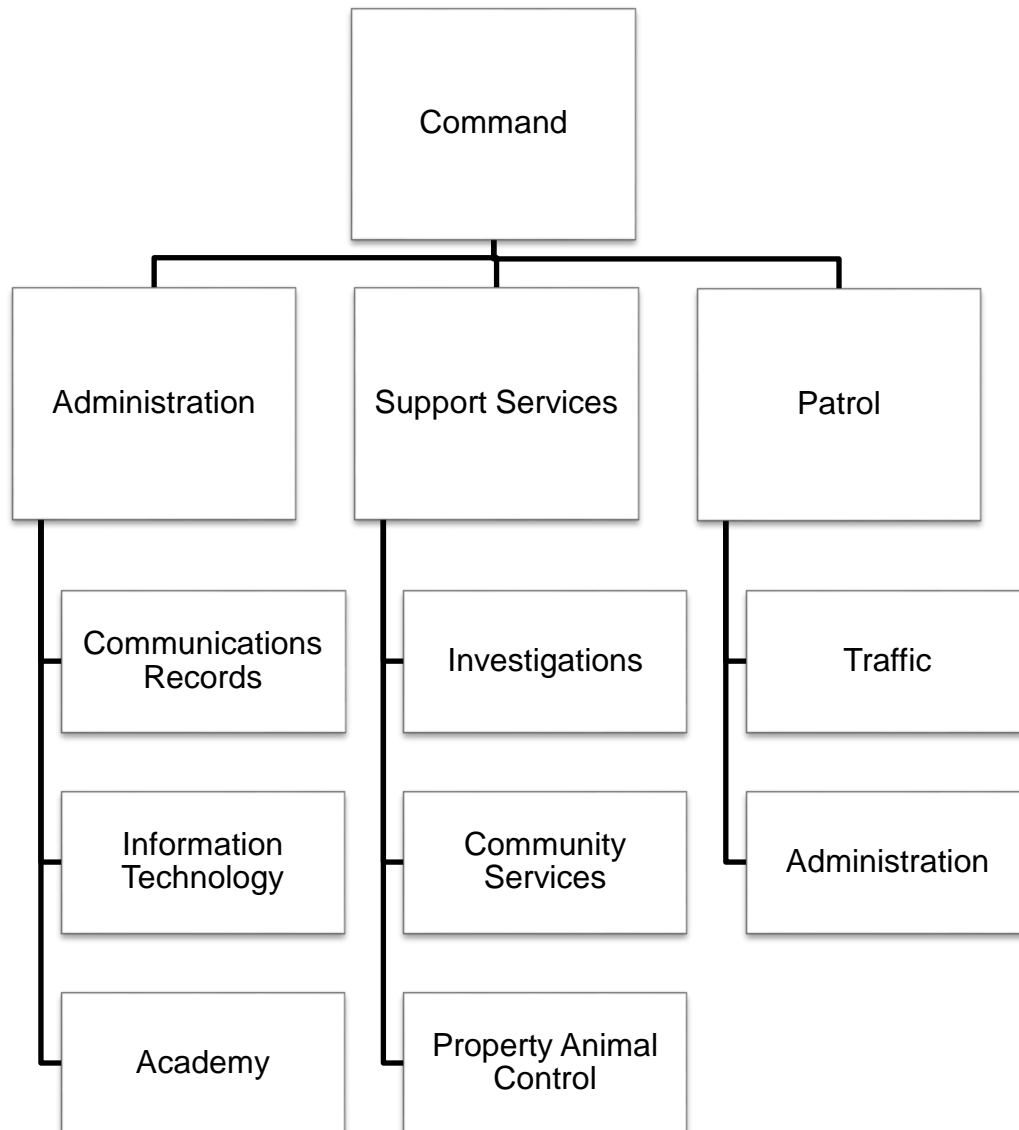
POLICE

Mission

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



POLICE

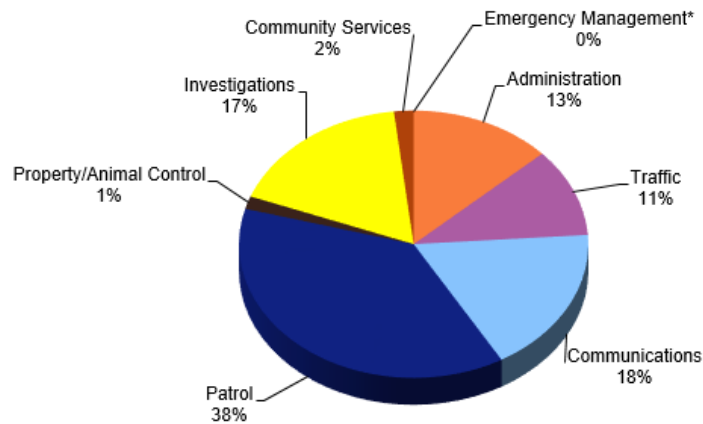


POLICE

TOWN OF VIENNA
FISCAL YEAR 21-22 BUDGET

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Proposed	Net Change
Administration	862,046	948,870	885,594	877,920	889,460	-59,410
Traffic	644,948	731,110	731,110	716,600	724,840	-6,270
Communications	1,196,564	1,217,040	1,217,040	1,207,890	1,197,650	-19,390
Patrol	2,363,684	2,652,580	2,606,280	2,652,840	2,544,000	-108,580
Property/Animal Control	102,528	103,180	103,180	101,190	104,230	1,050
Investigations	1,182,539	1,167,270	1,176,723	1,148,300	1,174,200	6,930
Community Services	124,996	121,420	121,420	117,490	122,260	840
Emergency Management*	0	0	0	0	0	0
Police	6,477,305	6,941,470	6,841,347	6,822,230	6,756,640	-184,830

*Future funding



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 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 20-21 COVID-19 RESPONSE

- Led COVID-19 response for the Town.
- Coordinated with Fairfax County Health Department.
- Provided daily statistical information to leadership team.
- Managed PPE purchasing and budgeting.
- Participated in weekly COVID-19 meetings.
- Processed and researched purchasing of PPE for the Department.

FY 20-21 ACCOMPLISHMENTS

- Worked with Dewberry and Downey & Scott on the police facility's design to develop an approved design and building permits.
- Successfully moved Police operations to allow for building construction.
- Issued RFP and award of Police Station construction contract.



Figure 1: Vienna Chief of Police James Morris at the groundbreaking ceremony for the new station.

ADMINISTRATION DIVISION 13110

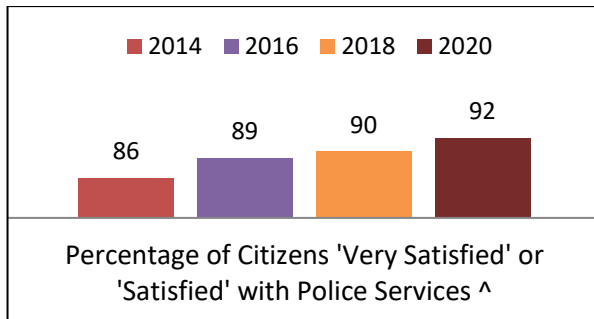
- Began E-summons (electronic summons) project.
- Conducted groundbreaking for the new Police Station.

FY 21-22 INITIATIVES

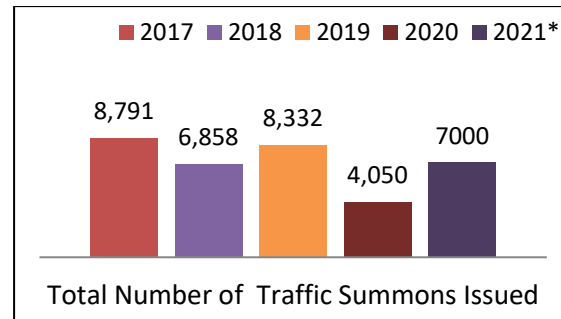
- Finish implementation of E-summons.
- Conduct large-scale community outreach for new Police facility.
- Continue to grow the Peer Support Program.
- Monitor and update the Town on the Police Station construction process.

PERFORMANCE MEASURES

The Safe Community strategic objectives includes the overall feeling of safety the residents of Vienna feel, which directly relates to the satisfaction level of police services. The Safe community performance measure of improving traffic safety includes strong traffic enforcement.



^TOWN OF VIENNA CITIZEN SURVEY FINDINGS REPORT



*PROJECTED

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Proposed FY 21-22
Chief of Police	1	1	1
Deputy Chief of Police	1	1	1
Administrative Assistant II	1	1	1
Total	3	3	3

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

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

DIVISION 13110

NAME POLICE ADMINISTRATION

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	375,040	418,611	396,180	396,180	382,240	404,000	7,820
41002	Overtime	585	556	-	-	-	-	-
41008	Annual Leave Cash-In	3,240	8,769	-	-	-	-	-
41015	Performance Bonus	1,000	1,000	-	-	-	-	-
TOTAL	Personal Services	379,865	428,936	396,180	396,180	382,240	404,000	7,820
42001	F.I.C.A.	25,740	30,409	27,560	27,560	27,240	30,900	3,340
42002	V.R.S.	39,674	44,560	41,790	41,790	40,490	47,790	6,000
42003	V.R.S. Life Insurance	4,891	5,471	5,270	5,270	5,040	5,150	(120)
42004	Local Pension Plan	14,538	14,591	15,400	15,400	14,240	19,640	4,240
42005	Police Pension	9,550	14,921	16,240	16,240	12,100	16,000	(240)
42007	Health Insurance	44,675	39,499	52,980	52,980	52,980	32,980	(20,000)
42010	Clothing Allowance	7,990	21,508	41,000	34,000	34,000	25,000	(16,000)
42012	Cafeteria Plan Fees	34	80	-	-	-	60	60
42018	Employer Contributions:Dc401A	6,221	6,910	6,930	6,930	6,930	7,140	210
TOTAL	Employee Benefits	153,314	177,949	207,170	200,170	193,020	184,660	(22,510)
43101	Consulting Services	490	1,900	5,500	5,500	5,500	5,500	-
43106	Translation Services	2,225	1,162	2,000	2,000	2,000	2,000	-
43301	Equipment Maintenance Contracts	-	-	1,000	1,000	1,000	1,000	-
43304	H/Ac Maintenance Contract	5,362	6,882	6,500	6,500	6,500	6,500	-
43307	Repair/Maintenance Services	3,068	2,149	5,000	5,000	5,000	5,000	-
43308	Contracts/Services	26,770	14,504	29,000	21,300	21,300	29,000	-
43702	Janitorial/Custodial Service	-	-	-	-	-	-	-
TOTAL	Purchased Services	37,914	26,596	49,000	41,300	41,300	49,000	-
45101	Electricity	29,500	31,108	29,720	21,720	29,720	5,000	(24,720)
45102	Natural Gas	4,964	3,490	4,000	1,750	4,000	2,000	(2,000)
45104	Water/Sewer Svce	1,792	5,391	960	960	960	960	-
45202	Long Distance Service	-	-	-	-	-	-	-
45203	Postal Services	647	790	1,500	1,500	1,500	1,500	-
45402	Equipment Rental	7,263	2,778	8,700	4,240	4,240	5,400	(3,300)
45404	Central Copier Charges	120	449	200	2,000	200	2,000	1,800
45801	Memberships/Dues	859	530	1,200	1,200	1,200	2,700	1,500
TOTAL	Other Charges	45,145	44,534	46,280	33,370	41,820	19,560	(26,720)
46001	Office Supplies	7,508	4,276	6,700	6,700	6,700	6,700	-
46007	Repair/Maintenance Supplies	2,179	94	5,000	5,000	5,000	5,000	-
46008	Vehicle/Equipment Fuels	61,309	55,910	55,000	52,000	55,000	55,000	-
46009	Vehicle/Equipment Maintenance Sup	17,127	9,063	20,040	16,540	20,040	20,040	-
46010	Police Supplies	29,387	14,732	42,000	38,000	38,000	30,000	(12,000)
46011	Uniforms/Safety Apparel	16,393	14,887	24,400	24,400	24,400	24,400	-
46012	Books/Subscriptions	159	538	600	600	600	600	-
46015	Operational Supplies	9,626	6,130	8,000	7,000	7,000	8,000	-
46019	Other Supplies	22,111	35,466	12,000	12,084	12,000	12,000	-
46022	Range Supplies	6,068	8,482	18,000	13,000	13,000	18,000	-
46031	Tires And Tubes	6,131	2,680	6,500	6,500	6,500	6,500	-
TOTAL	Materials And Supplies	177,996	152,257	198,240	181,824	188,240	186,240	(12,000)
47201	Training Programs	8,536	5,747	16,000	11,000	11,000	16,000	-
47230	Gang Task Force	25,000	25,000	25,000	16,500	15,000	25,000	-
TOTAL	Program And Services	33,536	30,747	41,000	27,500	26,000	41,000	-
48102	Furniture/Fixture Replacement	777	200	4,000	500	500	2,000	(2,000)
48201	Additional Machine/Equipment	1,130	826	3,000	3,000	3,000	3,000	-
48299	Equipment Reserve	-	-	4,000	1,750	1,800	-	(4,000)
TOTAL	Capital Outlay	1,906	1,026	11,000	5,250	5,300	5,000	(6,000)
TOTAL	Police Administration	829,677	862,046	948,870	885,594	877,920	889,460	(59,410)

**TRAFFIC DIVISION
13130**

PURPOSE

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

ACTIVITIES / PRODUCTS / SERVICES

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

FY 20-21 COVID-19 RESPONSE

- Assisted with the safe opening of court operations ensuring safety protocols were strictly adhered to.
- Assisted with community outreach efforts like party drive by.
- Assisted Parks and Rec with driving parade.
- Continued priority traffic enforcement using pandemic safe procedures.

FY 20-21 ACCOMPLISHMENTS

- Completed another successful year of additional traffic and DWI enforcement through the use of the DMV Grant.
- Stayed actively engaged with the Interstate 66 construction project.
- Provided escort services for special events and funerals.
- Continued to liaison with the Traffic Safety Commission.
- Assisted in filling in during staffing shortage.
- Provided traffic support to large scale protests.
- Utilizing a grant, replaced all speed enforcement equipment.

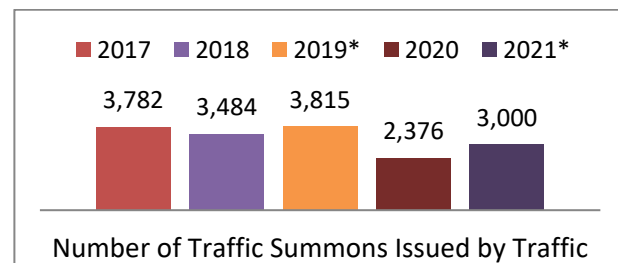
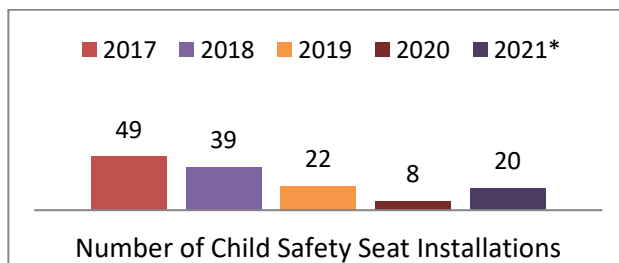
TRAFFIC DIVISION 13130

FY 21-22 INITIATIVES

- Monitor I-66 project. Staff as necessary to maintain traffic flow and safety utilizing VDOT funded overtime as necessary.
- Continue efforts in traffic calming through education and enforcement throughout Town.
- Continue work with DMV grants for speed and DUI enforcement.
- Recover traffic enforcement effort throughout Town.

PERFORMANCE MEASURES

Safe Community strategic plan objective specifically addresses improving traffic and pedestrian safety. This can be done in many ways to include enforcement, traffic calming, and education.



PROJECTED

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Proposed FY 21-22
Sergeant	1	1	1
Police Officers	5	5	5
Total	6	6	6

TRAFFIC DIVISION
13130

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

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

**DIVISION 13130
NAME TRAFFIC**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	458,562	419,330	488,410	488,410	477,300	485,090	(3,320)
41002	Overtime	46,547	33,165	39,010	39,010	39,010	39,010	-
41007	Holiday Pay	29,195	29,105	23,690	23,690	23,690	23,690	-
41008	Annual Leave Cash-In	5,246	4,688	-	-	-	-	-
41011	Non-Exempt Comptime Liquidation	-	-	-	-	-	-	-
41015	Performance Bonus	2,500	3,500	-	-	-	-	-
TOTAL	Personal Services	542,050	489,789	551,110	551,110	540,000	547,790	(3,320)
42001	F.I.C.A.	39,618	35,808	40,870	40,870	40,870	35,840	(5,030)
42002	V.R.S.	47,072	50,578	56,660	56,660	53,260	58,580	1,920
42003	V.R.S. Life Insurance	5,803	6,079	6,540	6,540	6,540	6,800	260
42005	Police Pension	19,469	21,475	28,430	28,430	28,430	28,400	(30)
42007	Health Insurance	37,322	36,718	38,370	38,370	38,370	38,370	-
42010	Clothing Allowance	1,320	1,727	-	-	-	-	-
42012	Cafeteria Plan Fees	63	59	130	130	130	60	(70)
TOTAL	Employee Benefits	150,667	152,444	171,000	171,000	167,600	168,050	(2,950)
46015	Operational Supplies	3,177	2,715	8,000	8,000	8,000	8,000	-
TOTAL	Materials and Supplies	3,177	2,715	8,000	8,000	8,000	8,000	-
48103	Commun Equipt Replacement	-	-	1,000	1,000	1,000	1,000	-
48111	Bicycle Equipment Replace	-	-	-	-	-	-	-
TOTAL	Capital Outlay	-	-	1,000	1,000	1,000	1,000	-
TOTAL	Traffic	695,895	644,948	731,110	731,110	716,600	724,840	(6,270)

COMMUNICATION DIVISION
13140

PURPOSE

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

ACTIVITIES / PRODUCTS / SERVICES

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

**COMMUNICATION DIVISION
13140**

FY 20-21 COVID-19 RESPONSE

- Provided Town residents with information on reporting COVID related violations.
- Maintain database of COVID related addresses so officers would be aware when responding.

FY 20-21 ACCOMPLISHMENTS

- Continued to phase in new IBR compliance with VA state reporting system (beyond 2020).
- Completed upgrade of all in cruiser laptops to wireless air cards.
- Implemented and completed training for new Virginia Criminal Information Network (VCIN) online testing for police officers as required by the Virginia State Police.
- Completed move out of current police HQ in anticipation of new station construction.
- Implemented a redundant back-up of the police dispatch center for emergency preparedness.
- Trained new dispatcher.

FY 21-22 INITIATIVES

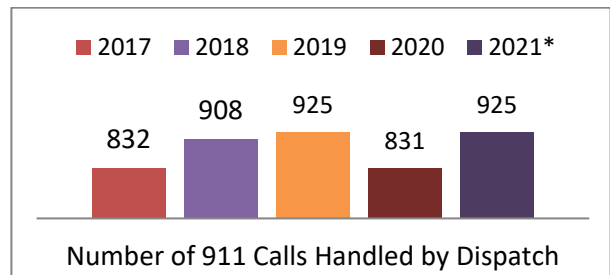
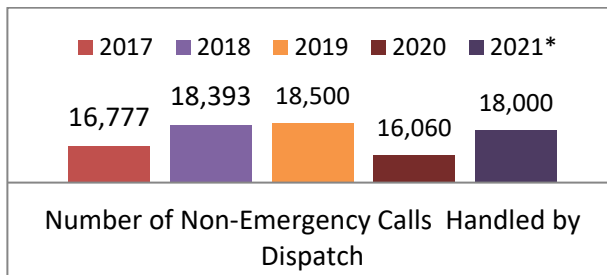
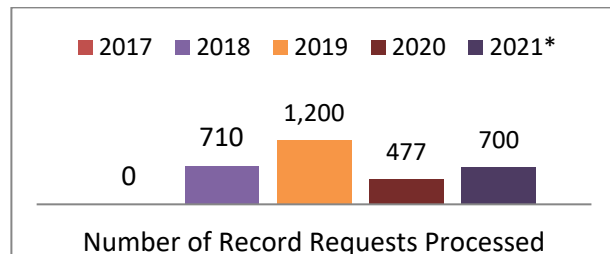
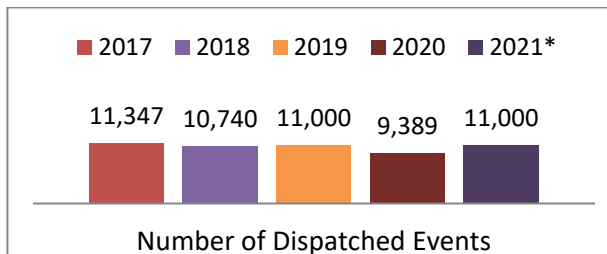
- Implementation and training for new E-Summons system that will provide for an electronic ticketing system.
- Continue to phase in new IBR compliance with VA state reporting system (beyond 2020).
- Upgrade of portable radios that are being phased out and maintain interoperability with Fairfax County Police and adjoining jurisdictions.
- Continue to provide technical support to the Patrol and Traffic Division while at the temporary police HQ.
- Radio traffic training for dispatchers and officers.

COMMUNICATION DIVISION 13140

PERFORMANCE MEASURES

Based on calendar year data

A strategic objective for Safe Community is to invest in public safety technology. Using up to date technology to process calls and maintain records is a strategy to meet that objective.



*PROJECTED

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 17-18	Adopted FY 18-19	Proposed FY 19-20
Lieutenant	1	1	1
Communication/Records Coordinator	1	1	1
Dispatcher I & II	6	6	6
Police Training Officer	1	1	1
Administrative Assistant	1	1	1
Total	10	10	10

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

TOWN OF VIENNA
PROPOSED EXPENSE BUDGET BY FUND

DIVISION 13140
NAME COMMUNICATIONS

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	642,468	666,868	713,740	713,740	713,740	700,000	(13,740)
41002	Overtime	98,883	71,485	53,410	53,410	53,410	53,410	-
41004	Part Time without Benefits	769	-	-	-	-	-	-
41006	Annual Leave Liquidation	-	5,965	-	-	-	-	-
41007	Holiday Pay	26,252	25,889	20,600	20,600	20,600	20,600	-
41008	Annual Leave Cash-In	9,186	6,802	-	-	-	-	-
41011	Non-Exempt Comptime Liq.	-	3,360	-	-	-	-	-
41015	Performance Bonus	6,000	5,500	-	-	-	-	-
TOTAL	Personal Services	783,559	785,869	787,750	787,750	787,750	774,010	(13,740)
42001	F.I.C.A.	57,378	57,480	58,930	58,930	58,930	53,550	(5,380)
42002	V.R.S.	69,136	70,853	82,790	82,790	82,790	82,880	90
42003	V.R.S. Life Insurance	8,659	8,968	9,520	9,520	9,520	9,270	(250)
42004	Local Pension Plan	19,597	19,658	20,690	20,690	19,200	25,540	4,850
42005	Police Pension	13,759	17,692	18,760	18,760	13,970	21,160	2,400
42007	Health Insurance	90,082	92,312	94,320	94,320	94,320	84,320	(10,000)
42010	Clothing Allowance	3,040	3,040	-	-	-	-	-
42012	Cafeteria Plan Fees	168	133	60	60	60	130	70
42018	Employer Contributions:DC401A	12,376	14,613	15,380	15,380	13,810	15,230	(150)
42021	V.R.S Hybrid 401A Match	1,109	2,213	1,800	1,800	750	1,800	-
42025	V.R.S Hybrid Disability	409	533	540	540	290	760	220
TOTAL	Employee Benefits	275,714	287,494	302,790	302,790	293,640	294,640	(8,150)
43301	Equipment Maintenance Contracts	85,849	92,293	89,500	89,500	89,500	92,000	2,500
43306	Radio Maintenance Contracts	12,861	12,861	16,500	16,500	16,500	16,500	-
43309	Cell Phone Expense	17,355	15,547	18,000	18,000	18,000	18,000	-
43801	Services from other Government	-	2,500	2,500	2,500	2,500	2,500	-
TOTAL	Purchased Services	116,065	123,201	126,500	126,500	126,500	129,000	2,500
TOTAL	Communications	1,175,339	1,196,564	1,217,040	1,217,040	1,207,890	1,197,650	(19,390)

**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 20-21 COVID-19 RESPONSE

- Developed tele-serve procedures to safely handle information only type calls by phoning the complainant and obtaining all the needed information.
- Provided weekly COVID numbers for the Emergency Management meeting.
- Oversaw the PPE needs of the entire department and assisted with Town workforce needs.
- Implemented COVID 19 safety protocols.
- Provided Town wide COVID training.
- Developed and implemented court opening procedures.

FY 20-21 ACCOMPLISHMENTS

- Managed vacancies in Patrol staff while training new officers.
- Utilized regional information gathering to keep officers trained on local events and law enforcement trends.
- Developed and implemented courtroom procedures following COVID shutdown of courts.
- Managed local demonstrations by assisting organizers in planning safe events.
- Moved operations to alternate police location.

FY 21-22 INITIATIVES

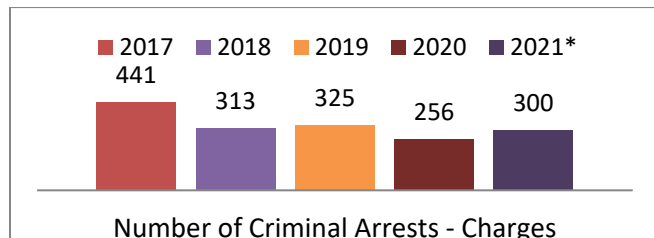
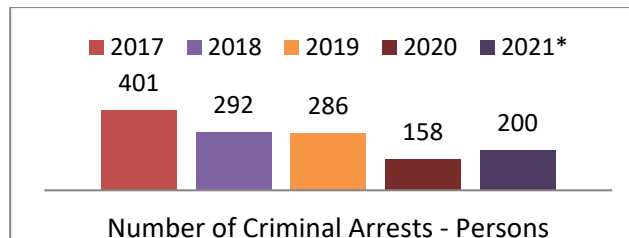
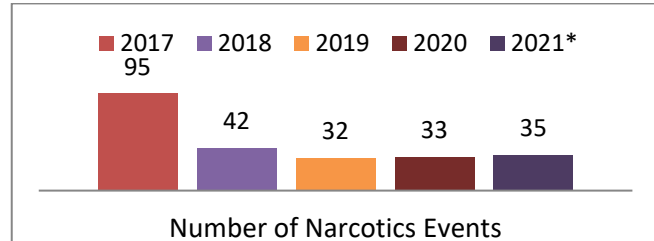
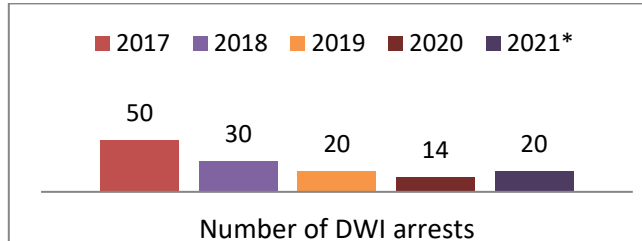
- Complete Field Training of new officers.
- Continue community outreach.
- Recover from COVID 19 impact to patrol operations.
- Conduct response to resistance training.
- Use technology to bring new training to officers.
- Increase membership on bike team.

PATROL DIVISION 13180

PERFORMANCE MEASURES

Based on calendar year data

One of Safe Communities Strategic Objectives is to maintain low crime rates and to reduce where possible. An action step for this is aggressive enforcement by Patrol.



*PROJECTED

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Proposed FY 21-22
Lieutenant	1	1	1
Sergeant	4	4	4
Officers	16	16	16
Total	21	21	21

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

TOWN OF VIENNA
PROPOSED EXPENSE BUDGET BY FUND

DIVISION 13180
NAME PATROL

ACCOUNT NUMBER TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
			BUDGET	REVISED	ESTIMATED		
41001 Salaries and Wages	1,633,614	1,446,619	1,714,790	1,714,790	1,714,470	1,670,000	(44,790)
41002 Overtime	219,585	140,044	135,080	145,080	145,050	135,080	-
41006 Annual Leave Liquidation	28,632	12,280	-	-	-	-	-
41007 Holiday Pay	96,475	99,755	75,190	75,190	75,190	75,190	-
41008 Annual Leave Cash-In	7,438	4,077	-	-	-	-	-
41011 Non-Exempt Comptime Liquidation	6,754	5,396	-	-	-	-	-
41015 Performance Bonus	6,500	7,500	-	-	-	-	-
41020	-	-	-	(56,300)	-	-	-
TOTAL Personal Services	1,998,999	1,715,671	1,925,060	1,878,760	1,934,710	1,880,270	(44,790)
42001 F.I.C.A.	147,578	126,585	141,310	141,310	140,470	143,800	2,490
42002 V.R.S.	169,790	170,979	200,600	200,600	192,050	193,700	(6,900)
42003 V.R.S. Life Insurance	20,931	20,994	22,810	22,810	22,810	20,260	(2,550)
42005 Police Pension	112,042	132,683	183,460	183,460	183,460	183,460	-
42007 Health Insurance	196,619	192,101	179,150	179,150	179,150	122,380	(56,770)
42010 Clothing Allowance	4,560	4,560	-	-	-	-	-
42012 Cafeteria Plan Fees	183	112	190	190	190	130	(60)
TOTAL Employee Benefits	651,703	648,014	727,520	727,520	718,130	663,730	(63,790)
TOTAL Patrol	2,650,702	2,363,684	2,652,580	2,606,280	2,652,840	2,544,000	(108,580)

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.
- Presented animal safety information to Town citizens.

FY 20-21 COVID -19 RESPONSE

- Assisted in locating and ordering PPE supplies for the department.
- Developed COVID safe evidence handling procedures for officers.

FY 21-22 ACCOMPLISHMENTS

- Conducted animal control presentation to students at Town elementary schools.
- Improved safety procedures for handling dangerous narcotics.
- Purged hundreds of unneeded property items from storage.
- Worked on best practice design options for new property storage area of planned Police facility.

PROPERTY AND ANIMAL CONTROL DIVISION 13181

- Moved property and property room operations to temporary Police facility.
- Established chain of custody process while police construction project was taking place.

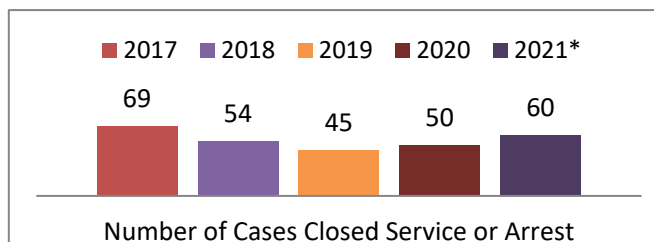
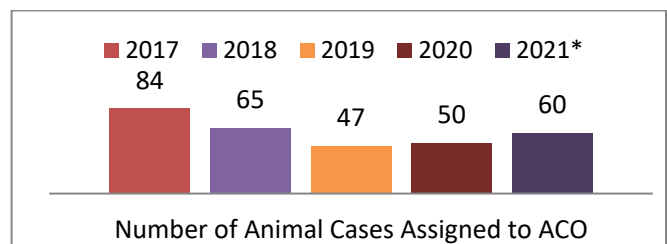
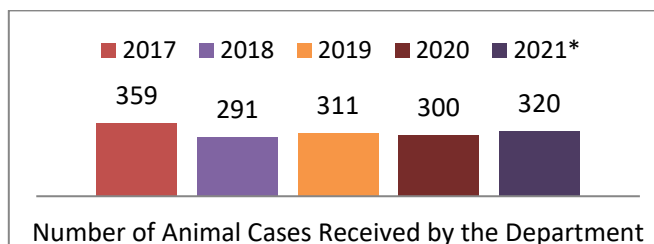
FY 21-22 INITIATIVES

- Continue to purge outdated and irrelevant property and evidence from the property room to minimize inventory and provide for space as needed for ongoing items.
- Create and implement a training presentation to give to new recruits as part of their field training to cover common mistakes and proper methods for property and evidence submittals.
- Plan for and prepare for evidence storage and process during relocation to new station.
- Continue to update information in the dog licensing software to allow us to better track and process domestic animals in our jurisdiction.

PERFORMANCE MEASURES

Based on calendar year data

The strategic objective of Safe Community involves responding to animal type complaints so that the residents of Vienna can be sure that health and safety issues involving animals is being protected.



*PROJECTED

PROPERTY AND ANIMAL CONTROL DIVISION
13181

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Proposed FY 21-22
Animal Control Officer/Property Officer	1	1	1
Part-Time Animal Control Officer/Property Officer – currently unfunded	.5	.5	.5
Total	1.5	1.5	1.5

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

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

DIVISION 13181

NAME PERS/PROPRTY/ANIM CONTROL

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET REVISED ESTIMATED			FY 21-22 PROPOSED	NET CHANGE
41001	Salaries and Wages	69,576	71,957	72,460	72,460	71,390	73,530	1,070
41002	Overtime	6,002	4,505	4,630	4,630	4,630	4,630	-
41015	Performance Bonus	500	500	-	-	-	-	-
TOTAL	Personal Services	76,078	76,961	77,090	77,090	76,020	78,160	1,070
42001	F.I.C.A.	5,744	5,814	5,930	5,930	5,860	5,460	(470)
42002	V.R.S.	7,372	7,690	8,410	8,410	7,600	8,880	470
42003	V.R.S. Life Insurance	909	944	960	960	940	960	-
42007	Health Insurance	8,035	7,863	7,910	7,910	7,910	7,910	-
42010	Clothing Allowance	380	380	-	-	-	-	-
42018	Employer Contributions:DC401A	2,560	2,877	2,880	2,880	2,860	2,860	(20)
TOTAL	Employee Benefits	24,999	25,567	26,090	26,090	25,170	26,070	(20)
TOTAL	Pers/Proprty/Anim Control	101,077	102,528	103,180	103,180	101,190	104,230	1,050

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 20-21 COVID-19 RESPONSE

- Took the lead in organizing a COVID safe temporary facility for police operations during construction of a new facility.
- Maintained communication with patrol officers without attending roll calls because of social distancing concerns.
- Remained ready to backfill for patrol officers that were quarantined.

FY 20-21 ACCOMPLISHMENTS

- Evidence Technician successfully completed the Virginia Forensic Science Academy.
- Aggressively filling positions when they became vacant.
- Continued to work with our community services officer to develop prevention and education programs.
- Conducted tactical training for officers.
- Investigations was tasked with leading the effort to move police operations.
- Quickly and thoroughly investigated allegations made against officers via social media.

FY 21-22 INITIATIVES

- Increase closure rate for cases assigned to Criminal Investigations Division.
- Conduct tactical training with assigned detectives.
- Develop in-house Evidence Technician program and liaison with County, State, and Federal partners to enhance capabilities.

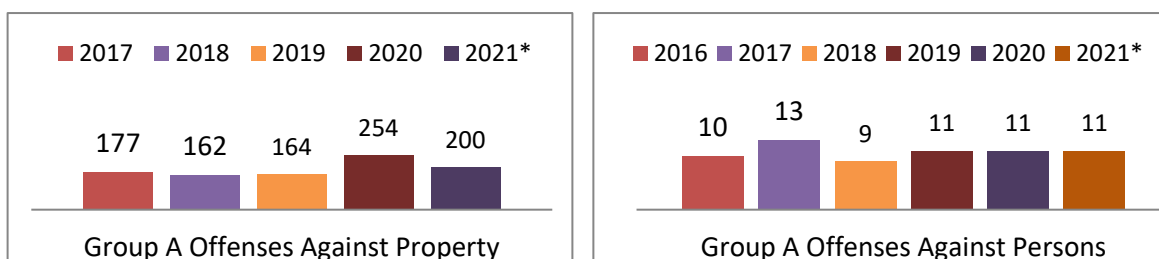
CRIMINAL INVESTIGATIONS DIVISION 13182

- Hire officers/recruits to fill personnel vacancies.
- Closely review any human trafficking incidents that maybe occurring in Town.

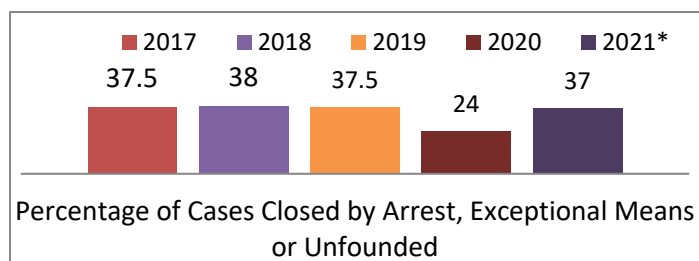
PERFORMANCE MEASURES

Based on calendar year data

The Strategic objective of Safe Community involves maintaining low crime rates for crimes against people and crimes against property.



When a case is assigned to a Detective, the closure rate is an indicator of the successful investigation into the response to the incident.



*PROJECTED

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Proposed FY 21-22
Lieutenant	1	1	1
Sergeant	1	1	1
Detectives	7	7	7
Total	9	9	9

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

TOWN OF VIENNA
PROPOSED EXPENSE BUDGET BY FUND

DIVISION 13182
NAME INVESTIGATIONS

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	715,740	735,013	743,110	743,110	743,030	760,000	16,890
41002	Overtime	126,235	99,052	82,350	82,350	82,350	99,000	16,650
41006	Annual Leave Liquidation	-	-	-	-	-	-	-
41008	Annual Leave Cash-In	5,060	7,676	-	-	-	-	-
41015	Performance Bonus	6,000	6,000	-	-	-	-	-
TOTAL	Personal Services	853,034	847,742	825,460	825,460	825,380	859,000	33,540
42001	F.I.C.A	62,737	62,260	64,400	64,400	64,400	65,700	1,300
42002	V.R.S	76,268	79,102	85,780	85,780	80,680	73,920	(11,860)
42003	V.R.S Life Ins	9,402	9,709	9,880	9,880	9,880	7,960	(1,920)
42005	Police Pension	48,181	61,557	81,820	81,820	60,530	88,160	6,340
42007	Health Insurance	101,851	102,051	90,800	90,800	90,800	70,400	(20,400)
42010	Clothing Allowance	6,380	5,650	-	-	-	-	-
42012	Cafeteria Plan Fees	129	93	130	130	130	60	(70)
TOTAL	Employee Benefits	304,949	320,423	332,810	332,810	306,420	306,200	(26,610)
45401	Vehicle Lease/Rental	8,500	14,375	9,000	18,453	16,500	9,000	-
TOTAL	Other Charges	8,500	14,375	9,000	18,453	16,500	9,000	-
TOTAL	Investigations	1,166,483	1,182,539	1,167,270	1,176,723	1,148,300	1,174,200	6,930

PUBLIC INFORMATION / COMMUNITY SERVICES DIVISION
13185

PURPOSE

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

ACTIVITIES / PRODUCTS / SERVICES

- Compile and disseminate weekly editions of Vienna Police Highlights.
- Formulate and conduct live media releases as required.
- Provide for the presentation for the Drug Abuse Resistance Education Program to school-age children.
- Provide management and oversight of the Rape Aggression Defense Program (RAD).
- Conduct residential and business security checks.
- Manage the department's Auxiliary Police Program.
- Liaison with Town Public Information Officer.
- Provide station tours to local scout and civic groups.
- Organized and successfully executed yearly Cops and Kids Fun Run.

FY 20-21 COVID-19 RESPONSE

- Helped provide timely information about the changes of police service to the community because of the pandemic.
- Organized and supported COVID friendly events such as drive by birthday parties.
- Served as the liaison to community groups seeking to help / support officers.

FY 20-21 ACCOMPLISHMENTS

- Continued with community presentations and outreach (seniors, teen center, and personal safety).
- Participated in the 2020 Fairfax County Police and Fraternal Order of Police Santa's Rides, benefiting underprivileged and sick children in the community.
- Participated in various community surprise birthday parades.
- Completed two drug take-backs in cooperation with the Drug Enforcement Administration (DEA). A total of 520 pounds of medication was turned in.
- Continue to offer training in the RAD for citizens (limited).
- Provided social media information to the community.

PUBLIC INFORMATION / COMMUNITY SERVICES DIVISION

13185

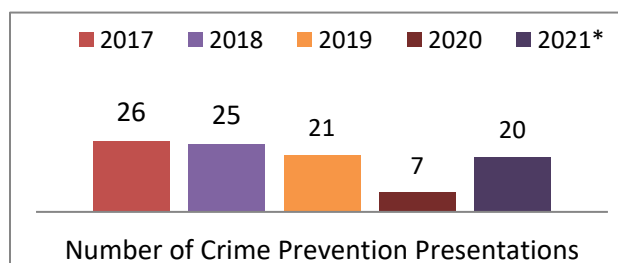
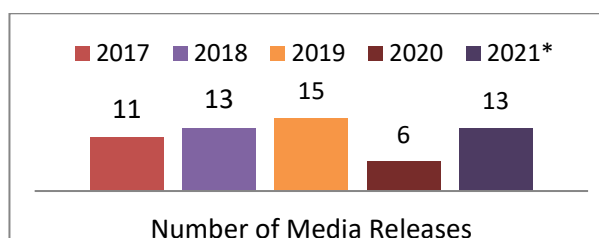
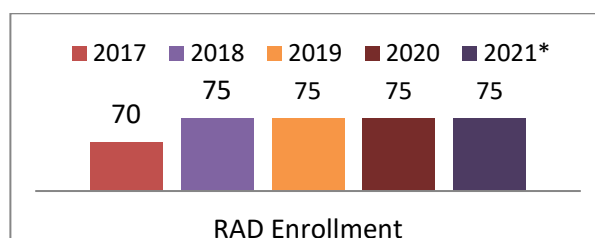
FY 21-22 INITIATIVES

- Continue outreach to minority groups in the Vienna area.
- Restart efforts with schools once back in session.
- Develop a Town employee “See Something Say Something” program.
- Additional Public Information training.
- Advertise the Police Department location and hours.

PERFORMANCE MEASURES

Based on calendar year data

The Safe Community strategic objective of crime prevention involves outreach and education to the community and town staff.



*Projected

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Proposed FY 21-22
Police Officer	1	1	1
Auxiliary Officer Positions(Volunteer)	2 of 10	2 of 10	2 of 10
Total	1	1	1

PUBLIC INFORMATION / COMMUNITY SERVICES DIVISION
13185

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

TOWN OF VIENNA
PROPOSED EXPENSE BUDGET BY FUND

DIVISION 13185
NAME COMMUNITY SERVICES

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	76,660	81,096	81,310	81,310	80,150	82,550	1,240
41002	Overtime	2,394	578	4,180	4,180	4,180	4,180	-
41008	Annual Leave Cash-In	-	-	-	-	-	-	-
41015	Performance Bonus	500	500	-	-	-	-	-
TOTAL	Personal Services	79,555	82,174	85,490	85,490	84,330	86,730	1,240
42001	F.I.C.A.	6,046	6,247	5,930	5,930	5,490	6,130	200
42002	V.R.S.	8,225	8,633	8,560	8,560	8,520	8,810	250
42003	V.R.S. Life Insurance	1,014	1,060	1,080	1,080	1,050	1,070	(10)
42005	Police Pension	5,194	6,721	8,880	8,880	6,620	8,040	(840)
42007	Health Insurance	7,988	7,863	7,910	7,910	7,910	7,910	-
42010	Clothing Allowance	1,130	1,130	730	730	730	730	-
TOTAL	Employee Benefits	29,597	31,654	33,090	33,090	30,320	32,690	(400)
47306	R.A.D. Program	-	1,296	1,420	1,420	1,420	1,420	-
47710	Donation Funded Programs	8,939	9,872	1,420	1,420	1,420	1,420	-
TOTAL	Program and Services	8,939	11,168	2,840	2,840	2,840	2,840	-
TOTAL	Community Services	118,092	124,996	121,420	121,420	117,490	122,260	840

EMERGENCY MANAGEMENT
13150

PURPOSE

The Emergency Management Division is responsible for taking the lead in assisting all Town Departments in preventing, preparing for, responding to, and recovering from major events. These events include manmade, natural, and large-scale planned events. Although the Police department takes the lead, the Emergency Management Division comprises all Town Directors, Assistant Directors, and other key personnel depending on the incident or event.

ACTIVITIES / PRODUCTS / SERVICES

- Ensures direction, leadership, and management to all departments.
- Responsible for meeting quarterly, providing training, and assisting the Town Government to make key decisions during an emergency.
- Responsible for making sure critical function and essential staff information on all departments are updated yearly.
- Liaison with Fairfax County Office of Emergency Management.
- Provide progressive training opportunities for all department members.
- Ensures accurate records and reports are maintained or completed as required by policy or law.

FY 20-21 COVID-19 RESPONSE

- Served as the lead for the Town's COVID-19 response.
- Held weekly meeting to update statistical information and planning.
- Liaison with the Fairfax County Health department.
- Developed Town COVID-19 reporting procedures for employees.
- Worked with the Safety Committee on cleaning, social distancing and other workplace safety procedures.
- Coordinated the safe opening of the Town Government to the community.
- CARES funding was tracked through the Emergency Management budget.

FY 20-21 ACCOMPLISHMENTS

- Developed Town policy for workforce safety and compliance with CDC & VOSH mandates for COVID-19.
- Lead and coordinated back-to-work committee developing policies and protocol to bring employees and public back into Town facilities after COVID-19 outbreak.
- Worked closely with regional emergency management, public health partners and established relationships to obtain enough PPE through grants, cache, and CARES funds. Formalize Emergency Management as a Division in the budget.
- Continued planning the new Emergency Operations Center in the new police facility.
- Established weekly COVID 19 meetings with Town Leadership.

EMERGENCY MANAGEMENT
13150

- Utilized Emergency Management and Incident Command practices to plan for a respond to local demonstrations.

FY 21-22 INITIATIVES

- Begin and lead the recovery efforts from the pandemic.
- Develop Town's Emergency response plan.
- Update Departments' essential function / staff information.

PERSONNEL

- None specifically assigned.

FY 20-21 BUDGET CHANGES.

FIRE AND RESCUE

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Proposed	Net Change
Volunteer Fire Department	64,135	67,000	67,000	64,300	67,000	0
Fire and Rescue	64,135	67,000	67,000	64,300	67,000	0



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 firefighters 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
PROPOSED EXPENSE BUDGET BY FUND**

**DIVISION 13220
NAME VOLUNTEER FIRE DEPT**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
45601	Contributions	10,000	10,000	10,000	10,000	10,000	10,000	-
TOTAL	Other Charges	10,000	10,000	10,000	10,000	10,000	10,000	-
47208	State Fire Program Funds	54,297	57,135	57,000	57,000	54,300	57,000	-
TOTAL	Programs And Services	54,297	57,135	57,000	57,000	54,300	57,000	-
TOTAL	Volunteer Fire Dept	64,297	67,135	67,000	67,000	64,300	67,000	-

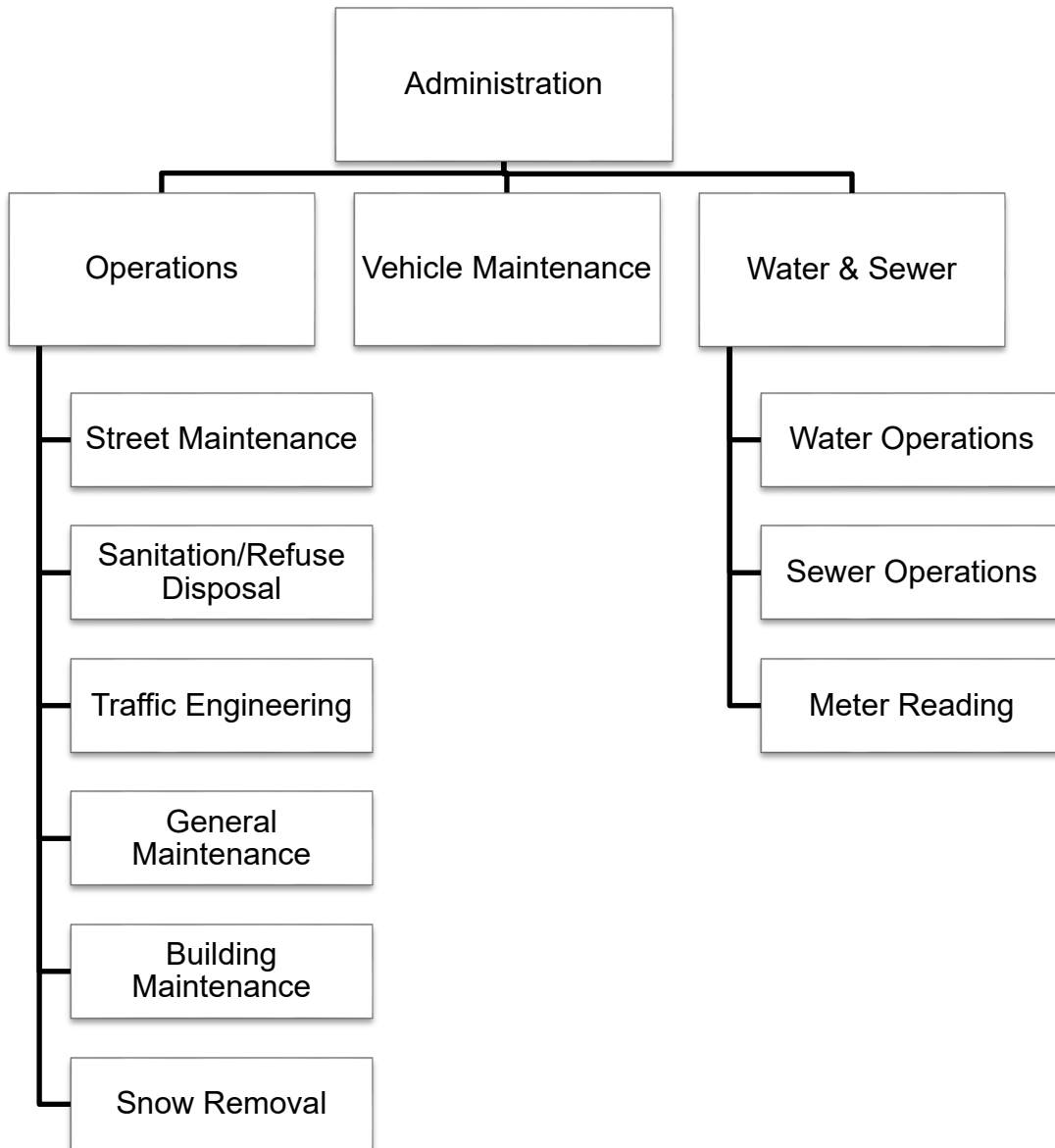
PUBLIC WORKS

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.



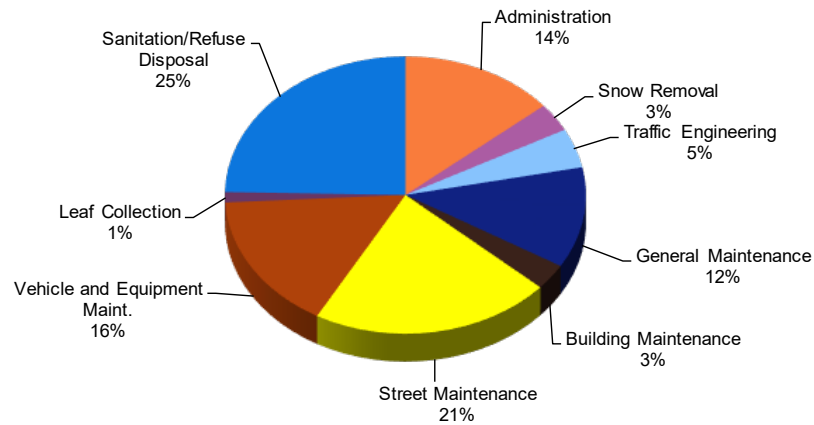
PUBLIC WORKS



PUBLIC WORKS

**TOWN OF VIENNA
FISCAL YEAR 21-22 BUDGET**

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Proposed	Net Change
Administration	1,071,555	960,780	969,323	833,823	1,106,310	145,530
Street Maintenance	1,410,248	1,484,360	1,475,460	1,479,030	1,717,760	233,400
General Maintenance	1,034,703	945,640	945,640	938,790	937,720	-7,920
Snow Removal	49,507	185,400	197,400	197,270	264,940	79,540
Traffic Engineering	305,688	331,830	398,115	335,520	365,730	33,900
Vehicle and Equipment Maint.	1,152,322	1,230,160	1,216,960	1,191,170	1,274,590	44,430
Sanitation/Refuse Disposal	1,925,380	1,959,710	1,960,240	1,913,850	1,966,280	6,570
Leaf Collection	25,986	53,840	89,140	68,500	95,700	41,860
Building Maintenance	243,208	230,320	226,338	211,499	241,650	11,330
Public Works	7,218,597	7,382,040	7,478,616	7,169,452	7,970,680	588,640



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 apply for available 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.
- Apply for available grants and state revenue sharing funds.
- Manage the Town's 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.
- Provide staffing to the Transportation Safety Committee, Pedestrian Advisory Committee, Bicycle Advisory Committee, Conservation and Sustainability Commission and Planning Commission.
- Participate in regular meetings of the Northern Virginia Transportation Commission, Northern Virginia Waste Management Board, Virginia Department of Transportation and other local, regional and state organizations.

FY 20-21 COVID RESPONSE

- Provided guidance and leadership to public works staff in responding to COVID-19.
- Worked with other departments to ensure a comprehensive and unified town-wide response.
- Modified operational processes to ensured continuity of essential services to residents and safety of Town employees.

ADMINISTRATION
14110

FY 20-21 ACCOMPLISHMENTS

- Completed design of the Maple Avenue / Nutley Street,SW traffic signal upgrades.
- Implemented GPS technology as a management tool for various public works and parks and recreation service trucks including sanitation, street sweeper, leaf collection vehicles and snowplows.
- Received Virginia Department of Transportation (VDOT) Revenue Sharing grant for Church and East Street Mini Roundabout. Due to COVID-19 impact to the state's revenues, this project will now be funded in the Commonwealth's FY 2025 and 2026 Budgets.
- Received a VDOT Transportation Alternatives grant for bike share stations in Vienna.
- Completed the Echols Street SE reconstruction from Delano to Follin Lane using a funding formula of 50% Town funds and 50% VDOT Revenue Share funds.
- Completed construction of the Freeman Store Pedestrian Bridge Pedestrian Bridge
- Completed construction of Safe Routes to School sidewalk project on Nutley Street NW.
- Initiated new sidewalk project on the 200 block of Church Street NE using a combination of NVTa local funds and Robinson Trust sidewalk funds.

Robinson Trust Sidewalks

- Completed designs and initiate construction on four (4) sidewalk projects.
- Identified 14 additional potential projects and began citizen outreach.
- Initiated 4 additional project designs.

Fairfax County Partnership

- Awarded construction contract for Old Courthouse Road pedestrian improvements (under Fairfax County funding agreement).
- The Town Transportation Engineer was assigned to the County's Project Team for the Patrick Henry Library.



ADMINISTRATION
14110

Sustainability Accomplishments

- Applied for and received a Virginia DEQ Litter Prevention and Recycling Program grant for \$4,300 to aid with Town cleanup activities.
- Used the DEQ Litter Prevention funding to purchase and install cigarette and pet waste receptacles and corresponding educational signage around Town.
- Began a recycling outreach campaign in coordination with the Public Information Office by streamlining the Town's recycling website and hosting a series of educational videos on social media
- Began investigating renewable energy opportunities including solar and electric vehicle charging.

FY 21-22 INITIATIVES

- Implement Maple Avenue and Nutley Street, SW traffic signal upgrades.
- Continue to pursue state and federal grants to improve Town infrastructure and water quality.
- Implement various Multimodal improvements along the Maple Avenue corridor.
- Using the VDOT grant, implement the bike share service in coordination with Fairfax County. This initiative will supplement regional efforts to expand the service near the Vienna Metro.
- Coordinate with VDOT staff to monitor I-66 traffic impacts.
- Continue to manage and monitor Micromobility Pilot Program.
- Transportation safety study for the area bounded by Maple Avenue, Nutley Street, and Courthouse Road.

Robinson Trust Sidewalks

- Complete at least 5 sidewalk projects

Fairfax County Partnership

- Negotiate new Fairfax County Sewer Agreement for the operation and maintenance of the Piney Branch, Wolftrap Creek and Difficult Run trunk sewers.
- Assist with management of the design services for the Patrick Henry Library project.

Sustainability Initiatives

- Explore involvement with Urban Sustainability Directors Network's (USDN) Virginia Energy & Sustainability Peer Network (VESPN).
- Continue DEQ Litter Prevention and Recycling Program grant applications and projects. Research additional grant opportunities.

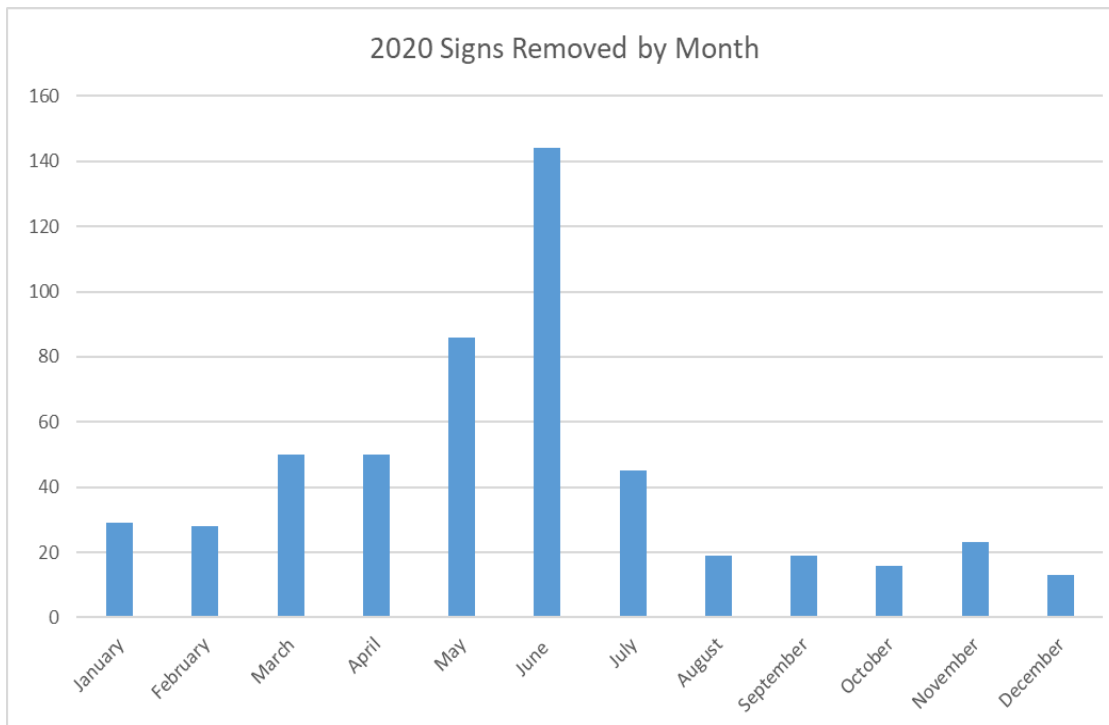
ADMINISTRATION
14110

- Host a recycling education booth at the Conservation and Sustainability Commission's Green Expo or other Town events and continue to provide additional resources outlining current recycling best practices.
- Begin research to incorporate energy-efficient products and equipment into Town procurement policies.

PERFORMANCE MEASURES

Based on calendar year data

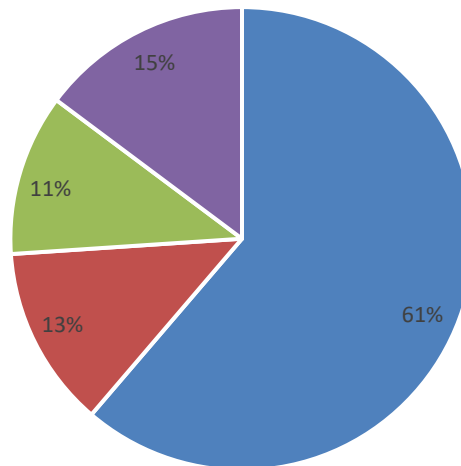
Fiscally responsible community, safe community, efficiently mobile community and environmentally sustainable community.



ADMINISTRATION
14110

Description	2019 Actual	2020 Actual	2021 Projected
Illegal Sign Removal in Right of Way <i>Number of Illegal Signs Removed</i>	1,475	522	600
# of Plumbing Permits received and submitted to FIDO (Fairfax County's permit database)	469	475	450
# of Right of Way Permits issued	548	571	550
Work Orders distributed to various public works divisions	889	553	600
Work Order Breakdown:	231	201	250
○ from Citizens:			
○ % Assigned within 2 business days	98%	94%	95%
○ Number WO completed within 2 business days	176	142	200
Average number of days to complete and close out work order	6	9.6	6

Citizen Work Requests



■ Completed with 2 business days
 ■ Completed 48 hours to a week
■ Completed 1 week to 30 days
 ■ completed over 30 days

ADMINISTRATION
14110

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Projected FY 21-22
Director of Public Works	1	1	1
Deputy Director of Public Works	1	1	1
Civil Engineer	1	1	1
Capital Improvements Project Engineer – CIP Funded	1	1	1
Public Works Specialist	1	1	1
Administrative Assistant	1	1	1
Public Works Inspector	1	1	1
Transportation Engineer	1	1	1
Total	8	8	8

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

TOWN OF VIENNA
PROPOSED EXPENSE BUDGET BY FUND

DIVISION 14110
NAME DPW ADMINISTRATION

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	589,425	779,003	760,020	760,020	702,380	823,000	62,980
41002	Overtime	5,096	3,931	3,970	3,970	9,030	9,030	5,060
41003	Reg. P.T. With Benefits	-	-	-	-	-	-	-
41004	Part Time without Benefits	11,120	-	-	-	-	100,000	100,000
41006	Annual Leave Liquidation	9,671	183	-	-	-	-	-
41008	Annual Leave Cash-In	5,129	9,188	-	-	-	-	-
41011	Non-Exempt Comptime Liq.	-	-	-	-	-	-	-
41015	Performance Bonus	3,000	2,000	-	-	-	-	-
TOTAL	Personal Services	623,442	794,305	763,990	763,990	711,410	932,030	168,040
42001	F.I.C.A.	45,193	57,176	58,450	58,450	53,730	65,600	7,150
42002	V.R.S.	56,587	70,543	88,160	88,160	73,120	95,470	7,310
42003	V.R.S. Life Insurance	7,683	10,244	10,710	10,710	7,100	10,700	(10)
42007	Health Insurance	50,249	69,129	67,900	67,900	67,900	67,900	-
42012	Cafeteria Plan Fees	109	163	180	180	180	190	10
42018	Employer Contributions:DC401A	19,087	26,714	24,670	24,670	24,670	25,000	330
42021	V.R.S Hybrid 401A Match	5,733	12,918	11,500	11,500	4,480	13,620	2,120
42025	V.R.S Hybrid Disability	1,471	2,271	2,390	2,390	1,260	2,220	(170)
TOTAL	Employee Benefits	186,112	249,158	263,960	263,960	232,440	280,700	16,740
43101	Consulting Services	62,271	8,166	-	-	-	6,000	6,000
43104	Architect/Engineer Services	7,988	15,177	5,950	12,493	12,493	22,000	16,050
43106	Translation Services	-	-	100	100	100	100	-
43301	Equipment Maintenance Contracts	405	520	3,650	3,650	3,650	3,650	-
43308	Contracts/Services	-	-	500	500	500	500	-
43309	Cell Phone Expense	3,857	3,787	4,500	4,500	4,500	4,500	-
43501	Printing/Binding Services	227	216	500	500	500	500	-
TOTAL	Purchased Services	74,747	27,866	15,200	21,743	21,743	37,250	22,050
45202	Long Dist Service	-	-	-	-	-	-	-
45203	Postal Services	672	646	1,200	1,200	1,200	1,200	-
45404	Central Copier Charges	2,612	1,344	2,500	2,500	2,500	2,500	-
45501	Mileage Reimbursement	-	828	200	200	200	200	-
45502	Fares	3	129	300	140	140	300	-
45503	Subsistence/Lodging	370	1,145	500	60	60	1,000	500
45504	Conventions/Education	1,264	3,368	500	1,100	1,100	3,150	2,650
45505	Business Meals	57	100	200	200	200	200	-
45801	Memberships/Dues	2,461	3,916	4,000	4,000	4,000	4,000	-
TOTAL	Other Charges	7,440	11,475	9,400	9,400	9,400	12,550	3,150
46001	Office Supplies	2,759	1,901	4,000	4,000	4,000	4,000	-
46011	Uniforms/Safety Apparel	386	530	530	730	530	530	-
46012	Books/Subscriptions	-	200	200	1,200	200	750	550
46015	Operational Supplies	15,947	2,446	2,800	2,600	2,400	2,800	-
46019	Other Supplies	378	228	600	600	600	600	-
TOTAL	Materials and Supplies	19,469	5,305	8,130	9,130	7,730	8,680	550
47202	Safety Programs	-	-	100	100	100	100	-
47203	Service Awards	2,322	-	-	-	-	-	-
47404	Stormwater Management Program	5,394	9,739	-	1,000	1,000	-	-
TOTAL	Program and Services	7,716	9,739	100	1,100	1,100	100	-
48102	Furniture/Fixture Replacement	4,640	-	-	-	-	-	-
TOTAL	Capital Outlay	4,640	-	-	-	-	-	-
49207	Transfer to Capital Project Fund	(62,172)	(26,294)	(100,000)	(100,000)	(150,000)	(165,000)	(65,000)
TOTAL	Interfund Transfers	(62,172)	(26,294)	(100,000)	(100,000)	(150,000)	(165,000)	(65,000)
TOTAL	Department of Public Works Administration	861,395	1,071,555	960,780	969,323	833,823	1,106,310	145,530

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 Department after water breaks.
- Provide public works employees and equipment to assist in 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 (such as snow, sleet, or ice) on Town streets with plows, sand, and chemical treatment.
- Provide supplemental staff to ensure refuse routes are fully covered and refuse collected without interruption of service.

FY 20-21 COVID RESPONSE

- Worked with other public works divisions for a coordinated response.
- Worked with other departments to ensure a comprehensive and unified town-wide response.
- Modified operational processes to ensure continuity of essential services to residents and safety of employees.

FY 20-21 ACCOMPLISHMENTS

- Installed 4,273 tons of asphalt.
- Milled 35,624 square yards of asphalt.
- Assisted Water & Sewer Department with asphalt repairs after water main breaks.
- Swept 732 cubic yards of silt and debris from Town streets.
- Assisted in the collection and processing of 7,385 cubic yards of leaves.
- Provided labor to the Sanitation Division to insure daily completion of refuse collection routes during staff shortages.
- Constructed a new storage area for materials and debris at Northside.

STREET MAINTENANCE

14120

- Cleaned and inspected 1,528 storm drains.
- Continued enhanced safety training, including OSHA 10- Hour, OSHA 30- Hour, Traffic Control, Trench Safety and Confined Space Entry for field staff.

FY 21-22 INITIATIVES

- Continue to pursue staff training and seek more efficient ways to deliver services to the Town residents, businesses, and visitors.
- Increase amount of asphalt repaired.
- Pursue VDOT Revenue Sharing funds to match asphalt overlay budget.

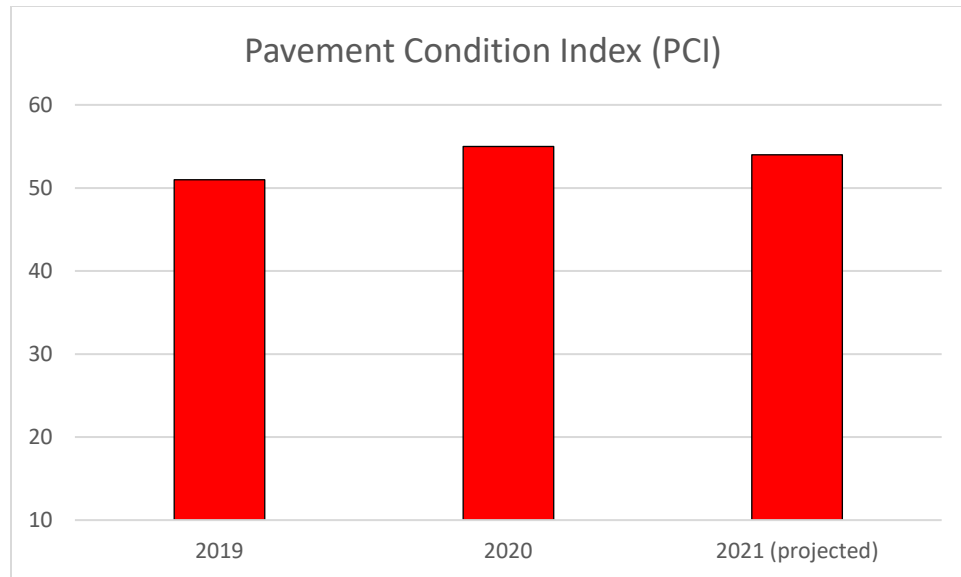
PERFORMANCE MEASURES

Based on calendar year data

OBJECTIVE: Fiscally responsible community, safe community, efficiently mobile community, and environmentally sustainable community.

Description	2019 Actual	2020 Actual	2021 Projected
Tons of asphalt installed	2,399	4,273	3,500
Lane Miles of Milling / Asphalt Overlay 2"	2-3 lane miles*	3-4 lane miles*	2-3 lane miles*
Tons of debris collected from street sweeping	1,048	732	1,100
Days spent on pothole repairs	28	43	35
Number of work orders completed	161	91	200

* 1 lane mile = a 5,280-foot section of road that is 12 feet wide

**STREET MAINTENANCE
14120**

- Average PCI for 2020 improved due to VDOT revenue share funding in the amount of \$350,000 for Echols St reconstruction and \$269,500 for milling and overlay of other roads.

US Army Corps of Engineers Pavement Condition Index Scale



STREET MAINTENANCE
14120

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Projected FY 21-22
Supervisor	1	1	1
Maintenance Workers	12	12	12
Total	13	13	13

FY 21-22 BUDGET CHANGES

- Asphalt paving costs added back to the general fund to meet VDOT requirements for street maintenance support.

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

**DIVISION 14120
NAME STREET MAINTENANCE**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	716,483	666,014	801,420	801,420	801,420	810,000	8,580
41002	Overtime	34,538	19,173	19,310	19,310	19,310	32,670	13,360
41003	Regular Part Time With Benefits	8,950	4	-	-	-	-	-
41004	Part Time without Benefits	-	-	-	-	-	-	-
41006	Annual Leave Liquidation	-	5,443	-	-	-	-	-
41008	Annual Leave Cash-In	5,072	3,524	-	-	-	-	-
41011	Non-Exempt Comptime Liq.	-	66	-	-	-	-	-
41015	Performance Bonus	3,000	5,500	-	-	-	-	-
41020	Transfer of Budgeted Salary	-	-	-	(7,000)	-	-	-
TOTAL	Personal Services	768,044	699,725	820,730	813,730	820,730	842,670	21,940
42001	F.I.C.A.	55,748	50,150	62,260	62,260	62,260	62,000	(260)
42002	V.R.S.	66,893	65,254	91,290	91,290	89,840	93,960	2,670
42003	V.R.S. Life Ins	8,593	8,402	10,660	10,660	10,660	11,000	340
42004	Local Pension Plan	38,422	29,744	38,140	38,140	36,160	38,000	(140)
42007	Health Insurance	109,097	114,616	122,840	122,840	122,840	80,000	(42,840)
42012	Cafeteria Plan Fees	-	-	-	-	-	-	-
42018	Employer Contributions:DC401A	16,448	18,929	19,050	19,050	19,050	19,710	660
42021	V.R.S Hybrid 401A Match	2,816	3,097	2,710	2,710	2,710	5,400	2,690
42025	V.R.S Hybrid Disability	892	852	780	780	780	1,960	1,180
TOTAL	Employee Benefits	298,908	291,044	347,730	347,730	344,300	312,030	(35,700)
43101	Consulting Services	-	18,535	15,000	15,000	15,000	15,000	-
43301	Equipment Maintenance Contracts	-	-	4,500	4,500	4,500	14,500	10,000
43309	Cell Phone Expense	2,458	2,892	3,200	3,200	3,200	3,200	-
43701	Uniform Rental/Cleaning	3,015	2,634	3,800	3,800	3,800	3,800	-
43801	Services From Other Government	14,035	24,011	15,820	15,820	15,820	15,820	-
43802	Landfill Fees	7,044	27,737	28,000	28,000	28,000	29,000	1,000
TOTAL	Purchased Services	26,553	75,809	70,320	70,320	70,320	81,320	11,000
45402	Equipment Rental	-	-	5,000	5,000	5,000	5,000	-
45404		-	403	-	-	-	-	-
45501	Mileage Reimbursement	-	-	500	500	500	500	-
45503	Subsistence/Lodging	-	533	500	500	500	1,750	1,250
45504	Conventions/Education	1,840	3,378	500	500	500	4,000	3,500
45505	Business Meals	-	-	200	200	200	200	-
TOTAL	Other Charges	1,840	4,314	6,700	6,700	6,700	11,450	4,750
46001	Office Supplies	210	124	300	300	300	500	200
46007	Repair/Maintenance Supplies	10,638	5,402	12,590	10,690	10,690	15,590	3,000
46011	Uniforms/Safety Apparel	8,048	7,784	8,000	8,000	8,000	8,000	-
46015	Operational Supplies	731	30	1,500	1,500	1,500	1,500	-
46017	Small Tools	1,304	200	2,000	2,000	2,000	5,000	3,000
46019	Other Supplies	321	500	1,000	1,000	1,000	1,000	-
TOTAL	Materials and Supplies	21,253	14,040	25,390	23,490	23,490	31,590	6,200
47401	Asphalt Overlay	483,786	102,875	-	-	-	222,000	222,000
47407	Contracted Asphalt Repairs	-	-	18,000	18,000	18,000	18,000	-
47408	Internal Asphalt Repairs	209,273	222,442	195,490	195,490	195,490	198,700	3,210
TOTAL	Program And Services	693,059	325,317	213,490	213,490	213,490	438,700	225,210
48101	Machine/Equipment Replacement	300	-	-	-	-	-	-
TOTAL	Capital Outlay	300	-	-	-	-	-	-
49207	Gf Transfer to Capital Project Fund	-	-	-	-	-	-	-
49208	Gf Transfer To Wsf	-	-	-	-	-	-	-
TOTAL	Interfund Transfers	-	-	-	-	-	-	-
TOTAL	Street Maintenance	1,809,957	1,410,248	1,484,360	1,475,460	1,479,030	1,717,760	233,400

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

- Provide concrete repairs to curbs, gutters, sidewalks, and driveways.
- Provide brickwork repairs to brick sidewalks and cross walks on Maple Avenue and historic Church Street.
- Provide carpentry repairs on all buildings owned by the Town.
- Paint Town-owned buildings.
- Provide routine maintenance and various repairs on all buildings owned by the Town.
- Provide preventive maintenance for the Town's storm drainage system and catch basins.
- Build Halloween parade float.
- Provide supplemental staff to ensure refuse routes are covered and collected without interruption of service.

FY 20-21 COVID RESPONSE

- Worked with other public works divisions for a coordinated response.
- Worked with other departments to ensure a comprehensive and unified town- wide response.
- Modified operating processes to ensured continuity of essential services to residents and safety of employees.
- Division Supervisor served as COVID coordinator for town response and was instrumental in successfully responding to a VOSH inspection instigated by a whistleblower complaint.

FY 20-21 ACCOMPLISHMENTS

- Renovated basement storage area at Town Hall for a police network server room.
- Renovated 301 Center St. S. to function as temporary offices for the Police department during reconstruction of the police station.
- Built and installed Covid shields at all customer service counters in Town buildings.
- Helped to install four storage buildings at Northside Property Yard.
- Maintained daily disinfecting of Town buildings.

GENERAL MAINTENANCE 14130

- Repaired and maintained 13 bus shelters.
- Maintained an average of less than 24-hour response time on work orders.
- Provided labor to the Sanitation Department to insure daily completion of refuse collection routes during staff shortages.
- Relocated fence and installed new gate for security improvements at Northside Property Yard.
- Continued enhanced safety training, including OSHA 10- Hour, OSHA 30- Hour, Traffic Control, Trench Safety and Confined Space Entry for field staff.

FY 21-22 INITIATIVES

- Begin updating trash cans and benches located in the town's right-of-way.
- Install underground conduit for electricity and data lines for future Northside security improvements.

PERFORMANCE MEASURES

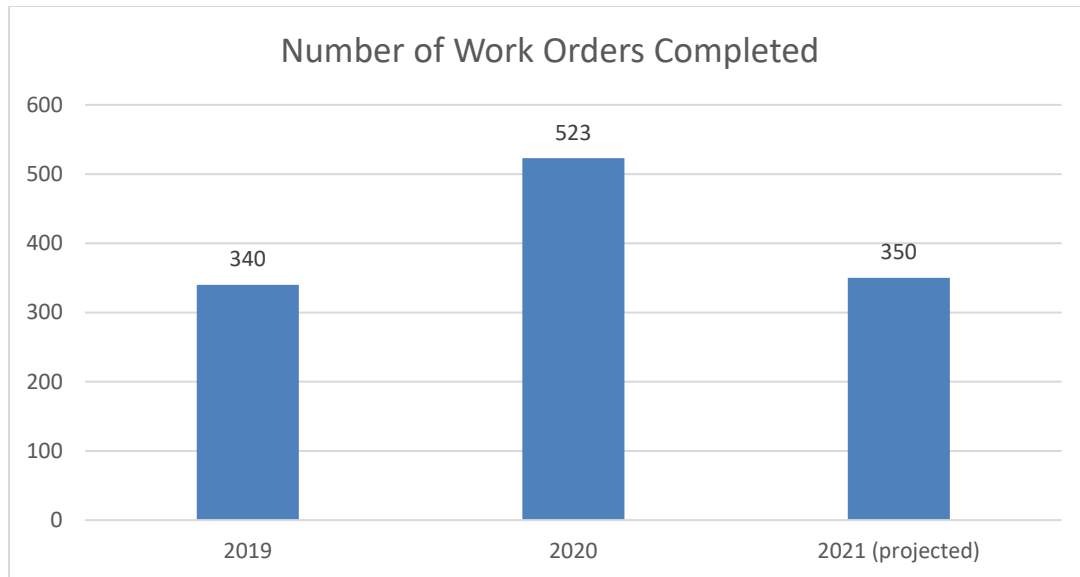
Based on calendar year data

OBJECTIVE: Fiscally responsible community, safe community, efficiently mobile community, and environmentally sustainable community.

Description	2019 Actual	2020 Actual	2021 Projected
Linear feet of sidewalk replaced/installed*	1,999	2,432	2,500
# of brick driveway aprons repaired	10	11	12
# of repairs made to brick sidewalk	83	85	100
# of concrete trip hazards eradicated	345	350	400
# of concrete driveway aprons replaced*	36	35	30
Linear feet of curb and gutter replaced*	2,478	3,577	2,400

* Includes contractor generated

GENERAL MAINTENANCE 14130



PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Projected FY 21-22
Superintendent	1	1	1
Supervisor	1	1	1
Finish Carpenter	1	1	1
Maintenance Worker	6	6	6
Total	9	9	9

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

TOWN OF VIENNA
PROPOSED EXPENSE BUDGET BY FUND

DIVISION 14130
NAME GENERAL MAINTENANCE

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	574,605	531,074	598,230	598,230	598,230	590,000	(8,230)
41002	Overtime	26,212	15,255	11,000	11,000	11,000	15,970	4,970
41004	Part Time W/O Benefits	-	336	-	-	-	-	-
41006	Annual Leave Liquidation	1,523	6,977	-	-	-	-	-
41008	Annual Leave Cash-In	3,876	4,135	-	-	-	-	-
41011	Non-Exempt Comptime Liq.	-	456	-	-	-	-	-
41015	Performance Bonus	4,000	4,225	-	-	-	-	-
TOTAL	Personal Services	610,217	562,458	609,230	609,230	609,230	605,970	(3,260)
42001	F.I.C.A.	43,814	39,893	45,760	45,760	45,760	45,100	(660)
42002	V.R.S.	55,565	52,057	69,450	69,450	63,110	68,400	(1,050)
42003	V.R.S. Life Insurance	7,013	6,646	7,960	7,960	7,960	7,450	(510)
42004	Local Pension Plan	-	-	-	-	-	-	-
42007	Health Insurance	93,781	100,042	95,820	95,820	95,820	85,900	(9,920)
42012	Cafeteria Plan Fees	63	59	60	60	60	60	-
42015	Misc Allowances	-	-	-	-	-	-	-
42018	Employer Contributions:DC401A	18,193	20,105	21,410	21,410	21,410	22,000	590
42021	V.R.S Hybrid 401A Match	1,324	2,064	1,800	1,800	1,430	2,840	1,040
42025	V.R.S Hybrid Disability	776	886	930	930	850	1,240	310
TOTAL	Employee Benefits	220,529	221,752	243,190	243,190	236,400	232,990	(10,200)
43301	Equipmt Mtce Contracts	-	-	-	-	-	-	-
43309	Cell Phone Expense	1,813	2,500	2,900	2,900	2,900	2,900	-
43701	Uniform Rental/Cleaning	2,069	1,844	2,140	2,140	2,140	2,140	-
43802	Landfill Fees	4,856	5,000	5,000	5,000	5,000	5,000	-
TOTAL	Purchased Services	8,737	9,345	10,040	10,040	10,040	10,040	-
45501	Mileage Reimbursement	121	-	-	-	-	-	-
45503	Subsistence/Lodging	1,778	-	500	500	500	2,100	1,600
45504	Conventions/Education	4,950	4,153	500	500	500	4,500	4,000
45505	Business Meals	-	1,199	200	200	200	200	-
TOTAL	Other Charges	6,849	5,352	1,200	1,200	1,200	6,800	5,600
46001	Office Supplies	492	425	500	500	500	500	-
46007	Repair/Maintenance Supplies	7,336	3,680	7,350	7,350	7,350	7,350	-
46011	Uniforms/Safety Apparel	3,260	5,627	3,260	3,260	3,260	3,260	-
46015	Operational Supplies	21,048	32,658	20,810	20,810	20,810	20,810	-
46017	Small Tools	4,657	3,389	5,000	5,000	5,000	5,000	-
TOTAL	Materials and Supplies	36,792	45,781	36,920	36,920	36,920	36,920	-
47203	Service Awards	-	150	-	-	-	-	-
47402	Curb/Sidewalk Maintenance	186,714	189,865	40,060	40,060	40,000	40,000	(60)
47403	Physical Improvements	-	-	-	-	-	-	-
47406	Brickwalk Maintenance	4,947	-	5,000	5,000	5,000	5,000	-
TOTAL	Program And Services	191,661	190,015	45,060	45,060	45,000	45,000	(60)
48101	Machine/Equipment Replacement	634	-	-	-	-	-	-
TOTAL	Capital Outlay	634	-	-	-	-	-	-
TOTAL	General Maintenance	1,075,419	1,034,703	945,640	945,640	938,790	937,720	(7,920)

SNOW REMOVAL
14133

PURPOSE

Provide timely, efficient, and effective anti-icing, de-icing, and mechanical removal of snow and ice from roadways and other means of travel during winter weather events, thus delivering safe travel for town residents, businesses, and the traveling public.

ACTIVITIES / PRODUCTS / SERVICES

- Prepare and train personnel for winter weather events.
- Prepare snow equipment for deployment before, during, and after winter weather events.
- Monitor weather conditions to ensure a timely, efficient and effective response to any winter weather event that may occur.
- Anti-icing of roads using salt brine as conditions allow.
- De-icing roads using salt/sand 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).
- Clear snow around Town owned facilities.
- Clear snow from designated sidewalks.

FY 20-21 COVID RESPONSE

- Worked with other public works divisions for a coordinated response.
- Worked with other departments to ensure a comprehensive and unified town- wide response.
- Modified operational processes to ensure continuity of essential services to residents and safety of employees.

FY 20-21 ACCOMPLISHMENTS

- Used staff services from multiple divisions in winter weather operations, which has resulted in cross-departmental cooperation.
- Shifted to 12-hour shifts for all winter weather events.
- Initiated Standard Operating Procedure (SOP) training for winter weather events.

SNOW REMOVAL 14133

FY 21-22 INITIATIVES

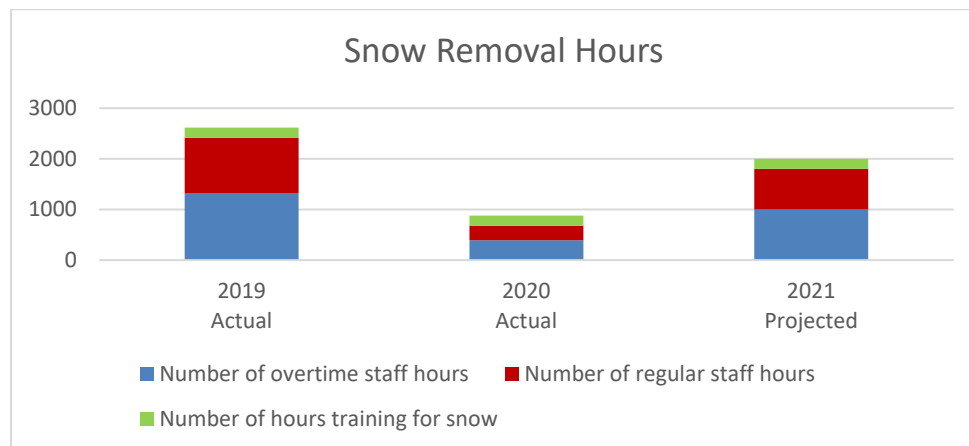
- Procure double wall storage tanks for anti-icing agents to become compliant with Department of Environmental Quality (DEQ) regulations.
- Continue to update existing equipment and training.
- Continue to update and expand the Town's anti-icing program.
- Coordinate with Stormwater managers to ensure compliance of chloride total maximum daily allowance monitoring.
- Increase cable, social media, and internet usage to update the public concerning conditions during a winter storm event.

Description	2019 Actual	2020 Actual	2021 Projected
Number of overtime staff hours	1,323.5	392	1,000
Number of regular staff hours	1,093	286.5	800
Number of hours training for snow	200	200	200

PERFORMANCE MEASURES

Based on calendar year data

Fiscally responsible community, safe community, efficiently mobile community and environmentally sustainable community.



FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

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

**DIVISION 14133
NAME SNOW REMOVAL**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41002	Overtime	91,037	13,732	63,380	79,380	79,380	84,290	20,910
TOTAL	Personal Services	91,037	13,732	63,380	79,380	79,380	84,290	20,910
42001	F.I.C.A.	6,549	983	3,320	3,320	3,320	3,320	-
42002	V.R.S.	6,999	1,172	-	-	-	5,000	5,000
42003	V.R.S. Life Insurance	921	153	-	-	-	1,000	1,000
42007	Health Insurance	12,573	2,016	14,450	14,450	14,450	10,000	(4,450)
42012	Cafeteria Plan Fees	8	-	-	-	-	-	-
42018	Employer Contributions:DC401A	2,028	367	620	620	620	700	80
42021	V.R.S Hybrid 401A Match	468	73	100	100	-	100	-
42025	V.R.S Hybrid Disability	134	16	30	30	-	30	-
TOTAL	Employee Benefits	29,680	4,780	18,520	18,520	18,390	20,150	1,630
46015	Operational Supplies	71,818	27,389	100,000	96,000	96,000	117,000	17,000
TOTAL	Materials and Supplies	71,818	27,389	100,000	96,000	96,000	117,000	17,000
48106	Heavy Equipment Replacement	19,652	3,606	3,500	3,500	3,500	43,500	40,000
TOTAL	Capital Outlay	19,652	3,606	3,500	3,500	3,500	43,500	40,000
TOTAL	Snow Removal	212,186	49,507	185,400	197,400	197,270	264,940	79,540

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.
- Repair and maintain electrical components and equipment throughout Town facilities.
- Respond to emergency calls that occur after normal working hours.
- Maintain all certifications for traffic signals and traffic control and signs.

FY 20-21 COVID RESPONSE

- Work with other public works divisions for a coordinated response.
- Work with other departments to ensure a comprehensive and unified town-wide response.
- Modified operational processes to ensure continuity of essential services to residents and safety of employees.

FY 20-21 ACCOMPLISHMENTS

- Replaced 40% of street name signs to conform with the Manual on Uniform Traffic Control Devices (MUTCD) 9-inch tall standard.
- Initiated traffic signal inspections every three months.
- Updated traffic signal detection camera software.
- Completed electrical and ethernet additions to Town Hall for relocation of the police department's network server.
- Converted 45 fluorescent fixtures in Town buildings to light-emitting diode (LED) fixtures.
- Completed six Malfunction Management Unit (MMU) Certifications of remaining National Electrical Manufacturers Association (NEMA) signal cabinets.
- Installed video detection at the intersection of Follin Lane and Echols Street.

TRAFFIC ENGINEERING 14140

- Continued enhanced safety training, including OSHA 10- Hour, OSHA 30- Hour, Traffic Control, Trench Safety and Confined Space Entry for field staff.

FY 21-22 INITIATIVES

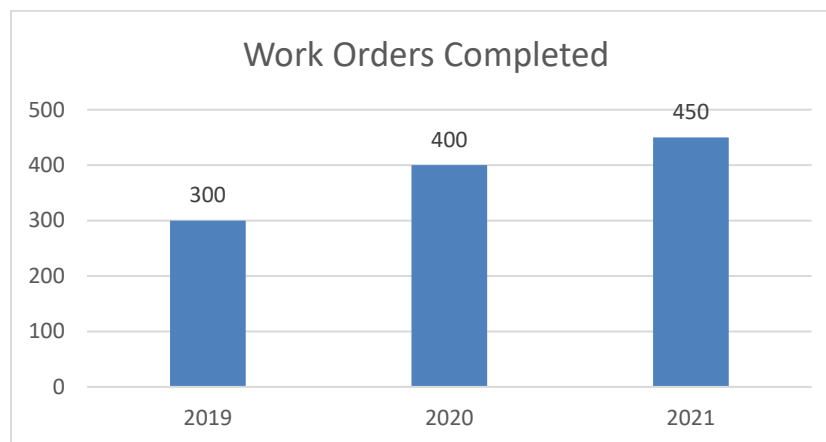
- Exchange existing traffic signal lead acid battery backups to nickel-zinc battery backups.
- Continue street name sign replacement to conform with the Manual on Uniformed Traffic Control Devices (MUTCD) standard.
- Update parking lot lighting at Northside Property Yard to LED.
- Reach 80% LED lighting in town buildings.
- Interconnect all traffic signals to communicate to a central location.
- Upgrade existing TS1 and TS2 traffic cabinets to ATC (Advance Traffic Control) cabinets.

PERFORMANCE MEASURES

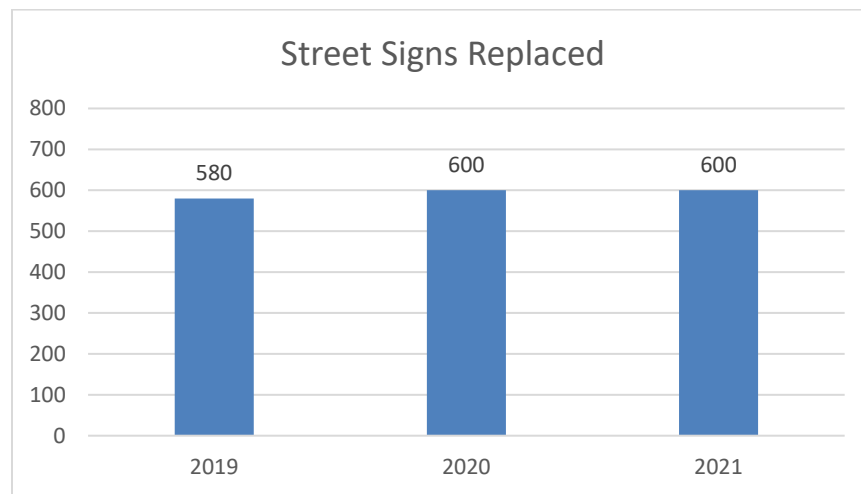
Based on calendar year data

Description	2019 Actual	2020 Actual	2021 Projected
# of traffic signal preventative maintenance tasks performed	300	1,200	1,200
# of street signs replaced	580	600	600
# of work orders completed	300	400	400

Fiscally responsible community, safe community, efficiently mobile community, and environmentally sustainable community.



TRAFFIC ENGINEERING 14140



PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Projected FY 21-22
Traffic Signal/Electrical Technician I	1	1	1
Electrical & Traffic Signal Technician II	1	1	1
Total	2	2	2

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

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

**DIVISION 14140
NAME TRAFFIC ENGINEERING**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	114,420	140,825	116,690	116,690	116,690	125,000	8,310
41002	Overtime	52,739	34,051	26,650	26,650	26,650	30,000	3,350
41008	Annual Leave Cash-In	2,196	-	-	-	-	-	-
41015	Performance Bonus	1,500	1,500	-	-	-	-	-
TOTAL	Personal Services	170,855	176,375	143,340	143,340	143,340	155,000	11,660
42001	F.I.C.A.	11,607	12,006	10,970	10,970	10,970	11,800	830
42002	V.R.S.	12,283	14,987	12,900	12,900	12,900	14,500	1,600
42003	V.R.S. Life Ins	1,606	1,956	1,550	1,550	1,540	790	(760)
42007	Health Insurance	37,229	35,906	44,290	44,290	44,290	39,290	(5,000)
42018	Employer Contributions:DC401A	4,458	5,977	6,110	6,110	4,700	4,000	(2,110)
42021	V.R.S Hybrid 401A Match	753	907	800	800	780	1,190	390
42025	V.R.S Hybrid Disability	292	272	280	280	280	310	30
TOTAL	Employee Benefits	68,229	72,010	76,900	76,900	75,460	71,880	(5,020)
43307	Repair/Maintenance Services	47,478	1,875	40,000	73,000	45,430	40,000	-
43309	Cell Phone Expense	2,065	3,240	2,200	2,200	2,200	2,200	-
43701	Uniform Rental/Cleaning	419	394	1,280	1,280	1,280	1,280	-
TOTAL	Purchased Services	49,962	5,509	43,480	76,480	48,910	43,480	-
45101	Electricity	8,000	8,740	8,300	8,300	8,000	9,300	1,000
45501	Mileage Reimbursement	-	472	-	-	-	-	-
45503	Subsistence/Lodging	1,571	1,709	500	500	500	4,800	4,300
45504	Conventions/Education	817	1,717	500	500	500	6,400	5,900
45505	Business Meals	140	-	200	200	200	200	-
TOTAL	Other Charges	10,527	12,638	9,500	9,500	9,200	20,700	11,200
46001	Office Supplies	376	499	400	400	400	400	-
46007	Repair/Maintenance Supplies	5,102	5,288	8,400	8,400	8,400	8,400	-
46011	Uniforms/Safety Apparel	1,492	1,515	1,580	1,580	1,580	1,580	-
46015	Operational Supplies	26,216	30,905	31,130	57,480	31,130	31,130	-
TOTAL	Materials And Supplies	33,186	38,206	41,510	67,860	41,510	41,510	-
48101	Machine/Equipment Replacement	12,750	950	17,100	24,035	17,100	33,160	16,060
48201	Additional Machine/Equipment	23,740	-	-	-	-	-	-
TOTAL	Capital Outlay	36,490	950	17,100	24,035	17,100	33,160	16,060
TOTAL	Traffic Engineering	369,250	305,688	331,830	398,115	335,520	365,730	33,900

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.
- Maintain Northside Property Yard's Spill Prevention, Control and Countermeasures Plan (SPCC).
- Dispose of surplus vehicles and equipment.
- Conduct state inspection on all vehicles and required equipment.
- Maintain records on all vehicles and equipment.
- Host citizen's quarterly collection of automotive fluids e-recycle, and scrap metal program.
- Submit documentation to state certifying compliance in state vehicle inspection and emissions program.
- Submit documentation to state for vehicle titling, registration and compliance in the undercover vehicle program.
- Submit documentation for reimbursement to Federal Emergency Management Agency (FEMA) and Virginia Department of Emergency Management (VDEM) for mitigation efforts during a declared disaster.
- Maintain records for Weldon Cooper Survey for submission to Virginia Department of Transportation (VDOT) to meet reporting requirements of the Federal Highway Administration (FHWA).
- Manage employee uniform and safety apparel procurement with vendors.

FY 20-21 COVID RESPONSE

- Worked with other public works divisions for a coordinated response.
- Worked with other departments to ensure a comprehensive and unified town- wide response.
- Modified operational processes to ensure continuity of essential services for residents and safety of employees.
- Re-evaluated and adjusted the Vehicle Replacement Plan due to the unprecedented COVID-19 impact on Town revenue.
- Procured a COVID-19 safe prisoner transport vehicle for the safety of police department personnel.

VEHICLE & EQUIPMENT MAINTENANCE 14150

FY 20-21 ACCOMPLISHMENTS

- Successfully migrated vehicle, equipment, and inventory data from an unsupported legacy fleet management system to a comprehensive new system.
- Completed compliance upgrades to Northside Property Yard's fuel storage leak detection system.
- Solicited quotes and established a positive opportunity to develop EV charging infrastructure in preparation for future fleet electrification.
- Initiated investigation into the feasibility of solar installations at town facilities to meet strategic conservation and sustainability goals through a Power Purchase Plan program.
- Received \$42,000 in proceeds from the sale of obsolete vehicles and equipment.

FY 21-22 INITIATIVES

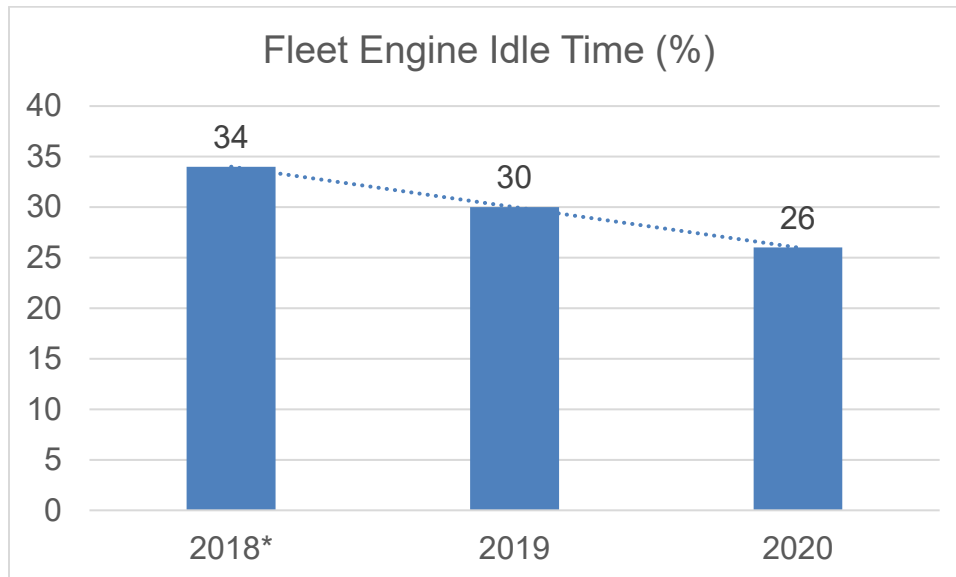
- Incorporate hybrid police Interceptor utility patrol vehicles into the fleet as appropriate through the Town's Vehicle Replacement Program.
- Complete a formal comprehensive idle reduction plan.
- Solidify electric vehicle charging infrastructure plans.
- Resume electronics and waste oil collection for citizens currently suspended due to COVID-19 precautions.
- Further reduce fuel consumption by incorporating alternate fuels vehicles and equipment as appropriate through the Town's Vehicle Replacement Program.
- Maintain a comprehensive divisional succession plan.
- Continue robust safety and technical training programs for employees.

PERFORMANCE MEASURES

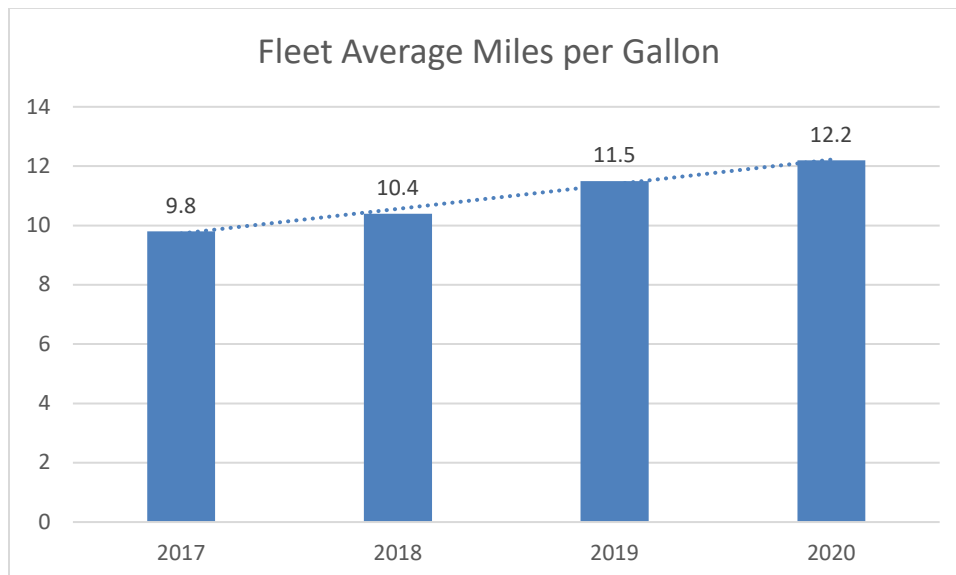
Based on calendar year data

Fiscally responsible community, safe community, efficiently mobile community and environmentally sustainable community.

Description	2019 Actual	2020 Actual	2021 Projected
Fleet's Carbon Footprint Reduction since 2010	75%	77%	79%

**VEHICLE & EQUIPMENT MAINTENANCE
14150**

* 2018 Actual Idle Time % based on August through December.



VEHICLE & EQUIPMENT MAINTENANCE
14150

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Projected FY 21-22
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 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

TOWN OF VIENNA
PROPOSED EXPENSE BUDGET BY FUND

DIVISION 14150
NAME VEHICLE AND EQUIPT MTCE

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	602,055	612,763	611,000	611,000	611,000	629,000	18,000
41002	Overtime	20,447	27,262	19,670	19,670	19,670	31,930	12,260
41004	Part Time W/O Benefits	-	7,936	-	-	-	-	-
41006	Annual Leave Liquidation	-	10,624	-	-	-	-	-
41008	Annual Leave Cash-In	4,683	2,455	-	-	-	-	-
41011	Non-Exempt Comptime Liq.	-	87	-	-	-	-	-
41015	Performance Bonus	7,000	7,000	-	-	-	-	-
TOTAL	Personal Services	634,185	668,127	630,670	630,670	630,670	660,930	30,260
42001	F.I.C.A.	45,780	48,639	48,250	48,250	48,250	48,000	(250)
42002	V.R.S.	57,945	59,683	71,760	71,760	60,980	73,000	1,240
42003	V.R.S. Life Insurance	7,669	8,048	8,130	8,130	8,090	8,970	840
42007	Health Insurance	96,603	100,877	80,280	80,280	80,280	75,280	(5,000)
42012	Cafeteria Plan Fees	259	282	250	250	250	190	(60)
42015	Miscellaneous Allowances	1,500	2,548	3,320	3,320	3,320	3,320	-
42018	Employer Contributions:DC401A	21,614	24,746	25,260	25,260	24,670	25,000	(260)
42021	V.R.S Hybrid 401A Match	4,265	5,848	4,890	4,890	4,610	6,100	1,210
42025	V.R.S Hybrid Disability	1,110	1,095	1,130	1,130	1,130	1,100	(30)
TOTAL	Employee Benefits	236,745	251,766	243,270	243,270	231,580	240,960	(2,310)
43301	Equipment Maintenance Contracts	415	441	450	450	450	650	200
43303	Software Maintenance Contract	4,885	13,120	11,800	11,800	11,800	11,800	-
43307	Repair/Maintenance Services	25,185	39,194	20,000	20,000	20,000	20,000	-
43308	Contracts/Services	9,896	11,337	15,500	15,500	15,500	15,500	-
43309	Cell Phone Expense	2,313	1,804	2,600	2,600	2,600	2,600	-
43701	Uniform Rental/Cleaning	1,646	1,548	2,100	2,100	2,100	2,100	-
TOTAL	Purchased Services	44,340	67,444	52,450	52,450	52,450	52,650	200
45404	Central Copier Charges	-	403	-	-	-	-	-
45503	Subsistence/Lodging	1,540	2,789	500	500	500	1,800	1,300
45504	Conventions/Education	4,173	2,114	500	500	500	4,250	3,750
45505	Business Meals	-	500	500	500	500	500	-
TOTAL	Other Charges	5,714	5,806	1,500	1,500	1,500	6,550	5,050
46001	Office Supplies	1,091	1,033	1,500	1,500	1,500	1,500	-
46008	Vehicle/Equipment Fuels	144,389	91,443	128,980	113,880	113,880	150,000	21,020
46009	Vehicle/Equipment Maintenance Supplies	2,312	2,333	2,290	2,290	2,290	2,500	210
46011	Uniforms/Safety Apparel	3,960	4,181	4,000	4,000	4,000	4,000	-
46015	Operational Supplies	123,642	20,826	120,000	121,900	107,800	110,000	(10,000)
46017	Small Tools	4,477	2,622	5,500	5,500	5,500	5,500	-
46031	Tires and Tubes	33,841	34,399	40,000	40,000	40,000	40,000	-
TOTAL	Materials and Supplies	313,711	156,838	302,270	289,070	274,970	313,500	11,230
47203	Service Awards	-	150	-	-	-	-	-
TOTAL	Program and Services	-	150	-	-	-	-	-
48102	Furniture/Fixture Replacement	-	2,190	-	-	-	-	-
TOTAL	Capital Outlay	-	2,190	-	-	-	-	-
TOTAL	Vehicle and Equipment Maintenance	1,234,695	1,152,322	1,230,160	1,216,960	1,191,170	1,274,590	44,430

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 among the traveling public.
- Provide collection of weekly curbside single stream recyclables, and solid waste.
- Provide collection of weekly yard waste and bundled/loose brush.
- Provide weekly bulk item collection.
- Provide labor and equipment for special events sponsored by the Town.
- Contract with Waste Management 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 Hernan Lovos for collection and disposal of dead deer.
- Contract with Broad Run Construction Waste and Recycling to divert debris from landfill.
- Contract with WOF NE Freestate Farms to dispose of yard waste to reduce disposal (tipping) fees.
- Collect and dispose of trash along Maple Avenue and Church Street.

FY 20-21 COVID RESPONSE

- Worked with other public works divisions for a coordinated response.
- Worked with other departments to ensure a comprehensive and unified town- wide response.
- Modified operational processes to ensure continuity of essential services to residents and safety of employees.

FY 20-21 ACCOMPLISHMENTS

- Collected and disposed of 4,892 tons of solid waste.
- Collected and disposed of 1,649 tons of single stream recycling.
- Collected and disposed of 828 tons of yard waste.
- Collected and disposed of 587 tons of brush.

SANITATION/REFUSE DISPOSAL 14230

- Collected and diverted 1,222 tons of bulk/spoil debris from landfill.
- Continued enhanced safety training, including OSHA 10- Hour, OSHA 30- Hour, Traffic Control, Trench Safety and Confined Space Entry for field staff.
- Deputy Director began serving as Vice-Chair of the Northern Virginia Regional Commission (NVRC) Waste Management Board.

FY 21-22 INITIATIVES

- Increase internet use for public awareness of daily updates, holidays, emergencies, and inclement weather changes.
- Continue to work with the Northern Virginia Regional Commission (NVRC) Waste Management Board to stay current on issues affecting the Town and its regional partners.
- Recycling and debris disposal markets in flux which could result in significant price increases in future years.

PERFORMANCE MEASURES

Based on calendar year data

Fiscally responsible community, safe community, efficiently mobile community, and environmentally sustainable community.

Description	2019 Actual	2020 Actual	2021 Projected
Tons of Solid Waste Disposed	4,386	4,892	5,000
Tons of Single Stream Recyclable Material	1,573	1,649	1,700
Tons of Bulk Debris diverted from Landfill to Construction Waste Recycling	2,473	1,222	1,800
Tons of Yard Waste Disposed	691	828	750
Tons of Brush Disposed	728	587	650

SANITATION/REFUSE DISPOSAL
14230

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Projected FY 21-22
Supervisor	1	1	1
Inspector	1	1	1
Maintenance Worker	15	15	15
Total	17	17	17

FY 21-22 BUDGET CHANGES

- Increased landfill fees by \$10,000 to coincide with regional disposal fee increases.

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

**DIVISION 14230
NAME SANITATION**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	848,136	816,196	898,740	898,740	898,740	900,000	1,260
41002	Overtime	50,617	57,074	52,990	72,990	53,560	53,560	570
41004	Part Time without Benefits	-	-	-	-	-	-	-
41006	Annual Leave Liquidation	-	4,458	-	-	-	-	-
41008	Annual Leave Cash-In	8,651	7,331	-	-	-	-	-
41011	Non-Exempt Comptime Liq.	-	11	-	-	-	-	-
41015	Performance Bonus	2,500	2,000	-	-	-	-	-
TOTAL	Personal Services	909,904	887,070	951,730	971,730	952,300	953,560	1,830
42001	F.I.C.A.	64,227	62,725	71,280	71,280	71,280	68,850	(2,430)
42002	V.R.S.	84,156	91,792	95,830	95,830	83,670	104,400	8,570
42003	V.R.S. Life Insurance	10,691	11,750	11,000	11,000	11,000	10,270	(730)
42004	Local Pension Plan	43,686	58,779	44,280	44,280	41,120	75,840	31,560
42007	Health Insurance	159,600	174,661	153,730	153,730	153,730	110,000	(43,730)
42012	Cafeteria Plan Fees	63	59	60	60	60	60	-
42018	Employer Contributions:DC401A	18,818	22,766	22,810	22,810	22,050	20,000	(2,810)
42021	V.R.S Hybrid 401A Match	2,573	3,938	2,600	2,600	2,330	3,420	820
42025	V.R.S Hybrid Disability	1,009	1,132	1,110	1,110	1,020	900	(210)
TOTAL	Employee Benefits	384,822	427,601	402,700	402,700	386,260	393,740	(8,960)
43201	Contract Labor	8,328	12,627	15,300	15,300	14,950	16,000	700
43301	Equipmt Maintenance Contracts	-	-	5,500	5,500	5,500	5,500	-
43308	Contracts/Services	20,574	18,347	18,500	18,500	18,360	20,000	1,500
43309	Cell Phone Expense	971	982	1,930	1,930	1,930	1,930	-
43701	Uniform Rental/Cleaning	3,088	2,783	3,820	3,820	3,820	3,820	-
43801	Services from other Government	-	1,040	1,040	1,040	1,040	1,040	-
43802	Landfill Fees	511,397	565,978	549,000	529,530	520,000	559,000	10,000
TOTAL	Purchased Services	544,359	601,757	595,090	575,620	565,600	607,290	12,200
45504	Conventions/Education	555	-	500	500	500	2,000	1,500
45801	Memberships/Dues	-	-	-	-	-	-	-
TOTAL	Other Charges	555	-	500	500	500	2,000	1,500
46001	Office Supplies	275	215	500	500	500	500	-
46011	Uniforms/Safety Apparel	8,419	8,376	8,350	8,350	8,350	8,350	-
46015	Operational Supplies	1,405	362	840	840	340	840	-
TOTAL	Materials and Supplies	10,099	8,953	9,690	9,690	9,190	9,690	-
48101	Machine/Equipment Replacement	300	-	-	-	-	-	-
TOTAL	Capital Outlay	300	-	-	-	-	-	-
TOTAL	Sanitation	1,850,038	1,925,380	1,959,710	1,960,240	1,913,850	1,966,280	6,570

LEAF OPERATION
14270

PURPOSE

Leaf operations promote a healthy and attractive community and assists in achieving the Town's recycling goals. The division performs 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 Mulch Yard.
- Deliver leaf mulch to citizens who request leaf mulch during the months of January, February and March.

FY 20-21 COVID RESPONSE

- Work with other public works divisions for a coordinated response.
- Work with other departments to ensure a comprehensive and unified town-wide response.
- Modified operational processes to ensure continuity of essential services to residents and safety of employees.

FY 20-21 ACCOMPLISHMENTS

- Finished three complete passes around town to collect leaves by December 31, 2020.
- Collected 7,385 cubic yards of leaves.
- In January 2021 contracted for the grinding of 2,500 cubic yards of leaves
- Ground leaves delivered to town residences upon request. Excess disposed of out of town.
- Initiated leaf operation /mulch yard study.

FY 21-22 INITIATIVES

- Continue cable, internet, and social media usage for daily updates of completed streets.
- With direction from Council, explore or implement recommendations resulting from leaf operation/ mulch yard study.

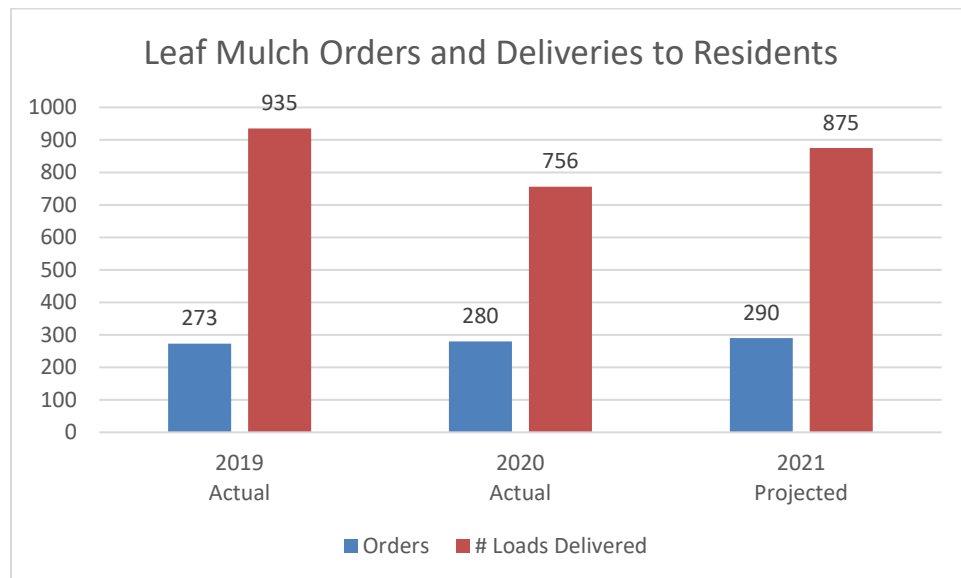
LEAF OPERATION 14270

PERFORMANCE MEASURES

Based on calendar year data

Fiscally responsible community, safe community, efficiently mobile community and environmentally sustainable community.

Description	2019 Actual	2020 Actual	2021 Projected
Cubic yards of leaves picked up	7,820	7,385	7,000
Cubic yards of leaf mulch delivered	6,282	5,918	5,500
# of passes with leaf vacuum truck	5	3	3



FY 21-22 BUDGET CHANGES

- Added \$15,000 for leaf grinding services.
- Added \$20,000 for leaf disposal services.

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

DIVISION 14270
NAME LEAF COLLECTION

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41002	Overtime	35,735	19,521	44,640	49,940	49,940	51,500	6,860
TOTAL	Personal Services	35,735	19,521	44,640	49,940	49,940	51,500	6,860
42001	F.I.C.A.	2,577	1,375	2,140	2,140	2,140	2,140	-
42002	V.R.S.	2,627	1,517	-	-	-	-	-
42003	V.R.S. Life Insurance	338	196	-	-	-	-	-
42007	Health Insurance	4,500	2,472	4,420	4,420	4,420	4,420	-
42018	Employer Contributions:DC401A	118	369	520	520	-	520	-
42021	V.R.S Hybrid 401A Match	114	69	90	90	-	90	-
42025	V.R.S Hybrid Disability	48	21	30	30	-	30	-
TOTAL	Employee Benefits	10,320	6,019	7,200	7,200	6,560	7,200	-
43308	Contracts/Services	-	-	-	10,000	10,000	15,000	15,000
43802	Landfill Fees	-	-	-	20,000	-	20,000	20,000
TOTAL	Purchased Services	-	-	-	30,000	10,000	35,000	35,000
46015	Operational Supplies	2,102	446	2,000	2,000	2,000	2,000	-
TOTAL	Materials and Supplies	2,102	446	2,000	2,000	2,000	2,000	-
47403	Physical Improvements	-	-	-	-	-	-	-
TOTAL	Program and Services	-	-	-	-	-	-	-
TOTAL	Leaf Collection	48,157	25,986	53,840	89,140	68,500	95,700	41,860

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 buildings regarding HVAC system maintenance and repair, elevator maintenance and repair, generator maintenance and repair, safety inspections, on-site shredding, and cleaning services.
- Obtain funding for maintenance and repairs on all Town-owned buildings.
- Pay for the cost of electrical utilities at Town Hall, Beulah Road Mulch Site, Nutley Street Records Building and Northside Property Yard.

FY 20-21 COVID RESPONSE

- Worked with other public works divisions for a coordinated response.
- Worked with other departments to ensure a comprehensive and unified town- wide response.
- Modified operational processes to ensure continuity of essential services to residents and safety of employees.
- Contracted for and monitored HVAC duct cleaning at Town Hall, Police Station, Northside Property Yard and 301 Center Street S.
- Contracted for and monitored deep cleaning of all floors and carpets at Town Hall, Police Station, Northside Property Yard, and 301 Center Street South.
- Updated plumbing fixtures in all Town-owned restrooms and kitchens to hands free configurations.
- Installed Global Plasma System Ion purification in all Town building HVAC systems.
- Installed Nano technology disinfecting devices on all door opening touch points.

FY 20-21 ACCOMPLISHMENTS

- Contracted with Horizon for HVAC maintenance at Town Hall.
- Contracted with Advanced Building Services for Northside Property Yard and Police Station.
- Maintained janitorial service using Town employees.
- Advertised contract for Town Hall elevator modernization.

BUILDING MAINTENANCE
14320

FY 21-22 INITIATIVES

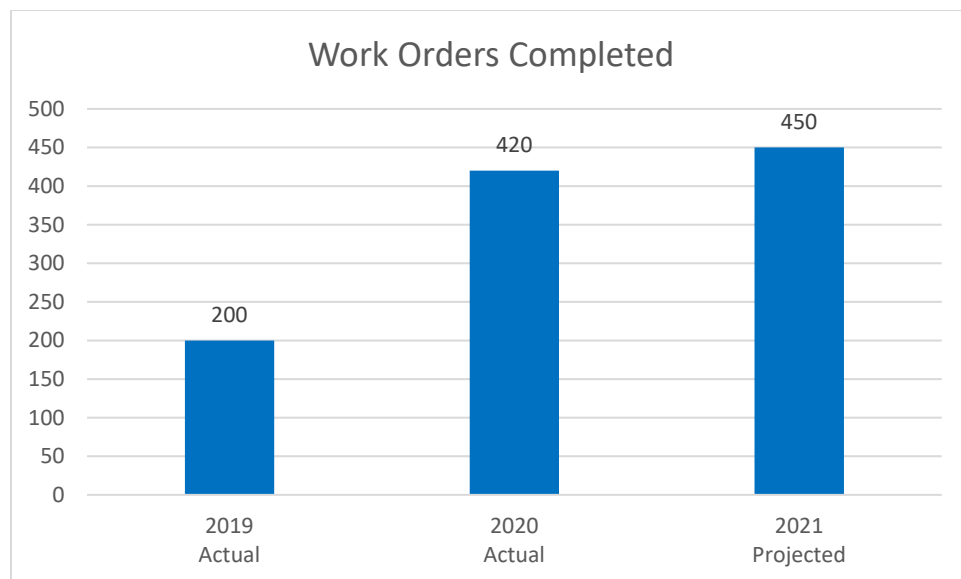
- Renovate restroom facilities at Town Hall.
- Complete Town Hall elevator modernization.

PERFORMANCE MEASURES

Based on calendar year data

Description	2019 Actual	2020 Actual	2021 Projected
Completed work orders for maintenance/repairs	200	420	450

OBJECTIVE: Fiscally responsible community, safe community, efficiently mobile community and environmentally sustainable community.



FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

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

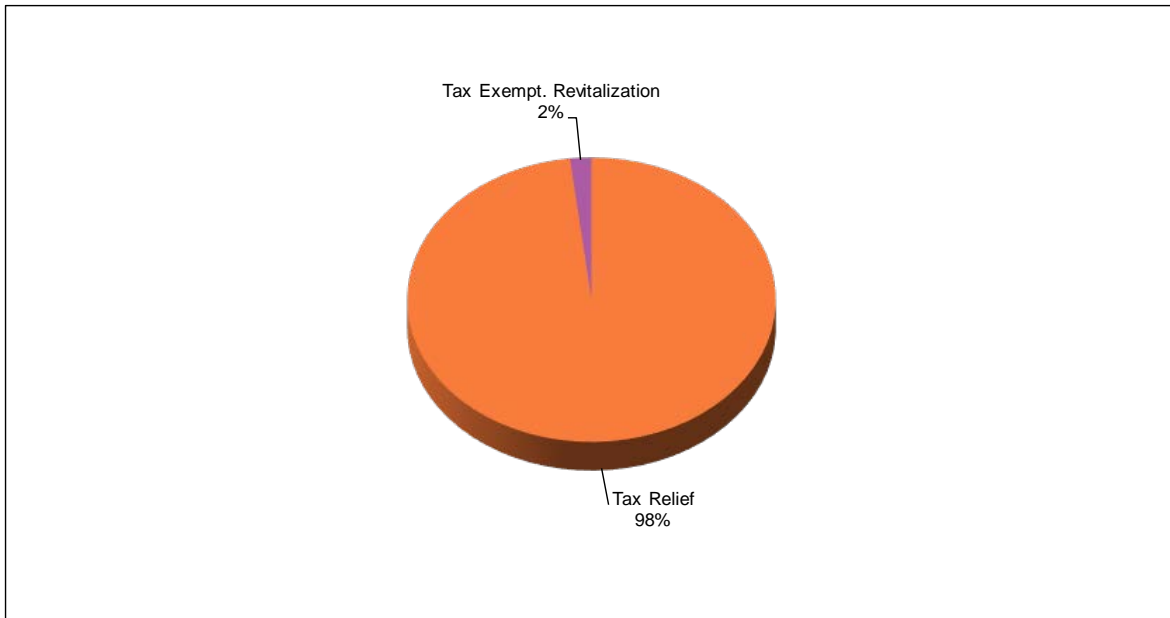
**DIVISION 14320
NAME BUILDING MAINTENANCE**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41002	Overtime	42,327	38,886	19,130	19,130	19,130	31,060	11,930
TOTAL	Personal Services	42,327	38,886	19,130	19,130	19,130	31,060	11,930
42001	F.I.C.A.	3,049	2,764	1,630	1,630	1,630	2,380	750
42002	V.R.S.	3,439	3,141	-	-	-	-	-
42003	V.R.S. Life Insurance	424	387	-	-	-	-	-
42004	Local Pension Plan	556	1,914	-	-	-	-	-
42007	Health Insurance	5,170	6,176	4,050	4,050	4,050	4,050	-
42012	Cafeteria Plan Fees	6	1	10	10	10	10	-
42018	Employer Contributions:DC401A	948	784	870	870	820	870	-
42021	V.R.S Hybrid 401A Match	-	13	-	-	-	-	-
42025	V.R.S Hybrid Disability	-	7	-	-	-	-	-
TOTAL	Employee Benefits	13,592	15,185	6,560	6,560	6,510	7,310	750
43304	H/Ac Maintenance Contract	(16,168)	46,864	25,230	26,248	26,248	22,000	(3,230)
43307	Repair/Maintenance Services	8,800	1,675	8,800	8,800	8,800	8,800	-
43308	Contracts/Services	26,714	14,837	36,230	31,230	29,441	36,230	-
43702	Janitorial/Custodial Service	216	-	-	-	-	-	-
TOTAL	Purchased Services	19,561	63,376	70,260	66,278	64,489	67,030	(3,230)
45101	Electricity	63,227	62,782	62,500	62,500	61,000	64,380	1,880
45102	Natural Gas	18,775	14,955	23,000	23,000	11,500	20,000	(3,000)
45104	Water/Sewer Service	10,159	11,782	8,000	8,000	8,000	8,000	-
TOTAL	Other Charges	92,161	89,518	93,500	93,500	80,500	92,380	(1,120)
46005	Janitorial Supplies	13,341	10,905	7,200	7,200	7,200	10,200	3,000
46007	Repair/Maintenance Supplies	20,285	13,612	18,670	18,670	18,670	18,670	-
TOTAL	Materials And Supplies	33,626	24,517	25,870	25,870	25,870	28,870	3,000
48201	Additional Machine/Equipment	961	11,726	15,000	15,000	15,000	15,000	-
TOTAL	Capital Outlay	961	11,726	15,000	15,000	15,000	15,000	-
TOTAL	Building Maintenance	202,228	243,208	230,320	226,338	211,499	241,650	11,330

TAX RELIEF PROGRAMS

TOWN OF VIENNA FISCAL YEAR 21-22 BUDGET

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Proposed	Net Change
Tax Relief	224,570	217,000	187,000	17,000	175,000	-42,000
Tax Exempt. Revitalization	4,353	3,700	3,700	3,680	3,340	-360
Tax Relief Programs	228,923	220,700	190,700	20,680	178,340	-42,360



TAX RELIEF
15330

PURPOSE

Account for the cost of relief from property taxes for qualifying elderly and handicapped residents as well as disabled veterans.

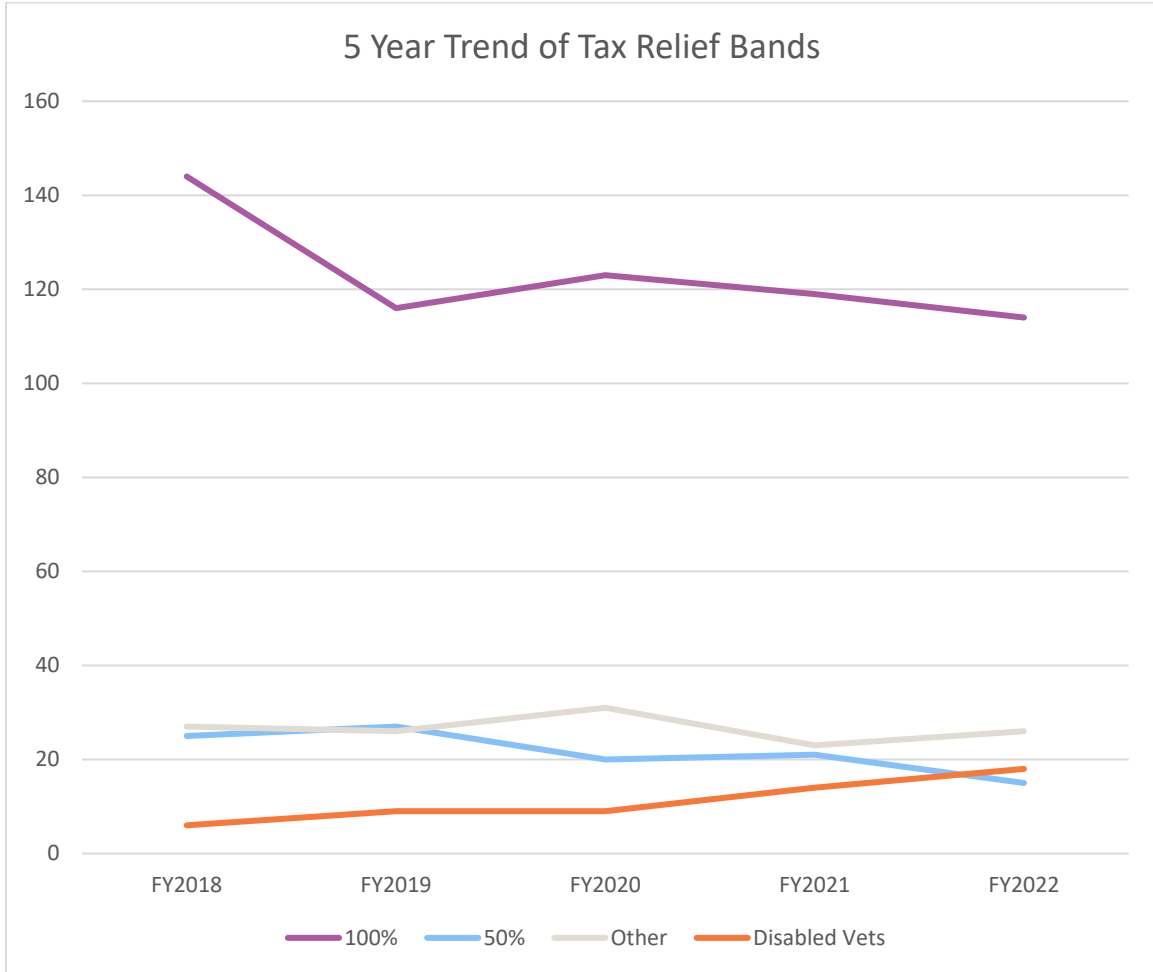
FY 21-20 BUDGET ESTIMATES BY TAX RELIEF CATEGORY

PERCENT OF RELIEF	NUMBER	COST
100	114	\$165,600
50	15	17,000
25	14	16,000
PRORATED	12	14,000
TOTAL REAL ESTATE TAX RELIEF	<u>155</u>	<u>\$212,600</u>
DIVISION TOTAL		\$212,600

The Real Estate Tax exemption estimate is based on the FY 20-21 actuals adjusted for anticipated changes in assessed values for FY 21-22.

Included in the above 100% relief category are 16 residents qualifying for Disabled Veteran exemption as well as another 2 in the prorated category. This number has increased by 4 in FY 21-22 resulting in over \$6,500 of additional relief expensed.

**TAX RELIEF
15330**



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

**DIVISION 15330
NAME TAX RELIEF PROGRAMS**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
45701	T.R.E. - Property Taxes	218,397	224,570	217,000	187,000	170,000	175,000	(42,000)
45702	T.R.E. - Vehicle License Tax	-	-	-	-	-	-	-
45704	T.R. - Disabled Vet	-	-	-	30,000	30,000	37,800	37,800
TOTAL	Other Charges	218,397	224,570	217,000	217,000	200,000	212,800	(4,200)
TOTAL	Tax Relief Programs	218,397	224,570	217,000	217,000	200,000	212,800	(4,200)

REVITALIZATION TAX RELIEF
15360

PURPOSE

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

FY 21-22 BUDGET CHANGES

- In Tax Year 2020, there were 10 exemptions totaling \$3,681, for an average of \$368 per exemption. Due to the sunset of the tax revitalization ordinance on September 1, 2013, there will not be any new properties added to the program. Four properties have completed the exemption period and have been dropped from the exemption program in Tax Year 2021.
- All properties will have completed the program and be fully taxable in Tax Year 2028.

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

**DIVISION 15360
NAME REVITAL. TAX EXEMP. PROG.**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
45703	Revital.Tax Exemptions	5,038	4,353	3,700	3,700	3,680	3,340	(360)
TOTAL	Other Charges	5,038	4,353	3,700	3,700	3,680	3,340	(360)
TOTAL	Revital. Tax Exemption Program	5,038	4,353	3,700	3,700	3,680	3,340	(360)

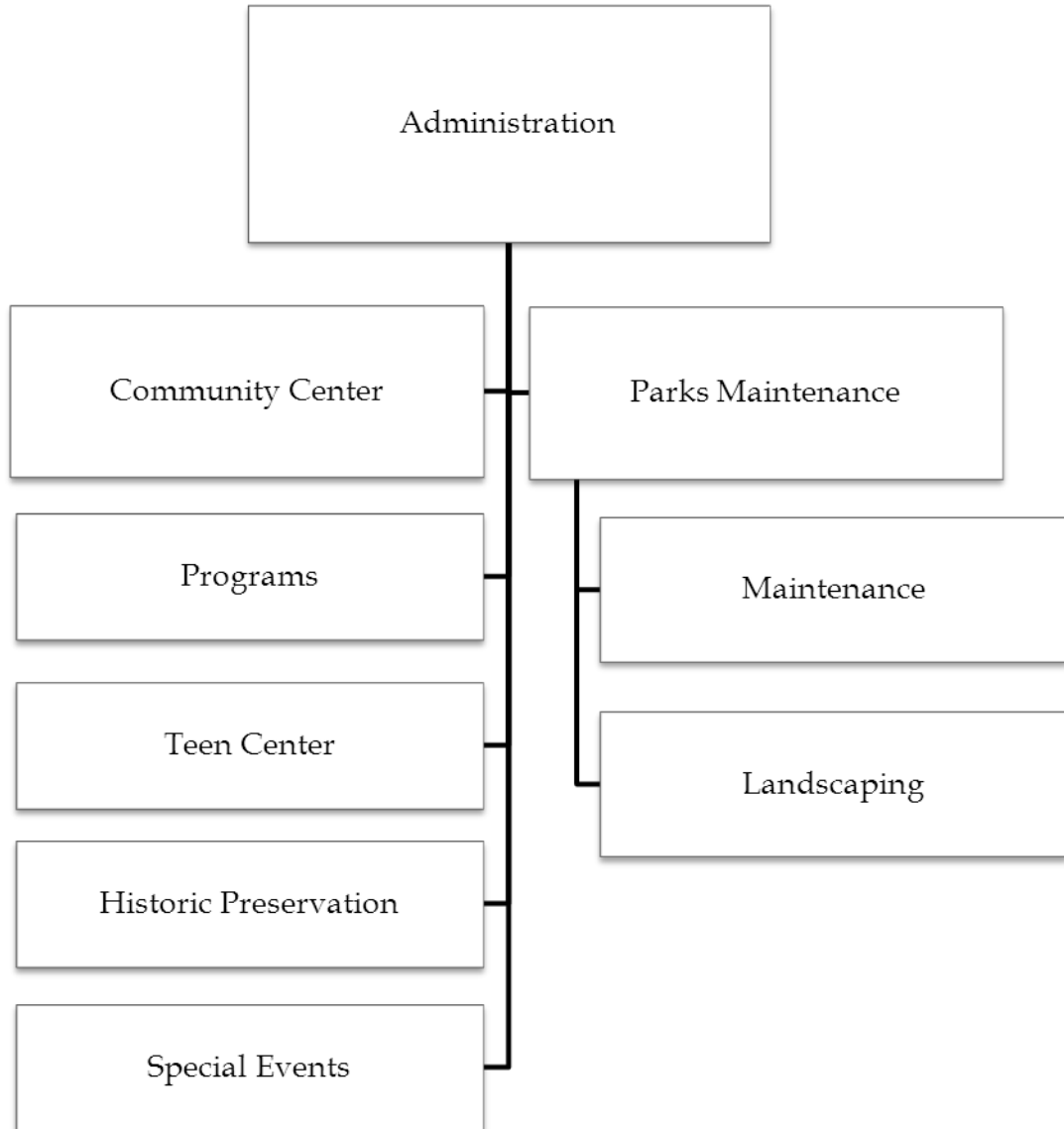
PARKS AND RECREATION

Mission

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



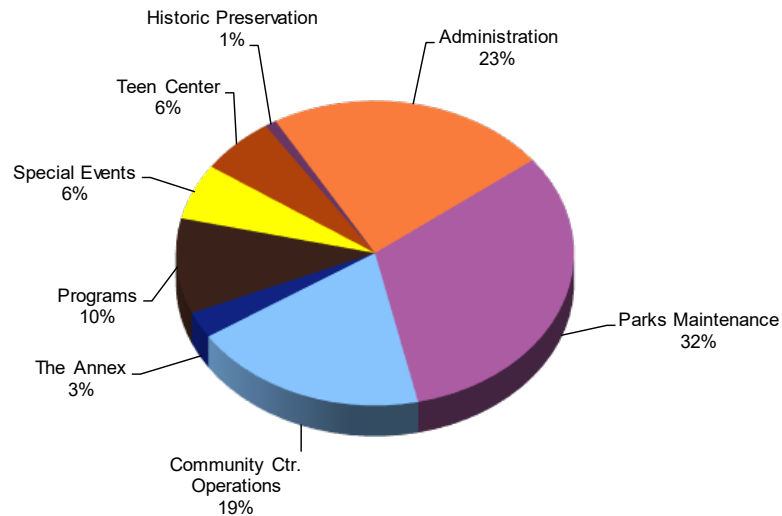
PARKS AND RECREATION



PARKS AND RECREATION

TOWN OF VIENNA
FISCAL YEAR 21-22 BUDGET

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Proposed	Net Change
Administration	862,778	684,090	814,100	49,450	880,910	196,820
Parks Maintenance	1,153,721	1,164,530	1,150,430	278,590	1,230,540	66,010
Community Ctr. Operations	640,065	694,940	680,870	641,610	741,180	46,240
The Annex	0	0	0	0	107,750	107,750
Programs	417,989	254,010	254,380	159,600	388,600	134,590
Special Events	137,460	81,800	98,860	54,750	228,400	146,600
Teen Center	206,261	196,300	206,070	132,800	236,190	39,890
Historic Preservation	29,558	18,600	26,100	26,100	35,600	17,000
Parks and Recreation	3,447,832	3,094,270	3,230,810	1,342,900	3,849,170	754,900



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 20-21 ACCOMPLISHMENTS

- Created a Memorandum of Understanding between Town and Vienna Pickleball Club for storage for club equipment.
- Approval of MOU with council for Optimists to hold the Farmers Market on community center parking lot with COVID restrictions.
- Developed draft agreements for service organization sign board, photo shoots in parks and First Amendment sign posting.
- Reviewed and made recommendations for Maintenance Worker career progression courses.
- Opened park amenities, programs, events and classes in accordance with the Governor's phased re-opening plan.
- Developed an agreement with the Vienna Pickleball Club for use of pickleball courts and storage container.
- Partnered with Northern Virginia College Baseball League and Northern Virginia Travel Baseball to support planning and promotion of the college summer baseball league.
- Adjusted phased openings of park amenities, programs, events and classes.
- Communicated with state and local agencies on best practices during COVID.
- Mailed special edition of Parks and Recreation COVID guidelines for re-opening brochure to residents.

ADMINISTRATION 17110

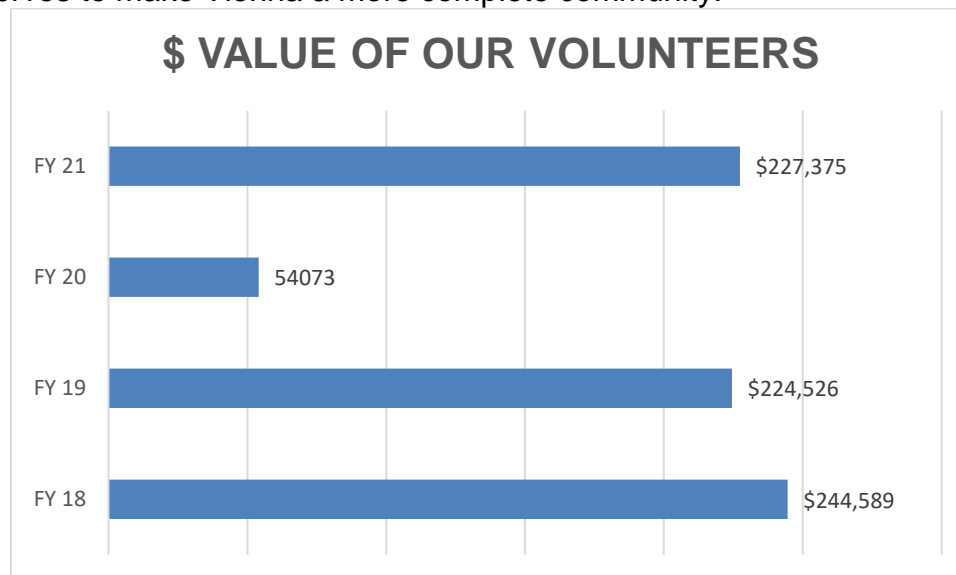
- Coordinating with Fairfax County and Town Planning and Zoning Department to acquire conditional use permit for use of the newly purchased Faith Baptist Church.
- Coordinated with finance department to conduct feasibility study for three (3) recently purchased properties in Town.
- Developed Parks and Recreation navigation, reviewed and edited website pages for the development of the Town's new website.
- Programming staff participated in 56 trainings.

FY 21-22 INITIATIVES

- Review and update agreements for use of storage sheds in the parks by user groups.
- Review and finalize the Adopt a Flower Bed program.
- Review and finalize the Town Sign Boards, Photo Shoots in Parks and First Amendment Sign policy.
- Coordinate with Public Works Department to offer the food compost program at Northside Property Yard.

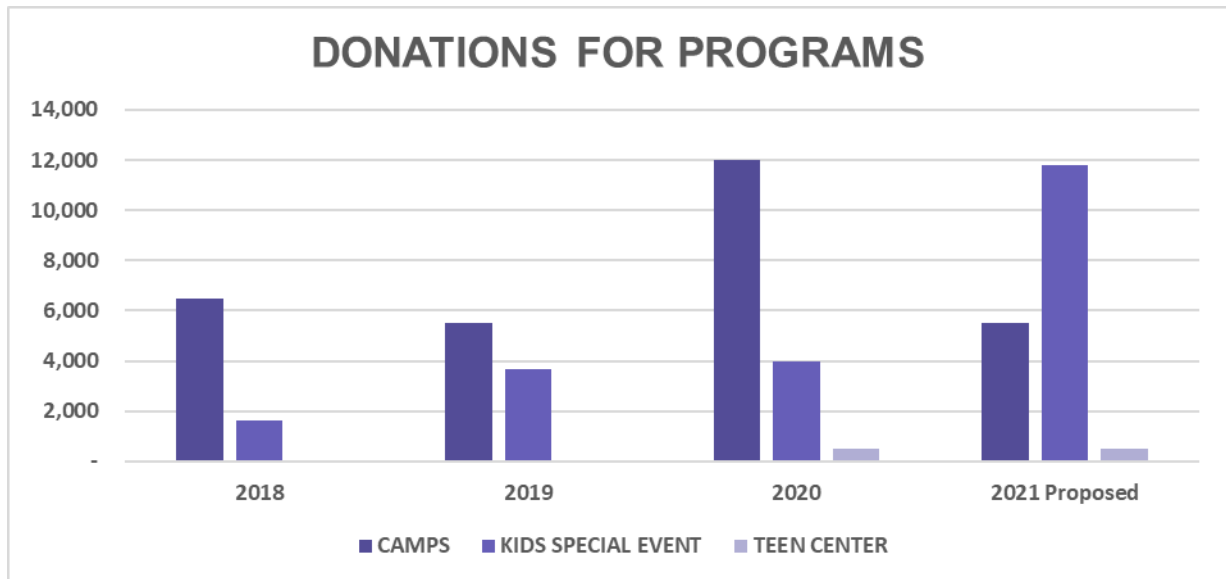
PERFORMANCE MEASURES

Importance – Volunteers enrich our community services while giving our citizens opportunity to learn and grow. Their help fills gaps in staffing to deliver safer events, programs, park events, and services. Generous donors help get things done; their support is vital. This support enhances community engagement and serves to make Vienna a more complete community.



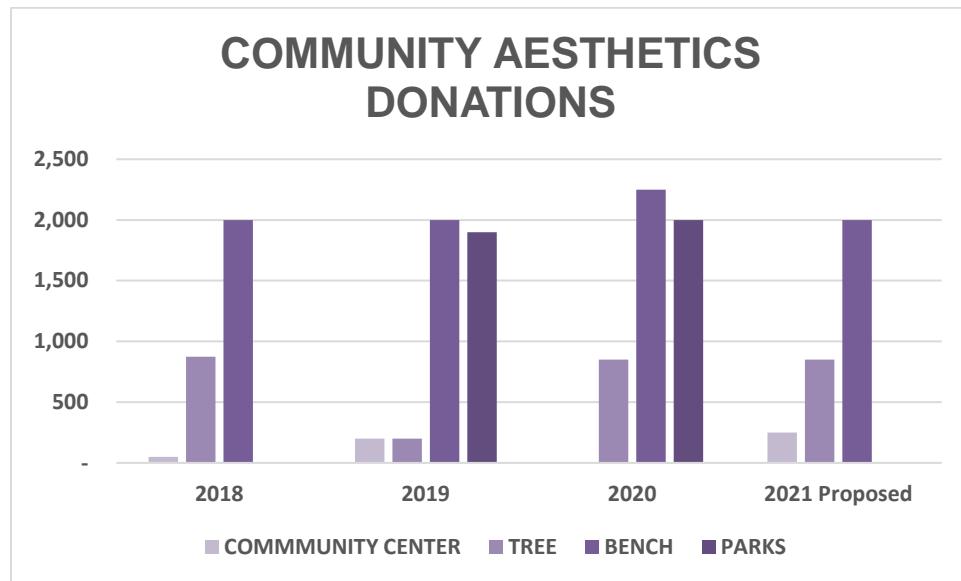
ADMINISTRATION
17110

Due to COVID-19 restrictions, volunteer support was greatly reduced due to minimal class and event offerings. Volunteers were used for the Halloween in a Bag stuffing, two scout projects and individual Town clean-ups. Volunteer value is derived from the Virginia Service Volunteerism Statistics <http://virginiasservice.virginia.gov/resources/resources-data/volunteerism-statistics/>



The special event budget was eliminated the first six months of the fiscal year due to COVID-19. In order to hold virtual events for kids, staff was able to secure sponsorships to offset expenses.

ADMINISTRATION 17110



PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Projected FY 21-22
Director of Parks and Recreation	1	1	1
*Deputy Director of Parks and Recreation	0	0	0
Recreation Manager	1	1	1
Recreation Program Coordinator II	2	2	2
Recreation Program Coordinator I	1	1	1
Administrative Assistant II	1	1	1
Total	6	6	6

* DEPUTY DIRECTOR POSITION WILL BE FILLED WITHIN CURRENT STAFFING NUMBERS.

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

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

**DIVISION 17110
NAME PARKS AND REC ADMINISTRATION**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	518,034	538,183	427,400	548,400	-	558,090	130,690
41002	Overtime	12,613	7,322	5,080	5,080	3,000	8,240	3,160
41003	Regular Part Time with Benefits	-	12	-	-	-	-	-
41004	Part Time without Benefits	27,541	30,627	10,000	19,000	15,000	39,030	29,030
41006	Annual Leave Liquidation	-	-	-	-	-	-	-
41008	Annual Leave Cash-In	8,247	8,093	-	-	-	-	-
41015	Performance Bonus	4,000	5,000	-	-	-	-	-
TOTAL	Personal Services	570,436	589,238	442,480	572,480	18,000	605,360	162,880
42001	F.I.C.A.	41,369	42,685	32,200	32,200	-	43,120	10,920
42002	V.R.S.	52,183	53,494	49,300	49,300	-	63,440	14,140
42003	V.R.S. Life Insurance	6,771	7,056	5,680	5,680	-	7,260	1,580
42007	Health Insurance	61,208	62,228	51,270	51,270	-	50,000	(1,270)
42012	Cafeteria Plan Fees	252	297	250	250	-	320	70
42018	Employer Contributions:DC401A	18,594	21,506	21,560	21,560	-	21,670	110
42021	V.R.S Hybrid 401A Match	2,744	3,992	2,800	2,800	-	3,970	1,170
42025	V.R.S Hybrid Disability	674	627	650	650	-	620	(30)
TOTAL	Employee Benefits	183,795	191,885	163,710	163,710	-	190,400	26,690
43301	Equipment Maintenance Contracts	1,598	252	1,500	1,500	1,500	1,500	-
43303	Software Maintenance Contract	-	-	-	-	-	-	-
43308	Contracts/Services	33,171	23,794	26,000	26,000	6,000	26,000	-
43501	Printing/Binding Services	20,220	19,940	26,200	26,200	8,000	26,200	-
TOTAL	Purchased Services	54,989	43,986	53,700	53,700	15,500	53,700	-
45202	Long Distance Service	-	-	-	-	-	-	-
45203	Postal Services	11,763	10,393	12,500	12,500	5,000	12,500	-
45402	Equipment Rental	340	-	1,000	1,000	1,000	1,000	-
45404	Central Copier Charges	16	3,712	-	-	-	-	-
45501	Mileage Reimbursement	435	1,029	500	500	250	750	250
45503	Subsistence/Lodging	2,256	5,664	500	500	-	2,500	2,000
45504	Conventions/Education	3,369	8,737	500	500	500	5,500	5,000
45801	Memberships/Dues	2,524	2,054	2,200	2,200	2,200	2,200	-
TOTAL	Other Charges	20,703	31,588	17,200	17,200	8,950	24,450	7,250
46001	Office Supplies	7,400	6,080	7,000	7,010	7,000	7,000	-
TOTAL	Materials and Supplies	7,400	6,080	7,000	7,010	7,000	7,000	-
49207	Transfer To Capital Project Fund	-	-	-	-	-	-	-
TOTAL	Interfund Transfers	-	-	-	-	-	-	-
TOTAL	Parks and Recreation Administration	837,323	862,778	684,090	814,100	49,450	880,910	196,820

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, right-of-ways, and at public buildings.
- Maintain 13 parks, playgrounds, athletic fields and community center grounds.
- Maintain 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 20-21 ACCOMPLISHMENTS

- Reviewed 350 residential, commercial and DPW road project plans to include 340 new single-family homes and 10 commercial spaces.
- Performed 210 tree evaluations for Town Residents.
- Green house propagation of 2100 flowering annuals/perennials.
- Planted 1500 tulip bulbs.
- Resurfaced Glyndon Park basketball court and replaced backboard and rims.

PARKS MAINTENANCE
17120

- Resurfaced Glyndon Park tennis courts and added lines for four (4) pickleball courts. Installed an ADA compliant handicap ramp and additional gate.
- Installed safety fencing behind the asphalt walkway behind the Glyndon Park baseball dugouts.
- Installed perimeter fencing at West End Cemetery.
- Installed eight (8) doggie depots (trash bag dispenser) in the parks.
- Assigned four (4) scout projects.
- Installed touchless toilets, sinks, soap, paper towel dispensers, water fountains in four (4) park restrooms in response to COVID with Cares Funds.
- Two employees became Certified Playground Inspectors.
- Replaced Town Green fountain pump.
- Maintained Town right of ways, parks, fields and flowerbeds without employing seasonal summer staff due to COVID.
- Added holiday lights to Town Hall and Town Welcome Signs.
- Removed a 30' boat from Southside Park.
- Repaired roof and masonry at Southside Park storage shed.
- Removed sand from former volleyball pit at Southside Park.
- Removed fencing and playground equipment at Faith Baptist Church.
- Removed creek blockages at Southside Park
- Assisted Public Works with hanging holiday wreaths and signs along Church Street and Maple Avenue.
- Enhanced COVID cleaning of bathrooms and trash pick-up service in parks to twice daily, seven (7) days a week, July-November using CARES funds.
- Consolidated rules and regulations at the Dog Park.
- Coordinated with FAM Construction to grant a Right of Entry Agreement to a portion of Southside Park for Transform 66 Outside the Beltway Project.
- Built a new stockpile location for tree debris at Southside Park.
- John King, Park Superintendent, retired after 41 years of service.

FY 21-22 INITIATIVES

- Attend professional workshops for further education in parks and landscape industry.
- Replace wooden picnic tables and bleachers with aluminum tables and bleachers with guard rails.
- Input park and right of way trees in Davey Tree Keeper software program
- Enhanced plantings along Maple Avenue and Church St. right of way beds.
- Two employees will complete North Carolina State University Supervisors Management School.

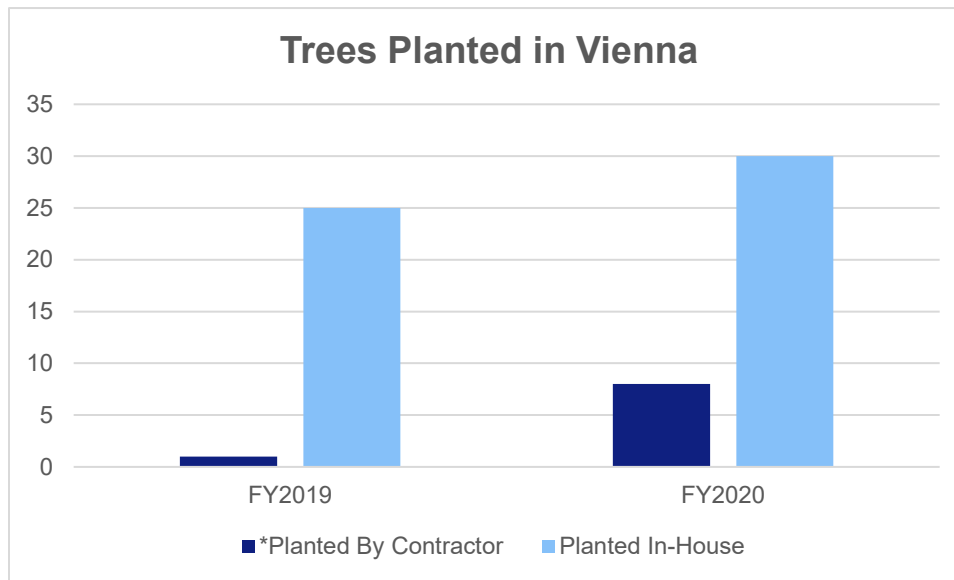
PARKS MAINTENANCE
17120

- Attend professional workshop for further education in parks and landscape industry safety practices.
- Coordinate with Vienna Little League and Vienna Youth Inc. to install and dedicate memorial to Bill Cervenak at Glyndon Park.

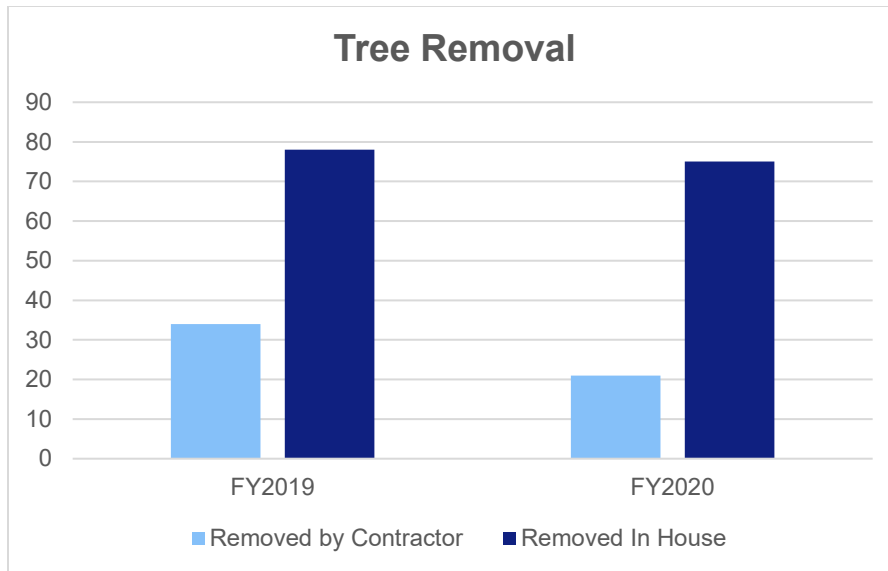
PERFORMANCE MEASURES

Based on fiscal year.

Importance – Planting trees and removing trees that become overgrown or dangerous improves the community. In-house tree planting is cost effective. Our Urban Arborist, who is trained as a climber, allows a greater number of trees to be removed in-house and not at the expense of a contractor. These cost savings help to make Vienna an environmentally sustainable community.



PARKS MAINTENANCE 17120



PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Proposed FY 21-22
Parks Maintenance Superintendent	1	1	1
Parks Maintenance Manager	-	-	-
Arborist/Horticulturist	1	1	1
Urban Arborist	1	1	1
Maintenance Workers	7	7	7
Total	10	10	10

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

TOWN OF VIENNA
PROPOSED EXPENSE BUDGET BY FUND

DIVISION 17120
NAME PARKS MAINTENANCE

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	557,435	594,319	582,930	576,220	-	600,000	17,070
41002	Overtime	70,348	40,183	40,000	40,000	10,000	61,290	21,290
41004	Part Time without Benefits	47,054	46,141	45,000	29,750	28,000	59,740	14,740
41006	Annual Leave Liquidation	2,716	749	-	-	-	-	-
41008	Annual Leave Cash-In	4,905	4,395	-	-	-	-	-
41011	Non-Exempt Comptime Liquidation	704	-	-	-	-	-	-
41015	Performance Bonus	3,500	4,000	-	-	-	-	-
41020	Transfer of Budgeted Salary	-	-	-	(12,000)	-	-	-
TOTAL	Personal Services	686,661	689,786	667,930	633,970	38,000	721,030	53,100
42001	F.I.C.A.	49,511	50,321	45,460	45,460	-	45,900	440
42002	V.R.S.	55,400	59,934	67,620	67,620	-	69,600	1,980
42003	V.R.S. Life Insurance	7,105	7,801	8,050	8,050	-	8,000	(50)
42004	-	-	182	-	-	-	-	-
42007	Health Insurance	98,896	108,686	88,400	88,400	-	65,000	(23,400)
42012	Cafeteria Plan Fees	63	59	130	130	-	-	(130)
42017	Cell Phone Allowance	-	-	-	-	-	-	-
42018	Employer Contributions:DC401A	18,797	23,050	22,690	22,690	-	20,000	(2,690)
42021	V.R.S Hybrid 401A Match	2,252	3,589	2,500	2,500	-	2,460	(40)
42025	V.R.S Hybrid Disability	573	779	820	820	-	470	(350)
TOTAL	Employee Benefits	232,598	254,401	235,670	235,670	-	211,430	(24,240)
43301	Equipment Maintenance Contracts	-	-	1,000	1,000	1,000	1,000	-
43304	H/Ac Maintenance Contract	-	444	2,000	2,000	2,000	2,000	-
43305	Other Maintenance Contracts	1,894	1,081	2,000	2,000	1,400	2,000	-
43307	Repair/Maintenance Services	29,279	9,165	34,000	34,000	20,000	36,000	2,000
43308	Contracts/Services	-	-	6,350	-	-	9,500	3,150
43309	Cell Phone Expense	3,234	3,766	4,000	4,000	4,000	5,000	1,000
43310	Tree Maintenance	44,946	45,976	30,000	34,500	30,000	50,000	20,000
43701	Uniform Rental/Cleaning	6,121	5,302	6,000	6,000	6,000	6,000	-
TOTAL	Purchased Services	85,473	65,735	85,350	83,500	64,400	111,500	26,150
45101	Electricity	21,679	19,192	26,800	26,800	26,000	27,600	800
45102	Natural Gas	5,516	4,640	4,000	4,000	4,000	4,000	-
45104	Water/Sewer Service	9,682	8,901	13,000	13,000	10,000	13,000	-
45402	Equipment Rental	548	-	1,050	1,050	1,050	1,050	-
45503	Subsistence/Lodging	-	-	500	-	-	2,000	1,500
45504	Conventions/Education	-	-	500	2,200	-	3,200	2,700
TOTAL	Other Charges	37,425	32,732	45,850	47,050	41,050	50,850	5,000
46003	Horticultural Supplies	11,329	20,698	13,000	13,650	13,200	15,000	2,000
46007	Repair/Maintenance Supplies	17,864	13,321	14,000	14,000	14,000	18,000	4,000
46008	Vehicle/Equipment Fuels	15,233	13,050	12,000	12,000	12,000	12,000	-
46009	Vehicle/Equipment Maintenance Supplies	230	200	7,000	7,000	7,000	7,000	-
46011	Uniforms/Safety Apparel	5,638	2,733	5,000	5,000	5,000	5,000	-
46015	Operational Supplies	7,964	7,080	14,000	14,000	14,000	14,000	-
46017	Small Tools	1,811	963	2,000	2,000	2,000	2,000	-
46031	Tires and Tubes	351	450	2,730	2,730	2,730	2,730	-
TOTAL	Materials and Supplies	60,420	58,496	69,730	70,380	69,930	75,730	6,000
47203	Service Awards	-	1,882	-	-	-	-	-
47403	Physical Improvements	68,072	50,690	60,000	74,650	60,000	60,000	-
TOTAL	Program and Services	68,072	52,572	60,000	74,650	60,000	60,000	-
48201	Additional Machine/Equipment	-	-	-	5,210	5,210	-	-
TOTAL	Capital Outlay	-	-	-	5,210	5,210	-	-
TOTAL	Parks Maintenance	1,170,650	1,153,721	1,164,530	1,150,430	278,590	1,230,540	66,010

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 space for 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.
- Rental opportunities (community, youth, cultural, educational, revenue generating shows and rentals, park shelters.)
- Provide Community Center with Wi-Fi.
- Conduct ticket sales (Vienna Theatre Company and special events.)
- Provide management and custodial care to the Community Center.

FY 20-21 ACCOMPLISHMENTS

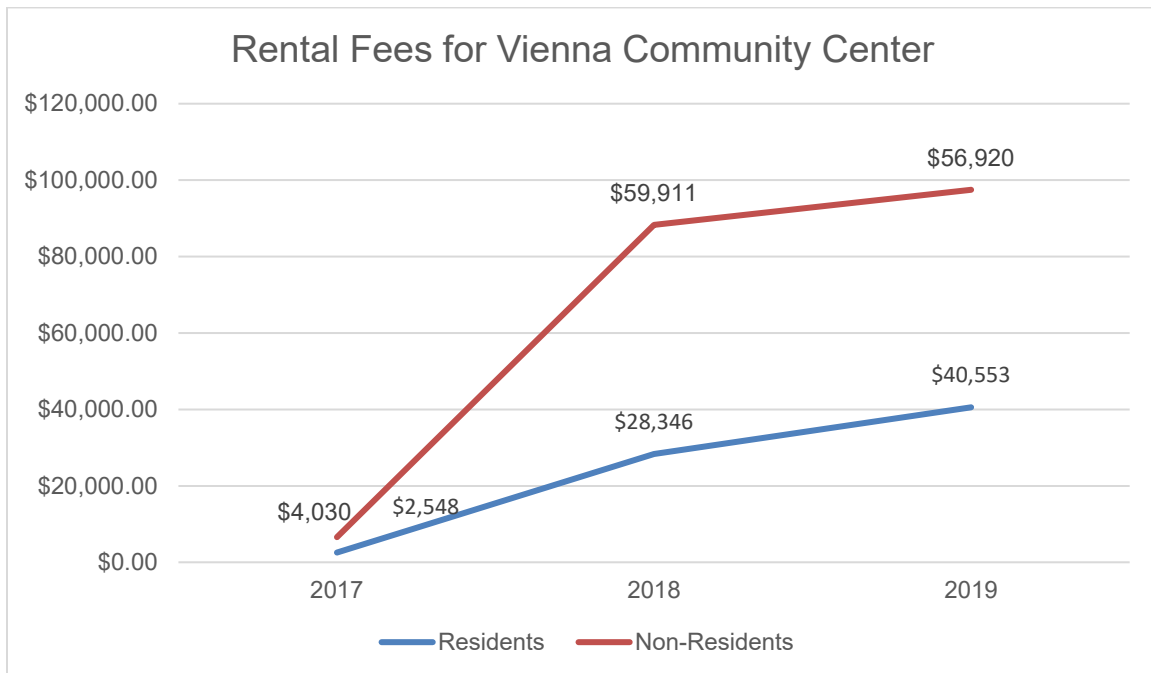
- Renovated theater dressing rooms (e.g. replaced toilets, sinks, lights, flooring).
- Developed COVID-19 protocols for return to play user groups and drop-in basketball.
- Improved energy efficiency, conservation and sustainability within the center (i.e. installed additional automated faucets, toilets and dispenser in areas that were not renovated, switched paper products to recycled).
- Integrated boilers and pumps into the HVAC control system.
- Enhanced cleaning and sanitizing of community center in response to COVID-19.
- Installed new water lines for sump pump, solving Teen Center water issues.
- Completed projects and maintenance related tasks year-round, that are normally completed during maintenance week in August.
- Provided additional notary services.
- Assisted with the new website trainings for the department.
- Installed new Needlepoint Bipolar Ionization (GPS), that cleans and eliminates airborne particulates as part of COVID-19 response.

**COMMUNITY CENTER
17130****FY 21-22 INITIATIVES**

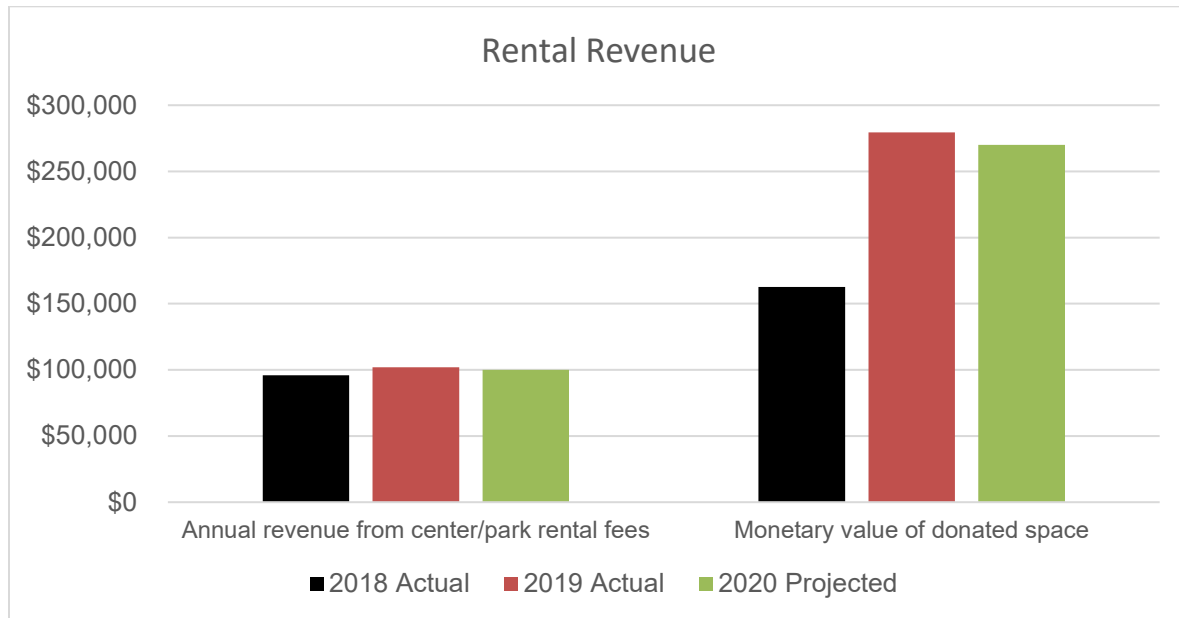
- Install an emergency generator.
- Review and minimize ongoing maintenance costs and maximize effectiveness of maintenance operations.
- Conduct a customer satisfaction survey for rentals.
- Monitor customer satisfaction in all operational areas (i.e. quality of services, cleanliness of facilities, etc.)
- Leadership training with staff as a high-performance organization.

PERFORMANCE MEASURES

Importance - The majority of revenue for community center rental fees is attributed to non-resident reservations. Non-residents pay a higher rate for rentals.



**COMMUNITY CENTER
17130**



PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Projected FY 21-22
Community Center Manager	1	1	1
Community Center Supervisor	1	1	1
Custodians	2	2	2
Customer Care Specialist	1	1	1
Total Benefited Employees	5	5	5

Temporary and Part-Time Staffing¹	Adopted FY 19-20	Adopted FY 20-21	Projected FY 21-22
Part-time Building Supervisors (MOD's)	7	7	7
Part-time Customer Care Specialist	5	5	5
Part-time Gym Monitors	2	2	3
Part-time Custodians	3	3	3
Total Non-Benefited Staffing²	17	17	18

¹These numbers fluctuate as needed to meet required service level during the year.

²These positions work an average that is less than 24 hours per week. They are not full time equivalent positions.

²Staffing level is partially offset by revenue.

COMMUNITY CENTER
17130

FY 21-22 BUDGET CHANGES

- COVID-19 recommendation of additional personnel for more flexibility in scheduling for youth drop-in program during this unprecedented time. Will not fiscally affect the budget.

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

**DIVISION 17130
NAME COMMUNITY CENTER OPERATIONS**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	235,285	272,078	355,840	308,340	308,340	317,000	(38,840)
41002	Overtime	38,372	26,125	12,690	28,690	12,690	40,170	27,480
41003	Regular Part Time with Benefits	-	150	-	-	-	-	-
41004	Part Time without Benefits	128,860	104,264	73,270	90,550	68,500	97,000	23,730
41006	Annual Leave Liquidation	-	-	-	-	-	-	-
41008	Annual Leave Cash-In	3,585	2,580	-	-	-	-	-
41015	Performance Bonus	2,500	2,500	-	-	-	-	-
TOTAL	Personal Services	408,602	407,696	441,800	427,580	389,530	454,170	12,370
42001	F.I.C.A.	30,106	30,120	28,190	28,190	28,190	31,700	3,510
42002	V.R.S.	24,382	28,492	31,280	31,280	31,280	37,000	5,720
42003	V.R.S. Life Insurance	3,289	3,801	5,580	5,580	5,580	3,960	(1,620)
42004	Local Pension Plan	-	-	-	-	-	-	-
42007	Health Insurance	38,553	35,836	33,590	33,590	33,590	28,590	(5,000)
42012	Cafeteria Plan Fees	95	59	60	60	60	60	-
42018	Employer Contributions:DC401A	8,635	10,004	9,140	9,140	9,140	11,820	2,680
42021	V.R.S Hybrid 401A Match	2,299	2,475	2,200	2,200	2,200	2,550	350
42025	V.R.S Hybrid Disability	463	652	630	630	480	660	30
TOTAL	Employee Benefits	107,821	111,438	110,670	110,670	110,520	116,340	5,670
43304	H/AC Maintenance Contract	4,978	12,240	13,000	13,000	13,000	13,600	600
43307	Repair/Maintenance Services	11,098	7,324	15,000	15,000	14,500	15,000	-
43308	Contracts/Services	16,819	17,738	15,000	15,000	15,000	35,000	20,000
43309	Cell Phone Expense	3,406	2,782	4,000	4,000	4,000	4,000	-
43701	Uniform Rental/Cleaning	1,315	1,303	2,500	2,500	2,500	2,500	-
43702	Janitorial/Custodial Service	621	361	1,000	1,000	970	1,000	-
TOTAL	Purchased Services	38,236	41,748	50,500	50,500	49,970	71,100	20,600
45101	Electricity	49,218	46,947	49,000	49,000	49,000	49,000	-
45102	Natural Gas	11,674	8,227	15,000	15,000	15,000	15,000	-
45104	Water/Sewer Service	4,053	4,784	4,000	4,000	3,620	4,000	-
45503	Subsistence/Lodging	1,500	946	500	500	500	1,600	1,100
45504	Conventions/Education	496	730	500	500	500	600	100
TOTAL	Other Charges	66,941	61,635	69,000	69,000	68,620	70,200	1,200
46005	Janitorial Supplies	12,625	13,079	13,000	13,150	13,000	18,400	5,400
46007	Repair/Maintenance Supplies	789	584	-	-	-	1,000	1,000
46011	Uniforms/Safety Apparel	2,680	2,281	2,720	2,720	2,720	2,720	-
46013	Recreation Supplies	74	651	750	750	750	750	-
46015	Operational Supplies	3,922	954	6,500	6,500	6,500	6,500	-
TOTAL	Materials And Supplies	20,091	17,548	22,970	23,120	22,970	29,370	6,400
48102	Furniture/Fixture Replacement	-	-	-	-	-	-	-
TOTAL	Capital Outlay	-	-	-	-	-	-	-
TOTAL	Community Center Operations	641,690	640,065	694,940	680,870	641,610	741,180	46,240

**The Annex
17135**

PURPOSE

The Annex, formerly Faith Baptist Church, is a joint venture between the Police Department, Parks and Recreation Department and Department of Public Works. The Police Department will utilize a designated portion of the Annex during construction of the new police station. Parks and Recreation will use the remainder of the Annex to provide safe, diverse and accessible facilities for all patrons, as well as access to programs, classes, rental opportunities and leisure activities that define and enhance the quality of life within the Town. Department of Public Works will be responsible for the maintenance of the facility.

ACTIVITIES / PRODUCTS / SERVICES

- Provide space for fitness, wellness, recreation and arts and craft programs; theatrical plays both adult and youth, and youth and adult drop-in programming.
- Rental opportunities (community, youth, cultural, educational, religious, and revenue generating shows.)
- Provide Annex with Wi-Fi.
- Provide management and custodial care to the Annex building.
- Temporary housing for Vienna Police Department.

FY 20-21 ACCOMPLISHMENTS

- Replaced ceiling tiles on first level of the Annex Building.
- Installed wiring for high-speed internet and data.
- Patched the existing roof.
- Cleaned carpets through-out the facility.
- Installed new emergency lighting through-out the facility.
- Installed new fire and safety monitoring dialer system.
- Painted the gymnasium.
- Redesigned the lobby and office space to accommodate the Police Department.
- Performed duct cleaning through-out the facility, COVID-19 response.
- Installed new Needlepoint Bipolar Ionization (GPS), that cleans and eliminates airborne particulates. COVID-19 response.

The Annex
17135

FY 21-22 INITIATIVES

- Install two (2) new basketball hoops.
- Replace the gymnasium floor.
- Replace all bathroom fixtures with touchless fixtures. COVID-19 response.
- Create policies, procedures and rental rates for programs, activities and rentals.

PERFORMANCE MEASURES

None at this time.

PERSONNEL

Based on a fiscal year

Temporary and Part-Time Staffing¹	Adopted FY 19-20	Adopted FY 20-21	Projected FY 21-22
Part-time Building Supervisors (MOD's)	-	-	3
Part-time Customer Care Specialist	-	-	3
Part-time Custodian	-	-	2
Total Non-Benefited Staffing²			8

¹These numbers fluctuate as needed to meet required service level during the year.

²These positions work an average that is less than 24 hours per week. They are not full time equivalent positions.

²Staffing level is partially offset by revenue.

FY 21-22 BUDGET CHANGES

- First year of operation.

TOWN OF VIENNA
PROPOSED EXPENSE BUDGET BY FUND

DIVISION 17135
NAME THE ANNEX

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41002	Overtime	-	-	-	-	-	-	-
41003	Regular Part Time with Benefits	-	-	-	5,000	-	-	-
41004	Part Time without Benefits	-	-	-	5,000	-	-	-
TOTAL	Personal Services	-	-	-	10,000	-	-	-
42001	F.I.C.A.	-	-	-	800	-	-	-
TOTAL	Employee Benefits	-	-	-	800	-	-	-
43304	H/AC Maintenance Contract	-	-	-	-	-	12,800	12,800
43307	Repair/Maintenance Services	-	-	-	-	-	7,200	7,200
43308	Contracts/Services	-	-	-	10,900	-	3,500	3,500
43701	Uniform Rental/Cleaning	-	-	-	-	-	500	500
43702	Janitorial/Custodial Service	-	-	-	-	-	1,000	1,000
43801		-	-	-	1,500	-	-	-
TOTAL	Purchased Services	-	-	-	10,900	-	25,000	25,000
45101	Electricity	-	-	-	15,000	-	48,000	48,000
45102	Natural Gas	-	-	-	10,000	-	15,000	15,000
45104	Water/Sewer Service	-	-	-	1,500	-	4,000	4,000
TOTAL	Other Charges	-	-	-	26,500	-	67,000	67,000
46005	Janitorial Supplies	-	-	-	8,000	-	10,000	10,000
46007	Repair/Maintenance Supplies	-	-	-	5,000	-	1,000	1,000
46011	Uniforms/Safety Apparel	-	-	-	-	-	1,000	1,000
46013	Recreation Supplies	-	-	-	-	-	750	750
46015	Operational Supplies	-	-	-	1,000	-	3,000	3,000
TOTAL	Materials And Supplies	-	-	-	14,000	-	15,750	15,750
48102	Furniture/Fixture Replacement	-	-	-	-	-	-	-
TOTAL	Capital Outlay	-	-	-	-	-	-	-
TOTAL	The Annex	-	-	-	62,200	-	107,750	107,750

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 20-21 ACCOMPLISHMENTS

Administration

- Created COVID release form for classes.
- Hired and trained Field Monitors in order to enforce social distancing and group limits at parks during COVID.
- Followed our “Go – No Go” plan to re-open and begin offering programs.
- Created live-streaming class standards.
- Ordered equipment for live-streaming classes.
- Created a contract agreement for contractual instructors as it relates to teaching virtual classes.
- Developed a temporary field use permit for Brick and Mortar and class contractors to hold outdoor programs during COVID.
- Developed a continuity of operations plan for programming staff.
- Developed a presenter workshop and lecture guidelines.
- Developed an evaluation survey for classes and programs to include safety concerns.
- Developed summer camp COVID safety operations plan.

Communication

- Participated in virtual meetings with the Area Metro Managers group, Camp Programmers group, Northern Service Area of Virginia Recreation & Park Society and Senior Resource group to share information and ideas for return to programming during COVID.

PROGRAM
17150

- Developed a marketing plan to keep residents informed of changes in classes and programs through the Reconnect system.
- Held virtual meetings with contractors and instructors to discuss COVID safety procedures.

Programming

- Accomplished new programs and activities in response to COVID, as well as brought back existing programs successfully upon re-opening.
- Held a re-opening simulation for classes and programs following our reopening plan.
- Utilized the Town's TV channel to offer exercise classes.
- Offered successfully both virtual and in-person programs.
- Developed and implemented summer "Camp In A Bag" program. Served 60 families.
- Developed and implemented "Kiss N Ride" summer camp drop-off and pick-up system.
- Created a weekly Vienna Virtual program with activities including crafts scavenger hunts, virtual trips and four (4) fitness videos aired on the Town TV channel for 15 weeks.
- Planned an Essential Employee Kids Camp for Town of Vienna employees.
- Developed distance learning program plan.
- Worked with the Eric Monday Foundation supporting May as Mental Health Awareness Month encouraging residents to get out and walk through town on a scavenger hunt that promotes good health and wellbeing.
- Provided support and assistance to Vienna Art Society and their Act of Kindness projects.
- Assisted with a pickleball re-opening ceremony of Glyndon courts.
- Held in-person mature adult fall classes and lectures with increased COVID safety precautions.
- Rearranged Bowman House pottery wheels and art tables to allow for classes to be held following social distancing guidelines.
- Coordinated with Cunningham Park Elementary staff to offer summer camp scholarships in 2021.
- Developed a field permitting program for Town businesses and Parks and Recreation contractors to hold classes and programs.
- Reviewed a plan to offer simultaneously in-person and virtual classes.

**PROGRAM
17150**

- Reviewed and approved Vienna Girls Softball Association return to play policy.
- Reviewed and approved Northern Virginia College Baseball League and Northern Virginia Travel Baseball summer baseball return to play policy.
- Reviewed and approved Greater Vienna Babe Ruth baseball return to play policy.
- Reviewed and approved Vienna Youth Inc. winter basketball return to play policy.

FY 21-22 INITIATIVES

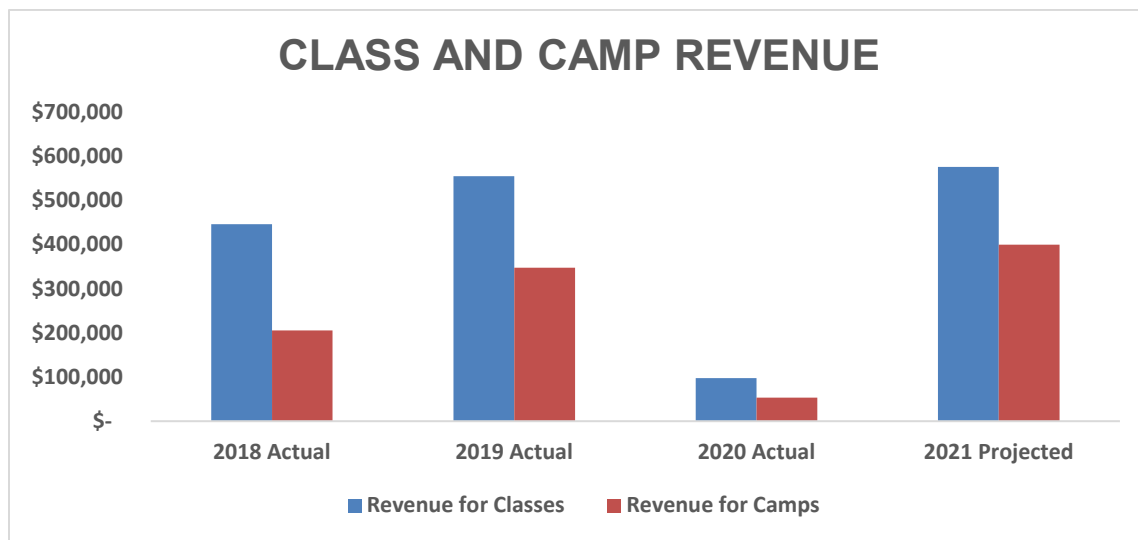
- Review program plans and adapt programs with current COVID safety guidelines.
- Expand the pickleball class program in coordination with First Serve Tennis.
- Develop hybrid plan for in- person and virtual classes.
- Review and update Continuation of Operation Plans for programming.
- Review and update Marketing Plan.

PROGRAM 17150

PERFORMANCE MEASURES

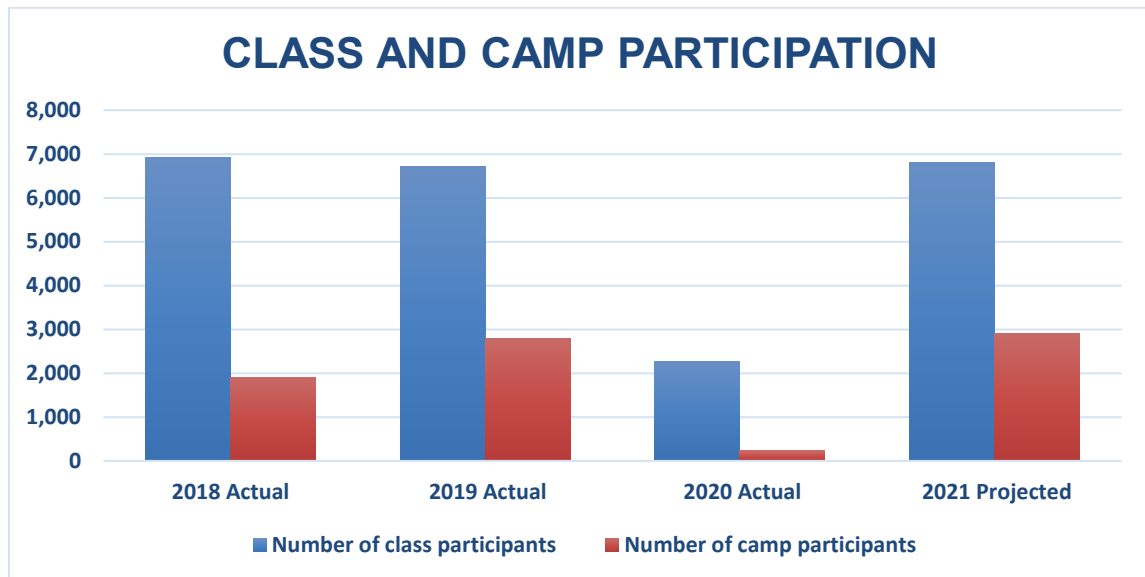
Based on a calendar year.

Importance – Identifying the demand for classes and programs, the revenue raised and value given back to the community demonstrates that Vienna is fiscally responsible as well as a complete and engaged community.



Description	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Revenue for Classes	\$446,276	\$555,338	\$97,979	\$576,000
Revenue for Camps	\$206,021	\$348,089	\$53,605	\$400,000

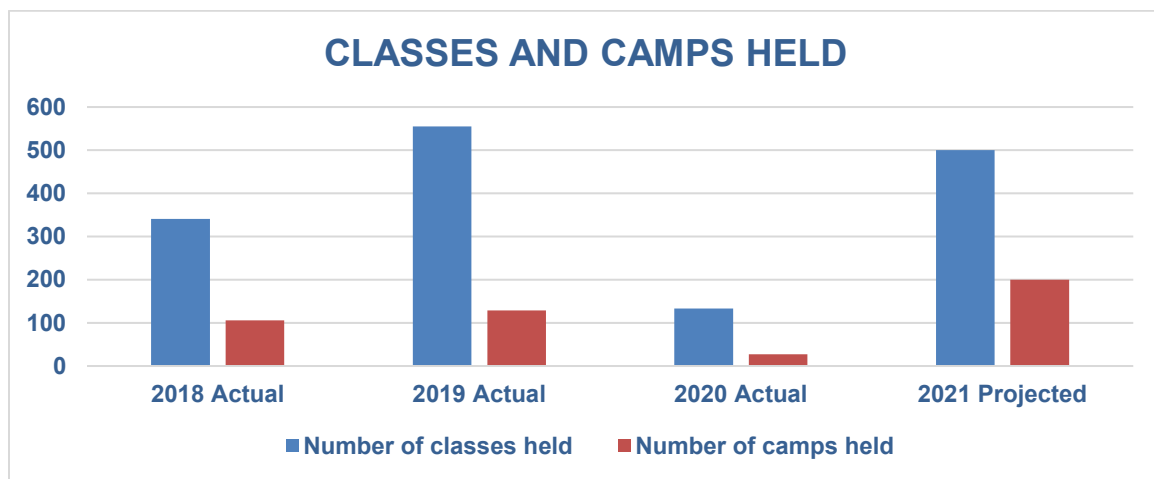
**PROGRAM
17150**



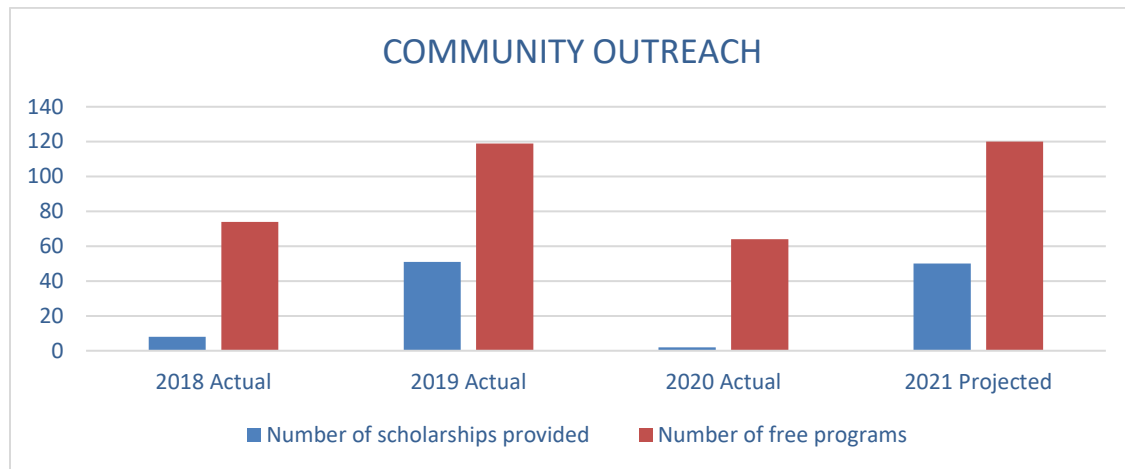
	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Number of class participants	6,931	6,712	2,277	6,800
Number of camp participants	1,901	2,787	231	2,900

Class and Camp participation does not include the tracking of those individuals that participated in the Virtual Community Center. Virtual Community Center provided links to other websites for free activities.

**PROGRAM
17150**



	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Number of classes held	341	555	133	500
Number of camps held	106	129	27	200



	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Number of scholarships provided	8	51	2	50
Number of free programs	74	119	64	120

PROGRAM 17150

PERSONNEL

Based on a fiscal year

Temporary & Part-Time Staffing¹	Adopted FY 19-20	Adopted FY 20-21	Projected FY 21-22
Part-time Program Staff	15	18	18
Part-time Class Instructors	25	25	25
Contract Instructors	37	37	37
Total – Non-benefited staffing²	77	80	80

¹These numbers fluctuate as needed to meet required service level during the year.

²These positions work an average that is less than 24 hours per week. They are not full time equivalent positions.

²Staffing level is partially offset by revenue.



Virtual Community Center and Exercise Classes Comments

I have appreciated so much the TOV online exercise classes during the pandemic. Very much appreciate that they are continuing to be available! Good job Vienna P&R!

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

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

**DIVISION 17150
NAME PROGRAMS**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	49	-	-	-	-	-	-
41002	Overtime	3,384	4,029	-	-	-	5,100	5,100
41004	Part Time without Benefits	64,926	63,177	34,500	34,500	33,400	69,000	34,500
41005	Other Part Time	89,966	70,905	50,080	50,080	27,500	81,000	30,920
TOTAL	Personal Services	158,325	138,111	84,580	84,580	60,900	155,100	70,520
42001	F.I.C.A.	12,108	10,637	3,000	3,000	-	11,500	8,500
42002	V.R.S.	(80)	15	-	-	-	-	-
42003	V.R.S. Life Insurance	(14)	3	-	-	-	-	-
42007	Health Insurance	376	-	3,920	3,920	-	-	(3,920)
42018	Employer Contributions:DC401A	14	8	10	10	-	-	(10)
42021	V.R.S Hybrid 401A Match	(36)	7	-	-	-	-	-
42025	V.R.S Hybrid Disability	(8)	1	-	-	-	-	-
TOTAL	Employee Benefits	12,360	10,671	6,930	6,930	-	11,500	4,570
43308	Contracts/Services	301,942	254,429	145,500	145,500	93,000	200,000	54,500
TOTAL	Purchased Services	301,942	254,429	145,500	145,500	93,000	200,000	54,500
46013	Recreation Supplies	13,165	13,965	15,000	15,370	5,700	20,000	5,000
TOTAL	Materials and Supplies	13,165	13,965	15,000	15,370	5,700	20,000	5,000
48101	Machine/Equipment Replacement	6,836	814	2,000	2,000	-	2,000	-
TOTAL	Capital Outlay	6,836	814	2,000	2,000	-	2,000	-
TOTAL	PROGRAMS	492,628	417,989	254,010	254,380	159,600	388,600	134,590

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

FY 20-21 ACCOMPLISHMENTS

Throughout the Year

- Developed a Senior Trip and Event Manual.
- Developed a Senior Trip Emergency Plan.
- Organized four (4) Virtual Bingo events and prizes provided through donations. 93 people participated.
- Created Virtual Vienna Community Center website safe and socially distanced activities, virtual events and programs for residents to do from home. The Virtual Community Center includes categories of activities for youth, teens, mature adults and an 'everyone' category.
 - The Virtual Community Center includes virtual activities and events including 35 programs for kids, 23 programs for teens and 28 programs for mature adults.
 - During the weeks that the Vienna Community Center was closed, staff provide two to three new virtual programs and activities a week.
 - For the Holiday season staff created a special section of the Virtual Community Center with approximately 25 virtual activities and events with a Holiday theme. These are also divided into categories for youth, mature adults, teens and 'everyone'.
- Collaborated with Historic Vienna Inc. to develop the Liberty Amendments Month event plan and spearhead community organizations and business involvement. Host monthly planning meetings.

SPECIAL EVENTS
17155

July 2020

- Presented the 130K running, walking, skating, biking event to celebrate the Town's 130th birthday. 223 people participated.
- Organized and executed contactless pick up for 500 4th of July in Box, including 109 boxes which were donated to families in need identified by local elementary schools.
- Obtained sponsorship and fully funded July 4th in a Box through donations. All 500 July 4th in a Box's sold out netting the Town \$10,000 in profit.

July/August 2020

- Presented, moderated and hosted five (5) Stories, Sprinklers and Songs in partnership with Historic Vienna Inc. on Facebook Live. Videos had 71 peak live viewers and 6700 total views as of 8/4/20.
- Presented, moderated and hosted seven (7) interactive Kids on the Green Live Stream Programs on Facebook and YouTube Live. Facebook videos had 190 peak live viewers, 8558 total views, and a 21,900 total reach as of 11/23/20.
- Presented, moderated and hosted six (6) Summer on the Green Live Stream Programs on Facebook and YouTube Live. Facebook videos had 218 peak live viewers, 8700 total views, and a 23,100 reach as of 11/23/20.

September 2020

- Created an agreement with the Vienna Pickleball Club for court/nets/box usage.

October 2020

- Organized and executed an on-line Halloween Costume Contest "Boos & Barks", as well as a Pumpkin Carving Contest "Spooky & Cooky" for all ages.
- Sold a total of 721 Halloween in a Bags. Organized and executed contactless pick up for 502 of the 'Halloween in a Bags'. 125 boxes of the 502 bags were donated to families in need identified by local Elementary Schools. 219 boxes were sold at the Community Center
- Obtained sponsorship and fully funded 'Halloween in a Bag' through donations, profiting \$13,235.
- Planned and executed Virtual Pumpkin Carving and Halloween Costume
- Assisted Vienna Theatre Company to present a Fall radio style show including four (4) in person performance (with COVID restrictions) and two (2) virtual performances. The in-person performances had a total of 21 attendees. The virtual performances had a total of 50 attendees.

SPECIAL EVENTS
17155

- Held contests in partnership with the Vienna Business Association during live-streaming of events.
- Planned and executed a Halloween Wave Parade and interactive live stream through the four (4) quadrants of Town, funded entirely through donations.
- The Halloween Parade Live Stream had 82 peak live viewers, 3,900 total views, and a total reach of 9,800 as of 11/23/20.
- Planned, presented and hosted a virtual Fall Family Fun Night in partnership with the Vienna Business Association. Facebook video had 26 peak live viewers, 796 total views, and a 1100 total reach as of 11/23/20.

November 2020

- Planned, presented and hosted a virtual Church Street Holiday Stroll tree lighting ceremony and concert in partnership with Historic Vienna Inc.
- The Church Street Holiday Stroll Live Stream of this event had 84 peak live viewers, 1500 total views and a total reach of 2300.
- Hosted Santa Gram – coordinated 315 personal responses to children that wrote to Santa.

December 2020

- Developed and executed an in-person Cookies with Santa event at the community center.
- Developed and executed a Zoom with Santa event.
- Collaborated with the Vienna Business Association to hold Light Up Vienna Holiday Decorating Contest & Porch Parade. Included a google map with addresses and photos of participating residential homes and businesses.
- Developed a Holiday Cookie Recipe Exchange and Virtual Holiday Attire Contest.
- For the holiday season staff created a special section of the Virtual Community Center with 48 virtual activities and events.

March 2021

- Executed a Bunny Drive-Thru Visit through the four (4) quadrants of Town.
- Developed and executed Happy Hoppy Do-It-Yourself Flashlight Egg Hunt to replace the Flashlight Egg Hunt and Egg Roll during COVID restrictions.
- Held the Fishing Rodeo in-person following COVID guidelines.
- Held the Bike Rodeo in-person following COVID guidelines

SPECIAL EVENTS
17155

May 2021

- Collaborated with the Rotary Club of Vienna to present a plan to hold Viva Vienna following COVID restrictions.
- Developed and implemented a Pickleball League.

June 2021

- Developed a plan to implement the Big Screen on the Green event following COVID restrictions.
- Developed a plan to implement Town Green concerts and children's events following COVID restrictions.

FY 21-22 INITIATIVES

- Collaborate with local organizations to present Liberty Amendments Month events held from Juneteenth through July 17.
- Develop revised guidelines to host events, camps and athletics following adjusted COVID guidelines presented by the State, CDC and Virginia Department of Health.

PERFORMANCE MEASURES

Based on calendar year.

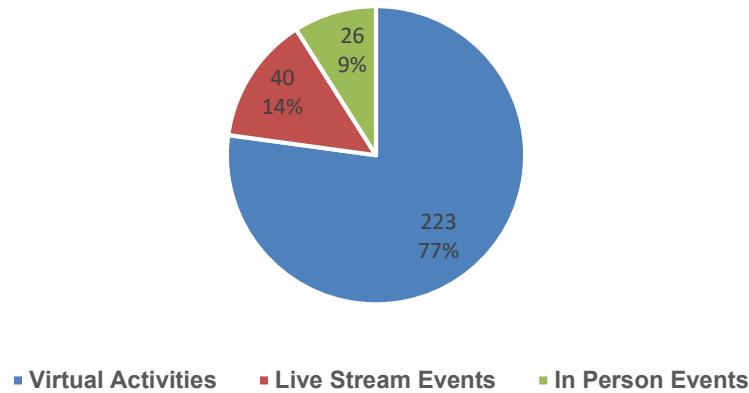
Event planning for the calendar year 2020 proved to be very challenging. COVID restrictions curtailed what events could be offered, how they could be offered and the number of participants allowed to attend. The budget for events held July through December 2020 was eliminated. All events held that required funding were successfully offered through the receipt of generous donations from the residential and business community. Many annual Town events had to be canceled. However, staff accomplished innovative ways to offer events to residents following COVID guidelines.

The Town is appreciative to the local business sponsorship support. The Town's events make Vienna an engaged and complete community and a more enjoyable place to live.

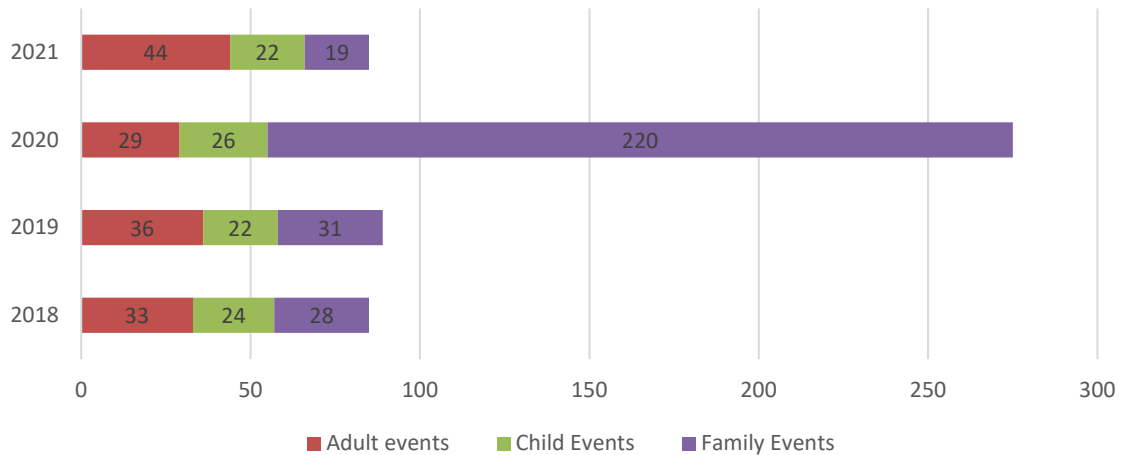
**SPECIAL EVENTS
17155**

- 2020 events included Vienna Theatre Company Production, Bunny Drive-Thru Visit, Stories and Sprinklers, Kids on the Green, Camp in a Bag, Halloween in a Bag, Cookies and Zoom with Santa. Virtual 2020 events were the activities listed on the Virtual Community Center for mature adults, children, teens and virtual winter holiday events.

EVENT TOTALS IN RESPONSE TO COVID-19

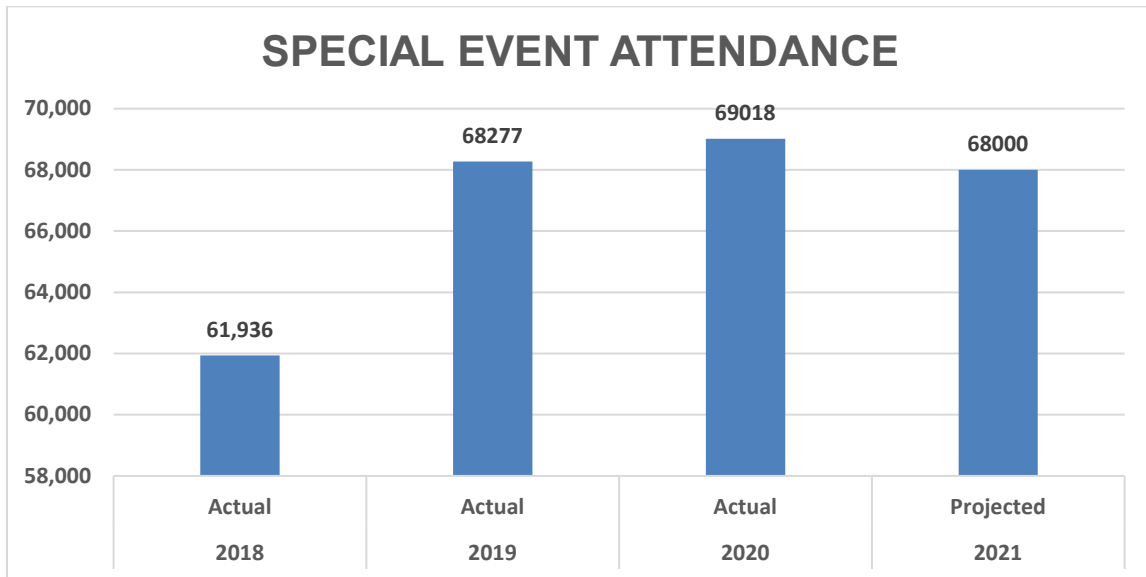


SPECIAL EVENTS BY CATEGORY



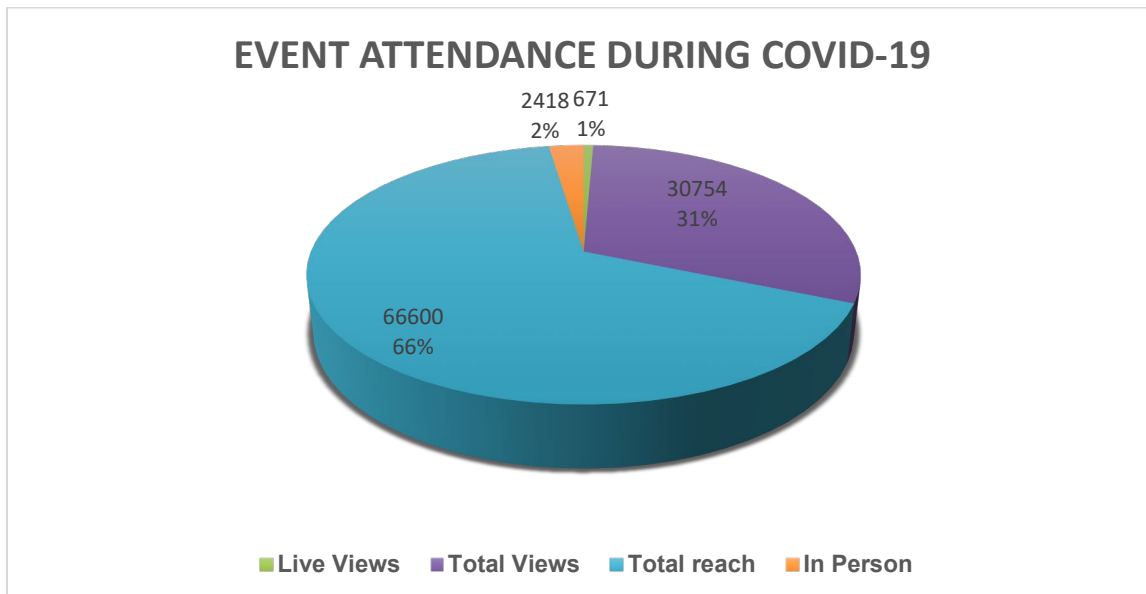
*Projected

SPECIAL EVENTS 17155



Special Event Attendance – The attendance numbers account for Town Produced Events, which include all events coordinated and implemented by the Parks & Recreation Department. This does not include VIVA Vienna, Oktoberfest, Church Street Holiday Stroll and Walk on the Hill.

2020 attendance included live stream and in-person attendance figures.



Other than winter Vienna Theatre Company productions and the mature adult Valentine's Day Party, large scale events for the 2020 calendar year did not occur to COVID. Through creativity we were able to offer events virtually and through other outlets.

SPECIAL EVENTS
17155

Residents provided feedback on some of our events offered during the COVID-19 Pandemic.**130K**

- I'd love to get to 3:25, but a traumatic brain injury I sustained 4 years ago is making things a bit harder. This 130K challenge has helped me get back into running again. I used to just throw on a backpack and head out on the W&OD with no idea how far I'd go. Several times I looked down to see mile marker 22 or 24 or 25 only to say to myself, I guess I better turn back. I am hoping this has kickstarted my return to running :)
- Thank you for organizing this challenge. It definitely kept me going during these unusual times.
- Thank you for organizing the challenge, it definitely gave me the incentive to get out there each day.

July 4th in a Bag

- Just picked up my July 4 box and you guys did a fabulous job of all the stuff you put in the bag. Plus pick up was really easy.
Great idea by the Town of Vienna and I can't wait to share this with my granddaughters.
- "I just want to thank you and your team for putting together this "4th of July in a Bag" program!
- We picked up our bag this morning—it's awesome! Thanks to everyone for all the work that went into bringing some 4th of July fun to our town.
- Stay safe and healthy!"

Virtual Bingo

- Thank you for offering a safe and enjoyable event for all!
- Thank you for the fun on Friday afternoon! My whole family enjoyed playing and all the prizes are so sweet :)
- Thank you so much for doing this! We appreciate it.
- I enjoyed playing bingo today, thanks for sponsoring it.

Halloween Wave Parade

- Thank you! Great idea to do this. It helped lift the spirits to see the tradition continue even during these difficult times.
- Greetings from Vienna, Austria
- Watching from London
- What a great idea to carry on the tradition of Vienna's Halloween Parade, be it different this year.

SPECIAL EVENTS
17155

- When so many traditions were canceled this year our Town was able to reinvent some of our favorites. Instead of going to the annual Halloween Parade, the parade came to us. This is why we love Vienna.
- In the midst of a pandemic our annual Halloween Parade down Maple Avenue was able to pivot to a moving parade in all four quadrants of Vienna, VA still bringing cheer, good music, and hope to our residents in a safe manner.
- The Town of Vienna has an incredible small town feel, even though we were just outside DC I am grateful to live in a town that hosts a Halloween Parade of colorful floats to add holiday joy during a pandemic.

Kids on the Screen

- During the pandemic, they pivoted their beloved outdoor summer Town Green events into virtual events-both for kids and the general public.
- I'm so glad that you'all have found a way to continue sharing Wildlife Ambassadors with children. This was always a family favorite for us!

Concerts on the Screen

- Thanks for a great, enjoyable concert!
- Our family had a lot of fun last night. Thanks for continuing to host all these events online for the community!
- Great concert. So glad you are still doing these!
- So glad I found this via the other Vienna groups; the Foodies and the business group. I look forward to other events such as this. Makes it feel like a community.
- Thanks for streaming these concerts. So fun!
- Thanks so much for doing this, it helps us all to feel more connected as a community.

Family Fun Night

- Thank you for this great show!
- So much fun!
- We had so much fun and are so appreciative that you put that on...in fact I think my six-year-old wants to watch the Great Zucchini all over again.
- All my boys loved the event tonight!

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

TOWN OF VIENNA
PROPOSED EXPENSE BUDGET BY FUND

DIVISION 17155
NAME SPECIAL EVENTS

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
47702	Adult Athletics	295	2,276	4,700	4,700	500	15,000	10,300
47703	Camps	40,903	23,081	7,000	7,000	7,000	45,000	38,000
47704	Adult Trips	25,486	15,698	14,000	14,000	6,300	28,000	14,000
47705	Youth Special Events	13,677	9,203	4,110	17,200	4,200	22,000	17,890
47706	Adult Special Events	11,545	11,339	14,350	14,350	3,500	15,000	650
47707	Special Events - Large Scale	55,158	75,389	37,640	38,140	32,000	100,000	62,360
47713	Town Green Events	5,000	473	-	3,470	1,250	3,400	3,400
TOTAL	Programs and Services	152,064	137,460	81,800	98,860	54,750	228,400	146,600
TOTAL	Special Events	152,064	137,460	81,800	98,860	54,750	228,400	146,600

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 the Green event.
- Conduct Phoenix Awards.
- Conduct Student Holiday Trips

FY 20-21 ACCOMPLISHMENTS

- Re-opened Club Phoenix in October 2020.
- Participated in the Community Partners Coordination Team Youth Programmer Subcommittee biweekly meetings.
- Participated in Supporting Return to School Program/Outreach group.
- Attended Virginia Out-of-School Time Town Hall.
- Hosted a Hamilton Watch Party.
- Created a COVID teen center re-opening plan.
- Assisted with the production and donation of Halloween in a Bag.
- Coordinated with Thoreau's Junior Optimist Club to assist with the Halloween in a Bag stuffing and distribution.
- Created a FAQ's for parents about the new COVID policies/procedures for Club Phoenix.
- Presented at Coffee w/ Parents on Thoreau's Blackboard Collaboration.
- Conducted Teen Center walk through with teen volunteers in preparation for re-opening of Teen Center.
- Conducted informational Zoom meetings for parents and the re-opening of Club Phoenix.
- Attended virtual trainings on asynchronous/synchronous operating systems hosted by Fairfax County Public Schools.

TEEN CENTER
17160

- Attended Supporting Self-Regulation with Social Emotional Competencies and Trauma-Informed Strategies Webinar hosted by Fairfax County Public Schools.
- Created Vienna's Halloween Contests.
- Hosted Taco Appreciation Day event.
- Created opportunities for Teen Council to volunteer for Halloween events.
- Collaborated with Thoreau's PTA in hosting a Parent Discussion.
- Coordinated a parent discussion with Hunter Mill District School Board member Melanie Meren.
- Hosted Creating Healthy Snacks event.
- Completed the Teen Center Operation Manual.
- Received annual contribution of \$32,300 from Fairfax County to assist with the operation of the Teen Center.
- Received \$500 donation from Optimist Club of Vienna for Club Phoenix programs and events.
- Prepared an activity schedule for staff to provide stress release.
- Coordinated and executed Friday events using Facebook and RecConnect to engage community participation.
- Scheduled and monitored virtual class filming in order to offer free fitness classes through the Town's TV channel.
- Planned virtual gaming tournaments to engage Club Phoenix participants during the COVID shutdown weeks.
- Staff participated in 17 trainings.

FY 21-22 INITIATIVES

- Expand shuttle program to include Louise Archer Elementary and Kilmer Middle School
- Collaborate with non-profit organizations to provide goods, services and other opportunities to uplift the community of underserved citizens.
- Create an emergency manual for Club Phoenix.
- Part-time staff participate in two (2) trainings per quarter.
- Review program plans and adapt programs with current COVID safety guidelines.
- Prepared to offer non-restricted programming post COVID.

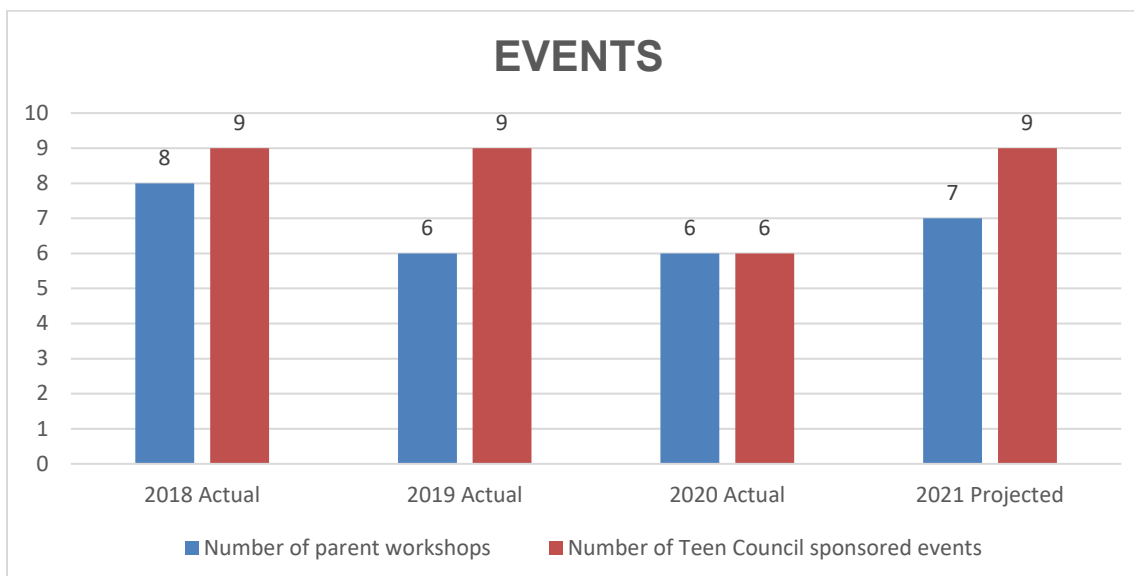
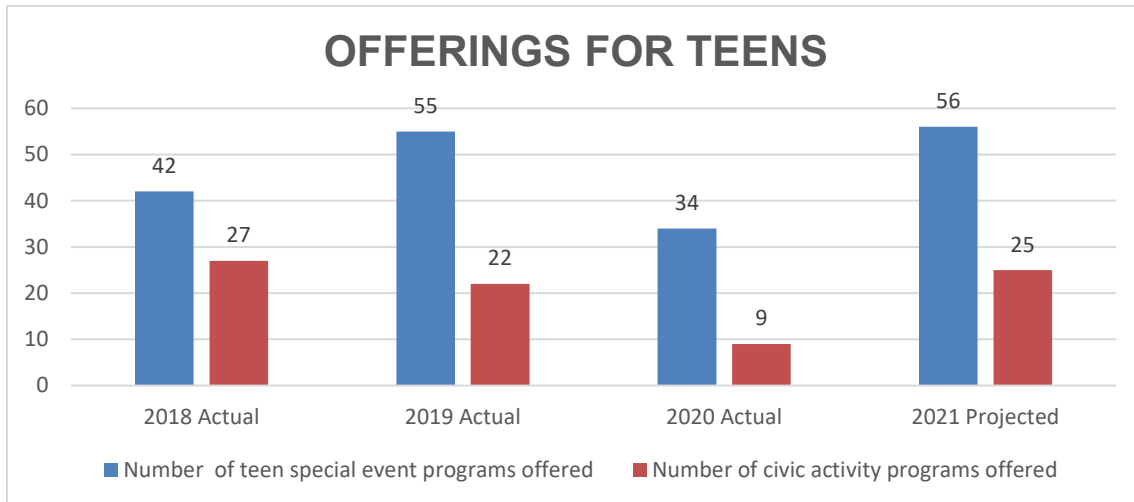
TEEN CENTER 17160

PERFORMANCE MEASURES

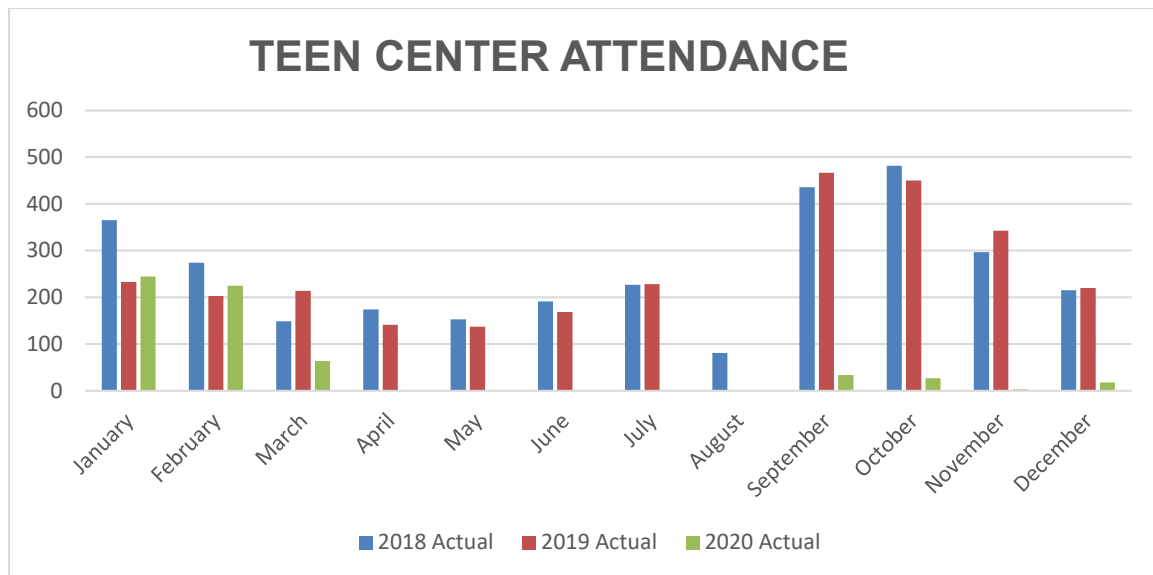
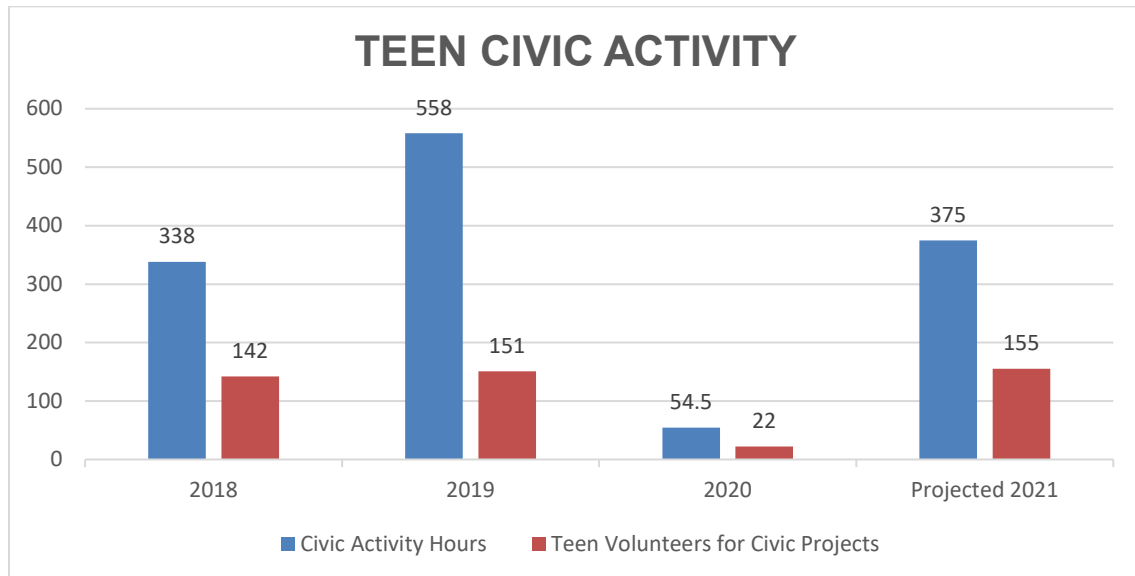
Importance – The Teen Center encourages volunteerism through its programs and activities. Staff plans throughout the year parent workshops, teen activities and events. The Teen Council made up of students from the local schools plan and support teen sponsored events.

Attendance for the FY 20-21 fiscal year decreased due to COVID-19. During COVID-19 staff provided assistance to develop programs to engage the community.

**The following charts are based on calendar years, not fiscal years.*



TEEN CENTER
17160



TEEN CENTER
17160

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Projected FY 21-22
Recreation Coordinator	1	1	1
After-School Program Coordinator	1	1	1
Total Benefited Employees	2	2	2

Temporary & Part-Time Staffing¹	Adopted FY 19-20	Adopted FY 20-21	Proposed FY 21-22
Number of Part-Time Teen Center Staff	5	5	5
Total Non-Benefited Staffing²	5	5	5

¹These numbers fluctuate as needed to meet required service level during the year.

²These positions work an average that is less than 24 hours per week. They are not full time equivalent positions.

²Staffing level is partially offset by revenue.

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

TOWN OF VIENNA
PROPOSED EXPENSE BUDGET BY FUND

DIVISION 17160
NAME TEEN CENTER PROGRAM

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET REVISED ESTIMATED			FY 21-21 PROPOSED	NET CHANGE
41001	Salaries and Wages	100,767	115,173	116,370	116,370	116,000	120,000	3,630
41002	Overtime	15,728	14,986	1,860	10,630	3,000	21,630	19,770
41003	Regular Part Time with Benefits	-	-	-	-	-	-	-
41004	Part Time without Benefits	14,341	17,743	12,000	12,000	12,000	27,810	15,810
41008	Annual Leave Cash-In	-	-	-	-	-	-	-
41015	Performance Bonus	-	500	-	-	-	-	-
TOTAL	Personal Services	130,836	147,902	130,230	139,000	131,000	169,440	39,210
42001	F.I.C.A.	9,721	11,038	9,040	9,040	-	13,000	3,960
42002	V.R.S.	11,467	12,848	13,000	13,000	-	13,920	920
42003	V.R.S. Life Insurance	1,416	1,582	1,550	1,550	-	1,640	90
42007	Health Insurance	15,266	16,271	21,760	21,760	-	16,500	(5,260)
42012	Cafeteria Plan Fees	-	-	60	60	-	-	(60)
42017	Cell Phone Allowance	-	-	-	-	-	-	-
42018	Employer Contributions:DC401A	2,855	4,823	4,850	4,850	-	4,890	40
42021	V.R.S Hybrid 401A Match	16	37	-	-	-	-	-
42025	V.R.S Hybrid Disability	6	11	10	10	-	-	(10)
TOTAL	Employee Benefits	40,748	46,611	50,270	50,270	-	49,950	(320)
43307	Repair/Maintenance Services	-	-	-	-	-	-	-
43308	Contracts/Services	2,773	2,117	5,800	5,800	500	5,800	-
TOTAL	Purchased Services	2,773	2,117	5,800	5,800	500	5,800	-
46013	Recreation Supplies	3,996	6,365	5,000	6,000	300	7,000	2,000
46016	Supplies for Resale	2,993	2,516	3,500	3,500	1,000	3,000	(500)
TOTAL	Materials and Supplies	6,990	8,881	8,500	9,500	1,300	10,000	1,500
48102	Furniture/Fixture Replacement	(700)	750	1,500	1,500	-	1,000	(500)
TOTAL	Capital Outlay	(700)	750	1,500	1,500	-	1,000	(500)
TOTAL	Teen Center Program	180,647	206,261	196,300	206,070	132,800	236,190	39,890

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 the 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.

COVID-19 RESPONSE

- Installed new Needlepoint Bipolar Ionization (GPS) that cleans and eliminates airborne particulates at the Freeman Store.
- Installed automated faucets, toilets and dispensers at the Freeman Store and Bowman House.

FY 20-21 ACCOMPLISHMENTS

- Installed perimeter fencing at West End Cemetery.
- Renewed five-year lease with the Northern Virginia Model Railroaders at the Train Station.
- Repaired the second chimney at the Freeman Store.
- Replaced Bowman House roof in coordination with the design of the Police Station.

FY 21-22 INITIATIVES

- Replace the Freeman Store pedestrian bridge connector to W&OD Regional Trail.
- Install Little Library Fire & Safety alarm and intrusion alarm monitor.

HISTORIC PRESERVATION
17250

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Projected FY 21-22
Storekeeper	\$15,000	\$7,500	\$15,000

FY 21-22 BUDGET CHANGES

- Funding for storekeeper salary restored to pre-COVID-19 level.

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

DIVISION 17250

NAME HISTORIC PRESERVATION

ACCOUNT NUMBER TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
			BUDGET	REVISED	ESTIMATED		
43101 Consulting Services	15,000	15,000	-	7,500	7,500	15,000	15,000
43304 H/AC Maintenance Contract	-	-	1,100	1,100	1,100	1,100	-
43307 Repair/Maintenance Services	728	969	2,000	2,000	2,000	2,000	-
TOTAL Purchased Services	15,728	15,969	3,100	10,600	10,600	18,100	15,000
45101 Electricity	4,988	4,988	5,000	5,000	5,000	6,000	1,000
45102 Natural Gas	1,491	1,499	1,500	1,500	1,500	2,000	500
45104 Water/Sewer Service	1,199	1,257	2,000	2,000	2,000	2,000	-
45202 Long Distance Service	-	-	-	-	-	-	-
TOTAL Other Charges	7,678	7,744	8,500	8,500	8,500	10,000	1,500
46001 Office Supplies	(134)	(144)	-	-	-	-	-
46007 Repair/Maintenance Supplies	130	31	1,000	1,000	1,000	1,000	-
TOTAL Materials and Supplies	(4)	(113)	1,000	1,000	1,000	1,000	-
47403 Physical Improvements	(1,339)	5,959	6,000	6,000	6,000	6,500	500
TOTAL Programs and Services	(1,339)	5,959	6,000	6,000	6,000	6,500	500
TOTAL Historic Preservation	22,063	29,558	18,600	26,100	26,100	35,600	17,000

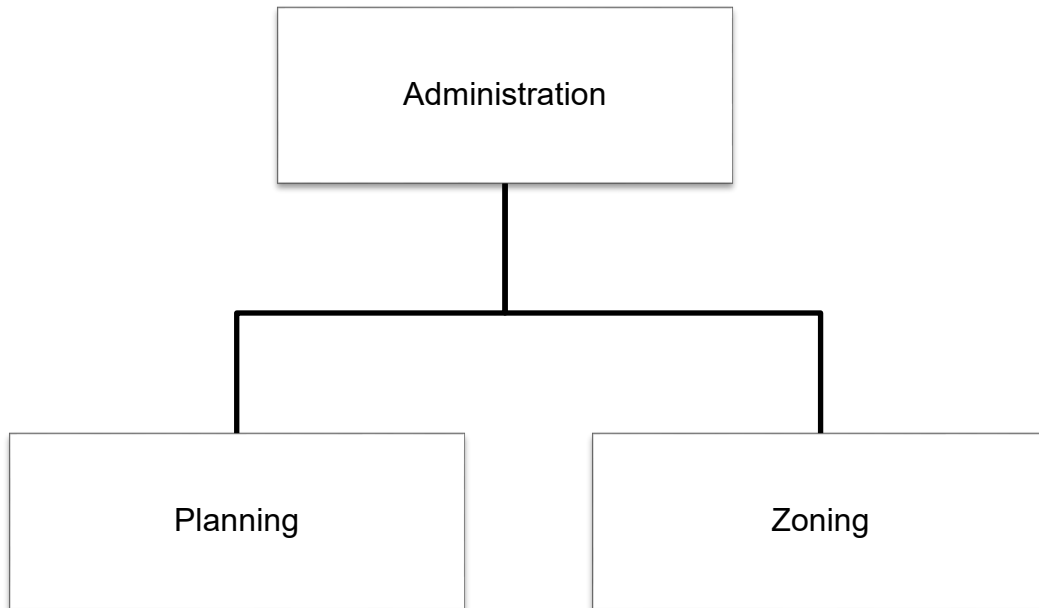
PLANNING & ZONING

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

TOWN OF VIENNA FISCAL YEAR 21-22 BUDGET

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Proposed	Net Change
Planning and Zoning	979,882	1,252,280	1,502,280	1,112,280	1,118,980	-133,300
Planning and Zoning	979,882	1,252,280	1,502,280	1,112,280	1,118,980	-133,300

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 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 Boards and Commissions staffed by the Planning and Zoning Department.
- 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.

COVID-19 RESPONSE

- During Governor Northam's Statewide Stay at Home Order, DPZ staff seamlessly transitioned to accept and process applications via email and idtPlans and maintained all procedures for remote working utilizing online meetings; zoning staff continued enforcement activities.
- Continued to provide training on video conferencing meetings (Zoom) for all members of the Planning Commission, Board of Zoning Appeals, Board of Architectural Review, and Windover Heights Board of Review, which

PLANNING AND ZONING
18110

enabled those bodies to meet on Continuity of Government matters during the Pandemic.

- Continued to work with the Economic Development Manager and Town Attorney to draft and extend emergency ordinances to assist businesses during the Pandemic; in FY 20-21 these included a temporary waiver of zoning restrictions for child day care in commercial and industrial zones and for public, semi-public and private institutions in other zones; a temporary waiver of zoning regulations and review for semi-public and private institutions; and an extension of the temporary ordinance to waive zoning regulations to permit temporary outdoor activities.

FY 20-21 ACCOMPLISHMENTS

- Reviewed and processed permits for the new Police Station at 215 Center Street South and 114 Locust Street SW.
- Reviewed 505 residential permits and 228 commercial permits.
- Processed 758 applications through idtPlans, electronic plan review, permit & inspection software, from July 1 to December 31, 2020.
- Assisted in crafting agreement between the Town and Fairfax County on new Patrick Henry Library/public parking facility at 101 Maple Avenue E.
- Continued to explore other public parking opportunities.
- Drafted amendments to the Comprehensive Plan for Town-owned property located at 301 Center Street South.
- DPZ, DPW, and DPR staff began holding monthly meetings with local home builders and engineers to discuss opportunities for efficiencies and improved communications in the review process.
- Retained a land use planning consulting firm to clarify, simplify, reorganize, and update Chapters 17 and 18 of the Town Code, e.g., **CODE CREATE VIENNA**.

FY 21-22 INITIATIVES

- Continue to work with the consultant, Town Council, Planning Commission and the community on **CODE CREATE VIENNA**, the comprehensive effort to clarify, simplify, reorganize, and update the Town's subdivision and zoning ordinances.
- At the direction of the Planning Commission, per the Code of Virginia Sections 15.2-2223 through 2230, staff will review the Comprehensive Plan in 2021 and amend the Plan as deemed necessary, including updates to demographic data with results from the 2020 U.S. Census.

PERFORMANCE MEASURES

The mix and age of housing types in Vienna contribute to the Town being “a distinctive, dynamic, and vibrant 21st century community,” as prescribed in the

**PLANNING AND ZONING
18110**

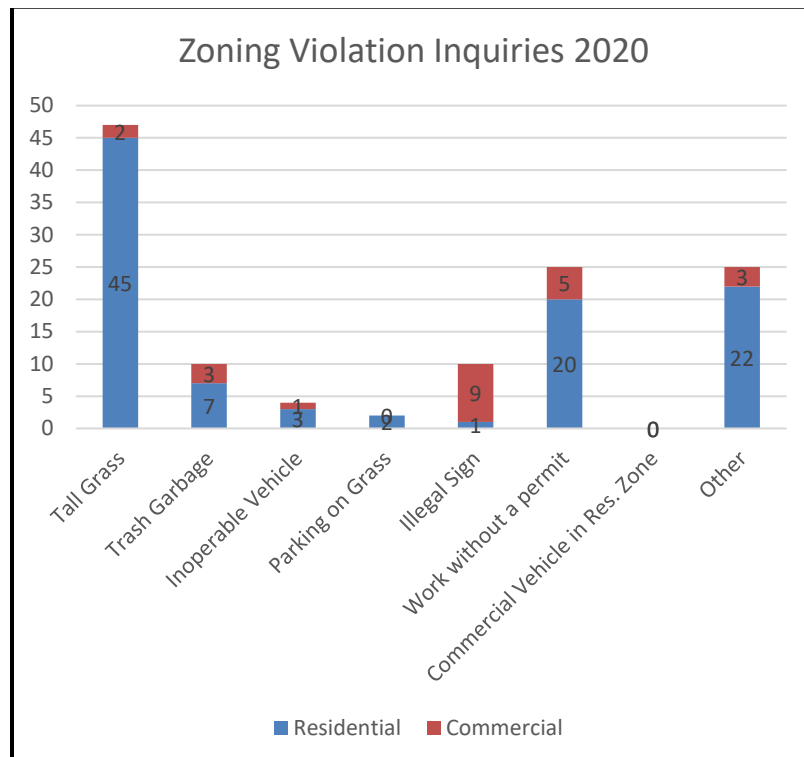
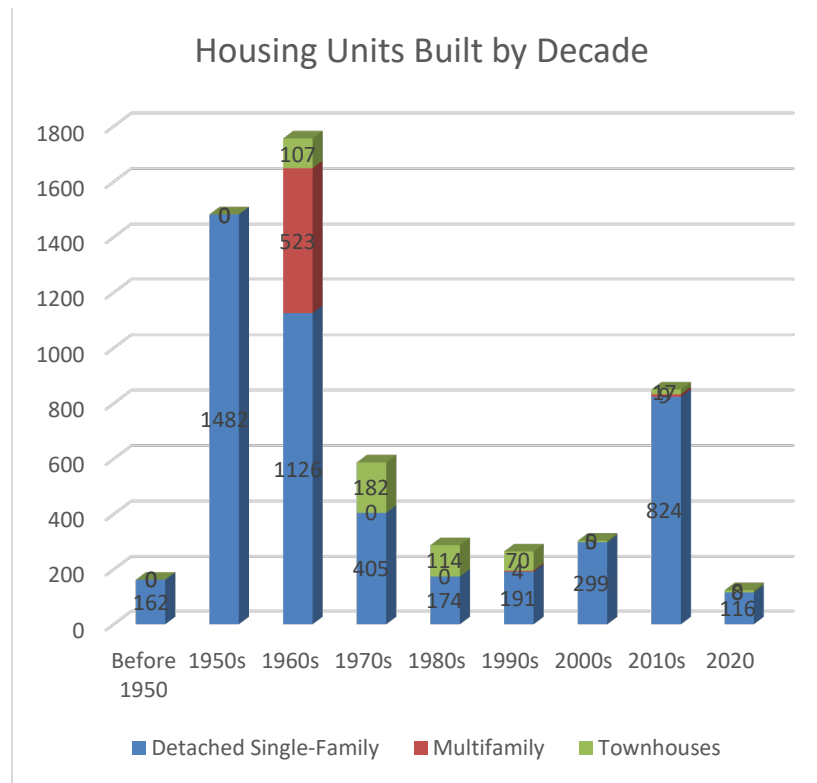
Strategic Plan's *Economically Prosperous* objective. This is further supported by ensuring all properties in Town are well-maintained.

Permits Reviewed by Planning and Zoning 2018-2020*

Permit Type	2018	2019	2020
Boundary Line Adjustment	1	2	1
Commercial Misc.	58	55	32
Conditional Use Permit	0	6	8
Driveway	0	9	7
Expedited Bike Rack	0	0	1
Exterior Modification	12	16	21
Fence	89	89	77
Lot Grading Plan	1	2	10
Minor Site Plan	2	0	0
New Single Family Dwelling	101	80	99
Occupancy Permit Commercial	165	129	91
Occupancy Permit Home	47	62	103
Patio	10	12	9
Permit Revision	2	1	0
Portable Storage	4	6	2
Residential Misc.	165	159	178
Rezoning	4	0	1
Sign Permanent	49	34	45
Sign Temporary	19	24	4
Single Family Improvement Over 2500 SF	1	2	12
Site Plan	5	3	14
Site Plan Building Permit	0	1	1
Subdivision	3	1	3
Variance	3	4	4
Zoning Interpretation/Determination	7	14	10
TOTAL	748	711	733

*Does not include demo permits/agreements reviewed by DPW and DPR.

PLANNING AND ZONING
18110



PLANNING AND ZONING
18110

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 18-19	Adopted FY 19-20	Proposed FY 20-21
Director of Planning and Zoning	1	1	1
Deputy Director	1	1	1
Principal Planner	1	1	1
Planner (Permit Specialist)	1	1	1
Planning Specialist I	1	1	1
Planning Specialist II	1	1	1
Zoning Administrator	1	1	1
Zoning Compliance Officer	1	1	1
Total	8	8	8

FY 21-22 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 18110
NAME PLANNING & ZONING DEPARTMENT**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries And Wages	646,465	690,873	707,300	707,300	690,000	728,000	20,700
41002	Overtime	11,758	5,207	3,720	3,720	3,720	3,720	-
41003	Reg. P.T. With Benefits	155	-	-	-	-	-	-
41004	Part Time W/O Benefits	11,005	-	-	-	-	-	-
41006	Annual Leave Liquidation	22,193	-	-	-	-	-	-
41008	Annual Leave Cash-In	1,779	1,832	-	-	-	-	-
41011	Non-Exempt Comptime Liq.	3,542	-	-	-	-	-	-
41015	Performance Bonus	4,000	5,500	-	-	-	-	-
TOTAL	Personal Services	700,896	703,413	711,020	711,020	693,720	731,720	20,700
42001	F.I.C.A.	51,269	50,571	54,200	54,200	48,000	55,700	1,500
42002	V.R.S.	61,243	63,285	81,700	81,700	73,350	84,500	2,800
42003	V.R.S. Life Ins	8,406	8,989	9,410	9,410	9,040	9,610	200
42004	Local Pension Plan	-	-	-	-	-	-	-
42007	Health Insurance	63,028	72,470	67,700	67,700	67,700	63,800	(3,900)
42012	Cafeteria Plan Fees	131	192	190	190	190	250	60
42018	Er Contributions:Dc401A	20,807	26,584	25,950	25,950	25,950	25,000	(950)
42021	Vrs Hybrid 401A Match	6,946	9,947	8,460	8,460	8,200	10,650	2,190
42025	Vrs Hybrid Disability	1,581	1,715	1,750	1,750	1,580	1,750	-
TOTAL	Employee Benefits	213,412	233,754	249,360	249,360	234,010	251,260	1,900
43101	Consulting Services	22,126	-	245,000	495,000	148,500	75,400	(169,600)
43106	Translation Services	2,901	-	250	-	-	250	-
43301	Equipmt Mtce Contracts	-	-	-	-	-	-	-
43302	Financial System Mtce	-	-	-	-	-	-	-
43303	Software Mtce Contract	-	17,990	24,200	24,200	18,000	24,000	(200)
43309	Cell Phone Expense	1,793	2,127	2,000	2,000	2,000	3,700	1,700
43501	Printing/Binding Svces	656	263	800	800	800	3,000	2,200
43601	Advertising	2,192	4,324	3,800	3,800	2,800	5,000	1,200
TOTAL	Purchased Services	29,667	24,704	276,050	525,800	172,100	111,350	(164,700)
45202	Long Dist Service	-	-	-	-	-	-	-
45203	Postal Services	2,026	2,874	2,350	2,350	1,900	2,500	150
45403	Facility Lease/Rental	-	-	-	-	-	-	-
45404	Central Copier Charges	3,539	1,169	3,700	3,700	2,000	2,000	(1,700)
45501	Mileage Reimbursement	982	563	500	250	250	500	-
45502	Fares	-	762	-	-	-	-	-
45503	Subsistence/Lodging	3,418	1,956	500	250	250	2,000	1,500
45504	Conventions/Education	1,749	3,568	500	500	500	3,000	2,500
45801	Memberships/Dues	2,587	2,398	3,000	3,000	3,000	3,000	-
45809	Refunds	-	-	-	-	-	-	-
TOTAL	Other Charges	14,301	13,290	10,550	10,050	7,900	13,000	2,450
46001	Office Supplies	2,982	1,216	2,000	1,500	1,500	2,000	-
46011	Uniforms/Safety Apparel	61	309	650	650	400	500	(150)
46012	Books/Subscriptions	254	95	650	650	650	650	-
46015	Operational Supplies	2,244	2,712	2,000	2,000	2,000	3,500	1,500
TOTAL	Materials And Supplies	5,541	4,332	5,300	4,800	4,550	6,650	1,350
47707	Special Events	-	-	-	1,250	-	5,000	5,000
TOTAL	Program And Services	-	-	-	1,250	-	5,000	5,000
48101	Mach/Equipmt Replacement	-	-	-	-	-	-	-
48102	Furn/Fixture Replacement	1,918	-	-	-	-	-	-
48107	Office/Dp Eqt-Replacement	-	390	-	-	-	-	-
TOTAL	Capital Outlay	1,918	390	-	-	-	-	-
TOTAL	Planning & Zoning Department	965,734	979,882	1,252,280	1,502,280	1,112,280	1,118,980	(133,300)

Sec. 1-12. - Schedule of planning and zoning fees.

Following is the Town's schedule of planning and zoning fees:

THE TOWN OF VIENNA—SCHEDULE OF PLANNING AND ZONING FEES:

CHANGES IN ZONING <u>REZONING</u> :	
<u>Rezoning (changes to the zoning map)</u>	\$15,000. <u>00</u>
<u>Amendment to Proffered Conditions</u>	<u>\$5,000.00</u>
SUBDIVISIONS:	
Subdivision Plats	\$3,000.00 plus \$150.00 per lot
Revised Subdivision Plats	\$300.00
Revised Subdivision Plats or Re-approval of Expired Subdivision Plats	\$300.00
Public Improvement Completion Time Extension Requests	\$300.00
SITE PLAN REVIEW:	
Site Plan for New Development	\$6,000.00
Update/revision of existing site plan with 2,500 square feet or more of land disturbance	\$3,000.00
Update/revision of existing site plan with less than 2,500 square feet or more of land disturbance	\$1,500.00
Wall Waivers, Modifications of Requirements	\$1,000.00 <u>per waiver and/or modification requested</u>
As-built Plan Review for Residential and Commercial Construction (per occurrence)	\$400.00
BOARD OF ZONING APPEALS:	
Appeals, Variances or Zoning Map Interpretations	\$1,000.00

Conditional Use Permits	\$1,500.00
BOARD OF ARCHITECTURAL REVIEW:	
New Development Review	\$200.00
Existing Development Review (Includes Revised Landscape Plans)	\$100.00
<u>MASTER SIGN PLANS:</u>	<u>\$300.00</u>
WINDOVER HEIGHTS BOARD OF REVIEW:	
<u>Windover Heights Board of Review Application</u>	<u>\$100.00</u>
Appeals to Town Council from decision of WHBR	\$250.00
OCCUPANCY PERMITS:	\$100.00
<u>FAMILY DAY HOME PERMITS:</u>	<u>\$100.00</u>
SIGN PERMITS:	
Permanent Signs	\$95.00 <u>per sign</u>
Temporary Signs	\$95.00
FENCE PERMITS:	\$50.00
RESIDENTIAL BUILDING PERMITS:	
(Zones RS-16, RS-12.5, RS-10, RM-2 and RTH)	NSFD: \$1,000.00, Large Additions: \$300.00, All other: \$100.00
COMMERCIAL BUILDING PERMITS:	
(Zones T, MAC, C-1, C-1A, C-1B, C-2, C-M, CMP and PR)	\$200.00 + \$0.15 per square foot of construction
DRIVEWAY PERMITS:	\$100.00 for each permit

ZONING ADMINISTRATOR INTERPRETATION/DETERMINATION LETTER:	\$500.00 fee per address
BOUNDARY LINE ADJUSTMENT, LOT CONSOLIDATION OR EASEMENT PLAT:	\$300.00 fee per occurrence
PORTABLE STORAGE CONTAINER:	\$25.00 fee per occurrence

ECONOMIC DEVELOPMENT

The mission of the economic development division is to support and promote a vibrant business community. The division works to attract new businesses, with a focus on unique, independent companies, and to retain existing ones through services that support and promote Vienna businesses as a whole. In working to create a healthy balance of businesses, the division enhances citizens' quality of life and supplements the Town's nonresidential tax base.



ECONOMIC DEVELOPMENT**TOWN OF VIENNA
FISCAL YEAR 21-22 BUDGET**

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Proposed	Net Change
Economic Development	107,573	196,790	325,090	267,700	298,350	101,560
Economic Development	107,573	196,790	325,090	267,700	298,350	101,560

ECONOMIC DEVELOPMENT
18150

PURPOSE

The mission of the economic development division is to cultivate and promote the long-term economic competitiveness and vibrancy of Vienna for business. The work of the economic development office includes working to diversify the business community through the attraction and retention of businesses and strengthening the business community through a variety of business services, programs, and community development strategies.

ACTIVITIES / PRODUCTS / SERVICES

- Implement economic development strategies and initiatives to enhance Vienna's reputation as a destination of choice for businesses, visitors, and residents.
- Establish relationships with current businesses to determine how the Town can appropriately assist them in meeting business objectives.
- Supply local businesses, brokers, and developers with a wide range of information, site location assistance, introductions to needed services and financing sources and any other relevant information.
- Partner with other departments and organizations to address existing business concerns and issues.
- Review ordinances, policies, and practices to determine their impact on existing and proposed commercial businesses and recommend changes as appropriate.
- Coordinate ribbon cuttings with relevant organizations such as the Town Council, the Town Business Liaison Committee (TBLC) and the Vienna Business Association.
- Represent the Town at industry conferences to promote the Town as a viable location to do business.
- Prepare fiscal impact analyses for new commercial development projects working with developers, the Department of Finance, Department of Planning & Zoning, and consultants.
- Serve as staff representative to the TBLC.
- Develop performance measures and reports for the Town to help gauge its progress in developing a favorable business climate.

FY 20-21 COVID-19 RESPONSE

In March 2020, Governor Ralph Northam declared a state of emergency in the Commonwealth of Virginia in response to COVID-19. As impact of the COVID-19 pandemic was announced and continued to evolve, the economic development

ECONOMIC DEVELOPMENT
18150

division along with Town leadership monitored, responded, and coordinated with relevant partners internally and externally to assist Vienna businesses. The COVID-19 response specifically to support the business community included:

Business Marketing & Promotion Support

- Created marketing campaigns and partnered with business leaders and stakeholders to promote businesses during the pandemic—campaigns generated earned media within the region. Example campaigns include: #ViennaUnited Campaign (Business Appreciation Week) and Vienna Shop & Stroll, to encourage visitors and residents to shop local.
- Launched 'Make It Official' – a campaign targeting businesses to make their COVID-19 temporary commercial operations official with the Town of Vienna.

Community Engagement & Advocacy

- Partnered with the Town Business Liaison Committee and the Vienna Business Association to conduct business surveys in April & November. The survey was created to help assess how businesses are navigating during a pandemic and what their immediate needs are and future support.
- Conducted Town led listening sessions with businesses and property owners during COVID-19.

Educational Programming

- Launched a series of educational webinars to help navigate key operational issues during COVID-19. Topics ranged from how to apply for federal grants to winter ready strategies for restaurants and entertainment venues. Part of the educational series was in collaboration with the Vienna Business Association.

Financial Relief

- Partnered with Fairfax County to provide relief to small businesses and nonprofits adversely affected by the coronavirus shutdowns to assist them with remaining in business through the \$52.5 Million RISE grant. The Town provided \$1 million towards this program and ultimately, 254 businesses and nonprofits in the Town of Vienna were assisted through \$2.76 million in grant funding.
- Partnered with Fairfax County to create a \$100,000 COVID-19 relief fund for Town of Vienna residents and business workers--paying up to one month of their housing and non-municipal utilities.
- Assisted TOV businesses in locating and applying for grant and loan programs including the RISE Grant, the Fairfax County Microloan, the Paycheck Protection Program, and the Economic Injury Disaster Loans. Overall, over **440 businesses** in the TOV were supported through these programs—equaling up to an estimated \$62 million in loan and grant investment for Vienna businesses.
 - Fairfax County Microloan Program: \$58,000 in funding for three (3) Vienna businesses.

ECONOMIC DEVELOPMENT
18150

- Paycheck Protection Program: Between \$19 to \$55 million went to 72 Vienna Businesses.
- Economic Injury Disaster Loan: Loan program supported at least 140 businesses in Vienna totaling approximately \$12.4 million in loan funding.

Policy & Temporary Changes

- Successfully partnered with relevant Town departments (i.e. Planning & Zoning, Finance, Public Works) to present and recommend temporary policy changes to Town Council that would support and assist businesses throughout the health crisis such as temporary permits for outdoor commercial activity and temporary permits for child day care businesses in commercial zones.
- Created 5-Minute Parking Zones on Church Street to make it easier for businesses to facilitate contact less pick up during COVID-19 and grow takeout and delivery options.

FY 20-21 ACCOMPLISHMENTS

Community Engagement & Advocacy

- As part of the market study and economic development strategy project, we developed several ways to safely engage and discuss relevant topics with key stakeholders including business leaders, brokers, business owners and Council.

Educational Programming

- Partnered with Fairfax County Library (Patrick Henry Library) and the Vienna Business Association to provide an 8-course entrepreneur bootcamp for new business owners and existing business owners on topics relevant to growing and beginning a new business such as financing, choosing a brick and mortar location, marketing and operational strategy.

Marketing & Promotion

- Partnered with the Vienna Shopping Center to create a Holiday Pop-Up Market for local artisans—providing an opportunity to showcase their business in the Town of Vienna.
- Developed Vienna Restaurant Week and provided unique opportunities to promote Vienna businesses in the media and to the public.
- Created and maintained COVID-19 Business Resources Webpage and ‘Town Business Matters’ a weekly e-newsletter providing business related news, economic development happenings and resources.
- Developed economic development marketing strategy including an identification of key target audiences and analysis of the best channels (websites, social media platforms, radio, etc.) to reach businesses and public.

ECONOMIC DEVELOPMENT
18150

- Created starter economic development focused web site to promote various TOV businesses to visitors.
- Implemented several creative social media campaigns to promote TOV businesses.
- Developed performance metrics to measure social media campaign performance.

Market Study & Economic Development Strategy

- Worked with Streetsense team to complete the TOV's first market study and economic development strategy.
- Overall, the market study and economic development strategy provide a clear road map (especially at a critical juncture) to guide the Town's businesses in recovery and resiliency as well as helping to strengthen the Town's competitiveness in attracting and retaining businesses.

FY 21-22 INITIATIVES

Data & Reports

- Develop regular data reporting on business relevant topics such as commercial real estate vacancies, business industries and development project ROI with relevant departments including Finance and Planning & Zoning.

Educational Programming

- Provide educational programming that focus on technical assistance and building capacity to the business community and support their growth in the Town of Vienna.
- Partner with relevant state and local organizations to provide timely informational events and programming to support businesses, brokers, and property owners in Vienna.

Implementation of Economic Development Strategy

- Begin the implementation of the economic development strategy. Provide information to relevant stakeholder groups about the work plan to be implemented over the next several years.
- Create relevant collateral used to inform and engage with select stakeholders and audiences to promote Vienna as a place to do business, provide key market data and provide information about the Town of Vienna for future and current businesses.
- Reimagine public spaces and streetscape for commercial corridors and work with relevant Town departments on creating a strategy for this work.

ECONOMIC DEVELOPMENT 18150

Marketing & Promotion

- Work with relevant departments to provide cross promotional programming and community engagement opportunities for businesses.
- Update successful programs from FY20-21 such as the Shop and Stroll, Holiday Pop-Up Market and Vienna Restaurant Week and develop new seasonal programming to support various business industries in the Town.
- Grow public engagement on social media platforms and focus on strategic ad placement through targeted online and print platforms.

Organizational Growth

- Successfully hire and onboard a marketing assistant to support the Town's economic development office with the coordination of activities for the Vienna business community. Responsibilities include managing economic development social media communication platforms and website.

PERFORMANCE MEASURES RELEVANT TO COVID-19

Through the economic development division, the Town of Vienna worked with Fairfax County to provide direct financial assistance to businesses impacted by the health pandemic. The County also provided additional financial assistance to Vienna businesses through a microloan program. In addition, the division assisted businesses with locating and applying to various private and public led programs including federal programs such as the Paycheck Protection Program and the Economic Injury Disaster Loan.

Overall, over **440 businesses** in the TOV were supported through these programs—equaling up to an estimated \$62 million in loan and grant investment for Vienna businesses.

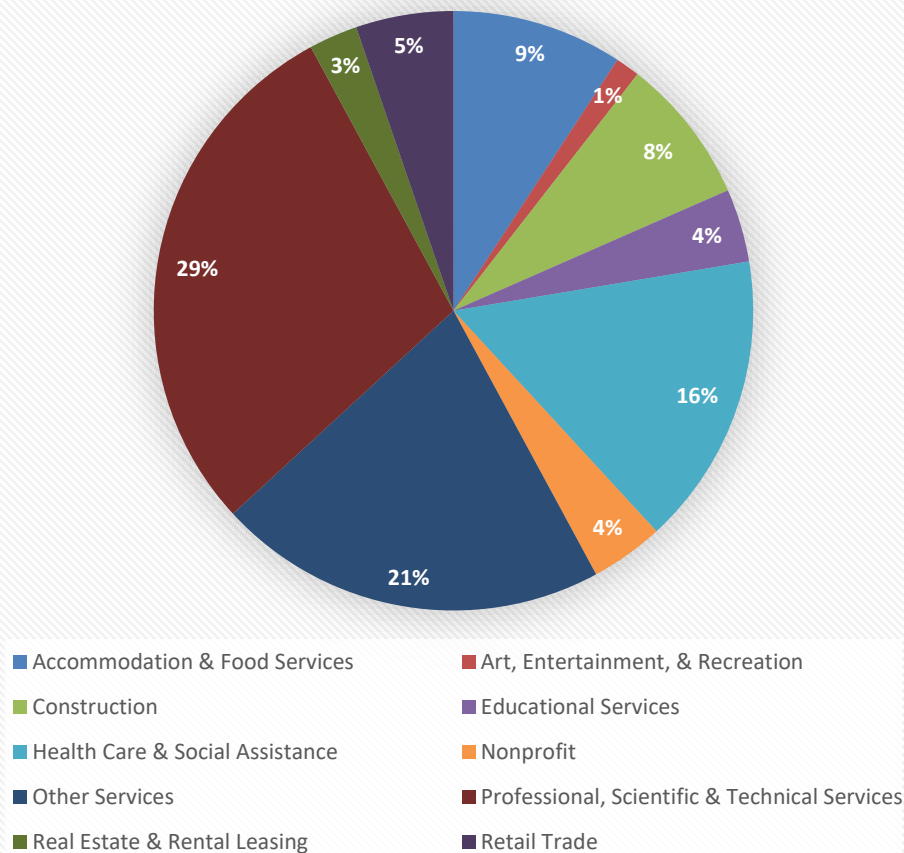
The following table and chart provide information about the impact and total investment of these financial programs for Vienna businesses.

Financial Assistance Programs (Federal and Local)	Total
Relief Initiative to Support Employers (RISE) Grant*	\$ 2,760,000
Paycheck Protection Program (PPP) (Low)	\$ 19,900,000
Paycheck Protection Program (High)	\$ 47,550,000
Fairfax County Microloan Program	\$ 58,000
Economic Injury Disaster Loans (EIDL)	\$ 12,451,700
All COVID-19 Funding (low)	\$ 35,169,700
All COVID-19 Funding (high)	\$ 62,819,700

ECONOMIC DEVELOPMENT 18150

**The Town contributed \$1 Million in CARES Act funds to this grant program specifically to support Vienna businesses.*

Vienna Recipients of PPP By Business Type



ADDITIONAL PERFORMANCE MEASURES

Based on calendar year data

Description	2019 Actual	2020 Actual	2021 Projected
Business Retention Meetings	N/A	300	400
Events* & Educational Programming	N/A	8	10
General Earned Media for Businesses (Mentions)	N/A	15	30

**Events estimated includes ribbon cuttings*

ECONOMIC DEVELOPMENT
18150

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY19-20	Adopted FY 20-21	Projected FY 21-22
Economic Development Manager	1	1	1
Marketing Assistant	0	0	1
Total	1	1	2

FY 21-22 BUDGET CHANGES

- Major budget changes from FY20 to FY21 include shifting money or decreasing budget in lodging and conventions within the division, contractual services and operational supplies.
- Primary use of funds for contractual services will be used for external public relations and support for the execution and marketing of special events and campaigns.
- Primary use of funds for operational supplies will be used for online and print ads, graphic design work, and printing of banners.

TOWN OF VIENNA
PROPOSED EXPENSE BUDGET BY FUND

DIVISION 18150

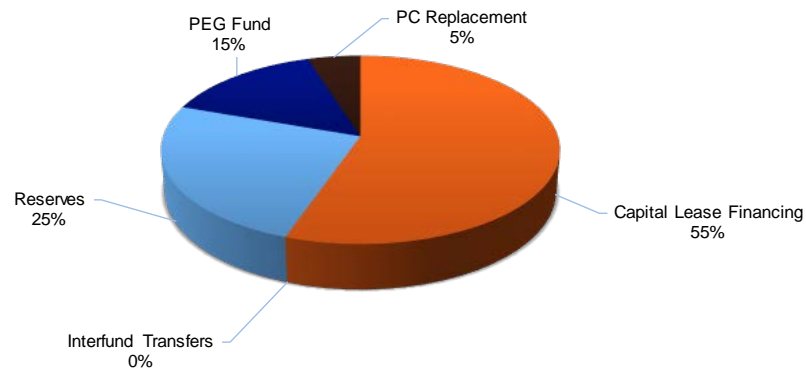
NAME ECONOMIC DEVELOPMENT

ACCOUNT NUMBER TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
			BUDGET	REVISED	ESTIMATED		
41001 Salaries And Wages	-	74,993	116,670	116,670	73,500	178,950	62,280
41002 Overtime	-	1,407	-	-	-	-	-
41004 Part Time W/O Benefits	-	-	-	-	-	-	-
41006 Annual Leave Liquidation	-	-	-	-	-	-	-
41008 Annual Leave Cash-In	-	-	-	-	-	-	-
41011 Non-Exempt Comptime Liq.	-	-	-	-	-	-	-
41015 Performance Bonus	-	-	-	-	-	-	-
TOTAL Personal Services	-	76,400	116,670	116,670	73,500	178,950	62,280
42001 F.I.C.A.	-	5,772	7,340	7,340	5,600	13,650	6,310
42002 V.R.S.	-	6,843	11,130	11,130	3,700	20,700	9,570
42003 V.R.S. Life Ins	-	924	1,550	1,550	1,000	2,350	800
42007 Health Insurance	-	4,712	5,800	5,800	5,800	4,000	(1,800)
42018 Er Contributions:Dc401A	-	655	-	-	-	6,000	6,000
42021 Vrs Hybrid 401A Match	-	705	380	380	-	1,500	1,120
42025 Vrs Hybrid Disability	-	372	220	220	-	1,000	780
TOTAL Employee Benefits	-	19,983	26,420	26,420	16,100	49,200	22,780
43101 Consulting Services	-	3,000	25,800	154,100	152,000	40,000	14,200
43309 Cell Phone Expense	-	781	500	500	500	500	-
43501 Printing/Binding Svces	-	-	-	-	-	-	-
TOTAL Purchased Services	-	3,781	26,300	154,600	152,500	40,500	14,200
45203 Postal Services	-	-	1,500	1,500	-	1,500	-
45404 Central Copier Charges	-	40	-	-	-	150	150
45503 Subsistence/Lodging	-	-	500	500	500	-	(500)
45504 Conventions/Education	-	180	500	500	500	850	350
45505 Business Meals	-	-	2,000	2,000	2,000	2,000	-
45801 Memberships/Dues	-	335	1,380	1,380	1,290	1,100	(280)
TOTAL Other Charges	-	555	5,880	5,880	4,290	5,600	(280)
46001 Office Supplies	-	-	1,500	1,500	1,500	1,500	-
46012 Books/Subscriptions	-	4,794	13,100	13,100	13,000	13,100	-
46015 Operational Supplies	-	2,060	6,920	6,920	6,810	9,500	2,580
TOTAL Materials And Supplies	-	6,854	21,520	21,520	21,310	24,100	2,580
TOTAL Economic Development	-	107,573	196,790	325,090	267,700	298,350	101,560

RESERVES

**TOWN OF VIENNA
FISCAL YEAR 21-22 BUDGET**

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Proposed	Net Change
Capital Lease Financing	829,936	563,730	601,620	601,000	563,730	0
Interfund Transfers	0	0	0	0	0	0
Reserves	0	-110,000	-161,000	73,000	255,000	365,000
PEG Fund	113,247	150,000	162,500	150,000	150,000	0
PC Replacement	48,673	0	0	0	50,000	50,000
Transfers and Reserves	991,856	603,730	603,120	824,000	1,018,730	415,000



GF CAPITAL LEASE FINANCING
19141

PURPOSE

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

FY 21-22 BUDGET CHANGES

- No significant changes to this budget.

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

**DIVISION 19141
NAME GF CAPTL LEASE FINANCING**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
48001	Bond Counsel	-	1,000	-	-	-	-	-
48308	Capital Leases	530,398	806,459	563,730	601,620	601,000	563,730	-
49208	GF Transfer To WSF	-	22,476	-	-	-	-	-
TOTAL	Capital Outlay	530,398	829,936	563,730	601,620	601,000	563,730	-
TOTAL	GF Capital Lease Financing	530,398	829,936	563,730	601,620	601,000	563,730	-

INTERFUND TRANSFERS
19142

PURPOSE

Accounts for the share of estimated revenue to be transferred to the Capital Projects Fund for different projects.

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

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

**DIVISION 19142
NAME INTERFUND TRANSFERS**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE	
				BUDGET	REVISED	ESTIMATED			
49210	Captail Project Transfer	-	-	-	-	-	-	-	Captail Project Transfer
TOTAL	Capital Outlay	-	-	-	-	-	-	-	Capital Outlay
TOTAL	Interfund Transfers	-	-	-	-	-	-	-	Interfund Transfers

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 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

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

**DIVISION 19143
NAME RESERVES**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41006	Annual Leave Liquidation	-	-	10,000	10,000	10,000	10,000	-
41008	Annual Leave Cash-In	-	-	30,000	30,000	30,000	30,000	-
41015	Performance Bonus	-	-	-	-	-	65,000	65,000
TOTAL	Personal Services	-	-	40,000	40,000	40,000	105,000	65,000
42007	Health Insurance	-	-	-	-	-	(50,000)	(50,000)
TOTAL	Employee Benefits	-	-	-	-	-	(50,000)	(50,000)
49900	Contingency Reserve	-	-	(150,000)	(201,000)	33,000	350,000	500,000
49910	Attrition	-	-	-	-	-	(150,000)	(150,000)
TOTAL	Contingency Reserve	-	-	(150,000)	(201,000)	33,000	200,000	350,000
TOTAL	Reserves	-	-	(110,000)	(161,000)	73,000	255,000	365,000

PEG FUNDING
19144

PURPOSE

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

FY 21-22 BUDGET CHANGES

- No significant changes to this budget.

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

DIVISION 19144

NAME PEG FUNDS DISTRIBUTION

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
47105	Cable TV Project-Ph 2		-	-	-	-	-	-
TOTAL	Programs and Services	-	-	-	-	-	-	-
48719	PEG Funded Projects	164,187	113,247	150,000	162,500	150,000	150,000	-
TOTAL	Capital Outlay	164,187	113,247	150,000	162,500	150,000	150,000	-
TOTAL	PEG Funds Distribution	164,187	113,247	150,000	162,500	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.

COVID-19 RESPONSE

Increased workstation inventory is due to issuance of laptops to staff for teleworking during the covid-19 pandemic.

PERFORMANCE MEASURES

Description	2020 Actual	2021 Actual	2022 Projected
Number of Workstations/Laptops	115	115	144
Number of Tablets (iPad/Surface)	37	63	70

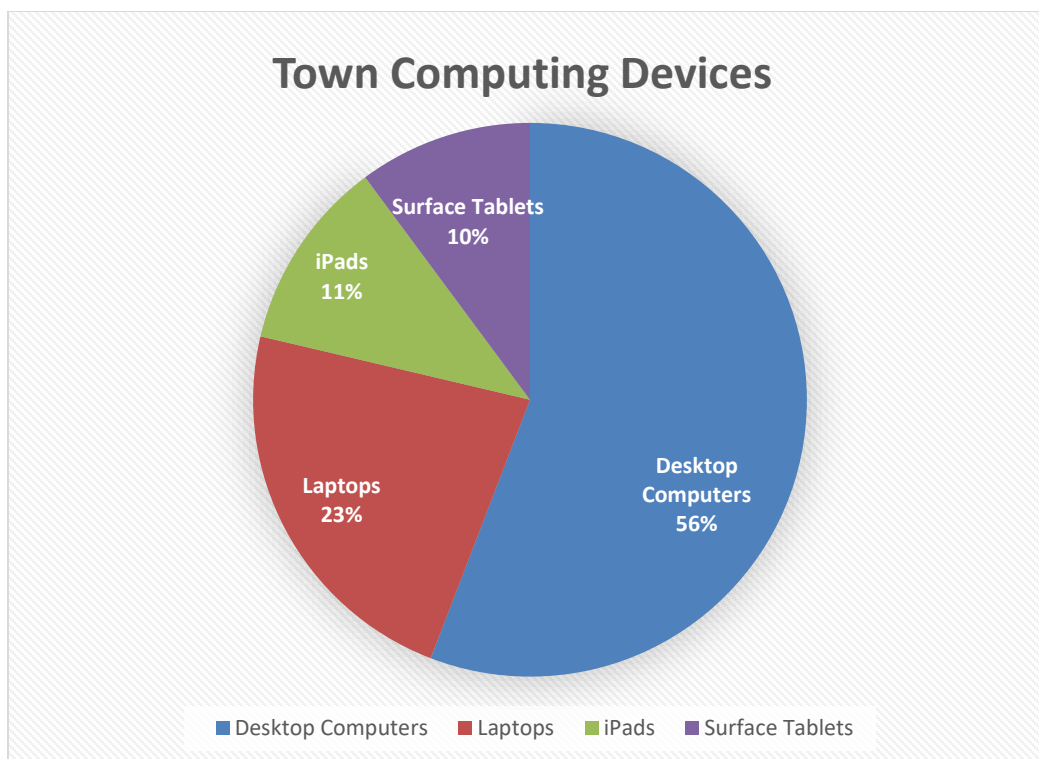


Immediate response along with tight security protocols supported the Town's objective of being well governed.

PC REPLACEMENT RESERVE
19150

COMPUTER AND MOBILE DEVICE BREAKDOWN

Driven by the COVID-19 pandemic increased demand for remote workstations and laptops surged. Quick response to this growth allowed for the continuation of government.



FY 21-22 BUDGET CHANGES

- No significant changes to this budget.

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

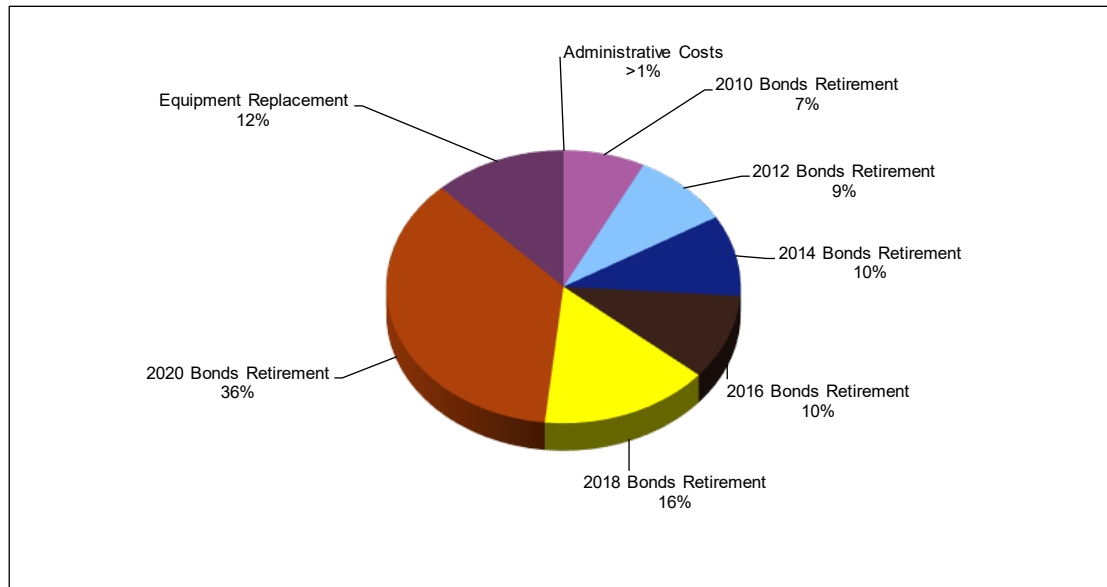
**DIVISION 19150
NAME PC REPLACEMENT RESERVE**

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
47308	Police Car Laptops Program	19,351	18,605	-	-	-	20,000	20,000
47309	IT PC Replacement Program	27,926	30,067	-	-	-	30,000	30,000
TOTAL	Programs and Services	47,277	48,673	-	-	-	50,000	50,000
TOTAL	PC Replacement Reserve	47,277	48,673	-	-	-	50,000	50,000

DEBT SERVICE

**TOWN OF VIENNA
FISCAL YEAR 21-22 BUDGET**

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Proposed	Net Change
2006 Bonds Retirement	342,804	342,800	342,800	342,800	0	-342,800
2010 Bonds Retirement	428,328	414,940	414,940	414,940	401,200	-13,740
2012 Bonds Retirement	501,900	493,500	493,500	493,500	485,100	-8,400
2014 Bonds Retirement	547,598	549,000	525,100	525,100	515,310	-33,690
2016 Bonds Retirement	570,200	557,760	557,760	557,760	543,230	-14,530
2018 Bonds Retirement	885,500	859,000	859,000	859,000	832,500	-26,500
2020 Bonds Retirement	0	1,639,800	1,913,285	1,913,000	1,944,910	305,110
Equipment Replacement	633,659	676,340	676,340	616,370	651,730	-24,610
Debt Service	3,909,989	5,533,140	5,782,725	5,722,470	5,373,980	-159,160



DEBT SERVICE

Debt Service Fundamentals

The Town of Vienna issues General Obligation Debt to pay for capital expenditures planned in the Capital Improvement plan. Since 2010, the Town has issued debt on even-numbered years, and has planned and discussed projects annually. See section U- CIP for more details about the planning process.

Since 2010, the Town has maintained and had reaffirmed a AAA bond rating (the highest available, indicating the highest level of credit worthiness) from both Moody's and Standard and Poor's, two of the three the universally accepted independent general obligation bond rating agencies.

The Commonwealth of Virginia limits municipalities not to issue debt in excess of 10% of its assessed real estate tax base. With its \$34.5 million debt issuance in 2020, the Town has just exceeded 1%, as shown in the following chart, well under the Commonwealth limit.

Table 13

Town of Vienna, Virginia
Ratio of Net General Bonded Debt to
Assessed Value and Net Bonded Debt Per Capita
Last Ten Fiscal Years

Fiscal Year	Gross Bonded Debt	Less: Amounts Reserved for Debt Service	Net Bonded Debt	Ratio of Net General Obligation Debt to Assessed Value
2020	\$ 58,037,202	\$ -	\$ 58,037,202	1.12%
2019	28,849,104	-	28,849,104	0.58%
2018	30,199,558	-	30,199,558	0.63%
2017	23,757,124	-	23,757,124	0.51%
2016	24,515,586	-	24,515,586	0.55%
2015	19,549,026	-	19,549,026	0.47%
2014	21,880,489	-	21,880,489	0.56%
2013	15,518,686	-	15,518,686	0.41%
2012	10,598,614	-	10,598,614	0.29%
2011	12,242,174	-	12,242,174	0.35%

DEBT SERVICE

Table 13

Town of Vienna, Virginia

Ratio of Net General Bonded Debt to
Assessed Value and Net Bonded Debt Per Capita
Last Ten Fiscal Years

Fiscal Year	Gross Bonded Debt	Less: Amounts Reserved for Debt Service	Net Bonded Debt ⁽³⁾	Ratio of Net General Obligation	Net
				Debt to Assessed Value ⁽²⁾	Bonded Debt per Capita ⁽¹⁾
2020	\$ 58,037,202	\$ -	\$ 58,037,202	1.12%	\$ 3,505.51
2019	28,849,104	-	28,849,104	0.58%	1,839.05
2018	30,199,558	-	30,199,558	0.63%	1,925.13
2017	23,757,124	-	23,757,124	0.51%	1,514.45
2016	24,515,586	-	24,515,586	0.55%	1,562.80
2015	19,549,026	-	19,549,026	0.47%	1,246.19
2014	21,880,489	-	21,880,489	0.56%	1,394.82
2013	15,518,686	-	15,518,686	0.41%	989.27
2012	10,598,614	-	10,598,614	0.29%	675.63
2011	12,242,174	-	12,242,174	0.35%	780.40

Source: 2020 Comprehensive Annual Report, Town of Vienna, VA, table 13

Based on the Capital Improvement Plan for 2021, the following chart shows planned debt balances through the year 2036.

DEBT SERVICE

<u>YEAR</u>	<u>OUTSTANDING DEBT BALANCE*</u>	<u>PERCENT OF ASSESSED VALUE **</u>	<u>STATUTORY DEBT LIMIT</u>	
2021	\$66,016,200	1.2%	\$540,115,381	10% of RE
2022	\$62,283,400	1.1%		Assessed Value
2023	\$71,994,680	1.3%		
2024	\$67,559,560	1.1%		
2025	\$74,424,880	1.2%		
2026	\$68,530,000	1.1%		
2027	\$79,292,627	1.2%		
2028	\$72,264,353	1.1%		
2029	\$79,470,160	1.2%		
2030	\$72,312,167	1.0%		
2031	\$84,570,773	1.2%		
2032	\$76,435,880	1.0%		
2033	\$85,605,920	1.1%		
2034	\$76,759,960	1.0%		
2035	\$96,689,110	1.2%		
2036	\$85,787,785	1.0%		

* Based on debt issued through 2036, payments extend until 2051

** Assuming 3% growth in Assessed Value per year

Source: 2021 Capital Improvement Plan

2010 BONDS 49510

PURPOSE

Account for the cost of annual debt service. \$2,310,000 issued July 28, 2010 with interest payable semiannually at rates from 4.0% to 4.7%. At the end of FY 21-22 there will be an outstanding balance of \$1,305,000. The bonds will be retired in FY 25-26.

Sources and Uses of Capital Funding	2010 Bonds
<u>Sources (in \$000)</u>	
Bond Funding - Meals Taxes	2,310.0
Bond Funding - Water and Sewer Rates	-
Subtotal Bond Funding	\$ 2,310.0
Storm Water Grants (Virginia DEQ and Fairfax County)	230.0
Subtotal Outside Funding	\$ 230.0
TOTAL CAPITAL FUNDING	\$ 2,540.0
<u>Uses (in \$000)</u>	
Water and Sewer Capital Projects	-
Stormwater Projects	1,555.0
Issuance and Contingency	51.0
TOTAL CAPITAL EXPENDITURES	\$ 1,606.0

FY 21-22 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 49510
NAME 2010 BONDS RETIREMENT**

ACCOUNT NUMBER	TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	ESTIMATED	FY 21-22 PROPOSED	NET CHANGE
49101	Principal	335,000	335,000	335,000	335,000	335,000	-
49102	Interest	93,328	79,940	79,940	79,940	66,200	(13,740)
TOTAL	Debt Service	428,328	414,940	414,940	414,940	401,200	(13,740)
TOTAL	2010 Bonds Retirement	428,328	414,940	414,940	414,940	401,200	(13,740)

2012 BONDS 49512

PURPOSE

Account for the cost of annual debt service. \$6,310,000 issued July 18, 2012 with interest payable semiannually at rates from 2.0% to 2.5%. At the end of FY 21-22 there will be an outstanding balance of \$2,520,000. The bonds will be retired in FY 27-28.

Sources and Uses of Capital Funding		2012 Bonds
<u>Sources (in \$000)</u>		
Bond Funding - Meals Taxes		4,720.0
Bond Funding - Premium		141.0
Bond Funding - Water and Sewer Rates		1,590.0
Subtotal Bond Funding		\$ 6,451.0
Virginia Department of Transportation		1,560.0
Federal Highway Administration		1,000.0
Storm Water Grants (Virginia DEQ and Fairfax County)		
Subtotal Outside Funding		\$ 2,560.0
TOTAL CAPITAL FUNDING		\$ 9,011.0
<u>Uses (in \$000)</u>		
Water and Sewer Capital Projects		1,590.0
Roadway Improvements		2,800.0
Sidewalk/Trail Improvements		1,900.0
Stormwater Projects		975.0
Facility Improvements		760.0
Land Acquisition		525.0
Issuance and Contingency		461.0
TOTAL CAPITAL EXPENDITURES		\$ 9,011.0

FY 21-22 BUDGET CHANGES

- There are no significant changes to this budget.

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

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

ACCOUNT NUMBER	TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	ESTIMATED	FY 21-22 PROPOSED	NET CHANGE
49101	Principal	420,000	420,000	420,000	420,000	420,000	-
49102	Interest	81,900	73,500	73,500	73,500	65,100	(8,400)
TOTAL	Debt Service	501,900	493,500	493,500	493,500	485,100	(8,400)
TOTAL	2012 G.O. Bond Retirement	501,900	493,500	493,500	493,500	485,100	(8,400)

2014 BONDS 49514

PURPOSE

Account for the cost of annual debt service. Issued \$6,555,000 on November 14, 2013 at interest payable semi-annually at 2.24%. At the end of FY 21-22 there will be an outstanding balance of \$3,059,000. The bonds will be retired in FY 28-29.

Sources and Uses of Capital Funding 2014 Bonds

Sources (in \$000)

Bond Funding - Meals Taxes	5,775.0
Bond Funding - Premium	280.0
Bond Funding - Water and Sewer Rates	500.0
Subtotal Bond Funding	\$ 6,555.0

Virginia Department of Transportation	500.0
Nothern Virginia Transportation Auth.	500.0
Vienna Youth, Inc	350.0
Fairfax County	460.0
Babe Ruth League	100.0
Storm Water Grants (Virginia & County)	2,537.0

Subtotal Outside Funding	\$ 4,447.0
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TOTAL CAPITAL FUNDING	\$ 11,002.0
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Uses (in \$000)

Water and Sewer Capital Projects	500.0
Stormwater Projects	3,112.0
Facility Improvements	5,850.0
Park Improvements	1,060.0
Issuance and Contingency	480.0

TOTAL CAPITAL EXPENDITURES	\$ 11,002.0
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FY 21-22 BUDGET CHANGES

- There are no significant changes to this budget.

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

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

ACCOUNT NUMBER	TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	ESTIMATED	FY21-22 PROPOSED	NET CHANGE
49101	Principal	437,000	437,000	437,000	437,000	437,000	-
49102	Interest	110,598	112,000	88,100	88,100	78,310	(33,690)
TOTAL	Debt Service	547,598	549,000	525,100	525,100	515,310	(33,690)
TOTAL	2014 G.O. Debt Retirement	547,598	549,000	525,100	525,100	515,310	(33,690)

2016 BONDS 49516

PURPOSE

Account for the cost of annual debt service. Issued \$6,180,000 on December 23, 2015 with interest paid semiannually at 2% to 4%. At the end of FY 21-22 there will be an outstanding balance of \$3,690,000. The bonds will be retired in FY 30-31.

Sources and Uses of Capital Funding	2016 Bonds
<u>Sources (in \$000)</u>	
Bond Funding - Meals Taxes	5,519.0
Bond Funding - Premium	381.0
Bond Funding - Water and Sewer Rates	661.0
Subtotal Bond Funding	\$ 6,561.0
Virginia Department of Transportation	8,391.0
Nothern Virginia Transportation Auth.	2,100.0
County C&I Tax	332.0
Federal Highway Administration	311.0
Subtotal Outside Funding	\$ 11,134.0
TOTAL CAPITAL FUNDING	\$ 17,695.0
<u>Uses (in \$000)</u>	
Water and Sewer Capital Projects	661.0
Roadway Improvements	4,962.0
Sidewalk/Trail Improvements	6,172.0
Stormwater Projects	200.0
Facility Improvements	5,600.0
Issuance and Contingency	100.0
TOTAL CAPITAL EXPENDITURES	\$ 17,695.0

FY 21-22 BUDGET CHANGES

- There are no significant changes to this budget.

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

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

ACCOUNT NUMBER	TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	ESTIMATED	FY 21-22 PROPOSED	NET CHANGE
49101	Principal	415,000	415,000	415,000	415,000	415,000	-
49102	Interest	155,200	142,760	142,760	142,760	128,230	(14,530)
TOTAL	Debt Service	570,200	557,760	557,760	557,760	543,230	(14,530)
TOTAL	2016 G.O. Debt Retirement	570,200	557,760	557,760	557,760	543,230	(14,530)

2018 BONDS 49518

PURPOSE

Account for the cost of annual debt service. The Town issued \$7,900,000 on February 28, 2018 with semiannual interest paid at 5%. At the end of FY 21-22 there will be an outstanding balance of \$5,785,000. The bonds will be retired in FY 32-33.

Sources and Uses of Capital Funding

2018
Bonds

Sources (in \$000)

Bond Funding - Meals Taxes	3,329.0
Bond Funding - Premium	1,345.0
Bond Funding - Water and Sewer Rates	4,500.0
Subtotal Bond Funding	\$ 9,174.0

Virginia Department of Transportation	2,277.5
Northern Virginia Transportation Auth.	376.6
Fairfax County C&I Taxes	598.2
Federal Highway Administration	1,046.0
Storm Water Grants (Virginia DEQ and Fairfax County)	777.0
Subtotal Outside Funding	\$ 5,075.3

TOTAL CAPITAL FUNDING	\$ 14,249.3
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Uses (in \$000)

Water and Sewer Capital Projects	4,500.0
Roadway Improvements	2,920.2
Sidewalk/Trail Improvements	1,608.0
Stormwater Projects	777.0
Facility Improvements	3,044.0
Land Acquisition	1,000.0
Issuance and Contingency	400.1

TOTAL CAPITAL EXPENDITURES	\$ 14,249.3
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FY 21-22 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 49518
NAME 2018 G.O. DEBT RETIREMENT**

ACCOUNT NUMBER	TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	ESTIMATED	FY 21-22 PROPOSED	NET CHANGE
49101	Principal	530,000	530,000	530,000	530,000	530,000	-
49102	Interest	355,500	329,000	329,000	329,000	302,500	(26,500)
TOTAL	Debt Service	885,500	859,000	859,000	859,000	832,500	(26,500)
TOTAL	2018 G.O. Debt Retirement	885,500	859,000	859,000	859,000	832,500	(26,500)

2020 BONDS 49520

PURPOSE

Account for the cost of annual debt service. The Town issued \$34,500,000 on March 25, 2020 at semiannual interest payments of 2% to 5%. At the end of FY 21-22 there will be an outstanding balance of \$32,770,000. The bonds will be retired in FY 39-40.

Sources and Uses of Capital Funding 2020 Bonds

Sources (in \$000)

Bond Funding - Meals Taxes	27,600.0
Bond Funding - Premium	3,125.0
Bond Funding - Water and Sewer Rates	7,900.0
Subtotal Bond Funding	\$ 38,625.0

Virginia Department of Transportation	136.0
Northern Virginia Transportation Auth.	2,436.0
Storm Water Grants (Virginia DEQ and Fairfax County)	1,240.0
Subtotal Outside Funding	\$ 3,812.0

TOTAL CAPITAL FUNDING	\$ 42,437.0
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Uses (in \$000)

Water and Sewer Capital Projects	7,900.0
Facility Improvements	15,800.0
Park Improvements	6,870.0
Municipal Parking	5,200.0
Land Acquisition	3,225.0
Stormwater Projects	1,240.0
Roadway Improvements	700.0
Sidewalk/Trail Improvements	472.0
Transportation Improvements	215.0
Economic Development Improvements	40.0
Issuance and Contingency	775.0

TOTAL CAPITAL EXPENDITURES	\$ 42,437.0
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**2020 BONDS
49520**

FY 21-22 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 49520
NAME 2020 G.O. DEBT RETIREMENT**

ACCOUNT NUMBER	TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	ESTIMATED	FY 21-22 PROPOSED	NET CHANGE
49101	Principal	-	665,000	865,000	865,000	865,000	200,000
49102	Interest	-	974,800	1,048,285	1,048,000	1,079,910	105,110
TOTAL	Debt Service	-	1,639,800	1,913,285	1,913,000	1,944,910	305,110
TOTAL	2020 G.O. Debt Retirement	-	1,639,800	1,913,285	1,913,000	1,944,910	305,110

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 21-22 BUDGET CHANGES

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

**DIVISION 49590
NAME EQUIPMENT REPLACEMENT**

ACCOUNT NUMBER	TITLE	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
			BUDGET	REVISED	ESTIMATED		
49110	Administration Principal	5,007	6,300	6,300	4,400	6,200	(100)
49115	Administration Interest	176	500	500	300	400	(100)
49120	Police Principal	151,988	155,010	155,010	115,800	148,910	(6,100)
49125	Police Interest	12,996	10,500	10,500	4,300	6,800	(3,700)
49130	Capital Management Principal	-	-	-	-	-	-
49135	Capital Management Interest	-	-	-	-	-	-
49140	Public Works Principal	392,631	426,830	426,830	420,170	424,120	(2,710)
49145	Public Works Interest	20,740	23,400	23,400	18,900	15,100	(8,300)
49170	Parks & Recreation Principal	48,028	50,500	50,500	49,900	48,000	(2,500)
49175	Parks & Recreation Interest	2,093	3,300	3,300	2,600	2,200	(1,100)
49180	Planning & Zoning Principal	-	-	-	-	-	-
49185	Planning & Zoning Interest	-	-	-	-	-	-
TOTAL	Debt Service	633,659	676,340	676,340	616,370	651,730	(24,610)
TOTAL	Equipment Replacement	633,659	676,340	676,340	616,370	651,730	(24,610)

RESERVE/FUTURE DEBT SERVICE
49599

PURPOSE

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

FY 21-22 BUDGET CHANGES

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

DIVISION 49599

NAME RESERVE/FUTURE DEBT SVCE

ACCOUNT NUMBER	TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	ESTIMATED	FY 21-22 PROPOSED	NET CHANGE
48899	Contingency Reserves	-	-	-	766,970	-	-
TOTAL	Capital Outlay	-	-	-	766,970	-	-
TOTAL	Reserve/Future Debt Service	-	-	-	766,970	-	-

WATER AND SEWER FUND

Mission

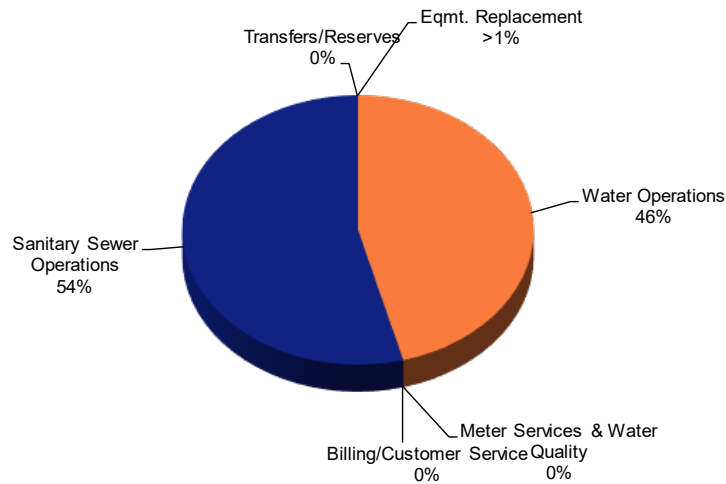
The Water and Sewer Fund ensures the safety of the Town's water distribution system, the maintenance of residential and commercial water meters, and the operations for the Town's public sanitary collection system.



WATER AND SEWER FUND

TOWN OF VIENNA FISCAL YEAR 21-22 BUDGET

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Proposed	Net Change
Water Operations	3,536,834	4,957,020	4,837,980	4,348,510	4,959,490	2,470
Meter Services & Water Quality	0	-4,930	6,000	0	0	4,930
Billing/Customer Service	0	-3,280	0	-57,050	0	3,280
Sanitary Sewer Operations	3,236,796	5,213,110	5,060,680	4,620,660	5,857,110	644,000
Transfers/Reserves	0	32,130	301,050	346,700	0	-32,130
Eqmt. Replacement/DS	0	0	0	0	0	0
Water and Sewer	6,773,630	10,194,050	10,205,710	9,258,820	10,816,600	622,550



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 134 miles of water mains including fire hydrant lines, 898 hydrants, 9,300 water service connections, three pump stations, 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.
- Fire hydrant maintenance and painting.
- Timely response to requests for water main repairs and maintenance.

WATER DIVISION
50111

- Temporary asphalt repairs for utility cuts after water main repairs or replacements.
- Water valve exercising and inspection.
- Water valve maintenance and repair.

FY 20-21 COVID RESPONSE

- Work with other DPW divisions for a coordinated response.
- Work with other departments to support their efforts to help ensure a comprehensive town wide response.
- Ensure continuity of essential services and safety of employees by modifying operations.

FY 20-21 ACCOMPLISHMENTS

- Performed planned shutdowns of existing water mains to accommodate new connections and mains constructed with capital improvement and development projects.
- Performed inspections to ensure proper installation of water cap-offs and new service taps.
- Continued fire hydrant flushing program with pressure and flow data collection to coincide with the annual switch to free chlorine disinfection by Fairfax Water. Implemented dechlorination procedure with all fire hydrant flushing for compliance with Virginia stormwater regulations.
- Continued use of GIS to map water main breaks and help prioritize water main repairs and replacement projects.
- Continued valve inspection program by utilizing motorized operating equipment and began blow off valve exercising program.
- Published water GIS map book updates to add new and missing mains, valves, and fire hydrants.
- Continued implementation of Supervisory Control and Data Acquisition (SCADA) to improve monitoring and water system control.
- Continued participation in regional water security and community engagement campaign groups through Metropolitan Washington Council of Governments.
- Assisted Parks and Recreation Department with irrigation and winterization of facilities.
- Coordinated water main improvements to correspond with VDOT projects including Yeonas Drive SW.
- Coordinated water main improvements to correspond with development including Cedar Lane Shopping Center and out of Town Vienna Reserve Subdivision.

WATER DIVISION 50111

- Coordinated with Fairfax Water for installation of additional water meters at Garrett Street and Corsica Street for increased circulation and redundancy.
- Continued enhanced safety training, including OSHA 10- Hour, OSHA 30- Hour, Traffic Control, Trench Safety and Confined Space Entry for all field staff.

FY 21-22 INITIATIVES

- Continue pressure and flow data collection with fire hydrant flushing for calibration of and use in Town water model.
- Maintain and update GIS to track system maintenance and upgrades.
- Continue using SCADA system to monitor, control, and increase efficiency of water system including efficiency of Wall Street water tank and pumping system.
- Continue the blow off valve exercising and repair program.
- Continue map updates to correct main and valve information based on plan records and field investigation.
- Construct water filling station with meter and air gap for Northside Property Yard operations.
- Update Water and Sanitary Sewer General Regulations.

PERFORMANCE MEASURES

Based on calendar year data

OBJECTIVE: Fiscally responsible community, safe community and environmentally sustainable community.

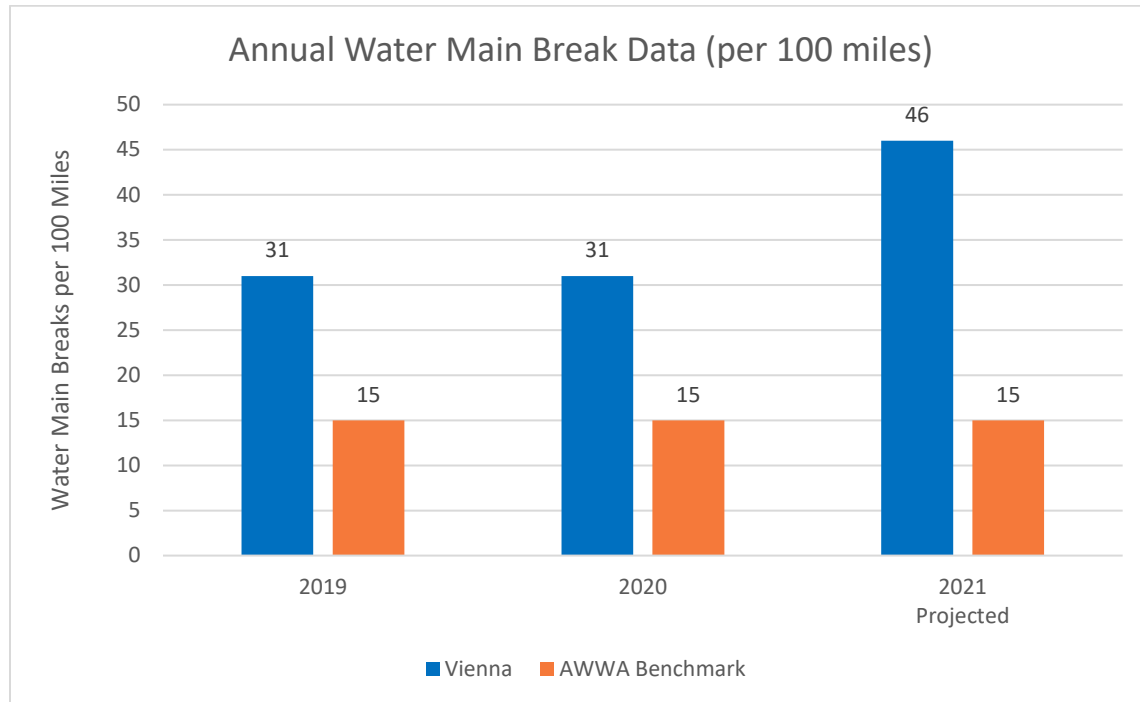
Description	2019 Actual	2020 Actual	2021 Projected
Total Number of Water Main Breaks Repaired	40	40	60
CIP – Linear Feet of Water Main Replaced	3,200	4,755**	10,000**

** Water main replacement based on 2020 bond issue.

Description	2019 Actual	2020 Actual	2021 Projected
Total Number of Water Valves Replaced	4	4	5
Fire Hydrant Replacement	14	1	3

WATER DIVISION 50111

Fire Hydrant Painting	67	329	250
Water Valve Exercising	619	545	600



PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Adopted FY 21-22
Superintendent	0.5	0.5	.5
Water & Sewer Operation Supervisor	0.5	0.5	.5
Engineering Technician	0.5	0.5	.5
Maintenance Worker	5.5	5.5	5.5
Administrative Assistant	0.5	0.5	0.5
Construction Inspector (CIP Funded)	0	1	1
Total	7.5	8.5	8.5

FY 21-22 BUDGET CHANGES

- Budget dollars returned to pre-COVID-19 level.

TOWN OF VIENNA
PROPOSED EXPENSE BUDGET BY FUND

DIVISION 50111
NAME WATER OPERATIONS

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	\$ 401,330.38	\$ 395,751.71	\$ 520,850.00	\$ 520,850.00	\$ 475,500.00	\$ 475,000.00	\$ (45,850.00)
41002	Overtime	113,744	95,514	92,700	92,700	92,700	92,700	-
41003	Regular Part Time with Benefits	8,950	-	-	-	-	6,700	6,700
41004	Part Time without Benefits	24,113	29,281	-	-	-	-	-
41006	Annual Leave Liquidation	-	5,556	-	-	-	-	-
41008	Annual Leave Cash-In	4,095	4,311	-	-	-	-	-
41011	Non-Exempt Comptime Liquidation	-	3,051	-	-	-	-	-
41015	Performance Bonus	4,500	5,500	-	-	-	-	-
TOTAL	Personal Services	556,732	538,965	613,550	613,550	568,200	574,400	(39,150)
42001	F.I.C.A.	39,631	39,193	47,540	47,540	47,540	47,540	-
42002	V.R.S.	36,307	39,375	61,340	61,340	37,190	55,100	(6,240)
42003	V.R.S. Life Insurance	5,026	5,339	7,090	7,090	5,070	7,000	(90)
42004	Local Pension Plan	-	76	-	-	-	-	-
42007	Health Insurance	78,364	79,204	79,260	79,260	79,260	80,000	740
42012	Cafeteria Plan Fees	73	64	80	80	80	60	(20)
42015	Miscellaneous Allowances	-	-	-	-	-	-	-
42018	Employer Contributions:Dc401A	13,921	16,073	17,510	17,510	15,470	13,900	(3,610)
42021	V.R.S Hybrid 401A Match	4,467	4,098	4,540	4,540	4,540	3,250	(1,290)
42022	V.R.S Hybrid 457 Voluntary	-	-	-	-	-	-	-
42025	V.R.S Hybrid Disability	769	655	730	730	730	520	(210)
TOTAL	Employee Benefits	178,557	184,078	218,090	218,090	189,880	207,370	(10,720)
43101	Consulting Services	-	1,953	15,000	15,000	15,000	15,000	-
43301	Equipment Maintenance Contracts	-	-	-	-	-	-	-
43307	Repair/Maintenance Service	1,571	525	800	25,050	800	800	-
43308	Contracts/Services	83,764	65,948	105,000	105,000	105,000	105,700	700
43309	Cell Phone Expense	3,700	4,105	3,700	3,700	3,700	3,700	-
43701	Uniform Rental/Cleaning	1,468	1,737	2,600	2,600	2,600	2,600	-
43801	Services from other Governments	29,325	30,010	46,000	46,000	42,000	46,000	-
43802	Landfill Fees	67,323	74,679	75,000	75,000	75,000	77,500	2,500
43803	Wholesale Water Purchase	1,620,834	1,749,476	1,800,000	1,800,000	1,755,810	1,800,000	-
TOTAL	Purchased Services	1,807,985	1,928,434	2,048,100	2,072,350	1,999,910	2,051,300	3,200
45101	Electricity	17,790	12,194	20,000	20,000	20,000	20,600	600
45202	Long Distance Service	-	-	-	-	-	-	-
45203	Postal Services	-	979	-	-	-	-	-
45402	Equipment Rental	-	-	-	-	-	-	-
45404	Central Copier Charges	-	7	-	-	-	-	-
45501	Mileage Reimbursement	227	300	500	500	500	500	-
45503	Subsistence/Lodging	603	344	500	500	250	500	-
45504	Conventions/Education	6,421	6,604	500	1,500	500	7,500	7,000
45505	Business Meals	-	500	500	500	500	500	-
45801	Memberships/Dues	130	183	400	400	400	400	-
TOTAL	Other Charges	25,171	21,111	22,400	23,400	22,150	30,000	7,600
46001	Office Supplies	2,088	1,698	2,000	2,000	2,000	2,000	-
46007	Repair/Maintenance Supplies	73,981	108,279	85,000	85,000	85,000	85,000	-
46008	Vehicle/Equipment Fuels	15,867	14,196	22,000	22,000	22,000	22,000	-
46009	Vehicle/Equipment Maintenance Supplies	124	200	200	700	200	200	-
46011	Uniforms/Safety Apparel	6,305	6,394	6,000	6,000	6,000	6,000	-
46015	Operational Supplies	21,406	20,521	29,000	20,410	22,160	33,000	4,000
46017	Small Tools	1,482	514	1,500	1,500	1,500	1,500	-
46031	Tires and Tubes	2,738	1,490	2,000	2,000	2,000	2,000	-
46032	Surface Repair Materials	21,753	29,329	20,000	26,000	22,000	20,000	-
TOTAL	Materials and Supplies	145,742	182,622	167,700	165,610	162,860	171,700	4,000
47407	Contracted Asphalt Repairs	54,747	90,109	75,000	69,000	69,000	75,000	-
47408	Internal Asphalt Repairs	16,076	38,103	30,000	30,000	30,000	30,000	-
TOTAL	Programs and Services	70,823	128,212	105,000	99,000	99,000	105,000	-
48101	Machine/Equipment Replacement	1,727	5,457	7,750	7,750	7,750	7,750	-
48201	Additional Machine/Equipment	51,538	-	30,000	16,500	17,500	30,000	-
48202	Additional Furnitures/Fixtures	11,641	1,100	-	2,000	1,300	-	-
48401	Waterline Construction	92,789	85,676	-	-	-	-	-
TOTAL	Capital Outlay	157,694	92,233	37,750	26,250	26,550	37,750	-
49207	Transfer to Capital Project Fund	-	3,800	-	-	-	-	-
TOTAL	Interfund Transfers	-	3,800	-	-	-	-	-
TOTAL	Division Expenses	2,942,705	3,079,455	3,212,590	3,218,250	3,068,550	3,177,520	(35,070)
49512	Support Activity Costs	1,420,363	457,379	1,744,430	1,619,730	1,279,960	1,781,970	37,540
TOTAL	Interdepartmental Charges	1,420,363	457,379	1,744,430	1,619,730	1,279,960	1,781,970	37,540
TOTAL	Water Operations	4,363,068	3,536,834	\$ 4,957,020	\$ 4,837,980	\$ 4,348,510	\$ 4,959,490	\$ 2,470

METER SERVICES AND WATER QUALITY DIVISION
50112

PURPOSE

The Meter Services and Water Quality Division ensures the accuracy of approximately 9,300 residential and commercial water meters within the Town's service area. This Division reports meter readings to Customer Service for billing purposes, assesses the condition of water quality throughout the town, 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 including Fairfax Water interconnections.
- Collect and submit water quality samples to the Fairfax Water Lab for processing.
- Scan water meters for leak detection with the use of computer technology.
- Continue with the Meter Replacement Program (replacement of meters 20 years or older).

FY 20-21 COVID RESPONSE

- Work with other DPW divisions for a coordinated response.
- Work with other departments to support their efforts to help ensure a comprehensive town wide response.
- Ensure continuity of essential services and safety of employees by modifying operations.

FY 20-21 ACCOMPLISHMENTS

- Increased water meter replacements to reduce number of older meters.
- Replaced water meters with the Meter Replacement Program.
- Replaced malfunctioning water meters system wide.
- Provided prompt response to all customer concerns and work order requests.
- Replaced sample stations to increase efficiency and reliability of sample collections.
- One employee obtained a Class V water operator's license.
- Completed Virginia Department of Health consecutive system sanitary survey required once every three years.
- Implemented daily tank inspection procedure and record keeping.

**METER SERVICES AND WATER QUALITY DIVISION
50112**

- Continued enhanced safety training, including OSHA 10- Hour, OSHA 30- Hour, Traffic Control, Trench Safety and Confined Space Entry for all field staff.
- Coordinated implementation of The Town's Cross-Connection Prevention Program with Fairfax County.
- Completed EPA required Risk and Resilience Assessment due by June 30, 2021 in accordance with the 2018 American Water Infrastructure Act.

FY 21-22 INITIATIVES

- Continue water meter replacement schedule to reduce the number of meters that are over 20 years old.
- Replace Radix handheld meter reading equipment which is becoming obsolete with new equipment.
- Install remote chlorine monitoring equipment at water tanks.
- Complete Emergency Response Plan due by December 30, 2021 in accordance with the 2018 American Water Infrastructure Act.
- Continue development of an asset management plan to correspond with the 2018 American Water Infrastructure Act due by September 2023 with required updates every 5 years.
- Implement twice per year Consumer Confidence Reports in accordance with 2018 American Water Infrastructure Act.
- Work with Fairfax County to stay up to date on their redesign of our Cross-Connection and Backflow Prevention Program.

PERFORMANCE MEASURES

Based on calendar year data

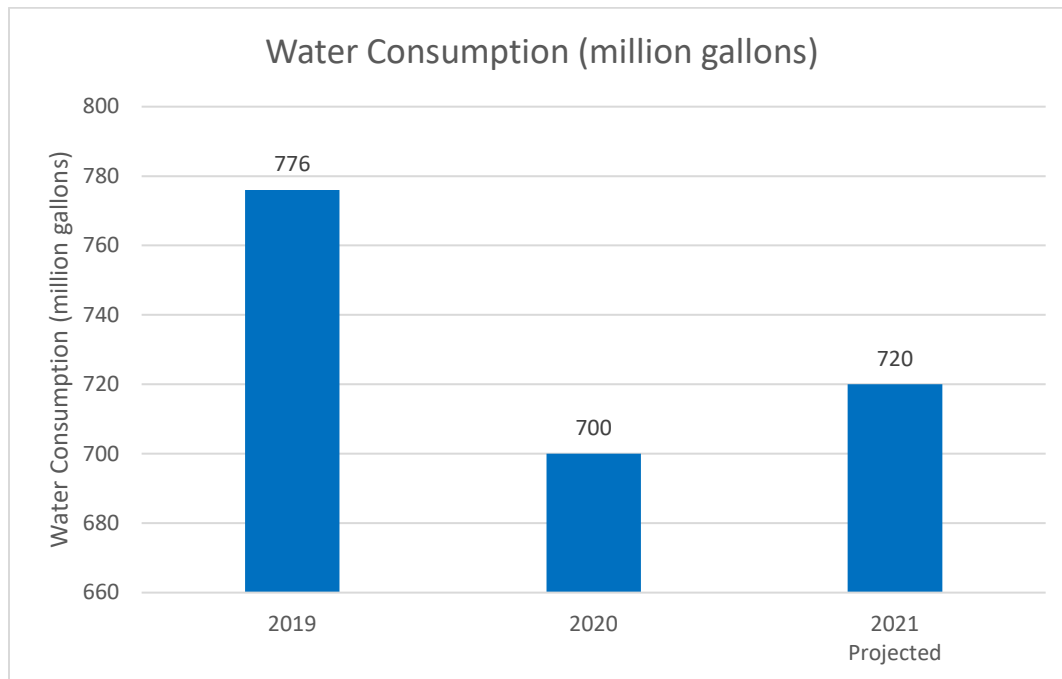
Fiscally responsible community, safe community and environmentally sustainable community.

Description	2019 Actual	2020 Actual	2021 Projected
Work orders completed – including Misc. Customer Service Requests	4,804	3,734	4,000
Water Quality samples collected and delivered to the Fairfax Water Lab for processing	472	437	404

METER SERVICES AND WATER QUALITY DIVISION
50112

- 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 RTCR 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 (UCMR 1) was published on September 17, 1999, the second (UCMR 2) was published on January 4, 2007, the third (UCMR 3) was published on May 2, 2012, and the fourth (UCMR 4) was published on December 20, 2016. This monitoring provides a basis for future regulatory actions to protect public health. The Town of Vienna has completed sampling its distribution system per UCMR 4 in April 2019.
- In 1991, EPA published a regulation to control lead and copper in drinking water. This regulation is known as the Lead and Copper Rule (LCR). Due to observed low levels of lead and copper, the Town of Vienna is on a reduced monitoring schedule, which requires monitoring only every three years. The Town of Vienna completed sampling its distribution system per LCR in September 2019 and complied with regulations. The next scheduled LCR collection will occur in 2022.

METER SERVICES AND WATER QUALITY DIVISION 50112



PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Proposed FY 21-22
Supervisor	1	1	1
Meter Service Worker	3	3	3
Total	4	4	4

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

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

DIVISION 50112
NAME METER SERVICES & WATER QUALITY

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	261,174	248,483	323,540	323,540	267,310	307,690	(15,850)
41002	Overtime	75,110	52,368	66,950	66,950	66,950	66,950	-
41004		-	26,957	-	-	-	-	-
41006	Annual Leave Liquidation	-	-	-	-	-	-	-
41008	Annual Leave Cash-In	2,562	2,005	-	-	-	-	-
41011	Non-Exempt Comptime Liquidation	-	-	-	-	-	-	-
41015	Performance Bonus	2,500	2,500	-	-	-	-	-
TOTAL	Personal Services	341,346	332,313	390,490	390,490	334,260	374,640	(15,850)
42001	F.I.C.A.	24,617	24,828	30,250	30,250	25,570	23,000	(7,250)
42002	V.R.S.	26,647	25,883	38,100	38,100	28,220	36,680	(1,420)
42003	V.R.S. Life Insurance	24,581	14,854	4,400	4,400	3,480	4,030	(370)
42004	Local Pension Plan	-	-	-	-	-	-	-
42007	Health Insurance	41,185	42,426	42,420	42,420	42,420	42,000	(420)
42012	Cafeteria Plan Fees	56	33	60	60	60	60	-
42018	Employer Contribution: DC401A	9,266	9,739	10,820	10,820	10,620	12,030	1,210
42021	Vrs Hybrid 401A Match	-	-	-	-	-	750	750
42025	Vrs Hybrid Disability	-	-	-	-	-	400	400
TOTAL	Employee Benefits	126,351	117,764	126,050	126,050	110,370	118,950	(7,100)
43307	Repair/Maintenance Services	1,032	2,071	2,100	2,100	2,100	2,100	-
43308	Contracts/Services	18,579	18,063	20,000	20,000	20,000	20,000	-
43309	Cell Phone Expense	3,400	2,617	3,400	3,400	3,400	3,400	-
43701	Uniform Rental/Cleaning	798	716	1,300	1,300	1,300	1,300	-
TOTAL	Purchased Services	23,809	23,467	26,800	26,800	26,800	26,800	-
45503	Subsistence/Lodging	-	-	250	250	250	250	-
45504	Conventions/Education	99	470	500	500	500	500	-
45505		-	-	-	-	-	500	500
TOTAL	Other Charges	99	470	750	750	750	1,250	500
46001	Office Supplies	272	513	300	1,300	300	500	200
46007	Repair/Maintenance Supplies	5,595	142,843	85,000	85,000	85,000	85,000	-
46011	Uniforms/Safety Apparel	2,381	1,985	2,000	2,000	2,000	2,000	-
46016	Supplies for Resale	41,599	-	-	-	-	-	-
46017	Small Tools	-	304	350	5,350	350	1,000	650
TOTAL	Materials and Supplies	49,848	145,645	87,650	93,650	87,650	88,500	850
48101	Machine/Equipment Replacement	28,405	(13,030)	-	-	-	-	-
TOTAL	Capital Outlay	28,405	(13,030)	-	-	-	-	-
TOTAL	Division Expenses	569,857	606,629	631,740	637,740	559,830	610,140	(21,600)
49511	Charges To Water Department	(262,445)	(280,241)	(286,500)	(284,280)	(251,920)	(274,560)	11,940
49514	Charges To Sewer Department	(295,699)	(326,389)	(350,170)	(347,460)	(307,910)	(335,580)	14,590
TOTAL	Interdepartmental Charges	(558,144)	(606,629)	(636,670)	(631,740)	(559,830)	(610,140)	26,530
TOTAL	Meter Services & Water Quality	11,713	-	(4,930)	6,000	-	-	4,930

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 third 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 20-21 COVID RESPONSE

- Ensured continuity of essential services and safety of employees by modifying operations without sacrificing service to our Town's residents.
- Determined key metrics that monitored the ongoing impact of COVID-19 on the residents and their utility services. This assessment enabled more meaningful responses to the community.
- Through a combination of onsite presence and teleworking the Water & Sewer team was able to adjust and maintain the same high level of customer service to our Town's residents. Assured all phone calls, emails, and customer concerns were addressed within one business day.
- Worked with several Public Works divisions to offer a coordinated response during COVID-19 minimizing contact for utility workers and residents.
- The team offered extended payment plans, discontinued assessing late fees and did not shut off water on past due accounts during the COVID-19 pandemic to aid residents in accordance with Virginia state law. Once lifted by the state the Town voluntarily those policies.

WATER AND SEWER BILLING AND CUSTOMER SERVICE
50113

- Applied for and received the COVID-19 Municipal Utility Relief Program from the Virginia State Corporation Commission. This program provides assistance with utility bills for customers in need of relief due to ongoing matters related to the COVID-19 pandemic. If needed, Town of Vienna residents will receive up to \$49,206 in relief funds.
- Once notified by the SCC, a comprehensive effort with Fairfax Water Authority and Fairfax County officials for administration of the Utility Relief Program was undertaken. Notices, applications and timelines were established and coordinated, including translation into twelve languages.
- The Customer Care team did extensive outreach to notify the community about the COVID-19 Municipal Utility Relief Program. Initiatives included hand delivered notices, calling residents individually, mailing packets of information and applications about the program directly to customers in arrears. Social media was also implored for the dissemination of information to the entire community. To date approximately \$8,000 in funds have been distributed.

FY 20-21 ACCOMPLISHMENTS

- Several utility bill enhancements were made to make bills easier to read and understand.
- Instituted the Calculate Winter Average Program in Tyler-Munis Program which perform calculations electronically that were once time consuming and manually generated.
- Continued monthly service program to replace any meter installed prior to 1999. Replacing meters increases billing accuracy, decreases service calls and provides a detailed thirty-day history when necessary.
- Addressed all customer queries by the next business day to improve customer satisfaction.
- Refined statistical collection and developed new performance measures to support better analysis of the fund.
- Created the Water and Sewer section for the new website which is better organized, more user friendly and offers more convenient functions for the public.

FY 21-22 INITIATIVES

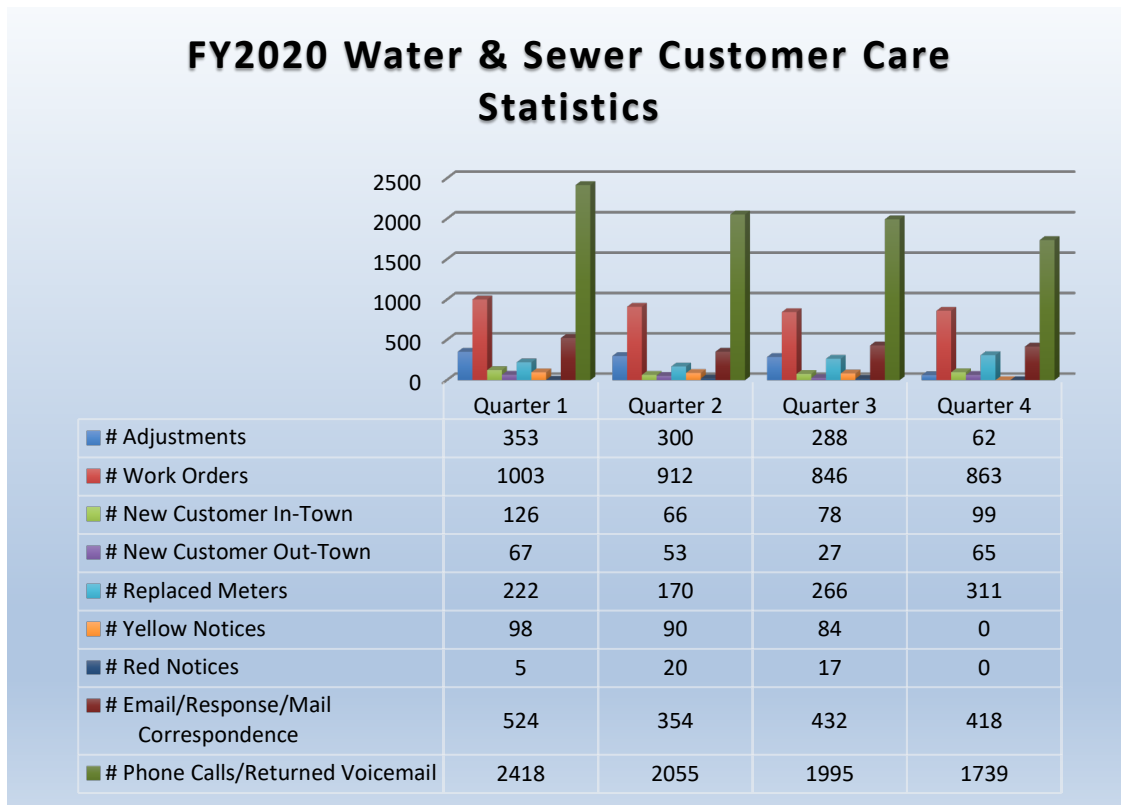
- Implement e-mail billing in an effort to reduce paper and postage cost and increase environmental sustainability.
- Rebrand customer service team to customer care with increased emphasis on resident service and satisfaction.

WATER AND SEWER BILLING AND CUSTOMER SERVICE 50113

- Continuation of proactive customer care in the detection of possible leaks in high water usage meter readings.
- Increase online services and customer care through the (new) website.
- Continue initiative of meter replacement program for all meters installed prior to 1999.
- Develop new water bills which will be more informative and clear.
- Offer email bill reminders to residents who wish to receive this service.
- Institute water conservation education for residents, in accordance with the green initiative and focus on helping residents save money on their utility bill.
- The team will strive to increase efficiency, identifies potential areas for improvement and eliminate waste by reviewing policies and procedures.

PERFORMANCE MEASURES

Based on calendar year data



In accordance with the Strategic Plan initiative of Vienna as a safe community, superior customer care and service assures high quality water reaches our residents when they need it.

WATER AND SEWER BILLING AND CUSTOMER SERVICE
50113

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Proposed FY 21-22
Fiscal Technician II	1	1	1
Fiscal Technician III	1	1	1
Total	2	2	2

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

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

DIVISION 50113
NAME BILLING/CUSTOMER SERVICE

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	113,099	116,325	117,070	117,070	117,000	114,310	(2,760)
41002	Overtime	1,972	176	4,000	4,000	-	4,000	-
41006	Annual Leave Liquidation	-	-	-	-	-	-	-
41008	Annual Leave Cash-In	-	-	-	-	-	-	-
41015	Performance Bonus	1,000	1,000	-	-	-	-	-
TOTAL	Personal Services	116,071	117,501	121,070	121,070	117,000	118,310	(2,760)
42001	F.I.C.A.	7,790	7,966	9,400	9,400	9,400	8,010	(1,390)
42002	V.R.S.	9,428	9,731	13,790	13,790	9,750	11,000	(2,790)
42003	V.R.S. Life Insurance	1,463	1,526	1,590	1,590	1,510	1,490	(100)
42007	Health Insurance	29,012	27,967	29,040	29,040	29,040	20,000	(9,040)
42012	Cafeteria Plan Fees	126	123	130	130	130	60	(70)
42018	Employer Contributions:Dc401A	4,121	4,649	4,810	4,810	4,610	4,440	(370)
42021	V.R.S Hybrid 401A Match	2,439	2,698	2,690	2,690	2,520	2,890	200
42025	V.R.S Hybrid Disability	658	614	630	630	630	590	(40)
TOTAL	Employee Benefits	55,037	55,274	62,080	62,080	57,590	48,480	(13,600)
43101	Consulting Services	-	-	-	-	-	-	-
43308	Contracts/Services	12,768	12,346	16,000	16,000	-	16,000	-
43309	Cell Phone Expense	-	1,804	-	1,800	-	-	-
TOTAL	Purchased Services	12,768	14,150	16,000	17,800	-	16,000	-
45203	Postal Services	17,898	17,198	18,000	18,000	-	19,000	1,000
45404	Central Copier Charges	945	364	1,000	1,000	-	1,000	-
45501	Mileage Reimbursement	-	-	-	-	-	-	-
45504	Conventions/Education	-	1,155	500	500	-	2,000	1,500
45803	Bad Debt Write-Off	13,000	27,000	-	-	-	-	-
TOTAL	Other Charges	31,843	45,716	19,500	19,500	-	22,000	2,500
46015	Operational Supplies	2,906	467	3,700	1,900	-	3,850	150
TOTAL	Materials and Supplies	2,906	467	3,700	1,900	-	3,850	150
TOTAL	Division Expenses	218,625	233,108	222,350	222,350	174,590	208,640	(13,710)
49511	Charges To Water Department	(101,204)	(108,175)	(101,530)	(100,060)	(104,240)	(93,890)	7,640
49514	Charges To Sewer Department	(117,421)	(124,933)	(124,100)	(122,290)	(127,400)	(114,750)	9,350
TOTAL	Interdepartmental Charges	(218,625)	(233,108)	(225,630)	(222,350)	(231,640)	(208,640)	16,990
TOTAL	Billing/Customer Service	-	-	(3,280)	-	(57,050)	-	3,280

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 83 miles of sewer mains, 2,030 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 combination vacuum and flusher truck for cleaning.
- Provide video inspections of sanitary sewer mains using the Closed-Circuit TV (CCTV) unit and pole mounted video camera.
- 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.
- Maintain one wastewater pump station.
- Oversee three-meter sites used for town billing from Fairfax and DC Water.
- Coordinate with Fairfax County plumbing inspectors as necessary during the review and inspection of privately owned sanitary sewers and laterals.
- On a biennial basis continue with Root Treatment program in problematic areas where grown growth in small diameter lines and those with remote access for machinery which are difficult to clean with traditional methods.

SANITARY SEWER DIVISION
50114

FY 20-21 COVID RESPONSE

- Work with other DPW divisions for a coordinated response.
- Work with other departments to support their efforts to help ensure a comprehensive town wide response.
- Ensure continuity of essential services and safety of employees by modifying operations.

FY 20-21 ACCOMPLISHMENTS

- Performed all inspections to ensure proper installation of sewer capoffs and new service connections to town owned sewer mains.
- Continued systematic sewer cleaning and maintenance using combination vacuum and flusher truck for fats, oils, grease, and roots that often cause sewer backups and trouble spots.
- Continued repair and maintenance of sewer manholes.
- Completed sanitary sewer map book updates to correct main and manhole information.
- Provided utility assessment of storm and sanitary manholes and mains prior to paving projects.
- Continued outreach to local businesses for proactive Fats, Oil, and Grease (FOG) awareness.
- Continued enhanced safety training, including OSHA 10- Hour, OSHA 30- Hour, Traffic Control, Trench Safety and Confined Space Entry and completion of Pipeline Assessment Certification Program (PACP) for all field staff.
- Completed two-point repairs and cut protruding taps throughout service area.
- Integrated GIS based sewer analysis and prioritization tool and continue to implement systematic 90-day cleaning and inspections of documented trouble spots.
- Develop bypass pumping system for TV inspection of high flow sewer mains and use during emergencies.
- Completed training and implemented new TV inspection software.
- Replaced manhole frame and covers throughout service area.
- Assisted Parks and Recreation Department with pump and sewer lateral maintenance at the Community Center and other park facilities.
- Implemented agreement and assisted Fairfax County with inspection of 9.5 miles of out of town sewer trunk sewers on Difficult Run, Wolftrap Creek and Piney Branch.
- Began coordination of Route 7 widening impacts on sanitary sewer system with VDOT, Fairfax County, and DC Water.

SANITARY SEWER DIVISION 50114

- Organized, coordinated and planned repair work on out-of-town Wolf Trap Interceptor at Wolf Trap Park.
- Continued training of staff and utilized combination vacuum and flusher truck and CCTV Unit.
- Completed 7,477 feet of root treatment in the NE and NW parts of the Town.

FY 21-22 INITIATIVES

- Continue systematic TV inspection of Town sewer to document trouble spots and develop 90-day flushing schedule and systematic sewer cleaning and maintenance using combination vacuum and flusher truck.
- Maintain and update GIS maps to track system maintenance and upgrades.
- Continue systematic prioritization of pipe rehabilitation using cured-in-place pipe liner throughout service area.
- Work with Fairfax County to evaluate inspection of out of town sewer and begin discussions of updated agreements.

PERFORMANCE MEASURES

Based on calendar year data

OBJECTIVE: Fiscally responsible community, safe community and environmentally sustainable community.

Description	Actual 2019	Actual 2020	Projected 2021
Total sanitary sewer main overflows in public system*	0	0	1
CIP –Linear Feet of Sewer Main Lining/Replacement	0	0	6,000**

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

**SANITARY SEWER DIVISION
50114**

Description	Actual 2019	Actual 2020	Projected 2021
Total sanitary sewer main root treatment	0	7,477**	8,000**

**Segments selected for root treatment and lining are based upon 149,051 linear feet of cleaning and 149,136 linear feet of Closed-Circuit Television (CCTV) completed in 2020

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Proposed FY 21-22
Superintendent	.5	.5	.5
Water & Sewer Operation Supervisor	.5	.5	.5
Engineering Technician	.5	.5	.5
Maintenance Worker	5.5	5.5	5.5
Total	7	7	7

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

TOWN OF VIENNA
PROPOSED EXPENSE BUDGET BY FUND

DIVISION 50114
NAME SANITARY SEWER OPERATIONS

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	444,306	467,201	419,640	419,640	419,640	468,000	48,360
41002	Overtime	29,385	37,638	41,200	41,200	41,200	41,200	-
41003	Regular Part Time with Benefits	8,950	-	-	-	-	-	-
41004	Part Time without Benefits	-	-	-	-	-	-	-
41006	Annual Leave Liquidation	-	-	-	-	-	-	-
41008	Annual Leave Cash-In	5,987	4,824	-	-	-	-	-
41011	Non-Exempt Comptime Liquidation	-	825	-	-	-	-	-
41015	Performance Bonus	-	4,000	-	-	-	-	-
TOTAL	Personal Services	488,627	514,488	460,840	460,840	460,840	509,200	48,360
42001	F.I.C.A.	35,159	37,112	35,740	35,740	35,740	39,000	3,260
42002	V.R.S.	38,091	41,338	49,420	49,420	39,090	54,000	4,580
42003	V.R.S. Life Insurance	5,326	5,747	5,710	5,710	5,360	5,100	(610)
42004	Local Pension Plan	10,443	-	14,870	14,870	13,920	14,870	-
42007	Health Insurance	69,232	73,127	82,500	82,500	82,320	82,000	(500)
42012	Cafeteria Plan Fees	71	94	100	100	100	60	(40)
42018	Employer Contributions:Dc401A	13,264	15,915	16,810	16,810	15,540	15,220	(1,590)
42021	V.R.S Hybrid 401A Match	5,144	5,478	6,080	6,080	4,380	4,620	(1,460)
42025	V.R.S Hybrid Disability	1,131	1,030	1,100	1,100	910	1,030	(70)
TOTAL	Employee Benefits	177,861	179,841	212,330	212,330	197,360	215,900	3,570
43101	Consulting Services	5,105	1,951	15,000	15,000	15,000	15,000	-
43301	Equipment Maintenance Contracts	-	-	-	-	-	-	-
43307	Repair/Maintenance Services	2,759	2,780	4,500	4,500	4,300	4,500	-
43308	Contracts/Services	52,254	45,394	75,000	75,000	75,000	80,000	5,000
43309	Cell Phone Expense	2,500	2,676	2,500	2,500	2,500	2,500	-
43701	Uniform Rental/Cleaning	1,648	1,351	2,800	2,800	2,800	2,800	-
43801	Services From Other Government	-	665	16,850	7,250	7,250	16,850	-
43802	Landfill Fees	-	-	500	500	500	600	100
43804	Sewage Treatment/Potomac	1,307,887	1,068,790	1,467,000	1,467,000	1,467,000	1,920,000	453,000
43805	Sewage Treatment/Accotink	738,988	665,978	700,000	700,000	700,000	785,000	85,000
43807	Twn Share:LPPCP Upgrade	99,853	83,100	87,900	87,900	87,900	87,900	-
TOTAL	Purchased Services	2,210,995	1,872,687	2,372,050	2,362,450	2,362,250	2,915,150	543,100
45101	Electricity	993	165	2,500	2,500	2,500	2,600	100
45202	Long Dist Service	-	-	-	-	-	-	-
45402	Equipment Rental	-	-	-	-	-	-	-
45404	Central Copier Charges	-	9	-	-	-	-	-
45501	Mileage Reimbursement	-	-	-	-	-	-	-
45503	Subsistence/Lodging	165	255	500	500	500	750	250
45504	Conventions/Education	512	-	500	500	500	2,000	1,500
45505	Business Meals	-	708	-	-	-	500	500
TOTAL	Other Charges	1,670	1,137	3,500	3,500	3,500	5,850	2,350
46001	Office Supplies	747	546	750	750	750	1,000	250
46007	Repair/Maintenance Supplies	2,619	13,640	7,000	16,600	7,000	7,000	-
46008	Vehicle/Equipment Fuels	12,370	11,600	14,000	14,000	14,000	14,000	-
46009	Vehicle/Equipment Maintenance Supplies	274	312	500	500	500	500	-
46011	Uniforms/Safety Apparel	5,763	5,966	6,000	6,000	6,000	6,000	-
46015	Operational Supplies	14,350	7,249	13,000	13,000	13,000	13,000	-
46017	Small Tools	29	106	500	500	500	1,000	500
46031	Tires and Tubes	2,246	1,110	2,250	2,250	2,250	2,250	-
TOTAL	Materials and Supplies	38,397	40,529	44,000	53,600	44,000	44,750	750
48101	Machine/Equipment Replacement	939	340	1,800	1,800	1,800	1,800	-
48201	Additional Machine/Equipment	19,149	1,500	1,500	1,500	1,500	1,500	-
48402	Sewerline Construction	33,211	-	-	-	-	-	-
TOTAL	Capital Outlay	53,299	1,840	3,300	3,300	3,300	3,300	-
49207	Transfer To Capital Project Fund	-	-	-	-	-	-	-
49220	Transfer To Storm Water	-	-	(15,000)	(15,000)	(15,000)	(15,000)	-
TOTAL	Interfund Transfers	-	-	(15,000)	(15,000)	(15,000)	(15,000)	-
TOTAL	Division Expenses	2,970,850	2,610,522	3,081,020	3,081,020	3,056,250	3,679,150	598,130
49512	Support Activity Costs	1,635,144	626,273	2,132,090	1,979,660	1,564,410	2,177,960	45,870
TOTAL	Interdepartmental Charges	1,635,144	626,273	2,132,090	1,979,660	1,564,410	2,177,960	45,870
TOTAL	Sanitary Sewer Operations	4,605,993	3,236,796	5,213,110	5,060,680	4,620,660	5,857,110	644,000

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 21-22 BUDGET CHANGES

- There are no significant changes to this budget.

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

DIVISION 50141
NAME W&S INTERFUND TRANSFERS

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
42020	Other Post Employ Benfits	-	950	-	-	-	6,000	6,000
42030	Pension Expense	(197,538)	69,365	-	-	-	-	-
TOTAL	Employee Benefits	(197,538)	70,315	-	-	-	6,000	6,000
48308	Capital Leases	-	-	-	-	-	-	-
48311	Depreciation	599,080	649,061	-	-	-	-	-
TOTAL	Capital Outlay	599,080	649,061	-	-	-	-	-
49201	Water Sewer Transfer To General Fund	980,000	1,055,000	1,400,000	1,400,000	1,055,000	1,800,000	400,000
49202	Water and Sewer Transfer To Debt	844,221	841,494	1,340,300	1,340,300	1,340,300	1,305,310	(34,990)
49204	Cpf Transfer To Wsf	(346,003)	(2,382,018)	-	-	-	-	-
TOTAL	Interfund Transfers	1,478,218	(485,524)	2,740,300	2,740,300	2,395,300	3,105,310	365,010
TOTAL	Division Expenses	1,879,761	233,852	2,740,300	2,740,300	2,395,300	3,111,310	371,010
49511	Charges To Water Department	(1,054,958)	(64,435)	(1,354,150)	(1,233,140)	(921,870)	(1,411,270)	(57,120)
49514	Charges To Sewer Department	(1,219,878)	(169,417)	(1,655,070)	(1,507,160)	(1,126,730)	(1,724,880)	(69,810)
TOTAL	Interdepartmental Charges	(2,274,836)	(233,852)	(3,009,220)	(2,740,300)	(2,048,600)	(3,136,150)	(126,930)
49900	Contingency Reserve	-	-	301,050	301,050	-	24,840	(276,210)
TOTAL	Contingency Reserve	-	-	301,050	301,050	-	24,840	(276,210)
TOTAL	Water and Sewer Interfund Transfers	(395,075)	(0)	32,130	301,050	346,700	-	(32,130)

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 21-22 BUDGET CHANGES

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

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

DIVISION 59500
NAME W&S VEH REPLACE PROG

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
49115	Administration Interest	492	-	-	-	-	-	-
49150	Water & Sewer Principal	-	-	-	-	-	-	-
49155	Water & Sewer Interest	3,410	10,063	5,000	5,000	4,300	5,000	-
TOTAL	Debt Service	3,901	10,063	5,000	5,000	4,300	5,000	-
TOTAL	Division Expenses	3,901	10,063	5,000	5,000	4,300	5,000	-
49511	Charges To Water Department	(1,756)	(4,528)	(2,250)	(2,250)	(1,930)	(2,250)	-
49514	Charges To Sewer Department	(2,145)	(5,535)	(2,750)	(2,750)	(2,370)	(2,750)	-
TOTAL	Interdepartmental Charges	(3,901)	(10,063)	(5,000)	(5,000)	(4,300)	(5,000)	-
TOTAL	Water and Sewer Vehicle Replace Program	-	-	-	-	-	-	-

STORMWATER FUND

TOWN OF VIENNA FISCAL YEAR 21-22 BUDGET

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Proposed	Net Change
Stormwater Administration	365,959	437,720	437,720	426,960	436,720	-1,000
Stormwater Fund	365,959	437,720	437,720	426,960	436,720	-1,000



Figure 1: Rip-Rap Channel

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 stormwater management measures to control both the polluted runoff and increased stormwater 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 FY21 Budget includes \$430,000 of anticipated stormwater tax revenue for Vienna and is the ninth year of receipt of funding. These funds are restricted for only stormwater projects.

ACTIVITIES / PRODUCTS / SERVICES

- Inspection, maintenance, and repair of stormwater conveyance infrastructure including catch basins, culverts, manholes, pipes, ditches, and streams.
- Inspection, monitoring, maintenance and enforcement for public and privately owned Best Management Practices (BMP).
- Administer the Municipal Separate Storm Sewer System (MS4) Program Plan and Total Maximum Daily Load (TMDL) Action Plans per Virginia DEQ requirements.
- Perform and evaluate drainage studies and implement drainage improvement and water quality projects.
- Implement pollutant reduction projects jointly with Fairfax County per Memorandum of Understanding adopted by Town Council on October 28, 2013.
- Complete state stormwater grant applications and revenue sharing.
- Timely response to requests regarding drainage and stormwater concerns.

STORMWATER DIVISION
55111

FY 20-21 COVID RESPONSE

- Work with other DPW divisions for a coordinated response.
- Work with other departments to support their efforts to help ensure a comprehensive town wide response.
- Ensure continuity of essential services and safety of employees by modifying operations.

FY 20-21 ACCOMPLISHMENTS

- Completed construction of Orchard Street NW drainage improvement project.
- Completed storm sewer infrastructure and best management practices (BMPs) map book updates including outfalls and interconnections to meet Virginia DEQ requirements.
- Completed field investigation, documentation, and mapping of outfall reconnaissance investigations.
- Continued implementation of Northside Property Yard Stormwater Pollution Prevention Plan (SWPPP) including in-house stormwater training program for all field crews.
- Updated Northside Property Yard SWPPP and created Nutley Street Yard SWPPP to meeting MS4 Program Plan requirements.
- Continued concept design for Northside Property Yard water quality improvements and additional implemented material stockpile containment and organization efforts.
- Completed the Virginia DEQ audit of MS4 Program Plan and the Northside Property Yard inspection.
- Hosted a watershed educational booth at the Town's annual fishing rodeo.
- Prepared and presented on stormwater management at the 17th Annual EcoSavvy Symposium.
- Implemented updated MS4 Program Plan including Public Education and Outreach Plan and Phase II Chesapeake Bay TMDL Action Plan per Virginia DEQ requirements.
- Developed and implemented Sediment and Chloride TMDL Action Plans for Accotink Creek per Virginia DEQ requirements.
- Coordinated volunteer efforts of individual citizens and community groups to mark storm drain inlets with "Only Rain" decals.
- Distributed stormwater themed children books at volunteer Town Clean-Up events.
- Participated in Northern Virginia Clean Water Partners regional program.

STORMWATER DIVISION
55111

Fairfax County Partnership Accomplishments

- Completed construction of Piney Branch Stream Restoration utilizing \$660,000 Stormwater Local Assistance Fund (SLAF) grant award and \$660,000 Fairfax County match.
- Began survey and design of Hunters Branch Phase II Stream Restoration utilizing \$400,000 from Fairfax County.
- Began survey and design of Bear Branch Southside Park Phase I Stream Restoration utilizing \$1,020,000 SLAF grant award and \$1,020,000 Fairfax County match.
- Received SLAF grant for \$1,247,500 in addition to a \$1,247,500 Fairfax County match to fund the construction of the Bear Branch Tributary Phase II Stream Restoration design and construction. Began survey and design for this restoration project.

FY 21-22 INITIATIVES

- Continue to implement and comply with Phase II Chesapeake Bay, Bacteria, Sediment, and Chloride Action Plans, Public Education/Outreach Plan and MS4 Program Plan per Virginia DEQ requirements.
- Continue reissuance and implement new Construction General Permits per Virginia DEQ requirements.
- Continue implementation of Northside Property Yard and Nutley Street Yard SWPPP and water quality improvements.
- Continue and maintain comprehensive GIS mapping of stormwater infrastructure, best management practices and Virginia Stormwater Management Program (VSMP) land disturbance for inventory, maintenance, and inspection tracking.
- Begin feasibility analysis and evaluation of potential stormwater management retrofit to the best management practices for increased pollutant removal.
- Begin design of 100 Block Moore Avenue SE, 200 Block Manvell Road SE, and 600 Block Valley Drive SE drainage improvements.
- Begin drainage study for 900 Block Glyndon Street SE / 300 Block Owaissa Road SE.

Fairfax County Partnership Initiatives

- Complete construction of Bear Branch Southside Park Phase I Stream Restoration.
- Begin construction of Hunters Branch Phase II Stream Restoration.
- Complete design of Bear Branch Tributary Phase II Stream Restoration.

STORMWATER DIVISION 55111

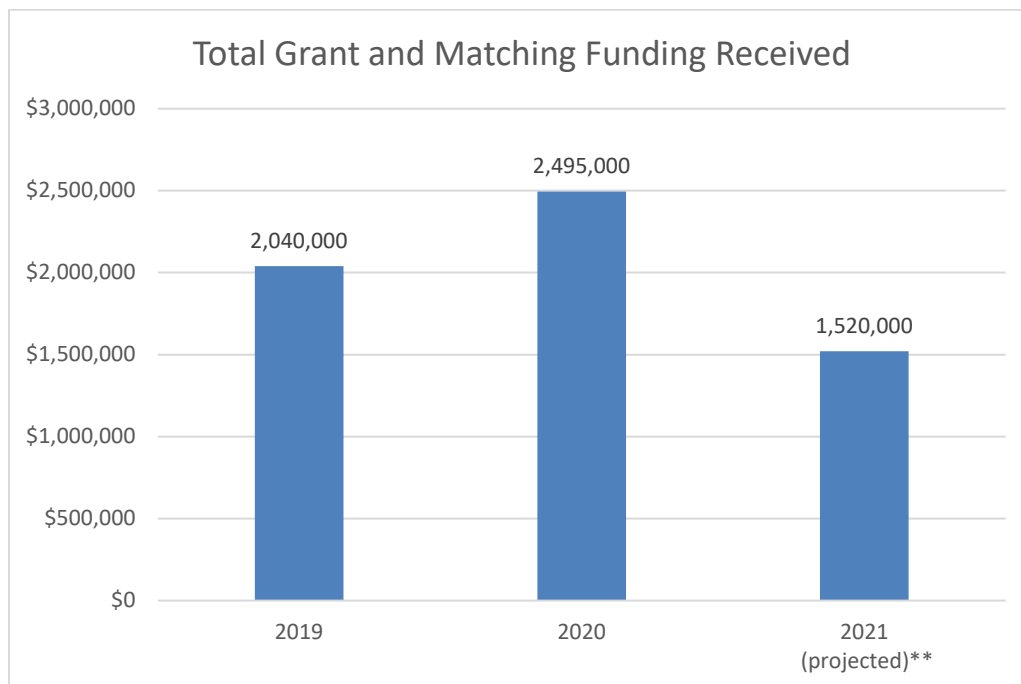
PERFORMANCE MEASURES

Based on calendar year data

OBJECTIVE: Fiscally responsible community, safe community and environmentally sustainable community.

Description	2019 Actual	2020 Actual	2021 Projected
Linear Feet of Stream Restoration	0*	1,155	0*
# of storm drain repairs	6	14	10

*Stream restoration projects scheduled to coordinate with DEQ SLAF funding opportunities.



** Projected funding is based on successful award of SLAF grant and matching county funding. SLAF grant is not guaranteed and is based on state selection criteria.

STORMWATER DIVISION
55111

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Proposed FY 21-22
Water Quality Engineer	1	1	1
Maintenance Worker	1	1	1
Administrative Assistant	0	0.5	0.5
Total	2	2.5	2.5

FY 21-22 BUDGET CHANGES

- Budget dollars restored to pre-COVID-19 level.

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

DIVISION 55111
NAME STORMWATER FUND ADMIN

ACCOUNT NUMBER	TITLE	FY 18-19 ACTUAL	FY 19-20 ACTUAL	-----FY 20-21-----			FY 21-22 PROPOSED	NET CHANGE
				BUDGET	REVISED	ESTIMATED		
41001	Salaries and Wages	120,446	135,164	184,950	184,950	179,320	130,200	(54,750)
41002	Overtime	1,095	1,111	1,000	1,000	1,000	1,000	-
41003	Regular Part Time with Benefits	8,950	-	-	-	-	-	-
41004	Part Time without Benefits	1,318	-	-	-	-	-	-
41006	Annual Leave Liquidation	-	-	-	-	-	-	-
41015	Performance Bonus	1,000	1,500	-	-	-	-	-
TOTAL	Personal Services	132,809	137,775	185,950	185,950	180,320	131,200	(54,750)
42001	F.I.C.A.	9,395	10,268	14,230	14,230	14,230	9,030	(5,200)
42002	V.R.S.	8,522	9,894	21,460	21,460	13,750	10,890	(10,570)
42003	V.R.S. Life Insurance	1,463	1,721	2,480	2,480	2,150	1,610	(870)
42007	Health Insurance	17,790	13,269	15,000	15,000	15,000	15,260	260
42012	Cafeteria Plan Fees	63	75	60	60	60	80	20
42018	Employer Contributions: DC401A	3,656	5,023	5,330	5,330	5,330	4,800	(530)
42021	V.R.S Hybrid 401A Match	3,349	4,122	4,300	4,300	3,670	4,320	20
42025	V.R.S Hybrid Disability	657	693	750	750	750	750	-
TOTAL	Employee Benefits	44,896	45,064	63,610	63,610	54,940	46,740	(16,870)
43104	Architect/Engineer Services	23,301	62,765	74,600	74,600	74,600	74,600	-
43301	Equipment Maintenance Contracts	-	-	-	-	-	-	-
43309	Cell Phone Expense	598	782	800	800	800	800	-
43802	Landfill Fees	-	15,000	-	-	-	-	-
TOTAL	Purchased Services	23,899	78,546	75,400	75,400	75,400	75,400	-
45202	Long Distance Service	-	-	-	-	-	-	-
45404	Central Copier Charges	-	7	-	-	-	-	-
45503	Subsistence/Lodging	116	464	1,000	1,000	1,000	1,000	-
45504	Conventions/Education	187	80	2,000	2,000	2,000	2,000	-
45801	Memberships/Dues	-	383	500	500	500	500	-
TOTAL	Other Charges	303	933	3,500	3,500	3,500	3,500	-
46001	Office Supplies	327	64	250	250	250	500	250
46008	Vehicle/Equipment Fuels	447	380	1,800	1,800	1,800	1,800	-
46009	Vehicle/Equipment Maintenance Supplies	167	290	300	300	300	300	-
46011	Uniforms/Safety Apparel	291	230	230	230	230	500	270
46015	Operational Supplies	305	242	320	320	320	320	-
46017	Small Tools	211	48	120	120	120	180	60
TOTAL	Materials and Supplies	1,747	1,255	3,020	3,020	3,020	3,600	580
47203	Service Awards	-	232	-	-	-	-	-
47403	Physical Improvements	61,399	62,613	80,160	80,160	80,160	80,160	-
47404	Stormwater Management Program	42,147	32,940	51,120	51,120	51,120	51,120	-
TOTAL	Programs and Services	103,545	95,785	131,280	131,280	131,280	131,280	-
48201	Additional Machine/Equipment	-	-	30,000	30,000	30,000	30,000	-
TOTAL	Capital Outlay	-	-	30,000	30,000	30,000	30,000	-
49202	Water Sewer Transfer to Debt Services	-	-	-	-	-	-	-
49205	Transfer to General Fund	-	-	(18,540)	(18,540)	-	-	18,540
49207	Transfer to Capital Project Fund	(40,665)	6,600	(51,500)	(51,500)	(51,500)	-	51,500
49211	Stormwater Transfer to Water and Sewer	-	-	15,000	15,000	-	15,000	-
TOTAL	Interfund Transfers	(40,665)	6,600	(55,040)	(55,040)	(51,500)	15,000	70,040
TOTAL	STORMWATER FUND	266,533	365,959	437,720	437,720	426,960	436,720	(1,000)

FY21-22 UNFUNDED PRIORITIES

Council Initiative	Department	Title	Safety Item	# Years Requested	Expense Amount	BCOM Priority	Departmental Priority
<u>Operating Unfunded Priorities</u>							
<u>ONE TIME EXPENDITURE</u>							
Engaged community, influential and well-governed community	Administration - Communications and Marketing	2021 National Community Survey			21,000	2	1
Safe community, complete community, engaged community	Parks & Recreation - Programs	COVID Field Monitors	Yes		5,000		2
Complete community, engaged community	Administration - Communications & Marketing	Town-branded giveaway items			7,000		2
SUBTOTAL ONE-TIME ITEMS					\$ 33,000		
<u>ONGOING EXPENDITURE</u>							
Safe community, environmentally sustainable, complete community	Parks and Recreation - Parks	Maintenance Worker II - 1 FTE	Yes	4	69,000		1
Safe community, complete community, engaged community	Administration - Information Technology	Videographer Full-Time Staff			70,200		1
Engaged Community, Influential, Well governed community	Town Manager	Deputy Town Manager		2	160,000	1	1
Safe community, complete community, engaged community	Parks and Recreation - Parks	Parks Overtime	Yes	2	9,000		3
Safe community, complete community	Parks and Recreation - Administration	Administration Overtime		2	6,000		4
Safe community, environmentally sustainable, efficiently mobile	Parks and Recreation - Parks	Commercial Driver's License (CDL) Training	Yes		3,750		5
Complete community	Parks & Recreation - Parks	Town Green Holiday Lights		2	11,200	3	7
Environmentally sustainable, engaged community	Public Works - General Administration	Sustainability Initiatives		2	10,000		4
Environmentally sustainable, complete community	Legislative - Conservation & Sustainability Commission	Tree Replacement Program			30,000		1
Complete community, engaged community	Legislative	Vienna Public Art Commission - Creative Communities Partnership Grant		4	4,500		1
SUBTOTAL ONGOING ITEMS					\$ 373,650		
Available Funds					(182,000)		
Total Operating Unfunded Priorities					\$ 191,650		

FY21-22 UNFUNDED PRIORITIES

Council Initiative	Department	Title	Safety Item	# Years Requested	Expense Amount	BCOM Priority	Departmental Priority
Capital Unfunded Priorities - Will be addressed in Capital Budget process in the fall							
Safe community, environmentally sustainable, efficiently mobile	Public Works - Snow	3 Double wall tanks	Yes		75,000		
Safe community, environmentally sustainable, efficiently mobile	Public Works - Snow/Streets	Anti-Icing Direct Application System	Yes		35,000		1
Safe community	Police - Administration	Portable radio upgrade			300,000		1
Safe community, influential and well-governed community	Police - Administration	Body Worn Cameras and In-Car Video	Yes		50,000		1
Complete community, engaged community	Community Development - Economic Development	Wreaths and Pole Banners on Maple Avenue			100,000		2
Safe community, complete community, engaged community	Administration - Information Technology	Police In-Car Video - Replacement Plan	Yes		15,000		2
Safe community	Parks & Recreation - Community Center	VCC Auditorium Hallway Exterior Door	Yes		30,000		8
Safe community, complete community, engaged community	Parks and Recreation - Parks	Dog Park Solar Lights	Yes		20,000		9
Safe community, environmentally sustainable, economically prosperous, complete community	Public Works - General Maintenance	Trash can replacement along Maple Ave, and Church St.	Yes		32,000		2
Complete Community	Councilmember Patel	Harmony Playground		2	18,600		
Total Capital Unfunded Priorities					\$ 675,600		
Total Unfunded Priorities					\$ 867,250		
Available Funds					\$ (182,000)		
Remainder					\$ 685,250		
Alternatives:							
Change Tax Rate 1/2 cent					\$ 281,100		
Change Tax Rate 1/4 cent					\$ 140,550		

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

ON HOLD - NEXT YEAR							
Safe community, influential and well-governed community	Police - Administration	Accreditation Manager	Yes		100,000		3

TOWN OF VIENNA

FY 21-22

NEW/ADJUSTED/CONTINUING BUDGET ITEMS

Department Administration Division Communications & Marketing

Item 2021 National Community Survey

Description The Town of Vienna has participated in three previous surveys, conducted on a biennial basis, that measure citizen satisfaction with government services and community characteristics. The most recent survey was conducted in 2018 with the ICMA-affiliated National Research Center; the 2020 survey was delayed due to the coronavirus pandemic.

Total \$ \$21,000

Account 100-102-1021-11260-43308

Departmental Priority # 1

Service Impact to Residents ☒ YES ☐ NO

If yes, explain Survey measures residents' satisfaction with Town services.

☐ Ongoing or ☒ One-time

Strategic Plan Area Supported (must check at least one):

- | | |
|------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> Safe Community | <input type="checkbox"/> Complete Community |
| <input type="checkbox"/> Environmentally Sustainable | <input checked="" type="checkbox"/> Engaged Community |
| <input type="checkbox"/> Economically Prosperous | <input checked="" type="checkbox"/> Influential and Well-Governed Community |
| <input type="checkbox"/> Efficiently Mobile | <input type="checkbox"/> Fiscally Responsible Community |

TOWN OF VIENNA

FY 21-22

NEW/ADJUSTED/CONTINUING BUDGET ITEMS

Department Parks & Recreation Division Programs

Item COVID Field Monitor

Description Funding to pay salaries of two (2) part-time field monitors for 18 weeks, July through October 2021. The employees will work weekday evenings to monitor field and park use in accordance with CDC guidelines and return to play policies, document attendance, resolve issues and ensure parks are kept clean.

Total \$ 5,000

Account 100-107-1071-17150-41004

Departmental Priority # 2

Service Impact to Residents ☒ YES ☐ NO

If yes, explain Without the funding, park/field usage and programming would be limited.

☐ Ongoing or ☒ One-time

Strategic Plan Area Supported (must check at least one):



Safe Community



Environmentally Sustainable



Economically Prosperous



Efficiently Mobile



Complete Community



Engaged Community



Influential and Well-Governed Community



Fiscally Responsible Community

TOWN OF VIENNA

FY 21-22

NEW/ADJUSTED/CONTINUING BUDGET ITEMS

Department Administration Division Communications & Marketing

Item Town-branded giveaway items

Description The Town purchased several branded items in FY20 as part of the launch of its new brand/logo. Those supplies now need to be replenished with new high-quality, Town-branded items to serve as giveaways to residents and visitors. Such branded give-aways serve to enhance the Town's brand and "reach" into the community and contribute to creating a sense of community.

Total \$ \$5,000-7,000

Account 100-102-1021-11260-43301

Departmental Priority # 2

Service Impact to Residents ☐ YES ☐ NO

If yes, explain While this will not impact services to residents, it will impact community pride.

☐ Ongoing or ☒ One-time

Strategic Plan Area Supported (must check at least one):

- | | |
|------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Safe Community | <input checked="" type="checkbox"/> Complete Community |
| <input type="checkbox"/> Environmentally Sustainable | <input checked="" type="checkbox"/> Engaged Community |
| <input type="checkbox"/> Economically Prosperous | <input type="checkbox"/> Influential and Well-Governed Community |
| <input type="checkbox"/> Efficiently Mobile | <input type="checkbox"/> Fiscally Responsible Community |

TOWN OF VIENNA

FY 21-22

NEW/ADJUSTED/CONTINUING BUDGET ITEMS

Department Parks & Recreation Division Parks

Item Maintenance Worker II - 1 FTE

See attached. 2 documents

Description _____

Total \$ \$54,190 plus benefits (\$69,364) - Grade 114 - Maintenance Worker II

Account 100-107-1071-17120-41001

Departmental Priority # 1

Service Impact to Residents ☒ YES ☐ NO

If yes, explain Improve and preserve the cleanliness, appearance and appeal of the Town.

☒ Ongoing or ☐ One-time

Strategic Plan Area Supported (must check at least one):

- | | |
|-----------------------------------------------------------------|------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Safe Community | <input checked="" type="checkbox"/> Complete Community |
| <input checked="" type="checkbox"/> Environmentally Sustainable | <input type="checkbox"/> Engaged Community |
| <input type="checkbox"/> Economically Prosperous | <input type="checkbox"/> Influential and Well-Governed Community |
| <input type="checkbox"/> Efficiently Mobile | <input type="checkbox"/> Fiscally Responsible Community |

Maintenance Worker II

Maintenance Worker II – Parks – 1 position

Five (5) Maintenance Workers support all maintenance and operations work in this Division town wide. The Parks Maintenance team is in need of one additional full time Maintenance Worker II. Up until 2011, there was a Parks Superintendent, Parks Supervisor and five (5) maintenance workers. With the retirement of Al Garlock in 2011, the Park Superintendent position was eliminated with the hopes to gain one additional maintenance worker, which never materialized. In the past 26 years, the Town has added Branch Road Tot Lot (2000), Sarah Walker Mercer Park (2006), Town Green (2007), Locust Street property (2013), Beulah Road property (2018), the Robinson property (2019) and Faith Baptist Church (2020) to its inventory of parks/grounds to maintain, and, along with additional special events with no increase in the number of maintenance workers. 2,313 hours of staff time is required to maintain these parks/tracts of land (see attached). One full time position equates to 2080 hours per year. As an aside, the fields at Waters and Glyndon Park were renovated with synthetic turf reducing yearly maintenance on those fields by 217 hours, which reduces the current staff requirement to 2096 hours which is equivalent to more than one full time employee (2080 hours).

Maintenance Worker responsibilities include:

- Maintain 13 parks including the Dog Park for a total of 110 acres, of which 35 acres are stream valleys.
- Maintain 1.6 miles of trails (dirt and paved) ensuring access.
- Clear creeks and debris from Wolftrap, Bear Branch and Piney Branch creeks.
- Maintain seven (7) natural turf diamond fields and two (2) artificial diamond/rectangular fields. Includes dragging infield five (5) days a week during softball/baseball season.
- Maintain four (4) tennis courts and four (4) basketball courts.
- Mow and trim Town facilities, parks, athletic fields, stream valleys, rights of way and water towers. See attached detail.
- Perform grounds maintenance (mowing, raking, trimming, shoveling, removing brush) at all 13 parks.
- Perform trash pick-ups in all parks including weekends from April through October.
- Inspect and maintain five (5) playgrounds.
- Maintain and clean four (4) public restrooms and five (5) picnic shelters.
- Mow, trim, clean headstones, maintain and repair four (4) cemeteries.

- Work special events (30) to include assisting with setup and breakdown, trash removal and various assigned support duties during the events, which occur primarily on weekends and weekday evenings.
- Remove snow on public buildings, commercial sidewalk areas, and school walking routes, Metro walking routes and bus stops.
- Respond to after-hour tree and weather emergencies and complaints.
- Manage and supervise on average ten (10) scout projects a year held during weekends to assist scouts with obtaining their Eagle Scout award.

During the Winter Season, the parks maintenance staff tackles all of these items

- Aerating, fertilizing, and seeding before the first freeze on all 6 grass athletic fields, and on the medians of Maple Ave, and Nutley Street.-Checking all holiday lights, so they are in working order. This includes all strands for Town Green trees, and Church Street Poles. All Wreaths on Maple Ave, and all decorations on the Town Green Stage. Once all lights are checked, we are responsible for the installation and removal of all the lights and decorations
- Leaf removal from all Parks, Athletic Fields, and Tennis Courts throughout leaf season.
- Chain link fence repairs and split rail fence repairs
- Painting of park restrooms while the bathrooms are shut down for the winter months
- Paver and brick repairs at the Town Green
- Creek blockage removal from Town Creeks
- Assist HVI at the Freeman house when asked to move furniture, books, and supplies
- Trash and Brush removal from all parks
- Playground Inspections and Maintenance
- Resupplying all storage buildings at our athletic fields with chalk and turf before spring
- Assist with the 2 member garden crew with any emergency tree removal or road closures during such emergency
- Cutting and removal of any brush encroaching on Town sidewalks
- Maintenance on all Athletic Field dugouts and Park Pavilions
- Application of new stone dust to Town of Vienna Dog Park
- Maintenance to Athletic Field bleachers and picnic tables
- Maintenance to Dog Park benches
- Snow removal of all town buildings and parking lots, to allow Town operations to continue during inclement weather
- Replacement of any damaged irrigation heads
- Application of crumb rubber to both synthetic fields for a passing G-Max test.

YEARLY STAFF HOUR ACCOUNT FOR ADDITIONAL PARK MAINTENANCE DUTIES SINCE 1994

Park	Duty	Tabulation	Total Hours
Sarah Mercer Park	mowing/trimming	.5 hours x 2/month x 7 months x 2 staff	14
Branch Road Tot Lot	mowing/trimming	1 hr x 2/month x 7 months x 5 staff	70
	playground inspection	.5 hours x 2/month x 12 months x 1 staff	12
	flower bed - initial planting	4 hrs x 2 staff	8
	flower bed - watering	1 hr x 1/week x 27 wks (Apr - Sept) x 1 staff	27
	flower bed - weeding	4 hrs x 1/month x 6 months (Apr - Sept) x 2 staff	48
	flower bed - mulch	1 hr x 1/year x 1 staff	1
	flower bed - winterize	2 hrs x 1/year x 2 staff	4
Town Green	mowing/trimming	2 hrs x 1/week x 31 wks (Apr - Oct) x 5 staff	310
	bathrooms - cleaning	1 hr x 3/week x 33 wks (Apr - Dec) x 1 staff	99
	bathrooms - winterizing		
	trash removal	1 hr x 2/weeks x 31 wks (Apr - Oct) x 1 staff	62
	fountain - clean pavers	3 hrs x 2/mnth x 8 months (May - Dec) x 2 staff	96
	flower bed - initial planting	6 hrs x 1/year x 4 staff	24
	flower bed - watering	2 hrs x 2/week x 27 wks x 1 staff	108
	flower bed - weeding	8 hrs x 2 days x 10 times (Apr - Oct) x 4 staff	640
	flower bed - winterize	8 hrs x 1 day x 2 staff	16
	leaf removal	1 hr x 2/mnth x 2 months x 5 staff	20
Faith Baptist	mowing/trimming	2 hrs x 1/week x 31 wks (Apr - Oct) x 5 staff	310
	flower bed - initial planting	4 hrs x 2 staff	8
	flower bed - watering	1 hr x 1/week x 27 wks (Apr - Sept) x 1 staff	27
	flower bed - weeding	4 hrs x 1/month x 6 months (Apr - Sept) x 2 staff	48
	flower bed - mulch	1 hr x 1/year x 1 staff	1
	flower bed - winterize	2 hrs x 1/year x 2 staff	4
	leaf removal	1 hr x 2/mnth x 2 months x 5 staff	20
Beulah property	mowing/trimming	1 hr x 3/month x 7 months (Apr-Oct) x 3 staff	63
	leaf removal	1 hr x 2/mnth x 2 months x 5 staff	20

YEARLY STAFF HOUR ACCOUNT FOR ADDITIONAL PARK MAINTENANCE DUTIES SINCE 1994

Robinson property	mowing/trimming	1.5 hrs x 1/week x 31 wks (Apr - Oct) x 5 staff	233
	leaf removal	1 hr x 2/mnth x 2 months x 5 staff	20
TOTAL HOURS PER YEAR			2313
*Waters Field - addition of synthetic turf	mowing/trimming	2 hrs x 1/week x 31 wks (Apr - Oct) x 2 staff	-124
*Glyndon Field - addition of synthetic turf	mowing/trimming	1.5 hrs x 1/week x 31 wks (Apr - Oct) x 2 staff	-93
GRAND TOTAL HOURS PER YEAR			2096

*The installation of synthetic turf at Waters and Glyndon Park eliminated the need to mow/trim these ball fields.

Note - One full time position equates to 2080 hours per year

Note - Total hours does not reflect hours of additional special events

TOWN OF VIENNA

FY 21-22

NEW/ADJUSTED/CONTINUING BUDGET ITEMS

Department Administration Division Information Technology

Item Videographer Full Time Staff

Description Request funding to support staffing needs for a Videographer position at the Town to support original content videos and filming for Mayor at your Service, Mercury On Deck, Parks and Recreation Events and Programing, Planning and Zoning Code Create, Public Works Stream Restoration Educational Promos, Parks and Rec National Womans Day, Public Works Transportation Community Meetings, and televised Town meetings at a cost of \$52,000 (Salary), and \$18,200.00 (Benefits).

Total \$ \$70,200.00

Account 100-102-1021-11251-41001

Departmental Priority # 1

Service Impact to Residents ☐ YES ☒ NO

If yes, explain _____

☒ Ongoing or ☐ One-time

Strategic Plan Area Supported (must check at least one):



Safe Community



Complete Community



Environmentally Sustainable



Engaged Community



Economically Prosperous



Influential and Well-Governed Community



Efficiently Mobile



Fiscally Responsible Community

TOWN OF VIENNA

FY 21-22

NEW/ADJUSTED/CONTINUING BUDGET ITEMS

Department Town Manager Division Town Manager

Item Deputy Town Manager

The responsibilities undertaken by the office of the Town Manager have expanded considerably in the last eight years. To be more efficient and effective, and to help assure succession and business continuity, the office proposes a second executive to help distribute the many important tasks of the Manager. A Deputy would assist the Town Manager in all aspects of daily Town operations; act as Town Manager in his/her absence; provide attention to administrative details, special projects, and a share of initiatives. He/she may oversee a portion of or all Council work sessions, as determined by Council, and sit for the Manager at Council meetings, in his/her absence. He/she would work with department directors to coordinate, plan and ensure implementation of specific initiatives, activities and projects; would liaison in conflict resolution and customer relations/communications; and would serve as Town spokesperson as determined by the Town Manager.

Description _____

Total \$ 160,000

Account _____

Departmental Priority # 1

Service Impact to Residents ☒ YES ☐ NO

If yes, explain Improve level of service and community engagement

☒ Ongoing or ☐ One-time

Strategic Plan Area Supported (must check at least one):

☐

Safe Community

☒

Complete Community

☐

Environmentally Sustainable

☒

Engaged Community

☐

Economically Prosperous

☒

Influential and Well-Governed Community

☐

Efficiently Mobile

☐

Fiscally Responsible Community

TOWN OF VIENNA

FY 21-22

NEW/ADJUSTED/CONTINUING BUDGET ITEMS

Department Parks & Recreation Division Parks

Item Parks Overtime

The Parks Crew is required to work scout projects, field maintenance days, weekend park maintenance, emergency tree work, Town clean up days and special events. Overtime is paid when flex time and comp time earned are not always options. The increase in attendance at events has resulted in the need for additional staff to work. During the summer, our department staffs up for additional mowing, field maintenance, trash and bathroom cleaning needs. This amount covers the overtime expenses for these seasonal workers.

Description _____

Total \$ 9,000

Account 100-107-1071-17120-41002

Departmental Priority # 3

Service Impact to Residents ☒ YES ☐ NO

If yes, explain immediate removal of trees during storms impacting public roads, providing scouts with opportunities to earn Eagle Scout badge, coordination of volunteer clean-up of parks, trash removal and bathroom cleaning during weekend use.

☒ Ongoing or ☐ One-time

Strategic Plan Area Supported (must check at least one):

- | | |
|------------------------------------------------------|------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Safe Community | <input checked="" type="checkbox"/> Complete Community |
| <input type="checkbox"/> Environmentally Sustainable | <input checked="" type="checkbox"/> Engaged Community |
| <input type="checkbox"/> Economically Prosperous | <input type="checkbox"/> Influential and Well-Governed Community |
| <input type="checkbox"/> Efficiently Mobile | <input type="checkbox"/> Fiscally Responsible Community |

TOWN OF VIENNA

FY 21-22

NEW/ADJUSTED/CONTINUING BUDGET ITEMS

Department Parks & Recreation Division Administration

Item Administration Overtime

Description The majority of this account is used for staff working the large number of special events that draw large crowds. Staff may choose to earn comp time, flextime or receive OT. Flex and comp time are not always an option. In order to insure these large events are safe well monitored it is necessary to increase this line item.

Total \$ \$6,000

Account 100-107-1071-17110-41002

Departmental Priority # 4

Service Impact to Residents ☒ YES ☐ NO

If yes, explain Without the funding, programming would be limited.

☒ Ongoing or ☐ One-time

Strategic Plan Area Supported (must check at least one):



Safe Community



Environmentally Sustainable



Economically Prosperous



Efficiently Mobile



Complete Community



Engaged Community



Influential and Well-Governed Community



Fiscally Responsible Community

TOWN OF VIENNA

FY 21-22

NEW/ADJUSTED/CONTINUING BUDGET ITEMS

Department Parks & Recreation Division Parks

Item Commercial Driver's License (CDL) Training - revised

Maintenance Worker positions in Parks & Recreation require an employee to have a Commercial Driver's License, as they progress through their career path. The Town relies on employees to cross-function across departments in case of emergencies, such as inclement weather and snow emergencies; as well as drive the large tandem trucks for trash pick-up and leaf removal. Required training is part of the employment cost, since it is nearly impossible to recruit candidates who already possess commercial driver licenses. The Town must invest in its employees to meet the demands of the job and to retain employees. Recommend training one Parks employee each year to receive their CDL.

Description _____

Total \$ 3,750

Account 100-107-1071-17120-45504

Departmental Priority # 5

Service Impact to Residents ☒ YES ☐ NO

If yes, explain removal of trash, leaf and snow

☒ Ongoing or ☐ One-time

Strategic Plan Area Supported (must check at least one):



Safe Community



Complete Community



Environmentally Sustainable



Engaged Community



Economically Prosperous



Influential and Well-Governed Community



Efficiently Mobile



Fiscally Responsible Community

TOWN OF VIENNA

FY 21-22

NEW/ADJUSTED/CONTINUING BUDGET ITEMS

Department Parks & Recreation Division Parks

Item Town Green Holiday Lights

Professional LED light wrapping of the Elms (7), Red Maples (8) and the Sycamores (4) at the Town Green from Thanksgiving to second week in January. Elms are located on the pavers along Maple Avenue. Red Maples are located along the cement path through the Town Green. Sycamores are located on Mill Street from the restroom to Maple Avenue. LED lights will last for approximately 6 to 7 seasons.

*Elms - \$1800 (labor) - lights have already been purchased. The Elms were professionally wrapped for the 2020 holiday season.

*Maples - \$3,200 (lights) + \$2,400 (labor) = \$5,600

*Sycamores - \$2,000 (lights) + \$1,800 (labor) = \$3,800

Recurring cost in future years will be for the labor only. Labor cost for future years for all identified trees will be \$6,000 per year.

Description _____

Total \$ 11,200

Account 100-107-1071-17120-43308

Departmental Priority # 7

Service Impact to Residents ☒ YES ☐ NO

If yes, explain Contributes to the Town's community identity and holiday spirit.

☒ Ongoing or ☐ One-time

Strategic Plan Area Supported (must check at least one):

☐

Safe Community

☐

Environmentally Sustainable

☐

Economically Prosperous

☐

Efficiently Mobile

☒

Complete Community

☐

Engaged Community

☐

Influential and Well-Governed Community

☐

Fiscally Responsible Community

TOWN GREEN LIGHTS



TOWN OF VIENNA

FY 21-22

NEW/ADJUSTED/CONTINUING BUDGET ITEMS

Department Public Works Division General Administration

Item Sustainability Initiatives

Description This request will support the Town's growing sustainability initiatives and the Conservation & Sustainability Commission's (CSC) programs. Funded items and programs will include Bee City and Pollinator/ Native Gardens signage, Green Expo and the Sustainability Challenge. This fund will also cover public outreach and education supplies and events as well as participation in the Urban Sustainability Directors Network's (USDN) Virginia Energy & Sustainability Peer Network (VESPN).

Total \$ 10,000

Account 100-104-1041-14110-46015

Departmental Priority # _____

Service Impact to Residents ☒ YES ☐ NO

If yes, explain funds sustainability events and programs for community.

☒ Ongoing or ☐ One-time

Strategic Plan Area Supported (must check at least one):

- | | |
|-----------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Safe Community | <input type="checkbox"/> Complete Community |
| <input checked="" type="checkbox"/> Environmentally Sustainable | <input checked="" type="checkbox"/> Engaged Community |
| <input type="checkbox"/> Economically Prosperous | <input type="checkbox"/> Influential and Well-Governed Community |
| <input type="checkbox"/> Efficiently Mobile | <input type="checkbox"/> Fiscally Responsible Community |

TOWN OF VIENNA

FY 21-22

NEW/ADJUSTED/CONTINUING BUDGET ITEMS

Department Legislative Division Conservation & Sustainability Commission

Item Tree Replacement Program

See attached.

Description _____

Total \$ 30,000

Account 100-107-1071-17120-46003

Departmental Priority # 1

Service Impact to Residents ☒ YES ☐ NO

If yes, explain Trees offset environmental impacts and create a healthy and clean environment.

☒ Ongoing or ☐ One-time

Strategic Plan Area Supported (must check at least one):

- | | |
|-----------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Safe Community | <input checked="" type="checkbox"/> Complete Community |
| <input checked="" type="checkbox"/> Environmentally Sustainable | <input type="checkbox"/> Engaged Community |
| <input type="checkbox"/> Economically Prosperous | <input type="checkbox"/> Influential and Well-Governed Community |
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TOWN OF VIENNA

FY 21-22

NEW/ADJUSTED/CONTINUING BUDGET ITEMS

Department Legislative Division VPAC

Item Vienna Public Art Foundation Grant

The Vienna Public Art Foundation would like to apply for a Creative Communities Partnership Grant through the Virginia Commission on the Arts. The Virginia Commission on the Arts will match, up to \$4,500, subject to funds available, the tax monies given by independent town, city, and county governments to arts organizations. Without Town funding, VPAC is not eligible to apply for this grant. VPAC is charged by Town Council to identify grants and other funding sources to further projects and activities related to public art.

Description _____

Total \$ 4,500

Account 100-101-1011-11130-46019

Departmental Priority # 1

Service Impact to Residents ☒ YES ☐ NO

If yes, explain To provide the advancement of public art in the Town, possibly at the new Police station or to beautify Town Hall, as well as including the development and funding of a public art program.

☐ Ongoing or ☒ One-time

Strategic Plan Area Supported (must check at least one):

- | | |
|------------------------------------------------------|-----------------------------------------------------------------------------|
| <input type="checkbox"/> Safe Community | <input checked="" type="checkbox"/> Complete Community |
| <input type="checkbox"/> Environmentally Sustainable | <input checked="" type="checkbox"/> Engaged Community |
| <input type="checkbox"/> Economically Prosperous | <input checked="" type="checkbox"/> Influential and Well-Governed Community |
| <input type="checkbox"/> Efficiently Mobile | <input checked="" type="checkbox"/> Fiscally Responsible Community |

TOWN OF VIENNA

FY 21-22

NEW/ADJUSTED/CONTINUING BUDGET ITEMS

Department Public Works Division Snow

Item 3 Double wall tanks

These items will bring us into compliance with DEQ requirements for containment and will also increase our capacity as we try to expand our anti-icing abilities.

Description _____

Total \$ \$75,000

Account 100-104-1041-14133-48106

Departmental Priority # - CIP

Service Impact to Residents ☒ YES ☐ NO

If yes, explain Tanks will help keep contents from flowing into near by Piney Branch stream, and also allows us to increase the number of streets we anti-ice before having to manufacture more brine.

☐ Ongoing or ☒ One-time

Strategic Plan Area Supported (must check at least one):

- | | |
|-----------------------------------------------------------------|------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Safe Community | <input type="checkbox"/> Complete Community |
| <input checked="" type="checkbox"/> Environmentally Sustainable | <input type="checkbox"/> Engaged Community |
| <input type="checkbox"/> Economically Prosperous | <input type="checkbox"/> Influential and Well-Governed Community |
| <input checked="" type="checkbox"/> Efficiently Mobile | <input type="checkbox"/> Fiscally Responsible Community |

TOWN OF VIENNA

FY 21-22

NEW/ADJUSTED/CONTINUING BUDGET ITEMS

Department Public Works Division Snow/ Streets

Item Anti-icing Direct Application System

This item would be used to apply anti-icing material (salt brine) to road ways when conditions allow in advance of winter weather events.

Description _____

Total \$ \$35,000

Account 100-104-1041-14133-48106

Departmental Priority # 1 - CIP

Service Impact to Residents ☒ YES ☐ NO

If yes, explain Anti-icing applicator would allow us to expand our anti-icing program which would be helpful in winter weather events.

☐ Ongoing or ☒ One-time

Strategic Plan Area Supported (must check at least one):



Safe Community



Environmentally Sustainable



Economically Prosperous



Efficiently Mobile



Complete Community



Engaged Community



Influential and Well-Governed Community



Fiscally Responsible Community

TOWN OF VIENNA

FY 21-22

NEW/ADJUSTED/CONTINUING BUDGET ITEMS

Department Police Department Division Administration

Item Portable Radio Upgrade

Description In 2014, Fairfax County switched all of public safety to new radio equipment. This enables Fairfax County to operate with encrypted radios and the possibility of using new technology that provides for more capacity. Since that time, the Town has been finding secondary ways, like obtaining used portable radios from the County to stay somewhat upgraded. The need to update to new and current technology is critical as Vienna is the only local jurisdiction operating on old portable radio technology.

Total \$ \$300,000

Account 100-103-1031-13140-433013

Departmental Priority # CIP1

Service Impact to Residents ☒ YES ☐ NO

If yes, explain Communication with local jurisdictions

☐ Ongoing or ☒ One-time

Strategic Plan Area Supported (must check at least one):

- | | |
|------------------------------------------------------|------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Safe Community | <input type="checkbox"/> Complete Community |
| <input type="checkbox"/> Environmentally Sustainable | <input type="checkbox"/> Engaged Community |
| <input type="checkbox"/> Economically Prosperous | <input type="checkbox"/> Influential and Well-Governed Community |
| <input type="checkbox"/> Efficiently Mobile | <input type="checkbox"/> Fiscally Responsible Community |

TOWN OF VIENNA

FY 21-22

NEW/ADJUSTED/CONTINUING BUDGET ITEMS

Department Police Division Administration

Item Body Worn Cameras & In-Car Video

Description The current Police in-Car video (ICV) system was purchased with grant money 8-9 years ago and approaching the end of life for the system. At the time the Town used grant funds to purchase the ICV and supporting servers. Given the amount of server space required for ICV and any possible body work camera program the Police Department recommends going a vendor such as Axon which maintain a cloud based storage solution. This service would become a reoccurring yearly expense for the Town.

Total \$ \$ 50,000 (both in-car video and body camera)

Account 100-103-1031-13140-43013

Departmental Priority # 1

Service Impact to Residents ☒ YES ☐ NO

If yes, explain Accountability, evidence collection.

☒ Ongoing or ☐ One-time

Strategic Plan Area Supported (must check at least one):

- | | |
|------------------------------------------------------|-----------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Safe Community | <input type="checkbox"/> Complete Community |
| <input type="checkbox"/> Environmentally Sustainable | <input type="checkbox"/> Engaged Community |
| <input type="checkbox"/> Economically Prosperous | <input checked="" type="checkbox"/> Influential and Well-Governed Community |
| <input type="checkbox"/> Efficiently Mobile | <input type="checkbox"/> Fiscally Responsible Community |

TOWN OF VIENNA

FY 21-22

NEW/ADJUSTED/CONTINUING BUDGET ITEMS

Department Community Development Division Economic Development

Item Wreaths and Pole Banners on Maple Avenue

Purchasing new wreaths and pole banners for Maple Avenue. These wreaths would replace the current 15 to 20 year old wreaths and help to support the community's transformation as a place that is memorable and attractive to potential clients and businesses. There are 70 holiday wreaths on Maple Avenue that are in need of replacement as they are old and in constant need of repair.

The banners could be used to market the Town of Vienna and help to create an attractive environment for residents, guests and businesses. The amount requested would include the cost of hardware for each of the banner locations (2 banners per light pole). This is an estimated cost that includes the use of a contractor to mount the banners, put up the banners and remove (if necessary). The cost could decrease by working with Town staff to mount banners.

Description _____

Total \$ \$100,000

Account 100-108-1081-18150-46015

Departmental Priority # 2 - CIP

Service Impact to Residents ☒ YES ☐ NO

If yes, explain This project is a place making activity that also helps to beautify and promote the Town of Vienna.

☐ Ongoing or ☒ One-time

Strategic Plan Area Supported (must check at least one):

- | | |
|------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Safe Community | <input checked="" type="checkbox"/> Complete Community |
| <input type="checkbox"/> Environmentally Sustainable | <input checked="" type="checkbox"/> Engaged Community |
| <input type="checkbox"/> Economically Prosperous | <input type="checkbox"/> Influential and Well-Governed Community |
| <input type="checkbox"/> Efficiently Mobile | <input type="checkbox"/> Fiscally Responsible Community |

TOWN OF VIENNA

FY 21-22

NEW/ADJUSTED/CONTINUING BUDGET ITEMS

Department Administration Division Information Technology

Item Police In Car Video - Replacement Plan

Request funding to support the upgrade and replacement of Police In Car Video servers and accessories to include cameras, microphones, and mounts. The intent is to upgrade/replace equipment each year.

Description _____

Total \$ \$15,000.00

Account 100-102-1021-11251-48101

Departmental Priority # 2 - CIP

Service Impact to Residents ☐ YES ☒ NO

If yes, explain _____

☒ Ongoing or ☐ One-time

Strategic Plan Area Supported (must check at least one):

- | | |
|------------------------------------------------------|------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Safe Community | <input checked="" type="checkbox"/> Complete Community |
| <input type="checkbox"/> Environmentally Sustainable | <input checked="" type="checkbox"/> Engaged Community |
| <input type="checkbox"/> Economically Prosperous | <input type="checkbox"/> Influential and Well-Governed Community |
| <input type="checkbox"/> Efficiently Mobile | <input type="checkbox"/> Fiscally Responsible Community |

TOWN OF VIENNA

FY 21-22

NEW/ADJUSTED/CONTINUING BUDGET ITEMS

Department Parks & Recreation Division Parks

Item CIP - Dog Park Solar Lights

Description Installation of solar lights at the dog park. Residents are using the dog park in the early mornings and evenings and bringing in portable lights and fixing them to poles and fences or bringing their own flashlights. This is becoming a safety issue. Approval for installation and extended park operating hours will need to come from the BZA and BAR.

Total \$ 20,000

Account 100-107-1071-17120-47403

Departmental Priority # 9

Service Impact to Residents ☒ YES ☐ NO

If yes, explain Safety

☐ Ongoing or ☒ One-time

Strategic Plan Area Supported (must check at least one):

- | | |
|------------------------------------------------------|------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Safe Community | <input checked="" type="checkbox"/> Complete Community |
| <input type="checkbox"/> Environmentally Sustainable | <input checked="" type="checkbox"/> Engaged Community |
| <input type="checkbox"/> Economically Prosperous | <input type="checkbox"/> Influential and Well-Governed Community |
| <input type="checkbox"/> Efficiently Mobile | <input type="checkbox"/> Fiscally Responsible Community |

TOWN OF VIENNA

FY 21-22

NEW/ADJUSTED/CONTINUING BUDGET ITEMS

Department Parks and Recreation Division Community Center

Item CIP - VCC Auditorium Hallway Exterior Door

Purchase and installation of new storefront doors for the auditorium hallway exterior entrance. Replacement doors will improve the locking mechanism for improved security of the community center.

Description _____

Total \$ 30,000

Account 100-107-1071-17130-43308

Departmental Priority # 8

Service Impact to Residents ☒ YES ☐ NO

If yes, explain provide enhanced security to the community center

☐ Ongoing or ☒ One-time

Strategic Plan Area Supported (must check at least one):

- | | |
|------------------------------------------------------|------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Safe Community | <input type="checkbox"/> Complete Community |
| <input type="checkbox"/> Environmentally Sustainable | <input type="checkbox"/> Engaged Community |
| <input type="checkbox"/> Economically Prosperous | <input type="checkbox"/> Influential and Well-Governed Community |
| <input type="checkbox"/> Efficiently Mobile | <input type="checkbox"/> Fiscally Responsible Community |

TOWN OF VIENNA

FY 21-22

NEW/ADJUSTED/CONTINUING BUDGET ITEMS

Department Public Works Division General Maintenance

Item Trash can replacement along Maple Ave. and Church St.

Trash cans to replace decaying existing cans. New trash cans will give an updated look to the town scape as well as be prevent rain from collecting in the trash bags.

Description _____

Total \$ \$32,000

Account 100-104-1041-14130-46015

Departmental Priority # 2 - CIP

Service Impact to Residents ☒ YES ☐ NO

If yes, explain _____

☒ Ongoing or ☐ One-time

Strategic Plan Area Supported (must check at least one):



Safe Community



Complete Community



Environmentally Sustainable



Engaged Community



Economically Prosperous



Influential and Well-Governed Community



Efficiently Mobile



Fiscally Responsible Community

TOWN OF VIENNA

FY 20-21

NEW/ADJUSTED/CONTINUING BUDGET ITEMS

Department Town Council Division Councilmember Patel

Item Harmony Playground

See attached.

Description _____

Total \$ 18,600

Account 100-107-1071-17120-47403

Departmental Priority # _____

Service Impact to Residents ☒ YES ☐ NO

If yes, explain Contributes to the Town's community identity.

☐ Ongoing or ☒ One-time

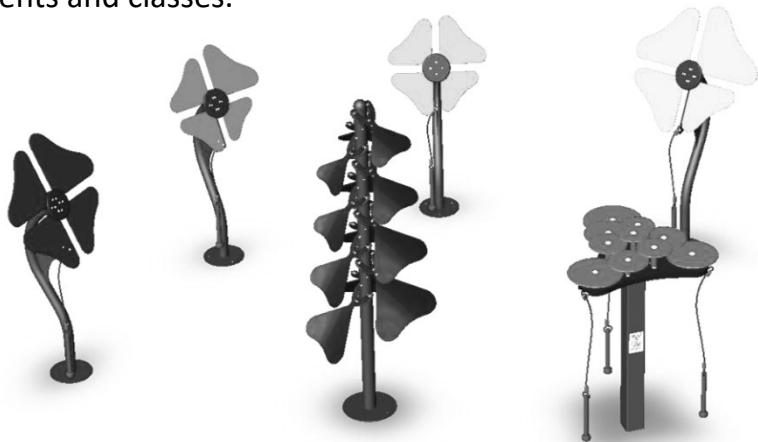
Strategic Plan Area Supported (must check at least one):

- | | |
|------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Safe Community | <input checked="" type="checkbox"/> Complete Community |
| <input type="checkbox"/> Environmentally Sustainable | <input type="checkbox"/> Engaged Community |
| <input type="checkbox"/> Economically Prosperous | <input type="checkbox"/> Influential and Well-Governed Community |
| <input type="checkbox"/> Efficiently Mobile | <input type="checkbox"/> Fiscally Responsible Community |

HARMONY PLAYGROUND

Councilmember Patel has requested the installation of a Harmony Playground, musical play equipment, at the Centennial Park (next to the Caboose). The manufacturer is freenotesharmoniypark.com. The price quote includes the Botanical Collection plus the Melody, see photos below. The Vienna Public Art Commission (VPAC) has an initiative to install the same musical equipment at Centennial Park. Permission to install the equipment at Centennial Park will need to be approved by NOVA Parks, property owner. VPAC has not begun fundraising efforts to purchase the equipment and installation costs. VPAC has identified that Centennial Park is an ideal location for the Harmony Park as it would compliment the children's garden and has minimal impacts to surrounding activities. The Town Green is not a desirable location for this musical equipment as there are 37 days of events scheduled in 2020 on the Town Green which incorporates musical performances and a multitude of entertainers. The Town Green also hosts 32 days of free classes led by an instructor. A musical playground at the Town Green would directly conflict with planned events and classes.

Botanical Collection



Melody



Town of Vienna, VA

Pay Plan FY 21-22 DRAFT

All FLSA Non-Exempt unless noted								
Pay Grade	Class Code	Classification Title	WC Code	FLSA Exempt	Minimum	Annual Salary Mid-Point	Maximum	
110	1802	Custodian I	9015		\$34,859	\$45,491	\$56,123	
111		Reserved			\$36,602	\$47,766	\$58,929	
112	1803	Custodian II	9015		\$38,432	\$50,154	\$61,876	
	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					
113		Reserved			\$40,354	\$52,662	\$64,970	
114	1807	Maintenance Worker II			\$42,372	\$55,295	\$68,218	
		General Maintenance	9015					
		Parks & Recreation	9102					
		Sanitation	9403					
		Streets	5506					
		Sewer Construction	6306					
		Water Construction	6319					
	1812	Meter Service Worker II	9015					
115	1102	Administrative Assistant I	8810		\$44,490	\$58,060	\$71,629	
	1302	Information Technology Assistant	8810					
	1702	Mechanic I	8380					
116	1402	Dispatcher I	8810		\$46,715	\$60,963	\$75,211	
	1202	Fiscal Technician I	8810					
	1810	Maintenance Worker III						
		General Maintenance	9015					
		Parks & Recreation	9102					
		Sanitation	9403					
		Streets	5506					
		Sewer Construction	6306					
		Water Construction	6319					
	1813	Meter Service Worker III	9015					
117	1105	Administrative Assistant II	8810		\$49,050	\$64,011	\$78,971	
	1502	Animal Control Officer I	8831					
	1205	Customer Service Specialist	8810					
	1822	Electrical & Traffic Signal Technician I	6325					
	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					
	1214	Purchasing Assistant/Buyer	8810					
118	1505	Animal Control Officer II	8831		\$51,503	\$67,211	\$82,920	
	1405	Dispatcher II	8810					
	1816	Finish Carpenter	9015					
	1208	Fiscal Technician II	8810					
	1003	Human Resources Specialist	8810					
	1107	Parts Specialist	8810					
	1902	Planning Specialist I	9410					

All FLSA Non-Exempt unless noted								
Pay		Classification Title	WC Code	FLSA		Annual Salary		
Grade	Class Code			Exempt		Minimum	Mid-Point	Maximum
119						\$54,078	\$70,572	\$87,066
	1602	After School Program Coordinator	9102					
	1408	Communications & Records Coordinator	8810					
	1605	Community Center Supervisor	9015					
	1220	Fiscal Technician III	8810					
	1120	Legal Secretary	8820					
	1901	Zoning Enforcement Officer	9410					
120						\$56,782	\$74,100	\$91,419
	1110	Communications Specialist	8810	E				
	1115	Deputy Town Clerk	8810					
	1826	Engineering Technician	9410					
	1125	Executive Assistant	8810					
	1711	Mechanic III	8380					
	1905	Planning Specialist II	9410					
	1409	Police Administrative Coordinator	8810					
	1508	Police Officer	7720					
	1023	Public Works Specialist	8810					
	1610	Urban Arborist	9102					
121						\$59,621	\$77,805	\$95,990
	1305	Computer Technician	8810					
	1828	Electrical & Traffic Signal Technician II	6325					
	1227	Staff Accountant	8810					
	1825	Public Works Construction Inspector	9410					
122						\$62,602	\$81,696	\$100,789
	1511	Animal Control Officer III	8831					
	1708	Fleet Maintenance Coordinator	8810					
	1920	Planner	9410					
	1514	Police Officer First Class	7720					
	1608	Recreation Program Coordinator I	9102					
123						\$65,732	\$85,781	\$105,829
	1030	Human Resources Generalist	8810					
	1517	Master Police Officer	7720					
	1834	Meter Reading Supervisor	9410					
	1609	Parks Maintenance Supervisor	9102					
	1837	Sanitation Supervisor	9403					
	1840	Street Maintenance Supervisor	5506					
	1714	Vehicle Maintenance Supervisor	8380					
	1843	Water & Sewer Supervisor	9410					
124						\$69,019	\$90,070	\$111,120
	1830	General Maintenance & Traffic Engineering Supervisor	6325					
	1230	Grants/Revenue Auditor	8810	E				
	1611	Horticulturist/Arborist	9102					
	1614	Recreation Program Coordinator II	9102					
	1615	Special Events Coordinator	9102					
	1847	Sustainability Coordinator	9410					
125						\$72,470	\$94,573	\$116,676
	1920	Principal Planner	9410	E				
126						\$76,093	\$99,302	\$122,510
	1846	Civil Engineer I	9410	E				
	1308	Information Technology Coordinator	8810					
	1520	Police Sergeant	7720					
127						\$79,898	\$104,267	\$128,636
	1523	Police Lieutenant	7720	E				
	1925	Zoning Administrator	9410	E				
128						\$83,893	\$109,480	\$135,067
	1849	Civil Engineer II	9410	E				
	1620	Community Center Manager	9102	E				
	1235	Financial Operations Manager	8810	E				
	1525	Police Captain	7720	E				
	1238	Purchasing Agent	8810	E				
	1852	Operations Superintendent	9410	E				
	1617	Parks Maintenance Superintendent	9102	E				
	1623	Recreation Program Manager	9102	E				
	1717	Vehicle Maintenance Superintendent	8380	E				
	1855	Water and Waste Water Superintendent	9410	E				
129						\$88,087	\$114,954	\$141,821
	1040	Communications & Marketing Manager	8810	E				
	1045	Economic Development Manager	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
130					\$92,492	\$120,702	\$148,912
	1310	Deputy Director of Information Technology	8810	E			
	1630	Deputy Director of Parks & Recreation	9102	E			
	1950	Deputy Director of Planning and Zoning	9410	E			
131					\$97,116	\$126,737	\$156,357
	1526	Deputy Chief of Police (Major)	7720	E			
	1241	Deputy Director of Finance	8810	E			
	1858	Deputy Director of Public Works	9410	E			
132					\$101,972	\$133,074	\$164,175
	Reserved						
133					\$107,071	\$139,727	\$172,384
	2150	Director of Human Resources	8810	E			
	2350	Director of Information Technology	8810	E			
	2650	Director of Parks and Recreation	9102	E			
	2950	Director of Planning and Zoning	9410	E			
134					\$112,424	\$146,714	\$181,003
	2250	Director of Finance / Treasurer	8810	E			
	2550	Chief of Police (Colonel)	7720	E			
	2880	Director of Public Works	9410	E			
135					\$118,046	\$154,050	\$190,053
	Reserved						

NON-CLASSIFIED POSITIONS				SALARY
Town Manager (Exempt)	8810	E		\$206,096
Town Clerk (Exempt)	8810	E		\$120,189

CAPITAL IMPROVEMENTS PROGRAM

The Capital Improvement Program is included within this document to provide a fuller description of the Town's financial transactions.

The Town's policy is to capitalize any expenditure for a project that totals over \$5,000, has a useful life of more than one year, and that meets Generally Accepted Accounting Principals (GAAP) for capitalizable expenses.

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 as part of this operating budget. Council does review and approve a 15 to 20-year plan every year.

All capital improvement projects are financed through general obligation bonds. 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.

The Town plan is to issue bonds to pay for Capital Improvements, repaid by meals taxes and water and sewer fees as applicable every two years. Bonds were issued to finance projects approved for the 2020 bond in March 2020. The next issue is projected for the winter of 2022.

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.

CAPITAL IMPROVEMENTS PROGRAM – 2021 PLAN

The following document is the 2021 Capital Improvements Plan from 2022 to 2036 (abridged) as reviewed and approved by Council originally on October 20, 2020. The Town's practice is to forecast capital spending needs for a period of 15 to 20 years annually, and issue general obligation bonds on even-numbered years to pay for the projects in the plan. Every year the plan is reviewed and updated for priority projects and is balanced against a forecast of meals taxes to pay for future bond issues. The planned projects must not generate debt payments that exceed the meals tax forecast in order to keep the fund balanced. Water and sewer projected projects are built into the water and sewer fee structure and are paid for by the water and sewer fund.

While the COVID-19 pandemic has had a direct impact on the amount of meals tax receipts, the fund still has a sufficient reserve to cover current debt payments. Additionally, \$1 million in premiums received from the 2020 bond have been reserved for interest payments on the 2020 bond if required.

Details on each project and the original Capital Improvement Plan can be found on the Town of Vienna web site at:

<https://www.viennava.gov/documentcenter/view/5143>

A revised Capital Improvement Plan will be prepared for Council approval in September 2021, and will be the basis of a bond issuance planned for the winter of 2022.

Town of Vienna

CIP Review

Abridged

Fiscal Years 2022-2036



For Adoption October 26, 2020

Table of Contents

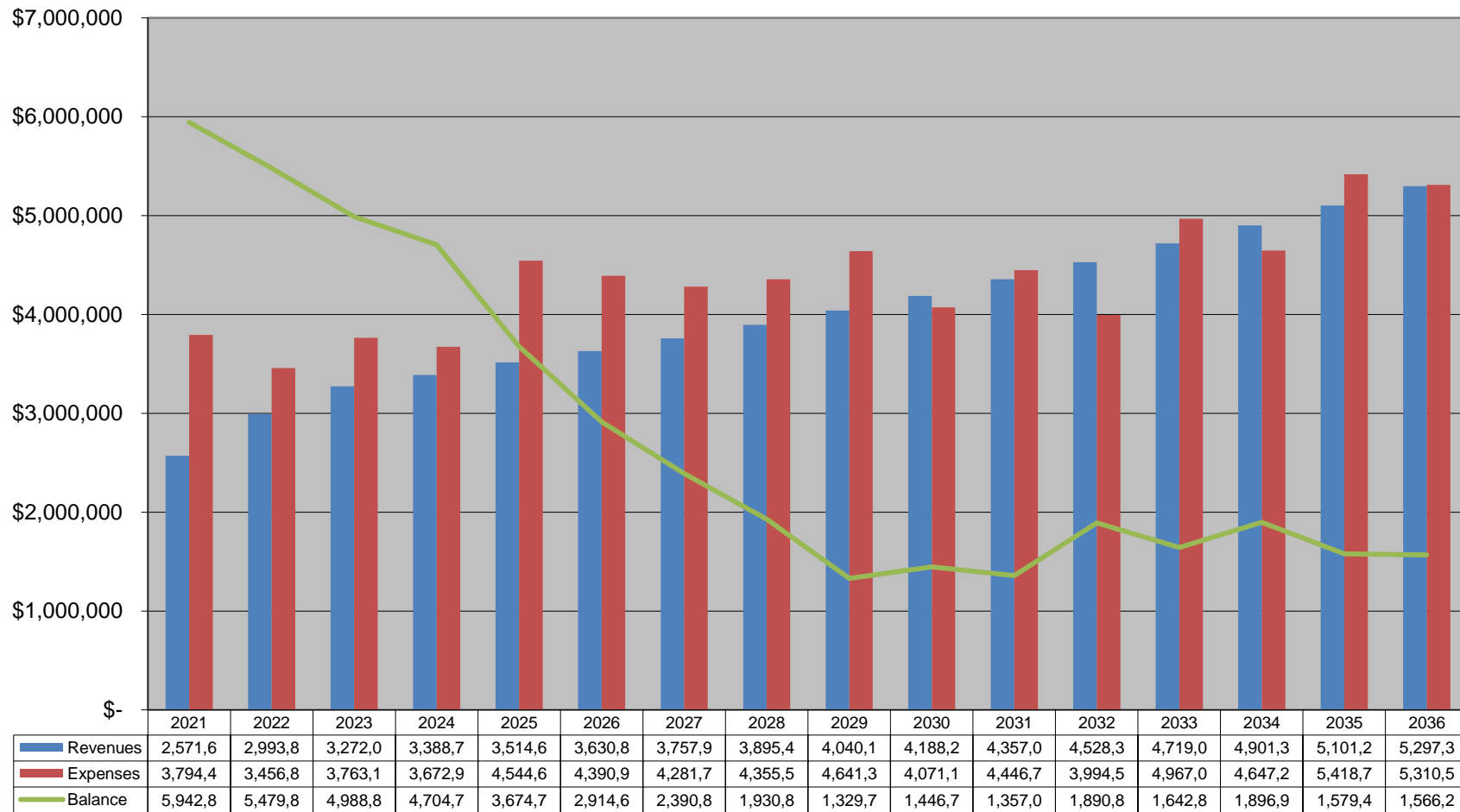
Assumptions	Page 1
Debt Model	Page 2
Project Status	
2018 Bonds	Pages 3 - 5
2020 Bonds	Pages 6 - 7
Summary of Proposed Funding	Pages 8 - 9
CIP Project Lists	
Year 2022	Pages 10 - 11
Year 2024	Pages 12 - 13
Year 2026	Page 14
Year 2028	Page 15
Year 2030	Page 16
Year 2032	Page 17
Year 2034	Page 18
Year 2036	Page 19
Outstanding Debt Balances	Page 20

CIP FY 2022 – 2036

Assumptions for Debt Model

1. Debt Issuance every two years. Interest rate estimated at 2.0% for FY 2022 & 2024, 2.5% for FY 2026 & 2028, 3.0% for FY 2030 & 2032, 3.5% for FY 2034 and 4.0% for FY 2036.
2. Meals tax revenue adjusted for COVID-19 effect on FY 2020 and 2021. Amount not expected to recover to 2019 levels until 2023. Meals taxes expected to grow at 4% a year after that.
3. \$1 million from 2020 premium added to revenue to supplement shortages in meals taxes caused by the pandemic; \$500k in 2021 and \$500k in 2022.
4. Meals tax rate will remain at 3.0%, the current tax rate.
5. The Town borrowed \$600k for Library Parking A&E and \$2.4 million for Church and Lawyers construction to utilize the NVTa grant in the 2020 bond. One garage project will go forward with Town funding to utilize the NVTa grant of \$2.3 million. The agreement must be finalized by 6/23.
6. The 2022, 2024 and 2026 bond issues have been increased to 20-year debt schedules. All other bond issues have 15-year debt schedules.
7. Asphalt & Mill Overlay and Miscellaneous Public Improvements are funded in each bond issue, increasing by 3.0% per issue, and have been increased to include pavement replacement survey plans to bring overall road conditions up from “poor”, but is still funded below what is needed to bring roads to “fair – good”. This includes using a portion of premium in every bond issue.
8. Added spending of \$200,000 from bond funds and \$200,000 from expected premium in 2022 for potential property acquisition from 2020 bond funds and premium. Parks Opportunity fund pushed back from 2022 to 2030 to start funding for potential acquisitions at \$100,000 a bond issue.
9. Water and sewer projects, funded by water and sewer rates included at \$5.4 million in 2020 bond fund, increasing by 2.5% per issue.
10. Reserve for undergrounding power lines of \$500,000 per bond issue for CIP 2028 thru 2034.

CAPITAL IMPROVEMENT PLAN 2020 - 2036 DATED 9/21/20
INCREASED ASPHALT AND FACILITIES



2018 Bond Issue: Projects by Category
As of 09-30-2020

Funding Source	Bond Funding	Other Funding	Adjustments	Budget	Total Spent/ Encumbered	Balance
Bond Issuance Costs	200,000	-	673	200,673	200,673	-
Police Station Renovation - Engineering	1,774,000	-	(17,000)	1,757,000	1,615,353	141,647
Police Station Project Manager	75,000	-	17,000	92,000	91,716	284
Downtown Library Feasibility	75,000	-	(19,500)	55,500	55,500	-
Lawyers and Church Roundabout Study	16,495	-	-	16,495	16,493	2
Miscellaneous Sidewalk Improvements	72,000	-	(1,212)	70,788	43,955	26,833
Echols and Follin Lane	16,634	-	1,212	17,846	17,846	-
468 West Street	17,408	-	-	17,408	17,408	-
Park St. Speed Table	14,150	-	-	14,150	12,000	2,150
109 Moore St SW	11,900	-	-	11,900	10,791	1,109
Miscellaneous Sidewalk Improvements	1,413	-	-	1,413	-	1,413
Bowman House Roof Replacement	200,000	-	(23,000)	177,000	53,485	123,515
Ballfield Groomer	-	-	22,360	22,360	22,354	6
Dog Park Parking Lot Asphalt Paving	50,000	-	(36,846)	13,154	13,154	-
Meadow Lane Basketball and Tennis Courts	-	-	32,276	32,276	32,265	11
Community Center Furniture and Equipment	200,000	-	(26,200)	173,800	128,200	45,600
Marque Sign & Concrete Repairs	-	-	11,200	11,200	10,683	517
Incline Platform Lift Replacement	-	-	15,000	15,000	-	15,000
Town Hall Furniture and Equipment	75,000	-	(9,763)	65,237	63,958	1,279
Town Hall Emergency Generator - design	-	-	20,000	20,000	19,921	79
Storage Shed at NS Property Yard	-	-	10,000	10,000	10,000	-
Power Line Feasibility Study	100,000	-	-	100,000	99,660	340
Fairfax Sewer Capital Improvements	2,500,000	-	47,000	2,547,000	2,546,999	1
EV Charging Station Evaluation/ Design	-	-	19,500	19,500	-	19,500
Glyndon Park Tennis/ Basketball Courts Resurfacing	-	65,400	10,000	75,400	-	75,400
<u>MOVE ECHOLS REPAVING TO 2018 AND THESE PROJECTS TO 2020</u>						
Northside Security Improvements	100,000	-	(100,000)	-	-	-
Meadow Lane Restrooms	200,000	-	(200,000)	-	-	-
Echols Street Repaving	-	430,000	270,000	700,000	674,572	25,428

2018 Bond Issue: Projects by Category
As of 09-30-2020

	Funding Source	Bond Funding	Other Funding	Adjustments	Budget	Total Spent/ Encumbered	Balance
<u>WATER AND SEWER PROJECTS</u>							
Rehab Sanitary Sewer Pipe		400,000	-	-	400,000	400,000	-
Water Main Appurtenances		1,200,000	-	-	1,200,000	1,200,000	-
Miscellaneous Water and Sewer Projects		285,000	-	(47,000)	238,000	-	238,000
Water System Improvements- Westbriar & Coral		100,000	-	-	100,000	-	100,000
Sewer Repair - Harmony Drive		15,000	-	-	15,000	-	15,000
<u>STORMWATER PROJECTS</u>							
Piney Branch Stream Restoration -design	3, 8	-	342,000	-	342,000	341,472	528
Cunningham Park Court Drainage	3	-	30,000	-	30,000	-	30,000
441 and 443 Orchard Street Drainage - design	3	-	25,000	34	25,034	25,034	-
200 Block Maple Ave Drainage	3	-	50,000	(3,574)	46,426	-	46,426
Town Hall Parking Stormwater Upgrade	3	-	152,000	3,540	155,540	155,540	-
Tapawingo/Kingsley Urban Bioretention	3	-	200,000	-	200,000	56,350	143,650
<u>100% OTHER FUNDING</u>							
Creek Crossing Road Improvements	4	-	598,200	-	598,200	600,000	(1,800)
Church Street NE Sidewalks	2	-	445,000	-	445,000	444,131	869
Park Street NE Sidewalks	2	-	855,000	-	855,000	68,923	786,077
Freeman Store Bridge Replacement	2	-	93,000	-	93,000	18,258	74,742
Route 123 and 243 Signal Upgrades	6	-	2,092,110	-	2,092,110	286,293	1,805,817
<u>FUNDED FROM PREMIUM AND CONTINGENCY (\$1,547,711)</u>							
Town Hall HVAC Valves		14,490	-	1	14,491	14,491	-
Asphalt Mill and Overlay		148,200	-	7	148,207	148,207	-
Website Upgrade		20,200	-	(8)	20,192	20,173	19
DPW Signal & Snow Removal Equipment		59,710	-	-	59,710	-	59,710
IT Network Infrastructure Upgrades		25,000	-	-	25,000	24,653	347
6 Solar Pole Mount Radar Speed Signs		42,300	-	-	42,300	42,278	22
Plan Permit review software		40,200	-	-	40,200	40,190	10
Fleet Maintenance Software		45,000	-	-	45,000	45,000	-
Community Center & Other Irrigation		55,400	-	1,328	56,728	56,728	-
DPW Fuel Tank Repairs		29,058	-	-	29,058	28,426	632

2018 Bond Issue: Projects by Category
As of 09-30-2020

Funding Source	Bond Funding	Other Funding	Adjustments	Budget	Total Spent/ Encumbered	Balance
440 Beulah	715,100	-	-	715,100	715,096	4
440 Beulah Police IT Upgrades	85,000	-	-	85,000	41,424	43,576
Historic Building	83,053	-	-	83,053	83,053	-
Police Station HVAC	13,500	-	(1,999)	11,501	9,384	2,117
W&OD Trail Fencing	8,200	-	-	8,200	8,174	26
Eco. Dev. Office Renovation	18,000	-	4,971	22,971	22,971	-
Nutley Yard Roof Replacement	19,000	-	-	19,000	19,000	-
DPW Sidewalk Pavers	20,000	-	-	20,000	19,939	61
Potential Blg. Acquisition	2,000	-	-	2,000	2,000	-
Above Ground Fuel Tank Monitor System	25,000	-	-	25,000	-	25,000
2020 Asphalt Mill and Overlay from Capital	50,000	-	-	50,000	50,000	-
Police Station Project Manager - additional	5,000	-	-	5,000	5,000	-
Community Center - Integrate Boilers/Pumps	20,000	-	-	20,000	-	20,000
TOTAL	\$ 9,242,411	\$ 5,377,710	\$ -	\$14,620,121	\$10,749,174	\$ 3,870,947

Project Complete

Funding

(1) 100 % VDOT

(2) 100% VDOT / NVTA

(3) 100% Stormwater grants

(4) 100% C&I Tax (County)

(5) 100% VDOT -I-66 Concessions Funds

(6) Combination FHWA and VDOT

(7) VDOT 50% Revenue Sharing

(8) Additional stormwater grant received 08-21-2

2020 Bond Issue: Projects by Category
As of 09-30-2020

	Funding Source	Bond Funding	Other Funding	Adjustments	Budget	Total Spent/ Encumbered	Balance
Bond Issuance Costs		350,000	-	(90,000)	260,000	222,616	37,384
Police Station Renovation - Construction		14,900,000	-	-	14,900,000	216,307	14,683,693
Asphalt & Overlay - General		700,000	-	(269,500)	430,500	319,235	111,265
Asphalt & Overlay - VDOT Rev. Share	7	-	269,500	269,500	539,000	246,506	292,494
Miscellaneous Sidewalk Improvements		200,000	-	-	200,000	69,332	130,668
Northside Security Improvements		100,000	-	-	100,000	32,438	67,562
Multi-Modal Recommendations		215,000	-	-	215,000	-	215,000
Town Hall Improvements		200,000	-	-	200,000	29,135	170,865
Town Hall Emergency Generator		400,000	-	-	400,000	305,000	95,000
Meadow Lane Restrooms		200,000	-	-	200,000	-	200,000
Robinson Property Purchase		1,500,000	-	-	1,500,000	1,444,416	55,584
Community Center Emergency Generator		250,000	-	-	250,000	-	250,000
Nutley Street Yard Refurbishment		20,000	-	-	20,000	-	20,000
Parks Master Plan		100,000	-	-	100,000	-	100,000
Property Acquisition @ 301 Center St. S.		4,000,000	-	1,700,000	5,700,000	5,514,627	185,373
Central Business District Signage		40,000	-	-	40,000	-	40,000
Church Street Public Parking Garage	8	2,400,000	2,300,000	-	4,700,000	-	4,700,000
Library Public Parking Garage		600,000	-	-	600,000	-	600,000
IT PC and Printer Replacements - FY 2021		-	-	70,000	70,000	17,087	52,913
Police Vehicle Laptop Replace - FY 2021		-	-	20,000	20,000	-	20,000
<u>WATER AND SEWER PROJECTS</u>							
Fairfax Sewer Capital Improvements		2,500,000	-	276,430	2,776,430	2,776,427	3
Water Main Appurtenances		-	-	1,097,340	1,097,340	1,000,000	97,340
Miscellaneous Water and Sewer Projects		5,400,000	-	(1,373,770)	4,026,230	-	4,026,230
<u>STORMWATER PROJECTS</u>							
Piney Branch Stream Restoration- contruction	3	-	1,336,000	-	1,336,000	1,311,533	24,467
Cunningham Park Court Drainage	3	-	50,000	-	50,000	-	50,000
441 and 443 Orchard Street Drainage	3	-	40,000	-	40,000	38,188	1,812
200 Block Maple Ave Drainage	3	-	150,000	-	150,000	-	150,000

2020 Bond Issue: Projects by Category
As of 09-30-2020

	Funding Source	Bond Funding	Other Funding	Adjustments	Budget	Total Spent/ Encumbered	Balance
<u>100% OTHER FUNDING</u>							
Nutley Street Trail Project	5	-	272,000	-	272,000	58,904	213,096
<u>FUNDED FROM PREMIUM AND CONTINGENCY (\$3,549,615)</u>							
General Paving - FY 2020 & FY 2021		341,120	-	-	341,120	320,362	20,758
Sidewalk Repair/Construction - FY 2021		150,000	-	-	150,000	30,222	119,778
Leaf Collection Evaluation Study		26,000	-	-	26,000	25,580	420
Laptop Purchases		24,000	-	-	24,000	939	23,061
Debt Service Set-Aside for Future Payment		1,000,000	-	-	1,000,000	-	1,000,000
Set-Aside for Potential Property Acquisition		1,700,000	-	(1,700,000)	-	-	-
Major Property Facility Study				75,000	75,000	-	75,000
Available Premium and Contingency @ 09-30-2020		308,495	-	(75,000)	233,495	-	233,495
TOTAL		\$ 37,624,615	\$ 4,417,500	\$ -	\$ 42,042,115	\$ 13,978,854	\$ 28,063,261

Project Complete

Funding

- | | | |
|----------------------------|--------------------------------------|------------------------------|
| (1) 100% VDOT Funded | (4) 100% C&I Tax (County) | (7) VDOT 50% Revenue Sharing |
| (2) 100% VDOT / NVTA | (5) 100% VDOT -I-66 Concession Funds | (8) NVTA grant |
| (3) 100% Stormwater grants | (6) Combination FHWA and VDOT | |

Capital Financing Program
Fiscal Years 2022 Through 2028

	2022 <u>Estimate</u>	2024 <u>Estimate</u>	2026 <u>Estimate</u>	2028 <u>Estimate</u>
Sources (in \$000)				
Bond Funding - Meals Taxes	5,657.0	4,915.5	3,415.0	7,914.3
Bond Funding - Water and Sewer Rates	8,959.0	9,230.9	9,380.1	9,611.6
Subtotal Bond Funding	\$ 14,616.0	\$ 14,146.4	\$ 12,795.1	\$ 17,525.9
Virginia Department of Transportation	450.0	4,885.0	1,050.0	1,840.0
Northern Virginia Transportation Authority/	3,520.0	3,365.0	200.0	
Storm Water Grants (Virginia DEQ	630.0	2,040.0	504.0	300.0
and Fairfax County)	310.0	350.0		
Subtotal Outside Funding	\$ 4,910.0	\$ 10,640.0	\$ 1,754.0	\$ 2,140.0
Use of Projected Bond Premium	\$ 600.0	\$ 400.0	\$ 400.0	\$ 400.0
TOTAL CAPITAL FUNDING	\$ 20,126.0	\$ 25,186.4	\$ 14,949.1	\$ 20,065.9

Uses (in \$000)				
Water and Sewer Capital Projects	8,959.0	9,230.9	9,380.1	9,611.6
Roadway Improvements	3,430.0	6,695.0	1,991.0	3,780.0
Sidewalk/Trail Improvements	1,381.0	4,162.0	1,719.0	2,725.0
Transportation Improvements	120.0	400.0		
Stormwater Projects	1,130.0	2,390.0		2,500.0
Facility Improvements - Design	400.0	-		
Facility Improvements - Construction				
Reserve for Undergrounding Power Lines	-	-		500.0
Park Improvements	1,235.0	1,816.0	1,275.0	325.0
Park Opportunity Fund				
Municipal Parking (Construction and PM)	2,300.0	-	-	-
Economic Development Improvements	535.0	200.0	360.0	200.0
Police Projects	310.0	-	-	-
Issuance and Contingency	326.0	292.5	224.0	424.3
TOTAL CAPITAL EXPENDITURES	\$ 20,126.0	\$ 25,186.4	\$ 14,949.1	\$ 20,065.9

LEGEND
Police
Public Works
Parks & Recreation
Economic Development
Planning and Zoning
Finance / Human Resources

**Capital Financing Program
Fiscal Years 2030 Through 2036**

	2030	2032	2034	2036
	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>
Sources (in \$000)				
Bond Funding - Meals Taxes	5,019.2	10,867.5	8,458.8	20,134.0
Bond Funding - Water and Sewer Rates	9,781.6	9,936.0	10,082.2	10,696.4
Subtotal Bond Funding	\$ 14,800.8	\$ 20,803.5	\$ 18,541.0	\$ 30,830.4
Virginia Department of Transportation Northern Virginia Transportation Authority/ Storm Water Grants (Virginia DEQ and Fairfax County)	250.0	1,250.0	1,250.0	1,250.0
Subtotal Outside Funding	\$ 250.0	\$ 1,250.0	\$ 1,250.0	\$ 1,250.0
Use of Projected Bond Premium	\$ 1,400.0	\$ 2,400.0	\$ 400.0	\$ 400.0
TOTAL CAPITAL FUNDING	\$ 16,450.8	\$ 24,453.5	\$ 20,191.0	\$ 32,480.4

Uses (in \$000)

Water and Sewer Capital Projects	9,781.6	9,936.0	10,082.2	10,696.4
Roadway Improvements	2,666.0	4,234.0	4,304.0	4,376.0
Sidewalk/Trail Improvements	732.0	1,239.0	1,246.0	1,253.0
Transportation Improvements				
Stormwater Projects		500.0	500.0	500.0
Facility Improvements - Design	2,000.0	125.0	2,000.0	
Facility Improvements - Construction		7,000.0		15,000.0
Reserve for Undergrounding Power Lines	500.0	500.0	500.0	
Park Improvements	375.0	345.0	1,000.0	
Park Opportunity Fund	100.0	100.0	100.0	100.0
Municipal Parking (Construction and PM)	-	-	-	-
Economic Development Improvements	-	-	-	-
Police Projects	-	-	-	-
Issuance and Contingency	296.2	474.5	458.8	555.0
TOTAL CAPITAL EXPENDITURES	\$ 16,450.8	\$ 24,453.5	\$ 20,191.0	\$ 32,480.4

LEGEND
Police
Public Works
Parks & Recreation
Economic Development
Planning and Zoning
Finance / Human Resources

CIP FY 2022 - 2036

Capital Improvement Plan: 2022

Page 1 of 2

FY 2021 New Request	Title	TOV Funding	Other Funding	
Y	Police Radio Replacement		310,000	Seized Asset Fund
	Asphalt & Mill Overlay	1,500,000	850,000	TOV / VDOT / Bond Premium
	Miscellaneous Public Improvements	206,000	-	
	Northside Property Yard Drainage	500,000	500,000	Bonds/ Stormwater
	Nutley Street Culvert Replacement	700,000	-	
	Southside Parks Trail from Southside Park to Cottage Street SW	-	1,100,000	NVTA
	Fairfax Sewer Capital Improvements	3,300,000	-	Water and Sewer Fees
	Water and Sewer Projects	5,535,000	-	Water and Sewer Fees
Y	Church Street and Mill Street Improvements - Construction	200,000	-	
Y	W&OD Trail Crossings Redesign - Additional Construction	75,000	-	
Y	Improvements from Multi-Modal Transportation Study	50,000	-	
Y	Study Streetscape Master Plan and Design Guidelines	100,000	-	
Y	Long-Range Transportation Master Plan	80,000	-	
Y	200 Block Manvell Road SE Drainage Improvement Design		50,000	Stormwater
Y	100 Block Moore Avenue SE Drainage Improvement Design		50,000	Stormwater
Y	900 Block Glyndon Street SE/ 300 Block Owaissa Road SE Drainage Study		30,000	Stormwater
	Field Bleacher Replacements	50,000	-	
	Freeman Store Roof Replacement	85,000	-	
	Meadow Lane Courts Lighting	40,000	-	
	Nutley Property Yard Paving	25,000	-	

CIP FY 2022 - 2036

Capital Improvement Plan: 2022

Page 2 of 2

FY 2021 New Request	Title	TOV Funding	Other Funding	
	Picnic Tables at Meadow Lane, Glyndon and Southside Parks	35,000	-	
	Glyndon Park Parking Lot Replacement	300,000	-	
	Southside Park Ball Field # 1 Refurbishment	700,000	-	
Y	Property Acquisition Improvements	200,000	200,000	Bond Premium
	Library Public Parking Garage Construction (84 spaces TOV) <i>Or Church and Lawyers Parking Garage (62 spaces)</i>	-	2,300,000	NVTA
Y	Hawk Signal and Crosswalk Maple Avenue	-	120,000	NVTA
	Central Business District Signage (Phase II)	60,000	-	
	Central Business District String Lights	40,000	-	
Y	Tree Lighting on Maple Avenue & Church Street	80,000	-	
Y	Pole Banners on Maple Avenue	80,000	-	
Y	Wayfinding Signs & Public Realm Improvements	200,000	-	
Y	Public Art Fund for Central Business District	75,000	-	
	Contingency	200,000	-	
	Issuance Costs	200,000	-	
Project Totals:		\$ 14,616,000	\$ 5,510,000	

LEGEND
Police
Public Works
Parks & Recreation
Economic Development
Planning and Zoning
Finance / Human Resources

CIP FY 2022 - 2036

Capital Improvement Plan: 2024

Page 1 of 2

FY 2021 New Request	Title	TOV Funding	Other Funding	
	Asphalt & Mill Overlay	1,545,000	400,000	Bond Premium
	Ayr Hill Sidewalk Reconstruction Lawyers Road to Dominion Drive NW	-	2,000,000	VDOT / NVTA
	Bear Branch Stream Restoration	-	2,040,000	Ffx County SLAF & VA DEQ
	Church Street & East Street Mini Roundabout	-	550,000	VDOT / NVTA
	Glyndon NE Roadway Improvements Ayr Hill to Jean Place NE	-	1,800,000	VDOT / NVTA
	Glyndon SE Roadway Improvements Locust Street to Valley Drive	-	2,400,000	VDOT / NVTA
	Kenyon Lane NE Trail	-	500,000	VDOT / NVTA
Y	Mashie Drive SE Sidewalks from Hine Street SE to Echols Street SE	-	750,000	VDOT
	Revenue Sharing Sidewalk Match	250,000	250,000	VDOT Revenue Share (RS)
	Miscellaneous Public Improvements	212,000	-	
	Water and Sewer Projects	5,673,400	-	Water and Sewer Fees
	Fairfax Sewer Capital Improvements	3,400,000	-	Water and Sewer Fees
Y	W&OD Trail Crossings Redesign Construction	200,000	-	
Y	Five Electric Vehicle Charging Stations	400,000	-	
Y	200 Block Manvell Road SE Drainage Improvement Construction	-	200,000	Stormwater
Y	100 Block Moore Avenue SE Drainage Improvement Construction	-	150,000	Stormwater
	Southside Park Playground Equipment and Surfacing	200,000	-	
	Town Green Spray Pad	350,000	-	
	East Creek Trail Paving	50,000	-	

CIP FY 2022 - 2036

Capital Improvement Plan: 2024

Page 2 of 2

FY 2021 New Request	Title	TOV Funding	Other Funding
Y	Glyndon Park Tennis Court Lights	20,000	-
	Gymnastic Equipment	16,000	-
	Meadow Lane Playground Equipment and Surfacing	300,000	-
	Meadow Lane Re-Fencing	60,000	-
	Meadow Lane Softball Field Refurbishment	600,000	-
	Southside Park Court Upgrades	20,000	-
	Teen Center Remodel	200,000	-
	Wayfinding Signs & Public Realm Improvements	200,000	-
	Contingency	200,000	-
	Issuance Costs	250,000	-
Project Totals:		\$ 14,146,400	\$ 11,040,000

LEGEND
Police
Public Works
Parks & Recreation
Economic Development
Planning and Zoning
Finance / Human Resources

CIP FY 2022 - 2036

Capital Improvement Plan: 2026

Page 1 of 1

FY 2021 New Request	Title	TOV Funding	Other Funding	
	Asphalt & Mill Overlay	1,591,000	400,000	Bond Premium
	Nelson Drive NE Sidewalk Improvements from Beulah Road NE to Town line	-	1,000,000	VDOT Rev Sh/ NVTA
	Revenue Sharing Sidewalk Match	250,000	250,000	VDOT RS
	Miscellaneous Public Improvements	219,000	-	
	Water and Sewer Projects	5,815,200	-	Water and Sewer Fees
	Fairfax Sewer Capital Improvements	3,400,000	-	Water and Sewer Fees
	Bowman House Kilns and Wheels	30,000	-	
	Waters Field Turf Replacement	216,000	504,000	Fairfax County/ VLL
	Glyndon Park Nature Playground	300,000	-	
	Glyndon Park Turf Replacement	225,000	-	
Y	Tree Lighting on Maple Avenue & Church Street	80,000	-	
Y	Pole Banners on Maple Avenue	80,000	-	
Y	Wayfinding Signs & Public Realm Improvements	200,000	-	
	Contingency	150,000	-	
	Issuance Costs	239,000	-	
Project Totals:		\$ 12,795,200	\$ 2,154,000	

LEGEND

Police

Public Works

Parks & Recreation

Economic Development

Planning and Zoning

Finance / Human Resources

CIP FY 2022 - 2036

Capital Improvement Plan: 2028

Page 1 of 1

FY 2021 New Request	Title	TOV Funding	Other Funding	
Y	Asphalt & Mill Overlay	2,200,000	400,000	Bond Premium
	Curb, Gutter, Sidewalk and Drainage on Berry Street, SE from Echols Street to Pine Street SE	1,000,000	1,000,000	VDOT RS
	Maple Ave & Center Street N Drainage Improvements	1,700,000	300,000	Stormwater / Bond
	Reserve for Underground Utilities	500,000	-	
	Revenue Sharing Sidewalk Match	250,000	250,000	VDOT RS
	Miscellaneous Public Improvements	225,000	-	
	Storm Drainage Projects: Unidentified Locations Construction	500,000	-	
	Streets/High Crown Roads: Unidentified Locations	590,000	590,000	VDOT RS
	Water and Sewer Projects	5,960,600	-	Water and Sewer Fees
	Fairfax Sewer Capital Improvements	3,500,000	-	Water and Sewer Fees
	Branch Road Playground Equipment and Surfacing	200,000	-	
	Glyndon Park Restrooms	75,000	-	
	Meadow Lane Pavilion Refurbishment	30,000	-	
	Community Center Carpet Replacement	20,000	-	
	Wayfinding Signs & Public Realm Improvements	200,000	-	
	Contingency	300,000	-	
	Issuance Costs	275,300	-	
Project Totals:		\$ 17,525,900	\$ 2,540,000	

LEGEND
Police
Public Works
Parks & Recreation
Economic Development
Planning and Zoning
Finance / Human Resources

CIP FY 2022 - 2036

Capital Improvement Plan: 2030

Page 1 of 1

FY 2021 New Request	Title	TOV Funding	Other Funding	
Y	Asphalt & Mill Overlay	2,266,000	400,000	Bond Premium
	Reserve for Underground Utilities	500,000	-	
	Revenue Sharing Sidewalk Match	250,000	250,000	VDOT RS
	Miscellaneous Public Improvements	232,000	-	
	Water and Sewer Projects	6,109,600	-	Water and Sewer Fees
	Fairfax Sewer Capital Improvements	3,500,000	-	Water and Sewer Fees
	Facility Improvement A&E	1,000,000	1,000,000	Bond Premium
	Northside Park Asphalt Trail Construction and Replacement	250,000	-	
	Parks Opportunity Fund	100,000	-	
	Resurfacing Parks Courts	70,000	-	
	Southside Park Bridge Replacement	55,000	-	
	Contingency	250,000	-	
	Issuance Costs	218,200	-	
Project Totals:		\$ 14,800,800	\$ 1,650,000	

LEGEND
Police
Public Works
Parks & Recreation
Economic Development
Planning and Zoning
Finance / Human Resources

CIP FY 2022 - 2036

Capital Improvement Plan: 2032

Page 1 of 1

FY 2021 New Request	Title	TOV Funding	Other Funding	
Y	Asphalt & Mill Overlay	2,334,000	400,000	Bond Premium
	Operations & Maintenance Campus Study	125,000	-	
	Reserve for Underground Utilities	500,000	-	
	Revenue Sharing Sidewalk Match	500,000	500,000	VDOT RS
	Miscellaneous Public Improvements	239,000	-	
	Stormwater Drainage Improvements	500,000	-	
	Street Improvements	750,000	750,000	VDOT RS
	Water and Sewer Projects	6,262,300	-	Water and Sewer Fees
	Fairfax Sewer Capital Improvements	3,500,000	-	Water and Sewer Fees
	Facility Improvement Construction	5,000,000	2,000,000	Bond Premium
	Branch Road Tot Lot and Glyndon Fencing	45,000	-	
	Community Center Auditorium Improvements	200,000	-	
	Parks Opportunity Fund	100,000	-	
	Recreational Facilities Study	100,000	-	
Contingency		400,000	-	
Issuance Costs		248,200	-	
Project Totals:		\$ 20,803,500	\$ 3,650,000	

LEGEND
Police
Public Works
Parks & Recreation
Economic Development
Planning and Zoning
Finance / Human Resources

CIP FY 2022 - 2036

Capital Improvement Plan: 2034

Page 1 of 1

FY 2021 New Request	Title	TOV Funding	Other Funding	
Y	Asphalt & Mill Overlay	2,404,000	400,000	Bond Premium
	Operations and Maintenance A&E	2,000,000	-	
	Reserve for Underground Utilities	500,000	-	
	Revenue Sharing Sidewalk Match	500,000	500,000	VDOT RS
	Miscellaneous Public Improvements	246,000	-	
	Stormwater Drainage Improvements	500,000	-	
	Street Improvements	750,000	750,000	VDOT RS
	Water and Sewer Projects	6,419,000	-	Water and Sewer Fees
	Fairfax Sewer Capital Improvements	3,500,000	-	Water and Sewer Fees
Y	Parks Opportunity Fund	100,000	-	
	Recreational Facilities A&E	1,000,000	-	
	Contingency	350,000	-	
	Issuance Costs	272,000	-	
Project Totals:		\$ 18,541,000	\$ 1,650,000	

LEGEND
Police
Public Works
Parks & Recreation
Economic Development
Planning and Zoning
Finance / Human Resources

CIP FY 2022 - 2036

Capital Improvement Plan: 2036

Page 1 of 1

FY 2021 New Request	Title	TOV Funding	Other Funding	
Y	Asphalt & Mill Overlay	2,476,000	400,000	Bond Premium
	Operations and Maintenance Construction	15,000,000	-	
	Revenue Sharing Sidewalk Match	500,000	500,000	VDOT RS
	Miscellaneous Public Improvements	253,000	-	
	Stormwater Drainage Improvements	500,000	-	
	Street Improvements	750,000	750,000	VDOT
	Water and Sewer Projects	6,579,475	-	Water and Sewer Fees
	Fairfax Sewer Capital Improvements	4,000,000	-	Water and Sewer Fees
	Parks Opportunity Fund	100,000	-	
	Contingency	400,000	-	
	Issuance Costs	272,000	-	
Project Totals:		\$ 30,830,475	\$ 1,650,000	

LEGEND
Police
Public Works
Parks & Recreation
Economic Development
Planning and Zoning
Finance / Human Resources

	TOV Total	Outside Funding Total	Total Capital Investments 2036	2022-
Bond Funded (Meals Taxes)	\$ 66,381,390			
Water & Sewer Funded	\$ 77,677,885			
TOTAL	\$ 144,059,275	\$ 29,844,000	\$ 173,903,275	

<u>YEAR</u>	<u>OUTSTANDING DEBT BALANCE*</u>	<u>PERCENT OF ASSESSED VALUE **</u>	<u>STATUTORY DEBT LIMIT</u>	
2021	\$66,016,200	1.2%	\$540,115,381	10% of RE
2022	\$62,283,400	1.1%		Assessed Value
2023	\$71,994,680	1.3%		
2024	\$67,559,560	1.1%		
2025	\$74,424,880	1.2%		
2026	\$68,530,000	1.1%		
2027	\$79,292,627	1.2%		
2028	\$72,264,353	1.1%		
2029	\$79,470,160	1.2%		
2030	\$72,312,167	1.0%		
2031	\$84,570,773	1.2%		
2032	\$76,435,880	1.0%		
2033	\$85,605,920	1.1%		
2034	\$76,759,960	1.0%		
2035	\$96,689,110	1.2%		
2036	\$85,787,785	1.0%		

* Based on debt issued through 2036, payments extend until 2051

** Assuming 3% growth in Assessed Value per year