



# Adopted Budget Fiscal Year 2021-2022



TOWN OF  
**VIENNA**  
*since 1890*

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**BUDGET MESSAGE**

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



July 1, 2021

Honorable Mayor and Town Councilmembers  
 Town of Vienna  
 Vienna, Virginia 22180

Dear Honorable Mayor and Members of Town Council:

As required by Section 5.1 of the Town Charter, I am presenting the adopted Town of Vienna Fiscal Year 2021-22 Operating Budget, which becomes effective July 1, 2021. This document includes the Town's four operating funds: General Fund, Debt Service Fund, Water and Sewer Fund, and Storm Water Fund, plus summary information from the Capital Project Fund to show a complete picture of Town financial operations.

As shown in the following chart, the adopted FY 2021-22 budget comprised of the Town's four funds totals \$43,221,000, an increase of \$2,213,800, or 5.4 percent from the prior fiscal year.

	<b>Adopted FY 2020-21 Budget</b>	<b>Adopted FY 2021-2022 Budget</b>	<b>Net Change</b>	<b>Percentage Increase (Decrease)</b>
General Fund	\$ 24,842,290.00	\$ 26,563,700.00	\$ 1,721,410.00	6.9%
Debt Service Fund	5,533,140.00	5,373,980.00	(159,160.00)	-2.9%
Water & Sewer Fund	10,194,050.00	10,816,600.00	622,550.00	6.1%
Stormwater Fund	437,720.00	466,720.00	29,000.00	6.6%
<b>Total</b>	<b><u>\$ 41,007,200.00</u></b>	<b><u>\$ 43,221,000.00</u></b>	<b><u>\$ 2,213,800.00</u></b>	<b><u>5.4%</u></b>

## GENERAL FUND

The economic impact of COVID-19 beginning in the spring of 2020 continued to have an impact on the budgets for the general and debt service funds. as Parks and recreation revenue in the general fund and meals taxes in the debt debt service fund were both affected by the slowdown in economic activity and state-wide gathering limits..

The addition of an economic development manager in FY 2019-20 was invaluable during the difficult business climate that lasted most of FY 2020-21. Through her efforts, the Town was able to tap into many resources and grants for businesses, which softened the impact of the economic downturn, including working with the County to use some of the Town's federal Coronavirus Aid, Relief and Economic Security Act (CARES) funds to support Town businesses. Planning and Zoning and Economic Development have worked together to help

## Adopted Budget Message

July 1, 2021

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restaurants offer temporary outside seating and increase sales. The Parks and Recreation department delighted residents with creative programming during the pandemic, and have been making plans to move back into full operations, including a month-long event celebrating Liberty Amendments Month, initiated by our own Town Manager at the state level.

By the spring of 2021, the successful roll-out of the vaccine program, the decrease in COVID-19 caseloads in Northern Virginia, and the easing of state-wide gathering limits led us to budget FY 2021-22 at closer to normal operations. Accordingly, the general fund adopted budget increased 6.9 percent from the adopted FY 2019-20 budget, which still totaled 3 percent less than the original FY 2020-21 proposed budget. Overall, the FY 2021-22 budget did not increase to pre-pandemic levels for the general fund. As the Town adjusts to a post pandemic world, the budget for FY 2022 takes into account anticipated revenue from parks and recreation programs, business license fees, and state aid, which did not decrease in FY 2020-21 as much as originally anticipated. Additionally, low mortgage interest rates created a brisk residential real estate market, driving real estate property assessments up 4.2 percent overall. Residential property assessments increased 5.6 percent while commercial property assessments decreased by 2.2 percent. There were several commercial redevelopments in process at the end of fiscal 2020-21 which should lead to an increase in commercial assessments in the future.

By the end of the third quarter of FY 2020-21, a surplus was forecasted, mainly due to favorable results in business licenses, receipt of state funding at the pre-pandemic level (higher than budgeted), and higher than usual staff vacancies. Eligible staff were granted a 3 percent salary increase effective April 1, 2021. This increase is carried over to the 2021-22 budget, plus an additional 1 percent increase to eligible employees on July 1, 2021. Parks and recreation costs supporting classes, camps and special events were increased to support budgeted revenue increases reflecting a return to close to pre-pandemic activity. Travel, training and overtime were increased back to 2020 budgeted levels. In addition, \$222,000 in paving costs were added back to the general fund to ensure the Town had adequate matching funds to receive full state funding.

By incorporating other savings achieved during the pandemic and reallocating some costs, the Town is planning to add four new positions to the general fund in FY 2021-22. Two are maintenance workers in parks maintenance, one to replace a headcount decrease in a past year and both to address increasing demands on parks maintenance as the Town has purchased three new properties in the past year and a half. The new economic development division will get an additional staff person starting in the second quarter of the year to help meet the challenges of the business community. Last, the newly re-organized public information function will add a videographer to meet the demands for more online content. This position was partially funded by reallocating costs for outside services fulfilling the function to an internal resource.

The following chart summarizes adopted general fund expenditures by department for the new fiscal year, followed by budget highlights of the various departments and functions.

# Adopted Budget Message

July 1, 2021

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Department	Adopted FY 2020-21 Budget	Adopted FY 2021-2022 Budget	Net Change	Percent Increase (Decrease)
Legislative	\$ 432,980.00	\$ 454,530.00	\$ 21,550.00	5.0%
Administration	2,942,480.00	3,188,790.00	246,310.00	8.4%
Finance	1,708,550.00	1,664,030.00	(44,520.00)	-2.6%
Police	6,941,470.00	6,881,670.00	(59,800.00)	-0.9%
Fire and Rescue	67,000.00	67,000.00	-	0.0%
Public Works	7,382,040.00	8,023,120.00	641,080.00	8.7%
Tax Relief	220,700.00	216,140.00	(4,560.00)	-2.1%
Parks & Recreation	3,094,270.00	3,934,130.00	839,860.00	27.1%
Community Development	1,449,070.00	1,489,290.00	40,220.00	2.8%
Transfers & Reserves	453,730.00	495,000.00	41,270.00	9.1%
Computer Replace Reserve	-	-	-	0.0%
PEG Fund	150,000.00	150,000.00	-	0.0%
<b>Total</b>	<b>\$ 24,842,290.00</b>	<b>\$ 26,563,700.00</b>	<b>\$ 1,721,410.00</b>	<b>6.9%</b>

## Legislative

The Legislative budget (Town Council, Boards and Commissions, Town Clerk, Vienna Public Art Commission, and donations) increased by \$21,550 or 5.0 percent due to restoration of travel, training and supplies.

## Administration

The Administration budget (Town Manager, Legal Services, Human Resources, Risk Management, Public Information, and Information Technology) increased by \$246,310 or 8.4 percent. Travel, training, tuition reimbursement and safety program budgets were restored to pre-pandemic limits, plus the cumulative 4 percent salary increase, 3 percent increase in legal services and addition of a new videographer.

## Finance

The Finance Department budget decreased \$44,520 or 2.6 percent. This was due to the retirement of a long-tenured employee resulting in decreases in salary and benefits costs and the reassignment of a full time position to two part-time positions resulting in a savings in benefits.



## **Police**

The Police Department budget decreased \$59,800 or 0.9 percent. The decrease is largely due to retirements of long-tenured employees, plus the decrease in utilities due to the closure of the police station for new construction. The utility costs for the Police department's temporary structure was moved to the Parks and Recreation Department, who plans to share and use the new space in the future.

## **Fire and Rescue**

The fire and rescue budget had no change from FY 2020-21 to FY 2021-22.

## **Public Works**

The Public Works Department budget increased by \$641,080 or 8.7 percent. This is mainly due to returning a paving budget of \$222,000 to the general fund required to match state funding, and the budgeted salary increases and increases in training and safety budgets to pre-pandemic levels.

## **Tax Relief Programs**

The tax relief budget consists of relief from property taxes for elderly and permanently disabled taxpayers. The \$4,560 budget decrease is due primarily to the decrease in the number of residents on tax relief as older properties are turning over to new development. The revitalization tax relief budget will decrease every year as the program ended in 2012 and will be completed by 2028.

## **Parks and Recreation**

The Parks and Recreation Department was most affected by the pandemic in late FY 2019-20 and FY 2020-21. As the pandemic and state-wide restrictions began to lift in third quarter 2021, the department's activities will resume. The budgeted expenditure increase of \$641,080 or 27.1 percent is greater than the budgeted revenue increase of \$411,000, as full-time staffing levels remained constant to provide and plan for programming and limited services during the pandemic. Community center hours returned to 7 days a week in June, 2021, and contractor costs, instructors, supplies, part-time positions and event overtime have all been budgeted to increase back to very close to pre-pandemic levels. A corresponding increase has been budgeted in revenue for the revenue-generating camps, classes, facility rentals and special events.

## **Community Development**

Community Development consists of two divisions—Planning and Zoning and Economic Development. The department total increased \$40,220 or 2.8 percent. The main increases relate to a second employee in the economic development department for three-quarters of a year and salary increases for other employees, partially offset by a decrease in contractor costs for the zoning code rewrite project, which will reach completion in fiscal year 2021-22.

## Adopted Budget Message

July 1, 2021

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### Transfers and Reserves

Transfers and reserves increased \$41,270 or 9.1 percent from FY 2020-21. This is due to the reinstatement of performance bonuses that were removed in the prior year, plus minor changes in the cost of vehicles financed in the General Fund.

### General Fund Revenues

The following chart summarizes changes in General Fund revenues.

	<b>Adopted FY 2020-21 Budget</b>	<b>Adopted FY 2021-2022 Budget</b>	<b>Net Change</b>	<b>Percentage Increase (Decrease)</b>
Property Tax	\$ 12,333,900.00	\$ 12,642,940.00	\$ 309,040.00	2.5%
Other Local Taxes	5,921,500.00	6,173,500.00	252,000.00	4.3%
Permits, Fees, and Licenses	227,000.00	296,000.00	69,000.00	30.4%
Fines and Forfeitures	232,000.00	278,000.00	46,000.00	19.8%
Use of Money and Property	271,700.00	185,600.00	(86,100.00)	-31.7%
Parks and Recreation Fees	580,000.00	991,000.00	411,000.00	70.9%
Special Services Fees	82,500.00	80,000.00	(2,500.00)	-3.0%
Miscellaneous Revenues	149,300.00	144,800.00	(4,500.00)	-3.0%
Categorical Aid	2,753,000.00	3,178,300.00	425,300.00	15.4%
Federal Revenues	59,000.00	101,900.00	42,900.00	72.7%
Interfund Transfers	723,660.00	1,123,660.00	400,000.00	55.3%
Use of Prior Year Reserves	795,000.00	598,000.00	(197,000.00)	-24.8%
Equip. Repl. Reserve/PEG	713,730.00	770,000.00	56,270.00	7.9%
	<b><u>\$ 24,842,290.00</u></b>	<b><u>\$ 26,563,700.00</u></b>	<b><u>\$ 1,721,410.00</u></b>	<b><u>6.9%</u></b>

Budgeted General Fund revenue for FY 2021-22 increased \$1,721,410, or 6.9 percent. The major changes came from increases in state revenue for street maintenance and public safety, increases in business licenses and sales taxes, and a return of parks and recreation revenues to close to pre-pandemic levels of activity. It was anticipated and budgeted in FY 2020-21 that both state revenues and business license revenues would suffer large declines due to the pandemic, and they were budgeted last year at large decreases. However, both sources of revenue came in very close to FY 2019-20 levels during the year, and the FY 2021-22 budget has been adjusted up accordingly.

The favorable budget increases in other areas and the favorable increase in real estate tax assessments allowed the Town to lower the real estate tax rate by a quarter of a cent to

## Adopted Budget Message

July 1, 2021

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\$0.2225 per \$100 assessed value. Real estate tax revenue will still increase \$309,040 or 2.5 percent. Other revenue categories are budgeted at minor increases, except transfers to the general fund from the water and sewer fund and the parks and recreation revenue budget. As noted in the expenditure section, parks and recreation activities were returning to a near-pre-pandemic level by the 4<sup>th</sup> quarter of fiscal year 2020-21, and revenues for the section are budgeted to maintain that level.

As noted above, total taxable assessed values grew by 4.2 percent over last year. Total residential assessed values grew by 5.6 percent and non-residential assessed values decreased by 2.2 percent. Approximately \$223,000 of the increase in real estate tax revenue is due to new construction.

Residential assessments account for about 83.0 percent of the Town's taxable values, up from 81.9 percent last year, as commercial values decreased since the prior year.

### **Changes Between Proposed and Adopted Budget**

The general fund increased by \$540 from proposed to adopted budget for minor reclasses and adjustments.

### **DEBT SERVICE FUND**

The Debt Service Fund is balanced with meals and lodging tax revenue and use of prior year surpluses equivalent to debt service payments. The fund had been building up a cash reserve that was required to be used to finance the 2020 bond issue for police station construction. This was slightly accelerated by restaurants closures in town during the fourth quarter of fiscal year 2019-20, which extended through the summer. However, a large effort was made to add outdoor dining and promote restaurants in Town. Surprisingly, meals taxes averaged 80 percent of the prior year taxes until the coldest winter months, and by the spring of 2021 were up to the same levels as 2019. Meals and lodging taxes are budgeted to increase 44.4 percent over the prior year budget to \$2.6 million, or 8.3 percent over the 2021 forecast of \$2.4 million. The difference to fund the full amount of debt payments will be made up by usage of prior cash reserves in the fund of \$729,300, a \$1,219,170 decrease from the prior year's budget for use of prior surplus.

The Town's outstanding general obligation debt at the end of FY 2021-22 will be \$52,989,000, equivalent to slightly less than one percent of the Town's total taxable value and well under the state limit of 10 percent. The Town's general obligation debt includes water and sewer, which is supported by transfers from the Water and Sewer Fund.

### **Changes Between Proposed and Adopted Budget**

There were no changes between the proposed and adopted Debt Service Fund budgets.

### **WATER AND SEWER FUND**

The total water and sewer budget for the FY 2021-22 totals \$10,816,600, an increase of \$622,550 or 6.1 percent. The main drivers of this increase are larger transfers to the Debt Service Fund to cover increased investments in infrastructure and increased costs for treating sewer from the Town's providers, plus the salary increases mentioned above. Water and sewer rates will rise in FY 2021-22 to reflect results of a rate study that recommended graduated

## Adopted Budget Message

July 1, 2021

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increases in water and sewer consumption fees as well as an increase in revenue coming from fixed charges in order to provide funding for infrastructure improvements and conform with industry best practices.

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

	<b>FY 2020-21 Actual</b>	<b>FY 2021-2022 Adopted</b>	<b>Net Change</b>	<b>Percentage Increase (Decrease)</b>
Average Residential Equalization Assessment <sup>1</sup>	\$ 830,452.00	\$ 872,227.00	\$ 41,775.00	
Tax Bill	1,868.52	1,940.71	72.19	3.9%
<b>Adoped Tax Rate</b>	<b>22.50 Cents</b>	<b>22.25 Cents</b>	<b>\$ (0.25)</b>	<b>-1.1%</b>
Annual Water and Sewer Charges <i>assumed at 12K gallons per qtr</i>	786.00	833.20	47.20	6.0%

<sup>1</sup> Source: Fairfax County's 2021 Town of Vienna Assessment Reports.

### **Changes Between Proposed and Adopted Budget**

There were no changes between the proposed and adopted Water and Sewer Fund budgets.

### **STORMWATER FUND**

Established in 2013, the Stormwater Fund accounts for funds that Fairfax County collects from Town residents. Fairfax County currently collects \$0.0325 per \$100 of assessed value from homeowners to comply with state stormwater requirements. A portion of these funds are returned to the Town each year, and the Town partners with Fairfax County on stormwater projects that directly impact Town residents. The Stormwater Fund pays for engineering staff and portions of projects that are jointly funded with the county and state. The budget for FY 2021-22 increased by \$29,000, or 6.6 percent, to properly reflect interfund transfers partially offset by salary increases.

### **Changes Between Proposed and Adopted Budget**

The Stormwater budget increased from proposed to adopted by \$30,000 to properly reflect the cost of staffing in the fund.

### **CAPITAL IMPROVEMENT PROJECT FUND**

The Town has included in this budget its financial projections for the Capital Improvement Project (CIP) Fund. The Town prepares and reviews a capital improvement plan with projects forecasted through 2036 for planned expenditures and funding streams. All CIP costs are estimates and are likely to change as project plans are firmed up. The plan details projects outlined in Fall 2020, as amended and approved by Council. Future capital projects are reprioritized and rescheduled each fall.

## SUMMARY

The Town of Vienna continues to see modest growth in property values due to ongoing residential rebuilding activity, plus several mixed-use commercial projects on Maple Avenue beginning development or nearing completion in FY 2021-22. Several new restaurants had successful openings prior to pandemic closures and are adapting well as restrictions begin to ease. The effect of the pandemic on general business activity was surprisingly minimal in total.

The Town will complete a commercial market study and develop an economic development strategy—funded with a matching grant from Fairfax County in fiscal 2021-22, and will finalize the rewriting of the Town's zoning code, which dates back to the 1950's and 1960's. Both efforts will lead to improvements in the commercial corridors and lead to changes that will make Vienna an even better place to work, live, dine and play. Construction began in January 2021 on a planned new police station expected to be completed in late fiscal year 2021-22. The Town bought a church adjacent to the police station during fiscal year 2020-21 which is housing the Police Department during construction. The property will serve future resident needs when the police station is completed. Design also started for a municipal parking garage attached to the local public library in a central location, a project lead by Fairfax County.

On June 9, 2021 the Town got confirmation of the award of \$17.1 million dollars over a two-year period of funds from the federal American Rescue Plan Act (ARPA). The funds will be awarded in two tranches of 50 percent each, and need to be spent on specific Covoravirus-related projects by December 2024. Town leadership and legislators will focus efforts on how to best spend those funds to shore up the Town's financial stability while ensuring that needs related to the pandemic are met.

Thanks to many years of conservative fiscal policies and practices by Town Council and management, the adopted budget starts from a sound financial base that has helped the Town earn AAA bond ratings, which were reaffirmed in February 2020, and weather the 2020-21 economic crisis with no use of prior reserves, other than those planned prior to the pandemic.

The Town Budget Committee, comprised of the Town Manager plus three permanent and two rotating department heads, provide valuable insight and ideas concerning areas where budgetary and operational changes can be made without affecting the quality of Town services. The Town was able to use a planned general fund budget surplus for FY 2021-22 to fund the cut in the real estate tax rate, salary increases and the new positions, and are grateful to have these resources. The award of ARPA funds opens up exciting possibilities to improve infrastructure and be able to financial handle any lasting impacts of the pandemic. Town staff is optimistic that we can continue to meet the challenges of the future with healthy finances and excellent credit ratings, so that Vienna residents and businesses can continue to enjoy all that Vienna has to offer.

Respectfully submitted,



Mercury T. Payton  
Town Manager



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Town of Vienna  
Virginia**

For the Fiscal Year Beginning

**July 1, 2020**

*Christopher P. Morill*

Executive Director

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**PROFILE**

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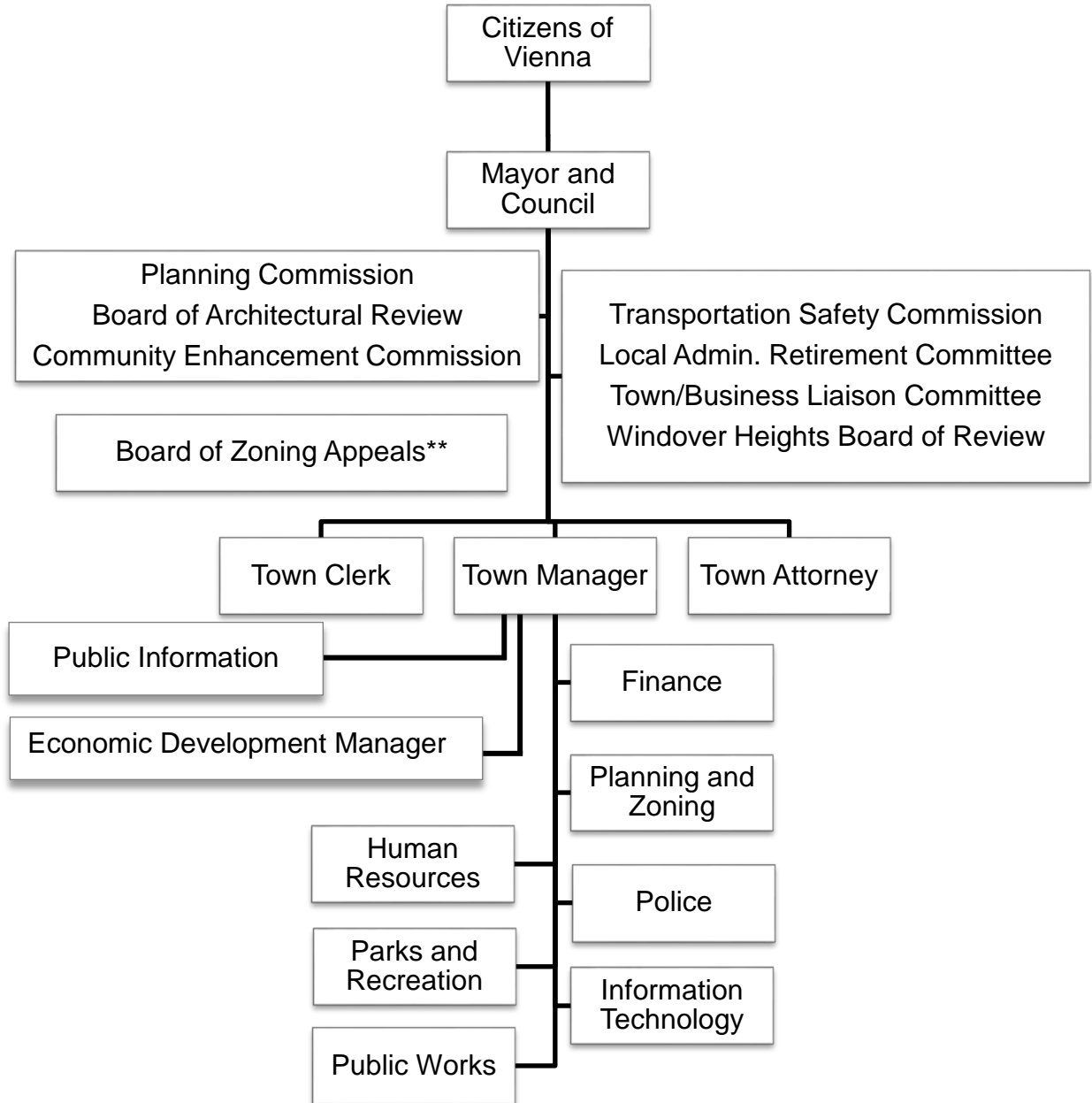
**COMMUNITY PROFILE**


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<b>DATE OF INCORPORATION</b>	<b>1890</b>
<b>FORM OF GOVERNMENT</b>	<b>COUNCIL-MANAGER</b>
<b>POPULATION</b>	<b>16,485</b>
<b>NUMBER OF REGISTERED VOTERS</b>	<b>12,219</b>
<b>TOTAL HOUSEHOLDS</b>	<b>5,470</b>
<b>PERCENT FAMILIES</b>	<b>81%</b>
<b>AVERAGE HOUSEHOLD SIZE</b>	<b>3.04 PERSONS</b>
<b>AVERAGE FAMILY SIZE</b>	<b>3.5</b>
<b>MEDIAN HOUSEHOLD INCOME</b>	<b>\$161,196</b>
<b>MEDIAN FAMILY INCOME</b>	<b>\$167,879</b>
<b>MEAN HOUSEHOLD INCOME</b>	<b>\$192,847</b>
<b>PER CAPITA INCOME</b>	<b>\$70,962</b>
<b>BOND RATING (GENERAL OBLIGATION BONDS)</b>	<b>AAA</b>
• <b>STANDARD &amp; POOR'S AND MOODY'S</b>	
<b>MILES OF ROADWAY</b>	<b>63.99</b>
<b>NUMBER OF PARKS</b>	<b>12</b>
<b>ACRES OF PARKS AND PARKLAND</b>	<b>156.62</b>
<b>PROPERTY PER SQUARE MILE</b>	<b>3560.4</b>
<b>LAND AREA IN SQUARE MILE</b>	<b>4.41</b>
<b>NUMBER OF BUILDING PERMITS (FY20)</b>	<b>711</b>
<b>NUMBER OF DOG LICENSES</b>	<b>1,300</b>
<b>WATER CUSTOMERS</b>	
<b>IN TOWN</b>	<b>5,300</b>
<b>OUT OF TOWN</b>	<b>3,719</b>



ORGANIZATIONAL CHART



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

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## PROFILE

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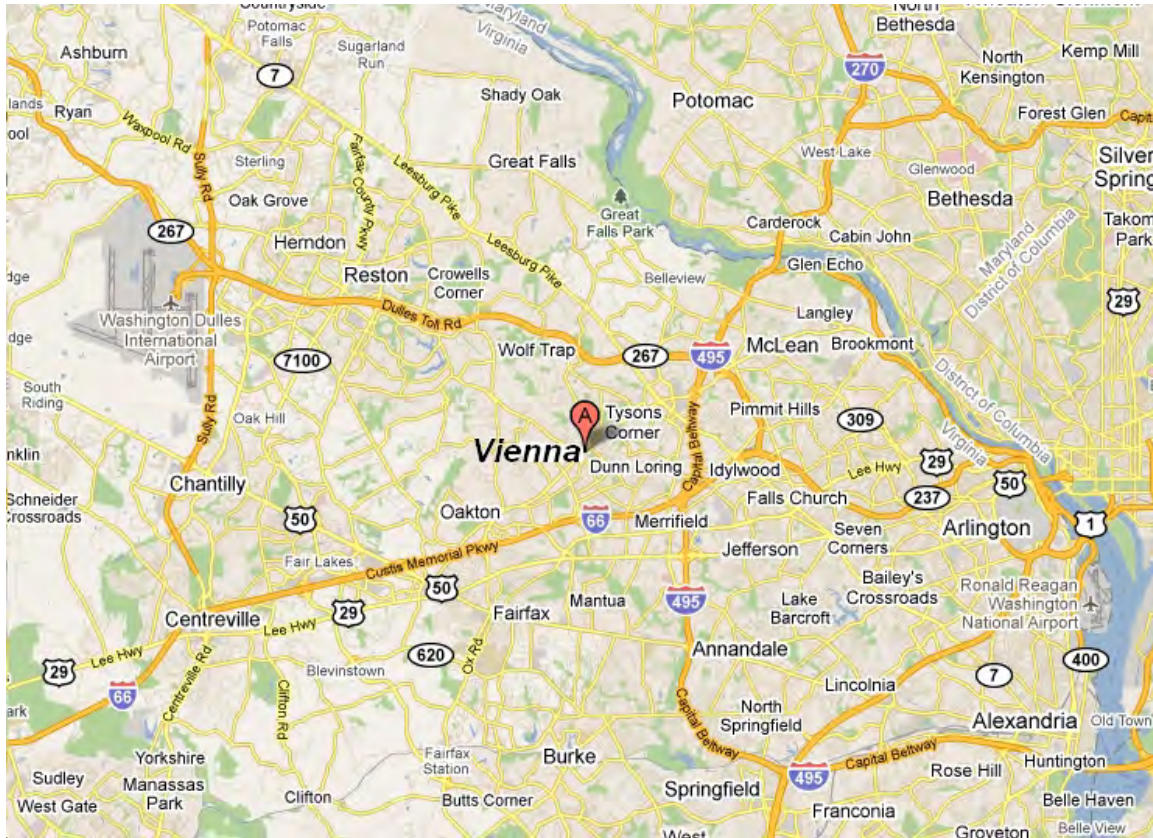
### HISTORY

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



### EARLY BEGINNINGS

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

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

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## PROFILE

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commercial activities during this period included America's first steel-beamed plow factory. The railroad, which reached Vienna in 1858, was used for shipping plows until the factory was sold in 1869.

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

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

### THE CIVIL WAR PERIOD

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

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

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

Originally called Georgetown Road, today's Church Street was the Town's first thoroughfare, hosting the business district and most of the churches—the Baptist Church, built in 1868; the Presbyterian Church in 1874; the Methodist Church in 1890; and the Episcopal Church in 1896. The original location of Vienna's oldest continuous business, the Money and King Funeral Home, was at the corner of Church Street and Lawyers Road, NW.

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## PROFILE

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### EARLY 20<sup>TH</sup> CENTURY

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

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

### POST WORLD WAR II

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

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

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

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

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## PROFILE

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

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

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

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

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## FORM OF GOVERNMENT

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### Council-Manager

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

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

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PROFILE

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2021 Town Leadership\*



Linda J. Colbert, *Mayor*



Chuck Anderson



Ray Brill



Nisha Patel, MD



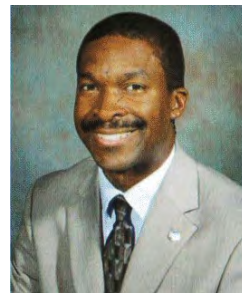
Steve Potter



Ed Somers



Howard J. Springsteen



Mercury Payton,  
*Town Manager*

\*2021 Town Council voted on this budget on May 17, 2021

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**PROFILE**


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**AWARDS AND RANKINGS**


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Vienna's standing as one of the premier communities in Virginia was recognized by multiple sources over the past few years. Northern Virginia included the Town in its list of the 24 most sought after neighborhoods while the National Council for Home Safety and Security ranked Vienna as the 2<sup>nd</sup> Safest City in Virginia. In 2020, from the Arbor Day Foundation the Town of Vienna received the Tree City USA recognition. HomeSnacks has named Vienna the best place to live in the state of Virginia in 2019. Other recognitions include Certified Community Wildlife Habitat from the National Wildlife Federation in 2016, 2018, 2020; Voice of the People Award, Excellence in Recreation and Wellness from the National Research Center, Polco, and ICMA in 2019; Gold Level LEED (Leadership in Energy and Environmental Design) for Vienna Community Center from the US Green Building Council in 2019; League of American Bicyclists recognized Vienna as a Bicycle Friendly town in 2016. In 2015, Vienna was ranked as one of the Best Cities for Young Families.

The Government Finance Officers Association (GFOA) awarded Vienna with the Distinguished Budget Presentation Award for the 10<sup>th</sup> year in a row as well as the Certificate of Achievement for Excellence in Financial Reporting for 33<sup>rd</sup> consecutive year. The Town also received Fairfax County's 2016 Environmental Excellence Award and is a National Wildlife Federation Certified Community Wildlife Habitat.

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**LAND USE**


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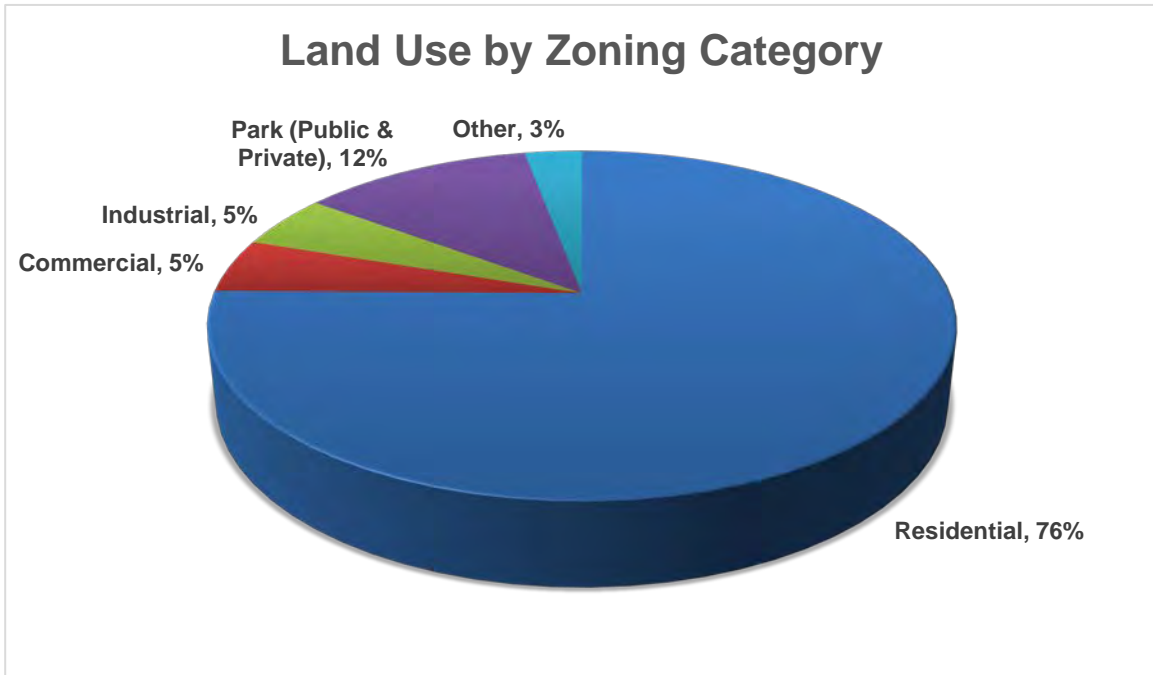
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A residential oasis in the midst of densely populated and urbanly developed Fairfax County, Vienna's corporate borders are fixed. Seventy-six percent of the community is developed for residential purposes. In accordance with the Town's long established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

**LAND AREA (SQUARE MILES)**

**4.409**

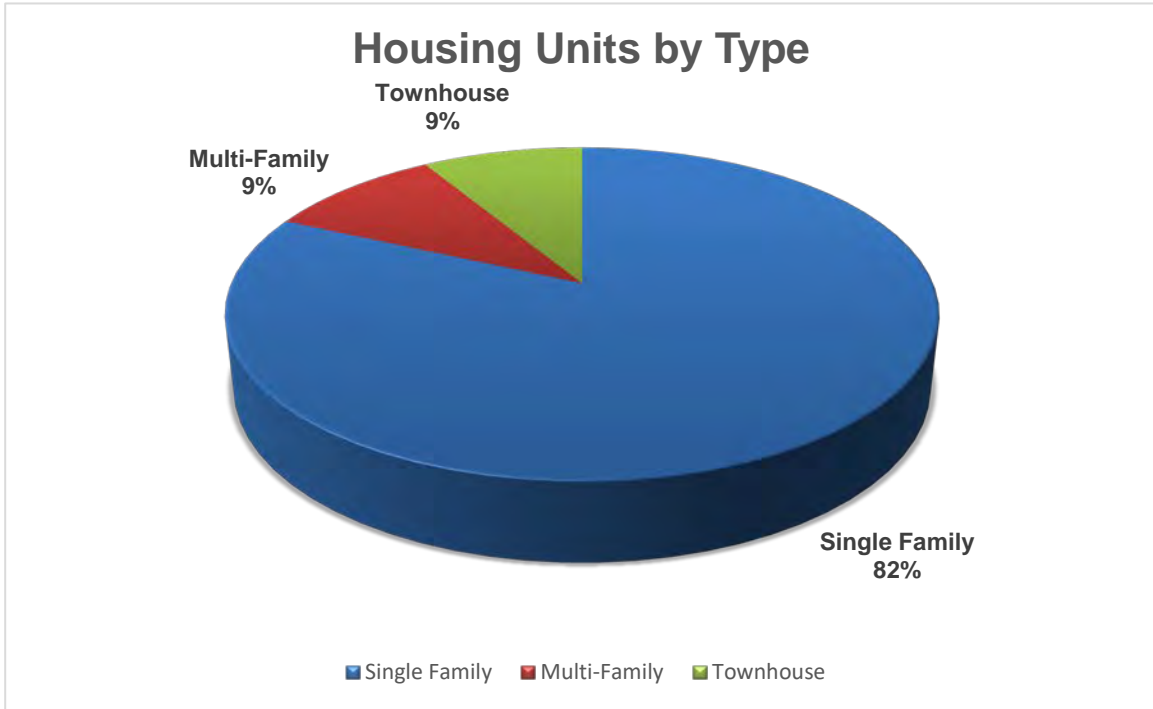
**PROFILE**



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

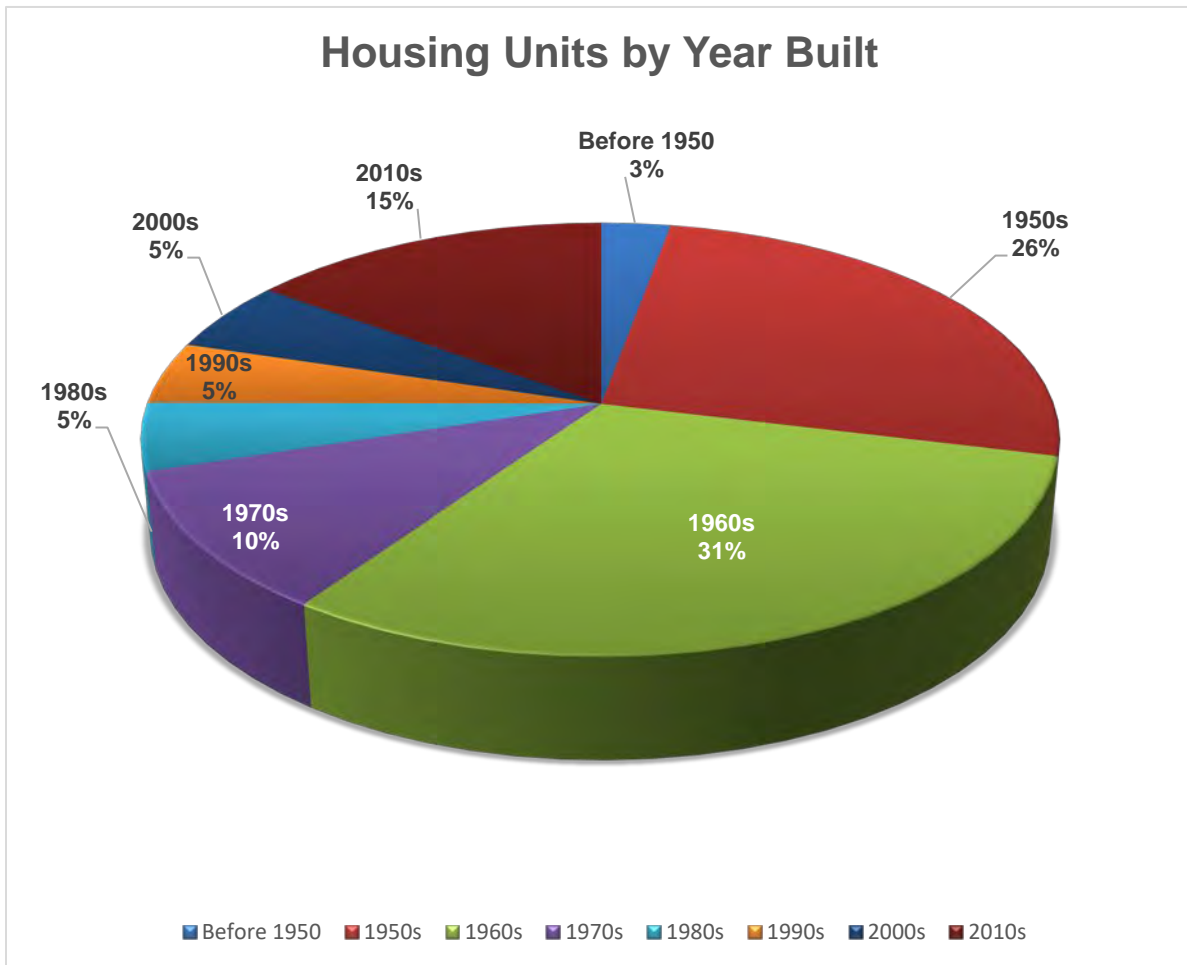


**PROFILE**



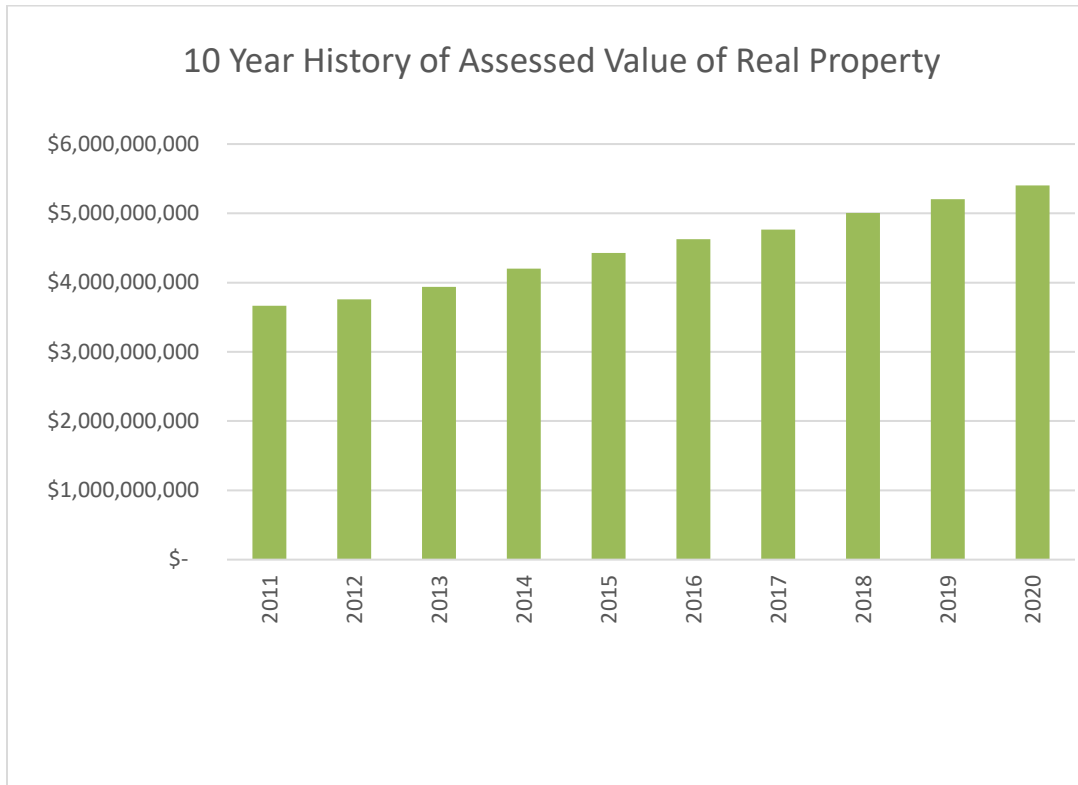
Type	Number of Units
Single Family	4,663
Multi-Family	542
Townhouse	495

PROFILE



**PROFILE**

**ASSESSED VALUES**



<b>FISCAL YEAR</b>	<b>ACTUAL VALUE</b>
January 1, 2011	3,664,249,050
January 1, 2012	3,756,299,910
January 1, 2013	3,939,375,260
January 1, 2014	4,201,089,380
January 1, 2015	4,428,395,010
January 1, 2016	4,625,397,360
January 1, 2017	4,763,472,880
January 1, 2018	5,003,776,930
January 1, 2019	5,204,854,490
January 1, 2020	5,401,153,810

SOURCE: FAIRFAX COUNTY DEPARTMENT OF TAX ADMINISTRATION

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**PROFILE**


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**MAJOR PROPERTY OWNERS**


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

Owner		2018 Assessed Valuation	Percentage of Total Assessed Valuation
Navy Federal Credit Union	\$	201,494,070	4.03%
GI TC 801 Follin Lane		89,952,950	1.66%
Vienna Park LLC		42,731,790	0.85%
Maple Avenue Shopping		37,429,520	0.75%
Vienna Shopping Center, LP		28,006,390	0.55%
P. Daniel & Diana S. Orlich		18,874,800	0.38%
Westwood Country Club		16,185,000	0.32%
Frank Zafren & Alec Jacobson, Tr.		15,994,620	0.32%
JBG Vienna Retail Center		15,905,620	0.32%
BFH Danor Plaza		12,902,540	0.26%
Swart Vienna LLC		12,377,760	0.25%
GRI Cedar Park LLC		12,347,380	0.25%
Cubsmart L P		11,971,710	0.24%
Maryland Gardens Ltd Partnership		8,153,690	0.16%
JDC Maple Avenue LLC		7,765,710	0.16%

SOURCE: FAIRFAX COUNTY DEPARTMENT OF TAX ADMINISTRATION

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**PROFILE**


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**PRINCIPAL EMPLOYERS**


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

SOURCE: VIRGINIA EMPLOYMENT COMMISSION

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**POPULATION**


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

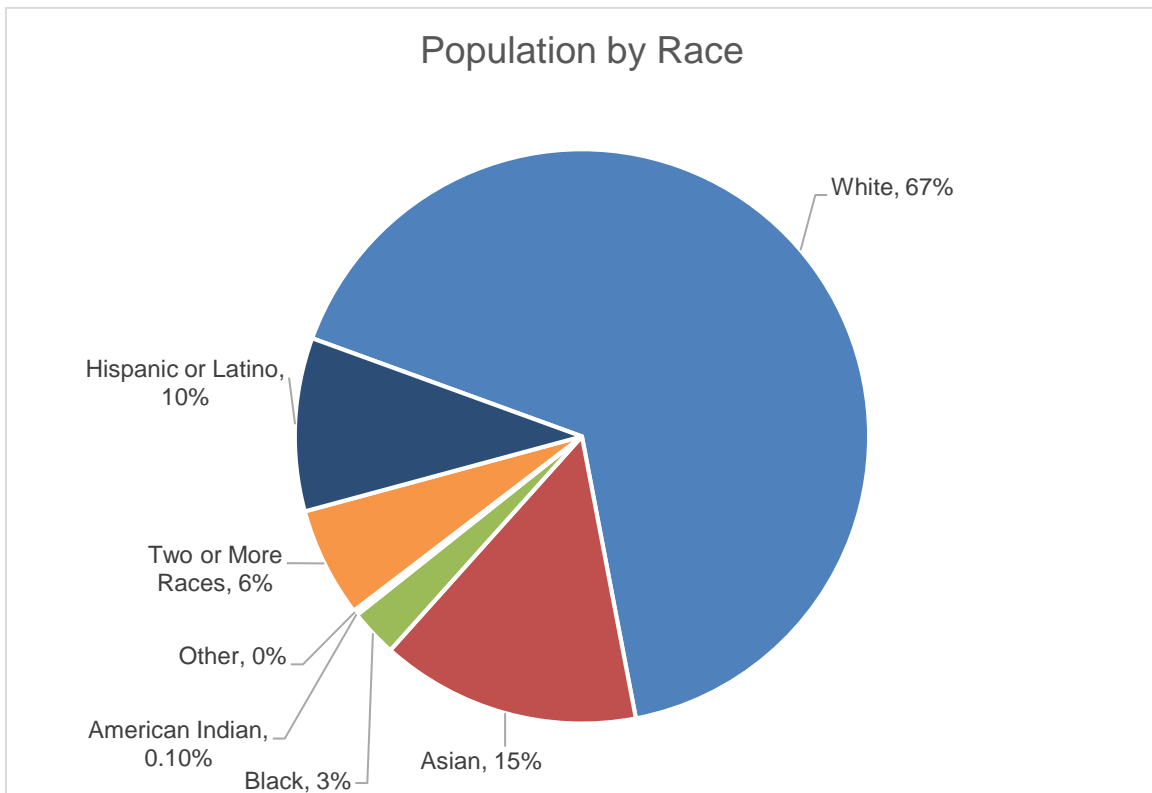
<b><i>Historical and Projected Growth</i></b>	
<b>Year</b>	<b>Population</b>
1930	317
1940	1,237
1960	11,140
1970	17,152
1980	15,469
1990	14,852
1995	15,099
2000	14,453
2010	15,687
2014	16,173
2016	16,378
2019	16,485
2025	16,906

SOURCE: 2019 U.S. CENSUS BUREAU

PROFILE

<i>Population by Race</i>	<b>Percent</b>
White	66.7%
Asian	14.7%
Black	2.7%
American Indian	0.1%
Other	0%
Two or more races	6.2%
Hispanic or Latino	9.8%

SOURCE: 2019 U.S. CENSUS BUREAU



SOURCE: 2019 U.S. CENSUS BUREAU

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**PROFILE**


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<i>Distribution by Age</i>	
<b>Age (yrs.)</b>	<b>Number</b>
0-9	14.1%
10-19	15.5%
20-34	12.9%
35-44	13.7%
45-54	15.9%
55-64	14.2%
65-74	7.9%
Over 75	5.9%

SOURCE: 2019 AMERICAN COMMUNITY SURVEY

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**STAFFING**


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The ongoing pandemic in the Town of Vienna community and world continues to confound the world with its uncertainty. As such staffing needs have been impacted in response to this rapidly changing environment. Slight increases in staffing levels have been minor. In the upcoming year one position has been approved along with a hiring freeze of several vacant positions as the market and the needs of serving the community are frequently evaluated.

<b>Comparison of Personnel by Department</b>				
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<b>Department</b>	<b>Division</b>	<b>Adopted FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
<i>Legislative</i>	Town Clerk	2.00	2.00	2.00
<b>Subtotal</b>		<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<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	3.00
<b>Subtotal</b>		<b>12.00</b>	<b>12.00</b>	<b>13.00</b>
<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
	Capital-Grant Accountant	1.00	1.00	0.63
<b>Subtotal</b>		<b>13.63</b>	<b>13.63</b>	<b>13.26</b>

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**PROFILE**


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<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
	<b>Subtotal</b>	<b>51.00</b>	<b>51.00</b>	<b>51.00</b>
<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
	<b>Subtotal</b>	<b>57.00</b>	<b>57.00</b>	<b>57.00</b>
<i>Parks and Recreation</i>	Administration	6.00	6.00	6.00
	Parks Maintenance	10.00	10.00	12.00
	Community Center Operations	5.00	5.00	5.00
	Teen Center	2.00	2.00	2.00
	<b>Subtotal</b>	<b>23.00</b>	<b>23.00</b>	<b>25.00</b>
<i>Planning and Zoning</i>	Planning and Zoning	8.00	8.00	8.00
	<b>Subtotal</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>
<i>Economic Development</i>	Economic Development	1.00	1.00	2.00
	<b>Subtotal</b>	<b>1.00</b>	<b>1.00</b>	<b>2.00</b>
	<b>GENERAL FUND TOTAL</b>	<b>167.63</b>	<b>167.63</b>	<b>171.26</b>
<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
	<b>WATER &amp; SEWER FUND TOTAL</b>	<b>20.50</b>	<b>21.50</b>	<b>21.50</b>
<i>Storm Water</i>	Storm Water Administration	2.50	2.50	2.50
	<b>STORM WATER FUND TOTAL</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>
	<b>GRAND TOTAL</b>	<b>190.63</b>	<b>191.63</b>	<b>195.26</b>

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



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**STRATEGIC PLAN**

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**THE VIENNA WAY**

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**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*

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**TOWN OF VIENNA STRATEGIC PLAN**

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**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



*An objective of the strategic plan is to increase community engagement.*

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*

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**TOWN OF VIENNA STRATEGIC PLAN**


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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.

**HIGHLIGHTS OF ACTIONS COMPLETED IN 2019-21**
**Vienna as a fiscally responsible community**

- Implement quarterly budget reporting – *implemented during fiscal year 2020-21 and will continue as quarterly presentations to Council.*
- Develop a five-year operating budget forecast – *two-year long-range forecast developed and presented to Council, included in budget document.*

**Vienna as a safe community**

- Identify and utilize next wave of technology and ensure that facilities can adapt - *E-summons system to go operational in FY2021*
- Meet regularly with and provide training to Town's emergency management responders, including Town Councilmembers - *Tabletop active shooter training exercises and "Run, Hide, Fight" video shared with staff. Key entry implemented for second-floor administrative suite. Regional information, SOPs shared with Council in work session*
- Establish an emergency management division within the Town's budget - *This division has been added as part of the FY2021 budget. Police Chief coordinated Town's Coronavirus reopening team and strategies.*

**Vienna as an efficiently mobile community**

- Prioritize sidewalk projects, especially those that enhance safety or create jurisdictional connections - *Thanks to Maud Robinson's bequest of \$8 million for sidewalk construction, the Department of Public Works has added construction of additional sidewalks to its 5-year work plan. First three projects are moving into the construction phase; 9 additional projects have been approved for design. Staff continues to work with neighbors on other identified streets to garner approval. Some slowdown due to Coronavirus during FY 2020-21, but will ramp up in FY 2021-22.*
- Identify and implement traffic-calming options - *Five-speed cushions installed on Kingsley and Tapawingo during the summer of 2020; funded through VDOT as*

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**TOWN OF VIENNA STRATEGIC PLAN**

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*mitigation to increased traffic due to Cedar Lane bridge closing during its reconstruction.*

- Promote public parking facility as a means also to support alternative transportation modes and encourage more walking between downtown destinations - *Council has approved an agreement with Fairfax County for municipal parking spaces as part of library redevelopment project; construction to be completed in 2025*

**Vienna as an economically prosperous community**

- Hire an economic development manager – *New manager hired and onboard November 2019.*
- Partner with Town Business Liaison Committee (TLBC) and Vienna Business Association (VBA) to develop economic development strategies:
  - *Economic Development, Department of Planning and Zoning, and Town Attorney drafted emergency ordinance to provide for temporary outdoor commercial activities during the pandemic; adopted by Council June 2020.*
  - *Ongoing partnership with both the TLBC, VBA and the County to use the 'Town's Coronavirus Aid, Relief and Economic Security Act (CARES) funds to grant funds to businesses.*
  - *Boot camp program established and run by Economic Development to assist businesses through the difficult past year.*
- Expand Small Business Saturday shopping program - *Pilot program held on four consecutive Saturdays in the fall of 2020. Pop-up market held in vacant commercial space in winter 2021.*
- Issue an RFP for consultant to lead zoning code update - *Consultant contract awarded to ZoneCo on July 6, 2020. Several work sessions and public outreach sessions being held as the new code is being developed. Planned completion in mid-2022.*

**Vienna as an influential and well-governed community**

- Serve as a role model and develop strong partnerships in the region:
  - *Town Manager served as chairman of the Northern Virginia Regional Commission, meeting monthly to work together to develop a response to the Coronavirus and to share best practices.*
  - *Finance Director served as a board member of the Virginia Government Finance 'Officers' Association and was instrumental in working with other finance departments around the state on a weekly call lead by Virginia Tech to share best practices and respond to the challenges of the Coronavirus pandemic.*

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**TOWN OF VIENNA STRATEGIC PLAN**

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**Vienna as an engaged community**

- Create a cross-functional team to develop a series of programs that bring Town Hall representatives into the community on a monthly basis - *Town Manager has initiated On Deck with Mercury monthly program which features a live presentation and chat with the Town Manager on a variety of relevant topics.*
- Resdesign the Town's website, making it more user-friendly and easier to navigate – *Redesign complete; site launched March 2021.*

**Vienna as an environmentally sustainable community**

- Purchase/lease additional alternative fuel vehicles for Town fleet
  - *Through Vehicle Replacement Plan, one patrol vehicle purchased in 2021 year was a hybrid; anticipate purchasing 2-4 additional hybrid patrol vehicles next year. Over next 4 years, plan to add two electric vehicles to Town fleet.*
  - *Research underway to develop / fund electronic charging stations on Town property.*

**Vienna as a complete community**

- Partner with Vienna Public Arts Commission to paint entertaining images on sidewalks, crosswalks, storm drains, and along W&OD Trail to make walking more fun - *VPAC has worked with students to paint five storm drains on Church, Park, and Locust*
- Evaluate existing events and explore new events and locations, including those that support businesses
  - *New Bluez n Brewz event for June 2020 was canceled due to Coronavirus but should return in 2021.*
  - *Parks and recreation offered a wide variety of online and adjusted programs during the pandemic to engage residents.*

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/your-government/strategic-plan>



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**BUDGET AND FINANCIAL SYSTEMS**

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**BUDGET AND FINANCIAL SYSTEMS**


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**CALENDAR**

<b>FY 21-22 BUDGET PREPARATION SCHEDULE</b>	
<b>ACTIVITY</b>	<b>DATE</b>
Budget Calendar Distributed to Town Council	October 23, 2020
Distribution of Budget Preparation Packet - All Departments	November 13, 2020
Community Donations & Civic Input Response Deadline	December 4, 2020
Budget Requests Submitted to Finance	January 7, 2021
Department Heads meet with Budget Committee	Week of January 11, 2021
Department Heads meet with Town Manager	Week of January 25, 2021
Mid-Year Budget Review by Town Council	January 11, 2021
Distribution of Proposed Budget to Town Council	March 5, 2021
Budget Work Sessions - Town Council	March 15 and 20, April 19, 2021
Public Hearing on Proposed Budget Public Hearing on the Proposed Water and Sewer Rates	April 12, 2021
Public Hearing on Proposed Tax Rate	April 26, 2021
Adoption of Budget - Town Council	May 17, 2021

**PURPOSE**

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

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**BUDGET AND FINANCIAL SYSTEMS**

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**ADOPTION OF THE BUDGET**

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

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

**AMENDMENTS TO THE ADOPTED BUDGET**

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

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

**TYPES OF FUNDS**

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The Town of Vienna utilizes several funds:

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

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

Debt Service Fund: Transactions related to resources obtained and used for the payment of interest and principal on long term general obligation debt and capital leases, except for the debt payable by the enterprise funds, are accounted for in the Debt Service Fund. The Debt Service Fund

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**BUDGET AND FINANCIAL SYSTEMS**


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revenues are derived primarily from other local taxes and transfers from the General Fund and Water and Sewer Fund.

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

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

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

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

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**FUND STRUCTURE**


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	Major Fund	Non-Major Fund	Included in Budget	Included in AFR
<b>Governmental Funds</b>				
General Fund	X		X	X
Debt Service Fund	X		X	X
Capital Project Fund	X		X	X
Special Transportation Fund	X			X
Stormwater Fund		X	X	X
<b>Proprietary Fund</b>				
Water and Sewer Fund	X		X	X
<b>Trust Funds</b>				
Local Pension Fund	N/A	N/A		X
Police Pension Fund	N/A	N/A		X

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**BUDGET AND FINANCIAL SYSTEMS**

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**BASIS OF BUDGETING**

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

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

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

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

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**LONG TERM FINANCIAL POLICIES AND GOALS**

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The Town prepares a Capital Improvement Plan every year forecasting capital expenditures out 10-15 years in the future. This plan can be found in the Capital Improvements Program section of this budget. In FY 2021 the Town presented a long range forecast for the operating budget which follows in this section.

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**BUDGET AND FINANCIAL SYSTEMS**

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

**Financial Plan**

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

**Revenue Plan**

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

**Expenditure Plan**

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

**Reserves**

- a. At all times, the Town will maintain a minimum general fund balance reserve equal to a minimum of 15% of budgeted expenditures.

**Debt Capacity**

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

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**BUDGET AND FINANCIAL SYSTEMS**

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**Capital Improvements Plan**

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

**LONG RANGE PLAN**

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General Fund Revenue

- The revenue long-range forecast is based on prior growth as adjusted for expected recovery from the pandemic.
- Real estate taxes based on 4% increase in 2023 and 3% increase in 2024.
- Sales tax forecasted at 5% increase a year, business license taxes forecasted at 15% increase in 2023 and 5% increase in 2024.
- Permits, fees and licenses forecasted to decrease 10% in 2023 as building boom slows and stay flat in 2024.
- Court fines expected to recover from pandemic effects, up 10% in 2023 and 5% in 2024.
- While interest revenue is forecasted to remain low based on the Federal Reserve System's estimates, concessions revenue, also part of Use of Money is expected to increase 10% a year.
- Parks and Recreation revenues are budgeted to increase closer to pre-pandemic levels in 2022, an increase of over 61% from the 2021 budget. In 2023 they are forecasted to increase by 3% and in 2024 by 6%.
- Other revenue categories are forecasted at similar levels to the 2022 budget.

General Fund Expenditures

- Wages and benefits related to wages are forecasted to increase 2.5% in 2023 and 2.7% in 2024 based on the Federal Government's Employment Cost Index (ECI).
- Health insurance is forecasted to increase 4% a year.
- Purchased services, mainly maintenance contracts, are forecasted to increase 3% a year based on contractual agreements.
- Other charges, mainly utilities, insurance and travel and training are forecasted to increase 2% a year, to reflect energy savings offset by increased costs of producing energy.
- Materials and supplies are forecasted to increase 2% with the exception of fuel, which is forecast to increase by 5% a year.

**BUDGET AND FINANCIAL SYSTEMS**

- Programs and services are mainly expenses directly related to Parks and Recreation and are forecasted to increase 1% a year.
- Capital outlay is mainly the cost of the forecasted vehicles to be replaced in the fiscal year based on the current Vehicle Replacement Plan.

General Fund Summary

- The net result of the assumptions above result in forecasted increases in revenues of 3.2% in 2023 and 3.1% in 2024, offset by increases in expenditures of 2.6% in 2023 and 2.8% in 2024.
- These assumptions result in a net surplus in the general fund, and a planned addition to the unreserved fund balance.

**GENERAL FUND  
Long-Rang Financial Plan**

(\$ in 000's)

	2021 Forecast	2021 Adopted Budget	2022 Proposed Budget	2023 Forecast	2024 Forecast
General property taxes	\$12,454.2	\$12,333.9	\$12,699.8	\$13,208.0	\$13,604.0
Other local taxes	6,384.8	5,921.5	6,128.0	6,471.0	6,662.0
Permits, fees and licenses	356.3	227.0	296.0	266.0	266.0
Fines and forfeitures	148.6	232.0	288.0	317.0	333.0
Revenue from use of money	134.2	271.7	185.6	214.0	234.0
Charges for Services	447.0	662.5	1,071.0	1,107.0	1,174.0
Miscellaneous	163.3	149.3	144.8	120.9	144.8
Intergovernmental - State	3,205.9	2,753.0	3,153.1	3,073.9	3,090.9
Intergovernmental - Federal	1,921.1	59.0	155.0	158.1	161.3
Other sources of funds	1,173.7	2,232.4	2,481.7	2,505.3	2,616.3
LESS Federal CARES Funds	(1,820.7)	-	-	-	-
<b>Total Revenue</b>	<b>\$24,568.4</b>	<b>\$24,842.3</b>	<b>\$26,603.0</b>	<b>\$27,441.2</b>	<b>\$28,286.3</b>
Percent Increase / (Decrease)	-1.0%	1.1%	7.1%	3.2%	3.1%
Personnel services	\$13,923.8	\$13,971.7	\$14,658.8	\$15,025.3	\$15,431.0
Employee benefits	5,281.0	5,432.9	5,252.4	5,402.6	5,557.3
Purchased services	2,422.7	2,342.4	2,612.8	2,691.2	2,771.9
Other charges	2,153.8	975.3	1,107.2	1,129.4	1,152.0
Materials and supplies	884.3	987.5	1,094.5	1,123.0	1,084.4
Programs and services	538.2	632.5	1,082.1	1,092.9	1,090.6
Capital outlay	926.7	770.0	892.2	1,074.8	1,167.8
Interfund transfers	(35.4)	(270.0)	(97.0)	(235.0)	(192.8)
LESS Federal CARES Funds	(1,820.7)	-	-	-	-
<b>Total Expenditures</b>	<b>\$24,274.4</b>	<b>\$24,842.3</b>	<b>\$26,603.0</b>	<b>\$27,304.2</b>	<b>\$28,062.2</b>
Percent Increase / (Decrease)	-2.1%	2.3%	7.1%	2.6%	2.8%
<b>Annual Increase / (Decrease) In Funds</b>	<b>\$294.0</b>	<b>\$0.0</b>	<b>\$0.0</b>	<b>\$137.0</b>	<b>\$224.1</b>
Beginning Fund Balance	\$8,441.6	\$8,735.5	\$8,735.5	\$8,735.5	\$8,872.5
Ending Fund Balance	\$8,735.5	\$8,735.5	\$8,735.5	\$8,872.5	\$9,096.6



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**BUDGET AND FINANCIAL SYSTEMS**

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Water and Sewer Fund Revenue

- Water and sewer revenue increases are driven by the projected cost increases in wages, water purchase, sewer treatment, and other costs of operations and planned additions to infrastructure.
- Water consumption rates and service charges are projected to increase 3% a year.
- Sewer charges are projected to increase 10% a year.
- Reimbursements from Fairfax County are projected to increase 2% a year, and developer revenues are projected flat from the 2022 budget.

Water and Sewer Fund Expenditures

- The same assumptions as the general fund were used for all water and sewer expenditures except water purchases and sewer treatment.
- Water purchases are forecasted to increase due to rate increases charged by Fairfax Water by 4% a year.
- Sewer treatment is forecasted to increase by 5% for DC WASA and 6% for Fairfax County, as they increase charges to meet environmental requirements.

Water and Sewer Fund Summary

- Water and sewer revenues and expenditures are forecasted to increase at roughly the same amount per year, with a very small surplus available to add to the fund's net position.

## BUDGET AND FINANCIAL SYSTEMS

WATER AND SEWER FUND  
Long-Rang Financial Plan

(\$ in 000's)

	2021 Forecast	2021 Adopted Budget	2022 Proposed Budget	2023 Forecast	2024 Forecast
<b>Use of Money and Property</b>	\$1.4	\$10.0	\$2.0	\$2.0	\$2.1
<b>Water charges</b>	4,119.6	4,290.1	4,445.9	4,579.3	4,716.7
<b>Sewer charges</b>	3,646.7	3,900.2	4,341.0	4,775.1	5,252.6
<b>Account service charges</b>	1,450.3	1,433.7	1,515.7	1,561.2	1,608.0
<b>Cycle 6 billing reimbursement</b>	80.0	80.0	80.0	81.6	83.2
<b>Reconnection fees</b>	0.2	5.0	2.0	6.0	7.0
<b>Developer Fees</b>	842.0	280.0	310.0	350.0	325.0
<b>Miscellaneous Revenues</b>	98.1	195.0	120.0	159.0	160.0
<b>Total Revenue</b>	<b>\$10,238.2</b>	<b>\$10,194.1</b>	<b>\$10,816.6</b>	<b>\$11,514.2</b>	<b>\$12,154.6</b>
<i>Percent Increase / (Decrease)</i>	9.2%	-0.4%	6.1%	6.4%	5.6%
<b>Personnel services</b>	\$1,410.5	\$1,586.0	\$1,576.6	\$1,631.0	\$1,686.8
<b>Employee benefits</b>	527.6	618.6	596.7	605.8	614.9
<b>Purchased services</b>	4,677.7	4,463.0	5,009.3	5,239.5	5,480.7
<b>Other charges</b>	45.7	46.2	59.1	60.3	61.5
<b>Materials and supplies</b>	281.2	303.1	308.8	321.2	334.0
<b>Programs and services</b>	100.8	105.0	105.0	105.0	105.0
<b>Capital outlay</b>	33.4	41.1	41.1	41.1	41.1
<b>Interfund transfers</b>	2,725.3	2,730.3	3,095.3	3,295.3	3,395.3
<b>Contingency</b>	-	301.1	24.8	204.9	414.5
<b>Total Expenditures</b>	<b>\$9,802.2</b>	<b>\$10,194.1</b>	<b>\$10,816.6</b>	<b>\$11,504.1</b>	<b>\$12,133.8</b>
<i>Percent Increase / (Decrease)</i>	15.2%	4.0%	6.1%	6.4%	5.5%
<b>Annual Increase / (Decrease) In Funds</b>	\$436.0	\$0.0	\$0.0	\$10.1	\$20.8
<b>Beginning Net Position</b>	<b>\$17,780.3</b>	<b>\$18,216.3</b>	<b>\$18,216.3</b>	<b>\$18,216.3</b>	<b>\$18,226.4</b>
<b>Ending Net Position</b>	<b>\$18,216.3</b>	<b>\$18,216.3</b>	<b>\$18,216.3</b>	<b>\$18,226.4</b>	<b>\$18,247.2</b>

## BUDGET AND FINANCIAL SYSTEMS

### Debt Service Fund Revenue

- Meals taxes are the main source of revenue in the Debt Service Fund and have been impacted by the 2020 / 2021 effects of the Coronavirus pandemic.
- However, meals taxes showed considerable resilience in fiscal year 2021, and are budgeted in 2022 to increase 9% over the 2021 forecast.
- Meals taxes are forecasted to increase by 15% in 2023 and 10% in 2024.

### Debt Service Fund Expenditures

- Debt service fund expenditures are known, as they represent the commitment for future debt payments.
- The 2023 and 2024 expenditure forecasts reflect known debt payments plus an estimate for the 2022 bond issue payments, which begin in 2023.
- This is partially offset by decreasing payments in later years for current bond issues. Interest expense goes down as principal is repaid.

### Debt Service Fund Summary

- The long-range forecast is conservative in forecasting meals tax growth and reflects the planned use of prior surplus to meet future debt payments.

**DEBT SERVICE FUND**  
**Long-Rang Financial Plan**  
(\$ in 000's)

	2021 Forecast	2021 Adopted Budget	2022 Proposed Budget	2023 Forecast	2024 Forecast
Meals and lodging tax	\$2,389.2	\$1,445.0	\$2,600.0	\$3,000.0	\$3,300.0
Use of money	21.7	90.0	30.0	40.0	60.0
Federal revenue	33.0	33.0	33.0	33.0	33.0
Interfund transfers	2,017.0	2,016.6	1,981.6	1,847.5	1,695.9
Use of Prior Year Surplus	1,321.8	1,948.5	729.3	641.8	576.9
<b>Total Revenue</b>	<b>\$5,782.7</b>	<b>\$5,533.1</b>	<b>\$5,373.9</b>	<b>\$5,562.3</b>	<b>\$5,665.8</b>
<i>Percent Increase / (Decrease)</i>	39.1%	-4.3%	-2.9%	3.5%	1.9%
Bond principal	3,332.0	3,132.0	3,002.0	3,468.4	3,468.4
Bond interest	1,774.4	1,724.8	1,720.3	1,790.0	1,662.5
Capital lease principal	638.6	638.6	627.2	299.5	521.3
Capital lease interest	37.7	37.7	24.4	4.4	13.6
Contingency					
<b>Total Expenditures</b>	<b>\$5,782.7</b>	<b>\$5,533.1</b>	<b>\$5,373.9</b>	<b>\$5,562.3</b>	<b>\$5,665.8</b>
<i>Percent Increase / (Decrease)</i>	39.1%	-4.3%	-2.9%	3.5%	1.9%
Use of Prior Year Fund Balance	\$ -	\$ -	\$ -	\$ 641.8	\$ 576.9
Beginning Fund Balance	\$8,059.2	\$6,737.4	\$4,788.9	\$4,059.6	\$3,417.8
Ending Fund Balance	\$6,737.4	\$4,788.9	\$4,059.6	\$3,417.8	\$2,840.9

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**BUDGET AND FINANCIAL SYSTEMS**


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Stormwater Fund Revenue and Expenditures

- Revenues come mainly from a pass-through of Fairfax County stormwater taxes.
- Expenditures are for an engineer and maintenance worker, and the Town's share of joint projects with Fairfax County.

**STORMWATER FUND**  
**Long-Rang Financial Plan**  
(\$ in 000's)

	2021 Forecast	2021 Adopted Budget	2022 Proposed Budget	2023 Forecast	2024 Forecast
<b>Stormwater Revenue</b>	\$410.0	\$410.0	\$410.0	\$430.0	\$440.0
<b>Use of money</b>	2.0			4.0	5.0
<b>Use of Prior Year Surplus</b>	31.1	27.8	26.7		
<b>Total Revenue</b>	<b>\$443.1</b>	<b>\$437.8</b>	<b>\$436.7</b>	<b>\$434.0</b>	<b>\$445.0</b>
<i>Percent Increase / (Decrease)</i>	8.8%	-1.2%	-0.3%	-0.6%	2.5%
<b>Personnel services</b>	180.0	186.0	154.0	159.0	164.0
<b>Employee benefits</b>	54.9	63.6	23.9	25.0	26.0
<b>Purchased services</b>	75.4	75.4	75.4	78.0	80.4
<b>Other charges</b>	3.5	3.5	3.5	4.0	4.0
<b>Materials and supplies</b>	3.0	3.0	3.6	4.0	4.0
<b>Programs and services</b>	81.3	131.3	131.3	80.0	85.0
<b>Capital outlay</b>	30.0	30.0	30.0	20.0	10.0
<b>Interfund transfers</b>	15.0	(55.0)	15.0	15.4	15.0
<b>Contingency</b>					
<b>Total Expenditures</b>	<b>\$443.1</b>	<b>\$437.8</b>	<b>\$436.7</b>	<b>\$385.4</b>	<b>\$388.4</b>
<i>Percent Increase / (Decrease)</i>	21.1%	-1.2%	-0.3%	-11.7%	0.8%
<b>Annual Increase / (Decrease) In Funds</b>	\$ -	\$ -	\$ -	\$ 48.6	\$ 56.6
<b>Beginning Fund Balance</b>	<b>\$723.9</b>	<b>\$692.8</b>	<b>\$665.0</b>	<b>\$686.9</b>	<b>\$735.5</b>
<b>Ending Fund Balance</b>	<b>\$692.8</b>	<b>\$665.0</b>	<b>\$638.3</b>	<b>\$735.5</b>	<b>\$792.1</b>

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**BUDGET AND FINANCIAL SYSTEMS**

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A very detailed long-range forecast for the Capital Project fund is discussed and updated every fall with the Capital Improvement Program, presented in full in this budget in its own section. A summary of the last discussion in October 2020 are:

Capital Project Fund Revenue

- Capital Projects are funded by general obligation bonds and other grants.
- The more grants the Town can identify and secure for projects that achieve our goals, the less the Town has to borrow.
- Bonds are repaid by the meals taxes, except for water and sewer projects which are repaid through water and sewer fees.
- Due to the pandemic, the Town plans to supplement previously forecasted meals taxes with \$1 million of 2020 bond premium if necessary. \$1 million has been set aside for this purpose. If it is not needed, those funds would be available for other capital needs.
- In the 2020 CIP, meals taxes are forecasted as follows:
  - 2021 - \$2.5 million (what has been forecasted during 2021), plus \$500k premium supplement,
  - 2022 - \$2.8 million, 12% increase, plus \$300k premium supplement,
  - 2023 - \$3.2 million, 15% increase, back to pre-pandemic expectations,
  - 4% annual increase thereafter.
  - Prior to the pandemic, meals taxes were increasing at a 5% average.
- In the 2018 water and sewer rate study, an amount was added to the fee structure to support a bi-annual \$5.4 million investment, increased by 3% a bond issue.
- It is assumed that bonds are issued every two years, and that the Town maintains a triple-A bond rating, allowing it to borrow money at the lowest cost.

Capital Project Fund Expenditures

- Expenditures are for fixed debt service costs. They are estimated during the CIP process to ensure a minimum of \$2 million reserve is left in the debt service fund.
- The requirement for a minimum reserve drives the amount available to borrow for bonds.
- Council and staff prioritize future projects to fit within the debt capacity.

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**BUDGET AND FINANCIAL SYSTEMS**


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**CAPITAL PROJECT FUND**  
**Long-Rang Financial Plan**  
(\$ in 000's)

	2020 Actual	2022 Proposed Budget	2024 Proposed Budget
<b>Bond Funding</b>			
Meals Taxes	\$26,600.0	\$5,657.0	\$4,915.5
Water and Sewer Fees	7,900.0	8,959.0	9,230.9
Bond Premium	2,312.0	600.0	400.0
<b>Total Bond Funding</b>	<b>36,812.0</b>	<b>15,216.0</b>	<b>14,546.4</b>
<b>Outside Funding</b>			
Virginia Department of Trans (VDOT)	272.0	850.0	4,885.0
Northern Virginia Trans Auth (NVTVA)	2,300.0	3,120.0	3,365.0
Stormwater Fund	240.0		
Fairfax / VA Stormwater	1,000.0	630.0	2,040.0
Other		310.0	350.0
<b>Total Outside Funding</b>	<b>3,812.0</b>	<b>4,910.0</b>	<b>10,640.0</b>
<b>Total Proposed Funding</b>	<b>\$42,936.0</b>	<b>\$20,126.0</b>	<b>\$25,186.4</b>
<b>Planned Projects</b>			
Water and sewer capital projects	\$7,900.0	\$8,959.0	\$9,230.9
Roadway improvements	1,115.0	3,430.0	6,695.0
Sidewalk/trail improvements	272.0	1,381.0	4,162.0
Transportation improvements		120.0	400.0
Stormwater projects	1,240.0	1,130.0	2,390.0
Facility improvements	5,520.0	400.0	
Park improvements	2,050.0	1,235.0	1,816.0
Municipal parking	5,300.0	2,300.0	
Economic develop improvements		535.0	200.0
Public safety projects	14,900.0	310.0	
Issuance and contingency	4,639.0	326.0	292.5
<b>Total Planned Projects</b>	<b>\$42,936.0</b>	<b>\$20,126.0</b>	<b>\$25,186.4</b>

The Capital Project Fund Long Range Forecast reflects the 2021 Capital Improvement Plan (CIP) adopted by Council in October, 2020.

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**BUDGET AND FINANCIAL SYSTEMS**

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**MAJOR TOWN GOALS**

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

**Town Services**

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

**Public Safety**

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

**Finance**

To support equitable systems of taxation, fees, fines and other sources of revenues to provide services to all members of the community. To safeguard investments while maximizing returns under State guidelines.

**Government and Citizenry Relations**

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









**Transportation**

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

**Environment**

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

**BUDGET AND FINANCIAL SYSTEMS**

Town of Vienna 2019 Strategic Plan Initiatives	Town Services	Public Safety	Finance	Government and Citizenry Relations	Transportation	Environment
 Fiscally Responsible Community	✓		✓	✓		✓
 Safe Community	✓	✓			✓	✓
 Efficiently Mobile Community	✓	✓			✓	✓
 Influential and Well Governed	✓	✓	✓	✓		
 Economically Prosperous Community	✓			✓		
 Engaged Community	✓		✓	✓	✓	✓
 Environmentally Sustainable Community	✓			✓		✓
 Complete Community	✓	✓		✓	✓	✓

**BUDGET ASSUMPTIONS**

The FY 21-22 budget was prepared using the following assumptions:

- Lower the real estate tax rate by \$0.0025 to \$0.2225 per \$100 of assessed value. Property assessments increased overall by 4.2%.
- Salary increase of 3% for FY 2020-21 implemented in the last quarter of FY 2020-21. An additional 1% salary increase awarded on July 1. Bonus program reinstated.
- Incorporate an increase in health care expenses for the Town and employees only for employees on Kaiser Permanente of 5%, and a decrease for employees on Anthem of 4%.
- An increase in parks and recreation revenue and expenditures as operations return to pre-pandemic levels.
- Four new positions in the general fund:
  - Two maintenance workers in parks and recreation. One replaces a position eliminated in 2011, and both will help maintain park properties which have increased with strategic property purchases over the last several years;
  - One marketing assistant in economic development to be hired in the second quarter of the fiscal year;
  - One videographer for the public information department to address increasing demands for video productions.



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## BUDGET AND FINANCIAL SYSTEMS

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- Increase in transfers from the water and sewer fund to the general fund as recommended in the water and sewer rate study.
- The remaining \$1.08 million of the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding will be used, in part to aid local businesses as well as help to offset costs associated with keeping residents and staff safe from the pandemic.
- Based on the Water and Sewer rate study done in FY 2017-18, fees will be incrementally raised each year to help offset the costs of rising water purchase and sewer treatment fees, maintenance costs and provide adequate reserves for infrastructure.

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### BASIS OF REVENUE PROJECTIONS

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- Vienna revenues are derived from a variety of sources: local, Commonwealth and other inter-jurisdictional bodies. When preparing revenue projections, staff will review prior year economic activity, current year to date figures and future factors that could affect the source. The following techniques are used singly or in combination to prepare revenue projections:
  - **Informed/Experienced Opinion**: Prepared in consultation with the applicable department head to identify trends and rising conditions
  - **Pass Through**: Estimates received from the revenue source (i.e., Commonwealth of Virginia)
  - **Mathematical**: Revenues determined through use of standardized formulas
  - **Statistical**: Revenues determined based on averages, prior histories or other means of analysis.

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### GENERAL FUND REVENUE PROJECTIONS

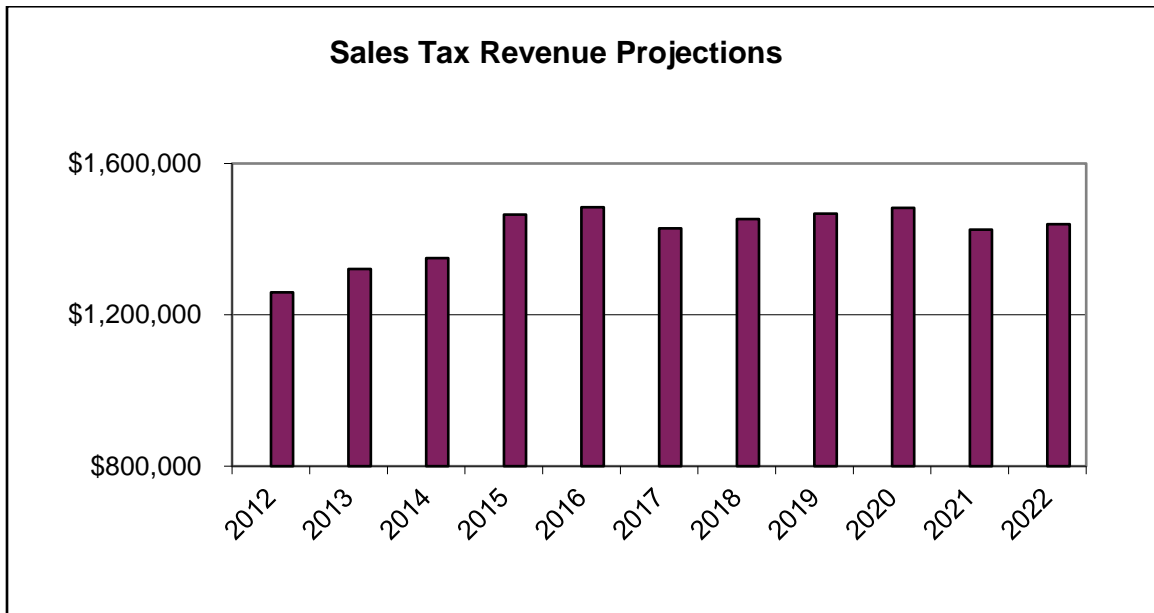
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Real Estate Taxes are the largest source of revenue for the Town. Adjacent to Washington DC and economically-advantaged regions of Fairfax County, Virginia, Vienna has seen residential property values increase steadily since 2012, while commercial value occasionally decreases. For the 2022 budget year, the average residential assessments increased by 5.6 percent over 2021 while the average commercial assessment decreased by 2.2 percent. Lower mortgage rates in 2021 combined with a regional housing shortage contributed to rise in residential values. There are several large commercial projects under development, but lower sales due to the pandemic depressed commercial assessments for 2022. Commercial assessments fell to 17 percent of total assessments due to the residential increases and commercial decreases in the FY 2021-22 assessments.

**BUDGET AND FINANCIAL SYSTEMS**

**Sales Tax Revenue**

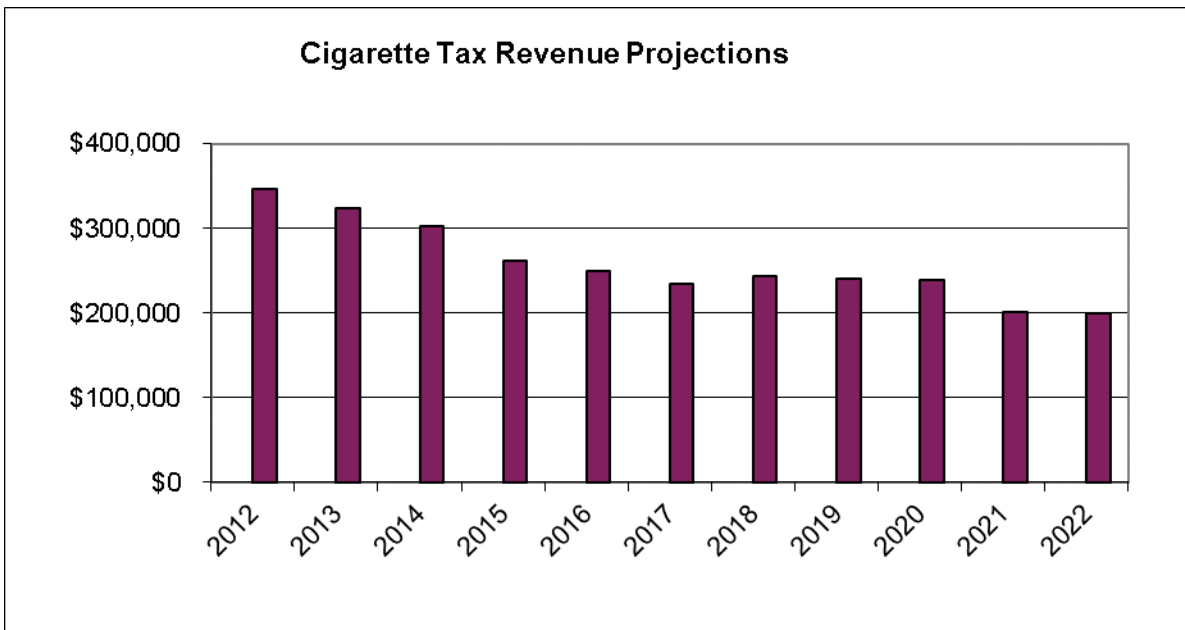
The sales tax in Vienna and the Commonwealth of Virginia is 6 percent. Monies from the sales tax are allocated back to the Town based on the Commonwealth of Virginia’s formula. The Town’s sales tax distribution is based on the number of school age children in Vienna. With the residential redevelopment in town and an overall good economy, this number has risen slowly over-time. During the pandemic there was a slight decrease impacting the last fiscal year and the projection of the upcoming one. Future year revenues are anticipated to hold steady or increase moderately.



**BUDGET AND FINANCIAL SYSTEMS**

**Cigarette Tax Revenue**

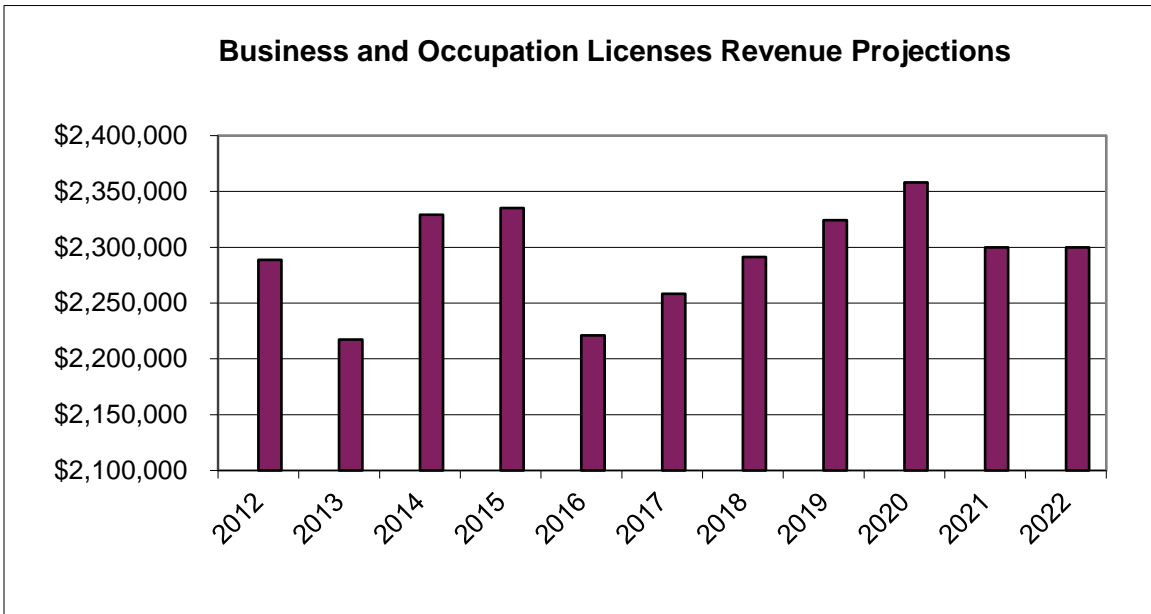
The Town of Vienna is part of the Northern Virginia Cigarette Tax Board, a consortium of 14 area jurisdictions formed for the purpose of collecting and disseminating cigarette tax revenues. The Town of Vienna increased the tobacco tax starting July 1, 2017 from \$0.75 to \$0.85. Overall, historical pack sales have declined in both Vienna and nationally due to the overall trend away from traditional tobacco usage.



**BUDGET AND FINANCIAL SYSTEMS**

**Business and Occupational License Revenue**

Business license tax revenues were flat in 2021 compared to 2020, which is considered a success, as they were budgeted at a 25% decrease (over \$600k) due to anticipated business closures due to the pandemic. Projections for 2022 anticipate businesses to rise moderately from 2021 levels but remain lower than pre-pandemic projections.

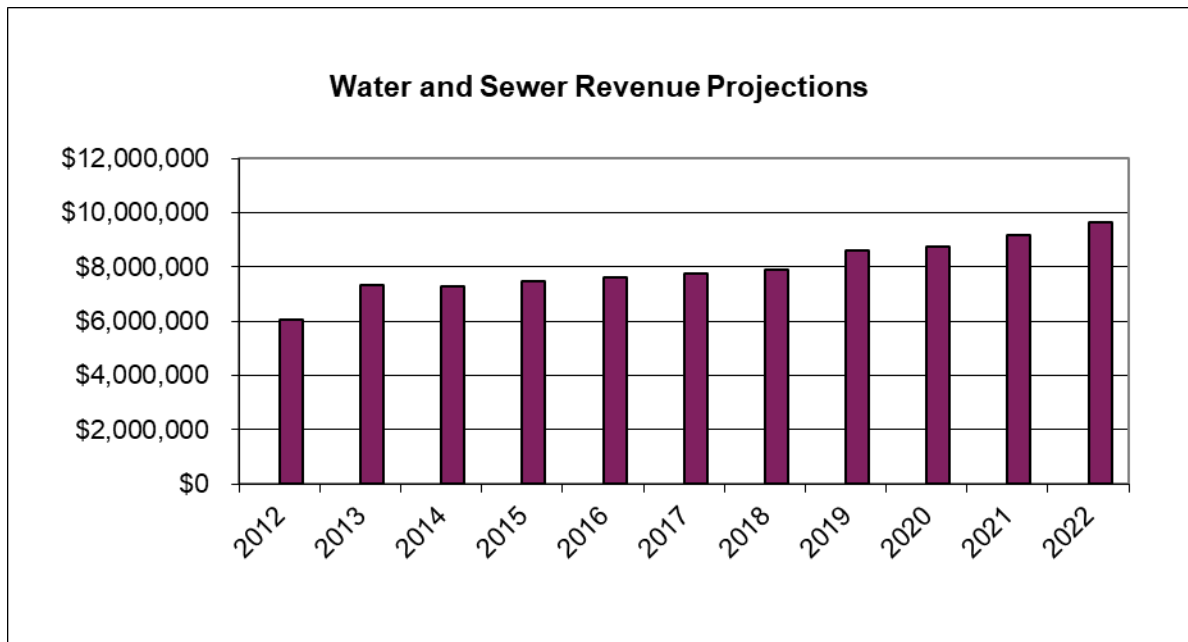


**BUDGET AND FINANCIAL SYSTEMS**

**Water and Sewer Charges**

Charges for water and sewer usage and fees are directly related to the costs associated with them. Changes in this fund are impacted by wholesale water rate increases from Fairfax Water and a decrease in sewer treatment costs due to a more favorable rate than estimated from one provider. The Town’s rates are established to strictly cover costs and provide an adequate cash reserve for the fund, so the water and sewer rates charged to the Town’s customers are impacted by the cost to purchase water, the cost to treat sewer and developing adequate reserves to maintain and replace infrastructure. In addition, revenues each year are affected by consumption, which is driven in part by weather conditions. A drought one year can create an increase in total water revenues due to increased water demand while a rainy year can have the opposite effect.

A water and sewer rate study was conducted FY 2017-18 and approved during the FY 2018-19 budget process. Several key factors made up the basis for the rate study 1) balanced residential/commercial and water/sewer system, 2) healthy viable system today and in the future, 3) conservation approach tying into Council initiatives, 4) commitment to invest in infrastructure. This study laid out a five-year rate plan, which will be revisited and revised each year to account for actual usage and costs required to maintain an adequate reserve.

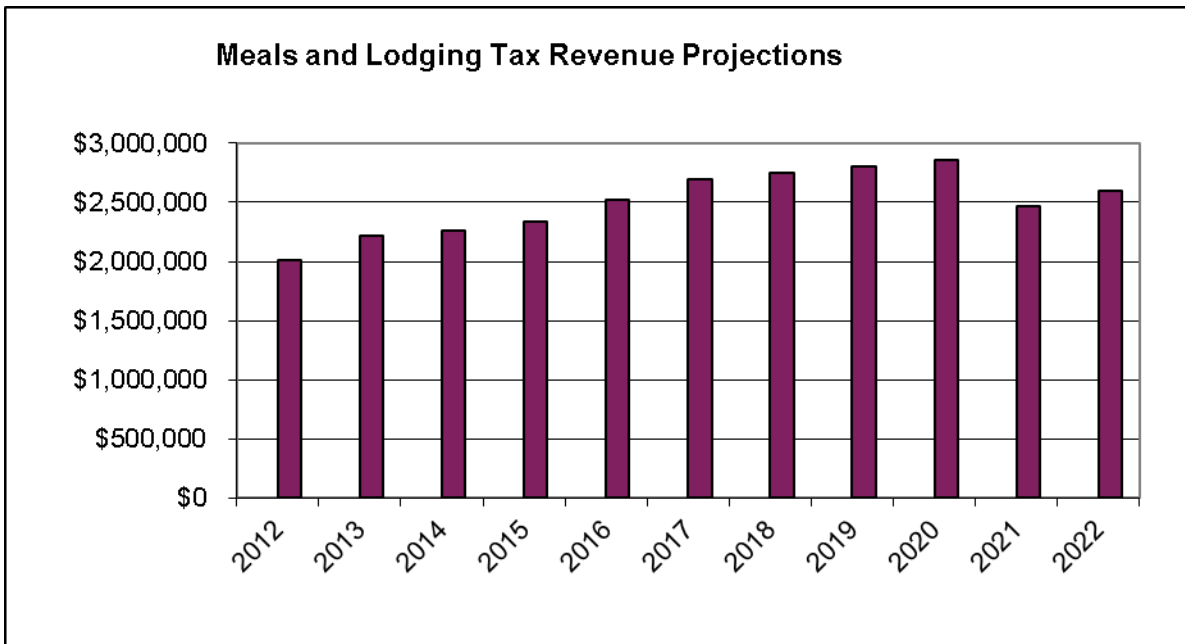


**BUDGET AND FINANCIAL SYSTEMS**

**Meals and Lodging Tax Revenue**

The Town’s capital improvement program is funded through the collection of a meals and lodging tax. Collections have experienced a steady growth rate since its implementation in January 1990. While the Town has seen an increase in both the number of restaurants locating within the Town as well as increases in overall sales. In 2020, 127 new businesses started in Town, including nine new restaurants.

Historical revenue data from the comprehensive annual reports show year over year growth in the last five years of a high of 9 percent and low of 3 percent. The ten-year average is a revenue increase of 4 percent and the last 5 years average is 6 percent increase annually. The COVID-19 pandemic and mandated quarantine orders had a direct and severe effect on meals taxes. Therefore, there is a very conservative forecast for this revenue source.



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**BUDGET AND FINANCIAL SYSTEMS**

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**DEBT SERVICE FUND HISTORY**

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

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

General obligation debt worth \$9,561,000 was issued in November 2013 for a 15-year term at an average annual rate of 2.24 percent. The debt was split into \$6,555,000 of new debt and \$3,006,000 of refunding of existing debt. The existing debt which was refunded was the balance of 2002 General Obligation Bonds (\$1,334,000) and Water and Sewer long-term notes payable (\$1,672,000). Saving in excess of \$460,000 was realized on the refunded debt. New debt proceeds are being used for various public improvements including street and storm drain improvements but primarily for renovation of Town's Community Center. The new debt will be retired in 2029 and the refunded debt will retire at the approximate same time as the original debt.

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

General obligation debt worth \$7,900,000 was issued in February 2018 for a 15-year term at an average true interest rate of 2.45 percent. New debt proceeds will be used primarily for improvement of public buildings and water and sewer infrastructure. Other projects funded through this debt issue include parks projects and matching funds for paving grants.

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**BUDGET AND FINANCIAL SYSTEMS**


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General obligation debt worth \$34,500,000 was issued in March 2020 for a 20-year term at an average true interest rate of 1.86 percent. New debt proceeds will be used primarily to fund construction and project management for a new police station, plus improvement of water and sewer infrastructure, property acquisitions for various public purposes, and public parking facilities. Other projects funded through this debt issue include parks projects and matching funds for paving grants.

<b>ANALYSIS OF OUTSTANDING DEBT BALANCES ONLY</b>					
<b>Issue</b>	<b>As of 6/30/18</b>	<b>As of 6/30/19</b>	<b>As of 6/30/20</b>	<b>As of 6/30/21</b>	<b>As of 6/30/22</b>
2006	\$ 990,000	\$ 660,000	\$ 330,000	\$ -	\$ -
2010	2,645,000	2,310,000	1,975,000	1,640,000	1,305,000
2012	4,200,000	3,780,000	3,360,000	2,940,000	2,520,000
2014	4,807,000	4,370,000	3,933,000	3,496,000	3,059,000
2016	5,350,000	4,935,000	4,520,000	4,105,000	3,690,000
2018	7,900,000	7,375,000	6,845,000	6,315,000	5,785,000
2020	-	-	34,500,000	33,635,000	32,770,000
<b>Total</b>	<b>\$ 25,892,000</b>	<b>\$ 23,430,000</b>	<b>\$ 55,463,000</b>	<b>\$ 52,131,000</b>	<b>\$ 49,129,000</b>



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**BUDGET AND FINANCIAL SYSTEMS**


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

<b>DEBT SERVICE PAYMENTS IN FY 20-21</b>				
<b>Issue</b>	<b>Fund</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2006	Debt Service	\$ 297,000	\$ 11,524	\$ 308,524
	Water & Sewer	33,000	1,280	34,280
2010	Debt Service	275,705	65,780	341,485
	Water & Sewer	59,295	14,148	73,443
2012	Debt Service	316,481	55,385	371,866
	Water & Sewer	103,519	18,115	121,634
2014	Debt Service	403,351	81,316	484,667
	Water & Sewer	33,649	6,784	40,433
2016	Debt Service	372,255	128,048	500,303
	Water & Sewer	42,745	14,703	57,448
2018	Debt Service	227,900	141,470	369,370
	Water & Sewer	302,100	187,530	489,630
2020	Debt Service	622,800	754,765	1,377,565
	Water & Sewer	242,200	293,520	535,720
<b>Total</b>		<b>\$ 3,332,000</b>	<b>\$ 1,774,368</b>	<b>\$ 5,106,368</b>

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**BUDGET AND FINANCIAL SYSTEMS**


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<b>DEBT SERVICE PAYMENTS IN FY 21-22</b>				
<b>Issue</b>	<b>Fund</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2010	Debt Service	\$ 275,705	\$ 54,476	\$ 330,181
	Water & Sewer	59,295	11,716	71,011
2012	Debt Service	316,481	49,055	365,536
	Water & Sewer	103,519	16,045	119,564
2014	Debt Service	403,351	72,280	475,631
	Water & Sewer	33,649	6,030	39,679
2016	Debt Service	372,255	115,018	487,273
	Water & Sewer	42,745	13,207	55,952
2018	Debt Service	227,900	130,075	357,975
	Water & Sewer	302,100	172,425	474,525
2020	Debt Service	622,800	777,537	1,400,337
	Water & Sewer	242,200	302,376	544,576
<b>Total</b>		<b>\$ 3,002,000</b>	<b>\$ 1,720,240</b>	<b>\$ 4,722,240</b>

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**BUDGET AND FINANCIAL SYSTEMS**


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The constitution of Virginia mandates a limit on the debt of the Town. The computation of the Town's legal debt margin as of June 30, 2021 is as follows:

Assessed Value of Real Property, January 1, 2021:	\$5,626,187,990
Debt Limit: Ten Percent (10 percent) of Assessed Value:	\$562,618,799
Amount of Debt Applicable to Debt Limit:	
General Obligation Bonds:	<u>\$52,131,000</u>
Total amount of Debt applicable to Debt Limitation:	<u>\$52,131,000</u>
Legal Debt Margin:	<u>\$510,487,799</u>

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**FUND BALANCE**


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The fund balance is defined as the excess of the fund's assets over its liabilities and reserves. Information in the following charts has been taken directly from past year audits and the budget document. Negative differences between General Fund revenues and expenditures reflect planned use of unassigned surplus. Negative differences between Water and Sewer Fund operating income and expenses reflect use of retained earnings balances. Actual prior fund balance was used in FY 2020-21 for projects funded with PEG funds and E-911 funds collected in prior years. The reductions shown in the following chart reflect the assumption that use of prior year fund balances for FY 19-20 and FY 20-21 will be as budgeted. The actual use of prior year fund balances for said fiscal years will likely vary but estimated variances were not available at the time this document was prepared.

The Town of Vienna is committed to maintaining a minimum fund balance reserve in the general fund of at least 15 percent of subsequent year budgeted expenditures. It has been attaining this goal and is committed to this principle. These funds are unassigned, but during the fall each year amounts in excess of this standard may be appropriated by the Town Council to fund previously deferred or newly identified priorities. Town Council's practice has been to appropriate half of any surplus, adding the remaining surplus to unassigned fund balance.

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

This was reaffirmed for the 2012, 2015, 2018 and 2020 ratings as well by both Moody's and Standard and Poor's.

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**BUDGET AND FINANCIAL SYSTEMS**


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<b>Fund Balance Summary General Fund</b>					
	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Adopted	FY 21-22 Adopted
Beginning Fund Balance	\$ 8,265,852	\$ 8,569,186	\$ 8,422,327	\$ 8,420,910	\$ 7,920,910
Revenues	\$ 24,537,175	\$ 25,337,273	\$ 26,489,990	\$ 24,342,290	\$ 26,563,700
Expenditures	\$ 24,233,841	\$ 25,484,132	\$ 26,491,407	\$ 24,842,290	\$ 27,013,700
Revenues Less Expenditures	\$ 303,334	\$ (146,859)	\$ (1,417)	\$ (500,000)	\$ (450,000)
<b>Ending Fund Balance</b>	<b>\$ 8,569,186</b>	<b>\$ 8,422,327</b>	<b>\$ 8,420,910</b>	<b>\$ 7,920,910</b>	<b>\$ 7,470,910</b>

<b>Historical Data General Fund Reserve Balances</b>			
<i>Year Ending June 30</i>	<i>Revenue Collection</i>	<i>Unassigned Fund Balance</i>	<i>Percent Unassigned</i>
2020	\$25,427,119 *	\$4,467,908	17.8%
2019	\$25,337,273	\$4,849,670	19.1%
2018	\$25,484,132	\$4,578,960	18.0%
2017	\$24,233,841	\$4,469,240	18.4%
2016	\$23,477,062	\$4,447,066	18.9%

\* \$1,062,871 of CARES Revenue not included.

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**BUDGET AND FINANCIAL SYSTEMS**


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<b>Net Position Summary Water and Sewer Fund</b>					
	FY 17-18 Actual <sup>1</sup>	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Adopted	FY 21-22 Adopted
Net Position, Beginning of Year	\$ 9,688,273	\$ 11,961,608	\$ 11,529,835	\$ 16,909,805	\$ 16,909,805
Operating Income and Transfers In	\$ 8,160,030	\$ 8,150,515	\$ 14,521,754	\$ 10,194,050	\$ 10,816,600
Operating Expenses and Transfers Out	\$ 5,886,695	\$ 8,582,288	\$ 9,141,784	\$ 10,194,050	\$ 10,816,600
Change in Net Position	\$ 2,273,335	\$ (431,773)	\$ 5,379,970	\$ -	\$ -
<b>Ending Net Position</b>	<b>\$ 11,961,608</b>	<b>\$ 11,529,835</b>	<b>\$ 16,909,805</b>	<b>\$ 16,909,805</b>	<b>\$ 16,909,805</b>

<sup>1</sup> Restated Net Position, Beginning of Year due to an accounting change

<b>Historical Data Water and Sewer Fund Reserve Balances</b>		
<i>Year Ending June 30</i>	<i>Ending Balance Revenue<sup>2</sup></i>	<i>Net position End of FY</i>
2020	\$10,243,242	\$16,909,805
2019	\$9,542,963	\$11,529,835
2018	\$9,167,168	\$11,961,608
2017	\$7,055,954	\$9,894,127
2016	\$6,486,056	\$9,371,885

<sup>2</sup> Charges for Services plus non-operating revenue (net) and transfers (net)

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**BUDGET AND FINANCIAL SYSTEMS**


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<b>Fund Balance Summary Debt Service Fund</b>					
	FY 17-18 Actual	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Adopted	FY 21-22 Adopted
Beginning Fund Balance	\$ 6,696,150	\$ 7,443,681	\$ 7,994,987	\$ 8,241,923	\$ 8,241,923
Revenues	\$ 3,866,818	\$ 4,495,669	\$ 4,156,925	\$ 5,533,140	\$ 5,373,980
Expenditures	\$ 3,119,287	\$ 3,944,363	\$ 3,909,989	\$ 5,533,140	\$ 5,373,980
Revenues Less Expenditures	\$ 747,531	\$ 551,306	\$ 246,936	\$ -	\$ -
<b>Ending Fund Balance</b>	<b>\$ 7,443,681</b>	<b>\$ 7,994,987</b>	<b>\$ 8,241,923</b>	<b>\$ 8,241,923</b>	<b>\$ 8,241,923</b>

<b>Historical Data Debt Service Net Position</b>		
<i>Year Ending June 30</i>	<i>Ending Balance Revenue</i>	<i>Net Position</i>
2020	\$4,156,925	\$8,241,923
2019	\$4,495,669	\$7,994,987
2018	\$3,866,818	\$7,443,681
2017	\$3,711,405	\$6,696,150
2016	\$4,401,245	\$6,348,055

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**BUDGET IN BRIEF**

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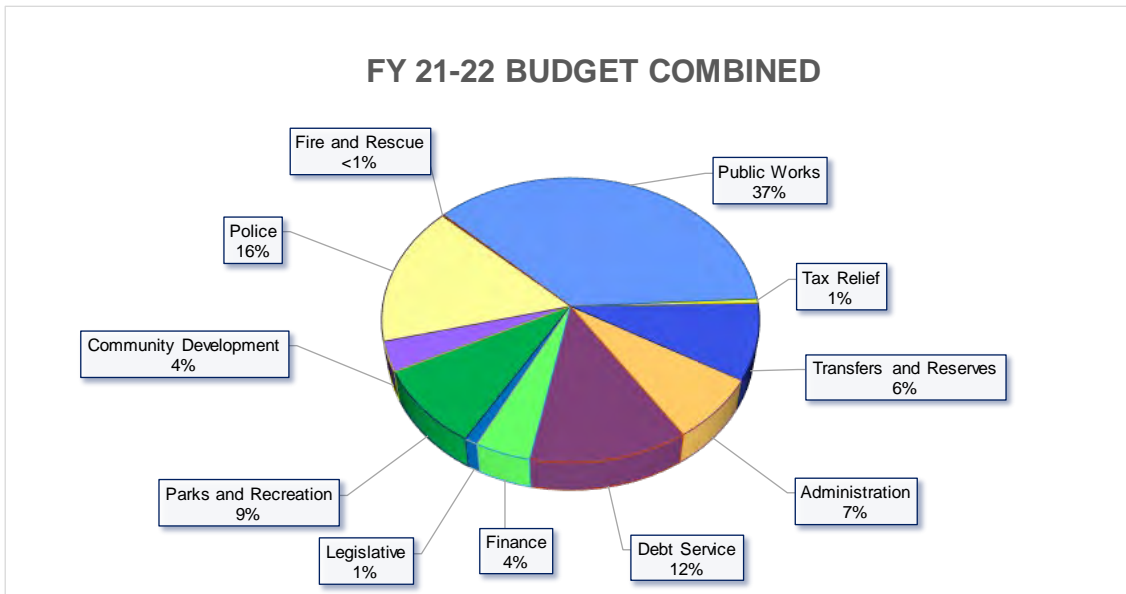
The budget in brief section provides a summary of the revenues and expenditures for the following funds:

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

**BUDGET IN BRIEF**

*ALL FUNDS BY DEPARTMENT*

Department	General Fund	Debt Service Fund	Water and Sewer Fund	Stormwater Fund	Grand Total
Administration	\$ 3,188,790				\$ 3,188,790
Debt Service		5,373,980			5,373,980
Finance	1,664,030		215,610		1,879,640
Legislative	454,530				454,530
Parks and Recreation	3,934,130				3,934,130
Community Development	1,489,290				1,489,290
Police	6,881,670				6,881,670
Fire and Rescue	67,000				67,000
Public Works	8,023,120		7,489,680	466,720	15,979,520
Tax Relief	216,140				216,140
Transfers and Reserves	645,000		3,111,310		3,756,310
<b>TOTAL</b>	<b>\$ 26,563,700</b>	<b>\$ 5,373,980</b>	<b>\$ 10,816,600</b>	<b>\$ 466,720</b>	<b>\$ 43,221,000</b>





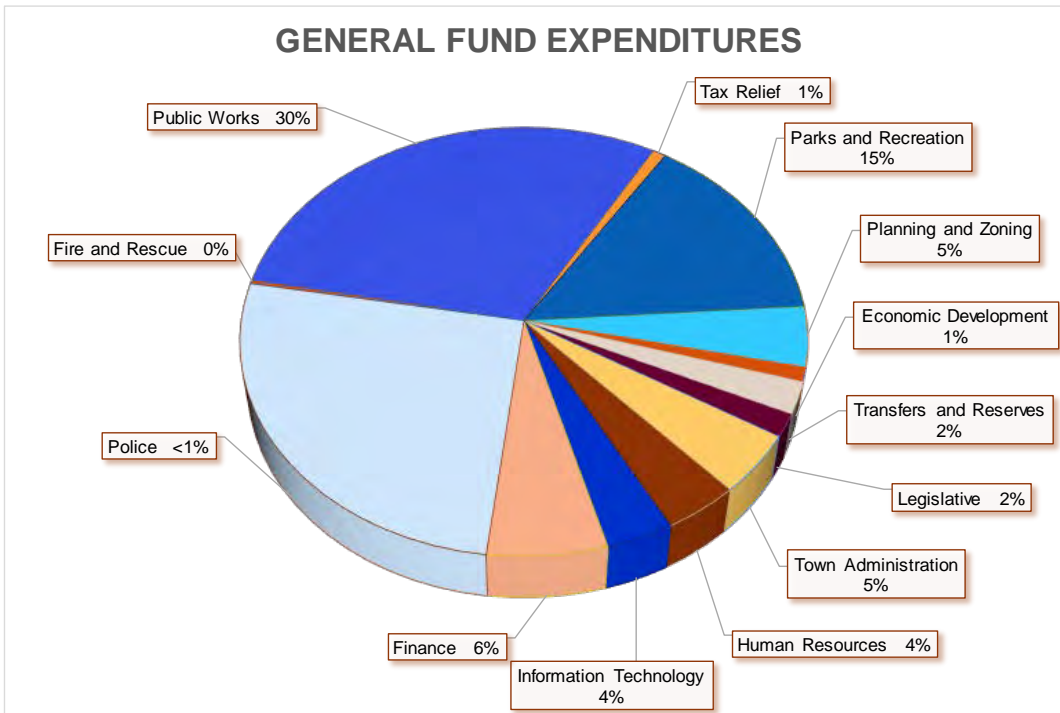
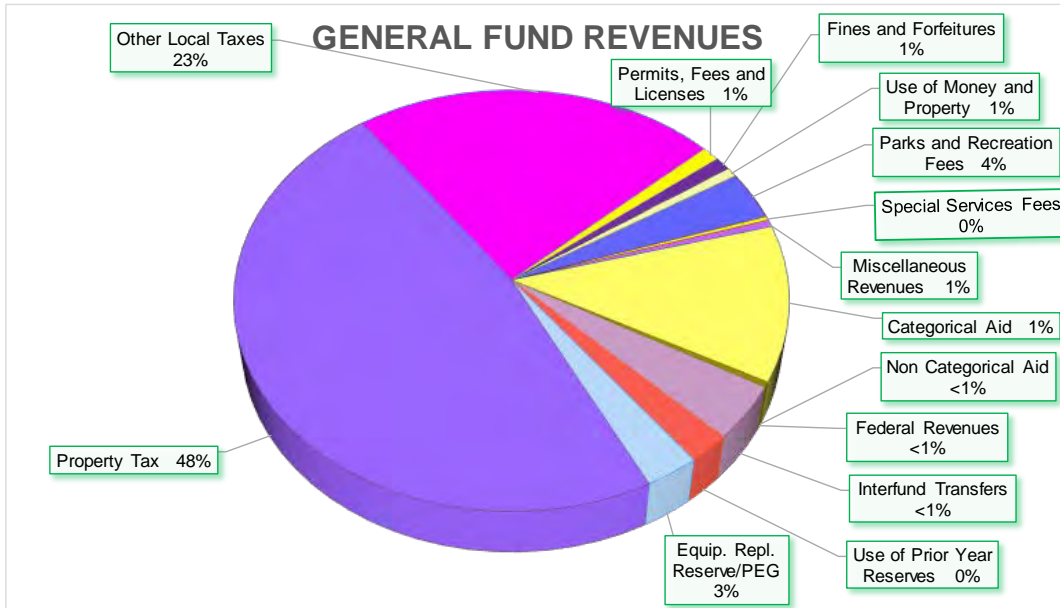
## BUDGET IN BRIEF

## GENERAL FUND

Revenues	Actuals FY 19-20	Adopted FY 20-21	Adj. budget FY 20-21	Est. Actuals FY 20-21	Adopted FY 21-22	Net Change
Property Tax <i>(FY 21-22: Adopted \$.02225 per \$100 of assessed valuation)</i>	\$ 11,883,633	\$ 12,333,900	\$ 12,333,900	\$ 12,466,847	\$ 12,642,940	\$ 309,040
Other Local Taxes	6,615,844	5,921,500	5,921,500	5,983,245	6,173,500	252,000
Permits, Fees and Licenses	313,004	227,000	227,000	408,316	296,000	69,000
Fines and Forfeitures	284,806	232,000	232,000	149,789	278,000	46,000
Use of Money and Property	347,088	271,700	287,340	154,804	185,600	(86,100)
Parks and Recreation Fees	472,061	580,000	580,130	256,951	991,000	411,000
Special Services Fees	57,881	82,500	82,500	113,985	80,000	(2,500)
Miscellaneous Revenues	217,518	149,300	223,024	192,268	144,800	(4,500)
Categorical Aid	3,240,006	2,752,600	2,764,400	3,171,895	3,177,900	425,300
Non Categorical Aid	355	400	400	349	400	-
Federal Revenues	1,168,592	59,000	1,887,682	1,888,651	101,900	42,900
Interfund Transfers	433,130	723,660	723,660	778,130	1,123,660	400,000
Use of Prior Year Reserves	-	795,000	1,547,260	-	598,000	(197,000)
Equip. Repl. Reserve/PEG	834,200	713,730	725,100	713,730	770,000	56,270
<b>TOTAL</b>	<b>\$ 25,868,118</b>	<b>\$ 24,842,290</b>	<b>\$ 27,535,896</b>	<b>\$ 26,278,960</b>	<b>\$ 26,563,700</b>	<b>\$ 1,721,410</b>

Expenditures	Actuals FY 19-20	Adopted FY 20-21	Adj. budget FY 20-21	Est. Actuals FY 20-21	Adopted FY 21-22	Net Change
<b>Legislative</b>	\$ 474,353	\$ 432,980	\$ 434,880	\$ 434,860	\$ 454,530	\$ 21,550
<b>Administration</b>						
Town Administration	1,076,202	1,061,640	1,075,840	1,101,970	1,205,090	143,450
Human Resources /Risk Mgt	939,704	994,750	1,019,011	964,936	1,049,930	55,180
Information Technology	899,320	886,090	906,890	816,890	933,770	47,680
<b>Finance</b>	1,789,935	1,708,550	1,613,100	1,647,500	1,664,030	(44,520)
<b>Public Safety</b>						
Police	7,540,176	6,941,470	8,674,869	8,565,892	6,881,670	(59,800)
Fire and Rescue	67,135	67,000	67,000	64,300	67,000	-
<b>Public Works</b>	7,218,596	7,382,040	7,462,916	7,169,451	8,023,120	641,080
<b>Tax Relief</b>	228,923	220,700	220,700	203,680	216,140	(4,560)
<b>Parks and Recreation</b>	3,448,332	3,094,270	3,294,510	1,342,900	3,934,130	839,860
<b>Community Development</b>						
Planning and Zoning	979,882	1,252,280	1,502,280	1,112,280	1,206,820	(45,460)
Economic Development	107,573	196,790	325,090	267,700	282,470	85,680
<b>Transfers and Reserves</b>	1,034,478	603,730	897,810	827,920	645,000	41,270
<b>TOTAL</b>	<b>\$ 25,804,608</b>	<b>\$ 24,842,290</b>	<b>\$ 27,494,896</b>	<b>\$ 24,520,279</b>	<b>\$ 26,563,700</b>	<b>\$ 1,721,410</b>

BUDGET IN BRIEF



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**BUDGET IN BRIEF**


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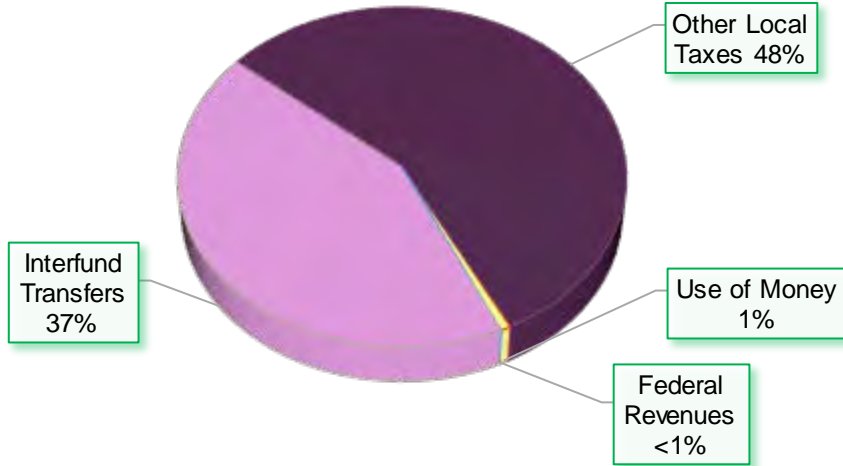
*DEBT SERVICE FUND*

<b>Revenues</b>	<b>Actuals FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adj. budget FY 20-21</b>	<b>Est. Actuals FY 20-21</b>	<b>Adopted FY 21-22</b>	<b>Net Change</b>
Other Local Taxes	\$ 2,476,476	\$ 1,445,000	\$ 1,445,000	\$ 2,972,800	\$ 2,600,000	\$ 1,155,000
Use of Money	169,559	90,000	90,000	123,000	30,000	(60,000)
Miscellaneous Receipts	512	-	-	-	-	-
Federal Revenues	47,014	33,000	33,000	33,000	33,000	-
Debt Issue Proceeds	-	-	-	-	-	-
Interfund Transfers	1,463,364	2,016,640	2,016,640	1,609,470	1,981,650	(34,990)
Use of Prior Year Surplus	-	1,948,500	2,198,085	-	729,330	(1,219,170)
<b>TOTAL</b>	<b>\$ 4,156,924</b>	<b>\$ 5,533,140</b>	<b>\$ 5,782,725</b>	<b>\$ 4,738,270</b>	<b>\$ 5,373,980</b>	<b>\$ (159,160)</b>

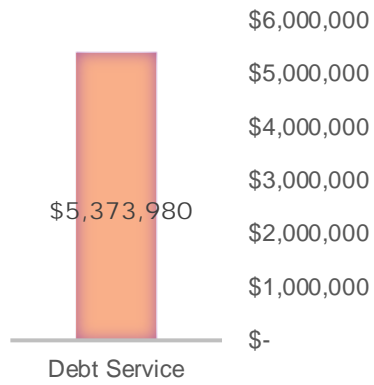
<b>Expenditures</b>	<b>Actuals FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adj. budget FY 20-21</b>	<b>Est. Actuals FY 20-21</b>	<b>Adopted FY 21-22</b>	<b>Net Change</b>
Administrative Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	3,909,989	5,533,140	5,782,725	6,489,440	5,373,980	(159,160)
<b>TOTAL</b>	<b>\$ 3,909,989</b>	<b>\$ 5,533,140</b>	<b>\$ 5,782,725</b>	<b>\$ 6,489,440</b>	<b>\$ 5,373,980</b>	<b>\$ (159,160)</b>

BUDGET IN BRIEF

DEBT SERVICE REVENUES



DEBT SERVICE EXPENDITURES



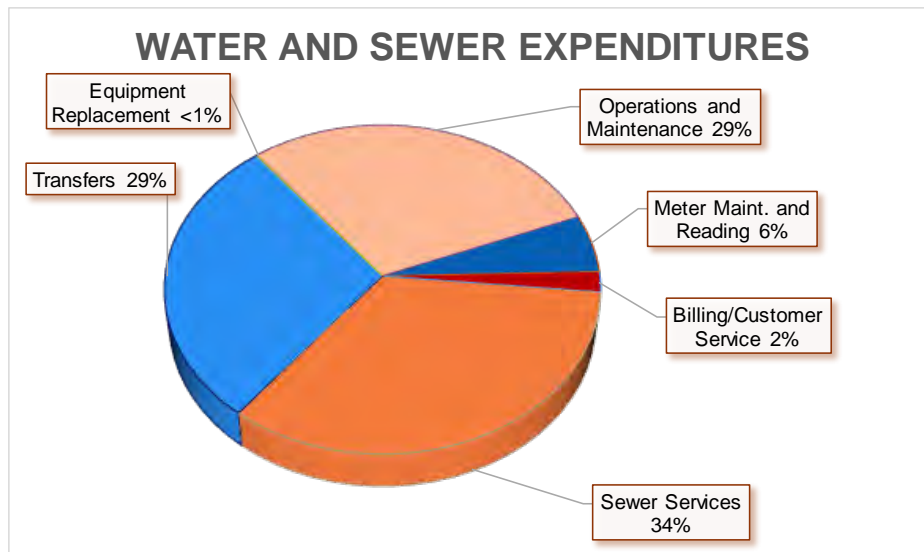
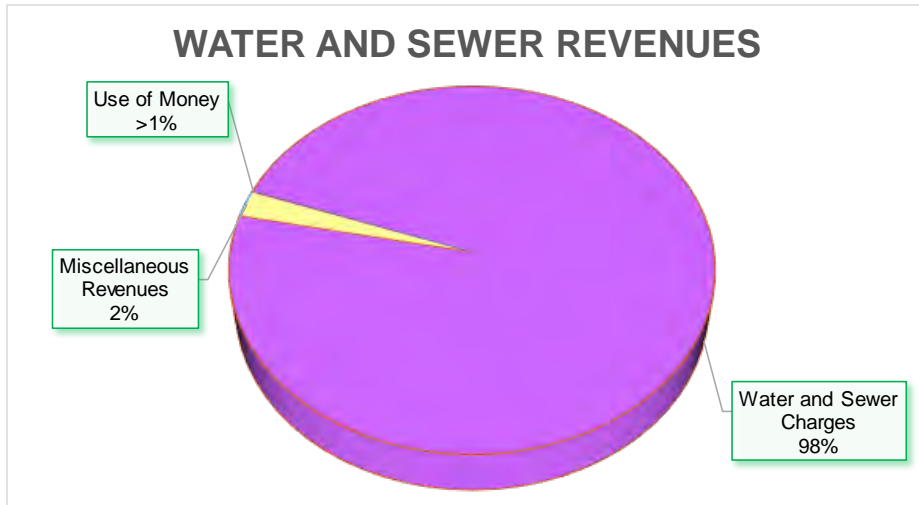
## BUDGET IN BRIEF

## WATER AND SEWER FUND

Revenues	Actuals FY 19-20	Adopted FY 20-21	Adj. budget FY 20-21	Est. Actuals FY 20-21	Adopted FY 21-22	Net Change
Use of Money	\$ 11,414	\$ 10,000	\$ 10,000	\$ 20,000	\$ 2,000	\$ (8,000)
Water and Sewer Charges	9,026,933	9,904,050	9,904,050	8,978,080	10,564,600	660,550
Miscellaneous Revenues	3,115,252	280,000	291,660	236,400	250,000	(30,000)
Interfund Transfer/Prior Yr	-	-	60,000	75,000	-	-
<b>TOTAL</b>	<b>\$ 12,153,599</b>	<b>\$ 10,194,050</b>	<b>\$ 10,265,710</b>	<b>\$ 9,309,480</b>	<b>\$ 10,816,600</b>	<b>\$ 622,550</b>

Expenditures	Actuals FY 19-20	Adopted FY 20-21	Adj. budget FY 20-21	Est. Actuals FY 20-21	Adopted FY 21-22	Net Change
Water Operations	\$ 3,079,455	\$ 3,212,590	\$ 3,218,250	\$ 3,068,550	\$ 3,186,120	\$ (26,470)
Meter Services & Water Qlty	606,629	631,740	697,740	559,830	613,450	(18,290)
Billing/Customer Service	233,108	222,350	222,350	174,590	215,610	(6,740)
Sanitary Sewer Operations	2,610,522	3,081,020	3,066,020	3,056,250	3,685,110	604,090
Transfers/Reserves	233,852	3,041,350	3,041,350	2,395,300	3,111,310	69,960
Eqmt. Replacement/DS	10,063	5,000	5,000	4,300	5,000	-
<b>TOTAL</b>	<b>\$ 6,773,629</b>	<b>\$ 10,194,050</b>	<b>\$ 10,250,710</b>	<b>\$ 9,258,820</b>	<b>\$ 10,816,600</b>	<b>\$ 622,550</b>

BUDGET IN BRIEF

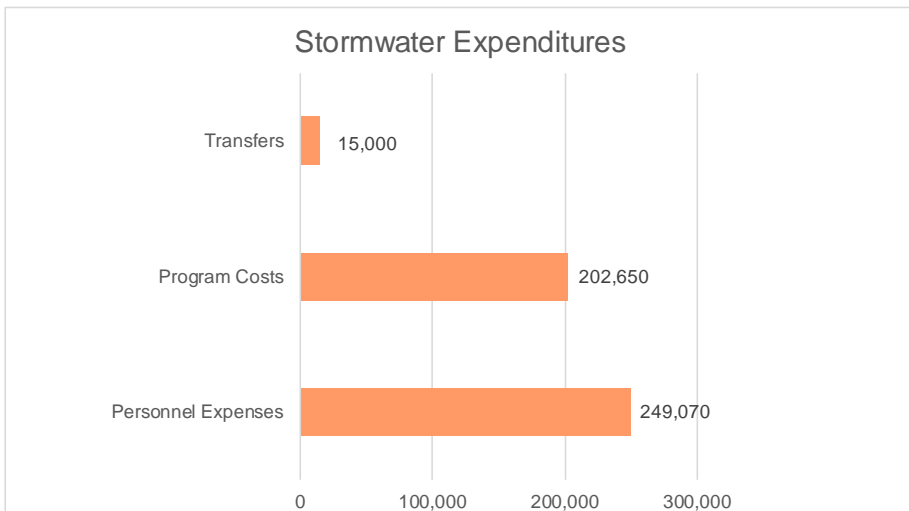


**BUDGET IN BRIEF**

**STORMWATER FUND**

Revenues	Actuals FY 19-20	Adopted FY 20-21	Adj. budget FY 20-21	Est. Actuals FY 20-21	Adopted FY 21-22	Net Change
Stormwater Revenue	\$ 416,449	\$ 410,000	\$ 410,000	\$ 410,270	\$ 440,000	\$ 30,000
Use of Money	6,839	-	-	-	-	-
Miscellaneous Revenues	1,669	500	500	260	500	-
Use of Prior Year Surplus	-	27,220	27,220	120,000	26,220	(1,000)
<b>TOTAL</b>	<b>\$ 424,957</b>	<b>\$ 437,720</b>	<b>\$ 437,720</b>	<b>\$ 530,530</b>	<b>\$ 466,720</b>	<b>\$ 29,000</b>

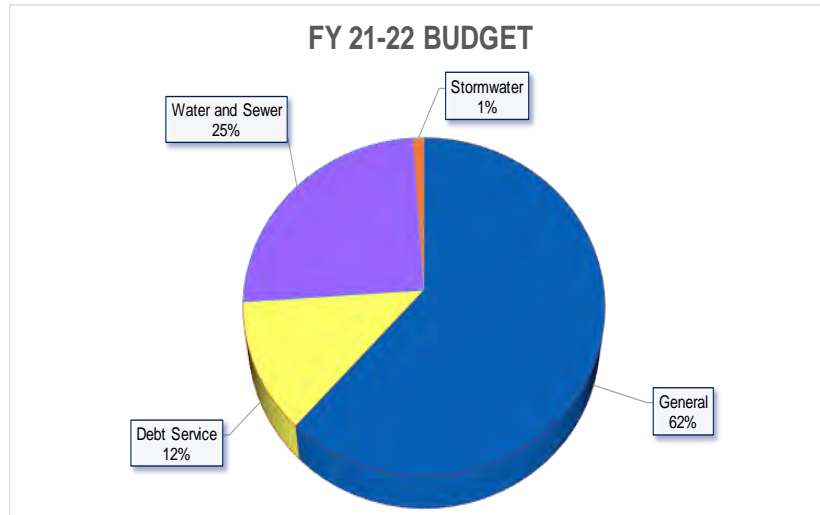
Expenditures	Actuals FY 19-20	Adopted FY 20-21	Adj. budget FY 20-21	Est. Actuals FY 20-21	Adopted FY 21-22	Net Change
Personnel Expenses	\$ 182,840	\$ 249,560	\$ 249,560	\$ 235,260	\$ 249,070	\$ (490)
Program Costs	176,519	243,200	242,690	243,200	202,650	(40,550)
Transfers	6,600	(55,040)	(55,040)	(51,500)	15,000	70,040
<b>TOTAL</b>	<b>\$ 365,959</b>	<b>\$ 437,720</b>	<b>\$ 437,210</b>	<b>\$ 426,960</b>	<b>\$ 466,720</b>	<b>\$ 29,000</b>



**BUDGET IN BRIEF**

*ALL FUNDS*

FUND	Actuals FY 19-20	Adopted FY 20-21	Adj. budget FY 20-21	Est. Actuals FY 20-21	Adopted FY 21-22	Net Change
General	\$ 25,804,608	\$ 24,842,290	\$ 27,494,896	\$ 24,520,279	\$ 26,563,700	\$ 1,721,410
Debt Service	3,909,989	5,533,140	5,782,725	6,489,440	5,373,980	(159,160)
Water and Sewer	6,773,629	10,194,050	10,250,710	9,258,820	10,816,600	622,550
Stormwater	365,959	437,720	437,210	426,960	466,720	29,000
<b>TOTAL</b>	<b>\$ 36,854,185</b>	<b>\$ 41,007,200</b>	<b>\$ 43,965,541</b>	<b>\$ 40,695,499</b>	<b>\$ 43,221,000</b>	<b>\$ 2,213,800</b>





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**REVENUES & EXPENDITURES BY FUND**

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

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

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

**FUND: 100 -- GENERAL FUND**

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET
	ACTUAL	BUDGET	ESTIMATED	ADOPTED	CHANGE
31121 Real Estate Taxes	\$ 11,721,835	\$ 12,167,900	\$ 12,234,375	\$ 10,195,080	\$ (1,972,820)
31122 Prior Year Real Estate Taxes	11,743	16,000	50,194	15,000	(1,000)
31123 Real Estate Taxes Commerical	-	-	-	2,277,860	2,277,860
31125 Public Service Corp Taxes	105,143	110,000	111,384	110,000	-
31160 Penalties and Interest	44,911	40,000	70,894	45,000	5,000
<b>TOTAL PROPERTY TAXES</b>	<b>11,883,633</b>	<b>12,333,900</b>	<b>12,466,847</b>	<b>12,642,940</b>	<b>309,040</b>
31201 State Sales Tax	1,513,816	1,425,000	1,484,055	1,526,000	101,000
31202 Consumer Utility Taxes	669,780	650,000	645,000	670,000	20,000
31203 Business License Taxes	2,390,002	1,810,000	1,836,906	2,060,000	250,000
31205 Vehicle License Taxes	403,875	415,000	406,831	400,000	(15,000)
31206 Bank Stock Taxes	996,631	980,000	980,000	880,500	(99,500)
31208 Tobacco Taxes	185,378	170,000	200,961	200,000	30,000
31231 License Enforcement Revenue	-	-	-	-	-
31240 Fiber-Optic Franchise Tax	134,074	136,500	136,500	135,000	(1,500)
31241 Telecommunications Tax	106,215	112,000	91,850	95,000	(17,000)
31242 3% PEG Grant/Media Gen	158,997	160,000	148,161	150,000	(10,000)
31243 Utility Consumption Tax	56,777	62,000	52,981	57,000	(5,000)
31285 VLF Penalty	300	1,000	-	-	(1,000)
<b>TOTAL OTHER LOCAL TAXES</b>	<b>6,615,844</b>	<b>5,921,500</b>	<b>5,983,245</b>	<b>6,173,500</b>	<b>252,000</b>
31301 Animal License Fees	10,963	12,000	10,392	11,000	(1,000)
31307 Zoning Permit Fees	104,360	75,000	130,551	80,000	5,000
31308 Building Permit Fees	130,055	50,000	185,696	130,000	80,000
31319 Sign Permit Fees	6,935	10,000	14,759	10,000	-
31323 Occupancy Permit Fees	28,300	40,000	25,416	25,000	(15,000)
31333 A.R.B. Fees	4,000	5,000	5,333	5,000	-
31335 Stormwater Management Review Fee	28,392	35,000	36,169	35,000	-
<b>TOTAL PERMITS, FEES, LICENSES</b>	<b>313,004</b>	<b>227,000</b>	<b>408,316</b>	<b>296,000</b>	<b>69,000</b>
31401 Court Fines	257,190	195,000	132,799	250,000	55,000
31403 Courthouse Maintenance Fees	8,391	12,000	4,406	8,000	(4,000)
31425 E-911 Fees	19,225	25,000	12,584	20,000	(5,000)
<b>TOTAL FINES AND FORFEITURES</b>	<b>284,806</b>	<b>232,000</b>	<b>149,789</b>	<b>278,000</b>	<b>46,000</b>
31511 Deposit Account Interest	229	-	-	-	-
31512 LGIP Account Interest	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	12,504	-	2,238	-	-
31516 SNAP Interest	18,310	-	3,432	-	-
31517 Reserved Interest	2,289	-	410	-	-
31518 VIP Interest	61,716	-	12,778	-	-
<b>TOTAL USE OF MONEY</b>	<b>191,142</b>	<b>150,000</b>	<b>34,063</b>	<b>40,000</b>	<b>(110,000)</b>
31521 Concessions & Rentals	66,351	35,000	26,405	50,000	15,000
31522 Rental: 310 Center Street	-	-	-	-	-
31525 Water Tank Cell Phone Rental	89,595	86,700	94,336	95,600	8,900
<b>TOTAL USE OF PROPERTY</b>	<b>155,946</b>	<b>121,700</b>	<b>120,741</b>	<b>145,600</b>	<b>23,900</b>
<b>TOTAL USE OF MONEY &amp; PROPERTY</b>	<b>347,088</b>	<b>271,700</b>	<b>154,804</b>	<b>185,600</b>	<b>(86,100)</b>
31611 Adult Program Fees	12,977	30,000	188	29,000	(1,000)
31612 Youth Program Fees	70,203	240,000	98,253	312,000	72,000
31613 Class Program Fees	318,268	250,000	130,798	485,000	235,000

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

**FUND: 100 -- GENERAL FUND**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	ESTIMATED		
31614 Special Events	42,710	40,000	27,712	138,000	98,000
31615 Athletics	1,699	-	-	12,000	12,000
31616 Theater Tickets	26,205	20,000	-	15,000	(5,000)
<b>TOTAL PARKS &amp; REC FEES</b>	<b>472,061</b>	<b>580,000</b>	<b>256,951</b>	<b>991,000</b>	<b>411,000</b>
31622 Street Cut Inspection Fee	57,881	82,500	113,985	80,000	(2,500)
<b>TOTAL SPECIAL SERVICE FEES</b>	<b>57,881</b>	<b>82,500</b>	<b>113,985</b>	<b>80,000</b>	<b>(2,500)</b>
<b>TOTAL SERVICE CHARGES</b>	<b>529,942</b>	<b>662,500</b>	<b>370,936</b>	<b>1,071,000</b>	<b>408,500</b>
31818 Park & Rec Product Sales	-	-	-	-	-
31832 Federal Asset Forfeitures	-	-	5,000	-	-
31833 Recycling Revenue	-	-	-	-	-
31834 Reserved Sale Proceeds	98,037	90,000	70,594	90,000	-
31835 Fairfax County Contribution	32,300	32,300	32,300	32,300	-
31838 Teen Center Sales	3,204	7,000	1,116	2,500	(4,500)
31839 Fairfax EDSF Grant	-	-	50,000	-	-
31840 Donations	43,485	-	24,204	-	-
31841 Friends of VTG Donations	2,250	-	87	-	-
31845 Virginia Asset Forfeiture Funds	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	25,036	10,000	(1,033)	10,000	-
<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>217,518</b>	<b>149,300</b>	<b>192,268</b>	<b>144,800</b>	<b>(4,500)</b>
<b>TOTAL LOCAL REVENUES</b>	<b>20,191,835</b>	<b>19,797,900</b>	<b>19,726,205</b>	<b>20,791,840</b>	<b>993,940</b>
32207 Rolling Stock Tax	355	400	349	400	-
<b>TOTAL NON-CATEGORICAL AID</b>	<b>355</b>	<b>400</b>	<b>349</b>	<b>400</b>	<b>-</b>
32230 Commercial Sales & Use Tax	884,943	710,000	794,843	810,000	100,000
32410 Police Support (HB599)	418,256	365,300	418,256	418,200	52,900
32411 H.I.D.T.A Grant (Police)	13,125	7,500	7,500	7,500	-
32420 State Fire Program	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	1,856,784	1,606,800	1,889,996	1,885,200	278,400
32431 Grant Revenue - State	-	-	-	-	-
<b>TOTAL CATEGORICAL AID</b>	<b>3,240,006</b>	<b>2,752,600</b>	<b>3,171,895</b>	<b>3,177,900</b>	<b>425,300</b>
<b>TOTAL STATE REVENUE</b>	<b>3,240,361</b>	<b>2,753,000</b>	<b>3,172,244</b>	<b>3,178,300</b>	<b>425,300</b>
33310 Gang Task Force Grant	33,120	14,000	11,919	10,000	(4,000)
33314 American Recovery Plan (ARP)	-	-	-	46,900	46,900
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	24,736	30,000	30,000	30,000	-
33322 Traffic Enforce Grant '11	16,237	15,000	16,243	15,000	-
33342 FEMA Reimbursement	-	-	-	-	-
<b>TOTAL FEDERAL REVENUES</b>	<b>1,154,621</b>	<b>59,000</b>	<b>1,878,854</b>	<b>101,900</b>	<b>42,900</b>
34101 Police Overtime Reimbursement	16,540	-	10,000	10,000	10,000
34102 Miscellaneous Reimbursements	(2,568)	-	(203)	-	-

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

**FUND: 100 -- GENERAL FUND**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	ESTIMATED		
TOTAL REIMBURSEMENTS	13,972	-	9,797	10,000	10,000
34150 Capital Lease Proceeds	834,200	563,730	563,730	590,000	26,270
TOTAL DEBT ISSUE PROCEEDS	834,200	563,730	563,730	590,000	26,270
34510 Transfer From Water & Sewer Fund	1,055,000	1,400,000	1,400,000	1,800,000	400,000
34511 Transfer From/To Debt Service	(621,870)	(676,340)	(621,870)	(676,340)	-
TOTAL INTERFUND TRANSFERS	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	-	148,000	(147,000)
34906 Appropriation of PEG Reserves	-	150,000	150,000	150,000	-
34907 Appropriation of E-911 Funds	-	-	-	20,000	20,000
<b>TOTAL GENERAL FUND</b>	<b>\$ 25,868,118</b>	<b>\$ 24,842,290</b>	<b>\$ 26,278,960</b>	<b>\$ 26,563,700</b>	<b>\$ 1,721,410</b>

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

**FUND: 400 -- DEBT SERVICE FUND**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	ESTIMATED		
31210 Meals and Lodging Tax	\$ 2,476,476	\$ 1,445,000	\$ 2,972,800	\$ 2,600,000	\$ 1,155,000
TOTAL OTHER LOCAL REVENUES	2,476,476	1,445,000	2,972,800	2,600,000	1,155,000
31511 Deposit Account Interest	-	-	-	-	-
31512 LGIP Account Interest	46,128	90,000	55,000	30,000	(60,000)
31518 VIP Interest	123,431	-	68,000	-	-
TOTAL USE OF MONEY	169,559	90,000	123,000	30,000	(60,000)
31899 Miscellaneous Receipts	512	-	-	-	-
TOTAL MISCELLANEOUS REVENUES	512	-	-	-	-
TOTAL LOCAL REVENUES	2,646,547	1,535,000	3,095,800	2,630,000	1,095,000
33360 Build America Bonds Rebate	47,014	33,000	33,000	33,000	-
TOTAL FEDERAL REVENUES	47,014	33,000	33,000	33,000	-
34510 Transfer From Water & Sewer Fund	841,494	1,340,300	987,600	1,305,310	(34,990)
34520 Transfer From/To General Fund	621,870	676,340	621,870	676,340	-
TOTAL INTERFUND TRANSFERS	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	<u>\$ 4,156,924</u>	<u>\$ 5,533,140</u>	<u>\$ 4,738,270</u>	<u>\$ 5,373,980</u>	<u>\$ (159,160)</u>

TOWN OF VIENNA  
ADOPTED REVENUE BUDGET BY FUND

FUND: 500 -- WATER & SEWER FUND

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	ESTIMATED		
31512 LGIP Account Interest	11,414	10,000	20,000	2,000	(8,000)
TOTAL USE OF MONEY	11,414	10,000	20,000	2,000	(8,000)
31631 Water Charges	3,798,879	4,290,140	4,025,960	4,445,900	155,760
31632 Sewer Charges	3,461,284	3,900,220	3,602,960	4,341,000	440,780
31633 Account Service Charges	1,225,307	1,433,690	1,091,160	1,515,700	82,010
31634 Excess Use Charges	-	-	-	-	-
31635 Reconnection Fees	1,892	5,000	5,000	2,000	(3,000)
31636 Availability/F.F. Charges	402,072	130,000	110,000	160,000	30,000
31637 Cycle 6 Billing Reimbursement	79,908	80,000	78,000	80,000	-
31638 Interest - Delinquent	57,591	65,000	65,000	20,000	(45,000)
TOTAL WATER & SEWER CHARGES	9,026,933	9,904,050	8,978,080	10,564,600	660,550
31831 Sale of Water Meters	197,650	150,000	125,000	150,000	-
31833 Recycling Revenue	-	-	-	-	-
31834 Reserved Sale Proceeds	3,873	-	-	-	-
31899 Miscellaneous Receipts	124,894	130,000	111,400	100,000	(30,000)
TOTAL MISCELLANEOUS REVENUES	326,417	280,000	236,400	250,000	(30,000)
TOTAL LOCAL REVENUES	9,364,764	10,194,050	9,234,480	10,816,600	622,550
34512 Transfer from Capital Project	2,776,427	-	-	-	-
34525 Transfer From Stormwater	-	-	-	-	-
TOTAL INTERFUND TRANSFERS	2,776,427	-	-	-	-
34102 Miscellaneous Reimbursements	12,408	-	-	-	-
34901 Use of Prior Year Surplus	-	-	75,000	-	-
TOTAL WATER & SEWER FUND	<u>\$ 12,153,599</u>	<u>\$ 10,194,050</u>	<u>\$ 9,309,480</u>	<u>\$ 10,816,600</u>	<u>\$ 622,550</u>

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

**FUND: 550 -- STORMWATER**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	ESTIMATED		
31280 Stormwater Fund Revenue	\$ 416,449	\$ 410,000	\$ 410,270	\$ 440,000	\$ 30,000
TOTAL OTHER LOCAL TAXES	416,449	410,000	410,270	440,000	30,000
31512 LGIP Account Interest	6,839	-	-	-	-
TOTAL USE OF MONEY	6,839	-	-	-	-
31899 Miscellaneous Receipts	1,669	500	260	500	-
TOTAL MISCELLANEOUS REVENUES	1,669	500	260	500	-
TOTAL LOCAL REVENUES	424,957	410,500	410,530	440,500	30,000
34102 Miscellaneous Reimbursements	-	-	-	-	-
34901 Use Of Prior Year Surplus	-	27,220	120,000	26,220	(1,000)
<b>TOTAL STORMWATER FUND</b>	<b>\$ 424,957</b>	<b>\$ 437,720</b>	<b>\$ 530,530</b>	<b>\$ 466,720</b>	<b>\$ 29,000</b>

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

**FUND: 100 -- GENERAL FUND**

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 12,751,864	\$ 12,719,670	\$ 12,792,020	\$ 13,222,200	\$ 502,530
41002 Overtime	778,358	648,960	731,890	776,550	127,590
41003 Regular Part Time with Benefits	75,410	136,490	141,490	145,440	8,950
41004 Part Time without Benefits	400,148	174,770	253,000	376,680	201,910
41005 Other Part Time	70,905	50,080	50,080	76,000	25,920
41006 Annual Leave Liquidation	55,382	10,000	10,000	10,000	-
41007 Holiday Pay	154,748	119,480	119,480	119,480	-
41008 Annual Leave Cash-In	91,691	30,000	30,000	30,000	-
41009 Council/Boards Salary	78,210	82,290	82,290	83,120	830
41011 Non-Exempt Comptime Liquid.	9,377	-	-	-	-
41015 Performance Bonus	78,225	-	-	65,000	65,000
41020 Transfer of Budgeted Salary	-	-	(75,300)	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>14,544,317</b>	<b>13,971,740</b>	<b>14,134,950</b>	<b>14,904,470</b>	<b>932,730</b>
42001 F.I.C.A.	1,056,582	1,029,820	1,038,672	1,084,310	54,490
42002 V.R.S.	1,257,867	1,455,790	1,455,790	1,504,730	48,940
42003 V.R.S. Life Insurance	163,327	171,410	171,410	165,880	(5,530)
42004 Local Pension Plan	160,883	155,950	155,950	170,820	14,870
42005 Police Pension	256,362	337,590	337,590	345,220	7,630
42006 Deferred Comp	-	-	-	-	-
42007 Health Insurance	1,584,887	1,556,120	1,556,120	1,266,410	(289,710)
42008 Disability Insurance	2,231	2,620	2,620	2,620	-
42009 Unemployment Insurance	30	5,150	23,850	5,150	-
42010 Clothing Allowance	37,995	41,730	34,730	25,730	(16,000)
42011 Tuition Assist	52,569	15,000	24,000	25,000	10,000
42012 Cafeteria Plan Fees	2,396	2,520	2,520	2,590	70
42013 Workers Comp Insurance	251,279	255,000	263,690	265,000	10,000
42015 Miscellaneous Allowances	2,548	3,320	3,320	3,320	-
42016 Money Purchase Plan	-	-	-	-	-
42017 Cell Phone Allowance	-	-	-	-	-
42018 Employer Contributions: DC401A	320,142	321,190	321,190	321,610	420
42019 Payouts	-	-	-	-	-
42020 Other Post Employment Benefits	3,780	-	-	-	-
42021 V.R.S. Hybrid 401A Match	73,985	60,950	60,950	82,610	21,660
42025 V.R.S. Hybrid Disability	15,529	15,720	15,720	18,440	2,720
42050 Relocation Expenses	-	3,000	3,000	3,000	-
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>5,242,391</b>	<b>5,432,880</b>	<b>5,471,122</b>	<b>5,292,440</b>	<b>(140,440)</b>
43101 Consulting Services	71,553	297,300	711,100	242,900	(54,400)
43102 Legal Services	189,331	160,840	166,420	165,670	4,830
43103 Accounting/Audit Services	50,690	49,000	53,000	56,000	7,000
43104 Architect/Engineer Services	15,177	5,950	12,493	22,000	16,050
43105 Health Services	5,625	12,000	12,000	10,000	(2,000)
43106 Translation Services	1,162	2,350	2,100	2,350	-
43112 Public Defender Services	233	2,000	2,000	2,000	-
43113 Prosecuting Services	65,950	67,800	67,800	67,800	-
43114 Supp Legal Services Reserve	35,303	40,000	40,000	60,000	20,000
43201 Contract Labor	12,627	15,300	15,300	16,000	700
43301 Equipment Maintenance Contracts	123,817	137,300	132,800	150,000	12,700
43302 Financial System Maintenance	102,222	99,220	106,320	121,100	21,880
43303 Software Maintenance Contract	43,483	52,300	52,300	99,500	47,200
43304 H/AC Maintenance Contract	66,429	47,830	50,348	58,000	10,170
43305 Other Maintenance Contracts	1,081	2,000	2,000	2,000	-
43306 Radio Maintenance Contracts	12,861	16,500	16,500	16,500	-
43307 Repair/Maintenance Services	62,351	124,800	163,000	134,000	9,200



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

**FUND: 100 -- GENERAL FUND**

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
43308 Contracts/Services	658,185	437,840	668,300	540,160	102,320
43309 Cell Phone Expense	45,243	52,690	54,620	56,090	3,400
43310 Tree Maintenance	45,976	30,000	34,500	50,000	20,000
43501 Printing/Binding Services	22,263	33,500	32,550	36,200	2,700
43601 Advertising	20,079	22,860	25,960	30,100	7,240
43701 Uniform Rental/Cleaning	15,809	21,640	21,140	22,140	500
43702 Janitorial/Custodial Service	361	1,000	1,000	2,000	1,000
43801 Services From Other Government	33,422	28,360	30,640	28,360	-
43802 Landfill Fees	598,715	582,000	582,530	613,000	31,000
<b>TOTAL PURCHASED SERVICES</b>	<b>2,299,949</b>	<b>2,342,380</b>	<b>3,056,721</b>	<b>2,603,870</b>	<b>261,490</b>
45101 Electricity	173,757	181,320	188,320	191,280	9,960
45102 Natural Gas	32,810	47,500	57,250	51,000	3,500
45104 Water/Sewer Service	32,114	27,960	29,460	31,960	4,000
45201 Local Phone Service	28,959	28,070	33,570	28,070	-
45202 Long Distance Service	2,895	2,130	2,130	2,130	-
45203 Postal Services	57,636	57,100	61,670	60,350	3,250
45205 Internet Access/Email Service	12,950	12,000	12,000	12,000	-
45301 Boiler Insurance	1,968	2,280	2,280	2,280	-
45304 Other Property Insurance	21,571	25,000	23,200	25,000	-
45305 Vehicle Insurance	62,906	65,000	68,720	69,000	4,000
45306 Surety Bonds	2,370	2,500	2,500	2,500	-
45308 General Liability Insurance	50,668	82,000	73,000	78,000	(4,000)
45311 Excess Loss Umbrella Insurance	12,749	25,370	18,450	25,370	-
45313 Insurance Retention	1,318	20,000	13,100	20,000	-
45314 COVID Supplies	76,414	-	130,711	-	-
45316 Line Of Duty Act Insurance	28,937	29,000	28,700	29,000	-
45401 Vehicle Lease/Rental	14,375	9,000	18,453	9,000	-
45402 Equipment Rental	2,778	15,750	7,990	12,450	(3,300)
45404 Central Copier Charges	52,389	24,200	24,500	25,650	1,450
45501 Mileage Reimbursement	5,650	3,900	2,950	5,450	1,550
45502 Fares	1,848	300	140	300	-
45503 Subsistence/Lodging	23,331	7,500	5,710	32,750	25,250
45504 Conventions/Education	51,458	12,500	17,350	75,300	62,800
45505 Business Meals	2,491	4,200	5,790	4,700	500
45601 Contributions	10,000	10,000	10,000	10,000	-
45602 Contributions Business	-	-	1,000,000	-	-
45603 Contributions Resident	-	-	50,000	-	-
45612 C.H.O.	1,500	1,500	1,500	1,500	-
45617 Vienna Community Band	4,000	4,000	4,000	4,000	-
45618 Babe Ruth League	1,000	1,000	1,000	1,000	-
45619 Vienna Little League	1,000	1,000	1,000	1,000	-
45620 Vienna Girls Softball League	1,000	1,000	1,000	1,000	-
45621 Vienna Youth Inc.	1,000	1,000	1,000	1,000	-
45626 Vienna Arts Society	-	-	-	-	-
45627 Women's Center	500	500	500	500	-
45629 Vienna Wireless Society	550	550	550	550	-
45630 Shepherds Center:Oakton/Vienna	500	500	500	500	-
45632 Optimist Club	1,000	1,000	1,000	1,000	-
45633 Jmhs Parade	-	-	-	-	-
45701 T.R.E. - Property Taxes	224,570	217,000	187,000	175,000	(42,000)
45702 T.R.E. - Vehicle License Tax	-	-	-	-	-
45703 Revitalization Tax Exemptions	4,353	3,700	3,700	3,340	(360)
45704 T.R.E. - Disabled Vet	-	-	30,000	37,800	37,800
45801 Memberships/Dues	43,327	47,960	49,310	50,480	2,520

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

**FUND: 100 -- GENERAL FUND**

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
45803 Bad Debt Write-Off	33,374	-	-	-	-
45809 Refunds	-	-	-	-	-
<b>TOTAL OTHER CHARGES</b>	<b>1,082,013</b>	<b>975,290</b>	<b>2,170,004</b>	<b>1,082,210</b>	<b>106,920</b>
46001 Office Supplies	31,447	36,300	36,360	45,000	8,700
46003 Horticultural Supplies	20,698	13,000	13,650	35,300	22,300
46005 Janitorial Supplies	23,984	20,200	66,570	38,600	18,400
46007 Repair/Maintenance Supplies	42,013	67,010	62,050	76,010	9,000
46008 Vehicle/Equipment Fuels	160,403	195,980	175,380	217,000	21,020
46009 Vehicle/Equip Maintenance Supplies	11,596	29,330	38,130	29,540	210
46010 Police Supplies	14,732	42,000	37,500	30,000	(12,000)
46011 Uniforms/Safety Apparel	48,224	58,490	58,390	59,340	850
46012 Books/Subscriptions	7,872	19,520	20,320	19,970	450
46013 Recreation Supplies	20,981	20,750	22,120	28,500	7,750
46014 Computer Supplies	9,021	9,000	9,000	9,000	-
46015 Operational Supplies	168,796	343,400	411,920	360,180	16,780
46016 Supplies For Resale	2,516	3,500	3,500	3,000	(500)
46017 Small Tools	7,174	14,500	14,500	17,500	3,000
46019 Other Supplies	43,697	19,600	16,704	27,600	8,000
46021 Holiday Gift Certificates	5,985	6,000	5,400	7,000	1,000
46022 Range Supplies	8,482	18,000	13,000	18,000	-
46030 Medical Supplies	1,093	6,000	2,610	6,000	-
46031 Tires and Tubes	37,529	49,230	49,230	49,230	-
46040 Software Purchases	10,847	15,730	15,730	16,730	1,000
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>677,088</b>	<b>987,540</b>	<b>1,072,064</b>	<b>1,093,500</b>	<b>105,960</b>
47102 Wellness Program	665	2,000	-	4,000	2,000
47105 Cable Tv Project-Ph 2	-	-	-	-	-
47201 Training Programs	23,907	22,900	17,900	32,900	10,000
47202 Safety Programs	8,247	7,800	7,800	13,100	5,300
47203 Service Awards	16,413	13,000	13,000	16,000	3,000
47204 Town Calendar	7,784	8,200	8,200	8,300	100
47205 Town Newsletter	26,740	27,250	27,250	30,000	2,750
47207 Testing Services	195	5,000	500	1,200	(3,800)
47208 State Fire Program Funds	57,135	57,000	57,000	57,000	-
47215 TOV Web Site Services	47,599	55,140	55,140	58,110	2,970
47225 Veh Lic Fee Admin Costs	-	-	-	-	-
47230 Gang Task Force	25,000	25,000	16,500	25,000	-
47306 R.A.D. Program	1,296	1,420	1,420	1,420	-
47308 Police Car Laptops Program	18,605	-	-	-	-
47309 IT PC Replacement Program	30,067	-	-	-	-
47401 Asphalt Overlay	102,875	-	-	222,000	222,000
47402 Curb/Sidewalk Maintenance	189,865	40,060	40,060	40,000	(60)
47403 Physical Improvements	56,649	66,000	86,650	84,500	18,500
47404 Stormwater Management Program	9,739	-	5,300	-	-
47406 Brickwalk Maintenance	-	5,000	-	5,000	-
47407 Contracted Asphalt Repairs	-	18,000	16,240	18,000	-
47408 Internal Asphalt Repairs	222,442	195,490	195,490	198,700	3,210
47702 Adult Athletics	2,276	4,700	4,700	15,000	10,300
47703 Camps	23,081	7,000	7,000	45,000	38,000
47704 Adult Trips	15,698	14,000	14,000	28,000	14,000
47705 Youth Special Events	9,203	4,110	17,200	22,000	17,890
47706 Adult Special Events	11,339	14,350	14,350	15,000	650
47707 Special Events	75,389	37,640	43,390	85,000	47,360
47710 Donation Funded Programs	9,872	1,420	1,470	1,420	-

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

**FUND: 100 -- GENERAL FUND**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
47713 Town Green Events	473	-	3,470	3,400	3,400
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>992,555</b>	<b>632,480</b>	<b>654,030</b>	<b>1,030,050</b>	<b>397,570</b>
48001 Bond Counsel	1,000	-	-	-	-
48101 Machine/Equipment Replacement	45,083	23,750	41,945	86,660	62,910
48102 Furniture/Fixture Replacement	7,140	6,000	4,620	3,000	(3,000)
48103 Comm Equipment Replacement	-	1,000	1,000	1,000	-
48106 Heavy Equipment Replacement	3,606	3,500	2,400	43,500	40,000
48107 Office Equipment Replacement	390	-	-	-	-
48111 Bicycle Equipment Replacement	-	-	-	-	-
48201 Additional Machine/Equipment	46,613	18,000	195,850	18,000	-
48207 Additional Office/Equipment	1,791	-	-	-	-
48299 Equipment Reserve	-	4,000	1,750	-	(4,000)
48300 A.F.F. Expenditures	15,659	-	51,210	-	-
48308 Capital Leases	806,459	563,730	601,620	590,000	26,270
48701 Computer System Upgrade	-	-	-	-	-
48719 PEG Funded Projects	113,247	150,000	453,270	150,000	-
48805 Property Acquisition	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>1,040,987</b>	<b>769,980</b>	<b>1,353,665</b>	<b>892,160</b>	<b>122,180</b>
49120 Police Principal	-	-	-	-	-
49125 Police Interest	-	-	-	-	-
49140 Public Works Principal	-	-	-	-	-
49145 Public Works Interest	-	-	-	-	-
49170 Parks & Rec Principal	-	-	-	-	-
49175 Parks & Rec Interest	-	-	-	-	-
49180 Planning & Zoning Principal	-	-	-	-	-
49185 Planning & Zoning Interest	-	-	-	-	-
<b>TOTAL Debt Service</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
49207 Transfer to CPF	(32,189)	(120,000)	(120,000)	(185,000)	(65,000)
49208 Transfer to W&S	22,476	-	-	-	-
49210 Capital Project Transfer	-	-	-	-	-
<b>TOTAL INTEFUND TRANSFERS</b>	<b>(9,713)</b>	<b>(120,000)</b>	<b>(120,000)</b>	<b>(185,000)</b>	<b>(65,000)</b>
49900 Contingency Reserve	-	(150,000)	(201,000)	-	150,000
49910 Attrition	-	-	-	(150,000)	(150,000)
<b>TOTAL CONTINGENCY RESERVE</b>	<b>-</b>	<b>(150,000)</b>	<b>(201,000)</b>	<b>(150,000)</b>	<b>-</b>
<b>TOTAL GENERAL FUND</b>	<b><u>\$ 25,869,588</u></b>	<b><u>\$ 24,842,290</u></b>	<b><u>\$ 27,591,556</u></b>	<b><u>\$ 26,563,700</u></b>	<b><u>\$ 1,721,410</u></b>

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

**FUND: 400 -- DEBT SERVICE FUND**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUALS	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
48899 Contingency Reserves	\$ -	\$ -	\$ -		\$ -
<b>TOTAL CONTINGENCY RESERVES</b>	-	-	-	-	-
49101 Principal	2,467,000	3,132,000	3,332,000	3,002,000	(130,000)
49102 Interest	809,329	1,724,800	1,774,385	1,720,250	(4,550)
49110 Administration Principal	5,007	6,300	6,300	6,200	(100)
49115 Administration Interest	176	500	500	400	(100)
49120 Police Principal	151,988	155,010	155,010	148,910	(6,100)
49125 Police Interest	12,996	10,500	10,500	6,800	(3,700)
49130 Capital Management Principal	-	-	-	-	-
49135 Capital Management Interest	-	-	-	-	-
49140 Public Works Principal	392,631	426,830	426,830	424,120	(2,710)
49145 Public Works Interest	20,740	23,400	23,400	15,100	(8,300)
49170 Parks & Recreation Principal	48,028	50,500	50,500	48,000	(2,500)
49175 Parks & Recreation Interest	2,093	3,300	3,300	2,200	(1,100)
49180 Planning & Zoning Principal	-	-	-	-	-
49185 Planning & Zoning Interest	-	-	-	-	-
<b>TOTAL DEBT SERVICES</b>	<b>3,909,989</b>	<b>5,533,140</b>	<b>5,782,725</b>	<b>5,373,980</b>	<b>(159,160)</b>
<b>TOTAL DEBT SERVICES FUND</b>	<b><u>\$ 3,909,989</u></b>	<b><u>\$ 5,533,140</u></b>	<b><u>\$ 5,782,725</u></b>	<b><u>\$ 5,373,980</u></b>	<b><u>\$ (159,160)</u></b>

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

**FUND: 500 -- WATER & SEWER FUND**

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 1,227,760	\$ 1,381,100	\$ 1,366,100	\$ 1,378,650	\$ (2,450)
41002 Overtime	185,696	204,850	204,850	211,540	6,690
41003 Regular Part Time with Benefits	-	-	-	6,770	6,770
41004 Part Time without Benefits	56,239	-	-	-	-
41006 Annual Leave Liquidation	5,556	-	-	-	-
41008 Annual Leave Cash-In	11,141	-	-	-	-
41011 Non-Exempt Comptime Liquidation	3,876	-	-	-	-
41015 Performance Bonus	13,000	-	-	-	-
41025 Water Capital Project Support	-	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>1,503,268</b>	<b>1,585,950</b>	<b>1,570,950</b>	<b>1,596,960</b>	<b>11,010</b>
42001 F.I.C.A.	109,100	122,930	122,930	118,730	(4,200)
42002 V.R.S.	116,328	162,650	162,650	156,780	(5,870)
42003 V.R.S. Life Insurance	27,466	18,790	18,790	17,620	(1,170)
42004 Local Pension Plan	76	14,870	14,870	14,870	-
42007 Health Insurance	222,724	233,220	233,220	224,000	(9,220)
42012 Cafeteria Plan Fees	314	370	370	240	(130)
42015 Miscellaneous Allowances	-	-	-	-	-
42018 Employer Contributions: DC401A	46,377	49,950	49,950	45,590	(4,360)
42020 Other Post Employment Benefits	950	-	-	6,000	6,000
42021 V.R.S Hybrid 401A Match	12,274	13,310	13,310	11,510	(1,800)
42022 V.R.S. Hybrid 457 Voluntary	-	-	-	-	-
42025 V.R.S. Hybrid Disability	2,300	2,460	2,460	2,540	80
42030 Pension Expense	69,365	-	-	-	-
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>607,273</b>	<b>618,550</b>	<b>618,550</b>	<b>597,880</b>	<b>(20,670)</b>
43101 Consulting Services	3,904	30,000	30,000	30,000	-
43301 Equipment Maintenance Contracts	-	-	-	-	-
43307 Repair/Maintenance Services	5,376	7,400	31,650	7,400	-
43308 Contracts/Services	141,752	216,000	216,000	223,700	7,700
43309 Cell Phone Expense	11,202	9,600	11,400	9,600	-
43701 Uniform Rental/Cleaning	3,804	6,700	6,700	6,700	-
43801 Services From Other Government	30,675	62,850	53,250	62,850	-
43802 Landfill Fees	74,679	75,500	65,500	78,100	2,600
43803 Wholesale Water Purchase	1,749,476	1,800,000	1,800,000	1,800,000	-
43804 Sewage Treatment/Potomac	1,068,790	1,467,000	1,467,000	1,920,000	453,000
43805 Sewage Treatment/Accotink	665,978	700,000	700,000	785,000	85,000
43807 Town Share: LPPCP Upgrade	83,100	87,900	87,900	87,900	-
<b>TOTAL PURCHASED SERVICES</b>	<b>3,838,738</b>	<b>4,462,950</b>	<b>4,469,400</b>	<b>5,011,250</b>	<b>548,300</b>
45101 Electricity	12,359	22,500	22,500	23,200	700
45202 Long Distance Service	-	-	-	-	-
45203 Postal Services	18,176	18,000	18,000	19,000	1,000
45402 Equipment Rental	-	-	4,000	-	-
45404 Central Copier Charges	379	1,000	1,000	1,500	500
45501 Mileage Reimbursement	300	500	500	500	-
45503 Subsistence/Lodging	599	1,250	1,250	1,500	250
45504 Conventions/Education	8,229	2,000	3,000	12,500	10,500
45505 Business Meals	1,208	500	500	1,500	1,000
45801 Memberships/Dues	183	400	400	400	-
45803 Bad Debt Write-Off	27,000	-	-	-	-
<b>TOTAL OTHER CHARGES</b>	<b>68,434</b>	<b>46,150</b>	<b>51,150</b>	<b>60,100</b>	<b>13,950</b>
46001 Office Supplies	2,757	3,050	3,050	3,500	450
46007 Repair/Maintanance Supplies	264,763	177,000	246,600	177,000	-

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

**FUND: 500 -- WATER & SEWER FUND**

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
46008 Vehicle/Equipment Fuels	25,796	36,000	36,000	36,000	-
46009 Vehicle/Equip Maintenance Supplies	512	700	1,200	700	-
46011 Uniforms/Safety Apparel	14,345	14,000	14,000	14,000	-
46015 Operational Supplies	28,237	45,700	31,310	50,100	4,400
46016 Supplies For Resale	-	-	-	-	-
46017 Small Tools	924	2,350	7,350	3,500	1,150
46031 Tires and Tubes	2,600	4,250	4,250	4,250	-
46032 Surface Repair Materials	29,329	20,000	36,000	20,000	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>369,263</b>	<b>303,050</b>	<b>379,760</b>	<b>309,050</b>	<b>6,000</b>
47407 Contracted Asphalt Repairs	90,109	75,000	69,000	75,000	-
47408 Internal Asphalt Repairs	38,103	30,000	30,000	30,000	-
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>128,212</b>	<b>105,000</b>	<b>99,000</b>	<b>105,000</b>	<b>-</b>
48101 Machine/Equipment Replacement	(7,233)	9,550	9,550	9,550	-
48107 Office/DP Equipment-Replacement	-	-	-	-	-
48201 Additional Machine/Equipment	1,500	31,500	18,000	31,500	-
48202 Additional Furniture/Fixtures	1,100	-	3,000	-	-
48308 Capital Leases	-	-	-	-	-
48311 Depreciation	649,061	-	-	-	-
48401 Waterline Construction	85,676	-	-	-	-
48402 Sewerline Construction	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>730,104</b>	<b>41,050</b>	<b>30,550</b>	<b>41,050</b>	<b>-</b>
49115 Administration Interest	-	-	-	-	-
49119 Interest On Deposits	-	-	-	-	-
49150 Water & Sewer Principal	-	-	-	-	-
49155 Water & Sewer Interest	10,063	5,000	5,000	5,000	-
<b>TOTAL DEBT SERVICE</b>	<b>10,063</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
49201 WS Transfer to GF	1,055,000	1,400,000	1,400,000	1,800,000	400,000
49202 WS Transfer to DS	841,494	1,340,300	1,340,300	1,305,310	(34,990)
49204 CPF Transfer to WS	(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)	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(481,724)</b>	<b>2,725,300</b>	<b>2,725,300</b>	<b>3,090,310</b>	<b>365,010</b>
49511 Charges to Water Department	(457,379)	(1,744,430)	(1,619,730)	(1,775,420)	(30,990)
49512 Support Activity Costs	1,083,652	3,876,520	3,599,390	3,945,370	68,850
49514 Charges to Sewer Department	(626,273)	(2,132,090)	(1,979,660)	(2,169,950)	(37,860)
<b>TOTAL INTERDEPARTMENTAL CHARGES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
49900 Contingency Reserve	-	301,050	301,050	-	(301,050)
<b>TOTAL Contingency Reserve</b>	<b>-</b>	<b>301,050</b>	<b>301,050</b>	<b>-</b>	<b>(301,050)</b>
<b>TOTAL WATER &amp; SEWER FUND</b>	<b>\$ 6,773,629</b>	<b>\$ 10,194,050</b>	<b>\$ 10,250,710</b>	<b>\$ 10,816,600</b>	<b>\$ 622,550</b>

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

**FUND: 550 -- STORMWATER FUND**

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 135,164	\$ 184,950	\$ 184,950	\$ 184,950	\$ -
41002 Overtime	1,111	1,000	1,000	1,000	-
41003 Regular Part Time with Benefits	-	-	-	-	-
41004 Part Time without Benefits	-	-	-	-	-
41006 Annual Leave Liquidation	-	-	-	-	-
41015 Performance Bonus	1,500	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>137,775</b>	<b>185,950</b>	<b>185,950</b>	<b>185,950</b>	<b>-</b>
42001 F.I.C.A.	10,268	14,230	14,230	14,200	(30)
42002 V.R.S.	9,894	21,460	21,460	21,000	(460)
42003 V.R.S. Life Insurance	1,721	2,480	2,480	2,480	-
42007 Health Insurance	13,269	15,000	15,000	15,000	-
42012 Cafeteria Plan Fees	75	60	60	60	-
42018 Employer Contributions: DC401A	5,023	5,330	5,330	5,330	-
42021 V.R.S. Hybrid 401A Match	4,122	4,300	4,300	4,300	-
42025 V.R.S. Hybrid Disability	693	750	750	750	-
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>45,064</b>	<b>63,610</b>	<b>63,610</b>	<b>63,120</b>	<b>(490)</b>
43104 Architecture/Engineer Services	62,765	74,600	74,600	74,600	-
43301 Equipment Maintenance Contracts	-	-	-	-	-
43309 Cell Phone Expense	782	800	800	800	-
43802 Landfill Fees	15,000	-	-	-	-
<b>TOTAL PURCHASED SERVICES</b>	<b>78,546</b>	<b>75,400</b>	<b>75,400</b>	<b>75,400</b>	<b>-</b>
45202 Long Distance Service	-	-	-	-	-
45404 Central Copier Charges	7	-	-	-	-
45503 Subsistence/Lodging	464	1,000	1,000	1,000	-
45504 Conventions/Education	80	2,000	2,000	2,000	-
45801 Memberships/Dues	383	500	500	500	-
<b>TOTAL OTHER CHARGES</b>	<b>933</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>-</b>
46001 Office Supplies	64	250	50	250	-
46008 Vehicle/Equipment Fuels	380	1,800	1,800	1,800	-
46009 Vehicle/Equip Maintenance Supplies	290	300	300	300	-
46011 Uniforms/Safety Apparel	230	230	230	230	-
46015 Operational Supplies	242	320	10	320	-
46017 Small Tools	48	120	120	120	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>1,255</b>	<b>3,020</b>	<b>2,510</b>	<b>3,020</b>	<b>-</b>
47203 Service Awards	232	-	-	-	-
47403 Physical Improvements	62,613	80,160	80,160	69,610	(10,550)
47404 Stormwater Management Program	32,940	51,120	51,120	51,120	-
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>95,785</b>	<b>131,280</b>	<b>131,280</b>	<b>120,730</b>	<b>(10,550)</b>
48201 Additional Machine/Equipment	-	30,000	30,000	-	(30,000)
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>	<b>(30,000)</b>
49202 WSF Transfer to DSF	-	-	-	-	-
49205 Transfer to General Fund	-	(18,540)	(18,540)	-	18,540
49207 Transfer to Capital Project Fund	6,600	(51,500)	(51,500)	-	51,500
49211 Stormwater Transfer to W&S	-	15,000	15,000	15,000	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>6,600</b>	<b>(55,040)</b>	<b>(55,040)</b>	<b>15,000</b>	<b>70,040</b>
<b>TOTAL STORMWATER FUND</b>	<b>\$ 365,959</b>	<b>\$ 437,720</b>	<b>\$ 437,210</b>	<b>\$ 466,720</b>	<b>\$ 29,000</b>

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**EXPENDITURES BY DEPARTMENT**

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

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



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LEGISLATIVE

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**Mission**

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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.



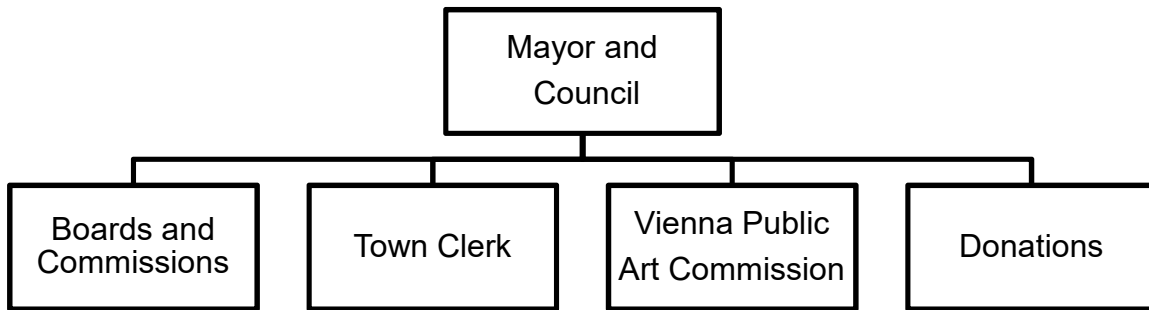
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LEGISLATIVE

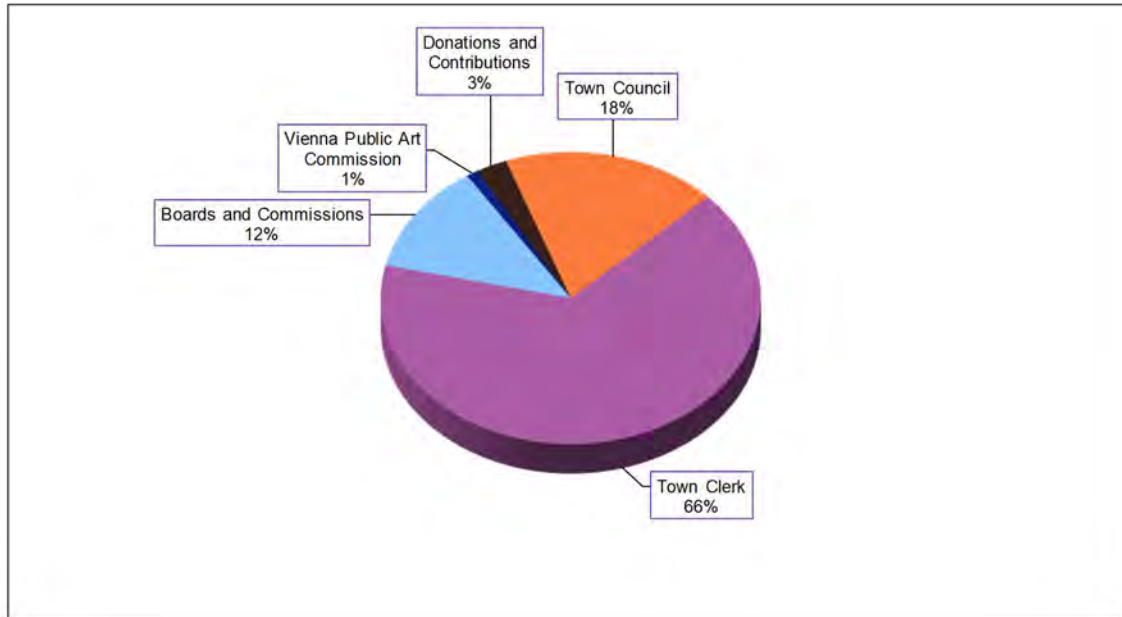
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**LEGISLATIVE**

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Adopted	Net Change
Town Council	77,227	68,100	67,800	70,000	83,480	15,380
Town Clerk	332,586	301,070	303,270	301,070	299,060	-2,010
Boards and Commissions	52,490	51,760	51,760	51,740	55,440	3,680
Vienna Public Art Commission	0	0	0	0	4,500	4,500
Donations and Contributions	12,050	12,050	12,050	12,050	12,050	0
<b>Legislative</b>	<b>474,353</b>	<b>432,980</b>	<b>434,880</b>	<b>434,860</b>	<b>454,530</b>	<b>21,550</b>



**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 calendar year data*

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Actual</b>	<b>2022 Actual</b>
Adoption of Town’s annual budget prior to start of fiscal year (July 1)	YES	YES	YES

**TOWN COUNCIL  
11110**

**PERSONNEL**

*Based on a fiscal year*

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

**FY 21-22 BUDGET CHANGES**

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

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

**DIVISION 11110  
NAME TOWN COUNCIL**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41009 Council/Boards Salary	\$ 33,985	\$ 37,500	\$ 37,500	\$ 37,880	\$ 380
<b>TOTAL PERSONNEL SERVICES</b>	<b>33,985</b>	<b>37,500</b>	<b>37,500</b>	<b>37,880</b>	<b>380</b>
42001 F.I.C.A.	2,600	2,200	2,200	2,900	700
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>2,600</b>	<b>2,200</b>	<b>2,200</b>	<b>2,900</b>	<b>700</b>
43501 Printing/Binding Services	281	500	-	500	-
<b>TOTAL PURCHASED SERVICES</b>	<b>281</b>	<b>500</b>	<b>-</b>	<b>500</b>	<b>-</b>
45203 Postal Services	790	1,200	1,200	1,200	-
45404 Central Copier Charges	-	100	100	100	-
45501 Mileage Reimbursement	2,314	500	-	1,500	1,000
45503 Subsistence/Lodging	5,265	500	200	7,000	6,500
45504 Conventions/Education	4,835	500	800	5,000	4,500
45801 Memberships/Dues	21,266	19,500	21,400	21,300	1,800
<b>TOTAL OTHER CHARGES</b>	<b>34,470</b>	<b>22,300</b>	<b>23,700</b>	<b>36,100</b>	<b>13,800</b>
46001 Office Supplies	998	1,000	1,000	1,000	-
46012 Books/Subscriptions	-	100	100	100	-
46015 Operational Supplies	3,057	3,500	2,300	3,500	-
46019 Other Supplies	1,836	1,000	1,000	1,500	500
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>5,891</b>	<b>5,600</b>	<b>4,400</b>	<b>6,100</b>	<b>500</b>
48805 Property Acquisition	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL TOWN COUNCIL</b>	<b>\$ 77,227</b>	<b>\$ 68,100</b>	<b>\$ 67,800</b>	<b>\$ 83,480</b>	<b>\$ 15,380</b>

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**TOWN CLERK**  
**11120**

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**PURPOSE**

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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**

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- 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**

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- 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-19 safety guidelines.

**FY 20-21 ACCOMPLISHMENTS**

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With the many COVID-19 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.
- 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.

**TOWN CLERK  
11120**

- Developed and designed the Town Holiday Ornament.

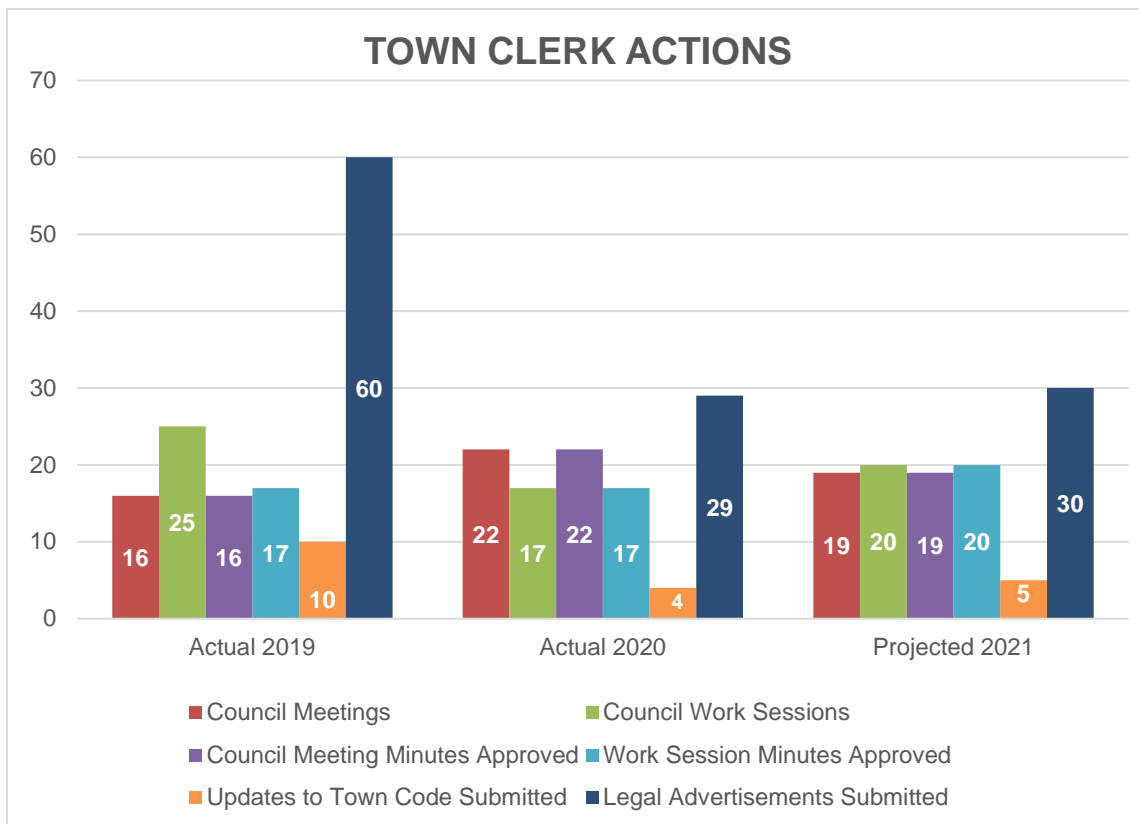
**FY 21-22 INITIATIVES**

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





**TOWN CLERK  
11120**

<b>Performance Measure</b>	<b>Actual 2019</b>	<b>Actual 2020</b>	<b>Projected 2021</b>
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*

<b>Authorized Positions</b>	<b>Adopted FY 19-20</b>	<b>Actual FY 20-21</b>	<b>Adopted FY 21-22</b>
Town Clerk	1	1	1
Deputy Town Clerk	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

**FY 21-22 BUDGET CHANGES**

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

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

**DIVISION 11120  
NAME TOWN CLERK**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 199,660	\$ 189,400	\$ 189,400	\$ 190,680	\$ 1,280
41002 Overtime	1,405	-	-	-	-
41004 Part Time without Benefits	19,845	-	-	-	-
41008 Annual Leave Cash-In	2,965	-	-	-	-
41015 Performance Bonus	1,000	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>224,875</b>	<b>189,400</b>	<b>189,400</b>	<b>190,680</b>	<b>1,280</b>
42001 F.I.C.A.	16,573	14,490	14,490	14,170	(320)
42002 V.R.S.	19,428	21,310	21,310	22,520	1,210
42003 V.R.S. Life Insurance	2,423	2,520	2,520	2,500	(20)
42007 Health Insurance	19,565	31,080	31,080	23,080	(8,000)
42012 Cafeteria Plan Fees	64	60	60	60	-
42018 Employer Contributions:DC401A	6,143	7,160	7,160	7,460	300
42021 V.R.S. Hybrid 401A Match	312	-	-	700	700
42025 V.R.S. Hybrid Disability	165	30	30	370	340
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>64,673</b>	<b>76,650</b>	<b>76,650</b>	<b>70,860</b>	<b>(5,790)</b>
43308 Contracts/Services	21,442	9,000	9,000	9,000	-
43309 Cell Phone Expense	601	700	700	700	-
43501 Printing/Binding Services	787	1,000	550	1,000	-
43601 Advertising	8,896	11,500	14,300	11,500	-
43801 Services from other Government	5,871	9,000	9,000	9,000	-
<b>TOTAL PURCHASED SERVICES</b>	<b>37,598</b>	<b>31,200</b>	<b>33,550</b>	<b>31,200</b>	<b>-</b>
45203 Postal Services	1,318	650	500	650	-
45404 Central Copier Charges	914	1,000	1,000	1,500	500
45504 Conventions/Education	154	500	500	2,000	1,500
45801 Memberships/Dues	235	500	500	500	-
<b>TOTAL OTHER CHARGES</b>	<b>2,621</b>	<b>2,650</b>	<b>2,500</b>	<b>4,650</b>	<b>2,000</b>
46001 Office Supplies	2,820	1,000	1,000	1,500	500
46012 Books/Subscriptions	-	170	170	170	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>2,820</b>	<b>1,170</b>	<b>1,170</b>	<b>1,670</b>	<b>500</b>
48102 Furniture/Fixture Replacement	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL TOWN CLERK</b>	<b>\$ 332,586</b>	<b>\$ 301,070</b>	<b>\$ 303,270</b>	<b>\$ 299,060</b>	<b>\$ (2,010)</b>

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**BOARDS AND COMMISSIONS**  
**11130**

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**PURPOSE**

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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**

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- 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 to educate and encourage Town residents and businesses to be good stewards of the environment.
- The Transportation Safety Commission studies intersections, traffic signs, speed limits and other matters relating to street safety before making recommendations to Council.

**FY 20-21 ACCOMPLISHMENTS**

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- **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

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**BOARDS AND COMMISSIONS**  
**11130**

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- 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 modifications, 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 cooperation with the Town’s Parks and Recreation Department, hosted a holiday window decorating contest. The contest included businesses and, for the first time, 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 articles on

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**BOARDS AND COMMISSIONS**  
**11130**

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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 and citizens to preserve, replace, and 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.
- **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

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**BOARDS AND COMMISSIONS**  
**11130**

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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 for Bicycle Month, Community Bike Rides, Bike-to-Work Day and the annual Town of Vienna Bike Rodeo. Began 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.

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**BOARDS AND COMMISSIONS**  
**11130**

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**FY 21-22 INITIATIVES**

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- **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 into 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

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**BOARDS AND COMMISSIONS**  
**11130**

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- 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)*

<b>Authorized Appointed Positions</b>	<b>Adopted FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
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 per month)	7	7	7
Community Enhancement Commission (Members: \$27.50/Chair: \$28.75 per month)	10	10	10
Transportation Safety Commission (Members: \$82.50/Chair: \$86.25 per month)	9	9	9
Planning Commission (Members: \$165/Chair: \$172.50 per month)	9	9	9
Town/Business Liaison Committee (Members: \$27.50/Chair: \$28.75 per month)	7	7	7
Windover Heights Board of Review (no compensation received)	5	5	5
<b>Total</b>	<b>58</b>	<b>58</b>	<b>58</b>

**FY 21-22 BUDGET CHANGES**

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

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

**DIVISION 11130  
NAME BOARDS AND COMMISSIONS**

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41004 Part Time without Benefits	\$ 990	\$ -	\$ -	\$ -	\$ -
41009 Council/Boards Salary	44,225	44,790	44,790	45,240	450
<b>TOTAL PERSONNEL SERVICES</b>	<b>45,215</b>	<b>44,790</b>	<b>44,790</b>	<b>45,240</b>	<b>450</b>
42001 F.I.C.A.	3,461	3,470	3,470	3,500	30
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>3,461</b>	<b>3,470</b>	<b>3,470</b>	<b>3,500</b>	<b>30</b>
43106 Translation Services	-	-	-	-	-
<b>TOTAL PURCHASED SERVICES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
45203 Postal Services	-	-	-	-	-
45404 Central Copier Charges	-	-	-	-	-
45504 Conventions/Education	2,147	500	2,000	3,700	3,200
<b>TOTAL OTHER CHARGES</b>	<b>2,147</b>	<b>500</b>	<b>2,000</b>	<b>3,700</b>	<b>3,200</b>
46019 Other Supplies	1,667	3,000	1,500	3,000	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>1,667</b>	<b>3,000</b>	<b>1,500</b>	<b>3,000</b>	<b>-</b>
<b>TOTAL BOARDS AND COMMISSIONS</b>	<b>\$ 52,490</b>	<b>\$ 51,760</b>	<b>\$ 51,760</b>	<b>\$ 55,440</b>	<b>\$ 3,680</b>

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**VIENNA PUBLIC ART COMMISSION**  
**11140**

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**PURPOSE**

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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**

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- 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**

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- 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 school 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-19. 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 Public Art Commission student representative and James Madison High School art students. Six drains within the Town were painted.

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**VIENNA PUBLIC ART COMMISSION**  
**11140**

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- Partnered with the Vienna Art Society on their Artful benches project.

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**FY 21-22 INITIATIVES**

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- 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 a 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 money for new projects.
- Develop a strategic plan.

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**FY 21-22 BUDGET CHANGES**

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- 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 money given by independent town, city, and county governments to arts organizations.

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

**DIVISION 11140  
NAME VIENNA PUBLIC ART COMMISSION**

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
46019 Other Supplies	\$ -	\$ -	\$ -	\$ 4,500	\$ 4,500
<b>TOTAL MATERIALS AND SUPPLIES</b>	-	-	-	<b>4,500</b>	<b>4,500</b>
<b>TOTAL VIENNA PUBLIC ART COMMISSION</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,500</u>	<u>\$ 4,500</u>

**DONATIONS AND CONTRIBUTIONS  
11150**

**PURPOSE**

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

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.

<b>Account Title</b>	<b>FY 20 Actual</b>	<b>FY 21 Adopted</b>	<b>FY 22 Adopted</b>	<b>FY 22 Request</b>	<b>Request Inc/(Dec)</b>
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	-
SHEPHARDS CENTER: OAK/VIENNA	500	500	500	500	-
OPTIMIST CLUB	1,000	1,000	1,000	1,000	-
	<b>\$ 12,050</b>	<b>\$ 12,050</b>	<b>\$ 12,050</b>	<b>\$ 12,050</b>	<b>\$ -</b>

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

**DIVISION 11150  
NAME DONATIONS & CONTRIBUTIONS**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
45612 C.H.O.	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -
45617 Vienna Community Band	4,000	4,000	4,000	4,000	-
45618 Babe Ruth League	1,000	1,000	1,000	1,000	-
45619 Vienna Little League	1,000	1,000	1,000	1,000	-
45620 Vienna Girls Softball League	1,000	1,000	1,000	1,000	-
45621 Vienna Youth Inc.	1,000	1,000	1,000	1,000	-
45626 Vienna Arts Society	-	-	-	-	-
45627 Women's Center	500	500	500	500	-
45629 Vienna Wireless Society	550	550	550	550	-
45630 Shepherds Center: Oakton/Vienna	500	500	500	500	-
45632 Optimist Club	1,000	1,000	1,000	1,000	-
45633 JMHS Parade	-	-	-	-	-
<p style="text-align: center;">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.</p>					
<b>TOTAL OTHER CHARGES</b>	<b>12,050</b>	<b>12,050</b>	<b>12,050</b>	<b>12,050</b>	<b>-</b>
<b>TOTAL DONATIONS &amp; CONTRIBUTIONS</b>	<b><u>\$ 12,050</u></b>	<b><u>\$ 12,050</u></b>	<b><u>\$ 12,050</u></b>	<b><u>\$ 12,050</u></b>	<b><u>\$ -</u></b>

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ADMINISTRATION

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**Mission**

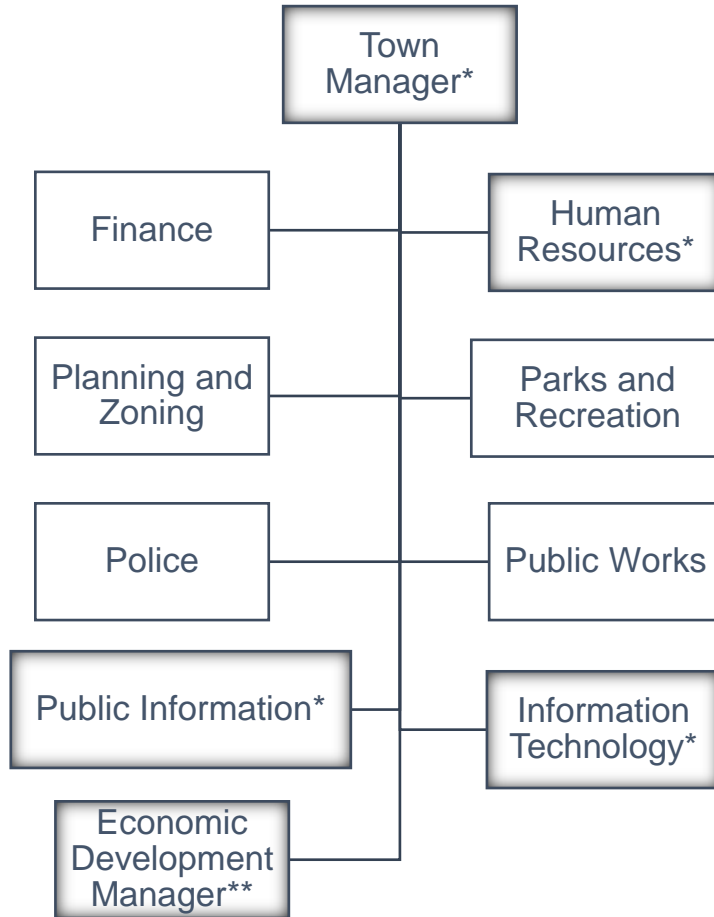
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To enhance the lives of others by providing exceptional services to all members of our community.

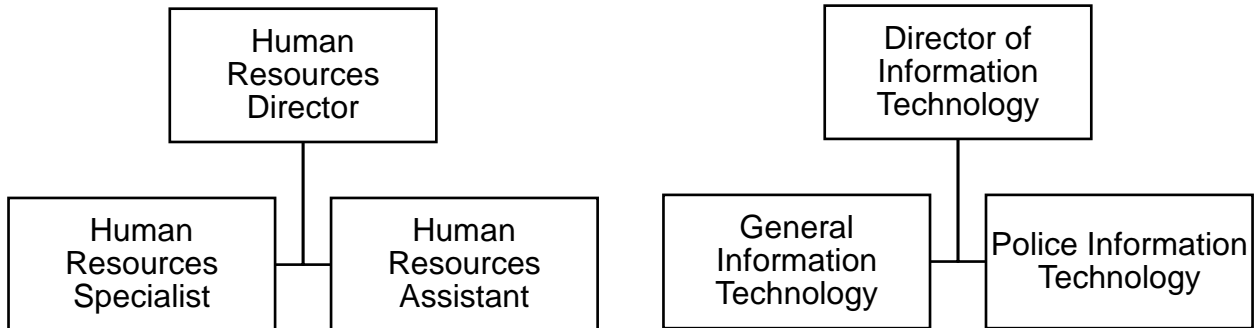




TOWN ADMINISTRATION

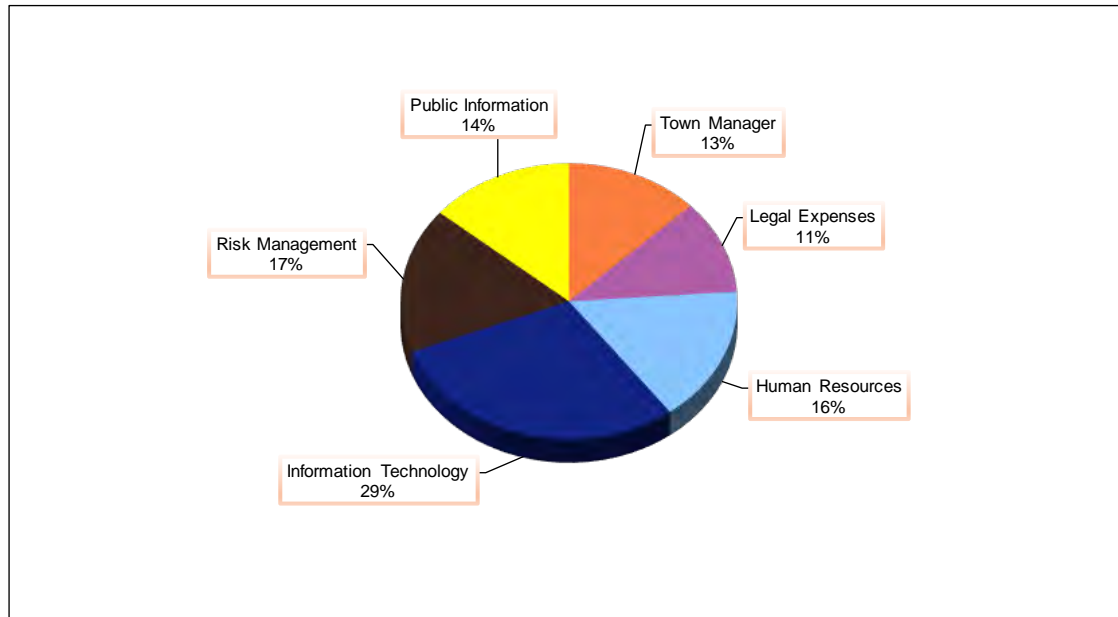


\*Included within Administration Budget  
\*\*Included within Community Development



**TOWN ADMINISTRATION**

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Adopted	Net Change
Town Manager	378,578	380,230	380,430	430,230	409,460	29,230
Legal Services	309,865	327,190	327,190	320,660	352,040	24,850
Human Resources	497,870	466,730	499,230	447,260	506,610	39,880
Information Technology	899,320	886,090	906,890	816,890	933,770	47,680
Risk Management	441,834	528,020	515,781	517,676	543,320	15,300
Public Information	387,759	354,220	390,720	351,080	443,590	89,370
<b>Administration</b>	<b>2,915,226</b>	<b>2,942,480</b>	<b>3,020,241</b>	<b>2,883,796</b>	<b>3,188,790</b>	<b>246,310</b>



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**TOWN MANAGER**  
**11211**

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**PURPOSE**

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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**

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- 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 development of managerial and technical capabilities of staff, and the goods and services they provide to the town.
- 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 and reinforce 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, and 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 of Vienna Sustainability meetings
- Advises Town Council and Mayor on municipality needs based on research and community insights.

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**TOWN MANAGER**  
**11211**

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**COVID-19 RESPONSE**

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- 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.

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**FY 20-21 ACCOMPLISHMENTS**

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

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**FY 21-22 INITIATIVES**

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- 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.

**TOWN MANAGER  
11211**

- 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%

**PERSONNEL**

*Based on a fiscal year*

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Adopted FY 21-22
Town Manager	1	1	1
Executive Secretary	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

**FY 21-22 BUDGET CHANGES**

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

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

**DIVISION 11211  
NAME TOWN MANAGER**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries And Wages	\$ 279,151	\$ 281,290	\$ 281,290	\$ 292,630	\$ 11,340
41008 Annual Leave Cash-In	3,848	-	-	-	-
41015 Performance Bonus	1,000	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>283,999</b>	<b>281,290</b>	<b>281,290</b>	<b>292,630</b>	<b>11,340</b>
42001 F.I.C.A.	17,332	21,520	21,520	22,320	800
42002 V.R.S.	29,835	32,630	32,630	34,450	1,820
42003 V.R.S. Life Insurance	3,662	3,740	3,740	3,710	(30)
42007 Health Insurance	17,688	17,790	17,790	23,400	5,610
42008 Disability Insurance	1,824	2,100	2,100	2,100	-
42012 Cafeteria Plan Fees	-	60	60	60	-
42018 Employer Contributions:DC401A	11,161	11,190	11,190	11,080	(110)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>81,502</b>	<b>89,030</b>	<b>89,030</b>	<b>97,120</b>	<b>8,090</b>
43101 Consulting Services	-	-	-	-	-
43309 Cell Phone Expense	496	760	960	760	-
<b>TOTAL PURCHASED SERVICES</b>	<b>496</b>	<b>760</b>	<b>960</b>	<b>760</b>	<b>-</b>
45203 Postal Services	34	150	150	150	-
45404 Central Copier Charges	349	1,000	1,000	1,700	700
45503 Subsistence/Lodging	213	500	500	1,200	700
45504 Conventions/Education	7,845	500	500	8,900	8,400
45505 Business Meals	353	700	700	700	-
45801 Memberships/Dues	3,083	4,000	4,000	4,000	-
<b>TOTAL OTHER CHARGES</b>	<b>11,877</b>	<b>6,850</b>	<b>6,850</b>	<b>16,650</b>	<b>9,800</b>
46001 Office Supplies	353	2,000	2,000	2,000	-
46012 Books/Subscriptions	20	300	300	300	-
46015 Operational Supplies	331	-	-	-	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>704</b>	<b>2,300</b>	<b>2,300</b>	<b>2,300</b>	<b>-</b>
<b>TOTAL TOWN MANAGER</b>	<b>\$ 378,578</b>	<b>\$ 380,230</b>	<b>\$ 380,430</b>	<b>\$ 409,460</b>	<b>\$ 29,230</b>

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**LEGAL SERVICES**  
**11221**

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**PURPOSE**

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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**

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- 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**

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- 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 provided cost-effective and comprehensive legal services to the Town at a budgetary rate that is the lowest in the region.

**FY 21-22 INITIATIVES**

- The Town Attorney continues to supervise the conversion of archived files 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*

<b>Authorized Positions</b>	<b>Adopted FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
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 contracted legal services to bring the Town closer to market rates for legal services. The Town Attorney has also requested an increase to the 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  
ADOPTED EXPENSE BUDGET BY FUND**

**DIVISION 11221  
NAME LEGAL SERVICES**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41003 Regular Part Time With Benefits	\$ 44,045	\$ 45,330	\$ 45,330	\$ 45,450	\$ 120
41015 Performance Bonus	1,000	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>45,045</b>	<b>45,330</b>	<b>45,330</b>	<b>45,450</b>	<b>120</b>
42001 F.I.C.A.	3,445	3,470	3,470	3,370	(100)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>3,445</b>	<b>3,470</b>	<b>3,470</b>	<b>3,370</b>	<b>(100)</b>
43102 Legal Services	156,160	160,840	160,840	165,670	4,830
43112 Public Defender Services	233	2,000	2,000	2,000	-
43113 Prosecuting Services	65,950	67,800	67,800	67,800	-
43114 Supp Legal Services Reserve	35,303	40,000	40,000	60,000	20,000
<b>TOTAL PURCHASED SERVICES</b>	<b>257,646</b>	<b>270,640</b>	<b>270,640</b>	<b>295,470</b>	<b>24,830</b>
45203 Postal Services	19	300	300	300	-
45404 Central Copier Charges	732	1,400	1,400	1,400	-
45501 Mileage Reimbursement	-	200	200	200	-
45504 Conventions/Education	-	500	250	500	-
45801 Memberships/Dues	425	850	750	850	-
<b>TOTAL OTHER CHARGES</b>	<b>1,176</b>	<b>3,250</b>	<b>2,900</b>	<b>3,250</b>	<b>-</b>
46001 Office Supplies	1,037	1,700	2,250	1,700	-
46012 Books/Subscriptions	1,517	2,800	2,600	2,800	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>2,554</b>	<b>4,500</b>	<b>4,850</b>	<b>4,500</b>	<b>-</b>
<b>TOTAL LEGAL SERVICES</b>	<b>\$ 309,865</b>	<b>\$ 327,190</b>	<b>\$ 327,190</b>	<b>\$ 352,040</b>	<b>\$ 24,850</b>

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**PUBLIC INFORMATION**  
**11260**

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**PURPOSE**

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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**

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- 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, Town events, programs, and initiatives. Maintain and manage the Town's photo library.

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**PUBLIC INFORMATION**  
**11260**

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**COVID-19 RESPONSE**

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- Responded effectively to and provided information for residents, staff, and other stakeholders regarding the coronavirus pandemic. Communications efforts included producing 21 COVID-19-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.

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**FY 20-21 ACCOMPLISHMENTS**

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- 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 versus 81.9% rate in 2010) and the highest self-response rate in the NOVA region.

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**PUBLIC INFORMATION**  
**11260**

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

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**FY 21-22 INITIATIVES**

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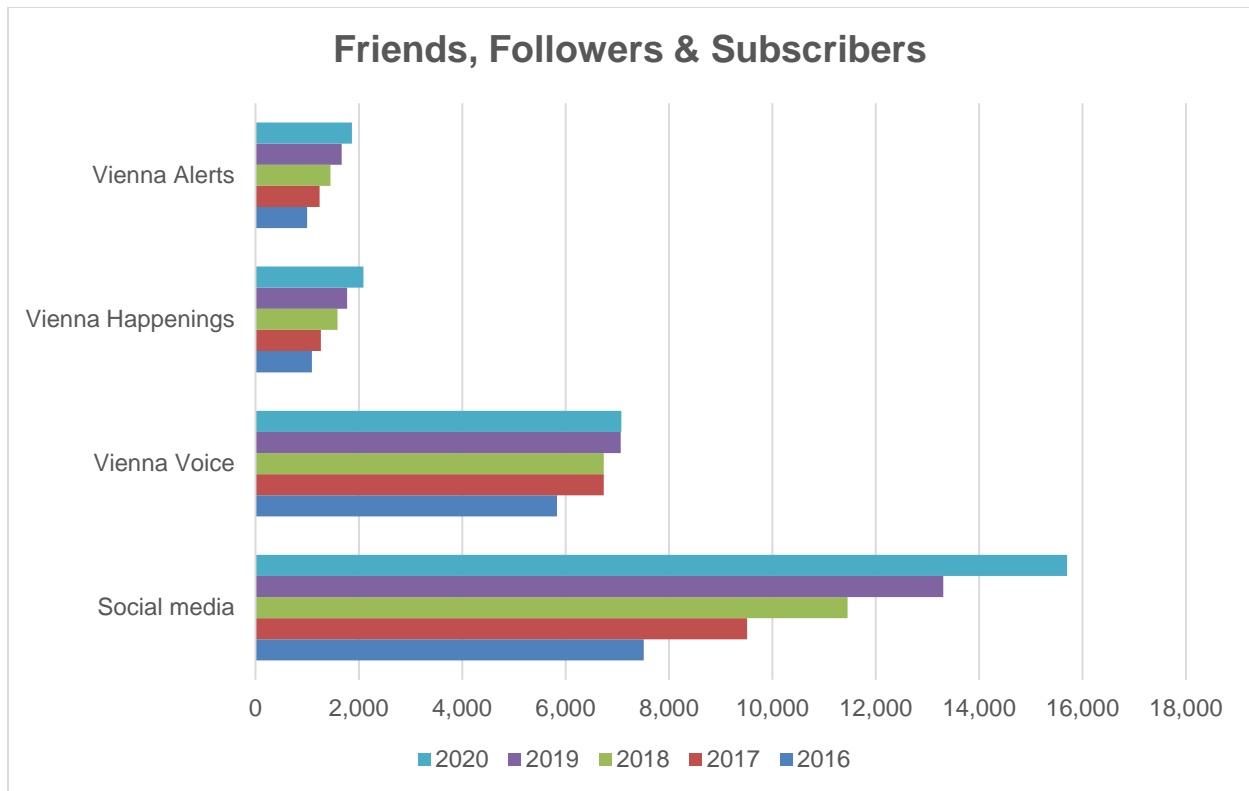
- Working with Polco/National Research Center, create and distribute the 2021 National Community Survey, which was postponed from 2020 due to the pandemic.
- Implement Bang the Table or similar web-based software as an enhanced online engagement tool for Town of Vienna stakeholders.
- Continue to enhance 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.

**PUBLIC INFORMATION  
11260**

**PERFORMANCE MEASURES**

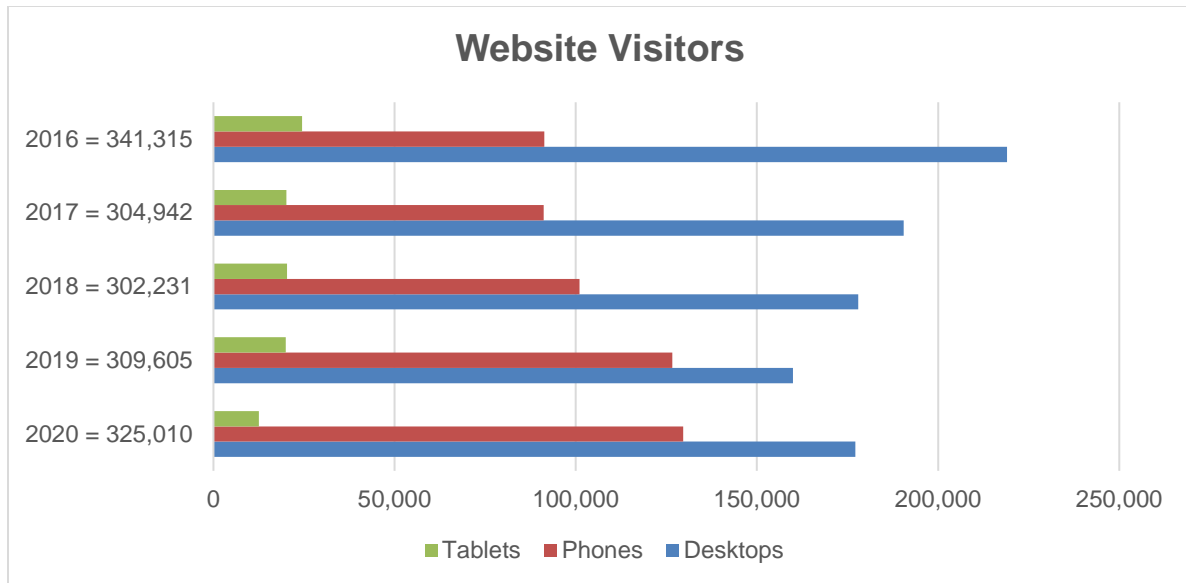
*Based on calendar year data*

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.

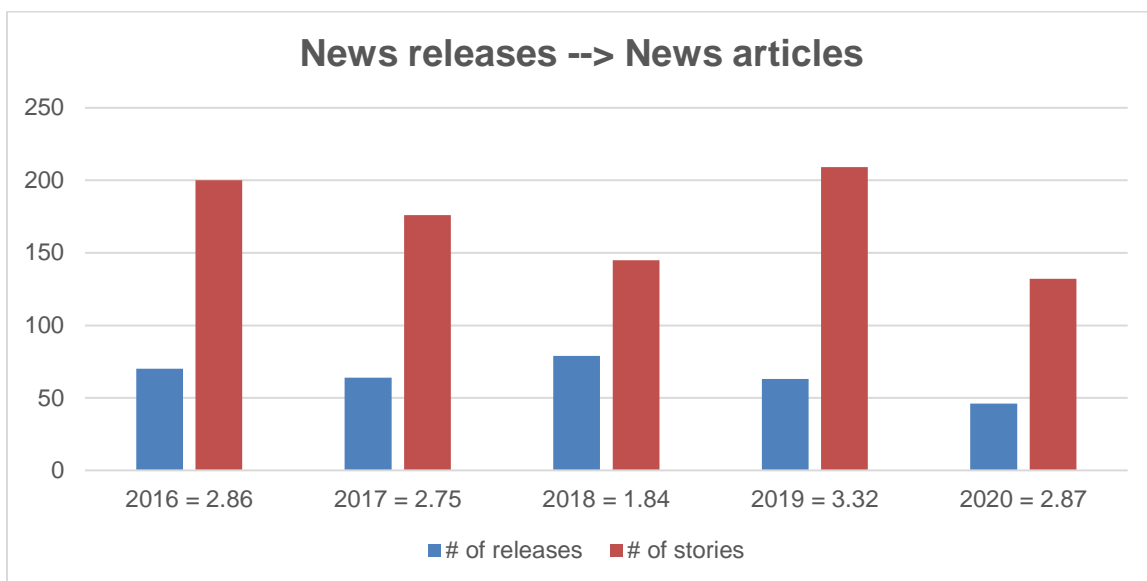


The Town’s website is one of its most visible and utilized tools to enhance Vienna’s strong tradition of community involvement and government transparency. The number of overall visitors is up about 15,000 (or almost 5%) in 2020, likely in part due to residents searching for coronavirus-related information. 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
<b>Promote Town programs, news and events:</b>			
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	
<b>Disburse emergency information:</b>			
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

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**PUBLIC INFORMATION**  
**11260**

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**PERSONNEL**

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*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
Communications & Marketing Manager	1	1	1
Communications Specialist	1	1	1
Videographer	0	0	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>3</b>

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**FY 21-22 BUDGET CHANGES**

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



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

**DIVISION 11260  
NAME PUBLIC INFORMATION**

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
41001 Salaries And Wages	\$ 187,804	\$ 189,270	\$ 189,270	\$ 246,820	\$ 57,550
41004 Part Time without Benefits	-	-	-	-	-
41008 Annual Leave Cash-In	1,174	-	-	-	-
41015 Performance Bonus	1,500	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>190,479</b>	<b>189,270</b>	<b>189,270</b>	<b>246,820</b>	<b>57,550</b>
42001 F.I.C.A.	14,160	14,480	14,480	18,670	4,190
42002 V.R.S.	14,206	21,960	21,960	21,600	(360)
42003 V.R.S. Life Insurance	2,460	2,560	2,560	2,540	(20)
42007 Health Insurance	21,109	15,820	15,820	21,400	5,580
42018 Employer Contributions:DC401A	7,509	7,440	7,440	7,580	140
42021 V.R.S. Hybrid 401A Match	5,838	5,330	5,330	7,630	2,300
42025 V.R.S. Hybrid Disability	991	1,010	1,010	1,000	(10)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>66,272</b>	<b>68,600</b>	<b>68,600</b>	<b>80,420</b>	<b>11,820</b>
43308 Contracts/Services	61,557	30,500	65,700	36,150	5,650
43501 Printing/Binding Services	-	1,000	1,000	1,000	-
43601 Advertising	3,295	-	300	7,000	7,000
<b>TOTAL PURCHASED SERVICES</b>	<b>64,852</b>	<b>31,500</b>	<b>67,000</b>	<b>44,150</b>	<b>12,650</b>
45203 Postal Services	22,008	24,000	24,000	27,000	3,000
45404 Central Copier Charges	180	500	500	500	-
45501 Mileage Reimbursement	-	-	-	-	-
45502 Fares	368	-	-	-	-
45503 Subsistence/Lodging	1,049	500	500	1,500	1,000
45504 Conventions/Education	290	500	1,500	1,500	1,000
45505 Business Meals	57	200	200	200	-
45801 Memberships/Dues	500	700	700	700	-
<b>TOTAL OTHER CHARGES</b>	<b>24,450</b>	<b>26,400</b>	<b>27,400</b>	<b>31,400</b>	<b>5,000</b>
46001 Office Supplies	765	1,500	1,500	1,500	-
46012 Books/Subscriptions	239	1,000	1,000	1,000	-
46015 Operational Supplies	387	-	-	-	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>1,391</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>-</b>
47204 Town Calendar	7,784	8,200	8,200	8,300	100
47205 Town Newsletter	26,740	27,250	27,250	30,000	2,750
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>34,524</b>	<b>35,450</b>	<b>35,450</b>	<b>38,300</b>	<b>2,850</b>
48102 Furniture/Fixture Replacement	4,000	500	500	-	(500)
48207 Additional Office/DP Equipment	1,791	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>5,791</b>	<b>500</b>	<b>500</b>	<b>-</b>	<b>(500)</b>
<b>TOTAL PUBLIC INFORMATION</b>	<b>\$ 387,759</b>	<b>\$ 354,220</b>	<b>\$ 390,720</b>	<b>\$ 443,590</b>	<b>\$ 89,370</b>

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**HUMAN RESOURCES**

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**Mission**

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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.



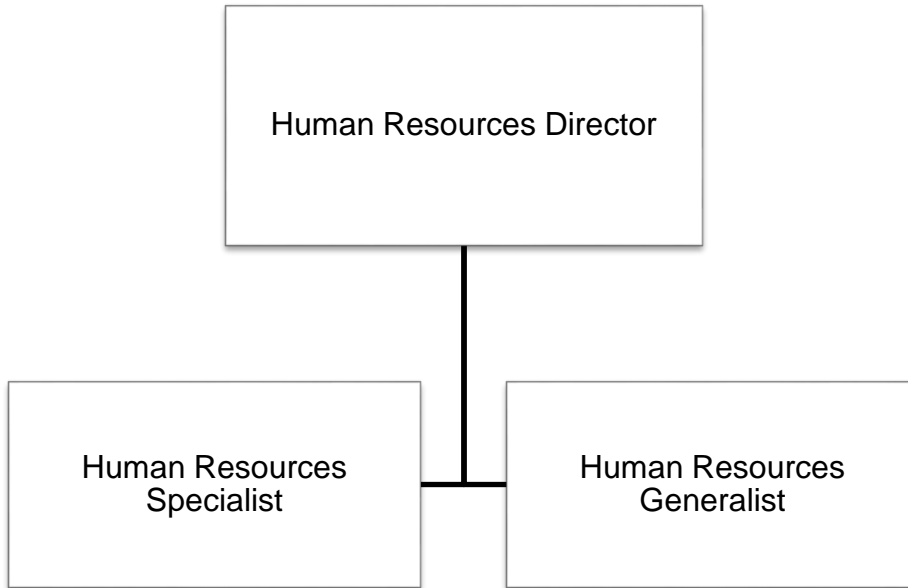
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**HUMAN RESOURCES**

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\*Included within Administration Budget

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**HUMAN RESOURCES**  
**11222**

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**PURPOSE**

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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**

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- 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.

**COVID-19 RESPONSE**

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- As soon as COVID-19 Pandemic was identified as a community spreading situation in Northern Virginia:

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**HUMAN RESOURCES**  
**11222**

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- 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-19 documenting, Health Department and VOSH reporting, and COVID-19 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-19 Safety Standards within a very short window, led by Police staff.
- Created 3 new administrative regulations to outline new COVID-19 related policies and changes.
- Managed and tracked all COVID-19 related leave.

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**FY 20-21 ACCOMPLISHMENTS**

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- 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.

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**FY 21-22 INITIATIVES**

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- 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**

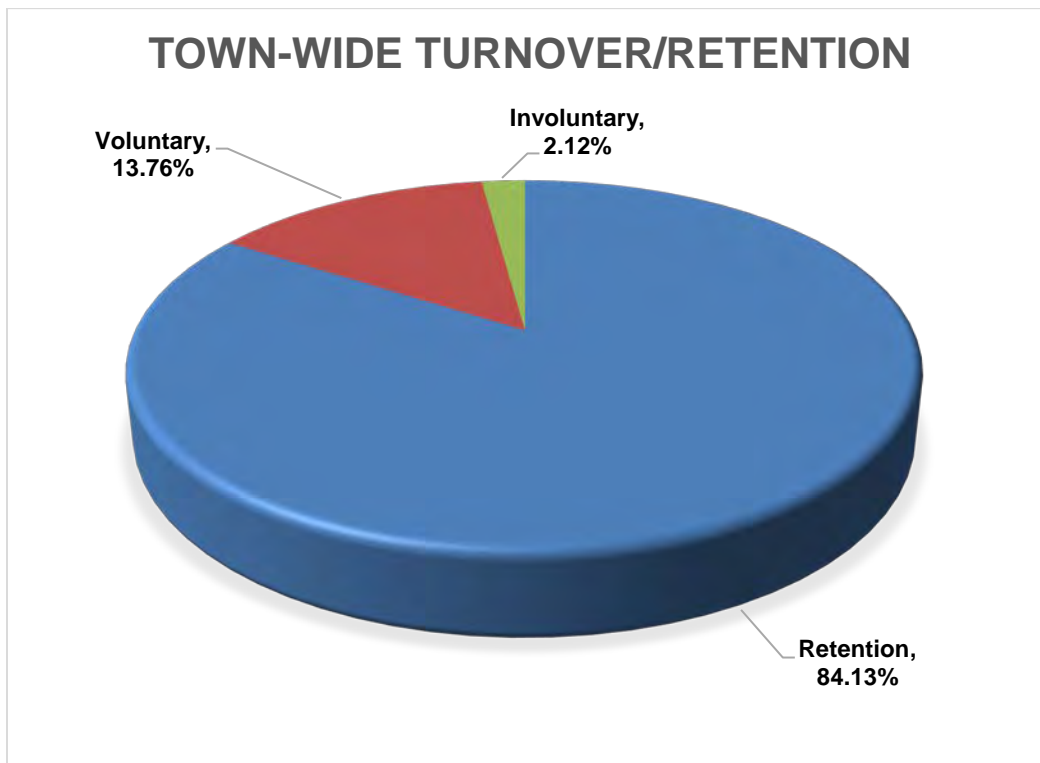
**PERFORMANCE MEASURES**

*Based on calendar year data*

**Town-wide Turnover/Retention 2020**

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

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

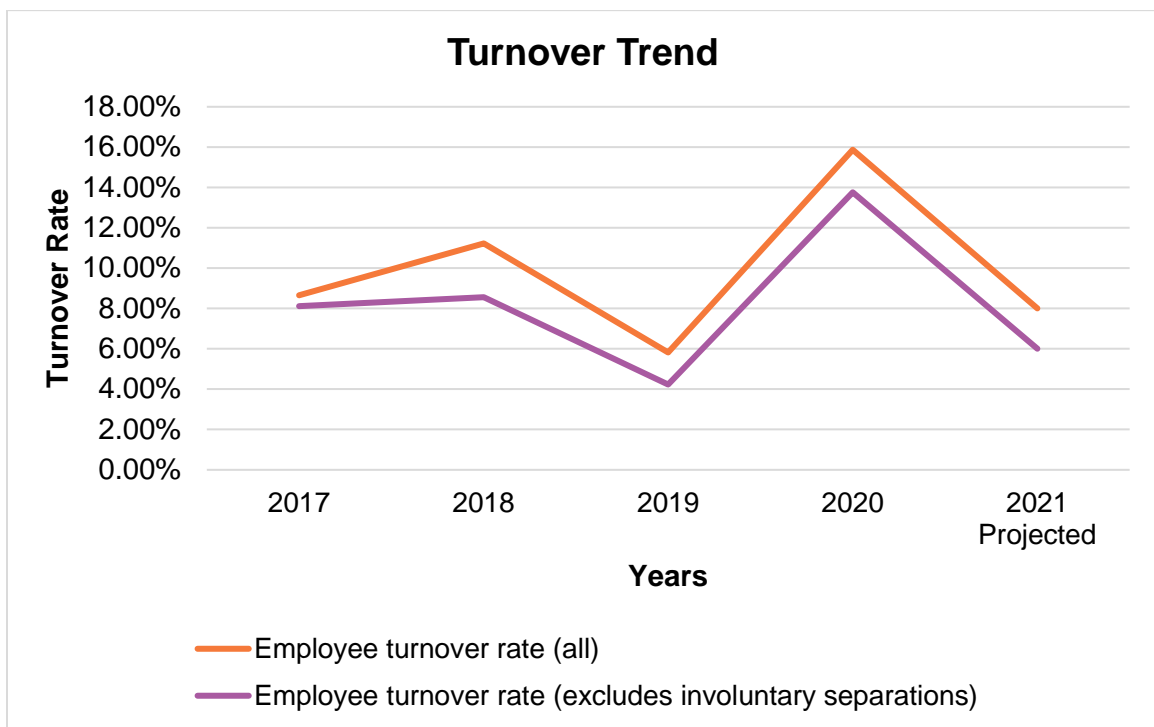


Retention is the difference between the Total Turnover and the Number of Positions that should be filled. Subject-matter experts indicate that overall turnover of 10% or less is an acceptable rate, if the turnover is not primarily among the top performers in the organization. The average cost of replacing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

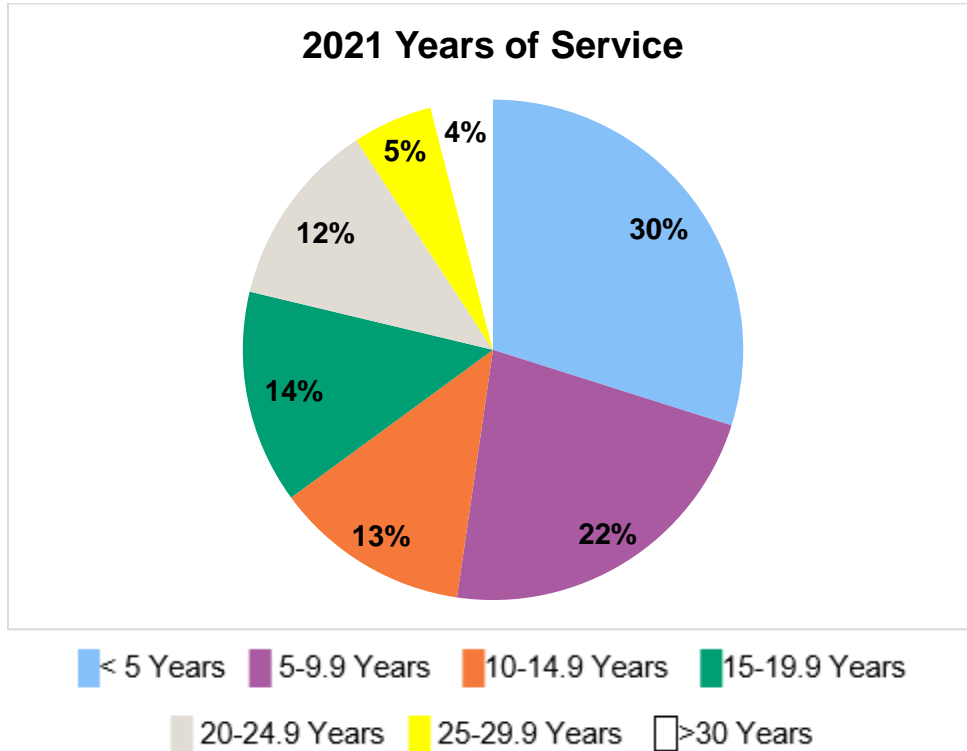
Turnover Trend	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Projected
Employee turnover (all)	8.65%	11.23%	5.82%	15.87%	8.00%
Employee turnover (voluntary)	8.11%	8.56%	4.23%	13.76%	6.00%



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 Data<sup>1</sup>**

Year	Population <sup>1</sup>	% 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

<sup>1</sup>Using 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** (Based on Calendar Year Data)

<b>Police Recruitment</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Projected</b>
Applications	474	248	99	298	250
- Approved for Exam <sup>1</sup>	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 <sup>2</sup>	7
Retention from Hires	0	6	1	1	2

<sup>1</sup>Due 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.

<sup>2</sup> 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.

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
Human Resources Director	1	1	1
Human Resources Specialist	1	1	1
Human Resources Generalist	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>

**FY 21-22 BUDGET CHANGES**

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

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

**DIVISION 11222  
NAME HUMAN RESOURCES**

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries And Wages	\$ 261,567	\$ 273,870	\$ 273,870	\$ 278,130	\$ 4,260
41002 Overtime	91	930	930	2,000	1,070
41008 Annual Leave Cash-In	1,414	-	-	-	-
41015 Performance Bonus	1,500	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>264,572</b>	<b>274,800</b>	<b>274,800</b>	<b>280,130</b>	<b>5,330</b>
42001 F.I.C.A.	20,613	20,630	20,630	21,310	680
42002 V.R.S.	28,461	31,160	31,160	32,330	1,170
42003 V.R.S. Life Insurance	3,496	3,640	3,640	3,630	(10)
42005 Police Pension	297	-	-	-	-
42007 Health Insurance	10,726	15,820	15,820	9,820	(6,000)
42011 Tuition Assist	52,569	15,000	24,000	25,000	10,000
42012 Cafeteria Plan Fees	65	60	60	60	-
42018 Employer Contributions:DC401A	10,447	10,480	10,480	10,480	-
42021 V.R.S. Hybrid 401A Match	18	-	-	1,450	1,450
42025 V.R.S. Hybrid Disability	6	10	10	770	760
42050 Relocation Expenses	-	3,000	3,000	3,000	-
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>126,696</b>	<b>99,800</b>	<b>108,800</b>	<b>107,850</b>	<b>8,050</b>
43101 Consulting Services	24,952	6,000	27,500	6,000	-
43105 Health Services	5,625	12,000	12,000	10,000	(2,000)
43302 Financial System Maintenance	13,923	13,000	20,100	20,100	7,100
43308 Contracts/Services	3,293	5,000	5,000	5,000	-
43309 Cell Phone Expense	601	800	800	1,500	700
43501 Printing/Binding Services	-	500	500	500	-
43601 Advertising	3,050	6,000	6,000	5,000	(1,000)
<b>TOTAL PURCHASED SERVICES</b>	<b>51,445</b>	<b>43,300</b>	<b>71,900</b>	<b>48,100</b>	<b>4,800</b>
45202 Long Distance Service	-	130	130	130	-
45203 Postal Services	542	500	500	500	-
45404 Central Copier Charges	2,751	6,000	6,000	6,000	-
45501 Mileage Reimbursement	64	500	500	500	-
45502 Fares	324	-	-	-	-
45503 Subsistence/Lodging	-	500	500	1,000	500
45504 Conventions/Education	999	500	500	2,000	1,500
45505 Business Meals	238	-	2,000	500	500
45801 Memberships/Dues	2,736	2,600	2,600	2,600	-
<b>TOTAL OTHER CHARGES</b>	<b>7,654</b>	<b>10,730</b>	<b>12,730</b>	<b>13,230</b>	<b>2,500</b>
46001 Office Supplies	812	1,700	1,700	2,700	1,000
46012 Books/Subscriptions	469	500	500	500	-
46015 Operational Supplies	2,987	2,000	2,000	5,000	3,000
46019 Other Supplies	4,000	1,000	1,000	4,000	3,000
46021 Holiday Gift Certificates	5,985	6,000	5,400	7,000	1,000
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>14,253</b>	<b>11,200</b>	<b>10,600</b>	<b>19,200</b>	<b>8,000</b>
47102 Wellness Program	665	2,000	-	4,000	2,000
47201 Training Programs	18,160	6,900	6,900	16,900	10,000
47203 Service Awards	14,231	13,000	13,000	16,000	3,000
47207 Testing Services	195	5,000	500	1,200	(3,800)
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>33,251</b>	<b>26,900</b>	<b>20,400</b>	<b>38,100</b>	<b>11,200</b>
<b>TOTAL HUMAN RESOURCES</b>	<b>\$ 497,870</b>	<b>\$ 466,730</b>	<b>\$ 499,230</b>	<b>\$ 506,610</b>	<b>\$ 39,880</b>

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**RISK MANAGEMENT**  
**11255**

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**PURPOSE**

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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**

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- 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; driving 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**

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- 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.

**FY 20-21 ACCOMPLISHMENTS**

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- Met 100% Risk Management Guidelines to receive premium discount of 5% from Virginia Risk Sharing Association (VRSA).

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**RISK MANAGEMENT  
11255**

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- Received premium discount from VRSA realized from insurance pool savings.
- Researched and Procured new AED's to replace existing throughout Town.

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**FY 21-22 INITIATIVES**

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

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**PERFORMANCE MEASURES**

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*Based on Calendar year data*

<b>Property &amp; Casualty Claims History Description</b>	<b>2017 Actual</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Projected</b>
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  
ADOPTED EXPENSE BUDGET BY FUND**

**DIVISION 11255  
NAME RISK MANAGEMENT**

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
42001 F.I.C.A.	\$ 316	\$ -	\$ -	\$ -	\$ -
42002 V.R.S.	-	-	-	-	-
42003 V.R.S. Life Insurance	-	-	-	-	-
42007 Health Insurance	733	-	-	-	-
42008 Disability Insurance	408	520	520	520	-
42009 Unemployment Insurance	30	5,150	5,150	5,150	-
42013 Worker's Comp Insurance	251,279	255,000	263,690	265,000	10,000
42020 Other Post Employee Benfits	3,780	-	-	-	-
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>256,545</b>	<b>260,670</b>	<b>269,360</b>	<b>270,670</b>	<b>10,000</b>
43105 Health Services	-	-	-	-	-
<b>TOTAL PURCHASED SERVICES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
45301 Boiler Insurance	1,968	2,280	2,280	2,280	-
45304 Other Property Insurance	21,571	25,000	23,200	25,000	-
45305 Vehicle Insurance	62,906	65,000	68,720	69,000	4,000
45306 Surety Bonds	2,370	2,500	2,500	2,500	-
45308 General Liability Insurance	50,668	82,000	73,000	78,000	(4,000)
45311 Excess Loss Umbrella Insurance	12,749	25,370	18,450	25,370	-
45313 Insurance Retention	1,318	20,000	11,100	20,000	-
45314 COVID Supplies	(7,661)	-	7,661	-	-
45316 Line Of Duty Act Insurance	28,937	29,000	28,700	29,000	-
45801 Memberships/Dues	1,124	1,500	1,500	1,500	-
<b>TOTAL OTHER CHARGES</b>	<b>175,948</b>	<b>252,650</b>	<b>237,111</b>	<b>252,650</b>	<b>-</b>
46019 Other Supplies	-	1,000	1,000	1,000	-
46030 Medical Supplies	1,093	6,000	2,610	6,000	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>1,093</b>	<b>7,000</b>	<b>3,610</b>	<b>7,000</b>	<b>-</b>
47201 Training Programs	-	-	-	-	-
47202 Safety Programs	8,247	7,700	5,700	13,000	5,300
<b>TOTAL PROGRAM AND SERVICES</b>	<b>8,247</b>	<b>7,700</b>	<b>5,700</b>	<b>13,000</b>	<b>5,300</b>
<b>TOTAL RISK MANAGEMENT</b>	<b>\$ 441,834</b>	<b>\$ 528,020</b>	<b>\$ 515,781</b>	<b>\$ 543,320</b>	<b>\$ 15,300</b>

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**INFORMATION TECHNOLOGY**

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**Mission**

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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.

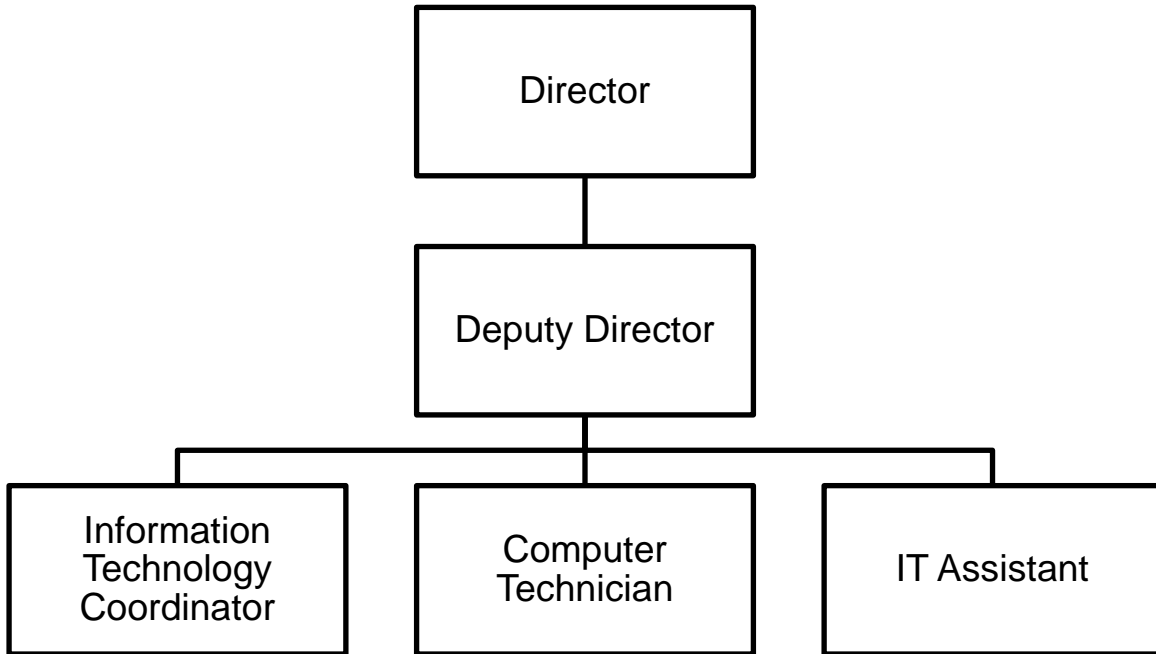
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**INFORMATION TECHNOLOGY**

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\*Included within Administration Budget



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**INFORMATION TECHNOLOGY**  
**11251**

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**PURPOSE**

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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**

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- 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**

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- 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 the Town's network access.
- Completed the public safety circuit and office moves for Police Department from 215 Center St. to Town Hall.
- Upgraded the Town's intranet site.
- Relocated network services for the Police Department and Town's "Voice over Internet Protocol" (VoIP) technology.
- Electronically scanned Department of Planning and Zoning (DPZ) files into LaserFiche system.
- Public Search Portal installed for LaserFiche system.
- Implemented electronic meeting protocols with "Zoom" technology.
- 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.



*Figure 1: Faith Baptist Church*

**INFORMATION TECHNOLOGY  
11251**

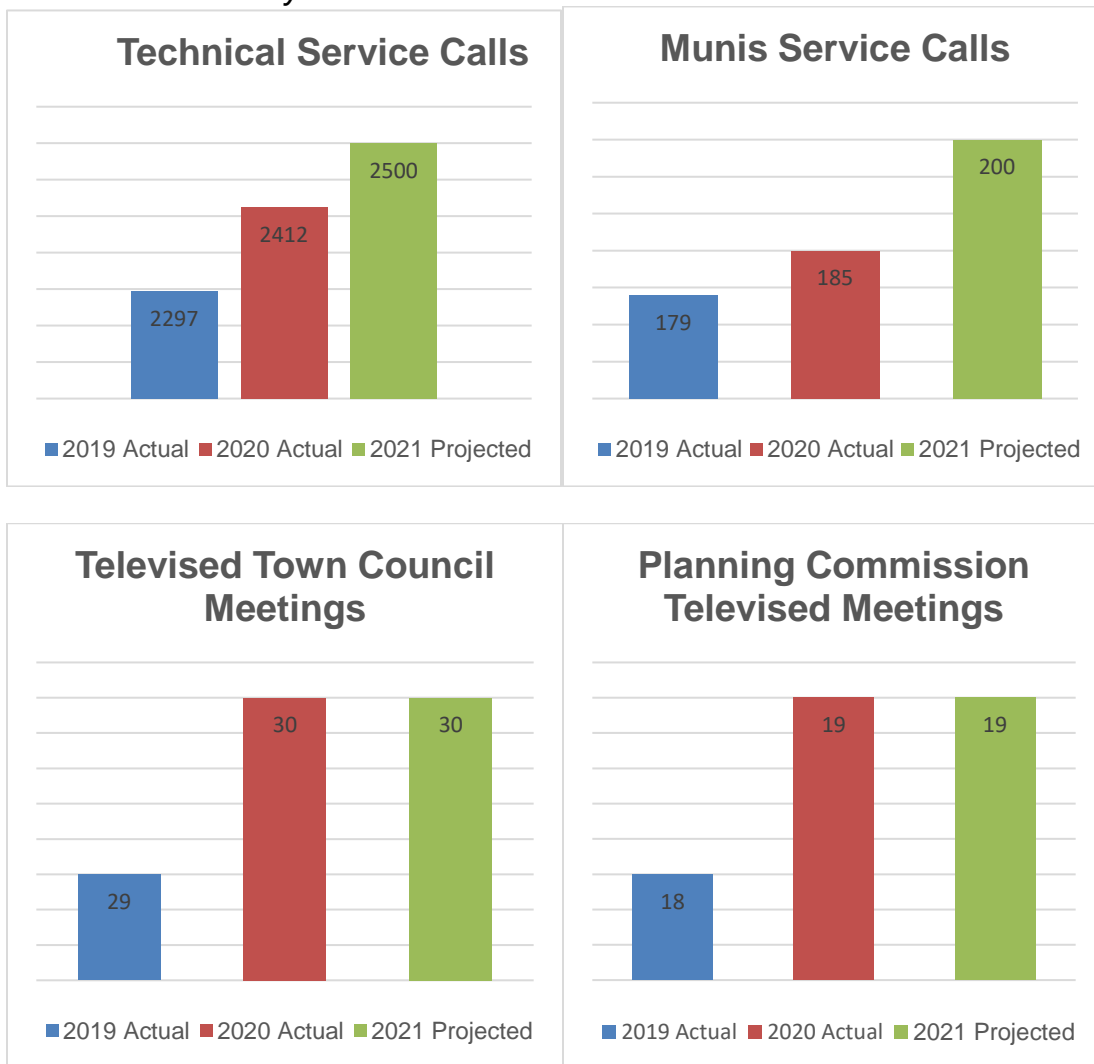
- Provided video support for 36 televised meetings.
- Provided video support for “Mayor @ Your Service” and “On Deck with Mercury”.

**FY 21-22 INITIATIVES**

- Continue to monitor and 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 the Police Department.
- 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 19-20	Adopted FY 20-21	Adopted FY 21-22
Information Technology Director	1	1	1
Deputy Director of IT	1	1	1
Computer Technician	1	1	1
Information Technology Coordinator	1	1	1
IT Assistant	.5	.5	.5
<b>Total</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>

**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  
ADOPTED EXPENSE BUDGET BY FUND**

**DIVISION 11251  
NAME INFORMATION TECHNOLOGY**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries And Wages	\$ 425,066	\$ 455,440	\$ 455,440	\$ 440,450	\$ (14,990)
41002 Overtime	10,903	4,400	4,400	4,400	-
41003 Regular Part Time With Benefits	25,704	19,300	19,300	25,250	5,950
41004 Part Time without Benefits	10,563	-	-	-	-
41008 Annual Leave Cash-In	1,465	-	-	-	-
41015 Performance Bonus	1,500	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>475,201</b>	<b>479,140</b>	<b>479,140</b>	<b>470,100</b>	<b>(9,040)</b>
42001 F.I.C.A.	34,310	35,370	35,370	33,010	(2,360)
42002 V.R.S.	41,942	50,750	50,750	48,670	(2,080)
42003 V.R.S. Life Insurance	5,616	6,060	6,060	5,670	(390)
42007 Health Insurance	33,414	33,590	33,590	35,000	1,410
42012 Cafeteria Plan Fees	64	60	60	130	70
42018 Employer Contributions:DC401A	17,117	17,170	17,170	16,930	(240)
42021 V.R.S. Hybrid 401A Match	3,812	3,680	3,680	3,990	310
42025 V.R.S. Hybrid Disability	1,008	1,040	1,040	1,000	(40)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>137,284</b>	<b>147,720</b>	<b>147,720</b>	<b>144,400</b>	<b>(3,320)</b>
43301 Equipment Maintenance Contracts	29,658	30,000	30,000	30,000	-
43303 Software Maintenance Contract	12,373	16,300	16,300	16,800	500
43308 Contracts/Services	74,035	78,090	99,090	79,810	1,720
43309 Cell Phone Expense	2,288	4,000	3,800	4,000	-
<b>TOTAL PURCHASED SERVICES</b>	<b>118,354</b>	<b>128,390</b>	<b>149,190</b>	<b>130,610</b>	<b>2,220</b>
45201 Local Phone Service	28,959	28,070	28,070	28,070	-
45202 Long Distance Service	2,895	2,000	2,000	2,000	-
45203 Postal Services	15	150	150	150	-
45205 Internet Access/Email Service	12,950	12,000	12,000	12,000	-
45404 Central Copier Charges	210	500	500	500	-
45501 Mileage Reimbursement	-	100	100	100	-
45504 Conventions/Education	2,795	500	500	500	-
<b>TOTAL OTHER CHARGES</b>	<b>47,825</b>	<b>43,320</b>	<b>43,320</b>	<b>43,320</b>	<b>-</b>
46001 Office Supplies	9,036	3,000	3,000	10,000	7,000
46014 DP/Computer Supplies	9,021	9,000	9,000	9,000	-
46015 Operational Supplies	834	-	-	-	-
46040 Software Purchases	10,847	15,730	15,730	16,730	1,000
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>29,738</b>	<b>27,730</b>	<b>27,730</b>	<b>35,730</b>	<b>8,000</b>
47215 TOV Web Site Services	47,599	55,140	55,140	58,110	2,970
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>47,599</b>	<b>55,140</b>	<b>55,140</b>	<b>58,110</b>	<b>2,970</b>
48101 Machine/Equipment Replacement	43,319	4,650	4,650	51,500	46,850
<b>TOTAL CAPTIAL OUTLAY</b>	<b>43,319</b>	<b>4,650</b>	<b>4,650</b>	<b>51,500</b>	<b>46,850</b>
<b>TOTAL INFORMATION TECHNOLOGY</b>	<b>\$ 899,320</b>	<b>\$ 886,090</b>	<b>\$ 906,890</b>	<b>\$ 933,770</b>	<b>\$ 47,680</b>

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.



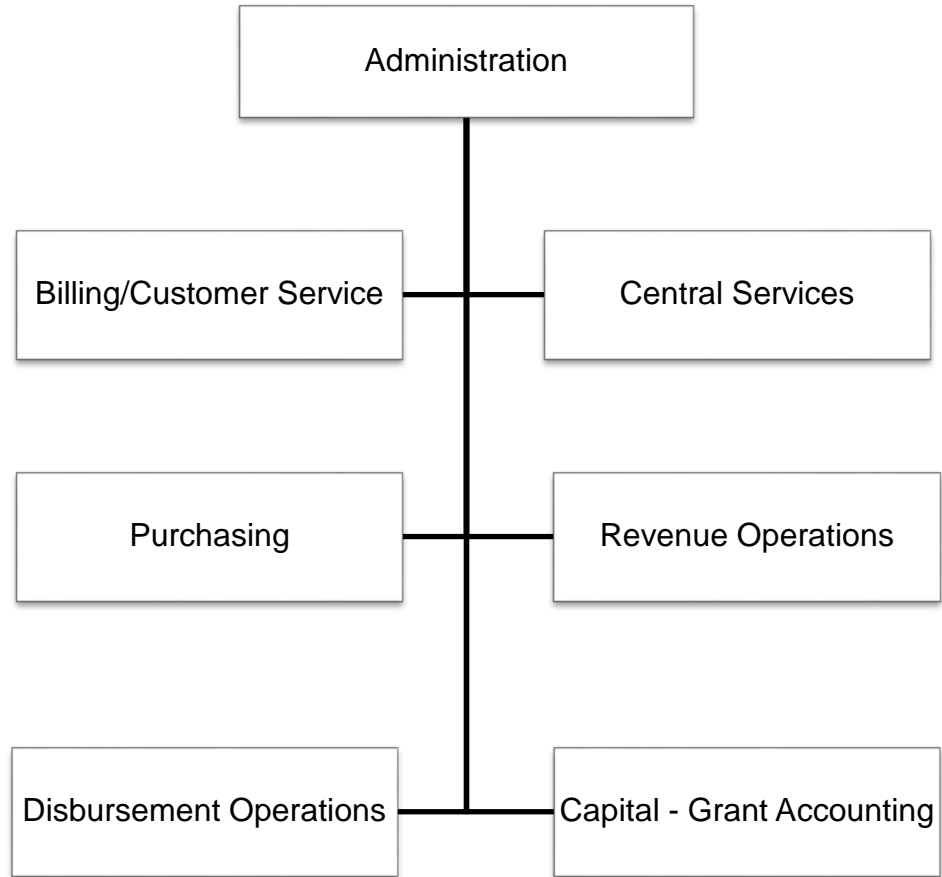
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**FINANCE**

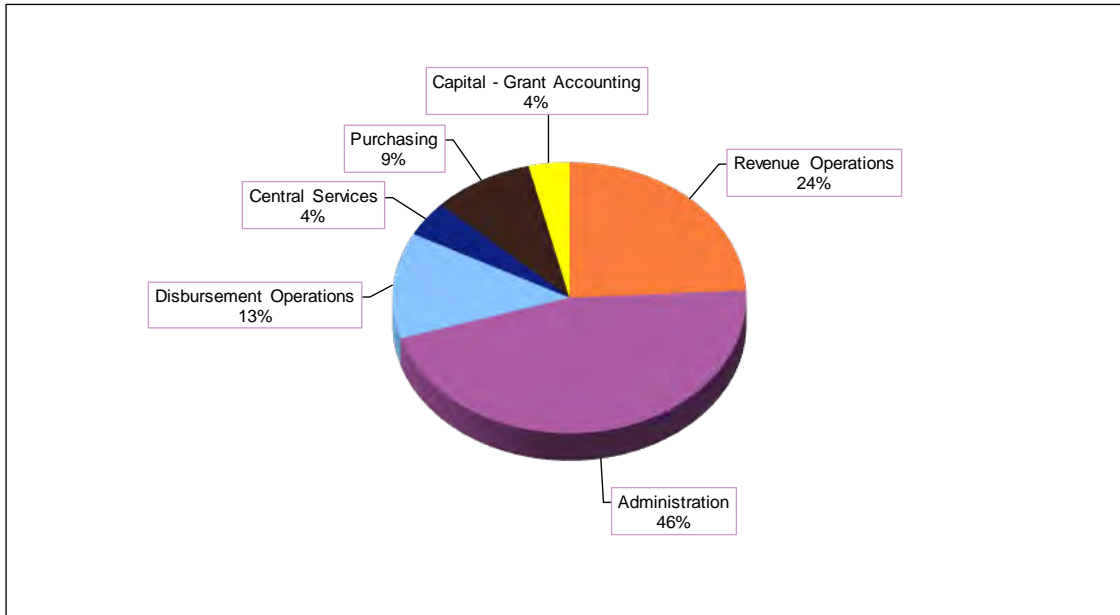
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**FINANCE**

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Adopted	Net Change
Revenue Operations	503,827	459,970	459,970	443,900	401,160	-58,810
Administration	723,926	728,760	728,760	709,280	766,260	37,500
Disbursement Operations	205,339	202,680	202,680	198,150	210,390	7,710
Purchasing	137,866	144,750	144,750	131,040	153,450	8,700
Central Services	68,434	80,170	80,170	77,750	70,870	-9,300
Capital - Grant Accounting	150,543	92,220	-3,230	87,380	61,900	-30,320
<b>Finance</b>	<b>1,789,935</b>	<b>1,708,550</b>	<b>1,613,100</b>	<b>1,647,500</b>	<b>1,664,030</b>	<b>-44,520</b>



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**REVENUE OPERATIONS**  
**11231**

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**PURPOSE**

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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**

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- Calculate and generate 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.
- Generated 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**

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- 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.
- Managed account set up for CARES reporting and ensured Town staff had appropriate access for processing and reporting.



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**REVENUE OPERATIONS**  
**11231**

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- 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.

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**FY 20-21 ACCOMPLISHMENTS**

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- Collected over 99% of real estate taxes due. This is the 27<sup>th</sup> 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.

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**FY 21-22 INITIATIVES**

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- 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.
- 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.

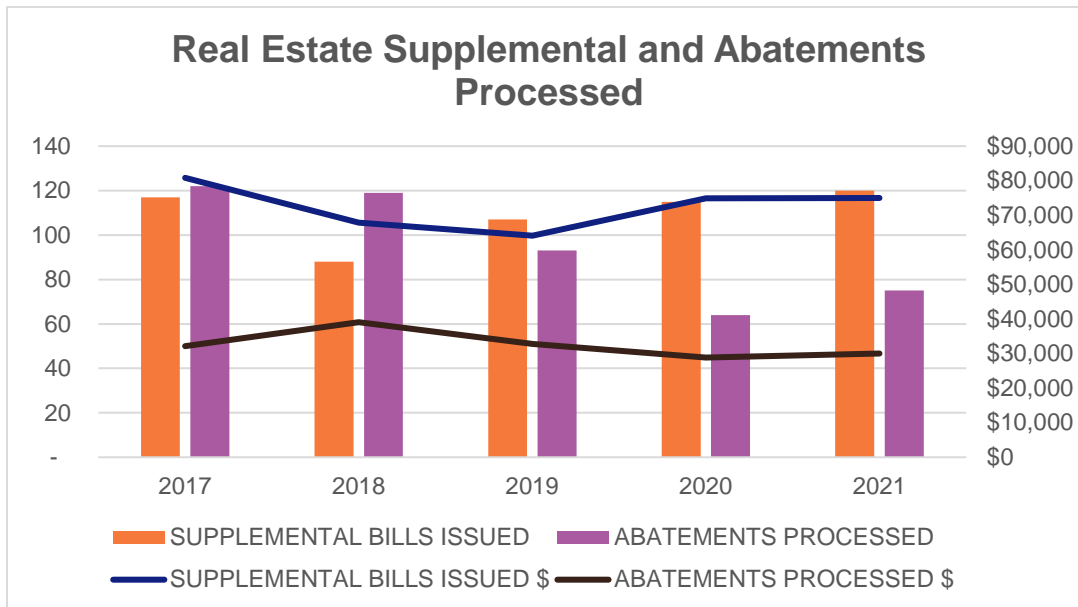
**REVENUE OPERATIONS  
11231**

- 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, cashing and other relevant metrics to support the strategic plan. Continue to track online payment penetration as well as 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.

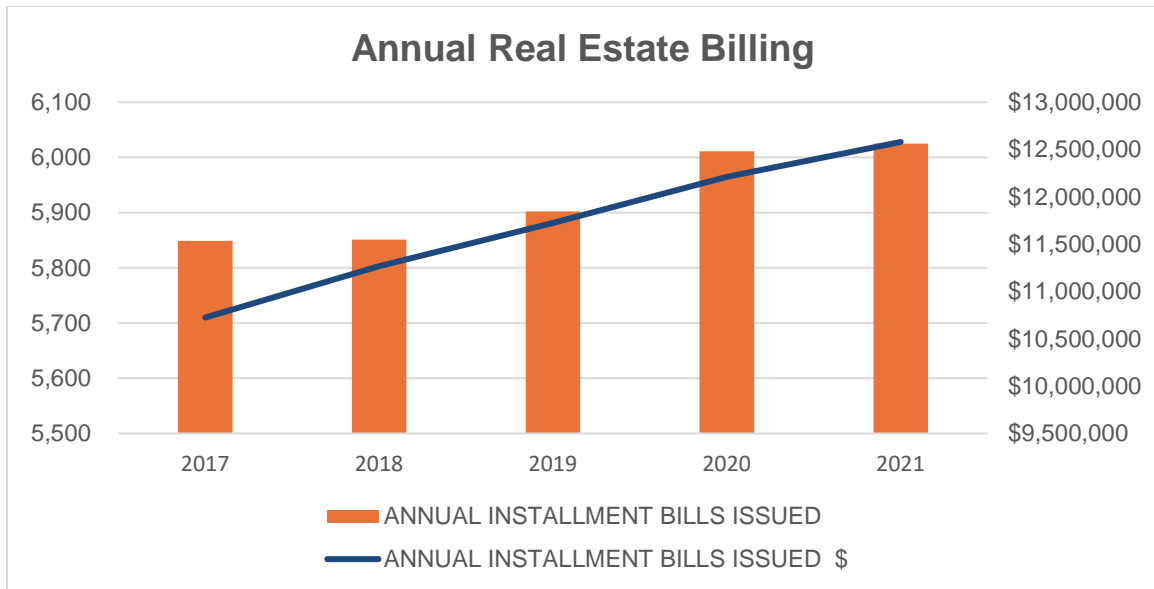
**PERFORMANCE MEASURES**

*Based on calendar year data*

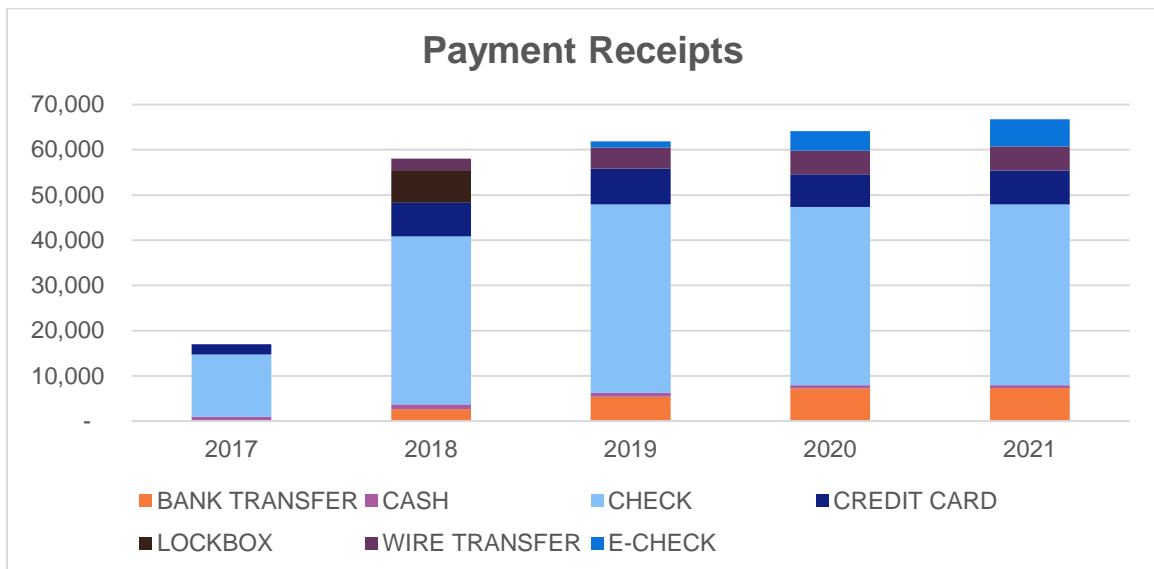
Strategic Plan relevance: Efficiently collecting real estate tax bills demonstrates responsible stewardship of public funds.



**REVENUE OPERATIONS  
11231**



Strategic Plan relevance: 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*

<b>Authorized Positions</b>	<b>Adopted FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
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
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>

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  
ADOPTED EXPENSE BUDGET BY FUND**

**DIVISION 11231  
NAME REVENUE OPERATIONS**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	FY 21-22 ADOPTED	NET CHANGE
41001 Salaries and Wages	\$ 291,785	\$ 299,350	\$ 299,350	\$ 282,500	\$ (16,850)
41002 Overtime	985	880	880	2,000	1,120
41004 Part Time without Benefits	28,816	-	-	-	-
41008 Annual Leave Cash-In	2,214	-	-	-	-
41015 Performance Bonus	1,500	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>325,299</b>	<b>300,230</b>	<b>300,230</b>	<b>284,500</b>	<b>(15,730)</b>
42001 F.I.C.A.	24,322	22,980	22,980	21,610	(1,370)
42002 V.R.S.	31,133	34,720	34,720	32,500	(2,220)
42003 V.R.S. Life Insurance	3,822	4,040	4,040	3,600	(440)
42004 Local Pension Plan	36,015	37,440	37,440	-	(37,440)
42007 Health Insurance	28,972	31,860	31,860	21,400	(10,460)
42012 Cafeteria Plan Fees	64	60	60	130	70
42018 Employer Contributions:DC401A	4,499	4,510	4,510	7,050	2,540
42021 V.R.S. Hybrid 401A Match	-	-	-	2,200	2,200
42025 V.R.S. Hybrid Disability	-	-	-	500	500
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>128,827</b>	<b>135,610</b>	<b>135,610</b>	<b>88,990</b>	<b>(46,620)</b>
43308 Contracts/Services	1,343	2,470	2,470	2,470	-
43601 Advertising	-	560	560	600	40
<b>TOTAL PURCHASED SERVICES</b>	<b>1,343</b>	<b>3,030</b>	<b>3,030</b>	<b>3,070</b>	<b>40</b>
45203 Postal Services	7,390	9,000	9,000	9,000	-
45404 Central Copier Charges	2,520	6,500	6,500	6,500	-
45501 Mileage Reimbursement	13	100	100	100	-
45503 Subsistence/Lodging	-	-	-	-	-
45504 Conventions/Education	1,155	500	500	3,000	2,500
45803 Bad Debt Write-Off	33,374	-	-	-	-
<b>TOTAL OTHER CHARGES</b>	<b>44,451</b>	<b>16,100</b>	<b>16,100</b>	<b>18,600</b>	<b>2,500</b>
46015 Operational Supplies	3,907	5,000	5,000	6,000	1,000
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>3,907</b>	<b>5,000</b>	<b>5,000</b>	<b>6,000</b>	<b>1,000</b>
<b>TOTAL REVENUE OPERATIONS</b>	<b><u>\$ 503,827</u></b>	<b><u>\$ 459,970</u></b>	<b><u>\$ 459,970</u></b>	<b><u>\$ 401,160</u></b>	<b><u>\$ (58,810)</u></b>

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**ADMINISTRATION**  
**11241**

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**PURPOSE**

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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**

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- 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**

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- 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**

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

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**ADMINISTRATION**  
**11241**

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- 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.
- Worked with IT to oversee upgrade to newest version of Munis financial system and Munis cashing 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 19 Comprehensive Annual Financial Report (CAFR); the 33<sup>rd</sup> consecutive year that the town has achieved this recognition.
- Awarded the GFOA's Distinguished Budget Presentation award for FY 20 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.

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**FY 21-22 INITIATIVES**

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- 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 22.
- Work with Planning and Zoning and Economic Development to streamline the process for starting a new business in Town.
- 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.

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**ADMINISTRATION  
11241**

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- Lay out plan to develop a Popular Annual Financial Report (PAFR) to provide citizens with more information and worthy of the GFOA award program.

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**PERFORMANCE MEASURES**

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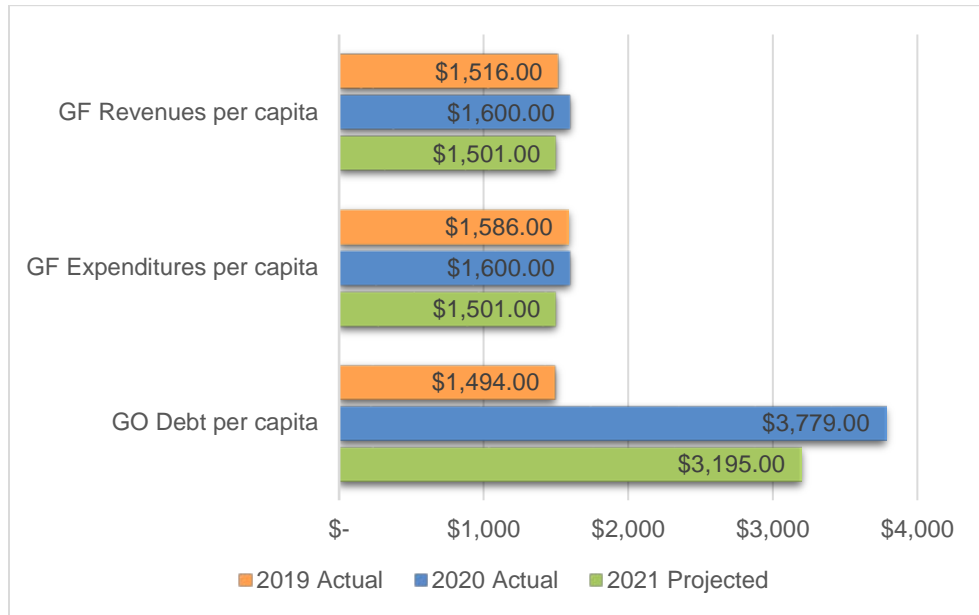
*Based on calendar year data*

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.

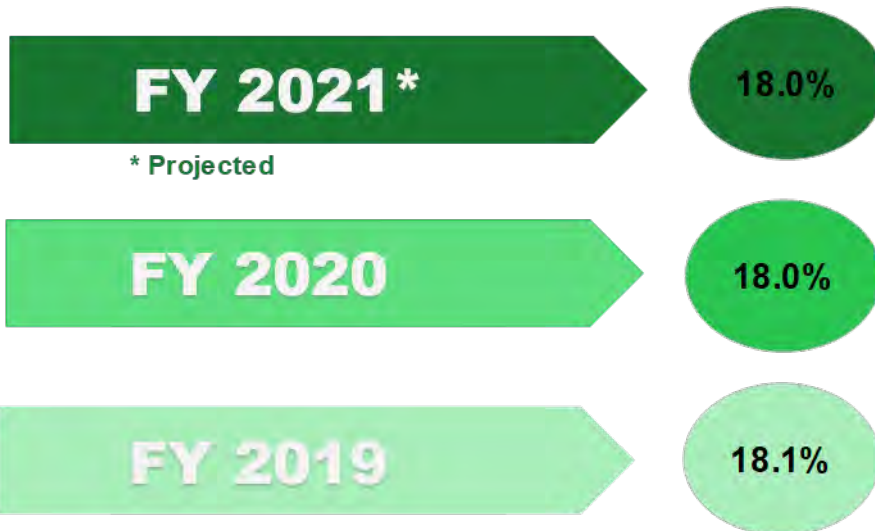




**ADMINISTRATION  
11241**



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



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**ADMINISTRATION**  
**11241**


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**PERSONNEL***Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
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	.63
<b>Total</b>	<b>4.0</b>	<b>4.0</b>	<b>4.63</b>

\*Transferred from Purchasing Division

**FY 21-22 BUDGET CHANGES**

- Part-time buyer position transferred from Purchasing to Administration to support budget development and analysis.
- Budget dollars restored to pre-COVID-19 level.

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

**DIVISION 11241  
NAME FINANCE ADMINISTRATION**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	FY 21-22 ADOPTED	NET CHANGE
41001 Salaries and Wages	\$ 439,514	\$ 442,430	\$ 442,430	\$ 453,660	\$ 11,230
41004 Part Time without Benefits	270	-	-	-	-
41008 Annual Leave Cash-In	3,065	-	-	-	-
41015 Performance Bonus	1,500	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>444,349</b>	<b>442,430</b>	<b>442,430</b>	<b>453,660</b>	<b>11,230</b>
42001 F.I.C.A.	33,185	33,840	33,840	34,340	500
42002 V.R.S.	40,859	51,350	51,350	52,000	650
42003 V.R.S. Life Insurance	5,766	5,880	5,880	5,840	(40)
42007 Health Insurance	25,551	25,680	25,680	20,680	(5,000)
42012 Cafeteria Plan Fees	320	340	340	320	(20)
42018 Employer Contributions:DC401A	17,573	17,620	17,620	17,440	(180)
42021 V.R.S. Hybrid 401A Match	6,112	4,630	4,630	7,460	2,830
42025 V.R.S. Hybrid Disability	1,134	1,170	1,170	1,120	(50)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>130,499</b>	<b>140,510</b>	<b>140,510</b>	<b>139,200</b>	<b>(1,310)</b>
43103 Accounting/Audit Services	50,690	49,000	50,000	56,000	7,000
43302 Financial System Maintenance	88,300	86,220	86,220	101,000	14,780
43309 Cell Phone Expense	601	600	600	600	-
43501 Printing/Binding Services	612	3,000	3,000	3,500	500
<b>TOTAL PURCHASED SERVICES</b>	<b>140,203</b>	<b>138,820</b>	<b>139,820</b>	<b>161,100</b>	<b>22,280</b>
45501 Mileage Reimbursement	319	500	500	800	300
45502 Fares	265	-	-	-	-
45503 Subsistence/Lodging	2,062	500	500	2,500	2,000
45504 Conventions/Education	2,717	500	500	3,500	3,000
45505 Business Meals	44	-	-	-	-
45801 Memberships/Dues	1,290	2,000	1,500	2,000	-
<b>TOTAL OTHER CHARGES</b>	<b>6,697</b>	<b>3,500</b>	<b>3,000</b>	<b>8,800</b>	<b>5,300</b>
46015 Operational Supplies	2,178	3,500	3,000	3,500	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>2,178</b>	<b>3,500</b>	<b>3,000</b>	<b>3,500</b>	<b>-</b>
<b>TOTAL FINANCE ADMINISTRATION</b>	<b>\$ 723,926</b>	<b>\$ 728,760</b>	<b>\$ 728,760</b>	<b>\$ 766,260</b>	<b>\$ 37,500</b>

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**DISBURSEMENT OPERATIONS**  
**11243**

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**PURPOSE**

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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**

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- 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.

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**DISBURSEMENT OPERATIONS**  
**11243**

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**COVID-19 RESPONSE**

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- 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.

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**FY 20-21 ACCOMPLISHMENTS**

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- 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 Electronic Funds Transfer (EFT) bill payment by twenty-five percent which decreased check-printing and postage costs and ensured timely payments.
- Through Planned Annual Continuing Education (PACE) 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.

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**FY 21-22 INITIATIVES**

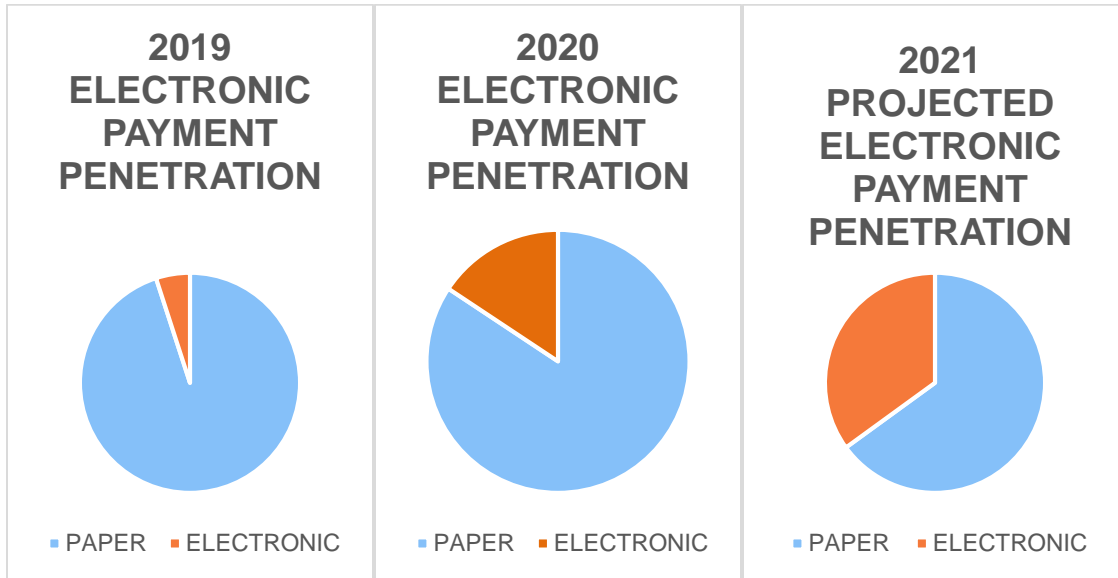
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- Cross train staff accountant for Payroll function to pool resources, ensure quality service and prevent service disruption.
- Continue to monitor decentralized Accounts Payable processing with a focus on timely payments to ensure the Town's Dun and 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.
- Further expand the use of EFT vendor payments to reduce postage and check processing costs.

**DISBURSEMENT OPERATIONS  
11243**

Strategic Plan relevance: 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	Adopted FY 21-22
Payroll Specialist	1	1	1
Fiscal Technician – Accounts Payable	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

**FY 21-22 BUDGET CHANGES**

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

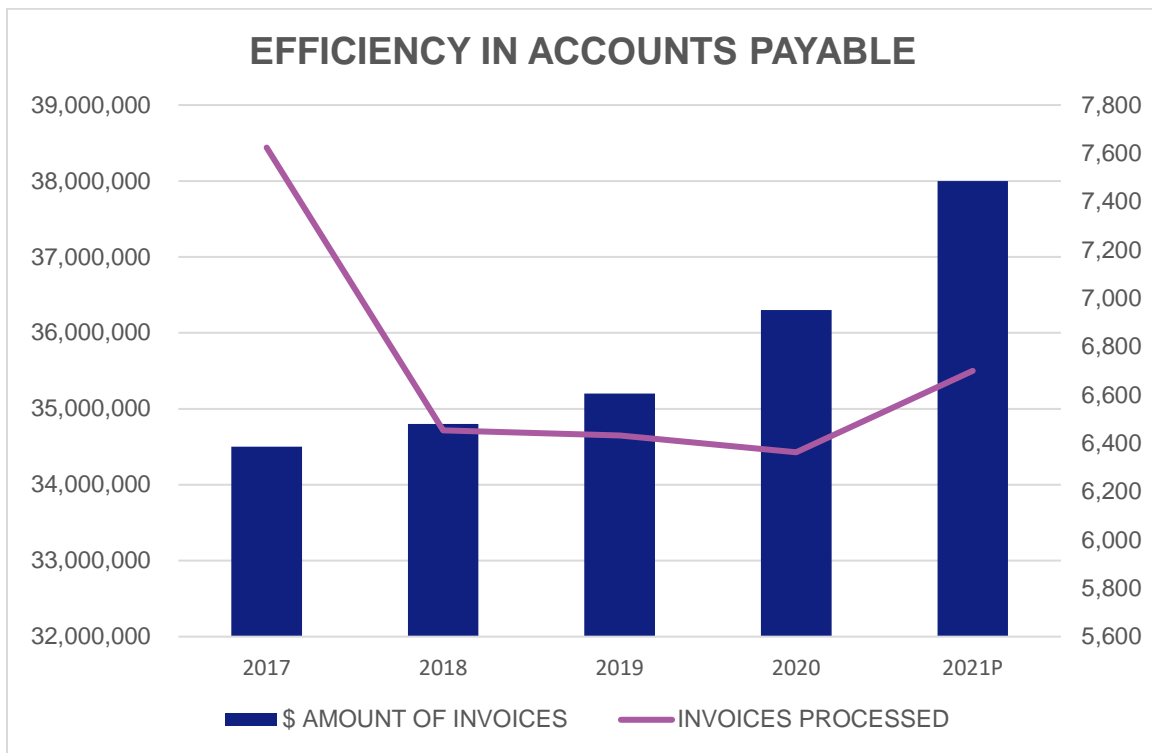
**DISBURSEMENT OPERATIONS  
11243**

- 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*

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



P - Projected

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

**DIVISION 11243  
NAME DISBURSEMENT OPERATIONS**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 134,223	\$ 135,460	\$ 135,460	\$ 138,520	\$ 3,060
41002 Overtime	1,547	-	-	3,000	3,000
41015 Performance Bonus	2,000	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>137,770</b>	<b>135,460</b>	<b>135,460</b>	<b>141,520</b>	<b>6,060</b>
42001 F.I.C.A.	10,297	10,360	10,360	10,610	250
42002 V.R.S.	11,819	15,710	15,710	16,000	290
42003 V.R.S. Life Insurance	1,760	1,800	1,800	1,780	(20)
42007 Health Insurance	14,944	13,820	13,820	14,940	1,120
42012 Cafeteria Plan Fees	129	60	60	130	70
42018 Employer Contributions: DC401A	5,366	5,380	5,380	5,330	(50)
42021 V.R.S. Hybrid 401A Match	2,523	2,400	2,400	2,500	100
42025 V.R.S. Hybrid Disability	380	390	390	380	(10)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>47,219</b>	<b>49,920</b>	<b>49,920</b>	<b>51,670</b>	<b>1,750</b>
43301 Equipment Maintenance Contracts	653	200	200	200	-
43308 Contracts/Services	14,362	12,000	12,000	12,000	-
<b>TOTAL PURCHASED SERVICES</b>	<b>15,014</b>	<b>12,200</b>	<b>12,200</b>	<b>12,200</b>	<b>-</b>
45203 Postal Services	2,712	2,000	2,000	2,000	-
45501 Mileage Reimbursement	50	100	100	100	-
45504 Conventions/Education	577	500	500	500	-
45801 Memberships/Dues	-	400	400	400	-
<b>TOTAL OTHER CHARGES</b>	<b>3,339</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>
46012 Books/Subscriptions	-	100	100	-	(100)
46015 Operational Supplies	1,997	2,000	2,000	2,000	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>1,997</b>	<b>2,100</b>	<b>2,100</b>	<b>2,000</b>	<b>(100)</b>
<b>TOTAL DISBURSEMENT OPERATIONS</b>	<b>\$ 205,339</b>	<b>\$ 202,680</b>	<b>\$ 202,680</b>	<b>\$ 210,390</b>	<b>\$ 7,710</b>



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**PURCHASING**  
**11253**

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**PURPOSE**

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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**

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- 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**

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- Worked with IT Director to import documents into DocuSign during COVID-19 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**

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- 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.

**PURCHASING  
11253**

- 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.

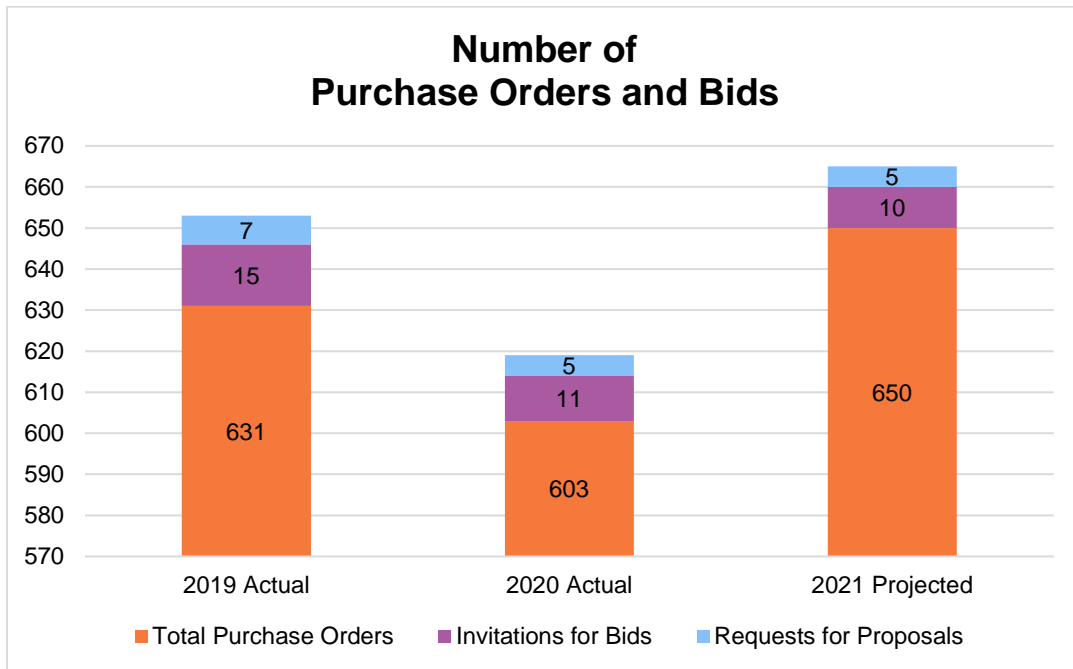
**FY 21-22 INITIATIVES**

- 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.

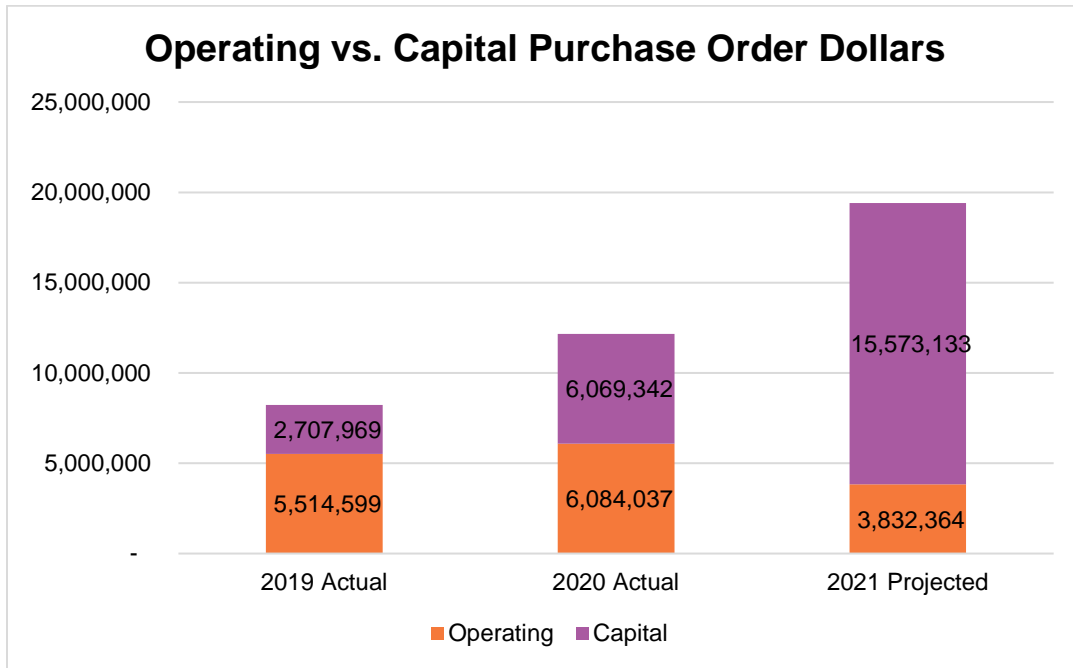
**PERFORMANCE MEASURES**

*Based on a calendar year*

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



**PURCHASING  
11253**



**PERSONNEL**

*Based on a fiscal year*

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Adopted FY 21-22
Purchasing Agent	1	1	1
Buyer	.63	.63*	0
<b>Total</b>	<b>1.63</b>	<b>1.63</b>	<b>1</b>

\*Unfunded in FY 20-21

**FY 21-22 BUDGET CHANGES**

- Move Buyer Position to Finance Administration Division in FY 21-22.
- Return budget dollars to pre-COVID-19 levels.

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

**DIVISION 11253  
NAME PURCHASING**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 97,270	\$ 104,340	\$ 104,340	\$ 110,430	\$ 6,090
41003 Regular Part Time with Benefits	5,075	-	-	-	-
41015 Performance Bonus	500	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>102,845</b>	<b>104,340</b>	<b>104,340</b>	<b>110,430</b>	<b>6,090</b>
42001 F.I.C.A.	7,613	7,750	7,750	7,970	220
42002 V.R.S.	10,395	11,760	11,760	13,210	1,450
42003 V.R.S. Life Insurance	1,276	1,390	1,390	1,420	30
42007 Health Insurance	7,863	7,910	7,910	7,910	-
42012 Cafeteria Plan Fees	42	-	-	60	60
42018 Employer Contributions: DC401A	3,889	3,900	3,900	4,250	350
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>31,078</b>	<b>32,710</b>	<b>32,710</b>	<b>34,820</b>	<b>2,110</b>
43601 Advertising	513	1,000	1,000	1,000	-
<b>TOTAL PURCHASED SERVICES</b>	<b>513</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
45404 Central Copier Charges	10	600	600	600	-
45501 Mileage Reimbursements	-	100	100	100	-
45504 Conventions/Education	-	500	500	2,000	1,500
45801 Memberships/Dues	3,315	4,000	4,000	3,500	(500)
<b>TOTAL OTHER CHARGES</b>	<b>3,325</b>	<b>5,200</b>	<b>5,200</b>	<b>6,200</b>	<b>1,000</b>
46015 Operational Supplies	105	1,500	1,500	1,000	(500)
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>105</b>	<b>1,500</b>	<b>1,500</b>	<b>1,000</b>	<b>(500)</b>
<b>TOTAL PURCHASING</b>	<b>\$ 137,866</b>	<b>\$ 144,750</b>	<b>\$ 144,750</b>	<b>\$ 153,450</b>	<b>\$ 8,700</b>

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**CENTRAL SERVICES**  
**11271**

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**PURPOSE**

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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**

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- 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**

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- 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.
- Designed the Budget book cover for Fiscal Year 2021.

**CENTRAL SERVICES  
11271**

- 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.

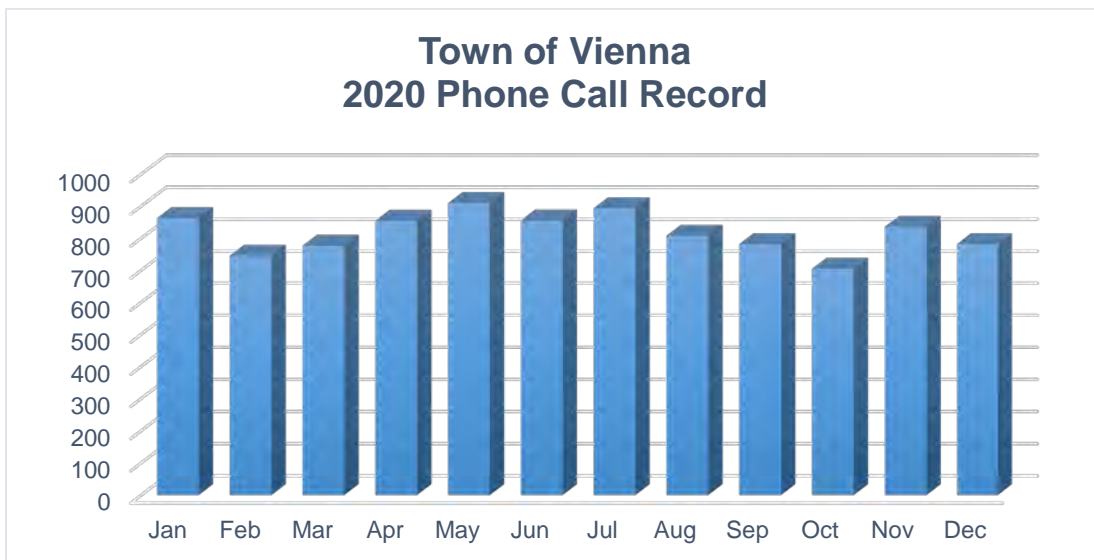
**FY 21-22 INITIATIVES**

- 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*

Strategic Plan relevance: Providing quality receptionist, switchboard and administrative support for the citizens that call and visit Town Hall makes Vienna a well- governed community.



**CENTRAL SERVICES  
11271**

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
Fiscal Technician I	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>

**FY 21-22 BUDGET CHANGES**

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

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

**DIVISION 11271  
NAME CENTRAL SERVICES**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	FY 21-22 ADOPTED	NET CHANGE
41001 Salaries and Wages	\$ 45,830	\$ 46,210	\$ 46,210	\$ 46,670	\$ 460
41002 Overtime	4	-	-	-	-
41004 Part Time without Benefits	251	-	-	-	-
41015 Performance Bonus	500	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>46,585</b>	<b>46,210</b>	<b>46,210</b>	<b>46,670</b>	<b>460</b>
42001 F.I.C.A.	3,432	3,540	3,540	3,580	40
42002 V.R.S.	4,317	5,360	5,360	5,360	-
42003 V.R.S. Life Insurance	601	620	620	620	-
42007 Health Insurance	7,863	17,780	17,780	7,780	(10,000)
42012 Cafeteria Plan Fees	-	60	60	60	-
42018 Employer Contributions:DC401A	1,832	1,830	1,830	1,830	-
42021 V.R.S. Hybrid 401A Match	579	490	490	490	-
42025 V.R.S. Hybrid Disability	242	250	250	250	-
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>18,866</b>	<b>29,930</b>	<b>29,930</b>	<b>19,970</b>	<b>(9,960)</b>
43308 Contracts/Services	2,252	2,400	2,400	2,300	(100)
<b>TOTAL PURCHASED SERVICES</b>	<b>2,252</b>	<b>2,400</b>	<b>2,400</b>	<b>2,300</b>	<b>(100)</b>
45203 Postal Services	52	-	100	100	100
45504 Conventions/Education	-	500	350	500	-
45801 Memberships/Dues	120	130	180	130	-
<b>TOTAL OTHER CHARGES</b>	<b>172</b>	<b>630</b>	<b>630</b>	<b>730</b>	<b>100</b>
46015 Operational Supplies	560	1,000	1,000	1,200	200
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>560</b>	<b>1,000</b>	<b>1,000</b>	<b>1,200</b>	<b>200</b>
<b>TOTAL CENTRAL SERVICES</b>	<b>\$ 68,434</b>	<b>\$ 80,170</b>	<b>\$ 80,170</b>	<b>\$ 70,870</b>	<b>\$ (9,300)</b>



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**CAPITAL – GRANT ACCOUNTANT**  
**11275**

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**PURPOSE**

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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**

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

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**CAPITAL – GRANT ACCOUNTANT  
11275**

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- 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**

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**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 NVTA, 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.
- Created spreadsheets to track funding and year-to-date expenditures by capital project. Assisted in identifying available funding sources for emergency or additional projects.

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**CAPITAL – GRANT ACCOUNTANT  
11275**

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- 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 20 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**

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- 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**

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
Capital-Grant Accountant	1	1*	.63*
<b>Total</b>	<b>1</b>	<b>1</b>	<b>.63*</b>

*\*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 (0.63 FTE) since the fall of 2019.
- Return budget dollars to pre-COVID-19 levels.

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

**DIVISION 11275  
NAME CAPITAL / GRANT AUDITOR**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	FY 21-22 ADOPTED	NET CHANGE
41001 Salaries and Wages	\$ 70,548	\$ -	\$ (95,450)	\$ -	\$ -
41003 Regular Part Time with Benefits	420	71,860	71,860	74,740	2,880
41004 Part Time without Benefits	47,333	-	-	-	-
41006 Annual Leave Liquidation	8,703	-	-	-	-
41015 Performance Bonus	500	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>127,505</b>	<b>71,860</b>	<b>(23,590)</b>	<b>74,740</b>	<b>2,880</b>
42001 F.I.C.A.	7,285	7,300	7,300	5,860	(1,440)
42002 V.R.S.	4,888	11,070	11,070	-	(11,070)
42003 V.R.S. Life Insurance	899	1,270	1,270	-	(1,270)
42007 Health Insurance	9,353	13,310	13,310	-	(13,310)
42018 Employer Contributions: DC401A	2,821	3,800	3,800	-	(3,800)
42021 V.R.S. Hybrid 401A Match	2,899	1,790	1,790	-	(1,790)
42025 V.R.S. Hybrid Disability	362	520	520	-	(520)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>28,507</b>	<b>39,060</b>	<b>39,060</b>	<b>5,860</b>	<b>(33,200)</b>
45203 Postal Services	19	100	100	100	-
45404 Central Copier Charges	350	200	200	200	-
45501 Mileage Reimbursement	-	100	100	100	-
45504 Conventions/Education	-	500	500	500	-
<b>TOTAL OTHER CHARGES</b>	<b>369</b>	<b>900</b>	<b>900</b>	<b>900</b>	<b>-</b>
46015 Operational Supplies	57	400	400	400	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>57</b>	<b>400</b>	<b>400</b>	<b>400</b>	<b>-</b>
49207 Transfer To Capital Project Fund	(5,895)	(20,000)	(20,000)	(20,000)	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(5,895)</b>	<b>(20,000)</b>	<b>(20,000)</b>	<b>(20,000)</b>	<b>-</b>
<b>TOTAL CAPITAL/GRANT AUDITOR</b>	<b><u>\$ 150,543</u></b>	<b><u>\$ 92,220</u></b>	<b><u>\$ (3,230)</u></b>	<b><u>\$ 61,900</u></b>	<b><u>\$ (30,320)</u></b>

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POLICE

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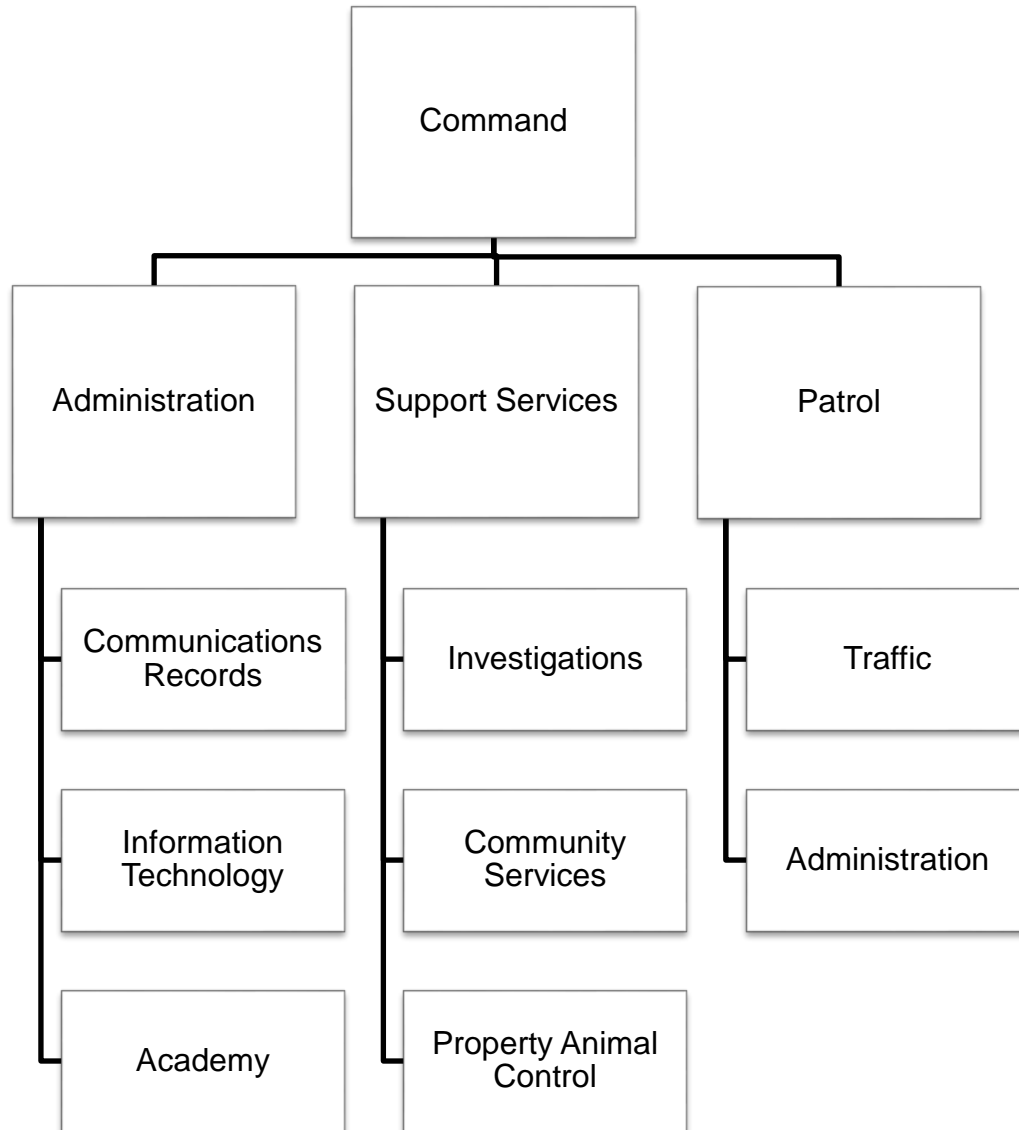
**Mission**

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



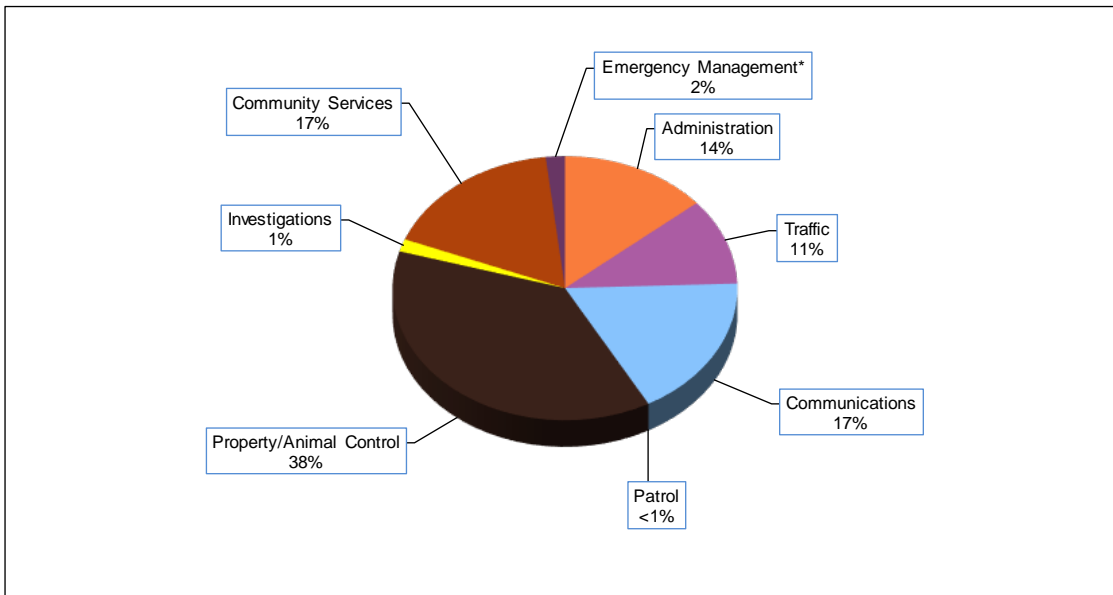
**POLICE**



**POLICE**

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Adopted	Net Change
Administration	862,046	948,870	886,594	877,920	952,510	3,640
Traffic	644,948	731,110	731,110	716,600	730,050	-1,060
Communications	1,196,564	1,217,040	1,217,040	1,207,890	1,205,190	-11,850
Emergency Management*	1,062,871	0	1,833,522	1,743,662	0	0
Patrol	2,363,684	2,652,580	2,591,280	2,652,840	2,583,290	-69,290
Property/Animal Control	102,528	103,180	103,180	101,190	105,020	1,840
Investigations	1,182,539	1,167,270	1,176,723	1,148,300	1,182,460	15,190
Community Services	124,996	121,420	121,470	117,490	123,150	1,730
<b>Police</b>	<b>7,540,176</b>	<b>6,941,470</b>	<b>8,660,919</b>	<b>8,565,892</b>	<b>6,881,670</b>	<b>-59,800</b>

\*Future funding





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**ADMINISTRATION DIVISION**  
**13110**

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**PURPOSE**

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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**

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- 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**

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- Led COVID 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**

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

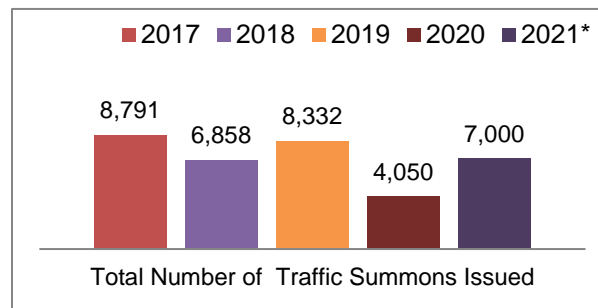
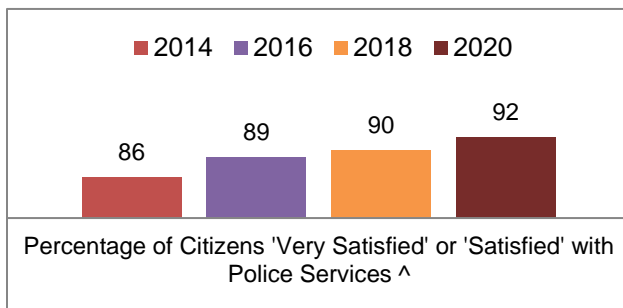
**ADMINISTRATION DIVISION  
13110**

**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 17-18	Adopted FY 18-19	Proposed FY 19-20
Chief of Police	1	1	1
Deputy Chief of Police	1	1	1
Administrative Assistant II	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>

**FY 21-22 BUDGET CHANGES**

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

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

**DIVISION 13110  
NAME POLICE ADMINISTRATION**

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
41001 Salaries and Wages	\$ 418,611	\$ 396,180	\$ 396,180	\$ 408,040	\$ 11,860
41002 Overtime	556	-	-	-	-
41008 Annual Leave Cash-In	8,769	-	-	-	-
41015 Performance Bonus	1,000	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>428,936</b>	<b>396,180</b>	<b>396,180</b>	<b>408,040</b>	<b>11,860</b>
42001 F.I.C.A.	30,409	27,560	27,560	31,210	3,650
42002 V.R.S.	44,560	41,790	41,790	47,790	6,000
42003 V.R.S. Life Insurance	5,471	5,270	5,270	5,150	(120)
42004 Local Pension Plan	14,591	15,400	15,400	31,440	16,040
42005 Police Pension	14,921	16,240	16,240	16,000	(240)
42007 Health Insurance	39,499	52,980	52,980	32,980	(20,000)
42010 Clothing Allowance	21,508	41,000	34,000	25,000	(16,000)
42012 Cafeteria Plan Fees	80	-	-	60	60
42018 Employer Contributions:DC401A	6,910	6,930	6,930	7,140	210
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>177,949</b>	<b>207,170</b>	<b>200,170</b>	<b>196,770</b>	<b>(10,400)</b>
43101 Consulting Services	1,900	5,500	5,500	5,500	-
43106 Translation Services	1,162	2,000	2,000	2,000	-
43301 Equipment Maintenance Contracts	-	1,000	1,000	1,000	-
43303 Software Maintenance Contract	-	-	-	46,900	46,900
43304 H/AC Maintenance Contract	6,882	6,500	6,500	6,500	-
43307 Repair/Maintenance Services	2,149	5,000	5,000	5,000	-
43308 Contracts/Services	14,504	29,000	21,300	29,000	-
43702 Janitorial/Custodial Service	-	-	-	-	-
<b>TOTAL PURCHASED SERVICES</b>	<b>26,596</b>	<b>49,000</b>	<b>41,300</b>	<b>95,900</b>	<b>46,900</b>
45101 Electricity	31,108	29,720	21,720	5,000	(24,720)
45102 Natural Gas	3,490	4,000	1,750	2,000	(2,000)
45104 Water/Sewer Service	5,391	960	960	960	-
45202 Long Distance Service	-	-	-	-	-
45203 Postal Services	790	1,500	1,500	1,500	-
45402 Equipment Rental	2,778	8,700	4,240	5,400	(3,300)
45404 Central Copier Charges	449	200	2,000	2,000	1,800
45801 Memberships/Dues	530	1,200	1,200	2,700	1,500
<b>TOTAL OTHER CHARGES</b>	<b>44,534</b>	<b>46,280</b>	<b>33,370</b>	<b>19,560</b>	<b>(26,720)</b>
46001 Office Supplies	4,276	6,700	6,700	6,700	-
46007 Repair/Maintenance Supplies	94	5,000	5,000	5,000	-
46008 Vehicle/Equipment Fuels	55,910	55,000	49,500	55,000	-
46009 Vehicle/Equip Maintenance Supplies	9,063	20,040	16,540	20,040	-
46010 Police Supplies	14,732	42,000	38,500	30,000	(12,000)
46011 Uniforms/Safety Apparel	14,887	24,400	24,400	24,400	-
46012 Books/Subscriptions	538	600	600	600	-
46015 Operational Supplies	6,130	8,000	7,000	8,000	-
46019 Other Supplies	35,466	12,000	12,084	12,000	-
46022 Range Supplies	8,482	18,000	13,000	18,000	-
46031 Tires And Tubes	2,680	6,500	6,500	6,500	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>152,257</b>	<b>198,240</b>	<b>179,824</b>	<b>186,240</b>	<b>(12,000)</b>
47201 Training Programs	5,747	16,000	11,000	16,000	-
47230 Gang Task Force	25,000	25,000	16,500	25,000	-
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>30,747</b>	<b>41,000</b>	<b>27,500</b>	<b>41,000</b>	<b>-</b>

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

**DIVISION 13110  
NAME POLICE ADMINISTRATION**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
48102 Furniture/Fixture Replacement	200	4,000	1,000	2,000	(2,000)
48201 Additional Machine/Equipment	826	3,000	5,500	3,000	-
48299 Equipment Reserve	-	4,000	1,750	-	(4,000)
<b>TOTAL CAPITAL OUTLAY</b>	<b>1,026</b>	<b>11,000</b>	<b>8,250</b>	<b>5,000</b>	<b>(6,000)</b>
<b>TOTAL POLICE ADMINISTRATION</b>	<b><u>\$ 862,046</u></b>	<b><u>\$ 948,870</u></b>	<b><u>\$ 886,594</u></b>	<b><u>\$ 952,510</u></b>	<b><u>\$ 3,640</u></b>

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**TRAFFIC DIVISION**  
**13130**

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**PURPOSE**

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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**

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- 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.

**COVID-19 RESPONSE**

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- 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**

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- Completed another successful year of additional traffic and DWI enforcement through the use of the DMV Grant.
- Stayed actively engaged with the Interstate 66 (I-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.

**FY 21-22 INITIATIVES**

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- Monitor I-66 project, staff to maintain traffic flow and safety utilizing VDOT funded overtime as necessary.
- Continue efforts in traffic calming through education and enforcement throughout Town.

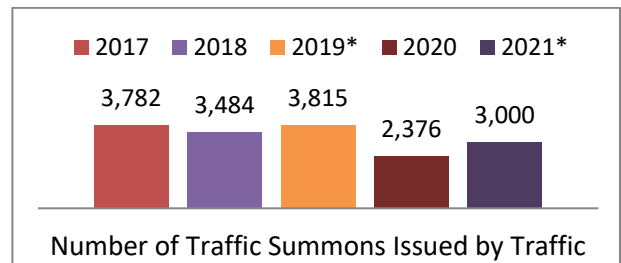
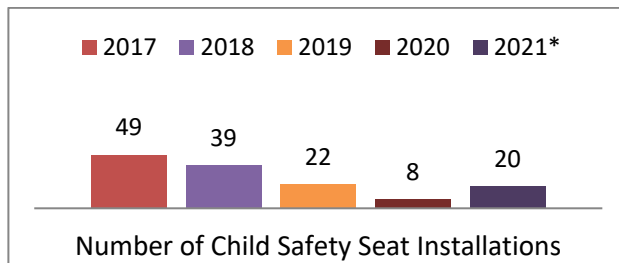
**TRAFFIC DIVISION  
13130**

- Continue work with DMV grants for speed and DUI enforcement.
- Recover traffic enforcement effort throughout Town.

**PERFORMANCE MEASURES**

*Based on calendar year data*

Strategic Plan relevance: 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	Adopted FY 21-22
Sergeant	1	1	1
Police Officers	5	5	5
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>

**FY 21-22 BUDGET CHANGES**

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

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

**DIVISION 13130  
NAME TRAFFIC**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	FY 21-22 ADOPTED	NET CHANGE
41001 Salaries and Wages	\$ 419,330	\$ 488,410	\$ 488,410	\$ 489,940	\$ 1,530
41002 Overtime	33,165	39,010	39,010	39,010	-
41007 Holiday Pay	29,105	23,690	23,690	23,690	-
41008 Annual Leave Cash-In	4,688	-	-	-	-
41011 Non-Exempt Comp time Liquid.	-	-	-	-	-
41015 Performance Bonus	3,500	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>489,789</b>	<b>551,110</b>	<b>551,110</b>	<b>552,640</b>	<b>1,530</b>
42001 F.I.C.A.	35,808	40,870	40,870	36,200	(4,670)
42002 V.R.S.	50,578	56,660	56,660	58,580	1,920
42003 V.R.S. Life Insurance	6,079	6,540	6,540	6,800	260
42005 Police Pension	21,475	28,430	28,430	28,400	(30)
42007 Health Insurance	36,718	38,370	38,370	38,370	-
42010 Clothing Allowance	1,727	-	-	-	-
42012 Cafeteria Plan Fees	59	130	130	60	(70)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>152,444</b>	<b>171,000</b>	<b>171,000</b>	<b>168,410</b>	<b>(2,590)</b>
46015 Operational Supplies	2,715	8,000	8,000	8,000	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>2,715</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>-</b>
48103 Comm Equipment Replacement	-	1,000	1,000	1,000	-
48111 Bicycle Equipment Replace	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
<b>TOTAL TRAFFIC</b>	<b>\$ 644,948</b>	<b>\$ 731,110</b>	<b>\$ 731,110</b>	<b>\$ 730,050</b>	<b>\$ (1,060)</b>

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**COMMUNICATION DIVISION**  
**13140**

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**PURPOSE**

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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 and hardware equipment.

**ACTIVITIES / PRODUCTS / SERVICES**

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- 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.

**COVID-19 RESPONSE**

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- Provided Town residents with information on reporting COVID-19 related violations.
- Maintain database of COVID-19 related addresses so officers would be aware when responding.



**COMMUNICATION DIVISION  
13140**

**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.

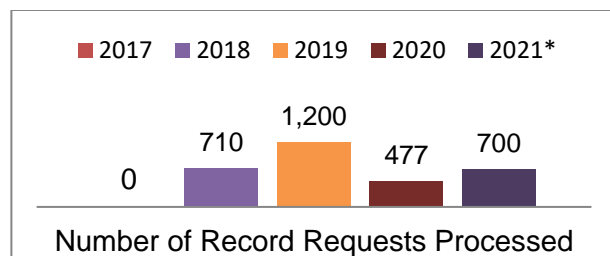
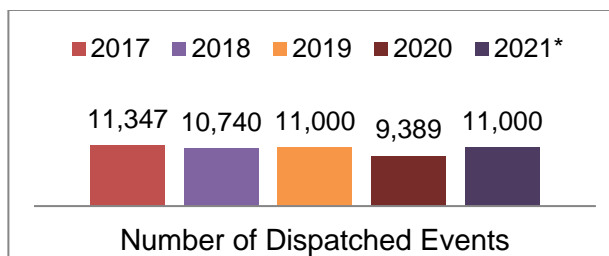
**FY 21-22 INITIATIVES**

- 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.

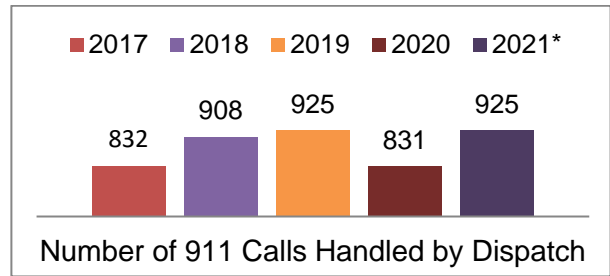
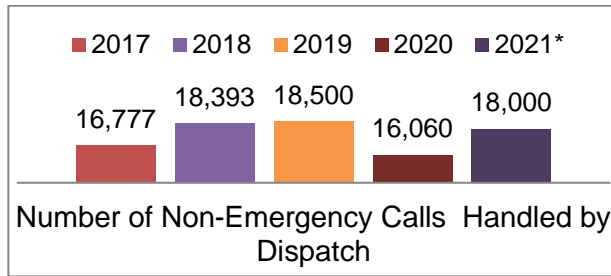
**PERFORMANCE MEASURES**

*Based on calendar year data*

Strategic Plan Relevance: 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.



**COMMUNICATION DIVISION  
13140**



\*PROJECTED

**PERSONNEL**

*Based on a fiscal year*

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Adopted FY 21-22
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
<b>Total</b>	<b>10</b>	<b>10</b>	<b>10</b>

**FY 21-22 BUDGET CHANGES**

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

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

**DIVISION 13140  
NAME COMMUNICATIONS**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	FY 21-22 ADOPTED	NET CHANGE
41001 Salaries and Wages	\$ 666,868	\$ 713,740	\$ 713,740	\$ 707,000	\$ (6,740)
41002 Overtime	71,485	53,410	53,410	53,410	-
41004 Part Time without Benefits	-	-	-	-	-
41006 Annual Leave Liquidation	5,965	-	-	-	-
41007 Holiday Pay	25,889	20,600	20,600	20,600	-
41008 Annual Leave Cash-In	6,802	-	-	-	-
41011 Non-Exempt Comp time Liquid.	3,360	-	-	-	-
41015 Performance Bonus	5,500	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>785,869</b>	<b>787,750</b>	<b>787,750</b>	<b>781,010</b>	<b>(6,740)</b>
42001 F.I.C.A.	57,480	58,930	58,930	54,090	(4,840)
42002 V.R.S.	70,853	82,790	82,790	82,880	90
42003 V.R.S. Life Insurance	8,968	9,520	9,520	9,270	(250)
42004 Local Pension Plan	19,658	20,690	20,690	25,540	4,850
42005 Police Pension	17,692	18,760	18,760	21,160	2,400
42007 Health Insurance	92,312	94,320	94,320	84,320	(10,000)
42010 Clothing Allowance	3,040	-	-	-	-
42012 Cafeteria Plan Fees	133	60	60	130	70
42018 Employer Contributions:DC401A	14,613	15,380	15,380	15,230	(150)
42021 V.R.S. Hybrid 401A Match	2,213	1,800	1,800	1,800	-
42025 V.R.S. Hybrid Disability	533	540	540	760	220
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>287,494</b>	<b>302,790</b>	<b>302,790</b>	<b>295,180</b>	<b>(7,610)</b>
43301 Equipment Maintenance Contracts	92,293	89,500	89,500	92,000	2,500
43306 Radio Maintenance Contracts	12,861	16,500	16,500	16,500	-
43309 Cell Phone Expense	15,547	18,000	18,000	18,000	-
43801 Services From Other Government	2,500	2,500	2,500	2,500	-
<b>TOTAL PURCHASED SERVICES</b>	<b>123,201</b>	<b>126,500</b>	<b>126,500</b>	<b>129,000</b>	<b>2,500</b>
<b>TOTAL COMMUNICATIONS</b>	<b><u>\$ 1,196,564</u></b>	<b><u>\$ 1,217,040</u></b>	<b><u>\$ 1,217,040</u></b>	<b><u>\$ 1,205,190</u></b>	<b><u>\$ (11,850)</u></b>

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**EMERGENCY MANAGEMENT**  
**13150**

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**PURPOSE**

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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**

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- 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**

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- 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**

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- 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.

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**EMERGENCY MANAGEMENT  
13150**

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

**FY 21-22 INITIATIVES**

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

**PERSONNEL**

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- None specifically assigned.

**FY 21-22 BUDGET CHANGES.**

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- Unfunded division.

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

**DIVISION 13150  
NAME EMERGENCY MANAGEMENT**

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 648,458	\$ -	\$ 152,510	\$ -	\$ -
41002 Overtime	47,985	-	11,860	-	-
41004 Part Time without Benefits	20,451	-	53,190	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>716,894</b>	<b>-</b>	<b>217,560</b>	<b>-</b>	<b>-</b>
42001 F.I.C.A.	53,312	-	7,162	-	-
42009 Unemployment Ins	-	-	18,700	-	-
42010 Clothing Allowance	-	-	-	-	-
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>53,312</b>	<b>-</b>	<b>25,862</b>	<b>-</b>	<b>-</b>
43101 Consulting Services	-	-	12,000	-	-
43102 Legal Svces	33,171	-	5,580	-	-
43103 Acct G/ Audit Svces	-	-	3,000	-	-
43308 Contract/ Services	122,798	-	170,410	-	-
43309 Cell Phone Expense	448	-	1,930	-	-
43501 Printing/ Binding Svces	165	-	-	-	-
<b>TOTAL PURCHASED SERVICES</b>	<b>156,582</b>	<b>-</b>	<b>192,920</b>	<b>-</b>	<b>-</b>
45203 Postal Services	2,264	-	-	-	-
45314 Covid Supplies	84,075	-	123,050	-	-
45501 Mileage Reimbursement	-	-	-	-	-
45602 Contributions Business	-	-	1,000,000	-	-
45603 Contributions Resident	-	-	50,000	-	-
<b>TOTAL OTHER CHARGES</b>	<b>86,339</b>	<b>-</b>	<b>1,173,050</b>	<b>-</b>	<b>-</b>
46005 Janitorial Supplies	-	-	36,120	-	-
46015 Operational Supplies	15,682	-	17,870	-	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>15,682</b>	<b>-</b>	<b>53,990</b>	<b>-</b>	<b>-</b>
47306 RAD Program	-	-	-	-	-
47710 Donation Funded Programs	-	-	-	-	-
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
48201 Additional Mach/ Equipmt	34,062	-	170,140	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>34,062</b>	<b>-</b>	<b>170,140</b>	<b>-</b>	<b>-</b>
<b>TOTAL EMERGENCY MANAGEMENT</b>	<b>\$ 1,062,871</b>	<b>\$ -</b>	<b>\$ 1,833,522</b>	<b>\$ -</b>	<b>\$ -</b>

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**PATROL DIVISION**  
**13180**

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**PURPOSE**

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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**

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- 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.

**COVID-19 RESPONSE**

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- Developed tele-serve procedures to safely handle information only type calls by phoning the complainant and obtaining all the needed information.
- Provided weekly COVID-19 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-19 training.
- Developed and implemented court opening procedures.

**FY 20-21 ACCOMPLISHMENTS**

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- 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-19 shutdown of courts.
- Managed local demonstrations by assisting organizers in planning safe events.
- Moved operations to alternate police location.

**FY 21-22 INITIATIVES**

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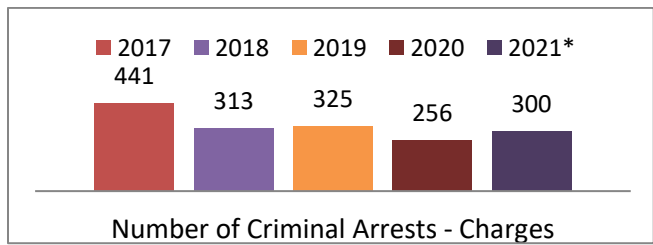
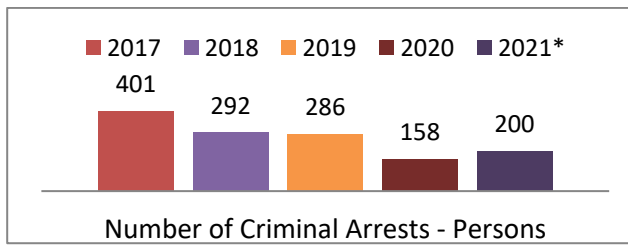
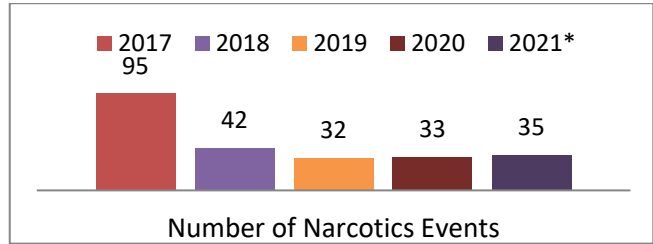
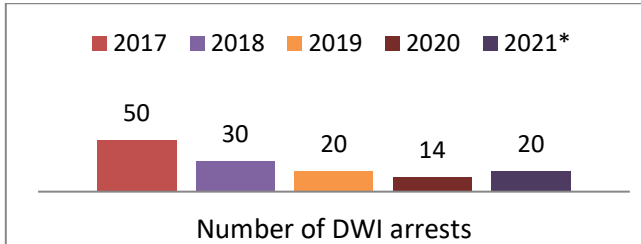
- Complete Field Training of new officers.
- Continue community outreach.
- Recover from COVID-19 impact to patrol operations.
- Conduct response to resistance training.
- Use technology to bring new training to officers.
- Increase membership on bike team.

**PATROL DIVISION  
13180**

**PERFORMANCE MEASURES**

*Based on calendar year data*

Strategic Plan relevance: 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	Adopted FY 21-22
Lieutenant	1	1	1
Sergeant	4	4	4
Officers	16	16	16
<b>Total</b>	<b>21</b>	<b>21</b>	<b>21</b>

**FY 21-22 BUDGET CHANGES**

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



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

**DIVISION 13180  
NAME PATROL**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 1,446,619	\$ 1,714,790	\$ 1,714,790	\$ 1,687,850	\$ (26,940)
41002 Overtime	140,044	135,080	145,080	135,080	-
41006 Annual Leave Liquidation	12,280	-	-	-	-
41007 Holiday Pay	99,755	75,190	75,190	75,190	-
41008 Annual Leave Cash-In	4,077	-	-	-	-
41011 Non-Exempt Comp time Liquid.	5,396	-	-	-	-
41015 Performance Bonus	7,500	-	-	-	-
41020 Transfer of Budgeted Salary	-	-	(71,300)	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>1,715,671</b>	<b>1,925,060</b>	<b>1,863,760</b>	<b>1,898,120</b>	<b>(26,940)</b>
42001 F.I.C.A.	126,585	141,310	141,310	145,240	3,930
42002 V.R.S.	170,979	200,600	200,600	193,700	(6,900)
42003 V.R.S. Life Insurance	20,994	22,810	22,810	20,260	(2,550)
42005 Police Pension	132,683	183,460	183,460	183,460	-
42007 Health Insurance	192,101	179,150	179,150	142,380	(36,770)
42010 Clothing Allowance	4,560	-	-	-	-
42012 Cafeteria Plan Fees	112	190	190	130	(60)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>648,014</b>	<b>727,520</b>	<b>727,520</b>	<b>685,170</b>	<b>(42,350)</b>
<b>TOTAL PATROL</b>	<b><u>\$ 2,363,684</u></b>	<b><u>\$ 2,652,580</u></b>	<b><u>\$ 2,591,280</u></b>	<b><u>\$ 2,583,290</u></b>	<b><u>\$ (69,290)</u></b>

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**PROPERTY AND ANIMAL CONTROL DIVISION**  
**13181**

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**PURPOSE**

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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**

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- 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.

**COVID -19 RESPONSE**

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- Assisted in locating and ordering PPE supplies for the department.
- Developed COVID-19 safe evidence handling procedures for officers.

**FY 21-22 ACCOMPLISHMENTS**

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- 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.

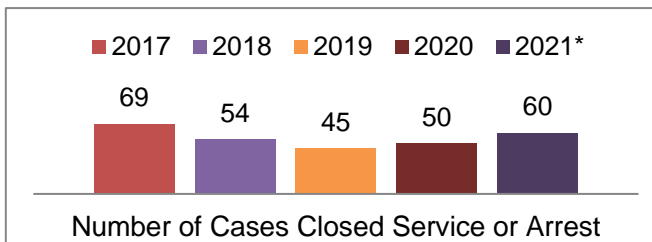
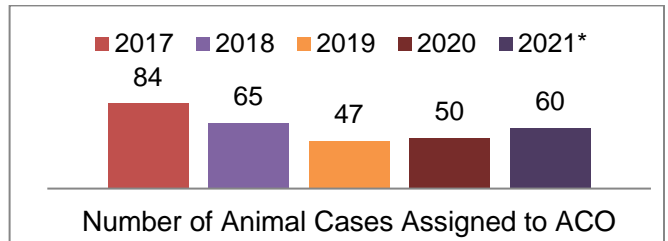
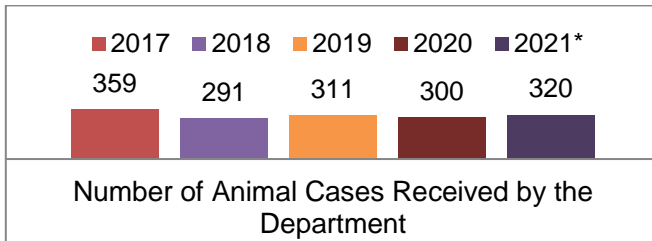
**FY 21-22 INITIATIVES**

- 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 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*

Strategic Plan relevance: 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 protected.



\*PROJECTED

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**PROPERTY AND ANIMAL CONTROL DIVISION**  
**13181**

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**PERSONNEL***Based on a fiscal year*

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

**FY 21-22 BUDGET CHANGES**

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

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

**DIVISION 13181  
NAME PERSONAL/PROPERTY/ANIMAL CONTROL**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 71,957	\$ 72,460	\$ 72,460	\$ 74,270	\$ 1,810
41002 Overtime	4,505	4,630	4,630	4,630	-
41015 Performance Bonus	500	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>76,961</b>	<b>77,090</b>	<b>77,090</b>	<b>78,900</b>	<b>1,810</b>
42001 F.I.C.A.	5,814	5,930	5,930	5,510	(420)
42002 V.R.S.	7,690	8,410	8,410	8,880	470
42003 V.R.S. Life Insurance	944	960	960	960	-
42007 Health Insurance	7,863	7,910	7,910	7,910	-
42010 Clothing Allowance	380	-	-	-	-
42018 Employer Contributions:DC401A	2,877	2,880	2,880	2,860	(20)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>25,567</b>	<b>26,090</b>	<b>26,090</b>	<b>26,120</b>	<b>30</b>
<b>TOTAL PERS/PROP/ANML CONTROL</b>	<b>\$ 102,528</b>	<b>\$ 103,180</b>	<b>\$ 103,180</b>	<b>\$ 105,020</b>	<b>\$ 1,840</b>

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**CRIMINAL INVESTIGATIONS DIVISION**  
**13182**

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**PURPOSE**

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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**

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- 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**

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- 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**

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- 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**

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- 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.

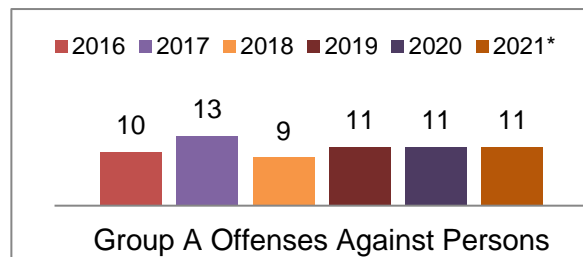
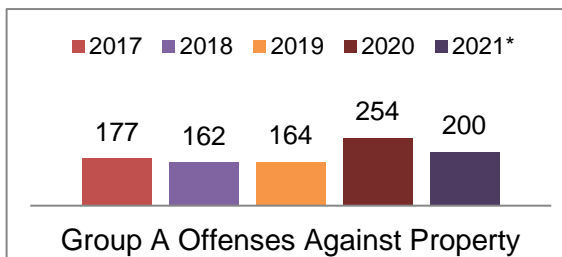
**CRIMINAL INVESTIGATIONS DIVISION  
13182**

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

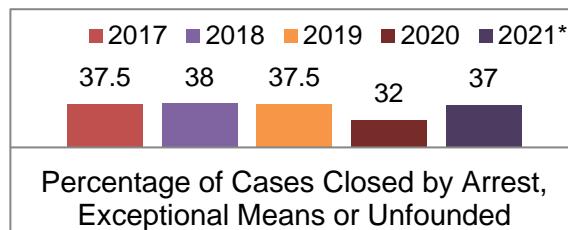
**PERFORMANCE MEASURES**

*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 16-17	Adopted FY 17-18	Proposed FY 18-19
Lieutenant	1	1	1
Sergeant	1	1	1
Detectives	7	7	7
<b>Total</b>	<b>9</b>	<b>9</b>	<b>9</b>

**FY 21-22 BUDGET CHANGES**

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

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

**DIVISION 13182  
NAME INVESTIGATIONS**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 735,013	\$ 743,110	\$ 743,110	\$ 767,600	\$ 24,490
41002 Overtime	99,052	82,350	82,350	99,000	16,650
41006 Annual Leave Liquidation	-	-	-	-	-
41008 Annual Leave Cash-In	7,676	-	-	-	-
41015 Performance Bonus	6,000	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>847,742</b>	<b>825,460</b>	<b>825,460</b>	<b>866,600</b>	<b>41,140</b>
42001 F.I.C.A	62,260	64,400	64,400	66,360	1,960
42002 V.R.S.	79,102	85,780	85,780	73,920	(11,860)
42003 V.R.S. Life Insurance	9,709	9,880	9,880	7,960	(1,920)
42005 Police Pension	61,557	81,820	81,820	88,160	6,340
42007 Health Insurance	102,051	90,800	90,800	70,400	(20,400)
42010 Clothing Allowance	5,650	-	-	-	-
42012 Cafeteria Plan Fees	93	130	130	60	(70)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>320,423</b>	<b>332,810</b>	<b>332,810</b>	<b>306,860</b>	<b>(25,950)</b>
45401 Vehicle Lease/Rental	14,375	9,000	18,453	9,000	-
<b>TOTAL OTHER CHARGES</b>	<b>14,375</b>	<b>9,000</b>	<b>18,453</b>	<b>9,000</b>	<b>-</b>
<b>TOTAL INVESTIGATION</b>	<b><u>\$ 1,182,539</u></b>	<b><u>\$ 1,167,270</u></b>	<b><u>\$ 1,176,723</u></b>	<b><u>\$ 1,182,460</u></b>	<b><u>\$ 15,190</u></b>



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**PUBLIC INFORMATION / COMMUNITY SERVICES DIVISION**  
**13185**

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**PURPOSE**

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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**

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- 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.

**COVID-19 RESPONSE**

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- Helped provide timely information about the changes of police service to the community because of the pandemic.
- Organized and supported COVID-19 friendly events such as drive by birthday parties.
- Served as the liaison to community groups seeking to help / support officers.

**FY 20-21 ACCOMPLISHMENTS**

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- 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.
- Continued to offer training in the RAD for citizens (limited).
- Provided social media information to the community.

**PUBLIC INFORMATION / COMMUNITY SERVICES DIVISION  
13185**

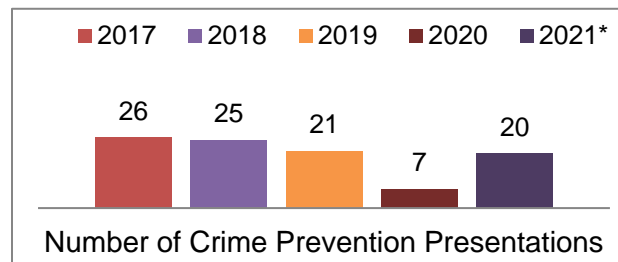
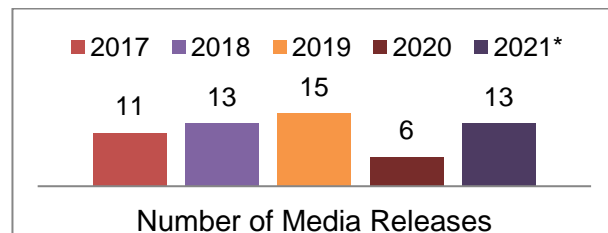
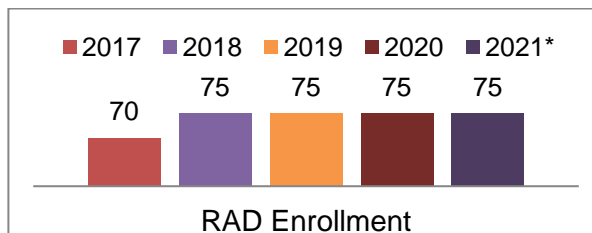
**FY 21-22 INITIATIVES**

- 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*

Strategic Plan relevance: The Safe Community 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	Adopted FY 21-22
Police Officer	1	1	1
Auxiliary Officer Positions(Volunteer)	2 of 10	2 of 10	2 of 10
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>

**FY 21-22 BUDGET CHANGES**

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

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

**DIVISION 13185  
NAME COMMUNITY SERVICES**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 81,096	\$ 81,310	\$ 81,310	\$ 83,380	\$ 2,070
41002 Overtime	578	4,180	4,180	4,180	-
41008 Annual Leave Cash-In	-	-	-	-	-
41015 Performance Bonus	500	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>82,174</b>	<b>85,490</b>	<b>85,490</b>	<b>87,560</b>	<b>2,070</b>
42001 F.I.C.A.	6,247	5,930	5,930	6,190	260
42002 V.R.S.	8,633	8,560	8,560	8,810	250
42003 V.R.S. Life Insurance	1,060	1,080	1,080	1,070	(10)
42005 Police Pension	6,721	8,880	8,880	8,040	(840)
42007 Health Insurance	7,863	7,910	7,910	7,910	-
42010 Clothing Allowance	1,130	730	730	730	-
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>31,654</b>	<b>33,090</b>	<b>33,090</b>	<b>32,750</b>	<b>(340)</b>
47306 R.A.D. Program	1,296	1,420	1,420	1,420	-
47710 Donation Funded Programs	9,872	1,420	1,470	1,420	-
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>11,168</b>	<b>2,840</b>	<b>2,890</b>	<b>2,840</b>	<b>-</b>
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$ 124,996</b>	<b>\$ 121,420</b>	<b>\$ 121,470</b>	<b>\$ 123,150</b>	<b>\$ 1,730</b>

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**FIRE AND RESCUE**

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**FIRE AND RESCUE**

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



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**VOLUNTEER FIRE  
13220**

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**PURPOSE**

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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**

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

**BUDGET CHANGES**

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

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

**DIVISION 13220  
NAME VOLUNTEER FIRE DEPARTMENT**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
45601 Contributions	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
TOTAL OTHER CHARGES	10,000	10,000	10,000	10,000	-
47208 State Fire Program Funds	57,135	57,000	57,000	57,000	-
TOTAL PROGRAMS AND SERVICES	57,135	57,000	57,000	57,000	-
<b>TOTAL VOLUNTEER FIRE DEP</b>	<u>\$ 67,135</u>	<u>\$ 67,000</u>	<u>\$ 67,000</u>	<u>\$ 67,000</u>	<u>\$ -</u>

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**PUBLIC WORKS**

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**Mission**

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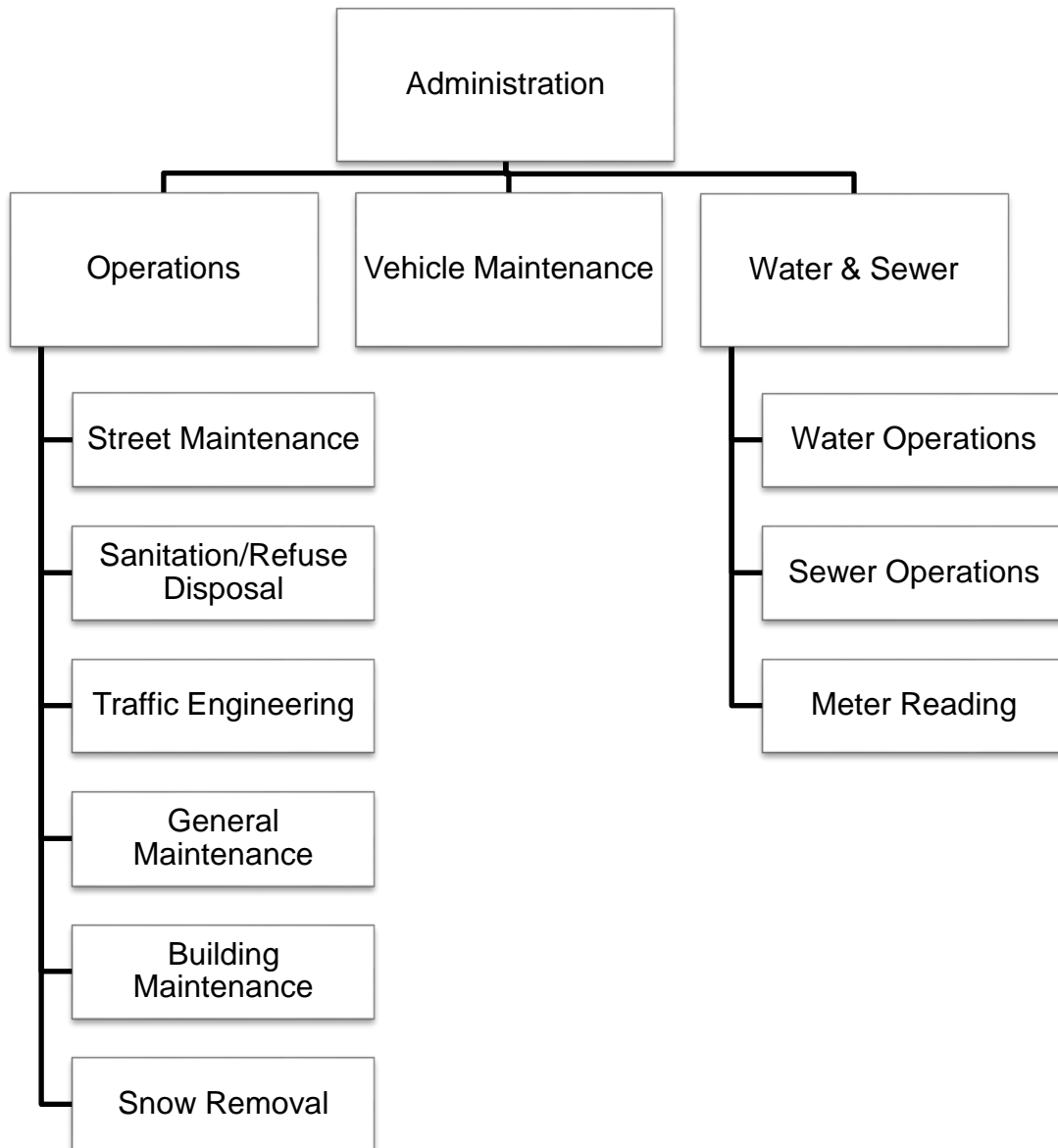
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The mission of the Department of Public Works (DPW) is to maintain infrastructure and provide citizens with a safe, attractive and healthy Town in which to live and work.



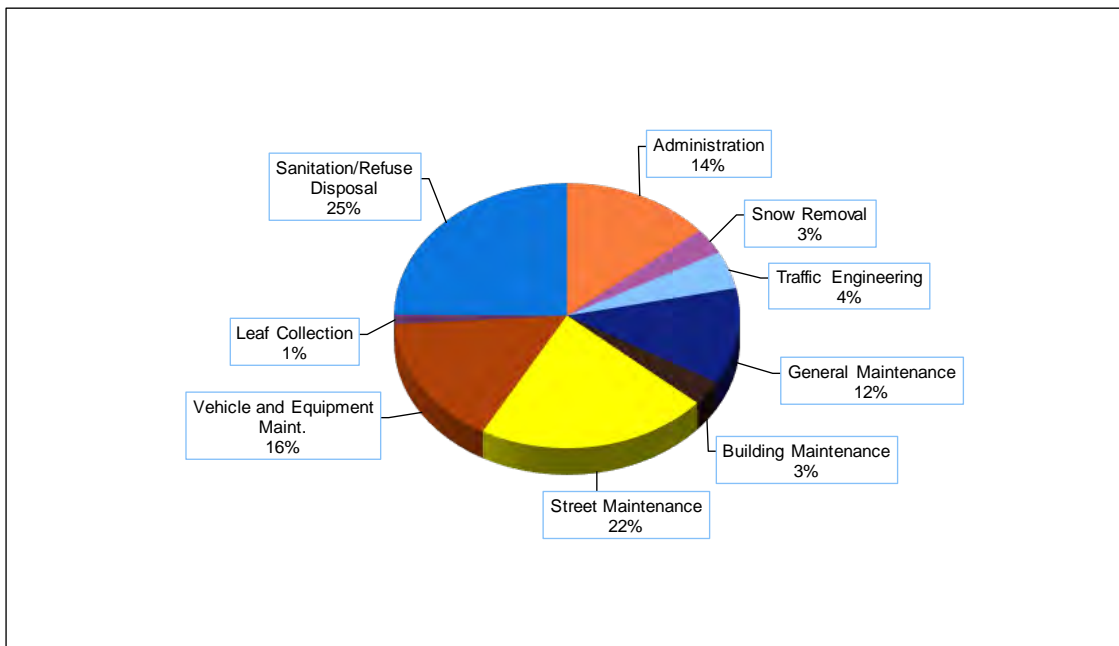


**PUBLIC WORKS**



**PUBLIC WORKS**

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Adopted	Net Change
Administration	1,071,554	960,780	973,623	833,823	1,115,200	154,420
Street Maintenance	1,410,248	1,484,360	1,440,160	1,479,030	1,736,480	252,120
General Maintenance	1,034,703	945,640	935,640	938,790	944,070	-1,570
Snow Removal	49,507	185,400	225,400	197,270	255,650	70,250
Traffic Engineering	305,688	331,830	403,115	335,520	367,100	35,270
Vehicle and Equipment Maint.	1,152,322	1,230,160	1,209,260	1,191,170	1,271,260	41,100
Sanitation/Refuse Disposal	1,925,380	1,959,710	1,960,240	1,913,850	1,995,970	36,260
Leaf Collection	25,986	53,840	89,140	68,500	95,720	41,880
Building Maintenance	243,208	230,320	226,338	211,499	241,670	11,350
<b>Public Works</b>	<b>7,218,596</b>	<b>7,382,040</b>	<b>7,462,916</b>	<b>7,169,451</b>	<b>8,023,120</b>	<b>641,080</b>



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**ADMINISTRATION**  
**14110**

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**PURPOSE**

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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**

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- 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.

**COVID-19 RESPONSE**

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- 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.

**FY 20-21 ACCOMPLISHMENTS**

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- Completed design of the Maple Ave. / Nutley St.,SW traffic signal upgrades.

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**ADMINISTRATION**  
**14110**

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- 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.

*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.

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**ADMINISTRATION**  
**14110**

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**FY 21-22 INITIATIVES**

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- Implement Maple Ave. and Nutley St., 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 operations 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.
- 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.

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**PERFORMANCE MEASURES**

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*Based on calendar year data*

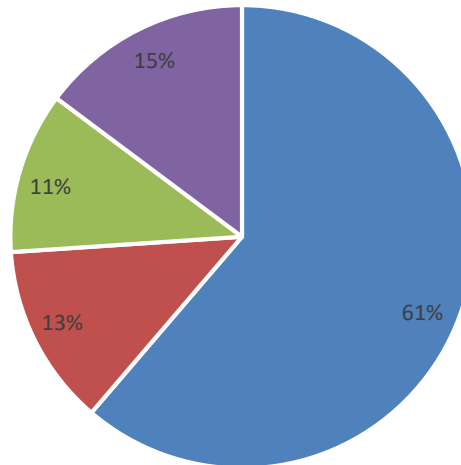
**Strategic Plan Relevance:** Fiscally responsible community, safe community, efficiently mobile community and environmentally sustainable community.

**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																										
<div style="text-align: center;"> <p>2020 Signs Removed by Month</p> <table border="1" style="display: none;"> <caption>2020 Signs Removed by Month</caption> <thead> <tr> <th>Month</th> <th>Number of Signs Removed</th> </tr> </thead> <tbody> <tr><td>January</td><td>30</td></tr> <tr><td>February</td><td>28</td></tr> <tr><td>March</td><td>50</td></tr> <tr><td>April</td><td>50</td></tr> <tr><td>May</td><td>85</td></tr> <tr><td>June</td><td>145</td></tr> <tr><td>July</td><td>45</td></tr> <tr><td>August</td><td>20</td></tr> <tr><td>September</td><td>20</td></tr> <tr><td>October</td><td>18</td></tr> <tr><td>November</td><td>25</td></tr> <tr><td>December</td><td>15</td></tr> </tbody> </table> </div>				Month	Number of Signs Removed	January	30	February	28	March	50	April	50	May	85	June	145	July	45	August	20	September	20	October	18	November	25	December	15
Month	Number of Signs Removed																												
January	30																												
February	28																												
March	50																												
April	50																												
May	85																												
June	145																												
July	45																												
August	20																												
September	20																												
October	18																												
November	25																												
December	15																												
	2019 Actual	2020 Actual	2021 Projected																										
# 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: <ul style="list-style-type: none"> <li>○ from Citizens:</li> <li>○ % Assigned within 2 business days</li> <li>○ Number WO completed within 2 business days</li> </ul> Average number of days to complete and close out work order	231	201	250																										
	98%	94%	95%																										
	176	142	200																										
	6	9.6	6																										

**ADMINISTRATION  
14110**

Citizen Work Requests



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

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
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
<b>Total</b>	<b>8</b>	<b>8</b>	<b>8</b>

**FY 21-22 BUDGET CHANGES**

- There are no significant changes to this budget.

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

**DIVISION 14110  
NAME DPW ADMINISTRATION**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	FY 21-22 ADOPTED	NET CHANGE
41001 Salaries and Wages	\$ 779,003	\$ 760,020	\$ 760,020	\$ 831,230	\$ 71,210
41002 Overtime	3,931	3,970	3,970	9,030	5,060
41003 Regular Part Time With Benefits					-
41004 Part Time without Benefits	-	-	-	100,000	100,000
41006 Annual Leave Liquidation	183	-	-	-	-
41008 Annual Leave Cash-In	9,188	-	-	-	-
41011 Non-Exempt Comp time Liquid.					-
41015 Performance Bonus	2,000	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>794,305</b>	<b>763,990</b>	<b>763,990</b>	<b>940,260</b>	<b>176,270</b>
42001 F.I.C.A.	57,176	58,450	58,450	66,260	7,810
42002 V.R.S.	70,543	88,160	88,160	95,470	7,310
42003 V.R.S. Life Insurance	10,244	10,710	10,710	10,700	(10)
42007 Health Insurance	69,129	67,900	67,900	67,900	-
42012 Cafeteria Plan Fees	163	180	180	190	10
42018 Employer Contributions:DC401A	26,714	24,670	24,670	25,000	330
42021 V.R.S. Hybrid 401A Match	12,918	11,500	11,500	13,620	2,120
42025 V.R.S. Hybrid Disability	2,271	2,390	2,390	2,220	(170)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>249,158</b>	<b>263,960</b>	<b>263,960</b>	<b>281,360</b>	<b>17,400</b>
43101 Consulting Services	8,166	-	-	6,000	6,000
43104 Architect/Engineer Services	15,177	5,950	12,493	22,000	16,050
43106 Translation Services	-	100	100	100	-
43301 Equipment Maintenance Contracts	520	3,650	3,650	3,650	-
43308 Contracts/Services	-	500	-	500	-
43309 Cell Phone Expense	3,787	4,500	4,500	4,500	-
43501 Printing/Binding Services	216	500	500	500	-
<b>TOTAL PURCHASED SERVICES</b>	<b>27,866</b>	<b>15,200</b>	<b>21,243</b>	<b>37,250</b>	<b>22,050</b>
45202 Long Distance Service	-	-	-	-	-
45203 Postal Services	646	1,200	1,200	1,200	-
45404 Central Copier Charges	1,344	2,500	2,500	2,500	-
45501 Mileage Reimbursement	828	200	200	200	-
45502 Fares	129	300	140	300	-
45503 Subsistence/Lodging	1,145	500	60	1,000	500
45504 Conventions/Education	3,368	500	1,100	3,150	2,650
45505 Business Meals	100	200	200	200	-
45801 Memberships/Dues	3,916	4,000	4,000	4,000	-
<b>TOTAL OTHER CHARGES</b>	<b>11,475</b>	<b>9,400</b>	<b>9,400</b>	<b>12,550</b>	<b>3,150</b>
46001 Office Supplies	1,901	4,000	4,000	4,000	-
46011 Uniforms/Safety Apparel	529	530	1,230	530	-
46012 Books/Subscriptions	200	200	1,200	750	550
46015 Operational Supplies	2,446	2,800	2,600	2,800	-
46019 Other Supplies	228	600	600	600	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>5,304</b>	<b>8,130</b>	<b>9,630</b>	<b>8,680</b>	<b>550</b>
47202 Safety Programs	-	100	100	100	-
47203 Service Awards	-	-	-	-	-
47404 Stormwater Management Program	9,739	-	5,300	-	-
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>9,739</b>	<b>100</b>	<b>5,400</b>	<b>100</b>	<b>-</b>
48102 Furniture/Fixture Replacement	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



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

**DIVISION 14110  
NAME DPW ADMINISTRATION**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	FY 21-22 ADOPTED	NET CHANGE
49207 Transfer to CPF	(26,294)	(100,000)	(100,000)	(165,000)	(65,000)
TOTAL INTERFUND TRANSFERS	(26,294)	(100,000)	(100,000)	(165,000)	(65,000)
<b>TOTAL DPW ADMINISTRATION</b>	<b><u>\$ 1,071,554</u></b>	<b><u>\$ 960,780</u></b>	<b><u>\$ 973,623</u></b>	<b><u>\$ 1,115,200</u></b>	<b><u>\$ 154,420</u></b>

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**STREET MAINTENANCE**  
**14120**

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**PURPOSE**

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

**ACTIVITIES / PRODUCTS / SERVICES**

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- 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.

**COVID-19 RESPONSE**

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- 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**

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- 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.

**STREET MAINTENANCE  
14120**

- 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.
- 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**

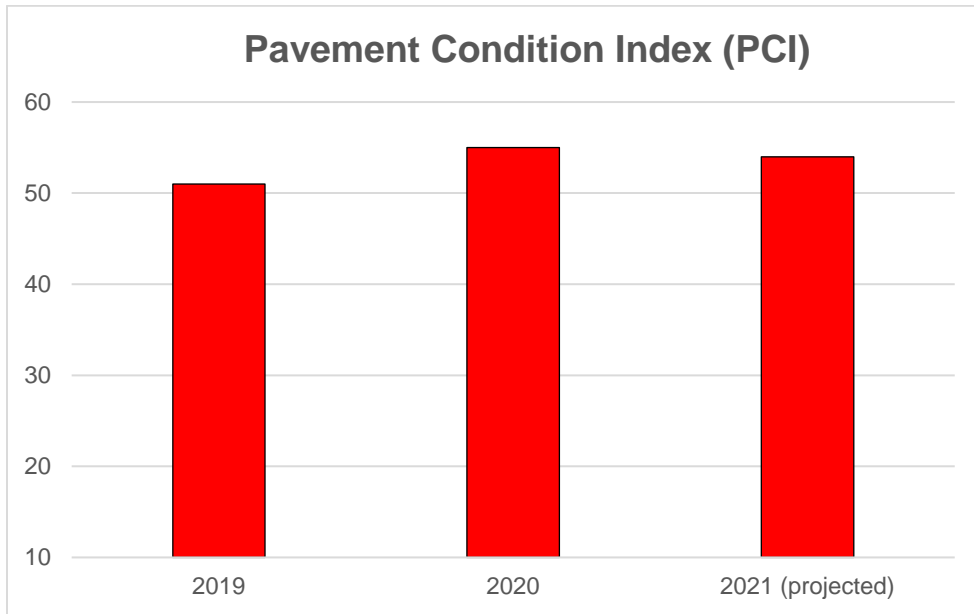
*Based on calendar year data*

**Strategic Plan relevance:** Fiscally responsible community, safe community, efficiently mobile community, and environmentally sustainable community.

<b>Description</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Projected</b>
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
Sweep streets in Town	3	3	3
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



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**STREET MAINTENANCE**  
**14120**

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**PERSONNEL**

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*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
Supervisor	1	1	1
Maintenance Workers	12	12	12
<b>Total</b>	<b>13</b>	<b>13</b>	<b>13</b>

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**FY 21-22 BUDGET CHANGES**

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

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

**DIVISION 14120  
NAME STREET MAINTENANCE**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	FY 21-22 ADOPTED	NET CHANGE
41001 Salaries and Wages	\$ 666,014	\$ 801,420	\$ 778,420	\$ 818,100	\$ 16,680
41002 Overtime	19,173	19,310	19,310	32,670	13,360
41003 Regular Part Time With Benefits	4	-	-	-	-
41004 Part Time without Benefits	-	-	-	-	-
41006 Annual Leave Liquidation	5,443	-	-	-	-
41008 Annual Leave Cash-In	3,524	-	-	-	-
41011 Non-Exempt Comp time Liquid.	66	-	-	-	-
41015 Performance Bonus	5,500	-	-	-	-
41020 Transfer of Budgeted Salary	-	-	(7,000)	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>699,725</b>	<b>820,730</b>	<b>790,730</b>	<b>850,770</b>	<b>30,040</b>
42001 F.I.C.A.	50,150	62,260	62,260	62,620	360
42002 V.R.S.	65,254	91,290	91,290	93,960	2,670
42003 V.R.S. Life Insurance	8,402	10,660	10,660	11,000	340
42004 Local Pension Plan	29,744	38,140	38,140	38,000	(140)
42007 Health Insurance	114,616	122,840	122,840	90,000	(32,840)
42012 Cafeteria Plan Fees	-	-	-	-	-
42018 Employer Contributions:DC401A	18,929	19,050	19,050	19,710	660
42021 V.R.S. Hybrid 401A Match	3,097	2,710	2,710	5,400	2,690
42025 V.R.S. Hybrid Disability	852	780	780	1,960	1,180
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>291,044</b>	<b>347,730</b>	<b>347,730</b>	<b>322,650</b>	<b>(25,080)</b>
43101 Consulting Services	18,535	15,000	9,500	15,000	-
43301 Equipment Maintenance Contracts	-	4,500	-	14,500	10,000
43309 Cell Phone Expense	2,892	3,200	3,200	3,200	-
43701 Uniform Rental/Cleaning	2,634	3,800	3,800	3,800	-
43801 Services From Other Government	24,011	15,820	16,600	15,820	-
43802 Landfill Fees	27,737	28,000	28,000	29,000	1,000
<b>TOTAL PURCHASED SERVICES</b>	<b>75,809</b>	<b>70,320</b>	<b>61,100</b>	<b>81,320</b>	<b>11,000</b>
45402 Equipment Rental	-	5,000	2,700	5,000	-
45404 Central Copier Charges	403	-	-	-	-
45501 Mileage Reimbursement	-	500	500	500	-
45503 Subsistence/Lodging	533	500	-	1,750	1,250
45504 Conventions/Education	3,378	500	1,000	4,000	3,500
45505 Business Meals	-	200	200	200	-
<b>TOTAL OTHER CHARGES</b>	<b>4,314</b>	<b>6,700</b>	<b>4,400</b>	<b>11,450</b>	<b>4,750</b>
46001 Office Supplies	124	300	300	500	200
46007 Repair/Maintenance Supplies	5,402	12,590	10,690	15,590	3,000
46011 Uniforms/Safety Apparel	7,784	8,000	8,000	8,000	-
46015 Operational Supplies	30	1,500	3,260	1,500	-
46017 Small Tools	200	2,000	2,000	5,000	3,000
46019 Other Supplies	500	1,000	220	1,000	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>14,040</b>	<b>25,390</b>	<b>24,470</b>	<b>31,590</b>	<b>6,200</b>
47401 Asphalt Overlay	102,875	-	-	222,000	222,000
47407 Contracted Asphalt Repairs	-	18,000	16,240	18,000	-
47408 Internal Asphalt Repairs	222,442	195,490	195,490	198,700	3,210
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>325,317</b>	<b>213,490</b>	<b>211,730</b>	<b>438,700</b>	<b>225,210</b>
48101 Machine/Equipment Replacement	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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

**DIVISION 14120  
NAME STREET MAINTENANCE**

<b>ACCOUNT NUMBER TITLE</b>	<b>FY 19-20 ACTUAL</b>	<b>-----FY 20-21-----</b>		<b>FY 21-22 ADOPTED</b>	<b>NET CHANGE</b>
		<b>BUDGET</b>	<b>REVISED</b>		
49207 GF Transfer to CPF	-	-	-	-	
49208 GF Transfer To WS	-	-	-	-	-
<b>TOTAL INTERFUND TRANSFERS</b>	-	-	-	-	-
<b>TOTAL STREET MAINTENANCE</b>	<u><u>\$ 1,410,248</u></u>	<u><u>\$ 1,484,360</u></u>	<u><u>\$ 1,440,160</u></u>	<u><u>\$ 1,736,480</u></u>	<u><u>\$ 252,120</u></u>

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**GENERAL MAINTENANCE**  
**14130**

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**PURPOSE**

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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**

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- 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.

**COVID-19 RESPONSE**

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- 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-19 coordinator for Town response and was instrumental in successfully responding to a VOSH inspection instigated by a whistleblower complaint.

**FY 20-21 ACCOMPLISHMENTS**

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- 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-19 shields at all customer service counters in Town buildings.



**GENERAL MAINTENANCE  
14130**

- Helped to install four storage buildings at Northside Property Yard.
- Maintained daily disinfecting of Town buildings.
- 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**

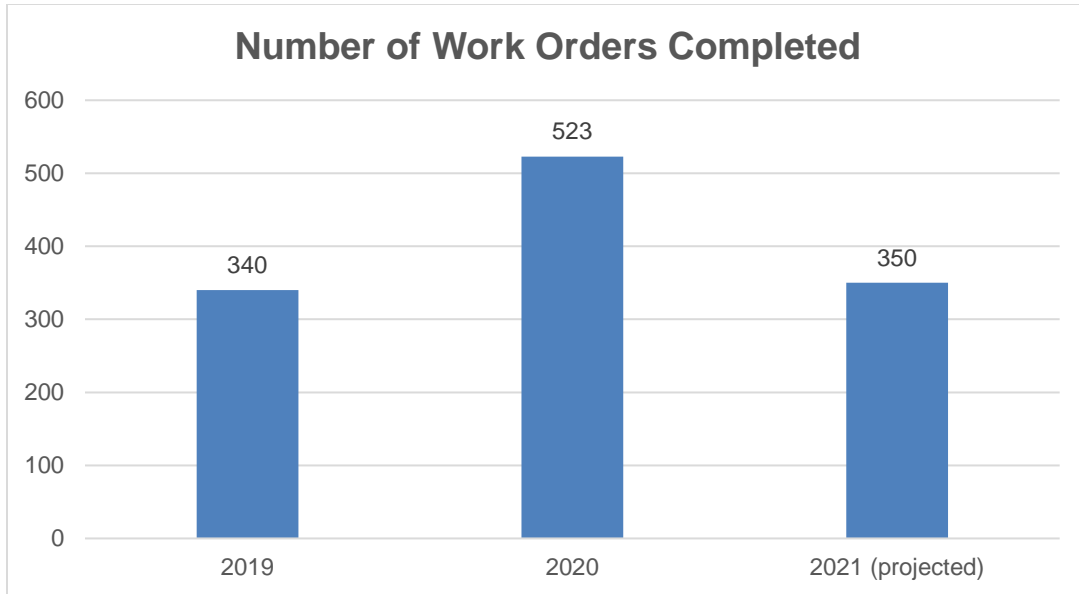
*Based on calendar year data*

**Strategic Plan relevance:** 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*

<b>Authorized Positions</b>	<b>Adopted FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
Superintendent	1	1	1
Supervisor	1	1	1
Finish Carpenter	1	1	1
Maintenance Worker	6	6	6
<b>Total</b>	<b>9</b>	<b>9</b>	<b>9</b>

**FY 21-22 BUDGET CHANGES**

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

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

**DIVISION 14130  
NAME GENERAL MAINTENANCE**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	FY 21-22 ADOPTED	NET CHANGE
41001 Salaries and Wages	\$ 531,074	\$ 598,230	\$ 593,230	\$ 595,900	\$ (2,330)
41002 Overtime	15,255	11,000	11,000	15,970	4,970
41004 Part Time without Benefits	336	-	-	-	-
41006 Annual Leave Liquidation	6,977	-	-	-	-
41008 Annual Leave Cash-In	4,135	-	-	-	-
41011 Non-Exempt Comp time Liquid.	456	-	-	-	-
41015 Performance Bonus	4,225	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>562,458</b>	<b>609,230</b>	<b>604,230</b>	<b>611,870</b>	<b>2,640</b>
42001 F.I.C.A.	39,893	45,760	45,760	45,550	(210)
42002 V.R.S.	52,057	69,450	69,450	68,400	(1,050)
42003 V.R.S. Life Insurance	6,646	7,960	7,960	7,450	(510)
42004 Local Pension Plan	-	-	-	-	-
42007 Health Insurance	100,042	95,820	95,820	85,900	(9,920)
42012 Cafeteria Plan Fees	59	60	60	60	-
42015 Miscellaneous Allowances	-	-	-	-	-
42018 Employer Contributions:DC401A	20,105	21,410	21,410	22,000	590
42021 V.R.S. Hybrid 401A Match	2,064	1,800	1,800	2,840	1,040
42025 V.R.S. Hybrid Disability	886	930	930	1,240	310
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>221,752</b>	<b>243,190</b>	<b>243,190</b>	<b>233,440</b>	<b>(9,750)</b>
43301 Equipment Maintenance Contracts	-	-	-	-	-
43309 Cell Phone Expense	2,500	2,900	2,900	2,900	-
43701 Uniform Rental/Cleaning	1,844	2,140	2,140	2,140	-
43802 Landfill Fees	5,000	5,000	5,000	5,000	-
<b>TOTAL PURCHASED SERVICES</b>	<b>9,345</b>	<b>10,040</b>	<b>10,040</b>	<b>10,040</b>	<b>-</b>
45501 Mileage Reimbursement	-	-	-	-	-
45503 Subsistence/Lodging	-	500	500	2,100	1,600
45504 Conventions/Education	4,153	500	500	4,500	4,000
45505 Business Meals	1,199	200	200	200	-
<b>TOTAL OTHER CHARGES</b>	<b>5,352</b>	<b>1,200</b>	<b>1,200</b>	<b>6,800</b>	<b>5,600</b>
46001 Office Supplies	425	500	500	500	-
46007 Repair/Maintenance Supplies	3,680	7,350	7,350	7,350	-
46011 Uniforms/Safety Apparel	5,627	3,260	3,260	3,260	-
46015 Operational Supplies	32,658	20,810	20,810	20,810	-
46017 Small Tools	3,389	5,000	5,000	5,000	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>45,781</b>	<b>36,920</b>	<b>36,920</b>	<b>36,920</b>	<b>-</b>
47203 Service Awards	150	-	-	-	-
47402 Curb/Sidewalk Maintenance	189,865	40,060	40,060	40,000	(60)
47403 Physical Improvements	-	-	-	-	-
47406 Brickwalk Maintenance	-	5,000	-	5,000	-
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>190,015</b>	<b>45,060</b>	<b>40,060</b>	<b>45,000</b>	<b>(60)</b>
48101 Machine/Equipment Replacement	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL GENERAL MAINTENANCE</b>	<b>\$ 1,034,703</b>	<b>\$ 945,640</b>	<b>\$ 935,640</b>	<b>\$ 944,070</b>	<b>\$ (1,570)</b>

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**SNOW REMOVAL**  
**14133**

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**PURPOSE**

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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**

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- 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.

**COVID-19 RESPONSE**

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- 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**

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- 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**

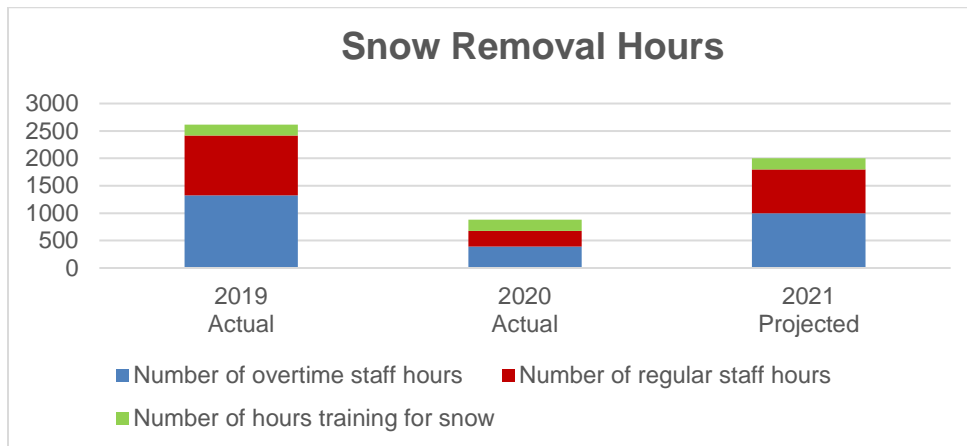
- Procure double wall storage tanks for anti-icing agents to become compliant with Department of Environmental Quality (DEQ) regulations.
- Continue to update existing equipment and training.
- Continue to update and expand the Town’s anti-icing program.
- Coordinate with Stormwater managers to ensure 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*

Strategic Plan relevance: 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  
ADOPTED EXPENSE BUDGET BY FUND**

**DIVISION 14133  
NAME SNOW REMOVAL**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41002 Overtime	\$ 13,732	\$ 63,380	\$ 79,380	\$ 74,970	\$ 11,590
<b>TOTAL PERSONNEL SERVICES</b>	<b>13,732</b>	<b>63,380</b>	<b>79,380</b>	<b>74,970</b>	<b>11,590</b>
42001 F.I.C.A.	983	3,320	3,320	3,350	30
42002 V.R.S.	1,172	-	-	5,000	5,000
42003 V.R.S. Life Insurance	153	-	-	1,000	1,000
42007 Health Insurance	2,016	14,450	14,450	10,000	(4,450)
42012 Cafeteria Plan Fees	-	-	-	-	-
42018 Employer Contributions:DC401A	367	620	620	700	80
42021 V.R.S. Hybrid 401A Match	73	100	100	100	-
42025 V.R.S. Hybrid Disability	16	30	30	30	-
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>4,780</b>	<b>18,520</b>	<b>18,520</b>	<b>20,180</b>	<b>1,660</b>
46015 Operational Supplies	27,389	100,000	125,100	117,000	17,000
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>27,389</b>	<b>100,000</b>	<b>125,100</b>	<b>117,000</b>	<b>17,000</b>
48106 Heavy Equipment Replacement	3,606	3,500	2,400	43,500	40,000
<b>TOTAL CAPITAL OUTLAY</b>	<b>3,606</b>	<b>3,500</b>	<b>2,400</b>	<b>43,500</b>	<b>40,000</b>
<b>TOTAL SNOW REMOVAL</b>	<b><u>\$ 49,507</u></b>	<b><u>\$ 185,400</u></b>	<b><u>\$ 225,400</u></b>	<b><u>\$ 255,650</u></b>	<b><u>\$ 70,250</u></b>

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**TRAFFIC ENGINEERING**  
**14140**

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**PURPOSE**

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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**

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- 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.

**COVID-19 RESPONSE**

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- 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**

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- Replaced 40% of street name signs to conform to 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.
- Continued enhanced safety training, including OSHA 10- Hour, OSHA 30- Hour, Traffic Control, Trench Safety and Confined Space Entry for field staff.

**TRAFFIC ENGINEERING  
14140**

**FY 21-22 INITIATIVES**

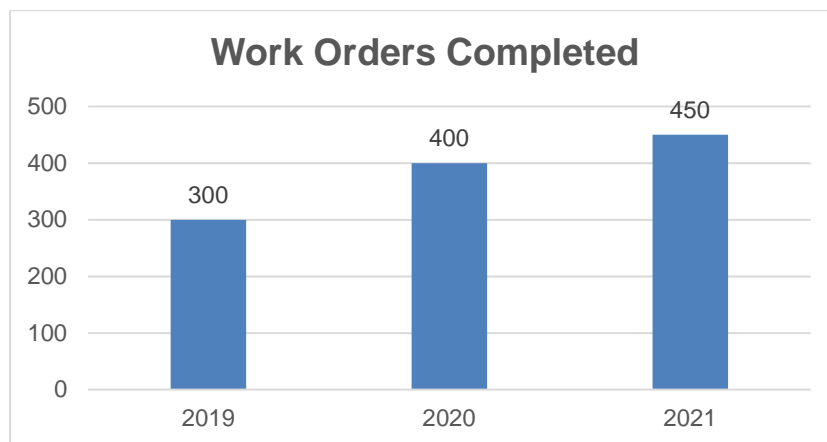
- Exchange existing traffic signal lead acid battery backups to nickel-zinc battery backups.
- Continue street name sign replacement to conform with the Manual on Uniformed Traffic Control Devices (MUTCD) standard.
- Update parking lot lighting at Northside Property Yard to LED.
- Reach 80% LED lighting 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*

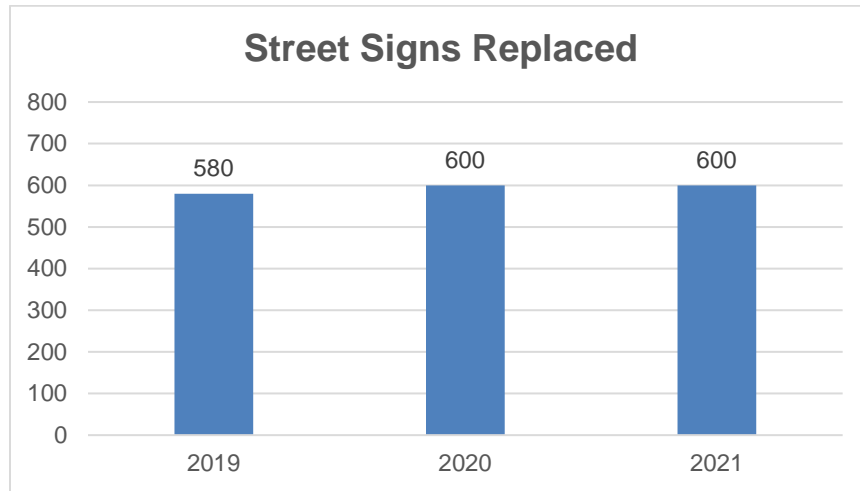
Description	2019 Actual	2020 Actual	2021 Projected
# of traffic signal preventative maintenance tasks performed	300	1,200	1,200
# of street signs replaced	580	600	600
# of work orders completed	300	400	400

Strategic Plan relevance: Fiscally responsible community, safe community, efficiently mobile community, and environmentally sustainable community.





**TRAFFIC ENGINEERING  
14140**



**PERSONNEL**

*Based on a fiscal year*

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

**FY 21-22 BUDGET CHANGES**

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

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

**DIVISION 14140  
NAME TRAFFIC ENGINEERING**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	FY 21-22 ADOPTED	NET CHANGE
41001 Salaries and Wages	\$ 140,825	\$ 116,690	\$ 116,690	\$ 126,250	\$ 9,560
41002 Overtime	34,051	26,650	26,650	30,000	3,350
41008 Annual Leave Cash-In	-	-	-	-	-
41015 Performance Bonus	1,500	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>176,375</b>	<b>143,340</b>	<b>143,340</b>	<b>156,250</b>	<b>12,910</b>
42001 F.I.C.A.	12,006	10,970	10,970	11,920	950
42002 V.R.S.	14,987	12,900	12,900	14,500	1,600
42003 V.R.S. Life Insurance	1,956	1,550	1,550	790	(760)
42007 Health Insurance	35,906	44,290	44,290	39,290	(5,000)
42018 Employer Contributions:DC401A	5,977	6,110	6,110	4,000	(2,110)
42021 V.R.S. Hybrid 401A Match	907	800	800	1,190	390
42025 V.R.S. Hybrid Disability	272	280	280	310	30
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>72,010</b>	<b>76,900</b>	<b>76,900</b>	<b>72,000</b>	<b>(4,900)</b>
43307 Repair/Maintenance Services	1,875	40,000	73,000	40,000	-
43309 Cell Phone Expense	3,240	2,200	2,200	2,200	-
43701 Uniform Rental/Cleaning	394	1,280	1,280	1,280	-
<b>TOTAL PURCHASED SERVICES</b>	<b>5,509</b>	<b>43,480</b>	<b>76,480</b>	<b>43,480</b>	<b>-</b>
45101 Electricity	8,740	8,300	8,300	9,300	1,000
45501 Mileage Reimbursement	472	-	-	-	-
45503 Subsistence/Lodging	1,709	500	500	4,800	4,300
45504 Conventions/Education	1,717	500	500	6,400	5,900
45505 Business Meals	-	200	200	200	-
<b>TOTAL OTHER CHARGES</b>	<b>12,638</b>	<b>9,500</b>	<b>9,500</b>	<b>20,700</b>	<b>11,200</b>
46001 Office Supplies	499	400	400	400	-
46007 Repair/Maintenance Supplies	5,288	8,400	1,140	8,400	-
46011 Uniforms/Safety Apparel	1,515	1,580	1,480	1,580	-
46015 Operational Supplies	30,905	31,130	58,580	31,130	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>38,206</b>	<b>41,510</b>	<b>61,600</b>	<b>41,510</b>	<b>-</b>
48101 Machine/Equipment Replacement	950	17,100	35,295	33,160	16,060
48201 Additional Machine/Equipment	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>950</b>	<b>17,100</b>	<b>35,295</b>	<b>33,160</b>	<b>16,060</b>
<b>TOTAL TRAFFIC ENGINEERING</b>	<b>\$ 305,688</b>	<b>\$ 331,830</b>	<b>\$ 403,115</b>	<b>\$ 367,100</b>	<b>\$ 35,270</b>

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**VEHICLE & EQUIPMENT MAINTENANCE**  
**14150**

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**PURPOSE**

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

**ACTIVITIES / PRODUCTS / SERVICES**

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- 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.

**COVID-19 RESPONSE**

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- 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.

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**VEHICLE & EQUIPMENT MAINTENANCE  
14150**

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**FY 20-21 ACCOMPLISHMENTS**

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- 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 Electric Vehicle (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.

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**FY 21-22 INITIATIVES**

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- 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.

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**PERFORMANCE MEASURES**

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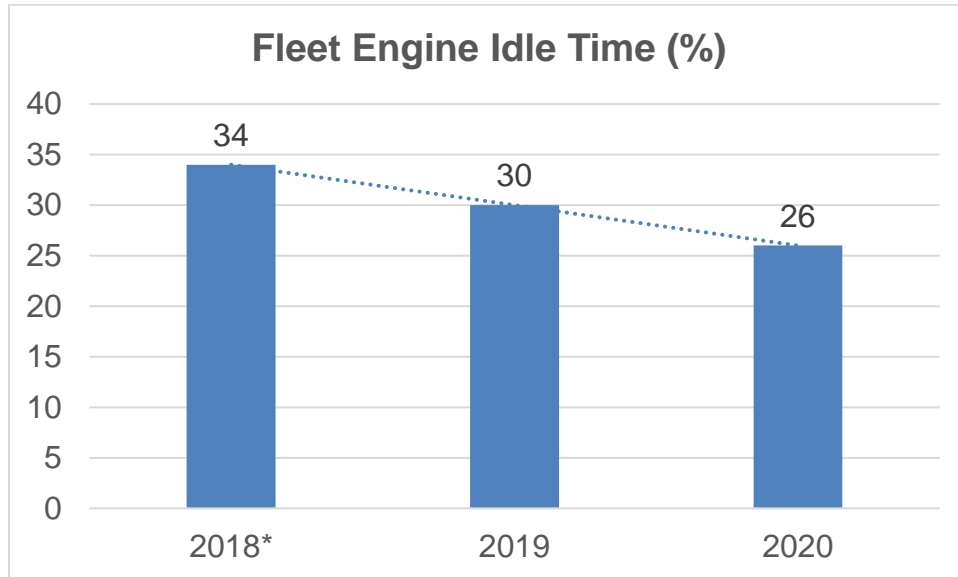
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*Based on calendar year data*

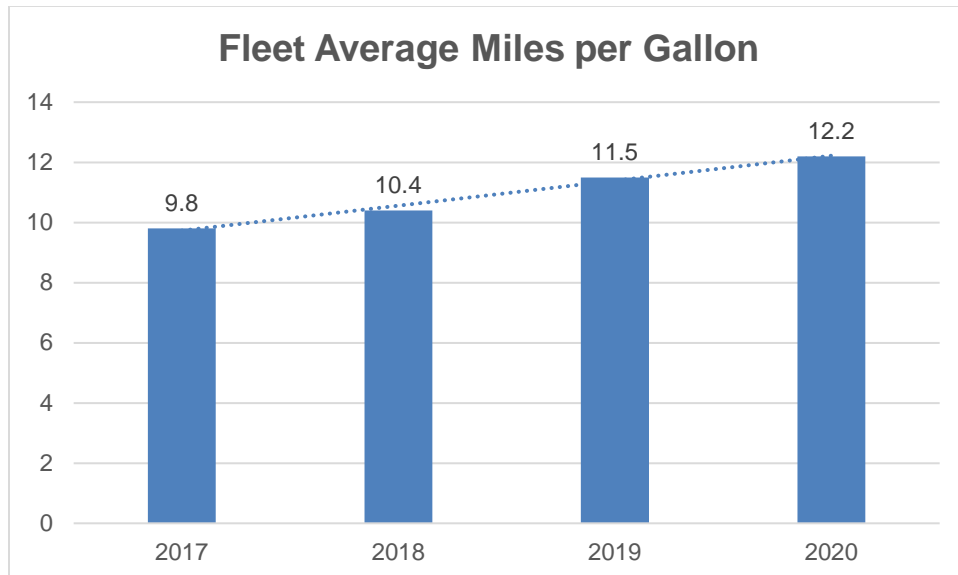
Strategic Plan relevance: Fiscally responsible community, safe community, efficiently mobile community and environmentally sustainable community.

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.



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**VEHICLE & EQUIPMENT MAINTENANCE**  
**14150**

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**PERSONNEL***Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
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
<b>Total</b>	<b>8</b>	<b>8</b>	<b>8</b>

**FY 21-22 BUDGET CHANGES**

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

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

**DIVISION 14150  
NAME VEHICLE AND EQUIPMENT MAINTENANCE**

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
41001 Salaries and Wages	\$ 612,763	\$ 611,000	\$ 581,000	\$ 625,190	\$ 14,190
41002 Overtime	27,262	19,670	19,670	31,930	12,260
41004 Part Time without Benefits	7,936	-	-	-	-
41006 Annual Leave Liquidation	10,624	-	-	-	-
41008 Annual Leave Cash-In	2,455	-	-	-	-
41011 Non-Exempt Comp time Liquid.	87	-	-	-	-
41015 Performance Bonus	7,000	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>668,127</b>	<b>630,670</b>	<b>600,670</b>	<b>657,120</b>	<b>26,450</b>
42001 F.I.C.A.	48,639	48,250	48,250	48,480	230
42002 V.R.S.	59,683	71,760	71,760	73,000	1,240
42003 V.R.S. Life Insurance	8,048	8,130	8,130	8,970	840
42007 Health Insurance	100,877	80,280	80,280	75,280	(5,000)
42012 Cafeteria Plan Fees	282	250	250	190	(60)
42015 Miscellaneous Allowances	2,548	3,320	3,320	3,320	-
42018 Employer Contributions:DC401A	24,746	25,260	25,260	25,000	(260)
42021 V.R.S. Hybrid 401A Match	5,848	4,890	4,890	6,100	1,210
42025 V.R.S. Hybrid Disability	1,095	1,130	1,130	1,100	(30)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>251,766</b>	<b>243,270</b>	<b>243,270</b>	<b>241,440</b>	<b>(1,830)</b>
43301 Equipment Maintenance Contracts	441	450	450	650	200
43303 Software Maintenance Contract	13,120	11,800	11,800	11,800	-
43307 Repair/Maintenance Services	39,194	20,000	27,500	20,000	-
43308 Contracts/Services	11,337	15,500	17,900	15,500	-
43309 Cell Phone Expense	1,804	2,600	2,600	2,600	-
43701 Uniform Rental/Cleaning	1,548	2,100	2,100	2,100	-
<b>TOTAL PURCHASED SERVICES</b>	<b>67,444</b>	<b>52,450</b>	<b>62,350</b>	<b>52,650</b>	<b>200</b>
45404 Central Copier Charges	403	-	-	-	-
45503 Subsistence/Lodging	2,789	500	-	1,800	1,300
45504 Conventions/Education	2,114	500	150	4,250	3,750
45505 Business Meals	500	500	90	500	-
<b>TOTAL OTHER CHARGES</b>	<b>5,806</b>	<b>1,500</b>	<b>240</b>	<b>6,550</b>	<b>5,050</b>
46001 Office Supplies	1,033	1,500	1,500	1,500	-
46008 Vehicle/Equipment Fuels	91,443	128,980	113,880	150,000	21,020
46009 Vehicle/Equip Maintenance Supplies	2,333	2,290	12,190	2,500	210
46011 Uniforms/Safety Apparel	4,181	4,000	4,300	4,000	-
46015 Operational Supplies	20,826	120,000	123,740	110,000	(10,000)
46017 Small Tools	2,622	5,500	5,500	5,500	-
46031 Tires and Tubes	34,399	40,000	40,000	40,000	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>156,838</b>	<b>302,270</b>	<b>301,110</b>	<b>313,500</b>	<b>11,230</b>
47203 Service Awards	150	-	-	-	-
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>150</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
48102 Furniture/Fixture Replacement	2,190	-	1,620	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>2,190</b>	<b>-</b>	<b>1,620</b>	<b>-</b>	<b>-</b>
<b>TOTAL VEH &amp; EQUIP MAINTENANCE</b>	<b>\$ 1,152,322</b>	<b>\$ 1,230,160</b>	<b>\$ 1,209,260</b>	<b>\$ 1,271,260</b>	<b>\$ 41,100</b>

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**SANITATION/REFUSE DISPOSAL**  
**14230**

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**PURPOSE**

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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**

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- Provide employees training on 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.

**COVID-19 RESPONSE**

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- 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**

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- 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.
- Collected and diverted 1,222 tons of bulk/spoil debris from landfill.



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**SANITATION/REFUSE DISPOSAL**  
**14230**

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- 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.

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**FY 21-22 INITIATIVES**

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- 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.

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**PERFORMANCE MEASURES**

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*Based on calendar year data*

Strategic Plan relevance: Fiscally responsible community, safe community, efficiently mobile community, and environmentally sustainable community.

<b>Description</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Projected</b>
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

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**SANITATION/REFUSE DISPOSAL**  
**14230**

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**PERSONNEL***Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
Supervisor	1	1	1
Inspector	1	1	1
Maintenance Worker	15	15	15
<b>Total</b>	<b>17</b>	<b>17</b>	<b>17</b>

**FY 21-22 BUDGET CHANGES**

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

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

**DIVISION 14230  
NAME SANITATION**

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
41001 Salaries and Wages	\$ 816,196	\$ 898,740	\$ 898,740	\$ 909,000	\$ 10,260
41002 Overtime	57,074	52,990	72,990	53,560	570
41004 Part Time without Benefits	-	-	-	-	-
41006 Annual Leave Liquidation	4,458	-	-	-	-
41008 Annual Leave Cash-In	7,331	-	-	-	-
41011 Non-Exempt Comp time Liquid.	11	-	-	-	-
41015 Performance Bonus	2,000	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>887,070</b>	<b>951,730</b>	<b>971,730</b>	<b>962,560</b>	<b>10,830</b>
42001 F.I.C.A.	62,725	71,280	71,280	69,540	(1,740)
42002 V.R.S.	91,792	95,830	95,830	104,400	8,570
42003 V.R.S. Life Insurance	11,750	11,000	11,000	10,270	(730)
42004 Local Pension Plan	58,779	44,280	44,280	75,840	31,560
42007 Health Insurance	174,661	153,730	153,730	130,000	(23,730)
42012 Cafeteria Plan Fees	59	60	60	60	-
42018 Employer Contributions:DC401A	22,766	22,810	22,810	20,000	(2,810)
42021 V.R.S. Hybrid 401A Match	3,938	2,600	2,600	3,420	820
42025 V.R.S. Hybrid Disability	1,132	1,110	1,110	900	(210)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>427,601</b>	<b>402,700</b>	<b>402,700</b>	<b>414,430</b>	<b>11,730</b>
43201 Contract Labor	12,627	15,300	15,300	16,000	700
43301 Equipment Maintenance Contracts	-	5,500	5,500	5,500	-
43308 Contracts/Services	18,347	18,500	18,500	20,000	1,500
43309 Cell Phone Expense	982	1,930	1,930	1,930	-
43701 Uniform Rental/Cleaning	2,783	3,820	3,820	3,820	-
43801 Services From Other Government	1,040	1,040	1,040	1,040	-
43802 Landfill Fees	565,978	549,000	529,530	559,000	10,000
<b>TOTAL PURCHASED SERVICES</b>	<b>601,757</b>	<b>595,090</b>	<b>575,620</b>	<b>607,290</b>	<b>12,200</b>
45504 Conventions/Education	-	500	500	2,000	1,500
45801 Memberships/Dues	-	-	-	-	-
<b>TOTAL OTHER CHARGES</b>	<b>-</b>	<b>500</b>	<b>500</b>	<b>2,000</b>	<b>1,500</b>
46001 Office Supplies	215	500	500	500	-
46011 Uniforms/Safety Apparel	8,376	8,350	7,350	8,350	-
46015 Operational Supplies	362	840	1,840	840	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>8,953</b>	<b>9,690</b>	<b>9,690</b>	<b>9,690</b>	<b>-</b>
48101 Machine/Equipment Replacement	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL SANITATION</b>	<b>\$ 1,925,380</b>	<b>\$ 1,959,710</b>	<b>\$ 1,960,240</b>	<b>\$ 1,995,970</b>	<b>\$ 36,260</b>

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**LEAF OPERATION**  
**14270**

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**PURPOSE**

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Leaf operations promote a healthy and attractive community and assists in achieving the Town's recycling goals. The division performs a townwide vacuum collection of loose leaves, which are then processed and delivered to citizens of Vienna as leaf mulch.

**ACTIVITIES / PRODUCTS / SERVICES**

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- 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.

**COVID-19 RESPONSE**

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- 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**

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- 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**

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

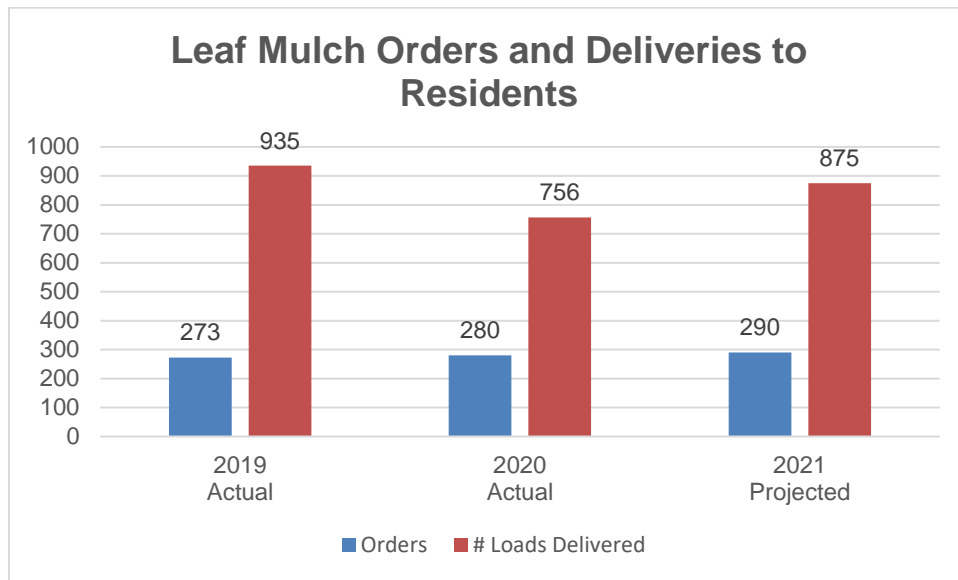
**LEAF OPERATION  
14270**

**PERFORMANCE MEASURES**

*Based on calendar year data*

Strategic Plan relevance: 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  
ADOPTED EXPENSE BUDGET BY FUND**

**DIVISION 14270  
NAME LEAF COLLECTION**

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
41002 Overtime	\$ 19,521	\$ 44,640	\$ 44,940	\$ 51,500	\$ 6,860
<b>TOTAL PERSONNEL SERVICES</b>	<b>19,521</b>	<b>44,640</b>	<b>44,940</b>	<b>51,500</b>	<b>6,860</b>
42001 F.I.C.A.	1,375	2,140	2,140	2,160	20
42002 V.R.S.	1,517	-	-	-	-
42003 V.R.S. Life Insurance	196	-	-	-	-
42007 Health Insurance	2,472	4,420	4,420	4,420	-
42018 Employer Contributions:DC401A	369	520	520	520	-
42021 V.R.S. Hybrid 401A Match	69	90	90	90	-
42025 V.R.S. Hybrid Disability	21	30	30	30	-
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>6,019</b>	<b>7,200</b>	<b>7,200</b>	<b>7,220</b>	<b>20</b>
43308 Contracts/Services	-	-	15,000	15,000	15,000
43802 Landfill Fees	-	-	20,000	20,000	20,000
<b>TOTAL PURCHASED SERVICES</b>	<b>-</b>	<b>-</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>
46015 Operational Supplies	446	2,000	2,000	2,000	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>446</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>
47403 Physical Improvements	-	-	-	-	-
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL LEAF COLLECTION</b>	<b>\$ 25,986</b>	<b>\$ 53,840</b>	<b>\$ 89,140</b>	<b>\$ 95,720</b>	<b>\$ 41,880</b>

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**BUILDING MAINTENANCE**  
**14320**

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**PURPOSE**

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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**

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- 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.

**COVID-19 RESPONSE**

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- 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**

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- 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**

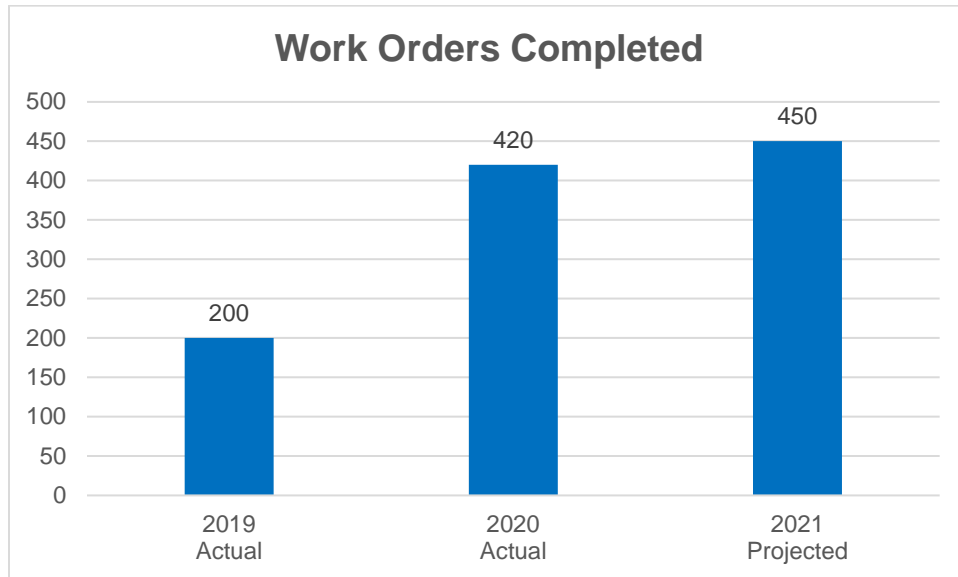
- Renovate restroom facilities at Town Hall.
- Complete Town Hall elevator modernization.

**PERFORMANCE MEASURES**

*Based on calendar year data*

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

Strategic Plan relevance: 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  
ADOPTED EXPENSE BUDGET BY FUND**

**DIVISION 14320  
NAME BUILDING MAINTENANCE**

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
41002 Overtime	\$ 38,886	\$ 19,130	\$ 19,130	\$ 31,060	\$ 11,930
<b>TOTAL PERSONNEL SERVICES</b>	<b>38,886</b>	<b>19,130</b>	<b>19,130</b>	<b>31,060</b>	<b>11,930</b>
42001 F.I.C.A.	2,764	1,630	1,630	2,400	770
42002 V.R.S.	3,141	-	-	-	-
42003 V.R.S. Life Insurance	387	-	-	-	-
42004 Local Pension Plan	1,914	-	-	-	-
42007 Health Insurance	6,176	4,050	4,050	4,050	-
42012 Cafeteria Plan Fees	1	10	10	10	-
42018 Employer Contributions:DC401A	784	870	870	870	-
42021 V.R.S. Hybrid 401A Match	13	-	-	-	-
42025 V.R.S. Hybrid Disability	7	-	-	-	-
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>15,185</b>	<b>6,560</b>	<b>6,560</b>	<b>7,330</b>	<b>770</b>
43304 H/AC Maintenance Contract	46,864	25,230	26,248	22,000	(3,230)
43307 Repair/Maintenance Services	1,675	8,800	8,000	8,800	-
43308 Contracts/Services	14,837	36,230	31,230	36,230	-
43702 Janitorial/Custodial Service	-	-	-	-	-
<b>TOTAL PURCHASED SERVICES</b>	<b>63,376</b>	<b>70,260</b>	<b>65,478</b>	<b>67,030</b>	<b>(3,230)</b>
45101 Electricity	62,782	62,500	62,500	64,380	1,880
45102 Natural Gas	14,955	23,000	23,000	20,000	(3,000)
45104 Water/Sewer Service	11,782	8,000	8,000	8,000	-
<b>TOTAL OTHER CHARGES</b>	<b>89,518</b>	<b>93,500</b>	<b>93,500</b>	<b>92,380</b>	<b>(1,120)</b>
46005 Janitorial Supplies	10,905	7,200	8,800	10,200	3,000
46007 Repair/Maintenance Supplies	13,612	18,670	17,870	18,670	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>24,517</b>	<b>25,870</b>	<b>26,670</b>	<b>28,870</b>	<b>3,000</b>
48201 Additional Machine/Equipment	11,726	15,000	15,000	15,000	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>11,726</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>
<b>TOTAL BUILDING MAINTENANCE</b>	<b>\$ 243,208</b>	<b>\$ 230,320</b>	<b>\$ 226,338</b>	<b>\$ 241,670</b>	<b>\$ 11,350</b>

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**TAX RELIEF PROGRAMS**

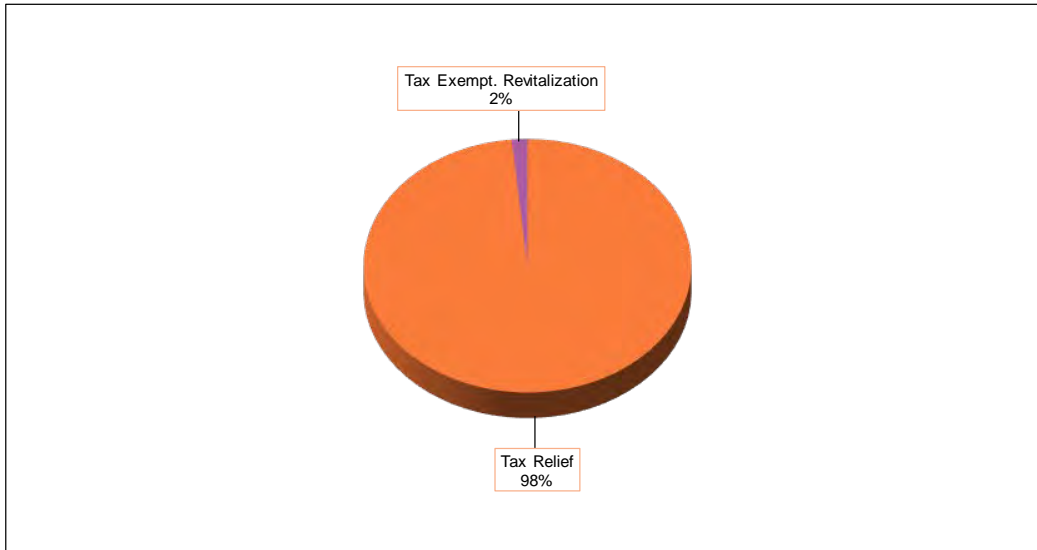
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**TAX RELIEF PROGRAMS**

**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 Adopted	Net Change
Tax Relief	224,570	217,000	217,000	200,000	212,800	-4,200
Tax Exempt. Revitalization	4,353	3,700	3,700	3,680	3,340	-360
<b>Tax Relief Programs</b>	<b>228,923</b>	<b>220,700</b>	<b>220,700</b>	<b>203,680</b>	<b>216,140</b>	<b>-4,560</b>



**TAX RELIEF  
15330**

**PURPOSE**

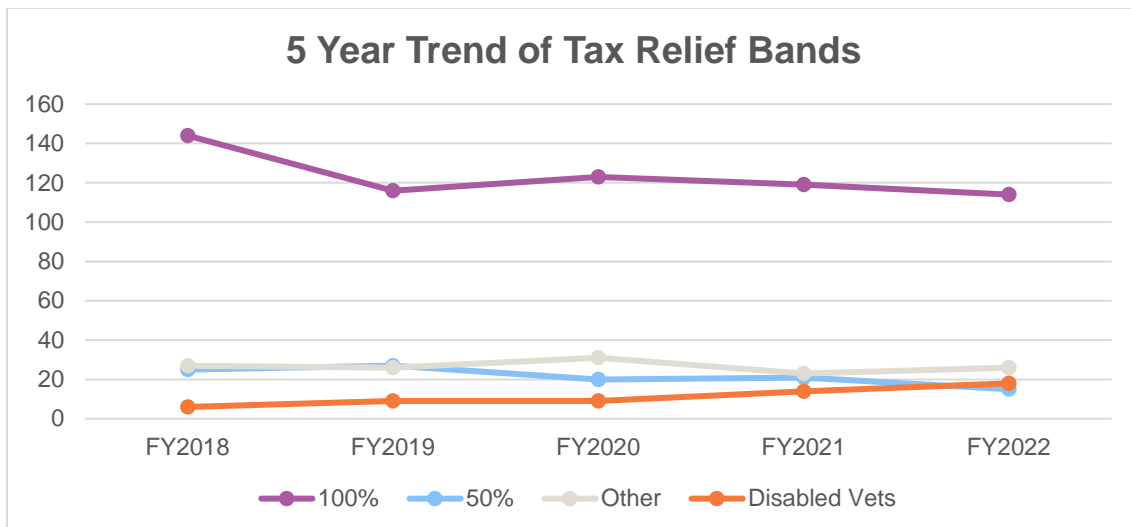
Account for the cost of relief from property taxes for qualifying elderly and handicapped residents as well as disabled veterans.

**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
<b>TOTAL REAL ESTATE TAX RELIEF</b>	<b>155</b>	<b>\$212,600</b>
<b>DIVISION TOTAL</b>		<b>\$212,600</b>

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.



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

**DIVISION 15330  
NAME TAX RELIEF PROGRAMS**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
45701 T.R.E. - Property Taxes	\$ 224,570	\$ 217,000	\$ 187,000	\$ 175,000	\$ (42,000)
45702 T.R.E. - Vehicle License Tax	-	-	-	-	-
45704 T.R.E. - Disabled Vet	-	-	30,000	37,800	37,800
<b>TOTAL OTHER CHARGES</b>	<b>224,570</b>	<b>217,000</b>	<b>217,000</b>	<b>212,800</b>	<b>(4,200)</b>
<b>TOTAL TAX RELIEF PROGRAMS</b>	<b><u>\$ 224,570</u></b>	<b><u>\$ 217,000</u></b>	<b><u>\$ 217,000</u></b>	<b><u>\$ 212,800</u></b>	<b><u>\$ (4,200)</u></b>

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**REVITALIZATION TAX RELIEF**  
**15360**

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**PURPOSE**

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

**FY 21-22 BUDGET CHANGES**

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- 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  
ADOPTED EXPENSE BUDGET BY FUND**

**DIVISION 15360  
NAME REVITALIZATION TAX EXEMPTION PROGRAM**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
45703 Revitalization Tax Exemption	\$ 4,353	\$ 3,700	\$ 3,700	\$ 3,340	\$ (360)
TOTAL OTHER CHARGES	4,353	3,700	3,700	3,340	(360)
<b>TOTAL REV TAX EXEMPTION PROGRAM</b>	<u>\$ 4,353</u>	<u>\$ 3,700</u>	<u>\$ 3,700</u>	<u>\$ 3,340</u>	<u>\$ (360)</u>

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**PARKS AND RECREATION**

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**Mission**

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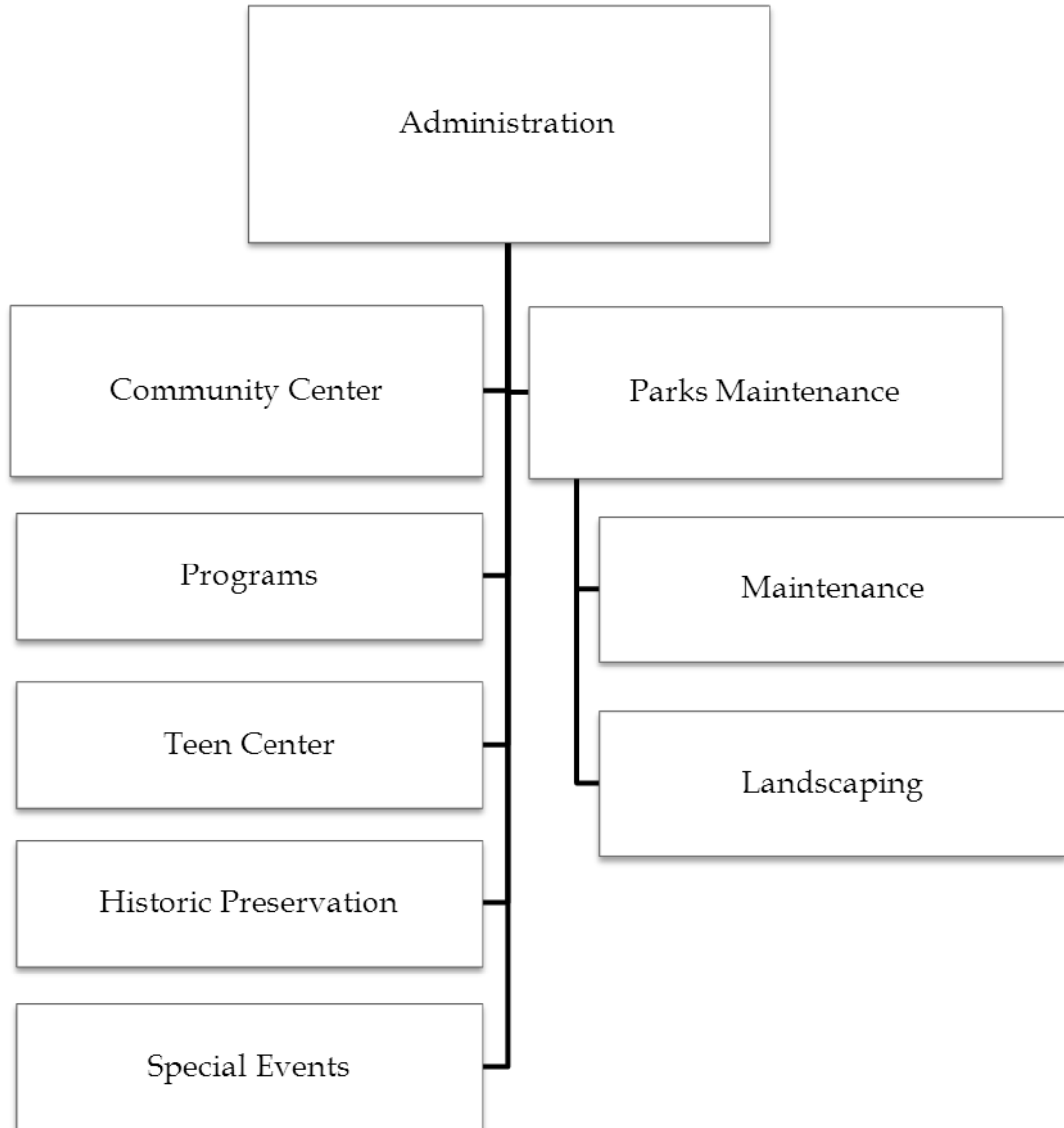
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The Parks and Recreation Department is committed to creating community through people, parks and programs.



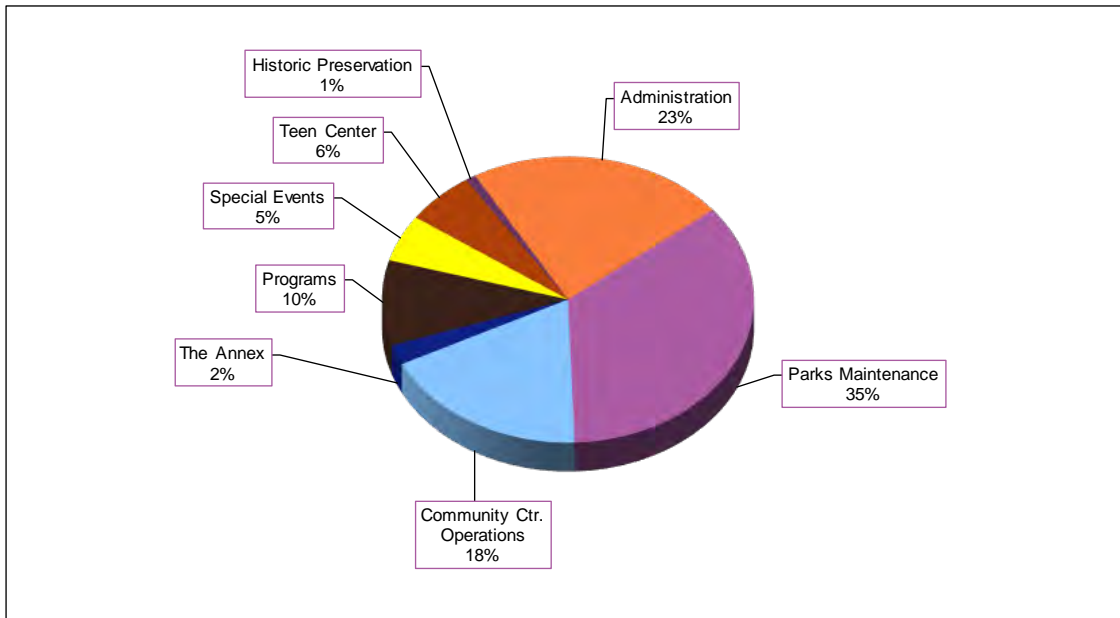


**PARKS AND RECREATION**



**PARKS AND RECREATION**

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Adopted	Net Change
Administration	862,778	684,090	815,600	49,450	886,920	202,830
Parks Maintenance	1,153,721	1,164,530	1,154,630	278,590	1,385,670	221,140
Community Ctr. Operations	640,065	694,940	684,670	641,610	712,670	17,730
The Annex	0	0	63,700	0	88,750	88,750
Programs	417,989	254,010	259,380	159,600	378,600	124,590
Special Events	137,460	81,800	101,360	54,750	208,400	126,600
Teen Center	206,761	196,300	206,070	132,800	237,520	41,220
Historic Preservation	29,558	18,600	26,100	26,100	35,600	17,000
<b>Parks and Recreation</b>	<b>3,448,332</b>	<b>3,094,270</b>	<b>3,311,510</b>	<b>1,342,900</b>	<b>3,934,130</b>	<b>839,860</b>



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**ADMINISTRATION  
17110**

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**PURPOSE**

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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**

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- 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**

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- 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-19 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-19.
- Mailed special edition of Parks and Recreation COVID-19 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.

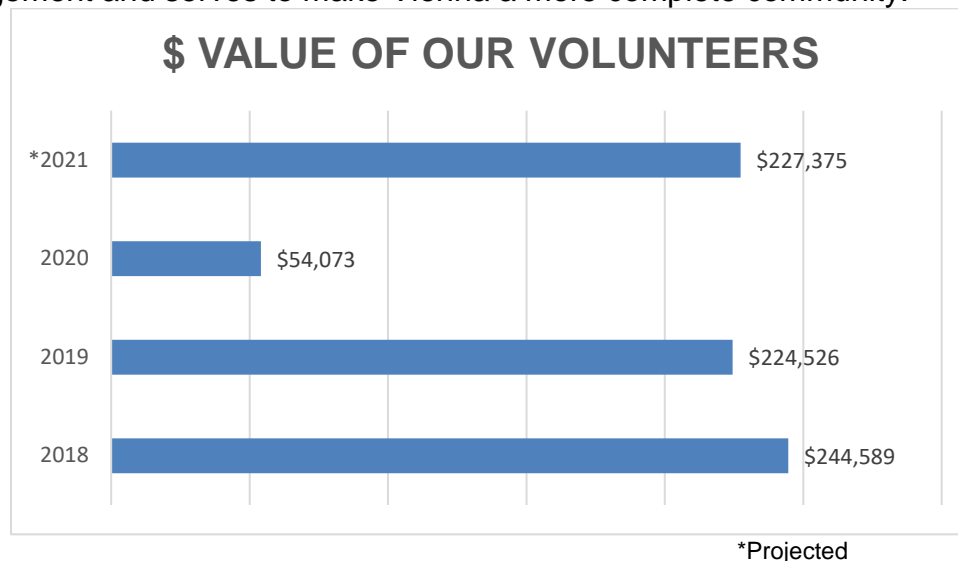
**FY 21-22 INITIATIVES**

- 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**

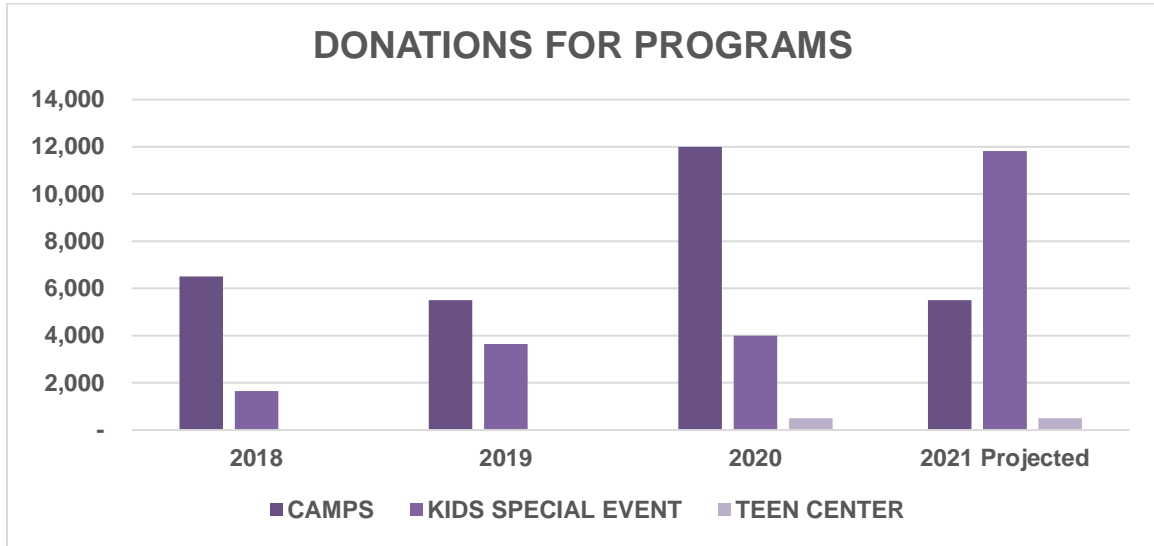
*Based on calendar year data*

Strategic Plan relevance: 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.

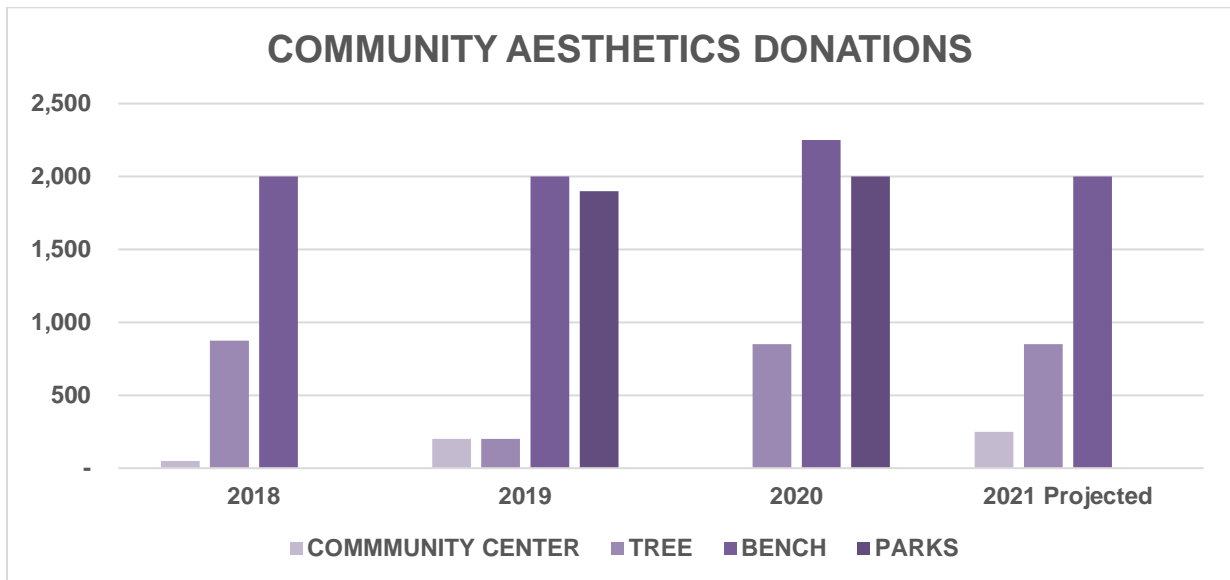


**ADMINISTRATION  
17110**

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://virginiaservice.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*

<b>Authorized Positions</b>	<b>Adopted FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
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
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>

\* 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  
ADOPTED EXPENSE BUDGET BY FUND**

**DIVISION 17110  
NAME PARKS AND RECREATION ADMINISTRATION**

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
41001 Salaries and Wages	\$ 538,183	\$ 427,400	\$ 548,400	\$ 563,670	\$ 136,270
41002 Overtime	7,322	5,080	6,470	8,240	3,160
41003 Regular Part Time with Benefits	12	-	-	-	-
41004 Part Time without Benefits	30,627	10,000	19,000	39,030	29,030
41006 Annual Leave Liquidation	-	-	-	-	-
41008 Annual Leave Cash-In	8,093	-	-	-	-
41015 Performance Bonus	5,000	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>589,238</b>	<b>442,480</b>	<b>573,870</b>	<b>610,940</b>	<b>168,460</b>
42001 F.I.C.A.	42,685	32,200	32,310	43,550	11,350
42002 V.R.S.	53,494	49,300	49,300	63,440	14,140
42003 V.R.S. Life Insurance	7,056	5,680	5,680	7,260	1,580
42007 Health Insurance	62,228	51,270	51,270	50,000	(1,270)
42012 Cafeteria Plan Fees	297	250	250	320	70
42018 Employer Contributions:DC401A	21,506	21,560	21,560	21,670	110
42021 V.R.S. Hybrid 401A Match	3,992	2,800	2,800	3,970	1,170
42025 V.R.S. Hybrid Disability	627	650	650	620	(30)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>191,885</b>	<b>163,710</b>	<b>163,820</b>	<b>190,830</b>	<b>27,120</b>
43301 Equipment Maintenance Contracts	252	1,500	1,500	1,500	-
43303 Software Maintenance Contract	-	-	-	-	-
43308 Contracts/Services	23,794	26,000	26,000	26,000	-
43501 Printing/Binding Services	19,940	26,200	26,200	26,200	-
<b>TOTAL PURCHASED SERVICES</b>	<b>43,986</b>	<b>53,700</b>	<b>53,700</b>	<b>53,700</b>	<b>-</b>
45202 Long Distance Service	-	-	-	-	-
45203 Postal Services	10,393	12,500	12,500	12,500	-
45402 Equipment Rental	-	1,000	1,000	1,000	-
45404 Central Copier Charges	3,712	-	-	-	-
45501 Mileage Reimbursement	1,029	500	500	750	250
45503 Subsistence/Lodging	5,664	500	500	2,500	2,000
45504 Conventions/Education	8,737	500	500	5,500	5,000
45801 Memberships/Dues	2,054	2,200	2,200	2,200	-
<b>TOTAL OTHER CHARGES</b>	<b>31,588</b>	<b>17,200</b>	<b>17,200</b>	<b>24,450</b>	<b>7,250</b>
46001 Office Supplies	6,080	7,000	7,010	7,000	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>6,080</b>	<b>7,000</b>	<b>7,010</b>	<b>7,000</b>	<b>-</b>
49207 Transfer To CPF	-	-	-	-	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL PARKS &amp; REC ADMIN</b>	<b>\$ 862,778</b>	<b>\$ 684,090</b>	<b>\$ 815,600</b>	<b>\$ 886,920</b>	<b>\$ 202,830</b>

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**PARKS MAINTENANCE**  
**17120**

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**PURPOSE**

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

**ACTIVITIES / PRODUCTS / SERVICES**

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- 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, and youth athletic field days.
- Provide brush, cut trees and leaves 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 tree 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**

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- 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.
- Resurfaced Glyndon Park tennis courts and added lines for four (4) pickleball courts. Installed an ADA compliant handicap ramp and additional gate.



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**PARKS MAINTENANCE**  
**17120**

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- 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 dispensers, paper towel dispensers, and water fountains in four (4) park restrooms in response to COVID-19 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-19.
- Added holiday lights to Town Hall and Town Welcome Signs.
- Removed a 30' boat from Southside Park.
- Repaired roof and masonry on storage shed at Southside Park
- 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-19 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 Company 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.

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**FY 21-22 INITIATIVES**

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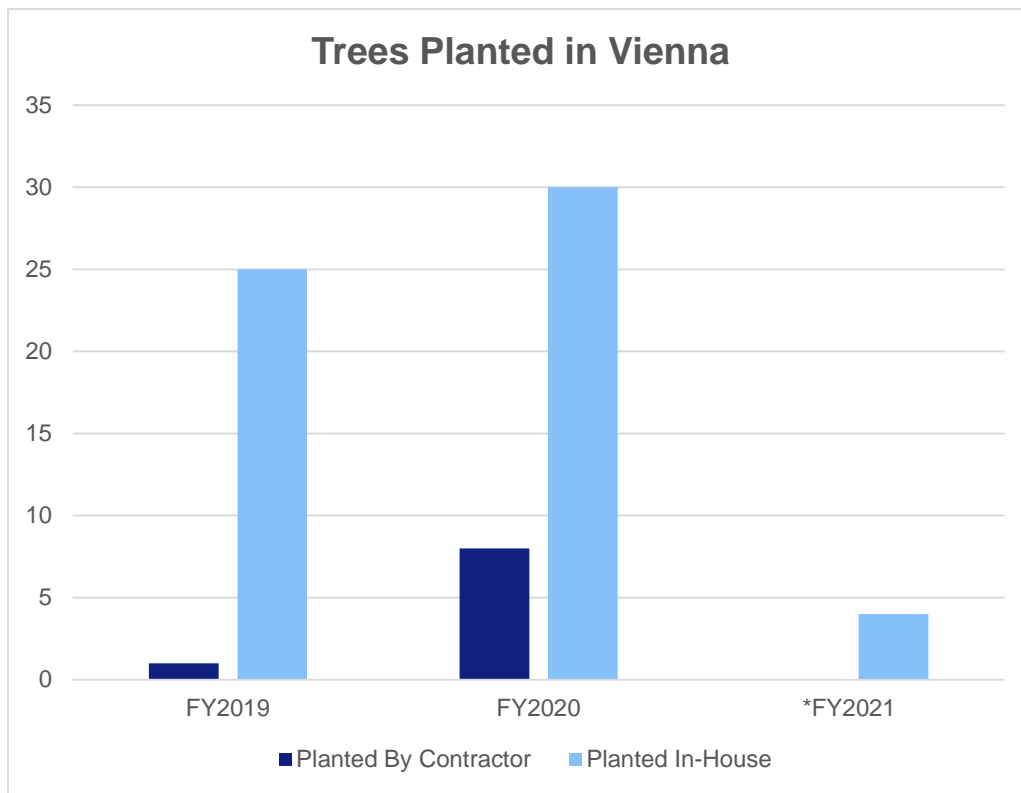
- Attend professional workshops for further education in parks and landscape industry.
- Replace wooden picnic tables and bleachers with aluminum tables and bleachers with guard rails.
- Input park and right of way trees in Davey Tree Keeper software program
- Enhanced plantings along Maple Avenue and Church St. right of way beds.
- Two employees will complete North Carolina State University Supervisors Management School.
- Coordinate with Vienna Little League and Vienna Youth Inc. to install and dedicate memorial to Bill Cervenak at Glyndon Park.

**PARKS MAINTENANCE  
17120**

**PERFORMANCE MEASURES**

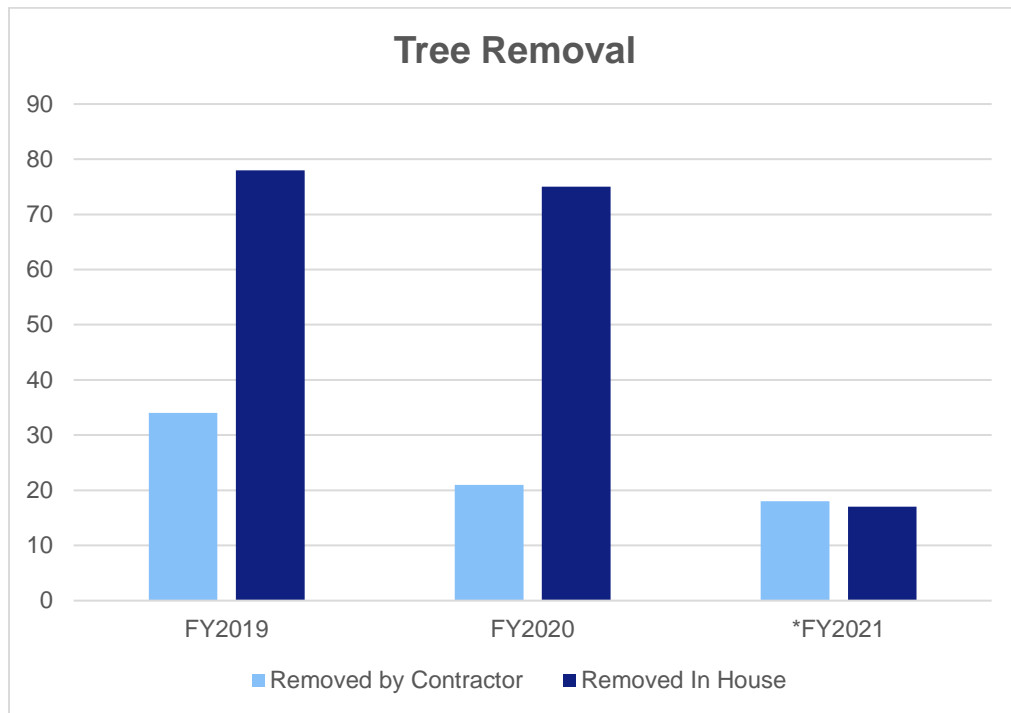
*Based on calendar year*

Strategic Plan relevance: 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.



\*PROJECTED

**PARKS MAINTENANCE  
17120**



\*PROJECTED

**PERSONNEL**

*Based on a fiscal year*

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Adopted FY 21-22
Parks Maintenance Superintendent	1	1	1
Parks Maintenance Supervisor	-	-	1
Arborist/Horticulturist	1	1	1
Urban Arborist	1	1	1
Maintenance Workers	7	7	8
<b>Total</b>	<b>10</b>	<b>10</b>	<b>12</b>

**FY 21-22 BUDGET CHANGES**

- Budget dollars were reduced \$125,000 for contracts/services (account 43308) anticipating class offerings will not be as heavily scheduled as pre-COVID-19.

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

**DIVISION 17120  
NAME PARKS MAINTENANCE**

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 594,319	\$ 582,930	\$ 576,220	\$ 711,040	\$ 128,110
41002 Overtime	40,183	40,000	40,000	30,290	(9,710)
41004 Part Time without Benefits	46,141	45,000	28,790	48,840	3,840
41006 Annual Leave Liquidation	749	-	-	-	-
41008 Annual Leave Cash-In	4,395	-	-	-	-
41011 Non-Exempt Comptime Liquid.	-	-	-	-	-
41015 Performance Bonus	4,000	-	-	-	-
41020 Transfer of Budgeted Salary	-	-	(17,000)	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>689,786</b>	<b>667,930</b>	<b>628,010</b>	<b>790,170</b>	<b>122,240</b>
42001 F.I.C.A.	50,321	45,460	45,620	54,840	9,380
42002 V.R.S.	59,934	67,620	67,620	79,000	11,380
42003 V.R.S. Life Insurance	7,801	8,050	8,050	8,200	150
42004 Local Pension Plan	182	-	-	-	-
42007 Health Insurance	108,686	88,400	88,400	77,000	(11,400)
42012 Cafeteria Plan Fees	59	130	130	-	(130)
42017 Cell Phone Allowance	-	-	-	-	-
42018 Employer Contributions:DC401A	23,050	22,690	22,690	20,500	(2,190)
42021 V.R.S. Hybrid 401A Match	3,589	2,500	2,500	2,960	460
42025 V.R.S. Hybrid Disability	779	820	820	470	(350)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>254,401</b>	<b>235,670</b>	<b>235,830</b>	<b>242,970</b>	<b>7,300</b>
43301 Equipment Maintenance Contracts	-	1,000	1,000	1,000	-
43304 H/AC Maintenance Contract	444	2,000	2,000	2,000	-
43305 Other Maintenance Contracts	1,081	2,000	2,000	2,000	-
43307 Repair/Maintenance Services	9,165	34,000	32,800	36,000	2,000
43308 Contracts/Services	-	6,350	-	21,900	15,550
43309 Cell Phone Expense	3,766	4,000	5,200	5,000	1,000
43310 Tree Maintenance	45,976	30,000	37,500	50,000	20,000
43701 Uniform Rental/Cleaning	5,302	6,000	6,000	6,000	-
<b>TOTAL PURCHASED SERVICES</b>	<b>65,735</b>	<b>85,350</b>	<b>86,500</b>	<b>123,900</b>	<b>38,550</b>
45101 Electricity	19,192	26,800	26,800	27,600	800
45102 Natural Gas	4,640	4,000	6,000	4,000	-
45104 Water/Sewer Service	8,901	13,000	13,000	13,000	-
45402 Equipment Rental	-	1,050	50	1,050	-
45503 Subsistence/Lodging	-	500	-	2,000	1,500
45504 Conventions/Education	-	500	2,200	6,950	6,450
<b>TOTAL OTHER CHARGES</b>	<b>32,732</b>	<b>45,850</b>	<b>48,050</b>	<b>54,600</b>	<b>8,750</b>
46003 Horticultural Supplies	20,698	13,000	13,650	35,300	22,300
46007 Repair/Maintenance Supplies	13,321	14,000	14,000	18,000	4,000
46008 Vehicle/Equipment Fuels	13,050	12,000	12,000	12,000	-
46009 Veh/Equip Maintenance Supplies	200	7,000	7,000	7,000	-
46011 Uniforms/Safety Apparel	2,733	5,000	5,000	5,000	-
46015 Operational Supplies	7,080	14,000	14,000	14,000	-
46017 Small Tools	963	2,000	2,000	2,000	-
46031 Tires and Tubes	450	2,730	2,730	2,730	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>58,496</b>	<b>69,730</b>	<b>70,380</b>	<b>96,030</b>	<b>26,300</b>
47203 Service Awards	1,882	-	-	-	-
47403 Physical Improvements	50,690	60,000	80,650	78,000	18,000
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>52,572</b>	<b>60,000</b>	<b>80,650</b>	<b>78,000</b>	<b>18,000</b>

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

**DIVISION 17120  
NAME PARKS MAINTENANCE**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	FY 21-22 ADOPTED	NET CHANGE
48201 Additional Machine/Equipment	-	-	5,210	-	-
TOTAL CAPITAL OUTLAY	-	-	5,210	-	-
<b>TOTAL PARKS MAINTENANCE</b>	<b><u>\$ 1,153,721</u></b>	<b><u>\$ 1,164,530</u></b>	<b><u>\$ 1,154,630</u></b>	<b><u>\$ 1,385,670</u></b>	<b><u>\$ 221,140</u></b>

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**COMMUNITY CENTER**  
**17130**

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**PURPOSE**

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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**

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- 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, 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**

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- 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**

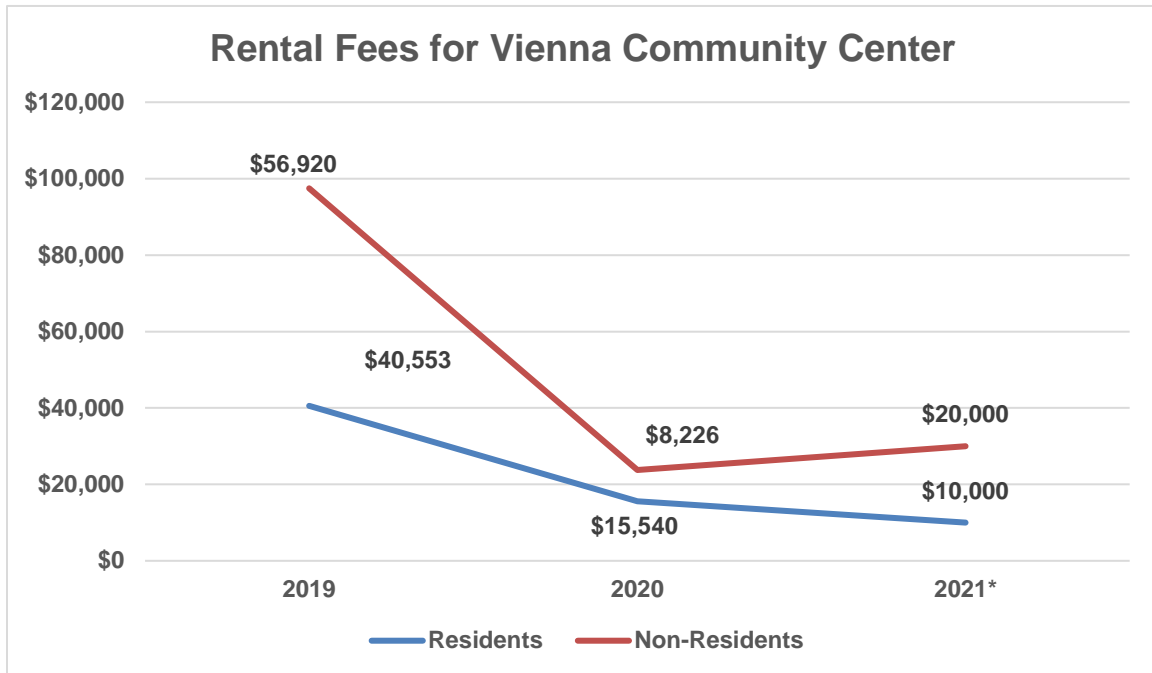
**FY 21-22 INITIATIVES**

- 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**

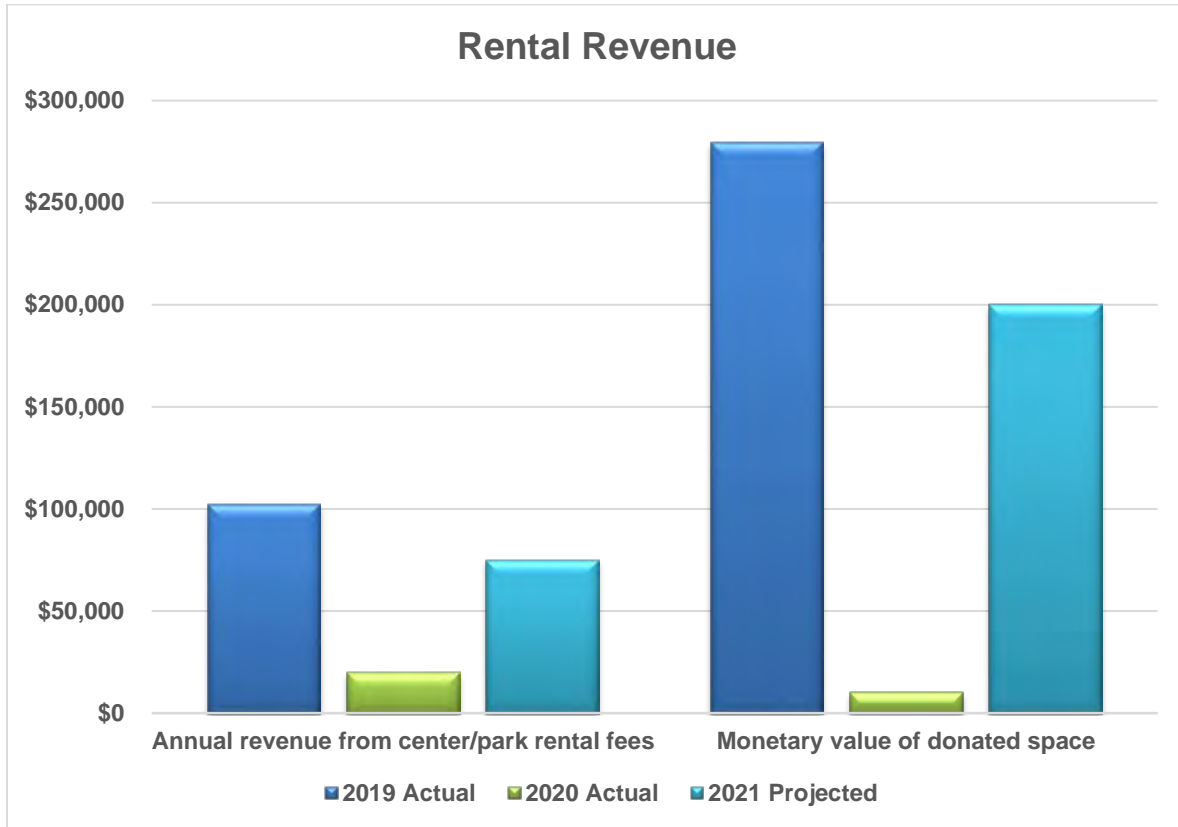
*Based on calendar year data*

Strategic Plan relevance: The majority of revenue for Community Center rental fees is attributed to non-resident reservations. Non-residents pay a higher rate for rentals.



\*PROJECTED

**COMMUNITY CENTER  
17130**



**PERSONNEL**

*Based on a fiscal year*

Authorized Positions	Adopted FY 19-20	Adopted FY 20-21	Adopted 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
<b>Total Benefited Employees</b>	<b>5</b>	<b>5</b>	<b>5</b>



**COMMUNITY CENTER  
17130**

<b>Temporary and Part-time Staff<sup>1</sup></b>	<b>Adopted FY19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY21-22</b>
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
<b>Total Non-Benefited Staffing<sup>2</sup></b>	17	17	18

<sup>1</sup>These numbers fluctuate as needed to meet required service level during the year.

<sup>2</sup>These positions work an average that is less than 24 hours per week. They are not full time equivalent positions. Staffing level is partially offset by revenue.

**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.

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

**DIVISION 17130  
NAME COMMUNITY CENTER OPERATIONS**

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
41001 Salaries and Wages	\$ 272,078	\$ 355,840	\$ 308,340	\$ 320,170	\$ (35,670)
41002 Overtime	26,125	12,690	29,900	30,170	17,480
41003 Regular Part Time with Benefits	150	-	-	-	-
41004 Part Time without Benefits	104,264	73,270	84,870	97,000	23,730
41006 Annual Leave Liquidation	-	-	-	-	-
41008 Annual Leave Cash-In	2,580	-	-	-	-
41015 Performance Bonus	2,500	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>407,696</b>	<b>441,800</b>	<b>423,110</b>	<b>447,340</b>	<b>5,540</b>
42001 F.I.C.A.	30,120	28,190	28,460	32,020	3,830
42002 V.R.S.	28,492	31,280	31,280	37,000	5,720
42003 V.R.S. Life Insurance	3,801	5,580	5,580	3,960	(1,620)
42004 Local Pension Plan	-	-	-	-	-
42007 Health Insurance	35,836	33,590	33,590	28,590	(5,000)
42012 Cafeteria Plan Fees	59	60	60	60	-
42018 Employer Contributions:DC401A	10,004	9,140	9,140	11,820	2,680
42021 V.R.S. Hybrid 401A Match	2,475	2,200	2,200	2,550	350
42025 V.R.S. Hybrid Disability	652	630	630	660	30
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>111,438</b>	<b>110,670</b>	<b>110,940</b>	<b>116,660</b>	<b>5,990</b>
43304 H/AC Maintenance Contract	12,240	13,000	18,500	13,600	600
43307 Repair/Maintenance Services	7,324	15,000	15,500	15,000	-
43308 Contracts/Services	17,738	15,000	17,000	20,000	5,000
43309 Cell Phone Expense	2,782	4,000	4,000	4,000	-
43701 Uniform Rental/Cleaning	1,303	2,500	2,000	2,500	-
43702 Janitorial/Custodial Service	361	1,000	1,000	1,000	-
<b>TOTAL PURCHASED SERVICES</b>	<b>41,748</b>	<b>50,500</b>	<b>58,000</b>	<b>56,100</b>	<b>5,600</b>
45101 Electricity	46,947	49,000	49,000	49,000	-
45102 Natural Gas	8,227	15,000	15,000	8,000	(7,000)
45104 Water/Sewer Service	4,784	4,000	4,000	4,000	-
45503 Subsistence/Lodging	946	500	500	1,600	1,100
45504 Conventions/Education	730	500	500	600	100
<b>TOTAL OTHER CHARGES</b>	<b>61,635</b>	<b>69,000</b>	<b>69,000</b>	<b>63,200</b>	<b>(5,800)</b>
46005 Janitorial Supplies	13,079	13,000	13,650	18,400	5,400
46007 Repair/Maintenance Supplies	584	-	-	1,000	1,000
46011 Uniforms/Safety Apparel	2,281	2,720	2,720	2,720	-
46013 Recreation Supplies	651	750	750	750	-
46015 Operational Supplies	954	6,500	6,500	6,500	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>17,548</b>	<b>22,970</b>	<b>23,620</b>	<b>29,370</b>	<b>6,400</b>
48102 Furniture/Fixture Replacement	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL COMM CENTER OPERATIONS</b>	<b>\$ 640,065</b>	<b>\$ 694,940</b>	<b>\$ 684,670</b>	<b>\$ 712,670</b>	<b>\$ 17,730</b>

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**THE ANNEX**  
**17135**

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**PURPOSE**

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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.

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**ACTIVITIES / PRODUCTS / SERVICES**

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

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**FY 20-21 ACCOMPLISHMENTS**

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- 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.

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**FY 21-22 INITIATIVES**

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- 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 venues.

**THE ANNEX  
17135**

**PERFORMANCE MEASURES**

None at this time.

**PERSONNEL**

*Based on a fiscal year*

<b>Temporary and Part-Time Staffing<sup>1</sup></b>	<b>Adopted FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
Part-time Building Supervisors (MOD's)	-	-	3
Part-time Customer Care Specialist	-	-	3
Part-time Custodian	-	-	2
<b>Total Non-Benefited Staffing<sup>2</sup></b>			<b>8</b>

<sup>1</sup>These numbers fluctuate as needed to meet required service level during the year.

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

<sup>2</sup>Staffing level is partially offset by revenue.

**FY 21-22 BUDGET CHANGES**

- First year of operation.

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

**DIVISION 17135  
NAME THE ANNEX**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	FY 21-22 ADOPTED	NET CHANGE
41002 Overtime	\$ -	\$ -	\$ -	\$ -	\$ -
41003 Regular Part Time with Benefits	-	-	5,000	-	-
41004 Part Time without Benefits	-	-	5,000	-	-
<b>TOTAL PERSONNEL SERVICES</b>	-	-	<b>10,000</b>	-	-
42001 F.I.C.A.	-	-	800	-	-
<b>TOTAL EMPLOYEE BENEFITS</b>	-	-	<b>800</b>	-	-
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 Services From Other Government	-	-	1,500	-	-
<b>TOTAL PURCHASED SERVICES</b>	-	-	<b>12,400</b>	<b>25,000</b>	<b>25,000</b>
45101 Electricity	-	-	15,000	30,000	30,000
45102 Natural Gas	-	-	10,000	15,000	15,000
45104 Water/Sewer Service	-	-	1,500	4,000	4,000
<b>TOTAL OTHER CHARGES</b>	-	-	<b>26,500</b>	<b>49,000</b>	<b>49,000</b>
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	2,000	2,000
<b>TOTAL MATERIAL SUPPLIES</b>	-	-	<b>14,000</b>	<b>14,750</b>	<b>14,750</b>
48102 Furniture/Fixture Replacement	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	-	-	-	-	-
<b>TOTAL THE ANNEX</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 63,700</b>	<b>\$ 88,750</b>	<b>\$ 88,750</b>

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**PROGRAM**  
**17150**

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**PURPOSE**

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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**

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- 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**

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**Administration**

- Created COVID-19 release forms for classes.
- Hired and trained Field Monitors to enforce social distancing and group limits at parks during COVID-19.
- Followed our “Go – No Go” plan to reopen 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-19.
- Developed a continuity of operations plan for programming staff.
- Developed presenter workshop and lecture guidelines.
- Developed an evaluation survey for classes and programs to include safety concerns.
- Developed summer camp COVID-19 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-19.
- 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-19 safety procedures.

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**PROGRAM**  
**17150**

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**Programming**

- Accomplished new programs and activities in response to COVID-19 and brought back existing programs successfully upon reopening.
- Held a reopening simulation for classes and programs following our reopening plan.
- Utilized the Town's TV channel to offer exercise classes.
- Successfully offered 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 reopening ceremony of Glyndon courts.
- Held in-person mature adult fall classes and lectures with increased COVID-19 safety precautions.
- Rearranged Bowman House pottery wheels and art tables to allow 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.
- 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.

**PROGRAM  
17150**

- Reviewed and approved Vienna Youth Inc. winter basketball return to play policy.

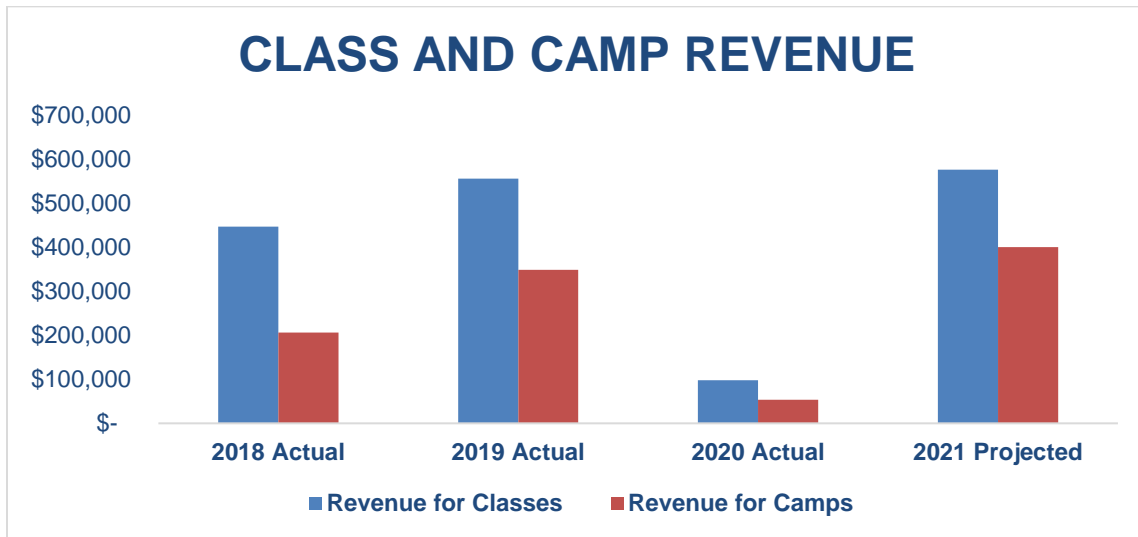
**FY 21-22 INITIATIVES**

- Review program plans and adapt programs with current COVID-19 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.

**PERFORMANCE MEASURES**

*Based on a calendar year.*

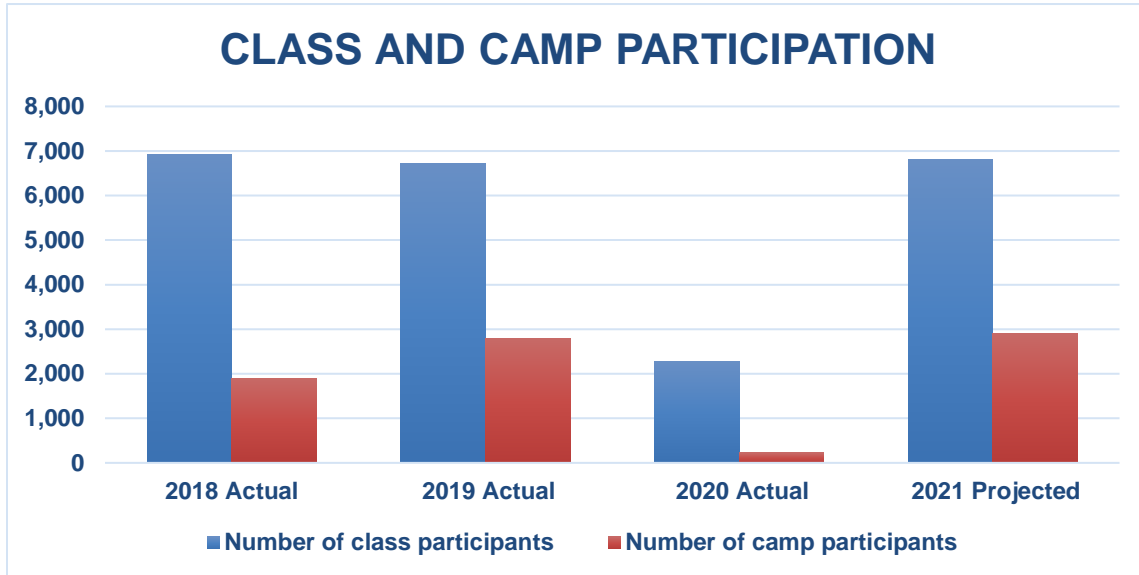
Strategic Plan relevance: Identifying the demand for classes and programs, the revenue raised and value given back to the community demonstrates that Vienna is fiscally responsible as well as a complete and engaged community.



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



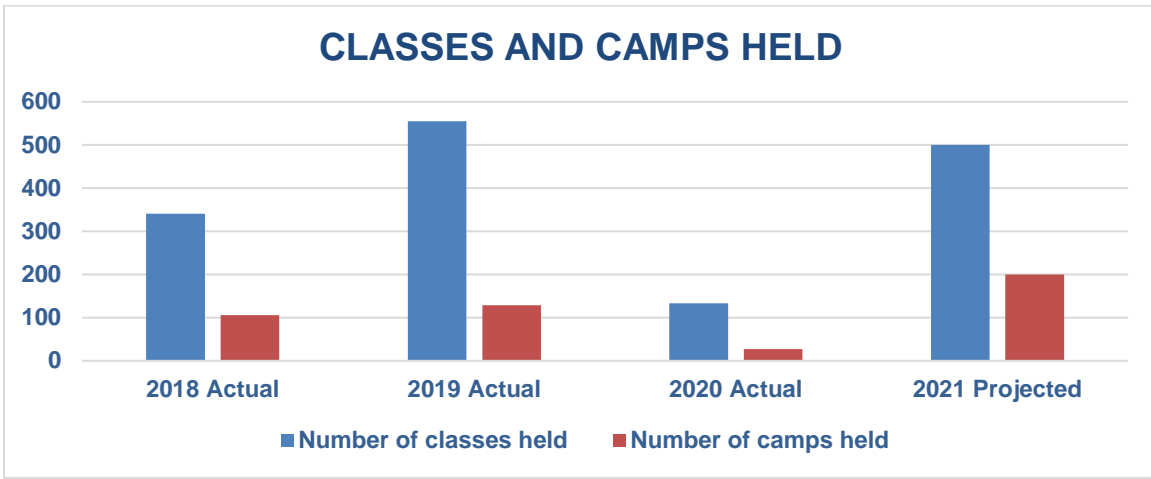
**PROGRAM  
17150**



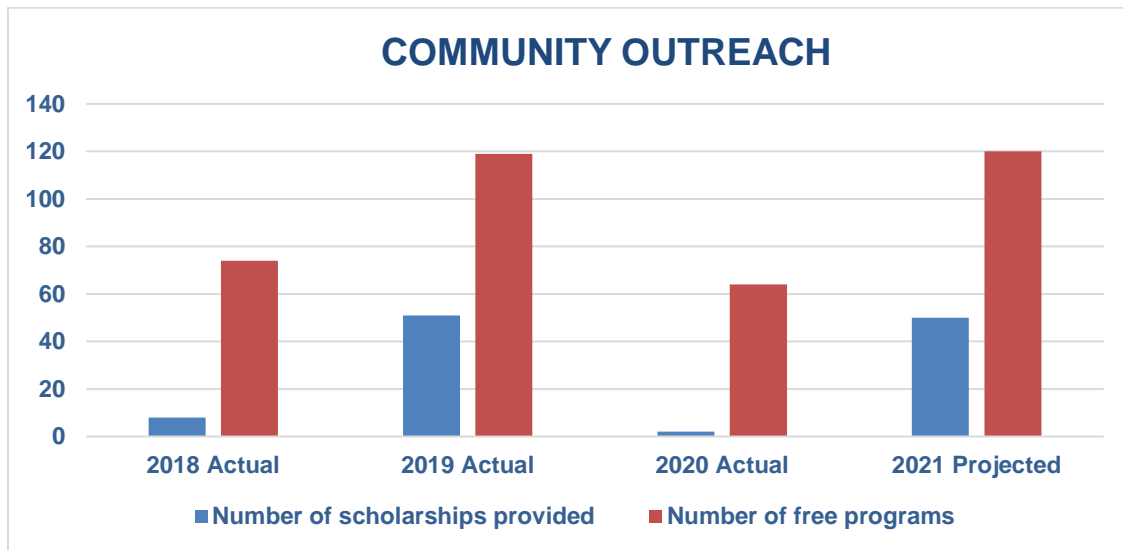
	<b>2018 ACTUAL</b>	<b>2019 ACTUAL</b>	<b>2020 ACTUAL</b>	<b>2021 PROJECTED</b>
Number of class participants	6,931	6,712	2,277	6,800
Number of camp participants	1,901	2,787	231	2,900

Class and Camp participation does not include tracking those individuals who 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



**PROGRAM  
17150**

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

**PERSONNEL**

*Based on a fiscal year*

<b>Temporary &amp; Part-Time Staffing<sup>1</sup></b>	<b>Adopted FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
Part-time Program Staff	15	18	18
Part-time Class Instructors	25	25	25
Contract Instructors	37	37	37
<b>Total – Non-benefited staffing<sup>2</sup></b>	<b>77</b>	<b>80</b>	<b>80</b>

<sup>1</sup>These numbers fluctuate as needed to meet required service level during the year.

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

<sup>2</sup>Staffing level is partially offset by revenue.

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**PROGRAM**  
**17150**

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**Virtual Community Center and Exercise Classes Comment:**

"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!"- Town resident

**FY 21-22 BUDGET CHANGES**

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- Budget dollars were reduced to \$125,000 for contracts/services (account 43308) anticipating class offerings will not be as heavily scheduled as pre-COVID- 19.

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

**DIVISION 17150  
NAME PROGRAMS**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
41002 Overtime	4,029	-	-	5,100	5,100
41004 Part Time without Benefits	63,177	34,500	39,150	64,000	29,500
41005 Other Part Time	70,905	50,080	50,080	76,000	25,920
<b>TOTAL PERSONNEL SERVICES</b>	<b>138,111</b>	<b>84,580</b>	<b>89,230</b>	<b>145,100</b>	<b>60,520</b>
42001 F.I.C.A.	10,637	3,000	3,350	11,500	8,500
42002 V.R.S.	15	-	-	-	-
42003 V.R.S. Life Insurance	3	-	-	-	-
42007 Health Insurance	-	3,920	3,920	-	(3,920)
42018 Employer Contributions:DC401A	8	10	10	-	(10)
42021 V.R.S. Hybrid 401A Match	7	-	-	-	-
42025 V.R.S. Hybrid Disability	1	-	-	-	-
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>10,671</b>	<b>6,930</b>	<b>7,280</b>	<b>11,500</b>	<b>4,570</b>
43308 Contracts/Services	254,429	145,500	145,500	200,000	54,500
<b>TOTAL PURCHASED SERVICES</b>	<b>254,429</b>	<b>145,500</b>	<b>145,500</b>	<b>200,000</b>	<b>54,500</b>
46013 Recreation Supplies	13,965	15,000	15,370	20,000	5,000
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>13,965</b>	<b>15,000</b>	<b>15,370</b>	<b>20,000</b>	<b>5,000</b>
48101 Machine/Equipment Replacement	814	2,000	2,000	2,000	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>814</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>
<b>TOTAL PROGRAMS</b>	<b>\$ 417,989</b>	<b>\$ 254,010</b>	<b>\$ 259,380</b>	<b>\$ 378,600</b>	<b>\$ 124,590</b>

**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**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Teen excursion camp</li> <li>• Community partner events</li> <li>• Sports leagues</li> <li>• Adult/Senior/Family trips</li> </ul> | <ul style="list-style-type: none"> <li>• Concerts</li> <li>• Plays</li> <li>• Holiday events</li> <li>• One-time events</li> </ul> |
|--|--|

**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 and hosted monthly planning meetings with Historic Vienna Inc. to develop the Liberty Amendments Month event plan.
- Spearheaded community organizations and business involvement.

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**SPECIAL EVENTS**  
**17155**

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**July 2020**

- Presented the 130K running, walking, skating, and biking event to celebrate the Town's 130<sup>th</sup> birthday with a total of 223 participants.
- Organized and executed contactless pick up for 500 4<sup>th</sup> of July in Box, including 109 boxes which were donated to families in need identified by local elementary schools.
- Obtained sponsorship and fully funded 4<sup>th</sup> of July in a Box through donations. All 500 4<sup>th</sup> of July in a Box's sold out earning 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 6,700 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, 8,558 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 total 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 online 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 Bag. Organized and executed contactless pick up for 502 of the Halloween in a Bag. 125 bags of the 502 bags were donated to families in need identified by local Elementary Schools. 219 bags 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-19 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.

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**SPECIAL EVENTS**  
**17155**

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- 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 1,100 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 2,300.
- 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-19 restrictions.
- Held the Fishing Rodeo in-person following COVID-19 guidelines.
- Held the Bike Rodeo in-person following COVID-19 guidelines

**May 2021**

- Collaborated with the Rotary Club of Vienna to present a plan to hold Viva Vienna following COVID-19 restrictions.
- Developed and implemented a Pickleball League.



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**SPECIAL EVENTS**  
**17155**

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**June 2021**

- Developed a plan to implement the Big Screen on the Green event following COVID-19 restrictions.
- Developed a plan to implement Town Green concerts and children's events following COVID-19 restrictions.

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**FY 21-22 INITIATIVES**

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- Collaborate with local organizations to present Liberty Amendments Month events held from Juneteenth (June 19) through July 17.
- Develop revised guidelines to host events, camps and athletics following adjusted COVID-19 guidelines presented by the State, CDC and Virginia Department of Health.

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**PERFORMANCE MEASURES**

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*Based on calendar year.*

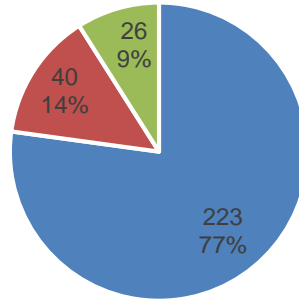
Strategic Plan relevance: Event planning for the calendar year 2020 proved to be very challenging. COVID-19 restrictions curtailed what events could be offered, how they could be offered and the number of participants allowed to attend. The budget for events held July through December 2020 was eliminated. 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-19 guidelines.

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

- 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, and 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.

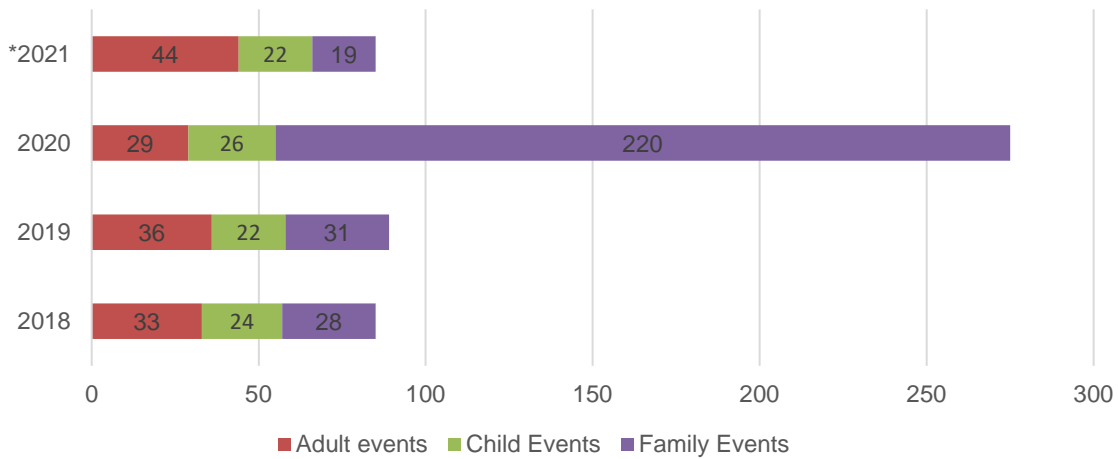
**SPECIAL EVENTS  
17155**

**EVENT TOTALS IN RESPONSE TO COVID-19**



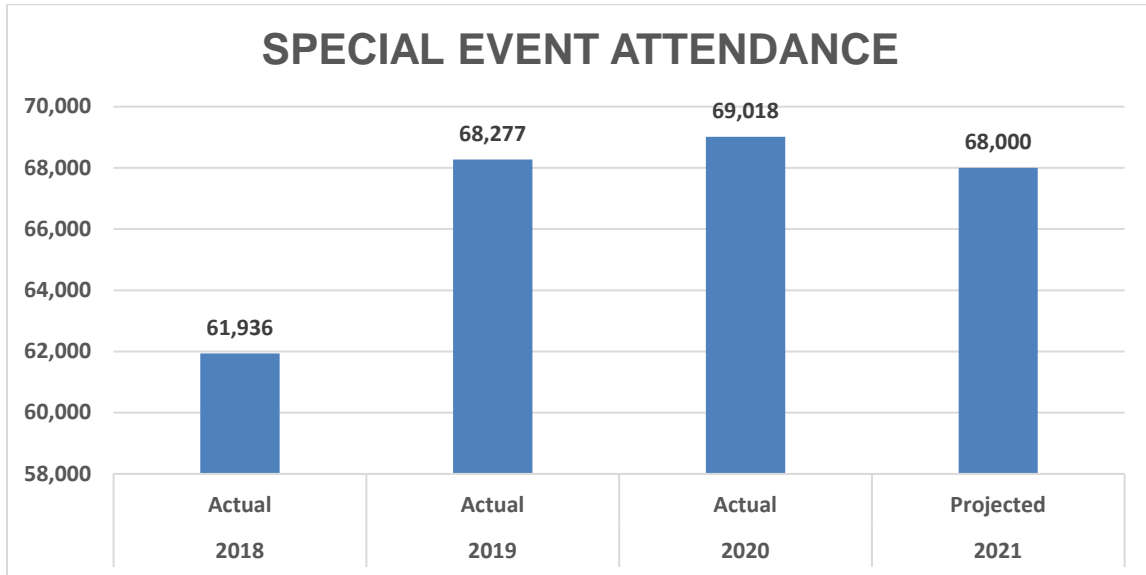
■ Virtual Activities ■ Live Stream Events ■ In Person Events

**SPECIAL EVENTS BY CATEGORY**



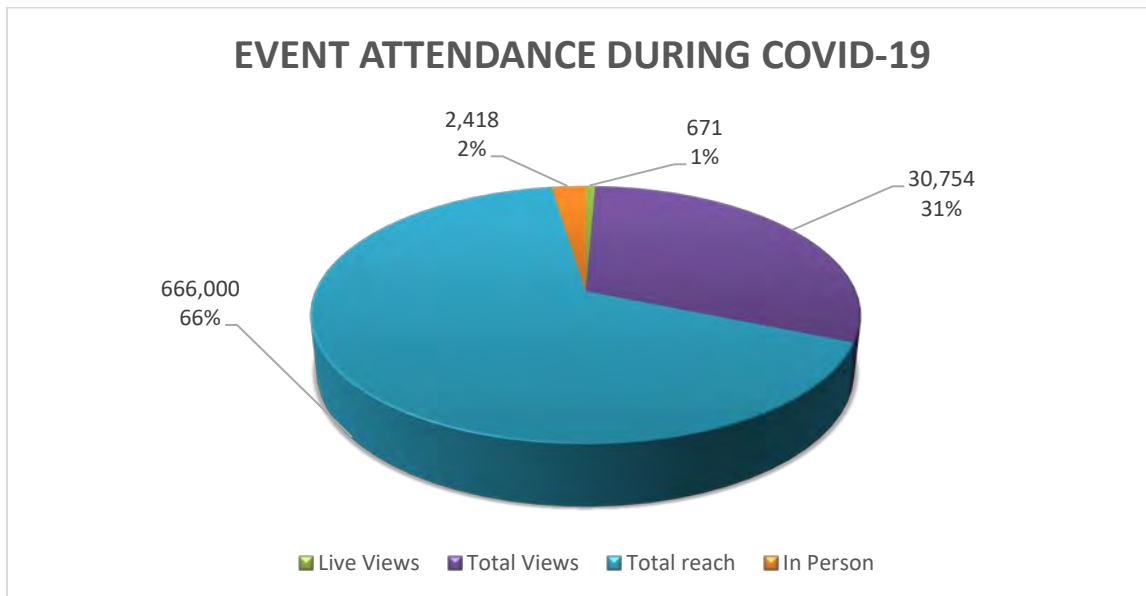
\*Projected

**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 due to COVID-19. Through creativity we were able to offer events virtually and through other outlets.

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**SPECIAL EVENTS**  
**17155**

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**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 4<sup>th</sup> 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 4<sup>th</sup> 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 form London.”
- “What a great idea to carry on the tradition of Vienna's Halloween Parade, be it different this year.”
- “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.”

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**SPECIAL EVENTS**  
**17155**

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- “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!”

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**FY 21-22 BUDGET CHANGES**

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

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

**DIVISION 17155  
NAME SPECIAL EVENTS**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
47702 Adult Athletics	\$ 2,276	\$ 4,700	\$ 4,700	\$ 15,000	\$ 10,300
47703 Camps	23,081	7,000	7,000	45,000	38,000
47704 Adult Trips	15,698	14,000	14,000	28,000	14,000
47705 Youth Special Events	9,203	4,110	17,200	22,000	17,890
47706 Adult Special Events	11,339	14,350	14,350	15,000	650
47707 Special Events - Large Scale	75,389	37,640	40,640	80,000	42,360
47713 Town Green Events	473	-	3,470	3,400	3,400
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>137,460</b>	<b>81,800</b>	<b>101,360</b>	<b>208,400</b>	<b>126,600</b>
<b>TOTAL SPECIAL EVENTS</b>	<b>\$ 137,460</b>	<b>\$ 81,800</b>	<b>\$ 101,360</b>	<b>\$ 208,400</b>	<b>\$ 126,600</b>

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**TEEN CENTER**  
**17160**

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**PURPOSE**

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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**

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- 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**

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- 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 Alliance meeting.
- Hosted a Hamilton Watch Party.
- Created a COVID-19 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-19 policies and 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 about the re-opening of Club Phoenix.
- Attended virtual trainings on asynchronous/synchronous operating systems hosted by Fairfax County Public Schools.
- Attended Supporting Self-Regulation with Social Emotional Competencies and Trauma-Informed Strategies Webinar hosted by Fairfax County Public Schools.

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**TEEN CENTER**  
**17160**

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- Created Vienna's Halloween Contest.
- 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-19 shutdown weeks.
- Staff participated in 17 trainings.

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**FY 21-22 INITIATIVES**

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- 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.
- Have part-time staff participate in two (2) trainings per quarter.
- Review program plans and adapt programs with current COVID-19 safety guidelines.
- Prepared to offer non-restricted programming post COVID-19.

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**PERFORMANCE MEASURES**

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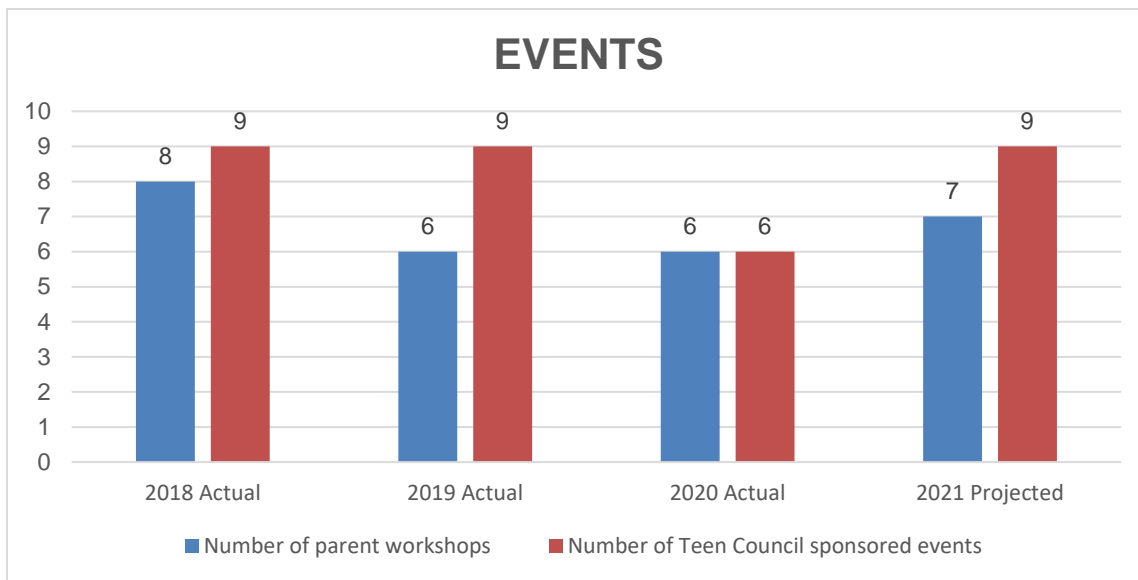
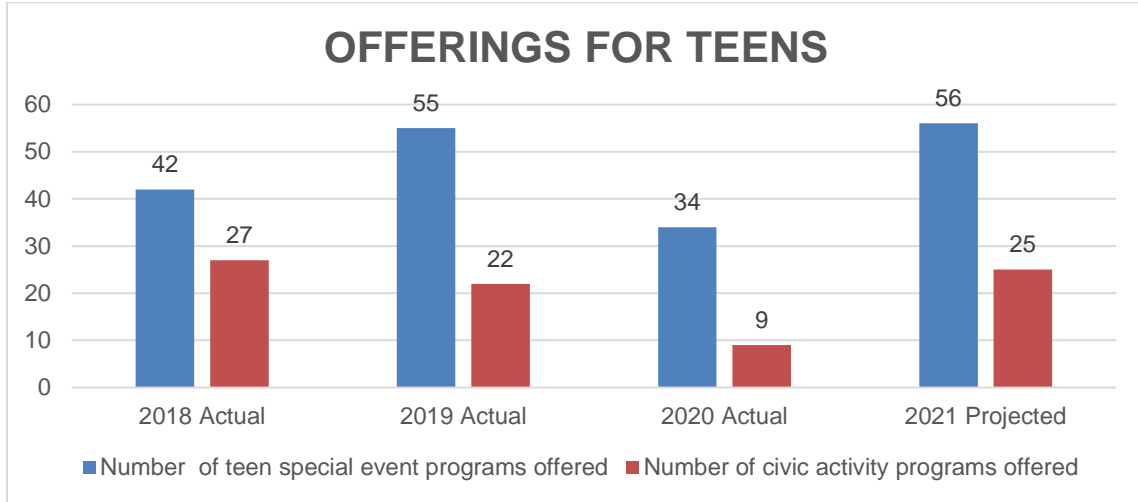
Strategic Plan relevance: The Teen Center encourages volunteerism through its programs and activities. Staff plans throughout the year parent workshops, teen activities and events. The Teen Council made up of students from the local schools plan and support teen sponsored events.

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.

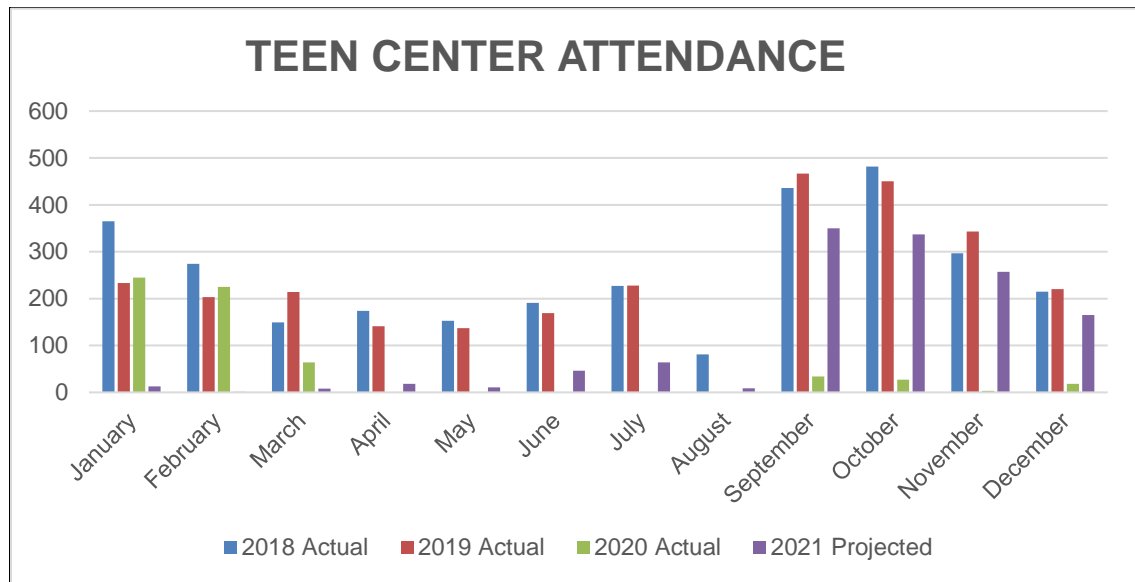
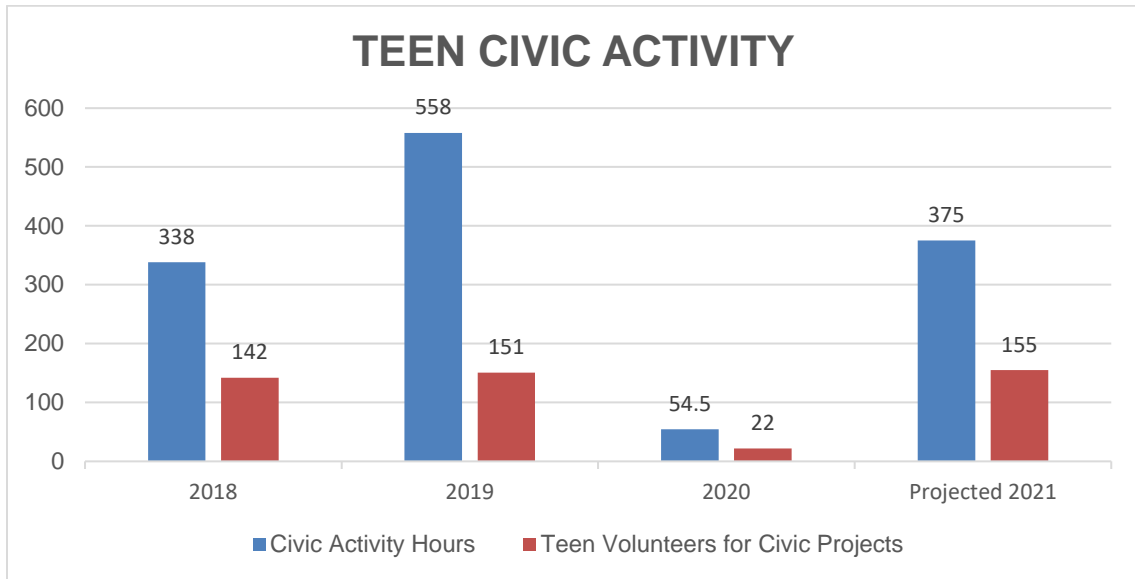


**TEEN CENTER  
17160**

*Based on calendar year*



**TEEN CENTER  
17160**



**TEEN CENTER  
17160**

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
Recreation Coordinator	1	1	1
After-School Program Coordinator	1	1	1
<b>Total Benefited Employees</b>	<b>2</b>	<b>2</b>	<b>2</b>

<b>Temporary &amp; Part-Time Staffing<sup>1</sup></b>	<b>Adopted FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
Number of Part-Time Teen Center Staff	5	5	5
<b>Total Non-Benefited Staffing<sup>2</sup></b>	<b>5</b>	<b>5</b>	<b>5</b>

<sup>1</sup>These numbers fluctuate as needed to meet required service level during the year.

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

<sup>2</sup>Staffing level is partially offset by revenue.

**FY 21-22 BUDGET CHANGES**

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

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

**DIVISION 17160  
NAME TEEN CENTER PROGRAM**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	FY 21-21 ADOPTED	NET CHANGE
41001 Salaries and Wages	\$ 115,173	\$ 116,370	\$ 116,370	\$ 121,200	\$ 4,830
41002 Overtime	14,986	1,860	10,630	21,630	19,770
41003 Regular Part Time with Benefits	-	-	-	-	-
41004 Part Time without Benefits	17,743	12,000	12,000	27,810	15,810
41008 Annual Leave Cash-In	-	-	-	-	-
41015 Performance Bonus	500	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>148,402</b>	<b>130,230</b>	<b>139,000</b>	<b>170,640</b>	<b>40,410</b>
42001 F.I.C.A.	11,038	9,040	9,040	13,130	4,090
42002 V.R.S.	12,848	13,000	13,000	13,920	920
42003 V.R.S. Life Insurance	1,582	1,550	1,550	1,640	90
42007 Health Insurance	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	4,823	4,850	4,850	4,890	40
42021 V.R.S Hybrid 401A Match	37	-	-	-	-
42025 V.R.S Hybrid Disability	11	10	10	-	(10)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>46,611</b>	<b>50,270</b>	<b>50,270</b>	<b>50,080</b>	<b>(190)</b>
43307 Repair/Maintenance Services	-	-	-	-	-
43308 Contracts/Services	2,117	5,800	5,800	5,800	-
<b>TOTAL PURCHASED SERVICES</b>	<b>2,117</b>	<b>5,800</b>	<b>5,800</b>	<b>5,800</b>	<b>-</b>
46013 Recreation Supplies	6,365	5,000	6,000	7,000	2,000
46016 Supplies for Resale	2,516	3,500	3,500	3,000	(500)
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>8,881</b>	<b>8,500</b>	<b>9,500</b>	<b>10,000</b>	<b>1,500</b>
48102 Furniture/Fixture Replacement	750	1,500	1,500	1,000	(500)
<b>TOTAL CAPTIAL OUTLAY</b>	<b>750</b>	<b>1,500</b>	<b>1,500</b>	<b>1,000</b>	<b>(500)</b>
<b>TOTAL TEEN CENTER PROGRAM</b>	<b>\$ 206,761</b>	<b>\$ 196,300</b>	<b>\$ 206,070</b>	<b>\$ 237,520</b>	<b>\$ 41,220</b>

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**HISTORIC PRESERVATION  
17250**

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**PURPOSE**

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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**

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- 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**

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- 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**

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- 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**

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

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**HISTORIC PRESERVATION  
17250**

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**PERSONNEL**

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*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
Storekeeper	\$15,000	\$7,500	\$15,000

**FY 21-22 BUDGET CHANGES**

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

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

**DIVISION 17250  
NAME HISTORIC PRESERVATION**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
43101 Consulting Services	\$ 15,000	\$ -	\$ 7,500	\$ 15,000	\$ 15,000
43304 H/AC Maintenance Contract	-	1,100	1,100	1,100	-
43307 Repair/Maintenance Services	969	2,000	2,000	2,000	-
<b>TOTAL PURCHASED SERVICES</b>	<b>15,969</b>	<b>3,100</b>	<b>10,600</b>	<b>18,100</b>	<b>15,000</b>
45101 Electricity	4,988	5,000	5,000	6,000	1,000
45102 Natural Gas	1,499	1,500	1,500	2,000	500
45104 Water/Sewer Service	1,257	2,000	2,000	2,000	-
45202 Long Distance Service	-	-	-	-	-
<b>TOTAL OTHER CHARGES</b>	<b>7,744</b>	<b>8,500</b>	<b>8,500</b>	<b>10,000</b>	<b>1,500</b>
46001 Office Supplies	(144)	-	-	-	-
46007 Repair/Maintenance Supplies	31	1,000	1,000	1,000	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>(113)</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
47403 Physical Improvements	5,959	6,000	6,000	6,500	500
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>5,959</b>	<b>6,000</b>	<b>6,000</b>	<b>6,500</b>	<b>500</b>
<b>TOTAL HISTORIC PRESERVATION</b>	<b><u>\$ 29,558</u></b>	<b><u>\$ 18,600</u></b>	<b><u>\$ 26,100</u></b>	<b><u>\$ 35,600</u></b>	<b><u>\$ 17,000</u></b>

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**PLANNING & ZONING**

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**Mission**

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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.





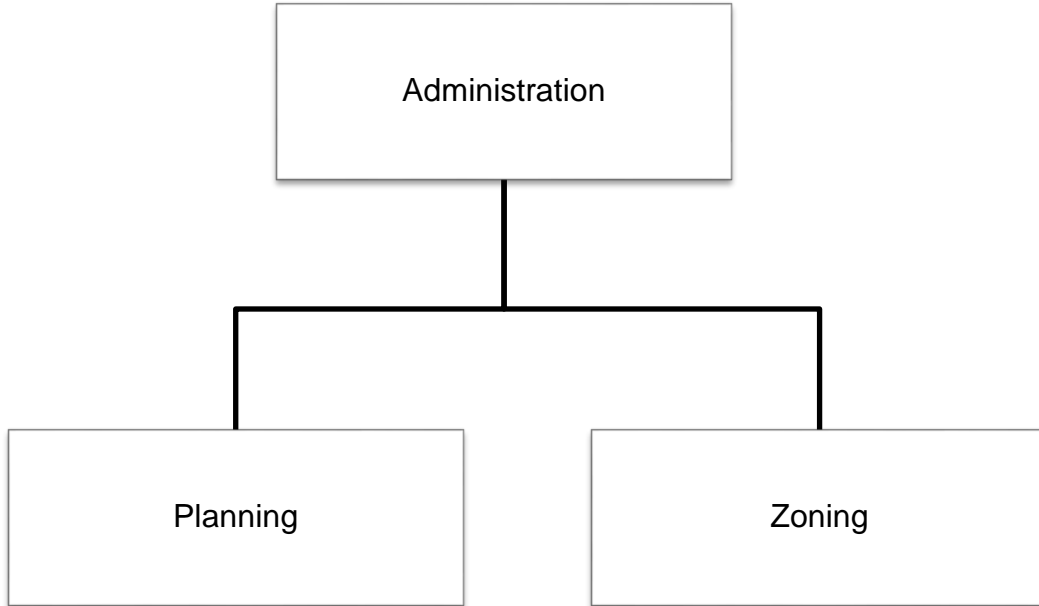
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**PLANNING & ZONING**

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**PLANNING & ZONING**

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Adopted	Net Change
Planning and Zoning	979,882	1,252,280	1,502,280	1,112,280	1,206,820	-45,460
<b>Planning and Zoning</b>	<b>979,882</b>	<b>1,252,280</b>	<b>1,502,280</b>	<b>1,112,280</b>	<b>1,206,820</b>	<b>-45,460</b>

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**PLANNING AND ZONING**  
**18110**

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**PURPOSE**

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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 Town's Ordinance, 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**

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- 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**

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- During Governor Northam's Statewide Stay at Home Order, DPZ staff seamlessly transitioned to accept and process applications via email, 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

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**PLANNING AND ZONING**  
**18110**

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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.

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**FY 20-21 ACCOMPLISHMENTS**

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- Reviewed and processed permits for the new Police Station at 215 Center Street S and 114 Locust Street SW.
- Reviewed 505 residential permits and 228 commercial permits.
- Processed 758 applications through idtPlans, an 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 S.
- 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.

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**FY 21-22 INITIATIVES**

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- 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.

**PLANNING AND ZONING  
18110**

**PERFORMANCE MEASURES**

*Based on calendar year data*

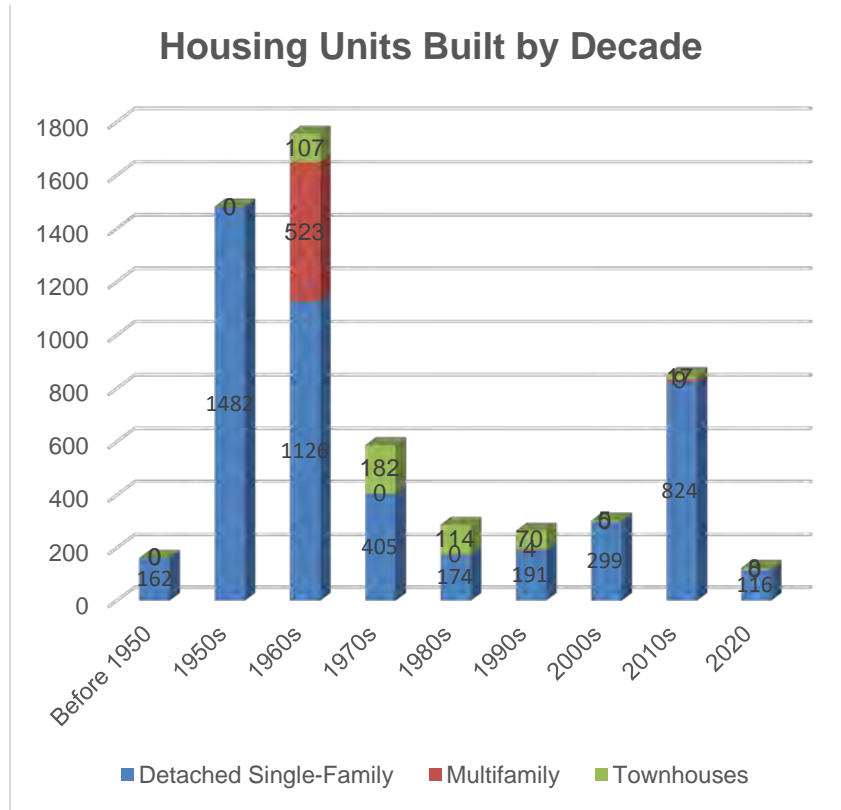
Strategic Plan relevance: The mix and age of housing types in Vienna contribute to the Town being “a distinctive, dynamic, and vibrant 21<sup>st</sup> century community,” as prescribed in the Strategic Plan’s *Economically Prosperous* objective. This is further supported by ensuring all properties in Town are well-maintained.

**Permits Reviewed by Planning and Zoning 2018-2020\***

<b>Permit Type</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
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
<b>TOTAL</b>	<b>748</b>	<b>711</b>	<b>733</b>

\*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*

<b>Authorized Positions</b>	<b>Adopted FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
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
<b>Total</b>	<b>8</b>	<b>8</b>	<b>8</b>

**FY 21-22 BUDGET CHANGES**

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

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

**DIVISION 18110  
NAME PLANNING & ZONING DEPARTMENT**

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries And Wages	\$ 690,873	\$ 707,300	\$ 707,300	\$ 735,280	\$ 27,980
41002 Overtime	5,207	3,720	3,720	3,720	-
41003 Regular Part Time with Benefits	-	-	-	-	-
41004 Part Time without Benefits	-	-	-	-	-
41006 Annual Leave Liquidation	-	-	-	-	-
41008 Annual Leave Cash-In	1,832	-	-	-	-
41011 Non-Exempt Comptime Liquid.	-	-	-	-	-
41015 Performance Bonus	5,500	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>703,413</b>	<b>711,020</b>	<b>711,020</b>	<b>739,000</b>	<b>27,980</b>
42001 F.I.C.A.	50,571	54,200	54,200	56,260	2,060
42002 V.R.S.	63,285	81,700	81,700	84,500	2,800
42003 V.R.S. Life Insurance	8,989	9,410	9,410	9,610	200
42004 Local Pension Plan	-	-	-	-	-
42007 Health Insurance	72,470	67,700	67,700	63,800	(3,900)
42012 Cafeteria Plan Fees	192	190	190	250	60
42018 Employer Contributions:DC401A	26,584	25,950	25,950	25,000	(950)
42021 V.R.S. Hybrid 401A Match	9,947	8,460	8,460	10,650	2,190
42025 V.R.S. Hybrid Disability	1,715	1,750	1,750	1,750	-
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>233,754</b>	<b>249,360</b>	<b>249,360</b>	<b>251,820</b>	<b>2,460</b>
43101 Consulting Services	-	245,000	495,000	155,400	(89,600)
43106 Translation Services	-	250	-	250	-
43301 Equipment Maintenance Contracts	-	-	-	-	-
43302 Financial System Maintenance	-	-	-	-	-
43303 Software Maintenance Contract	17,990	24,200	24,200	24,000	(200)
43309 Cell Phone Expense	2,127	2,000	2,000	3,700	1,700
43501 Printing/Binding Services	263	800	800	3,000	2,200
43601 Advertising	4,324	3,800	3,800	5,000	1,200
<b>TOTAL PURCHASED SERVICES</b>	<b>24,704</b>	<b>276,050</b>	<b>525,800</b>	<b>191,350</b>	<b>(84,700)</b>
45202 Long Distance Service	-	-	-	-	-
45203 Postal Services	2,874	2,350	2,350	2,500	150
45403 Facility Lease/Rental	-	-	-	-	-
45404 Central Copier Charges	1,169	3,700	2,200	2,000	(1,700)
45501 Mileage Reimbursement	563	500	250	500	-
45502 Fares	762	-	-	-	-
45503 Subsistence/Lodging	1,956	500	250	2,000	1,500
45504 Conventions/Education	3,568	500	500	3,000	2,500
45801 Memberships/Dues	2,398	3,000	3,000	3,000	-
45809 Refunds	-	-	-	-	-
<b>TOTAL OTHER CHARGES</b>	<b>13,290</b>	<b>10,550</b>	<b>8,550</b>	<b>13,000</b>	<b>2,450</b>
46001 Office Supplies	1,216	2,000	1,500	2,000	-
46011 Uniforms/Safety Apparel	309	650	650	500	(150)
46012 Books/Subscriptions	95	650	650	650	-
46015 Operational Supplies	2,712	2,000	2,000	3,500	1,500
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>4,332</b>	<b>5,300</b>	<b>4,800</b>	<b>6,650</b>	<b>1,350</b>
47707 Special Events	-	-	2,750	5,000	5,000
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>-</b>	<b>-</b>	<b>2,750</b>	<b>5,000</b>	<b>5,000</b>
48101 Machine/Equipment Replacement	-	-	-	-	-
48102 Furniture/Fixture Replacement	-	-	-	-	-



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

**DIVISION 18110  
NAME PLANNING & ZONING DEPARTMENT**

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
48107 Office/DP Equipment-Replacement	390	-	-	-	-
TOTAL CAPITAL OUTLAY	390	-	-	-	-
<b>TOTAL P &amp; Z DEPARTMENT</b>	<b><u>\$ 979,882</u></b>	<b><u>\$ 1,252,280</u></b>	<b><u>\$ 1,502,280</u></b>	<b><u>\$ 1,206,820</u></b>	<b><u>\$ (45,460)</u></b>

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**ECONOMIC DEVELOPMENT**

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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**

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Adopted	Net Change
Economic Development	107,573	196,790	323,090	267,700	282,470	85,680
<b>Economic Development</b>	<b>107,573</b>	<b>196,790</b>	<b>323,090</b>	<b>267,700</b>	<b>282,470</b>	<b>85,680</b>

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**ECONOMIC DEVELOPMENT**  
**18150**

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**PURPOSE**

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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**

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- 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 (VBA).
- 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.

**COVID-19 RESPONSE**

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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 division along with Town leadership monitored, responded, and coordinated with

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**ECONOMIC DEVELOPMENT**  
**18150**

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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.

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**ECONOMIC DEVELOPMENT**  
**18150**

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- 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.

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**FY 20-21 ACCOMPLISHMENTS**

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**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.

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**ECONOMIC DEVELOPMENT**  
**18150**

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- Created starter economic development focused website 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**

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**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.

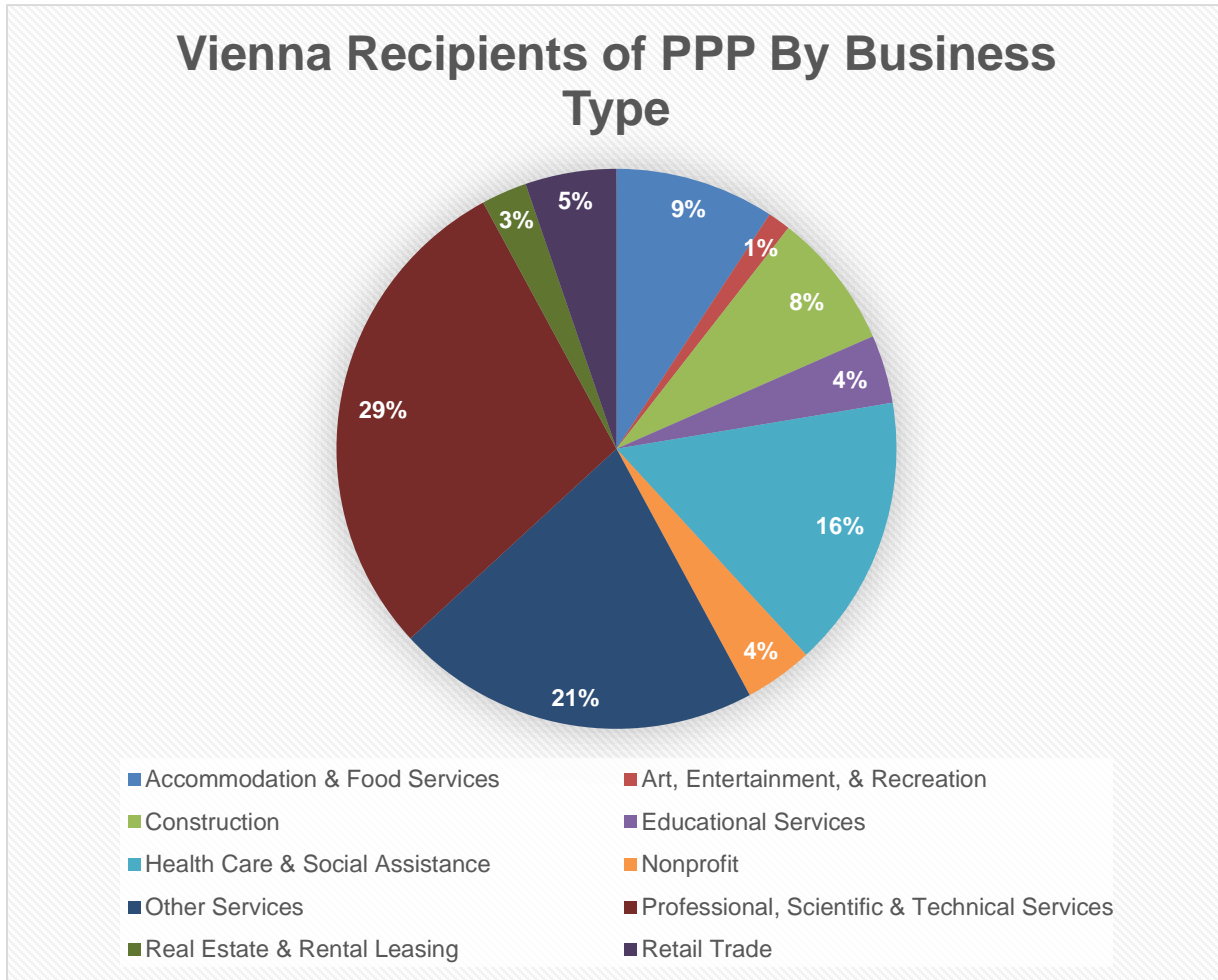
The following table and chart provide information about the impact and total investment of these financial programs for Vienna businesses.

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
<b>All COVID-19 Funding (low)</b>	<b>\$ 35,169,700</b>
<b>All COVID-19 Funding (high)</b>	<b>\$ 62,819,700</b>



**ECONOMIC DEVELOPMENT  
18150**

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



**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*

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**ECONOMIC DEVELOPMENT  
18150**

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**PERSONNEL***Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
Economic Development Manager	1	1	1
Marketing Assistant	0	0	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>2</b>

**FY 21-22 BUDGET CHANGES**

- Major budget changes from FY 20 to FY 21 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  
ADOPTED EXPENSE BUDGET BY FUND**

**DIVISION 18150  
NAME ECONOMIC DEVELOPMENT**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	FY 21-22 ADOPTED	NET CHANGE
41001 Salaries And Wages	\$ 74,993	\$ 116,670	\$ 116,670	\$ 166,600	\$ 49,930
41002 Overtime	1,407	-	-	-	-
41004 Part Time without Benefits	-	-	-	-	-
41006 Annual Leave Liquidation	-	-	-	-	-
41008 Annual Leave Cash-In	-	-	-	-	-
41011 Non-Exempt Comptime Liquid.	-	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>76,400</b>	<b>116,670</b>	<b>116,670</b>	<b>166,600</b>	<b>49,930</b>
42001 F.I.C.A.	5,772	7,340	7,340	12,710	5,370
42002 V.R.S.	6,843	11,130	11,130	18,940	7,810
42003 V.R.S. Life Insurance	924	1,550	1,550	2,250	700
42007 Health Insurance	4,712	5,800	5,800	4,000	(1,800)
42018 Employer Contributions:DC401A	655	-	-	5,270	5,270
42021 V.R.S. Hybrid 401A Match	705	380	380	1,500	1,120
42025 V.R.S. Hybrid Disability	372	220	220	1,000	780
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>19,983</b>	<b>26,420</b>	<b>26,420</b>	<b>45,670</b>	<b>19,250</b>
43101 Consulting Services	3,000	25,800	154,100	40,000	14,200
43309 Cell Phone Expense	781	500	500	500	-
43501 Printing/Binding Services	-	-	-	-	-
<b>TOTAL PURCHASED SERVICES</b>	<b>3,781</b>	<b>26,300</b>	<b>154,600</b>	<b>40,500</b>	<b>14,200</b>
45203 Postal Services	-	1,500	1,500	1,500	-
45404 Central Copier Charges	40	-	-	150	150
45503 Subsistence/Lodging	-	500	500	-	(500)
45504 Conventions/Education	180	500	500	850	350
45505 Business Meals	-	2,000	-	2,000	-
45801 Memberships/Dues	335	1,380	1,380	1,100	(280)
<b>TOTAL OTHER CHARGES</b>	<b>555</b>	<b>5,880</b>	<b>3,880</b>	<b>5,600</b>	<b>(280)</b>
46001 Office Supplies	-	1,500	1,500	1,500	-
46012 Books/Subscriptions	4,794	13,100	13,100	13,100	-
46015 Operational Supplies	2,060	6,920	6,920	9,500	2,580
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>6,854</b>	<b>21,520</b>	<b>21,520</b>	<b>24,100</b>	<b>2,580</b>
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>\$ 107,573</b>	<b>\$ 196,790</b>	<b>\$ 323,090</b>	<b>\$ 282,470</b>	<b>\$ 85,680</b>

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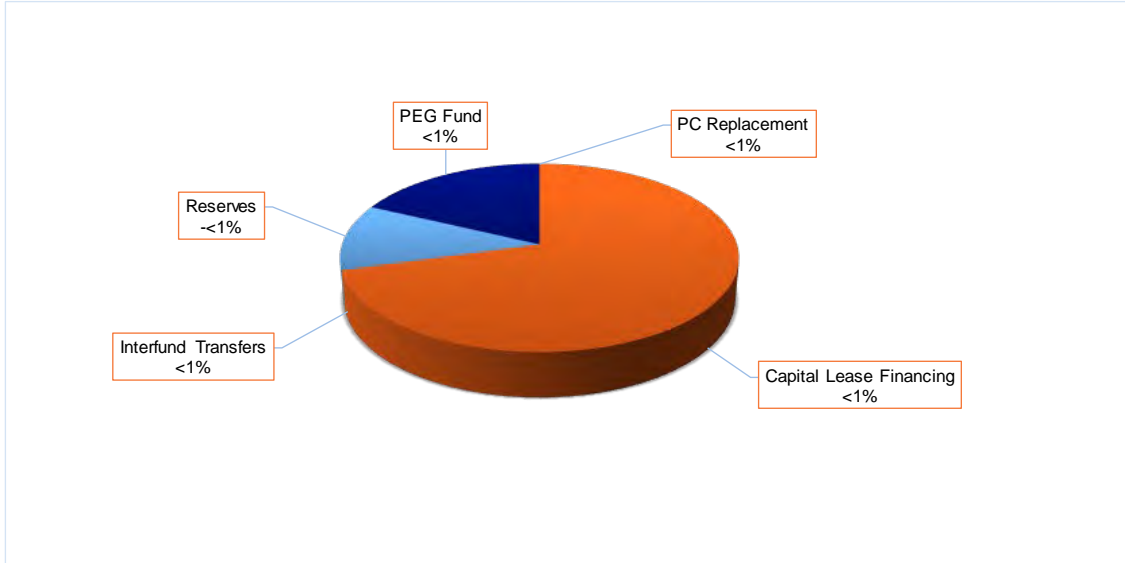
**RESERVES**

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**RESERVES**

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Adopted	Net Change
Capital Lease Financing	829,935	563,730	601,620	601,000	590,000	26,270
Interfund Transfers	0	0	0	0	0	0
Reserves	0	-110,000	-161,000	73,000	-95,000	15,000
PEG Fund	113,246	150,000	453,270	150,000	150,000	0
PC Replacement	48,673	0	0	0	0	0
<b>Transfers and Reserves</b>	<b>991,854</b>	<b>603,730</b>	<b>893,890</b>	<b>824,000</b>	<b>645,000</b>	<b>41,270</b>



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**GF CAPITAL LEASE FINANCING**  
**19141**

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**PURPOSE**

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

**FY 21-22 BUDGET CHANGES**

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- No significant changes to this budget.

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

**DIVISION 19141  
NAME GF CAPTL LEASE FINANCING**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	FY 21-22 ADOPTED	NET CHANGE
48001 Bond Counsel	\$ 1,000	\$ -	\$ -	\$ -	\$ -
48308 Capital Leases	806,459	563,730	601,620	590,000	26,270
49208 GF Transfer To WSF	22,476	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>829,935</b>	<b>563,730</b>	<b>601,620</b>	<b>590,000</b>	<b>26,270</b>
<b>TOTAL GF CAPITAL LEASE FINANCING</b>	<b><u>\$ 829,935</u></b>	<b><u>\$ 563,730</u></b>	<b><u>\$ 601,620</u></b>	<b><u>\$ 590,000</u></b>	<b><u>\$ 26,270</u></b>

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**INTERFUND TRANSFERS**  
**19142**

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**PURPOSE**

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

**FY 21-22 BUDGET CHANGES**

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



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

**DIVISION 19142  
NAME INTERFUND TRANSFERS**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	FY 21-22 ADOPTED	NET CHANGE
49210 Captail Project Transfer	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY	-	-	-	-	-
<b>TOTAL INTERFUND TRANSFERS</b>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

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**CONTINGENCY RESERVE**  
**19143**

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**PURPOSE**

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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**

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

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

**DIVISION 19143  
NAME RESERVES**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41006 Annual Leave Liquidation	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
41008 Annual Leave Cash-In	-	30,000	30,000	30,000	-
41015 Performance Bonus	-	-	-	65,000	65,000
<b>TOTAL PERSONNEL SERVICES</b>	-	<b>40,000</b>	<b>40,000</b>	<b>105,000</b>	<b>65,000</b>
42007 Health Insurance	-	-	-	(50,000)	(50,000)
<b>TOTAL EMPLOYEE BENEFITS</b>	-	<b>-</b>	<b>-</b>	<b>(50,000)</b>	<b>(50,000)</b>
49900 Contingency Reserve	-	(150,000)	(201,000)	-	150,000
49910 Attrition	-	-	-	(150,000)	(150,000)
<b>TOTAL CONTIGENCY RESERVE</b>	-	<b>(150,000)</b>	<b>(201,000)</b>	<b>(150,000)</b>	<b>-</b>
<b>TOTAL RESERVES</b>	<b>\$ -</b>	<b>\$ (110,000)</b>	<b>\$ (161,000)</b>	<b>\$ (95,000)</b>	<b>\$ 15,000</b>

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**PEG FUNDING**  
**19144**

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**PURPOSE**

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

**FY 21-22 BUDGET CHANGES**

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- No significant changes to this budget.

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

**DIVISION 19144  
NAME PEG FUNDS DISTRIBUTION**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	FY 21-22 ADOPTED	NET CHANGE
47105 Cable TV Project-Ph 2	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
48719 PEG Funded Projects	113,246	150,000	453,270	150,000	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>113,246</b>	<b>150,000</b>	<b>453,270</b>	<b>150,000</b>	<b>-</b>
<b>TOTAL PEG FUNDS DISTRIBUTION</b>	<b><u>\$ 113,246</u></b>	<b><u>\$ 150,000</u></b>	<b><u>\$ 453,270</u></b>	<b><u>\$ 150,000</u></b>	<b><u>\$ -</u></b>

**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**

*Based on calendar year data*

Description	2019 Actual	2020 Actual	2021 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.

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**PC REPLACEMENT RESERVE  
19150**

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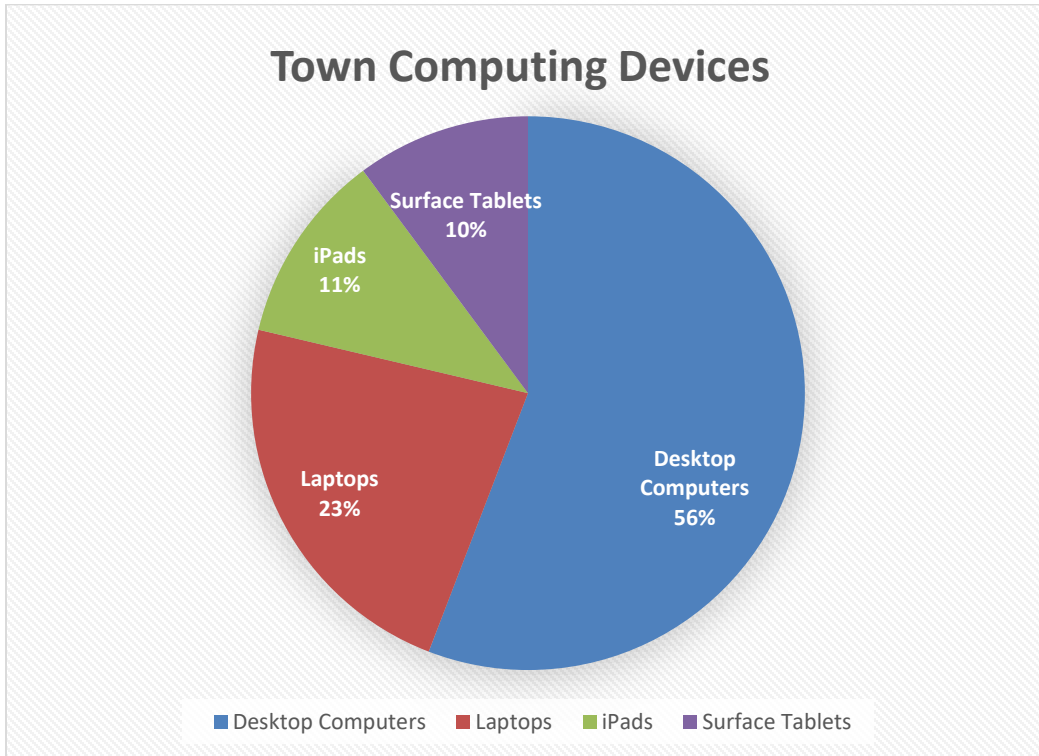
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**COMPUTER AND MOBILE DEVICE BREAKDOWN**

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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**

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- No significant changes to this budget.

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

**DIVISION 19150  
NAME PC REPLACEMENT RESERVE**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
47308 Police Car Laptops Program	\$ 18,605	\$ -	\$ -	\$ -	\$ -
47309 IT PC Replacement Program	30,067	-	-	-	-
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>48,673</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL PC REPLACEMENT RESERVE</b>	<b>\$ 48,673</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



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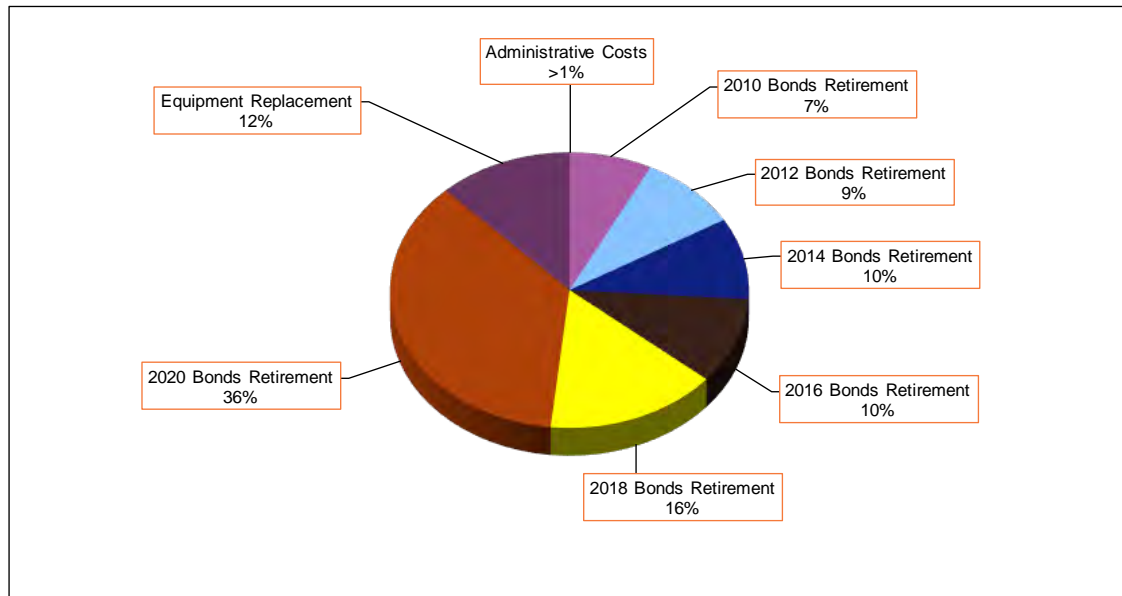
DEBT SERVICE FUND

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**DEBT SERVICE**

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Adopted	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
<b>Debt Service</b>	<b>3,909,989</b>	<b>5,533,140</b>	<b>5,782,725</b>	<b>5,722,470</b>	<b>5,373,980</b>	<b>-159,160</b>



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**DEBT SERVICE**

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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.

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**DEBT SERVICE**


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### Town of Vienna, Virginia

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

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<b>Fiscal Year</b>	<b>Gross Bonded Debt</b>	<b>Less: Amounts Reserved for Debt Service</b>	<b>Net Bonded Debt <sup>(3)</sup></b>	<b>Ratio of Net General Obligation Debt to Assessed Value <sup>(2)</sup></b>	<b>Net Bonded Debt per Capita <sup>(1)</sup></b>
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

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**DEBT SERVICE**


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<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

DEBT SERVICE

SUMMARY OF DEBT SERVICE COST for ALL OUTSTANDING BOND ISSUES - 2011 thru 2040									
Fiscal Year Ending	2010 G.O. Bonds ADS Sched A	2012 G.O. Bonds ADS Sched B	2014 G.O. Bonds ADS Sched C	2016 G.O. Bonds ADS Sched D	2018 G.O. Bonds ADS Sched E	2020 G.O. Bonds ADS Sched F	Total O.S. Bonds ADS <sup>1</sup>	Water & Sewer Support	Meal & Lodging Tax Support
2011	\$ 81,074	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,074	\$ 14,350	\$ 66,724
2012	491,140						491,140	86,932	404,208
2013	484,440	624,661					1,109,101	239,412	869,688
2014	477,740	548,950	418,889				1,445,579	225,853	1,219,726
2015	471,040	535,500	935,714				1,942,254	260,531	1,681,723
2016	463,921	527,100	912,873				1,903,894	256,443	1,647,451
2017	455,965	518,700	889,120	621,431			2,485,216	316,214	2,169,002
2018	447,590	510,300	554,466	593,025			2,105,381	308,978	1,796,403
2019	439,215	501,900	544,677	582,650	877,250		2,945,692	803,632	2,142,060
2020	428,328	493,500	534,888	570,200	885,500		2,912,416	802,297	2,110,119
2021	414,928	485,100	525,099	557,750	859,000	1,913,285	4,755,162	1,220,765	3,534,397
2022	401,193	476,700	515,310	543,225	832,500	1,944,913	4,713,841	1,206,179	3,507,662
2023	386,871	467,250	505,522	521,725	806,000	1,901,663	4,589,030	1,173,291	3,415,739
2024	372,048	456,750	495,733	507,375	779,500	1,858,413	4,469,818	1,140,792	3,329,026
2025	356,805	446,250	485,944	495,075	748,125	2,675,163	5,207,362	1,303,451	3,903,910
2026	307,050	435,750	476,155	482,775	721,875	2,588,913	5,012,518	1,255,233	3,757,285
2027		425,250	466,366	470,475	695,625	2,502,663	4,560,379	1,161,474	3,398,905
2028			456,578	458,175	669,375	2,681,413	4,265,540	1,080,984	3,184,556
2029			446,789	445,363	643,125	2,581,913	4,117,189	1,041,055	3,076,134
2030				431,525	616,875	2,482,413	3,530,813	967,021	2,563,792
2031				417,175	590,625	2,402,813	3,410,613	932,272	2,478,340
2032					564,375	2,363,013	2,927,388	865,187	2,062,201
2033					538,125	2,323,213	2,861,338	841,070	2,020,267
2034						2,283,413	2,283,413	525,185	1,758,228
2035						2,243,613	2,243,613	516,031	1,727,582
2036						2,203,813	2,203,813	506,877	1,696,936
2037						2,164,013	2,164,013	497,723	1,666,290
2038						2,121,725	2,121,725	487,997	1,633,728
2039						2,079,438	2,079,438	478,271	1,601,167
2040						2,029,663	2,029,663	466,822	1,562,840
<b>Total</b>	<b>\$ 6,479,348</b>	<b>\$ 7,453,661</b>	<b>\$ 9,164,123</b>	<b>\$ 7,697,943</b>	<b>\$ 10,827,875</b>	<b>\$ 45,345,460</b>	<b>\$ 86,968,410</b>	<b>\$ 20,982,321</b>	<b>\$ 65,986,088</b>

## DEBT SERVICE

## Schedule A: 2010 Bonds

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

<sup>(1)</sup>ADS: Annual Debt Service

## Schedule B: 2012 Bonds

Fiscal Yr. Ending	2012 Bonds Principal	2012 Bonds Interest	Total 2012 ADS	W/S Share Of ADS <sup>(1)</sup>	MLT Share Of ADS <sup>(1)</sup>
2014	\$ 425,000	\$ 199,661	\$ 624,661	\$ 153,667	\$ 470,994
2015	425,000	123,950	548,950	135,042	413,908
2016	420,000	115,500	535,500	131,733	403,767
2017	420,000	107,100	527,100	129,667	397,433
2018	420,000	98,700	518,700	127,600	391,100
2019	420,000	90,300	510,300	125,534	384,766
2020	420,000	81,900	501,900	123,467	378,433
2021	420,000	73,500	493,500	121,401	372,099
2022	420,000	65,100	485,100	119,335	365,765
2023	420,000	56,700	476,700	117,268	359,432
2024	420,000	47,250	467,250	114,944	352,307
2025	420,000	36,750	456,750	112,361	344,390
2026	420,000	26,250	446,250	109,778	336,473
2027	420,000	15,750	435,750	107,195	328,556
2028	420,000	5,250	425,250	104,612	320,639
<b>Total</b>	<b>\$ 6,310,000</b>	<b>\$ 1,143,661</b>	<b>\$ 7,453,661</b>	<b>\$ 1,833,601</b>	<b>\$ 5,620,060</b>

<sup>(1)</sup>ADS: Annual Debt Service

## DEBT SERVICE

## Schedule C: 2014 Bonds

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

<sup>(1)</sup>ADS: Annual Debt Service

## Schedule D: 2016 Bonds

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

<sup>(1)</sup>ADS: Annual Debt Service



## DEBT SERVICE

## Schedule E: 2018 Bonds

Fiscal Yr. Ending	2018 Bonds Principal	2018 Bonds Interest	Total 2018 ADS	W/S Share Of ADS <sup>(1)</sup>	MLT Share Of ADS <sup>(1)</sup>
2019	\$ 525,000	\$ 352,250	\$ 877,250	\$ 500,033	\$ 377,218
2020	530,000	355,500	885,500	504,735	380,765
2021	530,000	329,000	859,000	489,630	369,370
2022	530,000	302,500	832,500	474,525	357,975
2023	530,000	276,000	806,000	459,420	346,580
2024	530,000	249,500	779,500	444,315	335,185
2025	525,000	223,125	748,125	426,431	321,694
2026	525,000	196,875	721,875	411,469	310,406
2027	525,000	170,625	695,625	396,506	299,119
2028	525,000	144,375	669,375	381,544	287,831
2029	525,000	118,125	643,125	366,581	276,544
2030	525,000	91,875	616,875	351,619	265,256
2031	525,000	65,625	590,625	336,656	253,969
2032	525,000	39,375	564,375	321,694	242,681
2033	525,000	13,125	538,125	306,731	231,394
<b>Total</b>	<b>\$ 7,900,000</b>	<b>\$ 2,927,875</b>	<b>\$ 10,827,875</b>	<b>\$ 6,171,889</b>	<b>\$ 4,655,986</b>

(1) ADS: Annual Debt Service

## Schedule F: 2020 Bonds

Fiscal Yr. Ending	2020 Bonds Principal	2020 Bonds Interest	Total 2020 ADS	W/S Share Of ADS <sup>(1)</sup>	MLT Share Of ADS <sup>(1)</sup>
2021	\$ 865,000	\$ 1,048,285	\$ 1,913,285	\$ 440,056	\$ 1,473,229
2022	865,000	1,079,913	1,944,913	447,330	1,497,583
2023	865,000	1,036,663	1,901,663	437,382	1,464,280
2024	865,000	993,413	1,858,413	427,435	1,430,978
2025	1,725,000	950,163	2,675,163	615,287	2,059,875
2026	1,725,000	863,913	2,588,913	595,450	1,993,463
2027	1,725,000	777,663	2,502,663	575,612	1,927,050
2028	1,990,000	691,413	2,681,413	616,725	2,064,688
2029	1,990,000	591,913	2,581,913	593,840	1,988,073
2030	1,990,000	492,413	2,482,413	570,955	1,911,458
2031	1,990,000	412,813	2,402,813	552,647	1,850,166
2032	1,990,000	373,013	2,363,013	543,493	1,819,520
2033	1,990,000	333,213	2,323,213	534,339	1,788,874
2034	1,990,000	293,413	2,283,413	525,185	1,758,228
2035	1,990,000	253,613	2,243,613	516,031	1,727,582
2036	1,990,000	213,813	2,203,813	506,877	1,696,936
2037	1,990,000	174,013	2,164,013	497,723	1,666,290
2038	1,990,000	131,725	2,121,725	487,997	1,633,728
2039	1,990,000	89,438	2,079,438	478,271	1,601,167
2040	1,985,000	44,663	2,029,663	466,822	1,562,840
<b>Total</b>	<b>\$ 34,500,000</b>	<b>\$ 10,845,460</b>	<b>\$ 45,345,460</b>	<b>\$ 10,429,456</b>	<b>\$ 34,916,004</b>

(1) ADS: Annual Debt Service

**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.

<b>Sources and Uses of Capital Funding</b>	<b>2010 Bonds</b>
<b><u>Sources (in \$000)</u></b>	
Bond Funding - Meals Taxes	2,310.0
Bond Funding - Water and Sewer Rates	-
<b>Subtotal Bond Funding</b>	<b>\$ 2,310.0</b>
Storm Water Grants (Virginia DEQ and Fairfax County)	230.0
<b>Subtotal Outside Funding</b>	<b>\$ 230.0</b>
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 2,540.0</b>
<b><u>Uses (in \$000)</u></b>	
Water and Sewer Capital Projects	-
Stormwater Projects	1,555.0
Facility Improvements	934.0
Issuance and Contingency	51.0
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 2,540.0</b>

**FY 21-22 BUDGET CHANGES**

- There are no significant changes to this budget.

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

**DIVISION 49510  
NAME 2010 BONDS RETIREMENT**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
49101 Principal	\$ 335,000	\$ 335,000	\$ 335,000	\$ 335,000	\$ -
49102 Interest	93,328	79,940	79,940	66,200	(13,740)
<b>TOTAL DEBT SERVICE</b>	<b>428,328</b>	<b>414,940</b>	<b>414,940</b>	<b>401,200</b>	<b>(13,740)</b>
<b>TOTAL 2010 BONDS RETIREMENT</b>	<b><u>\$ 428,328</u></b>	<b><u>\$ 414,940</u></b>	<b><u>\$ 414,940</u></b>	<b><u>\$ 401,200</u></b>	<b><u>\$ (13,740)</u></b>

**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.

<b>Sources and Uses of Capital Funding</b>	<b>2012 Bonds</b>
<b><u>Sources (in \$000)</u></b>	
Bond Funding - Meals Taxes	4,720.0
Bond Funding - Premium	141.0
Bond Funding - Water and Sewer Rates	1,590.0
<b>Subtotal Bond Funding</b>	<b>\$ 6,451.0</b>
Virginia Department of Transportation	1,560.0
Federal Highway Administration	1,000.0
Storm Water Grants (Virginia DEQ and Fairfax County)	
<b>Subtotal Outside Funding</b>	<b>\$ 2,560.0</b>
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 9,011.0</b>
<b><u>Uses (in \$000)</u></b>	
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
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 9,011.0</b>

**FY 21-22 BUDGET CHANGES**

- There are no significant changes to this budget.

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

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

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
49101 Principal	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000	\$ -
49102 Interest	81,900	73,500	73,500	65,100	(8,400)
<b>TOTAL DEBT SERVICE</b>	<b>501,900</b>	<b>493,500</b>	<b>493,500</b>	<b>485,100</b>	<b>(8,400)</b>
<b>TOTAL 2012 G.O. DEBT RETIREMENT</b>	<b><u>\$ 501,900</u></b>	<b><u>\$ 493,500</u></b>	<b><u>\$ 493,500</u></b>	<b><u>\$ 485,100</u></b>	<b><u>\$ (8,400)</u></b>

**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.

<b>Sources and Uses of Capital Funding</b>	<b>2014 Bonds</b>
<b><u>Sources (in \$000)</u></b>	
Bond Funding - Meals Taxes	5,775.0
Bond Funding - Premium	280.0
Bond Funding - Water and Sewer Rates	500.0
<b>Subtotal Bond Funding</b>	<b>\$ 6,555.0</b>
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
<b>Subtotal Outside Funding</b>	<b>\$ 4,447.0</b>
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 11,002.0</b>
<b><u>Uses (in \$000)</u></b>	
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
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 11,002.0</b>

**FY 21-22 BUDGET CHANGES**

- There are no significant changes to this budget.

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

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

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY21-22	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
49101 Principal	\$ 437,000	\$ 437,000	\$ 437,000	\$ 437,000	\$ -
49102 Interest	110,598	112,000	88,100	78,310	(33,690)
<b>TOTAL DEBT SERVICE</b>	<b>547,598</b>	<b>549,000</b>	<b>525,100</b>	<b>515,310</b>	<b>(33,690)</b>
<b>TOTAL 2014 G.O. DEBT RETIREMENT</b>	<b><u>\$ 547,598</u></b>	<b><u>\$ 549,000</u></b>	<b><u>\$ 525,100</u></b>	<b><u>\$ 515,310</u></b>	<b><u>\$ (33,690)</u></b>

**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.

<b>Sources and Uses of Capital Funding</b>	<b>2016 Bonds</b>
<b><u>Sources (in \$000)</u></b>	
Bond Funding - Meals Taxes	5,519.0
Bond Funding - Premium	381.0
Bond Funding - Water and Sewer Rates	661.0
<b>Subtotal Bond Funding</b>	<b>\$ 6,561.0</b>
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
<b>Subtotal Outside Funding</b>	<b>\$ 11,134.0</b>
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 17,695.0</b>
<b><u>Uses (in \$000)</u></b>	
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
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 17,695.0</b>

**FY 21-22 BUDGET CHANGES**

- There are no significant changes to this budget.



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

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

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
49101 Principal	\$ 415,000	\$ 415,000	\$ 415,000	\$ 415,000	\$ -
49102 Interest	155,200	142,760	142,760	128,230	(14,530)
<b>TOTAL DEBT SERVICE</b>	<b>570,200</b>	<b>557,760</b>	<b>557,760</b>	<b>543,230</b>	<b>(14,530)</b>
<b>TOTAL 2016 G.O. DEBT RETIREMENT</b>	<b><u>\$ 570,200</u></b>	<b><u>\$ 557,760</u></b>	<b><u>\$ 557,760</u></b>	<b><u>\$ 543,230</u></b>	<b><u>\$ (14,530)</u></b>

**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
<b>Subtotal Bond Funding</b>	<b>\$ 9,174.0</b>

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
<b>Subtotal Outside Funding</b>	<b>\$ 5,075.3</b>

**TOTAL CAPITAL FUNDING** **\$ 14,249.3**

**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**

**FY 21-22 BUDGET CHANGES**

- There are no significant changes to this budget.

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

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

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
49101 Principal	\$ 530,000	\$ 530,000	\$ 530,000	\$ 530,000	\$ -
49102 Interest	355,500	329,000	329,000	302,500	(26,500)
<b>TOTAL DEBT SERVICE</b>	<b>885,500</b>	<b>859,000</b>	<b>859,000</b>	<b>832,500</b>	<b>(26,500)</b>
<b>TOTAL 2018 G.O. DEBT RETIREMENT</b>	<b><u>\$ 885,500</u></b>	<b><u>\$ 859,000</u></b>	<b><u>\$ 859,000</u></b>	<b><u>\$ 832,500</u></b>	<b><u>\$ (26,500)</u></b>

**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.

<b>Sources and Uses of Capital Funding</b>	<b>2020 Bonds</b>
<b><u>Sources (in \$000)</u></b>	
Bond Funding - Meals Taxes	27,600.0
Bond Funding - Premium	3,125.0
Bond Funding - Water and Sewer Rates	7,900.0
<b>Subtotal Bond Funding</b>	<b><u>\$ 38,625.0</u></b>
Virginia Department of Transportation	136.0
Northern Virginia Transportation Auth.	2,436.0
Storm Water Grants (Virginia DEQ and Fairfax County)	1,240.0
<b>Subtotal Outside Funding</b>	<b><u>\$ 3,812.0</u></b>
<b>TOTAL CAPITAL FUNDING</b>	<b><u>\$ 42,437.0</u></b>
<b><u>Uses (in \$000)</u></b>	
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
<b>TOTAL CAPITAL EXPENDITURES</b>	<b><u>\$ 42,437.0</u></b>

**2020 BONDS**  
**49520**

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**FY 21-22 BUDGET CHANGES**

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- There are no significant changes to this budget.

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

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

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
49101 Principal	\$ -	\$ 665,000	\$ 865,000	\$ 865,000	\$ 200,000
49102 Interest	-	974,800	1,048,285	1,079,910	105,110
<b>TOTAL DEBT SERVICE</b>	-	<b>1,639,800</b>	<b>1,913,285</b>	<b>1,944,910</b>	<b>305,110</b>
<b>TOTAL 2020 G.O. RETIREMENT</b>	<u>\$ -</u>	<u>\$ 1,639,800</u>	<u>\$ 1,913,285</u>	<u>\$ 1,944,910</u>	<u>\$ 305,110</u>

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**VEHICLE AND EQUIPMENT REPLACEMENT**  
**49590**

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**PURPOSE**

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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**

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- Budget decreased less than 5%

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

**DIVISION 49590  
NAME EQUIPMENT REPLACEMENT**

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
49110 Administration Principal	\$ 5,007	\$ 6,300	\$ 6,300	\$ 6,200	\$ (100)
49115 Administration Interest	176	500	500	400	(100)
49120 Police Principal	151,988	155,010	155,010	148,910	(6,100)
49125 Police Interest	12,996	10,500	10,500	6,800	(3,700)
49130 Capital Management Principal	-	-	-	-	-
49135 Capital Management Interest	-	-	-	-	-
49140 Public Works Principal	392,631	426,830	426,830	424,120	(2,710)
49145 Public Works Interest	20,740	23,400	23,400	15,100	(8,300)
49170 Parks & Recreation Principal	48,028	50,500	50,500	48,000	(2,500)
49175 Parks & Recreation Interest	2,093	3,300	3,300	2,200	(1,100)
49180 Planning & Zoning Principal	-	-	-	-	-
49185 Planning & Zoning Interest	-	-	-	-	-
<b>TOTAL DEBT SERVICE</b>	<b>633,659</b>	<b>676,340</b>	<b>676,340</b>	<b>651,730</b>	<b>(24,610)</b>
<b>TOTAL EQUIPMENT REPLACEMENT</b>	<b><u>\$ 633,659</u></b>	<b><u>\$ 676,340</u></b>	<b><u>\$ 676,340</u></b>	<b><u>\$ 651,730</u></b>	<b><u>\$ (24,610)</u></b>



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**RESERVE/FUTURE DEBT SERVICE**  
**49599**

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**PURPOSE**

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

**FY 21-22 BUDGET CHANGES**

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- There are no significant changes to this budget.

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

**DIVISION 49599  
NAME RESERVE/FUTURE DEBT SERVICE**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET                      REVISED		FY 21-22 ADOPTED	NET CHANGE
48899 Contingency Reserves	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL CONTINGENCY RESERVES</b>	-	-	-	-	-
<b>TOTAL RESERVE/FUTURE DEBT SERVICE</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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**WATER AND SEWER FUND**

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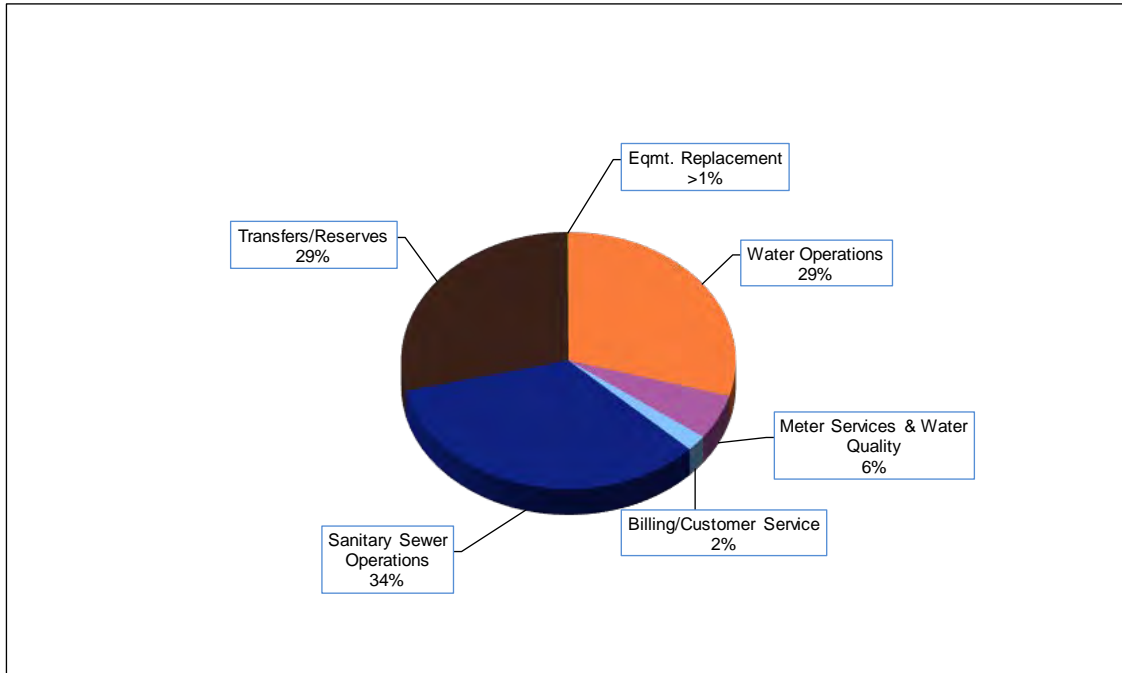
**Mission**

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**

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Adopted	Net Change
Water Operations	3,079,455	3,212,590	3,236,000	3,068,550	3,186,120	-26,470
Meter Services & Water Quality	606,629	631,740	697,990	559,830	613,450	-18,290
Billing/Customer Service	233,108	222,350	222,350	174,590	215,610	-6,740
Sanitary Sewer Operations	2,610,522	3,081,020	3,066,020	3,056,250	3,685,110	604,090
Transfers/Reserves	233,852	3,041,350	3,041,350	2,395,300	3,111,310	69,960
Eqmt. Replacement/DS	10,063	5,000	5,000	4,300	5,000	0
<b>Water and Sewer</b>	<b>6,773,629</b>	<b>10,194,050</b>	<b>10,268,710</b>	<b>9,258,820</b>	<b>10,816,600</b>	<b>622,550</b>



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**WATER DIVISION  
50111**

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**PURPOSE**

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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**

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

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**WATER DIVISION**  
**50111**

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- Water valve maintenance and repair.

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**COVID-19 RESPONSE**

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- 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.

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**FY 20-21 ACCOMPLISHMENTS**

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- 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.
- Coordinated with Fairfax Water for installation of additional water meters at Garrett Street and Corsica Street for increased circulation and redundancy.

**WATER DIVISION  
50111**

- 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*

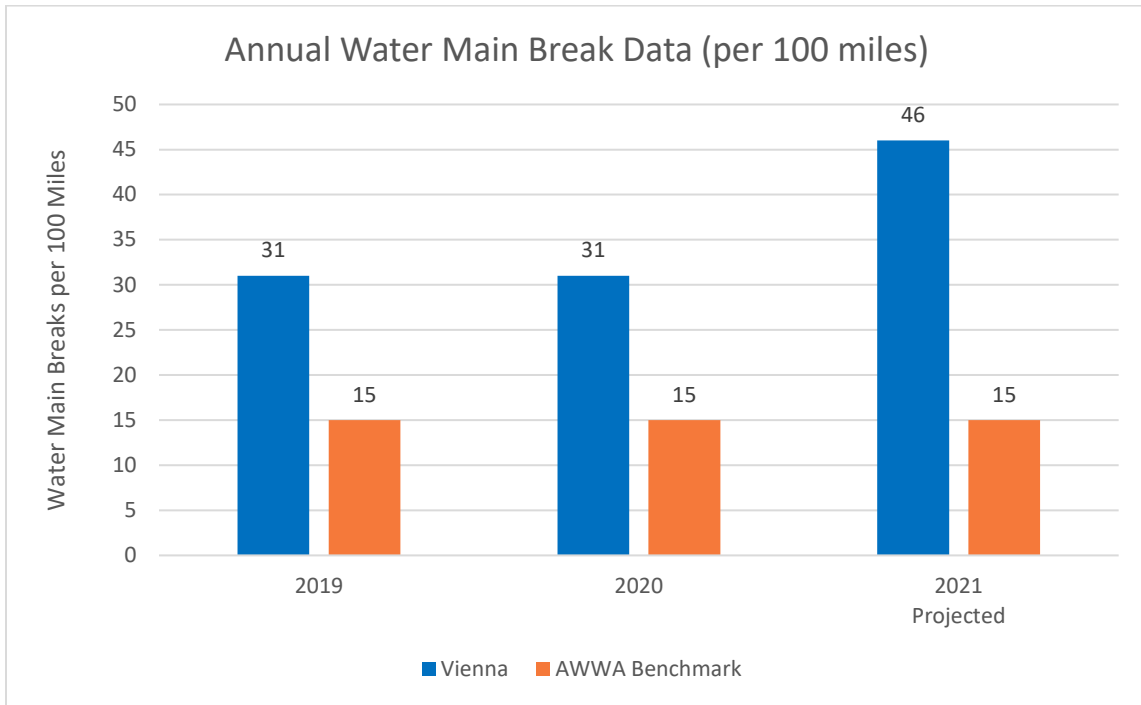
Strategic Relevance: Fiscally responsible community, safe community and environmentally sustainable community.

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

**WATER DIVISION  
50111**



**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
<b>Total</b>	<b>7.5</b>	<b>8.5</b>	<b>8.5</b>

**FY 21-22 BUDGET CHANGES**

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



TOWN OF VIENNA  
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 50111  
NAME WATER OPERATIONS

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	395,752	520,850	520,850	479,750	(41,100)
41002 Overtime	95,514	92,700	92,700	96,000	3,300
41003 Regular Part Time with Benefits	-	-	-	6,770	6,770
41004 Part Time without Benefits	29,281	-	-	-	-
41006 Annual Leave Liquidation	5,556	-	-	-	-
41008 Annual Leave Cash-In	4,311	-	-	-	-
41011 Non-Exempt Comptime Liquid.	3,051	-	-	-	-
41015 Performance Bonus	5,500	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>538,965</b>	<b>613,550</b>	<b>613,550</b>	<b>582,520</b>	<b>(31,030)</b>
42001 F.I.C.A.	39,193	47,540	47,540	48,020	480
42002 V.R.S.	39,375	61,340	61,340	55,100	(6,240)
42003 V.R.S. Life Insurance	5,339	7,090	7,090	7,000	(90)
42004 Local Pension Plan	76	-	-	-	-
42007 Health Insurance	79,204	79,260	79,260	80,000	740
42012 Cafeteria Plan Fees	64	80	80	60	(20)
42015 Miscellaneous Allowances	-	-	-	-	-
42018 Employer Contributions:DC401A	16,073	17,510	17,510	13,900	(3,610)
42021 V.R.S. Hybrid 401A Match	4,098	4,540	4,540	3,250	(1,290)
42022 V.R.S. Hybrid 457 Voluntary	-	-	-	-	-
42025 V.R.S. Hybrid Disability	655	730	730	520	(210)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>184,078</b>	<b>218,090</b>	<b>218,090</b>	<b>207,850</b>	<b>(10,240)</b>
43101 Consulting Services	1,953	15,000	15,000	15,000	-
43301 Equipment Maintenance Contracts	-	-	-	-	-
43307 Repair/Maintenance Service	525	800	25,050	800	-
43308 Contracts/Services	65,948	105,000	105,000	105,700	700
43309 Cell Phone Expense	4,105	3,700	3,700	3,700	-
43701 Uniform Rental/Cleaning	1,737	2,600	2,600	2,600	-
43801 Services from other Government	30,010	46,000	46,000	46,000	-
43802 Landfill Fees	74,679	75,000	65,000	77,500	2,500
43803 Wholesale Water Purchase	1,749,476	1,800,000	1,800,000	1,800,000	-
<b>TOTAL PURCHASED SERVICES</b>	<b>1,928,434</b>	<b>2,048,100</b>	<b>2,062,350</b>	<b>2,051,300</b>	<b>3,200</b>
45101 Electricity	12,194	20,000	20,000	20,600	600
45202 Long Distance Service	-	-	-	-	-
45203 Postal Services	979	-	-	-	-
45402 Equipment Rental	-	-	4,000	-	-
45404 Central Copier Charges	7	-	-	-	-
45501 Mileage Reimbursement	300	500	500	500	-
45503 Subsistence/Lodging	344	500	500	500	-
45504 Conventions/Education	6,604	500	1,500	7,500	7,000
45505 Business Meals	500	500	500	500	-
45801 Memberships/Dues	183	400	400	400	-
<b>TOTAL OTHER CHARGES</b>	<b>21,111</b>	<b>22,400</b>	<b>27,400</b>	<b>30,000</b>	<b>7,600</b>
46001 Office Supplies	1,698	2,000	1,000	2,000	-
46007 Repair/Maintenance Supplies	108,279	85,000	84,750	85,000	-
46008 Vehicle/Equipment Fuels	14,196	22,000	22,000	22,000	-
46009 Vehicle/Equip Maintenance Supplies	200	200	700	200	-
46011 Uniforms/Safety Apparel	6,394	6,000	6,000	6,000	-
46015 Operational Supplies	20,521	29,000	16,410	33,000	4,000
46017 Small Tools	514	1,500	1,500	1,500	-
46031 Tires and Tubes	1,490	2,000	2,000	2,000	-

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

**DIVISION 50111  
NAME WATER OPERATIONS**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
46032 Surface Repair Materials	29,329	20,000	36,000	20,000	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>182,622</b>	<b>167,700</b>	<b>170,360</b>	<b>171,700</b>	<b>4,000</b>
47407 Contracted Asphalt Repairs	90,109	75,000	69,000	75,000	-
47408 Internal Asphalt Repairs	38,103	30,000	30,000	30,000	-
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>128,212</b>	<b>105,000</b>	<b>99,000</b>	<b>105,000</b>	<b>-</b>
48101 Machine/Equipment Replacement	5,457	7,750	7,750	7,750	-
48201 Additional Machine/Equipment	-	30,000	16,500	30,000	-
48202 Additional Furnitures/Fixtures	1,100	-	3,000	-	-
48401 Waterline Construction	85,676	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>92,233</b>	<b>37,750</b>	<b>27,250</b>	<b>37,750</b>	<b>-</b>
49207 Transfer to Capital Project Fund	3,800	-	-	-	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>3,800</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL DIVISION EXPENSES</b>	<b>3,079,455</b>	<b>3,212,590</b>	<b>3,218,000</b>	<b>3,186,120</b>	<b>(26,470)</b>
49512 Support Activity Costs	457,379	1,744,430	1,619,730	1,775,420	30,990
<b>TOTAL INTERDEPARTMENTAL CHARGES</b>	<b>457,379</b>	<b>1,744,430</b>	<b>1,619,730</b>	<b>1,775,420</b>	<b>30,990</b>
<b>TOTAL WATER OPERATIONS</b>	<b><u>\$ 3,536,834</u></b>	<b><u>\$ 4,957,020</u></b>	<b><u>\$ 4,837,730</u></b>	<b><u>\$ 4,961,540</u></b>	<b><u>\$ 4,520</u></b>

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**METER SERVICES AND WATER QUALITY DIVISION**  
**50112**

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**PURPOSE**

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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**

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- 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).

**COVID-19 RESPONSE**

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- 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**

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

**METER SERVICES AND WATER QUALITY DIVISION  
50112**

- 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*

Strategic Plan relevance: Fiscally responsible community, safe community and environmentally sustainable community.

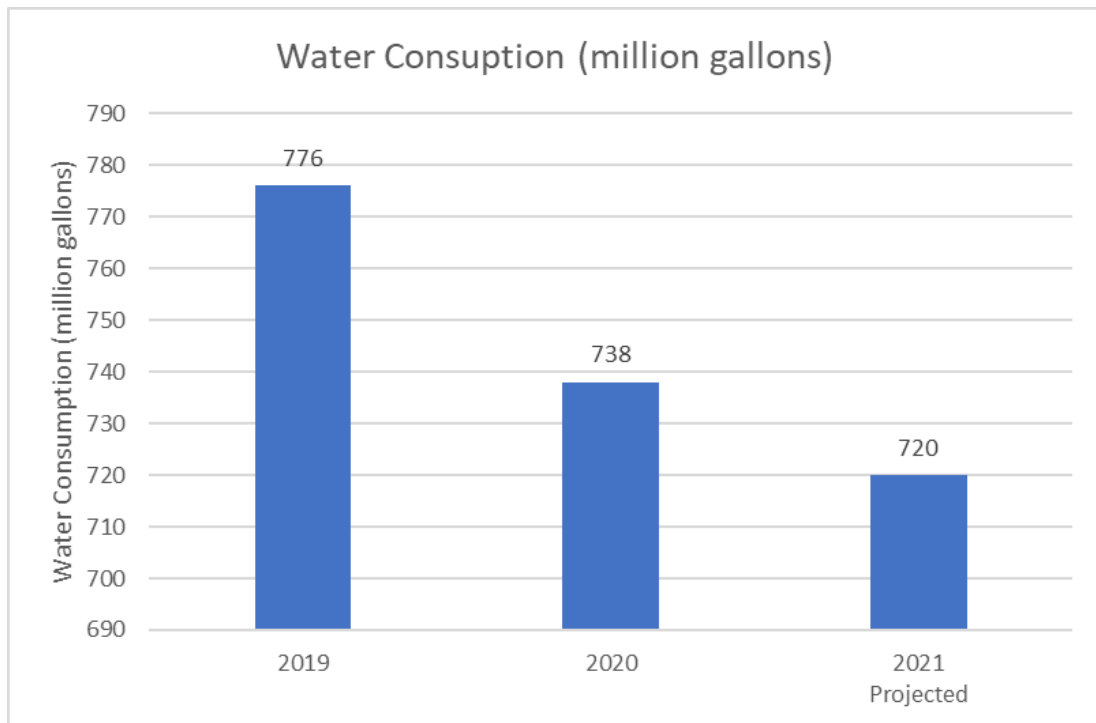
<b>Description</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Projected</b>
Work orders completed – including Misc. Customer Service Requests	4,804	3,734	4,000
Water Quality samples collected and delivered to the Fairfax Water Lab for processing	472	437	404

- 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

**METER SERVICES AND WATER QUALITY DIVISION  
50112**

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 Supervision (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.



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METER SERVICES AND WATER QUALITY DIVISION  
50112

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PERSONNEL

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*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
Supervisor	1	1	1
Meter Service Worker	3	3	3
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>

**FY 21-22 BUDGET CHANGES**

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

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

**DIVISION 50112  
NAME METER SERVICES & WATER QUALITY**

ACCOUNT NUMBER TITLE	FY 19-20	-----FY 20-21-----		FY 21-22	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
41001 Salaries and Wages	248,483	323,540	323,540	310,770	(12,770)
41002 Overtime	52,368	66,950	66,950	66,950	-
41004 Part Time without Benefits	26,957	-	-	-	-
41006 Annual Leave Liquidation	-	-	-	-	-
41008 Annual Leave Cash-In	2,005	-	-	-	-
41011 Non-Exempt Comptime Liquidation	-	-	-	-	-
41015 Performance Bonus	2,500	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>332,313</b>	<b>390,490</b>	<b>390,490</b>	<b>377,720</b>	<b>(12,770)</b>
42001 F.I.C.A.	24,828	30,250	30,250	23,230	(7,020)
42002 V.R.S.	25,883	38,100	38,100	36,680	(1,420)
42003 V.R.S. Life Insurance	14,854	4,400	4,400	4,030	(370)
42004 Local Pension Plan	-	-	-	-	-
42007 Health Insurance	42,426	42,420	42,420	42,000	(420)
42012 Cafeteria Plan Fees	33	60	60	60	-
42018 Employer Contribution: DC401A	9,739	10,820	10,820	12,030	1,210
42021 V.R.S. Hybrid 401A Match	-	-	-	750	750
42025 V.R.S. Hybrid Disability	-	-	-	400	400
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>117,764</b>	<b>126,050</b>	<b>126,050</b>	<b>119,180</b>	<b>(6,870)</b>
43307 Repair/Maintenance Services	2,071	2,100	2,100	2,100	-
43308 Contracts/Services	18,063	20,000	20,000	20,000	-
43309 Cell Phone Expense	2,617	3,400	3,400	3,400	-
43701 Uniform Rental/Cleaning	716	1,300	1,300	1,300	-
<b>TOTAL PURCHASED SERVICES</b>	<b>23,467</b>	<b>26,800</b>	<b>26,800</b>	<b>26,800</b>	<b>-</b>
45503 Subsistence/Lodging	-	250	250	250	-
45504 Conventions/Education	470	500	500	500	-
45505 Bussiness Meals	-	-	-	500	500
<b>TOTAL OTHER CHARGES</b>	<b>470</b>	<b>750</b>	<b>750</b>	<b>1,250</b>	<b>500</b>
46001 Office Supplies	513	300	1,300	500	200
46007 Repair/Maintenance Supplies	142,843	85,000	145,250	85,000	-
46011 Uniforms/Safety Apparel	1,985	2,000	2,000	2,000	-
46016 Supplies for Resale	-	-	-	-	-
46017 Small Tools	304	350	5,350	1,000	650
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>145,645</b>	<b>87,650</b>	<b>153,900</b>	<b>88,500</b>	<b>850</b>
48101 Machine/Equipment Replacement	(13,030)	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>(13,030)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL DIVISION EXPENSES</b>	<b>606,629</b>	<b>631,740</b>	<b>697,990</b>	<b>613,450</b>	<b>(18,290)</b>
49511 Charges To Water Department	(280,241)	(284,282)	(314,096)	(276,050)	8,232
49514 Charges To Sewer Department	(326,389)	(347,458)	(383,895)	(337,400)	10,058
<b>TOTAL INTERDEPARTMENTAL CHARGES</b>	<b>(606,629)</b>	<b>(631,740)</b>	<b>(697,990)</b>	<b>(613,450)</b>	<b>18,290</b>
<b>TOTAL METER SRVCS &amp; WATER QUALITY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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**WATER AND SEWER BILLING AND CUSTOMER SERVICE**  
**50113**

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**PURPOSE**

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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**

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- 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.

**COVID-19 RESPONSE**

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- 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 provided those policies.
- Applied for and received the COVID-19 Municipal Utility Relief Program from the Virginia State Corporation Commission. This program provides



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**WATER AND SEWER BILLING AND CUSTOMER SERVICE**  
**50113**

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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.

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**FY 20-21 ACCOMPLISHMENTS**

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- 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.

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**FY 21-22 INITIATIVES**

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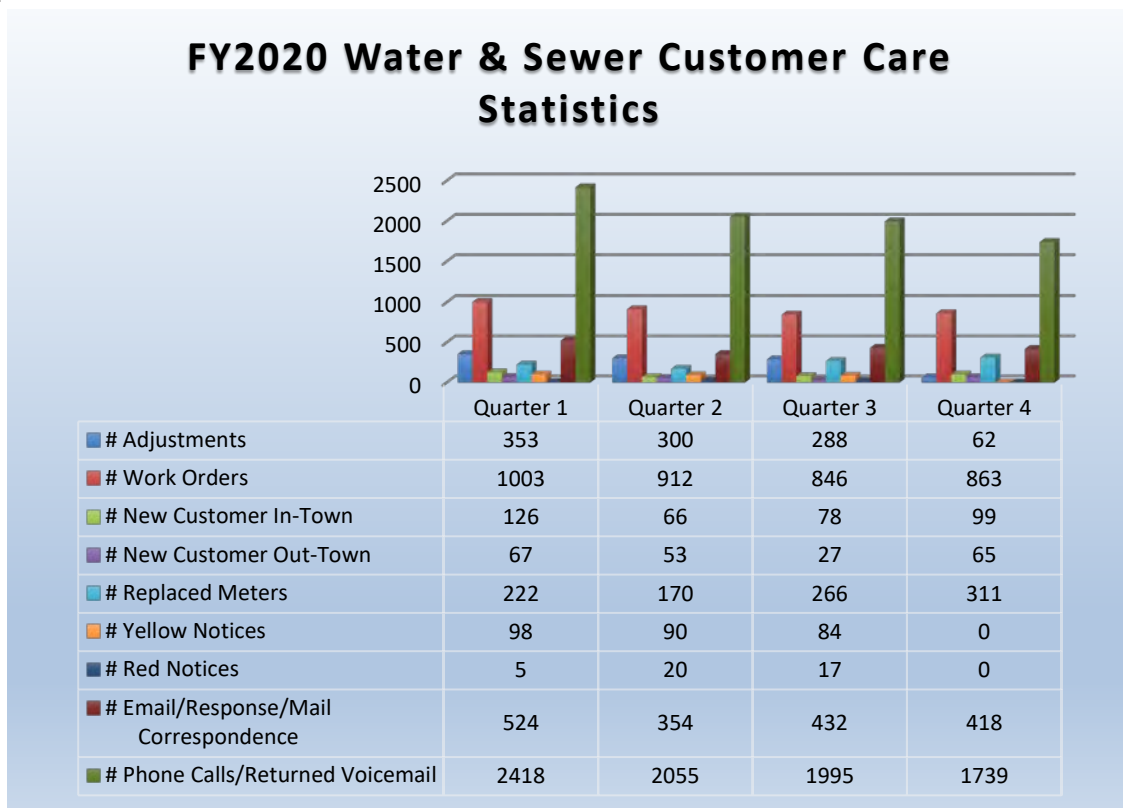
- Implement e-mail billing in an effort to reduce paper and postage cost and increase environmental sustainability.
- Rebrand customer service team to customer care with increased emphasis on resident service and satisfaction.
- Continuation of proactive customer care in the detection of possible leaks in high water usage meter readings.
- Increase online services and customer care through the (new) website.

**WATER AND SEWER BILLING AND CUSTOMER SERVICE  
50113**

- 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, identify potential areas for improvement and eliminate waste by reviewing policies and procedures.

**PERFORMANCE MEASURES**

*Based on calendar year data*



Strategic Plan relevance: 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.

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**WATER AND SEWER BILLING AND CUSTOMER SERVICE  
50113**

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**PERSONNEL***Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
Fiscal Technician II	1	1	1
Fiscal Technician III	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

**FY 21-22 BUDGET CHANGES**

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

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

**DIVISION 50113  
NAME BILLING/CUSTOMER SERVICE**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	116,325	117,070	117,070	115,450	(1,620)
41002 Overtime	176	4,000	4,000	6,500	2,500
41006 Annual Leave Liquidation	-	-	-	-	-
41008 Annual Leave Cash-In	-	-	-	-	-
41015 Performance Bonus	1,000	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>117,501</b>	<b>121,070</b>	<b>121,070</b>	<b>121,950</b>	<b>880</b>
42001 F.I.C.A.	7,966	9,400	9,400	8,090	(1,310)
42002 V.R.S.	9,731	13,790	13,790	11,000	(2,790)
42003 V.R.S. Life Insurance	1,526	1,590	1,590	1,490	(100)
42007 Health Insurance	27,967	29,040	29,040	20,000	(9,040)
42012 Cafeteria Plan Fees	123	130	130	60	(70)
42018 Employer Contributions:DC401A	4,649	4,810	4,810	4,440	(370)
42021 V.R.S. Hybrid 401A Match	2,698	2,690	2,690	2,890	200
42025 V.R.S. Hybrid Disability	614	630	630	590	(40)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>55,274</b>	<b>62,080</b>	<b>62,080</b>	<b>48,560</b>	<b>(13,520)</b>
43101 Consulting Services	-	-	-	-	-
43308 Contracts/Services	12,346	16,000	16,000	18,000	2,000
43309 Cell Phone Expense	1,804	-	1,800	-	-
<b>TOTAL PURCHASED SERVICES</b>	<b>14,150</b>	<b>16,000</b>	<b>17,800</b>	<b>18,000</b>	<b>2,000</b>
45203 Postal Services	17,198	18,000	18,000	19,000	1,000
45404 Central Copier Charges	364	1,000	1,000	1,500	500
45501 Mileage Reimbursement	-	-	-	-	-
45504 Conventions/Education	1,155	500	500	2,500	2,000
45803 Bad Debt Write-Off	27,000	-	-	-	-
<b>TOTAL OTHER CHARGES</b>	<b>45,716</b>	<b>19,500</b>	<b>19,500</b>	<b>23,000</b>	<b>3,500</b>
46015 Operational Supplies	467	3,700	1,900	4,100	400
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>467</b>	<b>3,700</b>	<b>1,900</b>	<b>4,100</b>	<b>400</b>
<b>TOTAL Division Expenses</b>	<b>233,108</b>	<b>222,350</b>	<b>222,350</b>	<b>215,610</b>	<b>(6,740)</b>
49511 Charges To Water Department	(108,175)	(100,058)	(100,060)	(97,030)	3,028
49514 Charges To Sewer Department	(124,933)	(122,293)	(122,290)	(118,580)	3,713
<b>TOTAL INTERDEPARTMENTAL CHARGES</b>	<b>(233,108)</b>	<b>(222,350)</b>	<b>(222,350)</b>	<b>(215,610)</b>	<b>6,740</b>
<b>TOTAL BILLING/CUSTOMER SERVICE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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**SANITARY SEWER DIVISION**  
**50114**

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**PURPOSE**

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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**

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- 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 over grown growth occurs.

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**SANITARY SEWER DIVISION**  
**50114**

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**COVID-19 RESPONSE**

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- 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.

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**FY 20-21 ACCOMPLISHMENTS**

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- 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*

Strategic Plan relevance: 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.

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

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**SANITARY SEWER DIVISION  
50114**

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**PERSONNEL***Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
Superintendent	.5	.5	.5
Water & Sewer Operation Supervisor	.5	.5	.5
Engineering Technician	.5	.5	.5
Maintenance Worker	5.5	5.5	5.5
<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>

**FY 21-22 BUDGET CHANGES**

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



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

**DIVISION 50114  
NAME SANITARY SEWER OPERATIONS**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	FY 21-22 ADOPTED	NET CHANGE
41001 Salaries and Wages	467,201	419,640	404,640	472,680	53,040
41002 Overtime	37,638	41,200	41,200	42,090	890
41003 Regular Part Time with Benefits	-	-	-	-	-
41004 Part Time without Benefits	-	-	-	-	-
41006 Annual Leave Liquidation	-	-	-	-	-
41008 Annual Leave Cash-In	4,824	-	-	-	-
41011 Non-Exempt Comptime Liquidation	825	-	-	-	-
41015 Performance Bonus	4,000	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>514,488</b>	<b>460,840</b>	<b>445,840</b>	<b>514,770</b>	<b>53,930</b>
42001 F.I.C.A.	37,112	35,740	35,740	39,390	3,650
42002 V.R.S.	41,338	49,420	49,420	54,000	4,580
42003 V.R.S. Life Insurance	5,747	5,710	5,710	5,100	(610)
42004 Local Pension Plan	-	14,870	14,870	14,870	-
42007 Health Insurance	73,127	82,500	82,500	82,000	(500)
42012 Cafeteria Plan Fees	94	100	100	60	(40)
42018 Employer Contributions:DC401A	15,915	16,810	16,810	15,220	(1,590)
42021 V.R.S. Hybrid 401A Match	5,478	6,080	6,080	4,620	(1,460)
42025 V.R.S. Hybrid Disability	1,030	1,100	1,100	1,030	(70)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>179,841</b>	<b>212,330</b>	<b>212,330</b>	<b>216,290</b>	<b>3,960</b>
43101 Consulting Services	1,951	15,000	15,000	15,000	-
43301 Equipment Maintenance Contracts	-	-	-	-	-
43307 Repair/Maintenance Services	2,780	4,500	4,500	4,500	-
43308 Contracts/Services	45,394	75,000	75,000	80,000	5,000
43309 Cell Phone Expense	2,676	2,500	2,500	2,500	-
43701 Uniform Rental/Cleaning	1,351	2,800	2,800	2,800	-
43801 Services From Other Government	665	16,850	7,250	16,850	-
43802 Landfill Fees	-	500	500	600	100
43804 Sewage Treatment/Potomac	1,068,790	1,467,000	1,467,000	1,920,000	453,000
43805 Sewage Treatment/Accotink	665,978	700,000	700,000	785,000	85,000
43807 Twn Share:LPPCP Upgrade	83,100	87,900	87,900	87,900	-
<b>TOTAL PURCHASED SERVICES</b>	<b>1,872,687</b>	<b>2,372,050</b>	<b>2,362,450</b>	<b>2,915,150</b>	<b>543,100</b>
45101 Electricity	165	2,500	2,500	2,600	100
45202 Long Distance Service	-	-	-	-	-
45402 Equipment Rental	-	-	-	-	-
45404 Central Copier Charges	9	-	-	-	-
45501 Mileage Reimbursement	-	-	-	-	-
45503 Subsistence/Lodging	255	500	500	750	250
45504 Conventions/Education	-	500	500	2,000	1,500
45505 Business Meals	708	-	-	500	500
<b>TOTAL OTHER CHARGES</b>	<b>1,137</b>	<b>3,500</b>	<b>3,500</b>	<b>5,850</b>	<b>2,350</b>
46001 Office Supplies	546	750	750	1,000	250
46007 Repair/Maintenance Supplies	13,640	7,000	16,600	7,000	-
46008 Vehicle/Equipment Fuels	11,600	14,000	14,000	14,000	-
46009 Vehicle/Equip Maintenance Supplies	312	500	500	500	-
46011 Uniforms/Safety Apparel	5,966	6,000	6,000	6,000	-
46015 Operational Supplies	7,249	13,000	13,000	13,000	-
46017 Small Tools	106	500	500	1,000	500
46031 Tires and Tubes	1,110	2,250	2,250	2,250	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>40,529</b>	<b>44,000</b>	<b>53,600</b>	<b>44,750</b>	<b>750</b>

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

DIVISION 50114

NAME SANITARY SEWER OPERATIONS

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
48101 Machine/Equipment Replacement	340	1,800	1,800	1,800	-
48201 Additional Machine/Equipment	1,500	1,500	1,500	1,500	-
48402 Sewerline Construction	-	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>1,840</b>	<b>3,300</b>	<b>3,300</b>	<b>3,300</b>	<b>-</b>
49207 Transfer To Capital Project Fund	-	-	-	-	-
49220 Transfer To Storm Water	-	(15,000)	(15,000)	(15,000)	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>-</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>(15,000)</b>	<b>-</b>
<b>TOTAL DIVISION EXPENSES</b>	<b>2,610,522</b>	<b>3,081,020</b>	<b>3,066,020</b>	<b>3,685,110</b>	<b>604,090</b>
49512 Support Activity Costs	626,273	2,132,090	1,979,660	2,169,950	37,860
<b>TOTAL INTERDEPARTMENTAL CHARGES</b>	<b>626,273</b>	<b>2,132,090</b>	<b>1,979,660</b>	<b>2,169,950</b>	<b>37,860</b>
<b>TOTAL SANITARY SEWER OPERATIONS</b>	<b><u>\$ 3,236,796</u></b>	<b><u>\$ 5,213,110</u></b>	<b><u>\$ 5,045,680</u></b>	<b><u>\$ 5,855,060</u></b>	<b><u>\$ 641,950</u></b>

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**INTERFUND TRANSFERS**  
**50141**

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**PURPOSE**

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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**

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- There are no significant changes to this budget.

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

**DIVISION 50141**

**NAME WATER & SEWER INTERFUND TRANSFERS**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
42020 Other Post Employment Benfits	950	-	-	6,000	6,000
42030 Pension Expense	69,365	-	-	-	-
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>70,315</b>	<b>-</b>	<b>-</b>	<b>6,000</b>	<b>6,000</b>
48308 Capital Leases	-	-	-	-	-
48311 Depreciation	649,061	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>649,061</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
49201 WSF Transfer To GF	1,055,000	1,400,000	1,400,000	1,800,000	400,000
49202 WSF Transfer To DSF	841,494	1,340,300	1,340,300	1,305,310	(34,990)
49204 CPF Transfer To WSF	(2,382,018)	-	-	-	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>(485,524)</b>	<b>2,740,300</b>	<b>2,740,300</b>	<b>3,105,310</b>	<b>365,010</b>
49900 Contingency Reserve	-	301,050	301,050	-	(301,050)
<b>TOTAL CONTINGENCY RESERVE</b>	<b>-</b>	<b>301,050</b>	<b>301,050</b>	<b>-</b>	<b>(301,050)</b>
<b>TOTAL DIVISION EXPENSES</b>	<b>233,852</b>	<b>3,041,350</b>	<b>3,041,350</b>	<b>3,111,310</b>	<b>69,960</b>
49511 Charges To Water Department	(64,435)	(1,354,150)	(1,233,140)	(1,400,090)	(45,940)
49514 Charges To Sewer Department	(169,417)	(1,655,070)	(1,507,160)	(1,711,220)	(56,150)
<b>TOTAL INTERDEPARTMENTAL CHARGES</b>	<b>(233,852)</b>	<b>(3,009,220)</b>	<b>(2,740,300)</b>	<b>(3,111,310)</b>	<b>(102,090)</b>
<b>TOTAL W &amp; S INTERFUND TRANSFERS</b>	<b>\$ -</b>	<b>\$ 32,130</b>	<b>\$ 301,050</b>	<b>\$ -</b>	<b>\$ (32,130)</b>

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**VEHICLE AND EQUIPMENT REPLACEMENT PROGRAM**  
**59500**

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**PURPOSE**

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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**

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

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

**DIVISION 59500  
NAME WATER & SEWER VEHICLE REPLACEMENT PROGRAM**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21-----		FY 21-22 ADOPTED	NET CHANGE
		BUDGET	REVISED		
49115 Administration Interest	-	-	-	-	-
49150 Water & Sewer Principal	-	-	-	-	-
49155 Water & Sewer Interest	10,063	5,000	5,000	5,000	-
<b>TOTAL DEBT SERVICE</b>	<b>10,063</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
 <b>TOTAL DIVISION EXPENSES</b>	 <b>10,063</b>	 <b>5,000</b>	 <b>5,000</b>	 <b>5,000</b>	 <b>-</b>
 49511 Charges To Water Department	 (4,528)	 (2,250)	 (2,250)	 (2,250)	 -
49514 Charges To Sewer Department	(5,535)	(2,750)	(2,750)	(2,750)	-
<b>TOTAL INTERDEPARTMENTAL CHARGES</b>	<b>(10,063)</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>-</b>
 <b>TOTAL W&amp;S VEH REPL PROGRAM</b>	 <b>\$ -</b>	 <b>\$ -</b>	 <b>\$ -</b>	 <b>\$ -</b>	 <b>\$ -</b>

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**STORMWATER FUND**

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**STORMWATER FUND**

	FY 19-20 Actuals	FY 20-21 Adopted	FY 20-21 Adjusted	FY 20-21 Estimated	FY 21-22 Adopted	Net Change
Stormwater Administration	365,959	437,720	437,210	426,960	466,720	29,000
<b>Stormwater Fund</b>	<b>365,959</b>	<b>437,720</b>	<b>437,210</b>	<b>426,960</b>	<b>466,720</b>	<b>29,000</b>



*Figure 1: Hunters Branch Stream Restoration*



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**STORMWATER DIVISION**  
**55111**

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**PURPOSE**

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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**

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- 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.

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**STORMWATER DIVISION**  
**55111**

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**COVID-19 RESPONSE**

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- 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.

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**FY 20-21 ACCOMPLISHMENTS**

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- 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 17<sup>th</sup> 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.

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**STORMWATER DIVISION**  
**55111**

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**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.

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**FY 21-22 INITIATIVES**

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- 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**

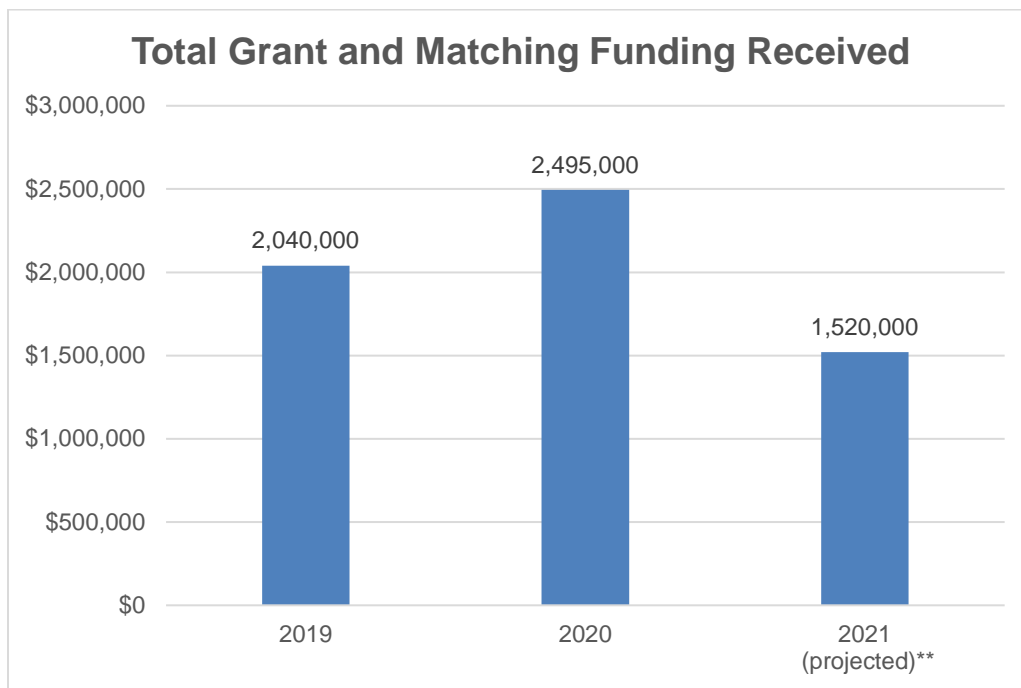
**PERFORMANCE MEASURES**

*Based on calendar year data*

Strategic Plan relevance: 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*

<b>Authorized Positions</b>	<b>Adopted FY 19-20</b>	<b>Adopted FY 20-21</b>	<b>Adopted FY 21-22</b>
Water Quality Engineer	1	1	1
Maintenance Worker	1	1	1
Administrative Assistant	0	0.5	0.5
<b>Total</b>	<b>2</b>	<b>2.5</b>	<b>2.5</b>

**FY 21-22 BUDGET CHANGES**

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

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

**DIVISION 55111  
NAME STORMWATER FUND ADMIN**

ACCOUNT NUMBER TITLE	FY 19-20 ACTUAL	-----FY 20-21----- BUDGET	REVISED	FY 21-22 ADOPTED	NET CHANGE
41001 Salaries and Wages	\$ 135,164	\$ 184,950	\$ 184,950	\$ 184,950	\$ -
41002 Overtime	1,111	1,000	1,000	1,000	-
41003 Regular Part Time with Benefits	-	-	-	-	-
41004 Part Time without Benefits	-	-	-	-	-
41006 Annual Leave Liquidation	-	-	-	-	-
41015 Performance Bonus	1,500	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>137,775</b>	<b>185,950</b>	<b>185,950</b>	<b>185,950</b>	<b>-</b>
42001 F.I.C.A.	10,268	14,230	14,230	14,200	(30)
42002 V.R.S.	9,894	21,460	21,460	21,000	(460)
42003 V.R.S. Life Insurance	1,721	2,480	2,480	2,480	-
42007 Health Insurance	13,269	15,000	15,000	15,000	-
42012 Cafeteria Plan Fees	75	60	60	60	-
42018 Employer Contributions: DC401A	5,023	5,330	5,330	5,330	-
42021 V.R.S. Hybrid 401A Match	4,122	4,300	4,300	4,300	-
42025 V.R.S. Hybrid Disability	693	750	750	750	-
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>45,064</b>	<b>63,610</b>	<b>63,610</b>	<b>63,120</b>	<b>(490)</b>
43104 Architect/Engineer Services	62,765	74,600	74,600	74,600	-
43301 Equipment Maintenance Contracts	-	-	-	-	-
43309 Cell Phone Expense	782	800	800	800	-
43802 Landfill Fees	15,000	-	-	-	-
<b>TOTAL PURCHASED SERVICES</b>	<b>78,546</b>	<b>75,400</b>	<b>75,400</b>	<b>75,400</b>	<b>-</b>
45202 Long Distance Service	-	-	-	-	-
45404 Central Copier Charges	7	-	-	-	-
45503 Subsistence/Lodging	464	1,000	1,000	1,000	-
45504 Conventions/Education	80	2,000	2,000	2,000	-
45801 Memberships/Dues	383	500	500	500	-
<b>TOTAL OTHER CHARGES</b>	<b>933</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>-</b>
46001 Office Supplies	64	250	50	250	-
46008 Vehicle/Equipment Fuels	380	1,800	1,800	1,800	-
46009 Vehicle/Equip Maintenance Supplies	290	300	300	300	-
46011 Uniforms/Safety Apparel	230	230	230	230	-
46015 Operational Supplies	242	320	10	320	-
46017 Small Tools	48	120	120	120	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>1,255</b>	<b>3,020</b>	<b>2,510</b>	<b>3,020</b>	<b>-</b>
47203 Service Awards	232	-	-	-	-
47403 Physical Improvements	62,613	80,160	80,160	69,610	(10,550)
47404 Stormwater Management Program	32,940	51,120	51,120	51,120	-
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>95,785</b>	<b>131,280</b>	<b>131,280</b>	<b>120,730</b>	<b>(10,550)</b>
48201 Additional Machine/Equipment	-	30,000	30,000	-	(30,000)
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>	<b>(30,000)</b>
49202 WSF Transfer to DSF	-	-	-	-	-
49205 Transfer to General Fund	-	(18,540)	(18,540)	-	18,540
49207 Transfer to Capital Project Fund	6,600	(51,500)	(51,500)	-	51,500
49211 Stormwater Transfer to W&S	-	15,000	15,000	15,000	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>6,600</b>	<b>(55,040)</b>	<b>(55,040)</b>	<b>15,000</b>	<b>70,040</b>
<b>TOTAL STORMWATER FUND</b>	<b>\$ 365,959</b>	<b>\$ 437,720</b>	<b>\$ 437,210</b>	<b>\$ 466,720</b>	<b>\$ 29,000</b>

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**UNFUNDED PRIORITIES**

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

**FY21-22 UNFUNDED PRIORITIES**

Council Initiative	Title	Safety Item	# Years Requested	Expense Amount	Council Consensus
<b><u>ONE TIME EXPENDITURE</u></b>					
Engaged community, influential and well-governed community	2021 National Community Survey			21,000	
Safe community, complete community, engaged community	COVID Field Monitors	Yes		5,000	5,000
Complete community, engaged community	Town-branded giveaway items \$5k - \$7k			6,000	6,000
<b>SUBTOTAL ONE-TIME ITEMS</b>				<b>\$ 32,000</b>	<b>\$ 11,000</b>
<b><u>ONGOING EXPENDITURE</u></b>					
Fiscally responsible	Tax rate cut / rebate .0025			140,000	140,000
Safe community, environmentally sustainable, complete community	Maintenance Worker II - 1 FTE	Yes	4	69,000	69,000
Safe community, complete community, engaged community	Videographer Full-Time Staff			70,200	70,200
Engaged Community, Influential, Well governed community	Deputy Town Manager		2	160,000	
Safe community, complete community, engaged community	Parks Overtime	Yes	2	9,000	9,000
Safe community, complete community	Administration Overtime		2	6,000	
Safe community, environmentally sustainable, efficiently mobile	Commercial Driver's License (CDL) Training	Yes		3,750	
Complete community	Town Green Holiday Lights		2	11,200	11,200
Environmentally sustainable, engaged community	Sustainability Initiatives		2	10,000	
Environmentally sustainable, complete community	Tree Replacement Program			20,300	18,000
Complete community, engaged community	Vienna Public Art Commission - Creative Communities Partnership Grant		4	4,500	4,500
<b>SUBTOTAL ONGOING ITEMS</b>				<b>\$ 503,950</b>	<b>\$ 321,900</b>
<b>Available Funds</b>				<b>(249,900)</b>	<b>(332,900)</b>
<b>Total Operating Unfunded Priorities</b>				<b>\$ 286,050</b>	<b>\$ -</b>

<b>Council Consensus</b>		<b>\$ 283,800</b>
<b>ARPA Funding</b>		<b>\$ 49,100</b>

<u>Alternatives:</u>	Change Tax Rate 1/2 cent	<b>\$ 280,000</b>
	Change Tax Rate 1/4 cent	<b>\$ 140,000</b>

Council Initiative	Title	Safety Item	# Years Requested	Expense Amount	
<b><u>Capital Unfunded Priorities - Unfunded addressed in Capital Budget process in the fall</u></b>					
Safe community, environmentally sustainable, efficiently mobile	3 Double wall tanks	Yes		75,000	
Safe community, environmentally sustainable, efficiently mobile	Anti-Icing Direct Application System	Yes		35,000	
Safe community	Portable radio upgrade			300,000	CIP; Funded w/ AFF
Safe community, influential and well-governed community	Body Worn Cameras and In-Car Video	Yes		50,000	
Complete community, engaged community	Wreaths and Pole Banners on Maple Avenue			100,000	
Safe community, complete community, engaged community	Police In-Car Video - Replacement Plan	Yes		15,000	
Safe community	VCC Auditorium Hallway Exterior Door	Yes		30,000	
Safe community, complete community, engaged community	Dog Park Solar Lights	Yes		20,000	
Safe community, environmentally sustainable, economically prosperous, complete community	Trash can replacement along Maple Ave. and Church St.	Yes		32,000	
Complete Community	Harmony Playground		2	18,600	Funded by VPAC
<b>Subtotal Funded</b>				<b>475,600</b>	
<b>Total Capital Unfunded Priorities</b>				<b>\$ 200,000</b>	

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



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**PAY PLANS**

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As promulgated in the Town of Vienna Personnel Code, Chapter 11, of the Town Code, the Town Manager establishes an integrated pay plan for its workforce, which the Council approves. On an annual basis, concurrent with the budget submission, a general review of the plan is made and Council may approve proposed changes. Every three to five years, the Town conducts a comprehensive review of its pay plan, pursuant to the Personnel Code.

# Town of Vienna, VA

## Pay Plan FY 21-22

<i>All FLSA Non-Exempt unless noted</i>								
Pay					FLSA	Annual Salary		
Grade	Class Code	Classification Title		WC Code	Exempt	Minimum	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	1100	Videographer		8810		\$49,050	\$64,011	\$78,971
	1105	Administrative Assistant II		8810				
	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				

**All FLSA Non-Exempt unless noted**

Pay Grade	Class Code	Classification Title	WC Code	FLSA Exempt	Annual Salary		
					Minimum	Mid-Point	Maximum
118					\$51,503	\$67,211	\$82,920
	1505	Animal Control Officer II	8831				
	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				
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				
	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				
	1514	Police Officer First Class	7720				
	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				
	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	Capital Grant Accountant	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			

All FLSA Non-Exempt unless noted

Pay	Grade	Class Code	Classification Title	WC Code	FLSA Exempt	Annual Salary		
						Minimum	Mid-Point	Maximum
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		Public Information Officer	8810	E			
	1045		Economic Development Manager	8810	E			
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

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**CAPITAL IMPROVEMENTS PROGRAM**

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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 meets generally accepted accounting principles (GAAP) for capitalizable expenses.

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**CAPITAL IMPROVEMENTS PROGRAM – 2021 PLAN**

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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, urgency of the project, impact on health, safety or regulatory requirements, and also that are funded by grants and require a smaller Town match. Authorized projects must also advance the objectives in the Town's strategic plan.

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. Plans are underway to create and implement a more formal priority ranking system in FY 2022-23.

All capital improvement projects are financed through general obligation bonds. Debt service payments 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.

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.

The following document is the 2021 Capital Improvements Plan from 2022 to 2036

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**CAPITAL IMPROVEMENTS PROGRAM – 2021 PLAN**

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(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.

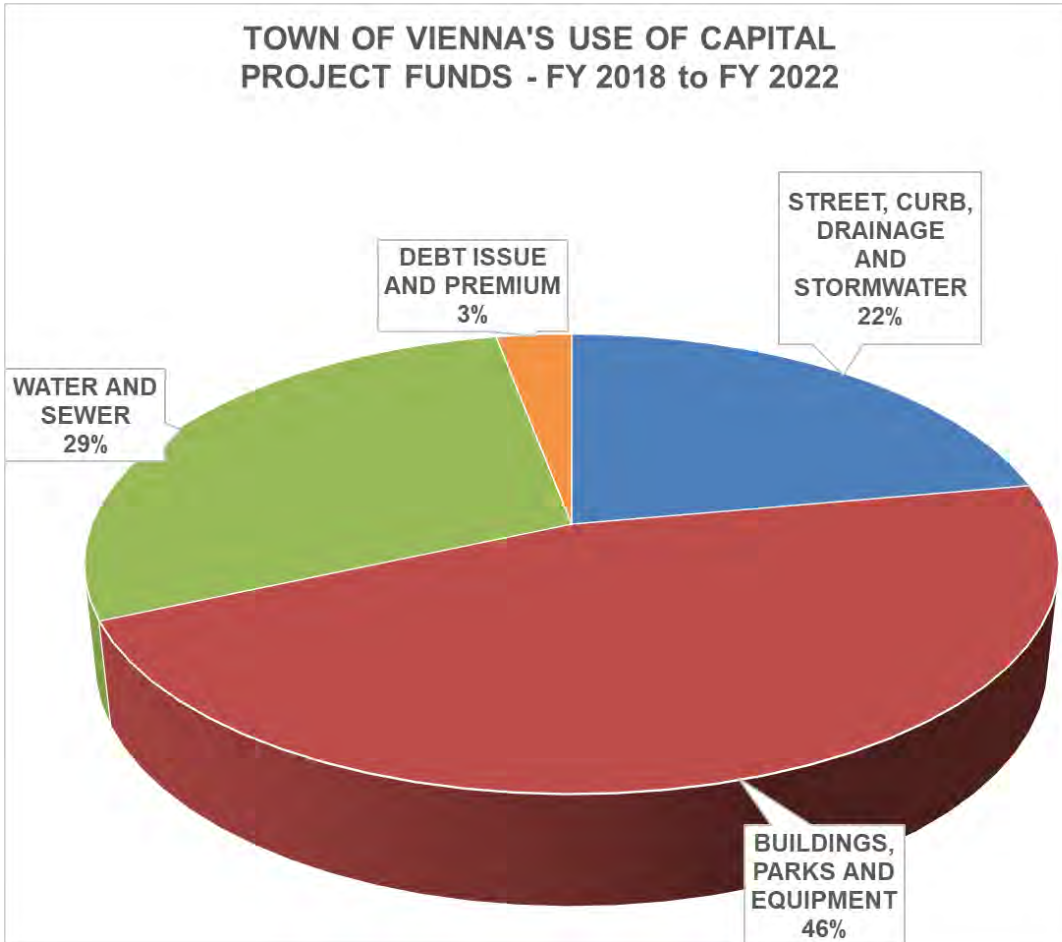
While the COVID-19 pandemic had a direct impact on the amount of meals tax receipts in FT 2020-21, the fund still has a sufficient reserve to cover current debt payments. Additionally, \$1 million in premiums received from the 2020 bond have been reserved for interest payments on the 2020 bond if required.

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/home/showpublisheddocument/1420/63743323993450000>

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.

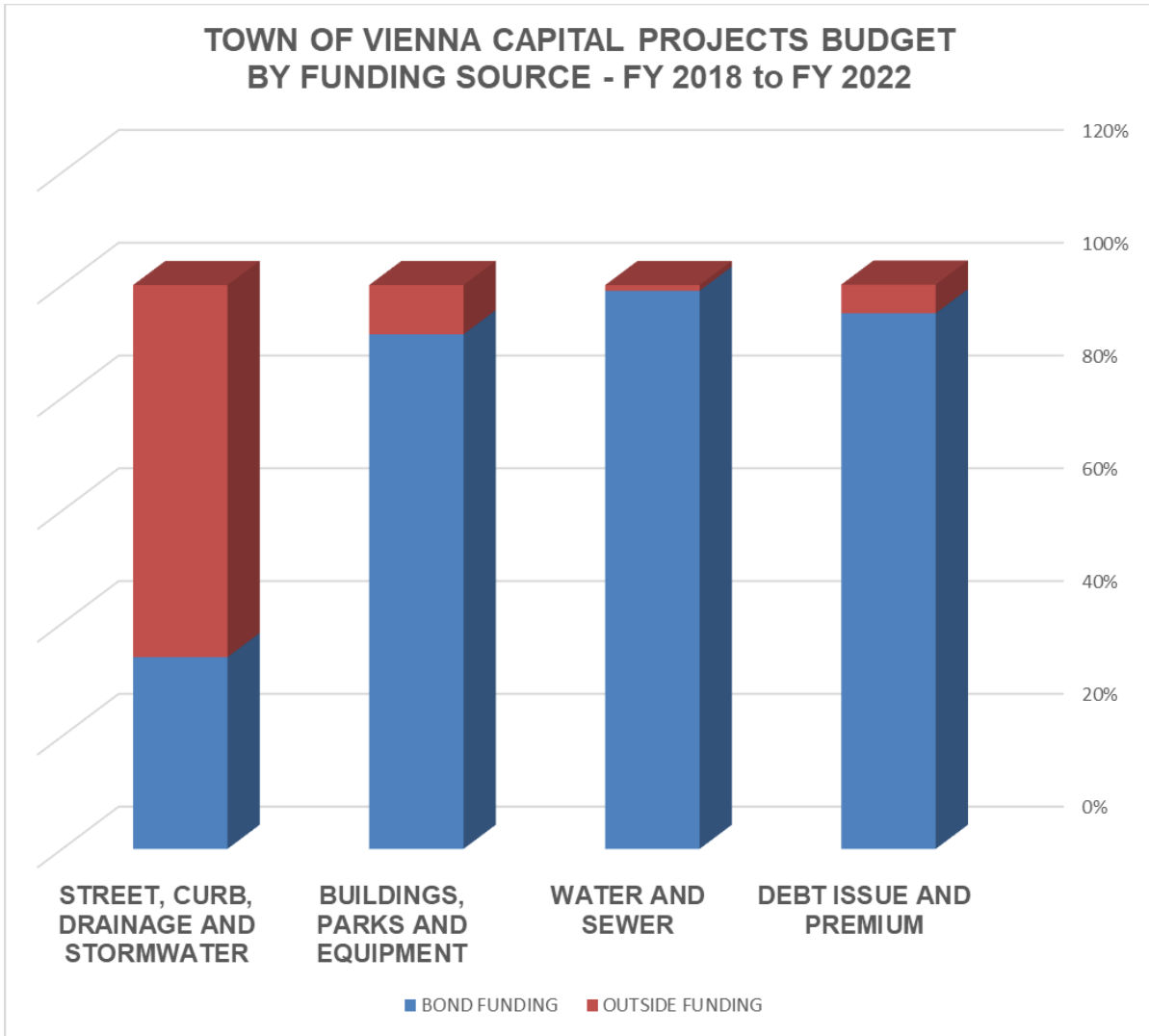
**USE OF CAPITAL PROJECT FUNDS**



<b>STREET, CURB, &amp; STORM DRAINAGE IMPROVEMENTS</b>	<b>\$ 16,972,567</b>
<b>BUILDINGS, PARKS AND EQUIPMENT IMPROVEMENTS</b>	<b>35,422,801</b>
<b>WATER &amp; SEWER SYSTEM IMPROVEMENTS</b>	<b>21,973,580</b>
<b>DEBT ISSUE AND PREMIUM</b>	<b><u>2,259,044</u></b>
<b>TOTAL</b>	<b><u>\$ 76,627,992</u></b>



**CAPITAL PROJECTS BUDGET BY FUNDING SOURCE**



	<u>BOND FUNDING</u>	<u>OTHER FUNDING</u>	<u>TOTAL FUNDING</u>
STREET, CURB, DRAINAGE AND STORMWATER	\$ 5,773,257	\$ 11,199,310	\$ 16,972,567
BUILDINGS, PARKS AND EQUIPMENT	32,330,601	3,092,200	35,422,801
WATER AND SEWER	21,235,000	738,580	21,973,580
DEBT ISSUE AND PREMIUM	2,144,168	114,876	2,259,044
	<u>\$ 61,483,026</u>	<u>\$ 15,144,966</u>	<u>\$ 76,627,992</u>

**STREET IMPROVEMENTS SUMMARY**

PROJECT SUMMARY FY 2018 thru FY 2022	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2021	BALANCE	PROJECT STATUS
<b>2018 Bond Issue and CIP</b>						
Miscellaneous Road Improvements	\$ 198,207	\$ -	\$ 198,207	\$ 198,207	\$ -	In Process
Undergrounding Power Lines Feasibility Study	100,000	-	100,000	99,660	340	Complete
Creek Crossing Road Improvements	-	598,200	598,200	598,200	-	In Process
Rt. 123 & Rt. 243 Traffic Signals Upgrade	-	2,092,110	2,092,110	315,084	1,777,026	In Process
Maple and Park Signals	-	883,000	883,000	49,296	833,704	In Process
Solar Pole Mount Radar Signs	42,300	-	42,300	42,278	22	Complete
Echols Street Reconstruction	270,000	430,000	700,000	680,060	19,940	Complete
<b>Total for 2018 CIP</b>	<u>610,507</u>	<u>4,003,310</u>	<u>4,613,817</u>	<u>1,982,785</u>	<u>2,631,032</u>	
<b>2020 Bond Issue and CIP</b>						
Asphalt & Mill Overlay Street Improvements	991,120	269,500	1,260,620	1,252,168	8,452	In Process
Multi-Modal Transportation Study Recommendations	215,000	-	215,000	-	215,000	Planning
<b>Total for 2020 CIP</b>	<u>1,206,120</u>	<u>269,500</u>	<u>1,475,620</u>	<u>1,252,168</u>	<u>223,452</u>	
<b>2022 Bond Issue and CIP</b>						
Asphalt & Mill Overlay Street Improvements	1,500,000	850,000	2,350,000	-	2,350,000	Planning
Church and Mill Street Improvements	200,000	-	200,000	-	200,000	Planning
W&OD Trail Crossing Redesign and Construction	75,000	-	75,000	-	75,000	Planning
Streetscape Master Plan and Design Guidelines	100,000	-	100,000	-	100,000	Planning
Two Minor Projects	130,000	-	130,000	-	130,000	Planning
<b>Total for 2022 CIP</b>	<u>2,005,000</u>	<u>850,000</u>	<u>2,855,000</u>	<u>-</u>	<u>2,855,000</u>	
<b>STREET IMPROVEMENTS TOTAL</b>	<u>\$ 3,821,627</u>	<u>\$ 5,122,810</u>	<u>\$ 8,944,437</u>	<u>\$ 3,234,953</u>	<u>\$ 5,709,484</u>	

**STREET IMPROVEMENTS  
2022 BOND ISSUE**

**PROJECT: ASPHALT & MILL OVERLAY STREET IMPROVEMENTS**

**Department:** Public Works

**Status:** Ongoing

**Strategic Plan Objective:** Safe and efficiently mobile community

**FY 2022 & 2023:** \$2,350,000

**Total Future Capital Budget Requests:** \$3,936,000 Fiscal Years 2024-2027

**DESCRIPTION:**

Mill and overlay at least 2" of asphalt on various streets as determined by the department, using the annual pavement condition rating survey and other factors. To ensure roadway conditions improve over time, there is a need to increase funding levels to achieve the desired average level of pavement condition. To maintain overall pavement condition as it is today, a total of \$1.5 million per year is needed from all sources. However, to eliminate the backlog of pavement that need complete reconstruction, a recommended \$2.6 million per year from all sources would be desirable.

Financing for the project is included in the 2022 bond issue. Additional funding sources are NVT/VDOT grants and use of anticipated bond premium.

**Financing/ Sources:** <sup>(1)</sup>

<b>Financing Source</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Bond Issue	\$ 1,500,000	\$ 1,545,000	\$ 1,591,000
VDOT/NVTA Grants	450,000	-0-	-0-
Bond Premium	400,000	400,000	400,000
<b>Total</b>	<b>\$ 2,350,000</b>	<b>\$ 1,945,000</b>	<b>\$ 1,991,000</b>

<sup>(1)</sup> The Town of Vienna’s capital improvement plan (CIP) is based on a two-fiscal year cycle and corresponds with the Town’s bond issuance schedule. The Town Council approved this most recent CIP on Oct. 26, 2020.

**STREET IMPROVEMENTS  
2022 BOND ISSUE**

**CAPITAL BUDGET REQUEST: <sup>(1)</sup>**

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ -0-	\$ -0-	\$ -0-
Construction	2,350,000	1,945,000	1,991,000
Other Costs	-0-	-0-	-0-
<b>TOTAL</b>	<b>\$ 2,350,000</b>	<b>\$ 1,945,000</b>	<b>\$ 1,991,000</b>
Operating Costs or Savings	Avoid future major road reconstruction costs (2)	Avoid future major road reconstruction costs (2)	Avoid future major road reconstruction costs (2)

<sup>(2)</sup> Based on estimates provide by the Town’s engineering staff, the cost to completely reconstruct one-half mile of a standard two-lane roadway segment is approximately \$280,000. The Town maintains 134 lane miles of road.



**STREET IMPROVEMENTS  
2022 BOND ISSUE**

**PROJECT: CHURCH STREET AND MILL STREET IMPROVEMENTS**

**Department:** Public Works

**Status:** Planning and construction

**Strategic Plan Objective:** Safe and efficiently mobile community

**FY 2022 & 2023:** \$200,000

**Total Future Capital Budget Requests:** N/A

**DESCRIPTION:**

This improvement proposes a redesign of the intersection at Church Street and Mill Street to remove the existing slip lane at the southwest corner of the intersection. The improvement is derived from the Maple Avenue Multimodal Study recently completed by the Town. The potential redesign realigns crosswalks for shorter and more direct pedestrian crossing and expands public space at the northeast corner of the Town Green. The slip lane removal will also create conditions that encourage safer and slower turning movements for vehicles, therefore greatly elevating pedestrian access and safety. Potential challenges with this improvement may include required curb work and possible utility relocation. An analysis for this concept predicts overall traffic delays at the intersection should improve.

Financing for the project is include in the 2022 bond issue.

**Financing/ Sources:** <sup>(1)</sup>

<b>Financing Source</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Bond Issue	\$ 200,000	\$ -0-	\$ -0-
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	-0-	-0-	-0-
<b>Total</b>	<b>\$ 200,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>

**STREET IMPROVEMENTS  
2022 BOND ISSUE**

**CAPITAL BUDGET REQUEST: <sup>(1)</sup>**

<b>Cost Category</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Planning & Engineering	\$ -0-	\$ -0-	\$ -0-
Construction	200,000	-0-	-0-
Other Costs	-0-	-0-	-0-
<b>TOTAL</b>	\$ 200,000	\$ -0-	\$ -0-
Operating Costs or Savings	N/A	N/A	N/A

(1) The Town of Vienna’s capital improvement plan (CIP) is based on a two-fiscal year cycle and corresponds with the Town’s bond issuance schedule. The Town Council approved this most recent CIP on Oct. 26, 2020.

**STREET IMPROVEMENTS  
2022 BOND ISSUE**

**PROJECT: W&OD TRAIL CROSSINGS REDESIGN AND CONSTRUCTION**

**Department:** Public Works

**Status:** Planning and construction

**Strategic Plan Objective:** Safe and efficiently mobile community

**FY 2022 & 2023:** \$75,000

**Total Future Capital Budget Requests:** \$200,000 Fiscal Years 2024-2027

**DESCRIPTION:**

This concept proposes a redesign of the three crossings of the W&OD Trail (one at Maple Avenue, one at Church Street, and one at Park Street) to reflect current design guidance contained in the Maple Avenue Multi-Modal Study. The trail crossing redesigns would provide the following enhancements: raised trail crossings (at Church Street and Park Street); high-visibility markings; consistent signage and relocated signal push buttons (at Maple Avenue). The project is divided into two phases with engineering and design commencing during FY 2021-22 (at \$75,000) and construction anticipated during FY 2023-24 (at \$200,000).

Financing for the design phase of the project is include in the 2022 bond issue.

**Financing/ Sources:** <sup>(1)</sup>

<b>Financing Source</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Bond Issue	\$ 75,000	\$ 200,000	\$ -0-
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	-0-	-0-	-0-
<b>Total</b>	<b>\$ 75,000</b>	<b>\$ 200,000</b>	<b>\$ -0-</b>

(1) The Town of Vienna’s capital improvement plan (CIP) is based on a two-fiscal year cycle and corresponds with the Town’s bond issuance schedule. The Town Council approved this most recent CIP on Oct. 26, 2020.

**STREET IMPROVEMENTS  
2022 BOND ISSUE**

**CAPITAL BUDGET REQUEST: <sup>(1)</sup>**

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ 75,000	\$ -0-	\$ -0-
Construction	-0-	200,000	-0-
Other Costs	-0-	-0-	-0-
<b>TOTAL</b>	<b>\$ 75,000</b>	<b>\$ 200,000</b>	<b>\$ -0-</b>
Operating Costs or Savings	Minimal annual maintenance costs anticipated	Minimal annual maintenance costs anticipated	N/A





**STREET IMPROVEMENTS  
2022 BOND ISSUE**

**PROJECT: STREETScape MASTER PLAN AND DESIGN GUIDELINES**

**Department:** Public Works

**Status:** Planning

**Strategic Plan Objective:** Safe and efficiently mobile community

**FY 2022 & 2023:** \$100,000

**Total Future Capital Budget Requests:** N/A

**DESCRIPTION:**

Developing a town-wide streetscape master plan and accompanying design guidelines would further highlight and build upon Vienna’s history and brand through the cohesive design of street improvement projects. This effort was recommended in the Town’s Maple Avenue Multimodal Study completed in 2020.

There is no current streetscape master plan or design guidelines, only the older Maple Avenue Streetscape plans developed several years ago. These will be used as the foundation for the project.

Financing to develop the guidelines is include in the 2022 bond issue.

**Financing/ Sources:** <sup>(1)</sup>

<b>Financing Source</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Bond Issue	\$ 100,000	\$ -0-	\$ -0-
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	-0-	-0-	-0-
<b>Total</b>	<b>\$ 100,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>

<sup>(1)</sup> The Town of Vienna’s capital improvement plan (CIP) is based on a two-fiscal year cycle and corresponds with the Town’s bond issuance schedule. The Town Council approved this most recent CIP on Oct. 26, 2020.

**STREET IMPROVEMENTS  
2022 BOND ISSUE**

**CAPITAL BUDGET REQUEST: <sup>(1)</sup>**

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ 100,000	\$ -0-	\$ -0-
Construction	-0-	-0-	-0-
Other Costs	-0-	-0-	-0-
<b>TOTAL</b>	<b>\$ 100,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>
Operating Costs or Savings	N/A	N/A	N/A



**STREET IMPROVEMENTS  
2022 BOND ISSUE**

**PROJECTS: MISCELLANEOUS PROJECTS: (1) LOCAL CIRCULATOR STUDY AND  
(2) LONG-RANGE TRANSPORTATION MASTER PLAN**

**Department:** Public Works

**Status:** Planning

**Strategic Plan Objective:** Safe and efficiently mobile community

**FY 2022 & 2023:** \$130,000

**Total Future Capital Budget Requests:** N/A

**DESCRIPTION:**

The first project (at \$50,000) would analyze a potential local circulator route or routes that could provide frequent, all day service to and between Maple Avenue and Church Street destinations. This would fill a critical existing deficiency in locally-oriented bus transit service. The circulator concept would fill the existing local transit gap and serve local trips for existing and future residents.

The second project (at \$80,000) would establish a long-range transportation master plan for the Town which is needed to adequately address current and future transportation initiatives.

Both planning efforts are recommended improvements contained in the Town’s Maple Avenue Multimodal Study. Financing for the study and master plan is include in the 2022 bond issue.

**Financing/ Sources: <sup>(1)</sup>**

<b>Financing Source</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Bond Issue	\$ 130,000	\$ -0-	\$ -0-
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	-0-	-0-	-0-
<b>Total</b>	<b>\$ 130,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>

**STREET IMPROVEMENTS  
2022 BOND ISSUE**

**CAPITAL BUDGET REQUEST <sup>(1)</sup>**

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ 130,000	\$ -0-	\$ -0-
Construction	-0-	-0-	-0-
Other Costs	-0-	-0-	-0-
<b>TOTAL</b>	<b>\$ 130,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>
Operating Costs or Savings	N/A	N/A	N/A

<sup>(1)</sup> The Town of Vienna’s capital improvement plan (CIP) is based on a two-fiscal year cycle and corresponds with the Town’s bond issuance schedule. The Town Council approved this most recent CIP on Oct. 26, 2020.



**CURB, GUTTER, SIDEWALKS SUMMARY**

PROJECT SUMMARY FY 2018 thru FY 2022	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2021	BALANCE	PROJECT STATUS
<b>2018 Bond Issue and CIP</b>						
Miscellaneous Sidewalk Improvements	\$ 145,630	\$ -	\$ 145,630	\$ 118,492	\$ 27,138	In Process
Church St NE Sidewalks	-	445,000	445,000	444,131	869	Complete
Park Street NE Sidewalks	-	855,000	855,000	146,249	708,751	In Process
<b>Total for 2018 CIP</b>	<u>145,630</u>	<u>1,300,000</u>	<u>1,445,630</u>	<u>708,872</u>	<u>736,758</u>	
<b>2020 Bond Issue and CIP</b>						
Miscellaneous Sidewalk Improvements	400,000	-	400,000	311,223	88,777	In Process
Nutley Street Trail Project	-	272,000	272,000	59,111	212,889	In Process
<b>Total for 2020 CIP</b>	<u>400,000</u>	<u>272,000</u>	<u>672,000</u>	<u>370,334</u>	<u>301,666</u>	
<b>2022 Bond Issue and CIP</b>						
Miscellaneous Sidewalk Improvements	206,000	-	206,000	-	206,000	Planning
Southside Park Trails from the Park to Cottage Street SW	-	1,100,000	1,100,000	-	1,100,000	Planning
<b>Total for 2022 CIP</b>	<u>206,000</u>	<u>1,100,000</u>	<u>1,306,000</u>	<u>-</u>	<u>1,306,000</u>	
<b>CURB,GUTTER,SIDEWALK TOTAL</b>	<u>\$ 751,630</u>	<u>\$ 2,672,000</u>	<u>\$ 3,423,630</u>	<u>\$ 1,079,206</u>	<u>\$ 2,344,424</u>	

**SIDEWALK IMPROVEMENTS  
2022 BOND ISSUE**

**PROJECT: MISCELLANEOUS SIDEWALK IMPROVEMENTS**

**Department:** Public Works

**Status:** Planning and construction

**Strategic Plan Objective:** Safe and efficiently mobile community

**FY 2022 & 2023:** \$206,000

**Total Future Capital Budget Requests:** \$431,000 Fiscal Years 2024-2027

**DESCRIPTION:**

Funds are for engineering and construction of recommended small sidewalk or other minor improvement projects. Examples include installing missing segments of curb or sidewalk along a street or installing traffic calming measures. These projects are generally not eligible for Virginia Department of Transportation (VDOT) grants.

Financing for the project is include in the 2022 bond issue.

**Financing/ Sources:** <sup>(1)</sup>

<b>Financing Source</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Bond Issue	\$ 206,000	\$ 212,000	\$ 219,000
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	-0-	-0-	-0-
<b>Total</b>	<b>\$ 206,000</b>	<b>\$ 212,000</b>	<b>\$ 219,000</b>

<sup>(1)</sup> The Town of Vienna’s capital improvement plan (CIP) is based on a two-fiscal year cycle and corresponds with the Town’s bond issuance schedule. The Town Council approved this most recent CIP on Oct. 26, 2020.

**SIDEWALK IMPROVEMENTS  
2022 BOND ISSUE**

**CAPITAL BUDGET REQUEST: <sup>(1)</sup>**

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ -0-	\$ -0-	\$ -0-
Construction	206,000	212,000	219,000
Other Costs	-0-	-0-	-0-
<b>TOTAL</b>	<b>\$ 206,000</b>	<b>\$ 212,000</b>	<b>\$ 219,000</b>
Operating Costs or Savings	Minimal annual maintenance costs anticipated	Minimal annual maintenance costs anticipated	Minimal annual maintenance costs anticipated



**SIDEWALK IMPROVEMENTS  
2022 BOND ISSUE**

**PROJECT: SOUTHSIDE PARK TRAIL FROM SOUTHSIDE PARK TO COTTAGE STREET SW**

**Department:** Public Works

**Status:** Planning and construction

**Strategic Plan Objective:** Safe and efficiently mobile community

**FY 2022 & 2023:** \$1,100,000

**Total Future Capital Budget Requests:** N/A

**DESCRIPTION:**

This project will use existing Town properties and right-of-way to connect communities in the southwest sector of Town, beginning at Cottage Street. The trail will continue from Cottage St. to Southside Park and the new I-66/Nutley St. shared use path. The new 10' wide trails will provide a safer means for pedestrians and bikers alike to access Southside Park and the new trail along I-66. Total costs for this project include engineering and construction.

Financing for the project is anticipated through a grant from the Northern Virginia Transportation Authority (NVTA).

**Financing/ Sources:** <sup>(1)</sup>

<b>Financing Source</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Bond Issue	\$ -0-	\$ -0-	\$ -0-
VDOT/NVTA Grants	1,100.000	-0-	-0-
Bond Premium	-0-	-0-	-0-
<b>Total</b>	<b>\$ 1,100,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>

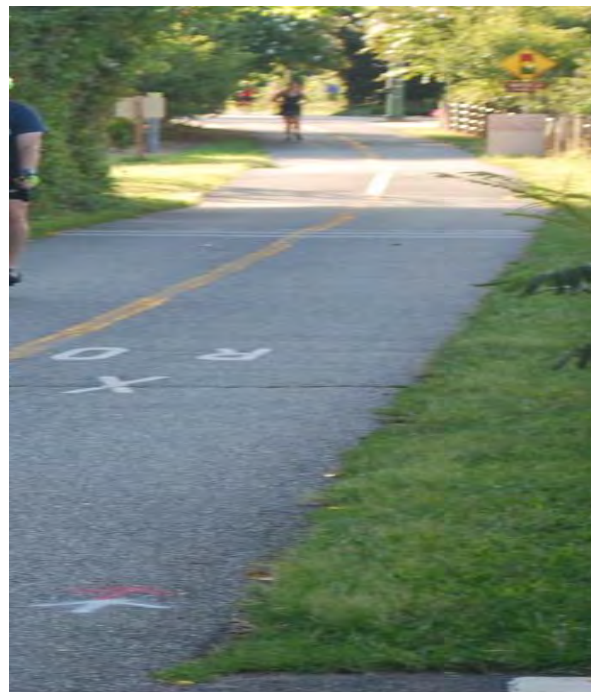
<sup>(1)</sup> The Town of Vienna’s capital improvement plan (CIP) is based on a two-fiscal year cycle and corresponds with the Town’s bond issuance schedule. The Town Council approved this most recent CIP on Oct. 26, 2020.



**SIDEWALK IMPROVEMENTS  
2022 BOND ISSUE**

**CAPITAL BUDGET REQUEST: <sup>(1)</sup>**

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ 110,000	\$ -0-	\$ -0-
Construction	990,000	-0-	-0-
Other Costs	-0-	-0-	-0-
<b>TOTAL</b>	<b>\$ 1,100,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>
Operating Costs or Savings	Minimal annual maintenance costs are anticipated.	N/A	N/A



**DRAINAGE AND STORMWATER IMPROVEMENTS SUMMARY**

PROJECT SUMMARY FY 2018 thru FY 2022	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2021	BALANCE	PROJECT STATUS
<b>2018 Bond Issue and CIP</b>						
Piney Branch Stream Restoration - Design	\$ -	\$ 341,500	\$ 341,500	\$ 341,473	\$ 27	Complete
Town Hall Parking Stormwater Upgrade	-	155,540	155,540	155,540	-	Complete
Tapawingo/Kingsley Urban Bioretention	-	200,000	200,000	56,350	143,650	In Process
Hunter Branch Phase II Stream Restoration - Design	-	400,000	400,000	377,654	22,346	In Process
Three Minor Projects	-	101,460	101,460	25,034	76,426	In Process
<b>Total for 2018 CIP</b>	-	<u>1,198,500</u>	<u>1,198,500</u>	<u>956,051</u>	<u>242,449</u>	
<b>2020 Bond Issue and CIP</b>						
Storm Drainage Improvements Maple Ave., 200 Block	-	150,000	150,000	-	150,000	Planning
Piney Branch Stream Restoration - Construction	-	1,336,000	1,336,000	1,321,582	14,418	Complete
Two Minor Projects	-	90,000	90,000	29,595	60,405	Planning
<b>Total for 2020 CIP</b>	-	<u>1,576,000</u>	<u>1,576,000</u>	<u>1,351,177</u>	<u>224,823</u>	
<b>2022 Bond Issue and CIP</b>						
Northside Property Yard Drainage Improvements	500,000	500,000	1,000,000	-	1,000,000	Planning
Nutley Street Culvert Replacement	700,000	-	700,000	-	700,000	Planning
Three Minor Projects	-	130,000	130,000	-	130,000	Planning
<b>Total for 2022 CIP</b>	<u>1,200,000</u>	<u>630,000</u>	<u>1,830,000</u>	<u>-</u>	<u>1,830,000</u>	
<b>DRAINAGE AND STORMWATER TOTAL</b>	<u>\$ 1,200,000</u>	<u>\$ 3,404,500</u>	<u>\$ 4,604,500</u>	<u>\$ 2,307,228</u>	<u>\$ 2,297,272</u>	

**DRAINAGE AND STORMWATER IMPROVEMENTS  
2022 BOND ISSUE**

**PROJECT: NUTLEY STREET CULVERT REPLACEMENT**

**Department:** Public Works

**Status:** Planning and construction

**Strategic Plan Objective:** Environmentally sustainable community

**FY 2022 & 2023:**  
\$700,000

**Total Future Capital Budget Requests:** N/A

**DESCRIPTION:**

This project will replace the undersized culvert under Nutley St., SW, located between Marshall Road and Kingsley Road, SW. Due in part to the currently undersized culvert, period flooding has caused property damage to residences nearby.

Financing for the project is include in the 2022 bond issue.

**Financing/ Sources:** <sup>(1)</sup>

<b>Financing Source</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Bond Issue	\$ 700,000	\$ -0-	\$ -0-
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	-0-	-0-	-0-
<b>Total</b>	<b>\$ 700,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>

<sup>(1)</sup> The Town of Vienna’s capital improvement plan (CIP) is based on a two-fiscal year cycle and corresponds with the Town’s bond issuance schedule. The Town Council approved this most recent CIP on Oct. 26, 2020.

**DRAINAGE AND STORMWATER IMPROVEMENTS  
2022 BOND ISSUE**

**CAPITAL BUDGET REQUEST: <sup>(1)</sup>**

<b>Cost Category</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Planning & Engineering	\$ 70,000	\$ -0-	\$ -0-
Construction	630,000	-0-	-0-
Other Costs	-0-	-0-	-0-
<b>TOTAL</b>	<b>\$ 700,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>
Operating Costs or Savings	Avoid periodic cleanup of area after flooding. Estimated savings is \$3,000 per flooding event.	N/A	N/A

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**DRAINAGE AND STORMWATER IMPROVEMENTS**  
**2022 BOND ISSUE**

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**PROJECT: THREE MINOR DRAINAGE IMPROVEMENTS**

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**Department:** Public Works**Status:** Planning**Strategic Plan Objective:** Environmentally sustainable community**FY 2022 & 2023:** \$130,000**Total Future Capital Budget Requests:** \$350,000 Fiscal Years 2024-2027**DESCRIPTION:**

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Following are three minor drainage improvement projects. All three residential areas suffer from the impact of heavy rainfall which causes drainage issues. This is due to the inability of the current pipe or swale configuration to adequately convey the runoff downstream.

Project One - 200 Block of Manville Road, SE. Design work in the amount of \$50,000 is scheduled for FY 2021-22 with construction in the amount of \$200,000 projected for FY 2023-24.

Project Two - 100 Block of Moore Avenue, SE. Design work in the amount of \$50,000 is scheduled for FY 2021-22 with construction in the amount of \$150,000 projected for FY 2023-24.

Project Three - The third project, at \$30,000, is a drainage study planned for FY 2021-22. The study will analyze the stormwater system and runoff occurring behind the properties located along the 900 block of Glyndon Street, SE and the 300 block Owassa Road, SE. The final work product will include potential drainage solutions for this area.

Design and construction costs will be financed through the Town's Stormwater Fund.

**DRAINAGE AND STORMWATER IMPROVEMENTS  
2022 BOND ISSUE**

**Financing/ Sources:** <sup>(1)</sup>

Financing Source	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Bond Issue	\$ -0-	\$ -0-	\$ -0-
VDOT/NVTA Grants	-0-	-0-	-0-
Stormwater Fund	130,000	350,000	-0-
<b>Total</b>	<b>\$ 130,000</b>	<b>\$ 350,000</b>	<b>\$ -0-</b>

**CAPITAL BUDGET REQUEST:** <sup>(1)</sup>

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ 130,000	\$ -0-	\$ -0-
Construction	-0-	-0-	-0-
Other Costs	-0-	350,000	-0-
<b>TOTAL</b>	<b>\$ 130,000</b>	<b>\$ 350,000</b>	<b>\$ -0-</b>
Operating Costs or Savings	Avoid periodic cleanup of area after flooding. Estimated savings is \$3,000 per flooding event.	Avoid periodic cleanup of area after flooding. Estimated savings is \$3,000 per flooding event.	N/A

<sup>(1)</sup> The Town of Vienna’s capital improvement plan (CIP) is based on a two-fiscal year cycle and corresponds with the Town’s bond issuance schedule. The Town Council approved this most recent CIP on Oct. 26, 2020

**TOWN HALL IMPROVEMENTS SUMMARY**

PROJECT SUMMARY FY 2018 thru FY 2022	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2021	BALANCE	PROJECT STATUS
<b>2018 Bond Issue and CIP</b>						
Public Facility Furniture, Fixtures and Equipment	\$ 110,639	\$ -	\$ 110,639	\$ 110,535	\$ 104	Complete
Miscellaneous Software and Equipment	85,062	-	85,062	85,053	9	Complete
<b>Total for 2018 CIP</b>	<u>195,701</u>	<u>-</u>	<u>195,701</u>	<u>195,588</u>	<u>113</u>	
<b>2020 Bond Issue and CIP</b>						
Town Hall Emergency Generator	400,000	-	400,000	329,500	70,500	Complete
Town Hall Facility Improvements	200,000	-	200,000	81,828	118,172	In Process
Miscellaneous Software and Equipment	119,000	-	119,000	97,140	21,860	In Process
<b>Total for 2020 CIP</b>	<u>719,000</u>	<u>-</u>	<u>719,000</u>	<u>508,468</u>	<u>210,532</u>	
<b>2022 Bond Issue and CIP</b>						
No projects proposed	-	-	-	-	-	
<b>TOWN HALL IMPROVEMENTS TOTAL</b>	<u>\$ 914,701</u>	<u>\$ -</u>	<u>\$ 914,701</u>	<u>\$ 704,056</u>	<u>\$ 210,645</u>	

**COMMUNITY CENTER IMPROVEMENTS SUMMARY**

PROJECT SUMMARY FY 2018 thru FY 2022	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2021	BALANCE	PROJECT STATUS
<b>2018 Bond Issue and CIP</b>						
Community Center Furniture, Fixtures and Equipment	225,280	-	225,280	215,426	9,854	In Process
Community Center and Maple Ave. Irrigation	56,728	-	56,728	56,728	-	Complete
<b>Total for 2018 CIP</b>	<u>282,008</u>	<u>-</u>	<u>282,008</u>	<u>272,154</u>	<u>9,854</u>	
<b>2020 Bond Issue and CIP</b>						
Community Center Emergency Generator	250,000	-	250,000	-	250,000	Planning
<b>Total for 2020 CIP</b>	<u>250,000</u>	<u>-</u>	<u>250,000</u>	<u>-</u>	<u>250,000</u>	
<b>2022 Bond Issue and CIP</b>						
No projects proposed	-	-	-	-	-	
<b>COMMUNITY CENTER IMPROVEMENTS TOTAL</b>	<u>\$ 532,008</u>	<u>\$ -</u>	<u>\$ 532,008</u>	<u>\$ 272,154</u>	<u>\$ 259,854</u>	



**POLICE STATION IMPROVEMENTS SUMMARY**

PROJECT SUMMARY FY 2018 thru FY 2022	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2021	BALANCE	PROJECT STATUS
<b>2018 Bond Issue and CIP</b>						
Police Station Renovation Engineering	\$ 1,709,370	\$ -	\$ 1,709,370	\$ 1,584,166	\$ 125,204	In Process
Police Station Renovation Project Management	86,750	-	86,750	86,716	34	Complete
Purchase 440 Beulah	715,100	-	715,100	715,096	4	Complete
Police IT upgrades	142,880	-	142,880	141,401	1,479	Complete
Other Police Building repairs	7,741	-	7,741	7,735	6	Complete
<b>Total for 2018 CIP</b>	<u>2,661,841</u>	<u>-</u>	<u>2,661,841</u>	<u>2,535,114</u>	<u>126,727</u>	
<b>2020 Bond Issue and CIP</b>						
Police Station Renovation Construction	14,234,200	-	14,234,200	13,453,781	780,419	In Process
Police Station Renovation Project Management	230,400	-	230,400	230,347	53	In Process
Police Station Renovation - Furniture, Fixtures & Equipment	204,200	-	204,200	-	204,200	Planning
Police Station Renovation - other costs	251,200	-	251,200	47,830	203,370	In Process
<b>Total for 2020 CIP</b>	<u>14,920,000</u>	<u>-</u>	<u>14,920,000</u>	<u>13,731,958</u>	<u>1,188,042</u>	
<b>2022 Bond Issue and CIP</b>						
Police Radio Replacement	-	310,000	310,000	-	310,000	Planning
<b>Total for 2022 CIP</b>	<u>-</u>	<u>310,000</u>	<u>310,000</u>	<u>-</u>	<u>310,000</u>	
<b>POLICE IMPROVEMENTS TOTAL</b>	<u>\$ 17,581,841</u>	<u>\$ 310,000</u>	<u>\$ 17,891,841</u>	<u>\$ 16,267,072</u>	<u>\$ 1,624,769</u>	

**POLICE RADIO EQUIPMENT  
2022 BOND ISSUE**

**PROJECT: POLICE RADIO EQUIPMENT**

**Department:** Police

**Status:** Acquisition

**Strategic Plan Objective:** Safe community

**FY 2022 & 2023:** \$310,000

**Total Future Capital Budget Requests:** N/A

**DESCRIPTION:**

Currently, the Vienna Police Department (VPD) is using 21-year-old Motorola XTS 5000 radios. These older police radios have met their end-of-life cycle and are no longer serviceable by Motorola. VPD has depended on Fairfax County’s police radio shop for repairs and parts, as these are hard to come by.

VDP is on the Fairfax County police radio system, as are Fairfax City, George Mason University, and Town of Herndon. All these localities have successfully secured funds and purchased the updated radios to keep their interoperability going with Fairfax County Police. VPD is the last of these jurisdictions to upgrade its radios. This upgrade will allow VPD to continue its interoperability with adjoining jurisdictions and offer a more reliable form of communication for officers on the street. The cost to acquire upgraded radios is approximately \$310,000.

The Town anticipates using its available asset forfeiture proceeds for financing this purchase.

**Financing/ Sources:** <sup>(1)</sup>

<b>Financing Source</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Bond Issue	\$ -0-	\$ -0-	\$ -0-
VDOT/NVTA Grants	-0-	-0-	-0-
Seized Assets Fund	310,000	-0-	-0-
<b>Total</b>	<b>\$ 310,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>

**POLICE RADIO EQUIPMENT  
2022 BOND ISSUE**

**CAPITAL BUDGET REQUEST: <sup>(1)</sup>**

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ -0-	\$ -0-	\$ -0-
Construction	-0-	-0-	-0-
Other Costs - Equipment	310,000	-0-	-0-
<b>TOTAL</b>	<b>\$ 310,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>
Operating Costs or Savings	Reduced routine maintenance and repair costs.	N/A	N/A

(1) The Town of Vienna’s capital improvement plan (CIP) is based on a two-fiscal year cycle and corresponds with the Town’s bond issuance schedule. The Town Council approved this most recent CIP on Oct. 26, 2020.



**PARKS IMPROVEMENTS SUMMARY**

PROJECT SUMMARY FY 2018 thru FY 2022	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2021	BALANCE	PROJECT STATUS
<b>2018 Bond Issue and CIP</b>						
Bowman House Roof Replacement	\$ 147,000	\$ -	\$ 147,000	\$ 53,486	\$ 93,514	In Process
Dog Park Parking Lot Repaving	13,154	-	13,154	13,154	-	Complete
Meadow Lane Court Paving	32,276	-	32,276	32,265	11	Complete
Freeman House Bridge	-	93,000	93,000	18,517	74,483	In Process
Historic Building Feasibility Study	82,225	-	82,225	60,563	21,662	Complete
Miscellaneous Minor Park Improvements	108,930	65,400	174,330	129,118	45,212	In Process
<b>Total for 2018 CIP</b>	<u>383,585</u>	<u>158,400</u>	<u>541,985</u>	<u>307,103</u>	<u>234,882</u>	
<b>2020 Bond Issue and CIP</b>						
Meadow Lane Restrooms	200,000	-	200,000	-	200,000	Planning
Purchase of Robinson Property	1,500,000	-	1,500,000	1,469,821	30,179	Complete
Parks Master Plan	100,000	-	100,000	-	100,000	Planning
Property Acquisition - 301 Center Street, S.	5,500,000	-	5,500,000	5,500,000	-	Complete
301 Center St. - Renovations and Fixtures	200,000	-	200,000	52,990	147,010	In Process
Nutley Street Yard Refurbishment	20,000	-	20,000	-	20,000	Planning
<b>Total for 2020 CIP</b>	<u>7,520,000</u>	<u>-</u>	<u>7,520,000</u>	<u>7,022,811</u>	<u>497,189</u>	
<b>2022 Bond Issue and CIP</b>						
Freeman Store Roof Replacement	85,000	-	85,000	-	85,000	Planning
Glyndon Park Parking Lot Replacement	300,000	-	300,000	-	300,000	Planning
Southside Park Ball Field #1 Refurbishment	700,000	-	700,000	-	700,000	Planning
Property Acquisition Improvements	200,000	200,000	400,000	-	400,000	Planning
Miscellaneous Minor Park Improvements	150,000	-	150,000	-	150,000	Planning
<b>Total for 2022 CIP</b>	<u>1,435,000</u>	<u>200,000</u>	<u>1,635,000</u>	<u>-</u>	<u>1,635,000</u>	
<b>PARKS IMPROVEMENTS TOTAL</b>	<u>\$ 9,338,585</u>	<u>\$ 358,400</u>	<u>\$ 9,696,985</u>	<u>\$ 7,329,914</u>	<u>\$ 2,367,071</u>	

**PARKS IMPROVEMENTS  
2022 BOND ISSUE**

**PROJECT: FREEMAN STORE ROOF REPLACEMENT AND EXTERIOR PAINTING**

**Department:** Parks and Recreation

**Status:** Planning and construction

**Strategic Plan Objective:** Environmentally sustainable, safe, and fiscally responsible community

**FY 2022 & 2023:** \$85,000

**Total Future Capital Budget Requests:** N/A

**DESCRIPTION:**

The historic Freeman Store, located at 131 Church St, NE, was last painted in 2013 and the accompanying Little Library Museum in 2015. Given the effect of weather, the useful life of an exterior paint coating is about five to seven years. In addition, the Freeman Store roof needs to be replaced. It is unknown when the last replacement occurred.

Financing for the project is include in the 2022 bond issue.

**Financing/ Sources:** <sup>(1)</sup>

<b>Financing Source</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Bond Issue	\$ 85,000	\$ -0-	\$ -0-
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	-0-	-0-	-0-
<b>Total</b>	<b>\$ 85,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>

(1) The Town of Vienna’s capital improvement plan (CIP) is based on a two-fiscal year cycle and corresponds with the Town’s bond issuance schedule. The Town Council approved this most recent CIP on Oct. 26, 2020.

**PARKS IMPROVEMENTS  
2022 BOND ISSUE**

**CAPITAL BUDGET REQUEST: <sup>(1)</sup>**

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ -0-	\$ -0-	\$ -0-
Construction	85,000	-0-	-0-
Other Costs	-0-	-0-	-0-
<b>TOTAL</b>	<b>\$ 85,000</b>	<b>-0-</b>	<b>-0-</b>
Operating Costs or Savings	Reduce need for necessary roof repairs. Extend useful life of asset.	N/A	N/A



**PARKS IMPROVEMENTS  
2022 BOND ISSUE**

**PROJECT: GLYNDON PARK PARKING LOT REPLACEMENT**

**Department:** Parks and Recreation

**Status:** Planning and construction

**Strategic Plan Objective:** Environmentally sustainable and safe community

**FY 2022 & 2023:** \$300,000

**Total Future Capital Budget Requests:** N/A

**DESCRIPTION:**

This project would completely refurbish three Glyndon Park parking lots (small lot by the tennis court, one lot on Glyndon Street and one lot on Beulah Road) and the walking trail at Glyndon Park. The asphalt trail in the park extends from Glyndon Street to Beulah Road. Over the years, the parking lots and trail have disintegrated with the asphalt broken in places. Tree roots have undermined the asphalt walking path causing it to buckle and creating an unsafe condition for pedestrians.

Financing for the project is include in the 2022 bond issue.

**Financing/ Sources:** <sup>(1)</sup>

<b>Financing Source</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Bond Issue	\$ 300,000	\$ -0-	\$ -0-
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	-0-	-0-	-0-
<b>Total</b>	<b>\$ 300,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>

<sup>(1)</sup> The Town of Vienna’s capital improvement plan (CIP) is based on a two-fiscal year cycle and corresponds with the Town’s bond issuance schedule. The Town Council approved this most recent CIP on Oct. 26, 2020.

**PARKS IMPROVEMENTS  
2022 BOND ISSUE**

**CAPITAL BUDGET REQUEST: (1)**

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ 30,000	\$ -0-	\$ -0-
Construction	270,000	-0-	-0-
Other Costs	-0-	-0-	-0-
<b>TOTAL</b>	<b>\$ 300,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>
Operating Costs or Savings	Fewer minor parking lot repairs. Extends useful life of infrastructure asset.	N/A	N/A





**PARKS IMPROVEMENTS  
2022 BOND ISSUE**

**PROJECT: SOUTHSIDE PARK BALL FIELD #1 REFURBISHMENT**

**Department:** Parks and Recreation

**Status:** Planning and construction

**Strategic Plan Objective:** Environmentally sustainable and complete community

**FY 2022 & 2023:** \$700,000

**Total Future Capital Budget Requests:** N/A

**DESCRIPTION:**

This project would completely reconstruct the Southside Field #1 and replace the ball field lighting with LED lights. The work plans include amending, grinding, laser grading and sodding the infield, wings areas, and home plate from the back stop. The project also includes several other improvements such as installing irrigation to the outfield, replacing the dugouts, and installing warning track and foul poles.

Currently, games often are cancelled because the fields do not drain properly. There is no irrigation system and the lights are over 30 years old. Vienna Little League has expressed interest in developing one Little League field on the area of Field #2. With work completed on Field #1, the Town would have a completely updated complex of softball and baseball fields. In addition, the creek restoration at Southside Park is also scheduled in 2022 so the timing is optimal for completely renovate the park.

Financing for the project is include in the 2022 bond issue.

**Financing/ Sources:** <sup>(1)</sup>

<b>Financing Source</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Bond Issue	\$ 700,000	\$ -0-	\$ -0-
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	-0-	-0-	-0-
<b>Total</b>	<b>\$ 700,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>

**PARKS IMPROVEMENTS  
2022 BOND ISSUE**

**CAPITAL BUDGET REQUEST <sup>(1)</sup>**

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ -0-	\$ -0-	\$ -0-
Construction	700,000	-0-	-0-
Other Costs	-0-	-0-	-0-
<b>TOTAL</b>	<b>\$ 700,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>
Operating Costs or Savings	Anticipate electric utility costs savings with LED lights.	N/A	N/A

(1) The Town of Vienna’s capital improvement plan (CIP) is based on a two-fiscal year cycle and corresponds with the Town’s bond issuance schedule. The Town Council approved this most recent CIP on Oct. 26, 2020.



**PARKS IMPROVEMENTS  
2022 BOND ISSUE**

**PROJECT: PROPERTY ACQUISITION IMPROVEMENTS**

**Department:** Parks and Recreation

**Status:** Planning and construction

**Strategic Plan Objective:** Fiscally responsible and safe community

**FY 2022 & 2023:** \$400,000

**Total Future Capital Budget Requests:** N/A

**DESCRIPTION:**

Funding for this project would be directed to the town-owned building at 301 Center St., S. and assist in meeting current building code requirements (such as mitigating roofing, mechanical and electrical deficiencies). The project would also address structural defects that need remediating such as foundation cracks; and replacing old plumbing fixtures and other aging building infrastructure. These conditions need to be addressed before a change of occupancy permit can be obtained. Such a permit will be needed if the Town intends to use the building for recreational or other purposes.

This property is temporarily housing the Town’s Police Department while their building is under reconstruction. After police personnel return to their own facilities, the building will be converted to other potential uses, including a Parks and Recreation annex.

Financing for the project is include in the 2022 bond issue and anticipates use of 2022 bond premium.

**Financing/ Sources:** <sup>(1)</sup>

<b>Financing Source</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Bond Issue	\$ 200,000	\$ -0-	\$ -0-
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	200,000	-0-	-0-
<b>Total</b>	<b>\$ 400,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>

**PARKS IMPROVEMENTS  
2022 BOND ISSUE**

**CAPITAL BUDGET REQUEST: <sup>(1)</sup>**

<b>Cost Category</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Planning & Engineering	\$ -0-	\$ -0-	\$ -0-
Construction	400,000	-0-	-0-
Other Costs	-0-	-0-	-0-
<b>TOTAL</b>	<b>\$ 400,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>
Operating Costs or Savings	N/A – Depends on ultimate use of the building	N/A	N/A

<sup>(1)</sup> The Town of Vienna’s capital improvement plan (CIP) is based on a two-fiscal year cycle and corresponds with the Town’s bond issuance schedule. The Town Council approved this most recent CIP on Oct. 26, 2020.

**PARKS IMPROVEMENTS  
2022 BOND ISSUE**

**PROJECT: MISCELLANEOUS PARK IMPROVEMENTS**

**Department:** Parks and Recreation

**Status:** Planning and construction

**Strategic Plan Objective:** Safe and complete community

**FY 2022 & 2023:** \$150,000

**Total Future Capital Budget Requests:** N/A

**DESCRIPTION:**

This project contains four separate components which address certain elements at several town parks and locations.

\$50,000: Replace 10 bleachers, two per field, at Southside, Glyndon, Meadow Lane, Caffi and Waters fields. New bleachers will be aluminum with guard rails which are now a requirement. The current bleachers do not have guardrails.

\$40,000: Retrofit existing light poles with LED lights on the Meadow Lane Tennis Court and Basketball Courts.

\$25,000: Mill and pave the Nutley Property Yard parking lot. Over the years, the asphalt lot has developed several cracks and potholes due to heavy construction equipment traversing its surface.

\$35,000: Replace 20 old and worn wooden picnic tables with aluminum picnic tables at Meadow Lane, Glyndon, and Southside Parks.

Financing for the project is include in the 2022 bond issue.

**Financing/ Sources:** <sup>(1)</sup>

<b>Financing Source</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Bond Issue	\$ 150,000	\$ -0-	\$ -0-
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	-0-	-0-	-0-
<b>Total</b>	<b>\$ 150,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>

**PARKS IMPROVEMENTS  
2022 BOND ISSUE**

**CAPITAL BUDGET REQUEST <sup>(1)</sup>**

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ -0-	\$ -0-	\$ -0-
Construction	25,000	-0-	-0-
Other Costs – Furniture & Fixtures	125,000	-0-	-0-
<b>TOTAL</b>	<b>\$ 150,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>
Operating Costs or Savings	Reduce routine maintenance and electric utility costs with LED lights.	N/A	N/A

(1) The Town of Vienna’s capital improvement plan (CIP) is based on a two-fiscal year cycle and corresponds with the Town’s bond issuance schedule. The Town Council approved this most recent CIP on Oct. 26, 2020.



**NORTHSIDE PROPERTY YARD IMPROVEMENTS SUMMARY**

PROJECT SUMMARY FY 2018 thru FY 2022	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2021	BALANCE	PROJECT STATUS
<b>2018 Bond Issue and CIP</b>						
Northside Property Yard Minor Improvements	\$ 206,966	\$ 3,800	\$ 210,766	\$ 158,011	\$ 52,755	In Process
<b>2020 Bond Issue and CIP</b>						
Northside Property Yard Security Improvements	126,000	-	126,000	57,171	68,829	In Process
<b>2022 Bond Issue and CIP</b>						
No projects proposed	-	-	-	-	-	
<b>NORTHSIDE PROPERTY YARD TOTAL</b>	<b>\$ 332,966</b>	<b>\$ 3,800</b>	<b>\$ 336,766</b>	<b>\$ 215,182</b>	<b>\$ 121,584</b>	

**NORTHSIDE PROPERTY YARD IMPROVEMENTS  
2022 BOND ISSUE**

**PROJECT: NORTHSIDE PROPERTY YARD DRAINAGE IMPROVEMENTS**

**Department:** Public Works

**Status:** Planning and construction

**Strategic Plan Objective:** Environmentally sustainable community

**FY 2022 & 2023:** \$1,000,000

**Total Future Capital Budget Requests:** N/A

**DESCRIPTION:**

This project proposes storm water and drainage improvements to the Northside Property Yard. Proposed improvements will include stockpile containment and cover, secondary containment for brine equipment, spoils dewatering location, and any necessary best management practices.

The completed project will improve water quality, better protect Piney Branch, and help the Town comply with storm water regulations including the resource protection area and the Property Yard Storm Water Pollution Prevention Plan.

Financing for the project is include in the 2022 bond issue (at \$500,000) and the Town’s Stormwater Fund (at \$500,000).

**Financing/ Sources:** <sup>(1)</sup>

<b>Financing Source</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Bond Issue	\$ 500,000	\$ -0-	\$ -0-
VDOT/NVTA Grants	-0-	-0-	-0-
Stormwater Fund	500,000	-0-	-0-
<b>Total</b>	<b>\$ 1,000,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>

<sup>(1)</sup> The Town of Vienna’s capital improvement plan (CIP) is based on a two-fiscal year cycle and corresponds with the Town’s bond issuance schedule. The Town Council approved this most recent CIP on Oct. 26, 2020.



**NORTHSIDE PROPERTY YARD IMPROVEMENTS  
2022 BOND ISSUE**

**CAPITAL BUDGET REQUEST: <sup>(1)</sup>**

<b>Cost Category</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Planning & Engineering	\$ 100,000	\$ -0-	\$ -0-
Construction	900,000	-0-	-0-
Other Costs	-0-	-0-	-0-
<b>TOTAL</b>	<b>\$ 1,000,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>
Operating Costs or Savings	N/A	N/A	N/A

**WATER SYSTEM IMPROVEMENTS SUMMARY**

PROJECT SUMMARY FY 2018 thru FY 2022	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2021	BALANCE	PROJECT STATUS
<b>2018 Bond Issue and CIP</b>						
Water Projects	\$ 1,619,740	\$ -	\$ 1,619,740	\$ 1,489,146	\$ 130,594	In Process
<b>2020 Bond Issue and CIP</b>						
Water Projects	2,500,000	-	2,500,000	1,651,610	848,390	In Process
<b>2022 Bond Issue and CIP</b>						
Water Projects	2,535,000	-	2,535,000	-	2,535,000	Planning
<b>WATER SYSTEM IMPROVEMENTS TOTAL</b>	<b>\$ 6,654,740</b>	<b>\$ -</b>	<b>\$ 6,654,740</b>	<b>\$ 3,140,756</b>	<b>\$ 3,513,984</b>	

**WATER AND SEWER SYSTEM IMPROVEMENTS  
2022 BOND ISSUE**

**PROJECT: WATER SYSTEM PROJECTS**

**Department:** Public Works

**Status:** Planning and construction

**Strategic Plan Objective:** Fiscally responsible and environmentally sustainable community

**FY 2022 & 2023:** \$5,535,000

**Total Future Capital Budget Requests:** \$11,488,600 Fiscal Years 2024-2027

**DESCRIPTION:**

This project funds various water and sewer line replacements and utility improvements needed throughout the system. Improvements and repairs to the utilities will reduce the likelihood of major system disruptions due to unexpected line ruptures and ensure adequate water quality for the Town’s customers.

Financing for the project is include in the 2022 bond issue. Debt service attributed to this portion of the bond proceeds will be repaid by utility customers as part of future commodity rate calculations.

**Financing/ Sources:** <sup>(1)</sup>

Financing Source	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Bond Issue	\$ 5,535,000	\$ 5,673,400	\$ 5,815,200
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	-0-	-0-	-0-
Total	\$ 5,535,000	\$ 5,673,400	\$ 5,815,200

<sup>(1)</sup> The Town of Vienna’s capital improvement plan (CIP) is based on a two-fiscal year cycle and corresponds with the Town’s bond issuance schedule. The Town Council approved this most recent CIP on Oct. 26, 2020.

**WATER AND SEWER SYSTEM IMPROVEMENTS  
2022 BOND ISSUE**

**CAPITAL BUDGET REQUEST: <sup>(1)</sup>**

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ -0-	\$ -0-	\$ -0-
Construction	5,535,000	5,673,400	5,815,200
Other Costs	-0-	-0-	-0-
<b>TOTAL</b>	<b>\$ 5,535,000</b>	<b>\$ 5,673,400</b>	<b>\$ 5,815,200</b>
Operating Costs or Savings <sup>(2)</sup>	Avoid future major water main or sewer line breaks. (2)	Avoid future major water main or sewer line breaks. (2)	Avoid future major water main or sewer line breaks. (2)

<sup>(2)</sup> Based on estimates provide by the Town’s engineering staff, the average cost to mitigate a water or sewer line break is about \$10,000. Also, most of the Town’s water system was constructed in the late 1960’s-1970’s when unlined ductile iron was the predominant material used. Over time, these tend to rust out and break. The Town maintains approximately 134 miles of water mains and 83 miles of sewer mains.



**SEWER SYSTEM IMPROVEMENTS SUMMARY**

PROJECT SUMMARY FY 2018 thru FY 2022	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2021	BALANCE	PROJECT STATUS
<b>2018 Bond Issue and CIP</b>						
Fairfax Sewer Capital Improvements	\$ 2,547,000	\$ -	\$ 2,547,000	\$ 2,546,999	\$ 1	Complete
Sewer Projects	333,260	144,170	477,430	477,428	2	Complete
<b>Total for 2018 CIP</b>	<u>2,880,260</u>	<u>144,170</u>	<u>3,024,430</u>	<u>3,024,427</u>	<u>3</u>	
<b>2020 Bond Issue and CIP</b>						
Fairfax Sewer Capital Improvements	2,776,430	-	2,776,430	2,776,427	3	Complete
Sewer Projects	2,623,570	594,410	3,217,980	973,423	2,244,557	In Process
<b>Total for 2020 CIP</b>	<u>5,400,000</u>	<u>594,410</u>	<u>5,994,410</u>	<u>3,749,850</u>	<u>2,244,560</u>	
<b>2022 Bond Issue and CIP</b>						
Fairfax Sewer Capital Improvements	3,300,000	-	3,300,000	-	3,300,000	Planning
Sewer Projects	3,000,000	-	3,000,000	-	3,000,000	Planning
<b>Total for 2022 CIP</b>	<u>6,300,000</u>	<u>-</u>	<u>6,300,000</u>	<u>-</u>	<u>6,300,000</u>	
<b>SEWER SYSTEM IMPROVEMENTS TOTAL</b>	<u>\$ 14,580,260</u>	<u>\$ 738,580</u>	<u>\$ 15,318,840</u>	<u>\$ 6,774,277</u>	<u>\$ 8,544,563</u>	

**SEWER SYSTEM IMPROVEMENTS  
2022 BOND ISSUE**

**PROJECT: FAIRFAX SEWER CAPITAL IMPROVEMENTS**

**Department:** Public Works

**Status:** Planning

**Strategic Plan Objective:** Fiscally responsible community

**FY 2022 & 2023:** \$3,300,000

**Total Future Capital Budget Requests:** \$6,800,000 Fiscal Years 2024-2027

**DESCRIPTION:**

This project finances the Town’s bi-annual capital contribution to sewer infrastructure in Fairfax County. As described in the 1963 joint agreement between the two jurisdictions, Fairfax County processes the Town’s wastewater in exchange for quarterly sewer conveyance fees based on actual conveyance and a pro-rata share of system-wide infrastructure improvement costs. The Town is obligated to pay these costs.

Financing for the project is include in the 2022 bond issue. Debt service attributed to this portion of the bond proceeds will be repaid by utility customers as part of future commodity rate calculations.

**Financing/ Sources:** <sup>(1)</sup>

<b>Financing Source</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Bond Issue	\$ 3,300,000	\$ 3,400,000	\$ 3,400,000
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	-0-	-0-	-0-
<b>Total</b>	\$ 3,300,000	\$ 3,400,000	\$ 3,400,000

<sup>(1)</sup> The Town of Vienna’s capital improvement plan (CIP) is based on a two-fiscal year cycle and corresponds with the Town’s bond issuance schedule. The Town Council approved this most recent CIP on Oct. 26, 2020.

**SEWER SYSTEM IMPROVEMENTS  
2022 BOND ISSUE**

**CAPITAL BUDGET REQUEST: (1)**

<b>Cost Category</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Planning & Engineering	\$ -0-	\$ -0-	\$ -0-
Construction	-0-	-0-	-0-
Other Costs – capital contribution	3,300,000	3,400,000	3,400,000
<b>TOTAL</b>	<b>\$ 3,300,000</b>	<b>\$ 3,400,000</b>	<b>\$ 3,400,000</b>
Operating Costs or Savings	N/A	N/A	N/A

**PARKING GARAGE FACILITIES SUMMARY**

PROJECT SUMMARY FY 2018 thru FY 2022	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2021	BALANCE	PROJECT STATUS
<b>2018 Bond Issue and CIP</b>						
Downtown Library Parking Feasibility Study	\$ 55,500	\$ -	\$ 55,500	\$ 55,500	\$ -	Complete
<b>2020 Bond Issue and CIP</b>						
Downtown Library Parking A&E	600,000	-	600,000	-	600,000	Planning
Public Parking Garage	2,400,000	-	2,400,000	-	2,400,000	Planning
<b>Total for 2020 CIP</b>	<u>3,000,000</u>	<u>-</u>	<u>3,000,000</u>	<u>-</u>	<u>3,000,000</u>	
<b>2022 Bond Issue and CIP</b>						
Downtown Library Parking or Church and Lawyers St. Public Parking Garage	-	2,300,000	2,300,000	-	2,300,000	Planning
Hawk Signal and Crosswalk on Maple Ave.	-	120,000	120,000	-	120,000	Planning
<b>Total for 2022 CIP</b>	<u>-</u>	<u>2,420,000</u>	<u>2,420,000</u>	<u>-</u>	<u>2,420,000</u>	
<b>PARKING GARAGE FACILITIES TOTAL</b>	<u>\$ 3,055,500</u>	<u>\$ 2,420,000</u>	<u>\$ 5,475,500</u>	<u>\$ 55,500</u>	<u>\$ 5,420,000</u>	



**PARKING GARAGE FACILITIES  
2022 BOND ISSUE**

**PROJECT: DOWNTOWN LIBRARY PARKING GARAGE**

**Department:** Planning and Zoning

**Status:** Ongoing

**Strategic Plan Objective:** Economically prosperous and complete community

**FY 2022 & 2023:** \$2,300,000

**Total Future Capital Budget Requests:** N/A

**DESCRIPTION:**

The Town is working with Fairfax County to develop a parking facility in conjunction with the renovation of the Patrick Henry Library at the corner of Maple and Center Street, South. The option currently under consideration is a two-story structure with a two-story, 209 parking-space garage. Eighty-four parking spaces would be available for Town use. Previously, the Town had been working with a private partner for a garage on Church Street. However, this project will not take place as originally envisioned. The Town has already borrowed \$3 million total in the 2020 bond issue for the two parking garage projects. The desire is for one of these to proceed ahead to completion and thus be able to leverage \$2.3 million in NVTA funds.

Financing for the project was included in the 2020 bond issue. A NVTA grant in FY 2022 or FY 2023 is also anticipated.

**Financing/ Sources:** <sup>(1)</sup>

<b>Financing Source</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Bond Issue	\$ -0-	\$ -0-	\$ -0-
VDOT/NVTA Grants	2,300,000	-0-	-0-
Bond Premium	-0-	-0-	-0-
<b>Total</b>	<b>\$ 2,300,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>

<sup>(1)</sup> The Town of Vienna’s capital improvement plan (CIP) is based on a two-fiscal year cycle and corresponds with the Town’s bond issuance schedule. The Town Council approved this most recent CIP on Oct. 26, 2020.

**PARKING GARAGE FACILITIES  
2022 BOND ISSUE**

**CAPITAL BUDGET REQUEST <sup>(1)</sup>**

<b>Cost Category</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Planning & Engineering	\$ -0-	\$ -0-	\$ -0-
Construction	2,300,000	-0-	-0-
Other Costs	-0-	-0-	-0-
<b>TOTAL</b>	<b>\$ 2,300,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>
Operating Costs or Savings	N/A - Depends on structure design and future operating agreements.	N/A	N/A

**DOWNTOWN IMPROVEMENT  
2022 BOND ISSUE**

**PROJECT: HAWK SIGNAL AND CROSSWALK**

**Department:** Planning and Zoning

**Status:** Planning and construction

**Strategic Plan Objective:** Safe and efficiently mobile community

**FY 2022 & 2023:** \$120,000

**Total Future Capital Budget Requests:** N/A

**DESCRIPTION:**

This project would install a HAWK signal and crosswalk along Maple Avenue between Center Street and Lawyers Road.

A HAWK beacon (High-Intensity Activated crossWalk beacon) is a traffic control device used to stop road traffic and allow pedestrians to cross safely. The HAWK signal stops road traffic only as needed. The signal and crosswalk will help create a more well connected and safer pedestrian network in the downtown area and provide better access to Church Street from Maple Avenue

Financing for the project is through an anticipated NVTA grant.

**Financing/ Sources:** <sup>(1)</sup>

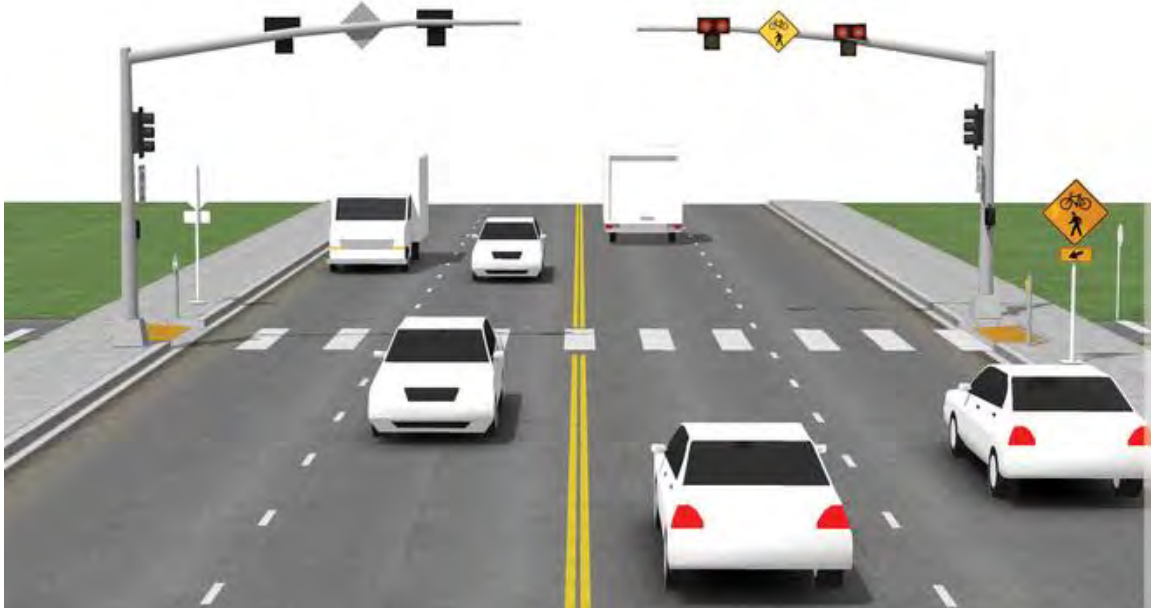
<b>Financing Source</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Bond Issue	\$ -0-	\$ -0-	\$ -0-
VDOT/NVTA Grants	120,000	-0-	-0-
Bond Premium	-0-	-0-	-0-
<b>Total</b>	<b>\$ 120,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>

<sup>(1)</sup> The Town of Vienna’s capital improvement plan (CIP) is based on a two-fiscal year cycle and corresponds with the Town’s bond issuance schedule. The Town Council approved this most recent CIP on Oct. 26, 2020.

**DOWNTOWN IMPROVEMENT  
2022 BOND ISSUE**

**CAPITAL BUDGET REQUEST: <sup>(1)</sup>**

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ 12,000	\$ -0-	\$ -0-
Construction	108,000	-0-	-0-
Other Costs	-0-	-0-	-0-
<b>TOTAL</b>	<b>\$ 120,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>
Operating Costs or Savings	Minimal maintenance and utility costs anticipated.	N/A	N/A



**CENTRAL BUSINESS DISTRICT IMPROVEMENTS SUMMARY**

PROJECT SUMMARY FY 2018 thru FY 2022	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2021	BALANCE	PROJECT STATUS
<b>2020 Bond Issue and CIP</b>						
Central Business District Signage (Phase I)	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ 40,000	Planning
<b>2022 Bond Issue and CIP</b>						
Wayfinding Signs & Public Realm Improvements	200,000	-	200,000	-	200,000	Planning
Public Art Fund for Central Business District	75,000	-	75,000	-	75,000	Planning
Central Business District Miscellaneous Projects	260,000	-	260,000	-	260,000	Planning
<b>Total for 2022 CIP</b>	<b>535,000</b>	<b>-</b>	<b>535,000</b>	<b>-</b>	<b>535,000</b>	
<b>CENTRAL BUSINESS DISTRICT IMPROVEMENTS</b>	<b>\$ 575,000</b>	<b>\$ -</b>	<b>\$ 575,000</b>	<b>\$ -</b>	<b>\$ 575,000</b>	

**CENTRAL BUSINESS DISTRICT IMPROVEMENTS  
2022 BOND ISSUE**

**PROJECT: WAYFINDING SIGNS AND PUBLIC REALM IMPROVEMENTS**

**Department:** Economic Development

**Status:** Planning and construction

**Strategic Plan Objective:** Economically prosperous and complete community

**FY 2022 & 2023:** \$200,000

**Total Future Capital Budget Requests:** \$400,000 Fiscal Years 2024-2027

**DESCRIPTION:**

This project would be a multi-year large scale project aimed to improve the major commercial corridors and adequately reflect Vienna’s pleasant and comfortable walking environment. These improvements would allow pedestrians a choice of locations to sit, relax and people-watch where food, information and shopping is readily available. The main areas to be funded include streetscape investments and improvements, beautification, and investment in wayfinding strategies and signage.

Financing for the project is include in the 2022 bond issue.

**Financing/ Sources:** <sup>(1)</sup>

<b>Financing Source</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Bond Issue	\$ 200,000	\$ 200,000	\$ 200,000
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	-0-	-0-	-0-
<b>Total</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>

<sup>(1)</sup> The Town of Vienna’s capital improvement plan (CIP) is based on a two-fiscal year cycle and corresponds with the Town’s bond issuance schedule. The Town Council approved this most recent CIP on Oct. 26, 2020.

**CENTRAL BUSINESS DISTRICT IMPROVEMENTS  
2022 BOND ISSUE**

**CAPITAL BUDGET REQUEST: <sup>(1)</sup>**

<b>Cost Category</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Planning & Engineering	\$ 80,000	\$ -0-	\$ -0-
Construction	120,000	200,000	200,000
Other Costs	-0-	-0-	-0-
<b>TOTAL</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>
Operating Costs or Savings	Minimal annual maintenance costs anticipated.	Minimal annual maintenance costs anticipated.	Minimal annual maintenance costs anticipated.

**CENTRAL BUSINESS DISTRICT IMPROVEMENTS  
2022 BOND ISSUE**

**PROJECT: PUBLIC ART FUND**

**Department:** Economic Development

**Status:** Planning and acquisition

**Strategic Plan Objective:** Economically prosperous and engaged community

**FY 2022 & 2023:** \$75,000

**Total Future Capital Budget Requests:** N/A

**DESCRIPTION:**

A public art project would help to support the community's transformation as a place that is memorable and attractive to potential clients and businesses. The art fund would be used to support innovative programs to engage the public, entrepreneurs, brokers, and property owners; to strategically fill vacant buildings, activate public spaces, and much more.

This project is a place making activity that also helps to beautify and promote the Town and surrounding areas.

Financing for the project is include in the 2022 bond issue.

**Financing/ Sources:** <sup>(1)</sup>

<b>Financing Source</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Bond Issue	\$ 75,000	\$ -0-	\$ -0-
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	-0-	-0-	-0-
<b>Total</b>	<b>\$ 75,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>

<sup>(1)</sup> The Town of Vienna’s capital improvement plan (CIP) is based on a two-fiscal year cycle and corresponds with the Town’s bond issuance schedule. The Town Council approved this most recent CIP on Oct. 26, 2020.



**CENTRAL BUSINESS DISTRICT IMPROVEMENTS  
2022 BOND ISSUE**

**CAPITAL BUDGET REQUEST <sup>(1)</sup>**

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ 50,000	\$ -0-	\$ -0-
Construction	25,000	-0-	-0-
Other Costs	-0-	-0-	-0-
<b>TOTAL</b>	<b>\$ 75,000</b>	<b>\$ -0-</b>	<b>\$ -0-</b>
Operating Costs or Savings	Minimal annual maintenance costs anticipated.	Minimal annual maintenance costs anticipated.	Minimal annual maintenance costs anticipated.



**CENTRAL BUSINESS DISTRICT – MISCELLANEOUS IMPROVEMENTS  
2022 BOND ISSUE**

**PROJECT: MISCELLANEOUS IMPROVEMENTS FOR CENTRAL BUSINESS DISTRICT**

**Department:** Economic Development

**Status:** Planning and acquisition

**Strategic Plan Objective:** Safe and economically prosperous community

**FY 2022 & 2023:** \$260,000

**Total Future Capital Budget Requests:** \$160,000 Fiscal Years 2024-2027

**DESCRIPTION:**

The four projects listed below are “place making activities” that help to beautify and promote the Town of Vienna’s Central Business District.

\$60,000: Update and install new wayfinding signs and gateway arches throughout the Central Business District. Wayfinding signage is a way to help brand the Town and will also help residents and visitors navigate through the Central Business District.

\$40,000: Install string lights on trees in the Central Business District which would provide a better pedestrian experience during the nighttime.

\$80,000: Tree lighting on Maple Avenue and Church Street would be part of the Town’s beautification and place making efforts. It can also complement the efforts of Parks and Recreation with their seasonal beautification on the Town green.

\$80,000: The banners could be used to market the Town and help to create an attractive environment for residents, guests, and businesses.

Financing for the project is include in the 2022 bond issue.

**Financing/ Sources:** <sup>(1)</sup>

<b>Financing Source</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Bond Issue	\$ 260,000	\$ -0-	\$ 160,000
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	-0-	-0-	-0-
<b>Total</b>	<b>\$ 260,000</b>	<b>\$ -0-</b>	<b>\$ 160,000</b>

**CENTRAL BUSINESS DISTRICT – MISCELLANEOUS IMPROVEMENTS  
2022 BOND ISSUE**

**CAPITAL BUDGET REQUEST: <sup>(1)</sup>**

<b>Cost Category</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Planning & Engineering	\$ -0-	\$ -0-	\$ -0-
Construction	-0-	-0-	-0-
Other Costs – Fixtures and /Equipment	260,000	-0-	160,000
<b>TOTAL</b>	<b>\$ 260,000</b>	<b>\$ -0-</b>	<b>\$ 160,000</b>
Operating Costs or Savings	N/A	\$12,200 – utilities and minor maintenance	\$12,800 – utilities and minor maintenance

<sup>(1)</sup> The Town of Vienna’s capital improvement plan (CIP) is based on a two-fiscal year cycle and corresponds with the Town’s bond issuance schedule. The Town Council approved this most recent CIP on Oct. 26, 2020.

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**BOND ISSUE COSTS & BOND PREMIUM SUMMARY**


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PROJECT SUMMARY FY 2018 thru FY 2022	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2021	BALANCE	PROJECT STATUS
<b>2018 Bond Issue and CIP</b>						
2018 Debt Issue Costs	\$ 200,673	\$ -	\$ 200,673	\$ 200,672	\$ 1	Complete
Unallocated	-	-	-	-	-	Complete
<b>Total for 2018 CIP</b>	<u>200,673</u>	<u>-</u>	<u>200,673</u>	<u>200,672</u>	<u>1</u>	
<b>2020 Bond Issue and CIP</b>						
2020 Debt Issue Costs	260,000	114,876	374,876	338,992	35,884	Complete
Set-aside for Debt Service	1,000,000	-	1,000,000	-	1,000,000	For Future Use
Unallocated	<u>283,495</u>	<u>-</u>	<u>283,495</u>	<u>-</u>	<u>283,495</u>	For Future Use
<b>Total for 2020 CIP</b>	<u>1,543,495</u>	<u>114,876</u>	<u>1,658,371</u>	<u>338,992</u>	<u>1,319,379</u>	
<b>2022 Bond Issue and CIP</b>						
2022 Debt Issue Costs	200,000	-	200,000	-	200,000	Planning
Contingency	<u>200,000</u>	<u>-</u>	<u>200,000</u>	<u>-</u>	<u>200,000</u>	For Future Use
<b>Total for 2022 CIP</b>	<u>400,000</u>	<u>-</u>	<u>400,000</u>	<u>-</u>	<u>400,000</u>	
<b>BOND ISSUE COSTS / BOND PREMIUM TOTAL</b>	<u>\$ 2,144,168</u>	<u>\$ 114,876</u>	<u>\$ 2,259,044</u>	<u>\$ 539,664</u>	<u>\$ 1,719,380</u>	

**CONTINGENCY AND ISSUANCE COSTS  
2022 BOND ISSUE**

**PROJECT: CONTINGENCY AND ISSUANCE COSTS**

**Department:** Finance

**Status:** Planning

**Strategic Plan Objective:** Fiscally responsible community

**FY 2022 & 2023:** \$400,000

**Total Future Capital Budget Requests:** \$839,000 Fiscal Years 2024-2027

**DESCRIPTION:**

Contingency funds totaling \$200,000 are included as a provision for unanticipated project cost overruns or to fund as yet-unidentified minor capital projects.

Bond issue costs are the fees associated with the issuance of bonds by the Town. These costs include bond counsel fees, financial advisory services, and bond credit review and rating costs, usually from two of the three largest credit rating agencies which are Moody’s, Standard and Poor’s and Fitch. Other minor costs include bond official statement compilation and distribution. Total 2022 bond issuance costs are estimated at \$200,000

Financing for the project is include in the 2022 bond issue. Bond issuance cost will be prorated between the General Fund (39%) and the Water and Sewer Fund (61%).

**Financing/ Sources:** <sup>(1)</sup>

Financing Source	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Bond Issue	\$ 400,000	\$ 450,000	\$ 389,000
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	-0-	-0-	-0-
<b>Total</b>	<b>\$ 400,000</b>	<b>\$ 450,000</b>	<b>\$ 389,000</b>

<sup>(1)</sup> The Town of Vienna’s capital improvement plan (CIP) is based on a two-fiscal year cycle and corresponds with the Town’s bond issuance schedule. The Town Council approved this most recent CIP on Oct. 26, 2020.

**CONTINGENCY AND ISSUANCE COSTS  
2022 BOND ISSUE**

**CAPITAL BUDGET REQUEST: <sup>(1)</sup>**

<b>Cost Category</b>	<b>Fiscal Years 2022 &amp; 2023</b>	<b>Fiscal Years 2024 &amp; 2025</b>	<b>Fiscal Years 2026 &amp; 2027</b>
Planning & Engineering	\$ -0-	\$ -0-	\$ -0-
Construction	-0-	-0-	-0-
Other Costs	400,000	450,000	389,000
<b>TOTAL</b>	<b>\$ 400,000</b>	<b>\$ 450,000</b>	<b>\$ 389,000</b>
Operating Costs or Savings	N/A	N/A	N/A

**GLOSSARY**

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

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**GLOSSARY**

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

**ACAD** – Automated Computer Aided Dispatch.

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

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

**ADA** – American with Disabilities Act.

**ADS** – Annual Debt Service.

**AED** – Automated External Defibrillator.

**AFIS** - Automated Fingerprint Identification System.

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

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

**APWA** – American Public Works Association.

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

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

**AWWA** – American Water Works Association.

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

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

**BPOL** – Business and Professional Occupational License.

**Budget** - A specific plan which identifies the program of operations for the fiscal



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**GLOSSARY**

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year, states the expenditures required to meet the program, and identifies the revenues necessary to finance it. The annual Town budget is established by the Town Council by resolution.

**BZA** – Board of Zoning Appeals.

**CAD** – Computer Aided Dispatch.

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

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

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

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

**CDL** – Commercial Driver’s License.

**CIP** – Capital Improvement Project.

**CIT** – Crisis Intervention Training.

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

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

**COVID-19**- Corona Virus Disease of 2019

**CPR** – cardio-pulmonary resuscitation.

**Debt** - An obligation resulting from the borrowing of money.

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

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

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**GLOSSARY**

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

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

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

**DP** – Data Processing.

**DS** – Debt Service (Fund).

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

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

**EOC** – Emergency Operations Center.

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

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

**FICA** – Federal Insurance Contributions Act.

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

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

**Fixed Assets** - Assets of a long-term character which are intended to continue to be held or used. Examples of fixed assets include items such as buildings,

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**GLOSSARY**

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vehicles, machinery, furniture, and other equipment.

**FT** – Full Time.

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

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

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

**GASB** – Government Accounting Standards Board.

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

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

**GF** – General Fund.

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

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

**GTF** – Gang Task Force.

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

**HIDTA** - High Intensity Drug Trafficking Area.

**HVAC** – Heating, Ventilation and Air Conditioning.

**IBR** – Incident Based Reporting.

**Lease-Purchase Agreements** - Contractual agreements that are termed leases,

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**GLOSSARY**

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but that in substance are purchase contracts.

**LED** – Light Emitting Diode.

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

**LGIP** – Local Government Investment Pool.

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

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

**LPO** – Leadership in Police Organization

**LPPCP** – Lower Potomac Pollution Control Plant.

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

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

**MARNIS** – Mutual Aid Radio Network Interface System.

**MLT** – Meals and Lodging Tax.

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

**MUNIS** – Tyler Munis enterprise resource planning financial solution.

**NCIC** – National Crime Information Center.

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**GLOSSARY**

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**NVGTF** – Northern Virginia Regional Gang Task Force.

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

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

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

**Ordinance** - A formal legislative enactment by the Town Council.

**PMARS** – Police Mutual Aid Radio System.

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

**PT** – Part Time.

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

**RAD** – Rape Aggression Defense.

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

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

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

**Revenue** - Revenue is an increase in assets or financial resources which: does not increase a liability; does not represent a repayment of an expenditure already made; does not represent a cancellation of certain liabilities; and does not represent an increase in contributed capital.

**Stormwater Fund** - Fairfax County charges the residents of Vienna a Stormwater fee on their tax bill. Fairfax County uses a portion of the Vienna tax to provide

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**GLOSSARY**

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monitoring and water quality projects outside the Town of Vienna to meet Vienna's requirements included in our stormwater permit. A portion of this fee is used by Vienna for stormwater activities within the Town.

**Tax Base** - The aggregate value of the items being taxed. The base of the Town's real property tax is the market value of all real estate in the Town.

**Tax Rate** - The amount of tax stated in terms of a unit of the tax base; i.e., 30 cents per \$100 of real property assessed valuation.

**TCP/IP** – Transaction Control Protocol/Internet Protocol.

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

**Town Partnered/Sponsored Events** – Events are coordinated and implemented by outside organizations with logistical and day of support provided by the Parks & Recreation/DPW/Police Department. Town overtime expenses are donated. Example: VIVA Vienna, Oktoberfest, Church Street Holiday Stroll and Walk on the Hill. Please note, the Halloween Parade was originally a Chamber of Commerce event that was passed along to the Vienna Business Association (VBA) with assistance from the Town. Over the last ten years, the Town has taken on the majority of the parade. A new Memorandum of Understanding with the VBA has the 2019 Halloween Parade 100% financially supported by the Town.

**Transfers** - The amount of contribution from the General Fund to Capital Projects Funds to fund the acquisition of capital assets. Transfers are also made from the enterprise funds to the General Fund as a reimbursement for administrative support activities. A movement of money from one line item to another, or from personnel to O&M or vice versa.

**Unappropriated Fund Balance** - Fund balance at close of fiscal year is not included in the annual budget.

**VCIN** – Virginia Criminal Information Network.

**VDOT** – Virginia Department of Transportation.

**VRS** – Virginia Retirement System.

**VSMP** – Virginia Stormwater Management Program.

**Water & Sewer Fund** - See Enterprise Fund.

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**GLOSSARY**

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**Working Capital** – The amount of money available for use and the amount of current assets that remains after current liabilities are deducted.

**WS** – Water and Sewer (Fund).