

TOWN OF
VIENNA
since 1890

Adopted
Budget
Fiscal Year
2022-2023



TABLE OF CONTENTS

TABLE OF CONTENTS

	<u>Page</u>
I. BUDGET MESSAGE	1
II. PROFILE	
A. Organizational Chart	10
B. Community Profile	11
C. History	12
II A. STRATEGIC PLAN	
A. The Vienna Way	27
B. Town of Vienna Strategic Plan	28
III. BUDGET AND FINANCIAL SYSTEMS	56
IV. BUDGET IN BRIEF	
A. All Funds	86
B. General Fund	87
C. Debt Service Fund	89
D. Water & Sewer Fund	91
E. Stormwater Fund	93
F. All Funds by Department	95
G. Three Year Analysis	96
V. REVENUES & EXPENDITURES BY FUND	
A. Revenue - General Fund	97
B. Revenue - Debt Service Fund	100
C. Revenue - Water & Sewer Fund	101
D. Revenue - Stormwater Fund	102
E. Expenditure - General Fund	103
F. Expenditure - Debt Service Fund	107
G. Expenditure - Water & Sewer Fund	108
H. Expenditure - Stormwater Fund	110
VI. EXPENDITURES BY DEPARTMENT	
<u>Legislative</u>	111
11110 Town Council	113
11120 Town Clerk	117
11130 Boards & Commissions	121
11140 Vienna Public Art Commission	128
11150 Donations and Contributions	132
<u>Administration</u>	134
11211 Town Manager	136
11221 Legal Services	140
11260 Public Information	144

<u>Human Resources</u>	153
11222 Human Resources	154
11255 Risk Management	160
<u>Information Technology</u>	163
11251 Information Technology	164
<u>Finance</u>	169
11231 Revenue Operations	171
11241 Finance Administration	177
11243 Disbursement Operations	183
11253 Purchasing	188
11271 Central Services	192
11275 Capital – Grant Accountant	197
<u>Police</u>	201
13110 Police Administration	203
13130 Traffic Division	208
13140 Communication Division	211
13150 Emergency Management	215
13180 Patrol Division	218
13181 Property & Animal Control Division	222
13182 Criminal Investigations Division	226
13185 Public Information / Community Services Division	230
<u>Fire and Rescue</u>	233
13220 Volunteer Fire Department	234
<u>Public Works</u>	236
14110 DPW Administration	238
14120 Street Maintenance	245
14130 General Maintenance	249
14133 Snow Removal	253
14140 Traffic Engineering	256
14150 Vehicle & Equipment Maintenance	260
14230 Sanitation/Refuse Disposal	265
14270 Leaf Operation	269
14320 Building Maintenance	272
<u>Tax Relief Programs</u>	275
15330 Tax Relief Programs	276
15360 Revitalization Tax Exemption Program	279
<u>Parks & Recreation</u>	281
17110 Parks & Rec Administration	284
17120 Parks Maintenance	289
17130 Community Center	298
17135 The Annex	303
17150 Program	306

17155	Special Events	311
17160	Teen Center	318
17250	Historic Preservation	324
<u>Planning & Zoning</u>		327
18110	Planning & Zoning.....	329
<u>Economic Development</u>		335
18150	Economic Development	337
<u>Reserves</u>		343
19141	GF Capital Lease Financing	344
19142	Interfund Transfers	346
19143	Reserves.....	348
19144	PEG Reserves	350
19150	PC Replacement.....	352
<u>Debt Service Fund</u>		355
49510	2010 Bonds Retirement	364
49512	2012 G.O. Bonds Retirement.....	366
49514	2014 G.O. Bonds Retirement.....	368
49516	2016 G.O. Bonds Retirement.....	370
49518	2018 G.O. Bonds Retirement.....	372
49520	2020 G.O. Bonds Retirement.....	374
49522	2022 G.O. Bonds Retirement.....	376
49590	Vehicle and Equipment Replacement.....	378
49599	Reserve/Future Debt Service.....	380
<u>Water & Sewer Fund</u>		382
50111	Water Services.....	384
50112	Water Meter Maintenance & Reading	390
50113	Billing/Customer Service	395
50114	Sewer Services	401
50141	Interfund Transfers.....	407
59500	W&S Vehicle Replacement Program	409
<u>Stormwater Fund</u>		411
55111	Stormwater Fund Administration.....	412
<u>American Rescue Plan Act Fund</u>		418
American Rescue Plan Act Fund		419
VII.	UNFUNDED PRIORITIES	423
VIII.	PAY PLAN	424
IX.	CAPITAL IMPROVEMENTS PROGRAM	428
X.	GLOSSARY	499

BUDGET MESSAGE

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



Office of the Town Manager

July 1, 2022

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 2022-23 Operating Budget, which becomes effective July 1, 2022. 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 and the American Rescue Plan Act Fund (ARPA) to show a complete picture of Town financial operations.

As shown in the following chart, the adopted FY 2022-23 budget comprises the Town's four funds totals \$48,712,750, an increase of \$5,491,750, or 12.7% from the prior fiscal year.

	Adopted FY 2021-22 Budget	Adopted FY 2022-23 Budget	Net Change	Percentage Increase (Decrease)
General Fund	\$ 26,563,700	\$ 30,255,740	\$ 3,692,040	13.9%
Debt Service Fund	5,373,980	6,423,870	1,049,890	19.5%
Water & Sewer Fund	10,816,600	11,501,720	685,120	6.3%
Stormwater Fund	466,720	531,420	64,700	13.9%
Total	\$ 43,221,000	\$ 48,712,750	\$ 5,491,750	12.7%

GENERAL FUND

The end of FY 2021-22 was marked by a general recovery from the coronavirus pandemic that had impacted the prior two fiscal years. Strong residential housing sales and rising assessments were somewhat tempered by continuing supply chain issues increasing costs of goods and increasing inflation and upward wage pressures in the spring of 2022. The duration and impact of the inflation is unknown. Rising interest rates to combat inflation will affect mortgage rates in the future, which may have an impact on real estate sales. However, it is generally agreed that economic conditions have improved significantly over the last two years.

The general fund adopted budget increased 13.9% from the adopted FY 2021-22 budget. The main drivers of this increase were increases in business license and sales taxes, a return of

Adopted Budget Message

July 1, 2022

Page 2 of 8

parks and recreation programs to pre-pandemic levels, the budgeted use of prior surplus to supplement a real estate tax rate cut and employee wage increases.

The residential real estate market continued to be strong throughout the Washington, DC suburbs, driving real estate property assessments up 9.1 percent overall in town. Residential property assessments increased 10.6 percent while commercial property assessments increased by 2.2 percent. There were several commercial redevelopment projects in process during fiscal year 2021-22 which should lead to an increase in commercial assessments in the future.

A wage increase of 7% will be given to eligible employees, representing 3.5% for fiscal year 2021-22 and 3.5% for fiscal year 2022-23. The increase should also help the town address regional wage pressures and inflation. The fiscal year 2022-23 budget also includes a separate pay plan for sworn police officers. Most will receive an increase of 8-10% in fiscal year 2022-23, and then be placed on a step chart for the duration of their careers.

Health insurance costs are rising 17% over the prior year and fuel and other prices of goods are budgeted to increase to meet current inflationary pressures. Also, parks and recreation class and camp instructor costs are increasing commensurate with revenue (participation) increases. The only position changes in fiscal year 2022-23 are the addition of a special events assistant, whose costs will be offset by an increase in donations and a decrease in departmental overtime costs; utilizing contract labor as a one-year test to replace a parks maintenance position added in FY 2021-22; and reclassifying two manager positions to director-level positions with minimal impact on compensation.

Additionally, more than \$1 million of the prior year's surplus will be utilized during fiscal year 2022-23 to help fund a 1.75 cent decrease in the real estate tax rate and the salary changes noted above. This will still enable the town to maintain 18% of the subsequent year budget in its unassigned general fund balance, also known as the "rainy day" fund.

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, 2022

Page 3 of 8

Department	Adopted FY 2021-22 Budget	Adopted FY 2022-23 Budget	Net Change	Percent Increase (Decrease)
Legislative	\$ 454,530	\$ 513,640	\$ 59,110	13.0%
Administration	3,188,790	3,552,990	364,200	11.4%
Finance	1,664,030	1,896,240	232,210	14.0%
Police	6,881,670	7,138,360	256,690	3.7%
Fire and Rescue	67,000	74,000	7,000	10.4%
Public Works	8,023,120	8,716,120	693,000	8.6%
Tax Relief	216,140	328,640	112,500	52.0%
Parks & Recreation	3,934,130	4,411,550	477,420	12.1%
Community Development	1,489,290	1,701,660	212,370	14.3%
Transfers & Reserves	495,000	1,367,000	872,000	176.2%
PEG Fund	150,000	555,540	405,540	0.0%
Total	\$ 26,563,700	\$ 30,255,740	\$ 3,692,040	13.9%

Legislative

The Legislative budget (Town Council, Boards and Commissions, Town Clerk, Vienna Public Art Commission, and donations) increased by \$59,110 or 13.0 percent mainly due to salary increases, including increases to all commissioner salaries.

Administration

The Administration budget (Town Manager, Legal Services, Human Resources, Risk Management, Public Information, and Information Technology) increased by \$364,200 or 11.4 percent. Software cost increases comprise \$116k of the increase, or 32 percent due to improving cybersecurity to meet ongoing and increasing threats. The remainder of the increase relates to salary and health insurance increases. Computer purchases were moved to leased equipment to slightly offset the increases in this area.

Finance

The Finance Department budget increased \$232,210 or 14.0 percent. The increase is due to salary and health insurance increases.

Police

The Police Department budget increased \$256,690 or 3.7 percent. Approximately \$66k of this is related to the increase in utility costs estimated for the new police station. The remainder of the

increase is related to salary and health insurance increases, partially offset by slight decreases in uniforms and in overtime as the department gets closer to being fully-staffed.

Fire and Rescue

The fire and rescue budget increased \$7,000 from fiscal year 2021-22 due to the increase in the allocation from the State's local fire funds, which is fully offset by an increase in State grant revenues.

Public Works

The Public Works Department budget increased by \$693,000 or 8.6 percent. Of that increase, \$130,000 represents an increase in funding for sidewalks, and \$84,000 relates to the expected increase in fuel costs. The remaining increase is due to increases in salaries and health insurance.

Tax Relief Programs

The tax relief budget consists of property tax relief for elderly and permanently disabled taxpayers. In 2021 Fairfax County broadened its program to allow more residents to qualify for the relief. The Town Council approved adopting those changes for fiscal year 2022-23. The increase of \$112,500, or 52 percent is the estimated cost of increasing the relief.

Parks and Recreation

The Parks and Recreation Department continues to ramp up activities in fiscal year 2022-23, increasing programs beyond levels budgeted during the pandemic. The department's \$477,420 or 12.1 percent increase is mainly related to increases in instructor costs and other program-related costs offset by increases in revenue, plus increases in salaries and health insurance.

Community Development

Community Development consists of two divisions--Planning and Zoning and Economic Development. The department total increased \$212,370 or 14.3 percent. The main increases relate to salary and health insurance costs, which are partially offset by a decrease in contractor costs for the zoning code rewrite project, due for completion in fiscal year 2022-23.

Transfers and Reserves

Transfers and reserves increased \$872,000 from FY 2021-22. This stems from an increase in the number of vehicles financed, which is offset by capital lease revenue.

General Fund Revenues

The following chart summarizes changes in General Fund revenues.

Adopted Budget Message

July 1, 2022

Page 5 of 8

	Adopted FY 2021-22 Budget	Adopted FY 2022-23 Budget	Net Change	Percentage Increase (Decrease)
Property Tax	\$ 12,642,940	\$ 12,884,000	\$ 241,060	1.9%
Other Local Taxes	6,173,500	6,845,000	671,500	10.9%
Permits, Fees, and Licenses	296,000	326,000	30,000	10.1%
Fines and Forfeitures	278,000	231,000	(47,000)	-16.9%
Use of Money and Property	185,600	192,000	6,400	3.4%
Parks and Recreation Fees	991,000	1,210,000	219,000	22.1%
Special Services Fees	80,000	180,000	100,000	125.0%
Miscellaneous Revenues	144,800	196,800	52,000	35.9%
Categorical Aid	3,178,300	3,198,400	20,100	0.6%
Federal Revenues	101,900	50,000	(51,900)	-50.9%
Interfund Transfers	1,123,660	1,500,000	376,340	33.5%
Use of Prior Year Reserves	598,000	1,655,000	1,057,000	176.8%
Equip. Repl. Reserve/PEG	770,000	1,787,540	1,017,540	132.1%
	\$ 26,563,700	\$ 30,255,740	\$ 3,692,040	13.9%

Budgeted General Fund revenue for FY2022-23 increased \$3,692,040, or 13.9 percent. The largest increase by dollar amount comes from use of prior year surplus of more than \$1 million to help fund salary increases and help offset the reduction in the real estate tax rate. Other changes include an increase in funds borrowed to finance vehicle purchases, increases in business license and sales taxes, and increases in parks and recreation fees as program use increases. The only decreases were for court fines, which are still low due to changes in driving patterns, and federal revenue, which had a one-time \$50k grant in fiscal 2021-22 that was not received again in fiscal 2022-23.

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 1.75 cents (one and three-quarters of a cent) to \$0.2050 per \$100 assessed value. Real estate tax revenue will still increase \$241,060 or 1.9 percent.

As noted above, total taxable assessed values grew by 9.1 percent over last year. Total residential assessed values grew by 10.6 percent and non-residential assessed values increased by 2.2 percent. Approximately \$154,000 of the increase in real estate tax revenue is due to new construction.

Residential assessments account for about 83.4 percent of the Town's taxable values, up from 82.2 percent last year, due to strong growth in residential assessments.

Changes Between Proposed and Adopted Budget

The real estate tax rate was cut by an additional three-quarters of a cent between the proposed and adopted budgets. The total budget amount did not change. The tax cut was funded mainly by use of the prior year surplus. Other line items were adjusted in revenues and expenses to reallocate more appropriately between line items, but there was no change in the total.

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. Meals and lodging taxes have made a strong recovery and are forecast to exceed \$3.2 million for fiscal year 2021-22. In fiscal year 2022-23 they are budgeted at the same amount. The difference to fund the full amount of debt payments will be made up by usage of prior cash reserves in the fund of \$703,870. If meals taxes exceed the budget, that amount will decrease.

The Town's outstanding general obligation debt at the end of FY2022-23 will be \$56,674,000, 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 total general obligation debt includes water and sewer debt, 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 fiscal year 2022-23 totals \$11,501,720, an increase of \$685,120 or 6.3 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 wastewater from the Town's providers, plus the salary and health insurance increases mentioned above. Water and sewer rates will rise in FY 2022-23 to reflect results of a rate study that recommended graduated 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. However, \$5 million of American Rescue Plan Act (ARPA) funds are allocated to infrastructure in the fund, keeping the rate increases lower than they would be without those funds.

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

Adopted Budget Message

July 1, 2022

Page 7 of 8

	FY 2021-22 Actual	FY 2022-23 Adopted	Net Change	Percentage Increase (Decrease)
Average Residential Equalization Assessment ¹	\$837,835	\$909,682	\$71,847	8.6%
Tax Bill	\$1,864	\$1,865	\$1	0.0%
Adoped Tax Rate	22.25 Cents	20.50 Cents	(1.75 cents)	-4.5%
Tax change due to assessment change			\$160	
Tax change due to rate change			(\$159)	
Net Change			\$1	
Annual Water and Sewer Charges <i>assumed at 12K gallons per qtr</i>	\$833	\$873	\$40	4.8%

¹ Source: Fairfax County’s 2022 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 FY2022-23 increased by \$64,700, or 13.9 percent, to fund salary increases and increased costs for permitting and professional services.

Changes Between Proposed and Adopted Budget

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

CAPITAL IMPROVEMENT PROJECT FUND

The Town has included 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 subject to change as project plans are firmed up. The plan details projects outlined in fall 2021, as amended and approved by Council. Future capital projects are prioritized and scheduled each fall.

AMERICAN RESCUE PLAN ACT (ARPA) FUND

In 2021, Congress passed the American Rescue Plan Act (ARPA) in response to the continuing economic issues surrounding the COVID-19 pandemic. The Town of Vienna was awarded

Adopted Budget Message

July 1, 2022

Page 8 of 8

\$17.1 million, issued in two tranches of \$8.5 million each. The first \$8.5 million was received in June, 2021 and the second tranche will be received in June, 2022. During the summer and fall of 2021 Council and staff discussed the best ways to achieve ARPA objectives and spend the money for eligible purposes. The ARPA section of the budget outlines the general categories of ARPA spending and has a detailed list of approved projects.

SUMMARY

The Town of Vienna continues to see 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 FY2022-23. Twelve new restaurants opened in fiscal year 2021-22, and several more are planned for FY2022-23. The new economic development department is working with owners to fill commercial vacancies, and the outlook is good.

The Town completed a commercial market study and develop an economic development strategy—funded with a matching grant from Fairfax County during the year and is beginning to implement the plan. It is anticipated that the Town's zoning code update will be completed by the end of calendar year 2023. 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. The Town is engaged in an active process to determine uses for the church property purchased in 2021, currently being used to house the police department until the new station opens in the summer of 2022. Design has also started for a municipal parking garage attached to the planned rebuild of the local public library in a central location, a project lead by Fairfax County.

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 2022. The Town will also be able to utilize some of the 2020-21 surplus for the 2022-23 budget, and still be able to keep more than 18 percent of the subsequent year budget in its rainy day fund.

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. Use of ARPA funds will help improve the Town's investment in parks, stormwater, cybersecurity and other infrastructure. Town staff is optimistic that it can continue to meet future challenges with sound financial practices and excellent credit ratings, so that 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

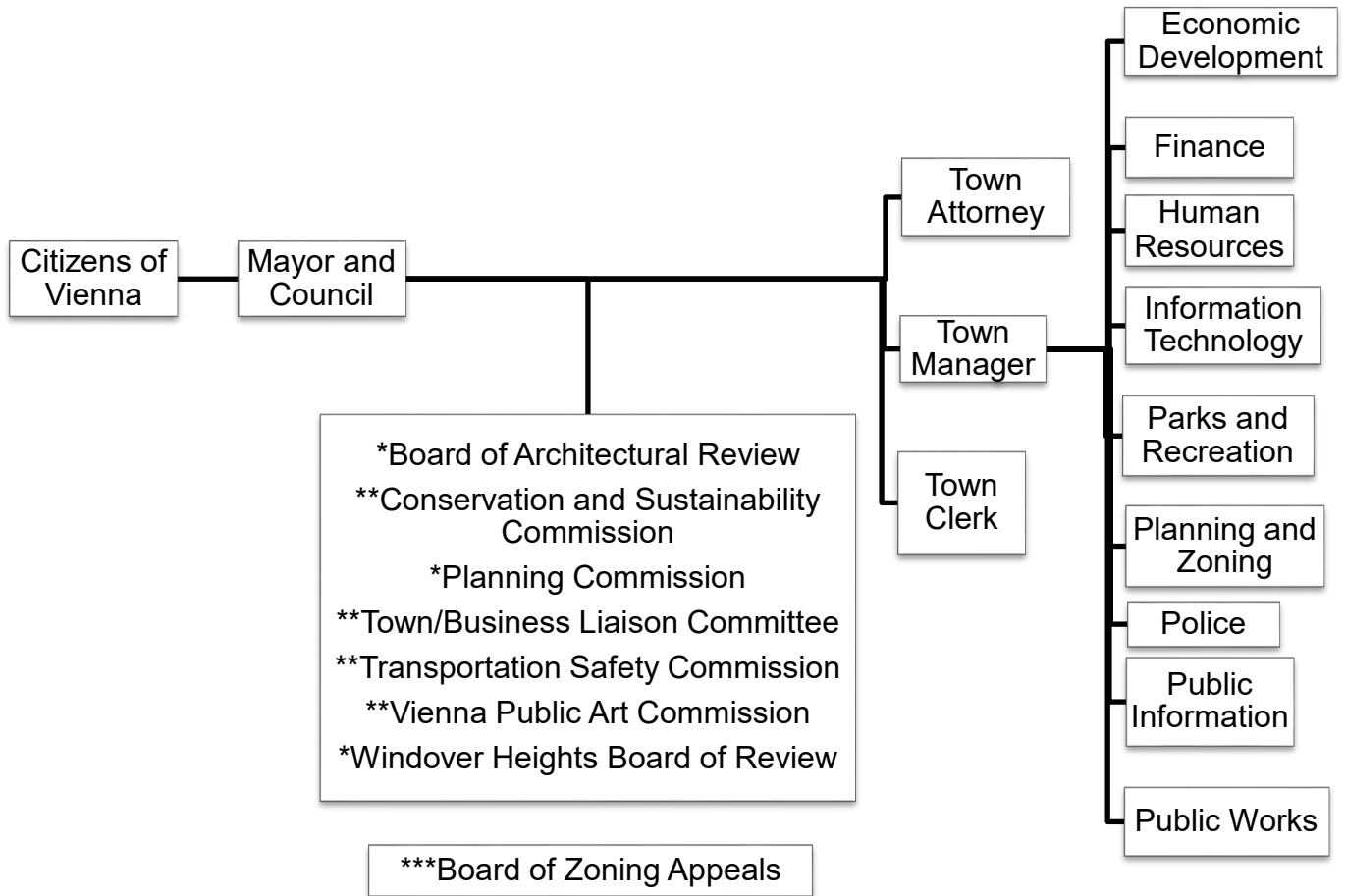
July 01, 2021

Christopher P. Morill

Executive Director

PROFILE

ORGANIZATIONAL CHART



*Statutory Board & Commissions

**Advisory Boards

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

COMMUNITY PROFILE

Town Government

Date Incorporated	1890
Form of Government	Council-Manager
Town Employees	196.26
Number of Registered Voters	12,170

Physiographic

Land Area in Square Miles	4.41
Number of Parks	12
Acres of Parks and Parkland	110
Miles of Roadway	64
Sidewalks	73
Property per Square Mile	3,560.4

Structure Type in Square Feet***

Industrial	310,255
Office	2,126,166
Retail	1,842,503

Economic Indicators:

Principal Employers (2021 ACFR):

Navy Federal Credit Union
Fairfax County Public Schools
Contemporary Electrical Services, Inc.
Giant Foods
Whole Foods Market Group
Town of Vienna
Westwood Country Club
Wheat's Lawn and Custom Land Inc.
The Hope Center for Advanced Veterinary Medicine
Cardiovascular Management Group
US Postal Service

Vienna Real Estate Tax Rate

FY 2022:	0.2225 per \$100
FY 2023:	0.2050 per \$100

Town Finances – Bond Ratings (2022)

Moody's	Aaa
Standard & Poor's	AAA

Population

2021 Fairfax County Demographic Reports	16,966
2020 U.S. Census	16,473
2010 U.S. Census	15,687

Households***

Number of Households	5,607
Average Household Size	2.91 persons
Housing Units	5,654
Home Owners	87%
Renters	13%

Age **

(0-19)	30%
(20-39)	18%
(40-59)	31%
(60+)	21%

Race and Ethnicity *

White	74.5%
Black or African American	3.2%
American Indian and Alaska Native	0.4%
Asian	13.5%
Hispanic or Latino	9.9%
Two or More Races	6.7%

Note: White is specified as White Alone, not Hispanic or Latino

Percent Families

79.7%

Poverty Rate **

Town of Vienna	4%
Virginia	10%

Water Customers

In Town	5,673
Out of Town	3,610

Dog Licenses

1,189

Sources:

*2020 U.S. Census

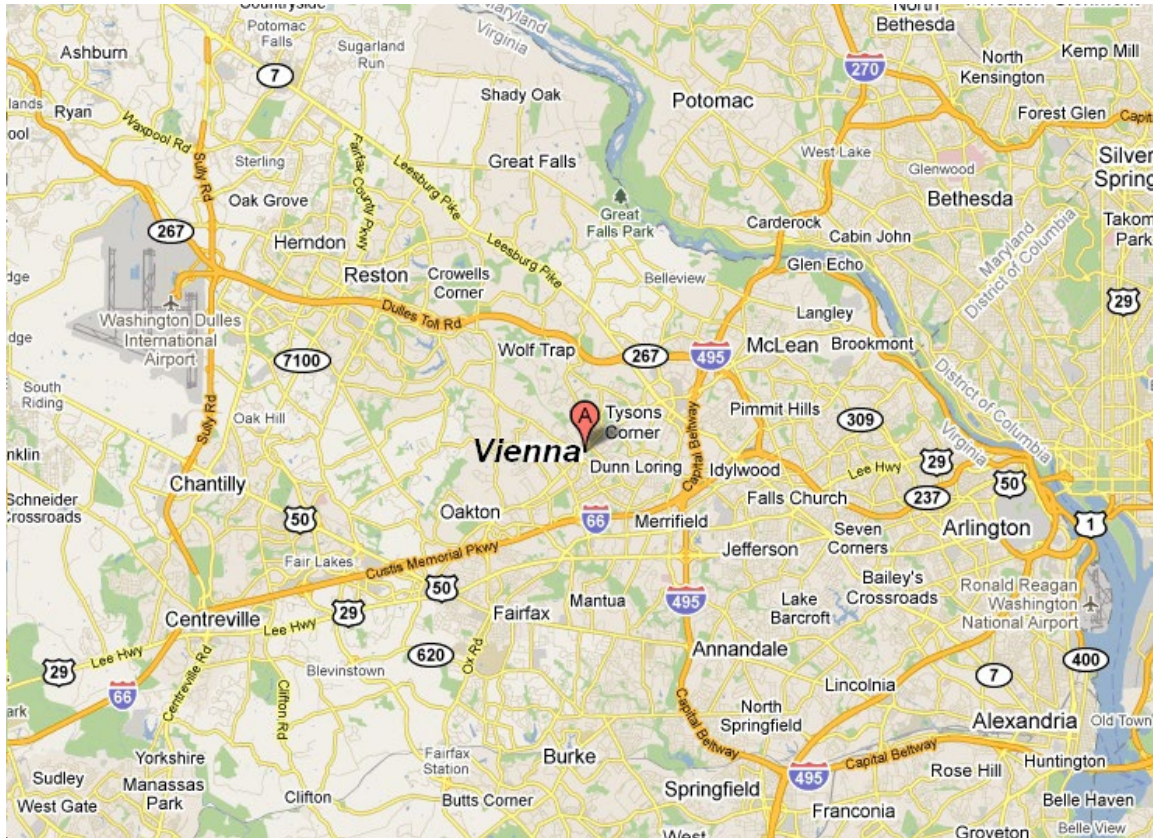
**censusreporter.org

***Fairfax County Demographic Reports 2021

PROFILE

HISTORY

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



EARLY BEGINNINGS

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

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

PROFILE

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

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

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

THE CIVIL WAR PERIOD

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

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

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

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

PROFILE

EARLY 20TH CENTURY

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

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

POST WORLD WAR II

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

The first of many "modern" shopping centers were 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 prominent 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.

PROFILE

Amid these changes, Vienna's citizens and leadership remain dedicated to preserving a stable community. Accordingly, 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, which happens on Maple Avenue the Wednesday evening before Halloween and features 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.

FORM OF GOVERNMENT

Council-Manager

Under the council-manager form of government, the elected governing body (i.e., Town Council) is responsible for establishing policy, passing local ordinances, adopting the annual budget and developing the overall vision for a city, town, or county. Vienna has a mayor and six council members elected at large (without districts or precincts). Beginning November 2023, elections will be held every two years for all elected officials. These 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.

PROFILE

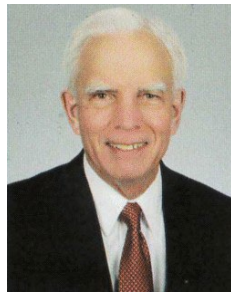
2022 Town Leadership*



Linda J. Colbert, *Mayor*



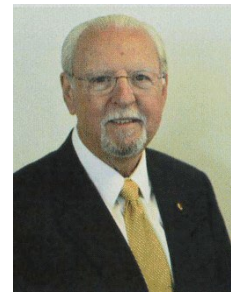
Chuck Anderson



Ray Brill



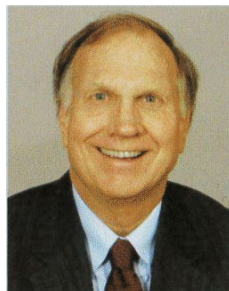
Nisha Patel, MD



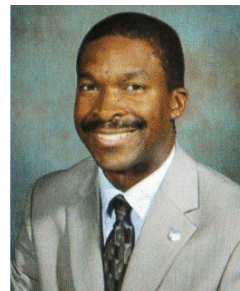
Steve Potter,
Vice Mayor



Ed Somers



Howard J. Springsteen



Mercury Payton,
Town Manager

*2022 Town Council voted on this budget on May 16, 2022

PROFILE

AWARDS AND RANKINGS

Multiple sources recognized Vienna's standing as one of the premier communities in Virginia over the past few years. Northern Virginia included the Town in its list of the 24 most sought after neighborhoods. At the same time, the National Council for Home Safety and Security ranked Vienna as the 2nd Safest City in Virginia. In addition, Vienna was voted Virginia's #2 Best Place to Live by Wallethub and landed in the list of top 10 Safest Cities in Virginia according to Safewise Team. Fairfax County Communities of Trust Committee presented the Faithful Servants Award for the Police department's selfless service to the community during the pandemic. Town Manager Mercury Payton was named among the Top 100 influencers in local government – ELGL and was the winner of the Virginia Municipal League's President's Award for innovative solutions for initiating Liberty Amendments Month.

For the past twenty years, the Town of Vienna has received Tree City USA recognition from the Arbor Day Foundation. Other past recognitions include HomeSnacks naming Vienna the best place to live in the state of Virginia in 2019, 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 Town also received Fairfax County's 2016 Environmental Excellence Award and is a National Wildlife Federation Certified Community Wildlife Habitat.

The Government Finance Officers Association (GFOA) awarded Vienna with the Distinguished Budget Presentation Award for the 27th year and the Certificate of Achievement for Excellence in Financial Reporting for the 34th consecutive year.

LAND USE

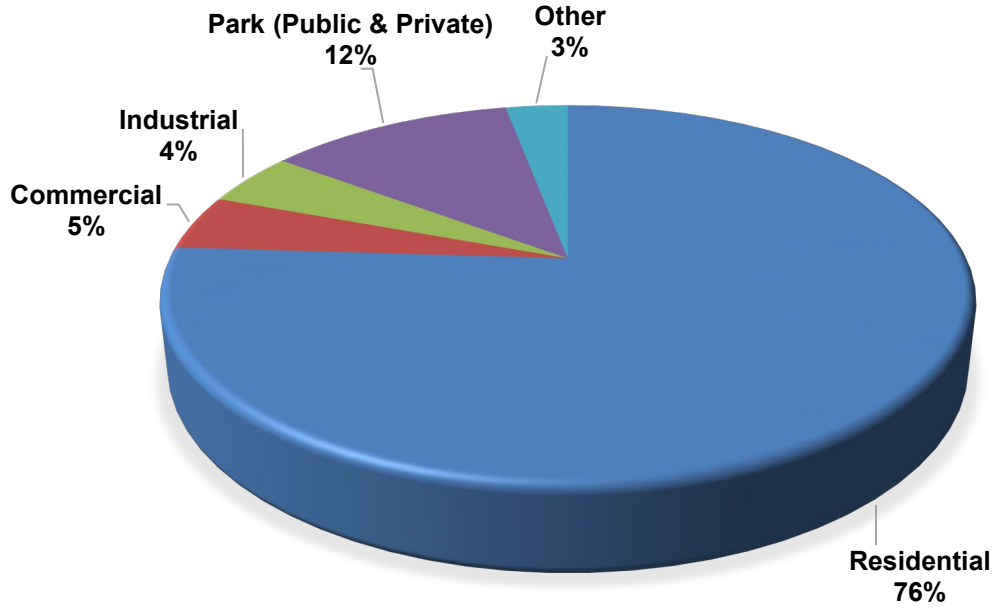
A residential oasis in the midst of densely populated and urbanly developed Fairfax County, Vienna's corporate borders are fixed. Seventy-six percent of the community is developed for residential purposes. In accordance with the Town's long established planning practices, townhouse and multi-family zones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

LAND AREA (SQUARE MILES)

4.409

PROFILE

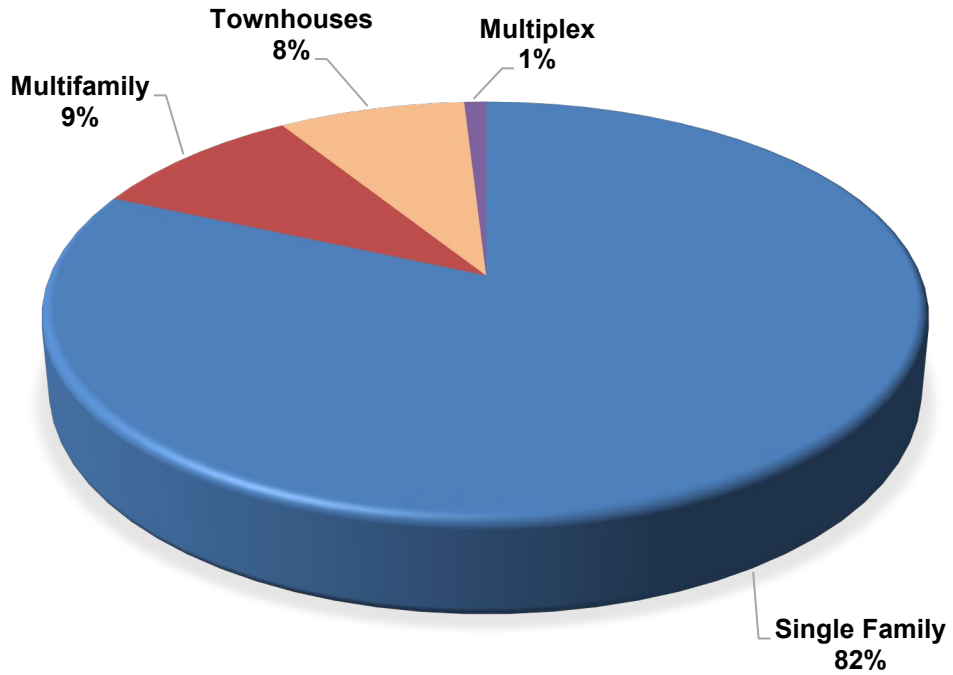
LAND USE BY ZONING CATEGORY



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

PROFILE

HOUSING UNITS BY TYPE

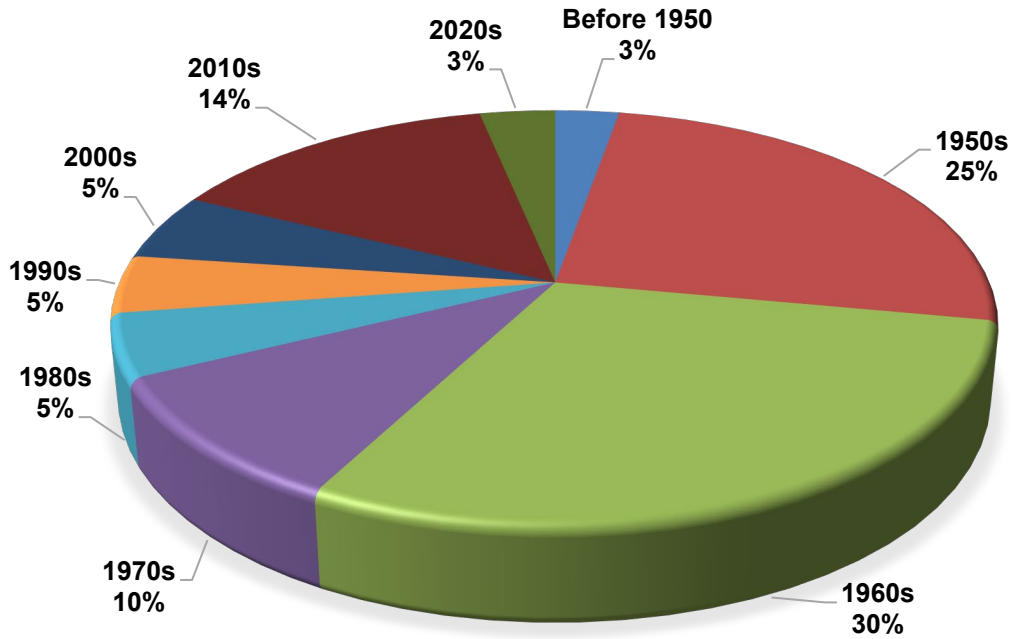


Type	Number of Units
Single Family	4,617
Multi-Family	530
Townhouse	454
Multiplex	53
Total Units	5,654

SOURCE: FAIRFAX COUNTY DEMOGRAPHICS REPORTS 2021

PROFILE

HOUSING UNITS BY YEAR BUILT



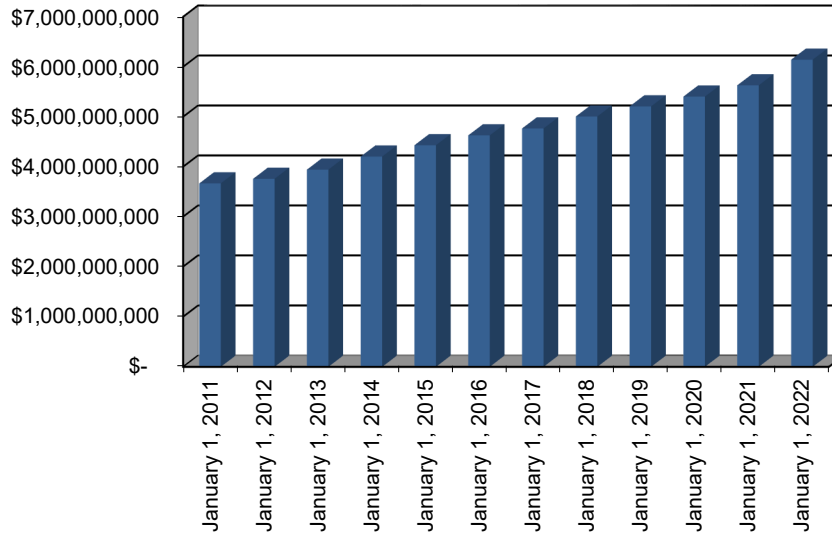
Year Built	Total Number of Housing Units	Percent
Before 1970	3,314	58.6%
1970 - 1979	586	10.4%
1980 - 1989	285	5.0%
1990 - 1999	267	4.7%
2000 - 2009	303	5.4%
2010 - 2021	896	15.9%
Total Units	5,651	100%

SOURCE: FAIRFAX COUNTY DEMOGRAPHICS REPORTS 2021

PROFILE

ASSESSED VALUES

10 Year History of Assessed Value of Real Property



FISCAL YEAR	ACTUAL VALUE
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
January 1, 2021	5,626,187,990
January 1, 2022	6,140,047,930

SOURCE: FAIRFAX COUNTY DEPARTMENT OF TAX ADMINISTRATION

PROFILE

MAJOR PROPERTY OWNERS

Vienna houses the headquarters of Navy Federal Credit Union, the nation's largest credit union. The Maple Avenue Shopping Center and the Vienna Shopping Center are the two largest retail centers within the Town.

Owner	2020 Assessed Valuation	Percentage of Total Assessed Valuation
Navy Federal Credit Union	\$ 195,948,230	3.19%
GI TC 801 Follin Lane	79,272,010	1.29%
Vienna Park LLC	51,623,660	0.84%
GRI Maple Avenue LLC	40,458,460	0.66%
Vienna Shopping Center, LP	27,276,320	0.44%
CS Vienna LLC	22,224,090	0.36%
Orlich P Daniel	20,201,720	0.33%
Westwood Country Club	17,646,340	0.29%
JDC 225 Maple LLC	16,981,270	0.28%
NVR Inc.	16,552,960	0.27%
Zafren Frank	15,845,300	0.26%
BFH Danor Plaza Shopping	13,225,030	0.22%
Vienna CW Real Estate LLC	12,668,860	0.21%
GRI Cedar Park LLC	11,802,980	0.19%
Swart Vienna LLC	11,473,220	0.19%

SOURCE: FAIRFAX COUNTY DEPARTMENT OF TAX ADMINISTRATION

PRINCIPAL EMPLOYERS

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

SOURCE: 2021 ACFR

PROFILE

POPULATION

Northern Virginia, and with it, Fairfax County, has experienced dramatic growth over the past 20 years. However, the Town's population has remained relatively stable by choice over the past two decades, in sharp contrast to the rapid growth in Fairfax County over the same period.

Historical and Projected Growth	
Year	Population
1930	317
1940	1,237
1960	11,140
1970	17,152
1980	15,469
1990	14,852
1995	14,838
2000	14,453
2010	15,687
2014	16,590
2016	16,630
2019	16,934
2021	16,966
2025	17,125

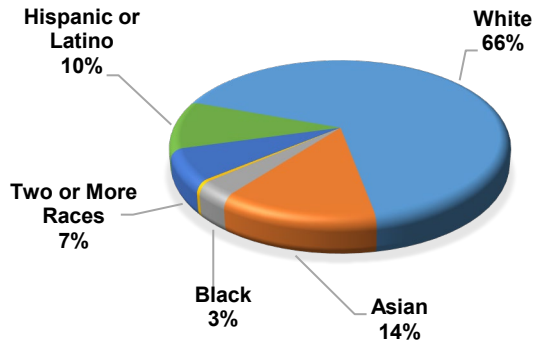
SOURCE: 2019 US CENSUS BUREAU YEARS 1930-1980,
FAIRFAX COUNTY DEMOGRAPHICS REPORTS 1990-2025

Distribution by Age	
Age (yrs.)	Percent
0-9	14%
10-19	16%
20-29	8%
30-39	10%
40-49	15%
50-59	16%
60-69	10%
70-79	7%
80+	4%

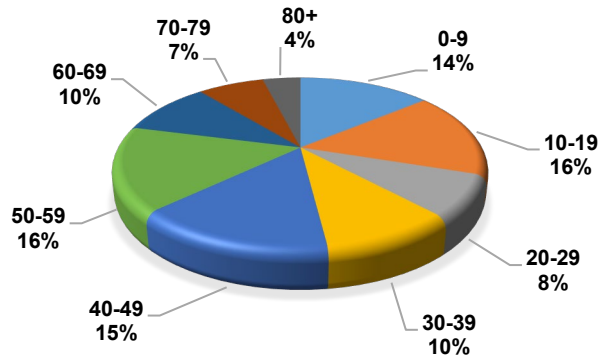
SOURCE: CENSUSREPORTER.ORG

PROFILE

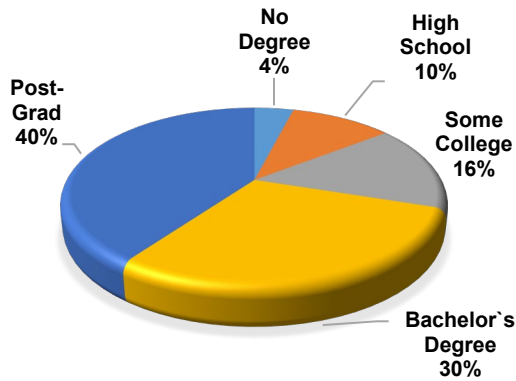
POPULATION BY RACE



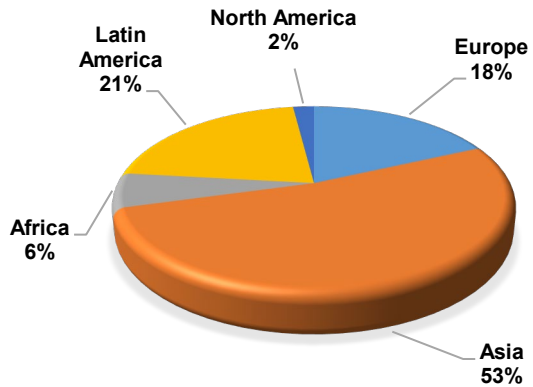
POPULATION BY AGE (IN YEARS)



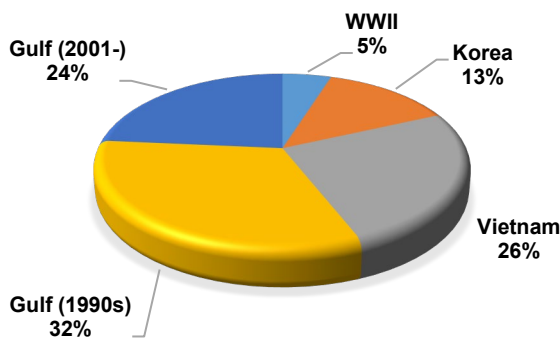
POPULATION BY EDUCATION LEVEL (25 YEARS AND OVER)



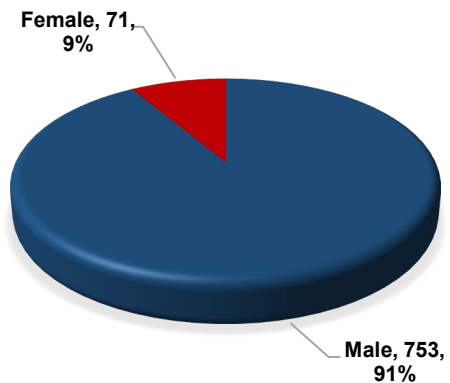
POPULATION BY PLACE OF BIRTH



VETERANS BY WARTIME SERVICE



VETERANS BY GENDER



PROFILE

STAFFING

To better serve the community's needs, the Department of Public Works added a position in traffic engineering and eliminated one in general maintenance resulting in a net gain of zero staff in the department. In addition, in the upcoming year, the Town government will add one staff position in the Parks and Recreation Administration Division in response to special events, camps and classes reaching and exceeding pre-Covid-19 levels.

Comparison of Personnel by Department
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Department	Division	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
<i>Legislative</i>	Town Clerk	2.00	2.00	2.00
	Subtotal	2.00	2.00	2.00
<i>Administration</i>	Town Manager	2.00	2.00	2.00
	Town Attorney	0.50	0.50	0.50
	Human Resources	3.00	3.00	3.00
	Information Technology	4.50	4.50	4.50
	Public Information	2.00	3.00	3.00
	Subtotal	12.00	13.00	13.00
<i>Finance</i>	Revenue Operations	4.00	4.00	4.00
	Administration	4.00	4.63	4.63
	Disbursement Operations	2.00	2.00	2.00
	Purchasing	1.63	1.00	1.00
	Central Services	1.00	1.00	1.00
	Capital-Grant Accountant	1.00	0.63	0.63
	Subtotal	13.63	13.26	13.26
<i>Police</i>	Administration	3.00	3.00	3.00
	Traffic	6.00	6.00	6.00
	Communications	10.00	10.00	10.00
	Patrol	21.00	21.00	21.00
	Personnel/Property/Animal Control	1.00	1.00	1.00
	Investigations	9.00	9.00	9.00
	Community Services	1.00	1.00	1.00
	Subtotal	51.00	51.00	51.00
<i>Public Works</i>	Administration	8.00	8.00	8.00
	Street Maintenance	13.00	13.00	13.00
	General Maintenance	9.00	9.00	8.00
	Traffic Engineering	2.00	2.00	3.00
	Vehicle Maintenance	8.00	8.00	8.00
	Sanitation	17.00	17.00	17.00
	Subtotal	57.00	57.00	57.00

PROFILE

Department	Division	FY 20-21 Adopted	FY 21-22 Adopted	FY 22-23 Adopted
<i>Parks and Recreation</i>	Administration	6.00	6.00	7.00
	Parks Maintenance	10.00	12.00	12.00
	Community Center Operations	5.00	5.00	5.00
	Teen Center	2.00	2.00	2.00
	Subtotal	23.00	25.00	26.00
<i>Planning and Zoning</i>	Planning and Zoning	8.00	8.00	8.00
	Subtotal	8.00	8.00	8.00
<i>Economic Development</i>	Economic Development	1.00	2.00	2.00
	Subtotal	1.00	2.00	2.00
	GENERAL FUND TOTAL	167.63	171.26	172.26
<i>Water and Sewer</i>	Water Operations	8.50	8.50	8.50
	Sewer Operations	7.00	7.00	7.00
	Meter Maintenance and Reading	4.00	4.00	4.00
	Billing/Customer Service	2.00	2.00	2.00
	WATER & SEWER FUND TOTAL	21.50	21.50	21.50
<i>Stormwater</i>	Stormwater Administration	2.50	2.50	2.50
	STORMWATER FUND TOTAL	2.50	2.50	2.50
	GRAND TOTAL	191.63	195.26	196.26

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

STRATEGIC PLAN

THE VIENNA WAY

PREAMBLE

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

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

CORE VALUES**ETHICS**

Doing what is right, with integrity

PROFESSIONALISM

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

EXCELLENCE

A relentless mindset to excel at what we do

COMPASSION

Concern, kindness, consideration and care for those around us

RESPECT

Showing esteem and appreciation for other persons or entities

TOWN OF VIENNA STRATEGIC PLAN

Honing Excellence in an Exceptional Hometown

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

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

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



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.

TOWN OF VIENNA STRATEGIC PLAN

Vienna as an influential and well-governed community



Figure 4: Town Hall



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.

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.

TOWN OF VIENNA STRATEGIC PLAN

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



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

Vienna as a complete community

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

In the 2022-23 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>

Strategic Plan

Fiscally Responsible Community

Maintain the Town`s AAA bond rating. -Reaffirmed 2022.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Implement quarterly budget reporting.		2019	Implemented FY21, continued	Finance
Develop a five-year operating budget forecast.	FY21, Two-year long-range forecast developed and presented to Council	2020		Finance
Develop departmental performance measures, focusing on outcomes and relationship to the budget.		2020		Finance, Town Manager, All Departments
Develop a facilities reserve fund for needed physical asset replacements (e.g. roofs, boilers, HVAC, etc.)		2021		Finance, Public Works
Create a revenue stabilization fund (2% of budgeted general fund revenue) to hedge against potential economic downturns.	Added in FY21 for amounts over 18% of unassigned fund balance	2023	Created in FY20	Finance
Ensure that Town policies and practices meet current finance and local government best standards.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Review and update as necessary the Town`s financial policies (debt limit, investment guidelines, rainy day fund and guidelines, etc.)		2021		Finance
Consider raising the purchase order limit		2023		Finance, Town Council

Strategic Plan

Fiscally Responsible Community

Explore strategies to decrease costs and increase revenues.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Annually review departmental fee structures to ensure they are aligned with other localities.		Ongoing	Continuously implemented and presented during council meetings for the budget regarding rates	Finance, Parks and Recreation, Planning and Zoning, Public Works
Expand efforts to identify and apply for additional grant opportunities.	Continue to utilize VDOT, NVTA, SLAF grants available	Ongoing	FY21 CARES Act. FY22 ARPA, MURF Grant, and PIVOT Grant	Finance, Public Works
Periodically audit revenue streams, using temporary, part-time staff.	Hired in 2020; had to discontinue in due to pandemic	2020	Will address again every 5 years	Finance
Develop cross-functional Town teams to develop cost-saving plans.		2021		Finance, Cross-Functional Teams
Explore possibility of outsourcing certain functions as a cost-saving strategy.	Parks and Rec saved money on theatre dressing rooms renovation in FY22 by doing work in-house instead of contracting out	2021	Public Information facilitated a partnership in FY22 with the Fairfax County Government print shop	Finance
Diversify the Town's tax base.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Create a website page or section that provides information related to economic development data and opportunities.		2021		Economic Development, Town Manager, Public Information
Partner with Town Business Liaison Committee and Vienna Business Association to develop economic development strategies.		2021	2021	Economic Development, Town Manager, Finance, Planning and Zoning

Strategic Plan

Safe Community

Maintain low crime rates where possible, specifically focusing on property crimes and crimes targeting the elderly.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Increase officer visibility through full staffing and directed patrols.		Ongoing	FY22, successfully graduated 7 officers from the Fairfax County Criminal Justice Academy in one year	Police
Utilize communication tools, community outreach programs, and officer training to promote crime prevention efforts, including middle and high school students.		Ongoing		Police, Public Information
Develop and implement an “Eyes on Vienna” staff-based crime watch/ambassador program.		2020		Police, Staff Safety Team, Human Resources
Improve traffic and pedestrian/bicycle safety, reduce crashes.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Implement targeted traffic enforcement strategies, focusing on DUI enforcement and high-risk areas as indicated by crash data analysis and traffic safety violations.		Ongoing		Police
Host prevention and education programs and messaging.		Ongoing		Police, Public Information
Review safety violations and enforcement behaviors.		Ongoing		Police

Strategic Plan

Safe Community

Strengthen community partnerships and promote positive citizen-police engagement opportunities.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Support community events.	Police recognized by the Communities of Trust with a 2021 Faithful Servants Award	Ongoing	Police and DPW continue to assist with safe block parties Police and Parks and Rec continue to assist with ViVa Vienna event, Public Information continues to assist in promoting. Parks and Rec continues to provide space for the Farmers Market and Public Information continues to assist in promoting	Police, Parks and Recreation, Public Works, Public Information
Utilize social media.		Ongoing	Distribute emergency communications to residents via electronic communication channels and the news media	Police, Public Information
In partnership with the Vienna Volunteer Fire Department, establish a Town-wide “Adopt a Hydrant” program, through which homeowners clear snow & trim grass from around hydrants.		2023+		Police, Public Works, Parks and Recreation, Public Information

Strategic Plan

Safe Community

Invest in public safety technology and facilities as well as cybersecurity tools.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Identify and utilize next wave of technology and ensure that facilities can adapt.		Ongoing	FY22 E-summons system went operational. FY22 Completed Town emergency intercom and phone system upgrade, implemented body worn camera program, upgraded radio system to better communicate with the region	IT, Police
Provide ongoing training to staff regarding safe network environment and strategies.		Ongoing		IT, Police
Review and update IT policies to better protect the network and staff and to reflect change in technology.		Ongoing		IT, Police
Ensure the community, especially neighbors, are well informed about progress and impacts of construction of the new police headquarters.		Ongoing – 2022	Conducted monthly community meetings to keep the community informed-Spring 2022	Police, Public Information

Strategic Plan

Safe Community

Invest in public safety technology and facilities as well as cybersecurity tools.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Deliver on budget and on time a new police station that effectively and efficiently serves police and community needs.		2019-2022	July 2022	Police, Finance, Public Works, IT
Implement security improvements to IT infrastructure to ward against threats.		2020	FY22 Completed Town emergency intercom and phone system upgrade, firewall upgrades, and spam filter upgrade	IT
Continue to develop emergency management facilities and best practices strategies.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Meet regularly with and provide training to Town`s emergency management responders, including Town Council members.	Established an emergency management team and nomination process during Covid-19 pandemic	Ongoing	FY21: Tabletop active shooter exercises and “Run, Hide, Fight” video shared with staff	Police, Town Manager, Public Works, Public Information
Establish an emergency management division within the Town`s budget.		2020	FY21	Police, Finance
Create an emergency management operations center in new police facility.		2022	2022	Police, IT, Public Information
Share emergency preparedness plans, demos with community.		2023		Police, Public Information

Strategic Plan

Efficiently Mobile Community

Identify and promote multimodal transportation options that include transit, pedestrian, and bicycle opportunities.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Implement and promote strategies identified in the Pedestrian Master Plan.		Ongoing		Public Works, Staff Leadership Team
Implement and promote safety improvements.		Ongoing	FY22 installed RRFB at intersections of Glenn Ave and Courthouse, Beulah Rd and Creek Crossing Rd.	Public Works, Public Information
Pursue grant sources for pedestrian and bicycle projects.		Ongoing		Public Works
Prioritize sidewalk projects, especially those that enhance safety or create jurisdictional connects.	Maud Robinson donation of \$8 million helped fund many sidewalk projects within the 5-year work plan	Ongoing	FY21: 3 projects in construction phase/9 projects approved for design. FY22: 4 sidewalks/7 missing link sidewalk projects constructed, 13 engineering studies/5 designs completed, initiated 12 additional project designs/ 5 construction projects	Public Works
Incorporate wider sidewalks in areas of high pedestrian use.		2019		Planning and Zoning, Town Council
Investigate use and impact of e-bikes and scooters.	First vendor to sign up was Bird, September 2021	2020	Initiated pilot program in 2020	Public Works

Strategic Plan

Efficiently Mobile Community

Identify and promote multimodal transportation options that include transit, pedestrian, and bicycle opportunities.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Budget for and begin implementing recommendations from the Multimodal Transportation and Land Use Study.	Reallocated with 2022 CIP fund	2020-2023+	2020 with CIP funds	Town Council, Public Works, Planning and Zoning
Utilize technologies to enhance traffic signal timing in order to improve pedestrian crossing of Maple Avenue.		2021		Public Works
Prepare and adopt Bicycle Master Plan and implement strategies identified.		2021-2023+		Public Works, Parks and Recreation, Public Information
Identify locations for new traffic signal and pedestrian controlled crossings, especially along Maple Avenue.		2021-2023		Public Works
Investigate transit and ridesharing options between localities, to local Metro stations, and to key locations in Town.		2023+		Public Works
In order to enhance economic vitality and place making, support and improve active transportation (pedestrian and bicycle facilities, wayfinding strategies).				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Identify locations for bicycle parking and bike-sharing stations.		2019		Public Works, Park and Recreation, Planning and Zoning

Strategic Plan

Efficiently Mobile Community

In order to enhance economic vitality and place making, support and improve active transportation (pedestrian and bicycle facilities, wayfinding strategies).				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
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.		2021+	FY21 Painted 5 storm drains on Church, Park, and Locust	Parks and Recreation, Public Works, Planning and Zoning
Use public art, lighting, crosswalks, and other unique strategies to make the commercial corridor more walkable and create better connections.		2022		Public Works, Parks and Recreation, Planning and Zoning
Identify funding opportunities for planned, phased approach to underground all overhead utility lines.		2023		Town Manager, Public Works, Finance, Planning and Zoning
Implement wayfinding signage and other gateway strategies to identify key interest points.		2023+		Planning and Zoning
Encourage safe walking and bicycling for fun, health, fitness, and transportation.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Utilize GIS mapping to provide information about infrastructures in and around Town.		Ongoing		Public Works

Strategic Plan

Efficiently Mobile Community

Encourage safe walking and bicycling for fun, health, fitness, and transportation.				
Action Steps	Action Steps	Action Steps	Action Steps	Action Steps
Encourage further implementation of Safe Route to Schools goals, coordinating with Fairfax County Schools and local PTAs.		Ongoing		Public Works
Create educational materials, programs, and events.		2021+		Public Works, Police, Public Information
Identify and promote options that enhance the vehicular travel experience within Vienna.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Identify and implement traffic-calming options.		Ongoing	Summer 2020, installed 5 speed cushions on Kinglsey and Tapawingo	Public Works
Incorporate alternative methods of transportation with street redesign.		Ongoing		Public Works
Identify strategies to reduce neighborhood cut-throughs.		Ongoing		Public Works, Planning and Zoning, Police
Promote public parking facility as a means to also support alternative transportation modes and encourage more walking between downtown destinations.	Council approved an agreement with Fairfax County for municipal parking spaces as part of library redevelopment project. Development phase funded and began early 2022, should be completed 2025	2020-2022+		Public Works, Planning and Zoning, Town Manager

Strategic Plan

Efficiently Mobile Community

Identify and promote options that enhance the vehicular travel experience within Vienna.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Conduct parking studies at crucial locations and identify parking options in congested locations.		2020 – 2024		Public Works, Planning and Zoning, Police
Incorporate and promote a multimodal street network.		2023+		Public Works, Planning and Zoning, Police, Public Information

Strategic Plan

Economically Prosperous Community

Update Town`s zoning code.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Encourage wide variety of housing options to attract diverse populations of all ages.		Ongoing	Updating zoning code with CODE CREATE VIENNA to potentially allow more housing types. A cottage-style duplex development proposal was also recently approved	Planning and Zoning, Town Council
Issue an RFP for consultant to lead zoning code update.		2019	July 2020	Planning and Zoning, Finance
Engage staff, Town Council, boards, and citizens in zoning code update process.		2020-2022	CODE CREATE VIENNA allowed citizens to give their input throughout the process	Planning and Zoning
Update signage policies.		2020-2022	Being updated with CODE CREATE VIENNA	Planning and Zoning, Town Council
Adopt an updated code.	Scheduled to be adopted during fiscal year 2023	2022		Town Council
Promote independent, locally owned businesses. Create an environment that encourages a healthy balance of businesses.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Hire economic development manager.		2019	November 2019	Staff Leadership Team
Undertake an economic development strategy and market study.		2019-2020	Completed 2021	Town Manager, Economic Development, Finance, Planning and Zoning

Strategic Plan

Economically Prosperous Community

Promote independently, locally owned businesses. Create an environment that encourages a healthy balance of businesses.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Expand and promote business meet-and-greets.		2020		Economic Development
Based on market study, create an economic development plan.		2021	Completed and presented to Council November 2021	Economic Development, Staff Leadership Team
In conjunction with mobility-related goals, install wayfinding signage to identify public parking, public restrooms, Town services, point of interest.		2022		Public Works, Planning and Zoning, Economic Development, Public Information
Reduce commercial vacancies and increase commercial footprint.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Consider and implement link on Town website to available commercial properties.	-Economic Development has a current listing through CoStar available upon request	2021	January 2020, Considered and alternative implemented by Economic Development	Finance, Public Information, IT
Explore vacancy options with property owners for short-term rentals and other uses (such as pop-up retail or art displays).		2021	Winter 2021, pop-up market help in vacant commercial spaces	Economic Development
Promote work-sharing spaces, micro-businesses, and office incubators.		2022+		Economic Development

Strategic Plan

Economically Prosperous Community

Reduce commercial vacancies and increase commercial footprint.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Consider targeted tax incentives (for small businesses, renovations, art district, etc.)		2023+		Finance, Economic Development, Town Council
Implement strategies that encourage residents to shop locally and regional citizens to visit-shop-dine in Vienna.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Partner with other organizations to provide centralized public parking facility, especially those that can support mixed uses, additional business opportunities.		2020		Town Manager, Economic Development, Planning and Zoning, Finance
In addition to supporting public parking facility initiatives, pursue short- and mid-term parking recommendations put forward by the business community through Town Business Liaison Committee outreach efforts.		2020+		Planning and Zoning, Economic Development, Public Works, Police
Expand Small Business Saturday shopping program.	-Pilot program held on four consecutive Saturdays in the fall of 2020	2020+		Planning and Zoning, Economic Development, Public Works, Police
Create a mobile app or other device that offers interactive business/parking map.		2022	October 2019, IT, TBLC, and DPZ developed a QR code used to bring up a webpage with all existing parking options	IT, Economic Development, Finance, Public Information

Strategic Plan

Economically Prosperous Community

Implement strategies that encourage residents to shop locally and regional citizens to visit-shop-dine in Vienna.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Create a Vienna dining and restaurant guide to encourage take out, support local businesses.		2022		Economic Development, Public Information, Finance
Investigate hosting harmonious themed events (such as Restaurant Week or a Chocolate Escape) that features businesses.		2022-23+	Restaurant Week established as an annual event in FY22	Parks and Recreation, Economic Development
Encourage more utilization, visibility of Town Green by considering an interactive water feature, installing furniture, and other unique opportunities.		2023		Parks and Recreation, Public Works, Economic Development

Strategic Plan

Influential and Well-Governed Community

Assess business processes to determine which need improvement and implement recommended improvements.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Identify 2-3 core business processes for analysis and improvement.		2020		Staff Leadership Team
Identify, train, and launch cross-functional teams to assess identified processes, including customer service levels, and offer recommendations for improvements.	Currently an initiative in FY23, to streamline and digitize opening a business has been launched as a joint project with ED, DPW, DPZ, IT, and Finance	2020		Town Manager, Human Resources, Cross-Functional Teams
Implement improvements.		2021		Impacted Dept(s)
Assess organizational training gaps-including need for training staff in process examination and analysis to make cross-functional teams more effective-and develop a plan to address these gaps.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Establish cross-departmental "knowledge" team(s).		2020		Staff Leadership Team, Human Resources
Identify knowledge base gaps.		2020		Knowledge Teams, Staff Leadership Team, Human Resources
Identify training required to fill gaps.		2021		Knowledge Teams, HR
Implement training plan.		2021		HR, Staff Leadership Team, Knowledge Teams

Strategic Plan

Influential and Well-Governed Community

Implement strategies to extend Vienna`s presence, reputation, and contributions on a regional, state, and national level.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Actively participate in leadership positions in regional and statewide organizations.	<p>Finance Director serves as a board member of the Virginia Government Finance 'Officers' Association.</p> <p>-Finance Director currently is an officer of Northern Virginia Cigarette Tax Board</p> <p>Town Manager serves as chairman of the Northern Virginia Regional Commission</p> <p>Town Manager recognized at State & National level for expanding Juneteenth celebration to “Liberty Amendments Month(LAM)”</p>	Ongoing	Ongoing	Town Council, Town Manager
Establish committee and bylaws, appoint members to Town Legislative Committee to monitor state legislative issues and make recommendations related to Town`s annual legislative agenda.		2021		Town Council
Develop an engagement plan to enhance and promote Vienna`s presence and contributions on regional, state, and national levels.		2021-22		Public Information, Town Manager, Staff Leadership Team

Strategic Plan

Engaged Community

Develop a proactive, thoughtful, “take it to them where they are” process for community engagement on land-use decisions, large public works projects, and other issues that may be controversial or have significant impact on citizens.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Research how other communities engage with residents.		2019		Staff Leadership Team, Public Information, Economic Dev., Public Works, Planning and Zoning
Form a cross-departmental committee to draft criteria for determining engagement strategies and to develop engagement training activities.		2020-21		Public Information, Planning and Zoning, Public Works, Economic Development
Implement community engagement process.	Pandemic delayed implementation	2021		Public Information, Planning and Zoning, Public Works, Economic Development
Explore and create programming that provides additional engagement opportunities to citizens.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Create a cross-functional team to develop a series of programs that bring Town Hall representatives into the community on a monthly basis.	On Deck with Mercury – an ongoing monthly forum that allows citizens insight and an opportunity to ask questions	2020	Ongoing	Town Manager, Town Council, Staff Leadership Team, Cross-Functional Team
Develop and offer a Vienna 101 citizens academy, to include police and finance modules at a minimum.		Launch 2022		Town Manager, Human Resources, Public Information, All Departments

Strategic Plan

Engaged Community

Explore and create programming that provides additional engagement opportunities to citizens.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Provide staff training so that all frontline personnel can answer residents' most frequently asked questions.		2021		Human Resources, Public Information, Cross-Functional Team, All Depts.
Establish a study committee to consider how to increase voter participation.		2022		Town Council, Staff Leadership Team
Maintain and enhance communication tools currently utilized and explore engagement opportunities/effectiveness offered by Internet-based and other engagement tools.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Host regular community meetings with developers and contractors that encourage them to be "good neighbors" and considerate of residents' concerns.		Ongoing		Planning and Zoning, Public Works, Police, Public Information
Utilize Facebook Live and post short videos on Facebook.		2019	2022, Mayor started a weekly update on Vienna through Facebook videos	Public Information, IT
Redesign the Town's website, making it more user friendly and easier to navigate.		Launch 2020	March 2021	Public Information, IT, All Departments
Consider implementation of online community engagement tools such as Bang the Table, POLCO, and Public Input.		2020		Public Information, IT

Strategic Plan

Environmental Sustainable Community

Reduce energy usage in Town facilities and operations.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Purchase/lease additional fuel vehicles for Town fleet.	Research in progress to develop/fund charging stations on Town property	Ongoing	2021, 1 hybrid patrol vehicle purchased. VRP continues to incorporate more electric vehicles in the Town fleet	Public Works
Continue to promote good environment practices within Town government operations.		Ongoing	FY22, VCC installed additional automated toilets, faucets, and dispensers in areas that weren't renovated, switched paper products to recycled	Public Works, All Departments
Convert Town facility lights to LED.	FY22 currently approximately 60% of all Town facilities are converted	Ongoing		Public Works
Explore establishing sustainability coordinator position or absorbing associated tasks within existing staff.		2019-2020	Established within FY19-20	Town Council, Public Works
Establish a vehicle idling reduction policy for Town fleet.		2020	Established FY19-20	Public Works
Utilize equipment, technology, and strategies to more efficiently manage ballfield lights.		2020	FY22, Collected data on athletic field light and participation usage during the heavily used months from April-October	Parks and Recreation
Coordinate with Fairfax County and Dominion Energy to convert streetlights to LED.		2020		Public Works

Strategic Plan

Environmental Sustainable Community

Reduce energy usage in Town facilities and operations.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Review and enhance Town practices related to resource usage, recycling, and recycling services.		2022	Continuation of quarterly citizen`s Recycling days including rechargeable batteries Added battery recycling program available every day at Town hall DPW desk	Public Works
Increase the number of and improve green spaces.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Identify opportunities for pocket parks.		2020		Parks and Recreation, Planning and Zoning
Evaluate feasibility of vegetative roof system.		2021		Public Works, Parks and Recreation
Develop a Parks Master Plan.		2022		Parks and Recreation, Planning and Zoning
Identify and utilize funding streams for green space.		2023+	Donation for Nutley Median Tree removal/replacement project	Parks and Recreation, Finance, Town Manager
Reduce volume of solid waste collected.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Promote recycling.	Green tip publications in the Vienna Voice -promote events that encourage recycling	Ongoing	Ongoing	Public Works
Encourage food/leaf composting at home.	Green tip publications in the Vienna Voice Promote and encourage composting, Leaf mulching study started FY22	2020	Ongoing	Public Works

Strategic Plan

Environmental Sustainable Community

Reduce volume of solid waste collected.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Consider piloting food waste compost program.		2020/ Launch 2021		Public Works
Investigate alternatives and new strategies for recycling streams in consideration of evolving recycling realities.		2021		Public Works
Work to preserve and restore environmental features to more neutral states.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Continue stream restorations and best-practices projects, such as rain gardens, to improve runoff water quality and quantity.	-2 stream restorations planned for FY23	Ongoing	2 completed in FY22	Public Works
Promote native plants in restoration projects.		Ongoing	FY22, Restoration days implemented for parks, Nutley median Callery Pear tree removal and native tree planting project completed (thanks to resident donation)	Parks and Recreation
Partner with Northern Virginia Soil Conservation Board and other organizations to leverage resources and support projects.		Ongoing		Parks and Recreation, Public Works

Strategic Plan

Complete Community

Encourage unique place making through high-quality development, public art, and enhance spaces.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
In conjunction with Historic Vienna, Inc., preserve and restore historical sites where appropriate.		Ongoing	FY22, Little library, Freeman Store, Bowman House, and West End Cometary restorations (specifics listed in FY23 Budget book)	Town Council, Parks and Recreation
Promote historic buildings, cemeteries, and areas via a printed and online brochure.		2021		Parks and Recreation
Identify appropriate location for reinstallation of bocce ball court.		2022		Parks and Recreation
Develop a Public Art Master Plan.		2023		Parks and Recreation, Planning and Zoning
Create, obtain, and maintain a public art project that actively engages the community.		2023+		Parks and Recreation, Staff Leadership Team
Install a sensory playground for children with disabilities.		2023+		Parks and Recreation

Strategic Plan

Complete Community

Increase the quality and quantity of event programming.				
Action Steps	Additional Steps Taken & when (if any)	Target Date	Date Accomplished	Lead Responsibility
Enhance event sponsorship opportunities for businesses.		Ongoing		Parks and Recreation, Economic Dev.
Evaluate existing events and explore new events and locations, including those that support businesses.		Ongoing	FY20 created new event “Bluez and Brewz” but was cancelled due to pandemic Liberty Amendments Month celebration started FY22	Parks and Recreation
Formalize Town alcohol policy for events and public spaces.		2021	Ongoing	Parks and Recreation, Town Manager
Expand concert series and other Town Green events.	-FY21-22, implemented reintroduction of events safely after Covid-19 restrictions lifted	2022	FY22, new events on the Town green with the LAM celebration	Parks and Recreation
Develop an annual arts and entertainment publication.		2022		Parks and Recreation, Public Information
Explore increasing event funding and staffing on a net neutral basis.		2022	FY23 Budget shifted Part-Time staffing to be in Special Events instead of pulling from Programs Part-Time budget. Increased large-event budget with the addition of LAM	Parks and Recreation

BUDGET AND FINANCIAL SYSTEMS

BUDGET AND FINANCIAL SYSTEMS

CALENDAR

FY 22-23 BUDGET PREPARATION SCHEDULE	
ACTIVITY	DATE
Budget Calendar Distributed to Town Council	August 26, 2021
Distribution of Budget Preparation Packet - All Departments	November 12, 2021
Community Donations & Civic Input Response Deadline	December 3, 2021
Budget Requests Submitted to Finance	January 6, 2022
Mid-Year Budget Review by Town Council	January 10, 2022
Department Heads meet with Budget Committee	Week of January 10, 2022
Department Heads meet with Town Manager	Week of January 24, 2022
Distribution of Proposed Budget to Town Council	March 4, 2022
Budget Work Sessions - Town Council	March 12 and 14, April 18, 2022
Public Hearing on Proposed Budget Public Hearing on the Proposed Water and Sewer Rates	April 11, 2022
Public Hearing on Proposed Tax Rate	April 25, 2022
Adoption of Budget - Town Council	May 16, 2022

PURPOSE

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

BUDGET AND FINANCIAL SYSTEMS

ADOPTION OF THE BUDGET

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

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

AMENDMENTS TO THE ADOPTED BUDGET

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

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

TYPES OF FUNDS

The Town of Vienna utilizes 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.

BUDGET AND FINANCIAL SYSTEMS

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

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

ARPA Fund: In 2021 the Town received the first of two installments of federal funds from the American Recovery Plan Act, or ARPA. The \$17.1 million awarded is material to the Town's budget, and as such, is recorded here. Funds are restricted for specific purposes as defined by the act, and must be spent by December 31, 2024 or obligated by December 31, 2024 to be expended no later than December 31, 2026.

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.

BUDGET AND FINANCIAL SYSTEMS

FUND STRUCTURE

	Major Fund	Non-Major Fund	Included in Budget	Included in ACFR
Governmental Funds				
General Fund	✓		✓	✓
Debt Service Fund	✓		✓	✓
Capital Project Fund	✓		✓	✓
Special Transportation Fund				✓
Stormwater Fund		✓	✓	✓
ARPA Fund		✓	✓	✓
Proprietary Fund				
Water and Sewer Fund	✓		✓	✓
Trust Funds				
Local Pension Fund	N/A	N/A		✓
Police Pension Fund	N/A	N/A		✓

BASIS OF BUDGETING

The budgets for the General, Debt Service, Stormwater and ARPA 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.

BUDGET AND FINANCIAL SYSTEMS

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.

LONG TERM FINANCIAL POLICIES AND GOALS

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 developed a three-year long range forecast for the operating budget which follows in this section, updated for the next three year period.

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.

BUDGET AND FINANCIAL SYSTEMS

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.

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 – FY 2024, 2025

General Fund Revenue

- The revenue long-range forecast is based on prior growth as adjusted for the current market conditions, including strong real estate sales that could be tempered by increasing mortgage rates.
- Real estate taxes based on 6% increase in 2024 and 5% increase in 2025.
- Sales tax and business license tax forecasted at 5% increase a year.
- Permits, fees and licenses forecasted to decrease 6% in 2024 and 2025 as commercial development is expected to slow down.
- Court fines expected to recover from pandemic effects, up 12% in 2024 and 5% in 2025.
- Interest revenue is forecasted to increase based on the Federal Reserve System's estimates. Concessions revenue, also part of Use of Money is expected to increase 15% in 2024 and 10% in 2025.

BUDGET AND FINANCIAL SYSTEMS

- Parks and Recreation revenues made a strong recovery beginning in FY 2022 achieving a 48% increase from 2021 results. In 2023 they are budgeted to increase by another 30%, and then are forecasted to increase by 2% a year thereafter.
- Other revenue categories are forecasted at modest increases to the 2023 budget.

General Fund Expenditures

- Wages and benefits related to wages are forecasted to increase 3% in 2024 and 3.5% in 2025 based on general economic conditions of inflation and wage pressure addressed in 2023.
- Health insurance is forecasted to increase 5% a year.
- Purchased services, mainly maintenance contracts, are forecasted to increase 2% a year based on contractual agreements.
- Other charges, mainly utilities, insurance and travel and training are forecasted to increase 3% a year, to reflect energy savings offset by an increase in 2023 for changes increasing the amount of tax relief for the elderly.
- Materials and supplies are forecasted to increase 2% with the exception of fuel, which is forecast to increase by 5% a year.
- Programs and services are mainly expenses directly related to Parks and Recreation and are forecasted to increase 2% 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 a forecasted decrease in revenues of 1.3% in 2024 (when compared to a larger use of prior year surplus in 2023) and an increase of 3.4% in 2025. Expenditure changes in total mirror that of revenues.
- These assumptions result in a net surplus in the general fund, and a planned addition to the unreserved fund balance.

BUDGET AND FINANCIAL SYSTEMS

**GENERAL FUND
Long-Range Financial Plan
(\$ in 000's)**

	2022 Forecast	2022 Adopted Budget	2023 Adopted Budget	2024 Forecast	2025 Forecast
General property taxes	\$ 12,807.1	\$ 12,642.9	\$ 12,884.0	\$ 13,645.3	\$ 14,328.0
Other local taxes	6,903.2	6,173.5	6,845.0	7,170.0	7,385.0
Permits, fees and licenses	377.9	296.0	326.0	306.0	286.0
Fines and forfeitures	150.2	288.0	241.0	270.0	284.0
Revenue from use of money	172.5	185.6	192.0	231.0	243.0
Charges for Services	1,002.3	1,071.0	1,390.0	1,421.0	1,447.0
Miscellaneous	163.1	144.8	196.8	197.3	234.8
Intergovernmental - State	3,169.7	3,178.3	3,198.4	3,203.7	3,222.7
Intergovernmental - Federal	51.1	101.9	50.0	51.0	52.0
Other sources of funds	2,223.7	2,481.7	4,932.5	3,374.9	3,393.8
LESS Federal CARES/ ARPA Funds	-	-	-	-	-
Total Revenue	\$ 27,020.9	\$ 26,563.7	\$ 30,255.7	\$ 29,870.2	\$ 30,876.3
<i>Percent Increase / (Decrease)</i>	7.4%	-1.7%	13.9%	-1.3%	3.4%
Personnel services	\$ 14,256.9	\$ 14,904.5	\$ 15,994.3	\$ 16,474.1	\$ 17,050.7
Employee benefits	5,210.4	5,292.4	5,579.8	5,659.9	5,823.6
Purchased services	2,725.7	2,603.9	3,070.6	3,132.0	3,194.6
Other charges	1,151.6	1,082.2	1,329.6	1,369.4	1,410.5
Materials and supplies	991.0	1,093.5	1,141.5	1,166.4	1,189.7
Programs and services	897.7	1,030.1	1,216.4	1,241.6	1,267.6
Capital outlay	1,722.7	892.2	1,883.6	1,074.8	1,167.8
Interfund transfers	(150.0)	(335.0)	40.0	(250.0)	(300.0)
LESS Federal CARES Funds	-	-	-	-	-
Total Expenditures	\$ 26,806.0	\$ 26,563.7	\$ 30,255.7	\$ 29,868.2	\$ 30,804.5
<i>Percent Increase / (Decrease)</i>	12.3%	-0.9%	13.9%	-1.3%	3.1%
Annual Increase / (Decrease) In Funds	\$ 214.9	\$ -	\$ -	\$ 2.0	\$ 71.8
Beginning Fund Balance	\$ 9,691.6	\$ 9,691.6	\$ 9,906.5	\$ 9,906.5	\$ 9,908.5
Ending Fund Balance	\$ 9,906.5	\$ 9,691.6	\$ 9,906.5	\$ 9,908.5	\$ 9,980.3

BUDGET AND FINANCIAL SYSTEMS

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 2023 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 small surplus available to add to the fund's net position.

BUDGET AND FINANCIAL SYSTEMS

WATER AND SEWER FUND
Long-Range Financial Plan
(\$ in 000's)

	2022 Forecast	2022 Adopted Budget	2023 Adopted Budget	2024 Forecast	2025 Forecast
Use of Money and Property	\$ 2.0	\$ 2.0	\$ 0.8	\$ 1.4	\$ 2.1
Water charges	4,445.9	4,445.9	4,700.0	4,841.0	5,034.6
Sewer charges	4,341.0	4,341.0	4,350.0	4,785.0	5,263.5
Account service charges	1,515.7	1,515.7	1,580.0	1,627.4	1,676.2
Cycle 6 billing reimbursement	80.0	80.0	87.0	88.7	90.5
Reconnection fees	2.0	2.0	3.0	6.0	7.0
Developer Fees	410.0	310.0	340.0	340.0	340.0
Miscellaneous Revenues	120.0	120.0	440.9	174.0	175.0
LESS Federal CARES/ ARPA Funds					
Total Revenue	\$ 10,916.6	\$ 10,816.6	\$ 11,501.7	\$ 11,863.5	\$ 12,588.9
<i>Percent Increase / (Decrease)</i>	1.3%	-0.9%	6.3%	3.1%	6.1%
Personnel services	\$ 1,578.3	\$ 1,597.0	\$ 1,372.1	\$ 1,455.7	\$ 1,543.5
Employee benefits	597.9	597.9	556.3	564.5	572.6
Purchased services	5,007.6	5,011.3	4,995.7	5,222.6	5,454.6
Other charges	59.7	60.1	59.4	60.6	61.8
Materials and supplies	399.7	309.1	381.6	396.8	408.7
Programs and services	115.0	105.0	105.6	105.6	105.6
Capital outlay	35.5	41.1	41.1	41.1	41.1
Interfund transfers	3,095.3	3,095.3	3,990.0	3,628.8	4,365.3
LESS Federal CARES Funds	-	-	-	-	-
Total Expenditures	\$ 10,888.9	\$ 10,816.6	\$ 11,501.7	\$ 11,475.6	\$ 12,553.1
<i>Percent Increase / (Decrease)</i>	26.3%	-0.7%	6.3%	-0.2%	9.4%
Annual Increase / (Decrease) In Funds	\$ 27.7	\$ -	\$ -	\$ 387.9	\$ 35.8
Beginning Net Position	\$ 19,064.3	\$ 19,092.0	\$ 19,092.0	\$ 19,092.0	\$ 19,479.9
Ending Net Position	\$ 19,092.0	\$ 19,092.0	\$ 19,092.0	\$ 19,479.9	\$ 19,515.7

BUDGET AND FINANCIAL SYSTEMS

Debt Service Fund Revenue

- Meals taxes are the main source of revenue in the Debt Service Fund and have shown a full recovery in 2022 with an increase of 23% over the 2021 actual taxes.
- Meals taxes are forecasted to increase by 5% in 2024 and 4% in 2025 as several new restaurants open in Town.

Debt Service Fund Expenditures

- Debt service fund expenditures are known, as they represent the commitment for future debt payments.
- The 2024 and 2025 expenditure forecasts reflect known debt payments plus an estimate for the 2024 bond issue payments, which begin in 2025.
- 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 a minor surplus in 2024 and the planned use of prior surplus to meet future debt payments for 2025.

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

	2022 Forecast	2022 Adopted Budget	2023 Adopted Budget	2024 Forecast	2025 Forecast
Meals and lodging tax	\$ 3,200.0	\$ 2,600.0	\$ 3,200.0	\$ 3,360.0	\$ 3,494.4
Use of money	4.9	30.0	6.0	25.0	30.0
Federal revenue	29.0	33.0	29.0	28.0	26.0
Interfund transfers	1,981.6	1,981.6	2,485.0	3,274.8	3,267.8
Use of Prior Year Surplus	158.4	729.3	703.9	-	1,827.2
Total Revenue	\$ 5,373.9	\$ 5,373.9	\$ 6,423.9	\$ 6,687.8	\$ 8,645.4
<i>Percent Increase / (Decrease)</i>	-10.0%	0.0%	19.5%	4.1%	29.3%
Bond principal	3,002.0	3,002.0	3,547.0	3,407.0	4,982.8
Bond interest	1,720.3	1,720.3	2,225.2	1,896.8	2,494.8
Capital lease principal	627.2	627.2	627.2	1,049.8	1,127.8
Capital lease interest	24.4	24.4	24.5	25.0	40.0
Contingency				309.2	
Total Expenditures	\$ 5,373.9	\$ 5,373.9	\$ 6,423.9	\$ 6,687.8	\$ 8,645.4
<i>Percent Increase / (Decrease)</i>	-10.0%	0.0%	19.5%	4.1%	29.3%
Annual Increase / (Decrease) In Funds	\$ -	\$ -	\$ -	\$ -	\$ -
Beginning Fund Balance	\$ 8,241.9	\$ 8,083.5	\$ 8,083.5	\$ 7,379.6	\$ 7,379.6
Ending Fund Balance	\$ 8,083.5	\$ 7,354.2	\$ 7,379.6	\$ 7,379.6	\$ 5,552.4

BUDGET AND FINANCIAL SYSTEMS

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-Range Financial Plan
(\$ in 000's)**

	2022 Forecast	2022 Adopted Budget	2023 Adopted Budget	2024 Forecast	2025 Forecast
Stormwater Revenue	\$ 440.0	\$ 440.0	\$ 440.0	\$ 470.0	\$ 480.0
Use of money	-	-	-	4.0	5.0
Miscellaneous Revenues	0.5	0.5	0.5	1.0	1.0
Use of Prior Year Surplus	26.2	26.2	90.9	90.0	100.0
Total Revenue	\$ 466.72	\$ 466.72	\$ 531.42	\$ 565.00	\$ 586.00
<i>Percent Increase / (Decrease)</i>	7.1%	0.0%	13.9%	6.3%	3.7%
Personnel services	186.0	186.0	192.0	201.6	208.7
Employee benefits	63.1	63.1	64.2	93.2	96.0
Purchased services	75.4	75.4	91.9	94.7	97.5
Other charges	4.0	3.5	4.0	4.1	4.2
Materials and supplies	5.0	3.0	5.0	7.0	7.2
Programs and services	118.2	120.7	159.3	163.2	167.3
Capital outlay	-	-	-	-	-
Interfund transfers	15.0	15.0	15.0	-	-
Contingency					
Total Expenditures	\$ 466.72	\$ 466.72	\$ 531.42	\$ 563.80	\$ 580.90
<i>Percent Increase / (Decrease)</i>	52.5%	0.0%	13.9%	6.1%	3.0%
Annual Increase / (Decrease) In Funds	\$ -	\$ -	\$ -	\$ 1.2	\$ 5.1
Beginning Fund Balance	\$ 812.1	\$ 812.1	\$ 785.9	\$ 694.9	\$ 696.1
Ending Fund Balance	\$ 785.9	\$ 785.9	\$ 694.9	\$ 696.1	\$ 701.2

BUDGET AND FINANCIAL SYSTEMS

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 2021 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.
- In the 2022 CIP, meals taxes are forecasted as follows:
 - 2022 forecast - \$3.2 million, a 23% increase over 2021
 - 2023 budget - \$3.2 million
 - 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.
- More capital funds have been allocated to address road paving due to deteriorating conditions.
- American Rescue Plan Act (ARPA) funds will be used instead of bond funds for \$9.9 million of projects in 2022 and \$3.2 million in 2024.

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.

BUDGET AND FINANCIAL SYSTEMS

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

	2022 Actual	2024 Proposed Budget	2026 Proposed Budget
Bond Funding			
Meals Taxes	\$ 6,794.5	\$ 5,252.0	\$ 3,956.0
Water and Sewer Fees	3,948.0	9,163.4	9,383.2
Bond Premium	900.0	400.0	400.0
Total Bond Funding	11,642.5	14,815.4	13,739.2
Outside Funding			
Virginia Department of Transportation (VDOT)	-	275.0	3,800.0
Northern Virginia Transportation Authority	3,400.0	395.0	1,700.0
Stormwater Fund	310.0	2,340.0	-
Fairfax / VA Stormwater	-	2,540.0	-
Federal - American Rescue Plan Funds	9,878.3	3,190.0	-
Robinson Trust and Other Sources	1,275.0	360.0	504.0
Total Outside Funding	14,863.3	9,100.0	6,004.0
Total Proposed Funding	\$ 26,505.8	\$ 23,915.4	\$ 19,743.2
Planned Projects			
Water and sewer capital projects	\$ 8,835.0	\$ 9,073.4	\$ 9,215.2
Roadway improvements	5,175.0	4,450.0	1,945.0
Sidewalk/trail improvements	4,200.0	1,032.0	6,424.0
Transportation improvements	-	110.0	-
Stormwater projects	1,010.0	6,240.0	-
Facility improvements	700.0	400.0	-
Park improvements	2,718.5	1,550.0	1,370.0
Municipal parking	2,300.0	-	-
Economic development improvements	140.0	400.0	400.0
Public safety projects	927.3	210.0	-
Issuance and contingency	500.0	450.0	389.0
	\$ 26,505.8	\$ 23,915.4	\$ 19,743.2

BUDGET AND FINANCIAL SYSTEMS

MAJOR TOWN GOALS

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 22-23 budget was prepared using the following assumptions:

- Lower the real estate tax rate by \$0.01 to \$0.2125 per \$100 of assessed value. This was decreased by another \$0.0075 for the adopted budget. Property assessments increased overall by 10.6%.
- Salary increase of 7% for FY 2022-23 representing 3.5% to supplement the 1% increase for FY 2021-22 and 3.5% for FY 2022-23.
- Incorporate an increase in health care expenses for Town employees, an increase for employees on Kaiser Permanente of 5%, and an increase for employees on Anthem of 17%.
- Separate pay plan instituted for public safety sworn positions, increasing pay in the first year between 8-10% for sworn officers.
- An increase in parks and recreation revenue and expenditures as operations return to pre-pandemic levels.
- Transfer one parks maintenance position to contracted labor as a one-year trial.
- Increase grades of Public Information Officer and Economic Development Manager to director level with minimal wage increases.
- Slight increases in general fund costs due to increasing fuel costs, additional cybersecurity coverage and higher utility and property insurance costs as the new police station comes online in FY 2022-23.

BUDGET AND FINANCIAL SYSTEMS

- Increase in transfers from the water and sewer fund to the general fund as recommended in the water and sewer rate study.
- 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.

BASIS OF REVENUE PROJECTIONS

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

GENERAL FUND REVENUE PROJECTIONS

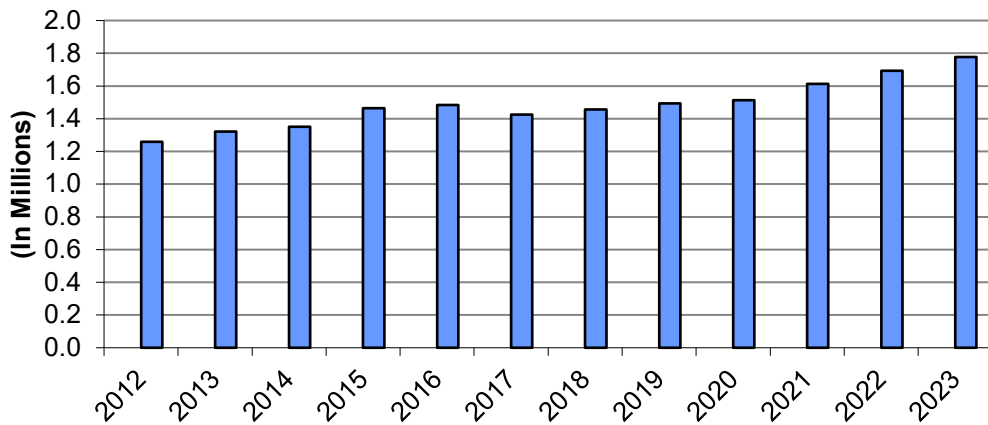
Real Estate Taxes are the largest source of revenue for the Town. Adjacent to Washington DC and economically-advantaged regions of Fairfax County, Virginia, Vienna has seen residential property values increase steadily since 2012, while commercial value occasionally decreases. For the FY 2022-23 budget year, the average residential assessments increased by 10.6 percent over 2022 while the average commercial assessment increased by 2.2 percent. Lower mortgage rates through early 2022 combined with a regional housing shortage contributed to rise in residential values. Several large commercial projects were under construction during 2022. One mixed-use development has completed the residential portion in 2022, and one assisted living senior housing development is under construction. Commercial assessments fell to 16 percent of total assessments due to the residential increases. Once the new commercial projects come online in 2023 and beyond the commercial percentage is expected to increase.

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. There is some uncertainty to the sales tax amount due to the state-level initiative to eliminate the taxes on grocery store items, but it is not resolved yet. Future year revenues are anticipated to hold steady or increase moderately.

Sales Tax Revenue Projections

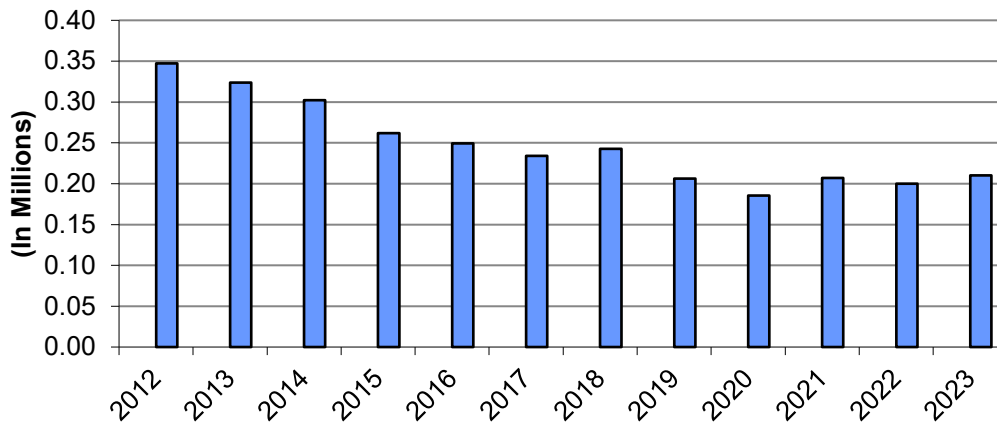


BUDGET AND FINANCIAL SYSTEMS

Cigarette Tax Revenue

The Town of Vienna is part of the Northern Virginia Cigarette Tax Board, a consortium of 24 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. The opening of a Wawa in Vienna in July, 2020 led to an increase in pack sales, slightly offsetting that trend.

Cigarette Tax Revenue Projections

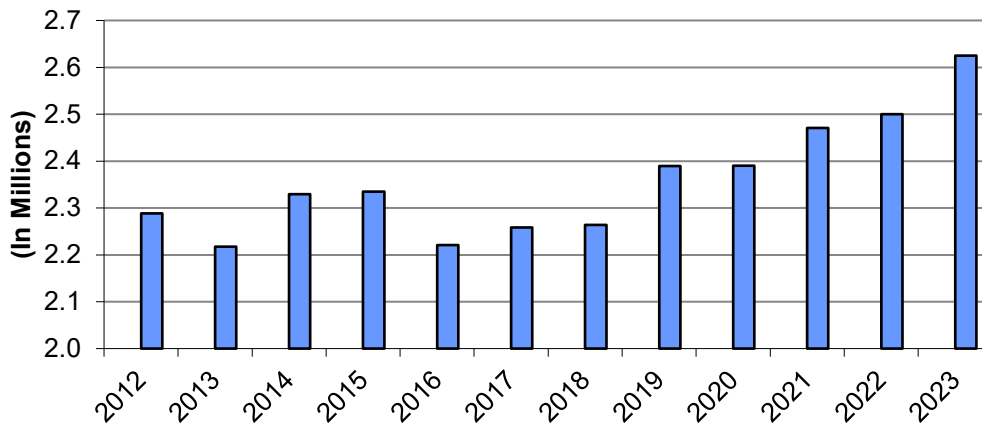


BUDGET AND FINANCIAL SYSTEMS

Business and Occupational License Revenue

Business license tax revenues increased 3% in FY 2021, as the pandemic did not impact businesses in town as a whole, while there were individual successes and failures. Projections for 2022 anticipate business licenses to rise moderately from 2021 levels and continue that trend.

Business and Occupation Licenses Revenue Projections



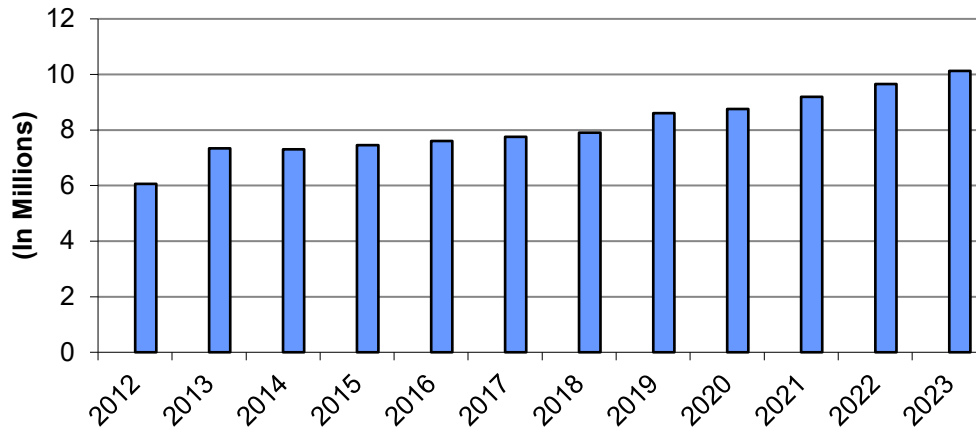
BUDGET AND FINANCIAL SYSTEMS

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.

Water and Sewer Revenue Projections



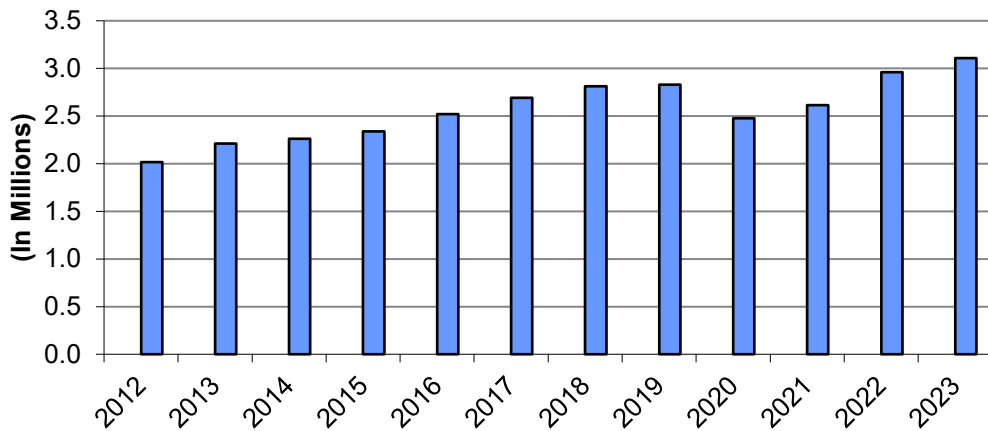
BUDGET AND FINANCIAL SYSTEMS

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 2021, 80 new businesses started in Town, including 12 new restaurants.

Historical revenue data from the comprehensive annual reports show year over year growth in the last five years of a high of 23 percent for the 2022 forecast (reflecting recovery from the pandemic) and a 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. Due to new commercial construction and strong town support of restaurants, meals taxes are projected to increase by 4 percent a year in the future.

Meals and Lodging Tax Revenue Projections



BUDGET AND FINANCIAL SYSTEMS

DEBT SERVICE FUND HISTORY

\$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.

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

BUDGET AND FINANCIAL SYSTEMS

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.

New general obligation debt worth \$12,000,000 and a refunding of \$475,000 was issued in March, 2022 at an average true interest rate of 2.18%. New debt proceeds will fund street and sidewalk improvements, park projects and improvements to public buildings. The refunded debt is for improvements to the water and sewer system.

ANALYSIS OF OUTSTANDING DEBT BALANCES ONLY					
Issue	As of 6/30/18	As of 6/30/19	As of 6/30/20	As of 6/30/21	As of 6/30/22
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
Total	\$ 25,892,000	\$ 23,430,000	\$ 55,463,000	\$ 52,131,000	\$ 49,129,000

BUDGET AND FINANCIAL SYSTEMS

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

DEBT SERVICE PAYMENTS IN FY 20-21				
Issue	Fund	Principal	Interest	Total
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
Total		\$ 3,332,000	\$ 1,774,368	\$ 5,106,368

BUDGET AND FINANCIAL SYSTEMS

DEBT SERVICE PAYMENTS IN FY 21-22				
Issue	Fund	Principal	Interest	Total
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
Total		\$ 3,002,000	\$ 1,720,240	\$ 4,722,240

BUDGET AND FINANCIAL SYSTEMS

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

Assessed Value of Real Property, January 1, 2022:	\$6,140,047,930
Debt Limit: Ten Percent (10 percent) of Assessed Value:	\$614,004,793
Amount of Debt Applicable to Debt Limit:	
General Obligation Bonds:	<u>\$56,674,000</u>
Total amount of Debt applicable to Debt Limitation:	<u>\$56,674,000</u>
Legal Debt Margin:	<u>\$557,330,793</u>

FUND BALANCE

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, 2020 and 2022 ratings as well by both Moody's and Standard and Poor's.

BUDGET AND FINANCIAL SYSTEMS

Fund Balance Summary General Fund					
	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Adopted	FY 22-23 Adopted
Beginning Fund Balance	\$ 8,569,186	\$ 8,422,327	\$ 8,420,910	\$ 9,691,663	\$ 9,691,663
Revenues	23,766,873	24,600,790	25,798,375	24,173,700	26,833,740
Expenditures	24,862,271	25,869,537	25,701,282	25,887,360	29,555,740
Revenues Less Expenditures	(1,095,398)	(1,268,747)	97,093	(1,713,660)	(2,722,000)
Other Financing Sources (uses)	948,539	1,267,330	1,173,660	1,713,660	2,722,000
Net Change in Fund Balance	(146,859)	(1,417)	1,270,753	-	-
Ending Fund Balance	\$ 8,422,327	\$ 8,420,910	\$ 9,691,663	\$ 9,691,663	\$ 9,691,663

Historical Data General Fund Reserve Balances			
<i>Year Ending June 30</i>	<i>Revenue Collection</i>	<i>Unassigned Fund Balance</i>	<i>Percent Unassigned</i>
2021	\$25,798,375	\$4,778,490	18.4%
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%

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

BUDGET AND FINANCIAL SYSTEMS

Net Position Summary Water and Sewer Fund					
	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted
Net Position, Beginning of Year	\$ 11,961,608	\$ 11,529,835	\$ 16,909,805	\$ 19,064,278	\$ 19,064,278
Operating Income and Transfers In	8,150,515	14,531,817	13,043,184	10,816,600	11,501,720
Operating Expenses and Transfers Out	8,582,288	9,151,847	10,888,711	10,816,600	11,501,720
Change in Net Position	(431,773)	5,379,970	2,154,473	-	-
Ending Net Position	\$ 11,529,835	\$ 16,909,805	\$ 19,064,278	\$ 19,064,278	\$ 19,064,278

Historical Data Water and Sewer Fund Reserve Balances		
<i>Year Ending June 30</i>	<i>Ending Balance Revenue 1</i>	<i>Net position End of FY</i>
2021	\$8,133,381	\$19,064,278
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

1 Charges for Services plus non-operating revenue (net)
and transfers (net)

BUDGET AND FINANCIAL SYSTEMS

Fund Balance Summary Debt Service Fund					
	FY 18-19 Actual	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Adopted	FY 22-23 Adopted
Beginning Fund Balance	\$ 7,443,681	\$ 7,994,987	\$ 8,241,923	\$ 6,844,063	\$ 6,844,063
Revenues	3,029,587	2,693,561	2,649,878	2,663,000	3,235,000
Expenditures	3,944,363	3,909,989	5,971,185	5,373,980	6,423,870
Revenues Less Expenditures	(914,776)	(1,216,428)	(3,321,307)	(2,710,980)	(3,188,870)
Other Financing Sources (uses)	1,466,082	1,463,364	1,923,447	2,710,980	3,188,870
Net Change in Fund Balance	551,306	246,936	(1,397,860)	-	-
Ending Fund Balance	\$ 7,994,987	\$ 8,241,923	\$ 6,844,063	\$ 6,844,063	\$ 6,844,063

Historical Data Debt Service Net Position		
<i>Year Ending June 30</i>	<i>Ending Balance Revenue</i>	<i>Net Position</i>
2021	\$4,573,325	\$6,844,063
2020	\$4,156,925	\$8,241,923
2019	\$4,495,669	\$8,546,292
2018	\$3,866,818	\$7,994,987
2017	\$3,711,405	\$6,696,150

BUDGET IN BRIEF

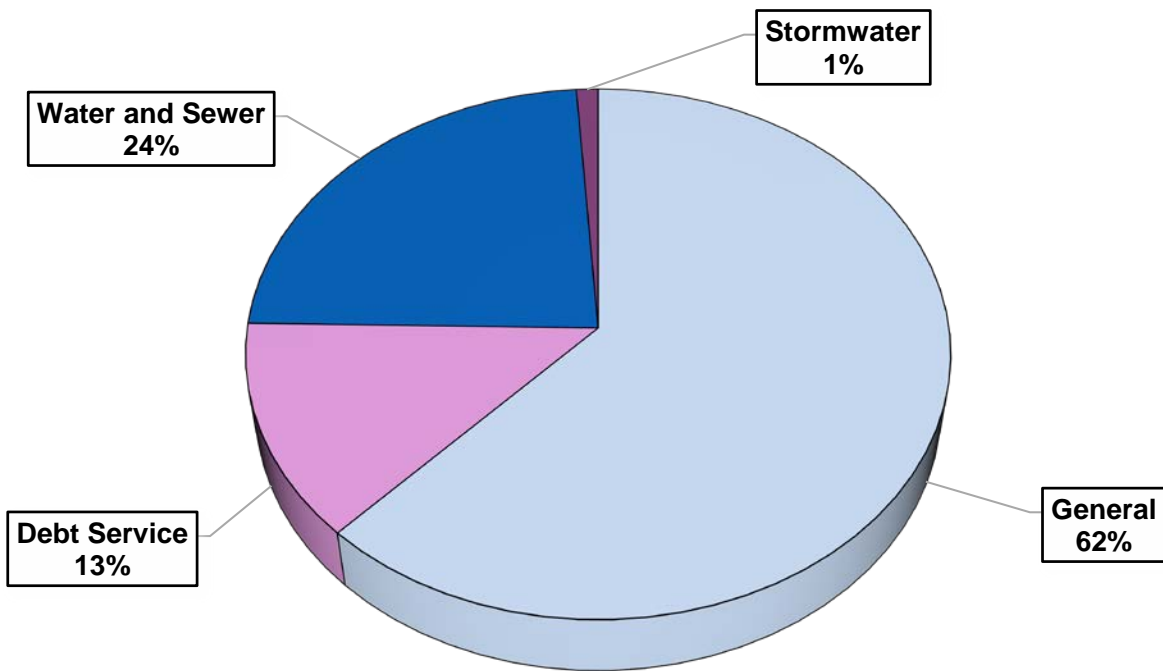
The budget in brief section provides a summary of the revenues and expenditures for the following funds:

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

BUDGET IN BRIEF

ALL FUNDS FY 22-23

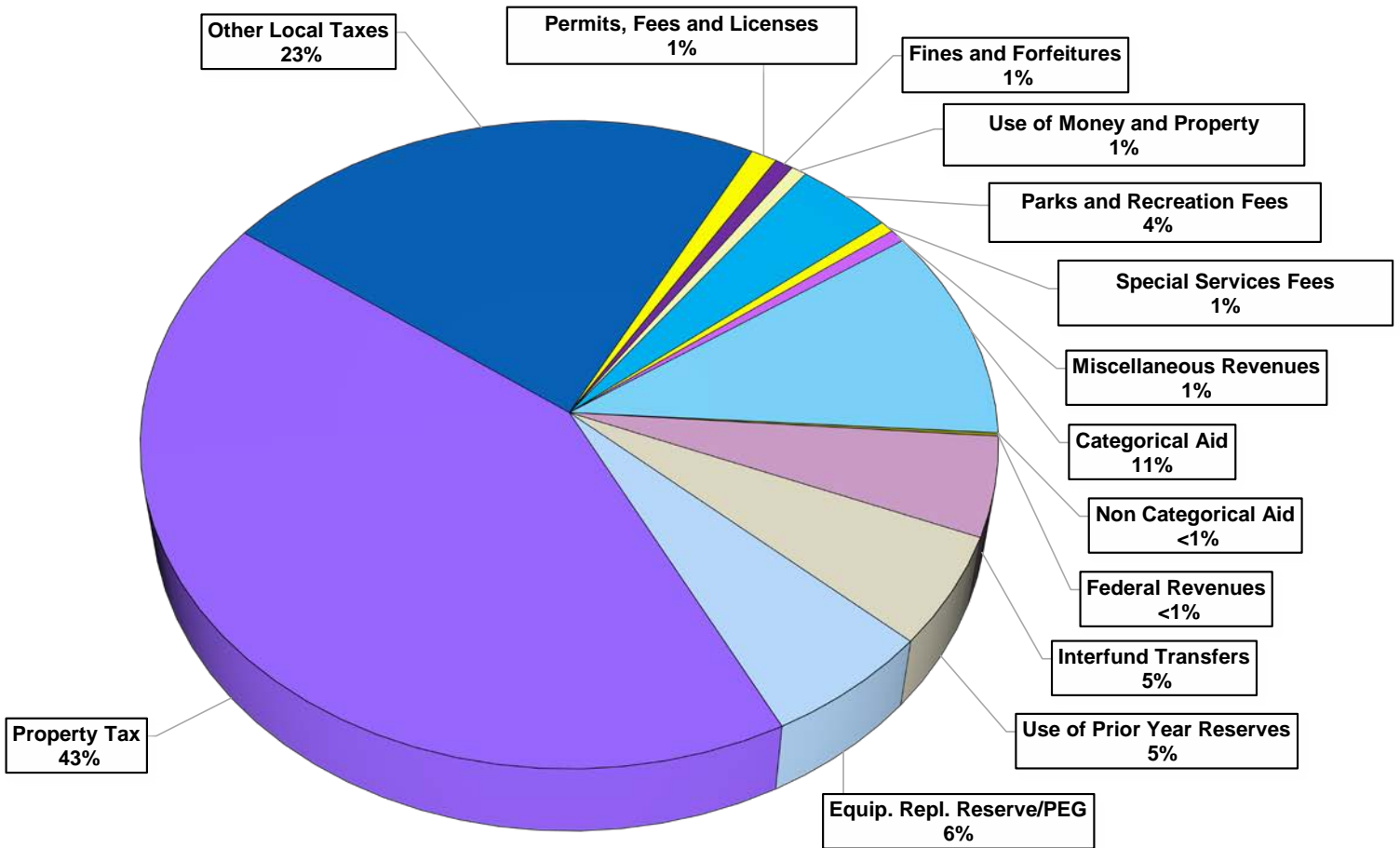
FUND	Actuals FY 20-21	Adopted FY 21-22	Adj. Budget FY 21-22	Est. Actuals FY 21-22	Adopted FY 22-23	Net Change
General	\$ 25,634,820	\$ 26,563,700	\$ 28,315,660	\$ 28,584,276	\$ 30,255,740	\$ 3,692,040
Debt Service	5,971,183	5,373,980	5,373,980	5,373,980	6,423,870	1,049,890
Water and Sewer	8,618,687	10,816,600	10,821,030	10,989,821	11,501,720	685,120
Stormwater	306,124	466,720	466,721	524,209	531,420	64,700
TOTAL	\$ 40,530,814	\$ 43,221,000	\$ 44,977,391	\$ 45,472,286	\$ 48,712,750	\$ 5,491,750



BUDGET IN BRIEF

GENERAL FUND REVENUES

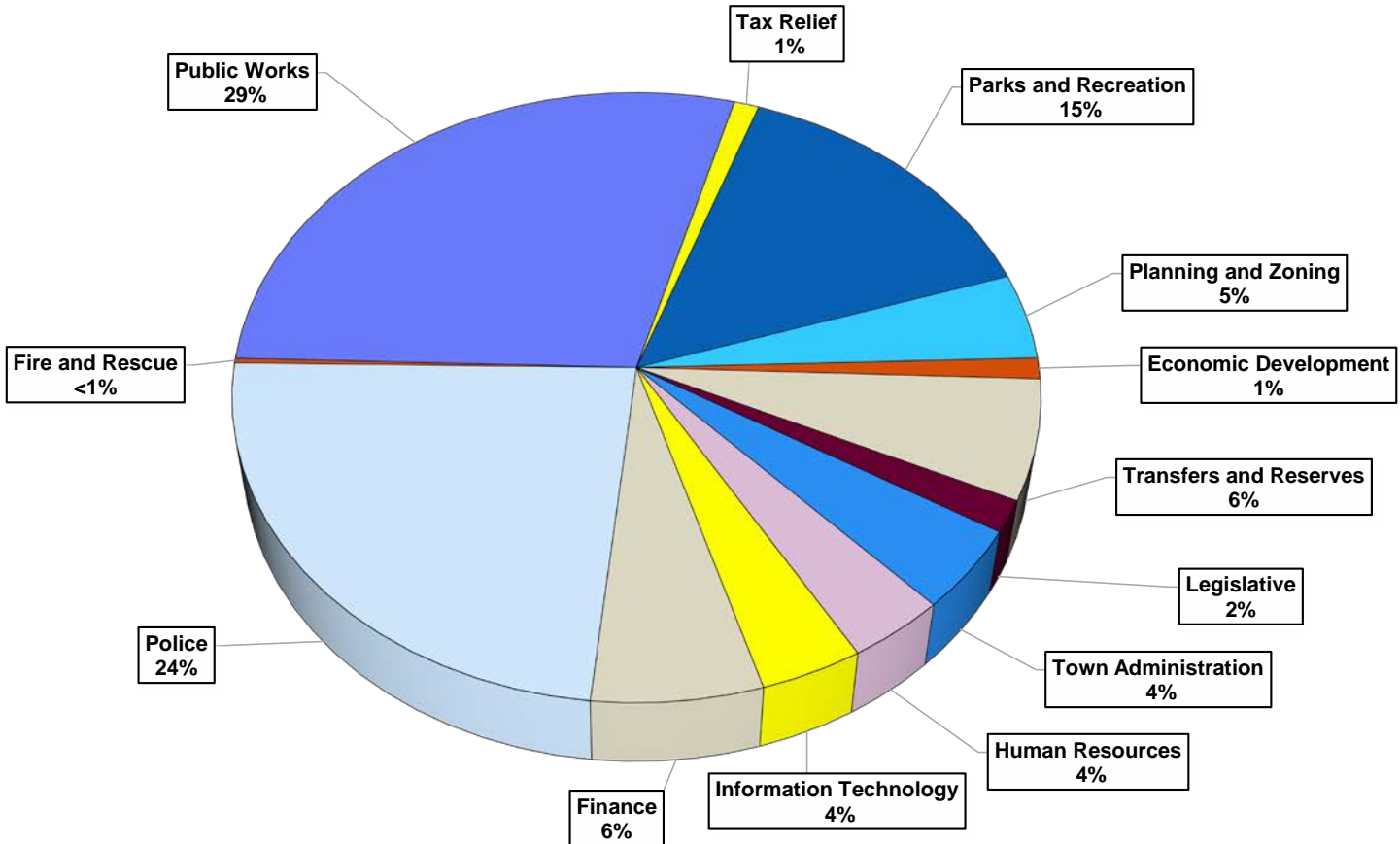
Revenues	Actuals FY 20-21	Adopted FY 21-22	Adj. Budget FY 21-22	Est. Actuals FY 21-22	Adopted FY 22-23	Net Change
Property Tax <i>(FY 21-22: Adopted \$.02225 per \$100 of assessed valuation)</i>	\$ 12,433,849	\$ 12,642,940	\$ 12,642,940	\$ 12,807,116	\$ 12,884,000	\$ 241,060
Other Local Taxes	6,736,611	6,173,500	6,173,500	6,703,234	6,845,000	671,500
Permits, Fees and Licenses	418,606	296,000	296,000	377,865	326,000	30,000
Fines and Forfeitures	139,600	278,000	278,000	140,210	231,000	(47,000)
Use of Money and Property	125,997	185,600	185,600	172,522	192,000	6,400
Parks and Recreation Fees	561,547	991,000	1,111,000	809,092	1,210,000	219,000
Special Services Fees	112,980	80,000	80,000	143,384	180,000	100,000
Miscellaneous Revenues	162,062	144,800	187,335	163,121	196,800	52,000
Categorical Aid	3,170,993	3,177,900	3,188,520	3,169,561	3,198,200	20,300
Non Categorical Aid	349	400	400	132	200	(200)
Federal Revenues	1,925,230	101,900	101,900	51,127	50,000	(51,900)
Interfund Transfers	723,660	1,123,660	1,123,660	1,123,660	1,500,000	376,340
Use of Prior Year Reserves	-	598,000	1,813,260	-	1,655,000	1,057,000
Equip. Repl. Reserve/PEG	460,551	770,000	1,342,300	1,110,022	1,787,540	1,017,540
TOTAL	\$ 26,972,035	\$ 26,563,700	\$ 28,524,415	\$ 26,771,046	\$ 30,255,740	\$ 3,692,040



BUDGET IN BRIEF

GENERAL FUND EXPENDITURES

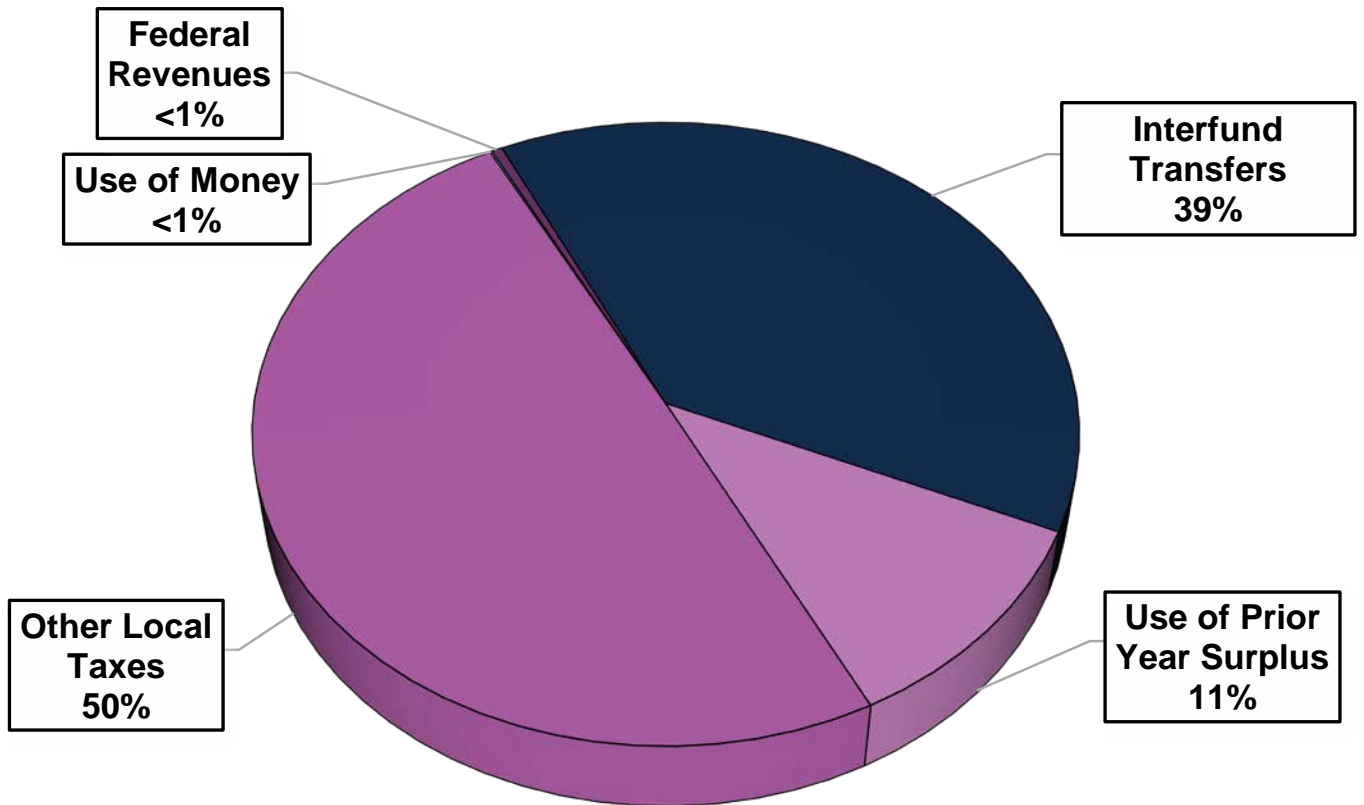
Expenditures	Actuals FY 20-21	Adopted FY 21-22	Adj. Budget FY 21-22	Est. Actuals FY 21-22	Adopted FY 22-23	Net Change
Legislative	\$ 442,297	\$ 454,530	\$ 455,680	\$ 486,390	\$ 513,640	\$ 59,110
Administration						
Town Administration	1,068,087	1,205,090	1,206,180	1,201,780	1,316,430	111,340
Human Resources /Risk Mgt	954,886	1,049,930	1,048,690	1,040,210	1,094,500	44,570
Information Technology	929,133	933,770	937,520	950,815	1,142,060	208,290
Finance	1,651,952	1,664,030	1,703,500	1,661,630	1,896,240	232,210
Public Safety						
Police	8,301,078	6,881,670	6,993,400	7,175,950	7,138,360	256,690
Fire and Rescue	69,783	67,000	67,000	67,000	74,000	7,000
Public Works	6,793,552	8,023,120	8,149,110	8,434,049	8,716,120	693,000
Tax Relief	203,489	216,140	216,140	236,090	328,640	112,500
Parks and Recreation	3,030,542	3,934,130	4,152,450	4,186,471	4,411,550	477,420
Community Development						
Planning and Zoning	1,108,690	1,206,820	1,237,680	1,355,680	1,368,970	162,150
Economic Development	340,507	282,470	285,990	294,670	332,690	50,220
Transfers and Reserves	740,824	645,000	1,862,320	1,493,541	1,922,540	1,277,540
TOTAL	\$ 25,634,820	\$ 26,563,700	\$ 28,315,660	\$ 28,584,276	\$ 30,255,740	\$ 3,692,040



BUDGET IN BRIEF

DEBT SERVICE REVENUES

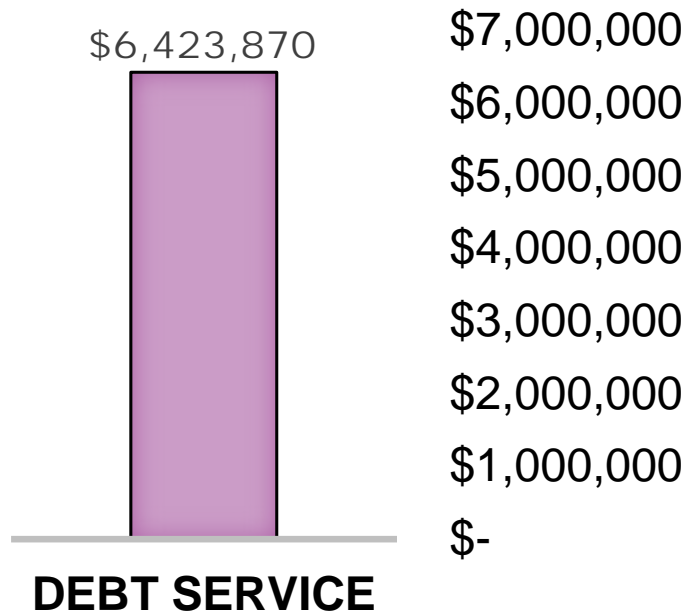
Revenues	Actuals FY 20-21	Adopted FY 21-22	Adj. Budget FY 21-22	Est. Actuals FY 21-22	Adopted FY 22-23	Net Change
Other Local Taxes	\$ 2,613,474	\$ 2,600,000	\$ 2,600,000	\$ 2,600,000	\$ 3,200,000	\$ 600,000
Use of Money	7,455	30,000	30,000	30,000	6,000	(24,000)
Miscellaneous Receipts	150	-	-	-	-	-
Federal Revenues	28,799	33,000	33,000	33,000	29,000	(4,000)
Debt Issue Proceeds	-	-	-	-	-	-
Interfund Transfers	1,923,445	1,981,650	1,981,650	1,981,650	2,485,000	503,350
Use of Prior Year Surplus	-	729,330	729,330	729,330	703,870	(25,460)
TOTAL	\$ 4,573,323	\$ 5,373,980	\$ 5,373,980	\$ 5,373,980	\$ 6,423,870	\$ 1,049,890



BUDGET IN BRIEF

DEBT SERVICE EXPENDITURES

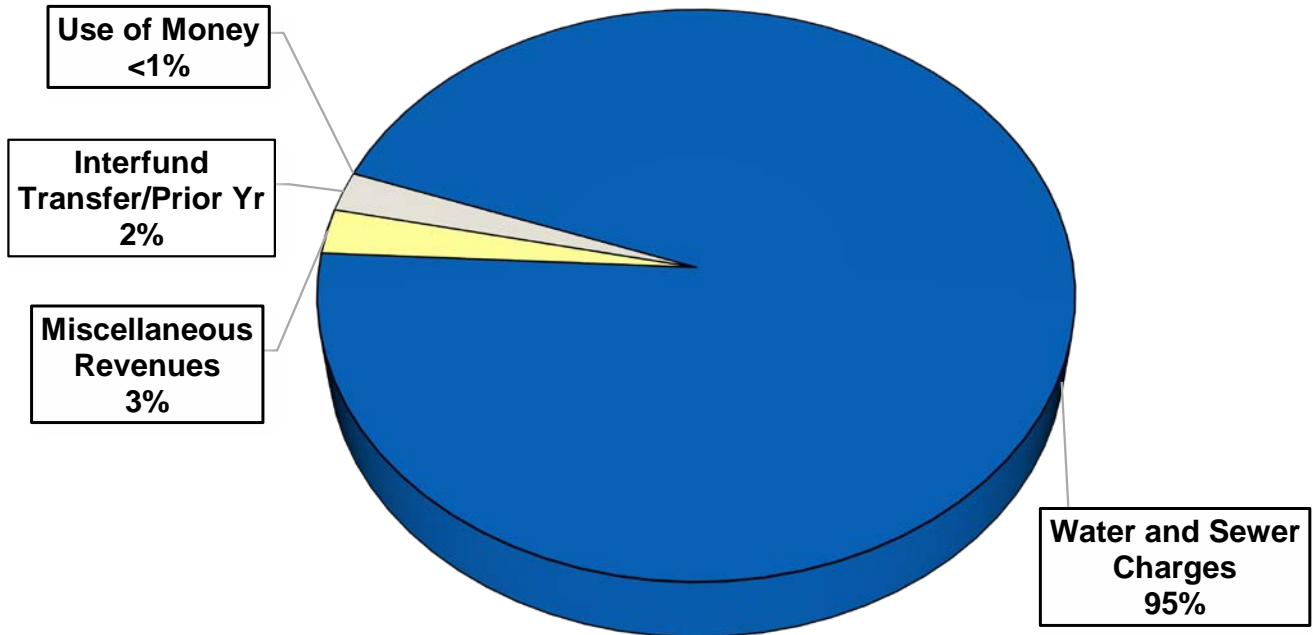
Expenditures	Actuals FY 20-21	Adopted FY 21-22	Adj. Budget FY 21-22	Est. Actuals FY 21-22	Adopted FY 22-23	Net Change
Administrative Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	5,971,183	5,373,980	5,373,980	5,373,980	6,423,870	1,049,890
TOTAL	\$ 5,971,183	\$ 5,373,980	\$ 5,373,980	\$ 5,373,980	\$ 6,423,870	\$ 1,049,890



BUDGET IN BRIEF

WATER AND SEWER REVENUES

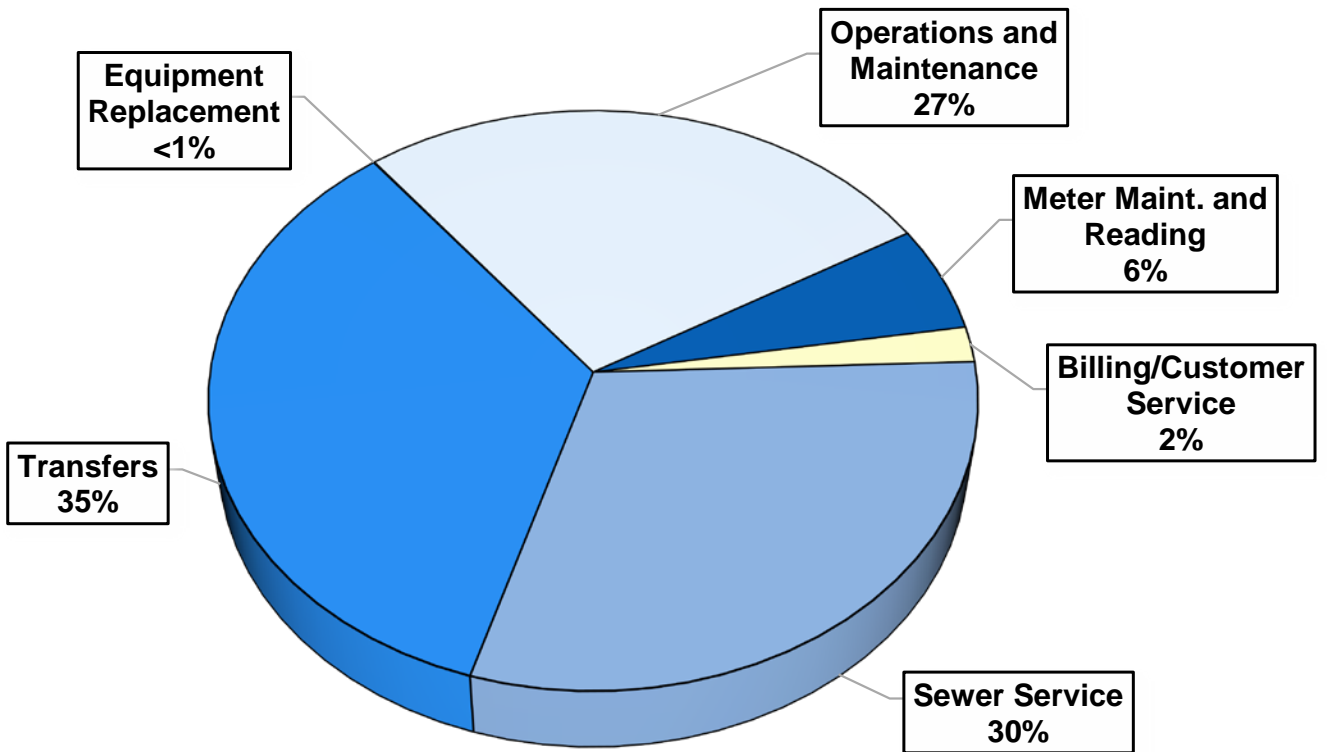
Revenues	Actuals FY 20-21	Adopted FY 21-22	Adj. Budget FY 21-22	Est. Actuals FY 21-22	Adopted FY 22-23	Net Change
Use of Money	\$ 1,250	\$ 2,000	\$ 2,000	\$ 2,000	\$ 800	\$ (1,200)
Water and Sewer Charges	10,427,752	10,564,600	10,564,600	10,564,600	10,955,000	390,400
Miscellaneous Revenues	384,045	250,000	262,260	252,900	290,000	40,000
Interfund Transfer/Prior Yr	-	-	60,000	-	255,920	255,920
TOTAL	\$ 10,813,047	\$ 10,816,600	\$ 10,888,860	\$ 10,819,500	\$ 11,501,720	\$ 685,120



BUDGET IN BRIEF

WATER AND SEWER EXPENDITURES

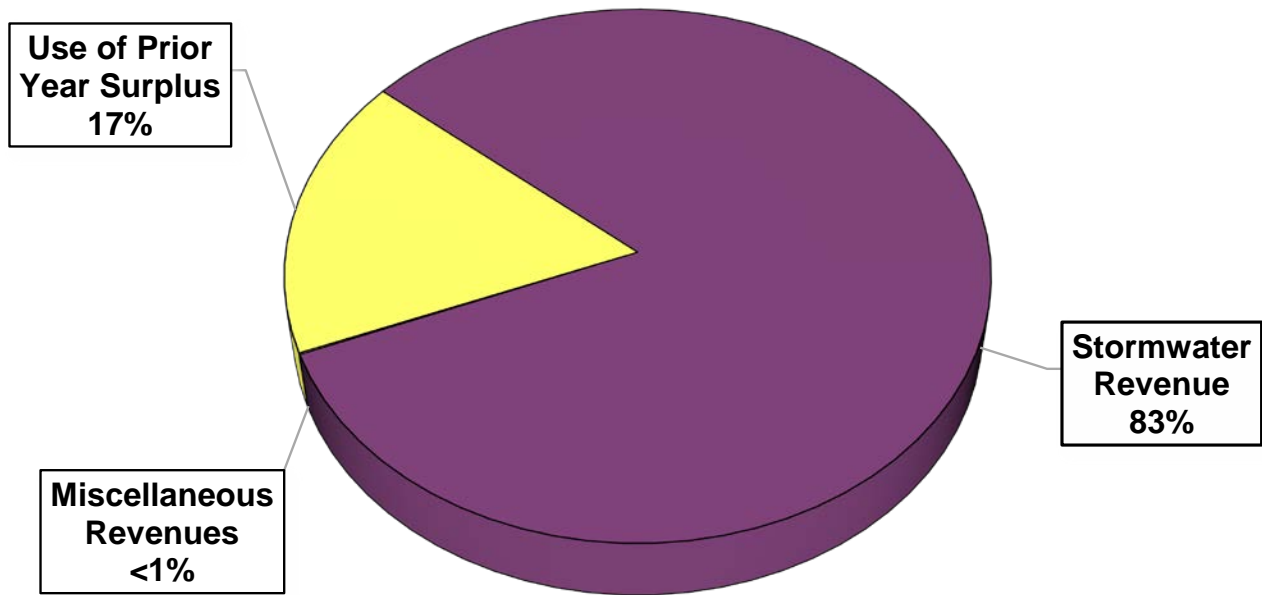
Expenditures	Actuals FY 20-21	Adopted FY 21-22	Adj. Budget FY 21-22	Est. Actuals FY 21-22	Adopted FY 22-23	Net Change
Water Operations	\$ 2,930,698	\$ 3,186,120	\$ 3,204,200	\$ 3,262,131	\$ 3,115,300	\$ (70,820)
Meter Services & Water Qlty	681,957	613,450	628,450	699,050	680,490	67,040
Billing/Customer Service	229,173	215,610	215,610	215,610	226,980	11,370
Sanitary Sewer Operations	3,535,029	3,685,110	3,656,460	3,696,720	3,482,950	(202,160)
Transfers/Reserves	1,234,108	3,111,310	3,111,310	3,111,310	3,991,000	879,690
Eqmt. Replacement/DS	7,722	5,000	5,000	5,000	5,000	-
TOTAL	\$ 8,618,687	\$ 10,816,600	\$ 10,821,030	\$ 10,989,821	\$ 11,501,720	\$ 685,120



BUDGET IN BRIEF

STORMWATER REVENUES

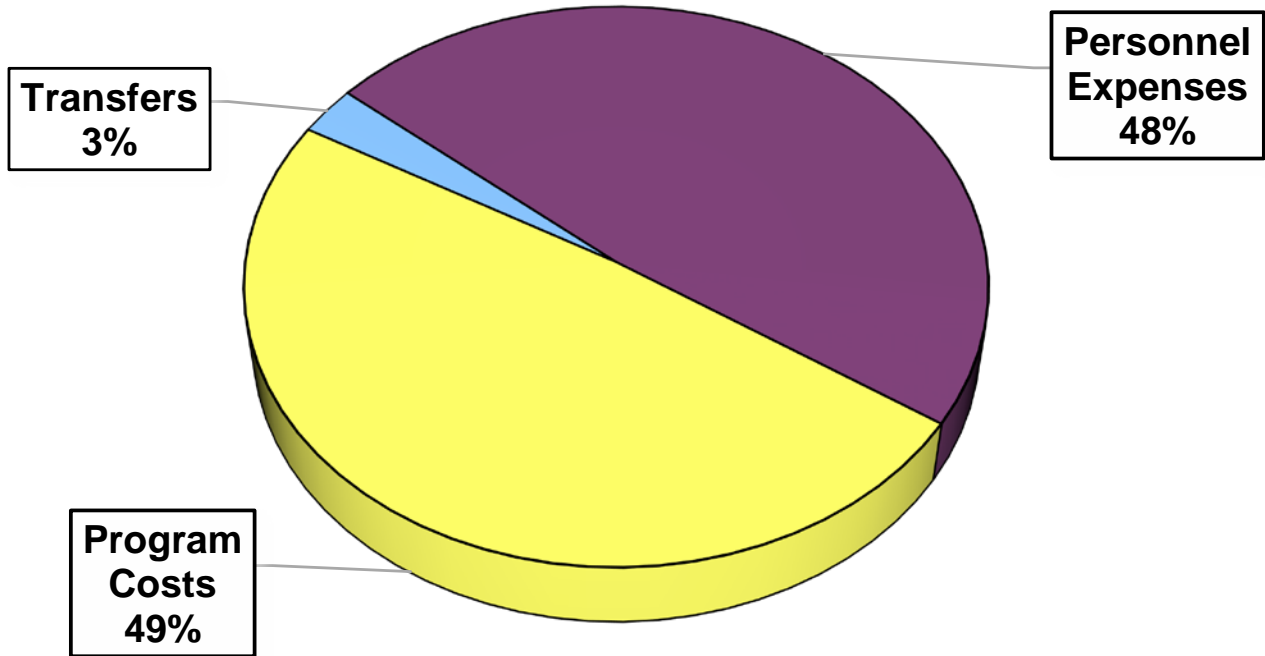
Revenues	Actuals FY 20-21	Adopted FY 21-22	Adj. Budget FY 21-22	Est. Actuals FY 21-22	Adopted FY 22-23	Net Change
Stormwater Revenue	\$ 433,506	\$ 440,000	\$ 440,000	\$ 440,000	\$ 440,000	\$ -
Use of Money	841	-	-	-	-	-
Miscellaneous Revenues	1,261	500	500	500	500	-
Use of Prior Year Surplus	-	26,220	66,350	26,220	90,920	64,700
TOTAL	\$ 435,608	\$ 466,720	\$ 506,850	\$ 466,720	\$ 531,420	\$ 64,700



BUDGET IN BRIEF

STORMWATER EXPENDITURES

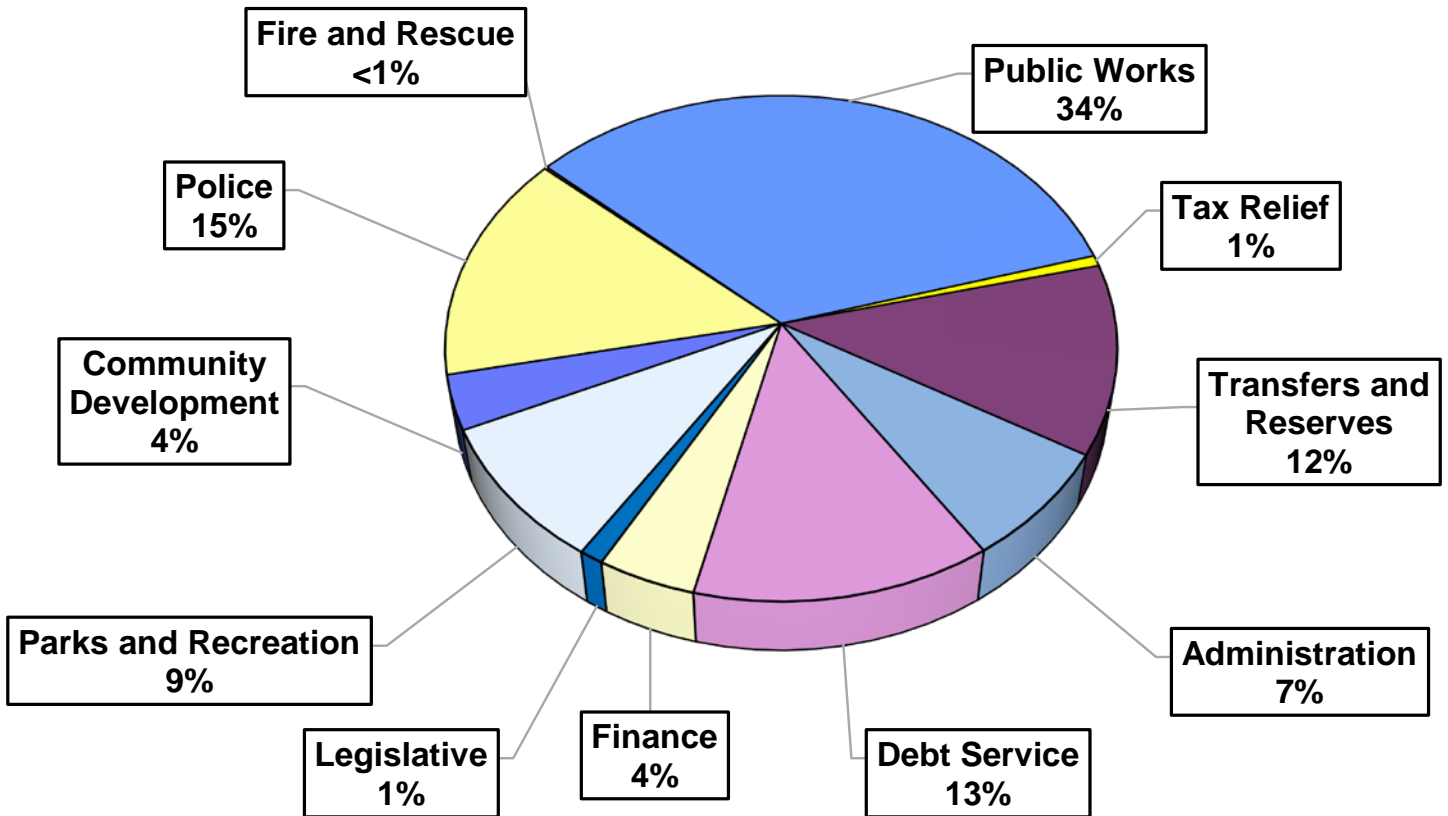
Expenditures	Actuals FY 20-21	Adopted FY 21-22	Adj. Budget FY 21-22	Est. Actuals FY 21-22	Adopted FY 22-23	Net Change
Personnel Expenses	\$ 180,628	\$ 249,070	\$ 249,070	\$ 249,070	\$ 256,230	\$ 7,160
Program Costs	131,851	202,650	202,651	260,139	260,190	57,540
Transfers	(6,354)	15,000	15,000	15,000	15,000	-
TOTAL	\$ 306,124	\$ 466,720	\$ 466,721	\$ 524,209	\$ 531,420	\$ 64,700



BUDGET IN BRIEF

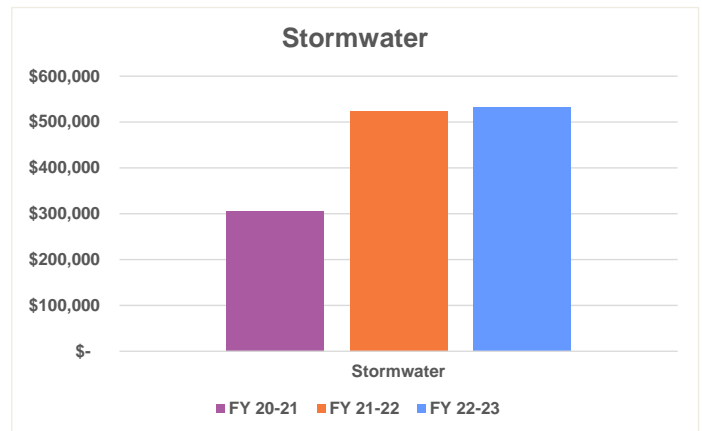
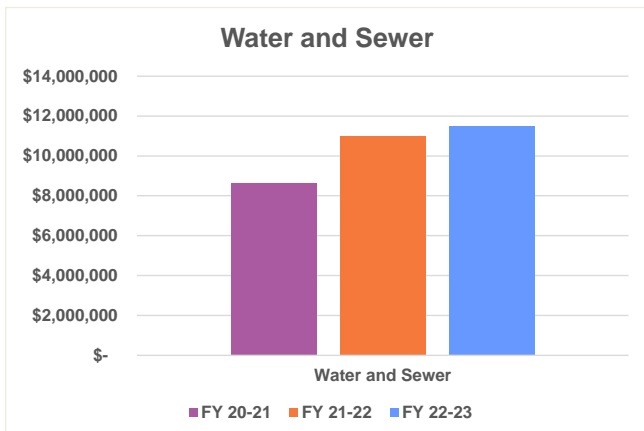
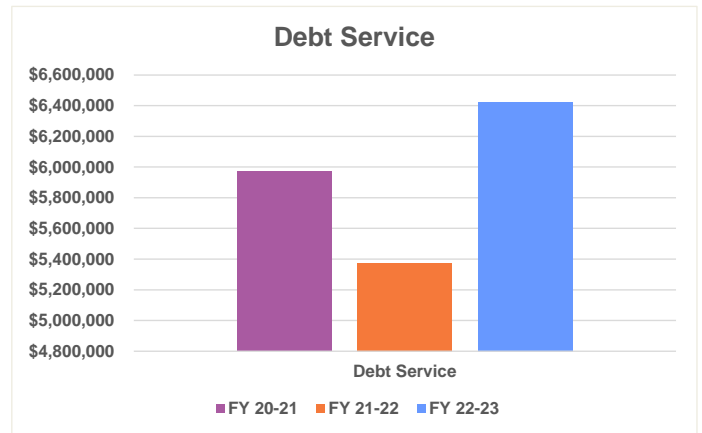
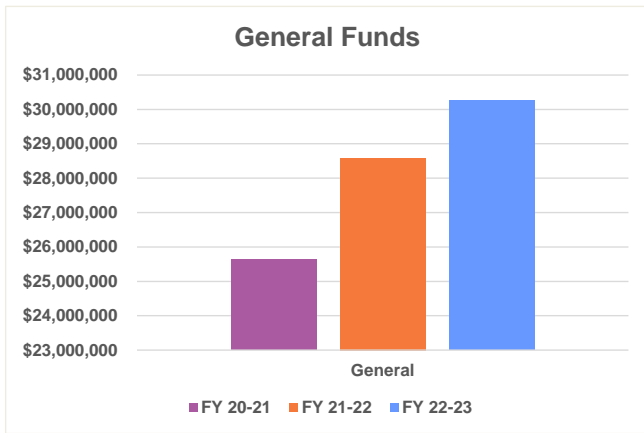
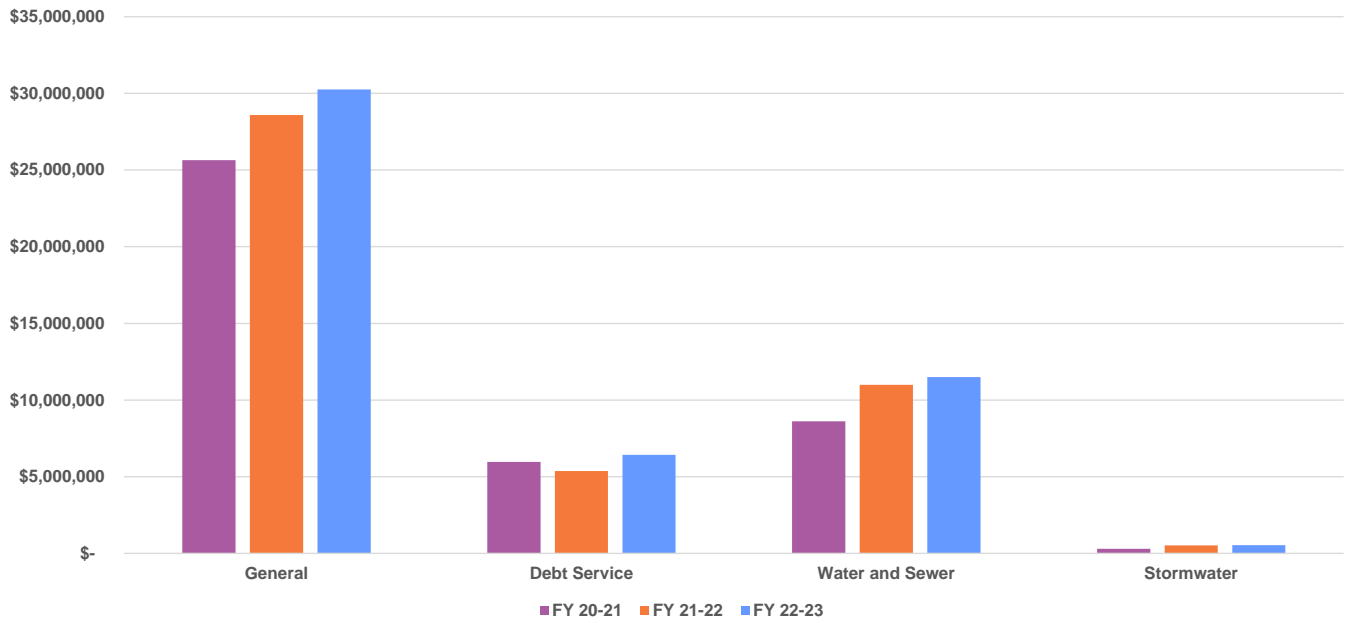
ALL FUNDS BY DEPARTMENT FY 22-23

Department	General Fund	Debt Service Fund	Water and Sewer Fund	Stormwater Fund	Grand Total
Administration	\$ 3,552,990				\$ 3,552,990
Debt Service		6,423,870			6,423,870
Finance	1,896,240		226,980		2,123,220
Legislative	513,640				513,640
Parks and Recreation	4,411,550				4,411,550
Community Development	1,701,660				1,701,660
Police	7,138,360				7,138,360
Fire and Rescue	74,000				74,000
Public Works	8,716,120		7,283,740	531,420	16,531,280
Tax Relief	328,640				328,640
Transfers and Reserves	1,922,540		3,991,000		5,913,540
TOTAL	\$ 30,255,740	\$ 6,423,870	\$ 11,501,720	\$ 531,420	\$ 48,712,750



BUDGET IN BRIEF

THREE YEAR ANALYSIS



REVENUES & EXPENDITURES BY FUND

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

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

TOWN OF VIENNA
ADOPTED REVENUE BUDGET BY FUND

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER TITLE	FY 20-21	-----FY 21-22-----		FY 22-23	NET CHANGE
	ACTUAL	BUDGET	ESTIMATED	ADOPTED	
31121 Real Estate Taxes	\$ 12,192,147	\$ 10,195,080	\$ 10,478,297	\$ 10,661,000	\$ 465,920
31122 Prior Year Real Estate Taxes	56,244	15,000	21,240	25,000	10,000
31123 Real Estate Taxes Commerical	-	2,277,860	2,134,360	2,028,000	(249,860)
31125 Public Service Corp Taxes	111,384	110,000	117,824	120,000	10,000
31160 Penalties and Interest	74,074	45,000	55,395	50,000	5,000
TOTAL PROPERTY TAXES	12,433,849	12,642,940	12,807,116	12,884,000	241,060
31201 State Sales Tax	1,612,119	1,526,000	1,755,095	1,790,000	264,000
31202 Consumer Utility Taxes 31203	660,411	670,000	651,021	660,000	(10,000)
Business License Taxes 31205 Vehicle	2,470,633	2,060,000	2,300,000	2,500,000	440,000
License Taxes	389,250	400,000	381,899	390,000	(10,000)
31206 Bank Stock Taxes	981,454	880,500	950,000	892,000	11,500
31208 Tobacco Taxes	207,033	200,000	218,056	210,000	10,000
31231 License Enforcement Revenue	-	-	-	-	-
31240 Fiber-Optic Franchise Tax	119,728	135,000	135,524	101,000	(34,000)
31241 Telecommunications Tax	92,782	95,000	109,497	100,000	5,000
31242 3% PEG Grant/Media General Cable	148,472	150,000	149,000	150,000	-
31243 Utility Consumption Tax	54,730	57,000	53,142	52,000	(5,000)
31285 VLF Penalty	-	-	-	-	-
TOTAL OTHER LOCAL TAXES	6,736,611	6,173,500	6,703,234	6,845,000	671,500
31301 Animal License Fees	12,393	11,000	11,747	11,000	-
31307 Zoning Permit Fees	112,850	80,000	150,849	100,000	20,000
31308 Building Permit Fees	221,147	130,000	147,046	140,000	10,000
31319 Sign Permit Fees	9,120	10,000	7,066	10,000	-
31323 Occupancy Permit Fees	26,275	25,000	24,343	25,000	-
31333 A.R.B. Fees	4,400	5,000	4,576	5,000	-
31335 Stormwater Management Review Fee	32,421	35,000	32,238	35,000	-
TOTAL PERMITS, FEES, LICENSES	418,606	296,000	377,865	326,000	30,000
31401 Court Fines	128,002	250,000	126,943	215,000	(35,000)
31403 Courthouse Maintenance Fees	3,464	8,000	3,680	6,000	(2,000)
31425 E-911 Fees	8,134	20,000	9,587	10,000	(10,000)
TOTAL FINES AND FORFEITURES	139,600	278,000	140,210	231,000	(47,000)
31511 Deposit Account Interest	-	-	-	-	-
31512 LGIP Account Interest	7,288	-	4,811	-	-
31513 Investment Earnings	13	40,000	23	20,000	(20,000)
31514 LGIP CARES Interest	3,382	-	-	-	-
31515 N.R. Bond Interest	1,197	-	510	-	-
31516 SNAP Interest	1,620	-	70	-	-
31517 Reserved Interest	219	-	93	-	-
31518 VIP Interest	2,367	-	2,000	-	-
TOTAL USE OF MONEY	16,085	40,000	7,507	20,000	(20,000)
31521 Concessions & Rentals	13,904	50,000	67,413	70,000	20,000
31522 Rental: 310 Center Street	-	-	-	-	-
31525 Water Tank Cell Phone Rental	96,008	95,600	97,602	102,000	6,400
TOTAL USE OF PROPERTY	109,912	145,600	165,015	172,000	26,400
TOTAL USE OF MONEY & PROPERTY	125,997	185,600	172,522	192,000	6,400
31611 Adult Program Fees	3,534	29,000	18,960	33,000	4,000
31612 Youth Program Fees	367,077	312,000	357,167	475,000	163,000
31613 Class Program Fees	171,938	485,000	362,748	510,000	25,000
31614 Special Events	17,693	138,000	50,202	150,000	12,000
31615 Athletics	1,314	12,000	1,465	12,000	-
31616 Theater Tickets	(9)	15,000	18,550	30,000	15,000

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

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	ESTIMATED		
TOTAL PARKS & REC FEES	561,547	991,000	809,092	1,210,000	219,000
31622 Street Cut Inspection Fee	112,980	80,000	138,378	180,000	100,000
31625 Shared Mobility Device Fees	-	-	5,006	-	-
TOTAL SPECIAL SERVICE FEES	112,980	80,000	143,384	180,000	100,000
TOTAL SERVICE CHARGES	674,527	1,071,000	952,476	1,390,000	319,000
31818 Park & Rec Product Sales	-	-	6,687	4,000	4,000
31832 Federal Asset Forfeitures	-	-	-	-	-
31833 Recycling Revenue	-	-	12,592	43,000	43,000
31834 Reserved Sale Proceeds	54,153	90,000	50,000	90,000	-
31835 Fairfax County Contribution	32,300	32,300	32,300	32,300	-
31838 Teen Center Sales	116	2,500	1,984	2,500	-
31839 Fairfax EDSF Grant	50,000	-	-	-	-
31840 Donations	22,278	-	39,685	10,000	10,000
31841 Friends of VTG Donations	-	-	1,620	-	-
31845 Virginia Asset Forfeiture Funds	830	10,000	3,134	5,000	(5,000)
31846 VA Asset Forfeiture Funds - Other	-	-	-	-	-
31851 Alley Vacation Fees	3,413	-	-	-	-
31852 Proceeds - Sale of Alley	-	-	-	-	-
31898 GO Local Fees	-	-	-	-	-
31899 Miscellaneous Receipts	(1,028)	10,000	15,119	10,000	-
TOTAL MISCELLANEOUS REVENUES	162,062	144,800	163,121	196,800	52,000
TOTAL LOCAL REVENUES	20,691,252	20,791,840	21,316,544	22,064,800	1,272,960
32207 Rolling Stock Tax	349	400	132	200	(200)
TOTAL NON-CATEGORICAL AID	349	400	132	200	(200)
32230 Commercial Sales & Use Tax	786,030	810,000	751,718	780,000	(30,000)
32410 Police Support (HB599)	418,256	418,200	418,256	418,200	-
32411 H.I.D.T.A Grant (Police)	10,625	7,500	7,500	10,000	2,500
32420 State Fire Program	59,783	57,000	63,493	64,000	7,000
32429 Litter Control Funds	4,300	-	6,119	6,000	6,000
32430 VDOT Street Maintenance Support	1,889,997	1,885,200	1,922,475	1,920,000	34,800
32431 Grant Revenue - State	-	-	-	-	-
32440 ICAC Reimbursement	2,002	-	-	-	-
TOTAL CATEGORICAL AID	3,170,993	3,177,900	3,169,561	3,198,200	20,300
TOTAL STATE REVENUE	3,171,343	3,178,300	3,169,693	3,198,400	20,100
33310 Gang Task Force Grant	8,485	10,000	488	5,000	(5,000)
33314 American Recovery Plan Act (ARPA)	-	46,900	-	-	(46,900)
33315 Federal Police Overtime	-	-	-	-	-
33316 Cares Act Funding	1,823,681	-	-	-	-
33318 Forfeitures - Federal Asset	-	-	-	-	-
33321 DUI Grant	25,114	30,000	35,639	30,000	-
33322 Traffic Enforce Grant '11	16,949	15,000	15,000	15,000	-
33323 Byrne JAG - VA DCJS	51,000	-	-	-	-
33342 FEMA Reimbursement	-	-	-	-	-
TOTAL FEDERAL REVENUES	1,925,230	101,900	51,127	50,000	(51,900)
34101 Police Overtime Reimbursement	10,731	10,000	10,000	10,000	-
34102 Miscellaneous Reimbursements	(187)	-	22	-	-
TOTAL REIMBURSEMENTS	10,544	10,000	10,022	10,000	-
34150 Capital Lease Proceeds	450,007	590,000	1,100,000	1,222,000	632,000

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

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER TITLE	FY 20-21	-----FY 21-22-----		FY 22-23	NET CHANGE
	ACTUAL	BUDGET	ESTIMATED	ADOPTED	
TOTAL DEBT ISSUE PROCEEDS	450,007	590,000	1,100,000	1,222,000	632,000
34510 Transfer From Water & Sewer Fund	1,400,000	1,800,000	1,800,000	2,200,000	400,000
34511 Transfer From/To Debt Service	(676,340)	(676,340)	(676,340)	(700,000)	(23,660)
TOTAL INTERFUND TRANSFERS	723,660	1,123,660	1,123,660	1,500,000	376,340
34901 Use of Prior Year Surplus	-	450,000	-	1,555,000	1,105,000
34902 Carry-Forward Reserves	-	148,000	-	100,000	(48,000)
34906 Appropriation of PEG Reserves	-	150,000	-	555,540	405,540
34907 Appropriation of E-911 Funds	-	20,000	-	-	(20,000)
TOTAL GENERAL FUND	<u>\$ 26,972,035</u>	<u>\$ 26,563,700</u>	<u>\$ 26,771,046</u>	<u>\$ 30,255,740</u>	<u>\$ 3,692,040</u>

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

FUND: 400 -- DEBT SERVICE FUND

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	ESTIMATED		
31210 Meals and Lodging Tax	\$ 2,613,474	\$ 2,600,000	\$ 3,200,000	\$ 3,200,000	\$ 600,000
TOTAL OTHER LOCAL REVENUES	2,613,474	2,600,000	3,200,000	3,200,000	600,000
31511 Deposit Account Interest	-	-	-	-	-
31512 LGIP Account Interest	2,722	30,000	900	1,000	(29,000)
31518 VIP Interest	4,734	-	4,000	5,000	5,000
TOTAL USE OF MONEY	7,455	30,000	4,900	6,000	(24,000)
31899 Miscellaneous Receipts	150	-	-	-	-
TOTAL MISCELLANEOUS REVENUES	150	-	-	-	-
TOTAL LOCAL REVENUES	2,621,079	2,630,000	3,204,900	3,206,000	576,000
33360 Build America Bonds Rebate	28,799	33,000	29,000	29,000	(4,000)
TOTAL FEDERAL REVENUES	28,799	33,000	29,000	29,000	(4,000)
34510 Transfer From Water & Sewer Fund	1,247,107	1,305,310	1,305,310	1,785,000	479,690
34520 Transfer From/To General Fund	676,338	676,340	676,340	700,000	23,660
TOTAL INTERFUND TRANSFERS	1,923,445	1,981,650	1,981,650	2,485,000	503,350
34901 Use of Prior Year Surplus	-	729,330	158,430	703,870	(25,460)
TOTAL DEBT SERVICE FUND	\$ 4,573,323	\$ 5,373,980	\$ 5,373,980	\$ 6,423,870	\$ 1,049,890

TOWN OF VIENNA
ADOPTED REVENUE BUDGET BY FUND

FUND: 500 -- WATER & SEWER FUND

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	ESTIMATED		
31512 LGIP Account Interest	1,250	2,000	2,000	800	(1,200)
TOTAL USE OF MONEY	1,250	2,000	2,000	800	(1,200)
31631 Water Charges	4,136,240	4,445,900	4,445,900	4,700,000	254,100
31632 Sewer Charges	3,695,372	4,341,000	4,341,000	4,350,000	9,000
31633 Account Service Charges	1,462,502	1,515,700	1,515,700	1,580,000	64,300
31634 Excess Use Charges	-	-	-	-	-
31635 Reconnection Fees	200	2,000	2,000	3,000	1,000
31636 Availability/F.F. Charges	1,052,105	160,000	160,000	175,000	15,000
31637 Cycle 6 Billing Reimbursement	81,431	80,000	80,000	87,000	7,000
31638 Interest - Delinquent	(98)	20,000	20,000	60,000	40,000
TOTAL WATER & SEWER CHARGES	10,427,752	10,564,600	10,564,600	10,955,000	390,400
31831 Sale of Water Meters	232,210	150,000	150,000	165,000	15,000
31833 Recycling Revenue	-	-	-	-	-
31834 Reserved Sale Proceeds	3,875	-	-	5,000	5,000
31899 Miscellaneous Receipts	95,994	100,000	102,900	110,000	10,000
TOTAL MISCELLANEOUS REVENUES	332,079	250,000	252,900	280,000	30,000
TOTAL LOCAL REVENUES	10,761,081	10,816,600	10,819,500	11,235,800	419,200
33351 Federal Utility Grant	39,836	-	-	-	-
FEDERAL REVENUES	39,836	-	-	-	-
34512 Transfer from Capital Project	-	-	-	-	-
34525 Transfer From Stormwater	-	-	-	-	-
TOTAL INTERFUND TRANSFERS	-	-	-	-	-
34102 Miscellaneous Reimbursements	12,129	-	-	10,000	10,000
34901 Use of Prior Year Surplus	-	-	-	255,920	255,920
TOTAL WATER & SEWER FUND	<u>\$ 10,813,047</u>	<u>\$ 10,816,600</u>	<u>\$ 10,819,500</u>	<u>\$ 11,501,720</u>	<u>\$ 685,120</u>

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

FUND: 550 -- STORMWATER

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	ESTIMATED		
31280 Stormwater Fund Revenue	\$ 433,506	\$ 440,000	\$ 440,000	\$ 440,000	\$ -
TOTAL OTHER LOCAL TAXES	433,506	440,000	440,000	440,000	-
31512 LGIP Account Interest	841	-	-	-	-
TOTAL USE OF MONEY	841	-	-	-	-
31899 Miscellaneous Receipts	1,261	500	500	500	-
TOTAL MISCELLANEOUS REVENUES	1,261	500	500	500	-
TOTAL LOCAL REVENUES	435,608	440,500	440,500	440,500	-
34102 Miscellaneous Reimbursements	-	-	-	-	-
34901 Use Of Prior Year Surplus	-	26,220	26,220	90,920	64,700
TOTAL STORMWATER FUND	\$ 435,608	\$ 466,720	\$ 466,720	\$ 531,420	\$ 64,700

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

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 12,020,604	\$ 13,222,200	\$ 13,232,580	\$ 14,393,740	\$ 1,171,540
41002 Overtime	787,019	776,550	773,830	748,840	(27,710)
41003 Regular Part Time with Benefits	148,169	145,440	145,440	178,390	32,950
41004 Part Time without Benefits	392,488	376,680	416,680	463,980	87,300
41005 Other Part Time	43,865	76,000	76,000	76,000	-
41006 Annual Leave Liquidation	139,397	10,000	10,000	10,000	-
41007 Holiday Pay	139,747	119,480	119,480	119,480	-
41008 Annual Leave Cash-In	100,896	30,000	30,000	30,000	-
41009 Council/Boards Salary	78,307	83,120	45,240	109,200	26,080
41011 Non-Exempt Comptime Liquid.	13,601	-	-	-	-
41015 Performance Bonus	500	65,000	65,000	65,000	-
41020 Transfer of Budgeted Salary	(98,095)	-	(290,480)	(263,500)	(263,500)
TOTAL PERSONNEL SERVICES	13,766,499	14,904,470	14,623,770	15,931,130	1,026,660
42001 F.I.C.A.	1,000,405	1,084,310	1,079,880	1,047,150	(37,160)
42002 V.R.S.	1,393,903	1,504,730	1,505,850	1,582,360	77,630
42003 V.R.S. Life Insurance	160,115	165,880	166,010	166,010	130
42004 Local Pension Plan	171,393	170,820	171,230	193,610	22,790
42005 Police Pension	286,313	345,220	345,220	340,760	(4,460)
42006 Deferred Comp	-	-	-	-	-
42007 Health Insurance	1,495,940	1,266,410	1,404,570	1,602,280	335,870
42008 Disability Insurance	2,473	2,620	2,620	2,620	-
42009 Unemployment Insurance	12,856	5,150	5,150	3,150	(2,000)
42010 Clothing Allowance	40,092	25,730	27,880	18,730	(7,000)
42011 Tuition Assist	22,733	25,000	32,000	25,700	700
42012 Cafeteria Plan Fees	2,410	2,590	2,606	2,590	-
42013 Workers Comp Insurance	263,690	265,000	249,610	260,000	(5,000)
42015 Miscellaneous Allowances	2,200	3,320	3,320	3,320	-
42016 Money Purchase Plan	-	-	-	-	-
42017 Cell Phone Allowance	-	-	-	-	-
42018 Employer Contributions: DC401A	297,336	321,610	294,610	318,980	(2,630)
42019 Payouts	-	-	-	-	-
42020 Other Post Employment Benefits	-	-	6,000	6,000	6,000
42021 V.R.S. Hybrid 401A Match	79,317	82,610	83,010	82,610	-
42025 V.R.S. Hybrid Disability	16,783	18,440	18,610	18,440	-
42050 Relocation Expenses	-	3,000	3,000	3,000	-
TOTAL EMPLOYEE BENEFITS	5,247,960	5,292,440	5,401,176	5,677,310	384,870
43101 Consulting Services	267,501	242,900	400,620	159,620	(83,280)
43102 Legal Services	165,913	165,670	165,670	173,950	8,280
43103 Accounting/Audit Services	51,285	56,000	56,000	58,100	2,100
43104 Architect/Engineer Services	6,339	22,000	22,096	22,100	100
43105 Health Services	9,560	10,000	11,000	11,000	1,000
43106 Translation Services	1,472	2,350	2,250	2,250	(100)
43112 Public Defender Services	480	2,000	2,000	2,000	-
43113 Prosecuting Services	67,800	67,800	69,840	73,560	5,760
43114 Supp Legal Services Reserve	50,926	60,000	60,000	70,000	10,000
43201 Contract Labor	23,756	16,000	53,600	10,000	(6,000)
43301 Equipment Maintenance Contracts	118,797	150,000	153,912	158,070	8,070
43302 Financial System Maintenance	116,015	121,100	121,620	130,930	9,830
43303 Software Maintenance Contract	49,278	99,500	102,390	134,700	35,200
43304 H/AC Maintenance Contract	33,324	58,000	74,065	54,170	(3,830)
43305 Other Maintenance Contracts	817	2,000	2,000	-	(2,000)
43306 Radio Maintenance Contracts	12,861	16,500	16,500	16,500	-
43307 Repair/Maintenance Services	91,298	134,000	157,574	137,450	3,450

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
43308 Contracts/Services	689,380	540,160	642,671	837,960	297,800
43309 Cell Phone Expense	55,646	56,090	57,440	62,400	6,310
43310 Tree Maintenance	41,284	50,000	110,000	50,000	-
43501 Printing/Binding Services	21,740	36,200	36,200	44,550	8,350
43601 Advertising	41,615	30,100	30,460	31,760	1,660
43701 Uniform Rental/Cleaning	15,597	22,140	25,770	25,120	2,980
43702 Janitorial/Custodial Service	-	2,000	25,500	37,000	35,000
43801 Services From Other Government	28,702	28,360	28,360	28,940	580
43802 Landfill Fees	510,285	613,000	677,265	700,500	87,500
TOTAL PURCHASED SERVICES	2,471,671	2,603,870	3,104,802	3,032,630	428,760
45101 Electricity	168,399	191,280	191,280	212,140	20,860
45102 Natural Gas	42,832	51,000	58,000	59,000	8,000
45104 Water/Sewer Service	34,931	31,960	31,960	36,000	4,040
45201 Local Phone Service	38,055	28,070	28,070	29,000	930
45202 Long Distance Service	999	2,130	2,130	2,130	-
45203 Postal Services	48,290	60,350	60,350	66,450	6,100
45205 Internet Access/Email Service	11,988	12,000	12,000	13,000	1,000
45210 Environmental Services	-	-	-	5,000	5,000
45301 Boiler Insurance	2,103	2,280	2,280	2,280	-
45304 Other Property Insurance	23,111	25,000	25,000	25,000	-
45305 Vehicle Insurance	68,713	69,000	72,390	73,000	4,000
45306 Surety Bonds	2,370	2,500	2,500	2,500	-
45308 General Liability Insurance	72,996	78,000	84,000	84,000	6,000
45311 Excess Loss Umbrella Insurance	18,434	25,370	25,370	25,370	-
45313 Insurance Retention	4,649	20,000	20,000	20,000	-
45314 COVID Supplies	114,971	-	-	-	-
45316 Line Of Duty Act Insurance	28,692	29,000	29,000	29,000	-
45401 Vehicle Lease/Rental	5,083	9,000	9,000	9,000	-
45402 Equipment Rental	3,555	12,450	11,870	12,570	120
45404 Central Copier Charges	51,995	25,650	25,750	55,850	30,200
45501 Mileage Reimbursement	275	5,450	4,675	6,550	1,100
45502 Fares	-	300	500	600	300
45503 Subsistence/Lodging	2,053	32,750	33,230	41,050	8,300
45504 Conventions/Education	12,592	75,300	74,800	93,550	18,250
45505 Business Meals	886	4,700	4,700	8,050	3,350
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	-
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	160,695	175,000	170,000	260,000	85,000
45702 T.R.E. - Vehicle License Tax	-	-	-	-	-
45703 Revitalization Tax Exemptions	3,681	3,340	3,340	2,640	(700)
45704 T.R.E. - Disabled Vet	39,113	37,800	62,750	66,000	28,200

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

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
45801 Memberships/Dues	39,908	50,480	50,480	53,180	2,700
45803 Bad Debt Write-Off	-	-	-	-	-
45809 Refunds	-	-	-	-	-
TOTAL OTHER CHARGES	2,072,420	1,082,210	1,117,475	1,314,960	232,750
46001 Office Supplies	24,980	45,000	45,790	42,400	(2,600)
46003 Horticultural Supplies	17,776	35,300	35,300	40,300	5,000
46005 Janitorial Supplies	49,320	38,600	38,600	29,500	(9,100)
46007 Repair/Maintenance Supplies	34,327	76,010	77,840	81,500	5,490
46008 Vehicle/Equipment Fuels	152,128	217,000	219,130	301,000	84,000
46009 Vehicle/Equip Maintenance Supplies	15,258	29,540	29,540	29,590	50
46010 Police Supplies	20,548	30,000	36,340	30,000	-
46011 Uniforms/Safety Apparel	37,123	59,340	67,062	65,290	5,950
46012 Books/Subscriptions	14,350	19,970	19,170	18,820	(1,150)
46013 Recreation Supplies	9,223	28,500	28,580	27,830	(670)
46014 Computer Supplies	8,965	9,000	9,000	15,000	6,000
46015 Operational Supplies	469,979	360,180	362,120	373,850	13,670
46016 Supplies For Resale	385	3,000	3,000	6,500	3,500
46017 Small Tools	9,789	17,500	16,300	17,680	180
46019 Other Supplies	10,566	27,600	39,550	31,730	4,130
46021 Holiday Gift Certificates	5,130	7,000	5,500	6,500	(500)
46022 Range Supplies	6,939	18,000	21,280	21,000	3,000
46030 Medical Supplies	477	6,000	4,000	4,000	(2,000)
46031 Tires and Tubes	37,566	49,230	51,810	50,230	1,000
46040 Software Purchases	15,246	16,730	16,730	22,000	5,270
TOTAL MATERIALS AND SUPPLIES	940,076	1,093,500	1,126,642	1,214,720	121,220
47102 Wellness Program	-	4,000	1,500	4,000	-
47105 Cable Tv Project-Ph 2	-	-	-	-	-
47201 Training Programs	7,250	32,900	29,900	31,000	(1,900)
47202 Safety Programs	125	13,100	12,000	12,100	(1,000)
47203 Service Awards	10,999	16,000	16,000	16,000	-
47204 Town Calendar	7,908	8,300	8,300	9,130	830
47205 Town Newsletter	25,602	30,000	30,000	33,000	3,000
47207 Testing Services	-	1,200	1,000	1,000	(200)
47208 State Fire Program Funds	59,783	57,000	57,000	64,000	7,000
47215 TOV Web Site Services	50,174	58,110	58,110	73,820	15,710
47225 Veh Lic Fee Admin Costs	-	-	-	-	-
47230 Gang Task Force	15,000	25,000	25,000	15,000	(10,000)
47306 R.A.D. Program	800	1,420	3,420	3,420	2,000
47309 IT PC Replacement Program	-	-	-	-	-
47401 Asphalt Overlay	-	222,000	272,000	222,000	-
47402 Curb/Sidewalk Maintenance	34,876	40,000	50,000	170,000	130,000
47403 Physical Improvements	64,305	84,500	89,720	79,500	(5,000)
47404 Stormwater Management Program	4,874	-	470	-	-
47406 Brickwalk Maintenance	-	5,000	5,000	5,000	-
47407 Contracted Asphalt Repairs	1,874	18,000	37,300	37,300	19,300
47408 Internal Asphalt Repairs	62,877	198,700	411,210	185,000	(13,700)
47702 Adult Athletics	278	15,000	15,000	6,850	(8,150)
47703 Camps	3,226	45,000	45,000	45,000	-
47704 Adult Trips	2,737	28,000	28,000	29,000	1,000
47705 Youth Special Events	16,748	22,000	24,150	19,830	(2,170)
47706 Adult Special Events	482	15,000	15,000	14,000	(1,000)
47707 Special Events	16,854	85,000	95,000	105,470	20,470
47710 Donation Funded Programs	186	1,420	1,530	1,530	110

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

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
47713 Town Green Events	3,068	3,400	3,400	3,400	-
TOTAL PROGRAMS AND SERVICES	390,026	1,030,050	1,344,784	1,186,350	156,300
48001 Bond Counsel	-	-	-	-	-
48101 Machine/Equipment Replacement	41,798	86,660	86,660	35,160	(51,500)
48102 Furniture/Fixture Replacement	2,388	3,000	4,310	8,440	5,440
48103 Comm Equipment Replacement	-	1,000	1,000	1,000	-
48106 Heavy Equipment Replacement	2,319	43,500	43,500	18,500	(25,000)
48107 Office Equipment Replacement	-	-	-	-	-
48111 Bicycle Equipment Replacement	-	-	-	-	-
48201 Additional Machine/Equipment	169,755	18,000	23,000	18,000	-
48207 Additional Office/Equipment	-	-	-	-	-
48299 Equipment Reserve	-	-	-	-	-
48300 A.F.F. Expenditures	-	-	-	-	-
48308 Capital Leases	502,249	590,000	1,033,000	1,222,000	632,000
48701 Computer System Upgrade	-	-	-	-	-
48719 PEG Funded Projects	238,575	150,000	555,541	555,540	405,540
48805 Property Acquisition	-	-	-	-	-
TOTAL CAPITAL OUTLAY	957,084	892,160	1,747,011	1,858,640	966,480
49207 Transfer to CPF	(197,198)	(185,000)	-	-	185,000
49208 Transfer to W&S	-	-	-	-	-
49210 Capital Project Transfer	-	-	-	-	-
TOTAL INTEFUND TRANSFERS	(197,198)	(185,000)	-	-	185,000
49900 Contingency Reserve	-	-	-	240,000	240,000
49910 Attrition	-	(150,000)	(150,000)	(200,000)	(50,000)
TOTAL CONTINGENCY RESERVE	-	(150,000)	(150,000)	40,000	190,000
TOTAL GENERAL FUND	<u>\$ 25,648,538</u>	<u>\$ 26,563,700</u>	<u>\$ 28,315,660</u>	<u>\$ 30,255,740</u>	<u>\$ 3,692,040</u>

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

FUND: 400 -- DEBT SERVICE FUND

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
48899 Contingency Reserves	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CONTINGENCY RESERVES	-	-	-	-	-
49101 Principal	3,332,000	3,002,000	3,002,000	3,547,000	545,000
49102 Interest	1,786,953	1,720,250	1,720,250	2,225,140	504,890
49110 Administration Principal	11,088	6,200	6,200	6,200	-
49115 Administration Interest	652	400	400	400	-
49120 Police Principal	171,505	148,910	148,910	148,910	-
49125 Police Interest	10,965	6,800	6,800	6,800	-
49140 Public Works Principal	547,537	424,120	424,120	424,120	-
49145 Public Works Interest	27,577	15,100	15,100	15,100	-
49170 Parks & Recreation Principal	78,836	48,000	48,000	48,000	-
49175 Parks & Recreation Interest	4,070	2,200	2,200	2,200	-
TOTAL DEBT SERVICES	5,971,183	5,373,980	5,373,980	6,423,870	1,049,890
TOTAL DEBT SERVICES FUND	\$ 5,971,183	\$ 5,373,980	\$ 5,373,980	\$ 6,423,870	\$ 1,049,890

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

FUND: 500 -- WATER & SEWER FUND

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22----- BUDGET	REVISED	FY 22-23 ADOPTED	NET CHANGE
41001 Salaries and Wages	\$ 1,191,589	\$ 1,378,650	\$ 1,358,650	\$ 1,287,970	\$ (90,680)
41002 Overtime	187,422	211,540	212,840	182,840	(28,700)
41003 Regular Part Time with Benefits	-	6,770	6,770	7,250	480
41004 Part Time without Benefits	19,396	-	-	-	-
41006 Annual Leave Liquidation	11,619	-	-	-	-
41008 Annual Leave Cash-In	14,527	-	-	-	-
41020 Transfer of Budgeted Salary	-	-	-	(105,950)	(105,950)
41025 Water Capital Project Support	-	-	-	-	-
TOTAL PERSONNEL SERVICES	1,424,553	1,596,960	1,578,260	1,372,110	(224,850)
42001 F.I.C.A.	105,039	118,730	118,730	105,620	(13,110)
42002 V.R.S.	134,785	156,780	156,780	151,280	(5,500)
42003 V.R.S. Life Insurance	30,294	17,620	17,620	23,930	6,310
42004 Local Pension Plan	-	14,870	14,870	-	(14,870)
42007 Health Insurance	215,288	224,000	224,000	209,380	(14,620)
42012 Cafeteria Plan Fees	250	240	240	240	-
42015 Miscellaneous Allowances	-	-	-	-	-
42018 Employer Contributions: DC401A	41,815	45,590	45,590	45,590	-
42020 Other Post Employment Benefits	143	6,000	6,000	6,000	-
42021 V.R.S Hybrid 401A Match	11,943	11,510	11,510	11,510	-
42022 V.R.S. Hybrid 457 Voluntary	-	-	-	-	-
42025 V.R.S. Hybrid Disability	2,654	2,540	2,540	2,770	230
42030 Pension Expense	94,294	-	-	-	-
TOTAL EMPLOYEE BENEFITS	636,505	597,880	597,880	556,320	(41,560)
43101 Consulting Services	4,969	30,000	29,998	38,280	8,280
43201 Contract Labor	17,949	-	20,000	-	-
43301 Equipment Maintenance Contracts	-	-	-	-	-
43307 Repair/Maintenance Services	27,696	7,400	15,600	7,600	200
43308 Contracts/Services	187,960	223,700	218,703	259,970	36,270
43309 Cell Phone Expense	11,651	9,600	9,600	9,900	300
43701 Uniform Rental/Cleaning	4,325	6,700	6,699	6,170	(530)
43801 Services From Other Government	29,660	62,850	56,350	63,850	1,000
43802 Landfill Fees	23,539	78,100	73,099	74,560	(3,540)
43803 Wholesale Water Purchase	1,788,585	1,800,000	1,800,000	1,836,000	36,000
43804 Sewage Treatment/DC WASA	2,010,691	1,920,000	1,920,000	1,959,000	39,000
43805 Sewage Treatment/Fairfax	651,000	785,000	785,000	650,700	(134,300)
43807 Fairfax Capital Interest	141,473	87,900	87,900	89,660	1,760
TOTAL PURCHASED SERVICES	4,899,498	5,011,250	5,022,949	4,995,690	(15,560)
45101 Electricity	12,986	23,200	23,200	21,600	(1,600)
45202 Long Distance Service	-	-	-	-	-
45203 Postal Services	17,314	19,000	19,000	19,000	-
45402 Equipment Rental	3,978	-	-	-	-
45404 Central Copier Charges	1,977	1,500	1,500	2,400	900
45501 Mileage Reimbursement	-	500	500	500	-
45503 Subsistence/Lodging	75	1,500	1,500	1,500	-
45504 Conventions/Education	725	12,500	12,500	12,500	-
45505 Business Meals	226	1,500	1,500	1,500	-
45801 Memberships/Dues	240	400	400	400	-
45803 Bad Debt Write-Off	19,000	-	-	-	-
TOTAL OTHER CHARGES	56,522	60,100	60,100	59,400	(700)
46001 Office Supplies	2,672	3,500	4,300	3,510	10
46007 Repair/Maintenance Supplies	201,846	177,000	172,607	233,000	56,000
46008 Vehicle/Equipment Fuels	15,304	36,000	36,000	36,000	-
46009 Vehicle/Equip Maintenance Supplies	3,284	700	1,000	1,000	300
46011 Uniforms/Safety Apparel	9,817	14,000	13,993	13,270	(730)

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

FUND: 500 -- WATER & SEWER FUND

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22----- BUDGET	REVISED	FY 22-23 ADOPTED	NET CHANGE
46015 Operational Supplies	29,456	50,100	46,800	50,000	(100)
46016 Supplies For Resale	-	-	-	-	-
46017 Small Tools	2,797	3,500	4,420	3,500	-
46031 Tires and Tubes	680	4,250	4,250	4,250	-
46032 Surface Repair Materials	26,812	20,000	35,999	30,520	10,520
46040 Software Purchases	-	-	6,500	6,500	6,500
TOTAL MATERIALS AND SUPPLIES	292,669	309,050	325,869	381,550	72,500
47203 Service Awards	1,800	-	-	-	-
47246 Federal Utility Grant Exp	39,836	-	-	-	-
47407 Contracted Asphalt Repairs	93,493	75,000	75,000	75,000	-
47408 Internal Asphalt Repairs	58,319	30,000	29,999	30,600	600
TOTAL PROGRAMS AND SERVICES	193,449	105,000	104,999	105,600	600
48101 Machine/Equipment Replacement	23,637	9,550	9,550	9,550	-
48107 Office/DP Equipment-Replacement	-	-	-	-	-
48201 Additional Machine/Equipment	6,057	31,500	26,110	31,500	-
48202 Additional Furniture/Fixtures	2,598	-	-	-	-
48308 Capital Leases	-	-	-	-	-
48311 Depreciation	707,702	-	-	-	-
48401 Waterline Construction	(9,358)	-	-	-	-
48402 Sewerline Construction	-	-	-	-	-
TOTAL CAPITAL OUTLAY	730,636	41,050	35,660	41,050	-
49155 Water & Sewer Interest	7,722	5,000	5,000	5,000	-
TOTAL DEBT SERVICE	7,722	5,000	5,000	5,000	-
49201 WS Transfer to GF	1,400,000	1,800,000	1,800,000	2,200,000	400,000
49202 WS Transfer to DS	1,247,107	1,305,310	1,305,310	1,785,000	479,690
49204 CPF Transfer to WS	(2,215,138)	-	-	-	-
49207 Transfer to Capital Project Fund	-	-	-	-	-
49210 Capital Project Transfer	-	-	-	-	-
49220 Transfer to Stormwater	(15,000)	(15,000)	(15,000)	-	15,000
TOTAL INTERFUND TRANSFERS	416,969	3,090,310	3,090,310	3,985,000	894,690
49511 Charges to Water Department	(1,013,579)	(1,775,420)	(1,775,420)	(2,204,370)	(428,950)
49512 Support Activity Costs	2,140,158	3,945,370	3,945,370	4,898,600	953,230
49514 Charges to Sewer Department	(1,126,579)	(2,169,950)	(2,169,950)	(2,694,230)	(524,280)
TOTAL INTERDEPARTMENTAL CHARGES	-	-	-	-	-
49900 Contingency Reserve	-	-	-	-	-
TOTAL Contingency Reserve	-	-	-	-	-
TOTAL WATER & SEWER FUND	\$ 8,658,523	\$ 10,816,600	\$ 10,821,027	\$ 11,501,720	\$ 685,120

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

FUND: 550 -- STORMWATER FUND

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 133,780	\$ 184,950	\$ 184,950	\$ 190,990	\$ 6,040
41002 Overtime	767	1,000	1,000	1,000	-
41003 Regular Part Time with Benefits	-	-	-	-	-
41004 Part Time without Benefits	-	-	-	-	-
41006 Annual Leave Liquidation	-	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	134,547	185,950	185,950	191,990	6,040
42001 F.I.C.A.	10,044	14,200	14,200	14,550	350
42002 V.R.S.	12,103	21,000	21,000	23,450	2,450
42003 V.R.S. Life Insurance	1,759	2,480	2,480	2,800	320
42007 Health Insurance	12,209	15,000	15,000	13,000	(2,000)
42012 Cafeteria Plan Fees	64	60	60	60	-
42018 Employer Contributions: DC401A	4,977	5,330	5,330	5,330	-
42021 V.R.S. Hybrid 401A Match	4,233	4,300	4,300	4,300	-
42025 V.R.S. Hybrid Disability	693	750	750	750	-
TOTAL EMPLOYEE BENEFITS	46,081	63,120	63,120	64,240	1,120
43104 Architecture/Engineer Services	51,381	74,600	91,079	91,080	16,480
43301 Equipment Maintenance Contracts	-	-	-	-	-
43309 Cell Phone Expense	1,227	800	800	820	20
43802 Landfill Fees	-	-	-	-	-
TOTAL PURCHASED SERVICES	52,608	75,400	91,879	91,900	16,500
45202 Long Distance Service	-	-	-	-	-
45203 Postal Services	-	-	500	500	500
45404 Central Copier Charges	9	-	-	-	-
45503 Subsistence/Lodging	-	1,000	1,000	1,000	-
45504 Conventions/Education	885	2,000	2,000	2,000	-
45801 Memberships/Dues	105	500	500	500	-
TOTAL OTHER CHARGES	999	3,500	4,000	4,000	500
46001 Office Supplies	42	250	250	250	-
46008 Vehicle/Equipment Fuels	90	1,800	1,800	1,800	-
46009 Vehicle/Equip Maintenance Supplies	-	300	300	300	-
46011 Uniforms/Safety Apparel	230	230	230	240	10
46015 Operational Supplies	10	320	320	330	10
46017 Small Tools	-	120	120	120	-
46040 Software Purchases	-	-	2,000	2,000	2,000
TOTAL MATERIALS AND SUPPLIES	372	3,020	5,020	5,040	2,020
47203 Service Awards	-	-	-	-	-
47403 Physical Improvements	57,599	69,610	81,839	81,840	12,230
47404 Stormwater Management Program	19,995	51,120	77,401	77,410	26,290
TOTAL PROGRAMS AND SERVICES	77,594	120,730	159,240	159,250	38,520
48201 Additional Machine/Equipment	-	-	-	-	-
48202 Additional Furn/Fixtures	278	-	-	-	-
TOTAL CAPITAL OUTLAY	278	-	-	-	-
49207 Transfer to Capital Project Fund	(21,354)	-	-	-	-
49211 Stormwater Transfer to W&S	15,000	15,000	15,000	15,000	-
TOTAL INTERFUND TRANSFERS	(6,354)	15,000	15,000	15,000	-
TOTAL STORMWATER FUND	\$ 306,124	\$ 466,720	\$ 524,209	\$ 531,420	\$ 64,700

EXPENDITURES BY DEPARTMENT

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

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

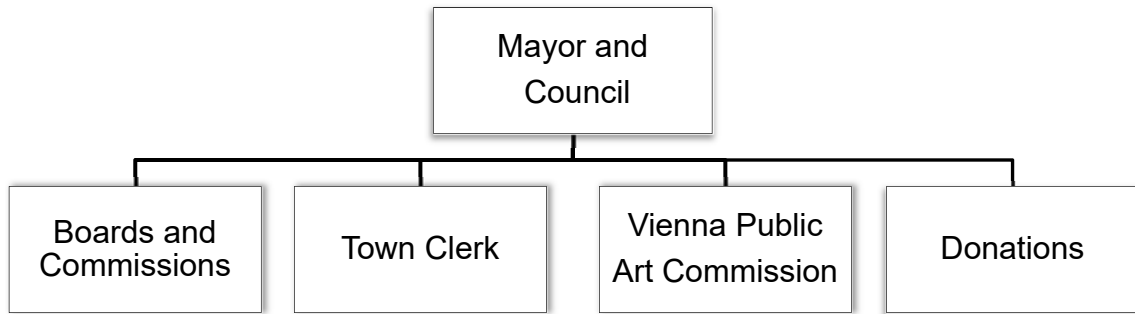
LEGISLATIVE

MISSION

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



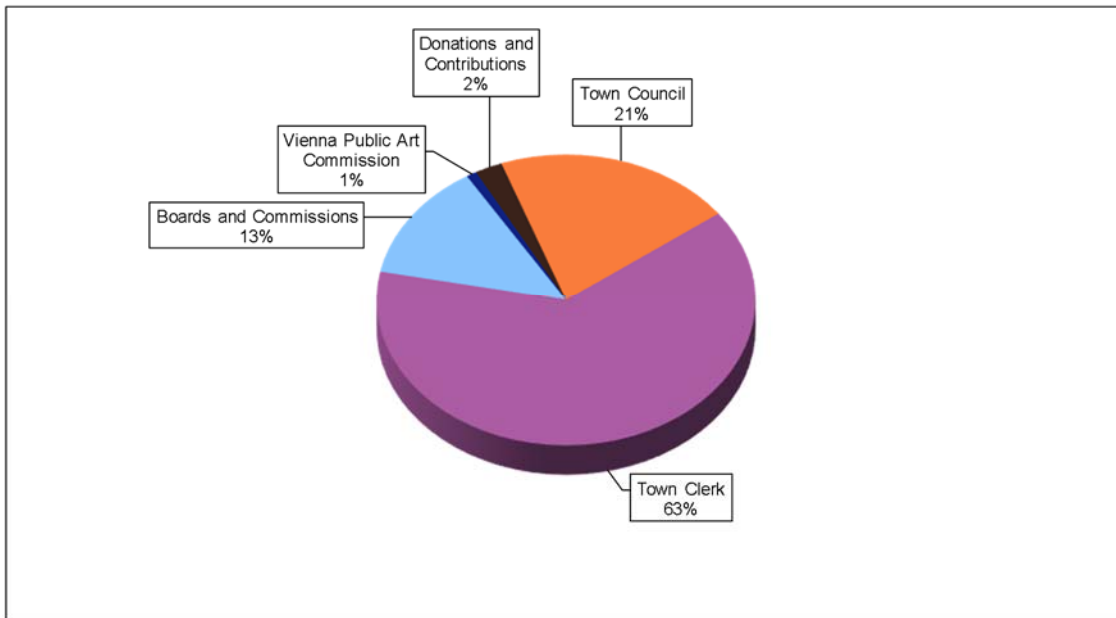
LEGISLATIVE



LEGISLATIVE

**TOWN OF VIENNA
FISCAL YEAR 22-23 BUDGET**

	FY 20-21 Actuals	FY 21-22 Adopted	FY 21-22 Adjusted	FY 21-22 Estimated	FY 22-23 Adopted	Net Change
Town Council	69,462	83,480	88,130	87,130	104,900	21,420
Town Clerk	316,933	299,060	291,060	322,770	324,990	25,930
Boards and Commissions	44,852	55,440	59,940	59,940	67,200	11,760
Vienna Public Art Commission	0	4,500	4,500	4,500	4,500	0
Donations and Contributions	11,050	12,050	12,050	12,050	12,050	0
Legislative	442,297	454,530	455,680	486,390	513,640	59,110



	FY 20-21 Actuals	FY 21-22 Adopted	FY 22-23 Adopted	Net Change	FY 22-23 % of Total
Personnel Services	298,117	273,800	330,290	56,490	64%
Employee Benefits	69,319	77,260	68,570	(8,690)	13%
Purchased Services	29,042	31,700	34,410	2,710	7%
Other Charges	39,608	56,500	59,300	2,800	12%
Materials and Supplies	6,211	15,270	21,070	5,800	4%
Program and Services	0	0	0	0	0%
Capital Outlay	0	0	0	0	0%
Transfers	0	0	0	0	0%
Legislative	442,297	454,530	513,640	59,110	100%

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 setting the overall vision for the Town. Vienna's Mayor and six Council Members shifted from staggered two-year terms of office to all seven seats being up for re-election November 2023 for four year terms.

STRATEGIC PLAN

The Town Council will continue to strive to ensure that the Town of Vienna remains a fiscally responsible, safe, engaged, mobile, economically prosperous, environmentally sustainable, influential, and well governed community.

ACTIVITIES / PRODUCTS / SERVICES

- Appoints the Town Manager, Town Attorney and Town Clerk.
- Establishes Town policies and enacts legislation.
- Hold two regular and one work session meetings per month, generally.
- Responds to constituent inquiries and requests for services.
- Makes appointments to the Town's eight Boards and Commissions.
- Establishes legislative priorities for consideration by Vienna's representative in the Virginia General Assembly.
- Represents the Town to 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.



FY 21-22 COVID-19 RESPONSE

- Adopted Continuity of Government Resolution and maintained basic government services during the pandemic.

**TOWN COUNCIL
11110**

FY 21-22 ACCOMPLISHMENTS

- Initiated CODE CREATE VIENNA with the Planning and Zoning Department (DPZ).
- Adopted and extended the Outdoor dining Ordinance during the pandemic.
- Worked with Senator Petersen on Town Charter change for town elections.
- Prioritized Economic Development Strategies for Economic Development Manager.
- Began working on Beautification initiatives.
- Approved and supported Liberty Amendments Month.
- Maud Robinson Sidewalk Project.
- Worked with local leaders, Senator Petersen, Delegate Keam and Supervisor Alcorn, on issues pertaining to the Town of Vienna.
- Approved many sidewalk projects.
- Approved new Town website.
- Successfully lobbied to keep Vienna in Hunter Mill District and the Virginia 34th Senate District with Fairfax City.
- Purchased Faith Baptist Church and Property.

FY 22-23 INITIATIVES

- Continue working on CODE CREATE VIENNA with DPZ.
- Continue working on the Maud Robinson sidewalk project with the Department of Public Works (DPW).
- Continue to manage the successful new Police Station on time and on budget.
- Budgeting and designing projects to solve water drainage issues around Town with DPW and the Water and Sewer Department.

PERFORMANCE MEASURES

Based on calendar year data

Description	2020 Actual	2021 Actual	2022 Actual
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

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Mayor (\$7,500)	1	1	1
Council Members (\$5,000 each)	6	6	6
Total	7	7	7

FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 11110
NAME TOWN COUNCIL**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41009 Council/Boards Salary	\$ 39,480	\$ 37,880	\$ 37,880	\$ 52,500	\$ 14,620
TOTAL PERSONNEL SERVICES	39,480	37,880	37,880	52,500	14,620
42001 F.I.C.A.	3,020	2,900	2,900	2,900	-
TOTAL EMPLOYEE BENEFITS	3,020	2,900	2,900	2,900	-
43501 Printing/Binding Services	-	500	500	500	-
TOTAL PURCHASED SERVICES	-	500	500	500	-
45203 Postal Services	669	1,200	1,200	1,200	-
45404 Central Copier Charges	2	100	100	100	-
45501 Mileage Reimbursement	-	1,500	900	1,500	-
45503 Subsistence/Lodging	72	7,000	6,550	7,000	-
45504 Conventions/Education	840	5,000	5,600	5,000	-
45801 Memberships/Dues	21,277	21,300	21,750	22,300	1,000
TOTAL OTHER CHARGES	22,860	36,100	36,100	37,100	1,000
46001 Office Supplies	902	1,000	1,000	1,000	-
46012 Books/Subscriptions	-	100	100	100	-
46015 Operational Supplies	2,249	3,500	3,500	6,500	3,000
46019 Other Supplies	952	1,500	6,150	4,300	2,800
TOTAL MATERIALS AND SUPPLIES	4,102	6,100	10,750	11,900	5,800
48805 Property Acquisition	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
TOTAL TOWN COUNCIL	\$ 69,462	\$ 83,480	\$ 88,130	\$ 104,900	\$ 21,420

TOWN CLERK
11120

PURPOSE

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

STRATEGIC PLAN

The Town Clerk provides administrative support to Council through the oversight of notices, meetings, meeting agendas, and accurate preservation of records. Assisting the Town Council in ensuring the Town of Vienna remains a fiscally responsible, safe, engaged, mobile, economically prosperous, environmentally sustainable, influential, and well-governed community.

ACTIVITIES / PRODUCTS / SERVICES

- Prepares agenda and minutes.
- Advertises for public hearings.
- Updates and maintains the Town Code.
- Provides administrative support to the Mayor.
- Tracks appointments and interviews for Town Boards and Commissions.
- Coordinates Mayor and Council Holiday Reception.
- Coordinates Mayor and Council Swearing In Ceremony.
- Organizes Mayor's Yearly Volunteer Recognition Awards Ceremony.

FY 21-22 COVID-19 RESPONSE

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

**TOWN CLERK
11120**

FY 21-22 ACCOMPLISHMENTS

- Designed and Presented the 1st Annual 2021 Town of Vienna Holiday Ornament with proceeds benefitting the Vienna Public Art Commission.
- Deputy Town Clerk continued Certified Municipal Clerk Certification.
- Developed and distributed the Town Council agendas.
- Prepared minutes.
- Established monthly meetings with Board and Commission Clerks.



FY 22-23 INITIATIVES

- Design and Present the 2nd Annual Town of Vienna Holiday Ornament.
- Deputy Town Clerk will continue working towards the Certified Municipal Clerk certification.
- Continue to work on document scanning and organizing in Laserfiche.
- Continue to meet monthly with Board and Commission Clerks.

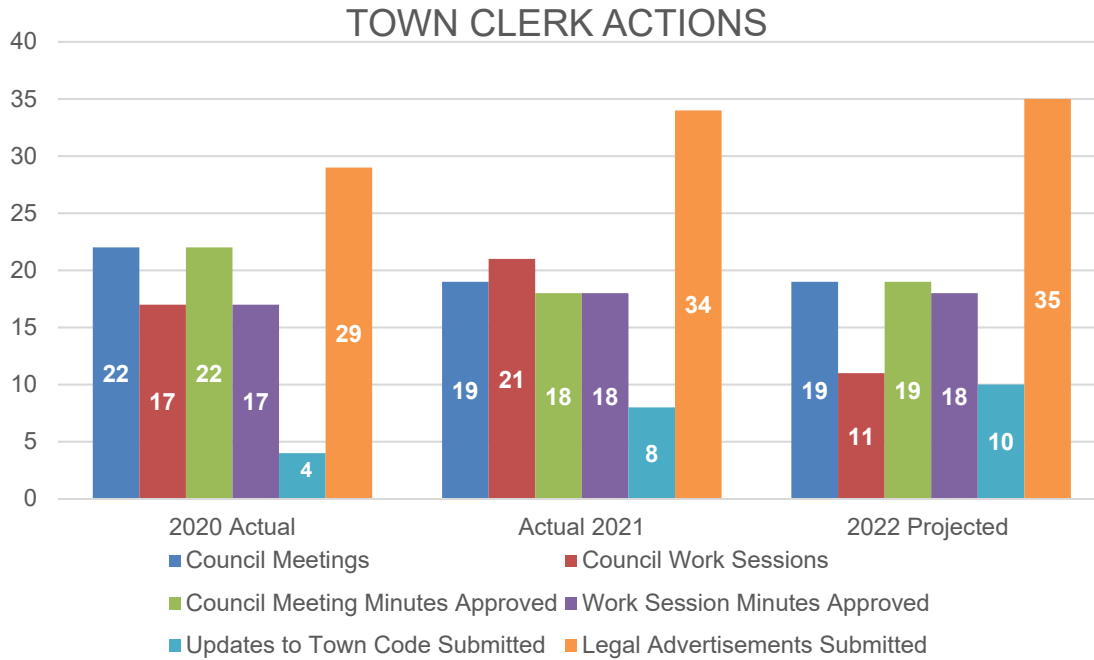
PERFORMANCE MEASURES

Based on calendar year data

Strategic Plan Importance: Shows the administrative support provided to Council over the course of several years.

Performance Measure	Actual 2020	Actual 2021	Projected 2022
Council Meetings held	22	19	19
Council Work Sessions held	17	21	11
Council Meeting Minutes approved	22	18	19
Work Session Minutes approved	17	18	18
Updates to Town Code submitted to Municipal Code Corporation	4	8	10
Legal Advertisements submitted	29	34	35

**TOWN CLERK
11120**



PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Town Clerk	1	1	1
Deputy Town Clerk	1	1	1
Total	2	2	2

Temporary & Part-Time Staff	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Part-Time Recording Secretary	1	1	1
Total	1	1	1

FY 22-23 BUDGET CHANGES

- Increase in advertising budget by \$2,360.

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

**DIVISION 11120
NAME TOWN CLERK**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 189,166	\$ 190,680	\$ 190,680	\$ 209,390	\$ 18,710
41002 Overtime	4,446	-	-	-	-
41004 Part Time without Benefits	23,625	-	-	11,700	11,700
41008 Annual Leave Cash-In	2,244	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	219,480	190,680	190,680	221,090	30,410
42001 F.I.C.A.	16,312	14,170	14,170	14,170	-
42002 V.R.S.	22,816	22,520	22,520	23,910	1,390
42003 V.R.S. Life Insurance	2,533	2,500	2,500	2,500	-
42007 Health Insurance	13,190	23,080	15,080	13,000	(10,080)
42012 Cafeteria Plan Fees	64	60	60	60	-
42018 Employer Contributions:DC401A	7,303	7,460	7,460	7,460	-
42021 V.R.S. Hybrid 401A Match	710	700	700	700	-
42025 V.R.S. Hybrid Disability	374	370	370	370	-
TOTAL EMPLOYEE BENEFITS	63,301	70,860	62,860	62,170	(8,690)
43308 Contracts/Services	4,562	9,000	9,000	9,350	350
43309 Cell Phone Expense	603	700	700	700	-
43501 Printing/Binding Services	389	1,000	1,000	1,000	-
43601 Advertising	14,920	11,500	11,500	13,860	2,360
43801 Services from other Government	8,568	9,000	9,000	9,000	-
TOTAL PURCHASED SERVICES	29,042	31,200	31,200	33,910	2,710
45203 Postal Services	340	650	650	650	-
45404 Central Copier Charges	2,443	1,500	1,500	3,000	1,500
45504 Conventions/Education	450	2,000	2,000	2,000	-
45801 Memberships/Dues	465	500	500	500	-
TOTAL OTHER CHARGES	3,698	4,650	4,650	6,150	1,500
46001 Office Supplies	1,411	1,500	1,500	1,500	-
46012 Books/Subscriptions	-	170	170	170	-
TOTAL MATERIALS AND SUPPLIES	1,411	1,670	1,670	1,670	-
48102 Furniture/Fixture Replacement	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
TOTAL TOWN CLERK	\$ 316,933	\$ 299,060	\$ 291,060	\$ 324,990	\$ 25,930

BOARDS AND COMMISSIONS
11130

PURPOSE

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

STRATEGIC PLAN

Citizens serve on the Town's Boards and Commission, play a critical role in assessing and advocating needs and contributing solutions. Effective engagement exemplifies “*Vienna as an engaged community.*”

ACTIVITIES / PRODUCTS / SERVICES

Board of Architectural Review (BAR)

- Reviews 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).

Board of Zoning Appeals (BZA)

- Reviews determinations made by the Town's Zoning Administrator, approves/denies conditional use permits, grant variances upon determination of a verifiable hardship and make determinations as to the location of zoning map boundaries in the case of uncertainty.

Conservation and Sustainability Commission (CSC)

- implements initiatives for more sustainable energy, environment, and natural resources working towards the Town's sustainability goals.

Planning Commission

- Evaluates changes to the Town's zoning ordinance and map, subdivision plats, site plan modifications and conditional use permits.

Town/Business Liaison Committee (TBLC)

- Assists in resolving matters of mutual interest between the Town government and the local business community.

Transportation Safety Commission (TSC)

- Studies intersections, traffic signs, speed limits and other matters relating to street safety before making recommendations to Council.

Windover Heights Board of Review

- Determines the appropriateness of any exterior changes or new construction activities within the 28-acre Windover Heights Historic District in Northwest Vienna.

BOARDS AND COMMISSIONS
11130

FY 21-22 ACCOMPLISHMENTS

Board of Architectural Review:

- Reviewed, approved, and, processed Certificates of Approval for
 - 33 signs.
 - 15 exterior modification applications.
 - One Maple Avenue Commercial (MAC) application.
- Held 11 public hearings and nine work sessions during the year.

Board of Zoning Appeals:

- Held eight public hearings.
- Elected a new Chair and Vice-Chair.
- Reviewed seven conditional use permits, and five variances. Which resulted in:
 - approval of six conditional use permits
 - approval of four variances

Conservation and Sustainability Commission:

- Ran Solarize Vienna 2021.
- Coordinated with the Town's Economic Development Department to increase the number of businesses and nonprofits participating in and benefiting from the Sustainability Challenge.
- Continued to maintain the Town's status as a National Wildlife Federation Certified Community Habitat by certifying homes, businesses, and public spaces.
- Successfully recertified as a Bee City USA and participated in the Mayors' Monarch Pledge.
- Worked with Town staff to assess existing and planned energy efficiency improvements.
- Continued to work with the Town Arborist and citizens to preserve, replace, and create programs and policies to protect the Town's diminishing tree canopy.
- Researched and analyzed options for the Town to strengthen and adopt policies to preserve and replace the tree canopy through a pro bono tree project.
- Held two annual Native Plant Sales and a fall seedling giveaway to provide opportunities and guidance to the Town and residents to increase native plantings that support the pollinators of our food.
- Removed non-native, invasive plants at parks and other locations throughout the Town.
- Promoted trash reduction, recycling, composting opportunities, and education.
- Assisted with litter prevention through trash can placement in commercial areas of the Town.

BOARDS AND COMMISSIONS
11130

- Contributed monthly articles to the Vienna Voice and implemented Green Tips of the Week on the Town's social media.
- Utilized a \$1,000 donation from Wawa to implement a Student Creativity Contest on environmental sustainability.
- Developed and implemented a virtual Green Expo to adjust to Covid-19 limitations.
- Provided input on the Town's Comprehensive Plan update to the Planning Commission and participated in the update process.

Planning Commission:

- Held nine regularly scheduled meetings, six public hearings, and four work sessions.
- Kicked off review of the Comprehensive Plan and held 17 Comprehensive Plan work sessions.
- Continued review of the zoning code update with four CODE CREATE VIENNA work sessions, one of which included a joint work session with Town Council.
- A summary of land use matters reviewed and recommended on are as follows:
 - Six conditional use permits
 - One modification of site plan requirements
 - One rezoning
 - One amendment to the Town zoning map
 - Five text amendments to the zoning ordinance
- At the beginning of the year, the Planning Commission elected a new Chair and re-elected the Vice-Chair in August.
- Reviewed and transmitted an Annual Report to Town Council.

Town Business Liaison Committee:

- Participated in ribbon cuttings with the Economic Development Department, Mayor, Town Council, and the Vienna Business Association.
- Held window dressing contest for businesses and residents in partnership with the Parks and Recreation Department.
- Put in place a more organized effort to greet new businesses.
- Visited Town businesses with the Mayor and the Economic Development Director.
- Provided a letter of support for outdoor dining to the Mayor and the chair of the Planning Commission.
- Sponsored the Carole Wolfand Award at the Mayor's award ceremony.
- Updated the TBLC bylaws.
- Worked with the Economic Development Department on the Marketing and Economic Development Strategy.
- Reviewed with Town Council and the Economic Development Department on parking issues in the Town, especially in the Dominion Road and Mill Street area.

BOARDS AND COMMISSIONS
11130

- Engaged with officials from Madison High School to establish a partnership for internships with Town departments and businesses.

Transportation Safety Commission:

- Held public hearings on numerous petitions for vehicle, pedestrian, and bicycle safety improvements in the Town of Vienna. Among the motions that were approved and sent to Town Council were actions related to:
 - Traffic Calming on Windover Avenue NW
 - Traffic Calming on Ayr Hill Avenue NW
 - Traffic Calming on Cottage Street SW and Plum Street SW
 - Removal of Traffic Calming Speed Cushion on Tapawingo Road SW
 - Traffic Calming on Orchard Street NW
 - Recommendation on Maud Robinson Trust Sidewalk Projects
 - Recommendation on the implementation of the Street Safety Guide

Windover Heights Board of Review:

- Reviewed an application for exterior modification, receiving a Certificate of Appropriateness.

FY 22-23 INITIATIVES

Board of Architectural Review:

- Review all exterior building changes, landscape plans for those lands within an architectural control district (everything that is not a single-family residence within a single-family detached residential zone), and signage.

Board of Zoning Appeals:

- Review conditional use permits and variance requests, appeals to zoning determinations, and zoning map boundary determination requests.
- Up to four board members will be working towards receiving the VCU Land Use Education Program's Board of Zoning Appeals Certification.

Conservation and Sustainability Commission:

- Continue to implement ongoing initiatives focused on achieving the Town's sustainability goals.
- Continue maintaining the Town's status as a National Wildlife Federation Certified Community Habitat and a Bee City USA.
- Continue participating in the Mayors' Monarch Pledge.
- Update and use data acquired from the greenhouse gas (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.
- Promote the smartphone infrared cameras for residents and businesses and run a Solarize Vienna 2022.

BOARDS AND COMMISSIONS
11130

- Continue working with the Town Arborist and through the pro bono tree project, strengthen and adopt policies to preserve and replace tree canopy.
- Continue contributing monthly articles to the Vienna Voice and weekly social media messages.
- Adjust the Green Expo to include a wider audience amid Covid-19 limitations.
- Implement updates on the Sustainability Challenge.
- Continue promotion of improved solid waste management, recycling, and composting along with reduction of single-use plastics and food waste, through public outreach and education including an additional Student Creativity Contest and educational videos for residents.
- Work with the Vienna Public Arts Commission to get additional clean water messages on the storm drains.
- Investigate opportunities to participate in national sustainability events such as Earth Hour and Earth Day.
- 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.

Planning Commission:

- Review zoning ordinances and map amendments, subdivision plats, conditional use permits, and site plan modifications.
- Continue to work on the zoning and subdivision code update.
- Review the Comprehensive Plan for any necessary updates.
- One commissioner will attend Virginia Commonwealth University Certified Planning Commissioner Program.

Town/Business Liaison Committee:

- Support the Town's Economic Development Department and its initiatives.
- Provide direct support to the Mayor and Town Council on issues related to economic development of the Town.
- Meet monthly for a one on one with the Mayor to discuss economic development issues.
- Partner with the Park and Recreation Department in hosting a holiday window dressing contest for both residents and businesses.
- Co-sponsor ribbon cuttings with the mayor, VBA, and Economic Development Department for new businesses in the Town.
- Greet new businesses each month.
- Continue leading efforts to establish internships for Marshall High School seniors with the Town government and local businesses.
- Continue sponsoring the Carole Wolfand award.
- Create a list of Town businesses that provide exceptional service to needy members of the community and organizations.

**BOARDS AND COMMISSIONS
11130**

- Support and participate in follow-up on the Economic Development Department efforts to implement the Marketing and Economic Development Strategy.
- Provide support as appropriate to efforts to improve the Town’s parking situation.
- Implement the re-worked TBLC bylaws, including adding new members as called for in the new charter.

Transportation Safety Commission:

- Review all petitions for transportation safety improvements.
- Emphasize enhancing pedestrian and bicycle safety in the Town of Vienna.
- Prioritize to help town residents understand what can be accomplished within budget constraints, and with the help of grant funding.
- Finalize and submit the updated Street Safety Guide to Town Council for approval in 2022.

Windover Heights Board of Review:

- Review requests for Certificate of Appropriateness.

PERSONNEL

Based on a fiscal year

Authorized Appointed Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Board of Architectural Review <i>(Members: \$91.00/Chair: \$95.00 per month)</i>	5	5	5
Board of Zoning Appeals <i>(Members: \$91.00/Chair: \$100.00 per month)</i>	7	7	7
Conservation and Sustainability Commission <i>(Members: \$50.00/Chair: \$55.00 per month)</i>	10	10	10
Transportation Safety Commission <i>(Members: \$91.00/Chair: \$95.00 per month)</i>	9	9	9
Planning Commission <i>(Members: \$182.00/Chair: \$190.00 per month)</i>	9	9	9
Town/Business Liaison Committee <i>(Members: \$50.00/Chair: \$55.00 per month)</i>	7	7	7
Windover Heights Board of Review <i>(no compensation received)</i>	5	5	5
Total	58	58	58

FY 22-23 BUDGET CHANGES

- Salaries increased by up to 10%; annual increase under \$10,000.

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

**DIVISION 11130
NAME BOARDS AND COMMISSIONS**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41004 Part Time without Benefits	\$ 330	\$ -	\$ -	\$ -	\$ -
41009 Council/Boards Salary	38,827	45,240	45,240	56,700	11,460
TOTAL PERSONNEL SERVICES	39,157	45,240	45,240	56,700	11,460
42001 F.I.C.A.	2,998	3,500	3,500	3,500	-
TOTAL EMPLOYEE BENEFITS	2,998	3,500	3,500	3,500	-
43106 Translation Services	-	-	-	-	-
TOTAL PURCHASED SERVICES	-	-	-	-	-
45203 Postal Services	-	-	-	-	-
45404 Central Copier Charges	-	-	-	-	-
45504 Conventions/Education	2,000	3,700	3,700	4,000	300
TOTAL OTHER CHARGES	2,000	3,700	3,700	4,000	300
46019 Other Supplies	698	3,000	7,500	3,000	-
TOTAL MATERIALS AND SUPPLIES	698	3,000	7,500	3,000	-
TOTAL BOARDS AND COMMISSIONS	\$ 44,852	\$ 55,440	\$ 59,940	\$ 67,200	\$ 11,760

VIENNA PUBLIC ART COMMISSION
11140

PURPOSE

To advise and assist Town Council on matters relating to the advancement of public art in the Town, including the development and funding of a public art program. Public art is defined as art in any media that has been planned and executed with the intention of being staged on Town property, the public right of way, or within commercial developments subject to architectural review.

STRATEGIC PLAN

By advising and assisting Town Council on matters relating to the advancement of public art in the Town to enhance public enjoyment, engagement, and understanding of Vienna's heritage this division instills "***Vienna as a complete and engaged community.***"

ACTIVITIES / PRODUCTS / SERVICES

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

FY 21-22 COVID-19 RESPONSE

- Continued monthly meetings while abiding by the Continuity of Government.

FY 21-22 ACCOMPLISHMENTS

- Awarded a Creative Communities Partnership Grant through the Virginia Commission for the Arts to encourage local governments to support the arts.
- Two VPAC members collaborated with the Town and stakeholders during the Liberty Amendments Month celebration.

VIENNA PUBLIC ART COMMISSION
11140

- Created guidelines and an application for the LOVE sign decorating.
- Worked closely with Green Hearts Juice on the approval process of their building mural.
- Collaborated with a New York School of Art instructor to design a new VPAC logo and brochure.
- Collaborated with the Patrick Henry Public Library to find an artist to paint the Liberty Amendments logo on one side of the building, as a temporary installation, using funds from the Vienna Public Art Foundation.
- Implemented a water/sewer drain art project designed and painted by a Vienna Public Art Commission student representative and James Madison High School art students to promote conservation and public art (Seven drains within the Town were painted).
- Collaborated with Vienna Girls Softball to create and implement artwork on the backside of the equipment shed near the bike path to be painted by VPAC student representative and James Madison High School students.
- Developed a “Vision of Public Art” in coordination with the Town Economic Development Plan.
- Added an 11th grade high school member to the Vienna Public Art Commission.

FY 22-23 INITIATIVES

Due to Covid-19 restrictions, FY 21-22 initiatives were delayed and now are on track to be accomplished in FY 22-23.

- Collaborate with the project manager of Vienna Market to create and implement a mural on the new building, as well as an outdoor public art piece.
- Collaborate with Sunrise Senior Living facility on a mural on the front of the building by the entrance.
- Continue to create sewer/drain art in collaboration with James Madison High School students and local businesses.
- Collaborate with NOVA Parks to implement a musical instrument art installation in Centennial Park with funding through the Vienna Public Art Foundation.
- Organize several small fundraisers to raise monies for existing and new projects.
- Complete the Vienna Public Art Foundation Master Plan.
- Plan to participate at events in the Town of Vienna such as Viva Vienna and Walk on the Hill.
- Pursue more non-mural public art in Vienna.

**VIENNA PUBLIC ART COMMISSION
11140**

- Negotiate with the Town Council for dedicated funding contribution to the budget.

FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 11140
NAME VIENNA PUBLIC ART COMMISSION**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22----- BUDGET REVISED		FY 22-23 ADOPTED	NET CHANGE
46019 Other Supplies	\$ -	\$ 4,500	\$ 4,500	\$ 4,500	\$ -
TOTAL MATERIALS AND SUPPLIES	-	4,500	4,500	4,500	-
TOTAL VIENNA PUBLIC ART COMMISSION	\$ -	\$ 4,500	\$ 4,500	\$ 4,500	\$ -

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.

STRATEGIC PLAN

By providing donations to organizations that serve Vienna residents, this division ensures ***“Vienna is an engaged community”***. By supporting volunteer organizations this division also exemplifies, ***“Vienna as a complete community”*** with an independent, active, welcoming character, and inclusive spirit.

FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

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

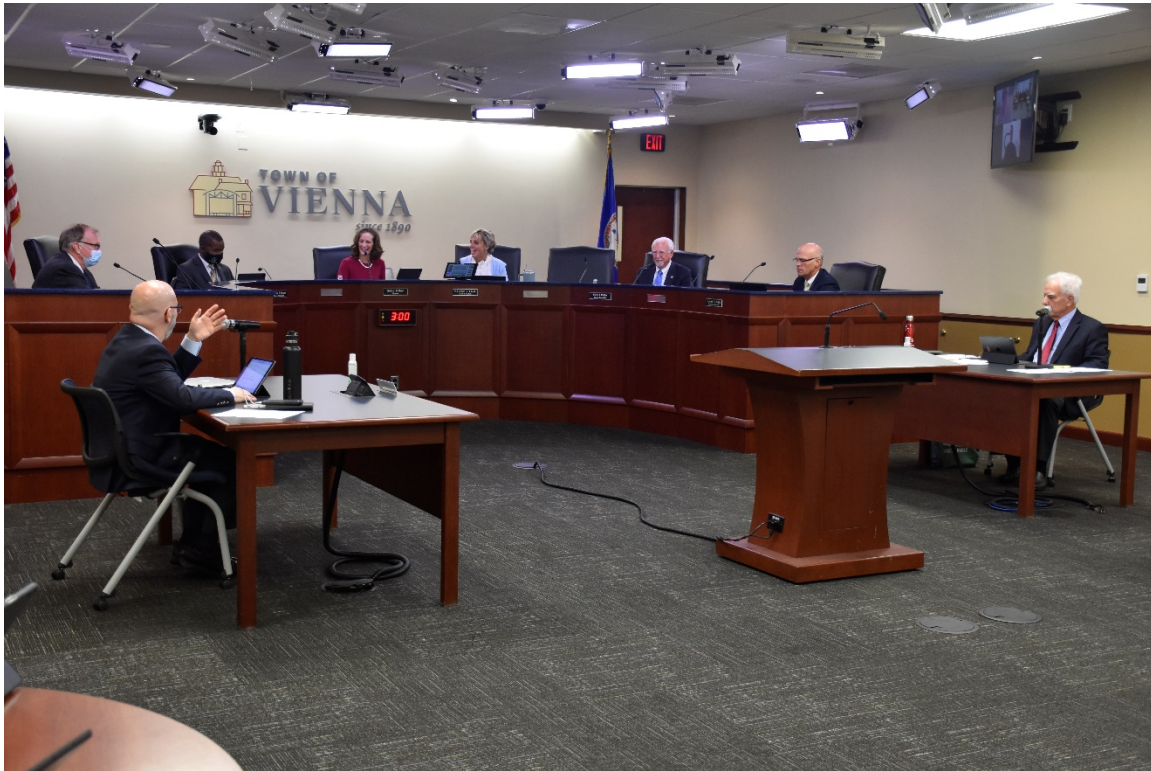
**DIVISION 11150
NAME DONATIONS & CONTRIBUTIONS**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 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	-
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	-	-	-	-	-
THE VIENNA POLICE DEPARTMENT WILL DONATE THEIR TIME AND CONTINUE TO PROVIDE TRAFFIC SUPPORT FOR THE JAMES MADISON HIGH SCHOOL HOMECOMING PARADE. APPROXIMATE COST OF \$1,700.					
TOTAL OTHER CHARGES	11,050	12,050	12,050	12,050	-
TOTAL DONATIONS & CONTRIBUTIONS	<u>\$ 11,050</u>	<u>\$ 12,050</u>	<u>\$ 12,050</u>	<u>\$ 12,050</u>	<u>\$ -</u>

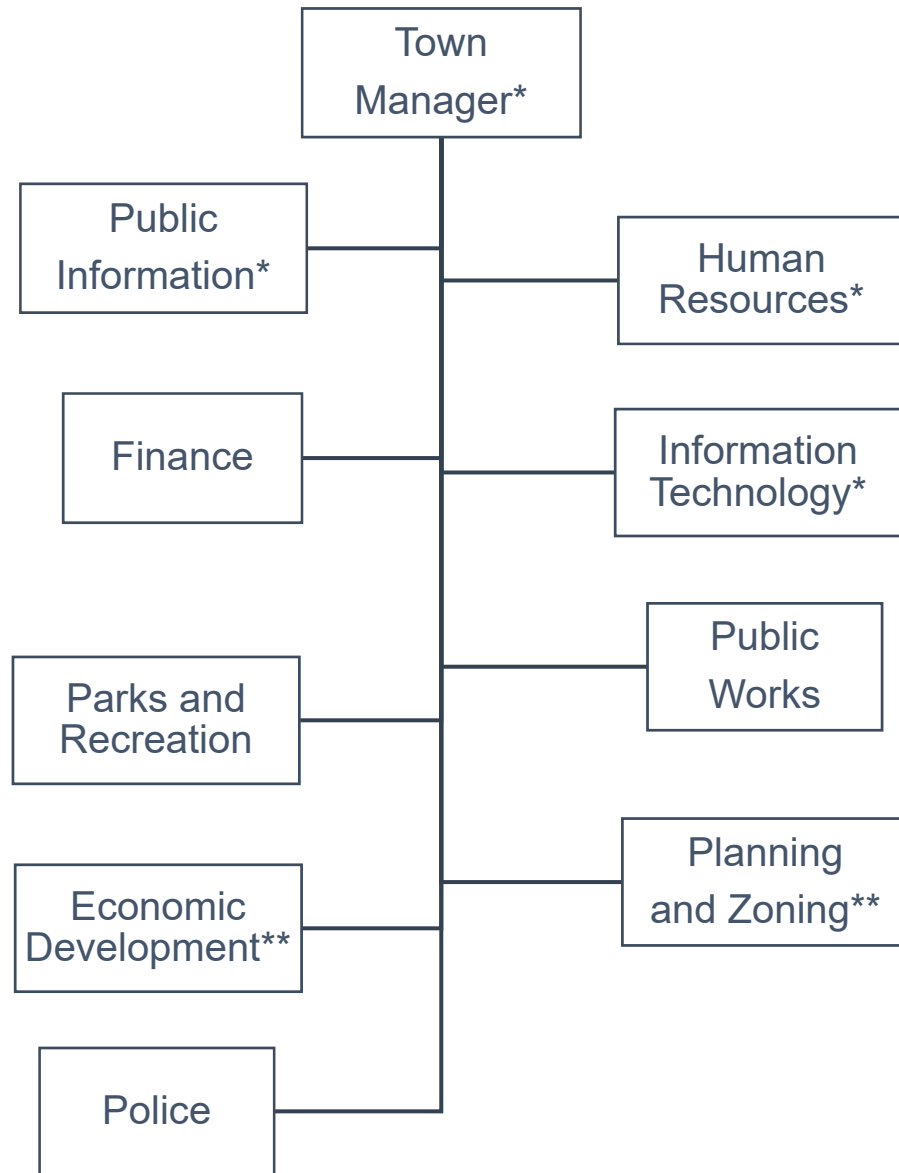
TOWN ADMINISTRATION

MISSION

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



TOWN ADMINISTRATION



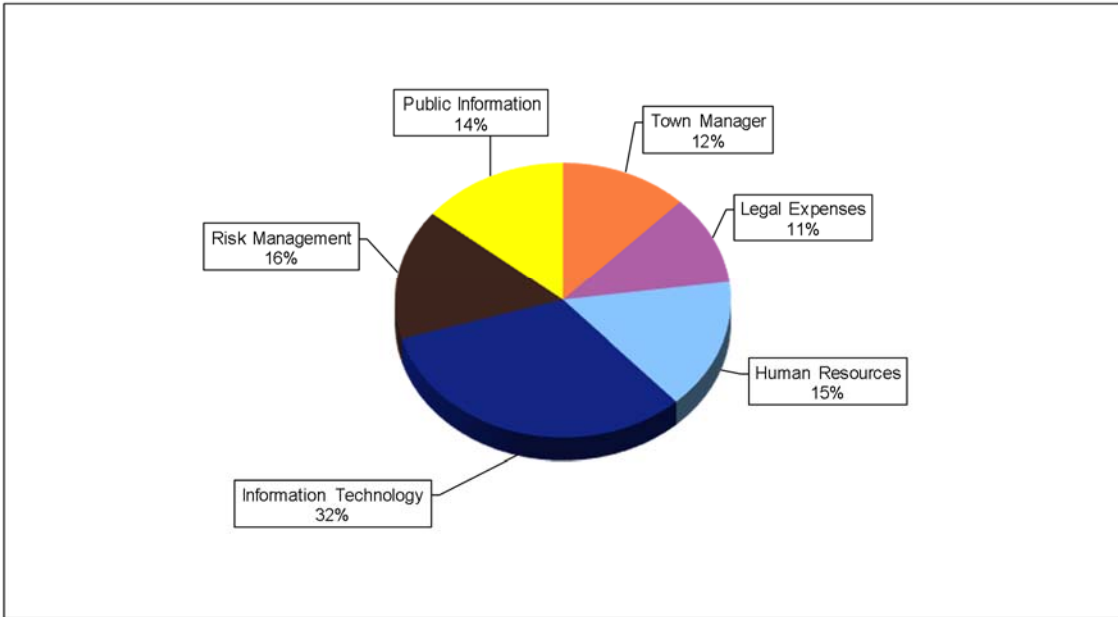
*Included within Administration Budget

**Included within Community Development Budget

TOWN ADMINISTRATION

**TOWN OF VIENNA
FISCAL YEAR 22-23 BUDGET**

	FY 20-21 Actuals	FY 21-22 Adopted	FY 21-22 Adjusted	FY 21-22 Estimated	FY 22-23 Adopted	Net Change
Town Manager	392,739	409,460	415,010	410,010	436,700	27,240
Legal Services	330,634	352,040	354,080	354,080	376,680	24,640
Human Resources	468,175	506,610	507,370	501,890	545,180	38,570
Information Technology	929,133	933,770	937,520	950,815	1,142,060	208,290
Risk Management	486,711	543,320	541,320	538,320	549,320	6,000
Public Information	344,714	443,590	437,090	437,690	503,050	59,460
Administration	2,952,106	3,188,790	3,192,390	3,192,805	3,552,990	364,200



	FY 20-21 Actuals	FY 21-22 Adopted	FY 22-23 Adopted	Net Change	FY 22-23 % of Total
Personnel Services	1,305,900	1,335,130	1,544,910	209,780	43%
Employee Benefits	678,707	703,830	729,820	25,990	21%
Purchased Services	508,469	519,090	652,130	133,040	18%
Other Charges	315,240	360,500	388,980	28,480	11%
Materials and Supplies	41,426	71,230	73,200	1,970	2%
Program and Services	95,974	147,510	163,950	16,440	5%
Capital Outlay	6,389	51,500	0	(51,500)	0%
Transfers	0	0	0	0	0%
Town Administration	2,952,106	3,188,790	3,552,990	364,200	100%

TOWN MANAGER
11211

PURPOSE

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

STRATEGIC PLAN

The Town Manager will continue to strive to ensure that the Town of Vienna remains a fiscally responsible, safe, engaged, mobile, economically prosperous, environmentally sustainable, influential and well governed community.

ACTIVITIES / PRODUCTS / SERVICES

- Exercises fiscal and administrative control over all operations.
- Instills 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)
 - Lions Club International, Rotary International, and Optimist Club of Greater Vienna
 - Northern Virginia Emergency Response System Board Meetings
 - Towns of Northern Virginia
- Advises Town Council and Mayor on municipality needs based on research and community insights.

TOWN MANAGER
11211

FY 21-22 COVID-19 RESPONSE

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

FY 21-22 ACCOMPLISHMENTS

- Held the Town's Inaugural Liberty Amendments Month Celebration, and persuaded the Virginia General Assembly to designate Liberty Amendments Month as a month long celebration which was passed by both the House of Delegates and Senate unanimously.
- Promoted Christine Horner to the position of Deputy Director of Public Works, which demonstrates the success of our organization's professional development efforts.
- Worked with the Budget Committee to develop a new separate pay plan for Law Enforcement Personnel.
- Hired Michelle Crabtree as the new Human Resources Director.
- Hired Karen Thayer as the new Public Information Officer.
- Worked with Town leadership to start the construction of the new Police Station.
- Continued to work with County and Town Staff to develop the Patrick Henry Library public parking structures project.
- Worked with Economic Development Manager to develop the Town's First Economic Development Strategy.
- Initiated a new Highly Visible Beautification Monthly Meeting to enhance the Town's appearance and beautification.
- Recognized as the 21st Most Influential Local Government Professional in the USA by engaging Local Government Leaders Organization.



**TOWN MANAGER
11211**

FY 22-23 INITIATIVES

- Implement the 2022 CIP.
- Participate as necessary driving the conversation with Council about the new Zoning and Subdivision Code re-write, CODE CREATE VIENNA.
- Open new Police Station.
- Start the Town's first annual review of the Economic Development strategy each February.
- Develop a plan to improve the street conditions in Town.

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	2020 Actual	2021 Actual	2022 Projected
General fund cash reserves within recommended guidelines of 10% of the subsequent year's budget.	18%	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 20-21	Adopted FY 21-22	Adopted FY 22-23
Town Manager	1	1	1
Executive Assistant	1	1	1
Total	2	2	2

FY 22-23 BUDGET CHANGES

- Increased Cell Phone Expense budget and Conventions/Education budget to account for anticipated price increase.

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

**DIVISION 11211
NAME TOWN MANAGER**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries And Wages	\$ 280,527	\$ 292,630	\$ 292,630	\$ 310,680	\$ 18,050
41008 Annual Leave Cash-In	3,848	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	284,375	292,630	292,630	310,680	18,050
42001 F.I.C.A.	17,026	22,320	22,320	22,320	-
42002 V.R.S.	34,906	34,450	34,450	36,580	2,130
42003 V.R.S. Life Insurance	3,516	3,710	3,710	3,710	-
42007 Health Insurance	30,185	23,400	28,400	29,120	5,720
42008 Disability Insurance	2,065	2,100	2,100	2,100	-
42012 Cafeteria Plan Fees	-	60	60	60	-
42018 Employer Contributions:DC401A	10,796	11,080	11,080	11,080	-
TOTAL EMPLOYEE BENEFITS	98,494	97,120	102,120	104,970	7,850
43101 Consulting Services	-	-	-	-	-
43309 Cell Phone Expense	1,407	760	1,310	1,500	740
TOTAL PURCHASED SERVICES	1,407	760	1,310	1,500	740
45203 Postal Services	48	150	150	150	-
45404 Central Copier Charges	1,013	1,700	1,700	2,200	500
45503 Subsistence/Lodging	489	1,200	1,200	1,200	-
45504 Conventions/Education	2,160	8,900	8,900	9,000	100
45505 Business Meals	106	700	700	700	-
45801 Memberships/Dues	3,458	4,000	4,000	4,000	-
TOTAL OTHER CHARGES	7,275	16,650	16,650	17,250	600
46001 Office Supplies	640	2,000	2,000	2,000	-
46012 Books/Subscriptions	84	300	300	300	-
46015 Operational Supplies	464	-	-	-	-
TOTAL MATERIALS AND SUPPLIES	1,188	2,300	2,300	2,300	-
TOTAL TOWN MANAGER	\$ 392,739	\$ 409,460	\$ 415,010	\$ 436,700	\$ 27,240

LEGAL SERVICES
11221

PURPOSE

The Town Attorney provides legal counsel to the Town Council, Town Staff, and Boards and Commissions as required unless otherwise contracted. The Town Attorney attends all regular Council meetings, 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.

STRATEGIC PLAN

The Town Attorney's Office strives to update and modernize the methods of providing legal advice, counsel and legal guidance to the Town Council and Town staff. The use of electronic communication and electronic databases have been fully integrated. The Town Attorney has shifted to electronic files for most matters and for all litigation matters. Older archived files are scanned and saved for easier access as staff time permits. Thus supporting the strategic plan "***Vienna as an influential and well-governed community.***"

ACTIVITIES / PRODUCTS / SERVICES

- Attends all regular Town Council Meetings.
- Holds regular office hours at Town Hall.
- Drafts formal and informal opinions.
- Prepares regular legal opinion letters for mandated state audits.
- Prepares and/or review ordinances, deeds, easements and contracts.
- Negotiates contracts, franchise agreements and licenses on behalf of the Town.
- Defends and brings actions in which the Town is a party.
- Advises the Town Manager on personnel actions and grievances.
- Prosecutes all violations of law constituting misdemeanors and traffic violations committed within the Town.
- Composes legislation to be presented to the General Assembly.
- Reviews Freedom of Information Act (FOIA) requests.
- Supervises the services of outside legal counsel, as necessary.

LEGAL SERVICES
11221

FY 21-22 COVID-19 RESPONSE

- The Town Attorney and his staff remained involved in drafting and editing 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. Despite electronic participation for most meetings until the end of 2021, Town has been able to continue providing essential government services, move forward on major construction and move forward with the zoning review and update, CODE CREATE VIENNA. Town construction projects remain on schedule.
- The Town Attorney and his staff continue to coordinate with the Fairfax County General District Court to efficiently and safely operate the General District Court and to provide citizens the opportunity to have their court cases heard fairly and safely. The Town continues to receive 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 21-22 ACCOMPLISHMENTS

- The Town Attorney was able to coordinate the renewal and assignment of several telecommunication licenses/franchises.
- Drafted and updated the Town's emergency ordinances adopted to permit the continued operation of essential services and provide flexibility for operations of businesses and organizations during Covid-19 restrictions.
- Provided updated resolutions for electronic participation of the Town Council and the Boards and Commissions, unrelated to Covid-19 Continuity of Government electronic participation.

FY 22-23 INITIATIVES

- Continue to scan archived files for easier access for research and institutional background.
- Update Town Court discovery disclosures per evolving Virginia Supreme Court Rules and practice.

**LEGAL SERVICES
11221**

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Town Attorney (contractual)	N/A	N/A	N/A
Part-Time Legal Secretary	.5	.5	.5
Total	.5	.5	.5

FY 22-23 BUDGET CHANGES

- The Town Attorney awarded a 5% increase to the budget line items related to the provision of legal services and adjustments to supplemental billing rates to bring the Town closer to market rates for municipal legal representation.

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

**DIVISION 11221
NAME LEGAL SERVICES**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41003 Regular Part Time With Benefits	\$ 44,217	\$ 45,450	\$ 45,450	\$ 45,450	\$ -
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	44,217	45,450	45,450	45,450	-
42001 F.I.C.A.	3,383	3,370	3,370	3,370	-
TOTAL EMPLOYEE BENEFITS	3,383	3,370	3,370	3,370	-
43102 Legal Services	160,840	165,670	165,670	173,950	8,280
43112 Public Defender Services	480	2,000	2,000	2,000	-
43113 Prosecuting Services	67,800	67,800	69,840	73,560	5,760
43114 Supp Legal Services Reserve	50,926	60,000	60,000	70,000	10,000
TOTAL PURCHASED SERVICES	280,046	295,470	297,510	319,510	24,040
45203 Postal Services	102	300	300	300	-
45404 Central Copier Charges	1,108	1,400	1,400	2,000	600
45501 Mileage Reimbursement	-	200	200	200	-
45504 Conventions/Education	-	500	500	500	-
45801 Memberships/Dues	425	850	850	850	-
TOTAL OTHER CHARGES	1,635	3,250	3,250	3,850	600
46001 Office Supplies	1,092	1,700	1,700	1,700	-
46012 Books/Subscriptions	261	2,800	2,800	2,800	-
TOTAL MATERIALS AND SUPPLIES	1,353	4,500	4,500	4,500	-
TOTAL LEGAL SERVICES	\$ 330,634	\$ 352,040	\$ 354,080	\$ 376,680	\$ 24,640

PUBLIC INFORMATION
11260

PURPOSE

To provide proactive communication support to staff and Town Council promoting the Town's brand, programs, policies, activities, and events to a variety of internal and external audiences. This office produces the Vienna Voice Town newsletter, calendar, and other publications; works in partnership with the Information Technology office to maintain and update the Town's official website; manages the Town's social media platforms; oversees the Town's cable television channel; facilitates photo and video shoots; responds to public information requests; manages the Town's media relations; and researches, plans, implements and evaluates existing and new public information initiatives to ensure the Town government communicates strategically and efficiently in one clear voice.

STRATEGIC PLAN

- **Fiscally Responsible Community** – Facilitated a partnership between the Town of Vienna and the Fairfax County Government print shop to contain printing costs and to improve efficiency by freeing up Town staff to focus on their areas of expertise.
- **Safe Community** – Distributed emergency communications to residents via electronic communications channels and the news media.
- **Mobile Community** – Supported virtual public meetings throughout the pandemic, enabling elected officials, staff and residents to connect remotely.
- **Influential and Well-Governed Community** – Conducted outreach to strategic partners, such as the Vienna Business Association, non-profit organizations and government communicators in Northern Virginia to strengthen relationships, share ideas and foster mutually beneficial initiatives.
- **Economically Prosperous** – Promoted local businesses through videos to encourage local shopping. Also advertised government assistance and non-profit programs to help out-of-work residents, low-income residents and struggling businesses.
- **Engaged Community** – Implemented a new social media strategy designed to get to the heart of the community by posting content that speaks to the heart and matters to residents as well as day-to-day business announcements. Posts about Town traditions, Little League and service resonated most with residents.
- **Environmentally Sustainable Community** – Supported environmental education and activism with Town newsletter articles and electronic communications highlighting volunteer efforts to control invasive species, Town Clean-up Days and the Conservation and Sustainability Commission.
- **Complete Community** – Through print and electronic media, promoted the return of beloved, traditional Town events after cancellations in 2020 stemming from the Covid-19 pandemic.

PUBLIC INFORMATION
11260

ACTIVITIES / PRODUCTS / SERVICES

- Promotes Town activities and services through strategic communications efforts including news releases, electronic media and other tactics with a goal of communicating in one clear voice.
- Coordinates and responds to Freedom of Information Act (FOIA) requests by working with applicable departments to acquire and vet requested documents and deliver information as quickly as possible in accordance with Virginia law.
- Writes, edits, and produces various print publications including the Town newsletter, Town calendar, department-generated reports, digital newsletters and email blasts.
- Assists with community outreach programs.
- Photographs local events, programs, and initiatives.
- Maintains and manages the Town's photo archives.
- Collaborates with Town department contacts to develop and manage content for social media platforms and the community alert system.
- Reviews and edits various Town documents (e.g., Council agendas) and department-produced documents and reports.
- Manages, writes, edits, reviews, and approves website content.
- Produces content for the Town's cable, YouTube and other social media channels.
- Serves as Town spokesperson and primary media contact. Maintains connections and relationships with members of the media.
- Provides timely and accurate information through a variety of media including updates and alerts for emergency situations (e.g., water main breaks, road closures, weather-related incidents and public safety emergencies).
- Coordinates strategic Town-wide efforts as directed by the Town Manager and Council. (e.g., surveys, strategic planning and branding)
- Engages in activities to promote the Town of Vienna as a great place to live and do business.
- Develops brand standards to ensure appropriate use of the Town's brand and logo.

FY 21-22 COVID-19 RESPONSE

- Provided timely information about Covid-19 vaccination availability, locations, and testing stations through efforts, such as articles in the Vienna Voice newsletter and social media posts.
- Support for virtual public meetings continued throughout 2021 in response to the pandemic. In collaboration with the Town IT Department and the Town Clerk's office, web pages were kept updated with public participation guidelines, Zoom links and meeting information.
- Helped support Town businesses through the pandemic by writing feature articles in the Town newsletter to highlight the strain of the pandemic on local businesses and encourage residents to shop locally. Also produced a series of "shop local" videos in collaboration with the Town Economic Development office and the Vienna Business Association during the holiday shopping season.

**PUBLIC INFORMATION
11260**

FY 21-22 ACCOMPLISHMENTS

FY21-22 was a year of transition for the Public Information with both positions in the department vacated by resignations, and a new Public Information Officer (formerly known as Communications and Marketing Manager) was hired a few days before the fiscal year started. With no institutional knowledge within the office the new Public Information Officer began assessing Town communication needs and identifying opportunities to strengthen the Town's brand and the connection with internal and external audiences in accordance with the Town's strategic plan initiatives. Some notable accomplishments include:

- **Hired a video producer** to shoot promotional videos for the Town's social media channels and to begin strategic planning for developing original video and graphic content for the Town cable channel.
- **Launched a "shop local" campaign** to promote Vienna as the place to shop and dine for the holiday season. Campaign included four social media videos and a Vienna Voice article to tie in with the Vienna Business Association Shop Local contest.
- **Implemented a community-focused social media strategy** – In addition to official Town announcements, an emphasis was placed on posting content that resonates with the community more personally and speaks from the heart. Examples of this include updates on the Little League All Star Tournament at Yeonas Park, providing a live stream of the Vienna Halloween Parade and posting the video for watching "on demand," posting images of the town's 911 Remembrance Service at the Town Green, promoting the Church Street Stroll with video, and posting images of the Town's Public Works staff working 12-hour shifts during a snowstorm. These were among the posts that generated the greatest response from the community and helped residents feel connected to current, local events.
- **Enhanced the Vienna Voice** – Fewer words, more pictures were the goal for the Vienna Voice this year. Pictures alone tell a story, and the trend is to use words to provide context for the pictures and fill in details that aren't communicated visually. The goal is a more attractive publication that pulls the reader in visually and communicates important information to Vienna residents. Community feedback was positive.
- **Updated the Town Calendar Design** – Just as the Town newsletter design was "freshened," the Town Calendar got a facelift this year. To draw greater attention to Town leaders and contact information, the Town Council and Town Manager were moved from the back pages to the front pages, and the Mayor's message was streamlined to enable all images to fit on one page. The result was a more visually appealing first page than past calendars, which were copy-heavy. Month-to-month messages were enhanced with small, thumbnail images to illustrate the subject matter in the copy. Content in the back pages was streamlined and reduced the calendar by four pages, which helped contain costs at a time when the price of paper soared for pandemic-related reasons. *Community feedback was positive.*

PUBLIC INFORMATION
11260

- **Developed and Strengthened Strategic Partnerships** – Developing and strengthening mutually beneficial relationships helps an organization strengthen its standing as a community partner. The Public Information Office identified several opportunities in this regard. Some notable accomplishments include:
 - **Fairfax County Government Print shop** - The Public Information Office facilitated a partnership between the Town and the Fairfax County Government Print Shop with a goal of reducing printing costs and improving efficiency. Under this memorandum of agreement (MOU) the County Print Shop will provide printing services to the Town and to bid print jobs with commercial vendors when the print shop is unable to fulfill a request. The MOU frees up Town staff time to focus on their areas of expertise while print shop experts facilitate printing service, usually at a lower cost than a commercial vendor can provide.
 - **Vienna Business Association** – In collaboration with the Town’s Economic Development Department, the Public Information Office took steps to strengthen its connection with the Vienna Business Association (VBA) and the overall business community. Opportunities for joint messaging included new business ribbon cuttings, major events such as ViVa Vienna, the Vienna Halloween Parade and the Shop Local holiday campaign.
 - **Liberty Amendments Day/Month** – The Public Information Office provided support for this inaugural event led by Town Manager Mercury Payton and the Vienna Parks and Recreation Department. What started as an idea to have four distinctive events to highlight each of the four Liberty Amendments to the U.S. Constitution quickly mushroomed into 65 educational and commemorative events hosted by multiple community organizations who embraced the idea. More than 21,000 people attended Liberty Amendments Month events. Its success was recognized by the Virginia Municipal League with two awards including the organization’s highest award for excellence, and a Congressman Gerry Connolly spearheaded a movement to commemorate Liberty Amendments Month on a national level.

FY 22-23 INITIATIVES

The Public Information Department will continue to build on its successes while reviewing current initiatives and making changes as needed. The goal is to communicate in one clear voice across all communications platforms. Major planned initiatives include:

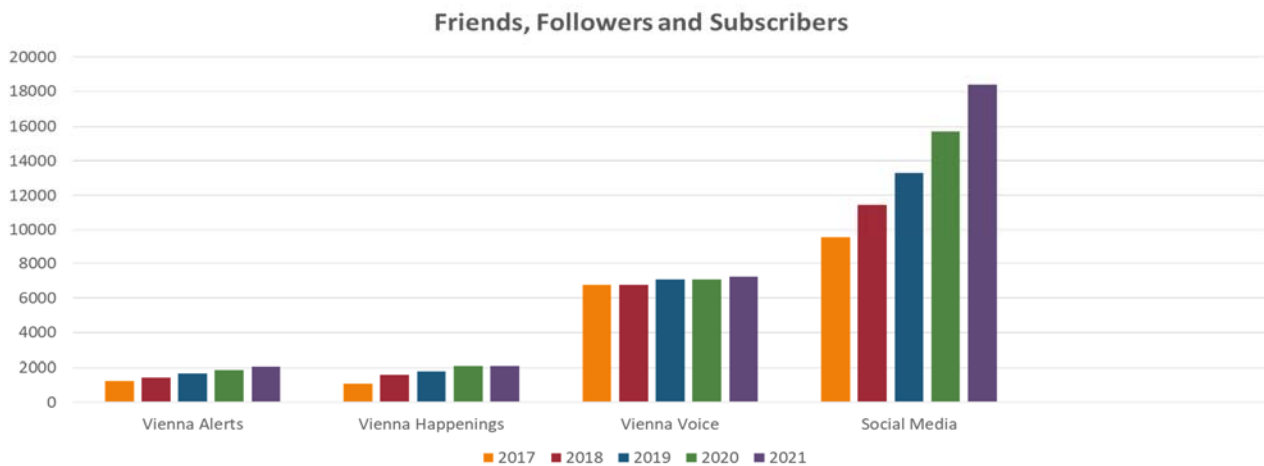
- Producing original programming for the Town cable channel.
- Updating bulletin board content for the Town cable channel.
- Establishing clear public information communications processes.
- Cross-training staff to build “bench” strength.
- Identifying and developing new strategic partnerships.
- Planning and implementing tactics to engage audiences outside of the Town limits who may have an interest in local events and programs.

**PUBLIC INFORMATION
11260**

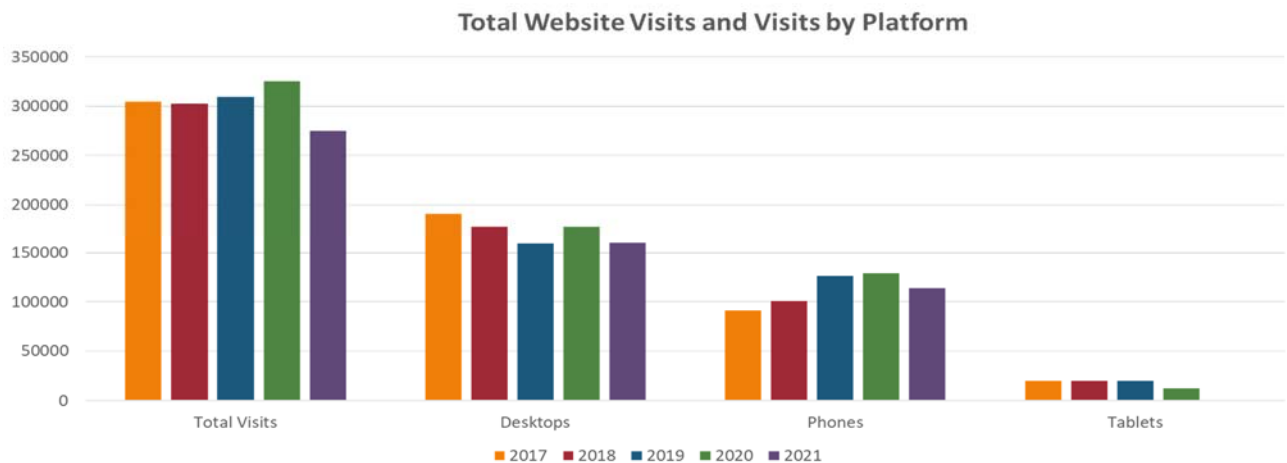
PERFORMANCE MEASURES

Based on calendar year data

The Town of Vienna utilizes multiple communications channels to share information with its audiences. Through Facebook, Twitter, and Instagram posts the Town received approximately 30,600 social media engagements (reactions, comments, and shares) in 2021. Facebook engagement dropped by 39% while Instagram and Twitter engagement increased by 25% and 6% respectively.

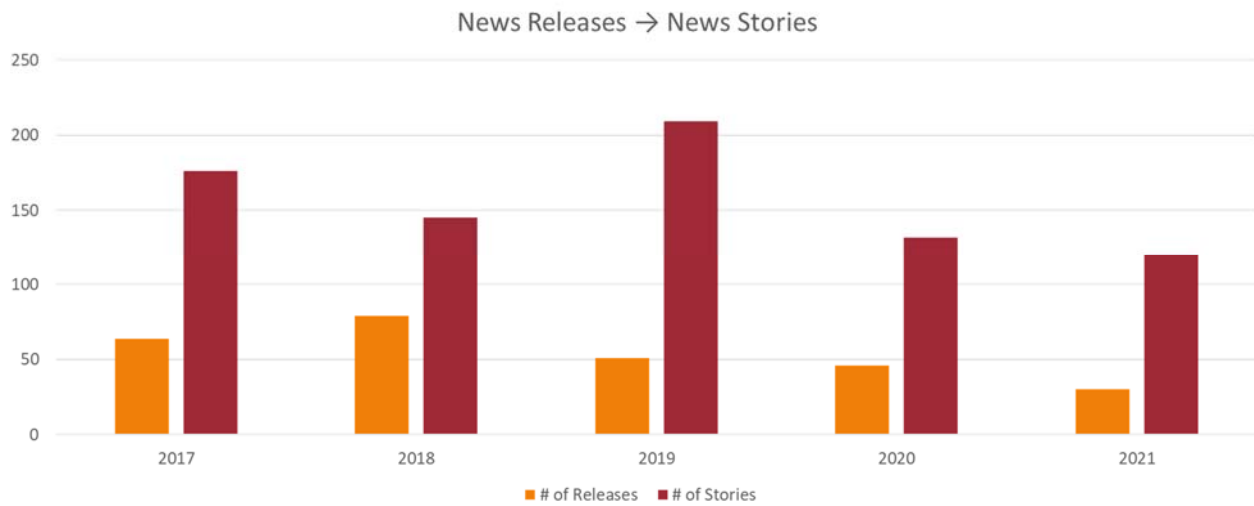


The Town’s website is one of its most visible and utilized tools to enhance Vienna’s strong tradition of community involvement and government transparency. The website platform changed in late March 2021, and because institutional data collection practices were not recorded and staff turnover was 100% leaving an institutional knowledge void, the data for 2021 may be underreported. The average visit duration in 2021 was 2:06 minutes compared to 2:18 minutes in 2020. Pages that received the greatest number of visits were in Parks and Recreation, Public Works and Finance.



**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.



**PUBLIC INFORMATION
11260**

Description	Actual 2020	Actual 2021	Projected 2022
Promote Town programs, news and events:			
Facebook followers:	7,619	8130	8,406
Facebook posts:	626	600	660
Facebook engagements:	26,407	16,000	20,000
Twitter followers:	6,040	6,368	6,500
Twitter posts (tweets):	471	419	500
Twitter engagements:	1,512	1,600	1,700
Instagram followers:	3,244	3,899	4,000
Instagram posts:	418	419	480
Instagram engagements:	11,175	14,000	16,000
Original programming for TVCN/YouTube:	6	25	40
Vienna Happenings (email newsletter) subscribers:	2,090	2,118	2,200
Town Business Matters subscribers:	1,057	1,496	1,800
Number of News Releases:	46	30	50
Number of News Stories (resulting from releases or PIO support):	132	120	175
FOIA requests coordinated, responded to:	36	28	30
Printed Newsletters:	12	12	12
Distribution/issue:	7,078	7,235	7,500
Website* visits:	325,010	275,049	350,000
Disburse emergency information:			
Number of emergency information (Everbridge) subscribers:		2,051	2,250
Number of staff-generated informational alerts (excluding police highlights, releases) sent (includes road closures, water main breaks, severe weather emergency alerts):		46	50

*This data may be underreported for January-March 2021 due to shift in web platforms.

**PUBLIC INFORMATION
11260**

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Public Information Officer	1	1	1
Communications Specialist	1	1	1
Video Producer	0	1	1
Total	2	3	3

FY 22-23 BUDGET CHANGES

- Budget remains the same as FY22, but funding was shifted from cost centers to accommodate dramatic increases in printing costs – primarily for paper.
- Video producer position was moved from IT to Public Information in FY22.

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

**DIVISION 11260
NAME PUBLIC INFORMATION**

ACCOUNT NUMBER TITLE	FY 20-21	-----FY 21-22-----		FY 22-23	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries And Wages	\$ 165,578	\$ 246,820	\$ 246,820	\$ 305,550	\$ 58,730
41004 Part Time without Benefits	-	-	4,500	4,500	4,500
41006 Annual Leave Liquidation	15,125	-	-	-	-
41008 Annual Leave Cash-In	1,174	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	181,877	246,820	251,320	310,050	63,230
42001 F.I.C.A.	13,550	18,670	18,670	18,670	-
42002 V.R.S.	15,254	21,600	21,600	22,930	1,330
42003 V.R.S. Life Insurance	2,269	2,540	2,540	2,540	-
42007 Health Insurance	18,999	21,400	18,400	20,800	(600)
42018 Employer Contributions:DC401A	6,397	7,580	4,080	7,580	-
42021 V.R.S. Hybrid 401A Match	5,826	7,630	7,630	7,630	-
42025 V.R.S. Hybrid Disability	895	1,000	1,000	1,000	-
TOTAL EMPLOYEE BENEFITS	63,190	80,420	73,920	81,150	730
43308 Contracts/Services	39,076	36,150	31,650	26,240	(9,910)
43309 Cell Phone Expense	-	-	800	1,080	1,080
43501 Printing/Binding Services	-	1,000	1,000	3,000	2,000
43601 Advertising	-	7,000	7,000	2,000	(5,000)
TOTAL PURCHASED SERVICES	39,076	44,150	40,450	32,320	(11,830)
45203 Postal Services	23,914	27,000	27,000	30,000	3,000
45404 Central Copier Charges	159	500	500	1,000	500
45501 Mileage Reimbursement	-	-	-	-	-
45502 Fares	-	-	-	-	-
45503 Subsistence/Lodging	-	1,500	1,500	1,500	-
45504 Conventions/Education	999	1,500	1,500	1,500	-
45505 Business Meals	-	200	200	200	-
45801 Memberships/Dues	400	700	700	1,500	800
TOTAL OTHER CHARGES	25,472	31,400	31,400	35,700	4,300
46001 Office Supplies	417	1,500	1,500	1,500	-
46012 Books/Subscriptions	707	1,000	200	200	(800)
46015 Operational Supplies	464	-	-	-	-
TOTAL MATERIALS AND SUPPLIES	1,589	2,500	1,700	1,700	(800)
47204 Town Calendar	7,908	8,300	8,300	9,130	830
47205 Town Newsletter	25,602	30,000	30,000	33,000	3,000
TOTAL PROGRAMS AND SERVICES	33,510	38,300	38,300	42,130	3,830
48102 Furniture/Fixture Replacement	-	-	-	-	-
48207 Additional Office/DP Equipment	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
TOTAL PUBLIC INFORMATION	\$ 344,714	\$ 443,590	\$ 437,090	\$ 503,050	\$ 59,460

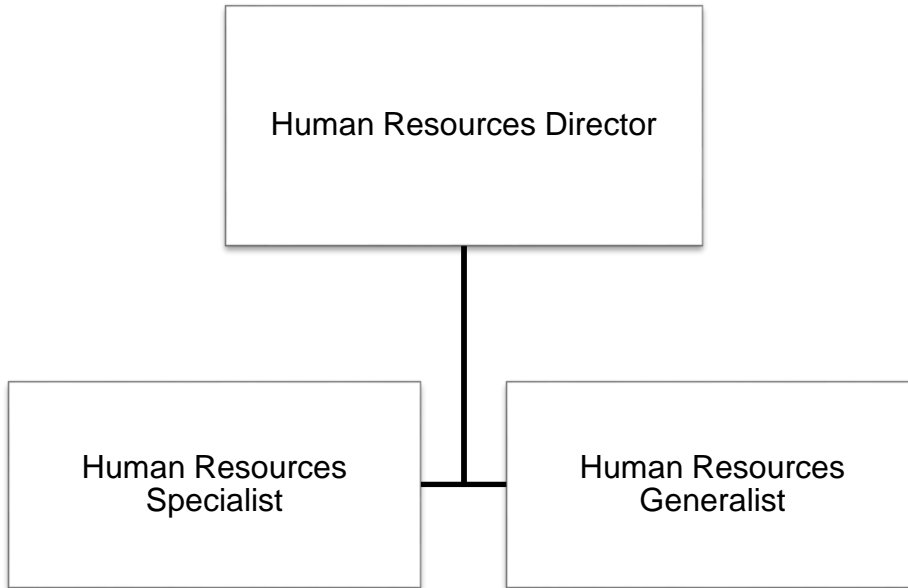
HUMAN RESOURCES

Mission

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



HUMAN RESOURCES



*Included within Administration Budget

HUMAN RESOURCES
11222

PURPOSE

To cultivate and support 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.

STRATEGIC PLAN

By ensuring Vienna hires the best employees, trains and develops the best employees, has the best benefits and workplace culture to retain the best employees providing excellent customer service to the residents of the Town this division instills ***“Vienna as an influential and well-governed community and a complete community.”***

ACTIVITIES / PRODUCTS / SERVICES

- Administers Chapter 11, Personnel Code, of the Code of Ordinances and recommends changes thereto.
- Administers and updates the Town's Administrative Regulations for the Town Manager's approval, pursuant to the Personnel Code.
- Recruits, hires and retains 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 ensuring compliance with all codes and federal laws.
- Builds staff relationships through advocacy, consultation, and development; facilitates issue management and collaborate to strengthen the organization.
- Administers the Town's employee performance evaluation program, grievance procedure, and other employee optional benefit programs.
- Administers and maintains the Town's classification and compensation program, including leave and other benefits.
- Administers mandatory and supplemental retirement plans and employee optional pre-tax and post-tax investment programs.
- Administers employee incentives, recognition, and award programs.
- Maintains Human Resources Information Management System (HRIS) and personnel records management in compliance with federal and state regulations.
- Focuses on solution-based approaches and staff inclusion. Serves on or helps to facilitate employee teams to further the goals of the Vienna Way.
- Coordinates and/or develops and delivers organizational development and training programs.

HUMAN RESOURCES
11222

FY 21-22 COVID-19 RESPONSE

- Updated administrative regulations to outline Covid-19 related policies and changes.
- Managed and tracked all Covid-19 employee cases and close contact.
- Followed CDC guidelines and subsequent updates for isolation and quarantine for Covid-19 positive and exposed employees.

FY 21-22 ACCOMPLISHMENTS

- Implemented new Perform system online performance reviews.
- Onboarded new HR Assistant.
- Processed 30 terminations and 12 retirements in 2021.
- Onboarded a record 31 new hires in 2021, with 30 still employed at year-end.
- Conducted a compression study and implemented increases for employees.
- Updated how jobs are posted in NEOGOV to obtain the best placement in job search engines.
- Started to use LinkedIn for job postings and sharing of job openings.
- Conducted survey and analysis of area Police Pay Plans. Proposal for new separate Police Pay Plan options to assist in the recruitment and retention of Police Officers.

FY 22-23 INITIATIVES

- New Department Appreciation calendar.
- Researching new VA Health Insurance Pool for Town employee health insurance coverage; possible savings of up to \$190,000 in first year.
- Change Administrative Regulations that are out of date and need modifications.

**HUMAN RESOURCES
11222**

PERFORMANCE MEASURES

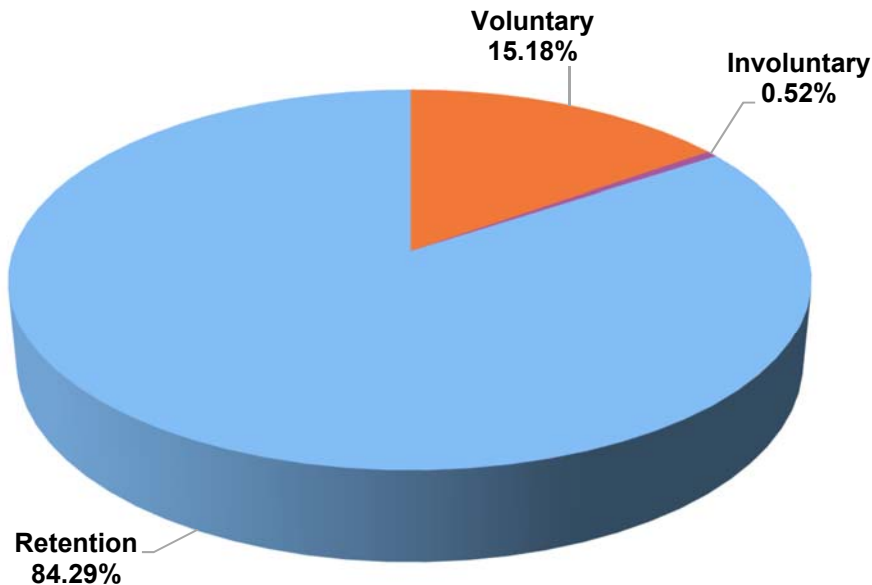
Based on calendar year data

Town-wide Turnover/Retention 2021

Voluntary (29)	15.18%
Involuntary (1)	0.52%
<i>Total Annual T.O. (30)</i>	15.71%
Retention	84.29%

*Among the voluntary turnover, TOV had 12 retirements (6.28%); voluntary quits, including during probation, were 16 (8.38%).

Town-wide Turnover/Retention

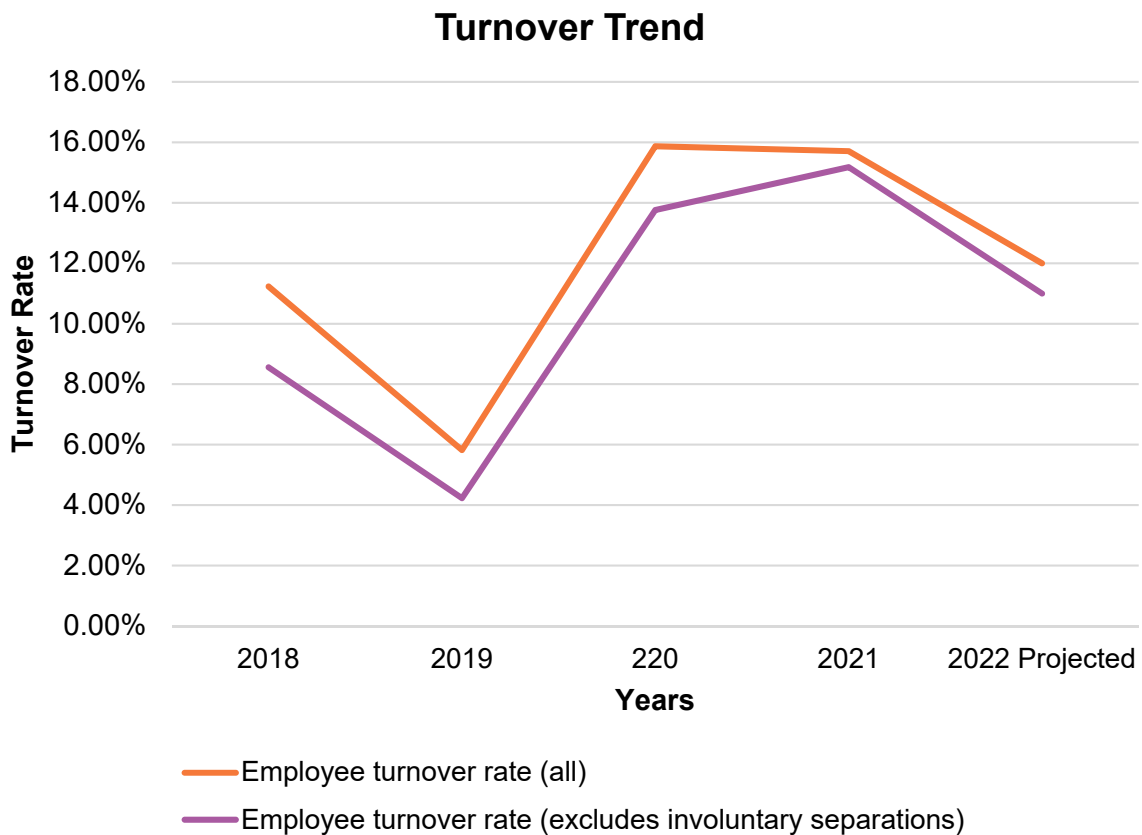


Retention is the difference between the Total Turnover and the Number of Positions that should be filled. Subject-matter experts indicate that overall turnover of 10% or less is an acceptable rate, if the turnover is not primarily among the top performers in the organization. The average cost of replacing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

**HUMAN RESOURCES
11222**

Historical Turnover

Turnover Trend	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Projected
Employee turnover (all)	11.23%	5.82%	15.87%	15.71%	12%
Employee turnover (voluntary)	8.56%	4.23%	13.76%	15.18%	11%



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**

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Human Resources Director	1	1	1
Human Resources Specialist	1	1	1
Human Resources Generalist	1	1	1
Total	3	3	3

FY 22-23 BUDGET CHANGES

- No significant changes to budget.

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

**DIVISION 11222
NAME HUMAN RESOURCES**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22----- BUDGET	REVISED	FY 22-23 ADOPTED	NET CHANGE
41001 Salaries And Wages	\$ 268,271	\$ 278,130	\$ 278,930	\$ 311,000	\$ 32,870
41002 Overtime	891	2,000	2,000	2,000	-
41004 Part Time W/O Benefits	16	-	-	-	-
41006 Annual Leave Liquidation	27,939	-	-	-	-
41008 Annual Leave Cash-In	3,773	-	-	-	-
TOTAL PERSONNEL SERVICES	300,890	280,130	280,930	313,000	32,870
42001 F.I.C.A.	22,718	21,310	21,310	21,310	-
42002 V.R.S.	31,781	32,330	32,330	34,330	2,000
42003 V.R.S. Life Insurance	3,604	3,630	3,630	3,630	-
42007 Health Insurance	4,491	9,820	7,820	14,560	4,740
42011 Tuition Assist	22,733	25,000	32,000	25,700	700
42012 Cafeteria Plan Fees	41	60	60	60	-
42018 Employer Contributions:DC401A	7,698	10,480	8,440	8,440	(2,040)
42021 V.R.S. Hybrid 401A Match	1,693	1,450	1,450	1,450	-
42025 V.R.S. Hybrid Disability	349	770	770	770	-
42050 Relocation Expenses	-	3,000	3,000	3,000	-
TOTAL EMPLOYEE BENEFITS	95,108	107,850	110,810	113,250	5,400
43101 Consulting Services	3,930	6,000	6,000	6,000	-
43105 Health Services	9,560	10,000	10,000	11,000	1,000
43302 Financial System Maintenance	20,012	20,100	21,620	22,000	1,900
43308 Contracts/Services	6,463	5,000	5,480	4,000	(1,000)
43309 Cell Phone Expense	485	1,500	1,500	1,500	-
43501 Printing/Binding Services	-	500	500	500	-
43601 Advertising	2,682	5,000	7,000	5,000	-
TOTAL PURCHASED SERVICES	43,131	48,100	52,100	50,000	1,900
45202 Long Distance Service	-	130	130	130	-
45203 Postal Services	164	500	500	500	-
45404 Central Copier Charges	4,581	6,000	6,000	7,000	1,000
45501 Mileage Reimbursement	-	500	500	500	-
45502 Fares	-	-	-	-	-
45503 Subsistence/Lodging	1,172	1,000	1,000	1,000	-
45504 Conventions/Education	-	2,000	2,000	2,000	-
45505 Business Meals	577	500	500	500	-
45801 Memberships/Dues	1,979	2,600	2,600	2,600	-
TOTAL OTHER CHARGES	8,474	13,230	13,230	14,230	1,000
46001 Office Supplies	828	2,700	2,700	2,700	-
46012 Books/Subscriptions	125	500	500	500	-
46015 Operational Supplies	2,324	5,000	5,000	5,000	-
46019 Other Supplies	-	4,000	6,000	4,000	-
46021 Holiday Gift Certificates	5,130	7,000	5,500	6,500	(500)
TOTAL MATERIALS AND SUPPLIES	8,407	19,200	19,700	18,700	(500)
47102 Wellness Program	-	4,000	1,500	4,000	-
47201 Training Programs	2,292	16,900	11,900	15,000	(1,900)
47203 Service Awards	9,874	16,000	16,000	16,000	-
47207 Testing Services	-	1,200	1,200	1,000	(200)
TOTAL PROGRAMS AND SERVICES	12,166	38,100	30,600	36,000	(2,100)
TOTAL HUMAN RESOURCES	\$ 468,175	\$ 506,610	\$ 507,370	\$ 545,180	\$ 38,570

RISK MANAGEMENT
11255

PURPOSE

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

STRATEGIC PLAN

By ensuring Vienna Town employees are properly trained in all aspects of safety and compliance, model a safe workplace and in turn, the employees safeguard the assets and the residents of the Town this division is aligned to the strategic initiatives of ***“Vienna as an influential and well-governed community and a complete community.”***

ACTIVITIES / PRODUCTS / SERVICES

- Manages the exposure to liability on behalf of the Town of Vienna through controllable proactive measures and responsive and responsible approaches to loss control.
- Provides employees with a safe work environment and safe working conditions, and deliver programs and training that provide for safe employee acts.
- Administers 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.
- Manages 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.
- Files and administers claims for property damage, general liability and employee injury.
- Administers and distributes the safety and safe-driver incentive award programs.

FY 21-22 COVID-19 RESPONSE

- Successfully implemented VOSH Emergency Covid-19 Standards.
- Maintained supply of face coverings for Town Hall employees and visitors.
- Managed and tracked all Covid-19 employee cases and close contact.

RISK MANAGEMENT 11255

FY 21-22 ACCOMPLISHMENTS

- Obtained a rebate \$1,400 from returning old AED units.
- Obtained a rebate of \$28,000 in Workers Compensation.
- Met Risk Management Guidelines to receive premium discount of 5% from Virginia Risk Sharing Association.

FY 21-22 INITIATIVES

- Restore safety award programs and CPR/AED training.
- Contain workers' compensation lost time experience.
- Implement new compliance training if Learn NEOGOV system is approved.
- Increase Cyber Security coverage.

PERFORMANCE MEASURES

Based on Calendar year data

Property & Casualty Claims History Description	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Projected
Workers' Comp. Injuries resulting in lost time	1	5	4	7	4
Workers' Comp. Claims	28	38	30	28	25
Property/Injury Claims	35	18	14	20	15
Auto Property/Liability Claims	11	12	9	17	12
Public Official Liability	0	2	1	1	1

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 for the Town, 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 22-23 BUDGET CHANGES

- Will have an increase in Cyber Security policy to be determined before the budget is adopted.

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

**DIVISION 11255
NAME RISK MANAGEMENT**

ACCOUNT NUMBER TITLE	FY 20-21	-----FY 21-22-----		FY 22-23	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
42001 F.I.C.A.	\$ -	\$ -	\$ -	\$ -	\$ -
42002 V.R.S.	-	-	-	-	-
42003 V.R.S. Life Insurance	-	-	-	-	-
42007 Health Insurance	942	-	-	-	-
42008 Disability Insurance	408	520	520	520	-
42009 Unemployment Insurance	-	5,150	5,150	3,150	(2,000)
42013 Worker's Comp Insurance	263,690	265,000	249,610	260,000	(5,000)
42020 Other Post Employee Benfits	-	-	6,000	6,000	6,000
TOTAL EMPLOYEE BENEFITS	265,040	270,670	261,280	269,670	(1,000)
43105 Health Services	-	-	-	-	-
TOTAL PURCHASED SERVICES	-	-	-	-	-
45301 Boiler Insurance	2,103	2,280	2,280	2,280	-
45304 Other Property Insurance	23,111	25,000	25,000	25,000	-
45305 Vehicle Insurance	68,713	69,000	72,390	73,000	4,000
45306 Surety Bonds	2,370	2,500	2,500	2,500	-
45308 General Liability Insurance	72,996	78,000	84,000	84,000	6,000
45311 Excess Loss Umbrella Insurance	18,434	25,370	25,370	25,370	-
45313 Insurance Retention	4,649	20,000	20,000	20,000	-
45314 COVID Supplies	-	-	-	-	-
45316 Line Of Duty Act Insurance	28,692	29,000	29,000	29,000	-
45801 Memberships/Dues	-	1,500	1,500	1,500	-
TOTAL OTHER CHARGES	221,068	252,650	262,040	262,650	10,000
46019 Other Supplies	-	1,000	1,000	1,000	-
46030 Medical Supplies	477	6,000	4,000	4,000	(2,000)
TOTAL MATERIALS AND SUPPLIES	477	7,000	5,000	5,000	(2,000)
47201 Training Programs	-	-	-	-	-
47202 Safety Programs	125	13,000	13,000	12,000	(1,000)
TOTAL PROGRAM AND SERVICES	125	13,000	13,000	12,000	(1,000)
TOTAL RISK MANAGEMENT	\$ 486,711	\$ 543,320	\$ 541,320	\$ 549,320	\$ 6,000

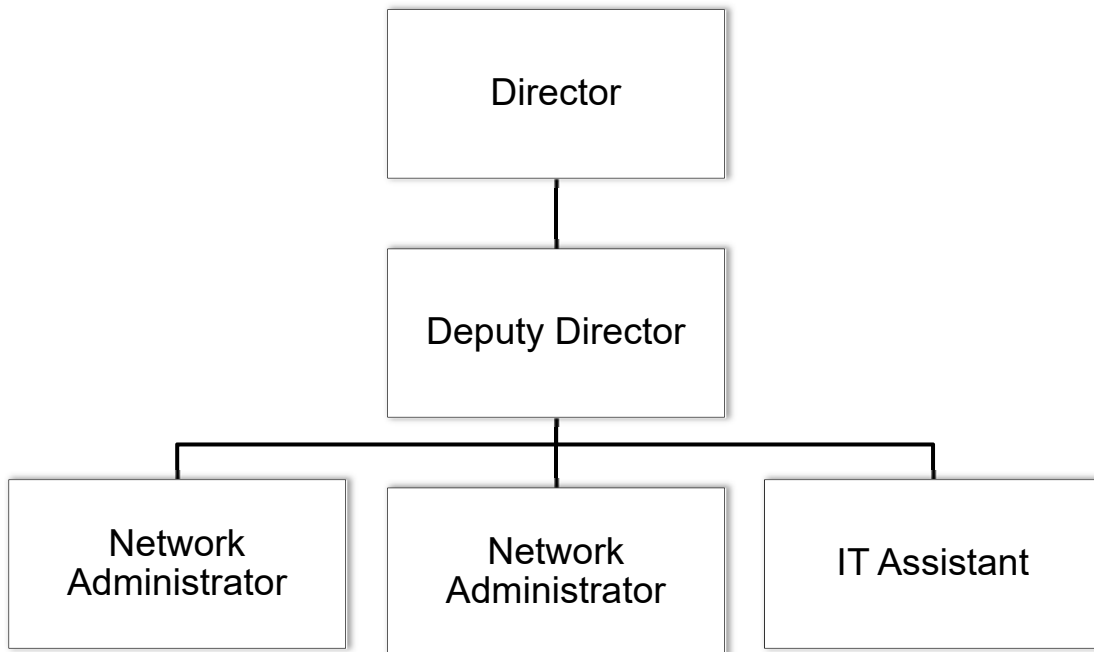
INFORMATION TECHNOLOGY

MISSION

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



INFORMATION TECHNOLOGY



*Included within Administration Budget

INFORMATION TECHNOLOGY
11251

PURPOSE

To provide the highest quality technology-based services, most cost-effectively by identifying technological solutions that improve operational efficiencies for staff and citizens.

STRATEGIC PLAN

By emphasizing cybersecurity and emergency management, this division instills ***“Vienna as a safe community.”***

ACTIVITIES / PRODUCTS / SERVICES

- Provides information technology system maintenance.
- Provides information technology and disaster recovery planning to include redundancy of critical systems where appropriate.
- Provides support for security systems, phones, mobile devices, data, and the Town's cable access channel.
- Provides Help Desk support for Town staff.
- Provides Geographic Information Systems (GIS) support.
- Provides data security and access.
- Processes and reports on projects and department missions.
- Provides the organization with updates regarding the most current local government-related information technology advancements.
- Provides IT support to elected and appointed officials and residents.

FY 21-22 COVID-19 RESPONSE

- Maintained and supported all teleworking applications and initiatives for staff during the pandemic.
- Supported Town Meetings by incorporating remote participation options using virtual applications.
- Worked with other departments to ensure a comprehensive and unified town-wide response.

**INFORMATION TECHNOLOGY
11251**

FY 21-22 ACCOMPLISHMENTS

- Completed installation of AV equipment for the Town's Cable Channel to include the Community Center Auditorium for broadcast.
- The department completed the installation of the new Police IT infrastructure.
- Completed installation of AV equipment for the Town's Cable Channel for the Police Station Community Room.
- Completed network firewall upgrades.
- Completed Town emergency intercom and phone system upgrade.
- Completed migration of Town email to Office 365 in the cloud.
- Completed network cabling of new Town offices in the basement suite of town hall.

FY 22-23 INITIATIVES

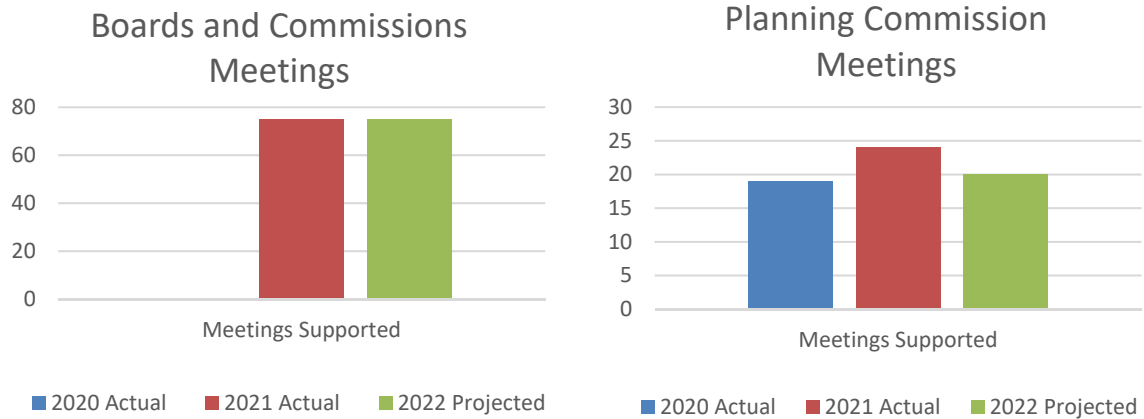
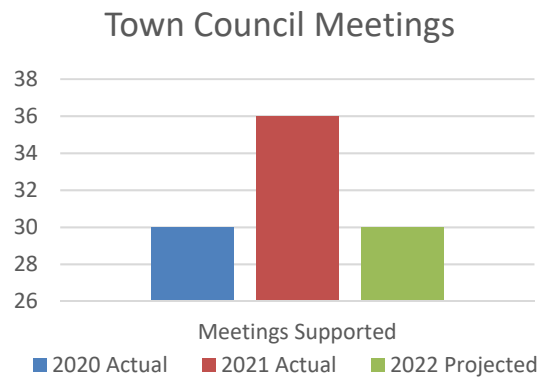
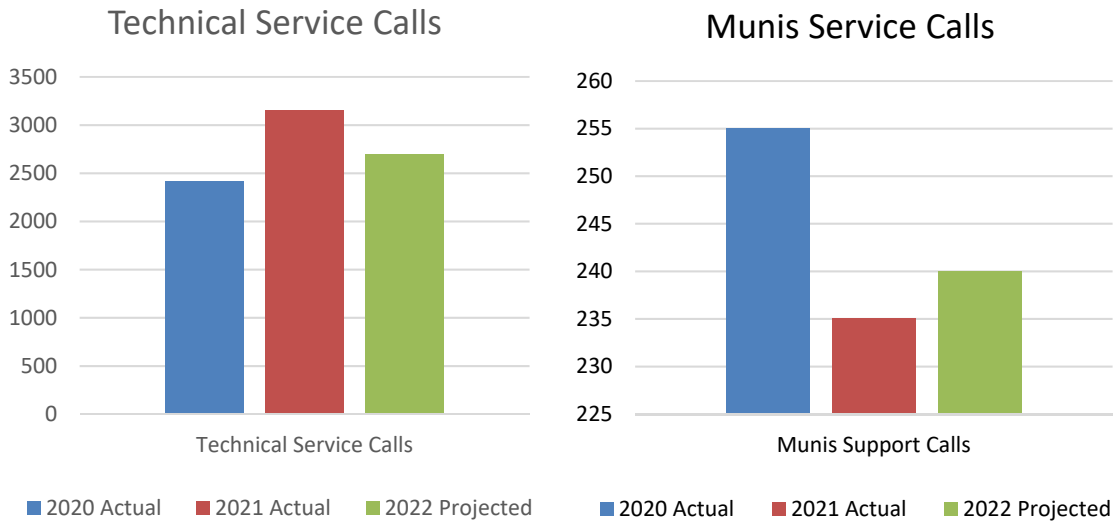
- Network infrastructure switch upgrades.
- Support and complete financial system upgrade.
- Upgrade and install network closed circuit cameras for town buildings.
- Upgrade network storage and file share devices.
- Install and upgrade server virtual environment.
- Upgrade email spam filter and email archive systems.

PERFORMANCE MEASURES

Based on calendar year data

Description	2020 Actual	2021 Actual	2022 Projected
Technical service call responses	2412	3149	2700
Town Council Meetings televised/Work Sessions supported	30	36	30
Planning Commission meetings televised	19	24	20
Boards and Commissions Supported for Virtual Meetings (BAR, BZA, BAC/PAC, TLC, TBLC, TSC, VPA, CSC, WHBR)	-	75	75
Munis Service Calls	255	235	240

**INFORMATION TECHNOLOGY
11251**



**INFORMATION TECHNOLOGY
11251**

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Information Technology Director	1	1	1
Deputy Director of IT	1	1	1
Network Administrator	2	2	2
Part-Time IT Assistant	.5	.5	.5
Total	4.5	4.5	4.5

FY 22-23 BUDGET CHANGES

Costs offset by adding regular hardware replacements to the equipment leasing program.

- Increase in \$77,400 to Software Maintenance to cover additions items purchased with CARES or ARPA Funds
 - Office 365 suites to cover 400 licenses email and Office Suite applications
 - PaloAlto Antivirus Client Software
 - DocuSign Electronic Forms
 - Zoom Virtual Meetings
- Increase \$38,766 in Contract Services to cover annual increases in services for ESRI ArcGIS, CISCO, LaserFiche, and Document Scanning Services.
- Increase \$5,500 increase in Software Maintenance to cover the annual costs for new Palo Alto antivirus software for computers and servers to Palo Alto Cortex XDR.
- \$1,000 increase to Internet Services to cover additional circuits for new Police Station Maintenance.
- Increase \$9500 to Conventions and Education to send staff to specialty classes.
- Increase \$5,270 to Software Purchases to cover the additional licenses for Adobe Creative Cloud
- Increase \$15,712 to Town Web Services to cover the costs of maintenance services to the cable channel to add the Community Center and new Police Station Community Room.
- Increase \$21,322 to Machine Replacement to cover the cost of replacement hardware. (PrintersServer, Server Battery Backup, WiFi Access Points).

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

**DIVISION 11251
NAME INFORMATION TECHNOLOGY**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries And Wages	\$ 430,327	\$ 440,450	\$ 423,130	\$ 528,480	\$ 88,030
41002 Overtime	461	4,400	4,400	12,000	7,600
41003 Regular Part Time With Benefits	33,318	25,250	25,250	25,250	-
41004 Part Time without Benefits	27,505	-	-	-	-
41008 Annual Leave Cash-In	2,931	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
41020 Transfer of Budgeted Salary	-	-	17,320	-	-
TOTAL PERSONNEL SERVICES	494,541	470,100	470,100	565,730	95,630
42001 F.I.C.A.	35,534	33,010	33,010	33,010	-
42002 V.R.S.	49,484	48,670	48,670	51,680	3,010
42003 V.R.S. Life Insurance	5,763	5,670	5,670	5,670	-
42007 Health Insurance	40,999	35,000	40,550	45,000	10,000
42012 Cafeteria Plan Fees	99	130	130	130	-
42018 Employer Contributions:DC401A	16,556	16,930	14,430	16,930	-
42021 V.R.S. Hybrid 401A Match	4,046	3,990	3,990	3,990	-
42025 V.R.S. Hybrid Disability	1,012	1,000	1,000	1,000	-
TOTAL EMPLOYEE BENEFITS	153,493	144,400	147,450	157,410	13,010
43301 Equipment Maintenance Contracts	28,827	30,000	30,000	31,500	1,500
43303 Software Maintenance Contract	16,051	16,800	16,800	94,200	77,400
43308 Contracts/Services	97,193	79,810	80,510	119,100	39,290
43309 Cell Phone Expense	2,738	4,000	4,000	4,000	-
TOTAL PURCHASED SERVICES	144,809	130,610	131,310	248,800	118,190
45201 Local Phone Service	38,055	28,070	28,070	29,000	930
45202 Long Distance Service	999	2,000	2,000	2,000	-
45203 Postal Services	-	150	150	200	50
45205 Internet Access/Email Service	11,988	12,000	12,000	13,000	1,000
45404 Central Copier Charges	167	500	500	1,000	500
45501 Mileage Reimbursement	-	100	100	100	-
45504 Conventions/Education	107	500	500	10,000	9,500
TOTAL OTHER CHARGES	51,316	43,320	43,320	55,300	11,980
46001 Office Supplies	3,041	10,000	10,000	4,000	(6,000)
46014 DP/Computer Supplies	8,965	9,000	9,000	15,000	6,000
46015 Operational Supplies	1,160	-	-	-	-
46040 Software Purchases	15,246	16,730	16,730	22,000	5,270
TOTAL MATERIALS AND SUPPLIES	28,412	35,730	35,730	41,000	5,270
47215 TOV Web Site Services	50,174	58,110	58,110	73,820	15,710
TOTAL PROGRAMS AND SERVICES	50,174	58,110	58,110	73,820	15,710
48101 Machine/Equipment Replacement	6,388	51,500	51,500	-	(51,500)
TOTAL CAPTIAL OUTLAY	6,388	51,500	51,500	-	(51,500)
TOTAL INFORMATION TECHNOLOGY	\$ 929,133	\$ 933,770	\$ 937,520	\$ 1,142,060	\$ 208,290

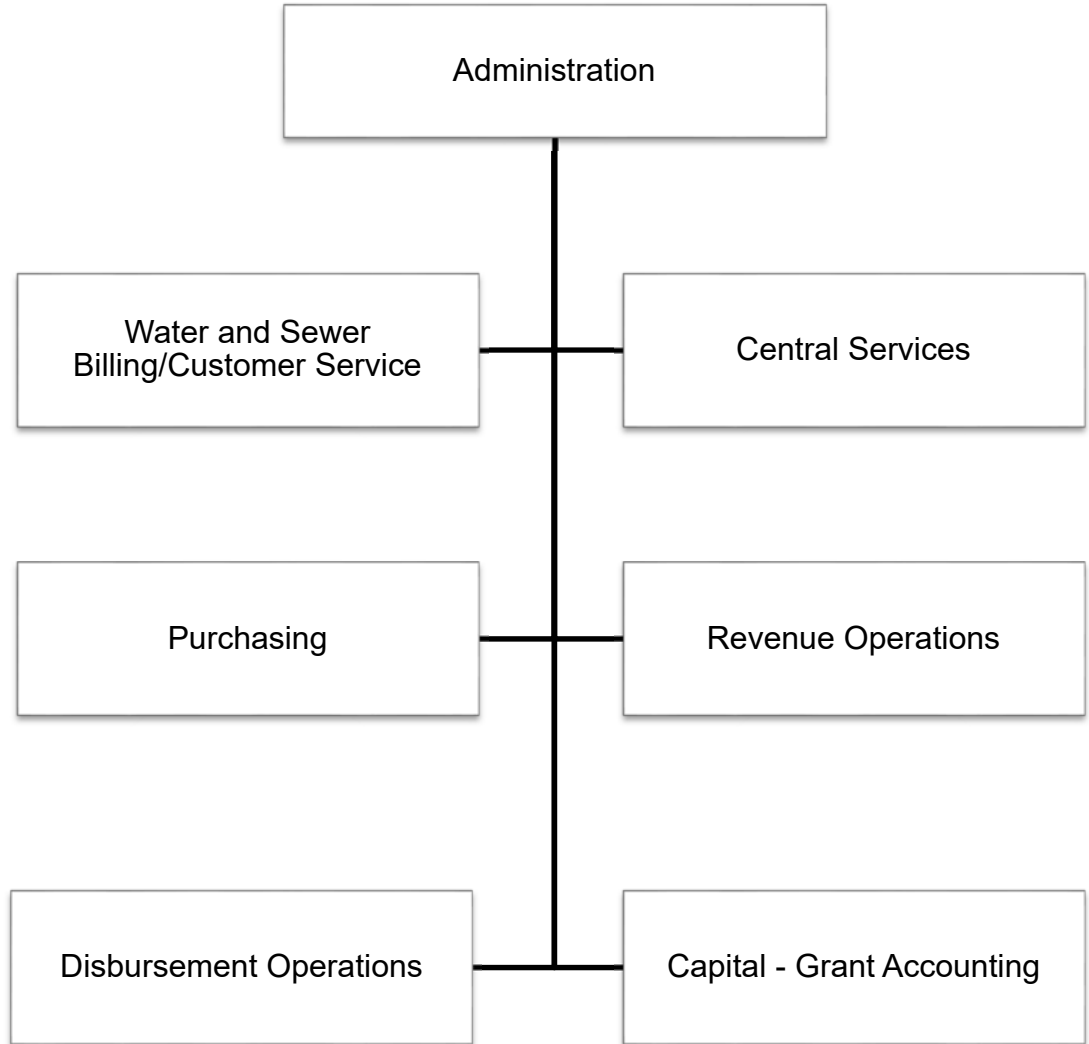
FINANCE

MISSION

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



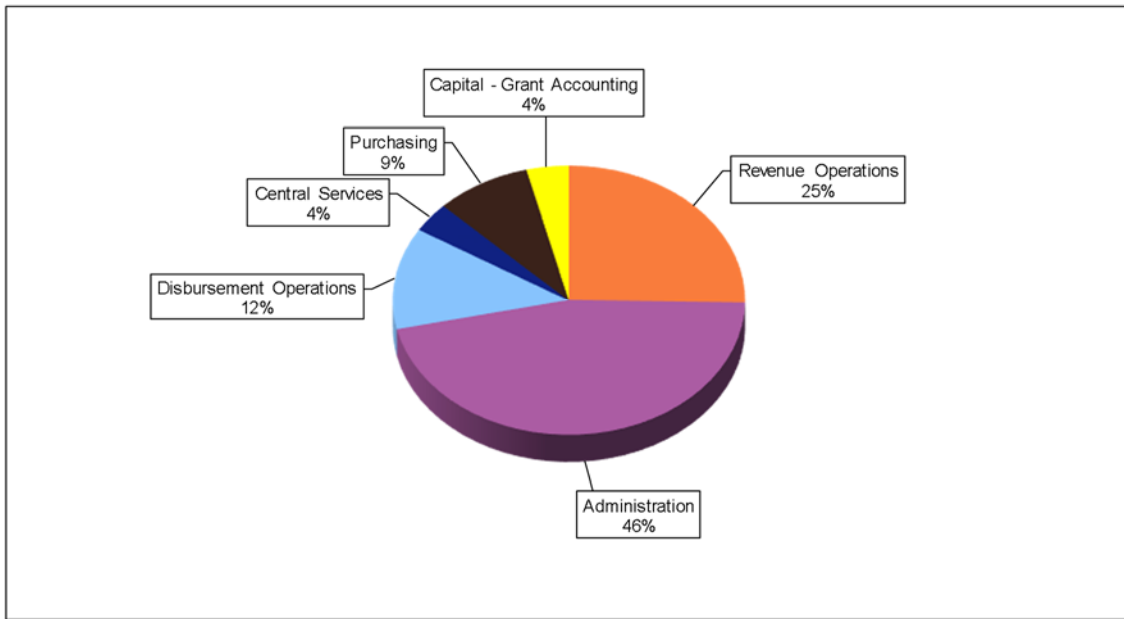
FINANCE



FINANCE

**TOWN OF VIENNA
FISCAL YEAR 22-23 BUDGET**

	FY 20-21 Actuals	FY 21-22 Adopted	FY 21-22 Adjusted	FY 21-22 Estimated	FY 22-23 Adopted	Net Change
Revenue Operations	433,638	401,160	435,340	400,660	479,780	78,620
Administration	749,678	766,260	777,160	764,260	876,200	109,940
Disbursement Operations	211,176	210,390	210,480	210,390	232,810	22,420
Purchasing	137,353	153,450	154,750	153,450	166,060	12,610
Central Services	51,602	70,870	63,870	70,870	67,740	-3,130
Capital - Grant Accounting	68,505	61,900	61,900	62,000	73,650	11,750
Finance	1,651,952	1,664,030	1,703,500	1,661,630	1,896,240	232,210



	FY 20-21 Actuals	FY 21-22 Adopted	FY 22-23 Adopted	Net Change	FY 22-23 % of Total
Personnel Services	1,085,496	1,111,520	1,252,020	140,500	66%
Employee Benefits	359,906	340,510	387,400	46,890	20%
Purchased Services	179,610	179,670	200,290	20,620	11%
Other Charges	20,613	38,230	40,580	2,350	2%
Materials and Supplies	9,836	14,100	15,950	1,850	1%
Program and Services	0	0	0	0	0%
Capital Outlay	0	0	0	0	0%
Transfers	(3,509)	(20,000)	0	20,000	0%
Finance	1,651,952	1,664,030	1,896,240	232,210	100%

REVENUE OPERATIONS
11231

PURPOSE

To produce bills, process receipts, and enforce revenue collection to support Town programs.

STRATEGIC PLAN

By its reliable and responsible stewardship of public funds this division ensures ***“Vienna is a fiscally responsible and economically prosperous community.”***

ACTIVITIES / PRODUCTS / SERVICES

- Calculates and generates semi-annual real estate bills and collect real estate taxes.
- Maintains database for real estate owner changes; calculate and bill supplemental tax bills and abatement tax bills throughout the year.
- Answers all questions from residents and title companies.
- Calculates and produces monthly delinquent real estate tax bills. This effort has led to over 99.8% collected annually.
- Bills and collects business license tax. Audit existing businesses to identify non-reporting and under-reporting businesses.
- Bills and collects meals tax and animal license fees.
- Tracks 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.
- Prepares appropriate letters and follows-up to ensure collections from all General Fund revenue systems.
- Processes approximately 85,000 annual counter cash/check payments totaling almost \$35 million.
- Provides tax estimates for title companies.
- Supports Purchasing Division by maintaining vendor information including new vendor set up, vendor changes and ACH (Automated Clearing House) information.

REVENUE OPERATIONS
11231

FY 21-22 COVID-19 RESPONSE

- Closed out Coronavirus Aid, Relief, and Economic Security Act (CARES) funds reporting 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 American Rescue Plan Act (ARPA) Funds by department.
- Managed account for ARPA reporting and ensured town staff had appropriate access for processing and reporting.
- Provided in-person customer service and processed customer payments timely and accurately with mitigation procedures.

FY 21-22 ACCOMPLISHMENTS

- Calculated approximately 12,000 generated real estate tax bills totaling over \$12.43 million for FY 20-21 or 48% of General Fund revenue.
- Continued efforts to collect IRS schedule C's from the County to increase Business License collections.
- Continued exploring image check uploads for processing payments electronically from Tyler Munis to the bank.
- Explored adding additional modules to the Customer Self-Service site to allow alternatives for reporting and paying.
- Implemented general billing and evaluated business license, meals tax and dog tag licensing after financial system upgrade.
- Worked with Police detectives on a new process to license and track massage therapists.
- Cross-trained cashiers to back up both Business License and Real Estate on customer service and bill processing.
- Monitored monthly ARPA expenditures to track cash and provide yearly reporting to the federal government.
- Promoted a cashier to revenue analyst in order to provide more insight to management on revenue reporting. Hired a new cashier.
- Reworked processes between town departments to allow more paperless reporting and processing.

**REVENUE OPERATIONS
11231**

FY 22-23 INITIATIVES

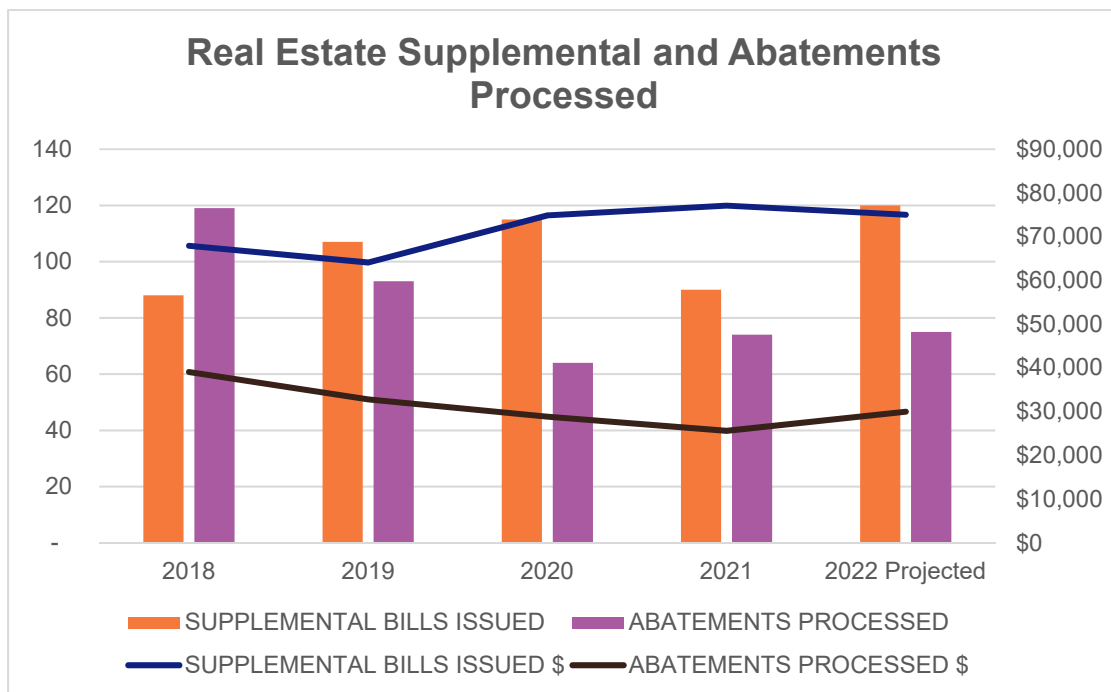
- Work with the bank on check consolidators for processing incoming bank e-payments electronically.
- Continue working with the Planning & Zoning Department and the Town Business Liaison Committee to develop an online, streamlined new business application.
- Evaluate accepting online payments to include credit card and e-checks for revenue sources.
- Work with Wells Fargo Bank to determine optimal electronic bill payment and deposit options.



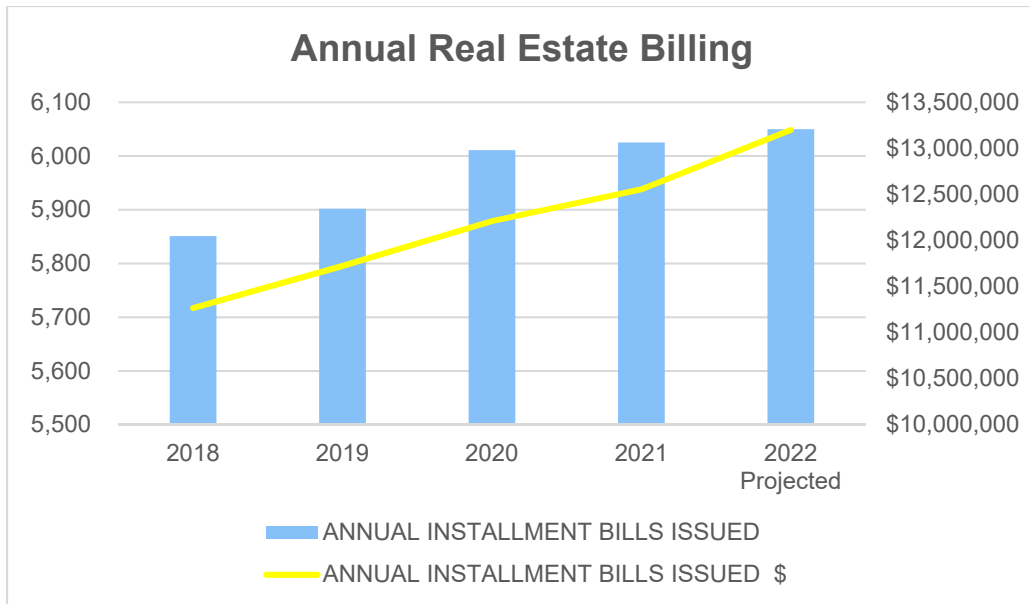
PERFORMANCE MEASURES

Based on calendar year data

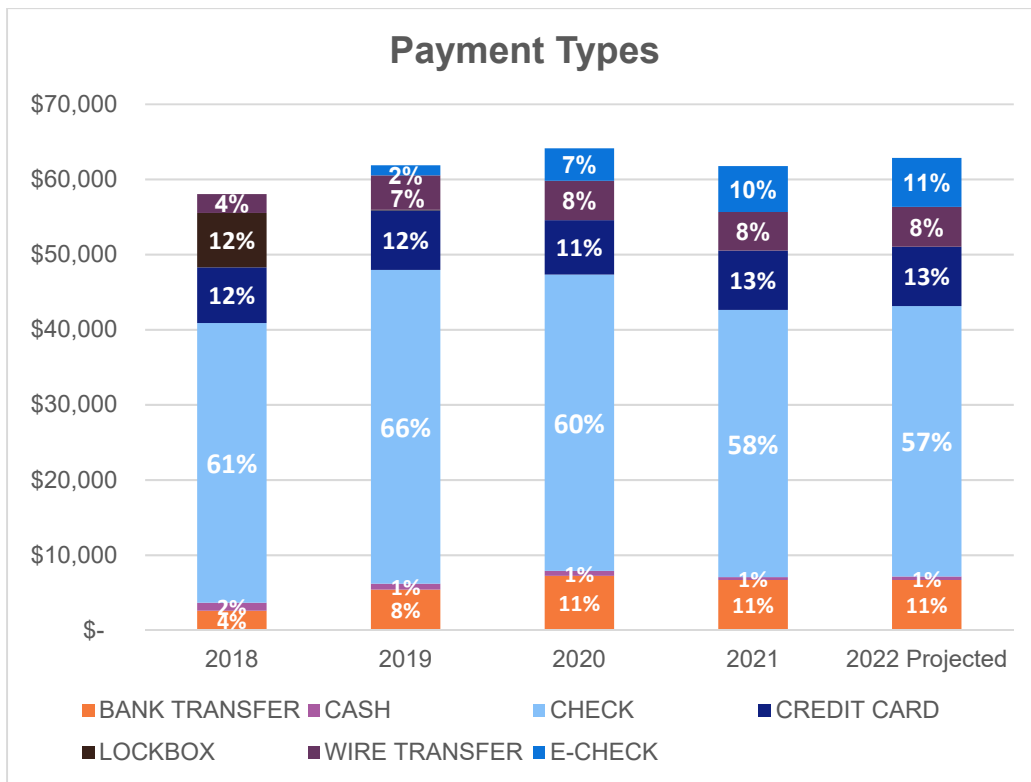
Strategic Plan relevance: Efficiently collecting real estate tax bills demonstrates responsible stewardship of public funds.



REVENUE OPERATIONS
11231



Strategic Plan relevance: Offering other payment methods for customers to choose from (electronic or traditional means) has reduced the receipt processing time, even though the number of transactions has increased every year.



REVENUE OPERATIONS
11231

PERSONNEL*Based on a fiscal year*

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Real Estate Tax Specialist	1	1	1
Business License Officer	1	1	1
Revenue Analyst / Cashier	1	1	1
Cashier	1	1	1
Total	4	4	4

FY 22-23 BUDGET CHANGES

- Increases in advertising, postage and supplies due to cost increases seen over the year.

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

**DIVISION 11231
NAME REVENUE OPERATIONS**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 271,923	\$ 282,500	\$ 283,800	\$ 315,140	\$ 32,640
41002 Overtime	1,395	2,000	2,000	2,000	-
41004 Part Time without Benefits	-	-	-	-	-
41006 Annual Leave Liquidation	13,716	-	-	-	-
41008 Annual Leave Cash-In	1,550	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	288,584	284,500	285,800	317,140	32,640
42001 F.I.C.A.	21,293	21,610	21,610	21,610	-
42002 V.R.S.	32,429	32,500	32,500	34,510	2,010
42003 V.R.S. Life Insurance	3,647	3,600	3,600	3,600	-
42004 Local Pension Plan	27,018	-	22,380	22,380	22,380
42007 Health Insurance	28,899	21,400	32,400	38,740	17,340
42012 Cafeteria Plan Fees	107	130	130	130	-
42018 Employer Contributions:DC401A	6,030	7,050	7,050	7,050	-
42021 V.R.S. Hybrid 401A Match	1,443	2,200	2,200	2,200	-
42025 V.R.S. Hybrid Disability	218	500	500	500	-
TOTAL EMPLOYEE BENEFITS	121,083	88,990	122,370	130,720	41,730
43308 Contracts/Services	2,311	2,470	2,470	2,470	-
43601 Advertising	782	600	600	800	200
TOTAL PURCHASED SERVICES	3,094	3,070	3,070	3,270	200
45203 Postal Services	9,850	9,000	9,000	10,050	1,050
45404 Central Copier Charges	5,367	6,500	6,500	7,500	1,000
45501 Mileage Reimbursement	25	100	100	100	-
45504 Conventions/Education	95	3,000	2,500	3,000	-
45803 Bad Debt Write-Off	-	-	-	-	-
TOTAL OTHER CHARGES	15,337	18,600	18,100	20,650	2,050
46015 Operational Supplies	5,540	6,000	6,000	8,000	2,000
TOTAL MATERIALS AND SUPPLIES	5,540	6,000	6,000	8,000	2,000
TOTAL REVENUE OPERATIONS	\$ 433,638	\$ 401,160	\$ 435,340	\$ 479,780	\$ 78,620

ADMINISTRATION
11241

PURPOSE

To provide overall management of departmental staff and operations to ensure the Finance Department's mission is accomplished.

STRATEGIC PLAN

By putting various financial procedures and controls in place, this division helps ensure the Finance Department instills "***Vienna is a fiscally responsible and economically prosperous community.***"

ACTIVITIES / PRODUCTS / SERVICES

- Provides financial policy recommendations to Town Council and Town Manager.
- Develops financial strategies for the Town.
- Coordinates improvements to financial systems and processes.
- Provides general accounting and financial reporting services.
- Prepares the Comprehensive Financial Report and filings. Manage the annual financial statement audit as required by the Code of Virginia.
- Prepares annual Operating Budget and long-range financial forecast.
- Prepares analysis and presents Capital Project forecast.
- Provides cash management and other treasury functions.
- Coordinates capital financing and debt management.
- Provides special research to Town Council, Town Manager, and all departments.

FY 21-22 COVID-19 RESPONSE

- Wrapped up administration and oversight of \$2.86 million in Coronavirus Aid, Relief and Economic Securities (CARES) Act funds through a partnership with Fairfax County.
- Worked with County and Fairfax Water to develop communication and administer a \$49,000 CARES-related utility grant in December 2020.
- Applied for and successfully received the first installment of \$17.1 million American Rescue Plan Act (ARPA) funds. Developed spending criteria for Council review and worked with department heads and Council to develop a preliminary spending plan.
- Applied for a second utility grant under State and Local Fiscal Recovery funds (SLRF) through ARPA funds for \$64,000. Applied to qualifying accounts and notified recipients.
- Provided guidance and leadership to finance department staff in responding to Covid-19.

ADMINISTRATION
11241

- 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 Town employees.

FY 21-22 ACCOMPLISHMENTS

- Successfully completed 2021 financial statement audit and required federal audit.
- Applied for and was awarded both the Certificate for Excellence in Financial Reporting and the Budget Achievement award from GFOA, the highest honors awarded for financial statements and budgeting.
- Developed a plan for spending, monitoring and reporting ARPA funds under federal guidelines.
- Director was named Vice President to the Northern Virginia Cigarette Tax Board; assisted in hiring a new administrator for the board.
- Prepared Capital Improvement Plan (CIP) in conjunction with a plan for ARPA funding to develop a list for 2022 bond issuance. Prepared bond preliminary operating statement and credit presentation for rating agencies.
- Presented the Town's offering statement and credit presentation to two of the three bond rating agencies to confirm the Town's triple-A bond rating (the highest rating available).
- Worked on both compression study and new police pay plan policy with Human Resources. Presented plan to Council.
- Monitored implementation of new plastic bag tax to ensure Town gets its share.
- Continued to monitor and review project manager reports on police station project to ensure project stays within budget.
- Developed alternative uses for Faith Baptist Church property.
- Created and published Town's first Popular Annual Financial Report (PAFR), a more accessible document also eligible for GFOA award.
- Along with Information Technology department, upgraded the Town's financial system to a newer version. Worked with key stakeholders on testing before going live and provided training on new system.

FY 22-23 INITIATIVES

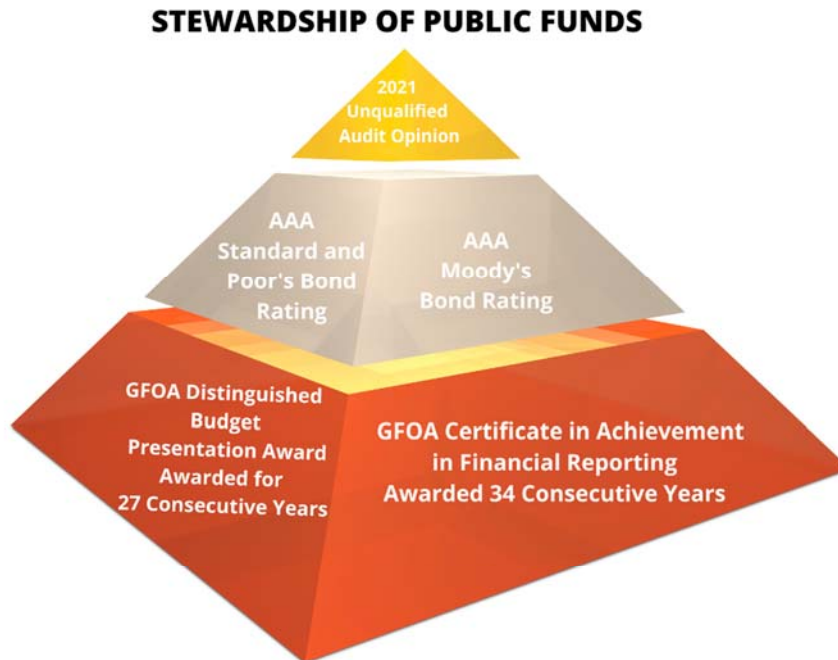
- Continue to develop and refine the statistical portion of the budget. Identify statistics to start an online dashboard.
- Formalize quarterly financial reporting and cash flow reporting.
- Monitor progress of town-wide ARPA spending.
- Spearhead Town Hall space ARPA projects.

**ADMINISTRATION
11241**

- Monitor and report on progress of Robinson Sidewalk Trust spending to ensure a plan exists to spend all funds by the deadline of October 2024.
- Oversee upgrade to Munis financial reporting system.
- Manage additions to online payments and add e-mail billing after system conversion is completed.
- Assist Grant Accountant in streamlining Town’s fixed asset procedures.

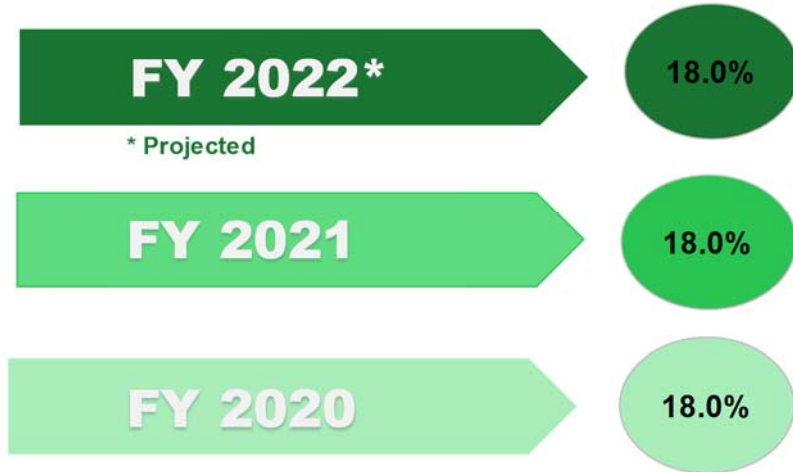
PERFORMANCE MEASURES

Based on calendar year data



ADMINISTRATION
11241

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



ADMINISTRATION
11241

PERSONNEL*Based on a fiscal year*

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
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	.63	.63
Total	4	4.63	4.63

*Transfer from Purchasing Division (11253) in FY 21-22

FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 11241
NAME FINANCE ADMINISTRATION**

ACCOUNT NUMBER TITLE	FY 20-21	-----FY 21-22-----		FY 22-23	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 441,390	\$ 453,660	\$ 462,260	\$ 507,640	\$ 53,980
41003 Regular Part Time with Benefits	\$ 5,403	\$ -	\$ -	\$ 32,950	\$ 32,950
41004 Part Time without Benefits	4,179	-	-	3,000	3,000
41008 Annual Leave Cash-In	4,905	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	455,877	453,660	462,260	543,590	89,930
42001 F.I.C.A.	32,055	34,340	34,340	34,340	-
42002 V.R.S.	47,401	52,000	52,000	55,210	3,210
42003 V.R.S. Life Insurance	5,916	5,840	5,840	5,840	-
42007 Health Insurance	25,444	20,680	24,480	27,960	7,280
42012 Cafeteria Plan Fees	318	320	320	320	-
42018 Employer Contributions:DC401A	16,997	17,440	17,440	17,440	-
42021 V.R.S. Hybrid 401A Match	7,552	7,460	7,460	7,460	-
42025 V.R.S. Hybrid Disability	1,139	1,120	1,120	1,120	-
TOTAL EMPLOYEE BENEFITS	136,822	139,200	143,000	149,690	10,490
43103 Accounting/Audit Services	48,285	56,000	56,000	58,100	2,100
43302 Financial System Maintenance	96,003	101,000	100,000	108,930	7,930
43308 Contracts/Services	4,091	-	-	-	-
43309 Cell Phone Expense	943	600	600	1,090	490
43501 Printing/Binding Services	2,737	3,500	3,500	3,500	-
TOTAL PURCHASED SERVICES	152,060	161,100	160,100	171,620	10,520
45501 Mileage Reimbursement	234	800	800	800	-
45502 Fares	-	-	-	-	-
45503 Subsistence/Lodging	191	2,500	2,500	2,500	-
45504 Conventions/Education	584	3,500	3,000	2,500	(1,000)
45505 Business Meals	-	-	-	-	-
45801 Memberships/Dues	1,515	2,000	2,000	2,000	-
TOTAL OTHER CHARGES	2,524	8,800	8,300	7,800	(1,000)
46012 Books/Subscriptions	135	-	-	-	-
46015 Operational Supplies	2,260	3,500	3,500	3,500	-
TOTAL MATERIALS AND SUPPLIES	2,394	3,500	3,500	3,500	-
TOTAL FINANCE ADMINISTRATION	\$ 749,678	\$ 766,260	\$ 777,160	\$ 876,200	\$ 109,940

DISBURSEMENT OPERATIONS
11243

PURPOSE

To record, control, and process timely and accurate payments to employees and vendors. This division's primary responsibility is to ensure all payroll and vendor payments filings are completed timely and according to town, state, and federal agencies' mandates, guidelines, or laws. Additionally, to provide information and support to past and present Town employees, and vendors regarding payroll and accounts payable.

STRATEGIC PLAN

The division's main endeavors embrace the Town's first strategic goal as ***"Vienna as a fiscally responsible community"*** by its prudent stewardship of public funds, providing sound financial management and ensuring payments are made timely.

ACTIVITIES / PRODUCTS / SERVICES

- Prepares bi-weekly and monthly payroll.
- Prepares and files all payroll tax returns and issues payments on a timely basis.
- Calculates, files and remits all benefits to outside benefit providers including VRS, Colonial Insurance, Anthem, Kaiser, Dominion Dental, Legal Resources, Minnesota Life, Genworth LTC Insurance, Ameriflex flexible spending for medical and dependent care, garnishments, child support payments and five ICMA plans including funds for the hybrid VRS plan.
- Responds to special information requests regarding payroll on a myriad of topics annually for both administration and employees.
- Provides payroll information for public safety and grant reimbursements.
- Point of contact for training and assisting staff in the online timesheet system.
- Provides support to Finance and Human Resource staff by creating ad hoc reporting for audit and other analytical 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.
- Pays all vendor payments, ensuring proper support exists prior to payment.
- Process files, wires, journal entries and update spreadsheets weekly.
- Audits invoices submitted for payment to ensure purchasing and finance policies are followed.
- Follows up with department staff and vendors to correct issues.

DISBURSEMENT OPERATIONS
11243

- 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.

FY 21-22 COVID-19 RESPONSE

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

FY 21-22 ACCOMPLISHMENTS

- Responded quickly to emerging payroll and federal laws and requirements.
- Continued expansion of electronic payments, reduced unclaimed property claims, eliminated security risks associated with paper checks and decreased processing and mailing expenses.
- Worked with procurement to upgrade the organization's business processes and the verification of vendors and EFT to safeguard payment transactions.
- Cross-trained staff on payroll and accounts payable job duties and responsibilities to maintain fiscal reliability, accuracy, and consistency of services.
- Expanded the use of credit card payments, known as P-Cards, to reduce the number and cost of paper checks and earn a rebate to offset the costs.

FY 22-23 INITIATIVES

- Continue to develop the quantity of vendor payable electronic payments to town vendors by electronic funds transfer (EFT).
- Streamline time keeping by department for payroll processing and keeping of time.
- Deliver efficient, effective, innovative disbursement services by optimizing the use of technology to drive efficiency and productivity.

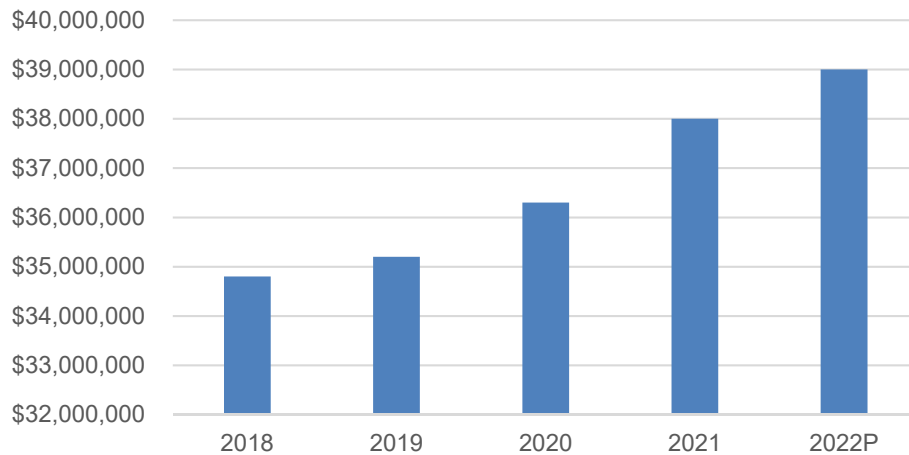
**DISBURSEMENT OPERATIONS
11243**

PERFORMANCE MEASURES

Based on calendar year data

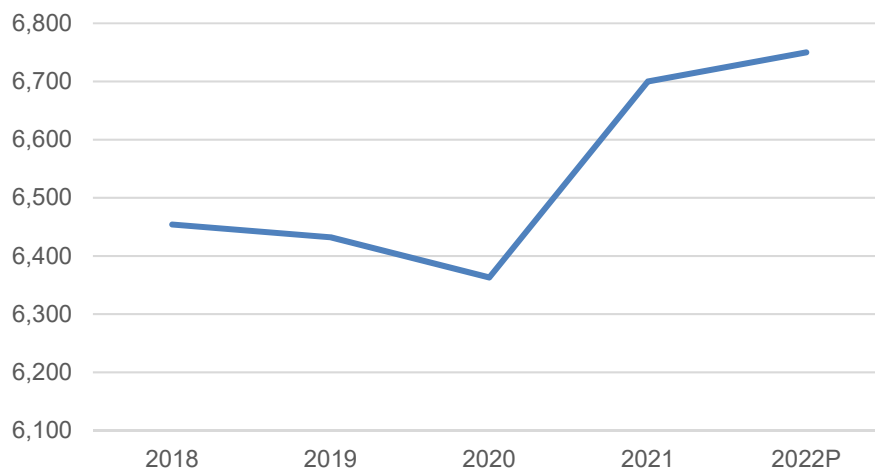
Strategic Plan relevance: The volume and total dollar amount of invoices has increased while the processing time has remained stable. The use of procurement cards, pooling of invoices, and electronic payments is an increase in efficiency of the department and fiscal responsibility.

**ACCOUNTS PAYABLE INVOICE
PROCESSING**



P – Projected

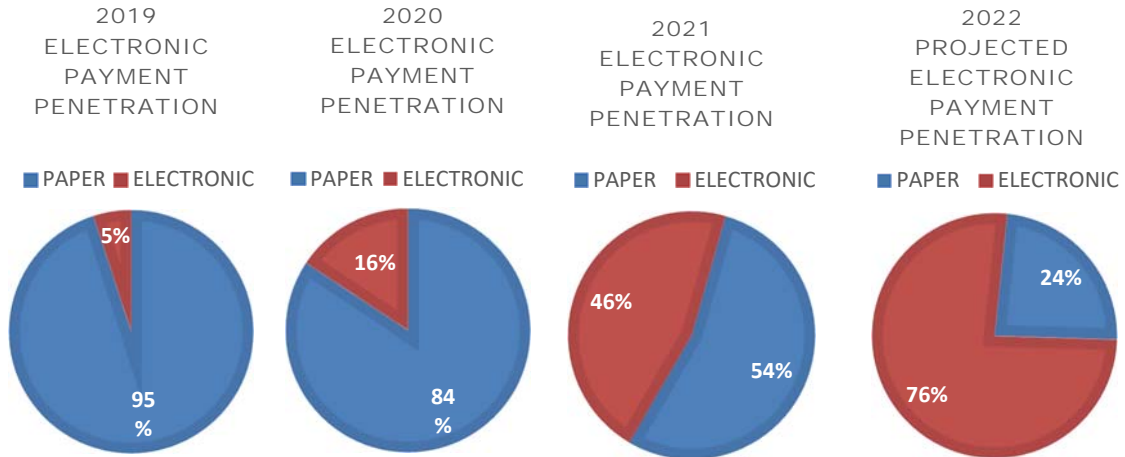
NUMBER OF INVOICES PROCESSED



P – Projected

**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 20-21	Adopted FY 21-22	Adopted FY 22-23
Payroll Specialist	1	1	1
Fiscal Technician – Accounts Payable	1	1	1
Total	2	2	2

FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 11243
NAME DISBURSEMENT OPERATIONS**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 135,089	\$ 138,520	\$ 138,520	\$ 149,350	\$ 10,830
41002 Overtime	1,165	3,000	3,000	3,000	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	136,254	141,520	141,520	152,350	10,830
42001 F.I.C.A.	10,180	10,610	10,610	10,610	-
42002 V.R.S.	14,244	16,000	16,000	16,990	990
42003 V.R.S. Life Insurance	1,806	1,780	1,780	1,780	-
42007 Health Insurance	15,661	14,940	15,030	15,340	400
42012 Cafeteria Plan Fees	127	130	130	130	-
42018 Employer Contributions: DC401A	5,190	5,330	5,330	5,330	-
42021 V.R.S. Hybrid 401A Match	2,535	2,500	2,500	2,500	-
42025 V.R.S. Hybrid Disability	382	380	380	380	-
TOTAL EMPLOYEE BENEFITS	50,125	51,670	51,760	53,060	1,390
43301 Equipment Maintenance Contracts	-	200	200	100	(100)
43308 Contracts/Services	21,768	12,000	12,000	22,000	10,000
TOTAL PURCHASED SERVICES	21,768	12,200	12,200	22,100	9,900
45203 Postal Services	1,634	2,000	2,000	2,200	200
45501 Mileage Reimbursement	-	100	100	100	-
45504 Conventions/Education	-	500	500	500	-
45801 Memberships/Dues	-	400	400	400	-
TOTAL OTHER CHARGES	1,634	3,000	3,000	3,200	200
46012 Books/Subscriptions	-	-	-	-	-
46015 Operational Supplies	1,396	2,000	2,000	2,100	100
TOTAL MATERIALS AND SUPPLIES	1,396	2,000	2,000	2,100	100
TOTAL DISBURSEMENT OPERATIONS	\$ 211,176	\$ 210,390	\$ 210,480	\$ 232,810	\$ 22,420

PURCHASING
11253

PURPOSE

To ensure the Town buys its goods and services at competitive prices while complying with state and local procurement laws in support of safeguarding the Town's assets.

STRATEGIC PLAN

By ensuring the Town complies with state and local procurement laws while buying goods and services at competitive prices this division instills ***“Vienna as a fiscally responsible and economically prosperous community”***.

ACTIVITIES / PRODUCTS / SERVICES

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

FY 21-22 COVID-19 RESPONSE

- Worked with the Finance Director to ensure proper policies and procedures would be followed when procuring goods and services with the CARES funds.
- Drew up plans and procedures to incorporate federal purchasing guidelines for future ARPA projects.

FY 21-22 ACCOMPLISHMENTS

- Collaborated with the Finance Management Team to develop and implement written policies and procedures for adding and updating vendors in Munis, as well as approving and entering EFT information for vendors to reduce the risk of fraud.
- Researched and implemented a new third party vendor, DemandStar, for posting and advertising Town Sealed Bid/Proposal Solicitations online, with no cost to the Town.

**PURCHASING
11253**

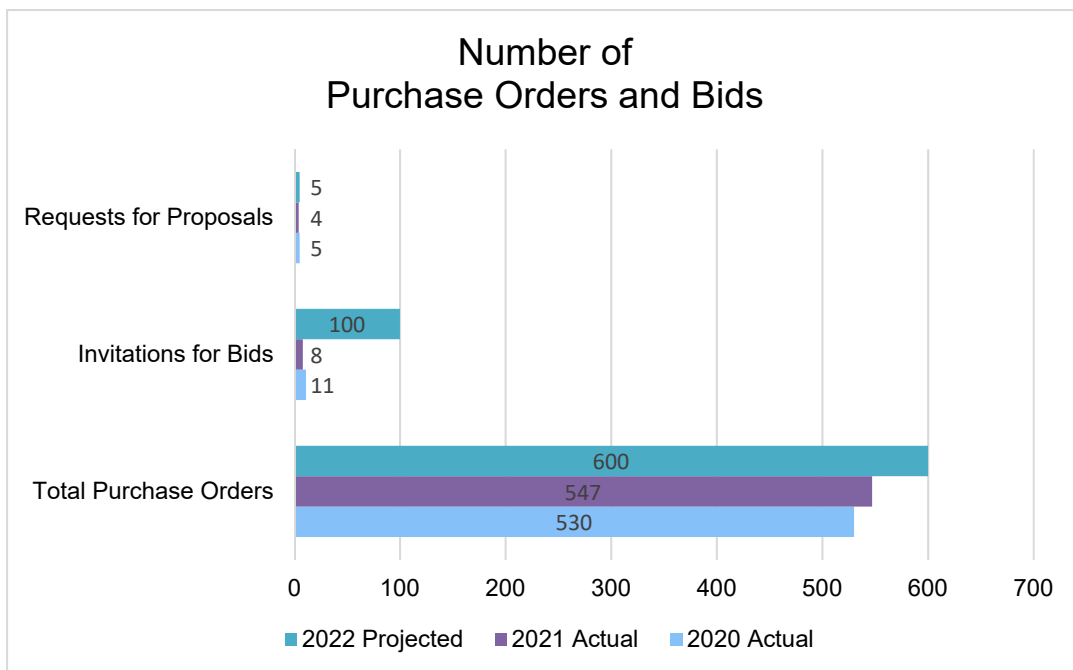
FY 22-23 INITIATIVES

- Assist with the implementation of the Munis upgrade, and train users on any changes or updates to the Purchasing Requisition Entry function.
- Ensure federal purchasing guidelines are followed for federal projects.
- Consider review of purchase order limits.

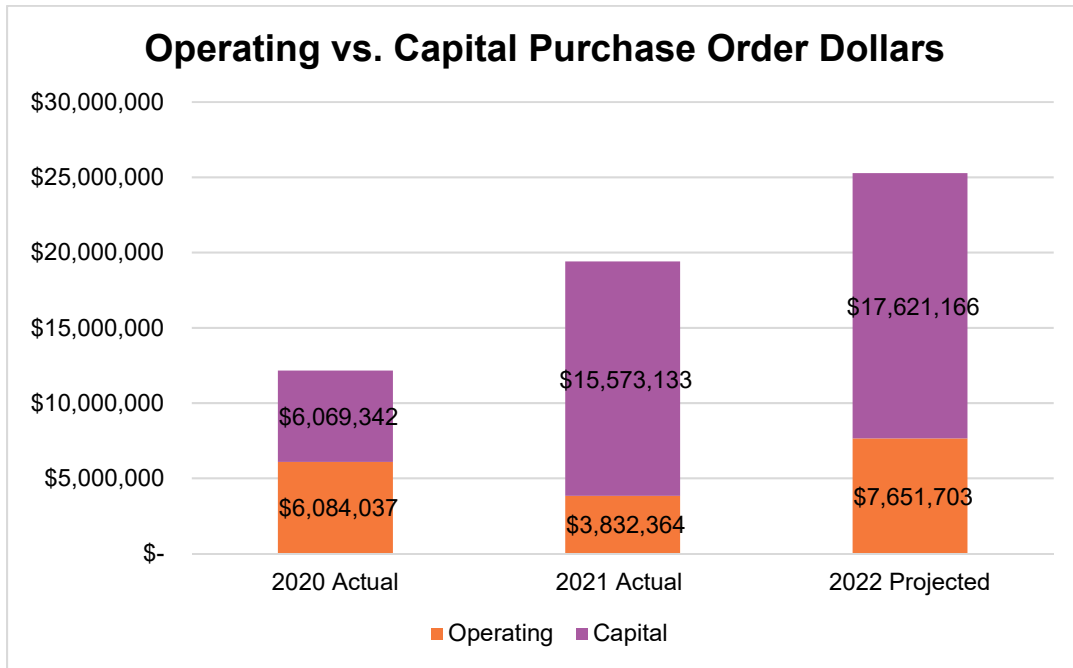
PERFORMANCE MEASURES

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 20-21	Adopted FY 21-22	Adopted FY 22-23
Procurement Officer	1	1	1
Part-Time Buyer	*.63	0	0
Total	1.63	1	1

*Unfunded in FY 20-21; transferred to admin (11241) in FY 21-22

FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 11253
NAME PURCHASING**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 102,883	\$ 110,430	\$ 111,730	\$ 121,830	\$ 11,400
41003 Regular Part Time with Benefits	-	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	102,883	110,430	111,730	121,830	11,400
42001 F.I.C.A.	7,571	7,970	7,970	7,970	-
42002 V.R.S.	12,812	13,210	13,210	14,030	820
42003 V.R.S. Life Insurance	1,379	1,420	1,420	1,420	-
42007 Health Insurance	7,830	7,910	7,910	7,800	(110)
42012 Cafeteria Plan Fees	64	60	60	60	-
42018 Employer Contributions: DC401A	3,969	4,250	4,250	4,250	-
TOTAL EMPLOYEE BENEFITS	33,626	34,820	34,820	35,530	710
43601 Advertising	437	1,000	1,000	1,000	-
TOTAL PURCHASED SERVICES	437	1,000	1,000	1,000	-
45404 Central Copier Charges	40	600	600	1,100	500
45501 Mileage Reimbursements	16	100	100	100	-
45504 Conventions/Education	-	2,000	2,000	2,000	-
45801 Memberships/Dues	315	3,500	3,500	3,500	-
TOTAL OTHER CHARGES	371	6,200	6,200	6,700	500
46015 Operational Supplies	37	1,000	1,000	1,000	-
TOTAL MATERIALS AND SUPPLIES	37	1,000	1,000	1,000	-
TOTAL PURCHASING	\$ 137,353	\$ 153,450	\$ 154,750	\$ 166,060	\$ 12,610

CENTRAL SERVICES
11271

PURPOSE

To provide receptionist, switchboard, administrative support, and basic accounting duties for the Town of Vienna.

STRATEGIC PLAN

To ensure ***“Vienna is a safe community”*** by verifying with vet records to ensure dogs listed within the Town are registered with up to date rabies vaccine as well as working with the animal control officer to verify when assistance is needed. This division also ensures ***“Vienna is an economically prosperous and a fiscally responsible community”*** by researching for an updated billing address to resend bills when returned and keeping track of finances to ensure funds are balanced. Through assisting in the creation of the “Vienna Happenings” weekly e-newsletter, the central service division has been able to encourage ***“Vienna as an engaged, complete, environmentally sustainable, influential and well-governed community”*** by sharing events, volunteer opportunities, ways to connect with Town leaders, and recycling opportunities within the Town.

ACTIVITIES / PRODUCTS / SERVICES

- Answers phones and provides directions and information for walk-in customers and visitors to Town Hall.
- Sorts and distributes incoming mail for town departments.
- Prepares approximately 85,000 annual payments for posting to Point of Sale (POS) system.
- Runs postage meter for all Town 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.

CENTRAL SERVICES
11271

FY 21-22 ACCOMPLISHMENTS

- Fiscal Technician became notary to assist citizens in need of general notarizations. Residents can walk into the front desk anytime during regular business hours and are helped immediately by various notaries on staff.
- Maintained phone log for water & sewer and front desk calls.
- Created phone log for water & sewer and front desk calls.
- Cheerfully greeted and directed all visitors to Town Hall while ensuring all visitors were announced to maintain safety in the building.
- Assisted with the administration of the annual dog license billing.
- Assisted with the compilation of budget books.
- Assisted in large mailings for real estate, dog license, and business licensing.
- Assisted in scanning business licenses, meals tax and other documents into Munis for the Revenue Operations division.
- Researched and assisted in revising various charts and graphs for budget book and financial reports.
- Gathered data and prepared materials for Freedom of Information Act requests.
- Created the layout for the Popular Annual Financial Report (PAFR) based on the 2021 financials.
- Assisted Public Information in producing the Vienna Happenings newsletter.
- Created the Vienna Business Association (VBA) coupon for calendar year 2022.
- Assisted Water and Sewer customer care team by re-mailing returned water & sewer bills, sending out returned ACH payment letters, tracking return of water meters.
- Updated travel expense form and assisted in the reworking the Town travel code.
- Compiled list of resources for Town residence needing assistance paying bills once the Town's MURF Grant was no longer a resource.

FY 22-23 INITIATIVES

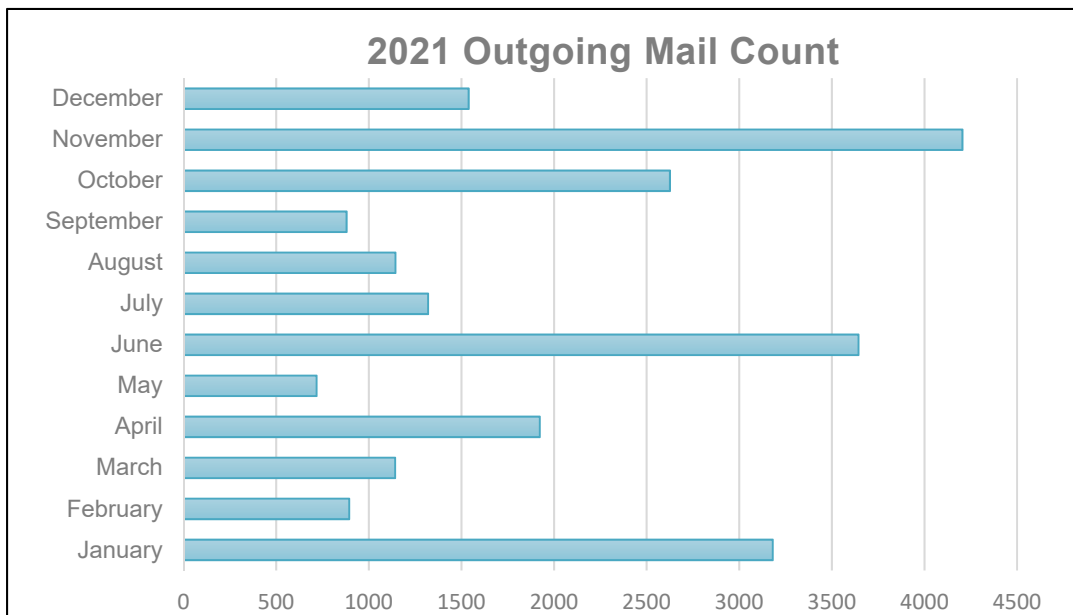
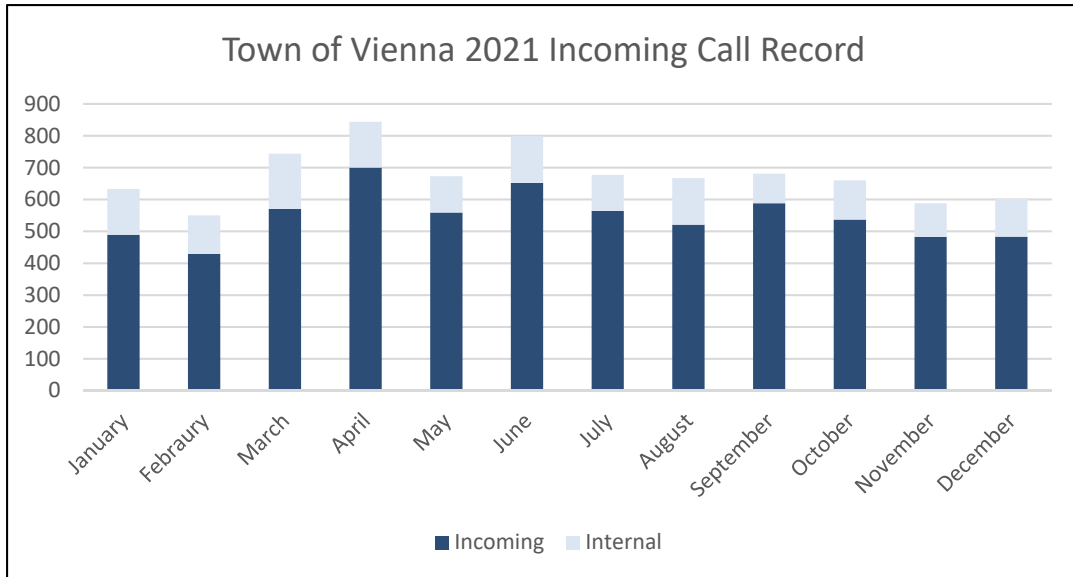
- Continue to learn how to use the Munis financial system for report generation and research to provide project assistance.
- Continue to offer quality customer service when answering phones, providing assistance to visitors and directing guests to offices in Town Hall.
- Expand involvement and assistance to all Town Hall departments.

**CENTRAL SERVICES
11271**

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

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Fiscal Technician I	1	1	1
Total	1	1	1

FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 11271
NAME CENTRAL SERVICES**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 35,025	\$ 46,670	\$ 46,670	\$ 50,870	\$ 4,200
41002 Overtime	1,159	-	-	-	-
41004 Part Time without Benefits	-	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	36,184	46,670	46,670	50,870	4,200
42001 F.I.C.A.	2,707	3,580	3,580	3,600	20
42002 V.R.S.	3,895	5,360	5,360	5,690	330
42003 V.R.S. Life Insurance	469	620	620	620	-
42007 Health Insurance	3,741	7,780	780	-	(7,780)
42012 Cafeteria Plan Fees	-	60	60	60	-
42018 Employer Contributions:DC401A	805	1,830	1,830	1,830	-
42021 V.R.S. Hybrid 401A Match	459	490	490	490	-
42025 V.R.S. Hybrid Disability	185	250	250	250	-
TOTAL EMPLOYEE BENEFITS	12,259	19,970	12,970	12,540	(7,430)
43308 Contracts/Services	2,252	2,300	2,300	2,300	-
TOTAL PURCHASED SERVICES	2,252	2,300	2,300	2,300	-
45203 Postal Services	216	100	100	200	100
45504 Conventions/Education	-	500	500	500	-
45801 Memberships/Dues	223	130	130	130	-
TOTAL OTHER CHARGES	438	730	730	830	100
46015 Operational Supplies	468	1,200	1,200	1,200	-
TOTAL MATERIALS AND SUPPLIES	468	1,200	1,200	1,200	-
TOTAL CENTRAL SERVICES	\$ 51,602	\$ 70,870	\$ 63,870	\$ 67,740	\$ (3,130)

CAPITAL – GRANT ACCOUNTANT
11275

PURPOSE

To manage the financial functions associated with Town grants and monitor capital spending from all Town sources. This division also plays a significant supporting role in the Town's annual CIP and bi-annual bond issuances processes.

For the fiscal years beginning in 2013 thru the summer months of 2020, this division served as the fiscal agent on behalf of the Northern Virginia Regional Gang Task Force (NVRGTF). In August 2020, these duties were transferred to Fairfax County as a cost-saving measure for the task force.

STRATEGIC PLAN

This division embraces the Town's first strategic goal, “***Vienna as a fiscally responsible community***” by its reliable and responsible stewardship of public funds.

ACTIVITIES / PRODUCTS / SERVICES

Capital and Grant Accounting Activities

- Monitors grant expenditures; prepares reimbursement invoices to five major grantor agencies; and reconciles differences, if any, between expected and actual receipts received from the Town's grantors.
- Participates in the Town's annual financial audit including preparing federal, state, and other agency schedules and reconciliations that support capital grant expenditures and receipts.
- Manages and periodically reconciles all capital expenditures. Establishes and maintains new project accounts within the Town's Munis Project Accounting module.
- Participates in Town's annual CIP and bi-annual bond issuance processes by assisting the director in updating the CIP model, preparing the annual CIP budget, and updating sections of the bond preliminary official statement.
- Analyzes, records, and updates capital asset activities in the Munis Capital Asset Module.

Other Finance and Accounting Activities

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

**CAPITAL – GRANT ACCOUNTANT
11275**

FY 21-22 ACCOMPLISHMENTS

VDOT, Robinson Trust Sidewalk Program and Other Grants

- Prepared quarterly reimbursement requests and successfully collected \$164,000 of grant reimbursements for five grants administered by VDOT.
- Prepared reimbursement requests and successfully collected \$814,000 under the Maud Robinson Trust Sidewalk Program.
- Maintained financial controls over project activities funded with grant sources other than VDOT, including Northern Virginia Transportation Authority, Fairfax Commercial and Industrial (C&I) taxes, I-66 concessions; Fairfax County Sewer; and SLAF (Stormwater) grants. Total reimbursements were \$1,473,000 for eight grants.

Capital Projects Accounting

- Established 28 new project accounts to accurately record and track the capital projects funded through the 2022 bond issue, use of ARPA funds, Robinson Trust funds and other sources.
- Reviewed and approved 35 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.
- Updated spreadsheets to track funding and year-to-date expenditures by capital project. Identifying available funding sources for emergency or additional projects.
- Reconciled detailed transactions to various Capital Projects Fund general ledger amounts in support of the Town's annual financial audit.

FY 22-23 INITIATIVES

- Continue to monitor all capital spending, considering any grant-imposed restrictions or requirements. Periodically update spreadsheets/ reports to reflect current financial status.
- Ensure invoicing for grant and reimbursement-based projects occur on a timely basis, in an accurate and fully documented manner.
- Continue to track Robinson Trust Sidewalk Program spending progress and periodically update report.
- 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.

**CAPITAL – GRANT ACCOUNTANT
11275**

- 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.

PERFORMANCE MEASURES

Based on calendar year data

Description	2020 Actual	2021 Actual	2022 Projected
Process quarterly reimbursement requests within 45 days	95%	95%	97%
Required reporting for grant agencies by agency deadline	95%	100%	100%
Number of active grants – all sources	17	14	18
Dollar value of active grants	\$1.70M	\$2.18M	\$2.00M
Number of Capital Project accounts	191	216	244

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Part-Time Capital-Grant Accountant	1	0.63*	0.63*
Total	1	0.63*	0.63*

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

FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

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

DIVISION 11275

NAME CAPITAL / GRANT AUDITOR

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22----- BUDGET	REVISED	FY 22-23 ADOPTED	NET CHANGE
41001 Salaries and Wages	\$ 485	\$ -	\$ -	\$ -	\$ -
41003 Regular Part Time with Benefits	65,231	74,740	74,740	74,740	-
41004 Part Time without Benefits	-	-	-	-	-
41006 Annual Leave Liquidation	-	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
41020 Transfer of Budgeted Salary	-	-	(20,000)	(8,500)	(8,500)
TOTAL PERSONNEL SERVICES	65,715	74,740	54,740	66,240	(8,500)
42001 F.I.C.A.	5,116	5,860	5,860	5,860	-
42002 V.R.S.	-	-	-	-	-
42003 V.R.S. Life Insurance	1,137	-	-	-	-
42007 Health Insurance	-	-	-	-	-
42018 Employer Contributions: DC401A	(39)	-	-	-	-
42021 V.R.S. Hybrid 401A Match	(223)	-	-	-	-
42025 V.R.S. Hybrid Disability	-	-	-	-	-
TOTAL EMPLOYEE BENEFITS	5,991	5,860	5,860	5,860	-
45203 Postal Services	4	100	100	100	-
45404 Central Copier Charges	304	200	200	600	400
45501 Mileage Reimbursement	-	100	100	100	-
45504 Conventions/Education	-	500	500	600	100
TOTAL OTHER CHARGES	308	900	900	1,400	500
46015 Operational Supplies	-	400	400	150	(250)
TOTAL MATERIALS AND SUPPLIES	-	400	400	150	(250)
49207 Transfer To Capital Project Fund	(3,509)	(20,000)	-	-	20,000
TOTAL INTERFUND TRANSFERS	(3,509)	(20,000)	-	-	20,000
TOTAL CAPITAL/GRANT AUDITOR	\$ 68,505	\$ 61,900	\$ 61,900	\$ 73,650	\$ 11,750

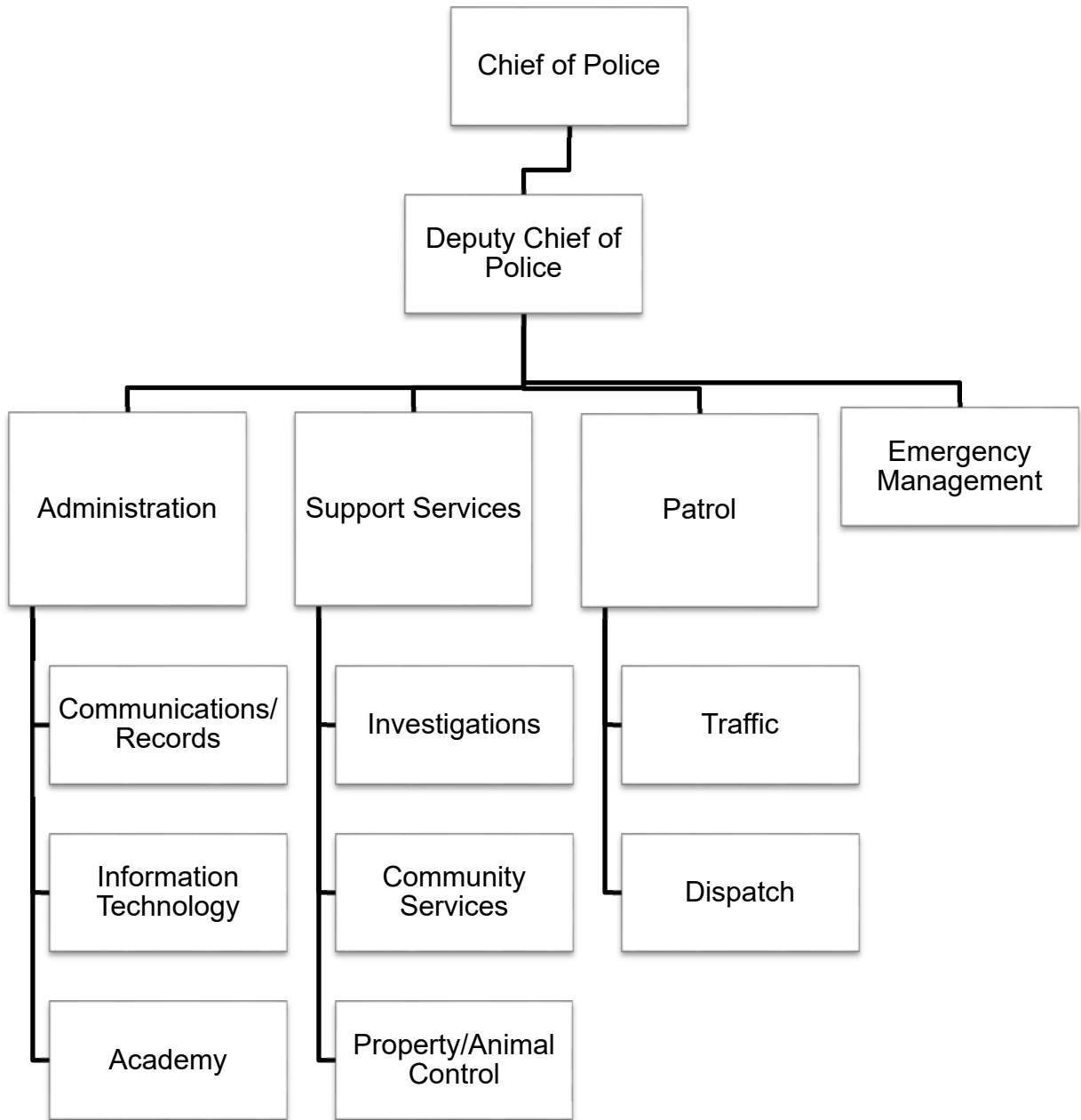
POLICE

MISSION

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



POLICE

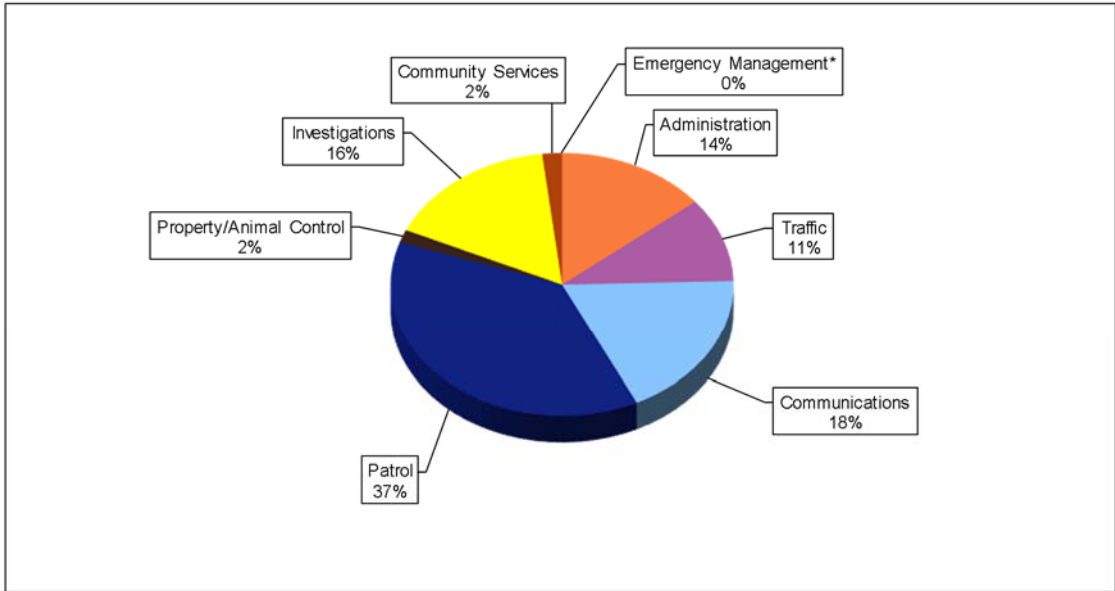


POLICE

**TOWN OF VIENNA
FISCAL YEAR 22-23 BUDGET**

	FY 20-21 Actuals	FY 21-22 Adopted	FY 21-22 Adjusted	FY 21-22 Estimated	FY 22-23 Adopted	Net Change
Administration	751,487	952,510	946,560	976,410	1,010,680	58,170
Traffic	780,784	730,050	723,050	758,800	742,100	12,050
Communications	1,250,353	1,205,190	1,227,260	1,283,280	1,304,990	99,800
Emergency Management*	1,829,160	0	0	0	0	0
Patrol	2,351,528	2,583,290	2,660,190	2,699,290	2,669,220	85,930
Property/Animal Control	102,747	105,020	105,020	105,596	112,070	7,050
Investigations	1,116,422	1,182,460	1,206,060	1,226,804	1,166,290	-16,170
Community Services	118,597	123,150	125,260	125,770	133,010	9,860
Police	8,301,078	6,881,670	6,993,400	7,175,950	7,138,360	256,690

*FY 20-21 funding from federal CARES funds. Department may be funded in the future.



	FY 20-21 Actuals	FY 21-22 Adopted	FY 22-23 Adopted	Net Change	FY 22-23 % of Total
Personnel Services	4,613,593	4,672,870	4,783,390	110,520	67%
Employee Benefits	1,757,264	1,711,260	1,831,350	120,090	26%
Purchased Services	363,529	224,900	180,900	(44,000)	3%
Other Charges	1,252,692	28,560	97,770	69,210	1%
Materials and Supplies	138,522	194,240	203,000	8,760	3%
Program and Services	21,244	43,840	35,950	(7,890)	1%
Capital Outlay	154,235	6,000	6,000	0	0%
Transfers	0	0	0	0	0%
Police	8,301,078	6,881,670	7,138,360	256,690	100%

ADMINISTRATION DIVISION
13110

PURPOSE

To provide overall management of departmental staff and operations, including all matters relating to policy, operations, and discipline. It is responsible for policy formulation, dissemination, and ensures 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.

STRATEGIC PLAN

By overseeing all divisions within its department with the primary concerns of protection, educating, and serving the community this division instills ***"Vienna as a safe community."***

ACTIVITIES / PRODUCTS / SERVICES

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

FY 21-22 COVID-19 RESPONSE

- Continued leading Covid-19 response for the Town.
- Maintained close contact with Fairfax County Health Department.
- Provided daily statistical information to the leadership team as needed.
- Closely monitor PPE purchasing and supplies.
- Worked closely with Human Resources Department on exposure incidents.
- Continued to monitor Covid-19 exposure risk for officers.
- Awarded the Faithful Servants Award for Departments Covid-19 response.
- Provided guidance and leadership to staff in responding to Covid-19.
- Worked with other departments to ensure a comprehensive and unified town-wide response.
- Modified operational processes to ensured continuity of essential services to residents and safety of Town employees.

**ADMINISTRATION DIVISION
13110**

FY 21-22 ACCOMPLISHMENTS

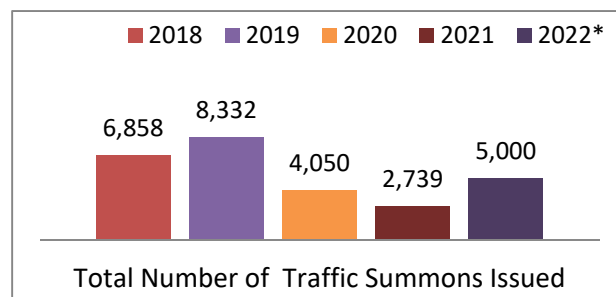
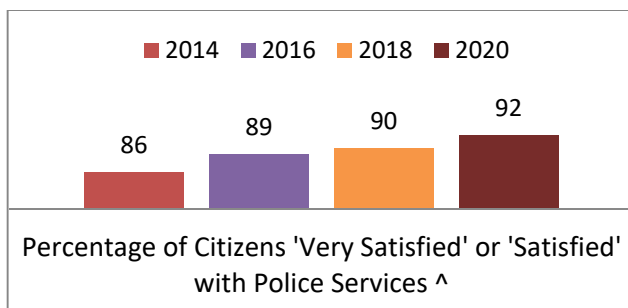
- Worked with the police facility construction team to keep the project on time for the summer of 2022 opening.
- Worked with the community to limit the impact of construction on the surrounding school, Bowman House and neighborhoods.
- Successfully provided uninterrupted police service to the Town from an offsite location.
- Received Council approval for several significant public safety projects in FY2022, including new portable radios, body camera program and update In-Car Video (ICV) program.

FY 22-23 INITIATIVES

- Finish implementation of approved projects from FY2022 (radios, body cameras, ICV, etc.)
- Open new police facility.
- Bring back the Fun Run.
- Organize the Police Department's 75 Anniversary celebration.
- Continue addressing the staffing needs of the Department and strategically bring back positions that were allowed to go vacant during the staffing shortage of 2021-2022.
- Bring enforcement statistics back to pre-Covid-19 levels.
- Obtain state accreditation for the Department's peer support program.

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.



*PROJECTED

^TOWN OF VIENNA CITIZEN SURVEY FINDINGS REPORT

**ADMINISTRATION DIVISION
13110**

PERSONNEL*Based on a fiscal year*

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Chief of Police	1	1	1
Deputy Chief of Police	1	1	1
Administrative Assistant II	1	1	1
Total	3	3	3

FY 22-23 BUDGET CHANGES

- Budget dollars restored to pre-Covid-19 level.
- Budget new station utility costs based on comparisons with the Community Center's yearly utility costs.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 13110
NAME POLICE ADMINISTRATION

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 393,586	\$ 408,040	\$ 408,640	\$ 440,670	\$ 32,630
41002 Overtime	160	-	-	-	-
41008 Annual Leave Cash-In	5,711	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	399,457	408,040	408,640	440,670	32,630
42001 F.I.C.A.	28,349	31,210	31,210	31,210	-
42002 V.R.S.	48,854	47,790	47,790	56,500	8,710
42003 V.R.S. Life Insurance	5,259	5,150	5,150	5,150	-
42004 Local Pension Plan	19,157	31,440	22,200	31,440	-
42005 Police Pension	14,925	16,000	16,000	16,000	-
42007 Health Insurance	35,228	32,980	34,260	34,840	1,860
42010 Clothing Allowance	15,624	25,000	25,000	18,000	(7,000)
42012 Cafeteria Plan Fees	64	60	60	60	-
42018 Employer Contributions:DC401A	6,683	7,140	7,140	7,140	-
TOTAL EMPLOYEE BENEFITS	174,143	196,770	188,810	200,340	3,570
43101 Consulting Services	4,104	5,500	5,800	6,400	900
43106 Translation Services	1,472	2,000	2,000	2,000	-
43301 Equipment Maintenance Contracts	-	1,000	1,000	1,000	-
43303 Software Maintenance Contract	-	46,900	46,900	-	(46,900)
43304 H/AC Maintenance Contract	1,568	6,500	3,900	6,500	-
43307 Repair/Maintenance Services	4,249	5,000	6,000	5,000	-
43308 Contracts/Services	16,750	29,000	22,700	29,000	-
43702 Janitorial/Custodial Service	-	-	-	-	-
TOTAL PURCHASED SERVICES	28,143	95,900	88,300	49,900	(46,000)
45101 Electricity	19,502	5,000	4,000	55,000	50,000
45102 Natural Gas	1,730	2,000	2,000	15,000	13,000
45104 Water/Sewer Service	2,759	960	960	4,000	3,040
45202 Long Distance Service	-	-	-	-	-
45203 Postal Services	388	1,500	1,500	1,500	-
45402 Equipment Rental	2,359	5,400	5,400	5,570	170
45404 Central Copier Charges	3,891	2,000	2,000	5,000	3,000
45801 Memberships/Dues	805	2,700	4,200	2,700	-
TOTAL OTHER CHARGES	31,434	19,560	20,060	88,770	69,210
46001 Office Supplies	1,936	6,700	6,700	6,700	-
46007 Repair/Maintenance Supplies	4,128	5,000	5,000	5,000	-
46008 Vehicle/Equipment Fuels	30,331	55,000	55,000	55,000	-
46009 Vehicle/Equip Maintenance Supplies	3,412	20,040	20,040	20,040	-
46010 Police Supplies	20,548	30,000	25,900	30,000	-
46011 Uniforms/Safety Apparel	11,552	24,400	28,000	28,830	4,430
46012 Books/Subscriptions	347	600	600	600	-
46015 Operational Supplies	4,507	8,000	11,500	8,000	-
46019 Other Supplies	8,388	12,000	12,410	13,330	1,330
46022 Range Supplies	6,939	18,000	23,100	21,000	3,000
46031 Tires And Tubes	973	6,500	6,500	6,500	-
TOTAL MATERIALS AND SUPPLIES	93,059	186,240	194,750	195,000	8,760
47201 Training Programs	4,958	16,000	16,000	16,000	-
47230 Gang Task Force	15,000	25,000	25,000	15,000	(10,000)
TOTAL PROGRAMS AND SERVICES	19,958	41,000	41,000	31,000	(10,000)

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

**DIVISION 13110
NAME POLICE ADMINISTRATION**

ACCOUNT NUMBER TITLE	FY 20-21	-----FY 21-22-----		FY 22-23	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
48102 Furniture/Fixture Replacement	771	2,000	2,000	2,000	-
48201 Additional Machine/Equipment	4,522	3,000	3,000	3,000	-
48299 Equipment Reserve	-	-	-	-	-
TOTAL CAPITAL OUTLAY	5,292	5,000	5,000	5,000	-
TOTAL POLICE ADMINISTRATION	<u>\$ 751,487</u>	<u>\$ 952,510</u>	<u>\$ 946,560</u>	<u>\$ 1,010,680</u>	<u>\$ 58,170</u>

TRAFFIC DIVISION
13130

PURPOSE

To enforce 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.

STRATEGIC PLAN

By offering education, traffic control, safety protocols, and enforcement to the Town's motoring and pedestrian population this division instills "***Vienna as an efficiently mobile community***".

ACTIVITIES / PRODUCTS / SERVICES

- Enforces traffic laws with radar/lidar enforcement and through general observation.
- Responds to calls as needed.
- Conducts traffic control and crowd control for special events.
- Operates classifier program to accumulate traffic data.
- Supports Transportation Safety Commission by assigning the traffic supervisor to attend meetings and provide data for traffic studies.
- Assists in installing safety seats.
- Educates the public on safe driving habits.

FY 21-22 COVID-19 RESPONSE

- Assisted with the safe opening of court operations.
- Continued priority traffic enforcement using pandemic safe procedures.

FY 21-22 ACCOMPLISHMENTS

- Completed another successful year of additional traffic and DUI enforcement through the use of the DMV Grant.
- Stayed actively engaged with the Interstate 66 construction project.
- Were escorts for special events and funerals.
- Continued to liaison with the Traffic Safety Commission.
- Provided support to Patrol due to staffing shortages.

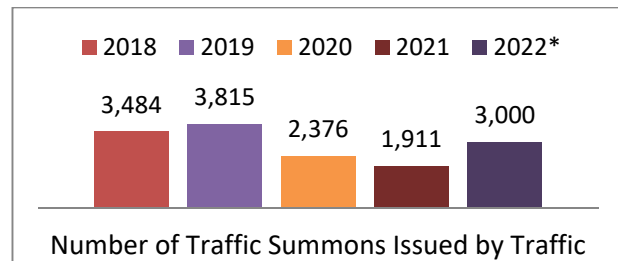
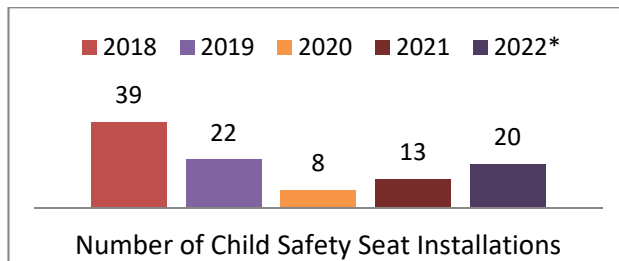
**TRAFFIC DIVISION
13130**

FY 22-23 INITIATIVES

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

PERFORMANCE MEASURES

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



*PROJECTED

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Sergeant	1	1	1
Police Officers	5	5	5
Total	6	6	6

FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 13130
NAME TRAFFIC**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 480,610	\$ 489,940	\$ 490,940	\$ 506,740	\$ 16,800
41002 Overtime	39,515	39,010	39,010	39,010	-
41007 Holiday Pay	32,367	23,690	23,690	23,690	-
41008 Annual Leave Cash-In	2,680	-	-	-	-
41011 Non-Exempt Comp time Liquid.	-	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	555,172	552,640	553,640	569,440	16,800
42001 F.I.C.A.	41,421	36,200	36,200	36,200	-
42002 V.R.S.	57,679	58,580	58,580	62,200	3,620
42003 V.R.S. Life Insurance	6,209	6,800	6,800	6,800	-
42005 Police Pension	26,018	28,400	28,400	28,400	-
42007 Health Insurance	36,971	38,370	30,370	30,000	(8,370)
42010 Clothing Allowance	3,060	-	-	-	-
42012 Cafeteria Plan Fees	64	60	60	60	-
TOTAL EMPLOYEE BENEFITS	171,421	168,410	160,410	163,660	(4,750)
45999 Reimbursable Expenses	51,202	-	-	-	-
TOTAL OTHER CHARGES	51,202	-	-	-	-
46015 Operational Supplies	2,988	8,000	8,000	8,000	-
TOTAL MATERIALS AND SUPPLIES	2,988	8,000	8,000	8,000	-
48103 Comm Equipment Replacement	-	1,000	1,000	1,000	-
48111 Bicycle Equipment Replace	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	1,000	1,000	1,000	-
TOTAL TRAFFIC	\$ 780,784	\$ 730,050	\$ 723,050	\$ 742,100	\$ 12,050

COMMUNICATION DIVISION
13140

PURPOSE

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

STRATEGIC PLAN

By providing multiple avenues for interaction, the communication division helps keep the community safe by responding to residents' concerns and providing a strong tradition of community involvement this division instills "*Vienna as an engaged community*".

ACTIVITIES / PRODUCTS / SERVICES

- Ensures rapid dispatch of appropriate department personnel in answer to citizen calls.
- Manages telephone systems consisting of 20 separate lines, including a telecommunication device for the deaf.
- Operates 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.
- Utilizes 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.
- Maintains documents and produce statistics needed by the department. (Records)
- Enters citations, parking tickets, and warrants; and maintains accident reports and log criminal arrests. (Records)
- Archives and stores documents on a schedule set forth by the Commonwealth of Virginia. (Records)
- Maintains the department computer networks, as well as all hardware and software. (Information Technologies)
- Researches and reports on projects and department missions. (Information Technologies)
- Processes and coordinates all Freedom of Information Act requests addressed to the Police Department.

COMMUNICATION DIVISION
13140

FY 21-22 COVID-19 RESPONSE

- Provided Town residents with information on reporting Covid-19 related violations.
- Coordinated responding officers and made sure responding officers were aware when responding to a Covid-19 affected addresses.

FY 21-22 ACCOMPLISHMENTS

- Continued to phase in new Incident Based Reporting (IBR) compliance with VA state reporting system.
- 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 backup of the police dispatch center for emergency preparedness.
- Trained new dispatcher.
- Handled FOIA duties for the town in the absence of the town's FOIA Officer
- Completed the upgrade and installation of 911 recording equipment in coordination with Fairfax County's Department of Public Safety Communications.
- Upgrade of portable radios to maintain interoperability with Fairfax County Police and adjoining jurisdictions

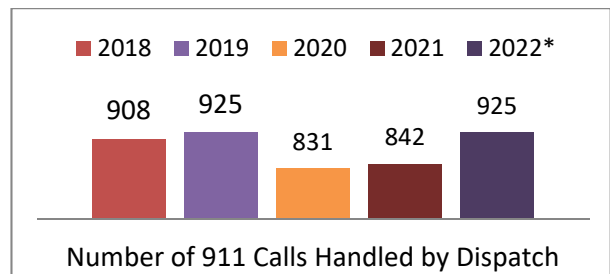
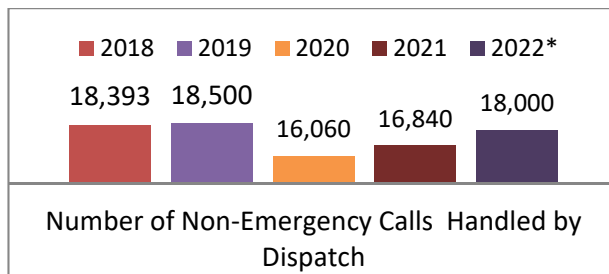
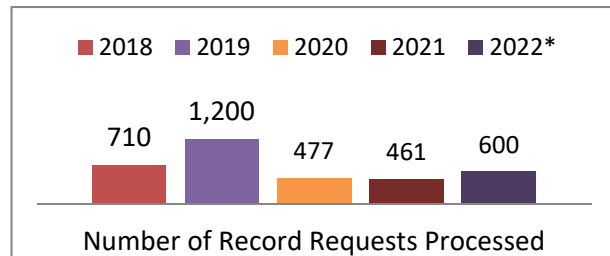
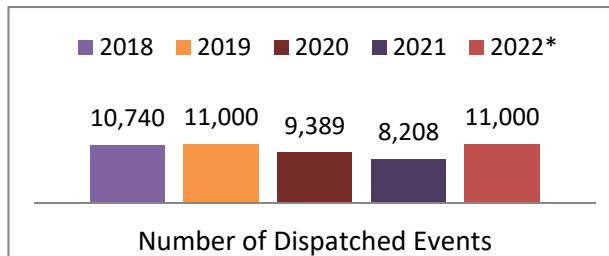
FY 22-23 INITIATIVES

- Implementation and training for new E-Summons system that will provide for an electronic ticketing system.
- Monitor and train on the body camera project.
- Radio traffic training for dispatchers and officers.
- Successfully move dispatch into the new police station.

**COMMUNICATION DIVISION
13140**

PERFORMANCE MEASURES

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



*PROJECTED

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Captain	1	1	1
Communication/Records Coordinator	1	1	1
Dispatcher I & II	6	6	6
Police Training Officer	1	1	1
Administrative Assistant	1	1	1
Total	10	10	10

FY 22-23 BUDGET CHANGES

- New World maintenance contract increase of 3%.

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

**DIVISION 13140
NAME COMMUNICATIONS**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 692,959	\$ 707,000	\$ 709,200	\$ 765,500	\$ 58,500
41002 Overtime	75,096	53,410	53,410	53,410	-
41004 Part Time without Benefits	-	-	-	-	-
41006 Annual Leave Liquidation	1,200	-	-	-	-
41007 Holiday Pay	25,369	20,600	20,600	20,600	-
41008 Annual Leave Cash-In	5,326	-	-	-	-
41011 Non-Exempt Comp time Liquid.	-	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	799,950	781,010	783,210	839,510	58,500
42001 F.I.C.A.	58,203	54,090	54,090	54,090	-
42002 V.R.S.	84,677	82,880	82,880	88,000	5,120
42003 V.R.S. Life Insurance	9,467	9,270	9,270	9,270	-
42004 Local Pension Plan	25,683	25,540	25,970	25,540	-
42005 Police Pension	21,435	21,160	21,160	21,160	-
42007 Health Insurance	105,210	84,320	102,820	118,500	34,180
42010 Clothing Allowance	5,192	-	-	-	-
42012 Cafeteria Plan Fees	138	130	130	130	-
42018 Employer Contributions:DC401A	14,230	15,230	15,230	15,230	-
42021 V.R.S. Hybrid 401A Match	3,263	1,800	1,800	1,800	-
42025 V.R.S. Hybrid Disability	782	760	760	760	-
TOTAL EMPLOYEE BENEFITS	328,280	295,180	314,110	334,480	39,300
43301 Equipment Maintenance Contracts	88,983	92,000	92,940	94,000	2,000
43306 Radio Maintenance Contracts	12,861	16,500	16,500	16,500	-
43309 Cell Phone Expense	17,779	18,000	18,000	18,000	-
43801 Services From Other Government	2,500	2,500	2,500	2,500	-
TOTAL PURCHASED SERVICES	122,123	129,000	129,940	131,000	2,000
TOTAL COMMUNICATIONS	\$ 1,250,353	\$ 1,205,190	\$ 1,227,260	\$ 1,304,990	\$ 99,800

EMERGENCY MANAGEMENT
13150

PURPOSE

To take the lead in assisting all town departments with 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.

STRATEGIC PLAN

By taking the lead in assisting with preventing, preparing for, responding to, and recovering from major events this division helps ensure ***“Vienna is a safe community.”***

ACTIVITIES / PRODUCTS / SERVICES

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

FY 21-22 COVID-19 RESPONSE

- Remained the lead for the Town’s Covid-19 response.
- Liaisoned with the Fairfax County Health Department.
- Updated Town Covid-19 reporting procedures for employees.
- Worked with the Safety Committee on cleaning, social distancing and other workplace safety procedures so employees could return to work.
- CARES funding was tracked through the Emergency Management budget.

EMERGENCY MANAGEMENT
13150

FY 21-22 ACCOMPLISHMENTS

- Developed Town policy for workforce safety and compliance with CDC & VOSH mandates for Covid-19.
- Led 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.
- Continued working with the station project team on construction of the new Emergency Operations Center in the new police facility.

FY 22-23 INITIATIVES

- Open the Emergency Operations Center in the new police facility.
- Identify consultant to help develop a Town Emergency Response Plan that works in conjunction with the Fairfax County plan.
- Update Departments' essential functions / staff information.
- Work on ways for emergency management to help prevent and respond to cyber emergencies effecting the Town.
- Formalize snow emergency prodical.

PERSONNEL

- None specifically assigned, Police Chief and Deputy Chief lead emergency management efforts.

FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 13150
NAME EMERGENCY MANAGEMENT**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 184,448	\$ -	\$ -	\$ -	\$ -
41002 Overtime	11,855	-	-	-	-
41004 Part Time without Benefits	43,889	-	-	-	-
TOTAL PERSONNEL SERVICES	240,192	-	-	-	-
42001 F.I.C.A.	6,460	-	-	-	-
42009 Unemployment Ins	12,856	-	-	-	-
42010 Clothing Allowance	-	-	-	-	-
TOTAL EMPLOYEE BENEFITS	19,316	-	-	-	-
43101 Consulting Services	12,000	-	-	-	-
43102 Legal Svces	5,073	-	-	-	-
43103 Acct G/ Audit Svces	3,000	-	-	-	-
43308 Contract/ Services	191,260	-	-	-	-
43309 Cell Phone Expense	1,930	-	-	-	-
43501 Printing/ Binding Svces	-	-	-	-	-
TOTAL PURCHASED SERVICES	213,263	-	-	-	-
45203 Postal Services	-	-	-	-	-
45314 Covid Supplies	114,971	-	-	-	-
45501 Mileage Reimbursement	-	-	-	-	-
45602 Contributions Business	1,000,000	-	-	-	-
45603 Contributions Resident	50,000	-	-	-	-
TOTAL OTHER CHARGES	1,164,971	-	-	-	-
46005 Janitorial Supplies	31,111	-	-	-	-
46015 Operational Supplies	11,364	-	-	-	-
TOTAL MATERIALS AND SUPPLIES	42,475	-	-	-	-
47306 RAD Program	-	-	-	-	-
47710 Donation Funded Programs	-	-	-	-	-
TOTAL PROGRAMS AND SERVICES	-	-	-	-	-
48201 Additional Mach/ Equipmt	148,943	-	-	-	-
TOTAL CAPITAL OUTLAY	148,943	-	-	-	-
TOTAL EMERGENCY MANAGEMENT	\$ 1,829,160	\$ -	\$ -	\$ -	\$ -

PATROL DIVISION
13180

PURPOSE

To ensure the protection of life and property, the preservation of peace, the prevention of crime, and the detection and arrest of violators.

STRATEGIC PLAN

By investing in public safety technology, attracting quality personnel and training those officers how to handle situations as they arise safely this division instills ***“Vienna as a safe community.”***

ACTIVITIES / PRODUCTS / SERVICES

- Observes and detects criminal activity using proactive techniques.
- Investigates and reports crimes using up-to-date technology.
- Investigates vehicle crashes.
- Detects impaired drivers.
- Responds to emergency calls.

FY 21-22 COVID-19 RESPONSE

- Developed tele-serve procedures to safely handle calls regarding information only by responding to the complainant over phone to obtain all the needed information while limiting in-person contact where possible.
- Oversaw the PPE needs of the entire department and assisted with Town workforce needs.
- Implemented Covid-19 safety protocols.
- Developed and implemented court opening procedures.

FY 21-22 ACCOMPLISHMENTS

- Managed vacancies in Patrol staff while training new officers.
- Utilized regional information gathering to keep officers trained on local events and law enforcement trends.
- Developed and implemented courtroom procedures following Covid-19 shutdown of courts.
- Planned for adjustments in returning to normal court procedures and began to implement as restrictions lifted.
- Completed Field training of three new officers.

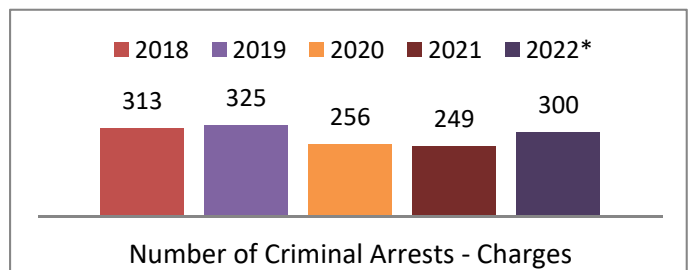
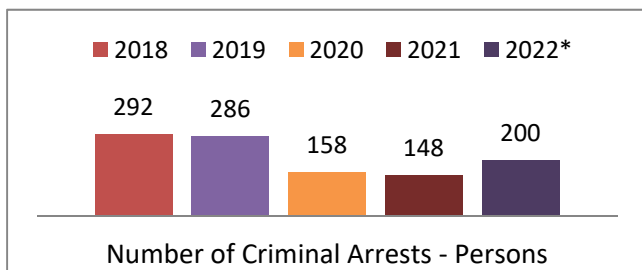
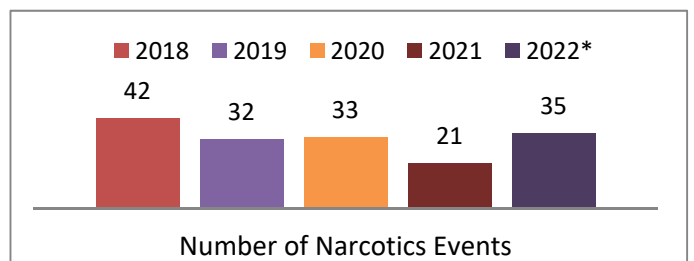
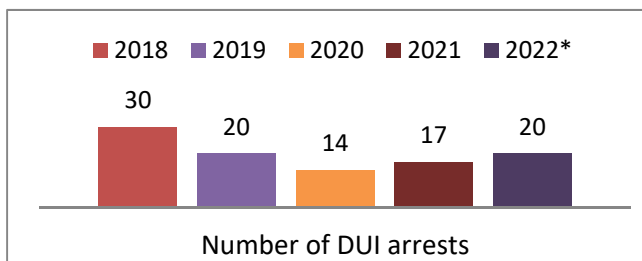
**PATROL DIVISION
13180**

FY 22-23 INITIATIVES

- Complete Field Training of (4) new officers.
- Continue community outreach.
- Continue recovering 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.
- Continue to adjust procedures to return to more normal operations.

PERFORMANCE MEASURES

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

**PATROL DIVISION
13180**

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Captain	1	1	1
Sergeant	4	4	4
Officers	16	16	16
Total	21	21	21
Vacant Positions/Filled	-	<i>7/7</i>	-

FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 13180
NAME PATROL**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 1,507,410	\$ 1,687,850	\$ 1,704,750	\$ 1,725,070	\$ 37,220
41002 Overtime	140,481	135,080	135,080	120,000	(15,080)
41006 Annual Leave Liquidation	26,934	-	-	-	-
41007 Holiday Pay	82,011	75,190	75,190	75,190	-
41008 Annual Leave Cash-In	9,162	-	-	-	-
41011 Non-Exempt Comp time Liquid.	7,371	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
41020 Transfer of Budgeted Salary	(98,095)	-	-	-	-
TOTAL PERSONNEL SERVICES	1,675,274	1,898,120	1,915,020	1,920,260	22,140
42001 F.I.C.A.	133,077	145,240	145,240	122,400	(22,840)
42002 V.R.S.	184,911	193,700	193,700	205,670	11,970
42003 V.R.S. Life Insurance	19,905	20,260	20,260	20,260	-
42005 Police Pension	148,571	183,460	183,460	179,000	(4,460)
42007 Health Insurance	183,156	142,380	202,380	221,500	79,120
42010 Clothing Allowance	6,232	-	-	-	-
42012 Cafeteria Plan Fees	102	130	130	130	-
TOTAL EMPLOYEE BENEFITS	675,954	685,170	745,170	748,960	63,790
47203 Service Awards	300	-	-	-	-
TOTAL PROGRAMS AND SERVICES	300	-	-	-	-
TOTAL PATROL	\$ 2,351,528	\$ 2,583,290	\$ 2,660,190	\$ 2,669,220	\$ 85,930

PROPERTY AND ANIMAL CONTROL DIVISION
13181

PURPOSE

This division shall split duties as see fit while ensuring both Property and Animal Control operations are being fulfilled.

The primary task of the Property operations 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 operations primary purpose is to respond to citizens' calls for service and address concerns regarding domesticated animals and certain issues involving wildlife.

STRATEGIC PLAN

By properly handling property and evidence involved in police investigations this division instills ***"Vienna as an influential and well-governed community."*** By responding to citizens' calls and addressing their concerns regarding animals this division ensures ***"Vienna is a safe community."***

ACTIVITIES / PRODUCTS / SERVICES

- Handles calls for service involving domestic animals and wildlife.
- Handles calls for service involving at-large dogs, unlicensed dogs, animal bites, barking dogs, hoarding, and cruelty cases.
- Maintains an interactive relationship with the Health Department to facilitate the investigation and disposition of rabies-related cases.
- Facilitates the flow of information to residents concerning rabies cases and prevention measures.
- Maintains the animal control vehicle and associated equipment.
- Maintains a liaison with The Hope Center for Advanced Veterinary Medicine.
- Acquires and maintains the necessary training to perform animal euthanasia.
- Manages the receiving, storage, and release of case investigation related property and evidence.
- Assists in the ordering and warehousing of police-related equipment and uniforms.
- Assists in the ordering and warehousing of crime scene processing equipment and supplies.
- Presents animal safety information to Town citizens.

FY 21-22 COVID-19 RESPONSE

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

**PROPERTY AND ANIMAL CONTROL DIVISION
13181**

FY 21-22 ACCOMPLISHMENTS

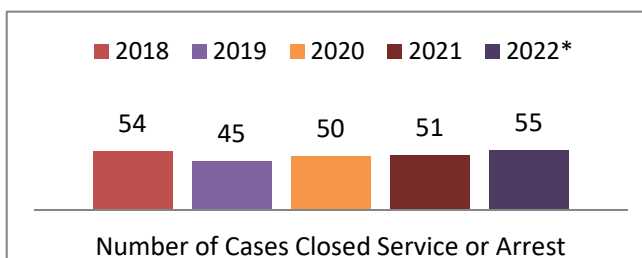
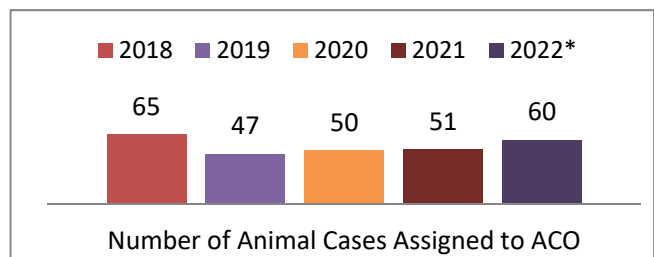
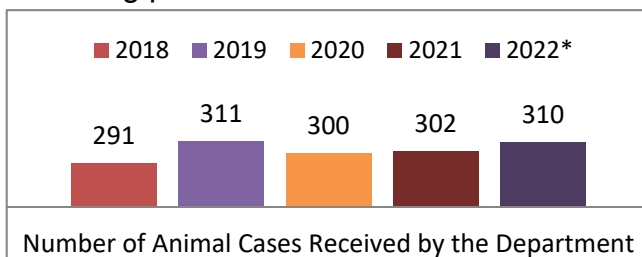
- Conducted animal control presentation to students at Town elementary schools.
- Improved safety procedures for handling dangerous narcotics.
- Purged hundreds of unneeded property items from storage.
- Outfitted 8 new officers.
- Managed property room operations in temporary Police facility.
- Maintained chain of custody process while police construction project was taking place.

FY 22-23 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 upon moving to the new station.
- Continue to update information in the dog licensing software to better track and process domestic animals in our jurisdiction.
- Research bar code program for property storage.

PERFORMANCE MEASURES

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



*PROJECTED

PROPERTY AND ANIMAL CONTROL DIVISION
13181

PERSONNEL*Based on a fiscal year*

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Animal Control Officer/Property Officer	1	1	1
Part-Time Animal Control Officer/Property Officer*	.5	.5	.5
Total	1.5	1.5	1.5

*Position currently unfunded.

FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

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

DIVISION 13181

NAME PERSONAL/PROPERTY/ANIMAL CONTROL

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 72,663	\$ 74,270	\$ 74,270	\$ 80,080	\$ 5,810
41002 Overtime	3,069	4,630	4,630	4,630	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	75,732	78,900	78,900	84,710	5,810
42001 F.I.C.A.	5,753	5,510	5,510	5,510	-
42002 V.R.S.	8,997	8,880	8,880	9,430	550
42003 V.R.S. Life Insurance	969	960	960	960	-
42007 Health Insurance	7,830	7,910	7,910	8,600	690
42010 Clothing Allowance	684	-	-	-	-
42018 Employer Contributions:DC401A	2,783	2,860	2,860	2,860	-
TOTAL EMPLOYEE BENEFITS	27,015	26,120	26,120	27,360	1,240
TOTAL PERS/PROP/ANML CONTROL	\$ 102,747	\$ 105,020	\$ 105,020	\$ 112,070	\$ 7,050

CRIMINAL INVESTIGATIONS DIVISION
13182

PURPOSE

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.

STRATEGIC PLAN

The timely and thorough investigation of crimes by the Investigations Division maintains ***"Vienna as a safe community."***

ACTIVITIES / PRODUCTS / SERVICES

- Conducts comprehensive investigative follow-up of serious cases employing current investigative methods.
- Deploys up-to-date methods for the forensic processing of crime scenes.
- Intensely attracts and completes background investigations on candidates that seek employment with the police department.
- Maintains attendance and involvement in the monthly regional robbery meetings.
- Maintains attendance and involvement in the regional sexual assault meetings.
- Conducts internal affairs investigations as assigned.

FY 21-22 COVID-19 RESPONSE

- 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 21-22 ACCOMPLISHMENTS

- Hired eight new officers.
- Continued to work with our community services officer to develop prevention and education programs.
- Conducted TASER training for officers.
- Successfully investigated local shooting case and continue to work with the Commonwealth Attorney's Office.
- Assisted with patrol staffing by moving detectives over and working with vacancies.

**CRIMINAL INVESTIGATIONS DIVISION
13182**

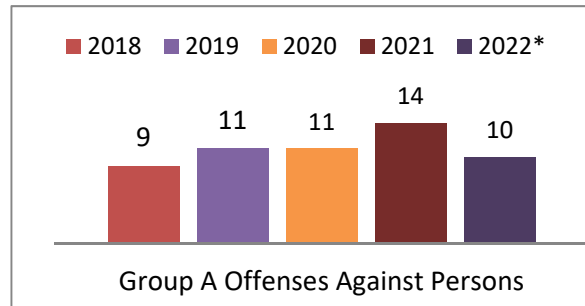
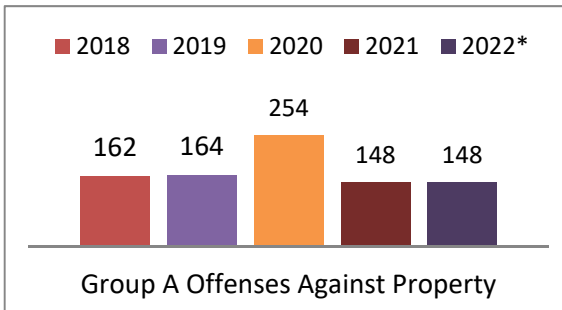
FY 22-23 INITIATIVES

- Increase closure rate for cases assigned to Criminal Investigations Division.
- Lead the effort to move back into the new police facility.
- Develop in-house Evidence Technician program and liaison with county, state, and federal partners to enhance capabilities.
- Hire officers/recruits to fill personnel vacancies including detectives that were moved to staff patrol.
- Closely review any human trafficking incidents that maybe occurring in Town.

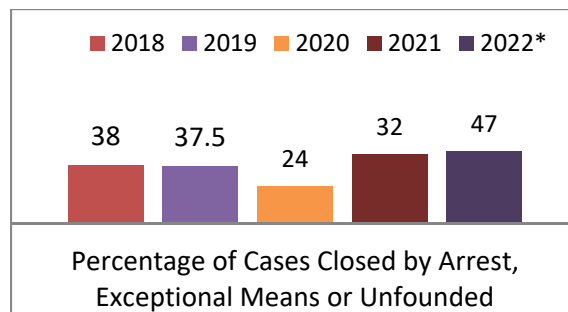
PERFORMANCE MEASURES

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

CRIMINAL INVESTIGATIONS DIVISION
13182

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Lieutenant	1	1	1
Sergeant	1	1	1
Detectives	7	7	7
Total	9	9	9

FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 13182
NAME INVESTIGATIONS**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 654,396	\$ 767,600	\$ 771,700	\$ 754,720	\$ (12,880)
41002 Overtime	93,221	99,000	99,000	80,000	(19,000)
41006 Annual Leave Liquidation	24,294	-	-	-	-
41008 Annual Leave Cash-In	7,996	-	-	-	-
41011 Non-Exempt Comptime Liquid.	5,485	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	785,392	866,600	870,700	834,720	(31,880)
42001 F.I.C.A	57,366	66,360	66,360	53,550	(12,810)
42002 V.R.S.	81,724	73,920	73,920	78,490	4,570
42003 V.R.S. Life Insurance	8,798	7,960	7,960	7,960	-
42005 Police Pension	65,891	88,160	88,160	88,160	-
42007 Health Insurance	104,518	70,400	89,900	94,350	23,950
42010 Clothing Allowance	7,586	-	-	-	-
42012 Cafeteria Plan Fees	64	60	60	60	-
TOTAL EMPLOYEE BENEFITS	325,947	306,860	326,360	322,570	15,710
45401 Vehicle Lease/Rental	5,083	9,000	9,000	9,000	-
TOTAL OTHER CHARGES	5,083	9,000	9,000	9,000	-
TOTAL INVESTIGATION	\$ 1,116,422	\$ 1,182,460	\$ 1,206,060	\$ 1,166,290	\$ (16,170)

PUBLIC INFORMATION / COMMUNITY SERVICES DIVISION
13185

PURPOSE

To maintain 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.

STRATEGIC PLAN

This division focuses on keeping *“Vienna as an engaged community”* through various means of outreach such as publishing police highlights weekly, educational programs promoting personal safety, and putting on a Cops and Kids Fun Run for the community.

ACTIVITIES / PRODUCTS / SERVICES

- Compiles and disseminates weekly editions of Vienna Police Highlights.
- Formulates and conducts live media releases as required.
- Provides for the presentation for the Drug Abuse Resistance Education Program to school-age children.
- Manages and oversees the Rape Aggression Defense Program (RAD).
- Conducts residential and business security checks.
- Manages the department’s Auxiliary Police Program.
- Liaison with Town Director of Public Information.
- Provides station tours to local scout and civic groups.
- Organizes and executes yearly Cops and Kids Fun Run.

FY 21-22 COVID-19 RESPONSE

- Helped provide timely information about the changes of police services to the community due to 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 21-22 ACCOMPLISHMENTS

- Continued with community presentations and outreach on topics such as personal safety to a variety of demographics including with the teen center attendees.
- Participated in the 2021 Fairfax County Police and Fraternal Order of Police Santa’s Rides, benefiting underprivileged and sick children in the community.
- Completed two drug takebacks in cooperation with the Drug Enforcement Administration (DEA). A total of 572 pounds of medication was turned in.
- Continued to offer training in the RAD program for citizens (limited).
- Provided social media information to the community.

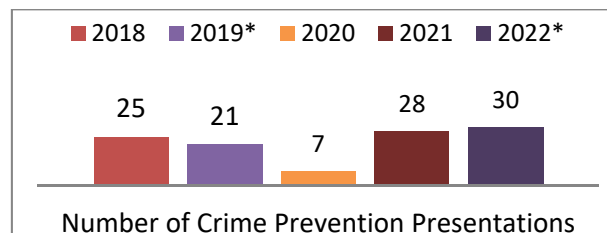
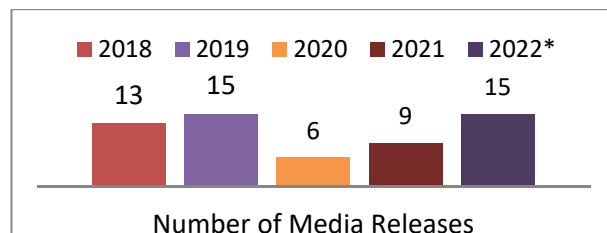
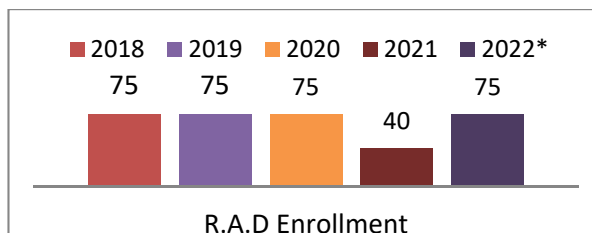
**PUBLIC INFORMATION / COMMUNITY SERVICES DIVISION
13185**

FY 22-23 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.

PERFORMANCE MEASURES

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



*Projected

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Police Officer	1	1	1
Auxiliary Officer Positions(Volunteer)	2 of 10	2 of 10	2 of 10
Total	1	1	1

FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 13185
NAME COMMUNITY SERVICES**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 82,076	\$ 83,380	\$ 83,380	\$ 89,900	\$ 6,520
41002 Overtime	347	4,180	4,180	4,180	-
41008 Annual Leave Cash-In	-	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	82,423	87,560	87,560	94,080	6,520
42001 F.I.C.A.	6,313	6,190	6,190	6,190	-
42002 V.R.S.	10,100	8,810	8,810	9,350	540
42003 V.R.S. Life Insurance	1,087	1,070	1,070	1,070	-
42005 Police Pension	8,143	8,040	8,040	8,040	-
42007 Health Insurance	7,830	7,910	7,910	8,600	690
42010 Clothing Allowance	1,714	730	730	730	-
TOTAL EMPLOYEE BENEFITS	35,188	32,750	32,750	33,980	1,230
47306 R.A.D. Program	800	1,420	3,420	3,420	2,000
47710 Donation Funded Programs	186	1,420	1,530	1,530	110
TOTAL PROGRAMS AND SERVICES	986	2,840	4,950	4,950	2,110
TOTAL COMMUNITY SERVICES	\$ 118,597	\$ 123,150	\$ 125,260	\$ 133,010	\$ 9,860

FIRE AND RESCUE

FIRE AND RESCUE

**TOWN OF VIENNA
FISCAL YEAR 22-23 BUDGET**

	FY20-21 Actuals	FY 21-22 Adopted	FY 21-22 Adjusted	FY 21-22 Estimated	FY22-23 Adopted	Net Change
Volunteer Fire Department	69,783	67,000	67,000	67,000	74,000	7,000
Fire and Rescue	69,783	67,000	67,000	67,000	74,000	7,000



VOLUNTEER FIRE
13220

PURPOSE

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

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

**STRATEGIC PLAN**

To ensure ***“Vienna is a safe community”*** by protecting and preserving the lives and property of the citizens of the Town of Vienna from fire, medical and other emergencies.

ACTIVITIES / PRODUCTS / SERVICES

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

BUDGET CHANGES

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

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

**DIVISION 13220
NAME VOLUNTEER FIRE DEPARTMENT**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 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	59,783	57,000	57,000	64,000	7,000
TOTAL PROGRAMS AND SERVICES	59,783	57,000	57,000	64,000	7,000
TOTAL VOLUNTEER FIRE DEP	<u>\$ 69,783</u>	<u>\$ 67,000</u>	<u>\$ 67,000</u>	<u>\$ 74,000</u>	<u>\$ 7,000</u>

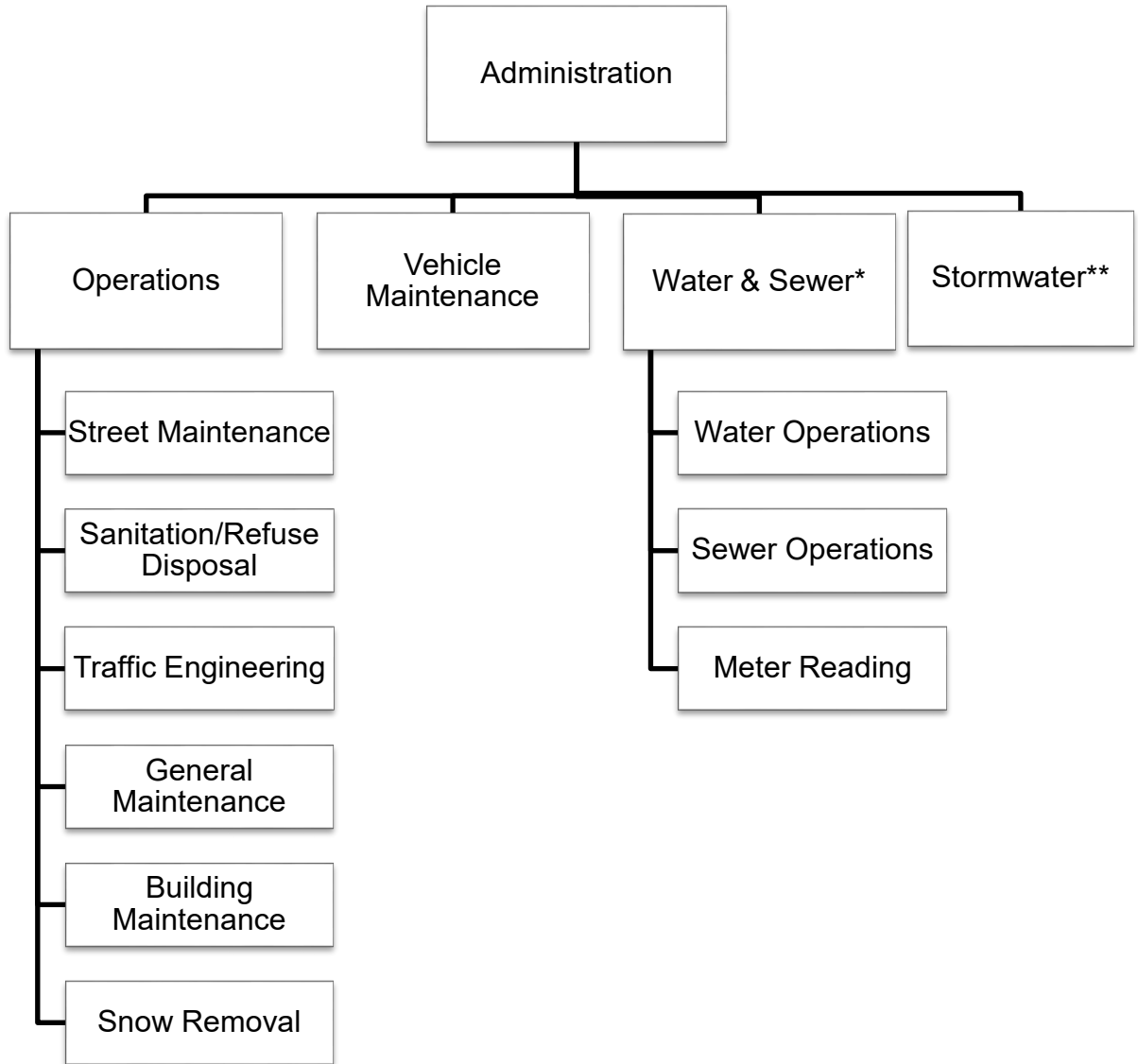
PUBLIC WORKS

MISSION

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



PUBLIC WORKS



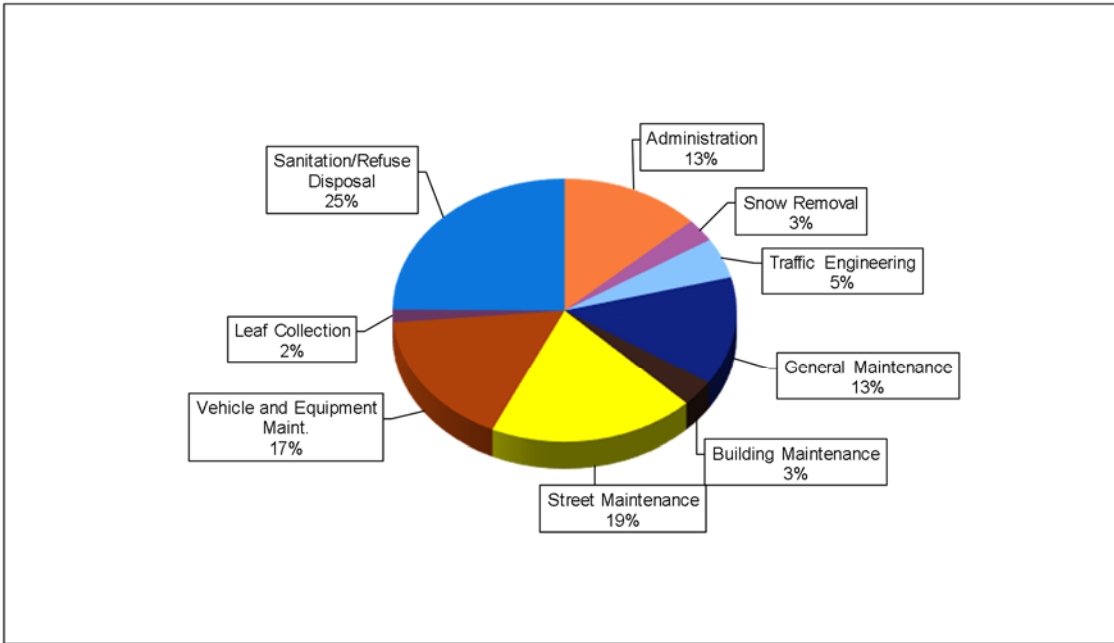
*Included in Water & Sewer Fund Budget

**Included in Stormwater Fund Budget

PUBLIC WORKS

**TOWN OF VIENNA
FISCAL YEAR 22-23 BUDGET**

	FY 20-21 Actuals	FY 21-22 Adopted	FY 21-22 Adjusted	FY 21-22 Estimated	FY 22-23 Adopted	Net Change
Administration	1,040,005	1,115,200	1,136,340	1,200,728	1,147,000	31,800
Street Maintenance	1,031,274	1,736,480	1,815,000	2,003,730	1,690,220	-46,260
General Maintenance	782,223	944,070	943,200	941,442	1,161,760	217,690
Snow Removal	264,949	255,650	255,650	259,090	245,960	-9,690
Traffic Engineering	312,680	367,100	360,600	369,694	430,100	63,000
Vehicle and Equipment Maint.	1,234,170	1,271,260	1,251,590	1,255,740	1,453,780	182,520
Sanitation/Refuse Disposal	1,871,063	1,995,970	2,047,130	2,047,345	2,167,190	171,220
Leaf Collection	46,192	95,720	93,220	107,490	136,600	40,880
Building Maintenance	210,996	241,670	246,380	248,791	283,510	41,840
Public Works	6,793,552	8,023,120	8,149,110	8,434,049	8,716,120	693,000



	FY 20-21 Actuals	FY 21-22 Adopted	FY 22-23 Adopted	Net Change	FY 22-23 % of Total
Personnel Services	3,832,242	4,336,360	4,397,550	61,190	50%
Employee Benefits	1,502,149	1,600,050	1,654,120	54,070	19%
Purchased Services	754,449	934,060	1,105,800	171,740	13%
Other Charges	113,565	152,430	176,090	23,660	2%
Materials and Supplies	629,662	589,760	695,190	105,430	8%
Program and Services	104,952	483,800	619,400	135,600	7%
Capital Outlay	50,223	91,660	67,970	(23,690)	1%
Transfers	(193,689)	(165,000)	0	165,000	0%
Public Works	6,793,552	8,023,120	8,716,120	693,000	100%

ADMINISTRATION
14110

PURPOSE

To receive, assign, and monitor 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, personnel management, and strive to provide prompt and efficient customer service.

STRATEGIC PLAN

To help ensure ***“Vienna is an influential and well-governed community”*** by creating a high-performing organization through quality management principles and utilizing best management principles.

ACTIVITIES / PRODUCTS / SERVICES

- Provides public outreach using the Town’s website.
- Reviews and approves plans and permits; processes orders and invoices for payment.
- Schedules special services offered through the department.
- Applies for available grants and state revenue sharing funds.
- Manages the Town’s capital projects.
- Assists the Vehicle & Equipment Maintenance Division with the annual Public Works Day open house.
- Administers the Federal Emergency Management Agency (FEMA) flood plain, the Erosion & Siltation Control Program, and the Stormwater Program.
- Provides staffing to the Transportation Safety Committee, Pedestrian Advisory Committee, Bicycle Advisory Committee, Conservation and Sustainability Commission, and Planning Commission.
- Participates 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

- 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 ensure continuity of essential services to residents while ensuring the safety of employees.

ADMINISTRATION
14110

FY 21-22 ACCOMPLISHMENTS

- Director became a certified John C. Maxwell coach and trainer; began leadership training exercises within the department.
- Continued to pursue state and federal grants to improve Town infrastructure and water quality.
- Using VDOT grant began Bikeshare project in coordination with Fairfax County to supplement regional efforts to expand this service near the Vienna Metro.
- Coordinated with VDOT staff to monitor I-66 traffic impacts.
- Implemented speed-cushions on Kingsley and Tapawingo Road SW using approximately \$10,000 of VDOT I-66 traffic mitigation funds.
- Promoted Christine Horner to Deputy Director of the department.
- Completed leaf mulching operations study and presented to Council future program options.

Robinson Trust Sidewalks

- Hired two part-time, temporary employees to assist with planning and management of projects.
- Completed construction of four sidewalk projects (\$799,000 total value of improvements); and seven Missing Link Sidewalk projects (\$130,000 total value of improvements).
- Completed 13 Engineering Studies.
- Completed five project designs.
- Initiated 12 additional project designs.
- Initiated construction of five projects.

Fairfax County Partnership

- Assist with management of the design services for the Patrick Henry Library project.

Conservation and Sustainability Commission

- Applied for and received a Virginia DEQ Litter Prevention and Recycling Program grant for \$6,118 to aid with Town cleanup activities.
- Coordinated with the Town's Economic Development Department to increase the number of businesses and nonprofits participating in and benefiting from the Sustainability Challenge.
- Successfully recertified as a Bee City USA and participated in the Mayors' Monarch Pledge.
- Worked with Town staff to assess existing and planned energy efficiency improvements.
- Researched and analyzed options for the Town to strengthen and adopt policies to preserve and replace tree canopy through a pro bono tree project.
- Utilized a \$1,000 donation from Wawa to implement a student creativity contest on environmental sustainability.

ADMINISTRATION
14110

- Developed and implemented a virtual Green Expo to adjust to Covid-19 limitations.

FY 22-23 INITIATIVES

- Implement Maple Ave and Nutley Street SW traffic signal upgrades.
- Continue to pursue state and federal grants to improve Town infrastructure and water quality.
- Implement various Multimodal improvements along the Maple Avenue corridor.
- Implement Bikeshare service in coordination with Fairfax County to supplement regional efforts to expand this service near the Vienna Metro.
- Continue to coordinate with VDOT staff to monitor I-66 traffic impacts.
- Begin transportation safety study (delayed due to Covid-19 Impacts) for the area bounded by Maple Avenue, Nutley Street, and Courthouse Road.

Robinson Trust Sidewalks

- Complete construction of at least 10 sidewalk projects.
- Complete at least six Missing Link Sidewalk projects.
- Initiate at least 10 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.
- Continue to assist with management of the design services for the Patrick Henry Library project.

Conservation and Sustainability Commission

- Continue to implement ongoing initiatives focused on achieving the Town's sustainability goals.
- Update and use data acquired from the greenhouse gas (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.
- Promote the smartphone infrared cameras for residents and businesses and run a Solarize 2022.
- Contribute monthly articles to the Vienna Voice and weekly social media messages.
- Adjust the Green Expo to include a wider audience amid Covid-19 limitations.
- Continue promotion of improved solid waste management, recycling, reduced use of single-use plastics, food waste reduction, and composting through public outreach and education including an annual additional student creativity contest and educational videos for residents.

**ADMINISTRATION
14110**

- Work with the Arts Commission to get additional clean water messages on the storm drains.

PERFORMANCE MEASURES

Based on calendar year data

Description	2020 Actual	2021 Actual	2022 Projected																										
Illegal Sign Removal in Right of Way <i>Number of Illegal Signs Removed</i>	522	334	400																										
<p>2021 Signs Removed by Month</p> <table border="1"> <caption>2021 Signs Removed by Month Data</caption> <thead> <tr> <th>Month</th> <th>Number of Signs Removed</th> </tr> </thead> <tbody> <tr><td>January</td><td>25</td></tr> <tr><td>February</td><td>36</td></tr> <tr><td>March</td><td>33</td></tr> <tr><td>April</td><td>41</td></tr> <tr><td>May</td><td>18</td></tr> <tr><td>June</td><td>35</td></tr> <tr><td>July</td><td>24</td></tr> <tr><td>August</td><td>28</td></tr> <tr><td>September</td><td>26</td></tr> <tr><td>October</td><td>26</td></tr> <tr><td>November</td><td>20</td></tr> <tr><td>December</td><td>22</td></tr> </tbody> </table>				Month	Number of Signs Removed	January	25	February	36	March	33	April	41	May	18	June	35	July	24	August	28	September	26	October	26	November	20	December	22
Month	Number of Signs Removed																												
January	25																												
February	36																												
March	33																												
April	41																												
May	18																												
June	35																												
July	24																												
August	28																												
September	26																												
October	26																												
November	20																												
December	22																												
# of Right of Way Permits issued	571	429	450																										
Work Orders distributed to various public works divisions	553	502	500																										
Work Order Breakdown:																													
o from Citizens:	201	171	200																										
o % Assigned within 2 business days	94%	97%	95%																										
o Number WO completed within 2 business days	71%	81%	75%																										
Average number of days to complete and close out work order*	9.6	10.1	10																										

*Although the vast majority of Work Orders are completed within 2 business days, some take many weeks to schedule and complete (ex. concrete, pavement, and stormwater repairs) resulting in a higher average number of days for closeout.

ADMINISTRATION
14110

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Director of Public Works	1	1	1
Deputy Director of Public Works	1	1	1
Civil Engineer	1	1	1
Capital Improvements Project Engineer ¹	1	1	1
Public Works Specialist	1	1	1
Administrative Assistant	1	1	1
Public Works Inspector	1	1	1
Transportation Engineer	1	1	1
Total	8	8	8

¹ CIP Funded

FY 22-23 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 20-21 ACTUAL	-----FY 21-22----- BUDGET	REVISED	FY 22-23 ADOPTED	NET CHANGE
41001 Salaries and Wages	\$ 784,783	\$ 831,230	\$ 832,530	\$ 879,460	\$ 48,230
41002 Overtime	5,326	9,030	9,030	9,030	-
41003 Regular Part Time With Benefits	-	-	-	-	-
41004 Part Time without Benefits	106,813	100,000	100,000	117,600	17,600
41006 Annual Leave Liquidation	-	-	-	-	-
41008 Annual Leave Cash-In	7,205	-	-	-	-
41011 Non-Exempt Comp time Liquid.	-	-	-	-	-
41015 Performance Bonus	500	-	-	-	-
41020 Transfer of Budgeted Salary	-	-	(165,000)	(255,000)	(255,000)
TOTAL PERSONNEL SERVICES	904,628	940,260	776,560	751,090	(189,170)
42001 F.I.C.A.	65,660	66,260	66,260	66,260	-
42002 V.R.S.	84,525	95,470	95,470	101,370	5,900
42003 V.R.S. Life Insurance	10,537	10,700	10,700	10,700	-
42007 Health Insurance	84,870	67,900	88,070	105,900	38,000
42012 Cafeteria Plan Fees	191	190	190	190	-
42018 Employer Contributions:DC401A	30,368	25,000	25,000	25,000	-
42021 V.R.S. Hybrid 401A Match	13,344	13,620	13,620	13,620	-
42025 V.R.S. Hybrid Disability	2,131	2,220	2,220	2,220	-
TOTAL EMPLOYEE BENEFITS	291,625	281,360	301,530	325,260	43,900
43101 Consulting Services	-	6,000	6,000	6,000	-
43104 Architect/Engineer Services	6,339	22,000	22,000	22,100	100
43106 Translation Services	-	100	-	-	(100)
43301 Equipment Maintenance Contracts	540	3,650	3,650	8,310	4,660
43308 Contracts/Services	-	500	500	600	100
43309 Cell Phone Expense	5,518	4,500	4,500	5,600	1,100
43501 Printing/Binding Services	481	500	500	700	200
TOTAL PURCHASED SERVICES	12,879	37,250	37,150	43,310	6,060
45202 Long Distance Service	-	-	-	-	-
45203 Postal Services	1,609	1,200	1,200	1,900	700
45404 Central Copier Charges	3,234	2,500	2,500	4,200	1,700
45501 Mileage Reimbursement	-	200	300	300	100
45502 Fares	-	300	500	500	200
45503 Subsistence/Lodging	-	1,000	1,610	2,000	1,000
45504 Conventions/Education	1,048	3,150	3,150	3,500	350
45505 Business Meals	43	200	200	500	300
45801 Memberships/Dues	4,000	4,000	4,000	4,000	-
TOTAL OTHER CHARGES	9,934	12,550	13,460	16,900	4,350
46001 Office Supplies	3,046	4,000	3,290	4,000	-
46011 Uniforms/Safety Apparel	882	530	530	830	300
46012 Books/Subscriptions	824	750	750	750	-
46015 Operational Supplies	4,474	2,800	1,230	2,850	50
46019 Other Supplies	529	600	60	600	-
TOTAL MATERIALS AND SUPPLIES	9,755	8,680	5,860	9,030	350
47202 Safety Programs	-	100	-	100	-
47203 Service Awards	-	-	-	-	-
47404 Stormwater Management Program	4,874	-	470	-	-
TOTAL PROGRAMS AND SERVICES	4,874	100	470	100	-
48102 Furniture/Fixture Replacement	-	-	1,310	1,310	1,310

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

**DIVISION 14110
NAME DPW ADMINISTRATION**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22----- BUDGET	REVISED	FY 22-23 ADOPTED	NET CHANGE
TOTAL CAPITAL OUTLAY	-	-	1,310	1,310	1,310
49207 Transfer to CPF	(193,689)	(165,000)	-	-	165,000
TOTAL INTERFUND TRANSFERS	(193,689)	(165,000)	-	-	165,000
TOTAL DPW ADMINISTRATION	<u>\$ 1,040,005</u>	<u>\$ 1,115,200</u>	<u>\$ 1,136,340</u>	<u>\$ 1,147,000</u>	<u>\$ 31,800</u>

STREET MAINTENANCE
14120

PURPOSE

To ensure a safe environment for the traveling public and preserve the Town's investment in infrastructure by keeping all streets in good condition.

STRATEGIC PLAN

To ensure *“Vienna is a safe and an efficiently mobile community”* by ensuring proper training and efficient repairs and cleaning of roadways.

ACTIVITIES / PRODUCTS / SERVICES

- Provides employee training in all aspects of asphalt repair and maintenance.
- Provides street milling and repaving from normal wear and tear, potholes, and weather-related events.
- Provides temporary and permanent repair of streets for Water & Sewer Department after water breaks.
- Provides public works employees and equipment to assist in cleanup after Town events.
- Sweeps all Town streets.
- Manages seasonal leaf removal, mulching operations, mulch delivery, and provides staffing.
- Manages the plowing, sanding, and chemical treating of Town streets for winter weather emergencies (such as snow, sleet, or ice).
- Provides supplemental staff to ensure refuse routes are fully covered and refuse collected without interruption of service.

FY 21-22 COVID-19 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 while ensuring the safety of employees.

FY 21-22 ACCOMPLISHMENTS

- Installed 2,371 tons of asphalt.
- Milled 19,912 square yards of asphalt.
- Assisted Water & Sewer Department with asphalt repairs after water main breaks.
- Swept 1,029 cubic yards of silt and debris from Town streets.
- Assisted in the collection and processing of 7,399 cubic yards of leaves.

**STREET MAINTENANCE
14120**

- Provided 2,160 labor hours to the Sanitation Division to insure daily completion of refuse collection routes during staffing shortages.
- 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 22-23 INITIATIVES

- Increase amount of asphalt repaired.
- Pursue VDOT Revenue Sharing funds to match asphalt overlay budget.

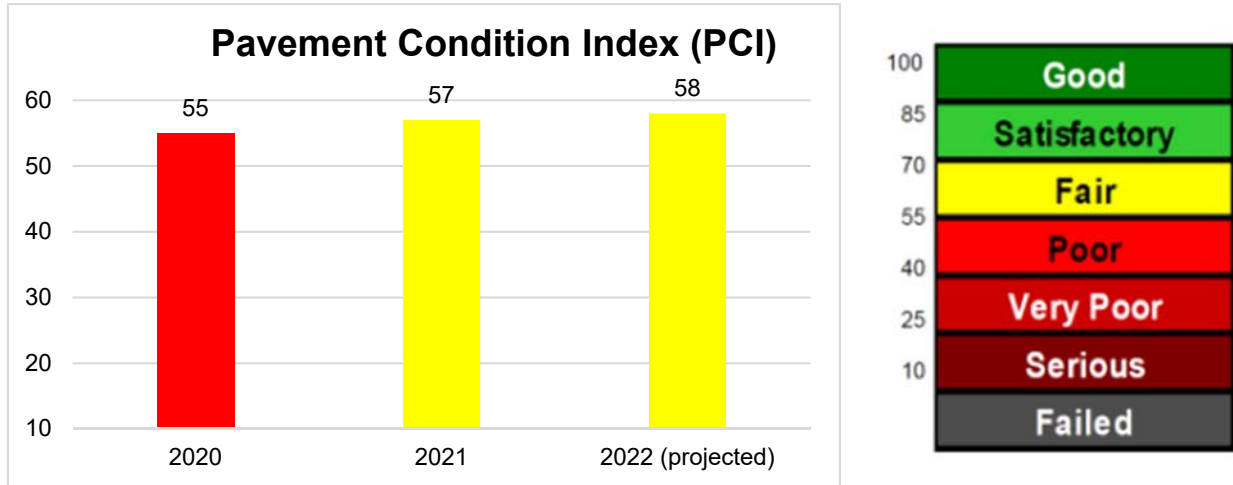
PERFORMANCE MEASURES

Based on calendar year data

Description	2020 Actual	2021 Actual	2022 Projected
Tons of asphalt installed	4,273	2,371	3,500
Lane Miles of Milling / Asphalt Overlay 2"	3-4 lane miles*	2-3 lane miles	2-3 lane miles
Tons of debris collected from street sweeping	732	1,029	1,100
Days spent on pothole repairs	43	56	45
Number of town-wide sweeper passes	3	3	3
Number of work orders completed	91	104	100

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

**STREET MAINTENANCE
14120**



- Pavement condition index (PCI) assessment provides an objective measure of roadways. The average PCI for 2021 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

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Supervisor	1	1	1
Maintenance Workers	12	12	12
Total	13	13	13

FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 14120
NAME STREET MAINTENANCE**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 622,992	\$ 818,100	\$ 825,200	\$ 754,720	\$ (63,380)
41002 Overtime	7,221	32,670	32,670	32,670	-
41003 Regular Part Time With Benefits	-	-	-	-	-
41004 Part Time without Benefits	-	-	-	-	-
41006 Annual Leave Liquidation	1,306	-	-	-	-
41008 Annual Leave Cash-In	4,315	-	-	-	-
41011 Non-Exempt Comp time Liquid.	43	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
41020 Transfer of Budgeted Salary	-	-	(58,000)	-	-
TOTAL PERSONNEL SERVICES	635,876	850,770	799,870	787,390	(63,380)
42001 F.I.C.A.	46,329	62,620	62,620	62,620	-
42002 V.R.S.	69,013	93,960	93,960	85,960	(8,000)
42003 V.R.S. Life Insurance	7,891	11,000	11,000	11,000	-
42004 Local Pension Plan	19,861	38,000	25,790	38,000	-
42007 Health Insurance	93,320	90,000	74,000	83,100	(6,900)
42012 Cafeteria Plan Fees	-	-	-	-	-
42018 Employer Contributions:DC401A	16,236	19,710	14,340	19,710	-
42021 V.R.S. Hybrid 401A Match	4,280	5,400	5,400	5,400	-
42025 V.R.S. Hybrid Disability	1,432	1,960	1,960	1,960	-
TOTAL EMPLOYEE BENEFITS	258,362	322,650	289,070	307,750	(14,900)
43101 Consulting Services	7,214	15,000	31,220	31,220	16,220
43301 Equipment Maintenance Contracts	-	14,500	14,500	14,500	-
43309 Cell Phone Expense	2,601	3,200	3,200	3,200	-
43701 Uniform Rental/Cleaning	3,003	3,800	3,800	4,580	780
43801 Services From Other Government	16,594	15,820	15,820	16,140	320
43802 Landfill Fees	24,108	29,000	29,000	32,890	3,890
TOTAL PURCHASED SERVICES	53,519	81,320	97,540	102,530	21,210
45402 Equipment Rental	1,195	5,000	5,000	5,000	-
45404 Central Copier Charges	2,743	-	-	3,000	3,000
45501 Mileage Reimbursement	-	500	500	500	-
45503 Subsistence/Lodging	-	1,750	1,750	2,000	250
45504 Conventions/Education	568	4,000	4,000	4,500	500
45505 Business Meals	-	200	200	200	-
TOTAL OTHER CHARGES	4,506	11,450	11,450	15,200	3,750
46001 Office Supplies	(21)	500	500	500	-
46007 Repair/Maintenance Supplies	4,140	15,590	14,370	16,400	810
46011 Uniforms/Safety Apparel	7,213	8,000	8,000	8,570	570
46015 Operational Supplies	2,442	1,500	1,500	1,580	80
46017 Small Tools	485	5,000	3,800	5,000	-
46019 Other Supplies	-	1,000	1,000	1,000	-
TOTAL MATERIALS AND SUPPLIES	14,259	31,590	29,170	33,050	1,460
47401 Asphalt Overlay	-	222,000	272,000	222,000	-
47407 Contracted Asphalt Repairs	1,874	18,000	37,300	37,300	19,300
47408 Internal Asphalt Repairs	62,877	198,700	278,600	185,000	(13,700)
TOTAL PROGRAMS AND SERVICES	64,751	438,700	587,900	444,300	5,600
TOTAL STREET MAINTENANCE	\$ 1,031,274	\$ 1,736,480	\$ 1,815,000	\$ 1,690,220	\$ (46,260)

GENERAL MAINTENANCE
14130

PURPOSE

To provide a safe environment for town residents and employees by maintaining sidewalks, crosswalks, curbs, gutters, brickwork, driveway aprons, catch basins, and Town facilities.

STRATEGIC PLAN

To help ensure *“Vienna is a safe community”* by ensuring public infrastructure is well-maintained and accessible to all Town residents and visitors.

ACTIVITIES / PRODUCTS / SERVICES

- Performs monthly safety/fire inspections at Town Hall and Northside Property Yard.
- Provides concrete repairs to curbs, gutters, sidewalks, and driveways.
- Provides brickwork repairs to brick sidewalks and cross walks on Maple Avenue and historic Church Street.
- Provides carpentry repairs on all buildings owned by the Town.
- Paints Town-owned buildings.
- Provides routine maintenance and various repairs on all buildings owned by the Town.
- Provides preventive maintenance for the Town’s storm drainage system and catch basins.
- Builds Halloween parade float.
- Provides supplemental staff to ensure refuse routes are covered and collected without interruption of service.

FY 21-22 COVID-19 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 while ensuring the safety of employees.
- Division Supervisor served as one of the Covid-19 coordinators in preparing a town-wide response.

FY 21-22 ACCOMPLISHMENTS

- Renovated basement at Town Hall to gain two more office spaces.
- Repaired four end of road barricade structures.
- Repaired and maintained 13 bus shelters.
- Started sidewalk grinding maintenance schedule.

**GENERAL MAINTENANCE
14130**

- Repaired and painted 12 pedestrian handrails throughout the Town.
- Repaired 14 decorative benches on Maple Ave. and Church St.
- Provided 608 employee hours of labor for the Sanitation Department.

FY 22-23 INITIATIVES

- Paint interior common spaces at Town Hall.
- Install automated ADA door entrances.
- Oversee and coordinate Town Hall elevator replacement.

PERFORMANCE MEASURES

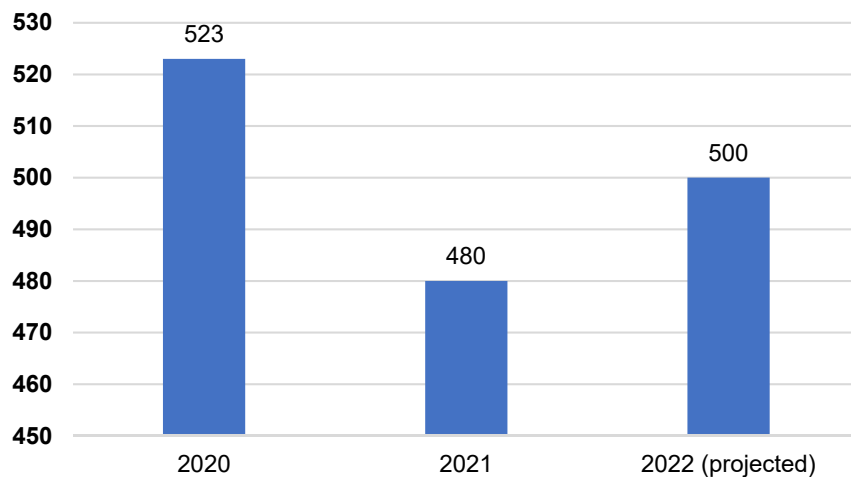
Based on calendar year data

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

Description	2020 Actual	2021 Actual	2022 Projected
Linear feet of sidewalk replaced/installed*	2,432	4,813	5,000
# of brick driveway aprons repaired	11	4	11
# of repairs made to brick sidewalk	85	50	90
# of concrete trip hazards eradicated	350	328	300
# of concrete driveway aprons replaced*	35	48	50
Linear feet of curb and gutter replaced*	3,577	2,930	3,000

* Includes contractor generated

Number of Work Orders Completed



GENERAL MAINTENANCE
14130

PERSONNEL*Based on a fiscal year*

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Superintendent	1	1	1
Supervisor	1	1	1
Finish Carpenter	1	1	1
Maintenance Worker	6	6	5*
Total	9	9	8

*One Maintenance Worker was moved from General Maintenance to Traffic Engineering

FY 22-23 BUDGET CHANGES

- One Maintenance Worker moved from General Maintenance to Traffic Engineering (14140).

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

**DIVISION 14130
NAME GENERAL MAINTENANCE**

ACCOUNT NUMBER TITLE	FY 20-21	-----FY 21-22-----		FY 22-23	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 508,722	\$ 595,900	\$ 603,400	\$ 687,080	\$ 91,180
41002 Overtime	4,133	15,970	15,970	15,970	-
41004 Part Time without Benefits	464	-	-	-	-
41006 Annual Leave Liquidation	-	-	-	-	-
41008 Annual Leave Cash-In	3,708	-	-	-	-
41011 Non-Exempt Comp time Liquid.	-	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	517,027	611,870	619,370	703,050	91,180
42001 F.I.C.A.	36,977	45,550	45,550	45,550	-
42002 V.R.S.	55,851	68,400	68,400	64,130	(4,270)
42003 V.R.S. Life Insurance	6,321	7,450	7,450	7,450	-
42004 Local Pension Plan	-	-	-	-	-
42007 Health Insurance	86,091	85,900	72,900	80,000	(5,900)
42012 Cafeteria Plan Fees	64	60	60	60	-
42015 Miscellaneous Allowances	-	-	-	-	-
42018 Employer Contributions:DC401A	16,308	22,000	17,000	22,000	-
42021 V.R.S. Hybrid 401A Match	2,872	2,840	2,840	2,840	-
42025 V.R.S. Hybrid Disability	913	1,240	1,240	1,240	-
TOTAL EMPLOYEE BENEFITS	205,396	233,440	215,440	223,270	(10,170)
43301 Equipment Maintenance Contracts	-	-	-	-	-
43309 Cell Phone Expense	2,125	2,900	2,900	2,900	-
43701 Uniform Rental/Cleaning	1,643	2,140	2,140	2,630	490
43802 Landfill Fees	-	5,000	5,000	10,000	5,000
TOTAL PURCHASED SERVICES	3,768	10,040	10,040	15,530	5,490
45501 Mileage Reimbursement	-	-	-	500	500
45503 Subsistence/Lodging	-	2,100	2,100	2,100	-
45504 Conventions/Education	450	4,500	4,500	4,500	-
45505 Business Meals	-	200	200	200	-
TOTAL OTHER CHARGES	450	6,800	6,800	7,300	500
46001 Office Supplies	476	500	500	500	-
46007 Repair/Maintenance Supplies	1,354	7,350	7,350	7,500	150
46011 Uniforms/Safety Apparel	2,998	3,260	3,260	3,530	270
46015 Operational Supplies	12,691	20,810	20,440	21,000	190
46017 Small Tools	2,736	5,000	5,000	5,080	80
TOTAL MATERIALS AND SUPPLIES	20,256	36,920	36,550	37,610	690
47203 Service Awards	450	-	-	-	-
47402 Curb/Sidewalk Maintenance	34,876	40,000	50,000	170,000	130,000
47403 Physical Improvements	-	-	-	-	-
47406 Brickwalk Maintenance	-	5,000	5,000	5,000	-
TOTAL PROGRAMS AND SERVICES	35,326	45,000	55,000	175,000	130,000
48101 Machine/Equipment Replacement	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
TOTAL GENERAL MAINTENANCE	\$ 782,223	\$ 944,070	\$ 943,200	\$ 1,161,760	\$ 217,690

SNOW REMOVAL
14133

PURPOSE

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

STRATEGIC PLAN

To help ensure *“Vienna is a safe community”* by providing snow removal during winter storms and monitoring weather conditions for a timely, effective response.

ACTIVITIES / PRODUCTS / SERVICES

- Prepares and trains personnel for winter weather events.
- Prepares snow equipment for deployment before, during, and after winter weather events.
- Monitors 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.
- Begins plowing operations when conditions warrant.
- Follows-up with treatment of roads after winter weather event until there are no further hazards (e.g. icy patches).
- Clears snow around Town-owned facilities.
- Clears snow from designated sidewalks.

FY 21-22 COVID-19 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 while ensuring the safety of employees.

FY 21-22 ACCOMPLISHMENTS

- Used staff services from multiple divisions in winter weather operations, which has resulted in cross-departmental cooperation.
- Continued to utilize 12-hour shifts for all winter weather events.
- Initiated standard operating procedure training for winter weather events.
- Installed secondary containment structure for anti-icing agents for compliance with Department of Environmental Quality (DEQ) regulations.

**SNOW REMOVAL
14133**

FY 21-22 INITIATIVES

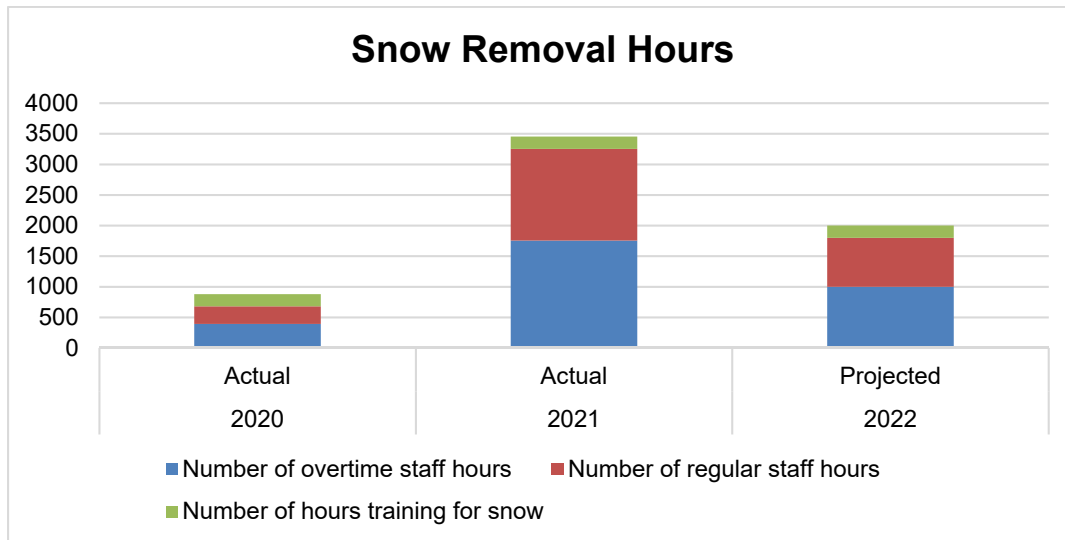
- Procure storage tanks for anti-icing agents to become compliant with Department of Environmental Quality regulations.
- Continue to update existing equipment and training.
- Continue to update and expand the Town’s anti-icing program.
- Coordinate with Stormwater managers to ensure compliance of chloride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

PERFORMANCE MEASURES

Based on calendar year data

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

Description	2020 Actual	2021 Actual	2022 Projected
Number of overtime staff hours	392	1,754	1,000
Number of regular staff hours	286.5	1,499	800
Number of hours training for snow	200	200	200



FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 14133
NAME SNOW REMOVAL**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41002 Overtime	\$ 108,713	\$ 74,970	\$ 74,970	\$ 74,970	\$ -
TOTAL PERSONNEL SERVICES	108,713	74,970	74,970	74,970	-
42001 F.I.C.A.	7,876	3,350	3,350	3,350	-
42002 V.R.S.	7,929	5,000	5,000	5,310	310
42003 V.R.S. Life Insurance	911	1,000	1,000	1,000	-
42007 Health Insurance	13,012	10,000	10,000	15,000	5,000
42012 Cafeteria Plan Fees	8	-	-	-	-
42018 Employer Contributions:DC401A	2,162	700	700	700	-
42021 V.R.S. Hybrid 401A Match	535	100	100	100	-
42025 V.R.S. Hybrid Disability	151	30	30	30	-
TOTAL EMPLOYEE BENEFITS	32,585	20,180	20,180	25,490	5,310
46015 Operational Supplies	121,332	117,000	117,000	127,000	10,000
TOTAL MATERIALS AND SUPPLIES	121,332	117,000	117,000	127,000	10,000
48106 Heavy Equipment Replacement	2,319	43,500	43,500	18,500	(25,000)
TOTAL CAPITAL OUTLAY	2,319	43,500	43,500	18,500	(25,000)
TOTAL SNOW REMOVAL	\$ 264,949	\$ 255,650	\$ 255,650	\$ 245,960	\$ (9,690)

TRAFFIC ENGINEERING
14140

PURPOSE

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

STRATEGIC PLAN

To ensure *“Vienna is an efficient mobile community”* by updating signal timing and detection technology to provide a better flow between vehicle and pedestrian movements.

ACTIVITIES / PRODUCTS / SERVICES

- Repairs and maintains pedestrian and traffic signals and traffic signs within the Town.
- Repairs and maintains electrical equipment associated with traffic and pedestrian signals within the Town.
- Repairs and maintains electrical components and equipment throughout Town facilities.
- Responds to emergency calls that occur after normal working hours.
- Maintains/Installs/Removes Speed radar signs and traffic count devices.
- Maintains all certifications for traffic signals and traffic control and signs.

FY 21-22 COVID-19 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 while ensuring the safety of employees.

FY 21-22 ACCOMPLISHMENTS

- Installed two new nickel-zinc battery backup systems.
- Completed monthly preventative maintenance and inspections to all signalized devices.
- Completed 40% of street name signs that needed updating.
- Installed new electrical circuits in renovated office space at Town Hall.
- Installed new data lines in the basement of Town Hall.
- Tested and certified all Cabinet Monitoring Units and Malfunction Monitoring Units.

**TRAFFIC ENGINEERING
14140**

- Installed electrical circuits at Annex building to accommodate Police needs.

FY 22-23 INITIATIVES

- Install three replacement nickel-zinc battery backup systems.
- Update all remaining street name sign.
- Incorporate emergency vehicle signal preemption on Maple and Nutley signals.

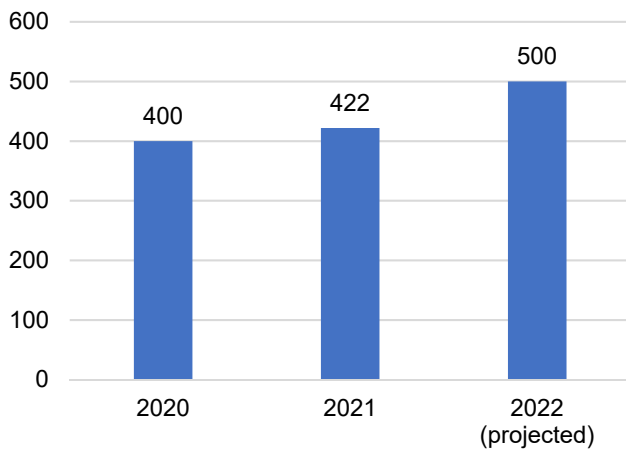
PERFORMANCE MEASURES

Based on calendar year data

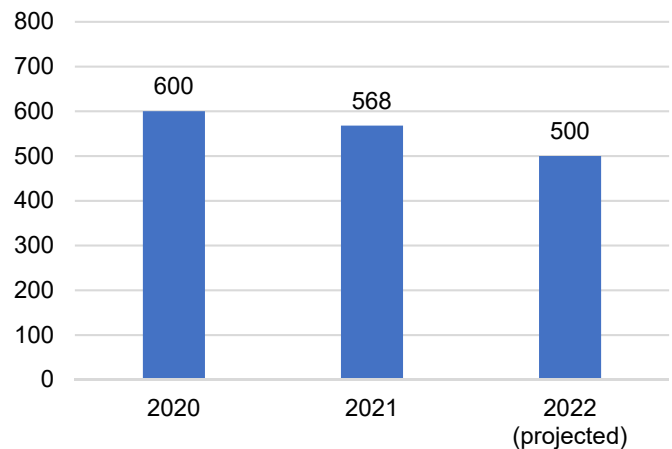
Description	2020 Actual	2021 Actual	2022 Projected
# of traffic signal preventative maintenance tasks performed	1,200	14,400*	14,400
# of street signs replaced	600	568	600
# of work orders completed	400	422	500

*Began doing monthly preventive maintenance inspections instead of annual.

Work Orders Completed



Street Signs Replaced



**TRAFFIC ENGINEERING
14140**

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Electrical & Traffic Signal Technician I	1	1	2*
Electrical & Traffic Signal Technician II	1	1	1
Total	2	2	3

*One Maintenance Worker moved from General Maintenance to Traffic as a Technician I

FY 22-23 BUDGET CHANGES

- One Maintenance worker moved from General Maintenance (14130) to Traffic Engineering as an Electrician & Traffic Signal Technician I.

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

**DIVISION 14140
NAME TRAFFIC ENGINEERING**

ACCOUNT NUMBER TITLE	FY 20-21	-----FY 21-22-----		FY 22-23	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 73,292	\$ 126,250	\$ 128,750	\$ 189,910	\$ 63,660
41002 Overtime	45,634	30,000	30,000	30,000	-
41008 Annual Leave Cash-In	-	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	118,926	156,250	158,750	219,910	63,660
42001 F.I.C.A.	8,115	11,920	11,920	11,920	-
42002 V.R.S.	9,875	14,500	14,500	15,400	900
42003 V.R.S. Life Insurance	1,204	790	790	790	-
42007 Health Insurance	23,933	39,290	30,290	30,000	(9,290)
42018 Employer Contributions:DC401A	3,396	4,000	4,000	4,000	-
42021 V.R.S. Hybrid 401A Match	1,309	1,190	1,190	1,190	-
42025 V.R.S. Hybrid Disability	380	310	310	310	-
TOTAL EMPLOYEE BENEFITS	48,213	72,000	63,000	63,610	(8,390)
43307 Repair/Maintenance Services	39,945	40,000	40,000	45,000	5,000
43309 Cell Phone Expense	3,196	2,200	2,200	3,200	1,000
43701 Uniform Rental/Cleaning	241	1,280	1,280	2,310	1,030
TOTAL PURCHASED SERVICES	43,382	43,480	43,480	50,510	7,030
45101 Electricity	7,738	9,300	9,300	9,300	-
45501 Mileage Reimbursement	-	-	-	-	-
45503 Subsistence/Lodging	98	4,800	4,800	4,800	-
45504 Conventions/Education	200	6,400	6,400	6,400	-
45505 Business Meals	75	200	200	200	-
TOTAL OTHER CHARGES	8,111	20,700	20,700	20,700	-
46001 Office Supplies	45	400	400	400	-
46007 Repair/Maintenance Supplies	1,135	8,400	8,400	8,600	200
46011 Uniforms/Safety Apparel	400	1,580	1,580	2,080	500
46015 Operational Supplies	57,263	31,130	42,130	31,130	-
TOTAL MATERIALS AND SUPPLIES	58,843	41,510	52,510	42,210	700
48101 Machine/Equipment Replacement	35,206	33,160	22,160	33,160	-
48201 Additional Machine/Equipment	-	-	-	-	-
TOTAL CAPITAL OUTLAY	35,206	33,160	22,160	33,160	-
TOTAL TRAFFIC ENGINEERING	\$ 312,680	\$ 367,100	\$ 360,600	\$ 430,100	\$ 63,000

VEHICLE & EQUIPMENT MAINTENANCE
14150

PURPOSE

To provide a safe, efficient, and dependable fleet for all departments within the Town government.

STRATEGIC PLAN

To ensure *“Vienna is an environmentally sustainable community”* by continuing to choose alternative fuel vehicles to purchase/lease for Town fleet when possible and has established an idling reduction policy for Town fleet.

ACTIVITIES / PRODUCTS / SERVICES

- Maintains and services vehicles and equipment.
- Procures replacement vehicles and equipment.
- Maintains Northside Property Yard’s Spill Prevention, Control and Countermeasures Plan (SPCC).
- Disposes of surplus vehicles and equipment.
- Conduct state safety inspection on all vehicles and required equipment.
- Maintains records on all vehicles and equipment.
- Hosts citizen’s Quarterly Recycling Day, a collection of automotive fluids, electronics, and scrap metal for bulk recycling. Also includes a rechargeable lithium and lithium-ion batteries program.
- Submits documentation to state certifying compliance in state vehicle inspection and emissions program.
- Submits documentation to state for vehicle titling, registration, and compliance in the undercover vehicle program.
- Submits documentation for reimbursement to Federal Emergency Management Agency (FEMA) and Virginia Department of Emergency Management (VDEM) for mitigation efforts during a declared disaster.
- Maintains records for Weldon Cooper Survey for submission to Virginia Department of Transportation (VDOT) to meet reporting requirements of the Federal Highway Administration (FHWA).
- Manages employee uniform and safety apparel procurement with vendors.

FY 21-22 COVID-19 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 while ensuring the safety of employees.
- Re-evaluated and adjusted the Vehicle Replacement Plan due to the unprecedented Covid-19 impact on Town revenue.

**VEHICLE & EQUIPMENT MAINTENANCE
14150**

FY 21-22 ACCOMPLISHMENTS

- Continued to successfully migrate vehicle, equipment, and inventory data from an unsupported legacy fleet management system to a comprehensive new system.
- Continued to solicit quotes and establish a positive opportunity to develop EV charging infrastructure in preparation for future fleet electrification.
- Continued to investigate the feasibility of solar installations at town facilities to meet strategic conservation and sustainability goals through a Power Purchase Plan program. This program is on hold due to increased steel prices and will be re-evaluated on a quarterly basis.
- Reinstated the Quarterly Recycling Days for citizen's and added the recycling of rechargeable lithium and lithium-ion batteries.
- Sold Town vehicles and equipment that have reached their useful life, on the auction site, GovDeals.com, generating an estimated \$57,000.
- Incorporated three additional Hybrid Police Vehicles into the fleet for a total of six hybrid vehicles.
- Hired Adam Lehman as Superintendent of Vehicle Maintenance.
- Hired Douglas Hinken as Supervisor of Vehicle Maintenance.

FY 22-23 INITIATIVES

- Proactively improve the fleet's engine idle reduction plan.
- Continue incorporating high efficiency technologies and/or alternative fuel equipment as it fits into the Vehicle Replacement Program.
- Further reduce the fleets particulate and nitrogen oxide (NOx) emissions.
- Reinitiate an aggressive Technician safety and training program.

**VEHICLE & EQUIPMENT MAINTENANCE
14150**

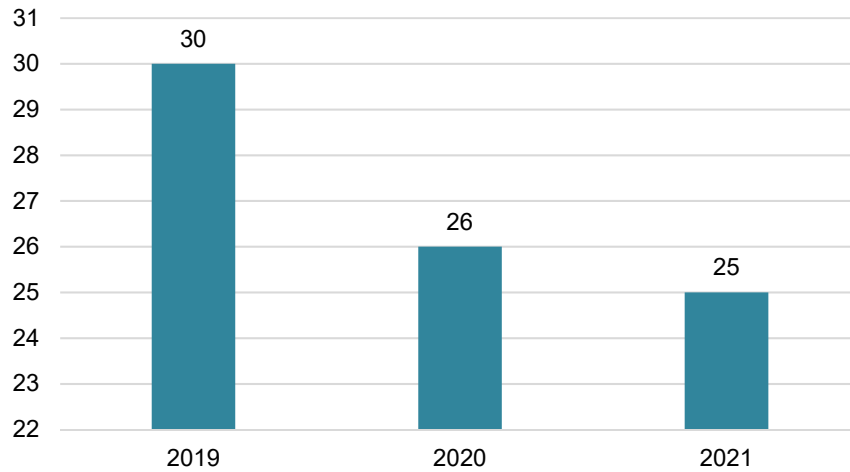
PERFORMANCE MEASURES

Based on calendar year data

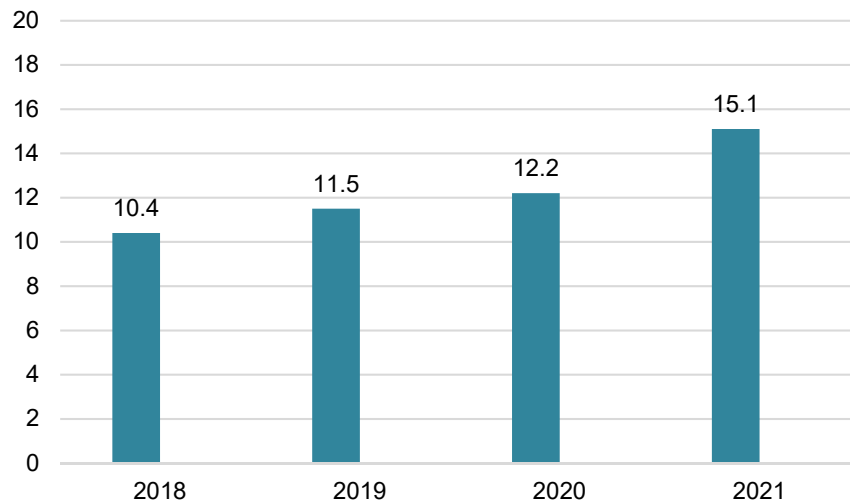
Strategic Plan relevance - environmentally sustainable community

Description	2020 Actual	2021 Actual	2022 Projected
Fleet's Carbon Footprint Reduction since 2010	77%	79%	79%

Fleet Engine Idle Time



Fleet Average Miles per Gallon



VEHICLE & EQUIPMENT MAINTENANCE
14150

PERSONNEL*Based on a fiscal year*

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Superintendent	1	1	1
Supervisor	1	1	1
Mechanic I-III	4	4	4
Parts Specialist	1	1	1
Fleet Maintenance Coordinator	1	1	1
Total	8	8	8

FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

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

DIVISION 14150

NAME VEHICLE AND EQUIPMENT MAINTENANCE

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 530,415	\$ 625,190	\$ 592,290	\$ 725,570	\$ 100,380
41002 Overtime	16,811	31,930	31,930	31,930	-
41004 Part Time without Benefits	15,756	-	-	-	-
41006 Annual Leave Liquidation	5,391	-	-	-	-
41008 Annual Leave Cash-In	2,522	-	-	-	-
41011 Non-Exempt Comp time Liquid.	-	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	570,895	657,120	624,220	757,500	100,380
42001 F.I.C.A.	43,013	48,480	48,480	48,480	-
42002 V.R.S.	60,107	73,000	73,000	77,510	4,510
42003 V.R.S. Life Insurance	7,550	8,970	8,970	8,970	-
42007 Health Insurance	76,374	75,280	55,280	58,500	(16,780)
42012 Cafeteria Plan Fees	200	190	190	190	-
42015 Miscellaneous Allowances	2,200	3,320	3,320	3,320	-
42018 Employer Contributions:DC401A	18,833	25,000	17,000	25,000	-
42021 V.R.S. Hybrid 401A Match	4,430	6,100	6,100	6,100	-
42025 V.R.S. Hybrid Disability	976	1,100	1,100	1,100	-
TOTAL EMPLOYEE BENEFITS	213,683	241,440	213,440	229,170	(12,270)
43201 Contract Labor	12,600	-	39,100	-	-
43301 Equipment Maintenance Contracts	447	650	2,200	660	10
43303 Software Maintenance Contract	9,829	11,800	12,000	12,500	700
43307 Repair/Maintenance Services	25,358	20,000	25,000	20,500	500
43308 Contracts/Services	15,923	15,500	15,500	16,000	500
43309 Cell Phone Expense	1,722	2,600	2,600	3,000	400
43701 Uniform Rental/Cleaning	1,799	2,100	2,100	2,200	100
TOTAL PURCHASED SERVICES	67,678	52,650	98,500	54,860	2,210
45404 Central Copier Charges	1,168	-	-	1,200	1,200
45503 Subsistence/Lodging	-	1,800	1,800	1,850	50
45504 Conventions/Education	144	4,250	4,250	4,350	100
45505 Business Meals	84	500	500	550	50
TOTAL OTHER CHARGES	1,396	6,550	6,550	7,950	1,400
46001 Office Supplies	815	1,500	1,500	1,550	50
46008 Vehicle/Equipment Fuels	114,693	150,000	145,950	234,000	84,000
46009 Vehicle/Equip Maintenance Supplies	11,647	2,500	3,500	2,550	50
46011 Uniforms/Safety Apparel	3,278	4,000	4,000	4,100	100
46015 Operational Supplies	207,199	110,000	108,430	115,500	5,500
46017 Small Tools	5,007	5,500	5,500	5,600	100
46031 Tires and Tubes	36,263	40,000	40,000	41,000	1,000
TOTAL MATERIALS AND SUPPLIES	378,901	313,500	308,880	404,300	90,800
47203 Service Awards	-	-	-	-	-
TOTAL PROGRAMS AND SERVICES	-	-	-	-	-
48102 Furniture/Fixture Replacement	1,617	-	-	-	-
TOTAL CAPITAL OUTLAY	1,617	-	-	-	-
TOTAL VEH & EQUIP MAINTENANCE	\$ 1,234,170	\$ 1,271,260	\$ 1,251,590	\$ 1,453,780	\$ 182,520

SANITATION/REFUSE DISPOSAL
14230

PURPOSE

To ensure 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.

STRATEGIC PLAN

To ensure **“Vienna is an environmentally sustainable community”** by providing weekly collection of trash, single stream recyclables, yard waste, and bulk items.

ACTIVITIES / PRODUCTS / SERVICES

- Provides employees training on the safe use of equipment, and proper safety techniques to better protect themselves while working among the traveling public.
- Provides collection of weekly curbside single stream recyclables, and solid waste.
- Provides collection of weekly yard waste and bundled/loose brush.
- Provides weekly bulk item collection.
- Provides labor and equipment for special events sponsored by the Town.
- Maintains a contract for private weekly refuse collection for condominiums located at Vienna Villager, Park Terrace and Church Street (currently with Waste Management Services).
- Maintains a contract for private weekly refuse and recyclable collection for three properties on Hunter Road (currently with Fairfax County).
- Maintains a contract for collection and disposal of dead deer (currently with Hernan Lovos).
- Maintains a contract to divert debris from landfill (currently with Broad Run Construction Waste and Recycling).
- Maintains a contract to dispose of yard waste to reduce disposal (tipping) fees (currently with WOF NE Freestate Farms).
- Collects and disposes of trash along Maple Avenue and Church Street.



FY 21-22 COVID-19 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 while ensuring the safety of employees.

SANITATION/REFUSE DISPOSAL
14230

FY 21-22 ACCOMPLISHMENTS

- Collected and disposed of 4,924 tons of solid waste.
- Collected and disposed of 1,601 tons of single stream recycling.
- Collected and disposed of 1,289 tons of yard waste.
- Collected and disposed of 835 tons of brush.
- Collected and diverted 1,311 tons of bulk/spoil debris from landfill.
- Continued enhanced safety training, including OSHA 10- Hour, OSHA 30-Hour, Traffic Control, Trench Safety, and Confined Space Entry for field staff.

FY 22-23 INITIATIVES

- Increase internet use for public awareness of daily updates, holidays, emergencies, and inclement weather changes.
- Continue regional outreach, planning, and tracking of recycling and debris disposal market trends. These markets are in flux which may result in significant price increases in future years.

PERFORMANCE MEASURES

Based on calendar year data

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

Description	2020 Actual	2021 Actual	2022 Projected
Tons of Solid Waste Disposed	4,892	4,924	5,000
Tons of Single Stream Recyclable Material	1,649	1,601	1,700
Tons of Bulk Debris diverted from Landfill to Construction Waste Recycling	1,222	1,311	1,800
Tons of Yard Waste Disposed	828	1,289	750
Tons of Brush Disposed	587	835	650

SANITATION/REFUSE DISPOSAL
14230

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Supervisor	1	1	1
Inspector	1	1	1
Maintenance Worker	15	15	15
Total	17	17	17

FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 14230
NAME SANITATION**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 832,066	\$ 909,000	\$ 929,400	\$ 986,120	\$ 77,120
41002 Overtime	78,098	53,560	53,560	53,560	-
41004 Part Time without Benefits	640	-	-	-	-
41006 Annual Leave Liquidation	596	-	-	-	-
41008 Annual Leave Cash-In	9,097	-	-	-	-
41011 Non-Exempt Comp time Liquid.	5	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	920,503	962,560	982,960	1,039,680	77,120
42001 F.I.C.A.	65,574	69,540	69,540	69,540	-
42002 V.R.S.	95,726	104,400	104,400	110,850	6,450
42003 V.R.S. Life Insurance	10,723	10,270	10,270	10,270	-
42004 Local Pension Plan	77,867	75,840	74,480	75,840	-
42007 Health Insurance	157,910	130,000	165,000	172,000	42,000
42012 Cafeteria Plan Fees	38	60	60	60	-
42018 Employer Contributions:DC401A	17,279	20,000	17,000	20,000	-
42021 V.R.S. Hybrid 401A Match	3,881	3,420	3,420	3,420	-
42025 V.R.S. Hybrid Disability	1,128	900	900	900	-
TOTAL EMPLOYEE BENEFITS	430,126	414,430	445,070	462,880	48,450
43201 Contract Labor	11,156	16,000	16,000	10,000	(6,000)
43301 Equipment Maintenance Contracts	-	5,500	5,500	5,500	-
43308 Contracts/Services	18,533	20,000	25,900	25,900	5,900
43309 Cell Phone Expense	738	1,930	1,930	1,930	-
43701 Uniform Rental/Cleaning	2,945	3,820	3,820	4,900	1,080
43801 Services From Other Government	1,040	1,040	1,040	1,300	260
43802 Landfill Fees	477,949	559,000	553,220	597,610	38,610
TOTAL PURCHASED SERVICES	512,361	607,290	607,410	647,140	39,850
45210 Environmental Services	-	-	-	5,000	5,000
45504 Conventions/Education	195	2,000	2,000	2,000	-
45801 Memberships/Dues	-	-	-	-	-
TOTAL OTHER CHARGES	195	2,000	2,000	7,000	5,000
46001 Office Supplies	407	500	500	500	-
46011 Uniforms/Safety Apparel	6,070	8,350	8,350	9,150	800
46015 Operational Supplies	1,403	840	840	840	-
TOTAL MATERIALS AND SUPPLIES	7,879	9,690	9,690	10,490	800
48101 Machine/Equipment Replacement	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
TOTAL SANITATION	\$ 1,871,063	\$ 1,995,970	\$ 2,047,130	\$ 2,167,190	\$ 171,220

LEAF OPERATION
14270

PURPOSE

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

STRATEGIC PLAN

To ensure "***Vienna is an environmentally sustainable community***" by providing loose leaf pick-up, grinding the leaves, and delivering the leaf mulch to citizens upon request.

ACTIVITIES / PRODUCTS / SERVICES

- Provides loose leaf pick-up during the fall season.
- Processes loose leaves into leaf mulch by grinding the leaves at the Beulah Road Mulch Yard.
- Delivers leaf mulch to citizens who request leaf mulch during the months of January, February and March.

FY 21-22 COVID-19 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 while ensuring the safety of employees.

FY 21-22 ACCOMPLISHMENTS

- Finished four complete passes around town to collect leaves by January 15, 2022.
- Collected 7,427 cubic yards of leaves.
- In January 2022 contracted for the grinding of 3,500 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 22-23 INITIATIVES

- 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.

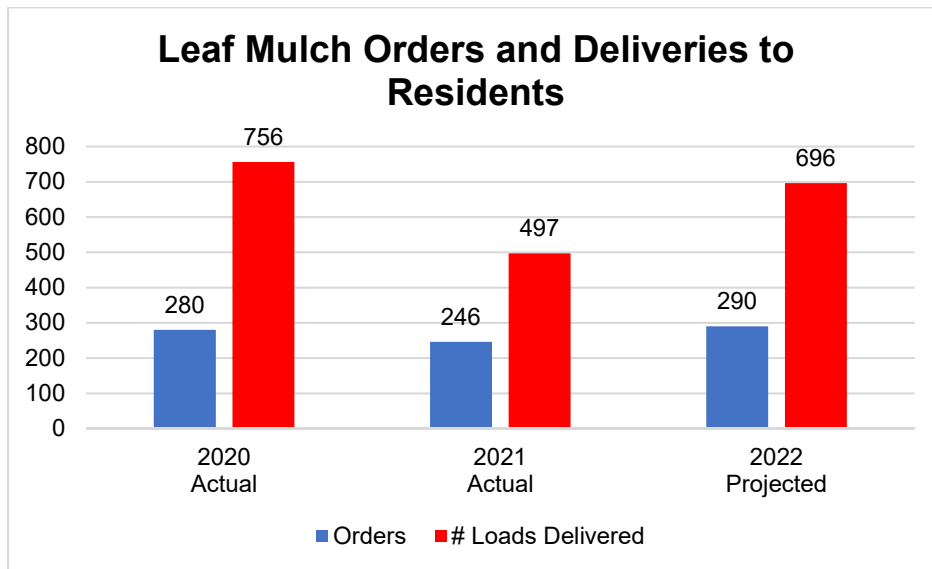
**LEAF OPERATION
14270**

PERFORMANCE MEASURES

Based on calendar year data

Strategic Plan relevance: - environmentally sustainable community.

Description	2020 Actual	2021 Actual	2022 Projected
Cubic yards of leaves picked up	7,385	7,427	7,500
Cubic yards of leaf mulch delivered	5,918	5,395	5,400
# of passes with leaf vacuum truck	3	4	3



FY 22-23 BUDGET CHANGES

- Increased budget for leaf disposal fees. Loudoun Compost increased tipping fee from \$9 per ton to \$30 per ton.

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

**DIVISION 14270
NAME LEAF COLLECTION**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22----- BUDGET	REVISED	FY 22-23 ADOPTED	NET CHANGE
41002 Overtime	\$ 16,477	\$ 51,500	\$ 40,400	\$ 51,500	\$ -
TOTAL PERSONNEL SERVICES	16,477	51,500	40,400	51,500	-
42001 F.I.C.A.	1,201	2,160	2,160	2,160	-
42002 V.R.S.	1,238	-	-	-	-
42003 V.R.S. Life Insurance	143	-	-	-	-
42007 Health Insurance	1,970	4,420	4,420	5,000	580
42018 Employer Contributions:DC401A	294	520	520	520	-
42021 V.R.S. Hybrid 401A Match	93	90	90	90	-
42025 V.R.S. Hybrid Disability	34	30	30	30	-
TOTAL EMPLOYEE BENEFITS	4,974	7,220	7,220	7,800	580
43308 Contracts/Services	14,950	15,000	23,600	15,300	300
43802 Landfill Fees	8,228	20,000	20,000	60,000	40,000
TOTAL PURCHASED SERVICES	23,178	35,000	43,600	75,300	40,300
46015 Operational Supplies	1,563	2,000	2,000	2,000	-
TOTAL MATERIALS AND SUPPLIES	1,563	2,000	2,000	2,000	-
47403 Physical Improvements	-	-	-	-	-
TOTAL PROGRAMS AND SERVICES	-	-	-	-	-
TOTAL LEAF COLLECTION	\$ 46,192	\$ 95,720	\$ 93,220	\$ 136,600	\$ 40,880

BUILDING MAINTENANCE
14320

PURPOSE

To ensure 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.

STRATEGIC PLAN

To ensure ***“Vienna is a safe and environmentally sustainable community”*** by performing maintenance and repairs on Town-owned facilities and converting Town facility lights to LED, as possible.

ACTIVITIES / PRODUCTS / SERVICES

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

FY21-22 COVID-19 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 while ensuring the safety of employees.
- Contracted for and monitored HVAC duct cleaning at Town Hall, Police Station, Northside Property Yard, and the Annex (while used as the temporary police station).
- Contracted for and monitored deep cleaning of all floors and carpets at Town Hall, Police Station, Northside Property Yard, and the Annex (while used as the temporary police station).
- 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.

**BUILDING MAINTENANCE
14320**

FY 21-22 ACCOMPLISHMENTS

- Began contractor cleaning of the Town Hall.
- Continued switching florescent lights to LED when they fail.
- Began Town Hall elevator modernization project.

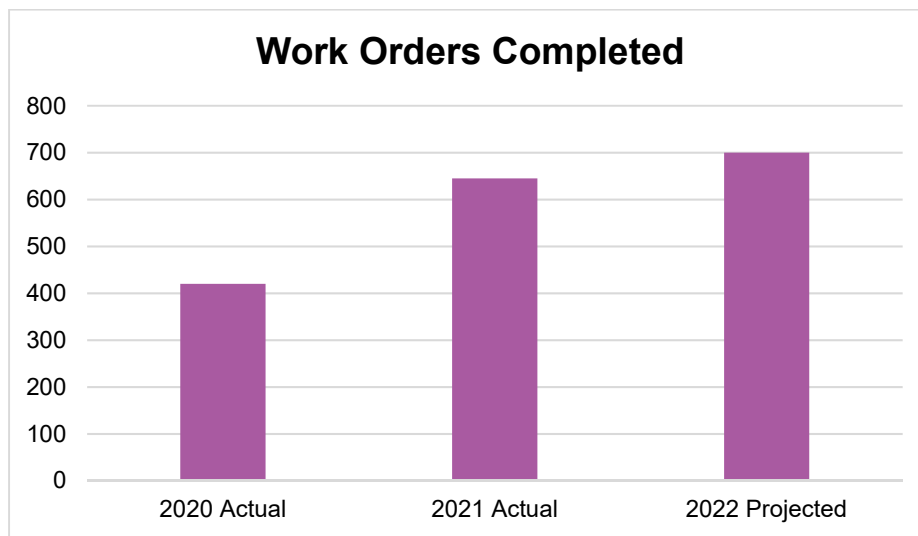
FY 22-23 INITIATIVES

- Convert existing wood trimmed flower beds at Town Hall to brick.
- Continue switching from florescent lights to LED lights at Town Hall.
- Monitor completion of Town Hall elevator modernization.

PERFORMANCE MEASURES

Based on calendar year data

Description	2020 Actual	2021 Actual	2022 Projected
Completed work orders for maintenance/repairs	420	645	700



FY 22-23 BUDGET CHANGES

- Increased contracted services to accommodate custodial services for the Police Station (\$28,000).

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

**DIVISION 14320
NAME BUILDING MAINTENANCE**

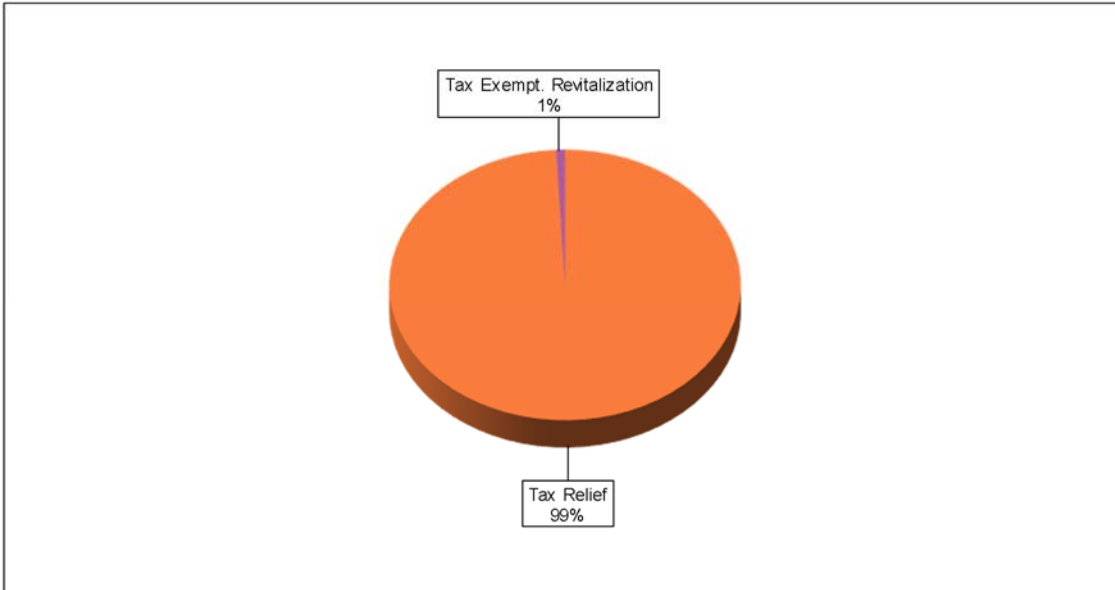
ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22----- BUDGET	REVISED	FY 22-23 ADOPTED	NET CHANGE
41002 Overtime	\$ 39,197	\$ 31,060	\$ 12,460	\$ 12,460	\$ (18,600)
TOTAL PERSONNEL SERVICES	39,197	31,060	12,460	12,460	(18,600)
42001 F.I.C.A.	2,733	2,400	870	870	(1,530)
42002 V.R.S.	3,775	-	1,120	1,190	1,190
42003 V.R.S. Life Insurance	414	-	130	130	130
42004 Local Pension Plan	1,807	-	410	410	410
42007 Health Insurance	7,565	4,050	6,360	6,000	1,950
42012 Cafeteria Plan Fees	-	10	10	10	-
42018 Employer Contributions:DC401A	788	870	280	280	(590)
42021 V.R.S. Hybrid 401A Match	68	-	-	-	-
42025 V.R.S. Hybrid Disability	36	-	-	-	-
TOTAL EMPLOYEE BENEFITS	17,185	7,330	9,180	8,890	1,560
43304 H/AC Maintenance Contract	15,132	22,000	22,000	26,670	4,670
43307 Repair/Maintenance Services	600	8,800	8,800	8,950	150
43308 Contracts/Services	21,953	36,230	33,580	45,000	8,770
43702 Janitorial/Custodial Service	-	-	23,500	36,000	36,000
TOTAL PURCHASED SERVICES	37,685	67,030	87,880	116,620	49,590
45101 Electricity	57,119	64,380	64,380	65,040	660
45102 Natural Gas	20,426	20,000	20,000	23,000	3,000
45104 Water/Sewer Service	11,429	8,000	8,000	13,000	5,000
TOTAL OTHER CHARGES	88,973	92,380	92,380	101,040	8,660
46005 Janitorial Supplies	8,572	10,200	10,200	10,500	300
46007 Repair/Maintenance Supplies	8,303	18,670	18,670	19,000	330
TOTAL MATERIALS AND SUPPLIES	16,874	28,870	28,870	29,500	630
48201 Additional Machine/Equipment	11,081	15,000	15,610	15,000	-
TOTAL CAPITAL OUTLAY	11,081	15,000	15,610	15,000	-
TOTAL BUILDING MAINTENANCE	\$ 210,996	\$ 241,670	\$ 246,380	\$ 283,510	\$ 41,840

TAX RELIEF PROGRAMS

TAX RELIEF PROGRAMS

**TOWN OF VIENNA
FISCAL YEAR 22-23 BUDGET**

	FY 20-21 Actuals	FY 21-22 Adopted	FY 21-22 Adjusted	FY 21-22 Estimated	FY 22-23 Adopted	Net Change
Tax Relief	199,808	212,800	212,800	232,750	326,000	113,200
Tax Exempt. Revitalization	3,681	3,340	3,340	3,340	2,640	-700
Tax Relief Programs	203,489	216,140	216,140	236,090	328,640	112,500



**TAX RELIEF
15330**

PURPOSE

To account for the cost of relief from property taxes for qualifying elderly, disabled veterans, and other residents with disabilities.

STRATEGIC PLAN

By accounting for and providing tax relief to those that qualify this division exemplifies *“Vienna is a fiscally responsible and complete community.”*

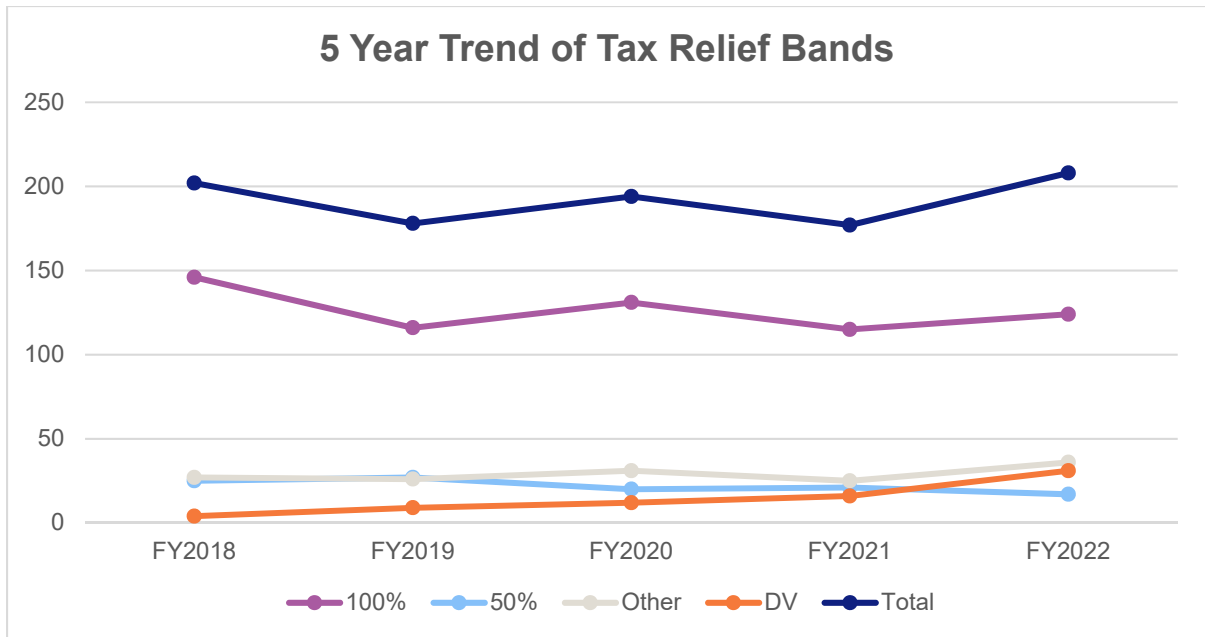
FY 22-23 BUDGET ESTIMATES BY TAX RELIEF CATEGORY

PERCENT OF RELIEF	NUMBER	COST
100	93	\$123,000
50	17	17,000
25	11	11,000
PRORATED	25	24,000
TOTAL REAL ESTATE TAX RELIEF	<u>146</u>	<u>\$175,000</u>
PROPOSED CHANGES TO LIMITS	43	\$85,000
DISABLED VETS	31	\$66,000
DIVISION TOTAL	<u>228</u>	<u>\$326,000</u>

The Real Estate Tax exemption estimate is based on the FY 21-22 actuals adjusted for anticipated changes in assessed values for FY 22-23. In addition, Fairfax County has adjusted income and asset limits which will bring an anticipated 43 new residents into the program.

There are now 31 residents receiving tax relief under the Disabled Veterans regulation. This number has increased by 15 in FY 21-22 resulting in over \$28,200 of additional relief expensed.

**TAX RELIEF
15330**



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

**DIVISION 15330
NAME TAX RELIEF PROGRAMS**

ACCOUNT NUMBER TITLE	FY 20-21	-----FY 21-22-----		FY 22-23	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
45701 T.R.E. - Property Taxes	\$ 160,695	\$ 175,000	\$ 175,000	\$ 260,000	\$ 85,000
45702 T.R.E. - Vehicle License Tax	-	-	-	-	-
45704 T.R.E. - Disabled Vet	39,113	37,800	37,800	66,000	28,200
TOTAL OTHER CHARGES	199,808	212,800	212,800	326,000	113,200
TOTAL TAX RELIEF PROGRAMS	<u>\$ 199,808</u>	<u>\$ 212,800</u>	<u>\$ 212,800</u>	<u>\$ 326,000</u>	<u>\$ 113,200</u>

REVITALIZATION TAX RELIEF
15360

PURPOSE

To account for cost of property tax relief for property improvements that qualify.

STRATEGIC PLAN

To ensure ***“Vienna is a fiscally responsible community”*** by providing tax relief to those who qualify with proper steps in place to ensure accuracy.

FY 22-23 BUDGET CHANGES

- In Tax Year 2021, there were 5 exemptions totaling \$3,305, for an average of \$661 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. One property has completed the exemption period and have been dropped from the exemption program in Tax Year 2022.
- All 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 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
45703 Revitalization Tax Exemption	\$ 3,681	\$ 3,340	\$ 3,340	\$ 2,640	\$ (700)
TOTAL OTHER CHARGES	3,681	3,340	3,340	2,640	(700)
TOTAL REV TAX EXEMPTION PROGRAM	<u>\$ 3,681</u>	<u>\$ 3,340</u>	<u>\$ 3,340</u>	<u>\$ 2,640</u>	<u>\$ (700)</u>

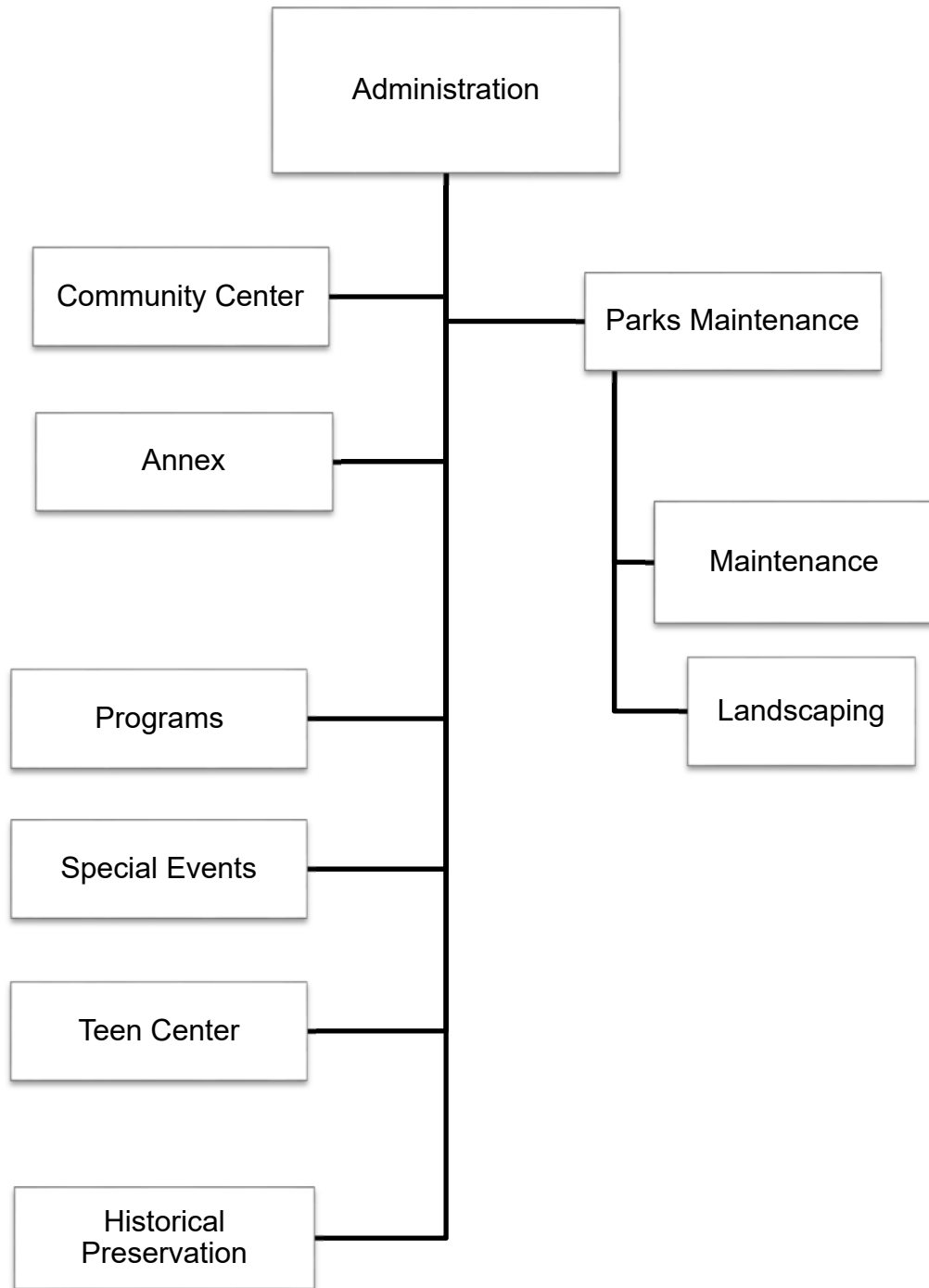
PARKS AND RECREATION

MISSION

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



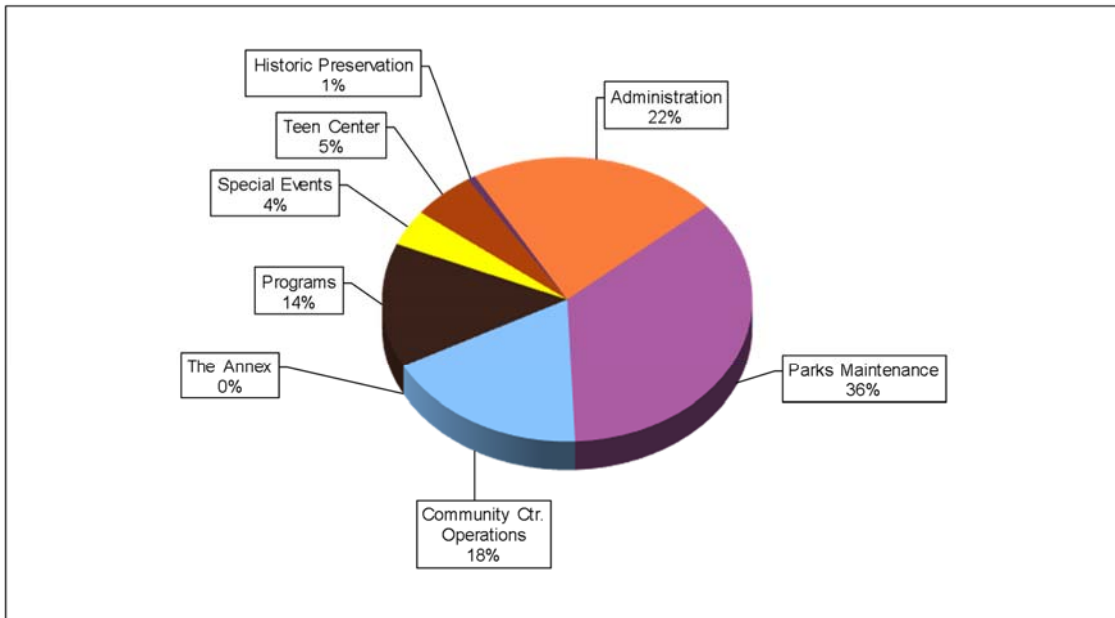
PARKS AND RECREATION



PARKS AND RECREATION

**TOWN OF VIENNA
FISCAL YEAR 22-23 BUDGET**

	FY 20-21 Actuals	FY 21-22 Adopted	FY 21-22 Adjusted	FY 21-22 Estimated	FY 22-23 Adopted	Net Change
Administration	861,349	886,920	901,960	900,325	968,680	81,760
Parks Maintenance	987,654	1,385,670	1,523,020	1,565,130	1,574,920	189,250
Community Ctr. Operations	624,975	712,670	779,370	767,970	790,360	77,690
The Annex	32,913	88,750	88,750	88,750	0	-88,750
Programs	285,190	378,600	377,680	383,680	623,680	245,080
Special Events	40,569	208,400	220,550	220,550	180,550	-27,850
Teen Center	177,632	237,520	231,520	230,466	242,360	4,840
Historic Preservation	20,260	35,600	29,600	29,600	31,000	-4,600
Parks and Recreation	3,030,542	3,934,130	4,152,450	4,186,471	4,411,550	477,420



	FY 20-21 Actuals	FY 21-22 Adopted	FY 22-23 Adopted	Net Change	FY 22-23 % of Total
Personnel Services	1,747,893	2,164,190	2,354,960	190,770	53%
Employee Benefits	576,769	612,040	681,700	69,660	15%
Purchased Services	353,696	482,600	713,050	230,450	16%
Other Charges	152,369	201,250	176,600	(24,650)	4%
Materials and Supplies	89,153	178,150	178,060	(90)	4%
Program and Services	105,249	292,900	300,050	7,150	7%
Capital Outlay	5,414	3,000	7,130	4,130	0%
Transfers	0	0	0	0	0%
Parks and Recreation	3,030,542	3,934,130	4,411,550	477,420	100%

PARKS AND RECREATION

TOWN OF VIENNA
FISCAL YEAR 22-23 BUDGET

Parks and Recreation Revenues	FY 20-21 Actuals	FY 21-22 Adopted	FY 22-23 Adopted	Net Change	FY 22-23 % of Total	Benchmark FY 2019*
Adult Trips	3,534	29,000	33,000	4,000	14%	28,526
Camps	367,077	312,000	475,000	163,000	52%	348,089
Classes	171,938	485,000	510,000	25,000	5%	555,338
Special Events	17,693	138,000	150,000	12,000	9%	59,113
Athletics	1,314	12,000	12,000	0	0%	
Theater Tickets	0	15,000	30,000	15,000	100%	17,206
Concessions and Rentals	13,904	50,000	70,000	20,000	40%	111,264
301 Center Street Rental	0	0	0	0	0%	0
Parks and Recreation	575,460	1,041,000	1,280,000	239,000	23%	1,119,536

Parks and Recreation Expenditures	FY 20-21 Actuals	FY 21-22 Adopted	FY 22-23 Adopted	Net Change	% Change	
Total	3,030,542	3,934,130	4,411,550	477,420	11%	3,497,065

Parks and Recreation Cost Recovery (Revenue as % of Expenditures)				
	19.0%	26.5%	29.0%	32.0%

*2019 Included for comparison as benchmark.

ADMINISTRATION
17110

PURPOSE

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

STRATEGIC PLAN

Volunteers enrich our community services while giving our citizens opportunity to learn and grow. Their assistance fills gaps in staffing for safer events, programs, and services. Generous donors provide the Town the ability to provide services for those in need; their support is vital. This support helps instill ***“Vienna as an engaged and complete community.”***

ACTIVITIES / PRODUCTS / SERVICES

- Provides 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.
- Manages the Capital Improvement Plan.
- Fosters community outreach and partnerships.
- Responsible for staff training and development.

FY 21-22 COVID-19 RESPONSE

- Developed a maximum attendance system using various square foot per person in which events, programs, and classes could be held both outdoors and indoors in alignment with changes in the Governor’s orders for Covid-19 precautions.
- Implemented Covid-19 safety plans for programs.
- Complied with the Town mask mandate for employees and masks required for ages 2-17.
- Worked with other departments to ensure a comprehensive and unified town-wide response.
- Modified operational processes to ensure continuity of essential services to residents while ensuring the safety of employees.

**ADMINISTRATION
17110**

FY 21-22 ACCOMPLISHMENTS

- Researched zoning ordinances for special events and provided suggestions for new Town ordinance.
- Completed the Adopt a Flower Bed agreement.
- Created department website committee to train and master new Granicus website editing software.
- Streamlined the process for developing and publicizing content for Parks and Recreation pages on the Town’s website. Led department training to support this effort.
- Streamlined access for participants to the Program and Event online registration portal for ease in registration.
- Collaborated with Vienna Presbyterian Church for the Church Street flower bed planting event.
- Coordinated the Town cleanup event to allow individuals to participate in keeping the Town beautiful
- Supported Vienna Little League to host the Majors All Star Tournament for Virginia.
- Provided a listing of ARPA funding requests.
- Moderated the Mayor appointed Wade Hampton Ad Hoc Committee discussions which led to a recommendation to council of a potential name change for Wade Hampton Drive.



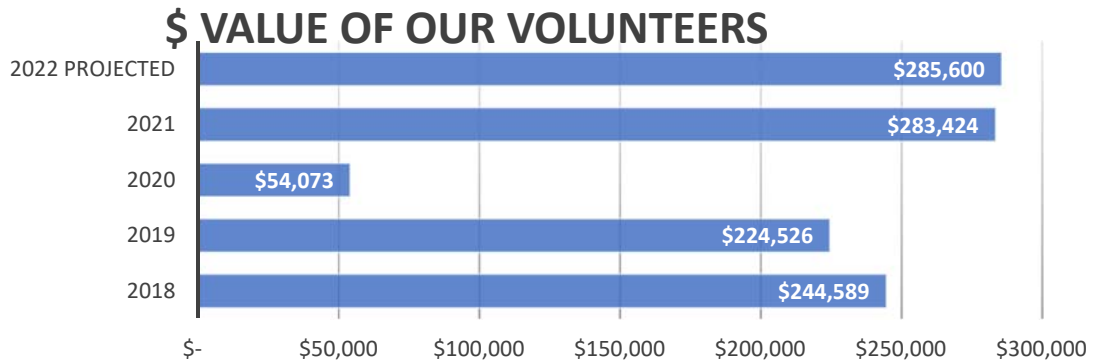
FY 22-23 INITIATIVES

- Review and finalize service organization sign policy for Nutley and Maple Avenue.
- Review and update user agreements for storage sheds in the parks.
- Utilize a partnership with Fairfax County Government Print Shop to increase the ability to provide high quality print work at a reduced rate.
- Implement a Parks Master Plan Study.

**ADMINISTRATION
17110**

PERFORMANCE MEASURES

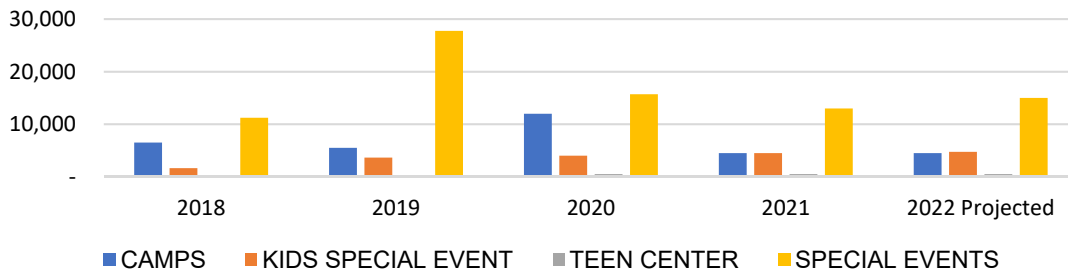
Based on calendar year data



Volunteer support increased with Liberty Amendments Volunteers and additional Town Clean ups. Value = \$27/per person/per hour.

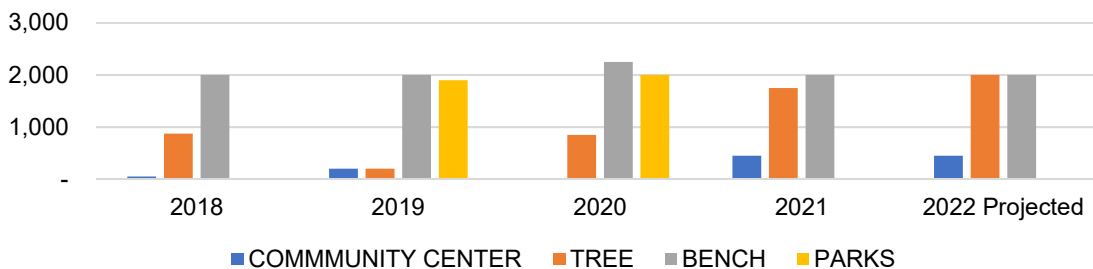
Volunteer value is derived from the Virginia Service Volunteerism Statistics <http://virginiaservice.virginia.gov/resources/resources-data/volunteerism-statistics/>.

DONATIONS FOR PROGRAMS AND EVENTS



In 2020 into 2021, there was a decrease in the special event budget. Donations received assisted with the Do It Yourself bags and events. In 2021, in-person larger events started coming back slowly to full scale in the second half of the year. In 2022, the Town expects to be close to hosting full scale events.

COMMUNITY AESTHETICS DONATIONS



**ADMINISTRATION
17110**

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
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	2
Administrative Assistant II	1	1	1
Total	6	6	7

* Filled with current staffing numbers.

FY 22-23 BUDGET CHANGES

- Increase in Equipment Maintenance Contracts (account 43301) of \$750.
- Increase in Printing/Binding Services (account 43501) of \$1,150.
- Increase in Equipment Rental (account 45402) of \$750.
- Increase in Central Copier Charges (account 45404) of \$11,650. Previous to FY23, there was no line item for this expense.
- Decrease in Conventions/Education (account 45504) of \$1,650.
- Decrease in Office Supplies (account 46001) of \$1,000.

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

**DIVISION 17110
NAME PARKS AND RECREATION ADMINISTRATION**

ACCOUNT NUMBER TITLE	FY 20-21	-----FY 21-22-----		FY 22-23	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 544,888	\$ 563,670	\$ 566,270	\$ 605,910	\$ 42,240
41002 Overtime	6,443	8,240	8,240	8,240	-
41003 Regular Part Time with Benefits	-	-	-	-	-
41004 Part Time without Benefits	28,398	39,030	39,030	39,030	-
41006 Annual Leave Liquidation	-	-	-	-	-
41008 Annual Leave Cash-In	9,001	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	588,729	610,940	613,540	653,180	42,240
42001 F.I.C.A.	42,603	43,550	43,550	43,550	-
42002 V.R.S.	63,800	63,440	63,440	67,360	3,920
42003 V.R.S. Life Insurance	7,301	7,260	7,260	7,260	-
42007 Health Insurance	64,079	50,000	61,490	70,500	20,500
42012 Cafeteria Plan Fees	328	320	320	320	-
42018 Employer Contributions:DC401A	20,980	21,670	21,670	21,670	-
42021 V.R.S. Hybrid 401A Match	4,018	3,970	3,970	3,970	-
42025 V.R.S. Hybrid Disability	631	620	620	620	-
TOTAL EMPLOYEE BENEFITS	203,740	190,830	202,320	215,250	24,420
43301 Equipment Maintenance Contracts	-	1,500	50	1,500	-
43303 Software Maintenance Contract	-	-	-	-	-
43308 Contracts/Services	19,036	26,000	26,000	26,000	-
43501 Printing/Binding Services	18,133	26,200	26,200	27,350	1,150
TOTAL PURCHASED SERVICES	37,169	53,700	52,250	54,850	1,150
45202 Long Distance Service	-	-	-	-	-
45203 Postal Services	10,967	12,500	12,500	12,500	-
45402 Equipment Rental	-	1,000	250	1,000	-
45404 Central Copier Charges	11,651	-	-	13,450	13,450
45501 Mileage Reimbursement	-	750	875	750	-
45503 Subsistence/Lodging	-	2,500	2,375	2,500	-
45504 Conventions/Education	(96)	5,500	7,150	5,500	-
45801 Memberships/Dues	2,189	2,200	2,200	2,200	-
TOTAL OTHER CHARGES	24,710	24,450	25,350	37,900	13,450
46001 Office Supplies	7,000	7,000	8,500	7,500	500
TOTAL MATERIALS AND SUPPLIES	7,000	7,000	8,500	7,500	500
49207 Transfer To CPF	-	-	-	-	-
TOTAL INTERFUND TRANSFERS	-	-	-	-	-
TOTAL PARKS & REC ADMIN	\$ 861,349	\$ 886,920	\$ 901,960	\$ 968,680	\$ 81,760

PARKS MAINTENANCE
17120

PURPOSE

To provide safe, resilient, well-maintained and aesthetically pleasing urban forest, parks, streetscapes and green spaces for the enjoyment of all residents, visitors and businesses.

STRATEGIC PLAN

Identifying and implementing all possibilities for streamlining processes and creating efficiencies that will expedite maintenance, project completion, and enhance beautification of the Town while also growing volunteerism by expanding volunteer opportunities. Through these initiatives this division exemplifies ***“Vienna as an influential and well-governed, engaged, complete, and safe community.”***

ACTIVITIES / PRODUCTS / SERVICES

- Responds to after-hour emergencies relating to trees, snow, parks and green spaces that impact the public.
- Provides management and maintenance of the Town’s estimated eight thousand (8000+) trees in parks and along streets and right-of-ways. Includes watering, installation, pruning and dismantling trees as well as pruning trees from streets, sidewalks, signs, lamps, signal lights, athletic fields, playgrounds and working with adjacent property owners bordering parks to address their concerns about town trees.
- Provides management and maintenance of 13 Town parks including athletic fields, courts, playgrounds, picnic shelters, bathroom facilities, buildings, paths, and signs.
- Provides lawn maintenance, edging and trimming in 57 locations including parks, athletic fields, Town-owned facilities, green spaces, and right-of-ways.
- Provides maintenance of four Town-owned cemeteries.
- Provides management and maintenance of the Town’s eight irrigation systems in parks, streetscapes, athletic fields, and facilities.
- Provides management and maintenance of the Town’s landscape areas in parks, streetscapes, green spaces, and facilities. Includes weeding, mulching, trash collection, plant installation, and pruning.
- Maintains greenhouse and produce annual and perennial plants for streetscape, facilities, and parks.
- Removes trash from outdoor receptacles located in parks and public buildings.
- Provides snow removal and ice management at public buildings, commercial sidewalk areas, school walking routes, Metro walking routes and bus stops.

PARKS MAINTENANCE
17120

- Provides support for special events and programs.
- Manages and staffs community and volunteer projects (e.g. scouts, organizations, cleanup days, youth athletic field days, habitat restoration, etc.)
- Manages and maintains stream corridors on Town property including tree maintenance and stream maintenance.
- Reviews and provides oversight of all site plans and construction activity of residential development to assure compliance with Town ordinances.
- Participates in the design of all Department of Public Works road improvement projects as pertains to publicly owned trees and landscapes.
- Manages the Town's Habitat Restoration Program by removing non-native and invasive plants and installing native trees and shrubs.

FY 21-22 COVID-19 RESPONSE

- Used 360 Electrostatic machines and sprays to disinfect areas of the building and equipment when needed.
- Contracted cleaning company for the Nutley Property Yard.
- Practiced social distancing in vehicles as often as possible – riding without a partner.
- Complied with the Town's mask mandate for employees.
- Worked with other departments to ensure a comprehensive and unified town-wide response.
- Modified operational processes to ensure continuity of essential services to residents while ensuring the safety of employees.

FY 21-22 ACCOMPLISHMENTS

- Hired and trained:
 - One Superintendent of Park Maintenance (retirement)
 - One Arborist/Horticulturist (retirement)
 - One Urban Arborist (vacancy)
 - One Supervisor of Parks Maintenance (promotion)
- Got a new position of Maintenance Worker II approved.
- Improve aesthetics of the Town's green spaces.
- Provided support and labor for the planning and execution of 20 special events and programs.
- Initiated a Habitat Restoration Program and hosted 25 events (as of January 10, 2022) recruiting 242 volunteers who donated 496 hours of their time to remove non-native plants and install native plants.
- Staffed and led three Town Cleanup events.
- Supported two Ballfield cleanup days with youth sports organizations at Waters Field, Caffi Fields and Meadow Lane Park.

PARKS MAINTENANCE
17120

- Supported five Eagle Scout Projects at Town Green, Meadow Lane Park, West End Cemetery, Wildwood Park and Vienna Dog Park.
- Installed 142 trees, 153 shrubs, 494 herbaceous perennials, 573 annuals, and 925 spring bulbs.
- Pruned 75 trees, removed 111 trees.
- Removed many invasive plants throughout Town parks (Meadow Lane, Southside and Glyndon) and planted over 200 native trees and shrubs at Glyndon and Wildwood Park.
- Reviewed 350 residential, commercial, and Public Works road project plans and permit requests.
- Initiated a weekly safety program training.

Northside Park

- Removed concrete debris from the stream valley.

Glyndon Park

- Replaced 14 wood fence panels.
- Installed new water fountain/bottle filler.
- Installed new nature play area.
- Painted the doors, trim and poles on the concession stand and the wooden picnic tables.
- Replaced the asphalt parking and paths with new asphalt.

Town Green

- Installed irrigation system in the landscape beds.
- Major cleanup to landscaped areas.

Town Hall

- Installed irrigation system in the front landscape beds.
- Major cleanup to landscaped areas.

Waters Field

- Added one dog waste station.
- Replaced signage on scoreboard.
- Replaced 4 cubic yard dumpster.
- Assisted Vienna Babe Ruth and VYI with facility improvements in anticipation of state tournament summer 2022.

Caffi Fields

- Completed upgrades to the infield/ outfield interface on all three fields as well as regraded the infields to improve drainage.

Vienna Dog Park

- Replaced damaged top rail fence.

Southside Park

- Spread wood chips along woodland trail.
- Held public engagement for field renovations.

Wildwood Park

- Reinforced eroding trail segments with riprap stone.

PARKS MAINTENANCE
17120

Maude Robinson Property

- Removed construction debris and erosion and sediment control measures.
- Removed fallen branches and hazardous trees.
- A new sidewalk was installed along the Cottage Street frontage.
- Assisted Madison High School by relocating two sets of bleachers for the State Baseball Championship.
- *Training*
 - One Maintenance Worker attended and completed year 2 of the North Carolina State University Supervisor's Management School endorsed by the National Recreation and Parks Association.
 - One Maintenance Worker attended Mid-Atlantic Chapter of the International Society of Arboriculture annual Conference
 - Urban Arborist attended Partners in Community Forestry conference.
- Awarded a \$7,500 federal grant to measure and compare the Town's tree canopy coverage.
- Awarded a \$20,000 donation to remove the 27 non-native and invasive Callery Pear trees on Nutley Street medians and replace them with native trees.
- Completed Nutley Street Median Phase 1, dismantled/removed 27 Callery Pear trees.
- Performed a park sign and park asset inventory.
- Created a sign policy for parks.
- Addressed perennially troublesome right-of-way areas by clearing them of brush and debris.

FY 22-23 INITIATIVES

-
-
- Complete Nutley Street Median Phase 2, installing 27 native trees to replace the 27 invasive Callery Pear trees.
 - *Training*
 - Have two staff members complete playground certification course.
 - Have two staff members obtain Virginia Commercial Pesticide Applicators License.
 - Have all staff attend professional workshops for further education in parks and landscape industry and safety practices.
 - Have three staff members attend Playground Maintenance Technician Training.
 - Replace all trash can lids located at the Vienna Dog Park.
 - Replace wooden picnic tables with aluminum picnic tables.
 - Replace wooden bleachers with code compliant bleachers.
 - Perform Tree Inventory and Assessment of the Town's trees.

**PARKS MAINTENANCE
17120**

- Evaluate tree and bench donation program

Meadow Lane Park

- Install a new bathroom building
- Install new basketball and tennis court lighting

Southside Park

- Design and coordinate renovation of fields, playground and basketball court

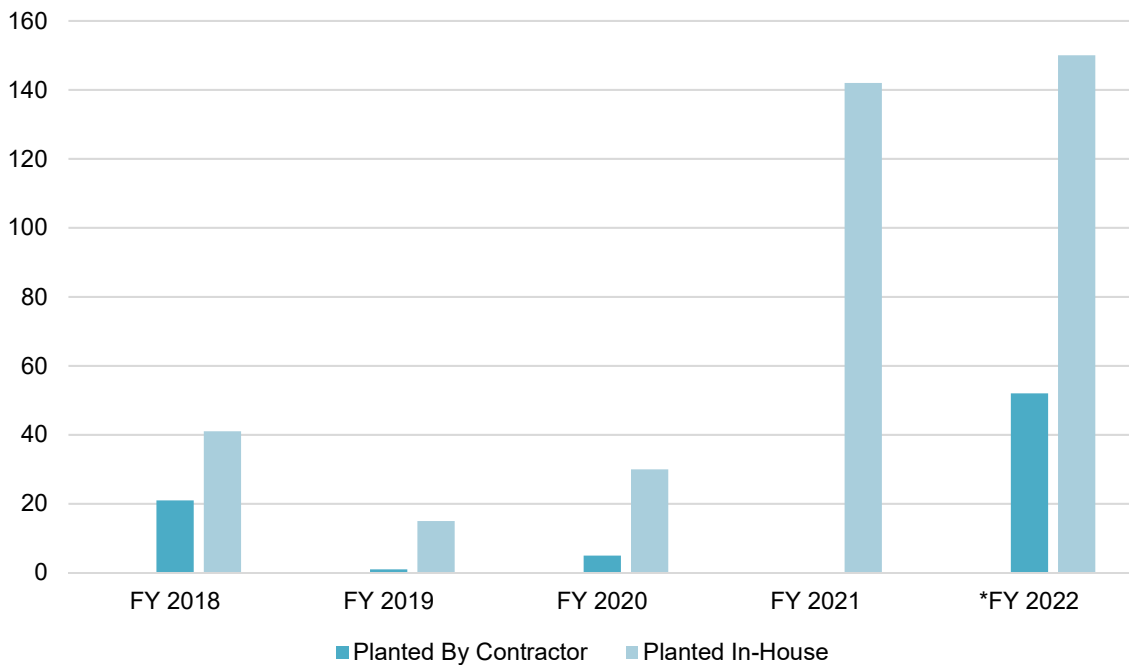
Glyndon Park

- Replace the existing playground with a nature playground

PERFORMANCE MEASURES

Based on calendar year

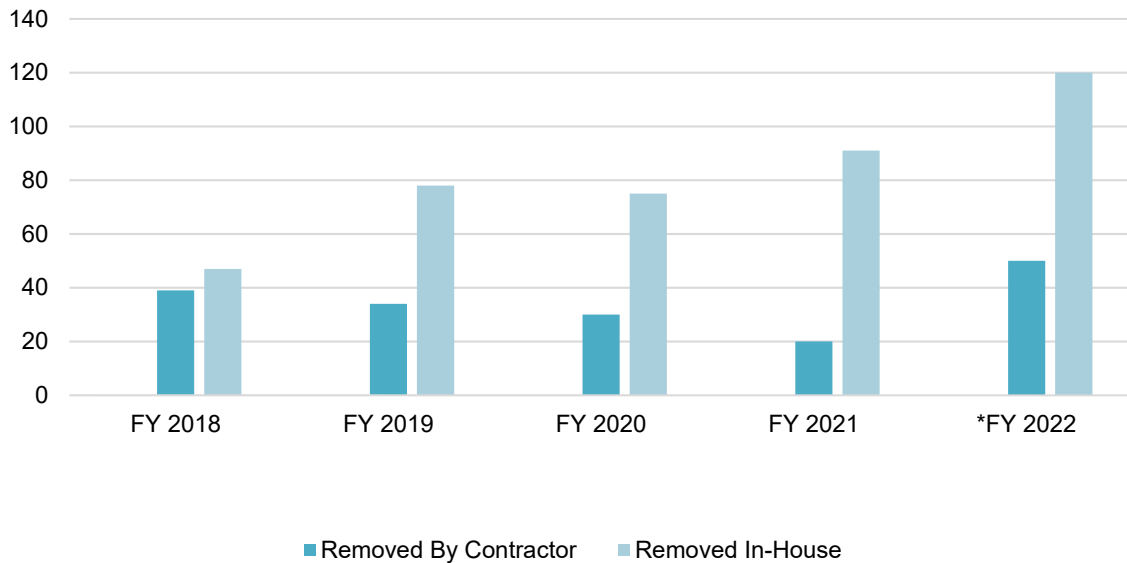
Trees Planted in Vienna



*Projected

**PARKS MAINTENANCE
17120**

Tree Removal



*Projected

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Parks Maintenance Superintendent	1	1	1
Parks Maintenance Supervisor	-	1	1
Arborist/Horticulturist	1	1	1
Urban Arborist	1	1	1
Maintenance Workers*	7	8	8
Total	10	12	12

* A Maintenance Worker II currently unfunded to support cost of contracts.

**PARKS MAINTENANCE
17120**

FY 22-23 BUDGET CHANGES

To achieve parks maintenance care standards set by new superintendent, several changes to operations are proposed below and in Unfunded Priorities. These proposals will help staff move in the direction of:

- Proactively address issues.
- Increasing the level of preventative maintenance.
- Increasing the level of aesthetics in all areas.

Description	Budget Impact
Hold one maintenance worker unfunded (account 41001); replace with contract and re-evaluate spring 2023 (account 43308). These tasks to be performed by contractor: <ul style="list-style-type: none"> • Continuation of Lawn mowing via a contractor at Peterson Lane Park, Maple Avenue medians, Nutley Street medians plus 12-15 other sites. • Allow for a contractor to assist staff with landscape maintenance at the Community Center, Police Station, Bowman House, Town Hall, Town Green, Maple Avenue and Church Street streetscape planters. 	Decrease salary and benefits; increase contract costs, \$70,000. \$0 net increase
Increase Overtime budget (account 41002) to get closer to funded at pre-Covid-19 actuals and due to compensation increases from compression study and potential inflation increase.	\$23,710 increase
Decrease Part Time without Benefits (account 41004) to allow increase in Overtime budget (account 41002)	\$14,000 decrease
Decrease Other Maintenance Contracts (account 43305) to allow Overtime budget (account 41002)	\$2,000 decrease
Increase in Subsistence/Lodging (account 45503) and Conventions/Education (account 45504) to allow staff an increase in quality and quantity of training opportunities.	\$3,050 increase
Increase in Horticultural Supplies (account 46003) to purchase more trees, shrubs, and herbaceous perennials for installation in parks, streetscapes, and green spaces.	\$5,000 increase
Increase in Repair/Maintenance Supplies (account 46007) due to inflation increases in product costs.	\$5,000 increase
Total increase	\$20,760 increase

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

**DIVISION 17120
NAME PARKS MAINTENANCE**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 490,635	\$ 711,040	\$ 728,040	\$ 760,810	\$ 49,770
41002 Overtime	24,390	30,290	30,290	70,290	40,000
41004 Part Time without Benefits	19,322	48,840	48,840	34,840	(14,000)
41006 Annual Leave Liquidation	22,897	-	-	-	-
41008 Annual Leave Cash-In	4,652	-	-	-	-
41011 Non-Exempt Comptime Liquid.	697	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
41020 Transfer of Budgeted Salary	-	-	(74,800)	-	-
TOTAL PERSONNEL SERVICES	562,593	790,170	732,370	865,940	75,770
42001 F.I.C.A.	40,896	54,840	94,840	54,840	-
42002 V.R.S.	55,451	79,000	79,000	83,880	4,880
42003 V.R.S. Life Insurance	6,244	8,200	8,200	8,200	-
42004 Local Pension Plan	-	-	-	-	-
42007 Health Insurance	80,404	77,000	98,950	110,300	33,300
42012 Cafeteria Plan Fees	41	-	-	-	-
42017 Cell Phone Allowance	-	-	-	-	-
42018 Employer Contributions:DC401A	17,110	20,500	17,500	20,500	-
42021 V.R.S. Hybrid 401A Match	2,585	2,960	2,960	2,960	-
42025 V.R.S. Hybrid Disability	558	470	470	470	-
TOTAL EMPLOYEE BENEFITS	203,289	242,970	301,920	281,150	38,180
43301 Equipment Maintenance Contracts	-	1,000	1,000	1,000	-
43304 H/AC Maintenance Contract	-	2,000	2,000	2,000	-
43305 Other Maintenance Contracts	817	2,000	2,000	-	(2,000)
43307 Repair/Maintenance Services	9,301	36,000	36,000	30,000	(6,000)
43308 Contracts/Services	-	21,900	83,400	91,900	70,000
43309 Cell Phone Expense	5,278	5,000	5,500	5,000	-
43310 Tree Maintenance	41,284	50,000	110,000	50,000	-
43701 Uniform Rental/Cleaning	4,427	6,000	6,000	6,000	-
TOTAL PURCHASED SERVICES	61,107	123,900	245,900	185,900	62,000
45101 Electricity	20,777	27,600	27,600	27,300	(300)
45102 Natural Gas	4,900	4,000	4,000	4,000	-
45104 Water/Sewer Service	14,097	13,000	13,000	13,000	-
45402 Equipment Rental	-	1,050	1,050	1,000	(50)
45501 Mileage Reimbursement	-	-	-	500	500
45502 Fares	-	-	-	100	100
45503 Subsistence/Lodging	-	2,000	2,000	4,000	2,000
45504 Conventions/Education	1,950	6,950	11,300	8,000	1,050
TOTAL OTHER CHARGES	41,724	54,600	58,950	57,900	3,300
46003 Horticultural Supplies	17,776	35,300	35,300	40,300	5,000
46007 Repair/Maintenance Supplies	12,086	18,000	20,300	23,000	5,000
46008 Vehicle/Equipment Fuels	7,105	12,000	12,000	12,000	-
46009 Veh/Equip Maintenance Supplies	199	7,000	7,000	7,000	-
46011 Uniforms/Safety Apparel	2,782	5,000	5,000	5,000	-
46015 Operational Supplies	11,194	14,000	14,000	14,000	-
46017 Small Tools	1,562	2,000	2,000	2,000	-
46031 Tires and Tubes	330	2,730	2,730	2,730	-
TOTAL MATERIALS AND SUPPLIES	53,034	96,030	98,330	106,030	10,000
47203 Service Awards	-	-	-	-	-
47403 Physical Improvements	60,697	296 78,000	80,550	78,000	-

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

**DIVISION 17120
NAME PARKS MAINTENANCE**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22----- BUDGET	REVISED	FY 22-23 ADOPTED	NET CHANGE
TOTAL PROGRAMS AND SERVICES	60,697	78,000	80,550	78,000	-
48201 Additional Machine/Equipment	5,210	-	5,000	-	-
TOTAL CAPITAL OUTLAY	5,210	-	5,000	-	-
TOTAL PARKS MAINTENANCE	<u><u>\$ 987,654</u></u>	<u><u>\$ 1,385,670</u></u>	<u><u>\$ 1,523,020</u></u>	<u><u>\$ 1,574,920</u></u>	<u><u>\$ 189,250</u></u>

**COMMUNITY CENTER
17130**

PURPOSE

To coordinate, develop, maintain, and operate the Community Center and provide support for other Town recreational facilities. Ensuring safe, diverse and accessible facilities for all patrons and access to leisure activities, programs, and classes that enhance the quality of life within the Town.



STRATEGIC PLAN

By being a responsible steward of the Town’s public funds, ensuring safe facilities through industry maintenance standards, providing innovative technology, collaborating with other organization, volunteer efforts, and as a gold LEED facility this division exemplifies ***“Vienna as a fiscally responsible, safe, engaged, complete, and environmentally sustainable community.”***

ACTIVITIES / PRODUCTS / SERVICES

- Provides space for fitness, wellness, recreation and arts and craft programs; teen center programming, concerts, both adult and youth theatrical plays, and drop-in programming for both youth and adult.
- Rental opportunities: community, youth, cultural, educational, revenue-generating shows and park shelters.
- Provides Community Center with Wi-Fi.
- Conducts ticket sales for Vienna Theatre Company and special events.
- Provides management and custodial care to the Community Center.

FY 21-22 COVID-19 RESPONSE

- Continued Covid-19 standard cleaning and operating procedures, which included cleaning and sanitizing the Community Center.
- Complied with the Town mask mandate for employees and masks required for ages 2-17. Provided masks for the public.
- Worked with other departments to ensure a comprehensive and unified town-wide response.
- Modified operational processes to ensure continuity of essential services to residents while ensuring the safety of employees.

**COMMUNITY CENTER
17130**

FY 21-22 ACCOMPLISHMENTS

- Installed new storefront doors for the auditorium entrance.
- Updated maintenance manual.
- Created training manual for front desk staff.
- Updated cash handling procedures.
- Conducted customer satisfaction survey for rentals/facilities.

Leadership training with staff

- High-Performance Organization – Leadership at All Levels
- Understanding Public Service
- Role of Leadership in Helping Employees Find Purpose

FY 22-23 INITIATIVES

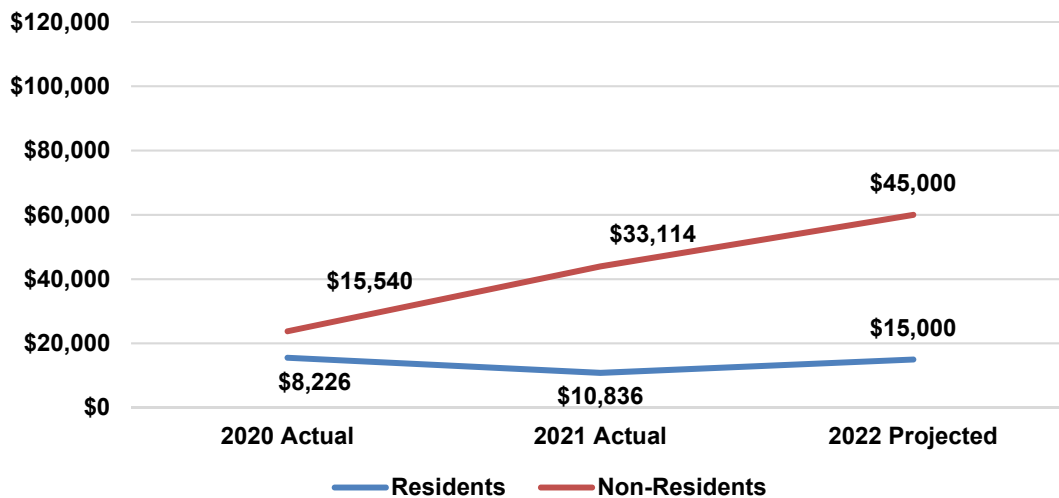
- Clarify/simplify key job system for tracking drop-in program participants and creating standard operating procedures that enhance customer service.
- Install a public address system in the Community Center.
- Install new door locking system.

PERFORMANCE MEASURES

Based on calendar year data

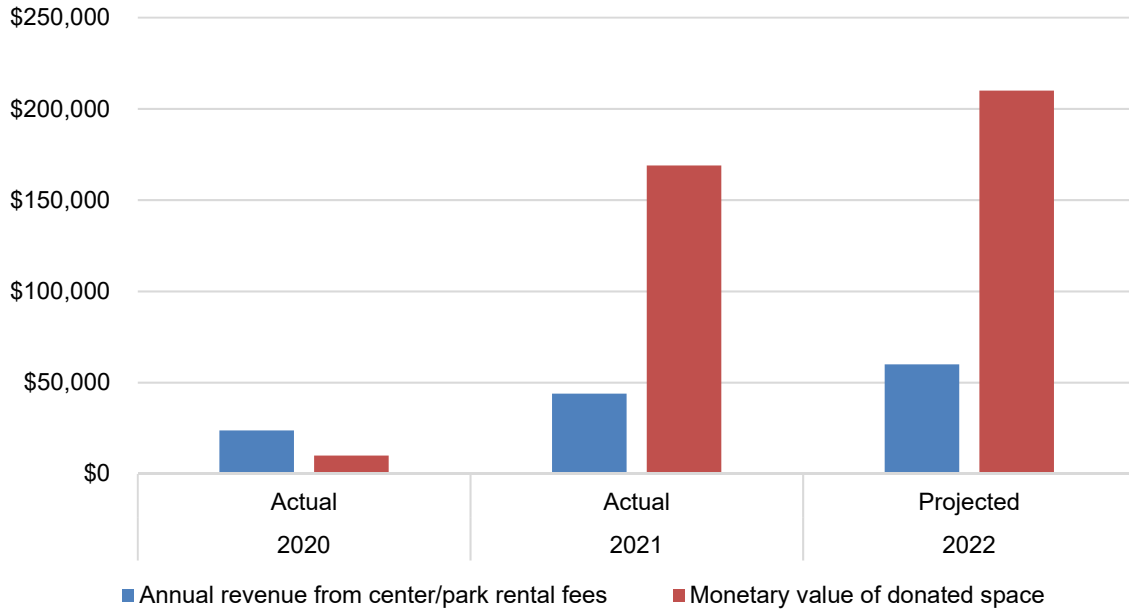
Strategic Plan relevance: Most of the revenue generated from Community Center rental fees come from non-resident reservations. Non-residents pay a higher rate for rentals.

Rental Fee Revenue for Vienna Community Center



**COMMUNITY CENTER
17130**

Rental Revenue



- Non-revenue use hours include groups such as Vienna Youth Inc., Vienna Arts Society Show, INOVA Blood Drives, Vienna Community Band, 50-Plus Bridge Club, Youth Sports Organizations, Sr. Drop-In Programs, James Madison Ethics Day, Fairfax Government Agencies, Conservation and Sustainability Commission, Historic Vienna Inc., Vienna Business Association, Police Department, Fire Department, etc.
- Monetary value based on in-Town non-profit rate (\$15) hour. This does not take into account potential revenues.

**COMMUNITY CENTER
17130**

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Community Center Manager	1	1	1
Community Center Supervisor	1	1	1
Custodians	2	2	2
Customer Care Specialist	1	1	1
Total Benefited Employees	5	5	5

Temporary and Part-Time Staff¹	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Part-Time Building Supervisors (MOD's)	7	7	7
Part-Time Customer Care Specialists	5	5	5
Part-Time Gym Monitors	2	3	3
Part-Time Custodians	3	3	3
Total Non-Benefited Staffing²	17	18	18

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

²These positions work an average that is less than 24 hours per week. Therefore, they are not full-time equivalent positions. The staffing level is partially offset by revenue.

FY 22-23 BUDGET CHANGES

- Reduction of overtime (account 41002) of \$6,000 as fewer full-time staff are working hours that would accrue overtime.
- Increase part-time without benefits (account 41004) by \$6,000 as more part-time staff are needed.
- Reduction in heating, ventilation, and air conditioning maintenance contracts (account 43304) of \$6,600 to fund expenses in Operational Services (account 46015) of \$5,000 to fund diagnostic fees that have not been charged in the past.

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

**DIVISION 17130
NAME COMMUNITY CENTER OPERATIONS**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22----- BUDGET	REVISED	FY 22-23 ADOPTED	NET CHANGE
41001 Salaries and Wages	\$ 296,846	\$ 320,170	\$ 326,770	\$ 342,580	\$ 22,410
41002 Overtime	8,564	30,170	30,170	15,170	(15,000)
41003 Regular Part Time with Benefits	-	-	-	-	-
41004 Part Time without Benefits	75,340	97,000	117,500	123,500	26,500
41006 Annual Leave Liquidation	-	-	-	-	-
41008 Annual Leave Cash-In	4,440	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	385,190	447,340	474,440	481,250	33,910
42001 F.I.C.A.	28,556	32,020	32,020	32,020	-
42002 V.R.S.	34,782	37,000	37,000	39,290	2,290
42003 V.R.S. Life Insurance	4,030	3,960	3,960	3,960	-
42004 Local Pension Plan	-	-	-	-	-
42007 Health Insurance	34,446	28,590	32,190	37,000	8,410
42012 Cafeteria Plan Fees	64	60	60	60	-
42018 Employer Contributions:DC401A	11,609	11,820	11,820	11,820	-
42021 V.R.S. Hybrid 401A Match	2,649	2,550	2,550	2,550	-
42025 V.R.S. Hybrid Disability	698	660	660	660	-
TOTAL EMPLOYEE BENEFITS	116,832	116,660	120,260	127,360	10,700
43304 H/AC Maintenance Contract	16,625	13,600	27,600	18,000	4,400
43307 Repair/Maintenance Services	11,087	15,000	25,400	26,000	11,000
43308 Contracts/Services	14,798	20,000	28,100	30,000	10,000
43309 Cell Phone Expense	4,653	4,000	4,500	4,000	-
43701 Uniform Rental/Cleaning	1,538	2,500	2,500	2,500	-
43702 Janitorial/Custodial Service	-	1,000	1,000	1,000	-
TOTAL PURCHASED SERVICES	48,702	56,100	89,100	81,500	25,400
45101 Electricity	45,898	49,000	49,000	49,000	-
45102 Natural Gas	8,460	8,000	15,000	15,000	7,000
45104 Water/Sewer Service	3,778	4,000	4,000	4,000	-
45503 Subsistence/Lodging	-	1,600	1,600	1,600	-
45504 Conventions/Education	249	600	1,600	700	100
TOTAL OTHER CHARGES	58,384	63,200	71,200	70,300	7,100
46005 Janitorial Supplies	8,231	18,400	18,400	19,000	600
46007 Repair/Maintenance Supplies	10	1,000	1,000	1,000	-
46011 Uniforms/Safety Apparel	1,829	2,720	2,720	2,700	(20)
46013 Recreation Supplies	559	750	750	750	-
46015 Operational Supplies	4,862	6,500	1,500	6,500	-
TOTAL MATERIALS AND SUPPLIES	15,492	29,370	24,370	29,950	580
47203 Service Awards	375	-	-	-	-
TOTAL PROGRAMS AND SERVICES	375	-	-	-	-
48102 Furniture/Fixture Replacement	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
TOTAL COMM CENTER OPERATIONS	\$ 624,975	\$ 712,670	\$ 779,370	\$ 790,360	\$ 77,690

THE ANNEX
17135

PURPOSE

The Annex, formerly Faith Baptist Church, is a joint venture between the Police Department, Parks and Recreation Department and Department of Public Works. The Police Department will continue to utilize a designated portion of the Annex during the construction of the new police station. Once the Police Department moves into their new facility, there will be a transitional period while the building is brought up to code for occupancy, assisted by technical advice from the Department of Public Works. Parks and Recreation will use the Annex to provide safe, diverse, and accessible facilities for all patrons. Providing programs, classes, rental opportunities, and leisure activities to enhance the quality of life within the Town.

STRATEGIC PLAN

By adhering to the Town`s fiscal disciplined approach, maintaining, and promoting high standards while ensuring a safe facility through established procedures, maintaining, and using environmental-friendly products and standards. Through these initiatives this division instills ***“Vienna as an influential and well-governed, engaged, complete, and environmentally sustainable community.”***

ACTIVITIES / PRODUCTS / SERVICES

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

FY 21-22 COVID-19 RESPONSE

- Purchased items to provide directional guidance through the building, social distancing, and healthy habits (e.g. signs, stanchions, and signage).
- Purchased electrostatic machines and sprays to disinfect all areas of the building, including equipment.
- Maintained enhanced cleaning procedures.
- Worked with other departments to ensure a comprehensive and unified town-wide response.
- Modified operational processes to ensure continuity of essential services to residents while ensuring the safety of employees.

**THE ANNEX
17135**

FY 21-22 ACCOMPLISHMENTS

- Created of Maintenance Standard Operating Procedures for Annex building.
- Installed air conditioning units in the Annex building.
- Architectural Building Assessment.
- Architectural Mechanical Electrical and Plumbing Assessment.
- Installed security camera, to deter unlawful entry or activities.

FY 22-23 INITIATIVES

- Make necessary updates/changes and repairs for occupancy of the Annex.
- Secure certificate of occupancy.
- Hold a soft opening for Parks and Recreation use.

PERFORMANCE MEASURES

None at this time, building was not open for public use.

PERSONNEL

Based on a fiscal year

Temporary and Part-Time Staff¹	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Part-Time Building Supervisors (MOD's)	-	3	3
Part-Time Customer Care Specialists	-	3	3
Part-Time Custodians	-	2	2
Total Non-Benefited Staff²	-	8	8

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

² These positions work an average of less than 24 hours per week and are not full-time equivalent positions. Staff levels are partially offset by revenue.

FY 22-23 BUDGET CHANGES

- Increase in part-time without benefits (account 41004) to support the operation of the facility for six months.

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

**DIVISION 17135
NAME THE ANNEX**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41002 Overtime	\$ -	\$ -	\$ -	\$ -	\$ -
41003 Regular Part Time with Benefits	-	-	-	-	-
41004 Part Time without Benefits	-	-	-	-	-
TOTAL PERSONNEL SERVICES	-	-	-	-	-
42001 F.I.C.A.	-	-	-	-	-
TOTAL EMPLOYEE BENEFITS	-	-	-	-	-
43304 H/AC Maintenance Contract	-	12,800	12,800	-	(12,800)
43307 Repair/Maintenance Services	-	7,200	7,200	-	(7,200)
43308 Contracts/Services	9,180	3,500	3,500	-	(3,500)
43701 Uniform Rental/Cleaning	-	500	500	-	(500)
43702 Janitorial/Custodial Service	-	1,000	1,000	-	(1,000)
43801 Services From Other Government	-	-	-	-	-
TOTAL PURCHASED SERVICES	9,180	25,000	25,000	-	(25,000)
45101 Electricity	12,437	30,000	30,000	-	(30,000)
45102 Natural Gas	5,866	15,000	15,000	-	(15,000)
45104 Water/Sewer Service	1,126	4,000	4,000	-	(4,000)
TOTAL OTHER CHARGES	19,429	49,000	49,000	-	(49,000)
46005 Janitorial Supplies	1,407	10,000	10,000	-	(10,000)
46007 Repair/Maintenance Supplies	2,897	1,000	1,000	-	(1,000)
46011 Uniforms/Safety Apparel	-	1,000	1,000	-	(1,000)
46013 Recreation Supplies	-	750	750	-	(750)
46015 Operational Supplies	-	2,000	2,000	-	(2,000)
TOTAL MATERIAL SUPPLIES	4,304	14,750	14,750	-	(14,750)
48102 Furniture/Fixture Replacement	-	-	-	-	-
TOTAL CAPITAL OUTLAY	-	-	-	-	-
TOTAL THE ANNEX	<u>\$ 32,913</u>	<u>\$ 88,750</u>	<u>\$ 88,750</u>	<u>\$ -</u>	<u>\$ (88,750)</u>

**PROGRAMS
17150**

PURPOSE

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

STRATEGIC PLAN

By identifying the demand for classes and programs, revenue increased, and value given back to the community this division instills ***“Vienna as a fiscally responsible, complete, and engaged community.”***

ACTIVITIES / PRODUCTS / SERVICES

- Provides camps, dance, fitness, health and wellness, music, sport, theatre classes, writing courses, and one-day workshops.
- Conducts program marketing and program satisfaction surveys.
- Focuses on fitness and health programs.
- Increases the number of program partnerships.

FY 21-22 COVID-19 RESPONSE

- Continually reviewed programs and adjusted class size according to Covid-19 safety protocols.
- Completed and executed a Covid-19 plan for gymnastic classes with a gradual return to full equipment usage.
- Complied with the Town mask mandate for employees and masks required for ages 2-17.
- Worked with other departments to ensure a comprehensive and unified town-wide response.
- Modified operational processes to ensure continuity of essential services to residents while ensuring the safety of employees.

FY 21-22 ACCOMPLISHMENTS

- Completed a comparison of part-time salaries using local agencies and private industry to ensure compliance with 2022 minimum wage increase requirements.
- Increased part-time salaries to become more competitive in the job market.



**PROGRAMS
17150**

- Worked with Northern Virginia senior centers to offer virtual programming of free informative lectures once a month.
- Partnered with the Northern Virginia Resource Center for the Deaf & Hard of Hearing to offer four free hearing screenings which served 40 participants.
- Introduced a volunteer led free ballroom dance class for Mature Adults.
- Partnered with Fairfax County Department of Family Services to offer a program for older adults called Bingocize® which focuses on fall prevention.
- Increased offerings of camps from 61 in 2020 to 123 in 2021 following reduction of overall programming restrictions related to Covid-19.
- Planned and coordinated Summer Daze Camp as a reimagined and restructured summer program for teens.
- Secured facilitators for Summer Daze Camp to provide onsite life skill instruction.
- Created a court reservation system for Glyndon Park tennis and pickleball courts.
- Collected data on athletic field light and participation usage through the months of April to October.

FY 22-23 INITIATIVES

- Increase class sizes as Covid-19 numbers continue to decrease.
- Add new classes and camps as space permits.
- Review and adjust the drop-in pass program.
- Continue to review and compare class fees with other local jurisdictions.

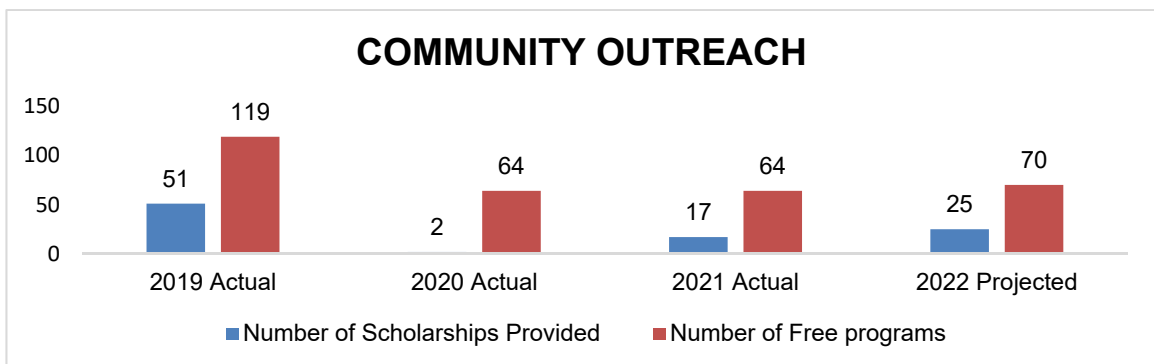
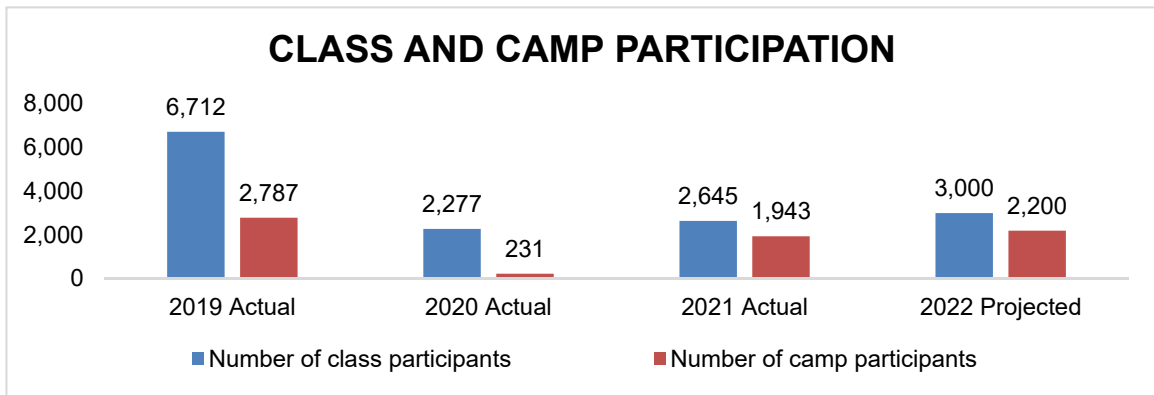
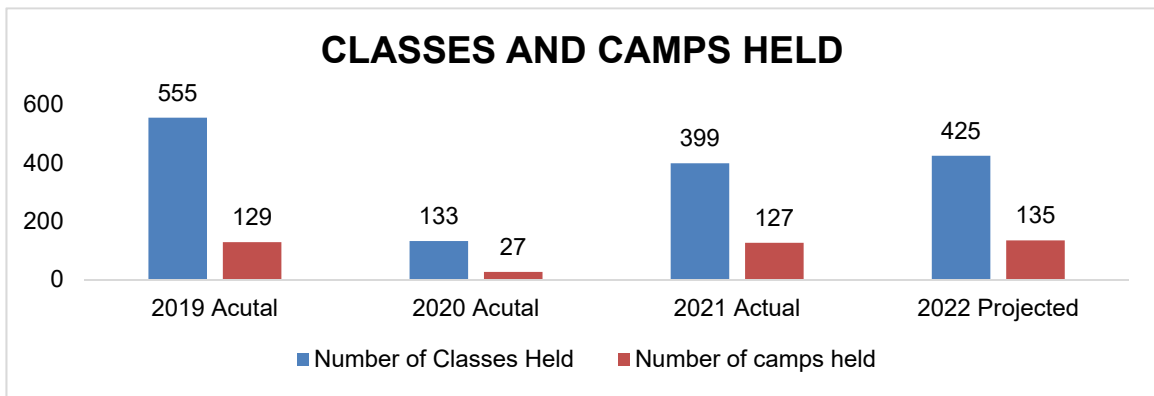
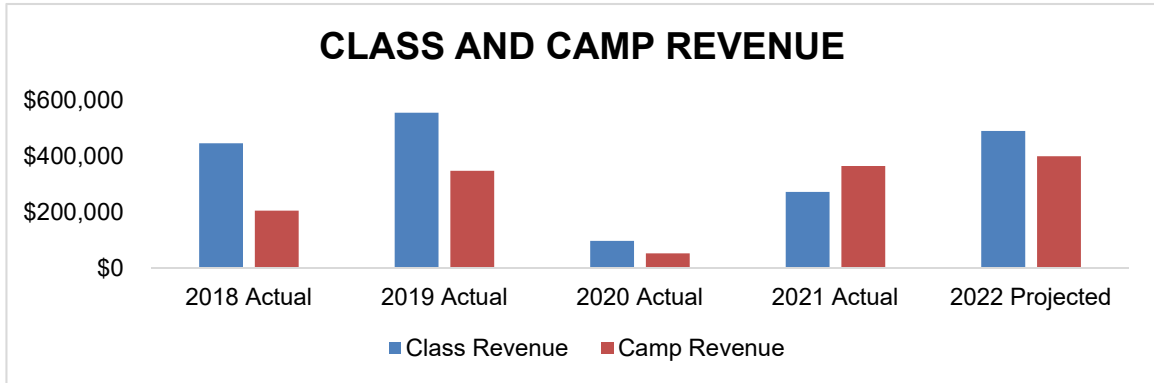
PERFORMANCE MEASURES

Based on a calendar year.

	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Projected
Class Revenue	\$446,276	\$555,338	\$97,979	\$272,575	\$490,000
Camp Revenue	\$206,021	\$348,089	\$53,605	\$365,208	\$400,000

The 2020 low class and camp revenues, participation figures, numbers of classes /camps held and community outreach are due to the Covid-19 pandemic and the significant reduction and cancellation of classes and camps.

**PROGRAMS
17150**



**PROGRAMS
17150**

PERSONNEL

Based on a fiscal year

Temporary & Part-Time Staffing¹	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Part-Time Program Staff	18	18	18
Part-Time Class Instructors	25	25	25
Contract Instructors	37	37	37
Total – Non-benefited staffing²	80	80	80

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

²These positions work an average that is less than 24 hours per week. They are not full time equivalent positions. The staffing level is partially offset by revenue.

FY 22-23 BUDGET CHANGES

- Increase in Part Time without Benefits (account 41004) of \$35,000. This increase accounts for the minimum wage increase for part-time staff salaries. Expenses for camp staff are off-set by revenue collected for camp fees. Also included in this funding are the salaries for the community garden supervisor and field monitors. These staff are working in programs or events that have minimal or no revenue generated.
- Increase in Contract Services (account 43308) of \$165,000 which will allow our department to offer a similar amount of classes that were offered before the pandemic. Expenses are off-set by revenue collected for class fees.
- Increase in Camps (account 47703) of \$45,000. This is a new line item in Programs to consolidate camp expenses and revenue as a function of Programs. \$45,000 was removed from Special Events (account 47703) where it was originally categorized.

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

**DIVISION 17150
NAME PROGRAMS**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 514	\$ -	\$ -	\$ -	\$ -
41002 Overtime	883	5,100	5,100	5,100	-
41004 Part Time without Benefits	37,311	64,000	64,000	99,000	35,000
41005 Other Part Time	43,865	76,000	76,000	76,000	-
TOTAL PERSONNEL SERVICES	82,574	145,100	145,100	180,100	35,000
42001 F.I.C.A.	6,337	11,500	11,500	11,500	-
42002 V.R.S.	-	-	-	-	-
42003 V.R.S. Life Insurance	-	-	-	-	-
42007 Health Insurance	-	-	-	-	-
42018 Employer Contributions:DC401A	-	-	-	-	-
42021 V.R.S. Hybrid 401A Match	-	-	-	-	-
42025 V.R.S. Hybrid Disability	-	-	-	-	-
TOTAL EMPLOYEE BENEFITS	6,337	11,500	11,500	11,500	-
43308 Contracts/Services	188,579	200,000	200,000	365,000	165,000
TOTAL PURCHASED SERVICES	188,579	200,000	200,000	365,000	165,000
46013 Recreation Supplies	7,496	20,000	19,080	20,080	80
TOTAL MATERIALS AND SUPPLIES	7,496	20,000	19,080	20,080	80
47703 Camps	-	-	-	45,000	45,000
TOTAL PROGRAMS AND SERVICES	-	-	-	45,000	45,000
48101 Machine/Equipment Replacement	204	2,000	2,000	2,000	-
TOTAL CAPITAL OUTLAY	204	2,000	2,000	2,000	-
TOTAL PROGRAMS	\$ 285,190	\$ 378,600	\$ 377,680	\$ 623,680	\$ 245,080

SPECIAL EVENTS
17155

PURPOSE

To entertain, educate, and foster community involvement and partnerships by providing cultural and diverse activities for all ages.

STRATEGIC PLAN

Generous donations in 2021 demonstrates ***“Vienna as an engaged community”*** which provided the ability to serve the entire community including those most affected by the pandemic and the less fortunate population of Vienna. As Covid-19 restrictions began lifting, Town events came back to life and were successfully and safely held for the community to enjoy. Through these efforts this division also instills ***“Vienna as a safe and complete community.”***

ACTIVITIES / PRODUCTS / SERVICES

- Assists and approves community partnered events.
- Hosts sports leagues.
- Plans and holds concerts within the Town.
- Schedules and assists plays within the Town.
- Plans and holds Town events.
- Arranges trips for adults, seniors, and families.

FY 21-22 COVID-19 RESPONSE

- Held 15 mature adult trips following Covid-19 protocol guidance.
- Provided some livestream programming.
- Held a successful teen non-travel summer camp.
- Adapted, planned, and executed eight hybrid in-person and virtual events in order to effectively reach and serve all Vienna residents during the pandemic (Liberty Amendments Month events, lectures, and discussions, and Vienna’s 4th of July Celebration).
- Worked with other departments to ensure a comprehensive and unified town-wide response.
- Modified operational processes to ensure continuity of essential services to residents while ensuring the safety of employees.

FY 21-22 ACCOMPLISHMENTS

Throughout the Year

- Secured a partnership with Sunrise Senior Living for sponsorship of the mature adult Mardi Gras Celebration and future events.
- Generated \$21,620 in sponsorship revenue to support Town events and cultivate strong relationships with the business community.

SPECIAL EVENTS
17155

July 2021

- Initiated and supported Liberty Amendments Month (LAM) Committee, Facilitators Group and Advisory Committee which consisted of more than 65 community leaders and 29 Vienna organizations to assist with planning and execution of initial LAM.
- Planned and executed successful inaugural Liberty Amendments Month to include 65 virtual and in-person events to more than 22,000 participants at 14 locations in Vienna.
- Held LAM multicultural festival with 24 vendors and seven performers representing countries across the world to more than 1000 participants.
- Received the “2021 Local Champion” award from the Virginia Municipal League for Liberty Amendments Month.
- Updated the Town Green Rental Application to include safety plan and guidelines pre and post pandemic.
- Reintroduced, planned and presented seven Kids on the Green, ten Summer on the Green Concerts, one Big Screen on the Green, and five Stories and Songs events.

July/August 2021

- Held successful July 4th Celebration and Fireworks to 7,000 attendees.
- Offered and held two trips related to Liberty Amendments Month.

August/September 2021

- Held successful Chillin’ on Church (2 events, 7500 attendees, \$11,504 in revenue)

October 2021

- Held successful Halloween on the Green (359 attendees).
- Planned and presented successful Halloween Parade (30,000 attendees).
- Coordinated and implemented Caboose to Caboose bike/ride/walk along the W&OD Trail in conjunction with the Town of Herndon Parks & Recreation and NOVA Parks; 129 participants took part in the event.

November 2021

- Partnered with the Shepherd’s Center of Northern Virginia and the Davis Career Center with Fairfax County Public Schools to hold the annual Thanksgiving luncheon at the Vienna Community Center.

December 2021

- Held Cookies with Santa event serving over 45 families with the assistance of 15 teens and staff.
- Planned and implemented the Light Up Vienna Holiday Decorating Contest for businesses and residents in conjunction with the Town Business Liaison Committee (TBLC). Contest included 43 participants (18 businesses and 25 residents), 355 people voted for their favorite display and the contests google map had 20,835 views.

SPECIAL EVENTS
17155

- Assisted Vienna Theatre Company to present the first full scale theatre production since the start of the pandemic. A Child's Christmas in Wales held three performances with a total of 177 attendees.
- Received 222 Letters to Santa and composed and mailed personalized replies to each child.

January/February 2022

- Assisted Vienna Theatre Company with the production of "The Dinner Party"
- Prepared for the production of 'Something Different' and publicizing the cancellation when decided as a safety measure due to Covid-19.
- Held a Bingo, Cookies and Cocoa mature adult event.

February 2022

- Held Mardi Gras event in coordination with the Shepherds Center.

March 2022

- Held Fishing Rodeo for families with five time slots accommodating 60 people at each slot, to a total of 300 attendees.
- Successfully held a Photo Show and Contest returning to pre-pandemic scale.

April 2022

- Held an in-person Flashlight Egg Hunt after two-year absence for 250 people (FY20-21 the Do-It-Yourself contactless pick-up Flashlight Egg Hunt was provided for 296 families).
- Held the Historic Egg Roll in partnership with HVI.
- Assisted HVI with Walk on the Hill.

April/May 2022

- Assisted Vienna Theatre Company with the production of "Death of a Salesman" with eight performances.

May 2022

- Collaborated with the Vienna Police Department to offer the Wellness & Safety Expo for mature adults.
- Held the Mayors Fitness Challenge partnering with the City of Fairfax and City of Falls Church, after the successful Implementation in FY 20-21 with 209 Vienna participants that exercised a total of 310,368 minutes.
- Following a successful and safe 2021 Viva Vienna with an expanded footprint, the Town continues to support the 2022 event and provide guidance for an expanded event.

June 2022

- Offered a successful Bingo/Ice Cream Social event in partnership with Ben & Jerrys.

**SPECIAL EVENTS
17155**

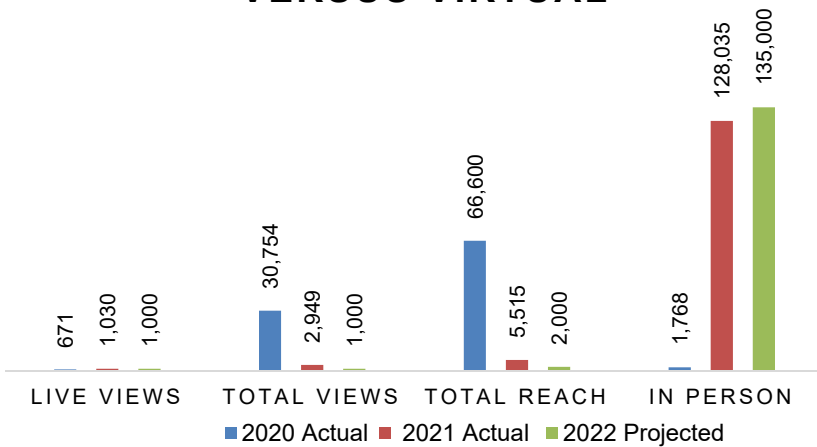
FY 22-23 INITIATIVES

- Offer a summer pickleball league at Glyndon Park.
- Create a system for evaluating success of all Town events through event surveys, strategic planning, feedback from event participants, determined metrics for success, and feedback from Town staff and leadership.
- Develop Event Coordinator Manual.
- Present successful second annual Liberty Amendments Month with increased efficiency, volunteer leadership, sponsorship revenues, and added activities on July 4th.
- Hire and train three(3) new, part time special event staff for continued support at events year-round to decrease staff costs at events long term.

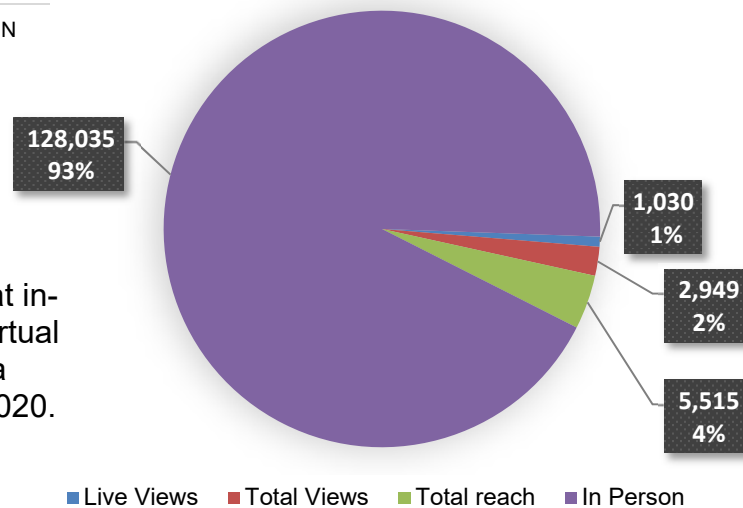
PERFORMANCE MEASURES

Based on calendar year.

**EVENT ATTENDANCE IN PERSON
VERSUS VIRTUAL**



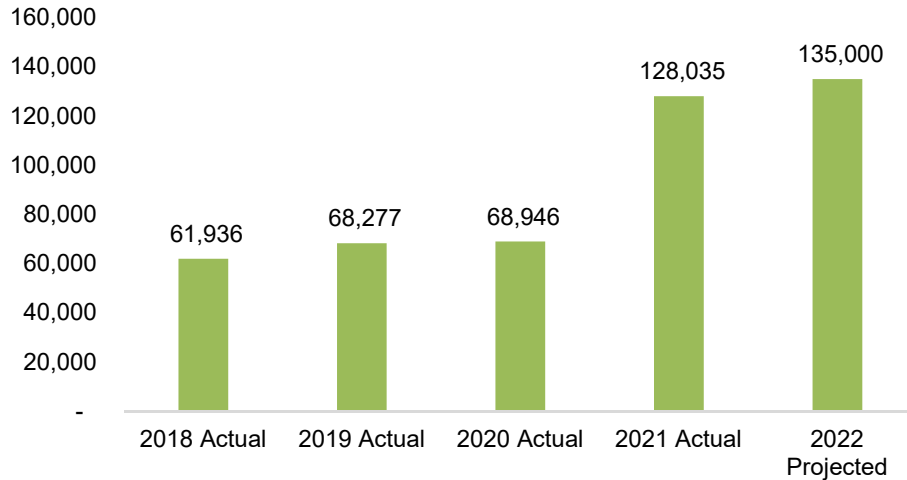
IN PERSON AND VIRTUAL VIEWS



Virtual attendance decreased due to the increase in number of people participating at in-person events. Therefore, the number of virtual events is being reduced as there is less of a demand for virtual events as there was in 2020.

**SPECIAL EVENTS
17155**

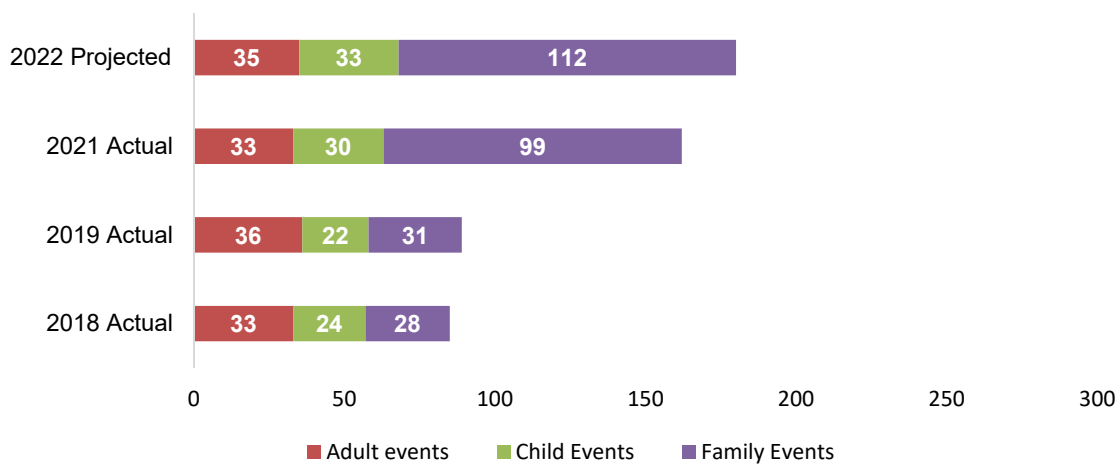
SPECIAL EVENT ATTENDANCE



Special Event Attendance – The attendance numbers account for Town Produced Events and co-sponsored events, which include all events coordinated and implemented by the Parks & Recreation Department. In 2020 Viva Vienna, Oktoberfest, Church Street Holiday Stroll and Walk on the Hill (Town co-sponsored events) were not included in the count. In 2021, these events are included in the count.

Attendance included live stream and in-person attendance figures.

SPECIAL EVENT BY CATEGORY



The count includes every day an event is held. For example, Viva Vienna counts as three since it is held on a Saturday, Sunday and Monday.

SPECIAL EVENTS
17155

FY 22-23 BUDGET CHANGES

- Added Part-Time without Benefits (account 41004) with a transfer of \$5,000 for event staffing from Programming (account 41004), which was paid out of Programming (account 47704) in FY22.
- Decreased Adult Athletic (account 47702) of \$8,120. Leagues were reduced due to lack of interest.
- Decrease in Camps (account 47703) of \$45,000. This amount was transferred to Programs (account 47703) as a new line item to consolidate camp expenses and revenue as a function of Programs.
- Decreased Youth Special Events (account 47705) by \$4,320. The Kids Adventure Race(held at Southside) will no longer be held and the Kids Overnight Campout (held at Glyndon) was also cancelled due to Park renovations.
- Increased Special Events – Large Scale (account 47707) by \$12,470 due to increased events with Liberty Amendments Month.

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

**DIVISION 17155
NAME SPECIAL EVENTS**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41004 Part Time without Benefits	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
TOTAL PERSONNEL SERVICES	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
47702 Adult Athletics	278	15,000	15,000	6,850	(8,150)
47703 Camps	3,226	45,000	45,000	-	(45,000)
47704 Adult Trips	2,737	28,000	28,000	29,000	1,000
47705 Youth Special Events	16,748	22,000	24,150	19,830	(2,170)
47706 Adult Special Events	482	15,000	15,000	14,000	(1,000)
47707 Special Events - Large Scale	14,030	80,000	90,000	102,470	22,470
47713 Town Green Events	3,068	3,400	3,400	3,400	-
TOTAL PROGRAMS AND SERVICES	40,569	208,400	220,550	175,550	(32,850)
TOTAL SPECIAL EVENTS	\$ 40,569	\$ 208,400	\$ 220,550	\$ 180,550	\$ (27,850)

TEEN CENTER
17160

PURPOSE

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

STRATEGIC PLAN

By encouraging volunteerism through its programs and activities this division instills “*Vienna as an engaged community.*” Staff plans parent workshops, teen activities and events throughout the school year. The Teen Council is made up of students from the local schools that plan and support events.

ACTIVITIES / PRODUCTS / SERVICES

- Conducts teen centered programming including arts and crafts, cooking, special interest clubs, homework time, workshops, and seasonal special events.
- Fosters community partnerships and conduct community service programs.
- Conducts parent discussion groups.
- Oversees Teen Council.
- Conducts a Teens on the Green event.
- Conducts Phoenix Awards.
- Conducts Student Holiday Trips.
- Produces Monthly E-Newsletter.

FY 21-22 COVID-19 RESPONSE

- Restricted attendance to maintain social distancing in the Teen Center through October.
- Attendance has increased in FY 21-22 as Covid-19 restrictions have lifted from FY 20-21 due to decrease in Covid-19 cases. Staff continues to aid in the development of programs to engage the community with safety measures and restrictions in place.
- Worked with other departments to ensure a comprehensive and unified town-wide response.
- Modified operational processes to ensure continuity of essential services to residents while ensuring the safety of employees.

TEEN CENTER
17160

FY 21-22 ACCOMPLISHMENTS

- Planned Teen Talk with Samantha Russell-Porte of the Women’s Center.
- Planned and coordinated Summer Daze Camp by reimagining summer programming for teens.
- Secured facilitators for Summer Daze Camp to provide onsite life skill instruction.
- Planned and coordinated Parent Discussions on topics including: Grief and Difficult Emotions, How to Improve Your Calm and Patience as a Parent, and College Financial Aid Planning.
- Planned and coordinated events including July Madden Tournament, DIY Tuesdays, Black History Month, and LeadHERS!.
- Coordinated Game and Movie “Night,” Halloween Costume Party, Fall Field Day, Horchata Appreciation Day, Tres Leches Appreciation Day, Holiday Decorating Soiree, Canvas and Cocoa, Lunar New Year, Championship Tailgate Party, and St. Patty’s Party.
- Coordinated Hamilton Watch Party.
- Planned civic activities including Halloween bag stuffing for the Halloween parade, mascots for Church Street Stroll, and writing letters for “A Million Thanks” to military personnel.
- Coordinated monthly walks to Patrick Henry Library.
- Planned and coordinated 2nd Semester Open House for spring marketing and exposure to community.
- Presented online drop-in program – paperless initiative.
- Presented Spring Break Skills Challenge and Showcase for Teens to develop and improve a skill.
- Presented 8th Annual Phoenix Awards
- Planned and coordinated a volunteer program for students in grades eight and older to volunteer in “The Nest” concession stand to learn customer service skills and money handling skills.
- Created Tutoring Program on Tuesday’s and Thursdays for students to better their reading comprehension and writing skills.
- Planned and coordinated Teens Helping Seniors with Technology Help on Wednesdays.
- Presented “How to…” Lesson Series to expose the teens to new skills and life lessons including topics like self-care, self-starter, time management, budgeting, career development, resume building, fashion/ style, dancing, cooking, gardening, S.M.A.R.T. Goals, acting, etc.
- Presented “Write on…” Lesson Series to expose the teens to new writing skills, journal formats, coping skills, self-development and self-improvement.

**TEEN CENTER
17160**

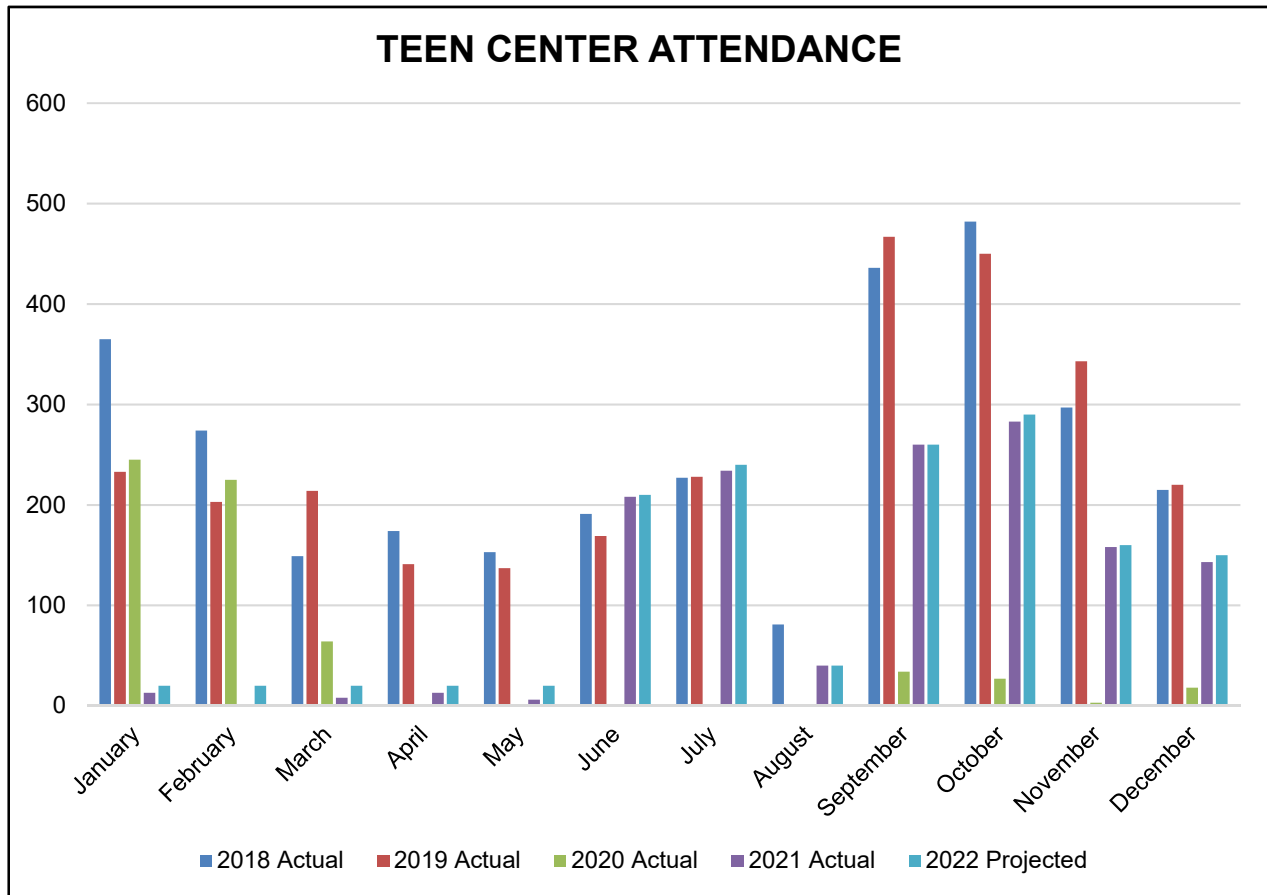
FY 22-23 INITIATIVES

- Create a merchandise shop within Club Phoenix.
- Coordinate with the Town Videographer to create a promotional Club Phoenix video.
- Revamp the afterschool bus transportation program.
- Research and consider college student opportunities for After School Program (Mini Internship).

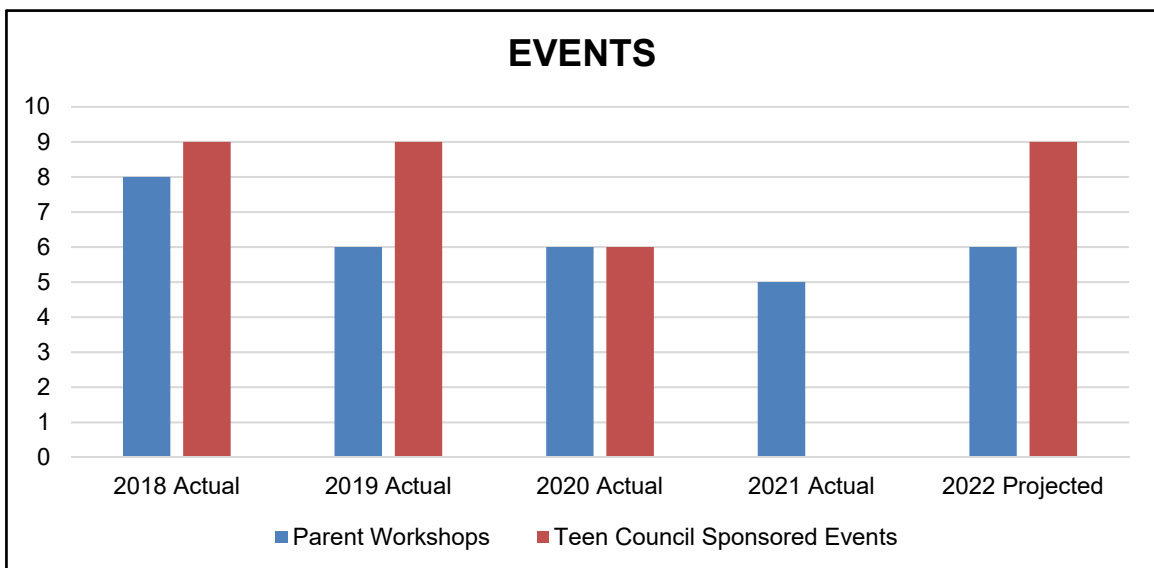
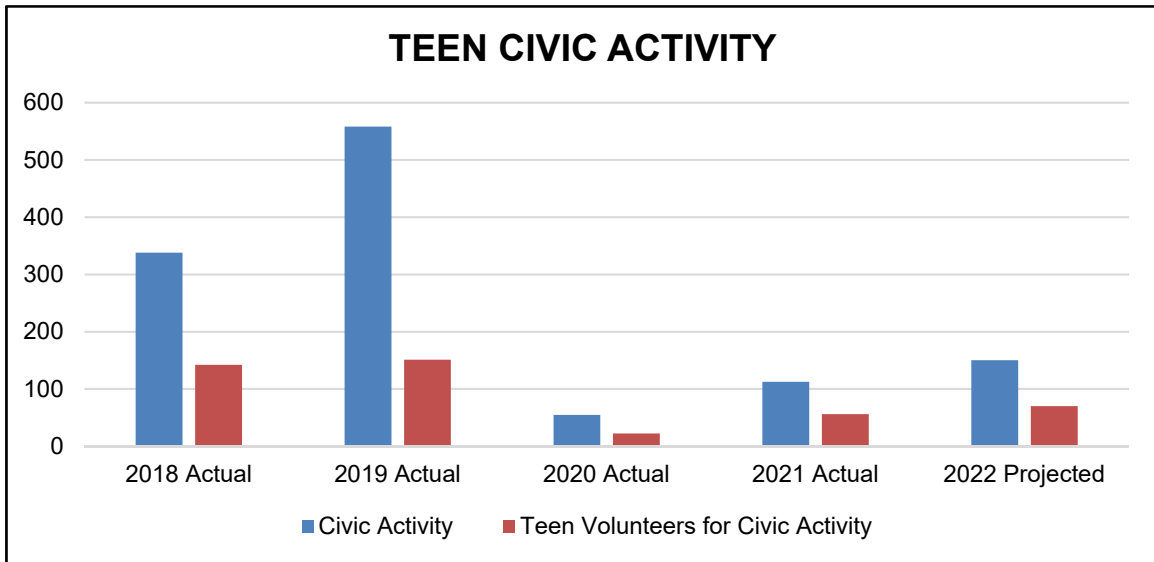
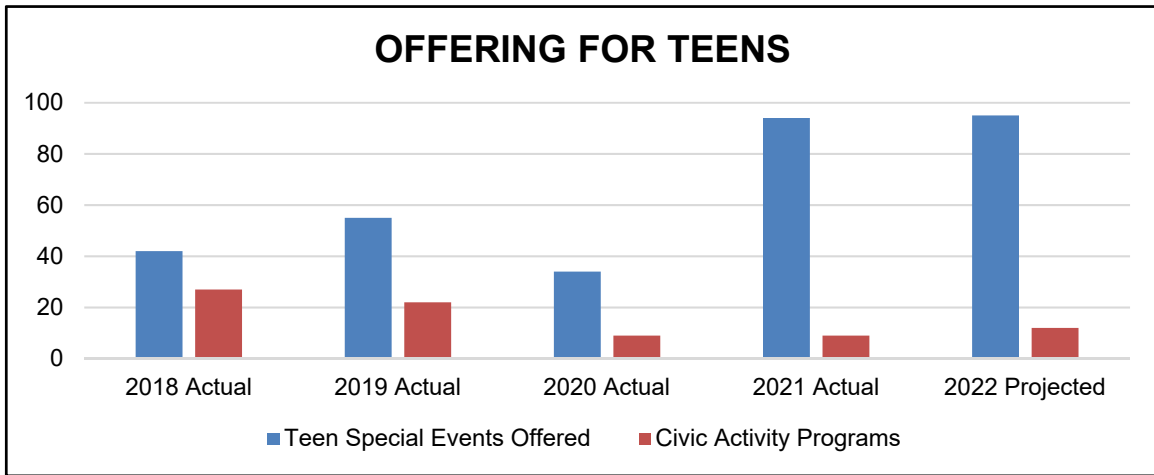
PERFORMANCE MEASURES

Based on calendar year

**Teen center was closed from March 2019-October 2020 due to Covid-19 pandemic.*



**TEEN CENTER
17160**



**TEEN CENTER
17160**

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Recreation Coordinator	1	1	1
After-School Program Coordinator	1	1	1
Total Benefited Employees	2	2	2

Temporary & Part-Time Staffing¹	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Part-Time Teen Center Staff	5	5	5
Total Non-Benefited Staffing²	5	5	5

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

²These positions work an average that is less than 24 hours per week. They are not full time equivalent positions. The staffing level is partially offset by revenue.

FY 22-23 BUDGET CHANGES

- Decrease in Overtime (account 41002) of \$7,630.
- Decrease in Part-Time without Benefits (account 41004) of \$2,000 in keeping with actual budget projections.
- Increase in Contracts/Services (account 43308) of \$2,000 for increase in cost of goods.
- Increase in Supplies for Resale (account 46016) of \$3,500 as attendance is increasing and the cost of goods has risen.
- Increase in Furniture/Fixture Replacement (account 48102) of \$4,130 to anticipate equipment repairs and replacement.

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

**DIVISION 17160
NAME TEEN CENTER PROGRAM**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 118,105	\$ 121,200	\$ 121,200	\$ 129,680	\$ 8,480
41002 Overtime	4,493	21,630	21,630	14,000	(7,630)
41003 Regular Part Time with Benefits	-	-	-	-	-
41004 Part Time without Benefits	5,225	27,810	27,810	25,810	(2,000)
41008 Annual Leave Cash-In	984	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	128,807	170,640	170,640	169,490	(1,150)
42001 F.I.C.A.	9,694	13,130	13,130	13,130	-
42002 V.R.S.	14,852	13,920	13,920	14,780	860
42003 V.R.S. Life Insurance	1,600	1,640	1,640	1,640	-
42007 Health Insurance	15,803	16,500	10,500	12,000	(4,500)
42012 Cafeteria Plan Fees	-	-	-	-	-
42017 Cell Phone Allowance	-	-	-	-	-
42018 Employer Contributions:DC401A	4,607	4,890	4,890	4,890	-
42021 V.R.S Hybrid 401A Match	11	-	-	-	-
42025 V.R.S Hybrid Disability	3	-	-	-	-
TOTAL EMPLOYEE BENEFITS	46,570	50,080	44,080	46,440	(3,640)
43307 Repair/Maintenance Services	-	-	-	-	-
43308 Contracts/Services	701	5,800	5,800	7,800	2,000
TOTAL PURCHASED SERVICES	701	5,800	5,800	7,800	2,000
46013 Recreation Supplies	1,168	7,000	7,000	7,000	-
46016 Supplies for Resale	385	3,000	3,000	6,500	3,500
TOTAL MATERIALS AND SUPPLIES	1,553	10,000	10,000	13,500	3,500
48102 Furniture/Fixture Replacement	-	1,000	1,000	5,130	4,130
TOTAL CAPTIAL OUTLAY	-	1,000	1,000	5,130	4,130
TOTAL TEEN CENTER PROGRAM	\$ 177,632	\$ 237,520	\$ 231,520	\$ 242,360	\$ 4,840

**HISTORIC PRESERVATION
17250**

PURPOSE

To preserve and care for the Town’s historic structures and promote the Town’s history through interpretative programs.

STRATEGIC PLAN

By perserving and restoring historical sites where appropriate this division ensures **“Vienna as a complete community.”**

ACTIVITIES / PRODUCTS / SERVICES

- Provide facility management for the Bowman House, Freeman House/Store, Little Library, Vienna Train Station, Caboose and historic cemeteries.
- Work with volunteer communities and non-profits organizations/groups.
- Organize and manage historic events
 - Old Fashioned Egg Roll
 - Walk on the Hill
 - Events for Liberty Amendments Celebration
 - Afternoon Teas
 - Living history exhibits
 - Santa Visits



FY 21-22 COVID-19 RESPONSE

- Followed Covid-19 protocols.

FY 21-22 ACCOMPLISHMENTS

Little Library

- Installed new roof.
- Installed fire safety system.
- Installed new pavers for the book exchange (Scout Project).

Freeman Store Grounds

- Installed new smoke detectors.
- Installed of security camera, to deter unlawful entry or activities
- Due to flooding damage a 5-ton heating, ventilation, and air conditioning unit was replaced.
- Surveyed the grounds using ground-penetrating radar, courtesy of Historic Vienna Inc.

**HISTORIC PRESERVATION
17250**

Bowman House

- Installed new roof.

West End Cemetery

- Redesigned the flower bed, planted new flowers, and painted the cemetery sign (Scout Project).

FY 22-23 INITIATIVES

- Replace Freeman Store roof.
- Replace pedestrian bridge from Freeman Store to the W&OD Trail.
- Paint Freeman Store, Little Library, and the Vienna Train Station.
- Make necessary repairs to Freeman Store (including replacing rotten wood, repairing bricks at the side entrance, replacing the window under the front entrance, etc.)
- Vienna Train Station improvements; continue discussions with Northern Virginia Parks for capital improvements to the historic property.

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Storekeeper	\$7,500	\$15,000	\$15,000
Total	\$7,500	\$15,000	\$15,000

FY 22-23 BUDGET CHANGES

- Increase in H/AC Maintenance Contract (account 43304) by \$900 to accurately reflect the cost of utilities.

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

**DIVISION 17250
NAME HISTORIC PRESERVATION**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
43101 Consulting Services	\$ 7,500	\$ 15,000	\$ 15,000	\$ 15,000	\$ -
43304 H/AC Maintenance Contract	-	1,100	100	1,000	(100)
43307 Repair/Maintenance Services	757	2,000	2,000	2,000	-
TOTAL PURCHASED SERVICES	8,257	18,100	17,100	18,000	(100)
45101 Electricity	4,929	6,000	6,000	6,500	500
45102 Natural Gas	1,449	2,000	2,000	2,000	-
45104 Water/Sewer Service	1,744	2,000	2,000	2,000	-
45202 Long Distance Service	-	-	-	-	-
TOTAL OTHER CHARGES	8,122	10,000	10,000	10,500	500
46001 Office Supplies	-	-	-	-	-
46007 Repair/Maintenance Supplies	273	1,000	1,000	1,000	-
TOTAL MATERIALS AND SUPPLIES	273	1,000	1,000	1,000	-
47403 Physical Improvements	3,608	6,500	1,500	1,500	(5,000)
TOTAL PROGRAMS AND SERVICES	3,608	6,500	1,500	1,500	(5,000)
TOTAL HISTORIC PRESERVATION	\$ 20,260	\$ 35,600	\$ 29,600	\$ 31,000	\$ (4,600)

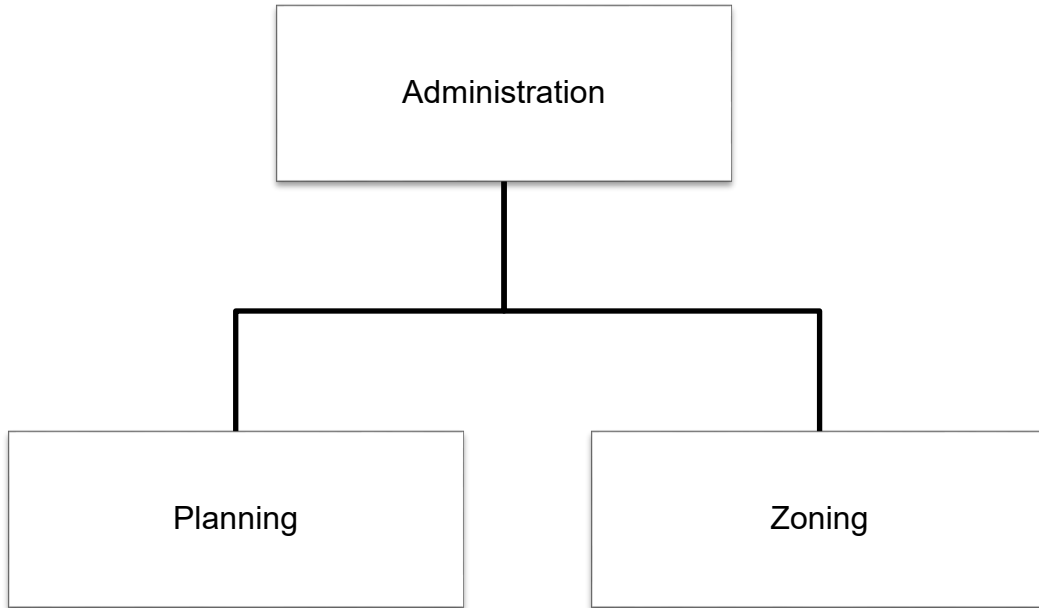
PLANNING & ZONING

MISSION

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



PLANNING & ZONING



PLANNING & ZONING

**TOWN OF VIENNA
FISCAL YEAR 22-23 BUDGET**

	FY20-21 Actuals	FY 21-22 Adopted	FY 21-22 Adjusted	FY 21-22 Estimated	FY22-23 Adopted	Net Change
Planning and Zoning	1,108,690	1,206,820	1,237,680	1,355,680	1,368,970	162,150
Planning and Zoning	1,108,690	1,206,820	1,237,680	1,355,680	1,368,970	162,150

	FY 20-21 Actuals	FY 21-22 Adopted	FY 22-23 Adopted	Net Change	FY 22-23 % of Total
Personnel Services	717,725	739,000	953,130	214,130	70%
Employee Benefits	253,624	251,820	272,240	20,420	20%
Purchased Services	124,200	191,350	120,950	(70,400)	9%
Other Charges	5,290	13,000	13,500	500	1%
Materials and Supplies	5,028	6,650	6,150	(500)	0%
Program and Services	2,824	5,000	3,000	(2,000)	0%
Capital Outlay	0	0	0	0	0%
Transfers	0	0	0	0	0%
Planning & Zoning	1,108,690	1,206,820	1,368,970	162,150	100%



PLANNING AND ZONING
18110

PURPOSE

Prepare long-range plans for the Town, evaluate development proposals, and serve as liaison to Town Boards and Commissions. Process permits, variances, and modifications to the 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.

STRATEGIC PLAN

By allowing residents to voice their thoughts on the Town Code through CODE CREATE VIENNA, enforcing the code, and assisting with the Mayor and Town Council with technical advice and agenda items as required this division ensures ***“Vienna is an engaged, complete, influential and well-governed community”***

ACTIVITIES / PRODUCTS / SERVICES

- Conducts all Town-related current and long-range planning activities.
- Enforces the provisions of Chapters 4, 13, 17, and 18 of the Vienna Town Codes and issues zoning citations for specific prohibited activities.
- Provides technical advice and primary staff support to the Planning Commission, Board of Zoning Appeals, Board of Architectural Review, and Windover Heights Board of Review.
- Provides technical advice and staff support to the Mayor and Town Council as directed by the Town Manager; prepares Town Council agenda items as required.
- Performs the initial review and issuance of all building, fence, driveway, occupancy, and sign permits.
- Resolves violations to Chapters 4, 13, 17, and 18 of the Town Code.
- Provides overall staff supervision of the development plan review process.
- Oversees multi-year special development projects.
- Posts and advertises required statutory public notices for the Boards and Commissions staffed by the Planning and Zoning Department.
- Provides specific Geographic Information System (GIS) mapping services to department staff, the Boards and Commissions that we serve and other Town departments.
- Provides primary staff support to the Planning Commission in the preparation of updates and revisions to the Town’s Comprehensive Plan.
- Provides staffing for various Town committees.
- Works with various Federal, Commonwealth, regional planning agencies, and other local jurisdictions.

**PLANNING AND ZONING
18110**

FY 21-22 COVID-19 RESPONSE

- Continued to facilitate video conferencing meetings (Zoom) for the Planning Commission, Board of Zoning Appeals, Board of Architectural Review, and Windover Heights Board of Review, which 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; including an extension of the temporary ordinance to waive zoning regulations to permit temporary outdoor activities, such as outdoor dining.
- Worked with other departments to ensure a comprehensive and unified town-wide response.
- Modified operational processes to ensure continuity of essential services to residents while ensuring the safety of employees.

FY 21-22 ACCOMPLISHMENTS

- Reviewed 523 residential permits and 181 commercial permits.
- Processed 887 applications through idtPlans, electronic plan review, permit & inspection software, from January 2021 to December 2021.
- Continued to explore other public parking opportunities.
- DPZ, DPW, and DPR staff continued holding monthly meetings with local home builders and engineers to discuss opportunities for efficiencies and improved communications in the review process.
- Continued to work with land use planning consulting firm to clarify, simplify, reorganize, and update Chapters 17 and 18 of the Town Code, (i.e. CODE CREATE VIENNA). This included extensive public engagement efforts. During the past fiscal year, DPZ staff has held 3 engagement events, 4 meetings/work session, and 4 public hearings related to lot coverage and outdoor dining code amendments.
- Assisted the Planning Commission with beginning stages of reviewing the Comprehensive Plan.
- Completed the transition to a new zoning administrator.
- Continued the use of tele-conference software for pre-application meetings to assist customers with zoning applications.



**PLANNING AND ZONING
18110**

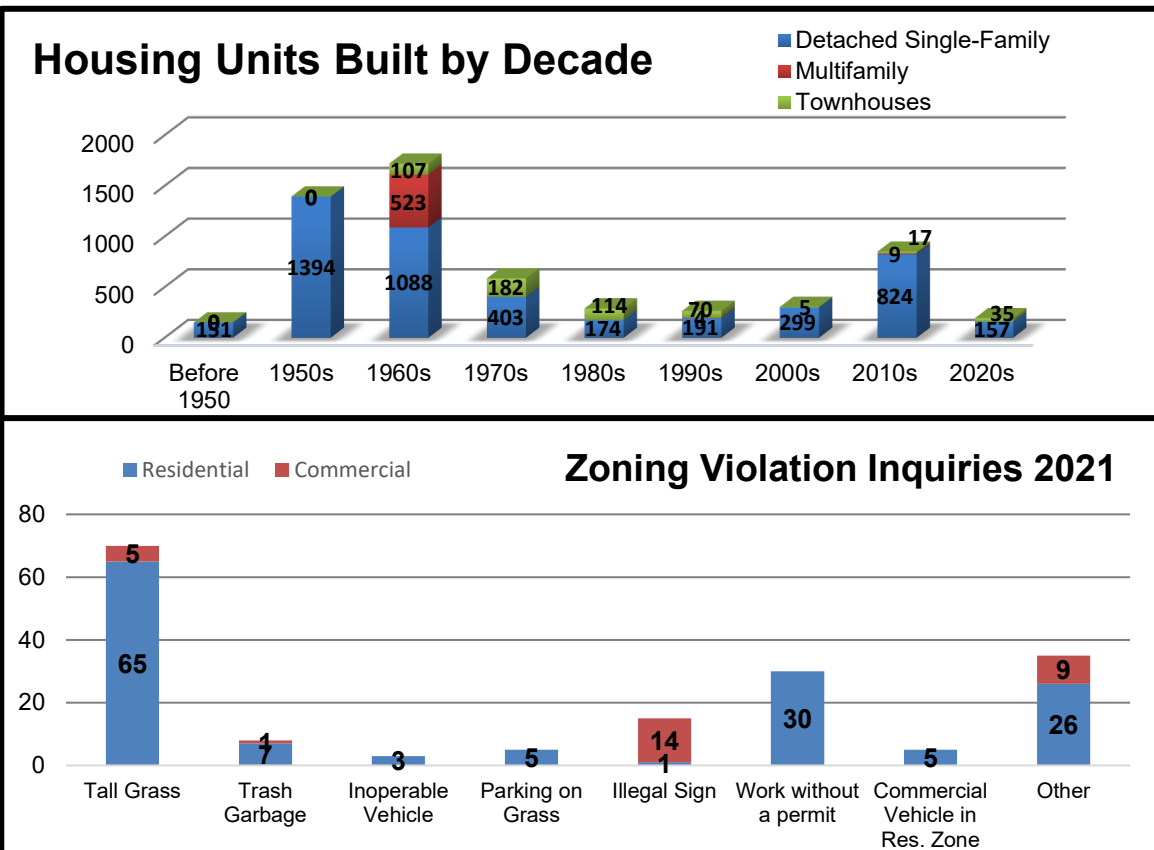
FY 22-23 INITIATIVES

- Continue to work with the consultant, Town Council, Planning Commission, and the community on CODE CREATE VIENNA, the comprehensive effort to clarify, simplify, reorganize, and update the Town’s subdivision and zoning ordinances. The project is expected to continue to late 2022/early 2023.
- At the direction of the Planning Commission, per the Code of Virginia Sections 15.2-2223 through 2230, staff will continue to review the Comprehensive Plan in 2022 and amend the Plan as deemed necessary, including updates to demographic data with results from the 2020 U.S. Census. Staff expects to begin drafting revisions in early/mid-2023.

PERFORMANCE MEASURES

Based on calendar year data

The mix of age and housing types in Vienna contribute to the Town being “a distinctive, dynamic, and vibrant 21st 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.



**PLANNING AND ZONING
18110**

Permits Reviewed by Planning and Zoning 2019-2021

Permit Type	2019	2020	2021
Boundary Line Adjustment	2	1	0
Commercial Misc.	55	32	36
Conditional Use Permit	6	8	7
Driveway	9	7	23
Expedited Bike Rack	0	1	2
Exterior Modification	16	21	15
Fence	89	77	81
Lot Grading Plan	2	10	9
New Single Family Dwelling (including Town Homes)	80	99	117
Occupancy Permit Commercial	129	91	84
Occupancy Permit Home	62	103	50
Patio	12	9	15
Permit Revision	1	0	0
Portable Storage	6	2	12
Residential Misc.	159	178	194
Rezoning	0	1	1
Sign Permanent	34	45	30
Sign Temporary	24	4	0
Single Family Improvement Over 2500 SF	2	12	7
Site Plan	3	14	9
Site Plan Building Permit	1	1	0
Subdivision	1	3	1
Variance	4	4	5
Zoning Interpretation/Determination	14	10	6
TOTAL	711	733	704

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

**PLANNING AND ZONING
18110**

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
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	1	1	1
Planning Specialist II	1	1	1
Zoning Administrator	1	1	1
Zoning Compliance Officer	1	1	1
Total	8	8	8

FY 22-23 BUDGET CHANGES

- The major change includes adding back in funds for the regular consulting budget, in addition to the remaining budget for CODE CREATE VIENNA. Regular consulting budget will assist staff in the Comprehensive Plan Update, addressing potential requests from Town Council and Planning Commission.

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

**DIVISION 18110
NAME PLANNING & ZONING DEPARTMENT**

ACCOUNT NUMBER TITLE	FY 20-21	-----FY 21-22-----		FY 22-23	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries And Wages	\$ 711,456	\$ 735,280	\$ 738,280	\$ 949,410	\$ 214,130
41002 Overtime	4,436	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	-	-	-	-	-
TOTAL PERSONNEL SERVICES	717,725	739,000	742,000	953,130	214,130
42001 F.I.C.A.	51,986	56,260	56,260	56,260	-
42002 V.R.S.	77,812	84,500	84,500	89,720	5,220
42003 V.R.S. Life Insurance	9,537	9,610	9,610	9,610	-
42004 Local Pension Plan	-	-	-	-	-
42007 Health Insurance	74,113	63,800	71,200	79,000	15,200
42012 Cafeteria Plan Fees	226	250	250	250	-
42018 Employer Contributions:DC401A	27,415	25,000	25,000	25,000	-
42021 V.R.S. Hybrid 401A Match	10,774	10,650	10,650	10,650	-
42025 V.R.S. Hybrid Disability	1,762	1,750	1,750	1,750	-
TOTAL EMPLOYEE BENEFITS	253,624	251,820	259,220	272,240	20,420
43101 Consulting Services	95,500	155,400	155,400	80,000	(75,400)
43106 Translation Services	-	250	250	250	-
43301 Equipment Maintenance Contracts	-	-	-	-	-
43302 Financial System Maintenance	-	-	-	-	-
43303 Software Maintenance Contract	23,398	24,000	26,690	28,000	4,000
43308 Contracts/Services	-	-	18,130	-	-
43309 Cell Phone Expense	3,251	3,700	3,700	3,700	-
43501 Printing/Binding Services	-	3,000	3,000	3,000	-
43601 Advertising	2,051	5,000	5,000	6,000	1,000
TOTAL PURCHASED SERVICES	124,200	191,350	212,170	120,950	(70,400)
45203 Postal Services	1,156	2,500	2,500	2,500	-
45403 Facility Lease/Rental	-	-	-	-	-
45404 Central Copier Charges	1,267	2,000	2,000	2,500	500
45501 Mileage Reimbursement	-	500	500	500	-
45502 Fares	-	-	-	-	-
45503 Subsistence/Lodging	31	2,000	2,000	2,000	-
45504 Conventions/Education	464	3,000	3,000	3,000	-
45801 Memberships/Dues	2,372	3,000	3,000	3,000	-
45809 Refunds	-	-	-	-	-
TOTAL OTHER CHARGES	5,290	13,000	13,000	13,500	500
46001 Office Supplies	1,579	2,000	2,000	2,350	350
46011 Uniforms/Safety Apparel	120	500	500	500	-
46012 Books/Subscriptions	31	650	650	300	(350)
46015 Operational Supplies	3,297	3,500	3,140	3,000	(500)
TOTAL MATERIALS AND SUPPLIES	5,028	6,650	6,290	6,150	(500)
47707 Special Events	2,824	5,000	5,000	3,000	(2,000)
TOTAL PROGRAMS AND SERVICES	2,824	5,000	5,000	3,000	(2,000)
TOTAL P & Z DEPARTMENT	\$ 1,108,690	\$ 1,206,820	\$ 1,237,680	\$ 1,368,970	\$ 162,150

ECONOMIC DEVELOPMENT

MISSION

The mission of the Economic Development Division is to support the vibrancy and diversification of the Town's economy. The Division is dedicated to the Town of Vienna's economic success and works with all businesses by creating or finding the resources they need to grow their organizations, relocate, or expand successfully. In working to create a healthy balance of businesses, the Division actively promotes and advances Vienna as a quality place to live, play, and work.

ECONOMIC DEVELOPMENT



ECONOMIC DEVELOPMENT

**TOWN OF VIENNA
FISCAL YEAR 22-23 BUDGET**

	FY 20-21 Actuals	FY 21-22 Adopted	FY 21-22 Adjusted	FY 21-22 Estimated	FY 22-23 Adopted	Net Change
Economic Development	340,507	282,470	285,990	294,670	332,690	50,220
Economic Development	340,507	282,470	285,990	294,670	332,690	50,220

	FY 20-21 Actuals	FY 21-22 Adopted	FY 22-23 Adopted	Net Change	FY 22-23 % of Total
Personnel Services	122,593	166,600	209,880	43,280	63%
Employee Benefits	38,311	45,670	52,110	6,440	16%
Purchased Services	158,676	40,500	25,100	(15,400)	8%
Other Charges	687	5,600	23,500	17,900	7%
Materials and Supplies	20,239	24,100	22,100	(2,000)	7%
Program and Services	0	0	0	0	0%
Capital Outlay	0	0	0	0	0%
Transfers	0	0	0	0	0%
Economic Development	340,507	282,470	332,690	50,220	100%

ECONOMIC DEVELOPMENT
18150

PURPOSE

To cultivate and promote the long-term economic competitiveness and vibrancy of Vienna for business by working to diversify the business community through the attraction, retention, and strengthening of businesses with a variety of services, programs, and community development strategies.

STRATEGIC PLAN

To ensure the ***“Town is an engaged, complete, and economically prosperous community”*** by strategically expanding the commercial tax base, cultivating relationships within the business community, being an attractive business location for new and existing businesses, and supporting the growth of the Town’s business community.

ACTIVITIES / PRODUCTS / SERVICES

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

ECONOMIC DEVELOPMENT
18150

FY 21-22 COVID-19 RESPONSE

In March 2020, Governor Ralph Northam declared a state of emergency in the Commonwealth of Virginia in response to Covid-19. As impact of the Covid-19 pandemic was announced and continued to evolve, the Economic Development Division along with several departments and Town leadership monitored, responded, and coordinated with relevant partners to assist Vienna businesses. The Covid-19 response is currently ongoing, and here are some highlights from FY21-22:

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 PIVOT Grant. The PIVOT Grant Program was approved by the Fairfax County Board of Supervisors in June 2021 and made possible for Town businesses due to the teamwork of several organizations including the Economic Development Division.
 - 62 Town of Vienna businesses were assisted through this program receiving \$790,000.
 - Most grant recipients are in the following business industries: retail, service, and amusements.
 - 58% of businesses in the Town receiving this grant were minority-owned.
 - 48% of businesses in the Town receiving this grant were woman-owned.
 - 5% of businesses in the Town receiving this grant were veteran-owned.
- Assisted TOV businesses in applying for the PIVOT grant and additional grant and loan programs on the state, local, and federal levels throughout the year.

Temporary Policy Changes

- Partnered with the Planning & Zoning Department 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.

FY 21-22 ACCOMPLISHMENTS

- Hired a business engagement specialist to support the division in implementing its strategic goals and support marketing and events.
- Created several marketing campaigns and partnered with business leaders and stakeholders to promote businesses during the pandemic; campaigns generated earned media within the region.
 - A feature partnership includes working with the Town's Public Information Department to execute a shop local video campaign that featured Vienna businesses.

ECONOMIC DEVELOPMENT
18150

- Town of Vienna in partnership with the Vienna Shopping Center, hosted a fall holiday pop-up market in October 2021 featuring up to 25 local artisans ranging from jewelry, food, home gifts, and art. The event garnered over 500 attendees.
- Planned and hosted 10 ribbon cuttings since July 2021 with Town leadership, the TBLC, and the VBA.
- Grew the Town Business Matters e-newsletter (a bi-weekly email detailing relevant business news in the Town, County and region to property managers and business owners) the subscriber base by 2%, increased from 1,466 to 1,496.
- Led an 8-month comprehensive effort to create the Town's first economic development strategy and complete a comprehensive market-study.
 - This planning effort included strategic digital and print outreach as well as over 20 meetings with Town Council, business owners, property owners, and the public.
 - The deliverables in this project provide the Town with a forward-thinking, clear, and actionable roadmap to guide business recovery and key investment decisions in the coming years.
- Successfully partnered with the TBLC to present to Council and advocate for updated bylaws and mission for the committee.
- Presented and advocated for Town of Vienna ARPA funding to be allocated to Vienna businesses—especially businesses within industries impacted by the health crisis.
- Supported the promotion of Vienna businesses during the VA State Major All Stars Tournament Opening Ceremony.
- Nominated Vienna businesses for national level awards such as the Small Business Administration Business of the Year and the Phoenix Award for Small Business Disaster Recovery.
- Partnered with the VBA and the Patrick Henry Library to present and co-host an educational series about marketing and branding for small business owners.

FY 22-23 INITIATIVES

- Execute a parking study initiative for the Town's commercial areas in partnership with the Department of Public Works.
- Design marketing and branding strategy to support the Town of Vienna business community, including but limited to:
 - Create an economic development website for business promotion, education, and attraction.
 - Create business friendly collateral.
- Create and implement new events and educational programming that support business growth in the Town of Vienna.

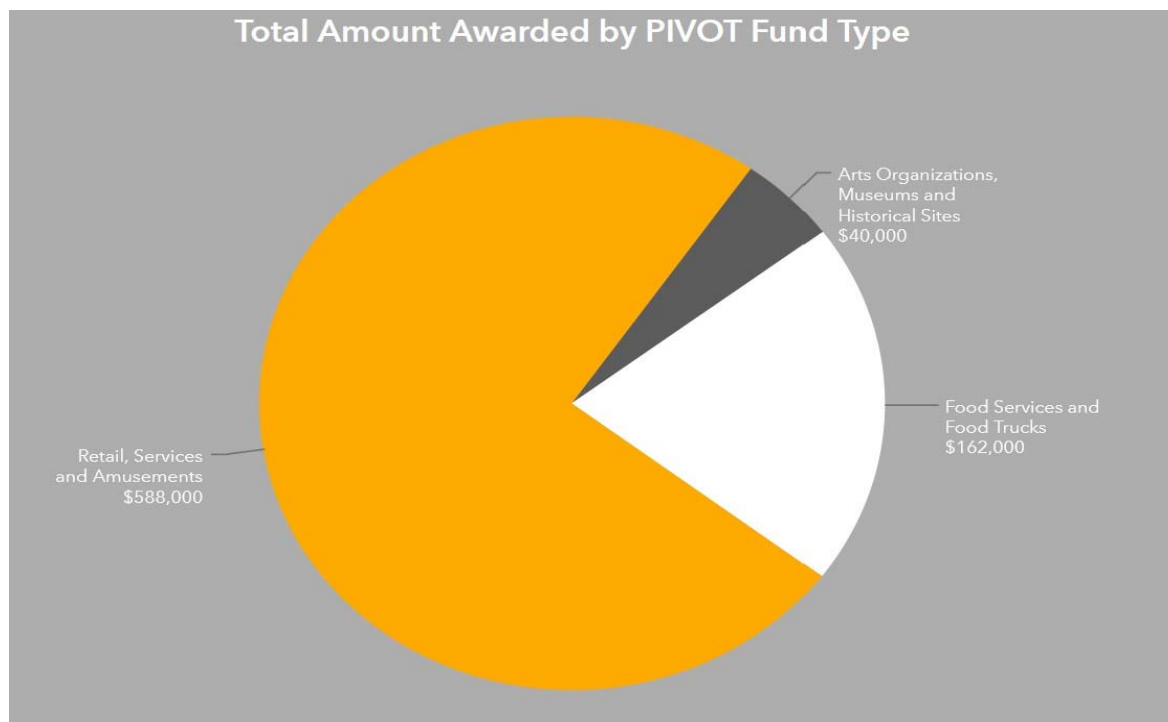
**ECONOMIC DEVELOPMENT
18150**

- Develop a strategic attraction program for market supported business industries including retail, office, and professional services.
 - Attend industry relevant conferences to promote Vienna as a place to do business.
- Support CODE CREATE VIENNA efforts to update and bring innovation to the Town’s commercial zones.
- Begin to develop the new economic development chapter of the Town’s Comprehensive Plan in partnership with the TBLC and the Planning Commission.
- Continue to build out a database and dashboard tracking business and real estate relevant metrics, events, and communication efforts within the division.

PERFORMANCE MEASURES

Based on 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 through the PIVOT Grant Program.



**ECONOMIC DEVELOPMENT
18150**

Based on calendar year data

Description	2020 Actual	2021 Actual	2022 Projected
Business Retention Meetings	75	120	150
Events & Educational Programming	20	28	35
General Earned Media for Businesses (Mentions)	30	25	30

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY22-23
Economic Development Manager	1	1	1
Marketing & Business Engagement Specialist	0	1	1
Total	1	2	2

FY 22-23 BUDGET CHANGES

- With an additional FTE position now in place, the contractual services budget **decreased** by 52.4%, allowing for an increase to other accounts within the division such as:
 - Cell Phone Expenses (\$2,000)
 - Business Meals (\$5,000)
 - Conventions (\$8,000)

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

**DIVISION 18150
NAME ECONOMIC DEVELOPMENT**

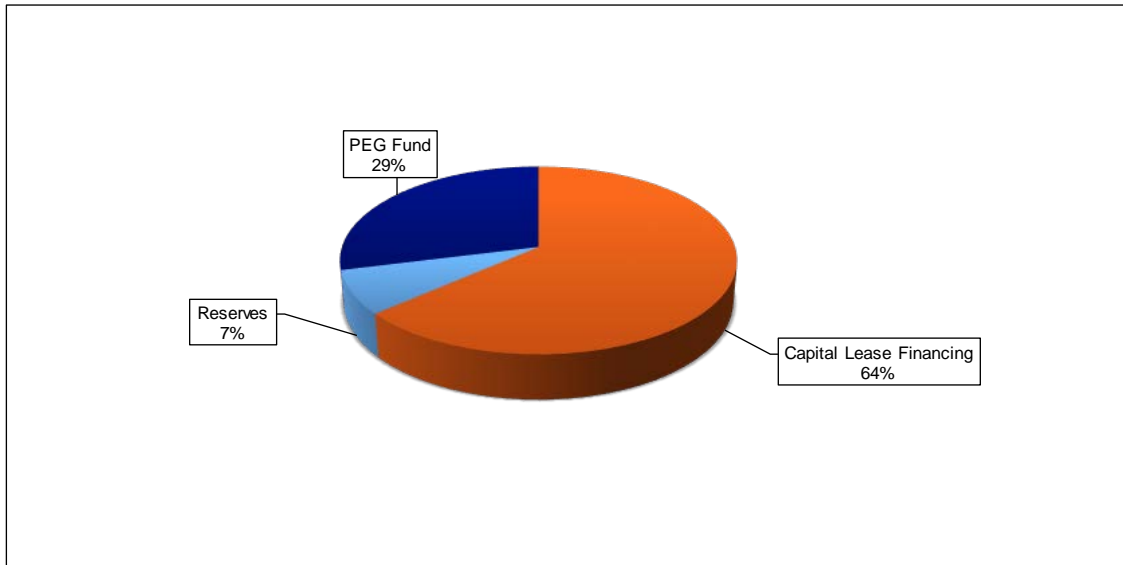
ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries And Wages	\$ 117,078	\$ 166,600	\$ 166,600	\$ 209,880	\$ 43,280
41002 Overtime	-	-	-	-	-
41004 Part Time without Benefits	3,675	-	-	-	-
41006 Annual Leave Liquidation	-	-	-	-	-
41008 Annual Leave Cash-In	1,841	-	-	-	-
41011 Non-Exempt Comptime Liquid.	-	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	122,593	166,600	166,600	209,880	43,280
42001 F.I.C.A.	9,260	12,710	12,710	12,710	-
42002 V.R.S.	13,325	18,940	18,940	20,110	1,170
42003 V.R.S. Life Insurance	1,560	2,250	2,250	2,250	-
42007 Health Insurance	7,830	4,000	7,520	9,270	5,270
42018 Employer Contributions:DC401A	4,554	5,270	5,270	5,270	-
42021 V.R.S. Hybrid 401A Match	1,166	1,500	1,500	1,500	-
42025 V.R.S. Hybrid Disability	615	1,000	1,000	1,000	-
TOTAL EMPLOYEE BENEFITS	38,311	45,670	49,190	52,110	6,440
43101 Consulting Services	137,253	40,000	40,000	15,000	(25,000)
43309 Cell Phone Expense	679	500	500	2,000	1,500
43501 Printing/Binding Services	-	-	-	5,000	5,000
43601 Advertising	20,744	-	-	3,100	3,100
TOTAL PURCHASED SERVICES	158,676	40,500	40,500	25,100	(15,400)
45203 Postal Services	-	1,500	1,500	2,500	1,000
45404 Central Copier Charges	17	150	150	1,000	850
45503 Subsistence/Lodging	-	-	-	5,000	5,000
45504 Conventions/Education	185	850	850	8,000	7,150
45505 Business Meals	-	2,000	2,000	5,000	3,000
45801 Memberships/Dues	485	1,100	1,100	2,000	900
TOTAL OTHER CHARGES	687	5,600	5,600	23,500	17,900
46001 Office Supplies	1,364	1,500	1,500	4,000	2,500
46012 Books/Subscriptions	11,836	13,100	13,100	13,100	-
46015 Operational Supplies	7,039	9,500	9,500	5,000	(4,500)
TOTAL MATERIALS AND SUPPLIES	20,239	24,100	24,100	22,100	(2,000)
TOTAL ECONOMIC DEVELOPMENT	\$ 340,507	\$ 282,470	\$ 285,990	\$ 332,690	\$ 50,220

RESERVES

RESERVES

**TOWN OF VIENNA
FISCAL YEAR 22-23 BUDGET**

	FY20-21 Actuals	FY 21-22 Adopted	FY 21-22 Adjusted	FY 21-22 Estimated	FY22-23 Adopted	Net Change
Capital Lease Financing	502,249	590,000	1,056,870	1,033,000	1,222,000	632,000
Interfund Transfers	0	0	0	0	0	0
Reserves	0	-95,000	-95,000	-95,000	145,000	240,000
PEG Fund	238,575	150,000	900,450	555,541	555,540	405,540
PC Replacement	0	0	0	0	0	0
Transfers and Reserves	740,824	645,000	1,862,320	1,493,541	1,922,540	1,277,540



GF CAPITAL LEASE FINANCING
19141

PURPOSE

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

FY 22-23 BUDGET CHANGES

- Changes to this budget are the result of the purchase of vehicles in the replacement program.

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

**DIVISION 19141
NAME GF CAPTL LEASE FINANCING**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22----- BUDGET	REVISED	FY 22-23 ADOPTED	NET CHANGE
48001 Bond Counsel	\$ -	\$ -	\$ -	\$ -	\$ -
48308 Capital Leases	502,249	590,000	1,056,870	1,222,000	632,000
49208 GF Transfer To WSF	-	-	-	-	-
TOTAL CAPITAL OUTLAY	502,249	590,000	1,056,870	1,222,000	632,000
TOTAL GF CAPITAL LEASE FINANCING	<u>\$ 502,249</u>	<u>\$ 590,000</u>	<u>\$ 1,056,870</u>	<u>\$ 1,222,000</u>	<u>\$ 632,000</u>

INTERFUND TRANSFERS
19142

PURPOSE

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

FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 19142
NAME INTERFUND TRANSFERS**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22----- BUDGET REVISED		FY 22-23 ADOPTED	NET CHANGE
49210 Captail Project Transfer	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL OUTLAY	-	-	-	-	-
TOTAL INTERFUND TRANSFERS	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

CONTINGENCY RESERVE
19143

PURPOSE

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

FY 22-23 BUDGET CHANGES

- Budget increase is due to the increase in health insurance cost of 11.7%.

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

**DIVISION 19143
NAME RESERVES**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 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	65,000	-
TOTAL PERSONNEL SERVICES	-	105,000	105,000	105,000	-
42007 Health Insurance	-	(50,000)	(50,000)	-	50,000
TOTAL EMPLOYEE BENEFITS	-	(50,000)	(50,000)	-	50,000
49900 Contingency Reserve	-	-	-	240,000	240,000
49910 Attrition	-	(150,000)	(150,000)	(200,000)	(50,000)
TOTAL CONTINGENCY RESERVE	-	(150,000)	(150,000)	40,000	190,000
TOTAL RESERVES	<u><u>\$ -</u></u>	<u><u>\$ (95,000)</u></u>	<u><u>\$ (95,000)</u></u>	<u><u>\$ 145,000</u></u>	<u><u>\$ 240,000</u></u>

PEG FUNDING
19144

PURPOSE

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

FY 22-23 BUDGET CHANGES

- Increase in budget is for the development of a broadcasting location in the new Police Station and for improvements to programming on the cable channel. Funds come from prior year reserves.

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

**DIVISION 19144
NAME PEG FUNDS DISTRIBUTION**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
47105 Cable TV Project-Ph 2	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL PROGRAMS AND SERVICES	-	-	-	-	-
48719 PEG Funded Projects	238,575	150,000	900,450	555,540	405,540
TOTAL CAPITAL OUTLAY	238,575	150,000	900,450	555,540	405,540
TOTAL PEG FUNDS DISTRIBUTION	<u>\$ 238,575</u>	<u>\$ 150,000</u>	<u>\$ 900,450</u>	<u>\$ 555,540</u>	<u>\$ 405,540</u>

**PC REPLACEMENT RESERVE
19150**

PURPOSE

The goal of the Computer Equipment replacement program is to plan for the replacement of commonly used hardware and software for Town staff. It is also intended to standardize various software packages so that information can be easily interchanged among departments.

STRATEGIC PLAN

The PC replacement division`s mission is to ensure **“Vienna is a safe community”** by updating systems, security and computers as needed to maintain a secure network.

COVID-19 RESPONSE

- Increased workstation inventory is due to issuance of laptops to staff for teleworking during the Covid-19 pandemic.
- Track inventory across departments and at remote work stations.

PERFORMANCE MEASURES

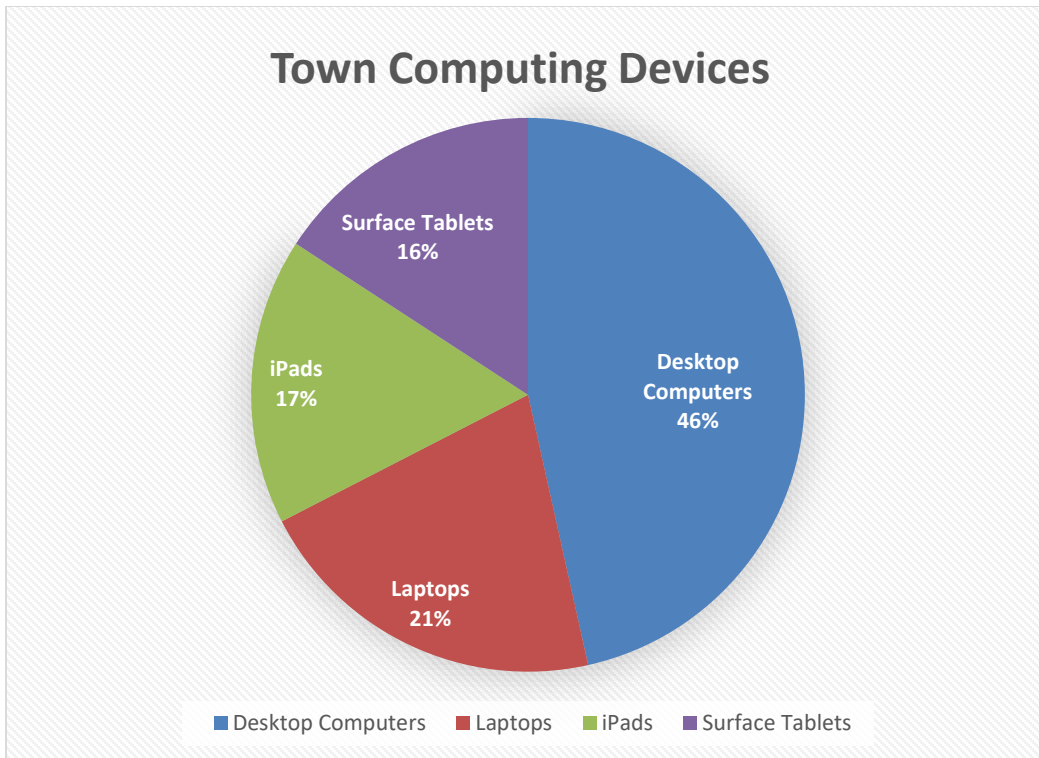
Based on calendar year data

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

COMPUTER AND MOBILE DEVICE BREAKDOWN

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

**PC REPLACEMENT RESERVE
19150**



FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 19150
NAME PC REPLACEMENT RESERVE**

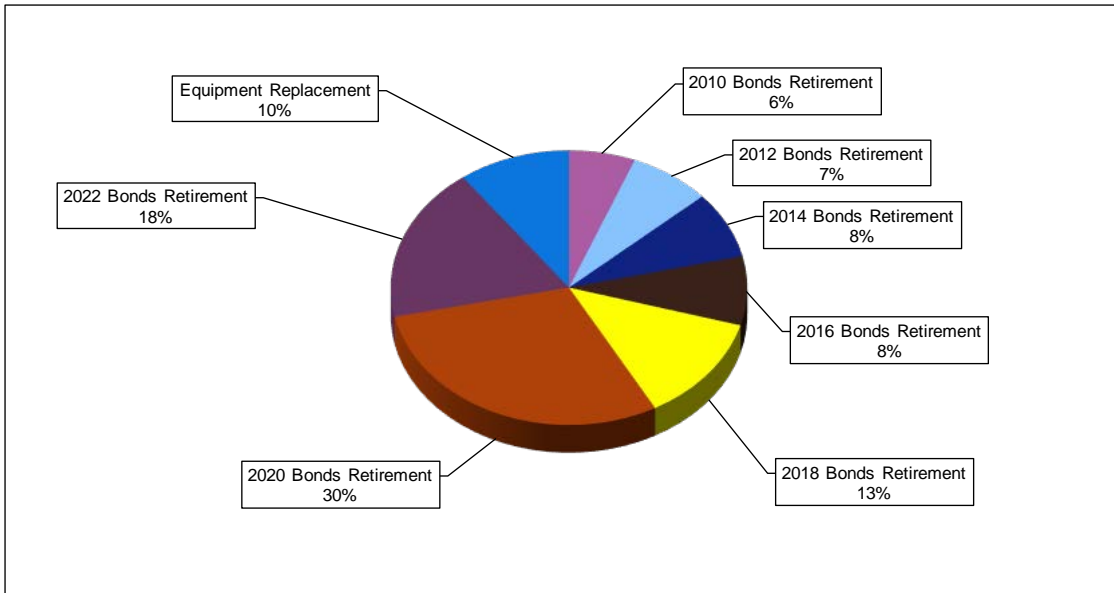
ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22----- BUDGET	REVISED	FY 22-23 ADOPTED	NET CHANGE
47308 Police Car Laptops Program	\$ -	\$ -	\$ -	\$ -	\$ -
47309 IT PC Replacement Program	-	-	-	-	-
TOTAL PROGRAMS AND SERVICES	-	-	-	-	-
TOTAL PC REPLACEMENT RESERVE	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

DEBT SERVICE

DEBT SERVICE

TOWN OF VIENNA
FISCAL YEAR 22-23 BUDGET

	FY20-21 Actuals	FY 21-22 Adopted	FY 21-22 Adjusted	FY 21-22 Estimated	FY22-23 Adopted	Net Change
2006 Bonds Retirement	355,394	0	0	0	0	0
2010 Bonds Retirement	414,928	401,200	401,200	401,200	386,880	-14,320
2012 Bonds Retirement	493,500	485,100	485,100	485,100	476,700	-8,400
2014 Bonds Retirement	525,096	515,310	515,310	515,310	505,510	-9,800
2016 Bonds Retirement	557,750	543,230	543,230	543,230	521,720	-21,510
2018 Bonds Retirement	859,000	832,500	832,500	832,500	806,000	-26,500
2020 Bonds Retirement	1,913,285	1,944,910	1,944,910	1,944,910	1,901,580	-43,330
2022 Bonds Retirement	0	0	0	0	1,173,750	1,173,750
Equipment Replacement	852,230	651,730	651,730	651,730	651,730	0
Debt Service	5,971,183	5,373,980	5,373,980	5,373,980	6,423,870	1,049,890



DEBT SERVICE

Debt Service Fundamentals

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

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

The Commonwealth of Virginia prohibits local government debt issues in excess of 10% of its assessed real estate tax base. On June 30, 2021, the Town has just exceeded 1%, as shown in the following chart, well under the Commonwealth limit.

DEBT SERVICE

Town of Vienna, Virginia

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

Fiscal Year	Gross Bonded Debt	Less: Amounts Reserved for Debt Service	Net Bonded Debt⁽¹⁾	Ratio of Net General Obligation Debt to Assessed Value	Net Bonded Debt per Capita
2021	\$ 55,789,000	\$ -	\$ 55,789,000	1.03%	\$ 3,386.69
2020	62,561,028	-	62,561,028	1.20%	3,778.75
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	24,215,586	-	24,215,586	0.55%	1,543.67
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

(1) Includes all long-term general obligation bonded debt; excludes capital leases and compensated absences.

Source: 2021 Annual Comprehensive Financial Report, Town of Vienna, VA
Table 13

DEBT SERVICE

Based on the Capital Improvement Plan for 2022, the following chart shows planned debt balances through the year 2036.

<u>YEAR</u>	<u>OUTSTANDING DEBT BALANCE*</u>	<u>PERCENT OF ASSESSED VALUE **</u>	<u>STATUTORY DEBT LIMIT</u>	
2022	\$55,691,125	1.0%	\$562,618,799	Assessed Value
2023	\$52,348,750	0.9%		
2024	\$53,995,775	0.9%		
2025	\$49,535,800	0.8%		
2026	\$57,560,745	0.9%		
2027	\$52,546,490	0.8%		
2028	\$63,215,942	0.9%		
2029	\$57,217,493	0.8%		
2030	\$64,880,258	0.9%		
2031	\$58,374,223	0.8%		
2032	\$68,171,455	0.9%		
2033	\$60,940,187	0.8%		
2034	\$73,622,052	0.9%		
2035	\$65,530,917	0.8%		
2036	\$74,304,182	0.9%		

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

** Assuming 3% growth in Assessed Value per year

Source: 2022 Capital Improvement Plan

DEBT SERVICE

SUMMARY OF DEBT SERVICE COST for ALL OUTSTANDING BOND ISSUES - 2011 thru 2042

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	2022 G.O. Bonds ADS Sched G	Total O.S. Bonds ADS ⁽¹⁾	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	1,023,559	5,612,589	1,416,795	4,195,794
2024	372,048	456,750	495,733	507,375	779,500	1,858,413	1,000,450	5,470,268	1,382,142	4,088,126
2025	356,805	446,250	485,944	495,075	748,125	2,675,163	973,200	6,180,562	1,539,801	4,640,760
2026	307,050	435,750	476,155	482,775	721,875	2,588,913	950,950	5,963,468	1,486,583	4,476,885
2027	-	425,250	466,366	470,475	695,625	2,502,663	1,263,450	5,823,829	1,512,824	4,311,005
2028	-	-	456,578	458,175	669,375	2,681,413	983,950	5,249,490	1,421,084	3,828,406
2029	-	-	446,789	445,363	643,125	2,581,913	951,200	5,068,389	1,369,905	3,698,484
2030	-	-	-	431,525	616,875	2,482,413	918,450	4,449,263	1,284,621	3,164,642
2031	-	-	-	417,175	590,625	2,402,813	890,700	4,301,313	1,238,622	3,062,690
2032	-	-	-	-	564,375	2,363,013	857,700	3,785,088	1,160,287	2,624,801
2033	-	-	-	-	538,125	2,323,213	824,700	3,686,038	1,119,920	2,566,117
2034	-	-	-	-	-	2,283,413	736,700	3,020,113	793,035	2,227,078
2035	-	-	-	-	-	2,243,613	728,844	2,972,457	779,206	2,193,251
2036	-	-	-	-	-	2,203,813	710,119	2,913,932	765,102	2,148,830
2037	-	-	-	-	-	2,164,013	695,750	2,859,763	750,723	2,109,040
2038	-	-	-	-	-	2,121,725	681,381	2,803,106	735,772	2,067,334
2039	-	-	-	-	-	2,079,438	667,012	2,746,450	720,821	2,025,629
2040	-	-	-	-	-	2,029,663	651,888	2,681,551	703,872	1,977,678
2041	-	-	-	-	-	-	636,763	636,763	231,550	405,213
2042	-	-	-	-	-	-	620,881	620,881	225,775	395,106
Total	\$ 6,479,348	\$ 7,453,661	\$ 9,164,123	\$ 7,697,943	\$ 10,827,875	\$ 45,345,460	\$ 16,767,647	\$ 103,736,057	\$ 26,380,025	\$ 77,356,031

⁽¹⁾ADS: Annual Debt Service

DEBT SERVICE

Schedule A: 2010 Bonds

Fiscal Yr. Ending	2010 Bonds Principal	2010 Bonds Interest	Total 2010 ADS ⁽¹⁾	W/S Share of ADS ⁽¹⁾	MLT Share of ADS ⁽¹⁾
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
Total	\$ 4,990,000	\$ 1,489,348	\$ 6,479,348	\$ 1,146,845	\$ 5,332,503

⁽¹⁾ADS: Annual Debt Service

Schedule B: 2012 Bonds

Fiscal Yr. Ending	2012 Bonds Principal	2012 Bonds Interest	Total 2012 ADS ⁽¹⁾	W/S Share of ADS ⁽¹⁾	MLT Share of ADS ⁽¹⁾
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
Total	\$ 6,310,000	\$ 1,143,661	\$ 7,453,661	\$ 1,833,601	\$ 5,620,060

⁽¹⁾ADS: Annual Debt Service

DEBT SERVICE

Schedule C: 2014 Bonds

Fiscal Yr. Ending	2014 Bonds Principal	2014 Bonds Interest	Total 2014 ADS ⁽¹⁾	W/S Share of ADS ⁽¹⁾	MLT Share of ADS ⁽¹⁾
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
Total	\$ 7,889,000	\$ 1,275,123	\$ 9,164,123	\$ 607,643	\$ 8,556,479

⁽¹⁾ADS: Annual Debt Service

Schedule D: 2016 Bonds

Fiscal Yr. Ending	2016 Bonds Principal	2016 Bonds Interest	Total 2016 ADS ⁽¹⁾	W/S Share of ADS ⁽¹⁾	MLT Share of ADS ⁽¹⁾
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
Total	\$ 6,180,000	\$ 1,517,943	\$ 7,697,943	\$ 792,888	\$ 6,905,055

⁽¹⁾ADS: Annual Debt Service

DEBT SERVICE

Schedule E: 2018 Bonds

Fiscal Yr. Ending	2018 Bonds Principal	2018 Bonds Interest	Total 2018 ADS ⁽¹⁾	W/S Share of ADS ⁽¹⁾	MLT Share of ADS ⁽¹⁾
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
Total	\$ 7,900,000	\$ 2,927,875	\$ 10,827,875	\$ 6,171,889	\$ 4,655,986

⁽¹⁾ADS: Annual Debt Service

Schedule F: 2020 Bonds

Fiscal Yr. Ending	2020 Bonds Principal	2020 Bonds Interest	Total 2020 ADS ⁽¹⁾	W/S Share of ADS ⁽¹⁾	MLT Share of ADS ⁽¹⁾
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
Total	\$ 34,500,000	\$ 10,845,460	\$ 45,345,460	\$ 10,429,456	\$ 34,916,004

⁽¹⁾ADS: Annual Debt Service

DEBT SERVICE

Schedule G: 2022 Bonds

Fiscal Yr. Ending	2022 Bonds Principal	2022 Bonds Interest	Total 2022 ADS ⁽¹⁾	W/S Share of ADS ⁽¹⁾	MLT Share of ADS ⁽¹⁾
2023	\$ 550,000	\$ 473,559	\$ 1,023,559	\$ 243,504	\$ 780,055
2024	545,000	455,450	1,000,450	241,350	759,100
2025	545,000	428,200	973,200	236,350	736,850
2026	550,000	400,950	950,950	231,350	719,600
2027	890,000	373,450	1,263,450	351,350	912,100
2028	655,000	328,950	983,950	340,100	643,850
2029	655,000	296,200	951,200	328,850	622,350
2030	655,000	263,450	918,450	317,600	600,850
2031	660,000	230,700	890,700	306,350	584,350
2032	660,000	197,700	857,700	295,100	562,600
2033	660,000	164,700	824,700	278,850	545,850
2034	605,000	131,700	736,700	267,850	468,850
2035	610,000	118,844	728,844	263,175	465,669
2036	605,000	105,119	710,119	258,225	451,894
2037	605,000	90,750	695,750	253,000	442,750
2038	605,000	76,381	681,381	247,775	433,606
2039	605,000	62,012	667,012	242,550	424,462
2040	605,000	46,888	651,888	237,050	414,838
2041	605,000	31,763	636,763	231,550	405,213
2042	605,000	15,881	620,881	225,775	395,106
Total	\$ 12,475,000	\$ 4,292,647	\$ 16,767,647	\$ 5,397,704	\$ 11,369,943

⁽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 22-23, there will be an outstanding balance of \$970,000. The bonds will be retired in FY 25-26.

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

FY 22-23 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 20-21	-----FY 21-22-----		FY 22-23	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
49101 Principal	\$ 335,000	\$ 335,000	\$ 335,000	\$ 335,000	\$ -
49102 Interest	79,928	66,200	66,200	51,880	(14,320)
TOTAL DEBT SERVICE	414,928	401,200	401,200	386,880	(14,320)
TOTAL 2010 BONDS RETIREMENT	<u>\$ 414,928</u>	<u>\$ 401,200</u>	<u>\$ 401,200</u>	<u>\$ 386,880</u>	<u>\$ (14,320)</u>

**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 22-23 there will be an outstanding balance of \$2,100,000. The bonds will be retired in FY 27-28.

Sources and Uses of Capital Funding	2012 Bonds
<u>Sources (in \$000)</u>	
Bond Funding - Meals Taxes	\$ 4,720.00
Bond Funding - Premium	141.0
Bond Funding - Water and Sewer Rates	1,590.0
Subtotal Bond Funding	\$ 6,451.0
Virginia Department of Transportation	1,560.0
Federal Highway Administration	1,000.0
Storm Water Grants (Virginia DEQ and Fairfax County)	
Subtotal Outside Funding	\$ 2,560.0
TOTAL CAPITAL FUNDING	\$ 9,011.0
<u>Uses (in \$000)</u>	
Water and Sewer Capital Projects	1,590.0
Roadway Improvements	2,800.0
Sidewalk/Trail Improvements	1,900.0
Stormwater Projects	975.0
Facility Improvements	760.0
Land Acquisition	525.0
Issuance and Contingency	461.0
TOTAL CAPITAL EXPENDITURES	\$ 9,011.0

FY 22-23 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 20-21	-----FY 21-22-----		FY 22-23	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
49101 Principal	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000	\$ -
49102 Interest	73,500	65,100	65,100	56,700	(8,400)
TOTAL DEBT SERVICE	493,500	485,100	485,100	476,700	(8,400)
TOTAL 2012 G.O. DEBT RETIREMENT	<u>\$ 493,500</u>	<u>\$ 485,100</u>	<u>\$ 485,100</u>	<u>\$ 476,700</u>	<u>\$ (8,400)</u>

**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 22-23 there will be an outstanding balance of \$2,622,000. The bonds will be retired in FY 28-29.

Sources and Uses of Capital Funding**2014
Bonds****Sources (in \$000)**

Bond Funding - Meals Taxes	\$ 5,775.00
Bond Funding - Premium	280.0
Bond Funding - Water and Sewer Rates	500.0
Subtotal Bond Funding	\$ 6,555.0

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

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

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

TOTAL CAPITAL EXPENDITURES	\$ 11,002.0
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FY 22-23 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 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
49101 Principal	\$ 437,000	\$ 437,000	\$ 437,000	\$ 437,000	\$ -
49102 Interest	88,096	78,310	78,310	68,510	(9,800)
TOTAL DEBT SERVICE	525,096	515,310	515,310	505,510	(9,800)
TOTAL 2014 G.O. DEBT RETIREMENT	<u>\$ 525,096</u>	<u>\$ 515,310</u>	<u>\$ 515,310</u>	<u>\$ 505,510</u>	<u>\$ (9,800)</u>

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 22-23 there will be an outstanding balance of \$3,280,000. The bonds will be retired in FY 30-31.

Sources and Uses of Capital Funding	2016 Bonds
<u>Sources (in \$000)</u>	
Bond Funding - Meals Taxes	\$ 5,519.00
Bond Funding - Premium	381.0
Bond Funding - Water and Sewer Rates	661.0
Subtotal Bond Funding	\$ 6,561.0
Virginia Department of Transportation	8,391.0
Nothern Virginia Transportation Auth.	2,100.0
County C&I Tax	332.0
Federal Highway Administration	311.0
Subtotal Outside Funding	\$ 11,134.0
TOTAL CAPITAL FUNDING	\$ 17,695.0
<u>Uses (in \$000)</u>	
Water and Sewer Capital Projects	661.0
Roadway Improvements	4,962.0
Sidewalk/Trail Improvements	6,172.0
Stormwater Projects	200.0
Facility Improvements	5,600.0
Issuance and Contingency	100.0
TOTAL CAPITAL EXPENDITURES	\$ 17,695.0

FY 22-23 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 20-21	-----FY 21-22-----		FY 22-23	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
49101 Principal	\$ 415,000	\$ 415,000	\$ 415,000	\$ 410,000	\$ (5,000)
49102 Interest	142,750	128,230	128,230	111,720	(16,510)
TOTAL DEBT SERVICE	557,750	543,230	543,230	521,720	(21,510)
TOTAL 2016 G.O. DEBT RETIREMENT	<u>\$ 557,750</u>	<u>\$ 543,230</u>	<u>\$ 543,230</u>	<u>\$ 521,720</u>	<u>\$ (21,510)</u>

**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 22-23 there will be an outstanding balance of \$5,255,000. The bonds will be retired in FY 32-33.

Sources and Uses of Capital Funding**2018
Bonds****Sources (in \$000)**

Bond Funding - Meals Taxes	\$ 3,329.00
Bond Funding - Premium	1,345.0
Bond Funding - Water and Sewer Rates	4,500.0
Subtotal Bond Funding	\$ 9,174.0

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

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

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 22-23 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 20-21	-----FY 21-22-----		FY 22-23	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
49101 Principal	\$ 530,000	\$ 530,000	\$ 530,000	\$ 530,000	\$ -
49102 Interest	329,000	302,500	302,500	276,000	(26,500)
TOTAL DEBT SERVICE	859,000	832,500	832,500	806,000	(26,500)
TOTAL 2018 G.O. DEBT RETIREMENT	<u>\$ 859,000</u>	<u>\$ 832,500</u>	<u>\$ 832,500</u>	<u>\$ 806,000</u>	<u>\$ (26,500)</u>

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 22-23 there will be an outstanding balance of \$31,905,000. The bonds will be retired in FY 39-40.

Sources and Uses of Capital Funding

2020
Bonds

Sources (in \$000)

Bond Funding - Meals Taxes	\$ 27,600.00
Bond Funding - Premium	3,125.0
Bond Funding - Water and Sewer Rates	7,900.0
Subtotal Bond Funding	\$ 38,625.0

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

TOTAL CAPITAL FUNDING **\$ 42,437.0**

Uses (in \$000)

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

TOTAL CAPITAL EXPENDITURES **\$ 42,437.0**

FY 22-23 BUDGET CHANGES

- 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 20-21	-----FY 21-22-----		FY 22-23	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
49101 Principal	\$ 865,000	\$ 865,000	\$ 865,000	\$ 865,000	\$ -
49102 Interest	1,048,285	1,079,910	1,079,910	1,036,580	(43,330)
TOTAL DEBT SERVICE	1,913,285	1,944,910	1,944,910	1,901,580	(43,330)
TOTAL 2020 G.O. RETIREMENT	<u>\$ 1,913,285</u>	<u>\$ 1,944,910</u>	<u>\$ 1,944,910</u>	<u>\$ 1,901,580</u>	<u>\$ (43,330)</u>

**2022 BONDS
49522**

PURPOSE

Account for the cost of annual debt service. The Town is scheduled to issue bonds in the amount of \$12,475,000 on March 8, 2022. The bonds will be used to fund a portion of the Town’s 2022 CIP, refinance a portion of the Water & Sewer Fund’s 2013 (C) bonds which are eligible for refunding and finance the purchase of select vehicles and equipment. Also anticipated are semiannual interest payments ranging from of 2.13 % to 5.00%. The estimated outstanding balance at the end of FY 22-23 is \$11,925,000. Bonds are expected to be retired in FY 41-42.

Sources and Uses of Capital Funding

**2022
Bonds**

Sources (in \$000)

Bond Funding - Meals Taxes	\$ 6,845.0
Bond Funding - Water and Sewer Rates	3,950.0
Bond Funding - Vehicles	1,205.0
Bond Funding - Refunding 2013 Bonds	475.0
Bond Funding - Premium	1,335.1
Subtotal Bond Funding	\$ 13,810.10

American Rescue Plan Act (ARPA)	9,878.3
Robinson Trust Sidewalk Program	1,275.0
Northern Virginia Transportation Authority	3,400.0
Stormwater Fund	310.0
Subtotal Other Funding	\$ 14,863.30

TOTAL CAPITAL FUNDING	\$ 28,673.4
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Uses (in \$000)

Water and Sewer Capital Projects	\$ 8,835.0
Sidewalk/Trails Improvements	4,275.0
Roadway/ Transportation Improvements	5,300.0
Facility Improvements	400.0
Park Improvements	3,018.5
Stormwater Projects	1,010.0
Municipal Parking/ Economic Development	2,440.0
Equipment Systems	1,932.3
Refunding 2013 Bonds	475.0
Issuance and Contingency	987.6

TOTAL CAPITAL EXPENDITURES	\$ 28,673.4
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FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 49522
NAME 2022 G.O. DEBT RETIREMENT**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
49101 Principal	\$ -	\$ -	\$ -	\$ 550,000	\$ 550,000
49102 Interest	-	-	-	623,750	623,750
TOTAL DEBT SERVICE	-	-	-	1,173,750	1,173,750
TOTAL 2020 G.O. RETIREMENT	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,173,750</u>	<u>\$ 1,173,750</u>

VEHICLE AND EQUIPMENT REPLACEMENT
49590

PURPOSE

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

FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 49590
NAME EQUIPMENT REPLACEMENT**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
49110 Administration Principal	\$ 11,088	\$ 6,200	\$ 6,200	\$ 6,200	\$ -
49115 Administration Interest	652	400	400	400	-
49120 Police Principal	171,505	148,910	148,910	148,910	-
49125 Police Interest	10,965	6,800	6,800	6,800	-
49130 Capital Management Principal	-	-	-	-	-
49135 Capital Management Interest	-	-	-	-	-
49140 Public Works Principal	547,537	424,120	424,120	424,120	-
49145 Public Works Interest	27,577	15,100	15,100	15,100	-
49170 Parks & Recreation Principal	78,836	48,000	48,000	48,000	-
49175 Parks & Recreation Interest	4,070	2,200	2,200	2,200	-
49180 Planning & Zoning Principal	-	-	-	-	-
49185 Planning & Zoning Interest	-	-	-	-	-
TOTAL DEBT SERVICE	852,230	651,730	651,730	651,730	-
TOTAL EQUIPMENT REPLACEMENT	\$ 852,230	\$ 651,730	\$ 651,730	\$ 651,730	\$ -

RESERVE/FUTURE DEBT SERVICE
49599

PURPOSE

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

FY 22-23 BUDGET CHANGES

- 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 20-21 ACTUAL	-----FY 21-22----- BUDGET REVISED		FY 22-23 ADOPTED	NET CHANGE
48899 Contingency Reserves	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CONTINGENCY RESERVES	-	-	-	-	-
TOTAL RESERVE/FUTURE DEBT SERVICE	\$ -	\$ -	\$ -	\$ -	\$ -

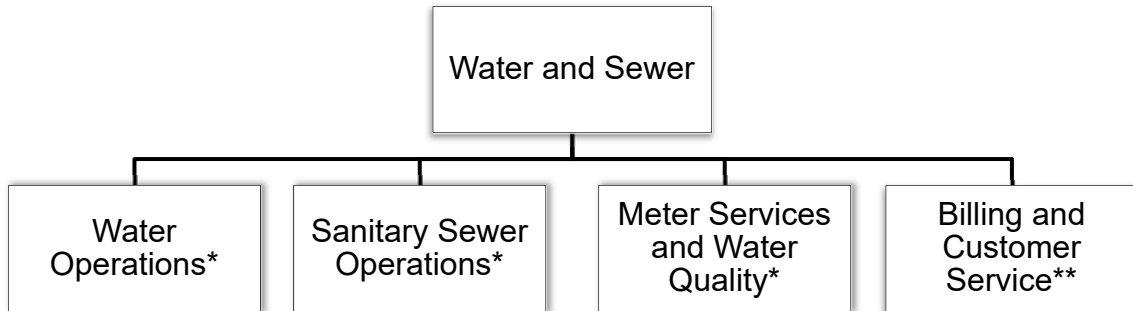
WATER AND SEWER FUND

MISSION

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



WATER AND SEWER FUND



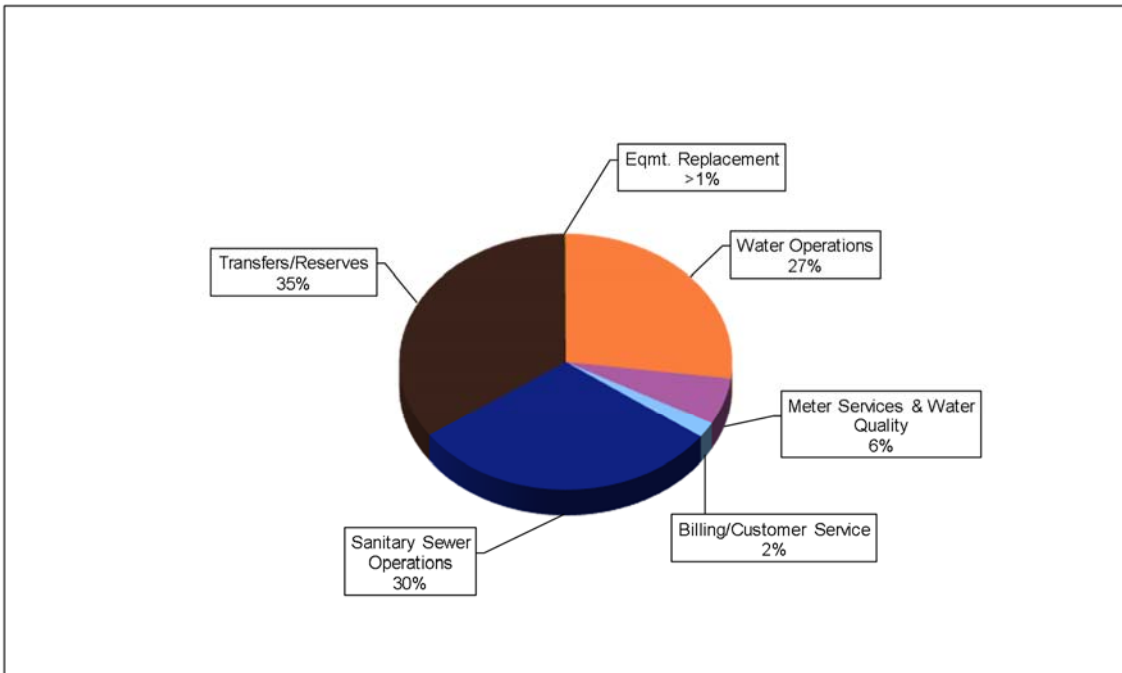
*Operations overseen by Public Works Department

**Operations overseen by Finance Department

WATER AND SEWER FUND

**TOWN OF VIENNA
FISCAL YEAR 22-23 BUDGET**

	FY 20-21 Actuals	FY 21-22 Adopted	FY 21-22 Adjusted	FY 21-22 Estimated	FY 22-23 Adopted	Net Change
Water Operations	2,930,698	3,186,120	3,204,200	3,262,131	3,115,300	-70,820
Meter Services & Water Quality	681,957	613,450	628,450	699,050	680,490	67,040
Billing/Customer Service	229,173	215,610	215,610	215,610	226,980	11,370
Sanitary Sewer Operations	3,535,029	3,685,110	3,656,460	3,696,720	3,482,950	-202,160
Transfers/Reserves	1,234,108	3,111,310	3,111,310	3,111,310	3,991,000	879,690
Eqmt. Replacement/DS	7,722	5,000	5,000	5,000	5,000	0
Water and Sewer	8,618,687	10,816,600	10,821,030	10,989,821	11,501,720	685,120



	FY 20-21 Actuals	FY 21-22 Adopted	FY 22-23 Adopted	Net Change	FY 22-23 % of Total
Personnel Services	1,424,553	1,596,960	1,372,110	(224,850)	12%
Employee Benefits	636,505	597,880	556,320	(41,560)	5%
Purchased Services	4,859,662	5,011,250	4,995,690	(15,560)	43%
Other Charges	56,522	60,100	59,400	(700)	1%
Materials and Supplies	292,669	309,050	381,550	72,500	3%
Program and Services	193,449	105,000	105,600	600	1%
Capital Outlay	730,636	41,050	41,050	0	0%
Transfers	424,691	3,095,310	3,990,000	894,690	35%
Water and Sewer	8,618,687	10,816,600	11,501,720	685,120	100%

WATER DIVISION
50111

PURPOSE

To ensure 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.

STRATEGIC PLAN

To ensure ***“Vienna is an environmentally sustainable, economically prosperous, and fiscally responsible community”*** by inspecting water sources for possible leaks to ensure no water is wasted as well as the Towns and residents money. By inspecting, repairing, and flushing fire hydrates this division also ensures ***“Vienna is a safe community.”***

ACTIVITIES / PRODUCTS / SERVICES

- Inspection services including new construction, demolition, repairs, and replacement of water facilities by builders.
- Fire hydrant replacement, repairs, and flushing.
- Fire hydrant maintenance and painting.
- Timely response to requests for water main repairs and maintenance.
- Temporary asphalt repairs for utility cuts after water main repairs or replacements.
- Water valve exercising and inspection.
- Water valve maintenance and repair.

FY 21-22 COVID-19 RESPONSE

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

WATER DIVISION
50111

FY 21-22 ACCOMPLISHMENTS

- Performed planned shutdowns of existing water mains to accommodate new connections and mains constructed with capital improvement and development projects.
- Performed inspections to ensure proper installation of water cap-offs and new service taps.
- Continued fire hydrant flushing program with pressure and flow data collection to coincide with the annual switch to free chlorine disinfection by Fairfax Water. Implemented dechlorination procedure with all fire hydrant flushing for compliance with Virginia stormwater regulations.
- Continued use of GIS to map water main breaks and help prioritize water main repairs and replacement projects.
- Continued valve inspection program by utilizing motorized operating equipment and continue 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 new construction and redevelopment.
- Coordinated with Fairfax Water for installation of additional water meters at Garrett Street and Corsica Street for increased circulation and redundancy. The installation of these meters increased the total number of metered interconnections with Fairfax Water from nine to eleven.
- Continued enhanced safety training, including Occupational Safety and Health Administration (OSHA) 10- Hour, OSHA 30- Hour, Traffic Control, and Trench Safety and Confined Space Entry for all field staff.

FY 22-23 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.

**WATER DIVISION
50111**

- 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.
- Begin updates to Water and Sanitary Sewer General Regulations.

PERFORMANCE MEASURES

Based on calendar year data

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

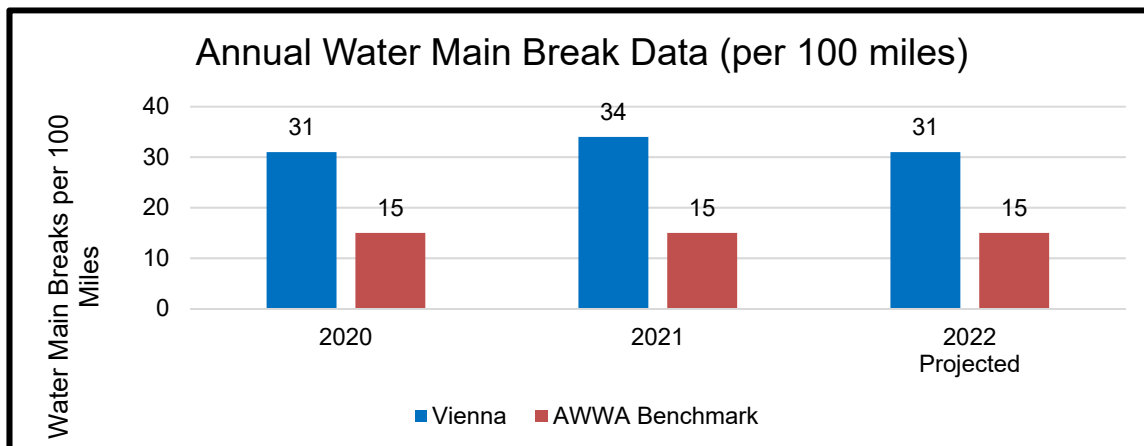
Description	2020 Actual	2021 Actual	2022 Projected
Total Number of Water Main Breaks Repaired	40	45	40
CIP – Linear Feet of Water Main Replaced	4,755 ¹	6,660	5,700 ²
Total Number of Water Valves Replaced	4	5	8
Fire Hydrant Replacement	1	4	10
Fire Hydrant Painting	329 ³	25	75
Water Valve Exercising	545	1,032 ⁴	2,905 ⁴

¹ Water main replacement based on 2020 bond issue.

² Reduction in water main replacement projection due to an increase in cost per linear feet.

³ Increased fire hydrant painting for socially distanced work during the pandemic.

⁴ Increased water valves exercising due to prioritization and systematic GIS mapping of infrastructure.



**WATER DIVISION
50111**

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
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)	1	1	1
Total	8.5	8.5	8.5

*These positions are split between 2 departments, Water Division with Sanitary Sewer Division, making them full-time employees.

FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 50111
NAME WATER OPERATIONS

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	348,124	479,750	479,750	450,000	(29,750)
41002 Overtime	97,491	96,000	97,300	77,300	(18,700)
41003 Regular Part Time with Benefits	-	6,770	6,770	7,250	480
41004 Part Time without Benefits	13,384	-	-	-	-
41006 Annual Leave Liquidation	-	-	-	-	-
41008 Annual Leave Cash-In	3,085	-	-	-	-
41011 Non-Exempt Comptime Liquid.	-	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
41020 Transfer of Budgeted Salary	-	-	-	(90,950)	(90,950)
TOTAL PERSONNEL SERVICES	462,084	582,520	583,820	443,600	(138,920)
42001 F.I.C.A.	34,489	48,020	48,020	39,500	(8,520)
42002 V.R.S.	44,000	55,100	55,100	45,100	(10,000)
42003 V.R.S. Life Insurance	5,143	7,000	7,000	8,000	1,000
42004 Local Pension Plan	-	-	-	-	-
42007 Health Insurance	59,503	80,000	80,000	80,160	160
42012 Cafeteria Plan Fees	70	60	60	60	-
42015 Miscellaneous Allowances	-	-	-	-	-
42018 Employer Contributions:DC401A	13,435	13,900	13,900	13,900	-
42021 V.R.S. Hybrid 401A Match	3,777	3,250	3,250	3,250	-
42022 V.R.S. Hybrid 457 Voluntary	-	-	-	-	-
42025 V.R.S. Hybrid Disability	714	520	520	750	230
TOTAL EMPLOYEE BENEFITS	161,131	207,850	207,850	190,720	(17,130)
43101 Consulting Services	4,969	15,000	15,000	23,280	8,280
43301 Equipment Maintenance Contracts	-	-	-	-	-
43307 Repair/Maintenance Service	24,940	800	4,300	1,000	200
43308 Contracts/Services	82,574	105,700	100,700	130,000	24,300
43309 Cell Phone Expense	3,904	3,700	3,700	3,900	200
43701 Uniform Rental/Cleaning	1,612	2,600	2,600	2,070	(530)
43801 Services from other Government	29,193	46,000	39,500	47,000	1,000
43802 Landfill Fees	23,539	77,500	72,500	73,960	(3,540)
43803 Wholesale Water Purchase	1,788,585	1,800,000	1,800,000	1,836,000	36,000
TOTAL PURCHASED SERVICES	1,959,316	2,051,300	2,038,300	2,117,210	65,910
45101 Electricity	12,857	20,600	20,600	19,000	(1,600)
45202 Long Distance Service	-	-	-	-	-
45203 Postal Services	-	-	-	-	-
45402 Equipment Rental	3,978	-	-	-	-
45404 Central Copier Charges	854	-	-	-	-
45501 Mileage Reimbursement	-	500	500	500	-
45503 Subsistence/Lodging	35	500	500	500	-
45504 Conventions/Education	-	7,500	7,500	7,500	-
45505 Business Meals	202	500	500	500	-
45801 Memberships/Dues	240	400	400	400	-
TOTAL OTHER CHARGES	18,167	30,000	30,000	28,400	(1,600)
46001 Office Supplies	1,055	2,000	2,000	2,000	-
46007 Repair/Maintenance Supplies	105,914	85,000	86,600	88,000	3,000
46008 Vehicle/Equipment Fuels	12,474	22,000	32,000	22,000	-
46009 Vehicle/Equip Maintenance Supplies	2,994	200	1,000	500	300

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

**DIVISION 50111
NAME WATER OPERATIONS**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
46011 Uniforms/Safety Apparel	5,067	6,000	6,000	6,000	-
46015 Operational Supplies	16,506	33,000	31,350	33,000	-
46017 Small Tools	1,081	1,500	2,420	1,500	-
46031 Tires and Tubes	500	2,000	3,000	2,000	-
46032 Surface Repair Materials	26,812	20,000	36,000	30,520	10,520
46040 Software Purchases	-	-	6,500	6,500	6,500
TOTAL MATERIALS AND SUPPLIES	172,405	171,700	206,870	192,020	20,320
47203 Service Awards	600	-	-	-	-
47407 Contracted Asphalt Repairs	93,493	75,000	75,000	75,000	-
47408 Internal Asphalt Repairs	58,319	30,000	30,000	30,600	600
TOTAL PROGRAMS AND SERVICES	152,412	105,000	105,000	105,600	600
48101 Machine/Equipment Replacement	5,884	7,750	7,750	7,750	-
48201 Additional Machine/Equipment	6,057	30,000	24,610	30,000	-
48202 Additional Furnitures/Fixtures	2,598	-	-	-	-
48401 Waterline Construction	(9,358)	-	-	-	-
TOTAL CAPITAL OUTLAY	5,182	37,750	32,360	37,750	-
49207 Transfer to Capital Project Fund	-	-	-	-	-
TOTAL INTERFUND TRANSFERS	-	-	-	-	-
TOTAL DIVISION EXPENSES	2,930,698	3,186,120	3,204,200	3,115,300	(70,820)
49512 Support Activity Costs	1,013,579	1,775,420	1,775,420	2,204,370	428,950
TOTAL INTERDEPARTMENTAL CHARGES	1,013,579	1,775,420	1,775,420	2,204,370	428,950
TOTAL WATER OPERATIONS	<u>\$ 3,944,277</u>	<u>\$ 4,961,540</u>	<u>\$ 4,979,620</u>	<u>\$ 5,319,670</u>	<u>\$ 358,130</u>

METER SERVICES AND WATER QUALITY DIVISION
50112

PURPOSE

To ensure 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.

STRATEGIC PLAN

To ensure ***“Vienna is a safe and an environmentally sustainable community”*** by reading all water meters to insure accuracy and collecting and submitting water quality samples for processing in the Fairfax Water Lab to ensure quality of water is satisfactory.

ACTIVITIES / PRODUCTS / SERVICES

- Provides a prompt response to customer concerns and work order requests.
- Reads all Town-owned water meters including Fairfax Water interconnections.
- Collects and submits water quality samples to the Fairfax Water Lab for processing.
- Scans water meters for leak detection with the use of computer technology.
- Replaces meters under the Meter Replacement Program (replacement of meters 20 years or older).

FY 21-22 COVID-19 RESPONSE

- Worked with other departments to support their efforts to help ensure a comprehensive town-wide response.
- Ensured continuity of essential services and safety of employees with modified operations.

**METER SERVICES AND WATER QUALITY DIVISION
50112**

FY 21-22 ACCOMPLISHMENTS

- Implemented new Sensus meter reading equipment and software.
- Replaced malfunctioning water meters system-wide.
- Provided prompt response to all customer concerns and work order requests.
- Completed Emergency Response Plan in accordance with the 2018 American Water Infrastructure Act.
- Continued Meter Replacement Program to reduce the number of meters that are over 20 years old (replaced 836 water meters in calendar year 2021).
- Implemented Town of Vienna's Cross Control Prevention Program in conjunction with Fairfax County.

FY 22-23 INITIATIVES

- Begin implementation of new radio meter reading software for 200 meters in the Town's water service area.
- Continue water Meter Replacement Program to reduce the number of meters that are over 20 years old.
- Complete triannual collection of samples for compliance with the Environmental Protection Agency's Lead and Copper Rule (LCR).
- Conduct percentage of Lead and Copper samples for schools and daycares for compliance with the Environmental Protection Agency's Lead and Copper Rule (LCR).

PERFORMANCE MEASURES

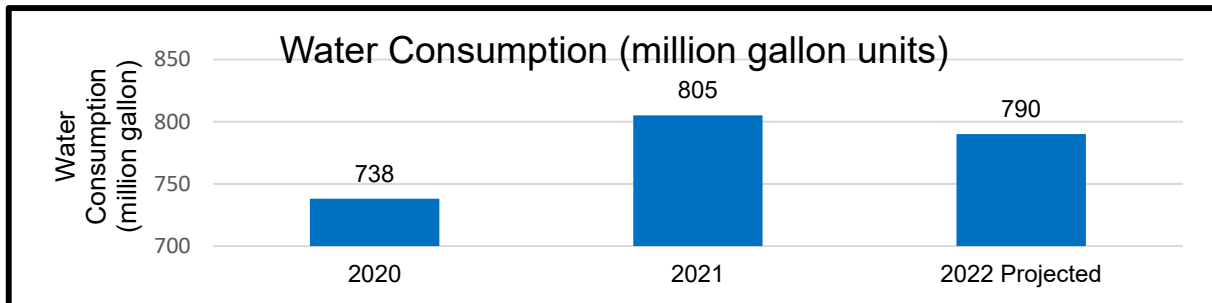
Based on calendar year data

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

Description	2020 Actual	2021 Actual	2022 Projected
Work orders completed – including Misc. Customer Service Requests	3,734	3,350	4,000
Water Quality samples collected and delivered to the Fairfax Water Lab for processing	437	501	550

**METER SERVICES AND WATER QUALITY DIVISION
50112**

- The EPA published the Revised Total Coliform Rule (RTCR) on February 13, 2013 and minor corrections on February 26, 2014. The RTCR is the revision to the 1989 Total Coliform Rule (TCR) and is intended to improve public health protection. Total coliforms are a group of related bacteria that are (with few exceptions) not harmful to humans. A variety of bacteria, parasites, and viruses, known as pathogens, can potentially cause health problems if humans ingest them. EPA considers total coliforms a useful indicator of other pathogens for drinking water. All TCR sampling must comply with the RTCR started April 1, 2016 as mandated by the EPA and VDH. The Town complies with this every month while conducting TCR sampling from 31 locations in the distribution system.
- 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.



METER SERVICES AND WATER QUALITY DIVISION
50112

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Supervisor	1	1	1
Meter Service Worker	3	3	3
Total	4	4	4

FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 50112
NAME METER SERVICES & WATER QUALITY

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22----- BUDGET	REVISED	FY 22-23 ADOPTED	NET CHANGE
41001 Salaries and Wages	297,317	310,770	305,770	311,190	420
41002 Overtime	67,083	66,950	66,950	56,950	(10,000)
41004 Part Time without Benefits	6,012	-	-	-	-
41006 Annual Leave Liquidation	-	-	-	-	-
41008 Annual Leave Cash-In	4,801	-	-	-	-
41011 Non-Exempt Comptime Liquidation	-	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	375,212	377,720	372,720	368,140	(9,580)
42001 F.I.C.A.	26,538	23,230	23,230	27,230	4,000
42002 V.R.S.	34,791	36,680	36,680	39,680	3,000
42003 V.R.S. Life Insurance	18,309	4,030	4,030	4,030	-
42004 Local Pension Plan	-	-	-	-	-
42007 Health Insurance	67,833	42,000	42,000	58,240	16,240
42012 Cafeteria Plan Fees	11	60	60	60	-
42018 Employer Contribution: DC401A	9,640	12,030	12,030	12,030	-
42021 V.R.S. Hybrid 401A Match	637	750	750	750	-
42025 V.R.S. Hybrid Disability	336	400	400	400	-
TOTAL EMPLOYEE BENEFITS	158,094	119,180	119,180	142,420	23,240
43201 Contract Labor	17,949	-	20,000	-	-
43307 Repair/Maintenance Services	2,097	2,100	1,300	2,100	-
43308 Contracts/Services	17,569	20,000	20,000	20,000	-
43309 Cell Phone Expense	3,478	3,400	3,400	3,500	100
43701 Uniform Rental/Cleaning	895	1,300	1,300	1,300	-
TOTAL PURCHASED SERVICES	41,988	26,800	46,000	26,900	100
45202 LONG DIST SERVICE	-	-	-	-	-
45501 MILEAGE REIMBURSEMENT	-	-	-	-	-
45503 Subsistence/Lodging	40	250	250	250	-
45504 Conventions/Education	318	500	500	500	-
45505 Bussiness Meals	-	500	500	500	-
TOTAL OTHER CHARGES	358	1,250	1,250	1,250	-
46001 Office Supplies	1,382	500	1,300	510	10
46007 Repair/Maintenance Supplies	83,746	85,000	85,000	138,000	53,000
46011 Uniforms/Safety Apparel	1,730	2,000	2,000	2,270	270
46016 Supplies for Resale	-	-	-	-	-
46017 Small Tools	1,715	1,000	1,000	1,000	-
TOTAL MATERIALS AND SUPPLIES	88,574	88,500	89,300	141,780	53,280
47203 Service Awards	150	-	-	-	-
TOTAL PROGRAMS AND SERVICES	150	-	-	-	-
48101 Machine/Equipment Replacement	17,581	-	-	-	-
TOTAL CAPITAL OUTLAY	17,581	-	-	-	-
TOTAL DIVISION EXPENSES	681,957	613,450	628,450	680,490	67,040
49511 Charges To Water Department	(348,236)	(276,050)	(276,050)	(304,029)	(27,979)
49514 Charges To Sewer Department	(375,378)	(337,400)	(337,400)	(371,591)	(34,191)
TOTAL INTERDEPARTMENTAL CHARGES	(723,614)	(613,450)	(613,450)	(675,620)	(62,170)
TOTAL METER SRVCS & WATER QUALITY	\$ (41,657)	\$ -	\$ 15,000	\$ 4,870	\$ 4,870

WATER AND SEWER BILLING AND CUSTOMER SERVICE
50113

PURPOSE

To produce accurate and timely bills for water and sewer services, work with Public Works to schedule work, efficiently and effectively solve problems, and efficiently respond to customer questions and issues with the highest level of customer service.

STRATEGIC PLAN

To ensure ***“Vienna is an environmentally sustainable and safe community”*** by answering questions and providing resources to those in need including scheduling inspections for any concerns with unclean water or sewage backups to ensure the source of the problem is identified and addressed as quickly as possible. By ensuring timely mailing of bills, giving residents adjustments when justified, and providing resources for those in need of financial resources helps to ensure ***“Vienna as an economically prosperous community.”***

ACTIVITIES / PRODUCTS / SERVICES

- Provides 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.
- Manages the collection process by sending out reminder bills and cutoff notices according to a pre-determined schedule.
- Sends uncollected accounts to the State Set-Off Debt program and manage the accounts to maximize payments to the Town.
- Posts all adjustments to the billing system daily.
- Manages and creates work orders based on customer needs/issues daily.
- Addresses all customer questions efficiently and effectively by means of written and verbal communication.
- Starts new customers water accounts as well as closing water accounts for former customers.

FY 21-22 COVID-19 RESPONSE

- Applied for and received State and Local Fiscal Recovery Funds (SLFRF) through the American Recovery Plan Act (ARPA) for \$63,046. This program offers financial help to residents experiencing a Covid-19 related hardship.
- Administered the Covid-19 Municipal Utility Relief Program from the Virginia State Corporation Commission. This program provides assistance with utility bills for customers in need of relief due to ongoing matters related to

WATER AND SEWER BILLING AND CUSTOMER SERVICE
50113

the Covid-19 pandemic. The Town of Vienna residents received \$49,206 in relief funds.

- The Customer Service team did an 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 about the program, and applications directly to customers in arrears. Social media was also employed for the dissemination of information to the entire community.
- Ensured continuity of essential services and safety of employees by modifying operations without sacrificing service to our customers.
- 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 customers. Assured all phone calls, emails, and customer concerns were addressed within one business day.
- 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. The Town voluntarily provided those policies for many months after the state lifted the mandate.

FY 21-22 ACCOMPLISHMENTS

- Applied for, acquired, and managed Covid-19 Utility relief grants through extensive documentation and regular meetings with neighboring towns, cities, and Fairfax County.
- Collected resident applications and distributed almost \$50,000 in Covid-19 utility relief grant funds to community members affected by the pandemic.
- Identified and administered SLURF assistance to customers through pre-qualification of certain populations for eligibility. The population this grant is serving are the customers with the lowest incomes and largest impacts from Covid-19 and who may not find or know of grants they may qualify for on any utility with which they have debt. This policy decision is to ensure quick and equitable access to relief for residential customers negatively impacted by the pandemic.
- Provided a community outreach program targeting residents with outstanding utility bills to advise them of returning billing policies, and resources available to help with economic hardship.
- Re-established billing procedures that had been paused due to the Covid-19 pandemic. This includes delinquent billing, yellow notices, red notices, and water shut-offs.
- Continued monthly service MRP 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.

WATER AND SEWER BILLING AND CUSTOMER SERVICE
50113

- Collaborated with the meter reading team in the installation of new, scannable meters. Communicated with Munis to establish new software protocols that allowed the new meters to integrate with existing billing protocols.
- Managed surplus tasks that were generated by the shift from Munis to the Cloud and upheld department standards through multiple software shutdowns.
- Updated billing and the Town website to reflect new water and sewer rates.
- Designed new bills and collaborated with Munis to ensure their smooth rollout.
- Created a packet of information detailing financial resources for assistance for customers dealing with financial difficulties.

FY 22-23 INITIATIVES

- Establish online billing options for customers who would prefer to receive a digital copy of their water and sewer bill. This will also reduce paper and postage costs and increase environment sustainability.
- Continue initiative of meter replacement program for all meters installed prior to 1999.
- Continuation of proactive customer service in the detection of possible leaks in high water usage meter readings.
- Increase online services through the website.
- Institute water conservation education for water customers, in accordance with the green initiative and focus on helping customers 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.

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

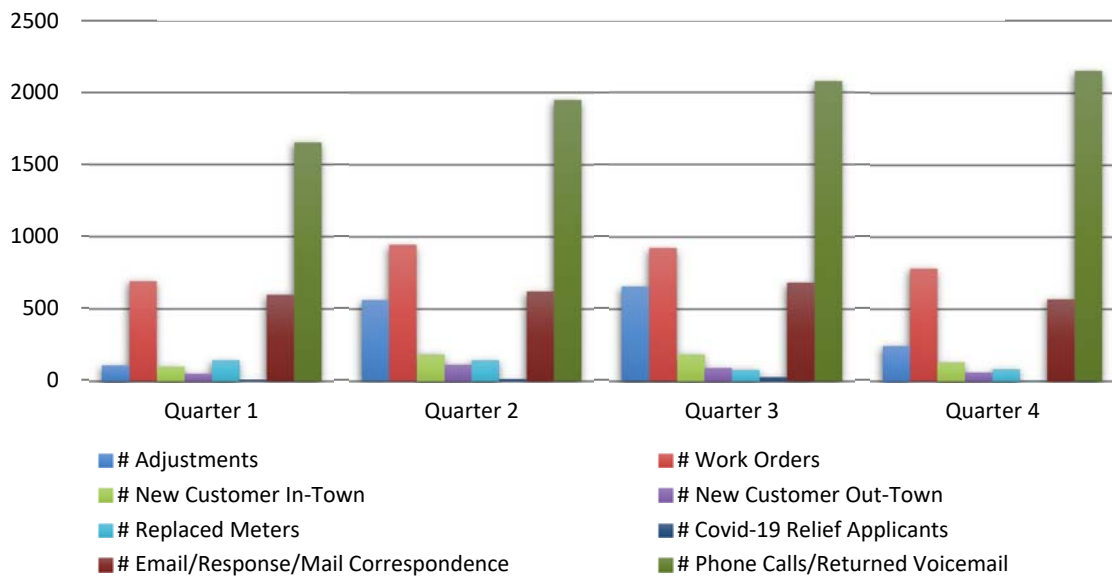
PERFORMANCE MEASURES

Based on calendar year data

Strategic Plan relevance: Vienna as a safe community, superior customer service assure the Town of Vienna residents enjoy high-quality water. Additionally, the customer service team also addresses the needs of water and sewer customers with billing issues to help provide a transparent, well-governed community.

2021 Water & Sewer Customer Service Statistics	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Adjustments	108	561	656	244
Work Orders	690	944	923	779
New Customers In-Town	99	186	185	130
New Customers Out-Town	51	113	93	60
Replaced Meters	144	146	80	83
Covid-19 Relief Applicants	11	15	28	2
Email/Mail Correspondence	596	621	682	568
Phone Calls/Returned Voicemail	1651	1947	2075	2153

2021 Water & Sewer Customer Service Statistics



WATER AND SEWER BILLING AND CUSTOMER SERVICE
50113

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Fiscal Technician II	1	1	1
Fiscal Technician III	1	1	1
Total	2	2	2

FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 50113
NAME BILLING/CUSTOMER SERVICE**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	106,376	115,450	115,450	125,500	10,050
41002 Overtime	664	6,500	6,500	6,500	-
41006 Annual Leave Liquidation	-	-	-	-	-
41008 Annual Leave Cash-In	-	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	107,040	121,950	121,950	132,000	10,050
42001 F.I.C.A.	7,701	8,090	8,090	8,500	410
42002 V.R.S.	10,355	11,000	11,000	12,500	1,500
42003 V.R.S. Life Insurance	1,430	1,490	1,490	1,800	310
42007 Health Insurance	21,382	20,000	20,000	19,500	(500)
42012 Cafeteria Plan Fees	83	60	60	60	-
42018 Employer Contributions:DC401A	4,198	4,440	4,440	4,440	-
42021 V.R.S. Hybrid 401A Match	2,924	2,890	2,890	2,890	-
42025 V.R.S. Hybrid Disability	564	590	590	590	-
TOTAL EMPLOYEE BENEFITS	48,638	48,560	48,560	50,280	1,720
43101 Consulting Services	-	-	-	-	-
43308 Contracts/Services	34,673	18,000	18,000	18,000	-
43309 Cell Phone Expense	1,882	-	-	-	-
TOTAL PURCHASED SERVICES	36,555	18,000	18,000	18,000	-
45203 Postal Services	17,314	19,000	19,000	19,000	-
45404 Central Copier Charges	277	1,500	1,500	1,200	(300)
45501 Mileage Reimbursement	-	-	-	-	-
45504 Conventions/Education	-	2,500	2,500	2,500	-
45803 Bad Debt Write-Off	19,000	-	-	-	-
TOTAL OTHER CHARGES	36,591	23,000	23,000	22,700	(300)
46015 Operational Supplies	350	4,100	4,100	4,000	(100)
TOTAL MATERIALS AND SUPPLIES	350	4,100	4,100	4,000	(100)
TOTAL Division Expenses	229,173	215,610	215,610	226,980	11,370
49511 Charges To Water Department	(109,738)	(97,030)	(97,030)	(102,141)	(5,111)
49514 Charges To Sewer Department	(119,434)	(118,580)	(118,580)	(124,839)	(6,259)
TOTAL INTERDEPARTMENTAL CHARGES	(229,172)	(215,610)	(215,610)	(226,980)	(11,370)
TOTAL BILLING/CUSTOMER SERVICE	\$ 0	\$ -	\$ -	\$ -	\$ -

SANITARY SEWER DIVISION
50114

PURPOSE

To provide design review and operations for the Town's public sanitary sewer collection system, perform 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, 2,040 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 owned and operated by a Fairfax County subcontractor. 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.

STRATEGIC PLAN

To ensure ***“Vienna as an environmentally sustainable and safe community”*** by inspecting, vacuuming, and flushing the sanitary sewer system when necessary.

ACTIVITIES / PRODUCTS / SERVICES

- Provides inspection service for connections to sanitary sewer system.
- Maintains sanitary sewer mains by using the combination vacuum and flusher truck for cleaning.
- Provides video inspections of sanitary sewer mains using the Closed-Circuit TV (CCTV) unit and pole mounted video camera.
- Responds timely to work orders and customer requests.
- Repairs and cleans out manholes; Performs replacement and repair of loose, broken, or missing manhole covers.
- Surveys sanitary sewer trouble spots quarterly.
- Assists with maintenance cleaning and inspections of storm system assets.
- Assists with Stormwater Best Management Practice device (BMP) cleaning.
- Maintains one wastewater pump station.
- Oversees three-meter sites used for Town billing, two from Fairfax Water and one from DC Water.

SANITARY SEWER DIVISION
50114

- Plans and implements sewer rehabilitation projects including sewer repairs and sewer lining.
- Coordinates with Fairfax County plumbing inspectors as necessary during the review and inspection of privately owned sanitary sewers and laterals.

FY 21-22 COVID-19 RESPONSE

- Worked with other DPW divisions for a coordinated response.
- Worked with other departments to support their efforts to help ensure a comprehensive town wide response.
- Ensured continuity of essential services and safety of employees by modified operations as regulations and requirements change.

FY 21-22 ACCOMPLISHMENTS

- Performed all inspections to ensure proper installation of sewer cap-offs and new service connections to Town-owned sewer mains.
- Continued systematic sewer cleaning and maintenance using the 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 disposal awareness.
- Continued enhanced safety training, including Occupational Safety and Health Administration (OSHA) 10- Hour, OSHA 30- Hour, Traffic Control, Trench Safety and Confined Space Entry and completion of Pipeline Assessment Certification Program for all field staff.
- Completed five-point repairs and cut protruding taps throughout service area.
- Continued GIS based sewer analysis and prioritization tool along with continued implementation of systematic 90-day cleaning and inspections of documented trouble spots in addition to recommending sewer rehabilitation.
- Deployed 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 Town Green and other park facilities.

SANITARY SEWER DIVISION
50114

- Utilized Fairfax County trunk sewer analysis for Difficult Run, Wolftrap Creek, and Piney Branch to prioritize and address rehabilitation of 9.5 miles of out-of-town sewer.
- Coordinated and completed 873 feet of sewer rehabilitation in stream valley easements through Wolftrap National Park for the Performing Arts.
- Coordinated and completed rehabilitation work of a 42-inch sewer in conjunction with the Route 7 widening project. This project required coordination with VDOT, Fairfax County, and DC Water.
- Planned, coordinated, and completed demolition and replacement of a Town meter station as part of the VDOT Route 7 widening project.
- Completed 5,293 feet of sewer rehabilitation using cured-in-place pipe line throughout Town's sewer service area.

FY 22-23 INITIATIVES

- Continue systematic TV inspection of sewers to document trouble spots and refinement of 90-day flushing schedule.
- Continue systematic sewer cleaning and maintenance using the combination vacuum and flusher truck.
- Maintain and update GIS maps to track system maintenance and upgrades.
- Continue prioritization of pipe rehabilitation using cured-in-place pipe lining throughout service area.
- Work with Fairfax County to prioritize and rehabilitate shared out-of-town sewers in remote locations.
- Continue to assist with inspection, mapping, and cleaning prioritization of storm sewer throughout service area.
- Continue with root treatment program to address problematic areas in small diameter and difficult to access pipes.

**SANITARY SEWER DIVISION
50114**

PERFORMANCE MEASURES

Based on calendar year data

Description	Actual 2020	Actual 2021	Projected 2022
Total sanitary sewer main overflows in public system ¹	0	0	1
CIP –Linear Feet of Sewer Main Lining/Replacement	0 ²	6166	8,000 ³
Total sanitary sewer main root treatment	7,477	0	8,000 ³

¹Sanitary sewer main overflows are prevented by increased routine inspection, cleaning, root treatment, and lining/replacement.

²Sewer main lining rescheduled to 2021 due to challenges with contractor and material availability. These supply and demand issues were a result of the pandemic.

³Segments selected for root treatment and lining are based upon 89,272 linear feet of cleaning and 102,244 linear feet of Closed-Circuit Television (CCTV) completed in 2021.

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Superintendent*	0.5	0.5	0.5
Sewer Operation Supervisor*	0.5	0.5	0.5
Engineering Technician*	0.5	0.5	0.5
Maintenance Worker *	5.5	5.5	5.5
Total	7	7	7

*These positions are split between 2 departments, Water Division with Sanitary Sewer Division, making them full-time employees.

FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

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

DIVISION 50114

NAME SANITARY SEWER OPERATIONS

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	439,772	472,680	457,680	401,280	(71,400)
41002 Overtime	22,185	42,090	42,090	42,090	-
41003 Regular Part Time with Benefits	-	-	-	-	-
41004 Part Time without Benefits	-	-	-	-	-
41006 Annual Leave Liquidation	11,619	-	-	-	-
41008 Annual Leave Cash-In	6,641	-	-	-	-
41011 Non-Exempt Comptime Liquidation	-	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
41020 Transfer of Budgeted Salary	-	-	-	(15,000)	(15,000)
TOTAL PERSONNEL SERVICES	480,217	514,770	499,770	428,370	(86,400)
42001 F.I.C.A.	36,311	39,390	39,390	30,390	(9,000)
42002 V.R.S.	45,639	54,000	54,000	54,000	-
42003 V.R.S. Life Insurance	5,412	5,100	5,100	10,100	5,000
42004 Local Pension Plan	-	14,870	14,870	-	(14,870)
42007 Health Insurance	66,570	82,000	82,000	51,480	(30,520)
42012 Cafeteria Plan Fees	86	60	60	60	-
42018 Employer Contributions:DC401A	14,542	15,220	15,220	15,220	-
42021 V.R.S. Hybrid 401A Match	4,605	4,620	4,620	4,620	-
42025 V.R.S. Hybrid Disability	1,040	1,030	1,030	1,030	-
TOTAL EMPLOYEE BENEFITS	174,205	216,290	216,290	166,900	(49,390)
43101 Consulting Services	-	15,000	15,000	15,000	-
43301 Equipment Maintenance Contracts	-	-	-	-	-
43307 Repair/Maintenance Services	660	4,500	10,000	4,500	-
43308 Contracts/Services	53,145	80,000	80,000	91,970	11,970
43309 Cell Phone Expense	2,387	2,500	2,500	2,500	-
43701 Uniform Rental/Cleaning	1,818	2,800	2,800	2,800	-
43801 Services From Other Government	468	16,850	16,850	16,850	-
43802 Landfill Fees	-	600	600	600	-
43804 Sewage Treatment/DC WASA	2,010,691	1,920,000	1,920,000	1,959,000	39,000
43805 Sewage Treatment/Fairfax	651,000	785,000	785,000	650,700	(134,300)
43807 Fairfax Capital Interest	141,473	87,900	87,900	89,660	1,760
TOTAL PURCHASED SERVICES	2,861,640	2,915,150	2,920,650	2,833,580	(81,570)
45101 Electricity	129	2,600	2,600	2,600	-
45202 Long Distance Service	-	-	-	-	-
45402 Equipment Rental	-	-	-	-	-
45404 Central Copier Charges	846	-	-	1,200	1,200
45501 Mileage Reimbursement	-	-	-	-	-
45503 Subsistence/Lodging	-	750	750	750	-
45504 Conventions/Education	407	2,000	2,000	2,000	-
45505 Business Meals	24	500	500	500	-
TOTAL OTHER CHARGES	1,406	5,850	5,850	7,050	1,200
46001 Office Supplies	235	1,000	1,000	1,000	-
46007 Repair/Maintenance Supplies	12,185	7,000	1,000	7,000	-
46008 Vehicle/Equipment Fuels	2,830	14,000	4,000	14,000	-
46009 Vehicle/Equip Maintenance Supplies	291	500	-	500	-
46011 Uniforms/Safety Apparel	3,020	6,000	6,000	5,000	(1,000)
46015 Operational Supplies	12,600	13,000	11,350	13,000	-
46017 Small Tools	-	1,000	1,000	1,000	-
46031 Tires and Tubes	180	2,250	1,250	2,250	-
TOTAL MATERIALS AND SUPPLIES	31,340	44,750	25,600	43,750	(1,000)

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

**DIVISION 50114
NAME SANITARY SEWER OPERATIONS**

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
47203 Service Awards	1,050	-	-	-	-
TOTAL PROGRAMS AND SERVICES	1,050	-	-	-	-
48101 Machine/Equipment Replacement	171	1,800	1,800	1,800	-
48201 Additional Machine/Equipment	-	1,500	1,500	1,500	-
48402 Sewerline Construction	-	-	-	-	-
TOTAL CAPITAL OUTLAY	171	3,300	3,300	3,300	-
49207 Transfer To Capital Project Fund	-	-	-	-	-
49220 Transfer To Storm Water	(15,000)	(15,000)	(15,000)	-	15,000
TOTAL INTERFUND TRANSFERS	(15,000)	(15,000)	(15,000)	-	15,000
TOTAL DIVISION EXPENSES	3,535,029	3,685,110	3,656,460	3,482,950	(202,160)
49512 Support Activity Costs	1,126,579	2,169,950	2,169,950	2,694,230	524,280
TOTAL INTERDEPARTMENTAL CHARGES	1,126,579	2,169,950	2,169,950	2,694,230	524,280
TOTAL SANITARY SEWER OPERATIONS	<u>\$ 4,661,609</u>	<u>\$ 5,855,060</u>	<u>\$ 5,826,410</u>	<u>\$ 6,177,180</u>	<u>\$ 322,120</u>

INTERFUND TRANSFERS
50141

PURPOSE

To account 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 22-23 BUDGET CHANGES

- The cost of supporting Water and Sewer operations has increased with the rise in the consumer price index and all costs and expenses, which necessitates the increase in support to the General Fund.

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

DIVISION 50141

NAME WATER & SEWER INTERFUND TRANSFERS

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22-----		FY 22-23 ADOPTED	NET CHANGE
		BUDGET	REVISED		
42020 Other Post Employment Benefits	143	6,000	6,000	6,000	-
42030 Pension Expense	94,294	-	-	-	-
TOTAL EMPLOYEE BENEFITS	94,437	6,000	6,000	6,000	-
47246 Federal Utility Grant Exp	39,836	-	-	-	-
TOTAL PROGRAMS AND SERVICES	39,836	-	-	-	-
48308 Capital Leases	-	-	-	-	-
48311 Depreciation	707,702	-	-	-	-
TOTAL CAPITAL OUTLAY	707,702	-	-	-	-
49201 WSF Transfer To GF	1,400,000	1,800,000	1,800,000	2,200,000	400,000
49202 WSF Transfer To DSF	1,247,107	1,305,310	1,305,310	1,785,000	479,690
49204 CPF Transfer To WSF	(2,215,138)	-	-	-	-
TOTAL INTERFUND TRANSFERS	431,969	3,105,310	3,105,310	3,985,000	879,690
49900 Contingency Reserve	-	-	-	-	-
TOTAL CONTINGENCY RESERVE	-	-	-	-	-
TOTAL DIVISION EXPENSES	1,234,108	3,111,310	3,111,310	3,991,000	879,690
49511 Charges To Water Department	(551,853)	(1,400,090)	(1,400,090)	(1,795,950)	(395,860)
49514 Charges To Sewer Department	(627,797)	(1,711,220)	(1,711,220)	(2,195,050)	(483,830)
TOTAL INTERDEPARTMENTAL CHARGES	(1,179,650)	(3,111,310)	(3,111,310)	(3,991,000)	(879,690)
TOTAL W & S INTERFUND TRANSFERS	\$ 54,458	\$ -	\$ -	\$ -	\$ -

VEHICLE AND EQUIPMENT REPLACEMENT PROGRAM
59500

PURPOSE

To account 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 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

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

DIVISION 59500

NAME WATER & SEWER VEHICLE REPLACEMENT PROGRAM

ACCOUNT NUMBER TITLE	FY 20-21 ACTUAL	-----FY 21-22----- BUDGET	REVISED	FY 22-23 ADOPTED	NET CHANGE
49115 Administration Interest	-	-	-	-	-
49150 Water & Sewer Principal	-	-	-	-	-
49155 Water & Sewer Interest	7,722	5,000	5,000	5,000	-
TOTAL DEBT SERVICE	7,722	5,000	5,000	5,000	-
 TOTAL DIVISION EXPENSES	 7,722	 5,000	 5,000	 5,000	 -
 49511 Charges To Water Department	 (3,952)	 (2,250)	 (2,250)	 (2,250)	 -
49514 Charges To Sewer Department	(3,970)	(2,750)	(2,750)	(2,750)	-
TOTAL INTERDEPARTMENTAL CHARGES	(7,922)	(5,000)	(5,000)	(5,000)	-
 TOTAL W&S VEH REPL PROGRAM	 \$ (200)	 \$ -	 \$ -	 \$ -	 \$ -

STORMWATER FUND

STORMWATER FUND

**TOWN OF VIENNA
FISCAL YEAR 22-23 BUDGET**

	FY20-21 Actuals	FY 21-22 Adopted	FY 21-22 Adjusted	FY 21-22 Estimated	FY22-23 Adopted	Net Change
Stormwater Administration	306,124	466,720	466,721	524,209	531,420	64,700
Stormwater Fund	306,124	466,720	466,721	524,209	531,420	64,700

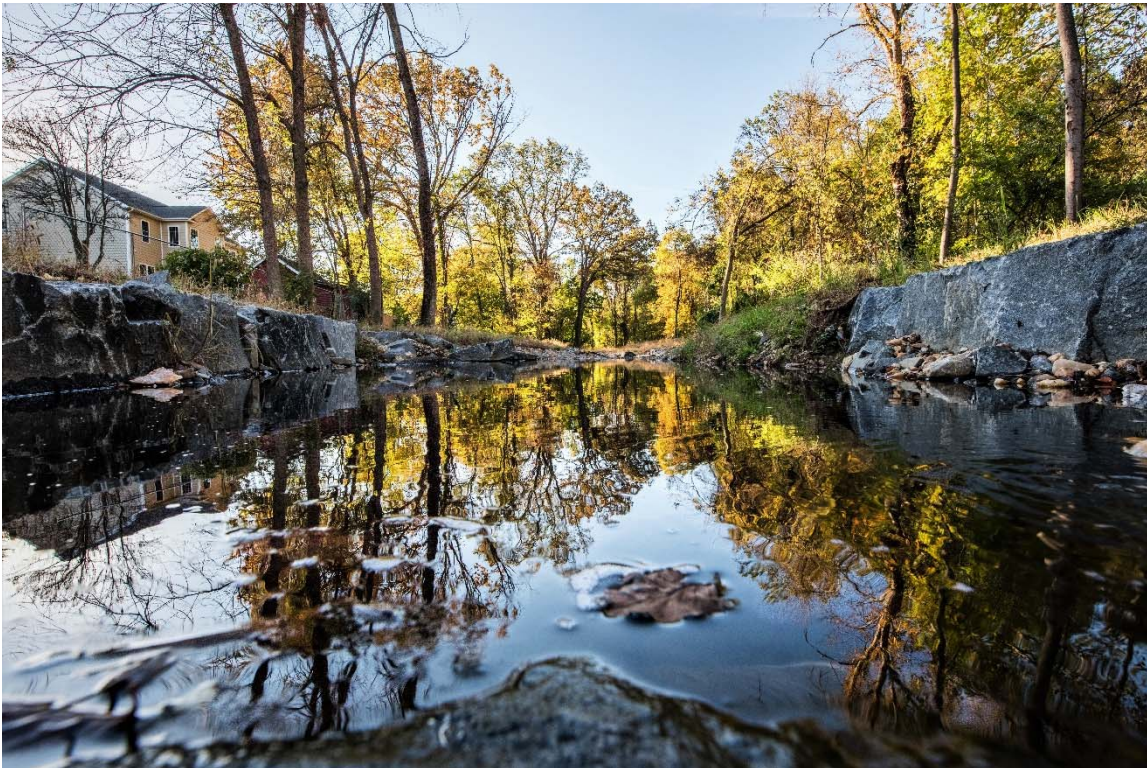


Figure 1: Hunters Branch Stream Restoration

	FY 20-21 Actuals	FY 21-22 Adopted	FY 22-23 Adopted	Net Change	FY 22-23 % of Total
Personnel Services	134,547	185,950	191,990	6,040	36%
Employee Benefits	46,081	63,120	64,240	1,120	12%
Purchased Services	52,608	75,400	91,900	16,500	17%
Other Charges	999	3,500	4,000	500	1%
Materials and Supplies	372	3,020	5,040	2,020	1%
Program and Services	77,594	120,730	159,250	38,520	30%
Capital Outlay	278	0	0	0	0%
Transfers	(6,354)	15,000	15,000	0	3%
Stormwater Fund	306,124	466,720	531,420	64,700	100%

STORMWATER DIVISION
55111

PURPOSE

Stormwater is water from rain, melting snow, or flow from springs. Land in a natural condition soaks up some of the water before it collects in watercourses or streams on its relentless path to the ocean. As land is developed, water flows are collected into storm drains. All storm drains eventually lead to streams, not to a wastewater treatment facility. The Town operates its storm drains as a Municipal Separate Storm Sewer System (MS4) under a permit issued by the Virginia Department of Environmental Quality (DEQ). Newer developments are required to install stormwater management measures to control both the polluted runoff and increased stormwater volume caused by their development to reduce the pollution that reaches the Chesapeake Bay and help prevent flooding.

Fairfax County charges the residents of Vienna a stormwater fee on their tax bill. Fairfax County uses a portion of the Vienna tax to provide monitoring and water quality projects outside the Town of Vienna to meet Vienna's requirements included in our stormwater permit. A portion of this fee is used by Vienna for stormwater activities within the Town. The proposed FY23 Budget includes \$440,000 of anticipated stormwater tax revenue for Vienna and is the tenth year of receipt of funding. These funds are restricted for only stormwater projects.

STRATEGIC PLAN

To ensure ***“Vienna is an environmentally sustainable and safe community”*** by ensuring proper inspection, maintenance, and repair of stormwater conveyance infrastructure including catch basins, culverts, manholes, pipes, ditches, and streams as well as perform and evaluate drainage studies and implement drainage improvement and water quality projects. This division also ensures ***“Vienna is an economically prosperous and financially responsible community”*** by completing state stormwater grant applications and revenue sharing.

ACTIVITIES / PRODUCTS / SERVICES

- Inspects, maintains, and repairs stormwater conveyance infrastructure including catch basins, culverts, manholes, pipes, ditches, and streams.
- Inspects, monitors, maintains, and enforces Best Management Practices (BMPs) on stormwater facilities.
- Administers the Municipal Separate Storm Sewer System (MS4) Program Plan and Total Maximum Daily Load (TMDL) Action Plans per Virginia DEQ requirements.
- Performs and evaluates drainage studies
- Implements drainage improvement and water quality projects.

STORMWATER DIVISION 55111

- Implements pollutant reduction projects jointly with Fairfax County per Memorandum of Understanding adopted by Town Council on October 28, 2013.
- Completes state stormwater grant applications and revenue sharing.
- Responds timely to requests regarding drainage and stormwater concerns.



FY 21-22 COVID-19 RESPONSE

- Worked with other departments to support their efforts to help ensure a comprehensive town-wide response.
- Ensured continuity of essential services and safety of employees with modified operations.

FY 21-22 ACCOMPLISHMENTS

- Began survey and design of 100 Block Moore Avenue SE, 200 Block Manvell Road SE, and 600 Block Valley Drive SE drainage improvements.
- Began drainage study for 900 Block Glyndon Street SE / 300 Block Owaissa Road SE and Cherry Circle SW.
- Completed cleaning and sediment removal from Wolftrap Creek under Maple Avenue.
- Completed updates to storm sewer infrastructure and Best Management Practices (BMPs) map book including outfalls and interconnections to meet Virginia DEQ requirements.
- Completed field investigation, documentation, and mapping of outfall reconnaissance investigations to ensure no pollution is occurring.
- Continued implementation of Northside Property Yard and Nutley Street Yard Stormwater Pollution Prevention Plan (SWPPP) including in-house stormwater training program for all field crews.
- Continued concept design for Northside Property Yard water quality improvements and implemented additional material stockpile containment and organization efforts.
- Hosted a watershed educational booth at the Town's annual Family Fishing Rodeo.
- Implemented updated MS4 Program Plan including the Public Education and Outreach Plan and the Phase II Chesapeake Bay TMDL Action Plan per Virginia DEQ requirements.

STORMWATER DIVISION
55111

- 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 Cleanup Days.
- Participated in Northern Virginia Clean Water Partners regional program.

Fairfax County Partnership Accomplishments

- Completed survey and design of Hunters Branch Phase II Stream Restoration utilizing \$400,000 from Fairfax County.
- Applied for and received Stormwater Local Assistance Fund (SLAF) grant for \$960,000 in addition to Fairfax County match to fund construction of Hunters Branch Phase II Stream Restoration.
- Completed 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.
- Began survey and design for Bear Branch Tributary Phase II Stream Restoration utilizing \$1,247,500 SLAF grant in addition to a \$1,272,500 Fairfax County match.

FY 22-23 INITIATIVES

- Continue to implement and comply with Phase II Chesapeake Bay, Bacteria, Sediment, and Chloride Action Plans, Public Education and Outreach Plan, and MS4 Program Plan per Virginia DEQ requirements.
- Continue reissuance and implementation of 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 feasibility analysis of Community Flood Preparedness Fund Grant opportunities through Virginia Department of Conservation and Recreation.
- Complete design of 100 Block Moore Avenue SE, 200 Block Manvell Road SE, and 600 Block Valley Drive SE drainage improvements.

**STORMWATER DIVISION
55111**

Fairfax County Partnership Initiatives

- Begin 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.

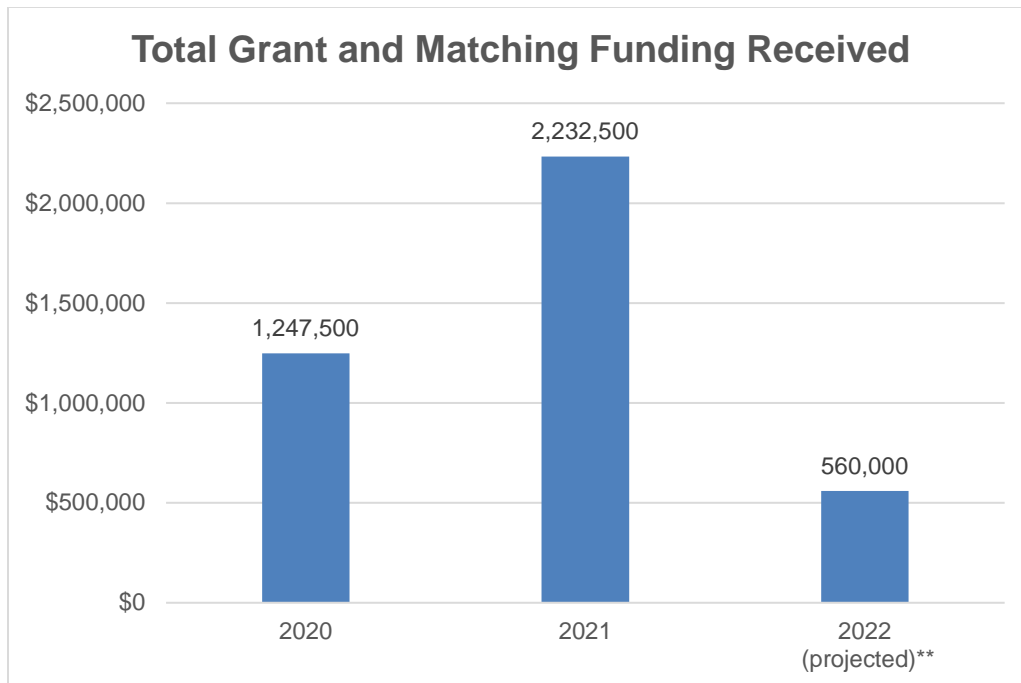
PERFORMANCE MEASURES

Based on calendar year data

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

Description	2020 Actual	2021 Actual	2022 Projected
Linear Feet of Stream Restoration	1,155	0*	1,800
# of storm drain repairs	14	9	10

*Stream restoration projects scheduled to coordinate with DEQ SLAF funding opportunities.



** Projected funding is based on successful awarding of SLAF grant and matching county funding. SLAF grant is not guaranteed and is based on state selection criteria.

**STORMWATER DIVISION
55111**

PERSONNEL

Based on a fiscal year

Authorized Positions	Adopted FY 20-21	Adopted FY 21-22	Adopted FY 22-23
Water Quality Engineer	1	1	1
Maintenance Worker	1	1	1
Part-Time Administrative Assistant	0.5	0.5	0.5
Total	2.5	2.5	2.5

FY 22-23 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 55111
NAME STORMWATER FUND ADMIN

ACCOUNT NUMBER TITLE	FY 20-21	-----FY 21-22-----		FY 22-23	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 133,780	\$ 184,950	\$ 184,950	\$ 190,990	\$ 6,040
41002 Overtime	767	1,000	1,000	1,000	-
41003 Regular Part Time with Benefits	-	-	-	-	-
41004 Part Time without Benefits	-	-	-	-	-
41006 Annual Leave Liquidation	-	-	-	-	-
41015 Performance Bonus	-	-	-	-	-
TOTAL PERSONNEL SERVICES	134,547	185,950	185,950	191,990	6,040
42001 F.I.C.A.	10,044	14,200	14,200	14,550	350
42002 V.R.S.	12,103	21,000	21,000	23,450	2,450
42003 V.R.S. Life Insurance	1,759	2,480	2,480	2,800	320
42007 Health Insurance	12,209	15,000	15,000	13,000	(2,000)
42012 Cafeteria Plan Fees	64	60	60	60	-
42018 Employer Contributions: DC401A	4,977	5,330	5,330	5,330	-
42021 V.R.S. Hybrid 401A Match	4,233	4,300	4,300	4,300	-
42025 V.R.S. Hybrid Disability	693	750	750	750	-
TOTAL EMPLOYEE BENEFITS	46,081	63,120	63,120	64,240	1,120
43104 Architect/Engineer Services	51,381	74,600	74,600	91,080	16,480
43301 Equipment Maintenance Contracts	-	-	-	-	-
43309 Cell Phone Expense	1,227	800	800	820	20
43802 Landfill Fees	-	-	-	-	-
TOTAL PURCHASED SERVICES	52,608	75,400	75,400	91,900	16,500
45202 Long Distance Service	-	-	-	-	-
45203 Postal Services	-	-	500	500	500
45404 Central Copier Charges	9	-	-	-	-
45503 Subsistence/Lodging	-	1,000	1,000	1,000	-
45504 Conventions/Education	885	2,000	2,000	2,000	-
45801 Memberships/Dues	105	500	500	500	-
TOTAL OTHER CHARGES	999	3,500	4,000	4,000	500
46001 Office Supplies	42	250	250	250	-
46008 Vehicle/Equipment Fuels	90	1,800	1,800	1,800	-
46009 Vehicle/Equip Maintenance Supplies	-	300	300	300	-
46011 Uniforms/Safety Apparel	230	230	230	240	10
46015 Operational Supplies	10	320	320	330	10
46017 Small Tools	-	120	120	120	-
46040 Software Purchases	-	-	2,000	2,000	2,000
TOTAL MATERIALS AND SUPPLIES	372	3,020	5,020	5,040	2,020
47203 Service Awards	-	-	-	-	-
47403 Physical Improvements	57,599	69,610	69,611	81,840	12,230
47404 Stormwater Management Program	19,995	51,120	48,620	77,410	26,290
TOTAL PROGRAMS AND SERVICES	77,594	120,730	118,231	159,250	38,520
48202 Additional Furn/Fixtures	278	-	-	-	-
TOTAL CAPITAL OUTLAY	278	-	-	-	-
49207 Transfer to Capital Project Fund	(21,354)	-	-	-	-
49211 Stormwater Transfer to W&S	15,000	15,000	15,000	15,000	-
TOTAL INTERFUND TRANSFERS	(6,354)	15,000	15,000	15,000	-
TOTAL STORMWATER FUND	\$ 306,124	\$ 466,720	\$ 466,721	\$ 531,420	\$ 64,700

ARPA

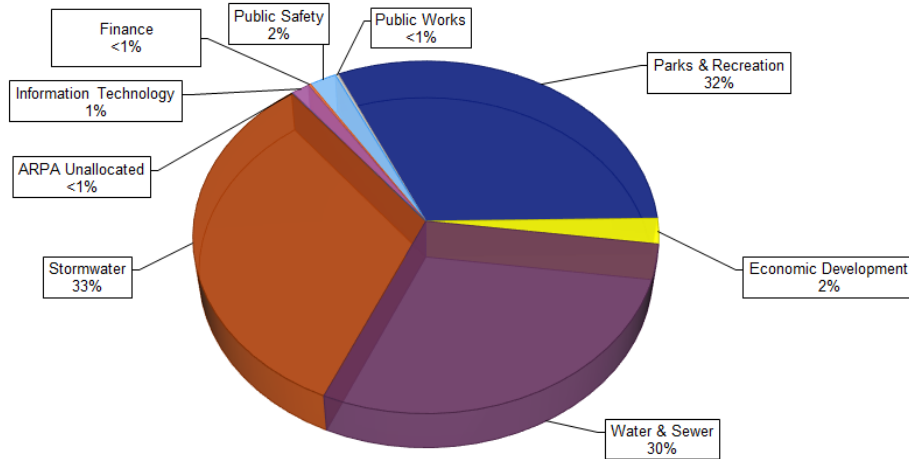
ARPA

TOWN OF VIENNA
FISCAL YEAR 22-23 BUDGET

Revenues	Actuals FY 20-21	Adopted FY 21-22	Adj. budget FY 21-22	Est. Actuals FY 21-22	Proposed FY 22-23	Net Change
Federal Revenues	\$ -	\$ 30,000	\$ 8,551,731	\$ 8,551,731	\$ 8,551,731	\$ 8,521,731
TOTAL	\$ -	\$ 30,000	\$ 8,551,731	\$ 8,551,731	\$ 8,551,731	\$ 8,521,731

Expenditures	Actuals FY 20-21	Adopted FY 21-22	Adj. budget FY 21-22	Est. Actuals FY 21-22	Adopted FY 22-23	Net Change
CATEGORY C - Government Services to Extent of Revenue Reduction						
Administration						
Information Technology	\$ -	\$ 30,000	\$ 611,780	\$ 611,780	\$ 118,000	\$ 88,000
Finance	-	-	25,920	25,920	16,000	16,000
Public Safety	-	-	1,002,300	1,002,300	175,000	175,000
Public Works	-	-	845,000	845,000	19,000	19,000
Parks & Recreation	-	-	557,710	557,710	2,690,000	2,690,000
Community Development						
Economic Development	-	-	1,090,000	1,090,000	200,000	200,000
CATEGORY D - Investment in Water, Sewer, Stormwater						
Water & Sewer	-	-	2,500,000	2,500,000	2,525,000	2,525,000
Stormwater	-	-	1,900,000	1,900,000	2,800,000	2,800,000
ARPA Unallocated	-	-	19,021	19,021	8,731	8,731
TOTAL	\$ -	\$ 30,000	\$ 8,551,731	\$ 8,551,731	\$ 8,551,731	\$ 8,521,731

AMERICAN RESUCE PLAN (ARPA) EXPENDITURES



ARPA

PURPOSE

On March 11, 2021, the U.S. Congress passed the American Rescue Plan Act (ARPA), authorizing "relief funds to support state, local and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 on their communities, residents, and businesses" (Interim Final Rule, U.S. Treasury Department, 5/24/2021).

On June 9, 2021 the Town received confirmation from Virginia's Secretary of Finance that Vienna would receive \$17.1 million in ARPA funds distributed by the State, distributed in two equal tranches, one in June 2021 and one 365 days later.

ARPA funds may only be used for these purposes:

- To respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- To respond to workers performing essential work during the Covid-19 public health emergency by providing premium pay to eligible workers;
- For the provision of government services to the extent of the reduction in revenue due to the Covid-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency; and
- To make necessary investments in water, sewer, or broadband infrastructure.

The Town received the first \$8.5 million tranche on June 30, 2021. The budget committee (BCOM) and department heads met over the summer of 2021 to develop and rank plans for spending the ARPA funds. These plans were discussed with Council in a conference session on Sept. 20, 2021. The plans were also discussed briefly at additional conference sessions on Nov. 8, 2021 and Dec. 13, 2021, and phase one of the spending plan was officially approved by Council on January 24, 2022.

There is a timetable to complete ARPA projects by December 31, 2024 (or have projects committed by December 31, 2024 and expended by December 31, 2026) and there is a stated desire by Congress for relief funds to get spent. The Town intends to follow federal guidelines to meet ARPA's stated objectives and timelines.

ACTIVITIES / PRODUCTS / SERVICES

- Research ARPA regulations to ensure projects meet qualifications.
- Identify qualifying projects for ARPA funds.
- Review plans with Council; receive Council approval.
- Set up and maintain documentation standards.
- Collect expenditure documentation; organize, maintain and safeguard

ARPA

- records for later governmental audit.
- Report expenditure data to Treasury department on their portal. Keep abreast of requirements and deadlines.

COVID-19 RESPONSE

- All activities are Covid-19 related.

FY 21-22 ACCOMPLISHMENTS

- Phase 1 of plan developed by department heads and approved by Council.
- Invested first tranche of funding.
- Researched federal purchasing procedures to ensure purchases comply with federal requirements.
- Approval documentation developed to document that a transaction meets ARPA criteria.
- Trained on data submission portal and submitted first annual submission.
- Projects for cyber security, maintaining public health in public buildings and public safety procured and initiated.
- Developed report on spending progress for Council.

FY 22-23 INITIATIVES

- Monitor department spending to ensure spending deadlines are achievable.
- Invest second tranche of funding, to be received in June 2022.
- Ensure expenditure data is complete and accurate.
- Report quarterly on ARPA spending to Council; discuss revised funding plans as appropriate.

PERSONNEL

- No personnel assigned; ARPA funding includes small allocation for time spent on grant management.

FY 22-23 BUDGET CHANGES

- First year of spending, budgeted at summary level. More detailed spending data will be available in the next fiscal year.

Town of Vienna
Phase I for Approval 1/24/22, Additional Approval 5/9/2022

Eligible Uses	Department	1st tranche- 6/28/21	IN BUDGET: C-CIP O-OPERATING	2nd tranche- 6/28/22	Total
TOTAL AWARD		\$ 8,551,731		8,551,731	\$ 17,103,462
PROJECTS TO APPROVE					
Category A					
Public Health emergency & negative economic impacts					
Category B					
Premium Pay to eligible workers		<i>Town will not be utilizing this category; will handle in other ways</i>			
Category C					
Government services to extent of revenue reduction					
Nano touch self cleaning door and touch point covers Northside & Annex	DPW	15,000			15,000
Elkay EXH20 Drinking Fountain - Northside & Annex	DPW	10,000			10,000
Northside building access control	DPW	100,000			100,000
Northside yard access control	DPW	150,000			150,000
IT Pipes Management Software	DPW			19,000	19,000
Town Hall space study	DPW	100,000			100,000
Town Hall office space improvements construction	DPW	270,000			270,000
Downstairs offices	DPW	30,000			30,000
Town Hall bathroom improvements	DPW	120,000			120,000
Add ADA automatic door openers, TH	DPW	50,000			50,000
TOV Marketing Grant Support	Economic Dev	500,000			500,000
Economic Development Division and Marketing Support	Economic Dev	200,000		200,000	400,000
Interactive business directory	Economic Dev	250,000			250,000
Central Business District - Design and acquire banners, wayfinding signs	Economic Dev	140,000	C-2022		140,000
Payroll Costs to Administer Grants	Finance	10,000	O-2022-2024	10,000	20,000
Single Audit fee	Finance	3,000	O-2022-2024	6,000	9,000
WS Rate study update with ARPA spending	Finance	12,920			12,920
Palo Alto Firewall Enhancements	IT	56,000		28,000	84,000
Firewall Services	IT	9,000			9,000
Phone Upgrades with Paging	IT			90,000	90,000
ARCGIS Mapping New World Mapping	IT	40,000			40,000
Duo Two Factor Auth	IT	30,000			30,000
ISCE Network Scanner	IT	20,000			20,000
Sonicwall Remote Enhanced Sec	IT	15,000			15,000
Security Cameras	IT	50,000			50,000
Network Switches	IT	150,000			150,000
VMWARE	IT	100,000			100,000
Network Storage Array	IT	100,000			100,000
Office 365 Licenses	IT	26,450			26,450
Neogov Learn Module	IT/HR	15,330			15,330

Town of Vienna
Phase I for Approval 1/24/22, Additional Approval 5/9/2022

Eligible Uses	Department	1st tranche- 6/28/21	IN BUDGET: C-CIP O-OPERATING	2nd tranche- 6/28/22	Total
Southside Park Ball Field #1 & #2 Refurbishment	Parks & Rec		C- 2022	1,764,000	1,764,000
Southside Park Playground Equipment & Surfacing	Parks & Rec		C-2024	140,000	140,000
Southside Park Court Upgrades	Parks & Rec		C-2024	40,000	40,000
Lighting, bleachers and picnic tables; 3 parks	Parks & Rec	147,000	C-2022		147,000
Renovation to Nutley Yard Office and Storage Facility	Parks & Rec			100,000	100,000
Town Green irrigation system	Parks & Rec			25,000	25,000
Church St Streetscape Improvements	Parks & Rec			300,000	300,000
Nutley St medians	Parks & Rec	185,000		115,000	300,000
Irrigation Maintenance	Parks & Rec	10,000			10,000
Flagpoles	Parks & Rec	22,000			22,000
Tree Inventory and Assessment	Parks & Rec			85,000	85,000
Parks and Recreation Safety Projects	Parks & Rec	60,000		21,000	81,000
Community Center door locks (safety)	Parks & Rec			100,000	100,000
Emergency vehicle preemption infrastructure (VVFD)	Police	200,000	C-2022		200,000
Power DMS	Police			10,000	10,000
Dispatch Upgrade	Police		C-2024	130,000	130,000
Record Management System Upgrade	Police		C-2024	80,000	80,000
Body Worn Cameras	Police	225,000	C-2022	(45,000)	180,000
Radio Replacement	Police	365,000	C-2022		365,000
In-Car Video (ICV)	Police	137,300	C-2022		137,300
Develop Emergency Response Plan	Police	75,000			75,000
Bobcat ToolCat 5600		133,710			133,710
Category D					
Investment in water, sewer, broadband infrastructure					
Asphalt planer for water main patches	DPW			25,000	25,000
Water and Sewer projects	DPW	2,500,000	C-2022	2,500,000	5,000,000
Nutley Street Culvert	DPW	700,000	C-2022		700,000
Glyndon SE Roadway	DPW	1,200,000	C-2022		1,200,000
Northside Prop Yard Water Quality Improvements	DPW		C-2024	500,000	500,000
Glyndon NE Roadway	DPW		C-2024	600,000	600,000
Maple and Center Drainage	DPW		C-2024	1,700,000	1,700,000
TOTAL APPROVED		\$ 8,532,710		\$ 8,543,000	\$ 17,075,710
ARPA Unallocated		\$ 19,021		\$ 8,731	\$ 27,752
Total Award		\$ 8,551,731		\$ 8,551,731	\$ 17,103,462

UNFUNDED PRIORITIES

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.

FY22-23 Unfunded Priorities

Department	Title	Safety Item	Expense Amount	Recommendations	ARPA	Council Initiative based on Strategic Plan
GENERAL FUND						
Operating Unfunded Priorities						
						ONE -TIME EXPENDITURE
Parks & Rec	Tree Inventory and Assessment		85,000		85,000	Safe, Environmentally Sustainable Community
Parks & Rec	Irrigation Maintenance		10,000		10,000	Safe, Environmentally Sustainable, Complete Community
DPW/PR	Flag Poles(2)		\$ 42,000		22,000	Influential and Well-Governed Community
x = BCOM did not recommend						
Eco Development	Snowflakes on Maple Avenue		60,000	40,000		Complete, Engaged Community
Human Resouces	Classification and Compensation Study		50,000	50,000		Influential and Well-Governed Community
Parks & Rec	Holiday Lights at Town Green		12,000	12,000		Complete and Engaged Community
			\$ 259,000	\$ 102,000	\$ 117,000	SUBTOTAL ONE-TIME ITEMS
						ONGOING EXPENDITURE
Eco Development	Advertising (combine funding for these items)		18,000	15,000		Engaged Community
Parks & Rec	Tree Maintenance	Yes	30,000	30,000		Safe, Environmentally Sustainable Community
Eco Development	Printing Services "		30,000	15,000		Engaged Community
Eco Development	Conventions "		28,000	14,000		Economically Prosperous, Complete Community
DPW	Pavement Management Coordinator (Net of		30,000	30,000		Efficiently Mobile Community
Parks & Rec	Lawn and Landscape Maintenance		75,000	35,000		Safe, Complete Community
Legislative	Conservation and Sustainability Commission (CSC) Initiative		7,319	4,500		Environmentally Sustainable
Parks & Rec	Admin Special Event Assist. (Net of Revenue)	Yes	-	-		Safe, Complete, Economically Prosperous Community
Parks & Rec	Admin Overtime (time freed up by Special Events Assistant)	Yes	11,000			Safe, Complete, Engaged Community
Parks & Rec	Habitat Restoration		15,000			Safe Community, Environmentally Sustainable Community
Parks & Rec	Park Maintenance Overtime		21,000			Safe, Environmentally Sustainable, Complete Community
Public Information	Multimedia Specialist		93,500			Safe, Engaged and Complete Community
			\$ 358,819	\$ 143,500		SUBTOTAL ONGOING ITEMS
x = BCOM did not recommend						
Total Operating Unfunded Priorities			\$ 617,819			
			Items Funded	\$ 245,500		
			Budget Avail	\$ 240,000		
			Difference - ok	\$ (5,500)		
STORMWATER FUND						
Council	Stormwater Inspector (0.5 FTE + vehicle)		\$ 83,750			Environmentally Sustainable Community
Funded by Reserve for Unfunded Priorities						
Funded by ARPA						
Capital Unfunded Priorities - Considered on 5/9/22						
DPW	Brick Planter Borders at Town Hall		\$ 15,000	\$ 15,000		Complete, Engaged Community
DPW	Heavy Truck Lifts (2)	Yes	442,376			Safe Community
Parks & Rec	Bowman House Fire Safety System	Yes	10,000	10,000 *		Safe, Complete Community
Parks & Rec	Bowman House Railing Replacement	Yes	10,000	10,000 *		Safe, Complete Community
Parks & Rec	Genie Lift	Yes	20,000	20,000		Safe, Efficiently Mobile Community
Parks & Rec	Special Events Barricades & Grills	Yes	11,000	11,000 *		Safe, Economically Prosperous, Complete Community
Parks & Rec	Truck Mounted Arrowboards- 6 Trucks	Yes	30,000	30,000		Safe, Environmentally Sustainable, Efficiently Mobile Community
Parks & Rec	Air Compressor 185CFM		22,000			Safe, Environment Sustainable Community
Parks & Rec	Battery Powered Environmentally Friendly Equip		15,000			Environment Sustainable, Fiscally Responsible Community
Parks & Rec	Green House Automatic Irrigation System		20,000			Safe, Environmentally Sustainable Community
Total Capital Unfunded Priorities			\$ 595,376	\$ 65,000		
Total Unfunded Priorities			\$ 1,296,945			Recommended
Recommended for funding from existing Capital Fund project surpluses.						
Funding can come from Capital Reallocation if Council desires (May 9 conference session)						
* Funded by excess funds from Freeman Store Roof replacement.						
Not considered						
DPW	Transportation Safety Study	Yes	75,000			Safe Community
PR/Legislative	Vienna Public Art Foundation Grant		4,500			Complete, Engaged, Influential and Well-Governed Community
Town Manager	Deputy Town Manager		160,000			Complete, Engaged, Influential and Well-Governed Community
Public Information	Videographer/Editor		81,250			Safe, Engaged and Complete Community
IT	Meeting Administrator		30,000			Efficiently Mobile, Complete and Engaged Community
Planning and Zoning	Planner(Permits and Code Compliance)		70,000			Complete, Engaged, Influential and Well-Governed Community
Police	Accredition-Grants Manager	Yes	125,000			Safe, Efficiently Mobile, Influential and Well-Governed Community

PAY PLANS

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 Pay Plan FY 22-23

<i>All FLSA Non-Exempt unless noted</i>							
Pay Grade	Class Code	Classification Title	WC Code	FLSA Exempt	Annual Salary		
					Minimum	Mid-Point	Maximum
110					\$36,602	\$47,766	\$58,929
	1802	Custodian I	9015				
111		Reserved			\$38,432	\$50,154	\$61,876
112					\$40,354	\$52,662	\$64,970
	1803	Custodian II	9015				
	1805	Maintenance Worker I					
		General Maintenance	9015				
		Parks & Recreation	9102				
		Sanitation	9403				
		Streets	5506				
		Sewer Construction	6306				
		Water Construction	6319				
	1811	Meter Service Worker I	9015				
113		Reserved			\$42,372	\$55,295	\$68,218
114					\$44,490	\$58,060	\$71,629
	1807	Maintenance Worker II					
		General Maintenance	9015				
		Parks & Recreation	9102				
		Sanitation	9403				
		Streets	5506				
		Sewer Construction	6306				
		Water Construction	6319				
	1812	Meter Service Worker II	9015				
115					\$46,715	\$60,963	\$75,211
	1102	Administrative Assistant I	8810				
	1302	Information Technology Assistant	8810				
	1702	Mechanic I	8380				
116					\$49,050	\$64,011	\$78,971
	1402	Dispatcher I	8810				
	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					\$51,503	\$67,211	\$82,920
	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				
118					\$54,078	\$70,572	\$87,066
	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				

All FLSA Non-Exempt unless noted									
Pay					FLSA		Annual Salary		
Grade	Class Code	Classification Title	WC Code	Exempt	Minimum	Mid-Point	Maximum		
119					\$56,782	\$74,100	\$91,419		
	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					\$59,621	\$77,805	\$95,990		
	1110	Communications Specialist	8810						
	1115	Deputy Town Clerk	8810						
	1826	Engineering Technician	9410						
	1125	Executive Assistant	8810						
	1050	Marketing & Business Engagement Specialist	8810						
	1711	Mechanic III	8380						
	1905	Planning Specialist II	9410						
	1409	Police Administrative Coordinator	8810						
	1023	Public Works Specialist	8810						
	1610	Urban Arborist	9102						
	1100	Video Producer	8810	E					
121					\$62,602	\$81,696	\$100,789		
	1305	Computer Technician	8810						
	1828	Electrical & Traffic Signal Technician II	6325						
	1227	Staff Accountant	8810						
	1825	Public Works Construction Inspector	9410						
122					\$65,732	\$85,781	\$105,829		
	1511	Animal Control Officer III	8831						
	1708	Fleet Maintenance Coordinator	8810						
	1920	Planner	9410						
	1608	Recreation Program Coordinator I	9102						
123					\$69,019	\$90,070	\$111,120		
	1030	Human Resources Generalist	8810						
	1834	Meter Reading Supervisor	9410						
	1609	Parks Maintenance Supervisor	9102						
	1837	Sanitation Supervisor	9403						
	1840	Street Maintenance Supervisor	5506						
	1714	Vehicle Maintenance Supervisor	8380						
124					\$72,470	\$94,573	\$116,676		
	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						
	1843	Water & Sewer Supervisor	9410						
125					\$76,093	\$99,302	\$122,510		
	1920	Principal Planner	9410	E					
126					\$79,898	\$104,267	\$128,636		
	1846	Civil Engineer I	9410	E					
	1308	Network Administrator	8810						
127					\$83,893	\$109,480	\$135,067		
	1925	Zoning Administrator	9410	E					
128					\$88,087	\$114,954	\$141,821		
	1849	Civil Engineer II	9410	E					
	1620	Community Center Manager	9102	E					
	1235	Financial Operations Manager	8810	E					
	1238	Procurement Officer	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					\$92,492	\$120,702	\$148,912		
		Reserved							
130					\$97,116	\$126,737	\$156,357		
	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					

All FLSA Non-Exempt unless noted							
Pay							
Grade	Class Code	Classification Title	WC Code	FLSA Exempt	Minimum	Mid-Point	Maximum
131					\$101,972	\$133,074	\$164,175
	1241	Deputy Director of Finance	8810	E			
	1858	Deputy Director of Public Works	9410	E			
132					\$107,071	\$139,727	\$172,384
		Reserved					
133					\$112,424	\$146,714	\$181,003
	1045	Director of Economic Development	8810	E			
	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			
	1040	Director of Public Information	8810	E			
134					\$118,046	\$154,050	\$190,053
	2250	Director of Finance / Treasurer	8810	E			
	2550	Chief of Police (Colonel)	7720	E			
	2880	Director of Public Works	9410	E			
135					\$123,948	\$161,752	\$199,556
		Reserved					

NON-CLASSIFIED POSITIONS				SALARY
		Town Manager (Exempt)	8810 E	\$222,983
		Town Clerk (Exempt)	8810 E	\$130,037

Town of Vienna Sworn Police Pay Plan FY 22-23

All FLSA Non-Exempt unless noted with E

Sworn Scale Increase per Step	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Position Grade	120	121	123	126	127 E	128E	131E
Position Title	Officer	PFC	MPO	Sergeant	Lieutenant	Captain	Major
Step 1	\$ 63,000						
Step 2	\$ 64,575						
Step 3	\$ 66,189	\$ 69,499					
Step 4	\$ 67,844	\$ 71,236					
Step 5	\$ 69,540	\$ 73,017		\$ 80,319			
Step 6	\$ 71,279	\$ 74,843		\$ 82,327			
Step 7	\$ 73,061	\$ 76,714		\$ 84,385			
Step 8	\$ 74,887	\$ 78,632	\$ 82,563	\$ 90,819			
Step 9	\$ 76,759	\$ 80,597	\$ 84,627	\$ 93,090			
Step 10	\$ 78,678	\$ 82,612	\$ 86,743	\$ 95,417	\$ 100,188	\$ 107,201	
Step 11		\$ 84,678	\$ 88,911	\$ 97,803	\$ 102,693	\$ 109,881	
Step 12		\$ 86,795	\$ 91,134	\$ 100,248	\$ 105,260	\$ 112,628	\$ 123,891
Step 13			\$ 93,413	\$ 102,754	\$ 107,892	\$ 115,444	\$ 126,988
Step 14			\$ 95,748	\$ 105,323	\$ 110,589	\$ 118,330	\$ 130,163
Step 15			\$ 98,142	\$ 107,956	\$ 113,354	\$ 121,288	\$ 133,417
Step 16			\$ 100,595	\$ 110,655	\$ 116,187	\$ 124,321	\$ 136,753
Step 17			\$ 103,110	\$ 113,421	\$ 119,092	\$ 127,429	\$ 140,171
Step 18			\$ 105,688	\$ 116,257	\$ 122,069	\$ 130,614	\$ 143,676
Step 19			\$ 108,330	\$ 119,163	\$ 125,121	\$ 133,880	\$ 147,268
Step 20			\$ 111,038	\$ 122,142	\$ 128,249	\$ 137,227	\$ 150,949
Step 21			\$ 113,814	\$ 125,196	\$ 131,455	\$ 140,657	\$ 154,723
Step 22			\$ 116,660	\$ 128,326	\$ 134,742	\$ 144,174	\$ 158,591
Step 23+			\$ 123,659	\$ 136,025	\$ 142,826	\$ 152,824	\$ 168,107

CAPITAL IMPROVEMENTS PROGRAM

The Capital Improvement Program is included within this document to provide a fuller description of the Town's financial transactions.

The Town's policy is to capitalize any expenditure for a project that totals over \$5,000, has a useful life of more than one year, and meets generally accepted accounting principles (GAAP) for capitalizable expenses.



CAPITAL IMPROVEMENTS PROGRAM – 2022 PLAN

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.

CAPITAL IMPROVEMENTS PROGRAM – 2022 PLAN

The following document is the 2022 Capital Improvements Plan from 2022 to 2036 (abridged) as reviewed and discussed by Council with formal adoption on January 24, 2022. 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.

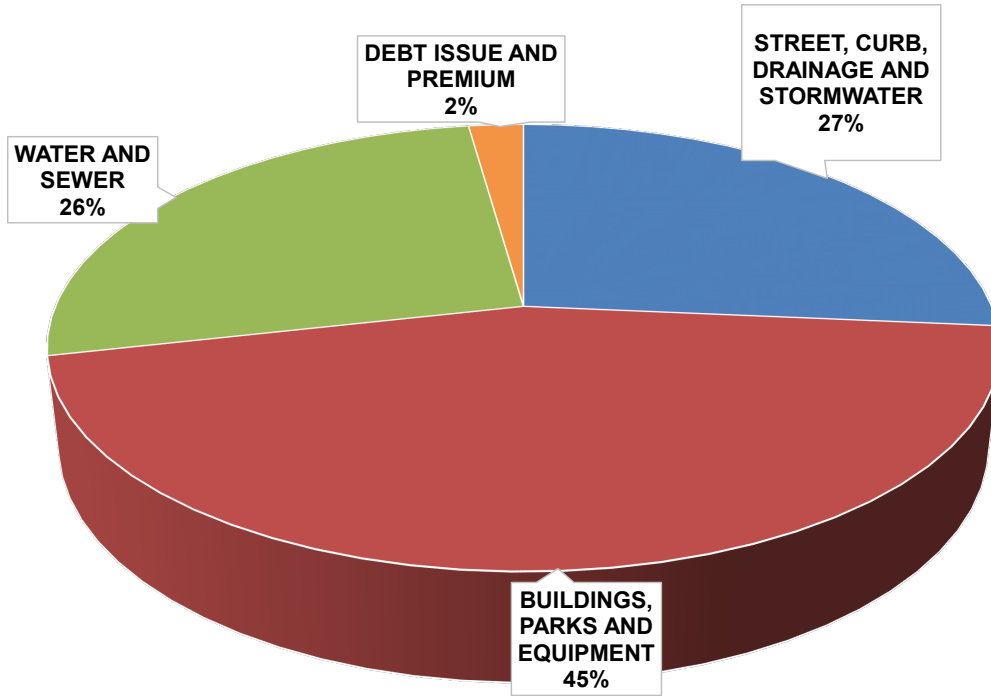
While the COVID-19 pandemic had a direct impact on the amount of meals tax receipts in FY 2020-21, the fund still has a sufficient reserve to cover current debt payments. Additionally, current fiscal year meals tax receipts are exceeding the FY 2021-22 initial budget projections by a substantial margin. These more current collections are reflective of the Town's collection experience in the early months of FY 2019-20, prior to the pandemic.

Details on each project and the original Capital Improvement Plan can be found on the Town of Vienna web site at:

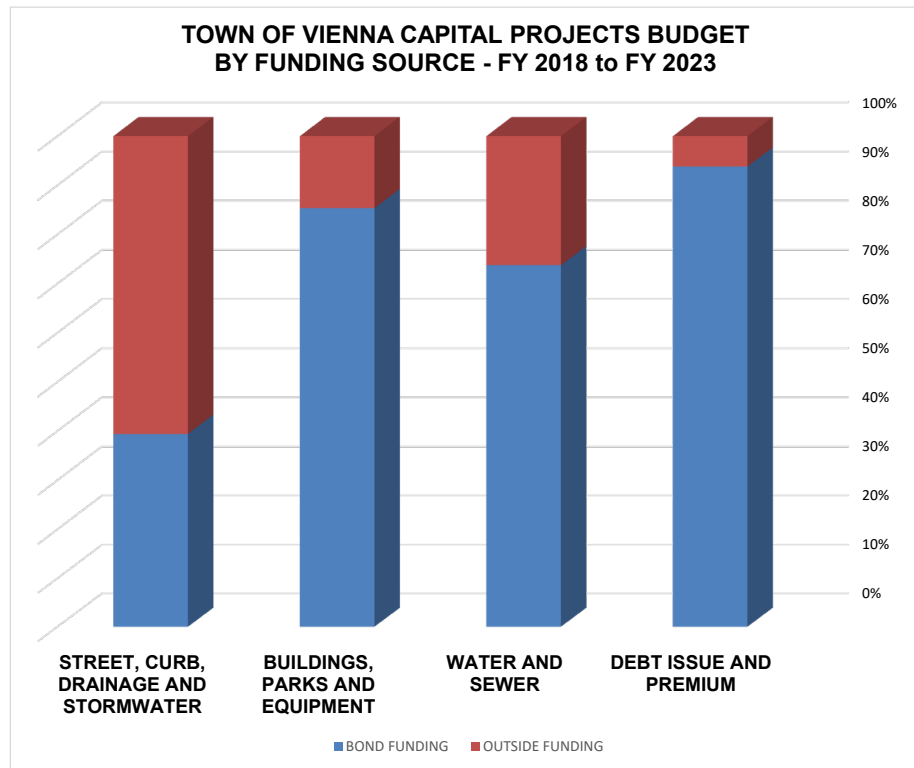
<https://www.viennava.gov/home/showpublisheddocument/3483/637588446141976119>

A revised Capital Improvement Plan will be prepared for Council consideration and action in September 2022.

**TOWN OF VIENNA'S USE OF CAPITAL
PROJECT FUNDS - FY 2018 to FY 2023**



STREET, CURB, & STORM DRAINAGE IMPROVEMENTS	\$ 22,101,632
BUILDINGS, PARKS AND EQUIPMENT IMPROVEMENTS	37,717,671
WATER & SEWER SYSTEM IMPROVEMENTS	22,015,220
DEBT ISSUE AND PREMIUM	<u>1,859,270</u>
TOTAL	<u><u>\$ 83,693,793</u></u>



	<u>BOND FUNDING</u>	<u>OTHER FUNDING</u>	<u>TOTAL FUNDING</u>
STREET, CURB, DRAINAGE AND STORMWATER	\$ 8,714,057	\$ 13,387,575	\$ 22,101,632
BUILDINGS, PARKS AND EQUIPMENT	32,194,041	5,523,630	37,717,671
WATER AND SEWER	16,235,000	5,780,220	22,015,220
DEBT ISSUE AND PREMIUM	1,744,394	114,876	1,859,270
	<u>\$ 58,887,492</u>	<u>\$ 24,806,301</u>	<u>\$ 83,693,793</u>

STREET IMPROVEMENTS SUMMARY

PROJECT SUMMARY FY 2018 thru FY 2023	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2022	BALANCE	PROJECT STATUS
2018 Bond Issue and CIP						
Miscellaneous Road Improvements	\$ 198,207	\$ -	\$ 198,207	\$ 198,207	\$ -	Complete
Undergrounding Power Lines Feasibility Study	99,660	-	99,660	99,660	-	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	315,610	1,776,500	In Process
Maple and Park Signals	-	883,000	883,000	605,240	277,760	In Process
Solar Pole Mount Radar Signs	42,300	-	42,300	42,278	22	Complete
Echols Street Reconstruction	270,000	410,060	680,060	680,060	-	Complete
Total for 2018 CIP	<u>610,167</u>	<u>3,983,370</u>	<u>4,593,537</u>	<u>2,539,255</u>	<u>2,054,282</u>	
2020 Bond Issue and CIP						
Asphalt & Mill Overlay Street Improvements	1,009,260	269,500	1,278,760	1,265,137	13,623	In Process
Town-wide Parking Demand/ Feasibility Study	115,000	-	115,000	-	115,000	Planning
Streetscape Master Plan and Design Guidelines	100,000	-	100,000	-	100,000	Planning
Total for 2020 CIP	<u>1,224,260</u>	<u>269,500</u>	<u>1,493,760</u>	<u>1,265,137</u>	<u>228,623</u>	
2022 Bond Issue and CIP						
Asphalt & Mill Overlay Street Improvements	2,550,000	-	2,550,000	566,052	1,983,948	Planning
Church and Mill Street Improvements	150,000	-	150,000	-	150,000	Planning
W&OD Trail Crossing Redesign and Construction	75,000	-	75,000	-	75,000	Planning
Glyndon St., SE Roadway Improvements	725,000	1,675,000	2,400,000	-	2,400,000	Planning
Emergency Vehicle Preemption Infrastructure	-	200,000	200,000	-	200,000	Planning
Total for 2022 CIP	<u>3,500,000</u>	<u>1,875,000</u>	<u>5,375,000</u>	<u>566,052</u>	<u>4,808,948</u>	
STREET IMPROVEMENTS TOTAL	<u>\$ 5,334,427</u>	<u>\$ 6,127,870</u>	<u>\$ 11,462,297</u>	<u>\$ 4,370,444</u>	<u>\$ 7,091,853</u>	

STREET IMPROVEMENTS

PROJECT: ASPHALT & MILL OVERLAY STREET IMPROVEMENTS

Department: Public Works

Status: Ongoing

Strategic Plan Objective: Safe and efficiently mobile community

FY 2022 & 2023: \$2,550,000

Total Future Capital Budget Requests: \$3,845,000 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 and future bond issues. An additional funding source is use of anticipated bond premiums.

Financing/ Sources: ⁽¹⁾

Financing Source	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Bond Issue	\$ 1,650,000	\$ 1,500,000	\$ 1,545,000
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	900,000	400,000	400,000
Total	\$ 2,550,000	\$ 1,900,000	\$ 1,945,000

(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 current CIP was adopted by Town Council on January 24, 2022.

STREET IMPROVEMENTS

CAPITAL BUDGET REQUEST: ⁽²⁾

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ -0-	\$ -0-	\$ -0-
Construction	2,550,000	1,900,000	1,945,000
Other Costs	-0-	-0-	-0-
TOTAL	\$ 2,550,000	\$ 1,900,000	\$ 1,945,000
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)

(2) 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 in 2022 dollars. The Town maintains 134 lane miles of road.



STREET IMPROVEMENTS

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: \$150,000

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. The improvement also includes the replacement of brick crosswalks with stamped asphalt on all four legs of the intersection.

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

Financing/ Sources: ⁽¹⁾

Financing Source	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Bond Issue	\$ 150,000	\$ -0-	\$ -0-
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	-0-	-0-	-0-
Total	\$ 150,000	\$ -0-	\$ -0-

STREET IMPROVEMENTS

CAPITAL BUDGET REQUEST: ⁽¹⁾

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ -0-	\$ -0-	\$ -0-
Construction	150,000	-0-	-0-
Other Costs	-0-	-0-	-0-
TOTAL	\$ 150,000	\$ -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 current CIP was adopted by Town Council on January 24, 2022.



STREET IMPROVEMENTS

PROJECT: W&OD TRAIL CROSSINGS - DESIGN

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

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 2022 (at \$75,000) and construction anticipated during FY 2024 (at \$200,000).

Financing for the design phase of the project is included in the 2022 bond issue. Construction costs will be financed with the proposed 2024 bond issue.

Financing/ Sources: ⁽¹⁾

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

⁽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 current CIP was adopted by Town Council on January 24, 2022.

STREET IMPROVEMENTS

CAPITAL BUDGET REQUEST: ⁽¹⁾

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-
TOTAL	\$ 75,000	\$ 200,000	\$ -0-
Operating Costs or Savings	Minimal annual maintenance costs anticipated	Minimal annual maintenance costs anticipated.	N/A



STREET IMPROVEMENTS

PROJECT: GLYNDON SE ROADWAY IMPROVEMENTS

Department: Public Works

Status: Planning

Strategic Plan Objective: Safe and efficiently mobile community

FY 2022 & 2023: \$2,400,000

Total Future Capital Budget Requests: N/A

DESCRIPTION:

This project will install new drainage infrastructure, curbs, and sidewalks along Glyndon Street SE between Locust Street and Valley Drive. Glyndon Street experiences chronic drainage issues, and standing water associated with inadequate drainage facilities. This project will address the drainage issues as well as provide new pedestrian access to Locust Street SE.

Financing for the project is through the 2022 bond issue, the Town’s federal American Rescue Plan Act of 2021 (ARPA) allocation (for stormwater infrastructure portion) and the Robinson Trust Fund (for the sidewalks).

Financing/ Sources: ⁽¹⁾

Financing Source	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Bond Issue	\$ 725,000	\$ -0-	\$ -0-
ARPA	1,200,000	-0-	-0-
Robinson Trust	475,000	-0-	-0-
Total	\$ 2,400,000	\$ -0-	\$ -0-

(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 current CIP was adopted by Town Council on January 24, 2022.

STREET IMPROVEMENTS

CAPITAL BUDGET REQUEST: ⁽¹⁾

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ 240,000	\$ -0-	\$ -0-
Construction	2,160,000	-0-	-0-
Other Costs	-0-	-0-	-0-
TOTAL	\$ 2,400,000	\$ -0-	\$ -0-
Operating Costs or Savings	N/A	N/A	N/A



STREET IMPROVEMENTS

PROJECT: EMERGENCY VEHICLE PREEMPTION INFRASTRUCTURE WITH VIENNA VOLUNTEER FIRE DEPARTMENT (VVFD)

Department: Public Works

Status: Construction

Strategic Plan Objective: Safe and efficiently mobile community

FY 2022 & 2023: \$200,000

Total Future Capital Budget Requests: N/A

DESCRIPTION:

The Town plans to fund emergency vehicle preemption infrastructure on Town-owned traffic signals, which would allow for reduced response times during the public health emergency and beyond. The Vienna Volunteer Fire Department has already contributed the infrastructure for two traffic signals at the intersections of Maple and Center and Maple and Lawyers as a joint project with Public Works.

The traffic infrastructure improvement would decrease response times and help the fire department more efficiently respond to emergencies by adjusting and reducing the number of red signals emergency vehicles would need to travel through.

Financing for the project is through the Town’s federal American Rescue Plan Act of 2021 (ARPA) allocation.

Financing/ Sources: ⁽¹⁾

Financing Source	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Bond Issue	\$ -0-	\$ -0-	\$ -0-
ARPA	200,000	-0-	-0-
Total	\$ 200,000	\$ -0-	\$ -0-

⁽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 current CIP was adopted by Town Council on January 24, 2022.

STREET IMPROVEMENTS

CAPITAL BUDGET REQUEST: ⁽¹⁾

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ 20,000	\$ -0-	\$ -0-
Construction	-0-	-0-	-0-
Other Costs	180,000	-0-	-0-
TOTAL	\$ 200,000	\$ -0-	\$ -0-
Operating Costs or Savings	Potential improvements to traffic flow.	N/A	N/A



CURB, GUTTER, SIDEWALKS SUMMARY

PROJECT SUMMARY FY 2018 thru FY 2023	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2022	BALANCE	PROJECT STATUS
2018 Bond Issue and CIP						
Miscellaneous Sidewalk Improvements	\$ 145,630	\$ -	\$ 145,630	\$ 144,788	\$ 842	In Process
Church St NE Sidewalks	-	444,131	444,131	444,131	-	Complete
Park Street NE Sidewalks	-	855,000	855,000	194,404	660,596	In Process
Total for 2018 CIP	<u>145,630</u>	<u>1,299,131</u>	<u>1,444,761</u>	<u>783,323</u>	<u>661,438</u>	
2020 Bond Issue and CIP						
Miscellaneous Sidewalk Improvements	934,000	-	934,000	639,287	294,713	In Process
Nutley Street Trail Project	-	272,000	272,000	68,417	203,583	In Process
Total for 2020 CIP	<u>934,000</u>	<u>272,000</u>	<u>1,206,000</u>	<u>707,704</u>	<u>498,296</u>	
2022 Bond Issue and CIP						
Miscellaneous Sidewalk Improvements	400,000	-	400,000	10,525	389,475	Planning
Southside Park Trails from the Park to Cottage Street SW	-	1,100,000	1,100,000	-	1,100,000	Planning
Glen Avenue Sidewalks and Storm Drainage	1,900,000	800,000	2,700,000	-	2,700,000	Planning
Total for 2022 CIP	<u>2,300,000</u>	<u>1,900,000</u>	<u>4,200,000</u>	<u>10,525</u>	<u>4,189,475</u>	
CURB,GUTTER,SIDEWALK TOTAL	<u>\$ 3,379,630</u>	<u>\$ 3,471,131</u>	<u>\$ 6,850,761</u>	<u>\$ 1,501,552</u>	<u>\$ 5,349,209</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: \$400,000

Total Future Capital Budget Requests: \$836,000 Fiscal Years 2024-2027

DESCRIPTION:

These funds support 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 included in the 2022 bond issue.

Financing/ Sources: ⁽¹⁾

Financing Source	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Bond Issue	\$ 400,000	\$ 412,000	\$ 424,000
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	-0-	-0-	-0-
Total	\$ 400,000	\$ 412,000	\$ 424,000

⁽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 current CIP was adopted by Town Council on January 24, 2022.

**SIDEWALK IMPROVEMENTS
2022 BOND ISSUE**

CAPITAL BUDGET REQUEST: ⁽¹⁾

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ -0-	\$ -0-	\$ -0-
Construction	400,000	412,000	424,000
Other Costs	-0-	-0-	-0-
TOTAL	\$ 400,000	\$ 412,000	\$ 424,000
Operating Costs or Savings	Minimal annual maintenance costs anticipated	Minimal annual maintenance costs anticipated	Minimal annual maintenance costs anticipated



SIDEWALK IMPROVEMENTS

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: ⁽¹⁾

Financing Source	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Bond Issue	\$ -0-	\$ -0-	\$ -0-
VDOT/NVTA Grants	1,100.000	-0-	-0-
Bond Premium	-0-	-0-	-0-
Total	\$ 1,100,000	\$ -0-	\$ -0-

⁽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 current CIP was adopted by Town Council on January 24, 2022.

SIDEWALK IMPROVEMENTS

CAPITAL BUDGET REQUEST: ⁽¹⁾

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-
TOTAL	\$ 1,100,000	\$ -0-	\$ -0-
Operating Costs or Savings	Minimal annual maintenance costs are anticipated.	N/A	N/A



SIDEWALK IMPROVEMENTS

PROJECT: GLEN AVENUE SW SIDEWALKS

Department: Public Works

Status: Planning and Construction

Strategic Plan Objective: Safe and efficiently mobile community

FY 2022 & 2023: \$2,700,000

Total Future Capital Budget Requests: N/A

DESCRIPTION:

This project will install new drainage infrastructure, curbs, and sidewalks along both sides of Glen Avenue SW between Roland Road SW and Courthouse Road SW. Glen Avenue currently has no sidewalk on either side of the road. The street is located near Maple Ave and increased density developments. Additional pedestrian safety is important to the health and safety of the community. This project will provide safer pedestrian access for the public, more particularly school children walking in the neighborhood on their way to Vienna Elementary school on Center Street, S.

Financing for the project is through the 2022 bond issue (for the stormwater infrastructure portion) and the Robinson Trust (for the sidewalks).

Financing/ Sources: ⁽¹⁾

Financing Source	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Bond Issue	\$ 1,900,000	\$ -0-	\$ -0-
ARPA	-0-	-0-	-0-
Robinson Trust	800,000	-0-	-0-
Total	\$ 2,700,000	\$ -0-	\$ -0-

⁽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 current CIP was adopted by Town Council on January 24, 2022.

SIDEWALK IMPROVEMENTS

CAPITAL BUDGET REQUEST: ⁽¹⁾

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ 270,000	\$ -0-	\$ -0-
Construction	2,430,000	-0-	-0-
Other Costs	-0-	-0-	-0-
TOTAL	\$ 2,700,000	\$ -0-	\$ -0-
Operating Costs or Savings	N/A	N/A	N/A



DRAINAGE AND STORMWATER IMPROVEMENTS SUMMARY

PROJECT SUMMARY FY 2018 thru FY 2023	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2022	BALANCE	PROJECT STATUS
2018 Bond Issue and CIP						
Piney Branch Stream Restoration - Design	\$ -	\$ 342,000	\$ 342,000	\$ 341,473	\$ 527	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	-	105,034	105,034	25,034	80,000	In Process
Total for 2018 CIP	-	1,202,574	1,202,574	956,051	246,523	
2020 Bond Issue and CIP						
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
Total for 2020 CIP	-	1,576,000	1,576,000	1,351,177	224,823	
2022 Bond Issue and CIP						
Nutley Street Culvert Replacement	-	700,000	700,000	-	700,000	Planning
200 Block Manvell Rd., SE Drainage Design	-	80,000	80,000	-	80,000	Planning
100 Block Moore Ave., SE Drainage Design	-	50,000	50,000	-	50,000	Planning
600 Block Valley Dr., SE Drainage Design	-	80,000	80,000	25,607	54,393	Planning
Two Drainage Studies	-	100,000	100,000	-	100,000	Planning
Total for 2022 CIP	-	1,010,000	1,010,000	25,607	984,393	
DRAINAGE AND STORMWATER TOTAL	\$ -	\$ 3,788,574	\$ 3,788,574	\$ 2,332,835	\$ 1,455,739	

DRAINAGE AND STORMWATER IMPROVEMENTS

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, periodic flooding has caused property damage to residences nearby.

The Town anticipates using its allocation from the federal American Rescue Plan Act of 2021 (ARPA) for financing this project.

Financing/ Sources: ⁽¹⁾

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-
ARPA	700,000	-0-	-0-
Total	\$ 700,000	\$ -0-	\$ -0-

⁽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 current CIP was adopted by Town Council on January 24, 2022.

DRAINAGE AND STORMWATER IMPROVEMENTS

CAPITAL BUDGET REQUEST: ⁽¹⁾

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ 70,000	\$ -0-	\$ -0-
Construction	630,000	-0-	-0-
Other Costs	-0-	-0-	-0-
TOTAL	\$ 700,000	\$ -0-	\$ -0-
Operating Costs or Savings	Avoid periodic cleanup of area after flooding. Estimated savings is \$3,000 per flooding event.	N/A	N/A



DRAINAGE AND STORMWATER IMPROVEMENTS

PROJECT: THREE MINOR DRAINAGE IMPROVEMENTS

Department: Public Works

Status: Construction

Strategic Plan Objective: Environmentally sustainable community

FY 2022 & 2023: \$210,000

Total Future Capital Budget Requests: \$700,000 Fiscal Years 2024 & 2025

DESCRIPTION:

Following are three minor drainage improvement projects. These 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 \$80,000 is proposed for FY 2022-23 with construction in the amount of \$250,000 projected for FY 2023-24.

Project Two - 100 Block of Moore Avenue, SE. Design work in the amount of \$50,000 is proposed for FY 2022-23 with construction in the amount of \$200,000 projected for FY 2023-24.

Project Three - 600 Block of Valley Drive, SE. Design work in the amount of \$80,000 is scheduled for FY 2022-23 with construction in the amount of \$250,000 projected for FY 2023-24.

Design and construction costs will be financed through the Town’s Stormwater Fund.

Financing/ Sources: ⁽¹⁾

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	210,000	700,000	-0-
Total	\$ 210,000	\$ 700,000	\$ -0-

DRAINAGE AND STORMWATER IMPROVEMENTS

CAPITAL BUDGET REQUEST: ⁽¹⁾

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ 210,000	\$ -0-	\$ -0-
Construction	-0-	700,000-	-0-
Other Costs	-0-	-0-	-0-
TOTAL	\$ 210,000	\$ 700,000	\$ -0-
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

(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 current CIP was adopted by Town Council on January 24, 2022.



DRAINAGE AND STORMWATER IMPROVEMENTS

PROJECT: TWO DRAINAGE IMPROVEMENT STUDIES

Department: Public Works

Status: Planning

Strategic Plan Objective: Environmentally sustainable community

FY 2022 & 2023: \$100,000

Total Future Capital Budget Requests: N/A

DESCRIPTION:

Following are two drainage improvement studies. These two 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.

First Drainage Improvement Study – This study, estimated at \$50,000, will analyze the stormwater system and runoff occurring behind the properties located along the 900 block of Glyndon Street, SE and the 300 block Owaissa Road, SE. The final work product will include potential drainage solutions for this area.

Second Drainage Improvement Study – This study, estimated at \$50,000, will analyze the stormwater system and runoff occurring behind the properties located in the 100 block of Cherry Circle, SW. The final work product will include potential drainage solutions for this area.

These studies, as well as any subsequent design and construction costs, will be financed through the Town’s Stormwater Fund.

Financing/ Sources: ⁽¹⁾

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	100,000	-0-	-0-
Total	\$ 100,000	\$ -0-	\$ -0-

DRAINAGE AND STORMWATER IMPROVEMENTS

CAPITAL BUDGET REQUEST: ⁽¹⁾

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-
TOTAL	\$ 100,000	\$ -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 current CIP was adopted by Town Council on January 24, 2022.



TOWN HALL IMPROVEMENTS SUMMARY

PROJECT SUMMARY FY 2018 thru FY 2023	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2022	BALANCE	PROJECT STATUS
2018 Bond Issue and CIP						
Public Facility Furniture, Fixtures and Equipment	\$ 110,639	\$ -	\$ 110,639	\$ 110,534	\$ 105	Complete
Miscellaneous Software and Equipment	85,062	-	85,062	85,016	46	Complete
Total for 2018 CIP	<u>195,701</u>	<u>-</u>	<u>195,701</u>	<u>195,550</u>	<u>151</u>	
2020 Bond Issue and CIP						
Town Hall Emergency Generator	329,500	-	329,500	329,500	-	Complete
Town Hall Facility Improvements	261,500	-	261,500	218,707	42,793	In Process
Miscellaneous Software and Equipment	189,000	-	189,000	185,819	3,181	In Process
Total for 2020 CIP	<u>780,000</u>	<u>-</u>	<u>780,000</u>	<u>734,026</u>	<u>45,974</u>	
2022 Bond Issue and CIP						
Town Hall Elevator Replacement	<u>250,000</u>	<u>70,400</u>	<u>320,400</u>	<u>150,511</u>	<u>169,889</u>	In Process
TOWN HALL IMPROVEMENTS TOTAL	<u>\$ 1,225,701</u>	<u>\$ 70,400</u>	<u>\$ 1,296,101</u>	<u>\$ 1,080,087</u>	<u>\$ 216,014</u>	

**PARKS IMPROVEMENTS
2022 BOND ISSUE**

PROJECT: TOWN HALL ELEVATOR REPLACEMENT

Department: Public Works

Status: Construction

Strategic Plan Objective: Environmentally sustainable, safe, and fiscally responsible community

FY 2022 & 2023: \$250,000

Total Future Capital Budget Requests: N/A

DESCRIPTION:

The elevator system in the Town Hall was manufactured and installed by Dover Elevator Company in 1997. Over time, equipment design and technology changes have made several components within the elevator operating systems obsolete.

After researching and costing out repair and modernization options, the recommendation chosen is to replace the existing elevator with a new machine-room-less (MRL) elevator. Benefits of a new MRL elevator include smoother operations, elimination of the under stairs machine room, lower cost for installation, and lower cost for maintenance.

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

Financing/ Sources: ⁽¹⁾

Financing Source	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Bond Issue	\$ 250,000	\$ -0-	\$ -0-
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	-0-	-0-	-0-
Total	\$ 250,000	\$ -0-	\$ -0-

⁽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 current CIP was adopted by Town Council on January 24, 2022.

**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	\$ -0-	\$ -0-	\$ -0-
Construction	250,000	-0-	-0-
Other Costs	-0-	-0-	-0-
TOTAL	\$ 250,000	-0-	-0-
Operating Costs or Savings	Reduce need for continuous repairs.	N/A	N/A

COMMUNITY CENTER IMPROVEMENTS SUMMARY

PROJECT SUMMARY FY 2018 thru FY 2023	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2022	BALANCE	PROJECT STATUS
2018 Bond Issue and CIP						
Community Center Furniture, Fixtures and Equipment	261,790	-	261,790	246,906	14,884	In Process
Community Center and Maple Ave. Irrigation	56,728	-	56,728	56,728	-	Complete
Total for 2018 CIP	<u>318,518</u>	<u>-</u>	<u>318,518</u>	<u>303,634</u>	<u>14,884</u>	
2020 Bond Issue and CIP						
Community Center Emergency Generator	250,000	-	250,000	-	250,000	Planning
Total for 2020 CIP	<u>250,000</u>	<u>-</u>	<u>250,000</u>	<u>-</u>	<u>250,000</u>	
2022 Bond Issue and CIP						
No projects proposed	-	-	-	-	-	
COMMUNITY CENTER IMPROVEMENTS TOTAL	<u>\$ 568,518</u>	<u>\$ -</u>	<u>\$ 568,518</u>	<u>\$ 303,634</u>	<u>\$ 264,884</u>	

POLICE STATION IMPROVEMENTS SUMMARY

PROJECT SUMMARY FY 2018 thru FY 2023	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2022	BALANCE	PROJECT STATUS
2018 Bond Issue and CIP						
Police Station Renovation Engineering	\$ 1,609,353	\$ -	\$ 1,609,353	\$ 1,609,353	\$ -	In Process
Police Station Renovation Project Management	181,769	-	181,769	181,769	-	In Process
Purchase 440 Beulah	715,100	-	715,100	715,096	4	Complete
Police IT upgrades	141,948	-	141,948	141,401	547	Complete
Other Police Building repairs	7,741	-	7,741	7,735	6	Complete
Total for 2018 CIP	<u>2,655,911</u>	<u>-</u>	<u>2,655,911</u>	<u>2,655,354</u>	<u>557</u>	
2020 Bond Issue and CIP						
Police Station Renovation Construction	14,211,632	-	14,211,632	14,137,703	73,929	In Process
Police Station Renovation Project Management	248,568	-	248,568	248,568	-	In Process
Police Station Renovation - Furniture, Fixtures & Equipment	355,200	-	355,200	310,463	44,737	In Process
Police Station Renovation - other costs	84,600	-	84,600	66,111	18,489	In Process
Total for 2020 CIP	<u>14,900,000</u>	<u>-</u>	<u>14,900,000</u>	<u>14,762,845</u>	<u>137,155</u>	
2022 Bond Issue and CIP						
Police Radio Replacement	-	365,000	365,000	347,369	17,631	In Process
Police In-Car Video	-	137,300	137,300	25,720	111,580	In Process
Police Body Worn Cameras	-	225,000	225,000	45,480	179,520	In Process
Total for 2022 CIP	<u>-</u>	<u>727,300</u>	<u>727,300</u>	<u>418,569</u>	<u>308,731</u>	
POLICE IMPROVEMENTS TOTAL	<u>\$ 17,555,911</u>	<u>\$ 727,300</u>	<u>\$ 18,283,211</u>	<u>\$17,836,768</u>	<u>\$ 446,443</u>	

POLICE EQUIPMENT

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.

VPD 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 \$365,000.

The Town will be using a portion of its allocation from the federal American Rescue Plan Act of 2021 (ARPA) for financing this purchase.

Financing/ Sources: ⁽¹⁾

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-
ARPA	365,000	-0-	-0-
Total	\$ 365,000	\$ -0-	\$ -0-

POLICE EQUIPMENT

CAPITAL BUDGET REQUEST: ⁽¹⁾

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	365,000	-0-	-0-
TOTAL	\$ 365,000	\$ -0-	\$ -0-
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 current CIP was adopted by Town Council on January 24, 2022.



POLICE EQUIPMENT

PROJECT: POLICE IN-CAR VIDEO

Department: Police

Status: Acquisition

Strategic Plan Objective: Safe community

FY 2022 & 2023: \$137,300

Total Future Capital Budget Requests: N/A

DESCRIPTION:

In 2014 the Vienna Police Department (VPD) purchased and installed in-car video (ICV) in all patrol cars. Since that time the benefits of that system have been clear. Video has been used as evidence in court cases, officer accountability and to address false accusation being made against officers.

In today’s climate of transparency and accountability the Police Department needs to continue to retain the trust of the Vienna community with police who are professional, trusted and responsive to the community’s needs. The current ICV system helps address this need, but is aging and beginning to fail.

A proposed solution is a limited-term contract with a qualified vendor which would facilitate periodic updates to the ICV equipment, provide unlimited storage capacity and alleviate the need for in-house storage which is currently the case. The back-end system could allow for easier use of the video as evidence, redaction capability for freedom of information requests and a much more robust use of the video.

The Town will be using a portion of its allocation from the federal American Rescue Plan Act of 2021 (ARPA) for financing this purchase.

Financing/ Sources: ⁽¹⁾

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-
ARPA	137,300	-0-	-0-
Total	\$ 137,300	\$ -0-	\$ -0-

POLICE EQUIPMENT

CAPITAL BUDGET REQUEST: ⁽¹⁾

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	137,300	-0-	-0-
TOTAL	\$ 137,300	\$ -0-	\$ -0-
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 current CIP was adopted by Town Council on January 24, 2022.

POLICE EQUIPMENT

PROJECT: POLICE BODY-WORN CAMERAS

Department: Police

Status: Acquisition

Strategic Plan Objective: Safe community

FY 2022 & 2023: \$225,000

Total Future Capital Budget Requests: N/A

DESCRIPTION:

In today’s climate of transparency and accountability the Police Department needs to retain the Vienna community’s trust. In particular, police need to continue to be seen as professional, trusted and responsive to the community’s needs. The department currently has an aging in-car video camera program that needs to be replaced. However, the addition of body worn cameras on officers will allow for greater accountability. The system will also provide for better collection and storage of critical evidence.

A proposed solution is a limited-term contract with a qualified vendor which would facilitate periodic updates to the body camera equipment, provide unlimited storage capacity and replace or upgrade the equipment as needed. The backend system will allow for easier access of video evidence, redaction capability for freedom of information requests and a much more robust use of the video.

The Town will be using a portion of its allocation from the federal American Rescue Plan Act of 2021 (ARPA) for financing this purchase.

Financing/ Sources: ⁽¹⁾

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-
ARPA	225,000	-0-	-0-
Total	\$ 225,000	\$ -0-	\$ -0-

POLICE EQUIPMENT

CAPITAL BUDGET REQUEST: ⁽¹⁾

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	225,000	-0-	-0-
TOTAL	\$ 225,000	\$ -0-	\$ -0-
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 current CIP was adopted by Town Council on January 24, 2022.



PARKS IMPROVEMENTS SUMMARY

PROJECT SUMMARY FY 2018 thru FY 2023	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2022	BALANCE	PROJECT STATUS
2018 Bond Issue and CIP						
Bowman House Roof Replacement	\$ 150,220	\$ -	\$ 150,220	\$ 138,253	\$ 11,967	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	-	305,730	305,730	278,523	27,207	In Process
Historic Building Feasibility Study	60,795	-	60,795	60,563	232	Complete
Miscellaneous Minor Park Improvements	76,430	65,400	141,830	141,038	792	Complete
Total for 2018 CIP	<u>332,875</u>	<u>371,130</u>	<u>704,005</u>	<u>663,796</u>	<u>40,209</u>	
2020 Bond Issue and CIP						
Meadow Lane Restrooms	200,000	-	200,000	39,000	161,000	Planning
Purchase of Robinson Property	1,470,600	-	1,470,600	1,470,515	85	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	162,000	-	162,000	106,438	55,562	In Process
Nutley Street Yard Refurbishment	63,000	-	63,000	-	63,000	Planning
Total for 2020 CIP	<u>7,495,600</u>	<u>-</u>	<u>7,495,600</u>	<u>7,115,953</u>	<u>379,647</u>	
2022 Bond Issue and CIP						
Freeman Store Roof Replacement	95,000	-	95,000	44,696	50,304	In Process
Glyndon Park Parking Lot Replacement	300,000	-	300,000	-	300,000	Planning
Southside Park Ball Field #1 Refurbishment	112,500	1,764,000	1,876,500	-	1,876,500	Planning
Property Acquisition Improvements	300,000	-	300,000	-	300,000	Planning
Glyndon Park Nature Playground	300,000	-	300,000	-	300,000	Planning
Miscellaneous Minor Park Improvements	-	147,000	147,000	-	147,000	Planning
Total for 2022 CIP	<u>1,107,500</u>	<u>1,911,000</u>	<u>3,018,500</u>	<u>44,696</u>	<u>2,973,804</u>	
PARKS IMPROVEMENTS TOTAL	<u>\$ 8,935,975</u>	<u>\$ 2,282,130</u>	<u>\$ 11,218,105</u>	<u>\$ 7,824,445</u>	<u>\$ 3,393,660</u>	

PARKS IMPROVEMENTS

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: \$95,000

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 this project is included in the 2022 bond issue.

Financing/ Sources: ⁽¹⁾

Financing Source	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Bond Issue	\$ 95,000	\$ -0-	\$ -0-
VDOT/NVTA Grants	-0-	-0-	-0-
Total	\$ 95,000	\$ -0-	\$ -0-

⁽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 current CIP was adopted by Town Council on January 24, 2022.

PARKS IMPROVEMENTS

CAPITAL BUDGET REQUEST: ⁽¹⁾

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ -0-	\$ -0-	\$ -0-
Construction	95,000	-0-	-0-
Other Costs	-0-	-0-	-0-
TOTAL	\$ 95,000	-0-	-0-
Operating Costs or Savings	Reduce need for necessary roof repairs. Extend useful life of asset.	N/A	N/A



PARKS IMPROVEMENTS

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 included in the 2022 bond issue.

Financing/ Sources: ⁽¹⁾

Financing Source	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Bond Issue	\$ 300,000	\$ -0-	\$ -0-
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	-0-	-0-	-0-
Total	\$ 300,000	\$ -0-	\$ -0-

⁽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 current CIP was adopted by Town Council on January 24, 2022.

PARKS IMPROVEMENTS

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-
TOTAL	\$ 300,000	\$ -0-	\$ -0-
Operating Costs or Savings	Fewer minor parking lot repairs. Extends useful life of infrastructure asset.	N/A	N/A



PARKS IMPROVEMENTS

PROJECT: SOUTHSIDE PARK BALL FIELD #1 AND #2 REFURBISHMENTS

Department: Parks and Recreation

Status: Planning and construction

Strategic Plan Objective: Environmentally sustainable and complete community

FY 2022 & 2023: \$1,876,500

Total Future Capital Budget Requests: N/A

DESCRIPTION:

This project would completely reconstruct the Southside Fields #1 and #2 and replace the ball field lighting with LED lights. The plans include design work (A&E) followed by 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. Improvements would include assembly areas for wheelchair spaces as identified by the American with Disabilities Act (ADA) standards.

Currently, games are often cancelled because the fields do not drain properly. There is no irrigation system and the lights on Field #1 are over 30 years old. The creek restoration at Southside Park is also scheduled in 2022 so the timing is optimal for completely renovating the park.

The Town will be using a portion of its allocation from the federal American Rescue Plan Act of 2021 (ARPA) for financing most of this project, except for several minor components, such as a new press box, that do not meet ARPA criteria.

Financing/ Sources: ⁽¹⁾

Financing Source	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Bond Issue	\$ 112,500	\$ -0-	\$ -0-
VDOT/NVTA Grants	-0-	-0-	-0-
ARPA	1,764,000	-0-	-0-
Total	\$ 1,876,500	\$ -0-	\$ -0-

PARKS IMPROVEMENTS

CAPITAL BUDGET REQUEST ⁽¹⁾

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ 100,000	\$ -0-	\$ -0-
Construction	1,776,500	-0-	-0-
Other Costs	-0-	-0-	-0-
TOTAL	\$ 1,876,500	\$ -0-	\$ -0-
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 current CIP was adopted by Town Council on January 24, 2022.



**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: \$300,000

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 included in the 2022 bond issue.

Financing/ Sources: ⁽¹⁾

Financing Source	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Bond Issue	\$ 300,000	\$ -0-	\$ -0-
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	-0-	-0-	-0-
Total	\$ 300,000	\$ -0-	\$ -0-

**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	\$ -0-	\$ -0-	\$ -0-
Construction	300,000	-0-	-0-
Other Costs	-0-	-0-	-0-
TOTAL	\$ 300,000	\$ -0-	\$ -0-
Operating Costs or Savings	N/A – Depends on ultimate use of the building	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 current CIP was adopted by Town Council on January 24, 2022.



PARK IMPROVEMENTS

PROJECT: GLYNDON PARK NATURE PLAYGROUND

Department: Parks and Recreation

Status: Planning

Strategic Plan Objective: Engaged and complete community

FY 2022 & 2023: \$300,000

Total Future Capital Budget Requests: N/A

DESCRIPTION:

A nature playground incorporates climbing trees, rolling down hills, scrambling up rocks, making mud pies, damming up water, hiding in the grass, playing house in bushes, digging in the sand and playing in the dirt by combining landscape elements, movement corridors, sun paths, weather patterns, drainage courses, plant groupings and other site amenities. Natural playgrounds look like miniature natural landscapes, and they are full of intriguing play and learning opportunities just waiting to be discovered by children of all ages.

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

Financing/ Sources: ⁽¹⁾

Financing Source	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Bond Issue	\$ 300,000	\$ -0-	\$ -0-
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	-0-	-0-	-0-
Total	\$ 300,000	\$ -0-	\$ -0-

⁽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 current CIP was adopted by Town Council on January 24, 2022.

PARK IMPROVEMENTS

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-
TOTAL	\$ 300,000	\$ -0-	\$ -0-
Operating Costs or Savings	Yet to be determined, though should be minimal.	N/A	N/A



PARKS IMPROVEMENTS

PROJECT: FIELD BLEACHER REPLACEMENTS, MEADOW LANE COURT LIGHTS AND PICNIC TABLE REPLACEMENTS

Department: Parks and Recreation

Status: Planning and construction

Strategic Plan Objective: Safe and complete community

FY 2022 & 2023: \$147,000

Total Future Capital Budget Requests: N/A

DESCRIPTION:

This project description contains three separate components which address certain elements at several town parks and locations.

\$72,000: 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. This component is an eligible use of federal American Rescue Plan Act of 2021 (ARPA) funding.

\$40,000: Retrofit existing light poles with LED lights on the Meadow Lane Tennis Court and Basketball Courts. This component is an eligible use of federal American Rescue Plan Act of 2021 (ARPA) funding.

\$35,000: Replace 20 old and worn wooden picnic tables with aluminum picnic tables at Meadow Lane, Glyndon, and Southside Parks. This component is an eligible use of federal American Rescue Plan Act of 2021 (ARPA) funding.

Financing/ Sources: ⁽¹⁾

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-
ARPA	147,000	-0-	-0-
Total	\$ 147,000	\$ -0-	\$ -0-

PARKS IMPROVEMENTS

CAPITAL BUDGET REQUEST ⁽¹⁾

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 – Furniture & Fixtures	147,000	-0-	-0-
TOTAL	\$ 147,000	\$ -0-	\$ -0-
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 current CIP was adopted by Town Council on January 24, 2022.



NORTHSIDE PROPERTY YARD IMPROVEMENTS SUMMARY

PROJECT SUMMARY FY 2018 thru FY 2023	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2022	BALANCE	PROJECT STATUS
2018 Bond Issue and CIP						
Northside Property Yard Minor Improvements	\$ 222,436	\$ 3,800	\$ 226,236	\$ 203,991	\$ 22,245	In Process
2020 Bond Issue and CIP						
Northside Property Yard Security Improvements	212,000	-	212,000	139,616	72,384	In Process
2022 Bond Issue and CIP						
No projects proposed	-	-	-	-	-	
NORTHSIDE PROPERTY YARD TOTAL	\$ 434,436	\$ 3,800	\$ 438,236	\$ 343,607	\$ 94,629	

WATER SYSTEM IMPROVEMENTS SUMMARY

PROJECT SUMMARY FY 2018 thru FY 2023	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2022	BALANCE	PROJECT STATUS
2018 Bond Issue and CIP						
Water Projects	\$ 1,619,740	\$ -	\$ 1,619,740	\$ 1,619,479	\$ 261	Complete
2020 Bond Issue and CIP						
Water Projects	4,183,690	-	4,183,690	3,398,021	785,669	In Process
2022 Bond Issue and CIP						
Water Projects	482,340	2,500,000	2,982,340	-	2,982,340	Planning
WATER SYSTEM IMPROVEMENTS TOTAL	\$ 6,285,770	\$ 2,500,000	\$ 8,785,770	\$ 5,017,500	\$ 3,768,270	

WATER AND SEWER SYSTEM IMPROVEMENTS

PROJECT: WATER AND SEWER SYSTEMS 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.

The Town will be using a portion of its allocation from the federal American Rescue Plan Act of 2021 (ARPA) for financing most of the project. In addition, a small portion of the 2022 bond issue will also be used. Debt service attributed to the bond portion will be repaid by utility customers as part of future commodity rate calculations.

Financing/ Sources: ⁽¹⁾

Financing Source	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Bond Issue	\$ 535,000	\$ 5,673,400	\$ 5,815,200
ARPA	5,000,000	-0-	-0-
Bond Premium	-0-	-0-	-0-
Total	\$ 5,535,000	\$ 5,673,400	\$ 5,815,200

⁽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 current CIP was adopted by Town Council on January 24, 2022.

WATER AND SEWER SYSTEM IMPROVEMENTS

CAPITAL BUDGET REQUEST: ⁽¹⁾

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-
TOTAL	\$ 5,535,000	\$ 5,673,400	\$ 5,815,200
Operating Costs or Savings ⁽²⁾	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⁾

⁽²⁾ Based on estimates provide by the Town’s engineering staff, the average cost to mitigate a water or sewer line break in 2022 is about \$10,500. 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 2023	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2022	BALANCE	PROJECT STATUS
2018 Bond Issue and CIP						
Fairfax Sewer Capital Improvements	\$ 2,546,999	\$ -	\$ 2,546,999	\$ 2,546,999	\$ -	Complete
Sewer Projects	<u>333,261</u>	<u>144,168</u>	<u>477,429</u>	<u>477,428</u>	<u>1</u>	Complete
Total for 2018 CIP	<u>2,880,260</u>	<u>144,168</u>	<u>3,024,428</u>	<u>3,024,427</u>	<u>1</u>	
2020 Bond Issue and CIP						
Fairfax Sewer Capital Improvements	2,776,430	-	2,776,430	2,776,427	3	Complete
Sewer Projects	<u>939,880</u>	<u>636,052</u>	<u>1,575,932</u>	<u>1,523,733</u>	<u>52,199</u>	In Process
Total for 2020 CIP	<u>3,716,310</u>	<u>636,052</u>	<u>4,352,362</u>	<u>4,300,160</u>	<u>52,202</u>	
2022 Bond Issue and CIP						
Fairfax Sewer Capital Improvements	3,352,660	-	3,352,660	3,352,655	5	Complete
Sewer Projects	<u>-</u>	<u>2,500,000</u>	<u>2,500,000</u>	<u>-</u>	<u>2,500,000</u>	Planning
Total for 2022 CIP	<u>3,352,660</u>	<u>2,500,000</u>	<u>5,852,660</u>	<u>3,352,655</u>	<u>2,500,005</u>	
SEWER SYSTEM IMPROVEMENTS TOTAL	<u>\$ 9,949,230</u>	<u>\$ 3,280,220</u>	<u>\$ 13,229,450</u>	<u>\$ 10,677,242</u>	<u>\$ 2,552,208</u>	

SEWER SYSTEM IMPROVEMENTS

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 included 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: ⁽¹⁾

Financing Source	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Bond Issue	\$ 3,300,000	\$ 3,400,000	\$ 3,400,000
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	-0-	-0-	-0-
Total	\$ 3,300,000	\$ 3,400,000	\$ 3,400,000

(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 current CIP was adopted by Town Council on January 24, 2022.

SEWER SYSTEM IMPROVEMENTS

CAPITAL BUDGET REQUEST: ⁽¹⁾

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 – capital contribution	3,300,000	3,400,000	3,400,000
TOTAL	\$ 3,300,000	\$ 3,400,000	\$ 3,400,000
Operating Costs or Savings	N/A	N/A	N/A



PARKING GARAGE FACILITIES SUMMARY

PROJECT SUMMARY FY 2018 thru FY 2023	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2022	BALANCE	PROJECT STATUS
2018 Bond Issue and CIP						
Downtown Library Parking Feasibility Study	\$ 55,500	\$ -	\$ 55,500	\$ 55,500	\$ -	Complete
2020 Bond Issue and CIP						
Downtown Library Parking A&E	663,000	-	663,000	663,000	-	In Process
Public Parking Garage	2,400,000	-	2,400,000	-	2,400,000	Planning
Town-wide Parking Demand Study	115,000	-	115,000	-	115,000	Planning
Total for 2020 CIP	<u>3,178,000</u>	<u>-</u>	<u>3,178,000</u>	<u>663,000</u>	<u>2,515,000</u>	
2022 Bond Issue and CIP						
Downtown Library Parking Garage Construction - Town's Share	-	2,300,000	2,300,000	-	2,300,000	Planning
Total for 2022 CIP	<u>-</u>	<u>2,300,000</u>	<u>2,300,000</u>	<u>-</u>	<u>2,300,000</u>	
PARKING GARAGE FACILITIES TOTAL	<u>\$ 3,233,500</u>	<u>\$ 2,300,000</u>	<u>\$ 5,533,500</u>	<u>\$ 718,500</u>	<u>\$ 4,815,000</u>	

PARKING GARAGE FACILITIES

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 Streets, south. The option currently under consideration is a two-story structure with 209 space parking 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 parking garage project. The Town plans to leverage a \$2.3 million NVTA grant as its share of the estimated construction costs.

Initial financing for the project (at \$2,400,000) was included in the 2020 bond issue. The Town is anticipating an NVTA grant for financing the construction in FY 2023.

Financing/ Sources: ⁽¹⁾

Financing Source	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Bond Issue	\$ -0-	\$ -0-	\$ -0-
VDOT/NVTA Grants	2,300,000	-0-	-0-
Bond Premium	-0-	-0-	-0-
Total	\$ 2,300,000	\$ -0-	\$ -0-

⁽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 current CIP was adopted by Town Council on January 24, 2022.

PARKING GARAGE FACILITIES

CAPITAL BUDGET REQUEST ⁽¹⁾

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ -0-	\$ -0-	\$ -0-
Construction	2,300,000	-0-	-0-
Other Costs	-0-	-0-	-0-
TOTAL	\$ 2,300,000	\$ -0-	\$ -0-
Operating Costs or Savings	Increased operating and maintenance costs under \$50k annually	Increased operating and maintenance costs under \$50k annually	Increased operating and maintenance costs under \$50k annually



CENTRAL BUSINESS DISTRICT IMPROVEMENTS SUMMARY

PROJECT SUMMARY FY 2018 thru FY 2023	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2022	BALANCE	PROJECT STATUS
2020 Bond Issue and CIP						
Central Business District Signage (Phase I)	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ 40,000	Planning
Streetscape Master Plan/ Design Guidelines	100,000	-	100,000	-	100,000	Planning
Streetscape Elements	100,000	-	100,000	-	100,000	Planning
Total for 2020 CIP	<u>240,000</u>	<u>-</u>	<u>240,000</u>	<u>-</u>	<u>240,000</u>	
2022 Bond Issue and CIP						
Central Business District Signage - Banners, Wayfinding, Gateway Arches	-	140,000	140,000	-	140,000	Planning
Total for 2022 CIP	<u>-</u>	<u>140,000</u>	<u>140,000</u>	<u>-</u>	<u>140,000</u>	
CENTRAL BUSINESS DISTRICT IMPROVEMENTS	<u>\$ 240,000</u>	<u>\$ 140,000</u>	<u>\$ 380,000</u>	<u>\$ -</u>	<u>\$ 380,000</u>	

CENTRAL BUSINESS DISTRICT IMPROVEMENTS

PROJECT: MISCELLANEOUS IMPROVEMENTS FOR CENTRAL BUSINESS DISTRICT

Department: Economic Development

Status: Planning, design, and acquisition

Strategic Plan Objective: Safe and economically prosperous community

FY 2022 & 2023: \$140,000

Total Future Capital Budget Requests: \$800,000 Fiscal Years 2024-2027

DESCRIPTION:

This project is part of the “place making activities” that help to beautify and promote the Town of Vienna’s Central Business District.

\$140,000: Design and acquire banners, wreaths, and new wayfinding signs throughout the Central Business District – more particularly in the Maple Avenue and Church Street corridors. Wayfinding signage and banners will help to market and brand the Town while also helping residents and visitors navigate through the commercial corridors of the Town.

Current project activities include the creation of a streetscape furniture elements master plan. The design will focus on elements that are prominent and existing for public spaces within the Town’s Central Business District including the Town Green and Plaza areas. Streetscape furniture could include various types of seating, trash cans, signs, sign poles, planters, newspaper boxes, and bus shelters.

The Town will be using a portion of its allocation from the federal American Rescue Plan Act of 2021 (ARPA) for financing this project in FY 22-23.

Financing/ Sources: ⁽¹⁾

Financing Source	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Bond Issue	\$ -0-	\$ 400,000	\$ 400,000
ARPA	140,000	-0-	-0-
Bond Premium	-0-	-0-	-0-
Total	\$ 140,000	\$ 400,000	\$ 400,000

CENTRAL BUSINESS DISTRICT IMPROVEMENTS

CAPITAL BUDGET REQUEST: ⁽¹⁾

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ 28,000	\$ -0-	\$ -0-
Construction	-0-	-0-	-0-
Other Costs – Fixtures and / Equipment	112,000	400,000	400,000
TOTAL	\$ 140,000	\$ 400,000	\$ 400,000
Operating Costs or Savings	N/A	\$12,200 – utilities and minor maintenance	\$12,800 – utilities and minor maintenance

(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 current CIP was adopted by Town Council on January 24, 2022.



BOND ISSUE COSTS & BOND PREMIUM SUMMARY

PROJECT SUMMARY FY 2018 thru FY 2023	CIP BOND FUNDING	CIP OTHER FUNDING	TOTAL CIP BUDGET	AMOUNTS EXPENDED/ COMMITTED AS OF 06-01-2022	BALANCE	PROJECT STATUS
2018 Bond Issue and CIP						
2018 Debt Issue Costs	\$ 200,673	\$ -	\$ 200,673	\$ 200,672	\$ 1	Complete
Unallocated	-	-	-	-	-	Complete
Total for 2018 CIP	<u>200,673</u>	<u>-</u>	<u>200,673</u>	<u>200,672</u>	<u>1</u>	
2020 Bond Issue and CIP						
2020 Debt Issue Costs	224,200	114,876	339,076	338,992	84	Complete
Unallocated	<u>286,555</u>	<u>-</u>	<u>286,555</u>	<u>-</u>	<u>286,555</u>	For Future Use
Total for 2020 CIP	<u>510,755</u>	<u>114,876</u>	<u>625,631</u>	<u>338,992</u>	<u>286,639</u>	
2022 Bond Issue and CIP						
Asset Maintenance Plan/ Land Use Study	150,000	-	150,000	-	150,000	Planning
2022 Debt Issue Costs	300,000	-	300,000	228,805	71,195	In Process
Contingency and Bond Premium	<u>582,966</u>	<u>-</u>	<u>582,966</u>	<u>-</u>	<u>582,966</u>	For Future Use
Total for 2022 CIP	<u>1,032,966</u>	<u>-</u>	<u>1,032,966</u>	<u>228,805</u>	<u>804,161</u>	
BOND ISSUE COSTS / BOND PREMIUM TOTAL	<u>\$ 1,744,394</u>	<u>\$ 114,876</u>	<u>\$ 1,859,270</u>	<u>\$ 768,469</u>	<u>\$ 1,090,801</u>	

ASSET MAINTENANCE / LAND USE STUDY

PROJECT: ASSET MAINTENANCE / LAND USE STUDY

Department: Finance

Status: Planning

Strategic Plan Objective: Fiscally responsible community

FY 2022 & 2023: \$150,000

Total Future Capital Budget Requests: N/A

DESCRIPTION:

This study will focus on building systems and current properties to determine adequate asset replacement reserves for both building systems and parks infrastructure. Building systems to be evaluated include roofs, HVAC, pavement, electrical updates, playground, and park equipment, as well as other components. The goal is to develop a replacement schedule that can be incorporated into the CIP. The study also envisions developing a plan for future improvements to build into future CIPs.

Also contemplated in the study is an analysis of the Town’s three recent land purchases in order to determine the costs necessary to bring them up to their desired use. Land use decisions will be presented and discussed with the community after this initial cost plan is developed.

Financing/ Sources: ⁽¹⁾

Financing Source	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Bond Issue	\$ 150,000	-0-	\$ -0-
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	-0-	-0-	-0-
Total	\$ 150,000	\$ -0-	\$ -0-

⁽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 current CIP was adopted by Town Council on January 24, 2022.

ASSET MAINTENANCE / LAND USE STUDY

CAPITAL BUDGET REQUEST: ⁽¹⁾

Cost Category	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Planning & Engineering	\$ 150,000	\$ -0-	\$ -0-
Construction	-0-	-0-	-0-
Other Costs – Fixtures and /Equipment	-0-	-0-	-0-
TOTAL	\$ 150,000	\$ -0-	\$ -0-
Operating Costs or Savings	Operating costs depend on outcome of studies	Operating costs depend on outcome of studies	N/A



CONTINGENCY AND ISSUANCE COSTS

PROJECT: CONTINGENCY AND ISSUANCE COSTS

Department: Finance

Status: Planning

Strategic Plan Objective: Fiscally responsible community

FY 2022 & 2023: \$500,000

Total Future Capital Budget Requests: \$839,000 Fiscal Years 2024-2027

DESCRIPTION:

Contingency funds are included as a provision for unanticipated project cost overruns or to fund as yet-unidentified minor capital projects. These amounts are \$200,000 each for 2022 and 2024, with \$150,000 proposed for 2026.

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 (Moody’s, Standard, and Poor’s and Fitch). Other minor costs include bond official statement compilation and distribution. Total bond issuance costs are estimated at \$300,000 for 2022, \$250,000 for 2024 and \$239,000 for 2026.

Bond issuance cost will be prorated between the General Fund and the Water and Sewer Fund. For 2022, the allocation is 64% to the General Fund and 38% to the Water and Sewer Fund. For 2024, the allocation is 64% to the General Fund and 36% to the Water and Sewer Fund. For 2026, the allocation is 30% to the General Fund and 70% to the Water and Sewer Fund.

Financing/ Sources: ⁽¹⁾

Financing Source	Fiscal Years 2022 & 2023	Fiscal Years 2024 & 2025	Fiscal Years 2026 & 2027
Bond Issue	\$ 500,000	\$ 450,000	\$ 389,000
VDOT/NVTA Grants	-0-	-0-	-0-
Bond Premium	-0-	-0-	-0-
Total	\$ 500,000	\$ 450,000	\$ 389,000

⁽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 current CIP was adopted by Town Council on January 24, 2022.

CONTINGENCY AND ISSUANCE COSTS

CAPITAL BUDGET REQUEST: ⁽¹⁾

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	500,000	450,000	389,000
TOTAL	\$ 500,000	\$ 450,000	\$ 389,000
Operating Costs or Savings	N/A	N/A	N/A

GLOSSARY

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

GLOSSARY

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

ACAD – Automated Computer Aided Dispatch.

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

ACH – Automated Clearing House.

ACFR – Annual Comprehensive Financial Report – the official annual financial report of the Town.

Acquisition – An asset or object bought or obtained.

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

Ad Hoc – When necessary or needed.

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.

ARPA – American Recue Plan Act of 2021- provides funding to state and local governments.

ArcGIS – A geographical information system software that allows handling and analyzing geographic information by visualizing geographical statistics through layer building maps like climate date or trade flows.

GLOSSARY

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.

AV – Audio visual.

AWWA – American Water Works Association.

BAC – Bicycle Advisory Committee.

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

BAR – Board of Architectural Review.

Beautification – The action or process of improving the appearance of a person or place.

Bee City USA – A program that recognizes, supports, and encourages pollinator conservation in cities, towns, and countries.

Bench strength – The capability of members of an organization's staff to move into positions of greater responsibility when required.

BMP – Best Management Practice- in reference to stormwater: techniques or methods that aim to manage the quantity and improve the quality of stormwater runoff in a cost-effective manner.

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 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.

Bylaws – A rule made by a company or society to control the actions of its members.

BZA – Board of Zoning Appeals.

CAD – Computer Aided Dispatch.

GLOSSARY

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).

Capital Project – A project that helps maintain or improve the Town and must meet one of these requirements: new construction, expansion, renovation, or replacement project for an existing facility or facilities.

CARES – Coronavirus Aid Relief and Economic Security Act- an economic stimulus passed in response to the economic fallout due to the coronavirus, provided it fell under one of these categories: necessary expenditure due to the public health emergency (coronavirus), were not accounted for in the most recent budget (as of March 27, 2020), or were incurred during the period between March 1, 2020- December 31, 2021.

Carole Wolfand Award – An award created by the Town Business Liaison Committee, presented to a town business entity or owner in recognition of outstanding contributions to the community life and spirit of Vienna.

CCTV – Closed-Circuit Television.

CDC – Center for Disease Control and Prevention.

CDL – Commercial Driver's License.

Chief Executive Officer – One of a number of corporate executives in charge of managing an organization.

CIP – Capital Improvement Project.

Cisco – A freshwater whitefish of northern countries.

CIT – Crisis Intervention Training.

CODE CREATE VIENNA – The Town's process/project of updating the Town code with input from residents.

GLOSSARY

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

Conditional use permit – A land use that is provided for in the Zoning Ordinance, but requires specific case-by-case approval by the Town Council-only if the impacts of the neighborhood can be mitigated.

Contingency – A provision for an unforeseen event or circumstance.

Continuity of Government – The principal of establishing defined procedures that allow a government to continue essential operations in case of a catastrophic event, referred to in regards to Covid-19.

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

Covid-19 – Coronavirus Disease of 2019.

CPR – cardio-pulmonary resuscitation.

CSC – Conservation and Sustainability Committee.

DEA – Drug Enforcement Agency.

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.

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.

DEQ – Department of Environmental Quality.

DMV – Department of Motor Vehicles.

GLOSSARY

DP – Data Processing.

DPW – Department of Public Works.

DPZ – Department of Planning and Zoning.

DS – Debt Service (Fund).

DUI – Driving Under the Influence.

Earth Hour – A worldwide movement organized by the World Wildlife Fund. The event is held annually, encouraging individuals, communities, and businesses to turn off non-essential lights for one hour (8-9 p.m.) on the last Saturday of March, as a symbol of commitment to the planet.

EFT – Electronic Fund Transfer.

E.G. – exempli gratia-for example.

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.

EPA – Environmental Protection Agency.

ESRI – Environmental Systems Research Institute.

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.

FEMA – Federal Emergency Management Agency.

GLOSSARY

FHWA – Federal Highway Administration.

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, vehicles, machinery, furniture, and other equipment.

FOIA – Freedom of Information Act.

FT – Full-Time.

FTE – Full-Time Employee.

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.

General Obligation Debt – Secured by the full faith and credit of the Town issuing the debt.

GFOA – Government Finance Officers Association.

GF – General Fund.

GLOSSARY

GHG – Green House Gas.

GIS – Geographic Information System.

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.

Green Expo – A Town event put together by the CSC to bring awareness to sustainability options, resources, and different topics related to the sustainability efforts.

GTF – Gang Task Force.

H/AC – Heating and Air Conditioning

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

HIDTA – High Intensity Drug Trafficking Area.

HR – Human Resource.

HRIS – Human Resource Information Management System.

HVAC – Heating, Ventilation and Air Conditioning.

IBR – Incident Based Reporting.

ICV – In- Car Video.

I.E. – Id est - that is.

Inaugural – Marking the beginning of an institute, activity, or period of office.

INOVA – Health system in Virginia, DC, and Maryland.

Institutional – A set of formal rules, informal norms, or shared understandings that constrain and prescribe political actors' interactions with one another.

GLOSSARY

Invasive Species (referenced as plants/trees) – An introduced organism that becomes overpopulated and harms its new environment. These species adversely affect habitats and bioregions, causing ecological, environmental, and/or economic damage.

IT – Information Technology.

IRS – Internal Revenue Services.

Laserfiche – A software company that creates enterprise content management, business process automation, workflow, records management, document imaging, and webform software.

LCR – Lead and Copper Rule.

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

LED – Light Emitting Diode.

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

LGIP – Local Government Investment Pool.

Liaison – Communication or cooperation which facilitates a close working relationship between people or organizations.

Liberty Amendments – The amendments (13th, 14th, 15th, and 19th) that granted full rights to citizens who previously excluded for the U.S. Constitution.

Liberty Amendments Day – A Town declared holiday celebrating the passage of the Liberty Amendments, also known as a federal holiday of Juneteenth (June 19th).

Liberty Amendments Month (LAM) – A month long celebration commemorating the passage of the Liberty Amendments with educational and commemorative events. This month long event is started by Liberty Amendments Day, also known as Juneteenth (June 19th).

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.

GLOSSARY

LIDAR – A detection system which works on the principal of radar, but uses light from a laser.

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.

Liquidate – Wind up the affairs of the Town by ascertaining liabilities and appropriating assets.

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 – 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.

Maud Robinson Project – A project funded by previous council member Maud Robinson specifically to expand sidewalk system for safe pedestrian traffic in Vienna.

Mayors` Monarch Pledge – Mayors and other heads of local and tribal governments are taking action to help save the monarch butterfly, an iconic species whose eastern population have declined by 90% and western population by 99% in recent years. Through the National Wildlife Federation`s Mayors` Pledge, the Town has committed to create habitat for the monarch butterfly and pollinators, and to educate about how they can make a difference at home and in their community.

Media – The main means of mass communication (broadcasting, publishing, and the internet) regarded collectively.

Meter Replacement Program – Replacement of meters 20 years and older.

Millennials – A person reaching young adulthood in the early 21st century.

Mitigation – The action of reducing the severity, seriousness, or painfulness of something.

GLOSSARY

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.

MS4 – Municipal Separate Storm Sewer System.

Municipal – Relating to the Town or its governing body.

MUNIS – Tyler Munis enterprise resource planning financial solution.

Native Species (referenced as plants/trees) – Indigenous to a given region or ecosystem if its presence in that region is the result of only local natural evolution though often popularized as “with no human intervention”.

NCIC – National Crime Information Center.

NEOGOV – A workforce management platform of human resource management software & HR systems for government, public sector, and higher education.

Non-Native Species (referenced as plants/trees) – A species living outside its native distributional range, but which has arrived there by human activity, directly or indirectly, and either deliberately or accidentally. Also known as introduced, alien, exotic, adventive, immigrant, foreign, and non-indigenous species.

NVGTF – Northern Virginia Regional Gang Task Force.

NVRC – Northern Virginia Regional Commission.

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.

OSHA – Occupational Safety and Health Administration.

Ordinance – A formal legislative enactment by the Town Council.

GLOSSARY

PAC – Pedestrian Advisory Committee.

PAFR – Popular Annual Financial Report.

Pandemic – When a disease affects the global population, an epidemic of disease. Referenced in terms of the coronavirus.

P-Card – Procurement card.

PCI – Pavement Condition Index.

PEG Funds – The price/earnings to growth ratio-stock valuation measures that investors and analysts can use to get a broad assessment of the Town's performance and evaluate investment risk.

Per Capita Income – Total income- measures the average income earned per person in a given area in a specific year. This is calculated by dividing the area's total income by its total population.

PIO – Public Information Officer.

PIVOT Grant – A Fairfax County Recovery grant program that aimed to help small businesses and nonprofits address the negative economic impacts of the coronavirus. This grant was awarded in 4 categories with some restrictions.

Plat – A plot of land.

PMARS – Police Mutual Aid Radio System.

PPE – Personal Protective Equipment.

Pro bono – Refers to an act or service done without a charge.

Procurement – The action of obtaining something.

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. The scheduled date, time, and subject must be advertised prior to a public hearing.

GLOSSARY

Quasi-Judicial – A non-judicial body which can interpret law similar to a court proceeding, referenced in regards to a hearing.

RAD – Rape Aggression Defense.

Reallocate – Distribute for a particular purpose, referenced in regards to funds.

Reclassification – Assignment of a new job profile and/or grade profile to an existing position.

Reconciled – Comparing transactions and activity to supporting documentation.

Requisition – Process of formally requesting a service or item, typically using purchase requisition form or another standardized document.

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.

Revitalize – To restore to an active or fresh condition.

Rezoning – The action or process of assigning land or property to a different category of restrictions on use and development.

RTCR – Revised Total Coliform Rule.

SCADA – Supervisory Control and Data Acquisition.

SDWA – Safe Drinking Water Act.

SLFR – State and Local Fiscal Recovery Funds.

Solarize Vienna – Vienna`s part in a regional campaign, SolarizeNOVA- to reduce the cost and complexity of investing in clean solar energy.

GLOSSARY

Statutory Body – A body set up by law that is authorized to implement certain legislation on behalf of the Town, sometimes empowered or delegated to set rules in their field.

Stormwater Fund – Fairfax County charges the residents of Vienna a Stormwater fee on their tax bill. Fairfax County uses a portion of the Vienna tax to provide monitoring and water quality projects outside the Town of Vienna to meet Vienna's requirements included in our stormwater permit. A portion of this fee is used by Vienna for stormwater activities within the Town.

Student Creativity Contest (SCC) – A contest put on by the CSC to encourage kids to think about sustainability creatively. This is an annual contest that encourages kids K-12th grade to submit art work or essays answering a given prompt. Winners are announced on Earth Day.

Subdivision – The division of a lot, tract, or parcel of land into two or more lots, plats, sites, or other divisions of land for the purpose, whether immediate or future, of sale or building development.

Supplemental – Provided in addition to what is already present or available to complete or enhance it.

Sustainability Challenge – A voluntary, free self-certification program designed to help Vienna businesses, nonprofits, and community organizations achieve and model sustainability for the community. This is a way the Town can recognize businesses and organizations who reach the certification goal for sustainable strategies and practices within 12 months. This challenge emphasizes five categories of sustainable practices for improvement: energy, water, waste, transportation, and purchasing.

SWPPP – Stormwater Pollution Prevention Plan.

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; e.g., 30 cents per \$100 of real property assessed valuation.

TBLC – Town Business Liaison Committee.

TCP/IP – Transaction Control Protocol/Internet Protocol.

TCR – Total Coliform Rule.

GLOSSARY

360 Electrostatic Machine – A commercial solution for disinfecting surfaces using an electrostatic sprayer (electrostatically charged mist).

TMDL– Total Maximum Daily Load.

Total Coliform – Bacteria that has been influenced by surface water, animal waste, and/or human waste.

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 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 – A movement of money from one line item to another, or from personnel to O&M or vice versa. 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.

Tree Canopy – Trees that provide shade over the Town.

TSC – Transportation Safety Committee.

TVCN –Television channel.

UCMR – Unregulated Contaminant Monitoring Rule.

Unappropriated Fund Balance – Fund balance at close of fiscal year is not included in the annual budget.

Unallocated – Not apportioned or distributed for a specific purpose.

Unfunded priority – A program, activity, or other requirement that is not funded in the budget for the fiscal year but is necessary to better fulfill at least one of the strategic plan pillars. To be deemed necessary/funded it must get the approval of both the budget committee and Town Council.

GLOSSARY

Valve Exercising – Operating the valve at least one full cycle until the valve operates freely with little resistance.

Variance (referenced in zoning terms) – An exception to a zoning ordinance that's granted on a case-by-case basis by local government.

VBA – Vienna Business Association.

VCIN – Virginia Criminal Information Network.

VDEM – Virginia Department of Emergency Management.

VDH – Virginia Department of Health.

VDOT – Virginia Department of Transportation.

Vienna Voice – The Town of Vienna's monthly newsletter.

VLGMA – Virginia Local Government Management Association

VOSH – Virginia Occupational Safety and Health.

VPAC – Vienna Public Arts Commission.

VRS – Virginia Retirement System.

VSMP – Virginia Stormwater Management Program.

VVFD – Vienna Volunteer Fire Department.

VYI – Vienna Youth Incorporated.

W&OD – Washington & Old Dominion- a railroad trail owned and maintained by NOVA Park Authority.

Water & Sewer Fund – See Enterprise Fund.

WHBR – Windover Heights Board of Review.

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).