



TOWN OF

**VIENNA**

since 1890



**ADOPTED  
BUDGET  
FISCAL YEAR  
2023-2024**



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**TOWN COUNCIL**

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*MAYOR*

**LINDA J. COLBERT**

**CHUCK ANDERSON**

**RAY BRILL**

**NISHA PATEL, MD**

**STEVE POTTER**

**ED SOMERS**

**HOWARD J. SPRINGSTEEN**

*TOWN MANAGER*

**MERCURY PAYTON**



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**BUDGET MESSAGE**

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The budget message details the priorities and challenges for the fiscal year. It identifies the most significant changes and articulates the rationale for these changes.



July 1, 2023

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 pleased to present the adopted Town of Vienna Fiscal Year 2023-24 Operating Budget, which begins on July 1, 2023. This document is the result of a months-long collaborative process involving staff, the Town Council and the community and achieves a prudent, balanced budget that supports high-quality services, events/programs, and facilities that our community expects and appreciates. The FY 2023-24 budget 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 Projects Fund and the American Rescue Plan Act Fund (ARPA) to show a complete picture of the Town’s financial operations.

As shown in the following chart, the adopted FY 2023-24 operating budget comprises the Town’s four funds totaling \$50,011,750, an increase of \$1,299,000, or 2.7 percent from the prior fiscal year.

	<b>Adopted FY 2022-2023 Budget</b>	<b>Adopted FY 2023-2024 Budget</b>	<b>Net Change</b>	<b>Percentage Increase (Decrease)</b>
General Fund	\$ 30,255,740	\$ 31,542,700	\$ 1,286,960	4.3%
Debt Service Fund	\$ 6,423,870	\$ 5,470,020	(953,850)	-14.8%
Water & Sewer Fund	\$ 11,501,720	\$ 12,246,990	745,270	6.5%
Stormwater Fund	\$ 531,420	\$ 752,040	220,620	41.5%
<b>Operating Budget Total</b>	<b>\$ 48,712,750</b>	<b>\$ 50,011,750</b>	<b>\$ 1,299,000</b>	<b>2.7%</b>



## Adopted Budget Message

July 1, 2023

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Additional funds utilized by the Town and approved through a separate process are the Capital Projects Fund and the American Rescue Plan Act (ARPA) Fund, which are summarized below.

	<b>Adopted FY 2022-2023 Budget</b>	<b>Adopted FY 2023-2024 Budget</b>	<b>Net Change</b>	<b>Percentage Increase (Decrease)</b>
Capital Projects Fund	\$ 18,631,000	\$ 35,287,000	16,656,000	89.4%
ARPA Fund	\$ 8,551,731	\$ 6,560,385	(1,991,346)	-23.3%
<b>Capital/Grant Budget Total</b>	<b>\$ 27,182,731</b>	<b>\$ 41,847,385</b>	<b>\$ 14,664,654</b>	<b>53.9%</b>

The ARPA Fund will be active until the grant is fully expended, by December 31, 2026. The Capital Projects Fund is an ongoing fund supporting long term capital expenditures. It is funded by bonds which are repaid by meals taxes, water and sewer fees, and various grants. The Capital Projects Fund is approved in a separate process each fall.

### **GENERAL ECONOMIC CONDITIONS AND ISSUES**

Inflation and supply chain shortages continue to present challenges for the Town. While the Federal Reserve has raised the interest rate more than five percent during the fiscal year, inflation continues at almost five percent as of Spring 2023. Inflationary pressures on materials, supplies, fuel, and labor have driven up the cost of maintaining the Town's current service levels and is reflected in this operating budget. While vehicle purchases are budgeted for FY2023-24, deliveries are running 18 to 24 months behind planned expenditures. The Town is delaying vehicle financing until delivery dates become final.

Staffing and wages are continuing challenges for the Town, although an innovative bonus program for certified driver's license (CDL) holders and a competitive step system pay plan for public safety employees addressed the staffing shortages in departments with the greatest number of vacancies. The trend is expected to continue in FY2023-24.

The Town is a desirable place to live, and the ongoing demand for housing remains strong. As a result, overall property assessments have increased 9.7 percent. Residential assessments increased 10.6 percent and commercial assessments increased 4.7 percent over the previous year, which resulted in an increase in the Town's real estate tax revenue. While there is some concern about the effect of rising mortgage interest rates on future real estate values, the Town's proximity to thriving Washington, D.C. has dampened that concern to date.

The water and sewer fund also faces similar inflationary and staffing pressures. Wholesale water purchase and sewer treatment costs increased substantially and will be offset by rate increases.

### **GENERAL FUND HIGHLIGHTS**

The adopted FY2023-24 General Fund budget increased 4.3 percent from the prior year. The main drivers of this change are increased property, business license and sales tax revenues, and interest revenue returns on invested cash balances. Expenditures increased due to budgeted salary increases and increased supply, utility, and fuel costs.

The residential real estate market remains strong throughout the region. On the commercial side, one mixed-use project opened its residential portion in FY 2023. The commercial piece planned for FY 2023-24, and another commercial project is expected to be completed next year, which will continue the upward trend of commercial assessment increases.

The FY 2023-24 budget includes a wage increase of 5 percent for eligible employees, representing a 3 percent consideration for the cost of living adjustment (COLA) (understanding that the consumer price index (CPI) and other common indicators are higher than 3 percent) and a 2 percent merit adjustment. Public safety officers, under a new step pay plan, will receive the 3 percent COLA and 2.5 percent step increase, for a total increase of 5.5 percent. The annual increase helps ensure staff retention by keeping Town salaries competitive with other jurisdictions. The budget also includes modest pay increase for the Mayor and Town Council beginning in January 2024.

Supplies, fuel, and other prices of goods are budgeted to increase to meet current inflationary pressures. Health insurance costs remain flat, which is a very positive development following last year's 17 percent increase. Also, parks and recreation class and camp instructor costs are increasing, proportionate with revenue and participation increases.

One positive change this year was initiating a budget process in which the Town Council reviewed unfunded budget requests before traditional budget conference sessions began. This process provided clear direction to the budget committee early resulting in more efficient conference sessions. Staff understood early on which additional positions would likely gain Council support, and later direction to reduce the tax rate beyond the Town Manager's proposed reduction also helped guide budget planning. The final result is a budget plan that adds two priority positions – a senior code officer in planning and zoning and a capital project engineer in public works, and maintains operating standards in the Town government, and maintains a "rainy day" fund that's 18 percent of the subsequent year budget, a best practice.

# Adopted Budget Message

July 1, 2023

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The following charts summarize the adopted general fund expenditures by department and by category code, followed by budget highlights.

Department	Adopted FY 2022-23 Budget	Adopted FY 2023-2024 Budget	Net Change	Percent Increase (Decrease)
Legislative	\$ 513,640	\$ 538,230	\$ 24,590	4.8%
Administration	3,552,990	3,759,990	207,000	5.8%
Finance	1,896,240	2,090,400	194,160	10.2%
Police	7,138,360	7,529,460	391,100	5.5%
Fire and Rescue	74,000	79,400	5,400	7.3%
Public Works	8,716,120	9,354,670	638,550	7.3%
Tax Relief	328,640	303,010	(25,630)	-7.8%
Parks & Recreation	4,411,550	4,810,280	398,730	9.0%
Community Development	1,701,660	1,717,420	15,760	0.9%
Transfers & Reserves	1,367,000	1,059,840	(307,160)	-22.5%
PEG Fund	555,540	300,000	(255,540)	-46.0%
<b>Total</b>	<b>\$ 30,255,740</b>	<b>\$ 31,542,700</b>	<b>\$ 1,286,960</b>	<b>4.3%</b>

Category	Adopted FY 2022-23 Budget	Adopted FY 2023-2024 Budget	Net Change	Percent Increase (Decrease)
Salary & Benefits	\$ 21,608,440	\$ 22,801,250	\$ 1,192,810	5.5%
Purchased Services	3,032,630	3,307,400	274,770	9.1%
Other Charges	1,314,960	1,410,770	95,810	7.3%
Materials & Supplies	1,214,720	1,297,610	82,890	6.8%
Programs & Services	1,186,350	1,252,270	65,920	5.6%
Capital Outlay	1,858,640	1,855,400	(3,240)	-0.2%
Transfers & Reserves	40,000	(382,000)	(422,000)	-1055.0%
<b>Total</b>	<b>\$ 30,255,740</b>	<b>\$ 31,542,700</b>	<b>\$ 1,286,960</b>	<b>4.3%</b>

## **Expenditure Category Highlights**

### **Salary & Benefits:**

The increase in salaries and benefits represents the largest year-over-year change in the budget, as salary and benefits comprise more than 72 percent of total general fund expenditures. The increase of \$1,192,810 represents a continued investment in and commitment to recruiting and retaining talented Town staff.

### **Purchased Services**

Purchased services such as maintenance contracts and landfill fees increased \$274,770 or 9.1 percent. The increase is from outsourcing janitorial and leaf collection services, traffic signalization supply and material cost, and improving cybersecurity through additional software, drove this increase. This is represented in the increased budget for Public Works, Parks & Recreation, Finance and Administration.

### **Other Charges**

Other charges comprising utilities, training and tax-relief expenditures increased \$95,810 or 7.3 percent. The increase is from a continued investment in Town Staff through education and training courses, an increase in insurance covering a new building and cyber threats, and an increase in the cost of utilities which is attributed to rising inflation. This is represented in the increased budget for Public Works, Parks & Recreation, and Administration.

### **Materials & Supplies**

Material and supply costs for equipment, recreation, office supplies and fuel increased \$82,890 or 6.8 percent. The increase is due to inflationary costs on supplies and fuel costs for Town vehicles. This is represented in the increased budget for Public Works and Parks & Recreation.

### **Programs & Services**

The increase in programs and services of \$65,920 or 5.6 percent is from a continued investment in Town beautification, safety, asphalt repairs and sidewalk maintenance. Additionally, the increase includes inflationary costs to support Town events, partially offset by sponsorship donations. This is represented in the increased budget for Public Works and Parks & Recreation.

### **Capital Outlay & Reserves**

The minor budget decrease is from adjusting reserves for vacancies and changes in the amount of capital lease funding for vehicles.

## Adopted Budget Message

July 1, 2023

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### General Fund Revenues

The following chart summarizes changes in General Fund revenues.

	Adopted FY 2022-23 Budget	Adopted FY 2023-2024 Budget	Net Change	Percentage Increase (Decrease)
Property Tax	\$ 12,884,000	\$ 13,431,530	\$ 547,530	4.2%
Other Local Taxes	6,845,000	7,280,000	435,000	6.4%
Permits, Fees, and Licenses	326,000	308,300	(17,700)	-5.4%
Fines and Forfeitures	231,000	284,000	53,000	22.9%
Use of Money and Property	192,000	503,000	311,000	162.0%
Parks and Recreation Fees	1,210,000	1,313,000	103,000	8.5%
Special Services Fees	180,000	180,000	-	0.0%
Miscellaneous Revenues	196,800	173,800	(23,000)	-11.7%
Categorical Aid	3,198,400	3,466,370	267,970	8.4%
Federal Revenues	50,000	53,000	3,000	6.0%
Interfund Transfers	1,500,000	2,065,700	565,700	37.7%
Use of Prior Year Reserves	1,655,000	614,000	(1,041,000)	-62.9%
Equip. Repl. Reserve/PEG	1,787,540	1,870,000	82,460	4.6%
	<b>\$ 30,255,740</b>	<b>\$ 31,542,700</b>	<b>\$ 1,286,960</b>	<b>4.3%</b>

The adopted budget General Fund revenue for FY 2024 increased \$1,286,960 or 4.3 percent. The largest revenue increases are from property taxes of \$547,530, or 4.2 percent, due to assessed value increases partially offset by the 1.0 cent reduction in the real estate tax rate, from \$0.2050 to \$0.1950 (per \$100 of assessed value). Other revenue increases include business license and sales taxes and increases in the use of money and property which accounts for increased interest earnings on cash investments. The only revenue decreases were for permits, fees, and licenses, reflecting a forecasted slowdown of permitted residential reconstruction. Additionally, use of prior year surplus funded FY 2022-23 special projects and tax rate cuts. This was not repeated in FY 2023-24, which accounts for the \$1.04 million decrease in that line item.

### 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, amounting to a total budget decrease of \$123,000 or 0.4 percent. The tax rate cut was achieved through more precise projections of increases in other revenue sources that became available closer to the budget adoption date.

## Adopted Budget Message

July 1, 2023

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### 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 continue to increase and are forecasted to exceed \$3.4 million for FY 2022-23. In FY 2023-24, they are conservatively budgeted at the same amount. The difference to fund the full amount of debt payments will be made up of increased interest earnings on the fund's cash reserves, and a small usage of prior year cash reserves of \$17,220. If meals taxes exceed the budget, the prior year cash reserves amount will decrease.

The Town's outstanding general obligation debt at the end of FY 2023-24 will be \$53,367,000, equivalent to 0.8 percent of the Town's total taxable value. This is well below 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 FY 2024 totals \$12,246,990, an increase of \$745,270, or 6.5 percent. The main drivers of this increase are increases in salary, benefits, and increases in the cost to purchase wholesale water (Fairfax Water) and for sewer treatment (DC WASA). Water and sewer rates, charged to town residents, will increase 9.3 percent overall in FY 2024 to cover those increased costs.

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

	FY 2022-23 Adopted	FY 2023-24 Adopted	Net Change	Percentage Increase (Decrease)
Average Residential Equalization Assessment <sup>1</sup>	\$916,610	\$1,007,770	\$91,160	9.9%
Tax Bill	\$1,879	\$1,965	\$86	4.6%
<b>Adopted Tax Rate</b>	<b>20.50 Cents</b>	<b>19.50 Cents</b>	<b>(1.0 cents)</b>	<b>-4.9%</b>
Tax change due to assessment change			\$187	
Tax change due to rate change			(\$101)	
Net Change			\$86	
Annual Water and Sewer Charges <i>assumed at 12K gallons per quarter</i>	\$873	\$955	\$81	9.3%

<sup>1</sup> Source: Fairfax County's 2023 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 budget for FY 2024 increased by \$220,620 or 41.5 percent. The largest driver of the increase is for a special flood hazard area study that will help direct the Town's stormwater efforts and allow the Town to apply for additional grants.

### **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 projections for the Capital Projects Fund. The Town prepares and reviews a capital improvement plan (CIP) with projects forecasted for approximately 15 years. All CIP costs are estimates and are subject to change as project plans are implemented. The plan details projects outlined and approved by Town Council in Spring 2023. 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 economic issues stemming from the COVID-19 pandemic. The Town of Vienna was awarded \$17.1 million. These funds help ease funding pressure on capital, infrastructure, and major maintenance projects. ARPA projects were re-prioritized in Spring 2023 to ensure projects selected reflected the mission of the ARPA funding and could be spent within the time deadlines. The ARPA section of the budget outlines the general categories of ARPA spending.

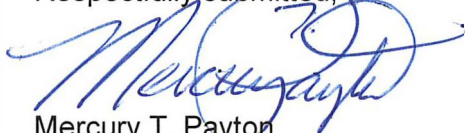
**SUMMARY & OUTLOOK**

Town of Vienna property values continue to grow due to ongoing residential rebuilding activity, plus several recently completed, mixed-use projects on Maple Avenue. In FY 2022-23, 13 new restaurants opened, and several more are planned for FY 2023-24. Economic Development has been working with landlords to find creative solutions to fill commercial vacancies.

The Town's updated zoning code is expected to be adopted in early next year following a years-long process to develop residential and commercial rules that meet modern-day needs and lifestyles. This is expected to result in commercial corridor investment enhancing Vienna's reputation as a desirable place to work, live, dine and play. The Town is also engaged in a long-range study to determine uses for the church property purchased in 2021, and the Town is providing financial support to Fairfax County's plan to build a new library, which includes a municipal parking garage in a central location.

Thanks to many years of conservative fiscal policies and practices by Town Council and staff, the adopted budget represents a sound financial base that has helped the Town maintain its AAA bond rating and an 18 percent rainy day fund to offset future financial challenges. As we plan for the future, we will continue to review our practices to ensure we are responsible stewards of taxpayer resources while maintaining a high level of service that residents expect and appreciate.

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, 2022**

*Christopher P. Morill*

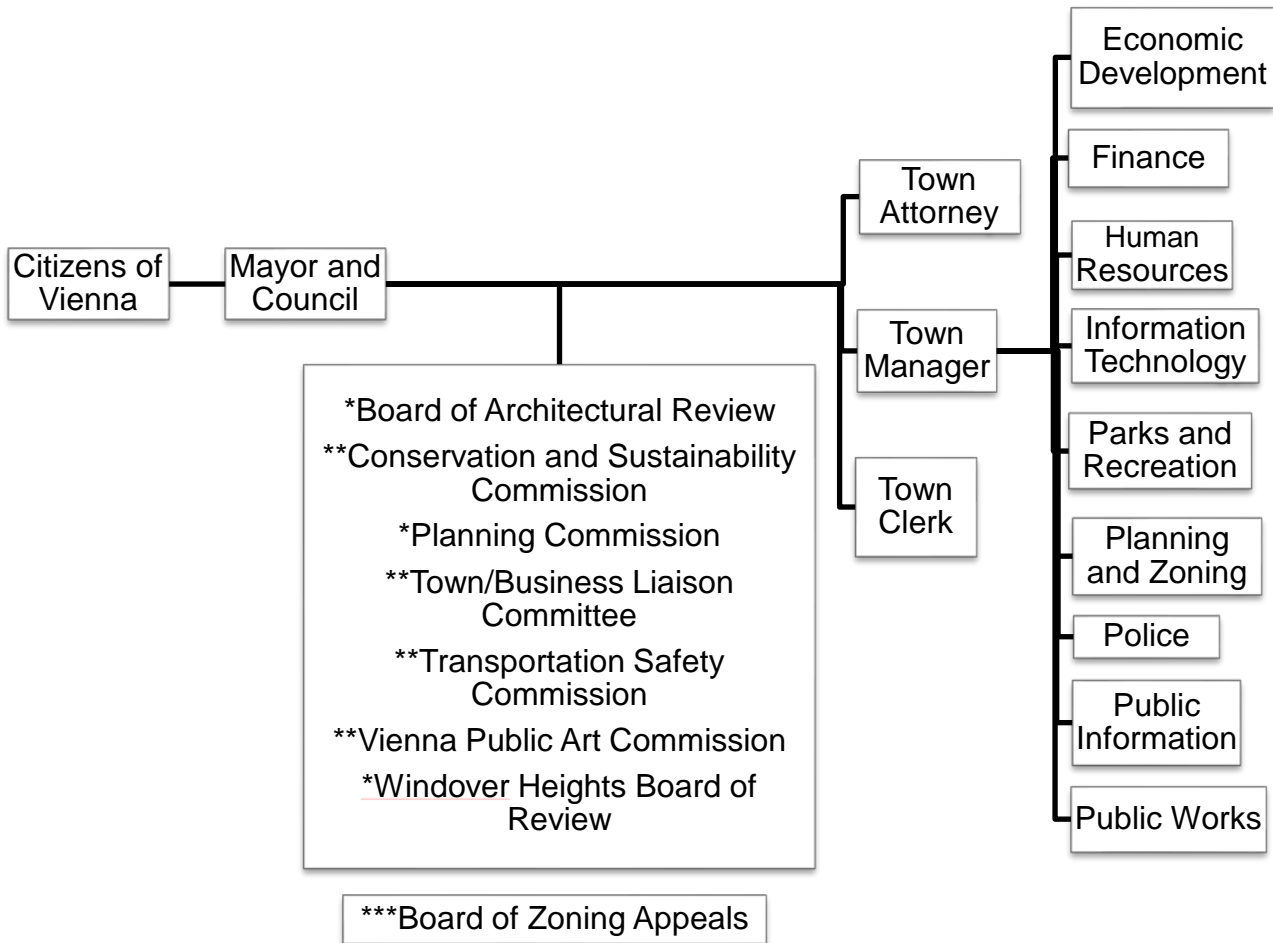
Executive Director

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**PROFILE**

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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 of Incorporation: 1890  
 Form of Government: Council-Manager  
 Number of Registered Voters: 12,309



**TOWN FINANCES – BOND RATINGS (2022)**

Moody's: AAA  
 Standard & Poor's: AAA

**POPULATION:**

2022 Fairfax County Demographic Reports: 17,088  
 2020 U.S. Census: 16,473  
 2010 U.S. Census: 15,687

**HOUSEHOLD INFORMATION:**

Total Number of Households: 5,424  
 Average Household Size: 3.03 persons  
 Housing Units: 5,932  
 Homeowners: 86.3%  
 Renters: 13.7%  
 Percent Families: 87.2%  
 Median Household Income \$168,269  
 Median Family Income \$211,506  
 Mean Household Income \$227,459

**AGE:**

0-19: 29.9%  
 20-44: 25.8%  
 45-64: 29.3%  
 65+: 15.0%

**COMMUNITY PROFILE**

**RACE AND ETHNICITY:**

White:	67.5%
Black or African American:	2.2%
American Indian and Alaska Native:	0.4%
Asian:	13.7%
Hispanic or Latino:	9.8%
Two or More Races:	6.4%

*Note: White is specified as White alone, not Hispanic or Latino*

**POVERTY RATE:**

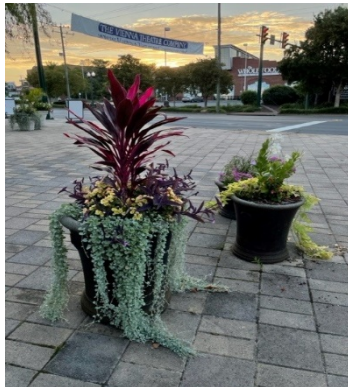
Town of Vienna:	3.7%
Virginia:	10.7%

**WATER CUSTOMERS:**

In Town:	5,698
Out of Town:	3,819

**DOG LICENSES:**

1,158



**PHYSIOGRAPHIC:**

Miles of Roadway:	65
Miles of Sidewalks:	73
Number of Parks:	13
Acres of Parks and Parkland:	157.12
Population per Square Mile:	3,884
Land Area in Square Mile:	4.40

**STRUCTURE TYPE IN SQUARE FEET:**

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

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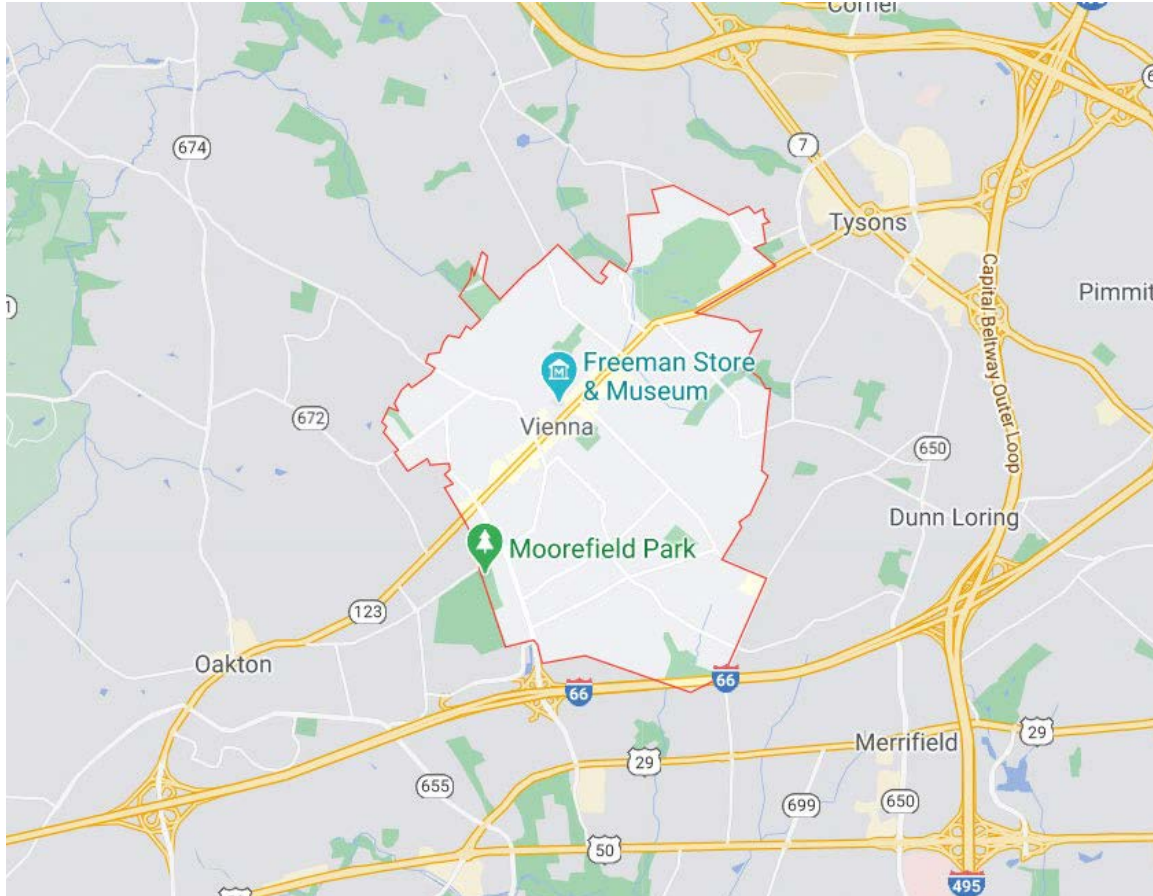
**PROFILE**

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**HISTORY**

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

**EARLY BEGINNINGS**

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

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

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**PROFILE**

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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.

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**PROFILE**

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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.





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**PROFILE**

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**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

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**PROFILE**

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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.

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. The Parks and Recreation department also host evening street festivals with entertainment once a month in the summer, and a very popular Oktoberfest celebration in collaboration with the local Rotary club. One of Vienna's most popular community events is the Halloween Parade, which happens on Maple Avenue the Wednesday evening before Halloween and

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**PROFILE**

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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.

Completed in 2007, the Town Green on Maple Avenue, and bordered by the historic Freeman Store is a very popular gathering place for entertainment and children's activities during the spring, summer, and fall.



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**FORM OF GOVERNMENT**

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**Council-Manager**

Under the council-manager form of government, the elected governing body (i.e., Mayor and 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.

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PROFILE

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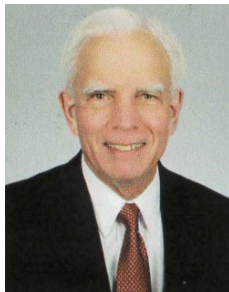
2023 Town Leadership\*



Linda J. Colbert, *Mayor*



Chuck Anderson



Ray Brill



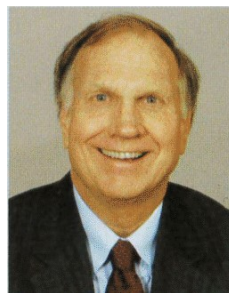
Nisha Patel, MD



Steve Potter,



Ed Somers  
*Mayor Pro  
Tem*



Howard J. Springsteen



Mercury Payton,  
*Town Manager*

\*2024 Town Council voted on this budget on May 15, 2023

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## PROFILE

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### AWARDS AND RANKINGS

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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.

In 2023, Safewise has listed Vienna as the **third safest city** in Virginia.



According to Niche.com, in their 2023 ranking, Vienna was named the **20th best suburb in Virginia** and **40th best place to live in Virginia**. Niche gave Vienna an overall **A+ grade**. Vienna was named as the **14th best suburb** and **15th best place in Virginia for public schools**. Vienna was also named as the **20th best suburb to raise a family in Virginia**.

In 2021, 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. Liberty Amendments Month continues to garner accolades for the Town of Vienna, and led to the Town receiving the National Association of Government Communicators Blue Pencil and Gold Screen award in 2022.



For the past 21 years, the Town of Vienna has received Tree City USA recognition from the Arbor Day Foundation. Other past recognitions include being named the **2<sup>nd</sup> safest** city in Virginia by the National Council for Home Safety and Security, and Wallethub. Money Inc has ranked Vienna as **3<sup>rd</sup> safest** place to live in Virginia in 2020. HomeSnacks naming Vienna the **best place to live in the state of Virginia** in 2019. Vienna has been named as a Certified Community Wildlife Habitat from the National Wildlife Federation in 2016, 2018, 2019, 2020, 2021, 2022, 2023 (in progress). In 2019 the Vienna Community Center received the Gold Level LEED (Leadership in Energy and Environmental Design) from the US Green Building Council, and the newly completed Police Station received a LEED Silver designation.

The Government Finance Officers Association (GFOA) awarded Vienna with the Distinguished Budget Presentation Award for the 28th year and the Certificate of Achievement for Excellence in Financial Reporting for the 36th consecutive year for the 2023 budget and 2022 ACFR, respectively.

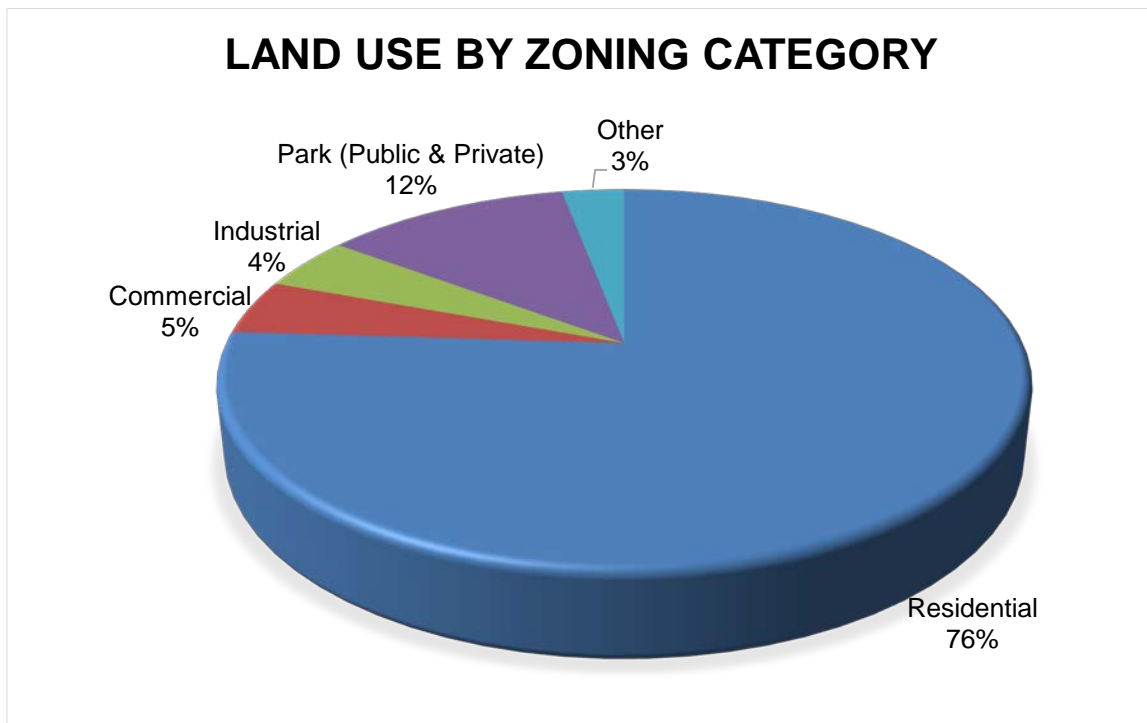
**PROFILE**

**LAND USE**

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

**LAND AREA (SQUARE MILES)**

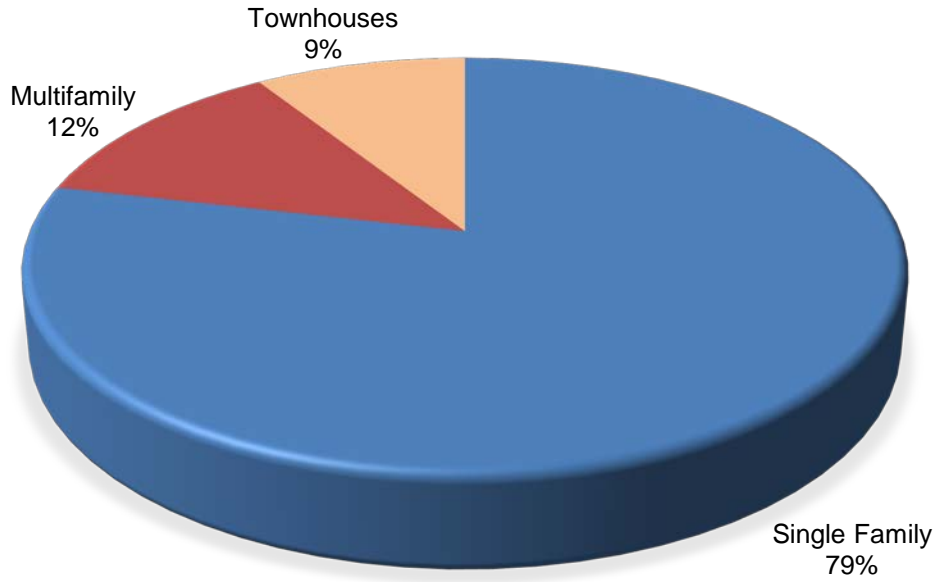
**4.409**



<b>Category</b>	<b>Acres Zoned</b>
Residential	<b>2,145.81</b>
Commercial	<b>130.09</b>
Industrial	<b>128.31</b>
Park (Public & Private)	<b>333.64</b>
Other	<b>84.05</b>

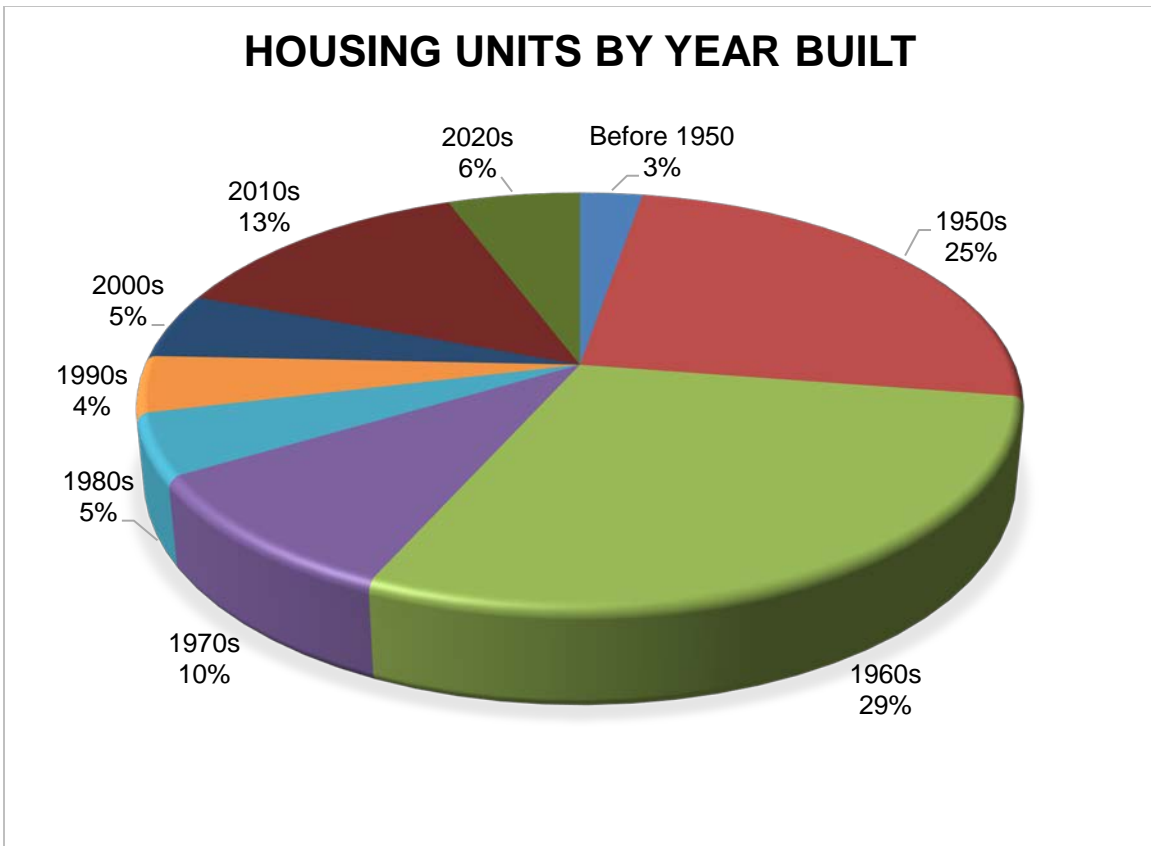
PROFILE

HOUSING UNITS BY TYPE



Type	Number of Units
Single Family	4,663
Multi-Family	730
Townhouse	539
<b>Total Units</b>	<b>5,932</b>

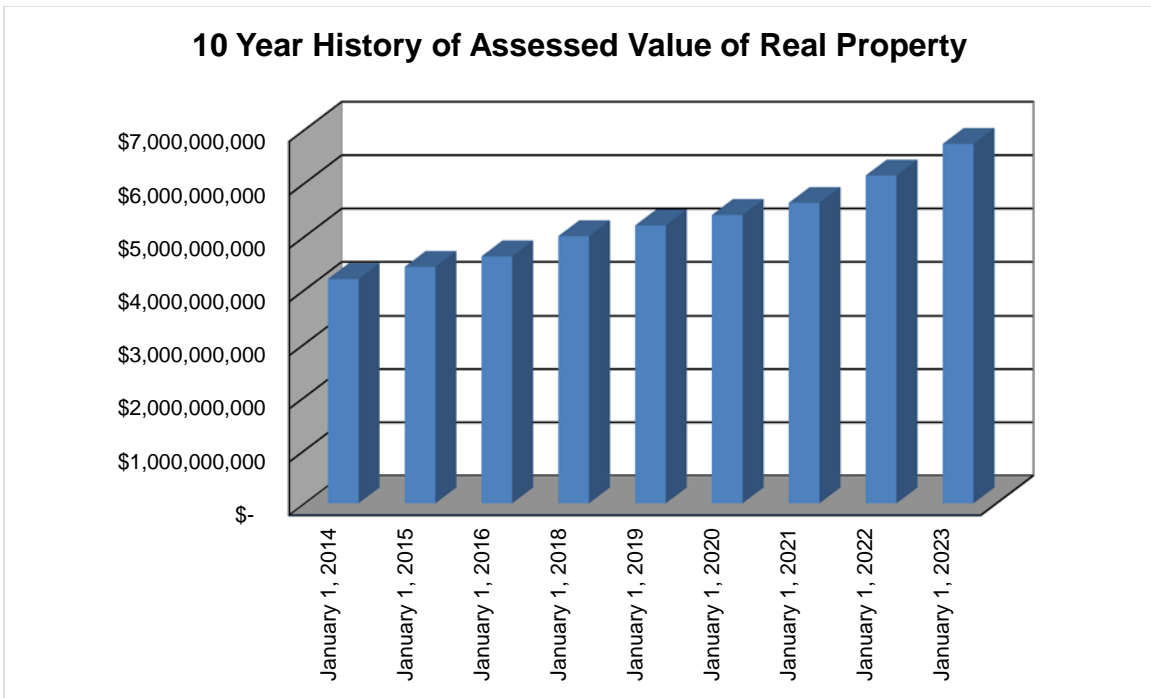
PROFILE



Year Built	Total Number of Housing Units	Percent
Before 1970	3,400	56.7%
1970 - 1979	584	9.7%
1980 - 1989	288	4.8%
1990 - 1999	265	4.5%
2000 - 2009	303	5.1%
2010 - 2019	809	13.5%
2020 - Current	344	5.7%
<b>Total Units</b>	<b>5,993</b>	<b>100%</b>



**PROFILE**



**Assessed Value of Taxable Real Property**

<u>Fiscal Year</u>	<u>Actual Value</u>
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
January 1, 2023	\$6,732,635,530

SOURCE: FAIRFAX COUNTY DEPARTMENT OF TAX ADMINISTRATION

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**PROFILE**


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**MAJOR PROPERTY OWNERS**


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

<b>Owner</b>	<b>2023 Assessed Valuation</b>	<b>Percentage of Total Assessed Valuation</b>
Navy Federal Credit Union	\$ 188,271,490	2.80%
GI TC 801 Follin Lane	73,625,250	1.09%
Vienna Park LLC	53,807,790	0.80%
GRI Maple Avenue LLC	42,531,700	0.63%
CS Vienna LLC	39,180,070	0.58%
Vienna Shopping Center, LP	35,734,200	0.53%
Orlich P Daniel	20,738,300	0.30%
Westwood Country Club	19,276,750	0.29%
Sunrise of Vienna PropCo	18,567,050	0.28%
JDC 225 Maple LLC	17,223,960	0.26%
Zafren Frank	16,397,010	0.24%
BFH Danor Plaza Shopping	13,984,410	0.21%
Vienna CW Real Estate LLC	13,514,140	0.20%
GRI Cedar Park LLC	11,908,150	0.18%
Swart Vienna LLC	11,445,620	0.17%

SOURCE: FAIRFAX COUNTY DEPARTMENT OF TAX ADMINISTRATION

**PRINCIPAL EMPLOYERS**

<b>Employer</b>	<b>Employees</b>
Navy Federal Credit Union	1,000 +
Fairfax County Public Schools	500 to 999
Giant Foods	100 to 249
Town of Vienna	100 to 249
Whole Foods Market Group	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
The Fresh Market	50 to 99

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**PROFILE**


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**POPULATION**


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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.

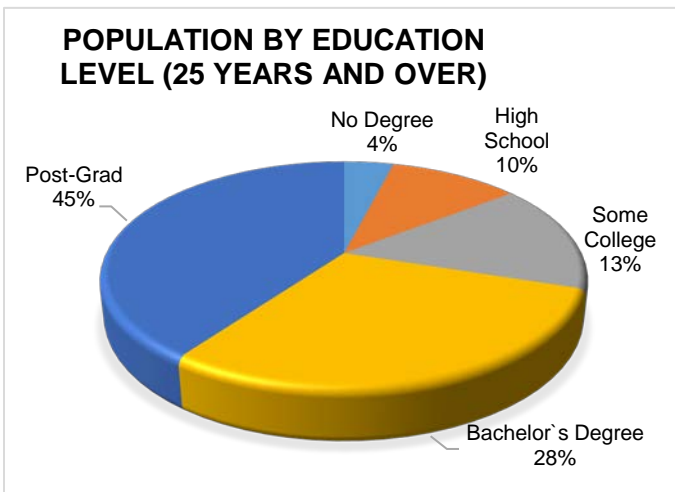
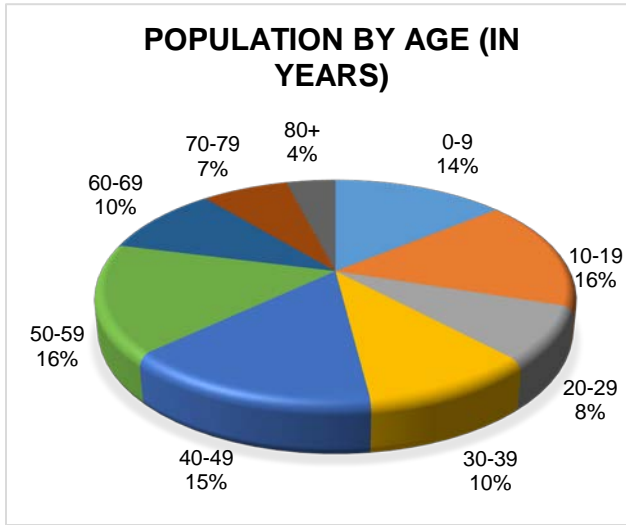
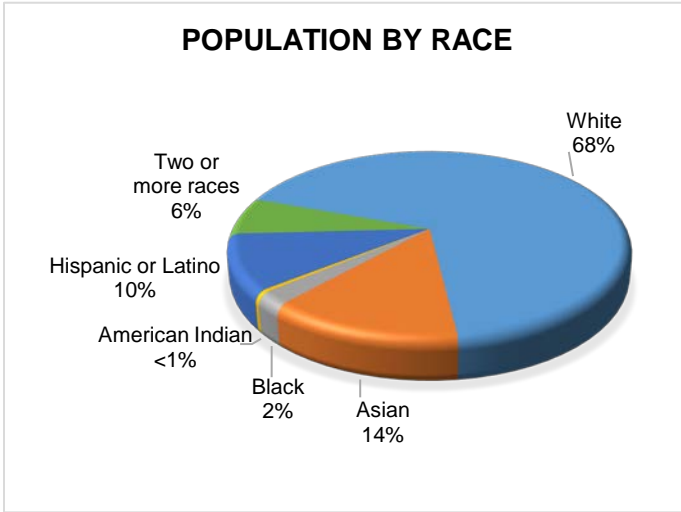
<b>Historical and Projected Growth</b>	
<b>Year</b>	<b>Population</b>
1930	317
1940	1,237
1960	11,140
1970	17,152
1980	15,469
1990	14,852
1995	14,838
2000	14,453
2010	15,687
2014	16,590
2016	16,630
2019	16,934
2021	16,966
2025	17,125

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

<b>Distribution by Age</b>	
<b>Age</b>	<b>Percentage</b>
0-10yrs.	13.7%
10-19	16.2%
20-34	11.3%
35-44	14.5%
45-54	14.2%
55-64	15.1%
65-74	7.8%
Over 75	7.2%

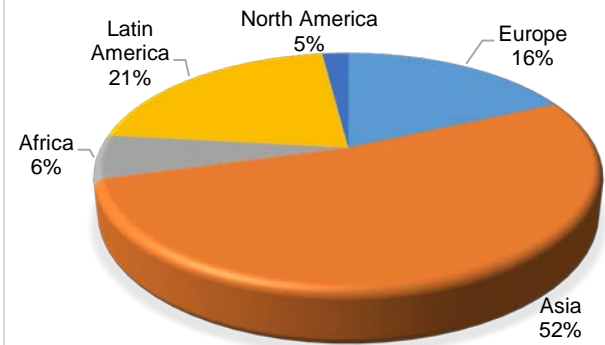
SOURCE: CENSUSREPORTER.ORG

PROFILE



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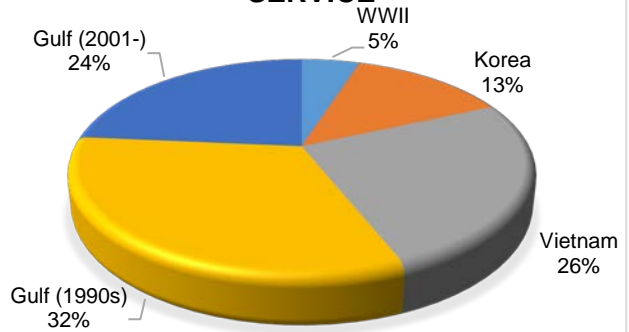
POPULATION BY PLACE OF BIRTH\*



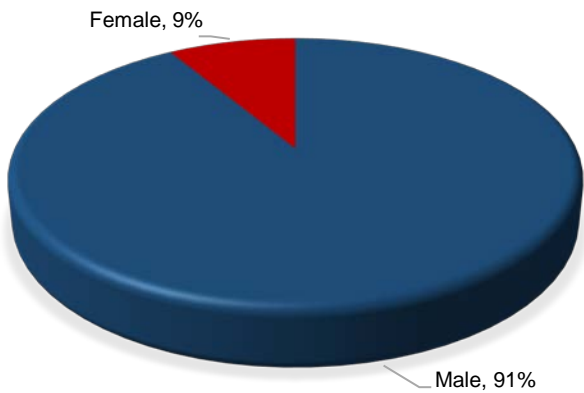
\*INCLUDES 22% OF THE FOREIGN BORN POPULATION



VETERANS BY WARTIME SERVICE



VETERANS BY GENDER



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**PROFILE**


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**STAFFING**

To better serve the community's needs two positions were approved by Town Council and added to the FY24 Budget. One position, under the Department of Public Works, was approved for the FY23 Budget and added in after the budget was adopted. The Department of Planning and Zoning will be adding a Senior Code Officer to their staff. The Department of Public Works will be adding a Capital Projects Engineer to their staff, under the Administration Division, for a net addition of 3 positions in the General Fund. There were no position changes to the Water and Sewer or Stormwater Funds for FY24.

<b>Comparison of Personnel by Department</b>
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Department	Division	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
<i>Legislative</i>	Town Clerk	2.00	2.00	2.00
	<b>Subtotal</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<i>Administration</i>	Town Manager	2.00	2.00	2.00
	Town Attorney	0.50	0.50	0.50
	Human Resources	3.00	3.00	3.00
	Information Technology	4.50	4.50	4.50
	Public Information	3.00	3.00	3.00
	<b>Subtotal</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>
<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	1.00	1.00	1.00
	Central Services	1.00	1.00	1.00
	Capital-Grant Accountant	0.63	0.63	0.63
	<b>Subtotal</b>	<b>13.26</b>	<b>13.26</b>	<b>13.26</b>
<i>Police</i>	Administration	3.00	3.00	3.00
	Traffic	6.00	6.00	6.00
	Communications	10.00	10.00	10.00
	Patrol	21.00	21.00	21.00
	Personnel/Property/Animal Control	1.00	1.00	1.00
	Investigations	9.00	9.00	9.00
	Community Services	1.00	1.00	1.00
	<b>Subtotal</b>	<b>51.00</b>	<b>51.00</b>	<b>51.00</b>
<i>Public Works</i>	Administration	8.00	8.00	10.00
	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
	<b>Subtotal</b>	<b>57.00</b>	<b>57.00</b>	<b>59.00</b>

**PROFILE**

<b>Department</b>	<b>Division</b>	<b>Adopted FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Adopted FY 23-24</b>
<i>Parks and Recreation</i>	Administration	6.00	7.00	7.00
	Parks Maintenance	12.00	12.00	12.00
	Community Center Operations	5.00	5.00	5.00
	Teen Center	2.00	2.00	2.00
	<b>Subtotal</b>	<b>25.00</b>	<b>26.00</b>	<b>26.00</b>
<i>Planning and Zoning</i>	Planning and Zoning	8.00	8.00	9.00
	<b>Subtotal</b>	<b>8.00</b>	<b>8.00</b>	<b>9.00</b>
<i>Economic Development</i>	Economic Development	2.00	2.00	2.00
	<b>Subtotal</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
	<b>GENERAL FUND TOTAL</b>	<b>171.26</b>	<b>172.26</b>	<b>175.26</b>
<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
	<b>WATER &amp; SEWER FUND TOTAL</b>	<b>21.50</b>	<b>21.50</b>	<b>21.50</b>
<i>Stormwater</i>	Stormwater Administration	2.50	2.50	2.50
	<b>STORMWATER FUND TOTAL</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>
	<b>GRAND TOTAL</b>	<b>195.26</b>	<b>196.26</b>	<b>199.26</b>

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

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**STRATEGIC PLAN**

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THE VIENNA WAY

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**PREAMBLE**

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

We call this *The Vienna Way*.

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

**CORE VALUES**

**ETHICS**

*Doing what is right, with integrity*

**PROFESSIONALISM**

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

**EXCELLENCE**

*A relentless mindset to excel at what we do*

**COMPASSION**

*Concern, kindness, consideration and care for those around us*

**RESPECT**

*Showing esteem and appreciation for other persons or entities*

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.



BUILDING THE TOWN'S STRATEGIC PLAN

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
-  Influential and Well-Governed
-  Economically Prosperous
-  Engaged
-  Environmentally Sustainable
-  Complete

**TOWN OF VIENNA STRATEGIC PLAN**



**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.

<u>OBJECTIVES</u>	<u>INITIATIVES/ ACTION ITEMS</u>
Implement Quarterly Budget Reporting	Implemented during FY21 and will continue quarterly reports to Council.
Develop a Five-Year Operating Budget Forecast	Two-year Long-Range Forecast developed and presented to Council, included in Budget Document.
Maintain Town’s AAA Bond Rating	Reaffirmed by Moody’s and Standard and Poor’s in February 2022.
Create a Revenue Stabilization Fund to Hedge Against Potential Economic Downturns	Created in FY20 and added to yearly, representing the amount over 18% of unassigned fund balance.
Review and Update Financial Policies	In Process FY23-24. Updated Debt Management and Investment policies. Others to follow.
Develop Economic Development Strategies	Economic Development completed an economic strategic development market study in late 2021 and is working on implementation in FY23.

**TOWN OF VIENNA STRATEGIC PLAN**



**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.



<u>OBJECTIVES</u>	<u>INITIATIVES/ ACTION ITEMS</u>
Identify and Utilize Next Wave of Technology and Ensure that Facilities can Adapt	Finished implementation of significant projects (Radios, Body Camera, In-Car Video) in FY23.
Meet Regularly with and Provide Training to Town’s Emergency Management Responders, including Town Council Members	Opened a new Local Emergency Operations Center (LEOC). Developed a LEOC Plan and reviewed with Directors. In FY24 there will be training for Town Staff on LEOC activation.

**TOWN OF VIENNA STRATEGIC PLAN**



**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.

<b><u>OBJECTIVES</u></b>	<b><u>INITIATIVES/ ACTION ITEMS</u></b>
<p>Prioritize Sidewalk Projects, especially those that Enhance Safety or Create Jurisdictional Connections</p>	<p>Thanks to Maud Robinson’s bequest of \$8 million for sidewalk construction, DPW has added construction of additional sidewalks to its 5-year work plan. DPW has completed construction for 15 sidewalk projects and 11 missing link projects. Staff continues to work with neighbors on other identified streets to garner approval. Sidewalk design and construction will continue to ramp up in FY24. Staff continues to complete additional jointly-funded Capital Improvement Plan sidewalk projects including Old Courthouse Road (VDOT partnership).</p>
<p>Identify and Implement Traffic-Calming Options</p>	<p>In 2023 speed tables will be installed along Orchard Street NW between Nutley Street/Malcolm Road and along Echols Street SE between Branch Road and Follin Lane. Traffic calming pavement markings (parking lane lines) will also be installed along that same section of Orchard Street NW and Echols Street SE.</p> <p>In 2022 staff oversaw the construction and installation of Rectangular Rapid Flash Beacons (RRFBs) at multiple locations within Town and additional RRFBs to be installed in 2023.</p>
<p>Promote Public Parking Facility as a Means also to Support Alternative Transportation Modes and Encourage more Walking between Downtown Destinations</p>	<p>Council has approved an agreement with Fairfax County for municipal parking spaces as part of the library redevelopment project; design phase funded and began early 2022. The project should be completed by 2025.</p>

**TOWN OF VIENNA STRATEGIC PLAN**



**VIENNA AS AN INFLUENTIAL AND WELL-GOVERNED COMMUNITY**

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

<b>OBJECTIVES</b>	<b>INITIATIVES/ ACTION ITEMS</b>
<p>Serve as a Role Model and Develop Strong Partnerships in the Region</p>	<ul style="list-style-type: none"> <li>○ Finance Director serves as a board member of the Virginia Government Finance Officers Association and is an Officer of Northern Virginia Cigarette Tax Board.</li> <li>○ Human Resources Director active on the board for Disability: IN, DC Metro and the board of the East Region Purdue Alumni Association.</li> <li>○ Recreation Program Coordinator I serves as the Treasurer for the Northern Service District of the Virginia Recreation and Parks Society.</li> <li>○ Recreation Program Manager serves on the Virginia Recreation and Parks Society Foundation Board.</li> <li>○ Urban Arborist serves on the Trees Virginia Board (VA Urban Forestry Council), and is serving as part of the review board for the International Society of Arboriculture (ISA) publications on Tree Preservation During Construction and Tree Root Management.</li> <li>○ Special Events coordinator serves on the board of the MLK Diversity-Engagement Foundation.</li> </ul>
<p>Identify and Launch Cross-Functional Teams to Improve Certain Processes</p>	<p>Currently an initiative to streamline and digitize opening a business has been launched as a joint project with Economic Development, Public Works, Planning and Zoning, Finance and IT.</p>

**TOWN OF VIENNA STRATEGIC PLAN**



**VIENNA AS AN ECONOMICALLY PROSPEROUS COMMUNITY**

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



<b>OBJECTIVES</b>	<b>INITIATIVES/ ACTION ITEMS</b>
Update Town's Zoning Code	Code Create is in process. Scheduled to be completed in FY24.
Undertake Economic Development Strategy and Market Study	Study was completed in 2021. The plan is currently being implemented.
Partner with Town Business Liaison Committee (TLBC) and Vienna Business Association (VBA) to Develop Economic Development Strategies	<ul style="list-style-type: none"> <li>○ Establish key relationships to support the business ecosystem and leverage coordinated partnerships with internal stakeholders and external organizations to provide impactful expertise and support to businesses in Vienna.</li> <li>○ Work with the Town Council and Town staff to assess ordinances, policies, and practices that impact the business community.</li> <li>○ Economic Development promotional web site launched in FY 23.</li> </ul>
Expand Small Business Saturday Shopping Program	The Division hosted a fall holiday pop-up market in November 2022. The event featured local artisans ranging from jewelry, food, home gifts, and art. The event garnered over 500 attendees.
Partner with Other Organizations to Provide Public Parking	Joint venture with Fairfax County Public Libraries currently in development phase scheduled to open in 2025.

**TOWN OF VIENNA STRATEGIC PLAN**



**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.

<b>OBJECTIVES</b>	<b>INITIATIVES/ ACTION ITEMS</b>
Create a Cross-Functional Team to Develop a Series of Programs that bring Town Hall Representatives into the Community on a Monthly Basis	Town Manager has implemented 'On Deck with Mercury' monthly program which features a live presentation and chat with the Town Manager on a variety of relevant topics.
Redesign the Town's Social Media Platforms, Making it More User-Friendly and Easier to Navigate	Began implementing cross-promotional strategy across Town communications platforms (print, social media, television).



**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.

<b>OBJECTIVES</b>	<b>INITIATIVES/ ACTION ITEMS</b>
Purchase/Lease Additional Alternative Fuel Vehicles for Town Fleet	<ul style="list-style-type: none"> <li>○ Through Vehicle Replacement Plan, 3 patrol vehicles purchased in 2022 were hybrids; anticipate purchasing 4 additional hybrid patrol vehicles in 2023. In the next 4 years, plan to add 2 electric vehicles to Town fleet.</li> <li>○ Research underway to develop / fund electronic charging stations on Town property</li> </ul>



**TOWN OF VIENNA STRATEGIC PLAN**



**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.

<b>OBJECTIVES</b>	<b>INITIATIVES/ ACTION ITEMS</b>
Partner with Vienna Public Arts Commission (VPAC) to Paint Entertaining Images on Sidewalks, Crosswalks, Storm Drains, and along W&OD Trail to Make Walking More Fun	VPAC received support from council to paint: <ul style="list-style-type: none"> <li>○ “A New Day” mural on the exterior of the Vienna Community Center</li> <li>○ A mural on the exterior brick enclosure of the Vienna Community Center dumpster</li> <li>○ The Town Hall utility pipes</li> </ul>
Identify funding sources for VPAC to fund additional public arts projects	Town Clerk’s office develops the annual holiday ornament project, FY24 will be the third year. All proceeds are turned over to VPAC to help fund projects.
Evaluate Existing Events and Explore New Events and Locations, Including Those That Support Businesses	Parks and Recreation offer a wide variety of programs that appeal to the latest technology and trend for all ages.

**WHERE TO FIND THE TOWN’S STRATEGIC PLAN**

In the FY2023-24 Operating Budget, each department has identified Key Performance Measures that reference a Strategic Plan Goal/Objective. The full 2019 Strategic Plan can be found on the 'Town's website at: <https://www.viennava.gov/your-government/strategic-plan>



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**BUDGET AND FINANCIAL SYSTEMS**

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**BUDGET AND FINANCIAL SYSTEMS**

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**PURPOSE & BUDGET PROCESS**

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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 services and programs to the community.

A budget committee, comprised of department heads from finance, human resources, and public works as well as the Town Manager, finance staff, and two other rotating department heads, meet to perform an intensive review of the Town's annual operating budget. The committee's goal is to present the Town Council with a conservative, achievable budget. The budget committee also works with the Town Council to develop and refine long-term capital project planning.

The annual budget serves as the foundation for the Town's financial planning and strategic vision. The budget is prepared on a line-item basis at the department level and is adopted by the Town Council at the fund level.

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**ADOPTION OF THE BUDGET**

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The Charter of the Town of Vienna and the Code of Virginia require that by July 1 of 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 begins on July 1 and ends on June 30.

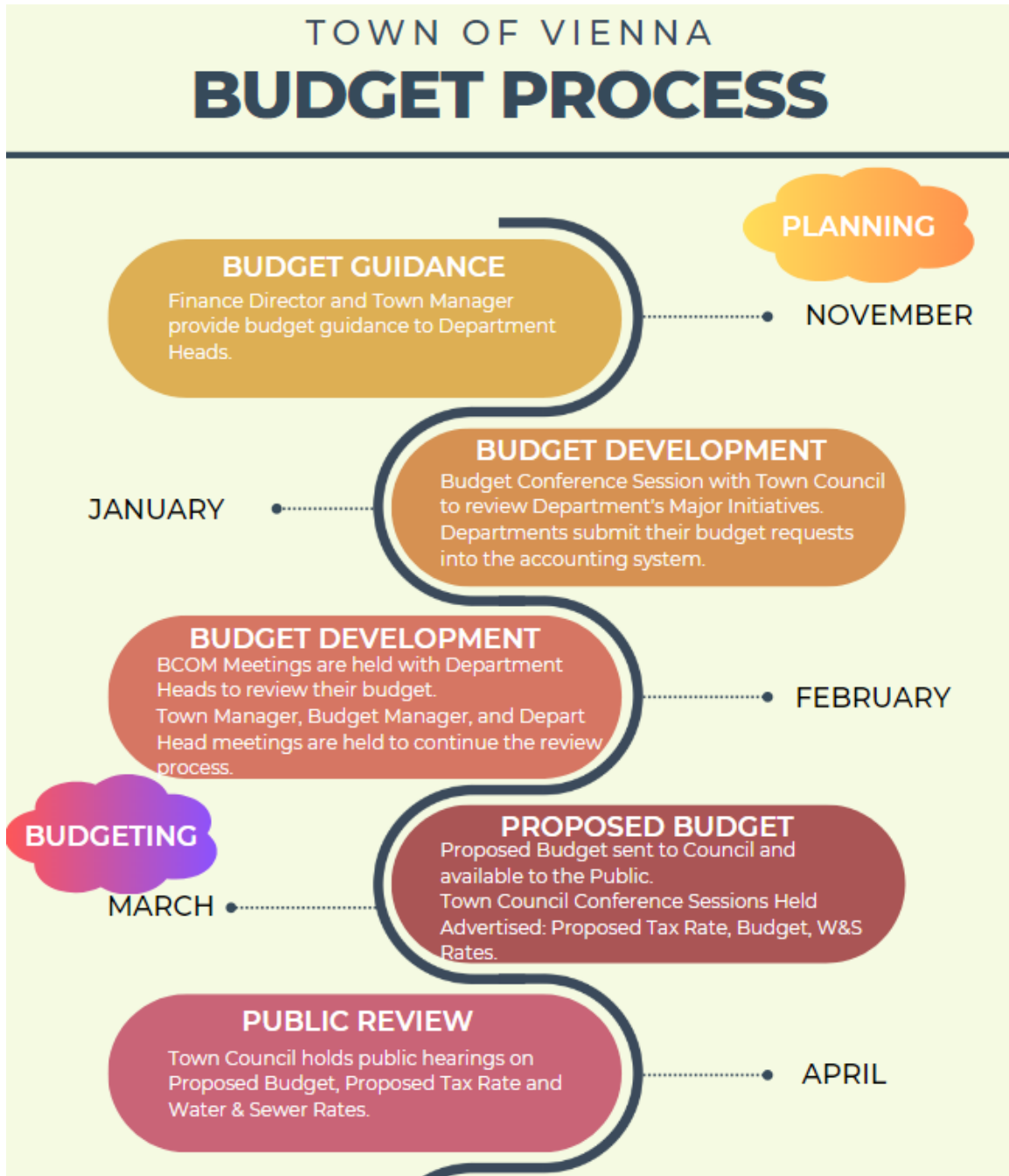
At least one public hearing must be held on the budget prior to its adoption. Seven days prior to this hearing, the Town Clerk must publish a notice of the Town Council's intention to hold such an event. The budget cannot be adopted at the same meeting in which the public hearing is held. Two notices,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

During the annual Budget Process, the Town Council adopts the annual appropriated budgets for the General Fund, Debt Service Fund, Water & Sewer Fund, and Stormwater Fund. The American Recovery Plan Act (ARPA) and Capital Projects Fund do not follow the same budget timeline and schedule. The Budget Committee and Town Council work together to allocate ARPA Funds, and capital projects to be completed under the Capital Improvement Plan (CIP) throughout the Fiscal Year, with at least one conference session usually held in the fall. The Capital Projects Fund and ARPA funds are approved by the Town Council outside the operating budget calendar.

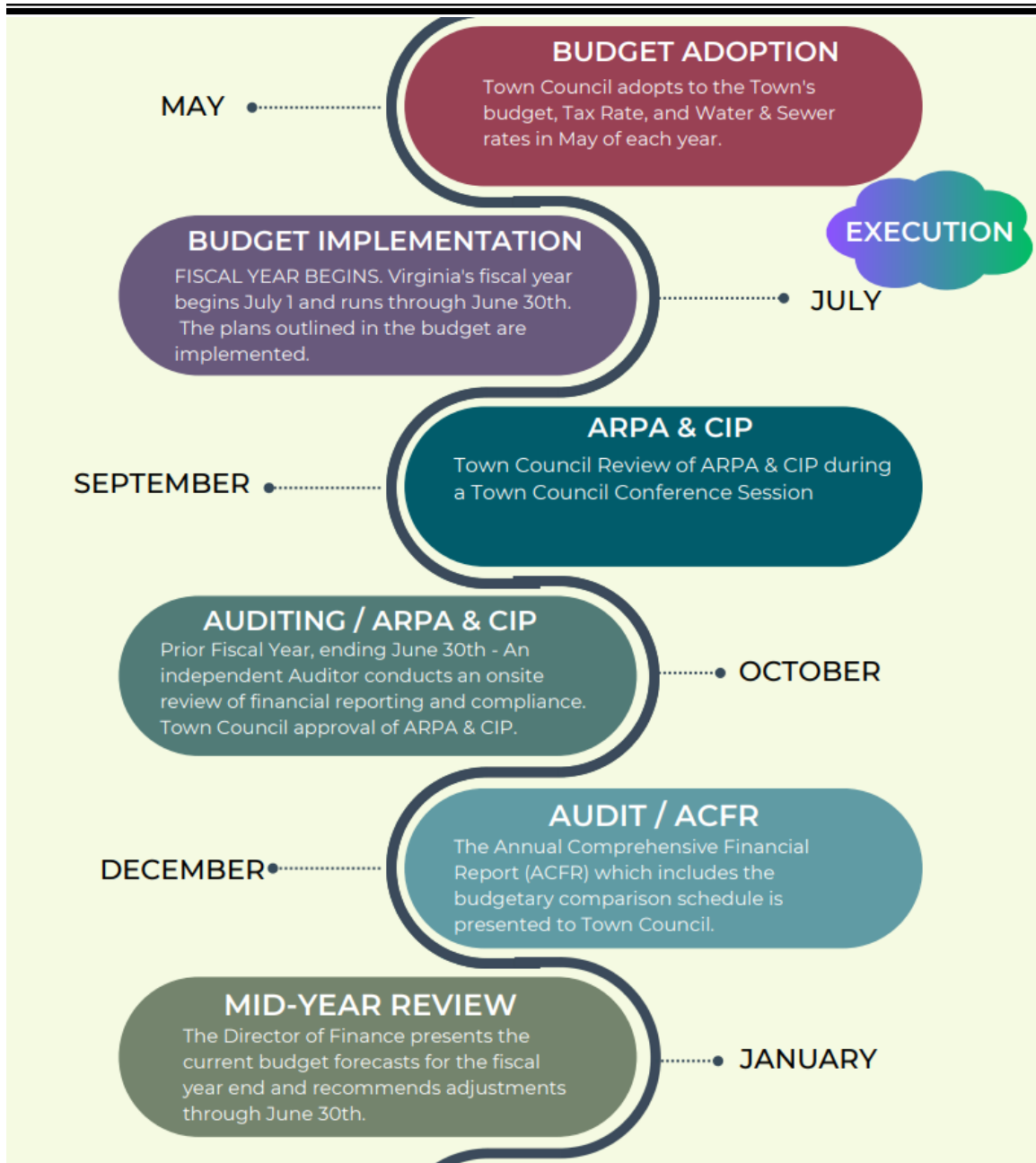
**BUDGET AND FINANCIAL SYSTEMS**

**BUDGET PROCESS FLOW**

Demonstrating compliance with the adopted budget is an important component of a government’s accountability to the public. Many residents like to participate in the process of establishing the annual operating budget and have an interest in following the actual financial progress throughout the year.



**BUDGET AND FINANCIAL SYSTEMS**



**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 or between funds. Any year end operating surpluses revert to the unappropriated balances for use in maintaining reserves and/or funding the Town Council approved expenditures.

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**BUDGET AND FINANCIAL SYSTEMS**

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**TYPES OF FUNDS**

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The Town of Vienna utilizes several funds. Each fund is considered a separate accounting entity, with operations accounted for within its set of self-balancing accounts, which consists of assets, liabilities, fund equity, revenues, and expenditures, as appropriate.

**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 revenues and expenditures. Revenues are primarily derived from general property taxes, other local taxes, licenses, permits, and revenues from other governmental units.

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

Capital Projects Fund: Accounts for and reports financial resources that are restricted, committed or assigned to expenditures for capital outlays, except for those financed by proprietary funds or for assets held in trust for individuals, private organizations, or other governments. Projects are financed principally through general obligation debt and grants, or funding from partner organizations.

The Capital Projects Budget typically operates on a project length schedule rather than a fiscal year schedule, therefore it is not part of the annual budget approval process. The Capital Projects Fund appropriations is the only fund (aside from the new, temporary ARPA fund) that does not lapse on June 30. The appropriations lapse when the project has been completed.

The development of the Capital Improvement Plan (CIP) includes projects that have been identified and prioritized for potential debt over the next 15 years. The CIP process provides for considerable advance project identification, planning, evaluation, scope definition, design, public discussion, cost estimating and financial planning.

Special Revenue Funds: Account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects. The Town

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**BUDGET AND FINANCIAL SYSTEMS**

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has three Special Revenue Funds, which include the Special Transportation Fund, the American Rescue Plan Fund, and the Stormwater Fund.

*The Special Northern Virginia Transportation Authority Fund (NVTA)* is to be used solely for transportation purposes. The funds are held in escrow by the county, and there is no budget associated.

*The ARPA Fund*, In July 2022 the Town received the second 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 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.

*The Stormwater Funds* 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 for stormwater activities within Town limits.

**Proprietary Fund:** Accounts for operations that are financed in a manner similar to private business enterprises. The Proprietary Fund utilizes the accrual basis of accounting in which the measurement focus is upon determination of net income, financial position, and cash flows. The Town's Proprietary Fund is 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 and fees to connect to the system. The Town purchases water and conveys sewage under agreements with the County of Fairfax, the Fairfax County Water Authority and the District of Columbia Water and Sewer Authority.

**Fiduciary Funds:** Fiduciary Funds (Trust and Custodial Funds) account for assets held by the Town in a trustee capacity. The Town has two trust funds, the Local Retirement Pension, and the Police Retirement Pension trust funds. Pension trust funds are used to account for assets held by the Town as trustee to provide Town employees with retirement benefits in addition to the benefits provided by the Virginia Retirement System and Social Security.

**BUDGET AND FINANCIAL SYSTEMS**

**FUND STRUCTURE**

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

Department / Fund	General Fund	Debt Service Fund	Water & Sewer Fund	Storm-water Fund	Capital Projects Fund	ARPA Fund
Legislative	X					
Administration	X				X	X
Finance	X		X			X
Public Safety	X	X			X	X
Public Works	X	X	X	X	X	X
Tax Relief	X					
Parks & Recreation	X	X			X	X
Community Development	X				X	X
Transfers & Reserves	X	X	X	X	X	



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**BUDGET AND FINANCIAL SYSTEMS**

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**BASIS OF ACCOUNTING**

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The Basis of Accounting refers to the accounting and financial reporting treatment applied to a particular fund. All Governmental Funds are accounted for using a current financial resources measurement focus. All Proprietary Funds and Pension Trust Funds are accounted for on a flow of economic resources measurement focus.

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 (GAAP). Purchase orders are encumbered against budget balances when issued.

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

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**BASIS OF BUDGETING VS. BASIS OF ACCOUNTING**

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The budgets for the General Fund, Debt Service, Capital Projects, and Stormwater Funds are prepared on the same basis of accounting used for financial reporting purposes (GAAP). consistent with generally accepted accounting principles (GAAP). There are some instances when the GAAP used for financial reporting

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**BUDGET AND FINANCIAL SYSTEMS**

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purposes will differ from those used in budget preparation. The differences of accounting occur because regulations governing budgeting (e.g., laws or ordinances of the state, county, city, or some other jurisdiction) differ from GAAP.

The Basis of Accounting used is not the same across all funds (i.e., Modified Accrual Basis vs. Accrual Basis). However, the basis of budgeting and budgetary accounting used is applied consistently across each fund.

The budget must comply with the Code of Virginia and other regulatory agencies, as appropriate. Thus, the budget outlines the required information to serve legal and financial reporting purposes. The Commonwealth of Virginia requires that the Town budget be based on fund accounting, which is a system of accounting that demonstrates compliance with finance-related legal requirements. All Town funds can be divided into three categories: Governmental Funds, Proprietary Funds, and fiduciary funds.



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## BUDGET AND FINANCIAL SYSTEMS

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### LONG TERM FINANCIAL POLICIES AND GOALS

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The Town prepares a Capital Improvement Plan (CIP) every year forecasting capital expenditures out 10-15 years in the future. This plan is summarized in the CIP section of this budget. To forecast for the future, the Town prepares and updates a three-year long-range forecast for the operating budget which follows in this section.



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 all interested, current, and accurate information on the financial conditions of the Town.

#### Revenue Plan

- a. On an ongoing basis, the Town 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. The Town will aggressively collect all fees and other revenues due.

#### Expenditure Plan

- a. Continually provide its citizens and customers with 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.

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## BUDGET AND FINANCIAL SYSTEMS

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**Reserves**

- a. At all times, the Town will maintain a minimum general fund balance reserve equal to a minimum of 18% of budgeted expenditures.

**Debt Capacity**

- a. Adhere to the State of Virginia's mandate that the Town'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 CIP each year to reflect the age and condition of all facilities and the needs of the community.

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### LONG RANGE PLAN – FY 2024, 2025

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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 in the outer years.
- Real estate taxes based on 4.5% increase in 2025, and 4.0% increase in 2026. The main driver is the increase in commercial development.
- Sales tax forecasted at 5% increase each year, and business licenses tax is forecasted at 3.5% increase each year, this is aligned with the strategic goal of *Vienna as an Economically Prosperous Community*, to attract visitors and residents and establish the Town as a destination.
- Permits, fees and licenses are forecasted to decrease (6.6%) each year as commercial development projects are expected to slow down and start engaging in business, leading to the increase in real estate taxes and business license taxes.
- Court fines expected to increase 5% each year, this is aligned with the strategic plan goal of *Vienna as a Safe Community*, to improve traffic and pedestrian safety and reduce crime.
- The Use of Money category includes interest revenue, and concessions and rentals. Interest revenue is forecasted to decrease, based on the Federal Reserve System's estimates and current economic conditions as the economy begins to stabilize. Concessions and rentals revenue is expected to increase 10% each year, due to an increase in facility rates and rentals.

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**BUDGET AND FINANCIAL SYSTEMS**

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The overall category decrease is expected to be (6.6%) in 2024 and (5.4%) in 2025.

- Parks and Recreation revenues are expected to continue strong and increase 6% in 2024 and 4% in 2025.
- Other revenue categories are forecasted at modest increases for the 2024 budget.

General Fund Expenditures

- Wages and benefits are forecasted to increase 3% each year, this may change based on the Class and Comp Study that will be conducted in FY24.
- Health insurance is forecasted to increase 5% a year. There was a 0% increase in FY24.
- Purchased services, mainly maintenance contracts, are forecasted to increase 3% in 2024 and 2.5% in 2025, based on contractual agreements, and as current economic conditions, including inflation, start to subside in the outer years.
- Other charges, mainly utilities, insurance, travel, and training are forecasted to increase 3% in 2024 and 2.5% in 2025, based on current economic conditions.
- Materials and supplies are forecasted to increase 3% in 2024 and 2.5% in 2025, based on the recent rise in inflation and the economy stabilizing.
- Programs and services, are mainly expenses directly related to Parks and Recreation, are forecasted to increase 3.1% in 2024 and 1.9% in 2025. This is based on a 5% increase for Special Events, where a minimal fee is now being charged on some events that were free in past years.
- 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 results in a forecasted increase in revenues of 2.6% in 2025, and an increase of 3.6% in 2026. Expenditure changes are expected to increase slightly in 2025 and 2026 due to the lasting impact of inflation, as predicted by expert opinion.

**BUDGET AND FINANCIAL SYSTEMS**

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

	2022 Actual	2023 Forecast	2023 Adopted Budget	2024 Adopted Budget	2025 Forecast	2026 Forecast
<b>General Property Taxes</b>	\$ 12,801.7	\$ 12,870.7	\$ 12,884.0	\$ 13,431.5	\$ 14,040.5	\$ 14,602.0
<b>Other Local Taxes</b>	7,142.4	6,879.9	6,845.0	7,280.0	7,527.0	7,777.0
<b>Permits, Fees and Licenses</b>	373.4	280.5	326.0	308.3	287.8	268.8
<b>Fines and Forfeitures</b>	199.9	253.1	241.0	294.0	309.0	324.0
<b>Revenue from Use of Money</b>	155.7	481.8	192.0	503.0	470.0	444.8
<b>Charges for Services</b>	1,148.0	1,439.7	1,390.0	1,493.0	1,576.0	1,641.0
<b>Miscellaneous</b>	193.5	302.2	196.8	173.8	183.8	183.8
<b>Intergovernmental - State</b>	2,897.4	3,198.2	3,198.4	3,466.4	3,540.2	3,592.2
<b>Intergovernmental - Federal</b>	50.2	85.2	50.0	53.0	61.0	70.2
<b>Other Sources of Funds</b>	1,898.4	6,148.6	4,932.5	4,539.7	4,360.5	4,608.5
<b>Total Revenue</b>	<b>\$ 26,860.4</b>	<b>\$ 31,939.9</b>	<b>\$ 30,255.7</b>	<b>\$ 31,542.7</b>	<b>\$ 32,355.8</b>	<b>\$ 33,512.3</b>
<i>Percent Increase / (Decrease)</i>		18.9%	-5.3%	4.3%	2.6%	3.6%
<b>Personnel Services</b>	\$ 14,581.9	\$ 15,560.5	\$ 15,931.1	\$ 16,505.4	\$ 17,000.6	\$ 17,510.6
<b>Employee Benefits</b>	5,229.3	5,803.3	5,677.3	6,295.9	6,507.6	6,727.3
<b>Purchased Services</b>	2,459.5	3,765.8	3,032.6	3,307.4	3,406.6	3,491.8
<b>Other Charges</b>	1,031.1	1,375.0	1,315.0	1,410.8	1,453.1	1,489.4
<b>Materials and Supplies</b>	1,000.5	1,271.4	1,214.7	1,297.6	1,336.5	1,369.9
<b>Programs and Services</b>	685.6	1,662.1	1,186.4	1,252.3	1,291.3	1,315.8
<b>Capital Outlay</b>	1,115.4	2,501.9	1,858.6	1,855.4	1,594.2	2,241.6
<b>Interfund Transfers</b>	-	-	40.0	(382.0)	(234.1)	(634.1)
<b>Total Expenditures</b>	<b>\$ 26,103.2</b>	<b>\$ 31,939.9</b>	<b>\$ 30,255.7</b>	<b>\$ 31,542.7</b>	<b>\$ 32,355.8</b>	<b>\$ 33,512.4</b>
<i>Percent Increase / (Decrease)</i>		22.4%	-5.3%	4.3%	2.6%	3.6%
<b>Annual Increase / (Decrease)</b>	\$ 757.1	\$ -	\$ -	\$ -	\$ -	\$ (0.1)
<b>Beginning Fund Balance</b>	\$ 9,691.7	\$ 10,448.8	\$ 10,448.8	\$ 10,448.8	\$ 10,448.8	\$ 10,448.8
<b>Ending Fund Balance</b>	\$ 10,448.8	\$ 10,448.8	\$ 10,448.8	\$ 10,448.8	\$ 10,448.8	\$ 10,448.7

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**BUDGET AND FINANCIAL SYSTEMS**

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Water and Sewer Fund Revenue

- Water and sewer revenue increases are driven by the projected cost increases in wages, water purchase, sewer treatment, and other costs of operations and planned additions to infrastructure.
- Water consumption rates are projected to increase on average 10% a year, and service charges are projected to increase 3%.
- Sewer charges are also projected to increase 10% a year.
- Reimbursements from Fairfax County are projected to increase 2.5% a year, and developer revenues are projected flat.

Water and Sewer Fund Expenses

- The same assumptions as the general fund were used for all water and sewer expenses except water purchases and sewer treatment.
- Water purchases are forecasted to decrease (3%) in 2024 and (5%) in 2025, after a 33% increase in FY24.
- Sewer treatment is forecasted to increase 3-5% for Fairfax County, as they increase charges to meet environmental requirements; there will be no increase for DC WASA, after a 13% increase in FY24.

Water and Sewer Fund Summary

- Water and sewer revenues and expenses 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 Actual	2023 Forecast	2023 Adopted Budget	2024 Adopted Budget	2025 Forecast	2026 Forecast
<b>Use of Money and Property</b>	\$ 3.1	\$ 35.0	\$ 0.8	\$ 50.0	\$ 51.5	\$ 52.8
Water Charges	4,029.5	4,378.0	4,700.0	4,820.0	4,964.6	5,113.5
Sewer Charges	3,849.0	4,350.0	4,350.0	4,650.0	4,789.5	4,933.2
Account Service Charges	1,542.7	1,609.8	1,580.0	1,710.0	1,761.3	1,814.1
Cycle 6 Billing Reimbursement	84.4	87.0	87.0	90.0	92.3	94.6
Reconnection Fees	2.2	6.0	3.0	6.0	6.0	7.0
Developer Fees	936.5	575.0	340.0	400.0	400.0	375.0
Miscellaneous Revenues	3,558.4	888.9	440.9	521.0	640.0	640.0
<b>Total Revenue</b>	<b>\$ 14,005.8</b>	<b>\$ 11,929.7</b>	<b>\$ 11,501.7</b>	<b>\$ 12,247.0</b>	<b>\$ 12,705.2</b>	<b>\$ 13,030.2</b>
<i>Percent Increase / (Decrease)</i>		-14.8%	-3.6%	6.5%	3.7%	2.6%
<b>Personnel Services</b>	\$ 1,618.2	\$ 1,357.6	\$ 1,372.1	\$ 1,600.0	\$ 1,663.0	\$ 1,727.9
Employee Benefits	498.4	556.3	556.3	644.3	668.3	693.2
Purchased Services	4,610.2	5,009.1	4,995.7	5,551.3	5,608.5	5,661.4
Other Charges	36.1	59.9	59.4	67.7	69.7	71.4
Materials and Supplies	308.8	387.6	381.6	394.1	405.9	416.0
Programs and Services	112.7	137.6	105.6	125.6	131.9	138.5
Capital Outlay	839.1	431.6	41.1	44.6	46.8	49.1
Interfund Transfers	212.5	3,990.0	3,990.0	3,819.5	4,111.1	4,272.7
<b>Total Expenses</b>	<b>\$ 8,236.1</b>	<b>\$ 11,929.7</b>	<b>\$ 11,501.7</b>	<b>\$ 12,247.0</b>	<b>\$ 12,705.2</b>	<b>\$ 13,030.2</b>
<i>Percent Increase / (Decrease)</i>		44.8%	-3.6%	6.5%	3.7%	2.6%
<b>Annual Increase / (Decrease)</b>	\$ 5,769.7	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Beginning Net Position</b>	\$ 19,064.3	\$ 24,834.0	\$ 24,834.0	\$ 24,834.0	\$ 24,834.0	\$ 24,834.0
<b>Ending Net Position</b>	\$ 24,834.0	\$ 24,834.0	\$ 24,834.0	\$ 24,834.0	\$ 24,834.0	\$ 24,834.0



**BUDGET AND FINANCIAL SYSTEMS**

Debt Service Fund Revenue

- Meals taxes are the main source of revenue in the debt service fund, forecasted to increase 5% each year, 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 2025 and 2026 expenditure forecasts reflect known debt payments.
- The main driver of the 25.9% increase in 2025 is the 2020 Bond Principal amount increases by \$860K.

Debt Service Fund Summary

- The long-range forecast is conservative in forecasting meals tax growth and the planned use of prior surplus to meet future debt payments for 2025 and minor surplus in 2026.

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

	2022 Actual	2023 Forecast	2023 Adopted Budget	2024 Adopted Budget	2025 Forecast	2026 Forecast
Meals and Lodging Tax	\$ 3,331.8	\$ 3,400.0	\$ 3,200.0	\$ 3,375.0	\$ 3,543.8	\$ 3,720.9
Use of Money	(65.2)	81.0	6.0	85.0	72.3	61.4
Federal Revenue	22.4	18.2	29.0	13.0	-	-
Interfund Transfers	1,845.3	2,485.0	2,485.0	1,979.8	2,518.2	2,332.1
Use of Prior Year Surplus	-	439.7	703.9	17.2	750.0	750.0
<b>Total Revenue</b>	<b>\$ 5,134.4</b>	<b>\$ 6,423.9</b>	<b>\$ 6,423.9</b>	<b>\$ 5,470.0</b>	<b>\$ 6,884.2</b>	<b>\$ 6,864.5</b>
<i>Percent Increase / (Decrease)</i>		25.1%	0.0%	-14.8%	25.9%	-0.3%
Bond Principal	3,002.0	3,547.0	3,547.0	3,267.0	4,262.0	4,227.0
Bond Interest	1,720.2	2,225.1	2,225.1	1,868.7	1,758.8	1,578.5
Capital Lease Principal	643.3	627.2	627.2	327.6	842.9	1,535.2
Capital Lease Interest	23.1	24.5	24.5	6.7	25.0	25.0
Contingency	-	-	-	-	(4.5)	(501.3)
<b>Total Expenditures</b>	<b>\$ 5,388.6</b>	<b>\$ 6,423.9</b>	<b>\$ 6,423.9</b>	<b>\$ 5,470.0</b>	<b>\$ 6,884.2</b>	<b>\$ 6,864.5</b>
<i>Percent Increase / (Decrease)</i>		19.2%	0.0%	-14.8%	25.9%	-0.3%
<b>Annual Increase / (Decrease)</b>	<b>\$ (254.23)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Beginning Fund Balance</b>	<b>\$ 6,844.1</b>	<b>\$ 6,589.8</b>	<b>\$ 6,589.8</b>	<b>\$ 6,589.8</b>	<b>\$ 6,589.8</b>	<b>\$ 6,589.8</b>
<b>Ending Fund Balance</b>	<b>\$ 6,589.8</b>	<b>\$ 6,589.8</b>	<b>\$ 6,589.8</b>	<b>\$ 6,589.8</b>	<b>\$ 6,589.8</b>	<b>\$ 6,589.8</b>

**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 Actual	2023 Forecast	2023 Adopted Budget	2024 Adopted Budget	2025 Forecast	2026 Forecast
<b>Stormwater Revenue</b>	\$ 451.6	\$ 440.0	\$ 440.0	\$ 500.0	\$ 537.5	\$ 577.8
<b>Use of Money</b>	1.9	-	-	25.0	21.3	18.1
<b>Miscellaneous Revenues</b>	2.7	0.5	0.5	0.5	0.5	0.5
<b>Use of Prior Year Surplus</b>	-	217.1	90.9	226.5	150.0	150.0
<b>Total Revenue</b>	<b>\$ 456.12</b>	<b>\$ 657.63</b>	<b>\$ 531.42</b>	<b>\$ 752.04</b>	<b>\$ 709.25</b>	<b>\$ 746.40</b>
<i>Percent Increase / (Decrease)</i>		44.2%	-19.2%	41.5%	-5.7%	5.2%
<b>Personnel Services</b>	95.8	192.0	192.0	210.1	216.4	222.9
<b>Employee Benefits</b>	43.8	64.2	64.2	77.8	79.2	82.1
<b>Purchased Services</b>	52.8	91.9	91.9	101.8	104.9	107.5
<b>Other Charges</b>	2.1	4.0	4.0	4.5	4.6	4.7
<b>Materials and Supplies</b>	2.4	5.0	5.0	5.4	5.6	5.7
<b>Programs and Services</b>	115.8	285.5	159.3	337.4	283.6	308.5
<b>Capital Outlay</b>	1.6	-	-	-	-	-
<b>Interfund Transfers</b>	15.0	15.0	15.0	15.0	15.0	15.0
<b>Total Expenditures</b>	<b>\$ 329.25</b>	<b>\$ 657.63</b>	<b>\$ 531.42</b>	<b>\$ 752.04</b>	<b>\$ 709.25</b>	<b>\$ 746.40</b>
<i>Percent Increase / (Decrease)</i>		99.7%	-19.2%	41.5%	-5.7%	5.2%
<b>Annual Increase / (Decrease)</b>	\$ 126.9	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Beginning Fund Balance</b>	\$ 812.1	\$ 939.0	\$ 939.0	\$ 939.0	\$ 939.0	\$ 939.0
<b>Ending Fund Balance</b>	\$ 939.0	\$ 939.0	\$ 939.0	\$ 939.0	\$ 939.0	\$ 939.0

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**BUDGET AND FINANCIAL SYSTEMS**

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A very detailed long-range forecast for the capital projects fund is discussed and updated every fall with the Capital Improvement Program, a summary is presented in this budget in its own section. Highlights of the last discussion and approval from May 2023 are:

Capital Projects 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 must borrow.
- Bonds are repaid by the meals taxes, except for water and sewer projects which are repaid through water and sewer fees.
- In the 2023 CIP, meals taxes are forecasted as follows:
  - 2023 forecast - \$3.35 million
  - 2024 budget - \$3.4 million
  - 5% annual increase thereafter.
- 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 a 3% bond issue.
- 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 \$14 million in capital projects over the term of ARPA funding.

Capital Projects 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
<b>Bond Funding</b>			
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
<b>Total Bond Funding</b>	<b>11,642.5</b>	<b>14,815.4</b>	<b>13,739.2</b>
<b>Outside Funding</b>			
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
<b>Total Outside Funding</b>	<b>14,863.3</b>	<b>9,100.0</b>	<b>6,004.0</b>
<b>Total Proposed Funding</b>	<b>\$ 26,505.8</b>	<b>\$ 23,915.4</b>	<b>\$ 19,743.2</b>
<b>Planned Projects</b>			
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
<b>Total</b>	<b>\$ 26,505.8</b>	<b>\$ 23,915.4</b>	<b>\$ 19,743.2</b>

**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 residents.

**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.

- *This is promoted by completing Code Create and the Parks Master Plan.*
- *This is also promoted by formulating a balanced budget to support all necessary Town services.*

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**BUDGET AND FINANCIAL SYSTEMS**

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**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.

- *This is promoted through the Town Council approval of the contract for Police body worn cameras.*
- *This is also promoted by development of a new pay plan to ensure the police department is staffed with quality personnel.*

**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.

- *This is promoted by ensuring a balanced budget is approved and adopted prior to the start of the Fiscal Year, July 1, 2023.*

**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.

- *This is promoted by conducting a Town Wide Survey, and implementing the results.*

**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.









- *This is promoted through the Maud Robinson Sidewalk project effort.*
- *This is also promoted through the use of ARPA funds, capital funds and grant funds to improve streets and increase the level of paving.*

**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.

- *This is promoted through a priority to protect and increase the Town's tree canopy, to achieve the Tree City USA Award annually.*

**BUDGET AND FINANCIAL SYSTEMS**

Town of Vienna 2019 Strategic Plan Initiatives	Town Services	Public Safety	Finance	Government and Citizen 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 2023-24 budget was prepared using the following assumptions:

- Lower the real estate tax rate by \$0.01, to \$0.1950 per \$100 of assessed value. Property assessments increased 10.6% overall.
- Salary increase of 5% for FY 2023-24, competitive with nearby jurisdictions.
- Health care expenses remained flat, with no annual increase, for both Kaiser Permanente and Anthem.
- Continued increase in parks and recreation revenue and expenditures as operations return to pre-pandemic levels.
- Continued transfer of one parks maintenance position to contracted labor.
- Slight increases in general fund costs due to inflation, accounting for increasing fuel costs, contracts/labor costs, postage, equipment, and insurance costs since the opening of the new police station in FY 2022-23.
- Addition of two positions, a zoning compliance officer and a civil engineer to support Town objectives, as determined by collaboration between staff and Council.
- Based on the start of a new Water and Sewer rate study, fees will increase 10% in FY 2023-24 to help offset the costs of rising water purchase and sewer treatment fees, maintenance costs, and provide adequate reserves for infrastructure. The rate study will provide guidance on outer year fee increases.
- Increase in transfers from the water and sewer fund to the general fund as recommended in the current water and sewer rate study.

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**BUDGET AND FINANCIAL SYSTEMS**

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**BASIS OF REVENUE PROJECTIONS**

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Vienna revenues are derived from a variety of sources: local, Commonwealth and other inter-jurisdictional bodies. When preparing revenue projections, staff will review the prior year's economic activity, current year-to-date figures, and future factors that could affect the source. The following techniques are used to prepare revenue projections:

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

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**GENERAL FUND REVENUE PROJECTIONS**

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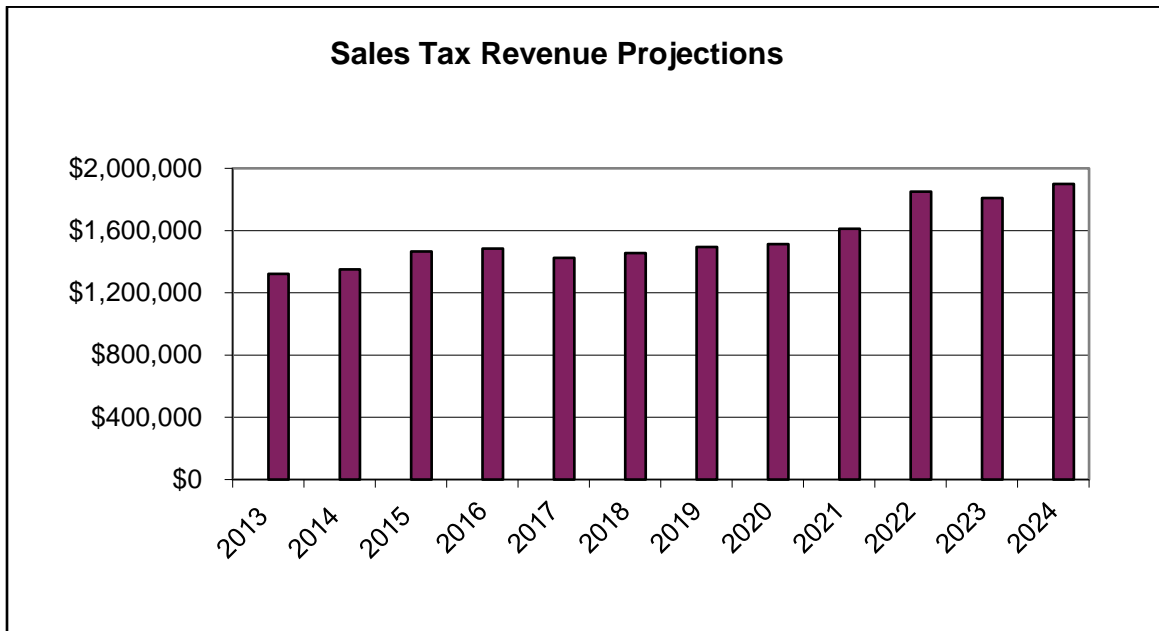
Real Estate Taxes are the largest source of revenue for the Town. Adjacent to Washington D.C. and economically advantaged regions of Fairfax County, Virginia, Vienna has seen residential property values increase steadily since 2012, while commercial values increase at a lesser rate. For the FY 2023-24 budget year, the average residential assessments increased by 10.6 percent over 2023, while the average commercial assessments increased by 4.7 percent. As mortgage rates continue to rise, we expect to see the housing market slowdown. Several large commercial projects were under construction during 2023. One mixed-use development has completed the residential portion in 2022, the commercial portion is expected to be completed in 2023; and one assisted living senior housing development is under construction expected to be complete in 2024. Commercial assessments, while still increasing, are at a lower percent of total assessment due to the dramatic increase in overall residential assessments. Once the new commercial projects come online in 2023 and 2024 the commercial percentage is expected to increase slightly.



**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. Future year revenues are anticipated to hold steady or increase moderately.

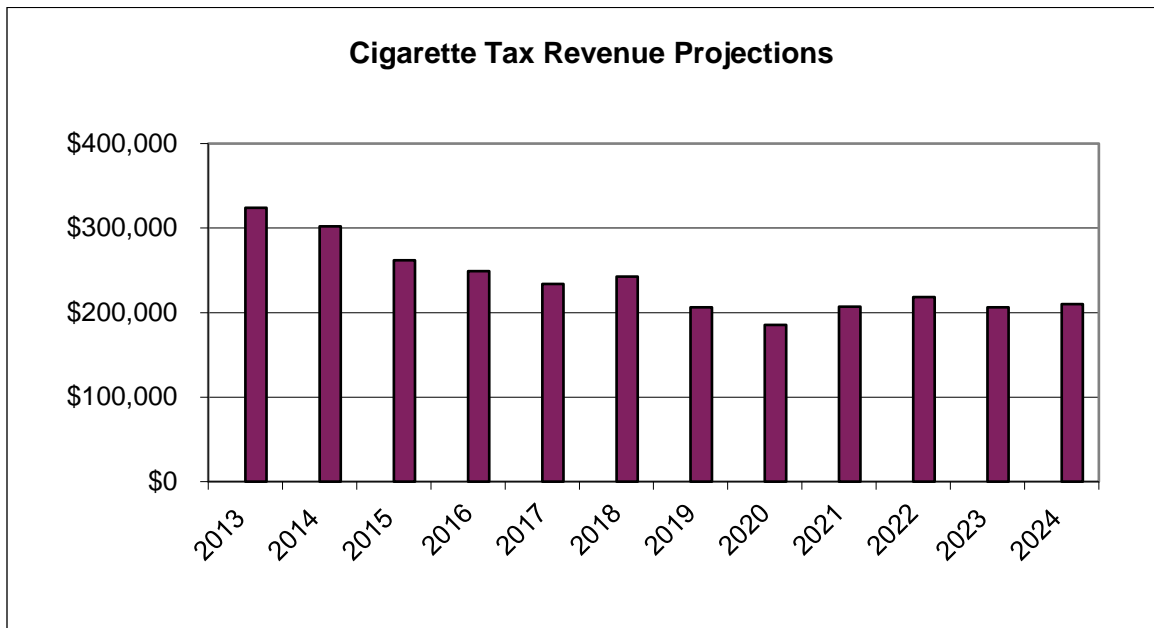




**BUDGET AND FINANCIAL SYSTEMS**

**Cigarette Tax Revenue**

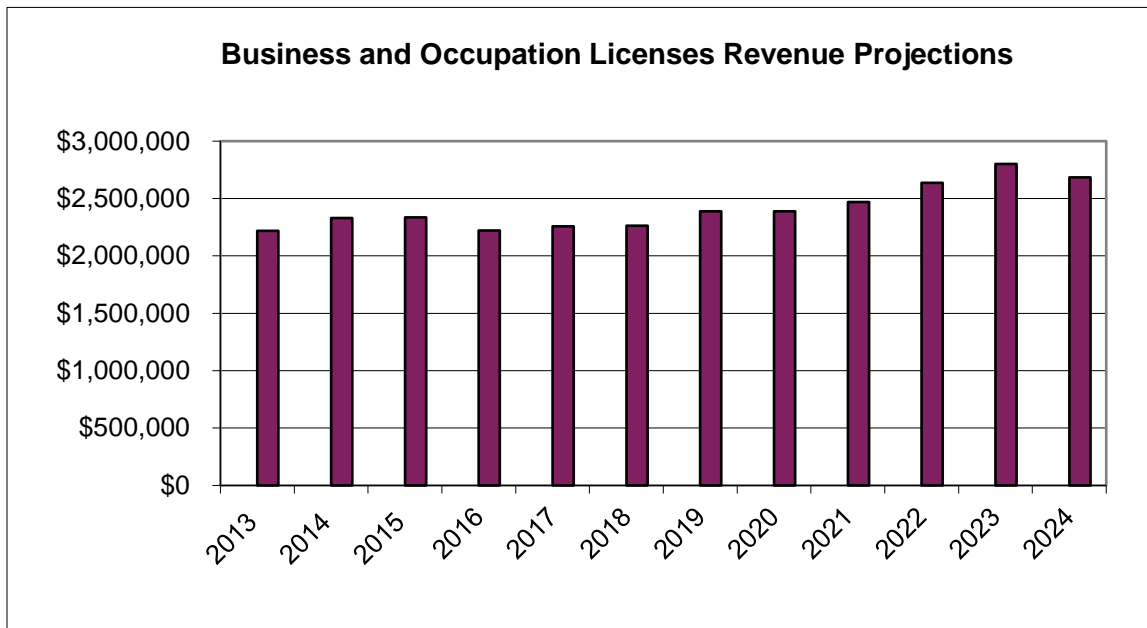
The Town of Vienna is part of the Northern Virginia Cigarette Tax Board, a consortium of 25 area jurisdictions formed for the purpose of collecting and disseminating cigarette tax revenues. The Town of Vienna increased the tobacco tax starting July 1, 2017 from \$0.75 to \$0.85. Overall, historical pack 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.



**BUDGET AND FINANCIAL SYSTEMS**

**Business and Occupational License Revenue**

Business license tax revenues are projected to increase 5.5 percent in FY 2023, \$300K better than budget. This increase is partly due to inflation, increased prices on goods and services, as well as stronger enforcement and compliance. Projections for FY 2024 anticipate business licenses to continue strong. The addition of a one-year, part-time business license auditor to join the finance team and will audit non-compliant business and bring in additional revenue for a one-year period. We also expect the Town’s businesses continue to thrive.

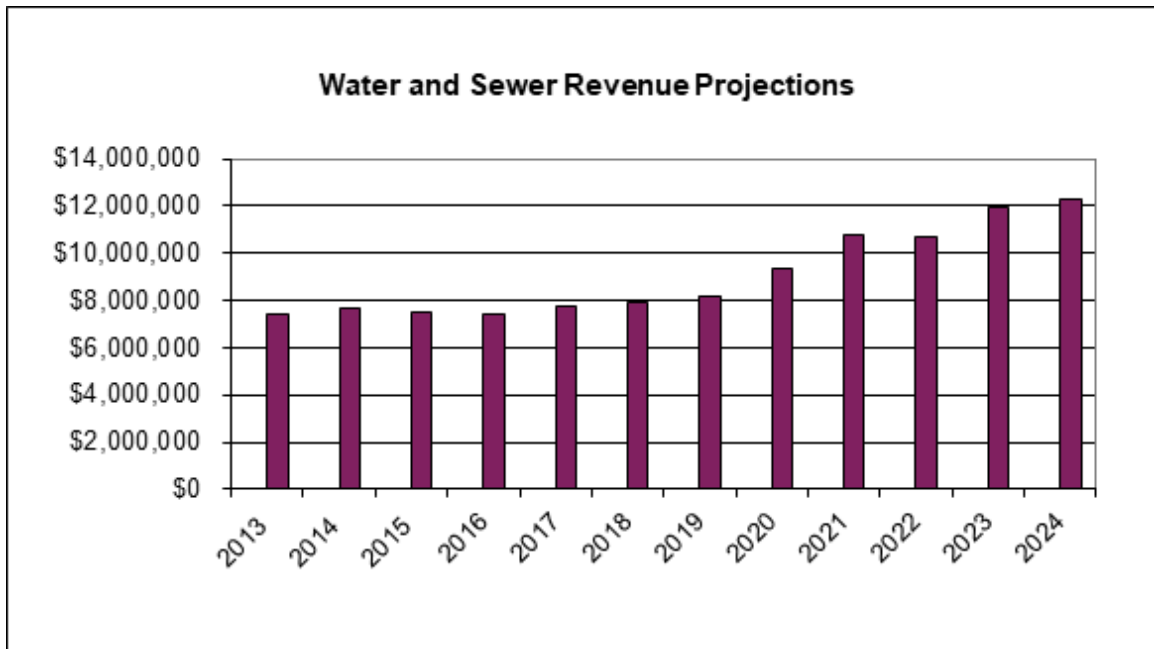


**BUDGET AND FINANCIAL SYSTEMS**

**Water and Sewer Charges**

Funds collected from water and sewer usage, and fees are directly related to the costs associated with them. Changes in this fund are due to a wholesale water rate increase of 33 percent from Fairfax Water, and an increase in sewer treatment costs of 13 percent, from DC WASA. The Town's rates are established to strictly cover costs and provide an adequate cash reserve for the fund. Therefore, 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 an adequate reserve 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.

The start of a water and sewer rate study was conducted in FY 2022-23, however will not be completed until FY 2023-24, for use in the FY 2024-25 budget process. To ensure adequate funding, investment in infrastructure, and to sufficiently cover increases in operating costs, it is recommended water and sewer rates increase by 10 percent in FY 2023-24. 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's strategic plan initiatives, 4) commitment to invest in infrastructure. The findings of the study will be shared during the next budget cycle.

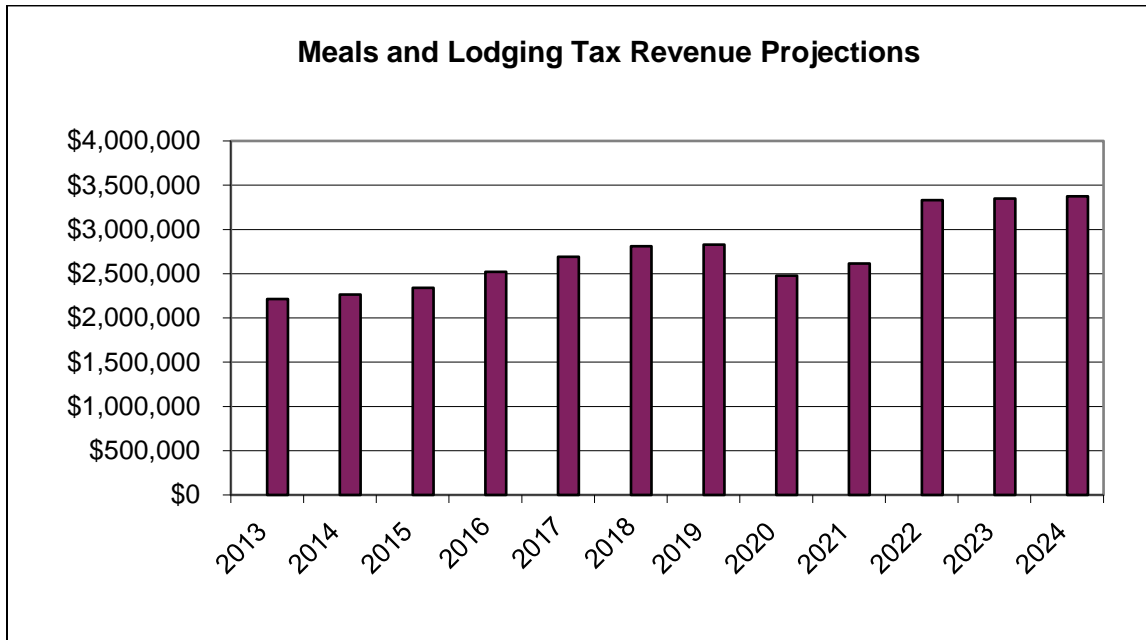


**BUDGET AND FINANCIAL SYSTEMS**

**Meals and Lodging Tax Revenue**

The Town's capital improvement program is funded through the collection of meals and lodging tax. Collections have experienced a steady growth rate since its implementation in January 1990. The Town has seen an increase in both the number of restaurants opening within the Town, as well as increases in overall sales. In 2023, 103 new businesses started in Town, including 19 new restaurants.

Historical revenue data show year over year growth in the last five years, with a high of 27.5 percent in FY 2021-22 (reflecting recovery from the pandemic) and a low of (12.5 percent) during the height of the pandemic. The ten-year average is an increase of 4.5 percent, and the last five-year average is a 4.4 percent increase. Due to new commercial construction and strong town support of restaurants, meals taxes are projected to increase in FY 2023-24.



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**BUDGET AND FINANCIAL SYSTEMS**

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**DEBT SERVICE FUND HISTORY**

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The following section outlines each of the Town's outstanding debt issues by amount borrowed; term of the bonds issued; the true-interest cost; annual principal repayment; use of the debt proceeds; and projected retirement year.

General obligation debt worth \$4,990,000 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 were 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.

General obligation debt worth \$6,310,000 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 existing debt. The existing debt which was refunded was the balance of the 2002 General Obligation Bonds (\$1,334,000) and Water and Sewer long-term notes payable (\$1,672,000). Savings in excess of \$460,000 were realized on the refunded debt. New debt proceeds were used for various public improvements including street and storm drain improvements but primarily for renovation of the 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 directly or indirectly protect or enhance the environment. New debt proceeds were used primarily for improvement of public buildings. Other projects funded through this debt issue included stormwater projects and improvements to the Town's water and sewer infrastructure. The bonds will be retired in 2031.

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 were used primarily for improvement of public buildings and water and sewer infrastructure. Other projects funded through this debt issue included parks

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**BUDGET AND FINANCIAL SYSTEMS**


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projects, architectural services for designing a new police station and matching funds for paving grants. The bonds will be retired in 2033.

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 were used primarily to fund construction and project management for a new police station, plus improvement of water and sewer infrastructure, property acquisitions for various public purposes, and public parking facilities. Other projects funded through this debt issue include parks projects and matching funds for paving grants. The bonds will be retired in 2040.

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 percent. 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. The bonds will be retired in 2042.

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

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**BUDGET AND FINANCIAL SYSTEMS**


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

<b>DEBT SERVICE PAYMENTS IN FY 22-23</b>				
<b>Issue</b>	<b>Fund</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2010	Debt Service	\$ 275,705	\$ 42,690	\$ 318,395
	Water & Sewer	59,295	9,181	68,476
2012	Debt Service	316,680	42,752	359,432
	Water & Sewer	103,320	13,948	117,268
2014	Debt Service	403,000	63,191	466,191
	Water & Sewer	34,000	5,331	39,331
2016	Debt Service	367,770	100,217	467,987
	Water & Sewer	42,230	11,508	53,738
2018	Debt Service	227,900	118,680	346,580
	Water & Sewer	302,100	157,320	459,420
2020	Debt Service	666,050	798,230	1,464,280
	Water & Sewer	198,950	238,433	437,383
2022	Debt Service	290,508	301,500	592,008
	Water & Sewer	119,492	124,012	243,504
<b>Total</b>		<b>\$ 3,407,000</b>	<b>\$ 2,026,993</b>	<b>\$ 5,433,993</b>

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**BUDGET AND FINANCIAL SYSTEMS**


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The constitution of Virginia mandates a limit on the debt of the Town. The computation of the Town's legal debt margin as of June 30, 2023 is as follows:

Assessed Value of Real Property, January 1, 2023	\$6,732,635,530
Debt Limit: Ten Percent (10 percent) of Assessed Value:	\$673,263,553
Amount of Debt Applicable to Debt Limit: General Obligation Bonds:	\$58,057,000
Total amount of Debt applicable to Debt Limitation:	<u>\$58,057,000</u>
Legal Debt Margin:	<u>\$ 615,206,553</u>

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**FUND BALANCE**


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The fund balance is defined as the excess of the fund's assets over its liabilities and reserves. Information in the following charts has been taken directly from past year audits and the budget document. Negative differences between General Fund revenues and expenditures reflect planned use of unassigned surplus. Negative differences between Water and Sewer Fund operating income and expenses reflect use of retained earnings balances. The actual use of prior year fund balances for the current fiscal year 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 of at least 18% of subsequent year budgeted expenditures, in the general fund. The reserve amount is unassigned. Any amount in excess of this standard/reserve amount may be appropriated by the Town Council to fund previously deferred or newly identified priorities, this usually happens in the fall.

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.



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**BUDGET AND FINANCIAL SYSTEMS**


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<b>Fund Balance Summary General Fund</b>					
	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FY 23-24 Adopted
Beginning Fund Balance	\$ 8,422,327	\$ 8,420,910	\$ 9,691,663	\$ 10,467,825	\$ 10,467,825
Revenues	24,600,790	25,798,375	24,982,650	25,323,200	27,003,000
Expenditures	25,869,537	25,701,282	26,104,862	30,215,740	32,092,700
Revenues Less Expenditures	(1,268,747)	97,093	(1,122,212)	(4,892,540)	(5,089,700)
Other Financing Sources (uses)	1,267,330	1,173,660	1,898,374	4,892,540	5,089,700
Net Change in Fund Balance	(1,417)	1,270,753	776,162	-	-
<b>Ending Fund Balance</b>	<b>\$ 8,420,910</b>	<b>\$ 9,691,663</b>	<b>\$ 10,467,825</b>	<b>\$ 10,467,825</b>	<b>\$ 10,467,825</b>

<b>Historical Data General Fund Reserve Balances</b>			
<i>Year Ending June 30</i>	<i>Revenue Collection</i>	<i>Unassigned Fund Balance</i>	<i>Percent Unassigned</i>
2022	\$24,982,650	\$5,433,759	21.8%
2021	\$25,798,375	\$4,778,490	18.5%
2020*	\$25,427,119	\$4,467,908	17.6%
2019	\$25,337,273	\$4,849,670	19.1%
2018	\$25,484,132	\$4,578,960	18.0%

\*\$1.1M of CARES Revenue not Included

**BUDGET AND FINANCIAL SYSTEMS**

<b>Net Position Summary Water and Sewer Fund</b>					
	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FY 23-24 Adopted
Net Position, Beginning of Year	\$ 11,529,835	\$ 16,909,805	\$ 19,064,278	\$ 24,834,173	\$ 24,834,173
Operating Income and Transfers In	14,531,817	13,043,184	16,764,743	11,501,720	12,246,990
Operating Expenses and Transfers Out	9,151,847	10,888,711	10,994,848	11,501,720	12,246,990
Change in Net Position	5,379,970	2,154,473	5,769,895	-	-
<b>Ending Net Position</b>	<b>\$ 16,909,805</b>	<b>\$ 19,064,278</b>	<b>\$ 24,834,173</b>	<b>\$ 24,834,173</b>	<b>\$ 24,834,173</b>

<b>Historical Data Water and Sewer Fund Reserve Balances</b>		
<i>Year Ending June 30</i>	<i>Ending Balance Revenue <sup>1</sup></i>	<i>Net position End of FY</i>
2022	\$11,021,484	\$24,834,173
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

*<sup>1</sup> Charges for Services plus non-operating revenue (net) and transfers (net)*

**BUDGET AND FINANCIAL SYSTEMS**

<b>Fund Balance Summary Debt Service Fund</b>					
	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Adopted	FY 23-24 Adopted
Beginning Fund Balance	\$ 7,994,987	\$ 8,241,923	\$ 6,844,063	\$ 6,589,837	\$ 6,589,837
Revenues	2,693,561	2,649,878	3,289,077	3,235,000	3,473,000
Expenditures	3,909,989	5,971,185	5,388,629	6,423,870	5,470,020
Revenues Less Expenditures	(1,216,428)	(3,321,307)	(2,099,552)	(3,188,870)	(1,997,020)
Other Financing Sources (uses)	1,463,364	1,923,447	1,845,326	3,188,870	1,997,020
Net Change in Fund Balance	246,936	(1,397,860)	(254,226)	-	-
<b>Ending Fund Balance</b>	<b>\$ 8,241,923</b>	<b>\$ 6,844,063</b>	<b>\$ 6,589,837</b>	<b>\$ 6,589,837</b>	<b>\$ 6,589,837</b>

<b>Historical Data Debt Service Net Position</b>		
<i>Year Ending June 30</i>	<i>Ending Balance Revenue</i>	<i>Net Position</i>
2022	\$3,289,077	\$6,589,837
2021	\$2,649,878	\$6,844,063
2020	\$2,693,561	\$8,241,923
2019	\$3,029,587	\$7,994,987
2018	\$2,928,044	\$7,443,681

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**BUDGET IN BRIEF**

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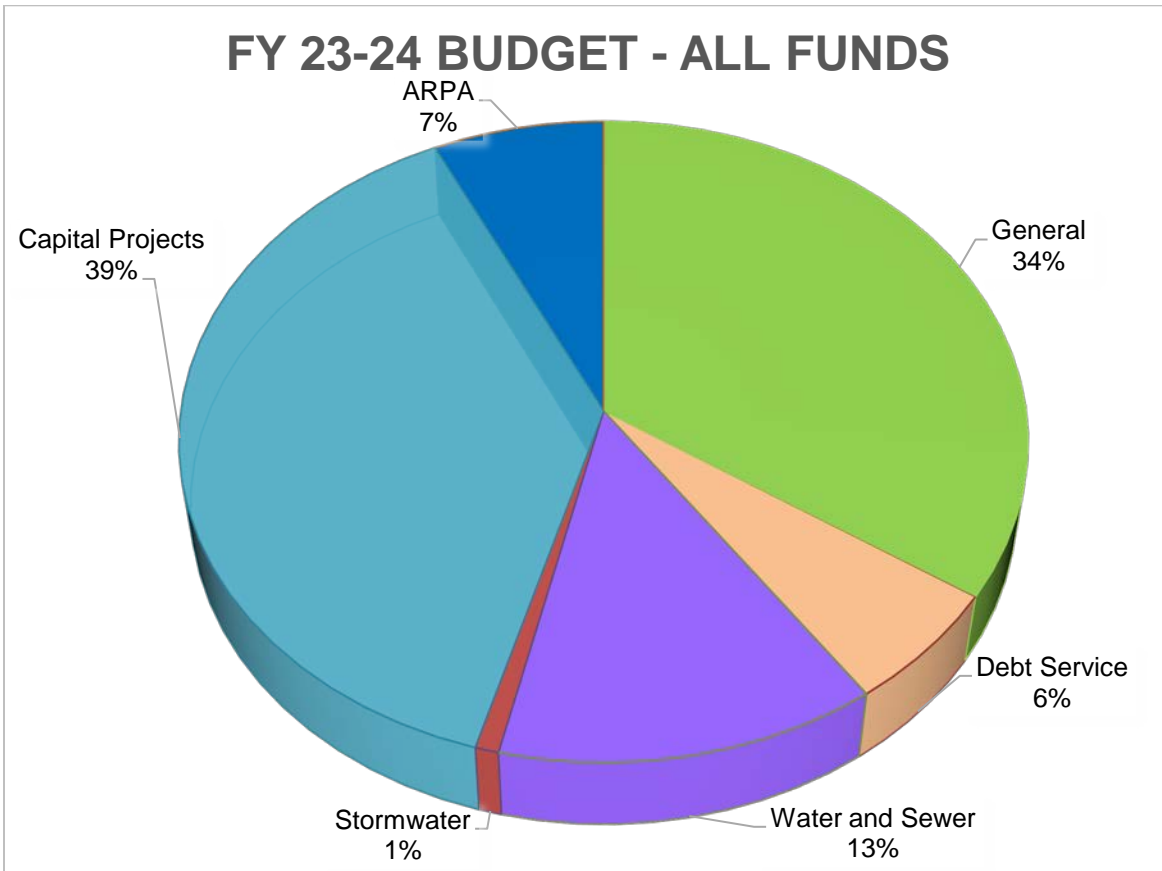
The budget in brief section provides a summary of the revenues and expenditures for the following funds:

- General Fund
- Debt Service Fund
- Water and Sewer Fund
- Stormwater Fund
- Capital Projects Fund
- ARPA Fund

**BUDGET IN BRIEF**

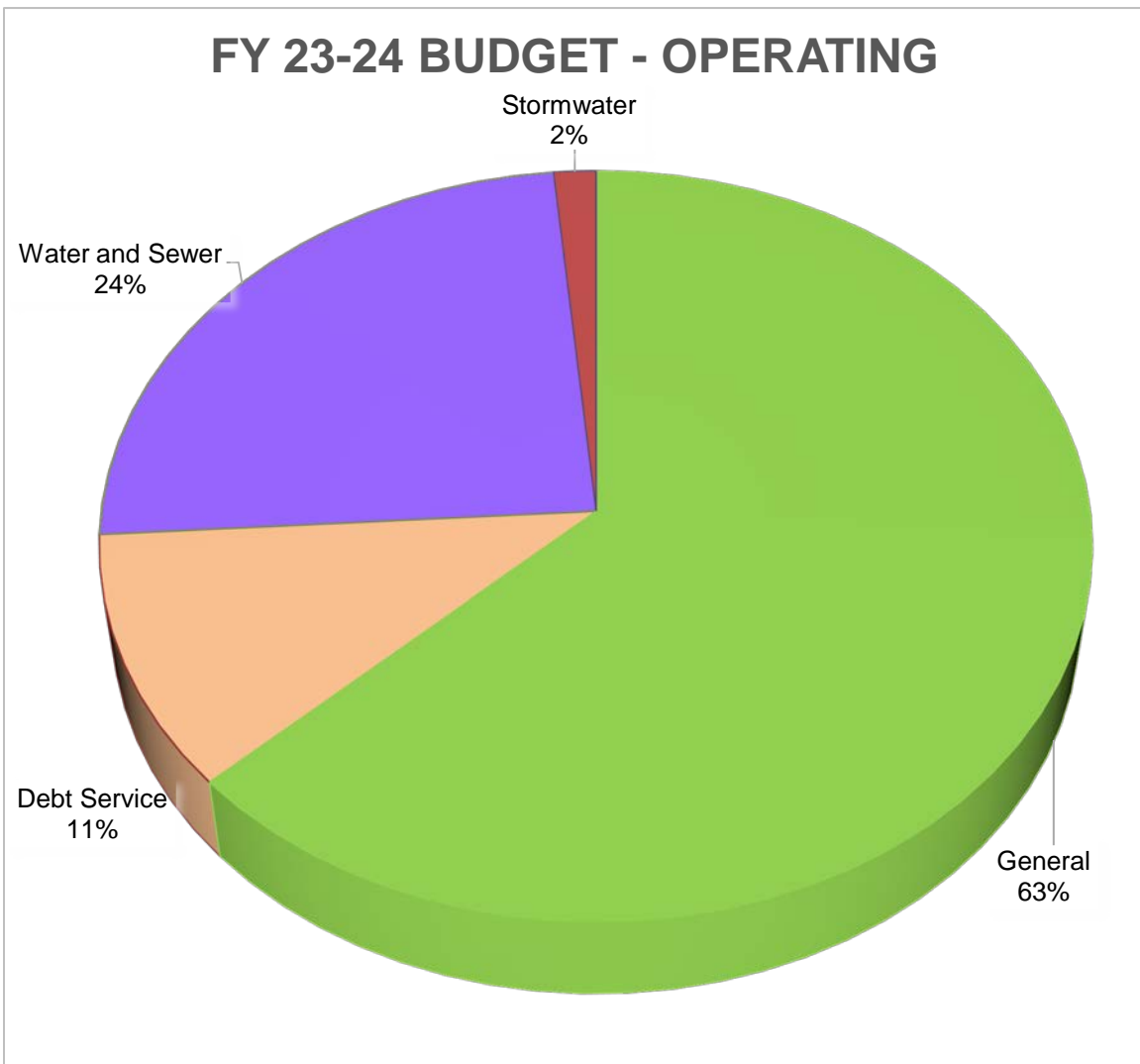
**ALL FUNDS**

ALL FUND - EXPENSES	Actuals FY 21-22	Adopted FY 22-23	Revised FY22-23	Adopted FY 23-24	Net Change
General	\$26,103,249	\$30,255,740	\$31,939,900	\$31,542,700	\$1,286,960
Debt Service	5,388,629	6,423,870	6,423,870	5,470,020	(953,850)
Water and Sewer	8,236,117	11,501,720	11,929,720	12,246,990	745,270
Stormwater	329,246	531,420	657,630	752,040	220,620
Capital Projects	21,240,729	18,631,000	12,431,000	35,287,000	16,656,000
ARPA	224,554	8,551,731	5,006,066	6,560,385	(1,991,346)
<b>TOTAL</b>	<b>\$61,522,524</b>	<b>\$75,895,481</b>	<b>\$68,388,186</b>	<b>\$91,859,135</b>	<b>\$15,963,654</b>



**BUDGET IN BRIEF**

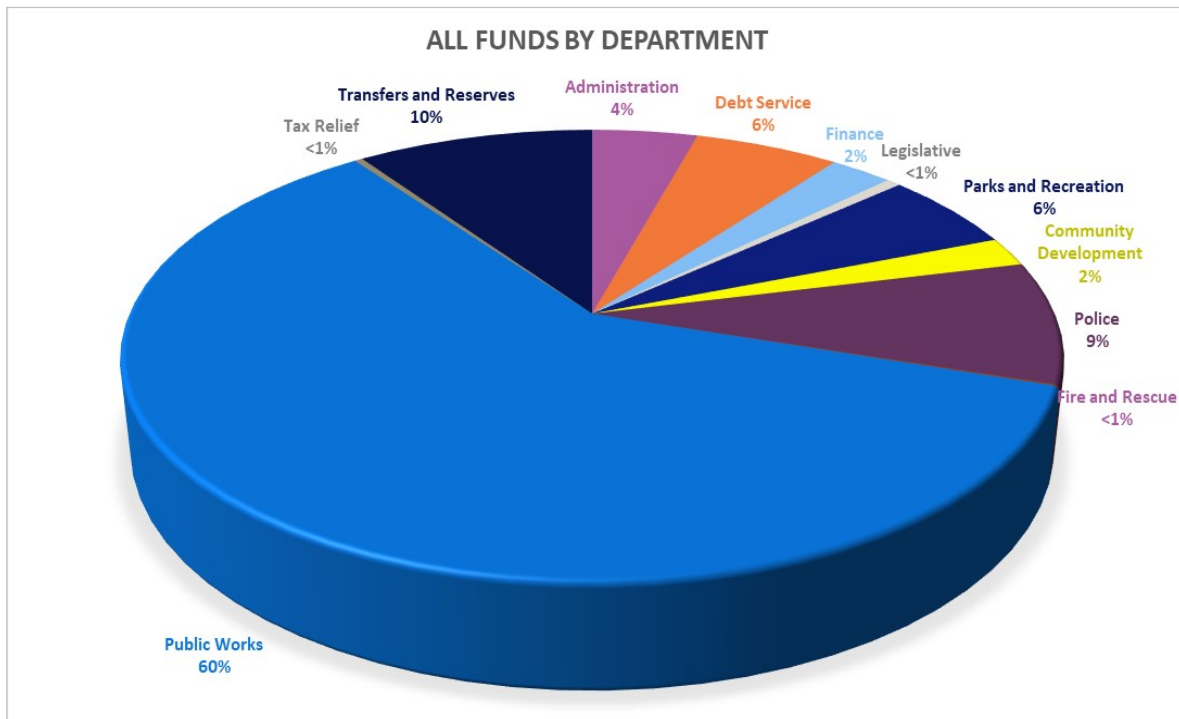
<b>ALL FUND - OPERATING</b>	<b>Actuals FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Revised FY22-23</b>	<b>Adopted FY 23-24</b>	<b>Net Change</b>
General	\$26,103,249	\$30,255,740	\$31,939,900	\$31,542,700	\$1,286,960
Debt Service	5,388,629	6,423,870	6,423,870	5,470,020	(953,850)
Water and Sewer	8,236,117	11,501,720	11,929,720	12,246,990	745,270
Stormwater	329,246	531,420	657,630	752,040	220,620
<b>TOTAL</b>	<b>\$40,057,241</b>	<b>\$48,712,750</b>	<b>\$50,951,120</b>	<b>\$50,011,750</b>	<b>\$1,299,000</b>



BUDGET IN BRIEF

ALL FUNDS BY DEPARTMENT – FY 23-24

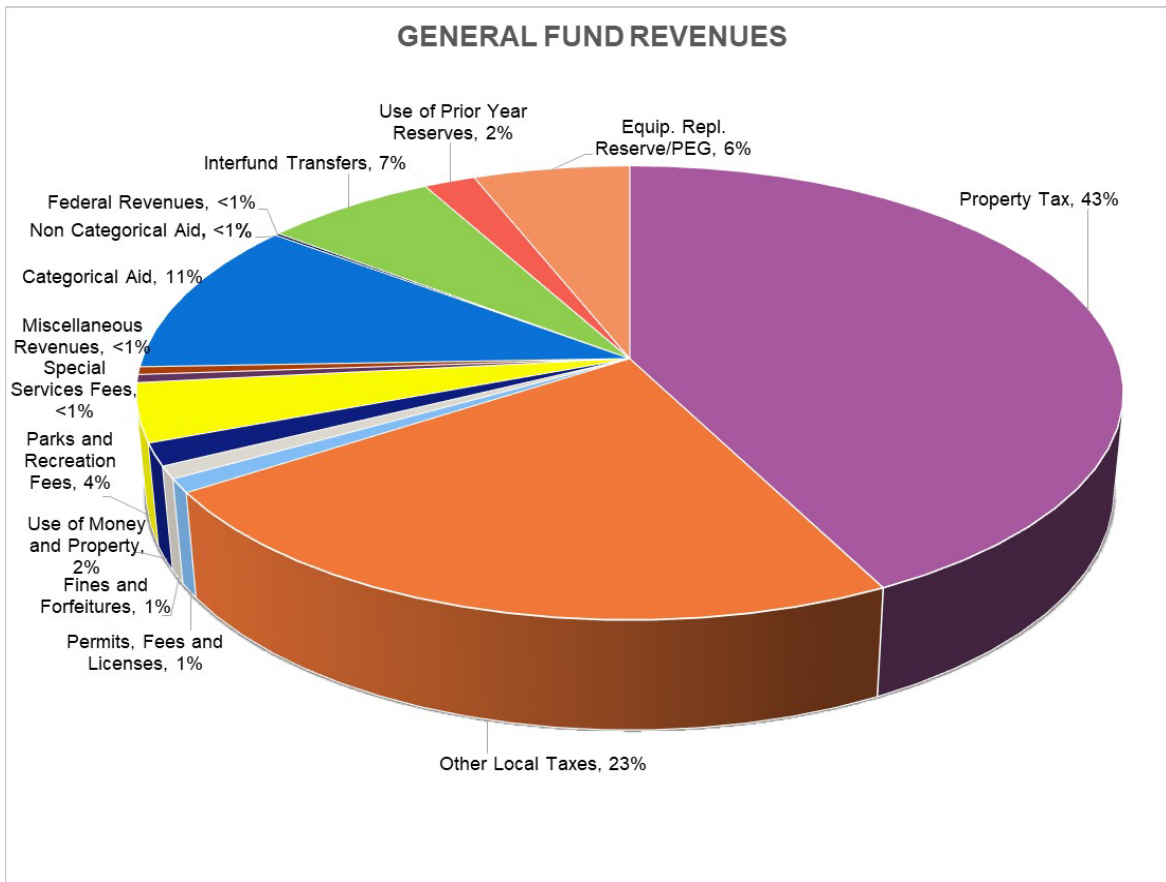
Department	General Fund	Debt Service Fund	Water and Sewer Fund	Stormwater Fund	Capital Projects Fund	ARPA Fund	Grand Total
Administration	\$ 3,759,990					\$ 221,565	\$ 3,981,555
Debt Service		5,470,020					5,470,020
Finance	2,090,400		251,590			6,000	2,347,990
Legislative	538,230						538,230
Parks and Recreation	4,810,280					396,030	5,206,310
Community Development	1,717,420					200,000	1,917,420
Police	7,529,460					548,670	8,078,130
Fire and Rescue	79,400						79,400
Public Works	9,354,670		8,169,900	752,040	31,887,000	4,838,120	55,001,730
Tax Relief	303,010						303,010
Transfers and Reserves	1,359,840		3,825,500		3,400,000	350,000	8,935,340
<b>TOTAL</b>	<b>\$ 31,542,700</b>	<b>\$ 5,470,020</b>	<b>\$ 12,246,990</b>	<b>\$ 752,040</b>	<b>\$ 35,287,000</b>	<b>\$ 6,560,385</b>	<b>\$ 91,859,135</b>



BUDGET IN BRIEF

GENERAL FUND REVENUES

Revenues	Actuals FY 21-22	Adopted FY 22-23	Revised FY22-23	Adopted FY 23-24	Net Change
Property Tax <i>(FY 23-24: Adopted \$.0.1950 per \$100 of assessed valuation)</i>	\$ 12,801,700	\$ 12,884,000	\$ 12,870,700	\$ 13,431,530	\$ 547,530
Other Local Taxes	7,142,363	6,845,000	6,879,900	7,280,000	435,000
Permits, Fees and Licenses	373,396	326,000	280,500	308,300	(17,700)
Fines and Forfeitures	192,834	231,000	233,400	284,000	53,000
Use of Money and Property	155,661	192,000	481,800	503,000	311,000
Parks and Recreation Fees	945,076	1,210,000	1,282,000	1,313,000	103,000
Special Services Fees	202,901	180,000	157,700	180,000	-
Miscellaneous Revenues	136,671	196,800	301,600	173,800	(23,000)
Categorical Aid	2,897,258	3,198,200	3,198,000	3,466,170	267,970
Non Categorical Aid	132	200	200	200	-
Federal Revenues	50,194	50,000	85,200	53,000	3,000
Interfund Transfers	1,123,660	1,500,000	1,500,000	2,065,700	565,700
Use of Prior Year Reserves	-	1,655,000	2,748,000	614,000	(1,041,000)
Equip. Repl. Reserve/PEG	838,538	1,787,540	1,920,900	1,870,000	82,460
<b>TOTAL</b>	<b>\$26,860,384</b>	<b>\$30,255,740</b>	<b>\$31,939,900</b>	<b>\$31,542,700</b>	<b>\$1,286,960</b>

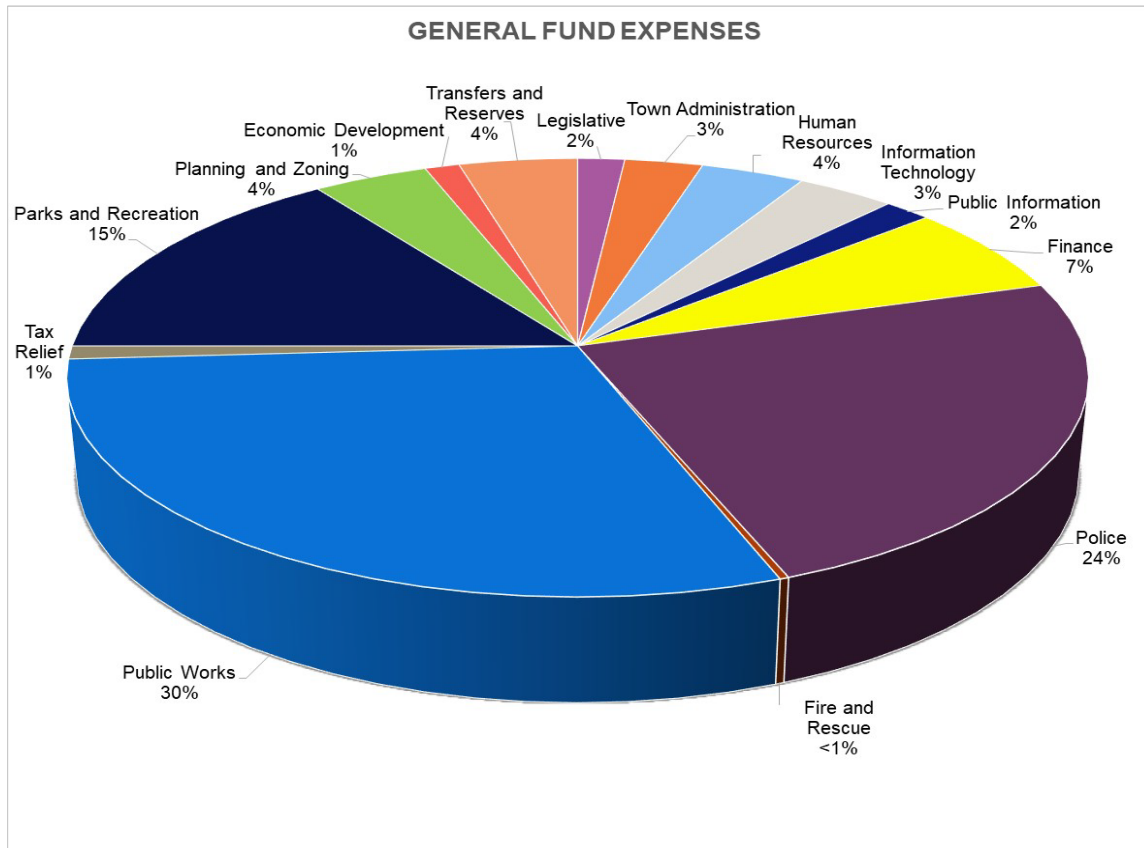




BUDGET IN BRIEF

GENERAL FUND EXPENDITURES

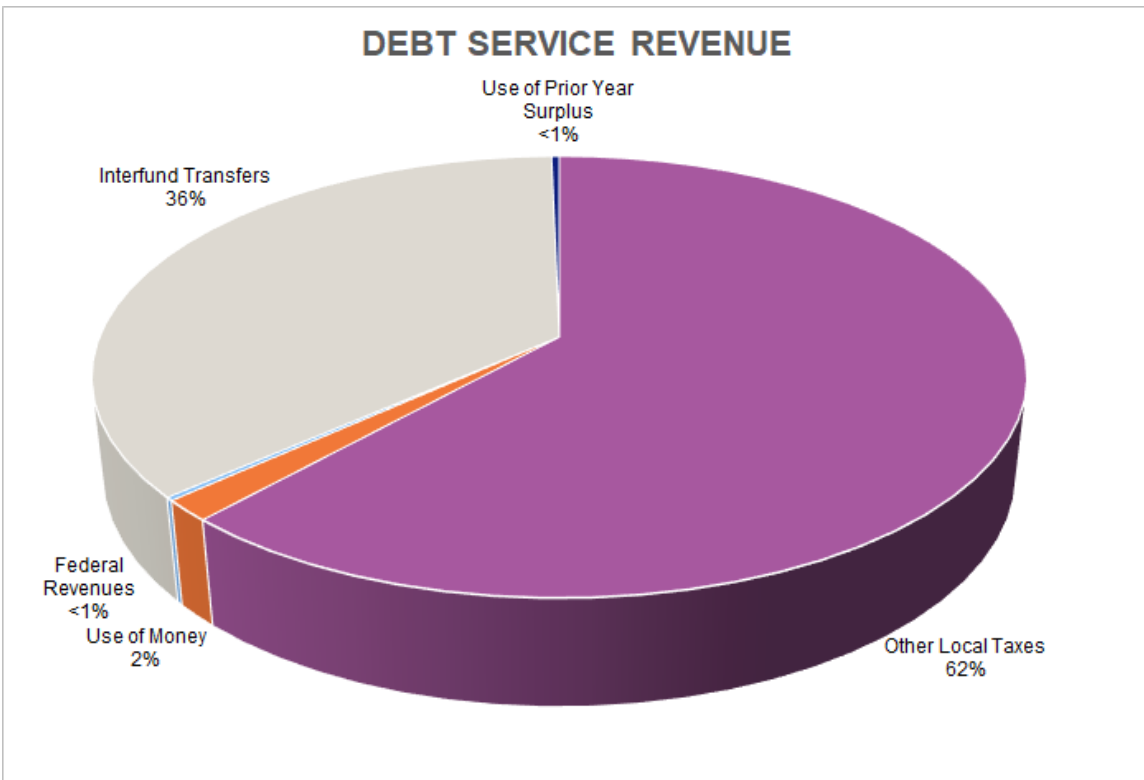
Expenditures	Actuals FY 21-22	Adopted FY 22-23	Revised FY22-23	Adopted FY 23-24	Net Change
<b>Legislative</b>	\$ 470,448	\$ 513,640	\$ 584,750	\$ 538,230	\$ 24,590
<b>Administration</b>					
Town Administration	756,088	813,380	828,060	895,830	82,450
Human Resources /Risk Mgt	981,220	1,094,500	1,179,380	1,189,700	95,200
Information Technology	916,635	1,142,060	1,141,750	1,129,400	(12,660)
Public Information Office	396,095	503,050	550,370	545,060	42,010
<b>Finance</b>	1,787,512	1,896,240	2,008,430	2,090,400	194,160
<b>Public Safety</b>					
Police	6,703,107	7,138,360	7,365,135	7,529,460	391,100
Fire and Rescue	73,493	74,000	74,000	79,400	5,400
Police Grants	53,807		59,480		-
<b>Public Works</b>	7,057,016	8,716,120	8,986,465	9,354,670	638,550
<b>Tax Relief</b>	235,124	328,640	309,440	303,010	(25,630)
<b>Parks and Recreation</b>	4,202,939	4,411,550	4,898,670	4,810,280	398,730
<b>Community Development</b>					
Planning and Zoning	1,248,184	1,368,970	1,184,320	1,321,570	(47,400)
Economic Development	236,503	332,690	389,720	395,850	63,160
<b>Transfers and Reserves</b>	985,079	1,922,540	2,379,930	1,359,840	(562,700)
<b>TOTAL</b>	<b>\$ 26,103,249</b>	<b>\$ 30,255,740</b>	<b>\$ 31,939,900</b>	<b>\$ 31,542,700</b>	<b>\$ 1,286,960</b>



BUDGET IN BRIEF

DEBT SERVICE FUND REVENUES

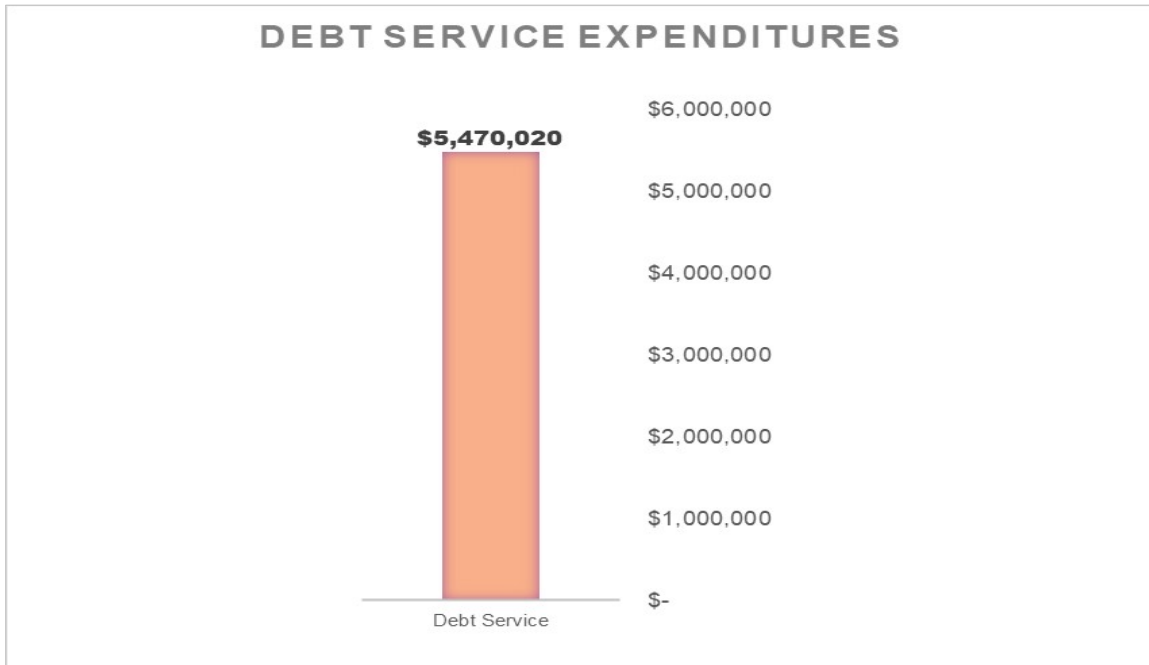
Revenues	Actuals FY 21-22	Adopted FY 22-23	Revised FY22-23	Adopted FY 23-24	Net Change
Other Local Taxes	\$ 3,331,812	\$ 3,200,000	\$ 3,400,000	\$ 3,375,000	\$ 175,000
Use of Money	(65,172)	6,000	81,000	85,000	79,000
Federal Revenues	22,437	29,000	18,200	13,000	(16,000)
Interfund Transfers	1,845,326	2,485,000	2,485,000	1,979,800	(505,200)
Use of Prior Year Surplus	-	703,870	439,670	17,220	(686,650)
<b>TOTAL</b>	<b>\$ 5,134,403</b>	<b>\$ 6,423,870</b>	<b>\$ 6,423,870</b>	<b>\$ 5,470,020</b>	<b>\$ (953,850)</b>



**BUDGET IN BRIEF**

**DEBT SERVICE FUND EXPENDITURES**

<b>Expenditures</b>	<b>Actuals FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Revised FY22-23</b>	<b>Adopted FY 23-24</b>	<b>Net Change</b>
Debt Service	\$ 5,388,629	\$ 6,423,870	\$ 6,423,870	\$ 5,470,020	\$ (938,850)
<b>TOTAL</b>	<b>\$ 5,388,629</b>	<b>\$ 6,423,870</b>	<b>\$ 6,423,870</b>	<b>\$ 5,470,020</b>	<b>\$ (938,850)</b>

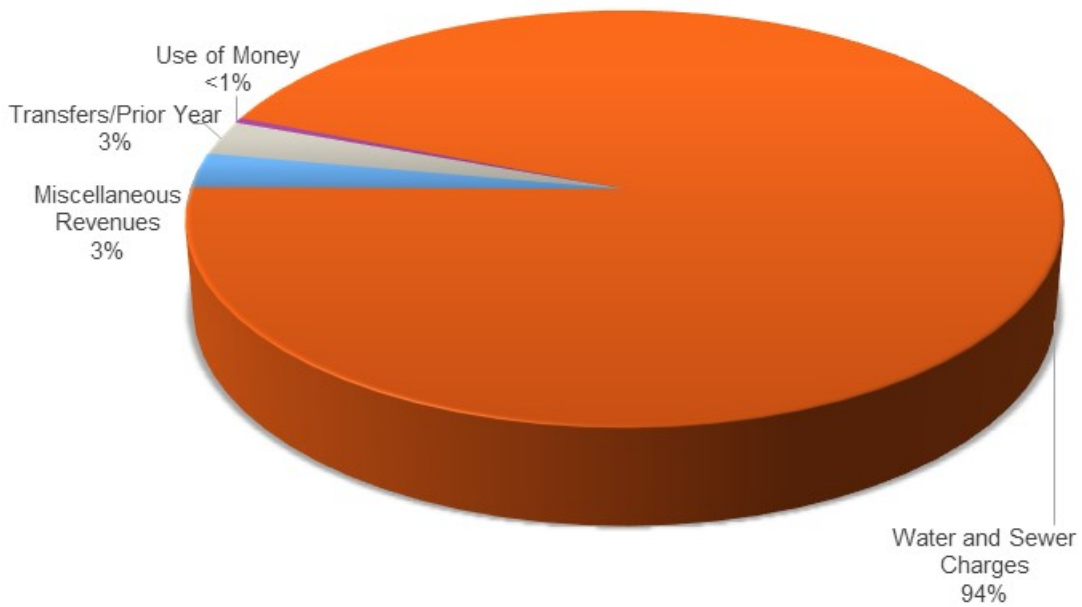


BUDGET IN BRIEF

WATER AND SEWER FUND REVENUES

Revenues	Actuals FY 21-22	Adopted FY 22-23	Revised FY22-23	Adopted FY 23-24	Net Change
Use of Money	\$ 3,138	\$ 800	\$ 35,000	\$ 50,010	\$ 49,210
Water and Sewer Charges	10,289,167	10,955,000	10,860,800	11,536,000	581,000
Miscellaneous Revenues	361,051	290,000	350,000	330,000	40,000
Transfers/Prior Year	3,352,655	255,920	683,920	330,980	75,060
<b>TOTAL</b>	<b>\$14,006,012</b>	<b>\$11,501,720</b>	<b>\$ 11,929,720</b>	<b>\$12,246,990</b>	<b>\$745,270</b>

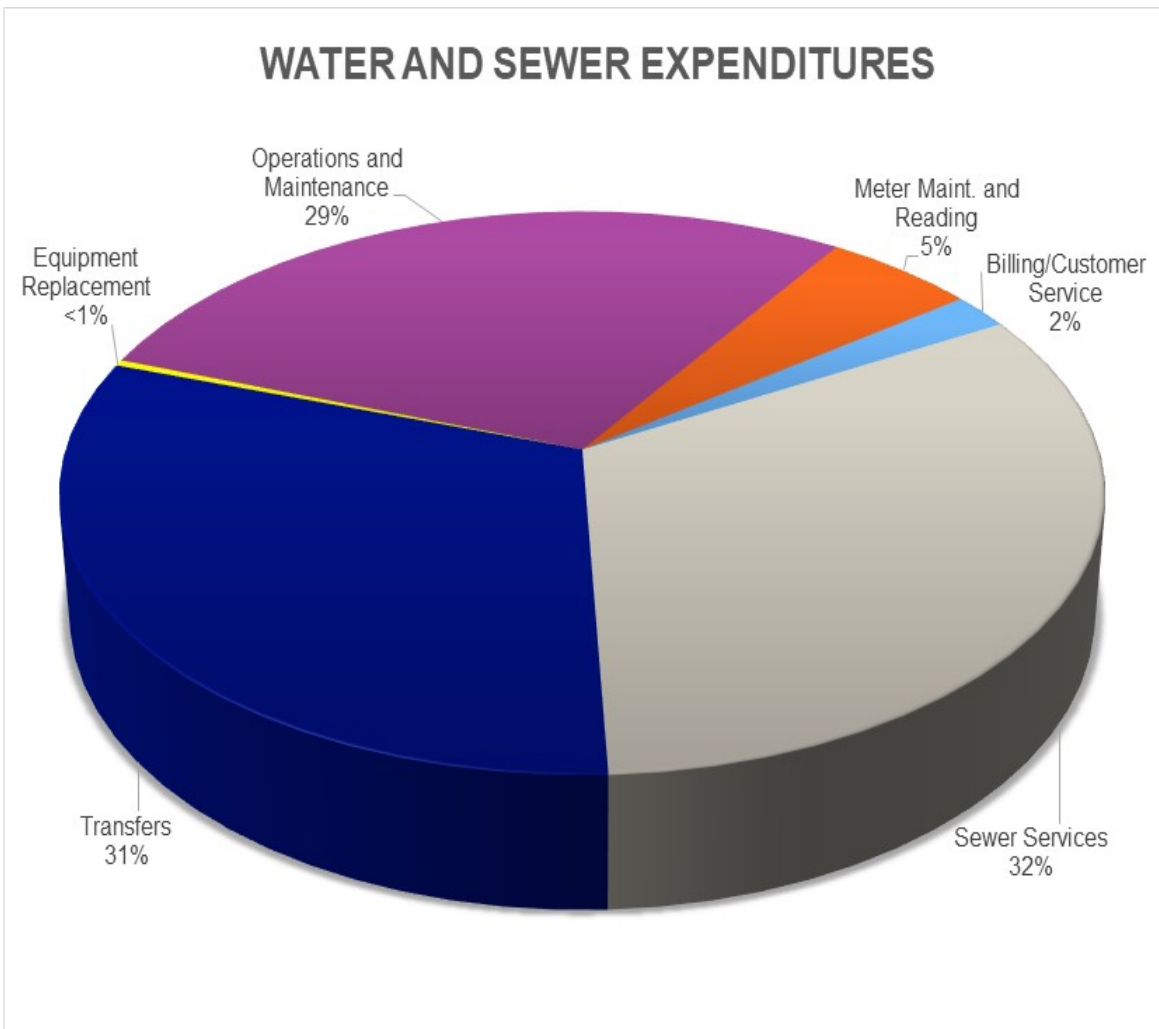
WATER AND SEWER REVENUES



BUDGET IN BRIEF

WATER AND SEWER FUND EXPENDITURES

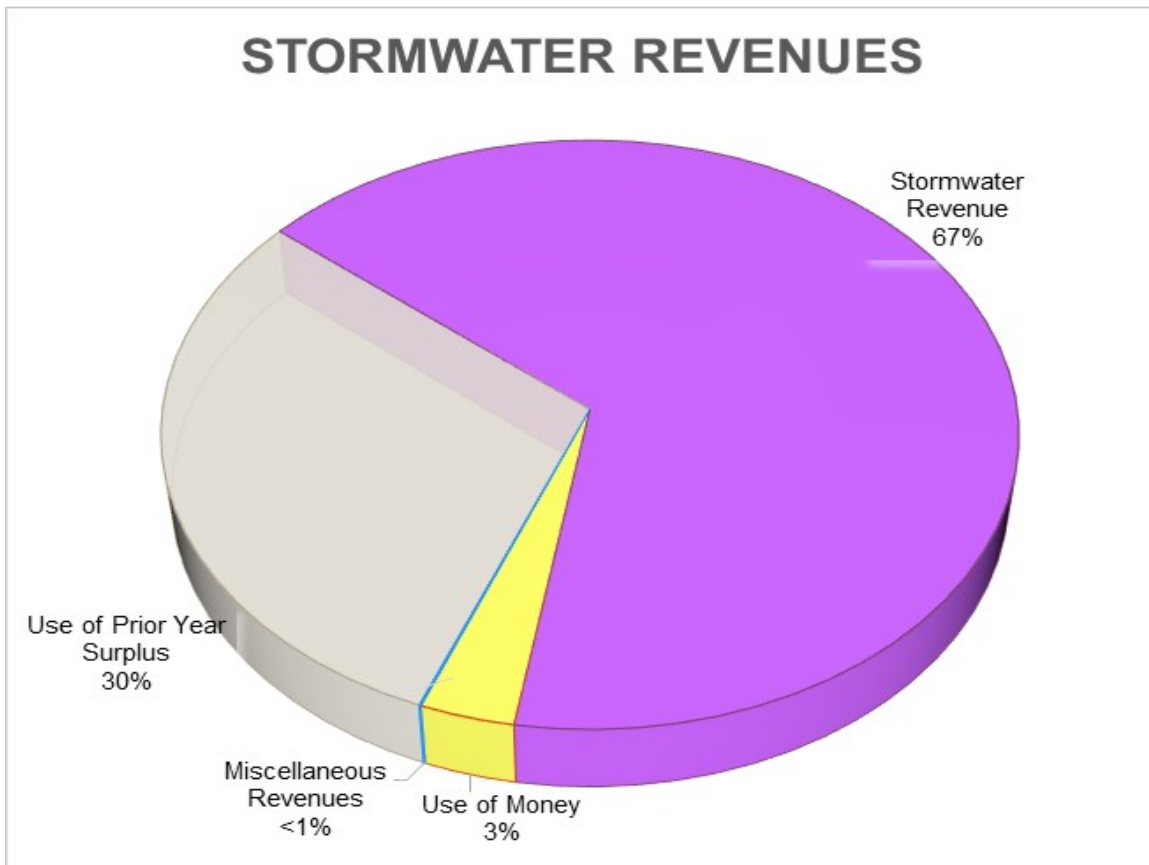
Expenditures	Actuals FY 21-22	Adopted FY 22-23	Revised FY22-23	Adopted FY 23-24	Net Change
Water Operations	\$ 2,730,336	\$ 3,115,300	\$ 3,235,760	\$ 3,529,150	\$413,850
Meter Services & Water Qlty	738,167	680,490	588,030	661,980	(18,510)
Billing/Customer Service	216,907	226,980	236,230	251,590	24,610
Sanitary Sewer Operations	3,537,670	3,482,950	3,468,700	3,978,770	495,820
Transfers/Reserves	1,010,807	3,991,000	4,396,000	3,783,500	(207,500)
Eqmt. Replacement/DS	2,229	5,000	5,000	42,000	37,000
<b>TOTAL</b>	<b>\$ 8,236,117</b>	<b>\$ 11,501,720</b>	<b>\$ 11,929,720</b>	<b>\$ 12,246,990</b>	<b>\$745,270</b>



BUDGET IN BRIEF

STORMWATER FUND REVENUES

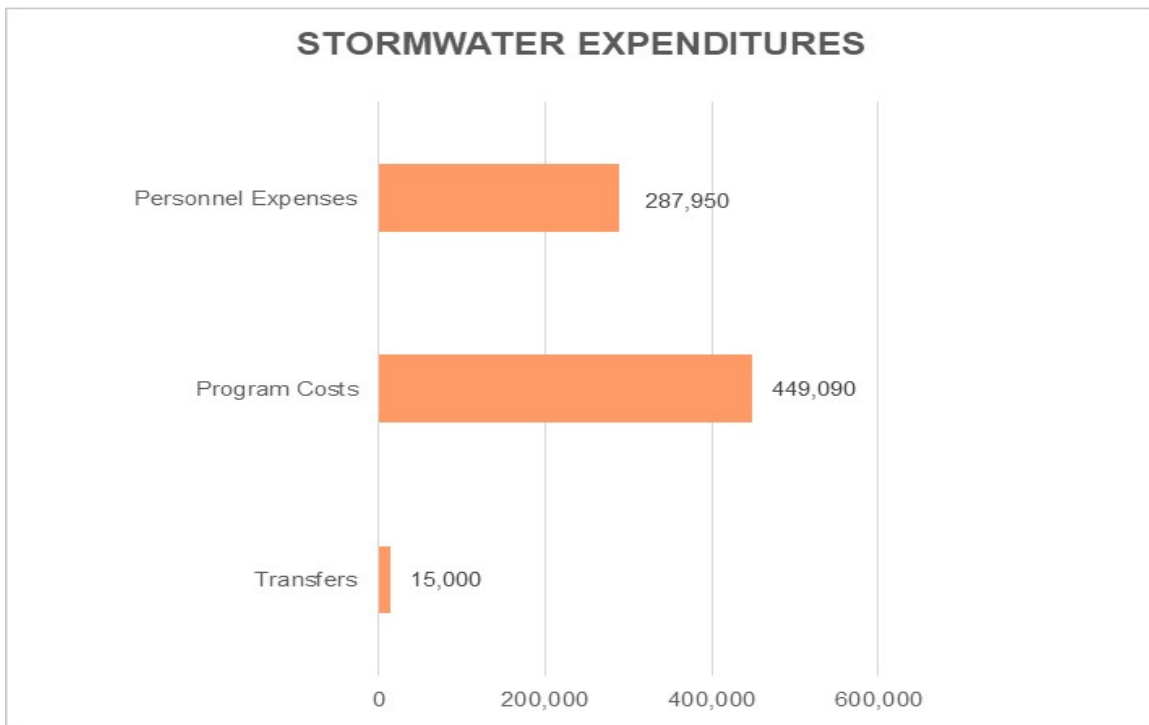
Revenues	Actuals FY 21-22	Adopted FY 22-23	Revised FY22-23	Adopted FY 23-24	Net Change
Stormwater Revenue	\$ 451,573	\$ 440,000	\$ 440,000	\$ 500,000	\$ 60,000
Use of Money	1,870	-	-	25,000	25,000
Miscellaneous Revenues	2,679	500	500	500	-
Use of Prior Year Surplus	-	90,920	217,130	226,540	135,620
<b>TOTAL</b>	<b>\$ 456,122</b>	<b>\$ 531,420</b>	<b>\$ 657,630</b>	<b>\$ 752,040</b>	<b>\$ 220,620</b>



**BUDGET IN BRIEF**

**STORMWATER FUND EXPENDITURES**

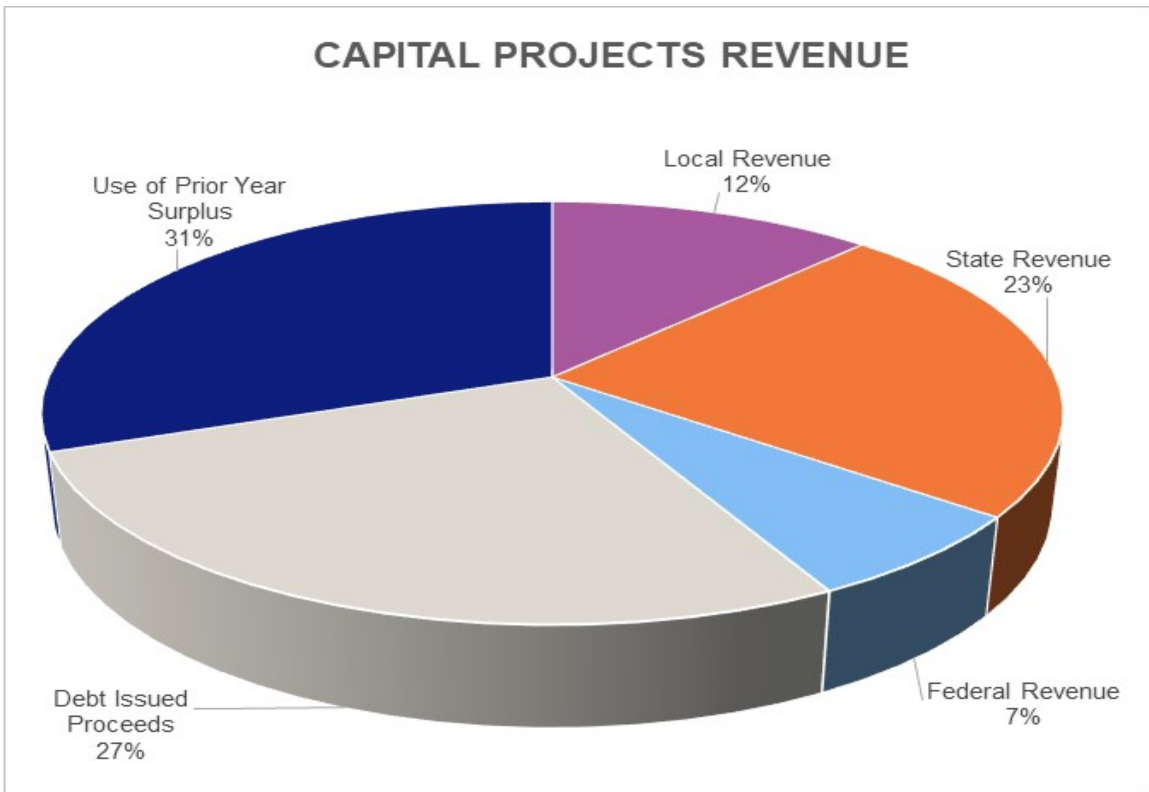
<b>Expenditures</b>	<b>Actuals FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Revised FY22-23</b>	<b>Adopted FY 23-24</b>	<b>Net Change</b>
Personnel Expenses	\$ 139,558	\$ 256,230	\$ 256,230	\$ 287,950	\$ 31,720
Program Costs	173,097	260,190	386,400	449,090	188,900
Transfers	16,591	15,000	15,000	15,000	-
<b>TOTAL</b>	<b>\$ 329,246</b>	<b>\$ 531,420</b>	<b>\$ 657,630</b>	<b>\$ 752,040</b>	<b>\$ 220,620</b>



BUDGET IN BRIEF

CAPITAL PROJECTS FUND REVENUES

Revenues	Actuals FY 21-22	Adopted FY 22-23	Revised FY22-23	Adopted FY 23-24	Net Change
Local Revenue	\$ 1,688,573	\$ 3,291,554	\$ 3,151,400	\$ 4,278,000	\$ 986,446
State Revenue	82,749	2,481,000	480,000	8,246,000	5,765,000
Federal Revenue	100,139	1,445,000	1,137,000	2,392,000	947,000
Debt Issued Proceeds	11,905,357	-	-	9,573,000	9,573,000
Reimbursements	647,716	-	-	-	-
Use of Prior Year Surplus	-	11,413,446	-	10,798,000	(615,446)
<b>TOTAL</b>	<b>\$ 14,424,534</b>	<b>\$ 18,631,000</b>	<b>\$ 4,768,400</b>	<b>\$ 35,287,000</b>	<b>\$ 16,656,000</b>

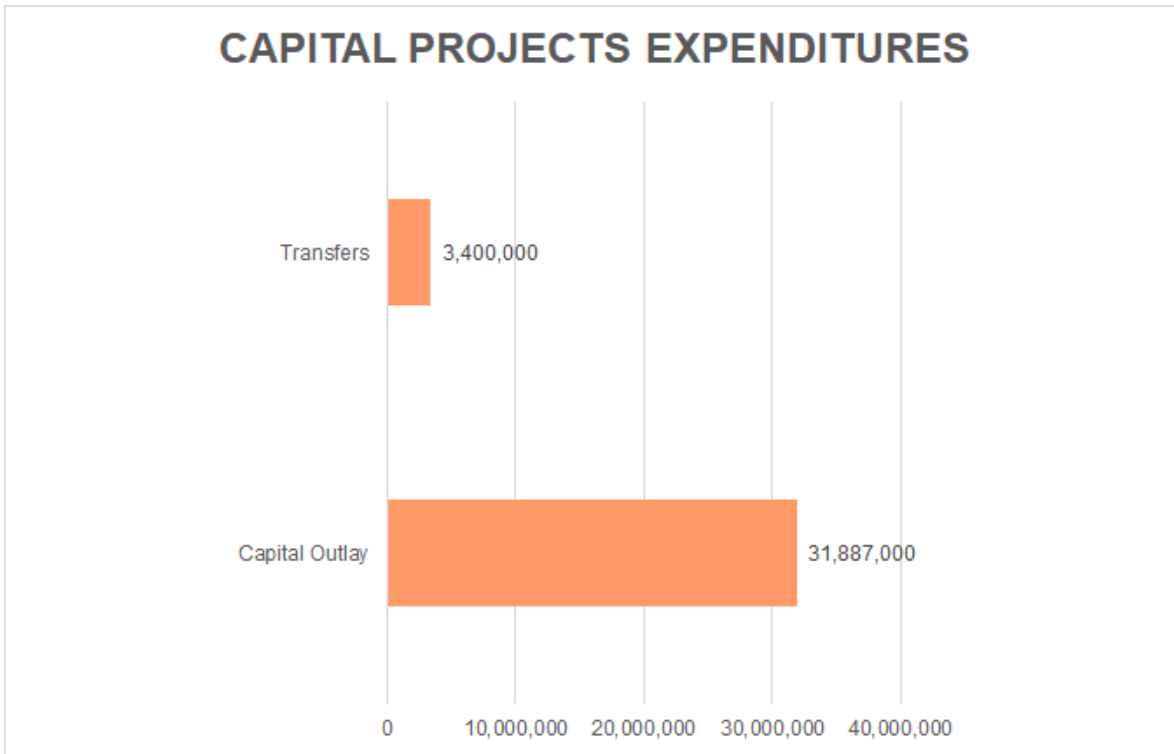




BUDGET IN BRIEF

CAPITAL PROJECTS FUND EXPENDITURES

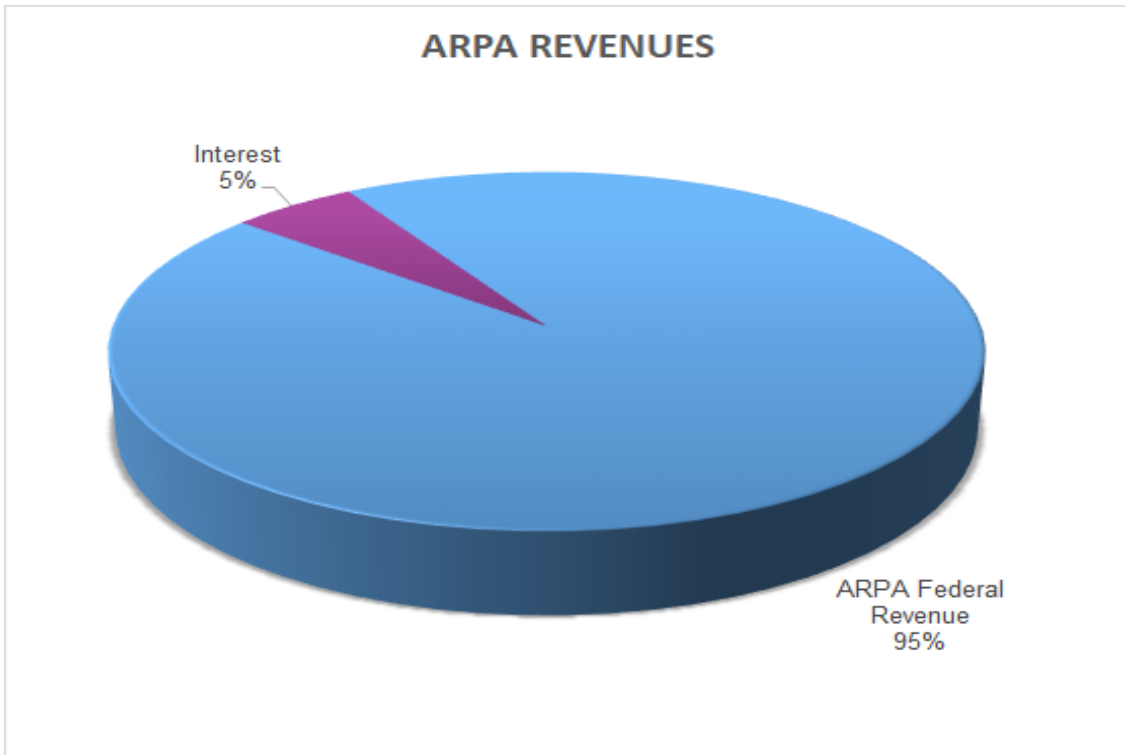
Expenditures	Actuals FY 21-22	Adopted FY 22-23	Revised FY22-23	Adopted FY 23-24	Net Change
Capital Outlay	17,888,074	18,631,000	12,431,000	31,887,000	13,256,000
Transfers	3,352,655	-	-	3,400,000	3,400,000
<b>TOTAL</b>	<b>\$ 21,240,729</b>	<b>\$ 18,631,000</b>	<b>\$ 12,431,000</b>	<b>\$ 35,287,000</b>	<b>\$ 16,656,000</b>



BUDGET IN BRIEF

ARPA FUND REVENUES

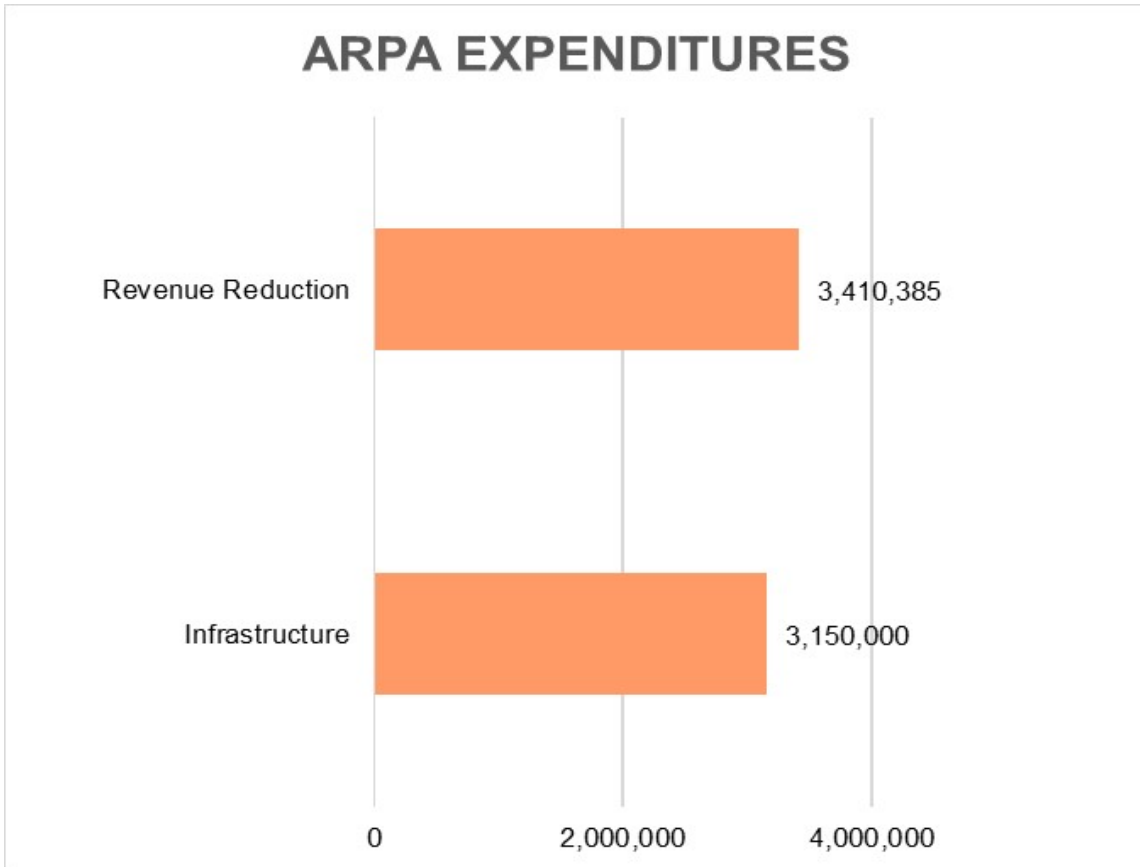
Revenues	Actuals FY 21-22	Adopted FY 22-23	Revised FY22-23	Adopted FY 23-24	Net Change
Interest	\$16,979	\$ -	\$ 530,000	\$ 350,000	\$ 350,000
Federal Revenue	224,554	8,551,731	4,476,066	6,210,385	(2,341,346)
<b>TOTAL</b>	<b>\$241,533</b>	<b>\$8,551,731</b>	<b>\$5,006,066</b>	<b>\$ 6,560,385</b>	<b>\$(1,991,346)</b>



BUDGET IN BRIEF

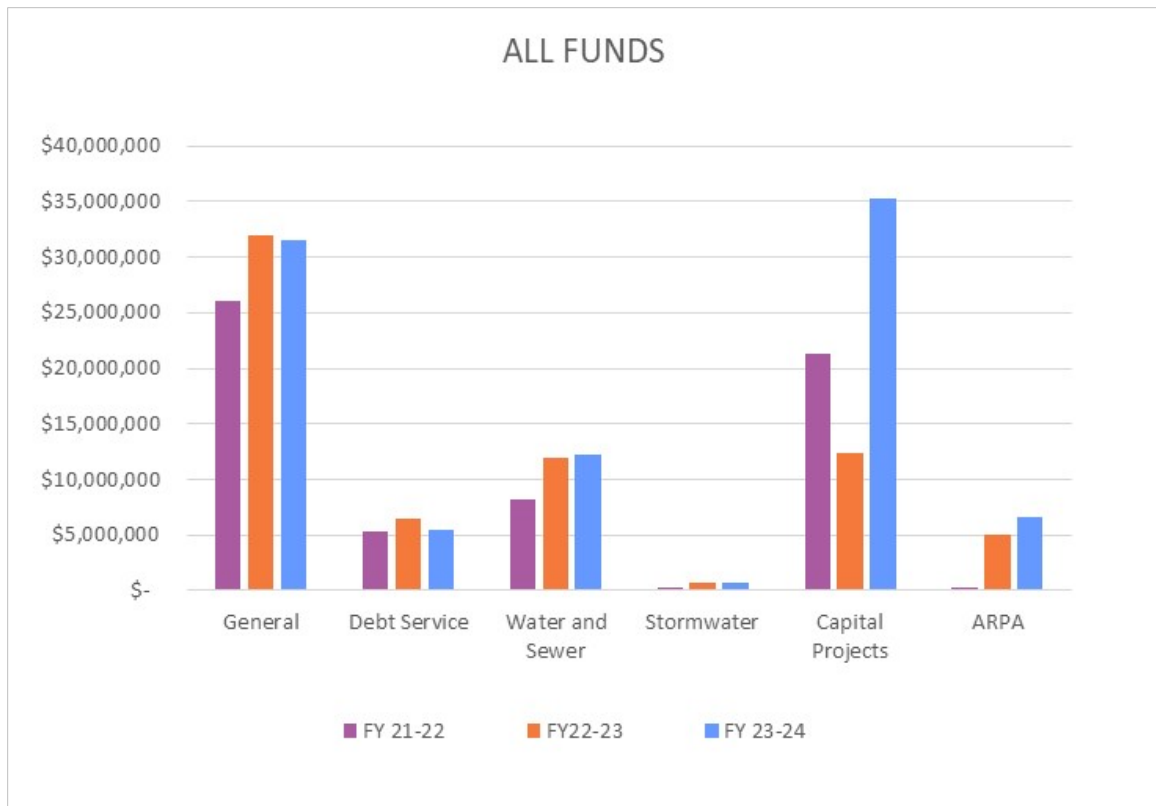
ARPA FUND EXPENDITURES

Expenditures	Actuals FY 21-22	Adopted FY 22-23	Revised FY22-23	Adopted FY 23-24	Net Change
Revenue Reduction	\$ 211,639	\$3,057,000	\$2,206,376	\$3,410,385	\$ 353,385
Infrastructure	12,915	5,494,731	2,799,690	3,150,000	(2,344,731)
<b>TOTAL</b>	<b>\$ 224,554</b>	<b>\$8,551,731</b>	<b>\$5,006,066</b>	<b>\$6,560,385</b>	<b>\$(1,991,346)</b>



BUDGET IN BRIEF

THREE YEAR ANALYSIS



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**REVENUES & EXPENDITURES BY FUND**

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

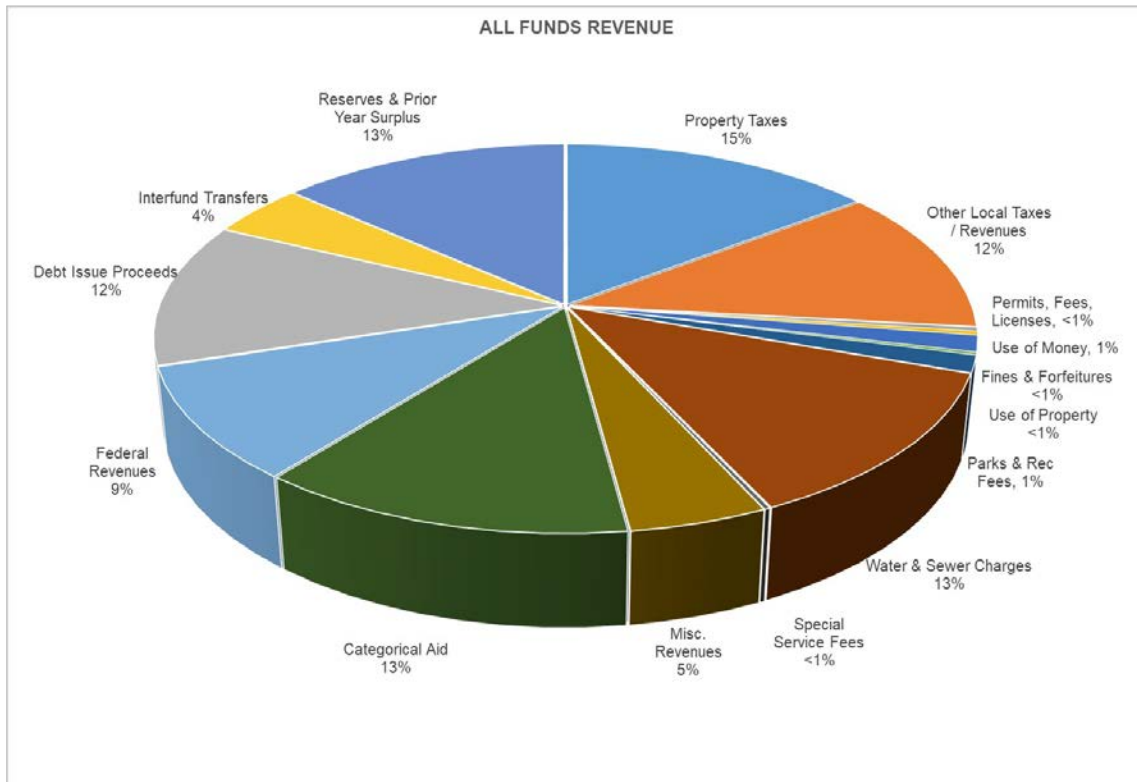
- General Fund
- Debt Service Fund
- Water and Sewer Fund
- Stormwater Fund
- Capital Projects Fund
- ARPA Fund

REVENUES & EXPENDITURES BY FUND

ALL FUNDS REVENUES

TOWN OF VIENNA  
ADOPTED REVENUE BUDGET - ALL FUNDS

TITLE	FY 21-22 ACTUAL	-----FY 22-23----- BUDGET	REVISED	FY 23-24 ADOPTED	NET CHANGE
PROPERTY TAXES	12,801,700	12,884,000	12,870,700	13,431,530	547,530
OTHER LOCAL TAXES/REVENUES	10,925,748	10,485,000	10,719,900	11,155,000	670,000
PERMITS, FEES, LICENSES	655,462	1,142,354	922,900	308,300	(834,054)
FINES AND FORFEITURES	192,834	231,000	233,400	284,000	53,000
USE OF MONEY	1,385	123,000	1,703,200	1,263,010	1,140,010
USE OF PROPERTY	186,159	172,000	197,600	203,000	31,000
PARKS & REC FEES	945,076	1,210,000	1,282,000	1,313,000	103,000
WATER & SEWER CHARGES	10,289,167	10,955,000	10,860,800	11,536,000	581,000
SPECIAL SERVICE FEES	202,901	180,000	157,700	180,000	-
MISCELLANEOUS REVENUES	1,801,077	2,856,300	2,378,100	4,319,300	1,463,000
NON-CATEGORICAL AID	132	200	200	200	-
CATEGORICAL AID	2,980,007	5,679,200	3,678,000	11,712,170	6,032,970
FEDERAL REVENUES	425,636	10,075,731	5,716,466	8,668,385	(1,407,346)
REIMBURSEMENTS	713,990	20,000	30,300	20,000	-
DEBT ISSUE PROCEEDS	12,680,071	1,222,000	1,322,000	11,053,000	9,831,000
INTERFUND TRANSFERS	6,321,641	3,985,000	3,985,000	4,045,500	60,500
RESERVES/PRIOR YEAR SURPLUS	-	14,674,696	4,667,320	12,366,740	(2,307,956)
<b>TOTAL ALL FUNDS REVENUE</b>	<b>\$ 61,122,988</b>	<b>\$ 75,895,481</b>	<b>\$ 60,725,586</b>	<b>\$ 91,859,135</b>	<b>\$ 15,963,654</b>



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

**FUND: 100 -- GENERAL FUND**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23----- BUDGET                      REVISED		FY 23-24 ADOPTED	NET CHANGE
31121 Real Estate Taxes	\$ 10,463,722	\$ 10,661,000	\$ 10,677,100	\$ 10,994,920	\$ 333,920
31122 Prior Year Real Estate Taxes	26,689	25,000	21,400	25,000	-
31123 Real Estate Taxes Commerical	2,134,360	2,028,000	2,008,600	2,241,710	213,710
31125 Public Service Corp Taxes	117,978	120,000	110,900	112,000	(8,000)
31160 Penalties and Interest	<u>58,952</u>	<u>50,000</u>	<u>52,700</u>	<u>57,900</u>	<u>7,900</u>
<b>TOTAL PROPERTY TAXES</b>	<b>12,801,700</b>	<b>12,884,000</b>	<b>12,870,700</b>	<b>13,431,530</b>	<b>547,530</b>
31201 State Sales Tax	1,850,910	1,790,000	1,671,200	1,920,000	130,000
31202 Consumer Utility Taxes	661,544	660,000	666,700	662,000	2,000
31203 Business License Taxes	2,635,973	2,500,000	2,674,800	2,685,000	185,000
31205 Vehicle License Taxes	387,615	390,000	397,100	410,000	20,000
31206 Bank Stock Taxes	998,962	892,000	892,000	1,005,000	113,000
31208 Tobacco Taxes	218,293	210,000	206,200	210,000	-
31240 Fiber-Optic Franchise Tax	66,115	101,000	94,900	104,000	3,000
31241 Telecommunications Tax	117,673	100,000	75,000	90,000	(10,000)
31242 3% PEG Grant/Media Gen	149,449	150,000	150,000	138,000	(12,000)
31243 Utility Consumption Tax	<u>55,830</u>	<u>52,000</u>	<u>52,000</u>	<u>56,000</u>	<u>4,000</u>
<b>TOTAL OTHER LOCAL TAXES</b>	<b>7,142,363</b>	<b>6,845,000</b>	<b>6,879,900</b>	<b>7,280,000</b>	<b>435,000</b>
31301 Animal License Fees	13,331	11,000	12,100	13,000	2,000
31307 Zoning Permit Fees	125,100	100,000	74,600	92,000	(8,000)
31308 Building Permit Fees	168,468	140,000	134,600	140,000	-
31319 Sign Permit Fees	8,645	10,000	3,300	6,500	(3,500)
31323 Occupancy Permit Fees	23,100	25,000	23,300	21,000	(4,000)
31333 A.R.B. Fees	5,300	5,000	3,100	3,800	(1,200)
31335 Stormwater Management Review Fee	<u>29,452</u>	<u>35,000</u>	<u>29,500</u>	<u>32,000</u>	<u>(3,000)</u>
<b>TOTAL PERMITS, FEES, LICENSES</b>	<b>373,396</b>	<b>326,000</b>	<b>280,500</b>	<b>308,300</b>	<b>(17,700)</b>
31401 Court Fines	177,204	215,000	215,000	260,000	45,000
31403 Courthouse Maintenance Fees	4,121	6,000	4,900	5,000	(1,000)
31425 E-911 Fees	<u>11,508</u>	<u>10,000</u>	<u>13,500</u>	<u>19,000</u>	<u>9,000</u>
<b>TOTAL FINES AND FORFEITURES</b>	<b>192,834</b>	<b>231,000</b>	<b>233,400</b>	<b>284,000</b>	<b>53,000</b>
31511 Deposit Account Interest	-	-	15,000	-	-
31512 LGIP Account Interest	20,620	-	227,700	300,000	300,000
31513 Investment Earnings	23	20,000	-	-	(20,000)
31515 N.R. Bond Interest	2,027	-	25,000	-	-
31516 SNAP Interest	66	-	-	-	-
31517 Reserved Interest	371	-	4,600	-	-
31518 VIP Interest	<u>(53,604)</u>	<u>-</u>	<u>11,900</u>	<u>-</u>	<u>-</u>
<b>TOTAL USE OF MONEY</b>	<b>(30,499)</b>	<b>20,000</b>	<b>284,200</b>	<b>300,000</b>	<b>280,000</b>
31521 Concessions & Rentals	87,271	70,000	96,100	100,000	30,000
31525 Water Tank Cell Phone Rental	<u>98,888</u>	<u>102,000</u>	<u>101,500</u>	<u>103,000</u>	<u>1,000</u>
<b>TOTAL USE OF PROPERTY</b>	<b>186,159</b>	<b>172,000</b>	<b>197,600</b>	<b>203,000</b>	<b>31,000</b>
<b>TOTAL USE OF MONEY &amp; PROPERTY</b>	<b><u>\$ 155,661</u></b>	<b><u>\$ 192,000</u></b>	<b><u>\$ 481,800</u></b>	<b><u>\$ 503,000</u></b>	<b><u>\$ 311,000</u></b>

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

**FUND: 100 -- GENERAL FUND**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23----- BUDGET                      REVISED		FY 23-24 ADOPTED	NET CHANGE
31611 Adult Program Fees	23,557	33,000	33,400	25,000	(8,000)
31612 Youth Program Fees	511,590	475,000	579,900	600,000	125,000
31613 Class Program Fees	357,892	510,000	580,000	575,000	65,000
31614 Special Events	34,993	150,000	56,500	80,000	(70,000)
31615 Athletics	565	12,000	-	-	(12,000)
31616 Theater Tickets	16,479	30,000	32,200	33,000	3,000
<b>TOTAL PARKS &amp; REC FEES</b>	<b>945,076</b>	<b>1,210,000</b>	<b>1,282,000</b>	<b>1,313,000</b>	<b>103,000</b>
31622 Street Cut Inspection Fee	197,891	180,000	157,700	180,000	-
31625 Shared Mobility Device Fees	5,010	-	-	-	-
<b>TOTAL SPECIAL SERVICE FEES</b>	<b>202,901</b>	<b>180,000</b>	<b>157,700</b>	<b>180,000</b>	<b>-</b>
<b>TOTAL SERVICE CHARGES</b>	<b>\$ 1,147,977</b>	<b>\$ 1,390,000</b>	<b>\$ 1,439,700</b>	<b>\$ 1,493,000</b>	<b>\$ 103,000</b>
31818 Park & Rec Product Sales	4,621	4,000	18,000	10,000	6,000
31833 Recycling Revenue	25,644	43,000	-	-	(43,000)
31834 Reserved Sale Proceeds	8,557	90,000	37,300	75,000	(15,000)
31835 Fairfax County Contribution	32,300	32,300	32,300	32,300	-
31838 Teen Center Sales	3,278	2,500	6,700	6,000	3,500
31840 Donations	41,235	10,000	63,600	10,000	-
31841 Friends of VTG Donations	1,620	-	-	-	-
31845 Virginia Asset Forfeiture Funds	2,218	5,000	1,100	2,500	(2,500)
31846 VA Asset Forfeiture Funds - Other	302	-	-	-	-
31851 Alley Vacation Fees	10,307	-	500	-	-
31899 Miscellaneous Receipts	6,589	10,000	142,100	38,000	28,000
<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>136,671</b>	<b>196,800</b>	<b>301,600</b>	<b>173,800</b>	<b>(23,000)</b>
<b>TOTAL LOCAL REVENUES</b>	<b>\$ 21,950,601</b>	<b>\$ 22,064,800</b>	<b>\$ 22,487,600</b>	<b>\$ 23,473,630</b>	<b>\$ 1,408,830</b>
32207 Rolling Stock Tax	132	200	200	200	-
<b>TOTAL NON-CATEGORICAL AID</b>	<b>132</b>	<b>200</b>	<b>200</b>	<b>200</b>	<b>-</b>
32230 Commercial Sales & Use Tax	762,926	780,000	667,200	750,170	(29,830)
32410 Police Support (HB599)	421,845	418,200	460,300	460,000	41,800
32411 H.I.D.T.A Grant (Police)	-	10,000	10,000	-	(10,000)
32420 State Fire Program	63,493	64,000	66,100	66,000	2,000
32429 Litter Control Funds	6,119	6,000	14,800	-	(6,000)
32430 VDOT Street Maintenance Support	1,638,375	1,920,000	1,975,000	2,190,000	270,000
32431 Grant Revenue - State	4,500	-	4,500	-	-
32440 ICAC Reimbursement	-	-	100	-	-
<b>TOTAL CATEGORICAL AID</b>	<b>2,897,258</b>	<b>3,198,200</b>	<b>3,198,000</b>	<b>3,466,170</b>	<b>267,970</b>
<b>TOTAL STATE REVENUE</b>	<b>\$ 2,897,391</b>	<b>\$ 3,198,400</b>	<b>\$ 3,198,200</b>	<b>\$ 3,466,370</b>	<b>\$ 267,970</b>



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

**FUND: 100 -- GENERAL FUND**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23----- BUDGET                      REVISED		FY 23-24 ADOPTED	NET CHANGE
33310 Gang Task Force Grant	385	5,000	39,000	-	(5,000)
33317 Federal Reimbursement Other	4,940	-	4,400	5,000	5,000
33321 DUI Grant	22,778	30,000	19,300	25,000	(5,000)
33322 Traffic Enforce Grant '11	22,092	15,000	15,100	23,000	8,000
33350 US Forest Service Grant	-	-	7,400	-	-
<b>TOTAL FEDERAL REVENUES</b>	<b>50,194</b>	<b>50,000</b>	<b>85,200</b>	<b>53,000</b>	<b>3,000</b>
34101 Police Overtime Reimbursement	7,040	10,000	19,700	10,000	-
34102 Miscellaneous Reimbursements	56,784	-	600	-	-
<b>TOTAL REIMBURSEMENTS</b>	<b>63,824</b>	<b>10,000</b>	<b>20,300</b>	<b>10,000</b>	<b>-</b>
34140 Bond Proceeds	774,714	-	-	-	-
34150 Capital Lease Proceeds	-	1,222,000	1,322,000	1,480,000	258,000
<b>TOTAL DEBT ISSUE PROCEEDS</b>	<b>774,714</b>	<b>1,222,000</b>	<b>1,322,000</b>	<b>1,480,000</b>	<b>258,000</b>
34510 Transfer From Water & Sewer Fund	1,800,000	2,200,000	2,200,000	2,400,000	200,000
34511 Transfer From/To Debt Service	(676,340)	(700,000)	(700,000)	(334,300)	365,700
<b>TOTAL INTERFUND TRANSFERS</b>	<b>1,123,660</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>2,065,700</b>	<b>565,700</b>
34901 Use of Prior Year Surplus	-	1,555,000	2,648,000	514,000	(1,041,000)
34902 Carry-Forward Reserves	-	100,000	100,000	100,000	-
34906 Appropriation of PEG Reserves	-	555,540	555,500	380,000	(175,540)
34907 Appropriation of E-911 Funds	-	-	23,100	-	-
<b>TOTAL RESERVES &amp; PRIOR YEAR SURPLUS</b>	<b>-</b>	<b>2,210,540</b>	<b>3,326,600</b>	<b>994,000</b>	<b>(1,216,540)</b>
<b>TOTAL GENERAL FUND</b>	<b>\$ 26,860,384</b>	<b>\$ 30,255,740</b>	<b>\$ 31,939,900</b>	<b>\$ 31,542,700</b>	<b>\$ 1,286,960</b>

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

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

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
31210 Meals and Lodging Tax	\$ 3,331,812	\$ 3,200,000	\$ 3,400,000	\$ 3,375,000	\$ 175,000
<b>TOTAL OTHER LOCAL REVENUES</b>	<b>3,331,812</b>	<b>3,200,000</b>	<b>3,400,000</b>	<b>3,375,000</b>	<b>175,000</b>
31512 LGIP Account Interest	7,074	1,000	70,000	75,000	74,000
31518 VIP Interest	<u>(72,247)</u>	<u>5,000</u>	<u>11,000</u>	<u>10,000</u>	<u>5,000</u>
<b>TOTAL USE OF MONEY</b>	<b>(65,172)</b>	<b>6,000</b>	<b>81,000</b>	<b>85,000</b>	<b>79,000</b>
<b>TOTAL LOCAL REVENUES</b>	<b><u>\$ 3,266,640</u></b>	<b><u>\$ 3,206,000</u></b>	<b><u>\$ 3,481,000</u></b>	<b><u>\$ 3,460,000</u></b>	<b><u>\$ 254,000</u></b>
33360 Build America Bonds Rebate	<u>22,437</u>	<u>29,000</u>	<u>18,200</u>	<u>13,000</u>	<u>(16,000)</u>
<b>TOTAL FEDERAL REVENUES</b>	<b>22,437</b>	<b>29,000</b>	<b>18,200</b>	<b>13,000</b>	<b>(16,000)</b>
34510 Transfer From Water & Sewer Fund	1,168,986	1,785,000	1,785,000	1,477,500	(307,500)
34520 Transfer From/To General Fund	<u>676,340</u>	<u>700,000</u>	<u>700,000</u>	<u>502,300</u>	<u>(197,700)</u>
<b>TOTAL INTERFUND TRANSFERS</b>	<b>1,845,326</b>	<b>2,485,000</b>	<b>2,485,000</b>	<b>1,979,800</b>	<b>(505,200)</b>
34901 Use of Prior Year Surplus	-	703,870	439,670	17,220	(686,650)
<b>TOTAL DEBT SERVICE FUND</b>	<b><u>\$ 5,134,403</u></b>	<b><u>\$ 6,423,870</u></b>	<b><u>\$ 6,423,870</u></b>	<b><u>\$ 5,470,020</u></b>	<b><u>\$ (953,850)</u></b>

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

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

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
31512 LGIP Account Interest	3,138	800	35,000	50,010	49,210
<b>TOTAL USE OF MONEY</b>	<b>3,138</b>	<b>800</b>	<b>35,000</b>	<b>50,010</b>	<b>49,210</b>
31631 Water Charges	4,029,467	4,700,000	4,378,010	4,820,000	120,000
31632 Sewer Charges	3,848,955	4,350,000	4,350,000	4,650,000	300,000
31633 Account Service Charges	1,542,741	1,580,000	1,609,790	1,710,000	130,000
31635 Reconnection Fees	2,242	3,000	6,000	6,000	3,000
31636 Availability/F.F. Charges	729,421	175,000	350,000	200,000	25,000
31637 Cycle 6 Billing Reimbursement	84,448	87,000	87,000	90,000	3,000
31638 Interest - Delinquent	51,893	60,000	80,000	60,000	-
<b>TOTAL WATER &amp; SEWER CHARGES</b>	<b>10,289,167</b>	<b>10,955,000</b>	<b>10,860,800</b>	<b>11,536,000</b>	<b>581,000</b>
31831 Sale of Water Meters	207,040	165,000	225,000	200,000	35,000
31834 Reserved Sale Proceeds	5,663	5,000	5,000	5,000	-
31899 Miscellaneous Receipts	117,587	110,000	110,000	115,000	5,000
<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>330,289</b>	<b>280,000</b>	<b>340,000</b>	<b>320,000</b>	<b>40,000</b>
<b>TOTAL LOCAL REVENUES</b>	<b>\$ 10,622,595</b>	<b>\$ 11,235,800</b>	<b>\$ 11,235,800</b>	<b>\$ 11,906,010</b>	<b>\$ 670,210</b>
33351 Federal Utility Grant	28,312	-	-	-	-
<b>TOTAL FEDERAL REVENUES</b>	<b>28,312</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
34512 Transfer from Capital Project	3,352,655	-	-	-	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>3,352,655</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
34102 Miscellaneous Reimbursements	2,450	10,000	10,000	10,000	-
34901 Use of Prior Year Surplus	-	255,920	683,920	330,980	75,060
<b>TOTAL WATER &amp; SEWER FUND</b>	<b>\$ 14,006,012</b>	<b>\$ 11,501,720</b>	<b>\$ 11,929,720</b>	<b>\$ 12,246,990</b>	<b>\$ 745,270</b>

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

**FUND: 550 -- STORMWATER**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
31280 Stormwater Fund Revenue	\$ 451,573	\$ 440,000	\$ 440,000	\$ 500,000	\$ 60,000
TOTAL OTHER LOCAL TAXES	451,573	440,000	440,000	500,000	60,000
31512 LGIP Account Interest	1,870	-	-	25,000	25,000
TOTAL USE OF MONEY	1,870	-	-	25,000	25,000
31899 Miscellaneous Receipts	2,679	500	500	500	-
TOTAL MISCELLANEOUS REVENUES	2,679	500	500	500	-
TOTAL LOCAL REVENUES	<u>\$ 456,122</u>	<u>\$ 440,500</u>	<u>\$ 440,500</u>	<u>\$ 525,500</u>	<u>\$ 85,000</u>
34901 Use Of Prior Year Surplus	-	90,920	217,130	226,540	135,620
TOTAL STORMWATER FUND	<u>\$ 456,122</u>	<u>\$ 531,420</u>	<u>\$ 657,630</u>	<u>\$ 752,040</u>	<u>\$ 220,620</u>

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

**FUND: 300 -- CAPITAL PROJECTS**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23----- BUDGET	REVISED	FY 23-24 ADOPTED	NET CHANGE
31328 Local- Fairfax County Streets	<u>282,066</u>	<u>816,354</u>	<u>642,400</u>	-	<u>(816,354)</u>
<b>TOTAL PERMITS, FEES, LICENSES</b>	<b>282,066</b>	<b>816,354</b>	<b>642,400</b>	<b>-</b>	<b>(816,354)</b>
31511 Deposit Account Interest	12,519	-	133,000	133,000	133,000
31512 LGIP Account Interest	-	4,000	-	-	(4,000)
31516 SNAP Interest	<u>62,549</u>	<u>92,200</u>	<u>640,000</u>	<u>320,000</u>	<u>227,800</u>
<b>TOTAL USE OF MONEY</b>	<b>75,068</b>	<b>96,200</b>	<b>773,000</b>	<b>453,000</b>	<b>356,800</b>
<b>TOTAL USE OF MONEY &amp; PROPERTY</b>	<b>\$ 75,068</b>	<b>\$ 96,200</b>	<b>\$ 773,000</b>	<b>\$ 453,000</b>	<b>\$ 356,800</b>
31890 Robinson Trust Reimbursement	1,329,828	2,379,000	1,736,000	3,825,000	1,446,000
31899 Miscellaneous Receipts	<u>1,611</u>	-	-	-	-
<b>TOTAL MISCELLANEOUS REVENUES</b>	<b>1,331,439</b>	<b>2,379,000</b>	<b>1,736,000</b>	<b>3,825,000</b>	<b>1,446,000</b>
<b>TOTAL LOCAL REVENUES</b>	<b>\$ 1,688,573</b>	<b>\$ 3,291,554</b>	<b>\$ 3,151,400</b>	<b>\$ 4,278,000</b>	<b>\$ 986,446</b>
32441 NVT A Revenue Share	20,766	179,000	99,000	2,665,000	2,486,000
32485 VDOT I-66 TMP	4,209	272,000	15,000	253,000	(19,000)
32550 SLAF Fairfax County	57,774	1,106,000	214,000	3,001,000	1,895,000
32551 SLAF DEQ	<u>-</u>	<u>924,000</u>	<u>152,000</u>	<u>2,327,000</u>	<u>1,403,000</u>
<b>TOTAL CATEGORICAL AID</b>	<b>82,749</b>	<b>2,481,000</b>	<b>480,000</b>	<b>8,246,000</b>	<b>5,765,000</b>
<b>TOTAL STATE REVENUE</b>	<b>\$ 82,749</b>	<b>\$ 2,481,000</b>	<b>\$ 480,000</b>	<b>\$ 8,246,000</b>	<b>\$ 5,765,000</b>
33331 VDOT Traffic Signal Design	5,056	876,000	691,000	185,000	(691,000)
33343 Freeman Store Replacement Bridge	571	183,000	24,000	246,000	63,000
33344 VDOT FED 123 & 243 Signal Upgrade	13,081	66,000	66,000	1,686,000	1,620,000
33345 Park & Ayr Hill Sidewalk	81,431	320,000	356,000	-	(320,000)
33347 FY24 CIP	<u>-</u>	<u>-</u>	<u>-</u>	<u>275,000</u>	<u>275,000</u>
<b>TOTAL FEDERAL REVENUES</b>	<b>100,139</b>	<b>1,445,000</b>	<b>1,137,000</b>	<b>2,392,000</b>	<b>947,000</b>
34102 Miscellaneous Reimbursements	<u>647,716</u>	-	-	-	-
<b>TOTAL REIMBURSEMENTS</b>	<b>647,716</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
34140 Bond Proceeds	<u>11,905,357</u>	-	-	<u>9,573,000</u>	<u>9,573,000</u>
<b>TOTAL DEBT ISSUE PROCEEDS</b>	<b>11,905,357</b>	<b>-</b>	<b>-</b>	<b>9,573,000</b>	<b>9,573,000</b>
34901 Use of Prior Year Surplus	<u>-</u>	<u>11,413,446</u>	-	<u>10,798,000</u>	<u>(615,446)</u>
<b>TOTAL RESERVES &amp; PRIOR YEAR SURPLUS</b>	<b>-</b>	<b>11,413,446</b>	<b>-</b>	<b>10,798,000</b>	<b>(615,446)</b>
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 14,424,534</b>	<b>\$ 18,631,000</b>	<b>\$ 4,768,400</b>	<b>\$ 35,287,000</b>	<b>\$ 16,656,000</b>

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

**FUND: 130 -- ARPA**

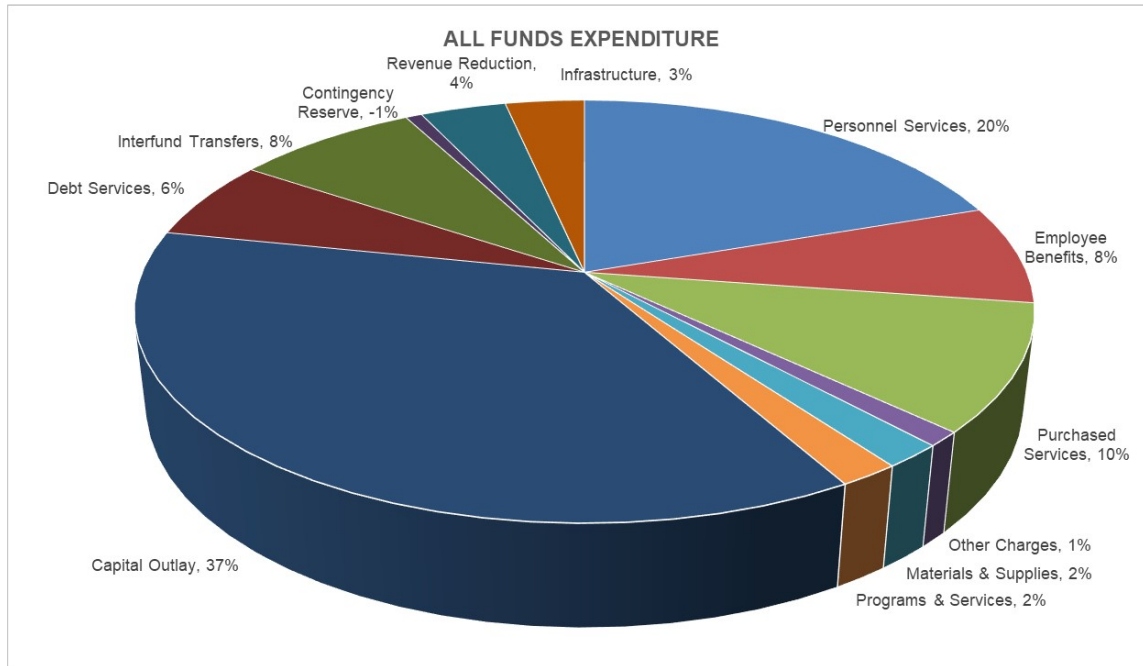
ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
31512 LGIP Account Interest	<u>16,979</u>	-	<u>530,000</u>	<u>350,000</u>	<u>350,000</u>
TOTAL USE OF MONEY	16,979	-	530,000	350,000	350,000
33314 American Recovery Plan (ARPA)	<u>224,554</u>	<u>8,551,731</u>	<u>4,476,066</u>	<u>6,210,385</u>	<u>(2,341,346)</u>
TOTAL FEDERAL REVENUES	224,554	8,551,731	4,476,066	6,210,385	(2,341,346)
TOTAL ARPA FUND	<u>\$ 241,533</u>	<u>\$ 8,551,731</u>	<u>\$ 5,006,066</u>	<u>\$ 6,560,385</u>	<u>\$ (1,991,346)</u>

REVENUES & EXPENDITURES BY FUND

ALL FUNDS EXPENDITURES

TOWN OF VIENNA  
ADOPTED EXPENDITURE BUDGET - ALL FUNDS

TITLE	FY 21-22 ACTUAL	-----FY 22-23----- BUDGET	REVISED	FY 23-24 ADOPTED	NET CHANGE
PERSONNEL SERVICES	16,295,899	17,495,230	17,110,050	18,315,550	820,320
EMPLOYEE BENEFITS	5,771,532	6,297,870	6,423,820	7,017,970	720,100
PURCHASED SERVICES	7,122,458	8,120,220	8,866,850	8,960,490	840,270
OTHER CHARGES	1,069,339	1,378,360	1,442,100	1,482,970	104,610
MATERIALS AND SUPPLIES	1,311,704	1,601,310	1,661,135	1,697,020	95,710
PROGRAMS AND SERVICES	914,119	1,451,200	2,084,835	1,715,280	264,080
CAPITAL OUTLAY	19,844,152	20,530,690	15,364,460	33,786,950	13,256,260
DEBT SERVICES	5,390,858	6,428,870	6,428,870	5,680,020	(748,850)
INTEFUND TRANSFERS	3,577,909	4,000,000	4,000,000	7,292,500	3,292,500
CONTINGENCY RESERVE	-	40,000	-	(650,000)	(690,000)
REVENUE REDUCTION	211,639	3,057,000	2,206,376	3,410,385	353,385
INFRASTRUCTURE	12,915	5,494,731	2,799,690	3,150,000	(2,344,731)
<b>TOTAL ALLFUNDS EXPENDITURE</b>	<b>\$ 61,522,524</b>	<b>\$ 75,895,481</b>	<b>\$ 68,388,186</b>	<b>\$ 91,859,135</b>	<b>\$ 15,963,654</b>



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

**FUND: 100 -- GENERAL FUND**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 12,329,034	\$ 14,393,740	\$ 13,741,400	\$ 14,870,290	\$ 476,550
41002 Overtime	918,887	748,840	707,300	654,860	(93,980)
41003 Regular Part Time with Benefits	183,779	178,390	231,900	473,530	295,140
41004 Part Time without Benefits	496,449	463,980	612,700	441,930	(22,050)
41005 Other Part Time	83,655	76,000	95,300	85,000	9,000
41006 Annual Leave Liquidation	328,841	10,000	134,200	10,000	-
41007 Holiday Pay	155,350	119,480	131,500	114,480	(5,000)
41008 Annual Leave Cash-In	144,400	30,000	158,600	30,000	-
41009 Council/Boards Salary	72,749	109,200	98,400	93,300	(15,900)
41011 Non-Exempt Comptime Liquid.	27,320	-	2,000	-	-
41015 Performance Bonus	76,000	65,000	77,650	75,000	10,000
41016 CDL Recruitment	-	-	1,000	8,000	8,000
41017 CDL Retainage	-	-	53,500	57,000	57,000
41020 Transfer of Budgeted Salary	<u>(234,597)</u>	<u>(263,500)</u>	<u>(485,000)</u>	<u>(408,000)</u>	<u>(144,500)</u>
<b>TOTAL PERSONNEL SERVICES</b>	<b>14,581,866</b>	<b>15,931,130</b>	<b>15,560,450</b>	<b>16,505,390</b>	<b>574,260</b>
42001 F.I.C.A.	1,079,222	1,047,150	1,162,200	1,300,380	253,230
42002 V.R.S.	1,426,613	1,582,360	1,553,100	1,770,250	187,890
42003 V.R.S. Life Insurance	163,304	166,010	163,400	198,400	32,390
42004 Local Pension Plan	162,441	193,610	180,000	184,690	(8,920)
42005 Police Pension	283,214	340,760	320,000	348,460	7,700
42007 Health Insurance	1,457,646	1,602,280	1,643,500	1,611,100	8,820
42008 Disability Insurance	2,231	2,620	2,620	2,620	-
42009 Unemployment Insurance	-	3,150	-	3,150	-
42010 Clothing Allowance	6,428	18,730	20,720	18,730	-
42011 Tuition Assist	35,609	25,700	31,000	30,000	4,300
42012 Cafeteria Plan Fees	2,704	2,590	2,500	3,080	490
42013 Workers Comp Insurance	221,179	260,000	260,000	245,000	(15,000)
42015 Miscellaneous Allowances	2,400	3,320	3,320	3,320	-
42018 Employer Contributions: DC401A	268,720	318,980	324,300	391,550	72,570
42020 Other Post Employment Benefits	5,622	6,000	-	6,000	-
42021 V.R.S. Hybrid 401A Match	90,936	82,610	110,800	145,450	62,840
42025 V.R.S. Hybrid Disability	21,038	18,440	24,800	30,680	12,240
42050 Relocation Expenses	<u>-</u>	<u>3,000</u>	<u>1,000</u>	<u>3,000</u>	<u>-</u>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>5,229,309</b>	<b>5,677,310</b>	<b>5,803,260</b>	<b>6,295,860</b>	<b>618,550</b>



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

**FUND: 100 -- GENERAL FUND**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23-----		FY 23-24 ADOPTED	NET CHANGE
		BUDGET	REVISED		
43101 Consulting Services	161,910	159,620	261,130	132,720	(26,900)
43102 Legal Services	167,021	173,950	173,950	200,000	26,050
43103 Accounting/Audit Services	53,240	58,100	54,600	61,000	2,900
43104 Architect/Engineer Services	13,000	22,100	25,000	22,100	-
43105 Health Services	14,100	11,000	17,000	11,000	-
43106 Translation Services	1,845	2,250	4,750	3,250	1,000
43112 Public Defender Services	1,050	2,000	3,500	2,000	-
43113 Prosecuting Services	70,409	73,560	73,560	95,000	21,440
43114 Supp Legal Services Reserve	46,226	70,000	70,000	70,000	-
43201 Contract Labor	40,350	10,000	4,580	5,000	(5,000)
43301 Equipment Maintenance Contracts	141,139	158,070	167,850	161,890	3,820
43302 Financial System Maintenance	120,853	130,930	132,470	149,380	18,450
43303 Software Maintenance Contract	56,485	134,700	135,950	140,900	6,200
43304 H/AC Maintenance Contract	46,819	54,170	70,670	66,670	12,500
43305 Other Maintenance Contracts	1,297	-	-	-	-
43306 Radio Maintenance Contracts	12,861	16,500	16,500	16,500	-
43307 Repair/Maintenance Services	111,593	137,450	194,590	128,650	(8,800)
43308 Contracts/Services	697,148	837,960	1,087,880	913,720	75,760
43309 Cell Phone Expense	64,290	62,400	89,600	61,060	(1,340)
43310 Tree Maintenance	56,481	50,000	187,610	80,000	30,000
43501 Printing/Binding Services	26,589	44,550	47,550	58,000	13,450
43601 Advertising	31,719	31,760	56,760	51,510	19,750
43701 Uniform Rental/Cleaning	21,030	25,120	36,350	35,910	10,790
43702 Janitorial/Custodial Service	23,654	37,000	137,000	137,000	100,000
43801 Services From Other Government	16,725	28,940	23,940	19,940	(9,000)
43802 Landfill Fees	461,685	700,500	693,030	684,200	(16,300)
<b>TOTAL PURCHASED SERVICES</b>	<b>2,459,520</b>	<b>3,032,630</b>	<b>3,765,820</b>	<b>3,307,400</b>	<b>274,770</b>

TOWN OF VIENNA  
ADOPTED EXPENSE BUDGET BY FUND

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23-----		FY 23-24 ADOPTED	NET CHANGE
		BUDGET	REVISED		
45101 Electricity	170,267	212,140	237,140	227,140	15,000
45102 Natural Gas	48,292	59,000	73,760	61,000	2,000
45104 Water/Sewer Service	43,770	36,000	43,000	42,360	6,360
45201 Local Phone Service	34,512	29,000	29,000	29,000	-
45202 Long Distance Service	1,446	2,130	2,130	2,130	-
45203 Postal Services	56,034	66,450	66,450	66,450	-
45205 Internet Access/Email Service	13,043	13,000	13,000	13,000	-
45210 Environmental Services	1,500	5,000	5,000	5,000	-
45301 Boiler Insurance	2,208	2,280	2,980	2,980	700
45304 Other Property Insurance	24,999	25,000	32,700	32,700	7,700
45305 Vehicle Insurance	72,390	73,000	77,200	77,200	4,200
45306 Surety Bonds	2,374	2,500	2,500	2,500	-
45308 General Liability Insurance	84,000	84,000	90,800	103,000	19,000
45311 Excess Loss Umbrella Insurance	17,785	25,370	25,370	25,370	-
45313 Insurance Retention	4,805	20,000	20,000	20,000	-
45316 Line Of Duty Act Insurance	27,457	29,000	26,000	34,100	5,100
45401 Vehicle Lease/Rental	-	9,000	9,000	9,000	-
45402 Equipment Rental	2,552	12,570	12,570	12,570	-
45404 Central Copier Charges	35,281	55,850	56,450	54,650	(1,200)
45501 Mileage Reimbursement	2,625	6,550	6,350	7,720	1,170
45502 Fares	3,238	600	2,600	1,940	1,340
45503 Subsistence/Lodging	23,511	41,050	35,980	54,990	13,940
45504 Conventions/Education	56,775	93,550	101,270	134,180	40,630
45505 Business Meals	2,783	8,050	18,580	11,450	3,400
45601 Contributions	10,000	10,000	10,000	10,000	-
45612 C.H.O.	1,500	1,500	1,500	1,500	-
45617 Vienna Community Band	4,000	4,000	4,000	4,000	-
45618 Babe Ruth League	1,000	1,000	1,000	1,000	-
45619 Vienna Little League	1,000	1,000	1,000	1,000	-
45620 Vienna Girls Softball League	1,000	1,000	1,000	1,000	-
45621 Vienna Youth Inc.	1,000	1,000	1,000	1,000	-
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	-
45701 T.R.E. - Property Taxes	168,864	260,000	240,800	220,000	(40,000)
45703 Revitalization Tax Exemptions	3,305	2,640	2,640	2,010	(630)
45704 T.R.E. - Disabled Vet	62,955	66,000	66,000	81,000	15,000
45801 Memberships/Dues	42,288	53,180	53,680	55,280	2,100
<b>TOTAL OTHER CHARGES</b>	<b>1,031,107</b>	<b>1,314,960</b>	<b>1,375,000</b>	<b>1,410,770</b>	<b>95,810</b>

TOWN OF VIENNA  
ADOPTED EXPENSE BUDGET BY FUND

FUND: 100 -- GENERAL FUND

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23-----		FY 23-24 ADOPTED	NET CHANGE
		BUDGET	REVISED		
46001 Office Supplies	37,526	42,400	40,470	45,700	3,300
46003 Horticultural Supplies	58,088	40,300	46,225	40,000	(300)
46005 Janitorial Supplies	29,792	29,500	31,500	49,000	19,500
46007 Repair/Maintenance Supplies	50,040	81,500	85,500	82,000	500
46008 Vehicle/Equipment Fuels	250,437	301,000	317,400	340,000	39,000
46009 Vehicle/Equip Maintenance Supplies	7,163	29,590	21,590	25,090	(4,500)
46010 Police Supplies	22,678	30,000	33,100	30,000	-
46011 Uniforms/Safety Apparel	61,835	65,290	68,890	61,710	(3,580)
46012 Books/Subscriptions	14,998	18,820	18,820	18,820	-
46013 Recreation Supplies	20,490	27,830	22,040	28,330	500
46014 Computer Supplies	9,303	15,000	14,900	15,000	-
46015 Operational Supplies	312,658	373,850	373,890	390,330	16,480
46016 Supplies For Resale	5,097	6,500	6,500	8,000	1,500
46017 Small Tools	14,889	17,680	17,680	18,100	420
46019 Other Supplies	30,427	31,730	69,850	39,100	7,370
46021 Holiday Gift Certificates	5,301	6,500	5,800	6,500	-
46022 Range Supplies	13,956	21,000	23,000	21,000	-
46030 Medical Supplies	(1,400)	4,000	2,000	4,000	-
46031 Tires and Tubes	39,120	50,230	50,230	52,930	2,700
46040 Software Purchases	18,057	22,000	22,000	22,000	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>1,000,456</b>	<b>1,214,720</b>	<b>1,271,385</b>	<b>1,297,610</b>	<b>82,890</b>
47102 Wellness Program	1,470	4,000	4,000	4,000	-
47201 Training Programs	12,046	31,000	25,460	35,000	4,000
47202 Safety Programs	7,677	12,100	10,100	12,100	-
47203 Service Awards	12,189	16,000	16,000	21,000	5,000
47204 Town Calendar	8,210	9,130	9,130	9,130	-
47205 Town Newsletter	24,395	33,000	33,000	35,000	2,000
47207 Testing Services	-	1,000	1,000	1,000	-
47208 State Fire Program Funds	63,493	64,000	64,000	69,400	5,400
47215 TOV Web Site Services	57,699	73,820	73,820	74,000	180
47230 Gang Task Force	15,000	15,000	6,600	-	(15,000)
47306 R.A.D. Program	6,108	3,420	7,520	420	(3,000)
47401 Asphalt Overlay	-	222,000	641,950	238,000	16,000
47402 Curb/Sidewalk Maintenance	25,766	170,000	203,990	181,900	11,900
47403 Physical Improvements	125,322	79,500	198,695	79,500	-
47404 Stormwater Management Program	6,108	-	8,825	-	-
47406 Brickwalk Maintenance	-	5,000	2,800	5,000	-
47407 Contracted Asphalt Repairs	33,021	37,300	-	37,300	-
47408 Internal Asphalt Repairs	111,250	185,000	104,020	198,000	13,000
47702 Adult Athletics	298	6,850	4,950	-	(6,850)
47703 Camps	21,678	45,000	45,000	45,000	-
47704 Adult Trips	17,340	29,000	29,100	29,000	-
47705 Youth Special Events	18,126	19,830	21,110	25,450	5,620
47706 Adult Special Events	12,054	14,000	14,000	18,000	4,000
47707 Special Events	101,662	105,470	117,350	113,870	8,400
47708 Liberty Amendments Month	-	-	-	15,700	15,700
47710 Donation Funded Programs	1,738	1,530	15,255	500	(1,030)
47713 Town Green Events	2,920	3,400	4,400	4,000	600
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>685,570</b>	<b>1,186,350</b>	<b>1,662,075</b>	<b>1,252,270</b>	<b>65,920</b>

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

**FUND: 100 -- GENERAL FUND**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23-----		FY 23-24 ADOPTED	NET CHANGE
		BUDGET	REVISED		
48101 Machine/Equipment Replacement	79,081	35,160	27,990	27,160	(8,000)
48102 Furniture/Fixture Replacement	14,367	8,440	46,710	8,440	-
48103 Comm Equipment Replacement	-	1,000	1,000	1,000	-
48106 Heavy Equipment Replacement	-	18,500	18,500	30,000	11,500
48107 Office Equipment Replacement	2,938	-	-	-	-
48201 Additional Machine/Equipment	27,860	18,000	22,000	22,000	4,000
48300 A.F.F. Expenditures	6,447	-	5,780	-	-
48308 Capital Leases	284,154	1,222,000	1,675,480	1,466,800	244,800
48719 PEG Funded Projects	<u>700,577</u>	<u>555,540</u>	<u>704,450</u>	<u>300,000</u>	<u>(255,540)</u>
<b>TOTAL CAPITAL OUTLAY</b>	<b>1,115,422</b>	<b>1,858,640</b>	<b>2,501,910</b>	<b>1,855,400</b>	<b>(3,240)</b>
49101 Principal	-	-	-	140,000	140,000
49102 Bond Interest	<u>-</u>	<u>-</u>	<u>-</u>	<u>28,000</u>	<u>28,000</u>
<b>TOTAL DEBT SERVICES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>168,000</b>	<b>168,000</b>
49900 Contingency Reserve	-	240,000	-	-	(240,000)
49910 Attrition	<u>-</u>	<u>(200,000)</u>	<u>-</u>	<u>(550,000)</u>	<u>(350,000)</u>
<b>TOTAL CONTINGENCY RESERVE</b>	<b>-</b>	<b>40,000</b>	<b>-</b>	<b>(550,000)</b>	<b>(590,000)</b>
<b>TOTAL GENERAL FUND</b>	<b><u>\$ 26,103,249</u></b>	<b><u>\$ 30,255,740</u></b>	<b><u>\$ 31,939,900</u></b>	<b><u>\$ 31,542,700</u></b>	<b><u>\$ 1,286,960</u></b>

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

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

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23-----		FY 23-24 ADOPTED	NET CHANGE
		BUDGET	REVISED		
49101 Principal	3,002,000	3,547,000	3,547,000	3,267,000	(280,000)
49102 Interest	1,720,237	2,225,140	2,225,140	1,868,720	(356,420)
49110 Administration Principal	6,196	6,200	6,200	6,400	200
49115 Administration Interest	361	400	400	100	(300)
49120 Police Principal	146,980	148,910	148,910	26,200	(122,710)
49125 Police Interest	3,628	6,800	6,800	500	(6,300)
49140 Public Works Principal	429,303	424,120	424,120	250,400	(173,720)
49145 Public Works Interest	17,019	15,100	15,100	5,200	(9,900)
49170 Parks & Recreation Principal	60,803	48,000	48,000	44,600	(3,400)
49175 Parks & Recreation Interest	2,101	2,200	2,200	900	(1,300)
<b>TOTAL DEBT SERVICES</b>	<b>5,388,629</b>	<b>6,423,870</b>	<b>6,423,870</b>	<b>5,470,020</b>	<b>(953,850)</b>
<b>TOTAL DEBT SERVICES FUND</b>	<b><u>\$ 5,388,629</u></b>	<b><u>\$ 6,423,870</u></b>	<b><u>\$ 6,423,870</u></b>	<b><u>\$ 5,470,020</u></b>	<b><u>\$ (953,850)</u></b>

TOWN OF VIENNA  
ADOPTED EXPENDITURE BUDGET BY FUND

FUND: 500 -- WATER & SEWER FUND

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23----- BUDGET	REVISED	FY 23-24 ADOPTED	NET CHANGE
41001 Salaries and Wages	\$ 1,384,105	\$ 1,287,970	\$ 1,284,220	\$ 1,514,700	\$ 226,730
41002 Overtime	234,933	182,840	179,340	180,840	(2,000)
41003 Regular Part Time with Benefits	-	7,250	-	-	(7,250)
41006 Annual Leave Liquidation	7,130	-	-	-	-
41008 Annual Leave Cash-In	19,051	-	-	-	-
41011 Non-Exempt Comp Time Liquidation	2,859	-	-	-	-
41015 Performance Bonus	9,000	-	-	-	-
41017 CDL Retainage	-	-	-	15,000	15,000
41020 Transfer of Budgeted Salary	(38,829)	(105,950)	(105,950)	(110,500)	(4,550)
<b>TOTAL PERSONNEL SERVICES</b>	<b>1,618,249</b>	<b>1,372,110</b>	<b>1,357,610</b>	<b>1,600,040</b>	<b>227,930</b>
42001 F.I.C.A.	119,064	105,620	105,620	121,640	16,020
42002 V.R.S.	145,257	151,280	151,280	165,100	13,820
42003 V.R.S. Life Insurance	17,212	23,930	23,930	20,410	(3,520)
42004 Local Pension Plan	1,800	-	-	-	-
42007 Health Insurance	224,781	209,380	209,380	242,090	32,710
42012 Cafeteria Plan Fees	230	240	240	280	40
42018 Employer Contributions: DC401A	42,706	45,590	45,590	59,440	13,850
42020 Other Post Employment Benefits	607	6,000	6,000	6,000	-
42021 V.R.S Hybrid 401A Match	14,767	11,510	11,510	24,660	13,150
42025 V.R.S. Hybrid Disability	3,407	2,770	2,770	4,660	1,890
42030 Pension Expense	(71,382)	-	-	-	-
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>498,449</b>	<b>556,320</b>	<b>556,320</b>	<b>644,280</b>	<b>87,960</b>
43101 Consulting Services	4,350	38,280	111,780	38,280	-
43201 Contract Labor	17,154	-	-	-	-
43301 Equipment Maintenance Contracts	4,176	-	4,290	4,290	4,290
43307 Repair/Maintenance Services	14,306	7,600	7,200	7,600	-
43308 Contracts/Services	143,521	259,970	196,080	261,970	2,000
43309 Cell Phone Expense	10,937	9,900	9,900	12,100	2,200
43701 Uniform Rental/Cleaning	6,700	6,170	11,610	12,320	6,150
43801 Services From Other Government	34,082	63,850	48,850	48,850	(15,000)
43802 Landfill Fees	43,536	74,560	84,060	64,060	(10,500)
43803 Wholesale Water Purchase	1,515,639	1,836,000	1,836,000	2,015,000	179,000
43804 Sewage Treatment/DC WASA	2,040,123	1,959,000	1,959,000	2,300,000	341,000
43805 Sewage Treatment/Fairfax	668,834	650,700	650,700	656,800	6,100
43807 Fairfax Capital Interest	106,820	89,660	89,660	130,000	40,340
<b>TOTAL PURCHASED SERVICES</b>	<b>4,610,178</b>	<b>4,995,690</b>	<b>5,009,130</b>	<b>5,551,270</b>	<b>555,580</b>
45101 Electricity	14,400	21,600	21,600	21,600	-
45203 Postal Services	18,417	19,000	19,500	20,000	1,000
45404 Central Copier Charges	870	2,400	5,300	2,200	(200)
45501 Mileage Reimbursement	-	500	500	500	-
45503 Subsistence/Lodging	-	1,500	2,500	2,500	1,000
45504 Conventions/Education	695	12,500	11,420	19,000	6,500
45505 Business Meals	1,680	1,500	1,500	1,500	-
45801 Memberships/Dues	85	400	480	400	-
<b>TOTAL OTHER CHARGES</b>	<b>36,147</b>	<b>59,400</b>	<b>62,800</b>	<b>67,700</b>	<b>8,300</b>

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

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

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23----- BUDGET	REVISED	FY 23-24 ADOPTED	NET CHANGE
46001 Office Supplies	3,414	3,510	3,510	3,510	-
46007 Repair/Maintanance Supplies	185,710	233,000	236,800	245,000	12,000
46008 Vehicle/Equipment Fuels	28,658	36,000	32,110	27,000	(9,000)
46009 Vehicle/Equip Maintenance Supplies	1,029	1,000	1,000	1,000	-
46011 Uniforms/Safety Apparel	13,301	13,270	13,270	13,270	-
46015 Operational Supplies	27,568	50,000	42,200	49,000	(1,000)
46017 Small Tools	2,521	3,500	3,500	3,500	-
46031 Tires and Tubes	2,814	4,250	4,800	4,250	-
46032 Surface Repair Materials	37,313	30,520	41,020	41,020	10,500
46040 Software Purchases	<u>6,500</u>	<u>6,500</u>	<u>6,500</u>	<u>6,500</u>	<u>-</u>
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>308,828</b>	<b>381,550</b>	<b>384,710</b>	<b>394,050</b>	<b>12,500</b>
47246 Federal Utility Grant Exp	28,312	-	-	-	-
47407 Contracted Asphalt Repairs	78,012	75,000	84,000	90,000	15,000
47408 Internal Asphalt Repairs	<u>6,394</u>	<u>30,600</u>	<u>53,600</u>	<u>35,600</u>	<u>5,000</u>
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>112,718</b>	<b>105,600</b>	<b>137,600</b>	<b>125,600</b>	<b>20,000</b>
48101 Machine/Equipment Replacement	(14,830)	9,550	9,550	9,550	-
48201 Additional Machine/Equipment	24,000	31,500	13,500	31,500	-
48202 Additional Furniture/Fixtures	1,878	-	3,500	3,500	3,500
48308 Capital Leases	-	-	405,000	-	-
48311 Depreciation	<u>828,016</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL CAPITAL OUTLAY</b>	<b>839,065</b>	<b>41,050</b>	<b>431,550</b>	<b>44,550</b>	<b>3,500</b>
49150 Water & Sewer Principal	-	-	-	-	-
49155 Water & Sewer Interest	<u>2,229</u>	<u>5,000</u>	<u>5,000</u>	<u>42,000</u>	<u>37,000</u>
<b>TOTAL DEBT SERVICE</b>	<b>2,229</b>	<b>5,000</b>	<b>5,000</b>	<b>42,000</b>	<b>37,000</b>
49201 WS Transfer to GF	1,800,000	2,200,000	2,200,000	2,400,000	200,000
49202 WS Transfer to DS	1,168,986	1,785,000	1,785,000	1,477,500	(307,500)
49204 CPF Transfer to WS	(2,743,732)	-	-	-	-
49207 Transfer to Capital Project Fund	-	-	-	-	-
49210 Capital Project Transfer	-	-	-	-	-
49220 Transfer to Stormwater	<u>(15,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL INTERFUND TRANSFERS</b>	<b>210,254</b>	<b>3,985,000</b>	<b>3,985,000</b>	<b>3,877,500</b>	<b>(107,500)</b>
49511 Charges to Water Department	(961,028)	(2,206,560)	(2,351,370)	(2,177,570)	28,990
49512 Support Activity Costs	1,968,110	4,903,470	5,225,260	4,839,070	(64,400)
49514 Charges to Sewer Department	<u>(1,007,082)</u>	<u>(2,696,910)</u>	<u>(2,873,890)</u>	<u>(2,661,500)</u>	<u>35,410</u>
<b>TOTAL INTERDEPARTMENTAL CHARGES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
49900 Contingency Reserve	-	-	-	(100,000)	(100,000)
<b>TOTAL CONTINGENCY RESERVE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(100,000)</b>	<b>(100,000)</b>
<b>TOTAL WATER &amp; SEWER FUND</b>	<b>\$ 8,236,117</b>	<b>\$ 11,501,720</b>	<b>\$ 11,929,720</b>	<b>\$ 12,246,990</b>	<b>\$ 745,270</b>

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

**FUND: 550 -- STORMWATER FUND**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23-----		FY 23-24 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 108,967	\$ 190,990	\$ 190,990	\$ 209,120	\$ 18,130
41002 Overtime	3,232	1,000	1,000	1,000	-
41015 Performance Bonus	2,000	-	-	-	-
41020 Transfer of Budgeted Salary	(18,416)	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>95,784</b>	<b>191,990</b>	<b>191,990</b>	<b>210,120</b>	<b>18,130</b>
42001 F.I.C.A.	8,208	14,550	14,550	16,000	1,450
42002 V.R.S.	10,230	23,450	23,450	22,790	(660)
42003 V.R.S. Life Insurance	1,381	2,800	2,800	2,800	-
42007 Health Insurance	17,656	13,000	13,000	27,170	14,170
42012 Cafeteria Plan Fees	27	60	60	-	(60)
42018 Employer Contributions: DC401A	3,169	5,330	5,330	8,150	2,820
42021 V.R.S. Hybrid 401A Match	2,558	4,300	4,300	750	(3,550)
42025 V.R.S. Hybrid Disability	545	750	750	170	(580)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>43,774</b>	<b>64,240</b>	<b>64,240</b>	<b>77,830</b>	<b>13,590</b>
43104 Architect/Engineer Services	51,366	91,080	91,080	101,000	9,920
43309 Cell Phone Expense	1,394	820	820	820	-
<b>TOTAL PURCHASED SERVICES</b>	<b>52,761</b>	<b>91,900</b>	<b>91,900</b>	<b>101,820</b>	<b>9,920</b>
45203 Postal Services	902	500	800	1,000	500
45404 Central Copier Charges	33	-	-	-	-
45503 Subsistence/Lodging	-	1,000	1,000	1,000	-
45504 Conventions/Education	1,150	2,000	2,000	2,000	-
45801 Memberships/Dues	-	500	500	500	-
<b>TOTAL OTHER CHARGES</b>	<b>2,085</b>	<b>4,000</b>	<b>4,300</b>	<b>4,500</b>	<b>500</b>
46001 Office Supplies	111	250	250	250	-
46008 Vehicle/Equipment Fuels	-	1,800	1,800	1,800	-
46009 Vehicle/Equip Maintenance Supplies	-	300	300	300	-
46011 Uniforms/Safety Apparel	151	240	240	240	-
46015 Operational Supplies	158	330	330	650	320
46017 Small Tools	-	120	120	120	-
46040 Software Purchases	2,000	2,000	2,000	2,000	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>2,419</b>	<b>5,040</b>	<b>5,040</b>	<b>5,360</b>	<b>320</b>
47403 Physical Improvements	85,410	81,840	208,050	240,000	158,160
47404 Stormwater Management Program	30,422	77,410	77,110	97,410	20,000
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>115,832</b>	<b>159,250</b>	<b>285,160</b>	<b>337,410</b>	<b>178,160</b>
48202 Additional Furn/Fixtures	1,591	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>1,591</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
49211 Stormwater Transfer to W&S	15,000	15,000	15,000	15,000	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>
<b>TOTAL STORMWATER FUND</b>	<b>\$ 329,246</b>	<b>\$ 531,420</b>	<b>\$ 657,630</b>	<b>\$ 752,040</b>	<b>\$ 220,620</b>



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

**FUND: 300 -- CAPITAL PROJECTS**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23-----		FY 23-24 ADOPTED	NET CHANGE
		BUDGET	REVISED		
48001 Bond Counsel	305,973	1,203,000	712,000	756,000	(447,000)
48002 Financial Advisor	83,964	-	-	-	-
48003 Printing & Advertising	1,500	-	-	-	-
48004 Bond Rating	44,500	-	-	-	-
48009 Misc Project Costs	154,236	618,000	328,000	290,000	(328,000)
48101 Machine/Equipment Replacement	118,704	112,000	112,000	-	(112,000)
48103 Comm Equipment Replacement	29,540	59,000	59,000	-	(59,000)
48202 Additional Furniture Fixes	175,983	280,000	25,000	80,000	(200,000)
48207 Additional Office Equipment	51,884	118,000	118,000	125,000	7,000
48801 A&E Services	419,216	1,935,000	717,000	1,499,000	(436,000)
48802 Contract Supervision	498,624	712,000	525,000	2,417,000	1,705,000
48803 Contracts	15,893,555	10,044,000	9,239,000	23,284,000	13,240,000
48805 Property Acquisition	110,394	36,000	14,000	22,000	(14,000)
48899 Contingency Reserves	-	3,514,000	582,000	3,414,000	(100,000)
<b>TOTAL CAPITAL OUTLAY</b>	<b>17,888,074</b>	<b>18,631,000</b>	<b>12,431,000</b>	<b>31,887,000</b>	<b>13,256,000</b>
49204 CPF Transfer to WSF	3,352,655	-	-	3,400,000	3,400,000
<b>TOTAL INTEFUND TRANSFERS</b>	<b>3,352,655</b>	<b>-</b>	<b>-</b>	<b>3,400,000</b>	<b>3,400,000</b>
<b>TOTAL CAPITAL PROJECTS</b>	<b><u>\$ 21,240,729</u></b>	<b><u>\$ 18,631,000</u></b>	<b><u>\$ 12,431,000</u></b>	<b><u>\$ 35,287,000</u></b>	<b><u>\$ 16,656,000</u></b>

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

**FUND 130  
NAME AMERICAN RECOVERY PLAN (ARPA)**

DEPARTMENT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23----- BUDGET	REVISED	FY 23-24 ADOPTED	NET CHANGE
9601 Revenue Reduction	<u>211,639</u>	<u>3,057,000</u>	<u>2,206,376</u>	<u>3,410,385</u>	<u>353,385</u>
<b>TOTAL REVENUE REDUCTION</b>	<b>211,639</b>	<b>3,057,000</b>	<b>2,206,376</b>	<b>3,410,385</b>	<b>353,385</b>
9511 Infrastructure	<u>12,915</u>	<u>5,494,731</u>	<u>2,799,690</u>	<u>3,150,000</u>	<u>(2,344,731)</u>
<b>TOTAL INFRASTRUCTURE</b>	<b>12,915</b>	<b>5,494,731</b>	<b>2,799,690</b>	<b>3,150,000</b>	<b>(2,344,731)</b>
<b>TOTAL ARPA</b>	<b><u>\$ 224,554</u></b>	<b><u>\$ 8,551,731</u></b>	<b><u>\$ 5,006,066</u></b>	<b><u>\$ 6,560,385</u></b>	<b><u>\$ (1,991,346)</u></b>

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**EXPENDITURES BY DEPARTMENT**

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

- Purpose
- Strategic Plan Initiatives
- Activities of Operation
- Accomplishments
- Initiatives
- Performance Measures
- Budget Changes

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LEGISLATIVE

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MISSION

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



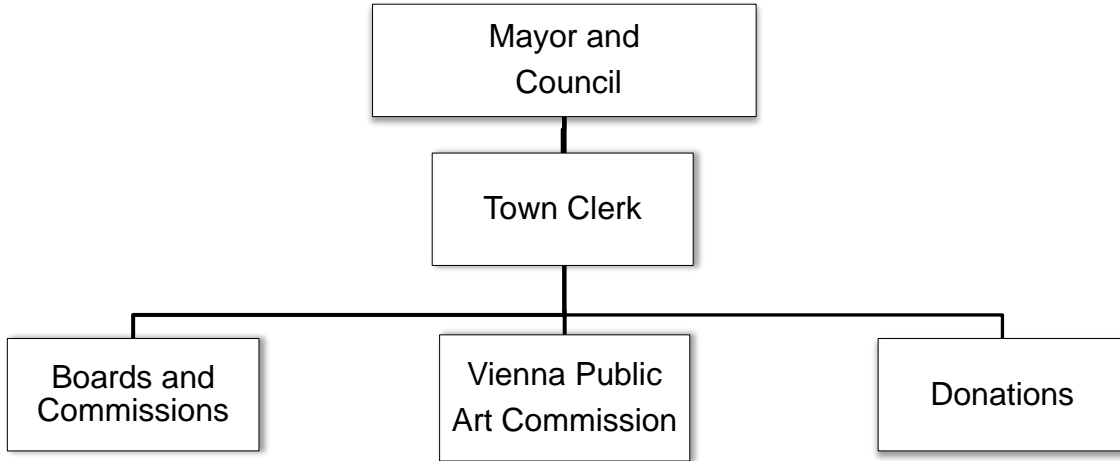
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LEGISLATIVE

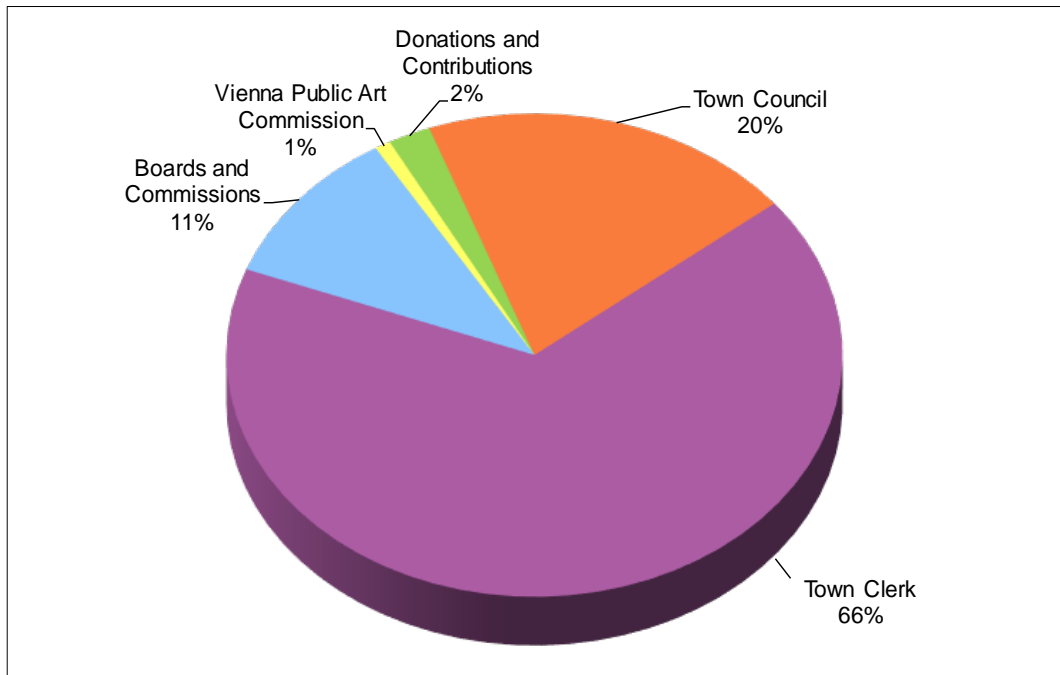
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**LEGISLATIVE**

TOWN OF VIENNA FISCAL YEAR 23-24 BUDGET					
	FY 21-22 Actuals	FY 22-23 Adopted	FY 22-23 Revised	FY 23-24 Adopted	Net Change
Town Council	84,760	104,900	106,500	106,390	1,490
Town Clerk	323,997	324,990	385,600	358,230	33,240
Boards and Commissions	45,141	67,200	71,600	57,060	-10,140
Vienna Public Art Commission	4,500	4,500	9,000	4,500	0
Donations and Contributions	12,050	12,050	12,050	12,050	0
<b>Legislative</b>	<b>470,448</b>	<b>513,640</b>	<b>584,750</b>	<b>538,230</b>	<b>24,590</b>



	FY 21-22 Actuals	FY 22-23 Adopted	FY 23-24 Adopted	Net Change	FY 23-24 % of Total
Personnel Services	297,973	330,290	338,720	8,430	62.9%
Employee Benefits	69,622	68,570	81,230	12,660	15.1%
Purchased Services	24,396	34,410	30,160	-4,250	5.6%
Other Charges	52,753	59,300	60,050	750	11.2%
Materials and Supplies	23,304	21,070	28,070	7,000	5.2%
Program and Services	0	0	0	0	0.0%
Capital Outlay	2,400	0	0	0	0.0%
Transfers	0	0	0	0	0.0%
<b>Legislative</b>	<b>470,448</b>	<b>513,640</b>	<b>538,230</b>	<b>24,590</b>	<b>100.0%</b>

## TOWN COUNCIL 11110

### PURPOSE

The Town of Vienna operates under the council-manager form of government. The Town Council is the legislative body responsible for establishing policy, passing ordinances, adopting the annual budget, and establishing the overall vision for the Town. Vienna's Mayor and six Council Members are elected at large with staggered two-year terms of office.



The Town Council will continue to strive to ensure that the Town of Vienna remain a **“fiscally responsible, safe, engaged, mobile, economically prosperous, environmentally sustainable, complete, influential and well governed community.”** Encompassing all of the Strategic Plan objectives.

### ACTIVITIES / PRODUCTS / SERVICES

- Appoint the Town Manager, Town Attorney, and Town Clerk.
- Establish Town policies and enact legislation.
- Hold two regular and one work session meetings per month, in general.
- Respond to constituent inquiries and requests for services.
- Make appointments to the Town's eight Boards and Commissions.
- Establish legislative priorities for consideration by Vienna's representative in the Virginia General Assembly.
- Represent the Town locally, regionally and within the Commonwealth to further Vienna's reputation as Virginia's premier community to live and work.



### FY 22-23 ACCOMPLISHMENTS

- Continued work on Code Create.
- Continued approving sidewalks, in all four quadrants, under the Maud Robinson Trust project.
- Adopted code changes to Chapter 18, allowing for more outdoor living space regarding decks and front porches.
- Successful completion and opening of the new Police Station.
- Implemented changes to the Leaf Mulching program.
- Approved the contract for Police Body Worn Cameras.

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**TOWN COUNCIL  
11110**

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- Adopted a balanced budget.
- Held first annual appreciation event for Board and Commission members.
- Approved the Town of Vienna Guide for street safety.
- Continued work on beautification initiatives, throughout the Town.
- Successfully sold the 2<sup>nd</sup> Annual Town of Vienna Holiday Ornament.
- Approved re-zoning of 127-133 Park Street NE.
- Adopted Top Four Priorities.

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**FY 23-24 INITIATIVES**

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- Council's Top Four Priorities, adopted in FY23:
  - Successfully complete Code Create, redrafting and enactment of new ordinances covering current Chapters 17 and 18 of the Town Code. The Town Council approval date is expected to be October 23, 2023, at the Town Council Meeting. *This will help Vienna remain as an economically prosperous community.*
  - Complete the Parks Master Plan, by June 2024, including options/uses for the Annex (former Baptist Church property), promoting *Vienna as a complete community.*
  - Construct ways to protect and increase the Town's tree canopy, to achieve the Tree City USA Award annually. *This will help Vienna remain as an environmentally sustainable community.*
  - Review and revise the Town's current noise ordinance in the Fall of 2023.
- Conduct a Town Wide survey in the Fall of 2023. *This will help Vienna remain an engaged community.*
- Continue working on the Maud Robinson sidewalk project. *This will help Vienna remain an efficiently mobile and safe community.*
- Complete Maple Avenue landscaping.
- Design the 3<sup>rd</sup> Annual Town of Vienna Holiday Ornament.
- Adopt the Town's Annual Budget prior to the start of the fiscal year, July 1, 2023. *This will help Vienna remain as a fiscally responsible community.*

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**PERFORMANCE MEASURES**

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**Strategic Plan Importance:** *Fiscally Responsible Community* - The Town will be a reliable and responsible steward of public funds, committed to ensuring financial sustainability, and maintaining and promoting high standards.





**TOWN COUNCIL  
11110**

<b>Description</b>	<b>Actual 2022</b>	<b>Estimated 2023</b>	<b>Projected 2024</b>
Adoption of Town’s annual budget prior to start of fiscal year (July 1)	YES	YES	YES

**PERSONNEL**

<b>Authorized Positions</b>	<b>Adopted FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Adopted FY 23-24</b>
Mayor (\$7,500)*	1	1	1
Council Members (\$5,000 each)*	6	6	6
<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>

\*Council Salaries will increase in January 2024.

**FY 23-24 BUDGET CHANGES**

- Increase in Mayor & Council salaries (Mayor \$11,250)(Council \$7,500) delayed until January 2024.

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

**DIVISION 11110  
NAME TOWN COUNCIL**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41009 Council/Boards Salary	\$ 38,160	\$ 52,500	\$ 47,900	\$ 46,800	\$ (5,700)
<b>TOTAL PERSONNEL SERVICES</b>	<b>38,160</b>	<b>52,500</b>	<b>47,900</b>	<b>46,800</b>	<b>(5,700)</b>
42001 F.I.C.A.	2,919	2,900	3,600	3,590	690
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>2,919</b>	<b>2,900</b>	<b>3,600</b>	<b>3,590</b>	<b>690</b>
43501 Printing/Binding Services	-	500	500	500	-
<b>TOTAL PURCHASED SERVICES</b>	<b>-</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>-</b>
45203 Postal Services	665	1,200	700	1,200	-
45404 Central Copier Charges	-	100	100	100	-
45501 Mileage Reimbursement	303	1,500	1,500	1,500	-
45503 Subsistence/Lodging	5,465	7,000	6,500	7,000	-
45504 Conventions/Education	5,400	5,000	5,500	5,500	500
45801 Memberships/Dues	21,656	22,300	22,300	22,300	-
<b>TOTAL OTHER CHARGES</b>	<b>33,489</b>	<b>37,100</b>	<b>36,600</b>	<b>37,600</b>	<b>500</b>
46001 Office Supplies	639	1,000	800	800	(200)
46012 Books/Subscriptions	-	100	100	100	-
46015 Operational Supplies	3,428	6,500	6,500	6,500	-
46019 Other Supplies	6,124	4,300	10,500	10,500	6,200
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>10,191</b>	<b>11,900</b>	<b>17,900</b>	<b>17,900</b>	<b>6,000</b>
<b>TOTAL TOWN COUNCIL</b>	<b>\$ 84,760</b>	<b>\$ 104,900</b>	<b>\$ 106,500</b>	<b>\$ 106,390</b>	<b>\$ 1,490</b>

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**TOWN CLERK  
11120**

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**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. Serve as a 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. Thus, allowing the Town Council to focus on their missions answering the initiative of “**Vienna as an influential and well-governed community.**”

**ACTIVITIES / PRODUCTS / SERVICES**

- Prepare meeting agendas and minutes.
- Advertise for public hearings.
- Update and maintain the Town Code.
- Provide administrative support to the Mayor.
- Track appointments and interviews for Town Boards and Commissions.
- Coordinate Mayor and Council Holiday Reception.
- Coordinate Mayor and Council Swearing In Ceremony.
- Organize the Mayor’s Annual Volunteer Recognition Awards Ceremony.
- Organize the annual trip to Virginia Municipal League Annual Conference for Mayor/Council and staff.
- Organize yearly trip to Richmond for the Annual Legislative Day event for Mayor/Council and staff.

**FY 22-23 ACCOMPLISHMENTS**

- Designed and sold 500, 2022, and continued selling 150, 2021, Annual Town of Vienna Holiday Ornaments. Proceeds benefit the Vienna Public Art Commission.
- Deputy Town Clerk continued working towards her Certified Municipal Clerk (CMC) Certification.
- Developed and distributed Town Council meeting agendas.
- Timely preparation of meeting minutes.
- Coordinated with Planning & Zoning on the scheduling and set-up of Code Create meetings.

**TOWN CLERK  
11120**

- Worked with Senator Petersens office to schedule the annual Vienna Town Hall meeting with Senator Petersen and Delegate Seibold.

**FY 23-24 INITIATIVES**

- Design and present the 3rd Annual Town of Vienna Holiday Ornament in August 2023.
- Deputy Clerk will continue working towards the CMC certification, expected completion is June 2024.
- Continue to work on scanning of historical documents, and organizing them properly in Laserfische.
- Continue to provide high quality meeting minutes at each of the 39 sessions.
- Submit Town Code updates to the Municipal Code Corporation in a timely manner.
- Submit legal advertisements in accordance with the Virginia State Code.
- Continue to meet monthly with Board and Commission Clerks.

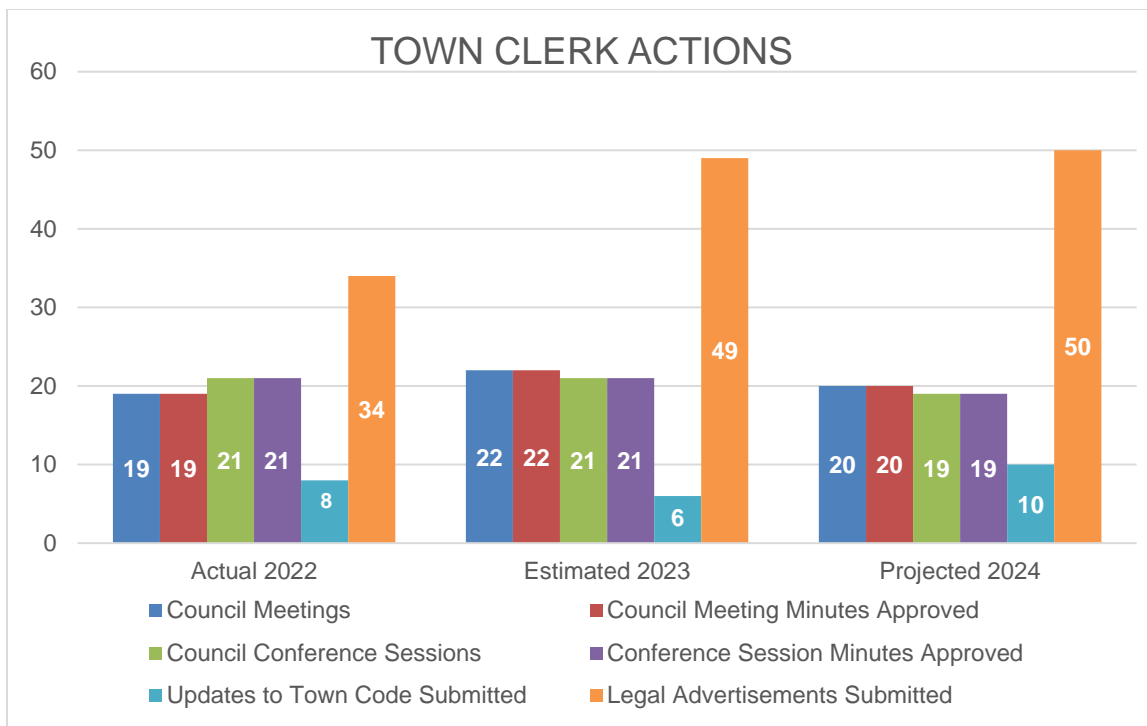
**PERFORMANCE MEASURES**

**Strategic Plan Importance:** Shows the administrative support provided to Council over the course of several years. This will help *Vienna remain as an influential and well-governed community.*



<b>Performance Measure</b>	<b>Actual 2022</b>	<b>Estimated 2023</b>	<b>Projected 2024</b>
Council Meetings held	19	22	20
Council Meeting Minutes approved	19	22	20
Council Conference Sessions held	21	21	19
Council Conference Session Minutes approved	21	21	19
Updates to Town Code submitted to Municipal Code Corporation	8	6	10
Legal Advertisements submitted	34	49	50

**TOWN CLERK  
11120**



**PERSONNEL**

Authorized Positions	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
Town Clerk	1	1	1
Deputy Town Clerk	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

Part-time Staff	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
Recording Secretary	0.5	0.5	0.5
<b>Total</b>	<b>0.5</b>	<b>0.5</b>	<b>0.5</b>

**FY 23-24 BUDGET CHANGES**

- There are no significant changes to this budget.

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

**DIVISION 11120  
NAME TOWN CLERK**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 194,302	\$ 209,390	\$ 209,300	\$ 220,020	\$ 10,630
41002 Overtime	6,617	-	4,200	3,000	3,000
41004 Part Time without Benefits	20,970	11,700	19,100	22,400	10,700
41008 Annual Leave Cash-In	2,334	-	1,250	-	-
41015 Performance Bonus	1,000	-	1,000	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>225,224</b>	<b>221,090</b>	<b>234,850</b>	<b>245,420</b>	<b>24,330</b>
42001 F.I.C.A.	16,770	14,170	17,600	18,840	4,670
42002 V.R.S.	23,591	23,910	24,300	26,290	2,380
42003 V.R.S. Life Insurance	2,619	2,500	2,500	2,950	450
42007 Health Insurance	13,096	13,000	14,600	14,600	1,600
42012 Cafeteria Plan Fees	65	60	60	70	10
42018 Employer Contributions:DC401A	6,824	7,460	7,460	8,590	1,130
42021 V.R.S. Hybrid 401A Match	703	700	1,600	2,300	1,600
42025 V.R.S. Hybrid Disability	387	370	400	440	70
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>64,054</b>	<b>62,170</b>	<b>68,520</b>	<b>74,080</b>	<b>11,910</b>
43301 Equipmt Mtce Contracts	-	-	-	-	-
43308 Contracts/Services	3,620	9,350	39,350	9,350	-
43309 Cell Phone Expense	811	700	700	700	-
43501 Printing/Binding Services	-	1,000	1,000	750	(250)
43601 Advertising	19,966	13,860	23,860	18,860	5,000
43801 Services from other Government	-	9,000	4,000	-	(9,000)
<b>TOTAL PURCHASED SERVICES</b>	<b>24,396</b>	<b>33,910</b>	<b>68,910</b>	<b>29,660</b>	<b>(4,250)</b>
45203 Postal Services	734	650	1,150	900	250
45404 Central Copier Charges	2,101	3,000	3,000	3,000	-
45504 Conventions/Education	2,570	2,000	2,000	2,000	-
45801 Memberships/Dues	420	500	500	500	-
<b>TOTAL OTHER CHARGES</b>	<b>5,825</b>	<b>6,150</b>	<b>6,650</b>	<b>6,400</b>	<b>250</b>
46001 Office Supplies	2,099	1,500	1,500	2,500	1,000
46012 Books/Subscriptions	-	170	170	170	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>2,099</b>	<b>1,670</b>	<b>1,670</b>	<b>2,670</b>	<b>1,000</b>
48102 Furniture/Fixture Replacement	2,400	-	5,000	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>2,400</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>-</b>
<b>TOTAL TOWN CLERK</b>	<b>\$ 323,997</b>	<b>\$ 324,990</b>	<b>\$ 385,600</b>	<b>\$ 358,230</b>	<b>\$ 33,240</b>

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## BOARDS AND COMMISSIONS

### 11130

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#### PURPOSE

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



#### STRATEGIC PLAN

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Citizens serve on the Town's Boards and Commissions and play a critical role in assessing and advocating needs, and delivering resolutions. Effective engagement exemplifies the Town's Strategic Plan, "***Vienna as an engaged community.***"

#### ACTIVITIES / PRODUCTS / SERVICES

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- The Conservation and Sustainability Commission (CSC) continues implementation of energy, environmental, and natural resource initiatives to work towards the Town's sustainability goals.
- The Town/Business Liaison Committee representatives assist in resolving matters of mutual interest between the Town government and the local business community.
- The Planning Commission reviews and recommends changes to the Town's Comprehensive Plan; evaluates changes to the Town's zoning ordinance and map; and reviews and makes recommendations on proposed subdivision plats, lot line adjustments, site plan modifications, and conditional use permits.
- The Board of Zoning Appeals members review determinations made by the Town's Zoning Administrator, approve/deny conditional use permits, grant variances upon determination of a verifiable hardship, and make determinations as to the location of zoning map boundaries in the case of uncertainty.
- The Board of Architectural Review members review all exterior building changes and landscape plans for those lands within an architectural control district (everything that is not a single-family residence within a single-family detached residential zone).
- The Windover Heights Board of Review members determine the appropriateness of any exterior changes or new construction activities within the 28-acre Windover Heights Historic District in Northwest Vienna.
- The Transportation Safety Commission studies intersections, traffic signs, speed limits, and other matters relating to street safety before making recommendations to Council.

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

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**FY 22-23 ACCOMPLISHMENTS**

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**The Conservation and Sustainability Commission:**

- Applied for and received a Virginia Department of Environmental Quality (DEQ) Litter Prevention and Recycling Program grant for \$6,968 to aid with litter, recycling, and cleanup activities; and \$1,429 to amplify Virginia DEQ outreach campaign on eliminating use of expanded polystyrene (EPS) food service containers.
- Undertook a volunteer effort to explore ways the Town of Vienna could enhance its ability to preserve and manage its tree canopy.
- Explored how Vienna could retain, replace, and add trees, particularly in light of increasing teardown/new home development throughout the Town.
- Published a link on the Town's website to the pro bono reporting completed and presented to Town Council along with the Town's Urban Tree Canopy assessment released in October 2022.
- Promoted the smartphone infrared cameras for residents and businesses and run a Solarize 2022.
- Contributed monthly articles to the Vienna Voice and weekly social media messages, hosted the Green Expo at the Community Center and expanded participation to a wider, family-friendly audience.
- Successfully re-certified Vienna as a Bee City USA affiliate and participated in the National Wildlife Federation's Mayors' Monarch Pledge.
- Coordinated with the Town's Economic Development Office on ways to increase the number of businesses and nonprofits participating in and benefitting from the Sustainability Challenge.
- Worked with the Vienna Public Arts Commission to get additional clean water messages on the storm drains, continued to utilize the Sustainability Coordinator duties assigned to the Town's Water Resources Engineer to help achieve and support Commission objectives, improve town operations, apply for grants, and assess additional sustainable opportunities.

**Town Business Liaison Committee:**

- Participated in ribbon cuttings with the Economic Development Division, Town Council, and the Vienna Business Association.
- Hosted Shine Bright, Vienna!—a holiday marketing campaign for businesses and residents in partnership with the Parks and Recreation Department.
- Sponsored the Carole Wolfand Award at the Mayor's award ceremony.
- Provided feedback about the parking study analysis with Town staff and consultants.
- Created a new award to celebrate employees of Vienna businesses; and created a new program to recognize existing businesses with exceptional milestones in the Town of Vienna.



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

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**The Planning Commission:**

- Held eight regularly scheduled meetings, three public hearings, five work sessions. Also held one work session on Comprehensive Plan subcommittees.
- Continued review of the zoning code update, holding four Code Create work sessions including two joint work/conference sessions with the Town Council.
- A summary of land use matters on which the Commission reviewed proposals provided recommendations are as follows:
  - Six conditional use permits
  - Four modifications of site plan requirements
  - One amendment to the zoning map
  - Two zoning code amendments
- Two members attended Virginia Commonwealth University's (VCU) Land Use Education Program (LEUP) Certified Planning Commissioner Program and one member attended Jurassic Parliament's Crash Course.
- At the beginning of the year, the Planning Commission reviewed and transmitted their Annual Report to Town Council.
- The Commission updated its Bylaws and Rules of Procedure twice during the year. The first update was to change the meeting calendar, to shift a meeting previously scheduled for August to July. The second update allowed the Commission to hold elections for the Chair and Vice Chair at the end of the year, to take effect the following year. As a result of this second change, the Commission finished 2022 by electing a new Chair and Vice Chair for calendar year 2023.

**Board of Zoning Appeals:**

- Held six public meetings covering seven applications.
- Reviewed six conditional use permits and one variance application, which resulted in:
  - Approval of all six conditional-use permits
  - Denial of the variance application
- Elected a new Chair and Vice Chair and at the beginning of 2022.
- Three board members obtained the VCU LUEP Board of Zoning Appeals Certification, as did the Clerk to the Board, and the Zoning Administrator (who is liaison to the board).

**Board of Architectural Review:**

- Held twelve public meetings and nine work sessions.
- Of the 82 agenda items, 36 were for reviewing sign applications, covering 100 signs; 30 were exterior modifications applications, some of which included multiple items; and 16 were revisions of previous applications.

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

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- All applications were either approved, sometimes with conditions, or deferred, typically resulting in a revision. One component of a multi-part application was denied.

**Windover Heights Board of Review:**

- Reviewed the following applications, all of which, ultimately, received Certificates of Appropriateness:
  - One new single-family dwelling, which included a work session on the house.
  - Two fences.

**The Transportation Safety Commission:**

- In 2022, the Transportation Safety Commission (TSC) met in January, February, March, May, June, July, September, October, and November.
- Finalized and submitted the updated Street Safety Guide to Town Council for approval by Town Council.
- Held public hearings on 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:
  - Recommendation re Maud Robinson Trust Sidewalk Projects
  - Recommendation on the implementation of the Street Safety Guide
- Held a public hearing on a petition for Traffic Calming on Echols Street SE and a review and analysis by the Department of Public Works is underway. At every meeting, the TSC discusses initiatives and projects related to vehicle, pedestrian, and bicycle safety improvements in the Town and the broader community with the DPW traffic engineer.
- The members of the TSC would like to commend the Town staff who dedicate so much time, effort, and expertise to the improvement of transportation, pedestrian and bicycle safety in Vienna, specifically Andrew Jinks, Jennifer Sigler, and Sergeant Elias.

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

- The PAC was focused on finalizing and presenting the Street Safety Guide to the TSC for consideration and eventual approval by Town Council. The PAC has continued to remain close to the Maud Robinson Trust sidewalk implementation, as well as other high priority sidewalks needs in town. The PAC recommended that the Town adjust traffic signals to increase pedestrian safety; plant trees after new sidewalks are installed to rebuild the Town's tree canopy; and continue to provide citizens information as to where new sidewalks are being considered and constructed.
- The PAC hosted a joint meeting with the BAC to discuss town issues and initiatives that impact both pedestrians and cyclists.

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

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- The BAC submitted an award application, and the Town was recognized in 2021 as a 'Bicycle Friendly Community' by The League of American Bicyclists. The feedback provided by The League of American Bicyclists has and will continue to inform the work of the BAC.
- The BAC facilitated and supported the 2nd annual Tour de Hunter Mill bicycle event which was hosted in 2022 by the Town of Vienna. The BAC sponsored the Town of Vienna's Pit Stop on the Town Green as part of National Bike to Work Day, one of over 150 pit stops region wide cosponsored by the Metropolitan Washington Council of Governments (MWCOC) and the Washington Area Bicycle Association (WABA).

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**FY 23-24 INITIATIVES**

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**Conservation and Sustainability Commission:**

- Continue to implement ongoing initiatives focused on achieving the Town's sustainability goals.
- Encourage Town residents to participate in leaf mulching in an active "Leave the Leaves" campaign to reduce yard waste.
- Continue efforts to explore the ways the Town could enhance its ability to preserve and manage its tree canopy in light of increased development.
- 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.
- Continue to contribute monthly articles to the Vienna Voice and weekly social media messages.
- Continue to host the Green Expo as an annual, family-friendly Green Expo community event.
- 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.
- Work with the Vienna Public Arts Commission on sustainability-related projects.
- Continue to utilize the Sustainability Coordinator duties assigned to the Town's Water Resources Engineer to help achieve and support Commission objectives.
- Improve town operations, apply for grants, and assess additional sustainable opportunities.

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

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**Town Business Liaison Committee:**

- Host roundtables with the business community.
- Attend other local / statewide programs with Economic Development.
- Partner with other community groups to leverage resources for the business community.

**Planning Commission:**

- Review and provide recommendations on proposed amendments to the zoning ordinance and zoning map; applications for subdivision plats and lot line adjustments; applications for new conditional use permits and amendments to existing conditional use permits; and proposed site plan modifications.
- Review, hold public hearings and provide recommendations to the Town Council on Code Create.
- Review the Comprehensive Plan and determine whether to recommend changes.
- At least one commissioner will attend VCU's Certified Planning Commissioner Program.

**Board of Zoning Appeals:**

- Review and make decisions on proposed new conditional use permits and amendments to existing conditional use permits; variance requests; appeals of zoning determinations; and zoning map boundary determination requests.
- Up to two board members will be working towards receiving the VCU's Land Use Education Program's Board of Zoning Appeals Certification.

**Board of Architectural Review:**

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

**Windover Heights Board of Review:**

Review requests for Certificate of Appropriateness within the Windover Heights Historic District.

**The Transportation Safety Commission:**

- The TSC will continue to review all petitions for transportation safety improvements and will place extensive emphasis on enhancing pedestrian and bicycle safety in the Town of Vienna.
- The TSC with the support of BAC and PAC committees are partnering with the Town Staff to create the inaugural Town of Vienna Walk & Roll

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

Campaign this spring. This will be a multifaceted advocacy campaign for residents to increase the number of trips around town where they walk or ride bicycles, scooters, monowheels, and other modes of transport.

**PERSONNEL**

<b>Authorized Appointed Positions</b>	<b>Adopted FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Adopted FY 23-24</b>
Administrative Retirement Committee (no compensation received)	6	6	6
Board of Architectural Review (Members: \$91.00/Chair: \$120.00 per month)	5	5	5
Board of Zoning Appeals (Members: \$91.00/Chair: \$125.00 per month)	7	7	7
Conservation and Sustainability Commission (Members: \$50.00/Chair: \$80.00 per month)	10	10	10
Transportation Safety Commission (Members: \$91.00/Chair: \$120.00 per month)	9	9	9
Planning Commission (Members: \$182.00/Chair: \$215.00 per month)	9	9	9
Town/Business Liaison Committee (Members: \$50.00/Chair: \$80.00 per month)	7	7	7
Windover Heights Board of Review (no compensation received)	5	5	5
<b>Total</b>	<b>58</b>	<b>58</b>	<b>58</b>

**FY 23-24 BUDGET CHANGES**

- There are no significant changes to this budget.

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

**DIVISION 11130  
NAME BOARDS AND COMMISSIONS**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
41009 Council/Boards Salary	<u>\$ 34,589</u>	<u>\$ 56,700</u>	<u>\$ 55,800</u>	<u>\$ 46,500</u>	<u>\$ (10,200)</u>
TOTAL PERSONNEL SERVICES	34,589	56,700	55,800	46,500	(10,200)
42001 F.I.C.A.	<u>2,649</u>	<u>3,500</u>	<u>4,300</u>	<u>3,560</u>	<u>60</u>
TOTAL EMPLOYEE BENEFITS	2,649	3,500	4,300	3,560	60
45504 Conventions/Education	<u>1,389</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>-</u>
TOTAL OTHER CHARGES	1,389	4,000	4,000	4,000	-
46019 Other Supplies	<u>6,515</u>	<u>3,000</u>	<u>7,500</u>	<u>3,000</u>	<u>-</u>
TOTAL MATERIALS AND SUPPLIES	6,515	3,000	7,500	3,000	-
<b>TOTAL BOARDS AND COMMISSIONS</b>	<u><u>\$ 45,141</u></u>	<u><u>\$ 67,200</u></u>	<u><u>\$ 71,600</u></u>	<u><u>\$ 57,060</u></u>	<u><u>\$ (10,140)</u></u>

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**VIENNA PUBLIC ART COMMISSION  
11140**

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**PURPOSE**

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The Vienna Public Art Commission (VPAC) was created and established 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 ways, or within commercial developments subject to architectural review.

**STRATEGIC PLAN** 

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The Vienna Public Art Commission advises and assists 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 and community values. The division ensures ***“Vienna is an engaged, fiscally responsible, and complete community.”***

**ACTIVITIES / PRODUCTS / SERVICES**

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- Participating in fundraising for public art in Vienna and awareness and promotion of Vienna Public Art Commission's purpose.
- Advising the Town Council on the preservation, care, and decommissioning of all public art owned by the Town.
- Identifying grants and other funding sources to further projects and activities related to public art.
- Not later than August 15 of each year, the chair of the Commission shall submit to Town Council a report of activities accomplished during 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 Town Council a specific plan of activities and budget for the upcoming fiscal year.

**FY 22-23 ACCOMPLISHMENTS**

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- Came before the Town Council to request dedicated funding of \$4,500.
- Established the VPAF, which is the VPAC 501(3)(c) financial arm.
- Completed VPAF bylaws.
- Painted temporary drain covers and sidewalk art at specified town locations.
- Participated in outreach and publicity events; Walk on The Hill, and Viva Vienna.
- Held a fundraiser at the Vienna Inn.
- Maintained and supervised applications for decorating the LOVE sign.

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

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- Art camp outreach through a public art presentation for 'Belong I' summer camp.
- Arranged the installation of the Liberty Amendments mural on Patrick Henry Library.
- Completed a Public Art Master Plan.
- Worked in collaboration with a local artist to design a new VPAC logo and brochure.

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**FY 23-24 INITIATIVES**

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- Request the official adoption or endorsement of the VPAC Master Plan by Town Council.
- Establish a social media network to expand support for 'Friends of Vienna Public Art Commission.'
- Present new major projects for the annual review and approval at the January Town Council meeting.
- Partner with the Town of Vienna to add public art to specified trash enclosures, utility boxes, unsightly walls, and refuse containers in keeping with the Town Beautification initiatives.
- Hold fundraising events to maintain cash flow.
- Continue to oversee and maintain decorating guidelines for the LOVE sign.
- Collaborate with NOVA Parks to implement a musical instrument art installation in Centennial Park.
- Research and review proposed public art projects for 2024.

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**FY 23-24 BUDGET CHANGES**

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- Requested an amount up to \$4,500 to apply for the Creative Communities Partnership Grant through the Virginia Commission on the Arts. The Commission will match, up to \$4,500, subject to funds available, the tax monies given by independent town, city, and county governments to arts organizations.
- Requested dedicated funding from the Town of Vienna in the amount of \$4,500, in the event that VPAC was not awarded the grant for the Creative Communities Partnership Grant through the Virginia Commission on the Arts.



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

**DIVISION 11140  
NAME VIENNA PUBLIC ART COMMISSION**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23----- BUDGET	REVISED	FY 23-24 ADOPTED	NET CHANGE
46019 Other Supplies	\$ 4,500	\$ 4,500	\$ 9,000	\$ 4,500	\$ -
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>4,500</b>	<b>4,500</b>	<b>9,000</b>	<b>4,500</b>	<b>-</b>
<b>TOTAL VIENNA PUBLIC ART COMMISSION</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>	<b>\$ 9,000</b>	<b>\$ 4,500</b>	<b>\$ -</b>

**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**

The main goal of the donations division is to ensure **“Vienna is an engaged community”** by providing donations to organizations that serve Vienna residents. The Town’s support of volunteer organizations upholds this goal. This goal envisions **“Vienna is a complete community”** with an independent, active, and welcoming character and inclusive spirit.

**FY 23-24 BUDGET CHANGES**

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

<u>Organizations</u>	<u>FY 22 Actual</u>	<u>FY 23 Actual</u>	<u>FY 24 Adopted</u>	<u>FY24 Request</u>
Babe Ruth League	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
C.H.O.	1,500	1,500	1,500	1,500
Optimist Club	1,000	1,000	1,000	1,000
Shepherds Center Oakton/Vienna	500	500	500	1,500
Vienna Girls Softball League	1,000	1,000	1,000	1,000
Vienna Community Band	4,000	4,000	4,000	4,000
Vienna Little League	1,000	1,000	1,000	2,000
Vienna Wireless Society	550	550	550	550
Vienna Youth Inc.	1,000	1,000	1,000	1,000
Women’s Center	500	500	500	500
<b>Total</b>	<b>\$12,050</b>	<b>\$12,050</b>	<b>\$12,050</b>	<b>\$14,050</b>

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

**DIVISION 11150  
NAME DONATIONS & CONTRIBUTIONS**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23-----		FY 23-24 ADOPTED	NET CHANGE
		BUDGET	REVISED		
45612 C.H.O.	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -
45617 Vienna Community Band	4,000	4,000	4,000	4,000	-
45618 Babe Ruth League	1,000	1,000	1,000	1,000	-
45619 Vienna Little League	1,000	1,000	1,000	1,000	-
45620 Vienna Girls Softball League	1,000	1,000	1,000	1,000	-
45621 Vienna Youth Inc.	1,000	1,000	1,000	1,000	-
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	-	-	-	-	-
<b>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.</b>					
<b>TOTAL OTHER CHARGES</b>	<b>12,050</b>	<b>12,050</b>	<b>12,050</b>	<b>12,050</b>	<b>-</b>
<b>TOTAL DONATIONS &amp; CONTRIBUTIONS</b>	<b><u>\$ 12,050</u></b>	<b><u>\$ 12,050</u></b>	<b><u>\$ 12,050</u></b>	<b><u>\$ 12,050</u></b>	<b><u>\$ -</u></b>

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**TOWN ADMINISTRATION**

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**MISSION**

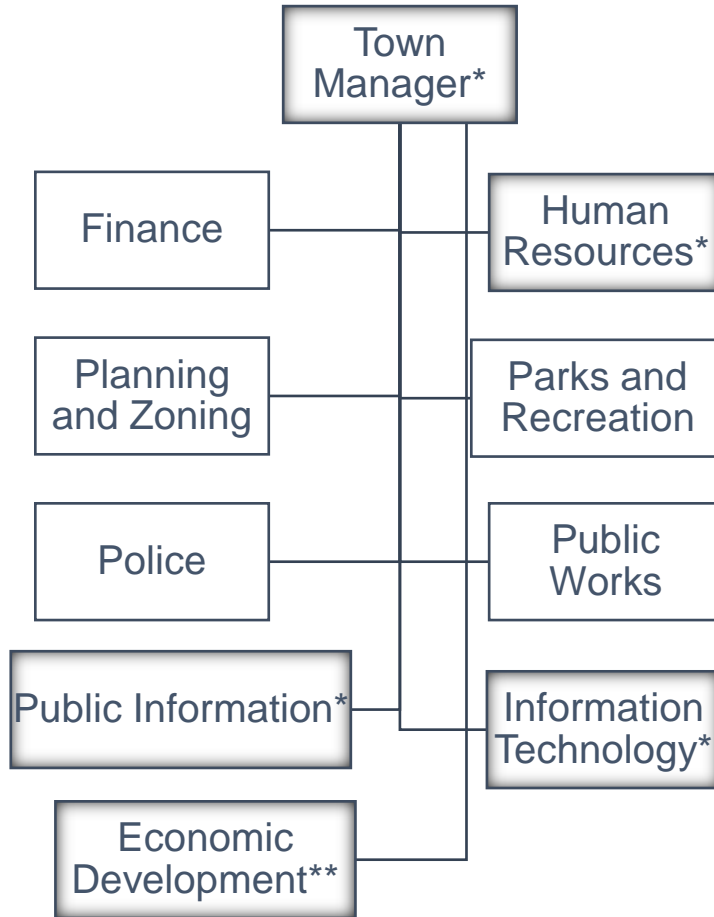
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To enhance the lives of others by providing exceptional services to all members of our community.

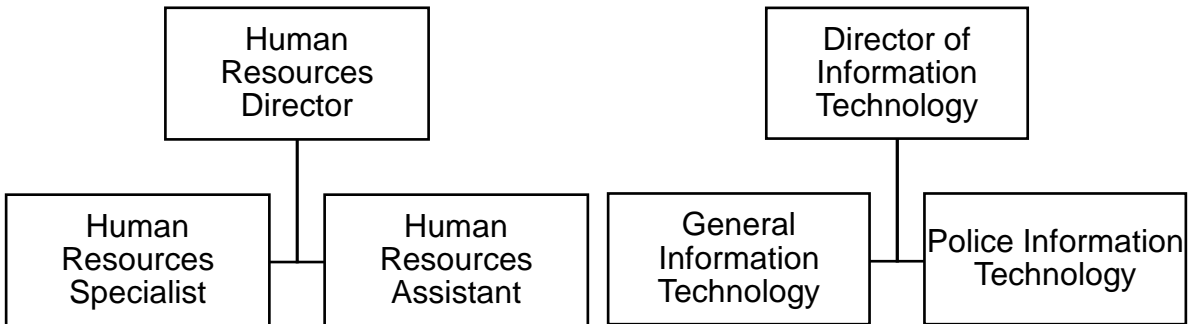


TOWN ADMINISTRATION



\*Included within Administration Budget

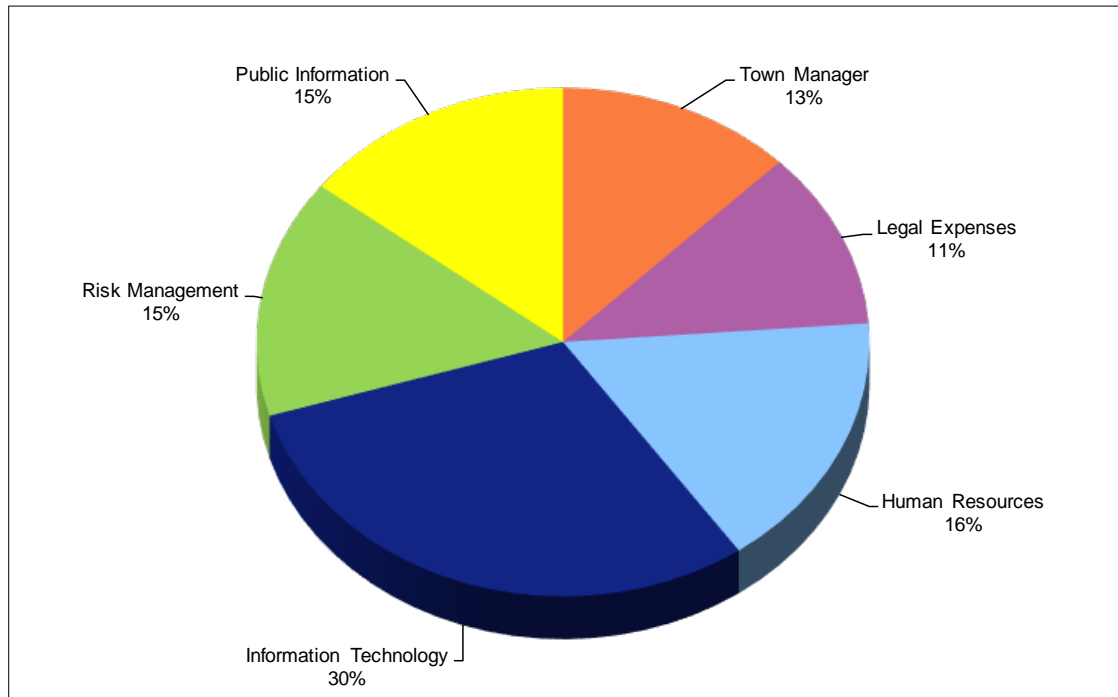
\*\*Included within Community Development



**TOWN ADMINISTRATION**

**TOWN OF VIENNA  
FISCAL YEAR 23-24 BUDGET**

	FY 21-22 Actuals	FY 22-23 Adopted	FY 22-23 Revised	FY 23-24 Adopted	Net Change
Town Manager	418,741	436,700	446,600	469,740	33,040
Legal Services	337,346	376,680	381,460	426,090	49,410
Human Resources	509,841	545,180	616,260	618,680	73,500
Information Technology	916,635	1,142,060	1,141,750	1,129,400	-12,660
Risk Management	471,379	549,320	563,120	571,020	21,700
Public Information	396,095	503,050	550,370	545,060	42,010
<b>Administration</b>	<b>3,050,037</b>	<b>3,552,990</b>	<b>3,699,560</b>	<b>3,759,990</b>	<b>207,000</b>



	FY 21-22 Actuals	FY 22-23 Adopted	FY 23-24 Adopted	Net Change	FY 23-24 % of Total
Personnel Services	1,350,664	1,544,910	1,572,950	28,040	41.8%
Employee Benefits	643,651	729,820	789,610	59,790	21.0%
Purchased Services	485,468	652,130	726,120	73,990	19.3%
Other Charges	342,407	388,980	431,480	42,500	11.5%
Materials and Supplies	55,054	73,200	73,700	500	2.0%
Program and Services	111,791	163,950	166,130	2,180	4.4%
Capital Outlay	61,002	0	0	0	0.0%
Transfers	0	0	0	0	0.0%
<b>Administration</b>	<b>3,050,037</b>	<b>3,552,990</b>	<b>3,759,990</b>	<b>207,000</b>	<b>100%</b>

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**TOWN MANAGER**  
**11211**

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**PURPOSE**

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



The Town Manager strives to ensure that the Town of Vienna remain ***“a fiscally responsible, safe, engaged, mobile, economically prosperous, environmentally sustainable, complete, influential and well governed community.”***

**ACTIVITIES / PRODUCTS / SERVICES**

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- Exercise fiscal and administrative control over all operations.
- Leadership of all departments ensuring continuity of standards and policies across all departments in accordance with the direction of Town Council and for the good of the Town.
- Initiates and supports leadership programs by selecting senior management personnel to attend the Weldon Cooper Center’s Senior Executive Leadership Institute (SEI), annually. 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.
- Sets and reinforces town-wide standards for customer care and service in accordance with ***The Vienna Way***.
- Heads quarterly Emergency Management Task Force for workplace 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

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**TOWN MANAGER**  
**11211**

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- Advises Town Council and Mayor on municipality needs based on research and community insights.

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**FY 22-23 ACCOMPLISHMENTS**

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- Implemented the 2022 Capital Improvement Plan (CIP).
- Participated in conversations with Town Council about the new Zoning and Subdivision Code re-write, Code Create.
- Successfully opened New Police Station, *to promote Vienna as a safe community.*
- Completed the Town's First Annual Review of the Economic Development Strategy, *promotes Vienna as an economically prosperous community.*
- Developed the Commercial Driver's License (CDL) Incentive Program.
- Implemented the new Budget Process, for Town Council, beginning in December, *promotes Vienna as a fiscally responsible community.*
- Implemented monthly reporting to Town Council, prepared by each department.
- Continued 'On Deck with Mercury', *to promote Vienna as an engaged community.*
- Continued work with the Maud Robinson Trust Sidewalk Project, *to promote Vienna as an efficiently mobile community.*
- Hired David Levy as the Director of Planning and Zoning.
- Promoted Christine Horner to Acting Director of Public Works.

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**FY 23-24 INITIATIVES**

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- Develop a new budget calendar that initiates the interface with Town Council in December of each year going forward.
- Continue to advance Code Create, with the Director of Planning and Zoning. Town Council approval date is expected to be October 23, 2023, at the Town Council meeting.
- Complete the town hall space needs assessment and implement the recommendations for the move of Town employees into improved office space, completion date is June 30, 2024.
- Complete the long-range plans for the Annex property on Center Street.
- Start on a new Strategic Plan, after the Mayor & Town Council elections in November 2023.
- Work with the Finance Department to ensure there is 18% of cash reserves in the General Fund, *to promote Vienna as a fiscally responsible community.*
- Work closely with senior staff to ensure they are attending appropriate and meaningful training and conference sessions.



**TOWN MANAGER  
11211**

**PERFORMANCE MEASURES**

**Strategic Plan Importance:** Unassigned fund balance is a time-tested risk mitigation tool that manages liquidity. The Town of Vienna maintains cash reserves above recommended guidelines practicing sound fiscal management.

Description	Actual 2022	Estimated 2023	Projected 2024
 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**

Authorized Positions	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
Town Manager	1	1	1
Executive Assistant	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

**FY 23-24 BUDGET CHANGES**

- There are no significant changes to this budget.

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

**DIVISION 11211  
NAME TOWN MANAGER**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23-----		FY 23-24 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries And Wages	\$ 290,021	\$ 310,680	\$ 310,200	\$ 326,210	\$ 15,530
41008 Annual Leave Cash-In	8,312	-	8,100	-	-
41015 Performance Bonus	1,000	-	1,000	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>299,333</b>	<b>310,680</b>	<b>319,300</b>	<b>326,210</b>	<b>15,530</b>
42001 F.I.C.A.	18,286	22,320	18,200	24,950	2,630
42002 V.R.S.	36,092	36,580	38,400	40,140	3,560
42003 V.R.S. Life Insurance	3,885	3,710	3,710	4,370	660
42007 Health Insurance	29,340	29,120	32,700	32,700	3,580
42008 Disability Insurance	1,824	2,100	2,100	2,100	-
42012 Cafeteria Plan Fees	-	60	60	-	(60)
42018 Employer Contributions:DC401A	10,134	11,080	11,080	12,720	1,640
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>99,560</b>	<b>104,970</b>	<b>106,250</b>	<b>116,980</b>	<b>12,010</b>
43309 Cell Phone Expense	2,512	1,500	1,500	1,000	(500)
<b>TOTAL PURCHASED SERVICES</b>	<b>2,512</b>	<b>1,500</b>	<b>1,500</b>	<b>1,000</b>	<b>(500)</b>
45203 Postal Services	46	150	150	150	-
45404 Central Copier Charges	1,432	2,200	2,200	2,200	-
45503 Subsistence/Lodging	457	1,200	1,200	1,200	-
45504 Conventions/Education	10,529	9,000	9,000	15,000	6,000
45505 Business Meals	146	700	700	1,200	500
45801 Memberships/Dues	3,404	4,000	4,000	4,000	-
<b>TOTAL OTHER CHARGES</b>	<b>16,014</b>	<b>17,250</b>	<b>17,250</b>	<b>23,750</b>	<b>6,500</b>
46001 Office Supplies	899	2,000	2,000	1,500	(500)
46012 Books/Subscriptions	144	300	300	300	-
46015 Operational Supplies	278	-	-	-	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>1,321</b>	<b>2,300</b>	<b>2,300</b>	<b>1,800</b>	<b>(500)</b>
<b>TOTAL TOWN MANAGER</b>	<b>\$ 418,741</b>	<b>\$ 436,700</b>	<b>\$ 446,600</b>	<b>\$ 469,740</b>	<b>\$ 33,040</b>

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**LEGAL SERVICES**  
**11221**

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**PURPOSE**

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The Town Attorney, and his Assistant Town Attorneys, provide legal counsel to Town Council, Town Staff, and Boards and Commissions as required unless otherwise contracted. The Town Attorney attends all regular Town Council meetings, as well as work sessions, and Board and Commission meetings when requested. The Town Attorney 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 Assistant Town Attorneys who are members of his law firm, BrigliaHundley, P.C., and who are designated as Deputy or Assistant Town Prosecutors.



**STRATEGIC PLAN**

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The Town Attorney's Office strives to update and modernize the methods of providing legal advice, counsel, and legal guidance to 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**

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- Attend all regular Town Council Meetings.
- Hold regular office hours at Town Hall.
- Draft formal and informal opinions.
- Prepare regular legal opinion letters for mandated state audits.
- Prepare and/or review ordinances, deeds, easements and contracts.
- Negotiate contracts, franchise agreements, and licenses on behalf of the Town.
- Defend and bring actions in which the Town is a party.
- Advise the Town Manager on personnel actions and grievances.
- Prosecute all violations of law constituting misdemeanors and traffic violations committed within the Town.
- Review In Cruiser Videos and Body Camera footage as necessary for prosecution and administrative review.

**LEGAL SERVICES  
11221**

- Monitor Police Department Daily Activity Reports twice per day.
- Compose legislation to be presented to the General Assembly.
- Review Freedom of Information Act (FOIA) requests.
- Supervise the services of outside legal counsel, as necessary.

**FY 22-23 ACCOMPLISHMENTS**

- Assisted with the contractual review and closeout of the Police Station project completion.
- Assisted with the integration of the use of existing Police In Cruiser Videos (ICV) with the added Body Worn Camera Videos that went online in the Fall of 2022.
- Continued to assist Town Council and Department of Planning & Zoning with the CodeCreate.
- Assisted the Department of Planning & Zoning with code compliance and has filed legal action where appropriate.

**FY 23-24 INITIATIVES**

- Assist the Town Council and Department of Planning & Zoning with the completion of CodeCreate, expected completion date is October 23, 2023.
- Integrate the use of Police ICV and Body Camera Videos in the prosecution of offenses occurring in the Town, and reviewing police videos as part of training, administrative review, and FOIA responses.

**PERSONNEL**

<b>Authorized Positions</b>	<b>Adopted FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Adopted FY 23-24</b>
Town Attorney (contractual)	N/A	N/A	N/A
Legal Secretary	0.5	0.5	0.5

**FY 23-24 BUDGET CHANGES**

- Modifications to the Town Attorney legal budget to account for market adjustments for legal services rates, and Associate Attorney salaries.

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

**DIVISION 11221  
NAME LEGAL SERVICES**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23-----		FY 23-24 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41003 Regular Part Time With Benefits	\$ 45,741	\$ 45,450	\$ 48,800	\$ 50,130	\$ 4,680
41015 Performance Bonus	<u>1,000</u>	<u>-</u>	<u>1,000</u>	<u>-</u>	<u>-</u>
<b>TOTAL PERSONNEL SERVICES</b>	<b>46,741</b>	<b>45,450</b>	<b>49,800</b>	<b>50,130</b>	<b>4,680</b>
42001 F.I.C.A.	<u>3,576</u>	<u>3,370</u>	<u>3,800</u>	<u>3,910</u>	<u>540</u>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>3,576</b>	<b>3,370</b>	<b>3,800</b>	<b>3,910</b>	<b>540</b>
43102 Legal Services	167,021	173,950	173,950	200,000	26,050
43112 Public Defender Services	1,050	2,000	3,500	2,000	-
43113 Prosecuting Services	70,409	73,560	73,560	95,000	21,440
43114 Supp Legal Services Reserve	<u>46,226</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>	<u>-</u>
<b>TOTAL PURCHASED SERVICES</b>	<b>284,706</b>	<b>319,510</b>	<b>321,010</b>	<b>367,000</b>	<b>47,490</b>
45203 Postal Services	15	300	300	100	(200)
45404 Central Copier Charges	669	2,000	2,000	1,500	(500)
45501 Mileage Reimbursement	-	200	200	100	(100)
45504 Conventions/Education	-	500	500	500	-
45801 Memberships/Dues	<u>425</u>	<u>850</u>	<u>850</u>	<u>850</u>	<u>-</u>
<b>TOTAL OTHER CHARGES</b>	<b>1,109</b>	<b>3,850</b>	<b>3,850</b>	<b>3,050</b>	<b>(800)</b>
46001 Office Supplies	753	1,700	1,700	1,200	(500)
46012 Books/Subscriptions	<u>462</u>	<u>2,800</u>	<u>1,300</u>	<u>800</u>	<u>(2,000)</u>
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>1,215</b>	<b>4,500</b>	<b>3,000</b>	<b>2,000</b>	<b>(2,500)</b>
<b>TOTAL LEGAL SERVICES</b>	<b><u>\$ 337,346</u></b>	<b><u>\$ 376,680</u></b>	<b><u>\$ 381,460</u></b>	<b><u>\$ 426,090</u></b>	<b><u>\$ 49,410</u></b>

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**PUBLIC INFORMATION**  
**11260**

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**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.



- **Fiscally Responsible Community** – Expand partnership between the Town of Vienna and the Fairfax County Government print shop to reduce printing costs and make related bidding processes more efficient and cost effective.
- **Safe Community** – Distributed emergency communications to residents via electronic communications channels and the news media.
- **Engaged Community** – Enhanced a social media strategy designed to engage the community on a personal and emotional level. Posts about Town traditions, Little League and service continue to resonate most with residents.
- **Mobile Community** – Through electronic communication channels, let subscribers know of road and sidewalk closures.
- **Economically Prosperous** – Promoted local businesses through videos to encourage support and ensure a strong local economy.
- **Environmentally Sustainable Community** – Supported environmental education and activism with Town newsletter articles and electronic communications highlighting volunteer efforts.
- **Complete Community** – Through print and electronic media, expanded promotions of events that provide direct service to the Town, such as the Vienna Volunteer Fire Department. Established monthly communicator meetings to collaborate on strategic approaches to communicating Town events/activities.
- **Influential and Well-Governed Community** – Facilitated outreach efforts to strategic partners, such as the Vienna Business Association, non-profit organizations, federal and state elected officials, and local schools to strengthen relationships, share ideas and foster mutually beneficial initiatives.

**ACTIVITIES / PRODUCTS / SERVICES**

- Promote Town activities and services through strategic communications efforts including news releases, electronic media, video, and other tactics with a goal of communicating in one clear voice.
- Coordinate and respond 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.

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**PUBLIC INFORMATION**  
**11260**

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- Write, edit, and produce various print publications including the Town Newsletter (Vienna Voice), Town calendar, department-generated reports, electronic newsletter (Vienna Happenings), website content, and email blasts.
- Photograph, videotape and live broadcast local events, programs and initiatives, and maintain and manage the Town's photo and video archives.
- Collaborate with Town department contacts and strategic partners to develop and manage content for social media platforms and the community alert system.
- Review and edit various Town documents (e.g., Council agendas) and department-produced documents and reports.
- Produce content for the Town's cable, YouTube, and other social media channels.
- Serve as Town spokesperson and primary media contact. Maintain connections and relationships with members of the media.
- Provide timely and accurate information through a variety of media outlets. Provide updates and alerts for emergency situations.
- Coordinate strategic Town-wide efforts as directed by the Town Manager and Council. Such efforts include surveys, strategic planning, and branding.
- Engage in activities to promote the Town of Vienna as a great place to live and do business.
- Develop brand standards to ensure appropriate use of the Town's brand and logo.

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**FY 22-23 ACCOMPLISHMENTS**

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- Successfully implemented new social media engagement strategy.
- Rebranded Town of Vienna Community Network (TVCN) and established consistent operational protocols.
- Created original content for TVCN including "What's your Story," "Street Smart" and "Liberty Minutes".
- Reorganized Town YouTube Channel.
- Began implementing cross-promotional strategy across Town communications platforms (print, social media, Television).
- Established foundations for a working relationship with Vienna pyramid schools to foster partnerships and collaborative opportunities.
- Began reorganizing website content.
- Implemented partnership with Fairfax County Print Shop.
- Earned three awards from the National Association of Government Communicators for Liberty Amendments Month, the Town Calendar, and the Explore Vienna VA video campaign to encourage local holiday shopping.

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**PUBLIC INFORMATION**  
**11260**

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**FY 23-24 INITIATIVES**

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- Conduct Community Survey in Fall 2023 to measure resident attitudes about community livability, governance and participation, and compare results against previous surveys as well as national benchmarks.
- Implement new social media engagement tactics to attract more followers and increase the Town's presence as an information source for the community.
- Evaluate website reorganization to make finding information more intuitive for the website visitor.
- Convert old IT office into new TVCN production studio to establish the infrastructure for more community programming by the end of FY24.
- Implement Town-wide workflow process for publication, design and video requests by the end of FY24.
- Implement outreach and engagement strategies for Vienna-area residents outside of town limits to raise awareness of Vienna as a place to shop, dine, take parks and recreation classes and attend events.
  - Vienna Voice
  - Vienna Happenings
  - Vienna Alerts

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**PERFORMANCE MEASURES**

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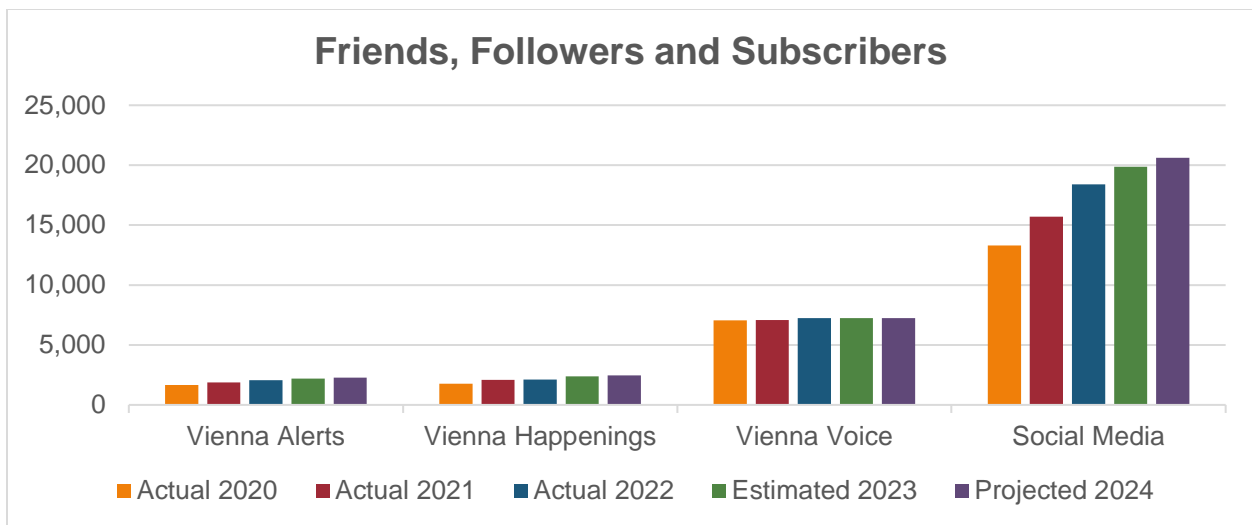
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**Strategic Plan Importance:** Town of Vienna utilizes multiple communication channels to share information with its audiences. Through the Town's social media posts and interactions (Facebook, Twitter, and Instagram), the Town received approximately 42,500 social media engagements (reactions, comments, and shares) in FY2023, from its approximately 20,000 social media subscribers. The subscriber base is expected to increase 4% in FY2024, *promoting Vienna as an engaged community.*

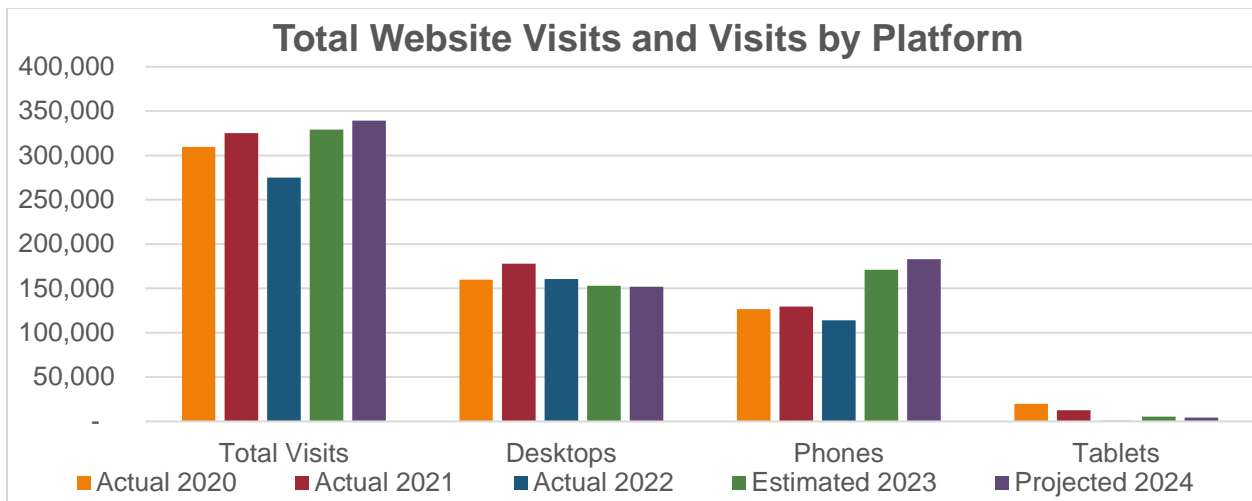




**PUBLIC INFORMATION  
11260**

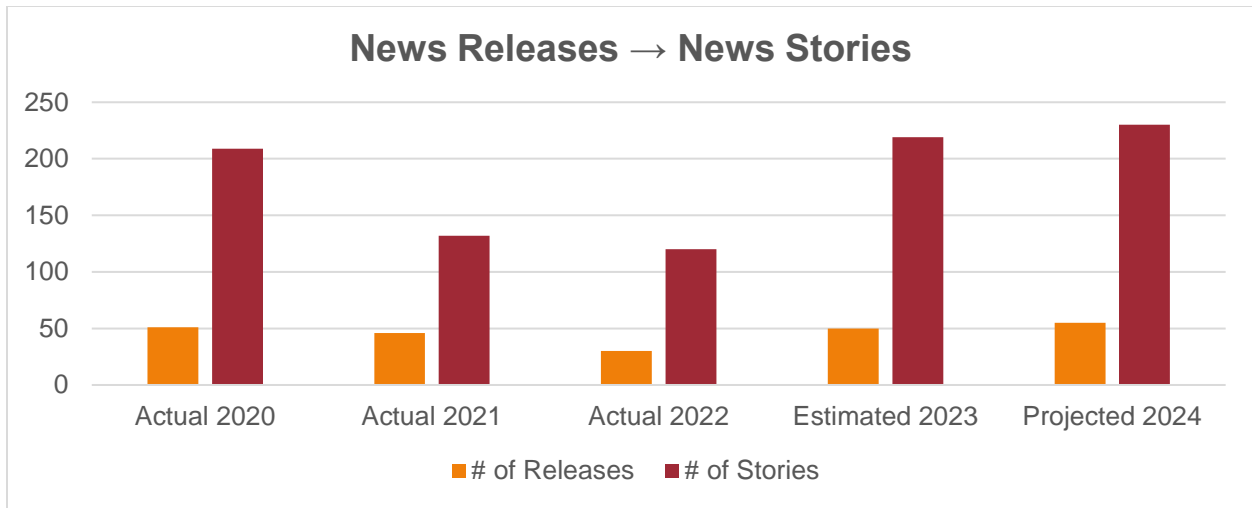


The Town’s website is one of its most visible and utilized tools to enhance Vienna’s strong tradition of government transparency. The number of visits increased by 19% in FY2023, and the average visit duration was 1:27 minutes, compared to 2:06 minutes in FY2022. Pages that received the greatest number of visits were in Parks and Recreation, Public Works, and Finance. For the first time, more visits to the Town website came via mobile device than via desktop in FY2023.



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 2022	Estimated 2023	Projected 2024
<b>Promote Town programs, news and events:</b>			
Facebook followers:	8,130	8,748	9,185
Facebook posts:	600	715	750
Facebook engagements:	16,000	23,818	24,500
Twitter followers:	6,368	6,670	6,870
Twitter posts (tweets):	419	671	700
Twitter engagements:	1,600	1,973	2,040
Instagram followers:	3,899	4,439	4,572
Instagram posts:	419	643	675
Instagram engagements:	14,000	16,750	17,252
Original programming for TVCN/YouTube:	25	47	50
Vienna Happenings subscribers:	2,118	2,389	2,460
Number of News Releases:	30	50	55
Number of News Stories (resulting from releases or PIO support):	120	219	230
FOIA requests coordinated, responded to:	28	61	50
Printed Newsletters:	12	12	12
Distribution/issue:	7,235	7,235	7,235
Website visits:	275,049	328,534	338,390

**PUBLIC INFORMATION  
11260**

<b>Description</b>	<b>Actual 2022</b>	<b>Estimated 2023</b>	<b>Projected 2024</b>
<b>Disburse emergency information:</b> Number of emergency information (Everbridge) subscribers:	2,051	2,201	2,267
Number of staff-generated informational alerts (excluding police highlights, releases) sent (includes road closures, water main breaks, severe weather emergency alerts):	46	17	20

**PERSONNEL**

<b>Authorized Positions</b>	<b>Adopted FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Adopted FY 23-24</b>
Public Information Director	1	1	1
Communications Specialist	1	1	1
Video Producer	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>

**FY 23-24 BUDGET CHANGES**

- There are no significant changes to this budget.

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

**DIVISION 11260  
NAME PUBLIC INFORMATION**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries And Wages	\$ 216,927	\$ 305,550	\$ 296,200	\$ 309,480	\$ 3,930
41002 Overtime	-	-	5,900	-	-
41004 Part Time without Benefits	6,050	4,500	3,300	4,500	-
41006 Annual Leave Liquidation	10,996	-	-	-	-
41008 Annual Leave Cash-In	411	-	4,100	-	-
41015 Performance Bonus	-	-	2,000	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>234,384</b>	<b>310,050</b>	<b>311,500</b>	<b>313,980</b>	<b>3,930</b>
42001 F.I.C.A.	17,387	18,670	22,800	23,670	5,000
42002 V.R.S.	25,398	22,930	33,800	37,130	14,200
42003 V.R.S. Life Insurance	2,897	2,540	2,540	4,160	1,620
42007 Health Insurance	22,060	20,800	31,900	31,780	10,980
42012 Cafeteria Plan Fees	64	-	-	70	70
42018 Employer Contributions:DC401A	3,671	7,580	7,580	11,070	3,490
42021 V.R.S. Hybrid 401A Match	1,475	7,630	2,700	3,500	(4,130)
42025 V.R.S. Hybrid Disability	421	1,000	700	850	(150)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>73,373</b>	<b>81,150</b>	<b>102,020</b>	<b>112,230</b>	<b>31,080</b>
43308 Contracts/Services	14,762	26,240	50,540	31,240	5,000
43309 Cell Phone Expense	1,607	1,080	1,780	1,080	-
43501 Printing/Binding Services	-	3,000	3,000	3,000	-
43601 Advertising	-	2,000	2,000	2,000	-
<b>TOTAL PURCHASED SERVICES</b>	<b>16,369</b>	<b>32,320</b>	<b>57,320</b>	<b>37,320</b>	<b>5,000</b>
45203 Postal Services	26,865	30,000	30,000	30,000	-
45404 Central Copier Charges	132	1,000	1,000	1,000	-
45503 Subsistence/Lodging	-	1,500	1,500	1,500	-
45504 Conventions/Education	890	1,500	1,500	1,500	-
45505 Business Meals	38	200	200	200	-
45801 Memberships/Dues	405	1,500	1,500	1,500	-
<b>TOTAL OTHER CHARGES</b>	<b>28,330</b>	<b>35,700</b>	<b>35,700</b>	<b>35,700</b>	<b>-</b>
46001 Office Supplies	906	1,500	1,500	1,500	-
46012 Books/Subscriptions	120	200	200	200	-
46015 Operational Supplies	278	-	-	-	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>1,304</b>	<b>1,700</b>	<b>1,700</b>	<b>1,700</b>	<b>-</b>
47203 Service Awards	150	-	-	-	-
47204 Town Calendar	8,210	9,130	9,130	9,130	-
47205 Town Newsletter	24,395	33,000	33,000	35,000	2,000
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>32,755</b>	<b>42,130</b>	<b>42,130</b>	<b>44,130</b>	<b>2,000</b>
48102 Furniture/Fixture Replacement	9,580	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>9,580</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL PUBLIC INFORMATION</b>	<b>\$ 396,095</b>	<b>\$ 503,050</b>	<b>\$ 550,370</b>	<b>\$ 545,060</b>	<b>\$ 42,010</b>

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**HUMAN RESOURCES**

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**Mission**

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



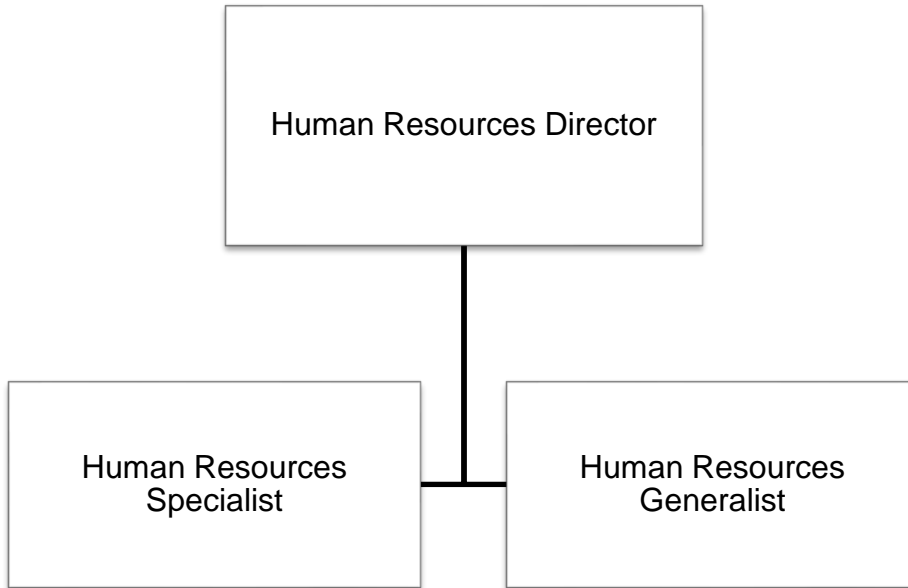
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**HUMAN RESOURCES**

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\*Included within Administration Budget

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## HUMAN RESOURCES

### 11222

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#### PURPOSE

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

#### STRATEGIC PLAN



To ensure Vienna hires the best employees, trains, and develops the best employees, has the best benefits and a workplace culture to retain the best employees; to provide excellent customer service to the residents of the Town. These functions are aligned to the strategic initiatives of “**Vienna as Well-Governed and Influential, and Complete Community.**”

#### ACTIVITIES / PRODUCTS / SERVICES

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- Administer Chapter 11 Personnel Code, of the Code of Ordinances and recommend changes thereto.
- Administer and update the Town's Administrative Regulations for the Town Manager's approval, pursuant to the Personnel Code.
- Recruit, hire and retain a well-qualified, diverse, and healthy workforce, as delegated by the Town Manager, by administering all required background investigations for safety sensitive positions, offering equal employment opportunities to all job applicants and employees, and ensuring compliance with all codes and federal laws.
- Build staff relationships through advocacy, consultation, and development; facilitate issue management and collaborate to strengthen the organization.
- Administer the Town's employee performance evaluation program.
- Administer the Town's grievance procedure.
- Administer and maintain the Town's classification and compensation program, including leave and other benefits.
- Administer mandatory and supplemental retirement plans and employee optional pre-tax and post-tax investment programs.
- Administer the Town's other employee optional benefit programs.
- Administer employee incentive, recognition, and award programs.
- Maintain a Human Resources Information Management System (HRIS) and personnel records management, in compliance with federal and state regulations.
- Focus on solution-based approaches and staff inclusion. Serve on or help to facilitate employee teams to further the goals of the Vienna Way.
- Coordinate and/or develop and deliver organizational development and training programs.

**HUMAN RESOURCES  
11222**

**FY 22-23 ACCOMPLISHMENTS**

- Implemented new police pay plan.
- Hired 3 police officers.
- Established the DPW Commercial Drivers License (CDL) incentive program, to attract new CDL holders and retain existing CDL workers.
- Implemented department appreciation days, and will continue this program.
- Worked with Fairfax County Schools' Criminal Justice and Auto Tech classes to engage future employees.
- Attended 4 local area job fairs.
- Helped re-establish the WINGS program with Madison High School graduating seniors, the Town Business Liaison Committee (TBLC), and Vienna Business Association (VBA) having seven interns working for the Town for two weeks, *to promote Vienna as a complete community.*
- Implemented the new Learn system in NEOGOV.

**FY 23-24 INITIATIVES**

- Research new options for employee Health Insurance with the assistance of a committee made up of town employees.
- Continue to work on reducing the time to fill open positions.
- Continue to update the Administrative Regulations (AR), starting in July 2023 with a goal of at least 6 AR's updated by July 2024.
- Complete and implement the classification and compensation study, by the end of July 2024.
- Utilize our EAP to bring health & wellness workshops to Town employees, in the hopes of reducing turnover and increasing retention.

**PERFORMANCE MEASURES**

**Strategic Plan Importance:** Utilizing the right strategies to retain talented Town employees aims to improve employee morale and productivity, and customer experiences; ultimately making both employees and employers happier, promotes *Vienna as an influential and well-governed community.*



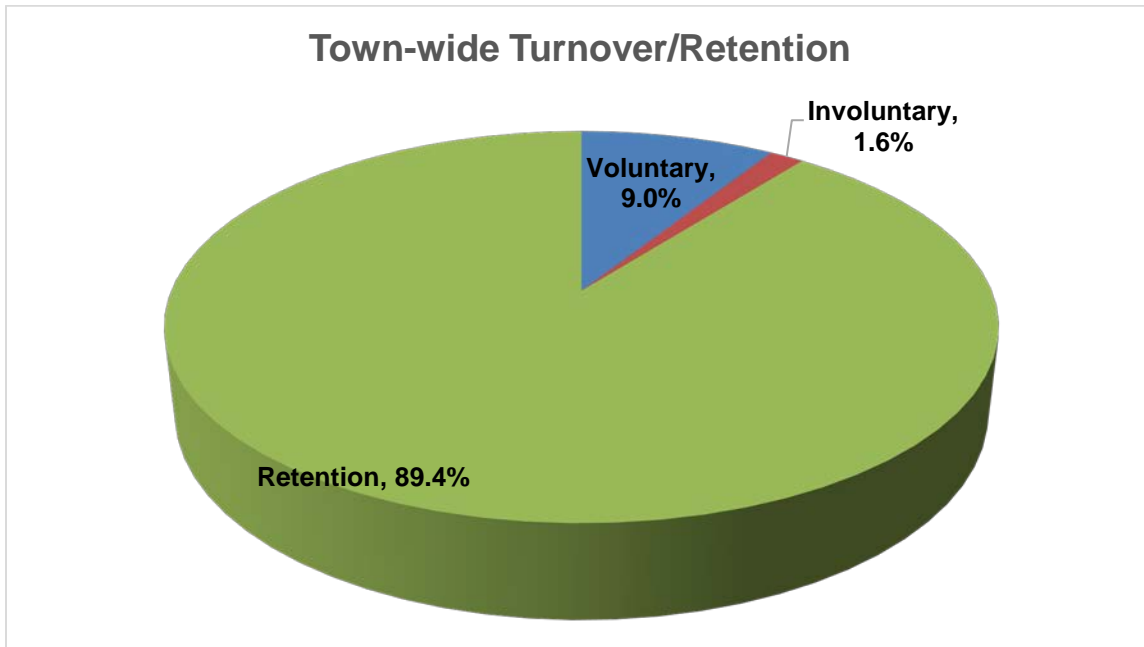
**Town-wide Turnover/Retention 2022:**

Voluntary (17)	9.0%
Involuntary (3)	1.6%
<i>Total Annual T.O. (20)</i>	10.6%
Retention	89.4%

\*Among the voluntary turnover, the Town had 4 retirements (2.1%); voluntary quits, including while on probation, were 13 (6.9%) for a total of 9.0%.



**HUMAN RESOURCES  
11222**

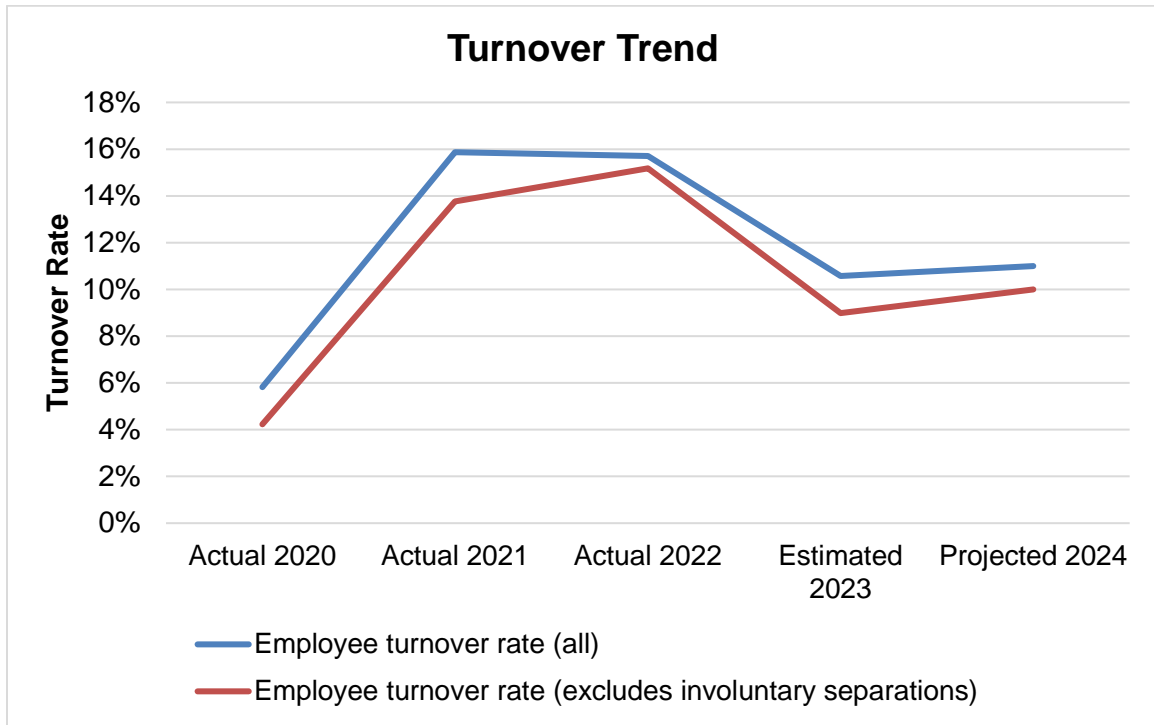


Retention is the difference between the Total Turnover and the Number of Positions that should be filled. Subject-matter experts indicate that overall turnover of 10% or less is an acceptable rate, if the turnover is not primarily among the top performers in the organization. The average cost of replacing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

**Historical Turnover:**

Turnover Trend	Actual 2020	Actual 2021	Actual 2022	Estimated 2023	Projected 2024
Employee turnover (all)	5.8%	15.9%	15.7%	10.6%	11.0%
Employee turnover (voluntary)	4.2%	13.8%	15.2%	9.0%	10.0%

**HUMAN RESOURCES  
11222**



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. The Town workforce is 75% field and police. Additionally, millennials are incentivized to stay by a sense of purpose and value, organizational culture, and engagement.

**PERSONNEL**

Authorized Positions	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
Human Resources Director	1	1	1
Human Resources Specialist	1	1	1
Human Resources Generalist	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>

**FY 23-24 BUDGET CHANGES**

- Increase of \$10,500 for the NEOGOV Learn system.
- Increase of \$19,000 for classification and compensation study.

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

**DIVISION 11222  
NAME HUMAN RESOURCES**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23----- BUDGET	REVISED	FY 23-24 ADOPTED	NET CHANGE
41001 Salaries And Wages	\$ 281,800	\$ 311,000	\$ 314,400	\$ 330,400	\$ 19,400
41002 Overtime	218	2,000	-	-	(2,000)
41004 Part Time W/O Benefits	2,406	-	-	-	-
41006 Annual Leave Liquidation	9,596	-	-	-	-
41008 Annual Leave Cash In	-	-	3,100	-	-
41011 Non-Exempt Comp Time Liquidation	3,244	-	-	-	-
41015 Performance Bonus	2,000	-	2,000	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>299,264</b>	<b>313,000</b>	<b>319,500</b>	<b>330,400</b>	<b>17,400</b>
42001 F.I.C.A.	23,659	21,310	24,600	25,260	3,950
42002 V.R.S.	29,022	34,330	31,800	35,570	1,240
42003 V.R.S. Life Insurance	3,832	3,630	3,630	4,430	800
42007 Health Insurance	10,592	14,560	14,800	14,730	170
42011 Tuition Assist	35,609	25,700	30,700	30,000	4,300
42012 Cafeteria Plan Fees	103	60	60	140	80
42018 Employer Contributions:DC401A	8,665	8,440	8,440	11,890	3,450
42021 V.R.S. Hybrid 401A Match	6,323	1,450	7,400	8,540	7,090
42025 V.R.S. Hybrid Disability	1,036	770	1,100	1,290	520
42050 Relocation Expenses	-	3,000	800	3,000	-
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>118,841</b>	<b>113,250</b>	<b>123,330</b>	<b>134,850</b>	<b>21,600</b>
43101 Consulting Services	5,696	6,000	56,000	25,000	19,000
43105 Health Services	14,100	11,000	17,000	11,000	-
43302 Financial System Maintenance	21,613	22,000	23,540	35,000	13,000
43308 Contracts/Services	5,237	4,000	4,700	4,000	-
43309 Cell Phone Expense	1,185	1,500	1,500	1,500	-
43501 Printing/Binding Services	89	500	500	500	-
43601 Advertising	5,925	5,000	5,000	5,000	-
<b>TOTAL PURCHASED SERVICES</b>	<b>53,845</b>	<b>50,000</b>	<b>108,240</b>	<b>82,000</b>	<b>32,000</b>
45202 Long Distance Service	-	130	130	130	-
45203 Postal Services	320	500	500	500	-
45404 Central Copier Charges	4,458	7,000	7,000	7,000	-
45501 Mileage Reimbursement	320	500	500	500	-
45502 Fares	452	-	-	-	-
45503 Subsistence/Lodging	2,000	1,000	1,000	1,000	-
45504 Conventions/Education	400	2,000	2,000	2,000	-
45505 Business Meals	159	500	500	500	-
45801 Memberships/Dues	1,600	2,600	2,600	2,600	-
<b>TOTAL OTHER CHARGES</b>	<b>9,709</b>	<b>14,230</b>	<b>14,230</b>	<b>14,230</b>	<b>-</b>
46001 Office Supplies	858	2,700	2,700	2,700	-
46012 Books/Subscriptions	135	500	500	500	-
46015 Operational Supplies	3,486	5,000	5,000	5,000	-
46019 Other Supplies	4,743	4,000	6,500	6,500	2,500
46021 Holiday Gift Certificates	5,301	6,500	5,800	6,500	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>14,523</b>	<b>18,700</b>	<b>20,500</b>	<b>21,200</b>	<b>2,500</b>
47102 Wellness Program	1,470	4,000	4,000	4,000	-
47201 Training Programs	900	15,000	9,460	15,000	-
47203 Service Awards	11,289	16,000	16,000	16,000	-
47207 Testing Services	-	1,000	1,000	1,000	-
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>13,659</b>	<b>36,000</b>	<b>30,460</b>	<b>36,000</b>	<b>-</b>
<b>TOTAL HUMAN RESOURCES</b>	<b>\$ 509,841</b>	<b>\$ 545,180</b>	<b>\$ 616,260</b>	<b>\$ 618,680</b>	<b>\$ 73,500</b>

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## RISK MANAGEMENT 11255

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### PURPOSE

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



### STRATEGIC PLAN

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To ensure 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. Risk Management is aligned to the strategic initiatives of ***“Vienna as a Well-Governed and Influential, and Complete Community.”***

### ACTIVITIES / PRODUCTS / SERVICES

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- Manage the exposure of liability on behalf of the Town through controllable proactive measures, and responsive and responsible approaches to loss control.
- Provide employees with a safe work environment, safe working conditions, and deliver programs and training that provide for safe employee actions.
- Administer the Town's employee safety, and safe workplace programs, including background checks; drug and alcohol testing; driving record checks; safe driver training; property self-inspections, and others.
- Manage the Town's health care; law enforcement line-of-duty insurance; workers' compensation; unemployment; property and casualty; vehicle; general and public official liability insurance programs.
- File and administer claims for property damage, general liability, and employee injury.
- Administer and distribute the safety and safe-driver incentive award programs.

### FY 22-23 ACCOMPLISHMENTS

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- Implemented the NEOGOV Learn system with over 1,300 classes and established training plans for new supervisors and new employees.
- Over 225 classes were taken in Learn during the first year of operation.
- Increased cybersecurity coverage to the Town's VRSA plan.
- Utilized the VRSA Safety Grant to implement new online Safety Data Sheets (SDS) program to modernize the Town's Hazardous Communications Plan.

**RISK MANAGEMENT  
11255**

**FY 23-24 INITIATIVES**

- Roll out an annual safety compliance training program in the NEOGOV Learn system to include cybersecurity and safety classes; to help reduce worker’s comp injuries resulting in lost time, number of property/injury claims, and auto property/liability claims.
- Update the TOV safety manual with input from the safety committee, by January 2024.
- Safety Committee leads will assist in new hire safety training as of July 1, 2023. There are two additional Town employees certified as CPR instructors.

**PERFORMANCE MEASURES**

**Strategic Plan Importance:** Employees are properly and well trained on how to perform their jobs safely, ensuring *Vienna is an influential and well-governed community.*



<b>Property &amp; Casualty Claims History Description</b>	<b>Actual 2021</b>	<b>Actual 2022</b>	<b>Est 2023</b>	<b>Projected 2024</b>
Workers’ Comp. Injuries resulting in lost time	4	7	6	5
Workers’ Comp. Claims	30	28	18	20
Property/Injury Claims	14	20	23	20
Auto Property/Liability Claims	9	17	28	20
Public Official Liability	1	1	0	0

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

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

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

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

**FY 23-24 BUDGET CHANGES**

- VRSA renewal has increased due to cybersecurity and addition of the new police station.

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

**DIVISION 11255  
NAME RISK MANAGEMENT**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
42001 F.I.C.A.	\$ 165	\$ -	\$ 200	\$ -	\$ -
42007 Health Insurance	971	-	1,200	-	-
42008 Disability Insurance	408	520	520	520	-
42009 Unemployment Insurance	-	3,150	3,150	3,150	-
42013 Worker's Comp Insurance	221,179	260,000	260,000	245,000	(15,000)
42020 Other Post Employee Benfits	5,622	6,000	6,000	6,000	-
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>228,345</b>	<b>269,670</b>	<b>271,070</b>	<b>254,670</b>	<b>(15,000)</b>
45301 Boiler Insurance	2,208	2,280	2,980	2,980	700
45304 Other Property Insurance	24,999	25,000	32,700	32,700	7,700
45305 Vehicle Insurance	72,390	73,000	77,200	77,200	4,200
45306 Surety Bonds	2,374	2,500	2,500	2,500	-
45308 General Liability Insurance	84,000	84,000	90,800	103,000	19,000
45311 Excess Loss Umbrella Insurance	17,785	25,370	25,370	25,370	-
45313 Insurance Retention	4,805	20,000	20,000	20,000	-
45316 Line Of Duty Act Insurance	27,457	29,000	26,000	34,100	5,100
45801 Memberships/Dues	739	1,500	1,500	1,500	-
<b>TOTAL OTHER CHARGES</b>	<b>236,757</b>	<b>262,650</b>	<b>279,050</b>	<b>299,350</b>	<b>36,700</b>
46019 Other Supplies	-	1,000	1,000	1,000	-
46030 Medical Supplies	(1,400)	4,000	2,000	4,000	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>(1,400)</b>	<b>5,000</b>	<b>3,000</b>	<b>5,000</b>	<b>-</b>
47202 Safety Programs	7,677	12,000	10,000	12,000	-
<b>TOTAL PROGRAM AND SERVICES</b>	<b>7,677</b>	<b>12,000</b>	<b>10,000</b>	<b>12,000</b>	<b>-</b>
<b>TOTAL RISK MANAGEMENT</b>	<b>\$ 471,379</b>	<b>\$ 549,320</b>	<b>\$ 563,120</b>	<b>\$ 571,020</b>	<b>\$ 21,700</b>

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**INFORMATION TECHNOLOGY**

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**MISSION**

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



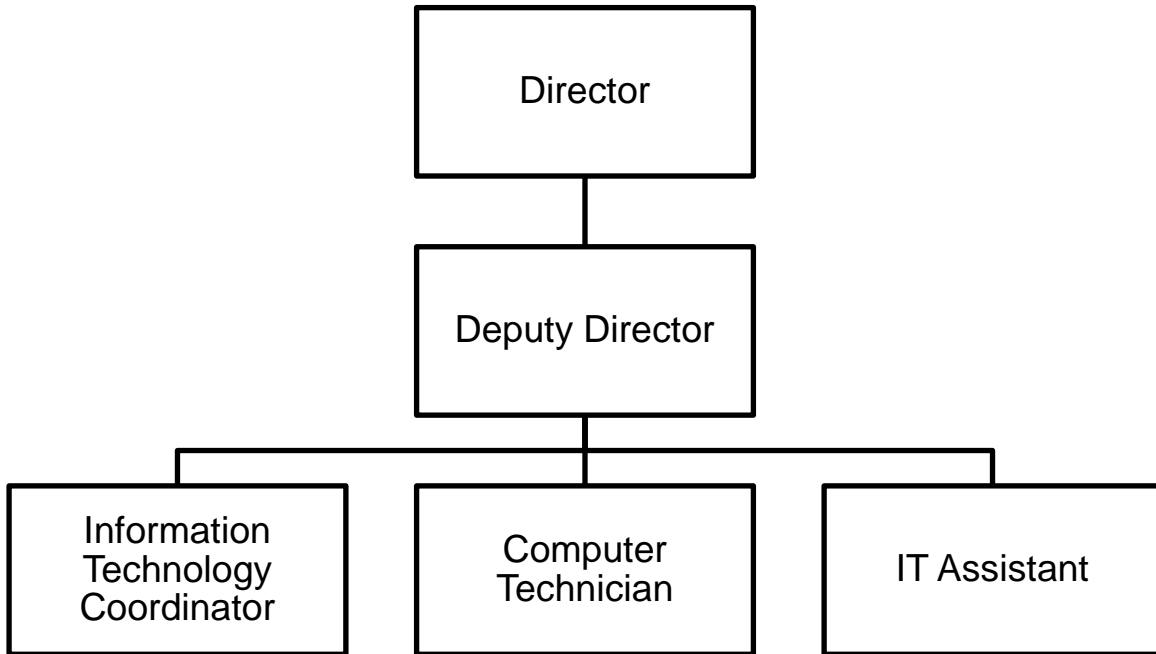
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**INFORMATION TECHNOLOGY**

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\*Included within Administration Budget



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**INFORMATION TECHNOLOGY**  
**11251**

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**PURPOSE**

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

**STRATEGIC PLAN**

The division's entire mission is to ensure a safe and secure Vienna, emphasizing cybersecurity and emergency management, therefore upholding the strategic plan initiative of ***“Vienna as a safe community.”*** The division also provides hands on support to all Town employees and during conference sessions and council meetings, promoting ***“Vienna as an influential and well-governed community.”***

**ACTIVITIES / PRODUCTS / SERVICES**

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

**FY 22-23 ACCOMPLISHMENTS**

- Successful Munis system software upgrade. Coordinated project with Finance and other departments. Provided support as needed.
- Successful implementation of the zoning code enforcement in Tyler Munis.
- Completed the Police Station move and technology system upgrade.
- Email spam filter upgraded.
- Upgraded to the IT help desk ticketing system.
- Completed AV installation for the cable TV channel at the new Police Station.
- Successful upgrade to the server backup system.
- Implementation of two-factor authentication for all systems.

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## INFORMATION TECHNOLOGY 11251

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- Completed the renovation of the police dispatch space, at Town Hall, to fit IT staff.
- Electronically scanned documents for Town departments.
- Provided support for televised and non-televised meetings.
- Worked with Fairfax County Public safety in upgrading NG911 (Emergency911) phone system to the cloud, *to promote Vienna as a safe community.*
- VoIP telephone system refresh.
- Partnered with the Police Department to complete the roll out of the Axon Body Cameras to all officers, detectives, animal control officer, and commanders.
- Partnered with the Police Department to complete the roll out of the Axon fleet In-Car Video to all patrol vehicles, *to promote Vienna as a safe community.*

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### FY 23-24 INITIATIVES

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- Collaborate with Public Information Office on improvements to the Town Hall audio-visual system for council chambers by December 2023.
- Continued work and implementation of E-Mobile Ticket Solutions.
- Coordinate with Public Works on installation of fiber backbone for traffic signals along Maple Avenue by December 2023
- Coordinate with Public Works on security gate and door installation at Northside by December 2023
- Upgrade and implement the New World Systems Enterprise by 2024.
- Continued support of Town Council and Boards & Commissions meetings.
- Continued support with Munis service calls

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### PERFORMANCE MEASURES

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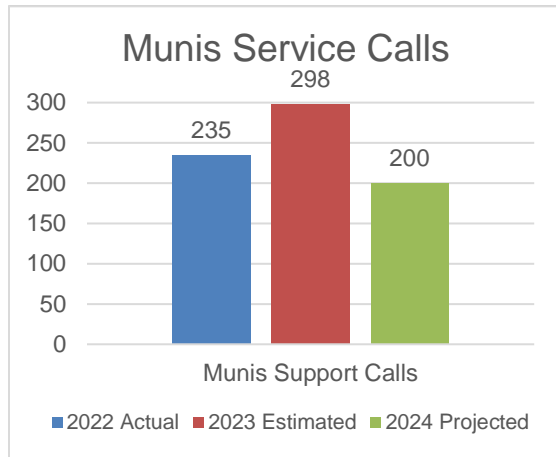
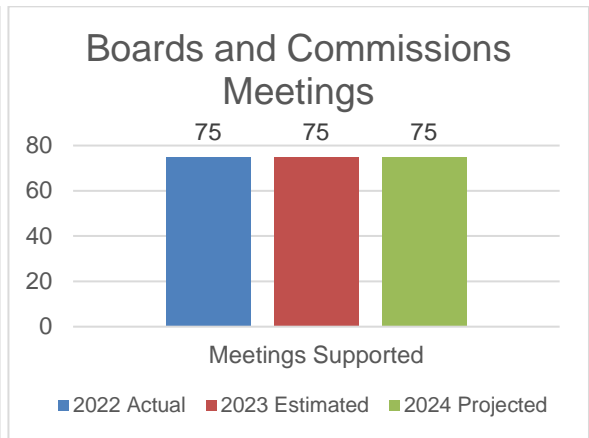
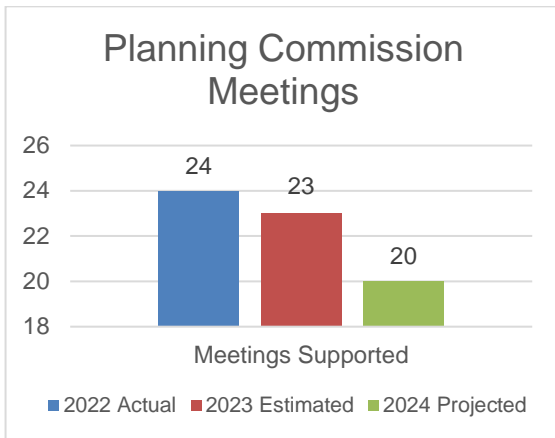
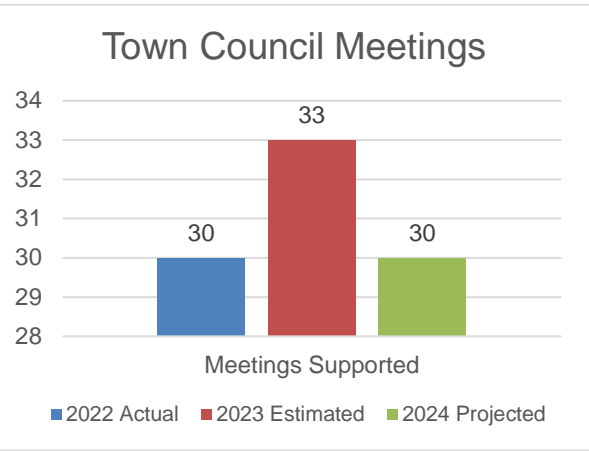
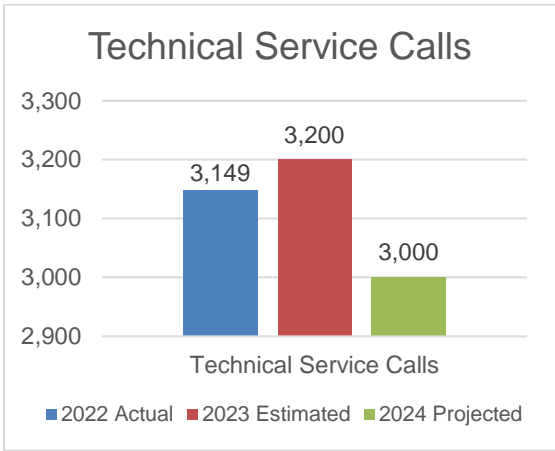


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**Strategic Plan Importance:** With recent upgrades and implementation of new systems, the IT Department plans to see a reduction of technical service calls. Providing hands-on support to town employees and at each conference session and council meeting promotes *Vienna as an influential and well-governed community.*



**INFORMATION TECHNOLOGY  
11251**



**INFORMATION TECHNOLOGY  
11251**

<b>Description</b>	<b>Actual 2022</b>	<b>Estimated 2023</b>	<b>Projected 2024</b>
Technical Service Call Responses	3,149	3,200	3,000
Town Council Meetings Televised/Work Sessions Supported	30	33	30
Planning Commission Meetings Televised	24	24	20
Boards and Commissions Supported for Virtual Meetings (BAR, BZA, BAC/PAC, TLC, TBLC, TSC, VPA, CSC, WHBR)	75	75	75
Munis Service Calls	235	298	200

**PERSONNEL**

<b>Authorized Positions</b>	<b>Adopted FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Adopted FY 23-24</b>
Information Technology Director	1	1	1
Deputy Director of IT	1	1	1
Information Technology Coordinator	2	2	2
IT Assistant	0.5	0.5	0.5
<b>Total</b>	<b>4.5</b>	<b>4.5</b>	<b>4.5</b>

**FY 23-24 BUDGET CHANGES**

- There are no significant changes to this budget.

TOWN OF VIENNA  
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11251  
NAME INFORMATION TECHNOLOGY

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23-----		FY 23-24 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries And Wages	\$ 364,237	\$ 528,480	\$ 481,000	\$ 505,190	\$ (23,290)
41002 Overtime	7,918	12,000	5,800	8,000	(4,000)
41003 Regular Part Time With Benefits	35,217	25,250	44,800	39,040	13,790
41004 Part Time without Benefits	220	-	-	-	-
41006 Annual Leave Liquidation	20,354	-	4,400	-	-
41008 Annual Leave Cash-In	12,156	-	3,900	-	-
41011 Non-Exempt Comp Time Liquidation	62	-	1,300	-	-
41015 Performance Bonus	1,000	-	1,000	-	-
41020 Transfer of Budgeted Salary	29,779	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>470,943</b>	<b>565,730</b>	<b>542,200</b>	<b>552,230</b>	<b>(13,500)</b>
42001 F.I.C.A.	31,908	33,010	38,700	42,560	9,550
42002 V.R.S.	41,803	51,680	54,500	62,070	10,390
42003 V.R.S. Life Insurance	4,855	5,670	5,670	6,770	1,100
42007 Health Insurance	26,102	45,000	30,100	30,150	(14,850)
42012 Cafeteria Plan Fees	82	130	130	70	(60)
42018 Employer Contributions:DC401A	11,058	16,930	16,930	18,700	1,770
42021 V.R.S. Hybrid 401A Match	3,214	3,990	3,200	4,910	920
42025 V.R.S. Hybrid Disability	934	1,000	1,400	1,740	740
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>119,956</b>	<b>157,410</b>	<b>150,630</b>	<b>166,970</b>	<b>9,560</b>
43301 Equipment Maintenance Contracts	30,019	31,500	31,500	31,500	-
43303 Software Maintenance Contract	16,742	94,200	94,200	94,200	-
43308 Contracts/Services	78,109	119,100	119,100	109,100	(10,000)
43309 Cell Phone Expense	3,167	4,000	34,000	4,000	-
<b>TOTAL PURCHASED SERVICES</b>	<b>128,037</b>	<b>248,800</b>	<b>278,800</b>	<b>238,800</b>	<b>(10,000)</b>
45201 Local Phone Service	34,512	29,000	29,000	29,000	-
45202 Long Distance Service	1,446	2,000	2,000	2,000	-
45203 Postal Services	-	200	200	200	-
45205 Internet Access/Email Service	13,043	13,000	13,000	13,000	-
45404 Central Copier Charges	377	1,000	1,100	1,100	100
45501 Mileage Reimbursement	-	100	100	100	-
45504 Conventions/Education	1,110	10,000	10,000	10,000	-
<b>TOTAL OTHER CHARGES</b>	<b>50,488</b>	<b>55,300</b>	<b>55,400</b>	<b>55,400</b>	<b>100</b>
46001 Office Supplies	10,096	4,000	4,000	5,000	1,000
46014 DP/Computer Supplies	9,303	15,000	14,900	15,000	-
46015 Operational Supplies	634	-	-	-	-
46040 Software Purchases	18,057	22,000	22,000	22,000	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>38,090</b>	<b>41,000</b>	<b>40,900</b>	<b>42,000</b>	<b>1,000</b>
47215 TOV Web Site Services	57,699	73,820	73,820	74,000	180
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>57,699</b>	<b>73,820</b>	<b>73,820</b>	<b>74,000</b>	<b>180</b>
48101 Machine/Equipment Replacement	51,421	-	-	-	-
<b>TOTAL CAPTIAL OUTLAY</b>	<b>51,421</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL INFORMATION TECHNOLOGY</b>	<b>\$ 916,635</b>	<b>\$ 1,142,060</b>	<b>\$ 1,141,750</b>	<b>\$ 1,129,400</b>	<b>\$ (12,660)</b>

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**FINANCE**

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**MISSION**

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



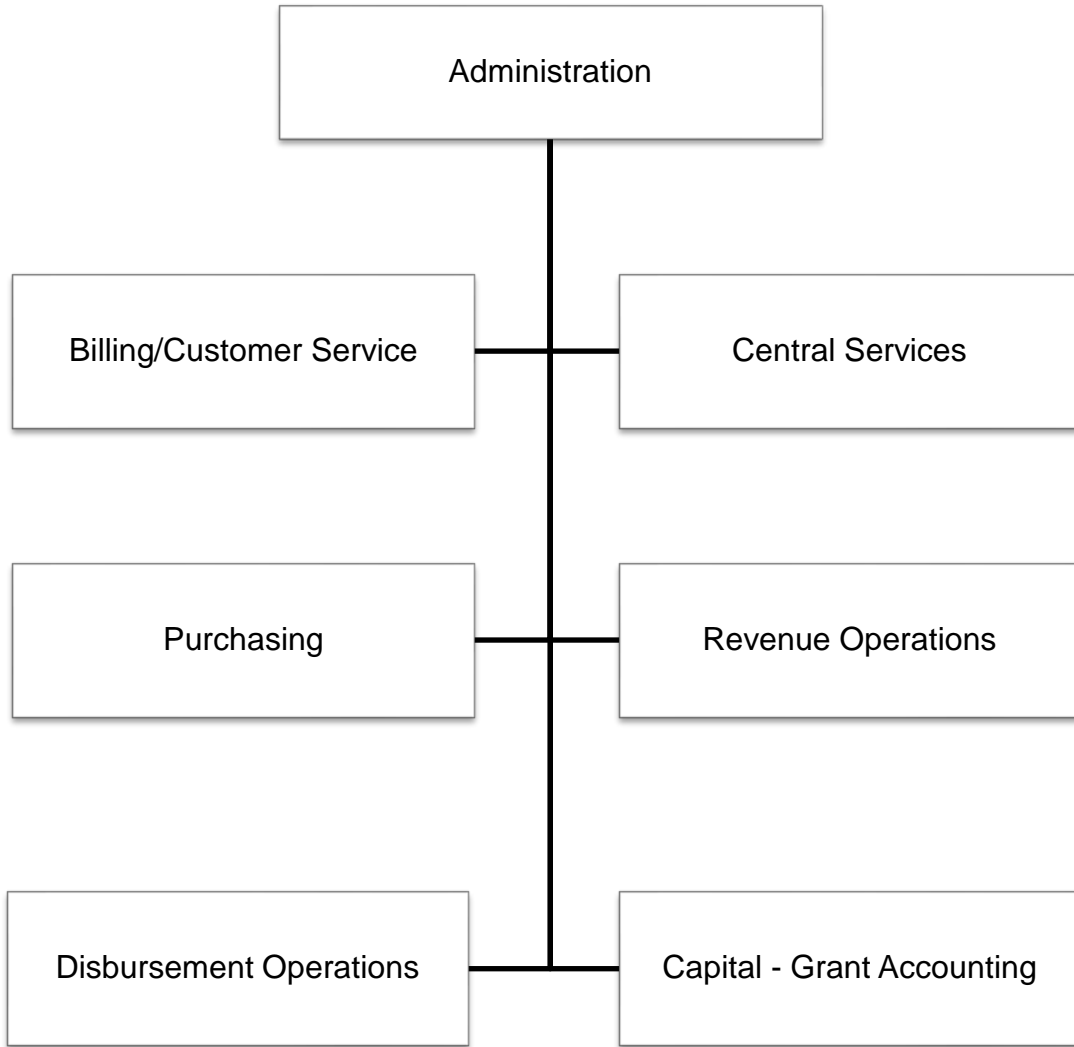
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**FINANCE**

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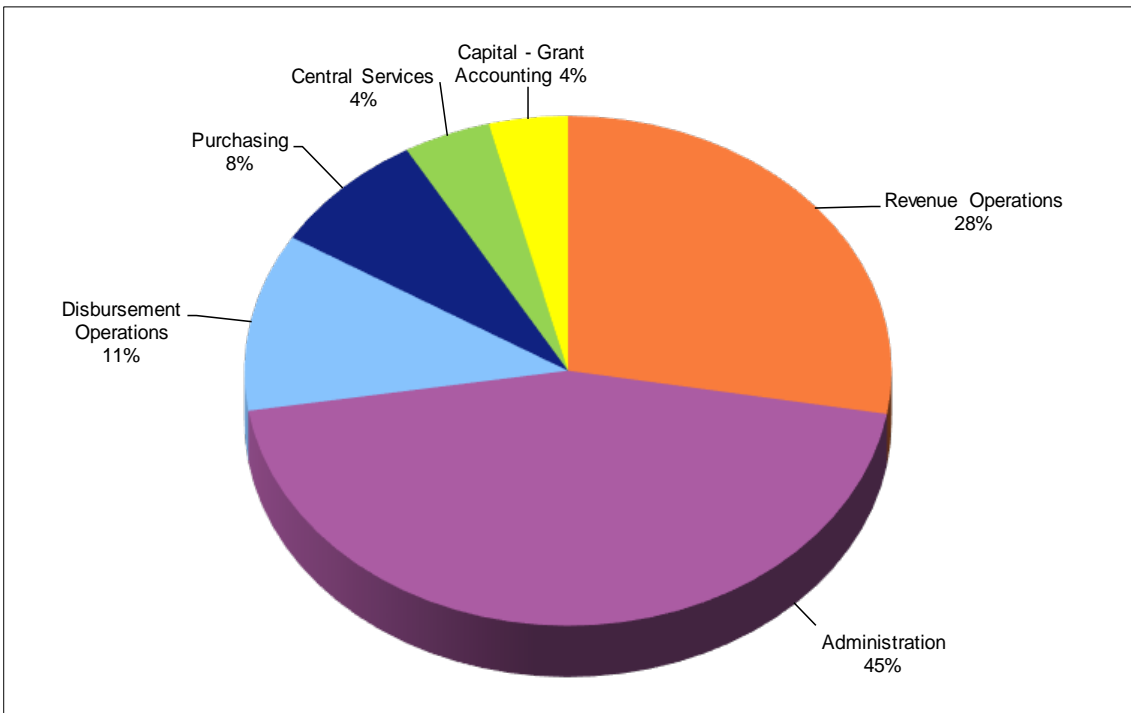
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**FINANCE**

**TOWN OF VIENNA  
FISCAL YEAR 23-24 BUDGET**

	FY 21-22 Actuals	FY 22-23 Adopted	FY 22-23 Revised	FY 23-24 Adopted	Net Change
Revenue Operations	440,461	479,780	483,700	579,410	99,630
Administration	817,779	876,200	962,120	935,740	59,540
Disbursement Operations	222,773	232,810	232,490	235,730	2,920
Purchasing	164,136	166,060	176,830	165,700	-360
Central Services	63,498	67,740	68,540	91,440	23,700
Capital - Grant Accounting	78,865	73,650	84,750	82,380	8,730
<b>Finance</b>	<b>1,787,512</b>	<b>1,896,240</b>	<b>2,008,430</b>	<b>2,090,400</b>	<b>194,160</b>



	FY 21-22 Actuals	FY 22-23 Adopted	FY 23-24 Adopted	Net Change	FY 23-24 % of Total
Personnel Services	1,187,090	1,252,020	1,348,480	96,460	64.5%
Employee Benefits	367,160	387,400	457,920	70,520	21.9%
Purchased Services	193,147	200,290	226,050	25,760	10.8%
Other Charges	26,620	40,580	42,100	1,520	2.0%
Materials and Supplies	13,345	15,950	15,850	-100	0.8%
Program and Services	150	0	0	0	0.0%
Capital Outlay	0	0	0	0	0.0%
Transfers	0	0	0	0	0.0%
<b>Finance</b>	<b>1,787,512</b>	<b>1,896,240</b>	<b>2,090,400</b>	<b>194,160</b>	<b>100%</b>



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**REVENUE OPERATIONS**  
**11231**

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**PURPOSE**

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The purpose of the Revenue Operations division is to produce bills, process receipts, and enforce revenue collection to support Town programs.

**STRATEGIC PLAN**

The division, by its reliable and responsible stewardship of public funds, embraces the strategic plan initiative of “***Vienna is a fiscally responsible community.***” The division also supports “***Vienna as an economically prosperous community.***”

**ACTIVITIES / PRODUCTS / SERVICES**

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- Calculate and generate semi-annual real estate bills and collect real estate taxes.
- Maintain the database for real estate owner changes; calculate and bill supplemental tax bills and abatement tax bills throughout the year.
- Answer all revenue related questions from residents and title companies.
- Calculate and produce monthly delinquent real estate tax bills. This effort has led to over 99.8% collected annually.
- Provide tax estimates for title companies.
- Enforce and collect business license tax. Audit existing businesses to identify non-reporting and under-reporting businesses.
- Enforce and collect meals tax and animal license fees.
- Track the collection of vehicle license fees from Fairfax County. Work as the liaison between Town residents and the County on any issues.
- Prepare appropriate letters and follow-up to ensure collections from all revenue systems.
- Support the purchasing division by maintaining vendor information including new vendor set up, vendor changes and Automated Clearing House (ACH) information.

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**REVENUE OPERATIONS**  
**11231**

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**FY 22-23 ACCOMPLISHMENTS**

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- Monitored monthly ARPA expenditures to track cash flow and provide annual reporting to the federal government.
- Successfully upgraded to Munis 2019 and Tyler Cashiering 2021, including converting all bill types.
- Updated and refined the Town's vendor policy in collaboration with procurement and accounts payable.
- Processed approximately 32,000 over-the-counter cash/check payments totaling almost \$21.3 million,
- Continued to work with Planning & Zoning and Economic Development departments to streamline the new business application process.
- Collaborated with the public works department to restructure the bond remittance process for efficiency and accuracy.
- Revenue analyst began coursework to obtain a Certified Public Finance Officer (CPFO) designation.
- Began the process to accept more types of payments electronically at the counter or online.
- Generated approximately 12,000 real estate tax bills totaling over \$12.7 million for FY 22-23 or 47% of general fund revenue, promoting Vienna as a fiscally responsible community.

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**FY 23-24 INITIATIVES**

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- Hire one-year part-time / temporary business license auditor to assist with auditing local businesses, with the goal of increasing compliance and collecting unreported taxes.
- Continue working towards streamlining payment options and deposits through bank consolidation and/or electronic check deposit.
- Investigate use of e-bills for all revenue streams, including water and sewer, real estate, and dog tags.
- Finish process to streamline starting a business online, with a go-live date of December 2023.
- Continue processing and collecting over 99% of real estate revenue timely as the number of bills are expected to increase over 2 percent in FY24.

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**PERFORMANCE MEASURES**

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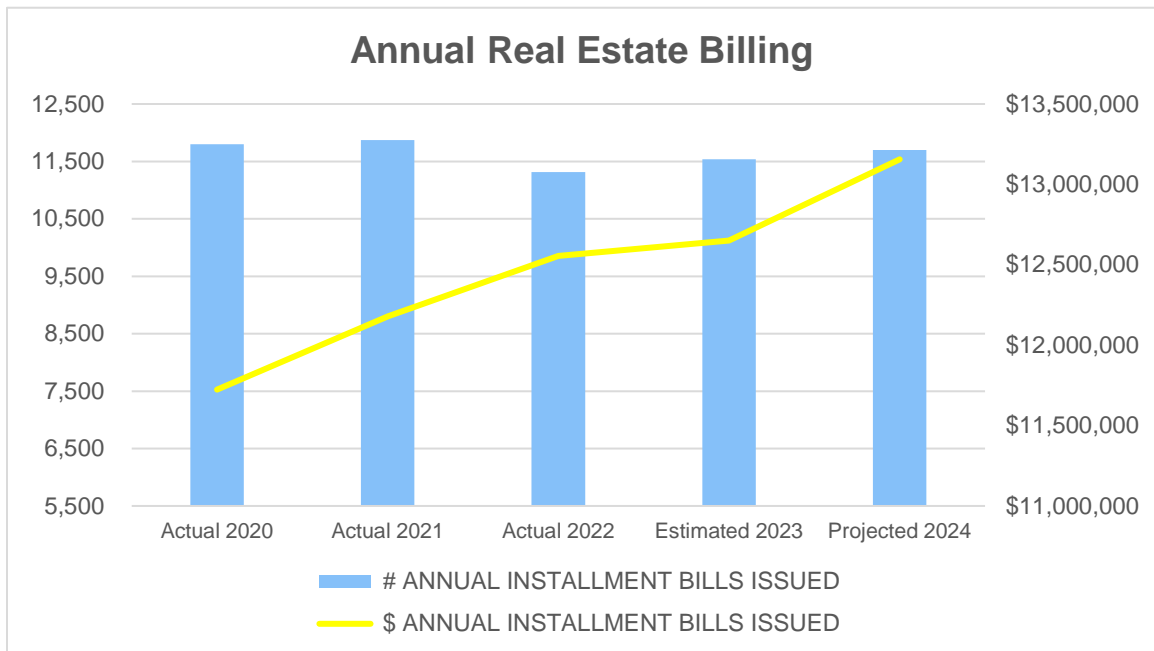
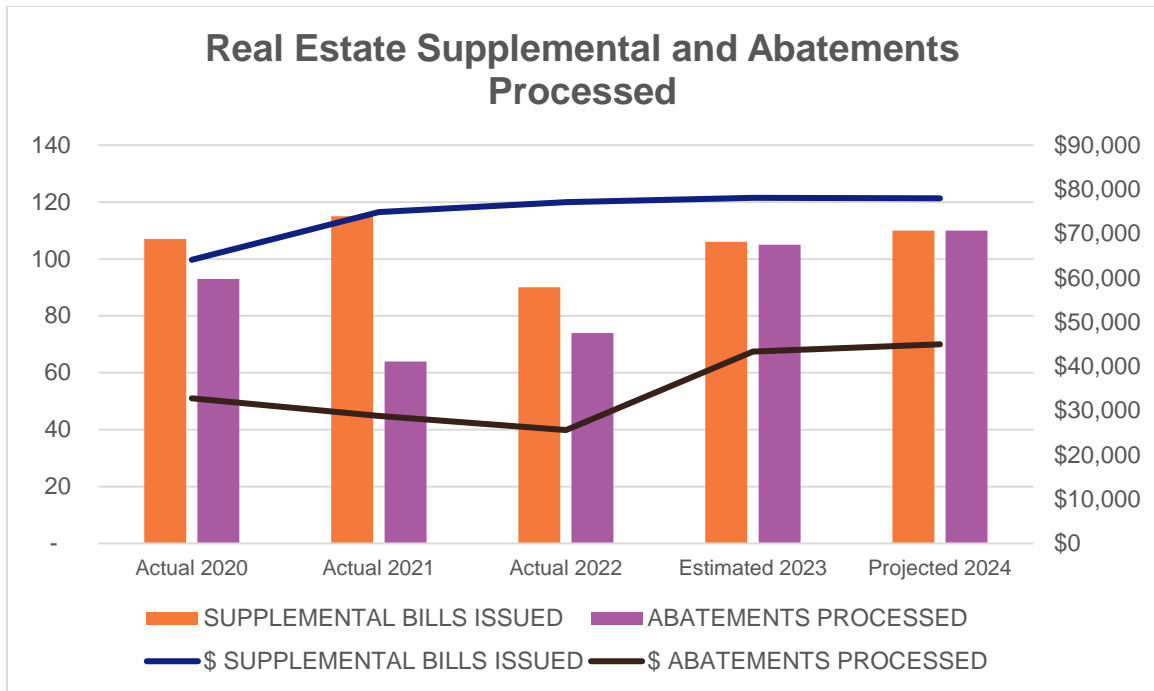


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**Strategic Plan Importance:** Collecting real estate tax bills efficiently demonstrates responsible stewardship of public funds.



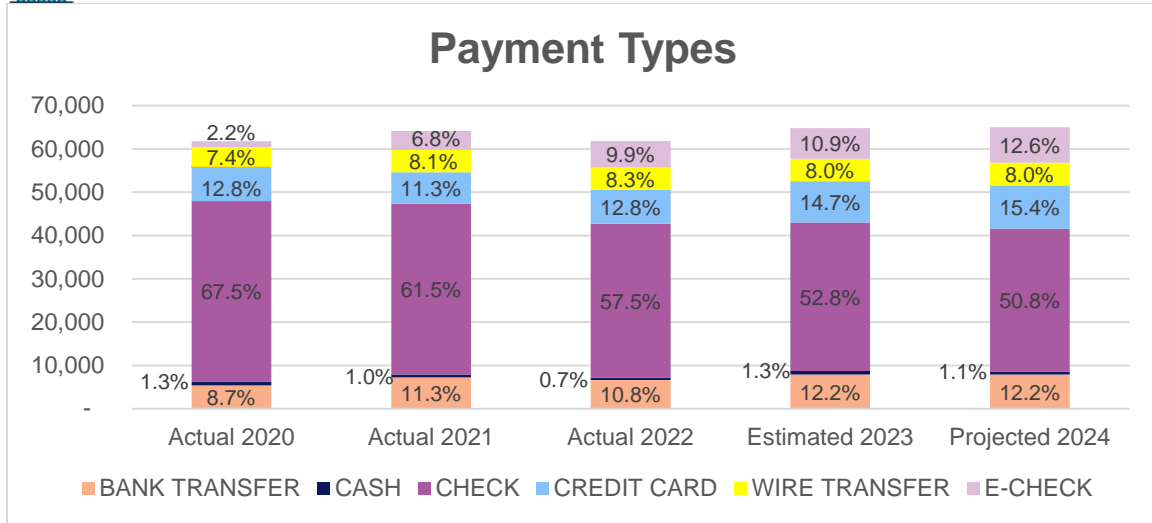
REVENUE OPERATIONS  
11231



- Based on Levy only. \$1.75 cents rate cut from 2021 to 2022.

**REVENUE OPERATIONS  
11231**

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



**PERSONNEL**

Authorized Positions	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
Real Estate Tax Specialist	1	1	1
Business License Officer	1	1	1
Revenue Analyst / Cashier	1	1	1
Cashier	1	1	1
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>

Temporary and Part-time Staff	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
Business License Auditor – PT Temp	0	0	0.63
<b>Total Non-Benefited Staffing<sup>1</sup></b>	<b>0</b>	<b>0</b>	<b>0.63</b>

<sup>1</sup>This position works an average that is less than 24 hours per week. Therefore, they are not full-time equivalent positions. The staffing level will be offset by revenue.

**FY 23-24 BUDGET CHANGES**

- Part-time/ temporary business license auditor for one year – budget neutral as revenue taken in by the audits will cover salary expense.

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

**DIVISION 11231  
NAME REVENUE OPERATIONS**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 278,499	\$ 315,140	\$ 309,100	\$ 318,450	\$ 3,310
41002 Overtime	1,335	2,000	600	1,500	(500)
41004 Part Time without Benefits	113	-	-	75,000	75,000
41008 Annual Leave Cash-In	5,242	-	2,600	-	-
41015 Performance Bonus	2,000	-	2,500	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>287,188</b>	<b>317,140</b>	<b>314,800</b>	<b>394,950</b>	<b>77,810</b>
42001 F.I.C.A.	20,975	21,610	22,800	24,360	2,750
42002 V.R.S.	31,827	34,510	34,500	37,940	3,430
42003 V.R.S. Life Insurance	3,677	3,600	3,600	4,260	660
42004 Local Pension Plan	21,864	22,380	24,400	24,610	2,230
42007 Health Insurance	36,709	38,740	41,300	43,440	4,700
42012 Cafeteria Plan Fees	129	130	130	140	10
42018 Employer Contributions:DC401A	4,842	7,050	7,050	8,900	1,850
42021 V.R.S. Hybrid 401A Match	2,236	2,200	2,700	3,580	1,380
42025 V.R.S. Hybrid Disability	351	500	500	730	230
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>122,612</b>	<b>130,720</b>	<b>136,980</b>	<b>147,960</b>	<b>17,240</b>
43308 Contracts/Services	5,301	2,470	2,470	5,500	3,030
43601 Advertising	-	800	800	800	-
<b>TOTAL PURCHASED SERVICES</b>	<b>5,301</b>	<b>3,270</b>	<b>3,270</b>	<b>6,300</b>	<b>3,030</b>
45203 Postal Services	8,977	10,050	10,050	10,050	-
45404 Central Copier Charges	5,537	7,500	7,500	7,500	-
45501 Mileage Reimbursement	-	100	100	100	-
45503 Subsistence/Lodging	-	-	-	500	500
45504 Conventions/Education	1,444	3,000	3,000	3,000	-
45801 Memberships/Dues	50	-	-	50	50
<b>TOTAL OTHER CHARGES</b>	<b>16,008</b>	<b>20,650</b>	<b>20,650</b>	<b>21,200</b>	<b>550</b>
46015 Operational Supplies	9,351	8,000	8,000	9,000	1,000
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>9,351</b>	<b>8,000</b>	<b>8,000</b>	<b>9,000</b>	<b>1,000</b>
<b>TOTAL REVENUE OPERATIONS</b>	<b>\$ 440,461</b>	<b>\$ 479,780</b>	<b>\$ 483,700</b>	<b>\$ 579,410</b>	<b>\$ 99,630</b>

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**ADMINISTRATION**  
**11241**

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**PURPOSE**

The purpose of the Finance Administration division is to provide overall management of departmental staff and operations to ensure the department mission is accomplished.

**STRATEGIC PLAN** 

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The division's main goal is to ensure ***“Vienna as a fiscally responsible community”*** by putting various financial procedures and controls in place. The division also supports ***“Vienna as an economically prosperous community.”***

**ACTIVITIES / PRODUCTS / SERVICES**

- Provide financial policy recommendations to Town Council and Town Manager.
- Develop financial strategies for the Town.
- Coordinate improvements to financial systems and processes.
- Provide general accounting and financial reporting services.
- Prepare the Annual Comprehensive Financial Report (ACFR) and filings.
- Manage the annual financial statement audit as required by the Code of Virginia.
- Prepare the annual operating budget and long-range financial forecast.
- Prepare analysis and present the capital project forecast.
- Provide cash management and other treasury functions.
- Coordinate capital financing and debt management.
- Provide special analysis to Town Council, managers, and departments.
- Supervise all activities of the Finance Department.

**FY 22-23 ACCOMPLISHMENTS**

- Successfully completed the 2022 Financial Statement Audit and ACFR.
- 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.
- Prepared the Capital Improvement Plan (CIP) in conjunction with a plan for ARPA funding, with the goal of properly utilizing ARPA within the spending restrictions.
- Worked with directors, budget committee (BCom) and Town Council to reallocate ARPA and CIP to account for rising interest rates which will limit borrowing for the next 12 – 24 months, *to promote Vienna as a fiscally responsible community.*

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**ADMINISTRATION**  
**11241**

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- Monitored ARPA spending by working with key departments to ensure projects can be completed within ARPA deadlines, *to promote Vienna as a fiscally responsible community.*
- Invested ARPA funds into longer-term investments to take advantage of higher interest rates, *to promote Vienna as a fiscally responsible community.*
- Reorganized department to add back a budget manager position within existing staff. Promoted two staff internally to fill accounts payable and cashier positions. Hired new administrative assistant and revamped job duties, to include working with other department heads to assist with their clerical work.
- Hired and began to train a new deputy finance director.
- Developed a new initiatives budget process to include a budget conference session with Town Council's input and feedback. The initiatives budget process consists of a robust reporting package, leading BCOM sessions with each director, and being the point for the conference session with Town Council, all taking place at the beginning of the budget process.
- Worked with a consulting firm to develop a new water and sewer rate study and first indirect cost study since 2012.
- Worked with external project manager to finalize spending on the new police station, and oversaw all financial reporting. Reallocated funds to complete the project only 1 percent over budget.
- Worked with Human Resources and Public Works to create and implement the commercial driver license (CDL) bonus plan.
- Spearheaded Town Hall space redesign project.
- Successfully upgraded the Munis2019 financial system software. Coordinated project with IT and other departments. Provided user training and guidance to all departments, as needed.
- Completed procurement for the annual auditor contract.

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**FY 23-24 INITIATIVES**

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- Before the start of the FY24 budget process, develop and refine the statistical portion of the budget. Determine if there is a budget package that is financially reasonable and will meet the Town's needs.
- Develop stress tests of the budget to meet challenges of a potential recession, in the Fall of 2023.
- Work with Human Resources on a class and comp study, starting in the Fall of 2023.
- Formalize quarterly financial reporting and cash flow reporting.
- Monitor progress of town-wide ARPA spending monthly. Report to Town Council quarterly.

**ADMINISTRATION  
11241**

- Monitor and report on progress of Maud Robinson Sidewalk Trust spending to ensure a plan exists to spend all funds by the deadline of October 2024.
- Work with Economic Development and Planning and Zoning to improve the process to start a business in Town, by the end of calendar 2023, to promote *Vienna as an economically prosperous community*.
- Manage additions to online payments and add e-mail billing to as many systems as possible, throughout the year.
- Focus on improvements to streamline cash processing, utilizing automated bank systems to cut down on number of checks processed in house.
- Assist in Town Hall space study construction recommendations as necessary, starting in the Fall of 2023. Identify funding for implementation.
- Review all financial policies and propose updates / improvements as required to adhere to GFOA best practices.
- Ensure that the unreserved fund balance is at least 18% of the following years budget, *to promote Vienna as a fiscally responsible community*.

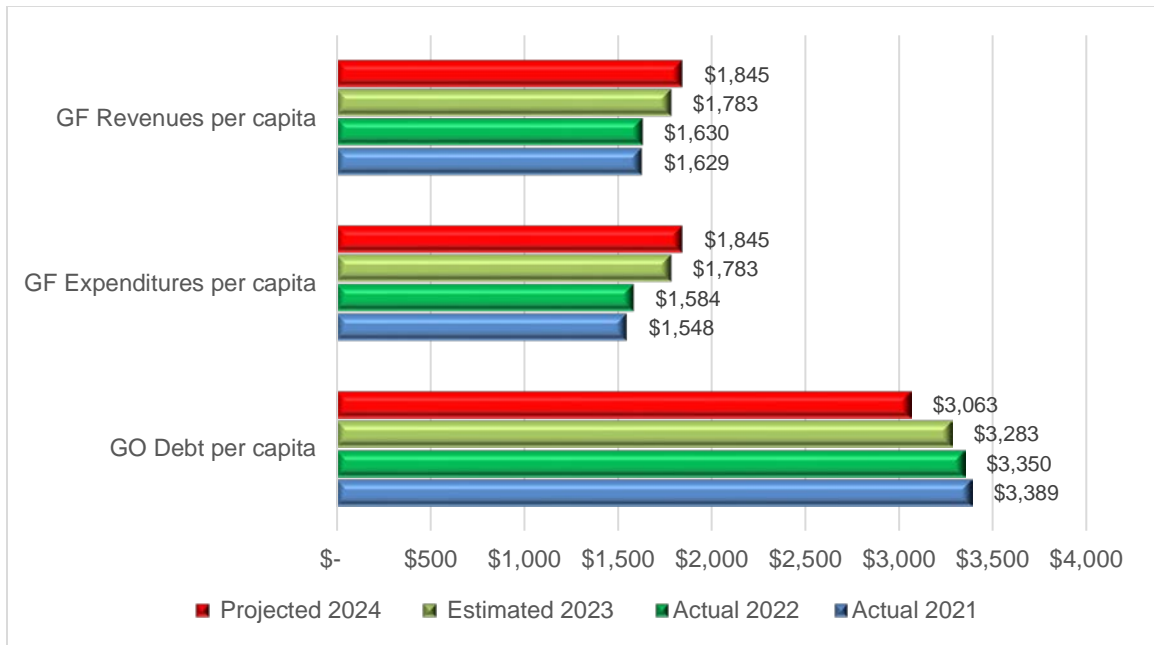
**PERFORMANCE MEASURES**

**Strategic Plan Importance:** Continuing to receive AAA Bond Rating's, successfully completed the annual audit and ensuring 18% of the unreserved fund balance, promotes *Vienna as a fiscally responsible community*.

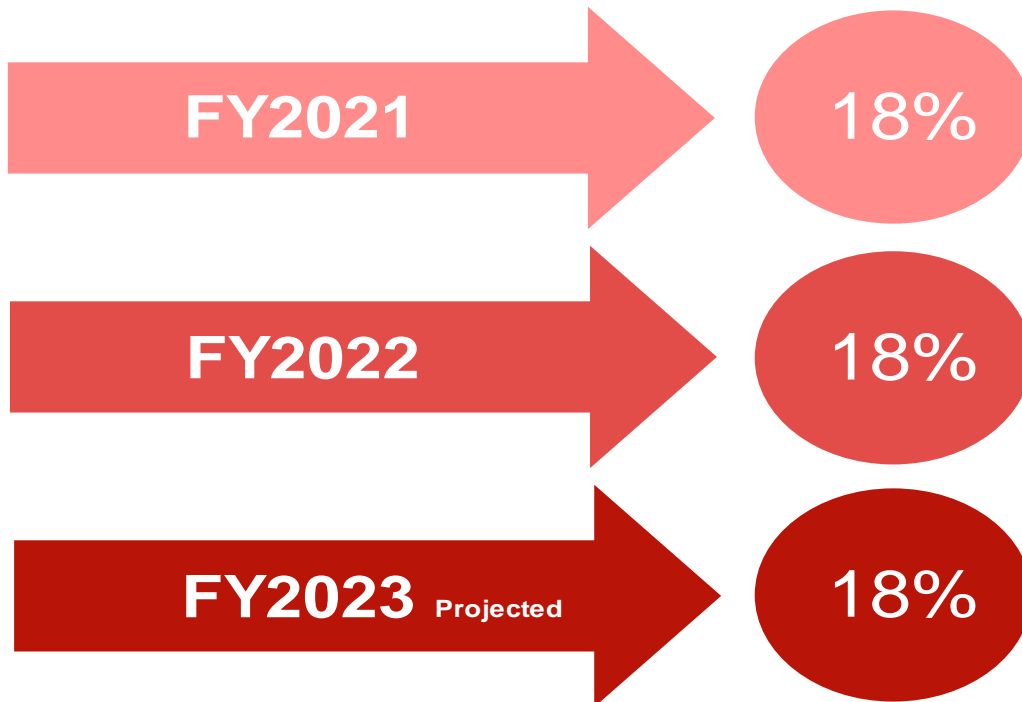




**ADMINISTRATION  
11241**



**Unreserved Fund Balance as a Percent of Next Year's Budget**



**ADMINISTRATION**  
**11241**

**PERSONNEL**

<b>Authorized Positions</b>	<b>Adopted FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Adopted FY 23-24</b>
Director of Finance / Treasurer	1	1	1
Deputy Finance Director	1	1	1
Operations Manager	1	1	1
Staff Accountant	1	1	1
Part-Time Budget Analyst*	0.63	0.63	0
Part-Time Budget Manager*	0	0	0.63
<b>Total</b>	<b>4.63</b>	<b>4.63</b>	<b>4.63</b>

\* Part-Time Budget Analyst was promoted to Part-Time Budget Manager in FY23

**FY 23-24 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 21-22	-----FY 22-23-----		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 465,881	\$ 507,640	\$ 504,900	\$ 508,990	\$ 1,350
41003 Regular Part Time with Benefits	26,075	32,950	54,100	55,700	22,750
41004 Part Time without Benefits	2,192	3,000	200	2,000	(1,000)
41006 Annual Leave Liquidation	-	-	32,600	-	-
41008 Annual Leave Cash-In	8,302	-	11,300	-	-
41015 Performance Bonus	1,500	-	1,500	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>503,950</b>	<b>543,590</b>	<b>604,600</b>	<b>566,690</b>	<b>23,100</b>
42001 F.I.C.A.	35,819	34,340	43,000	41,200	6,860
42002 V.R.S.	49,909	55,210	53,400	57,600	2,390
42003 V.R.S. Life Insurance	6,241	5,840	5,840	6,830	990
42007 Health Insurance	25,478	27,960	33,400	41,180	13,220
42012 Cafeteria Plan Fees	297	320	320	280	(40)
42018 Employer Contributions:DC401A	16,314	17,440	17,440	19,260	1,820
42021 V.R.S. Hybrid 401A Match	7,741	7,460	7,600	8,520	1,060
42025 V.R.S. Hybrid Disability	1,216	1,120	1,100	1,300	180
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>143,015</b>	<b>149,690</b>	<b>162,100</b>	<b>176,170</b>	<b>26,480</b>
43103 Accounting/Audit Services	53,240	58,100	54,600	61,000	2,900
43302 Financial System Maintenance	99,240	108,930	108,930	114,380	5,450
43308 Contracts/Services	-	-	12,500	-	-
43309 Cell Phone Expense	1,801	1,090	1,090	1,800	710
43501 Printing/Binding Services	6,733	3,500	3,500	3,200	(300)
<b>TOTAL PURCHASED SERVICES</b>	<b>161,015</b>	<b>171,620</b>	<b>180,620</b>	<b>180,380</b>	<b>8,760</b>
45501 Mileage Reimbursement	495	800	800	1,000	200
45502 Fares	634	-	2,000	500	500
45503 Subsistence/Lodging	2,883	2,500	3,500	3,000	500
45504 Conventions/Education	1,850	2,500	2,500	2,500	-
45505 Business Meals	-	-	500	500	500
45801 Memberships/Dues	2,100	2,000	2,000	2,500	500
<b>TOTAL OTHER CHARGES</b>	<b>7,962</b>	<b>7,800</b>	<b>11,300</b>	<b>10,000</b>	<b>2,200</b>
46015 Operational Supplies	1,837	3,500	3,500	2,500	(1,000)
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>1,837</b>	<b>3,500</b>	<b>3,500</b>	<b>2,500</b>	<b>(1,000)</b>
<b>TOTAL FINANCE ADMINISTRATION</b>	<b>\$ 817,779</b>	<b>\$ 876,200</b>	<b>\$ 962,120</b>	<b>\$ 935,740</b>	<b>\$ 59,540</b>

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**DISBURSEMENT OPERATIONS**  
**11243**

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**PURPOSE**

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The purpose of the Disbursement Operations Division is to 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 in accordance with town, state, and federal agencies' mandates, guidelines, or laws. The division also provides information and support to Town employees, past and present, and vendors regarding payroll and accounts payable.

**STRATEGIC PLAN**

The division's main endeavors embrace the Town's strategic goal of ***"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**

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- Prepares bi-weekly and monthly payroll.
- Prepares and files all payroll tax returns and issues payments promptly.
- 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-worksites report, and other reports as necessary.
- Prepares and distributes W-2 tax forms and 1099 forms accurately and on time.
- Process files, wires, and journal entries on a weekly basis to ensure funding is available and accurately split between funds and payment sources.
- Audit invoices submitted for payment to ensure purchasing and finance policies are followed.
- Timely follow up with department staff and vendors to correct issues.

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**DISBURSEMENT OPERATIONS**  
**11243**

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- Ensures invoices are input timely and accurately by training, monitoring, and assisting staff.
- Researches and resolves vendor discrepancies.
- Prepares funding requests and ensures correct funding sources.

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**FY 22-23 ACCOMPLISHMENTS**

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- Vendor invoices were paid within 30 days of receipt more than 98% of the time. Guidelines for local governments suggest payment should be made within 45 days of receipt.
- Worked with Public Works and other departments to ensure that capital assets were up to date and accurate regarding recording, classifying, disposals, and valuations.
- Solicited W-9 information for accurate 1099 Misc and 1099 INT annual reporting via electronic filing.
- Submitted unclaimed property payment to the State of Virginia, following the states unclaimed property process, as required by law.
- Expanded EFT bill payment, reducing the number of checks printed.
- Increased use of the Town's purchase card program, saving money, and increasing efficiency.
- Conducted training on the Munis' payroll system, which resulted in improved accuracy, efficiency, and upgraded reporting capabilities.
- Cross-trained staff accountant on payroll to prevent service disruption.
- Successfully hired and trained new accounts payable specialist.
- Successfully upgraded to Munis 2019 with updated checks and payroll remittances.
- Updated and refined the Town's Vendor Policy in collaboration with Procurement and Revenue Operations.

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**FY 23-24 INITIATIVES**

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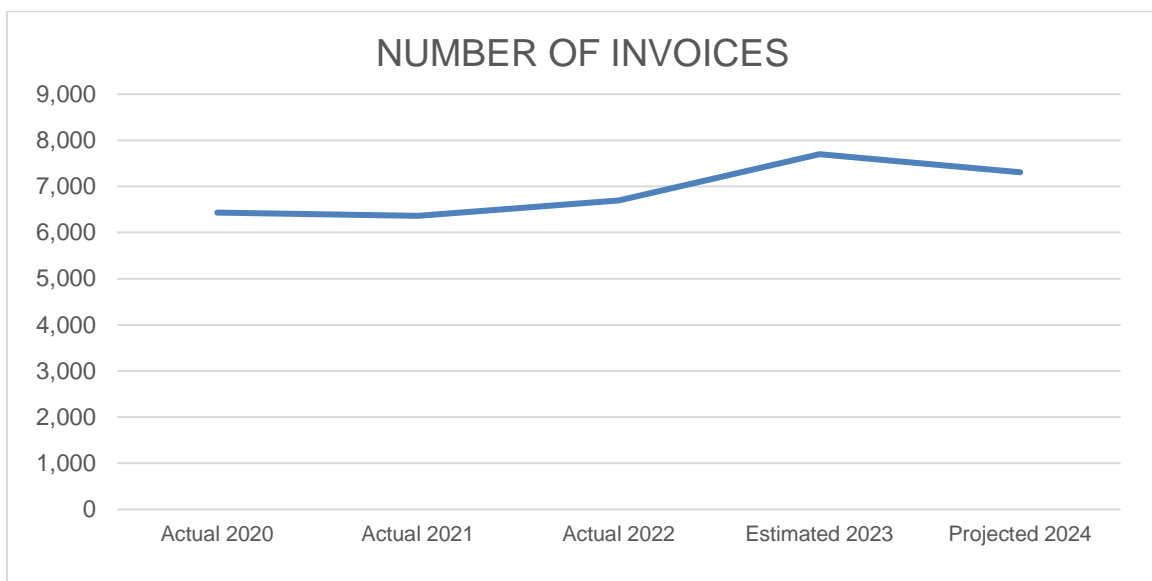
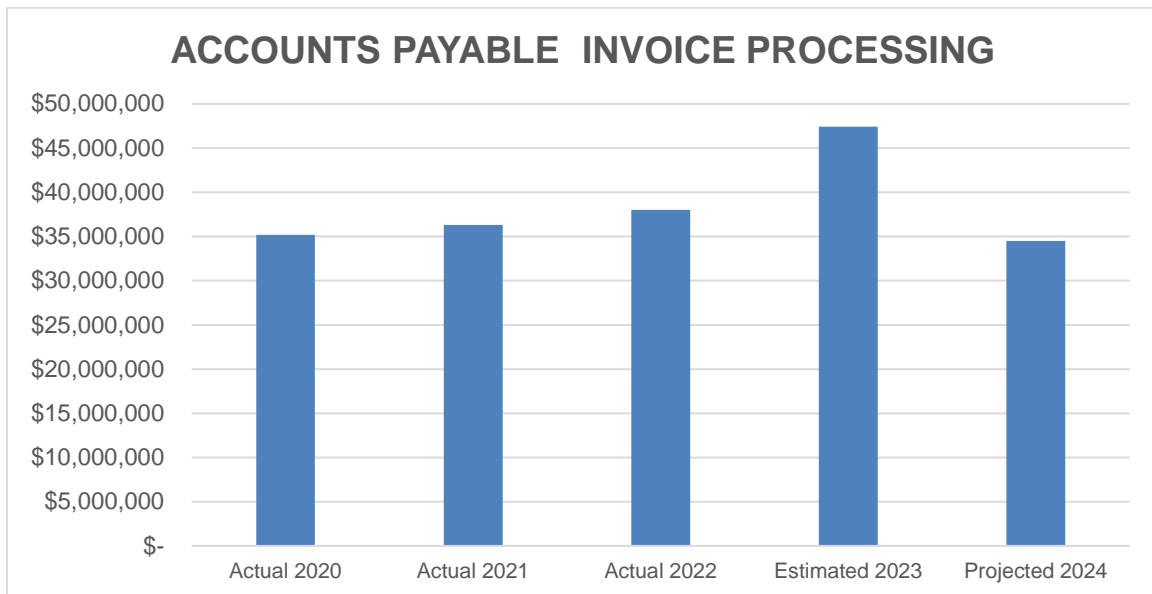
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- Continue work on streamlining payments to vendors via EFTs, increase of 9% in FY24. This will bring the total checks processed through EFT to 66%.
- Continue processing invoices timely, within 30-45days, promoting *Vienna as a fiscally responsible community*.
- Expand online timekeeping. Explore alternatives that work for the employees who use paper timesheets.

**DISBURSEMENT OPERATIONS  
11243**

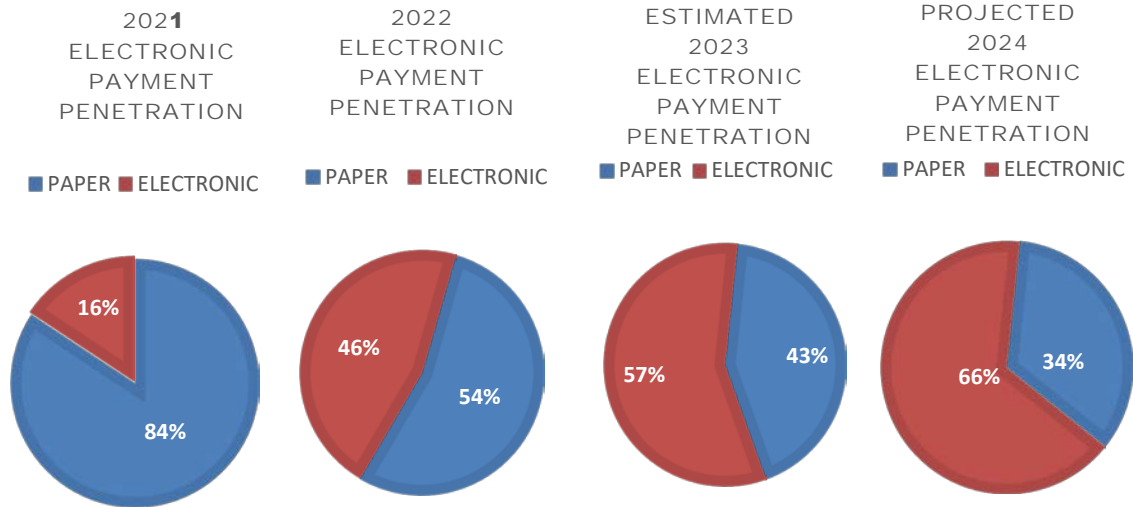
**PERFORMANCE MEASURES**

**Strategic Plan Importance:** The volume and total dollar amount of invoices show a decline toward pre-pandemic levels, as expected. The use of procurement cards, pooling of invoices, and use of electronic payments has resulted in increased efficiency of the department and a higher level of fiscal responsibility.



**DISBURSEMENT OPERATIONS  
11243**

**Strategic Plan Importance:** 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**

Authorized Positions	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
Payroll Specialist	1	1	1
Fiscal Technician – Accounts Payable	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

**FY 23-24 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 21-22	-----FY 22-23-----		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 139,578	\$ 149,350	\$ 139,500	\$ 151,120	\$ 1,770
41002 Overtime	1,125	3,000	500	1,000	(2,000)
41006 Annual Leave Liquidation	-	-	11,400	-	-
41008 Annual Leave Cash-In	1,430	-	1,850	-	-
41015 Performance Bonus	2,000	-	2,000	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>144,133</b>	<b>152,350</b>	<b>155,250</b>	<b>152,120</b>	<b>(230)</b>
42001 F.I.C.A.	10,753	10,610	11,200	11,560	950
42002 V.R.S.	14,728	16,990	13,500	16,960	(30)
42003 V.R.S. Life Insurance	1,868	1,780	1,780	900	(880)
42007 Health Insurance	15,537	15,340	15,000	17,260	1,920
42012 Cafeteria Plan Fees	129	130	130	70	(60)
42018 Employer Contributions: DC401A	4,876	5,330	5,330	6,040	710
42021 V.R.S. Hybrid 401A Match	2,513	2,500	2,500	2,930	430
42025 V.R.S. Hybrid Disability	395	380	400	440	60
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>50,799</b>	<b>53,060</b>	<b>49,840</b>	<b>56,160</b>	<b>3,100</b>
43301 Equipment Maintenance Contracts	-	100	100	-	(100)
43308 Contracts/Services	24,675	22,000	22,000	22,000	-
<b>TOTAL PURCHASED SERVICES</b>	<b>24,675</b>	<b>22,100</b>	<b>22,100</b>	<b>22,000</b>	<b>(100)</b>
45203 Postal Services	1,297	2,200	2,200	2,200	-
45501 Mileage Reimbursement	-	100	100	100	-
45504 Conventions/Education	670	500	500	550	50
45801 Memberships/Dues	-	400	400	400	-
<b>TOTAL OTHER CHARGES</b>	<b>1,967</b>	<b>3,200</b>	<b>3,200</b>	<b>3,250</b>	<b>50</b>
46015 Operational Supplies	1,199	2,100	2,100	2,200	100
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>1,199</b>	<b>2,100</b>	<b>2,100</b>	<b>2,200</b>	<b>100</b>
<b>TOTAL DISBURSEMENT OPERATIONS</b>	<b>\$ 222,773</b>	<b>\$ 232,810</b>	<b>\$ 232,490</b>	<b>\$ 235,730</b>	<b>\$ 2,920</b>



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**PURCHASING**  
**11253**

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**PURPOSE**

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The Purchasing Division supports the safeguarding of assets by ensuring the Town buys its goods and services at competitive prices while complying with state and local procurement laws.

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**STRATEGIC PLAN**



The division embraces the Town's strategic goal, "***Vienna is a fiscally responsible community***" by its reliable and responsible stewardship of public funds.

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**ACTIVITIES / PRODUCTS / SERVICES**

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

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**FY 22-23 ACCOMPLISHMENTS**

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- Solicitations are now posted electronically via the DemandStar and eVA websites, instead of mailing these out to vendors via U.S.P.S thus saving on postage, envelopes, and paper.
- Vendor proposals and bids are now received electronically thus cutting down on visitors to the building and making it easier to upload and save large bid/proposal packages to the shared drive. This cuts down on storage space and paper usage for proposals and bids, no more scanning or copying proposals for evaluation committees.
- Issued more than 35 solicitations, an increase of 26 from the prior year.
- Provided research to the director to support increasing the purchasing limit from \$30,000 to \$75,000, and increase purchase order and quote dollar limits, approved by Town Council. This initiative is expected to streamline department purchasing functions, decrease department work, and number of Town Council agenda items.
- Presented an overview of the Virginia Public Procurement Act to the Council to help improve Council's understanding of the basic requirements of public procurement.

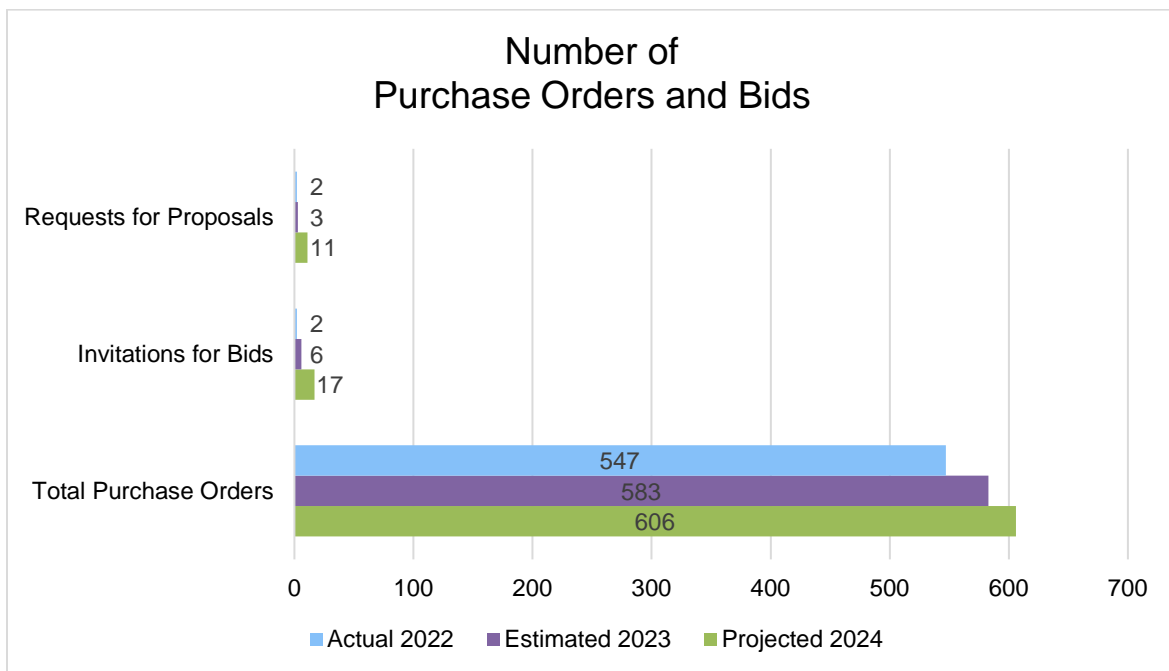
**PURCHASING  
11253**

**FY 23-24 INITIATIVES**

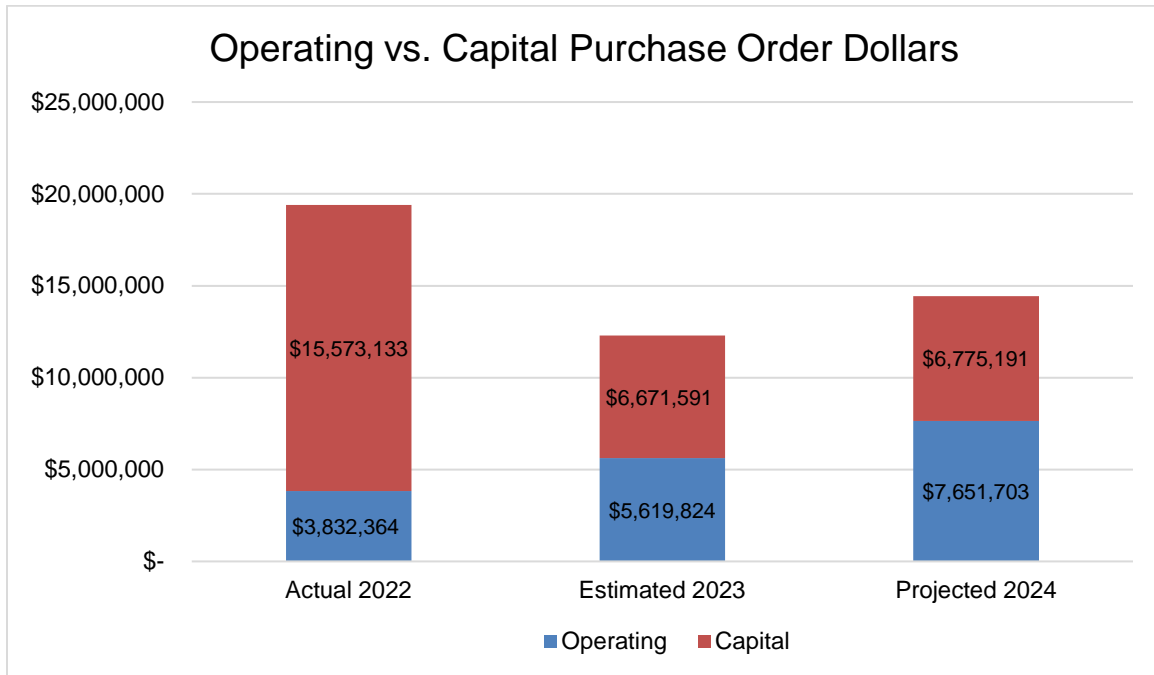
- Fully implement the OpenGov procurement software package, go-live date was February 2023, and explore other features.
- Create a contract database for departments and general public viewing.
- Continue taking education classes to keep procurement certifications.
- Continue timely response of contract renewals, solicitations, and awards to get the best deal for the Town, *to promote Vienna as a fiscally responsible community.*
- Continue to process purchase orders timely so all departmental timelines are met to complete their work orders. The total purchase orders are expected to increase by over 4% in FY24 due to increased spending of ARPA funding and Maud Robinson sidewalk projects.

**PERFORMANCE MEASURES**

**Strategic Plan Importance:** 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 the efficiency of the department and fiscal responsibility.



**PURCHASING  
11253**



**PERSONNEL**

Authorized Positions	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
Procurement Officer	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>

**FY 23-24 BUDGET CHANGES**

- Support costs of the Open Gov Purchasing Software, \$15,000.

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

**DIVISION 11253  
NAME PURCHASING**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 96,362	\$ 121,830	\$ 101,900	\$ 106,500	\$ (15,330)
41006 Annual Leave Liquidation	32,821	-	-	-	-
41015 Performance Bonus	1,000	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>130,182</b>	<b>121,830</b>	<b>101,900</b>	<b>106,500</b>	<b>(15,330)</b>
42001 F.I.C.A.	9,725	7,970	7,700	8,150	180
42002 V.R.S.	12,466	14,030	10,000	10,770	(3,260)
42003 V.R.S. Life Insurance	1,355	1,420	1,420	1,430	10
42007 Health Insurance	6,292	7,800	8,700	8,630	830
42012 Cafeteria Plan Fees	54	60	60	70	10
42018 Employer Contributions: DC401A	2,906	4,250	4,250	4,260	10
42021 V.R.S. Hybrid 401A Match	120	-	2,600	3,730	3,730
42025 V.R.S. Hybrid Disability	63	-	500	560	560
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>32,981</b>	<b>35,530</b>	<b>35,230</b>	<b>37,600</b>	<b>2,070</b>
43308 Contracts/Services	-	-	31,500	15,000	15,000
43601 Advertising	329	1,000	1,000	-	(1,000)
<b>TOTAL PURCHASED SERVICES</b>	<b>329</b>	<b>1,000</b>	<b>32,500</b>	<b>15,000</b>	<b>14,000</b>
45404 Central Copier Charges	6	1,100	1,100	500	(600)
45501 Mileage Reimbursements	-	100	100	100	-
45504 Conventions/Education	125	2,000	2,000	1,500	(500)
45801 Memberships/Dues	315	3,500	3,000	3,500	-
<b>TOTAL OTHER CHARGES</b>	<b>446</b>	<b>6,700</b>	<b>6,200</b>	<b>5,600</b>	<b>(1,100)</b>
46015 Operational Supplies	198	1,000	1,000	1,000	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>198</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
<b>TOTAL PURCHASING</b>	<b>\$ 164,136</b>	<b>\$ 166,060</b>	<b>\$ 176,830</b>	<b>\$ 165,700</b>	<b>\$ (360)</b>

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**CENTRAL SERVICES**  
**11271**

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**PURPOSE**

The purpose of the Central Services division is to provide receptionist, switchboard, administrative support, and basic accounting duties for the Town of Vienna.

**STRATEGIC PLAN**

The division's main goal is to foster ***“Vienna as a complete, influential and well-governed community”*** by greeting visitors and guiding them on their way to meetings, informing callers by answering questions, and referring inquiries. The division embraces ***“Vienna as a fiscally responsible community”*** through its reliable and responsible stewardship of public funds.

**ACTIVITIES / PRODUCTS / SERVICES**

- Welcomes and guides visitors to their meeting locations.
- Answers phone calls providing information or transferring calls to the appropriate department personnel.
- Provides information to walk-in customers and visitors of Town Hall.
- Sorts and distributes incoming mail for all town departments.
- Prepares approximately 85,000 annual payments for posting to Point of Sale (POS) system.
- Runs the postage meter for all Town staff, and allocates departmental postage costs.
- Scans documents to the document management system for Finance.
- Coordinates and prepares various large-scale correspondence projects for the Finance department and other Town departments.
- Enters journal entries, budget amendments, purchase requisitions, and invoices into the accounting system.

**FY 22-23 ACCOMPLISHMENTS**

- Successfully hired and trained a new fiscal technician after promotion of previous staff.
- Assisted with the administration of the annual dog license billing.
- Assisted in large mailings for real estate, dog licenses, and business licensing.
- Assisted in scanning business licenses, meals tax, and other documents into Munis for the Revenue Operations division.
- Expanded involvement by assisting Public Information, Information Technology and Economic Development departments with their financial administration.

**CENTRAL SERVICES  
11271**

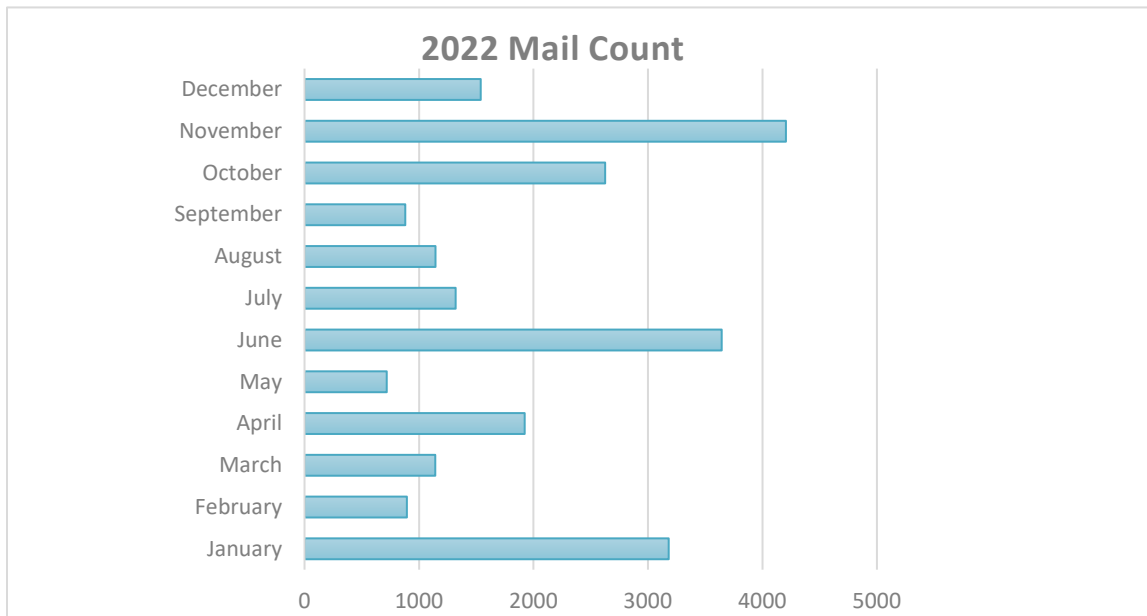
- Assisted the water and sewer customer care team by researching and mailing returned bills, and sending out returned ACH payment letters.

**FY 23-24 INITIATIVES**

- Improve community experience by offering quality customer service when welcoming visitors, answering telephone calls, and assisting departments throughout the Town, *promoting Vienna as a complete community.*
- Continue training on the Munis financial system and Microsoft Suite to improve knowledge base.
- Cross-train on water and sewer set-off debt system to assist the water and sewer team during busy periods.
- Refine and develop processing metrics for FY24 Performance Measures.
- Continue providing efficient support by opening the mail and ensuring it goes to the correct recipient.

**PERFORMANCE MEASURES**

**Strategic Plan Importance:** Providing quality receptionist, switchboard, and administrative support for staff and the citizens that call and visit Town Hall makes *Vienna an influential and well-governed community.*



**CENTRAL SERVICES  
11271**

**PERSONNEL**

<b>Authorized Positions</b>	<b>Adopted FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Adopted FY 23-24</b>
Fiscal Technician I	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>

**FY 23-24 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 21-22	-----FY 22-23-----		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 48,530	\$ 50,870	\$ 40,000	\$ 53,560	\$ 2,690
41002 Overtime	46	-	-	-	-
41015 Performance Bonus	-	-	1,000	-	-
41020 Transfer of Budgeted Salary	-	-	(23,000)	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>48,576</b>	<b>50,870</b>	<b>18,000</b>	<b>53,560</b>	<b>2,690</b>
42001 F.I.C.A.	3,730	3,600	2,900	4,100	500
42002 V.R.S.	5,483	5,690	4,100	5,410	(280)
42003 V.R.S. Life Insurance	642	620	620	720	100
42007 Health Insurance	7	-	6,500	19,100	19,100
42012 Cafeteria Plan Fees	-	60	60	-	(60)
42018 Employer Contributions:DC401A	1,374	1,830	1,830	2,140	310
42021 V.R.S. Hybrid 401A Match	460	490	300	1,880	1,390
42025 V.R.S. Hybrid Disability	253	250	200	280	30
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>11,949</b>	<b>12,540</b>	<b>16,510</b>	<b>33,630</b>	<b>21,090</b>
43308 Contracts/Services	1,826	2,300	32,000	2,370	70
<b>TOTAL PURCHASED SERVICES</b>	<b>1,826</b>	<b>2,300</b>	<b>32,000</b>	<b>2,370</b>	<b>70</b>
45203 Postal Services	55	200	200	200	-
45504 Conventions/Education	3	500	500	500	-
45801 Memberships/Dues	180	130	130	180	50
<b>TOTAL OTHER CHARGES</b>	<b>238</b>	<b>830</b>	<b>830</b>	<b>880</b>	<b>50</b>
46015 Operational Supplies	759	1,200	1,200	1,000	(200)
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>759</b>	<b>1,200</b>	<b>1,200</b>	<b>1,000</b>	<b>(200)</b>
47203 Service Awards	150	-	-	-	-
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>150</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL CENTRAL SERVICES</b>	<b>\$ 63,498</b>	<b>\$ 67,740</b>	<b>\$ 68,540</b>	<b>\$ 91,440</b>	<b>\$ 23,700</b>



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

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**PURPOSE**

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The main responsibilities of this division are to manage the financial functions associated with the Town's grants and capital spending from all sources. The division also plays a significant supporting role in the Town's Capital Improvement Plan (CIP) and bond issuances processes. Other work efforts include participation in the Town's annual budget and financial audit activities.

**STRATEGIC PLAN** 

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

**ACTIVITIES / PRODUCTS / SERVICES**

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**Capital Projects and Grant Accounting Activities:**

- Monitoring grant expenditures; preparing reimbursement invoices to five major grantor agencies; and reconciling differences, if any, between expected and actual receipts received from the Town's grantors.
- Managing and periodically reconciling all capital expenditures to expected results. Maintaining project accounts within the Town's Project Accounting system and establishing new accounts as needed.
- Participating 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.
- Analyzing, recording, and updating capital asset activities in the MUNIS Capital Asset Module.

**Other Finance and Accounting Activities:**

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

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**CAPITAL – GRANT ACCOUNTANT  
11275**

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**FY 22-23 ACCOMPLISHMENTS**

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**VDOT, Maud Robinson Trust Sidewalk Program and Other Grants:**

- Prepared quarterly reimbursement requests and successfully collected \$104,000 of grant reimbursements for five grants administered by VDOT.
- Prepared six reimbursement requests and successfully billed and collected \$1,300,000 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 Stormwater Local Assistance Fund (SLAF) grants. Total reimbursements were \$365,000 for four grants.

**Capital Projects Accounting:**

- Established 29 new project accounts to accurately record and track the capital projects funded, using ARPA funds, Robinson Trust funds and other sources.
- Updated spreadsheets, monthly, to track funding and year-to-date expenditures by capital project. Identifying available funding sources for emergency or additional projects, as needed.
- Reconciled detailed transactions to various Capital Projects Fund general ledger amounts in support of the Town's annual financial audit.
- Identified, analyzed, and used the Munis Capital Asset module, recorded 76 capital asset updates, or created new assets, as appropriate.

**FY 23-24 INITIATIVES**

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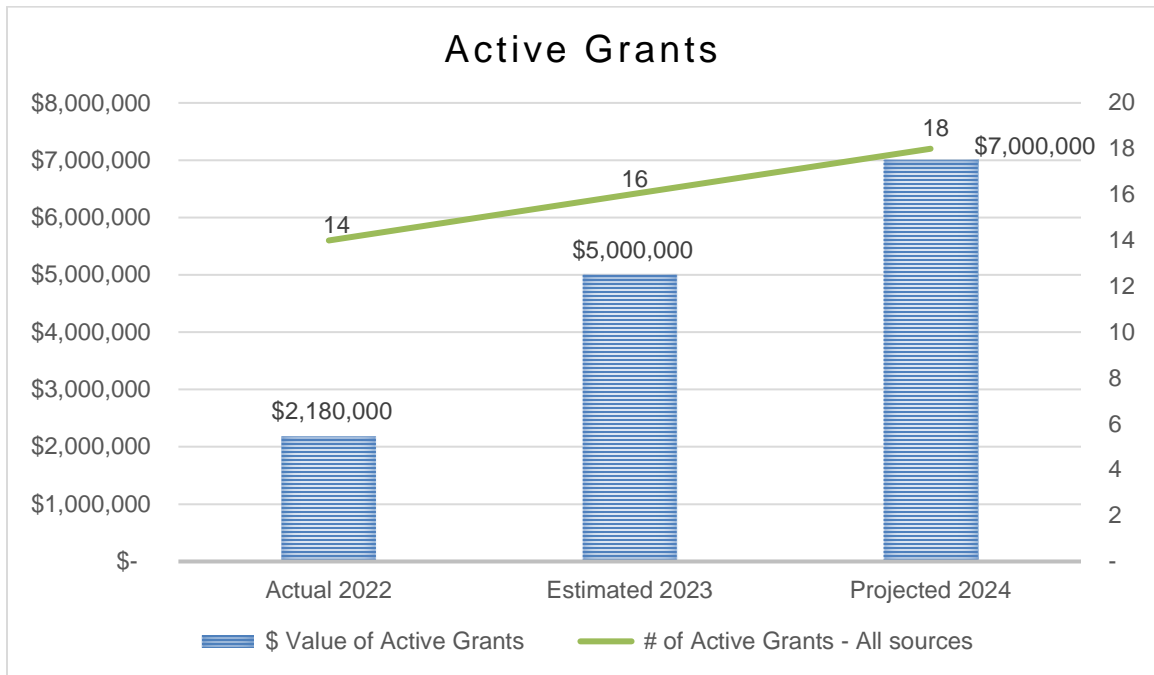
- Continue to monitor all capital spending, including all 170 Capital Projects in FY24, an expected 8 percent increase, considering any grant-imposed restrictions or requirements. Periodically update spreadsheets/ reports to reflect current financial status.
- Ensure invoicing for grant and reimbursement-based projects occurs on a timely basis, in an accurate and fully documented manner.
- Continue to track Maud Robinson Trust Sidewalk Program spending, ensuring *Vienna as fiscally responsible community*.
- Continue to meet regularly with other departments to review the status of current and future grants; ensure matching funds are identified and the correct grant monitoring structure is developed and executed.
- Assist director in formulating, updating, and executing the Town's CIP, ARPA capital and bond programs.
- Continue to identify and categorize capital expenditures and record these in the Town's capital asset system; prepare related audit schedules.

**CAPITAL – GRANT ACCOUNTANT  
11275**

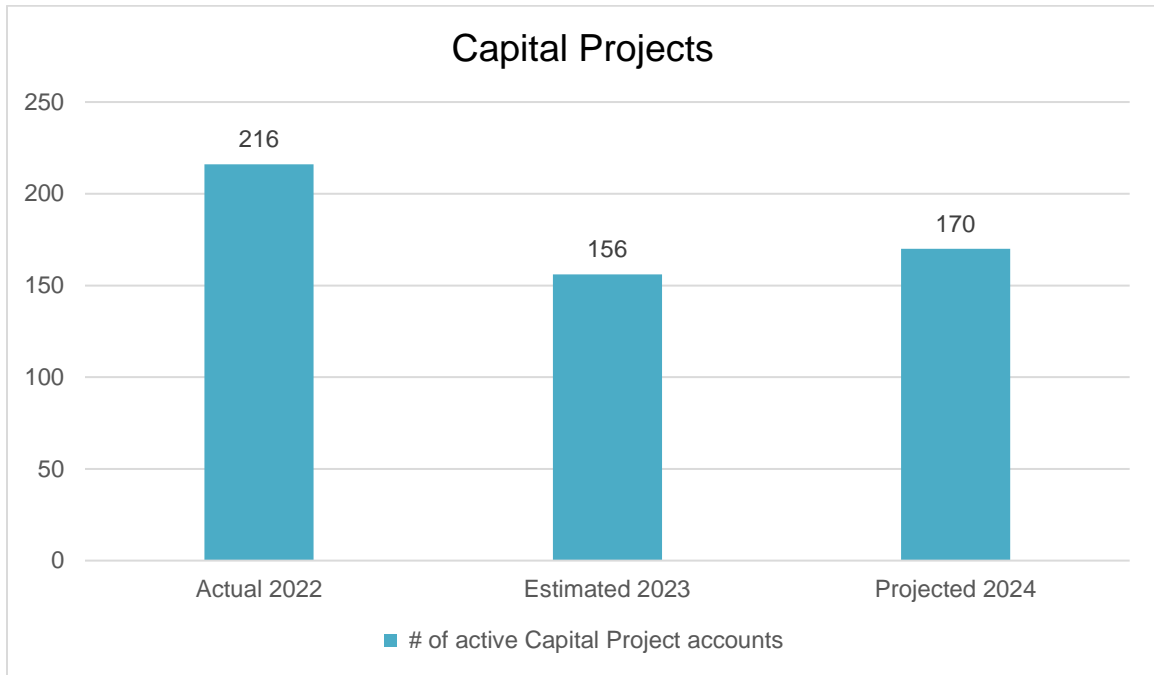
- Continue to assist in analyzing and reconciling various accounting transactions, especially in conjunction with the Town's annual fiscal year-end audit.

**PERFORMANCE MEASURES**

**Strategic Plan Importance:** Ensuring grant funding is received timely and applied to the correct project ensures that *Vienna is a fiscally responsible community.*



**CAPITAL – GRANT ACCOUNTANT  
11275**



Description	Actual 2022	Estimated 2023	Projected 2024
Process quarterly reimbursement requests within 45 days	95%	95%	95%
Required reporting for grant agencies by agency deadline	100%	100%	100%

**PERSONNEL**

Authorized Positions	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
Capital-Grant Accountant	0.63*	0.63	0.63
<b>Total</b>	<b>0.63*</b>	<b>0.63</b>	<b>0.63</b>

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

**FY 23-24 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 21-22	-----FY 22-23-----		FY 23-24	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
41001 Salaries and Wages	\$ 27	\$ -	\$ -	\$ -	\$ -
41003 Regular Part Time with Benefits	74,851	74,740	84,200	78,660	3,920
41015 Performance Bonus	1,000	-	1,000	-	-
41020 Transfer of Budgeted Salary	<u>(2,818)</u>	<u>(8,500)</u>	<u>(8,500)</u>	<u>(4,000)</u>	<u>4,500</u>
<b>TOTAL PERSONNEL SERVICES</b>	<b>73,061</b>	<b>66,240</b>	<b>76,700</b>	<b>74,660</b>	<b>8,420</b>
42001 F.I.C.A.	<u>5,805</u>	<u>5,860</u>	<u>6,500</u>	<u>6,400</u>	<u>540</u>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>5,805</b>	<b>5,860</b>	<b>6,500</b>	<b>6,400</b>	<b>540</b>
45203 Postal Services	-	100	100	50	(50)
45404 Central Copier Charges	-	600	600	400	(200)
45501 Mileage Reimbursement	-	100	100	120	20
45504 Conventions/Education	<u>-</u>	<u>600</u>	<u>600</u>	<u>600</u>	<u>-</u>
<b>TOTAL OTHER CHARGES</b>	<b>-</b>	<b>1,400</b>	<b>1,400</b>	<b>1,170</b>	<b>(230)</b>
46015 Operational Supplies	<u>-</u>	<u>150</u>	<u>150</u>	<u>150</u>	<u>-</u>
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>-</b>	<b>150</b>	<b>150</b>	<b>150</b>	<b>-</b>
<b>TOTAL CAPITAL/GRANT AUDITOR</b>	<b><u>\$ 78,865</u></b>	<b><u>\$ 73,650</u></b>	<b><u>\$ 84,750</u></b>	<b><u>\$ 82,380</u></b>	<b><u>\$ 8,730</u></b>

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**POLICE**

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**MISSION**

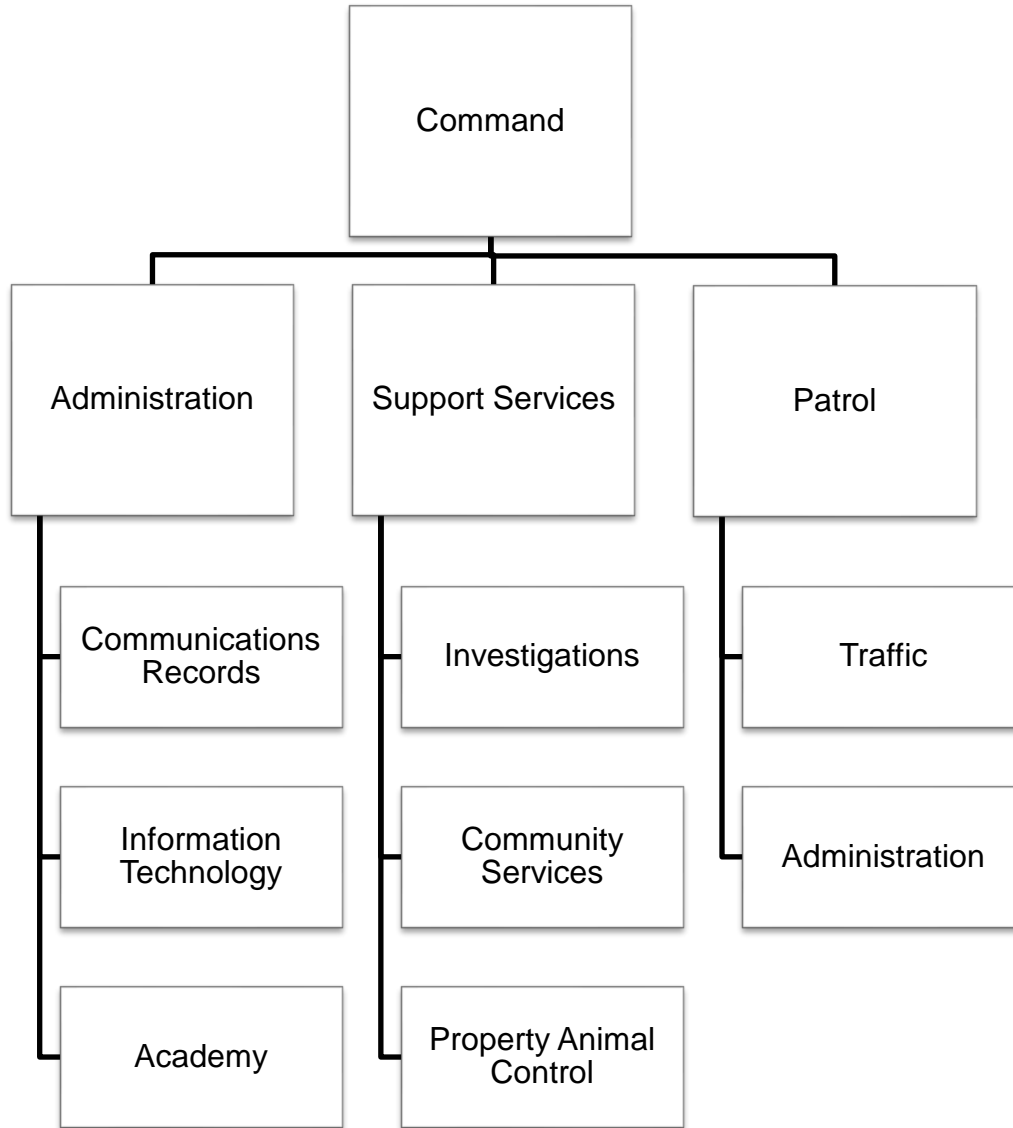
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The mission of the Town of Vienna Police Department is to enhance the quality of life in the Town by working with the community to enforce the law, prevent and detect crime and provide a safe environment for everyone.



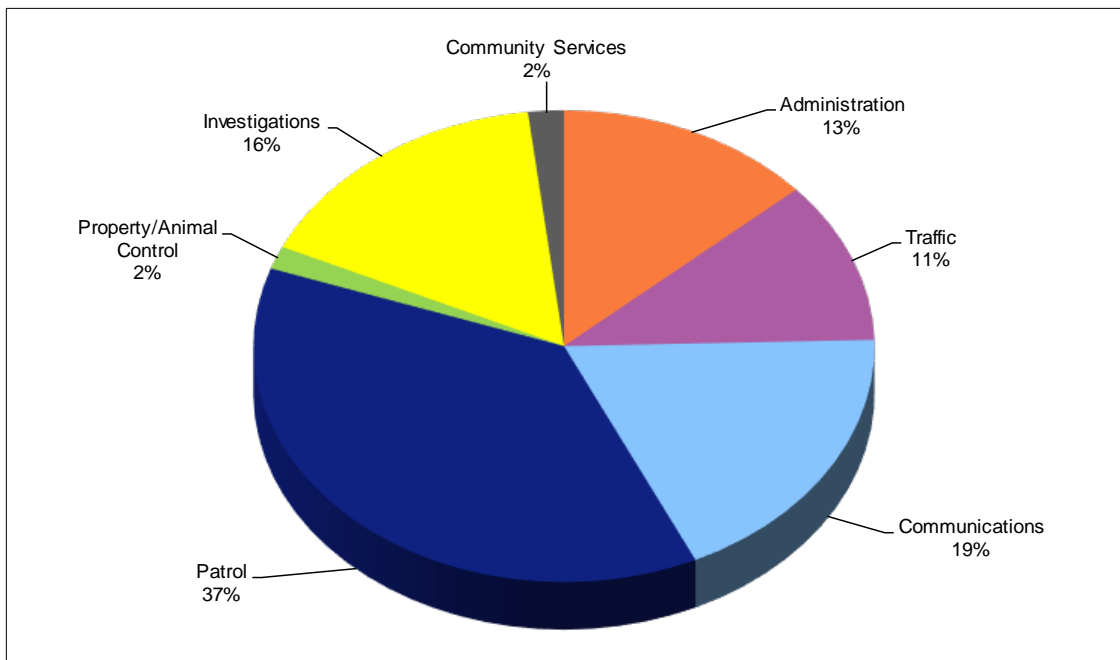
**POLICE**



**POLICE**

**TOWN OF VIENNA  
FISCAL YEAR 23-24 BUDGET**

	FY 21-22 Actuals	FY 22-23 Adopted	FY 22-23 Revised	FY 23-24 Adopted	Net Change
Administration	800,141	1,010,680	1,049,850	1,012,750	2,070
Traffic	695,048	742,100	743,610	837,910	95,810
Communications	1,318,383	1,304,990	1,342,630	1,390,340	85,350
Patrol	2,789,026	2,669,220	3,024,830	2,808,050	138,830
Property/Animal Control	109,090	112,070	117,020	118,530	6,460
Investigations	862,522	1,166,290	926,220	1,221,850	55,560
Community Services	128,897	133,010	160,975	140,030	7,020
<b>Police</b>	<b>6,703,107</b>	<b>7,138,360</b>	<b>7,365,135</b>	<b>7,529,460</b>	<b>391,100</b>



	FY 21-22 Actuals	FY 22-23 Adopted	FY 23-24 Adopted	Net Change	FY 23-24 % of Total
Personnel Services	4,669,801	4,783,390	5,049,500	266,110	67.1%
Employee Benefits	1,688,473	1,831,350	1,974,180	142,830	26.2%
Purchased Services	146,532	180,900	196,750	15,850	2.6%
Other Charges	8,458	97,770	93,770	-4,000	1.2%
Materials and Supplies	154,514	203,000	183,340	-19,660	2.4%
Program and Services	34,142	35,950	25,920	-10,030	0.3%
Capital Outlay	1,187	6,000	6,000	0	0.1%
Transfers	0	0	0	0	0.0%
<b>Police</b>	<b>6,703,107</b>	<b>7,138,360</b>	<b>7,529,460</b>	<b>391,100</b>	<b>100%</b>



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**ADMINISTRATION DIVISION**  
**13110**

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**PURPOSE**

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The Administration division is responsible for the Department's overall management, including all matters relating to policy, operations, and discipline. The division is responsible for policy formulation and dissemination and ensures appropriate staffing, training, coordination, and fiscal management of all department functions. This section also writes and keeps up-to-date entries to the Manual of Regulations and General Orders.

**STRATEGIC PLAN**

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The division's goal is to ensure the Police Department is a high-performing part of the Town government, overseeing all divisions within its department. With the primary concerns of protection, educating, and serving the community, the heart of its mission is ***"Vienna as a safe community."***

**ACTIVITIES / PRODUCTS / SERVICES**

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

**FY 22-23 ACCOMPLISHMENTS**

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- Finished implementation of significant projects (Radios, Body Camera, In-Car Video)
- Re-engaged the community by bringing back the Cops & Kids Fun Run.
- Successfully celebrated the Department's 75<sup>th</sup> Anniversary.
- The department's peer support program achieved state accreditation.
- Increased staffing levels through recruitment and retention efforts.
- Commander graduated from the FBI National Academy.
- Conducted well attended Police Station ribbon-cutting ceremony and completed move-in.
- Sgt. Kiley conducted outreach at Chantilly and Falls Church High Schools' Criminal Justice Programs and reached out about recruitment.

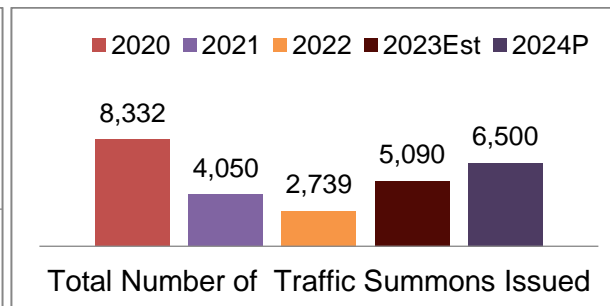
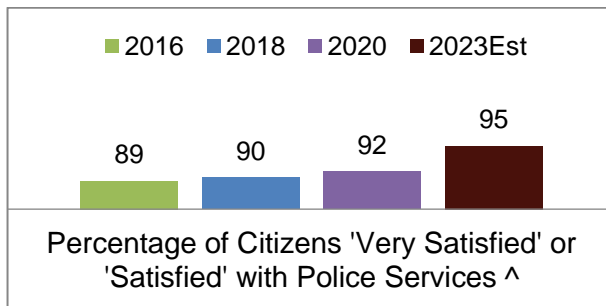
**ADMINISTRATION DIVISION  
13110**

**FY 23-24 INITIATIVES**

- Complete issuance of General Orders in the Summer of 2023.
- Graduate another Commander from the FBI National Academy in the Spring of 2024.
- Enhance Department recruiting efforts using social media.
- Grow the “Mayor and Chief at Your Service” community outreach program to become a well-attended quarterly event.

**PERFORMANCE MEASURES**

**Strategic Plan Importance:** The Safe Community objective includes the overall feeling of safety the residents of Vienna have, which directly relates to the satisfaction level of police services. The Safe community performance measure of improving traffic safety includes strong traffic enforcement.



^TOWN OF VIENNA CITIZEN SURVEY FINDINGS REPORT / P-PROJECTED

**PERSONNEL**

Authorized Positions	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
Chief of Police	1	1	1
Deputy Chief of Police	1	1	1
Police Administrative Coordinator	1	1	1
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>

**FY 23-24 BUDGET CHANGES**

- There are no significant changes to this budget.

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

**DIVISION 13110  
NAME POLICE ADMINISTRATION**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
41001 Salaries and Wages	\$ 413,733	\$ 440,670	\$ 444,900	\$ 469,050	\$ 28,380
41002 Overtime	1,141	-	3,200	-	-
41008 Annual Leave Cash-In	13,861	-	15,000	-	-
41015 Performance Bonus	2,000	-	3,000	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>430,735</b>	<b>440,670</b>	<b>466,100</b>	<b>469,050</b>	<b>28,380</b>
42001 F.I.C.A.	29,689	31,210	32,100	35,880	4,670
42002 V.R.S.	51,303	56,500	54,900	59,150	2,650
42003 V.R.S. Life Insurance	5,523	5,150	5,150	6,280	1,130
42004 Local Pension Plan	18,821	31,440	20,100	21,110	(10,330)
42005 Police Pension	15,565	16,000	16,600	16,150	150
42007 Health Insurance	35,184	34,840	36,900	33,880	(960)
42010 Clothing Allowance	2,536	18,000	18,000	18,000	-
42012 Cafeteria Plan Fees	66	60	60	70	10
42018 Employer Contributions:DC401A	6,269	7,140	7,140	8,070	930
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>164,956</b>	<b>200,340</b>	<b>190,950</b>	<b>198,590</b>	<b>(1,750)</b>
43101 Consulting Services	4,509	6,400	6,400	5,500	(900)
43106 Translation Services	1,845	2,000	4,500	3,000	1,000
43301 Equipment Maintenance Contracts	-	1,000	1,000	1,000	-
43304 H/AC Maintenance Contract	-	6,500	6,500	6,500	-
43307 Repair/Maintenance Services	3,834	5,000	6,300	5,000	-
43308 Contracts/Services	12,598	29,000	38,860	39,000	10,000
<b>TOTAL PURCHASED SERVICES</b>	<b>22,785</b>	<b>49,900</b>	<b>63,560</b>	<b>60,000</b>	<b>10,100</b>
45101 Electricity	-	55,000	55,000	55,000	-
45102 Natural Gas	-	15,000	15,000	10,000	(5,000)
45104 Water/Sewer Service	901	4,000	4,000	4,000	-
45203 Postal Services	650	1,500	1,500	1,500	-
45402 Equipment Rental	2,130	5,570	5,570	5,570	-
45404 Central Copier Charges	1,943	5,000	5,000	5,000	-
45801 Memberships/Dues	2,834	2,700	3,700	3,700	1,000
<b>TOTAL OTHER CHARGES</b>	<b>8,458</b>	<b>88,770</b>	<b>89,770</b>	<b>84,770</b>	<b>(4,000)</b>
46001 Office Supplies	2,834	6,700	6,700	6,700	-
46007 Repair/Maintenance Supplies	1,061	5,000	5,000	5,000	-
46008 Vehicle/Equipment Fuels	53,995	55,000	63,400	55,000	-
46009 Vehicle/Equip Maintenance Supplies	3,093	20,040	13,040	13,040	(7,000)
46010 Police Supplies	22,678	30,000	33,100	30,000	-
46011 Uniforms/Safety Apparel	23,706	28,830	28,830	24,000	(4,830)
46012 Books/Subscriptions	884	600	600	600	-
46015 Operational Supplies	12,960	8,000	7,200	8,000	-
46019 Other Supplies	8,295	13,330	31,000	12,000	(1,330)
46022 Range Supplies	13,956	21,000	23,000	21,000	-
46031 Tires And Tubes	2,411	6,500	-	-	(6,500)
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>145,874</b>	<b>195,000</b>	<b>211,870</b>	<b>175,340</b>	<b>(19,660)</b>
47201 Training Programs	11,146	16,000	16,000	20,000	4,000
47230 Gang Task Force	15,000	15,000	6,600	-	(15,000)
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>26,146</b>	<b>31,000</b>	<b>22,600</b>	<b>20,000</b>	<b>(11,000)</b>
48102 Furniture/Fixture Replacement	349	2,000	2,000	2,000	-
48201 Additional Machine/Equipment	838	3,000	3,000	3,000	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>1,187</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
<b>TOTAL POLICE ADMINISTRATION</b>	<b>\$ 800,141</b>	<b>\$ 1,010,680</b>	<b>\$ 1,049,850</b>	<b>\$ 1,012,750</b>	<b>\$ 2,070</b>

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**TRAFFIC DIVISION**  
**13130**

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**PURPOSE**

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

**STRATEGIC PLAN**

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*“Vienna as an efficiently mobile community”* is achieved through traffic safety by offering education, traffic control, safety protocols, and enforcement to the Town’s motoring and pedestrian population.

**ACTIVITIES / PRODUCTS / SERVICES**

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

**FY 22-23 ACCOMPLISHMENTS**

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- Completed another successful year of additional traffic and DWI enforcement through the use of the DMV Grant.
- Remained actively engaged with the Interstate 66 construction project by attending progress meetings and sharing the latest information.
- Provided escort services for special events and funerals.
- Continued a strong partnership with the Traffic Safety Commission.
- Assisted other divisions during staffing shortages.

**FY 23-24 INITIATIVES**

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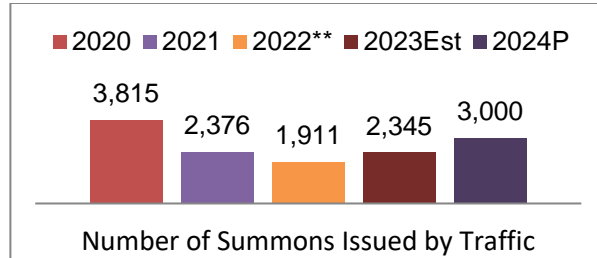
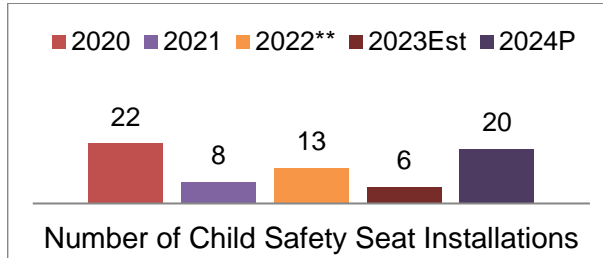
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- Continue efforts in traffic calming through education and enforcement throughout Town, ensuring drivers are appropriately obeying the law, and if not, a summons will be issued, expected increase of 25%.
- Continue work with DMV grants for speed and DUI enforcement.
- Develop and promote more town-wide enforcement initiatives, that target common violations as a way to enforce the law and promote safety.

**TRAFFIC DIVISION  
13130**

**PERFORMANCE MEASURES**

**Strategic Plan Importance:** Efficiently Mobile Community objective specifically addresses improving traffic and pedestrian safety. This can be done through enforcement, traffic calming, and education.



\*\*MISSING DATA (2-6 MONTH WORTH) / P-PROJECTED

**PERSONNEL**

Authorized Positions	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
Sergeant	1	1	1
Police Officers	5	5	5
<b>Total</b>	<b>6</b>	<b>6</b>	<b>6</b>

**FY 23-24 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 21-22	-----FY 22-23-----		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 436,607	\$ 506,740	\$ 520,300	\$ 577,460	\$ 70,720
41002 Overtime	41,656	39,010	20,000	38,380	(630)
41006 Annual Leave Liquidation	21,389	-	-	-	-
41007 Holiday Pay	29,371	23,690	22,200	23,690	-
41008 Annual Leave Cash-In	6,071	-	7,250	-	-
41011 Non-Exempt Comp time Liquid.	3,911	-	-	-	-
41015 Performance Bonus	4,000	-	3,000	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>543,005</b>	<b>569,440</b>	<b>572,750</b>	<b>639,530</b>	<b>70,090</b>
42001 F.I.C.A.	40,528	36,200	43,200	50,070	13,870
42002 V.R.S.	52,983	62,200	62,700	72,090	9,890
42003 V.R.S. Life Insurance	5,704	6,800	6,800	7,790	990
42005 Police Pension	20,922	28,400	31,000	33,400	5,000
42007 Health Insurance	22,862	30,000	18,100	25,890	(4,110)
42010 Clothing Allowance	340	-	-	-	-
42012 Cafeteria Plan Fees	65	60	60	140	80
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>143,403</b>	<b>163,660</b>	<b>161,860</b>	<b>189,380</b>	<b>25,720</b>
46015 Operational Supplies	8,640	8,000	8,000	8,000	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>8,640</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>	<b>-</b>
48103 Comm Equipment Replacement	-	1,000	1,000	1,000	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
<b>TOTAL TRAFFIC</b>	<b>\$ 695,048</b>	<b>\$ 742,100</b>	<b>\$ 743,610</b>	<b>\$ 837,910</b>	<b>\$ 95,810</b>

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**COMMUNICATION DIVISION**  
**13140**

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**PURPOSE**

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

**STRATEGIC PLAN**

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By providing multiple avenues for interaction, the division helps keep the community safe by responding to residents' concerns, and providing a strong tradition of community involvement, promotes ***“Vienna as a safe and engaged community”***. This is accomplished by the division reaching out to the Town in thoughtful ways.

**ACTIVITIES / PRODUCTS / SERVICES**

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

**COMMUNICATION DIVISION  
13140**

**FY 22-23 ACCOMPLISHMENTS**

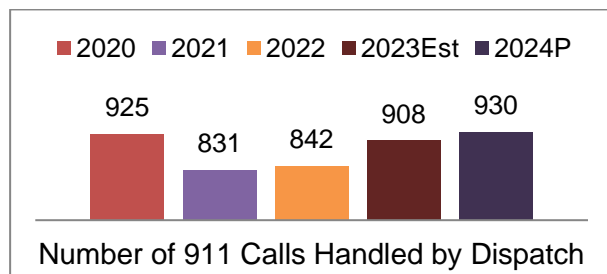
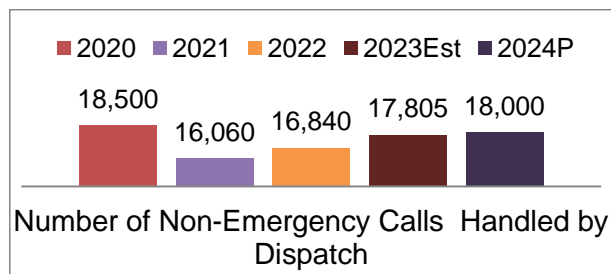
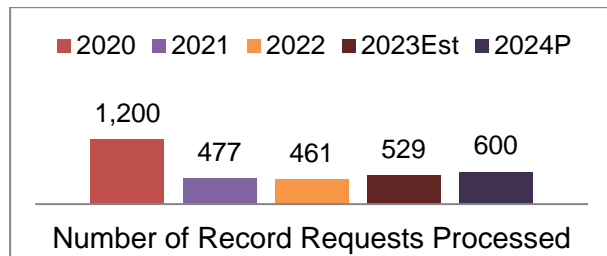
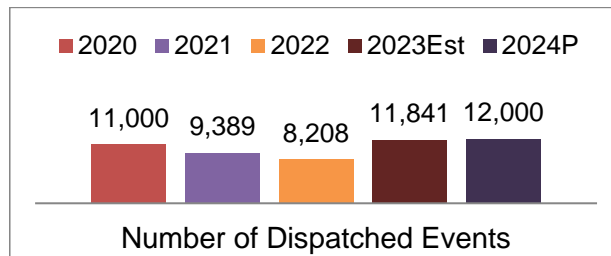
- Completed the rollout of the Axon Body Cameras to all Officers, Detectives, Animal Control Officers, and Commanders.
- Completed the rollout of the Axon fleet In-Car Video to all patrol vehicles.
- Completed the rollout of all upgraded portable Motorola radios to all police personnel.
- Moving dispatch back to the new station, with back-up dispatch remaining in Town Hall.

**FY 23-24 INITIATIVES**

- Upgrade Tyler dispatch CAD to enterprise, by 2024, to ensure all calls are answered timely, and responded to immediately.
- Replacing the NG911 system with new Atos NG911 (Emergency911), to *continue promoting Vienna as a safe community*.
- Finalize and complete the e-citation system training and rollout to officers by June 2024.

**PERFORMANCE MEASURES**

**Strategic Plan Importance:** The Safe Community objective 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.



P-PROJECTED



**COMMUNICATION DIVISION  
13140**

**PERSONNEL**

<b>Authorized Positions</b>	<b>Adopted FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Adopted FY 23-24</b>
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
<b>Total</b>	<b>10</b>	<b>10</b>	<b>10</b>

**FY 23-24 BUDGET CHANGES**

- There are no significant changes to this budget.

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

**DIVISION 13140  
NAME COMMUNICATIONS**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 709,296	\$ 765,500	\$ 740,900	\$ 802,700	\$ 37,200
41002 Overtime	69,943	53,410	88,900	66,410	13,000
41006 Annual Leave Liquidation	39,579	-	-	-	-
41007 Holiday Pay	24,639	20,600	15,800	20,600	-
41008 Annual Leave Cash-In	8,245	-	10,000	-	-
41011 Non-Exempt Comp time Liquid.	5,717	-	-	-	-
41015 Performance Bonus	5,500	-	3,500	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>862,919</b>	<b>839,510</b>	<b>859,100</b>	<b>889,710</b>	<b>50,200</b>
42001 F.I.C.A.	62,672	54,090	61,300	66,690	12,600
42002 V.R.S.	85,111	88,000	86,600	94,020	6,020
42003 V.R.S. Life Insurance	9,602	9,270	9,270	10,750	1,480
42004 Local Pension Plan	25,318	25,540	27,490	28,500	2,960
42005 Police Pension	20,793	21,160	22,700	26,590	5,430
42007 Health Insurance	108,625	118,500	115,700	112,740	(5,760)
42010 Clothing Allowance	538	-	-	-	-
42012 Cafeteria Plan Fees	135	130	130	210	80
42018 Employer Contributions:DC401A	14,161	15,230	15,230	17,620	2,390
42021 V.R.S. Hybrid 401A Match	3,940	1,800	3,700	5,870	4,070
42025 V.R.S. Hybrid Disability	824	760	600	890	130
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>331,718</b>	<b>334,480</b>	<b>342,720</b>	<b>363,880</b>	<b>29,400</b>
43301 Equipment Maintenance Contracts	92,523	94,000	103,810	99,750	5,750
43306 Radio Maintenance Contracts	12,861	16,500	16,500	16,500	-
43309 Cell Phone Expense	15,863	18,000	18,000	18,000	-
43801 Services From Other Government	2,500	2,500	2,500	2,500	-
<b>TOTAL PURCHASED SERVICES</b>	<b>123,747</b>	<b>131,000</b>	<b>140,810</b>	<b>136,750</b>	<b>5,750</b>
<b>TOTAL COMMUNICATIONS</b>	<b>\$ 1,318,383</b>	<b>\$ 1,304,990</b>	<b>\$ 1,342,630</b>	<b>\$ 1,390,340</b>	<b>\$ 85,350</b>

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**EMERGENCY MANAGEMENT**  
**13150**

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**PURPOSE**

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

**STRATEGIC PLAN**

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The division of upper management and key personnel strategize on assuring ***“Vienna is a safe community.”***

**ACTIVITIES / PRODUCTS / SERVICES**

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- Ensures direction, leadership, and management in 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 annually.
- Liaison with Fairfax County Office of Emergency Management.
- Provide progressive training opportunities for all department members.
- Ensures accurate records and reports are maintained or completed as required by policy or law.

**FY 22-23 ACCOMPLISHMENTS**

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- Opened new Local Emergency Operations Center (LEOC).
- Conducted a winter tabletop exercise.
- Developed Local Emergency Operations Plan and reviewed with Directors.

**FY 23-24 INITIATIVES**

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- Conduct tabletop exercises at least 3 times during the year.
- Conduct an annual training in the Winter of 2023 for town staff on LEOC activation.
- Print and distribute Local Emergency Operations Plan in the Summer of 2023.
- Purchase new equipment, laptops, or various computer equipment for when LEOC is activated.

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**EMERGENCY MANAGEMENT**  
**13150**

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**PERSONNEL**

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- None specifically assigned, Police Chief and Deputy Chief lead Emergency Management efforts.

**FY 23-24 BUDGET CHANGES**

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- There are no significant changes to this budget.

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**PATROL DIVISION**  
**13180**

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**PURPOSE**

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The Patrol division is responsible for the protection of life and property, the preservation of peace, the prevention of crime, and the detection and arrest of violators.

**STRATEGIC PLAN**

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

**ACTIVITIES / PRODUCTS / SERVICES**

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- Observe and detect criminal activity using proactive techniques.
- Investigate and report crimes using up-to-date technology.
- Investigate vehicle crashes.
- Detect impaired drivers.
- Respond to emergency calls.

**FY 22-23 ACCOMPLISHMENTS**

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- Completed Field Training of 5 new officers.
- Conducted response to resistance training.
- Used technology to bring new training to officers. This is an ongoing effort.
- Completed return to normal operations.
- Implemented new technology training and use (Body Camera, ICV, Radios).
- Trained and implemented the use of NARCAN in the Spring of 2023.

**FY 23-24 INITIATIVES**

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- Continue efforts with community outreach.
- Finish the development of the new roll call processes by Fall of 2023, to better use technology and reduce paper.
- Conduct a Sergeants promotional process in the Spring 2024.
- Implement new training programs within the department, *to promote Vienna as a safe community.*

**PERFORMANCE MEASURES**

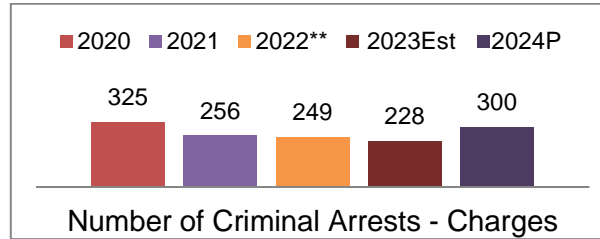
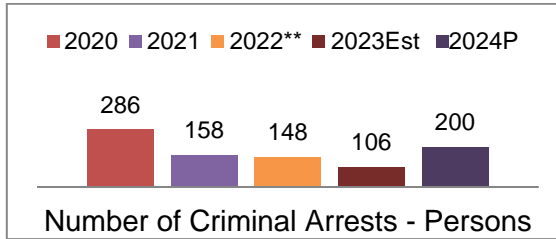
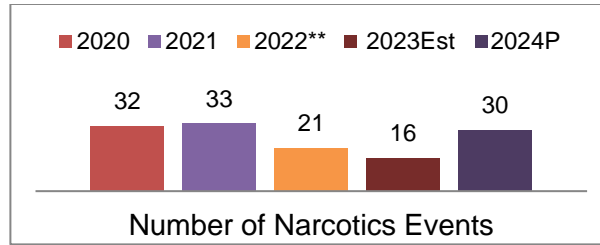
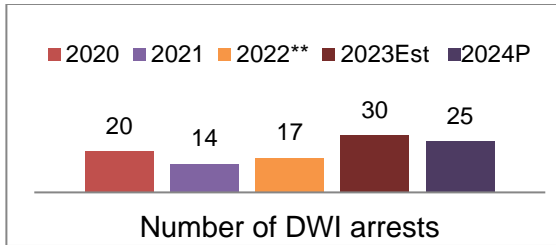
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**Strategic Plan Importance:** One of the Safe Communities objectives is to maintain low crime rates and reduce where possible. An action step for this is aggressive enforcement by Patrol. The FY23 accomplishments and FY24 initiatives will better prepare the police force for the expected increase in events and arrests.



**PATROL DIVISION  
13180**



\*\*MISSING DATA (2-6MONTHS WORTH) P-PROJECTED

**PERSONNEL**

Authorized Positions	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
Captain	1	1	1
Sergeant	4	4	4
Officers	16	16	16
<b>Total</b>	<b>21</b>	<b>21</b>	<b>21</b>

**FY 23-24 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 21-22 ACTUAL	-----FY 22-23-----		FY 23-24 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 1,700,007	\$ 1,725,070	\$ 1,970,500	\$ 1,821,880	\$ 96,810
41002 Overtime	194,191	120,000	125,300	119,880	(120)
41006 Annual Leave Liquidation	33,770	-	900	-	-
41007 Holiday Pay	101,340	75,190	93,500	70,190	(5,000)
41008 Annual Leave Cash-In	3,770	-	8,400	-	-
41011 Non-Exempt Comp time Liquid.	9,823	-	-	-	-
41015 Performance Bonus	8,000	-	6,000	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>2,050,902</b>	<b>1,920,260</b>	<b>2,204,600</b>	<b>2,011,950</b>	<b>91,690</b>
42001 F.I.C.A.	149,757	122,400	164,340	153,550	31,150
42002 V.R.S.	204,748	205,670	240,200	230,600	24,930
42003 V.R.S. Life Insurance	22,042	20,260	20,260	24,400	4,140
42005 Police Pension	165,083	179,000	186,700	189,000	10,000
42007 Health Insurance	195,677	221,500	208,600	193,270	(28,230)
42010 Clothing Allowance	608	-	-	-	-
42012 Cafeteria Plan Fees	208	130	130	280	150
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>738,123</b>	<b>748,960</b>	<b>820,230</b>	<b>791,100</b>	<b>42,140</b>
47203 Service Awards	-	-	-	5,000	5,000
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>
<b>TOTAL PATROL</b>	<b>\$ 2,789,026</b>	<b>\$ 2,669,220</b>	<b>\$ 3,024,830</b>	<b>\$ 2,808,050</b>	<b>\$ 138,830</b>

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

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**PURPOSE**

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The bifurcation of the Property and Animal Control division requires the staff of this section to have two areas of responsibility. The primary task of the Property Officer is to ensure the proper receiving, storage, and release of property/ evidence seized or found during police investigations and to maintain uniforms, equipment, and supplies in a secure and orderly manner.

The Animal Control Officer's primary purpose is to respond to citizens' calls for service and address concerns regarding domesticated animals and certain issues involving wildlife.

**STRATEGIC PLAN**

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The division is an integral part of the structure of ***"Vienna as an influential and well-governed community"*** by properly handling property and evidence involved in police investigations. The division is a key player in keeping ***"Vienna as a safe community."***

**ACTIVITIES / PRODUCTS / SERVICES**

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

**FY 22-23 ACCOMPLISHMENTS**

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- Successfully operated the Property Division from an offsite location.
- Successfully moved all property into the new Police Station.
- Continued community outreach programs.
- Vacated rental unit for property and evidence.



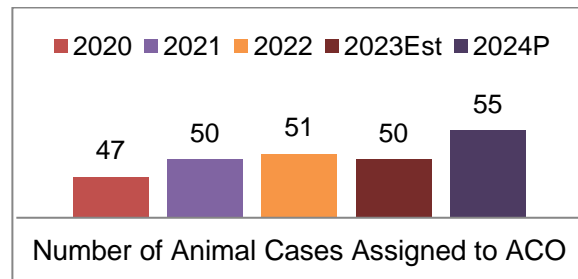
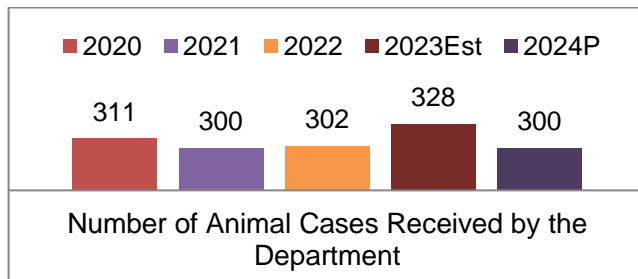
**PROPERTY AND ANIMAL CONTROL DIVISION  
13181**

**FY 23-24 INITIATIVES**

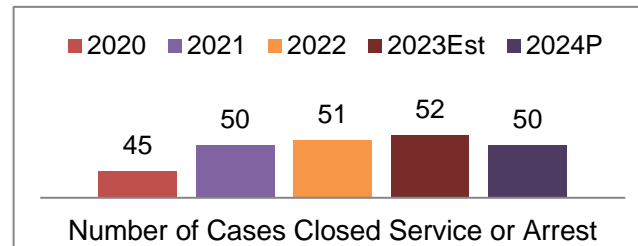
- By the end of August 2023, have the property room moved, organized, and new procedures in place.
- Research bar code technology.
- Continue to purge outdated and irrelevant property and evidence with a goal of being completed by the Summer of 2024.
- Continue training to better prepare for the expected 10% increase of animal cases assigned to the ACO.

**PERFORMANCE MEASURES**

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



P-PROJECTED



**PERSONNEL**

Authorized Positions	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
Animal Control Officer/Property Officer	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>

**FY 23-24 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 21-22 ACTUAL	-----FY 22-23-----		FY 23-24 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 74,878	\$ 80,080	\$ 80,300	\$ 83,540	\$ 3,460
41002 Overtime	6,739	4,630	7,100	4,630	-
41015 Performance Bonus	500	-	500	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>82,117</b>	<b>84,710</b>	<b>87,900</b>	<b>88,170</b>	<b>3,460</b>
42001 F.I.C.A.	6,203	5,510	6,700	6,740	1,230
42002 V.R.S.	9,302	9,430	9,900	10,530	1,100
42003 V.R.S. Life Insurance	1,001	960	960	1,120	160
42007 Health Insurance	7,775	8,600	8,700	8,630	30
42010 Clothing Allowance	76	-	-	-	-
42018 Employer Contributions:DC401A	2,615	2,860	2,860	3,340	480
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>26,973</b>	<b>27,360</b>	<b>29,120</b>	<b>30,360</b>	<b>3,000</b>
<b>TOTAL PERS/PROP/ANML CONTROL</b>	<b>\$ 109,090</b>	<b>\$ 112,070</b>	<b>\$ 117,020</b>	<b>\$ 118,530</b>	<b>\$ 6,460</b>

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

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**PURPOSE**

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The primary mission of the Criminal Investigations division is to investigate major crimes, identify and arrest criminals, and to actively pursue the identification and collection of evidence to aid in the prosecution of criminals.

**STRATEGIC PLAN**

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

**ACTIVITIES / PRODUCTS / SERVICES**

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- Conduct comprehensive investigative follow-up of serious cases employing current investigative methods.
- Deploy up-to-date methods for the forensic processing of crime scenes.
- Aggressively attract and complete background investigations on candidates that seek employment with the Police Department.
- Maintain attendance and involvement in the monthly regional robbery meetings.
- Maintain attendance and involvement in the regional sexual assault meetings.
- Conduct internal affairs investigations as assigned.

**FY 22-23 ACCOMPLISHMENTS**

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- Hired 3 new officers during the year.
- Managed detective vacancies so that patrol could be fully staffed.
- Assisted with recruitment efforts.
- Moved operations into new Police Station.
- Assisted with the Town's effort to identify local businesses not adhering to the local and state business licensing codes.
- Developed a Detective Rotation Program for the development of officers.

**FY 23-24 INITIATIVES**

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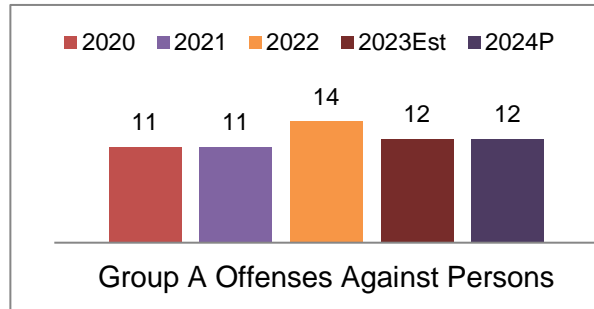
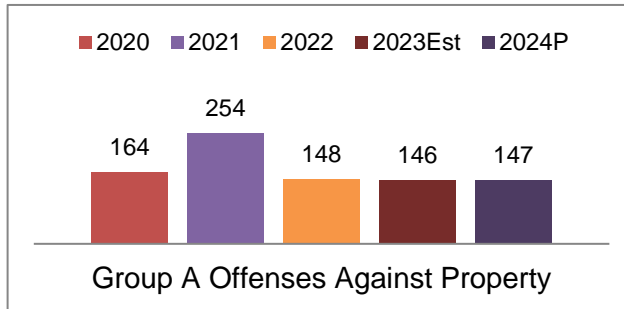
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- Begin the process of filling internal and task force positions that were vacated. This will help reduce caseload and increase closure rates.
- Meet the staffing needs of the department by assisting with aggressive recruiting and hiring of officers, to help maintain low crime rates across town because of fully staffed patrol squads being out in the community.
- Enhance the Evidence Technician Program and provide training to patrol officers, starting Spring of 2024.

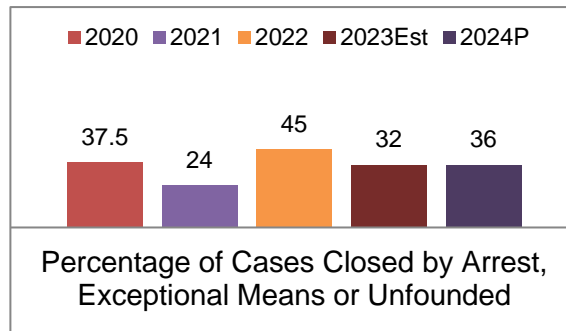
**CRIMINAL INVESTIGATIONS DIVISION  
13182**

**PERFORMANCE MEASURES**

**Strategic Plan Importance:** The Safe Community objective 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.



P-PROJECTED

**PERSONNEL**

Authorized Positions	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
Captain	1	1	1
Sergeant	1	1	1
Detectives	7	7	7
<b>Total</b>	<b>9</b>	<b>9</b>	<b>9</b>

**FY 23-24 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 21-22	-----FY 22-23-----		FY 23-24	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
41001 Salaries and Wages	\$ 501,655	\$ 754,720	\$ 584,900	\$ 776,220	\$ 21,500
41002 Overtime	88,011	80,000	69,900	75,000	(5,000)
41006 Annual Leave Liquidation	12,382	-	-	-	-
41008 Annual Leave Cash-In	7,869	-	7,800	-	-
41015 Performance Bonus	4,000	-	3,500	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>613,917</b>	<b>834,720</b>	<b>666,100</b>	<b>851,220</b>	<b>16,500</b>
42001 F.I.C.A	44,534	53,550	45,100	65,310	11,760
42002 V.R.S.	63,355	78,490	66,300	97,530	19,040
42003 V.R.S. Life Insurance	6,821	7,960	7,960	10,350	2,390
42005 Police Pension	51,080	88,160	52,600	74,180	(13,980)
42007 Health Insurance	80,859	94,350	79,100	114,260	19,910
42010 Clothing Allowance	1,784	-	-	-	-
42012 Cafeteria Plan Fees	22	60	60	-	(60)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>248,455</b>	<b>322,570</b>	<b>251,120</b>	<b>361,630</b>	<b>39,060</b>
45401 Vehicle Lease/Rental	-	9,000	9,000	9,000	-
<b>TOTAL OTHER CHARGES</b>	<b>-</b>	<b>9,000</b>	<b>9,000</b>	<b>9,000</b>	<b>-</b>
47203 Service Awards	150	-	-	-	-
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>150</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL INVESTIGATION</b>	<b>\$ 862,522</b>	<b>\$ 1,166,290</b>	<b>\$ 926,220</b>	<b>\$ 1,221,850</b>	<b>\$ 55,560</b>

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

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**PURPOSE**

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

**ACTIVITIES / PRODUCTS / SERVICES**

- Compile and disseminate weekly editions of Vienna Police Highlights.
- Formulate and conduct live media releases as required.
- Provide presentation for the Drug Abuse Resistance Education (D.A.R.E.) Program to school-age children.
- Provide management and oversight of the Rape Aggression Defense (RAD) Program.
- Conduct residential and business security checks.
- Manage the department’s Auxiliary Police Program.
- Liaison with Town Public Information Officer.
- Provide station tours to local scouts and civic groups.

**FY 22-23 ACCOMPLISHMENTS**

- Re-launched a very successful Cops and Kids Fun Run after the Covid pandemic.
- Graduated 37 D.A.R.E middle schoolers.
- Provided 66 fingerprinting services.
- Conducted 13 Show and Tell/ Presentations for Scouts and Daisies.
- Provided 7 public lectures.
- Organized 2 Drug Takebacks in conjunction with the D.E.A.
- Auctioned off 2 ‘Ride to School in a Police Cruiser’ benefits for charity.
- Participated in multiple Community Engagement Events.

**FY 23-24 INITIATIVES**

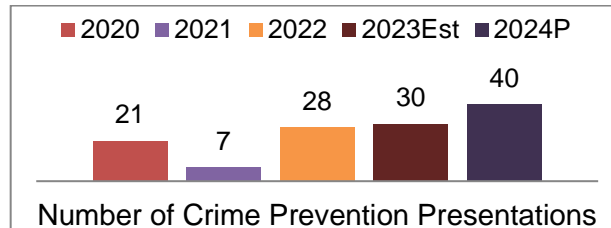
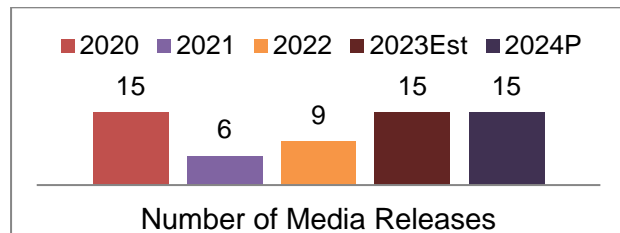
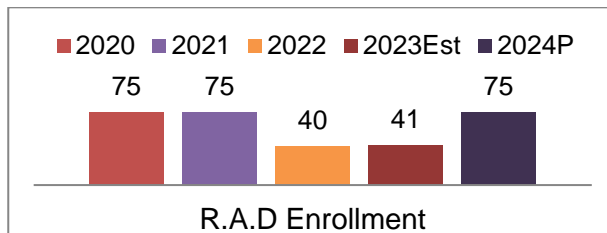
- Organize the 2023 Cops and Kids Fun Run.
- Continue to graduate more D.A.R.E. middle schoolers.
- Continue to provide fingerprinting services to Vienna citizens and businesses.
- Grow the public lectures, to more groups and interested parties, by 25%.

**PUBLIC INFORMATION / COMMUNITY SERVICES DIVISION  
13185**

- Continue to participate in the D.E.A drug takeback program, held twice a year.
- Continue to engage the community in various events, and station tours.
- Continue to increase the number of R.A.D enrollments, expected increase is 45% in 2024.

**PERFORMANCE MEASURES**

**Strategic Plan Importance:** The Engaged Community objective involves outreach and education to the community and town staff.



P-Projected

**PERSONNEL**

Authorized Positions	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
Police Officer	1	1	1
Auxiliary Officer Positions (Volunteer)	2 of 10	2 of 10	2 of 10
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>

**FY 23-24 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 21-22	-----FY 22-23-----		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 84,293	\$ 89,900	\$ 90,400	\$ 95,690	\$ 5,790
41002 Overtime	1,413	4,180	9,000	4,180	-
41015 Performance Bonus	500	-	500	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>86,206</b>	<b>94,080</b>	<b>99,900</b>	<b>99,870</b>	<b>5,790</b>
42001 F.I.C.A.	6,483	6,190	7,500	7,320	1,130
42002 V.R.S.	10,451	9,350	11,300	12,070	2,720
42003 V.R.S. Life Insurance	1,125	1,070	1,070	1,280	210
42005 Police Pension	8,427	8,040	9,000	9,140	1,100
42007 Health Insurance	7,775	8,600	8,700	8,630	30
42010 Clothing Allowance	546	730	730	730	-
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>34,845</b>	<b>33,980</b>	<b>38,300</b>	<b>39,240</b>	<b>5,260</b>
47306 R.A.D. Program	6,108	3,420	7,520	420	(3,000)
47710 Donation Funded Programs	1,738	1,530	15,255	500	(1,030)
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>7,846</b>	<b>4,950</b>	<b>22,775</b>	<b>920</b>	<b>(4,030)</b>
<b>TOTAL COMMUNITY SERVICES</b>	<b>\$ 128,897</b>	<b>\$ 133,010</b>	<b>\$ 160,975</b>	<b>\$ 140,030</b>	<b>\$ 7,020</b>



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**FIRE AND RESCUE**

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**MISSION**

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The Vienna Volunteer Fire Department, organized as a community focused, non-profit, volunteer organization, exists to protect and preserve the lives and property of the citizens of the Town of Vienna and Fairfax County in the event of fire, medical, and other emergencies.



**FIRE AND RESCUE**

<p><b>TOWN OF VIENNA FISCAL YEAR 23-24 BUDGET</b></p>
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	FY21-22 Actuals	FY 22-23 Adopted	FY 22-23 Revised	FY23-24 Adopted	Net Change
Volunteer Fire Department	73,493	74,000	74,000	79,400	5,400
<b>Fire and Rescue</b>	<b>73,493</b>	<b>74,000</b>	<b>74,000</b>	<b>79,400</b>	<b>5,400</b>

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**VOLUNTEER FIRE**  
**13220**

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**PURPOSE**

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

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

**STRATEGIC PLAN**

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The Fire and Rescue division`s main goal is 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**

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

**BUDGET CHANGES**

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

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

**DIVISION 13220  
NAME VOLUNTEER FIRE DEPARTMENT**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
45601 Contributions	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ -</u>
TOTAL OTHER CHARGES	10,000	10,000	10,000	10,000	-
47208 State Fire Program Funds	<u>63,493</u>	<u>64,000</u>	<u>64,000</u>	<u>69,400</u>	<u>5,400</u>
TOTAL PROGRAMS AND SERVICES	63,493	64,000	64,000	69,400	5,400
<b>TOTAL VOLUNTEER FIRE DEP</b>	<u><u>\$ 73,493</u></u>	<u><u>\$ 74,000</u></u>	<u><u>\$ 74,000</u></u>	<u><u>\$ 79,400</u></u>	<u><u>\$ 5,400</u></u>

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**PUBLIC WORKS**

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**MISSION**

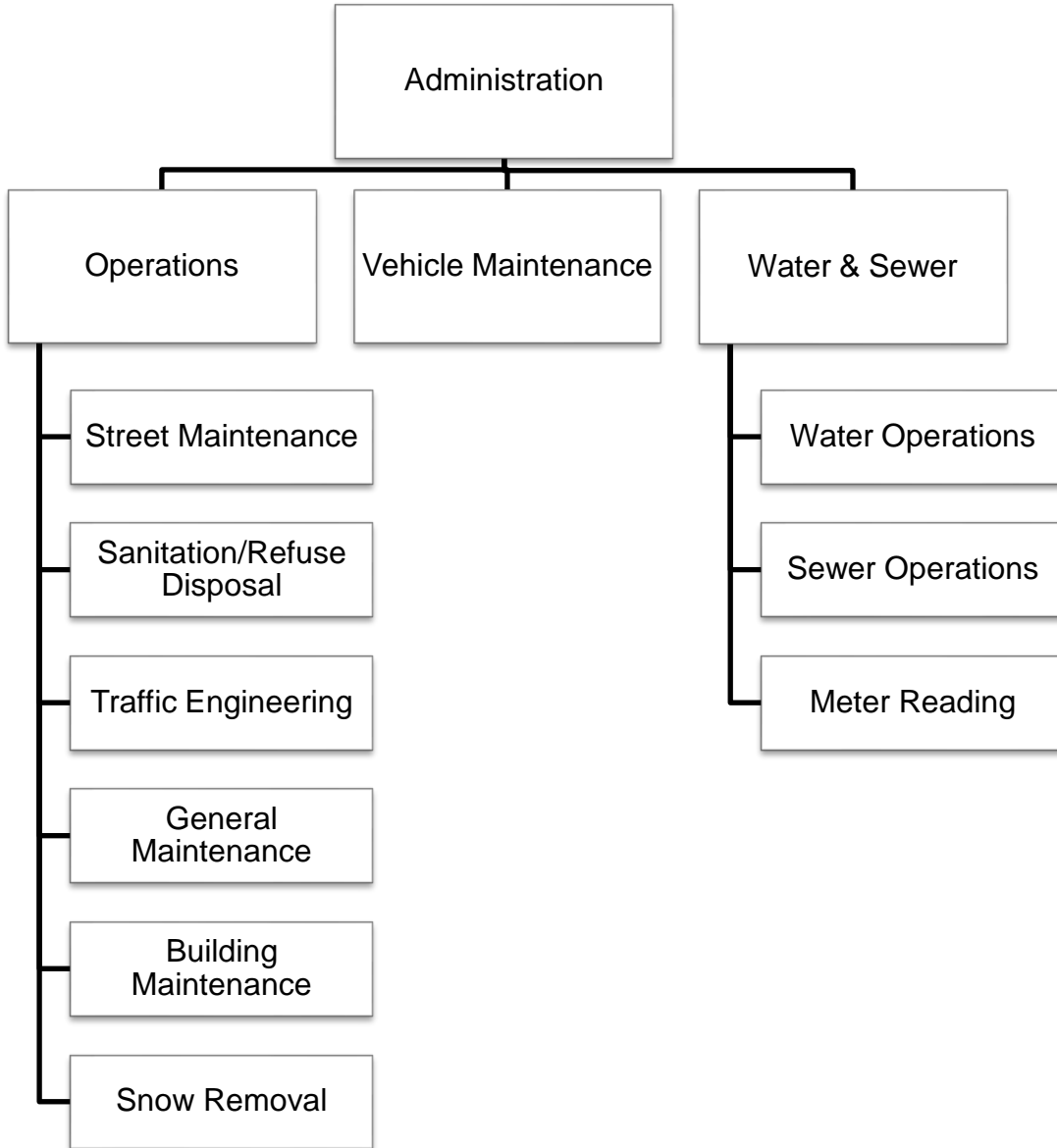
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The Department of Public Works (DPW) provides high-quality and efficient municipal services, implements strategic capital projects, and maintains town infrastructure to support a safe and healthy community.



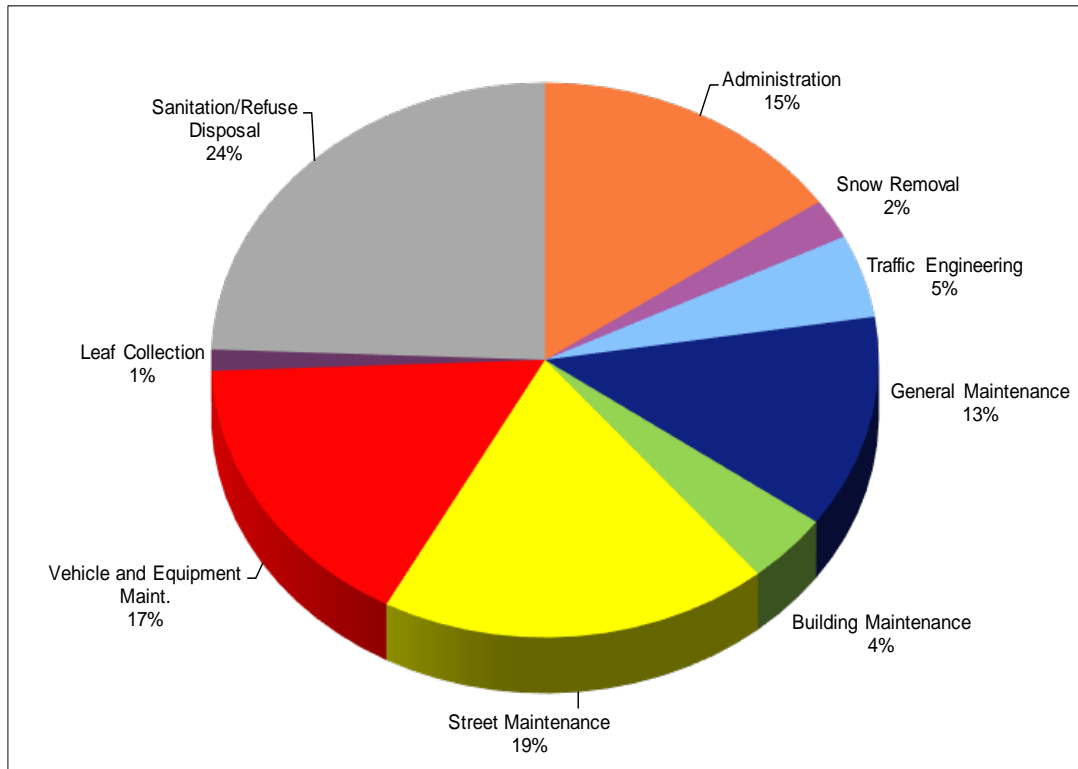
**PUBLIC WORKS**



**PUBLIC WORKS**

**TOWN OF VIENNA  
FISCAL YEAR 23-24 BUDGET**

	FY 21-22 Actuals	FY 22-23 Adopted	FY 22-23 Revised	FY 23-24 Adopted	Net Change
Administration	1,143,501	1,147,000	1,315,965	1,434,890	287,890
Street Maintenance	1,012,924	1,690,220	1,832,990	1,765,790	75,570
General Maintenance	805,726	1,161,760	1,091,520	1,160,430	-1,330
Snow Removal	179,364	245,960	130,810	217,740	-28,220
Traffic Engineering	336,382	430,100	481,460	453,140	23,040
Vehicle and Equipment Maint.	1,291,305	1,453,780	1,343,650	1,543,250	89,470
Sanitation/Refuse Disposal	1,945,423	2,167,190	2,268,760	2,282,590	115,400
Leaf Collection	73,619	136,600	158,780	115,180	-21,420
Building Maintenance	268,772	283,510	362,530	381,660	98,150
<b>Public Works</b>	<b>7,057,016</b>	<b>8,716,120</b>	<b>8,986,465</b>	<b>9,354,670</b>	<b>638,550</b>



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**PUBLIC WORKS**


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	FY 21-22 Actuals	FY 22-23 Adopted	FY 23-24 Adopted	Net Change	FY 23-24 % of Total
Personnel Services	3,849,318	4,397,550	4,494,860	97,310	48.0%
Employee Benefits	1,498,514	1,654,120	1,919,130	265,010	20.5%
Purchased Services	785,843	1,105,800	1,222,820	117,020	13.1%
Other Charges	141,678	176,090	210,920	34,830	2.3%
Materials and Supplies	544,462	695,190	777,170	81,980	8.3%
Program and Services	186,258	619,400	660,300	40,900	7.1%
Capital Outlay	50,943	67,970	69,470	1,500	0.7%
Transfers	0	0	0	0	0.0%
<b>Public Works</b>	<b>7,057,016</b>	<b>8,716,120</b>	<b>9,354,670</b>	<b>638,550</b>	<b>100%</b>



## ADMINISTRATION 14110

### PURPOSE

The Administration division receives, assigns, and monitors citizen requests for service by Town crews. Engineering staff, along with an Inspector, review plans and permits ensuring that construction projects conform to local, state, and federal standards and specifications. Staff members also apply for available grants and revenue-sharing funds. Administrative employees assist in budget and personnel management and strive to provide prompt and efficient customer service.

### STRATEGIC PLAN



The division ensures ***“Vienna is an influential and well-governed community”*** by creating a high-performing organization through quality management principles and utilizing best management principles. The division also promotes ***“Vienna as efficiently mobile community”*** by overseeing transportation, sidewalk, and street infrastructure projects.

### ACTIVITIES / PRODUCTS / SERVICES

- Provide public outreach using the Town’s website.
- Review and approve plans and permits; process orders and invoices for payment.
- Schedule special services offered through the department.
- Apply for available grants and state revenue-sharing funds.
- Manage the Town’s capital projects.
- Assist the Vehicle & Equipment Maintenance Division with the annual Public Works Day open house.
- Administer the Federal Emergency Management Agency (FEMA) flood plain, the Erosion & Siltation Control Program, and the Stormwater Program.
- Provide staffing to the Transportation Safety Committee, Pedestrian Advisory Committee, Bicycle Advisory Committee, Conservation and Sustainability Commission, and Planning Commission.
- Participate in regular meetings of the Northern Virginia Transportation Commission, Northern Virginia Waste Management Board, Virginia Department of Transportation, and other local, regional, and state organizations.

### FY 22-23 ACCOMPLISHMENTS

- Completed the construction of the Old Courthouse Road NE sidewalk that required coordination with VDOT and Fairfax County.
- Finalized the design of the Maple Avenue and Nutley Street SW traffic signal upgrades – project advertised for construction in Spring of 2023.
- Began construction activities on the full signal replacement at the Maple Avenue and Park Street intersection.

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**ADMINISTRATION**  
**14110**

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- Completed construction activities on the Freeman Store pedestrian bridge replacement.
- Using the VDOT grant, started the Bikeshare project design in coordination with Fairfax County to supplement regional efforts to expand this service near the Vienna Metro.
- Coordinated with VDOT staff to monitor Interstate-66 traffic impacts.
- Started the engineering design process for Park Street S and Glen Avenue sidewalk projects.
- Implemented the Commercial Driver's License (CDL) Incentive program for improved employee hiring and retention.
- Hired and trained pavement management coordinator.

*Development Plan Review and Program Administration:*

- Developed and implemented stormwater requirements for outdoor living spaces.
- Implemented requirements and review for pedestrian safety, construction parking, and traffic management plans.
- Administered regulatory programs including Americans with Disability Act (ADA), Federal Emergency Management Agency (FEMA), Erosion/Sediment Control, and Virginia Stormwater Management Program (VSMP) requirements for development.
- Completed review of 949 permits, plans, and agreements in calendar year 2022.

*Maud Robinson Trust Sidewalks:*

- Hired two part-time, temporary employees to assist with the planning and management of projects.
- Completed construction of 10 sidewalk projects<sup>1</sup> (approx. \$2,742,500 total value of improvements); and 4 Missing Link Sidewalk projects<sup>2</sup> (approx. \$115,000 total value of improvements).
- Completed 6 engineering studies<sup>3</sup>.
- Completed 8 project designs<sup>4</sup>.
- Initiated 11 additional project designs<sup>5</sup>.

*Fairfax County Partnership:*

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

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<sup>1</sup> Symphony Cir, Meadow Ln, Timber Ln, Birch St, Oak St, Elmar Dr, Branch Rd, Follin Ln, Moore Ave, Courthouse Rd.

<sup>2</sup> #100- #102 Moore Ave, #231 Moore Ave, #345- #347 Orchard St, #441 Park to # 204 Hilltop.

<sup>3</sup> Desale St, Delano Dr, Melody Ln, Orrin St, Tazewell Rd, and Hillcrest Dr.

<sup>4</sup> Timber Ln, Birch St, Oak St, Elmar Dr, Branch Rd, Follin Ln, Moore Ave, Courthouse Rd

<sup>5</sup> Beulah Rd (2), Lawyers Rd, Tapawingo Rd, Desale St, Delano Dr, Melody Ln, Orrin St, Tazewell Rd, Pleasant @ Maple, Hillcrest Dr

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**ADMINISTRATION**  
**14110**

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*Conservation and Sustainability Commission:*

- Applied for and received a Virginia DEQ Litter Prevention and Recycling Program grant for \$6,968 to aid with litter, recycling, and Town cleanup activities.
- Received \$1,429 to amplify Virginia DEQ outreach campaign on eliminating the use of expanded polystyrene (EPS) food service containers.
- Hosted the Green Expo at the Community Center and expanded participation to a wider, family-friendly audience.
- Successfully re-certified as a Bee City USA affiliate and participated in the National Wildlife Federation's Mayor's Monarch Pledge.
- Coordinated with Economic Development on ways to increase the number of businesses and nonprofits participating in and benefiting from the Sustainability Challenge.
- Worked with the Vienna Public Arts Commission to get additional clean water messages on storm drains.
- Continued to utilize the sustainability coordinator duties assigned to the Town's Water Resource Engineer to help achieve and support Commission objectives, improve Town operations, apply for grants, and assess additional sustainable opportunities.

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**FY 23-24 INITIATIVES**

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- Implement Maple Avenue and Nutley Street SW traffic signal upgrades, construction anticipated to start late 2023 / early 2024.
- Continue to pursue state and federal grants to improve Town infrastructure and water quality.
- Implement various Multimodal improvements along the Maple Avenue corridor, to provide transportation options that promote *Vienna as an efficiently mobile community*.
- Implement a Bikeshare service in coordination with Fairfax County to supplement regional efforts to expand this service near the Vienna Metro.
- Finalize the design of the Kingsley Road SW Sidewalk in Spring 2024.
- Complete construction activities on the Park Street NE sidewalk in Summer 2023.
- Begin the design phase of the proposed mini-roundabout at the Church Street NE and East Street NE intersection, to improve functionality and safety.
- Finalize engineering design on Park Street S and Glen Avenue sidewalk projects, by Summer 2024.
- Continue to remove illegal signs in the right of ways.
- Continue providing efficient and quality support to Town staff and residents by completing all work orders within 6 days, decrease of 10% from the prior year.

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**ADMINISTRATION**  
**14110**

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*Maud Robinson Trust Sidewalks:*

- Complete construction of at least 16 sidewalk projects<sup>6</sup>.
- Complete at least 4 Missing Link Sidewalk projects.
- Initiate at least 6 sidewalk projects<sup>7</sup>.

*Fairfax County Partnership:*

- Negotiate a 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 the 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.
- Encourage Town residents to participate in leaf mulching, in an active "Leave the Leaves" campaign to reduce yard waste.
- 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 host the Green Expo as an annual, family-friendly community event.
- Continue to promote improved solid waste management, recycling, reducing single-use plastics, food waste reduction, and composting through public outreach and education including an annual student creativity contest and educational videos for residents.
- Work with the Vienna Public Arts Commission on conservation and sustainability-related projects.
- Continue to utilize the sustainability coordinator duties assigned to the Town's Water Resources Engineer to help achieve and support Commission objectives, improve Town operations, apply for grants, and assess additional sustainable opportunities.

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<sup>6</sup> Beulah Rd (2), Lawyers Rd, Tapawingo Rd, Desale St, Delano Dr, Melody Ln, Orrin St, Tazewell Rd, Pleasant @ Maple, Hillcrest Dr, Frederick St (2), Ridge Rd, Johnson St, Saint Bernard St, and Saint Andrew St.

<sup>7</sup> Frederick St (2), Ridge Rd, Johnson St, Saint Bernard St, and Saint Andrew St.

**ADMINISTRATION  
14110**

**PERFORMANCE MEASURES**

**Strategic Plan Importance:** Working to remove illegal signs from the right of ways help keep *Vienna as an efficiently mobile community*. Ensuring work orders, submitted by residents and staff, are completed timely promotes *Vienna as an influential and well-governed community*.



Description	Actual 2022	Estimated 2023	Projected 2024																										
Illegal Sign Removal in Right of Way <i>Number of Illegal Signs Removed</i>	334	445	430																										
<p><b>2022 Signs Removed by Month</b></p> <table border="1"> <caption>2022 Signs Removed by Month Data</caption> <thead> <tr> <th>Month</th> <th>Signs Removed</th> </tr> </thead> <tbody> <tr><td>January</td><td>18</td></tr> <tr><td>February</td><td>26</td></tr> <tr><td>March</td><td>45</td></tr> <tr><td>April</td><td>48</td></tr> <tr><td>May</td><td>42</td></tr> <tr><td>June</td><td>68</td></tr> <tr><td>July</td><td>82</td></tr> <tr><td>August</td><td>35</td></tr> <tr><td>September</td><td>24</td></tr> <tr><td>October</td><td>18</td></tr> <tr><td>November</td><td>22</td></tr> <tr><td>December</td><td>16</td></tr> </tbody> </table>				Month	Signs Removed	January	18	February	26	March	45	April	48	May	42	June	68	July	82	August	35	September	24	October	18	November	22	December	16
Month	Signs Removed																												
January	18																												
February	26																												
March	45																												
April	48																												
May	42																												
June	68																												
July	82																												
August	35																												
September	24																												
October	18																												
November	22																												
December	16																												
# of Right of Way Permits issued	429	538	550																										
Work Orders distributed to various public works divisions	502	1,188	1,000																										
Work Order (WO) Breakdown:																													
o from Citizens:	171	224	225																										
o % Assigned within 2 business days	97%	95%	95%																										
o Number WO completed within 2 business days	81%	76%	80%																										
The average number of days to complete and close out the work order*	10.1	6.6	6																										

\*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**

<b>Authorized Positions</b>	<b>Adopted FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Adopted FY 23-24</b>
Director of Public Works	1	1	1
Deputy Director of Public Works	1	1	1
Civil Engineer	1	1	1
Capital Improvements Project Engineer <sup>1</sup>	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
Pavement Management Coordinator <sup>1,2</sup>	0	0	1
Civil and Capital Projects Engineer/Manager <sup>3</sup>	0	0	1
<b>Total</b>	<b>8</b>	<b>8</b>	<b>10</b>

<sup>1</sup>CIP Funded

<sup>2</sup>Pavement Management Coordinator approved May 2022.

<sup>3</sup>Half the position is CIP Funded.

<b>Temporary and Part-time Staff<sup>1</sup></b>	<b>Adopted FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Adopted FY 23-24</b>
Engineer and Construction Inspector	2	3	4
<b>Total Non-Benefited Staffing</b>	<b>2</b>	<b>3</b>	<b>4</b>

<sup>1</sup>These numbers fluctuate to meet the required project and capital funding level during the year in support of the Maud Robinson Trust Sidewalk Program.

**FY 23-24 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 21-22 ACTUAL	-----FY 22-23-----		FY 23-24 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 840,153	\$ 879,460	\$ 892,900	\$ 1,014,180	\$ 134,720
41002 Overtime	6,131	9,030	2,600	1,500	(7,530)
41003 Regular Part Time With Benefits	1,425	-	-	250,000	250,000
41004 Part Time without Benefits	149,896	117,600	272,200	-	(117,600)
41006 Annual Leave Liquidation	23,870	-	3,800	-	-
41008 Annual Leave Cash-In	6,120	-	7,800	-	-
41015 Performance Bonus	3,000	-	6,000	-	-
41020 Transfer of Budgeted Salary	<u>(257,096)</u>	<u>(255,000)</u>	<u>(311,000)</u>	<u>(385,000)</u>	<u>(130,000)</u>
<b>TOTAL PERSONNEL SERVICES</b>	<b>773,500</b>	<b>751,090</b>	<b>874,300</b>	<b>880,680</b>	<b>129,590</b>
42001 F.I.C.A.	75,347	66,260	86,500	125,290	59,030
42002 V.R.S.	89,749	101,370	85,500	109,010	7,640
42003 V.R.S. Life Insurance	11,197	10,700	10,700	13,610	2,910
42007 Health Insurance	97,843	105,900	130,300	166,000	60,100
42012 Cafeteria Plan Fees	200	190	190	280	90
42018 Employer Contributions:DC401A	26,990	25,000	25,000	39,660	14,660
42021 V.R.S. Hybrid 401A Match	13,535	13,620	20,300	24,400	10,780
42025 V.R.S. Hybrid Disability	<u>2,816</u>	<u>2,220</u>	<u>3,700</u>	<u>3,940</u>	<u>1,720</u>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>317,678</b>	<b>325,260</b>	<b>362,190</b>	<b>482,190</b>	<b>156,930</b>
43101 Consulting Services	-	6,000	3,100	6,000	-
43104 Architect/Engineer Services	13,000	22,100	25,000	22,100	-
43301 Equipment Maintenance Contracts	3,546	8,310	8,310	8,310	-
43308 Contracts/Services	100	600	600	500	(100)
43309 Cell Phone Expense	5,496	5,600	4,100	6,600	1,000
43501 Printing/Binding Services	<u>77</u>	<u>700</u>	<u>700</u>	<u>700</u>	<u>-</u>
<b>TOTAL PURCHASED SERVICES</b>	<b>22,218</b>	<b>43,310</b>	<b>41,810</b>	<b>44,210</b>	<b>900</b>
45203 Postal Services	1,376	1,900	1,900	1,900	-
45404 Central Copier Charges	2,245	4,200	4,200	4,200	-
45501 Mileage Reimbursement	233	300	300	300	-
45502 Fares	2,151	500	500	500	-
45503 Subsistence/Lodging	1,436	2,000	970	2,000	-
45504 Conventions/Education	2,852	3,500	1,420	3,500	-
45505 Business Meals	247	500	530	500	-
45801 Memberships/Dues	<u>3,922</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>-</u>
<b>TOTAL OTHER CHARGES</b>	<b>14,462</b>	<b>16,900</b>	<b>13,820</b>	<b>16,900</b>	<b>-</b>
46001 Office Supplies	2,677	4,000	3,520	4,000	-
46011 Uniforms/Safety Apparel	600	830	2,390	1,300	470
46012 Books/Subscriptions	621	750	-	750	-
46015 Operational Supplies	4,325	2,850	4,680	2,850	-
46019 Other Supplies	<u>52</u>	<u>600</u>	<u>3,350</u>	<u>600</u>	<u>-</u>
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>8,274</b>	<b>9,030</b>	<b>13,940</b>	<b>9,500</b>	<b>470</b>

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

**DIVISION 14110  
NAME DPW ADMINISTRATION**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23-----		FY 23-24 ADOPTED	NET CHANGE
		BUDGET	REVISED		
47202 Safety Programs	-	100	100	100	-
47404 Stormwater Management Program	<u>6,108</u>	<u>-</u>	<u>8,825</u>	<u>-</u>	<u>-</u>
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>6,108</b>	<b>100</b>	<b>8,925</b>	<b>100</b>	<b>-</b>
48102 Furniture/Fixture Replacement	<u>1,262</u>	<u>1,310</u>	<u>980</u>	<u>1,310</u>	<u>-</u>
<b>TOTAL CAPITAL OUTLAY</b>	<b>1,262</b>	<b>1,310</b>	<b>980</b>	<b>1,310</b>	<b>-</b>
<b>TOTAL DPW ADMINISTRATION</b>	<b><u>\$ 1,143,501</u></b>	<b><u>\$ 1,147,000</u></b>	<b><u>\$ 1,315,965</u></b>	<b><u>\$ 1,434,890</u></b>	<b><u>\$ 287,890</u></b>



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**STREET MAINTENANCE**  
**14120**

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**PURPOSE**

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The Street Maintenance division provides a safe environment for the traveling public and preserves the Town's investment in infrastructure by keeping all streets in good condition.



The division ensures ***“Vienna is a safe and an efficiently mobile community”*** by providing proper training, efficient repairs, and cleaning of roadways.

**ACTIVITIES / PRODUCTS / SERVICES**

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- Provide employee training in all aspects of asphalt repair and maintenance.
- Provide street milling and repaving from normal wear and tear, potholes, and weather-related events.
- Provide temporary and permanent repair of streets for the Water & Sewer division after water main breaks.
- Provide public works employees with equipment to assist in clean-up after Town events.
- Sweep all Town streets.
- Provide staff and manage seasonal leaf removal.
- Manage winter weather emergencies (such as snow, sleet, or ice) on Town streets with plows, sand, and chemical treatment.
- Provide supplemental staff to ensure refuse routes are fully covered and refuse is collected without interruption of service.

**FY 22-23 ACCOMPLISHMENTS**

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- Installed 2,032 tons and milled 17,600 square yards of asphalt to complete 57 repair patches (equivalent to approximately 2.5 lane miles).
- Assisted Water & Sewer division with asphalt repairs after water main breaks.
- Swept 890 cubic yards of silt and debris from Town streets.
- Assisted in the collection and processing of 9,761 cubic yards of leaves.
- Provided 769 labor hours to the Sanitation division to ensure daily completion of refuse collection routes during staff shortages.
- Cleaned and inspected storm drains to reduce debris and identify maintenance repairs.
- Sent three employees to training for efficient and safe use of paving equipment.

**STREET MAINTENANCE  
14120**

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

**FY 23-24 INITIATIVES**

- Throughout the year, continue cross-training of all new and experienced employees on asphalt repair, street sweeping, and all other aspects of the Street Maintenance division.
- Increase the amount of asphalt repair and street sweeping by approximately 25% in FY24, over the prior year.
- Pursue VDOT Revenue Sharing funds to match the asphalt overlay budget.

**PERFORMANCE MEASURES**

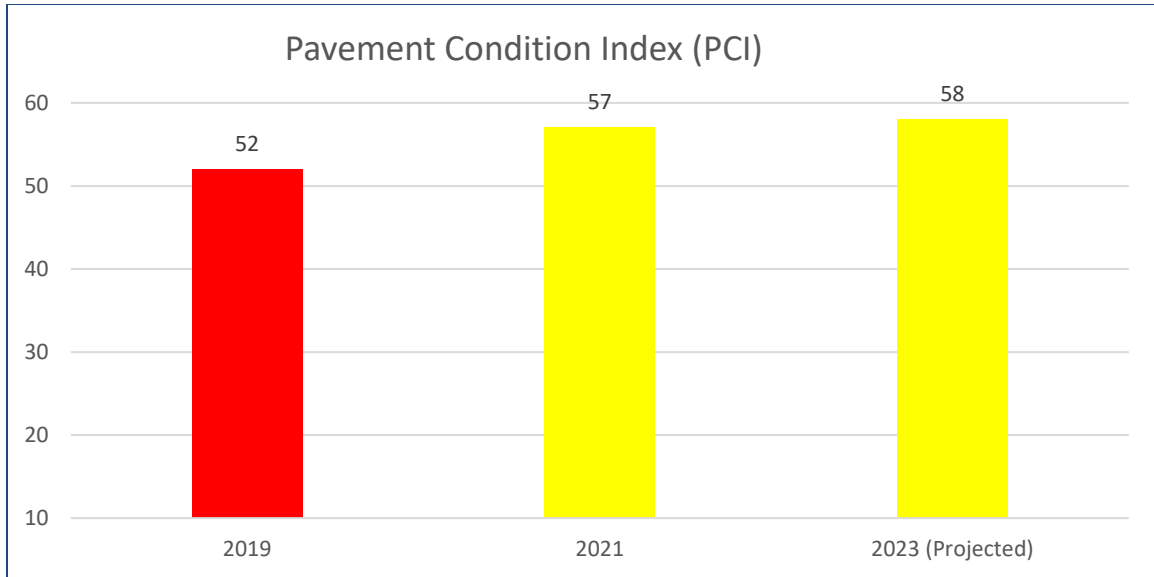
**Strategic Plan Importance:** Working hard to get the streets in fair condition promotes *Vienna as a safe and efficiently mobile community.*



Description	Actual 2022	Estimated 2023	Projected 2024
Tons of asphalt installed	2,371	2,032	2,500
Lane Miles of Milling / Asphalt Overlay 2"	2-3 lane miles	2-3 lane miles	2-3 lane miles
Cubic yards of debris collected from street sweeping	1,029	890	1,000
Days spent on pothole repairs	56	49	45
Number of town-wide sweeper passes	3	3	3
Number of work orders completed	104	130	100

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

**STREET MAINTENANCE  
14120**



US Army Corps of Engineers  
Pavement Condition Index Scale

The pavement condition index (PCI) assessment provides an objective measure of the Town’s 65 centerline miles of asphalt roadways. The average PCI is an aggregation of observed pavement distresses. Specific roadway conditions fall above or below the average PCI. The average PCI for 2021 improved due to VDOT revenue share funding of \$350,000 for Echols St reconstruction and \$269,500 for milling and overlay of other roads. A PCI assessment is performed every other year to track changes in the index scale.

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**STREET MAINTENANCE**  
**14120**

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**PERSONNEL**

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<b>Authorized Positions</b>	<b>Adopted FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Adopted FY 23-24</b>
Supervisor	1	1	1
Maintenance Workers	12	12	12
<b>Total</b>	<b>13</b>	<b>13</b>	<b>13</b>

**FY 23-24 BUDGET CHANGES**

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- Increase due to landfill, asphalt, and training costs.

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

**DIVISION 14120  
NAME STREET MAINTENANCE**

ACCOUNT NUMBER TITLE	FY 21-22	FY 22-23		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 525,186	\$ 754,720	\$ 659,100	\$ 777,470	\$ 22,750
41002 Overtime	24,712	32,670	11,700	14,000	(18,670)
41006 Annual Leave Liquidation	16,728	-	1,500	-	-
41008 Annual Leave Cash-In	4,420	-	7,400	-	-
41011 Non-Exempt Comp time Liquid.	717	-	100	-	-
41015 Performance Bonus	3,000	-	3,650	-	-
41016 CDL Recruitment	-	-	1,000	2,000	2,000
41017 CDL Retainage	-	-	11,000	12,000	12,000
41020 Transfer of Budgeted Salary	-	-	(50,000)	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>574,763</b>	<b>787,390</b>	<b>645,450</b>	<b>805,470</b>	<b>18,080</b>
42001 F.I.C.A.	42,058	62,620	49,400	60,530	(2,090)
42002 V.R.S.	55,698	85,960	67,400	93,340	7,380
42003 V.R.S. Life Insurance	6,555	11,000	11,000	10,440	(560)
42004 Local Pension Plan	20,083	38,000	24,400	28,310	(9,690)
42007 Health Insurance	73,501	83,100	97,900	100,600	17,500
42018 Employer Contributions:DC401A	11,614	19,710	19,710	21,440	1,730
42021 V.R.S. Hybrid 401A Match	5,019	5,400	6,600	9,330	3,930
42025 V.R.S. Hybrid Disability	1,299	1,960	1,900	2,710	750
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>215,828</b>	<b>307,750</b>	<b>278,310</b>	<b>326,700</b>	<b>18,950</b>
43101 Consulting Services	30,006	31,220	31,220	31,220	-
43301 Equipment Maintenance Contracts	3,957	14,500	10,290	7,500	(7,000)
43309 Cell Phone Expense	2,043	3,200	3,200	3,200	-
43701 Uniform Rental/Cleaning	3,800	4,580	8,190	8,680	4,100
43801 Services From Other Government	13,185	16,140	16,140	16,140	-
43802 Landfill Fees	-	32,890	32,890	35,200	2,310
<b>TOTAL PURCHASED SERVICES</b>	<b>52,991</b>	<b>102,530</b>	<b>101,930</b>	<b>101,940</b>	<b>(590)</b>
45402 Equipment Rental	-	5,000	5,000	5,000	-
45404 Central Copier Charges	1,849	3,000	3,500	3,000	-
45501 Mileage Reimbursement	73	500	100	500	-
45503 Subsistence/Lodging	2,205	2,000	1,600	4,000	2,000
45504 Conventions/Education	3,719	4,500	15,620	16,030	11,530
45505 Business Meals	186	200	200	750	550
<b>TOTAL OTHER CHARGES</b>	<b>8,032</b>	<b>15,200</b>	<b>26,020</b>	<b>29,280</b>	<b>14,080</b>
46001 Office Supplies	154	500	500	500	-
46007 Repair/Maintenance Supplies	5,303	16,400	16,400	11,400	(5,000)
46011 Uniforms/Safety Apparel	7,311	8,570	9,780	8,570	-
46015 Operational Supplies	1,022	1,580	2,630	2,630	1,050
46017 Small Tools	3,051	5,000	5,000	5,000	-
46019 Other Supplies	197	1,000	1,000	1,000	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>17,039</b>	<b>33,050</b>	<b>35,310</b>	<b>29,100</b>	<b>(3,950)</b>
47401 Asphalt Overlay	-	222,000	641,950	238,000	16,000
47407 Contracted Asphalt Repairs	33,021	37,300	-	37,300	-
47408 Internal Asphalt Repairs	111,250	185,000	104,020	198,000	13,000
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>144,271</b>	<b>444,300</b>	<b>745,970</b>	<b>473,300</b>	<b>29,000</b>
<b>TOTAL STREET MAINTENANCE</b>	<b>\$ 1,012,924</b>	<b>\$ 1,690,220</b>	<b>\$ 1,832,990</b>	<b>\$ 1,765,790</b>	<b>\$ 75,570</b>

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**GENERAL MAINTENANCE**  
**14130**

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**PURPOSE**

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

**STRATEGIC PLAN** 

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The division ensures “**Vienna is a safe and efficiently mobile community**” by providing well-maintained and accessible public infrastructure for all residents and visitors.

**ACTIVITIES / PRODUCTS / SERVICES**

- Performs monthly safety/fire inspections at Town Hall and Northside Property Yard.
- Provide concrete repairs to curbs, gutters, sidewalks, and driveways.
- Perform concrete grinding of trip hazards on sidewalks.
- Provide brickwork repairs to sidewalks and crosswalks on Maple Avenue and historic Church Street.
- Provide plumbing installation and repairs on all Town-owned buildings.
- Provide carpentry construction and repairs on all Town-owned buildings.
- Paint the exterior and interior of Town-owned buildings.
- Provide routine maintenance and various repairs of cityscape items including bus stop benches, trash cans, bollards, and handrails.
- Provide preventive maintenance for the Town’s storm drainage system and catch basins.
- Build the Town’s Halloween parade float.
- Complete weekend inspections to collect signs placed in the right of ways.
- Provide supplemental staff to ensure refuse routes are fully covered and refuse is collected without interruption of service.
- Manages and provides all staffing and resources for Building Maintenance.

**FY 22-23 ACCOMPLISHMENTS**

- Completed repairs and maintenance on all bus shelters.
- Continued brick repair and sidewalk grinding maintenance schedule.
- Managed contractor replacement of wood border planting beds behind the Town Hall, with a brick border.
- Managed and coordinated the replacement of the Town Hall elevator.
- Installed automatic ADA door entrances at Town Hall.

**GENERAL MAINTENANCE  
14130**

- Assisted with the Freeman Store Bridge replacement detour for the Washington and Old Dominion trail users.
- Assisted with the demolition of the 440 Beulah Road property.
- Provided 392 labor hours to the Sanitation Division to ensure daily completion of refuse collection routes during staff shortages.
- Implemented safety recommendations from the Virginia Risk Sharing Association (VRSA) site inspection of the Northside Property Yard.

**FY 23-24 INITIATIVES**

- Paint the interior of Town Hall.
- Continue decorative trashcan replacement on Maple Avenue and Church Street.
- Assist with the installation of security measures at the Northside Property Yard.
- Coordinate with Vehicle Maintenance to begin updating the vehicle exhaust and carbon dioxide detection replacement at the Northside Property Yard.
- Continue sidewalk replacement, decreasing the number of trip hazards by approximately 15%, from the prior year.

**PERFORMANCE MEASURES**

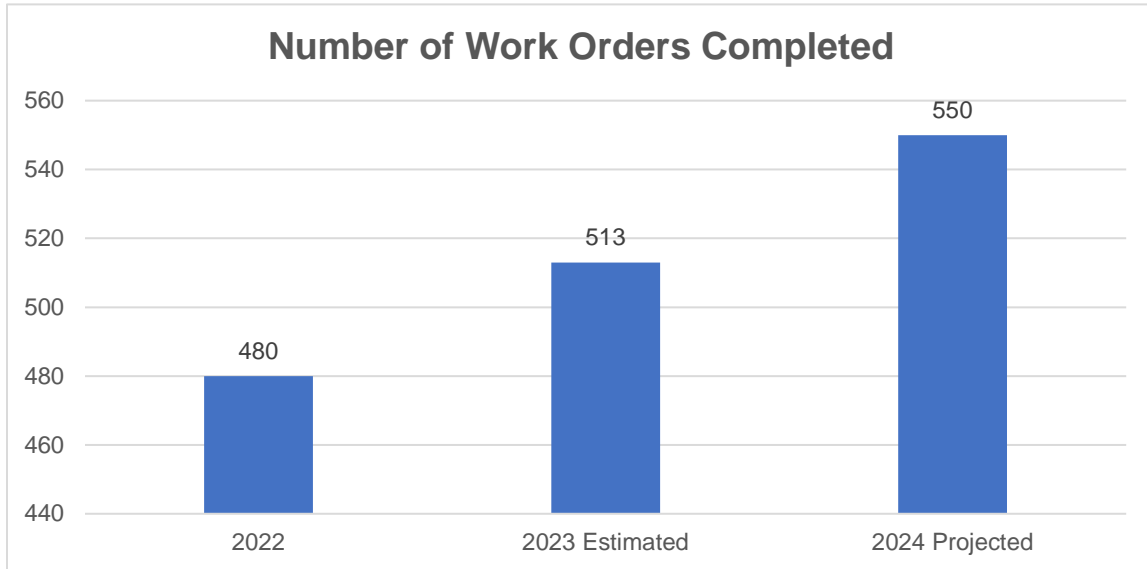
**Strategic Plan Importance:** Ensuring that sidewalks are free of trip hazards promotes *Vienna as a safe and efficiently mobile community.*



Description	Actual 2022	Estimated 2023	Projected 2024
Linear feet of sidewalk replaced/installed*	4,813	8,070	5,000
# of brick driveway aprons repaired	4	2	2
# of repairs made to brick sidewalk	50	10	10
# of concrete trip hazards eradicated	328	300	250
# of concrete driveway aprons replaced*	48	65	50
Linear feet of curb and gutter replaced*	2,930	4,895	3,000

\* Includes maintenance, contractor-generated and Maud Robinson Trust projects.

**GENERAL MAINTENANCE  
14130**



**PERSONNEL**

Authorized Positions	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
Superintendent	1	1	1
Supervisor	1	1	1
Finish Carpenter	1	1	1
Maintenance Worker	6	5*	5
<b>Total</b>	<b>9</b>	<b>8</b>	<b>8</b>

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

**FY 23-24 BUDGET CHANGES**

- There are no significant changes to this budget.



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

**DIVISION 14130  
NAME GENERAL MAINTENANCE**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 508,593	\$ 687,080	\$ 561,800	\$ 621,810	\$ (65,270)
41002 Overtime	19,977	15,970	26,700	15,970	-
41006 Annual Leave Liquidation	-	-	800	-	-
41008 Annual Leave Cash-In	6,018	-	5,900	-	-
41011 Non-Exempt Comp time Liquid.	-	-	600	-	-
41015 Performance Bonus	3,500	-	4,500	-	-
41016 CDL Recruitment	-	-	-	2,000	2,000
41017 CDL Retainage	-	-	14,500	15,000	15,000
41020 Transfer of Budgeted Salary	(4,462)	-	(19,000)	(19,000)	(19,000)
<b>TOTAL PERSONNEL SERVICES</b>	<b>533,626</b>	<b>703,050</b>	<b>595,800</b>	<b>635,780</b>	<b>(67,270)</b>
42001 F.I.C.A.	38,929	45,550	44,000	48,780	3,230
42002 V.R.S.	57,889	64,130	61,300	74,530	10,400
42003 V.R.S. Life Insurance	6,579	7,450	7,450	8,350	900
42007 Health Insurance	73,958	80,000	86,500	95,260	15,260
42012 Cafeteria Plan Fees	70	60	60	70	10
42018 Employer Contributions:DC401A	16,075	22,000	22,000	23,010	1,010
42021 V.R.S. Hybrid 401A Match	3,120	2,840	3,800	6,180	3,340
42025 V.R.S. Hybrid Disability	806	1,240	900	1,220	(20)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>197,425</b>	<b>223,270</b>	<b>226,010</b>	<b>257,400</b>	<b>34,130</b>
43301 Equipment Maintenance Contracts	2,132	-	2,530	2,770	2,770
43309 Cell Phone Expense	2,574	2,900	2,900	2,900	-
43701 Uniform Rental/Cleaning	2,140	2,630	4,830	5,120	2,490
43802 Landfill Fees	-	10,000	10,000	10,000	-
<b>TOTAL PURCHASED SERVICES</b>	<b>6,846</b>	<b>15,530</b>	<b>20,260</b>	<b>20,790</b>	<b>5,260</b>
45501 Mileage Reimbursement	-	500	500	500	-
45503 Subsistence/Lodging	1,646	2,100	1,730	6,000	3,900
45504 Conventions/Education	846	4,500	4,500	10,000	5,500
45505 Business Meals	1,375	200	200	750	550
<b>TOTAL OTHER CHARGES</b>	<b>3,866</b>	<b>7,300</b>	<b>6,930</b>	<b>17,250</b>	<b>9,950</b>
46001 Office Supplies	500	500	500	500	-
46007 Repair/Maintenance Supplies	2,014	7,500	7,500	7,500	-
46011 Uniforms/Safety Apparel	4,328	3,530	4,420	3,810	280
46015 Operational Supplies	16,609	21,000	18,230	25,000	4,000
46017 Small Tools	4,931	5,080	5,080	5,500	420
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>28,383</b>	<b>37,610</b>	<b>35,730</b>	<b>42,310</b>	<b>4,700</b>
47402 Curb/Sidewalk Maintenance	25,766	170,000	203,990	181,900	11,900
47403 Physical Improvements	9,813	-	-	-	-
47406 Brickwalk Maintenance	-	5,000	2,800	5,000	-
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>35,579</b>	<b>175,000</b>	<b>206,790</b>	<b>186,900</b>	<b>11,900</b>
<b>TOTAL GENERAL MAINTENANCE</b>	<b>\$ 805,726</b>	<b>\$ 1,161,760</b>	<b>\$ 1,091,520</b>	<b>\$ 1,160,430</b>	<b>\$ (1,330)</b>

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## SNOW REMOVAL

### 14133

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### PURPOSE

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

### STRATEGIC PLAN

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The division ensures ***“Vienna is a safe and efficiently mobile community”*** by providing snow removal during winter storms, and by monitoring weather conditions for a timely, and effective response. This division also promotes ***“Vienna as an environmentally sustainable community”*** by using anti-icing agents that are Department of Environmental Quality (DEQ) compliant.

### ACTIVITIES / PRODUCTS / SERVICES

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- Prepare and train personnel for winter weather events.
- Prepare snow equipment for deployment before, during, and after winter weather events.
- Monitor weather conditions to ensure a timely, efficient, and effective response to any winter weather event that may occur.
- Anti-icing of roads using salt brine as conditions allow.
- De-icing roads using salt/sand when winter weather first begins.
- Begin plowing operations when conditions warrant.
- Follow up with the treatment of roads after winter weather events until there are no further hazards (icy patches).
- Clear snow around Town-owned facilities.
- Clear snow from designated sidewalks.

### FY 22-23 ACCOMPLISHMENTS

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- Used staff services from multiple divisions in winter weather operations, which has resulted in cross-departmental cooperation.
- Continued use of 12-hour shifts for all winter weather events.
- Continued Standard Operating Procedure training for winter weather events.

### FY 23-24 INITIATIVES

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- Finish installation of secondary containment structure and equipment for anti-icing agents for compliance with Department of Environmental Quality (DEQ) regulations.

**SNOW REMOVAL  
14133**

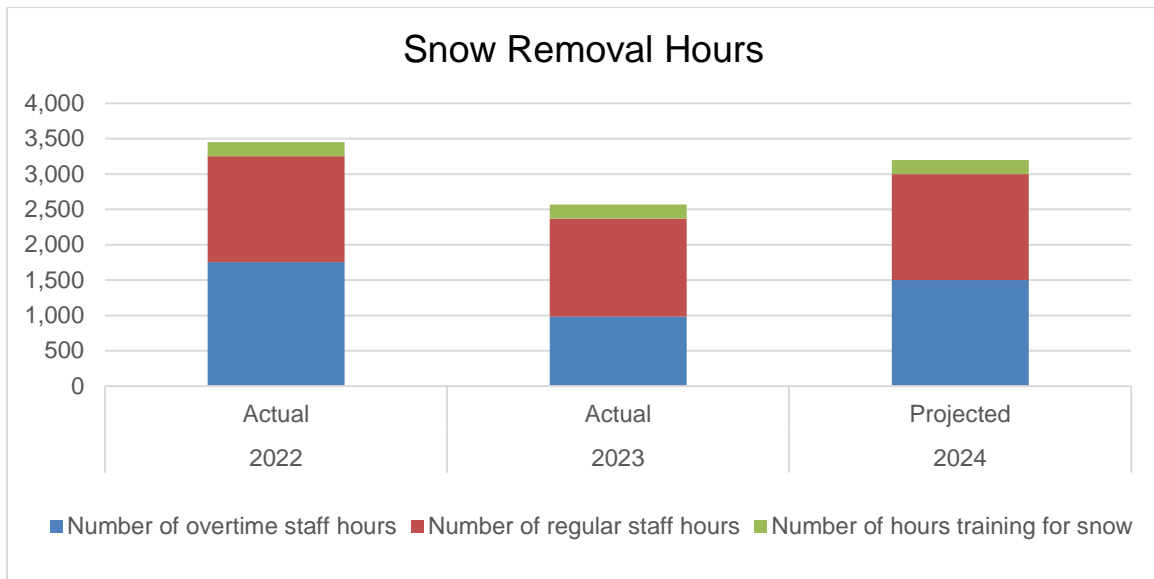
- Continue to update existing equipment and training.
- Continue to update and expand the Town’s anti-icing program.
- Coordinate with Stormwater managers to ensure compliance with chloride total maximum daily allowance monitoring.
- Increase cable, social media, and internet usage to update the public concerning conditions during a winter storm event.

**PERFORMANCE MEASURES**

**Strategic Plan Importance:** Ensuring that the roads are safe for residents to get around during the winter months promotes *Vienna as safe and efficiently mobile community.*



Description	Actual 2022	Actual 2023	Projected 2024
Number of overtime staff hours	1,754	986	1,500
Number of regular staff hours	1,499	1,382	1,500
Number of hours training for snow	200	200	200



**FY 23-24 BUDGET CHANGES**

- Increase due to heavy equipment replacement and repairs during snow season to keep equipment operational.

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

**DIVISION 14133  
NAME SNOW REMOVAL**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
41002 Overtime	\$ 103,804	\$ 74,970	\$ 9,200	\$ 75,000	\$ 30
<b>TOTAL PERSONNEL SERVICES</b>	<b>103,804</b>	<b>74,970</b>	<b>9,200</b>	<b>75,000</b>	<b>30</b>
42001 F.I.C.A.	7,558	3,350	600	5,740	2,390
42002 V.R.S.	5,322	5,310	600	-	(5,310)
42003 V.R.S. Life Insurance	611	1,000	1,000	-	(1,000)
42007 Health Insurance	11,022	15,000	1,600	-	(15,000)
42012 Cafeteria Plan Fees	1	-	-	-	-
42018 Employer Contributions:DC401A	2,109	700	700	-	(700)
42021 V.R.S. Hybrid 401A Match	353	100	-	-	(100)
42025 V.R.S. Hybrid Disability	98	30	-	-	(30)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>27,074</b>	<b>25,490</b>	<b>4,500</b>	<b>5,740</b>	<b>(19,750)</b>
46015 Operational Supplies	48,485	127,000	98,610	107,000	(20,000)
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>48,485</b>	<b>127,000</b>	<b>98,610</b>	<b>107,000</b>	<b>(20,000)</b>
48106 Heavy Equipment Replacement	-	18,500	18,500	30,000	11,500
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>18,500</b>	<b>18,500</b>	<b>30,000</b>	<b>11,500</b>
<b>TOTAL SNOW REMOVAL</b>	<b>\$ 179,364</b>	<b>\$ 245,960</b>	<b>\$ 130,810</b>	<b>\$ 217,740</b>	<b>\$ (28,220)</b>

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**TRAFFIC ENGINEERING**  
**14140**

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**PURPOSE**

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The Traffic Engineering Division provides efficient vehicular and pedestrian travel by maintaining the traffic and pedestrian signals, traffic signs, and associated electrical equipment; including new installation and repair of electrical wiring and components as well as data throughout Town-owned properties.

**STRATEGIC PLAN** 

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The division ensures “*Vienna is an efficient mobile community*” by updating signal timing and detection technology to provide a better flow between vehicle, cyclist, and pedestrian movements.

**ACTIVITIES / PRODUCTS / SERVICES**

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- Repair and maintain traffic signals, pedestrian signals, and traffic signs.
- Repair and maintain electrical equipment associated with traffic and pedestrian signals.
- Repair and maintain electrical components and equipment throughout Town facilities.
- Repair and maintenance of HVAC at Town Hall and the Northside Property Yard.
- Respond to emergency calls that occur after normal working hours.
- Maintain, install, and remove speed radar signs and traffic count devices.
- Maintain all certifications for traffic signals and traffic control signs.

**FY 22-23 ACCOMPLISHMENTS**

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- Replaced battery backup for traffic signals at 4 locations.
- Began testing a new detection camera.
- Assisted the Information Technology Department with expanding the data connections at the Northside Property Yard.
- Relocated data and electrical outlets to facilitate the Water and Sewer office relocations.
- Built and installed 2 Rectangular Rapid Flash Beacons (RRFBs).
- Completed monthly inspections and preventative maintenance on all traffic signals.
- Assisted with the replacement of the traffic signal at Maple Avenue and Park Street.
- Assisted with the Maple Avenue and Nutley Street signal upgrade project.

**TRAFFIC ENGINEERING  
14140**

**FY 23-24 INITIATIVES**

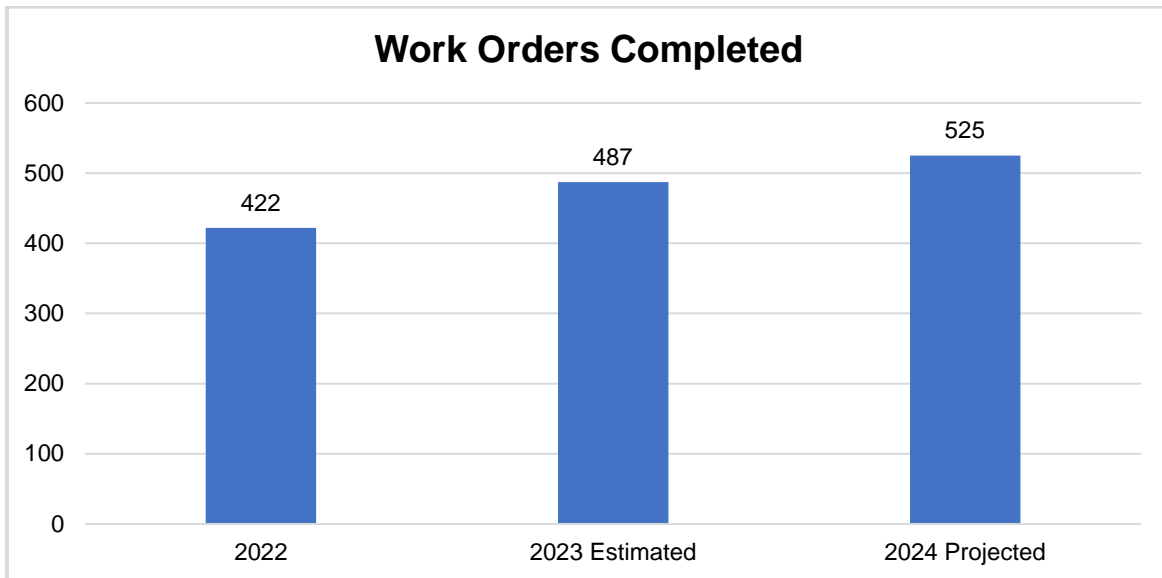
- Oversee the installation of emergency vehicle preemption, this will allow for safe and efficient travel of emergency vehicles through signalized intersections.
- Continue to review and update signal timing plans for Maple Avenue and Nutley Street.
- Continue to replace street signs, ensuring they are up to code.

**PERFORMANCE MEASURES**

**Strategic Plan Importance:** Ensuring that traffic signals are synced and continue to perform annual preventative maintenance promotes *Vienna as an efficiently mobile community.*



Description	Actual 2022	Estimated 2023	Projected 2024
# of street signs replaced	568	480	500
# of work orders completed	422	487	525



**TRAFFIC ENGINEERING  
14140**



**PERSONNEL**

Authorized Positions	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
Electrical & Traffic Signal Technician I	1	*2	2
Electrical & Traffic Signal Technician II	1	1	1
<b>Total</b>	<b>2</b>	<b>3</b>	<b>3</b>

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

**FY 23-24 BUDGET CHANGES**

- Increase due to traffic control supply and backup material purchase for signalization and contract software services.

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

**DIVISION 14140  
NAME TRAFFIC ENGINEERING**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23-----		FY 23-24 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	\$ 123,221	\$ 189,910	\$ 185,700	\$ 193,160	\$ 3,250
41002 Overtime	47,045	30,000	33,800	25,000	(5,000)
41015 Performance Bonus	1,000	-	1,500	-	-
41017 CDL Retainage	-	-	4,000	4,000	4,000
<b>TOTAL PERSONNEL SERVICES</b>	<b>171,265</b>	<b>219,910</b>	<b>225,000</b>	<b>222,160</b>	<b>2,250</b>
42001 F.I.C.A.	12,084	11,920	16,300	17,080	5,160
42002 V.R.S.	14,361	15,400	20,000	21,720	6,320
42003 V.R.S. Life Insurance	1,741	790	790	2,590	1,800
42007 Health Insurance	27,297	30,000	29,300	27,480	(2,520)
42018 Employer Contributions:DC401A	4,500	4,000	4,000	6,720	2,720
42021 V.R.S. Hybrid 401A Match	1,742	1,190	3,200	4,560	3,370
42025 V.R.S. Hybrid Disability	617	310	900	1,030	720
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>62,342</b>	<b>63,610</b>	<b>74,490</b>	<b>81,180</b>	<b>17,570</b>
43307 Repair/Maintenance Services	2,731	45,000	94,040	30,000	(15,000)
43308 Contracts/Services	-	-	-	20,000	20,000
43309 Cell Phone Expense	4,658	3,200	3,200	3,200	-
43701 Uniform Rental/Cleaning	1,280	2,310	2,310	2,310	-
<b>TOTAL PURCHASED SERVICES</b>	<b>8,669</b>	<b>50,510</b>	<b>99,550</b>	<b>55,510</b>	<b>5,000</b>
45101 Electricity	9,392	9,300	9,300	9,300	-
45503 Subsistence/Lodging	1,422	4,800	4,580	6,000	1,200
45504 Conventions/Education	3,966	6,400	6,400	10,000	3,600
45505 Business Meals	96	200	200	750	550
<b>TOTAL OTHER CHARGES</b>	<b>14,876</b>	<b>20,700</b>	<b>20,480</b>	<b>26,050</b>	<b>5,350</b>
46001 Office Supplies	-	400	400	400	-
46007 Repair/Maintenance Supplies	88	8,600	8,600	7,600	(1,000)
46011 Uniforms/Safety Apparel	6,838	2,080	2,020	2,080	-
46015 Operational Supplies	44,644	31,130	31,130	35,000	3,870
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>51,571</b>	<b>42,210</b>	<b>42,150</b>	<b>45,080</b>	<b>2,870</b>
48101 Machine/Equipment Replacement	27,659	33,160	19,790	23,160	(10,000)
<b>TOTAL CAPITAL OUTLAY</b>	<b>27,659</b>	<b>33,160</b>	<b>19,790</b>	<b>23,160</b>	<b>(10,000)</b>
<b>TOTAL TRAFFIC ENGINEERING</b>	<b>\$ 336,382</b>	<b>\$ 430,100</b>	<b>\$ 481,460</b>	<b>\$ 453,140</b>	<b>\$ 23,040</b>



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

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**PURPOSE**

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

**STRATEGIC PLAN** 

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The division ensures ***“Vienna is an environmentally sustainable community”*** by continuing to invest in alternative fuel vehicles to purchase/lease for the Town’s fleet when possible, and has established an idling reduction policy for Town vehicles.

**ACTIVITIES / PRODUCTS / SERVICES**

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

**FY 22-23 ACCOMPLISHMENTS**

- Continued to implement the fleet maintenance equipment and inventory data system.
- Continued to monitor delay of feasible solar power options at Town Facilities due to increased steel cost.
- Continued to solicit quotes and establish a positive opportunity to develop EV charging infrastructure in preparation for future fleet electrification.

**VEHICLE & EQUIPMENT MAINTENANCE  
14150**

- Sold vehicles and equipment that have reached their useful life, on the auction site, GovDeals.com, generating an estimated \$54,000.
- Recycled over 170 pounds of rechargeable (Lithium) batteries, and 82 pounds of alkaline batteries.
- Began assisting with security improvements at the Northside Property Yard.
- Implemented safety recommendations from the Virginia Risk Sharing Association site inspection of the Northside Property Yard.

**FY 23-24 INITIATIVES**

- Continue to remove rechargeable and alkaline batteries from the waste stream through our recycling program and the Quarterly Recycle Days.
- Manage replacement of heavy vehicle lift system by Summer/Fall 2023.
- Continue to adapt and overcome industry and supply chain challenges.
- Coordinate with General Maintenance to begin updating the vehicle exhaust and carbon dioxide detection replacement at the Northside Property Yard, decreasing the fleets carbon footprint by 2% from the prior year.
- Begin implementation of wash bay improvements at the Northside Property Yard.

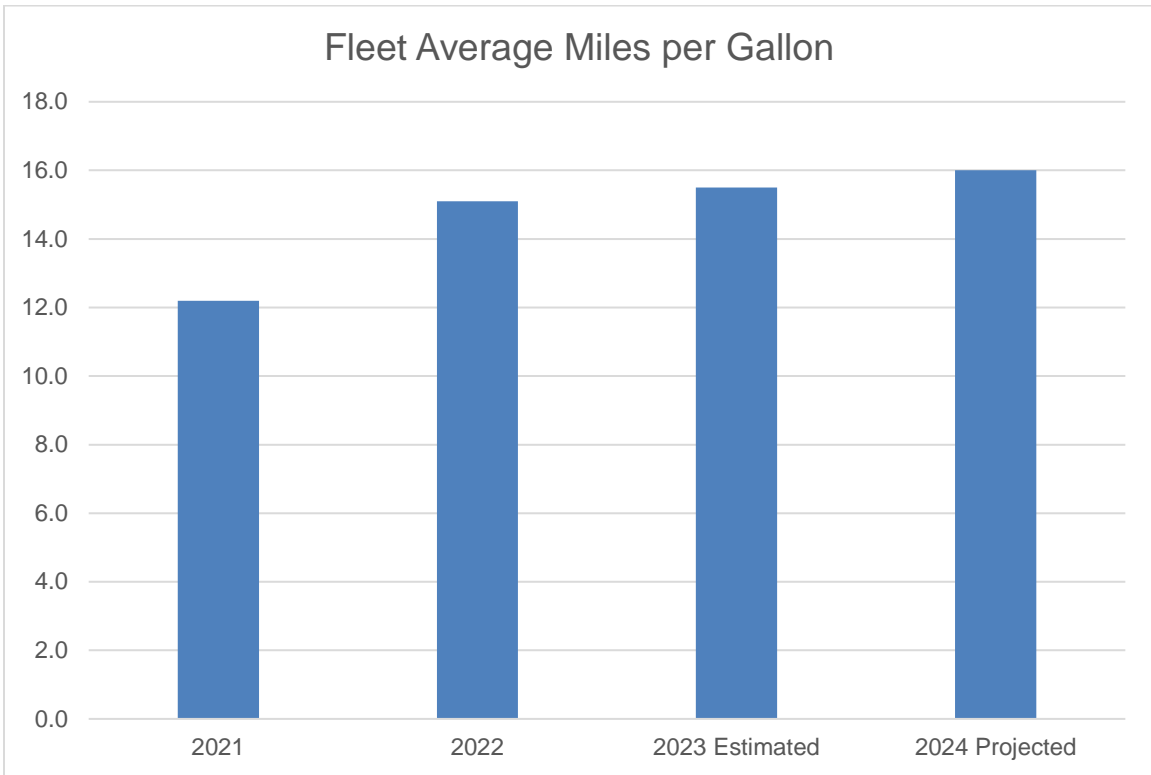
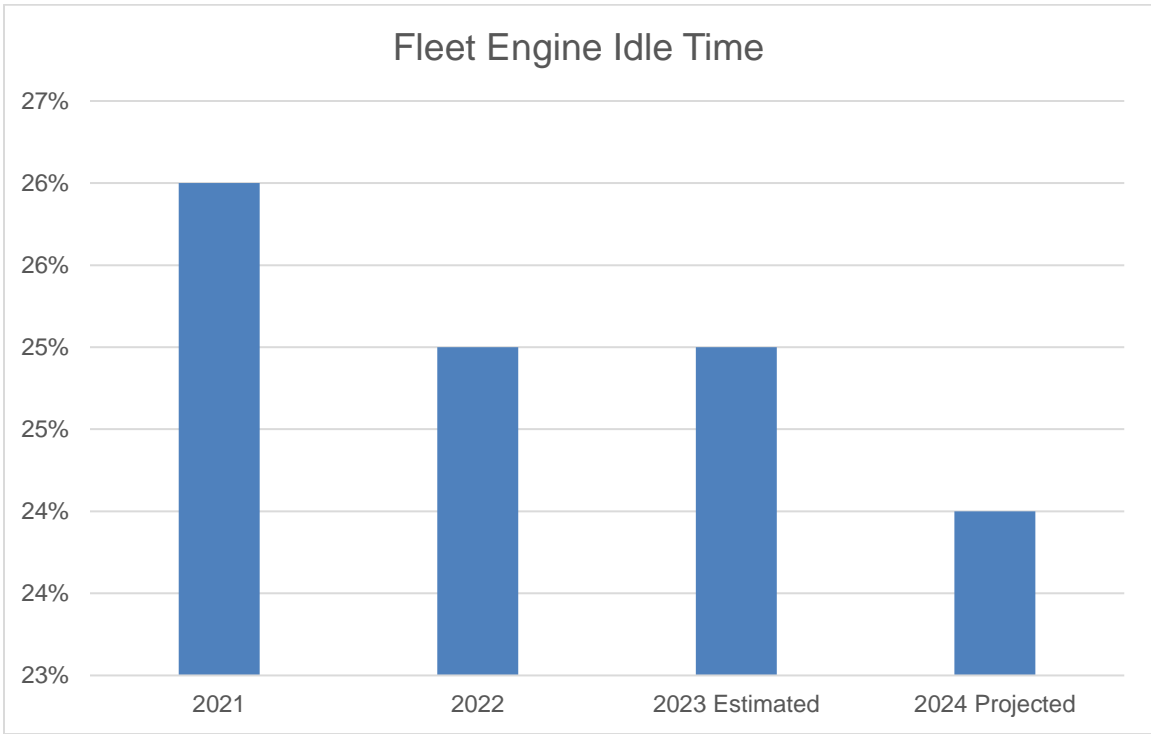
**PERFORMANCE MEASURES**

**Strategic Plan Importance** – By reducing the Fleets Carbon Footprint through reducing engine idle time and increasing the average mile per gallon, promotes *Vienna as an environmentally sustainable community.*



Description	Actual 2022	Estimated 2023	Projected 2024
Fleet’s Carbon Footprint Reduction since 2010	79%	79%	81%

**VEHICLE & EQUIPMENT MAINTENANCE  
14150**



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

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**PERSONNEL**

<b>Authorized Positions</b>	<b>Adopted FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Adopted FY 23-24</b>
Superintendent	1	1	1
Supervisor	1	1	1
Mechanic I-III	4	4	4
Parts Specialist	1	1	1
Fleet Maintenance Coordinator	1	1	1
<b>Total</b>	<b>8</b>	<b>8</b>	<b>8</b>

**FY 23-24 BUDGET CHANGES**

- Increase due to fuel costs.

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

**DIVISION 14150**

**NAME VEHICLE AND EQUIPMENT MAINTENANCE**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 606,264	\$ 725,570	\$ 591,300	\$ 728,800	\$ 3,230
41002 Overtime	8,607	31,930	5,500	7,000	(24,930)
41006 Annual Leave Liquidation	17,636	-	300	-	-
41008 Annual Leave Cash-In	308	-	5,000	-	-
41015 Performance Bonus	4,000	-	3,000	-	-
41016 CDL Recruitment	-	-	-	2,000	2,000
41017 CDL Retainage	-	-	8,000	10,000	10,000
<b>TOTAL PERSONNEL SERVICES</b>	<b>636,816</b>	<b>757,500</b>	<b>613,100</b>	<b>747,800</b>	<b>(9,700)</b>
42001 F.I.C.A.	47,331	48,480	44,500	56,300	7,820
42002 V.R.S.	66,362	77,510	63,100	78,070	560
42003 V.R.S. Life Insurance	7,576	8,970	8,970	9,780	810
42007 Health Insurance	54,576	58,500	51,500	60,860	2,360
42012 Cafeteria Plan Fees	82	190	190	70	(120)
42015 Miscellaneous Allowances	2,400	3,320	2,250	3,320	-
42018 Employer Contributions:DC401A	17,314	25,000	25,000	29,150	4,150
42021 V.R.S. Hybrid 401A Match	7,937	6,100	5,600	7,860	1,760
42025 V.R.S. Hybrid Disability	1,956	1,100	1,500	2,140	1,040
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>205,533</b>	<b>229,170</b>	<b>202,610</b>	<b>247,550</b>	<b>18,380</b>
43201 Contract Labor	38,780	-	-	-	-
43301 Equipment Maintenance Contracts	1,786	660	660	660	-
43303 Software Maintenance Contract	13,060	12,500	12,500	12,500	-
43307 Repair/Maintenance Services	17,963	20,500	30,800	25,200	4,700
43308 Contracts/Services	16,201	16,000	16,000	16,000	-
43309 Cell Phone Expense	2,323	3,000	3,000	3,000	-
43701 Uniform Rental/Cleaning	2,102	2,200	2,200	2,360	160
<b>TOTAL PURCHASED SERVICES</b>	<b>92,216</b>	<b>54,860</b>	<b>65,160</b>	<b>59,720</b>	<b>4,860</b>
45404 Central Copier Charges	1,168	1,200	1,200	1,200	-
45501 Mileage Reimbursement	20	-	200	200	200
45503 Subsistence/Lodging	-	1,850	1,850	1,850	-
45504 Conventions/Education	400	4,350	3,150	4,350	-
45505 Business Meals	487	550	550	550	-
<b>TOTAL OTHER CHARGES</b>	<b>2,075</b>	<b>7,950</b>	<b>6,950</b>	<b>8,150</b>	<b>200</b>
46001 Office Supplies	1,436	1,550	1,550	1,550	-
46008 Vehicle/Equipment Fuels	181,001	234,000	234,000	273,000	39,000
46009 Vehicle/Equip Maintenance Supplies	3,378	2,550	6,050	5,050	2,500
46011 Uniforms/Safety Apparel	5,000	4,100	4,100	4,100	-
46015 Operational Supplies	122,980	115,500	139,300	140,500	25,000
46017 Small Tools	5,204	5,600	5,600	5,600	-
46031 Tires and Tubes	35,366	41,000	50,230	50,230	9,230
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>354,365</b>	<b>404,300</b>	<b>440,830</b>	<b>480,030</b>	<b>75,730</b>
47203 Service Awards	300	-	-	-	-
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
48102 Furniture/Fixture Replacement	-	-	15,000	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>15,000</b>	<b>-</b>	<b>-</b>
<b>TOTAL VEH &amp; EQUIP MAINTENANCE</b>	<b>\$ 1,291,305</b>	<b>\$ 1,453,780</b>	<b>\$ 1,343,650</b>	<b>\$ 1,543,250</b>	<b>\$ 89,470</b>

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

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**PURPOSE**

The Sanitation and Refuse Disposal division provides 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**

The division ensures ***“Vienna is an environmentally sustainable community”*** by providing a weekly collection of trash, single-stream recyclables, yard waste, and bulk items.

**ACTIVITIES / PRODUCTS / SERVICES**

- Provide employees with training on the safe use of the equipment and proper safety techniques while working among the traveling public.
- Provide a weekly curbside collection of single-stream recyclables, solid waste, yard waste, bundled/loose brush, and bulk items.
- Provide labor and equipment for special events sponsored by the Town.
- Contract with Waste Management Services for private weekly refuse collection for condominiums located at Vienna Villager, Park Terrace, and Church Street.
- Contract with Fairfax County for private weekly refuse and recyclable collection for three properties on Hunter Road.
- Contract with Amel's Trucking for collection and disposal of large animals.
- Contract with Broad Run Construction Waste and Recycling to divert debris from the landfill.
- Contract with Prince William County Composting facility / Freestate Farms to dispose of yard waste to reduce disposal (tipping) fees.
- Collect and dispose of trash along Maple Avenue and Church Street.

**FY 22-23 ACCOMPLISHMENTS**

- Collected and disposed of 4,660 tons of solid waste.
- Collected and disposed of 1,799 tons of single-stream recycling.
- Collected and disposed of 317 tons of yard waste.
- Collected and disposed of 490 tons of brush.
- Collected and diverted 893 tons of bulk/spoil debris from the landfill.
- Recycled 25.54 tons of metal from Town operations.
- Continued enhanced safety training, including OSHA 10-Hour, OSHA 30-Hour, Traffic Control, Trench Safety, and Confined Space Entry for field staff.

**SANITATION/REFUSE DISPOSAL  
14230**

**FY 23-24 INITIATIVES**

- Increase social media and internet use for public awareness of daily updates, holidays, emergencies, and inclement weather changes.
- Continue to work with the Northern Virginia Regional Commission (NVRC) Waste Management Board to stay current on issues affecting the Town and its regional partners.
- Continue to promote recycling alternatives including the use of the glass recycling purple bin on Mill Street, expected increase of 20% from the prior year.

**PERFORMANCE MEASURES**

**Strategic Plan Importance:** By ensuring all waste (including solid waste, and yard waste) are disposed of correctly ensures that *Vienna is an environmentally sustainable community.*



Description	Actual 2022	Estimated 2023	Projected 2024
Tons of Solid Waste Disposed	4,924	4,660	4,500
Tons of Single Stream Recyclable Material	1,601	1,799	1,900
Tons of Bulk Debris diverted from Landfill to Construction Waste Recycling	1,311	893	1,000
Tons of Yard Waste Disposed	403	317	500
Tons of Brush Disposed	835	490	600

**PERSONNEL**

Authorized Positions	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
Supervisor	1	1	1
Inspector	1	1	1
Maintenance Worker	15	15	15
<b>Total</b>	<b>17</b>	<b>17</b>	<b>17</b>

**FY 23-24 BUDGET CHANGES**

- Increase due to landfill tipping fee, recycling commodity, and training cost.
- Recycling and debris disposal markets are fluctuating, which could result in significant price increases in future years.

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

**DIVISION 14230  
NAME SANITATION**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 905,647	\$ 986,120	\$ 1,001,200	\$ 1,021,410	\$ 35,290
41002 Overtime	79,366	53,560	73,900	53,560	-
41008 Annual Leave Cash-In	12,449	-	12,500	-	-
41015 Performance Bonus	2,500	-	3,500	-	-
41016 CDL Recruitment	-	-	-	2,000	2,000
41017 CDL Retainage	-	-	16,000	16,000	16,000
<b>TOTAL PERSONNEL SERVICES</b>	<b>999,962</b>	<b>1,039,680</b>	<b>1,107,100</b>	<b>1,092,970</b>	<b>53,290</b>
42001 F.I.C.A.	71,321	69,540	79,600	82,240	12,700
42002 V.R.S.	104,495	110,850	116,200	126,240	15,390
42003 V.R.S. Life Insurance	11,691	10,270	10,270	13,690	3,420
42004 Local Pension Plan	75,269	75,840	79,200	82,160	6,320
42007 Health Insurance	166,181	172,000	185,400	179,260	7,260
42012 Cafeteria Plan Fees	39	60	60	70	10
42018 Employer Contributions:DC401A	17,527	20,000	20,000	24,360	4,360
42021 V.R.S. Hybrid 401A Match	3,913	3,420	4,700	5,900	2,480
42025 V.R.S. Hybrid Disability	1,526	900	1,600	1,770	870
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>451,961</b>	<b>462,880</b>	<b>497,030</b>	<b>515,690</b>	<b>52,810</b>
43201 Contract Labor	1,570	10,000	4,580	5,000	(5,000)
43301 Equipment Maintenance Contracts	4,411	5,500	5,500	5,500	-
43308 Contracts/Services	24,832	25,900	28,360	28,360	2,460
43309 Cell Phone Expense	1,620	1,930	1,930	1,930	-
43701 Uniform Rental/Cleaning	3,820	4,900	10,320	10,940	6,040
43801 Services From Other Government	1,040	1,300	1,300	1,300	-
43802 Landfill Fees	445,810	597,610	595,150	598,000	390
<b>TOTAL PURCHASED SERVICES</b>	<b>483,103</b>	<b>647,140</b>	<b>647,140</b>	<b>651,030</b>	<b>3,890</b>
45210 Environmental Services	1,500	5,000	5,000	5,000	-
45501 Mileage Reimbursement	-	-	-	500	500
45503 Subsistence/Lodging	-	-	-	2,000	2,000
45504 Conventions/Education	-	2,000	1,380	4,000	2,000
45505 Business Meals	-	-	-	750	750
<b>TOTAL OTHER CHARGES</b>	<b>1,500</b>	<b>7,000</b>	<b>6,380</b>	<b>12,250</b>	<b>5,250</b>
46001 Office Supplies	199	500	500	500	-
46011 Uniforms/Safety Apparel	8,072	9,150	9,150	9,150	-
46015 Operational Supplies	626	840	840	1,000	160
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>8,898</b>	<b>10,490</b>	<b>10,490</b>	<b>10,650</b>	<b>160</b>
48101 Machine/Equipment Replacement	-	-	620	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>620</b>	<b>-</b>	<b>-</b>
<b>TOTAL SANITATION</b>	<b>\$ 1,945,423</b>	<b>\$ 2,167,190</b>	<b>\$ 2,268,760</b>	<b>\$ 2,282,590</b>	<b>\$ 115,400</b>



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**LEAF OPERATION**  
**14270**

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**PURPOSE**

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Leaf Operation promotes a healthy and attractive community. The division performs a town-wide vacuum collection of loose leaves, which are then delivered and disposed of at a regional composting facility.

**STRATEGIC PLAN** 

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The division ensures ***“Vienna is an environmentally sustainable community”*** by providing loose leaf pick-up.

**ACTIVITIES / PRODUCTS / SERVICES**

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- Provide loose-leaf pick-up during the fall season.
- Remove collected leaves from Beulah Road property and deliver them to Prince William County Composting facility.

**FY 22-23 ACCOMPLISHMENTS**

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- Finished 3 complete passes around town by January 11, 2023.
- Collected 9,761 cubic yards of leaves.
- Contracted with Lopez Trucking for pilot collection and hauling of leaves from routes, and the Beulah Road Property for two weeks in November/December.

**FY 23-24 INITIATIVES**

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- Continue cable, internet, and social media usage for daily updates on completed streets.
- Continue 3 complete passes, by December 31, 2023.
- Expect to collect and dispose of 10,000 cubic yards of leaves, increase of 2.5% from the prior year.

**LEAF OPERATION  
14270**

**PERFORMANCE MEASURES**

**Strategic Plan Importance:** By collecting and appropriately disposing of leaves promotes *Vienna as an environmentally sustainable community.*



Description	Actual 2022	Actual 2023	Projected 2024
Cubic yards of leaves picked up	7,427	9,761	10,000
Cubic yards of leaf mulch delivered	5,395	0*	0*
Cubic yards collected and long-hauled by the contractor (1 week)	0	**830	---
Cubic yards removed from Beulah Road Property by the contractor (1 week)	0	**1,254	---
# of passes with leaf vacuum trucks	4	3	3

\*Discontinuation of the leaf mulching program in 2022. All unground leaves were delivered to Prince William County composting facility.

\*\*Initial pilot program utilizing contractor for leaf hauling assistance.

**FY 23-24 BUDGET CHANGES**

- Increase due to leaf disposal cost.

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

**DIVISION 14270  
NAME LEAF COLLECTION**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23-----		FY 23-24 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41002 Overtime	\$ 25,068	\$ 51,500	\$ 53,700	\$ 35,000	\$ (16,500)
<b>TOTAL PERSONNEL SERVICES</b>	<b>25,068</b>	<b>51,500</b>	<b>53,700</b>	<b>35,000</b>	<b>(16,500)</b>
42001 F.I.C.A.	1,822	2,160	3,900	2,680	520
42002 V.R.S.	2,133	-	4,100	-	-
42003 V.R.S. Life Insurance	253	-	-	-	-
42007 Health Insurance	3,013	5,000	5,350	-	(5,000)
42018 Employer Contributions:DC401A	467	520	520	-	(520)
42021 V.R.S. Hybrid 401A Match	140	90	300	-	(90)
42025 V.R.S. Hybrid Disability	53	30	100	-	(30)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>7,880</b>	<b>7,800</b>	<b>14,270</b>	<b>2,680</b>	<b>(5,120)</b>
43308 Contracts/Services	23,397	15,300	31,500	32,000	16,700
43802 Landfill Fees	15,875	60,000	54,990	41,000	(19,000)
<b>TOTAL PURCHASED SERVICES</b>	<b>39,272</b>	<b>75,300</b>	<b>86,490</b>	<b>73,000</b>	<b>(2,300)</b>
46015 Operational Supplies	1,399	2,000	4,320	4,500	2,500
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>1,399</b>	<b>2,000</b>	<b>4,320</b>	<b>4,500</b>	<b>2,500</b>
<b>TOTAL LEAF COLLECTION</b>	<b>\$ 73,619</b>	<b>\$ 136,600</b>	<b>\$ 158,780</b>	<b>\$ 115,180</b>	<b>\$ (21,420)</b>

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**BUILDING MAINTENANCE**  
**14320**

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**PURPOSE**

Building Maintenance promotes 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**

The division ensures ***“Vienna is an environmentally sustainable community”*** by converting Town facility lights to LED. The division also works hard to ensure Town Staff's work orders are completed timely and with quality, promotes ***“Vienna as an influential and well-governed community”***.

**ACTIVITIES / PRODUCTS / SERVICES**

- Coordinate and manage contractual services for Town Hall and the Northside Property Yard buildings involving maintenance and repair of HVAC, elevators, generators, and cleaning services.
- Complete work order level repairs and requests for approximately 105,000 square feet of Town-owned buildings.
- Complete safety, fire, sprinkler, backflow, and other necessary inspections for Town Hall and the Northside Property Yard.
- Manage and obtain funding for maintenance and repairs on all Town-owned buildings.
- Manage and pay electric, gas, water, and utility bills for Town Hall, Beulah Road Mulch Site, Nutley Street Records Building, and the Northside Property Yard.
- Management and staffing are provided by the General Maintenance Division.

**FY 22-23 ACCOMPLISHMENTS**

- Oversaw janitorial contracts and purchased cleaning supplies for Town Hall, Northside Property Yard, and Police Department.
- Replaced floor tiles at the Northside Property Yard in the lunchroom and main hallway.
- Installed new water bottle filler at the Northside Property Yard.
- Painted interior of the Northside Property Yard.
- Converted 70% of bulbs at the Northside Property Yard and 60% of bulbs at Town Hall to energy-efficient Light Emitting Diodes (LEDs).
- Spent over 700 hours completing work orders at the new Police Department since the opening of the building.

**BUILDING MAINTENANCE  
14320**

**FY 23-24 INITIATIVES**

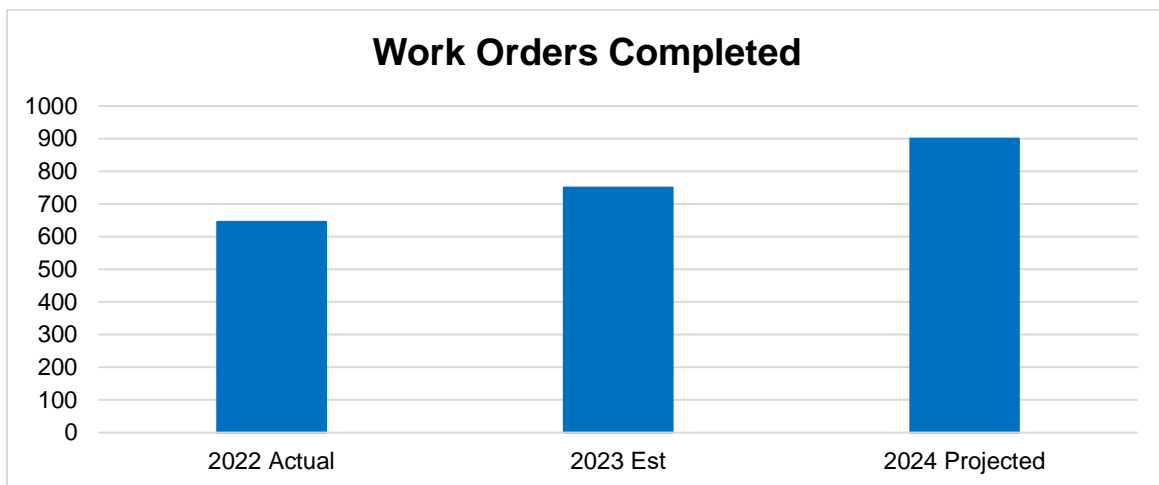
- Consolidate HVAC maintenance contracts for all buildings.
- Complete LED bulb conversion at the Northside Property Yard and Town Hall.
- Paint the Interior of the Town Hall and complete the Town Hall basement office space relocation for Information Technology and Public Information Departments.
- Assist with space study and potential in house modifications.
- Continue efficient completion of work orders, allowing for a 17% increase from the prior year, including electrical, data lines, security cameras, plumbing, heating, air conditioning, carpentry, painting, drywall, furniture building/assembly, and other routine maintenance responsibilities.

**PERFORMANCE MEASURES**

**Strategic Plan Importance:** Completing work orders efficiently and with quality, promotes *Vienna as an influential and well-governed community.*



Description	Actual 2022	Estimated 2023	Projected 2024
Completed work orders for maintenance/repairs	645	750	900



**FY 23-24 BUDGET CHANGES**

- Increase due to contract cleaning services and custodial supplies cost for the Northside Property Yard, Town Hall, and Police Department.

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

**DIVISION 14320  
NAME BUILDING MAINTENANCE**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23----- BUDGET	REVISED	FY 23-24 ADOPTED	NET CHANGE
41002 Overtime	\$ 30,514	\$ 12,460	\$ 5,400	\$ -	\$ (12,460)
<b>TOTAL PERSONNEL SERVICES</b>	<b>30,514</b>	<b>12,460</b>	<b>5,400</b>	<b>-</b>	<b>(12,460)</b>
42001 F.I.C.A.	2,124	870	400	-	(870)
42002 V.R.S.	2,956	1,190	400	-	(1,190)
42003 V.R.S. Life Insurance	320	130	130	-	(130)
42004 Local Pension Plan	1,000	410	600	-	(410)
42007 Health Insurance	5,708	6,000	1,150	-	(6,000)
42012 Cafeteria Plan Fees	-	10	10	-	(10)
42018 Employer Contributions:DC401A	656	280	280	-	(280)
42021 V.R.S. Hybrid 401A Match	18	-	-	-	-
42025 V.R.S. Hybrid Disability	10	-	-	-	-
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>12,793</b>	<b>8,890</b>	<b>2,970</b>	<b>-</b>	<b>(8,890)</b>
43304 H/AC Maintenance Contract	20,215	26,670	26,670	26,670	-
43307 Repair/Maintenance Services	3,721	8,950	8,950	8,950	-
43308 Contracts/Services	33,417	45,000	45,000	45,000	-
43702 Janitorial/Custodial Service	23,175	36,000	136,000	136,000	100,000
<b>TOTAL PURCHASED SERVICES</b>	<b>80,528</b>	<b>116,620</b>	<b>216,620</b>	<b>216,620</b>	<b>100,000</b>
45101 Electricity	64,302	65,040	65,040	65,040	-
45102 Natural Gas	20,593	23,000	23,000	23,000	-
45104 Water/Sewer Service	11,973	13,000	13,000	13,000	-
<b>TOTAL OTHER CHARGES</b>	<b>96,868</b>	<b>101,040</b>	<b>101,040</b>	<b>101,040</b>	<b>-</b>
46005 Janitorial Supplies	13,402	10,500	16,000	30,000	19,500
46007 Repair/Maintenance Supplies	12,646	19,000	13,500	19,000	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>26,048</b>	<b>29,500</b>	<b>29,500</b>	<b>49,000</b>	<b>19,500</b>
48201 Additional Machine/Equipment	22,022	15,000	7,000	15,000	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>22,022</b>	<b>15,000</b>	<b>7,000</b>	<b>15,000</b>	<b>-</b>
<b>TOTAL BUILDING MAINTENANCE</b>	<b>\$ 268,772</b>	<b>\$ 283,510</b>	<b>\$ 362,530</b>	<b>\$ 381,660</b>	<b>\$ 98,150</b>

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**TAX RELIEF**

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**MISSION**

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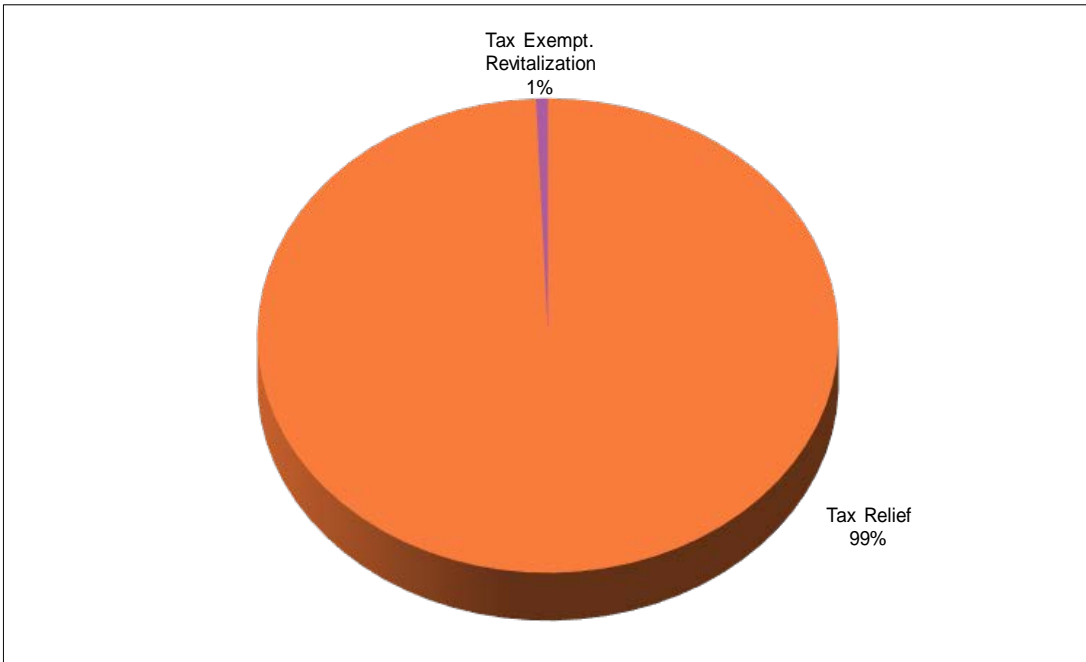
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Providing real estate tax relief to citizens who are either 65 or older, or permanently and totally disabled, and meet the income and asset eligibility requirements.

**TAX RELIEF**

**TOWN OF VIENNA  
FISCAL YEAR 23-24 BUDGET**

	FY 21-22 Actuals	FY 22-23 Adopted	FY 22-23 Revised	FY 23-24 Adopted	Net Change
Tax Relief	231,819	326,000	306,800	301,000	-25,000
Tax Exempt. Revitalization	3,305	2,640	2,640	2,010	-630
<b>Tax Relief Programs</b>	<b>235,124</b>	<b>328,640</b>	<b>309,440</b>	<b>303,010</b>	<b>-25,630</b>





**TAX RELIEF PROGRAMS  
15330**

**PURPOSE**

The Tax Relief division accounts 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.”*

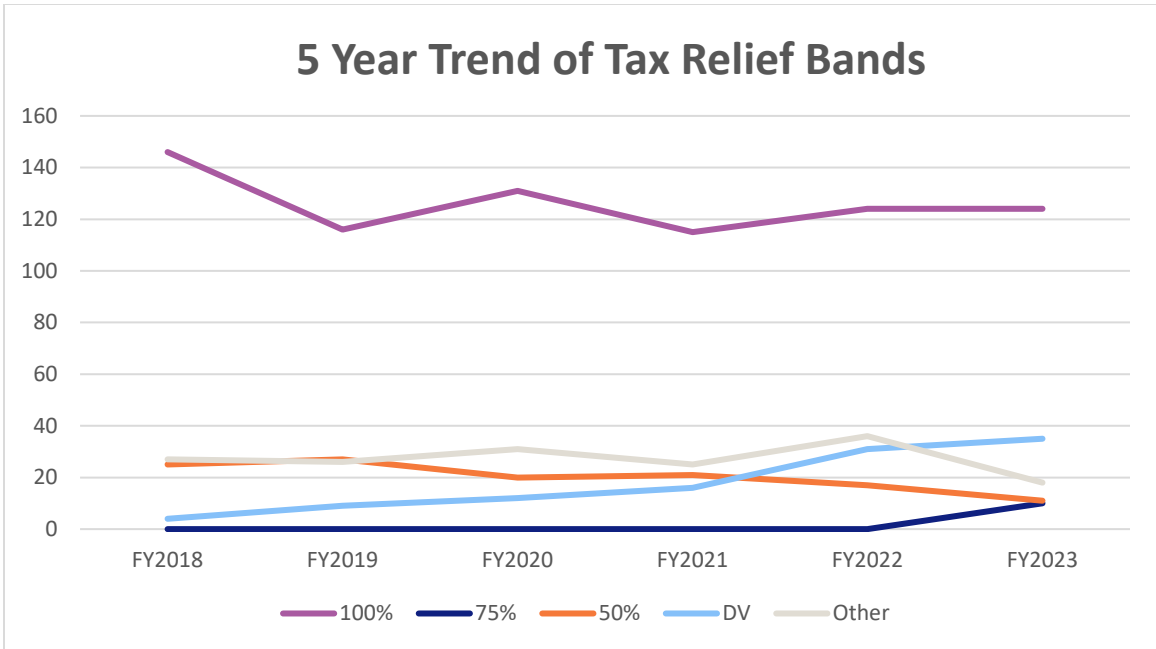
**FY 23-24 BUDGET ESTIMATES BY TAX RELIEF CATEGORY**

<u>PERCENT OF RELIEF</u>	<u>NUMBER</u>	<u>COST</u>
100	124	\$225,000
75	10	10,000
50	11	13,000
25	3	1,000
PRORATED	15	5,000
<b>TOTAL REAL ESTATE TAX RELIEF</b>	<b>163</b>	<b>\$253,000</b>
<b>DISABLED VETS</b>	<b>35</b>	<b>\$81,000</b>
<b>DIVISION TOTAL</b>	<b>198</b>	<b>\$334,800</b>

The Real Estate Tax exemption estimate is based on the FY23 actuals adjusted for anticipated changes in assessed values for FY24.

There are now 35 residents receiving tax relief under the Disabled Veterans regulation. This number has increased by 4 in FY23 resulting in over \$4,140 of additional relief expensed.

TAX RELIEF PROGRAMS  
15330



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

**DIVISION 15330  
NAME TAX RELIEF PROGRAMS**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
45701 T.R.E. - Property Taxes	\$ 168,864	\$ 260,000	\$ 240,800	\$ 220,000	\$ (40,000)
45704 T.R.E. - Disabled Vet	<u>62,955</u>	<u>66,000</u>	<u>66,000</u>	<u>81,000</u>	<u>15,000</u>
<b>TOTAL OTHER CHARGES</b>	<b>231,819</b>	<b>326,000</b>	<b>306,800</b>	<b>301,000</b>	<b>(25,000)</b>
<b>TOTAL TAX RELIEF PROGRAMS</b>	<u><u>\$ 231,819</u></u>	<u><u>\$ 326,000</u></u>	<u><u>\$ 306,800</u></u>	<u><u>\$ 301,000</u></u>	<u><u>\$ (25,000)</u></u>

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**REVITALIZATION TAX EXEMPTION**  
**15360**

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**PURPOSE**

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The Revitalization Tax Relief division accounts for the cost of property tax relief for property improvements that qualify.

**STRATEGIC PLAN**

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The division's main goal is 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 23-24 BUDGET CHANGES**

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- In Tax Year 2022, there were 4 exemptions totaling \$2,430, for an average of \$607 per exemption. Due to the sunset of the Tax Revitalization Ordinance started on September 1, 2013, there will not be any new properties added to the program.
- 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**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23----- BUDGET                      REVISED		FY 23-24 ADOPTED	NET CHANGE
45703 Revitalization Tax Exemption	\$ 3,305	\$ 2,640	\$ 2,640	\$ 2,010	\$ (630)
<b>TOTAL OTHER CHARGES</b>	<b>3,305</b>	<b>2,640</b>	<b>2,640</b>	<b>2,010</b>	<b>(630)</b>
<b>TOTAL REVITALIZE TAX EXEMPTION</b>	<b>\$ 3,305</b>	<b>\$ 2,640</b>	<b>\$ 2,640</b>	<b>\$ 2,010</b>	<b>\$ (630)</b>

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**PARKS AND RECREATION**

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**MISSION**

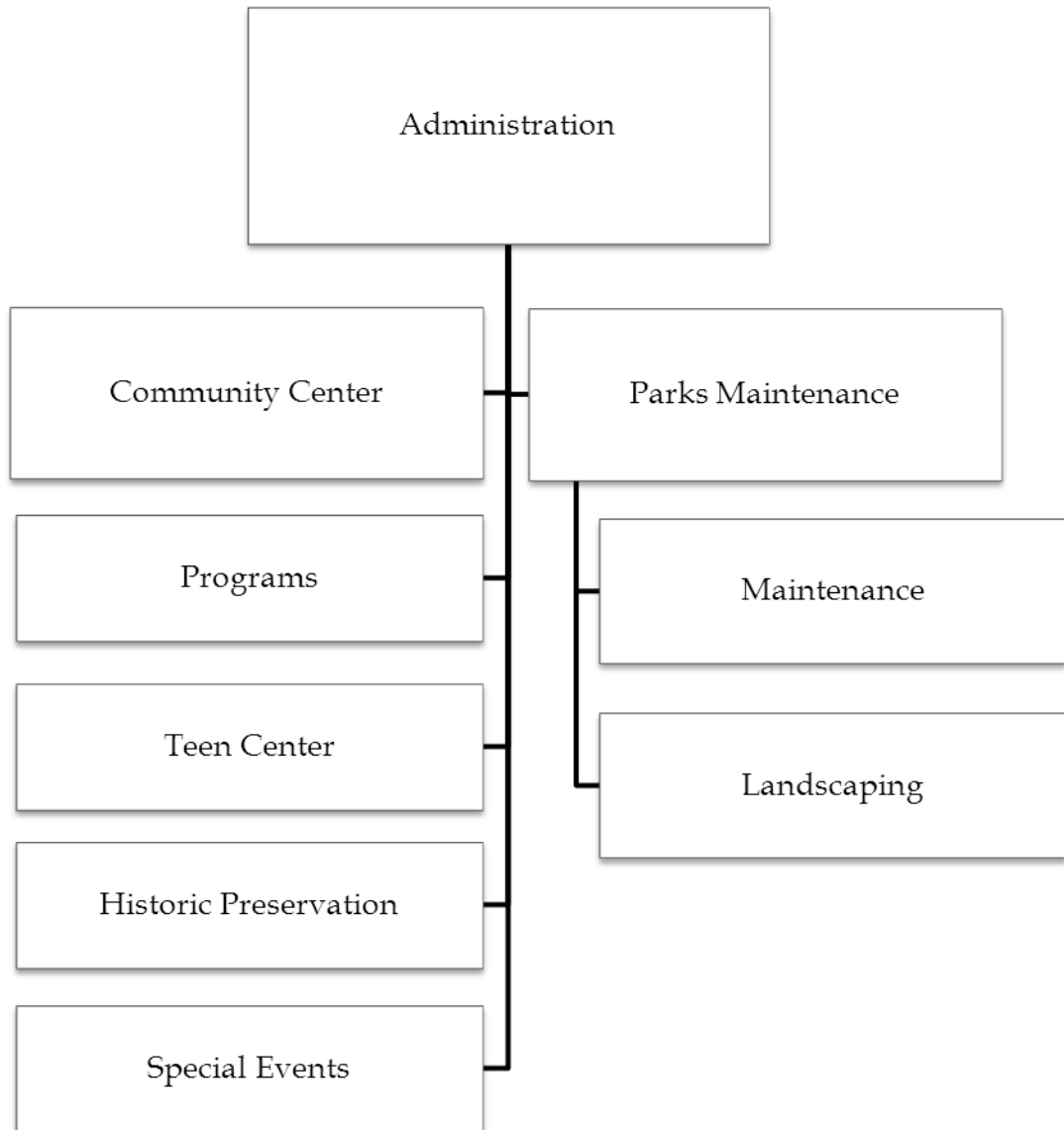
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The Parks and Recreation Department is committed to creating community through people, parks, and programs.



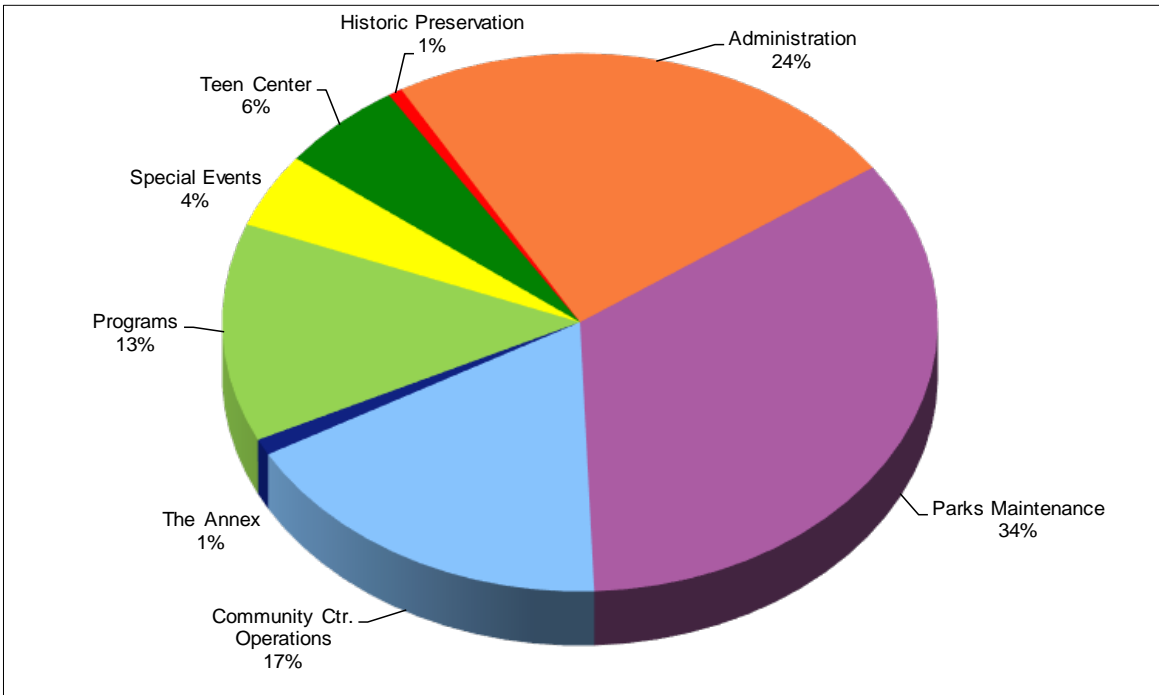
**PARKS AND RECREATION**



**PARKS AND RECREATION**

**TOWN OF VIENNA  
FISCAL YEAR 23-24 BUDGET**

	FY 21-22 Actuals	FY 22-23 Adopted	FY 22-23 Revised	FY 23-24 Adopted	Net Change
Administration	958,391	968,680	1,067,850	1,134,060	165,380
Parks Maintenance	1,471,769	1,574,920	1,680,430	1,641,420	66,500
Community Ctr. Operations	801,985	790,360	928,390	840,190	49,830
The Annex	41,042	0	52,500	46,500	46,500
Programs	521,122	623,680	685,620	631,680	8,000
Special Events	181,314	180,550	199,560	216,020	35,470
Teen Center	200,313	242,360	248,660	269,410	27,050
Historic Preservation	27,003	31,000	35,660	31,000	0
<b>Parks and Recreation</b>	<b>4,202,939</b>	<b>4,411,550</b>	<b>4,898,670</b>	<b>4,810,280</b>	<b>398,730</b>



	FY 21-22 Actuals	FY 22-23 Adopted	FY 23-24 Adopted	Net Change	FY 23-24 % of Total
Personnel Services	2,211,391	2,354,960	2,506,560	151,600	52.1%
Employee Benefits	653,104	681,700	795,190	113,490	16.5%
Purchased Services	661,192	713,050	769,350	56,300	16.0%
Other Charges	201,540	176,600	209,800	33,200	4.4%
Materials and Supplies	181,043	178,060	187,730	9,670	3.9%
Program and Services	288,894	300,050	328,520	28,470	6.8%
Capital Outlay	5,776	7,130	13,130	6,000	0.3%
Transfers	0	0	0	0	0.0%
<b>Parks and Recreation</b>	<b>4,202,939</b>	<b>4,411,550</b>	<b>4,810,280</b>	<b>398,730</b>	<b>100%</b>



**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 an opportunity to learn and grow. Their assistance fills gaps in staffing for safer events, programs, and services. Generous donors support the Town with the ability to continue to provide services for those in need. This support is vital and enhances community engagement and serves to promote **“Vienna as a complete community.”**

**ACTIVITIES / PRODUCTS / SERVICES**

- Provide financial oversight, revenue, and expenditure tracking.
- Responsible for department planning and implementation of diversified programs.
- Responsible for long range planning and oversight of all parks and recreational facilities.
- Management of the Capital Improvement Plan.
- Foster community outreach and partnerships.
- Responsible for staff training and development.

**FY 22-23 ACCOMPLISHMENTS**

- Developed the Parks Master Plan request for proposal (RFP).
- Coordinated with Vienna Girls Softball League (VGSL) to fund the renovation of the three (3) Caffi Field infields.
- Coordinated with Vienna Babe Ruth to fund the following improvements at Waters Field:
  - replacement of the press box and concession stand roof and gutter system.

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**ADMINISTRATION**  
**17110**

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- renovation of the backstop, pitching and batting cages.
- purchase and installation of two roll up windows (press box and concession stand).
- Provided an internship opportunity to two JMHS seniors as part of the WINGS Program.
- Provided internship opportunities for students at Marshall, Oakton, and Cedar Lane High Schools.
- Completed the Annex long-term use study.
- Organized and offered Mental Health First Aid Course to Town staff taught by Fairfax – Falls Church Community Services Board/Wellness Health Promotion and Prevention.
- Implemented an improved online ticket sale process for theatre productions.
- Implemented a key FOB program for drop-in programs.
- Updated brochure generator in Rectrac to include AP standards for output, supported by the Public Information Office.
- Implemented the first full color Parks & Recreation quarterly program brochure.
- Utilized the Fairfax County Print Shop for Wellness Sign Boards and Liberty Amendment brochures.

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**FY 23-24 INITIATIVES**

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- Complete the Parks Master Plan Study by June 2024.
- Review and finalize service organization sign policy for Nutley Street and Maple Avenue by June 2024.
- Review and update user agreements for storage sheds by June 2024.
- Continue to offer Town residents ways to donate their time and/or money, allows the Town to provide quality service and events to all residents.

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**PERFORMANCE MEASURES**

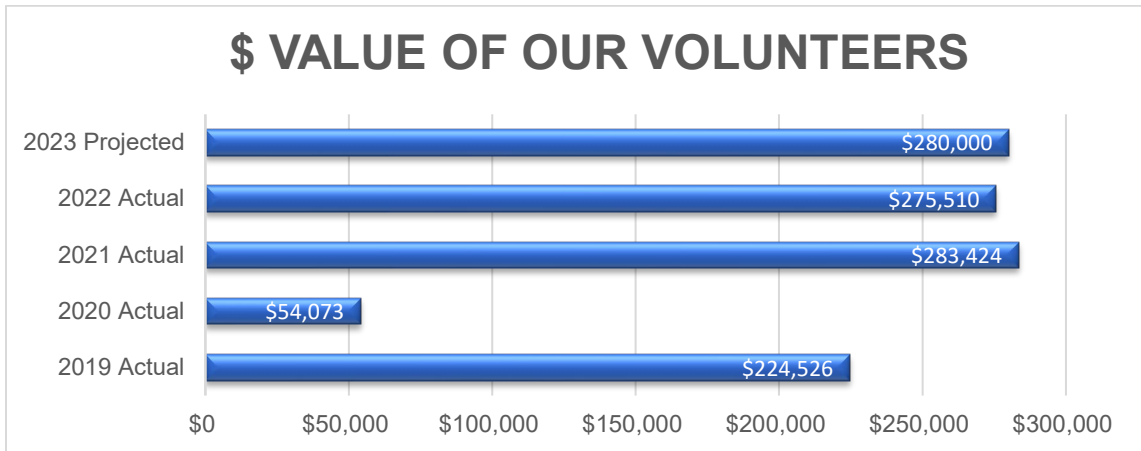
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**Strategic Plan Importance:** By continually offering various types of volunteer activities/engagements and ways to donate, allows the resident to feel a deeper connection with their community. This promotes *Vienna as a complete community*.



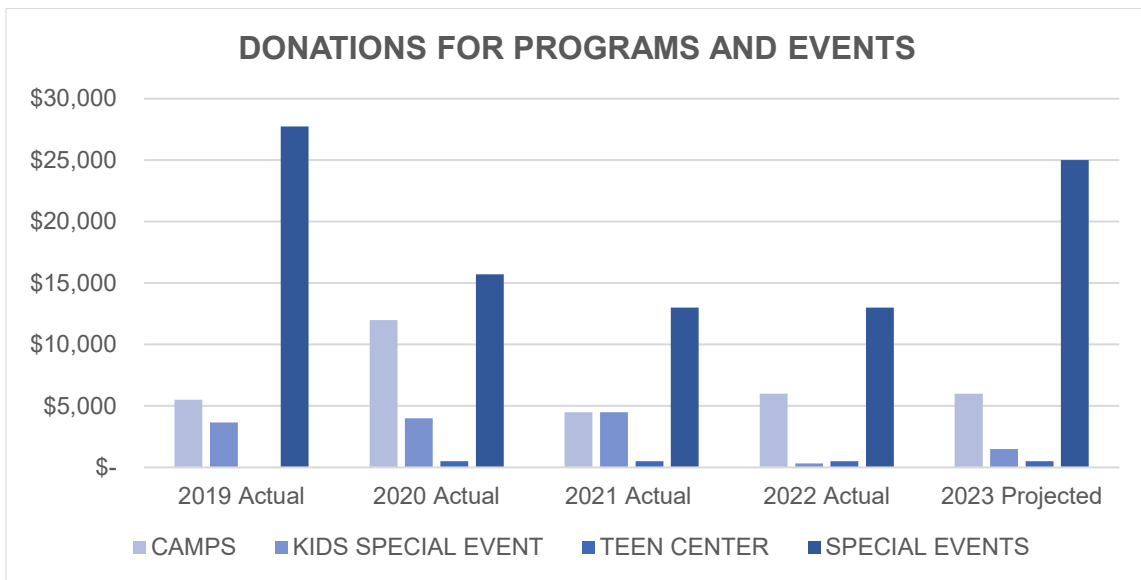
*The charts below are based on calendar year data to show the full impact the pandemic had on donations, inclusive of time and money (prior to, during, and after).*

**ADMINISTRATION  
17110**

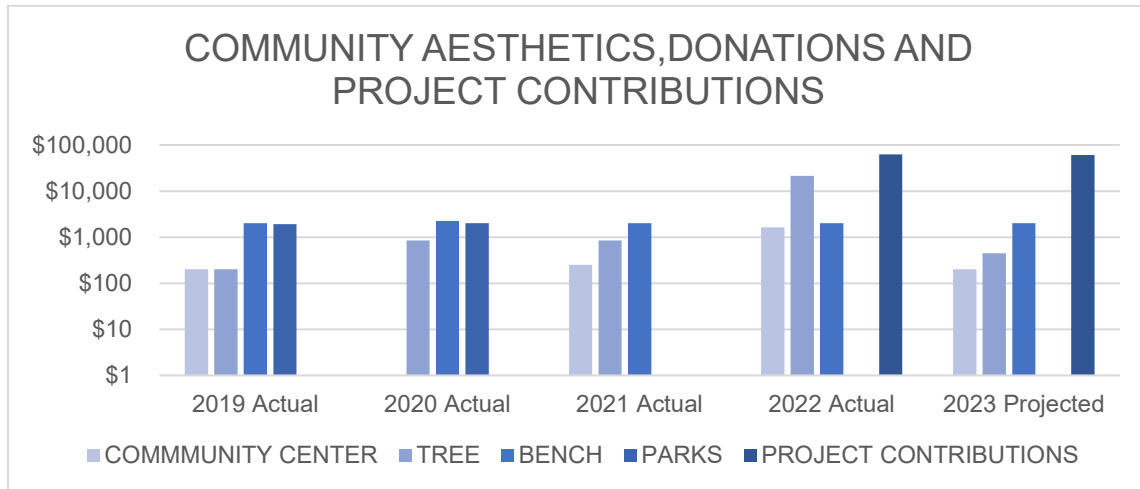


Volunteer support Value = \$29.95/per person/per hour.

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



**ADMINISTRATION  
17110**



In 2021, in-person larger events started coming back slowly to full scale in the second half of the year. In 2022, the Town hosted a full schedule of events. The effects of COVID and the economy limited the amount of donations received in 2022. As we go into 2023 and 2024, the outlook for donations is trending positive. Project contributions, started in 2022, include monetary contributions of \$60,000 from Vienna Girls Softball League and Vienna Babe Ruth to fund improvements at Waters, Caffi and Meadow Lane fields.

**PERSONNEL**

Authorized Positions	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
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	2	2
Administrative Assistant II	1	1	1
<b>Total</b>	<b>6</b>	<b>7</b>	<b>7</b>

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

**FY 23-24 BUDGET CHANGES**

- Increase in Contracts (account 43308) of \$14,000, due to an increase in program registrations and number of credit card transactions has had a direct impact on credit card fees.

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

**DIVISION 17110  
NAME PARKS AND RECREATION ADMINISTRATION**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 572,118	\$ 605,910	\$ 667,400	\$ 711,560	\$ 105,650
41002 Overtime	29,502	8,240	15,500	14,740	6,500
41004 Part Time without Benefits	29,728	39,030	30,100	30,030	(9,000)
41008 Annual Leave Cash-In	10,047	-	15,000	-	-
41015 Performance Bonus	5,000	-	5,000	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>646,395</b>	<b>653,180</b>	<b>733,000</b>	<b>756,330</b>	<b>103,150</b>
42001 F.I.C.A.	47,049	43,550	53,300	59,020	15,470
42002 V.R.S.	66,755	67,360	76,700	84,460	17,100
42003 V.R.S. Life Insurance	7,655	7,260	7,260	9,520	2,260
42007 Health Insurance	63,632	70,500	70,900	70,820	320
42012 Cafeteria Plan Fees	297	320	320	350	30
42018 Employer Contributions:DC401A	19,979	21,670	21,670	25,460	3,790
42021 V.R.S. Hybrid 401A Match	4,465	3,970	5,400	7,390	3,420
42025 V.R.S. Hybrid Disability	662	620	900	1,120	500
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>210,493</b>	<b>215,250</b>	<b>236,450</b>	<b>258,140</b>	<b>42,890</b>
43301 Equipment Maintenance Contracts	-	1,500	750	1,500	-
43308 Contracts/Services	39,839	26,000	26,000	40,000	14,000
43501 Printing/Binding Services	18,817	27,350	25,350	27,350	-
<b>TOTAL PURCHASED SERVICES</b>	<b>58,656</b>	<b>54,850</b>	<b>52,100</b>	<b>68,850</b>	<b>14,000</b>
45203 Postal Services	12,239	12,500	12,500	12,500	-
45402 Equipment Rental	-	1,000	1,000	1,000	-
45404 Central Copier Charges	11,288	13,450	13,450	13,450	-
45501 Mileage Reimbursement	933	750	750	1,000	250
45503 Subsistence/Lodging	1,477	2,500	3,250	4,340	1,840
45504 Conventions/Education	4,102	5,500	3,900	6,250	750
45801 Memberships/Dues	1,558	2,200	2,200	2,200	-
<b>TOTAL OTHER CHARGES</b>	<b>31,597</b>	<b>37,900</b>	<b>37,050</b>	<b>40,740</b>	<b>2,840</b>
46001 Office Supplies	11,250	7,500	9,250	10,000	2,500
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>11,250</b>	<b>7,500</b>	<b>9,250</b>	<b>10,000</b>	<b>2,500</b>
<b>TOTAL PARKS &amp; REC ADMIN</b>	<b>\$ 958,391</b>	<b>\$ 968,680</b>	<b>\$ 1,067,850</b>	<b>\$ 1,134,060</b>	<b>\$ 165,380</b>

**PARKS MAINTENANCE  
17120**

**PURPOSE**

To provide safe, resilient, well-maintained, and aesthetically pleasing urban forests, parks, recreation facilities, streetscapes and green spaces for the use and 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, environmentally sustainable, complete, and safe community.”***

**ACTIVITIES / PRODUCTS / SERVICES**

- Responds to after-hour emergencies relating to trees, snow, parks, recreation facilities and green spaces.
- Provides management and maintenance of the Town’s estimated eight thousand (8,000+) trees in parks, and along streets and right-of-ways. Includes watering, installing, 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 the 13 Town parks including athletic fields and courts, playgrounds, picnic shelters, bathroom facilities, out buildings, paths, and signs.
- Provides lawn maintenance, edging, and trimming in 58 locations including parks, athletic fields, town facilities, green spaces, and right-of-ways.
- Provides maintenance of four town-owned cemeteries.
- Provides management and maintenance of the Town’s nine irrigation systems in parks, streetscapes, athletic fields, and facilities.

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**PARKS MAINTENANCE**  
**17120**

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- Provides management and maintenance of the Town's landscape areas in parks, streetscapes, green spaces, and facilities. This includes weeding, mulching, trash collection, plant installation and pruning.
- Maintains the Town's greenhouses which produce annual and perennial plants for streetscapes, facilities, and parks.
- Removes trash from outdoor receptacles located in parks and public facilities.
- Provides snow removal and ice management at public buildings, commercial sidewalk areas, school walking routes, Metro walking routes and bus stops.
- Provides support for the Town's special events and programs.
- Manages and staff's community and volunteer projects - youth athletic field days, Town clean-up days, habitat restoration, scouts projects, etc.
- Manages and maintains stream corridors on Town property including tree maintenance and keeping debris clear of pipes and culverts that cross under streets.
- Reviews and provides oversight of all site plans and construction activity of residential development to ensure compliance of Town ordinances.
- Participates in the design of all Public Works (DPW) road improvement projects, as it 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.

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**FY 22-23 ACCOMPLISHMENTS**

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- Hired and trained:
  - One Town Arborist/Horticulturist
  - One Maintenance Worker III
- Provided support and labor for the planning and execution of 69 Special Events and Programs, and 122 weekend picnic reservations.
- Continued the Habitat Restoration Program and hosted 85 events, recruiting 330 volunteers who donated 700 hours of their time to remove non-native invasive plants and install over 1,000 native plants.
- Staffed and led 3 Town Clean Up events attracting approx. 116 volunteers, *promoting Vienna as an engaged and complete community.*
- Supported two ballfield clean up days with youth sports organizations at Waters Field, Caffi Fields and Meadow Lane Park.
- As of January 2023, supported 12 Eagle Scout Projects at Town Green, Glyndon Park, Freeman Store grounds, Caffi Fields, W&OD Trail (trash collection).
- Installed 350 trees, 280 shrubs, 2,900 herbaceous perennials, 450 annuals, and 1,350 spring bulbs.
- Pruned 320 trees and removed 130 trees.

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**PARKS MAINTENANCE**  
**17120**

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- Reviewed 512 residential, commercial, and DPW road/sidewalk construction and demolition plans.
- Hosted weekly staff safety training, *promoting Vienna as a safe community*.
- Implemented and oversaw contractor mowing of 39 of the Towns 58 mowing sites.
- Northside Park:
  - Removed and repaired uneven sections of the asphalt trail.
  - Power washed the aluminum bridge.
- Glyndon Park:
  - Replaced two wood fence panels.
  - Designed a new nature themed playground.
  - Installed a new roof and façade on the bathroom building.
  - Milled and paved the Beulah Road parking lot and the lower parking lot on Glyndon Street, and resurfaced asphalt paths.
- Town Green:
  - Installed an irrigation system in the landscape beds.
  - Installed new landscape plants near the stage and in two areas between the bathroom building and the Little Library.
  - Bathroom building - Repaired rain gutters and painted interior walls and floor.
  - Installed two new landscape pots adjacent to the bathroom building and planted them with summer annuals.
- Town Hall:
  - Installed a seasonal landscape display on front and rear steps, and in all landscaped areas.
- Bowman House:
  - Renovated landscape areas for the Police Station open house.
  - Removed deteriorated wooden landscape borders and benches.
  - Refurbished the wooden retaining wall.
  - Improved landscape maintenance frequency.
- Waters Field:
  - Replaced rusting dumpster and installed a stone pad for the dumpster to sit on.
  - Replaced signage on scoreboard.
  - Press box building - replaced roof and gutters and added new roll-up doors, (funded by Greater Vienna Babe Ruth), installed new stairs (funded by the Town).
  - Concession stand - replaced roof (donation from Sekas Homes), added new gutters, and added new roll-up doors (funded by Greater Vienna Babe Ruth).
  - Replaced one batting cage along left field line (funded by Greater Vienna Babe Ruth).
  - Retrofitted batting cage in left field (near Vienna Elementary School) (funded by Greater Vienna Babe Ruth).



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**PARKS MAINTENANCE**  
**17120**

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- Assisted Vienna Babe Ruth and Vienna Youth Inc. (VYI) with facility improvements and general maintenance in anticipation of the State Tournament in summer of 2022.
- Performed G-Max testing of field for compaction rating.
- Caffe Fields:
  - Increased frequency of infield maintenance.
  - Assisted Vienna Girls Softball League with the addition of new fencing and renovated the three infields.
  - Replaced three bleachers with code compliant bleachers.
  - Replaced the roof of four dugouts.
  - Power washed the aluminum bridge.
  - Renovated irrigation system to provide water to the “wings” of each field.
- Vienna Community Center:
  - Installed 7 new landscape pots adjacent to the Community Center and planted them with summer annuals.
  - Installed four rocking chairs in front of the Community Center.
  - Renovated landscape area around the “Taking Flight” statue.
- Moorefield Park/Vienna Dog Park:
  - Cleared vegetation further from dog park fence.
  - Installed renovated benches.
- Meadow Lane Park:
  - Increased frequency of infield maintenance.
  - Completed the design of new bathroom building and court lights.
  - Replaced 10 swing sets with new swing hangers, chains, and seats.
- Southside Park:
  - Increased frequency of infield maintenance.
  - Continued invasive plant removal efforts in the woodland area and along the stream and installed native trees, shrubs, and groundcovers.
  - Replaced the roof on two dugouts.
  - Repaired the damaged bridge leading from Field 1 to Yeonas Park.
- Wildwood Park:
  - Continued removing invasive plants and installing native trees, shrubs, and groundcovers.
  - Repaired sections of the asphalt trail to alleviate standing water.
  - Power washed the aluminum bridge.
- Sarah Mercer Park:
  - Installed new groundcover plants at the park entrances.
  - Repaired the pathway border.
- Nutley Yard Facility:
  - Purchased two new dumpsters.
  - Milled and paved the parking lot.
  - Replaced three doors.

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**PARKS MAINTENANCE**  
**17120**

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- Peterson Lane Park:
  - Replaced one swing set with new swing hangers, chains, and a seat.
- Maud Robinson Property:
  - Continued general upkeep of the grounds.
- Training:
  - Four staff attended the Virginia State Pesticide training course.
  - Two staff received their Registered Technician Pesticide License from Virginia State.
  - Two staff attended the Certified Playground Safety Inspection (CPSI) course.
  - Two staff attended the Playground Maintenance Technician online course.
  - Four staff attended the Chainsaw Training and Maintenance class.
  - Parks Superintendent attended the American Society of Consulting Arborist annual conference.
  - Two staff attended various training classes to maintain their ISA Board Certified Master Arborist Certifications, and ISA Tree Risk Assessment Qualifications.
- Completed the Urban Tree Canopy Assessment measuring and comparing the Town's tree canopy coverage between 2021 and 2011.
- Completed the Nutley Street Median Phase 2 removal and replanting project of the Callery Pear trees (14 trees).
- Completed Tree Inventory and Assessment.
- Worked with a landscape contractor to design a new landscape scheme for Maple Avenue and Church Street streetscape planters.
- Continued to address perennially troublesome right-of-way areas by clearing them of brush and debris.
- Provided snow and ice abatement for Town sidewalks, facilities, and parking lots.
- Replaced remaining trash can lids throughout Town parks and sports fields.

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**FY 23-24 INITIATIVES**

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- Training:
  - Have two staff obtain their Virginia Commercial Pesticide Applicators License, by June 2024.
  - Throughout the year, have staff attend professional workshops for further education in horticulture, and athletic field/sport courts, and safety practices, *promoting Vienna as an influential and well-governed community*.
  - Have two staff attend Playground Maintenance Technician Training, by June 2024.

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**PARKS MAINTENANCE**  
**17120**

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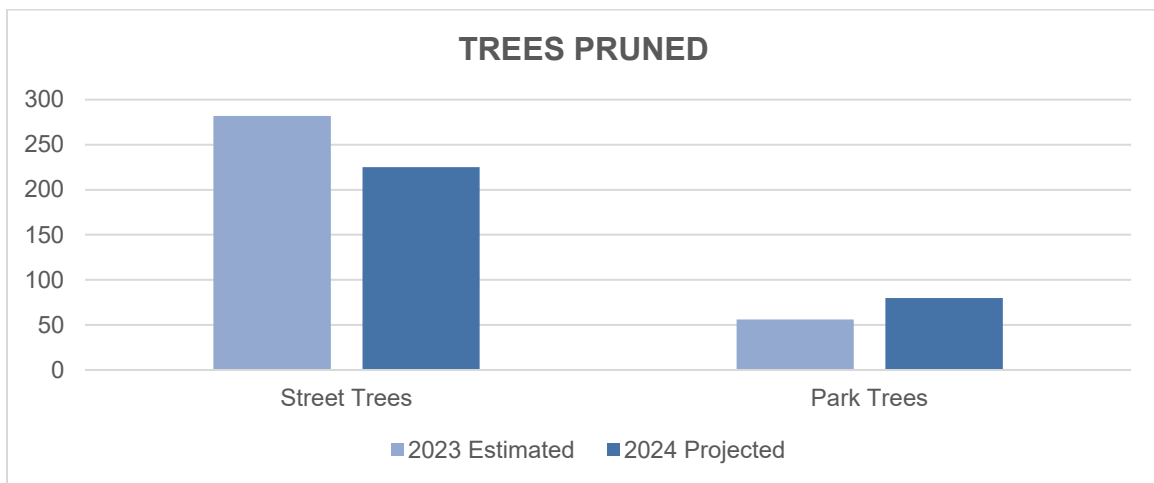
- Have one staff attend year one of the North Carolina State University Supervisor's Management School, endorsed by the National Recreation and Parks Association.
- Replace wooden picnic tables with aluminum picnic tables, in Spring 2024.
- Glyndon Park:
  - Install a new nature themed playground.
  - Continue invasive plant removal efforts and install native trees, shrubs, and groundcovers.
- Town Green:
  - Stain the Town Green stage.
- Town Hall:
  - Install seasonal landscape plants on the south side of the building.
  - Continue to install seasonal plant displays throughout the property.
- Bowman House:
  - Improve the landscape in front of the building.
  - Install one new tree in front of the building.
- Waters Field:
  - Improve grooming frequency of the synthetic turf.
  - Replace one bleacher with a code compliant bleacher.
- Caffi Fields:
  - Replace one bleacher with a code compliant bleacher.
  - Replace the roof of two dugouts.
- Vienna Community Center:
  - Install a seasonal display in landscape pots adjacent to the Community Center.
- Moorefield Park/Vienna Dog Park:
  - Initiate invasive plant removal efforts and install native trees and shrubs throughout the park.
  - Improve drainage in the dog park.
- Meadow Lane Park:
  - Install a new bathroom building.
  - Install new lighting for the basketball and tennis courts.
  - Replace one bleacher with a code compliant bleacher.
- Southside Park:
  - Continue invasive plant removal efforts in the woodland area, and install native trees, shrubs, and groundcovers.
  - Replace two bleachers with code compliant bleachers.
- Wildwood Park:
  - Continue invasive plant removal efforts, and install native trees, shrubs, and groundcovers.
- Sarah Mercer Park:
  - Install new groundcover plants in the interior of the park.

**PARKS MAINTENANCE  
17120**

- Nutley Yard Facility:
  - Make improvements to the garage and office areas.
- Maud Robinson Property:
  - Continue general upkeep of the grounds.

**PERFORMANCE MEASURES**

**Strategic Plan Importance:** Improving the Town’s Tree Canopy through continual maintenances ensures Vienna as an *environmentally sustainable community*.



This is a new chart to track the pruning of trees in streets and parks. This is the first year tracking this data, separating street and park tree pruning.



This chart has been revised to provide detail of trees planted in streets and parks. Tracking of this data began in FY22.

**PARKS MAINTENANCE  
17120**



**PERSONNEL**

Authorized Positions	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
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
<b>Total</b>	<b>10</b>	<b>12</b>	<b>12</b>

**FY 23-24 BUDGET CHANGES**

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

- Being reactionary to some issues, instead of most issues.
- Increasing the level of preventative maintenance.
- Increasing the level of aesthetics in all areas.

Description	Budget Impact
Hold one maintenance worker unfunded; fund contract and services. Tasks to be performed by contractor: <ul style="list-style-type: none"> <li>• Continuation of lawn mowing via a contractor at 39 sites.</li> <li>• Allow for a contractor to assist staff with landscape and irrigation maintenance.</li> </ul>	Decrease salary and benefits; increase contract costs; \$70,000. \$0 net increase
Increase in Tree Maintenance as approved in May 2022	\$30,000 increase

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

**DIVISION 17120  
NAME PARKS MAINTENANCE**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 637,800	\$ 760,810	\$ 674,300	\$ 787,700	\$ 26,890
41002 Overtime	57,871	70,290	34,000	50,290	(20,000)
41004 Part Time without Benefits	27,717	34,840	20,600	30,000	(4,840)
41006 Annual Leave Liquidation	8,546	-	23,300	-	-
41008 Annual Leave Cash-In	11,753	-	9,900	-	-
41015 Performance Bonus	5,500	-	6,000	-	-
41020 Transfer of Budgeted Salary	-	-	(73,500)	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>749,187</b>	<b>865,940</b>	<b>694,600</b>	<b>867,990</b>	<b>2,050</b>
42001 F.I.C.A.	53,986	54,840	54,600	64,470	9,630
42002 V.R.S.	71,949	83,880	72,000	93,060	9,180
42003 V.R.S. Life Insurance	8,538	8,200	8,200	10,630	2,430
42007 Health Insurance	100,246	110,300	101,600	102,590	(7,710)
42012 Cafeteria Plan Fees	192	-	-	210	210
42018 Employer Contributions:DC401A	19,238	20,500	20,500	28,710	8,210
42021 V.R.S. Hybrid 401A Match	7,062	2,960	8,800	10,340	7,380
42025 V.R.S. Hybrid Disability	1,633	470	1,700	2,120	1,650
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>262,845</b>	<b>281,150</b>	<b>267,400</b>	<b>312,130</b>	<b>30,980</b>
43301 Equipment Maintenance Contracts	2,766	1,000	3,400	3,400	2,400
43304 H/AC Maintenance Contract	-	2,000	2,000	1,000	(1,000)
43305 Other Maintenance Contracts	1,297	-	-	-	-
43307 Repair/Maintenance Services	52,513	30,000	22,500	30,000	-
43308 Contracts/Services	35,966	91,900	114,500	92,000	100
43309 Cell Phone Expense	7,281	5,000	4,000	3,300	(1,700)
43310 Tree Maintenance	56,481	50,000	187,610	80,000	30,000
43701 Uniform Rental/Cleaning	5,500	6,000	6,000	4,000	(2,000)
<b>TOTAL PURCHASED SERVICES</b>	<b>161,805</b>	<b>185,900</b>	<b>340,010</b>	<b>213,700</b>	<b>27,800</b>
45101 Electricity	18,811	27,300	27,300	27,300	-
45102 Natural Gas	3,398	4,000	5,000	4,000	-
45104 Water/Sewer Service	20,200	13,000	13,000	13,000	-
45402 Equipment Rental	422	1,000	1,000	1,000	-
45501 Mileage Reimbursement	-	500	500	500	-
45502 Fares	-	100	100	100	-
45503 Subsistence/Lodging	1,465	4,000	2,200	5,000	1,000
45504 Conventions/Education	10,678	8,000	9,800	9,000	1,000
<b>TOTAL OTHER CHARGES</b>	<b>54,973</b>	<b>57,900</b>	<b>58,900</b>	<b>59,900</b>	<b>2,000</b>
46003 Horticultural Supplies	58,088	40,300	46,225	40,000	(300)
46007 Repair/Maintenance Supplies	27,596	23,000	28,000	23,000	-
46008 Vehicle/Equipment Fuels	15,441	12,000	20,000	12,000	-
46009 Veh/Equip Maintenance Supplies	692	7,000	2,500	7,000	-
46011 Uniforms/Safety Apparel	4,037	5,000	5,000	5,000	-
46015 Operational Supplies	14,955	14,000	6,000	14,000	-
46017 Small Tools	1,703	2,000	2,000	2,000	-
46031 Tires and Tubes	1,343	2,730	-	2,700	(30)
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>123,856</b>	<b>106,030</b>	<b>109,725</b>	<b>105,700</b>	<b>(330)</b>
47403 Physical Improvements	114,104	78,000	197,795	78,000	-
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>114,104</b>	<b>78,000</b>	<b>197,795</b>	<b>78,000</b>	<b>-</b>

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

**DIVISION 17120  
NAME PARKS MAINTENANCE**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23----- BUDGET	REVISED	FY 23-24 ADOPTED	NET CHANGE
48201 Additional Machine/Equipment	<u>5,000</u>	<u>-</u>	<u>12,000</u>	<u>4,000</u>	<u>4,000</u>
TOTAL CAPITAL OUTLAY	<u>5,000</u>	<u>-</u>	<u>12,000</u>	<u>4,000</u>	<u>4,000</u>
<b>TOTAL PARKS MAINTENANCE</b>	<b><u>\$ 1,471,769</u></b>	<b><u>\$ 1,574,920</u></b>	<b><u>\$ 1,680,430</u></b>	<b><u>\$ 1,641,420</u></b>	<b><u>\$ 66,500</u></b>

**COMMUNITY CENTER  
17130**

**PURPOSE**

The Community Center Division is committed to coordinating, developing, maintaining, and operating the Community Center and supplying support for other Town Recreational Facilities. Ensuring safe, diverse, and accessible facilities for all patrons and access to leisure activities, programs, and classes that define and enhance the quality of life within the town.



**STRATEGIC PLAN** 

The division is committed to being a responsible steward of the town’s public funds, ensuring safe facilities through industry maintenance standards, providing innovative technology, collaborating with other organizations for a more engaged community. This promotes **“Vienna as a fiscally responsible, influential and well-governed, and engaged community”**. As a gold LEED facility, the division exemplifies **“Vienna as an environmentally sustainable community”**.

**ACTIVITIES / PRODUCTS / SERVICES**

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

**FY 22-23 ACCOMPLISHMENTS**

- Installed a public address system.
- Installed a new concrete pad outside of the new Auditorium Doors.
- Purchased a new Vertical Lift.



**COMMUNITY CENTER  
17130**

- Installed a new locking system for all the entrance doors that had the mag-lock system.
- Repaired both gym floors from water damage.
- Installed 4 window wells along the window side of the Auxiliary Gym, to prevent water damage.
- Located and sealed Fieldhouse roof joint seam opening.
- Installed cameras in the Teen Center, for improved security.

**FY 23-24 INITIATIVES**

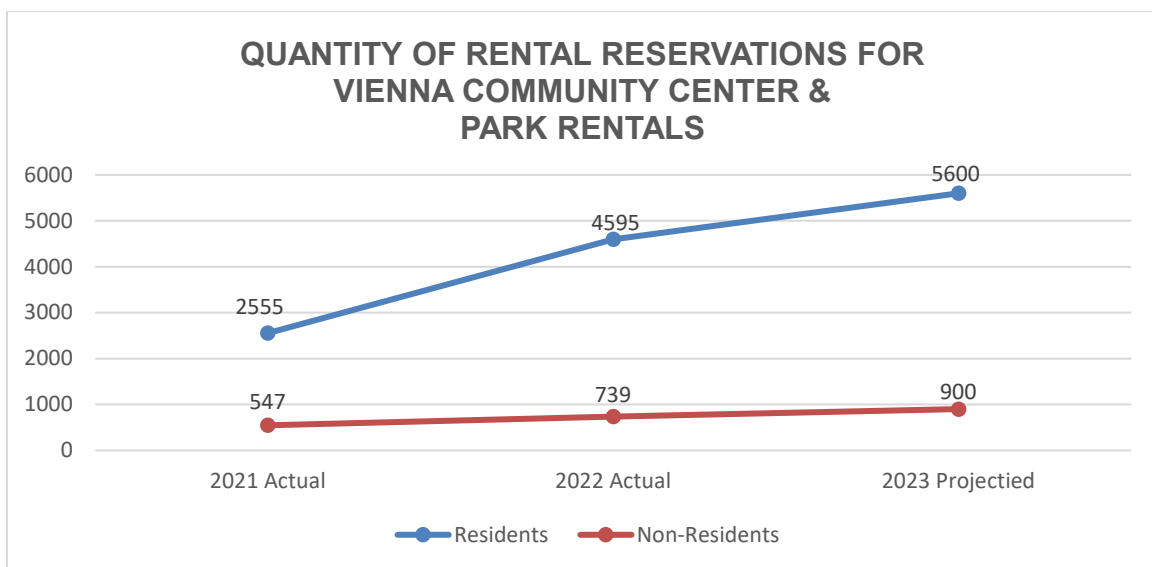
- Replace the outdoor marquee by June 2024.
- Replace the pervious pavement along handicapped parking, by June 2024.
- Continue providing a quality experience for both residents and non-residents when renting the Community Center, promoting *Vienna as an engaged community*. Revenue is expected to increase almost 20% from the prior year.

**PERFORMANCE MEASURES**

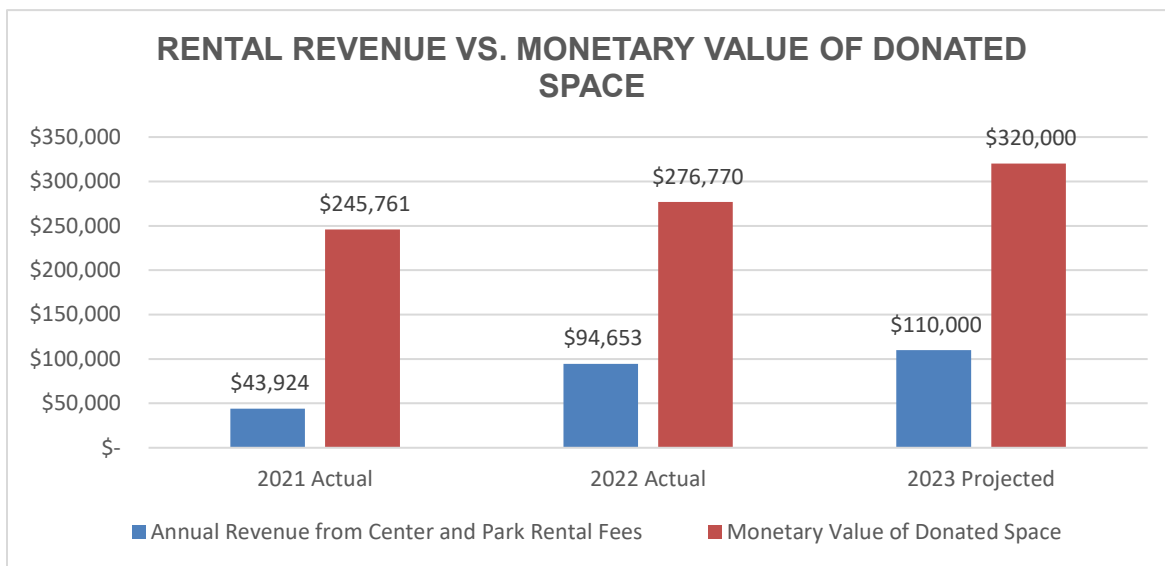
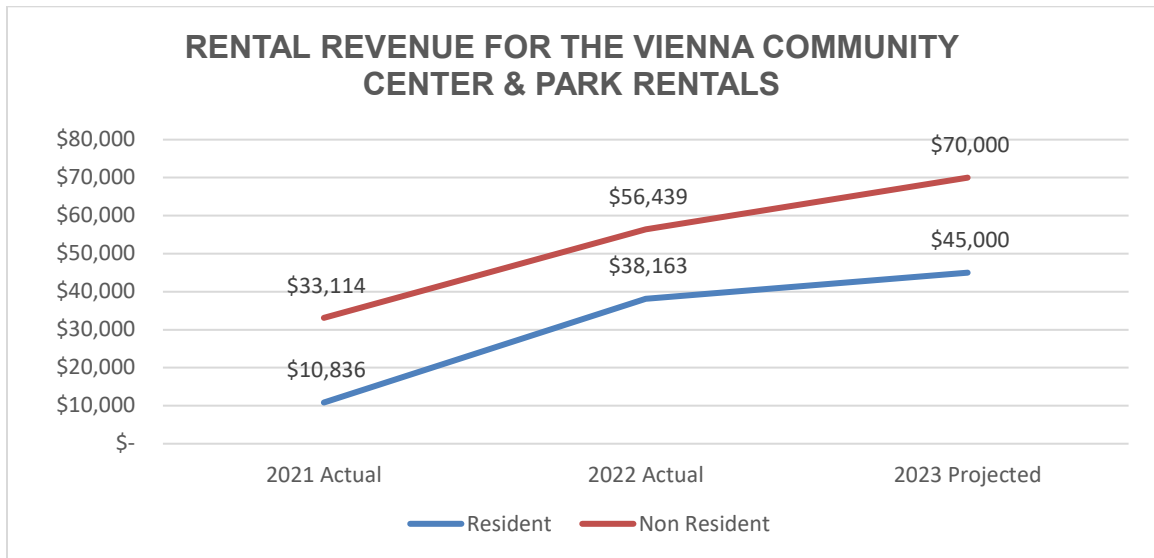
**Strategic Plan Importance:** Most of the revenue generated from Community Center rental fees comes from non-resident reservations. Non-residents pay a higher rate for rentals. This ensures *Vienna is a fiscally responsible and influential and well-governed community*.



The charts below are based on calendar year data to show the impact the pandemic had on reservations and the slow increase year over year.



**COMMUNITY CENTER  
17130**



- 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, Senior Drop-In Programs, James Madison Ethics Day, James Madison All Night Grad. Party, Fairfax Government Agencies, Conservation and Sustainability Commission, Board of Zoning Appeals, Transportation Safety Commission, Board of Architectural Review, Historic Vienna Inc., Vienna Business Association, Police Department, Fire Department, etc.
- Monetary value based on National volunteer support value (\$29.95) hour. This does not consider potential revenues.

**COMMUNITY CENTER  
17130**

**PERSONNEL**

<b>Authorized Positions</b>	<b>Adopted FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Adopted FY 23-24</b>
Community Center Manager	1	1	1
Community Center Supervisor	1	1	1
Custodians	2	2	2
Customer Care Specialist	1	1	1
<b>Total Benefited Employees</b>	<b>5</b>	<b>5</b>	<b>5</b>

<b>Temporary and Part-time Staff<sup>1</sup></b>	<b>Adopted FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Adopted FY 23-24</b>
Part-time Building Supervisors (MOD's)	7	7	7
Part-time Customer Care Specialist	5	5	5
Part-time Gym Monitors	3	3	3
Part-time Custodians	3	3	3
<b>Total Non-Benefited Staffing<sup>2</sup></b>	<b>18</b>	<b>18</b>	<b>18</b>

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

<sup>2</sup>These 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 23-24 BUDGET CHANGES**

- Increase in the Part-Time without Benefits account of \$10,500, this increase reflects staffing at pre-pandemic levels. Staffing includes an increase in pay rate for evening and weekends hours, an increase in hours post-pandemic, and an increase in rentals requests for the use of the community center (revenue base will increase as well).
- Increase in the H/AC Maintenance Contract account of \$7,000 due to an increase in the number of repairs to HVAC system; warranties have ended.

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

**DIVISION 17130  
NAME COMMUNITY CENTER OPERATIONS**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 321,846	\$ 342,580	\$ 342,200	\$ 348,790	\$ 6,210
41002 Overtime	11,437	15,170	23,900	17,000	1,830
41003 Regular Part Time with Benefits	374	-	-	-	-
41004 Part Time without Benefits	145,140	123,500	146,800	134,000	10,500
41006 Annual Leave Liquidation	-	-	54,200	-	-
41008 Annual Leave Cash-In	8,069	-	350	-	-
41015 Performance Bonus	4,000	-	3,500	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>490,866</b>	<b>481,250</b>	<b>570,950</b>	<b>499,790</b>	<b>18,540</b>
42001 F.I.C.A.	36,630	32,020	43,800	42,720	10,700
42002 V.R.S.	37,597	39,290	40,100	43,350	4,060
42003 V.R.S. Life Insurance	4,353	3,960	3,960	4,810	850
42007 Health Insurance	33,633	37,000	37,300	45,390	8,390
42012 Cafeteria Plan Fees	102	60	60	140	80
42018 Employer Contributions:DC401A	11,390	11,820	11,820	13,980	2,160
42021 V.R.S. Hybrid 401A Match	2,724	2,550	3,200	3,580	1,030
42025 V.R.S. Hybrid Disability	743	660	800	820	160
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>127,173</b>	<b>127,360</b>	<b>141,040</b>	<b>154,790</b>	<b>27,430</b>
43304 H/AC Maintenance Contract	26,355	18,000	32,000	25,000	7,000
43307 Repair/Maintenance Services	27,809	26,000	23,000	23,000	(3,000)
43308 Contracts/Services	30,728	30,000	32,600	28,000	(2,000)
43309 Cell Phone Expense	6,287	4,000	4,000	4,000	-
43701 Uniform Rental/Cleaning	2,388	2,500	2,500	2,500	-
43702 Janitorial/Custodial Service	479	1,000	1,000	1,000	-
<b>TOTAL PURCHASED SERVICES</b>	<b>94,044</b>	<b>81,500</b>	<b>95,100</b>	<b>83,500</b>	<b>2,000</b>
45101 Electricity	48,744	49,000	49,000	49,000	-
45102 Natural Gas	13,844	15,000	15,000	15,000	-
45104 Water/Sewer Service	6,011	4,000	7,000	6,360	2,360
45503 Subsistence/Lodging	1,600	1,600	600	1,600	-
45504 Conventions/Education	611	700	1,000	700	-
<b>TOTAL OTHER CHARGES</b>	<b>70,810</b>	<b>70,300</b>	<b>72,600</b>	<b>72,660</b>	<b>2,360</b>
46005 Janitorial Supplies	15,396	19,000	15,500	19,000	-
46007 Repair/Maintenance Supplies	984	1,000	2,500	2,500	1,500
46011 Uniforms/Safety Apparel	895	2,700	2,700	2,700	-
46013 Recreation Supplies	372	750	900	750	-
46015 Operational Supplies	1,445	6,500	4,500	4,500	(2,000)
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>19,092</b>	<b>29,950</b>	<b>26,100</b>	<b>29,450</b>	<b>(500)</b>
48102 Furniture/Fixture Replacement	-	-	22,600	-	-
<b>TOTAL CAPTIAL OUTLAY</b>	<b>-</b>	<b>-</b>	<b>22,600</b>	<b>-</b>	<b>-</b>
<b>TOTAL COMM CENTER OPERATIONS</b>	<b>\$ 801,985</b>	<b>\$ 790,360</b>	<b>\$ 928,390</b>	<b>\$ 840,190</b>	<b>\$ 49,830</b>

**THE ANNEX  
17135**

**PURPOSE**

The Annex, formerly Faith Baptist Church, is a joint venture between the Police Department, Parks and Recreation, and Public Works. The Police Department utilized a designated portion of the Annex during the construction of the new police station. The Town is contracting out an assessment for long-term use of the property. There will be a transitional period, when the Police Department moves into the new Police Station, until the Town completes and reviews the Long-Term Use Study of the property.



**STRATEGIC PLAN**

The Annex Division adheres to the Town's fiscal discipline approach, maintaining and promoting high standards and ensuring a safe facility through established procedures, maintaining, and using environment products and standards. Striving so ***“Vienna as a complete community”*** has a welcoming character as a unique place to visit or live.

**ACTIVITIES / PRODUCTS / SERVICES**

- Provide management and custodial care to the Annex building.

**FY 22-23 ACCOMPLISHMENTS**

- Maintenance management and custodial care.
- Removal of a religious symbol from the steeple on the building.

**FY 23-24 INITIATIVES**

- Complete the Annex Long-Term Use Study in the Summer of 2023.
- Assist council with determining short-term use of the property.
- Develop an action plan for short-term use of the property.

**PERFORMANCE MEASURES**

- None at this time, building is not open for public use. Pending use of long-term use study.
- The building is not code complaint. Completing upgrades to make the Annex compliant with building codes in order to obtain a new occupancy permit (\$500,000), to make programming and meeting space improvements for public use (\$225,000) and to install an elevator (\$200,000) is approximately \$925,000 presented to Town Council on March 28, 2022.

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**THE ANNEX**  
**17135**

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**PERSONNEL**

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<b>Temporary and Part-Time Staff</b>	<b>Adopted FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Adopted FY 23-24</b>
Part-time Building Supervisors (MOD's)	3	3	0
Part-time Customer Care Specialist	3	3	0
Part-time Custodian	2	2	0
<b>Total Non-Benefited Staff</b>	<b>8</b>	<b>8</b>	<b>0</b>

**FY 23-24 BUDGET CHANGES**

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- There are no significant changes to this budget.

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

**DIVISION 17135  
NAME THE ANNEX**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23-----		FY 23-24 ADOPTED	NET CHANGE
		BUDGET	REVISED		
43304 H/AC Maintenance Contract	250	-	1,000	6,000	6,000
43307 Repair/Maintenance Services	1,546	-	5,000	5,000	5,000
43308 Contracts/Services	<u>2,183</u>	<u>-</u>	<u>1,500</u>	<u>3,500</u>	<u>3,500</u>
<b>TOTAL PURCHASED SERVICES</b>	<b>3,979</b>	<b>-</b>	<b>7,500</b>	<b>14,500</b>	<b>14,500</b>
45101 Electricity	23,087	-	25,000	15,000	15,000
45102 Natural Gas	8,485	-	12,000	7,000	7,000
45104 Water/Sewer Service	<u>3,482</u>	<u>-</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
<b>TOTAL OTHER CHARGES</b>	<b>35,053</b>	<b>-</b>	<b>41,000</b>	<b>26,000</b>	<b>26,000</b>
46005 Janitorial Supplies	994	-	-	-	-
46007 Repair/Maintenance Supplies	131	-	3,000	5,000	5,000
46011 Uniforms/Safety Apparel	106	-	-	-	-
46013 Recreation Supplies	395	-	-	-	-
46015 Operational Supplies	<u>384</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
<b>TOTAL MATERIAL SUPPLIES</b>	<b>2,010</b>	<b>-</b>	<b>4,000</b>	<b>6,000</b>	<b>6,000</b>
<b>TOTAL THE ANNEX</b>	<b><u>\$ 41,042</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 52,500</u></b>	<b><u>\$ 46,500</u></b>	<b><u>\$ 46,500</u></b>

**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**  

The programs and classes this division offers provides opportunities for Vienna residents to come together and create a sense of community; while increasing revenue for additional Town activities promotes ***“Vienna as a fiscally responsible and engaged community.”***

**ACTIVITIES / PRODUCTS / SERVICES**

- Provide camps, dance, fitness, health and wellness, music, sports, theatre classes, writing courses, and one-day workshops.
- Conduct program marketing and program satisfaction surveys.
- Focus on fitness and health programs.
- Increase the number of program partnerships.

**FY 22-23 ACCOMPLISHMENTS**

**Summer 2022:**

- Offered 156 summer, gymnastics, STEAM (science, technology, engineering, art & math), robotics, chess, and sports camps for youth ranging from preschool through high school.
- Offered 105 classes for preschool youth through senior citizens.
- Partnered with Marymount University to offer a Fall Prevention presentation for seniors.
- Added an evening community center adult drop-in pickleball program, at the community center, to accommodate player demand.
- Instituted a pottery student jobs list to assist with classroom cleaning and other tasks.



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**PROGRAMS**  
**17150**

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- Moved camps from Special Events to the Programs division to align with the salary line item.
- Partnered with the Fairfax County Department of Family Services and offered their Bingocize program to Mature Adults.
- Developed a new counselor in training (CIT) interview process.

**Fall 2022:**

- Offered 123 classes for preschool youth through senior citizens.
- Created a pickleball survey for residents and players of the Glyndon Park Courts.
- Volunteer led Bowman House Show and Sale was held for the first time in 3 years.
- Added a new hand building/wheel hybrid class.
- Created a glaze mixing team for the Bowman House program.
- Partnered with the Northern Virginia Center for Deaf and Hard of Hearing to perform health screenings.
- Planned, coordinated, and implemented a monthly Northern Virginia Virtual program offered by Service Source in conjunction with 4 local jurisdictions.
- Implemented an incremental salary increase for part time staff to meet minimum wage requirements.
- Implemented the SAIL (Stay Active For Life) program for senior citizens in coordination with the Northern Virginia Fall Prevention Alliance.

**Winter 2023:**

- Offered a gymnastics mini session during the Thanksgiving and Holiday break for Fairfax County Public Schools.
- Offered 162 classes for preschoolers, youth, through senior citizens.
- Offered 3 winter break youth camps during the Holiday break.
- Secured a pickleball contractor to host two winter clinics.
- Created a special winter mini tennis lesson series.
- Offered Zumba classes for all ages.
- Introduced a preschool yoga class.
- Introduced a Mature Adult class.

**Spring 2023:**

- Offered 152 classes for preschool youth through senior citizens.
- Offered 3 spring break camps during the Holiday break.
- Added class sessions in the art programs to accommodate class demand.
- Offered a preschool soccer program.
- Continued the successful Teens & Tech program for Mature Adults

**PROGRAMS  
17150**

**FY 23-24 INITIATIVES**

- Communicate and coordinate with the Town resident pickleball liaison regarding issues that arise at indoor and outdoor courts.
- Research offsite partnership camps, to bring in a better variety for Town residents *promoting Vienna as an engaged community*.
- Research and assess drop-in program fees, to ensure Vienna is offering competitive pricing.
- Review and compare class fees to other jurisdictions, to ensure Vienna is offering competitive pricing.
- Conduct outreach with a local Mature Adult assisted living community to bring residents to our programs.
- Add teacher workday camps.

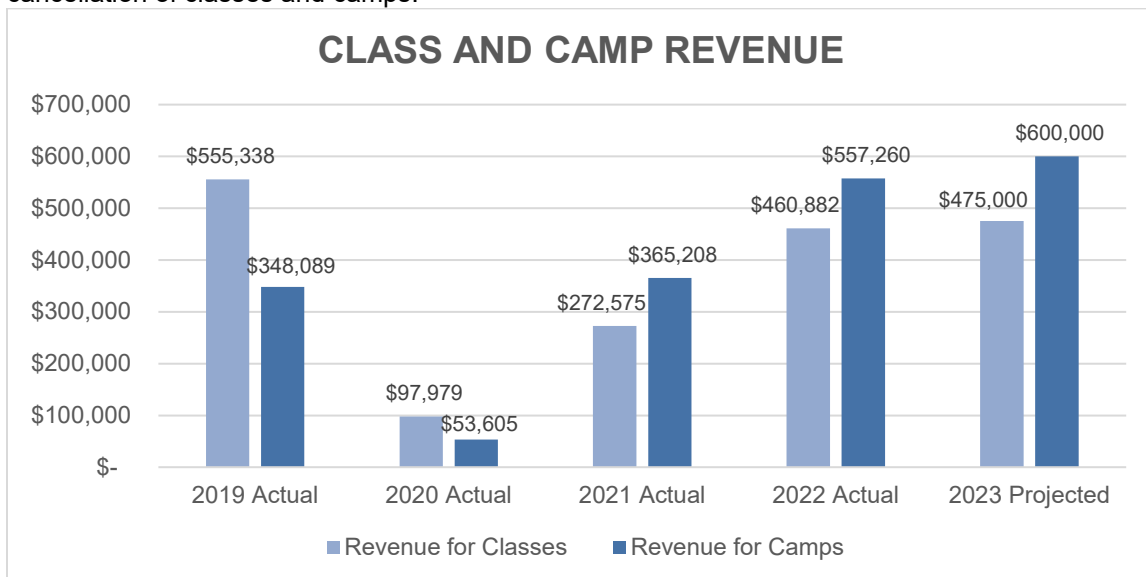
**PERFORMANCE MEASURES**

**Strategic Plan Importance:** By offering a variety of classes for Town residents that align with their changing interests, as well as ensuring the class prices are competitive, will increase revenue year over year allowing for an expected 5% increase in FY23. *This promotes Vienna as a fiscally responsible community.*

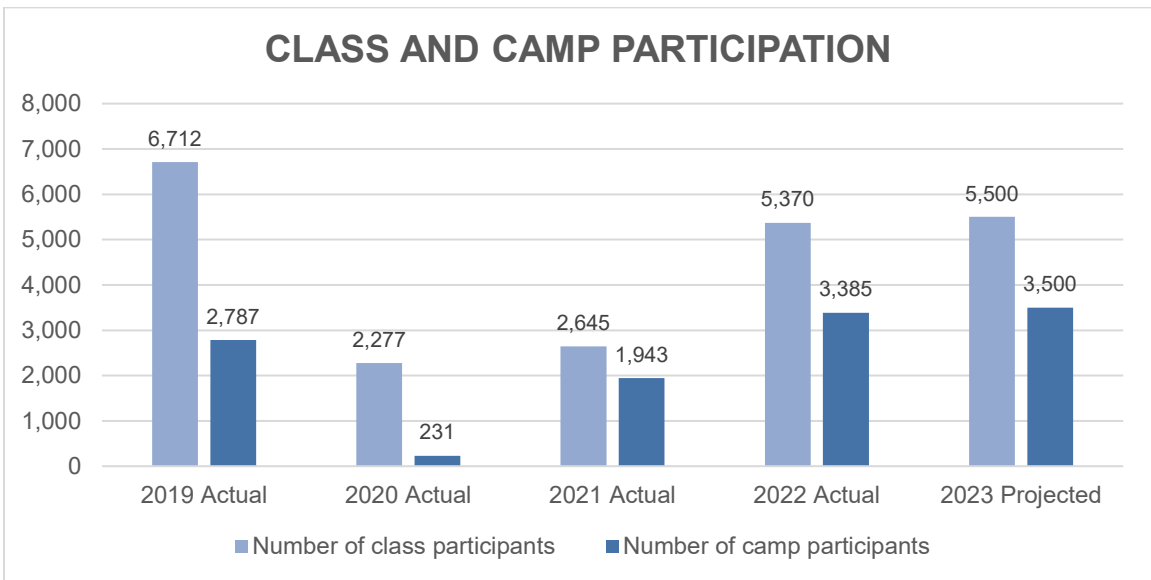
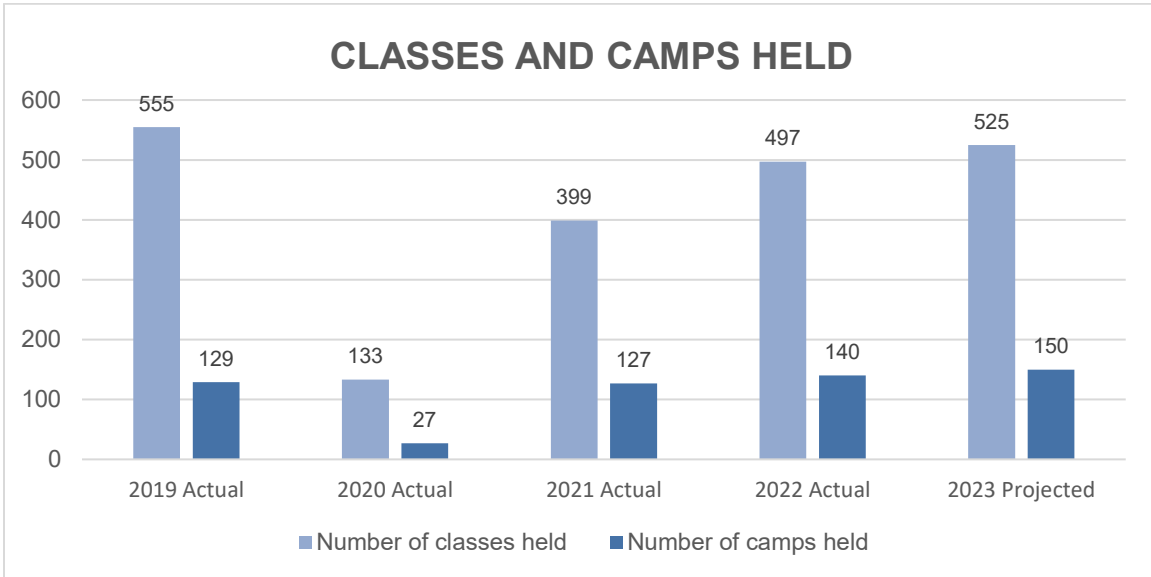


*The charts below are based on calendar year data to show the impact the pandemic had on program attendance and revenue.*

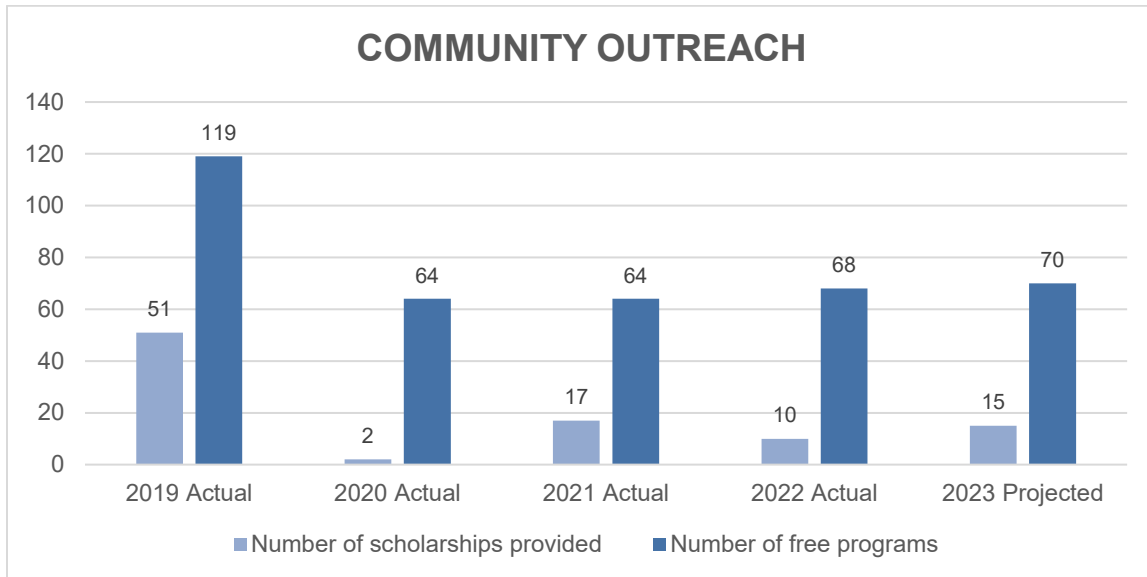
The 2020 actuals are low due to the Covid-19 pandemic and the significant reduction and cancellation of classes and camps.



**PROGRAMS  
17150**



**PROGRAMS  
17150**



**PERSONNEL**

	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
<b>Temporary &amp; Part-Time Staffing<sup>1</sup></b>			
Part-time Program Staff	18	18	18
Part-time Class Instructors	25	25	25
Contract Instructors	37	37	37
<b>Total – Non-benefited staffing<sup>2</sup></b>	<b>80</b>	<b>80</b>	<b>80</b>

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

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

**FY 23-24 BUDGET CHANGES**

- Increased the Other Part-time account by \$9,000 in order to offer competitive instructor salaries. The increased expense will be offset by class registration revenue.

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

**DIVISION 17150  
NAME PROGRAMS**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 230	\$ -	\$ 100	\$ -	\$ -
41002 Overtime	4,354	5,100	4,900	5,100	-
41004 Part Time without Benefits	80,577	99,000	70,100	96,000	(3,000)
41005 Other Part Time	83,655	76,000	95,300	85,000	9,000
<b>TOTAL PERSONNEL SERVICES</b>	<b>168,817</b>	<b>180,100</b>	<b>170,400</b>	<b>186,100</b>	<b>6,000</b>
42001 F.I.C.A.	12,915	11,500	13,000	11,500	-
42002 V.R.S.	2	-	-	-	-
42003 V.R.S. Life Insurance	0	-	-	-	-
42018 Employer Contributions:DC401A	1	-	-	-	-
42021 V.R.S. Hybrid 401A Match	1	-	-	-	-
42025 V.R.S. Hybrid Disability	0	-	-	-	-
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>12,919</b>	<b>11,500</b>	<b>13,000</b>	<b>11,500</b>	<b>-</b>
43308 Contracts/Services	324,697	365,000	435,000	365,000	-
<b>TOTAL PURCHASED SERVICES</b>	<b>324,697</b>	<b>365,000</b>	<b>435,000</b>	<b>365,000</b>	<b>-</b>
46013 Recreation Supplies	14,690	20,080	14,640	20,080	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>14,690</b>	<b>20,080</b>	<b>14,640</b>	<b>20,080</b>	<b>-</b>
47703 Camps	-	45,000	45,000	45,000	-
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>-</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>	<b>-</b>
48101 Machine/Equipment Replacement	-	2,000	7,580	4,000	2,000
<b>TOTAL CAPITAL OUTLAY</b>	<b>-</b>	<b>2,000</b>	<b>7,580</b>	<b>4,000</b>	<b>2,000</b>
<b>TOTAL PROGRAMS</b>	<b>\$ 521,122</b>	<b>\$ 623,680</b>	<b>\$ 685,620</b>	<b>\$ 631,680</b>	<b>\$ 8,000</b>

**SPECIAL EVENTS  
17155**

**PURPOSE**

The purpose of the Special Events Division is to entertain, educate and foster community involvement and partnerships by providing cultural and diverse activities for all ages.



**STRATEGIC PLAN**

The legacy of Vienna’s events speaks to **“Vienna as a complete and engaged community”**, as many of the Town’s events have been taking place for more than twenty years and have become a community tradition- bringing together friends and neighbors, creating new partnership and opportunities for businesses and civic organizations, and making the community stronger, more vibrant, and inclusive.

**ACTIVITIES / PRODUCTS / SERVICES**

- Community partner events
- Sports leagues
- Adult/Senior/Family trips
- Plays
- Town events
- Concerts

**FY 22-23 ACCOMPLISHMENTS**

**July/August 2022:**

- Planned and executed a rescheduled Independence Day Celebration (7/1/22) featuring the US Navy Concert Band for the first time with approximately 7,500 people in attendance.
- Planned and executed the first Naturalization Ceremony with the United States Citizenship and Immigration Services through the Liberty Amendments Month Committee where 15 new citizens were naturalized.
- Planned and executed the second annual Liberty Amendments Month featuring 35 programs to more than 11,000 people that included weekly events for all ages, a trip to the Suffrage Monument and Lucy Burns Museum and pop up and virtual events.
- Organized 6 Summer on the Green concert series which served approximately 1,600 people.
- Organized 6 Kids on the Green events which served 1,100 people.

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**SPECIAL EVENTS**  
**17155**

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- Held 4 Stories and Sprinklers program in partnership with Historic Vienna Inc., approximately 130 people attended.
- Organized 2 Chillin' on Church events with approximately 13,000 people in attendance generating \$13,600 in net revenue.
- Held 4 successful Vienna Youth Players productions to sold out crowds.
- Held 2 Big Screen on the Green events with approximately 400 people in attendance.
- Offered 4 Mature Adult Adventure Daze trips and one Liberty Amendments Month trip in partnership with Emmaus Church of Christ.

**August/September 2022:**

- Organized 2 Chillin' on Church events with approximately 8,000 people in attendance generating approximately \$9,000 in net revenue.
- Offered an Apple Pie and Bingo Event for more than 40 Mature Adults.

**October 2022:**

- Assisted and supported the Oktoberfest Committee. Event canceled this year due to weather.
- Held a successful children's Halloween on the Green for approximately 500 attendees.
- Held 8 Vienna Theatre Company Productions.
- Organized, planned, and executed the 76<sup>th</sup> Annual Halloween Parade with 82 entries and approximately 30,000 attendees. Generated \$8,500 in sponsor revenue.
- Collaborated with City of Fairfax and offered a day trip for 46 attendees to Lewes, DE.
- Offered a Carfit event for more than 15 mature adult drivers.

**November 2022:**

- Partnered with the Shepherd Center of Northern Virginia and the Davis Career Center to offer an annual Thanksgiving lunch with 64 attendees.
- Planned and organized a successful Church Street Holiday Stroll, 21 businesses took part and 1,500 people attended the event.
- Held the Bowman House Art Center Pottery Show & Sale.

**December 2022:**

- Held Cookies with Santa which sold out with 240 in attendance.
- Partnered with Vienna Public Art Commission to provide handmade crafts for Cookies with Santa.
- Collaborated with City of Fairfax and offered a day trip for 42 people to Lewis Ginter Botanical Garden Fest of Lights.
- Planned, organized, and executed Holiday Decorating Contest – Shine Bright Vienna, in partnership with Economic Development Department, 27 residents and 18 businesses participated. A record 1,001 people voted for the People's Choice Award, an increase of more than 50% from 2021.

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**SPECIAL EVENTS**  
**17155**

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**January/February 2023:**

- Assisted Vienna Theatre Company (VTC) with the winter production “Monty Pythons’s Edukational Show”.
- Vienna Theatre Company (VTC) assisted with a children’s production of “Something Different”.
- Hosted a Mardi Gras celebration for Mature Adults in collaboration with the Shepherd Center of Northern Virginia with entertainment by the Vienna Community Jazz Band.
- Finalized the organizational structure for Liberty Amendments Month.
- Offered a Bingo, Cookies & Cocoa event for Mature Adults.

**March 2023:**

- Held the Vienna Photo Show and Contest with assistance from the Vienna Photographic Society.
- Held the Fishing Rodeo at Wildwood Park.
- Held the Mayors Fitness Challenge in conjunction with City of Fairfax and City of Falls Church.
- Planned, executed, and expanded the Flashlight Egg Hunt to offer two sessions, serving twice as many people.

**April/May 2023:**

- Assisted the Vienna Theatre Company with the production of “Unnecessary Farce”.
- Held a Wellness and Safety Expo for adults 55 and over.
- Supported the Walk on the Hill.
- Coordinated with the Rotary Club and provided support to Viva Vienna.

**June 2023:**

- Opened Liberty Amendments Month assisting First Baptist Church with Juneteenth Celebration on June 17, 2023.
- Presented Liberty Amendments Month, offering weekly programs starting June 17, 2023 and ending July 15, 2023.
- Offered a Bingo Ice Cream Social for Mature Adults.
- Hosted 4 Summer on the Green Concerts.
- Hosted 2 Kids on the Green events.
- Hosted 1 Chillin’ on Church event.
- Hosted 1 Stories and Songs event.
- Hosted 1 Big Screen on the Green event.
- Collaborated with Fairfax City to offer a trip to the Harriet Tubman Underground Railroad Visitor Center.

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**FY 23-24 INITIATIVES**

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- Present and execute the third annual Liberty Amendments Month event, starting in June 2024.

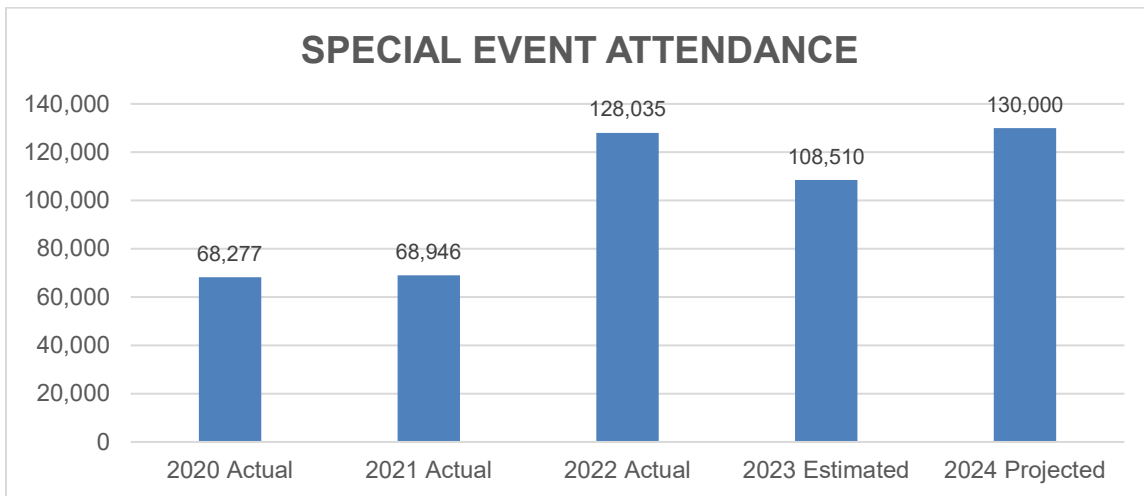


**SPECIAL EVENTS  
17155**

- Collaborate with Fairfax City to offer additional long-distance Mature Adult trips, throughout the year.
- Create an Event Coordinator Manual covering all events offered by Parks and Recreation, along with an event purpose statement for each event. This will be completed by December 2023.
- Create a system for evaluating events through feedback from stakeholders in the community, Town staff, Town leadership and event partners.
- Revamp the sponsorship packet, starting in January 2024.
- Create and implement intergenerational holiday workshop for grandparents and kids.

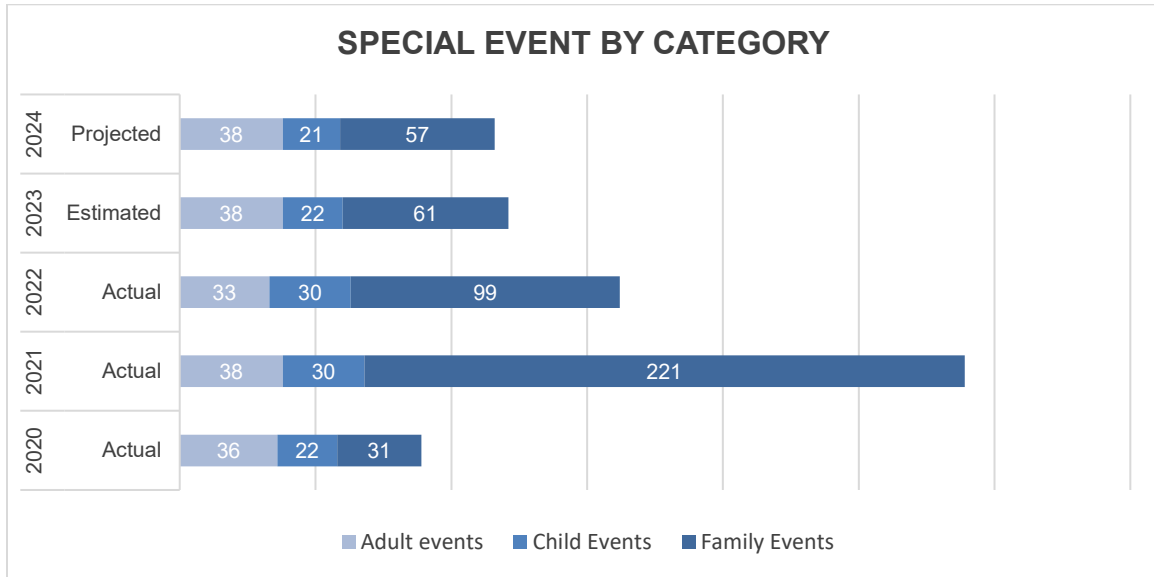
**PERFORMANCE MEASURES**

**Strategic Plan Importance:** The Special Events division offers events for all age groups throughout the year, ensuring that *Vienna is a complete and engaged community*.



Special Events Attendance numbers account for Town produced events and co-sponsored events which include all events coordinated and implemented by the Parks & Recreation Department. In FY20 & FY21 Viva Vienna, Oktoberfest, Church Street Holiday Stroll and Walk on the Hill (Town co-sponsored events) were not included in the count. In the Fall of FY23 Oktoberfest was canceled due to weather.

**SPECIAL EVENTS  
17155**



The count includes every day an event is held. For example, Viva Vienna counts as three (3) since it is held on a Saturday, Sunday and Monday. The decrease in events, in FY22, is due to the programming changes made in Liberty Amendments Month. In FY23, Oktoberfest was cancelled. The high number of events in FY21 is due to a large number of one day virtual events held during COVID.

**FY 23-24 BUDGET CHANGES**

- Increase in the Part Time without Benefits account of \$7,000. Attendance continues to increase at events requiring part time employees to assist with initial prep set up, take down, trash, ticket sales, overseeing entertainment and info booths, monitoring crowds, and handling emergency situations.
- Increase in the Large Scale Special Events account of \$25,100 for the July 4<sup>th</sup> Fireworks Show which includes the increased cost of fireworks and expenses of staging, lighting, and a sound engineer. Expenses will be partially offset by donations.

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

**DIVISION 17155  
NAME SPECIAL EVENTS**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
41004 Part Time without Benefits	\$ 7,505	\$ 5,000	\$ 10,600	\$ 12,000	\$ 7,000
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 7,505</b>	<b>\$ 5,000</b>	<b>\$ 10,600</b>	<b>\$ 12,000</b>	<b>\$ 7,000</b>
42001 F.I.C.A.	574	-	800	-	-
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>574</b>	<b>-</b>	<b>800</b>	<b>-</b>	<b>-</b>
47702 Adult Athletics	298	6,850	4,950	-	(6,850)
47703 Camps	21,678	-	-	-	-
47704 Adult Trips	17,340	29,000	29,100	29,000	-
47705 Youth Special Events	18,126	19,830	21,110	25,450	5,620
47706 Adult Special Events	12,054	14,000	14,000	18,000	4,000
47707 Special Events - Large Scale	100,819	102,470	114,600	111,870	9,400
47708 Liberty Amendments Month	-	-	-	15,700	15,700
47713 Town Green Events	2,920	3,400	4,400	4,000	600
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>173,235</b>	<b>175,550</b>	<b>188,160</b>	<b>204,020</b>	<b>28,470</b>
<b>TOTAL SPECIAL EVENTS</b>	<b>\$ 181,314</b>	<b>\$ 180,550</b>	<b>\$ 199,560</b>	<b>\$ 216,020</b>	<b>\$ 35,470</b>

**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**

***“Vienna as an engaged community”*** is substantiated at the Teen Center, which encourages volunteerism through its programs and activities. 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**

- Conduct teen centered programming including arts and crafts, cooking, special interest clubs, homework time, workshops, and special seasonal events.
- Foster community partnerships.
- Conduct community service programs.
- Conduct parent discussion groups.
- Oversee Teen Council.
- Conduct a Teens on the Green event.
- Conduct Phoenix Awards.
- Conduct Student Holiday Trips.
- Produce Quarterly E-Newsletter.
- Oversee concession stand operations.

**FY 22-23 ACCOMPLISHMENTS**

**Throughout the year:**

- Coordinated with Town Videographer to create a promotional Club Phoenix Video.
- Provided van transportation from Thoreau Middle School to the Community Center.
- Planned and coordinated re-occurring monthly and daily activities including trivia based on the wellness theme and heritage theme for the month.

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**TEEN CENTER**  
**17160**

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- Coordinated monthly walks to Patrick Henry Library to utilize Town resources allocated to their growth and development.
- Created a tutoring program for students to better their reading comprehension skills.
- Held student volunteer program to teach electronic device skills to Mature Adults.
- Created a tutoring program, for teens, to develop their writing skills through a series called "Write on..." where high school tutors teach teens about different writing styles like Haikus, Stream of Consciousness writing, and writing out S.M.A.R.T. goals (Specific, Measurable, Attainable, Realistic, and Time-Bound).
- Pioneered a volunteer program for students to learn and develop their customer service and money handling skills by working in "The Nest" concession stand in the Teen Center.

**Summer 2022:**

- Planned and coordinated a brand-new summer program including Move Mondays (teens learn physical fitness warm up activities), Together Tuesdays (teens learn to develop social skills through ice breakers and games), Superhero Thursdays (highlighting superheroes and everyday heroes in the community by watching superhero movies), Freaky Fridays (highlighting fun activities over summer break i.e: Perler beads, loom bands slime).
- Planned and coordinated three Dog Days of Summer providing free hot dogs to teens in the community.

**Fall 2022:**

- Planned and coordinated the first annual First Semester Open House for parents, neighbors, and friends to learn more about the Club Phoenix Teen Center, with 44 parents and students in attendance.
- Revived the Teen Council Program with new responsibilities, highlighting the presence in the Teen Center as volunteers and role models in the Teen Center and in the Community.
- Partnered with the Committee to Help Others (CHO) to create blessing bags for 20 individuals.
- Held Teens on the Green with a local band, 100 attendees.

**Winter 2023:**

- Partnered with the School of Rock Junior House Band to perform in the Teen Center.
- Provided a Black History Month series teaching teens about the culture, cuisine, sports, dance, and more.
- Planned and coordinated a successful Canvas and Cocoa event for 13 Club Phoenix members.

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**TEEN CENTER  
17160**

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- Held a Teen Council baking event with baked goods donated to the Embry Rucker Shelter.

**Spring 2023:**

- Assisted a student to achieve her Girl Scout Gold Award by planning and hosting a fitness program.
- Created an outreach program allowing rising 6<sup>th</sup> graders early access to Club Phoenix Teen Center.
- Planned and coordinated a successful St. Patty's Day Party.
- Provided a LeadHERS series highlighting female professionals in the community including the Economic Development Director and a High School Counselor from James Madison High School.
- Partnering with UVA Medical Students to introduce the Teen Promise Project.
- Teen Council assisted with the Town Clean Up Day.
- Created a Tasty Tuesday Series to highlight National Nutrition Month teaching teens culinary skills.

**FY 23-24 INITIATIVES**

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- 
- Create a merchandise shop within Club Phoenix, beginning September 2023.
  - Develop a college student opportunity for the After School Program Coordinator (Mini Internship), during school breaks.
  - Expand the Afterschool Bus Transportation Program to local schools, expanding to two schools Kilmer Middle School and Louise Archer Elementary School, with an increased attendance of 10% from the prior year.
  - Outreach to sponsors in the community for the Club Phoenix programs and service opportunities asking for donations.
  - Replace the Improv Club with a new interest group.
  - Revamp the Teens on the Green event to focus on Health and Wellness for Teens and families.
  - Partner with the University of Virginia medical students to provide a health program.

**PERFORMANCE MEASURES**


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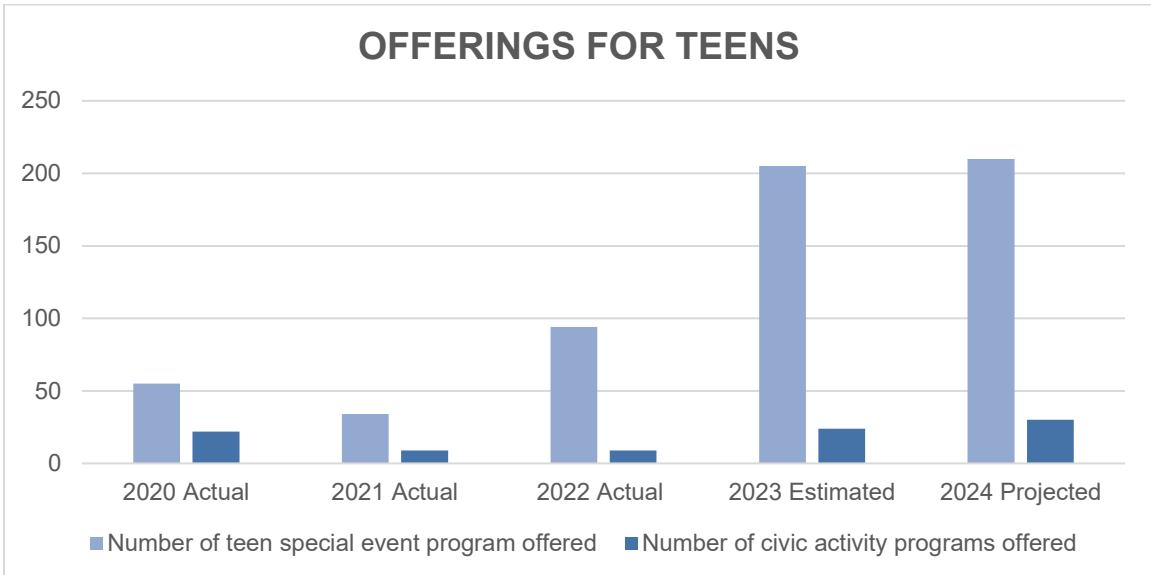
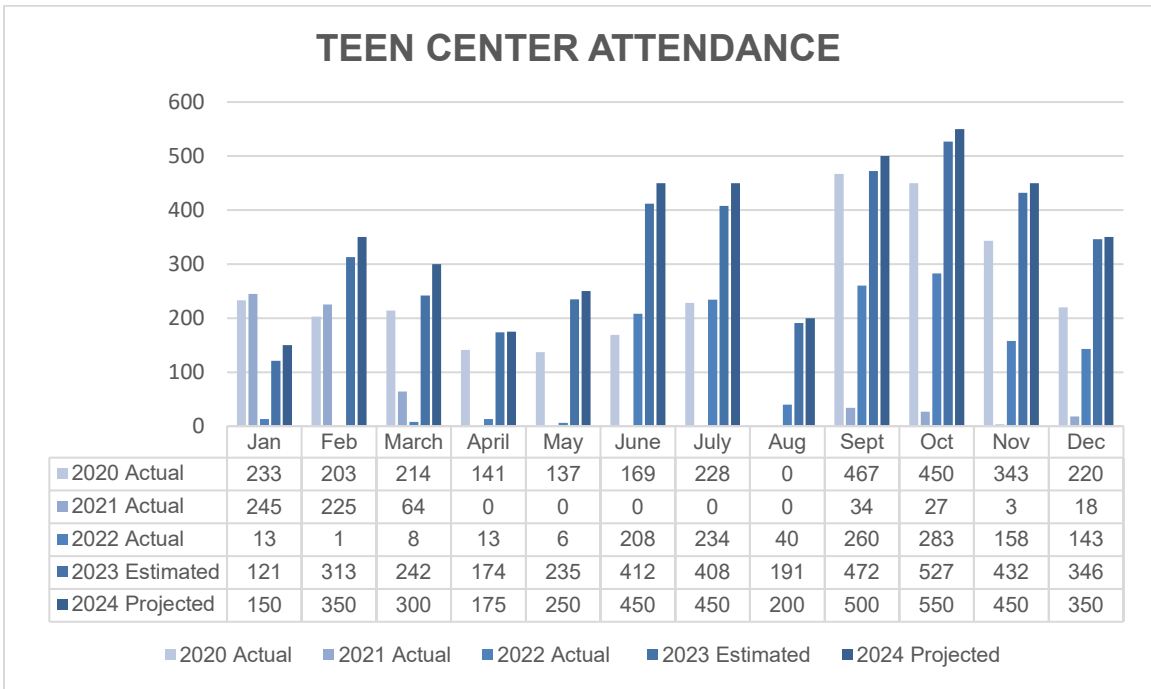


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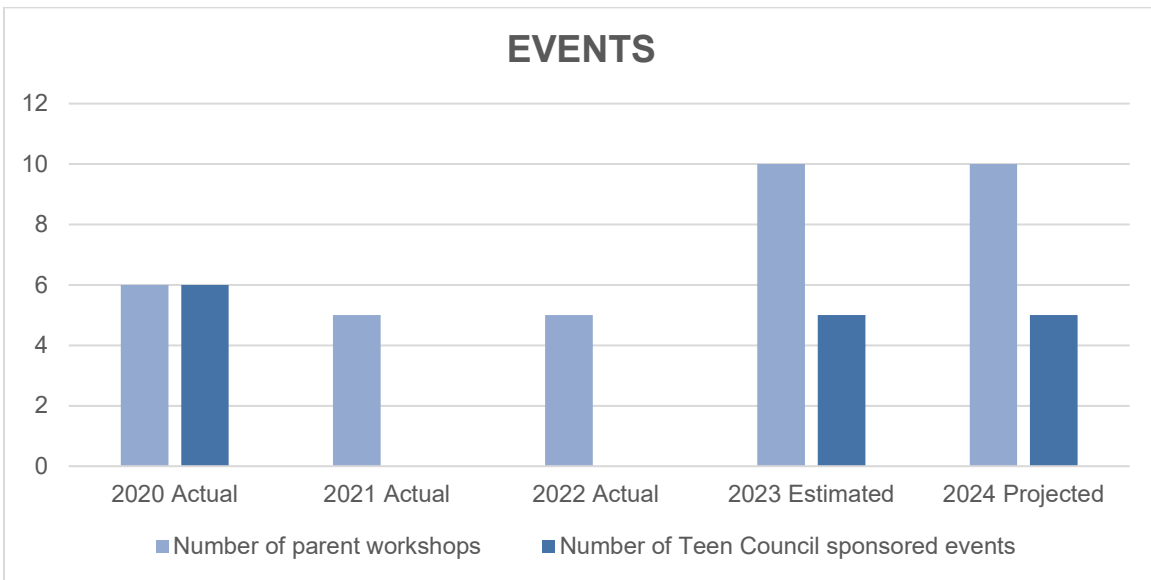
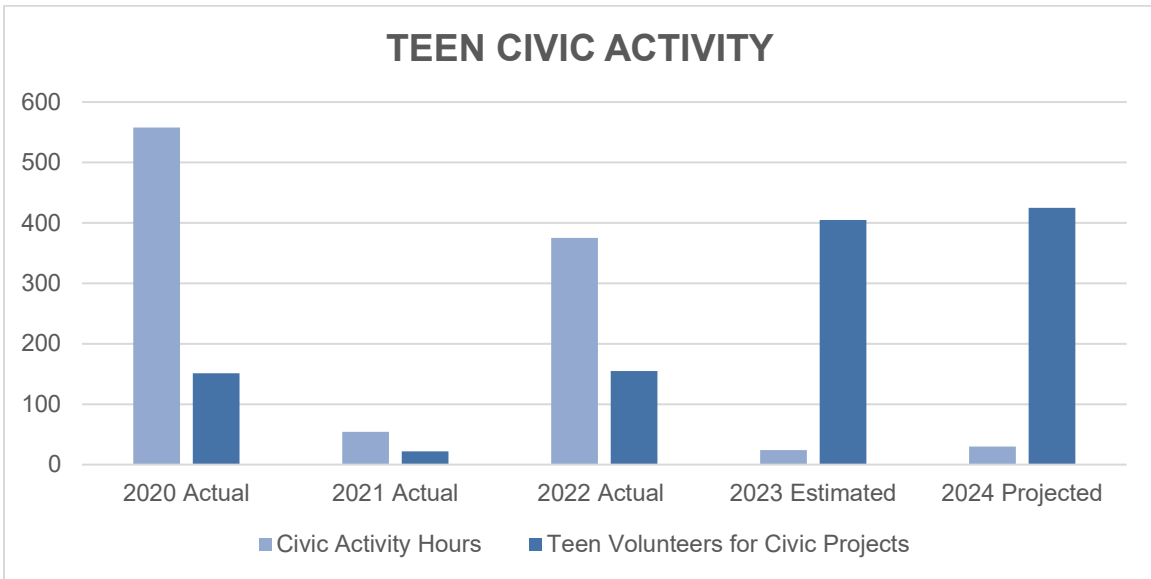
**Strategic Plan Importance:** The Teen Center is looking to offer more of a variety of programs/events for local students, with a goal of increasing attendance by 5%, *advancing Vienna as an engaged community.*



**TEEN CENTER  
17160**



**TEEN CENTER  
17160**



Teen Council was not offered in FY21 and FY22 due to COVID



**TEEN CENTER  
17160**

**PERSONNEL**

<b>Authorized Positions</b>	<b>Adopted FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Adopted FY 23-24</b>
Recreation Coordinator	1	1	1
After-School Program Coordinator	1	1	1
<b>Total Benefited Employees</b>	<b>2</b>	<b>2</b>	<b>2</b>

<b>Temporary &amp; Part-Time Staffing<sup>1</sup></b>	<b>Adopted FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Adopted FY 23-24</b>
Part-Time Teen Center Staff	5	5	5
<b>Total Non-Benefited Staffing<sup>2</sup></b>	<b>5</b>	<b>5</b>	<b>5</b>

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

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

**FY 23-24 BUDGET CHANGES**

- Increase in the Part time w/o benefits account of \$10,190. The number of students participating in the Teen Center is increasing making it necessary for 2 or more part time staff to be present.

TOWN OF VIENNA  
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 17160  
NAME TEEN CENTER PROGRAM

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 99,461	\$ 129,680	\$ 130,800	\$ 138,350	\$ 8,670
41002 Overtime	8,469	14,000	8,000	10,000	(4,000)
41003 Regular Part Time with Benefits	97	-	-	-	-
41004 Part Time without Benefits	22,793	25,810	38,700	36,000	10,190
41006 Annual Leave Liquidation	13,204	-	-	-	-
41011 Non Exempt Comp Time Liquidation	3,098	-	-	-	-
41015 Performance Bonus	1,500	-	500	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>148,622</b>	<b>169,490</b>	<b>178,000</b>	<b>184,350</b>	<b>14,860</b>
42001 F.I.C.A.	11,141	13,130	13,300	14,350	1,220
42002 V.R.S.	10,766	14,780	13,300	15,290	510
42003 V.R.S. Life Insurance	1,347	1,640	1,640	1,850	210
42007 Health Insurance	12,208	12,000	16,100	17,260	5,260
42012 Cafeteria Plan Fees	37	-	-	70	70
42018 Employer Contributions:DC401A	1,439	4,890	4,890	5,530	640
42021 V.R.S Hybrid 401A Match	1,699	-	2,900	3,540	3,540
42025 V.R.S Hybrid Disability	461	-	600	740	740
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>39,100</b>	<b>46,440</b>	<b>52,730</b>	<b>58,630</b>	<b>12,190</b>
43308 Contracts/Services	1,536	7,800	3,800	5,800	(2,000)
<b>TOTAL PURCHASED SERVICES</b>	<b>1,536</b>	<b>7,800</b>	<b>3,800</b>	<b>5,800</b>	<b>(2,000)</b>
46013 Recreation Supplies	5,033	7,000	6,500	7,500	500
46016 Supplies for Resale	5,097	6,500	6,500	8,000	1,500
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>10,130</b>	<b>13,500</b>	<b>13,000</b>	<b>15,500</b>	<b>2,000</b>
47203 Service Awards	150	-	-	-	-
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>150</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
48102 Furniture/Fixture Replacement	776	5,130	1,130	5,130	-
<b>TOTAL CAPTIAL OUTLAY</b>	<b>776</b>	<b>5,130</b>	<b>1,130</b>	<b>5,130</b>	<b>-</b>
<b>TOTAL TEEN CENTER PROGRAM</b>	<b>\$ 200,313</b>	<b>\$ 242,360</b>	<b>\$ 248,660</b>	<b>\$ 269,410</b>	<b>\$ 27,050</b>

**HISTORIC PRESERVATION  
17250**

**PURPOSE**

The Historic Preservation Division aims to preserve and care for the Town’s historic structures and promote the Town’s history through interpretative programs.

**STRATEGIC PLAN**  

The division is economically prosperous by providing programming using sound business practices that enable and empower employees to be influential within the community and well-governed. In addition, by being engaged and reaching out to the community, the division has embraced standards for sustainability, making it a complete and unique place to live-work-play-shop in Northern Virginia. This function is well aligned to the strategic initiatives of ***“Vienna as an influential and well-governed and 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
  - Liberty Amendments Celebration
  - Afternoon Teas
  - Living History Exhibits
  - Santa Visits

**FY 22-23 ACCOMPLISHMENTS**

- **Little Library:**
  - Painted the exterior of the building.
  - Installed pavers around the “Little” Little Library (Scout Project).
- **Freeman Store Grounds:**
  - Installed new roof and down spouts.
  - Installed new pedestrian bridge connecting the Freeman Store to the W&OD Trail.
  - Maintenance replacements and repairs to exterior of the store:
    - Front Porch Area

**HISTORIC PRESERVATION  
17250**

- Brick stairs (side entrance)
  - Exterior siding
  - New basement window
- Painted exterior building.
- Conducted an archeological excavation, courtesy of Historic Vienna Inc.
- **Bowman House:**
  - Installed new exterior lighting.
  - Installed a new cement front porch.
  - Installed new side-railings for the front and rear porch.
  - Installed new restroom interior light fixtures.
  - Brought back all the wheels for pottery classes.
  - Renovated landscape areas for the Police Station open house.
  - Removed deteriorated wooden landscape borders and benches.
  - Refurbished wooden retaining wall.
- **West End Cemetery:**
  - Continued general upkeep of the grounds.
- **Vienna Train Station:**
  - Coordinated with NOVA Parks on exterior building repair costs and funding.
  - Installed a new phone line to separate the Fire and Safety System.
- **Train Station Caboose:**
  - Replaced plexi-glass barriers along exterior ladders on both ends of the caboose.

**FY 23-24 INITIATIVES**

- Replace pea gravel in front of the Freeman Store & Museum with an alternative product, by Spring 2024.

**PERSONNEL**

<b>Authorized Positions</b>	<b>Adopted FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Adopted FY 23-24</b>
Storekeeper	\$15,000	\$15,000	\$15,000

**FY 23-24 BUDGET CHANGES**

- There are no significant changes to this budget.

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

**DIVISION 17250  
NAME HISTORIC PRESERVATION**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
43101 Consulting Services	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -
43304 H/AC Maintenance Contract	-	1,000	2,500	1,500	500
43307 Repair/Maintenance Services	1,476	2,000	4,000	1,500	(500)
<b>TOTAL PURCHASED SERVICES</b>	<b>16,476</b>	<b>18,000</b>	<b>21,500</b>	<b>18,000</b>	<b>-</b>
45101 Electricity	5,931	6,500	6,500	6,500	-
45102 Natural Gas	1,973	2,000	3,760	2,000	-
45104 Water/Sewer Service	1,204	2,000	2,000	2,000	-
<b>TOTAL OTHER CHARGES</b>	<b>9,108</b>	<b>10,500</b>	<b>12,260</b>	<b>10,500</b>	<b>-</b>
46001 Office Supplies	(201)	-	-	-	-
46007 Repair/Maintenance Supplies	215	1,000	1,000	1,000	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>14</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
47403 Physical Improvements	1,405	1,500	900	1,500	-
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>1,405</b>	<b>1,500</b>	<b>900</b>	<b>1,500</b>	<b>-</b>
<b>TOTAL HISTORIC PRESERVATION</b>	<b>\$ 27,003</b>	<b>\$ 31,000</b>	<b>\$ 35,660</b>	<b>\$ 31,000</b>	<b>\$ -</b>

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**PLANNING & ZONING**

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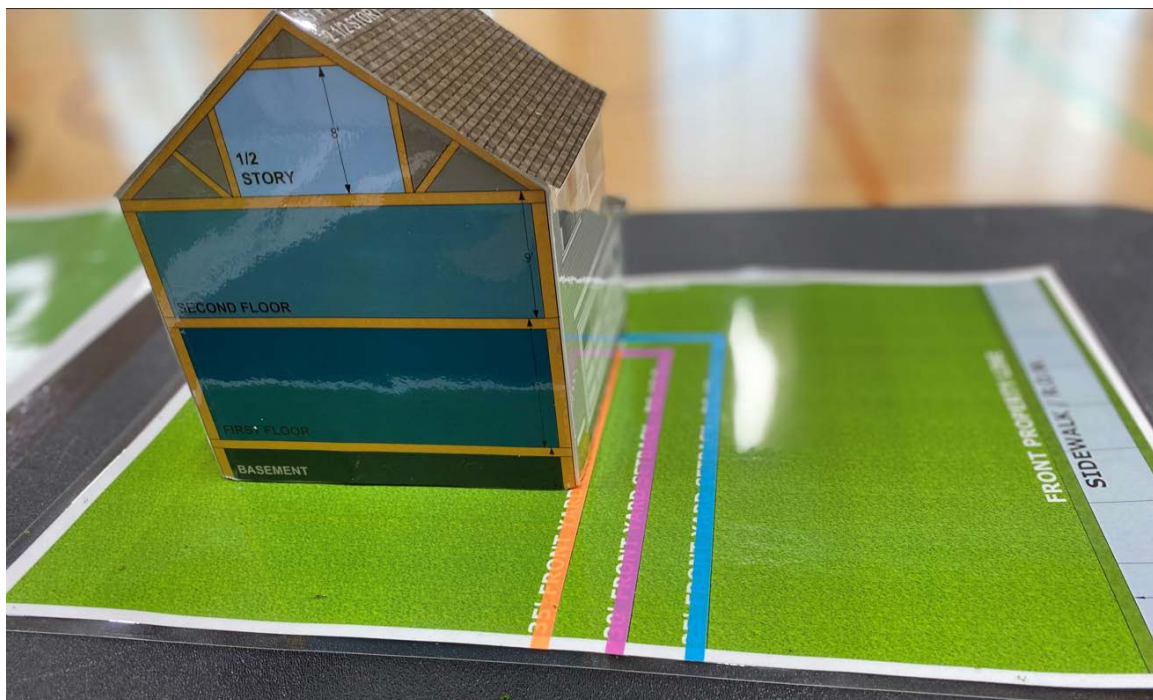
**MISSION**

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Planning and Zoning strives to provide the highest-quality services in planning, zoning administration, and code compliance to ensure that the Town of Vienna remains a well-planned, attractive, comfortable and vibrant community.

Our professional staff uses both technical knowledge and premium customer service 1) to achieve great solutions for customers and the broader community, and 2) in assisting the Town Council and boards/commissions in reaching their decisions.



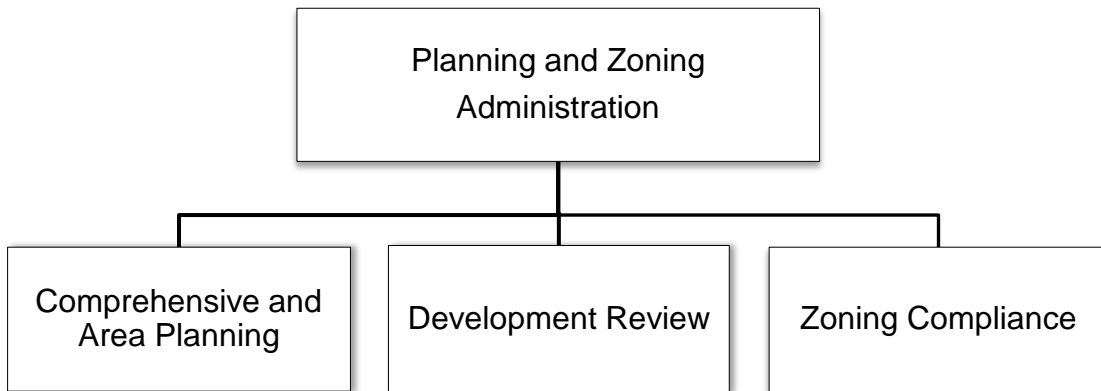
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**PLANNING & ZONING**

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**PLANNING & ZONING**

<p><b>TOWN OF VIENNA</b> <b>FISCAL YEAR 23-24 BUDGET</b></p>
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	FY 21-22 Actuals	FY 22-23 Adopted	FY 22-23 Revised	FY 23-24 Adopted	Net Change
Planning and Zoning	1,248,184	1,368,970	1,184,320	1,321,570	-47,400
<b>Planning and Zoning</b>	<b>1,248,184</b>	<b>1,368,970</b>	<b>1,184,320</b>	<b>1,321,570</b>	<b>-47,400</b>



**PLANNING AND ZONING  
18110**

**PURPOSE**

The Department of Planning and Zoning facilitates reviews and updates to the Comprehensive Plan and other long-range plans for the Town. The department evaluates development proposals and administers the process for review; supports Town Council on planning matters and serves as liaison to related Boards and Commissions; processes applications for permits and variances, and proposals for modifications to the zoning code. The department fairly and equitably enforces compliance with assigned provisions in the Town code, to ensure that the Town remains clean and safe, and a premier community in Northern Virginia.



**STRATEGIC PLAN**

The department serves the Town’s Strategic Plan by ensuring that **“Vienna is an engaged, complete, economically prosperous, environmentally sustainable, and influential and well-governed community.”** It does so by engaging residents and businesses to voice their thoughts on the Comprehensive Plan and the Town Code, enforcing the code, and by providing technical advice to the Mayor and Council, and to Boards and Commissions to assist their decision-making.

**ACTIVITIES / PRODUCTS / SERVICES**

- Provides staff support and technical advice on planning and zoning related matters to the Mayor and Town Council, Planning Commission, Board of Zoning Appeals, Board of Architectural Review, and Windover Heights Board of Review; prepares agenda items for public meetings.
- Provides overall staff supervision of the multi-departmental review process for development proposals, including when provided for in the code, facilitating the process with Town Council and appropriate Boards and Commissions.
- Performs the initial review of applications for construction permits of all buildings, fences, driveways, and other such projects; occupancy of buildings; and regulated signs; issues permits when requirements are fulfilled.
- Oversees approvals for, and correct implementation of, multi-year special development projects.
- Coordinates Town-related long-range planning activities related to land use, which includes community engagement, facilitating multi-departmental teams, managing consultants, and developing drafts for review by the public, Boards and Commissions, and Town Council.
- Provides primary staff support to the Planning Commission in preparing recommendations to Town Council regarding updates and revisions to the Town’s Comprehensive Plan.

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

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- Posts and advertises required statutory public notices for the Boards and Commissions, staffed by the Planning and Zoning Department.
- Enforces assigned provisions of the Vienna Town Code, related to regulations on zoning, weeds, and debris; works with residents and business to achieve compliance, and issues citations when voluntary compliance is not reached.
- Enforces orders and conditions of approved applications, as directed by Town Council, Board of Zoning Appeals, Board of Architectural Review, and Windover Heights Board of Review.
- Provides Geographic Information System (GIS) mapping services for department staff, citywide needs, and the Boards and Commissions that the department serves.
- Participates in multi-departmental Town committees on cross-cutting matters, related to policy and/or administration.
- Works with various Federal, Commonwealth, Fairfax County, regional planning agencies, and other local jurisdictions.
- Provides day-to-day customer service to residents, property owners, applicants, prospective applicants, the general public, and others; responds to in-person visits, telephone calls, and emails.
- Responds to requests for information, including numerous Freedom of Information Act (FOIA) requests.

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**FY 22-23 ACCOMPLISHMENTS**

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- Reviewed applications for 527 residential permits and 236 commercial permits.
- Processed a total of 763 idtPlans applications that involved holding pre-application meetings, reviewing proposed plans, managing cases that go to Boards and Commissions and/or Town Council, issuing permits, and conducting inspections. (Many of those applications involved the Public Works and Parks and Recreation.)
- Facilitated review and approvals by staff, Boards, Commissions, and Town Council on various complicated projects that are offering housing diversity to Vienna, including new “cottage court” housing a mixed-use project to further the Church Street vision, and new duplexes in a creative format.
- Held regular meetings with local home builders and engineers to discuss opportunities for improved efficiency, information, and overall process.
- Held two all-morning sessions with local home builders and engineers regarding the Town’s online permitting system (idtPlans), to facilitate understanding and solicit recommendations for improvements.
- Advanced CODE CREATE VIENNA, the process to update the Town’s zoning and subdivision regulations, including the Town Attorney and the land use consultant hired to assist in the process.

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

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- Held multiple CODE CREATE conference/work sessions with the Town Council and Planning Commission, and with the Board of Architectural Review, and engaged the public in many ways.
- Facilitated updates to the zoning code with respect to lot coverage and outdoor dining, as first CODE CREATE advances.
- Implemented an online module for tracking zoning violation cases, for improved organization and efficiency, in coordination with Information Technology and Finance.
- Hired new Director of Planning and Zoning, promoted internally for a new Deputy Director, promoted internally for a new Planner, hired a new Planning Specialist, and hired a new Senior Planner.
- Worked directly with Fairfax County to advance plans for a new Patrick Henry Library and associated parking garage, which includes additional spaces funded by the Town to support downtown vitality.
- Processed 82 applications for review by the Board of Architectural Review; 6 applications for conditional use permits and 1 for a variance, for review by the Board of Zoning Appeals; and three applications for review by the Windover Heights Board of Review.

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**FY 23-24 INITIATIVES**

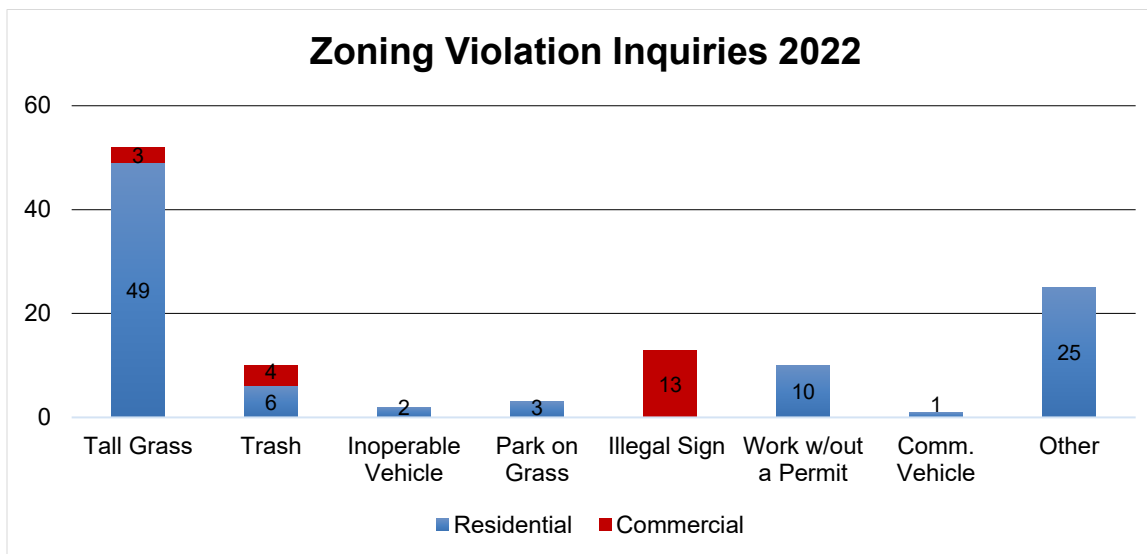
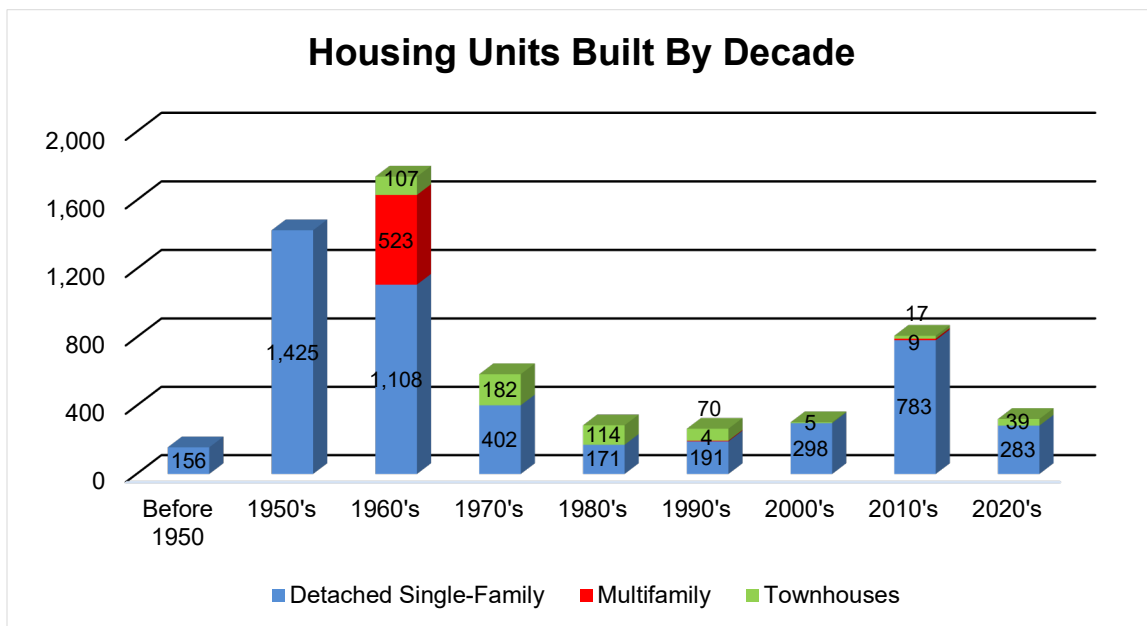
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- Complete CODE CREATE VIENNA, whose adoption by the Town Council will result in an updated and more user-friendly code governing development and land use, promoting *Vienna as a complete community*. The goal for completion is by the end of calendar year 2023.
- Continue to work with the Planning Commission on review of the Comprehensive Plan, after the completion of CODE CREATE, and assist the Commission in formulating recommendations to Town Council regarding changes to the Plan. Work with Town Council in furthering the update to the Plan. Engage the community in the process. This process may conclude during fiscal year 2024, but likely will continue beyond.
- Coordinate with Parks & Recreation, Economic Development, Public Works, and NOVA Parks on future planning for the W&OD Trail and the land surrounding it, promoting *Vienna as an environmentally sustainable community*.
- Coordinate with Economic Development, Information Technology, and Finance to improve the electronic interface for businesses seeking business licenses, with a go-live date of December 2023. This initiative strongly promotes *Vienna as an economically prosperous community*.
- Conduct small-area plans, as directed by Town Council, on the CMP Zone area, Mill/Dominion and/or Maple Avenue.
- Continue digitizing old plans that are in paper format and must be preserved, an activity which will continue throughout the year and beyond.
- Improve vigilance and enforcement of conditions, directives and orders from Town Council, Board of Zoning Appeals, and Board of Architectural Review, an initiative that will continue throughout the year.

PLANNING AND ZONING  
18110

PERFORMANCE MEASURES

**Strategic Plan Importance:** The mix and age of housing types in Vienna contribute to the Town being “a distinctive, dynamic, and vibrant 21<sup>st</sup> century community,” as prescribed in the Strategic Plan’s *economically prosperous* objective. This goal is further supported by ensuring all properties in Town are well-maintained and violations are appropriately enforced promotes *Vienna as an influential and well-governed community*.



**PLANNING AND ZONING  
18110**

<b>Residential and Non-Residential Code Violations</b>			
<b>Measures</b>	<b>Actuals FY2022</b>	<b>Estimated FY2023<sup>2</sup></b>	<b>Projected FY2024<sup>3</sup></b>
<b>Chapter 13 Tall Grass</b>	68	60	75
<b>Chapter 13 &amp; 13A Refuse Storage &amp; Disposal</b>	10	7	10
<b>Chapter 18 - Zoning</b>			
Commercial Vehicle Parked in Residential District	5	1	2
Inoperable Vehicles on Private Property	4	1	5
Illegal Signs	17	25	40
Parking on Grass	4	4	8
Work w/out a Permit	23	22	35
<b>Other<sup>1</sup></b>	57	50	75
<b>Total</b>	<b>188</b>	<b>170</b>	<b>250</b>
<b>NOTES:</b>			
<b>1</b>	The "Other" Category contains violations of all town code and zoning ordinance sections not specifically listed above. The contents of the "Other" category will be drawn out to represent the issues addressed by the zoning compliance staff.		
<b>2</b>	The totals for FY2023 are based on the current numbers, and projecting what additional violations will be reported before the close of the fiscal year. In the last half of FY2023, the Town's online citizen complaint software was taken off-line. Zoning Compliance staff believes this led to decreased reporting of violations for this fiscal year.		
<b>3</b>	The projected numbers for FY2024 are based on the assumption of an additional Zoning Compliance Officer, and that online citizen reporting software will be reestablished.		

**PERSONNEL**

<b>Authorized Positions</b>	<b>Adopted FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Adopted FY 23-24</b>
Director of Planning and Zoning	1	1	1
Deputy Director	1	1	1
Principal Planner	1	1	0
Planner (Permit Specialist)	1	1	1
Planning Specialist	1	1	1
Planning Specialist II	1	1	1
Senior Code Officer	0	0	1
Senior Planner	0	0	1
Zoning Administrator	1	1	1
Zoning Compliance Officer	1	1	1
<b>Total</b>	<b>8</b>	<b>8</b>	<b>9</b>

**FY 23-24 BUDGET CHANGES**

- There are no significant changes to this budget.

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

**DIVISION 18110  
NAME PLANNING & ZONING DEPARTMENT**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
41001 Salaries And Wages	\$ 753,333	\$ 949,410	\$ 694,900	\$ 859,880	\$ (89,530)
41002 Overtime	5,031	3,720	10,200	5,720	2,000
41004 Part Time without Benefits	1,143	-	1,000	-	-
41006 Annual Leave Liquidation	67,969	-	1,000	-	-
41008 Annual Leave Cash-In	5,602	-	5,100	-	-
41011 Non-Exempt Comptime Liquid.	746	-	-	-	-
41015 Performance Bonus	4,000	-	4,000	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>837,825</b>	<b>953,130</b>	<b>716,200</b>	<b>865,600</b>	<b>(87,530)</b>
42001 F.I.C.A.	61,016	56,260	50,800	65,890	9,630
42002 V.R.S.	73,665	89,720	75,200	99,790	10,070
42003 V.R.S. Life Insurance	8,965	9,610	9,610	11,520	1,910
42007 Health Insurance	76,835	79,000	102,200	117,410	38,410
42012 Cafeteria Plan Fees	222	250	250	140	(110)
42018 Employer Contributions:DC401A	21,498	25,000	25,000	33,500	8,500
42021 V.R.S. Hybrid 401A Match	9,130	10,650	9,500	13,450	2,800
42025 V.R.S. Hybrid Disability	1,738	1,750	2,300	3,430	1,680
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>253,069</b>	<b>272,240</b>	<b>274,860</b>	<b>345,130</b>	<b>72,890</b>
43101 Consulting Services	79,990	80,000	128,410	40,000	(40,000)
43106 Translation Services	-	250	250	250	-
43303 Software Maintenance Contract	26,683	28,000	29,250	34,200	6,200
43308 Contracts/Services	18,123	-	-	-	-
43309 Cell Phone Expense	4,351	3,700	3,700	2,850	(850)
43501 Printing/Binding Services	873	3,000	3,000	2,000	(1,000)
43601 Advertising	5,499	6,000	6,000	6,750	750
<b>TOTAL PURCHASED SERVICES</b>	<b>135,520</b>	<b>120,950</b>	<b>170,610</b>	<b>86,050</b>	<b>(34,900)</b>
45203 Postal Services	2,446	2,500	2,500	2,500	-
45404 Central Copier Charges	1,866	2,500	2,500	2,500	-
45501 Mileage Reimbursement	247	500	500	600	100
45502 Fares	-	-	-	840	840
45503 Subsistence/Lodging	1,454	2,000	2,000	3,000	1,000
45504 Conventions/Education	2,573	3,000	3,000	2,200	(800)
45801 Memberships/Dues	1,740	3,000	3,000	3,500	500
<b>TOTAL OTHER CHARGES</b>	<b>10,326</b>	<b>13,500</b>	<b>13,500</b>	<b>15,140</b>	<b>1,640</b>
46001 Office Supplies	2,310	2,350	2,350	2,350	-
46011 Uniforms/Safety Apparel	941	500	500	1,000	500
46012 Books/Subscriptions	510	300	550	300	-
46015 Operational Supplies	3,903	3,000	3,000	4,000	1,000
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>7,664</b>	<b>6,150</b>	<b>6,400</b>	<b>7,650</b>	<b>1,500</b>
47707 Special Events	842	3,000	2,750	2,000	(1,000)
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>842</b>	<b>3,000</b>	<b>2,750</b>	<b>2,000</b>	<b>(1,000)</b>
48107 Office/DP Equipment-Replacement	2,938	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>2,938</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL P &amp; Z DEPARTMENT</b>	<b>\$ 1,248,184</b>	<b>\$ 1,368,970</b>	<b>\$ 1,184,320</b>	<b>\$ 1,321,570</b>	<b>\$ (47,400)</b>

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**ECONOMIC DEVELOPMENT**

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**MISSION**

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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 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.



*Figure 1: Posh! Inc. on Church Street*

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**ECONOMIC DEVELOPMENT**

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**ECONOMIC DEVELOPMENT**

**TOWN OF VIENNA  
FISCAL YEAR 23-24 BUDGET**

	FY 21-22 Actuals	FY 22-23 Adopted	FY 22-23 Revised	FY 23-24 Adopted	Net Change
Economic Development	236,503	332,690	389,720	395,850	63,160
<b>Economic Development</b>	<b>236,503</b>	<b>332,690</b>	<b>389,720</b>	<b>395,850</b>	<b>63,160</b>

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**ECONOMIC DEVELOPMENT**  
**18150**

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**PURPOSE**

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

**STRATEGIC PLAN**

In support of the Town's strategic goals, the division primarily focuses on business health, diversification in industry, innovation, and economic growth; promoting ***“Vienna as an engaged, complete, and economically prosperous community.”*** Using this strategic goal to guide the work of economic development in the Town, the division partners with internal and external stakeholders to expand the commercial tax base, cultivate a vibrant environment that especially enhances and attracts small and local businesses, provide critical resources to support the business community. In addition, the division engages in activities that help the Town to be an attractive location for residents and new businesses.

**ACTIVITIES / PRODUCTS / SERVICES**

- Implement economic development strategies, compelling marketing strategies, and initiatives to enhance the Town's reputation as a destination of choice for businesses, visitors, and residents.
- Establish key relationships to support the business ecosystem and leverage coordinated partnerships with internal stakeholders and external organizations to provide impactful expertise and support to businesses in the Town.
- Organize and create innovative resources—including programming—that support all attraction, retention, and expansion opportunities in the Town.
- Work with Town Council and Town staff to assess ordinances, policies, and practices that impact the business community.
- Coordinate ribbon cuttings with relevant organizations such as Town Council, Town Business Liaison Committee (TBLC), and Vienna Business Association (VBA).
- Represent the Town at select industry conferences to promote the Town as a viable location to do business.
- Serve as the clerk and staff representative to the TBLC.
- Develop regular reporting, detailing relevant business news and economic health indicators.

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**ECONOMIC DEVELOPMENT**  
**18150**

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**FY 22-23 ACCOMPLISHMENTS**

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***Marketing & Communication***

- **Annual Reporting:** The division released bi-annual reports detailing several economic indicators in the Town such as number of new businesses, commercial vacancies, employment, housing sales, and more.
- **New Website Launch and Communications Plan:** A new website was designed and launched to support the Town of Vienna business community. The website aims to:
  - Highlight the diverse range of businesses in the Town.
  - Educate new business owners on opening a new company in the Town.
  - Showcase resources and tools for all existing business owners.
  - Provide resources for COVID-19 related assistance.
- **Social Media:** Since February 2021, the division has taken strategic steps to grow its social media presence on @ExploreViennaVA. The number of posts created, and the audience reach have improved over the last year. Less than 1% of the followers on @ExploreViennaVA accounts are from outside of Vienna, Oakton, Tysons, Reston, Dunn Loring area. This shows that we are reaching our target audience. As of February 2023, our social media performance is as follows:
  - Facebook Page Reach: 22,514
  - Facebook Page Follows: 1,229
  - Instagram Page Reach: 1,322
  - Instagram Followers: 958
  - 128 posts and 89 mentions of specific businesses
- **Town Business Matters E-Newsletter:** The Division grew the Town Business Matters e-newsletter—a bi-weekly email sent to property managers and business owners detailing relevant business news in the Town, county, and region. The subscriber base grew steadily from 1,466 to 2,255, with an open rate of 45%.

***Events and Special Initiatives***

- **Business Appreciation Month, May 2023:** Created a month-long marketing campaign in May to recognize Vienna businesses and garner public support to shop local.
  - This marketing campaign coincided with the Commonwealth's honoring of businesses and their contribution to the community.
  - The month-long celebration included a formal event recognizing businesses celebrating key milestones related to ownership within the Town.

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**ECONOMIC DEVELOPMENT**  
**18150**

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- **Business Retention and Expansion Strategy:** Developed a program and strategy designed to retain existing businesses in the Town and help them grow.
  - Targeted 8-10% of the total business community for key programming, and resource assistance including local grant and loan programs, business mentorship and counseling.
  - This is an annual program where businesses are chosen based on a variety of key metrics such as gross revenues, meals taxes, property tax revenue, business type, and business location.
  
- **Fall Pop-Up Market:** In partnership with the Vienna Shopping Center, the division hosted a fall holiday pop-up market in November 2022.
  - The event featured up to 18 local artisans ranging from jewelry, food, home gifts, and art. The event garnered over 500 attendees.
  
- **Ignite! Educational Series:** Partnered with the Fairfax County Department of Economic Initiatives and the Patrick Henry Library to create an educational series for small business owners in the Town and Fairfax County.
  
- **Restaurant Week:** Executed a week-long campaign to celebrate the Town's more than 100 food and beverage businesses.
  - The campaign is used to boost the Town's tourism efforts, meals tax revenue, and increase recognition of the Town and its businesses through paid social media ads, radio ads, and earned media.
  
- **Ribbon Cuttings:** The division hosted 8 ribbon cuttings from July 2022 to February 2023 with Town leadership, TBLC, and VBA.
  - All 8 business owners responded "*Very Satisfied*" to post-event surveys.
  - Ribbon Cutting Attendance: ~450
  
- **Parking Study:** In partnership with the Public Works and Nygaard Consulting Associates, the division performed a commercial parking assessment and provided strategies for parking improvements in Town.
  
- **Snowflakes:** Worked with Parks & Recreation, Finance, and Public Works to obtain and install 70 plus LED snowflakes for the Town's commercial corridor. This project is one of the economic development initiatives that aims to beautify and promote the Town.
  
- **Talent Pipeline:** The division created two internship tracks to promote the Town as a great place to work and provide college students with experience in local government and economic development. Three interns were hired throughout the fiscal year to assist with economic development related communication and marketing, and data analysis.

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**ECONOMIC DEVELOPMENT**  
**18150**

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***Policy Support***

- Throughout the FY, the division worked with several departments including the Parks & Recreation, Finance, and Public Works to provide administrative, communication, and data support to staff and Town Council members on key business-related policy issues such as:
  - Outdoor Dining
  - Code Create
  - Noise Ordinance
  - Massage Therapy
  
- The division also partnered with other departments and Town Council to coordinate meetings with business owners to discuss proposed policy changes and potential impacts to the community.

**FY 23-24 INITIATIVES**

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- Work in partnership with Town Council, Public Works, Planning & Zoning, Parks & Recreation and NOVA Parks to re-imagine land and business uses in commercial areas along the section of the W&OD trail between the Vienna Community Center and Caboose Brewery.
  - The initial phase of the project would include the creation of a long-term vision for the development of this area as a true destination for the Town with the trail as the focus.
  
- Coordinate with Planning & Zoning, Information Technology, and Finance to improve the electronic interface for businesses seeking to obtain or renew business licenses.
  
- Execute a master streetscape design and implementation plan for the Town's commercial areas in partnership with Public Works. This project will also include the design of wayfinding signage throughout the Town's commercial areas and gateways.
  
- Develop a strategic attraction program for market supported business industries including retail, medical office, and professional services as supported by the economic development strategy. The goal is to retain and attract up to 20,000 SF annually.
  - Attend industry relevant conferences to promote Vienna as a place to do business.
  - Build relationships with the local broker community and property management in Vienna.

**ECONOMIC DEVELOPMENT  
18150**

- Strengthen existing events and create new programming that support business growth in Vienna including:
  - Developing a program to recognize existing businesses with milestone anniversaries in partnership with the TBLC.
  - Partner with a business resource organization to provide year-round support to small businesses in the Town with topics such as financing, marketing, website development, and e-commerce strategies.
  - Add more significant commemoration and networking opportunities for all businesses.
  
- Develop the new economic development chapter of the Town’s comprehensive plan in partnership with the TBLC and the Planning Commission.
  
- Continue to streamline a database and dashboard that tracks business and real estate relevant metrics, events, and communication efforts within the division.

**PERFORMANCE MEASURES**

**Strategic Plan Importance:** The Economic Development division’s goal is to increase small business engagement by at least 5% from the prior year, through the activities mentioned in the initiatives section. This ensures *Vienna is an engaged, complete, and economically prosperous community.*



Description / Indicator	Actual FY21-22	Estimated FY22-23	Projected FY23-24
<b><i>Small Business Engagement</i></b>			
Number of businesses directly impacted through events or activities developed	120	376	400
Number of events and educational programs developed	28	20	20
Number of businesses visited*	120	120	120
<b><i>Marketing and Media</i></b>			
# of small businesses or entrepreneurs directly assisted through social media or public relations efforts	-	120	130

\*Business visits are assisted by the TBLC.

**ECONOMIC DEVELOPMENT  
18150**

Metrics for Business Partnerships

The charts below provide a snapshot of the impact of business partnerships with the SBDC from January 1, 2020, to December 30, 2022. The SBDC supports and serves entrepreneurs in the Town through in-person and virtual mentorship and counseling, financing, and webinars. The data below is specifically showcasing support to businesses located in the zip code 22180.

# of Clients	Counseling Sessions	Counseling Hours	# of New Business Starts
53	230	314.89	2

Capital Formation*	Jobs Created	Jobs Retained	Sales Growth	% of Clients Supported by SBDC
\$5,545,750	19	80	\$229,000	39.3%

\* *Capital formation* refers to the funding a business acquires to launch, expand, and continue growing.

**PERSONNEL**

Authorized Positions	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
Economic Development Director	1	1	1
Marketing & Business Engagement Specialist	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

**FY 23-24 BUDGET CHANGES**

- Increases in the Advertising account (\$15,000) and Conventions account (\$11,000) accounts were approved by Town Council in May 2022.
- With an additional FTE position (added in the third quarter of FY22), the Contractual Services budget was adjusted (decreased by 23%) and an increase was made to the Overtime budget from \$0 to \$3,000. It should be noted that employees work beyond normal work hours to attend or host events and serve in an administrative capacity for meetings (e.g. ribbon cuttings, TBLC meetings).

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

**DIVISION 18150  
NAME ECONOMIC DEVELOPMENT**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries And Wages	\$ 138,550	\$ 209,880	\$ 201,000	\$ 210,720	\$ 840
41002 Overtime	-	-	2,100	3,000	3,000
41008 Annual Leave Cash-In	1,610	-	5,000	-	-
41015 Performance Bonus	1,000	-	500	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>141,160</b>	<b>209,880</b>	<b>208,600</b>	<b>213,720</b>	<b>3,840</b>
42001 F.I.C.A.	10,644	12,710	15,800	16,120	3,410
42002 V.R.S.	16,024	20,110	22,600	25,520	5,410
42003 V.R.S. Life Insurance	1,876	2,250	2,250	2,820	570
42007 Health Insurance	10,151	9,270	17,300	17,260	7,990
42018 Employer Contributions:DC401A	4,214	5,270	5,270	7,430	2,160
42021 V.R.S. Hybrid 401A Match	1,352	1,500	2,200	3,160	1,660
42025 V.R.S. Hybrid Disability	740	1,000	1,000	1,120	120
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>45,001</b>	<b>52,110</b>	<b>66,420</b>	<b>73,430</b>	<b>21,320</b>
43101 Consulting Services	26,709	15,000	21,000	10,000	(5,000)
43309 Cell Phone Expense	712	2,000	1,000	2,000	-
43501 Printing/Binding Services	-	5,000	10,000	20,000	15,000
43601 Advertising	-	3,100	18,100	18,100	15,000
<b>TOTAL PURCHASED SERVICES</b>	<b>27,421</b>	<b>25,100</b>	<b>50,100</b>	<b>50,100</b>	<b>25,000</b>
45203 Postal Services	-	2,500	2,500	2,500	-
45404 Central Copier Charges	211	1,000	1,000	1,000	-
45503 Subsistence/Lodging	-	5,000	3,500	5,000	-
45504 Conventions/Education	650	8,000	7,500	19,000	11,000
45505 Business Meals	50	5,000	15,000	5,000	-
45801 Memberships/Dues	940	2,000	2,000	2,000	-
<b>TOTAL OTHER CHARGES</b>	<b>1,851</b>	<b>23,500</b>	<b>31,500</b>	<b>34,500</b>	<b>11,000</b>
46001 Office Supplies	116	4,000	1,000	4,000	-
46012 Books/Subscriptions	12,123	13,100	15,100	15,100	2,000
46015 Operational Supplies	8,831	5,000	17,000	5,000	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>21,070</b>	<b>22,100</b>	<b>33,100</b>	<b>24,100</b>	<b>2,000</b>
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>\$ 236,503</b>	<b>\$ 332,690</b>	<b>\$ 389,720</b>	<b>\$ 395,850</b>	<b>\$ 63,160</b>



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RESERVES

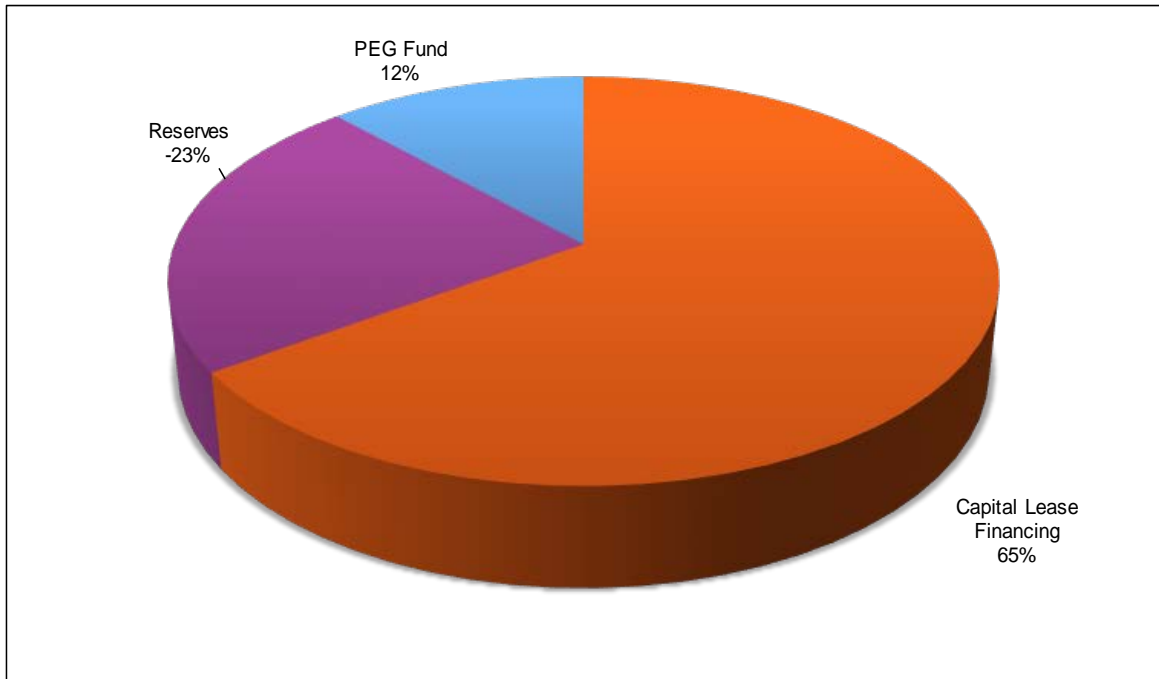
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**RESERVES**

**TOWN OF VIENNA  
FISCAL YEAR 23-24 BUDGET**

	FY 21-22 Actuals	FY 22-23 Adopted	FY 22-23 Revised	FY 23-24 Adopted	Net Change
Capital Lease Financing	284,154	1,222,000	1,675,480	1,634,800	412,800
Reserves	0	145,000	0	-574,960	-719,960
PEG Fund	700,577	555,540	704,450	300,000	-255,540
PC Replacement	349	0	0	0	0
<b>Transfers and Reserves</b>	<b>985,079</b>	<b>1,922,540</b>	<b>2,379,930</b>	<b>1,359,840</b>	<b>-562,700</b>



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

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**PURPOSE**

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

**FY 23-24 BUDGET CHANGES**

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- 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 21-22	-----FY 22-23-----		FY 23-24	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
48308 Capital Leases	\$ 284,154	\$ 1,222,000	\$ 1,675,480	\$ 1,466,800	\$ 244,800
49101 Principal	-	-	-	\$ 140,000	140,000
49102 Bond Interest	-	-	-	28,000	28,000
<b>TOTAL CAPITAL OUTLAY</b>	<u>284,154</u>	<u>1,222,000</u>	<u>1,675,480</u>	<u>1,634,800</u>	<u>412,800</u>
<b>TOTAL GF CAPITAL LEASE FINANCING</b>	<u>\$ 284,154</u>	<u>\$ 1,222,000</u>	<u>\$ 1,675,480</u>	<u>\$ 1,634,800</u>	<u>\$ 412,800</u>

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**CONTINGENCY RESERVE**  
**19143**

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**PURPOSE**

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This account provides a reserve for funding emergency costs incurred by General Fund operations. Transfers from the reserve to operating accounts require authorization by Town Council.

**FY 23-24 BUDGET CHANGES**

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- Attrition was increased to account for vacancies, turnover, and the time it takes to fill an open position.

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

**DIVISION 19143  
NAME RESERVES**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23-----		FY 23-24 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41006 Annual Leave Liquidation	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ -
41008 Annual Leave Cash-In	-	30,000	-	30,000	-
41015 Performance Bonus	-	65,000	-	75,000	10,000
<b>TOTAL PERSONNEL SERVICES</b>	-	105,000	-	115,000	10,000
42007 Health Insurance	-	-	-	(139,960)	(139,960)
<b>TOTAL EMPLOYEE BENEFITS</b>	-	-	-	(139,960)	(139,960)
49900 Contingency Reserve	-	240,000	-	-	(240,000)
49910 Attrition	-	(200,000)	-	(550,000)	(350,000)
<b>TOTAL CONTIGENCY RESERVE</b>	-	40,000	-	(550,000)	(590,000)
<b>TOTAL RESERVES</b>	<u>\$ -</u>	<u>\$ 145,000</u>	<u>\$ -</u>	<u>\$ (574,960)</u>	<u>\$ (719,960)</u>

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**PEG RESERVES**  
**19144**

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**PURPOSE**

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

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**FY 23-24 BUDGET CHANGES**

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- \$280,000 is needed for the control room migration and studio conversion in the old IT space.

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

**DIVISION 19144  
NAME PEG FUNDS DISTRIBUTION**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
48719 PEG Funded Projects	<u>700,577</u>	<u>555,540</u>	<u>704,450</u>	<u>300,000</u>	<u>(255,540)</u>
TOTAL CAPITAL OUTLAY	<u>700,577</u>	<u>555,540</u>	<u>704,450</u>	<u>300,000</u>	<u>(255,540)</u>
TOTAL PEG FUNDS DISTRIBUTION	<u><u>\$ 700,577</u></u>	<u><u>\$ 555,540</u></u>	<u><u>\$ 704,450</u></u>	<u><u>\$ 300,000</u></u>	<u><u>\$ (255,540)</u></u>



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DEBT SERVICE

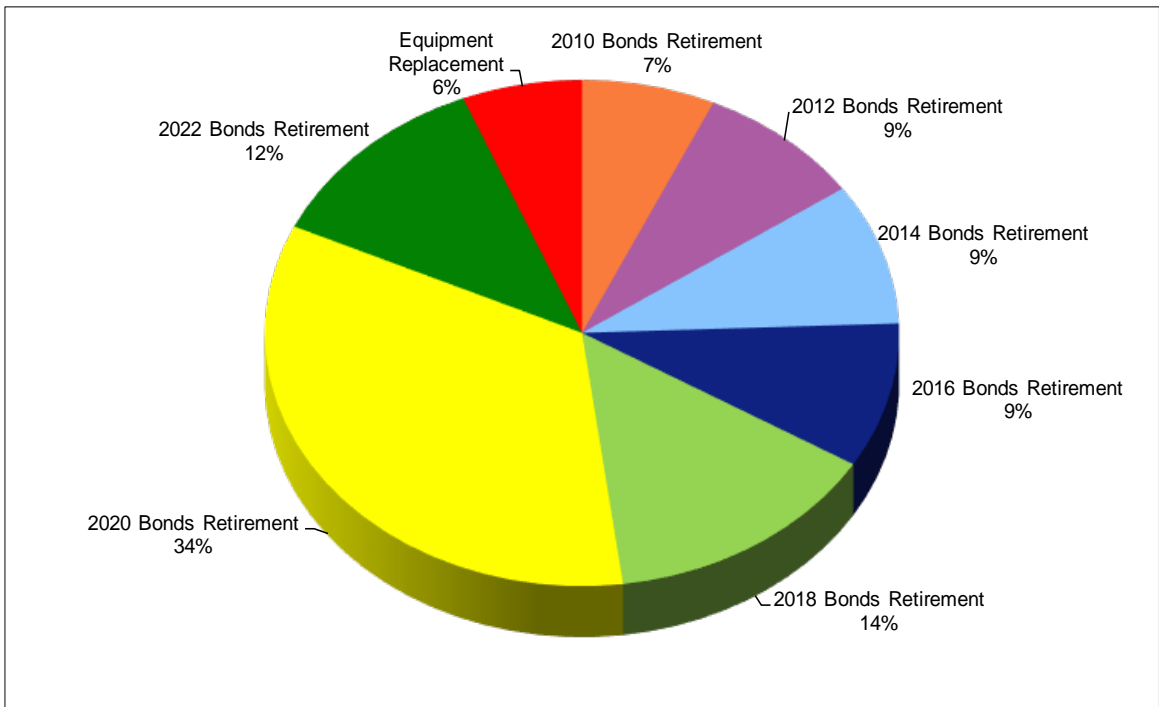
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DEBT SERVICE

TOWN OF VIENNA  
FISCAL YEAR 23-24 BUDGET

	FY 21-22 Actuals	FY 22-23 Adopted	FY 22-23 Revised	FY 23-24 Adopted	Net Change
2010 Bonds Retirement	401,193	386,880	386,880	372,060	-14,820
2012 Bonds Retirement	485,100	476,700	476,700	467,250	-9,450
2014 Bonds Retirement	515,306	505,510	505,510	495,730	-9,780
2016 Bonds Retirement	543,226	521,720	521,720	507,370	-14,350
2018 Bonds Retirement	832,500	806,000	806,000	779,500	-26,500
2020 Bonds Retirement	1,944,913	1,901,580	1,901,580	1,858,410	-43,170
2022 Bonds Retirement	0	1,173,750	1,173,750	655,400	-518,350
Equipment Replacement	666,392	651,730	651,730	334,300	-317,430
<b>Debt Service Fund</b>	<b>5,388,629</b>	<b>6,423,870</b>	<b>6,423,870</b>	<b>5,470,020</b>	<b>-953,850</b>



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**DEBT SERVICE**

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**Debt Service Fundamentals**

The Town of Vienna issues General Obligation (G.O.) 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 & 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, 2022, the Town exceeded 1% of net G.O. debt to its assessed value, as shown in the following chart, which is well below the Commonwealth's maximum limitation.

**DEBT SERVICE**

Table 13

Town of Vienna, Virginia

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

<b>Fiscal Year</b>	<b>Gross Bonded Debt</b>	<b>Less: Amounts Reserved for Debt Service</b>	<b>Net Bonded Debt<sup>(3)</sup></b>	<b>Ratio of Net General Obligation Debt to Assessed Value<sup>(2)</sup></b>	<b>Net Bonded Debt per Capita<sup>(1)</sup></b>
2022	\$ 66,579,701	\$ -	\$ 66,579,701	1.18%	\$ 3,924.30
2021	59,862,488	-	59,862,488	1.11%	3,528.38
2020	62,561,028	-	62,561,028	1.20%	3,694.40
2019	28,849,104	-	28,849,104	0.58%	1,736.02
2018	30,199,558	-	30,199,558	0.63%	1,809.55
2017	23,757,124	-	23,757,124	0.51%	1,428.57
2016	24,215,586	-	24,215,586	0.55%	1,454.39
2015	19,549,026	-	19,549,026	0.47%	1,172.29
2014	21,880,489	-	21,880,489	0.56%	1,308.64
2013	15,518,686	-	15,518,686	0.41%	928.15

(1) Includes all long-term general obligation bonded debt.

(2) See the Schedule of Assessed Value and Estimated Actual Value of Taxable Property - Table 7

(3) Population data can be found in the Schedule of Demographic and Economic Statistics - Table 16

Source: 2022 Annual Comprehensive Financial Report, Town of Vienna, VA/ Table 13

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**DEBT SERVICE**


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Based on the adopted 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	<i>Assessed Value</i>
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, adopted Jan. 24, 2022

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 <sup>(1)</sup>	Water & Sewer Support	Meal & Lodging Tax Support
2011	\$ 81,074	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 81,074	\$ 14,350	\$ 66,724
2012	491,140	-	-	-	-	-	-	491,140	86,932	404,208
2013	484,440	624,661	-	-	-	-	-	1,109,101	239,413	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	2,142,059
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	1,604,842	4,007,747
2024	372,048	456,750	495,733	507,375	779,500	1,858,413	1,000,450	5,470,268	1,559,142	3,911,127
2025	356,805	446,250	485,944	495,075	748,125	2,675,163	973,200	6,180,562	1,710,052	4,470,510
2026	307,050	435,750	476,155	482,775	721,875	2,588,913	950,950	5,963,468	1,655,083	4,308,384
2027	-	425,250	466,366	470,475	695,625	2,502,663	1,263,450	5,823,829	1,674,324	4,149,505
2028	-	-	456,578	458,175	669,375	2,681,413	983,950	5,249,490	1,480,584	3,768,906
2029	-	-	446,789	445,363	643,125	2,581,913	951,200	5,068,389	1,427,155	3,641,234
2030	-	-	-	431,525	616,875	2,482,413	918,450	4,449,263	1,339,621	3,109,642
2031	-	-	-	417,175	590,625	2,402,813	890,700	4,301,313	1,296,372	3,004,940
2032	-	-	-	-	564,375	2,363,013	857,700	3,785,088	1,215,537	2,569,551
2033	-	-	-	-	538,125	2,323,213	824,700	3,686,038	1,177,670	2,508,367
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
<b>Total</b>	<b>\$ 6,479,348</b>	<b>\$ 7,453,661</b>	<b>\$ 9,164,123</b>	<b>\$ 7,697,943</b>	<b>\$ 10,827,875</b>	<b>\$ 45,345,460</b>	<b>\$ 16,767,647</b>	<b>\$ 103,736,057</b>	<b>\$ 27,587,823</b>	<b>\$ 76,148,234</b>

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

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**DEBT SERVICE**


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**Schedule A: 2010 Bonds**

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

<sup>(1)</sup>ADS: Annual Debt Service**Schedule B: 2012 Bonds**

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

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

**DEBT SERVICE**

**Schedule C: 2014 Bonds**

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

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

**Schedule D: 2016 Bonds**

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

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



## DEBT SERVICE

## Schedule E: 2018 Bonds

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

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

## Schedule F: 2020 Bonds

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

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

**DEBT SERVICE**

Schedule G: 2022 Bonds

<b>Fiscal Yr. Ending</b>	<b>2022 Bonds Principal</b>	<b>2022 Bonds Interest</b>	<b>Total 2022 ADS <sup>(1)</sup></b>	<b>W/S Share of ADS <sup>(1)</sup></b>	<b>MLT Share of ADS <sup>(1)</sup></b>
2023	\$ 550,000	\$ 473,559	\$ 1,023,559	\$ 431,551	\$ 592,008
2024	545,000	455,450	1,000,450	418,350	582,100
2025	545,000	428,200	973,200	406,600	566,600
2026	550,000	400,950	950,950	399,850	551,100
2027	890,000	373,450	1,263,450	512,850	750,600
2028	655,000	328,950	983,950	399,600	584,350
2029	655,000	296,200	951,200	386,100	565,100
2030	655,000	263,450	918,450	372,600	545,850
2031	660,000	230,700	890,700	364,100	526,600
2032	660,000	197,700	857,700	350,350	507,350
2033	660,000	164,700	824,700	336,600	488,100
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
<b>Total</b>	<b>\$ 12,475,000</b>	<b>\$ 4,292,647</b>	<b>\$ 16,767,647</b>	<b>\$ 6,605,501</b>	<b>\$ 10,162,146</b>

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

**2010 BONDS  
49510**

**PURPOSE**

Account for the cost of annual debt service. The Town issued \$2,310,000 in G.O. bonds on July 28, 2010, with interest payable semiannually at rates from 4.0% to 4.7%. At the end of FY 23-24, there will be an outstanding balance of \$635,000. The bonds will be retired in FY 25-26.

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

**FY 23-24 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 21-22	-----FY 22-23-----		FY 23-24	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
49101 Principal	\$ 335,000	\$ 335,000	\$ 335,000	\$ 335,000	\$ -
49102 Interest	<u>66,193</u>	<u>51,880</u>	<u>51,880</u>	<u>37,060</u>	<u>(14,820)</u>
<b>TOTAL DEBT SERVICE</b>	<b>401,193</b>	<b>386,880</b>	<b>386,880</b>	<b>372,060</b>	<b>(14,820)</b>
<b>TOTAL 2010 BONDS RETIREMENT</b>	<u><u>\$ 401,193</u></u>	<u><u>\$ 386,880</u></u>	<u><u>\$ 386,880</u></u>	<u><u>\$ 372,060</u></u>	<u><u>\$ (14,820)</u></u>

**2012 BONDS  
49512**

**PURPOSE**

Account for the cost of annual debt service. The Town issued \$6,310,000 in G.O. bonds on July 18, 2012, with interest payable semiannually at rates from 2.0% to 2.5%. At the end of FY 23-24 there will be an outstanding balance of \$1,680,000. The bonds will be retired in FY 27-28.

<b>Sources and Uses of Capital Funding</b>	<b>2012 Bonds</b>
<b><u>Sources (in \$000)</u></b>	
Bond Funding - Meals Taxes	\$ 4,720.00
Bond Funding - Premium	141.0
Bond Funding - Water and Sewer Rates	1,590.0
<b>Subtotal Bond Funding</b>	<b>\$ 6,451.0</b>
Virginia Department of Transportation	1,560.0
Federal Highway Administration	1,000.0
Storm Water Grants (Virginia DEQ and Fairfax County)	
<b>Subtotal Outside Funding</b>	<b>\$ 2,560.0</b>
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 9,011.0</b>
<b><u>Uses (in \$000)</u></b>	
Water and Sewer Capital Projects	1,590.0
Roadway Improvements	2,800.0
Sidewalk/Trail Improvements	1,900.0
Stormwater Projects	975.0
Facility Improvements	760.0
Land Acquisition	525.0
Issuance and Contingency	461.0
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 9,011.0</b>

**FY 23-24 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 21-22	-----FY 22-23-----		FY 23-24	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
49101 Principal	\$ 420,000	\$ 420,000	\$ 420,000	\$ 420,000	\$ -
49102 Interest	<u>65,100</u>	<u>56,700</u>	<u>56,700</u>	<u>47,250</u>	<u>(9,450)</u>
<b>TOTAL DEBT SERVICE</b>	<b>485,100</b>	<b>476,700</b>	<b>476,700</b>	<b>467,250</b>	<b>(9,450)</b>
<b>TOTAL 2012 G.O. DEBT RETIREMENT</b>	<b><u>\$ 485,100</u></b>	<b><u>\$ 476,700</u></b>	<b><u>\$ 476,700</u></b>	<b><u>\$ 467,250</u></b>	<b><u>\$ (9,450)</u></b>

**2014 BONDS  
49514**

**PURPOSE**

Account for the cost of annual debt service. The Town issued \$6,555,000 in G.O. bonds on November 14, 2013, with interest payable semi-annually at 2.24%. At the end of FY 23-24 there will be an outstanding balance of \$2,185,000. The bonds will be retired in FY 28-29.

<b>Sources and Uses of Capital Funding</b>	<b>2014 Bonds</b>
<b><u>Sources (in \$000)</u></b>	
Bond Funding - Meals Taxes	\$ 5,775.00
Bond Funding - Premium	280.0
Bond Funding - Water and Sewer Rates	500.0
<b>Subtotal Bond Funding</b>	<b>\$ 6,555.0</b>
Virginia Department of Transportation	500.0
Nothern Virginia Transportation Auth.	500.0
Vienna Youth, Inc	350.0
Fairfax County	460.0
Babe Ruth League	100.0
Storm Water Grants (Virginia & County)	2,537.0
<b>Subtotal Outside Funding</b>	<b>\$ 4,447.0</b>
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 11,002.0</b>
<b><u>Uses (in \$000)</u></b>	
Water and Sewer Capital Projects	500.0
Stormwater Projects	3,112.0
Facility Improvements	5,850.0
Park Improvements	1,060.0
Issuance and Contingency	480.0
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 11,002.0</b>

**FY 23-24 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 21-22	-----FY 22-23-----		FY 23-24	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
49101 Principal	\$ 437,000	\$ 437,000	\$ 437,000	\$ 437,000	\$ -
49102 Interest	<u>78,306</u>	<u>68,510</u>	<u>68,510</u>	<u>58,730</u>	<u>(9,780)</u>
<b>TOTAL DEBT SERVICE</b>	<b>515,306</b>	<b>505,510</b>	<b>505,510</b>	<b>495,730</b>	<b>(9,780)</b>
<b>TOTAL 2014 G.O. DEBT RETIREMENT</b>	<b><u>\$ 515,306</u></b>	<b><u>\$ 505,510</u></b>	<b><u>\$ 505,510</u></b>	<b><u>\$ 495,730</u></b>	<b><u>\$ (9,780)</u></b>



**2016 BONDS  
49516**

**PURPOSE**

Account for the cost of annual debt service. The Town issued \$6,180,000 in G.O. bonds on December 23, 2015, with interest paid semiannually at 2% to 4%. At the end of FY 23-24 there will be an outstanding balance of \$2,870,000. The bonds will be retired in FY 30-31.

<b>Sources and Uses of Capital Funding</b>	<b>2016 Bonds</b>
<b><u>Sources (in \$000)</u></b>	
Bond Funding - Meals Taxes	\$ 5,519.00
Bond Funding - Premium	381.0
Bond Funding - Water and Sewer Rates	661.0
<b>Subtotal Bond Funding</b>	<b>\$ 6,561.0</b>
Virginia Department of Transportation	8,391.0
Nothern Virginia Transportation Auth.	2,100.0
County C&I Tax	332.0
Federal Highway Administration	311.0
<b>Subtotal Outside Funding</b>	<b>\$ 11,134.0</b>
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 17,695.0</b>
<b><u>Uses (in \$000)</u></b>	
Water and Sewer Capital Projects	661.0
Roadway Improvements	4,962.0
Sidewalk/Trail Improvements	6,172.0
Stormwater Projects	200.0
Facility Improvements	5,600.0
Issuance and Contingency	100.0
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 17,695.0</b>

**FY 23-24 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 21-22	-----FY 22-23-----		FY 23-24	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
49101 Principal	\$ 415,000	\$ 410,000	\$ 410,000	\$ 410,000	\$ -
49102 Interest	<u>128,226</u>	<u>111,720</u>	<u>111,720</u>	<u>97,370</u>	<u>(14,350)</u>
<b>TOTAL DEBT SERVICE</b>	<b>543,226</b>	<b>521,720</b>	<b>521,720</b>	<b>507,370</b>	<b>(14,350)</b>
<b>TOTAL 2016 G.O. DEBT RETIREMENT</b>	<b><u>\$ 543,226</u></b>	<b><u>\$ 521,720</u></b>	<b><u>\$ 521,720</u></b>	<b><u>\$ 507,370</u></b>	<b><u>\$ (14,350)</u></b>

**2018 BONDS  
49518**

**PURPOSE**

Account for the cost of annual debt service. The Town issued \$7,900,000 in G.O. bonds on February 28, 2018, with semiannual interest paid at 5%. At the end of FY 23-24 there will be an outstanding balance of \$4,725,000. 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
<b>Subtotal Bond Funding</b>	<b>\$</b>	<b>9,174.0</b>
Virginia Department of Transportation		2,277.5
Northern Virginia Transportation Auth.		376.6
Fairfax County C&I Taxes		598.2
Federal Highway Administration		1,046.0
Storm Water Grants (Virginia DEQ and Fairfax County)		777.0
<b>Subtotal Outside Funding</b>	<b>\$</b>	<b>5,075.3</b>
<b>TOTAL CAPITAL FUNDING</b>	<b>\$</b>	<b>14,249.3</b>

**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
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$</b>	<b>14,249.3</b>

**FY 23-24 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 21-22	-----FY 22-23-----		FY 23-24	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
49101 Principal	\$ 530,000	\$ 530,000	\$ 530,000	\$ 530,000	\$ -
49102 Interest	<u>302,500</u>	<u>276,000</u>	<u>276,000</u>	<u>249,500</u>	<u>(26,500)</u>
<b>TOTAL DEBT SERVICE</b>	<b>832,500</b>	<b>806,000</b>	<b>806,000</b>	<b>779,500</b>	<b>(26,500)</b>
<b>TOTAL 2018 G.O. DEBT RETIREMENT</b>	<u><u>\$ 832,500</u></u>	<u><u>\$ 806,000</u></u>	<u><u>\$ 806,000</u></u>	<u><u>\$ 779,500</u></u>	<u><u>\$ (26,500)</u></u>

**2020 BONDS  
49520**

**PURPOSE**

Account for the cost of annual debt service. The Town issued \$34,500,000 in G.O. bonds on March 25, 2020, with semiannual interest payments of 2% to 5%. At the end of FY 22-23 there will be an outstanding balance of \$31,040,000. The bonds will be retired in FY 39-40.

**Sources and Uses of Capital Funding** **2020  
Bonds**

<u>Sources (in \$000)</u>		<u>2020 Bonds</u>
Bond Funding - Meals Taxes	\$ 27,600.00	
Bond Funding - Premium	3,125.0	
Bond Funding - Water and Sewer Rates	7,900.0	
<b>Subtotal Bond Funding</b>		<b>\$ 38,625.0</b>
Virginia Department of Transportation	136.0	
Northern Virginia Transportation Auth.	2,436.0	
Storm Water Grants (Virginia DEQ and Fairfax County)	1,240.0	
<b>Subtotal Outside Funding</b>		<b>\$ 3,812.0</b>
<b>TOTAL CAPITAL FUNDING</b>		<b>\$ 42,437.0</b>

<u>Uses (in \$000)</u>		
Water and Sewer Capital Projects	7,900.0	
Facility Improvements	15,800.0	
Park Improvements	6,870.0	
Municipal Parking	5,200.0	
Land Acquisition	3,225.0	
Stormwater Projects	1,240.0	
Roadway Improvements	700.0	
Sidewalk/Trail Improvements	472.0	
Transportation Improvements	215.0	
Economic Development Improvements	40.0	
Issuance and Contingency	775.0	
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>\$ 42,437.0</b>

**FY 23-24 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 21-22	-----FY 22-23-----		FY 23-24	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
49101 Principal	\$ 865,000	\$ 865,000	\$ 865,000	\$ 865,000	\$ -
49102 Interest	<u>1,079,913</u>	<u>1,036,580</u>	<u>1,036,580</u>	<u>993,410</u>	<u>(43,170)</u>
<b>TOTAL DEBT SERVICE</b>	<b>1,944,913</b>	<b>1,901,580</b>	<b>1,901,580</b>	<b>1,858,410</b>	<b>(43,170)</b>
<b>TOTAL 2020 G.O. RETIREMENT</b>	<u><u>\$ 1,944,913</u></u>	<u><u>\$ 1,901,580</u></u>	<u><u>\$ 1,901,580</u></u>	<u><u>\$ 1,858,410</u></u>	<u><u>\$ (43,170)</u></u>

**2022 BONDS  
49522**

**PURPOSE**

Account for the cost of annual debt service. The Town issued \$12,475,000 in G.O. bonds on March 8, 2022, with semi-annual interest payments from 2.3% to 5.00%. Of the total bond amount issued, \$980,000 is a direct debt of the Water & Sewer Fund with annual debt service payments paid directly by the fund. The total outstanding principal balance at the end of FY 23-24 will be \$11,380,000. The bonds will 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
<b>Subtotal Bond Funding</b>	<b>\$ 13,810.10</b>
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
<b>Subtotal Other Funding</b>	<b>\$ 14,863.30</b>
<b>TOTAL CAPITAL FUNDING</b>	<b>\$ 28,673.4</b>

**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
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 28,673.4</b>

**FY 23-24 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 21-22	-----FY 22-23-----		FY 23-24	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
49101 Principal	\$ -	\$ 550,000	\$ 550,000	\$ 270,000	\$ (280,000)
49102 Interest	-	<u>623,750</u>	<u>623,750</u>	<u>385,400</u>	<u>(238,350)</u>
<b>TOTAL DEBT SERVICE</b>	-	<b>1,173,750</b>	<b>1,173,750</b>	<b>655,400</b>	<b>(518,350)</b>
<b>TOTAL 2020 G.O. RETIREMENT</b>	<u>\$ -</u>	<u>\$ 1,173,750</u>	<u>\$ 1,173,750</u>	<u>\$ 655,400</u>	<u>\$ (518,350)</u>



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

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**PURPOSE**

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Account for debt service on 4-year capital leases used to finance annual replacement of Town vehicles and equipment. Such financing arrangements help level out major budgetary fluctuations from year to year.

**FY 23-24 BUDGET CHANGES**

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- 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 21-22	-----FY 22-23-----		FY 23-24	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
49110 Administration Principal	\$ 6,196	\$ 6,200	\$ 6,200	\$ 6,400	\$ 200
49115 Administration Interest	361	400	400	100	(300)
49120 Police Principal	146,980	148,910	148,910	26,200	(122,710)
49125 Police Interest	3,628	6,800	6,800	500	(6,300)
49140 Public Works Principal	429,303	424,120	424,120	250,400	(173,720)
49145 Public Works Interest	17,019	15,100	15,100	5,200	(9,900)
49170 Parks & Recreation Principal	60,803	48,000	48,000	44,600	(3,400)
49175 Parks & Recreation Interest	<u>2,101</u>	<u>2,200</u>	<u>2,200</u>	<u>900</u>	<u>(1,300)</u>
<b>TOTAL DEBT SERVICE</b>	<b>666,392</b>	<b>651,730</b>	<b>651,730</b>	<b>334,300</b>	<b>(317,430)</b>
<b>TOTAL EQUIPMENT REPLACEMENT</b>	<b><u>\$ 666,392</u></b>	<b><u>\$ 651,730</u></b>	<b><u>\$ 651,730</u></b>	<b><u>\$ 334,300</u></b>	<b><u>\$ (317,430)</u></b>

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**WATER AND SEWER FUND**

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**MISSION**

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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.



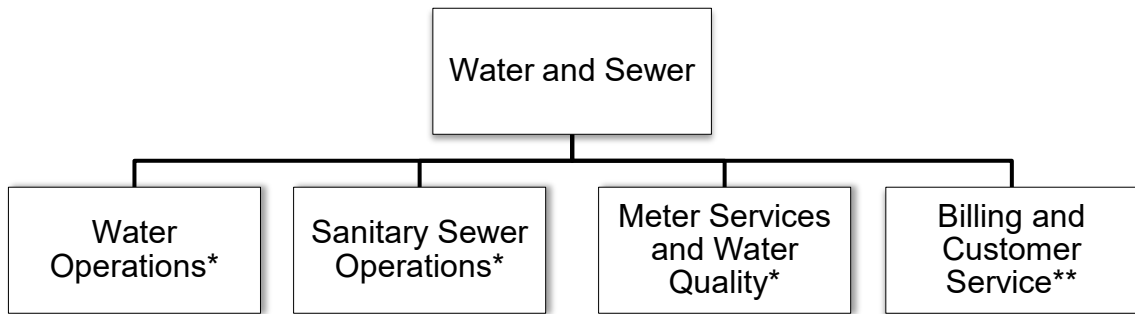
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**WATER AND SEWER FUND**

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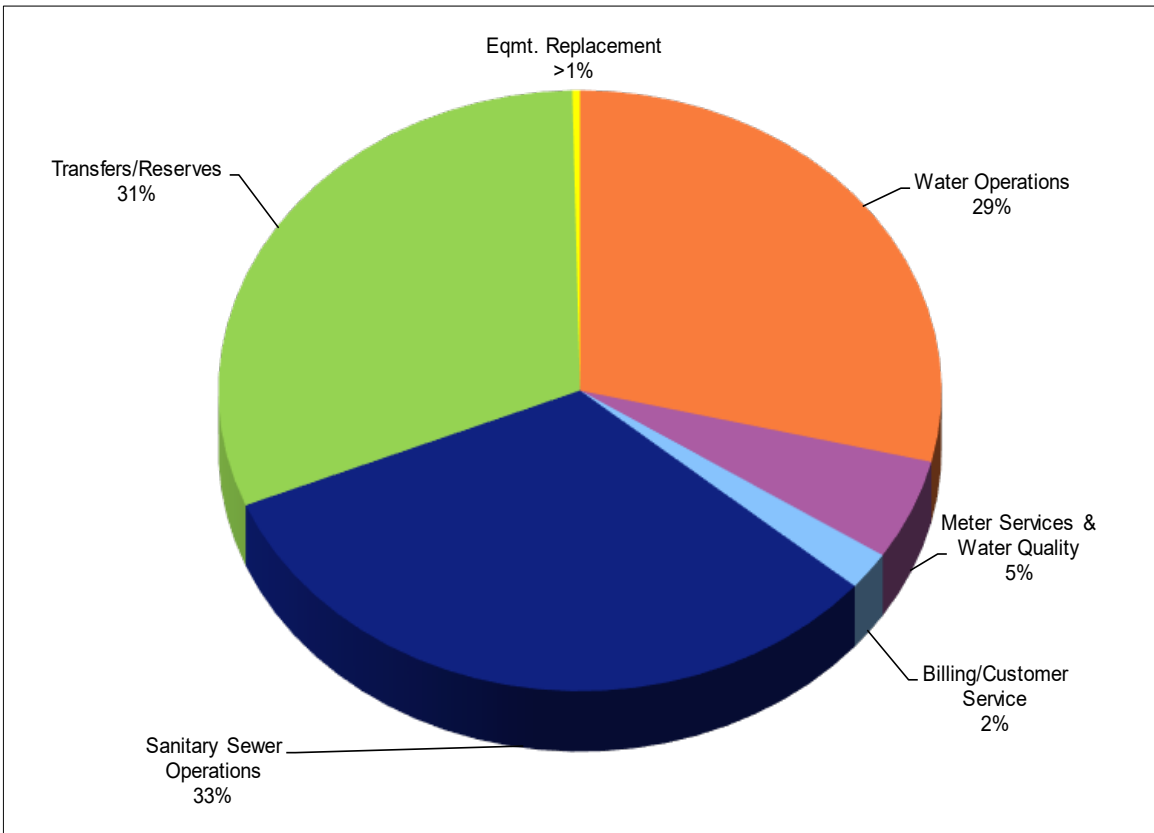
\*Operations overseen by Public Works Department

\*\*Operations overseen by Finance Department

**WATER AND SEWER FUND**

**TOWN OF VIENNA  
FISCAL YEAR 23-24 BUDGET**

	FY 21-22 Actuals	FY 22-23 Adopted	FY 22-23 Revised	FY 23-24 Adopted	Net Change
Water Operations	2,730,336	3,115,300	3,235,760	3,529,150	413,850
Meter Services & Water Quality	738,167	680,490	588,030	661,980	-18,510
Billing/Customer Service	216,907	226,980	236,230	251,590	24,610
Sanitary Sewer Operations	3,537,670	3,482,950	3,468,700	3,978,770	495,820
Transfers/Reserves	1,010,807	3,991,000	4,396,000	3,783,500	-207,500
Eqmt. Replacement/DS	2,229	5,000	5,000	42,000	37,000
<b>Water and Sewer Fund</b>	<b>8,236,117</b>	<b>11,501,720</b>	<b>11,929,720</b>	<b>12,246,990</b>	<b>745,270</b>



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**WATER AND SEWER FUND**


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	FY 21-22 Actuals	FY 22-23 Adopted	FY 23-24 Adopted	Net Change	FY 23-24 % of Total
Personnel Services	1,618,249	1,372,110	1,600,040	227,930	13.1%
Employee Benefits	498,449	556,320	644,280	87,960	5.3%
Purchased Services	4,610,178	4,995,690	5,551,270	555,580	45.3%
Other Charges	36,147	59,400	67,700	8,300	0.6%
Materials and Supplies	308,828	381,550	394,050	12,500	3.2%
Program and Services	112,718	105,600	125,600	20,000	1.0%
Capital Outlay	839,065	41,050	44,550	3,500	0.4%
Transfers	212,483	3,990,000	3,819,500	-170,500	31.2%
<b>Water and Sewer Fund</b>	<b>8,236,117</b>	<b>11,501,720</b>	<b>12,246,990</b>	<b>745,270</b>	<b>100%</b>

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**WATER DIVISION  
50111**

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**PURPOSE**

The Water Division ensures the safety of the Town's water distribution system. This division performs ongoing 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, 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** 

The division ensures ***“Vienna is an environmentally sustainable, and fiscally responsible community”*** by inspecting water sources for possible leaks to ensure no water is wasted. Through the process of inspecting, repairing, and flushing fire hydrants, 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 22-23 ACCOMPLISHMENTS**

- Performed planned shutdowns of existing water mains to accommodate new connections and mains constructed with capital improvement and development projects.
- Continued use of Geographic Information System (GIS) to map water main breaks and help prioritize water main repairs and replacement projects.
- Published water GIS map book updates to add new and missing mains, valves, and fire hydrants.
- Continued fire hydrant flushing program with pressure and flow data collection to coincide with the annual switch to free chlorine disinfection by

**WATER DIVISION  
50111**

Fairfax Water. Implemented dichlorination procedure with all fire hydrant flushing for compliance with Virginia stormwater regulations.

- Assisted Parks and Recreation with irrigation and winterization of facilities.
- Continued enhanced safety training, including Occupational Safety and Health Administration (OSHA) 10- Hour, OSHA 30- Hour, Traffic Control, Trench Safety, and Confined Space Entry for all field staff.
- Constructed water filling station at the Northside Property Yard for efficient and safe use of water system for equipment.
- Increased the number of fire hydrants painted annually from 2% to 89%.

**FY 23-24 INITIATIVES**

- Assist Meter Department in the replacement of larger meters that require a confined space entry.
- Continue the blow-off valve exercise and repair program.
- Strategically install new system valves for better control and reduced customer outages.
- Research hydraulic options for the Nutley Street storage tank operations to increase efficiency and reduce maintenance.
- Continue with the Fire Hydrant Replacement Program to replace fire hydrants installed before the 1960s.

**PERFORMANCE MEASURES**

**Strategic Plan Importance:** The division maintains and replaces existing water utility infrastructure that will ensure *Vienna is a fiscally responsible, safe, and environmentally sustainable community.*



Description	Actual 2022	Estimated 2023	Projected 2024
Total Number of Water Main Breaks Repaired	45	52	50
CIP – Linear Feet of Water Main Replaced	6,660	8,055	6,500 <sup>1</sup>
Total Number of Water Valves Replaced	5	8	5
Fire Hydrant Replacement	4	10 <sup>2</sup>	10
Fire Hydrant Painting	25	737 <sup>3</sup>	800
Water Valve Exercising	1,032	1,640 <sup>4</sup>	1,700

<sup>1</sup>Reduction in water main replacement projection due to an increase in cost per linear feet.

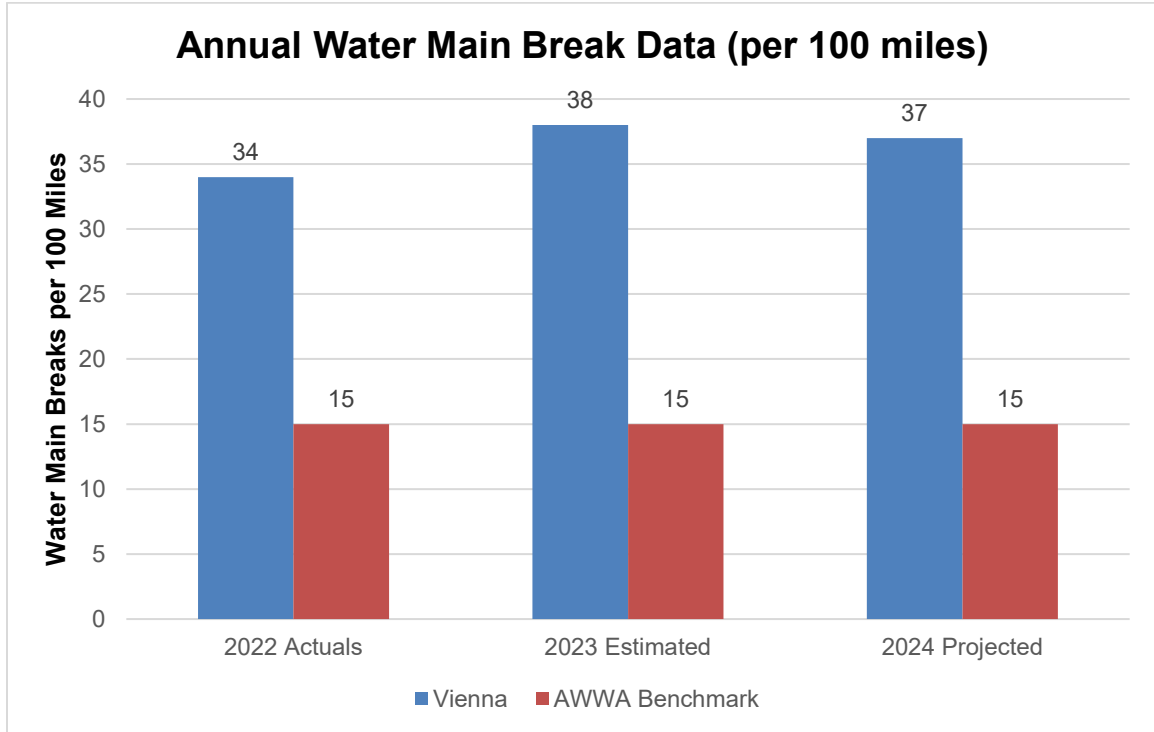
<sup>2</sup>Increased fire hydrant replacements to improve aging water infrastructure.

<sup>3</sup>Increased fire hydrant painting to prioritize maintenance and beautification of the Town's infrastructure.



**WATER DIVISION  
50111**

<sup>4</sup>Increased water valves exercising due to prioritization and systematic GIS mapping of infrastructure.



**PERSONNEL**

Authorized Positions	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
Superintendent	0.5	0.5	0.5
Water Operation Supervisor	0.5	0.5	1
Engineering Technician	0.5	0.5	0.5
Maintenance Worker	5.5	5.5	5
Administrative Assistant	0.5	0.5	0.5
Construction Inspector (CIP Funded)	1	1	1
<b>Total</b>	<b>8.5</b>	<b>8.5</b>	<b>8.5</b>

**FY 23-24 BUDGET CHANGES**

- Increases due to cost of contracted asphalt repairs, material supply cost, and supplier water fees.

TOWN OF VIENNA  
ADOPTED EXPENDITURES BUDGET BY FUND

DIVISION 50111  
NAME WATER SERVICES

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
41001 Salaries and Wages	451,030	450,000	450,000	583,760	133,760
41002 Overtime	131,667	77,300	77,300	80,000	2,700
41003 Regular Part Time with Benefits	-	7,250	-	-	(7,250)
41006 Annual Leave Liquidation	5,115	-	-	-	-
41008 Annual Leave Cash-In	5,132	-	-	-	-
41011 Non-Exempt Comptime Liquid.	1,641	-	-	-	-
41015 Performance Bonus	2,000	-	-	-	-
41017 CDL Retainage	-	-	-	5,000	5,000
41020 Transfer of Budgeted Salary	<u>(35,471)</u>	<u>(90,950)</u>	<u>(90,950)</u>	<u>(95,500)</u>	<u>(4,550)</u>
<b>TOTAL PERSONNEL SERVICES</b>	<b>561,114</b>	<b>443,600</b>	<b>436,350</b>	<b>573,260</b>	<b>129,660</b>
42001 F.I.C.A.	43,013	39,500	39,500	50,430	10,930
42002 V.R.S.	50,721	45,100	45,100	64,360	19,260
42003 V.R.S. Life Insurance	6,192	8,000	8,000	7,960	(40)
42004 Local Pension Plan	1,424	-	-	-	-
42007 Health Insurance	70,996	80,160	80,160	91,780	11,620
42012 Cafeteria Plan Fees	90	60	60	70	10
42018 Employer Contributions:DC401A	15,564	13,900	13,900	23,150	9,250
42021 V.R.S. Hybrid 401A Match	6,482	3,250	3,250	10,980	7,730
42025 V.R.S. Hybrid Disability	<u>1,289</u>	<u>750</u>	<u>750</u>	<u>2,090</u>	<u>1,340</u>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>195,771</b>	<b>190,720</b>	<b>190,720</b>	<b>250,820</b>	<b>60,100</b>
43101 Consulting Services	4,125	23,280	57,780	23,280	-
43301 Equipment Maintenance Contracts	4,176	-	4,290	4,290	4,290
43307 Repair/Maintenance Service	3,930	1,000	1,000	1,000	-
43308 Contracts/Services	44,857	130,000	71,710	130,000	-
43309 Cell Phone Expense	3,733	3,900	3,900	3,900	-
43701 Uniform Rental/Cleaning	2,600	2,070	4,120	4,370	2,300
43801 Services from other Government	33,417	47,000	47,000	47,000	-
43802 Landfill Fees	43,536	73,960	83,460	63,460	(10,500)
43803 Wholesale Water Purchase	<u>1,515,639</u>	<u>1,836,000</u>	<u>1,836,000</u>	<u>2,015,000</u>	<u>179,000</u>
<b>TOTAL PURCHASED SERVICES</b>	<b>1,656,012</b>	<b>2,117,210</b>	<b>2,109,260</b>	<b>2,292,300</b>	<b>175,090</b>
45101 Electricity	14,244	19,000	19,000	19,000	-
45203 Postal Services	972	-	-	-	-
45404 Central Copier Charges	(239)	-	2,000	-	-
45501 Mileage Reimbursement	-	500	500	500	-
45503 Subsistence/Lodging	-	500	500	500	-
45504 Conventions/Education	225	7,500	4,920	7,500	-
45505 Business Meals	700	500	500	500	-
45801 Memberships/Dues	<u>85</u>	<u>400</u>	<u>480</u>	<u>400</u>	<u>-</u>
<b>TOTAL OTHER CHARGES</b>	<b>15,986</b>	<b>28,400</b>	<b>27,900</b>	<b>28,400</b>	<b>-</b>

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

**DIVISION 50111  
NAME WATER SERVICES**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET
	ACTUAL	BUDGET	REVISED	ADOPTED	CHANGE
46001 Office Supplies	1,753	2,000	2,000	2,000	-
46007 Repair/Maintenance Supplies	80,751	88,000	186,500	103,000	15,000
46008 Vehicle/Equipment Fuels	28,658	22,000	31,610	22,000	-
46009 Vehicle/Equip Maintenance Supplies	1,029	500	500	500	-
46011 Uniforms/Safety Apparel	6,077	6,000	6,000	6,000	-
46015 Operational Supplies	20,263	33,000	32,500	33,000	-
46017 Small Tools	1,445	1,500	1,500	1,500	-
46031 Tires and Tubes	2,814	2,000	2,550	2,000	-
46032 Surface Repair Materials	37,313	30,520	41,020	41,020	10,500
46040 Software Purchases	6,500	6,500	6,500	6,500	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>186,603</b>	<b>192,020</b>	<b>310,680</b>	<b>217,520</b>	<b>25,500</b>
47407 Contracted Asphalt Repairs	78,012	75,000	84,000	90,000	15,000
47408 Internal Asphalt Repairs	6,394	30,600	53,600	35,600	5,000
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>84,406</b>	<b>105,600</b>	<b>137,600</b>	<b>125,600</b>	<b>20,000</b>
48101 Machine/Equipment Replacement	4,566	7,750	7,750	7,750	-
48201 Additional Machine/Equipment	24,000	30,000	12,000	30,000	-
48202 Additional Furnitures/Fixtures	1,878	-	3,500	3,500	3,500
<b>TOTAL CAPITAL OUTLAY</b>	<b>30,444</b>	<b>37,750</b>	<b>23,250</b>	<b>41,250</b>	<b>3,500</b>
<b>TOTAL DIVISION EXPENSES</b>	<b>\$ 2,730,336</b>	<b>\$ 3,115,300</b>	<b>\$ 3,235,760</b>	<b>\$ 3,529,150</b>	<b>\$ 413,850</b>
49512 Support Activity Costs	961,028	2,206,560	2,351,370	2,177,570	(28,990)
<b>TOTAL INTERDEPARTMENTAL CHARGES</b>	<b>961,028</b>	<b>2,206,560</b>	<b>2,351,370</b>	<b>2,177,570</b>	<b>(28,990)</b>
<b>TOTAL WATER SERVICES</b>	<b>\$ 3,691,365</b>	<b>\$ 5,321,860</b>	<b>\$ 5,587,130</b>	<b>\$ 5,706,720</b>	<b>\$ 384,860</b>

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

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**PURPOSE**

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The Meter Services and Water Quality Division ensures the accuracy of approximately 9,300 residential and commercial water meters within the Town's service area. This division reports meter readings to Customer Service for billing purposes, assesses the condition of water quality throughout the Town, and collects water quality samples to comply with all state and federal regulations.

**STRATEGIC PLAN**

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The Meter Services Division ensures ***“Vienna is a safe and environmentally sustainable community”*** by reading all water meters to ensure accuracy and collecting water quality samples for processing in the Fairfax Water Lab to ensure the quality of water is satisfactory.

**ACTIVITIES / PRODUCTS / SERVICES**

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- Provide prompt responses to customer concerns and work order requests.
- Read all water meters including Fairfax Water interconnections.
- Collect and submit water quality samples to the Fairfax Water Lab for processing.
- Scan water meters for leak detection with the use of computer technology.
- Continue with the Meter Replacement Program (replacement of meters 20 years or older).

**FY 22-23 ACCOMPLISHMENTS**

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- Implemented the Lead and Copper Service Line Survey to comply with the Environmental Protection Agency's (EPA) revised Lead and Copper Rule.
- Provided prompt responses to all customer concerns and work order requests.
- Completed triannual collection of samples for compliance with the EPA's Lead and Copper Rule.
- Performed over 200 utility inspections to ensure compliance with permitting and construction regulations.
- Completed the triannual Consecutive System Sanitary Survey with the Virginia Department of Health (VDH).

**FY 23-24 INITIATIVES**

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- Restart the water meter replacement program which was stalled due to material delays.

**METER SERVICES AND WATER QUALITY DIVISION  
50112**

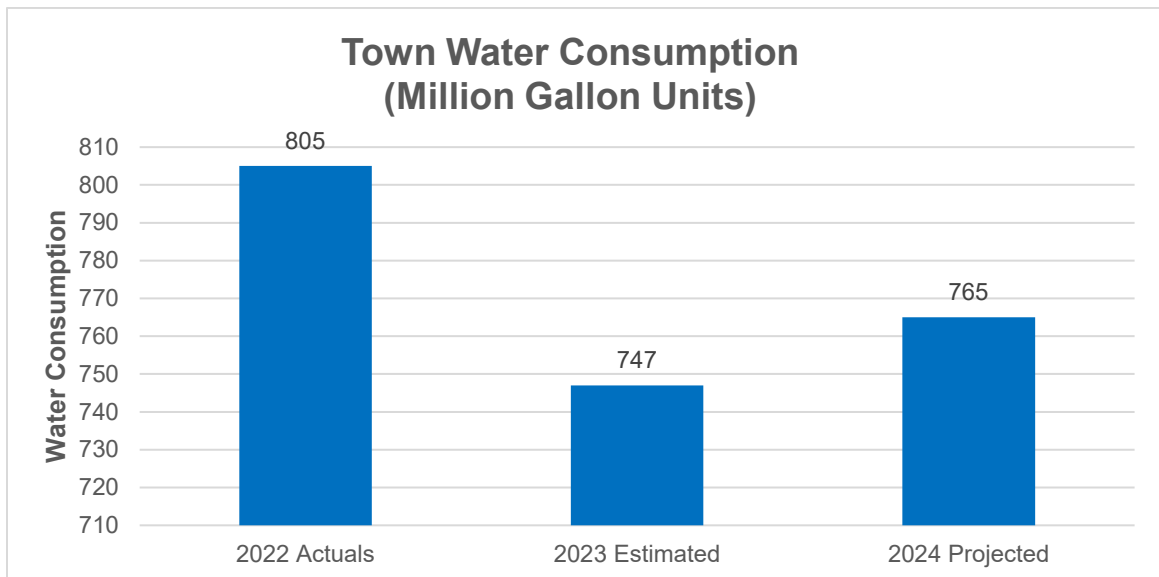
- Continue the Lead and Copper Service Line Survey for compliance with EPA and VDH regulations.
- Begin implementation of new radio meter reading software.
- Collect Unregulated Contaminant Monitoring Rule 5 samples to stay in compliance with the Safe Drinking Water Act.
- Continue providing quality support when completing the 3,200 work orders projected, slight increase over the prior year.

**PERFORMANCE MEASURES**

**Strategic Plan Importance:** The division strives to stay in compliance with the EPA and the VDH which ensures *Vienna is a safe, and environmentally sustainable community.*



Description	Actual 2022	Estimated 2023	Projected 2024
Work orders completed	3,350	3,153	3,200
Water Quality samples collected and delivered to the Fairfax Water Lab for processing	501	554	505



- The EPA published the Revised Total Coliform Rule (RTCR) in 2013 with minor corrections in 2014. The RTCR is the revision to the 1989 Total Coliform Rule (TCR) and is intended to improve public health. 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

**METER SERVICES AND WATER QUALITY DIVISION  
50112**

pathogens, can potentially cause health problems if humans ingest them. EPA considers total coliforms a useful indicator of other pathogens for drinking water. All TCR sampling must comply with the RTCR starting April 01, 2016, as mandated by the EPA and VDH.

- The 1996 Safe Drinking Water Act (SDWA) amendments require that once every five years the 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 in 1999, the second (UCMR 2) was published in 2007, the third (UCMR 3) was published in 2012, and the fourth (UCMR 4) was published in 2016, and the fifth (UCMR 5) was published in 2021.
- In 1991, the 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 is on a reduced monitoring schedule, which requires monitoring only every three years. The Town completed sampling its distribution system per LCR in 2022 and complied with regulations. The next scheduled lead and copper sampling year for the Town is 2025.

**PERSONNEL**

<b>Authorized Positions</b>	<b>Adopted FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Adopted FY 23-24</b>
Supervisor	1	1	1
Meter Service Worker	3	3	3
<b>Total</b>	<b>4</b>	<b>4</b>	<b>4</b>

**FY 23-24 BUDGET CHANGES**

- Increase due to meter supply cost.

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

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

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23----- BUDGET	REVISED	FY 23-24 ADOPTED	NET CHANGE
41001 Salaries and Wages	385,238	311,190	311,190	315,420	4,230
41002 Overtime	59,743	56,950	56,950	56,950	-
41008 Annual Leave Cash-In	7,190	-	-	-	-
41015 Performance Bonus	2,000	-	-	-	-
41017 CDL Retainage	-	-	-	3,000	3,000
<b>TOTAL PERSONNEL SERVICES</b>	<b>454,171</b>	<b>368,140</b>	<b>368,140</b>	<b>375,370</b>	<b>7,230</b>
42001 F.I.C.A.	32,529	27,230	27,230	24,130	(3,100)
42002 V.R.S.	37,928	39,680	39,680	33,640	(6,040)
42003 V.R.S. Life Insurance	4,109	4,030	4,030	4,220	190
42004 Local Pension Plan	375	-	-	-	-
42007 Health Insurance	69,160	58,240	58,240	63,080	4,840
42012 Cafeteria Plan Fees	-	60	60	70	10
42018 Employer Contribution: DC401A	10,811	12,030	12,030	12,300	270
42021 V.R.S. Hybrid 401A Match	1,010	750	750	2,900	2,150
42025 V.R.S. Hybrid Disability	356	400	400	440	40
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>156,278</b>	<b>142,420</b>	<b>142,420</b>	<b>140,780</b>	<b>(1,640)</b>
43201 Contract Labor	17,154	-	-	-	-
43307 Repair/Maintenance Services	668	2,100	1,700	2,100	-
43308 Contracts/Services	17,491	20,000	20,400	20,000	-
43309 Cell Phone Expense	2,568	3,500	3,500	3,500	-
43701 Uniform Rental/Cleaning	1,300	1,300	2,540	2,700	1,400
<b>TOTAL PURCHASED SERVICES</b>	<b>39,181</b>	<b>26,900</b>	<b>28,140</b>	<b>28,300</b>	<b>1,400</b>
45503 Subsistence/Lodging	-	250	1,250	1,250	1,000
45504 Conventions/Education	-	500	500	2,000	1,500
45505 Bussiness Meals	500	500	500	500	-
<b>TOTAL OTHER CHARGES</b>	<b>500</b>	<b>1,250</b>	<b>2,250</b>	<b>3,750</b>	<b>2,500</b>
46001 Office Supplies	865	510	510	510	-
46007 Repair/Maintenance Supplies	104,686	138,000	43,300	110,000	(28,000)
46011 Uniforms/Safety Apparel	1,597	2,270	2,270	2,270	-
46017 Small Tools	927	1,000	1,000	1,000	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>108,075</b>	<b>141,780</b>	<b>47,080</b>	<b>113,780</b>	<b>(28,000)</b>
48101 Machine/Equipment Replacement	(20,038)	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>(20,038)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL DIVISION EXPENSES</b>	<b>\$ 738,167</b>	<b>\$ 680,490</b>	<b>\$ 588,030</b>	<b>\$ 661,980</b>	<b>\$ (18,510)</b>
49511 Charges To Water Department	(360,447)	(306,220)	(264,610)	(297,880)	8,340
49514 Charges To Sewer Department	(377,720)	(374,270)	(323,420)	(364,100)	10,170
<b>TOTAL INTERDEPARTMENTAL CHARGES</b>	<b>(738,167)</b>	<b>(680,490)</b>	<b>(588,030)</b>	<b>(661,980)</b>	<b>18,510</b>
<b>TOTAL METER SRVCS &amp; WATER QUALITY</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

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**PURPOSE**

To produce accurate and timely bills for Water and Sewer services, to work with Public Works to schedule work and efficiently and effectively solve problems, and efficiently respond to customer questions and issues with the highest level of customer service.

**STRATEGIC PLAN**

The division`s main goal is 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 timely. Ensuring accuracy of bills, adjustments when justified, and providing resources for those in need helps ensure ***“Vienna as an influential and well-governed community and fiscally responsible.”***

**ACTIVITIES / PRODUCTS / SERVICES**

- Provide meter-reading files to the meter readers on a timely basis.
- Calculate and disburse water and sewer bills before the third business day of each month.
- Manage the collection process by sending out reminder bills and cutoff notices, when applicable.
- Send uncollected accounts to the State Set-Off Debt program and manage the accounts to maximize payments to the Town.
- Post all adjustments to the billing system daily.
- Manage and create daily work orders based on customer needs.
- Address all customer questions efficiently and effectively through written and verbal communication.
- Open water accounts for new residents and close water accounts for former residents.
- Generate monthly reports for the Mayor’s office outlining new residents for the Mayor’s welcome letter.

**FY 22-23 ACCOMPLISHMENTS**

- Continued the monthly service Meter Replacement Program (MRP) to replace meters installed prior to 1999. Replacing meters increases billing accuracy, decreases service calls, and provides a detailed thirty-day history.
- Updated billing and the Town website to reflect new water and sewer rates.



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

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- Engaged in heavy testing in the lead-up to the update of the Munis financial system to ensure a smooth transition.
- Designed and refined new bills and collaborated with Munis to ensure a smooth rollout.
- Trained new customer care representative.
- Collaborated with the third-party print vendor to mitigate issues caused by the growing delays in postal delivery.
- Assisted customers with understanding and accessing their account information on the new Citizen Self Service (CSS) payment portal website.
- Cross-trained an employee in Water and Sewer services to ensure adequate coverage.
- Crafted numerous reports outlining customer water usage for the Town's rate study to ensure residents are being charged a fair rate for their usage.

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**FY 23-24 INITIATIVES**

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- Establish online billing options for customers who would prefer to receive a digital copy of their bills, expected go live date is Spring 2024. Email billing will also reduce paper and postage costs.
- Continue the initiative of the meter replacement program.
- Continue proactive customer service in detecting possible leaks in high water usage meter readings.
- Increase online services through the website, allowing customers to update their account information.
- The team will strive to increase efficiency, identify potential areas for improvement, and eliminate waste by reviewing policies and procedures.

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**PERFORMANCE MEASURES**

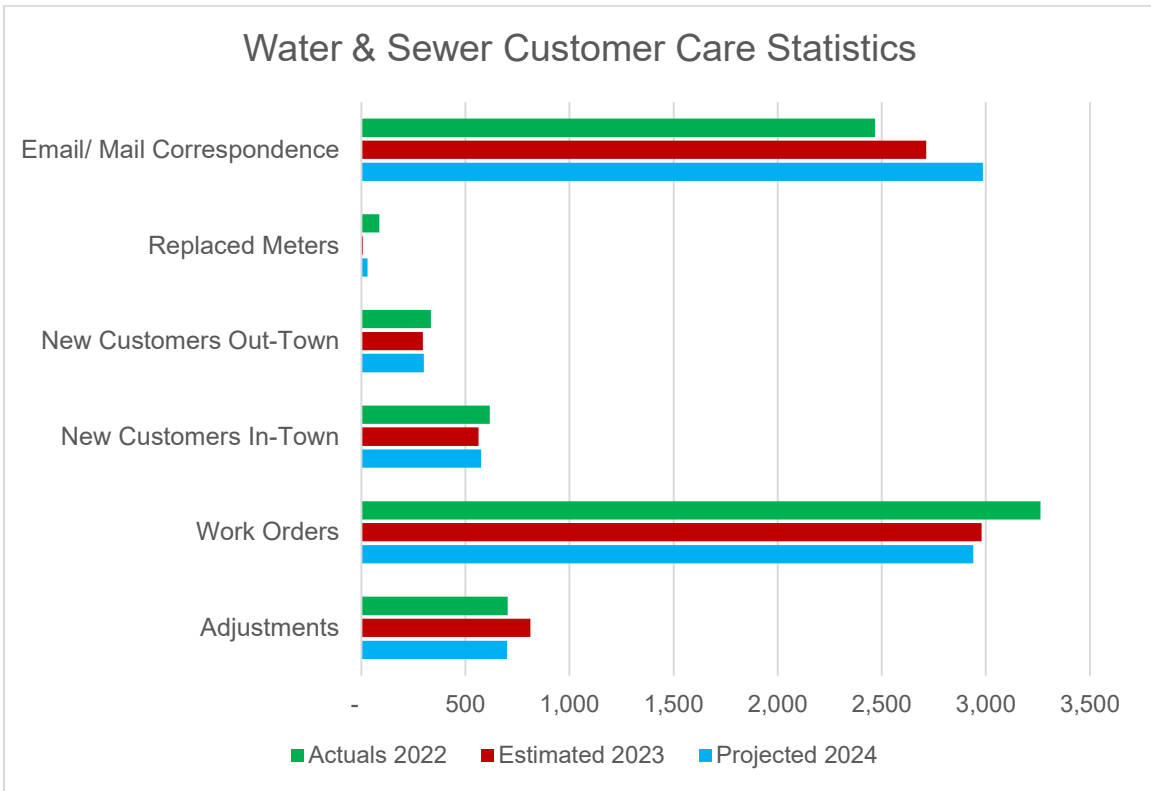
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**Strategic Plan Importance:** Following the Strategic Plan initiative of *Vienna as a safe community*, superior customer care and service assure the Town residents will have high-quality water. Additionally, the customer care team also addresses customers billing issues to help provide a transparent, *well-governed community*.



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



**PERSONNEL**

Authorized Positions	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
Fiscal Technician II	1	1	1
Fiscal Technician III	1	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

**FY 23-24 BUDGET CHANGES**

- There are no significant changes to this budget.

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

**DIVISION 50113  
NAME BILLING/CUSTOMER SERVICE**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23-----		FY 23-24 ADOPTED	NET CHANGE
		BUDGET	REVISED		
41001 Salaries and Wages	117,561	125,500	121,750	134,360	8,860
41002 Overtime	731	6,500	3,000	1,800	(4,700)
41015 Performance Bonus	2,000	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>120,292</b>	<b>132,000</b>	<b>124,750</b>	<b>136,160</b>	<b>4,160</b>
42001 F.I.C.A.	8,569	8,500	8,500	10,280	1,780
42002 V.R.S.	11,564	12,500	12,500	13,580	1,080
42003 V.R.S. Life Insurance	1,578	1,800	1,800	1,800	-
42007 Health Insurance	19,616	19,500	19,500	20,850	1,350
42012 Cafeteria Plan Fees	65	60	60	70	10
42018 Employer Contributions:DC401A	4,113	4,440	4,440	5,240	800
42021 V.R.S. Hybrid 401A Match	2,962	2,890	2,890	4,700	1,810
42025 V.R.S. Hybrid Disability	622	590	590	710	120
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>49,090</b>	<b>50,280</b>	<b>50,280</b>	<b>57,230</b>	<b>6,950</b>
43101 Consulting Services	-	-	14,500	-	-
43308 Contracts/Services	26,703	18,000	22,000	30,000	12,000
43309 Cell Phone Expense	2,206	-	-	2,200	2,200
<b>TOTAL PURCHASED SERVICES</b>	<b>28,909</b>	<b>18,000</b>	<b>36,500</b>	<b>32,200</b>	<b>14,200</b>
45203 Postal Services	17,445	19,000	19,500	20,000	1,000
45404 Central Copier Charges	415	1,200	1,200	1,000	(200)
45504 Conventions/Education	-	2,500	2,500	2,000	(500)
<b>TOTAL OTHER CHARGES</b>	<b>17,861</b>	<b>22,700</b>	<b>23,200</b>	<b>23,000</b>	<b>300</b>
46015 Operational Supplies	755	4,000	1,500	3,000	(1,000)
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>755</b>	<b>4,000</b>	<b>1,500</b>	<b>3,000</b>	<b>(1,000)</b>
<b>TOTAL Division Expenses</b>	<b>\$ 216,907</b>	<b>\$ 226,980</b>	<b>\$ 236,230</b>	<b>\$ 251,590</b>	<b>\$ 24,610</b>
49511 Charges To Water Department	(105,916)	(102,140)	(106,310)	(113,190)	(11,050)
49514 Charges To Sewer Department	(110,991)	(124,840)	(129,920)	(138,400)	(13,560)
<b>TOTAL INTERDEPARTMENTAL CHARGES</b>	<b>(216,907)</b>	<b>(226,980)</b>	<b>(236,230)</b>	<b>(251,590)</b>	<b>(24,610)</b>
<b>TOTAL BILLING/CUSTOMER SERVICE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

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**PURPOSE**

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The Sanitary Sewer Division provides design review and operations for the Town's public sanitary sewer collection system. This division performs ongoing 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. 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**  

The division ensures ***“Vienna is an environmentally sustainable and safe community”*** by inspecting, vacuuming, and cleaning the sanitary sewer system when necessary.

**ACTIVITIES / PRODUCTS / SERVICES**

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- Provide inspection service for connections to the sanitary sewer system.
- Maintain sanitary sewer mains by using a combination of vacuum and flushing for cleaning.
- Provide video inspections of sanitary sewer mains using the Closed-Circuit TV (CCTV) unit and pole-mounted video camera.
- Timely response to work orders and customer requests.
- Repair and clean out manholes.
- Survey sanitary sewer trouble spots quarterly.
- Perform replacement and repair of loose, broken, or missing manhole covers.
- Assist with maintenance cleaning and inspections of storm system assets.
- Assist with Stormwater Best Management Practice (BMP) device cleaning.
- Maintain one wastewater pump station.
- Oversee three-meter sites used for town billing from Fairfax & DC Water.
- Plan and implement sewer rehabilitation projects including sewer repairs and sewer lining.
- Coordinate with Fairfax County plumbing inspectors as necessary during the review and inspection of privately owned sanitary sewers and laterals.

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

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**FY 22-23 ACCOMPLISHMENTS**

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- 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 a 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.
- Provided utility assessment of storm and sanitary manholes and mains before paving projects.
- Continued outreach to local businesses for proactive Fats, Oil, and Grease (FOG) awareness.
- Continued enhanced safety training, including OSHA 10- Hour, OSHA 30-Hour, Traffic Control, Trench Safety, and Confined Space Entry, and completion of Pipeline Assessment Certification Program (PACP) for all field staff.
- Completed three-point repairs and cut protruding taps throughout the service area.
- Integrated GIS-based sewer analysis and prioritization tool and continued to implement systematic 90-day cleaning and inspections of documented trouble spots.
- Replaced manhole frame and covers throughout the service area.
- Assisted Parks and Recreation with pump and sewer lateral maintenance at the Community Center and other park facilities.

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**FY 23-24 INITIATIVES**

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- Continue systematic TV inspection of Town sewers to document trouble spots.
- Continue a 90-day flushing schedule and systematic sewer cleaning and maintenance using a combination vacuum and flusher truck.
- Maintain and update GIS maps to track system maintenance and upgrades.
- Continue systematic prioritization of pipe rehabilitation using cured-in-place pipe (CIPP) liner throughout the service area.
- Initiate training and implementation of trenchless point repairs which can be performed by Town staff, starting in July 2023.
- Appraisal of Infiltration/Inflow (I/I) by metered area utilizing Town water billing data associated with Fairfax County and the Council of Governments (COG) sewer flow meters.
- Locate and identify manholes on the difficult run interceptor.
- Develop a training guide for the new CCTV operators, by December 2023.
- Continue to assist with inspection, mapping, and cleaning of storm sewer throughout the service area.

**SANITARY SEWER DIVISION  
50114**

- Develop a stormwater trouble spot list and will implement findings by putting together a priority chart. This chart will help prevent stormwater backups within the system.
- Completion of additional point repairs within the Town’s sewer system.

**PERFORMANCE MEASURES**

**Strategic Plan Importance:** The division maintains and rehabilitates existing infrastructure to prevent sanitary sewer overflows in the public system, promoting *Vienna as a safe community*.



Description	Actual 2022	Estimated 2023	Projected 2024
Total sanitary sewer main overflows in public system <sup>1</sup>	0	0	1
CIP –Linear Feet of Sewer Main Lining/Replacement	6,166	4,254 <sup>2</sup>	5,000 <sup>3</sup>
Total sanitary sewer main root treatment	0	17,751	17,000 <sup>3</sup>

<sup>1</sup>Sanitary sewer main overflows are prevented by increased routine inspection, cleaning, root treatment, and lining/replacement.

<sup>2</sup>Decrease lining/replacement due to prioritization of sewer mains requiring traffic control. Traffic control requires significant funds for successful completion.

<sup>3</sup>Segments selected for root treatment and lining are based upon 136,471 linear feet of cleaning and 99,120 linear feet of Closed-Circuit Television (CCTV) completed in 2022.

**PERSONNEL**

Authorized Positions	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
Superintendent	0.5	0.5	0.5
Sewer Operation Supervisor	0.5	0.5	1
Engineering Technician	0.5	0.5	0.5
Maintenance Worker	5.5	5.5	5
<b>Total</b>	<b>7</b>	<b>7</b>	<b>7</b>

**FY 23-24 BUDGET CHANGES**

- Increase due to additional planned sanitary sewer point repairs and supplier sewer fees.

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

**DIVISION 50114  
NAME SANITARY SEWER OPERATIONS**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	430,276	401,280	401,280	481,160	79,880
41002 Overtime	42,792	42,090	42,090	42,090	-
41006 Annual Leave Liquidation	2,014	-	-	-	-
41008 Annual Leave Cash-In	6,730	-	-	-	-
41011 Non-Exempt Comptime Liquidation	1,218	-	-	-	-
41015 Performance Bonus	3,000	-	-	-	-
41017 CDL Retainage	-	-	-	7,000	7,000
41020 Transfer of Budgeted Salary	<u>(3,358)</u>	<u>(15,000)</u>	<u>(15,000)</u>	<u>(15,000)</u>	<u>-</u>
<b>TOTAL PERSONNEL SERVICES</b>	<b>482,673</b>	<b>428,370</b>	<b>428,370</b>	<b>515,250</b>	<b>86,880</b>
42001 F.I.C.A.	34,954	30,390	30,390	36,800	6,410
42002 V.R.S.	45,044	54,000	54,000	53,520	(480)
42003 V.R.S. Life Insurance	5,333	10,100	10,100	6,430	(3,670)
42007 Health Insurance	65,009	51,480	51,480	66,380	14,900
42012 Cafeteria Plan Fees	75	60	60	70	10
42018 Employer Contributions:DC401A	12,217	15,220	15,220	18,750	3,530
42021 V.R.S. Hybrid 401A Match	4,313	4,620	4,620	6,080	1,460
42025 V.R.S. Hybrid Disability	<u>1,140</u>	<u>1,030</u>	<u>1,030</u>	<u>1,420</u>	<u>390</u>
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>168,085</b>	<b>166,900</b>	<b>166,900</b>	<b>189,450</b>	<b>22,550</b>
43101 Consulting Services	225	15,000	39,500	15,000	-
43307 Repair/Maintenance Services	9,707	4,500	4,500	4,500	-
43308 Contracts/Services	54,471	91,970	81,970	81,970	(10,000)
43309 Cell Phone Expense	2,431	2,500	2,500	2,500	-
43701 Uniform Rental/Cleaning	2,800	2,800	4,950	5,250	2,450
43801 Services From Other Government	665	16,850	1,850	1,850	(15,000)
43802 Landfill Fees	-	600	600	600	-
43804 Sewage Treatment/DC WASA	2,040,123	1,959,000	1,959,000	2,300,000	341,000
43805 Sewage Treatment/Fairfax	668,834	650,700	650,700	656,800	6,100
43807 Fairfax Capital Interest	<u>106,820</u>	<u>89,660</u>	<u>89,660</u>	<u>130,000</u>	<u>40,340</u>
<b>TOTAL PURCHASED SERVICES</b>	<b>2,886,076</b>	<b>2,833,580</b>	<b>2,835,230</b>	<b>3,198,470</b>	<b>364,890</b>
45101 Electricity	156	2,600	2,600	2,600	-
45404 Central Copier Charges	694	1,200	2,100	1,200	-
45503 Subsistence/Lodging	-	750	750	750	-
45504 Conventions/Education	470	2,000	3,500	7,500	5,500
45505 Business Meals	<u>480</u>	<u>500</u>	<u>500</u>	<u>500</u>	<u>-</u>
<b>TOTAL OTHER CHARGES</b>	<b>1,800</b>	<b>7,050</b>	<b>9,450</b>	<b>12,550</b>	<b>5,500</b>
46001 Office Supplies	796	1,000	1,000	1,000	-
46007 Repair/Maintenance Supplies	273	7,000	7,000	32,000	25,000
46008 Vehicle/Equipment Fuels	-	14,000	500	5,000	(9,000)
46009 Vehicle/Equip Maintenance Supplies	-	500	500	500	-
46011 Uniforms/Safety Apparel	5,627	5,000	5,000	5,000	-
46015 Operational Supplies	6,549	13,000	8,200	13,000	-
46017 Small Tools	149	1,000	1,000	1,000	-
46031 Tires and Tubes	<u>-</u>	<u>2,250</u>	<u>2,250</u>	<u>2,250</u>	<u>-</u>
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>13,395</b>	<b>43,750</b>	<b>25,450</b>	<b>59,750</b>	<b>16,000</b>
48101 Machine/Equipment Replacement	642	1,800	1,800	1,800	-
48201 Additional Machine/Equipment	<u>-</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>-</u>
<b>TOTAL CAPITAL OUTLAY</b>	<b>642</b>	<b>3,300</b>	<b>3,300</b>	<b>3,300</b>	<b>-</b>

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

**DIVISION 50114  
NAME SANITARY SEWER OPERATIONS**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23----- BUDGET	REVISED	FY 23-24 ADOPTED	NET CHANGE
49220 Transfer To Storm Water	<u>(15,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL INTERFUND TRANSFERS	(15,000)	-	-	-	-
<b>TOTAL DIVISION EXPENSES</b>	<b><u>\$ 3,537,670</u></b>	<b><u>\$ 3,482,950</u></b>	<b><u>\$ 3,468,700</u></b>	<b><u>\$ 3,978,770</u></b>	<b><u>\$ 495,820</u></b>
49512 Support Activity Costs	<u>1,007,082</u>	<u>2,696,910</u>	<u>2,873,890</u>	<u>2,661,500</u>	<u>(35,410)</u>
TOTAL INTERDEPARTMENTAL CHARGES	1,007,082	2,696,910	2,873,890	2,661,500	(35,410)
<b>TOTAL SANITARY SEWER OPERATIONS</b>	<b><u>\$ 4,544,752</u></b>	<b><u>\$ 6,179,860</u></b>	<b><u>\$ 6,342,590</u></b>	<b><u>\$ 6,640,270</u></b>	<b><u>\$ 460,410</u></b>



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**INTERFUND TRANSFERS**  
**50141**

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**PURPOSE**

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This division accounts for interfund transfers to the General Fund and the Debt Service Fund. The former serves to reimburse the General Fund for the costs of its support of Water and Sewer operations. The latter reimburses the Debt Service Fund for the Water and Sewer Fund's share of annual debt service based on the use of general obligation debt proceeds for water and sewer capital projects.

**FY 23-24 BUDGET CHANGES**

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- The cost of supporting Water and Sewer operations has increased with the rise in the consumer price index and all costs and expenses, which necessitate an increase in support to the General Fund.

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

**DIVISION 50141**

**NAME WATER & SEWER INTERFUND TRANSFERS**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23-----		FY 23-24 ADOPTED	NET CHANGE
		BUDGET	REVISED		
42020 Other Post Employment Benfits	607	6,000	6,000	6,000	-
42030 Pension Expense	<u>(71,382)</u>	-	-	-	-
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>(70,775)</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>	<b>-</b>
47246 Federal Utility Grant Exp	<u>28,312</u>	-	-	-	-
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>28,312</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
48308 Capital Leases	-	-	405,000	-	-
48311 Depreciation	<u>828,016</u>	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>828,016</b>	<b>-</b>	<b>405,000</b>	<b>-</b>	<b>-</b>
49201 WSF Transfer To GF	1,800,000	2,200,000	2,200,000	2,400,000	200,000
49202 WSF Transfer To DSF	1,168,986	1,785,000	1,785,000	1,477,500	(307,500)
49204 CPF Transfer To WSF	<u>(2,743,732)</u>	-	-	-	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>225,254</b>	<b>3,985,000</b>	<b>3,985,000</b>	<b>3,877,500</b>	<b>(107,500)</b>
49900 Contingency Reserve	-	-	-	<u>(100,000)</u>	<u>(100,000)</u>
<b>TOTAL CONTINGENCY RESERVE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(100,000)</b>	<b>(100,000)</b>
<b>TOTAL DIVISION EXPENSES</b>	<b><u>\$ 1,010,807</u></b>	<b><u>\$ 3,991,000</u></b>	<b><u>\$ 4,396,000</u></b>	<b><u>\$ 3,783,500</u></b>	<b><u>\$ (207,500)</u></b>
49511 Charges To Water Department	(493,577)	(1,795,950)	(1,978,200)	(1,747,600)	48,350
49514 Charges To Sewer Department	<u>(517,230)</u>	<u>(2,195,050)</u>	<u>(2,417,800)</u>	<u>(2,135,900)</u>	<u>59,150</u>
<b>TOTAL INTERDEPARTMENTAL CHARGES</b>	<b>(1,010,807)</b>	<b>(3,991,000)</b>	<b>(4,396,000)</b>	<b>(3,883,500)</b>	<b>107,500</b>
<b>TOTAL W &amp; S INTERFUND TRANSFERS</b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ (100,000)</u></b>	<b><u>\$ (100,000)</u></b>

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

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**PURPOSE**

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

**FY 23-24 BUDGET CHANGES**

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- No significant changes to the budget.

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

**DIVISION 59500**

**NAME WATER & SEWER VEHICLE & EQUIPMENT REPLACEMENT PROGRAM**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23----- BUDGET	REVISED	FY 23-24 ADOPTED	NET CHANGE
49150 Water & Sewer Principal	-	-	-	-	-
49155 Water & Sewer Interest	<u>2,229</u>	<u>5,000</u>	<u>5,000</u>	<u>42,000</u>	<u>37,000</u>
<b>TOTAL DEBT SERVICE</b>	<b>2,229</b>	<b>5,000</b>	<b>5,000</b>	<b>42,000</b>	<b>37,000</b>
<b>TOTAL DIVISION EXPENSES</b>	<b><u>\$ 2,229</u></b>	<b><u>\$ 5,000</u></b>	<b><u>\$ 5,000</u></b>	<b><u>\$ 42,000</u></b>	<b><u>\$ 37,000</u></b>
49511 Charges To Water Department	(1,089)	(2,250)	(2,250)	(18,900)	(16,650)
49514 Charges To Sewer Department	<u>(1,141)</u>	<u>(2,750)</u>	<u>(2,750)</u>	<u>(23,100)</u>	<u>(20,350)</u>
<b>TOTAL INTERDEPARTMENTAL CHARGES</b>	<b>(2,229)</b>	<b>(5,000)</b>	<b>(5,000)</b>	<b>(42,000)</b>	<b>(37,000)</b>
<b>TOTAL W&amp;S VEH REPL PROGRAM</b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>

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STORMWATER FUND

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**STORMWATER FUND**


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<b>TOWN OF VIENNA</b>
<b>FISCAL YEAR 23-24 BUDGET</b>

	FY 21-22 Actuals	FY 22-23 Adopted	FY 22-23 Revised	FY 23-24 Adopted	Net Change
Stormwater Administration	329,246	531,420	657,630	752,040	220,620
<b>Stormwater Fund</b>	<b>329,246</b>	<b>531,420</b>	<b>657,630</b>	<b>752,040</b>	<b>220,620</b>

	FY 21-22 Actuals	FY 22-23 Adopted	FY 23-24 Adopted	Net Change	FY 23-24 % of Total
Personnel Services	95,784	191,990	210,120	18,130	27.9%
Employee Benefits	43,774	64,240	77,830	13,590	10.3%
Purchased Services	52,761	91,900	101,820	9,920	13.5%
Other Charges	2,085	4,000	4,500	500	0.6%
Materials and Supplies	2,419	5,040	5,360	320	0.7%
Program and Services	115,832	159,250	337,410	178,160	44.9%
Capital Outlay	1,591	0	0	0	0.0%
Transfers	15,000	15,000	15,000	0	2.0%
<b>Stormwater Fund</b>	<b>329,246</b>	<b>531,420</b>	<b>752,040</b>	<b>220,620</b>	<b>100.0%</b>

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**STORMWATER DIVISION**  
**55111**

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**PURPOSE**

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Stormwater is water from rain, melting snow, or flow from springs. Land in a natural condition soaks up some of the water before it collects in watercourses or streams on its relentless path to the ocean. As land is developed, water flows are collected into storm drains. All storm drains eventually lead to streams, not to a wastewater treatment facility. The Town operates its storm drains as a Municipal Separate Storm Sewer System (MS4) under a permit issued by the Virginia Department of Environmental Quality (DEQ). Newer developments are required to install stormwater management measures to control both the polluted runoff and increased stormwater volume caused by their development to reduce the pollution that reaches the Chesapeake Bay and help prevent flooding.

Fairfax County charges Town residents a stormwater fee on their tax bill. Fairfax County uses a portion of the tax to provide monitoring and water quality projects outside the Town to meet Vienna's requirements included in our stormwater permit. A portion of this fee is used for stormwater activities within the Town. The adopted FY24 Budget includes \$440,000 of anticipated stormwater tax revenue and is the eleventh year receiving the funding. These funds are restricted to only stormwater projects.

**STRATEGIC PLAN** 

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The division supports the goal of ***“Vienna as an environmentally sustainable community”*** by protecting natural and manmade resources.

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**ACTIVITIES / PRODUCTS / SERVICES**

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- Inspection, maintenance, and repair of stormwater conveyance infrastructure including catch basins, culverts, manholes, pipes, ditches, and streams.
- Inspection, monitoring, maintenance, and enforcement of public and privately owned Best Management Practices (BMP).
- Administer the Municipal Separate Storm Sewer System (MS4) Program Plan and Total Maximum Daily Load (TMDL) Action Plans per Virginia DEQ requirements.
- Perform and evaluate drainage studies and implement drainage improvement and water quality projects.
- Implement pollutant reduction projects jointly with Fairfax County per the Memorandum of Understanding adopted by Town Council on October 28, 2013.
- Complete state stormwater grant applications and revenue sharing.
- Timely response to requests regarding drainage and stormwater concerns.

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**STORMWATER DIVISION**  
**55111**

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**FY 22-23 ACCOMPLISHMENTS**

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- Completed survey of the 100 Moore Avenue SE block and 200 Manvell Road SE block. The design is anticipated to be completed and construction will begin in the Summer of 2023.
- Completed design for the 600 Valley Drive SE block drainage improvements with the construction to be complete in Spring 2023.
- Began drainage study for 900 Glyndon Street SE block / 300 Owaissa Road SE block and Cherry Circle SW.
- Completed cleaning and sediment removal from Wolftrap Creek under Maple Avenue.
- Completed design of traffic-calming urban bioretention at Meadow Lane SW, Tapawingo Road SW and Kingsley Road SW. This proposed traffic-calming, bioretention project will include curb-extension design and installation for the intersections of Tapawingo Road SW and Kingsley Road SW, at Meadow Lane SW, and construction will take place in Spring 2023.
- Completed storm sewer infrastructure and BMPs map book updates including outfalls and interconnections to meet Virginia DEQ requirements.
- Completed field investigation, documentation, and mapping of outfall reconnaissance investigations.
- Continued implementation of Northside Property Yard and Nutley Street Yard Stormwater Pollution Prevention Plan (SWPPP), including an in-house stormwater training program for all field crews.
- Continued concept design for Northside Property Yard water quality improvements and additional implemented material stockpile containment and organization efforts.
- Hosted a watershed educational booth at the Town's annual fishing rodeo.
- Implemented updated MS4 Program Plan including Public Education and Outreach Plan and Phase II Chesapeake Bay TMDL Action Plan per Virginia DEQ requirements.
- 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's books at volunteer Town Clean Up events.
- Participated in the 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.



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**STORMWATER DIVISION**  
**55111**

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- 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 a \$1,247,500 SLAF grant in addition to a \$1,272,500 Fairfax County match.

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**FY 23-24 INITIATIVES**

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- Continue to implement and comply with Phase II Chesapeake Bay, Bacteria, Sediment, and Chloride Action Plans, Public Education/Outreach Plan, and MS4 Program Plan per Virginia DEQ requirements.
- Continue reissuance and implement new Construction General Permits per Virginia DEQ requirements.
- Continue implementation of Northside Property Yard and Nutley Street Yard SWPPP and water quality improvements.
- Continue and maintain comprehensive GIS mapping of stormwater infrastructure, BMPs, and Virginia Stormwater Management Program land disturbance for inventory, maintenance, and inspection tracking.
- Begin assessment of corrugated metal pipe (CMP) culverts, throughout the Town, that are in poor condition and begin the process of repairing and replacing these pipes.
- Expand efforts to replace and repair damaged storm drain inlets and implement additional outreach efforts for residents to report damaged storm drain inlets.
- Begin feasibility analysis and evaluation of potential stormwater management retrofit to the BMPs for increased pollutant removal.
- Begin feasibility analysis of Community Flood Preparedness Fund Grant opportunities through the Virginia Department of Conservation and Recreation.
- Implement additional drainage improvements at Cherry Circle, Center Street S and Elm Street SW, Glyndon Street SE, and Owaissa Court SE.
- Complete design of 100 Moore Avenue SE block, 200 Manvell Road SE block.
- Complete construction of 600 Valley Drive SE block drainage improvements.

**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.

**STORMWATER DIVISION  
55111**

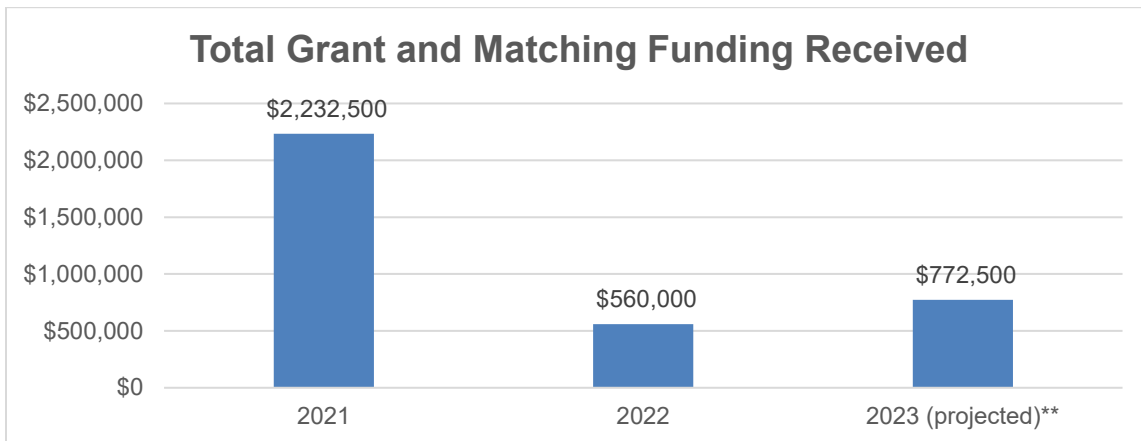
**PERFORMANCE MEASURES**

**Strategic Plan Importance:** The division promotes “*Vienna as an environmentally stable community*” through the installation and maintenance of the Town’s stormwater conveyance infrastructure and environmental projects including drainage studies, stormwater permit compliance, and stream restorations.



Description	Actual 2022	Estimated 2023	Projected 2024
Linear Feet of Stream Restoration	0*	0*	1,800
# of storm drain repairs	9	13	20

\*Stream restoration projects scheduled to coordinate with DEQ SLAF funding opportunities.



\*\* Projected funding is based on the successful award of the SLAF grant and matching county funding. SLAF grant is not guaranteed and is based on state selection criteria.

**PERSONNEL**

Authorized Positions	Adopted FY 21-22	Adopted FY 22-23	Adopted FY 23-24
Water Quality Engineer	1	1	1
Maintenance Worker	1	1	1
Administrative Assistant	0.5	0.5	0.5
<b>Total</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>

**FY 23-24 BUDGET CHANGES**

- Increase due to additional physical improvements for infrastructure maintenance.

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

**DIVISION 55111  
NAME STORMWATER FUND ADMIN**

ACCOUNT NUMBER TITLE	FY 21-22	-----FY 22-23-----		FY 23-24	NET CHANGE
	ACTUAL	BUDGET	REVISED	ADOPTED	
41001 Salaries and Wages	\$ 108,967	\$ 190,990	\$ 190,990	\$ 209,120	\$ 18,130
41002 Overtime	3,232	1,000	1,000	1,000	-
41015 Performance Bonus	2,000	-	-	-	-
41020 Transfer of Budgeted Salary	(18,416)	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>95,784</b>	<b>191,990</b>	<b>191,990</b>	<b>210,120</b>	<b>18,130</b>
42001 F.I.C.A.	8,208	14,550	14,550	16,000	1,450
42002 V.R.S.	10,230	23,450	23,450	22,790	(660)
42003 V.R.S. Life Insurance	1,381	2,800	2,800	2,800	-
42007 Health Insurance	17,656	13,000	13,000	27,170	14,170
42012 Cafeteria Plan Fees	27	60	60	-	(60)
42018 Employer Contributions: DC401A	3,169	5,330	5,330	8,150	2,820
42021 V.R.S. Hybrid 401A Match	2,558	4,300	4,300	750	(3,550)
42025 V.R.S. Hybrid Disability	545	750	750	170	(580)
<b>TOTAL EMPLOYEE BENEFITS</b>	<b>43,774</b>	<b>64,240</b>	<b>64,240</b>	<b>77,830</b>	<b>13,590</b>
43104 Architect/Engineer Services	51,366	91,080	91,080	101,000	9,920
43309 Cell Phone Expense	1,394	820	820	820	-
<b>TOTAL PURCHASED SERVICES</b>	<b>52,761</b>	<b>91,900</b>	<b>91,900</b>	<b>101,820</b>	<b>9,920</b>
45203 Postal Services	902	500	800	1,000	500
45404 Central Copier Charges	33	-	-	-	-
45503 Subsistence/Lodging	-	1,000	1,000	1,000	-
45504 Conventions/Education	1,150	2,000	2,000	2,000	-
45801 Memberships/Dues	-	500	500	500	-
<b>TOTAL OTHER CHARGES</b>	<b>2,085</b>	<b>4,000</b>	<b>4,300</b>	<b>4,500</b>	<b>500</b>
46001 Office Supplies	111	250	250	250	-
46008 Vehicle/Equipment Fuels	-	1,800	1,800	1,800	-
46009 Vehicle/Equip Maintenance Supplies	-	300	300	300	-
46011 Uniforms/Safety Apparel	151	240	240	240	-
46015 Operational Supplies	158	330	330	650	320
46017 Small Tools	-	120	120	120	-
46040 Software Purchases	2,000	2,000	2,000	2,000	-
<b>TOTAL MATERIALS AND SUPPLIES</b>	<b>2,419</b>	<b>5,040</b>	<b>5,040</b>	<b>5,360</b>	<b>320</b>
47403 Physical Improvements	85,410	81,840	208,050	240,000	158,160
47404 Stormwater Management Program	30,422	77,410	77,110	97,410	20,000
<b>TOTAL PROGRAMS AND SERVICES</b>	<b>115,832</b>	<b>159,250</b>	<b>285,160</b>	<b>337,410</b>	<b>178,160</b>
48202 Additional Furn/Fixtures	1,591	-	-	-	-
<b>TOTAL CAPITAL OUTLAY</b>	<b>1,591</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
49207 Transfer to Capital Project Fund	-	-	-	-	-
49211 Stormwater Transfer to W&S	15,000	15,000	15,000	15,000	-
<b>TOTAL INTERFUND TRANSFERS</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>
<b>TOTAL STORMWATER FUND</b>	<b>\$ 329,246</b>	<b>\$ 531,420</b>	<b>\$ 657,630</b>	<b>\$ 752,040</b>	<b>\$ 220,620</b>

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**CAPITAL PROJECTS FUND**

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Capital Improvement Plan - 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.

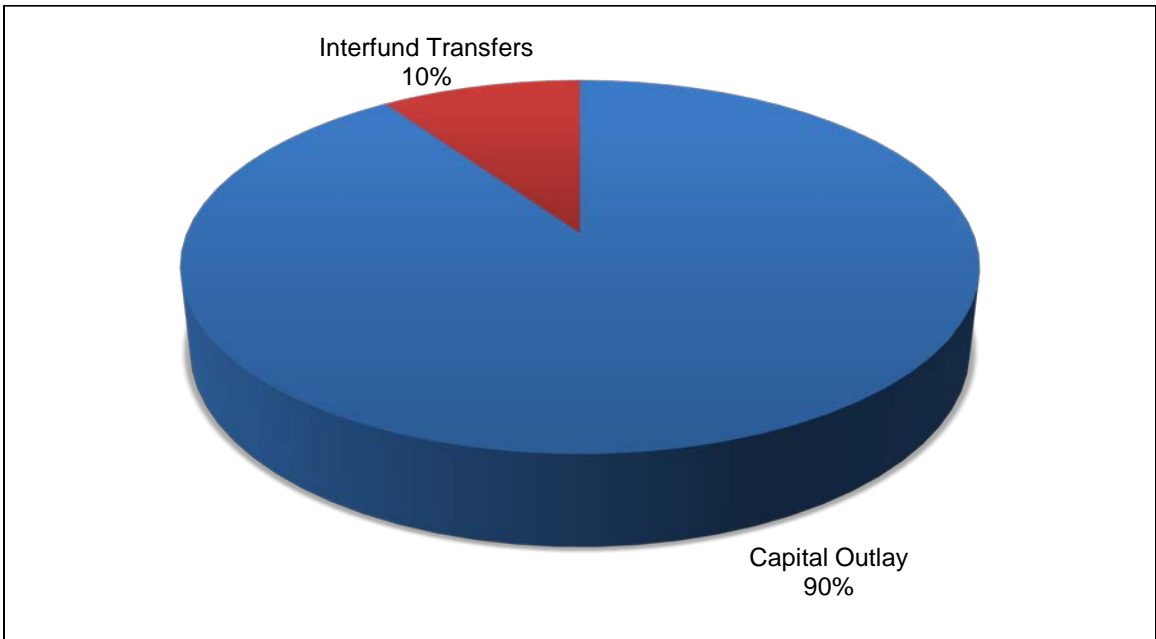
For more information on the Town's Capital Improvement Program please visit:  
<https://www.viennava.gov/home/showpublisheddocument/3483/637795845381470000>



**CAPITAL PROJECTS FUND**

**TOWN OF VIENNA  
FISCAL YEAR 23-24 BUDGET**

	FY 21-22 Actuals	FY 22-23 Adopted	FY 22-23 Revised	FY 23-24 Adopted	Net Change
Capital Outlay	17,888,074	18,631,000	12,431,000	31,887,000	13,256,000
Interfund Transfers	3,352,655	0	0	3,400,000	3,400,000
<b>Transfers and Reserves</b>	<b>21,240,729</b>	<b>18,631,000</b>	<b>12,431,000</b>	<b>35,287,000</b>	<b>16,656,000</b>



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

**FUND: 300 -- CAPITAL PROJECTS**

ACCOUNT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23-----		FY 23-24 ADOPTED	NET CHANGE
		BUDGET	REVISED		
48001 Bond Counsel	305,973	1,203,000	712,000	756,000	(447,000)
48002 Financial Advisor	83,964	-	-	-	-
48003 Printing & Advertising	1,500	-	-	-	-
48004 Bond Rating	44,500	-	-	-	-
48009 Misc Project Costs	154,236	618,000	328,000	290,000	(328,000)
48101 Machine/Equipment Replacement	118,704	112,000	112,000	-	(112,000)
48103 Comm Equipment Replacement	29,540	59,000	59,000	-	(59,000)
48202 Additional Furniture Fixes	175,983	280,000	25,000	80,000	(200,000)
48207 Additional Office Equipment	51,884	118,000	118,000	125,000	7,000
48801 A&E Services	419,216	1,935,000	717,000	1,499,000	(436,000)
48802 Contract Supervision	498,624	712,000	525,000	2,417,000	1,705,000
48803 Contracts	15,893,555	10,044,000	9,239,000	23,284,000	13,240,000
48805 Property Acquisition	110,394	36,000	14,000	22,000	(14,000)
48899 Contingency Reserves	-	3,514,000	582,000	3,414,000	(100,000)
<b>TOTAL CAPITAL OUTLAY</b>	<b>17,888,074</b>	<b>18,631,000</b>	<b>12,431,000</b>	<b>31,887,000</b>	<b>13,256,000</b>
49204 CPF Transfer to WSF	3,352,655	-	-	3,400,000	3,400,000
<b>TOTAL INTEFUND TRANSFERS</b>	<b>3,352,655</b>	<b>-</b>	<b>-</b>	<b>3,400,000</b>	<b>3,400,000</b>
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 21,240,729</b>	<b>\$ 18,631,000</b>	<b>\$ 12,431,000</b>	<b>\$ 35,287,000</b>	<b>\$ 16,656,000</b>

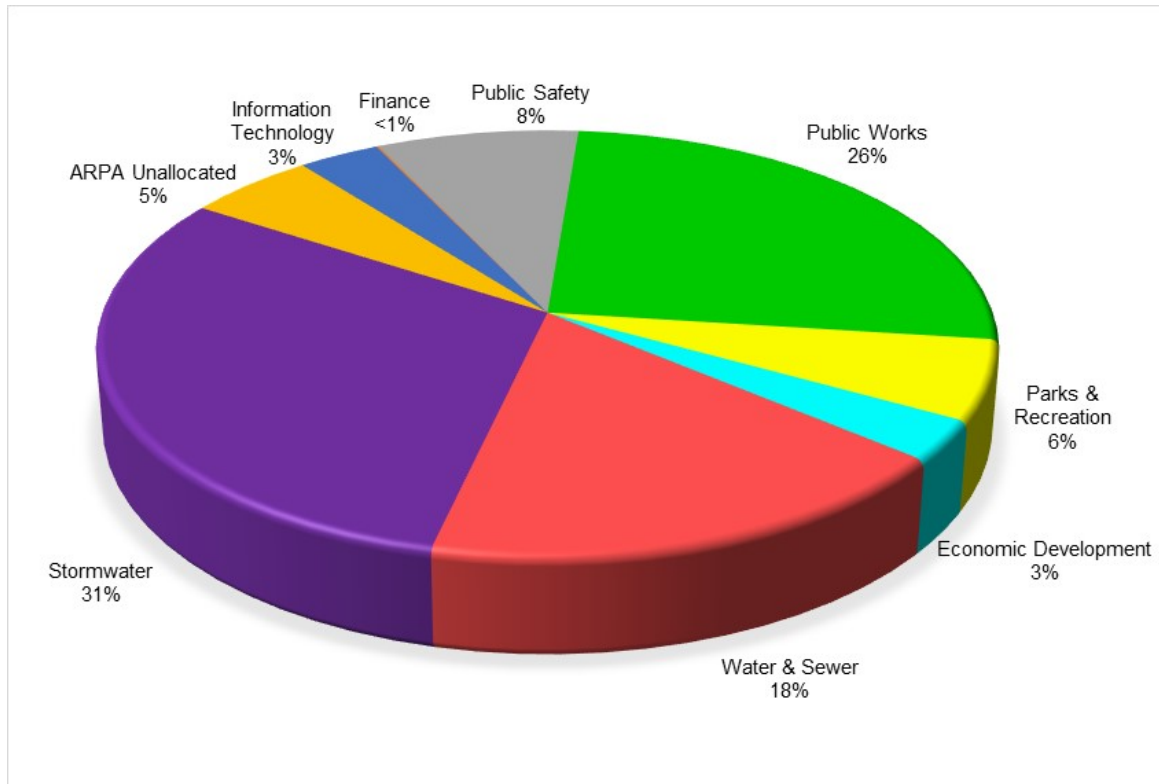
ARPA



ARPA

TOWN OF VIENNA  
FISCAL YEAR 23-24 BUDGET

Expenditures	Actuals FY 21-22	Adopted FY 22-23	Est. Actuals FY 22-23	Adopted FY 23-24	Net Change
<b>CATEGORY C - Government Services to Extent of Revenue Reduction</b>					
<b>Administration</b>					
Information Technology	\$ 141,214	\$ 118,000	\$ 317,546	\$ 221,565	\$ 103,565
<b>Finance</b>	-	16,000	6,000	6,000	(10,000)
<b>Public Safety</b>	45,480	220,000	428,150	548,670	328,670
<b>Public Works</b>	21,880	19,000	190,000	1,688,120	1,669,120
<b>Parks &amp; Recreation</b>	-	2,484,000	634,680	396,030	(2,087,970)
<b>Community Development</b>					
Planning & Zoning	3,065	-	-	-	-
Economic Development	-	200,000	100,000	200,000	-
<b>CATEGORY D - Investment in Water, Sewer, Stormwater</b>					
<b>Water &amp; Sewer</b>	12,915	2,525,000	2,487,090	1,150,000	(1,375,000)
<b>Stormwater</b>	-	2,800,000	312,600	2,000,000	(800,000)
<b>ARPA Unallocated</b>	-	169,731	530,000	350,000	180,269
<b>TOTAL</b>	<b>\$ 224,554</b>	<b>\$8,551,731</b>	<b>\$5,006,066</b>	<b>\$6,560,385</b>	<b>\$(1,991,346)</b>





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**ARPA**

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**PURPOSE**

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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. Both have been received by July, 2022.

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.
- To make necessary investments in water, sewer, or broadband infrastructure.

The budget committee (BCOM) and department heads initially met in Summer 2021 to develop and rank plans for spending the ARPA funds. These plans were discussed with Town Council in a conference session on Sept. 20, 2021, then again briefly during conference sessions on Nov. 8, 2021 and Dec. 13, 2021. Phase I of the spending plan was approved by Town Council on January 24, 2022. During a conference session on Sept 19, 2022, the allocation of projects between CIP and ARPA was discussed with the emphasis on ensuring all funds were spent on qualified projects. During Spring 2023 Town Council reviewed and revised spending plans and reallocated ARPA and bond funds to ensure all ARPA spending can meet the statutory deadlines.

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.

For more information on ARPA expenditures please visit:

<https://www.viennava.gov/home/showpublisheddocument/4674/638185386845500000>

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**ARPA**

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**ACTIVITIES / PRODUCTS / SERVICES**

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- Review plans with Council; receive Council approval.
- Monitor spending and periodically review for reallocation.
- Maintain documentation to federal standards.
- Collect expenditure documentation; organize, maintain, and safeguard records for later governmental audit.
- Report expenditure data to Treasury department on their portal. Keep abreast of requirements and deadlines.

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**FY 22-23 ACCOMPLISHMENTS**

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- Established over 20 projects during the year including projects for building improvements, IT enhancements, water and sewer infrastructure improvements, streetscape improvements, parks improvements, assistance to businesses and public safety improvements.
- Budgeted \$6.4 million to be spent during the fiscal year and assisted departments in spending.
- Interviewed investment firms and invested unspent ARPA proceeds in higher interest-bearing investments that qualify under the Virginia Public Investment Act.
- Successfully filed the quarterly and annual reports for second year.
- Met periodically with department heads to ensure project allocations are still on track to meet spending guidelines.
- Completed single audit to comply with Federal reporting requirements.

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**FY 23-24 INITIATIVES**

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- Work with departments to continue making progress spending ARPA funds.
- Monitor cash balance and allocate funds as necessary.
- Report to Council on status of projects.
- Develop plans so that all projects are committed or spent by December 31, 2024.

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**PERSONNEL**

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- No personnel assigned; ARPA funding includes small allocation for time spent on grant management.

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**FY 23-24 BUDGET CHANGES**

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- There are no significant changes to this budget.

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

**FUND 130  
NAME AMERICAN RECOVERY PLAN (ARPA)**

DEPARTMENT NUMBER TITLE	FY 21-22 ACTUAL	-----FY 22-23----- BUDGET	REVISED	FY 23-24 ADOPTED	NET CHANGE
9601 Revenue Reduction	<u>211,639</u>	<u>3,057,000</u>	<u>2,206,376</u>	<u>3,410,385</u>	<u>353,385</u>
<b>TOTAL REVENUE REDUCTION</b>	<b>211,639</b>	<b>3,057,000</b>	<b>2,206,376</b>	<b>3,410,385</b>	<b>353,385</b>
9511 Infrastructure	<u>12,915</u>	<u>5,494,731</u>	<u>2,799,690</u>	<u>3,150,000</u>	<u>(2,344,731)</u>
<b>TOTAL INFRASTRUCTURE</b>	<b>12,915</b>	<b>5,494,731</b>	<b>2,799,690</b>	<b>3,150,000</b>	<b>(2,344,731)</b>
<b>TOTAL ARPA</b>	<b><u>\$ 224,554</u></b>	<b><u>\$ 8,551,731</u></b>	<b><u>\$ 5,006,066</u></b>	<b><u>\$ 6,560,385</u></b>	<b><u>\$ (1,991,346)</u></b>

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**MAJOR INITIATIVES**

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Major Initiatives, developed annually by each department and presented to Town Council, are requests that will bring value to the corresponding department, and Town residents, visitors and businesses. The Major Initiatives are reviewed and prioritized by each Town Council member. This section includes a summary of the top 5 initiatives prioritized by Town Council, due to funding constraints only the top 3 were included in the Adopted Budget.

## Major New Initiatives by Rank - General Fund

Department	Initiative	Increasing FTE's	Total Cost		Rank	Funded
			One Time Cost Increase	Ongoing Cost Increase		
<b>Top Ranked Initiatives</b>						
Planning & Zoning	Senior Code Officer	1		\$100,000	#1	✓
Town Manager	Cut the Tax Rate \$0.25 per \$100 AV			\$168,300	#2	✓
Department of Public Works	Civil and Cap Proj Engineer (50% capitalized)	1		\$75,000	#3	✓
Parks and Recreation	Critical Maintenance for Trees		\$100,000		#4	
Department of Public Works	Maintenance Worker II	1		\$75,000	#5	
<b>General Fund Top Initiatives</b>		<b>3</b>	<b>\$ 100,000</b>	<b>\$ 418,300</b>		<b>\$343,300</b>

<b>Remaining Ranked Initiatives</b>						
Parks and Recreation	*Tree Planting Program		\$75,000			
Town Manager	Cont Reduction in Prior Year Surplus			\$50,000		
Parks and Recreation	*Field Bleacher Replacement		\$39,000			
Department of Public Works	Digital Printing Sign Machine		\$40,000			
IT	Digitizing Dept Files - 3 Years Ongoing			\$30,000		
Parks and Recreation	Tree Decay Detection Tools		\$65,000			
Finance	Digital Budget Package		\$30,000	\$32,500		
Department of Public Works	Brick Retaining Wall at Town Hall		\$150,000			
<b>Unranked Initiatives</b>						
Town Clerk	Part-Time Admin Assistant	0.5		\$23,000		
Public Information Office	Multimedia Design Specialist	1		\$71,000		
Police	Accreditation, Grants & Crime Analyst	1		\$75,000		
Economic Development	Commercial Viability Study		\$95,000			
Economic Development	Funding for Interns			\$20,000		
<b>Total Not Selected</b>		<b>2.5</b>	<b>\$ 494,000</b>	<b>\$ 301,500</b>		



Major Initiatives by Department - ADDED TO BUDGET	Cost			
	Increasing FTE's	Salary & Benefits	Inflation Related	Other Costs
<b>Water &amp; Sewer Fund</b>				
<b>Meter Service &amp; Water Quality</b>				
Continue Meter Replacement Program				\$35,000
<b>Water &amp; Sewer Fund Grand Total</b>	-	\$ -	\$ -	\$ 35,000
<b>Stormwater Fund</b>				
<b>ALL Funds Grand Total</b>	0.5	\$ 140,000	\$ 132,700	\$ 150,850

Potential Cost Savings	
Savings / Carryforwards	Increased Revenue
\$ -	\$ -
\$ (50,000)	\$ (116,000)

Total Cost	
One Time Cost Increase	Ongoing Cost Increase
	\$35,000
\$35,000	
\$ 35,000	\$ -
	\$35,000
\$ 121,700	\$ 75,850
	\$197,550

## Top Ranked Initiatives - #1

### Department of Planning & Zoning

<b>Major New Initiatives:</b>	Compliance and Development Tracking
<b>Services Provided:</b>	The department ensures that businesses and residents comply with provisions of the code on zoning, property maintenance; and that builders comply with all provisions of their permits. Refer to attachment.
<b>Cost:</b>	<i>See Workforce Planning</i>
<b>Key Opportunities:</b>	Track compliance with code and conditions on development. Enforce where necessary.
<b>Key Challenges:</b>	Currently insufficient staffing to view and address all concerns. Councilmembers call having see things that DPZ didn't.
<b><u>Workforce Planning Associated with Major Initiative:</u></b>	
<b>New Position Requests:</b>	Senior Code Officer - 119
<b>Service Impact:</b>	Double field presence, to return to capabilities of 3 years ago. Better track and enforce codes and conditions of permits. Refer to attachment.
<b>Cost:</b>	\$100,000/year, including benefits



## Department of Planning & Zoning

**Major New Initiatives: Zoning Compliance Field Officer** - \$100,000, including salary and benefits. Additional costs for computer, vehicle, certifications, clothing.

One of DPZ's core responsibilities is to ensure that property owners, businesses, residents, and others are compliant with 1) zoning provisions and other portions of the Town code that are within DPZ's responsibility; 2) the orders and conditions from decisions of the Town Council, Board of Zoning Appeals, and the Board of Architectural Review; and 3) the requirements related to administrative decisions of staff as part of building permits and site plans. Ensuring compliance requires having enough field presence.

At present, DPZ has one Zoning Compliance Field Officer, whose time is approximately 60% in the field and 40% in the office. The office work is crucial to managing the many cases that are open at any given time ensuring that the required State Code steps have been taken to document and notify the property owner of the violation. Those steps include attempting to contact property owners by phone and email, researching permit and property history, managing case documentation, tracking the status of each case by dates, drafting and sending certified letters (Notices of Violation), and filing civil or criminal summons.

At any given time, there are approximately 50-70 cases of zoning violations. More than 120 cases have been opened so far in this calendar year. Zoning violation cases remain open until the Zoning Compliance Officer observes in the field or through documentation that the violation has been abated. Staff is very confident that more cases would be opened and abated if DPZ had additional staff capacity. More violations are occurring than staff has the capacity to absorb and manage.

In addition, DPZ is not able at present to do a sufficient job at tracking the development conditions/orders as directed by Town Council, boards/commissions, and code requirements during construction. Staff does spot checking as projects are under construction; however, DPZ does not have the staff capacity to keep track of all construction projects, and the fulfillment of long-term requirements, such as conditions within Conditional Use Permits, and inspecting to ensure that such requirements continue to be met.

An additional Zoning Compliance Field Officer will allow DPZ to have a far greater field presence, returning to a level that existed until approximately four years ago. Previously, there were two dedicated field-oriented compliance officers, whereas now there is only the one.

An additional field officer will:

- Improve enforcement of development/permit conditions, from Conditional Use Permits, Board of Architectural Review orders, Board of Zoning Appeals conditions/orders, and Town Council decisions.
- Provide more “eyes” on the street to identify and work to remedy issues as they occur.
- Allow greater focus on commercial areas.
- Provide sufficient staff capacity to bring egregious cases, in cooperation with the Town Attorney, to enforcement through the court system. (Enforcement through the courts is a very time-intensive activity for staff and has not been done in many years.)
- Improve DPZ’s cooperation with other departments on compliance with requirements for business licenses, including massage therapy establishments.
- Allow continue presence when our Zoning Compliance Officer is out of the office.
- In certain circumstances, especially when security is in question, allow for two officers to do inspections together.

The specific service benefits will include:

- Increased forward-facing in-field customer service.
- Increased observation of and ability to address:
  - Illegal signs
  - Lighting
  - Tall grass – in coordination with Parks and Recreation
  - Businesses to ensure appropriate business licenses and occupancy permits
  - Massage Therapy
- Illegal dumping – in coordination with DPW
- Increased observation of ongoing construction, including ensuring that requirements are being met during construction (setbacks, height limits, lot grading, wall checks, lot coverage, garbage, tall grass, etc.)
- Increased ability to respond, in coordination with DPW, to neighbor concerns regarding conditions created during new construction.

An additional indirect benefit of this new position would be on the capacity of the Zoning Administrator. At present, the Zoning Administrator is the backup field officer. However, this high-level job is complicated and involves many different tasks. She serves as the liaison to the Board of Zoning Appeals, reviews 30-50 permits per week in IDT, reviews complex development proposals for compliance with zoning requirements, provides code-required zoning analysis and decisions, and serves as a resource for all staff conducting reviews that rely on zoning requirements. An additional Zoning Compliance Field Officer would relieve the Zoning Administrator from being the backup field officer and allow her to focus on her many other responsibilities.

## Zoning Compliance Field Officers: Current and Requested (FY 2024) Estimated Annual Hours

Zoning Enforcement & Compliance (Violations) and Documentation *	Current Compliance Officer			Est. Additional Need			Est. Total	
	Quantity	Hours/Case	Total Hours	Ad. Quantity	Hours/Per	Ad. Hours	Total Quant.	Total Hours
Tall Grass (13-7) (Comm. & Res.)	52	3	156	20	3	60	72	216
Trash Garbage (13-3 & 13A)	10	3	30	5	3	15	15	45
Inoperable Vehicle (18-153.1)	3	3	9	10	3	30	13	39
Parking on Grass (18-134)	3	3	9	10	3	30	13	39
Illegal Sign (Perm & Temporary) (Article 19)	13	4	52	20	4	80	33	132
Work without permit (18-229)	10	4	40	30	4	120	40	160
Commercial Vehicle in Res Zone (18-153.4)	1	2	2				1	2
All Other Violations of Town Code Sections **	43	6	258	40	6	240	83	498
Civil/Criminal Summons				15	8	120	15	120
<b>Total Violations &amp; Total Annual Hours</b>	<b>135</b>		<b>556</b>	<b>285</b>		<b>695</b>	<b>420</b>	<b>1251</b>

**Notes:**

\* The categorization of Zoning Violations matches the annual budget.

\*\* The current budget report includes all other violations in one category, which includes violations of any section of Ch. 18 or DPZ-assigned sections of Ch. 13.

*Steps involved in a Zoning Enforcement & Compliance case*

- Intake of the complaint (when applicable)
- In non-emergency cases, providing first notice in an informal manner via door hanger, phone call, or email
- Communicating with responsible party about steps needed to stop or abate the violation
- When a violation is not abated through the first informal step, preparing and sending (by certified mail) a Notice of Violation to all responsible parties
- Documenting communications
- Issuing and tracking Civil Penalties

*Note on calculating hours per case*

Times for zoning violation cases vary a great deal, based on such factors as the severity of the case and the responsiveness of the property owner and/or responsible party. The above chart estimates the time to abate violations, but some violation cases take an extended amount of time over a series of months. Some cases require repeat inspections and Notices of Violation. Complicated or difficult cases also involve coordinating with supervisors and, when necessary, the Town Attorney. In service of the high level of customer service on which Vienna takes pride, significant time is spent communicating with property owners, complainants and other interested parties.

The processes for civil or criminal summons, for egregious or on-going violations, is lengthy. We estimate 8 hours for such cases, or even more, after all prior steps have been taken. With one staff person, there has not been time to pursue such cases without compromising other activities. Additional staffing capacity would allow for case preparation and time for court appearances when required.

## Zoning Compliance Field Officers: Current and Requested (FY 2024) Estimated Annual Hours

Inspections and Documentation of Results	Current Compliance Officer			Est. Additional Need			Est. Total	
	Quantity	Hours/Per	Total Hours	Ad. Quantity	Hours/Per	Ad. Hours	Total Quant.	Total Hours
General Zoning/Field Inspections*			250			450		700
Board of Architectural Review Insp. (Prep. and in field) **	15	3	45	43	3	129	58	174
Residential Permit Insp. (Setbacks)	30	2	60	70	2	140	100	200
Fence Permit Inspections (In Field)	66	1.5	99				66	99
Residential Wall Check Insp. (In office)	50	1	50				50	50
Conditional Use Permit Inspections (post-approval) ***	6	3	18	22	3	66	28	84
Commercial Building Permit, BOPL & Occupancy Inspections ****			15	142	2	284	142	299
Residential Construction Field Inspections				104	1	104	104	104
<b>Total Inspections &amp; Total Annual Hours</b>	<b>167</b>		<b>537</b>	<b>381</b>		<b>1173</b>	<b>548</b>	<b>1710</b>

**Notes:**

\* Currently, this number includes 5 hours a week of field time over 50 weeks where the Zoning Compliance Officer is performing inspections of the residential and commercial districts to observe violations. At this time, our system is mostly complaint driven. The ideal would be to have 14 hours or more per 50 weeks of field time per week for the Compliance Officer to note other violations.

\*\* The Board of Architectural Review approved 58 cases in 2022. The current Zoning Compliance Field officer is only able to review the most significant projects. Ideally, all applications would result in an inspection to confirm compliance with the approval and all conditions. The amount of time per inspection varies based on how complicated the approval is.

\*\*\* In 2022, the Board of Zoning Appeals approved 7 new or revised Conditional Use Permits. At this time, the staffing does not allow for the inspection of all new, revised, and existing Conditional Use Permit inspections. A portion of time would need to be dedicated to collecting the data on conditions of these permits from the Town's records.

\*\*\*\* In 2022, the Department of Planning and Zoning reviewed 52 Commercial Building Permits, and approved 90 Commercial Certificates of Occupancy. At the present time, Zoning Compliance staff is unable to verify compliance with approved permits. For example, seating in restaurants is approved as part of the occupancy, but not monitored closely at this time. Department of Planning and Zoning has started completing inspections with the Business Licence office, and would like to expand this effort with additional personnel.

Other Tasks	Current Compliance Officer			Est. Additional Need			Est. Total	
	Quantity	Hours/Per	Total Hours	Ad. Quantity	Hours/Per	Total Hours	Total Quant.	Total Hours
Staff, Supervisory, and Town Meetings	40	1	40	50	1	50	90	90
Compliance Software (Munis/Incident Mangt)			32					32
Training & Certifications			40			40		80
Preparing Reports			32					32
Posting and removing statutory public notices	24	1.5	36				24	36
Customer Assistance & Education			300			200		500
<b>Total Other Tasks &amp; Total Annual Hours</b>	<b>64</b>		<b>480</b>	<b>50</b>		<b>290</b>	<b>114</b>	<b>770</b>

## Zoning Compliance Field Officers: Current and Requested (FY 2024) Estimated Annual Hours

Plan Review *	Current Compliance Officer			Est. Additional Need	Est. Total
	Quantity	Hours/Per	Total Hours		
Fences	66	1	66		
Patio & Sport Court	7	1.5	10.5		
Portable Storage Containers (PODs)	11	0.5	5.5		
Driveway (Permit Admin)	5	2	10		
<b>Total Reviews &amp; Total Annual Hours</b>	<b>89</b>		<b>92</b>		
* Other staffing changes may remove permit review from the Zoning Compliance Officer responsibility.					

Est. Total Annual Task Hours/Est Task Hours w/ Additional Capacity	Current Compliance Officer			Est. With Additional Capacity			Est. Total	
				1665			2158	
Holidays, Vacation, Sick Leave, etc.			300			300		600
Est. Total Annual Work Hours *			2080			2080		4160
Percentage of Annual Time			94.5%			118.2%		106.3%
* 40 hrs over 52 weeks								

## Top Ranked Initiatives - #2

### **Administration - Town Manager**

<b>Major New Initiatives:</b> Cut the Tax Rate
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## Top Ranked Initiatives - #3

### Department of Public Works - Administration

<b>Major New Initiatives:</b>	Enhance Engineering Services for Private Development and Capital Projects
<b>Services Provided:</b>	Ensures that development applications and projects are reviewed to meet local and state standards. Provides customer service for engineering, permitting, and construction concerns. Develops engineering standards, controls, and best management practices within the Town. Implements capital projects throughout the Town. See attached for additional information.
<b>Cost:</b>	<i>See Workforce Planning</i>
<b>Key Opportunities:</b>	Increase DPW's coverage of private development review, project management, and implementation of engineering design standards.
<b>Key Challenges:</b>	DPW's current staffing is insufficient to address both the increasing complexity of private development and maintain town engineering services including project management.
<b><u>Workforce Planning Associated with Major Initiative:</u></b>	
<b>New Position Requests:</b>	Civil and Capital Projects Engineer / Manager (FTE)
<b>Service Impact:</b>	An additional full-time civil engineer will assist with departmental operations, engineering customer service, and project management, and support the private development review process. See attached for additional information.
<b>Cost:</b>	\$150,000/year, including benefits (50% capitalized)

## Department of Public Works – Administration Division

### *Major New Initiatives:*

Enhance Engineering Services for Private Development and Capital Projects

### *New Position Requests:*

Civil and Capital Projects Engineer / Manager (FTE)

### *Services Provided:*

The Department of Public Works requests an additional full-time civil engineer. This position will assist with the administration and review of private development plans, such as new single-family detached homes, site plans for commercial projects, and subdivisions. The position will also help to administer and manage projects including new sidewalks, building maintenance, and other infrastructure improvements as outlined in the Capital Improvement Plan.

DPW completes all project administration, plan review, and construction phase services with one civil engineer FTE. As shown in the attached hourly summary, approximately 90% of the current civil engineer's time involves private development projects. This total does not account for holiday, vacation, or sick leave. This position prioritizes private development workflow to maintain and meet external review deadlines. Over the past ten years, the Town processes approximately 90 – 110 new single-family detached home applications annually.

The complexity of administering and reviewing private development projects has steadily increased with changing regulations and industry standards. For example, new single-family detached homes now include review for stormwater management facilities, nutrient credit tracking, seasonal high groundwater table, compaction testing, and ADA-compliant sidewalk/driveway aprons. This position also implements the stormwater requirements for outdoor living spaces. Additional requirements for commercial site plans include pedestrian safety, construction parking, and traffic management plans. This position has historically assisted with managing capital projects, department workflow, engineering customer service, and development/implementation of engineering design standards. As the complexity and time required to complete private development projects have increased, these additional responsibilities are unmet within the Department. A complete list of duties is attached.

### *Key Opportunities:*

An additional full-time civil engineer will assist with the following services:

- Redundancy in new single-family detached homes, site plan, and subdivision plan review and customer service
- Management of capital improvement plan projects (sidewalks, facilities, drainage, etc.)
- Administration of Town engineering and regulatory programs (including FEMA, Erosion/Sediment Control)
- Continued implementation of Town engineering and industry standards
- Improve staff availability on engineering and construction-related inquiries and internal workflow/operations



<b>Current DPW Civil Engineer – Private Development Annual Hours</b>			
<b>Application</b>	<b>Number</b>	<b>Hours/Per</b>	<b>Total Hours</b>
Commercial Building Permits	52	0.5	26
Commercial Certificate of Occupancy	11	0.5	5.5
Rezoning	1	40	40
Site Plan	8	40	320
Townhouse (TH) & Duplex Building Permit	8	1	8
SWPPP	14	3	42
Floodplain Studies	1	32	32
Outside of Town Applications	29	2	58
Pre-Application Meetings	19	4	76
Sidewalk Escrow Review	10	4	40
Boundary Line Adjustments	3	1	3
Driveway Permits	13	2	26
Res Occupancy Permits	107	2	214
Large Scale Residential	107	5	535
Small Scale Residential Applications	145	2	290
Subdivision LGP	10	2	20
Subdivision Plans	2	40	80
Retaining Wall Building Permits	13	2	26
Right of Way Permits / MOT	6	2	12
RGP	1	5	5
<b>Hours / Year*</b>			<b>1858.5</b>
<b>Total Hours / Year **24</b>			<b>2080</b>
<b>Percentage of Time**</b>			<b>89%</b>

\* Hours included Administrative Time, Plan review, Pre-Construction Documents (W&S Agreement, SWM Agreement, Cert of Liability, Nutrient Credit Affidavit, Traffic Management Plan, Pedestrian Safety Plan, Construction Parking Plan, Deeds & Plats, and SWPPP), Meetings & Phone calls with applicants and citizens, inspections, & bond processing.

\*\* Does not include holidays, vacation, or sick leave. (Approximately 300 hours annually)

*Summary of Current Civil Engineer Responsibilities:*

Approximately 90% of the current civil engineer FTE time is spent on the following responsibilities regarding IDT Setup, Administration, Review, and Processing (see table for hourly summary):

- IDT Project Administration for Plan Review:
  - Large Scale Residential (LSR)
  - Lot Grading Plans (LGP)
  - Rough Grading Plans (RGP)
  - Sidewalk Escrow Review
  - Outside Town Projects
  - Floodplain Applications
- IDT Project Administration for Construction Phase:
  - Large Scale Residential (LSR)
  - Lot Grading Plans (LGP)
  - Rough Grading Plans (RGP)
  - Floodplain Applications
  - Site Plans (SP) Commercial Development
  - Subdivision Plans
- IDT Plan Reviewer:
  - Commercial Building Permits
  - Commercial Certificate of Occupancy
  - Rezoning
  - Site Plans (SP) Commercial Development
  - Townhouse (TH) & Duplex Building Permit
  - SWPPP Permits
  - Floodplain Studies
  - Outside of Town Applications (Town W&S)
  - Pre-Application Meetings
  - Sidewalk Escrow Review
  - Boundary Line Adjustments (BLA)
  - Driveway Permits
  - Res Occupancy Permits
  - Large Scale Residential (LSR)
  - Small Scale Residential Applications
  - Subdivision LGP
  - Subdivision Plans
  - Retaining Wall Building Permits
  - Right of Way Permits / MOT
  - Rough Grading Plans (RGP)
- Meet with builders about construction issues
- Meet with citizens about construction issues

The following responsibilities also fall under the current civil engineer FTE:

- Manage DPW Construction Inspector
- DPW Liaison to Planning Commission
- Administrate the following Town Programs
  - FEMA Floodplain and Community Rating System
  - Erosion & Sediment Control
  - Virginia Stormwater Management Program (VSMP)
- Administer Town development standards
  - Updates and implementation of Development Standards Manual
  - Letters to industry
- Participation in interview panels and departmental administration
- Management of capital projects
  - Previous examples include the Town Hall rain garden, Town Hall renovation and facility improvements, drainage, and other capital projects throughout Town.
- Coordination with DPW capital projects
- Town and departmental staff meetings

## Top Ranked Initiatives - #4

### **Parks and Recreation - Parks Maintenance**

<b>Major New Initiatives:</b>	Critical Maintenance For Trees
<b>Services Provided:</b>	Investment in tree maintenance including pruning, removal and stump grinding. Pruning and tree removal will take place throughout the Town's parks, facilities and rights-of-way with a major focus on playground, sports field areas and snow emergency routes. There is no current funding for stump grinding and there are many stumps along streets and in park lawn areas. Grinding or stumps will alleviate tripping hazards, obstacles for lawn mowing equipment and will facilitate the additional planting of new trees.
<b>Cost:</b>	\$100,000 one time
<b>Key Opportunities:</b>	This funding request is intended to allow a 'catch-up' in tree maintenance.
<b>Key Challenges:</b>	

## Top Ranked Initiatives - #5

### Department of Public Works - Operations

<b>Major New Initiatives:</b>	Implement Preventative Building Maintenance Program for Town Facilities
<b>Services Provided:</b>	Within the Department of Public Works (DPW), the General Maintenance team is responsible for maintaining Town infrastructure including sidewalks, crosswalks, brickwork, handrails, benches, trashcans, and bus shelters as well as building maintenance for Town properties. See attached for additional information.
<b>Cost:</b>	<i>See Workforce Planning</i>
<b>Key Opportunities:</b>	Continued high-quality and responsive service to all users of Town Buildings and Facilities. An additional Maintenance Worker helps the Division take a preventative approach to maintain town buildings to ensure functionality and safety. The General Maintenance division completes over 500 work order level repairs/requests for approximately 105,000 square feet of Town-owned buildings each year. See attached for additional information.
<b>Key Challenges:</b>	Increasing complexity and size of Town-owned buildings in need of maintenance.
<b><u>Workforce Planning Associated with Major Initiative:</u></b>	
<b>New Position Requests:</b>	Maintenance Worker II (FTE)
<b>Service Impact:</b>	Improved level of service and preventive maintenance in Town buildings. See attached for additional information.
<b>Cost:</b>	\$75,000/year, including benefits

## Department of Public Works – Operations Division

### *Major New Initiatives:*

Implement Preventative Building Maintenance Program for Town Facilities

### *New Position Requests:*

Maintenance Worker II

### *Services Provided:*

Within the Department of Public Works (DPW), the General Maintenance team is responsible for maintaining Town infrastructure including sidewalks, crosswalks, brickwork, handrails, benches, trashcans, and bus shelters as well as building maintenance for Town properties. Building maintenance activities include:

- Completing work order level repairs/requests for approximately 105,000 square feet of Town-owned buildings. The Division completes approximately 500 work orders annually. These work orders range from small repairs to larger service requests. Common work orders include electrical, data lines, security cameras, plumbing, heating, air conditioning, carpentry, painting, drywall, furniture building/assembly, and other routine maintenance responsibilities.
- Managing contracted maintenance services on mechanical equipment and implementing capital building repairs or replacements at Town Hall, Northside Property Yard, and the Police Department. These maintenance contracts and capital projects include items such as elevators, generators, heating, and air conditioning units, water heaters, fire suppression systems, and roofs. Contract maintenance and capital repair or replacement projects for other town-owned buildings are currently managed by the Parks and Recreation Department.
- Ensuring that Town buildings meet current codes and safety standards.

### *Key Opportunities:*

The renovation of the Police Station increased the Town-owned building area by approximately 20 percent to a total of 127,000 square feet. In addition to the larger footprint, Town buildings are outfitted with new and increasingly complex technologies. To adequately maintain these additional assets, the Department of Public Works requests one additional maintenance worker within the General Maintenance team. This additional resource allows the Division to implement a preventative routine maintenance program throughout Town buildings including work order level repairs, contract service, capital building repairs, and equipment maintenance. The Division also coordinates warranties associated with new buildings and equipment.

**PAY PLANS**

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

# Town of Vienna, VA

## Pay Plan FY 23-24

<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					\$38,432	\$50,154	\$61,876
	1802	Custodian I	9015				
111		Reserved			\$40,354	\$52,662	\$64,970
112					\$42,372	\$55,295	\$68,218
	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			\$44,490	\$58,060	\$71,629
114					\$46,715	\$60,963	\$75,211
	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					\$49,050	\$64,011	\$78,971
	1102	Administrative Assistant I	8810				
	1302	Information Technology Assistant	8810				
	1702	Mechanic I	8380				
116					\$51,503	\$67,211	\$82,920
	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					\$54,078	\$70,572	\$87,066
	1105	Administrative Assistant II	8810				
	1502	Animal Control Officer I	8831				
	1205	Customer Service Specialist	8810				
	1822	Electrical & Traffic Signal Technician I	6325				
	1309	Facilities Operator	9015				
	1819	Maintenance Worker IV					
		General Maintenance	9015				
		Parks & Recreation	9102				
		Sanitation	9403				
		Streets	5506				
		Sewer Construction	6306				
		Water Construction	6319				
	1705	Mechanic II	8380				
	1820	Meter Service Worker IV	9015				
	1214	Purchasing Assistant/Buyer	8810				
118					\$56,782	\$74,100	\$91,419
	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				



<i>All FLSA Non-Exempt unless noted</i>							
Pay					FLSA	Annual Salary	
Grade	Class Code	Classification Title	WC Code	Exempt	Minimum	Mid-Point	Maximum
119					\$59,621	\$77,805	\$95,990
	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					\$62,602	\$81,696	\$100,789
	1110	Communications Specialist	8810				
	1115	Deputy Town Clerk	8810				
	1050	Marketing & Business Engagement Specialist	8810				
	1826	Engineering Technician	9410				
	1125	Executive Assistant	8810				
	1050	Marketing 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					\$65,732	\$85,781	\$105,829
	1309	Network Support Technician	8810				
	1828	Electrical & Traffic Signal Technician II	6325				
	1227	Staff Accountant	8810				
	1827	Pavement Management Coordinator	5506				
	1825	Public Works Construction Inspector	9410				
122					\$69,019	\$90,070	\$111,120
	1511	Animal Control Officer III	8831				
	1708	Fleet Maintenance Coordinator	8810				
	1920	Planner	9410				
	1608	Recreation Program Coordinator I	9102				
123					\$72,470	\$94,573	\$116,676
	1030	Human Resources Generalist	8810				
	1834	Meter Reading Supervisor	9410				
	1609	Parks Maintenance Supervisor	9102				
	1837	Sanitation Supervisor	9403				
	1921	Senior Planner	9410				
	1845	Sewer Operations Supervisor	9410				
	1840	Street Maintenance Supervisor	5506				
	1714	Vehicle Maintenance Supervisor	8380				
	1839	Water Operations Supervisor	9410				
124					\$76,093	\$99,302	\$122,510
	1830	General Maintenance & Traffic Engineering Supervisor	6325				
	1225	Grants/Capital Project Accountant	8810	E			
	1611	Horticulturist/Arborist	9102				
	1614	Recreation Program Coordinator II	9102				
	1615	Special Events Coordinator	9102				
	1847	Sustainability Coordinator	9410				
125					\$79,898	\$104,267	\$128,636
	1920	Principal Planner	9410	E			
126					\$83,893	\$109,480	\$135,067
	1846	Civil Engineer I	9410	E			
	1308	Network Administrator	8810				
127					\$88,087	\$114,954	\$141,821
	1925	Zoning Administrator	9410	E			
128					\$92,492	\$120,702	\$148,912
	1232	Budget Manager	8810	E			
	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					\$97,116	\$126,737	\$156,357
		Reserved					

<i>All FLSA Non-Exempt unless noted</i>								
Pay						Annual Salary		
Grade	Class Code	Classification Title	WC Code	FLSA Exempt	Minimum	Mid-Point	Maximum	
130					\$101,972	\$133,074	\$164,175	
	1310	Deputy Director of Information Technology	8810	E				
	1630	Deputy Director of Parks & Recreation	9102	E				
	1950	Deputy Director of Planning and Zoning	9410	E				
131					\$107,071	\$139,727	\$172,384	
	1241	Deputy Director of Finance	8810	E				
	1858	Deputy Director of Public Works	9410	E				
132					\$112,424	\$146,714	\$181,003	
		Reserved						
133					\$118,046	\$154,050	\$190,053	
	1045	Economic Development Manager	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					\$123,948	\$161,752	\$199,556	
	2250	Director of Finance / Treasurer	8810	E				
	2550	Chief of Police (Colonel)	7720	E				
	2880	Director of Public Works	9410	E				
135					\$130,145	\$169,840	\$209,534	
		Reserved						

NON-CLASSIFIED POSITIONS				SALARY
		Town Manager (Exempt)	8810 E	\$234,266
		Town Clerk (Exempt)	8810 E	\$136,617

Police Department Pay Plan  
FY 23-24

Sworn Scale	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Rank	Officer (8)	PFC (4)	MPO (13)	Sergeant (6)	EXEMPT>>	Lieutenant(0)	Captain (3)	Major (1)
Step 1	\$ 64,890							
Step 2	\$ 66,512							
Step 3	\$ 68,175	\$ 71,584						
Step 4	\$ 69,879	\$ 73,373						
Step 5	\$ 71,626	\$ 75,208		\$ 82,729				
Step 6	\$ 73,417	\$ 77,088		\$ 84,797				
Step 7	\$ 75,253	\$ 79,015	\$ 80,549	\$ 86,917				
Step 8	\$ 77,134	\$ 80,991	\$ 85,040	\$ 93,544				
Step 9	\$ 79,062	\$ 83,015	\$ 87,166	\$ 95,883				
Step 10	\$ 81,039	\$ 85,091	\$ 89,345	\$ 98,280		\$ 103,194	\$ 110,417	
Step 11		\$ 87,218	\$ 91,579	\$ 100,737		\$ 105,774	\$ 113,178	
Step 12		\$ 89,398	\$ 93,868	\$ 103,255		\$ 108,418	\$ 116,007	\$ 127,608
Step 13			\$ 96,215	\$ 105,836		\$ 111,128	\$ 118,907	\$ 130,798
Step 14			\$ 98,620	\$ 108,482		\$ 113,907	\$ 121,880	\$ 134,068
Step 15			\$ 101,086	\$ 111,194		\$ 116,754	\$ 124,927	\$ 137,420
Step 16			\$ 103,613	\$ 113,974		\$ 119,673	\$ 128,050	\$ 140,855
Step 17			\$ 106,203	\$ 116,824		\$ 122,665	\$ 131,251	\$ 144,377
Step 18			\$ 108,858	\$ 119,744		\$ 125,731	\$ 134,533	\$ 147,986
Step 19			\$ 111,580	\$ 122,738		\$ 128,875	\$ 137,896	\$ 151,686
Step 20			\$ 114,369	\$ 125,806		\$ 132,097	\$ 141,343	\$ 155,478
Step 21			\$ 117,229	\$ 128,951		\$ 135,399	\$ 144,877	\$ 159,365
Step 22			\$ 120,159	\$ 132,175		\$ 138,784	\$ 148,499	\$ 163,349
Step 23			\$ 127,369	\$ 140,106	\$ -	\$ 147,111	\$ 157,409	\$ 173,150

**GLOSSARY**

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This section contains definitions, descriptions, acronyms and/or explanations of terminologies, phrases or idioms used within the budget document.

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**GLOSSARY**

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**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.

**ACFR** – Annual Comprehensive Financial Report – the official annual financial report of the town including an independent auditor report.

**Activity Center** – The basic operational organization for which costs are defined and measurable activities or functions are performed.

**ADA** – American with Disabilities Act.

**ADS** – Annual Debt Service.

**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 Rescue Plan Act. A federal act providing funds for COVID-19 relief with specific spending guidelines and deadlines.

**Assessed Valuation** – A valuation set upon real estate or other property by Fairfax County as a basis for levying taxes.

**Assessment** – The official valuation of property for purposes of taxation.

**AWWA** – American Water Works Association.

**Balanced Budget** – A budget is balanced when total revenues equal total outlays or expenditures for a fiscal year.

**Bonds** – Interest-bearing certificates of public indebtedness used to finance the Town's construction projects.

**BPOL** – Business and Professional Occupational License.

**Budget** – A specific plan which identifies the program of operations for the fiscal 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.

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**GLOSSARY**

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**BZA** – Board of Zoning Appeals.

**CAD** – Computer Aided Dispatch.

**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 or infrastructure.

**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 five thousand dollars (\$5,000)

**CDL** – Commercial Driver's License.

**CIP** – Capital Improvement Project.

**CIT** – Crisis Intervention Training.

**COG** – Washington Metropolitan Council of Governments – an independent, nonprofit association of 17 member governments located in the Washington metropolitan region.

**Cost** – The amount of money or value exchanged for property or services.

**COVID-19** – Corona Virus Pandemic of 2019. State of emergency existed from March 2020 through March 2023.

**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.

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**GLOSSARY**

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**Depreciation** – It is a portion of the cost of capital assets that is expensed for asset services used in the operations of a government.

**DS** – Debt Service (Fund).

**Encumbrance** – A reservation of funds for an anticipated expenditure prior to actual payment for an item. Funds usually are reserved or encumbered once a contracted obligation has been signed for an item, but prior to the cash payment actually being disbursed.

**Enterprise Fund** – Accounts for operations that are financed in a manner similar to private business where the intent is that costs of providing goods and services to the general public on a continuing basis be financed or recovered through user charges. The Town's enterprise fund is the Water & Sewer Fund.

**EOC** – Emergency Operations Center.

**Expenditure** – A decrease in net financial resources. Expenditures include payment in cash for current operating expenses, debt service and capital outlays.

**Expenses** – Charges incurred, whether paid or unpaid, for operations, maintenance, interest and other charges which are presumed to benefit the current fiscal year.

**FICA** – Federal Insurance Contributions Act.

**Fiduciary Fund** – Account for assets held by the Town in a Trustee capacity or as an agent for individuals, private organizations or other governmental units and other funds.

**Fiscal Year** – The Year running from July 1 through June 30, designated by the calendar year in which it ends.

**Fixed Assets** – Assets of a long-term character which are intended to continue to be held or used. Examples of fixed assets include items such as buildings, vehicles, machinery, furniture, infrastructure, and other equipment.

**FT** – Full Time, refers to 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.

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**GLOSSARY**

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**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 and which support the Town's general government

**General Obligation Bond** – Bond for whose payment the full faith and credit of the Town is pledged.

**GF** – General Fund.

**Goal** – A long-range desirable development attained by completing stated objectives within an overall strategy.

**Governmental Fund** – Account for the expendable financial resources, other than those accounted for in Proprietary and Fiduciary Funds. The Governmental Funds utilize the modified accrual basis of accounting where the measurement focus is upon determination of financial position and changes in financial position, rather than upon net income determination as would apply to a commercial enterprise.

**GTF** – Gang Task Force.

**HB 599** – General Fund Revenue appropriated annually by the Virginia General Assembly in support of police services.

**HIDTA** – High Intensity Drug Trafficking Area.

**HVAC** – Heating, Ventilation and Air Conditioning.

**IBR** – Incident Based Reporting.

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

**LED** – Light Emitting Diode.

**LEO** – Law Enforcement Officer

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

**LGIP** – Local Government Investment Pool.



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**GLOSSARY**

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**Licenses & Permits** – Documents issued in order to regulate various kinds of businesses and other activity within the community. A degree of inspection may accompany the issuing of a license or permit, as in the case of building permits. In most instances, a fee is charged in conjunction with the issuance of a license or permit, generally to cover all or part of the cost of administration.

**Line Item** – A specific expenditure category within an agency budget; e.g., rent, travel, telephone, postage, printing and forms, or office supplies. Defined by an objective code number.

**LPPCP** – Lower Potomac Pollution Control Plant.

**MAC** – Maple Avenue Commercial Zone Regulations. A zoning regulation where mixed use properties are developed along the main corridor of The Town, in force from 2014 to 2020. Repealed in 2020.

**Major Fund** – those funds whose revenues, expenditures/expenses, assets or liabilities are at least 10 percent of the total for their fund category (governmental or enterprise) and 5 percent of the aggregate of all governmental and enterprise funds in total.

**MLT** – Meals and Lodging Tax.

**Modified Accrual** – The modified accrual basis of accounting is used to record revenues and related assets when they become measurable and available to finance operations of the fiscal period. Accordingly, real and personal property taxes are recorded when billed and licenses, permits and fines are recorded as revenues. Expenditures are recorded as they are incurred.

**MUNIS** – Tyler Munis enterprise resource planning financial solution.

**NCIC** – National Crime Information Center.

**NVGTF** – Northern Virginia Regional Gang Task Force.

**Objective** – Something to be accomplished in specific well-defined and measurable terms and that is achievable within a specific time frame.

**Operating Expenses** – Includes the cost of contractual services, supplies, materials and equipment.

**Operating Revenues** – Town revenues which have been received and set aside to finance current operating expenses.

**Ordinance** – A formal legislative enactment by the Town Council.

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**GLOSSARY**

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**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. Refers to employee.

**Public Hearing** – A scheduled meeting or time specifically set aside to provide an opportunity for citizens to discuss their feelings about a particular issue. Prior to a public hearing, the scheduled date and time, as well as the subject, must be advertised.

**RAD** – Rape Aggression Defense.

**Reserve** – An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

**Resolution** – A special or temporary order of the Town Council.

**Retained Earnings** – This is the total of all operating surplus since a fund was established. Only the Enterprise and Internal Service Funds report this figure.

**Revenue** – Revenue is an increase in assets or financial resources which: does not increase a liability; does not represent a repayment of an expenditure already made; does not represent a cancellation of certain liabilities; and does not represent an increase in contributed capital.

**Stormwater Fund** – Fairfax County charges the residents of Vienna a Stormwater fee on their tax bill. Fairfax County uses a portion of the Vienna tax to provide monitoring and water quality projects outside the Town of Vienna to meet Vienna's requirements included in our stormwater permit. A portion of this fee is used by Vienna for stormwater activities within the Town.

**Tax Base** – The aggregate value of the items being taxed. The base of the Town's real property tax is the market value of all real estate in the Town.

**Tax Rate** – The amount of tax stated in terms of a unit of the tax base; i.e., 30 cents per \$100 of real property assessed valuation.

**TCP/IP** – Transaction Control Protocol/Internet Protocol.

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

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**GLOSSARY**

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**Town Partnered / Sponsored Events** – Events are coordinated and implemented by outside organizations with logistical and day of support provided by the Parks & Recreation/DPW/Police Department. Town overtime expenses are donated. Example: VIVA Vienna, Oktoberfest, Church Street Holiday Stroll and Walk on the Hill. Please note, the Halloween Parade was originally a Chamber of Commerce event that was passed along to the Vienna Business Association (VBA) with assistance from the Town. Over the last ten years, the Town has taken on the majority of the parade. A new Memorandum of Understanding with the VBA has the 2019 Halloween Parade 100% financially supported by the Town.

**Transfers** – The amount of contribution from one fund to another to support operations. Examples are from the General Fund to Capital Projects Funds to fund the acquisition of capital assets, and from the enterprise funds to the General Fund as a reimbursement for administrative support activities. Also the movement of money from one line item to another, or from personnel to O&M or vice versa.

**Unappropriated Fund Balance** – Fund balance at close of fiscal year that is not reserved for other purposes. This is a balance sheet item, not included in the annual budget.

**VCIN** – Virginia Criminal Information Network.

**VDOT** – Virginia Department of Transportation.

**VRS** – Virginia Retirement System.

**VRSA** – Virginia Risk Sharing Association.

**VSMP** – Virginia Stormwater Management Program.

**Water & Sewer Fund** – See Enterprise Fund.

**Working Capital** – The amount of money available for use and the amount of current assets that remains after current liabilities are deducted.

**WS** – Water and Sewer (Fund).