



TOWN OF
VIENNA
since 1890

**ADOPTED
BUDGET**

**FISCAL YEAR
2024-2025**

TOWN COUNCIL

MAYOR

LINDA J. COLBERT

**SANDRA ALLEN
CHUCK ANDERSON**

ROY BALDWIN

RAY BRILL

JESSICA RAMAKIS

HOWARD J. SPRINGSTEEN

TOWN MANAGER

MERCURY PAYTON



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BUDGET MESSAGE

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



Office of the Town Manager

July 1, 2024

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 2024-25 Operating Budget, which begins on July 1, 2024. This document is the result of a months-long collaborative process involving staff, the Town Council, and the community and achieves a reasonable, balanced budget that supports high-quality services, events, programs, and facilities that our community expects and appreciates. The FY 2024-25 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 2024-25 operating budget comprises the Town’s four funds totaling \$53,766,620, an increase of \$3,754,870, or 7.5 percent from the prior fiscal year.

| | Adopted FY 2023-2024 Budget | Adopted FY 2024-2025 Budget | Net Change | Percentage Increase (Decrease) |
|-------------------------------|--|--|---------------------|---|
| General Fund | \$ 31,542,700 | \$ 33,074,250 | \$ 1,531,550 | 4.9% |
| Debt Service Fund | \$ 5,470,020 | \$ 6,511,700 | 1,041,680 | 19.0% |
| Water & Sewer Fund | \$ 12,246,990 | \$ 13,410,950 | 1,163,960 | 9.5% |
| Stormwater Fund | \$ 752,040 | \$ 769,720 | 17,680 | 2.4% |
| Operating Budget Total | \$ 50,011,750 | \$ 53,766,620 | \$ 3,754,870 | 7.5% |

Adopted Budget Message

July 1, 2024

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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.

| | Adopted FY 2023-2024 Budget | Adopted FY 2024-2025 Budget | Net Change | Percentage Increase (Decrease) |
|-----------------------------------|--|--|-----------------------|---|
| Capital Projects Fund | \$ 35,287,000 | \$ 27,463,000 | (7,824,000) | -22.2% |
| ARPA Fund | \$ 6,560,385 | \$ 7,400,000 | 839,615 | 12.8% |
| Capital/Grant Budget Total | \$ 41,847,385 | \$ 34,863,000 | \$ (6,984,385) | -16.7% |

The ARPA Fund will be active until the grant is fully expended, by Dec. 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

While inflation and wage pressures continue to present challenges for the Town, the Consumer Price Index (CPI) has decreased to slightly over 3 percent by the end of FY 2023-24, down from significantly higher rates the previous two years. The Federal Reserve Board has held interest rates steady at 5.5 percent for over a year. This is reflected in the budget by increases in expenditures as well as increases in interest earned on cash reserves. Although vehicle purchases are budgeted for FY2024-25, deliveries are still running 18 to 24 months behind planned expenditures for fleet vehicles. The Town is planning for vehicle financing in the upcoming year but understands rates will be higher than some previous years.

Staffing and wages are a continued pressure point for the Town and the entire region. In FY 2023-24 a classification and compensation study was conducted. Results of that study realigned job grades and adjusted wages, which was accommodated in this budget. Prior adjustments to wages made the results of the study a relatively minor increase.

The Town remains an attractive place to live in the Washington, DC suburbs, and the ongoing demand for housing remains strong, even with mortgage rates exceeding 7 percent for most of the year. Overall property assessments showed a slight increase compared to previous years, with a gain of 5 percent. Residential assessments increased 6.2 percent and commercial assessments decreased for the first time in many years by 1.2 percent from the previous year. The strong increase in residential assessments resulted in an increase in the Town's real estate tax revenue. Residential redevelopment continues to be strong, with most new construction selling for more than \$2 million, and the average assessed value is more than \$1 million.

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

GENERAL FUND HIGHLIGHTS

The adopted FY2024-25 General Fund budget increased 4.9 percent from the prior year. The main drivers of this change are increased property, business license, and sales tax revenues, as well as interest revenue returns on invested cash balances, and increased participation and revenue from popular parks and recreation programs. Expenditures increased due to budgeted salary increases and increased maintenance contracts, supply, utility, and contractor services costs.

The residential real estate market remains steady with slight increases. No new commercial or mixed-use projects opened during the year, but a large mixed-use project is going through the permitting process and should break ground in the next year.

The FY2024-25 budget includes a wage increase of 4 percent for eligible employees, representing a 3 percent consideration for the cost-of-living adjustment (COLA) and a 1 percent merit adjustment. Public safety officers 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.

Supplies and other prices of goods are budgeted to increase to meet current inflationary pressures. Health insurance costs remain flat for the second year in a row, a very positive outcome. Also, parks and recreation class and camp instructor costs are increasing, proportionate with revenue and participation increases.

The Town had its first November election in 2023 which pushed Council priority discussions back to January/February 2024. Staff presented requests for new initiatives or programs to Council in January, and Council prioritized and ranked those proposals in February for budget action. The result is a budget plan that adds one priority position – night support for information technology assigned to the Police Department, a 24/7 operation. Additionally, a night shift differential was added for the police night shift, and paid family and childcare leave policies were adopted. These changes help maintain 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, 2024

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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 2023-2024 Budget | Adopted FY 2024-2025 Budget | Net Change | Percent Increase (Decrease) |
|-----------------------|-----------------------------------|-----------------------------------|---------------------|-----------------------------------|
| Legislative | \$ 538,230 | \$ 558,480 | \$ 20,250 | 3.8% |
| Administration | 3,759,990 | 4,175,010 | 415,020 | 11.0% |
| Finance | 2,090,400 | 2,057,970 | (32,430) | -1.6% |
| Police | 7,529,460 | 8,113,000 | 583,540 | 7.8% |
| Fire and Rescue | 79,400 | 84,600 | 5,200 | 6.5% |
| Public Works | 9,354,670 | 9,511,380 | 156,710 | 1.7% |
| Tax Relief | 303,010 | 268,010 | (35,000) | -11.6% |
| Parks & Recreation | 4,810,280 | 5,205,530 | 395,250 | 8.2% |
| Community Development | 1,717,420 | 1,864,270 | 146,850 | 8.6% |
| Transfers & Reserves | 1,059,840 | 1,136,000 | 76,160 | 7.2% |
| PEG Fund | 300,000 | 100,000 | (200,000) | -66.7% |
| Total | \$ 31,542,700 | \$ 33,074,250 | \$ 1,531,550 | 4.9% |

| Category | Adopted FY 2023-2024 Budget | Adopted FY 2024-2025 Budget | Net Change | Percent Increase (Decrease) |
|---------------------------|-----------------------------------|-----------------------------------|---------------------|-----------------------------------|
| Salary & Benefits | \$ 22,801,250 | \$ 24,421,770 | \$ 1,620,520 | 7.1% |
| Purchased Services | 3,307,400 | 3,488,420 | 181,020 | 5.5% |
| Other Charges | 1,410,770 | 1,435,090 | 24,320 | 1.7% |
| Materials & Supplies | 1,297,610 | 1,268,450 | (29,160) | -2.2% |
| Programs & Services | 1,252,270 | 1,288,390 | 36,120 | 2.9% |
| Capital Outlay & Reserves | 1,473,400 | 1,172,130 | (301,270) | -20.4% |
| Total | \$ 31,542,700 | \$ 33,074,250 | \$ 1,531,550 | 4.9% |

Expenditure Category Highlights

Salary & Benefits:

The increase in salaries and benefits represents the largest change in the budget from the prior year, as salary and benefits comprise 74 percent of total general fund expenditures. The increase of \$1,620,520 represents a continued investment in and commitment to recruiting and retaining talented Town staff by increasing salaries for most employees by a 3 percent COLA and a 1 percent merit increase (5.5 percent for sworn public safety).

Purchased Services

Purchased services such as maintenance contracts, software maintenance, and landfill fees increased \$181,020 or 5.5 percent. The increase is from transitioning the Town's financial system to the cloud, outsourcing janitorial and leaf collection services, traffic signalization supply and material cost, and improving cybersecurity through additional software. This is represented in the budget for Public Works, Parks & Recreation, Finance, and Administration.

Other Charges

Other charges comprising utilities, training and tax-relief expenditures increased \$24,320 or 1.7 percent. The increase is due to higher utility costs and the cost of insurance coverage including worker's compensation and cybersecurity, offset by a decrease in tax relief expenses. This is represented in the budget for Public Works, Police, Parks and Recreation, and Administration.

Materials & Supplies

Material and supply costs for equipment, recreation, office supplies, and fuel decreased \$29,160 or 2.2 percent in total. The decrease is due lower-than-budgeted fuel costs last year, partially offset by the effect of inflation on supplies. This is represented in the budget for Public Works, Police, and Parks and Recreation.

Programs & Services

The increase of \$36,120 or 2.9 percent in programs and services is from a continued investment in Town beautification, and other Town programs. Additionally, the increase includes higher participation in Town events, partially offset by sponsorship donations. This is represented in the budget for Parks & Recreation.

Capital Outlay & Reserves

The decrease of \$301,270 or 20.4 percent is from adjusting reserves for vacancies and changes in the amount of capital lease funding for vehicles.

Adopted Budget Message

July 1, 2024

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General Fund Revenues

The following chart summarizes changes in General Fund revenues.

| | Adopted FY 2023-2024 Budget | Adopted FY 2024-2025 Budget | Net Change | Percentage Increase (Decrease) |
|-----------------------------|-----------------------------------|-----------------------------------|---------------------|--------------------------------------|
| Property Tax | \$ 13,431,530 | \$ 14,065,000 | \$ 633,470 | 4.7% |
| Other Local Taxes | 7,280,000 | 7,759,000 | 479,000 | 6.6% |
| Permits, Fees, and Licenses | 308,300 | 325,000 | 16,700 | 5.4% |
| Fines and Forfeitures | 284,000 | 247,000 | (37,000) | -13.0% |
| Use of Money and Property | 503,000 | 570,000 | 67,000 | 13.3% |
| Parks and Recreation Fees | 1,313,000 | 1,572,000 | 259,000 | 19.7% |
| Special Services Fees | 180,000 | 140,000 | (40,000) | -22.2% |
| Miscellaneous Revenues | 173,800 | 183,000 | 9,200 | 5.3% |
| Categorical Aid | 3,466,370 | 3,985,000 | 518,630 | 15.0% |
| Federal Revenues | 53,000 | 54,000 | 1,000 | 1.9% |
| Interfund Transfers | 2,065,700 | 1,611,250 | (454,450) | -22.0% |
| Use of Prior Year Reserves | 614,000 | 900,000 | 286,000 | 46.6% |
| Equip. Repl. Reserve/PEG | 1,870,000 | 1,663,000 | (207,000) | -11.1% |
| | \$ 31,542,700 | \$ 33,074,250 | \$ 1,531,550 | 4.9% |

The adopted General Fund revenue budget for FY2024-25 increased \$1,531,550 or 4.9 percent. The largest revenue increases are from property taxes of \$633,470, or 4.7 percent, due to assessed value increases coupled with no change in the real estate tax rate of \$0.195 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. Categorical aid from the state increased due to higher allocations for road maintenance and Police support, and Parks and Recreation fees increased due to greater attendance in programs offered. Revenue decreases were attributed to street cut fees and court fines. Interfund transfers decreased due to additional transfers out to debt service for the increased cost of vehicle purchases.

Changes Between Proposed and Adopted Budget

There were no changes between the proposed and adopted General Fund Budgets.

Adopted Budget Message

July 1, 2024

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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 tax increases are slowing but are still forecasted to exceed \$3.4 million for FY2023-24. In FY2024-25, they are conservatively budgeted for a slight increase. The difference to fund the full amount of debt payments comes from increased interest earnings on the fund's cash reserves, increased transfers from both the Debt Service and Water and Sewer funds to cover their positions of debt, and planned use of prior year cash reserves of \$337,700. If meals taxes and other revenue sources exceed budget, the prior year cash reserves planned use amount will decrease.

The Town's outstanding general obligation debt at the end of FY2024-25 will be \$63,149,000 equivalent to 0.9 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 FY2024-25 totals \$13,410,950, an increase of \$1,163,960, or 9.5 percent. The main drivers of this increase are increases in salary, benefits, and increases in the cost to purchase wholesale water (Fairfax Water). Water and sewer rates, charged to town residents, will increase 10.6 percent overall in FY2024-25 to cover those increased costs.

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

| | FY 2023-24 Adopted | FY 2024-25 Adopted | Net Change | Percentage Increase (Decrease) |
|---|-----------------------|-----------------------|---------------|--------------------------------------|
| Average Residential Equalization Assessment ¹ | \$1,060,697 | \$1,130,091 | \$69,394 | 6.5% |
| Tax Bill | \$2,068 | \$2,204 | \$135 | 6.5% |
| Adopted Tax Rate | 19.50 Cents | 19.50 Cents | \$0.00 | 0.0% |
| ¹ From Fairfax County | | | | |
| Tax change due to assessment change | | | \$135 | |
| Tax change due to rate change | | | \$0 | |
| Net Change | | | <u>\$135</u> | |
| Annual Water and Sewer Charges | \$955 | \$1,056 | \$101 | 10.6% |
| <i>Estimated at 12K gallons per quarter</i> | | | | |

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 FY2024-25 increased by \$17,680 or 2.4 percent, largely due to salary increases and inflation.

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 are outlined and approved by Town Council in the fall of 2024. 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 January 2024 and continue to be monitored to ensure projects selected reflect 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 mainly due to ongoing residential rebuilding and a robust menu of community services and programs offered to residents. In FY2023-24, 19 new restaurants opened, and several more are planned for FY 2024-25. Economic Development has been working with landlords to find creative solutions to fill commercial vacancies.

The Town’s updated zoning code was adopted in the fall of 2023. It redefined parameters for commercial development, which is helping local developers plan property improvements. The Town is currently engaged in several other studies and projects for improving the Town. These include a parks master plan study, a parking study, and a long-term use study for a three-acre parcel purchased in 2020. Additionally, the Town’s Comprehensive Plan will be updated in 2024-25. Lastly, the Town is working with Fairfax County, including a financial contribution to rebuild the local public 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

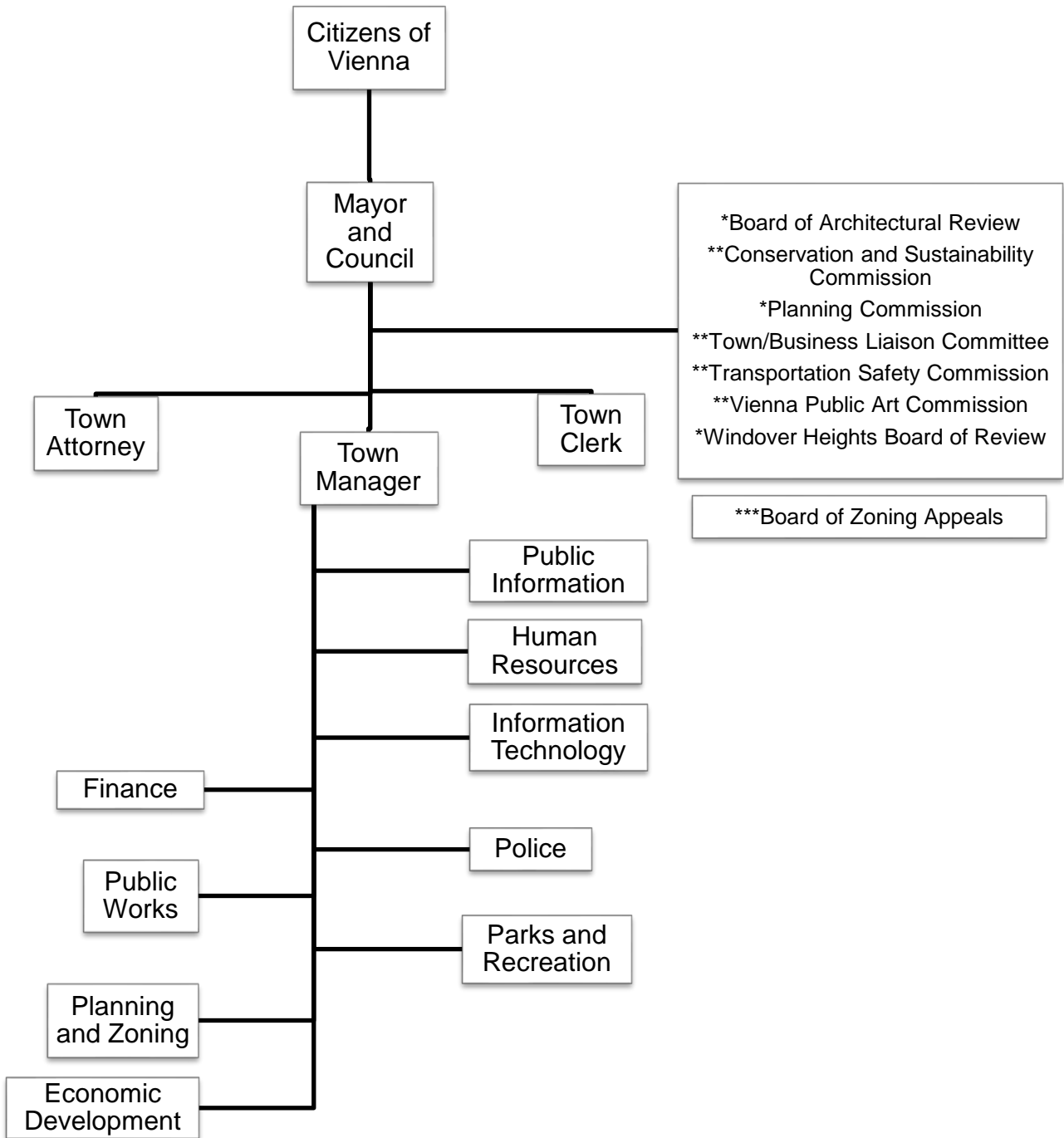
July 01, 2023

Christopher P. Morill

Executive Director

PROFILE

ORGANIZATIONAL CHART



*Statutory Board & Commissions

**Advisory Boards

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

COMMUNITY PROFILE

TOWN GOVERNMENT

Date of Incorporation: 1890
 Form of Government: Council-Manager
 Number of Registered Voters: 12,487



TOWN FINANCES – BOND RATINGS (2023)

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

POPULATION:

2023 Fairfax County Demographic Reports: 17,279
 2020 Fairfax County Demographic Reports: 17,004
 2010 Fairfax County Demographic Reports: 15,687



HOUSEHOLD INFORMATION:

Total Number of Households: 5,762
 Average Household Size: 3.03 persons
 Housing Units: 5,804
 Median Household Income: \$215,556
 Median Home Value: \$1,007,468

POVERTY & UNEMPLOYMENT RATE:

Town of Vienna Poverty Rate: 4.9%
 Virginia Poverty Rate: 10.6%
 Town of Vienna Unemployment Rate: 3.6%
 Virginia Unemployment Rate: 2.9%



LANGUAGES SPOKEN AT HOME:

24.8% of Town residents speak a language other than English at home.

Indo-European: 10.0%
 Asian/ Pacific Islander: 6.3%
 Spanish: 4.1%
 Other: 4.4%

COMMUNITY PROFILE



AGE:

| | |
|--------|-------|
| 0-17: | 28.1% |
| 18-34: | 12.2% |
| 35-54: | 29.9% |
| 55+: | 29.8% |

RACE AND ETHNICITY:

| | |
|----------------------------|-------|
| White: | 66.1% |
| Black or African American: | 5.1% |
| Asian/ Pacific Islander: | 13.3% |
| Hispanic or Latino: | 8.4% |
| Two or More Races: | 7.1% |



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

WATER CUSTOMERS:

| | |
|--------------|-------|
| In Town: | 6,043 |
| Out of Town: | 3,452 |

DOG LICENSES: 1,071



PHYSIOGRAPHIC:

| | |
|------------------------------|-------|
| Miles of Roadway: | 65 |
| Miles of Sidewalks: | 76 |
| Number of Parks: | 13 |
| Acres of Parks and Parkland: | 94.7 |
| Population per Square Mile: | 3,927 |
| Land Area in Square Mile: | 4.40 |



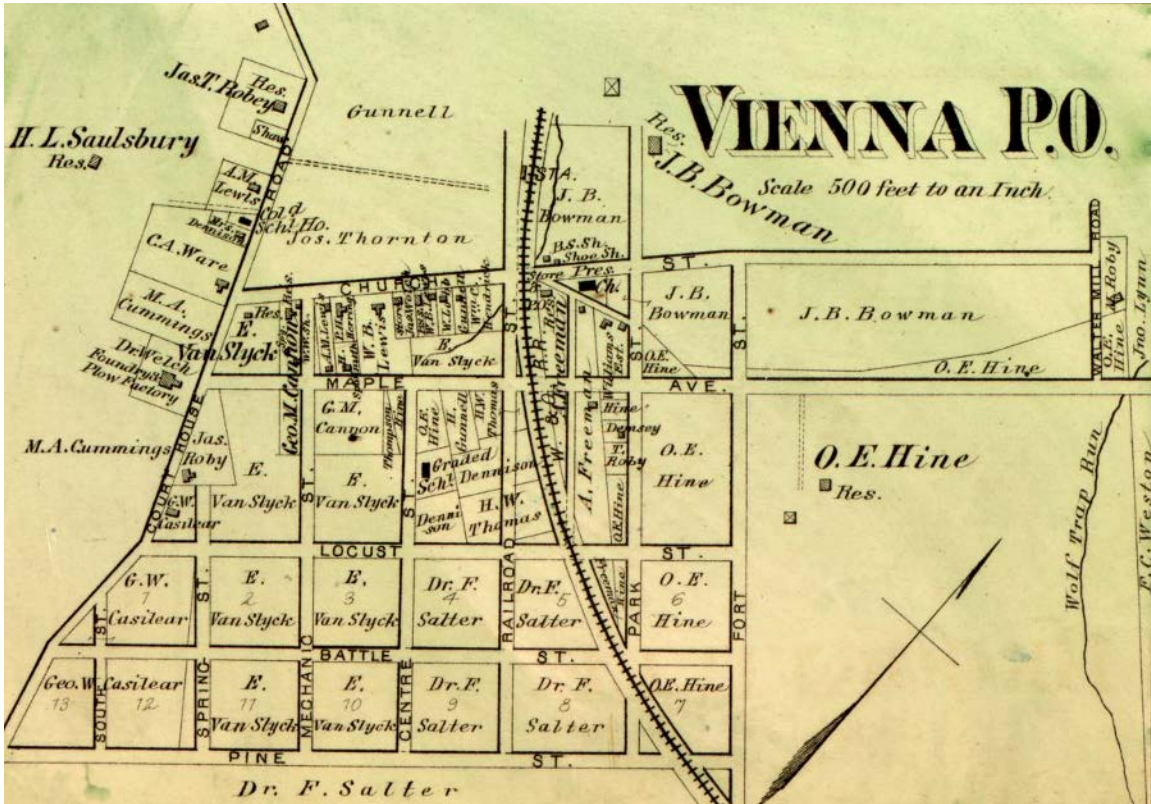
STRUCTURE TYPE IN COMMERCIAL SQUARE FEET:

| | |
|-------------|-----------|
| Industrial: | 438,835 |
| Office: | 2,135,753 |
| Retail: | 1,841,399 |

PROFILE

HISTORY

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



EARLY BEGINNINGS

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

PROFILE

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 factory. The railroad, which reached Vienna in 1858, was used for shipping plows until the factory was sold in 1869.



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

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

THE CIVIL WAR PERIOD

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



In the years following the war, Vienna experienced a growth in permanent residency, including both white and black settlers. Among the new residents were Major Orrin T. Hine and Harmon L. Salsbury. A Freedmen's Bureau agent, radical Republican, farmer, and realtor, Hine settled in Vienna in 1866 and by 1885 had amassed almost 6,500 acres of

PROFILE

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.

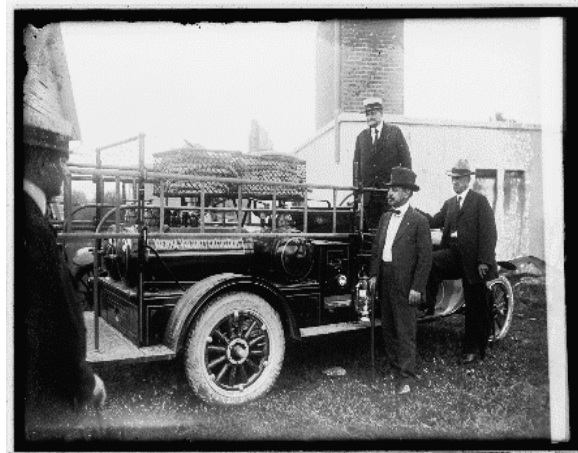


Thomas and Daniel West, freed slaves and landowners, established Vienna's first black public school in 1868. The Town's first white public school followed in 1872.

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.


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.

PROFILE

POST WORLD WAR II

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



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

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

PROFILE

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. 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 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.

PROFILE

FORM OF GOVERNMENT: COUNCIL-MANAGER

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). Elections are held every two years for all elected officials, which began November 2023. 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.

2025 Town Leadership*



Linda J. Colbert,
Mayor



Sandra Allen



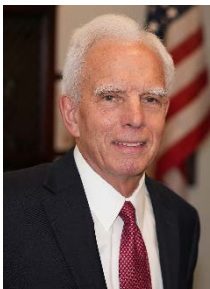
Chuck Anderson



Roy Baldwin



Mercury Payton,
Town Manager



Ray Brill



Jessica Ramakis



Howard Springsteen

*2025 Town Council voted on this budget on May 20, 2024

PROFILE

AWARDS AND RANKINGS

Multiple sources recognized Vienna's standing as one of the premier communities in Virginia over the past few years. Northern Virginia included the Town in its list of the 24 most sought-after neighborhoods.

In 2024, Safewise has listed Vienna as the 5th **safest city** in Virginia.



According to Niche.com, in their 2024 ranking, Vienna was named the **11th best suburb to live in Virginia**. Niche gave Vienna an overall **A+ grade**. Vienna was named as the **32nd best place in Virginia for public schools**. Vienna was also named as the **6th best suburb to raise a family in Virginia** and **1st in Fairfax County**.

In 2023 the Town's Parks and Recreation staff won three awards for achievements at the annual Virginia Parks and Recreation Society (VPRS) conference. The Town's program director won the President's Award for 17 years of service as editor of the Virginia Parks and Recreation Magazine. Additionally, the Town won the State Agency Award for the best new Diversity, Equity and Inclusion Initiative for our Liberty Amendments Month Naturalization Ceremony, and our Camps Coordinator was part of the inaugural VRPS Young Professionals Presidential Award group.

Also in 2023, the Economic Development Division received two '2023 International Economic Development Council (IEDC) Excellence' in Economic Development Awards, recognizing effective marketing materials, innovative uses of the internet and new media, and successful programs and partnerships that support economic development. The first was a gold award in the special events category for Vienna Restaurant Week and the second was a bronze award in the general-purpose website for the development of the "Explore Vienna VA" Website.



For the past 24 years, the Town of Vienna has received **Tree City USA** recognition from the Arbor Day Foundation. For the past 5 years, the Town of Vienna has successfully re-certified as a Bee City USA affiliate and participated in the National Wildlife Federation's Mayors' Monarch Pledge.



PROFILE

Other past recognitions include being named the **2nd safest** city in Virginia by the National Council for Home Safety and Security, and Wallethub. Money Inc has ranked Vienna as **3rd safest** place to live in Virginia in 2020. HomeSnacks naming Vienna the **best place to live in the state of Virginia** in 2019.

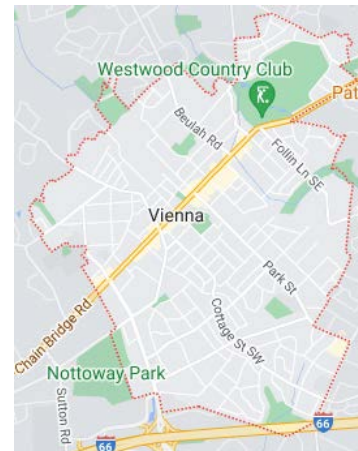
Vienna has been named as a **Certified Community Wildlife Habitat** from the National Wildlife Federation in 2016, 2018, 2019, 2020, 2021, 2022, 2023 (in progress). In 2019 the Vienna Community Center received the **Gold Level LEED** (Leadership in Energy and Environmental Design) from the US Green Building 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 29th year and the **Certificate of Achievement for Excellence in Financial Reporting** for the 37th consecutive year for the 2024 budget and 2023 ACFR, respectively.

LAND USE

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

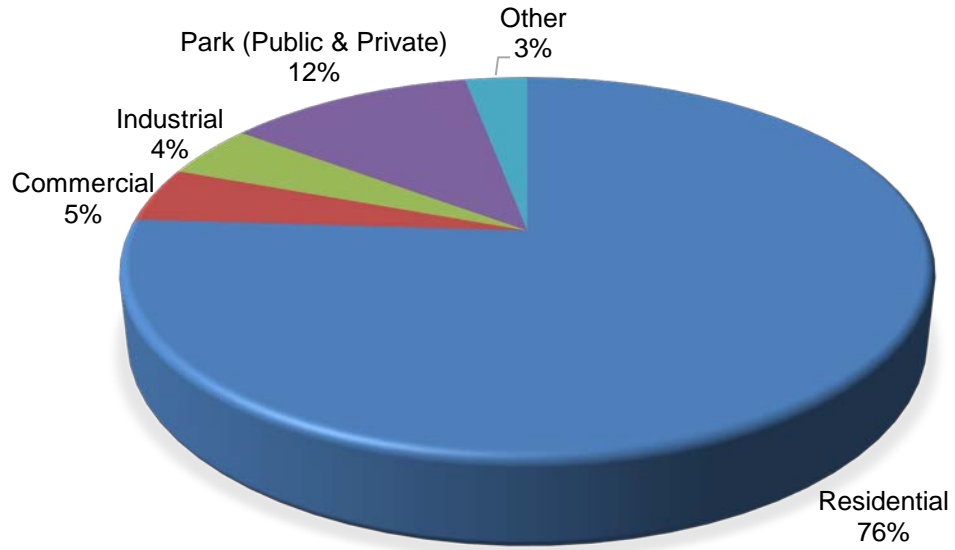


LAND AREA (SQUARE MILES)

4.409

PROFILE

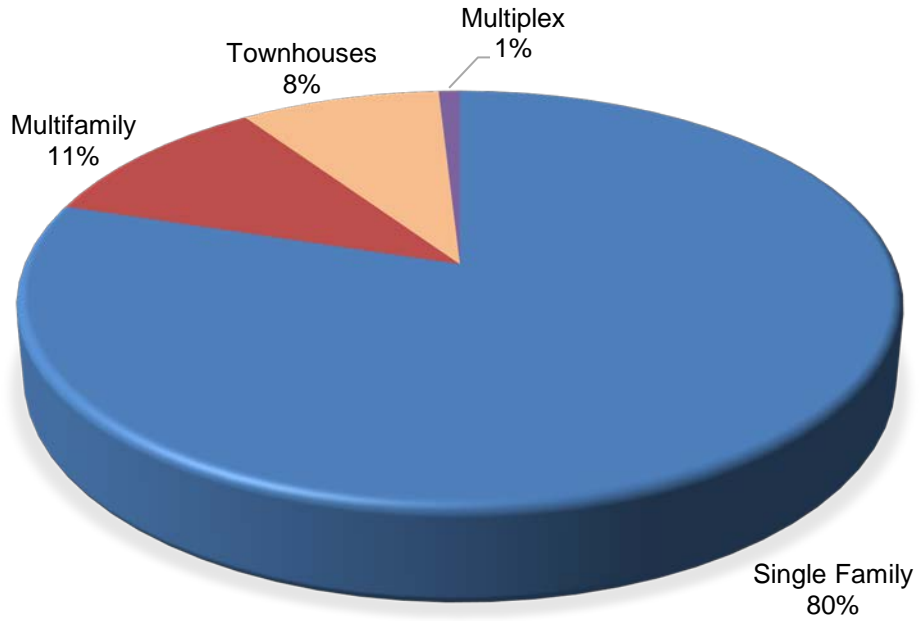
LAND USE BY ZONING CATEGORY



| Category | Acres Zoned |
|-------------------------|--------------------|
| Residential | 2,145.8 |
| Commercial | 130.1 |
| Industrial | 128.3 |
| Park (Public & Private) | 333.6 |
| Other | 84.1 |

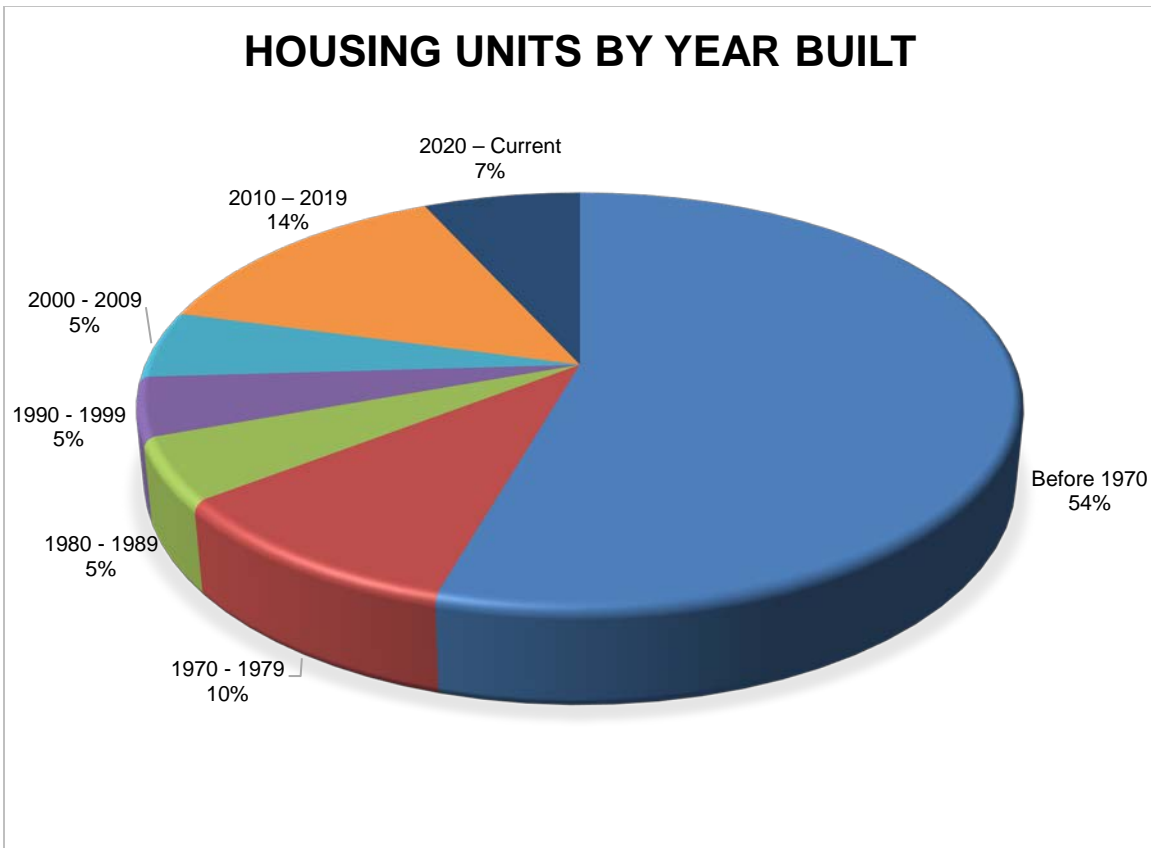
PROFILE

HOUSING UNITS BY TYPE



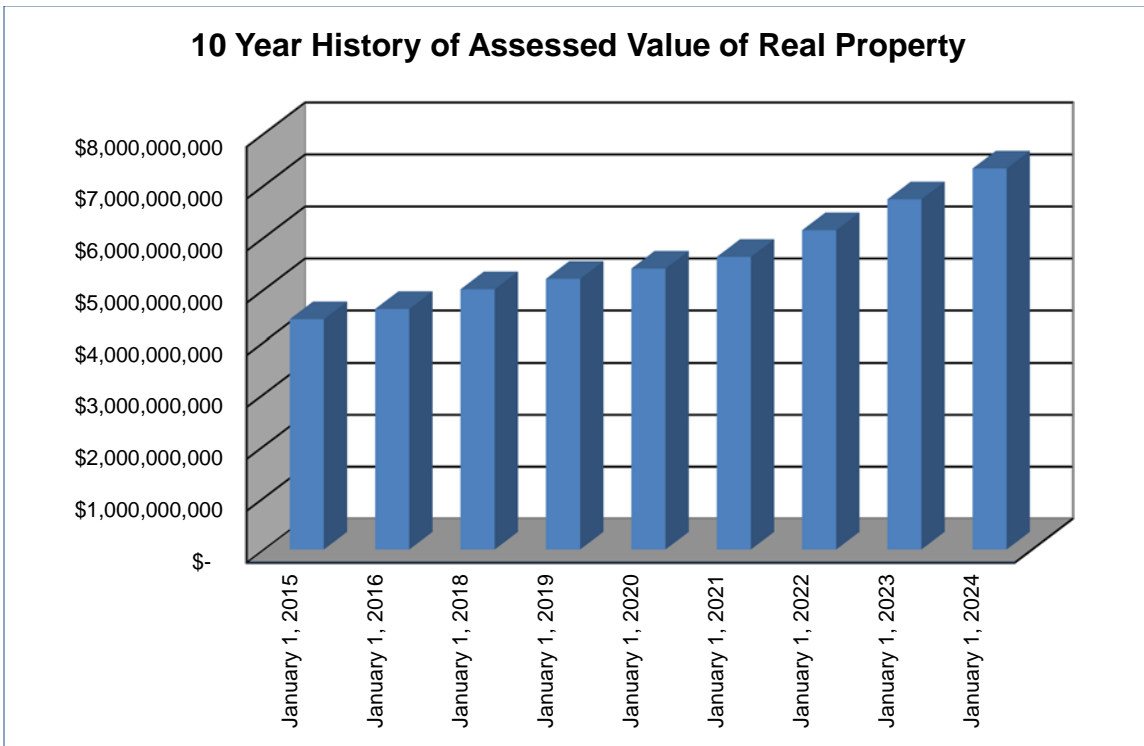
| Type | Number of Units |
|--------------------|-----------------|
| Single Family | 4,634 |
| Multi-Family | 671 |
| Townhouse | 499 |
| Multiplex | 53 |
| Total Units | 5,857 |

PROFILE



| Year Built | Total Number of Housing Units | Percent |
|--------------------|-------------------------------|-------------|
| Before 1970 | 3,161 | 54.5% |
| 1970 - 1979 | 583 | 10.0% |
| 1980 - 1989 | 285 | 4.9% |
| 1990 - 1999 | 267 | 4.6% |
| 2000 - 2009 | 302 | 5.2% |
| 2010 - 2019 | 809 | 13.9% |
| 2020 - Current | 394 | 6.9% |
| Total Units | 5,801 | 100% |

PROFILE



Assessed Value of Taxable Real Property

| <u>Fiscal Year</u> | <u>Actual Value</u> |
|--------------------|---------------------|
| 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 |
| January 1, 2024 | \$7,070,885,080 |

SOURCE: FAIRFAX COUNTY DEPARTMENT OF TAX ADMINISTRATION

PROFILE

MAJOR PROPERTY OWNERS

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

| Owner | 2024 Assessed Valuation | Percentage of Total Assessed Valuation |
|----------------------------|--------------------------------|---|
| Navy Federal Credit Union | \$ 174,269,840 | 16.62% |
| GI TC 801 Follin Lane LLC | 72,661,660 | 6.93% |
| Vienna Park LLC | 54,551,200 | 5.20% |
| GRI Maple Avenue LLC | 42,998,050 | 4.10% |
| CS Vienna LLC | 36,780,500 | 3.51% |
| Vienna Shopping Center, LP | 35,825,930 | 3.42% |
| Westwood Country Club | 21,456,710 | 2.05% |
| Orlich P Daniel | 20,366,430 | 1.94% |
| JDC 225 Maple LLC | 17,181,390 | 1.64% |
| Zafren Frank | 16,366,250 | 1.56% |
| Vienna CW Real Estate LLC | 14,863,320 | 1.42% |
| BFH Danor Plaza Shopping | 13,767,850 | 1.31% |
| Sunrise of Vienna PropCo | 12,947,510 | 1.23% |
| GRI Cedar Park LLC | 12,606,840 | 1.20% |
| Swart Vienna LLC | 11,247,810 | 1.07% |

SOURCE: FAIRFAX COUNTY DEPARTMENT OF TAX ADMINISTRATION

PRINCIPAL EMPLOYERS

| Employer | Employees |
|--|------------------|
| 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 | 50 to 99 |
| Chick-Fil-A Vienna on Maple | 50 to 99 |
| US Postal Service | 50 to 99 |
| The Fresh Market | 50 to 99 |

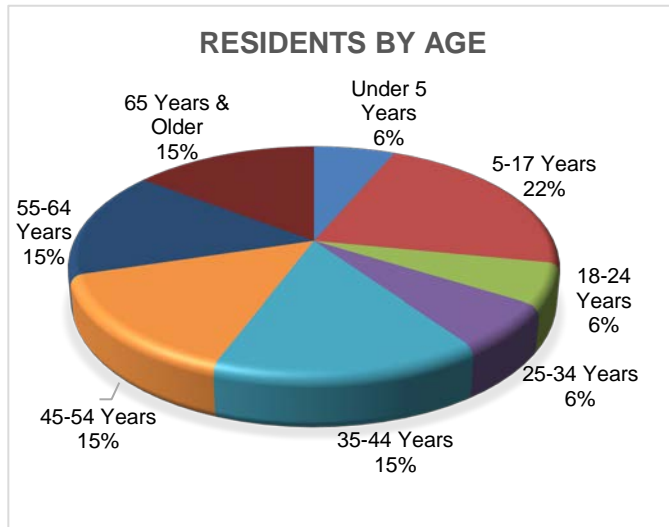
PROFILE

POPULATION

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

| Historical and Projected Growth | |
|---------------------------------|------------|
| Year | Population |
| 1930 | 317 |
| 1940 | 1,237 |
| 1960 | 11,140 |
| 1970 | 17,152 |
| 1980 | 15,469 |
| 1990 | 14,852 |
| 1995 | 14,838 |
| 2000 | 14,453 |
| 2010 | 15,687 |
| 2015 | 16,650 |
| 2020 | 17,004 |
| 2023 | 17,279 |
| 2025 | 17,456 |
| 2030 | 17,551 |

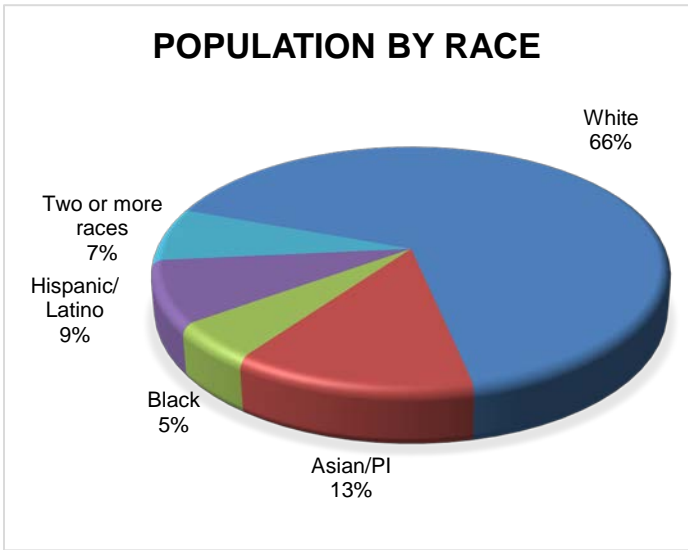
SOURCE: 2019 US CENSUS BUREAU YEARS 1930-1980, FAIRFAX COUNTY DEMOGRAPHICS REPORTS 1990-2030



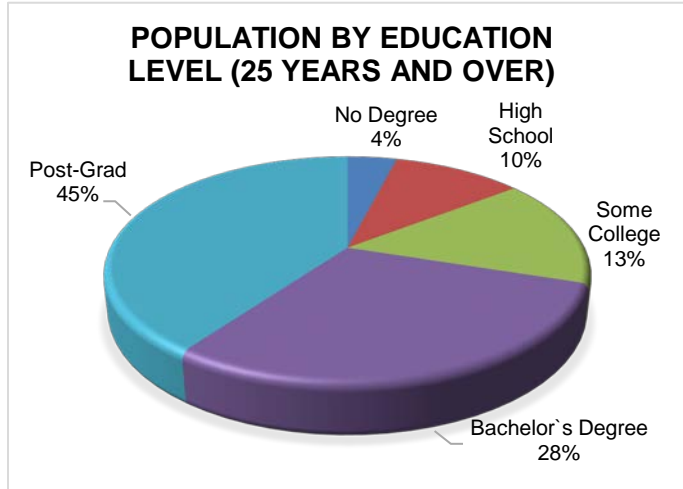
SOURCE: FAIRFAX COUNTY DEMOGRAPHICS REPORTS 2023

PROFILE

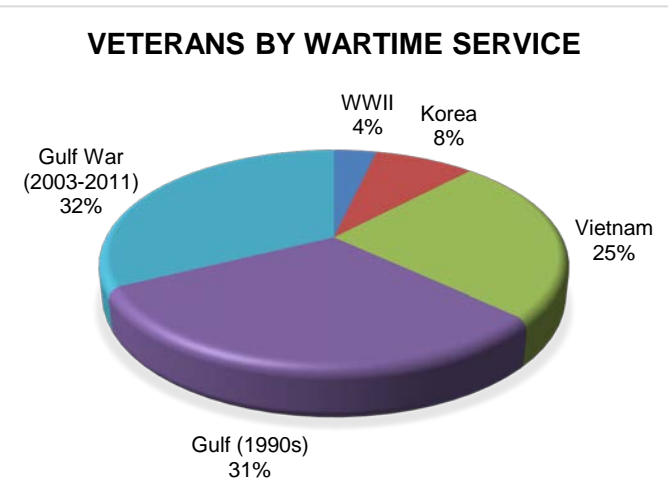
POPULATION BY RACE



POPULATION BY EDUCATION LEVEL (25 YEARS AND OVER)



VETERANS BY WARTIME SERVICE



PROFILE

STAFFING

To better serve the community's public safety needs one position was approved by Town Council and added to the FY2025 Budget, during the budget process. This position, under Information Technology, was approved to help provide around-the-clock technology support for the Police Station. During FY2024, an additional position was added to Information Technology, the Deputy Director resigned and was replaced with 2 support positions, to better meet the needs of Town residents and staff. There is a net increase of 2 FTE's to the FY2024 Adopted Budget. There were no position changes to the Water and Sewer or Stormwater Funds for FY2025.

Comparison of Personnel by Department

| Department | Division | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|-----------------------------|-----------------------------|---------------------|---------------------|---------------------|
| <i>Legislative</i> | Town Clerk | 2.00 | 2.00 | 2.00 |
| | Subtotal | 2.00 | 2.00 | 2.00 |
| <i>Administration</i> | Town Manager | 2.00 | 2.00 | 2.00 |
| | Town Attorney | 0.50 | 0.50 | 0.50 |
| | Human Resources | 3.00 | 3.00 | 3.00 |
| | Information Technology | 4.50 | 4.50 | 6.50 |
| | Public Information | 3.00 | 3.00 | 3.00 |
| | Subtotal | 13.00 | 13.00 | 15.00 |
| <i>Finance</i> | Administration | 13.26 | 13.26 | 13.26 |
| | Subtotal | 13.26 | 13.26 | 13.26 |
| <i>Police</i> | Administration | 3.00 | 3.00 | 3.00 |
| | Operations | 27.00 | 27.00 | 26.00 |
| | Administration Services | 11.00 | 11.00 | 12.00 |
| | Support Services | 10.00 | 10.00 | 10.00 |
| | Subtotal | 51.00 | 51.00 | 51.00 |
| <i>Public Works</i> | Administration | 8.00 | 10.00 | 10.00 |
| | Street Maintenance | 13.00 | 13.00 | 13.00 |
| | General Maintenance | 9.00 | 9.00 | 9.00 |
| | Traffic Engineering | 2.00 | 2.00 | 2.00 |
| | Vehicle Maintenance | 8.00 | 8.00 | 8.00 |
| | Sanitation | 17.00 | 17.00 | 17.00 |
| | Subtotal | 57.00 | 59.00 | 59.00 |
| <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 |
| | Subtotal | 25.00 | 26.00 | 26.00 |

PROFILE

| | | | | |
|-------------------------------------|--------------------------|---------------|---------------|---------------|
| <i>Planning and Zoning</i> | Planning and Zoning | 8.00 | 9.00 | 9.00 |
| Subtotal | | 8.00 | 9.00 | 9.00 |
| <i>Economic Development</i> | Economic Development | 2.00 | 2.00 | 2.00 |
| Subtotal | | 2.00 | 2.00 | 2.00 |
| GENERAL FUND TOTAL | | 171.26 | 175.26 | 177.26 |
| <i>Water and Sewer</i> | Water Operations | 8.50 | 8.50 | 8.50 |
| | Sewer Operations | 7.00 | 7.00 | 7.00 |
| | Meter Maint and Reading | 4.00 | 4.00 | 4.00 |
| | Billing/Customer Service | 2.00 | 2.00 | 2.00 |
| WATER & SEWER FUND TOTAL | | 21.50 | 21.50 | 21.50 |
| <i>Stormwater</i> | Administration | 2.50 | 2.50 | 2.50 |
| STORMWATER FUND TOTAL | | 2.50 | 2.50 | 2.50 |
| GRAND TOTAL | | 195.26 | 199.26 | 201.26 |

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

STRATEGIC PLAN

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> |
|--|--|
| Financial Assessment and Analysis | <ul style="list-style-type: none"> ○ Analyze the Town’s financial position, economic trends, and other external factors on an on-going basis. Present the mid-year financial review, annual comprehensive financial report, and budget items to Council. |
| Budgetary Discipline | <ul style="list-style-type: none"> ○ Adopt a balanced budget with realistic revenue forecasts and ensure that expenditures align with Town priorities. |
| Debt Management | <ul style="list-style-type: none"> ○ Develop a comprehensive debt management strategy. Borrow for essential projects and look for opportunities to refinance debt to minimize interest costs. Maintain the Town’s AAA Bond rating, reaffirmed by Moody’s and Standard and Poor’s. |
| Revenue Diversification | <ul style="list-style-type: none"> ○ Explore and implement strategies to encourage economic development within the Town that helps broaden the tax base and attracts new businesses. |
| Technological Integration | <ul style="list-style-type: none"> ○ Invest in secure and efficient financial software to streamline processes and enhance fiscal oversight and transparency. |
| Reserve Fund Management | <ul style="list-style-type: none"> ○ Maintain the Town’s annual goal of 18% cash reserves in the general fund and continue to contribute to the revenue stabilization fund to mitigate against future unforeseen financial challenges. |
| Performance Metrics and Accountability | <ul style="list-style-type: none"> ○ Assist in the development of key performance measures for each division in the annual budget that holds departments accountable and aligns with the Town’s strategic goals. |
| Collaboration and Communication | <ul style="list-style-type: none"> ○ Enhance collaboration across departments, fostering a holistic approach to financial planning. Clearly communicate with the public via understandable financial reports and updates. |

TOWN OF VIENNA STRATEGIC PLAN

| | |
|---------------------------------------|---|
| Training and Professional Development | ○ Invest in ongoing training and education for Town staff to maintain best practices and remain informed on emerging trends. |
| Risk Management | ○ Review financial policies on an on-going basis, assess risks, and implement strategies to mitigate potential negative impacts |

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> |
|--|--|
| <p>A safe community is a prepared community. Work with stakeholders both inside and outside the Town government to be prepared for emergency situations.</p> | <ul style="list-style-type: none"> ○Develop table-top exercises to test the emergency preparedness for local community events. ○Conduct workplace safety inspections and increase preparedness for Town employees. |
| <p>Increase traffic and pedestrian / bike safety throughout town.</p> | <ul style="list-style-type: none"> ○Analysis crash report information to determine common causes of crashes and identify ways to prevent future crashes. ○Conduct bicycle safety rodeos for the youth of the community. Team with Cedar Park Shopping Center as a possible location. |

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.

| OBJECTIVES | INITIATIVES/ ACTION ITEMS |
|---|--|
| <p>Prioritize Sidewalk Projects, especially those that Enhance Safety or Create Jurisdictional Connections</p> | <ul style="list-style-type: none"> ○ 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 30 sidewalk projects and 14 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 FY25. Staff continues to complete additional jointly-funded Capital Improvement Plan sidewalk projects including Old Courthouse Road (VDOT partnership). |
| <p>Identify and Implement Traffic-Calming Options</p> | <ul style="list-style-type: none"> ○ In FY25 anticipated traffic calming improvements along Ayr Hill Ave near the Lawyers road intersection: bump-out the curb ramps, adding some curb and gutter, replacing/adding sidewalk, adding driveway aprons, and on-street parking lines where applicable. ○ In 2023 Traffic calming pavement markings (parking lane lines) and speed tables installed along Orchard Street NW between Nutley Street/Malcolm Road and along Echols Street SE between Branch Road and Follin Lane. 2 additional RRFB`s installed. ○ In 2022 Rectangular Rapid Flash Beacons (RRFB`s) installed at multiple locations in Town. |
| <p>Promote Public Parking Facility as a Means also to Support Alternative Transportation Modes and Encourage more Walking between Downtown Destinations</p> | <ul style="list-style-type: none"> ○ 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 2026. |

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.

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

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.



| OBJECTIVES | INITIATIVES/ ACTION ITEMS |
|--|--|
| Update Town's Zoning Code | <ul style="list-style-type: none"> ○ Code Create updates adopted October 23, 2023 effective as of January 1, 2024. |
| Undertake Economic Development Strategy and Market Study | <ul style="list-style-type: none"> ○ 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"> ○ 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. ○ Work with the Town Council and Town staff to assess ordinances, policies, and practices that impact the business community. ○ Economic Development promotional web site launched in FY 23. |
| Expand Small Business Saturday Shopping Program | <ul style="list-style-type: none"> ○ The ED Division hosts an annual fall holiday pop-up market started in November 2022. The event features local artisans ranging from jewelry, food, home gifts, and art. |
| Partner with Other Organizations to Provide Public Parking | <ul style="list-style-type: none"> ○ Joint venture with Fairfax County Public Libraries currently in development phase scheduled to open in 2026. |

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.

| <u>OBJECTIVES</u> | <u>INITIATIVES/ ACTION ITEMS</u> |
|---|---|
| Create a Cross-Functional Team to Develop a Series of Programs that bring Town Hall Representatives into the Community on a Monthly Basis | <ul style="list-style-type: none"> ○ 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. ○ FY23-24 implemented “Mayor and Chief at Your Service” program bi-monthly to promote a positive citizen-police engagement opportunity. |
| Redesign the Town's Social Media Platforms, Making it More User-Friendly and Easier to Navigate | <ul style="list-style-type: none"> ○ Began implementing cross-promotional strategy across Town communications platforms (print, social media, television). ○ FY23-24 Public Information Director engaged Town staff to begin updating the Town’s website, viennava.gov. Expected completion June 2025. |



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.

| <u>OBJECTIVES</u> | <u>INITIATIVES/ ACTION ITEMS</u> |
|--|--|
| Purchase/Lease Additional Alternative Fuel Vehicles for Town Fleet | <ul style="list-style-type: none"> ○ 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. ○ Purchased and installed 2 of 5 planned EV Charging Stations. The remaining stations are in the CIP planned to complete purchase 5 of 5 with 2030 bond. |

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.

| OBJECTIVES | INITIATIVES/ ACTION ITEMS |
|--|--|
| 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"> ○ “A New Day” mural on the exterior of the Vienna Community Center ○ A mural on the exterior brick enclosure of the Vienna Community Center dumpster ○ The Town Hall utility pipes |
| Identify funding sources for VPAC to fund additional public arts projects | <ul style="list-style-type: none"> ○ Town Clerk’s office develops the annual holiday ornament project, FY25 will be the fourth 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 | <ul style="list-style-type: none"> ○ Parks and Recreation offer a wide variety of programs that appeal to the latest technology and trend for all ages. ○ Offered more social events for mature adults which offers a sense of belonging that provides added health benefits and prevents isolation. |

WHERE TO FIND THE TOWN’S STRATEGIC PLAN

In the FY2024-25 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>



THE VIENNA WAY

PREAMBLE

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

We call this *The Vienna Way*.

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

CORE VALUES**ETHICS**

Doing what is right, with integrity

PROFESSIONALISM

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

EXCELLENCE

A relentless mindset to excel at what we do

COMPASSION

Concern, kindness, consideration and care for those around us

RESPECT

Showing esteem and appreciation for other persons or entities

BUDGET AND FINANCIAL SYSTEMS

BUDGET AND FINANCIAL SYSTEMS

PURPOSE & BUDGET PROCESS

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.

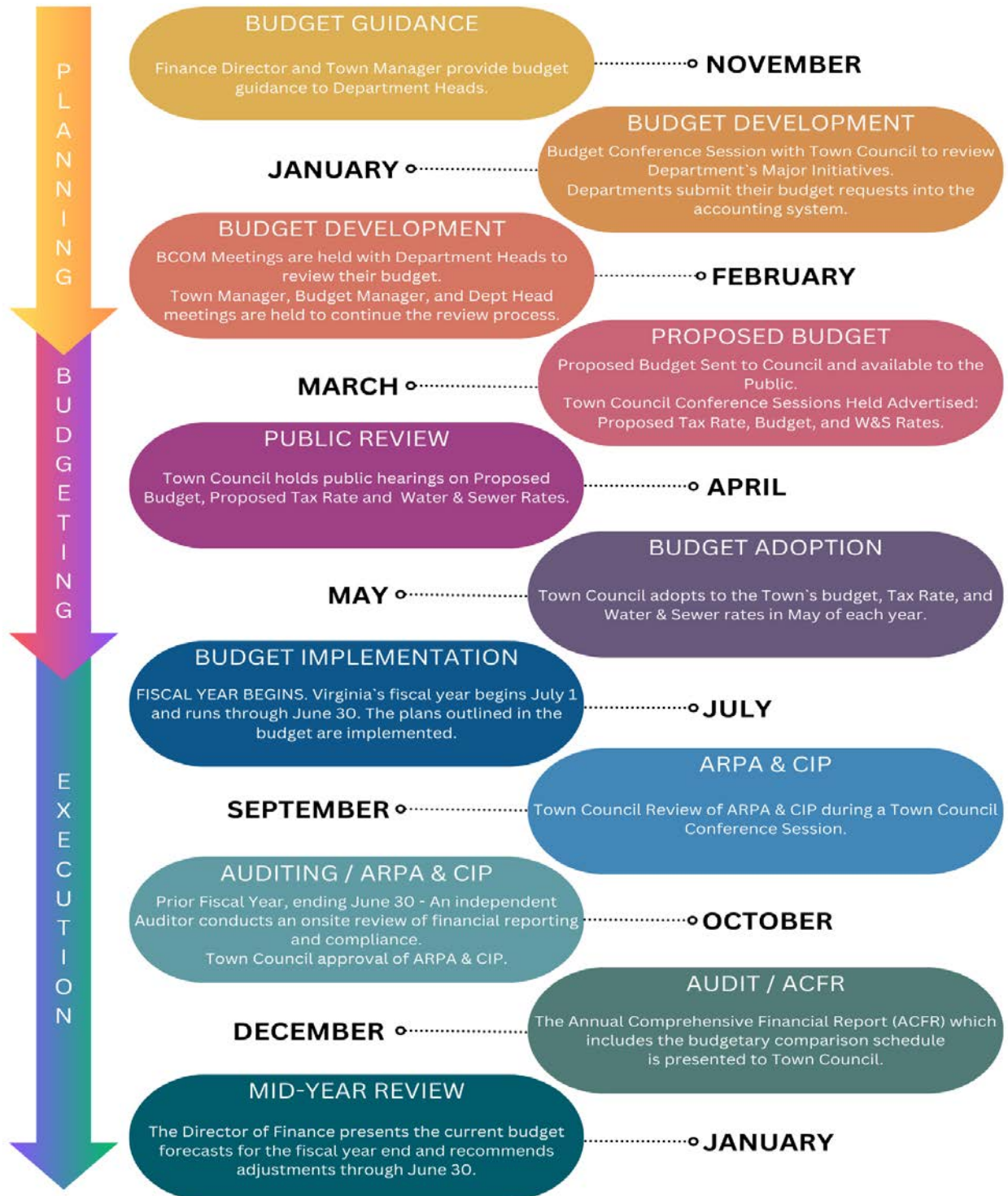
A budget committee, comprised of department heads from finance, human resources, and public works as well as the Town Manager, finance staff, and two other rotating department heads, meet to perform an intensive review of the Town's annual operating budget. The committee's goal is to present the Town 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.



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



BUDGET AND FINANCIAL SYSTEMS

ADOPTION OF THE BUDGET

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.

**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.

BUDGET AND FINANCIAL SYSTEMS

TYPES OF FUNDS

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.

BUDGET AND FINANCIAL SYSTEMS

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 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 |
|-----------------------------|------------|----------------|--------------------|------------------|
| Governmental Funds | | | | |
| General Fund | ✓ | | ✓ | ✓ |
| Debt Service Fund | ✓ | | ✓ | ✓ |
| Capital Projects Fund | ✓ | | ✓ | ✓ |
| Special Transportation Fund | | ✓ | | ✓ |
| Stormwater Fund | | ✓ | ✓ | ✓ |
| ARPA Fund | | ✓ | ✓ | ✓ |
| Proprietary Fund | | | | |
| Water and Sewer Fund | ✓ | | ✓ | ✓ |
| Fiduciary Funds | | | | |
| 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 | |

BUDGET AND FINANCIAL SYSTEMS

BASIS OF ACCOUNTING

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.

BASIS OF BUDGETING VS. BASIS OF ACCOUNTING

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

BUDGET AND FINANCIAL SYSTEMS

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.

LONG TERM FINANCIAL POLICIES AND GOALS

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 and Road 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.

BUDGET AND FINANCIAL SYSTEMS

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.

Reserves

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

Debt Capacity

- a. Adhere to the State of Virginia's mandate that the Town's amount of outstanding 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 infrastructure.
- 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.

BUDGET AND FINANCIAL SYSTEMS

LONG RANGE PLAN – FY 2026, 2027

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 are based on 2.1 percent increase in FY2026, and 2.0 percent increase in FY2027. The main drivers are expected softening of the residential real estate market and continued weakness in the nonresidential/commercial market.
- Sales tax is forecasted at 5.0 percent increase each year, and business licenses tax is forecasted at 3.0 percent 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 increase 3.4 percent in FY2026 and 2.4 percent in FY2027, as residential redevelopment is expected to remain strong. Vienna continues to be a marketable Town to live, work, and play.
- Court fines expected to increase slightly, 2.0 percent 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 10.0 percent each year, due to an increase in facility rates and rentals. The overall category is expected to decrease (10.4 percent) in FY2026 and (8.4 percent) in FY2027.
- Parks and Recreation revenues are expected to continue strong and increase 5.6 percent in 2026 and 3.3 percent in FY2027.
- Other revenue categories are forecasted at modest increases for the FY2026 and FY2027 Budget.

General Fund Expenditures

- Wages and benefits are forecasted to increase 3.0 percent each year, to remain competitive, and attract and retain high quality staff.
- Health insurance is forecasted to increase 5.0 percent each year. There was no increase in FY2025.
- Purchased services, mainly maintenance contracts, are forecasted to increase 2.2 percent in FY2026 and 2.1 percent in FY2027, based on

BUDGET AND FINANCIAL SYSTEMS

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 2.2 percent in FY2026 and 2.1 percent in FY2027, based on current economic conditions.
- Materials and supplies are forecasted to increase 2.2 percent in FY2026 and 2.1 percent in FY2027, based on the recent rise in inflation and the economy stabilizing.
- Programs and services are expenses related to Parks & Recreation Departments programs, special events, and physical improvements around town. As well as the Public Works Departments sidewalk and road repairs/maintenance. This category is forecasted to increase 2.7 percent in FY2026 and 1.7 percent FY2027. This is based on a 5.0 percent increase for Special Events, where there has been an increase in the fee structure to account for inflation and align with Fairfax County and other jurisdictions.
- 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 4.0 percent in FY2026, and an increase of 1.7 percent in FY2027. Expenditure changes are expected to increase at the same rate, due to the lasting impact of inflation, as predicted by expert opinions.

BUDGET AND FINANCIAL SYSTEMS

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

| | 2023 Actual | 2024 Forecast | 2024 Adopted Budget | 2025 Adopted Budget | 2026 Forecast | 2027 Forecast |
|--------------------------------------|--------------------|--------------------|---------------------|---------------------|--------------------|--------------------|
| General Property Taxes | \$ 12,850.1 | \$ 13,406.5 | \$ 13,431.5 | \$ 14,065.0 | \$ 14,402.0 | \$ 14,834.0 |
| Other Local Taxes | 7,378.9 | 7,627.1 | 7,280.0 | 7,759.0 | 8,050.0 | 8,183.0 |
| Permits, Fees and Licenses | 266.2 | 314.5 | 308.3 | 325.0 | 336.0 | 344.0 |
| Fines and Forfeitures | 248.6 | 228.3 | 294.0 | 260.0 | 265.0 | 270.0 |
| Revenue from Use of Money | 542.2 | 676.8 | 503.0 | 570.0 | 511.0 | 468.0 |
| Charges for Services | 1,462.6 | 1,575.4 | 1,493.0 | 1,712.0 | 1,808.3 | 1,868.0 |
| Miscellaneous | 320.2 | 192.6 | 173.8 | 183.0 | 190.0 | 185.0 |
| Intergovernmental - State | 3,787.9 | 3,587.9 | 3,466.4 | 3,985.0 | 3,987.4 | 3,989.4 |
| Intergovernmental - Federal | 115.3 | 88.0 | 53.0 | 54.0 | 62.1 | 71.4 |
| Other Sources of Funds | 1,812.3 | 4,701.4 | 4,539.7 | 4,161.3 | 4,798.0 | 4,780.0 |
| Total Revenue | \$ 28,784.3 | \$ 32,398.5 | \$ 31,542.7 | \$ 33,074.3 | \$ 34,409.8 | \$ 34,992.8 |
| <i>Percent Increase / (Decrease)</i> | | 12.6% | -2.6% | 4.9% | 4.0% | 1.7% |
| Personnel Services | \$ 15,587.1 | \$ 16,781.4 | \$ 16,505.4 | \$ 17,501.4 | \$ 17,938.9 | \$ 18,297.7 |
| Employee Benefits | 5,997.5 | 6,500.6 | 6,295.9 | 6,920.4 | 7,128.4 | 7,319.6 |
| Purchased Services | 3,120.1 | 3,537.1 | 3,307.4 | 3,488.4 | 3,565.2 | 3,640.1 |
| Other Charges | 1,136.1 | 1,430.1 | 1,410.8 | 1,435.1 | 1,466.7 | 1,497.5 |
| Materials and Supplies | 993.7 | 1,085.0 | 1,297.6 | 1,268.5 | 1,296.4 | 1,323.6 |
| Programs and Services | 1,974.3 | 1,342.3 | 1,252.3 | 1,288.4 | 1,305.6 | 1,327.7 |
| Capital Outlay | 818.7 | 3,040.5 | 1,855.4 | 1,761.1 | 2,754.0 | 2,744.0 |
| Interfund Transfers | 246.4 | (682.0) | (382.0) | (589.0) | (1,045.5) | (1,157.4) |
| Total Expenditures | \$ 29,873.8 | \$ 33,034.9 | \$ 31,542.7 | \$ 33,074.3 | \$ 34,409.8 | \$ 34,992.8 |
| <i>Percent Increase / (Decrease)</i> | | 10.6% | -4.5% | 4.9% | 4.0% | 1.7% |
| Annual Increase / (Decrease) | \$ (1,089.5) | \$ (636.40) | \$ - | \$ - | \$ - | \$ - |
| Beginning Fund Balance | \$ 10,467.8 | \$ 9,378.3 | \$ 8,741.9 | \$ 8,741.9 | \$ 8,741.9 | \$ 8,741.9 |
| Ending Fund Balance | \$ 9,378.3 | \$ 8,741.9 | \$ 8,741.9 | \$ 8,741.9 | \$ 8,741.9 | \$ 8,741.9 |

BUDGET AND FINANCIAL SYSTEMS

Water and Sewer Fund Revenue

- Water and sewer revenue increases are driven by the projected cost increases in wages, water purchase, sewer treatment, and other costs of operations and planned additions to infrastructure.
- Water consumption rates and sewer charges are projected to increase on average 10.0 percent in outer years.
- Service charges are projected to increase on average 5 percent in outer years.
- Reimbursements from Fairfax County are projected to increase 2.5 percent a year, and developer revenues are projected flat.

Water and Sewer Fund Expenses

- Wages and benefits are forecasted to increase 3.0 percent each year, to remain competitive, and attract and retain high quality staff.
- Health insurance is forecasted to increase 5.0 percent each year. There was no increase in FY2025.
- Other expense line items, except water purchase and sewer treatment, are forecasted to increase 2.2 percent in FY2026 and 2.1 percent in FY2027, based on current economic conditions, as inflation will start to subside in the outer years.
- Water purchases are forecasted to increase 3.0 percent in FY2026 and FY2027, after a 7.0 percent increase in FY2025.
- Sewer treatment is forecasted to increase 3.0-5.0 percent for Fairfax County, as they increase charges to meet environmental requirements; there will be a forecasted increase of 10.0 percent in FY2026 and 3.0 percent in FY2027 for DC WASA, after a 4.4 percent increase in FY2025. The DC WASA contract renews at the end of FY2025, when we will then have a clearer forecast for FY2026 and FY2027.

Water and Sewer Fund Summary

- The net result of the assumptions above results in a forecasted increase in revenues of 7.9 percent in FY2026, and an increase of 4.2 percent in FY2027. Expenditure changes are expected to increase at the same rate, due to the lasting impact of inflation, as predicted by expert opinions. There will be 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)**

| | 2023 Actual | 2024 Forecast | 2024 Adopted Budget | 2025 Adopted Budget | 2026 Forecast | 2027 Forecast |
|--------------------------------------|--------------------|--------------------|---------------------|---------------------|--------------------|--------------------|
| Use of Money and Property | \$ 33.8 | \$ 199.0 | \$ 50.0 | \$ 55.0 | \$ 38.5 | \$ 27.0 |
| Water Charges | 4,090.8 | 4,812.9 | 4,820.0 | 5,250.0 | 5,775.0 | 6,150.4 |
| Sewer Charges | 4,100.2 | 4,651.6 | 4,650.0 | 5,050.0 | 5,555.0 | 5,916.1 |
| Account Service Charges | 1,626.7 | 1,748.2 | 1,710.0 | 1,960.0 | 2,205.0 | 2,293.2 |
| Cycle 6 Billing Reimbursement | 86.7 | 87.2 | 90.0 | 90.0 | 92.3 | 94.6 |
| Reconnection Fees | 6.7 | 4.7 | 6.0 | 6.0 | 6.0 | 6.0 |
| Developer Fees | 660.8 | 430.8 | 400.0 | 475.0 | 425.0 | 425.0 |
| Miscellaneous Revenues | 188.8 | 168.2 | 521.0 | 525.0 | 374.7 | 167.2 |
| Total Revenue | \$ 10,794.5 | \$ 12,102.5 | \$ 12,247.0 | \$ 13,411.0 | \$ 14,471.5 | \$ 15,079.4 |
| <i>Percent Increase / (Decrease)</i> | | 12.1% | 1.2% | 9.5% | 7.9% | 4.2% |
| Personnel Services | \$ 1,690.7 | \$ 1,720.8 | \$ 1,600.0 | \$ 1,688.6 | \$ 1,739.2 | \$ 1,791.4 |
| Employee Benefits | 624.5 | 633.8 | 644.3 | 729.9 | 757.1 | 785.2 |
| Purchased Services | 4,770.0 | 4,870.4 | 5,551.3 | 5,620.1 | 5,941.0 | 6,122.8 |
| Other Charges | 82.9 | 67.4 | 67.7 | 80.2 | 82.2 | 84.3 |
| Materials and Supplies | 353.1 | 387.3 | 394.1 | 405.0 | 415.1 | 425.5 |
| Programs and Services | 113.3 | 101.3 | 125.6 | 125.6 | 128.7 | 131.9 |
| Capital Outlay | 868.4 | 47.9 | 44.6 | 61.5 | 63.0 | 64.6 |
| Interfund Transfers | 185.8 | 4,219.5 | 3,819.5 | 4,700.2 | 5,345.2 | 5,673.7 |
| Total Expenses | \$ 8,688.5 | \$ 12,048.3 | \$ 12,247.0 | \$ 13,411.0 | \$ 14,471.5 | \$ 15,079.4 |
| <i>Percent Increase / (Decrease)</i> | | 38.7% | 1.6% | 9.5% | 7.9% | 4.2% |
| Annual Increase / (Decrease) | \$ 2,106.0 | \$ 54.3 | \$ - | \$ - | \$ - | \$ - |
| Beginning Net Position | \$ 24,834.2 | \$ 26,940.2 | \$ 26,994.4 | \$ 26,994.4 | \$ 26,994.4 | \$ 26,994.4 |
| Ending Net Position | \$ 26,940.2 | \$ 26,994.4 | \$ 26,994.4 | \$ 26,994.4 | \$ 26,994.4 | \$ 26,994.4 |

BUDGET AND FINANCIAL SYSTEMS

Debt Service Fund Revenue

- Meals taxes are the main source of revenue in the debt service fund, forecasted to increase 2.5 percent each year, as consumers are eating out less often as a result of inflation and the growth post-covid has diminished.

Debt Service Fund Expenditures

- Debt service fund expenditures are known, as they represent the commitment for future debt payments.
- The FY2026 and FY2027 expenditure forecasts reflect known and planned additional debt payments.
- The main driver of the 20.6 percent increase in FY2026 is the structure of the 2020 Bond Principal payments. These bonds, issued at the start of the pandemic were structured to have low principal payments during the first four years and then increase by \$860K per year for the later years. The FY2027 forecasted increase is 1.3 percent.

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 FY2026 and minor surplus in FY2027.

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

| | 2023 Actual | 2024 Forecast | 2024 Adopted Budget | 2025 Adopted Budget | 2026 Forecast | 2027 Forecast |
|--------------------------------------|-------------------|-------------------|---------------------|---------------------|-------------------|-------------------|
| Meals and Lodging Tax | \$ 3,410.4 | \$ 3,400.0 | \$ 3,375.0 | \$ 3,400.0 | \$ 3,485.0 | \$ 3,572.1 |
| Use of Money | 124.8 | 224.2 | 85.0 | 200.0 | 170.0 | 144.5 |
| Federal Revenue | 17.2 | 12.4 | 13.0 | 12.0 | - | - |
| Interfund Transfers | 1,884.6 | 1,979.8 | 1,979.8 | 2,562.0 | 3,901.1 | 4,141.4 |
| Use of Prior Year Surplus | - | - | 17.2 | 337.7 | 294.7 | 95.9 |
| Total Revenue | \$ 5,437.0 | \$ 5,616.4 | \$ 5,470.0 | \$ 6,511.7 | \$ 7,850.8 | \$ 7,954.0 |
| <i>Percent Increase / (Decrease)</i> | | 3.3% | -2.6% | 19.0% | 20.6% | 1.3% |
| Bond Principal | 3,267.0 | 3,267.0 | 3,267.0 | 4,022.0 | 4,658.7 | 5,148.7 |
| Bond Interest | 1,900.0 | 1,868.7 | 1,868.7 | 1,602.2 | 1,910.7 | 2,170.1 |
| Capital Lease Principal | 473.3 | 327.6 | 327.6 | 773.5 | 1,112.8 | 556.5 |
| Capital Lease Interest | 18.1 | 6.7 | 6.7 | 114.0 | 168.6 | 78.7 |
| Contingency | - | - | - | - | - | - |
| Total Expenditures | \$ 5,658.4 | \$ 5,470.0 | \$ 5,470.0 | \$ 6,511.7 | \$ 7,850.8 | \$ 7,954.0 |
| <i>Percent Increase / (Decrease)</i> | | -3.3% | 0.0% | 19.0% | 20.6% | 1.3% |
| Annual Increase / (Decrease) | \$ (221.36) | \$ 146.36 | \$ - | \$ - | \$ - | \$ - |
| Beginning Fund Balance | \$ 6,589.8 | \$ 6,368.5 | \$ 6,514.8 | \$ 6,514.8 | \$ 6,514.8 | \$ 6,514.8 |
| Ending Fund Balance | \$ 6,368.5 | \$ 6,514.8 | \$ 6,514.8 | \$ 6,514.8 | \$ 6,514.8 | \$ 6,514.8 |

BUDGET AND FINANCIAL SYSTEMS

Stormwater Fund Revenue and Expenditures

- Revenues come mainly from a pass-through of Fairfax County stormwater taxes.
- Expenditures are for 2.5 FTE's, and the Town's share of joint projects with Fairfax County.
- There is a forecasted decrease of (5.7 percent) in FY2026 due to a decrease in the use of prior year surplus. The FY2027 forecast is expected to increase 5.0 percent.

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

| | 2023 Actual | 2024 Forecast | 2024 Adopted Budget | 2025 Adopted Budget | 2026 Forecast | 2027 Forecast |
|--------------------------------------|------------------|------------------|---------------------|---------------------|------------------|------------------|
| Stormwater Revenue | \$ 492.4 | \$ 545.0 | \$ 500.0 | \$ 520.0 | \$ 535.6 | \$ 551.7 |
| Use of Money | 33.0 | 40.0 | 25.0 | 45.0 | 33.8 | 25.3 |
| Miscellaneous Revenues | 19.8 | 0.5 | 0.5 | 5.0 | 5.0 | 5.0 |
| Use of Prior Year Surplus | - | 200.0 | 226.5 | 199.7 | 151.7 | 180.6 |
| Total Revenue | \$ 545.25 | \$ 785.50 | \$ 752.04 | \$ 769.72 | \$ 726.05 | \$ 762.60 |
| <i>Percent Increase / (Decrease)</i> | | 44.1% | -4.3% | 2.4% | -5.7% | 5.0% |
| Personnel Services | 160.3 | 211.1 | 210.1 | 215.8 | 222.2 | 228.9 |
| Employee Benefits | 53.8 | 62.0 | 77.8 | 87.3 | 88.7 | 91.3 |
| Purchased Services | 33.0 | 125.8 | 101.8 | 101.7 | 103.8 | 105.9 |
| Other Charges | 3.6 | 3.6 | 4.5 | 7.1 | 7.2 | 7.3 |
| Materials and Supplies | 0.0 | 6.0 | 5.4 | 5.4 | 5.6 | 5.7 |
| Programs and Services | 211.4 | 365.0 | 337.4 | 337.5 | 283.6 | 308.5 |
| Capital Outlay | - | - | - | - | - | - |
| Interfund Transfers | 15.0 | 15.0 | 15.0 | 15.0 | 15.0 | 15.0 |
| Total Expenditures | \$ 477.08 | \$ 788.60 | \$ 752.04 | \$ 769.72 | \$ 726.05 | \$ 762.60 |
| <i>Percent Increase / (Decrease)</i> | | 65.3% | -4.6% | 2.4% | -5.7% | 5.0% |
| Annual Increase / (Decrease) | \$ 68.2 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Beginning Fund Balance | \$ 1,431.5 | \$ 1,499.7 | \$ 1,499.7 | \$ 1,499.7 | \$ 1,499.7 | \$ 1,499.7 |
| Ending Fund Balance | \$ 1,499.7 | \$ 1,499.7 | \$ 1,499.7 | \$ 1,499.7 | \$ 1,499.7 | \$ 1,499.7 |

BUDGET AND FINANCIAL SYSTEMS

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 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 2024 CIP, meals taxes are forecasted as follows:
 - 2024 forecast - \$3.4 million
 - 2025 budget - \$3.4 million
 - 2.5 percent annual increase thereafter.
- In the 2018 water and sewer rate study, an amount was added to the fee structure to support a bi-annual \$5.6 million investment, increased by a 3.0 percent 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 \$15 million in capital projects over the term of ARPA funding.

Capital Projects Fund Expenditures

- Expenditures are for project costs. They are estimated during the CIP process to utilize bond proceeds and add to water and sewer fees.
- The requirement for a minimum reserve drives the amount available to borrow for bonds.
- Council and staff prioritize future projects to fit within the debt capacity.

BUDGET AND FINANCIAL SYSTEMS

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

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

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.*

BUDGET AND FINANCIAL SYSTEMS

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 working with stakeholders both inside and outside the Town government to be prepared for emergency situations and developing table-top exercises to test the emergency preparedness for local community events.*
- *This is also promoted through increasing traffic and pedestrian/bike safety throughout town by conducting bicycle safety rodeos for you in the community.*

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, 2024.*

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 implementing the results of the Town wide survey.*

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 FY2025 budget was prepared using the following assumptions:

- Maintain the real estate tax rate of \$0.1950 per \$100 of assessed value. Property assessments have increased by 5.0 percent over last year, as Vienna is a desirable place to live.
- Salary increase of 4 percent, competitive with nearby jurisdictions and 5.5 percent for public safety employees.
- 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 programs and activities continue to be very popular for Vienna residents and non-residents.
- Continued transfer of one parks maintenance position to contracted labor.
- Slight increases in general fund costs due to inflation, accounting for increasing utilities, contracts/labor costs, postage, equipment, and insurance costs.
- Addition of one position in Information Technology, to support the Police Department, as well as night shift differential for the Police Department.
- Based on a new Water and Sewer rate study, fees will increase 10 percent to help offset the costs of rising water purchase and sewer treatment fees, maintenance costs, and provide adequate reserves for infrastructure.
- Increase in transfers from the water and sewer fund to the general fund as recommended in the current water and sewer rate study.

BUDGET AND FINANCIAL SYSTEMS

BASIS OF REVENUE PROJECTIONS

Vienna revenues are derived from a variety of sources: local, Commonwealth and other inter-jurisdictional bodies. When preparing revenue projections, staff will review 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.

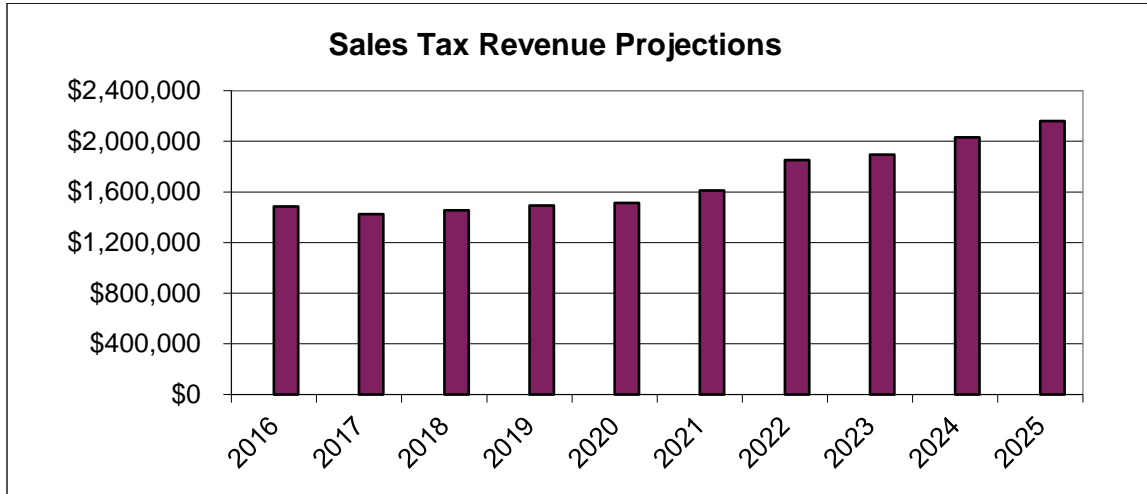
GENERAL FUND REVENUE PROJECTIONS

Real Estate Taxes are the largest source of revenue for the Town. Adjacent to Washington D.C. and economically advantaged regions of Fairfax County, Vienna has seen residential property values increase steadily since 2012. For the FY2025 budget year, the average residential assessments increased by 6.2 percent over last year, while the average commercial assessments decreased by 1.6 percent. Total assessed values include all categories of both residential properties and commercial properties, increased by 5.0 percent. Changes in residential real estate assessed values are impacted by housing market dynamics such as the supply of homes for sale on the market, demand for new homes, and affordability. Commercial real estate values are impacted by vacancy rates, rent rates, and new development. Commercial assessments have declined in 2024, and are expected to continue to decline in 2025 and 2026 due to ongoing obstacles with office space and the growth of e-commerce. Once new commercial projects come online in the outer years, along with a decrease in interest rates, commercial assessments are expected to increase.

BUDGET AND FINANCIAL SYSTEMS

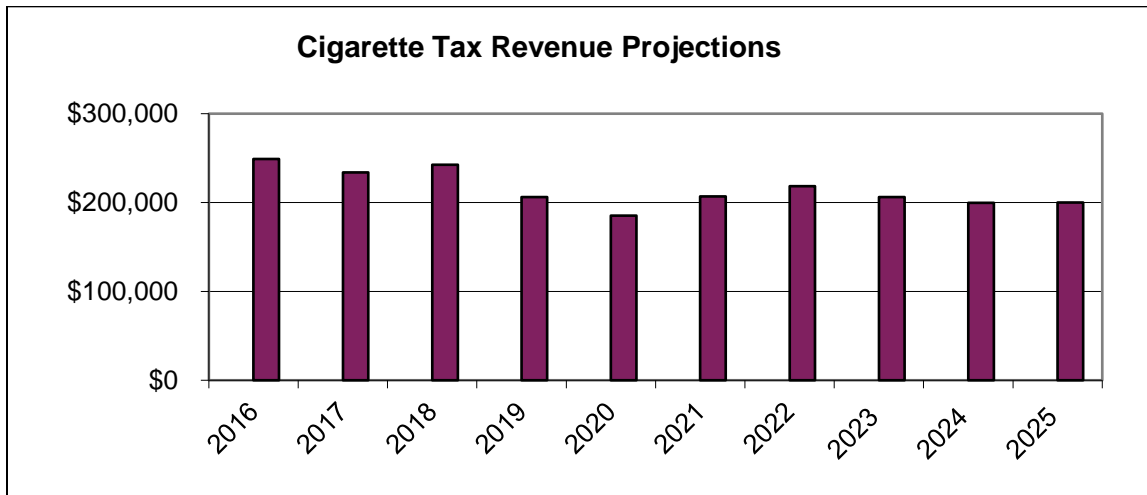
Sales Tax Revenue

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



Cigarette Tax Revenue

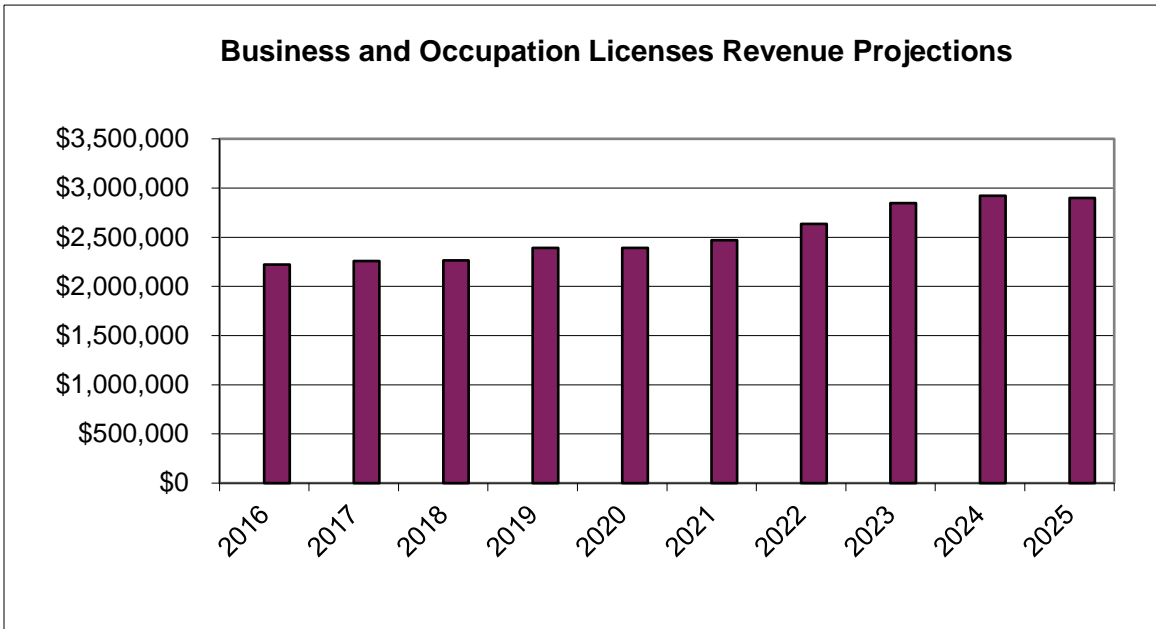
The Town of Vienna is part of the Northern Virginia Cigarette Tax Board, a consortium of 25 area jurisdictions formed for the purpose of collecting and disseminating cigarette tax revenues. The Town of Vienna increased the tobacco tax starting July 1, 2017 from \$0.75 to \$0.85. Overall, historical pack 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 starting in FY2021, slightly offsetting that trend.



BUDGET AND FINANCIAL SYSTEMS

Business and Occupational License Revenue

Business license tax revenues are projected to increase 2.6 percent in FY2024, \$235K better than budget. This increase is partly due to inflation, increased prices on goods and services, as well as stronger enforcement and compliance, and a generally strong economy in Vienna. Projections for FY2025 anticipate business licenses to continue strong and thriving.

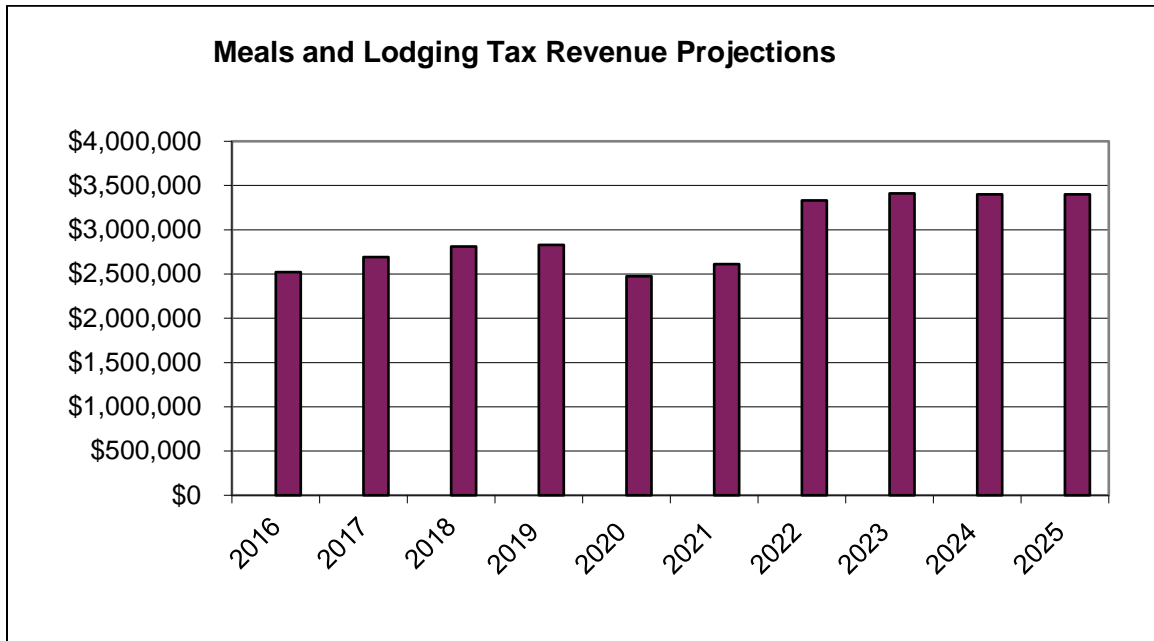


BUDGET AND FINANCIAL SYSTEMS

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, 114 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 FY2022 (reflecting recovery from the pandemic) and a low of (12.5 percent) during the height of the pandemic. The ten-year and five-year average shows an increase of 4.5 percent. Due to strong town support of restaurants, meals taxes are projected to stay strong. However, post-covid demand has slowed the growth rate seen in prior years.

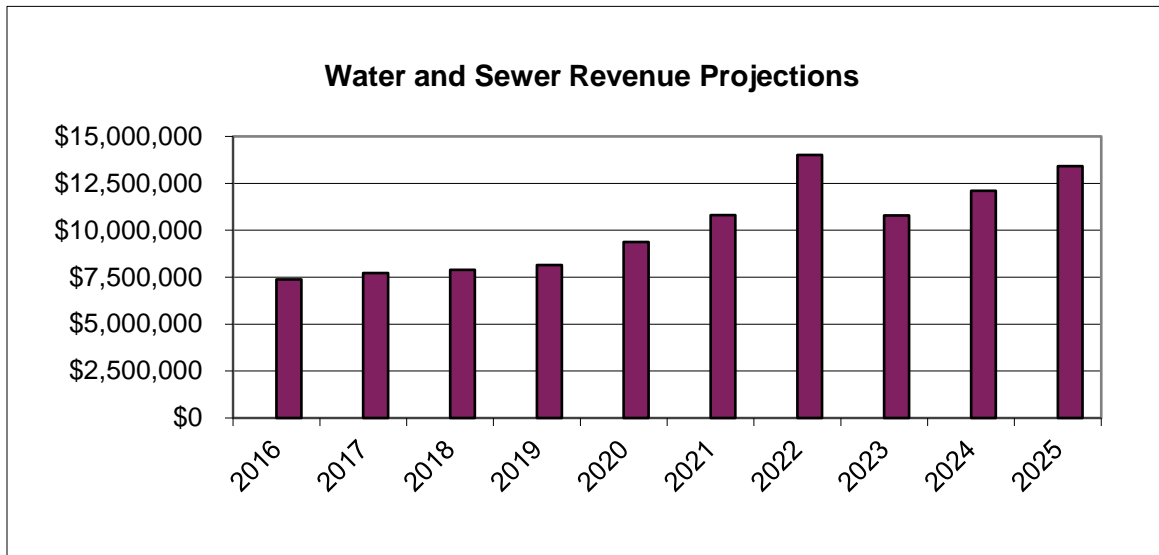


BUDGET AND FINANCIAL SYSTEMS

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 7 percent from Fairfax Water, and an increase in sewer treatment costs of 4.4 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.

A water and sewer rate study was completed in FY2024 for use in the FY2025 budget process. To ensure adequate funding, investment in infrastructure, and to cover increases in operating costs, it is recommended water and sewer rates increase by 10 percent in FY2025. 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.



BUDGET AND FINANCIAL SYSTEMS

DEBT SERVICE FUND HISTORY

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 streets, storm drainage, water and sanitary sewer system, 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 streets, storm drainage, water and sanitary sewer system, 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 projects, architectural services for designing a new police station and matching funds for paving grants. The bonds will be retired in 2033.

BUDGET AND FINANCIAL SYSTEMS

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.

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. 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.

General obligation debt in the form of a bank loan worth \$8,634,000 was issued in December 2023 at an average true interest rate of 4.16 percent. This debt will be used to finance improvements in water and sewer infrastructure implemented by the Town and in conjunction with Fairfax County.

| ANALYSIS OF OUTSTANDING DEBT BALANCES ONLY - Five Fiscal Years | | | | | |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| Issue | As of 6/30/20 | As of 6/30/21 | As of 6/30/22 | As of 6/30/23 | As of 6/30/24 |
| 2006 | \$ 330,000 | \$ - | \$ - | \$ - | \$ - |
| 2010 | 1,975,000 | 1,640,000 | 1,305,000 | 970,000 | 635,000 |
| 2012 | 3,360,000 | 2,940,000 | 2,520,000 | 2,100,000 | 1,680,000 |
| 2014 | 3,933,000 | 3,496,000 | 3,059,000 | 2,622,000 | 2,185,000 |
| 2016 | 4,520,000 | 4,105,000 | 3,690,000 | 3,280,000 | 2,870,000 |
| 2018 | 6,845,000 | 6,315,000 | 5,785,000 | 5,255,000 | 4,725,000 |
| 2020 | 34,500,000 | 33,635,000 | 32,770,000 | 31,905,000 | 31,040,000 |
| 2022 | - | - | 12,475,000 | 11,925,000 | 11,380,000 |
| 2024 | - | - | - | - | 8,634,000 |
| Total | \$ 55,463,000 | \$ 52,131,000 | \$ 61,604,000 | \$ 58,057,000 | \$ 63,149,000 |

BUDGET AND FINANCIAL SYSTEMS

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

| DEBT SERVICE PAYMENTS IN FY 24-25 | | | | |
|--|---------------|---------------------|---------------------|---------------------|
| Issue | Fund | Principal | Interest | Total |
| 2010 | Debt Service | \$ 275,705 | \$ 30,490 | \$ 306,195 |
| | Water & Sewer | 59,295 | 6,558 | 65,853 |
| 2012 | Debt Service | 316,481 | 35,604 | 352,085 |
| | Water & Sewer | 103,519 | 11,646 | 115,165 |
| 2014 | Debt Service | 403,351 | 54,210 | 457,561 |
| | Water & Sewer | 33,649 | 4,522 | 38,171 |
| 2016 | Debt Service | 367,770 | 87,345 | 455,115 |
| | Water & Sewer | 42,230 | 10,030 | 52,260 |
| 2018 | Debt Service | 227,900 | 107,285 | 335,185 |
| | Water & Sewer | 302,100 | 142,215 | 444,315 |
| 2020 | Debt Service | 622,800 | 715,258 | 1,338,058 |
| | Water & Sewer | 242,200 | 278,156 | 520,356 |
| 2022 | Debt Service | 170,000 | 244,100 | 414,100 |
| | Water & Sewer | 235,000 | 183,350 | 418,350 |
| 2024 | Debt Service | - | - | - |
| | Water & Sewer | 158,635 | - | 158,635 |
| Total | | \$ 3,560,635 | \$ 1,910,769 | \$ 5,471,404 |

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, 2024 is as follows:

| | |
|---|-----------------------|
| Assessed Value of Real Property, January 1, 2024 | \$7,070,885,080 |
| Debt Limit: Ten Percent (10 percent) of Assessed Value: | \$707,088,508 |
| Amount of Debt Applicable to Debt Limit: | |
| General Obligation Bonds: | \$66,722,983 |
| Total amount of Debt applicable to Debt Limitation: | <u>\$66,722,983</u> |
| Legal Debt Margin: | <u>\$ 640,365,525</u> |

BUDGET AND FINANCIAL SYSTEMS

FUND BALANCE

The fund balance is defined as the excess of the fund's assets over its liabilities and reserves. Information in the following charts has been taken directly from past year audits and the budget document. Negative differences between General Fund revenues and expenditures reflect planned use of unassigned surplus. Negative differences between Water and Sewer Fund operating income and expenses reflect use of retained earnings balances. 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 unassigned fund balance of at least 18 percent 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.

BUDGET AND FINANCIAL SYSTEMS

| Fund Balance Summary | | | | | |
|--------------------------------|---------------------|----------------------|---------------------|---------------------|---------------------|
| General Fund | | | | | |
| | FY 20-21 Actual | FY 21-22 Actual | FY 22-23 Actual | FY 23-24 Adopted | FY 24-25 Adopted |
| Beginning Fund Balance | \$ 8,420,910 | \$ 9,691,663 | \$ 10,467,825 | \$ 9,378,292 | \$ 9,378,292 |
| Revenues | 25,798,375 | 24,982,650 | 26,971,997 | 27,003,000 | 28,913,000 |
| Expenditures | 25,701,282 | 26,104,862 | 29,873,811 | 32,092,700 | 33,824,250 |
| Revenues Less Expenditures | 97,093 | (1,122,212) | (2,901,814) | (5,089,700) | (4,911,250) |
| Other Financing Sources (uses) | 1,173,660 | 1,898,374 | 1,812,281 | 5,089,700 | 4,911,250 |
| Net Change in Fund Balance | 1,270,753 | 776,162 | (1,089,533) | - | - |
| Ending Fund Balance | \$ 9,691,663 | \$ 10,467,825 | \$ 9,378,292 | \$ 9,378,292 | \$ 9,378,292 |

| Historical Data | | | |
|--------------------------------------|-------------------------------|------------------------------------|-------------------------------|
| General Fund Reserve Balances | | | |
| <i>Year Ending June 30</i> | <i>Revenue Collection</i> | <i>Unassigned Fund Balance</i> | <i>Percent Unassigned</i> |
| 2023 | \$26,971,997 | \$5,664,359 | 21.0% |
| 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% |

*\$1.1M of CARES Revenue not Included

BUDGET AND FINANCIAL SYSTEMS

| Net Position Summary Water and Sewer Fund | | | | | |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| | FY 20-21 Actual | FY 21-22 Actual | FY 22-23 Actual | FY 23-24 Adopted | FY 24-25 Adopted |
| Net Position, Beginning of Year | \$ 16,909,805 | \$ 19,064,278 | \$ 24,834,173 | \$ 30,604,068 | \$ 30,604,068 |
| Operating Income and Transfers In | 13,043,184 | 16,764,743 | 16,764,743 | 12,246,990 | 13,410,950 |
| Operating Expenses and Transfers Out | 10,888,711 | 10,994,848 | 10,994,848 | 12,246,990 | 13,410,950 |
| Change in Net Position | 2,154,473 | 5,769,895 | 5,769,895 | - | - |
| Ending Net Position | \$ 19,064,278 | \$ 24,834,173 | \$ 30,604,068 | \$ 30,604,068 | \$ 30,604,068 |

| Historical Data Water and Sewer Fund Reserve Balances | | |
|--|--|-----------------------------------|
| <i>Year Ending June 30</i> | <i>Ending Balance Revenue ¹</i> | <i>Net position End of FY</i> |
| 2023 | \$7,096,743 | \$30,604,068 |
| 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 |

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

BUDGET AND FINANCIAL SYSTEMS

| Fund Balance Summary | | | | | |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Debt Service Fund | | | | | |
| | FY 20-21 Actual | FY 21-22 Actual | FY 22-23 Actual | FY 23-24 Adopted | FY 24-25 Adopted |
| Beginning Fund Balance | \$ 8,241,923 | \$ 6,844,063 | \$ 6,589,837 | \$ 6,371,764 | \$ 6,371,764 |
| Revenues | 2,649,878 | 3,289,077 | 3,555,689 | 3,473,000 | 3,612,000 |
| Expenditures | 5,971,185 | 5,388,629 | 5,658,362 | 5,470,020 | 6,511,700 |
| Revenues Less Expenditures | (3,321,307) | (2,099,552) | (2,102,673) | (1,997,020) | (2,899,700) |
| Other Financing Sources (uses) | 1,923,447 | 1,845,326 | 1,884,600 | 1,997,020 | 1,997,020 |
| Net Change in Fund Balance | (1,397,860) | (254,226) | (218,073) | - | (902,680) |
| Ending Fund Balance | \$ 6,844,063 | \$ 6,589,837 | \$ 6,371,764 | \$ 6,371,764 | \$ 5,469,084 |

| Historical Data | | |
|----------------------------------|-----------------------------------|---------------------|
| Debt Service Net Position | | |
| <i>Year Ending June 30</i> | <i>Ending Balance Revenue</i> | <i>Net Position</i> |
| 2023 | \$3,555,689 | \$6,371,764 |
| 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 |

BUDGET IN BRIEF

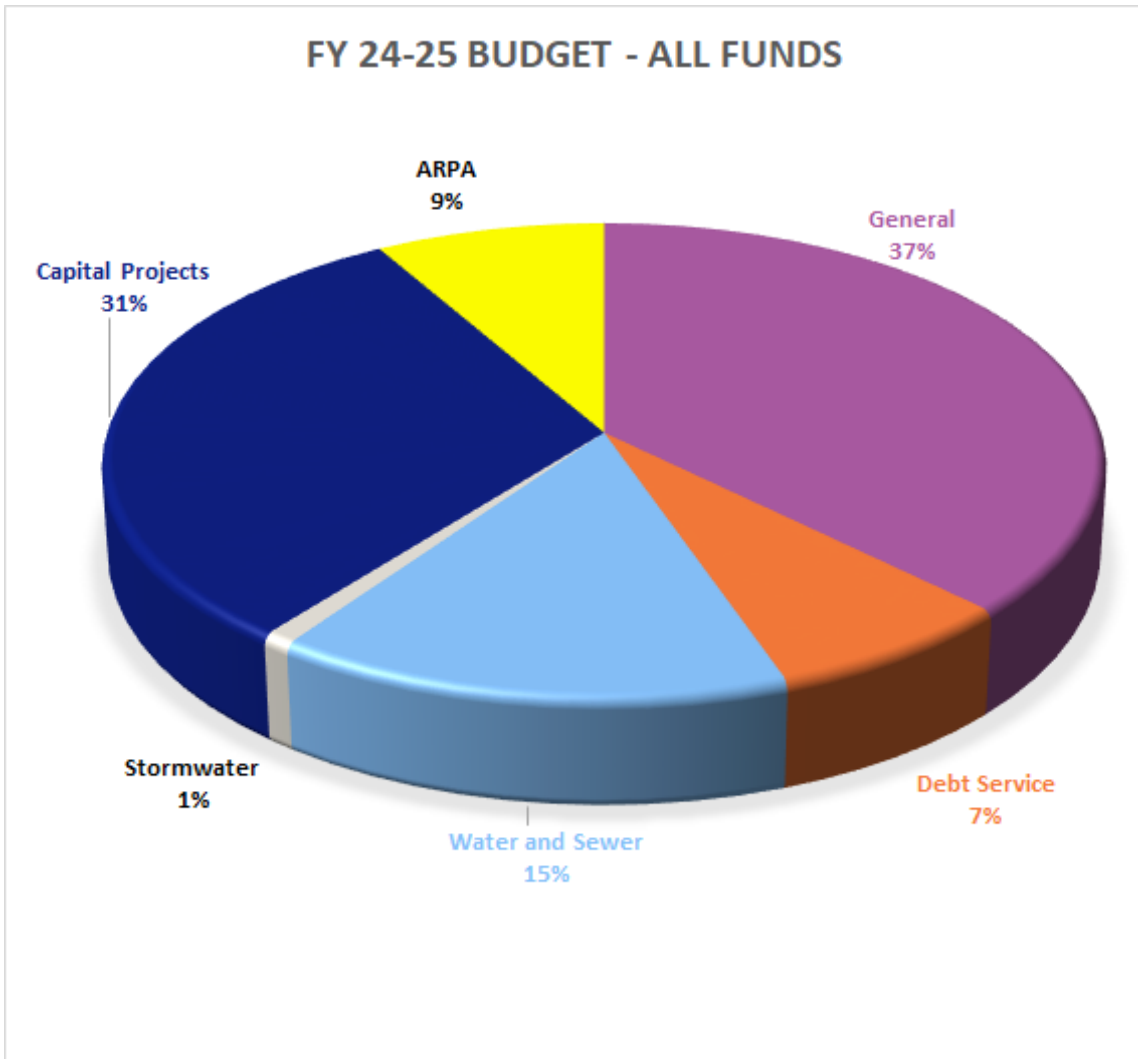
The budget in brief section provides a summary of the revenues and expenditures for the following funds:

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

BUDGET IN BRIEF

OPERATING EXPENSE FUNDS

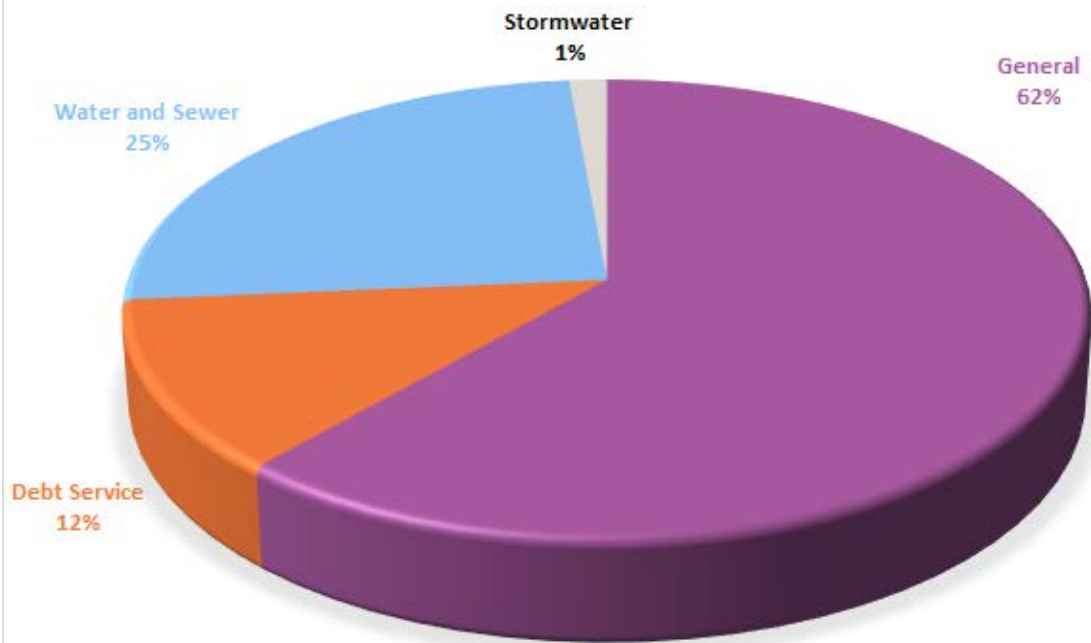
| ALL FUND - EXPENSES | Actuals FY 22-23 | Adopted FY 23-24 | Revised FY 23-24 | Adopted FY 24-25 | Net Change |
|---------------------|---------------------|---------------------|---------------------|---------------------|-----------------------|
| General | \$29,873,811 | \$31,542,700 | \$33,034,900 | \$33,074,250 | \$ 1,531,550 |
| Debt Service | 5,658,362 | 5,470,020 | 5,470,020 | 6,511,700 | 1,041,680 |
| Water and Sewer | 8,688,520 | 12,246,990 | 12,048,260 | 13,410,950 | 1,163,960 |
| Stormwater | 477,074 | 752,040 | 788,600 | 769,720 | 17,680 |
| Capital Projects | 8,726,474 | 35,287,000 | 14,442,000 | 27,463,000 | (7,824,000) |
| ARPA | 4,347,468 | 6,560,385 | 5,482,535 | 7,400,000 | 839,615 |
| TOTAL | \$57,771,709 | \$91,859,135 | \$71,266,315 | \$88,629,620 | \$ (3,229,515) |



BUDGET IN BRIEF

| ALL FUND - OPERATING EXP | Actuals FY 22-23 | Adopted FY 23-24 | Revised FY 23-24 | Adopted FY 24-25 | Net Change |
|--------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| General | \$29,873,811 | \$31,542,700 | \$33,034,900 | \$33,074,250 | \$ 1,531,550 |
| Debt Service | 5,658,362 | 5,470,020 | 5,470,020 | 6,511,700 | 1,041,680 |
| Water and Sewer | 8,688,520 | 12,246,990 | 12,048,260 | 13,410,950 | 1,163,960 |
| Stormwater | 477,074 | 752,040 | 788,600 | 769,720 | 17,680 |
| TOTAL | \$44,697,766 | \$50,011,750 | \$51,341,780 | \$53,766,620 | \$ 3,754,870 |

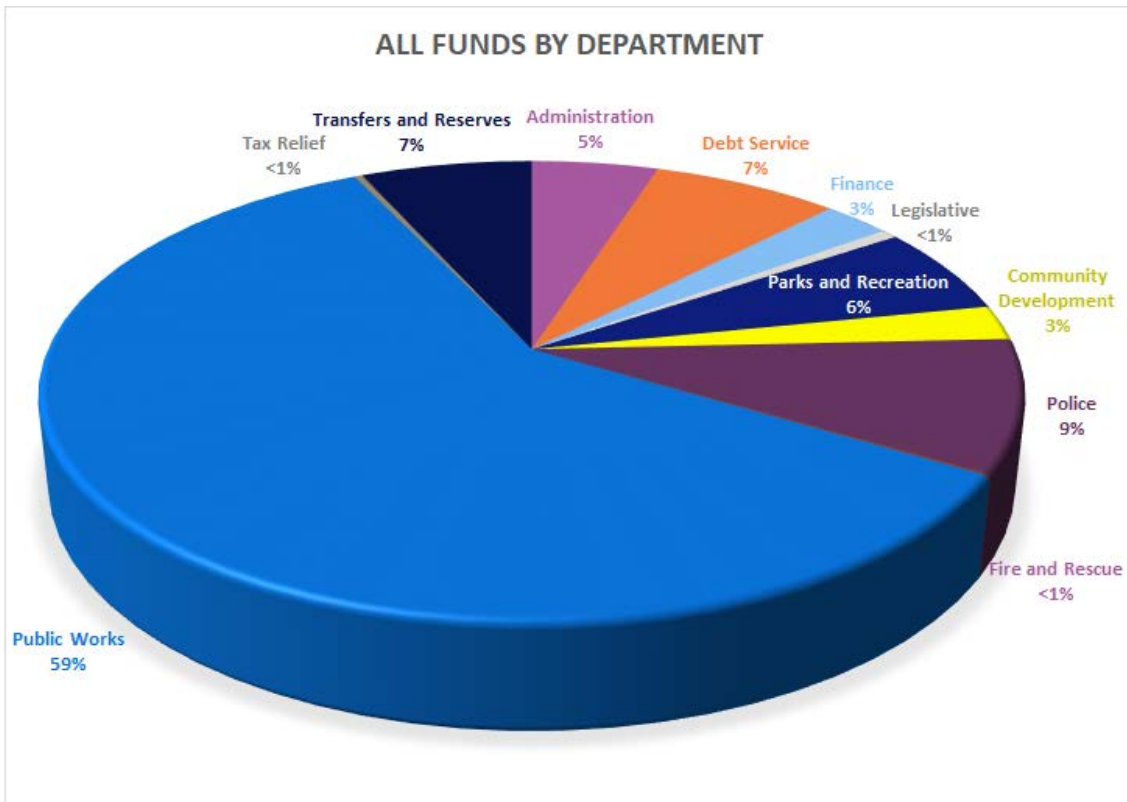
2025 BUDGET - EXPENSE OPERATING FUNDS



BUDGET IN BRIEF

ALL FUNDS BY DEPARTMENT – FY 24-25

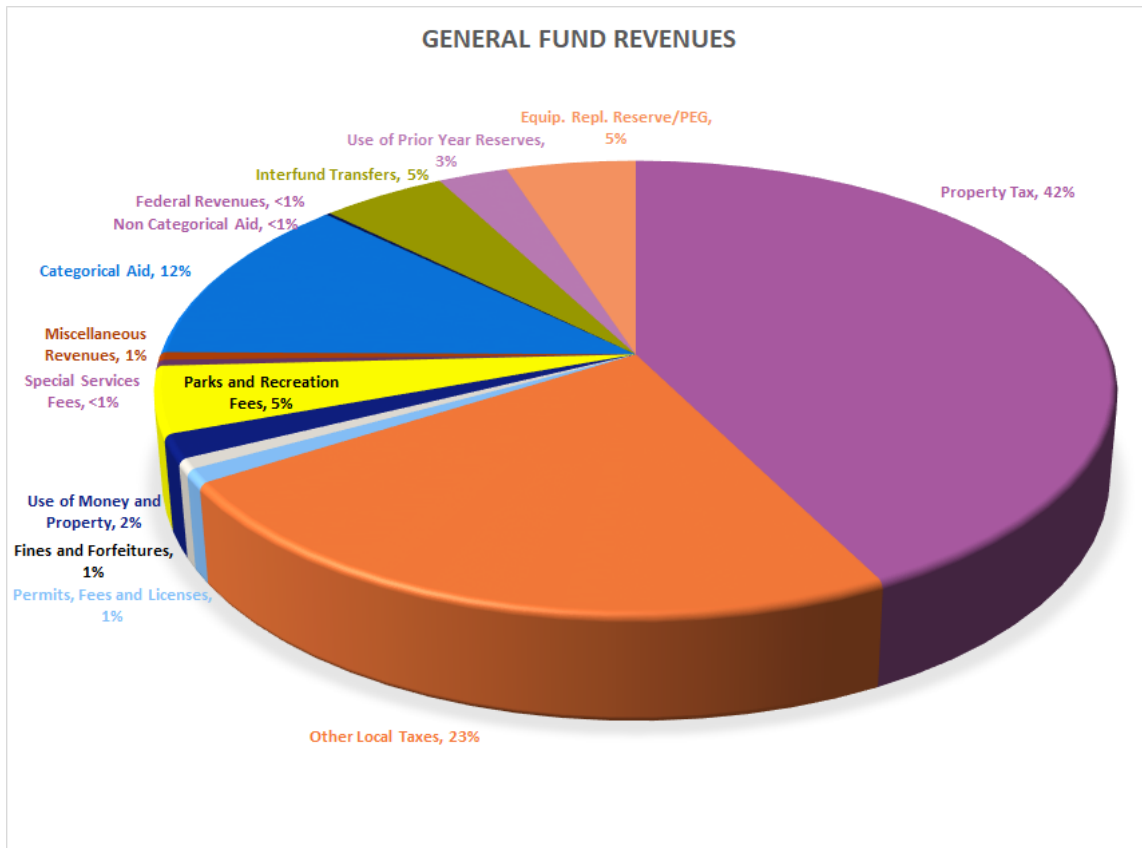
| Department | General Fund | Debt Service Fund | Water and Sewer Fund | Stormwater Fund | Capital Projects Fund | ARPA Fund | Grand Total |
|------------------------|----------------------|---------------------|----------------------|-------------------|-----------------------|---------------------|----------------------|
| Administration | \$ 4,175,010 | | | | | \$ 221,000 | \$ 4,396,010 |
| Debt Service | | 6,511,700 | | | | | 6,511,700 |
| Finance | 2,057,970 | | 295,440 | | | | 2,353,410 |
| Legislative | 558,480 | | | | | | 558,480 |
| Parks and Recreation | 5,205,530 | | | | | 310,000 | 5,515,530 |
| Community Development | 1,864,270 | | | | | 300,000 | 2,164,270 |
| Police | 8,113,000 | | | | | 100,000 | 8,213,000 |
| Fire and Rescue | 84,600 | | | | | | 84,600 |
| Public Works | 9,511,380 | | 8,392,410 | 769,720 | 27,463,000 | 6,469,000 | 52,605,510 |
| Tax Relief | 268,010 | | | | | | 268,010 |
| Transfers and Reserves | 1,236,000 | | 4,723,100 | | | | 5,959,100 |
| TOTAL | \$ 33,074,250 | \$ 6,511,700 | \$ 13,410,950 | \$ 769,720 | \$ 27,463,000 | \$ 7,400,000 | \$ 88,629,620 |



BUDGET IN BRIEF

GENERAL FUND REVENUES

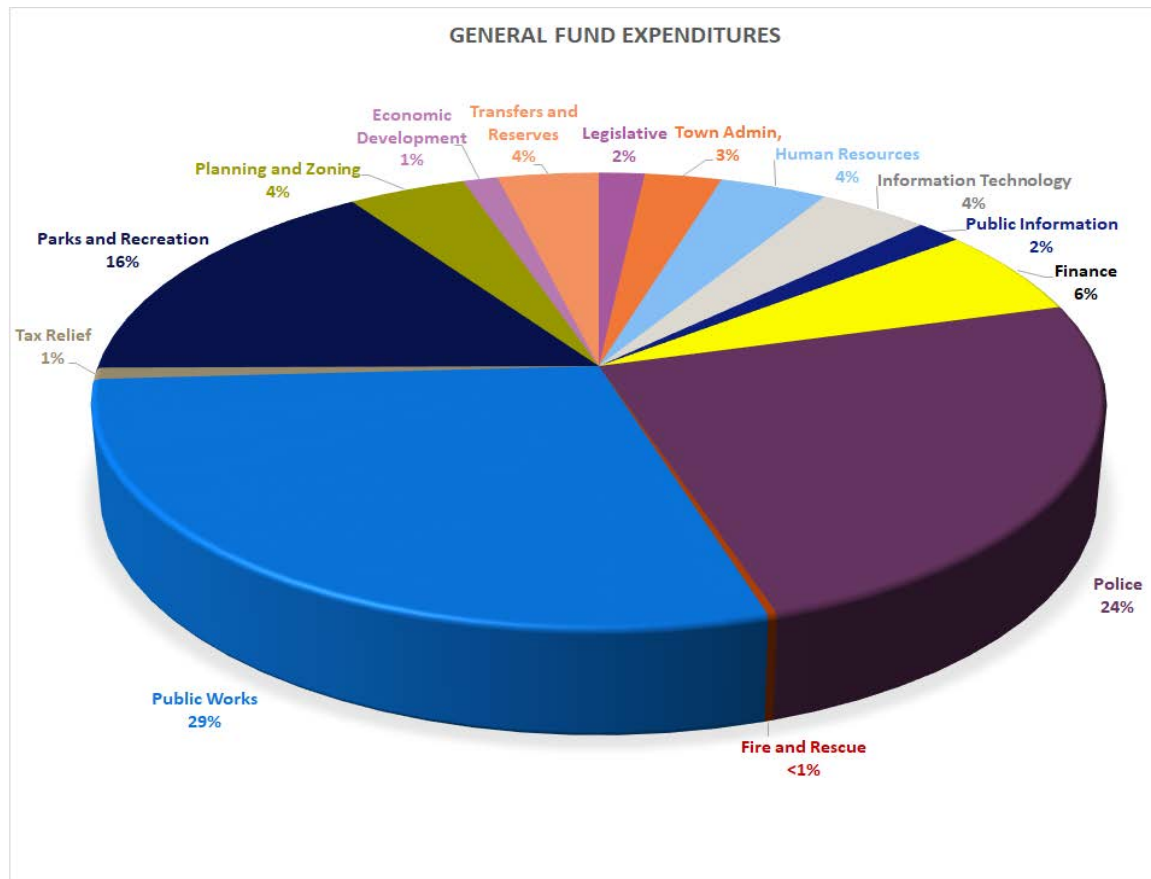
| Revenues | Actuals FY 22-23 | Adopted FY 23-24 | Revised FY 23-24 | Adopted FY 24-25 | Net Change |
|--|---------------------|---------------------|---------------------|---------------------|--------------------|
| Property Tax <i>(FY 24-25: Proposed \$0.1950 per \$100 of assessed valuation)</i> | \$ 12,850,081 | \$ 13,431,530 | \$ 13,406,510 | \$ 14,065,000 | \$ 633,470 |
| Other Local Taxes | 7,378,942 | 7,280,000 | 7,627,130 | 7,759,000 | 479,000 |
| Permits, Fees and Licenses | 266,158 | 308,300 | 314,540 | 325,000 | 16,700 |
| Fines and Forfeitures | 235,914 | 284,000 | 217,550 | 247,000 | (37,000) |
| Use of Money and Property | 542,184 | 503,000 | 676,790 | 570,000 | 67,000 |
| Parks and Recreation Fees | 1,315,882 | 1,313,000 | 1,424,950 | 1,572,000 | 259,000 |
| Special Services Fees | 146,745 | 180,000 | 150,450 | 140,000 | (40,000) |
| Miscellaneous Revenues | 328,102 | 173,800 | 213,080 | 183,000 | 9,200 |
| Categorical Aid | 3,787,777 | 3,466,170 | 3,587,520 | 3,984,600 | 518,430 |
| Non Categorical Aid | 144 | 200 | 360 | 400 | 200 |
| Federal Revenues | 99,184 | 53,000 | 53,000 | 54,000 | 1,000 |
| Interfund Transfers | 1,706,122 | 2,065,700 | 2,065,700 | 1,611,250 | (454,450) |
| Use of Prior Year Reserves | - | 614,000 | - | 900,000 | 286,000 |
| Equip. Repl. Reserve/PEG | 127,043 | 1,870,000 | 2,660,920 | 1,663,000 | (207,000) |
| TOTAL | \$28,784,278 | \$31,542,700 | \$32,398,500 | \$33,074,250 | \$1,531,550 |



BUDGET IN BRIEF

GENERAL FUND EXPENDITURES

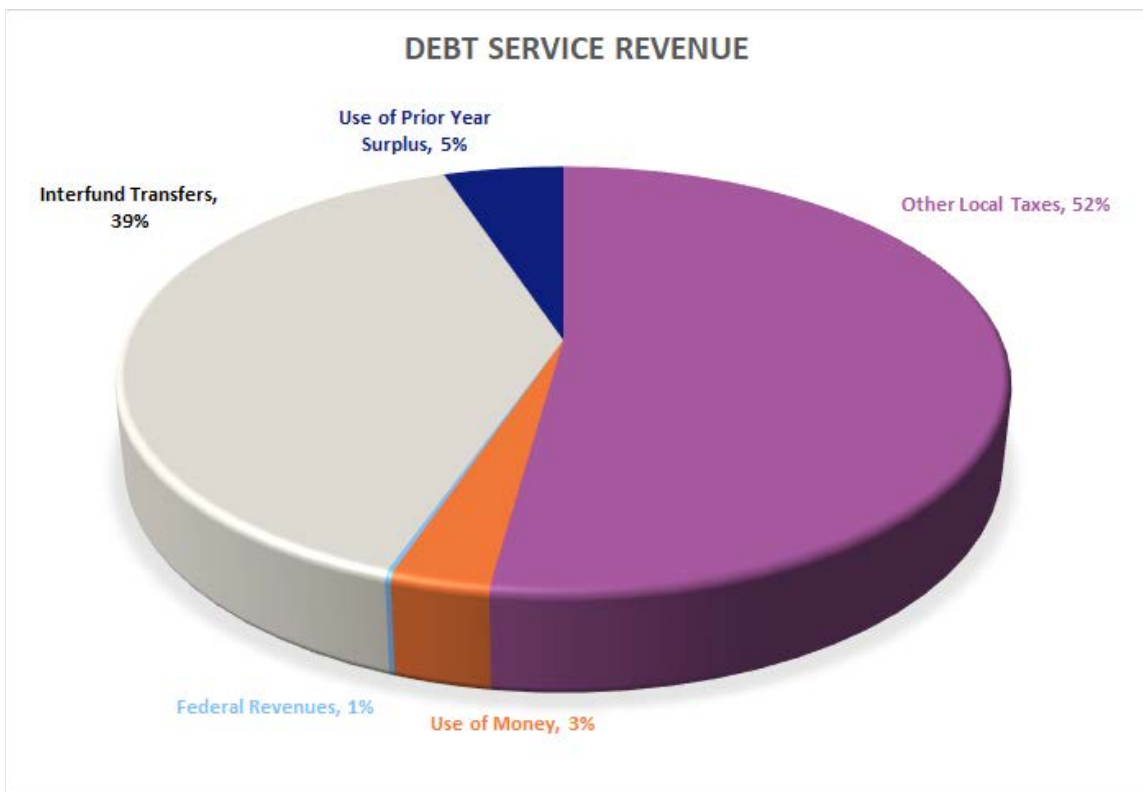
| Expenditures | Actuals FY 22-23 | Adopted FY 23-24 | Revised FY 23-24 | Adopted FY 24-25 | Net Change |
|-------------------------------|----------------------|----------------------|----------------------|----------------------|---------------------|
| Legislative | \$ 514,146 | \$ 538,230 | \$ 533,880 | \$ 558,480 | \$ 20,250 |
| Administration | | | | | |
| Town Administration | 828,277 | 895,830 | 891,130 | 941,400 | 45,570 |
| Human Resources /Risk Mgt | 1,071,635 | 1,189,700 | 1,251,200 | 1,314,800 | 125,100 |
| Information Technology | 1,164,962 | 1,129,400 | 1,162,300 | 1,358,760 | 229,360 |
| Public Information Office | 497,644 | 545,060 | 537,820 | 560,050 | 14,990 |
| Finance | 1,962,503 | 2,090,400 | 2,102,545 | 2,057,970 | (32,430) |
| Public Safety | | | | | |
| Police | 7,254,218 | 7,529,460 | 7,562,440 | 8,113,000 | 583,540 |
| Fire and Rescue | 76,091 | 79,400 | 84,500 | 84,600 | 5,200 |
| Police Grants | 254,703 | - | - | - | - |
| Public Works | 8,867,638 | 9,354,670 | 9,174,500 | 9,511,380 | 156,710 |
| Tax Relief | 268,882 | 303,010 | 285,010 | 268,010 | (35,000) |
| Parks and Recreation | 4,904,332 | 4,810,280 | 5,137,245 | 5,205,530 | 395,250 |
| Community Development | | | | | |
| Planning and Zoning | 1,106,490 | 1,321,570 | 1,332,250 | 1,438,320 | 116,750 |
| Economic Development | 344,416 | 395,850 | 376,100 | 425,950 | 30,100 |
| Transfers and Reserves | 757,875 | 1,359,840 | 2,603,980 | 1,236,000 | (123,840) |
| TOTAL | \$ 29,873,811 | \$ 31,542,700 | \$ 33,034,900 | \$ 33,074,250 | \$ 1,531,550 |



BUDGET IN BRIEF

DEBT SERVICE FUND REVENUES

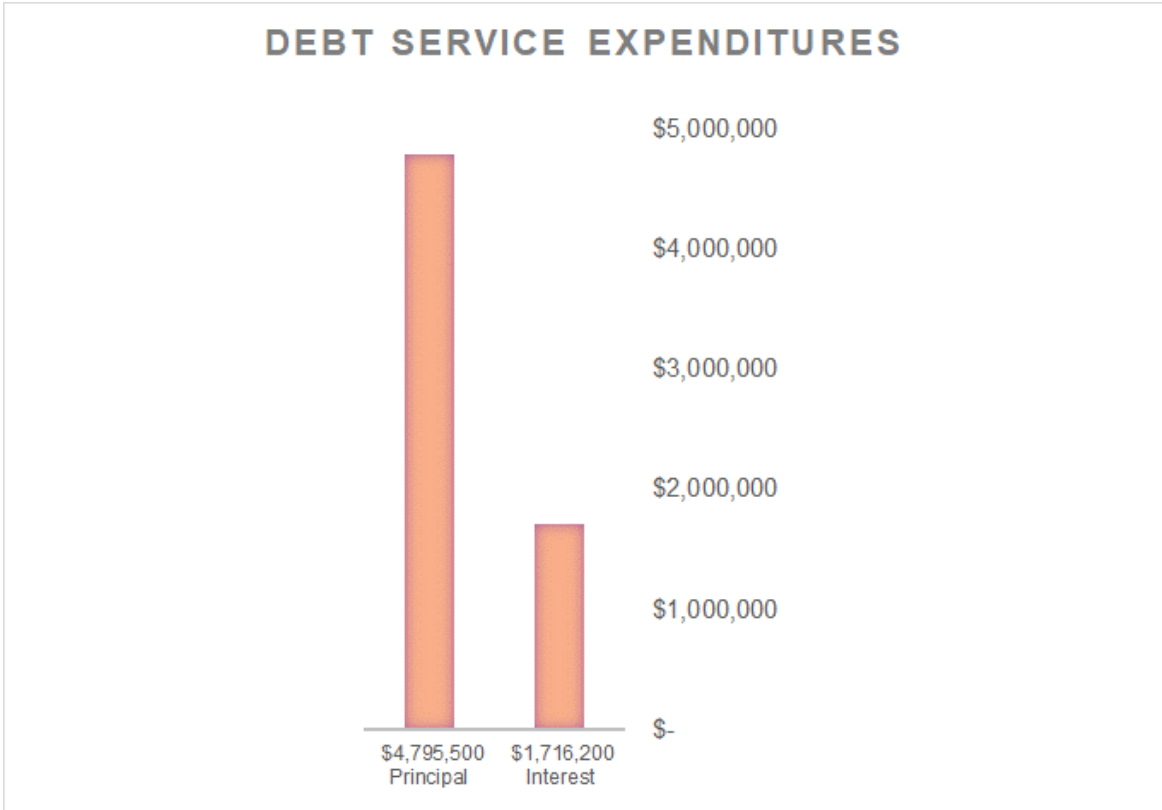
| Revenues | Actuals FY 22-23 | Adopted FY 23-24 | Revised FY 23-24 | Adopted FY 24-25 | Net Change |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Other Local Taxes | \$ 3,413,526 | \$ 3,375,000 | \$ 3,401,200 | \$ 3,400,000 | \$ 25,000 |
| Use of Money | 124,919 | 85,000 | 224,200 | 200,000 | 115,000 |
| Federal Revenues | 17,244 | 13,000 | 12,380 | 12,000 | (1,000) |
| Interfund Transfers | 1,884,599 | 1,979,800 | 1,979,800 | 2,562,000 | 582,200 |
| Use of Prior Year Surplus | - | 17,220 | - | 337,700 | 320,480 |
| TOTAL | \$ 5,440,289 | \$ 5,470,020 | \$ 5,617,580 | \$ 6,511,700 | \$ 1,041,680 |



BUDGET IN BRIEF

DEBT SERVICE FUND EXPENDITURES

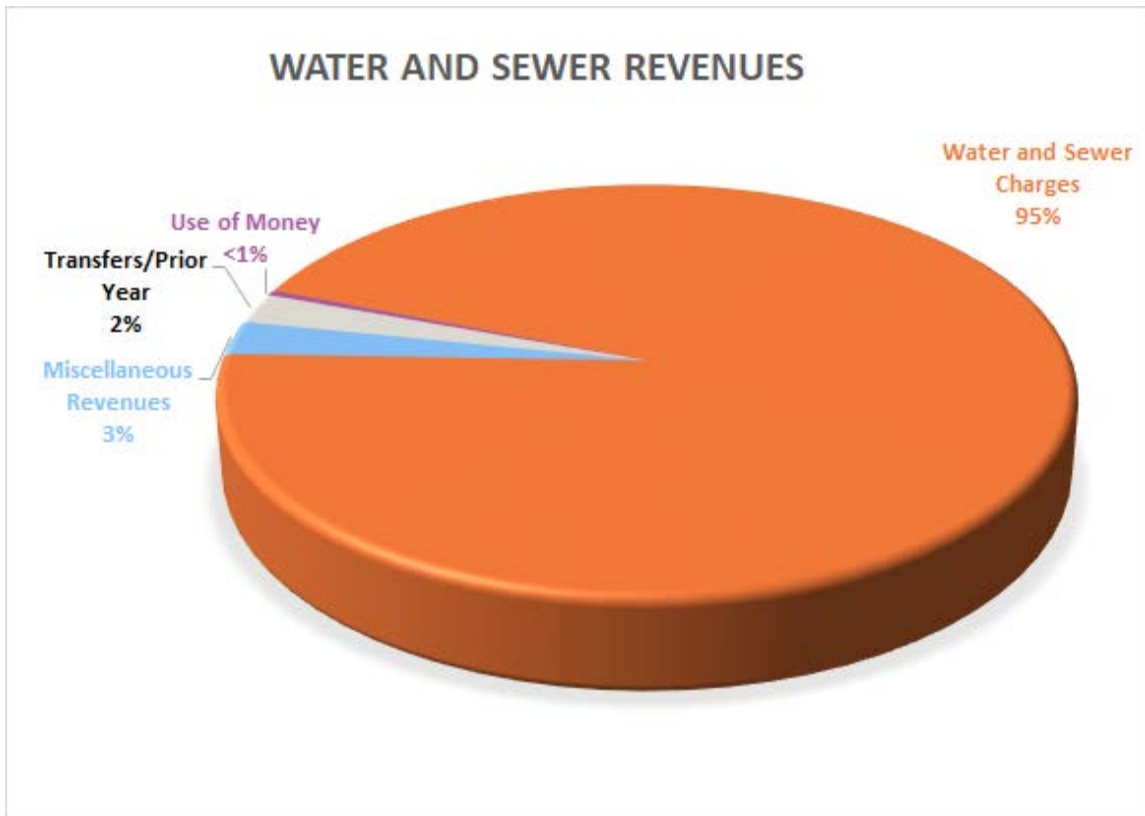
| Expenditures | Actuals FY 22-23 | Adopted FY 23-24 | Revised FY 23-24 | Adopted FY 24-25 | Net Change |
|--------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Principal | \$ 3,740,282 | \$ 3,594,600 | \$ 3,594,600 | \$ 4,795,500 | \$ 1,200,900 |
| Interest | 1,918,080 | 1,875,420 | 1,875,420 | 1,716,200 | (159,220) |
| TOTAL | \$ 5,658,362 | \$ 5,470,020 | \$ 5,470,020 | \$ 6,511,700 | \$ 1,041,680 |



BUDGET IN BRIEF

WATER AND SEWER FUND REVENUES

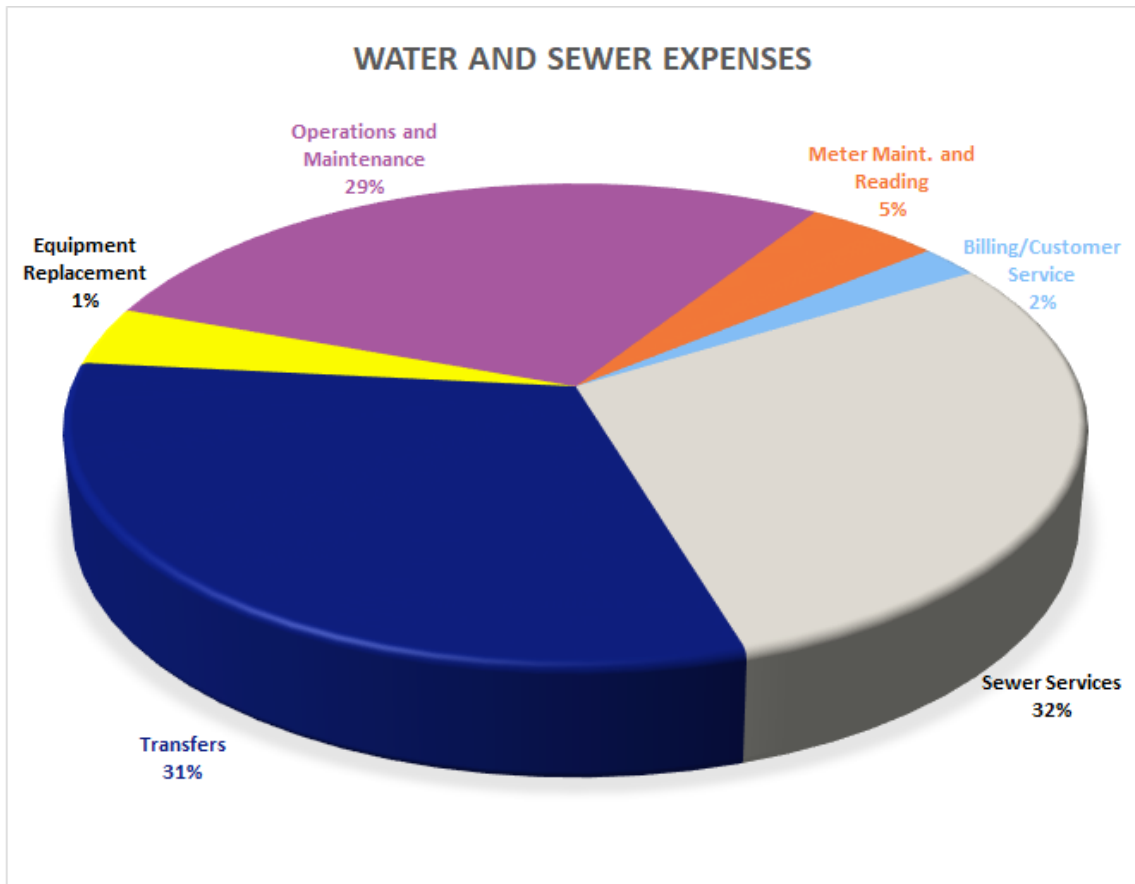
| Revenues | Actuals FY 22-23 | Adopted FY 23-24 | Revised FY 23-24 | Adopted FY 24-25 | Net Change |
|-------------------------|---------------------|---------------------|----------------------|---------------------|--------------------|
| Use of Money | \$ 35,733 | \$ 50,010 | \$ 199,030 | \$ 55,000 | \$ 4,990 |
| Water and Sewer Charges | 10,401,465 | 11,536,000 | 11,581,930 | 12,681,000 | 1,145,000 |
| Miscellaneous Revenues | 359,222 | 330,000 | 321,570 | 355,000 | 25,000 |
| Transfers/Prior Year | - | 330,980 | - | 319,950 | (11,030) |
| TOTAL | \$10,796,420 | \$12,246,990 | \$ 12,102,530 | \$13,410,950 | \$1,163,960 |



BUDGET IN BRIEF

WATER AND SEWER FUND EXPENSES

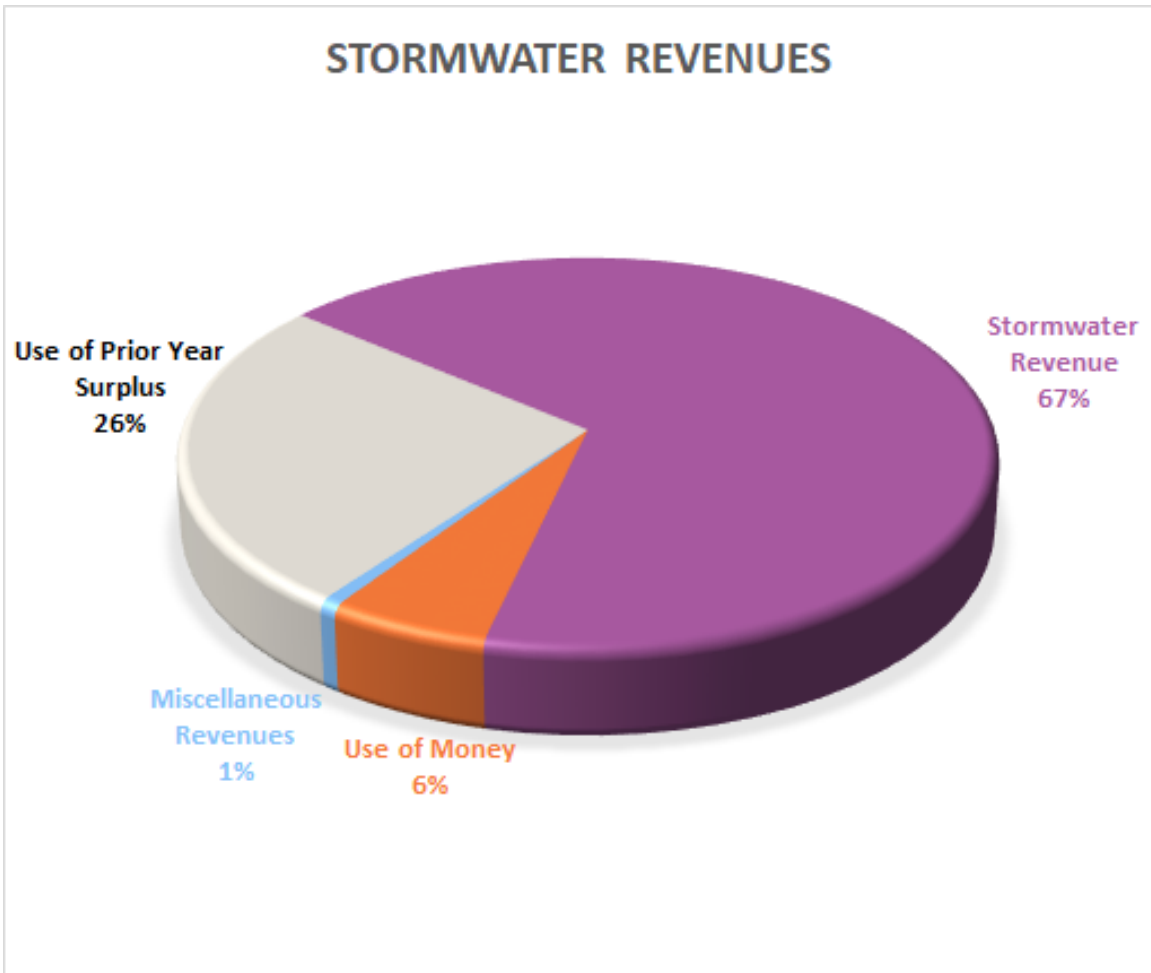
| Expenses | Actuals FY 22-23 | Adopted FY 23-24 | Revised FY 23-24 | Adopted FY 24-25 | Net Change |
|-----------------------------|---------------------|----------------------|----------------------|----------------------|--------------------|
| Water Operations | \$ 3,341,208 | \$ 3,529,150 | \$ 3,493,770 | \$ 3,823,160 | \$ 294,010 |
| Meter Services & Water Qlty | 587,011 | 661,980 | 662,790 | 663,740 | 1,760 |
| Billing/Customer Service | 263,648 | 251,590 | 250,740 | 295,440 | 43,850 |
| Sanitary Sewer Operations | 3,445,947 | 3,978,770 | 3,415,480 | 3,905,510 | (73,260) |
| Transfers/Reserves | 926,752 | 3,783,500 | 3,883,500 | 4,197,900 | 414,400 |
| Eqmt. Replacement/DS | 123,954 | 42,000 | 341,980 | 525,200 | 483,200 |
| TOTAL | \$ 8,688,520 | \$ 12,246,990 | \$ 12,048,260 | \$ 13,410,950 | \$1,163,960 |



BUDGET IN BRIEF

STORMWATER FUND REVENUES

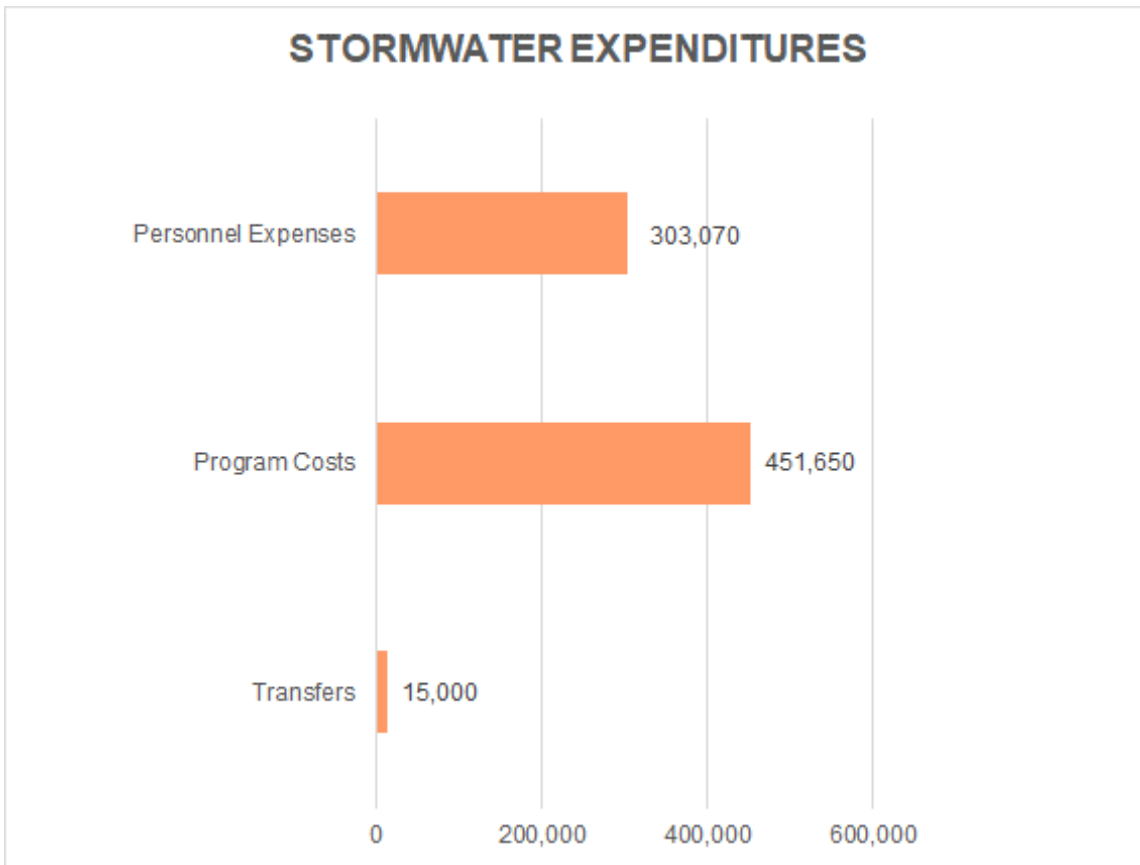
| Revenues | Actuals FY 22-23 | Adopted FY 23-24 | Revised FY 23-24 | Adopted FY 24-25 | Net Change |
|---------------------------|---------------------|---------------------|---------------------|---------------------|------------------|
| Stormwater Revenue | \$ 492,426 | \$ 500,000 | \$ 545,000 | \$ 520,000 | \$ 20,000 |
| Use of Money | 32,992 | 25,000 | 40,000 | 45,000 | 20,000 |
| Miscellaneous Revenues | 19,829 | 500 | 1,600 | 5,000 | 4,500 |
| Use of Prior Year Surplus | - | 226,540 | 202,000 | 199,720 | (26,820) |
| TOTAL | \$ 545,246 | \$ 752,040 | \$ 788,600 | \$ 769,720 | \$ 17,680 |



BUDGET IN BRIEF

STORMWATER FUND EXPENDITURES

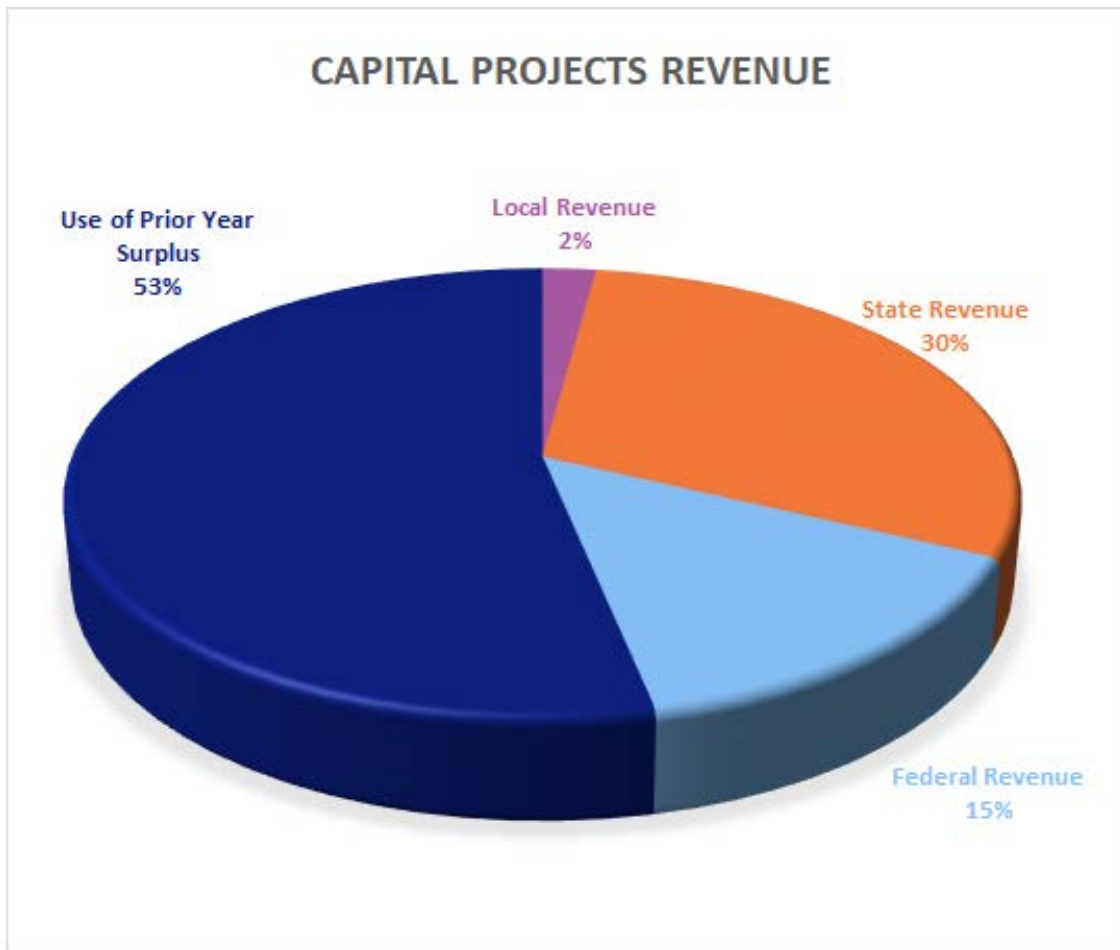
| Expenditures | Actuals FY 22-23 | Adopted FY 23-24 | Revised FY 23-24 | Adopted FY 24-25 | Net Change |
|---------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------|
| Personnel Expenses | \$ 214,059 | \$ 287,950 | \$ 273,160 | \$ 303,070 | \$ 15,120 |
| Program Costs | 248,015 | 449,090 | 500,440 | 451,650 | 2,560 |
| Transfers | 15,000 | 15,000 | 15,000 | 15,000 | - |
| TOTAL | \$ 477,074 | \$ 752,040 | \$ 788,600 | \$ 769,720 | \$ 17,680 |



BUDGET IN BRIEF

CAPITAL PROJECTS FUND REVENUES

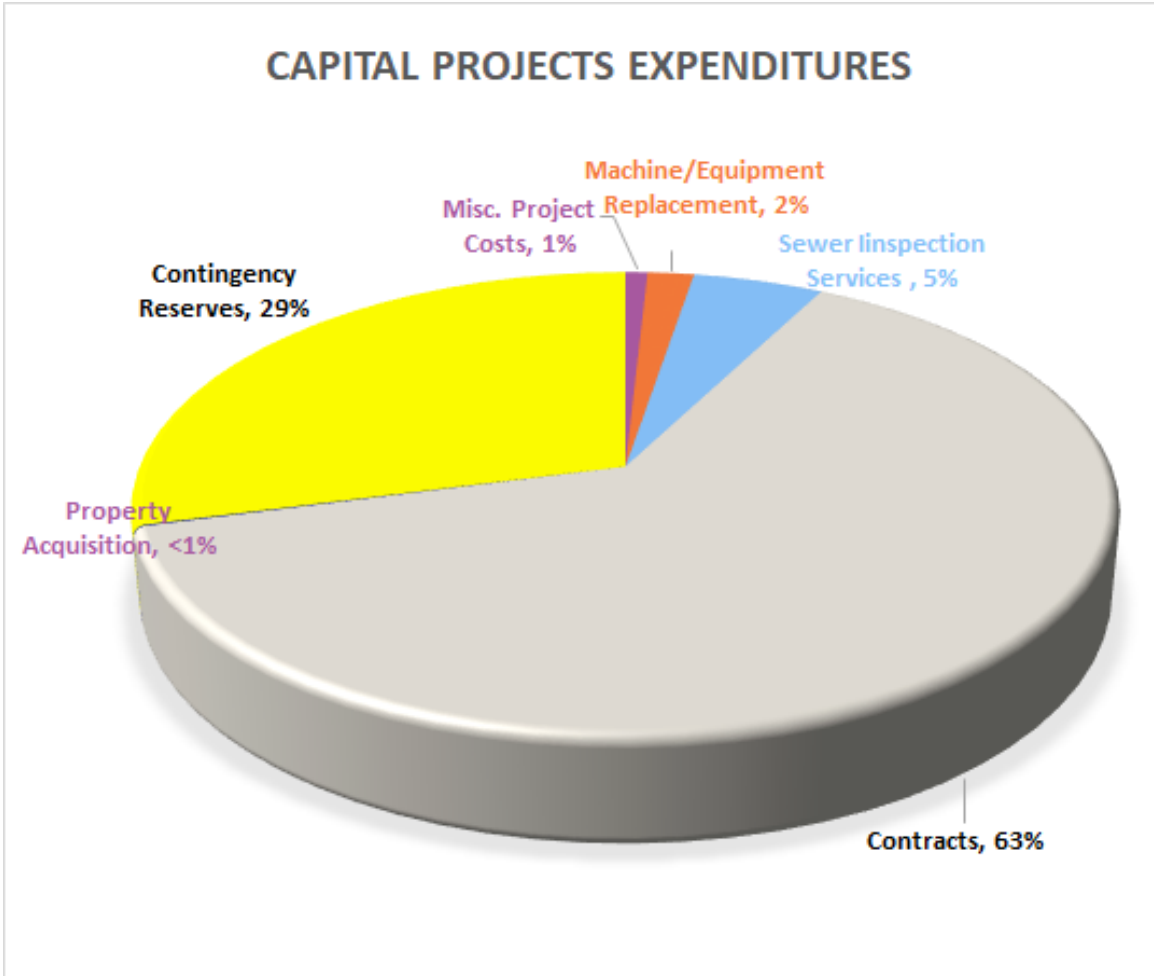
| Revenues | Actuals FY 22-23 | Adopted FY 23-24 | Revised FY 23-24 | Adopted FY 24-25 | Net Change |
|---------------------------|---------------------|----------------------|----------------------|----------------------|-----------------------|
| Local Revenue | \$ 3,510,029 | \$ 4,278,000 | \$ 3,749,000 | \$ 580,000 | \$ (3,698,000) |
| State Revenue | 229,356 | 8,246,000 | 591,000 | 8,232,000 | (14,000) |
| Federal Revenue | 1,075,418 | 2,392,000 | 415,000 | 4,004,000 | 1,612,000 |
| Debt Issued Proceeds | - | 9,573,000 | 8,634,000 | - | (9,573,000) |
| Reimbursements | - | - | 1,265,000 | 40,000 | 40,000 |
| Use of Prior Year Surplus | - | 10,798,000 | 2,746,000 | 14,607,000 | 3,809,000 |
| TOTAL | \$ 4,814,803 | \$ 35,287,000 | \$ 17,400,000 | \$ 27,463,000 | \$ (7,824,000) |



BUDGET IN BRIEF

CAPITAL PROJECTS FUND EXPENDITURES

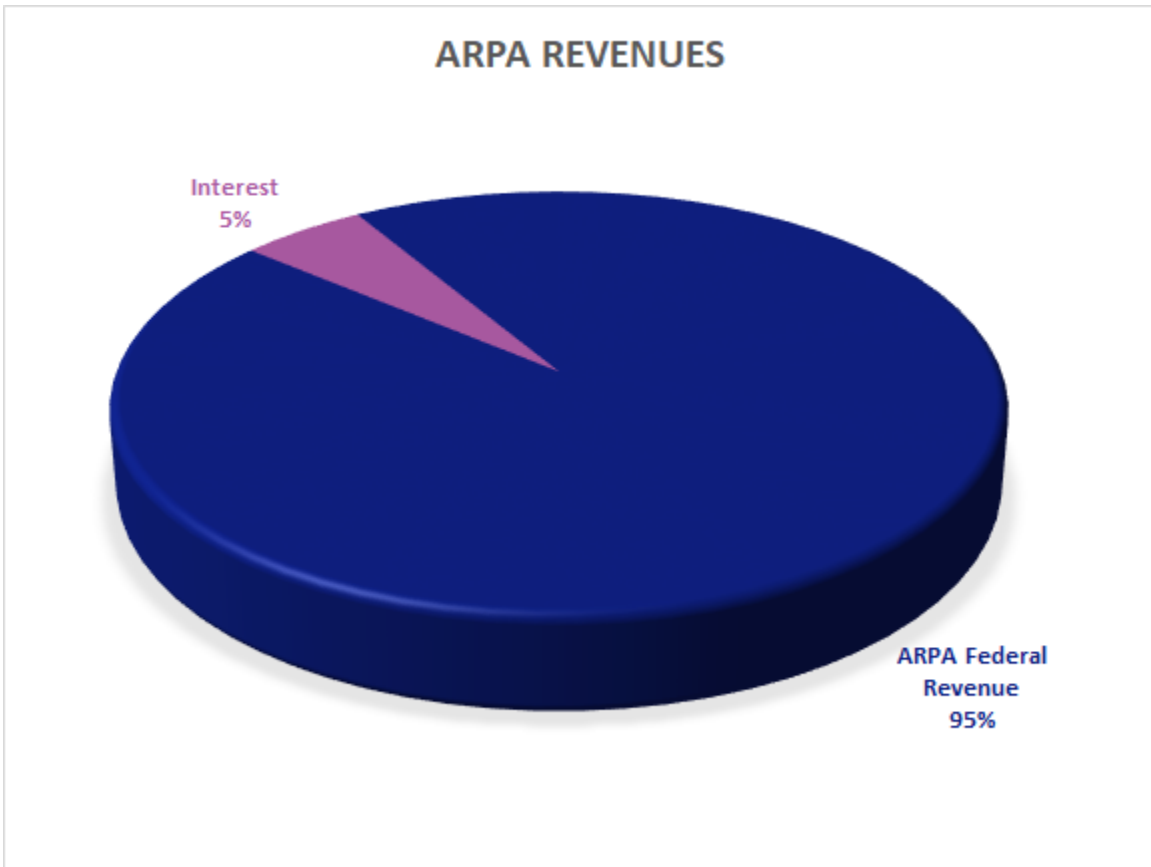
| Expenditures | Actuals FY 22-23 | Adopted FY 23-24 | Revised FY 23-24 | Adopted FY 24-25 | Net Change |
|----------------|---------------------|----------------------|----------------------|----------------------|-----------------------|
| Capital Outlay | 8,726,474 | 31,887,000 | 12,500,000 | 27,463,000 | (4,424,000) |
| Transfers | - | 3,400,000 | 1,942,000 | - | (3,400,000) |
| TOTAL | \$ 8,726,474 | \$ 35,287,000 | \$ 14,442,000 | \$ 27,463,000 | \$ (7,824,000) |



BUDGET IN BRIEF

ARPA FUND REVENUES

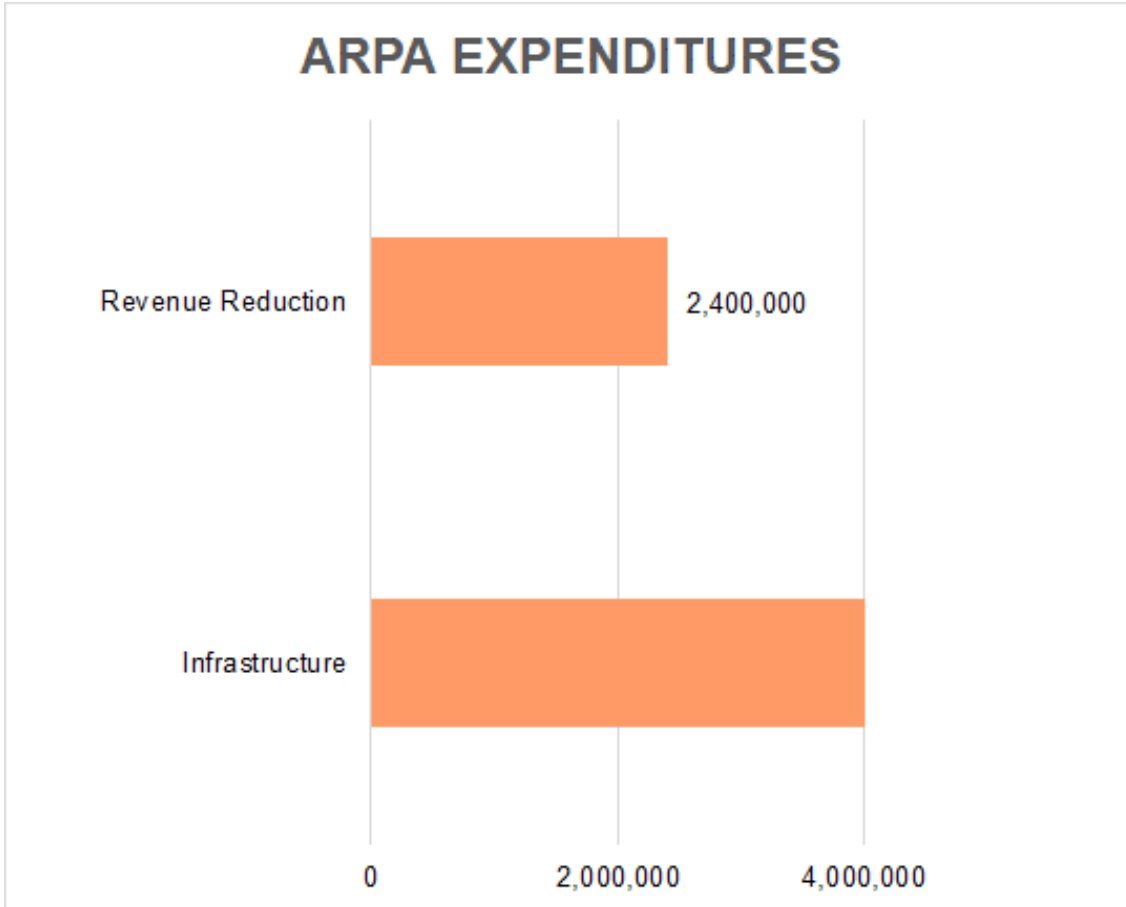
| Revenues | Actuals FY 22-23 | Adopted FY 23-24 | Revised FY 23-24 | Adopted FY 24-25 | Net Change |
|-----------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Interest | \$ 560,548 | \$ 350,000 | \$ 550,000 | \$ 390,000 | \$ 40,000 |
| Subscription Issuance | 418,394 | - | - | - | \$ - |
| Federal Revenue | 3,929,074 | 6,210,385 | 4,932,535 | 7,010,000 | 799,615 |
| TOTAL | \$4,908,016 | \$6,560,385 | \$5,482,535 | \$7,400,000 | \$ 839,615 |



BUDGET IN BRIEF

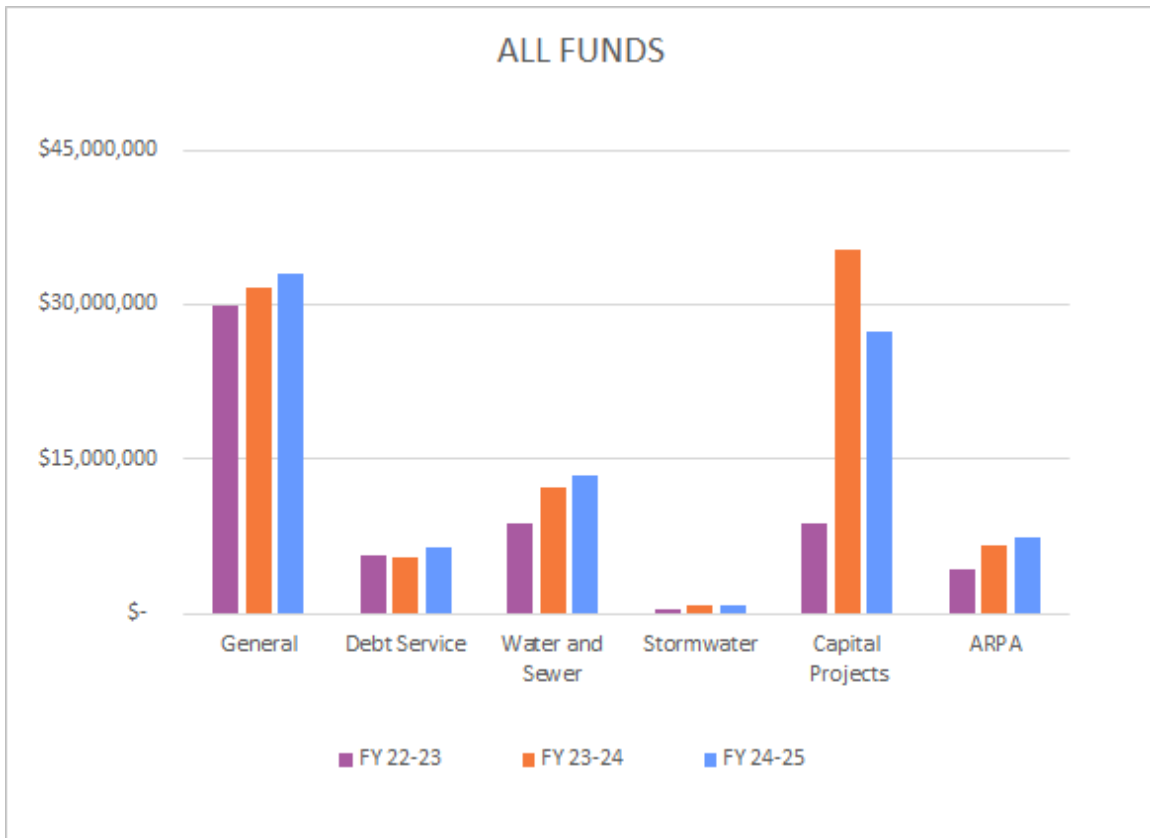
ARPA FUND EXPENDITURES

| Expenditures | Actuals FY 22-23 | Adopted FY 23-24 | Revised FY 23-24 | Adopted FY 24-25 | Net Change |
|---------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------|
| Revenue Reduction | \$ 1,962,397 | \$ 3,410,385 | \$ 2,944,626 | \$ 2,400,000 | \$(1,010,385) |
| Infrastructure | 2,385,071 | 3,150,000 | 2,537,909 | 5,000,000 | 1,850,000 |
| TOTAL | \$ 4,347,468 | \$ 6,560,385 | \$ 5,482,535 | \$ 7,400,000 | \$ 839,615 |



BUDGET IN BRIEF

THREE YEAR ANALYSIS



REVENUES & EXPENDITURES BY FUND

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

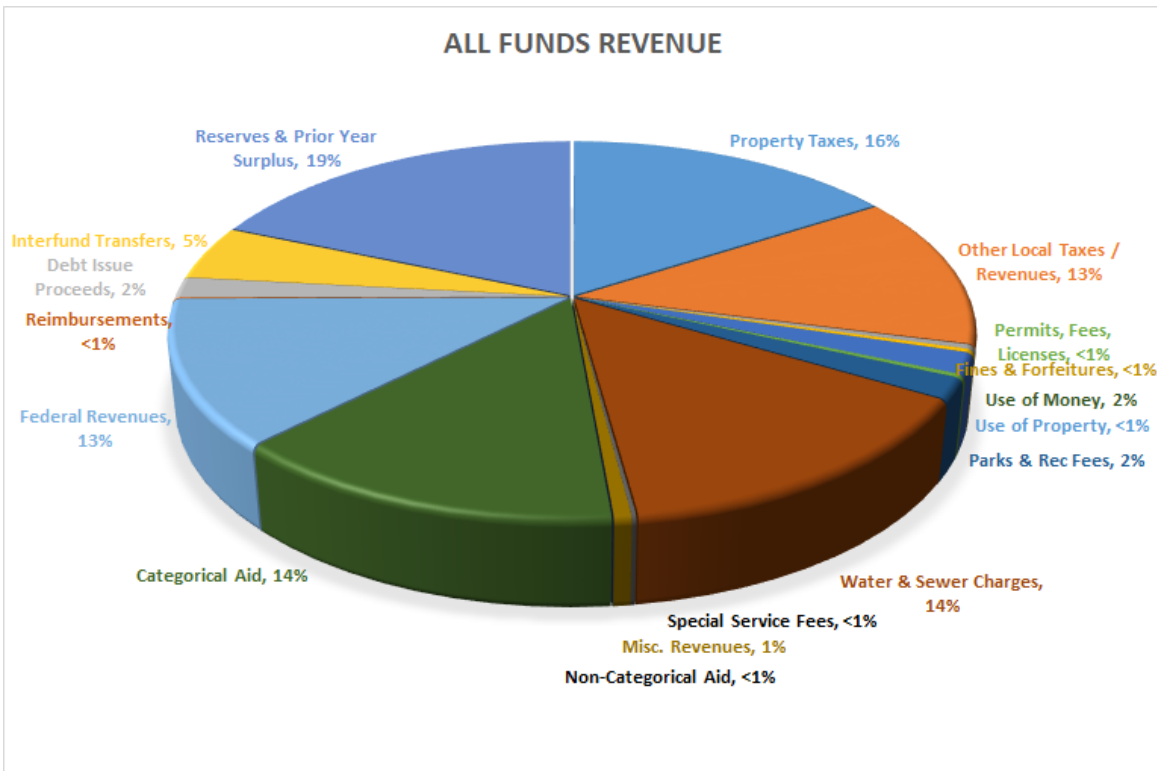
- General Fund
- Debt Service Fund
- Water and Sewer Fund
- Stormwater Fund
- Capital Projects Fund
- ARPA Fund

REVENUES & EXPENDITURES BY FUND

OPERATING FUNDS REVENUES

TOWN OF VIENNA
ADOPTED REVENUE BUDGET - ALL FUNDS

| TITLE | FY 22-23 ACTUAL | -----FY 23-24----- BUDGET | REVISED | FY 24-25 ADOPTED | NET CHANGE |
|--------------------------------|----------------------|------------------------------|----------------------|----------------------|-----------------------|
| PROPERTY TAXES | 12,850,081 | 13,431,530 | 13,406,510 | 14,065,000 | 633,470 |
| OTHER LOCAL TAXES/REVENUES | 11,284,893 | 11,155,000 | 11,573,330 | 11,679,000 | 524,000 |
| PERMITS, FEES, LICENSES | 1,218,236 | 308,300 | 257,540 | 325,000 | 16,700 |
| FINES AND FORFEITURES | 235,914 | 284,000 | 217,550 | 247,000 | (37,000) |
| USE OF MONEY | 1,857,303 | 1,263,010 | 2,312,010 | 1,585,000 | 321,990 |
| USE OF PROPERTY | 217,419 | 203,000 | 226,010 | 255,000 | 52,000 |
| PARKS & REC FEES | 1,315,882 | 1,313,000 | 1,424,950 | 1,572,000 | 259,000 |
| WATER & SEWER CHARGES | 10,401,465 | 11,536,000 | 11,581,930 | 12,681,000 | 1,145,000 |
| SPECIAL SERVICE FEES | 146,745 | 180,000 | 150,450 | 140,000 | (40,000) |
| MISCELLANEOUS REVENUES | 2,482,404 | 4,319,300 | 3,493,020 | 533,000 | (3,786,300) |
| NON-CATEGORICAL AID | 144 | 200 | 360 | 400 | 200 |
| CATEGORICAL AID | 4,017,133 | 11,712,170 | 4,178,520 | 12,216,600 | 504,430 |
| FEDERAL REVENUES | 5,541,219 | 8,668,385 | 5,412,915 | 11,080,000 | 2,411,615 |
| REIMBURSEMENTS | 23,334 | 20,000 | 1,291,480 | 63,000 | 43,000 |
| DEBT ISSUE PROCEEDS | - | 11,053,000 | 11,269,670 | 1,550,000 | (9,503,000) |
| INTERFUND TRANSFERS | 3,590,722 | 4,045,500 | 4,045,500 | 4,173,250 | 127,750 |
| RESERVES & PRIOR YEAR SURPLU | 106,159 | 12,366,740 | 2,948,000 | 16,464,370 | 4,097,630 |
| TOTAL ALL FUNDS REVENUE | \$ 55,289,052 | \$ 91,859,135 | \$ 73,789,745 | \$ 88,629,620 | \$ (3,229,515) |



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

FUND: 100 -- GENERAL FUND

| ACCOUNT NUMBER TITLE | FY 22-23 ACTUAL | -----FY 23-24----- | | FY 24-25 ADOPTED | NET CHANGE |
|--|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------|
| | | BUDGET | REVISED | | |
| 31121 Real Estate Taxes | \$ 10,668,782 | \$ 10,994,920 | \$ 11,241,130 | \$ 11,900,000 | \$ 905,080 |
| 31122 Prior Year Real Estate Taxes | 16,131 | 25,000 | 13,710 | 15,000 | (10,000) |
| 31123 Real Estate Taxes Commercial | 2,008,570 | 2,241,710 | 2,002,750 | 1,980,000 | (261,710) |
| 31125 Public Service Corp Taxes | 110,896 | 112,000 | 109,590 | 110,000 | (2,000) |
| 31160 Penalties and Interest | <u>45,703</u> | <u>57,900</u> | <u>39,330</u> | <u>60,000</u> | <u>2,100</u> |
| TOTAL PROPERTY TAXES | 12,850,081 | 13,431,530 | 13,406,510 | 14,065,000 | 633,470 |
| 31201 State Sales Tax | 1,894,078 | 1,920,000 | 2,032,250 | 2,160,000 | 240,000 |
| 31202 Consumer Utility Taxes | 670,241 | 662,000 | 670,430 | 680,000 | 18,000 |
| 31203 Business License Taxes | 2,846,088 | 2,685,000 | 2,920,130 | 2,900,000 | 215,000 |
| 31205 Vehicle License Taxes | 403,562 | 410,000 | 418,350 | 415,000 | 5,000 |
| 31206 Bank Stock Taxes | 998,164 | 1,005,000 | 1,033,620 | 1,040,000 | 35,000 |
| 31208 Tobacco Taxes | 206,835 | 210,000 | 199,660 | 200,000 | (10,000) |
| 31240 Fiber-Optic Franchise Tax | 103,612 | 104,000 | 104,050 | 107,000 | 3,000 |
| 31241 Telecommunications Tax | 65,569 | 90,000 | 62,030 | 65,000 | (25,000) |
| 31242 3% PEG Grant/Media Gen | 136,953 | 138,000 | 132,500 | 135,000 | (3,000) |
| 31243 Utility Consumption Tax | <u>53,840</u> | <u>56,000</u> | <u>54,110</u> | <u>57,000</u> | <u>1,000</u> |
| TOTAL OTHER LOCAL TAXES | 7,378,941 | 7,280,000 | 7,627,130 | 7,759,000 | 479,000 |
| 31301 Animal License Fees | 12,803 | 13,000 | 11,420 | 13,000 | - |
| 31307 Zoning Permit Fees | 69,200 | 92,000 | 80,240 | 90,000 | (2,000) |
| 31308 Building Permit Fees | 128,746 | 140,000 | 156,790 | 150,000 | 10,000 |
| 31319 Sign Permit Fees | 3,515 | 6,500 | 10,170 | 12,000 | 5,500 |
| 31323 Occupancy Permit Fees | 22,300 | 21,000 | 22,880 | 20,000 | (1,000) |
| 31333 A.R.B. Fees | 2,800 | 3,800 | 5,600 | 5,000 | 1,200 |
| 31335 Stormwater Management Review Fee | <u>26,794</u> | <u>32,000</u> | <u>27,440</u> | <u>35,000</u> | <u>3,000</u> |
| TOTAL PERMITS, FEES, LICENSES | 266,158 | 308,300 | 314,540 | 325,000 | 16,700 |
| 31401 Court Fines | 215,696 | 260,000 | 199,370 | 220,000 | (40,000) |
| 31403 Courthouse Maintenance Fees | 5,047 | 5,000 | 6,230 | 8,000 | 3,000 |
| 31425 E-911 Fees | <u>15,172</u> | <u>19,000</u> | <u>11,950</u> | <u>19,000</u> | <u>-</u> |
| TOTAL FINES AND FORFEITURES | 235,914 | 284,000 | 217,550 | 247,000 | (37,000) |
| 31511 Deposit Account Interest | 24,614 | - | 48,670 | 15,000 | 15,000 |
| 31512 LGIP Account Interest | 261,208 | 300,000 | 290,170 | 300,000 | - |
| 31513 Investment Earnings | 17 | - | (18,060) | - | - |
| 31515 N.R. Bond Interest | 31,131 | - | 40,410 | - | - |
| 31516 Snap Interest | - | - | 29,940 | - | - |
| 31517 Reserved Interest | 5,698 | - | 7,400 | - | - |
| 31518 VIP Interest | <u>2,098</u> | <u>-</u> | <u>52,250</u> | <u>-</u> | <u>-</u> |
| TOTAL USE OF MONEY | 324,765 | 300,000 | 450,780 | 315,000 | 15,000 |
| 31521 Concessions & Rentals | 101,744 | 100,000 | 106,860 | 130,000 | 30,000 |
| 31525 Water Tank Cell Phone Rental | <u>115,675</u> | <u>103,000</u> | <u>119,150</u> | <u>125,000</u> | <u>22,000</u> |
| TOTAL USE OF PROPERTY | 217,419 | 203,000 | 226,010 | 255,000 | 52,000 |
| TOTAL USE OF MONEY & PROPERTY | <u>\$ 542,184</u> | <u>\$ 503,000</u> | <u>\$ 676,790</u> | <u>\$ 570,000</u> | <u>\$ 67,000</u> |

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

FUND: 100 -- GENERAL FUND

| ACCOUNT NUMBER TITLE | FY 22-23 ACTUAL | -----FY 23-24----- BUDGET REVISED | | FY 24-25 ADOPTED | NET CHANGE |
|---------------------------------------|----------------------|---|----------------------|----------------------|---------------------|
| 31611 Adult Program Fees | 34,671 | 25,000 | 30,850 | 35,000 | 10,000 |
| 31612 Youth Program Fees | 648,882 | 600,000 | 637,100 | 720,000 | 120,000 |
| 31613 Class Program Fees | 530,184 | 575,000 | 635,590 | 675,000 | 100,000 |
| 31614 Special Events | 60,816 | 80,000 | 84,140 | 100,000 | 20,000 |
| 31616 Theater Tickets | 41,330 | 33,000 | 37,270 | 42,000 | 9,000 |
| TOTAL PARKS & REC FEES | 1,315,882 | 1,313,000 | 1,424,950 | 1,572,000 | 259,000 |
| 31622 Street Cut Inspection Fee | 146,718 | 180,000 | 150,450 | 140,000 | (40,000) |
| 31625 Shared Mobility Device Fees | 27 | - | - | - | - |
| TOTAL SPECIAL SERVICE FEES | 146,745 | 180,000 | 150,450 | 140,000 | (40,000) |
| TOTAL SERVICE CHARGES | \$ 1,462,627 | \$ 1,493,000 | \$ 1,575,400 | \$ 1,712,000 | \$ 219,000 |
| 31818 Park & Rec Product Sales | 15,310 | 10,000 | 11,300 | 10,000 | - |
| 31832 Federal Asset Forfeitures | 16,085 | - | 35,000 | - | - |
| 31834 Reserved Sale Proceeds | 80,783 | 75,000 | 37,880 | 80,000 | 5,000 |
| 31835 Fairfax County Contribution | 32,300 | 32,300 | 32,300 | 40,000 | 7,700 |
| 31838 Teen Center Sales | 6,823 | 6,000 | 4,620 | 8,000 | 2,000 |
| 31840 Donations | 54,665 | 10,000 | 59,910 | 10,000 | - |
| 31841 Friends of VTG Donations | 500 | - | 1,000 | - | - |
| 31845 Virginia Asset Forfeiture Funds | 1,191 | 2,500 | 460 | - | (2,500) |
| 31851 Alley Vacation Fees | 12,840 | - | - | - | - |
| 31899 Miscellaneous Receipts | 107,606 | 38,000 | 30,610 | 35,000 | (3,000) |
| TOTAL MISCELLANEOUS REVENUES | 328,102 | 173,800 | 213,080 | 183,000 | 9,200 |
| TOTAL LOCAL REVENUES | \$ 23,064,007 | \$ 23,473,630 | \$ 24,031,000 | \$ 24,861,000 | \$ 1,387,370 |
| 32207 Rolling Stock Tax | 144 | 200 | 360 | 400 | 200 |
| TOTAL NON-CATEGORICAL AID | 144 | 200 | 360 | 400 | 200 |
| 32230 Commercial Sales & Use Tax | 740,784 | 750,170 | 606,510 | 710,000 | (40,170) |
| 32410 Police Support (HB599) | 459,856 | 460,000 | 486,170 | 500,000 | 40,000 |
| 32420 State Fire Program | 66,091 | 66,000 | 74,170 | 74,600 | 8,600 |
| 32429 Litter Control Funds | 8,824 | - | - | - | - |
| 32430 VDOT Street Maintenance Support | 2,503,297 | 2,190,000 | 2,416,000 | 2,700,000 | 510,000 |
| 32431 Grant Revenue - State | 6,314 | - | 4,670 | - | - |
| 32440 ICAC Reimbursement | 2,610 | - | - | - | - |
| TOTAL CATEGORICAL AID | 3,787,777 | 3,466,170 | 3,587,520 | 3,984,600 | 518,430 |
| TOTAL STATE REVENUES | \$ 3,787,921 | \$ 3,466,370 | \$ 3,587,880 | \$ 3,985,000 | \$ 518,630 |

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

FUND: 100 -- GENERAL FUND

| ACCOUNT NUMBER TITLE | FY 22-23 ACTUAL | -----FY 23-24----- | | FY 24-25 ADOPTED | NET CHANGE |
|--|----------------------|----------------------|----------------------|----------------------|---------------------|
| | | BUDGET | REVISED | | |
| 33310 Gang Task Force Grant | 39,006 | - | - | - | - |
| 33317 Federal Reimbursement Other | 4,382 | 5,000 | 5,000 | - | (5,000) |
| 33321 DUI Grant | 28,287 | 25,000 | 25,000 | 30,000 | 5,000 |
| 33322 Traffic Enforce Grant '11 | 20,134 | 23,000 | 23,000 | 24,000 | 1,000 |
| 33350 US Forest Service Grant | 7,375 | - | - | - | - |
| TOTAL FEDERAL REVENUES | 99,184 | 53,000 | 53,000 | 54,000 | 1,000 |
| 34101 Police Overtime Reimbursement | 12,731 | 10,000 | 10,750 | 13,000 | 3,000 |
| 34102 Miscellaneous Reimbursements | 8,153 | - | 14,500 | - | - |
| TOTAL REIMBURSEMENTS | 20,884 | 10,000 | 25,250 | 13,000 | 3,000 |
| 34140 Bond Proceeds | - | - | 2,635,670 | - | - |
| 34150 Capital Lease Proceeds | - | 1,480,000 | - | 1,550,000 | 70,000 |
| TOTAL DEBT ISSUE PROCEEDS | - | 1,480,000 | 2,635,670 | 1,550,000 | 70,000 |
| 34510 Transfer From Water & Sewer Fund | 2,200,000 | 2,400,000 | 2,400,000 | 2,500,000 | 100,000 |
| 34511 Transfer From/To Debt Service | (493,878) | (334,300) | (334,300) | (888,750) | (554,450) |
| TOTAL INTERFUND TRANSFERS | 1,706,122 | 2,065,700 | 2,065,700 | 1,611,250 | (454,450) |
| 34000 Subscription Issuance | 106,159 | - | - | - | - |
| 34901 Use of Prior Year Surplus | - | 514,000 | - | 800,000 | 286,000 |
| 34902 Carry-Forward Reserves | - | 100,000 | - | 100,000 | - |
| 34906 Appropriation of PEG Reserves | - | 380,000 | - | 100,000 | (280,000) |
| TOTAL RESERVES & PRIOR YEAR SURPLUS | 106,159 | 994,000 | - | 1,000,000 | 6,000 |
| TOTAL GENERAL FUND | \$ 28,784,278 | \$ 31,542,700 | \$ 32,398,500 | \$ 33,074,250 | \$ 1,531,550 |

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

FUND: 130 -- ARPA

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET |
|-------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|--------------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | CHANGE |
| 31512 LGIP Account Interest | 501,415 | 350,000 | 340,000 | 290,000 | (60,000) |
| 31513 Investment Earnings | <u>59,133</u> | <u>-</u> | <u>210,000</u> | <u>100,000</u> | <u>100,000</u> |
| TOTAL USE OF MONEY | 560,548 | 350,000 | 550,000 | 390,000 | 40,000 |
| 33314 American Recovery Plan (ARPA) | 3,929,074 | 6,210,385 | 4,932,535 | 7,010,000 | 799,615 |
| 34000 Subscription Issuance | <u>418,394</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| TOTAL FEDERAL REVENUES | 4,347,468 | 6,210,385 | 4,932,535 | 7,010,000 | 799,615 |
| TOTAL ARPA FUND | <u>\$ 4,908,016</u> | <u>\$ 6,560,385</u> | <u>\$ 5,482,535</u> | <u>\$ 7,400,000</u> | <u>\$ 839,615</u> |

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

FUND: 300 -- CAPITAL PROJECTS

| ACCOUNT NUMBER TITLE | FY 22-23 ACTUAL | -----FY 23-24----- | | FY 24-25 ADOPTED | NET CHANGE |
|--|---------------------|----------------------|----------------------|----------------------|-----------------------|
| | | BUDGET | REVISED | | |
| 31328 Local- Fairfax County Streets | 952,078 | - | (57,000) | - | - |
| TOTAL PERMITS, FEES, LICENSES | 952,078 | - | (57,000) | - | - |
| 31511 Deposit Account Interest | 130,993 | 133,000 | 98,000 | 80,000 | (53,000) |
| 31512 LGIP Account Interest | - | - | - | - | - |
| 31516 SNAP Interest | 649,408 | 320,000 | 750,000 | 500,000 | 180,000 |
| TOTAL USE OF MONEY | 780,401 | 453,000 | 848,000 | 580,000 | 127,000 |
| TOTAL USE OF MONEY & PROPERTY | \$ 780,401 | \$ 453,000 | \$ 848,000 | \$ 580,000 | \$ 127,000 |
| 31890 Robinson Trust Reimbursement | 1,777,550 | 3,825,000 | 2,958,000 | - | (3,825,000) |
| TOTAL MISCELLANEOUS REVENUES | 1,777,550 | 3,825,000 | 2,958,000 | - | (3,825,000) |
| TOTAL LOCAL REVENUES | \$ 3,510,029 | \$ 4,278,000 | \$ 3,749,000 | \$ 580,000 | \$ (3,698,000) |
| 32441 NVT A Revenue Share | 119,422 | 2,665,000 | 275,000 | 2,665,000 | - |
| 32485 VDOT I-66 TMP | 287 | 253,000 | - | 249,000 | (4,000) |
| 32550 SLAF Fairfax County | 109,647 | 3,001,000 | 316,000 | 2,991,000 | (10,000) |
| 32551 SLAF DEQ | - | 2,327,000 | - | 2,327,000 | - |
| TOTAL CATEGORICAL AID | 229,356 | 8,246,000 | 591,000 | 8,232,000 | (14,000) |
| TOTAL STATE REVENUE | \$ 229,356 | \$ 8,246,000 | \$ 591,000 | \$ 8,232,000 | \$ (14,000) |
| 33312 Grant VIA VA DCJS | - | - | 66,000 | - | - |
| 33330 Kingsley SW | 16,715 | - | 50,000 | 202,000 | 202,000 |
| 33331 VDOT Traffic Signal Design | 486,769 | 185,000 | 164,000 | - | (185,000) |
| 33343 Freeman Store Replacement Bridge | 93,298 | 246,000 | 125,000 | - | (246,000) |
| 33344 VDOT FED 123 & 243 Signal Upgrade | 76,753 | 1,686,000 | 4,000 | 3,224,000 | 1,538,000 |
| 33345 Park & Ayr Hill Sidewalk | 120,029 | - | - | - | - |
| 33346 Bike Share Station | - | - | 6,000 | 178,000 | 178,000 |
| 33347 Church/East Mini-Roundabout | - | 275,000 | - | 275,000 | - |
| 33348 Old Courthouse Access Grant | 281,854 | - | - | - | - |
| 33349 FHWA-SS4A | - | - | - | 125,000 | 125,000 |
| TOTAL FEDERAL REVENUES | 1,075,418 | 2,392,000 | 415,000 | 4,004,000 | 1,612,000 |
| 34102 Miscellaneous Reimbursements | - | - | 1,265,000 | 40,000 | 40,000 |
| TOTAL REIMBURSEMENTS | - | - | 1,265,000 | 40,000 | 40,000 |
| 34140 Bond Proceeds | - | 9,573,000 | 8,634,000 | - | (9,573,000) |
| TOTAL DEBT ISSUE PROCEEDS | - | 9,573,000 | 8,634,000 | - | (9,573,000) |
| 34901 Use of Prior Year Surplus | - | 10,798,000 | 2,746,000 | 14,607,000 | 3,809,000 |
| TOTAL RESERVES & PRIOR YEAR SURPLUS | - | 10,798,000 | 2,746,000 | 14,607,000 | 3,809,000 |
| TOTAL CAPITAL PROJECTS | \$ 4,814,803 | \$ 35,287,000 | \$ 17,400,000 | \$ 27,463,000 | \$ (7,824,000) |

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

FUND: 400 -- DEBT SERVICE FUND

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 31210 Meals and Lodging Tax | 3,410,385 | 3,375,000 | 3,400,000 | 3,400,000 | 25,000 |
| 31211 Transient Occupancy Tax | 3,141 | - | 1,200 | - | - |
| TOTAL OTHER LOCAL REVENUES | 3,413,526 | 3,375,000 | 3,401,200 | 3,400,000 | 25,000 |
| 31512 LGIP Account Interest | 140,807 | 75,000 | 220,000 | 200,000 | 125,000 |
| 31518 VIP Interest | (16,038) | 10,000 | 4,200 | - | (10,000) |
| TOTAL USE OF MONEY | 124,769 | 85,000 | 224,200 | 200,000 | 115,000 |
| 31899 Miscellaneous Receipts | 150 | - | - | - | - |
| TOTAL MISCELLANEOUS REVENUES | 150 | - | - | - | - |
| TOTAL LOCAL REVENUES | \$ 3,538,445 | \$ 3,460,000 | \$ 3,625,400 | \$ 3,600,000 | \$ 140,000 |
| 33360 Build America Bonds Rebate | 17,244 | 13,000 | 12,380 | 12,000 | (1,000) |
| TOTAL FEDERAL REVENUES | 17,244 | 13,000 | 12,380 | 12,000 | (1,000) |
| 34510 Transfer From Water & Sewer Fund | 1,390,722 | 1,477,500 | 1,477,500 | 1,675,000 | 197,500 |
| 34520 Transfer From/To General Fund | 493,878 | 502,300 | 502,300 | 887,000 | 384,700 |
| TOTAL INTERFUND TRANSFERS | 1,884,599 | 1,979,800 | 1,979,800 | 2,562,000 | 582,200 |
| 34901 Use of Prior Year Surplus | - | 17,220 | - | 337,700 | 320,480 |
| TOTAL RESERVES & PRIOR YEAR SURPLUS | - | 17,220 | - | 337,700 | 320,480 |
| TOTAL DEBT SERVICE FUND | \$ 5,440,289 | \$ 5,470,020 | \$ 5,617,580 | \$ 6,511,700 | \$ 1,041,680 |

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

FUND: 500 -- WATER & SEWER FUND

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET |
|--|----------------------|----------------------|----------------------|----------------------|---------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | CHANGE |
| 31512 LGIP Account Interest | \$ 33,829 | \$ 50,010 | \$ 59,030 | \$ 55,000 | \$ 4,990 |
| 31516 LGIP Account Interest | - | - | 140,000 | - | - |
| TOTAL USE OF MONEY | 33,829 | 50,010 | 199,030 | 55,000 | 4,990 |
| 31631 Water Charges | 4,090,790 | 4,820,000 | 4,812,880 | 5,250,000 | 430,000 |
| 31632 Sewer Charges | 4,100,227 | 4,650,000 | 4,651,590 | 5,050,000 | 400,000 |
| 31633 Account Service Charges | 1,626,715 | 1,710,000 | 1,748,220 | 1,960,000 | 250,000 |
| 31635 Reconnection Fees | 6,708 | 6,000 | 4,720 | 6,000 | - |
| 31636 Availability/F.F. Charges | 413,050 | 200,000 | 200,000 | 250,000 | 50,000 |
| 31637 Cycle 6 Billing Reimbursement | 86,671 | 90,000 | 87,170 | 90,000 | - |
| 31638 Interest - Delinquent | 77,304 | 60,000 | 77,350 | 75,000 | 15,000 |
| TOTAL WATER & SEWER CHARGES | 10,401,465 | 11,536,000 | 11,581,930 | 12,681,000 | 1,145,000 |
| 31831 Sale of Water Meters | 247,720 | 200,000 | 230,750 | 225,000 | 25,000 |
| 31834 Reserved Sale Proceeds | - | 5,000 | 4,000 | 5,000 | - |
| 31899 Miscellaneous Receipts | 109,052 | 115,000 | 85,590 | 115,000 | - |
| TOTAL MISCELLANEOUS REVENUES | 356,772 | 320,000 | 320,340 | 345,000 | 25,000 |
| TOTAL LOCAL REVENUES | \$ 10,792,066 | \$ 11,906,010 | \$ 12,101,300 | \$ 13,081,000 | \$ 1,174,990 |
| 32500 State OPEB Contribution | 1,904 | - | - | - | - |
| TOTAL STATE REVENUES | 1,904 | - | - | - | - |
| 34102 Miscellaneous Reimbursements | 2,450 | 10,000 | 1,230 | 10,000 | - |
| 34901 Use of Prior Year Surplus | - | 330,980 | - | 319,950 | (11,030) |
| TOTAL WATER & SEWER FUND | \$ 10,796,420 | \$ 12,246,990 | \$ 12,102,530 | \$ 13,410,950 | \$ 1,163,960 |

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

FUND: 550 -- STORMWATER

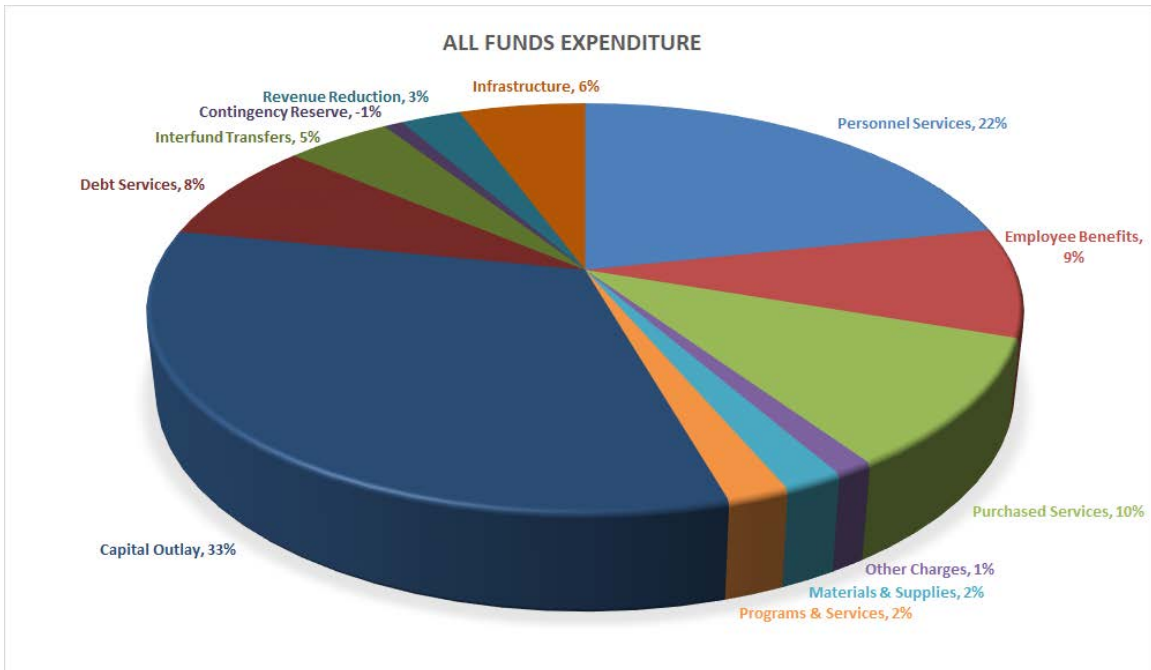
| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET |
|---------------------------------|-------------------|--------------------|-------------------|-------------------|------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | CHANGE |
| 31280 Stormwater Fund Revenue | <u>\$ 492,426</u> | <u>\$ 500,000</u> | <u>\$ 545,000</u> | <u>\$ 520,000</u> | <u>\$ 20,000</u> |
| TOTAL OTHER LOCAL TAXES | 492,426 | 500,000 | 545,000 | 520,000 | 20,000 |
| 31512 LGIP Account Interest | <u>32,992</u> | <u>25,000</u> | <u>40,000</u> | <u>45,000</u> | <u>20,000</u> |
| TOTAL USE OF MONEY | 32,992 | 25,000 | 40,000 | 45,000 | 20,000 |
| 31899 Miscellaneous Receipts | <u>19,829</u> | <u>500</u> | <u>1,600</u> | <u>5,000</u> | <u>4,500</u> |
| TOTAL MISCELLANEOUS REVENUES | 19,829 | 500 | 1,600 | 5,000 | 4,500 |
| TOTAL LOCAL REVENUES | <u>\$ 545,246</u> | <u>\$ 525,500</u> | <u>\$ 586,600</u> | <u>\$ 570,000</u> | <u>\$ 44,500</u> |
| 34901 Use Of Prior Year Surplus | - | 226,540 | 202,000 | 199,720 | (26,820) |
| TOTAL STORMWATER FUND | <u>\$ 545,246</u> | <u>\$ 752,040</u> | <u>\$ 788,600</u> | <u>\$ 769,720</u> | <u>\$ 17,680</u> |

REVENUES & EXPENDITURES BY FUND

OPERATING FUNDS EXPENDITURES

TOWN OF VIENNA
ADOPTED EXPENDITURE BUDGET - ALL FUNDS

| TITLE | FY 22-23 ACTUAL | -----FY 23-24----- BUDGET | REVISED | FY 24-25 ADOPTED | NET CHANGE |
|-----------------------------------|----------------------|------------------------------|----------------------|----------------------|-----------------------|
| PERSONNEL SERVICES | 17,438,084 | 18,315,550 | 18,713,310 | 19,405,680 | 1,090,130 |
| EMPLOYEE BENEFITS | 6,675,749 | 7,017,970 | 7,196,360 | 7,737,660 | 719,690 |
| PURCHASED SERVICES | 7,923,121 | 8,960,490 | 8,533,245 | 9,210,220 | 249,730 |
| OTHER CHARGES | 1,222,640 | 1,482,970 | 1,501,090 | 1,522,290 | 39,320 |
| MATERIALS AND SUPPLIES | 1,346,766 | 1,697,020 | 1,478,295 | 1,678,800 | (18,220) |
| PROGRAMS AND SERVICES | 2,298,888 | 1,715,280 | 1,808,610 | 1,751,490 | 36,210 |
| CAPITAL OUTLAY | 10,413,513 | 33,786,950 | 15,588,370 | 29,285,580 | (4,501,370) |
| DEBT SERVICES | 6,028,668 | 5,680,020 | 5,980,000 | 7,197,900 | 1,517,880 |
| INTEFUND TRANSFERS | 76,813 | 7,292,500 | 5,834,500 | 4,190,000 | (3,102,500) |
| CONTINGENCY RESERVE | - | (650,000) | (850,000) | (750,000) | (100,000) |
| REVENUE REDUCTION | 1,962,397 | 3,410,385 | 2,944,626 | 2,400,000 | (1,010,385) |
| INFRASTRUCTURE | 2,385,071 | 3,150,000 | 2,537,909 | 5,000,000 | 1,850,000 |
| TOTAL ALL FUNDS EXPENDITUR | \$ 57,771,709 | \$ 91,859,135 | \$ 71,266,315 | \$ 88,629,620 | \$ (3,229,515) |



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

FUND: 100 -- GENERAL FUND

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|---------------------------------------|-------------------|--------------------|-------------------|-------------------|------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 41001 Salaries and Wages | \$ 13,533,321 | \$ 14,870,290 | \$ 14,870,290 | \$ 15,880,830 | \$ 1,010,540 |
| 41002 Overtime | 757,348 | 654,860 | 679,260 | 682,930 | 28,070 |
| 41003 Regular Part Time with Benefits | 258,198 | 473,530 | 473,530 | 550,060 | 76,530 |
| 41004 Part Time without Benefits | 611,539 | 441,930 | 507,430 | 414,100 | (27,830) |
| 41005 Other Part Time | 100,351 | 85,000 | 110,000 | 110,000 | 25,000 |
| 41006 Annual Leave Liquidation | 173,774 | 10,000 | 168,420 | 50,000 | 40,000 |
| 41007 Holiday Pay | 158,787 | 114,480 | 114,480 | 114,480 | - |
| 41008 Annual Leave Cash-In | 175,219 | 30,000 | 156,660 | 50,000 | 20,000 |
| 41009 Council/Boards Salary | 86,501 | 93,300 | 93,300 | 112,950 | 19,650 |
| 41011 Non-Exempt Comptime Liquid. | 9,317 | - | - | - | - |
| 41015 Performance Bonus | 77,650 | 75,000 | 75,000 | 75,000 | - |
| 41016 CDL Recruitment | 2,950 | 8,000 | 8,000 | 8,000 | - |
| 41017 CDL Retainage | 53,500 | 57,000 | 57,000 | 57,000 | - |
| 41020 Transfer of Budgeted Salary | <u>(411,325)</u> | <u>(408,000)</u> | <u>(532,000)</u> | <u>(604,000)</u> | <u>(196,000)</u> |
| TOTAL PERSONNEL SERVICES | 15,587,130 | 16,505,390 | 16,781,370 | 17,501,350 | 995,960 |
| 42001 F.I.C.A. | 1,166,741 | 1,300,380 | 1,300,380 | 1,336,330 | 35,950 |
| 42002 V.R.S. | 1,710,535 | 1,770,250 | 1,770,250 | 1,996,830 | 226,580 |
| 42003 V.R.S. Life Insurance | 180,190 | 198,400 | 198,400 | 195,610 | (2,790) |
| 42004 Local Pension Plan | 170,710 | 184,690 | 184,690 | 119,000 | (65,690) |
| 42005 Police Pension | 327,029 | 348,460 | 348,460 | 486,780 | 138,320 |
| 42007 Health Insurance | 1,645,297 | 1,611,100 | 1,751,060 | 1,789,120 | 178,020 |
| 42008 Disability Insurance | 2,231 | 2,620 | 2,620 | 2,620 | - |
| 42009 Unemployment Insurance | 25 | 3,150 | 3,150 | 1,500 | (1,650) |
| 42010 Clothing Allowance | 20,720 | 18,730 | 18,730 | 18,730 | - |
| 42011 Tuition Assist | 35,827 | 30,000 | 30,000 | 30,000 | - |
| 42012 Cafeteria Plan Fees | 2,558 | 3,080 | 3,080 | 3,150 | 70 |
| 42013 Workers Comp Insurance | 255,119 | 245,000 | 309,730 | 319,580 | 74,580 |
| 42015 Miscellaneous Allowances | 2,250 | 3,320 | 3,320 | 3,320 | - |
| 42018 Employer Contributions: DC401A | 326,441 | 391,550 | 391,550 | 427,910 | 36,360 |
| 42020 Other Post Employment Benefits | - | 6,000 | 6,000 | 6,000 | - |
| 42021 V.R.S. Hybrid 401A Match | 123,785 | 145,450 | 145,450 | 79,930 | (65,520) |
| 42025 V.R.S. Hybrid Disability | 27,248 | 30,680 | 30,680 | 101,010 | 70,330 |
| 42050 Relocation Expenses | <u>779</u> | <u>3,000</u> | <u>3,000</u> | <u>3,000</u> | <u>-</u> |
| TOTAL EMPLOYEE BENEFITS | 5,997,485 | 6,295,860 | 6,500,550 | 6,920,420 | 624,560 |

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

FUND: 100 -- GENERAL FUND

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|---------------------------------------|------------------|--------------------|------------------|------------------|----------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 43101 Consulting Services | 79,194 | 132,720 | 112,250 | 121,720 | (11,000) |
| 43102 Legal Services | 173,950 | 200,000 | 200,000 | 225,000 | 25,000 |
| 43103 Accounting/Audit Services | 49,522 | 61,000 | 61,000 | 65,000 | 4,000 |
| 43104 Architect/Engineer Services | 25,000 | 22,100 | 22,100 | 22,100 | - |
| 43105 Health Services | 12,615 | 11,000 | 12,000 | 12,000 | 1,000 |
| 43106 Translation Services | 3,538 | 3,250 | 3,250 | 3,250 | - |
| 43112 Public Defender Services | 2,640 | 2,000 | 2,000 | 2,000 | - |
| 43113 Prosecuting Services | 73,560 | 95,000 | 95,000 | 100,000 | 5,000 |
| 43114 Supp Legal Services Reserve | 72,667 | 70,000 | 70,000 | 70,000 | - |
| 43201 Contract Labor | - | 5,000 | 5,000 | - | (5,000) |
| 43301 Equipment Maintenance Contracts | 138,312 | 161,890 | 159,200 | 167,470 | 5,580 |
| 43302 Financial System Maintenance | 109,667 | 149,380 | 151,950 | 227,550 | 78,170 |
| 43303 Software Maintenance Contract | 133,832 | 140,900 | 140,900 | 149,700 | 8,800 |
| 43304 H/AC Maintenance Contract | 37,096 | 66,670 | 70,170 | 89,670 | 23,000 |
| 43306 Radio Maintenance Contracts | 10,281 | 16,500 | 16,500 | 16,500 | - |
| 43307 Repair/Maintenance Services | 123,134 | 128,650 | 171,280 | 147,200 | 18,550 |
| 43308 Contracts/Services | 1,012,598 | 913,720 | 1,125,095 | 981,420 | 67,700 |
| 43309 Cell Phone Expense | 35,530 | 61,060 | 60,270 | 49,000 | (12,060) |
| 43310 Tree Maintenance | 188,983 | 80,000 | 80,000 | 80,000 | - |
| 43311 Private Vegetation Mgt | - | - | - | 2,000 | 2,000 |
| 43501 Printing/Binding Services | 32,967 | 58,000 | 44,100 | 43,850 | (14,150) |
| 43601 Advertising | 38,205 | 51,510 | 46,010 | 48,550 | (2,960) |
| 43701 Uniform Rental/Cleaning | 36,427 | 35,910 | 35,910 | 38,300 | 2,390 |
| 43702 Janitorial/Custodial Service | 112,089 | 137,000 | 150,000 | 161,000 | 24,000 |
| 43801 Services From Other Government | 17,060 | 19,940 | 19,940 | 19,940 | - |
| 43802 Landfill Fees | 601,244 | 684,200 | 683,150 | 645,200 | (39,000) |
| TOTAL PURCHASED SERVICES | 3,120,111 | 3,307,400 | 3,537,075 | 3,488,420 | 181,020 |

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

FUND: 100 -- GENERAL FUND

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|---------------------------------------|------------------|--------------------|------------------|------------------|---------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 45101 Electricity | 197,261 | 227,140 | 308,300 | 255,800 | 28,660 |
| 45102 Natural Gas | 57,125 | 61,000 | 61,000 | 52,000 | (9,000) |
| 45104 Water/Sewer Service | 51,681 | 42,360 | 42,360 | 50,260 | 7,900 |
| 45201 Local Phone Service | 33,194 | 29,000 | 29,000 | 29,000 | - |
| 45202 Long Distance Service | 1,333 | 2,130 | 2,130 | 2,130 | - |
| 45203 Postal Services | 66,275 | 66,450 | 77,130 | 70,620 | 4,170 |
| 45205 Internet Access/Email Service | 14,042 | 13,000 | 13,000 | 25,000 | 12,000 |
| 45210 Environmental Services | 3,977 | 5,000 | 5,000 | 5,000 | - |
| 45301 Boiler Insurance | 2,980 | 2,980 | 3,120 | 3,410 | 430 |
| 45304 Other Property Insurance | 32,700 | 32,700 | 36,120 | 39,640 | 6,940 |
| 45305 Vehicle Insurance | 77,200 | 77,200 | 78,240 | 77,290 | 90 |
| 45306 Surety Bonds | 2,500 | 2,500 | 2,500 | 1,290 | (1,210) |
| 45308 General Liability Insurance | 90,800 | 103,000 | 117,270 | 129,010 | 26,010 |
| 45311 Excess Loss Umbrella Insurance | 25,370 | 25,370 | 27,870 | 29,760 | 4,390 |
| 45313 Insurance Retention | 4,147 | 20,000 | 5,000 | 14,450 | (5,550) |
| 45316 Line Of Duty Act Insurance | 25,910 | 34,100 | 34,100 | 39,800 | 5,700 |
| 45401 Vehicle Lease/Rental | - | 9,000 | 9,000 | 4,000 | (5,000) |
| 45402 Equipment Rental | 428 | 12,570 | 9,070 | 19,000 | 6,430 |
| 45404 Central Copier Charges | 15,454 | 54,650 | 54,650 | 55,050 | 400 |
| 45501 Mileage Reimbursement | 3,549 | 7,720 | 7,220 | 8,800 | 1,080 |
| 45502 Fares | 1,258 | 1,940 | 1,940 | 4,000 | 2,060 |
| 45503 Subsistence/Lodging | 23,250 | 54,990 | 42,790 | 54,140 | (850) |
| 45504 Conventions/Education | 59,321 | 134,180 | 88,700 | 111,280 | (22,900) |
| 45505 Business Meals | 10,697 | 11,450 | 11,450 | 9,950 | (1,500) |
| 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 | 188,910 | 220,000 | 192,000 | 175,000 | (45,000) |
| 45703 Revitalization Tax Exemptions | 2,430 | 2,010 | 2,010 | 2,010 | - |
| 45704 T.R.E. - Disabled Vet | 77,543 | 81,000 | 91,000 | 91,000 | 10,000 |
| 45801 Memberships/Dues | 44,724 | 55,280 | 56,080 | 54,350 | (930) |
| TOTAL OTHER CHARGES | 1,136,111 | 1,410,770 | 1,430,100 | 1,435,090 | 24,320 |

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

FUND: 100 -- GENERAL FUND

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|--|------------------|--------------------|------------------|------------------|-----------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 46001 Office Supplies | 35,831 | 45,700 | 40,500 | 42,150 | (3,550) |
| 46003 Horticultural Supplies | 45,916 | 40,000 | 40,000 | 40,000 | - |
| 46005 Janitorial Supplies | 28,921 | 49,000 | 37,700 | 40,000 | (9,000) |
| 46007 Repair/Maintenance Supplies | 66,107 | 82,000 | 56,600 | 79,500 | (2,500) |
| 46008 Vehicle/Equipment Fuels | 264,409 | 340,000 | 233,000 | 278,000 | (62,000) |
| 46009 Vehicle/Equip Maintenance Supplies | 13,316 | 25,090 | 16,090 | 26,190 | 1,100 |
| 46010 Police Supplies | 18,999 | 30,000 | 30,000 | 30,000 | - |
| 46011 Uniforms/Safety Apparel | 51,369 | 61,710 | 62,000 | 64,630 | 2,920 |
| 46012 Books/Subscriptions | 16,212 | 18,820 | 18,820 | 23,470 | 4,650 |
| 46013 Recreation Supplies | 19,037 | 28,330 | 28,405 | 28,330 | - |
| 46014 Computer Supplies | 15,315 | 15,000 | 15,000 | 15,000 | - |
| 46015 Operational Supplies | 242,469 | 390,330 | 330,580 | 412,550 | 22,220 |
| 46016 Supplies For Resale | 6,339 | 8,000 | 8,000 | 8,000 | - |
| 46017 Small Tools | 13,242 | 18,100 | 18,100 | 18,100 | - |
| 46019 Other Supplies | 62,228 | 39,100 | 43,730 | 44,100 | 5,000 |
| 46021 Holiday Gift Certificates | 5,425 | 6,500 | 6,500 | 5,500 | (1,000) |
| 46022 Range Supplies | 17,990 | 21,000 | 21,000 | 21,000 | - |
| 46030 Medical Supplies | - | 4,000 | 4,000 | 4,000 | - |
| 46031 Tires and Tubes | 49,112 | 52,930 | 52,930 | 62,930 | 10,000 |
| 46040 Software Purchases | 21,463 | 22,000 | 22,000 | 25,000 | 3,000 |
| TOTAL MATERIALS AND SUPPLIES | 993,702 | 1,297,610 | 1,084,955 | 1,268,450 | (29,160) |
| 47102 Wellness Program | (210) | 4,000 | 4,000 | 4,000 | - |
| 47201 Training Programs | 18,266 | 35,000 | 24,040 | 31,000 | (4,000) |
| 47202 Safety Programs | 8,929 | 12,100 | 9,100 | 10,100 | (2,000) |
| 47203 Service Awards | 17,762 | 21,000 | 13,000 | 21,150 | 150 |
| 47204 Town Calendar | 1,200 | 9,130 | 9,130 | 12,000 | 2,870 |
| 47205 Town Newsletter | 28,049 | 35,000 | 30,000 | 41,700 | 6,700 |
| 47207 Testing Services | - | 1,000 | - | 1,000 | - |
| 47208 State Fire Program Funds | 66,091 | 69,400 | 74,500 | 74,600 | 5,200 |
| 47215 TOV Web Site Services | 130,718 | 74,000 | 70,000 | 77,000 | 3,000 |
| 47306 R.A.D. Program | 6,201 | 420 | 7,710 | 420 | - |
| 47401 Asphalt Overlay | 1,022,295 | 238,000 | 250,000 | 255,000 | 17,000 |
| 47402 Curb/Sidewalk Maintenance | 201,731 | 181,900 | 190,000 | 191,000 | 9,100 |
| 47403 Physical Improvements | 228,469 | 79,500 | 79,500 | 79,500 | - |
| 47404 Stormwater Management Program | 6,847 | - | - | - | - |
| 47406 Brickwalk Maintenance | 506 | 5,000 | 5,000 | 5,000 | - |
| 47407 Contracted Asphalt Repairs | - | 37,300 | 37,900 | 37,300 | - |
| 47408 Internal Asphalt Repairs | 31,858 | 198,000 | 240,000 | 180,000 | (18,000) |
| 47702 Adult Athletics | - | - | - | 500 | 500 |
| 47703 Camps | 29,540 | 45,000 | 45,000 | 50,000 | 5,000 |
| 47704 Adult Trips | 28,625 | 29,000 | 31,000 | 31,000 | 2,000 |
| 47705 Youth Special Events | 22,334 | 25,450 | 23,500 | 24,950 | (500) |
| 47706 Adult Special Events | 15,745 | 18,000 | 18,000 | 18,000 | - |
| 47707 Special Events | 94,708 | 113,870 | 142,900 | 122,770 | 8,900 |
| 47708 Liberty Amendments Month | - | 15,700 | 16,000 | 15,700 | - |
| 47710 Donation Funded Programs | 10,736 | 500 | 11,550 | 700 | 200 |
| 47713 Town Green Events | 3,849 | 4,000 | 10,500 | 4,000 | - |
| TOTAL PROGRAMS AND SERVICES | 1,974,251 | 1,252,270 | 1,342,330 | 1,288,390 | 36,120 |

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

FUND: 100 -- GENERAL FUND

| ACCOUNT NUMBER TITLE | FY 22-23 ACTUAL | -----FY 23-24----- | | FY 24-25 ADOPTED | NET CHANGE |
|-------------------------------------|----------------------|----------------------|----------------------|----------------------|---------------------|
| | | BUDGET | REVISED | | |
| 48001 Bond Counsel | - | - | 5,900 | - | - |
| 48101 Machine/Equipment Replacement | 75,455 | 27,160 | 59,660 | 42,500 | 15,340 |
| 48102 Furniture/Fixture Replacement | 33,711 | 8,440 | 23,460 | 17,630 | 9,190 |
| 48103 Comm Equipment Replacement | - | 1,000 | 1,000 | 1,000 | - |
| 48106 Heavy Equipment Replacement | - | 30,000 | 30,000 | 30,000 | - |
| 48107 Office Equipment Replacement | - | - | 5,000 | 3,000 | 3,000 |
| 48201 Additional Machine/Equipment | 8,528 | 22,000 | 35,500 | 17,000 | (5,000) |
| 48300 A.F.F. Expenditures | 192,689 | - | - | - | - |
| 48308 Capital Leases | 262,246 | 1,466,800 | 2,660,000 | 1,550,000 | 83,200 |
| 48719 PEG Funded Projects | 246,040 | 300,000 | 220,000 | 100,000 | (200,000) |
| TOTAL CAPITAL OUTLAY | 818,669 | 1,855,400 | 3,040,520 | 1,761,130 | (94,270) |
| 49101 Principal | 207,783 | 140,000 | 140,000 | 140,000 | - |
| 49102 Bond Interest | 38,569 | 28,000 | 28,000 | 21,000 | (7,000) |
| TOTAL DEBT SERVICES | 246,352 | 168,000 | 168,000 | 161,000 | (7,000) |
| 49900 Contingency Reserve | - | - | - | - | - |
| 49910 Attrition | - | (550,000) | (850,000) | (750,000) | (200,000) |
| TOTAL CONTINGENCY RESERVE | - | (550,000) | (850,000) | (750,000) | (200,000) |
| TOTAL GENERAL FUND | \$ 29,873,811 | \$ 31,542,700 | \$ 33,034,900 | \$ 33,074,250 | \$ 1,531,550 |

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

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

| DEPARTMENT NUMBER TITLE | FY 22-23 ACTUAL | -----FY 23-24----- BUDGET | REVISED | FY 24-25 ADOPTED | NET CHANGE |
|--------------------------------|----------------------------|------------------------------|----------------------------|----------------------------|--------------------------|
| 9601 Revenue Reduction | <u>1,962,397</u> | <u>3,410,385</u> | <u>2,944,626</u> | <u>2,400,000</u> | <u>(1,010,385)</u> |
| TOTAL REVENUE REDUCTION | 1,962,397 | 3,410,385 | 2,944,626 | 2,400,000 | (1,010,385) |
| 9506 Stormwater | - | - | 78,760 | 250,000 | 250,000 |
| 9511 Infrastructure | <u>2,385,071</u> | <u>3,150,000</u> | <u>2,459,149</u> | <u>4,750,000</u> | <u>1,600,000</u> |
| TOTAL INFRASTRUCTURE | 2,385,071 | 3,150,000 | 2,537,909 | 5,000,000 | 1,850,000 |
| TOTAL ARPA | <u>\$ 4,347,468</u> | <u>\$ 6,560,385</u> | <u>\$ 5,482,535</u> | <u>\$ 7,400,000</u> | <u>\$ 839,615</u> |

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

FUND: 300 -- CAPITAL PROJECTS

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|-------------------------------------|---------------------|----------------------|----------------------|----------------------|-----------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 48001 Bond Counsel | 77,250 | 756,000 | 128,000 | - | (756,000) |
| 48002 Financial Advisor | - | - | 52,000 | - | - |
| 48009 Misc. Project Costs | 208,659 | 290,000 | 535,000 | 233,000 | (57,000) |
| 48101 Machine/Equipment Replacement | 124,114 | - | 530,000 | 1,000 | 1,000 |
| 48107 Office/DP Eqt-Replacement | - | - | 175,000 | 150,000 | 150,000 |
| 48108 PC Laptop Hardware | - | - | 70,000 | - | - |
| 48202 Additional Furniture Fixes | (162,533) | 80,000 | - | 63,000 | (17,000) |
| 48207 Additional Office Equipment | 109,405 | 125,000 | 75,000 | 275,000 | 150,000 |
| 48801 A&E Services | 244,323 | - | - | - | - |
| 48403 Sewer Inspection Services | 1,096,956 | 1,499,000 | 1,022,000 | 1,379,000 | (120,000) |
| 48802 Contract Supervision | 559,758 | 2,417,000 | 596,000 | 429,000 | (1,988,000) |
| 48803 Contracts | 6,454,979 | 23,284,000 | 8,866,000 | 16,936,000 | (6,348,000) |
| 48805 Property Acquisition | 13,563 | 22,000 | - | 22,000 | - |
| 48899 Contingency Reserves | - | 3,414,000 | 451,000 | 7,975,000 | 4,561,000 |
| TOTAL CAPITAL OUTLAY | 8,726,474 | 31,887,000 | 12,500,000 | 27,463,000 | (4,424,000) |
| 49204 CPF Transfer to WSF | - | 3,400,000 | 1,942,000 | - | (3,400,000) |
| TOTAL INTERFUND TRANSFERS | - | 3,400,000 | 1,942,000 | - | (3,400,000) |
| TOTAL CAPITAL PROJECTS | \$ 8,726,474 | \$ 35,287,000 | \$ 14,442,000 | \$ 27,463,000 | \$ (7,824,000) |

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

FUND: 400 -- DEBT SERVICE FUND

| ACCOUNT NUMBER TITLE | FY 22-23 ACTUAL | -----FY 23-24----- | | FY 24-25 ADOPTED | NET CHANGE |
|------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| | | BUDGET | REVISED | | |
| 49101 Principal | 3,267,000 | 3,267,000 | 3,267,000 | 4,022,000 | 755,000 |
| 49102 Interest | 1,899,955 | 1,868,720 | 1,868,720 | 1,602,200 | (266,520) |
| 49110 Administration Principal | 6,314 | 6,400 | 6,400 | 19,800 | 13,400 |
| 49115 Administration Interest | 243 | 100 | 100 | 3,400 | 3,300 |
| 49120 Police Principal | 91,411 | 26,200 | 26,200 | 108,000 | 81,800 |
| 49125 Police Interest | 3,077 | 500 | 500 | 17,000 | 16,500 |
| 49140 Public Works Principal | 340,941 | 250,400 | 250,400 | 626,500 | 376,100 |
| 49145 Public Works Interest | 13,493 | 5,200 | 5,200 | 92,400 | 87,200 |
| 49170 Parks & Recreation Principal | 34,616 | 44,600 | 44,600 | 19,200 | (25,400) |
| 49175 Parks & Recreation Interest | 1,313 | 900 | 900 | 1,200 | 300 |
| TOTAL DEBT SERVICES FUND | 5,658,362 | 5,470,020 | 5,470,020 | 6,511,700 | 1,041,680 |
| TOTAL DEBT SERVICES FUND | <u>\$ 5,658,362</u> | <u>\$ 5,470,020</u> | <u>\$ 5,470,020</u> | <u>\$ 6,511,700</u> | <u>\$ 1,041,680</u> |

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

FUND: 500 -- WATER & SEWER FUND

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|--|------------------|--------------------|------------------|------------------|---------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 41001 Salaries and Wages | \$ 1,430,123 | \$ 1,514,700 | \$ 1,514,660 | \$ 1,598,240 | \$ 83,540 |
| 41002 Overtime | 240,096 | 180,840 | 236,740 | 180,840 | - |
| 41003 Regular Part Time with Benefits | - | - | - | - | - |
| 41006 Annual Leave Liquidation | 75,552 | - | 4,720 | - | - |
| 41008 Annual Leave Cash-In | 20,800 | - | 6,610 | - | - |
| 41011 Non-Exempt Comp Time Liquidation | 919 | - | 40 | - | - |
| 41015 Performance Bonus | 13,000 | - | 7,000 | - | - |
| 41016 CDL Recruitment | 950 | - | 1,050 | - | - |
| 41017 CDL Retainage | 13,500 | 15,000 | 15,000 | 20,000 | 5,000 |
| 41020 Transfer of Budgeted Salary | <u>(104,238)</u> | <u>(110,500)</u> | <u>(65,000)</u> | <u>(110,500)</u> | <u>-</u> |
| TOTAL PERSONNEL SERVICES | 1,690,702 | 1,600,040 | 1,720,820 | 1,688,580 | 88,540 |
| 42001 F.I.C.A. | 128,826 | 121,640 | 121,640 | 138,000 | 16,360 |
| 42002 V.R.S. | 170,660 | 165,100 | 162,100 | 201,530 | 36,430 |
| 42003 V.R.S. Life Insurance | 27,477 | 20,410 | 20,410 | 22,530 | 2,120 |
| 42004 Local Pension Plan | 285 | - | - | - | - |
| 42007 Health Insurance | 260,907 | 242,090 | 237,090 | 266,730 | 24,640 |
| 42012 Cafeteria Plan Fees | 220 | 280 | 280 | 280 | - |
| 42018 Employer Contributions: DC401A | 49,193 | 59,440 | 56,930 | 62,360 | 2,920 |
| 42020 Other Post Employment Benefits | - | 6,000 | 6,000 | 6,000 | - |
| 42021 V.R.S Hybrid 401A Match | 18,734 | 24,660 | 24,660 | 18,540 | (6,120) |
| 42025 V.R.S. Hybrid Disability | 3,980 | 4,660 | 4,660 | 13,950 | 9,290 |
| 42030 Pension Expense | <u>(35,827)</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| TOTAL EMPLOYEE BENEFITS | 624,456 | 644,280 | 633,770 | 729,920 | 85,640 |
| 43101 Consulting Services | 55,848 | 38,280 | 46,550 | 38,280 | - |
| 43301 Equipment Maintenance Contracts | 4,734 | 4,290 | 4,290 | 4,900 | 610 |
| 43302 Financial System Maintenance | - | - | 15,000 | 40,000 | 40,000 |
| 43307 Repair/Maintenance Services | 3,680 | 7,600 | 7,600 | 7,600 | - |
| 43308 Contracts/Services | 150,659 | 261,970 | 193,960 | 267,970 | 6,000 |
| 43309 Cell Phone Expense | 4,700 | 12,100 | 12,100 | 7,200 | (4,900) |
| 43701 Uniform Rental/Cleaning | 12,026 | 12,320 | 12,320 | 12,900 | 580 |
| 43801 Services From Other Government | 31,732 | 48,850 | 32,570 | 48,850 | - |
| 43802 Landfill Fees | 66,692 | 64,060 | 52,930 | 65,600 | 1,540 |
| 43803 Wholesale Water Purchase | 1,869,354 | 2,015,000 | 1,986,330 | 2,215,000 | 200,000 |
| 43804 Sewage Treatment/DC WASA | 1,938,775 | 2,300,000 | 1,883,220 | 2,125,000 | (175,000) |
| 43805 Sewage Treatment/Fairfax | 640,413 | 656,800 | 493,480 | 656,800 | - |
| 43807 Fairfax Capital Interest | <u>(8,623)</u> | <u>130,000</u> | <u>130,000</u> | <u>130,000</u> | <u>-</u> |
| TOTAL PURCHASED SERVICES | 4,769,992 | 5,551,270 | 4,870,350 | 5,620,100 | 68,830 |
| 45101 Electricity | 14,929 | 21,600 | 19,150 | 19,500 | (2,100) |
| 45203 Postal Services | 22,651 | 20,000 | 27,040 | 24,000 | 4,000 |
| 45404 Central Copier Charges | 6,804 | 2,200 | 2,200 | 7,000 | 4,800 |
| 45501 Mileage Reimbursement | 942 | 500 | 1,100 | 1,000 | 500 |
| 45503 Subsistence/Lodging | 1,414 | 2,500 | 2,500 | 3,500 | 1,000 |
| 45504 Conventions/Education | 6,539 | 19,000 | 12,000 | 21,500 | 2,500 |
| 45505 Business Meals | 1,363 | 1,500 | 1,500 | 1,750 | 250 |
| 45801 Memberships/Dues | 460 | 400 | 1,900 | 1,900 | 1,500 |
| 45803 Bad Debt Write-Off | <u>27,824</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| TOTAL OTHER CHARGES | 82,925 | 67,700 | 67,390 | 80,150 | 12,450 |

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

FUND: 500 -- WATER & SEWER FUND

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|--|---------------------|----------------------|----------------------|----------------------|---------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 46001 Office Supplies | 2,348 | 3,510 | 3,510 | 3,710 | 200 |
| 46007 Repair/Maintenance Supplies | 243,963 | 245,000 | 256,350 | 245,000 | - |
| 46008 Vehicle/Equipment Fuels | 31,555 | 27,000 | 27,000 | 37,000 | 10,000 |
| 46009 Vehicle/Equip Maintenance Supplies | 599 | 1,000 | 1,200 | 1,500 | 500 |
| 46011 Uniforms/Safety Apparel | 10,722 | 13,270 | 13,270 | 13,270 | - |
| 46015 Operational Supplies | 38,266 | 49,000 | 44,740 | 48,500 | (500) |
| 46017 Small Tools | 2,341 | 3,500 | 3,500 | 3,500 | - |
| 46031 Tires and Tubes | 2,535 | 4,250 | 4,250 | 4,950 | 700 |
| 46032 Surface Repair Materials | 20,725 | 41,020 | 33,500 | 41,020 | - |
| 46040 Software Purchases | - | 6,500 | - | 6,500 | - |
| TOTAL MATERIALS AND SUPPLIES | 353,053 | 394,050 | 387,320 | 404,950 | 10,900 |
| 47203 Service Awards | 750 | - | - | - | - |
| 47407 Contracted Asphalt Repairs | 74,066 | 90,000 | 73,780 | 90,000 | - |
| 47408 Internal Asphalt Repairs | 38,438 | 35,600 | 27,500 | 35,600 | - |
| TOTAL PROGRAMS AND SERVICES | 113,254 | 125,600 | 101,280 | 125,600 | - |
| 48101 Machine/Equipment Replacement | (33,195) | 9,550 | 9,550 | 9,550 | - |
| 48201 Additional Machine/Equipment | 12,573 | 31,500 | 34,800 | 31,500 | - |
| 48202 Additional Furniture/Fixtures | 3,226 | 3,500 | 3,500 | 3,500 | - |
| 48308 Capital Leases | - | - | - | 16,900 | 16,900 |
| 48311 Depreciation | 885,766 | - | - | - | - |
| TOTAL CAPITAL OUTLAY | 868,370 | 44,550 | 47,850 | 61,450 | 16,900 |
| 49102 Water & Sewer GO Debt Interest | - | - | 158,630 | 350,200 | 350,200 |
| 49155 Water & Sewer Interest | 123,954 | 42,000 | 183,350 | 175,000 | 133,000 |
| TOTAL DEBT SERVICES | 123,954 | 42,000 | 341,980 | 525,200 | 483,200 |
| 49201 WS Transfer to GF | 2,200,000 | 2,400,000 | 2,400,000 | 2,500,000 | 100,000 |
| 49202 WS Transfer to DS | 1,390,722 | 1,477,500 | 1,477,500 | 1,675,000 | 197,500 |
| 49204 CPF Transfer to WS | (3,513,909) | - | - | - | - |
| 49220 Transfer to Stormwater | (15,000) | - | - | - | - |
| TOTAL INTERFUND TRANSFERS | 61,813 | 3,877,500 | 3,877,500 | 4,175,000 | 297,500 |
| 49900 Contingency Reserve | - | (100,000) | - | - | 100,000 |
| TOTAL CONTINGENCY RESERVE | - | (100,000) | - | - | 100,000 |
| TOTAL WATER & SEWER FUND | \$ 8,688,520 | \$ 12,246,990 | \$ 12,048,260 | \$ 13,410,950 | \$ 1,163,960 |

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

FUND: 550 -- STORMWATER FUND

| ACCOUNT NUMBER TITLE | FY 22-23 ACTUAL | -----FY 23-24----- BUDGET | REVISED | FY 24-25 PROPOSED | NET CHANGE |
|--|--------------------|------------------------------|-------------------|----------------------|------------------|
| 41001 Salaries and Wages | \$ 156,612 | \$ 209,120 | \$ 209,120 | \$ 224,720 | \$ 15,600 |
| 41002 Overtime | 364 | 1,000 | 1,000 | 1,030 | 30 |
| 41006 Annual Leave Liquidation | 1,662 | - | - | - | - |
| 41015 Performance Bonus | 1,000 | - | - | - | - |
| 41020 Transfer of Budgeted Salary | 613 | - | 1,000 | (10,000) | (10,000) |
| TOTAL PERSONNEL SERVICES | 160,251 | 210,120 | 211,120 | 215,750 | 5,630 |
| 42001 F.I.C.A. | 11,914 | 16,000 | 13,000 | 16,890 | 890 |
| 42002 V.R.S. | 20,554 | 22,790 | 22,770 | 27,830 | 5,040 |
| 42003 V.R.S. Life Insurance | 2,081 | 2,800 | 2,600 | 2,740 | (60) |
| 42007 Health Insurance | 14,685 | 27,170 | 15,000 | 25,860 | (1,310) |
| 42018 Employer Contributions: DC401A | 3,977 | 8,150 | 8,000 | 8,610 | 460 |
| 42021 V.R.S. Hybrid 401A Match | 471 | 750 | 500 | 2,210 | 1,460 |
| 42025 V.R.S. Hybrid Disability | 126 | 170 | 170 | 3,180 | 3,010 |
| TOTAL EMPLOYEE BENEFITS | 53,808 | 77,830 | 62,040 | 87,320 | 9,490 |
| 43104 Architect/Engineer Services | 32,687 | 101,000 | 125,000 | 101,000 | - |
| 43309 Cell Phone Expense | 330 | 820 | 820 | 700 | (120) |
| TOTAL PURCHASED SERVICES | 33,017 | 101,820 | 125,820 | 101,700 | (120) |
| 45203 Postal Services | 558 | 1,000 | 500 | 750 | (250) |
| 45404 Central Copier Charges | 716 | - | - | 800 | 800 |
| 45501 Mileage Reimbursement | - | - | 500 | 1,000 | 1,000 |
| 45502 Fares | - | - | 100 | 1,000 | 1,000 |
| 45503 Subsistence/Lodging | 677 | 1,000 | 1,000 | 1,000 | - |
| 45504 Conventions/Education | 1,654 | 2,000 | 1,000 | 2,000 | - |
| 45801 Memberships/Dues | - | 500 | 500 | 500 | - |
| TOTAL OTHER CHARGES | 3,605 | 4,500 | 3,600 | 7,050 | 2,550 |
| 46001 Office Supplies | 10 | 250 | 500 | 250 | - |
| 46008 Vehicle/Equipment Fuels | - | 1,800 | 1,800 | 1,800 | - |
| 46009 Vehicle/Equip Maintenance Supplies | - | 300 | 300 | 300 | - |
| 46011 Uniforms/Safety Apparel | - | 240 | 650 | 250 | 10 |
| 46015 Operational Supplies | - | 650 | 650 | 650 | - |
| 46017 Small Tools | - | 120 | 120 | 150 | 30 |
| 46040 Software Purchases | - | 2,000 | 2,000 | 2,000 | - |
| TOTAL MATERIALS AND SUPPLIES | 10 | 5,360 | 6,020 | 5,400 | 40 |
| 47403 Physical Improvements | 202,167 | 240,000 | 245,000 | 240,000 | - |
| 47404 Stormwater Management Program | 9,216 | 97,410 | 120,000 | 97,500 | 90 |
| TOTAL PROGRAMS AND SERVICES | 211,383 | 337,410 | 365,000 | 337,500 | 90 |
| 49211 Stormwater Transfer to W&S | 15,000 | 15,000 | 15,000 | 15,000 | - |
| TOTAL INTERFUND TRANSFERS | 15,000 | 15,000 | 15,000 | 15,000 | - |
| TOTAL STORMWATER FUND | \$ 477,074 | \$ 752,040 | \$ 788,600 | \$ 769,720 | \$ 17,680 |

EXPENDITURES BY DEPARTMENT

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
- Personnel
- Budget Changes

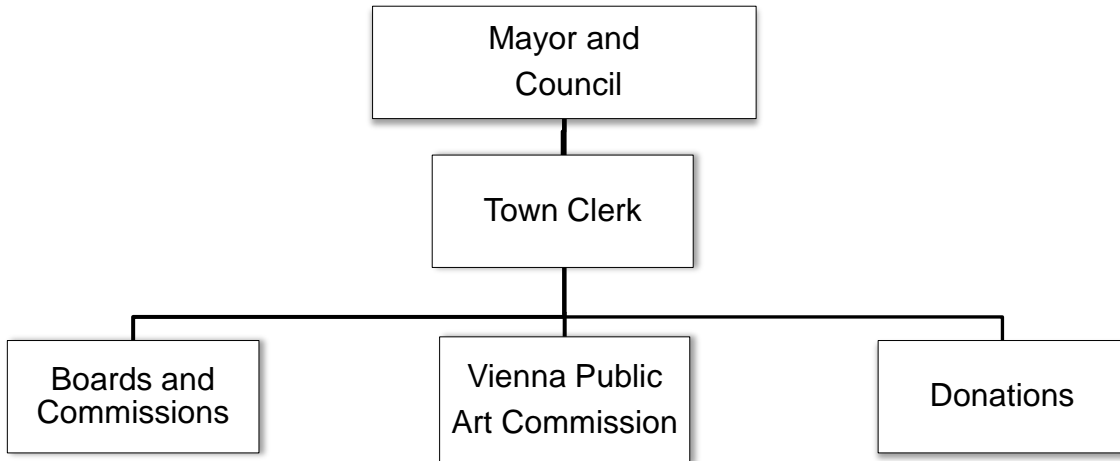
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MISSION

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



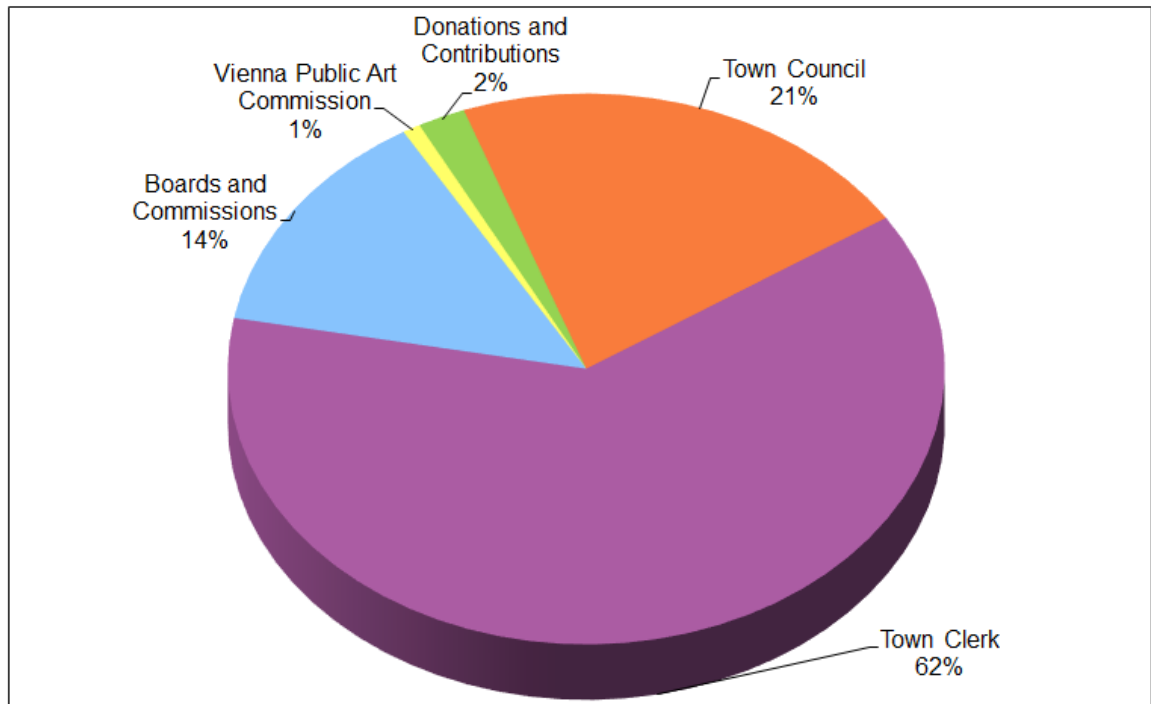
LEGISLATIVE



LEGISLATIVE

**TOWN OF VIENNA
FISCAL YEAR 24-25 BUDGET**

| | FY 22-23 Actuals | FY 23-24 Adopted | FY 23-24 Revised | FY 24-25 Adopted | Net Change |
|------------------------------|---------------------|---------------------|---------------------|---------------------|---------------|
| Town Council | 102,928 | 106,390 | 104,390 | 119,050 | 12,660 |
| Town Clerk | 330,921 | 358,230 | 354,880 | 347,330 | -10,900 |
| Boards and Commissions | 59,247 | 57,060 | 53,560 | 75,550 | 18,490 |
| Vienna Public Art Commission | 9,000 | 4,500 | 9,000 | 4,500 | 0 |
| Donations and Contributions | 12,050 | 12,050 | 12,050 | 12,050 | 0 |
| Legislative | 514,146 | 538,230 | 533,880 | 558,480 | 20,250 |



| | FY 22-23 Actuals | FY 23-24 Adopted | FY 24-25 Adopted | Net Change | FY 24-25 % of Total |
|------------------------|---------------------|---------------------|---------------------|---------------|------------------------|
| Personnel Services | 321,257 | 338,720 | 353,230 | 14,510 | 63.2% |
| Employee Benefits | 78,529 | 81,230 | 79,830 | -1,400 | 14.3% |
| Purchased Services | 15,579 | 30,160 | 27,300 | -2,860 | 4.9% |
| Other Charges | 53,416 | 60,050 | 59,550 | -500 | 10.7% |
| Materials and Supplies | 39,013 | 28,070 | 38,570 | 10,500 | 6.9% |
| Program and Services | 6,353 | 0 | 0 | 0 | 0.0% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0.0% |
| Transfers | 0 | 0 | 0 | 0 | 0.0% |
| Legislative | 514,146 | 538,230 | 558,480 | 20,250 | 100.0% |

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, Town Clerk, and the Town's eight Boards and Commissions.
- Establish Town policies and enact legislation.
- Respond to constituent inquiries and requests for services.
- 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 23-24 ACCOMPLISHMENTS

- Approved, in October, the completed process to update the Town's zoning and subdivision regulations, CODE CREATE VIENNA, presented by Planning and Zoning and the Town Manager.
- Continued approving sidewalks, in all four quadrants, under the Maud Robinson Trust project.
- Adopted a balanced budget with a one cent reduction in the tax rate.
- Approved raises for Town staff and Council.
- Approved streetscape planters for Maple Avenue and Church Street.
- Approved the Vienna Connect App.
- Approved funding for park improvements.
- Approved Maple Avenue light signalization.

**TOWN COUNCIL
11110**

- Approved \$250,000 for planting trees on public property.
- Approved amendments to Noise Ordinance.
- Revised the Strategic Plan process, with the Town Manager, to help define a clear direction for The Town.
- Successfully sold the 3rd Annual Town of Vienna Holiday Ornament.
- Established Four priorities for 2024/2025.
- Approved Communications improvements.
- Approval of Maud Robinson Trust funds for planting 150 trees on town property.
- Approved text amendments for preserving and enhancing the tree canopy in chapters 17,18 & 27 of the town code.

FY 24-25 INITIATIVES

- Approve a completed Long-Range plan for the Annex Property on Center Street, in the Fall of 2024.
- Approve a completed Parks Master Plan by the Spring of 2025.
- Approve a completed automation of business licenses from a partnership of the Economic Development, Information Technology, Planning & Zoning, and Finance departments. The goal is to provide businesses with an organized and efficient way to either file for a new business license, renew their existing business license annually, or have restaurants pay their monthly meals tax. Expected go-live date is by December 2024.
- Review and recommend changes to the Comprehensive Plan.
- Implement the Strategic Plan by July 1, 2024.
- Design the 4th Annual Town of Vienna Holiday Ornament.
- Adopt the Town’s Annual Budget prior to the start of the fiscal year, July 1, 2024.

PERFORMANCE MEASURES

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.



| Description | Actual 2023 | Estimated 2024 | Projected 2025 |
|---|-------------|----------------|----------------|
| Adoption of Town’s annual budget prior to start of fiscal year (July 1) | YES | YES | YES |

**TOWN COUNCIL
11110**

PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|--------------------------------|-----------------------------|-----------------------------|-----------------------------|
| Mayor (\$11,250) | 1 | 1 | 1 |
| Council Members (\$7,500 each) | 6 | 6 | 6 |
| Total | 7 | 7 | 7 |

FY 24-25 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 11110
NAME TOWN COUNCIL**

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|--------------------------------------|-------------------|--------------------|-------------------|-------------------|------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 41009 Council/Boards Salary | \$ 37,500 | \$ 46,800 | \$ 46,800 | \$ 56,250 | \$ 9,450 |
| TOTAL PERSONNEL SERVICES | 37,500 | 46,800 | 46,800 | 56,250 | 9,450 |
| 42001 F.I.C.A. | 2,868 | 3,590 | 3,590 | 4,300 | 710 |
| TOTAL EMPLOYEE BENEFITS | 2,868 | 3,590 | 3,590 | 4,300 | 710 |
| 43501 Printing/Binding Services | 234 | 500 | 500 | 500 | - |
| TOTAL PURCHASED SERVICES | 234 | 500 | 500 | 500 | - |
| 45203 Postal Services | 763 | 1,200 | 1,200 | 1,200 | - |
| 45404 Central Copier Charges | - | 100 | 100 | 100 | - |
| 45501 Mileage Reimbursement | 1,090 | 1,500 | 1,000 | 1,000 | (500) |
| 45503 Subsistence/Lodging | 4,862 | 7,000 | 4,000 | 7,000 | - |
| 45504 Conventions/Education | 4,872 | 5,500 | 7,000 | 5,500 | - |
| 45801 Memberships/Dues | 22,254 | 22,300 | 22,300 | 22,300 | - |
| TOTAL OTHER CHARGES | 33,841 | 37,600 | 35,600 | 37,100 | (500) |
| 46001 Office Supplies | 759 | 800 | 800 | 800 | - |
| 46012 Books/Subscriptions | - | 100 | 100 | 100 | - |
| 46015 Operational Supplies | 6,167 | 6,500 | 6,500 | 9,500 | 3,000 |
| 46019 Other Supplies | 15,356 | 10,500 | 10,500 | 10,500 | - |
| TOTAL MATERIALS AND SUPPLIES | 22,282 | 17,900 | 17,900 | 20,900 | 3,000 |
| 47201 Training Programs | 6,203 | - | - | - | - |
| TOTAL PROGRAMS & SERVICES | 6,203 | - | - | - | - |
| TOTAL TOWN COUNCIL | \$ 102,928 | \$ 106,390 | \$ 104,390 | \$ 119,050 | \$ 12,660 |

**TOWN CLERK
11120**

PURPOSE

Responsible for keeping the official record of Town governmental actions including recording the minutes of all Town Council meetings, all ordinances and resolutions adopted by the Town Council; and all other official documents of the Town which establish the public, official, and historical record. 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 trips to the Virginia Municipal League Annual Conference and the Annual Legislative Day event, for Mayor/Council and staff.

FY 23-24 ACCOMPLISHMENTS

- Designed and sold 330 Holiday Ornaments for 2023 and the remainder of the Holiday Ornaments for 2022. The proceeds were presented to the Vienna Public Art Commission in the amount of \$4,500.
- Successfully hired and trained a new Deputy Town Clerk.
- Developed and distributed 22 Council meeting agendas and 17 Conference Session agendas.
- Submitted 39 sets of minutes to Council for approval, all accepted.
- Submitted 23 Legal Advertisements in accordance with the Virginia State Code.
- Submitted 12 town code updates to Municipal Code Corporation.
- Prepared and sent ten 16x12 boxes of documents for scanning into Laserfiche (approximately 5 years’ worth of documents).

**TOWN CLERK
11120**

FY 24-25 INITIATIVES

- Design and present the 4th Annual Town of Vienna Holiday Ornament in the Summer of 2024.
- Deputy Clerk will continue training towards his Municipal Clerk Certification.
- Continue to provide high quality meeting agendas and minutes to Council at each of the 30 sessions.
- Submit legal advertisements as needed in accordance with Virginia State Code.
- Submit Town Code updates as needed to Municipal Code Corporation.
- Continue scanning documents for easy access, for the Town and residents.

PERFORMANCE MEASURES

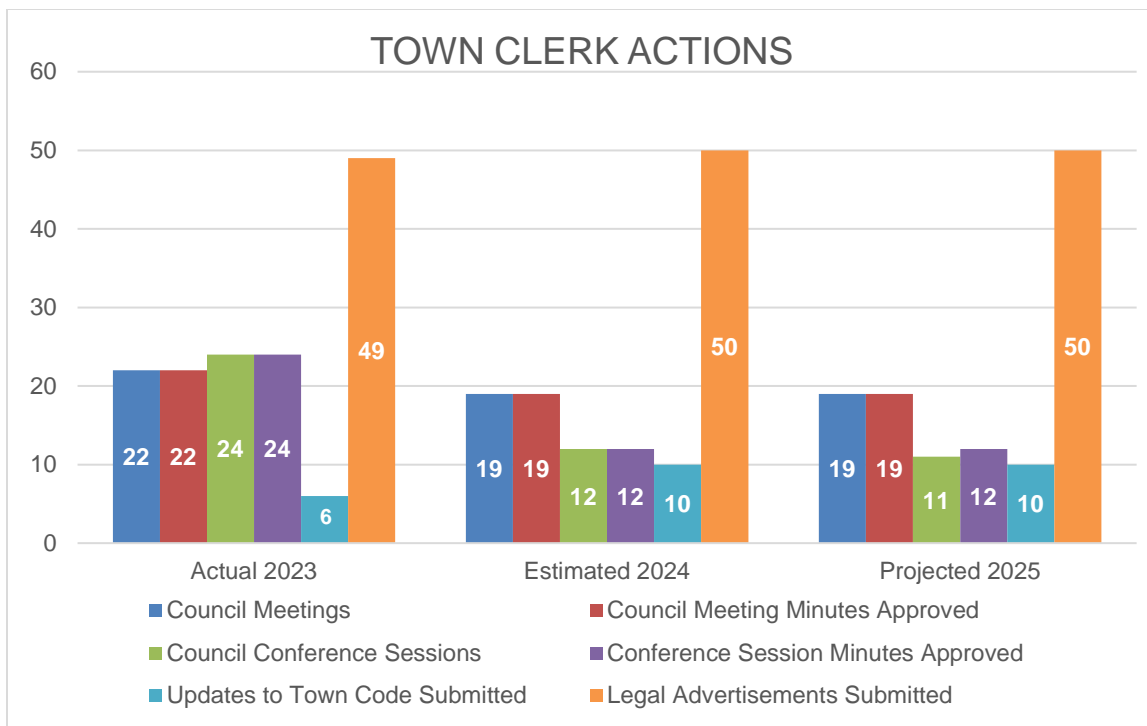
Strategic Plan Importance: Shows the administrative support provided to Council over the course of several years. This will help *Vienna remain as an influential and well-governed community.*



| Performance Measure | Actual 2023 | Estimated 2024 | Projected 2025 |
|--|--------------------|-----------------------|-----------------------|
| Council Meetings held | 22 | 19 | 19 |
| Council Meeting Minutes approved | 22 | 19 | 19 |
| Council Conference Sessions held | 24 | 12 | 11 |
| Council Conference Session Minutes approved | 24 | 12 | 12 |
| Updates to Town Code submitted to Municipal Code Corporation | 6 | 10 | 10 |
| Legal Advertisements submitted | 49 | 50 | 50 |



**TOWN CLERK
11120**



PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|----------------------|------------------|------------------|------------------|
| Town Clerk | 1 | 1 | 1 |
| Deputy Town Clerk | 1 | 1 | 1 |
| Total | 2 | 2 | 2 |

| Part-time Staff | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|---------------------|------------------|------------------|------------------|
| Recording Secretary | 0.5 | 0.5 | 0.5 |
| Total | 0.5 | 0.5 | 0.5 |

FY 24-25 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 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|--------------------------------------|-------------------|--------------------|-------------------|-------------------|--------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 41001 Salaries and Wages | \$ 209,044 | \$ 220,020 | \$ 220,020 | \$ 214,880 | \$ (5,140) |
| 41002 Overtime | 4,022 | 3,000 | 3,000 | 3,000 | - |
| 41004 Part Time without Benefits | 19,440 | 22,400 | 22,400 | 22,400 | - |
| 41008 Annual Leave Cash-In | 1,250 | - | - | - | - |
| 41015 Performance Bonus | 1,000 | - | - | - | - |
| TOTAL PERSONNEL SERVICES | 234,756 | 245,420 | 245,420 | 240,280 | (5,140) |
| 42001 F.I.C.A. | 17,524 | 18,840 | 18,840 | 16,670 | (2,170) |
| 42002 V.R.S. | 26,707 | 26,290 | 26,290 | 27,100 | 810 |
| 42003 V.R.S. Life Insurance | 2,798 | 2,950 | 2,950 | 2,660 | (290) |
| 42007 Health Insurance | 14,551 | 14,600 | 14,600 | 14,520 | (80) |
| 42012 Cafeteria Plan Fees | 71 | 70 | 70 | 70 | - |
| 42018 Employer Contributions:DC401A | 8,031 | 8,590 | 8,590 | 8,380 | (210) |
| 42021 V.R.S. Hybrid 401A Match | 1,816 | 2,300 | 2,300 | 730 | (1,570) |
| 42025 V.R.S. Hybrid Disability | 414 | 440 | 440 | 1,050 | 610 |
| TOTAL EMPLOYEE BENEFITS | 71,911 | 74,080 | 74,080 | 71,180 | (2,900) |
| 43308 Contracts/Services | 3,448 | 9,350 | 10,000 | 9,350 | - |
| 43309 Cell Phone Expense | 266 | 700 | 700 | 700 | - |
| 43501 Printing/Binding Services | - | 750 | 750 | 750 | - |
| 43601 Advertising | 11,631 | 18,860 | 10,860 | 16,000 | (2,860) |
| TOTAL PURCHASED SERVICES | 15,345 | 29,660 | 22,310 | 26,800 | (2,860) |
| 45203 Postal Services | 1,055 | 900 | 900 | 900 | - |
| 45404 Central Copier Charges | 3,476 | 3,000 | 3,000 | 3,000 | - |
| 45504 Conventions/Education | 1,482 | 2,000 | 1,000 | 2,000 | - |
| 45801 Memberships/Dues | 415 | 500 | 500 | 500 | - |
| TOTAL OTHER CHARGES | 6,428 | 6,400 | 5,400 | 6,400 | - |
| 46001 Office Supplies | 2,330 | 2,500 | 2,500 | 2,500 | - |
| 46012 Books/Subscriptions | - | 170 | 170 | 170 | - |
| TOTAL MATERIALS AND SUPPLIES | 2,330 | 2,670 | 2,670 | 2,670 | - |
| 47201 Training Programs | 150 | - | - | - | - |
| TOTAL PROGRAMS & SERVICES | 150 | - | - | - | - |
| 48102 Furniture/Fixture Replacement | - | - | 5,000 | - | - |
| TOTAL CAPITAL OUTLAY | - | - | 5,000 | - | - |
| TOTAL TOWN CLERK | \$ 330,921 | \$ 358,230 | \$ 354,880 | \$ 347,330 | \$ (10,900) |

BOARDS AND COMMISSIONS
11130

PURPOSE

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

**STRATEGIC PLAN**

Citizens serve on the Town's Boards and 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

- 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 (TBLC) 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.

BOARDS AND COMMISSIONS
11130

FY 23-24 ACCOMPLISHMENTS

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 Town cleanup activities.
- Hosted the Green Expo at the Community Center and expanded participation to a wider, family-friendly audience.
- Worked to research and develop a “Leave the Leaves” campaign to encourage residents to engage in leaf composting.
- Coordinated with the Town’s Economic Development Department (EDD) 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 the storm drains.
- Engaged in outreach campaigns towards Vienna students of all ages with the Student Creativity Contest.
- Continued to educate residents about native plants by hosting the Spring and Fall Native Plant Sales and the Tree Seedling Giveaway distributing over 100 bareroot seedlings and working on related ordinances.
- Presented findings and recommendations, from 2-year pro bono project to protect and increase Vienna’s tree canopy, to the Town Council. Helped write and advocated for adoption of a tree conservation ordinance. Organized and managed annual tree seedling giveaway.
- Coordinated with other Town boards and commissions including the Vienna Public Art Commission, Town Business Liaison Committee, Vienna Business Association, and Town Economic Development Department.
- Outreach with weekly Green Tips distributed through the Town’s social media and regular Vienna Voice articles on various environmental topics.
- Advised the Town Council and supported ordinances limiting light pollution and noise pollution in the Town.

Town Business Liaison Committee:

- Participated in ribbon cuttings with the Economic Development Department, Town Council, and the Vienna Business Association.
- Coordinated additional level of outreach to newly licensed businesses by sending personalized postcards.
- 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.

BOARDS AND COMMISSIONS
11130

- Revised two distinct award programs: the Robert Leggett Outstanding Service Award Sponsored and the Carole Wolfand Award, at the Mayor's award ceremony. One honors business owners for exceptional community contributions, and the other highlights an outstanding employee within local businesses for their exceptional work and dedication.
- Co-hosted the Thrive Awards, a new business retention program to recognize existing businesses with exceptional milestones in the Town.
- Enhanced committee efficiency by renewing the TBLC bylaws and establishing new subcommittees focused on governance, policy, and awards, ensuring a more targeted approach in key areas.

The Planning Commission:

- Met 20 times, which included regular agenda items, work sessions, and public hearings. One of the public hearings was held jointly with the Town Council, over two evenings.
- A summary of land use matters on which the Commission reviewed proposals and provided recommendations are as follows:
 - Overall update to the Town's zoning and subdivision regulations.
 - Amendments to requirements for tree canopy during development.
 - One use permit request in the Corporate Park area of Town.
 - One boundary line adjustment.
- At the beginning of the year, the Planning Commission reviewed, approved, and transmitted its Annual Report for 2022 to the Town Council. In the last meeting of 2023, the Commission reviewed and approved its Annual Report for 2023, which will be transmitted to the Town Council in the beginning of 2024.
- Updated Bylaws and Rules of Procedure guidelines for receiving spoken and written public communications as part of their public hearing process.
- Held 11 discussions on various components of Code Create, the project to update the Town's zoning and subdivision regulations. The Commission completed its review, after a two-evening public hearing, and forwarded recommendations to the Town Council.
- Held 4 discussions and one public hearing on proposed changes to the Town Code related to requirements for trees on development sites. The Commission forwarded recommendations to the Town Council.
- A member of the Planning Commission served as the Planning Commission member of the Windover Heights Board of Review.

Board of Zoning Appeals:

- Held five public meetings covering six applications.
- Reviewed six variance applications, which resulted in:
 - Approval of all six applications.
- Elected a new Chair and Vice Chair at the beginning of 2023.

BOARDS AND COMMISSIONS
11130

Board of Architectural Review:

- Held twelve public meetings, eleven work sessions, and two special meetings.
- Of the 84 agenda items, 46 were for reviewing sign applications, and 38 were for reviewing exterior modifications. Some of the applications had multiple items, and a few items were revisions of previous applications.
- All applications were either approved, sometimes with conditions, or deferred, typically resulting in a revision.
- Met and discussed the draft *Chapter 18 – Zoning and Subdivision Ordinance* and submitted a letter with recommendations to the Town Council.

Windover Heights Board of Review:

- Reviewed and approved the following applications for Certificates of Appropriateness:
 - Two exterior modifications
 - One fence
- One work session was held to discuss one of the above-mentioned applications for an exterior modification.
- Reviewed potential public improvements, per the Code, for recommendation to the Town Council. A work session is expected to follow in 2024.

The Transportation Safety Commission, Bicycle Advisory and Pedestrian Advisory:

In 2023, the Transportation Safety Commission (TSC) met in January, February, March, May, June, July, September, October, and November. In 2023, the TSC held public hearings on petitions for vehicle, pedestrian, and bicycle safety improvements in the Town. Among the motions that were approved and sent to the Town Council were actions related to:

- Recommendation for vertical traffic calming mitigations and pavement markings on Echols Street SE.
- Recommendation on sponsorship of the “Eye-to-Eye Pedestrian Safety Advisory” Campaign.
- Recommendation on Maud Robinson Trust for future Sidewalks.
- Recommendation on the usage of Flashing Stop Signs as an approved traffic calming measure.
- Recommendation on the addition of a four-way crosswalk and associated pavement markings and signage installed as well as limit parking at the intersection of Tapawingo Road and Glyndon Street SE.

BOARDS AND COMMISSIONS
11130

- Recommendation to restripe the crosswalks at Ayr Hill Avenue NW and Center Street N, and to add the word “STOP” to the roadway approaching the stop sign.
- Recommendation to bump out the curb ramps located at the Ayr Hill Avenue leg of the Ayr Hill Avenue and Lawyers Road NW.

The TSC held public hearings on the following petitions:

- Traffic Calming on Echols Street SE
- Traffic Calming and Conditions at Glyndon Street and Tapawingo SE
- Traffic Calming and Safety on Ayr Hill Avenue NW
 - The TSC with the support of Bicycle Advisory Committee (BAC) and Pedestrian Advisory Committee (PAC) planned the inaugural “Town of Vienna Walk & Roll” Campaign which was a multifaceted advocacy campaign for residents to increase the amount of trips around town where they walk or ride bicycles, scooters, etc.
 - The PAC and BAC are doing very positive work as described below, they hosted a joint meeting in 2023 to discuss town issues and initiatives that impact both pedestrians and cyclists.
 - 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 offered several suggestions to the Town:
 - The Town adjusts its walk/don’t walk signals to provide for leading pedestrian intervals, to improve pedestrian safety.
 - The Town plants trees in the tree lawns soon after new sidewalks are installed, which would help rebuild the Town’s tree canopy.
 - The Town continues to provide citizens as much information as possible about where new sidewalks are being considered and are being constructed, including individual sidewalk segments in front of new homes.
 - The PAC championed an “Eye-to-Eye” Pedestrian Safety Advisory Campaign which received positive feedback from the community, and the extensive media coverage in the DC Metro area.
 - The BAC submitted an award application, and the Town of Vienna 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 first annual Tour de Vienna bicycle event on May 21st. BAC member and certified instructor Elizabeth McGregor provided Adult Bike Training class to community members as part of BAC outreach. The BAC also organized a “Pit Stop” on the Town Green for National Bike to Work Day on May 19th. In Fall 2023, the BAC hosted a Community Bike Ride.

BOARDS AND COMMISSIONS
11130

FY 24-25 INITIATIVES

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 to host the Green Expo as an annual, family-friendly 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 conservation and sustainability-related projects.
- Develop a comprehensive composting program with a drop-off site within Town limits.
- Assist the Planning Commission with Comprehensive Plan updates.
- Continue to educate residents about light and noise pollution, and work on related ordinances.
- Continue to educate residents about native plants and work on related ordinances.
- Continue to work with other town boards and commissions, including Vienna Public Art Commission, Town Business Liaison Committee, and the Town's Economic Development Department, as well as collaborate with Vienna Business Association.
- Continue to host Spring and Fall Native Plant Sales and Tree Seedling giveaways.
- Continue to educate residents about trash and recycling.

Town Business Liaison Committee:

- Align TBLC initiatives with the Town's Comprehensive Plan to ensure support and advancement of overarching community goals.
- Foster collaboration by actively engaging with other commissions and boards that can assist with promoting economic development within the Town.
- Strengthen regional ties by actively participating in economic boards and advocating for legislative initiatives that benefit the local economy.
- Support the EDD's efforts towards initiatives that appeal to residents and contribute to the overall well-being and growth of the community.
- Facilitate town hall events specifically tailored for businesses, providing a platform for dialogue, feedback, and collaboration.
- Strengthen wayfinding, branding, and signage in the Town.

BOARDS AND COMMISSIONS
11130

- Support the education and discussion of parking and pedestrian safety with the business community.

Planning Commission:

- Review and provide recommendations on 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 the Comprehensive Plan and determine whether to recommend changes.

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.
- One board member will be working towards receiving the Virginia Commonwealth University (VCU) 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, Bicycle Advisory and Pedestrian Advisory:

- 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. The BAC and PAC will be hosting a joint meeting to discuss upgrades to the W&OD with a NOVA Parks representative in early 2024. The TSC with support from the BAC and PAC also plan to host Tour de Vienna, Community Rides, Bike to Work Day Pit Stop, "walkabouts" and Walk & Ride campaigns as well as education and safety advisory campaigns in 2024. The BAC will be hosting a representative from Fairfax Alliance for Better Biking (FABB) in early 2024 to discuss FABB's mission and how it applies to the Town and the work of the BAC.

**BOARDS AND COMMISSIONS
11130**

PERSONNEL

| Authorized Appointed Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|---|-----------------------------|-----------------------------|-----------------------------|
| 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) | 7 | 7 | 7 |
| 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 |
| Total | 58 | 58 | 58 |

FY 24-25 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 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|-------------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 41009 Council/Boards Salary | <u>\$ 49,001</u> | <u>\$ 46,500</u> | <u>\$ 46,500</u> | <u>\$ 56,700</u> | <u>\$ 10,200</u> |
| TOTAL PERSONNEL SERVICES | 49,001 | 46,500 | 46,500 | 56,700 | 10,200 |
| 42001 F.I.C.A. | <u>3,749</u> | <u>3,560</u> | <u>3,560</u> | <u>4,350</u> | <u>790</u> |
| TOTAL EMPLOYEE BENEFITS | 3,749 | 3,560 | 3,560 | 4,350 | 790 |
| 45504 Conventions/Education | <u>1,097</u> | <u>4,000</u> | <u>500</u> | <u>4,000</u> | <u>-</u> |
| TOTAL OTHER CHARGES | 1,097 | 4,000 | 500 | 4,000 | - |
| 46015 Operational Supplies | - | - | - | 7,500 | 7,500 |
| 46019 Other Supplies | <u>5,401</u> | <u>3,000</u> | <u>3,000</u> | <u>3,000</u> | <u>-</u> |
| TOTAL MATERIALS AND SUPPLIES | 5,401 | 3,000 | 3,000 | 10,500 | 7,500 |
| TOTAL BOARDS AND COMMISSIONS | <u><u>\$ 59,247</u></u> | <u><u>\$ 57,060</u></u> | <u><u>\$ 53,560</u></u> | <u><u>\$ 75,550</u></u> | <u><u>\$ 18,490</u></u> |

VIENNA PUBLIC ART COMMISSION 11140

PURPOSE

The Vienna Public Art Commission (VPAC) was created and established to advise and assist the 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

The Vienna Public Art Commission advises and assists the 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 and complete community.”***

ACTIVITIES / PRODUCTS / SERVICES

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



VIENNA PUBLIC ART COMMISSION
11140

FY 23-24 ACCOMPLISHMENTS

- Finalized a partnership with the Town and NOVA Parks to purchase and install a Harmony Garden with musical flowers in Centennial Park.
- Adoption and endorsement of the VPAC Master Plan by the Town Council.
- Researched and reviewed proposed public art projects for 2024.
- Partnered with Vienna Public Art Foundation to hire a Grant Writer to pursue additional grants and foundation funding.
- Participated in Viva Vienna for outreach and exposure.
- Removed temporary sewer drain cover art from Community Center locations.
- Participated in the Parks and Recreation Departments “Cookies with Santa” event.
- Maintained existing public art already in place.
- Supervised the coordination of decorating the LOVE sign.

FY 24-25 INITIATIVES

- Continue to engage with the community through participation as a vendor at Viva Vienna.
- Implement a Public Art Plan for 2024.
- Complete installation of Harmony Garden musical flowers and ribbon cutting in Centennial Park.
- Work with the Vienna Public Art Foundation to canvas private businesses for sites for public art projects.
- Get on the Town Council and Board of Architectural Review agenda schedules to review and approve specific art projects.
- Maintain public art already in place and promote interest for groups to apply to decorate the LOVE sign.

FY 24-25 BUDGET CHANGES

- Requesting 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.
- Requesting dedicated funding from the Town 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 22-23 | -----FY 23-24----- | | FY 24-25 | NET |
|------------------------------------|------------------------|------------------------|------------------------|------------------------|--------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | CHANGE |
| 46019 Other Supplies | <u>\$ 9,000</u> | <u>\$ 4,500</u> | <u>\$ 9,000</u> | <u>\$ 4,500</u> | <u>\$ -</u> |
| TOTAL MATERIALS AND SUPPLIES | <u>9,000</u> | <u>4,500</u> | <u>9,000</u> | <u>4,500</u> | <u>-</u> |
| TOTAL VIENNA PUBLIC ART COMMISSION | <u><u>\$ 9,000</u></u> | <u><u>\$ 4,500</u></u> | <u><u>\$ 9,000</u></u> | <u><u>\$ 4,500</u></u> | <u><u>\$ -</u></u> |

**DONATIONS AND CONTRIBUTIONS
11150**

PURPOSE

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



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 24-25 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 Actual</u> | <u>FY25 Adopted</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 | 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 | 1,000 |
| 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 |
| Total | \$12,050 | \$12,050 | \$12,050 | \$12,050 |

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

**DIVISION 11150
NAME DONATIONS & CONTRIBUTIONS**

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|--|------------------|--------------------|------------------|------------------|---------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 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 | - | - | - | - | - |
| 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 \$2,000. | | | | | |
| TOTAL OTHER CHARGES | 12,050 | 12,050 | 12,050 | 12,050 | - |
| TOTAL DONATIONS & CONTRIBUTIONS | \$ 12,050 | \$ 12,050 | \$ 12,050 | \$ 12,050 | \$ - |

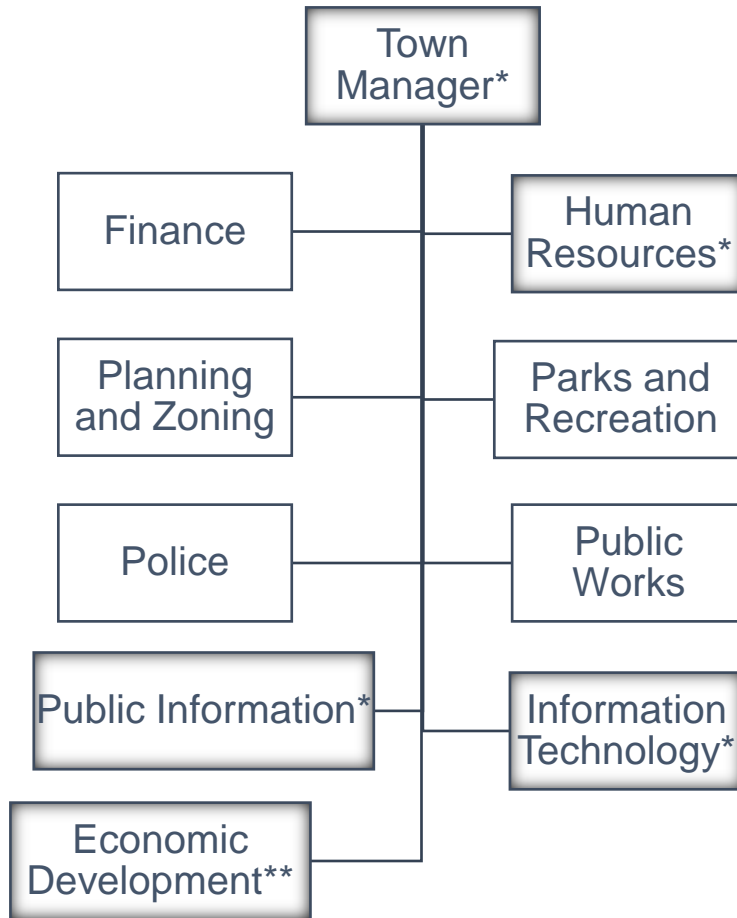
TOWN ADMINISTRATION

MISSION

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

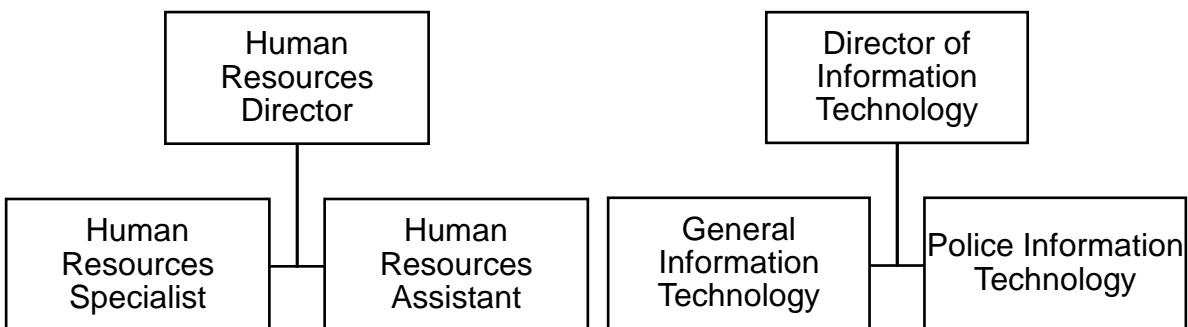


TOWN ADMINISTRATION



*Included within Administration Budget

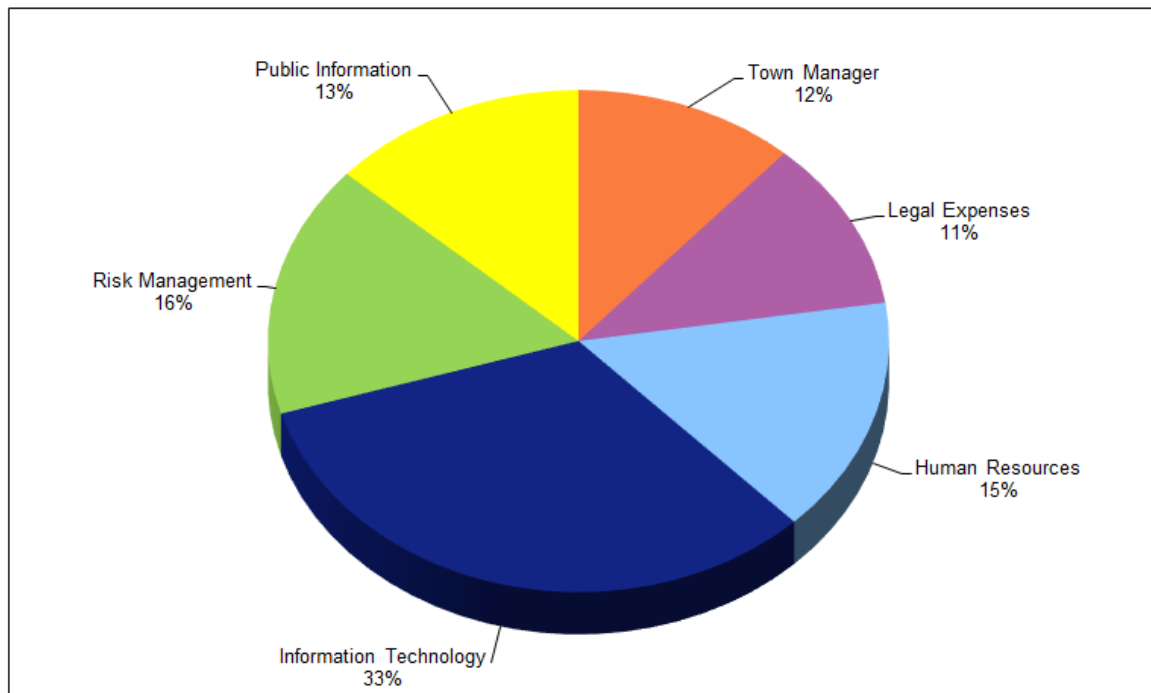
**Included within Community Development



TOWN ADMINISTRATION

**TOWN OF VIENNA
FISCAL YEAR 24-25 BUDGET**

| | FY 22-23 Actuals | FY 23-24 Adopted | FY 23-24 Revised | FY 24-25 Adopted | Net Change |
|------------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| Town Manager | 448,782 | 469,740 | 465,040 | 482,080 | 12,340 |
| Legal Services | 379,495 | 426,090 | 426,090 | 459,320 | 33,230 |
| Human Resources | 543,482 | 618,680 | 612,080 | 636,050 | 17,370 |
| Information Technology | 1,164,962 | 1,129,400 | 1,162,300 | 1,358,760 | 229,360 |
| Risk Management | 528,152 | 571,020 | 639,120 | 678,750 | 107,730 |
| Public Information | 497,644 | 545,060 | 537,820 | 560,050 | 14,990 |
| Administration | 3,562,518 | 3,759,990 | 3,842,450 | 4,175,010 | 415,020 |



| | FY 22-23 Actuals | FY 23-24 Adopted | FY 24-25 Adopted | Net Change | FY 24-25 % of Total |
|------------------------|---------------------|---------------------|---------------------|----------------|------------------------|
| Personnel Services | 1,523,208 | 1,572,950 | 1,758,920 | 185,970 | 42.1% |
| Employee Benefits | 771,026 | 789,610 | 945,440 | 155,830 | 22.6% |
| Purchased Services | 640,415 | 726,120 | 741,970 | 15,850 | 17.8% |
| Other Charges | 369,637 | 431,480 | 479,780 | 48,300 | 11.5% |
| Materials and Supplies | 62,323 | 73,700 | 76,200 | 2,500 | 1.8% |
| Program and Services | 181,384 | 166,130 | 172,700 | 6,570 | 4.1% |
| Capital Outlay | 14,525 | 0 | 0 | 0 | 0.0% |
| Transfers | 0 | 0 | 0 | 0 | 0.0% |
| Administration | 3,562,518 | 3,759,990 | 4,175,010 | 415,020 | 100% |

TOWN MANAGER
11211

PURPOSE

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's role encompasses all aspects of the Strategic Plan and strives to ensure that the Town of Vienna remains ***"a well governed community."***

ACTIVITIES / PRODUCTS / SERVICES

- Exercise fiscal and administrative control over all operations.
- Leadership of all departments ensuring continuity of standards and policies across all departments in accordance with the direction of Town Council and for the good of the Town.
- Fosters leadership and 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)
 - Rotary International, and Optimist Club of Greater Vienna
 - Northern Virginia Emergency Response System Board Meetings
 - Towns of Northern Virginia
- Advises Town Council and Mayor on municipality needs based on research and community insights.

TOWN MANAGER
11211

FY 23-24 ACCOMPLISHMENTS

- Developed a new way of organizing the Town Council agendas by incorporating estimated start times for each item and requesting feedback on prioritization from Councilmembers. This will ensure efficient meetings.
- Developed a new budget calendar that considered the Town Council Terms, beginning in January 2024.
- Completed the process to update the Town's zoning and subdivision regulations, CODE CREATE VIENNA, with Planning and Zoning. The code was Approved by the Town Council in October.
- Completed the Town Hall Space Needs Assessment for the move of Town Hall Employees into improved office space that meets the staff and the Town's needs.
- Revised the Strategic Plan process, with the new Town Council, to help define a clear direction for The Town.
- Worked with the Finance Department to ensure there is 18 percent of cash reserves in the General Fund, an annual goal.
- Worked closely with senior staff to ensure they are attending appropriate and meaningful training and conference sessions, with an overall goal to improve their departmental knowledge and customer service efforts.
- Worked closely with the Town Attorney and Parks & Recreation to implement a new Holiday Display Policy. The display will be set up annually on the Town Green, and the policy is set to be inclusive and provide a sense of community for all Residents and visitors.

FY 24-25 INITIATIVES

- Complete the Long-Range plans for the Annex Property on Center Street, in the Fall of 2024.
- Complete the Parks Master Plan by the Spring of 2025.
- Complete Town Hall Renovations to ensure staff and Town needs are met, by June 2025.
- Complete upgrades to the Town's Website (viennava.gov) to ensure a user-friendly website that is easy to navigate by June 2025.
- Complete automation of business licenses partnering with Economic Development, Information Technology, Planning & Zoning, and Finance. The goal is to provide businesses with an organized and efficient way to file for a new business license, renew their existing business license annually, and have restaurants pay their monthly meals tax. Expected go-live date is by December 2024.
- In partnership with the Planning and Zoning Department, review and recommend changes to the Comprehensive Plan.
- Implement the Strategic Plan by the end of October 2024.

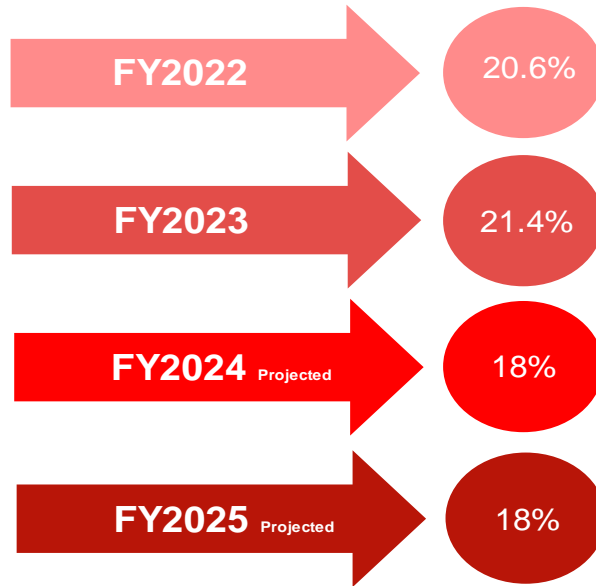
**TOWN MANAGER
11211**


PERFORMANCE MEASURES

Strategic Plan Importance: Unassigned fund balance is a time-tested risk mitigation tool that manages liquidity, it should be at least two months of operating expenses, including debt service obligations. The Town maintains cash reserves above recommended guidelines practicing sound fiscal management.



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



| Description | Actual 2023 | Estimated 2024 | Projected 2025 |
|--|-------------|----------------|----------------|
|  Percent of Senior Staff that attend at least one professional or technical training class. | 100% | 100% | 100% |

PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|----------------------|------------------|------------------|------------------|
| Town Manager | 1 | 1 | 1 |
| Executive Assistant | 1 | 1 | 1 |
| Total | 2 | 2 | 2 |

FY 24-25 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 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|-------------------------------------|-------------------|--------------------|-------------------|-------------------|------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 41001 Salaries And Wages | \$ 309,903 | \$ 326,210 | \$ 326,210 | \$ 337,270 | \$ 11,060 |
| 41008 Annual Leave Cash-In | 8,080 | - | - | - | - |
| 41015 Performance Bonus | 1,000 | - | - | - | - |
| TOTAL PERSONNEL SERVICES | 318,983 | 326,210 | 326,210 | 337,270 | 11,060 |
| 42001 F.I.C.A. | 19,012 | 24,950 | 24,950 | 25,800 | 850 |
| 42002 V.R.S. | 42,320 | 40,140 | 40,140 | 42,350 | 2,210 |
| 42003 V.R.S. Life Insurance | 4,151 | 4,370 | 4,370 | 4,180 | (190) |
| 42007 Health Insurance | 32,579 | 32,700 | 32,700 | 27,180 | (5,520) |
| 42008 Disability Insurance | 1,824 | 2,100 | 2,100 | 2,100 | - |
| 42018 Employer Contributions:DC401A | 11,915 | 12,720 | 12,720 | 13,150 | 430 |
| TOTAL EMPLOYEE BENEFITS | 111,800 | 116,980 | 116,980 | 114,760 | (2,220) |
| 43309 Cell Phone Expense | 300 | 1,000 | 1,000 | 1,000 | - |
| TOTAL PURCHASED SERVICES | 300 | 1,000 | 1,000 | 1,000 | - |
| 45203 Postal Services | 57 | 150 | 150 | 150 | - |
| 45404 Central Copier Charges | 2,316 | 2,200 | 2,200 | 2,200 | - |
| 45503 Subsistence/Lodging | 844 | 1,200 | 1,000 | 1,200 | - |
| 45504 Conventions/Education | 8,485 | 15,000 | 10,000 | 18,000 | 3,000 |
| 45505 Business Meals | 417 | 1,200 | 1,200 | 1,200 | - |
| 45801 Memberships/Dues | 3,533 | 4,000 | 4,000 | 4,000 | - |
| TOTAL OTHER CHARGES | 15,651 | 23,750 | 18,550 | 26,750 | 3,000 |
| 46001 Office Supplies | 1,168 | 1,500 | 1,500 | 1,500 | - |
| 46012 Books/Subscriptions | 290 | 300 | 300 | 300 | - |
| 46015 Operational Supplies | 589 | - | 500 | 500 | 500 |
| TOTAL MATERIALS AND SUPPLIES | 2,047 | 1,800 | 2,300 | 2,300 | 500 |
| TOTAL TOWN MANAGER | \$ 448,782 | \$ 469,740 | \$ 465,040 | \$ 482,080 | \$ 12,340 |

LEGAL SERVICES
11221

PURPOSE

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

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

- 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 23-24 ACCOMPLISHMENTS

- Assisted with the completion of the CodeCreate Town zoning code update.
- Assisted with review and consideration of updates and expanded tree canopy/preservation tools for development occurring in the Town.
- Assisted with ongoing partnership with Fairfax County to construct a joint parking garage at the Patrick Henry Library Project .
- Assisted staff with negotiating access, easements, and dedications necessary to affect the installation of sidewalks under the Maud Robinson Trust bequest.
- Assisted with public improvement and development site plan compliance.
- Successfully litigated appeal of Board of Zoning Appeals decision and resolved civil action to recover damages to Town property.
- Provided ongoing training and legal updates to Vienna Police Department.
- Assisted the Public Information Office and Police Department with increased FOIA requests.

FY 24-25 INITIATIVES

- Complete drafting of ordinance provisions related to the expanded tree canopy/preservation tools for development occurring in the Town.
- Continue assistance with updates to Town Code and Administrative Regulations.
- Continue with scanning of archived legal records to enable electronic access.
- Continue implementation of new procedures to screen and provide access to Police bodycam and In Cruiser Video footage as part of prosecution duties and FOIA.

**LEGAL SERVICES
11221**

PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Town Attorney (contractual) | N/A | N/A | N/A |
| Legal Secretary | 0.5 | 0.5 | 0.5 |

FY 24-25 BUDGET CHANGES

- The Town Attorney is requesting ongoing market adjustments to the legal services contract to account for recent inflation and increases in legal expenses.



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

**DIVISION 11221
NAME LEGAL SERVICES**

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|---------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 41003 Regular Part Time With Benefits | \$ 48,874 | \$ 50,130 | \$ 50,130 | \$ 53,200 | \$ 3,070 |
| 41015 Performance Bonus | <u>1,000</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| TOTAL PERSONNEL SERVICES | 49,874 | 50,130 | 50,130 | 53,200 | 3,070 |
| 42001 F.I.C.A. | <u>3,815</u> | <u>3,910</u> | <u>3,910</u> | <u>4,070</u> | <u>160</u> |
| TOTAL EMPLOYEE BENEFITS | 3,815 | 3,910 | 3,910 | 4,070 | 160 |
| 43102 Legal Services | 173,950 | 200,000 | 200,000 | 225,000 | 25,000 |
| 43112 Public Defender Services | 2,640 | 2,000 | 2,000 | 2,000 | - |
| 43113 Prosecuting Services | 73,560 | 95,000 | 95,000 | 100,000 | 5,000 |
| 43114 Supp Legal Services Reserve | <u>72,667</u> | <u>70,000</u> | <u>70,000</u> | <u>70,000</u> | <u>-</u> |
| TOTAL PURCHASED SERVICES | 322,817 | 367,000 | 367,000 | 397,000 | 30,000 |
| 45203 Postal Services | 117 | 100 | 100 | 100 | - |
| 45404 Central Copier Charges | 1,274 | 1,500 | 1,500 | 1,500 | - |
| 45501 Mileage Reimbursement | - | 100 | 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> |
| TOTAL OTHER CHARGES | 1,817 | 3,050 | 3,050 | 3,050 | - |
| 46001 Office Supplies | 976 | 1,200 | 1,200 | 1,200 | - |
| 46012 Books/Subscriptions | <u>196</u> | <u>800</u> | <u>800</u> | <u>800</u> | <u>-</u> |
| TOTAL MATERIALS AND SUPPLIES | 1,172 | 2,000 | 2,000 | 2,000 | - |
| TOTAL LEGAL SERVICES | <u>\$ 379,495</u> | <u>\$ 426,090</u> | <u>\$ 426,090</u> | <u>\$ 459,320</u> | <u>\$ 33,230</u> |

PUBLIC INFORMATION OFFICE

Mission

The mission of the Public Information Department is to build mutually beneficial relationships between the Town government and its publics.



This is accomplished in part by providing proactive communication support to all Town departments, Town Council, and boards and commissions to promote the Town's brand, programs, policies, activities, and events to a variety of internal and external audiences.

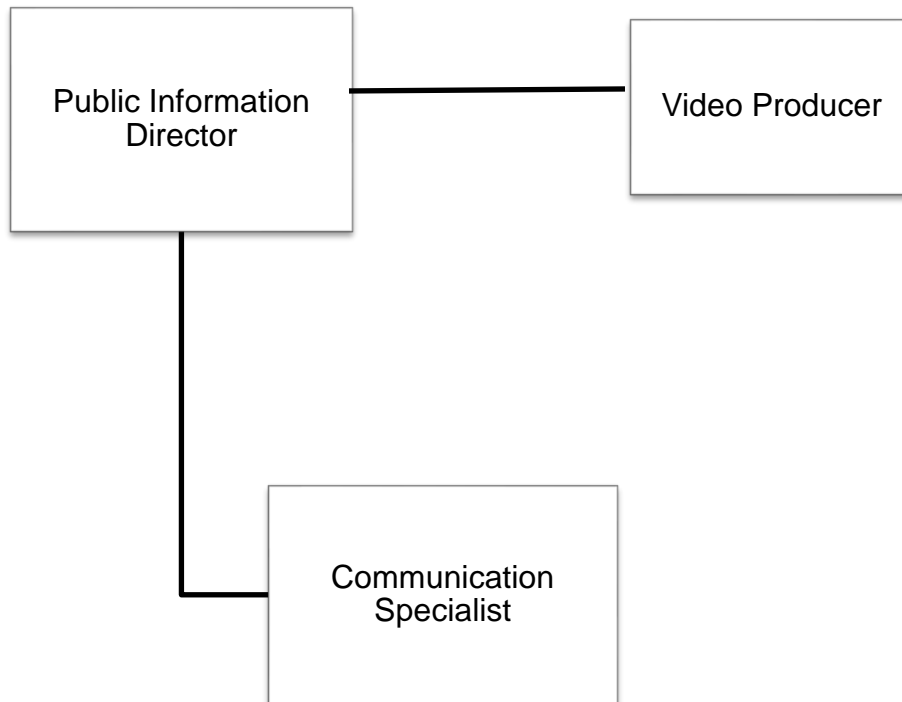


The department produces the Vienna Voice Town newsletter, calendar and other publications; works in partnership with the Information Technology office to maintain and update the Town's official website; manages the Town's social media platforms; oversees the Town's cable television channel; facilitates photo and video shoots; responds to public information requests;

manages the Town's media relations; facilitates community partnerships, and researches, plans, implements and evaluates existing and new public information initiatives to ensure the Town government communicates strategically and efficiently to all audiences in one clear voice.



PUBLIC INFORMATION OFFICE



*Included within Administration Budget

PUBLIC INFORMATION
11260

PURPOSE

To provide proactive communication support to Town departments, the Town Council, and the Town's appointed bodies to promote the Town's brand, programs, policies, activities, and events to a variety of internal and external audiences with a goal of communicating in 'One Clear Voice'.

STRATEGIC PLAN

- **Safe Community** – Distribute emergency communications to residents via electronic communications channels and the news media.
- **Influential and Well-Governed Community** – Conduct outreach to strategic partners, such as Historic Vienna, Inc., the Vienna Business Association, schools, non-profit organizations, and government communicators in Northern Virginia to strengthen relationships, share ideas and foster mutually beneficial initiatives.
- **Economically Prosperous** – Promote local businesses through videos and economic development and Vienna Business Association partners to encourage supporting and strengthening the local economy.
- **Engaged Community** – Create engaging content to strengthen the Town's social media strategy designed to push out engaging information and pull visitors into the Town website. Strategy included posting historical images for #waybackwednesday and posting video of local events, such as the Halloween Parade and the Church Street Stroll tree lighting ceremony. Cross promotion between Facebook and YouTube contributed to an increase in subscribers on YouTube.
- **Complete Community** – Through print, social media, and video promoted Town events, volunteer opportunities, local business, public meetings and public safety 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 and consistent 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.
- Develop brand standards to ensure appropriate use of the Town's brand and logo.

PUBLIC INFORMATION
11260

- 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 broadcast live and recorded 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 and screen 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 the Town Council. Such efforts include surveys, strategic planning, and branding.
- Engage in activities to promote the Town as a great place to live and do business.

FY 23-24 ACCOMPLISHMENTS

- First ["viral" social media post](#) featuring a video of an August 11, 2023 birthday visit to "Miss Terry," the Vienna Police Department's elderly neighbor. As of late December 2023, the Facebook post had been viewed nearly 620,000 times generating 29.4 thousand reactions, 3,700 comments and 434 shares among a worldwide audience spanning 10 countries in North and South America, Europe, Asia, and Australia.
- Implemented the Vienna Connect mobile and desktop reporting app, in collaboration with the IT Department, enabling residents to report problems or service requests electronically.
- Attained a 9 percent increase in followers/subscribers on all social media channels.
- Conducted Townwide Survey of residents.
- Earned three Blue Pencil/Gold Screen Awards from the National Association of Government Communicators (NAGC) for excellence in government communications for the "Vienna Happenings" e-newsletter, the ["What's Your Story"](#) video franchise featuring human interest stories about people in Vienna, and ["Liberty Minutes"](#) historical videos to support [Liberty Amendments Month](#).
- Created a new video franchise called ["Street Smart."](#) The 30-minute programs feature safety tips on everything from home security measures to shopping safety.

PUBLIC INFORMATION
11260

- Established a mutually beneficial partnership with the Patrick Henry Library to create a new video franchise called [“The Writers Block”](#) featuring author talks at the library.
- Established a foundation for creating original video content for the Town Community Network (TVCN) by building a small studio space with an editing suite and audio booth. Video productions can be seen online, via the Town’s website, Town’s YouTube channel, and on TVCN, Cox channel 27 and Verizon channel 38.

FY 24-25 INITIATIVES

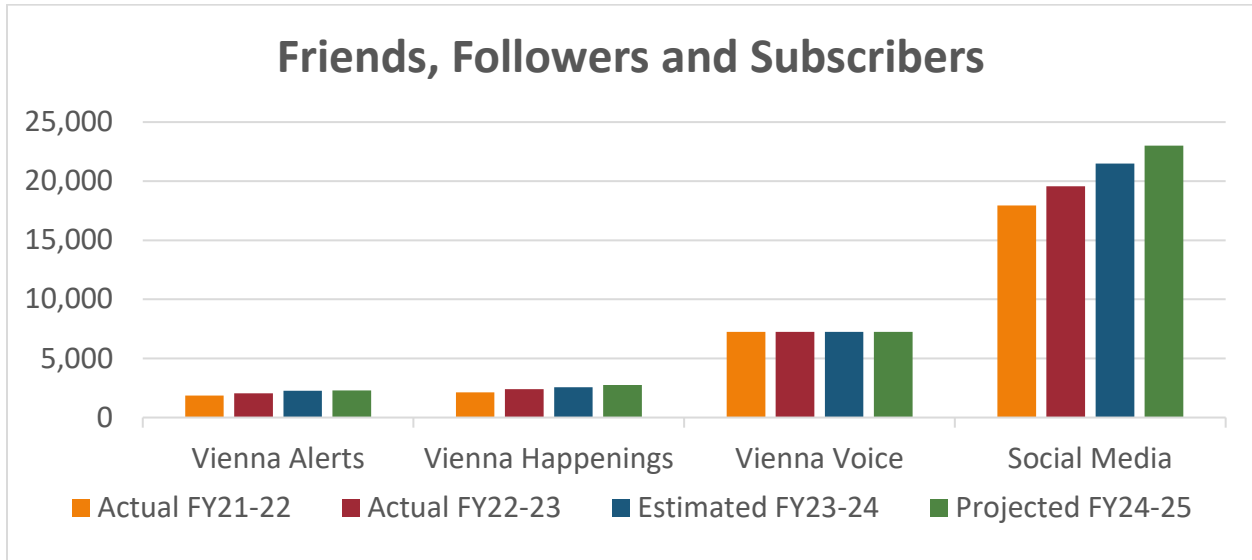
- Update the Town of Vienna website with more user-friendly infrastructure by June 30, 2025.
- Provide content management training to content managers by June 30, 2025.
- Plan and implement tactics for Vienna Alerts and Vienna Happenings subscription development by June 30, 2025.
- Plan and begin implementing tactics for Vienna Voice subscription development by June 30, 2025.
- Plan and implement tactics to increase the number of followers on the Town’s social media channels (Facebook, Twitter, Instagram, YouTube) by September 1, 2024
- Develop and implement a production plan for the new TVCN studio. As well as actively promoting the “new” TVCN by December 31, 2024.
- Explore options for a Town wide communications audit by November 30, 2024.

PERFORMANCE MEASURES

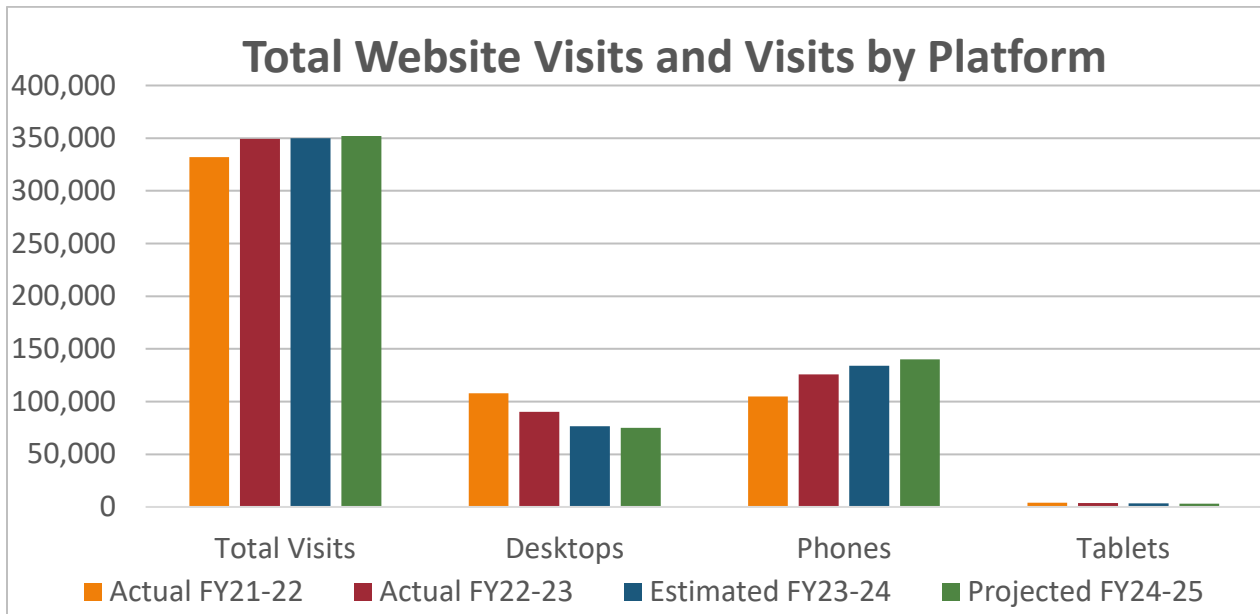
Strategic Plan Importance: Town of Vienna utilizes multiple communication channels to inform and engage its audiences. The Town’s 2,315 social media posts in FY2023 led to 57,542 social media engagements (reactions, comments, and shares) from its 19,576 social media followers. This represents a 16 percent increase in engagements and a 9 percent increase in followers from FY2022. The number of followers is projected to increase by 9 percent by the end of FY2024 and by another 6 percent by the end of FY2025, *promoting Vienna as an engaged community.*



**PUBLIC INFORMATION
11260**

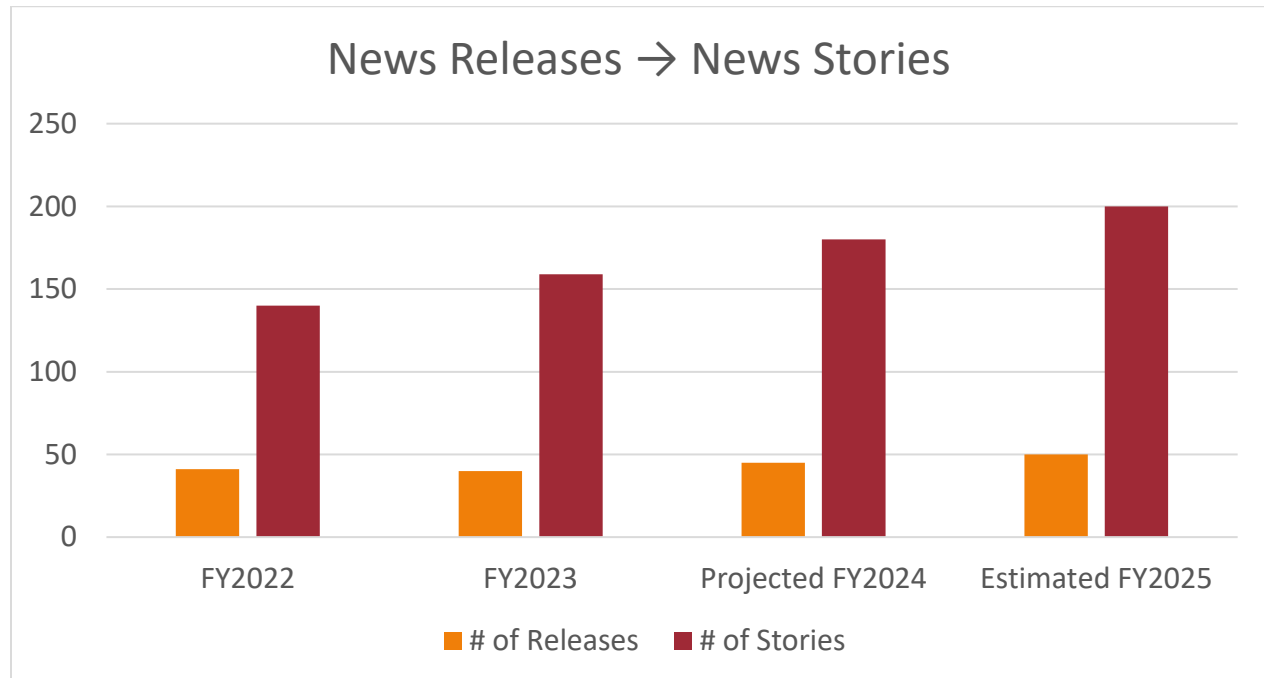


The Town’s website is one of its most visible and utilized tools to enhance Vienna’s strong tradition of government transparency. The number of visits increased by 5 percent in FY2023, and the average visit duration was 1:10 minutes, compared to 1:27 minutes in FY2022. Page visits are expected to increase marginally in FY2024 and FY2025. Pages that received the greatest number of visits were in Parks and Recreation, Public Works, and Finance. The trend for more visits to come from mobile devices rather than desktops is expected to continue through FY2024 and FY2025.



**PUBLIC INFORMATION
11260**

Increasingly, the Town uses the website, social media, video, and other tools to tell its own story, but effective citizen engagement also relies upon effective communication with outside news media outlets. Each year, the Public Information 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 news coverage about the Town of Vienna.



**PUBLIC INFORMATION
11260**

| Description | Actual 2023 | Estimated 2024 | Projected 2025 |
|---|------------------------|---------------------------|---------------------------|
| Promote Town programs, news, and events: | | | |
| Facebook followers: | 8,057 | 10,352 | 10,500 |
| Facebook posts: | 839 | 850 | 860 |
| Facebook engagements: | 27,057 | 53,900 | 30,000 |
| Twitter followers: | 6,804 | 7,003 | 7,000 |
| Twitter posts (tweets): | 763 | 760 | 800 |
| Twitter engagements: | 12,181 | 12,300 | 12,500 |
| Instagram followers: | 4,715 | 5,200 | 5,300 |
| Instagram posts: | 713 | 729 | 730 |
| Instagram engagements: | 18,304 | 19,255 | 19,300 |
| Original programming for TVCN/YouTube: | 47 | 50 | 55 |
| YouTube Subscribers | 472 | 613 | 600 |
| YouTube video views | 20,107 | 15,000 | 21,000 |
| Vienna Happenings subscribers: | 2,742 | 2,974 | 3,250 |
| Number of News Releases: | 40 | 40 | 50 |
| Number of News Stories (resulting from releases or PIO support): | 159 | 170 | 200 |
| FOIA requests coordinated, responded to: | 85 | 110 | 175 |
| Printed Newsletters: | 12 | 12 | 12 |
| Distribution/issue: | 7,235 | 7,235 | 7,235 |
| Website visits: | 349,232 | 325,000 | 330,000 |
| Disburse emergency information: | | | |
| Number of emergency information (Everbridge) subscribers: | 2,201 | 2,342 | 2,500 |
| Number of informational alerts (excluding police highlights, releases) sent (includes road closures, water main breaks, severe weather and other emergency alerts): | 92 | 115 | 125 |

**PUBLIC INFORMATION
11260**

PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Public Information Director | 1 | 1 | 1 |
| Communications Specialist | 1 | 1 | 1 |
| Video Producer | 1 | 1 | 1 |
| Total | 3 | 3 | 3 |

FY 24-25 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 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|-------------------------------------|-------------------|--------------------|-------------------|-------------------|------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 41001 Salaries And Wages | \$ 292,362 | \$ 309,480 | \$ 309,480 | \$ 316,610 | \$ 7,130 |
| 41002 Overtime | 5,263 | - | - | - | - |
| 41004 Part Time without Benefits | 3,234 | 4,500 | 4,500 | 4,500 | - |
| 41008 Annual Leave Cash-In | 5,127 | - | - | - | - |
| 41015 Performance Bonus | 2,000 | - | - | - | - |
| TOTAL PERSONNEL SERVICES | 307,986 | 313,980 | 313,980 | 321,110 | 7,130 |
| 42001 F.I.C.A. | 22,817 | 23,670 | 23,670 | 24,220 | 550 |
| 42002 V.R.S. | 37,285 | 37,130 | 37,130 | 39,920 | 2,790 |
| 42003 V.R.S. Life Insurance | 3,959 | 4,160 | 4,160 | 3,920 | (240) |
| 42007 Health Insurance | 31,824 | 31,780 | 31,780 | 31,760 | (20) |
| 42012 Cafeteria Plan Fees | 66 | 70 | 70 | 70 | - |
| 42018 Employer Contributions:DC401A | 10,821 | 11,070 | 11,070 | 12,340 | 1,270 |
| 42021 V.R.S. Hybrid 401A Match | 3,085 | 3,500 | 3,500 | 1,610 | (1,890) |
| 42025 V.R.S. Hybrid Disability | 810 | 850 | 850 | 2,330 | 1,480 |
| TOTAL EMPLOYEE BENEFITS | 110,667 | 112,230 | 112,230 | 116,170 | 3,940 |
| 43308 Contracts/Services | 11,263 | 31,240 | 30,000 | 23,670 | (7,570) |
| 43309 Cell Phone Expense | 1,861 | 1,080 | 1,080 | 2,000 | 920 |
| 43501 Printing/Binding Services | 50 | 3,000 | 3,000 | 2,500 | (500) |
| 43601 Advertising | 1,707 | 2,000 | 2,000 | 2,000 | - |
| TOTAL PURCHASED SERVICES | 14,881 | 37,320 | 36,080 | 30,170 | (7,150) |
| 45203 Postal Services | 30,032 | 30,000 | 30,000 | 32,000 | 2,000 |
| 45404 Central Copier Charges | 818 | 1,000 | 1,000 | 1,000 | - |
| 45503 Subsistence/Lodging | - | 1,500 | 500 | 1,000 | (500) |
| 45504 Conventions/Education | 1,460 | 1,500 | 1,500 | 2,000 | 500 |
| 45505 Business Meals | 91 | 200 | 200 | 200 | - |
| 45801 Memberships/Dues | 320 | 1,500 | 1,500 | 1,000 | (500) |
| TOTAL OTHER CHARGES | 32,721 | 35,700 | 34,700 | 37,200 | 1,500 |
| 46001 Office Supplies | 968 | 1,500 | 1,500 | 1,500 | - |
| 46012 Books/Subscriptions | 581 | 200 | 200 | 200 | - |
| 46015 Operational Supplies | 442 | - | - | - | - |
| TOTAL MATERIALS AND SUPPLIES | 1,990 | 1,700 | 1,700 | 1,700 | - |
| 47203 Service Awards | 150 | - | - | - | - |
| 47204 Town Calendar | 1,200 | 9,130 | 9,130 | 12,000 | 2,870 |
| 47205 Town Newsletter | 28,049 | 35,000 | 30,000 | 41,700 | 6,700 |
| TOTAL PROGRAMS AND SERVICES | 29,399 | 44,130 | 39,130 | 53,700 | 9,570 |
| TOTAL PUBLIC INFORMATION | \$ 497,644 | \$ 545,060 | \$ 537,820 | \$ 560,050 | \$ 14,990 |

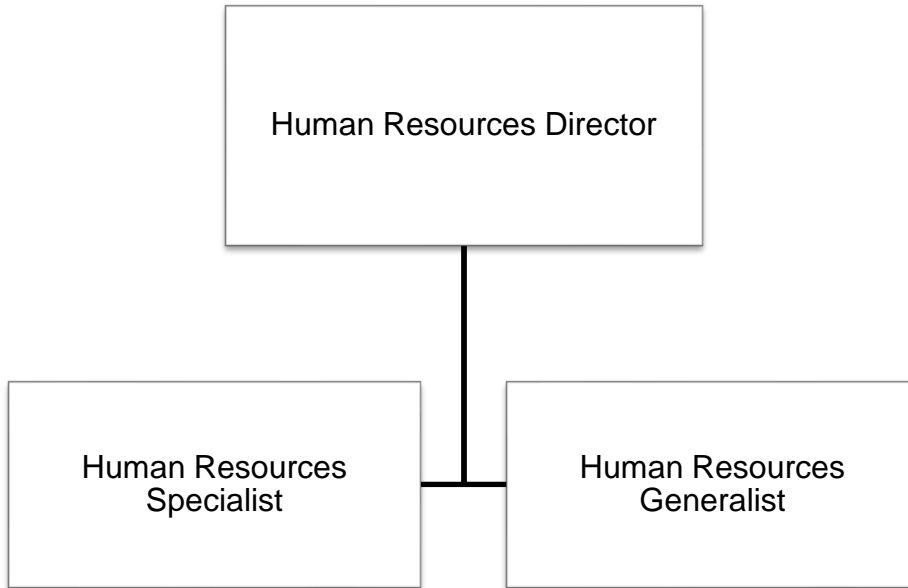
HUMAN RESOURCES

Mission

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



HUMAN RESOURCES



*Included within Administration Budget

HUMAN RESOURCES

11222

PURPOSE

Through a strategic approach, the Human Resources Department 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, 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 promote Vienna as a ***“Well-Governed and Influential, and Complete Community.”***

ACTIVITIES / PRODUCTS / SERVICES

- Administer Chapter 11 Personnel Code, of the Code of Ordinances and recommend changes thereto.
- Administer and update the Town's Administrative Regulations for the Town Manager's approval, pursuant to the Personnel Code.
- Recruit, hire and retain a well-qualified, diverse, and healthy workforce, as delegated by the Town Manager, by administering all required background investigations for safety sensitive positions, offering equal employment opportunities to all job applicants and employees, and 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 23-24 ACCOMPLISHMENTS

- Held De-Escalation Training for employees in all departments (over 75 in attendance). Vienna Police Department has specialized de-escalation training.
- Completed class and comp study.
- Updated 5 Administrative Regulations to better relate to current times.
- Continued the WINGS program with Madison High School graduating seniors, the Town Business Liaison Committee and Vienna Business Association. Had 7 interns working for the Town to promote Vienna as a complete community.
- Successfully held Department and Employee Appreciation Events.
- Successfully attended 5 job fairs.
- Implemented important changes to the Town Sworn Pension Plan (Police) to increase retention.
- Successfully Hired/Onboarded 24 Full Time/Benefitted Employees.
- Successfully Hired/Processed 22 Part-Time, Seasonal, Internship and Temporary employees.
- Processed 1,399 applications in 2023.
- Presented new employee benefits to attract and retain qualified employees. New benefits include: Paid New Child Leave and Paid Family Care Leave.

FY 24-25 INITIATIVES

- Continue to update Administrative Regulations that are in need of revisions starting July 2024 with a goal of at least 6 AR's to be updated by July 2025.
- Implement Class and Comp Study Results
- Review and compare employee benefits offered with other local jurisdictions to address challenges in recruiting and retaining qualified employees. Identify areas needing enhanced benefits and anticipated costs. Present findings to BCOM in December 2024.
- Increase usage of the Employee Assistance Program (EAP) with Town employees and eligible family members. Starting with a campaign to make employees aware of the benefits and services provided by our EAP, we have a goal to attain EAP usage of at least 10 percent of employees (average utilization is 3-5 percent) in FY2025.

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



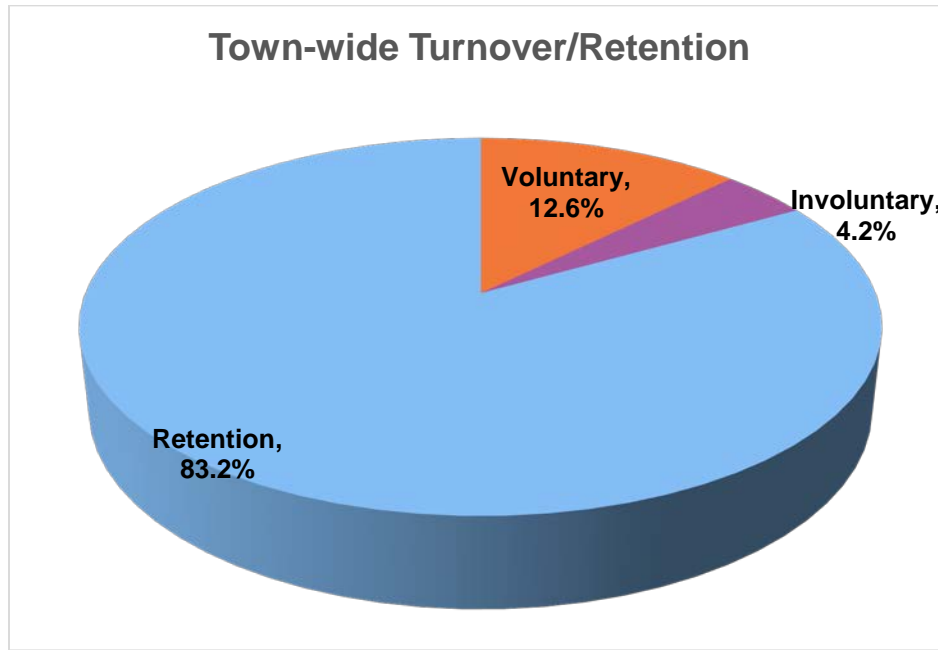
Vienna as an influential and well-governed community.

**HUMAN RESOURCES
11222**

Town-wide Turnover/Retention 2023:

| | |
|-------------------------------|-------|
| Voluntary (24) | 12.6% |
| Involuntary (8) | 4.2% |
| <i>Total Annual T.O. (32)</i> | 16.8% |
| Retention | 83.2% |

*Among the voluntary turnover, the Town had 6 retirements (3.1%); voluntary quits, including while on probation, were 18 (9.5%) for a total of 12.6%.



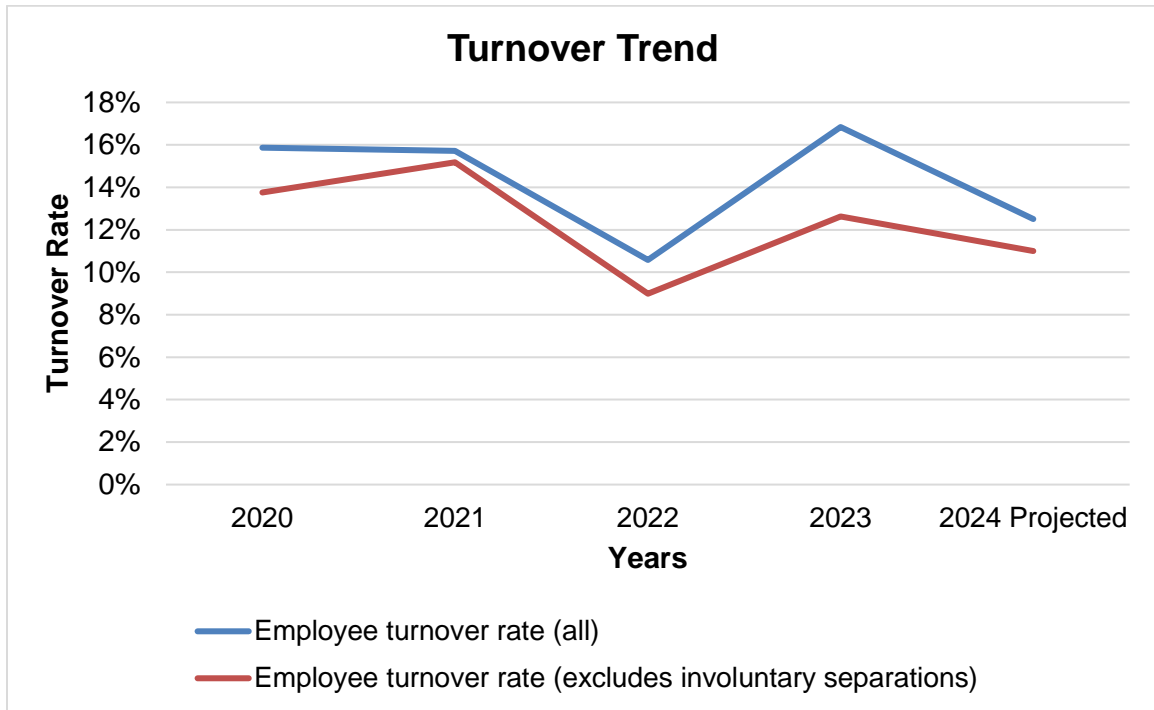
Retention is the difference between the Total Turnover and the Number of Positions that should be filled. Subject-matter experts indicate that overall turnover of 10 percent or less is an acceptable rate, if the turnover is not primarily among the top performers in the organization. The average cost of replacing a non-executive employee is 20 percent 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 | Actual 2023 | Projected 2024 |
|-------------------------------|-------------|-------------|-------------|-------------|----------------|
| Employee turnover (all) | 15.9% | 15.7% | 10.6% | 16.8% | 12.5% |
| Employee turnover (voluntary) | 13.8% | 15.2% | 9.0% | 12.6% | 11.0% |

*Numbers are shown on calendar year due to EEOC reporting requirements.

**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 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|----------------------------|------------------|------------------|------------------|
| Human Resources Director | 1 | 1 | 1 |
| Human Resources Specialist | 1 | 1 | 1 |
| Human Resources Generalist | 1 | 1 | 1 |
| Total | 3 | 3 | 3 |

FY 24-25 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11222
NAME HUMAN RESOURCES

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET |
|-------------------------------------|-------------------|--------------------|-------------------|-------------------|------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | CHANGE |
| 41001 Salaries And Wages | \$ 314,262 | \$ 330,400 | \$ 330,400 | \$ 350,990 | \$ 20,590 |
| 41002 Overtime | - | - | - | 500 | 500 |
| 41004 Part Time W/O Benefits | 16 | - | - | - | - |
| 41008 Annual Leave Cash In | 4,661 | - | - | - | - |
| 41015 Performance Bonus | 2,000 | - | - | - | - |
| TOTAL PERSONNEL SERVICES | 320,940 | 330,400 | 330,400 | 351,490 | 21,090 |
| 42001 F.I.C.A. | 24,637 | 25,260 | 25,260 | 27,000 | 1,740 |
| 42002 V.R.S. | 34,991 | 35,570 | 35,570 | 44,250 | 8,680 |
| 42003 V.R.S. Life Insurance | 4,231 | 4,430 | 4,430 | 4,350 | (80) |
| 42007 Health Insurance | 14,688 | 14,730 | 14,730 | 14,520 | (210) |
| 42011 Tuition Assist | 35,827 | 30,000 | 30,000 | 30,000 | - |
| 42012 Cafeteria Plan Fees | 142 | 140 | 140 | 140 | - |
| 42018 Employer Contributions:DC401A | 12,080 | 11,890 | 11,890 | 13,700 | 1,810 |
| 42021 V.R.S. Hybrid 401A Match | 8,148 | 8,540 | 8,540 | 2,530 | (6,010) |
| 42025 V.R.S. Hybrid Disability | 1,231 | 1,290 | 1,290 | 3,640 | 2,350 |
| 42050 Relocation Expenses | 779 | 3,000 | 3,000 | 3,000 | - |
| TOTAL EMPLOYEE BENEFITS | 136,754 | 134,850 | 134,850 | 143,130 | 8,280 |
| 43101 Consulting Services | 4,117 | 25,000 | 25,000 | 9,000 | (16,000) |
| 43105 Health Services | 12,615 | 11,000 | 12,000 | 12,000 | 1,000 |
| 43302 Financial System Maintenance | 23,533 | 35,000 | 37,170 | 39,000 | 4,000 |
| 43308 Contracts/Services | 5,540 | 4,000 | 5,400 | 5,000 | 1,000 |
| 43309 Cell Phone Expense | 555 | 1,500 | 1,500 | 1,500 | - |
| 43501 Printing/Binding Services | - | 500 | 500 | 500 | - |
| 43601 Advertising | 4,813 | 5,000 | 7,500 | 8,000 | 3,000 |
| TOTAL PURCHASED SERVICES | 51,172 | 82,000 | 89,070 | 75,000 | (7,000) |
| 45202 Long Distance Service | - | 130 | 130 | 130 | - |
| 45203 Postal Services | 203 | 500 | 500 | 500 | - |
| 45404 Central Copier Charges | 5,183 | 7,000 | 7,000 | 7,000 | - |
| 45501 Mileage Reimbursement | 83 | 500 | 500 | 500 | - |
| 45503 Subsistence/Lodging | - | 1,000 | 500 | 1,000 | - |
| 45504 Conventions/Education | 16 | 2,000 | 500 | 2,000 | - |
| 45505 Business Meals | - | 500 | 500 | 500 | - |
| 45801 Memberships/Dues | 1,945 | 2,600 | 2,600 | 2,600 | - |
| TOTAL OTHER CHARGES | 7,430 | 14,230 | 12,230 | 14,230 | - |
| 46001 Office Supplies | 886 | 2,700 | 1,700 | 2,700 | - |
| 46012 Books/Subscriptions | 145 | 500 | 500 | 500 | - |
| 46015 Operational Supplies | 4,012 | 5,000 | 5,000 | 5,000 | - |
| 46019 Other Supplies | 4,531 | 6,500 | 6,500 | 6,500 | - |
| 46021 Holiday Gift Certificates | 5,425 | 6,500 | 6,500 | 5,500 | (1,000) |
| TOTAL MATERIALS AND SUPPLIES | 14,999 | 21,200 | 20,200 | 20,200 | (1,000) |
| 47102 Wellness Program | (210) | 4,000 | 4,000 | 4,000 | - |
| 47201 Training Programs | 35 | 15,000 | 8,830 | 11,000 | (4,000) |
| 47203 Service Awards | 12,362 | 16,000 | 12,500 | 16,000 | - |
| 47207 Testing Services | - | 1,000 | - | 1,000 | - |
| TOTAL PROGRAMS AND SERVICES | 12,187 | 36,000 | 25,330 | 32,000 | (4,000) |
| TOTAL HUMAN RESOURCES | \$ 543,482 | \$ 618,680 | \$ 612,080 | \$ 636,050 | \$ 17,370 |

RISK MANAGEMENT 11255

PURPOSE

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



STRATEGIC PLAN

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

- 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 23-24 ACCOMPLISHMENTS

- Virginia Risk Sharing Association (VRSA) grant utilized for needed training.
- Safety committee implemented new Sanitation training for all new hires prior to being assigned for trash duty.
- Reviewed and updated all Town land and buildings prior to implementation of the new policy, to reflect current ownership status.
- Partnered with VRSA to have a safety walk through in March 2024.

FY 24-25 INITIATIVES

- Have the Town of Vienna safety manual updated by April 2025.

**RISK MANAGEMENT
11255**

- Schedule to host the Occupational Safety and Health Administration (OSHA) 30 training in July 2024 (4 day class).
- National Safety Council Defensive Driving class to be taught by two Town employees starting in January 2025.
- Implement new annual compliance training for all employees in LEARN with first cycle due in May 2025.

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.*



| Property & Casualty Claims History Description | Actual 2021 | Actual 2022 | Actual 2023 | Estimated 2024 |
|---|--------------------|--------------------|--------------------|-----------------------|
| Workers' Comp. Injuries resulting in lost time | 7 | 6 | 3 | 5 |
| Workers' Comp. Claims | 28 | 18 | 17 | 20 |
| Property/Injury Claims | 20 | 23 | 17 | 20 |
| Auto Property/Liability Claims | 17 | 28 | 24 | 20 |
| Public Official Liability | 1 | 0 | 0 | 0 |

**Numbers are shown on calendar year due to EEOC reporting requirements.*

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 24-25 BUDGET CHANGES

- VRSA insurance costs have increased with new police building/equipment and new vehicles, etc.

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

**DIVISION 11255
NAME RISK MANAGEMENT**

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|--------------------------------------|-------------------|--------------------|-------------------|-------------------|-------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 42001 F.I.C.A. | \$ 329 | \$ - | \$ - | \$ - | \$ - |
| 42007 Health Insurance | 996 | - | - | - | - |
| 42008 Disability Insurance | 408 | 520 | 520 | 520 | - |
| 42009 Unemployment Insurance | 25 | 3,150 | 3,150 | 1,500 | (1,650) |
| 42013 Worker's Comp Insurance | 255,119 | 245,000 | 309,730 | 319,580 | 74,580 |
| 42020 Other Post Employee Benefits | - | 6,000 | 6,000 | 6,000 | - |
| TOTAL EMPLOYEE BENEFITS | 256,877 | 254,670 | 319,400 | 327,600 | 72,930 |
| 45301 Boiler Insurance | 2,980 | 2,980 | 3,120 | 3,410 | 430 |
| 45304 Other Property Insurance | 32,700 | 32,700 | 36,120 | 39,640 | 6,940 |
| 45305 Vehicle Insurance | 77,200 | 77,200 | 78,240 | 77,290 | 90 |
| 45306 Surety Bonds | 2,500 | 2,500 | 2,500 | 1,290 | (1,210) |
| 45308 General Liability Insurance | 90,800 | 103,000 | 117,270 | 129,010 | 26,010 |
| 45311 Excess Loss Umbrella Insurance | 25,370 | 25,370 | 27,870 | 29,760 | 4,390 |
| 45313 Insurance Retention | 4,147 | 20,000 | 5,000 | 14,450 | (5,550) |
| 45316 Line Of Duty Act Insurance | 25,910 | 34,100 | 34,100 | 39,800 | 5,700 |
| 45801 Memberships/Dues | 739 | 1,500 | 1,500 | 1,500 | - |
| TOTAL OTHER CHARGES | 262,346 | 299,350 | 305,720 | 336,150 | 36,800 |
| 46019 Other Supplies | - | 1,000 | 1,000 | 1,000 | - |
| 46030 Medical Supplies | - | 4,000 | 4,000 | 4,000 | - |
| TOTAL MATERIALS AND SUPPLIES | - | 5,000 | 5,000 | 5,000 | - |
| 47202 Safety Programs | 8,929 | 12,000 | 9,000 | 10,000 | (2,000) |
| TOTAL PROGRAM AND SERVICES | 8,929 | 12,000 | 9,000 | 10,000 | (2,000) |
| TOTAL RISK MANAGEMENT | \$ 528,152 | \$ 571,020 | \$ 639,120 | \$ 678,750 | \$ 107,730 |

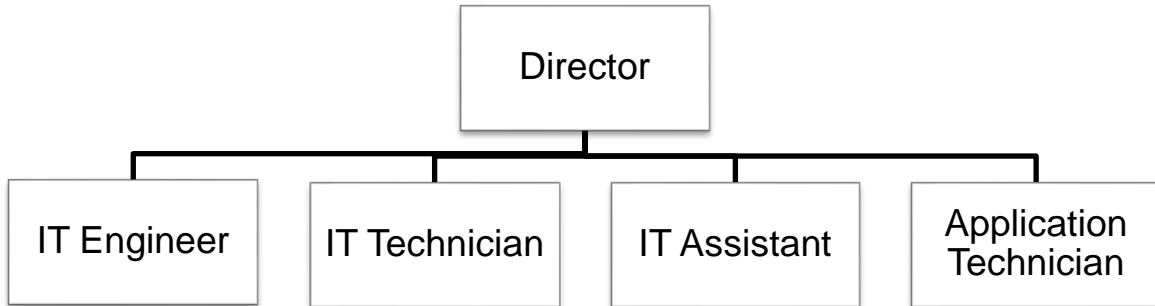
INFORMATION TECHNOLOGY

MISSION

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



INFORMATION TECHNOLOGY



*Included within Administration Budget

INFORMATION TECHNOLOGY
11251

PURPOSE

The Department 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 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

- Deploys and maintains business applications, services, and infrastructure (servers, networks, and storage).
- Supports information technology and disaster recovery planning to include redundancy of critical systems where appropriate.
- Provide help desk support for Town staff.
- Provide Geographic Information Systems (GIS) support.
- Oversees the security and governance of applications, services, and infrastructure, inclusive of phones, mobile devices, and Town's cable access channel.
- Provide the organization with updates regarding the most current local government-related information technology advancements.
- Provide information Technology support to elected and appointed officials and residents.

FY 23-24 ACCOMPLISHMENTS

- Successfully moved into an improved office space that meets the staff and the Town's needs.
- Successfully restructured the Data Center at Town Hall.
- Successfully completed GIS and Network Infrastructure upgrades, with minimal downtime.
- Completed installation of New Virtual Host servers at Town Hall and the Police Department.
- Completed installation of new monitors on Town Council dais.
- Successfully completed migration of SPAM filter to Barracuda, to ensure better security of the email system.

**INFORMATION TECHNOLOGY
11251**

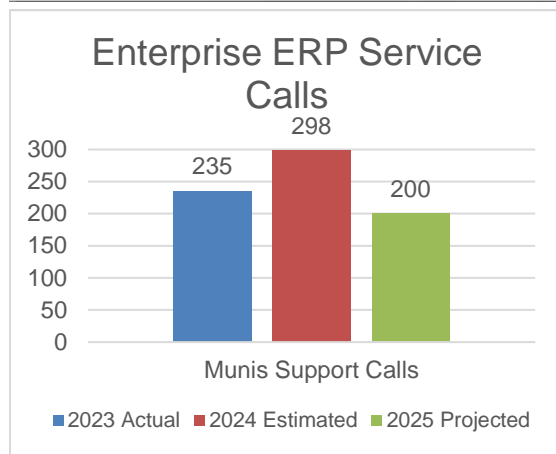
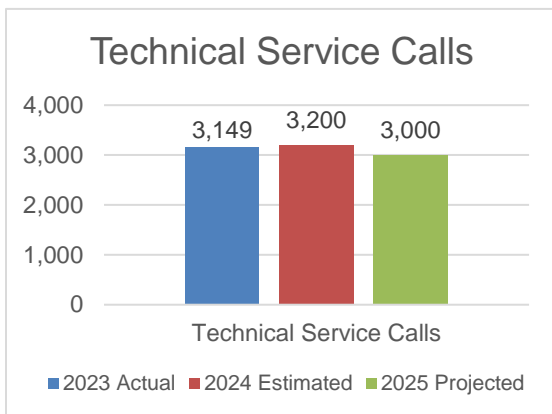
- Successfully completed installation of additional Security and Network Monitoring Tools.
- In coordination with the Finance Department, converted Enterprise, formerly Munis, Enterprise Resource Planning (ERP) system to the cloud.

FY 24-25 INITIATIVES

- Upgrade network switches.
- Install Sisco Identity Services (ISCE) Network Scanner.
- Continue to improve cyber-security with SonicWall to promote Vienna as a safe community.
- Improve technical support coverage for the Police Department with the goal of staffing 24/7/365.
- Increase internet speed in the Fall of 2024.

PERFORMANCE MEASURES

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



**INFORMATION TECHNOLOGY
11251**

| Description | Actual 2023 | Estimated 2024 | Projected 2025 |
|---|------------------------|---------------------------|---------------------------|
| Technical Service Call Responses | 3,200 | 3,150 | 3,000 |
| Munis Service Calls | 298 | 175 | 200 |
| Town Council Meetings Televised/Work Sessions Supported | 33 | 46 | 30 |
| Planning Commission Meetings Televised | 24 | 20 | 20 |
| Boards and Commissions Supported for Virtual Meetings (BAR, BZA, BAC/PAC, TLC, TBLC, TSC, VPA, CSC, WHBR) | 75 | 82 | 75 |

PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|--|-----------------------------|-----------------------------|-----------------------------|
| Information Technology Director | 1 | 1 | 1 |
| Information Technology Deputy Director | 1 | 1 | 0 |
| Information Technology Coordinator | 2 | 2 | 0 |
| Applications Technician | 0 | 0 | 1 |
| Information Technology Engineer | 0 | 0 | 2 |
| Information Technology Technician | 0 | 0 | 2 |
| IT Assistant | 0.5 | 0.5 | 0.5 |
| Total | 4.5 | 4.5 | 6.5 |

*Replaced IT Deputy Director position with two FTE's, and restructured department to meet current needs.

FY 24-25 BUDGET CHANGES

- Increased the Internet Access account by \$12,000 due to cost increases.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 11251
NAME INFORMATION TECHNOLOGY

| ACCOUNT NUMBER TITLE | FY 22-23 ACTUAL | -----FY 23-24----- | | FY 24-25 ADOPTED | NET CHANGE |
|--|---------------------|---------------------|---------------------|---------------------|-------------------|
| | | BUDGET | REVISED | | |
| 41001 Salaries And Wages | \$ 455,129 | \$ 505,190 | \$ 505,190 | \$ 668,760 | \$ 163,570 |
| 41002 Overtime | 4,913 | 8,000 | 8,000 | - | (8,000) |
| 41003 Regular Part Time With Benefits | 45,691 | 39,040 | 39,040 | 27,090 | (11,950) |
| 41004 Part Time without Benefits | 547 | - | - | - | - |
| 41006 Annual Leave Liquidation | 4,399 | - | - | - | - |
| 41008 Annual Leave Cash-In | 12,551 | - | - | - | - |
| 41011 Non-Exempt Comp Time Liquidation | 1,195 | - | - | - | - |
| 41015 Performance Bonus | 1,000 | - | - | - | - |
| TOTAL PERSONNEL SERVICES | 525,425 | 552,230 | 552,230 | 695,850 | 143,620 |
| 42001 F.I.C.A. | 38,334 | 42,560 | 42,560 | 53,240 | 10,680 |
| 42002 V.R.S. | 58,049 | 62,070 | 62,070 | 84,330 | 22,260 |
| 42003 V.R.S. Life Insurance | 6,036 | 6,770 | 6,770 | 8,280 | 1,510 |
| 42007 Health Insurance | 28,465 | 30,150 | 30,150 | 56,230 | 26,080 |
| 42012 Cafeteria Plan Fees | 66 | 70 | 70 | 70 | - |
| 42018 Employer Contributions:DC401A | 15,185 | 18,700 | 18,700 | 25,890 | 7,190 |
| 42021 V.R.S. Hybrid 401A Match | 3,500 | 4,910 | 4,910 | 4,780 | (130) |
| 42025 V.R.S. Hybrid Disability | 1,479 | 1,740 | 1,740 | 6,890 | 5,150 |
| TOTAL EMPLOYEE BENEFITS | 151,112 | 166,970 | 166,970 | 239,710 | 72,740 |
| 43301 Equipment Maintenance Contracts | 29,964 | 31,500 | 31,500 | 31,500 | - |
| 43303 Software Maintenance Contract | 94,147 | 94,200 | 94,200 | 94,200 | - |
| 43308 Contracts/Services | 122,238 | 109,100 | 150,000 | 109,100 | - |
| 43309 Cell Phone Expense | 4,895 | 4,000 | 4,000 | 4,000 | - |
| TOTAL PURCHASED SERVICES | 251,245 | 238,800 | 279,700 | 238,800 | - |
| 45201 Local Phone Service | 33,194 | 29,000 | 29,000 | 29,000 | - |
| 45202 Long Distance Service | 1,333 | 2,000 | 2,000 | 2,000 | - |
| 45203 Postal Services | 78 | 200 | 200 | 200 | - |
| 45205 Internet Access/Email Service | 14,042 | 13,000 | 13,000 | 25,000 | 12,000 |
| 45404 Central Copier Charges | 1,024 | 1,100 | 1,100 | 1,100 | - |
| 45501 Mileage Reimbursement | - | 100 | 100 | 100 | - |
| 45504 Conventions/Education | - | 10,000 | 5,000 | 5,000 | (5,000) |
| TOTAL OTHER CHARGES | 49,672 | 55,400 | 50,400 | 62,400 | 7,000 |
| 46001 Office Supplies | 4,086 | 5,000 | 5,500 | 5,000 | - |
| 46014 DP/Computer Supplies | 15,315 | 15,000 | 15,000 | 15,000 | - |
| 46015 Operational Supplies | 1,251 | - | - | - | - |
| 46040 Software Purchases | 21,463 | 22,000 | 22,000 | 25,000 | 3,000 |
| TOTAL MATERIALS AND SUPPLIES | 42,115 | 42,000 | 42,500 | 45,000 | 3,000 |
| 47203 Service Awards | 150 | - | - | - | - |
| 47215 TOV Web Site Services | 130,718 | 74,000 | 70,000 | 77,000 | 3,000 |
| TOTAL PROGRAMS AND SERVICES | 130,868 | 74,000 | 70,000 | 77,000 | 3,000 |
| 48101 Machine/Equipment Replacement | 14,525 | - | 500 | - | - |
| TOTAL CAPITAL OUTLAY | 14,525 | - | 500 | - | - |
| TOTAL INFORMATION TECHNOLOGY | \$ 1,164,962 | \$ 1,129,400 | \$ 1,162,300 | \$ 1,358,760 | \$ 229,360 |

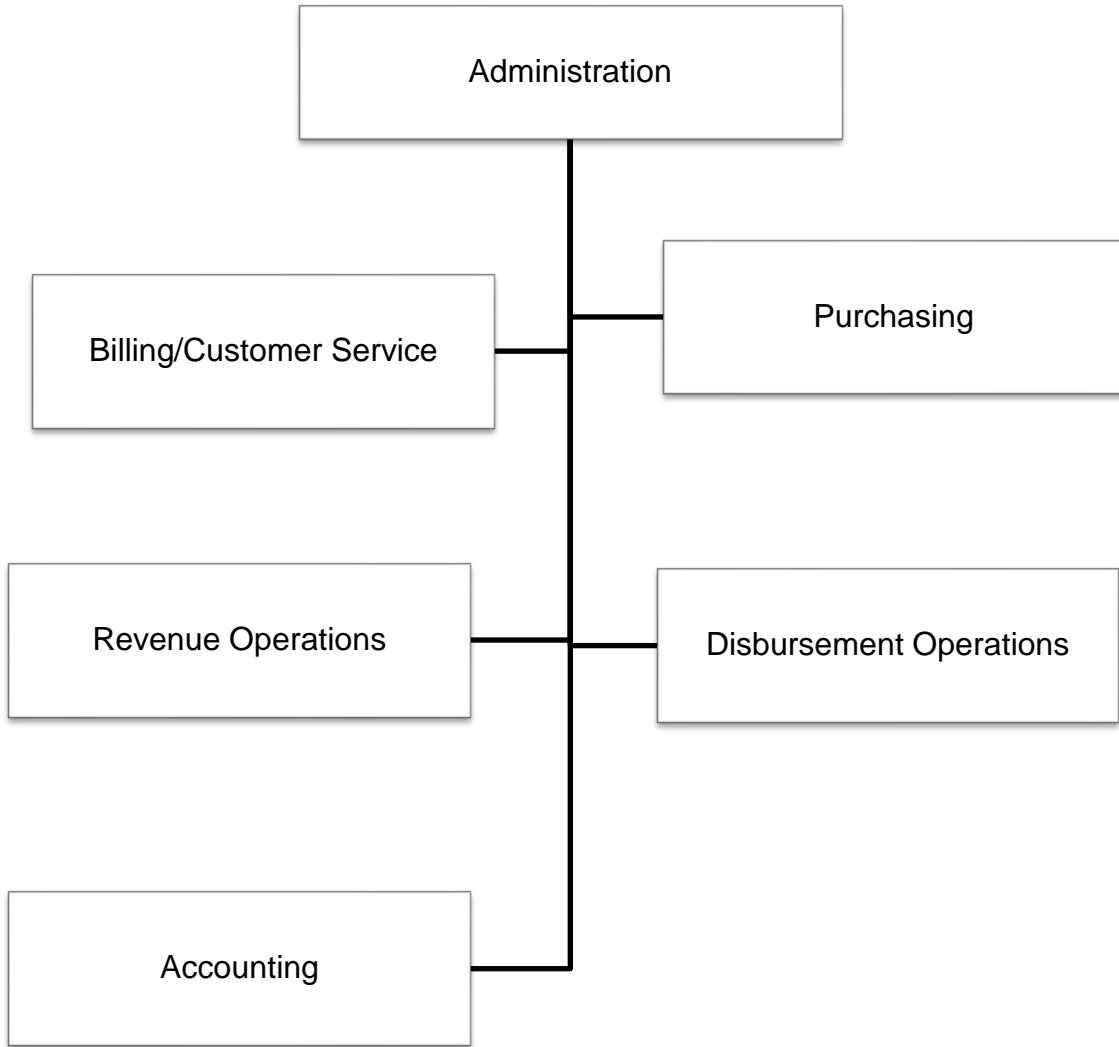
FINANCE

MISSION

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



FINANCE



FINANCE

| |
|--|
| TOWN OF VIENNA FISCAL YEAR 24-25 BUDGET |
|--|

| | FY 22-23 Actuals | FY 23-24 Adopted | FY 23-24 Revised | FY 24-25 Adopted | Net Change |
|----------------|---------------------|---------------------|---------------------|---------------------|----------------|
| Administration | 1,962,503 | 2,090,400 | 2,102,545 | 2,057,970 | -32,430 |
| Finance | 1,962,503 | 2,090,400 | 2,102,545 | 2,057,970 | -32,430 |

| | FY 22-23 Actuals | FY 23-24 Adopted | FY 24-25 Adopted | Net Change | FY 24-25 % of Total |
|------------------------|---------------------|---------------------|---------------------|----------------|------------------------|
| Personnel Services | 1,280,710 | 1,348,480 | 1,231,570 | -116,910 | 59.8% |
| Employee Benefits | 417,213 | 457,920 | 474,850 | 16,930 | 23.1% |
| Purchased Services | 220,085 | 226,050 | 298,650 | 72,600 | 14.5% |
| Other Charges | 29,262 | 42,100 | 36,900 | -5,200 | 1.8% |
| Materials and Supplies | 15,084 | 15,850 | 16,000 | 150 | 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% |
| Finance | 1,962,503 | 2,090,400 | 2,057,970 | -32,430 | 100% |

11241
FINANCE OPERATIONS

PURPOSE

The purpose of the Finance Department is to manage the Town's financial resources, provide financial services, financial management, and financial direction for the Town.

STRATEGIC PLAN 

The division's objective to be a responsible steward of public funds embraces the strategic plan initiatives of "***Vienna is economically prosperous and a fiscally responsible community.***"

ACTIVITIES / PRODUCTS / SERVICES

- Direct the operating budget, capital improvement plan budget, and long-range financial forecast.
- Issue the Annual Comprehensive Financial Report and coordinate the Town's independent financial statement audit.
- Manage all cash transactions and other treasury functions.
- Oversee capital financing, capital spending, debt management, and grant management.
- Manage the semi-annual real estate billing and collections process.
- Direct the Town-wide business licensing, meals tax, and animal licensing processes.
- Record, control, and process timely and accurate payments to employees and vendors.
- Safeguarding assets by ensuring the Town buys its goods and services in compliance with state and local procurement laws.
- Provide long-term financial planning and financial policy recommendations to Council and the Town Manager.
- Provide reception and administrative support services to remain engaged with Town-wide departments and residents.

FY 23-24 ACCOMPLISHMENTS

- Successfully completed the 2023 Financial Statement Audit and Annual Comprehensive Financial Report (ACFR).
- Applied for and was awarded both the Certificate for Excellence in Financial Reporting and the Budget Achievement award, from the Government Finance Officers' Association (GFOA), the highest honors awarded for financial statements and budgeting.

11241
FINANCE OPERATIONS

- Managed the Capital Improvement Project (CIP) in conjunction with the American Rescue Plan Act (ARPA) spending, and the Maud Robinson Sidewalk grant, with the goal to properly utilize and spend the funds within spending restrictions. This represents over \$25 million in grant funds benefiting the Town.
- Issued \$11.9M in debt to finance water and sewer and vehicle purchases.
- Reorganized the department to provide full-time support for systems interfaces and additional support for budgeting and analysis.
- Successfully trained receptionist in light cashiering responsibilities, aiming to achieve cost savings by eliminating the need for a part-time cashier position.
- In partnership with the Information Technology Department, converted the financial backbone Enterprise Resource Planning (ERP) system to the cloud to take advantage of advanced cyber security controls, in addition to a forecasted goal to decrease future hardware replacement costs by \$20K every three years.
- E-box cashiering was implemented with a goal to receive customer payments in electronic format from the bank, thereby improving payment processing times.
- Desktop Deposit was implemented to upload daily check deposits to the bank. This implementation will reduce the costs of courier services by \$2,000, while improving cash flow to both the customer and the Town.
- Worked with a consulting firm, Economic Development, and Planning and Zoning to improve the process for starting a business in the Town.
- Worked with a consulting firm and Human Resources to prepare and analyze a Town-wide classification and compensation study.
- Continued to work on the redevelopment of the Patrick Henry Library and new public parking structure in conjunction with Fairfax County.
- Obtained commitment for \$2M of new federal earmark funds for water and sewer and tourism infrastructure in 2024 and, an additional \$4 million for 2025
- Worked with a consulting firm and the Town Manager's office to complete the design phase of the Town Hall space study project and the bathroom renovation project.

FY 24-25 INITIATIVES

- Fully implement an online budget tool designed to help residents access and understand the Town's operating budget, enhancing transparency.
- Develop a dashboard on the Town's website to publicize key financial indicators.
- Increase revenue streams by accepting credit card payments online.
- Implement email billing for annual animal licensing bills.

**11241
FINANCE OPERATIONS**

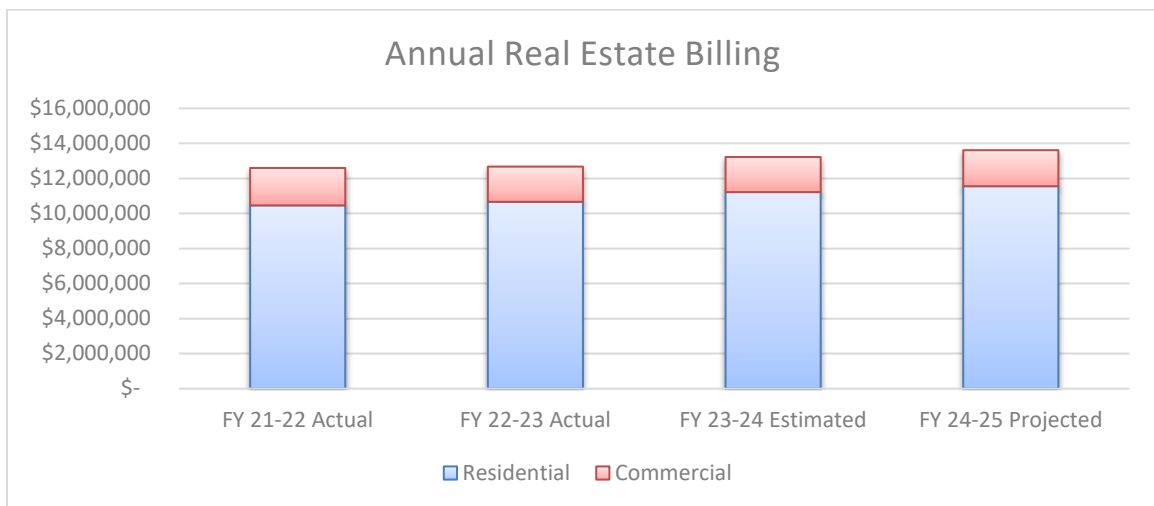
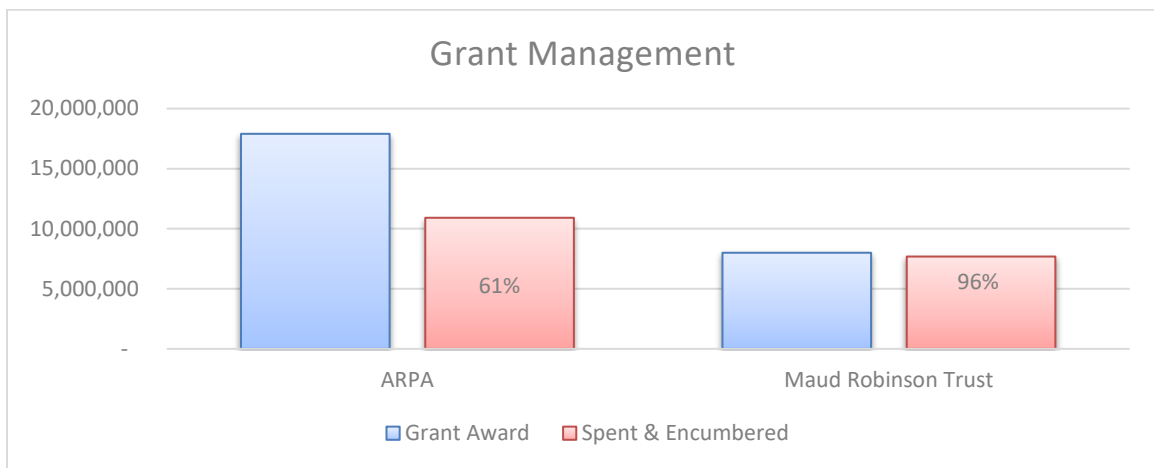
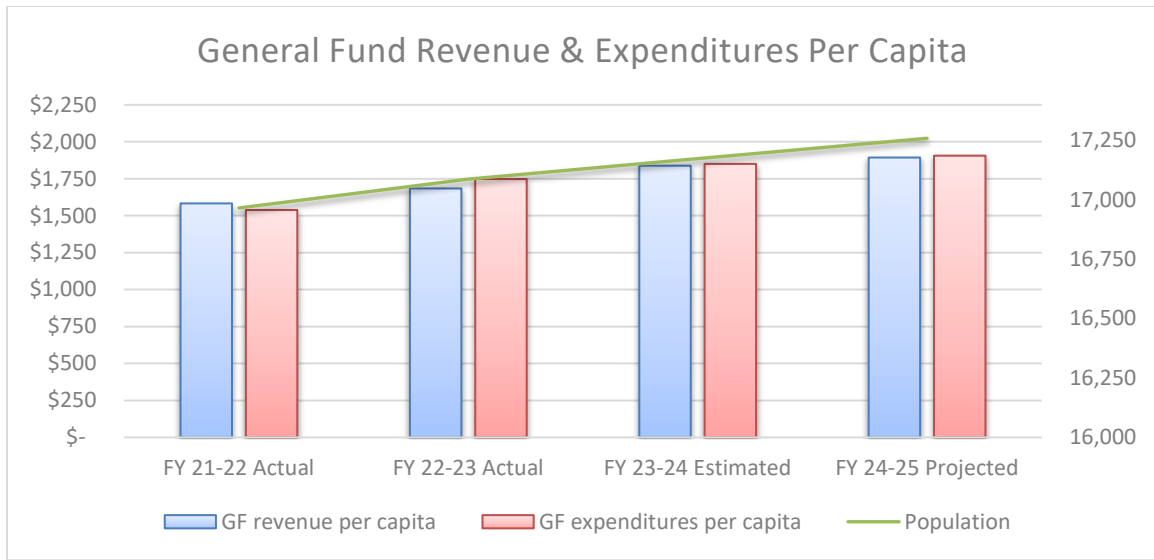
- Complete the Town Hall space study construction and the bathroom renovation project.
- Ensure spending objectives and timelines are met regarding federal ARPA monies and the Maud Robinson sidewalk trust.
- Review capital budget plans to ensure the Town is ready to issue new debt in 2026.
- Continue to be the financial liaison for the Patrick Henry Library renovation project.

PERFORMANCE MEASURES

Strategic Plan Importance: Achieving excellence in financial reporting and budgeting, complying with federal, state, and local grant purchasing guidelines, and improving processes such as email billing and e-box cashiering has enabled our division and Vienna to be economically prosperous and a fiscally responsible community.



11241
FINANCE OPERATIONS



*There is a 99% collection rate for Real Estate Taxes.

**11241
FINANCE OPERATIONS**

PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|---|-----------------------------|-----------------------------|-----------------------------|
| Director of Finance / Treasurer | 1 | 1 | 1 |
| Deputy Finance Director | 1 | 1 | 1 |
| Budget & Treasury Manager** | 0 | 0 | 1 |
| Procurement Officer | 1 | 1 | 1 |
| Capital-Grant Accountant | 0.63 | 0.63 | 0.63 |
| Staff Accountant | 1 | 1 | 1 |
| ERP System Admin / Financial Analyst** | 0 | 0 | 1 |
| Payroll Specialist / Fiscal Tech (FT) III | 1 | 1 | 1 |
| Business License Officer / FT III | 1 | 1 | 1 |
| Real Estate Tax Specialist / FT II | 1 | 1 | 1 |
| Head Cashier / FT III*** | 0 | 0 | 1 |
| Account Payable / FT II | 1 | 1 | 1 |
| Cashier / FT II*** | 1 | 1 | 0.63 |
| Receptionist / FT I | 1 | 1 | 1 |
| Revenue Analyst / Cashier** / FT III | 1 | 1 | 0 |
| Finance Operations Manager** | 1 | 1 | 0 |
| Part-Time Budget Analyst* | 0.63 | 0 | 0 |
| Part-Time Budget Manager*/** | 0 | 0.63 | 0 |
| Total | 13.26 | 13.26 | 13.26 |
| <p>* Part-Time Budget Analyst was promoted to Part-Time Budget Manager in FY23 ** Operations Manager duties split up to create two positions, PT Budget Manager is now combined with the Revenue Operations Manager becoming Budget and Treasury Manager. The Revenue Analyst was promoted to ERP Systems Admin / Financial Analyst in FY24. *** Cashier / FT II was promoted to Head Cashier / FTIII in FY24. Position is currently not funded due to department efficiencies.</p> | | | |

FY 24-25 BUDGET CHANGES

- Increase to Financial System Maintenance due to cloud conversion.

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

**DIVISION 11241
NAME FINANCE ADMINISTRATION**

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|---------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|---------------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 41001 Salaries and Wages | \$ 1,073,350 | \$ 1,138,620 | \$ 1,138,620 | \$ 1,186,300 | \$ 47,680 |
| 41002 Overtime | 1,174 | 2,500 | 2,500 | 500 | (2,000) |
| 41003 Regular Part Time with Benefits | 136,222 | 134,360 | 134,360 | 54,770 | (79,590) |
| 41004 Part Time without Benefits | 170 | 77,000 | 77,000 | - | (77,000) |
| 41006 Annual Leave Liquidation | 44,074 | - | - | - | - |
| 41008 Annual Leave Cash-In | 15,697 | - | - | - | - |
| 41015 Performance Bonus | 8,000 | - | - | - | - |
| 41020 Transfer of Budgeted Salary | <u>2,022</u> | <u>(4,000)</u> | <u>(4,000)</u> | <u>(10,000)</u> | <u>(6,000)</u> |
| TOTAL PERSONNEL SERVICES | 1,280,710 | 1,348,480 | 1,348,480 | 1,231,570 | (116,910) |
| 42001 F.I.C.A. | 92,851 | 95,770 | 95,770 | 97,640 | 1,870 |
| 42002 V.R.S. | 127,414 | 128,680 | 128,680 | 148,480 | 19,800 |
| 42003 V.R.S. Life Insurance | 14,177 | 14,140 | 14,140 | 13,630 | (510) |
| 42004 Local Pension Plan | 22,763 | 24,610 | 24,610 | 19,890 | (4,720) |
| 42007 Health Insurance | 107,040 | 129,610 | 129,610 | 129,610 | - |
| 42012 Cafeteria Plan Fees | 498 | 560 | 560 | 560 | - |
| 42018 Employer Contributions:DC401A | 32,333 | 40,600 | 40,600 | 42,670 | 2,070 |
| 42021 V.R.S. Hybrid 401A Match | 17,158 | 20,640 | 20,640 | 9,180 | (11,460) |
| 42025 V.R.S. Hybrid Disability | <u>2,978</u> | <u>3,310</u> | <u>3,310</u> | <u>13,190</u> | <u>9,880</u> |
| TOTAL EMPLOYEE BENEFITS | 417,213 | 457,920 | 457,920 | 474,850 | 16,930 |
| 43103 Accounting/Audit Services | 49,522 | 61,000 | 61,000 | 65,000 | 4,000 |
| 43302 Financial System Maintenance | 86,135 | 114,380 | 114,780 | 188,550 | 74,170 |
| 43308 Contracts/Services | 78,014 | 44,870 | 46,095 | 39,000 | (5,870) |
| 43309 Cell Phone Expense | 844 | 1,800 | 1,300 | 2,000 | 200 |
| 43501 Printing/Binding Services | 4,966 | 3,200 | 3,200 | 3,300 | 100 |
| 43601 Advertising | <u>604</u> | <u>800</u> | <u>800</u> | <u>800</u> | <u>-</u> |
| TOTAL PURCHASED SERVICES | 220,085 | 226,050 | 227,175 | 298,650 | 72,600 |
| 45203 Postal Services | 10,476 | 12,500 | 12,500 | 12,900 | 400 |
| 45404 Central Copier Charges | 6,445 | 8,400 | 8,400 | 8,500 | 100 |
| 45501 Mileage Reimbursement | 1,027 | 1,420 | 1,420 | 1,500 | 80 |
| 45502 Fares | 878 | 500 | 500 | 2,500 | 2,000 |
| 45503 Subsistence/Lodging | 5,016 | 3,500 | 3,500 | 3,000 | (500) |
| 45504 Conventions/Education | 3,098 | 8,650 | 10,050 | 4,000 | (4,650) |
| 45505 Business Meals | 233 | 500 | 500 | 500 | - |
| 45801 Memberships/Dues | <u>2,090</u> | <u>6,630</u> | <u>6,630</u> | <u>4,000</u> | <u>(2,630)</u> |
| TOTAL OTHER CHARGES | 29,262 | 42,100 | 43,500 | 36,900 | (5,200) |
| 46015 Operational Supplies | <u>15,084</u> | <u>15,850</u> | <u>15,450</u> | <u>16,000</u> | <u>150</u> |
| TOTAL MATERIALS AND SUPPLIES | 15,084 | 15,850 | 15,450 | 16,000 | 150 |
| 47203 Service Awards | <u>150</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| TOTAL PROGRAMS AND SERVICES | 150 | - | - | - | - |
| 48102 Furniture/Fixture Replacement | <u>-</u> | <u>-</u> | <u>10,020</u> | <u>-</u> | <u>-</u> |
| TOTAL CAPITAL OUTLAY | - | - | 10,020 | - | - |
| TOTAL FINANCE ADMINISTRATION | <u>\$ 1,962,503</u> | <u>\$ 2,090,400</u> | <u>\$ 2,102,545</u> | <u>\$ 2,057,970</u> | <u>\$ (32,430)</u> |

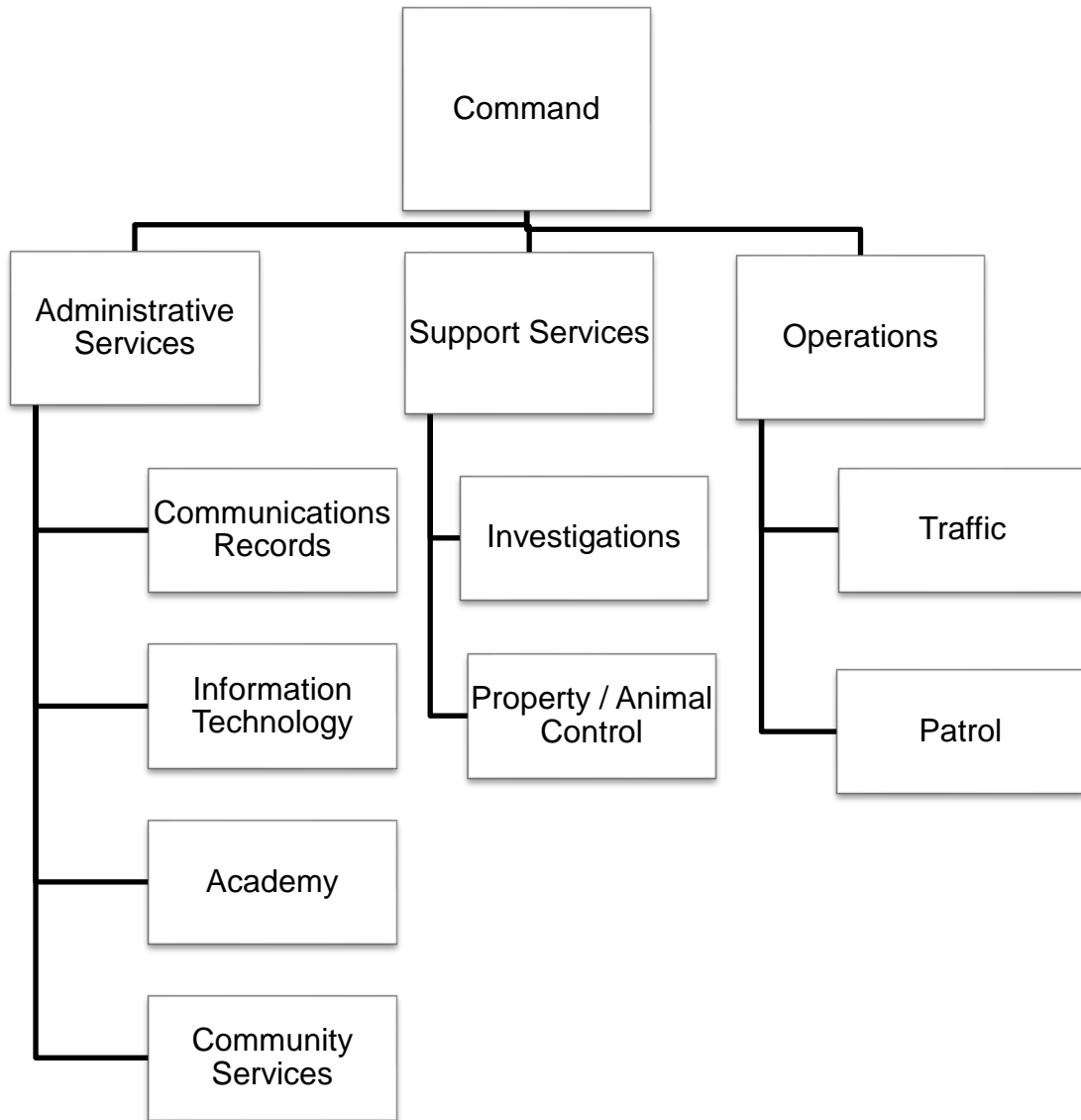
POLICE

MISSION

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.



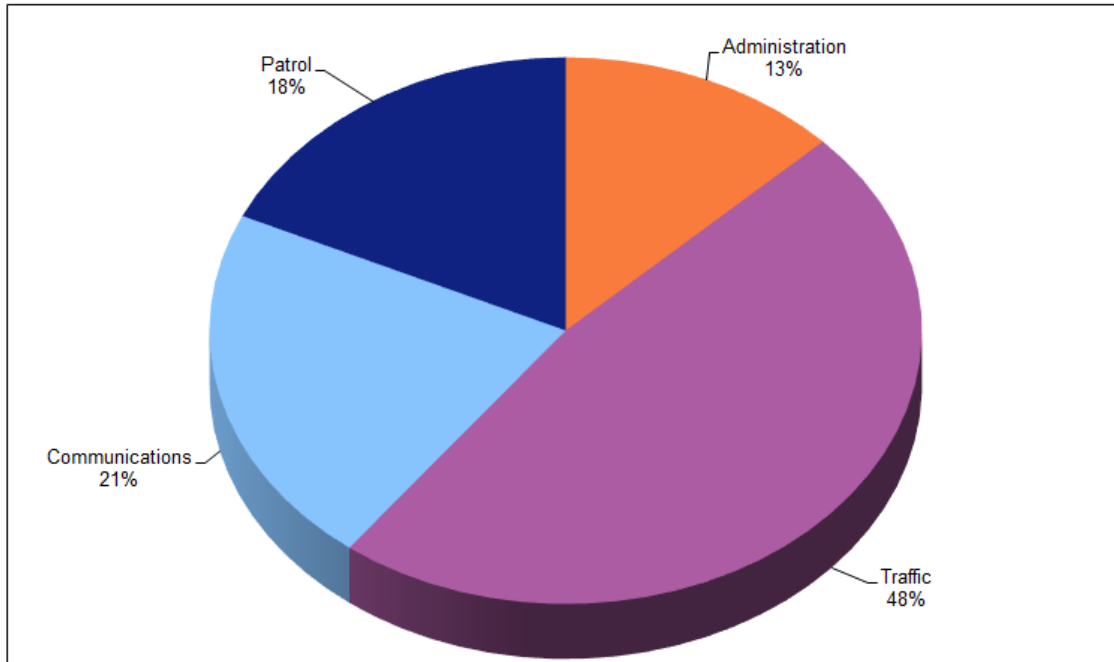
POLICE



POLICE

**TOWN OF VIENNA
FISCAL YEAR 24-25 BUDGET**

| | FY 22-23 Actuals | FY 23-24 Adopted | FY 23-24 Revised | FY 24-25 Adopted | Net Change |
|------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| Administration | 901,637 | 1,012,750 | 1,033,890 | 1,042,160 | 29,410 |
| Operations | 3,842,341 | 3,645,960 | 3,639,460 | 3,856,670 | 210,710 |
| Admin Services | 1,476,930 | 1,530,370 | 1,548,710 | 1,744,660 | 214,290 |
| Support Services | 1,033,310 | 1,340,380 | 1,340,380 | 1,469,510 | 129,130 |
| Police | 7,254,218 | 7,529,460 | 7,562,440 | 8,113,000 | 583,540 |



| | FY 22-23 Actuals | FY 23-24 Adopted | FY 24-25 Adopted | Net Change | FY 24-25 % of Total |
|------------------------|---------------------|---------------------|---------------------|----------------|------------------------|
| Personnel Services | 4,964,666 | 5,049,500 | 5,403,700 | 354,200 | 66.6% |
| Employee Benefits | 1,911,018 | 1,974,180 | 2,180,840 | 206,660 | 26.9% |
| Purchased Services | 148,784 | 196,750 | 202,000 | 5,250 | 2.5% |
| Other Charges | 41,011 | 93,770 | 101,200 | 7,430 | 1.2% |
| Materials and Supplies | 156,780 | 183,340 | 193,140 | 9,800 | 2.4% |
| Program and Services | 30,166 | 25,920 | 26,120 | 200 | 0.3% |
| Capital Outlay | 1,793 | 6,000 | 6,000 | 0 | 0.1% |
| Transfers | 0 | 0 | 0 | 0 | 0.0% |
| Police | 7,254,218 | 7,529,460 | 8,113,000 | 583,540 | 100% |

ADMINISTRATION 13110

PURPOSE



The Administration Division is responsible for the Department's overall management, including all matters relating to policy, operations, and discipline. This division takes the lead in ensuring plans are in place for emergency situations from preventing, preparing for, responding to, and recovering from major events along with Town Directors, Deputy Directors, and other key personnel.

STRATEGIC PLAN



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

- 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 23-24 ACCOMPLISHMENTS

- General Order project complete, issued to all department employees and placed on the Town website.
- Commander graduated from FBI National Academy leadership training.
- Developed recruitment website and video, to help recruit quality officers more timely.
- Enhanced social media presence by engaging the community through various outlets, such as Facebook live to highlight Police at community events.
- Developed "Mayor and Chief at Your Service" quarterly program to promote a positive citizen-police engagement opportunity.
- Very positive community survey results, including overall feeling of safety at 96%.

**ADMINISTRATION
13110**

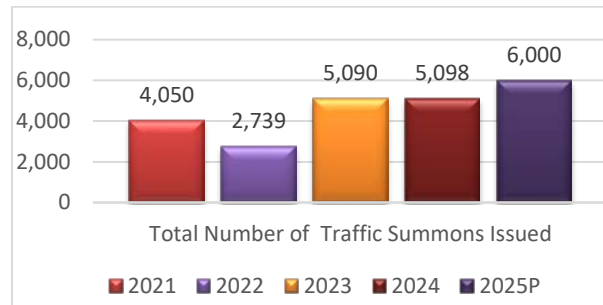
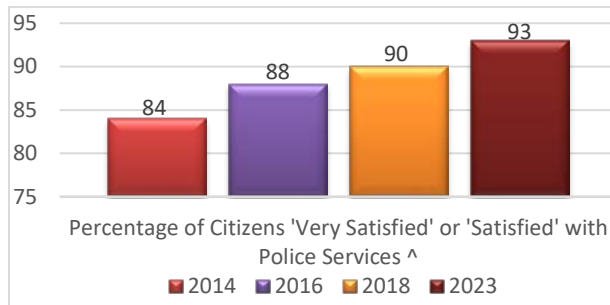
FY 24-25 INITIATIVES

- Invest in the department's Honor Guard program, to increase community engagement by participating in more community events.
- Maintain a staffing level that allows officers to be more visible in the community.
- Begin the development of crime analysis capability, having the existing data used to detect and address crime trends in Vienna.
- Conduct targeted traffic enforcement campaigns to enhance traffic safety and visibility in neighborhoods.
- Continue efforts to improve safety and wellness of officers by forming the "Chief Health and Safety Group", inclusive of support dogs, and mental and physical health checks.

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.



PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|-----------------------------------|------------------|------------------|------------------|
| Chief of Police | 1 | 1 | 1 |
| Deputy Chief of Police | 1 | 1 | 1 |
| Police Administration Coordinator | 1 | 1 | 1 |
| Total | 3 | 3 | 3 |

FY 24-25 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 22-23 ACTUAL | -----FY 23-24----- | | FY 24-25 ADOPTED | NET CHANGE |
|--|--------------------|---------------------|---------------------|---------------------|------------------|
| | | BUDGET | REVISED | | |
| 41001 Salaries and Wages | \$ 444,244 | \$ 469,050 | \$ 469,050 | \$ 460,500 | \$ (8,550) |
| 41002 Overtime | 2,561 | - | - | - | - |
| 41008 Annual Leave Cash-In | 14,992 | - | - | - | - |
| 41015 Performance Bonus | 3,000 | - | - | - | - |
| TOTAL PERSONNEL SERVICES | 464,796 | 469,050 | 469,050 | 460,500 | (8,550) |
| 42001 F.I.C.A. | 32,274 | 35,880 | 35,880 | 37,160 | 1,280 |
| 42002 V.R.S. | 60,577 | 59,150 | 59,150 | 61,260 | 2,110 |
| 42003 V.R.S. Life Insurance | 5,928 | 6,280 | 6,280 | 6,030 | (250) |
| 42004 Local Pension Plan | 19,514 | 21,110 | 21,110 | 19,930 | (1,180) |
| 42005 Police Pension | 16,916 | 16,150 | 16,150 | 25,750 | 9,600 |
| 42007 Health Insurance | 36,242 | 33,880 | 33,880 | 33,910 | 30 |
| 42010 Clothing Allowance | 11,080 | 18,000 | 18,000 | 18,000 | - |
| 42012 Cafeteria Plan Fees | 66 | 70 | 70 | 70 | - |
| 42018 Employer Contributions:DC401A | 7,336 | 8,070 | 8,070 | 8,210 | 140 |
| TOTAL EMPLOYEE BENEFITS | 189,932 | 198,590 | 198,590 | 210,320 | 11,730 |
| 43101 Consulting Services | 3,089 | 5,500 | 5,500 | 5,500 | - |
| 43106 Translation Services | 3,538 | 3,000 | 3,000 | 3,000 | - |
| 43301 Equipment Maintenance Contracts | - | 1,000 | 1,000 | 1,000 | - |
| 43304 H/AC Maintenance Contract | - | 6,500 | 10,000 | 10,500 | 4,000 |
| 43307 Repair/Maintenance Services | 2,844 | 5,000 | 5,000 | 5,000 | - |
| 43308 Contracts/Services | 25,973 | 39,000 | 39,000 | 39,000 | - |
| TOTAL PURCHASED SERVICES | 35,445 | 60,000 | 63,500 | 64,000 | 4,000 |
| 45101 Electricity | 22,713 | 55,000 | 70,000 | 70,000 | 15,000 |
| 45102 Natural Gas | 6,031 | 10,000 | 10,000 | 8,000 | (2,000) |
| 45104 Water/Sewer Service | 2,163 | 4,000 | 4,000 | 4,000 | - |
| 45203 Postal Services | 938 | 1,500 | 1,500 | 1,500 | - |
| 45402 Equipment Rental | 194 | 5,570 | 2,070 | 5,000 | (570) |
| 45404 Central Copier Charges | 5,502 | 5,000 | 5,000 | 5,000 | - |
| 45801 Memberships/Dues | 3,470 | 3,700 | 3,700 | 3,700 | - |
| TOTAL OTHER CHARGES | 41,011 | 84,770 | 96,270 | 97,200 | 12,430 |
| 46001 Office Supplies | 5,396 | 6,700 | 5,500 | 6,000 | (700) |
| 46007 Repair/Maintenance Supplies | 1,866 | 5,000 | 5,000 | 5,000 | - |
| 46008 Vehicle/Equipment Fuels | 63,388 | 55,000 | 70,000 | 63,000 | 8,000 |
| 46009 Vehicle/Equip Maintenance Supplies | 7,381 | 13,040 | 10,040 | 13,040 | - |
| 46010 Police Supplies | 18,999 | 30,000 | 30,000 | 30,000 | - |
| 46011 Uniforms/Safety Apparel | 18,527 | 24,000 | 24,000 | 24,000 | - |
| 46012 Books/Subscriptions | 198 | 600 | 600 | 600 | - |
| 46015 Operational Supplies | 3,529 | 8,000 | 8,000 | 10,500 | 2,500 |
| 46019 Other Supplies | 19,207 | 12,000 | 12,130 | 12,000 | - |
| 46022 Range Supplies | 17,990 | 21,000 | 21,000 | 21,000 | - |
| TOTAL MATERIALS AND SUPPLIES | 156,482 | 175,340 | 186,270 | 185,140 | 9,800 |
| 47201 Training Programs | 12,029 | 20,000 | 15,210 | 20,000 | - |
| 47203 Service Awards | 150 | - | - | - | - |
| TOTAL PROGRAMS AND SERVICES | 12,179 | 20,000 | 15,210 | 20,000 | - |
| 48102 Furniture/Fixture Replacement | 114 | 2,000 | 2,000 | 2,000 | - |
| 48201 Additional Machine/Equipment | 1,680 | 3,000 | 3,000 | 3,000 | - |
| TOTAL CAPITAL OUTLAY | 1,793 | 5,000 | 5,000 | 5,000 | - |
| TOTAL POLICE ADMINISTRATION | \$ 901,637 | \$ 1,012,750 | \$ 1,033,890 | \$ 1,042,160 | \$ 29,410 |

OPERATIONS 13130

PURPOSE

The Operations Division is responsible for ensuring safety through preserving peace, preventing crimes, and enforcing the law. Traffic officers also provide traffic control for funerals, accidents, and other events as required.



STRATEGIC PLAN

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. **“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

- 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.
- 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 23-24 ACCOMPLISHMENTS

- Increased community visibility by conducting stop sign enforcement campaign. In June, 220 stop sign violations and 108 other violations were issued.
- Supported Transportation Safety Commission’s “Eye to Eye” campaign using social media.
- Maintained staffing levels so that response to calls in the community was not impacted.
- Implemented a department wide NARCAN program to save lives in the community.

OPERATIONS
13130

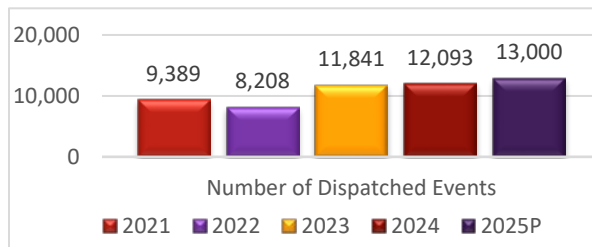
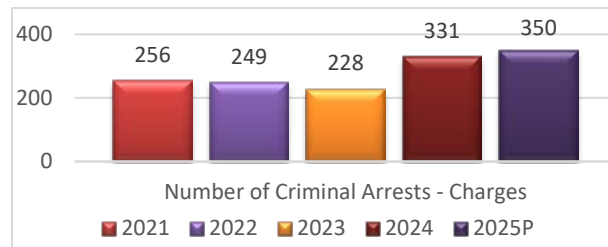
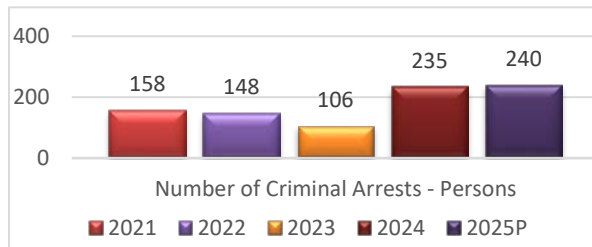
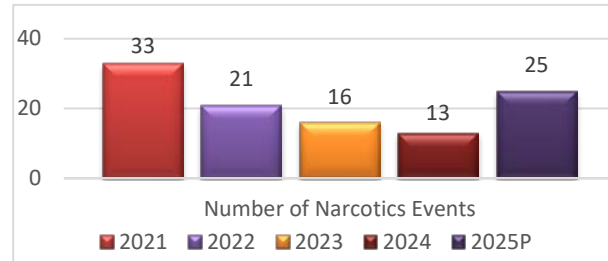
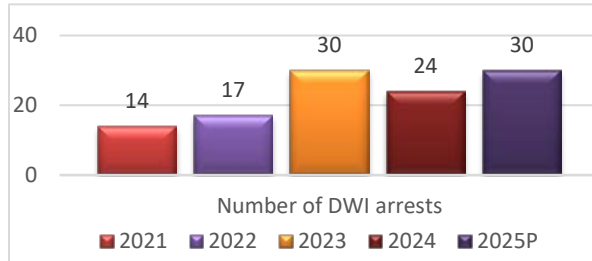
FY 24-25 INITIATIVES

- Conduct quarterly targeted enforcement campaigns, (stop sign, distracted driver, etc.) and advertise them on social media.
- Working with the Town Attorney to conduct training for officers on DUI arrest court presentations to ensure successful outcomes.
- Identify and focus on top traffic crash locations in Town to reduce accidents.

PERFORMANCE MEASURES



Strategic Plan Importance: One of the Safe Communities objectives is to maintain low crime rates and reduce where possible. Aggressive enforcement directly impacts the crime rate in the Town. Efficiently Mobile Community objective specifically addresses improving traffic and pedestrian safety. This can be done through enforcement, traffic calming, and education.



**OPERATIONS
13130**

PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Captain | 1 | 1 | 1 |
| Sergeant | 5 | 5 | 5 |
| Officers | 21 | 21 | 20 |
| Total | 27 | 27 | 26 |



FY 24-25 BUDGET CHANGES

- One position was moved to Administrative Services to address the increase in workload associated with car and body worn video review and redaction.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 13130
NAME OPERATIONS

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 41001 Salaries and Wages | \$ 2,490,223 | \$ 2,399,340 | \$ 2,399,340 | \$ 2,480,450 | \$ 81,110 |
| 41002 Overtime | 160,639 | 158,260 | 158,260 | 155,000 | (3,260) |
| 41006 Annual Leave Liquidation | 931 | - | - | - | - |
| 41007 Holiday Pay | 139,678 | 93,880 | 93,880 | 93,880 | - |
| 41008 Annual Leave Cash-In | 15,714 | - | - | - | - |
| 41011 Non-Exempt Comp time Liquid. | 16 | - | - | - | - |
| 41015 Performance Bonus | 9,000 | - | - | - | - |
| TOTAL PERSONNEL SERVICES | 2,816,201 | 2,651,480 | 2,651,480 | 2,729,330 | 77,850 |
| 42001 F.I.C.A. | 208,568 | 203,620 | 203,620 | 204,990 | 1,370 |
| 42002 V.R.S. | 334,508 | 302,690 | 302,690 | 306,480 | 3,790 |
| 42003 V.R.S. Life Insurance | 32,825 | 32,190 | 32,190 | 30,120 | (2,070) |
| 42005 Police Pension | 220,891 | 222,400 | 222,400 | 349,300 | 126,900 |
| 42007 Health Insurance | 224,879 | 219,160 | 219,160 | 222,030 | 2,870 |
| 42010 Clothing Allowance | 3,650 | - | - | - | - |
| 42012 Cafeteria Plan Fees | 372 | 420 | 420 | 420 | - |
| TOTAL EMPLOYEE BENEFITS | 1,025,692 | 980,480 | 980,480 | 1,113,340 | 132,860 |
| 46015 Operational Supplies | 298 | 8,000 | 6,000 | 8,000 | - |
| TOTAL MATERIALS AND SUPPLIES | 298 | 8,000 | 6,000 | 8,000 | - |
| 47203 Service Awards | 150 | 5,000 | 500 | 5,000 | - |
| TOTAL PROGRAMS AND SERVICES | 150 | 5,000 | 500 | 5,000 | - |
| 48103 Comm Equipment Replacement | - | 1,000 | 1,000 | 1,000 | - |
| TOTAL CAPITAL OUTLAY | - | 1,000 | 1,000 | 1,000 | - |
| TOTAL OPERATIONS | \$ 3,842,341 | \$ 3,645,960 | \$ 3,639,460 | \$ 3,856,670 | \$ 210,710 |

ADMINISTRATIVE SERVICES

13140

PURPOSE

The Administrative Services Division receives and dispatches request for services, maintains records, statistics, citations, and documents. This Division ensures positive relations with news media and the community through accurate and 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 is responsible for several of the performance measures that helps Vienna achieve the strategic objective of, ***“Vienna as a safe and engaged community”***. Starting with processing emergency and non-emergency phone calls for assistance, the communication section is the front line for community interaction. The Community Services Section engages with the community through social media, crime prevention, presentations, safety information and station tours.

ACTIVITIES / PRODUCTS / SERVICES

- 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 Towns Public Works channels after hours.
- Utilize various 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)

ADMINISTRATIVE SERVICES
13140

- Research and report on projects and department missions. (Information Technologies)
- Process and coordinate all Freedom of Information Act requests addressed to the Police Department.
- 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 the Towns' Public Information Officer.
- Provide station tours to local scouts and civic groups.

FY 23-24 ACCOMPLISHMENTS

- Conducted R.A.D classes in the new station.
- Started Tyler technology dispatch upgrade, in support with the IT Department.
- Issued every patrol officer a computer for report writing.
- Trained on and implemented Marcus Alert system / 988 program – to resolve people in crisis by deferring calls coming in with people in crisis, to those who can better assist.
- Moved a position to Administrative Services from Operations to better process video evidence.

FY 24-25 INITIATIVES

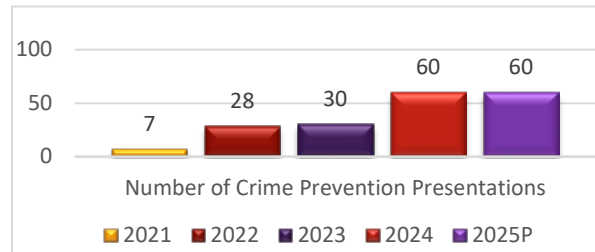
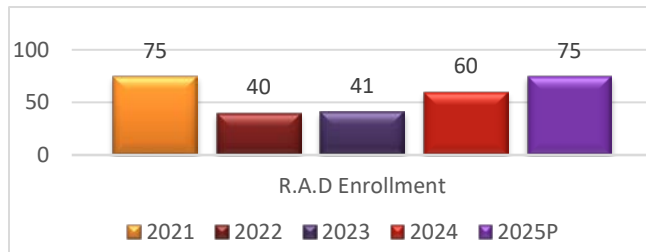
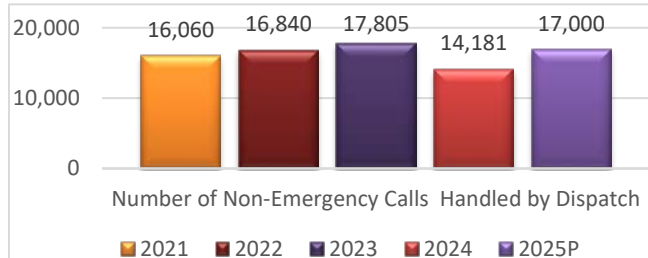
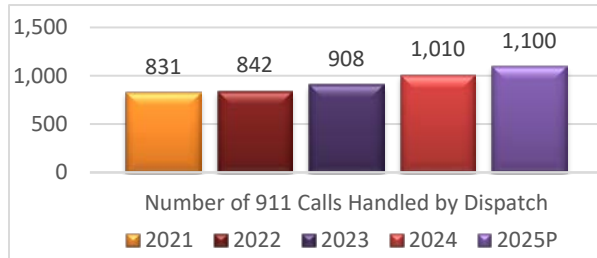
- Increase the referral rate of incoming calls for mental health services.
- Complete Tyler dispatch upgrade.
- Develop the capacity for in-house Crisis Intervention Training, (CIT) by Spring of 2025.
- Research and develop crime analysis capacity to assist in responding to crime trends, and to assess and create a more proactive presence where needed.
- Finish electronic summons project, allowing for better efficiency when processing tickets.



**ADMINISTRATIVE SERVICES
13140**

PERFORMANCE MEASURES

Strategic Plan Importance: The Safe Community objective is to process calls for services efficiently and effectively that come into the Police Department. The Police Department invests in the latest public safety technology to process calls and maintain records, which promotes Vienna as a safe community. The Engaged Community objective involves outreach and education to the community and Town staff.



PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|-----------------------------------|------------------|------------------|------------------|
| Captain | 1 | 1 | 1 |
| Sergeant | 0 | 0 | 1 |
| Communication/Records Coordinator | 1 | 1 | 1 |
| Dispatcher I & II | 6 | 6 | 6 |
| Police Training Officer | 1 | 1 | 1 |
| Police Officer | 1 | 1 | 1 |
| Auxiliary Officer (Volunteer) | 2 of 10 | 2 of 10 | 1 of 10 |
| Administrative Assistant | 1 | 1 | 1 |
| Total | 11 | 11 | 12 |

FY 24-25 BUDGET CHANGES

- One position was moved from Operations to address the increase in workload associated with car and body worn video review and redaction.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 13140
NAME ADMINISTRATION SERVICES

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 41001 Salaries and Wages | \$ 817,269 | \$ 898,390 | \$ 898,390 | \$ 1,057,870 | \$ 159,480 |
| 41002 Overtime | 100,236 | 70,590 | 70,590 | 70,000 | (590) |
| 41007 Holiday Pay | 19,108 | 20,600 | 20,600 | 20,600 | - |
| 41008 Annual Leave Cash-In | 10,038 | - | - | - | - |
| 41015 Performance Bonus | 4,000 | - | - | - | - |
| TOTAL PERSONNEL SERVICES | 950,651 | 989,580 | 989,580 | 1,148,470 | 158,890 |
| 42001 F.I.C.A. | 69,112 | 74,010 | 74,010 | 87,880 | 13,870 |
| 42002 V.R.S. | 108,530 | 106,090 | 106,090 | 133,400 | 27,310 |
| 42003 V.R.S. Life Insurance | 11,049 | 12,030 | 12,030 | 13,130 | 1,100 |
| 42004 Local Pension Plan | 26,359 | 28,500 | 28,500 | 21,790 | (6,710) |
| 42005 Police Pension | 32,309 | 35,730 | 35,730 | 46,570 | 10,840 |
| 42007 Health Insurance | 124,534 | 121,370 | 121,370 | 130,130 | 8,760 |
| 42010 Clothing Allowance | 3,420 | 730 | 730 | 730 | - |
| 42012 Cafeteria Plan Fees | 219 | 280 | 280 | 280 | - |
| 42018 Employer Contributions:DC401A | 15,054 | 17,620 | 17,620 | 18,810 | 1,190 |
| 42021 V.R.S. Hybrid 401A Match | 4,149 | 5,870 | 5,870 | 1,780 | (4,090) |
| 42025 V.R.S. Hybrid Disability | 666 | 890 | 890 | 2,570 | 1,680 |
| TOTAL EMPLOYEE BENEFITS | 395,402 | 403,120 | 403,120 | 457,070 | 53,950 |
| 43301 Equipment Maintenance Contracts | 87,641 | 99,750 | 99,750 | 105,000 | 5,250 |
| 43306 Radio Maintenance Contracts | 10,281 | 16,500 | 16,500 | 16,500 | - |
| 43309 Cell Phone Expense | 12,918 | 18,000 | 18,000 | 14,000 | (4,000) |
| 43801 Services From Other Government | 2,500 | 2,500 | 2,500 | 2,500 | - |
| TOTAL PURCHASED SERVICES | 113,340 | 136,750 | 136,750 | 138,000 | 1,250 |
| 47203 Service Awards | 600 | - | - | - | - |
| 47306 R.A.D. Program | 6,201 | 420 | 7,710 | 420 | - |
| 47710 Donation Funded Programs | 10,736 | 500 | 11,550 | 700 | 200 |
| TOTAL PROGRAMS AND SERVICES | 17,538 | 920 | 19,260 | 1,120 | 200 |
| TOTAL ADMINISTRATION SERVICES | \$ 1,476,930 | \$ 1,530,370 | \$ 1,548,710 | \$ 1,744,660 | \$ 214,290 |

SUPPORT SERVICES
13181

PURPOSE

The Support Services Division ensures safety within the Town. This Division achieves this through investigating crimes, identifying and arresting criminals, responding to animal concerns, and following proper property and evidence protocols.

STRATEGIC PLAN

The Division is a key player in keeping ***“Vienna as a safe community”*** by the timely and successful handling of crimes against people and property, as well as being responsible for the finding and hiring of new officers. The division is also 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.

ACTIVITIES / PRODUCTS / SERVICES

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

**SUPPORT SERVICES
13181**

FY 23-24 ACCOMPLISHMENTS

- Hired 4 new officers which allowed officer visibility to be maintained in the community.
- Harness new technology and regional agreements to help detect, solve, and prevent crime (Flock camera system).
- Began the implementation of Bar Code technology for evidence storage, to allow for more efficient findings when needed.
- Started short term rotation for patrol officers to help with career development.

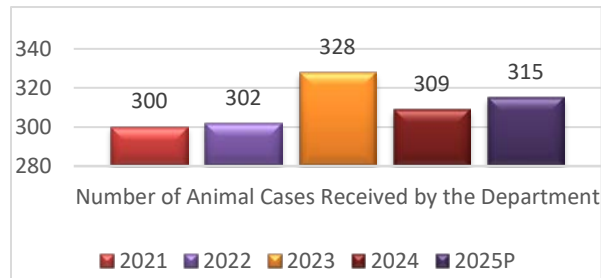
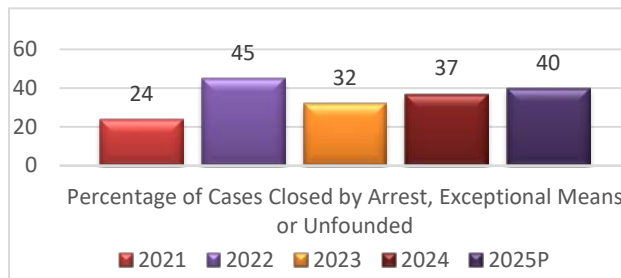
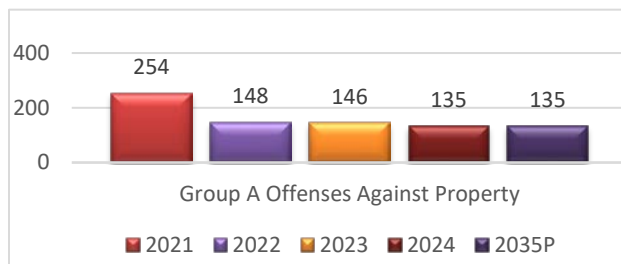
FY 24-25 INITIATIVES

- To engage the community, make sure the Detective follow-up starts within two business days for all investigations.
- Maintain low crime rate by keeping the closure rate of violent crimes to 70%.
- Complete and train officers in Bar Code technology for evidence handling.
- Animal control research for deer management options.

PERFORMANCE MEASURES



Strategic Plan Importance: The Safe Community objective involves maintaining low crime rates for crimes against people and crimes against property, as well as 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

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

**SUPPORT SERVICES
13181**

PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|---|-----------------------------|-----------------------------|-----------------------------|
| Captain | 1 | 1 | 1 |
| Sergeant | 1 | 1 | 1 |
| Detectives | 7 | 7 | 7 |
| Animal Control Officer/Property Officer | 1 | 1 | 1 |
| Total | 10 | 10 | 10 |



FY 24-25 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 13181
NAME SUPPORT SERVICES**

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 41001 Salaries and Wages | \$ 631,956 | \$ 859,760 | \$ 859,760 | \$ 971,400 | \$ 111,640 |
| 41002 Overtime | 86,211 | 79,630 | 79,630 | 94,000 | 14,370 |
| 41008 Annual Leave Cash-In | 10,851 | - | - | - | - |
| 41015 Performance Bonus | 4,000 | - | - | - | - |
| TOTAL PERSONNEL SERVICES | 733,018 | 939,390 | 939,390 | 1,065,400 | 126,010 |
| 42001 F.I.C.A. | 53,561 | 72,050 | 72,050 | 81,490 | 9,440 |
| 42002 V.R.S. | 86,160 | 108,060 | 108,060 | 122,480 | 14,420 |
| 42003 V.R.S. Life Insurance | 8,453 | 11,470 | 11,470 | 12,050 | 580 |
| 42005 Police Pension | 55,233 | 74,180 | 74,180 | 65,160 | (9,020) |
| 42007 Health Insurance | 90,928 | 122,890 | 122,890 | 115,220 | (7,670) |
| 42010 Clothing Allowance | 2,570 | - | - | - | - |
| 42012 Cafeteria Plan Fees | 16 | - | - | - | - |
| 42018 Employer Contributions:DC401A | 3,071 | 3,340 | 3,340 | 3,710 | 370 |
| TOTAL EMPLOYEE BENEFITS | 299,992 | 391,990 | 391,990 | 400,110 | 8,120 |
| 45401 Vehicle Lease/Rental | - | 9,000 | 9,000 | 4,000 | (5,000) |
| TOTAL OTHER CHARGES | - | 9,000 | 9,000 | 4,000 | (5,000) |
| 47203 Service Awards | 300 | - | - | - | - |
| TOTAL PROGRAMS AND SERVICES | 300 | - | - | - | - |
| TOTAL SUPPORT SERVICES | \$ 1,033,310 | \$ 1,340,380 | \$ 1,340,380 | \$ 1,469,510 | \$ 129,130 |

FIRE AND RESCUE

MISSION

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.



| | FY 22-23 Actuals | FY 23-24 Adopted | FY 23-24 Revised | FY 24-25 Adopted | Net Change |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------|
| Volunteer Fire Department | 76,091 | 79,400 | 84,500 | 84,600 | 5,200 |
| Fire and Rescue | 76,091 | 79,400 | 84,500 | 84,600 | 5,200 |

VOLUNTEER FIRE
13220

PURPOSE

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

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

**STRATEGIC PLAN**

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

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

BUDGET CHANGES

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

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

**DIVISION 13220
NAME VOLUNTEER FIRE DEPARTMENT**

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | 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>66,091</u> | <u>69,400</u> | <u>74,500</u> | <u>74,600</u> | <u>5,200</u> |
| TOTAL PROGRAMS AND SERVICES | 66,091 | 69,400 | 74,500 | 74,600 | 5,200 |
| TOTAL VOLUNTEER FIRE DEPARTMENT | <u><u>\$ 76,091</u></u> | <u><u>\$ 79,400</u></u> | <u><u>\$ 84,500</u></u> | <u><u>\$ 84,600</u></u> | <u><u>\$ 5,200</u></u> |

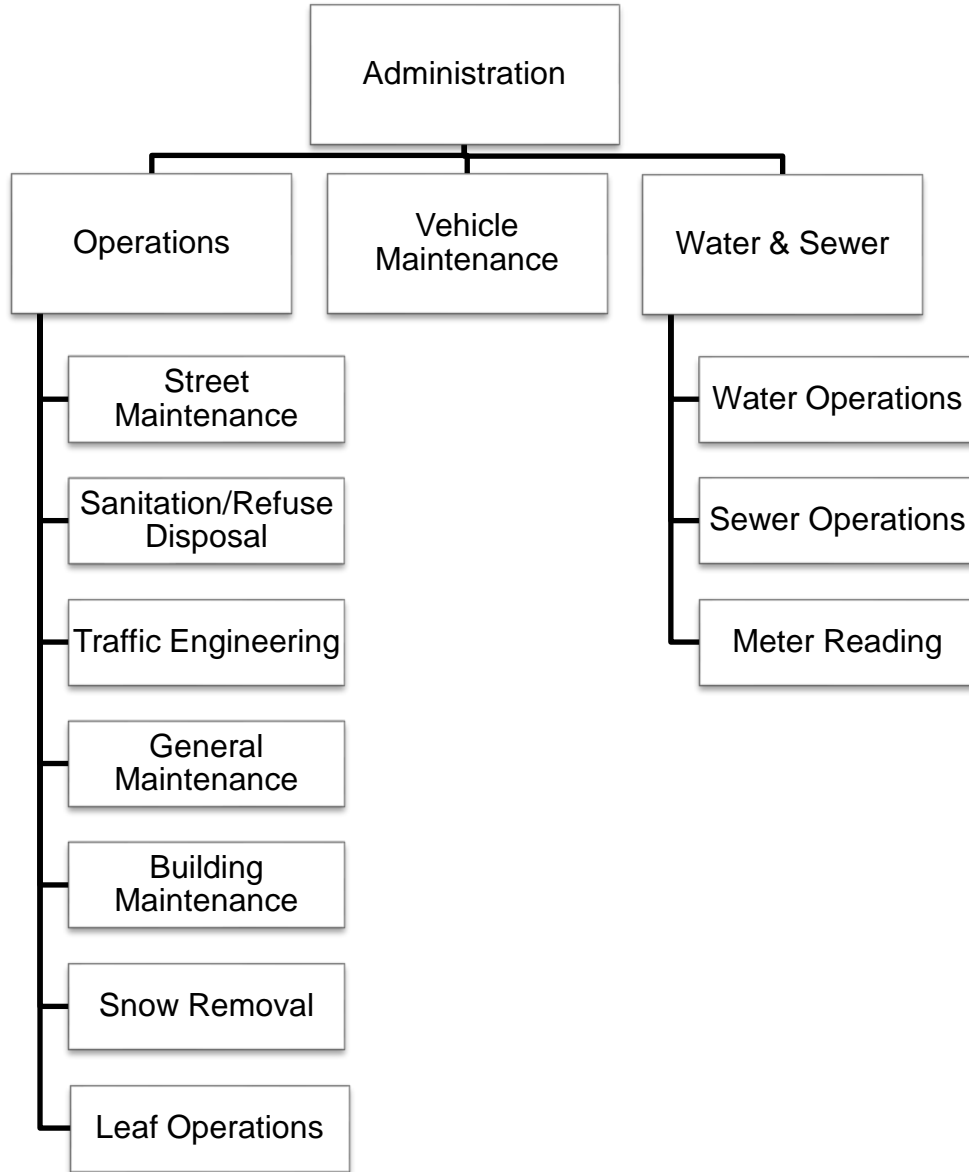
PUBLIC WORKS

MISSION

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.



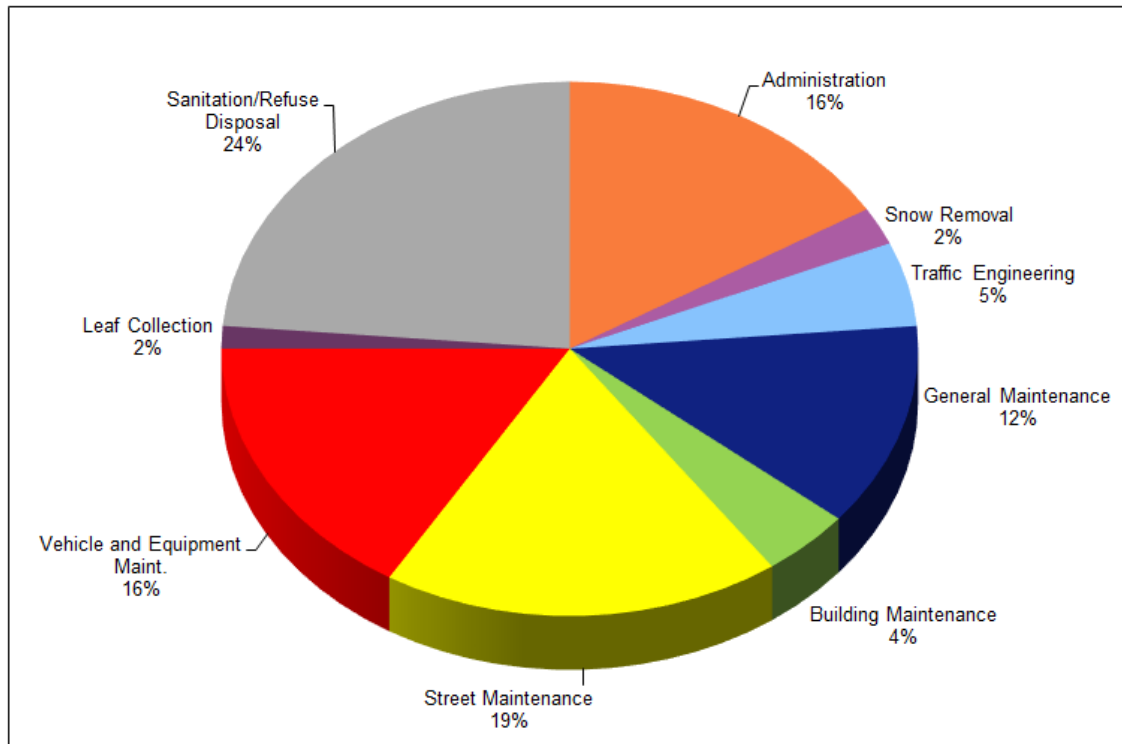
PUBLIC WORKS



PUBLIC WORKS

**TOWN OF VIENNA
FISCAL YEAR 24-25 BUDGET**

| | FY 22-23 Actuals | FY 23-24 Adopted | FY 23-24 Revised | FY 24-25 Adopted | Net Change |
|------------------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| Administration | 1,240,548 | 1,434,890 | 1,313,700 | 1,546,390 | 111,500 |
| Street Maintenance | 2,149,776 | 1,765,790 | 1,779,390 | 1,761,590 | -4,200 |
| General Maintenance | 1,093,936 | 1,160,430 | 1,146,530 | 1,172,460 | 12,030 |
| Snow Removal | 13,729 | 217,740 | 163,740 | 217,000 | -740 |
| Traffic Engineering | 434,143 | 453,140 | 529,140 | 485,350 | 32,210 |
| Vehicle and Equipment Maint. | 1,250,699 | 1,543,250 | 1,440,250 | 1,554,100 | 10,850 |
| Sanitation/Refuse Disposal | 2,232,362 | 2,282,590 | 2,279,590 | 2,248,240 | -34,350 |
| Leaf Collection | 146,767 | 115,180 | 115,180 | 129,380 | 14,200 |
| Building Maintenance | 305,677 | 381,660 | 406,980 | 396,870 | 15,210 |
| Public Works | 8,867,637 | 9,354,670 | 9,174,500 | 9,511,380 | 156,710 |



| | FY 22-23 Actuals | FY 23-24 Adopted | FY 24-25 Adopted | Net Change | FY 24-25 % of Total |
|------------------------|---------------------|---------------------|---------------------|----------------|------------------------|
| Personnel Services | 4,111,972 | 4,494,860 | 4,665,600 | 170,740 | 49.1% |
| Employee Benefits | 1,720,754 | 1,919,130 | 1,957,590 | 38,460 | 20.6% |
| Purchased Services | 1,012,583 | 1,222,820 | 1,207,100 | -15,720 | 12.7% |
| Other Charges | 157,312 | 210,920 | 213,480 | 2,560 | 2.2% |
| Materials and Supplies | 526,596 | 777,170 | 726,210 | -50,960 | 7.6% |
| Program and Services | 1,264,587 | 660,300 | 668,400 | 8,100 | 7.0% |
| Capital Outlay | 73,833 | 69,470 | 73,000 | 3,530 | 0.8% |
| Transfers | 0 | 0 | 0 | 0 | 0.0% |
| Public Works | 8,867,637 | 9,354,670 | 9,511,380 | 156,710 | 100% |

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 Administration Division ensures “**Vienna is an influential and well-governed community**” by creating a high-performing organization through quality management principles and utilizing best management practices. The division also promotes “**Vienna as an 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.
- 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 23-24 ACCOMPLISHMENTS

- Successfully hired a new Public Works Director.
- Began the construction phase of the Maple Avenue and Nutley Street SW traffic signal upgrades – physical construction activities started in January 2024. Construction is anticipated to finalize mid-2025.
- Completed construction on the signal replacement at the Maple Avenue and Park Street intersection.
- Completed construction on the Freeman Store pedestrian bridge replacement.

ADMINISTRATION
14110

- Completed construction on the Park Street NE sidewalk project, adding a sidewalk to one side from Ayr Hill Avenue to Albea Court.
- Continued with the design phase of the VDOT funded Bikeshare project, to add stations at strategic locations around the Town.
- Continued with the final design of the Creek Crossing Road NE sidewalk project.
- Continued with the design phase of the VDOT funded Kingsley Road SW Sidewalk project.
- Began the design process of the proposed mini-roundabout at the Church Street NE and East Street NE intersection to improve functionality and safety.
- Coordinated with VDOT staff to monitor I-66 traffic impacts.
- Continued design of the Glen Avenue SW sidewalk project. Design to be finalized summer of 2024.
- Submitted VDOT Transportation Alternatives (TA) grant applications for Locust Street SW trail improvements and Mashie Drive SE sidewalk.

Development Plan Review and Program Administration:

- 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), FEMA, Erosion/Sediment Control, and Virginia Stormwater Management Program (VSMP) requirements for development.
- Completed review for 886 permits, plans, and agreements in calendar year 2023.
- Coordinated with Economic Development and Planning and Zoning on a study and recommendations with respect to parking in Vienna.

Maud Robinson Trust Sidewalks:

- Completed construction of 15 sidewalk projects¹, Maud Robinson Trust funded (approx. \$3,857,000 total value of improvements); and 3 Missing Link Sidewalk projects² (approx. \$100,000 total value of improvements).
- Completed 5 Engineering Studies³.
- Completed 11 project designs⁴.
- Initiated 3 additional project designs⁵.
- These funds come directly from the Maud Robinson Trust Sidewalk Fund.

¹Beulah 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, and Courthouse Rd.

²#103- #107 Moore Ave, #500 Lincoln St, #400 John Marshall Dr.

³Frederick St, Ridge Rd, Johnson St, Saint Bernard St, and Saint Andrew St

⁴Pleasant @ Maple, Courthouse Rd, Frederick St (2), Ridge Rd, Johnson St, Saint Bernard St, and Saint Andrew St. #216 to #220 Park St, Kingsley Rd

⁵Johnson St, Saint Bernard St, and Saint Andrew St, #216 to #220 Park St, Kingsley Rd, Lullaby Lane, plus 3 projects TBD.

ADMINISTRATION
14110

Fairfax County Partnership:

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

FY 24-25 INITIATIVES

- Implement Maple Avenue and Nutley Street SW traffic signal upgrades, physical construction activities to begin in January 2024. Construction is anticipated to finalize mid-2025.
- 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.
- Begin construction of the Kingsley Road SW sidewalk.
- Begin developing the construction plans and specifications documents for Creek Crossing Road NE sidewalk project.
- Pending VDOT grant approval, begin the design of the Locust Street SW trail improvements and Mashie Drive SE sidewalk projects.
- Continue to remove illegal signs in the right of way.
- Continue providing efficient and quality support to Town staff and residents by completing work orders within an average of 5 days.

Maud Robinson Trust Sidewalks:

- Complete construction of at least 16 sidewalk projects⁶, Maud Robinson Trust funded.
- Complete at least 4 Missing Link sidewalk projects.
- Initiate at least 6 sidewalk projects⁷.

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.

⁶ 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.

⁷ Frederick St (2), Ridge Rd, Johnson St, Saint Bernard St, and Saint Andrew St.

**ADMINISTRATION
14110**

PERFORMANCE MEASURES

Strategic Plan Importance: Ensuring work orders, submitted by residents, are completed timely promotes *Vienna as an influential and well-governed community.*



| Description | Actual FY 22-23 | Estimated FY 23-24 | Projected FY 24-25 | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--------------------|-----------------------|-----------------------|-------|---------------|---------|----|----------|----|-------|----|-------|----|-----|----|------|----|------|----|--------|----|-----------|----|---------|----|----------|----|----------|----|
| Illegal Sign Removal in Right of Way <i>Number of Illegal Signs Removed</i> | 516 | 525 | 550 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>2023 Signs Removed by Month</p> <table border="1"> <caption>2023 Signs Removed by Month Data</caption> <thead> <tr> <th>Month</th> <th>Signs Removed</th> </tr> </thead> <tbody> <tr><td>January</td><td>15</td></tr> <tr><td>February</td><td>28</td></tr> <tr><td>March</td><td>45</td></tr> <tr><td>April</td><td>45</td></tr> <tr><td>May</td><td>40</td></tr> <tr><td>June</td><td>75</td></tr> <tr><td>July</td><td>85</td></tr> <tr><td>August</td><td>40</td></tr> <tr><td>September</td><td>25</td></tr> <tr><td>October</td><td>42</td></tr> <tr><td>November</td><td>50</td></tr> <tr><td>December</td><td>20</td></tr> </tbody> </table> | | | | Month | Signs Removed | January | 15 | February | 28 | March | 45 | April | 45 | May | 40 | June | 75 | July | 85 | August | 40 | September | 25 | October | 42 | November | 50 | December | 20 |
| Month | Signs Removed | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| January | 15 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| February | 28 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| March | 45 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| April | 45 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| May | 40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| June | 75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| July | 85 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| August | 40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| September | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| October | 42 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| November | 50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| December | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| # of Right of Way Permits issued | 225 | 250 | 275 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Work Orders distributed to various public works divisions | 1,617 | 1,800 | 2,000 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Work Order (WO) Breakdown: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| o from Citizens: | 140 | 130 | 120 | | | | | | | | | | | | | | | | | | | | | | | | | | |
| o % Assigned within 2 business days | 98% | 98% | 98% | | | | | | | | | | | | | | | | | | | | | | | | | | |
| o Number WO completed within 2 business days | 85% | 85% | 85% | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The average number of days to complete and close out the work order* | 6.6 | 5.5 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | |

*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

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|--|-----------------------------|-----------------------------|-----------------------------|
| Director of Public Works | 1 | 1 | 1 |
| Deputy Director of Public Works Operations | 1 | 1 | 1 |
| Deputy Director of Public Works Engineering ³ | 0 | 1 | 1 |
| Civil Engineer | 1 | 1 | 1 |
| Capital Improvements Project Engineer ¹ | 1 | 1 | 1 |
| Public Works Specialist | 1 | 1 | 1 |
| Administrative Assistant | 1 | 1 | 1 |
| Public Works Inspector | 1 | 1 | 1 |
| Transportation Engineer | 1 | 1 | 1 |
| Pavement Management Coordinator ^{1,2} | 0 | 1 | 1 |
| Total | 8 | 10 | 10 |

¹ CIP Funded

² Pavement Management Coordinator approved May 2022.

³ Half the position is CIP Funded

| Temporary and Part-time Staff¹ | Adopted FY 23-24 | Adopted FY 23-24 | Adopted FY 24-25 |
|--|-----------------------------|-----------------------------|-----------------------------|
| Engineer and Construction Inspector | 3 | 4 | 4 |
| Total Non-Benefited Staffing | 3 | 4 | 4 |

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

FY 24-25 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 22-23 ACTUAL | -----FY 23-24----- | | FY 24-25 ADOPTED | NET CHANGE |
|---------------------------------------|--------------------|--------------------|------------------|---------------------|------------------|
| | | BUDGET | REVISED | | |
| 41001 Salaries and Wages | \$ 897,595 | \$ 1,014,180 | \$ 1,014,180 | \$ 1,113,110 | \$ 98,930 |
| 41002 Overtime | 3,913 | 1,500 | 1,500 | 9,000 | 7,500 |
| 41003 Regular Part Time With Benefits | 27,326 | 250,000 | 250,000 | 415,000 | 165,000 |
| 41004 Part Time without Benefits | 249,611 | - | - | - | - |
| 41006 Annual Leave Liquidation | 3,765 | - | - | - | - |
| 41008 Annual Leave Cash-In | 7,839 | - | - | - | - |
| 41015 Performance Bonus | 6,000 | - | - | - | - |
| 41020 Transfer of Budgeted Salary | <u>(413,347)</u> | <u>(385,000)</u> | <u>(509,000)</u> | <u>(575,000)</u> | <u>(190,000)</u> |
| TOTAL PERSONNEL SERVICES | 782,702 | 880,680 | 756,680 | 962,110 | 81,430 |
| 42001 F.I.C.A. | 87,552 | 125,290 | 125,290 | 117,980 | (7,310) |
| 42002 V.R.S. | 95,766 | 109,010 | 109,010 | 140,350 | 31,340 |
| 42003 V.R.S. Life Insurance | 11,598 | 13,610 | 13,610 | 13,800 | 190 |
| 42007 Health Insurance | 134,942 | 166,000 | 166,000 | 166,000 | - |
| 42012 Cafeteria Plan Fees | 202 | 280 | 280 | 280 | - |
| 42018 Employer Contributions:DC401A | 30,726 | 39,660 | 39,660 | 43,420 | 3,760 |
| 42021 V.R.S. Hybrid 401A Match | 22,704 | 24,400 | 24,400 | 9,210 | (15,190) |
| 42025 V.R.S. Hybrid Disability | <u>4,329</u> | <u>3,940</u> | <u>3,940</u> | <u>13,280</u> | <u>9,340</u> |
| TOTAL EMPLOYEE BENEFITS | 387,819 | 482,190 | 482,190 | 504,320 | 22,130 |
| 43101 Consulting Services | 1,737 | 6,000 | 6,000 | 6,000 | - |
| 43104 Architect/Engineer Services | 25,000 | 22,100 | 22,100 | 22,100 | - |
| 43301 Equipment Maintenance Contracts | 3,546 | 8,310 | 9,970 | 8,310 | - |
| 43308 Contracts/Services | 115 | 500 | 500 | 500 | - |
| 43309 Cell Phone Expense | 1,744 | 6,600 | 6,310 | 3,000 | (3,600) |
| 43501 Printing/Binding Services | <u>-</u> | <u>700</u> | <u>700</u> | <u>700</u> | <u>-</u> |
| TOTAL PURCHASED SERVICES | 32,142 | 44,210 | 45,580 | 40,610 | (3,600) |
| 45203 Postal Services | 1,099 | 1,900 | 1,900 | 1,900 | - |
| 45404 Central Copier Charges | 2,278 | 4,200 | 4,200 | 2,500 | (1,700) |
| 45501 Mileage Reimbursement | 679 | 300 | 300 | 600 | 300 |
| 45502 Fares | 105 | 500 | 500 | 500 | - |
| 45503 Subsistence/Lodging | 1,948 | 2,000 | 2,000 | 2,000 | - |
| 45504 Conventions/Education | 1,105 | 3,500 | 3,500 | 3,500 | - |
| 45505 Business Meals | 523 | 500 | 500 | 500 | - |
| 45801 Memberships/Dues | <u>3,875</u> | <u>4,000</u> | <u>4,000</u> | <u>4,500</u> | <u>500</u> |
| TOTAL OTHER CHARGES | 11,610 | 16,900 | 16,900 | 16,000 | (900) |
| 46001 Office Supplies | 2,753 | 4,000 | 3,000 | 4,000 | - |
| 46011 Uniforms/Safety Apparel | 2,017 | 1,300 | 1,590 | 3,300 | 2,000 |
| 46012 Books/Subscriptions | - | 750 | 750 | 500 | (250) |
| 46015 Operational Supplies | 6,579 | 2,850 | 5,000 | 6,850 | 4,000 |
| 46019 Other Supplies | <u>7,840</u> | <u>600</u> | <u>600</u> | <u>5,600</u> | <u>5,000</u> |
| TOTAL MATERIALS AND SUPPLIES | 19,188 | 9,500 | 10,940 | 20,250 | 10,750 |

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

**DIVISION 14110
NAME DPW ADMINISTRATION**

| ACCOUNT NUMBER TITLE | FY 22-23 ACTUAL | -----FY 23-24----- | | FY 24-25 ADOPTED | NET CHANGE |
|-------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|--------------------------|
| | | BUDGET | REVISED | | |
| 47202 Safety Programs | - | 100 | 100 | 100 | - |
| 47203 Service Awards | 150 | - | - | - | - |
| 47404 Stormwater Management Program | 6,847 | - | - | - | - |
| TOTAL PROGRAMS AND SERVICES | <u>6,997</u> | <u>100</u> | <u>100</u> | <u>100</u> | <u>-</u> |
| 48102 Furniture/Fixture Replacement | 89 | 1,310 | 1,310 | 3,000 | 1,690 |
| TOTAL CAPITAL OUTLAY | <u>89</u> | <u>1,310</u> | <u>1,310</u> | <u>3,000</u> | <u>1,690</u> |
| TOTAL DPW ADMINISTRATION | <u><u>\$ 1,240,548</u></u> | <u><u>\$ 1,434,890</u></u> | <u><u>\$ 1,313,700</u></u> | <u><u>\$ 1,546,390</u></u> | <u><u>\$ 111,500</u></u> |

STREET MAINTENANCE
14120

PURPOSE

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.

STRATEGIC PLAN 

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

ACTIVITIES / PRODUCTS / SERVICES

- Provide employee training in all aspects of asphalt repair and maintenance.
- Provide street milling and repaving from normal wear and tear, potholes, and weather-related events.
- Provide temporary and permanent repair of streets for the Water & Sewer Department 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 23-24 ACCOMPLISHMENTS

- Installed 1,360 tons of asphalt.
- Milled 11,500 square yards of asphalt.
- Assisted Water & Sewer Department with asphalt repairs after water main breaks.
- Swept 840 cubic yards of silt and debris from Town streets.
- Collected and disposed of 9,500 cubic yards of leaves at a local composting facility.
- Provided 1,144 labor hours to the Sanitation Division to insure daily completion of refuse collection routes during staff shortages.
- Cleaned and inspected 1,528 storm drains.
- Trained two employees to obtain their Commercial Driver's License (CDL).

**STREET MAINTENANCE
14120**

FY 24-25 INITIATIVES

- Continue cross training of all new and experienced employees on asphalt repair, street sweeping, snow removal and all other aspects of the Street Maintenance division.
- Have at least two employees trained (off site) to pass the commercial driving test.
- Pursue VDOT Revenue Sharing funds to match asphalt overlay budget.



PERFORMANCE MEASURES

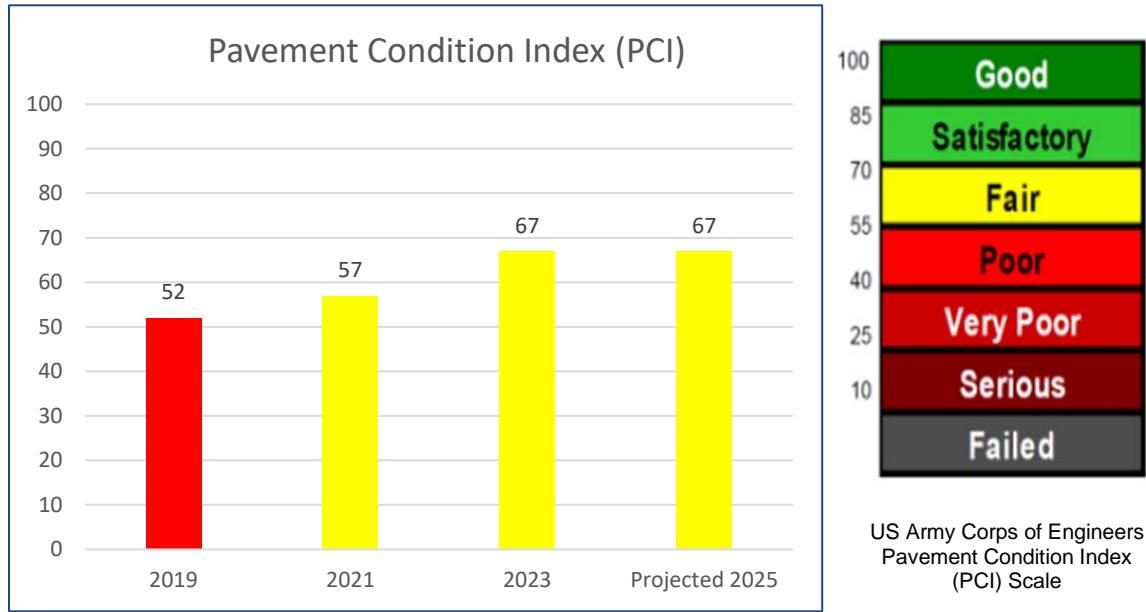
Strategic Plan Importance: Working hard to get the streets in fair condition promotes *Vienna as a safe and efficiently mobile community.*



| Description | Actual FY 22-23 | Estimated FY 23-24 | Projected FY 24-25 |
|--|--------------------|-----------------------|-----------------------|
| Tons of asphalt installed | 2,032 | 1,360 | 1,600 |
| 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 | 890 | 840 | 1,000 |
| Days spent on pothole repairs | 49 | 54 | 50 |
| Number of town-wide sweeper passes | 3 | 2 | 3 |

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

**STREET MAINTENANCE
14120**



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 Street reconstruction and \$269,500 for milling and overlay of other roads. The increase in average PCI for 2023 was based primarily on completed 2-inch mill and overlay projects. Increases to the predicted PCI are based on larger reconstruction needs and current funding levels. A PCI assessment is performed every other year to track changes in the index scale.

PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|----------------------|------------------|------------------|------------------|
| Supervisor | 1 | 1 | 1 |
| Maintenance Workers | 12 | 12 | 12 |
| Total | 13 | 13 | 13 |

FY 24-25 BUDGET CHANGES

- Increase in asphalt budget to accommodate for insulation.

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

**DIVISION 14120
NAME STREET MAINTENANCE**

| ACCOUNT NUMBER TITLE | FY 22-23 ACTUAL | -----FY 23-24----- BUDGET | REVISED | FY 24-25 ADOPTED | NET CHANGE |
|---------------------------------------|---------------------|------------------------------|---------------------|---------------------|-------------------|
| 41001 Salaries and Wages | \$ 646,617 | \$ 777,470 | \$ 777,470 | \$ 782,580 | \$ 5,110 |
| 41002 Overtime | 18,796 | 14,000 | 14,000 | 10,000 | (4,000) |
| 41006 Annual Leave Liquidation | 33,073 | - | - | - | - |
| 41008 Annual Leave Cash-In | 8,971 | - | - | - | - |
| 41011 Non-Exempt Comp time Liquid. | 5,903 | - | - | - | - |
| 41015 Performance Bonus | 3,650 | - | - | - | - |
| 41016 CDL Recruitment | 2,000 | 2,000 | 2,000 | 2,000 | - |
| 41017 CDL Retainage | 11,000 | 12,000 | 12,000 | 12,000 | - |
| TOTAL PERSONNEL SERVICES | 730,009 | 805,470 | 805,470 | 806,580 | 1,110 |
| 42001 F.I.C.A. | 53,081 | 60,530 | 60,530 | 58,510 | (2,020) |
| 42002 V.R.S. | 74,640 | 93,340 | 93,340 | 95,910 | 2,570 |
| 42003 V.R.S. Life Insurance | 8,047 | 10,440 | 10,440 | 9,630 | (810) |
| 42004 Local Pension Plan | 24,205 | 28,310 | 28,310 | - | (28,310) |
| 42007 Health Insurance | 99,738 | 100,600 | 100,600 | 117,450 | 16,850 |
| 42018 Employer Contributions:DC401A | 15,058 | 21,440 | 21,440 | 22,200 | 760 |
| 42021 V.R.S. Hybrid 401A Match | 7,411 | 9,330 | 9,330 | 8,290 | (1,040) |
| 42025 V.R.S. Hybrid Disability | 2,044 | 2,710 | 2,710 | 5,980 | 3,270 |
| TOTAL EMPLOYEE BENEFITS | 284,224 | 326,700 | 326,700 | 317,970 | (8,730) |
| 43101 Consulting Services | 11,740 | 31,220 | 10,000 | 31,220 | - |
| 43301 Equipment Maintenance Contracts | 6,119 | 7,500 | 3,150 | 7,500 | - |
| 43309 Cell Phone Expense | 601 | 3,200 | 3,200 | 1,500 | (1,700) |
| 43701 Uniform Rental/Cleaning | 9,014 | 8,680 | 8,680 | 10,000 | 1,320 |
| 43801 Services From Other Government | 14,560 | 16,140 | 16,140 | 16,140 | - |
| 43802 Landfill Fees | 20 | 35,200 | 35,200 | 35,200 | - |
| TOTAL PURCHASED SERVICES | 42,055 | 101,940 | 76,370 | 101,560 | (380) |
| 45402 Equipment Rental | - | 5,000 | 5,000 | 5,000 | - |
| 45404 Central Copier Charges | 3,938 | 3,000 | 3,000 | 4,000 | 1,000 |
| 45501 Mileage Reimbursement | 92 | 500 | 500 | 500 | - |
| 45503 Subsistence/Lodging | 1,214 | 4,000 | 4,000 | 4,000 | - |
| 45504 Conventions/Education | 11,787 | 16,030 | 10,000 | 16,030 | - |
| 45505 Business Meals | 77 | 750 | 750 | 750 | - |
| TOTAL OTHER CHARGES | 17,107 | 29,280 | 23,250 | 30,280 | 1,000 |
| 46001 Office Supplies | 304 | 500 | 500 | 500 | - |
| 46007 Repair/Maintenance Supplies | 6,704 | 11,400 | 2,000 | 11,400 | - |
| 46011 Uniforms/Safety Apparel | 8,443 | 8,570 | 8,570 | 10,000 | 1,430 |
| 46015 Operational Supplies | 3,360 | 2,630 | 2,630 | 5,000 | 2,370 |
| 46017 Small Tools | 2,523 | 5,000 | 5,000 | 5,000 | - |
| 46019 Other Supplies | 893 | 1,000 | 1,000 | 1,000 | - |
| TOTAL MATERIALS AND SUPPLIES | 22,228 | 29,100 | 19,700 | 32,900 | 3,800 |
| 47401 Asphalt Overlay | 1,022,295 | 238,000 | 250,000 | 255,000 | 17,000 |
| 47407 Contracted Asphalt Repairs | - | 37,300 | 37,900 | 37,300 | - |
| 47408 Internal Asphalt Repairs | 31,858 | 198,000 | 240,000 | 180,000 | (18,000) |
| TOTAL PROGRAMS AND SERVICES | 1,054,153 | 473,300 | 527,900 | 472,300 | (1,000) |
| TOTAL STREET MAINTENANCE | \$ 2,149,776 | \$ 1,765,790 | \$ 1,779,390 | \$ 1,761,590 | \$ (4,200) |

GENERAL MAINTENANCE 14130

PURPOSE

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

STRATEGIC PLAN

The General Maintenance 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.



**GENERAL MAINTENANCE
14130**

FY 23-24 ACCOMPLISHMENTS

- Completed annual maintenance to all bus shelters and city scape elements.
- Renovated the new Information Technology space at Town Hall.
- Renovated the new Public Information Office studio at Town Hall.
- Assisted with the Police Department renovations and installing new data lines.
- Completed initial pass around the entire Town grinding concrete sidewalk trip hazards.
- Completed all high priority work orders within 24 hours.
- Assisted with the installation of security measures at the Northside Property Yard in support of Vienna as a safe community.

FY 24-25 INITIATIVES

- Complete painting of Town Hall interior.
- Provide oversight and assistance for Town Hall bathroom renovations.
- Assist with the renovating of the Traffic Engineering office space at Northside Property Yard to accommodate new traffic monitoring center in support of Vienna as an efficiently mobile community.

PERFORMANCE MEASURES

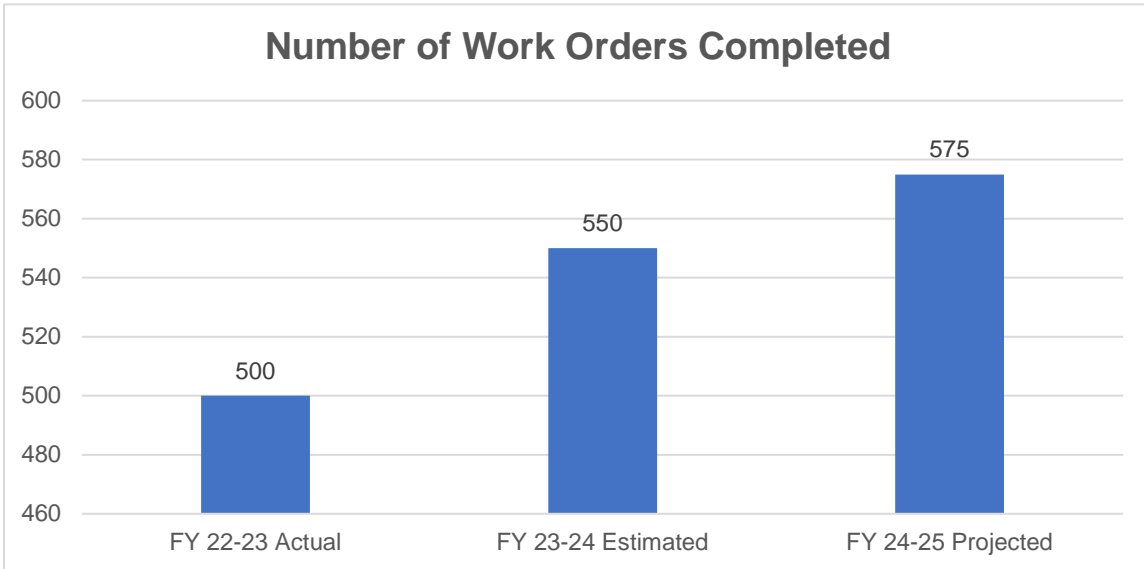
Strategic Plan Importance: Providing well maintained and accessible public sidewalks, streets, and infrastructure, promotes *Vienna as a safe and efficiently mobile community.*



| Description | Actual FY 22-23 | Estimated FY 23-24 | Projected FY 24-25 |
|---|--------------------|-----------------------|-----------------------|
| Linear feet of sidewalk replaced/installed* | 8,070 | 10,000 | 12,000 |
| # of brick driveway aprons repaired | 2 | 2 | 2 |
| # of repairs made to brick sidewalk | 15 | 20 | 25 |
| # of concrete trip hazards eradicated | 280 | 320 | 400 |
| # of concrete driveway aprons replaced* | 65 | 75 | 75 |
| Linear feet of curb and gutter replaced* | 4,895 | 5,000 | 5,000 |

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

**GENERAL MAINTENANCE
14130**



PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|----------------------|------------------|------------------|------------------|
| Superintendent | 1 | 1 | 1 |
| Supervisor | 1 | 1 | 1 |
| Finish Carpenter | 1 | 1 | 1 |
| Maintenance Worker | 5 | 5 | 5 |
| Total | 8 | 8 | 8 |

FY 24-25 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 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 41001 Salaries and Wages | \$ 562,613 | \$ 621,810 | \$ 621,810 | \$ 623,810 | \$ 2,000 |
| 41002 Overtime | 26,713 | 15,970 | 15,970 | 20,970 | 5,000 |
| 41006 Annual Leave Liquidation | 805 | - | - | - | - |
| 41008 Annual Leave Cash-In | 6,609 | - | - | - | - |
| 41011 Non-Exempt Comp time Liquid. | 643 | - | - | - | - |
| 41015 Performance Bonus | 4,500 | - | - | - | - |
| 41016 CDL Recruitment | - | 2,000 | 2,000 | 2,000 | - |
| 41017 CDL Retainage | 14,500 | 15,000 | 15,000 | 15,000 | - |
| 41020 Transfer of Budgeted Salary | - | (19,000) | (19,000) | (19,000) | - |
| TOTAL PERSONNEL SERVICES | 616,383 | 635,780 | 635,780 | 642,780 | 7,000 |
| 42001 F.I.C.A. | 45,082 | 48,780 | 48,780 | 48,550 | (230) |
| 42002 V.R.S. | 69,217 | 74,530 | 74,530 | 78,020 | 3,490 |
| 42003 V.R.S. Life Insurance | 7,468 | 8,350 | 8,350 | 7,680 | (670) |
| 42007 Health Insurance | 87,552 | 95,260 | 95,260 | 100,580 | 5,320 |
| 42012 Cafeteria Plan Fees | 28 | 70 | 70 | 70 | - |
| 42018 Employer Contributions:DC401A | 19,939 | 23,010 | 23,010 | 22,200 | (810) |
| 42021 V.R.S. Hybrid 401A Match | 4,295 | 6,180 | 6,180 | 4,050 | (2,130) |
| 42025 V.R.S. Hybrid Disability | 1,001 | 1,220 | 1,220 | 3,480 | 2,260 |
| TOTAL EMPLOYEE BENEFITS | 234,580 | 257,400 | 257,400 | 264,630 | 7,230 |
| 43301 Equipment Maintenance Contracts | 3,059 | 2,770 | 2,770 | 3,100 | 330 |
| 43309 Cell Phone Expense | 822 | 2,900 | 2,900 | 2,900 | - |
| 43701 Uniform Rental/Cleaning | 4,999 | 5,120 | 5,120 | 5,300 | 180 |
| 43802 Landfill Fees | - | 10,000 | 10,000 | 5,000 | (5,000) |
| TOTAL PURCHASED SERVICES | 8,881 | 20,790 | 20,790 | 16,300 | (4,490) |
| 45501 Mileage Reimbursement | 41 | 500 | 500 | 500 | - |
| 45503 Subsistence/Lodging | 64 | 6,000 | 1,000 | 3,000 | (3,000) |
| 45504 Conventions/Education | 1,145 | 10,000 | 5,000 | 5,000 | (5,000) |
| 45505 Business Meals | 26 | 750 | 750 | 750 | - |
| TOTAL OTHER CHARGES | 1,275 | 17,250 | 7,250 | 9,250 | (8,000) |
| 46001 Office Supplies | 178 | 500 | 500 | 500 | - |
| 46007 Repair/Maintenance Supplies | 5,287 | 7,500 | 5,500 | 7,500 | - |
| 46011 Uniforms/Safety Apparel | 3,163 | 3,810 | 3,810 | 5,000 | 1,190 |
| 46015 Operational Supplies | 14,768 | 25,000 | 15,000 | 25,000 | - |
| 46017 Small Tools | 6,282 | 5,500 | 5,500 | 5,500 | - |
| TOTAL MATERIALS AND SUPPLIES | 29,680 | 42,310 | 30,310 | 43,500 | 1,190 |
| 47203 Service Awards | 900 | - | - | - | - |
| 47402 Curb/Sidewalk Maintenance | 201,731 | 181,900 | 190,000 | 191,000 | 9,100 |
| 47406 Brickwalk Maintenance | 506 | 5,000 | 5,000 | 5,000 | - |
| TOTAL PROGRAMS AND SERVICES | 203,137 | 186,900 | 195,000 | 196,000 | 9,100 |
| TOTAL GENERAL MAINTENANCE | \$ 1,093,936 | \$ 1,160,430 | \$ 1,146,530 | \$ 1,172,460 | \$ 12,030 |

SNOW REMOVAL

14133

PURPOSE

The Snow Removal Division provides 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

The Snow Removal 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

- 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 23-24 ACCOMPLISHMENTS


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

**SNOW REMOVAL
14133**

FY 24-25 INITIATIVES

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

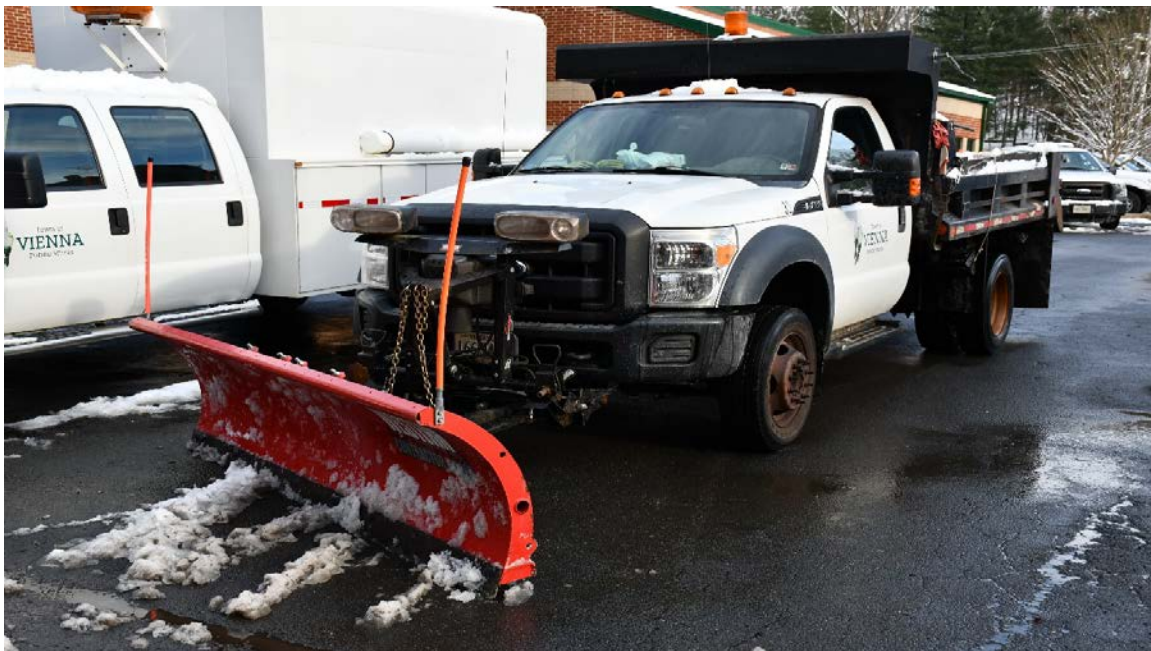
PERFORMANCE MEASURES

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 FY 22-23 | Estimated FY 23-24 | Projected FY 24-25 |
|-----------------------------------|--------------------|-----------------------|-----------------------|
| Number of overtime staff hours | 986 | 1,000 | 1,000 |
| Number of regular staff hours | 1,382 | 1,500 | 1,500 |
| Number of hours training for snow | 200 | 200 | 200 |

FY 24-25 BUDGET CHANGES

- There are no significant changes to this budget.



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

**DIVISION 14133
NAME SNOW REMOVAL**

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|-------------------------------------|------------------|--------------------|-------------------|-------------------|-----------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 41002 Overtime | \$ 7,446 | \$ 75,000 | \$ 75,000 | \$ 75,000 | \$ - |
| TOTAL PERSONNEL SERVICES | 7,446 | 75,000 | 75,000 | 75,000 | - |
| 42001 F.I.C.A. | 524 | 5,740 | 5,740 | 5,000 | (740) |
| 42002 V.R.S. | 562 | - | - | - | - |
| 42003 V.R.S. Life Insurance | 58 | - | - | - | - |
| 42007 Health Insurance | 1,265 | - | - | - | - |
| 42018 Employer Contributions:DC401A | 126 | - | - | - | - |
| 42021 V.R.S. Hybrid 401A Match | 23 | - | - | - | - |
| 42025 V.R.S. Hybrid Disability | 5 | - | - | - | - |
| TOTAL EMPLOYEE BENEFITS | 2,563 | 5,740 | 5,740 | 5,000 | (740) |
| 45503 Subsistence/Lodging | - | - | 3,000 | 5,000 | 5,000 |
| 45505 Business Meals | - | - | - | 2,500 | 2,500 |
| TOTAL OTHER CHARGES | - | - | 3,000 | 7,500 | 7,500 |
| 46015 Operational Supplies | 3,720 | 107,000 | 65,000 | 99,500 | (7,500) |
| TOTAL MATERIALS AND SUPPLIES | 3,720 | 107,000 | 65,000 | 99,500 | (7,500) |
| 48106 Heavy Equipment Replacement | - | 30,000 | 15,000 | 30,000 | - |
| TOTAL CAPITAL OUTLAY | - | 30,000 | 15,000 | 30,000 | - |
| TOTAL SNOW REMOVAL | \$ 13,729 | \$ 217,740 | \$ 163,740 | \$ 217,000 | \$ (740) |

TRAFFIC ENGINEERING
14140

PURPOSE

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 

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

ACTIVITIES / PRODUCTS / SERVICES

- Repair and maintain traffic and pedestrian signals, including associated electrical equipment.
- Make and repair all regulatory, warning and guidance street signs.
- 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.
- Develop and adjust traffic signal timing plans and coordination.
- Maintain all certifications for traffic signals and traffic control signs.

FY 23-24 ACCOMPLISHMENTS

- Oversaw the rebuild of the Park Street traffic signal and provided inspection services for the Town.
- Assist with police department renovations and installing new data lines.
- Completed monthly traffic signal preventive maintenance inspections to all signalized intersections.
- Oversaw the installation of emergency vehicle preemption to all signalized intersections.
- Replaced 3 battery backup systems allowing intersections to run for over 8 hours during power outages.

**TRAFFIC ENGINEERING
14140**

FY 24-25 INITIATIVES

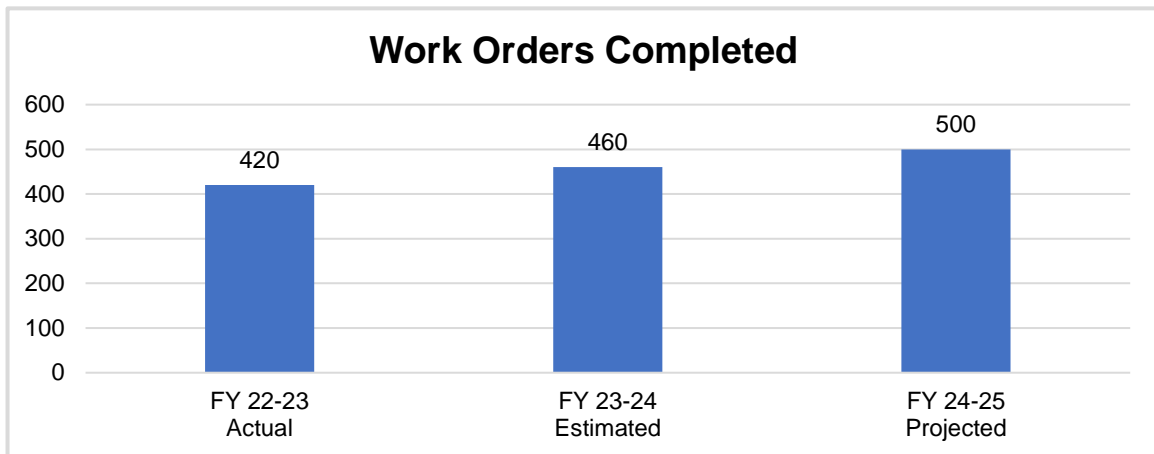
- Oversee and provide inspection services for the Maple Avenue and Nutley Street SW traffic signal upgrades project.
- Install new security cameras at Town Hall.
- Renovate the existing traffic engineering office at Northside Property Yard into a traffic monitoring center to correspond with signalization upgrades.
- Develop and implement updated signal timing plans to achieve better green span timing.



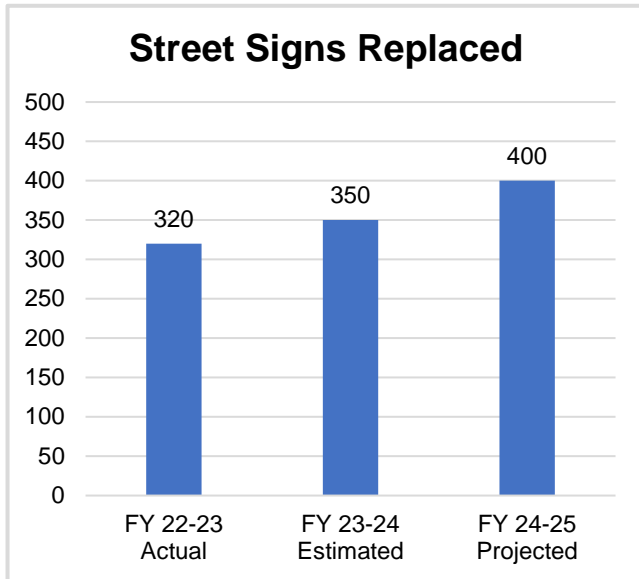
PERFORMANCE MEASURES

Strategic Plan Importance: Ensuring that traffic signals are synced and functioning efficiently by continuing to perform annual preventative maintenance promotes *Vienna as a safe and efficiently mobile community.* 🛡️ 👤 👤 👤

| Description | Actual FY 22-23 | Estimated FY 23-24 | Projected FY 24-25 |
|----------------------------|--------------------|-----------------------|-----------------------|
| # of street signs replaced | 320 | 350 | 400 |
| # of work orders completed | 420 | 460 | 500 |



**TRAFFIC ENGINEERING
14140**



PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|---|------------------|------------------|------------------|
| Electrical & Traffic Signal Technician I | 2 | 2 | 2 |
| Electrical & Traffic Signal Technician II | 1 | 1 | 1 |
| Total | 3 | 3 | 3 |

FY 24-25 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 14140
NAME TRAFFIC ENGINEERING**

| ACCOUNT NUMBER TITLE | FY 22-23 ACTUAL | -----FY 23-24----- BUDGET | REVISED | FY 24-25 ADOPTED | NET CHANGE |
|-------------------------------------|--------------------------|------------------------------|--------------------------|--------------------------|-------------------------|
| 41001 Salaries and Wages | \$ 178,433 | \$ 193,160 | \$ 193,160 | \$ 202,540 | \$ 9,380 |
| 41002 Overtime | 35,249 | 25,000 | 25,000 | 30,000 | 5,000 |
| 41011 Non-Exempt Comp time Liquid. | 1,082 | - | - | - | - |
| 41015 Performance Bonus | 1,500 | - | - | - | - |
| 41017 CDL Retainage | <u>4,000</u> | <u>4,000</u> | <u>4,000</u> | <u>4,000</u> | <u>-</u> |
| TOTAL PERSONNEL SERVICES | 220,264 | 222,160 | 222,160 | 236,540 | 14,380 |
| 42001 F.I.C.A. | 15,831 | 17,080 | 17,080 | 17,940 | 860 |
| 42002 V.R.S. | 21,319 | 21,720 | 21,720 | 26,430 | 4,710 |
| 42003 V.R.S. Life Insurance | 2,424 | 2,590 | 2,590 | 2,600 | 10 |
| 42007 Health Insurance | 29,126 | 27,480 | 27,480 | 36,630 | 9,150 |
| 42018 Employer Contributions:DC401A | 6,167 | 6,720 | 6,720 | 8,170 | 1,450 |
| 42021 V.R.S. Hybrid 401A Match | 3,385 | 4,560 | 4,560 | 3,090 | (1,470) |
| 42025 V.R.S. Hybrid Disability | <u>933</u> | <u>1,030</u> | <u>1,030</u> | <u>3,020</u> | <u>1,990</u> |
| TOTAL EMPLOYEE BENEFITS | 79,185 | 81,180 | 81,180 | 97,880 | 16,700 |
| 43307 Repair/Maintenance Services | 27,056 | 30,000 | 70,000 | 30,000 | - |
| 43308 Contracts/Services | - | 20,000 | 20,000 | 20,000 | - |
| 43309 Cell Phone Expense | 1,944 | 3,200 | 3,200 | 2,600 | (600) |
| 43701 Uniform Rental/Cleaning | <u>2,288</u> | <u>2,310</u> | <u>2,310</u> | <u>2,500</u> | <u>190</u> |
| TOTAL PURCHASED SERVICES | 31,287 | 55,510 | 95,510 | 55,100 | (410) |
| 45101 Electricity | 9,957 | 9,300 | 9,300 | 12,000 | 2,700 |
| 45503 Subsistence/Lodging | 303 | 6,000 | 500 | 3,000 | (3,000) |
| 45504 Conventions/Education | 3,770 | 10,000 | 4,000 | 5,000 | (5,000) |
| 45505 Business Meals | <u>9</u> | <u>750</u> | <u>750</u> | <u>750</u> | <u>-</u> |
| TOTAL OTHER CHARGES | 14,038 | 26,050 | 14,550 | 20,750 | (5,300) |
| 46001 Office Supplies | 210 | 400 | 400 | 400 | - |
| 46007 Repair/Maintenance Supplies | 8,177 | 7,600 | 7,600 | 7,600 | - |
| 46011 Uniforms/Safety Apparel | 1,550 | 2,080 | 2,080 | 2,080 | - |
| 46015 Operational Supplies | <u>24,260</u> | <u>35,000</u> | <u>35,000</u> | <u>35,000</u> | <u>-</u> |
| TOTAL MATERIALS AND SUPPLIES | 34,197 | 45,080 | 45,080 | 45,080 | - |
| 47203 Service Awards | <u>300</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| TOTAL PROGRAMS AND SERVICES | 300 | - | - | - | - |
| 48101 Machine/Equipment Replacement | 54,872 | 23,160 | 55,160 | 30,000 | 6,840 |
| 48201 Additional Machine/Equipment | <u>-</u> | <u>-</u> | <u>15,500</u> | <u>-</u> | <u>-</u> |
| TOTAL CAPITAL OUTLAY | 54,872 | 23,160 | 70,660 | 30,000 | 6,840 |
| TOTAL TRAFFIC ENGINEERING | <u>\$ 434,143</u> | <u>\$ 453,140</u> | <u>\$ 529,140</u> | <u>\$ 485,350</u> | <u>\$ 32,210</u> |

VEHICLE & EQUIPMENT MAINTENANCE
14150

PURPOSE

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

STRATEGIC PLAN 

The Vehicle Maintenance 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 the Federal Highway Administration’s (FHWA) reporting requirements.
- Manage employee uniform and safety apparel procurement with vendors.



VEHICLE & EQUIPMENT MAINTENANCE
14150

FY 23-24 ACCOMPLISHMENTS

- Continued to research upgrades for fleet maintenance equipment and the inventory data system to better track repairs.
- Continued to monitor the delay of feasible solar power options at Town Facilities due to increased steel cost.
- Installation of the first charging station at the Northside Property Yard and continued opportunities to develop additional EV charging stations at other Town facilities.
- Sold vehicles and equipment that have reached their useful life on the auction site, GovDeals.com, generating an estimated \$96,306.
- Recycled over 107 pounds of rechargeable (Lithium) batteries and 65 pounds of alkaline batteries.
- Installation of security improvements at the Northside Property Yard.

FY 24-25 INITIATIVES

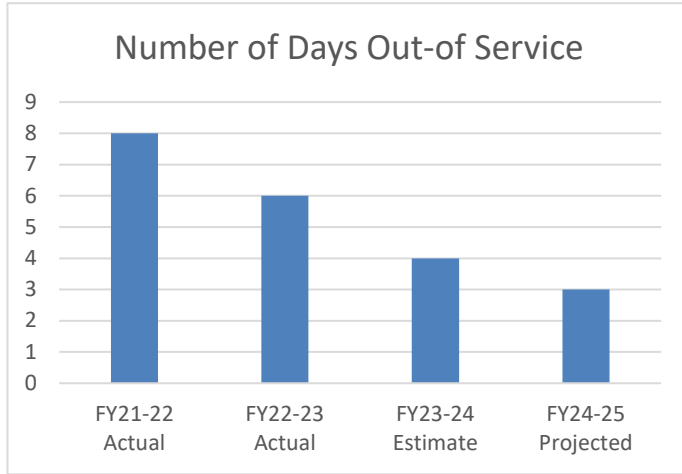
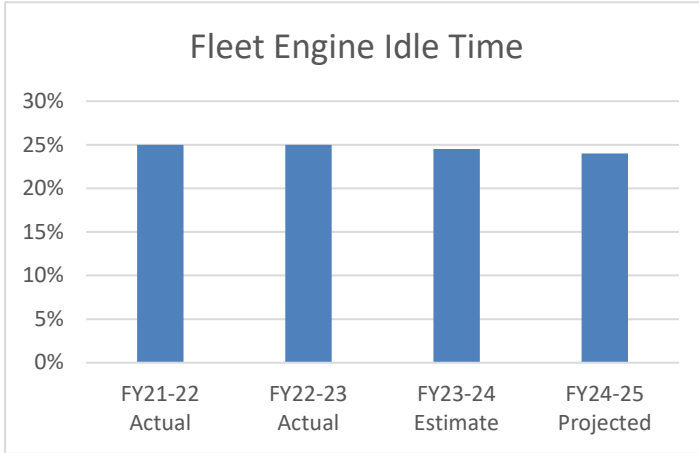
- Reduce fleet idling time by 25% within the next twelve months by implementing an idling reduction program that includes driver training, use of idle-reduction technology, and regular monitoring of idling data.
- Perform regular preventive maintenance on the fleet vehicles. This includes regular oil changes, tire rotations, and other routine maintenance tasks. By performing regular maintenance, we can catch potential problems before they become major issues that require expensive repairs. This will reduce the out-of-service times for routine preventative maintenance items like brakes, steering and suspension, and tires. Performing regular preventive maintenance on the fleet vehicles is a smart investment for the Town. By catching potential issues early on and extending the lifespan of vehicles, we can reduce vehicle downtime by 40%, increase productivity, and save money in the long run.

PERFORMANCE MEASURES

Strategic Plan Importance – Reducing the Fleet's Strategic Initiatives through reducing engine idle time and enhancing preventive maintenance programs promotes *Vienna as an environmentally sustainable community*.



**VEHICLE & EQUIPMENT MAINTENANCE
14150**



PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|-------------------------------|------------------|------------------|------------------|
| Superintendent | 1 | 1 | 1 |
| Supervisor | 1 | 1 | 1 |
| Mechanic I-III | 4 | 4 | 4 |
| Parts Specialist | 1 | 1 | 1 |
| Fleet Maintenance Coordinator | 1 | 1 | 1 |
| Total | 8 | 8 | 8 |

FY 24-25 BUDGET CHANGES

- There is an increase in repair maintenance/contract costs, cost of service parts, and tire costs. This increase is offset by a decrease in fuel.

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

DIVISION 14150

NAME VEHICLE AND EQUIPMENT MAINTENANCE

| ACCOUNT NUMBER TITLE | FY 22-23 ACTUAL | -----FY 23-24----- BUDGET | REVISED | FY 24-25 ADOPTED | NET CHANGE |
|--|---------------------|------------------------------|---------------------|---------------------|------------------|
| 41001 Salaries and Wages | \$ 568,047 | \$ 728,800 | \$ 728,800 | \$ 757,690 | \$ 28,890 |
| 41002 Overtime | 7,426 | 7,000 | 7,000 | 7,000 | - |
| 41006 Annual Leave Liquidation | 278 | - | - | - | - |
| 41008 Annual Leave Cash-In | 5,030 | - | - | - | - |
| 41015 Performance Bonus | 3,000 | - | - | - | - |
| 41016 CDL Recruitment | 950 | 2,000 | 2,000 | 2,000 | - |
| 41017 CDL Retainage | 8,000 | 10,000 | 10,000 | 10,000 | - |
| TOTAL PERSONNEL SERVICES | 592,731 | 747,800 | 747,800 | 776,690 | 28,890 |
| 42001 F.I.C.A. | 44,427 | 56,300 | 56,300 | 58,890 | 2,590 |
| 42002 V.R.S. | 70,167 | 78,070 | 78,070 | 96,170 | 18,100 |
| 42003 V.R.S. Life Insurance | 7,489 | 9,780 | 9,780 | 9,450 | (330) |
| 42007 Health Insurance | 51,709 | 60,860 | 60,860 | 57,990 | (2,870) |
| 42012 Cafeteria Plan Fees | 1 | 70 | 70 | 70 | - |
| 42015 Miscellaneous Allowances | 2,250 | 3,320 | 3,320 | 3,320 | - |
| 42018 Employer Contributions:DC401A | 19,111 | 29,150 | 29,150 | 29,740 | 590 |
| 42021 V.R.S. Hybrid 401A Match | 6,248 | 7,860 | 7,860 | 5,940 | (1,920) |
| 42025 V.R.S. Hybrid Disability | 1,657 | 2,140 | 2,140 | 7,100 | 4,960 |
| TOTAL EMPLOYEE BENEFITS | 203,057 | 247,550 | 247,550 | 268,670 | 21,120 |
| 43301 Equipment Maintenance Contracts | 677 | 660 | 660 | 660 | - |
| 43303 Software Maintenance Contract | 10,502 | 12,500 | 12,500 | 12,500 | - |
| 43307 Repair/Maintenance Services | 37,590 | 25,200 | 38,550 | 38,000 | 12,800 |
| 43308 Contracts/Services | 13,315 | 16,000 | 16,000 | 16,000 | - |
| 43309 Cell Phone Expense | 476 | 3,000 | 3,000 | 1,500 | (1,500) |
| 43701 Uniform Rental/Cleaning | 2,981 | 2,360 | 2,360 | 3,000 | 640 |
| TOTAL PURCHASED SERVICES | 65,541 | 59,720 | 73,070 | 71,660 | 11,940 |
| 45404 Central Copier Charges | 1,833 | 1,200 | 1,200 | 1,200 | - |
| 45501 Mileage Reimbursement | 111 | 200 | 200 | 200 | - |
| 45503 Subsistence/Lodging | - | 1,850 | 1,850 | 1,500 | (350) |
| 45504 Conventions/Education | 410 | 4,350 | 1,000 | 3,000 | (1,350) |
| 45505 Business Meals | 272 | 550 | 550 | 550 | - |
| TOTAL OTHER CHARGES | 2,626 | 8,150 | 4,800 | 6,450 | (1,700) |
| 46001 Office Supplies | 1,482 | 1,550 | 1,550 | 1,550 | - |
| 46008 Vehicle/Equipment Fuels | 184,966 | 273,000 | 145,000 | 203,000 | (70,000) |
| 46009 Vehicle/Equip Maintenance Supplies | 5,936 | 5,050 | 5,050 | 6,150 | 1,100 |
| 46011 Uniforms/Safety Apparel | 3,665 | 4,100 | 4,100 | 4,100 | - |
| 46015 Operational Supplies | 127,061 | 140,500 | 140,500 | 150,000 | 9,500 |
| 46017 Small Tools | 2,533 | 5,600 | 5,600 | 5,600 | - |
| 46031 Tires and Tubes | 49,112 | 50,230 | 50,230 | 60,230 | 10,000 |
| TOTAL MATERIALS AND SUPPLIES | 374,756 | 480,030 | 352,030 | 430,630 | (49,400) |
| 48106 Furniture/Fixture Replacement | 11,988 | - | - | - | - |
| 48201 Additional Mach/Equipmt | - | - | 15,000 | - | - |
| TOTAL CAPITAL OUTLAY | 11,988 | - | 15,000 | - | - |
| TOTAL VEH & EQUIP MAINTENANCE | \$ 1,250,699 | \$ 1,543,250 | \$ 1,440,250 | \$ 1,554,100 | \$ 10,850 |

SANITATION/REFUSE DISPOSAL
14230

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 Sanitation and Refuse Disposal 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 Hernan Balmore Lovos Granados 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 23-24 ACCOMPLISHMENTS

- Collected and disposed of 4,950 tons of solid waste.
- Collected and disposed of 1,320 tons of single stream recycling.
- Collected and disposed of 146 tons of yard waste.
- Collected and disposed of 430 tons of brush.
- Collected and diverted 1,020 tons of bulk/spoil debris from landfill.
- Continued enhanced safety training, including OSHA 10- Hour, OSHA 30- Hour, Traffic Control, Trench Safety, and Confined Space Entry for field staff.

**SANITATION/REFUSE DISPOSAL
14230**

FY 24-25 INITIATIVES

- Increase internet use for public awareness of daily updates, holidays, emergencies, and inclement weather changes.
- Continue to work with the Northern Virginia Regional Commission (NVRC) Waste Management Board to stay current on issues affecting the Town and its regional partners.

PERFORMANCE MEASURES

Strategic Plan Importance: By ensuring all waste (including solid waste, and yard waste) are disposed of correctly, this helps promote *Vienna as an environmentally sustainable community.*



| Description | Actual FY 22-23 | Estimated FY 23-24 | Projected FY 24-25 |
|--|--------------------|-----------------------|-----------------------|
| Tons of Solid Waste Disposed | 4,660 | 4,950 | 5,000 |
| Tons of Single Stream Recyclable Material | 1,799 | 1,320 | 1,600 |
| Tons of Bulk Debris diverted from Landfill to Construction Waste Recycling | 893 | 1,020 | 900 |
| Tons of Yard Waste Disposed | 317 | 146 | 250 |
| Tons of Brush Disposed | 490 | 430 | 450 |

PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|----------------------|---------------------|---------------------|---------------------|
| Supervisor | 1 | 1 | 1 |
| Inspector | 1 | 1 | 1 |
| Maintenance Worker | 15 | 15 | 15 |
| Total | 17 | 17 | 17 |

FY 24-25 BUDGET CHANGES

- There will be a cost savings with landfill fees.
- Recycling and debris disposal markets in-flux, 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 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|--------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 41001 Salaries and Wages | \$ 1,001,445 | \$ 1,021,410 | \$ 1,021,410 | \$ 1,062,900 | \$ 41,490 |
| 41002 Overtime | 81,210 | 53,560 | 53,560 | 50,000 | (3,560) |
| 41008 Annual Leave Cash-In | 12,546 | - | - | - | - |
| 41015 Performance Bonus | 3,500 | - | - | - | - |
| 41016 CDL Recruitment | - | 2,000 | 2,000 | 2,000 | - |
| 41017 CDL Retainage | 16,000 | 16,000 | 16,000 | 16,000 | - |
| TOTAL PERSONNEL SERVICES | 1,114,702 | 1,092,970 | 1,092,970 | 1,130,900 | 37,930 |
| 42001 F.I.C.A. | 79,623 | 82,240 | 82,240 | 85,520 | 3,280 |
| 42002 V.R.S. | 128,756 | 126,240 | 126,240 | 134,670 | 8,430 |
| 42003 V.R.S. Life Insurance | 13,214 | 13,690 | 13,690 | 13,250 | (440) |
| 42004 Local Pension Plan | 77,630 | 82,160 | 82,160 | 57,390 | (24,770) |
| 42007 Health Insurance | 185,260 | 179,260 | 179,260 | 169,340 | (9,920) |
| 42012 Cafeteria Plan Fees | 66 | 70 | 70 | 70 | - |
| 42018 Employer Contributions:DC401A | 23,168 | 24,360 | 24,360 | 26,890 | 2,530 |
| 42021 V.R.S. Hybrid 401A Match | 5,365 | 5,900 | 5,900 | 5,000 | (900) |
| 42025 V.R.S. Hybrid Disability | 1,728 | 1,770 | 1,770 | 4,310 | 2,540 |
| TOTAL EMPLOYEE BENEFITS | 514,810 | 515,690 | 515,690 | 496,440 | (19,250) |
| 43201 Contract Labor | - | 5,000 | 5,000 | - | (5,000) |
| 43301 Equipment Maintenance Contracts | 3,553 | 5,500 | 5,500 | 5,500 | - |
| 43308 Contracts/Services | 28,353 | 28,360 | 29,410 | 30,000 | 1,640 |
| 43309 Cell Phone Expense | 563 | 1,930 | 1,930 | 1,200 | (730) |
| 43701 Uniform Rental/Cleaning | 10,678 | 10,940 | 10,940 | 11,000 | 60 |
| 43801 Services From Other Government | - | 1,300 | 1,300 | 1,300 | - |
| 43802 Landfill Fees | 546,236 | 598,000 | 596,950 | 550,000 | (48,000) |
| TOTAL PURCHASED SERVICES | 589,383 | 651,030 | 651,030 | 599,000 | (52,030) |
| 45210 Environmental Services | 3,977 | 5,000 | 5,000 | 5,000 | - |
| 45501 Mileage Reimbursement | - | 500 | 500 | 500 | - |
| 45503 Subsistence/Lodging | - | 2,000 | 2,000 | 2,000 | - |
| 45504 Conventions/Education | 680 | 4,000 | 1,000 | 3,000 | (1,000) |
| 45505 Business Meals | - | 750 | 750 | 750 | - |
| TOTAL OTHER CHARGES | 4,657 | 12,250 | 9,250 | 11,250 | (1,000) |
| 46001 Office Supplies | - | 500 | 500 | 500 | - |
| 46011 Uniforms/Safety Apparel | 7,861 | 9,150 | 9,150 | 9,150 | - |
| 46015 Operational Supplies | 340 | 1,000 | 1,000 | 1,000 | - |
| TOTAL MATERIALS AND SUPPLIES | 8,200 | 10,650 | 10,650 | 10,650 | - |
| 48101 Machine/Equipment Replacement | 610 | - | - | - | - |
| TOTAL CAPITAL OUTLAY | 610 | - | - | - | - |
| TOTAL SANITATION | \$ 2,232,362 | \$ 2,282,590 | \$ 2,279,590 | \$ 2,248,240 | \$ (34,350) |

LEAF OPERATION
14270

PURPOSE

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

STRATEGIC PLAN 

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

ACTIVITIES / PRODUCTS / SERVICES

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

FY 23-24 ACCOMPLISHMENTS

- Finished 3 complete passes around town by January 1, 2024.
- Collected and disposed of **9,500** cubic yards of leaves.

FY 24-25 INITIATIVES

- Continue cable, internet, and social media usage for daily updates of completed streets.



**LEAF OPERATION
14270**

PERFORMANCE MEASURES

Strategic Plan Importance: The collection and appropriate disposal of leaves, helps promote *Vienna as an environmentally sustainable community.*

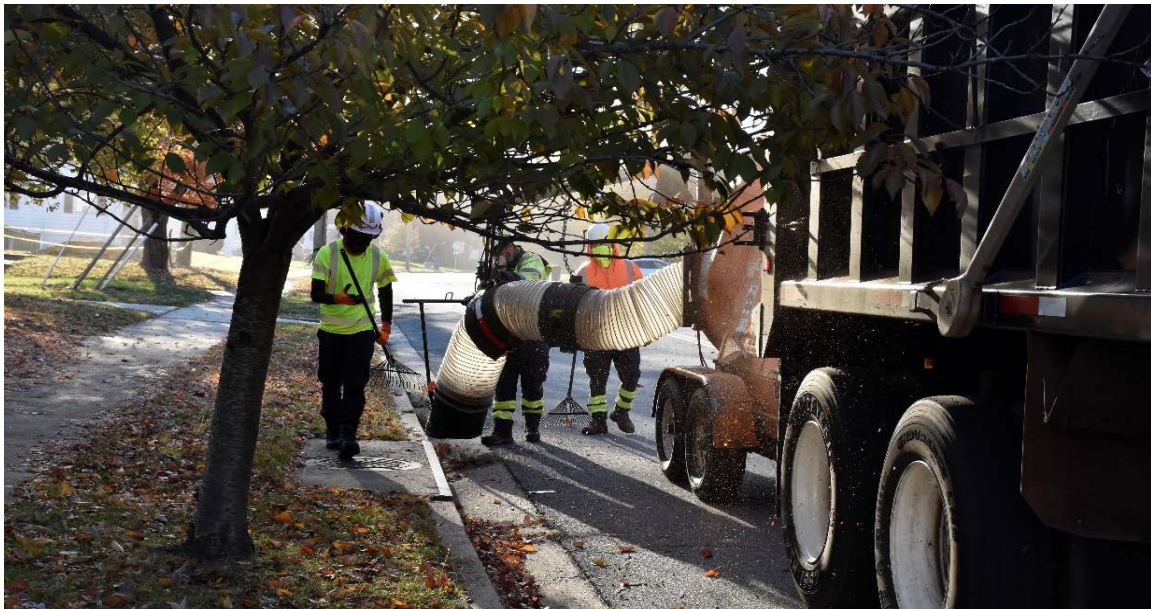


| Description | Actual FY 22-23 | Actual FY 23-24 | Projected FY 24-25 |
|--|-----------------|-----------------|--------------------|
| Cubic yards of leaves picked up | 9,761 | 9,500 | 9,500 |
| Cubic Yards of leaves delivered to composting facility | 5,572 | 7,301 | 7,300 |
| Cubic yards collected and long-hauled by the contractor (1 week) | *830 | --- | --- |
| Cubic yards removed from Beulah Road Property by the contractor (1 week) | *1,254 | --- | --- |
| # of passes with leaf vacuum trucks | 3 | 3 | 3 |

*Initial pilot program utilizing contractor for leaf hauling assistance.

FY 24-25 BUDGET CHANGES

- There is an increase in cost of landfill fees.



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

**DIVISION 14270
NAME LEAF COLLECTION**

| ACCOUNT NUMBER TITLE | FY 22-23 ACTUAL | -----FY 23-24----- | | FY 24-25 ADOPTED | NET CHANGE |
|-------------------------------------|--------------------|--------------------|-------------------|---------------------|------------------|
| | | BUDGET | REVISED | | |
| 41002 Overtime | \$ 43,378 | \$ 35,000 | \$ 35,000 | \$ 35,000 | \$ - |
| TOTAL PERSONNEL SERVICES | 43,378 | 35,000 | 35,000 | 35,000 | - |
| 42001 F.I.C.A. | 3,179 | 2,680 | 2,680 | 2,680 | - |
| 42002 V.R.S. | 3,562 | - | - | - | - |
| 42003 V.R.S. Life Insurance | 393 | - | - | - | - |
| 42007 Health Insurance | 4,405 | - | - | - | - |
| 42018 Employer Contributions:DC401A | 681 | - | - | - | - |
| 42021 V.R.S. Hybrid 401A Match | 299 | - | - | - | - |
| 42025 V.R.S. Hybrid Disability | 72 | - | - | - | - |
| TOTAL EMPLOYEE BENEFITS | 12,591 | 2,680 | 2,680 | 2,680 | - |
| 43308 Contracts/Services | 31,500 | 32,000 | 32,000 | 32,000 | - |
| 43802 Landfill Fees | 54,988 | 41,000 | 41,000 | 55,000 | 14,000 |
| TOTAL PURCHASED SERVICES | 86,488 | 73,000 | 73,000 | 87,000 | 14,000 |
| 46015 Operational Supplies | 4,310 | 4,500 | 4,500 | 4,700 | 200 |
| TOTAL MATERIALS AND SUPPLIES | 4,310 | 4,500 | 4,500 | 4,700 | 200 |
| TOTAL LEAF COLLECTION | \$ 146,767 | \$ 115,180 | \$ 115,180 | \$ 129,380 | \$ 14,200 |

BUILDING MAINTENANCE

14320

PURPOSE

The Building Maintenance Division 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 Building Maintenance Division ensures ***“Vienna is a safe and 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, promoting ***“Vienna as an influential and well-governed community”***.

ACTIVITIES / PRODUCTS / SERVICES

- Coordinate and manage contractual services for Town Hall, Police Station 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, elevator, fire, sprinkler, backflow, and other necessary inspections for Town Hall, Police Station, and the Northside Property Yard.
- Manage and obtain funding for maintenance and repairs on all Town-owned buildings.
- Manage and oversee contractor cleaning services for Town Hall, Police Station, and Northside Property Yard.
- 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 and Traffic Engineering Division.

FY 23-24 ACCOMPLISHMENTS

- Renovated new IT space at Town Hall in old Police area.
- Renovated old IT space into new Public Information Office studio.
- Assisted with the Police Department renovations and installing new data lines.
- Provided oversight for the security upgrades at Northside Property Yard.
- Provided oversight for the replacement of the Town Hall water heater to an efficient tankless system.
- Provided oversight on the replacement and upgrade of the carbon dioxide and methane detectors at Northside Property Yard.

**BUILDING MAINTENANCE
14320**

FY 24-25 INITIATIVES

- Complete painting of Town Hall interior.
- Provide oversight and assistance for Town Hall bathroom renovations, expected to be completed by Spring of 2025.
- Complete conversion of fluorescent lights to LED in Town buildings.

PERFORMANCE MEASURES

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



| Description | Actual FY 22-23 | Estimated FY 23-24 | Projected FY 24-25 |
|--|--------------------|-----------------------|-----------------------|
| Completed internal work orders for maintenance/repairs | 540 | 600 | 650 |



FY 24-25 BUDGET CHANGES

- There is an increase in janitorial services fees.

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

**DIVISION 14320
NAME BUILDING MAINTENANCE**

| ACCOUNT NUMBER TITLE | FY 22-23 ACTUAL | -----FY 23-24----- | | FY 24-25 ADOPTED | NET CHANGE |
|-------------------------------------|--------------------|--------------------|-------------------|---------------------|------------------|
| | | BUDGET | REVISED | | |
| 41002 Overtime | \$ 4,356 | \$ - | \$ - | \$ - | \$ - |
| TOTAL PERSONNEL SERVICES | 4,356 | - | - | - | - |
| 42001 F.I.C.A. | 296 | - | - | - | - |
| 42002 V.R.S. | 383 | - | - | - | - |
| 42003 V.R.S. Life Insurance | 39 | - | - | - | - |
| 42004 Local Pension Plan | 68 | - | - | - | - |
| 42007 Health Insurance | 1,034 | - | - | - | - |
| 42018 Employer Contributions:DC401A | 106 | - | - | - | - |
| TOTAL EMPLOYEE BENEFITS | 1,925 | - | - | - | - |
| 43304 H/AC Maintenance Contract | 4,617 | 26,670 | 26,670 | 26,670 | - |
| 43307 Repair/Maintenance Services | 8,633 | 8,950 | 8,950 | 9,200 | 250 |
| 43308 Contracts/Services | 31,688 | 45,000 | 61,360 | 40,000 | (5,000) |
| 43702 Janitorial/Custodial Service | 111,869 | 136,000 | 149,000 | 160,000 | 24,000 |
| TOTAL PURCHASED SERVICES | 156,807 | 216,620 | 245,980 | 235,870 | 19,250 |
| 45101 Electricity | 70,581 | 65,040 | 85,000 | 73,000 | 7,960 |
| 45102 Natural Gas | 21,105 | 23,000 | 23,000 | 23,000 | - |
| 45104 Water/Sewer Service | 14,313 | 13,000 | 13,000 | 16,000 | 3,000 |
| TOTAL OTHER CHARGES | 105,999 | 101,040 | 121,000 | 112,000 | 10,960 |
| 46005 Janitorial Supplies | 17,478 | 30,000 | 20,000 | 25,000 | (5,000) |
| 46007 Repair/Maintenance Supplies | 12,838 | 19,000 | 15,000 | 14,000 | (5,000) |
| TOTAL MATERIALS AND SUPPLIES | 30,316 | 49,000 | 35,000 | 39,000 | (10,000) |
| 48201 Additional Machine/Equipment | 6,274 | 15,000 | 5,000 | 10,000 | (5,000) |
| TOTAL CAPITAL OUTLAY | 6,274 | 15,000 | 5,000 | 10,000 | (5,000) |
| TOTAL BUILDING MAINTENANCE | \$ 305,677 | \$ 381,660 | \$ 406,980 | \$ 396,870 | \$ 15,210 |

TAX RELIEF PROGRAMS

MISSION

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.

| |
|--|
| <p>TOWN OF VIENNA FISCAL YEAR 24-25 BUDGET</p> |
|--|

| | FY 22-23 Actuals | FY 23-24 Adopted | FY 23-24 Revised | FY 24-25 Adopted | Net Change |
|-------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| Tax Relief | 268,882 | 303,010 | 285,010 | 268,010 | -35,000 |
| Tax Relief | 268,882 | 303,010 | 285,010 | 268,010 | -35,000 |

**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 and property tax relief for property improvements that qualify.

STRATEGIC PLAN  

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

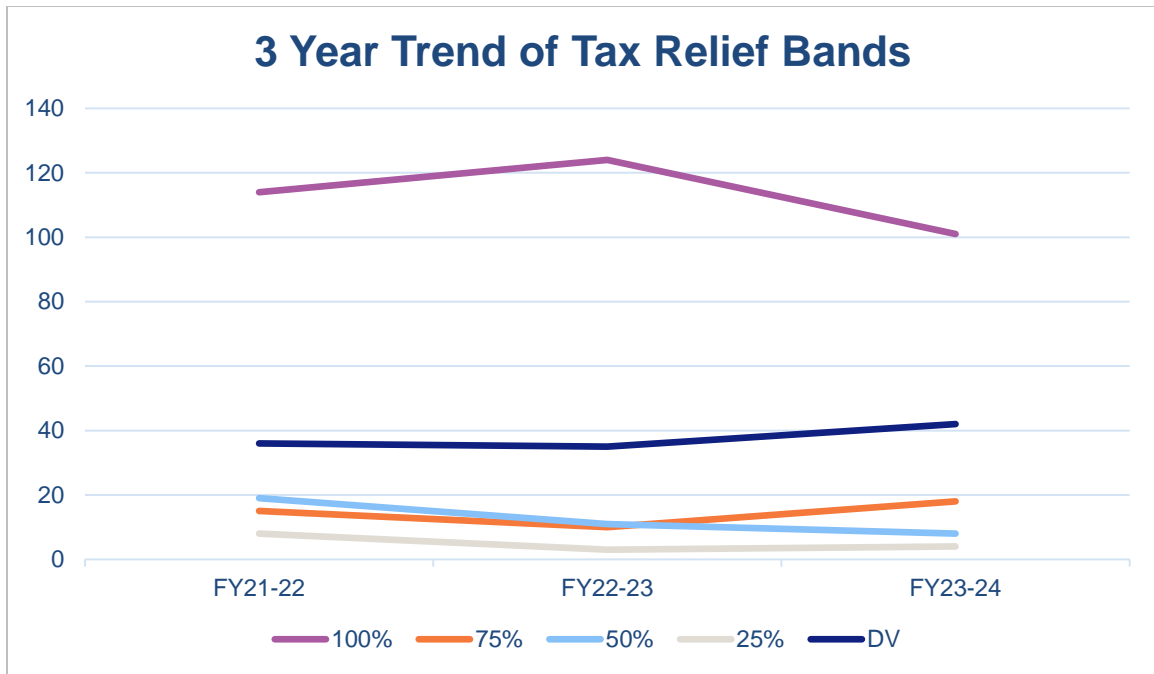
FY 24-25 BUDGET ESTIMATES BY TAX RELIEF CATEGORY

| <u>PERCENT OF RELIEF</u> | <u>NUMBER</u> | <u>COST</u> |
|-------------------------------------|-------------------|-------------------------|
| 100 | 101 | \$148,000 |
| 75 | 18 | 19,000 |
| 50 | 8 | 6,000 |
| 25 | <u>4</u> | <u>2,000</u> |
| TOTAL REAL ESTATE TAX RELIEF | 131 | \$175,000 |
| DISABLED VETS | 42 | \$91,000 |
| TAX REVITALIZATION | 4 | \$2,010 |
| DIVISION TOTAL | <u>177</u> | <u>\$268,010</u> |

The Real Estate Tax exemption estimate is based on the FY2024 actuals adjusted for anticipated changes in assessed values for FY2025.

There are now 42 residents receiving tax relief under the Disabled Veterans regulation. This number has increased by 7 in FY2024 resulting in over \$11,000 of additional relief expensed.

**TAX RELIEF PROGRAMS
15330**



FY 24-25 BUDGET CHANGES

- In Tax Year 2024, there will be 4 exemptions totaling \$2,010. 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 Tax Revitalization program and be fully taxable in Tax Year 2028.

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

**DIVISION 15330
NAME TAX RELIEF PROGRAMS**

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET |
|------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | CHANGE |
| 45701 T.R.E. - Property Taxes | \$ 188,910 | \$ 220,000 | \$ 192,000 | \$ 175,000 | \$ (45,000) |
| 45703 Revitalization Tax Exemption | \$ 2,430 | \$ 2,010 | \$ 2,010 | \$ 2,010 | \$ - |
| 45704 T.R.E. - Disabled Vet | <u>77,543</u> | <u>81,000</u> | <u>91,000</u> | <u>91,000</u> | <u>10,000</u> |
| TOTAL OTHER CHARGES | 268,882 | 303,010 | 285,010 | 268,010 | (35,000) |
| TOTAL TAX RELIEF PROGRAMS | <u><u>\$ 268,882</u></u> | <u><u>\$ 303,010</u></u> | <u><u>\$ 285,010</u></u> | <u><u>\$ 268,010</u></u> | <u><u>\$ (35,000)</u></u> |

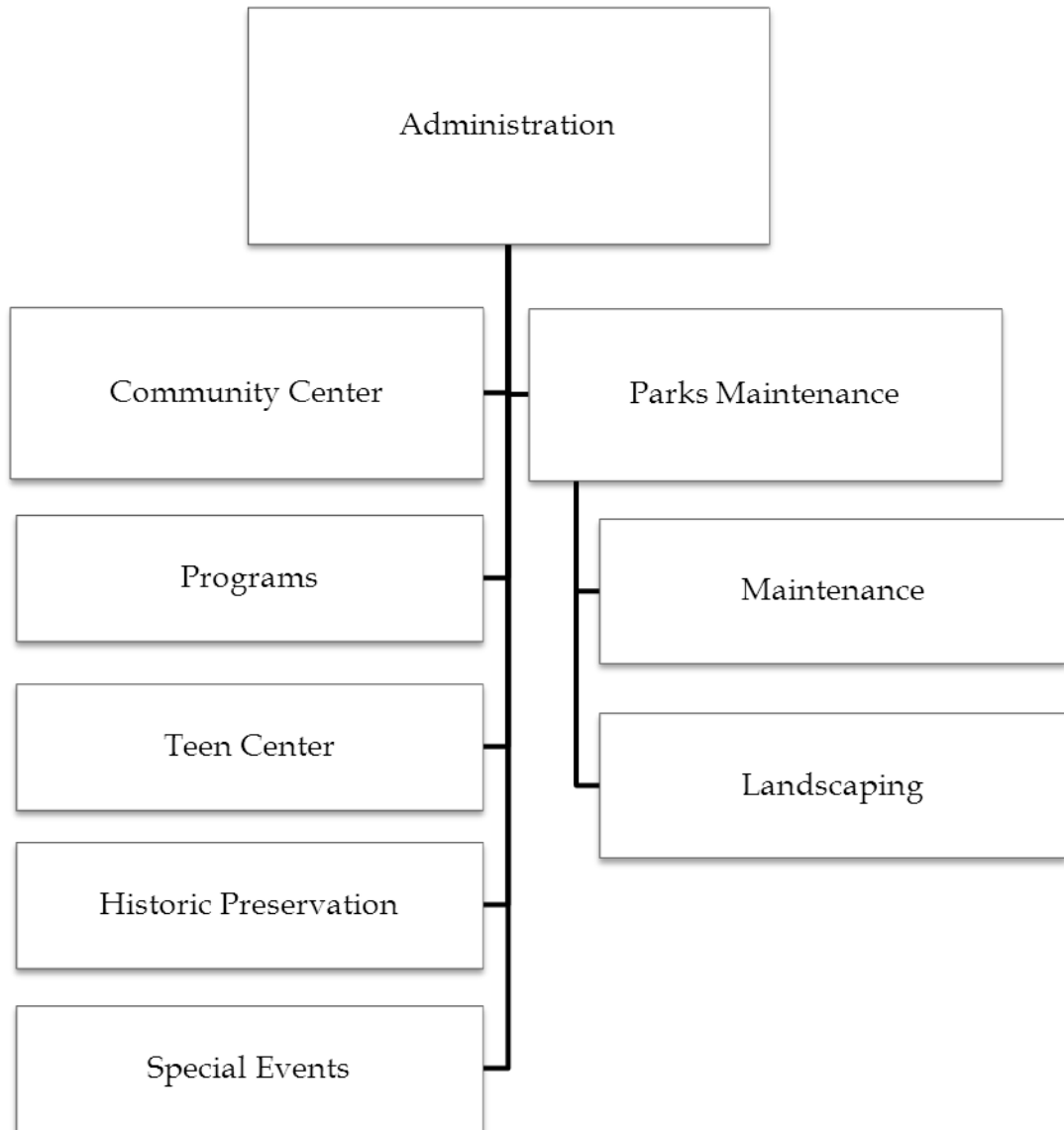
PARKS AND RECREATION

MISSION

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



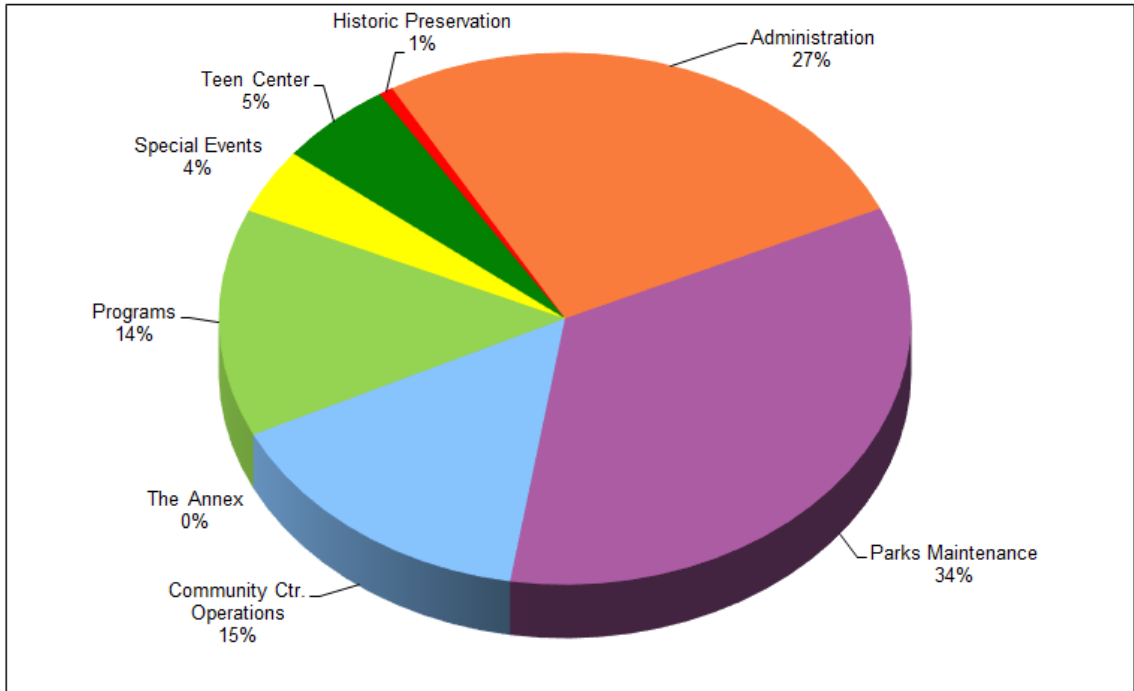
PARKS AND RECREATION



PARKS AND RECREATION

**TOWN OF VIENNA
FISCAL YEAR 24-25 BUDGET**

| | FY 22-23 Actuals | FY 23-24 Adopted | FY 23-24 Revised | FY 24-25 Adopted | Net Change |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| Administration | 1,067,503 | 1,134,060 | 1,155,860 | 1,381,790 | 247,730 |
| Parks Maintenance | 1,740,700 | 1,641,420 | 1,652,660 | 1,786,650 | 145,230 |
| Community Ctr. Operations | 886,596 | 840,190 | 897,555 | 795,260 | -44,930 |
| The Annex | 37,127 | 46,500 | 26,500 | 0 | -46,500 |
| Programs | 718,461 | 631,680 | 845,580 | 720,580 | 88,900 |
| Special Events | 173,795 | 216,020 | 251,500 | 208,020 | -8,000 |
| Teen Center | 248,861 | 269,410 | 271,810 | 278,730 | 9,320 |
| Historic Preservation | 31,288 | 31,000 | 35,780 | 34,500 | 3,500 |
| Parks and Recreation | 4,904,332 | 4,810,280 | 5,137,245 | 5,205,530 | 395,250 |



| | FY 22-23 Actuals | FY 23-24 Adopted | FY 24-25 Adopted | Net Change | FY 24-25 % of Total |
|-----------------------------|---------------------|---------------------|---------------------|----------------|------------------------|
| Personnel Services | 2,412,649 | 2,506,560 | 2,742,060 | 235,500 | 52.7% |
| Employee Benefits | 733,314 | 795,190 | 834,020 | 38,830 | 16.0% |
| Purchased Services | 980,318 | 769,350 | 876,100 | 106,750 | 16.8% |
| Other Charges | 171,153 | 209,800 | 214,670 | 4,870 | 4.1% |
| Materials and Supplies | 157,524 | 187,730 | 184,030 | -3,700 | 3.5% |
| Program and Services | 421,832 | 328,520 | 325,520 | -3,000 | 6.3% |
| Capital Outlay | 27,543 | 13,130 | 29,130 | 16,000 | 0.6% |
| Transfers | 0 | 0 | 0 | 0 | 0.0% |
| Parks and Recreation | 4,904,332 | 4,810,280 | 5,205,530 | 395,250 | 100% |

**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.”** Vienna’s National Community 2023 Survey identified that residents feel a strong sense of community based on opportunities to participate in social events and activities and opportunities to volunteer. Residents rated the quality of natural environment, parks and recreation opportunities, health and wellness opportunities positively.

ACTIVITIES / PRODUCTS / SERVICES

- Foster community outreach and partnerships through program.
- Provide financial oversight, revenue, and expenditure tracking.
- Responsible for long range planning and oversight of all parks and recreational facilities, including community center, historic properties, cemeteries, and parks.
- Responsible for department planning and implementation of diversified programs and management of the Capital Improvement Plan.
- Responsible for staff training and development.

FY 23-24 ACCOMPLISHMENTS

- Awarded contract for the development of the Parks Master Plan.
- Set timeline for stakeholder interaction and tasks needed to accomplish the Park Master Plan.
- Completed the Annex Long Term Use Study.

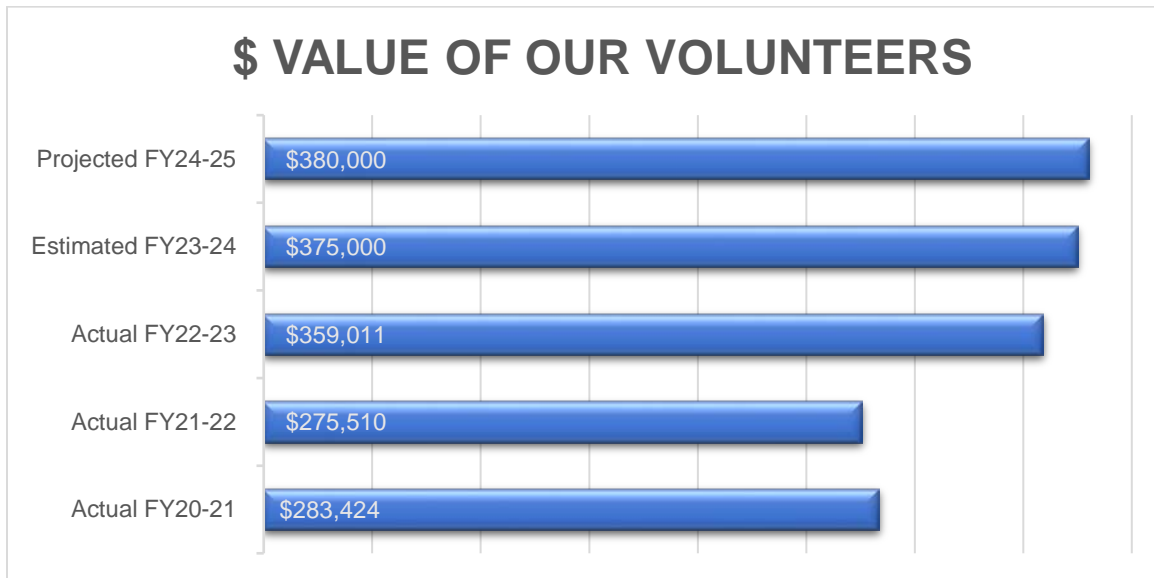
**ADMINISTRATION
17110**

- Successfully hired a Deputy Director.
- Investigated and developed plan for necessary repairs to the Town Green stage columns.
- Identified alternate contractors to conduct background checks.
- Developed a seasonal display policy to provide an opportunity for various winter holiday traditions to be honored in the Town’s public space.
- Developed an interdepartmental agreement to identify department responsibilities for addressing plant overgrowth zoning violations.
- Developed, with the assistance of Planning & Zoning, a town wide special event application policy.

FY 24-25 INITIATIVES

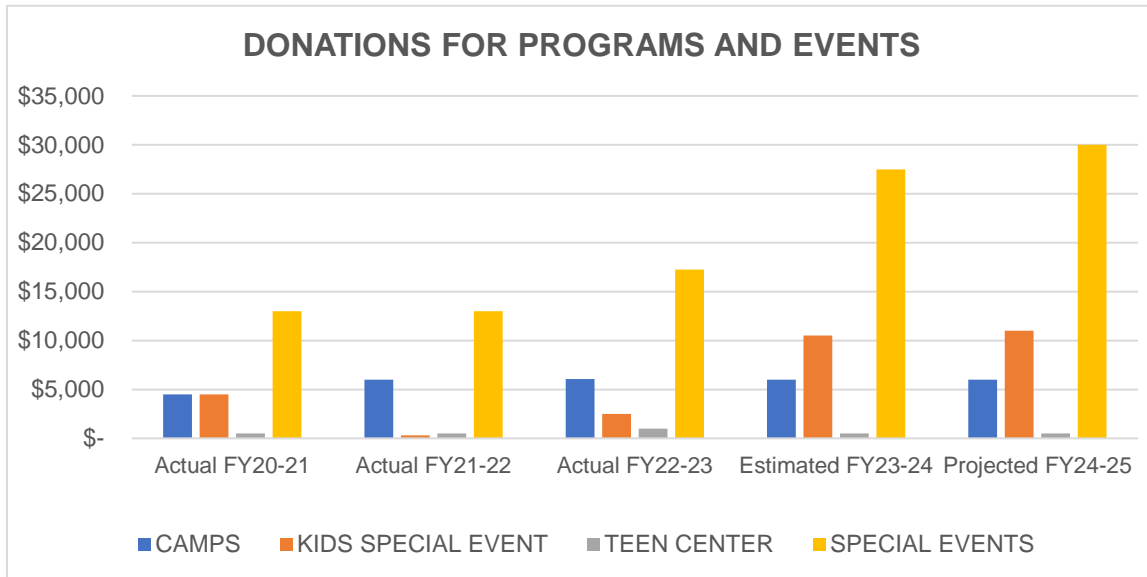
- Complete the Parks Master Plan.
- Review and finalize service organization sign policy for Nutley Street and Maple Avenue.
- Complete the Town Green stage column repair.

PERFORMANCE MEASURES



A large number of programs and events would not operate without the support from volunteers. Volunteer support Value = \$32.59 per person/per hour. Volunteer value is derived from the Virginia Service Volunteerism Statistics [VOVT-Report-2023.pdf \(independentsector.org\)](https://www.independentsector.org/VOLT-Report-2023.pdf)

**ADMINISTRATION
17110**



PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|--|------------------|------------------|------------------|
| Director of Parks and Recreation | 1 | 1 | 1 |
| Deputy Director of Parks and Recreation* | 0 | 0 | 1 |
| Recreation Manager | 1 | 1 | 1 |
| Recreation Program Coordinator II | 2 | 2 | 2 |
| Recreation Program Coordinator I | 2 | 2 | 2 |
| Administrative Assistant II | 1 | 1 | 1 |
| Total | 7 | 7 | 8 |

*Deputy Director position filled with current staffing numbers, Community Center Manager position eliminated from the Community Center (17130).

FY 24-25 BUDGET CHANGES

- Increase in staff overtime (account 41002) to account for an increase to full-time staff overtime expenses for necessary support of community events and program/facility operations.
- Increase in contracts and services (account 43308) due to increase in credit card fees, which is offset by revenues.

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

**DIVISION 17110
NAME PARKS AND RECREATION ADMINISTRATION**

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 41001 Salaries and Wages | \$ 668,474 | \$ 711,560 | \$ 711,560 | \$ 890,280 | \$ 178,720 |
| 41002 Overtime | 23,149 | 14,740 | 24,740 | 21,740 | 7,000 |
| 41004 Part Time without Benefits | 26,909 | 30,030 | 30,030 | 32,200 | 2,170 |
| 41008 Annual Leave Cash-In | 14,975 | - | - | - | - |
| 41015 Performance Bonus | 5,000 | - | - | - | - |
| TOTAL PERSONNEL SERVICES | 738,507 | 756,330 | 766,330 | 944,220 | 187,890 |
| 42001 F.I.C.A. | 53,758 | 59,020 | 59,020 | 69,990 | 10,970 |
| 42002 V.R.S. | 84,821 | 84,460 | 84,460 | 112,260 | 27,800 |
| 42003 V.R.S. Life Insurance | 8,925 | 9,520 | 9,520 | 11,040 | 1,520 |
| 42007 Health Insurance | 70,677 | 70,820 | 70,820 | 70,540 | (280) |
| 42012 Cafeteria Plan Fees | 247 | 350 | 350 | 420 | 70 |
| 42018 Employer Contributions:DC401A | 24,329 | 25,460 | 25,460 | 34,720 | 9,260 |
| 42021 V.R.S. Hybrid 401A Match | 6,157 | 7,390 | 7,390 | 3,690 | (3,700) |
| 42025 V.R.S. Hybrid Disability | 990 | 1,120 | 1,120 | 5,300 | 4,180 |
| TOTAL EMPLOYEE BENEFITS | 249,904 | 258,140 | 258,140 | 307,960 | 49,820 |
| 43301 Equipment Maintenance Contracts | - | 1,500 | 1,500 | 1,500 | - |
| 43308 Contracts/Services | 47,351 | 40,000 | 50,000 | 50,000 | 10,000 |
| 43501 Printing/Binding Services | 21,174 | 27,350 | 27,350 | 24,100 | (3,250) |
| TOTAL PURCHASED SERVICES | 68,525 | 68,850 | 78,850 | 75,600 | 6,750 |
| 45203 Postal Services | 11,681 | 12,500 | 12,500 | 12,770 | 270 |
| 45402 Equipment Rental | - | 1,000 | 1,000 | 1,000 | - |
| 45404 Central Copier Charges | (22,376) | 13,450 | 13,450 | 13,450 | - |
| 45501 Mileage Reimbursement | 264 | 1,000 | 1,000 | 2,000 | 1,000 |
| 45503 Subsistence/Lodging | 3,142 | 4,340 | 4,340 | 4,340 | - |
| 45504 Conventions/Education | 3,552 | 6,250 | 6,250 | 6,250 | - |
| 45801 Memberships/Dues | 2,350 | 2,200 | 3,000 | 3,200 | 1,000 |
| TOTAL OTHER CHARGES | (1,387) | 40,740 | 41,540 | 43,010 | 2,270 |
| 46001 Office Supplies | 11,654 | 10,000 | 11,000 | 11,000 | 1,000 |
| TOTAL MATERIALS AND SUPPLIES | 11,654 | 10,000 | 11,000 | 11,000 | 1,000 |
| 47203 Service Awards | 300 | - | - | - | - |
| TOTAL PROGRAMS AND SERVICES | 300 | - | - | - | - |
| TOTAL PARKS & REC ADMIN | \$ 1,067,503 | \$ 1,134,060 | \$ 1,155,860 | \$ 1,381,790 | \$ 247,730 |

**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 ten thousand (10,000+) trees in parks and along streets and rights-of-way. Includes watering, installation, pest and disease management, stump grinding, dismantling trees as well as pruning trees for good structure, and clearance 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 61 locations including parks, athletic fields, town facilities, green spaces, and rights-of-way.
- 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.

**PARKS MAINTENANCE
17120**

- 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 greenhouse which produces annual and perennial plants for streetscapes, facilities, parks, and Community Gardens.
- Removes trash from outdoor receptacles located in parks and public facilities.
- Provides snow removal and ice management at public buildings, 10.5 miles of sidewalks including commercial 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, Scout projects, etc.
- Manages and maintains stream corridors on Town property including tree maintenance and keeping tree branches clear of pipe and culvert entrances.
- 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 the Public Works Department 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.

FY 23-24 ACCOMPLISHMENTS

- Maple and Church streetscape planters – installed new landscape plants and trees, repaired existing and installed new irrigation systems, and repaired brick borders surrounding the planters.



- Town Council adopted text amendments related to preserving and enhancing tree canopy in Chapters 17, 18, and 27 of the Town Code.
- Glyndon Park – completed playground enhancements.
- Nutley Yard – replaced asphalt pavement, improved drainage, made building improvements.
- Town Green stage – developed scope of work to repair stage support columns.

**PARKS MAINTENANCE
17120**

- Town Green – installed landscape irrigation system.
- Vienna Dog Park – completed fence repairs.
- Installed 250 trees utilizing Maud Robinson Trust funds.
- Seasonal Displays – installed the Town’s 25-foot holiday tree.
- Replaced 29 park picnic tables.
- Refreshed Bowman House landscape.
- Installed ADA trail to basketball court at Southside Park.
- Provided support and labor for the planning and execution of 50+ special events and programs and 62 weekend picnic reservations.
- Waters Field - replaced scoreboard, installed new stairs, and a rollup window at the press box building.
- Continued Habitat Restoration program and hosted 75 events recruiting 190 volunteers who donated 350 hours of their time to remove non-native invasive plants.
- Staffed and led 2 Town Clean Up events and multiple corporate volunteer events attracting 100+ volunteers who donated 260 hours of their time.
- Supported 4 Scout projects.
- Reviewed 300+ residential and commercial permit applications.
- Replaced park signs at Northside Park (2) and Wildwood Park (1).

FY 24-25 INITIATIVES

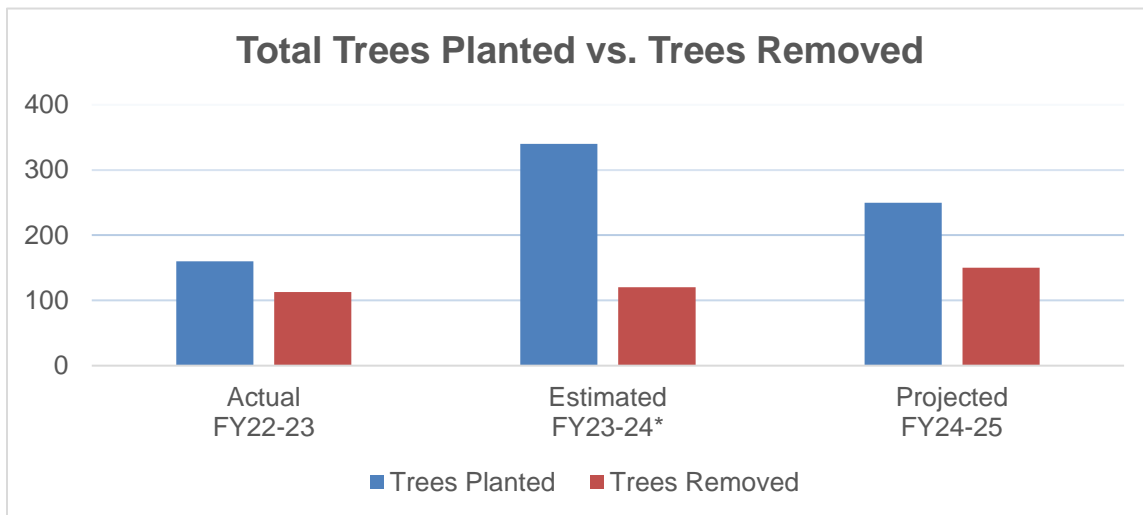
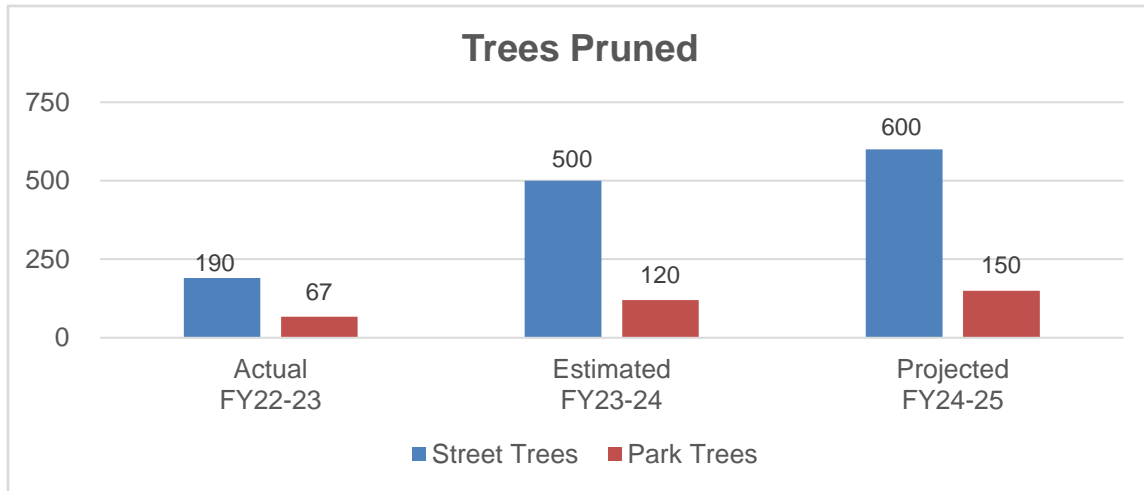
- Meadow Lane Park - replace existing court lights with LED lights.
- Town Green – replace decayed stage support posts.
- Town Green - increase the number of bathroom stalls via renovation or new bathroom facility.
- Southside Park - replace roof on one picnic shelter and replace one dugout.
- Glyndon Park – install new water fountain at playground, replace posts on large pavilion, install new asphalt parking lots and trails.
- Vienna Dog Park – replace six trash cans and make fence upgrades.
- Wildwood Park - install seed library.
- Meadow Lane Park – install new bathroom facility with increased number of stalls, total of 4 stalls.
- Installation of approximately 250 trees in Town right of way and parks.
- Inspection of nine park bridges, complete priority repairs.
- Installation of irrigation along 46 landscape beds on Church Street between Mill Street NE to Lawyers Road NW.



**PARKS MAINTENANCE
17120**

PERFORMANCE MEASURES

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



*ARPA and Robinson Trust funding in FY23-24 allowed a significant increase in the number of trees planted. The PlanIT Geo Tree Inventory Report dated June 2023 identified Town public trees with a high risk rating. Staff removed those trees that were in need of removal.

**PARKS MAINTENANCE
17120**

PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|--------------------------------------|-----------------------------|-----------------------------|-----------------------------|
| Parks Maintenance Superintendent | 1 | 1 | 1 |
| Parks Maintenance Supervisor | 1 | 1 | 1 |
| Town Arborist | 1 | 1 | 1 |
| Urban Forester | 1 | 1 | 1 |
| Maintenance Field Staff ¹ | 8 | 8 | 8 |
| Total | 12 | 12 | 12 |

¹Funding for one FTE is used for annual contracted services.

FY 24-25 BUDGET CHANGES

- Increased Contracts/Services (account 43308) due to:
 - Yearly seasonal installation of perennial plants at the corners of the landscape beds along intersections on Maple Avenue and Church Street.
 - Increase in mowing contract with the additional lawn gained due to the demo of the Annex.

- Increased Contracts/Services (account 43308) for seasonal displays during the holiday season to include snowflakes on Maple Avenue (storage, installation & dismantling of snowflakes, electrical repairs to light poles), repair and occasional replacement of old-fashioned wooden holiday signs on Church Street, 25-foot holiday tree at the Town Green and installation of white lights on Town Green plaza trees.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 17120
NAME PARKS MAINTENANCE

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|---------------------------------------|----------------|--------------------|----------------|----------------|----------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 41001 Salaries and Wages | \$ 638,410 | \$ 787,700 | \$ 787,700 | \$ 836,900 | \$ 49,200 |
| 41002 Overtime | 40,352 | 50,290 | 50,290 | 45,500 | (4,790) |
| 41004 Part Time without Benefits | 26,780 | 30,000 | 30,000 | 30,000 | - |
| 41006 Annual Leave Liquidation | 23,337 | - | - | - | - |
| 41008 Annual Leave Cash-In | 9,880 | - | - | - | - |
| 41015 Performance Bonus | 6,000 | - | - | - | - |
| 41020 Transfer of Budgeted Salary | - | - | - | - | - |
| TOTAL PERSONNEL SERVICES | 744,760 | 867,990 | 867,990 | 912,400 | 44,410 |
| 42001 F.I.C.A. | 53,808 | 64,470 | 64,470 | 67,660 | 3,190 |
| 42002 V.R.S. | 77,518 | 93,060 | 93,060 | 105,500 | 12,440 |
| 42003 V.R.S. Life Insurance | 8,515 | 10,630 | 10,630 | 10,380 | (250) |
| 42007 Health Insurance | 99,849 | 102,590 | 102,590 | 121,690 | 19,100 |
| 42012 Cafeteria Plan Fees | 202 | 210 | 210 | 210 | - |
| 42018 Employer Contributions:DC401A | 24,548 | 28,710 | 28,710 | 32,640 | 3,930 |
| 42021 V.R.S. Hybrid 401A Match | 9,616 | 10,340 | 10,340 | 6,110 | (4,230) |
| 42025 V.R.S. Hybrid Disability | 1,799 | 2,120 | 2,120 | 8,760 | 6,640 |
| TOTAL EMPLOYEE BENEFITS | 275,856 | 312,130 | 312,130 | 352,950 | 40,820 |
| 43301 Equipment Maintenance Contracts | 3,751 | 3,400 | 3,400 | 3,400 | - |
| 43304 H/AC Maintenance Contract | 380 | 1,000 | 7,000 | 1,000 | - |
| 43307 Repair/Maintenance Services | 17,777 | 30,000 | 25,000 | 30,000 | - |
| 43308 Contracts/Services | 109,504 | 92,000 | 93,540 | 140,000 | 48,000 |
| 43309 Cell Phone Expense | 2,200 | 3,300 | 3,300 | 3,300 | - |
| 43310 Tree Maintenance | 188,983 | 80,000 | 80,000 | 80,000 | - |
| 43311 Private Vegetation Mgt | - | - | - | 2,000 | 2,000 |
| 43701 Uniform Rental/Cleaning | 4,358 | 4,000 | 4,000 | 4,000 | - |
| TOTAL PURCHASED SERVICES | 326,954 | 213,700 | 216,240 | 263,700 | 50,000 |
| 45101 Electricity | 20,901 | 27,300 | 42,000 | 32,300 | 5,000 |
| 45102 Natural Gas | 4,803 | 4,000 | 4,000 | 4,000 | - |
| 45104 Water/Sewer Service | 26,480 | 13,000 | 13,000 | 20,000 | 7,000 |
| 45402 Equipment Rental | 234 | 1,000 | 1,000 | 1,000 | - |
| 45501 Mileage Reimbursement | - | 500 | 500 | 500 | - |
| 45502 Fares | - | 100 | 100 | 100 | - |
| 45503 Subsistence/Lodging | 1,816 | 5,000 | 5,000 | 4,000 | (1,000) |
| 45504 Conventions/Education | 9,925 | 9,000 | 9,000 | 9,000 | - |
| TOTAL OTHER CHARGES | 64,158 | 59,900 | 74,600 | 70,900 | 11,000 |
| 46003 Horticultural Supplies | 45,916 | 40,000 | 40,000 | 40,000 | - |
| 46007 Repair/Maintenance Supplies | 27,172 | 23,000 | 17,000 | 23,000 | - |
| 46008 Vehicle/Equipment Fuels | 16,055 | 12,000 | 18,000 | 12,000 | - |
| 46009 Veh/Equip Maintenance Supplies | - | 7,000 | 1,000 | 7,000 | - |
| 46011 Uniforms/Safety Apparel | 3,930 | 5,000 | 5,000 | 4,000 | (1,000) |
| 46015 Operational Supplies | 5,045 | 14,000 | 6,000 | 14,000 | - |
| 46017 Small Tools | 1,903 | 2,000 | 2,000 | 2,000 | - |
| 46031 Tires and Tubes | - | 2,700 | 2,700 | 2,700 | - |
| TOTAL MATERIALS AND SUPPLIES | 100,022 | 105,700 | 91,700 | 104,700 | (1,000) |
| 47203 Service Awards | 750 | - | - | - | - |
| 47403 Physical Improvements | 227,626 | 78,000 | 78,000 | 78,000 | - |
| TOTAL PROGRAMS AND SERVICES | 228,376 | 78,000 | 78,000 | 78,000 | - |

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

**DIVISION 17120
NAME PARKS MAINTENANCE**

| ACCOUNT NUMBER TITLE | FY 22-23 ACTUAL | -----FY 23-24----- | | FY 24-25 ADOPTED | NET CHANGE |
|------------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|--------------------------|
| | | BUDGET | REVISED | | |
| 48201 Additional Machine/Equipment | <u>574</u> | <u>4,000</u> | <u>12,000</u> | <u>4,000</u> | <u>-</u> |
| TOTAL CAPITAL OUTLAY | 574 | 4,000 | 12,000 | 4,000 | - |
| TOTAL PARKS MAINTENANCE | <u>\$ 1,740,700</u> | <u>\$ 1,641,420</u> | <u>\$ 1,652,660</u> | <u>\$ 1,786,650</u> | <u>\$ 145,230</u> |

COMMUNITY CENTER 17130

PURPOSE

The Community Center Division is committed to ensuring safe, welcoming, and accessible facilities by coordinating, developing, maintaining, and operating the Community Center and other Town Recreational Facilities. As a result, residents and visitors can access leisure, educational, and recreational activities, programs, and classes that define and enhance the quality of life within the town.



STRATEGIC PLAN



The Division acts as a responsible steward of public funds and fosters community through exceptional customer service, collaboration with residents and stakeholders, and creating welcoming and inclusive spaces by utilizing innovative technology and best practices in maintenance and operating standards. 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

- Improve the community’s overall mental and physical well-being by providing space for planned and drop-in recreational, fitness, wellness and educational programs that benefit all ages.
- Provide space for residents, community groups, and local businesses to connect and make memories through affordable rental opportunities.
- Support community visual and performing arts through the management of ticket sales for Vienna Theatre Company, other special events, and displaying rotation exhibits of art and photography supplied by the Vienna Arts Society and Vienna Photographic Society.
- Ensure facilities are welcoming, safe, and clean through effective management and custodial care of the Community Center.
- Provide exceptional customer service with a diverse team of well-trained staff who have access to continuous professional development opportunities.

**COMMUNITY CENTER
17130**

FY 23-24 ACCOMPLISHMENTS

- Upgraded fire and safety systems with repairs and replacements to a Fire Department Connection and safety equipment in the Community Center.
- Improved daily operations through training and establishing an informational guide to bolster staff development.
- Supported better accessibility by servicing aging segments of the parking lot and repairing an automatic lift for the auditorium stage.
- Reviewed and updated an Emergency Action Plan for the Vienna Community Center.
- Conducted an inventory of facility supplies to support the creation of an inventory management system.
- Evaluated seasonal energy use and made changes to operations, leading to a reduction in energy costs.



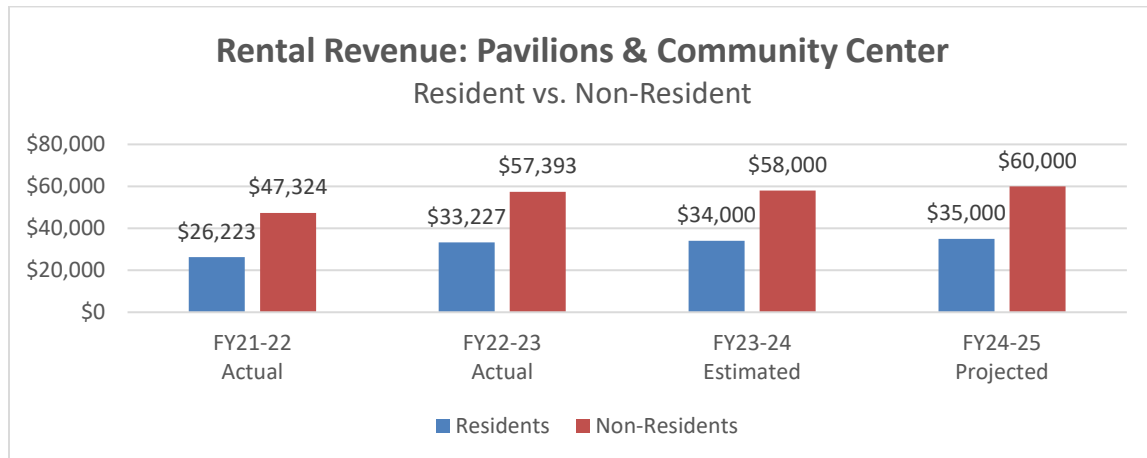
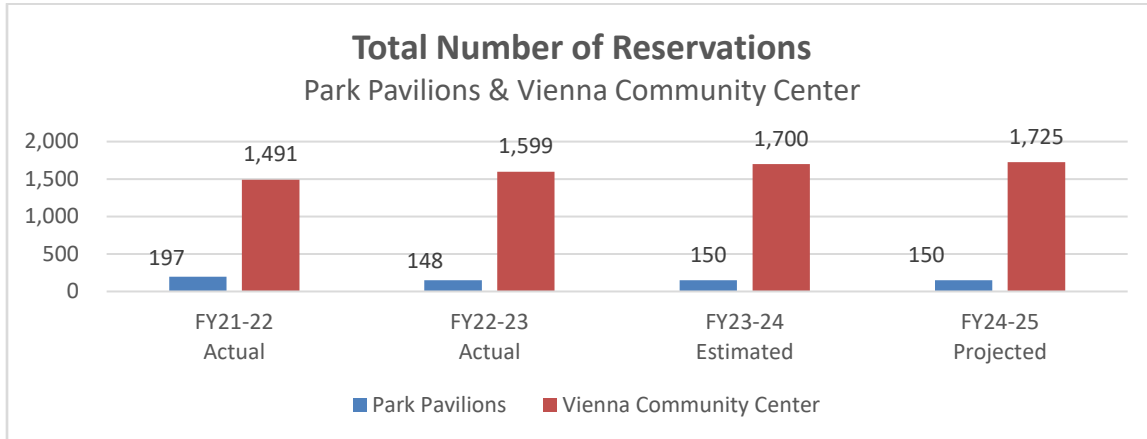
FY 24-25 INITIATIVES

- Ensure competitive pricing by conducting a Market Analysis by August 2024 to assess picnic and community center rental rates.
- Evaluate and update the Facilities Maintenance Plan for the Community Center by October 2024, and establish an annual inventory management process of ordering, storing, using, and disposal of all Community Center inventory, by June 2025.
- Assess functional roles within the Community Center by December 2024 to identify and implement core training needs and create cross-training opportunities that strengthen staff skills and foster exceptional customer experiences.

**COMMUNITY CENTER
17130**

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, influential, and well-governed community.*



Community Activities Supported by the Vienna Community Center

| Description | FY21-22 Actual | FY22-23 Actual | FY23-24 Estimated | FY24-25 Projected |
|--------------------------------------|----------------|----------------|-------------------|-------------------|
| Total Number of Activities Supported | 5,748 | 6,580 | 6,750 | 6,800 |
| Total Hours of Activities Supported | 14,375 | 16,653 | 16,750 | 17,000 |

The types of activities supported in the Vienna Community Center (VCC) include rentals, fee-based programs, camps, performing arts and special events, free activities and services, and community meeting space for boards, commissions, Town Departments, youth associations, town residents' use, and other stakeholders. VCC Staff also support ceramics programming hosted at the Bowman House.

**COMMUNITY CENTER
17130**

PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|----------------------------------|-----------------------------|-----------------------------|-----------------------------|
| Community Center Manager | 1 | 1 | 0 ¹ |
| Community Center Supervisor | 1 | 1 | 1 |
| Facilities Operator | 0 | 1 | 1 |
| Custodian | 2 | 1 ² | 1 |
| Customer Care Specialist | 1 | 1 | 1 |
| Total Benefited Employees | 5 | 5 | 4 |

¹Community Center Manager position was eliminated with the addition of a Deputy Director under Administration (17110).

²Second Custodian position was transitioned to a Facilities Operator in FY23-24.

| Temporary and Part-time Staff¹ | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|--|-----------------------------|-----------------------------|-----------------------------|
| 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 |
| Total Non-Benefited Staffing² | 18 | 18 | 18 |

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

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

FY 24-25 BUDGET CHANGES

- Increased Overtime (account 41002) to account for an increase to full-time staff overtime expenses for necessary support of community events and program/facility operations.
- Increased Part-time without Benefits (account 41004) to account for an increase to part-time staff over-time expenses for necessary support of community events and program/facility operations.
- Increased HVAC Maintenance Contract (account 43304) to account for a service level increase for HVAC maintenance, due to an aging system, and increases in parts and maintenance.
- Increased Electricity (account 45101) to account for an increased cost of electricity.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

DIVISION 17130
NAME COMMUNITY CENTER OPERATIONS

| ACCOUNT NUMBER TITLE | FY 22-23 ACTUAL | -----FY 23-24----- | | FY 24-25 ADOPTED | NET CHANGE |
|--|--------------------|--------------------|-------------------|---------------------|--------------------|
| | | BUDGET | REVISED | | |
| 41001 Salaries and Wages | \$ 311,556 | \$ 348,790 | \$ 348,790 | \$ 259,470 | \$ (89,320) |
| 41002 Overtime | 25,792 | 17,000 | 26,000 | 25,000 | 8,000 |
| 41003 Regular Part Time with Benefits | 86 | - | - | - | - |
| 41004 Part Time without Benefits | 149,396 | 134,000 | 147,000 | 149,000 | 15,000 |
| 41006 Annual Leave Liquidation | 59,874 | - | - | - | - |
| 41008 Annual Leave Cash-In | 371 | - | - | - | - |
| 41011 Non Exempt Comp Time Liquidation | 107 | - | - | - | - |
| 41015 Performance Bonus | 3,500 | - | - | - | - |
| TOTAL PERSONNEL SERVICES | 550,681 | 499,790 | 521,790 | 433,470 | (66,320) |
| 42001 F.I.C.A. | 41,251 | 42,720 | 42,720 | 21,930 | (20,790) |
| 42002 V.R.S. | 40,453 | 43,350 | 43,350 | 32,720 | (10,630) |
| 42003 V.R.S. Life Insurance | 4,303 | 4,810 | 4,810 | 3,220 | (1,590) |
| 42007 Health Insurance | 34,875 | 45,390 | 45,390 | 31,760 | (13,630) |
| 42012 Cafeteria Plan Fees | 56 | 140 | 140 | 140 | - |
| 42018 Employer Contributions:DC401A | 12,242 | 13,980 | 13,980 | 10,120 | (3,860) |
| 42021 V.R.S. Hybrid 401A Match | 3,426 | 3,580 | 3,580 | 1,800 | (1,780) |
| 42025 V.R.S. Hybrid Disability | 825 | 820 | 820 | 2,590 | 1,770 |
| TOTAL EMPLOYEE BENEFITS | 137,431 | 154,790 | 154,790 | 104,280 | (50,510) |
| 43304 H/AC Maintenance Contract | 30,344 | 25,000 | 25,000 | 50,000 | 25,000 |
| 43307 Repair/Maintenance Services | 22,324 | 23,000 | 23,000 | 30,000 | 7,000 |
| 43308 Contracts/Services | 31,665 | 28,000 | 33,090 | 32,000 | 4,000 |
| 43309 Cell Phone Expense | 2,880 | 4,000 | 4,000 | 4,000 | - |
| 43701 Uniform Rental/Cleaning | 2,109 | 2,500 | 2,500 | 2,500 | - |
| 43702 Janitorial/Custodial Service | 220 | 1,000 | 1,000 | 1,000 | - |
| TOTAL PURCHASED SERVICES | 89,542 | 83,500 | 88,590 | 119,500 | 36,000 |
| 45101 Electricity | 49,754 | 49,000 | 80,000 | 62,000 | 13,000 |
| 45102 Natural Gas | 11,145 | 15,000 | 15,000 | 15,000 | - |
| 45104 Water/Sewer Service | 5,211 | 6,360 | 6,360 | 8,260 | 1,900 |
| 45503 Subsistence/Lodging | 511 | 1,600 | 1,600 | 2,100 | 500 |
| 45504 Conventions/Education | 848 | 700 | 700 | 2,900 | 2,200 |
| TOTAL OTHER CHARGES | 67,469 | 72,660 | 103,660 | 90,260 | 17,600 |
| 46005 Janitorial Supplies | 11,443 | 19,000 | 17,700 | 15,000 | (4,000) |
| 46007 Repair/Maintenance Supplies | 1,841 | 2,500 | 2,500 | 10,000 | 7,500 |
| 46011 Uniforms/Safety Apparel | 1,367 | 2,700 | 2,700 | 1,500 | (1,200) |
| 46013 Recreation Supplies | 885 | 750 | 1,325 | 750 | - |
| 46015 Operational Supplies | 3,667 | 4,500 | 4,500 | 4,500 | - |
| TOTAL MATERIALS AND SUPPLIES | 19,202 | 29,450 | 28,725 | 31,750 | 2,300 |
| 47203 Service Awards | 750 | - | - | - | - |
| TOTAL PROGRAMS AND SERVICES | 750 | - | - | - | - |
| 48101 Mach/Equipmt Replacement | - | - | - | 8,500 | 8,500 |
| 48102 Furniture/Fixture Replacement | 21,521 | - | - | 7,500 | 7,500 |
| TOTAL CAPITAL OUTLAY | 21,521 | - | - | 16,000 | 16,000 |
| TOTAL COMM CENTER OPERATIONS | \$ 886,596 | \$ 840,190 | \$ 897,555 | \$ 795,260 | \$ (44,930) |

**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 Long-Term Use Study conducted in FY24 has led to the building being taken down in Spring of 2024.

PERSONNEL

| Temporary and Part-Time Staff | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|--|-----------------------------|-----------------------------|-----------------------------|
| Part-time Building Supervisors (MOD's) | 3 | 0 | 0 |
| Part-time Customer Care Specialist | 3 | 0 | 0 |
| Part-time Custodian | 2 | 0 | 0 |
| Total Non-Benefited Staff | 8 | 0 | 0 |

FY 24-25 BUDGET CHANGES

- The Annex Budget has been moved to other Parks & Recreation division to help pay for an increase in the utility bills.

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

**DIVISION 17135
NAME THE ANNEX**

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|-----------------------------------|-------------------------|-------------------------|-------------------------|--------------------|---------------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 43304 H/AC Maintenance Contract | - | 6,000 | - | - | (6,000) |
| 43307 Repair/Maintenance Services | 4,420 | 5,000 | - | - | (5,000) |
| 43308 Contracts/Services | <u>840</u> | <u>3,500</u> | <u>3,500</u> | - | <u>(3,500)</u> |
| TOTAL PURCHASED SERVICES | 5,260 | 14,500 | 3,500 | - | (14,500) |
| 45101 Electricity | 17,128 | 15,000 | 10,000 | - | (15,000) |
| 45102 Natural Gas | 11,542 | 7,000 | 7,000 | - | (7,000) |
| 45104 Water/Sewer Service | <u>1,896</u> | <u>4,000</u> | <u>4,000</u> | - | <u>(4,000)</u> |
| TOTAL OTHER CHARGES | 30,567 | 26,000 | 21,000 | - | (26,000) |
| 46007 Repair/Maintenance Supplies | 1,300 | 5,000 | 1,000 | - | (5,000) |
| 46015 Operational Supplies | <u>-</u> | <u>1,000</u> | <u>1,000</u> | - | <u>(1,000)</u> |
| TOTAL MATERIAL SUPPLIES | 1,300 | 6,000 | 2,000 | - | (6,000) |
| TOTAL THE ANNEX | <u><u>\$ 37,127</u></u> | <u><u>\$ 46,500</u></u> | <u><u>\$ 26,500</u></u> | <u><u>\$ -</u></u> | <u><u>\$ (46,500)</u></u> |

**PROGRAMS
17150**

PURPOSE

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



STRATEGIC PLAN  

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 art, camps, dance, fitness, health and wellness, music, sports, theatre classes, writing courses and one-day workshops.
- Provide free drop-in activities for mature adults (55 & older) to provide mental and social benefits – card games, scrabble, knitting circle, dominoes, Friday Flicks movie afternoons.
- Provide free informative lectures for mature adults to educate participants and enrich their lives to include mental health, financial and retirement planning, Medicare and Social Security, health and fitness topics.
- Conduct program marketing and program satisfaction surveys.
- Partner with other jurisdictions and organizations to offer programs.

FY 23-24 ACCOMPLISHMENTS

Throughout the year

- Held social events for mature adults which offers a sense of belonging that provides added health benefits and prevents isolation.
 - 3 bingo events with over 60 attendees at each one.
 - 2 large events partnered with the Shepherd’s Center of Northern Virginia (Thanksgiving and Lunar New Year) with over 80 attendees at each one.

PROGRAMS
17150

- 1 CarFit event partnering with AARP and Driver Rehabilitation Center with 18 people in attendance.
- 1 Wellness & Safety Expo with over 50 vendors providing a wide range of resources for mature adults.

Summer 2023

- Offered 150 camps including gymnastic, STEAM (science, technology, engineering, art and math), robotics, chess and sport camps which served 3,057 children ranging from preschool through high school.
- Offered 100 classes for preschool and youth, adult and mature adults serving 930 participants.
- Collaborated with Northern Virginia Resource Center for Deaf and Hard of Hearing Persons to offer a Free Hearing Screening event for mature adults.
- Tracked pickleball court usage at Glyndon Park from March 2023 – November 2023 – Of the 5,472 available hours to reserve, 2,754 hours were reserved; 50% of the available reservation times were booked.
- Offered 7 trips (including 4 Mature Adult Adventure Daze trips) for mature adults.

Fall 2023

- Offered 190 classes for preschool/youth through mature adults serving 1800 participants.
- Offered Mature adults classes on fall prevention/balance and fitness.
- Offered 6 trips for mature adults.

Winter 2024

- Offered 186 classes serving 1,932 participants for all ages.
- Held 3 winter break school age camps serving 85 school age youth.
- Introduced 1 new intergenerational holiday workshop with 44 individuals in attendance and 2 new holiday workshops serving 66 school age youth.
- Offered 4 trips for mature adults.

Spring 2024

- Offered 153 classes serving 1,600 participants for all ages.
- Introduced 3 camp sessions on days that Fairfax County Public Schools were off.
- Held 3 Spring Break Camps for school age youth.
- Offered 5 trips for mature adults.

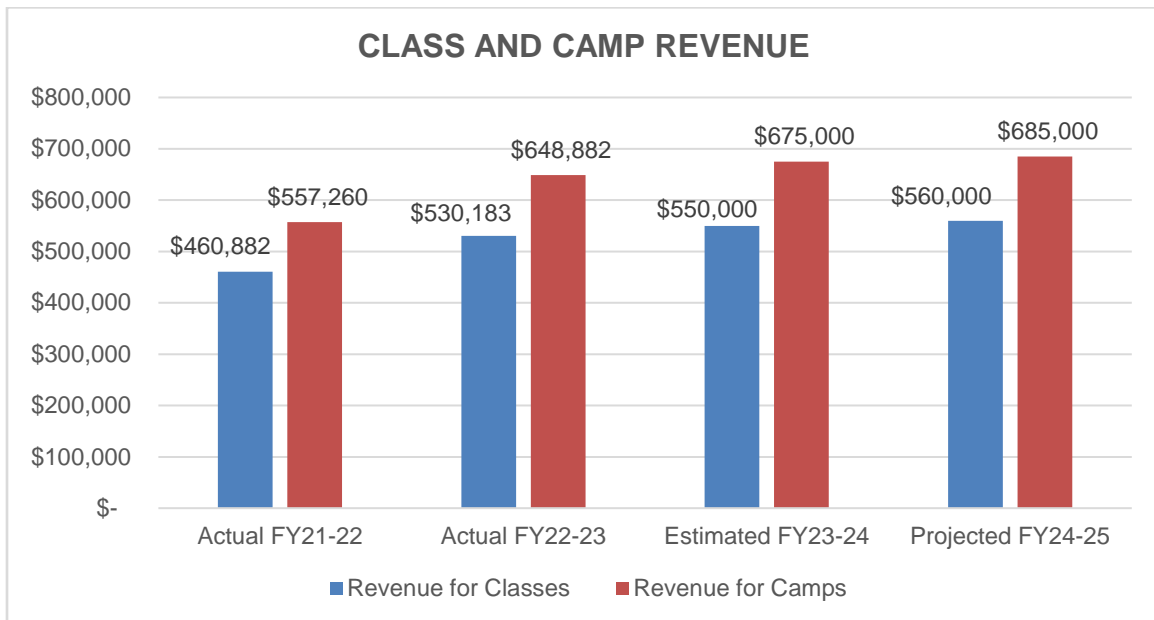
**PROGRAMS
17150**

FY 24-25 INITIATIVES

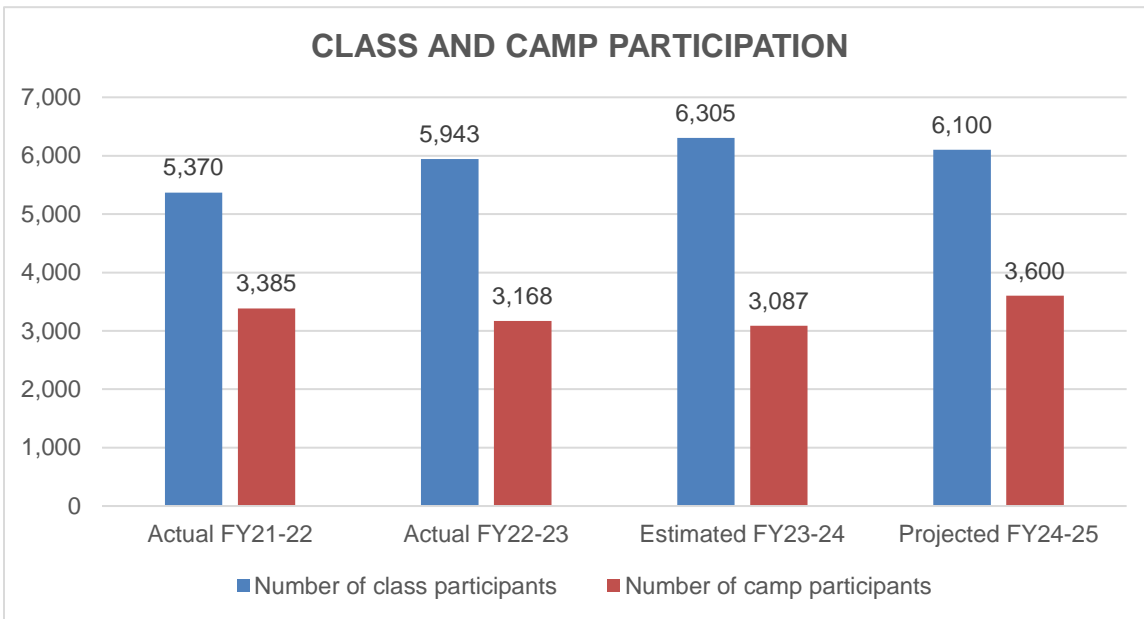
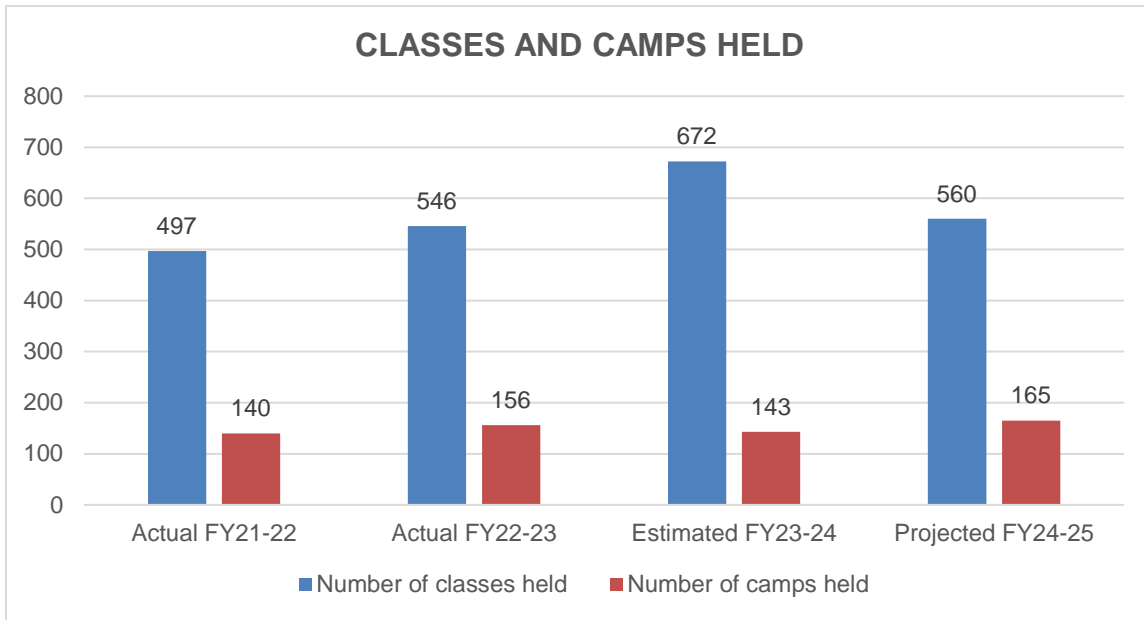
- Compare class fees to 3 similar jurisdictions to ensure Vienna is offering competitive pricing.
- Implement a Class and Camp Participant Survey by summer 2024.
- Redesign and implement a volunteer application and manual to include all types and ways of volunteerism within the Parks and Recreation Department by Summer 2024.
- Increase lectures by adding 6 no cost workshops for mature adults using resources such as Fairfax County Social Services, Health Department, and Area Agency on Aging.
- Partner with local senior living residences to provide their residents with the opportunity to attend programs at the community center beginning Fall 2024.

PERFORMANCE MEASURES

Strategic Plan Importance: By offering a variety of classes for Town residents that align with their changing interests, as well as adding additional classes, will increase revenue year over year allowing for an expected 2 percent increase in FY2025. *This promotes Vienna as a fiscally responsible community.*



**PROGRAMS
17150**



**PROGRAMS
17150**

PERSONNEL

| Temporary & Part-Time Staffing¹ | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|---|-----------------------------|-----------------------------|-----------------------------|
| Part-time Program Staff | 18 | 18 | 18 |
| Part-time Class Instructors | 25 | 25 | 25 |
| Contract Instructors | 37 | 37 | 37 |
| Total – Non-benefited staffing² | 80 | 80 | 80 |

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

²These 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 24-25 BUDGET CHANGES

- Increase in Part time without Benefits (account 41004) to account for increased monitoring of fields, locking and unlocking pickleball nets, restrooms and working special events and a small increase in salaries for part time camp staff. 50% of expense- costs are offset by camp fee revenue.
- Increase in Other Part Time (account 41005) to account for an increase of classes held, which are offset by revenue.
- Increase in Contractual Instructors (account 43308) to account for an increase in classes held, which are offset by revenue.

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

**DIVISION 17150
NAME PROGRAMS**

| ACCOUNT NUMBER TITLE | FY 22-23 ACTUAL | -----FY 23-24----- BUDGET | REVISED | FY 24-25 ADOPTED | NET CHANGE |
|-------------------------------------|--------------------------|------------------------------|--------------------------|--------------------------|-------------------------|
| 41001 Salaries and Wages | \$ 82 | \$ - | \$ - | \$ - | \$ - |
| 41002 Overtime | 6,785 | 5,100 | 10,000 | 11,000 | 5,900 |
| 41004 Part Time without Benefits | 79,629 | 96,000 | 145,000 | 124,000 | 28,000 |
| 41005 Other Part Time | <u>100,351</u> | <u>85,000</u> | <u>110,000</u> | <u>110,000</u> | <u>25,000</u> |
| TOTAL PERSONNEL SERVICES | 186,847 | 186,100 | 265,000 | 245,000 | 58,900 |
| 42001 F.I.C.A. | <u>14,294</u> | <u>11,500</u> | <u>11,500</u> | <u>11,500</u> | - |
| TOTAL EMPLOYEE BENEFITS | 14,294 | 11,500 | 11,500 | 11,500 | - |
| 43308 Contracts/Services | <u>468,088</u> | <u>365,000</u> | <u>500,000</u> | <u>390,000</u> | <u>25,000</u> |
| TOTAL PURCHASED SERVICES | 468,088 | 365,000 | 500,000 | 390,000 | 25,000 |
| 46013 Recreation Supplies | <u>14,245</u> | <u>20,080</u> | <u>20,080</u> | <u>20,080</u> | - |
| TOTAL MATERIALS AND SUPPLIES | 14,245 | 20,080 | 20,080 | 20,080 | - |
| 47703 Camps | <u>29,540</u> | <u>45,000</u> | <u>45,000</u> | <u>50,000</u> | <u>5,000</u> |
| TOTAL PROGRAMS AND SERVICES | 29,540 | 45,000 | 45,000 | 50,000 | 5,000 |
| 48101 Machine/Equipment Replacement | <u>5,448</u> | <u>4,000</u> | <u>4,000</u> | <u>4,000</u> | - |
| TOTAL CAPITAL OUTLAY | 5,448 | 4,000 | 4,000 | 4,000 | - |
| TOTAL PROGRAMS | <u>\$ 718,462</u> | <u>\$ 631,680</u> | <u>\$ 845,580</u> | <u>\$ 720,580</u> | <u>\$ 88,900</u> |

**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 23-24 ACCOMPLISHMENTS

Summer 2023

- Planned and executed the third annual Liberty Amendments month featuring 39 programs to more than 11,000 people that included weekly events for all ages.
- Organized, planned, and executed a vibrant and successful Summer on the Green Concert Series which included 12 Summer Concerts to approximately 2,700 people from June to August of 2023.
- Organized, planned, and executed a successful Kids on the Green Series which included 8 events to approximately 2,000 people from June to August of 2023.
- Created a Kids on the Green set-up manual for all staff to use.

SPECIAL EVENTS
17155

- Organized and implemented a successful Stories and Sprinklers program in partnership with Historic Vienna, Inc. The 2023 series included 5 events to approximately 163 people from June to July of 2023.
- Planned and executed a vibrant and successful Chillin' on Church Block Party Series which included 4 third Friday block parties presented to approximately 25,000 people from June to Sept of 2023, generating \$61,975 in revenue from drink ticket sales.
- Implemented and executed successful Big Screen on the Green Series which included 3 movie events presented to approximately 450 people from July to September of 2023.
- Created a Big Screen on the Green set-up manual for all staff to use.
- Coordinated with the Vienna Theatre Company President and Vienna Youth Players Director to reserve space for Theatre use at the Community Center.
- Worked with the Vienna Business Association and Oktoberfest Committee to support the presentation of a successful Oktoberfest Festival to approximately 35,000 attendees.
- Supported Vienna Youth Players Director and program in the execution of a successful 2023 program that served 69 students and presented 'The Lightning Thief' in 5 productions to 888 people generating \$15,984 in ticket sales.

Fall 2023

- Organized, planned, and executed the 77th Annual Halloween Parade with 107 entries and approximately 30,000 attendees. Generated \$11,000 in sponsor revenue. This was the largest parade and the highest sponsored revenue in more than ten years.
- Planned and organized Halloween on the Green. Event was cancelled due to inclement weather.
- Held 8 Vienna Theatre Company productions of 'On Golden Pond' to 450 attendees. Ticket sales generated \$6,879 in revenue.

Winter 2024

- Planned, organized, and executed successful Church Street Holiday Stroll in partnership with the Historic Vienna, Inc. to more than 1,500 attendees. More than 27 Church Street businesses participated in this year's stroll.
- Organized and implemented sold out Cookies with Santa event for 251 attendees.
- Organized and executed Holiday Decorating Contest in partnership with Economic Development and the Town Business Liaison Committee for a total of 50 participants (28 residents and 22 businesses). There were 1,167 people who voted for their favorite displays in the contest. Awards were presented at the Mayor and Town Council Holiday Reception.

SPECIAL EVENTS
17155

- Held 8 Vienna Theatre Company productions of 'Shakespeare in Hollywood' to an estimated 500 attendees.
- Assisted with the Vienna Theatre Company's production of 'Who's Afraid of the Big Bad Wolf?' Children's production to an estimated 300 attendees.

Spring 2024

- Planned and implemented a successful Vienna Photo Show. The 2024 Vienna Photo Show featured an estimated 150 photographs and 60 photographers. An estimated 150 people attended the Photo Show held on March 16th and March 17th.
- Held a successful, sold-out Fishing Rodeo at Wildwood Park to an estimated 300 attendees.
- Held two successful, sold-out Flashlight Egg Hunts at Glyndon Park to an estimated 410 attendees.
- Supported execution of Walk on the Hill event. Event presented in partnership with Historic Vienna, Inc. and the Windover Heights Historic District and included approximately 50 residential gardens open to the public with an estimated 200 attendees.
- Held 8 Vienna Theatre Company productions of 'The 39 Steps' to an estimated 500 attendees.
- Worked with The Rotary Club of Vienna and the Viva Vienna Committee to support the presentation of a successful three day, 40th Anniversary Viva Vienna Festival over Memorial Day weekend to more than 35,000 attendees.

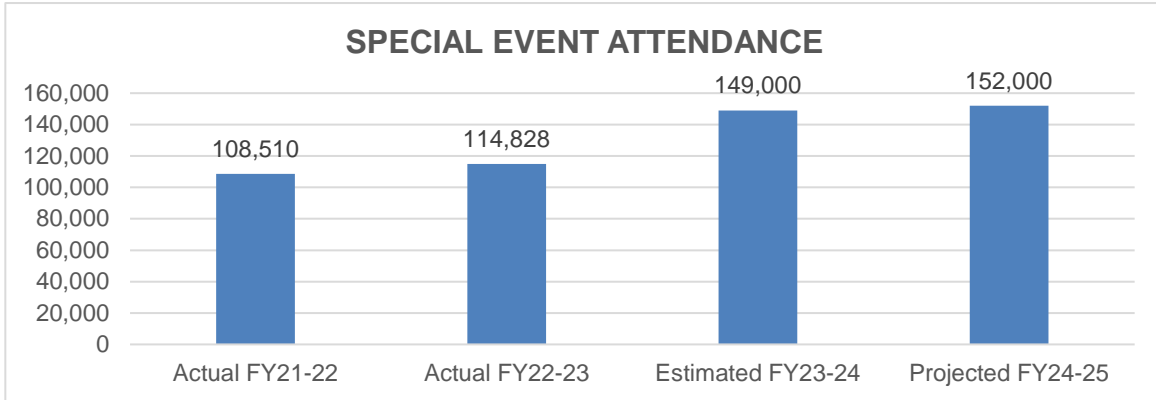
FY 24-25 INITIATIVES

- Create and finalize a special events manual for the Parks and Recreation Department by June 2025. Event manual to include Standard Operating Procedures for event protocols and staff standards, Event timelines, event purpose statements and event execution plans.
- Create a system for evaluating events through feedback from stakeholders in the community, Town staff, elected officials, vendors, and event partners. Complete event evaluation system by June 2025.
- Implement a formal staff training program for all part-time event staff and increase the special event part-time staff by 3-5 positions by June 2025.

**SPECIAL EVENTS
17155**

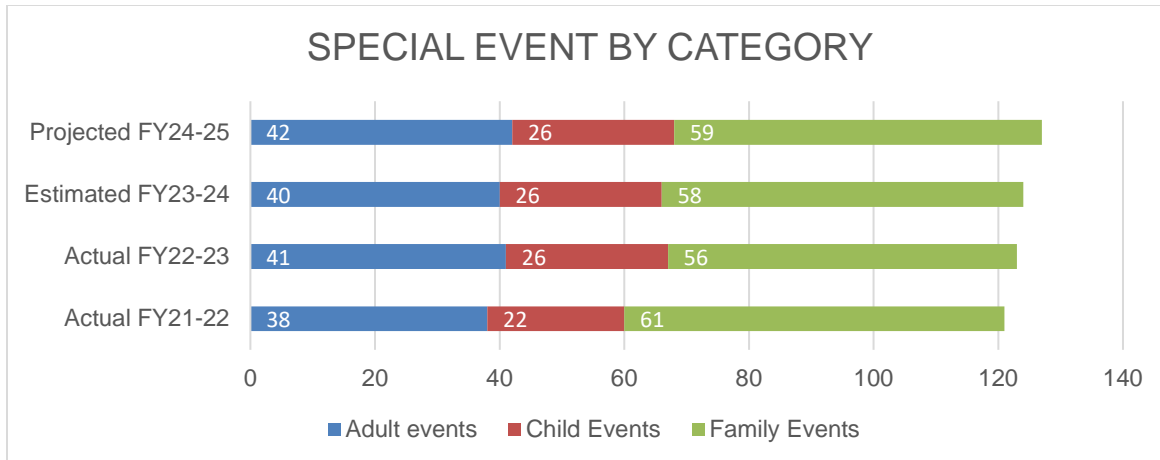
PERFORMANCE MEASURES

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 FY2020 & FY2021 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 FY2023, Oktoberfest was canceled due to weather.
- in the Fall of FY2024, Halloween on the Green was canceled due to weather.



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 FY2022, is due to the programming changes made in Liberty Amendments Month. In FY2023, Oktoberfest was cancelled.

FY 24-25 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 17155
NAME SPECIAL EVENTS**

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|------------------------------------|-------------------|--------------------|-------------------|-------------------|-------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 41002 Overtime | \$ - | \$ - | \$ 500 | \$ 1,000 | \$ 1,000 |
| 41004 Part Time without Benefits | \$ 11,214 | \$ 12,000 | \$ 12,000 | \$ 11,000 | \$ (1,000) |
| TOTAL PERSONNEL SERVICES | \$ 11,214 | \$ 12,000 | \$ 12,500 | \$ 12,000 | \$ - |
| 42001 F.I.C.A. | 858 | - | - | - | - |
| TOTAL EMPLOYEE BENEFITS | 858 | - | - | - | - |
| 47702 Adult Athletics | \$ - | \$ - | \$ - | \$ 500 | \$ 500 |
| 47704 Adult Trips | 28,625 | 29,000 | 31,000 | 31,000 | 2,000 |
| 47705 Youth Special Events | 22,334 | 25,450 | 23,500 | 24,950 | (500) |
| 47706 Adult Special Events | 15,745 | 18,000 | 18,000 | 18,000 | - |
| 47707 Special Events - Large Scale | 91,169 | 111,870 | 140,000 | 101,870 | (10,000) |
| 47708 Liberty Amendments Month | - | 15,700 | 16,000 | 15,700 | - |
| 47713 Town Green Events | 3,849 | 4,000 | 10,500 | 4,000 | - |
| TOTAL PROGRAMS AND SERVICES | 161,723 | 204,020 | 239,000 | 196,020 | (8,000) |
| TOTAL SPECIAL EVENTS | \$ 173,795 | \$ 216,020 | \$ 251,500 | \$ 208,020 | \$ (8,000) |

**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.

The Teen Center is partially funded by Fairfax County.

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 23-24 ACCOMPLISHMENTS

Throughout the Year

- Partnered with 10 outside organizations to offer 20 youth teen programs including workshops, seminars, and activities.
- Hosted 4 rentals including the James Madison High School All Night Grad event.

TEEN CENTER
17160

- Expanded the van transportation from Thoreau Middle School, and added Kilmer Middle School, to Club Phoenix Teen Center.
- Coordinated and held a student volunteer program to educate 15-20 mature adults about electronic device skills.
- Continued to offer 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.
- Organized and collaborated with 73 teen volunteers to assist with duties at the Teen Center, special events, and Town partnered event opportunities for calendar year 2023.
- Completed the Fairfax County Contributory Request for Club Phoenix funding.

Summer

- Planned and coordinated a Dog Days of Summer Series throughout the Summer of 2023 for 26 teens.

Fall

- Accepted 9 new Teen Council members for the Club Phoenix Teen Center School Year ‘23-’24.
- Club Phoenix Teen Center pioneered two new clubs: 3 “Worldwide Club,” where teens expand upon their knowledge of other countries to broaden their perspectives; and 4 “Dungeons and Dragons Club,” where teens get into the world of roll playing, problem solving, and negotiation.
- Planned and coordinated a First Semester Open House for 27 teens and 5 new families at the Club Phoenix Teen Center.

Winter

- Developed and held a Lunar New Year Second Semester Open House, partnering with Home School Students, Wellness Wednesday to include financial wellness, emotional wellness, and physical wellness.
- Hosted a performance by School of Rock Vienna, the junior house band.
- Held 3 parent discussions to include: “Talk They Hear You”, “QPR Suicide Prevention”, and parent “Revive Training” (opioid overdose training) through Fairfax County Community Services Board.

Spring

- Hosted the 10th annual Club Phoenix Award with an added Teen Festival.
- Hold an end of year party, two Wellness Wednesdays (spiritual and environmental), and a Youth “Revive Training” (opioid overdose) through Fairfax County Community Services Board.
- Partnered with Cereset for a wellness lecture.

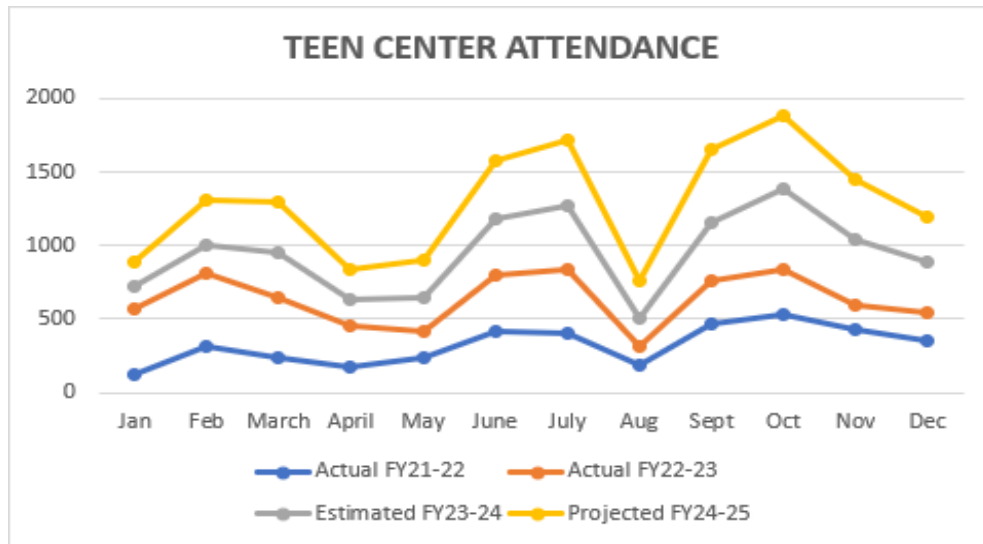
**TEEN CENTER
17160**

FY 24-25 INITIATIVES

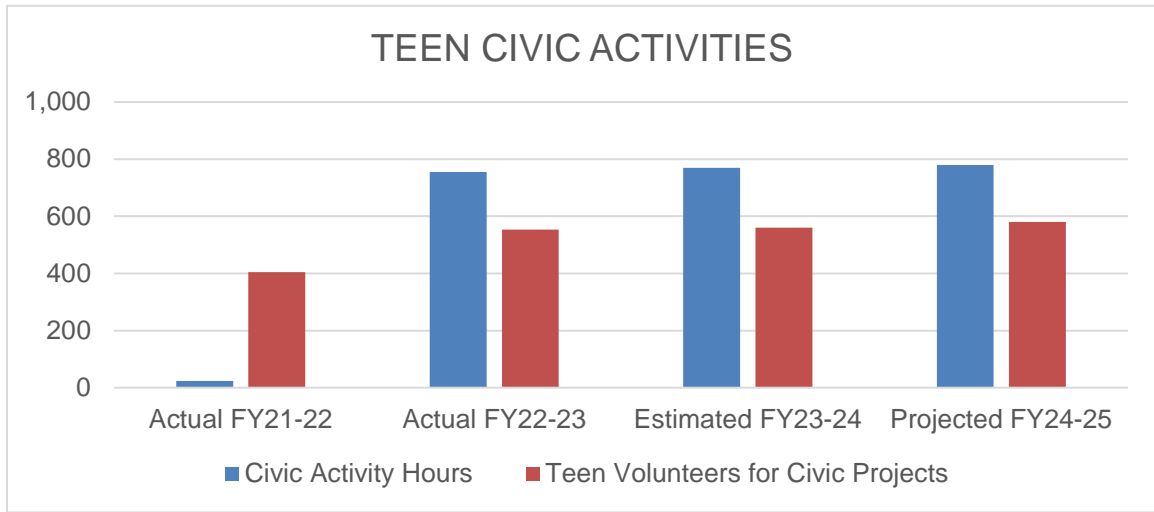
- Increase the number of community outreach programs in 2024 by 10 percent through partnership with other organizations.
- Increase the total number of active registered Club Phoenix members by 5 percent with the addition of van transportation from Kilmer Middle School.
- Requested additional funding support from Fairfax County for a total of \$40,000, increase of \$7,700.

PERFORMANCE MEASURES

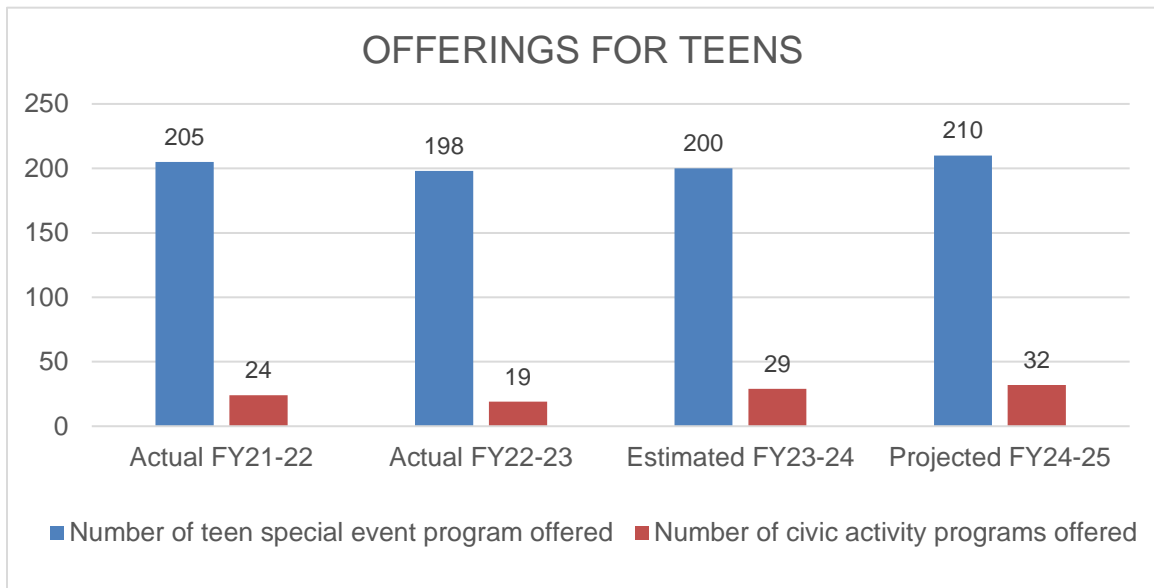
Strategic Plan Importance: The Teen Center is looking to offer more of a variety of programs/events for local students, with a goal of increasing activities and opportunities for volunteerism by at least 5 percent, *advancing Vienna as an engaged community.*



**TEEN CENTER
17160**



- Civic Activity Hours - number of hours offered for students to assist with activities such as Club Phoenix “The Nest”, Halloween Goodie Bag stuffing, etc.



- Teen Volunteer Projects – Assisting with Town special events.
- Special Event offerings - parent discussions, watch parties, bands, special month offerings, learning series
- Civic Activity Programs offered – programs where teens give back to the community, writing letters and collecting for the Hero Box to people in the military through the Million Thanks program, assisting with Town special events and the Day of Service.

**TEEN CENTER
17160**

PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|---|-----------------------------|-----------------------------|-----------------------------|
| Recreation Coordinator | 1 | 1 | 1 |
| After-School Program Coordinator | 1 | 1 | 1 |
| Total Benefited Employees | 2 | 2 | 2 |
| Temporary & Part-Time Staffing¹ | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
| Part-Time Teen Center Staff | 5 | 5 | 5 |
| Total Non-Benefited Staffing² | 5 | 5 | 5 |

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

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

FY 24-25 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 17160
NAME TEEN CENTER PROGRAM**

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|-------------------------------------|-------------------|--------------------|-------------------|-------------------|-----------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 41001 Salaries and Wages | \$ 131,013 | \$ 138,350 | \$ 138,350 | \$ 143,970 | \$ 5,620 |
| 41002 Overtime | 8,397 | 10,000 | 10,000 | 10,000 | - |
| 41004 Part Time without Benefits | 40,731 | 36,000 | 39,500 | 41,000 | 5,000 |
| 41015 Performance Bonus | 500 | - | - | - | - |
| TOTAL PERSONNEL SERVICES | 180,640 | 184,350 | 187,850 | 194,970 | 10,620 |
| 42001 F.I.C.A. | 13,512 | 14,350 | 14,350 | 11,780 | (2,570) |
| 42002 V.R.S. | 14,651 | 15,290 | 15,290 | 18,150 | 2,860 |
| 42003 V.R.S. Life Insurance | 1,752 | 1,850 | 1,850 | 1,780 | (70) |
| 42007 Health Insurance | 16,065 | 17,260 | 17,260 | 16,410 | (850) |
| 42012 Cafeteria Plan Fees | 66 | 70 | 70 | 70 | - |
| 42018 Employer Contributions:DC401A | 5,028 | 5,530 | 5,530 | 5,620 | 90 |
| 42021 V.R.S Hybrid 401A Match | 3,208 | 3,540 | 3,540 | 1,440 | (2,100) |
| 42025 V.R.S Hybrid Disability | 691 | 740 | 740 | 2,080 | 1,340 |
| TOTAL EMPLOYEE BENEFITS | 54,971 | 58,630 | 58,630 | 57,330 | (1,300) |
| 43308 Contracts/Services | 2,702 | 5,800 | 5,200 | 5,800 | - |
| TOTAL PURCHASED SERVICES | 2,702 | 5,800 | 5,200 | 5,800 | - |
| 46013 Recreation Supplies | 3,908 | 7,500 | 7,000 | 7,500 | - |
| 46016 Supplies for Resale | 6,339 | 8,000 | 8,000 | 8,000 | - |
| TOTAL MATERIALS AND SUPPLIES | 10,247 | 15,500 | 15,000 | 15,500 | - |
| 47203 Service Awards | 300 | - | - | - | - |
| TOTAL PROGRAMS AND SERVICES | 300 | - | - | - | - |
| 48102 Furniture/Fixture Replacement | - | 5,130 | 5,130 | 5,130 | - |
| TOTAL CAPITAL OUTLAY | - | 5,130 | 5,130 | 5,130 | - |
| TOTAL TEEN CENTER PROGRAM | \$ 248,861 | \$ 269,410 | \$ 271,810 | \$ 278,730 | \$ 9,320 |

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 engaged and has embraced standards for sustainability, making it a complete and unique place to live-work-play-shop in Northern Virginia. This division 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:
 - Walk on the Hill
 - Liberty Amendments Celebration
 - Afternoon Teas
 - Living History Exhibits
 - Santa Visits

FY 23-24 ACCOMPLISHMENTS

- Repaired footers and replaced front steps of the Freeman Store.
- Replaced windowsills at the Freeman Store.
- Completed the bridge installation, which connects the Freeman Store to the W&OD Trail.
- NOVA Parks made significant exterior improvements to the Train Station.
- The Optimists Club had approximately 3,850 visitors during the Caboose open houses held in 2023, including 770 on the evening of the Church Street Holiday Stroll.

**HISTORIC PRESERVATION
17250**

FY 24-25 INITIATIVES

- Replace the pebbles in front of the Freeman Store with a stable walking surface.
- Develop a request for proposal for a Historical Building Assessment of the Freeman Store and Little Library, and secure a contractor to conduct the assessment.
- The Optimists Club will touch up painting on the Caboose roof, stairs, and railings, as well as repaint the crossing and train signs near the Caboose.

PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Storekeeper | \$15,000 | \$15,000 | \$15,000 |

FY 24-25 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 17250
NAME HISTORIC PRESERVATION**

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|-------------------------------------|------------------|--------------------|------------------|------------------|-----------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 43101 Consulting Services | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ - |
| 43304 H/AC Maintenance Contract | 1,755 | 1,500 | 1,500 | 1,500 | - |
| 43307 Repair/Maintenance Services | 2,491 | 1,500 | 780 | 5,000 | 3,500 |
| 43308 Contracts/Services | - | - | - | - | - |
| TOTAL PURCHASED SERVICES | 19,246 | 18,000 | 17,280 | 21,500 | 3,500 |
| 45101 Electricity | 6,227 | 6,500 | 12,000 | 6,500 | - |
| 45102 Natural Gas | 2,500 | 2,000 | 2,000 | 2,000 | - |
| 45104 Water/Sewer Service | 1,619 | 2,000 | 2,000 | 2,000 | - |
| TOTAL OTHER CHARGES | 10,346 | 10,500 | 16,000 | 10,500 | - |
| 46001 Office Supplies | (67) | - | - | - | - |
| 46007 Repair/Maintenance Supplies | 921 | 1,000 | 1,000 | 1,000 | - |
| TOTAL MATERIALS AND SUPPLIES | 854 | 1,000 | 1,000 | 1,000 | - |
| 47403 Physical Improvements | 843 | 1,500 | 1,500 | 1,500 | - |
| TOTAL PROGRAMS AND SERVICES | 843 | 1,500 | 1,500 | 1,500 | - |
| TOTAL HISTORIC PRESERVATION | \$ 31,288 | \$ 31,000 | \$ 35,780 | \$ 34,500 | \$ 3,500 |

PLANNING & ZONING

MISSION

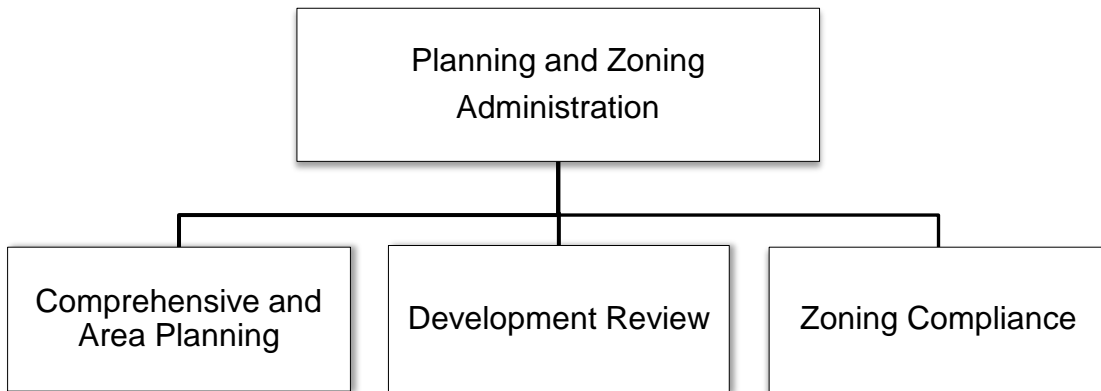
Planning and Zoning strives to provide the highest-quality services in planning, zoning administration, and code compliance to ensure that the Town of Vienna remains a well-planned, attractive, comfortable, and vibrant community.

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.



Community Kick-Off for the Project to Update the Comprehensive Plan, "Pancakes with Planners"

PLANNING & ZONING



PLANNING & ZONING

| | | | | | |
|---------------------------------|--|--|--|--|--|
| TOWN OF VIENNA | | | | | |
| FISCAL YEAR 24-25 BUDGET | | | | | |

| | FY 22-23 Actuals | FY 23-24 Adopted | FY 23-24 Revised | FY 24-25 Adopted | Net Change |
|----------------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| Planning and Zoning | 1,106,490 | 1,321,570 | 1,332,250 | 1,438,320 | 116,750 |
| Planning and Zoning | 1,106,490 | 1,321,570 | 1,332,250 | 1,438,320 | 116,750 |

| | FY 22-23 Actuals | FY 23-24 Adopted | FY 24-25 Adopted | Net Change | FY 24-25 % of Total |
|----------------------------|---------------------|---------------------|---------------------|----------------|------------------------|
| Personnel Services | 726,420 | 865,600 | 942,730 | 77,130 | 65.5% |
| Employee Benefits | 285,535 | 345,130 | 368,440 | 23,310 | 25.6% |
| Purchased Services | 69,231 | 86,050 | 94,300 | 8,250 | 6.6% |
| Other Charges | 14,692 | 15,140 | 18,500 | 3,360 | 1.3% |
| Materials and Supplies | 6,924 | 7,650 | 8,300 | 650 | 0.6% |
| Program and Services | 3,689 | 2,000 | 3,050 | 1,050 | 0.2% |
| Capital Outlay | 0 | 0 | 3,000 | 3,000 | 0.2% |
| Transfers | 0 | 0 | 0 | 0 | 0.0% |
| Planning and Zoning | 1,106,490 | 1,321,570 | 1,438,320 | 116,750 | 100% |

**PLANNING AND ZONING
18110**

PURPOSE

The Planning and Zoning Department facilitates reviews and updates to the Comprehensive Plan, zoning and subdivision regulations, and other long-range plans and initiatives for the Town. The department evaluates development proposals and administers the process for review; supports Town Council on planning matters; serves as liaison to related Boards and Commissions; and processes applications for permits and variances. 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. The department carries out its responsibilities with a focus on delivering the highest quality of service to all our customers.

STRATEGIC PLAN 

The department serves the Town’s Strategic Plan by ensuring that ***“Vienna is an engaged, complete, economically prosperous, environmentally sustainable 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 providing technical advice and information to the Mayor and Council, to Boards and Commissions, and to customers to assist their decision-making.

ACTIVITIES / PRODUCTS / SERVICES

- Provides staff support and technical advice on planning and zoning 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 the Town Council and appropriate Boards and Commissions.
- Performs the initial review of applications for permits for construction 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, including community engagement, facilitating multi-departmental teams, managing consultants, and developing drafts for review by the public, Boards and Commissions, and the Town Council.

PLANNING AND ZONING
18110

- Provides primary staff support to the Planning Commission in preparing recommendations to the Town Council regarding applications, updates or revisions to the Town's Comprehensive Plan, and updates to Zoning and Subdivision regulations and other Town regulations.
- Posts and advertises required statutory public notices for the Boards and Commissions staffed by the 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, the Board of Zoning Appeals, the Board of Architectural Review, and the Windover Heights Board of Review.
- Provides Geographic Information System (GIS) mapping services for projects 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.

FY 23-24 ACCOMPLISHMENTS

- Completed the multi-year process to update the Town's zoning and subdivision regulations, in a project known as CODE CREATE VIENNA.
- Held multiple CODE CREATE VIENNA conference/work sessions with the Town Council and Planning Commission, and facilitated joint public hearings that produced 149 written and oral public comments.
- Reviewed and processed applications for 522 residential permits and 223 commercial permits.
- Processed a total of 713 GeoCivix (formerly idtPlans) applications that involved holding pre-application meetings, reviewing proposed plans, managing cases that go to Boards and Commissions and/or the Town Council, issuing permits, and conducting inspections. (Many of those applications involved the Public Works Department and the Parks and Recreation Department.)
- Held many meetings with prospective applicants and community members.
- Facilitated review and ultimate approvals by staff, Boards, Commissions, and the Town Council on various complicated projects that are offering housing diversity to Vienna, including new duplexes in a creative format.

PLANNING AND ZONING
18110

- Continued to hold regular meetings with local home builders and engineers to discuss opportunities for improved efficiency, information, and overall process.
- Successfully hired a new Principal Planner, filling a vacant position.
- Worked directly with Fairfax County to advance plans for a new public library on the site of the current Patrick Henry Library and associated parking garage, which includes additional spaces funded by the Town and NVTVA to support downtown vitality.
- Processed 84 applications for review by the Board of Architectural Review; 6 applications for variance, for review by the Board of Zoning Appeals; and 3 applications for review by the Windover Heights Board of Review.
- Implemented an online system for tracking zoning violation cases, for improved organization and efficiency, in coordination with the Information Technology Department.
- Coordinated with Economic Development, Information Technology, and Finance to improve processes for new businesses seeking business licenses in the Town.
- Created improved process to track and enforce conditions of approval of Conditional Use Permits (CUPs).
- Coordinated with Economic Development and Public Works on a study and recommendations with respect to parking in Vienna.
- Worked with the Planning Commission to prepare a process and schedule for updating Vienna's Comprehensive Plan.
- Along with the Planning Commission, organized a community meeting, called Pancakes with Planners, to kick off the Comprehensive Plan update process by getting community input.
- Developed and delivered a presentation to the Town Council on Housing Diversity, in response to Council's designating the topic as a calendar year 2024 priority. Facilitated two Council discussions.
- Facilitated five work sessions with the Town Council on zoning items, as follow-up to the CODE CREATE VIENNA process, to get direction on the items on which to move forward in FY24-25.

FY 24-25 INITIATIVES

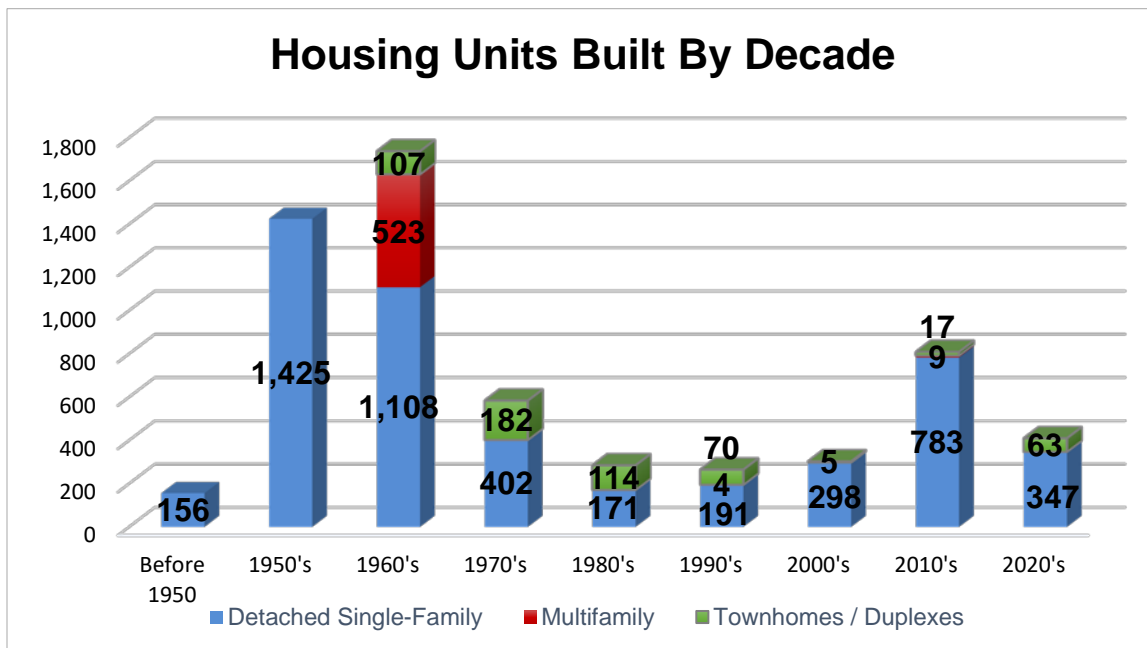
- Facilitate updates to the zoning ordinance, as follow-up to the CODE CREATE VIENNA process.
- Facilitate review and updating of the Comprehensive Plan, with the Planning Commission, the Town Council, boards and commissions and the public.
- Coordinate with Parks & Recreation, Economic Development, Public Works, and NOVA Parks on future planning for the W&OD Trail and the land surrounding it.
- Implement Council direction and improved efficiency of business license process, in coordination with Economic Development, Information Technology, and Finance.

**PLANNING AND ZONING
18110**

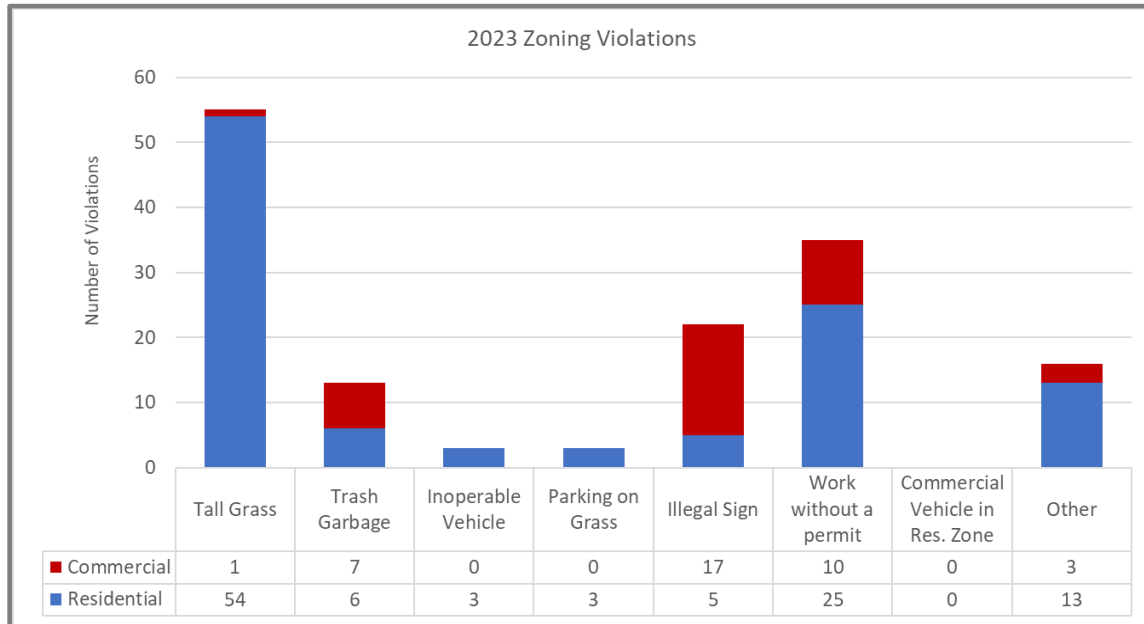
- Facilitate continued Town Council discussions on Housing Diversity.
- Conduct small-area plans, as directed by the Town Council, on the CP Zone area, Mill/Dominion and/or Maple Avenue.
- Continue digitizing old plans that are in paper format and must be preserved. Create an online portal for the public to be able to access residential record plats.
- Improve vigilance and enforcement of conditions, directives and orders from the Town Council, Board of Zoning Appeals, and Board of Architectural Review.

PERFORMANCE AND WORKLOAD MEASURES

The mix and age of housing types in Vienna contribute to the Town being “a distinctive, dynamic, and vibrant 21st century community,” as prescribed in the Strategic Plan’s *Economically Prosperous* objective. This goal is further supported by ensuring all properties in Town are well-maintained. The information presented is based on calendar year data.



**PLANNING AND ZONING
18110**



Permits Reviewed by Planning and Zoning (Fiscal Years) 2022-2024*

| Permit Type | FY 2022 | FY 2023 | FY 2024* |
|---|---------|---------|----------|
| Boundary Line Adjustment | 2 | 4 | 1 |
| Commercial Misc. | 43 | 53 | 50 |
| Conditional Use Permit | 11 | 2 | 6 |
| Driveway | 11 | 8 | 14 |
| Exterior Modification | 26 | 22 | 36 |
| Fence | 72 | 87 | 71 |
| Lot Grading Plan | 4 | 5 | 1 |
| Minor Site Plan | N/A | N/A | 1 |
| New Single-Family Detached Dwelling | 100 | 60 | 70 |
| Occupancy Permit Commercial | 92 | 112 | 118 |
| Occupancy Permit Home – Home Based Business | 46 | 34 | 34 |
| Patio | 11 | 8 | 14 |
| Portable Storage | 14 | 14 | 0 |
| Residential Misc. | 151 | 133 | 112 |
| Residential Occupancy Permit | 114 | 101 | 85 |
| Rezoning | 1 | 0 | 0 |
| Sign Permanent | 30 | 20 | 54 |
| Single Family Improvement Over 2500 SF | 7 | 13 | 8 |
| Site Plan | 9 | 6 | 6 |
| Subdivision | 1 | 0 | 1 |

**PLANNING AND ZONING
18110**

| Permit Type | FY 2022 | FY 2023 | FY 2024* |
|-------------------------------------|----------------|----------------|-----------------|
| Townhouse Building Permit | 0 | 12 | 24 |
| Variance | 5 | 5 | 6 |
| Windover Heights Board of Review | 1 | 3 | 1 |
| Zoning Interpretation/Determination | 6 | 2 | 0 |
| TOTAL | 773 | 694 | 713 |

*FY2024 shows actual counts from July 1, 2023 to May1, 2024, with projections for the period May 1 through June 30, 2024.

Does not include permitting managed exclusively by the Public Works Department and/or Parks and Recreation Department.

PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|---------------------------------|-------------------------|-------------------------|-------------------------|
| Director of Planning and Zoning | 1 | 1 | 1 |
| Deputy Director | 1 | 1 | 1 |
| Principal Planner | 1 | 1 | 1 |
| Planner (Permit Specialist) | 1 | 1 | 1 |
| Planning Specialist | 1 | 1 | 1 |
| Planning Specialist II | 1 | 1 | 1 |
| Zoning Administrator | 1 | 1 | 1 |
| Zoning Compliance Officer | 1 | 2 | 2 |
| Total | 8 | 9 | 9 |

FY 24-25 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 22-23 ACTUAL | -----FY 23-24----- | | FY 24-25 ADOPTED | NET CHANGE |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| | | BUDGET | REVISED | | |
| 41001 Salaries And Wages | \$ 702,688 | \$ 859,880 | \$ 859,880 | \$ 937,010 | \$ 77,130 |
| 41002 Overtime | 9,824 | 5,720 | 5,720 | 5,720 | - |
| 41004 Part Time without Benefits | 3,862 | - | - | - | - |
| 41006 Annual Leave Liquidation | 962 | - | - | - | - |
| 41008 Annual Leave Cash-In | 5,084 | - | - | - | - |
| 41015 Performance Bonus | 4,000 | - | - | - | - |
| TOTAL PERSONNEL SERVICES | 726,420 | 865,600 | 865,600 | 942,730 | 77,130 |
| 42001 F.I.C.A. | 51,762 | 65,890 | 65,890 | 72,110 | 6,220 |
| 42002 V.R.S. | 84,121 | 99,790 | 99,790 | 118,160 | 18,370 |
| 42003 V.R.S. Life Insurance | 9,377 | 11,520 | 11,520 | 11,640 | 120 |
| 42007 Health Insurance | 103,146 | 117,410 | 117,410 | 109,210 | (8,200) |
| 42012 Cafeteria Plan Fees | 170 | 140 | 140 | 140 | - |
| 42018 Employer Contributions:DC401A | 22,878 | 33,500 | 33,500 | 36,540 | 3,040 |
| 42021 V.R.S. Hybrid 401A Match | 11,465 | 13,450 | 13,450 | 8,450 | (5,000) |
| 42025 V.R.S. Hybrid Disability | 2,616 | 3,430 | 3,430 | 12,190 | 8,760 |
| TOTAL EMPLOYEE BENEFITS | 285,535 | 345,130 | 345,130 | 368,440 | 23,310 |
| 43101 Consulting Services | 32,870 | 40,000 | 35,000 | 40,000 | - |
| 43106 Translation Services | - | 250 | 250 | 250 | - |
| 43303 Software Maintenance Contract | 29,183 | 34,200 | 34,200 | 43,000 | 8,800 |
| 43309 Cell Phone Expense | 1,987 | 2,850 | 2,850 | 2,800 | (50) |
| 43501 Printing/Binding Services | 1,617 | 2,000 | 1,100 | 1,500 | (500) |
| 43601 Advertising | 3,574 | 6,750 | 6,750 | 6,750 | - |
| TOTAL PURCHASED SERVICES | 69,231 | 86,050 | 80,150 | 94,300 | 8,250 |
| 45203 Postal Services | 5,203 | 2,500 | 13,180 | 3,500 | 1,000 |
| 45404 Central Copier Charges | 2,676 | 2,500 | 2,500 | 2,500 | - |
| 45501 Mileage Reimbursement | 163 | 600 | 600 | 800 | 200 |
| 45502 Fares | 275 | 840 | 840 | 900 | 60 |
| 45503 Subsistence/Lodging | 2,106 | 3,000 | 3,000 | 5,000 | 2,000 |
| 45504 Conventions/Education | 2,025 | 2,200 | 2,200 | 2,600 | 400 |
| 45801 Memberships/Dues | 2,243 | 3,500 | 3,500 | 3,200 | (300) |
| TOTAL OTHER CHARGES | 14,692 | 15,140 | 25,820 | 18,500 | 3,360 |
| 46001 Office Supplies | 2,363 | 2,350 | 2,350 | 2,500 | 150 |
| 46011 Uniforms/Safety Apparel | 847 | 1,000 | 1,000 | 1,500 | 500 |
| 46012 Books/Subscriptions | 450 | 300 | 300 | 300 | - |
| 46015 Operational Supplies | 3,263 | 4,000 | 4,000 | 4,000 | - |
| TOTAL MATERIALS AND SUPPLIES | 6,924 | 7,650 | 7,650 | 8,300 | 650 |
| 47203 Service Awards | 150 | - | - | 150 | 150 |
| 47707 Special Events | 3,539 | 2,000 | 2,900 | 2,900 | 900 |
| TOTAL PROGRAMS AND SERVICES | 3,689 | 2,000 | 2,900 | 3,050 | 1,050 |
| 48107 Office/DP Equipment-Replacement | - | - | 5,000 | 3,000 | 3,000 |
| TOTAL CAPITAL OUTLAY | - | - | 5,000 | 3,000 | 3,000 |
| TOTAL P & Z DEPARTMENT | \$ 1,106,490 | \$ 1,321,570 | \$ 1,332,250 | \$ 1,438,320 | \$ 116,750 |

ECONOMIC DEVELOPMENT

MISSION

The mission of the Economic Development Department is to support the vibrancy and diversification of the Town’s economy. The department 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 department actively promotes and advances Vienna as a quality place to live, play, and work.



Figure 1: Maple Avenue Shops.

ECONOMIC DEVELOPMENT



ECONOMIC DEVELOPMENT

| |
|---|
| <p>TOWN OF VIENNA FISCAL YEAR 24-25 BUDGET</p> |
|---|

| | FY 22-23 Actuals | FY 23-24 Adopted | FY 23-24 Revised | FY 24-25 Adopted | Net Change |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|---------------|
| Economic Development | 344,416 | 395,850 | 376,100 | 425,950 | 30,100 |
| Economic Development | 344,416 | 395,850 | 376,100 | 425,950 | 30,100 |

| | FY 22-23 Actuals | FY 23-24 Adopted | FY 24-25 Adopted | Net Change | FY 24-25 % of Total |
|-----------------------------|---------------------|---------------------|---------------------|---------------|------------------------|
| Personnel Services | 198,419 | 213,720 | 228,540 | 14,820 | 53.7% |
| Employee Benefits | 65,912 | 73,430 | 79,410 | 5,980 | 18.6% |
| Purchased Services | 33,117 | 50,100 | 41,000 | -9,100 | 9.6% |
| Other Charges | 17,509 | 34,500 | 33,000 | -1,500 | 7.7% |
| Materials and Supplies | 29,460 | 24,100 | 26,000 | 1,900 | 6.1% |
| Program and Services | 0 | 0 | 18,000 | 18,000 | 4.2% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0.0% |
| Transfers | 0 | 0 | 0 | 0 | 0.0% |
| Economic Development | 344,416 | 395,850 | 425,950 | 30,100 | 100% |

ECONOMIC DEVELOPMENT
18150

PURPOSE

The mission of the Economic Development Department (EDD) is to cultivate and promote the long-term economic competitiveness and vibrancy of Vienna for business. The work of the department 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 department primarily supports the following strategy: *“Vienna as an engaged, complete, and economically prosperous community.”*

Example action steps that support this goal include:

- Create events that support the attraction and retention of businesses and appeal to Vienna residents and visitors.
- Create and maintain a website that provides relevant economic development data and opportunities.
- Expand the Small Business Saturday campaign.
- Implement a multi-platform strategy to promote Vienna as a place to live, dine, work, play, and do business (e.g., marketing, improve streetscape, signage).
- Diversify the Town's tax base through promoting a vibrant commercial area, implementing strategic programming, and identifying business-friendly policies.

ACTIVITIES / PRODUCTS / SERVICES

To make the mission of the Economic Development Department a reality, the work is organized in a way that mirrors industry standards and best practices, per the International Economic Development Council (IEDC). The organizational structure of the Economic Development Department can be divided into two categories: 1) administrative and 2) core functions.

1. **Administrative elements** of the Economic Development Department include:
 - **Operations:** Daily administrative work that keeps the department functioning. In addition, the department serves as the staff representative for the Town Business Liaison Committee—supporting the administrative needs for all meetings, events, and initiatives.
 - **Partnerships:** The maintenance and development of relationships with organizations on the federal, state, and the local level that help the department to achieve its mission and goals for the Town of Vienna.
2. **Core functions** of the Economic Development Department include **business retention and attraction, marketing, place-based strategies, and special projects**. Each core function is illustrated in the graphic below.

ECONOMIC DEVELOPMENT
18150

Snapshot: Main Functions of Economic Development Department



FY 23-24 SELECT ACCOMPLISHMENTS

- **Award Winning Department:** In July 2023, the department won **two awards** from the IEDC: a gold award for Vienna Restaurant Week and a bronze award for the Explore Vienna VA website.

Business Retention, Attraction and Marketing

In addition, three new programs were created to help meet the department’s strategic objectives in business retention, attraction, and marketing:

- **Bankers, Brokers, and Businesses Bash** (December 2023): Hosted a networking event for over 40 business owners in the Town.
- **Noon-Year’s Eve** (December 2023): Held a family-friendly holiday event and holiday pop-up market that garnered over 500 attendees and supported the businesses in the Cedar Park Shopping Center. 28 businesses participated in the pop-up market also providing 5 business leads—businesses interested in expanding their operations in the Town.
- **Vienna State of the Economy** (January 2024): Hosted an educational event for 70+ businesses and property owners to learn more about the regional economy and zoning policies that support businesses in partnership with the Stephen S. Fuller Institute and the Planning and Zoning Department.

Administrative Accomplishments

- **Customer Relationship Management (CRM):** Made critical improvements to the CRM system that supports economic development work and goals.

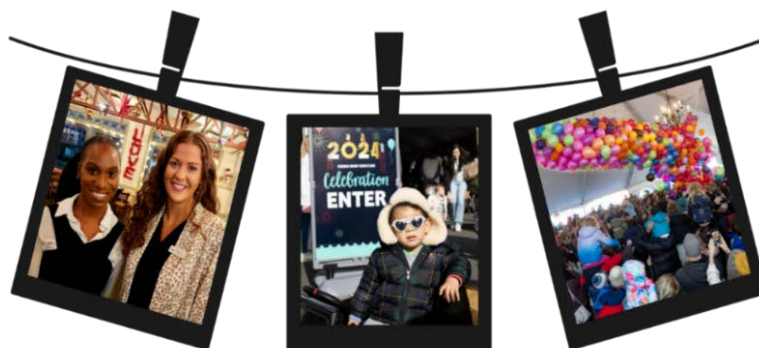
ECONOMIC DEVELOPMENT
18150

Business Retention Accomplishments

- **Business Retention Visits:** Conducted 160 business visits over a 12-month period, spending over 180 hours preparing for meetings, spending time with business owners and following up with critical information. Business visits are also used to help businesses navigate questions on all levels of government including federal, state, and local. Overall, these opportunities provide a positive view of the Town and allow the department to provide a customized level of support.
- **Business Licensing & Permitting Improvements:** Coordinated an effort to review business licensing and permitting process internally. A taskforce has been established to execute the recommendations for process improvement.
- **Parking Study:** The department partnered with Public Works, and Planning & Zoning as well as Nygaard Consulting Associates to perform a commercial parking assessment and provide recommendations for parking improvements in Town.

Special Event Accomplishments

- **Economic Development / Business Appreciation Week:** Created a week-long marketing campaign to recognize Vienna businesses and provide awareness of economic development.
 - The week-long celebration included a formal event recognizing businesses celebrating key milestones related to ownership within the Town, a half-day conference for small business entrepreneurs, and a multi-platform marketing campaign of Vienna as a place to do business.
- **Ignite Small Business Series:** The department also co-hosted 3-free virtual webinars on AI and small business. The EDD is expected to expand the series in summer 2024 to include GrowCon, a half-day conference for entrepreneurs looking to grow their business. This conference was held in partnership with the Patrick Henry Library and the Fairfax County Department of Economic Initiatives.
- **Vienna Restaurant Week:** Held in March 2024, Restaurant Week garnered the Town print and TV media mentions and supported over 80+ food businesses.



ECONOMIC DEVELOPMENT 18150

Marketing & Communications Accomplishments

The Economic Development Department deploys a marketing and communications strategy to support its efforts in cultivating and promoting Vienna's long-term economic health, competitiveness, and vibrancy.

The Team

The Economic Development Department grew from a one-person department with the addition of a Marketing and Business Engagement Specialist in March 2022. The role was vacated in May 2023 and filled again in August 2023. Working closely with the Director of Economic Development, the Marketing and Business Engagement Specialist supports the department's marketing and brand strategy, as well as its business programming, engagement, retention, and outreach efforts.

Annual Reporting

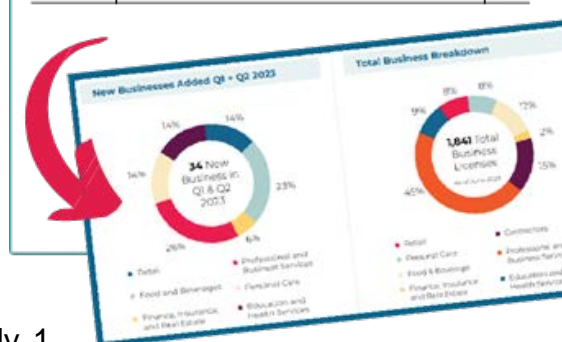
The department releases bi-annual reports detailing economic indicators for the Town of Vienna such as the number of new businesses, commercial vacancy rates, employment, housing sales, and more.

Website

The Economic Development Department's website, www.exploreviennava.com, is designed to support the Town of Vienna business community as well as assist with attraction and tourism efforts. The site contains an educational blog and a Town business directory among many other resources and tools for business owners.

VIEW THE REPORTS

www.exploreviennava.com/research-and-reports



The website saw 21,000 new users from July 1, 2023 through May 27, 2024. After direct user traffic, organic social media was the number one driver of website visitors during this same period.

Email Newsletter

The department's email newsletter, Town Business Matters, is a bi-weekly publication sent to more than 2,200 contacts. It provides information about Town-related business activities and upcoming events, plus provides educational resources and opportunities. The primary audience is the Town's small-business owners.

- Generally, the department sends more than 26 editions. In calendar year 2023, the department sent 28 editions of Town Business Matters and maintained a 44.1 percent open rate—beating the average industry open rate for all industries¹ by 7.6 percent. During the same time frame, the newsletter had just a 0.16 percent unsubscribe rate, and boasted a 7.3 percent click-to-open rate and a 3.2 percent click rate.

¹ Data for overall average open rate representing all industries is from Constant Contact, January 2024. Open rate measures the number of emails opened compared to the number of emails sent.

**ECONOMIC DEVELOPMENT
18150**

Marketing Accomplishments: Social Media

Social media continues to be a strong pillar of the Economic Development Department’s marketing strategy as it relates to brand awareness, engagement, and business retention and attraction. The @ExploreViennaVA accounts on both Facebook and Instagram maintained high engagement and continued to grow in both reach and audience size.

Social Media Outcomes: Reach

While we track several social media metrics, one that helps tell the story of our impact particularly well is our **social media reach**. Reach represents the number of unique people that saw a piece of your social media content.

Because the Economic Development Department’s social media strategy includes a strong focus on community-building and engagement, our social media content often resonates with people beyond just those who already follow us. This is a key reason why the department focuses on reach in addition to followers.

Meta (the tech conglomerate that owns several social networking platforms including Facebook) defines reach as the organic or paid distribution of content, including ads. Organic reach includes the day-to-day content we create to share information, connect our audience with resources, build community, and entertain our audience. Reach also includes content that was created as part of a paid social media campaign. These are advertisements, sometimes referred to as “boosted” content.

**FACEBOOK REACH
(ACCOUNTS REACHED)**

| | |
|------------------|---------|
| FY22 | 14,270 |
| FY23 | 240,501 |
| Calendar year 23 | 321,813 |

**INSTAGRAM REACH
(ACCOUNTS REACHED)**

| | |
|------------------|--------|
| FY22 | 1,337 |
| FY23 | 71,159 |
| Calendar year 23 | 72,307 |

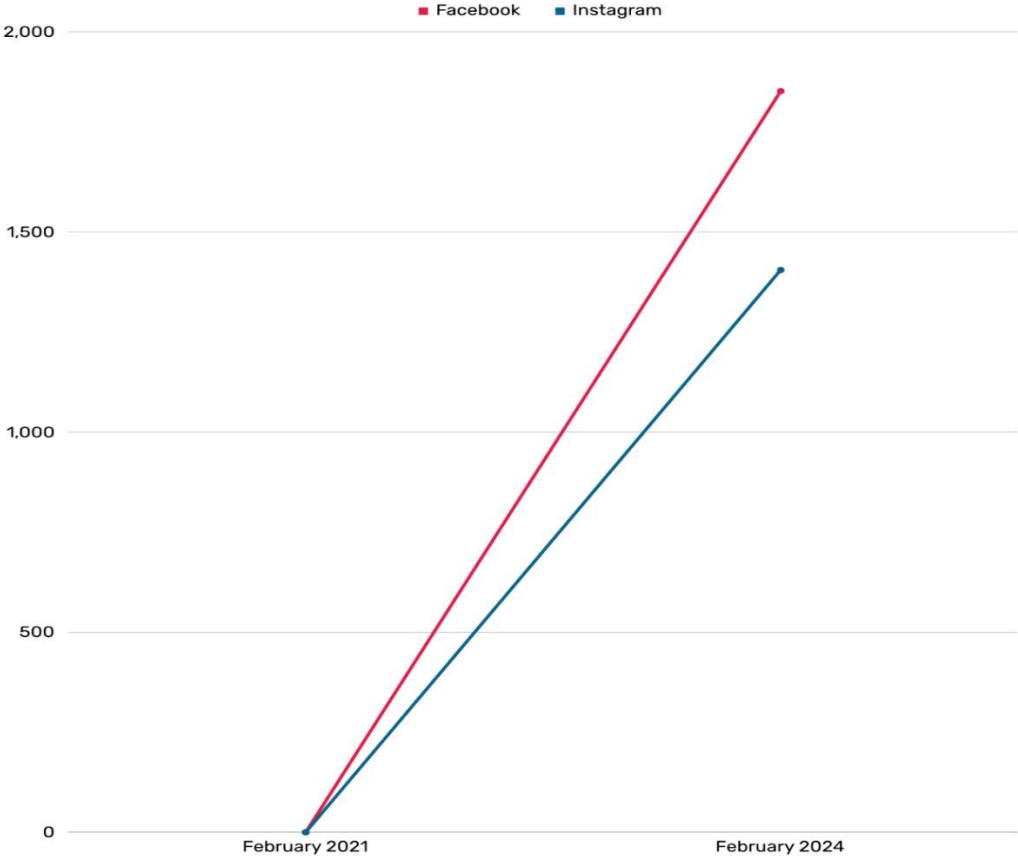
ECONOMIC DEVELOPMENT
18150

What caused these increases in reach?

- The Facebook and Instagram pages were launched in February 2021 ahead of Vienna Restaurant Week.
- The first ever Marketing and Business Engagement Specialist joined the Economic Development Department in March 2022.
- The jumps in reach resulted from establishing the pages, building a community and followers, gaining a team member dedicated to content creation and social media management, and then starting to run paid ads, including for major events like Vienna Restaurant Week.
- The success of Vienna Restaurant Week in March 2023 was a major driver of the increased reach.
- After a vacancy from May 2023 to August 2023, the Marketing and Business Engagement Specialist role was filled again.

Audience as of January 19, 2024:
Facebook: 1,852 followers
Instagram: 1,405 followers

**Average follower growth
since launch of
Facebook and Instagram pages
in February 2021**



**ECONOMIC DEVELOPMENT
18150**

FY 23-24 Social Media Accomplishment Spotlight: Small Business Saturday

Small Business Saturday (SBS) is recognized nationally as a day to celebrate and support small businesses. In the Town of Vienna, it's an opportunity to focus on business retention efforts for the existing small business landscape. The department created a marketing kit for Vienna small business owners ahead of Small Business Saturday on November 25, 2023. The kit included three social media graphics and an official guide to SBS in the Town. The kit not only contained three engaging social media graphics but also featured an official guide, setting the stage for a more informed and active participation.

The department also executed a robust marketing campaign for Small Business Saturday. This encompassed a strategic blend of web, email, and social media components. Below are some performance outcomes of Explore Vienna VA's Facebook campaign for the SBS campaign.



- Post Impressions (Number of times the post was on screen.)
- Post Reach (Number of people who saw the post at least once. Reach is different from impressions, which may include multiple views of your posts by the same people.)
- Post Engagement (reactions, comments, shares, clicks)

Looking ahead to the new year, the Economic Development department will start all marketing efforts earlier in the year, host a webinar that educates businesses on maximizing their participation in the initiative, and the department will create an engaging activation that celebrates Town businesses and encourages the public to support them on Small Business Saturday.



**ECONOMIC DEVELOPMENT
18150**

FY 24-25 INITIATIVES

The FY 24-25 initiatives of the Economic Development Department reflect the recommendations of the Town’s economic development strategy and feedback from the 2023 Town of Vienna National Community Survey.

| | Administrative: Operations | Core Function: Marketing | Core Function: Attraction & BRE | Core Function: Placemaking | Core Function: Special Projects |
|-------------------------------|--|--|--|---|--|
| Goal | Instill day-to-day operations best practices that ensure the EDD is running efficiently. | Increase audience reach across all economic development communication platforms. | Attract up to 10,000 SF of market supported retail, medical office, or professional services. | Create dynamic placemaking activations throughout the commercial core and develop a strategic plan to leverage commercial assets along Washington & Old Dominion trail. | Support limited and / or time-bound projects that catalyze economic growth and greater positive change overall such as streetscape master plan and comprehensive plan. |
| Strategy or Initiative | <p>Operations Initiative: Update customer relationship management system to streamline data management, optimize workflow and create a more responsive and collaborative team environment.</p> <p>Operations Initiative: Implement improved efficiency of business license process in coordination with relevant Town departments.</p> | <p>Social Media Reach Initiative: Increase audience reach by 8 percent.</p> <p>Website Initiative: The department aims to increase the site’s annual new visitors from 2,800 to more than 3,000 (More than 7 percent increase).</p> <p>Email Initiative: The department aims to grow the Town Business Matters e-newsletter audience by 10 percent during 2024.</p> | <p>Attraction Strategy: Develop signature attraction strategy and tools to assist in attracting retail and food-based businesses.</p> <p>Retention Initiative: Pilot a workforce program with the City of Fairfax to provide a workforce training program for food-based businesses.</p> | <p>Placemaking Initiative: In partnership with relevant departments, NOVA Parks, and the Town Council, create a small area plan or vision for making a business / tourism destination that leverages the W&OD trail.</p> <p>Placemaking Strategy: Work to develop an arts-forward placemaking and tourism initiative.</p> | <p>Special Project Initiative: Work with the Planning & Zoning Department to update the comprehensive plan—especially the economic development chapter.</p> |

**ECONOMIC DEVELOPMENT
18150**

PERFORMANCE MEASURES

Strategic Plan Importance: The Economic Development Department’s goal is to increase small business attendance, awareness, and engagement in signature programming by at least 10 percent 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 FY 22-23 | Estimated FY 23-24 | Projected FY 24-25 |
|--|--------------------|-----------------------|-----------------------|
| <i>Small Business Engagement</i> | | | |
| # of businesses assisted directly through events or activities developed | 400 | 460 | 506 |
| # of events and educational programs developed* | 20 | 20 | 20 |
| # of attendees at all major events | - | 700 | 800 |
| # of business visits** | 100 | 160 | 160 |
| <i>Business Growth</i> | | | |
| # of new business licenses* | 74 | 72 | >70 |

**Due to the Economic Development Department operating at capacity, we are maintaining consistent performance measures for events developed; this approach allows us to focus on increasing both the quality of each program and the number of businesses that participate. It also allows the department to adapt as needed, ensuring we effectively support the business community.*

***Business visits are supported by the TBLC.*

PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|--|---------------------|---------------------|---------------------|
| Economic Development Director | 1 | 1 | 1 |
| Marketing & Business Engagement Specialist | 1 | 1 | 1 |
| Total | 2 | 2 | 2 |

FY 24-25 BUDGET CHANGES

- Two account categories have been added to this budget to better illustrate the use of funding: Equipment Rental and Special Events.

TOWN OF VIENNA
ADOPTED EXPENSE BUDGET BY FUND

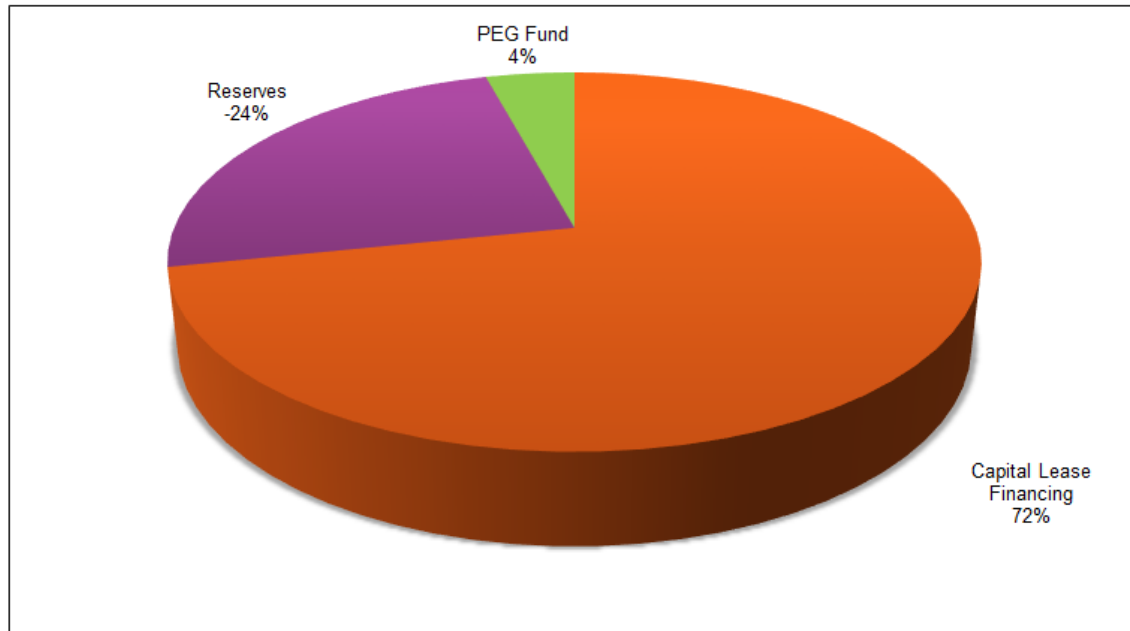
DIVISION 18150
NAME ECONOMIC DEVELOPMENT

| ACCOUNT NUMBER TITLE | FY 22-23 ACTUAL | -----FY 23-24----- | | FY 24-25 ADOPTED | NET CHANGE |
|---------------------------------------|--------------------|--------------------|-------------------|---------------------|------------------|
| | | BUDGET | REVISED | | |
| 41001 Salaries And Wages | \$ 188,605 | \$ 210,720 | \$ 210,720 | \$ 225,540 | \$ 14,820 |
| 41002 Overtime | 1,713 | 3,000 | 3,000 | 3,000 | - |
| 41006 Annual Leave Liquidation | 2,276 | - | - | - | - |
| 41008 Annual Leave Cash-In | 4,952 | - | - | - | - |
| 41011 Non-Exempt Comptime Liquidation | 372 | - | - | - | - |
| 41015 Performance Bonus | 500 | - | - | - | - |
| TOTAL PERSONNEL SERVICES | 198,419 | 213,720 | 213,720 | 228,540 | 14,820 |
| 42001 F.I.C.A. | 14,937 | 16,120 | 16,120 | 17,480 | 1,360 |
| 42002 V.R.S. | 23,042 | 25,520 | 25,520 | 28,440 | 2,920 |
| 42003 V.R.S. Life Insurance | 2,487 | 2,820 | 2,820 | 2,790 | (30) |
| 42007 Health Insurance | 15,632 | 17,260 | 17,260 | 16,410 | (850) |
| 42018 Employer Contributions:DC401A | 6,508 | 7,430 | 7,430 | 8,790 | 1,360 |
| 42021 V.R.S. Hybrid 401A Match | 2,326 | 3,160 | 3,160 | 2,250 | (910) |
| 42025 V.R.S. Hybrid Disability | 981 | 1,120 | 1,120 | 3,250 | 2,130 |
| TOTAL EMPLOYEE BENEFITS | 65,912 | 73,430 | 73,430 | 79,410 | 5,980 |
| 43101 Consulting Services | 10,640 | 10,000 | 15,750 | 15,000 | 5,000 |
| 43308 Contracts/Services | 1,000 | - | - | - | - |
| 43309 Cell Phone Expense | 674 | 2,000 | 2,000 | 1,000 | (1,000) |
| 43501 Printing/Binding Services | 4,927 | 20,000 | 7,000 | 10,000 | (10,000) |
| 43601 Advertising | 15,876 | 18,100 | 18,100 | 15,000 | (3,100) |
| TOTAL PURCHASED SERVICES | 33,117 | 50,100 | 42,850 | 41,000 | (9,100) |
| 45203 Postal Services | 1,337 | 2,500 | 2,500 | 3,000 | 500 |
| 45402 Equipment Rentals | - | - | - | 7,000 | 7,000 |
| 45404 Central Copier Charges | 1,068 | 1,000 | 1,000 | 2,000 | 1,000 |
| 45503 Subsistence/Lodging | 1,425 | 5,000 | 5,000 | 5,000 | - |
| 45504 Conventions/Education | 3,564 | 19,000 | 10,000 | 12,000 | (7,000) |
| 45505 Business Meals | 9,050 | 5,000 | 5,000 | 1,000 | (4,000) |
| 45801 Memberships/Dues | 1,065 | 2,000 | 2,000 | 3,000 | 1,000 |
| TOTAL OTHER CHARGES | 17,509 | 34,500 | 25,500 | 33,000 | (1,500) |
| 46001 Office Supplies | 384 | 4,000 | 500 | - | (4,000) |
| 46012 Books/Subscriptions | 14,353 | 15,100 | 15,100 | 20,000 | 4,900 |
| 46015 Operational Supplies | 14,723 | 5,000 | 5,000 | 6,000 | 1,000 |
| TOTAL MATERIALS AND SUPPLIES | 29,460 | 24,100 | 20,600 | 26,000 | 1,900 |
| 47707 Special Events | - | - | - | 18,000 | 18,000 |
| TOTAL PROGRAMS AND SERVICES | - | - | - | 18,000 | 18,000 |
| TOTAL ECONOMIC DEVELOPMENT | \$ 344,416 | \$ 395,850 | \$ 376,100 | \$ 425,950 | \$ 30,100 |

RESERVES

**TOWN OF VIENNA
FISCAL YEAR 24-25 BUDGET**

| | FY 22-23 Actuals | FY 23-24 Adopted | FY 23-24 Revised | FY 24-25 Adopted | Net Change |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|-----------------|
| Capital Lease Financing | 508,598 | 1,634,800 | 2,833,900 | 1,711,000 | 76,200 |
| Reserves | 0 | -574,960 | -449,920 | -575,000 | -40 |
| Misc Division | 3,237 | 0 | 0 | 0 | 0 |
| PEG Fund | 246,040 | 300,000 | 220,000 | 100,000 | -200,000 |
| Transfers and Reserves | 757,875 | 1,359,840 | 2,603,980 | 1,236,000 | -123,840 |



GF CAPITAL LEASE FINANCING
19141

PURPOSE

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

FY 24-25 BUDGET CHANGES

- Changes to this budget are the result of the purchase of vehicles in the replacement program.

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

**DIVISION 19141
NAME GF CAPTL LEASE FINANCING**

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET |
|---|--------------------------|----------------------------|----------------------------|----------------------------|-------------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | CHANGE |
| 48001 Bond Counsel | \$ - | \$ - | \$ 5,900 | \$ - | \$ - |
| 48308 Capital Leases | <u>262,246</u> | <u>1,466,800</u> | <u>2,660,000</u> | <u>\$ 1,550,000</u> | <u>83,200</u> |
| TOTAL CAPITAL OUTLAY | 262,246 | 1,466,800 | 2,665,900 | 1,550,000 | 83,200 |
| 49101 Principal | 207,783 | 140,000 | 140,000 | \$ 140,000 | - |
| 49102 Bond Interest | <u>38,569</u> | <u>28,000</u> | <u>28,000</u> | <u>21,000</u> | <u>(7,000)</u> |
| TOTAL DEBT SERVICES | 246,352 | 168,000 | 168,000 | 161,000 | (7,000) |
| TOTAL GF CAPITAL LEASE FINANCING | <u>\$ 508,598</u> | <u>\$ 1,634,800</u> | <u>\$ 2,833,900</u> | <u>\$ 1,711,000</u> | <u>\$ 76,200</u> |

RESERVES
19143

PURPOSE

This account provides a reserve for funding emergency costs incurred by General Fund operations. Transfers from the reserve to operating accounts require authorization by Town Council.

FY 24-25 BUDGET CHANGES

- Attrition was increased to account for vacancies, turn-over, 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 22-23 ACTUAL | -----FY 23-24----- | | FY 24-25 ADOPTED | NET CHANGE |
|----------------------------------|--------------------|---------------------|---------------------|---------------------|----------------|
| | | BUDGET | REVISED | | |
| 41001 Salaries and Wages | \$ - | \$ - | \$ - | \$ - | \$ - |
| 41006 Annual Leave Liquidation | - | 10,000 | 168,420 | 50,000 | 40,000 |
| 41008 Annual Leave Cash-In | - | 30,000 | 156,660 | 50,000 | 20,000 |
| 41015 Performance Bonus | - | 75,000 | 75,000 | 75,000 | - |
| TOTAL PERSONNEL SERVICES | - | 115,000 | 400,080 | 175,000 | 60,000 |
| 42007 Health Insurance | - | (139,960) | - | - | 139,960 |
| TOTAL EMPLOYEE BENEFITS | - | (139,960) | - | - | 139,960 |
| 49900 Contingency Reserve | - | - | - | - | - |
| 49910 Attrition | - | (550,000) | (850,000) | (750,000) | (200,000) |
| TOTAL CONTINGENCY RESERVE | - | (550,000) | (850,000) | (750,000) | (200,000) |
| TOTAL RESERVES | <u>\$ -</u> | <u>\$ (574,960)</u> | <u>\$ (449,920)</u> | <u>\$ (575,000)</u> | <u>\$ (40)</u> |

PEG FUNDING
19144

PURPOSE

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

FY 24-25 BUDGET CHANGES

- There are no significant changes to this budget.

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

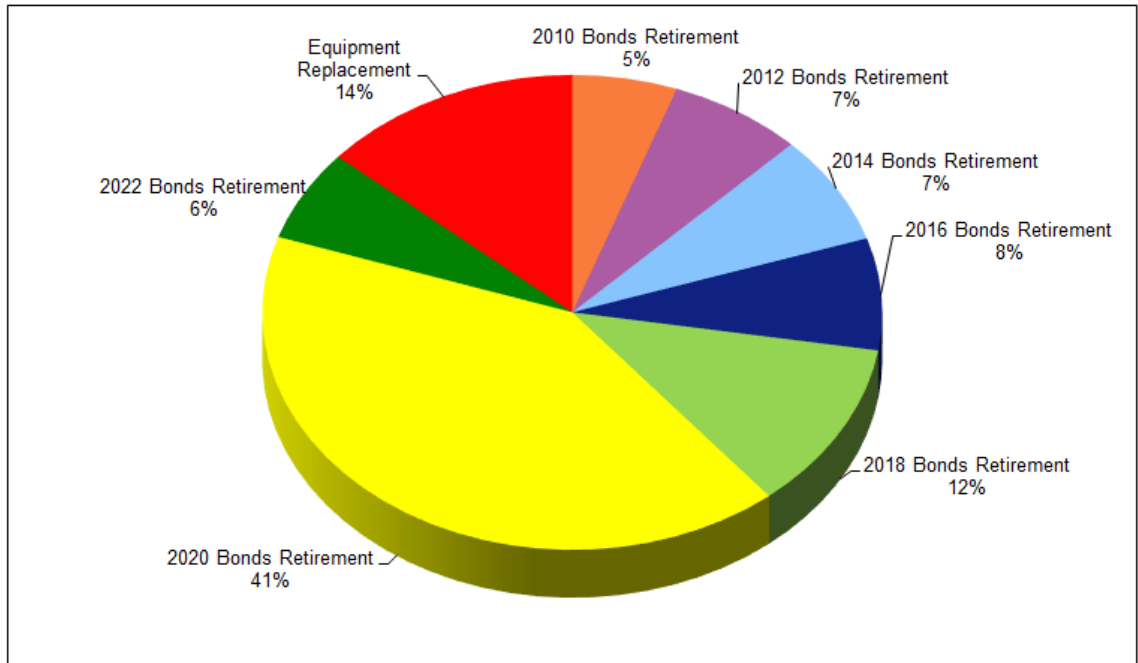
**DIVISION 19144
NAME PEG FUNDS DISTRIBUTION**

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | CHANGE |
| 48719 PEG Funded Projects | <u>246,040</u> | <u>300,000</u> | <u>220,000</u> | <u>100,000</u> | <u>(200,000)</u> |
| TOTAL CAPITAL OUTLAY | <u>246,040</u> | <u>300,000</u> | <u>220,000</u> | <u>100,000</u> | <u>(200,000)</u> |
| TOTAL PEG FUNDS DISTRIBUTION | <u>\$ 246,040</u> | <u>\$ 300,000</u> | <u>\$ 220,000</u> | <u>\$ 100,000</u> | <u>\$ (200,000)</u> |

DEBT SERVICE

TOWN OF VIENNA
FISCAL YEAR 24-25 BUDGET

| | FY 22-23 Actuals | FY 23-24 Adopted | FY 23-24 Revised | FY 24-25 Adopted | Net Change |
|--------------------------|---------------------|---------------------|---------------------|---------------------|------------------|
| 2010 Bonds Retirement | 386,871 | 372,060 | 372,060 | 356,820 | -15,240 |
| 2012 Bonds Retirement | 476,700 | 467,250 | 467,250 | 456,750 | -10,500 |
| 2014 Bonds Retirement | 471,257 | 495,730 | 495,730 | 485,950 | -9,780 |
| 2016 Bonds Retirement | 521,726 | 507,370 | 507,370 | 495,780 | -11,590 |
| 2018 Bonds Retirement | 806,000 | 779,500 | 779,500 | 748,130 | -31,370 |
| 2020 Bonds Retirement | 1,901,663 | 1,858,410 | 1,858,410 | 2,675,170 | 816,760 |
| 2022 Bonds Retirement | 602,738 | 655,400 | 655,400 | 405,600 | -249,800 |
| Equipment Replacement | 491,407 | 334,300 | 334,300 | 887,500 | 553,200 |
| Debt Service Fund | 5,658,362 | 5,470,020 | 5,470,020 | 6,511,700 | 1,041,680 |



DEBT SERVICE

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**

| Fiscal Year | Gross Bonded Debt | Less: Amounts Reserved for Debt Service | Net Bonded Debt ⁽³⁾ | Ratio of Net General Obligation Debt to Assessed Value ⁽²⁾ | Net Bonded Debt per Capita ⁽¹⁾ |
|--------------------|--------------------------|--|---------------------------------------|--|--|
| 2023 | 62,313,769 | - | 62,313,769 | 0.98% | 3,646.64 |
| 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 |

(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: 2024 Annual Comprehensive Financial Report, Town of Vienna, VA/ Table 13

DEBT SERVICE

| SUMMARY OF DEBT SERVICE COST for ALL OUTSTANDING BOND ISSUES - 2011 thru 2042 | | | | | | | | | | |
|---|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-------------------------------------|-----------------------|----------------------------|
| Fiscal Year Ending | 2010 G.O. Bonds ADS Sched A | 2012 G.O. Bonds ADS Sched B | 2014 G.O. Bonds ADS Sched C | 2016 G.O. Bonds ADS Sched D | 2018 G.O. Bonds ADS Sched E | 2020 G.O. Bonds ADS Sched F | 2022 G.O. Bonds ADS Sched G | Total O.S. Bonds ADS ⁽¹⁾ | Water & Sewer Support | Meal & Lodging Tax Support |
| 2011 | \$ 81,074 | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ 81,074 | \$ 14,350 | \$ 66,724 |
| 2012 | 491,140 | - | - | - | - | - | - | 491,140 | 86,932 | 404,208 |
| 2013 | 484,440 | 624,661 | - | - | - | - | - | 1,109,101 | 239,413 | 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 |
| Total | \$ 6,479,348 | \$ 7,453,661 | \$ 9,164,123 | \$ 7,697,943 | \$ 10,827,875 | \$ 45,345,460 | \$ 16,767,647 | \$ 103,736,057 | \$ 27,587,823 | \$ 76,148,234 |

⁽¹⁾ADS: Annual Debt Service

DEBT SERVICE

Schedule A: 2010 Bonds

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

⁽¹⁾ADS: Annual Debt Service

Schedule B: 2012 Bonds

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

⁽¹⁾ADS: Annual Debt Service

DEBT SERVICE

Schedule C: 2014 Bonds

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

⁽¹⁾ADS: Annual Debt Service

Schedule D: 2016 Bonds

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

⁽¹⁾ADS: Annual Debt Service

DEBT SERVICE

Schedule E: 2018 Bonds

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

⁽¹⁾ADS: Annual Debt Service

Schedule F: 2020 Bonds

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

⁽¹⁾ADS: Annual Debt Service

DEBT SERVICE

Schedule G: 2022 Bonds

| Fiscal Yr. Ending | 2022 Bonds Principal | 2022 Bonds Interest | Total 2022 ADS ⁽¹⁾ | W/S Share of ADS ⁽¹⁾ | MLT Share of ADS ⁽¹⁾ |
|-------------------|----------------------|---------------------|-------------------------------|---------------------------------|---------------------------------|
| 2023 | \$ 550,000 | \$ 473,559 | \$ 1,023,559 | \$ 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 |
| Total | \$ 12,475,000 | \$ 4,292,647 | \$ 16,767,647 | \$ 6,605,501 | \$ 10,162,146 |

⁽¹⁾ 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 24-25, there will be an outstanding balance of \$300,000. The bonds will be retired in FY 25-26.

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

FY 24-25 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 22-23 | -----FY 23-24----- | | FY 24-25 | NET |
|------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | CHANGE |
| 49101 Principal | \$ 335,000 | \$ 335,000 | \$ 335,000 | \$ 335,000 | \$ - |
| 49102 Interest | <u>51,871</u> | <u>37,060</u> | <u>37,060</u> | <u>21,820</u> | <u>(15,240)</u> |
| TOTAL DEBT SERVICE | 386,871 | 372,060 | 372,060 | 356,820 | (15,240) |
| TOTAL 2010 BONDS RETIREMENT | <u>\$ 386,871</u> | <u>\$ 372,060</u> | <u>\$ 372,060</u> | <u>\$ 356,820</u> | <u>\$ (15,240)</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 24-25 there will be an outstanding balance of \$1,260,000. The bonds will be retired in FY 27-28.

| Sources and Uses of Capital Funding | 2012 Bonds |
|---|-----------------------|
| <u>Sources (in \$000)</u> | |
| Bond Funding - Meals Taxes | \$ 4,720.00 |
| Bond Funding - Premium | 141.0 |
| Bond Funding - Water and Sewer Rates | 1,590.0 |
| Subtotal Bond Funding | \$ 6,451.0 |
| | |
| Virginia Department of Transportation | 1,560.0 |
| Federal Highway Administration | 1,000.0 |
| Storm Water Grants (Virginia DEQ and Fairfax County) | |
| Subtotal Outside Funding | \$ 2,560.0 |
| | |
| TOTAL CAPITAL FUNDING | \$ 9,011.0 |
| | |
| <u>Uses (in \$000)</u> | |
| Water and Sewer Capital Projects | 1,590.0 |
| Roadway Improvements | 2,800.0 |
| Sidewalk/Trail Improvements | 1,900.0 |
| Stormwater Projects | 975.0 |
| Facility Improvements | 760.0 |
| Land Acquisition | 525.0 |
| Issuance and Contingency | 461.0 |
| | |
| TOTAL CAPITAL EXPENDITURES | \$ 9,011.0 |

FY 24-25 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 22-23 | -----FY 23-24----- | | FY 24-25 | NET |
|--|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | CHANGE |
| 49101 Principal | \$ 420,000 | \$ 420,000 | \$ 420,000 | \$ 420,000 | \$ - |
| 49102 Interest | <u>56,700</u> | <u>47,250</u> | <u>47,250</u> | <u>36,750</u> | <u>(10,500)</u> |
| TOTAL DEBT SERVICE | 476,700 | 467,250 | 467,250 | 456,750 | (10,500) |
| TOTAL 2012 G.O. DEBT RETIREMENT | <u>\$ 476,700</u> | <u>\$ 467,250</u> | <u>\$ 467,250</u> | <u>\$ 456,750</u> | <u>\$ (10,500)</u> |

**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 24-25 there will be an outstanding balance of \$1,748,000. The bonds will be retired in FY 28-29.

| Sources and Uses of Capital Funding | 2014 Bonds |
|--|-----------------------|
| <u>Sources (in \$000)</u> | |
| Bond Funding - Meals Taxes | \$ 5,775.00 |
| Bond Funding - Premium | 280.0 |
| Bond Funding - Water and Sewer Rates | 500.0 |
| Subtotal Bond Funding | \$ 6,555.0 |
| Virginia Department of Transportation | 500.0 |
| Nothern Virginia Transportation Auth. | 500.0 |
| Vienna Youth, Inc | 350.0 |
| Fairfax County | 460.0 |
| Babe Ruth League | 100.0 |
| Storm Water Grants (Virginia & County) | 2,537.0 |
| Subtotal Outside Funding | \$ 4,447.0 |
| TOTAL CAPITAL FUNDING | \$ 11,002.0 |
| <u>Uses (in \$000)</u> | |
| Water and Sewer Capital Projects | 500.0 |
| Stormwater Projects | 3,112.0 |
| Facility Improvements | 5,850.0 |
| Park Improvements | 1,060.0 |
| Issuance and Contingency | 480.0 |
| TOTAL CAPITAL EXPENDITURES | \$ 11,002.0 |

FY 24-25 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 22-23 | -----FY 23-24----- | | FY 24-25 | NET |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | CHANGE |
| 49101 Principal | \$ 437,000 | \$ 437,000 | \$ 437,000 | \$ 437,000 | \$ - |
| 49102 Interest | <u>34,257</u> | <u>58,730</u> | <u>58,730</u> | <u>48,950</u> | <u>(9,780)</u> |
| TOTAL DEBT SERVICE | 471,257 | 495,730 | 495,730 | 485,950 | (9,780) |
| TOTAL 2014 G.O. DEBT RETIREMENT | <u>\$ 471,257</u> | <u>\$ 495,730</u> | <u>\$ 495,730</u> | <u>\$ 485,950</u> | <u>\$ (9,780)</u> |

**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 24-25 there will be an outstanding balance of \$2,460,000. The bonds will be retired in FY 30-31.

| Sources and Uses of Capital Funding | 2016 Bonds |
|--|-----------------------|
| <u>Sources (in \$000)</u> | |
| Bond Funding - Meals Taxes | \$ 5,519.00 |
| Bond Funding - Premium | 381.0 |
| Bond Funding - Water and Sewer Rates | 661.0 |
| Subtotal Bond Funding | \$ 6,561.0 |
| Virginia Department of Transportation | 8,391.0 |
| Nothern Virginia Transportation Auth. | 2,100.0 |
| County C&I Tax | 332.0 |
| Federal Highway Administration | 311.0 |
| Subtotal Outside Funding | \$ 11,134.0 |
| TOTAL CAPITAL FUNDING | \$ 17,695.0 |
| <u>Uses (in \$000)</u> | |
| Water and Sewer Capital Projects | 661.0 |
| Roadway Improvements | 4,962.0 |
| Sidewalk/Trail Improvements | 6,172.0 |
| Stormwater Projects | 200.0 |
| Facility Improvements | 5,600.0 |
| Issuance and Contingency | 100.0 |
| TOTAL CAPITAL EXPENDITURES | \$ 17,695.0 |

FY 24-25 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 22-23 | -----FY 23-24----- | | FY 24-25 | NET |
|--|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | CHANGE |
| 49101 Principal | \$ 410,000 | \$ 410,000 | \$ 410,000 | \$ 410,000 | \$ - |
| 49102 Interest | <u>111,726</u> | <u>97,370</u> | <u>97,370</u> | <u>85,780</u> | <u>(11,590)</u> |
| TOTAL DEBT SERVICE | 521,726 | 507,370 | 507,370 | 495,780 | (11,590) |
| TOTAL 2016 G.O. DEBT RETIREMENT | <u>\$ 521,726</u> | <u>\$ 507,370</u> | <u>\$ 507,370</u> | <u>\$ 495,780</u> | <u>\$ (11,590)</u> |

**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 24-25 there will be an outstanding balance of \$4,200,000. The bonds will be retired in FY 32-33.

| Sources and Uses of Capital Funding | 2018 Bonds |
|---|-----------------------|
| <u>Sources (in \$000)</u> | |
| Bond Funding - Meals Taxes | \$ 3,329.00 |
| Bond Funding - Premium | 1,345.0 |
| Bond Funding - Water and Sewer Rates | 4,500.0 |
| Subtotal Bond Funding | \$ 9,174.0 |
| | |
| Virginia Department of Transportation | 2,277.5 |
| Northern Virginia Transportation Auth. | 376.6 |
| Fairfax County C&I Taxes | 598.2 |
| Federal Highway Administration | 1,046.0 |
| Storm Water Grants (Virginia DEQ and Fairfax County) | 777.0 |
| Subtotal Outside Funding | \$ 5,075.3 |
| | |
| TOTAL CAPITAL FUNDING | \$ 14,249.3 |
| | |
| <u>Uses (in \$000)</u> | |
| Water and Sewer Capital Projects | 4,500.0 |
| Roadway Improvements | 2,920.2 |
| Sidewalk/Trail Improvements | 1,608.0 |
| Stormwater Projects | 777.0 |
| Facility Improvements | 3,044.0 |
| Land Acquisition | 1,000.0 |
| Issuance and Contingency | 400.1 |
| | |
| TOTAL CAPITAL EXPENDITURES | \$ 14,249.3 |

FY 24-25 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 22-23 | -----FY 23-24----- | | FY 24-25 | NET |
|--|--------------------------|--------------------------|--------------------------|--------------------------|---------------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | CHANGE |
| 49101 Principal | \$ 530,000 | \$ 530,000 | \$ 530,000 | \$ 525,000 | \$ (5,000) |
| 49102 Interest | <u>276,000</u> | <u>249,500</u> | <u>249,500</u> | <u>223,130</u> | <u>(26,370)</u> |
| TOTAL DEBT SERVICE | 806,000 | 779,500 | 779,500 | 748,130 | (31,370) |
| TOTAL 2018 G.O. DEBT RETIREMENT | <u><u>\$ 806,000</u></u> | <u><u>\$ 779,500</u></u> | <u><u>\$ 779,500</u></u> | <u><u>\$ 748,130</u></u> | <u><u>\$ (31,370)</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 24-25 there will be an outstanding balance of \$29,315,000. The bonds will be retired in FY 39-40.

Sources and Uses of Capital Funding

**2020
Bonds**

Sources (in \$000)

| | |
|---|--------------------|
| Bond Funding - Meals Taxes | \$ 27,600.00 |
| Bond Funding - Premium | 3,125.0 |
| Bond Funding - Water and Sewer Rates | 7,900.0 |
| Subtotal Bond Funding | \$ 38,625.0 |
| | |
| Virginia Department of Transportation | 136.0 |
| Northern Virginia Transportation Auth. | 2,436.0 |
| Storm Water Grants (Virginia DEQ and Fairfax County) | 1,240.0 |
| Subtotal Outside Funding | \$ 3,812.0 |
| | |
| TOTAL CAPITAL FUNDING | \$ 42,437.0 |

Uses (in \$000)

| | |
|-----------------------------------|--------------------|
| Water and Sewer Capital Projects | 7,900.0 |
| Facility Improvements | 15,800.0 |
| Park Improvements | 6,870.0 |
| Municipal Parking | 5,200.0 |
| Land Acquisition | 3,225.0 |
| Stormwater Projects | 1,240.0 |
| Roadway Improvements | 700.0 |
| Sidewalk/Trail Improvements | 472.0 |
| Transportation Improvements | 215.0 |
| Economic Development Improvements | 40.0 |
| Issuance and Contingency | 775.0 |
| | |
| TOTAL CAPITAL EXPENDITURES | \$ 42,437.0 |

FY 24-25 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 22-23 | -----FY 23-24----- | | FY 24-25 | NET |
|-----------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|--------------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | CHANGE |
| 49101 Principal | \$ 865,000 | \$ 865,000 | \$ 865,000 | \$ 1,725,000 | \$ 860,000 |
| 49102 Interest | <u>1,036,663</u> | <u>993,410</u> | <u>993,410</u> | <u>950,170</u> | <u>(43,240)</u> |
| TOTAL DEBT SERVICE | 1,901,663 | 1,858,410 | 1,858,410 | 2,675,170 | 816,760 |
| TOTAL 2020 G.O. RETIREMENT | <u>\$ 1,901,663</u> | <u>\$ 1,858,410</u> | <u>\$ 1,858,410</u> | <u>\$ 2,675,170</u> | <u>\$ 816,760</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 24-25 will be \$10,835,000. 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 |
| Subtotal Bond Funding | \$ 13,810.10 |
| American Rescue Plan Act (ARPA) | 9,878.3 |
| Robinson Trust Sidewalk Program | 1,275.0 |
| Northern Virginia Transportation Authority | 3,400.0 |
| Stormwater Fund | 310.0 |
| Subtotal Other Funding | \$ 14,863.30 |
| TOTAL CAPITAL FUNDING | \$ 28,673.4 |

Uses (in \$000)

| | |
|---|--------------------|
| Water and Sewer Capital Projects | \$ 8,835.0 |
| Sidewalk/Trails Improvements | 4,275.0 |
| Roadway/ Transportation Improvements | 5,300.0 |
| Facility Improvements | 400.0 |
| Park Improvements | 3,018.5 |
| Stormwater Projects | 1,010.0 |
| Municipal Parking/ Economic Development | 2,440.0 |
| Equipment Systems | 1,932.3 |
| Refunding 2013 Bonds | 475.0 |
| Issuance and Contingency | 987.6 |
| TOTAL CAPITAL EXPENDITURES | \$ 28,673.4 |

FY 24-25 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 22-23 | -----FY 23-24----- | | FY 24-25 | NET |
|-----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|----------------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | CHANGE |
| 49101 Principal | \$ 270,000 | \$ 270,000 | \$ 270,000 | \$ 170,000 | \$ (100,000) |
| 49102 Interest | <u>332,738</u> | <u>385,400</u> | <u>385,400</u> | <u>235,600</u> | <u>(149,800)</u> |
| TOTAL DEBT SERVICE | 602,738 | 655,400 | 655,400 | 405,600 | (249,800) |
| TOTAL 2020 G.O. RETIREMENT | <u><u>\$ 602,738</u></u> | <u><u>\$ 655,400</u></u> | <u><u>\$ 655,400</u></u> | <u><u>\$ 405,600</u></u> | <u><u>\$ (249,800)</u></u> |

VEHICLE AND EQUIPMENT REPLACEMENT
49590

PURPOSE

Account for debt service on 4-year capital leases notes used to finance annual replacement of Town vehicles and equipment. Such financing arrangements help level out major budgetary fluctuations from year to year.

FY 24-25 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 49590
NAME EQUIPMENT REPLACEMENT**

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET |
|------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | CHANGE |
| 49110 Administration Principal | \$ 6,314 | \$ 6,400 | \$ 6,400 | \$ 19,800 | \$ 13,400 |
| 49115 Administration Interest | 242 | 100 | 100 | 3,400 | 3,300 |
| 49120 Police Principal | 91,411 | 26,200 | 26,200 | 108,000 | 81,800 |
| 49125 Police Interest | 3,077 | 500 | 500 | 17,000 | 16,500 |
| 49140 Public Works Principal | 340,941 | 250,400 | 250,400 | 626,500 | 376,100 |
| 49145 Public Works Interest | 13,493 | 5,200 | 5,200 | 92,400 | 87,200 |
| 49170 Parks & Recreation Principal | 34,616 | 44,600 | 44,600 | 19,200 | (25,400) |
| 49175 Parks & Recreation Interest | <u>1,313</u> | <u>900</u> | <u>900</u> | <u>1,200</u> | <u>300</u> |
| TOTAL DEBT SERVICE | 491,407 | 334,300 | 334,300 | 887,500 | 553,200 |
| TOTAL EQUIPMENT REPLACEMENT | <u>\$ 491,407</u> | <u>\$ 334,300</u> | <u>\$ 334,300</u> | <u>\$ 887,500</u> | <u>\$ 553,200</u> |

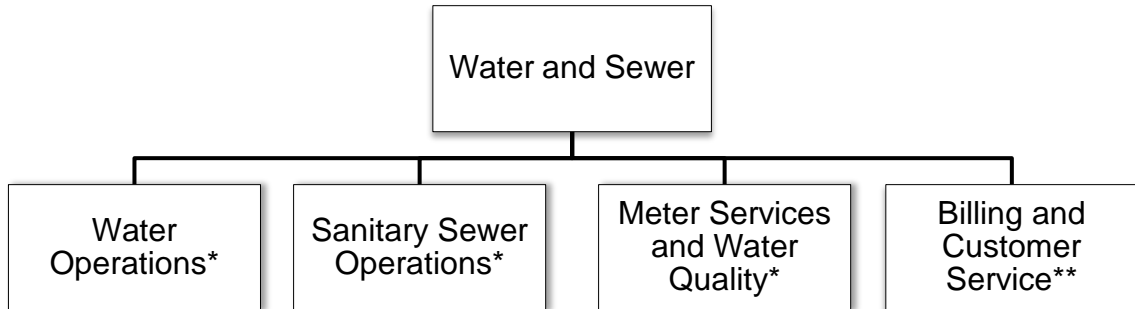
WATER AND SEWER FUND

MISSION

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



WATER AND SEWER FUND



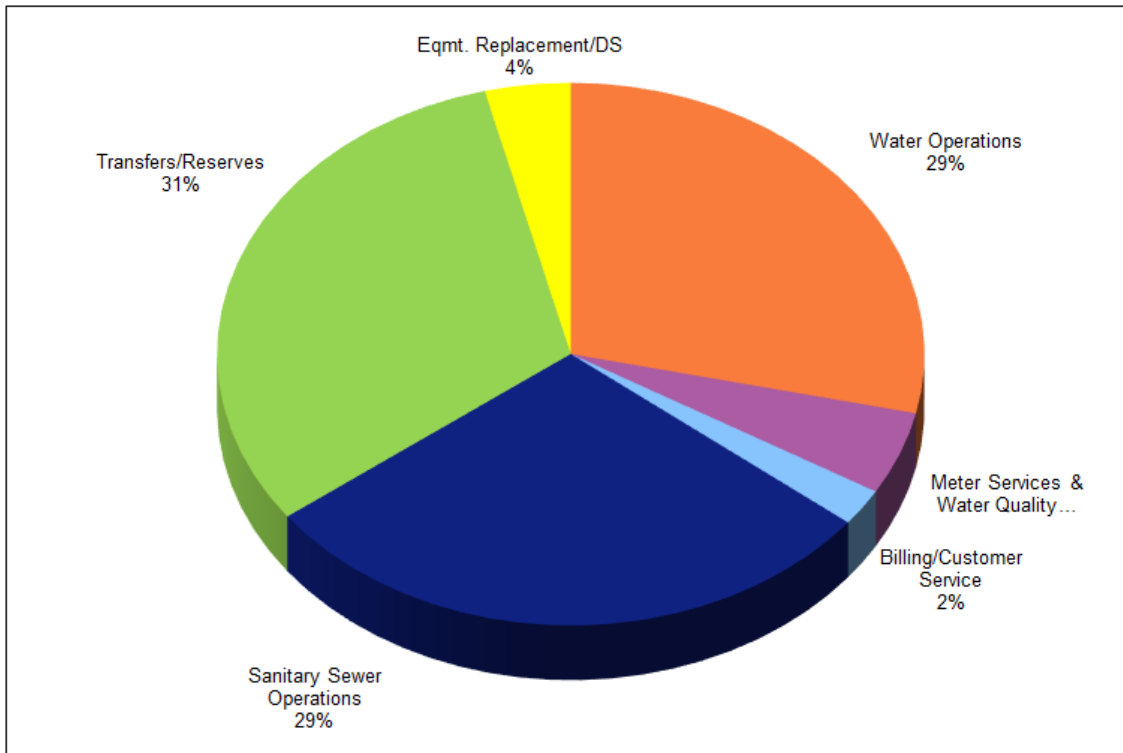
*Operations overseen by Public Works Department

**Operations overseen by Finance Department

WATER AND SEWER FUND

**TOWN OF VIENNA
FISCAL YEAR 24-25 BUDGET**

| | FY 22-23 Actuals | FY 23-24 Adopted | FY 23-24 Revised | FY 24-25 Adopted | Net Change |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|------------------|
| Water Operations | 3,341,208 | 3,529,150 | 3,493,770 | 3,823,160 | 294,010 |
| Meter Services & Water Quality | 587,011 | 661,980 | 662,790 | 663,740 | 1,760 |
| Billing/Customer Service | 263,648 | 251,590 | 250,740 | 295,440 | 43,850 |
| Sanitary Sewer Operations | 3,445,947 | 3,978,770 | 3,415,480 | 3,905,510 | -73,260 |
| Transfers/Reserves | 926,752 | 3,783,500 | 3,883,500 | 4,197,900 | 414,400 |
| Eqmt. Replacement/DS | 123,954 | 42,000 | 341,980 | 525,200 | 483,200 |
| Water and Sewer Fund | 8,688,520 | 12,246,990 | 12,048,260 | 13,410,950 | 1,163,960 |



| | FY 22-23 Actuals | FY 23-24 Adopted | FY 24-25 Adopted | Net Change | FY 24-25 % of Total |
|-----------------------------|---------------------|---------------------|---------------------|------------------|------------------------|
| Personnel Services | 1,690,702 | 1,600,040 | 1,688,580 | 88,540 | 12.6% |
| Employee Benefits | 624,456 | 644,280 | 729,920 | 85,640 | 5.4% |
| Purchased Services | 4,769,990 | 5,551,270 | 5,795,100 | 243,830 | 43.2% |
| Other Charges | 82,926 | 67,700 | 80,150 | 12,450 | 0.6% |
| Materials and Supplies | 353,053 | 394,050 | 404,950 | 10,900 | 3.0% |
| Program and Services | 113,254 | 125,600 | 125,600 | 0 | 0.9% |
| Capital Outlay | 868,370 | 44,550 | 61,450 | 16,900 | 0.5% |
| Transfers | 185,768 | 3,819,500 | 4,525,200 | 705,700 | 33.7% |
| Water and Sewer Fund | 8,688,520 | 12,246,990 | 13,410,950 | 1,163,960 | 100% |

**WATER DIVISION
50111**

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 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, 922 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 Water Division ensures ***“Vienna is an environmentally sustainable, and fiscally responsible community”*** by replacing and performing routine maintenance on the Town's water infrastructure. 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, flushing, 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 maintenance, repair, exercising, and inspection.

FY 23-24 ACCOMPLISHMENTS

- Assisted the Meter Division in the replacement of large water meters that require confined space entry.
- Installed new water system valves to better control emergency outages.
- Continued with the Fire Hydrant Replacement Program.
- Continued with the Fire Hydrant Flushing Program with pressure and flow data collection, to coincide with the annual switch to free chlorine disinfection by Fairfax Water.
- Continued with the Valve Exercise Program.
- Implemented Monthly Training Exercises for Water Division staff.

**WATER DIVISION
50111**

- Performed planned shutdowns of existing water mains to accommodate new connections and mains constructed with capital improvement and development projects.
- Continued use of Geographical Information System (GIS) to map water main breaks and help prioritize water main repairs and replacement projects.
- Assisted the Parks and Recreation Department with irrigation and winterization of facilities.

FY 24-25 INITIATIVES

- Strategically install pressure sensors in fire hydrants with the use of smart hydrant technology.
- Conduct Capital Improvement Projects in house. Connection of 12” water main to 8” water main on Beulah Road.
- Continue with Fire Hydrant Replacement Program to replace fire hydrants installed before the 1960’s, currently 63 percent remain.
- Assist Meter Department in the replacement of large meters that require confined space entry.
- Install identification markers on 16” water mains outside of Town boundaries.
- Continue with the replacement of old cast iron water mains throughout the system.

PERFORMANCE MEASURES

Strategic Plan Importance: The division maintains and replaces existing water utility infrastructure that will ensure *Vienna is a safe, and environmentally sustainable community.*



| Description | Actual FY 22-23 | Estimated FY 23-24 | Projected FY 24-25 |
|---|--------------------|-----------------------|-----------------------|
| Total Number of Water Main Breaks Repaired | 52 | 35 ¹ | 40 |
| CIP – Linear Feet of Water Main Replaced | 8,055 | 8,411 | 6,500 |
| Total Number of Water Valves Replaced/Installed | 8 | 72 ² | 50 |
| Fire Hydrant Replacement/Installed | 10 | 29 ³ | 25 |
| Fire Hydrant Painting | 737 | 700 | 400 ⁴ |
| Water Valve Exercising | 1,640 | 1,620 | 1,000 ⁵ |

¹Reduction in water main breaks due to water main replacement and external factors (weather).

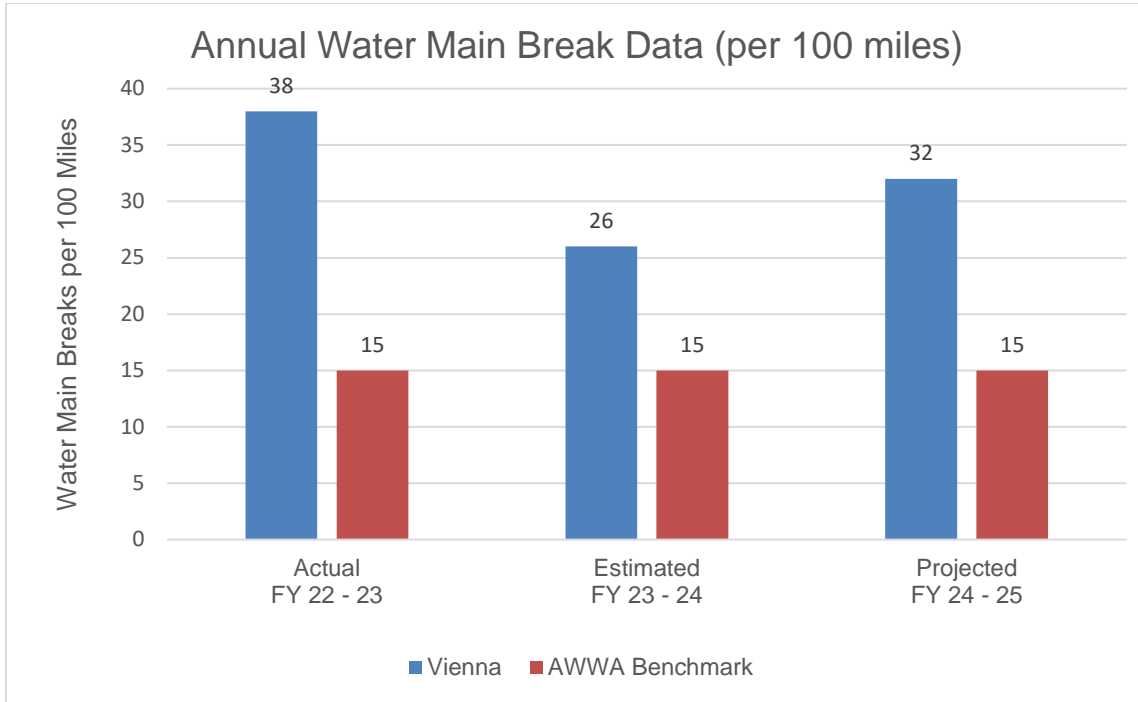
²Increased water valve replacement and installation, due to installation of new water mains.

**WATER DIVISION
50111**

³Increased fire hydrant replacement and installation, due to installation of new water mains.

⁴Decrease in fire hydrant painting due to the increase of fire hydrant maintenance.

⁵ Decrease in water valve exercising due to various projects such as Beulah Rd connection and identification of 16" water main.



PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|-------------------------------------|------------------|------------------|------------------|
| Superintendent | 0.5 | 0.5 | 0.5 |
| Water Operation Supervisor | 0.5 | 1 | 1 |
| Engineering Technician | 0.5 | 0.5 | 0.5 |
| Maintenance Worker | 5.5 | 5 | 5 |
| Administrative Assistant | 0.5 | 0.5 | 0.5 |
| Construction Inspector (CIP Funded) | 1 | 1 | 1 |
| Total | 8.5 | 8.5 | 8.5 |

FY 24-25 BUDGET CHANGES

- There is an increase due to Fairfax Water 2024 rate increase.

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

**DIVISION 50111
NAME WATER OPERATIONS**

| ACCOUNT NUMBER TITLE | FY 22-23 ACTUAL | -----FY 23-24----- | | FY 24-25 ADOPTED | NET CHANGE |
|---------------------------------------|--------------------|--------------------|------------------|---------------------|----------------|
| | | BUDGET | REVISED | | |
| 41001 Salaries and Wages | 529,588 | 583,760 | 571,590 | 631,980 | 48,220 |
| 41002 Overtime | 143,232 | 80,000 | 140,440 | 80,000 | - |
| 41006 Annual Leave Liquidation | - | - | 4,720 | - | - |
| 41008 Annual Leave Cash-In | 9,257 | - | 6,610 | - | - |
| 41011 Non-Exempt Comptime Liquid. | 900 | - | 40 | - | - |
| 41015 Performance Bonus | 3,500 | - | 3,500 | - | - |
| 41016 CDL Recruitment | 950 | - | 1,050 | - | - |
| 41017 CDL Retainage | 4,500 | 5,000 | 5,000 | 5,000 | - |
| 41020 Transfer of Budgeted Salary | <u>(104,238)</u> | <u>(95,500)</u> | <u>(50,000)</u> | <u>(95,500)</u> | <u>-</u> |
| TOTAL PERSONNEL SERVICES | 587,689 | 573,260 | 682,950 | 621,480 | 48,220 |
| 42001 F.I.C.A. | 49,490 | 50,430 | 50,430 | 54,470 | 4,040 |
| 42002 V.R.S. | 62,773 | 64,360 | 64,360 | 79,680 | 15,320 |
| 42003 V.R.S. Life Insurance | 7,031 | 7,960 | 7,960 | 8,100 | 140 |
| 42004 Local Pension Plan | 243 | - | - | - | - |
| 42007 Health Insurance | 99,277 | 91,780 | 91,780 | 97,360 | 5,580 |
| 42012 Cafeteria Plan Fees | 82 | 70 | 70 | 70 | - |
| 42018 Employer Contributions:DC401A | 18,409 | 23,150 | 23,150 | 24,660 | 1,510 |
| 42021 V.R.S. Hybrid 401A Match | 8,811 | 10,980 | 10,980 | 6,640 | (4,340) |
| 42025 V.R.S. Hybrid Disability | <u>1,857</u> | <u>2,090</u> | <u>2,090</u> | <u>6,700</u> | <u>4,610</u> |
| TOTAL EMPLOYEE BENEFITS | 247,973 | 250,820 | 250,820 | 277,680 | 26,860 |
| 43101 Consulting Services | 43,205 | 23,280 | 18,230 | 23,280 | - |
| 43301 Equipment Maintenance Contracts | 4,734 | 4,290 | 4,290 | 4,900 | 610 |
| 43307 Repair/Maintenance Service | 761 | 1,000 | 1,000 | 1,000 | - |
| 43308 Contracts/Services | 38,649 | 130,000 | 79,320 | 130,000 | - |
| 43309 Cell Phone Expense | 2,378 | 3,900 | 3,900 | 2,900 | (1,000) |
| 43701 Uniform Rental/Cleaning | 4,302 | 4,370 | 4,370 | 4,500 | 130 |
| 43801 Services from other Government | 31,732 | 47,000 | 30,720 | 47,000 | - |
| 43802 Landfill Fees | 66,692 | 63,460 | 52,330 | 65,000 | 1,540 |
| 43803 Wholesale Water Purchase | <u>1,869,354</u> | <u>2,015,000</u> | <u>1,986,330</u> | <u>2,215,000</u> | <u>200,000</u> |
| TOTAL PURCHASED SERVICES | 2,061,807 | 2,292,300 | 2,180,490 | 2,493,580 | 201,280 |
| 45101 Electricity | 14,849 | 19,000 | 19,000 | 19,000 | - |
| 45404 Central Copier Charges | 2,705 | - | - | 3,000 | 3,000 |
| 45501 Mileage Reimbursement | 932 | 500 | 500 | 1,000 | 500 |
| 45503 Subsistence/Lodging | 504 | 500 | 500 | 1,500 | 1,000 |
| 45504 Conventions/Education | 3,896 | 7,500 | 2,500 | 7,500 | - |
| 45505 Business Meals | 493 | 500 | 500 | 750 | 250 |
| 45801 Memberships/Dues | <u>460</u> | <u>400</u> | <u>1,900</u> | <u>1,900</u> | <u>1,500</u> |
| TOTAL OTHER CHARGES | 23,839 | 28,400 | 24,900 | 34,650 | 6,250 |

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

**DIVISION 50111
NAME WATER OPERATIONS**

| ACCOUNT NUMBER TITLE | FY 22-23 ACTUAL | -----FY 23-24----- BUDGET | REVISED | FY 24-25 ADOPTED | NET CHANGE |
|--|---------------------|------------------------------|---------------------|---------------------|-------------------|
| 46001 Office Supplies | 2,000 | 2,000 | 2,000 | 2,200 | 200 |
| 46007 Repair/Maintenance Supplies | 199,922 | 103,000 | 111,580 | 103,000 | - |
| 46008 Vehicle/Equipment Fuels | 31,555 | 22,000 | 22,000 | 32,000 | 10,000 |
| 46009 Vehicle/Equip Maintenance Supplies | 389 | 500 | 700 | 1,000 | 500 |
| 46011 Uniforms/Safety Apparel | 5,326 | 6,000 | 6,000 | 6,000 | - |
| 46015 Operational Supplies | 29,235 | 33,000 | 33,000 | 33,000 | - |
| 46017 Small Tools | 1,028 | 1,500 | 1,500 | 1,500 | - |
| 46031 Tires and Tubes | 2,535 | 2,000 | 2,000 | 2,700 | 700 |
| 46032 Surface Repair Materials | 20,725 | 41,020 | 33,500 | 41,020 | - |
| 46040 Software Purchases | - | 6,500 | - | 6,500 | - |
| TOTAL MATERIALS AND SUPPLIES | 292,715 | 217,520 | 212,280 | 228,920 | 11,400 |
| 47203 Service Awards | 150 | - | - | - | - |
| 47407 Contracted Asphalt Repairs | 74,066 | 90,000 | 73,780 | 90,000 | - |
| 47408 Internal Asphalt Repairs | 38,438 | 35,600 | 27,500 | 35,600 | - |
| TOTAL PROGRAMS AND SERVICES | 112,654 | 125,600 | 101,280 | 125,600 | - |
| 48101 Machine/Equipment Replacement | 82 | 7,750 | 7,750 | 7,750 | - |
| 48201 Additional Machine/Equipment | 11,221 | 30,000 | 29,800 | 30,000 | - |
| 48202 Additional Furnitures/Fixtures | 3,226 | 3,500 | 3,500 | 3,500 | - |
| TOTAL CAPITAL OUTLAY | 14,530 | 41,250 | 41,050 | 41,250 | - |
| TOTAL WATER OPERATIONS | \$ 3,341,208 | \$ 3,529,150 | \$ 3,493,770 | \$ 3,823,160 | \$ 294,010 |

METER SERVICES AND WATER QUALITY DIVISION
50112

PURPOSE

The Meter Services and Water Quality Division ensures the accuracy of approximately 9,300 residential and commercial water meters within the Town's service area. This division reports meter readings to Customer Service for billing purposes, assesses the condition of water quality throughout the Town, and collects water quality samples to comply with all State and Federal regulations.

**STRATEGIC PLAN**

The Meter Services and Water Quality 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

- 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 23-24 ACCOMPLISHMENTS

- Provided prompt responses to all customer inquiries and work order requests.
- Continued Lead and Copper Service Line Survey to comply with the Environmental Protection Agency's Revised Lead and Copper Rule.
- Collected Per- and Polyfluoroalkyl Substances (PFAS) samples to comply with the Fifth Unregulated Contaminant Monitoring Rule.
- Performed 24/7 utility inspections to ensure compliance with permitting and construction regulations.
- Implemented radio meter reading software and installed radio reads on 230 water meters.
- Replaced 307 dead or dying water meters.
- Purchased and installed the first automatic fire hydrant flusher.
- Performed 8 large water meter replacements 1.5" – 2".
- Coordinated and managed preventive maintenance of High Service Pump #1 at Wall Street water tower.

**METER SERVICES AND WATER QUALITY DIVISION
50112**

FY 24-25 INITIATIVES

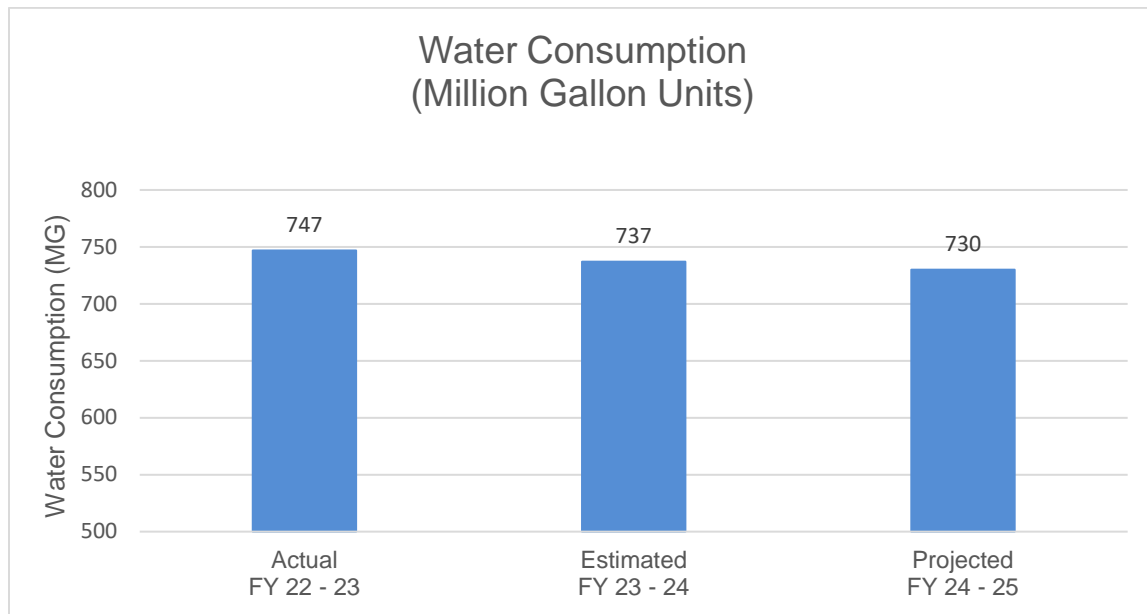
- Complete the Lead and Copper Service Line Survey in advance of the Environmental Protection Agency’s October 2024 deadline.
- Continue installation of 500 water meter radio reads.
- Schedule inspection and maintenance on Nutley Street water tower.
- Power wash Wall Street water tower.
- Purchase and install additional automatic fire hydrant flushers.
- Increase research and knowledge related to PFAS.

PERFORMANCE MEASURES

Strategic Plan Importance: The division strives to stay in compliance with the Environmental Protection Agency and the Virginia Department Health which ensures *Vienna is a safe, and environmentally sustainable community.*



| Description | Actual FY 22-23 | Estimated FY 23-24 | Projected FY 24-25 |
|---|--------------------|-----------------------|-----------------------|
| Service orders completed | 3,153 | 3,046 | 3,100 |
| Water Quality samples collected and delivered to the Fairfax Water Lab for processing | 554 | 506 | 500 |



**METER SERVICES AND WATER QUALITY DIVISION
50112**

- 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 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

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Supervisor | 1 | 1 | 1 |
| Meter Service Worker | 3 | 3 | 3 |
| Total | 4 | 4 | 4 |

FY 24-25 BUDGET CHANGES

- There is an increase in education costs.

TOWN OF VIENNA
ADOPTED EXPENDITURES BUDGET BY FUND

DIVISION 50112
NAME METER SERVICES & WATER QUALITY

| ACCOUNT NUMBER TITLE | FY 22-23 ACTUAL | -----FY 23-24----- | | FY 24-25 ADOPTED | NET CHANGE |
|--|--------------------|--------------------|-------------------|---------------------|-----------------|
| | | BUDGET | REVISED | | |
| 41001 Salaries and Wages | 278,014 | 315,420 | 296,800 | 302,040 | (13,380) |
| 41002 Overtime | 53,356 | 56,950 | 56,950 | 56,950 | - |
| 41006 Annual Leave Liquidation | 49,139 | - | - | - | - |
| 41008 Annual Leave Cash-In | 6,355 | - | - | - | - |
| 41011 Non-Exempt Comptime Liquidation | 19 | - | - | - | - |
| 41015 Performance Bonus | 3,000 | - | - | - | - |
| 41017 CDL Retainage | 2,500 | 3,000 | 3,000 | 3,000 | - |
| TOTAL PERSONNEL SERVICES | 392,383 | 375,370 | 356,750 | 361,990 | (13,380) |
| 42001 F.I.C.A. | 27,848 | 24,130 | 24,130 | 28,370 | 4,240 |
| 42002 V.R.S. | 40,787 | 33,640 | 33,640 | 38,090 | 4,450 |
| 42003 V.R.S. Life Insurance | 12,888 | 4,220 | 4,220 | 5,200 | 980 |
| 42004 Local Pension Plan | 42 | - | - | - | - |
| 42007 Health Insurance | 67,374 | 63,080 | 63,080 | 66,400 | 3,320 |
| 42012 Cafeteria Plan Fees | 57 | 70 | 70 | 70 | - |
| 42018 Employer Contribution: DC401A | 11,355 | 12,300 | 12,300 | 11,780 | (520) |
| 42021 V.R.S. Hybrid 401A Match | 14 | 2,900 | 2,900 | 2,500 | (400) |
| 42025 V.R.S. Hybrid Disability | 4 | 440 | 440 | 910 | 470 |
| TOTAL EMPLOYEE BENEFITS | 160,369 | 140,780 | 140,780 | 153,320 | 12,540 |
| 43307 Repair/Maintenance Services | - | 2,100 | 2,100 | 2,100 | - |
| 43308 Contracts/Services | 20,398 | 20,000 | 20,000 | 21,000 | 1,000 |
| 43309 Cell Phone Expense | 600 | 3,500 | 3,500 | 1,800 | (1,700) |
| 43701 Uniform Rental/Cleaning | 2,742 | 2,700 | 2,700 | 3,000 | 300 |
| TOTAL PURCHASED SERVICES | 23,740 | 28,300 | 28,300 | 27,900 | (400) |
| 45503 Subsistence/Lodging | 910 | 1,250 | 1,250 | 1,250 | - |
| 45504 Conventions/Education | 350 | 2,000 | 2,000 | 5,000 | 3,000 |
| 45505 Business Meals | 449 | 500 | 500 | 500 | - |
| TOTAL OTHER CHARGES | 1,709 | 3,750 | 3,750 | 6,750 | 3,000 |
| 46001 Office Supplies | 40 | 510 | 510 | 510 | - |
| 46007 Repair/Maintenance Supplies | 39,325 | 110,000 | 129,430 | 110,000 | - |
| 46011 Uniforms/Safety Apparel | 1,665 | 2,270 | 2,270 | 2,270 | - |
| 46017 Small Tools | 908 | 1,000 | 1,000 | 1,000 | - |
| TOTAL MATERIALS AND SUPPLIES | 41,937 | 113,780 | 133,210 | 113,780 | - |
| 47203 Service Awards | 150 | - | - | - | - |
| TOTAL PROGRAMS AND SERVICES | 150 | - | - | - | - |
| 48101 Machine/Equipment Replacement | (33,277) | - | - | - | - |
| TOTAL CAPITAL OUTLAY | (33,277) | - | - | - | - |
| TOTAL METER SRVCS & WATER QUALITY | \$ 587,011 | \$ 661,980 | \$ 662,790 | \$ 663,740 | \$ 1,760 |

WATER AND SEWER BILLING AND CUSTOMER SERVICE
50113

PURPOSE

The Water and Sewer Billing and Customer Service's purpose is to establish and maintain customer accounts, ensure accurate reading of all town water meters, produce accurate and timely quarterly bills for Water and Sewer services, coordinate work orders with the Department of Public works, and to assist customers with inquiries and concerns about their accounts with the highest level of customer service.

STRATEGIC PLAN


The division's objective to provide excellent customer service, coordinate work orders, and to manage the quarterly billing process for Water and Sewer services embraces the strategic plan initiatives of, ***“Vienna is an engaged, environmentally sustainable, and fiscally responsible community.”***

ACTIVITIES / PRODUCTS / SERVICES

- Manage customer accounts, including start service for new residents and stop service for departing residents.
- Respond to customer inquiries in-person, over the phone, and via email with the highest level of customer service.
- Calculate and distribute customer Water and Sewer bills on a monthly basis.
- Manage the collection process by notifying customers of delinquent bills and shutoff notices, when applicable.
- Coordinate meter reads and work orders with meter technicians on a timely basis.
- Prepare and post customer account adjustments, when applicable.
- Manage the State Set-Off Debt (SODC) program for uncollected amounts.
- Generate reports for the Mayor's office, Town Council, the Town Manager, and other departments, as necessary.

FY 23-24 ACCOMPLISHMENTS

- 3,400 out of 10,250 customers are now set up with email billing options for Water and Sewer services. With continued opt outs of print billing, the Town forecasts a decrease of 10 percent, or \$3,000 of printing and postage costs in FY2024.
- 2,950 out of 10,250 customers are now set up with autopay, an increase of 6 percent from the prior year. Autopay contributes to timely payments and a forecasted reduction of delinquent fees by 6 percent or \$5,000.
- Worked with a consulting firm to develop a new water and sewer rate study and implemented water and sewer email billing.

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

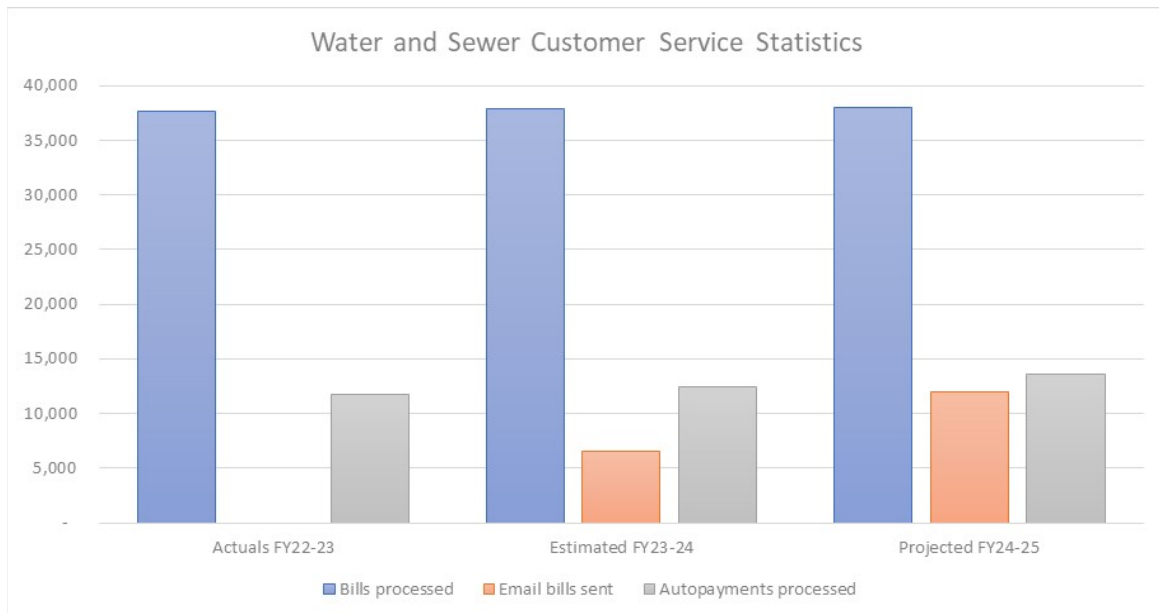
- Converted Enterprise Resource Planning (ERP) system to the cloud with a forecasted goal to decrease future hardware replacement costs by \$20,000 every three years.

FY 24-25 INITIATIVES

- Upgrade the Town website to streamline and enhance customer experience with a goal to increase email billing registration and auto-pay election.
- Enroll customers in Water and Sewer email billing with a goal to decrease printing and postage costs by 10 percent or \$3,000.
- Enroll customers in Water and Sewer bill auto-pay with a goal to decrease delinquent fees by 5 percent or \$5,000.
- Implement a customer service tracking tool to help monitor and track customer service requests, provide reports to management, and enhance the customer service experience.

PERFORMANCE MEASURES

Strategic Plan Importance: Offering email billing, autopayment options, e-box cashiering, and converting to the cloud has reduced printing and postage costs, reduced the collection of delinquent fees, and improved processing times. These accomplishments have enabled the division to be more fiscally responsible, environmentally sustainable, and engaged.



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

PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Fiscal Technician II | 1 | 2 | 2 |
| Fiscal Technician III | 1 | 0 | 0 |
| Total | 2 | 2 | 2 |

FY 24-25 BUDGET CHANGES

- Increase in Financial Systems Maintenance due to cloud conversion of Enterprise/MUNIS.

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

**DIVISION 50113
NAME BILLING/CUSTOMER SERVICE**

| ACCOUNT NUMBER TITLE | FY 22-23 ACTUAL | -----FY 23-24----- BUDGET | REVISED | FY 24-25 ADOPTED | NET CHANGE |
|---------------------------------------|--------------------|------------------------------|-------------------|---------------------|------------------|
| 41001 Salaries and Wages | 108,916 | 134,360 | 114,360 | 132,600 | (1,760) |
| 41002 Overtime | 2,142 | 1,800 | 150 | 1,800 | - |
| 41006 Annual Leave Liquidation | 2,107 | - | - | - | - |
| 41015 Performance Bonus | 2,000 | - | - | - | - |
| TOTAL PERSONNEL SERVICES | 115,165 | 136,160 | 114,510 | 134,400 | (1,760) |
| 42001 F.I.C.A. | 8,383 | 10,280 | 10,280 | 10,280 | - |
| 42002 V.R.S. | 11,490 | 13,580 | 10,580 | 16,720 | 3,140 |
| 42003 V.R.S. Life Insurance | 1,464 | 1,800 | 1,800 | 1,640 | (160) |
| 42007 Health Insurance | 18,218 | 20,850 | 15,850 | 16,410 | (4,440) |
| 42012 Cafeteria Plan Fees | 39 | 70 | 70 | 70 | - |
| 42018 Employer Contributions:DC401A | 3,679 | 5,240 | 2,730 | 5,180 | (60) |
| 42021 V.R.S. Hybrid 401A Match | 3,447 | 4,700 | 4,700 | 3,330 | (1,370) |
| 42025 V.R.S. Hybrid Disability | 577 | 710 | 710 | 1,910 | 1,200 |
| TOTAL EMPLOYEE BENEFITS | 47,297 | 57,230 | 46,720 | 55,540 | (1,690) |
| 43101 Consulting Services | 3,764 | - | - | - | - |
| 43302 Financial System Mtce | - | - | 15,000 | 40,000 | 40,000 |
| 43308 Contracts/Services | 42,972 | 30,000 | 43,160 | 35,000 | 5,000 |
| 43309 Cell Phone Expense | 851 | 2,200 | 2,200 | 1,500 | (700) |
| TOTAL PURCHASED SERVICES | 47,587 | 32,200 | 60,360 | 76,500 | 44,300 |
| 45203 Postal Services | 22,651 | 20,000 | 27,040 | 24,000 | 4,000 |
| 45404 Central Copier Charges | 1,219 | 1,000 | 1,000 | 1,000 | - |
| 45501 Mileage Reimbursement | 10 | - | - | - | - |
| 45504 Conventions/Education | - | 2,000 | - | 1,500 | (500) |
| 45803 Bad Debt Write-Off | 27,824 | - | - | - | - |
| TOTAL OTHER CHARGES | 51,704 | 23,000 | 28,040 | 26,500 | 3,500 |
| 46015 Operational Supplies | 1,895 | 3,000 | 1,110 | 2,500 | (500) |
| TOTAL MATERIALS AND SUPPLIES | 1,895 | 3,000 | 1,110 | 2,500 | (500) |
| TOTAL BILLING/CUSTOMER SERVICE | \$ 263,648 | \$ 251,590 | \$ 250,740 | \$ 295,440 | \$ 43,850 |

SANITARY SEWER DIVISION
50114

PURPOSE

The Sanitary Sewer Division provides design review and operations for the Town's public sanitary sewer collection system. This division performs 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 Sanitary Sewer Division ensures ***“Vienna is an environmentally sustainable and safe community”*** by inspecting, vacuuming, and cleaning the sanitary sewer system when necessary.

ACTIVITIES / PRODUCTS / SERVICES

- 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.

SANITARY SEWER DIVISION
50114

FY 23-24 ACCOMPLISHMENTS

- Performed all inspections to ensure proper installation of sewer cap-offs and new service connections to Town-owned sewer mains.
- Continued systematic sewer cleaning and maintenance using 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 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.
- Implemented systematic 90-day cleaning and inspections of documented trouble spots.
- Replaced manhole frame and covers throughout the service area.
- Assisted Parks and Recreation Department with pump and sewer lateral maintenance at the Community Center and other park facilities.
- Completed Difficult Run Sanitary Sewer Trunk line identification Program.

FY 24-25 INITIATIVES

- Continue systematic TV inspection of Town sewer 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.
- Estimation 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.
- Survey and repair manholes on the difficult run interceptor.
- Develop a training guide for the new VAC-ON Truck.
- Continue to assist with inspection, mapping, and cleaning of storm sewer throughout the service area.
- Completion of additional point repairs within the Town's sewer system.

**SANITARY SEWER DIVISION
50114**

- Coordinate with Fairfax County to rehabilitate shared out-of-town sewer lines/Difficult Run.
- Provide additional training for the sewer maintenance team.

PERFORMANCE MEASURES

Strategic Plan Importance: The division maintains and rehabilitates existing infrastructure to prevent sanitary sewer overflows in the public system, promoting *Vienna as an environmentally sustainable and safe community.*



| Description | Actual FY 22-23 | Estimated FY 23-24 | Projected FY 24-25 |
|--|--------------------|-----------------------|-----------------------|
| Total sanitary sewer main overflows in public system | 0 | 0 | 0 |
| CIP –Linear Feet of Sewer Main Lining/Replacement | 4,254 | 4,454 | 5,000 |
| Linear feet of Sewer Mains Cleaned | 136,471 | 144,039 | 140,000 |
| Linear Feet of Sewer Mains Televised (CCTV) | 99,120 | 97,120 | 98,000 |

PERSONNEL

| Authorized Positions | Adopted FY 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|----------------------------|---------------------|---------------------|---------------------|
| Superintendent | 0.5 | 0.5 | 0.5 |
| Sewer Operation Supervisor | 0.5 | 1 | 1 |
| Engineering Technician | 0.5 | 0.5 | 0.5 |
| Maintenance Worker | 5.5 | 5 | 5 |
| Total | 7 | 7 | 7 |

FY 24-25 BUDGET CHANGES

- There are no significant changes to this budget.

TOWN OF VIENNA
ADOPTED EXPENDITURES BUDGET BY FUND

DIVISION 50114

NAME SANITARY SEWER OPERATIONS

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|--|------------------|--------------------|------------------|------------------|------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 41001 Salaries and Wages | 513,606 | 481,160 | 531,910 | 531,620 | 50,460 |
| 41002 Overtime | 41,366 | 42,090 | 39,200 | 42,090 | - |
| 41006 Annual Leave Liquidation | 24,306 | - | - | - | - |
| 41008 Annual Leave Cash-In | 5,187 | - | - | - | - |
| 41015 Performance Bonus | 4,500 | - | 3,500 | - | - |
| 41017 CDL Retainage | 6,500 | 7,000 | 7,000 | 12,000 | 5,000 |
| 41020 Transfer of Budgeted Salary | - | (15,000) | (15,000) | (15,000) | - |
| TOTAL PERSONNEL SERVICES | 595,465 | 515,250 | 566,610 | 570,710 | 55,460 |
| 42001 F.I.C.A. | 43,105 | 36,800 | 36,800 | 44,880 | 8,080 |
| 42002 V.R.S. | 55,611 | 53,520 | 53,520 | 67,040 | 13,520 |
| 42003 V.R.S. Life Insurance | 6,094 | 6,430 | 6,430 | 7,590 | 1,160 |
| 42007 Health Insurance | 76,038 | 66,380 | 66,380 | 86,560 | 20,180 |
| 42012 Cafeteria Plan Fees | 43 | 70 | 70 | 70 | - |
| 42018 Employer Contributions:DC401A | 15,749 | 18,750 | 18,750 | 20,740 | 1,990 |
| 42021 V.R.S. Hybrid 401A Match | 6,462 | 6,080 | 6,080 | 6,070 | (10) |
| 42025 V.R.S. Hybrid Disability | 1,541 | 1,420 | 1,420 | 4,430 | 3,010 |
| TOTAL EMPLOYEE BENEFITS | 204,643 | 189,450 | 189,450 | 237,380 | 47,930 |
| 43101 Consulting Services | 8,880 | 15,000 | 28,320 | 15,000 | - |
| 43307 Repair/Maintenance Services | 2,919 | 4,500 | 4,500 | 4,500 | - |
| 43308 Contracts/Services | 48,641 | 81,970 | 51,480 | 81,970 | - |
| 43309 Cell Phone Expense | 871 | 2,500 | 2,500 | 1,000 | (1,500) |
| 43701 Uniform Rental/Cleaning | 4,981 | 5,250 | 5,250 | 5,400 | 150 |
| 43801 Services From Other Government | - | 1,850 | 1,850 | 1,850 | - |
| 43802 Landfill Fees | - | 600 | 600 | 600 | - |
| 43804 Sewage Treatment/DC WASA | 1,938,776 | 2,300,000 | 1,883,220 | 2,125,000 | (175,000) |
| 43805 Sewage Treatment/Fairfax | 640,413 | 656,800 | 493,480 | 656,800 | - |
| 43807 Fairfax Capital Interest | (8,623) | 130,000 | 130,000 | 130,000 | - |
| TOTAL PURCHASED SERVICES | 2,636,858 | 3,198,470 | 2,601,200 | 3,022,120 | (176,350) |
| 45101 Electricity | 80 | 2,600 | 150 | 500 | (2,100) |
| 45404 Central Copier Charges | 2,880 | 1,200 | 1,200 | 3,000 | 1,800 |
| 45501 Mileage Reimbursement | - | - | 600 | - | - |
| 45503 Subsistence/Lodging | - | 750 | 750 | 750 | - |
| 45504 Conventions/Education | 2,293 | 7,500 | 7,500 | 7,500 | - |
| 45505 Business Meals | 420 | 500 | 500 | 500 | - |
| TOTAL OTHER CHARGES | 5,673 | 12,550 | 10,700 | 12,250 | (300) |
| 46001 Office Supplies | 308 | 1,000 | 1,000 | 1,000 | - |
| 46007 Repair/Maintenance Supplies | 4,716 | 32,000 | 15,340 | 32,000 | - |
| 46008 Vehicle/Equipment Fuels | - | 5,000 | 5,000 | 5,000 | - |
| 46009 Vehicle/Equip Maintenance Supplies | 210 | 500 | 500 | 500 | - |
| 46011 Uniforms/Safety Apparel | 3,731 | 5,000 | 5,000 | 5,000 | - |
| 46015 Operational Supplies | 7,137 | 13,000 | 10,630 | 13,000 | - |
| 46017 Small Tools | 405 | 1,000 | 1,000 | 1,000 | - |
| 46031 Tires and Tubes | - | 2,250 | 2,250 | 2,250 | - |
| TOTAL MATERIALS AND SUPPLIES | 16,507 | 59,750 | 40,720 | 59,750 | - |
| 47203 Service Awards | 450 | - | - | - | - |
| TOTAL PROGRAMS AND SERVICES | 450 | - | - | - | - |

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

**DIVISION 50114
NAME SANITARY SEWER OPERATIONS**

| ACCOUNT NUMBER TITLE | FY 22-23 ACTUAL | -----FY 23-24----- | | FY 24-25 ADOPTED | NET CHANGE |
|--|----------------------------|----------------------------|----------------------------|----------------------------|---------------------------|
| | | BUDGET | REVISED | | |
| 48101 Machine/Equipment Replacement | - | 1,800 | 1,800 | 1,800 | - |
| 48201 Additional Machine/Equipment | <u>1,351</u> | <u>1,500</u> | <u>5,000</u> | <u>1,500</u> | <u>-</u> |
| TOTAL CAPITAL OUTLAY | 1,351 | 3,300 | 6,800 | 3,300 | - |
| 49220 Transfer to Stormwater | <u>(15,000)</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| TOTAL INTERFUND TRANSFERS | (15,000) | - | - | - | - |
| TOTAL SANITARY SEWER OPERATIONS | <u>\$ 3,445,947</u> | <u>\$ 3,978,770</u> | <u>\$ 3,415,480</u> | <u>\$ 3,905,510</u> | <u>\$ (73,260)</u> |

INTERFUND TRANSFERS
50141

PURPOSE

This division accounts for interfund transfers to the General Fund and the Debt Service Fund. The former serves to reimburse the General Fund for the costs of its support of Water and Sewer operations. The latter reimburses the Debt Service Fund for the Water and Sewer Fund's share of annual debt service based on the use of general obligation debt proceeds for water and sewer capital projects.

FY 24-25 BUDGET CHANGES

- The cost of supporting Water and Sewer operations has increased with the rise in the consumer price index and all costs and expenses, which 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 22-23 ACTUAL | -----FY 23-24----- | | FY 24-25 ADOPTED | NET CHANGE |
|--|--------------------------|----------------------------|----------------------------|----------------------------|--------------------------|
| | | BUDGET | REVISED | | |
| 42020 Other Post Employment Benefits | - | 6,000 | 6,000 | 6,000 | - |
| 42030 Pension Expense | <u>(35,827)</u> | - | - | - | - |
| TOTAL EMPLOYEE BENEFITS | (35,827) | 6,000 | 6,000 | 6,000 | - |
| 48308 Capital Leases | - | - | - | 16,900 | 16,900 |
| 48311 Depreciation | <u>885,766</u> | - | - | - | - |
| TOTAL CAPITAL OUTLAY | 885,766 | - | - | 16,900 | 16,900 |
| 49201 WSF Transfer To GF | 2,200,000 | 2,400,000 | 2,400,000 | 2,500,000 | 100,000 |
| 49202 WSF Transfer To DSF | 1,390,722 | 1,477,500 | 1,477,500 | 1,675,000 | 197,500 |
| 49204 CPF Transfer To WSF | <u>(3,513,909)</u> | - | - | - | - |
| TOTAL INTERFUND TRANSFERS | 76,813 | 3,877,500 | 3,877,500 | 4,175,000 | 297,500 |
| 49900 Contingency Reserve | - | <u>(100,000)</u> | - | - | 100,000 |
| TOTAL CONTINGENCY RESERVE | - | (100,000) | - | - | 100,000 |
| TOTAL W&S INTERFUND TRANSFERS | <u>\$ 926,752</u> | <u>\$ 3,783,500</u> | <u>\$ 3,883,500</u> | <u>\$ 4,197,900</u> | <u>\$ 414,400</u> |

VEHICLE AND EQUIPMENT REPLACEMENT PROGRAM
59500

PURPOSE

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

FY 24-25 BUDGET CHANGES

- 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 22-23 ACTUAL | -----FY 23-24----- BUDGET | REVISED | FY 24-25 ADOPTED | NET CHANGE |
|---------------------------------------|--------------------------|------------------------------|--------------------------|--------------------------|--------------------------|
| 49102 Water & Sewer GO Debt Interest | - | - | 158,630 | 350,200 | 350,200 |
| 49155 Water & Sewer Interest | <u>123,954</u> | <u>42,000</u> | <u>183,350</u> | <u>175,000</u> | <u>133,000</u> |
| TOTAL DEBT SERVICE | 123,954 | 42,000 | 341,980 | 525,200 | 483,200 |
| TOTAL W&S VEH REPL PROGRAM | <u>\$ 123,954</u> | <u>\$ 42,000</u> | <u>\$ 341,980</u> | <u>\$ 525,200</u> | <u>\$ 483,200</u> |

STORMWATER FUND

**TOWN OF VIENNA
FISCAL YEAR 24-25 BUDGET**

| | FY 22-23 Actuals | FY 23-24 Adopted | FY 23-24 Revised | FY 24-25 Adopted | Net Change |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------|
| Stormwater Administration | 477,074 | 752,040 | 788,600 | 769,720 | 17,680 |
| Stormwater Fund | 477,074 | 752,040 | 788,600 | 769,720 | 17,680 |

| | FY 22-23 Actuals | FY 23-24 Adopted | FY 24-25 Adopted | Net Change | FY 24-25 % of Total |
|------------------------|---------------------|---------------------|---------------------|---------------|------------------------|
| Personnel Services | 160,251 | 210,120 | 215,750 | 5,630 | 28.0% |
| Employee Benefits | 53,808 | 77,830 | 87,320 | 9,490 | 11.3% |
| Purchased Services | 33,017 | 101,820 | 101,700 | -120 | 13.2% |
| Other Charges | 3,604 | 4,500 | 7,050 | 2,550 | 0.9% |
| Materials and Supplies | 10 | 5,360 | 5,400 | 40 | 0.7% |
| Program and Services | 211,383 | 337,410 | 337,500 | 90 | 43.8% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0.0% |
| Transfers | 15,000 | 15,000 | 15,000 | 0 | 1.9% |
| Stormwater Fund | 477,074 | 752,040 | 769,720 | 17,680 | 100.0% |



STORMWATER DIVISION
55111

PURPOSE

The Stormwater Division implements best practices to ensure stormwater (water from rain, melting snow, or flow from springs) is as uncontaminated as possible entering storm drains and eventually leading to streams, not a wastewater treatment facility. This division does so by informing the public, enforcing, and updating stormwater management requirements, and continuing to develop plans that can assist in minimizing pollutants and flooding from stormwater. Vienna operates its storm drains as a Municipal Separate Storm Sewer System (MS4) under a permit issued by the Virginia Department of Environmental Quality (DEQ).

Fairfax County charges the residents of Vienna a stormwater fee on their tax bill. Fairfax County uses a portion of the Vienna tax to provide monitoring and water quality projects outside the Town of Vienna to meet Vienna's requirements included in our stormwater permit. A portion of this fee is used by Vienna for stormwater activities within the Town. The proposed FY2025 Budget includes \$440,000 of anticipated stormwater tax revenue for Vienna and is the eleventh year of receipt of funding. These funds are restricted to only stormwater projects.

STRATEGIC PLAN 

The Stormwater Division supports the goal of “**Vienna as an environmentally sustainable community**” by protecting natural and manmade resources. The division accomplishes this goal through the installation and maintenance of the Town's stormwater conveyance infrastructure and environmental projects including drainage studies, stormwater permit compliance, and stream restorations.

ACTIVITIES / PRODUCTS / SERVICES

- Inspection, maintenance, and repair of stormwater conveyance infrastructure including catch basins, culverts, manholes, pipes, ditches, and streams.
- Inspection, monitoring, maintenance, and enforcement of public and privately owned Best Management Practices (BMP).
- Administer the 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 the Town Council on October 28, 2013.
- Complete state stormwater grant applications and revenue sharing.
- Timely response to requests regarding drainage and stormwater concerns.

STORMWATER DIVISION
55111

FY 23-24 ACCOMPLISHMENTS

- Completed survey, preliminary design, and community meetings for 100 Block Moore Avenue SE and 200 Block Manvell Road SE. The design is anticipated to be completed and construction will begin in early 2024.
- Completed design and construction for 600 Block Valley Drive SE drainage improvement.
- Completed drainage study for 900 Block Glyndon Street SE / 300 Block Owaissa Road SE and Cherry Circle SW.
- Completed cleaning and sediment removal from Wolftrap Creek under Echols Street SE.
- Completed design and construction of traffic-calming urban bioretention at Meadow Lane SW, Tapawingo Road and Kingsley Road SW, which consisted of traffic calming bump outs with four bioretention facilities.
- 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 implemented material stockpile containment.
- Hosted a watershed educational booth at the Town's annual fishing rodeo and DPW Day.
- 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.
- Implemented an "Adopt-An-Inlet" Program with interactive online maps encouraging residents to maintain storm drain inlets and to report any required maintenance, repairs, or cleanings.
- 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.

STORMWATER DIVISION
55111

- Completed survey and design of Bear Branch Southside Park Phase I Stream Restoration utilizing \$1,020,000 Stormwater Local Assistance Fund (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.

FY 24-25 INITIATIVES

- Continue to implement and comply with Phase II Chesapeake Bay, Bacteria, Sediment, and Chloride Action Plans, Public Education/Outreach Plan, and MS4 Program Plan per Virginia DEQ requirements.
- Continue reissuance and implement new Construction General Permits per Virginia DEQ requirements.
- Continue implementation of Northside Property Yard and Nutley Street Yard SWPPP and water quality improvements.
- Continue and maintain comprehensive GIS mapping of stormwater infrastructure, best management practices, and Virginia Stormwater Management Program (VSMP) land disturbance for inventory, maintenance, and inspection tracking.
- Begin assessment of corrugated metal pipe (CMP) culverts, throughout the Town, in poor condition and begin, repairing and replacing these pipes. Construction to re-line a major storm drain culvert under Maple-Nutley to begin in Spring 2024.
- Expand efforts to replace and repair damaged storm drain inlets, and implement additional outreach efforts 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 SW, Center Street S and Elm Street SW, Glyndon Street SE, and Owaissa Court SE.
- Complete design and construction of 100 Block Moore Avenue SE, and 200 Block Manvell Road SE.

Fairfax County Partnership Initiatives

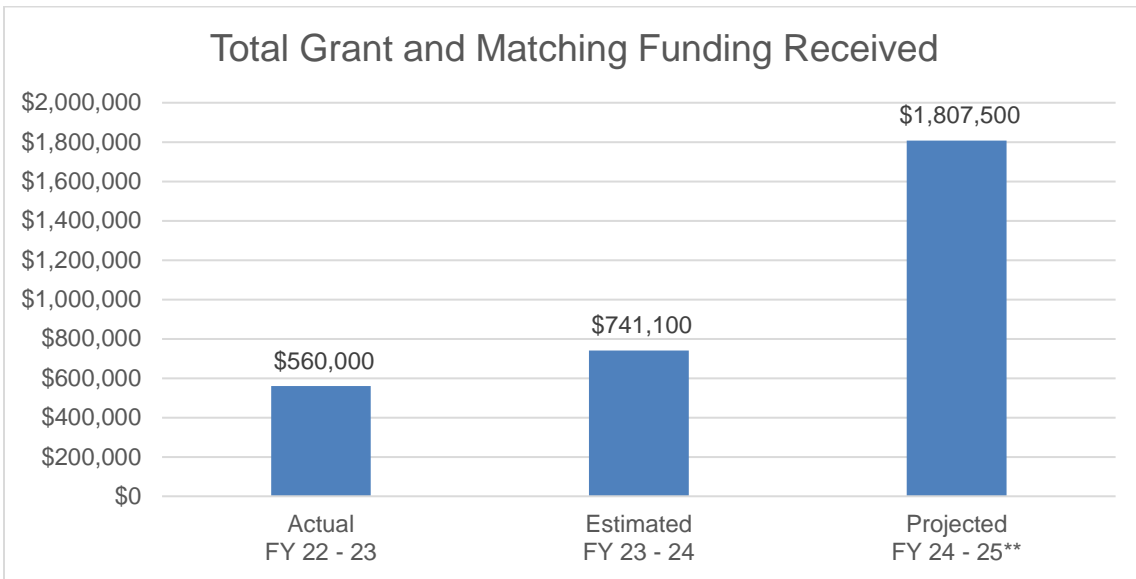
- Begin construction of Bear Branch Southside Park Phase I Stream Restoration.
- Begin construction of Hunters Branch Phase II Stream Restoration.
- Complete design of Bear Branch Tributary Phase II Stream Restoration.

**STORMWATER DIVISION
55111**

PERFORMANCE MEASURES

| Description | Actual FY 22-23 | Estimated FY 23-24 | Projected FY 24-25 |
|-----------------------------------|--------------------|-----------------------|-----------------------|
| Linear Feet of Stream Restoration | 0* | 0* | 1,800 |
| # of storm drain repairs | 13 | 12 | 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 22-23 | Adopted FY 23-24 | Adopted FY 24-25 |
|--------------------------|---------------------|---------------------|---------------------|
| Water Quality Engineer | 1 | 1 | 1 |
| Maintenance Worker | 1 | 1 | 1 |
| Administrative Assistant | 0.5 | 0.5 | 0.5 |
| Total | 2.5 | 2.5 | 2.5 |

FY 24-25 BUDGET CHANGES

- There are no significant changes to this budget.

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

**DIVISION 55111
NAME STORMWATER FUND ADMIN**

| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|--|-------------------|--------------------|-------------------|-------------------|------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 41001 Salaries and Wages | \$ 156,612 | \$ 209,120 | \$ 209,120 | \$ 224,720 | \$ 15,600 |
| 41002 Overtime | 364 | 1,000 | 1,000 | 1,030 | 30 |
| 41006 Annual Leave Liquidation | 1,662 | - | - | - | - |
| 41015 Performance Bonus | 1,000 | - | - | - | - |
| 41020 Transfer of Budgeted Salary | 613 | - | 1,000 | (10,000) | (10,000) |
| TOTAL PERSONNEL SERVICES | 160,251 | 210,120 | 211,120 | 215,750 | 5,630 |
| 42001 F.I.C.A. | 11,914 | 16,000 | 13,000 | 16,890 | 890 |
| 42002 V.R.S. | 20,554 | 22,790 | 22,770 | 27,830 | 5,040 |
| 42003 V.R.S. Life Insurance | 2,081 | 2,800 | 2,600 | 2,740 | (60) |
| 42007 Health Insurance | 14,685 | 27,170 | 15,000 | 25,860 | (1,310) |
| 42018 Employer Contributions: DC401A | 3,977 | 8,150 | 8,000 | 8,610 | 460 |
| 42021 V.R.S. Hybrid 401A Match | 471 | 750 | 500 | 2,210 | 1,460 |
| 42025 V.R.S. Hybrid Disability | 126 | 170 | 170 | 3,180 | 3,010 |
| TOTAL EMPLOYEE BENEFITS | 53,808 | 77,830 | 62,040 | 87,320 | 9,490 |
| 43104 Architect/Engineer Services | 32,687 | 101,000 | 125,000 | 101,000 | - |
| 43309 Cell Phone Expense | 330 | 820 | 820 | 700 | (120) |
| TOTAL PURCHASED SERVICES | 33,017 | 101,820 | 125,820 | 101,700 | (120) |
| 45203 Postal Services | 558 | 1,000 | 500 | 750 | (250) |
| 45404 Central Copier Charges | 716 | - | - | 800 | 800 |
| 45501 Mileage Reimbursement | - | - | 500 | 1,000 | 1,000 |
| 45502 Fares | - | - | 100 | 1,000 | 1,000 |
| 45503 Subsistence/Lodging | 677 | 1,000 | 1,000 | 1,000 | - |
| 45504 Conventions/Education | 1,654 | 2,000 | 1,000 | 2,000 | - |
| 45801 Memberships/Dues | - | 500 | 500 | 500 | - |
| TOTAL OTHER CHARGES | 3,605 | 4,500 | 3,600 | 7,050 | 2,550 |
| 46001 Office Supplies | 10 | 250 | 500 | 250 | - |
| 46008 Vehicle/Equipment Fuels | - | 1,800 | 1,800 | 1,800 | - |
| 46009 Vehicle/Equip Maintenance Supplies | - | 300 | 300 | 300 | - |
| 46011 Uniforms/Safety Apparel | - | 240 | 650 | 250 | 10 |
| 46015 Operational Supplies | - | 650 | 650 | 650 | - |
| 46017 Small Tools | - | 120 | 120 | 150 | 30 |
| 46040 Software Purchases | - | 2,000 | 2,000 | 2,000 | - |
| TOTAL MATERIALS AND SUPPLIES | 10 | 5,360 | 6,020 | 5,400 | 40 |
| 47403 Physical Improvements | 202,167 | 240,000 | 245,000 | 240,000 | - |
| 47404 Stormwater Management Program | 9,216 | 97,410 | 120,000 | 97,500 | 90 |
| TOTAL PROGRAMS AND SERVICES | 211,383 | 337,410 | 365,000 | 337,500 | 90 |
| 49211 Stormwater Transfer to W&S | 15,000 | 15,000 | 15,000 | 15,000 | - |
| TOTAL INTERFUND TRANSFERS | 15,000 | 15,000 | 15,000 | 15,000 | - |
| TOTAL STORMWATER FUND | \$ 477,074 | \$ 752,040 | \$ 788,600 | \$ 769,720 | \$ 17,680 |

CAPITAL PROJECTS FUND

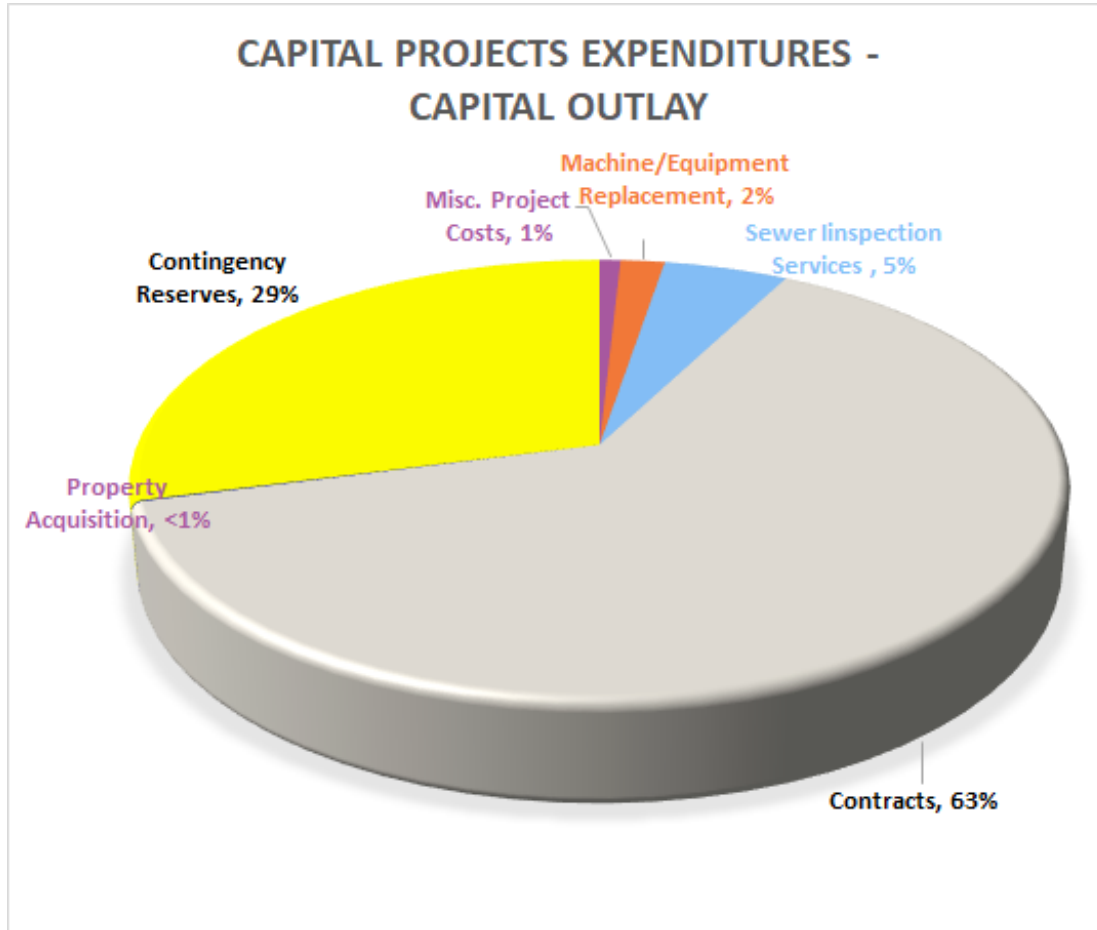
Capital Improvement Plan - The Town's policy is to capitalize any expenditure for a project that totals over \$5,000, has a useful life of more than one year, and meets generally accepted accounting principles (GAAP) for capitalizable expenses.

For more information on the Town's Capital Improvement Program please visit:
<https://www.viennava.gov/home/showpublisheddocument/3483/637795845381470000>



CAPITAL PROJECTS FUND

| Expenditures | Actuals FY 22-23 | Adopted FY 23-24 | Revised FY 23-24 | Adopted FY 24-25 | Net Change |
|----------------|---------------------|----------------------|----------------------|----------------------|-----------------------|
| Capital Outlay | 8,726,474 | 31,887,000 | 12,500,000 | 27,463,000 | (4,424,000) |
| Transfers | - | 3,400,000 | 1,942,000 | - | (3,400,000) |
| TOTAL | \$ 8,726,474 | \$ 35,287,000 | \$ 14,442,000 | \$ 27,463,000 | \$ (7,824,000) |



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

FUND: 300 -- CAPITAL PROJECTS

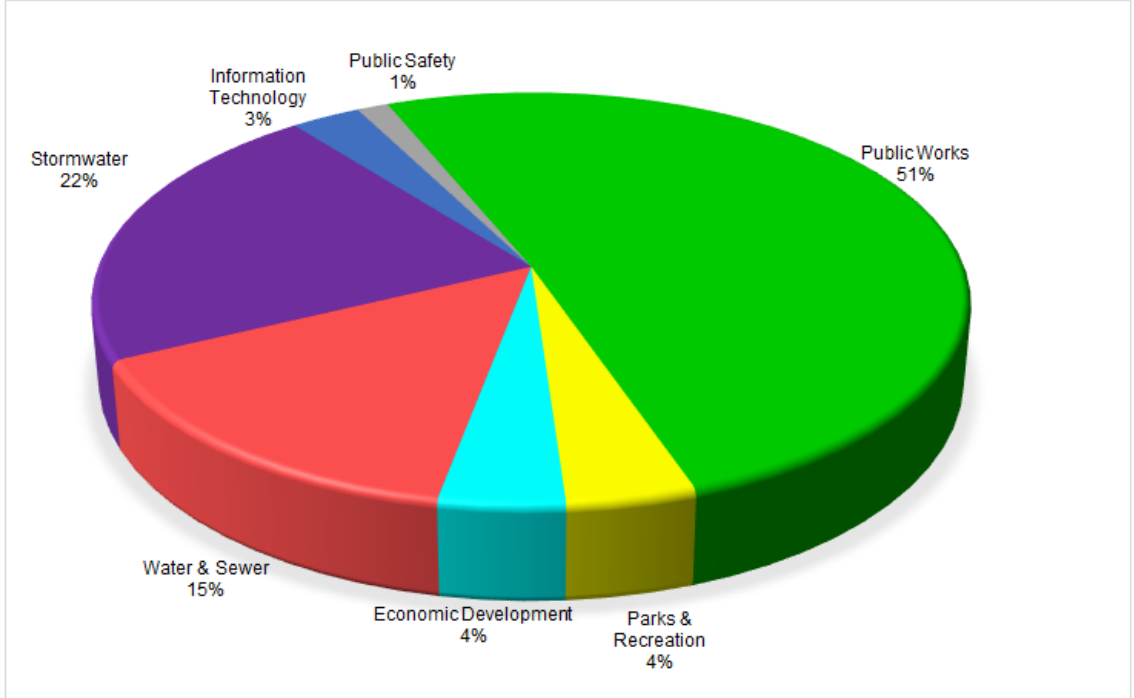
| ACCOUNT NUMBER TITLE | FY 22-23 | -----FY 23-24----- | | FY 24-25 | NET CHANGE |
|-------------------------------------|---------------------|----------------------|----------------------|----------------------|-----------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | |
| 48001 Bond Counsel | 77,250 | 756,000 | 128,000 | - | (756,000) |
| 48002 Financial Advisor | - | - | 52,000 | - | - |
| 48009 Misc. Project Costs | 208,659 | 290,000 | 535,000 | 233,000 | (57,000) |
| 48101 Machine/Equipment Replacement | 124,114 | - | 530,000 | 1,000 | 1,000 |
| 48107 Office/DP Eqt-Replacement | - | - | 175,000 | 150,000 | 150,000 |
| 48108 PC Laptop Hardware | - | - | 70,000 | - | - |
| 48202 Additional Furniture Fixes | (162,533) | 80,000 | - | 63,000 | (17,000) |
| 48207 Additional Office Equipment | 109,405 | 125,000 | 75,000 | 275,000 | 150,000 |
| 48801 A&E Services | 244,323 | - | - | - | - |
| 48403 Sewer Inspection Services | 1,096,956 | 1,499,000 | 1,022,000 | 1,379,000 | (120,000) |
| 48802 Contract Supervision | 559,758 | 2,417,000 | 596,000 | 429,000 | (1,988,000) |
| 48803 Contracts | 6,454,979 | 23,284,000 | 8,866,000 | 16,936,000 | (6,348,000) |
| 48805 Property Acquisition | 13,563 | 22,000 | - | 22,000 | - |
| 48899 Contingency Reserves | - | 3,414,000 | 451,000 | 7,975,000 | 4,561,000 |
| TOTAL CAPITAL OUTLAY | 8,726,474 | 31,887,000 | 12,500,000 | 27,463,000 | (4,424,000) |
| 49204 CPF Transfer to WSF | - | 3,400,000 | 1,942,000 | - | (3,400,000) |
| TOTAL INTERFUND TRANSFERS | - | 3,400,000 | 1,942,000 | - | (3,400,000) |
| TOTAL CAPITAL PROJECTS | \$ 8,726,474 | \$ 35,287,000 | \$ 14,442,000 | \$ 27,463,000 | \$ (7,824,000) |

ARPA

AMERICAN RESCUE PLAN (ARPA)

TOWN OF VIENNA
FISCAL YEAR 24-25 BUDGET

| Expenditures | Actuals FY 22-23 | Adopted FY 23-24 | Revised FY 23-24 | Adopted FY 24-25 | Net Change |
|--|---------------------|---------------------|---------------------|---------------------|-------------------|
| CATEGORY C - Government Services to Extent of Revenue Reduction | | | | | |
| Administration | | | | | |
| Information Technology | \$ 708,540 | \$ 221,565 | \$ 400,000 | \$ 221,000 | \$ (565) |
| Finance | 199,066 | 6,000 | 315,000 | - | (6,000) |
| Public Safety | 558,610 | 548,670 | 220,000 | 100,000 | (448,670) |
| Public Works | 18,830 | 1,688,120 | 1,550,000 | 3,769,000 | 2,080,880 |
| Parks & Recreation | 277,351 | 396,030 | 400,000 | 310,000 | (86,030) |
| Community Development | | | | | |
| Economic Development | 200,000 | 200,000 | 100,000 | 300,000 | 100,000 |
| CATEGORY D - Investment in Water, Sewer, Stormwater | | | | | |
| Water & Sewer | 2,196,833 | 1,150,000 | 2,000,000 | 1,100,000 | (50,000) |
| Stormwater | 188,238 | 2,000,000 | 497,535 | 1,600,000 | (400,000) |
| ARPA Unallocated | - | 350,000 | - | - | (350,000) |
| TOTAL | \$4,347,468 | \$6,560,385 | \$5,482,535 | \$ 7,400,000 | \$ 839,615 |



ARPA

PURPOSE

On March 11, 2021, the U.S. Congress passed the American Rescue Plan Act (ARPA), authorizing "relief funds to support state, local and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 on their communities, residents, and businesses" (Interim Final Rule, U.S. Treasury Department, 5/24/2021).

On June 9, 2021 the Town received confirmation from Virginia's Secretary of Finance that Vienna would receive \$17.1 million in ARPA funds distributed by the State, distributed in two equal tranches. The full allocation was 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 and during the 2024 CIP process in the fall of 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 have ARPA 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 a detailed list of ARPA expenditures please visit:

<https://www.viennava.gov/home/showpublisheddocument/4674/638185386845500000>

ARPA

ACTIVITIES / PRODUCTS / SERVICES

- 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.

FY 23-24 ACCOMPLISHMENTS

- Established over 34 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 \$6.2 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 the third year.
- Met periodically with department heads to ensure project allocations are on track to meet spending guidelines. The projects that were not on track to meet guidelines have been replaced with other needs and approved by Town Council.
- Completed single audit to comply with Federal reporting requirements.

FY 24-25 INITIATIVES

- Work with departments to ensure all projects are committed by December 31, 2024. If projects are not able to be committed by this date, then have other essential projects as back-up. This is to ensure the Town spends all the funds awarded.
- Monitor cash balance and allocate funds as necessary.
- Report to Council on status of projects.

PERSONNEL

- The Economic Development Department has hired a part-time resource, using ARPA funds, to assist with Project Management.

FY 24-25 BUDGET CHANGES

- 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 22-23 | -----FY 23-24----- | | FY 24-25 | NET |
|--------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|--------------------------|
| | ACTUAL | BUDGET | REVISED | ADOPTED | CHANGE |
| 9601 Revenue Reduction | <u>1,962,397</u> | <u>3,410,385</u> | <u>2,944,626</u> | <u>2,400,000</u> | <u>(1,010,385)</u> |
| TOTAL REVENUE REDUCTION | 1,962,397 | 3,410,385 | 2,944,626 | 2,400,000 | (1,010,385) |
| 9506 Stormwater | - | - | 78,760 | 250,000 | 250,000 |
| 9511 Infrastructure | <u>2,385,071</u> | <u>3,150,000</u> | <u>2,459,149</u> | <u>4,750,000</u> | <u>1,600,000</u> |
| TOTAL INFRASTRUCTURE | 2,385,071 | 3,150,000 | 2,537,909 | 5,000,000 | 1,850,000 |
| TOTAL ARPA | <u>\$ 4,347,468</u> | <u>\$ 6,560,385</u> | <u>\$ 5,482,535</u> | <u>\$ 7,400,000</u> | <u>\$ 839,615</u> |

MAJOR INITIATIVES

Major Initiatives, developed annually by each department and presented to the 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 member of the Town Council. This section includes a summary of the top 5 initiatives prioritized by the Town Council, due to funding constraints only the top 3 were included in the Adopted Budget.

**Major New Initiatives by Rank - General Fund
Adopted Budget**

| Department | Initiative | FTE Count | Total Cost | | | Council Rank | BCOM Rank | Funded in Adopted |
|-------------------------------|---|-----------|------------------------|-----------------------|--|--------------|-----------|-------------------|
| | | | One Time Cost Increase | Ongoing Cost Increase | | | | |
| Top Ranked Initiatives | | | | | | | | |
| Human Resources | New Child Paid Leave and Family Care Paid Leave | | | \$0 | | 1 | 3 | ✓ |
| IT | Increase need for IT support with Public Safety | 1 | | \$75,000 | | 2 | 1 | ✓ |
| Police | Midnight Shift Differential | | | \$50,000 | | 3 | 2 | ✓ |
| Planning & Zoning | Scanning Stored Files | | | \$30,000 | | 4 | 5 | |
| Finance | Digital Budget Package | | \$30,000 | \$0 | | 5 | 6 | |
| | General Fund Top Initiatives | 1 | \$30,000 | \$155,000 | | | | \$125,000 |

| Remaining Ranked Initiatives | | | | | | | | |
|-------------------------------------|--|-----------|------------------------|-----------------------|--|--------------|-----------|-------------------|
| Department | Initiative | FTE Count | One Time Cost Increase | Ongoing Cost Increase | | Council Rank | BCOM Rank | Funded in Adopted |
| Parks and Recreation | Staffing for DPR Maintenance Division - 2 Options | 3 | | \$270,000 | | | | |
| Economic Development | Business Development Specialist | 1 | | \$85,000 | | | | |
| Parks and Recreation | Tree Decay Detection Tools | | \$65,000 | | | | | |
| Public Information Office | Multimedia Design Specialist / Centralize Publications | 1 | | \$85,000 | | | | |
| Parks and Recreation | Parks Maintenance Fleet - 2 Options | | | \$89,000 | | | | |
| Department of Public Works | Systematic brick repairs along Maple Ave and Church St | | | \$100,000 | | | | |
| Economic Development | Commercial Real Estate Analysis for Sustainable Growth | | | \$25,000 | | | | |
| Economic Development | Explore Vienna VA Website Upgrades | | \$30,000 | \$26,000 | | | | |
| Public Information Office | Expand Video Services / Videographer | 1 | | \$70,000 | | | | |
| Department of Public Works | Preventative Building Maintenance, Maint Worker II | 1 | | \$75,000 | | | | |
| Parks and Recreation | Contracted Services - 2 Options | | | \$290,000 | | | | |
| Parks and Recreation | Tree Installation Program | | | \$75,000 | | | | |
| Parks and Recreation | Stake Body Truck | | \$45,000 | | | | | |

| Unranked Initiatives | | | | | | | | |
|-----------------------------|---|-----------|------------------------|-----------------------|--|--------------|-----------|-------------------|
| Department | Initiative | FTE Count | One Time Cost Increase | Ongoing Cost Increase | | Council Rank | BCOM Rank | Funded in Adopted |
| Economic Development | Culinary Workforce Program | | | \$50,000 | | | | |
| Economic Development | Explore Vienna VA Website Upgrades | | \$30,000 | \$26,000 | | | | |
| Economic Development | Facade and Property Interior Improvement Prog | | | \$160,000 | | | | |
| Parks and Recreation | Urban Forest Management Plan | | \$80,000 | | | | | |
| Parks and Recreation | Green House Improvements | | \$25,000 | | | | | |
| Parks and Recreation | Athletic Specialist | 1 | | \$95,000 | | | | |
| | Total not selected | 8 | \$275,000 | \$1,521,000 | | | | |

| Major New Initiatives by Department | Cost | | Potential Cost Savings | | Total Cost | | |
|--|------------------|-------------------|------------------------|-------------------------|-------------------|------------------------|-----------------------|
| | Increasing FTE's | Salary & Benefits | Other Costs | Savings / Carryforwards | Increased Revenue | One Time Cost Increase | Ongoing Cost Increase |
| <u>General Fund</u> | | | | | | | |
| <u>Town Manager</u> | | | | | | | |
| None | | | | | | | |
| <u>Town Clerk</u> | | | | | | | |
| None | | | | | | | |
| <u>Human Resources</u> | | | | | | \$0 | |
| New Child Paid Leave and Family Care Paid Leave | | TBD | | | | \$0 | |
| <u>IT</u> | | | | | | \$75,000 | |
| Increase need for IT support with Public Safety | 1.0 | \$75,000 | | | | \$75,000 | |
| <u>Public Information Office</u> | | | | | | \$155,000 | |
| Multimedia Design Specialist / Centralize Publications | 1.0 | \$95,000 | | (\$25,000) | | \$70,000 | |
| Expand Video Services / Videographer | 1.0 | \$85,000 | | | | \$85,000 | |
| <u>Finance</u> | | | | | | (\$2,500) | |
| Digital Budget Package | | | | | | | |
| Software Implementation - One Time | | | \$30,000 | | | \$30,000 | |
| Ongoing Subscription Cost | | | \$32,500 | (\$65,000) | | | (\$32,500) |
| <u>Police</u> | | | | | | \$50,000 | |
| Midnight Shift Differential | | \$50,000 | | | | \$50,000 | |
| <u>Planning & Zoning</u> | | | | | | \$30,000 | |
| Scanning Stored Files | | | \$30,000 | | | | \$30,000 |

| Major New Initiatives by Department | Cost | | | Potential Cost Savings | | Total Cost | |
|--|------------------|-------------------|---------------------|-------------------------|-------------------|------------------------|-----------------------|
| | Increasing FTE's | Salary & Benefits | Other Costs | Savings / Carryforwards | Increased Revenue | One Time Cost Increase | Ongoing Cost Increase |
| <u>Economic Development</u> | | | | | | | |
| Culinary Workforce Program | | | \$50,000 | | | | \$50,000 |
| Explore Vienna VA Website Upgrades | | | \$56,000 | | | \$30,000 | \$26,000 |
| Commercial Real Estate Analysis for Sustainable Growth | | | \$25,000 | | | | \$25,000 |
| Facade and Property Interior Improvement Program | | | \$160,000 | | | | \$160,000 |
| Business Development Specialist | 1.0 | \$85,000 | | | | | \$85,000 |
| | | | | | | | |
| <u>Parks and Recreation</u> | | | | | | | |
| Parks Maintenance Fleet - 2 Options | | | \$99,000 | | | | \$89,000 |
| Staffing for DPR Maintenance Division - 2 Options | 3.0 | \$270,000 | | (\$10,000) | | | \$270,000 |
| Contracted Services - 2 Options | | | \$290,000 | | | | \$290,000 |
| Tree Installation Program | | | \$75,000 | | | | \$75,000 |
| Urban Forest Management Plan | | | \$80,000 | | | \$80,000 | |
| Tree Decay Detection Tools | | | \$65,000 | | | \$65,000 | |
| Green House Improvements | | | \$25,000 | | | \$25,000 | |
| Stake Body Truck | | | \$85,000 | | | \$45,000 | \$95,000 |
| Athletic Specialist | 1.0 | \$95,000 | | (\$40,000) | | | |
| | | | | | | | |
| <u>Department of Public Works</u> | | | | | | | |
| Preventative Building Maintenance, Maint Worker II | 1.0 | \$75,000 | | | | | \$75,000 |
| Systematic brick repairs along Maple Ave and Church St | | | \$100,000 | | | | \$100,000 |
| | | | | | | | |
| General Fund Grand Total | 9.0 | \$ 830,000 | \$ 1,202,500 | \$ (140,000) | \$ - | \$ 275,000 | \$ 1,617,500 |
| | | | | | | | \$1,892,500 |

| <u>Major New Initiatives by Department</u> | Cost | | | Potential Cost Savings | | Total Cost | |
|--|------------------|-------------------|---------------------|-------------------------|-------------------|------------------------|-----------------------|
| | Increasing FTE's | Salary & Benefits | Other Costs | Savings / Carryforwards | Increased Revenue | One Time Cost Increase | Ongoing Cost Increase |
| <u>Water & Sewer Fund</u> | | | | | | | |
| None | | | | | | | |
| Water & Sewer Fund Grand Total | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | | | | | | \$0 |
| <u>Stormwater Fund</u> | | | | | | | |
| None | | | | | | | |
| Stormwater Fund Grand Total | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | | | | | | \$0 |
| ALL Funds Grand Total | 9.0 | \$ 830,000 | \$ 1,202,500 | \$ (140,000) | \$ - | \$ 275,000 | \$ 1,617,500 |
| | | | | | | | \$1,892,500 |

Top Ranked Initiatives - #1

Human Resources Department

| | |
|---|---|
| Major New Initiatives: | Introduce new benefits: New Child Paid Leave and Family Care Paid Leave |
| Services Provided: | To provide competitive benefits to attract and retain the best employees. |
| Cost: | No hard cost to the Town; we reclaim the unused sick leave that is forfeited when an employee leaves. |
| Key Opportunities: | Improve hiring / retention |
| Key Challenges: | Competitive job market and other employers offer this benefit now. |
| Workforce Planning Associated with Major Initiative: N/A | |

Proposed New Child Leave Policy

Effective Date: The employee must have a qualifying birth or placement (for adoption or foster care) event that occurs on or after July 1, 2024.

I. Introduction

The Town of Vienna is committed to fostering a supportive and family-friendly environment. We recognize the importance of welcoming new family members and providing our employees with the time and resources they need to adjust to parenthood. This policy outlines our program for paid New Child Leave, available to all eligible employees upon the birth, adoption, or foster placement of a child.

II. Eligibility

This policy applies to all regular, full-time employees who have completed at least 12 months of continuous employment with the company at the time of the child's birth, adoption, or foster placement. Part-time employees with benefits and least 12 months of service may be eligible for prorated leave based on their average weekly hours worked. The employee must meet the FMLA eligibility requirements.

III. Leave Entitlement

Eligible employees are entitled to six weeks of paid New Child Leave *on a rolling 12-month period measured backward from the date of any prior new child leave usage*. This leave may be used for any combination of the following reasons:

- Bonding with a new child
- Caring for a newborn or newly adopted or fostered child
- Attending prenatal appointments or other medical care related to childbirth or adoption or foster care
- *The adoption of a step-child is excluded from this policy*

IV. Leave Accrual and Payment

Employees who are eligible for New Child Leave will receive their regular salary during the leave period.

****Any unused new child leave will expire at the end of the 12-month period. New child leave hours are not accrued or transferable and will not be carried over from year to year.***

V. Leave Scheduling and Communication

Employees must provide written notice to their manager of their intention to take New Child Leave at least 6 weeks in advance of the anticipated leave start date (*or if the leave was unforeseeable, as soon as possible*). Leave can be taken consecutively or in increments, as agreed upon between the employee and their manager. They should discuss the specific timing and details of their leave with their manager to ensure a smooth transition and minimal disruption to the workplace. The request should include the expected duration of leave. Leave must be completed within six months of the child's birth or placement date.

VI. Continuation of Benefits

Employees will continue to accrue benefits, such as annual leave, sick leave, health insurance and retirement during their New Child Leave. The employee will be responsible for any required contributions for continued coverage.

VII Job Protection

Employees are guaranteed reinstatement to their original position or an equivalent position with the same pay and benefits upon their return from New Child Leave and following FMLA policy.

VIII. Confidentiality

The Town of Vienna will maintain the confidentiality of all employee information related to New Child Leave in accordance with applicable laws and Town policies.

IX. Compliance with FMLA and Other Laws

This policy is intended to comply with the requirements of the Family and Medical Leave Act (FMLA) and any other applicable federal, state, or local laws. In the event of any conflict between this policy and applicable laws, the requirements of the law will prevail.

X. Policy Review and Updates

This policy will be reviewed and updated periodically to ensure it remains consistent with legal requirements and Town of Vienna practices.

XI. Questions and Resources

Employees with questions about this policy should contact the Human Resources department.

Proposed Family Care Leave Policy

Effective Date: The employee must have a qualifying event that occurs on or after July 1, 2024.

I. Introduction

The Town of Vienna is committed to fostering a supportive and flexible work environment. We understand that unexpected situations can arise, and employees may need time to care for immediate family members who experience serious illness or injury. This policy provides two weeks (80 hours) of paid time off per year for eligible employees to take family care leave.

Definitions:

- Immediate family member: Spouse, domestic partner, child, parent, grandparent, grandchild, sibling, in-law (including those in a marriage-like relationship).
- Serious illness or injury: An illness or injury that incapacitates the family member and requires ongoing care, treatment, or supervision. This includes, but is not limited to, conditions requiring hospitalization, surgery, ongoing medical treatment, or significant recovery time, hospice or palliative care.

II. Eligibility:

All full-time employees who have been employed for at least one year are eligible for family care leave. Part-time benefitted employees may be eligible for prorated leave based on their regular work schedule.

III. Leave Entitlement:

Eligible employees may take up to two weeks (80 hours) of paid family care leave on a 'rolling' 12 month period measured backward from the date of any prior Family Care Leave usage. Leave may be taken continuously or intermittently, as needed, with prior approval from the supervisor.

****Any unused paid family leave will expire at the end of the 12-month period. Paid family leave hours are not accrued or transferable and will not be carried over from year to year.***

IV. Requesting Leave:

Employees must submit a written request for family care leave to their supervisor at least ten business days prior to the desired leave start date, whenever possible. The request should include the expected duration of leave and the reason for leave.

V. Documentation:

Employees may be required to provide documentation supporting the need for leave, such as a doctor's note or other proof of the family member's serious illness or injury.

VI. Continuation of Benefits:

Employees on family care leave will continue to accrue benefits (health insurance, retirement plan, etc.) at the same rate as when they are actively working.

VII. Job Protection:

Employees taking family care leave will be reinstated to their former position or an equivalent position with the same pay and benefits upon their return.

VIII. Confidentiality:

The Town of Vienna will maintain the confidentiality of all employee medical information and family care leave requests.

IX. Non-Discrimination:

This policy will be administered in a non-discriminatory manner in accordance with all applicable federal, state, and local laws.

X. Supervisor Role:

Supervisors are responsible for working with employees to identify reasonable accommodations for leave requests and ensuring a smooth transition to and from leave.

XI. Policy Review and Updates

This policy will be reviewed and updated periodically to ensure it remains consistent with legal requirements and Town of Vienna practices.

XII. Additional Notes:

- This policy does not supersede any existing legal requirements for leave, such as the Family and Medical Leave Act (FMLA).
- This policy is not intended to create a contractual right to leave.
- Employees who have questions or concerns about this policy should contact the Human Resources department.

Top Ranked Initiatives - #2

Information Technology Department

| | |
|--|--|
| Major New Initiatives: | Increase need for IT support with Public Safety due to increase needs in Technology |
| Services Provided: | In Car Video, BodyCam, Mobile Ticket Enforcement, 24x7 IT Support, EOC Support, Community Room Support |
| Cost: | <i>See Workforce Planning Below</i> |
| Key Opportunities: | Right size Police IT staff |
| Key Challenges: | Overcome current staff burn-out at existing staff levels |
| <u>Workforce Planning Associated with Major Initiative:</u> | |
| New Position Requests: | 1 |
| Service Impact: | Being able to balance Police IT staff work and reduce or lessen staff burn-out |
| Cost: | \$75,000 |
| Projected Positions to be Eliminated: | N/A |
| Service Impact: | |
| Cost: | |

Top Ranked Initiatives - #3

Police Department

| | |
|---|---|
| Major New Initiatives: | Midnight shift differential of \$2.00 an hour or monthly bonus. |
| Services Provided: | Just about all neighboring jurisdictions have some form of shift differential or specialty pay. This ranges from \$1.00 an hour to a monthly bonus program of \$360 net. We currently have several officers on midnight shifts that would rather be on day shifts, this would be an incentive for the inconvenience of working all night. |
| Cost: | Approx \$50,000 yearly. |
| Key Opportunities: | Retention of officers |
| Key Challenges: | |
| Workforce Planning Associated with Major Initiative: N/A | |

Top Ranked Initiatives - #4

Planning & Zoning Department

| | |
|---|---|
| Major New Initiatives: | Scanning Stored Files |
| Services Provided: | Contractual services for scanning DPZ documents. |
| Cost: | \$30,000 |
| Key Opportunities: | On a regular basis, DPZ staff and customers need to access older paper files for cases, FOIA requests, etc. Storing them electronically would make them much more accessible and allow us to provide better customer service. |
| Key Challenges: | Without the scanning, our staff has to travel to off-site storage to retrieve old documents. We charge customers money for FOIA requests for the travel and searching time, when we could retrieve electronic document in minutes from our desktop. |
| Workforce Planning Associated with Major Initiative: N/A | |

Top Ranked Initiatives - #5

Finance Department

| | |
|---|--|
| Major New Initiatives: | <p>Online Budget Tool: Easy access for Residents to navigate and understand the Town's Operating Budget.</p> <p>Aligns with our initiative to have a more meaningful & impactful budget for Town Residents.</p> |
| Services Provided: | <ul style="list-style-type: none"> - Provides a consistent place that the community can go and know that the information provided is true, comprehensive and current. - Connects the community with Vienna's initiatives & priorities. - Clear, clickable table of contents easily takes the reader where they want to go to learn more about Vienna. |
| Cost: | \$62.5K first year (implementation) / \$32.5K thereafter |
| Key Opportunities: | <p>The budget tool connects with our Financial System and allows for easy updates (not manual), leading to overall departmental efficiency.</p> <p>One place where all departments can go and update their non-financials, streamlining the tedious process while allowing for version control</p> |
| Key Challenges: | Initial implementation - time consuming |
| Workforce Planning Associated with Major Initiative: | |
| New Position Requests: | |
| Service Impact: | |
| Cost: | |
| Projected Positions to be Eliminated: | -0.5 |
| Service Impact: | It will allow the Finance Department to be more efficient and may not need to backfill the open part-time position. |
| Cost: | -\$55K includes salary & benefits |

PAY PLANS

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 24-25

| <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 | | | | | \$42,083 | \$54,919 | \$67,754 | |
| | 1802 | Custodian I | 9015 | | | | | |
| 111 | | | | | \$44,188 | \$57,665 | \$71,142 | |
| | | Reserved | | | | | | |
| 112 | | | | | \$46,397 | \$60,548 | \$74,699 | |
| | 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 | | | | | \$48,717 | \$63,575 | \$78,434 | |
| | | Reserved | | | | | | |
| 114 | | | | | \$51,152 | \$66,754 | \$82,355 | |
| | 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 | | | | | \$53,710 | \$70,092 | \$86,473 | |
| | 1102 | Administrative Assistant I | 8810 | | | | | |
| | 1302 | Information Technology Assistant | 8810 | | | | | |
| | 1702 | Mechanic I | 8380 | | | | | |
| 116 | | | | | \$56,396 | \$73,596 | \$90,797 | |
| | 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 | | | | | \$59,215 | \$77,276 | \$95,337 | |
| | 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 | | | | | |
| 118 | | | | | \$62,176 | \$81,140 | \$100,104 | |
| | 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 Exempt | Annual Salary | | |
| Grade | Class Code | Classification Title | WC Code | Minimum | | Mid-Point | Maximum | |
| 119 | | | | | | \$65,285 | \$85,197 | \$105,109 |
| | 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 | | | | | |
| | 1603 | Office Manager | 8810 | | | | | |
| | 1901 | Zoning Enforcement Officer | 9410 | | | | | |
| 120 | | | | | | \$68,549 | \$89,457 | \$110,364 |
| | 1110 | Communications Specialist | 8810 | | | | | |
| | 1115 | Deputy Town Clerk | 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 Forester | 9102 | | | | | |
| | 1100 | Video Producer | 8810 | E | | | | |
| 121 | | | | | | \$71,977 | \$93,929 | \$115,883 |
| | 1828 | Electrical & Traffic Signal Technician II | 6325 | | | | | |
| | 1222 | ERP Systems Administrator/Financial Analyst | 8810 | | | | | |
| | 1050 | Marketing & Business Engagement Specialist | 8810 | | | | | |
| | 1309 | Network Support Technician | 8810 | | | | | |
| | 1827 | Pavement Management Coordinator | 5506 | | | | | |
| | 1825 | Public Works Construction Inspector | 9410 | | | | | |
| | 1227 | Staff Accountant | 8810 | | | | | |
| 122 | | | | | | \$75,575 | \$98,626 | \$121,677 |
| | 1511 | Animal Control Officer III | 8831 | | | | | |
| | 1860 | Engineering Technician II | 9410 | | | | | |
| | 1708 | Fleet Maintenance Coordinator | 8810 | | | | | |
| | 1920 | Planner | 9410 | | | | | |
| | 1608 | Recreation Program Coordinator I | 9102 | | | | | |
| | 1915 | Senior Zoning Enforcement Officer | 9410 | | | | | |
| 123 | | | | | | \$79,354 | \$103,557 | \$127,761 |
| | 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 | | | | | | \$83,322 | \$108,735 | \$134,149 |
| | 1830 | General Maintenance & Traffic Engineering Supervisor | 6325 | | | | | |
| | 1225 | Grants/Capital Project Accountant | 8810 | E | | | | |
| | 1611 | Town Arborist | 9102 | | | | | |
| | 1614 | Recreation Program Coordinator II | 9102 | | | | | |
| | 1615 | Special Events Coordinator | 9102 | | | | | |
| 125 | | | | | | \$87,488 | \$114,172 | \$140,856 |
| | 1920 | Principal Planner | 9410 | E | | | | |
| 126 | | | | | | \$91,862 | \$119,881 | \$147,899 |
| | 1846 | Civil Engineer I | 9410 | E | | | | |
| | 1308 | Network Administrator | 8810 | | | | | |
| 127 | | | | | | \$96,456 | \$125,875 | \$155,294 |
| | 1925 | Zoning Administrator | 9410 | E | | | | |
| 128 | | | | | | \$101,278 | \$132,169 | \$163,058 |
| | 1236 | Budget/Treasury Manager | 8810 | E | | | | |
| | 1849 | Civil Engineer II | 9410 | E | | | | |
| | 1620 | Community Center Manager | 9102 | 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 | | | | |

| <i>All FLSA Non-Exempt unless noted</i> | | | | | | | |
|---|------------|---|---------|-------------|-----------|-------------------------|-----------|
| Pay | | | | | | | |
| Grade | Class Code | Classification Title | WC Code | FLSA Exempt | Minimum | Annual Salary Mid-Point | Maximum |
| 129 | 1311 | IT Applications Specialist | 8810 | | \$106,342 | \$138,777 | \$171,211 |
| 130 | | | | | \$111,660 | \$145,716 | \$179,772 |
| | 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 | | | | | \$117,243 | \$153,002 | \$188,761 |
| | 1241 | Deputy Director of Finance | 8810 | E | | | |
| | 1857 | Deputy Director of Engineering-Public Works | 9410 | E | | | |
| | 1858 | Deputy Director of Operations-Public Works | 9410 | E | | | |
| 132 | | Reserved | | | \$123,105 | \$160,652 | \$198,199 |
| 133 | | | | | \$129,260 | \$168,684 | \$208,109 |
| | 1045 | Director of Economic Development | 8810 | E | | | |
| | 2150 | Director of Human Resources | 8810 | E | | | |
| | 2350 | Director of Information Technology | 8810 | E | | | |
| | 2650 | Director of Parks and Recreation | 9102 | E | | | |
| | 2950 | Director of Planning and Zoning | 9410 | E | | | |
| | 1040 | Director of Public Information | 8810 | E | | | |
| 134 | | | | | \$135,723 | \$177,118 | \$218,514 |
| | 2250 | Director of Finance / Treasurer | 8810 | E | | | |
| | 2550 | Chief of Police (Colonel) | 7720 | E | | | |
| | 2880 | Director of Public Works | 9410 | E | | | |
| 135 | | | | | \$142,509 | \$185,974 | \$229,440 |
| | | Reserved | | | | | |

| NON-CLASSIFIED POSITIONS | | | | SALARY |
|--------------------------|--|-----------------------|--------|-----------|
| | | Town Manager (Exempt) | 8810 E | \$243,707 |
| | | Town Clerk (Exempt) | 8810 E | \$142,123 |

Police Department Pay Plan FY 24-25

| Sworn Scale | 2.50% Officer | 2.50% PFC | 2.50% MPO | 2.50% Sergeant | EXEMPT | 2.50% Lieutenant | 2.50% Captain | 2.50% Major |
|-------------|------------------|--------------|--------------|-------------------|--------|---------------------|------------------|----------------|
| Rank | | | | | | | | |
| Step 1 | \$ 66,836 | | | | | | | |
| Step 2 | \$ 68,507 | | | | | | | |
| Step 3 | \$ 70,220 | \$ 73,731 | | | | | | |
| Step 4 | \$ 71,975 | \$ 75,574 | | | | | | |
| Step 5 | \$ 73,774 | \$ 77,463 | | \$ 85,209 | | | | |
| Step 6 | \$ 75,619 | \$ 79,400 | | \$ 87,340 | | | | |
| Step 7 | \$ 77,509 | \$ 81,385 | \$ 85,454 | \$ 89,523 | | | | |
| Step 8 | \$ 79,447 | \$ 83,419 | \$ 87,590 | \$ 96,349 | | | | |
| Step 9 | \$ 81,433 | \$ 85,505 | \$ 89,780 | \$ 98,758 | | | | |
| Step 10 | \$ 83,469 | \$ 87,642 | \$ 92,025 | \$ 101,227 | | \$ 106,288 | \$ 113,729 | |
| Step 11 | | \$ 89,834 | \$ 94,325 | \$ 103,758 | | \$ 108,946 | \$ 116,572 | |
| Step 12 | | \$ 92,079 | \$ 96,683 | \$ 106,352 | | \$ 111,669 | \$ 119,486 | \$ 131,435 |
| Step 13 | | | \$ 99,100 | \$ 109,010 | | \$ 114,461 | \$ 122,473 | \$ 134,721 |
| Step 14 | | | \$ 101,578 | \$ 111,736 | | \$ 117,322 | \$ 125,535 | \$ 138,089 |
| Step 15 | | | \$ 104,117 | \$ 114,529 | | \$ 120,256 | \$ 128,673 | \$ 141,541 |
| Step 16 | | | \$ 106,720 | \$ 117,392 | | \$ 123,262 | \$ 131,890 | \$ 145,079 |
| Step 17 | | | \$ 109,388 | \$ 120,327 | | \$ 126,343 | \$ 135,188 | \$ 148,706 |
| Step 18 | | | \$ 112,123 | \$ 123,335 | | \$ 129,502 | \$ 138,567 | \$ 152,424 |
| Step 19 | | | \$ 114,926 | \$ 126,419 | | \$ 132,740 | \$ 142,031 | \$ 156,235 |
| Step 20 | | | \$ 117,799 | \$ 129,579 | | \$ 136,058 | \$ 145,582 | \$ 160,140 |
| Step 21 | | | \$ 120,744 | \$ 132,819 | | \$ 139,460 | \$ 149,222 | \$ 164,144 |
| Step 22 | | | \$ 123,763 | \$ 136,139 | | \$ 142,946 | \$ 152,952 | \$ 168,248 |
| Step 23 | | | \$ 131,189 | \$ 144,307 | | \$ 151,523 | \$ 162,129 | \$ 178,342 |

GLOSSARY & ACRONYMS

This section contains definitions, descriptions, acronyms and/or explanations of terminologies, phrases or idioms used within the budget document.

GLOSSARY & ACRONYMS

Accrual Basis – The accrual basis of accounting recognizes revenues in the accounting period in which they are earned, while expenses are recognized when the related liability is incurred.

Activity – Departmental efforts which contribute to the achievement of a specific set of program objectives; the smallest unit of the program budget.

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.

GLOSSARY & ACRONYMS

Budget – A specific plan which identifies the program of operations for the fiscal year, states the expenditures required to meet the program, and identifies the revenues necessary to finance it. The annual Town budget is established by the Town Council by resolution.

BZA – Board of Zoning Appeals.

CAD – Computer Aided Dispatch.

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.

Consumer Price Index (CPI) - A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

Cost – The amount of money or value exchanged for property or services.

Cost-of-Living Adjustment (COLA) - An increase in salaries to offset the adverse effect of inflation on compensation.

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.

GLOSSARY & ACRONYMS

Debt Service – The accounting for payments of principal and interest on long-term debt.

Debt Service Fund – The fund in which transactions related to the payment of interest and principal on the Town's long-term debt are housed.

Delinquent Taxes – Taxes remaining unpaid on or after the date on which a penalty for non-payment is attached.

Department – A separate functional and accounting entity within a certain fund type.

Depreciation – It is a portion of the cost of capital assets that is expensed for asset services used in the operations of a government.

DS – Debt Service (Fund).

Employee (or Fringe) Benefits – Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the various pension, medical, and life insurance plans.

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.

GLOSSARY & ACRONYMS

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.

Full Accrual Basis - A basis of accounting where revenues (expenses) are recorded when earned (incurred) regardless of cash received or paid. Cash basis entails recording of these items when cash is exchanged.

Fund – A fiscal and accounting entity with a self-balancing set of accounts which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

Fund Balance – The excess of a fund's assets over its liabilities and reserves.

FY – Fiscal Year, the twelve months beginning July 1 and ending the following June 30.

GAAP – Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

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.

GIS – Geographic Information System Mapping, is a system that creates, manages, analyzes, and maps all types of data.

GLOSSARY & ACRONYMS

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.

Grants – A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantor.

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.

Infrastructure - The physical assets of a government (e.g., streets, water lines, sewer lines, public buildings, and parks).

Inter-fund Transfer - The movement of money between funds of the same governmental entity.

Intergovernmental Revenue - Funds received from federal, state and other local government sources in the form of grants, shared revenues, or payments in lieu of taxes.

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.

GLOSSARY & ACRONYMS

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.

Long-term Debt - Debt with a maturity of more than one year after the date of issuance.

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.

GLOSSARY & ACRONYMS

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.

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 Levy - The resultant product when the tax rate is multiplied by the tax base.

GLOSSARY & ACRONYMS

Tax Rate – The amount of tax stated in terms of a unit of the tax base; i.e., 30 cents per \$100 of real property assessed valuation.

TCP/IP – Transaction Control Protocol/Internet Protocol.

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

Town Partnered / Sponsored Events – Events are coordinated and implemented by outside organizations with logistical and day of support provided by the Parks & Recreation, Public Works, and Police Department. Town overtime expenses are donated. Example: VIVA Vienna, Oktoberfest, Church Street Holiday Stroll, and Walk on the Hill.

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).