

FY 2022 CARRY FORWARD BALANCES FROM 2022 TO 2023

<u>PO Roll Forwards</u>	<u>Vendor</u>	<u>Purchase Order Number</u>	<u>Amount</u>	
DPW - Streets	National Asphalt	20220069	\$ 80,760	Staffing and supply chain issues
"	Superior Paving	20220070	\$ 28,340	"
"	Midlantic Marking	20220231	\$ 35,670	"
"	Arthur Contruction	20220390	\$ 16,490	"
"	Arthur Contruction	20220391	\$ 107,330	"
"	Arthur Contruction	20220392	\$ 14,230	"
PR - Parks Maintenance	Ross Tree Experts - Tree removal	20220504	\$ 22,860	Tree removal
	Vertex Roofing - Waters Field press box	20220541	\$ 16,470	Waters Field Press box
	Davey Resources - Tree canopy assessment	20220462	\$ 14,750	Tree canopy assessment
IT	Human Circuit	20220345	\$ 140,570	Police Station project
	Human Circuit	20220385	\$ 8,340	"
	Wireless Communications	20220575	\$ 5,780	"
Planning and Zoning	ZoneCo	20210139	\$ 48,410	Zoning code update
Total PO Roll Forward (A)			\$ 540,000	
				<u>Vehicle supply chain issues</u>
DPW - Vehicle Maintenance	Goodpasture Motors	20220131	\$ 102,010	Tandem truck - cab
"	Henderson Products	20220129	\$ 85,550	Tandem truck - body
"	Wilbar Truck	20220128	\$ 82,030	Mechanic truck
"	Sheey Ford	20220127	\$ 46,460	Police car
"	Sheey Ford	20220209	\$ 46,450	Police car
Total Reserve for VRP - Addition (B)			\$ 362,500	TOTAL PO Roll Fwd
				\$ 902,500
				(A) + (B)

<u>Carry forward</u>	<u>Description</u>	<u>Amount</u>
1. DPW	Incentives for CDL Drivers	\$ 80,000
2.. DPW Bldg Maintenance MW I	To address issues in Town Hall, Annex, Police Station, Bowman House, Freeman Store, Little Library and Train Station (2 FTE)	\$ 100,000
3. Parks & Rec	Bowman House Landscaping	\$ 15,000
4. Finance / DPZ / Ec Dev	Temporary staff to implement Chapter 22 and assist with zoning and BPOL enforcement (9 months) \$60k salary; \$20k revenue offset	\$ 40,000
5. Finance	Open Gov Contract and Procurement Package	\$ 31,500
6. Information Technology	Cell phone upgrades to AT&T (T-Mobile issues; 60 phones)	\$ 30,000
7. Information Technology	Increase P/T IT Assistant to FT for 2022	\$ 31,500
8. IT / Town Clerk	Laserfiche scanning	\$ 30,000
9. Public Information	Community Survey	\$ 25,000
Total Carry Forwards (C)		\$ 383,000
Amount added to Unreserved Fund Balance (Rainy Day Fund)		\$ 383,300
TOTAL GF Surplus		\$ 766,300
TOTAL SUPPLEMENTAL APPROPRIATIONS (A) + (B) + (C)		\$ 1,285,500

Carry Forward Requests

September 26, 2022

DPW

1. Department of Public Works - Maintenance Worker Commercial Driver's License (CDL) Incentive Program

The Department of Public Works recommends a Commercial Driver's License (CDL) Incentive Program for Maintenance Worker positions to adapt to industry changes and a nationwide commercial driver shortage. This incentive program includes the following components:

- Implementation of an entry-level salary of \$55,000 and a \$2,000 hiring bonus for new employees with a CDL in good standing.
- Corresponding salary adjustments for existing employees with CDLs to address compression and years of service.
- Implementation of an annual \$2,500 for employees who maintain a CDL A with an N endorsement in good standing or an annual \$2,000 bonus for employees who maintain a CDL B with an N endorsement in good standing.

The incentive program assists the Town in attracting and retaining qualified CDL employees. CDLs are required to operate the vehicles and equipment necessary to plow snow, pave roads, collect sanitation, maintain water and sewer infrastructure, and other essential services provided by the Department of Public Works. Attached is a list of comparable incentive programs provided by similar localities within the Northern Virginia region.

A chart of other locality programs is on the next page.

Estimated Cost: \$80,0000

Area CDL Hiring Incentives

Governments		
	Hiring Incentive	Stay Incentive or Bonus
Town of Herndon	\$2,000	\$2,080 per year
Fairfax County	\$2,500	
VDOT	\$3,000	
Town of Leesburg	Starting pay raised to \$50,000 for all positions	
Arlington County		\$2,000 per year

Private Industry		
	Hiring Incentive	Stay Incentive or Bonus
Zero Waste	\$5,000	
Republic Services	\$5,000	
Genesis Logistics	\$10,000	
Gourmet Food Inc	\$6,000	\$250 per month
Strittmatter Metro		\$2,200 per year
Argo Global	\$5,000	
Walmart	\$4,000	\$4,000 after 6 months

FEDERAL TRAINING REQUIREMENTS UPDATE

Per new entry-level driver training requirements effective **February 7, 2022**, the Federal Motor Carrier Safety Administration (FMCSA) now **mandates new CDL applicants complete an entry-level driver training course** through an authorized provider.

- CLD training costs \$4,000-\$5,000 plus 4 weeks off the job

TOV Maintenance Worker Turnover

44 Maintenance Workers hired since 2017, of the 44 we hired, 22 have left.

FY 19-20 10 (1 did not complete prob period, 7 retired, 1 terminated, 1 invol term)

FY 20-21 8 (1 terminated, 7 voluntary resigned)

FY 21-22 8 (8 voluntary resigned)

FY 22-23 2 YTD (voluntary resigned) Currently 3 vacancies in DPW Maintenance Workers and one recent resignation.

DPW

2. Department of Public Works – Building Maintenance MWI (2 positions)

General Maintenance Division – Building Maintenance Summary

Current Operations:

Within the Department of Public Works (DPW), the General Maintenance Division is responsible for maintaining Town infrastructure including sidewalks, crosswalks, brickwork, handrails, benches, trashcans, and bus shelters as well as building maintenance for Town properties. Building maintenance activities include:

- Completing work order level repairs/requests for approximately 105,000 square feet of Town-owned buildings. The Division completes approximately 500 work orders annually. These work orders range from small repairs to larger service requests. Common work orders include electrical, data lines, security cameras, plumbing, heating, air conditioning, carpentry, painting, drywall, furniture building/assembly, and other routine maintenance responsibilities.
- Managing contracted maintenance services on mechanical equipment and implementing capital building repairs or replacements at Town Hall, Northside Property Yard, and the Police Department. These maintenance contracts and capital projects include items such as elevators, generators, heating, and air conditioning units, water heaters, fire suppression systems, and roofs. Contract maintenance and capital repair or replacement projects for other town-owned buildings are currently managed by the Parks and Recreation Department.
- Ensuring that Town buildings meet current codes and safety standards.

Additional Responsibilities:

The purchase of the Annex Building and the renovation of the Police Department increased the Town-owned building area by approximately 40 percent to a total of 155,000 square feet. To adequately maintain these additional assets, the Department of Public Works requests two additional maintenance workers and one additional utility truck within the General Maintenance Division. These additional resources allow the Division to implement a routine maintenance program throughout Town buildings including work order level repairs, contract service, capital building repairs, and equipment maintenance. The Division also coordinates warranties associated with new buildings and equipment.

Estimated Cost: \$100,000 for personnel only

Vehicle will be added to VRP

Parks & Recreation

3. Bowman House Landscaping Improvements

Replace the wooden retaining wall and make landscape improvements at the Bowman House. The existing wooden retaining wall is rotting and has been damaged by vehicles. The retaining wall was installed when the previous police station was built in 1994.

Estimated Cost: \$15,000

Finance / Planning & Zoning / Economic Development

4. Temporary staff to implement Chapter 22 and assist with enforcement

Changes made to Chapter 22, Massage Salons, Health Clubs, Etc. adopted by Council in August, 2022 require an annual application for permit and license and a full review of documents annually. It will take extra work to establish the program, and current staff cannot fit these duties into their current workload.

The three departments, plus representatives from the police department have formed a task force to address how to implement the ordinance. We have concluded that a temporary employee from October 1 through the end of the fiscal year is required to establish the enforcement program. This position could also work on business license and zoning enforcement that is currently understaffed.

During the 2024 budget cycle staff will recommend whether or not this requires a permanent full or half-time position.

Estimated Cost: \$40,000 (3/4 year; some offset BPOL revenues)

Finance Department

5. Open Gov Contract and Procurement Modules

With the large increase in volume for RPF's with the Maud Robinson Trust and ARPA projects coming online, our new Procurement Officer would like to purchase the Open Gov Contract Management and Procurement Module. This will make procurement and the RFP process more streamlined and will allow a wider distribution of our RFP's plus links on our web site. The main features included are:

- Contract Management which gives the Town a library of readable contracts for departments, Solicitation Development, which streamlines and improves preparation of RFP's and Supplier Engagement/Team Evaluations which allows an online platform for bidders and an automated process for RFP evaluations. All of these modules will make the increased purchasing volume manageable with current staff of one FTE.
- Features unlimited storage of data

- No cost for vendors to engage with the Town's platform and find open solicitations
- Includes Reporting & Transparency Platform which is their online dashboard. This will help us develop a key performance dashboard for our web site and improve the reporting of the key performance indicators required for the GFOA's distinguished budget report award.

Estimated Cost: **First year \$31,500** (half for implementation; \$16,500 a year thereafter)

Information Technology

6. Cell phone upgrades

We currently use Sprint as our cell phone provider. The merger with T-Mobile has left the Town with spotty service. IT would like to switch over to AT&T or Verizon, both of whom have better coverage for our essential communication needs.

Estimated Cost: **\$30,000** (\$500 a phone, 60 phones)

7. Increase P/T IT Assistant to FT for 2022

The IT implementation for the new police station including the new broadcast facilities, the implementation of the major software package (Munis) upgrade in the fall, Council's desire for more online applications and the general increase in cybersecurity attacks makes additional staffing in IT essential. This request upgrades an existing, proven part-time staffer to full time. It will be re-evaluated for the FY 2023-24 budget.

Estimated Cost: **\$31,500**

8. Laserfiche Scanning

The Town Clerk's office wants to convert their existing records held at the Nutley storage area to Laserfiche for easier document retrieval. The benefits from this are improved access to records, and the ability to clear out space in the Nutley storage area. The process involves time-intensive removal of staples and organizing of documents, which current staff does not have time for. The amount requested may be able to cover some of other departments' records.

Estimated Cost: **\$30,000**

Public Information

9. ICMA National Community Survey

The Town has participated in this survey every two years since 2014 (except for cancellation in 2020 because of pandemic). This is a nationally recognized survey that measures community sentiment about everything from safety to governance and quality of life, and also allows feedback in the form of locality-specific questions. The survey provides a comparison and benchmark ratings to other communities nation-wide. The last time the Town participated in 2018, we won two national awards for excellence in Recreation and Wellness and Excellence in Education and Enrichment.

The results of this survey were used as support for the development of the strategic plan in 2019. A new survey will be helpful for Town to set direction in the future.