



# Town of Vienna

Charles A. Robinson Jr.  
Town Hall  
127 Center Street South  
Vienna VA, 22180

## Meeting Minutes - Draft Town Council Work Session

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Monday, March 23, 2026

7:15 PM

Vienna Town Hall, 127 Center St S

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**Will begin following regular meeting**

### 1. Regular Business

A. [26-5520](#)

Proposed Fiscal Year 2026-27 Operating Budget Work Session #2

*The Work Session was called to order to continue the budget review following the regular meeting. The Town Council established a goal of concluding the meeting by approximately 10:30 p.m. in advance of upcoming public hearings. The Town Manager noted that the session was a continuation of the previously delayed work session and emphasized the importance of completing the remaining agenda items.*

*1. Town Clerk / Mayor and Council / Boards and Commissions*

*The Town Clerk presented the Town Council and legislative budget, noting minimal changes and highlighting the inclusion of a full fiscal year for the part-time executive assistant position. Adjustments were also identified in categories such as mileage reimbursement, training, and membership dues. The Town Council discussed membership dues, including participation in the Virginia Municipal League, and expressed support for continued membership due to its legislative advocacy and training benefits.*

*The Town Council also discussed compensation for Boards and Commissions members, including whether adjustments should be made or whether compensation should remain structured as an honorarium. Additional discussion included clarification of budget line items and compensation for members serving on multiple Boards or Commissions. The Town Clerk further reported on the transition of Freedom of Information Act (FOIA) responsibilities to the Town Clerk's office, and The Town Council discussed workload considerations, noting that current resources appear sufficient but that future tracking may be useful for budgeting purposes.*

*2. Town Clerk Budget / Contributions and Event Support*

*The Town Clerk reviewed the Town Clerk budget, including a modest increase in overtime to better reflect operational needs. The Town Council acknowledged that overtime expenditures are necessary to support required functions. Additional discussion included updates to Boards and Commissions reporting to improve transparency, including the inclusion of previously omitted committees. Staff also presented information regarding in-kind support for Town events, including police, Parks and Recreation, and Public Works staff time dedicated to events such as Viva Vienna and other community activities. The Town Council recognized the significance of these contributions and emphasized the importance of maintaining support for community events as a key component of the Town's quality of life.*

*3. Council Initiatives*

*The Town Manager presented previously identified Council initiatives, including*

proposed funding for Vienna 250, a holiday tree lighting program, and a potential holiday market event. The Town Council engaged in detailed discussion regarding the proposed holiday market, including location, cost, operational logistics, and potential impacts to the Town Green. Concerns were raised regarding weather conditions, potential damage to turf, and the need for a nonprofit partner to organize and manage the event.

The Town Council also discussed alternative locations, including paved surfaces, and considered the potential to pilot the event on a limited basis. While no final direction was provided, general support was expressed for community-oriented programming, with recognition that additional planning and feasibility analysis would be necessary. Additional discussion addressed proposed holiday tree lighting along Church Street, including available electrical infrastructure and coordination with adjacent property owners.

#### 4. Planning and Zoning

The Planning and Zoning Director presented the department's budget, noting that few changes are proposed and that the department remains stable with experienced staff. The presentation highlighted core functions, including development review, zoning administration, and support for Boards and Commissions, as well as ongoing work on the Comprehensive Plan and related policy initiatives.

The Town Council discussed zoning compliance improvements, with staff reporting increased enforcement activity and improved processes. The Town Council also discussed potential updates to planning and zoning fees, noting that fees have not been adjusted since 2019 and may be increased to reflect inflation and cost recovery. Staff indicated that a proposal would be brought forward as part of the budget and public hearing process.

#### 5. Public Works

Following a brief recess, the Public Works Director presented the Public Works budget, noting that the proposed budget reflects minimal changes and maintains current service levels. The presentation included updates on ongoing projects, including the Maple Avenue and Nutley Street signal project, and provided an overview of departmental operations such as street maintenance, infrastructure improvements, and capital project coordination.

The Town Council discussed street maintenance performance, including paving, street sweeping, and infrastructure upkeep, as well as snow removal operations. The Town Council commended staff for their response to recent winter weather events, noting the scale and coordination required across departments. Additional discussion included fuel cost projections, fleet management, and sanitation services, including waste collection, recycling, and composting programs, with staff highlighting continued participation in regional initiatives and steady program performance.

#### 6. Conclusion

The Town Council continued discussion of remaining Public Works topics and related budget items. Upon completion of scheduled presentations and discussion, the work session was concluded.

## 2. Meeting Adjournment