



Town of Vienna – Fiscal Year 2026 Supplemental Appropriation Summary

Purpose

To request Town Council consideration of supplemental appropriations to the Fiscal Year (FY) 2026 budget in order to carry forward obligated purchase orders from FY 2025.

Background

- During FY 2025, the Town of Vienna issued purchase orders for various goods and services that were not delivered or completed prior to year-end.
- In accordance with Town policy and best practices, these obligations are recommended for carry-forward to FY 2026 to ensure funding remains available for their intended purpose.
- The majority of purchase orders relate to the Town's Vehicle Replacement Program (VRP), which supports the scheduled replacement of critical fleet assets across departments.

Financial Impact

- The total supplemental appropriation request is \$1,705,484 to the FY 2026 General Fund, consisting of:
 - \$1,547,959 for vehicle purchase order carry-forwards.
 - \$157,525 for other purchase order carry-forwards.
- Because the supplemental appropriations exceeds 1% of the FY 2026 General Fund budget, a public hearing is required prior to Council adoption.

Next Steps

1. Sept. 15 - Town Council Work Session – Review of proposed supplemental appropriations.
2. Oct. 6 - Public Hearing – Required due to appropriation exceeding 1% threshold.

Summary of FY 2026 Supplemental Appropriations (General Fund)

Department / Function	Description (Purchase Order Carry-Forward)	Amount
Public Works	Vehicle Replacements (street maintenance)	\$ 1,065,177
Public Works	Vehicle Replacements (water & sewer)	299,225
Police Department	Vehicle Replacements (patrol units)	69,338
Parks and Recreation	Vehicle Replacements (parks maintenance)	46,613
Public Works	Vehicle Replacements (general maintenance)	36,796
Police Department	Vehicle Replacements (animal control)	30,810
Total Vehicle Purchase Order Carry-Forwards (A)		\$ 1,547,959
Department / Function	Description (Purchase Order Carry-Forward)	Amount
Planning and Zoning	Permit Review Software Implementation	\$ 43,620
Planning and Zoning	Outdoor Lighting Study	22,460
Information Technology	Police Multi-Factor-Authentication Project	21,843
Public Works	Replacement Snow Plow	19,782
Human Resources	Staffing Study	17,700
Public Information	PEG Funding - Audio and Transcription	16,916
Public Works	Pavement Analysis Tasks	8,829
Public Works	Composting	6,375
Total Other Purchase Order Carry-Forwards (B)		\$ 157,525
Total Purchase Order Carry-Forwards (A+B)		\$ 1,705,484

Detail of FY 2026 Supplemental Appropriations (General Fund)

PO NUMBER	VENDOR NAME	AMOUNT	COMMENT/DESC
20250398	K NEAL INTERNATIONAL TRUCKS	290,409	VRP #38 - INTERNATIONAL HV507
20240446	K NEAL INTERNATIONAL TRUCKS	290,155	VRP # 65 - TANDEM DUMP TRUCK -D
20240447	K NEAL INTERNATIONAL TRUCKS	290,155	VRP # 83 - TANDEM DUMP TRUCK -
20240464	K NEAL INTERNATIONAL TRUCKS	257,747	VRP # 89 - W&S SINGLE AXEL DUM
20250395	INTERCON TRUCK OF BALTIMORE	56,822	VRP MATERIAL SPREADER
20250396	INTERCON TRUCK OF BALTIMORE	56,822	VRP MATERIAL SPREADER
20250397	INTERCON TRUCK OF BALTIMORE	56,822	VRP MATERIAL SPREADER
20250414	LAWRENCE TRAILER & TRUCK EQUIPEMNT INC	41,478	VRP #31 BODY - KNAPHEIDE 6132D
20250417	LAWRENCE TRAILER & TRUCK EQUIPEMNT INC	37,050	VRP #92 BODY - GODWIN GS615T-1
20250499	SWAB WAGON COMPANY INC	30,810	VRP #16 - ANIMAL TRANSPORT BOD
20250416	LAWRENCE TRAILER & TRUCK EQUIPEMNT INC	27,233	VRP #57 BODY - GODWIN 184U 9'
20250415	LAWRENCE TRAILER & TRUCK EQUIPEMNT INC	23,992	VRP #37 BODY - INSIDE POCKET B
20250287	SHEEHY FORD OF RICHMOND, INC.	18,388	VRP #12 UPFIT MARKED PATROL UN
20250288	SHEEHY FORD OF RICHMOND, INC.	18,388	VRP #21 UPFIT MARKED PATROL UN
20250289	SHEEHY FORD OF RICHMOND, INC.	18,388	VRP #22 UPFIT MARKED PATROL UN
20250341	SHEEHY FORD OF RICHMOND, INC.	14,175	VRP #10 UPFIT MARKED PATROL UN
20250400	LAWRENCE TRAILER & TRUCK EQUIPEMNT INC	9,563	VRP #57 - PLOW ATTACHMENT - WE
20250401	LAWRENCE TRAILER & TRUCK EQUIPEMNT INC	9,563	VRP #92 - PLOW ATTACHMENT - WE
Vehicle Replacement Total		1,547,959	
PO NUMBER	VENDOR NAME	AMOUNT	COMMENT/DESC
20250473	GRANICUS	43,620	Granicus - Permit Review appli
20240604	CLANTON ENGINEERING INC	22,460	Clanton & Assoc - Outdoor ligh
20250367	ELECTRONIC SYSTEMS, INC.	21,843	Police MFA Project
20250538	INTERCON TRUCK OF BALTIMORE	19,782	REPLACEMENT SNOW PLOW
20250493	RAFTELIS FINANCIAL CONSULTANTS, INC.	17,700	STAFFING STUDY
20250519	HUMAN CIRCUIT	16,916	FTR REPLACEMENT - AUDIO RECORD
20250381	TRANSMAP CORPORATION	8,829	PAVEMENT ANALYSIS TASKS
20250489	MONSTER WASTE LLC	6,375	CSC COMPOSTING SERVICES - FARM
Other Total		157,525	