

Town of Vienna's Operating Budgets New Initiatives

Fiscal Year 2024-2025



Conference Session: January 22, 2024

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TOWN OF VIENNA

MEMORANDUM

TO: Honorable Mayor and Council

FROM: Marion Serfass, Director of Finance/Treasurer

CC: Mercury Payton, Town Manager
Department Directors

DATE: January 2, 2024

SUBJECT: Operating Budget New Initiatives Conference Session

Attached please find the reporting package summarizing operating budget new initiatives to be discussed at the work session on Monday, January 22, 2024.

The package includes summary information for each department, plus a listing of each department's new initiatives, descriptions, costs and relevant backup materials. Each department's package includes a mission statement and a statement on the current strategic plan initiatives supported by the department for reference.

We do not expect decisions to be made on all items on January 22. The third page of the package has a listing for you to identify your top priorities, and any other priorities you would like us to address. We would like these returned to the Budget Manager Christina Williams (christina.williams@viennava.gov) by **February 16, 2024**.

The new initiatives are summarized starting on the sixth page of the package. General Fund requests total **\$1.89 million**. All the new requests will not fit into the 2024-25 budget, so your direction on priorities is key.

We look forward to an interesting discussion on January 22nd. Please do not hesitate to reach out to me or to other department heads if you have questions.

Thank you.

Schedule for the Town Council Conference Session

<u>Time Expectation</u>	<u>Department</u>
10MIN	TOWN MANAGER / TOWN CLERK
15MIN	HUMAN RESOURCES
15MIN	INFORMATION TECHNOLOGY
15MIN	PUBLIC INFORMATION
10MIN	FINANCE
10MIN	POLICE
10MIN	PLANNING & ZONING
15MIN	ECONOMIC DEVELOPMENT
45MIN	PARKS AND RECREATION
30MIN	PUBLIC WORKS

Summary of the Town Of Vienna's Priorities

Council Priorities

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Please return to Christina Williams by February 16, 2024.

Increases to Current FY24 Budget

Salary & Benefits Breakout:	All Departments: Includes increased VRS and Health Insurance Costs, as well as implementing findings of Class & Comp Study (TBD) Police: Includes increased Pension Cost due to lowered age of COLA and younger officers. This data is provided from our actuarial.	Ongoing
Overtime Breakout:	Parks & Recreation: Includes increased staff coverage for large scale events, after hours meeting, and program/facility (community center) operations	Ongoing
Utilities Breakout:	All Departments: Increased cost of electricity at community center, Nutley Yard, Parks, Athletic Fields & Courts. As well as increases for HVAC maintenance and parts; and increased water & sewer cost for the new irrigation system on Church Street and the upgraded irrigation system at the Town Green	Ongoing
Technology Breakout:	Finance: Increased cost for Enterprise Services relocation to the cloud, savings of IT time and hardware (hardware savings is every 3-4 years).	Ongoing
Material & Supplies Breakout:	Public Works: Increased cost for vehicle and equipment parts & supplies; and cost of tires and rubber products Parks & Recreation: Increase due to Holiday and Seasonal display maintenance and repairs	Ongoing
Contracts & Services Breakout:	Parks & Recreation: Increased credit card fees due to more customers using credit cards to pay for programs/classes and at special events, as well as maintenance services/replacement for gym floors, carpet and others	Ongoing

<u>Major New Initiatives by Department</u>	Cost		
	Increasing FTE's	Salary & Benefits	Other Costs
<u>Water & Sewer Fund</u>			
None			
Water & Sewer Fund Grand Total		\$ -	\$ -
<u>Stormwater Fund</u>			
None			
Stormwater Fund Grand Total		\$ -	\$ -
ALL Funds Grand Total	9.0	\$ 830,000	\$ 1,202,500

Potential Cost Savings	
Savings / Carryforwards	Increased Revenue
\$ -	\$ -
\$ -	\$ -
\$ (140,000)	\$ -

Total Cost	
One Time Cost Increase	Ongoing Cost Increase
\$ -	\$ -
\$0	
\$ -	\$ -
\$0	
\$ 275,000	\$ 1,617,500
\$1,892,500	

Town of Vienna's Executive Summary All Funds



January 22, 2024

Town of Vienna's Executive Summary

All Funds

	Five Year Financials Summary				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - GF	\$ 25,869.5	\$ 25,701.3	\$ 26,104.9	\$ 29,873.8	\$ 33,439.2
Total Expenditures - DSF	\$ 3,910.0	\$ 5,971.2	\$ 5,388.6	\$ 5,658.4	\$ 5,470.0
Total Expenditures - WSF	\$ 6,773.6	\$ 8,658.6	\$ 8,236.1	\$ 8,688.5	\$ 12,289.3
Total Expenditures - SWF	\$ 366.0	\$ 306.1	\$ 329.2	\$ 477.1	\$ 800.1
Total Expenditures	\$ 36,919.1	\$ 40,637.2	\$ 40,058.9	\$ 44,697.8	\$ 51,998.6
Yr to Yr % change	5.2%	10.1%	-1.4%	11.6%	16.3%
Total Revenue - GF	\$ 25,868.1	\$ 26,972.0	\$ 26,860.4	\$ 28,784.3	\$ 31,836.7
Total Revenue - DSF	\$ 4,156.9	\$ 4,573.3	\$ 5,134.4	\$ 5,440.3	\$ 5,470.0
Total Revenue - WSF	\$ 12,153.6	\$ 10,813.0	\$ 14,006.0	\$ 10,796.4	\$ 12,248.6
Total Revenue - SWF	\$ 425.0	\$ 435.6	\$ 456.1	\$ 545.2	\$ 752.0
Total Revenue	\$ 42,603.6	\$ 42,794.0	\$ 46,456.9	\$ 45,566.2	\$ 50,307.3
FTE's - GF	167.63	167.63	171.26	172.26	175.26
FTE's - WSF	20.50	21.50	21.50	21.50	21.50
FTE's - SWF	2.50	2.50	2.50	2.50	2.50
Full Time Equivalent Employees	190.63	191.63	195.26	196.26	199.26

	Expenditures by Type - \$				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ 16,185.4	\$ 15,325.6	\$ 16,295.9	\$ 17,438.1	\$ 18,289.6
Benefits	\$ 5,894.7	\$ 5,930.5	\$ 5,771.5	\$ 6,675.7	\$ 7,082.7
Purchased Services	\$ 6,217.2	\$ 7,423.8	\$ 7,122.5	\$ 7,923.1	\$ 9,334.9
Other Charges / Utilities	\$ 1,151.3	\$ 2,182.7	\$ 1,071.0	\$ 1,222.6	\$ 1,532.4
Materials & Supplies	\$ 1,047.6	\$ 1,233.1	\$ 1,311.7	\$ 1,346.8	\$ 1,671.2
Programs & Services	\$ 1,216.6	\$ 661.1	\$ 914.1	\$ 2,298.9	\$ 1,935.1
Capital Outlay	\$ 1,771.1	\$ 1,688.0	\$ 1,956.1	\$ 1,687.0	\$ 3,230.2
Transfers	\$ 3,435.2	\$ 6,192.3	\$ 5,616.1	\$ 6,105.5	\$ 8,922.5
Total	\$ 36,919.1	\$ 40,637.2	\$ 40,058.9	\$ 44,697.8	\$ 51,998.6

Town of Vienna's Executive Summary

All Funds

	Expenditures by Type - %				
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget
Salaries	43.8%	37.7%	40.7%	39.0%	35.2%
Benefits	16.0%	14.6%	14.4%	14.9%	13.6%
Purchased Services	16.8%	18.3%	17.8%	17.7%	18.0%
Other Charges / Utilities	3.1%	5.4%	2.7%	2.7%	2.9%
Materials & Supplies	2.8%	3.0%	3.3%	3.0%	3.2%
Programs & Services	3.3%	1.6%	2.3%	5.1%	3.7%
Capital Outlay	4.8%	4.2%	4.9%	3.8%	6.2%
Transfers	9.3%	15.2%	14.0%	13.7%	17.2%

Town of Vienna's Executive Summary

General Fund

	Five Year Financials Summary				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - GF	\$ 25,869.5	\$ 25,701.3	\$ 26,104.9	\$ 29,873.8	\$ 33,439.2
Yr to Yr % change	4.1%	-0.7%	1.6%	14.4%	11.9%
Related Revenue	\$ 25,868.1	\$ 26,972.0	\$ 26,860.4	\$ 28,784.3	\$ 31,836.7
Full Time Equivalent Employees	165.63	167.63	167.63	171.26	172.26

	Expenditures by Type - \$				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ 14,544.3	\$ 13,766.5	\$ 14,581.9	\$ 15,587.1	\$ 16,479.4
Benefits	\$ 5,242.4	\$ 5,248.0	\$ 5,229.3	\$ 5,997.5	\$ 6,360.6
Purchased Services	\$ 2,299.9	\$ 2,471.7	\$ 2,459.5	\$ 3,120.1	\$ 3,616.0
Other Charges / Utilities	\$ 1,082.0	\$ 2,125.2	\$ 1,032.7	\$ 1,136.1	\$ 1,457.2
Materials & Supplies	\$ 677.1	\$ 940.1	\$ 1,000.5	\$ 993.7	\$ 1,274.6
Programs & Services	\$ 992.6	\$ 390.0	\$ 685.6	\$ 1,974.3	\$ 1,447.6
Capital Outlay	\$ 1,041.0	\$ 957.1	\$ 1,115.4	\$ 818.7	\$ 3,185.9
Transfers	\$ (9.7)	\$ (197.2)	\$ -	\$ 246.4	\$ (382.0)
Total	\$ 25,869.5	\$ 25,701.3	\$ 26,104.9	\$ 29,873.8	\$ 33,439.2

	Expenditures by Type - %				
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	56.2%	53.6%	55.9%	52.2%	49.3%
Benefits	20.3%	20.4%	20.0%	20.1%	19.0%
Purchased Services	8.9%	9.6%	9.4%	10.4%	10.8%
Other Charges / Utilities	4.2%	8.3%	4.0%	3.8%	4.4%
Materials & Supplies	2.6%	3.7%	3.8%	3.3%	3.8%
Programs & Services	3.8%	1.5%	2.6%	6.6%	4.3%
Capital Outlay	4.0%	3.7%	4.3%	2.7%	9.5%
Transfers	0.0%	-0.8%	0.0%	0.8%	-1.1%

Percentage Breakdown by Department

	Salary & Benefits - %				
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Town Manager	96.5%	97.5%	95.3%	96.0%	94.3%
Town Clerk	87.1%	89.2%	89.1%	92.7%	81.3%
Human Resources	78.6%	84.6%	82.0%	84.2%	71.2%
Information Technology	68.1%	69.7%	64.4%	58.1%	63.3%
Public Information Office	66.2%	71.1%	77.7%	84.1%	74.7%
Finance	87.7%	87.4%	87.0%	86.5%	86.0%
Police	90.7%	76.7%	94.9%	94.8%	93.0%
Planning and Zoning	95.6%	87.6%	87.4%	91.5%	89.7%
Economic Development	89.6%	47.3%	78.7%	76.7%	71.5%
Parks and Recreation	75.1%	76.7%	68.2%	64.1%	66.9%
Dept of Public Works	74.8%	78.5%	75.8%	65.8%	66.3%
Water & Sewer	31.2%	23.8%	25.7%	26.6%	18.3%
Stormwater	50.0%	59.0%	42.4%	44.9%	36.0%

	Other Expenditures - %				
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Town Manager	3.5%	2.5%	4.7%	4.0%	5.7%
Town Clerk	12.9%	10.8%	10.9%	7.3%	18.7%
Human Resources	21.4%	15.4%	18.0%	15.8%	28.8%
Information Technology	31.9%	30.3%	35.6%	41.9%	36.7%
Public Information Office	33.8%	28.9%	22.3%	15.9%	25.3%
Finance	12.3%	12.6%	13.0%	13.5%	14.0%
Police	9.3%	23.3%	5.1%	5.2%	7.0%
Planning and Zoning	4.4%	12.4%	12.6%	8.5%	10.3%
Economic Development	10.4%	52.7%	21.3%	23.3%	28.5%
Parks and Recreation	24.9%	23.3%	31.8%	35.9%	33.1%
Dept of Public Works	25.2%	21.5%	24.2%	34.2%	33.7%
Water & Sewer	68.8%	76.2%	74.3%	73.4%	81.7%
Stormwater	50.0%	41.0%	57.6%	55.1%	64.0%

Town of Vienna's Executive Summary By Department



January 22, 2024

Town Manager's Executive Summary

	Five Year Financials Summary				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - GF	\$ 378.6	\$ 392.7	\$ 418.7	\$ 448.8	\$ 469.7
Yr to Yr % change	2.2%	3.7%	6.6%	7.2%	4.7%
Related Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Town Managers FTE's:	2.00	2.00	2.00	2.00	2.00

	Expenditures by Type - \$				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ 284.0	\$ 284.4	\$ 299.3	\$ 319.0	\$ 326.2
Benefits	\$ 81.5	\$ 98.5	\$ 99.6	\$ 111.8	\$ 117.0
Purchased Services	\$ 0.5	\$ 1.4	\$ 2.5	\$ 0.3	\$ 1.0
Other Charges / Utilities	\$ 11.9	\$ 7.3	\$ 16.0	\$ 15.7	\$ 23.8
Materials & Supplies	\$ 0.7	\$ 1.2	\$ 1.3	\$ 2.0	\$ 1.8
Programs & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 378.6	\$ 392.7	\$ 418.7	\$ 448.8	\$ 469.7

	Expenditures by Type - %				
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	75.0%	72.4%	71.5%	71.1%	69.4%
Benefits	21.5%	25.1%	23.8%	24.9%	24.9%
Purchased Services	0.1%	0.4%	0.6%	0.1%	0.2%
Other Charges / Utilities	3.1%	1.9%	3.8%	3.5%	5.1%
Materials & Supplies	0.2%	0.3%	0.3%	0.5%	0.4%
Programs & Services	0.0%	0.0%	0.0%	0.0%	0.0%
Capital Outlay	0.0%	0.0%	0.0%	0.0%	0.0%
Transfers	0.0%	0.0%	0.0%	0.0%	0.0%

Town Manager's Executive Summary

Key Objectives & Initiatives

Department Mission

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

Strategic Plan Initiatives

The Town Manager will continue to strive to ensure that the Town of Vienna remains a fiscally responsible, safe, engaged, mobile, economically prosperous, environmentally sustainable, influential and well governed community.

Major New Initiatives and Fiscal Impact: N/A

Town Clerk's Executive Summary

Five Year Financials Summary					
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - GF	\$ 332.6	\$ 316.9	\$ 324.6	\$ 330.9	\$ 392.9
Yr to Yr % change	14.0%	-4.7%	2.4%	1.9%	18.7%
Related Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Town Clerks FTE's:	2.00	2.00	2.00	2.00	2.00

Expenditures by Type - \$					
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ 224.9	\$ 219.5	\$ 225.2	\$ 234.8	\$ 245.4
Benefits	\$ 64.7	\$ 63.3	\$ 64.1	\$ 71.9	\$ 74.1
Purchased Services	\$ 37.6	\$ 29.0	\$ 24.4	\$ 15.3	\$ 59.6
Other Charges / Utilities	\$ 2.6	\$ 3.7	\$ 6.5	\$ 6.4	\$ 6.4
Materials & Supplies	\$ 2.8	\$ 1.4	\$ 2.1	\$ 2.3	\$ 2.7
Programs & Services	\$ -	\$ -	\$ -	\$ 0.2	\$ -
Capital Outlay	\$ -	\$ -	\$ 2.4	\$ -	\$ 4.8
Transfers	-	-	-	-	-
Total	\$ 332.6	\$ 316.9	\$ 324.6	\$ 330.9	\$ 392.9

Expenditures by Type - %					
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	67.6%	69.3%	69.4%	70.9%	62.5%
Benefits	19.4%	20.0%	19.7%	21.7%	18.9%
Purchased Services	11.3%	9.2%	7.5%	4.6%	15.2%
Other Charges / Utilities	0.8%	1.2%	2.0%	1.9%	1.6%
Materials & Supplies	0.8%	0.4%	0.6%	0.7%	0.7%
Programs & Services	0.0%	0.0%	0.0%	0.0%	0.0%
Capital Outlay	0.0%	0.0%	0.7%	0.0%	1.2%
Transfers	0.0%	0.0%	0.0%	0.0%	0.0%

Town Clerk's Executive Summary

Key Objectives & Initiatives

Department Mission

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 Town Council, and all other official documents of the Town which establish the public, official and historical record of the Town. Serve as Legislative Liaison between members of the Council, the public, department heads, Town Boards, and Commissions and federal and state officials.

Strategic Plan Initiatives

The Town Clerk provides administrative support to Council through the oversight of notices, meetings, meeting agendas, and accurate preservation of records. Assisting the Town Council in ensuring the Town of Vienna remains a fiscally responsible, safe, engaged mobile, economically prosperous, environmentally sustainable, influential and well-governed community.

Major New Initiatives and Fiscal Impact: N/A

Human Resources Executive Summary

	Five Year Financials Summary				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - GF	\$ 497.9	\$ 468.3	\$ 509.8	\$ 543.2	\$ 668.7
Yr to Yr % change	6.9%	-5.9%	8.9%	6.5%	23.1%
Related Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Human Resources FTE's:	3.00	3.00	3.00	3.00	3.00

	Expenditures by Type - \$				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ 264.6	\$ 300.9	\$ 299.3	\$ 320.9	\$ 330.4
Benefits	\$ 126.7	\$ 95.1	\$ 118.8	\$ 136.8	\$ 134.9
Purchased Services	\$ 51.4	\$ 43.1	\$ 53.8	\$ 50.9	\$ 135.2
Other Charges / Utilities	\$ 7.7	\$ 8.5	\$ 9.7	\$ 7.4	\$ 14.2
Materials & Supplies	\$ 14.3	\$ 8.4	\$ 14.5	\$ 15.0	\$ 21.2
Programs & Services	\$ 33.3	\$ 12.2	\$ 13.7	\$ 12.2	\$ 32.8
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 497.9	\$ 468.3	\$ 509.8	\$ 543.2	\$ 668.7

	Expenditures by Type - %				
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	53.1%	64.3%	58.7%	59.1%	49.4%
Benefits	25.4%	20.3%	23.3%	25.2%	20.2%
Purchased Services	10.3%	9.2%	10.6%	9.4%	20.2%
Other Charges / Utilities	1.5%	1.8%	1.9%	1.4%	2.1%
Materials & Supplies	2.9%	1.8%	2.8%	2.8%	3.2%
Programs & Services	6.7%	2.6%	2.7%	2.2%	4.9%
Capital Outlay	0.0%	0.0%	0.0%	0.0%	0.0%
Transfers	0.0%	0.0%	0.0%	0.0%	0.0%

Human Resources Executive Summary

Key Objectives & Initiatives

Department 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. This function is aligned to the strategic initiatives of Vienna as a Well-Governed and Influential Community and Vienna as a Complete Community

Strategic Plan Initiatives

To ensure Vienna hires the best employees, trains and develops the best employees, has the best benefits and a workplace culture to retain the best employees to provide excellent customer service to the residents of the Town.

Major New Initiatives and Fiscal Impact

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 employee leave
Key Opportunities:	Improve hiring / retention
Key Challenges:	Competitive job market and other employers offer this benefit now.
<u>Workforce Planning Associated with Major Initiative: N/A</u>	

IT Department's Executive Summary

	Five Year Financials Summary				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - GF	\$ 899.3	\$ 929.2	\$ 917.6	\$ 1,165.0	\$ 1,135.7
Yr to Yr % change	5.3%	3.3%	-1.3%	27.0%	-2.5%
Related Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Information Technologies FTE's:	4.50	4.50	4.50	4.50	4.50

	Expenditures by Type - \$				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ 475.2	\$ 494.5	\$ 470.9	\$ 525.4	\$ 552.2
Benefits	\$ 137.3	\$ 153.5	\$ 120.0	\$ 151.1	\$ 167.0
Purchased Services	\$ 118.4	\$ 144.8	\$ 128.0	\$ 251.2	\$ 245.1
Other Charges / Utilities	\$ 47.8	\$ 51.4	\$ 51.5	\$ 49.7	\$ 55.4
Materials & Supplies	\$ 29.7	\$ 28.4	\$ 38.1	\$ 42.1	\$ 42.0
Programs & Services	\$ 47.6	\$ 50.2	\$ 57.7	\$ 130.9	\$ 74.0
Capital Outlay	\$ 43.3	\$ 6.4	\$ 51.4	\$ 14.5	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 899.3	\$ 929.2	\$ 917.6	\$ 1,165.0	\$ 1,135.7

	Expenditures by Type - %				
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	52.8%	53.2%	51.3%	45.1%	48.6%
Benefits	15.3%	16.5%	13.1%	13.0%	14.7%
Purchased Services	13.2%	15.6%	14.0%	21.6%	21.6%
Other Charges / Utilities	5.3%	5.5%	5.6%	4.3%	4.9%
Materials & Supplies	3.3%	3.1%	4.2%	3.6%	3.7%
Programs & Services	5.3%	5.4%	6.3%	11.2%	6.5%
Capital Outlay	4.8%	0.7%	5.6%	1.2%	0.0%
Transfers	0.0%	0.0%	0.0%	0.0%	0.0%

IT Department's Executive Summary

Key Objectives & Initiatives

Department Mission

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

Strategic Plan Initiatives

The Information Technology department's mission is to ensure a safe and secure Vienna, emphasizing cybersecurity and emergency management.

Major New Initiatives and Fiscal Impact

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:	

Public Information Department Executive Summary

	Five Year Financials Summary				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - GF	\$ 387.8	\$ 344.7	\$ 396.1	\$ 497.6	\$ 570.9
Yr to Yr % change	9.2%	-11.1%	14.9%	25.6%	14.7%
Related Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Public Information Offices FTE's:	2.00	2.00	3.00	3.00	3.00

	Expenditures by Type - \$				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ 190.5	\$ 181.9	\$ 234.4	\$ 308.0	\$ 314.0
Benefits	\$ 66.3	\$ 63.2	\$ 73.4	\$ 110.7	\$ 112.2
Purchased Services	\$ 64.9	\$ 39.1	\$ 16.4	\$ 14.9	\$ 63.1
Other Charges / Utilities	\$ 24.5	\$ 25.5	\$ 28.3	\$ 32.7	\$ 35.7
Materials & Supplies	\$ 1.4	\$ 1.6	\$ 1.3	\$ 2.0	\$ 1.7
Programs & Services	\$ 34.5	\$ 33.5	\$ 32.8	\$ 29.4	\$ 44.1
Capital Outlay	\$ 5.8	\$ -	\$ 9.6	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 387.8	\$ 344.7	\$ 396.1	\$ 497.6	\$ 570.9

	Expenditures by Type - %				
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	49.1%	52.8%	59.2%	61.9%	55.0%
Benefits	17.1%	18.3%	18.5%	22.2%	19.7%
Purchased Services	16.7%	11.3%	4.1%	3.0%	11.1%
Other Charges / Utilities	6.3%	7.4%	7.2%	6.6%	6.3%
Materials & Supplies	0.4%	0.5%	0.3%	0.4%	0.3%
Programs & Services	8.9%	9.7%	8.3%	5.9%	7.7%
Capital Outlay	1.5%	0.0%	2.4%	0.0%	0.0%
Transfers	0.0%	0.0%	0.0%	0.0%	0.0%

Public Information Department Executive Summary

Key Objectives & Initiatives

Department Mission

To develop mutually beneficial relationships between the Town government and its audiences by consistently and effectively communicating in one clear voice across all channels using best practices in the field of public information and public relations.

Strategic Plan Initiatives

Department supports every initiative in the Strategic Plan: Fiscally Responsible Community, Safe Community, Mobile Community, Influential and Well-Governed Community, Economically Prosperous, Engaged Community, Environmentally Sustainable Community, Complete Community.

Major New Initiatives and Fiscal Impact

Major New Initiatives:	Centralize Publications
Services Provided:	Provides design/branding support to all Town departments, Council, Board and Commissions
Cost:	<i>See Workforce Planning</i>
Key Opportunities:	Communicate in One Clear Voice, better manage the brand and market the Town across all communications platforms with centralized design services, eliminate the need for outside design contractors for major publications, such as Community Center program guide, LAM program, Vienna Voice, signs, banners, flyers, etc; free up time for existing staff by enabling someone with this specialized skill set to create products more efficiently. Value added: the ability to work on multiple projects at one time and the opportunity to create many other publications for which we currently have not budget and are not likely to have funding.
Key Challenges:	Establishing workflow processes.
<u>Workforce Planning Associated with Major Initiative:</u>	
New Position Requests:	Multimedia Design Specialist - <i>See Attachment A</i>
Service Impact:	Clear, Consistent Communication, free up staff time, eliminate costs for outside experts.
Cost:	\$95,000
Service Impact:	Cost Savings from not needing Contractor Design Services
Cost:	(\$25,000)

Multimedia Design Specialist Work Quantification - Attachment A

				Sum of Total Hours	Full Time Equivalent	Annual Time	
				1,709	2080	0.82	Current Work (Either in-house or outsourced)
				488	2080	0.23	Additional Work Requests
				2,197	2080	1.06	FTEs Needed
Tasks - Current Work	Number	Hours/Task	Total Hours				
Vienna Voice	12	40	480				
Town Calendar	1	160	160				
Print Shop Coordination	52	0.5	26				
Parks & Rec Program Guide	4	120	480				
Halloween Parade Materials (Banner, road signs, flyer, house ads, social media graphics)	5	3	15				
Church Street Stroll materials (Banner, flyer, house ads, social media graphics)	4	3	12				
Liberty Amendments Month Guide	1	60	60				
Liberty Amendments Month flyers, banner, house ads, social media graphics	4	3	12				
Program Flyers/House Ads	50	3	150				
Budget Book	1	80	80				
Summer Event materials (Chillin' on Church, Summer on the Green, Big Screen on the Green, Kids on the Green, etc.) Could include banners, flyers, house ads, social media graphics, etc.	40	3	120				
Water Quality Report	1	60	60				
Public Works Outreach materials (house ads, brochures, social media, etc.)	12	2	24				
Town Council reception invitations and holiday card	3	10	30				
Tasks - Additional Work Requests	Number	Hours/Task	Total Hours				
Budget Executive Summary Report	1	40	40				
Welcome Guide	1	40	40				
Town Coloring Book	1	60	60				
PD Business Suite	5	4	20				
Town Commission Event Materials (Green Expo, Spring and Fall Plant Sale, Bike to Work Day, etc.)	12	3	36				
Employee Newsletter	8	30	240				
Town Flag	1	40	40				
Vienna Way Banners/Cards	6	2	12				

Public Information Department Executive Summary

Major New Initiatives and Fiscal Impact

Major New Initiatives:	Expand Video Services
Services Provided:	Provide additional video support for the Town's cable station to promote the Town of Vienna worldwide.
Cost:	<i>See Workforce Planning</i>
Key Opportunities:	Expand video services for public meetings; ensure service delivery in the event of staff departure; create more community-centered video programs for the cable station, website streaming and YouTube Channel.
Key Challenges:	
<u>Workforce Planning Associated with Major Initiative:</u>	
New Position Requests:	Videographer - <i>See Attachment B</i>
Service Impact:	Provide video support to the Town cable station's Producer /Director for public meetings, event coverage, educational and promotional videos.
Cost:	\$85,000
Projected Positions to be Eliminated:	None
Service Impact:	Ensure service delivery. Currently no one else on staff has the expertise to manage the cable station except the Producer Director. In the event of a vacancy or long-term illness.

Videographer Work Quantification - Attachment B

Sum of Total Hours	Full Time Equivalent	Annual Time
3,131	2080	1.51
1,610	2080	0.77
4,741	2080	2.28

Current Work

Additional Work Requests

FTEs Needed

Tasks - Current Work	Number	Hours/Task	Total Hours
Event Coverage (planning, pre-production, production and post-production)	10	50	500
Covering On Deck with Mercury (ODWM) and Mayor & Chief (M&C)	8	6	48
Post production - ODWM and M&C	8	32	256
Covering Town Council Meetings	20	5	100
Producing bulletin board graphics	50	2	100
Street Smart	4	160	640
Public Service Announcements	25	8	200
What's Your Story	8	50	400
Library Author talks	4	40	160
Discover the Difference (Econ. Dev.)	8	40	320
Covering Planning Commission Meetings	19	5	95
Bulletin Board Management	52	1	52
Administrative Duties	260	1	260
Tasks - Additional Work Requests	Number	Hours/Task	Total Hours
Internal Orientation Videos	9	50	450
Internal Training Videos	4	50	200
About Vienna Videos (Newcomers guide, Historical Landmarks, New Library, Public Works projects, Human interest stories about staff and residents, Liberty Amendments Month videos, etc.)	8	120	960

Finance Department's Executive Summary

	Five Year Financials Summary				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - GF	\$ 1,789.9	\$ 1,653.3	\$ 1,787.5	\$ 1,962.5	\$ 2,100.6
Total Expenditures - WSF	\$ 233.1	\$ 229.2	\$ 216.9	\$ 263.6	\$ 255.6
Total Expenditures	\$ 2,023.0	\$ 1,882.5	\$ 2,004.4	\$ 2,226.2	\$ 2,356.2
Yr to Yr % change	7.2%	-6.9%	6.5%	11.1%	5.8%
Related Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Full Time Equivalent Employees	15.63	15.63	15.26	15.26	15.26

	Expenditures by Type - \$				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ 1,301.9	\$ 1,192.5	\$ 1,307.4	\$ 1,395.9	\$ 1,484.6
Benefits	\$ 440.3	\$ 408.5	\$ 416.2	\$ 464.5	\$ 515.2
Purchased Services	\$ 173.5	\$ 216.2	\$ 222.1	\$ 267.7	\$ 263.4
Other Charges / Utilities	\$ 104.1	\$ 58.6	\$ 44.5	\$ 81.0	\$ 64.6
Materials & Supplies	\$ 9.3	\$ 10.2	\$ 14.1	\$ 17.0	\$ 18.5
Programs & Services	\$ -	\$ -	\$ 0.2	\$ 0.2	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ 10.0
Transfers	\$ (5.9)	\$ (3.5)	\$ -	\$ -	\$ -
Total	\$ 2,023.0	\$ 1,882.5	\$ 2,004.4	\$ 2,226.2	\$ 2,356.2

	Expenditures by Type - %				
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	64.4%	63.3%	65.2%	62.7%	63.0%
Benefits	21.8%	21.7%	20.8%	20.9%	21.9%
Purchased Services	8.6%	11.5%	11.1%	12.0%	11.2%
Other Charges / Utilities	5.1%	3.1%	2.2%	3.6%	2.7%
Materials & Supplies	0.5%	0.5%	0.7%	0.8%	0.8%
Programs & Services	0.0%	0.0%	0.0%	0.0%	0.0%
Capital Outlay	0.0%	0.0%	0.0%	0.0%	0.4%
Transfers	-0.3%	-0.2%	0.0%	0.0%	0.0%

Finance Department's Executive Summary

Key Objectives & Initiatives

Department Mission

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

Strategic Plan Initiatives

Fiscally Responsible, Economically Prosperous, Safe

Major New Initiatives and Fiscal Impact

Major New Initiatives:	Online Budget Tool: Easy access for Residents to navigate and understand the Town's Operating Budget. Aligns with our initiative to have a more meaningful & impactful budget for Town Residents.
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:	The budget tool connects with our Financial System and will eliminate extensive manual work, leading to overall departmental efficiency. One place where all departments can go and update their non-financials, streamlining the tedious process while allowing for version control
Key Challenges:	Initial implementation - time consuming
<u>Workforce Planning Associated with Major Initiative:</u>	
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:	-\$65K includes salary & benefits



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Financial Policies

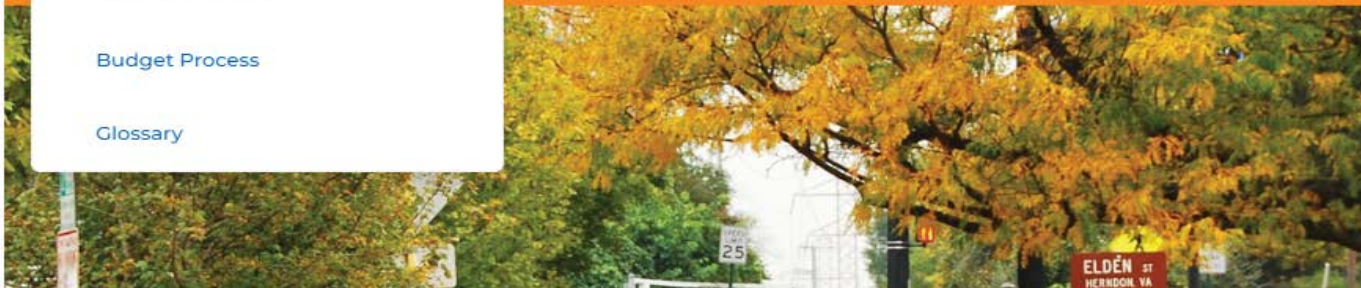
Budget Process

Glossary



TOWN OF
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VIRGINIA

Adopted FY 2024 Budget



Police Department's Executive Summary

Five Year Financials Summary					
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - GF	\$ 7,540.2	\$ 8,301.1	\$ 6,703.1	\$ 7,254.2	\$ 7,553.9
Yr to Yr % change	11.9%	10.1%	-19.3%	8.2%	4.1%
Administration	3.00	3.00	3.00	3.00	3.00
Traffic	6.00	6.00	6.00	6.00	6.00
Communications	10.00	10.00	10.00	10.00	10.00
Patrol	21.00	21.00	21.00	21.00	21.00
Personnel/Property/Animal Control	1.00	1.00	1.00	1.00	1.00
Investigations	9.00	9.00	9.00	9.00	9.00
Community Services	1.00	1.00	1.00	1.00	1.00
Full Time Equivalent Employees	51.00	51.00	51.00	51.00	51.00

Expenditures by Type - \$					
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ 5,144.0	\$ 4,613.6	\$ 4,669.8	\$ 4,964.7	\$ 5,049.5
Benefits	\$ 1,696.9	\$ 1,757.3	\$ 1,688.5	\$ 1,911.0	\$ 1,974.2
Purchased Services	\$ 306.4	\$ 363.5	\$ 146.5	\$ 148.8	\$ 202.8
Other Charges / Utilities	\$ 145.2	\$ 1,252.7	\$ 8.5	\$ 41.0	\$ 90.3
Materials & Supplies	\$ 170.7	\$ 138.5	\$ 154.5	\$ 156.8	\$ 185.8
Programs & Services	\$ 41.9	\$ 21.2	\$ 34.1	\$ 30.2	\$ 45.5
Capital Outlay	\$ 35.1	\$ 154.2	\$ 1.2	\$ 1.8	\$ 6.0
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 7,540.2	\$ 8,301.1	\$ 6,703.1	\$ 7,254.2	\$ 7,553.9

Expenditures by Type - %					
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	68.2%	55.6%	69.7%	68.4%	66.8%
Benefits	22.5%	21.2%	25.2%	26.3%	26.1%
Purchased Services	4.1%	4.4%	2.2%	2.1%	2.7%
Other Charges / Utilities	1.9%	15.1%	0.1%	0.6%	1.2%
Materials & Supplies	2.3%	1.7%	2.3%	2.2%	2.5%
Programs & Services	0.6%	0.3%	0.5%	0.4%	0.6%
Capital Outlay	0.5%	1.9%	0.0%	0.0%	0.1%
Transfers	0.0%	0.0%	0.0%	0.0%	0.0%

*CARES Funding in FY2019/20 (\$1,063K) & FY2020/21 (\$1,829K)

Police Department's Executive Summary

Key Objectives & Initiatives

Department 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 for a safe environment for everyone.

Strategic Plan Initiatives

Vienna as a safe community, Vienna as an influential and well governed community.

Major New Initiatives and Fiscal Impact

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:	
<u>Workforce Planning Associated with Major Initiative: N/A</u>	

Planning & Zoning's Executive Summary

	Five Year Financials Summary				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - GF	\$ 979.9	\$ 1,108.7	\$ 1,248.2	\$ 1,106.5	\$ 1,350.1
Yr to Yr % change	1.5%	13.1%	12.6%	-11.4%	22.0%
Related Revenue	\$ 273.6	\$ 373.8	\$ 330.6	\$ 226.6	\$ 263.3
Full Time Equivalent Employees	8.00	8.00	8.00	8.00	9.00

	Expenditures by Type - \$				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ 703.4	\$ 717.7	\$ 837.8	\$ 726.4	\$ 865.6
Benefits	\$ 233.8	\$ 253.6	\$ 253.1	\$ 285.5	\$ 345.1
Purchased Services	\$ 24.7	\$ 124.2	\$ 135.5	\$ 69.2	\$ 98.0
Other Charges / Utilities	\$ 13.3	\$ 5.3	\$ 10.3	\$ 14.7	\$ 25.8
Materials & Supplies	\$ 4.3	\$ 5.0	\$ 7.7	\$ 6.9	\$ 7.7
Programs & Services	\$ -	\$ 2.8	\$ 0.8	\$ 3.7	\$ 2.9
Capital Outlay	\$ 0.4	\$ -	\$ 2.9	\$ -	\$ 5.0
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 979.9	\$ 1,108.7	\$ 1,248.2	\$ 1,106.5	\$ 1,350.1

	Expenditures by Type - %				
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	71.8%	64.7%	67.1%	65.7%	64.1%
Benefits	23.9%	22.9%	20.3%	25.8%	25.6%
Purchased Services	2.5%	11.2%	10.9%	6.3%	7.3%
Other Charges / Utilities	1.4%	0.5%	0.8%	1.3%	1.9%
Materials & Supplies	0.4%	0.5%	0.6%	0.6%	0.6%
Programs & Services	0.0%	0.3%	0.1%	0.3%	0.2%
Capital Outlay	0.0%	0.0%	0.2%	0.0%	0.4%
Transfers	0.0%	0.0%	0.0%	0.0%	0.0%

Planning & Zoning's Executive Summary

Key Objectives & Initiatives

Department 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.

Strategic Plan Initiatives

The department serves the Town's Strategic Plan by ensuring that "Vienna is an engaged, complete, economically prosperous, environmentally sustainable, and influential and well-governed community." It does so by engaging residents and businesses to voice their thoughts on the Comprehensive Plan and the Town Code, enforcing the code, and by providing technical advice to the Mayor and Council, and to Boards and Commissions to assist their decision-making.

Major New Initiatives and Fiscal Impact

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.
<u>Workforce Planning Associated with Major Initiative: N/A</u>	

Economic Development's Executive Summary

	Five Year Financials Summary				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - GF	\$ 107.6	\$ 340.5	\$ 236.5	\$ 344.4	\$ 401.6
Yr to Yr % change	0.0%	0.0%	-30.5%	45.6%	16.6%
Related Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Full Time Equivalent Employees	1.00	1.00	2.00	2.00	2.00

	Expenditures by Type - \$				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ 76.4	\$ 122.6	\$ 141.2	\$ 198.4	\$ 213.7
Benefits	\$ 20.0	\$ 38.3	\$ 45.0	\$ 65.9	\$ 73.4
Purchased Services	\$ 3.8	\$ 158.7	\$ 27.4	\$ 33.1	\$ 55.9
Other Charges / Utilities	\$ 0.6	\$ 0.7	\$ 1.9	\$ 17.5	\$ 35.5
Materials & Supplies	\$ 6.9	\$ 20.2	\$ 21.1	\$ 29.5	\$ 23.1
Programs & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 107.6	\$ 340.5	\$ 236.5	\$ 344.4	\$ 401.6

	Expenditures by Type - %				
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	71.0%	36.0%	59.7%	57.6%	53.2%
Benefits	18.6%	11.3%	19.0%	19.1%	18.3%
Purchased Services	3.5%	46.6%	11.6%	9.6%	13.9%
Other Charges / Utilities	0.5%	0.2%	0.8%	5.1%	8.8%
Materials & Supplies	6.4%	5.9%	8.9%	8.6%	5.8%
Programs & Services	0.0%	0.0%	0.0%	0.0%	0.0%
Capital Outlay	0.0%	0.0%	0.0%	0.0%	0.0%
Transfers	0.0%	0.0%	0.0%	0.0%	0.0%

Economic Development's Executive Summary

Key Objectives & Initiatives

Department Mission

The mission of the Economic Development Division is to cultivate and promote the long-term economic competitiveness and vibrancy of Vienna for business. The work of the Division includes working to diversify the business community through the attraction and retention of businesses and strengthening existing businesses through a variety of services, programs, and community development strategies.

Strategic Plan Initiatives

The economic development division's main goal is to ensure the "Town is an engaged, complete, and economically prosperous community" by strategically expanding the commercial tax base, cultivating relationships within the business community, being an attractive business location for new and existing businesses and supporting the growth of the Town's business community.

Economic Development's Executive Summary

Major New Initiatives and Fiscal Impact

Major New Initiatives:	Culinary Workforce Program
Services Provided:	Working with the City of Fairfax Economic Development, George Mason University and the Virginia Restaurant Lodging Association, this program will provide 6-8 weeks of training to workers in the food and beverage industry in two main areas: culinary training for back-of-house positions and front of house skills including customer service. This program would also help support and identify career opportunities in this industry and highlight the potential progression and opportunities for success.
Cost:	\$50,000
Key Opportunities:	The key opportunity is to strengthen the food and beverage workforce and assist independently owned food businesses with hiring and training skilled workers. The program would provide one training opportunity per year during the summer. The estimated cost for training is between \$2,500 to \$3,000 per student (up to 15 per jurisdiction).
Key Challenges:	Restaurants and other food and beverage based businesses are struggling with hiring and retaining quality staff including front and back of house employees and specialty positions such as a barista, bartender, and general manager.
<u>Workforce Planning Associated with Major Initiative: N/A</u>	

Economic Development's Executive Summary

Major New Initiatives and Fiscal Impact

Major New Initiatives:	Explore Vienna VA Website Upgrades
Services Provided:	The following upgrades to Explore Vienna VA would take place: 1) translate website pages into Spanish, Korean, and Chinese using Weglot--a web integration software that translates the website automatically; 2) obtain a vendor for translation quality control; 3) upgrade landing page of Explore Vienna VA to include a display of upcoming events or announcements; 4) create a page to support ribbon cutting requests.
Cost:	\$56,000
Key Opportunities:	Effectively communicate and reach the diverse business owners and visitors where English is not their first language in the Town of Vienna.
Key Challenges:	This work cannot be done in-house or through Google Translate.
<u>Workforce Planning Associated with Major Initiative: N/A</u>	

Economic Development's Executive Summary

Major New Initiatives and Fiscal Impact

Major New Initiatives:	Commercial Real Estate Analysis for Sustainable Growth
Services Provided:	<p>Retain an advisor and consultant to assist the Town in creating two deliverables:</p> <p>1) Analyze the Town's different asset types, review the tax revenue generated by each type and provide recommendations where Town can make changes to its tax revenue framework.</p> <p>2) Assess the value of creating a commercial real estate tax credit to boost the assessed values of commercial assets in the long-term (sustainable economic development). Evaluate how the program could be created, executed and measured for success.</p>
Cost:	\$25,000
Key Opportunities:	A tax credit program could provide commercial property owners an incentive to undertake the rehabilitation, renovation and impactful improvement of their building. This can result in increased revenues from real estate taxes that the Town receives over the next 5 to 10 years.
Key Challenges:	The assessed value of commercial properties in the Town of Vienna is expected to be outpaced by residential for the long-term. An analysis will help the Town make data driven decisions to close this gap.
<u>Workforce Planning Associated with Major Initiative: N/A</u>	

Economic Development's Executive Summary

Major New Initiatives and Fiscal Impact

Major New Initiatives:	Facade and Property Interior Improvement Program
Services Provided:	The Facade and Property Interior Improvement Program will offer grants to retail, food and beverage establishments, aiding them in renovating and improving either their external appearance or interior spaces. The goal of this grant program is to encourage property owners and small businesses to improve the aesthetic appeal and functionality of these establishments, contributing to making Vienna a more vibrant and attractive community.
Cost:	\$160,000
Key Opportunities:	Incentivize only new improvements to the exterior or interior of businesses that are likely to be destination drivers to the Town of Vienna. This project assists in improving the value of commercial properties and the design of privately owned-buildings. The program could be designed to support 30% of the overall improvement project or up to \$10,000 per business.
Key Challenges:	<ol style="list-style-type: none"> 1) Create an MOU to work with the Fairfax County Economic Development Authority to provide the grant directly to business owner. The EDA would have the legal authority to provide the grants directly to the business. 2) Work with the Board of Architectural Review (BAR) to develop the program guidelines. 3) Form a special committee to approve facade or interior applications. The committee can be made up of 3 members: one BAR member, one Town Business Liaison Committee member, and one Planning Commission member.
<u>Workforce Planning Associated with Major Initiative:</u> Business Development Specialist	

Economic Development's Executive Summary

Major New Initiatives and Fiscal Impact

Major New Initiatives:	Business Development Specialist
Services Provided:	<p>The Town's business retention strategy involves providing up to 8- touchpoints for 8% to 10% of the Vienna business community each year. This position would support the Division's focus on understanding the market and the Vienna local economy through a data driven focus, helping identify business barriers to growth, supporting one-on-one business visits (up to 100 business visits), providing resources to support next phase of growth or succession planning, convening businesses for educational webinars and supporting the Division in researching the skills, demographics, employer needs, and regulatory policies that can help make Vienna an excellent place to do business.</p>
Cost:	<i>See Workforce Planning Below</i>
Key Opportunities:	<p>Leverage growth of high-performing businesses and provide preventative care to businesses that are at risk. Support the Economic Development Division in creating and managing business development resources and programming for all businesses in the Town. Help the Economic Development Division to be more visible to our business community and partners, support growth of the Town's commercial tax base and attract new businesses.</p>
Key Challenges:	<p>The Economic Development Division is growing in scope and this position can assist us with meeting our goals especially in the area of business retention and business attraction.</p>

Economic Development's Executive Summary

Workforce Planning Associated with Major Initiative:

New Position Requests:	1
Service Impact:	Position will support the Economic Development team in gathering data about the Town's small businesses, increase awareness of Town and partner services, create programming to specifically address the needs of the diverse business community in the Town, and provide overall support for the department's business retention strategy--meeting with 8-10% of our business community each year and providing resources to support them. The role will contribute directly with the mission of diversifying the business community and strengthening the existing businesses through a variety of services. The position will also be the project manager for the facade and property interior improvement program if approved by the Town Council.
Cost:	\$85,000
Projected Positions to be Eliminated:	
Service Impact:	
Cost:	

Parks and Recreation's Executive Summary

Five Year Financials Summary					
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - GF	\$ 3,448.3	\$ 3,030.5	\$ 4,202.9	\$ 4,904.3	\$ 4,896.8
Yr to Yr % change	-1.4%	-12.1%	38.7%	16.7%	-0.2%
Contributions	2.70	5.66	22.99	21.48	22.11
Donations	44.15	29.91	40.64	18.98	31.77
Revenue	541.62	575.57	1,035.63	1,424.45	1,421.35
Related Revenue	\$ 628.5	\$ 1,099.3	\$ 1,097.6	\$ 1,328.5	\$ 1,475.2
Administration	6.00	6.00	6.00	7.00	8.00
Parks Maintenance	10.00	10.00	12.00	12.00	12.00
Community Center Operations	5.00	5.00	5.00	5.00	4.00
Teen Center	2.00	2.00	2.00	2.00	2.00
Full Time Equivalent Employees	23.00	23.00	25.00	26.00	26.00
Part Time, Seasonal, & Temp Staff	99.00	102.00	111.00	111.00	111.00

Expenditures by Type - \$					
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ 1,973.2	\$ 1,747.9	\$ 2,211.4	\$ 2,412.6	\$ 2,480.6
Overtime	\$ 92.6	\$ 44.8	\$ 111.6	\$ 104.5	\$ 97.1
Benefits	\$ 615.0	\$ 576.8	\$ 653.1	\$ 733.3	\$ 795.2
Purchased Services	\$ 424.0	\$ 353.7	\$ 661.2	\$ 980.3	\$ 822.3
Other Charges / Utilities	\$ 133.7	\$ 152.4	\$ 201.5	\$ 171.2	\$ 241.2
Materials & Supplies	\$ 104.9	\$ 89.2	\$ 181.0	\$ 157.5	\$ 168.1
Programs & Services	\$ 196.0	\$ 105.2	\$ 288.9	\$ 421.8	\$ 368.4
Capital Outlay	\$ 1.6	\$ 5.4	\$ 5.8	\$ 27.5	\$ 21.1
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 3,448.3	\$ 3,030.5	\$ 4,202.9	\$ 4,904.3	\$ 4,896.8

Parks and Recreation's Executive Summary

	Expenditures by Type - %				
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	57.2%	57.7%	52.6%	49.2%	50.7%
Benefits	17.8%	19.0%	15.5%	15.0%	16.2%
Purchased Services	12.3%	11.7%	15.7%	20.0%	16.8%
Other Charges / Utilities	3.9%	5.0%	4.8%	3.5%	4.9%
Materials & Supplies	3.0%	2.9%	4.3%	3.2%	3.4%
Programs & Services	5.7%	3.5%	6.9%	8.6%	7.5%
Capital Outlay	0.0%	0.2%	0.1%	0.6%	0.4%
Transfers	0.0%	0.0%	0.0%	0.0%	0.0%

***Due to the COVID-19 Pandemic, the community center was closed and other events were halted from March 2020 to the end of May 2021. This accounts for variances in FY2019/20 and FY2020/21.**

P&R Administrations Executive Summary

	Five Year Financials Summary				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - GF	\$ 862.8	\$ 861.3	\$ 958.4	\$ 1,067.5	\$ 1,131.6
Yr to Yr % change	3.0%	-0.2%	11.3%	11.4%	6.0%
Related Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Director	1.00	1.00	1.00	1.00	1.00
Deputy Director	-	-	-	-	1.00
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Recreation Program Coordinator II	2.00	2.00	2.00	2.00	2.00
Recreation Program Coordinator I	1.00	1.00	1.00	2.00	2.00
Administrative Assistant II	1.00	1.00	1.00	1.00	1.00
Full Time Equivalent Employees	6.00	6.00	6.00	7.00	8.00

	Expenditures by Type - \$				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ 589.2	\$ 588.7	\$ 646.4	\$ 738.5	\$ 756.3
Overtime	\$ 7.3	\$ 6.4	\$ 29.5	\$ 23.1	\$ 14.7
Benefits	\$ 191.9	\$ 203.7	\$ 210.5	\$ 249.9	\$ 258.1
Purchased Services	\$ 44.0	\$ 37.2	\$ 58.7	\$ 68.5	\$ 68.9
Other Charges / Utilities	\$ 31.6	\$ 24.7	\$ 31.6	\$ (1.4)	\$ 38.2
Materials & Supplies	\$ 6.1	\$ 7.0	\$ 11.3	\$ 11.7	\$ 10.0
Programs & Services	\$ -	\$ -	\$ -	\$ 0.3	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 862.8	\$ 861.3	\$ 958.4	\$ 1,067.5	\$ 1,131.6

	Expenditures by Type - %				
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	68.3%	68.3%	67.4%	69.2%	66.8%
Benefits	22.2%	23.7%	22.0%	23.4%	22.8%
Purchased Services	5.1%	4.3%	6.1%	6.4%	6.1%
Other Charges / Utilities	3.7%	2.9%	3.3%	-0.1%	3.4%
Materials & Supplies	0.7%	0.8%	1.2%	1.1%	0.9%
Programs & Services	0.0%	0.0%	0.0%	0.0%	0.0%
Capital Outlay	0.0%	0.0%	0.0%	0.0%	0.0%
Transfers	0.0%	0.0%	0.0%	0.0%	0.0%

P&R Administrations Executive Summary

Key Objectives & Initiatives

Department Mission

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 Initiatives

Volunteers enrich our community services while giving our citizens opportunity to learn and grow. Their assistance fills gaps in staffing for safer events, programs, and services. Generous donors provide the Town the ability to provide services for those in need; their support is vital. This support helps instill “Vienna as an engaged and complete community.”

Major New Initiatives and Fiscal Impact: N/A

P&R Maintenance's Executive Summary

Five Year Financials Summary					
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - GF	\$ 1,153.7	\$ 987.7	\$ 1,471.8	\$ 1,740.7	\$ 1,697.1
Yr to Yr % change	-1.4%	-14.4%	49.0%	18.3%	-2.5%
Contributions	2.70	5.51	22.86	21.35	22.11
Donations	5.40	3.10	21.30	0.93	11.11
Revenue	-	-	-	-	-
Related Revenue	\$ 8.1	\$ 8.6	\$ 44.2	\$ 22.3	\$ 33.2
Parks Maintenance Superintendent	1.00	1.00	1.00	1.00	1.00
Parks Maintenance Supervisor	-	-	1.00	1.00	1.00
Arborist/Horticulturist	1.00	1.00	1.00	1.00	1.00
Urban Arborist	1.00	1.00	1.00	1.00	1.00
Maintenance Workers	7.00	7.00	8.00	8.00	8.00
Full Time Equivalent Employees	10.00	10.00	12.00	12.00	12.00

Expenditures by Type - \$					
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ 689.8	\$ 562.6	\$ 749.2	\$ 744.8	\$ 842.0
Overtime	\$ 40.2	\$ 24.4	\$ 57.9	\$ 40.4	\$ 50.3
Benefits	\$ 254.4	\$ 203.3	\$ 262.8	\$ 275.9	\$ 312.1
Purchased Services	\$ 65.7	\$ 61.1	\$ 161.8	\$ 327.0	\$ 274.0
Other Charges / Utilities	\$ 32.7	\$ 41.7	\$ 55.0	\$ 64.2	\$ 67.9
Materials & Supplies	\$ 58.5	\$ 53.0	\$ 123.9	\$ 100.0	\$ 97.7
Programs & Services	\$ 52.6	\$ 60.7	\$ 114.1	\$ 228.4	\$ 91.4
Capital Outlay	\$ -	\$ 5.2	\$ 5.0	\$ 0.6	\$ 12.0
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,153.7	\$ 987.7	\$ 1,471.8	\$ 1,740.7	\$ 1,697.1

P&R Maintenance's Executive Summary

Expenditures by Type - %					
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	59.8%	57.0%	50.9%	42.8%	49.6%
Benefits	22.1%	20.6%	17.9%	15.8%	18.4%
Purchased Services	5.7%	6.2%	11.0%	18.8%	16.1%
Other Charges / Utilities	2.8%	4.2%	3.7%	3.7%	4.0%
Materials & Supplies	5.1%	5.4%	8.4%	5.7%	5.8%
Programs & Services	4.6%	6.1%	7.8%	13.1%	5.4%
Capital Outlay	0.0%	0.5%	0.3%	0.0%	0.7%
Transfers	0.0%	0.0%	0.0%	0.0%	0.0%

Key Objectives & Initiatives

Department Mission

To provide safe, resilient, well-maintained and aesthetically pleasing urban forest, parks, streetscapes and green spaces for the enjoyment of all residents, visitors and businesses.

Strategic Plan Initiatives

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, complete, and safe community.”

P&R Maintenance's Executive Summary

Major New Initiatives and Fiscal Impact

Major New Initiatives:	Parks Maintenance Fleet
Services Provided:	Adequate equipment essential to tree maintenance, and other services provided by the Parks Maintenance Division.
Cost:	<i>See Attachment A</i>
Key Opportunities:	Provide staff with appropriate vehicles for the type of work being done. Cost savings for trade in value.
Key Challenges:	N/A
<u>Workforce Planning Associated with Major Initiative: N/A</u>	

Town of Vienna Urban Forestry – FY 2025 New Initiatives

Urban Forestry is the care and management of single trees and tree populations in urban settings for the purpose of improving the urban environment. Urban forestry involves both planning and management, including the programming of care and maintenance operations of the urban forest. Urban forestry advocates the role of trees as a critical part of the urban infrastructure. Urban foresters and arborists plant and maintain trees, support appropriate tree and forest preservation, conduct research and promote the many benefits trees provide.”
https://en.wikipedia.org/wiki/Urban_forestry

In the past 2 years, the Town has learned valuable information regarding its Urban Forest. The Tree Inventory and Assessment (PlanIT Geo, 2023) identified over 10,000 trees along streets, in parks and in green spaces. Just under 4,200 of these trees need maintenance, removal, stump grinding, pest or disease control, etc. We also learned there are over 1,200 potential planting locations along streets. A study of the Town’s tree canopy coverage (Davey Resource Group, 2022) identified that the 2021 Town tree cover was 38.7%, down from 44.5% in 2011. A trajectory that the Town would like to reverse. There are proposed Code updates to affect how the Town regulates trees and their coverage on private property.

The Department of Parks and Recreation manages and maintains the Town trees. There is a Town Arborist who manages the Town’s trees and landscapes and an Urban Forester that reviews development plans to ensure code compliance. The Town has no maintenance staff that are fully assigned to tree maintenance duties. Current staff assist with reactive and emergency tree maintenance and generally do not have the skill set required to perform intricate and specialized tree maintenance activities. Often staff are specialized in other areas of Park maintenance and are filling-in to complete work as assigned.

From a fleet perspective, the Town has provided DPR with:

1. An aerial lift/chip box combination truck,
2. A woodchipper,
3. A one-ton dump truck,
4. Two pickup trucks and
5. The BobCat ToolCat with multiple useful attachments – brush chipper, stump grinder, wood grapple, pallet forks, bucket, auger.

The Bobcat, woodchipper, and pickup trucks work as intended. The aerial lift is not intended for tree maintenance activities - it is designed for working on streetlamps, utility poles and signs (Figure 1). It has a max reach of approximately 38-40 feet and does not articulate into positions that are useful to maintain trees.

The chip box mounted onto the aerial lift vehicle has a very small capacity (5 cubic yards) and is not compatible with the height of the chipper chute (Figure 2). Additionally, the opening for the chip box is very narrow and half of the wood chips end up outside of the chip box when chipping (Figure 3). Staff deploy a tube to channel the wood chips to the chipper. This concession was intended as a temporary solution and is a constant “thorn in the hand” of those who use the vehicle. Staff routinely fall off the chipper when trying to install/uninstall the tube and occasionally the tube will cause the chipper to get clogged which makes for a very dangerous troubleshoot to loosen the clogged wood chips.

Attachment A

Existing Truck and Chipper



Figure 1- Aerial lift with short boom, small chip box and narrow opening for wood chips.



Figure 2- Chipper is adequate however note the height incompatibility from the chipper chute to the chip box.



Figure 3 - Note the height difference of the chipper chute and the atypical narrow opening of the chip box.

The Department of Parks and Recreation (DPR) is requesting that the Town provide adequate equipment essential to tree maintenance. The following examples are of equipment that professional tree maintenance staff use when working on trees and are recommended for maintenance of the Town's trees.

A combination vehicle of an aerial lift and chip truck would be cheaper than and a rear mounted aerial lift truck and a separate chip truck. Both are needed, however there are pro and cons to purchasing two vehicles.

Separate Vehicles – Aerial Lift Truck and Chip Truck

Pros:

1. Separate vehicles allow the aerial truck and the chip truck to be maneuvered to reduce the distance of tree to vehicle time and reduces fatigue on staff who would otherwise have to drag brush and wood around the vehicle.
2. Two vehicles individually weigh less than a combination vehicle and would allow more opportunities to drive either vehicle off of paved surfaces to access work sites and cause less soil compaction and improved maneuverability.
3. Separate vehicles allow staff to use the appropriate vehicle for the assigned task or use each vehicle at separate locations. For example, installing the Holiday display on Church Street would allow the Urban Forestry crew to continue working with the chip truck at another location. Another example is during storm damage emergency work when having two vehicles would allow multiple crews to work simultaneously with separate equipment.

Cons:

1. The cost of purchasing two vehicles is more than purchasing the combination vehicle.
2. Occasionally it is nice to have one large vehicle on site versus 2 large vehicles.

Option1 – Staff Preference

- Aerial Lift Truck - Altec LR8-60E70RM
- Chip Truck
- Budget: \$355,000 spread over four years plus 4.5% interest or \$99,000 per year, plus \$7,000 increase in operating costs (estimates).

Option 2

- Aerial Lift Truck with Chip Box - Altec LR8-56 (price shown below) or a higher lift (prefer to have a 70+ foot aerial lift).
- Budget: \$220,000 spread over four years plus 4.5% interest or \$62,000 per year, plus \$4,000 increase in operating costs (estimates)

Details regarding specific equipment can be found on the following pages. The Stake body truck (Figure 7) is also shown as the Department of Parks and Recreation wishes to replace one dump truck with a more appropriate stake body vehicle.

Cost Impact

The purchase cost of the vehicles would be financed by the Equipment Replacement plan and financed over 4 years, so just one fourth of purchase price plus interest would impact the budget each year. Operating costs would vary slightly for maintenance and fuel. These vehicles will replace existing vehicles, so that impact would be small.

Aerial Lift Truck with Chip Box - Altec LR8-56 – Figure 4

- Aerial lift - 56' working height
- Chip box with capacity of 14.5 cubic yards
- Class B CDL Driver's license needed
- Budget \$220,000
- Cost savings for retiring existing 2015 aerial lift/chip box. Note: current aerial lift and chip box are one vehicle.



Figure 4 - Altec LR8-56

Aerial Lift Truck - Altec LR8-60E70RM – Figure 5

- Aerial lift - 75' working height
- Class B CDL Drivers license needed.
- Budget \$235,000
- Cost savings for retiring existing 2015 aerial lift/chip box. Note: current aerial lift and chip box are one vehicle.



Figure 5 - Altec LR8-60E70RM

Chip Truck – Figure 6

- Curbside Ladder Box with Pole Pruner Shelf and Rear
- Lockable Door (Door Swings Open to the Curb)
- Available in Lengths Up to 16 ft and Heights Up to 72 in
- Standard Capacities of 15, 20 and 24 cu yds.
- Provides opportunity to complete more tree work.
- All tools can be stored on the vehicle
- Budget \$120,000
- Cost savings for retiring existing 2015 aerial lift/chip box. Note: current aerial lift and chip box are one vehicle.



Figure 6 - Example of a chip truck for tree care operations.

One ton dump truck replacement – Figure 7

The one-ton dump truck would be ideally replaced with a stake body truck with a lift gate (Figure 7). The Stake body bed has a larger capacity as compared to the one-ton dump truck. Additionally, the stake body truck would be very useful for special event preparation and cleanup and snow removal operations, as well as multiple tree related maintenance operations including wood chip and soil transportation, carrying implements for the Toolcat and transporting plants.

- Budget \$85,000 less the trade in value of current one ton dump truck.



Figure 7 - Stake Body Truck

P&R Maintenance's Executive Summary

Major New Initiatives and Fiscal Impact

Major New Initiatives:	Staffing for DPR Maintenance Division
Services Provided:	Need to hire skilled and experienced staff to maintain the Town's trees. Current staff is not able to serve in this capacity, the Town has employed various band-aid efforts to plug the gaping holes in tree maintenance lines of service.
Cost:	<i>See Attachment B - Staffing & Contractor Work</i>
Key Opportunities:	Gain skilled and experienced staff to handle tree maintenance.
Key Challenges:	Town does not have staff to complete the work currently. If this new initiative is not funded, we are solely reliant on contractors to complete the work which we have insufficient funds to play catch up and an annual increase of contractor funds would be necessary to handle the demand.
<u>Workforce Planning Associated with Major Initiative:</u>	
New Position Requests:	<i>See Attachment B</i>
Service Impact:	Staff will be responsible for tree installation, establishment, pest and disease control, preservation, pruning, removal, stump grinding, safe operation of tools and vehicles, maintenance of tools and equipment, invasive plant removal in parks and stream valley corridors, disposal of wood and debris, emergency tree response, sign and signal clearance, street and sidewalk clearance, amongst other duties.
Cost:	<i>See Attachment B - Staffing & Contractor Work</i>
Projected Positions to be Eliminated:	N/A
Service Impact:	
Cost:	

P&R Maintenance's Executive Summary

Major New Initiatives and Fiscal Impact

Major New Initiatives:	Contracted Tree Maintenance
Services Provided:	PlanIt Geo's Tree Inventory Report identified 3,968 trees that are recommended for maintenance. This is approximately 40% of Town owned trees. Requesting funds for tree maintenance which includes pruning, removal and stump grinding of trees.
Cost:	<i>See Attachment B - Staffing & Contractor Work</i>
Key Opportunities:	This funding request is intended to allow a 'catch-up' in tree maintenance.
Key Challenges:	N/A
<u>Workforce Planning Associated with Major Initiative: N/A</u>	

Major New Initiatives and Fiscal Impact

Major New Initiatives:	Contracted Landscape Services
Services Provided:	Maintenance of the Town's landscape planters, sidewalks, curb and gutters along the main streets (Church St, Maple Ave, Nutley St), landscape beds at facilities, parks and green spaces. Includes weeding both in landscaped areas, and hardscape (sidewalks, curb and gutters), gardening work, shrub pruning, leaf removal and collection, spring clean-up and mulching. Also includes weeding and mulching around individual trees. Maintenance of the Town's bioretention facilities along streets and at facilities. Services would be provided monthly during the growing season - approximately March through November.
Cost:	<i>See Attachment B - Staffing & Contractor Work</i>
Key Opportunities:	Increase frequency of maintenance and improvement in Town appearance especially in high traffic areas. Reduction and hopefully elimination of complaints in the subject areas. Aid with stormwater filtering- i.e stormwater quantity and quality.
Key Challenges:	The Town does not have sufficient staff to provide the quality and frequency of services.
<u>Workforce Planning Associated with Major Initiative: N/A</u>	

P&R Maintenance's Executive Summary

Major New Initiatives and Fiscal Impact

Major New Initiatives:	Tree Installation Program
Services Provided:	Installation and establishment (watering) of trees to replace those that have been removed in the last 10 years and will be removed in the next year. Installation and watering of 100+ trees per year.
Cost:	<i>See Attachment B - Staffing & Contractor Work</i>
Key Opportunities:	Trees with healthy mature canopies help reduce soil erosion, capture and filter stormwater and help to ensure the Town complies with our MS4 permit requirements. Additionally, healthy trees sequester carbon, convert carbon dioxide to oxygen, provide shade and reduce air temperatures/"heat island" effect.
Key Challenges:	Cannot improve the Town's canopy coverage without planting more trees.
<u>Workforce Planning Associated with Major Initiative: N/A</u>	

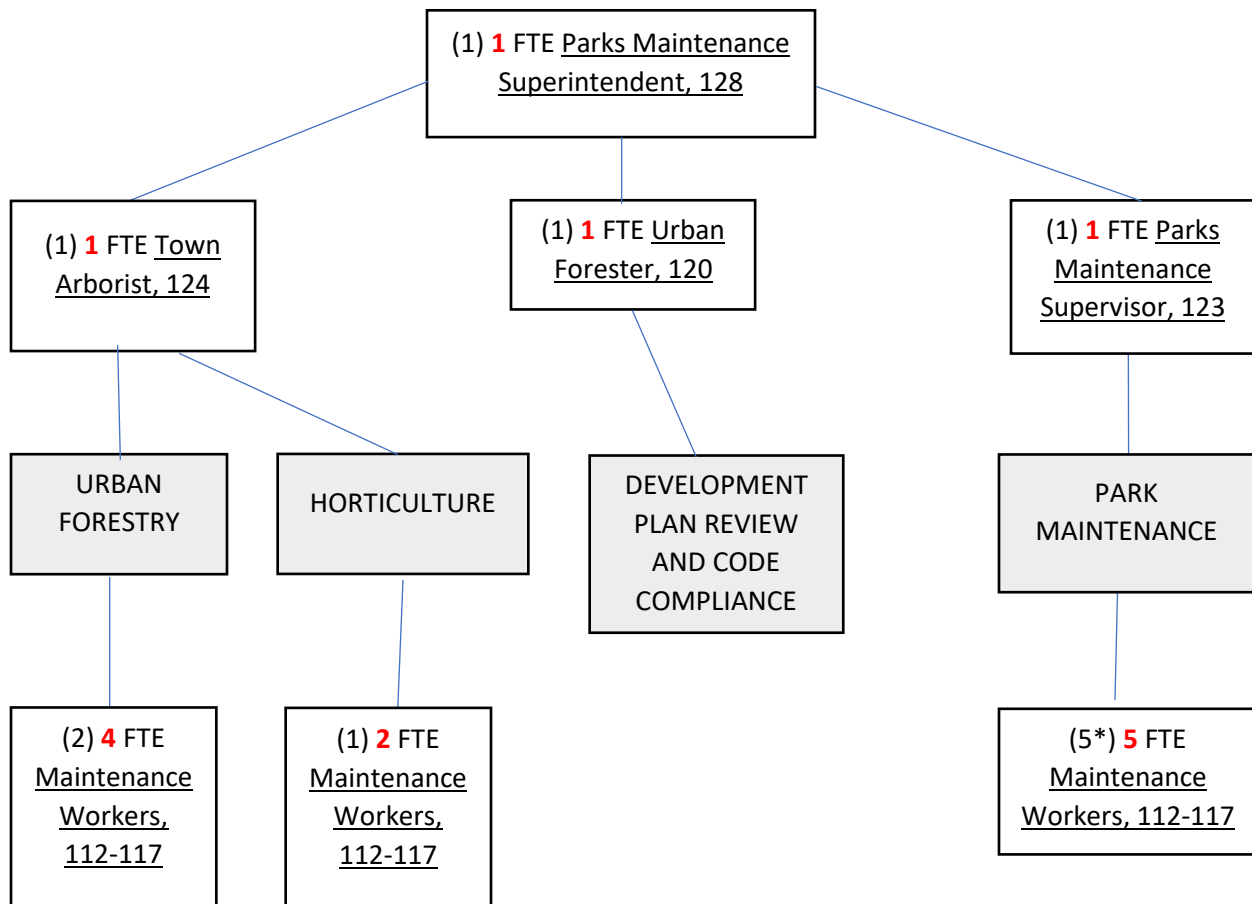
Major New Initiatives and Fiscal Impact

Major New Initiatives:	Other Contracting Services
Services Provided:	Irrigation & Lawn Mowing
Cost:	<i>See Attachment B - Staffing & Contractor Work</i>
Key Opportunities:	
Key Challenges:	Additional staff are needed to perform work and meet expectations.
<u>Workforce Planning Associated with Major Initiative: N/A</u>	

Attachment B

Staffing and Contractor Work

The Department of Parks and Recreation Maintenance Division Staffing levels with current staff noted in parenthesis () and proposed staff **x** if contract budget increased. Service area noted in shaded text box .



DPR maintenance division is aiming to provide the highest level of service to meet expectations through staff and contracted services. Some services are best provided by staff, and some are best delivered via contractors. There are current staff vacancies, and the Park Maintenance Superintendent is simultaneously attempting to “plug the drain” so to speak and hire staff in the areas of most immediate need and the same for contractors. The options presented with regards to staff and contractors are presented for visual impact to help the reader understand the overall goal our department is working towards.

Staff and major contracted work for DPR Maintenance Division – minimum to meet expectations as explained in option 1 below

Subject Area	Current	Change	Request
Park Maintenance Staff	5 FTE	Remain the same	Fill the 1 FTE whose salary of \$80,000 is currently being used to fund mowing and irrigation contracts.
Horticulture Maintenance Staff	1 FTE	Increase to 2 FTE	Hire 1 FTE - \$85,000
Urban Forestry Maintenance Staff	2 FTE (currently in hiring process)	Increase to 4 FTE	Hire 2 FTE - \$185,000
Tree Maintenance Contract	\$80,000	none	Remain funded
Lawn mowing contractor	\$40,000	Increase by \$10,000 to cover additional sites	\$50,000 (no longer funded by FTE)
Irrigation Contractor	\$35,000	Increase by \$5,000 to cover additional sites	\$40,000 (no longer funded by FTE)
Landscape Contractor (lawn mowing/field and landscape irrigation)	\$0	\$200,000	\$200,000 (also includes DPW request for DPR to manage weeds in sidewalk, curb and gutter on Maple Ave, Church St., Nutley St.
Tree Installation Contractor	\$0	\$75,000	\$75,000

**This table only outlines staff and major contractors and does not attempt to diminish the importance of other budgeted items not covered above.*

Option 1 - \$635,000

If the following requests are funded, DPR Maintenance should be able to meet expectations. The Urban Forestry crew will be able to primarily work independent of the Horticulture and Park Maintenance crews and not interrupt their work.

Urban Forestry staff will be able to manage most of the Town's tree maintenance internally assuming the requested vehicles for tree maintenance are approved. This includes work identified on the tree inventory. Horticulture staff will be able to install and maintain seasonal plant displays, ensure parks and facilities are clean and neat in appearance and support activities not covered under the landscape contract. Parks maintenance staff will be able to keep up with lawn mowing, facility maintenance, as well as court and field maintenance in a timely fashion.

- Hire 2 FTE for Urban Forestry (1 Urban Forestry Worker III, 1 Urban Forestry Worker II) to build an Urban Forestry Crew.
 - New \$185,000 (annual)
- Hire 1 FTE Horticulture
 - New \$85,000 (annual)
- Fill the 1 FTE for Park Maintenance (funding from approved FTE is currently being used for contracted work - lawn mowing and field/landscape irrigation).
 - Remains at current budgeted amount of \$80,000.
- Contracted tree maintenance.
 - Remains at current budgeted amount.
- Contracted landscape maintenance services
 - New \$200,000 (annual)
- Establish a Tree Installation Program, this will allow the Town to replace the trees it removes along the streets and install trees in combination with new sidewalk installations. This effort also includes budget for establishment of the trees - primarily watering.
 - New \$75,000 (annual)
- Contracted irrigation maintenance
 - New \$40,000 (annual)
- Contracted lawn mowing
 - New \$50,000 (annual)

Option 2 – \$750,000 First Year, \$630,000 Thereafter *same level of service with less staff and more contracted work.*

If the following requests are funded, DPR Maintenance should be able to meet expectations with less staff and more contracted work. The Urban Forestry crew will be able to primarily work independent of the Horticulture and Park Maintenance crews and not interrupt their work.

Urban Forestry staff will be able to manage most of the Town's tree maintenance internally assuming the requested vehicles for tree maintenance are approved. This includes work identified on the tree inventory. Horticulture staff will be able to install and maintain seasonal plant displays, ensure parks and facilities are clean and neat in appearance and support activities not covered under the landscape contract. Parks maintenance staff will be able to keep up with lawn mowing, facility maintenance, as well as court and field maintenance in a timely fashion.

- Hire 1 FTE for Urban Forestry (1 Urban Forestry Worker III) to build an Urban Forestry Crew.
 - **New \$100,000** (annual)
- Hire 1 FTE Horticulture
 - **New \$85,000** (annual)
- Fill 1 FTE for Park Maintenance (funding from approved FTE is currently being used for contracted work - lawn mowing and field/landscape irrigation).
 - **Remains at current budgeted amount of \$80,000.**
- Contracted tree maintenance
 - **New \$200,000** (one time) and then return to \$80,000 the following year.
- Contracted landscape maintenance services
 - **New \$200,000** (annual)
- Establish a Tree Installation Program, this will allow the Town to replace the trees it removes along the streets and install trees in combination with new sidewalk installations. This effort also includes budget for establishment of the trees - primarily watering.
 - **New \$75,000** (annual)
- Contracted irrigation maintenance
 - **New \$40,000** (annual)
- Contracted lawn mowing
 - **New \$50,000** (annual)

P&R Maintenance's Executive Summary

Major New Initiatives and Fiscal Impact

Major New Initiatives:	Urban Forest Management Plan
Services Provided:	An Urban Forest Management Plan is a tailored plan that will provide Town staff and the Tree Commission the ability to proactively and effectively manage the Town's Urban Forest and provide for maximum, long-term benefits to the community.
Cost:	\$80,000
Key Opportunities:	Provide the Town a guiding document relating to management of tree assets.
Key Challenges:	
Workforce Planning Associated with Major Initiative: N/A	

Major New Initiatives and Fiscal Impact

Major New Initiatives:	Tree Decay Detection Tools
Services Provided:	Tools to aid staff in making critical decisions relating to safety, health and risk of trees. RinnTech Resistograph \$20K and RinnTech Arbotom (sonic tomograph) \$45K.
Cost:	\$65,000
Key Opportunities:	Allows more informed decision making about tree health since it can determine what's happening inside the tree.
Key Challenges:	Limited to making decisions on tree health based on only visible observations.
Workforce Planning Associated with Major Initiative: N/A	

P&R Maintenance's Executive Summary

Major New Initiatives and Fiscal Impact

Major New Initiatives:	Green House Improvements
Services Provided:	Replace the double-layer poly film covering, install new doors and irrigation.
Cost:	\$25,000
Key Opportunities:	Irrigation reduces amount of staff time needed to manage the growth of the plants.
Key Challenges:	Requires staff to currently water the plants.
<u>Workforce Planning Associated with Major Initiative: N/A</u>	

Major New Initiatives and Fiscal Impact

Major New Initiatives:	Stake Body Truck
Services Provided:	Vehicle to aid with trash collection, special events, transport of brush to disposal site and moving of large equipment for everyday maintenance.
Cost:	Net \$45,000 - Truck \$85,000 Trade In Cost \$40,000
Key Opportunities:	Provide staff with appropriate vehicle for the type of work being done. This vehicle will reduce trips to the dump and bed size will accommodate additional supplies resulting in less trips. Assist with special events. Will trade in one truck in inventory.
Key Challenges:	N/A
<u>Workforce Planning Associated with Major Initiative: N/A</u>	

P&R Maintenance's Executive Summary

Major New Initiatives and Fiscal Impact

Major New Initiatives:	Athletic Specialist
Services Provided:	<p>This position will be responsible for athletic field monitoring: including scheduling field lights and issuing seasonal permits; opening and closing park amenities and bathrooms, field lights, scheduling portable bathrooms for the winter season, responding to field user issues, working with the public park users, reporting broken or damaged equipment and structures, document park, fields and facility usage and create reports. Assist Parks Maintenance Superintendent and Supervisor with administrative duties. Additional duties include assisting with special events throughout the year.</p>
Cost:	<i>See Workforce Planning Below</i>
Key Opportunities:	<p>This position consolidates the role of various athletic duties into one position allowing for greater efficiency in sports management and enhancement of the user experience by community sports groups.</p>

P&R Maintenance's Executive Summary

Key Challenges:

Sports management and adult programming are not receiving the staff attention needed due to limited staff resources. The need to lock and unlock the bathrooms occurred as a result of an incident of illegal activity occurring in the bathrooms after park hours. The need to lock and unlock the Glyndon Park pickleball court nets occurred as a result of neighbor complaints of play occurring after posted pickleball hours. Staff has advertised for part time help with no responses. The challenge is hiring a person to work 2 hours in the morning and 2 hours in the evening. Currently these duties are being performed by full time staff during the day and part time Community Center Building Supervisors or Custodians in the evening. With the job responsibilities of the full time staff and needs of the community center during heavy evening usage makes breaking away to handle the park duties a challenge with a need to be timely in unlocking and locking facilities. The Parks Maintenance Superintendent is in need of additional staff to handle administrative duties, similar to the support Public Works currently has. The time the Park Maintenance Superintendent spends in the office handling administrative duties takes away from time in the field with contractors and staff coordinating scheduled work and projects.

Workforce Planning Associated with Major Initiative:

New Position Requests:	Athletic Specialist
Service Impact:	Consolidating duties attributed to sports management will improve service levels. The addition of 1 FTE will increase the productivity and efficiency of work being completed by full time programming staff. It will also allow for full staffing to remain in the community center in the evenings, which is a security concern. It will help alleviate safety and security concerns in parks. It will bring separate function areas that have been spread throughout the department into one position that will assist with managing and representing outdoor sports.
Cost:	\$95,000 with benefits, (Grade 119)
New Position Requests:	N/A

P&R Comm Center Operations Executive Summary

Five Year Financials Summary					
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - GF	\$ 640.1	\$ 625.0	\$ 802.0	\$ 886.6	\$ 883.5
Yr to Yr % change	-0.3%	-2.4%	28.3%	10.6%	-0.3%
Contributions	\$ -	\$ 0.15	\$ 0.13	\$ 0.13	\$ -
Donations	\$ 0.20	\$ -	\$ -	\$ -	\$ 1.50
Revenue	\$ 66.35	\$ 13.90	\$ 87.27	\$ 101.74	\$ 100.00
Related Revenue	\$ 66.6	\$ 14.1	\$ 87.4	\$ 101.9	\$ 101.5
Community Center Manager	1.00	1.00	1.00	1.00	-
Community Center Supervisor	1.00	1.00	1.00	1.00	1.00
Custodians	2.00	2.00	2.00	2.00	2.00
Customer Care Specialist	1.00	1.00	1.00	1.00	1.00
Full Time Equivalent Employees	5.00	5.00	5.00	5.00	4.00
PT Building Supervisors	7.00	7.00	7.00	7.00	7.00
PT Customer Care Specialists	5.00	5.00	5.00	5.00	5.00
PT Gym Monitors	2.00	2.00	2.00	2.00	2.00
PT Custodians	3.00	3.00	3.00	3.00	3.00
Temporary & Part-Time Staff	17.00	17.00	17.00	17.00	17.00

Expenditures by Type - \$					
(In 000's)	Actuals 2019/20*	Actuals 2020/21*	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ 407.7	\$ 385.2	\$ 490.9	\$ 550.7	\$ 499.8
Overtime	\$ 38.4	\$ 26.1	\$ 8.6	\$ 11.4	\$ 15.2
Benefits	\$ 111.4	\$ 116.8	\$ 127.2	\$ 137.4	\$ 154.8
Purchased Services	\$ 41.7	\$ 48.7	\$ 94.0	\$ 89.5	\$ 92.9
Other Charges / Utilities	\$ 61.6	\$ 58.4	\$ 70.8	\$ 67.5	\$ 107.5
Materials & Supplies	\$ 17.5	\$ 15.5	\$ 19.1	\$ 19.2	\$ 28.5
Programs & Services	\$ -	\$ 0.4	\$ -	\$ 0.8	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ 21.5	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 640.1	\$ 625.0	\$ 802.0	\$ 886.6	\$ 883.5

P&R Comm Center Operations Executive Summary

Expenditures by Type - %					
	Actuals 2019/20*	Actuals 2020/21*	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	63.7%	61.6%	61.2%	62.1%	56.6%
Benefits	17.4%	18.7%	15.9%	15.5%	17.5%
Purchased Services	6.5%	7.8%	11.7%	10.1%	10.5%
Other Charges / Utilities	9.6%	9.3%	8.8%	7.6%	12.2%
Materials & Supplies	2.7%	2.5%	2.4%	2.2%	3.2%
Programs & Services	0.0%	0.1%	0.0%	0.1%	0.0%
Capital Outlay	0.0%	0.0%	0.0%	2.4%	0.0%
Transfers	0.0%	0.0%	0.0%	0.0%	0.0%

***Due to the COVID-19 Pandemic, the community center was closed and other events were halted from March 2020 to the end of May 2021. This accounts for variances in FY2019/20 and FY2020/21.**

Key Objectives & Initiatives

Department Mission

To coordinate, develop, maintain, and operate the Community Center and provide support for other Town recreational facilities. Ensuring safe, diverse and accessible facilities for all patrons and access to leisure activities, programs, and classes that enhance the quality of life within the Town.

Strategic Plan Initiatives

By being a responsible steward of the Town's public funds, ensuring safe facilities through industry maintenance standards, providing innovative technology, collaborating with other organization, volunteer efforts, and as a gold LEED facility this division exemplifies "Vienna as a fiscally responsible, safe, engaged, complete, and environmentally sustainable community."

Major New Initiatives and Fiscal Impact: N/A

P&R Annex's Executive Summary

	Five Year Financials Summary				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - GF	\$ -	\$ 32.9	\$ 41.0	\$ 37.1	\$ 16.0
Yr to Yr % change				-9.5%	-57.0%
Related Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Full Time Equivalent Employees	-	-	-	-	-
Temporary & Part-Time Staff	-	-	-	-	-

	Expenditures by Type - \$				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Purchased Services	\$ -	\$ 9.2	\$ 4.0	\$ 5.3	\$ 0.2
Other Charges / Utilities	\$ -	\$ 19.4	\$ 35.1	\$ 30.6	\$ 15.8
Materials & Supplies	\$ -	\$ 4.3	\$ 2.0	\$ 1.3	\$ -
Programs & Services	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ 32.9	\$ 41.0	\$ 37.1	\$ 16.0

	Expenditures by Type - %				
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	0.0%	0.0%	0.0%	0.0%	0.0%
Benefits	0.0%	0.0%	0.0%	0.0%	0.0%
Purchased Services	0.0%	27.9%	9.7%	14.2%	1.3%
Other Charges / Utilities	0.0%	59.0%	85.4%	82.3%	98.7%
Materials & Supplies	0.0%	13.1%	4.9%	3.5%	0.0%
Programs & Services	0.0%	0.0%	0.0%	0.0%	0.0%
Capital Outlay	0.0%	0.0%	0.0%	0.0%	0.0%
Transfers	0.0%	0.0%	0.0%	0.0%	0.0%

P&R Annex's Executive Summary

Key Objectives & Initiatives

Department Mission

The Annex, formerly Faith Baptist Church, is a joint venture between the Police Department, Parks and Recreation, and Public Works. Once the Police Department moves into their new facility, there will be a transitional period while the building is brought up to code for occupancy, assisted by technical advice from the Department of Public Works. Parks and Recreation will use the Annex to provide safe, diverse, and accessible facilities for all patrons. Providing programs, classes, rental opportunities, and leisure activities to enhance the quality of life within the Town.

Strategic Plan Initiatives

By adhering to the Town's fiscal disciplined approach, maintaining, and promoting high standards while ensuring a safe facility through established procedures, maintaining, and using environmental-friendly products and standards. Through these initiatives this division instills "Vienna as an influential and well-governed, engaged, complete, and environmentally sustainable community."

P&R Programs Executive Summary

Five Year Financials Summary					
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - GF	\$ 418.0	\$ 285.2	\$ 521.1	\$ 718.5	\$ 630.6
Yr to Yr % change	-15.2%	-31.8%	82.7%	37.9%	-12.2%
Contributions	\$ -	\$ -	\$ -	\$ -	\$ -
Donations	\$ 7.60	\$ 5.50	\$ 4.57	\$ 6.00	\$ 6.00
Revenue	\$ 429.35	\$ 543.85	\$ 910.08	\$ 1,255.07	\$ 1,233.00
Related Revenue	\$ 437.0	\$ 549.4	\$ 914.7	\$ 1,261.1	\$ 1,239.0
Full Time Equivalent Employees	-	-	-	-	-
PT Program Staff	15.00	18.00	18.00	18.00	18.00
PT Class Instructors	25.00	25.00	25.00	25.00	25.00
Contract Instructors	37.00	37.00	37.00	37.00	37.00
Temporary & Part-Time Staff	77.00	80.00	80.00	80.00	80.00

Expenditures by Type - \$					
(In 000's)	Actuals 2019/20*	Actuals 2020/21*	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ 138.1	\$ 82.6	\$ 168.8	\$ 186.8	\$ 186.1
Overtime	\$ 4.0	\$ 0.9	\$ 4.4	\$ 6.8	\$ 5.1
Benefits	\$ 10.7	\$ 6.3	\$ 12.9	\$ 14.3	\$ 11.5
Purchased Services	\$ 254.4	\$ 188.6	\$ 324.7	\$ 468.1	\$ 365.0
Other Charges / Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ 14.0	\$ 7.5	\$ 14.7	\$ 14.2	\$ 15.3
Programs & Services	\$ -	\$ -	\$ -	\$ 29.5	\$ 48.7
Capital Outlay	\$ 0.8	\$ 0.2	\$ -	\$ 5.4	\$ 4.0
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 418.0	\$ 285.2	\$ 521.1	\$ 718.5	\$ 630.6

P&R Programs Executive Summary

Expenditures by Type - %					
	Actuals 2019/20*	Actuals 2020/21*	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	33.0%	29.0%	32.4%	26.0%	29.5%
Benefits	2.6%	2.2%	2.5%	2.0%	1.8%
Purchased Services	60.9%	66.1%	62.3%	65.2%	57.9%
Other Charges / Utilities	0.0%	0.0%	0.0%	0.0%	0.0%
Materials & Supplies	3.3%	2.6%	2.8%	2.0%	2.4%
Programs & Services	0.0%	0.0%	0.0%	4.1%	7.7%
Capital Outlay	0.2%	0.1%	0.0%	0.8%	0.6%
Transfers	0.0%	0.0%	0.0%	0.0%	0.0%

*Due to the COVID-19 Pandemic, the community center was closed and other events were halted from March 2020 to the end of May 2021. This accounts for variances in FY2019/20 and FY2020/21.

Key Objectives & Initiatives

Department Mission

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 Initiatives

By identifying the demand for classes and programs, revenue increased, and value given back to the community this division instills “Vienna as a fiscally responsible, complete, and engaged community.”

Major New Initiatives and Fiscal Impact: N/A

P&R Special Events Executive Summary

Five Year Financials Summary					
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - GF	\$ 137.5	\$ 40.6	\$ 181.3	\$ 173.8	\$ 238.8
Yr to Yr % change	-7.9%	-70.5%	346.9%	-4.1%	37.4%
Contributions	-	-	-	-	-
Donations	29.35	20.81	14.77	11.55	13.16
Revenue	42.71	17.69	34.99	60.82	82.35
Related Revenue	\$ 72.1	\$ 38.5	\$ 49.8	\$ 72.4	\$ 95.5
Full Time Equivalent Employees	-	-	-	-	-
Temporary & Part-Time Staff	-	-	-	-	-

Expenditures by Type - \$					
(In 000's)	Actuals 2019/20*	Actuals 2020/21*	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ -	\$ -	\$ 7.5	\$ 11.2	\$ 12.0
Benefits	\$ -	\$ -	\$ 0.6	\$ 0.9	\$ -
Purchased Services	\$ -	\$ -	\$ -	\$ -	\$ -
Other Charges / Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Programs & Services	\$ 137.5	\$ 40.6	\$ 173.2	\$ 161.7	\$ 226.8
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 137.5	\$ 40.6	\$ 181.3	\$ 173.8	\$ 238.8

P&R Special Events Executive Summary

Expenditures by Type - %					
	Actuals 2019/20*	Actuals 2020/21*	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	0.0%	0.0%	4.1%	6.5%	5.0%
Benefits	0.0%	0.0%	0.3%	0.5%	0.0%
Purchased Services	0.0%	0.0%	0.0%	0.0%	0.0%
Other Charges / Utilities	0.0%	0.0%	0.0%	0.0%	0.0%
Materials & Supplies	0.0%	0.0%	0.0%	0.0%	0.0%
Programs & Services	100.0%	100.0%	95.5%	93.1%	95.0%
Capital Outlay	0.0%	0.0%	0.0%	0.0%	0.0%
Transfers	0.0%	0.0%	0.0%	0.0%	0.0%

***Due to the COVID-19 Pandemic, the community center was closed and other events were halted from March 2020 to the end of May 2021. This accounts for variances in FY2019/20 and FY2020/21.**

Key Objectives & Initiatives

Department Mission

To entertain, educate, and foster community involvement and partnerships by providing cultural and diverse activities for all ages.

Strategic Plan Initiatives

Generous donations in 2021 demonstrates “Vienna as an engaged community” which provided the ability to serve the entire community including those most affected by the pandemic and the less fortunate population of Vienna. As Covid-19 restrictions began lifting, Town events came back to life and were successfully and safely held for the community to enjoy. Through these efforts this division also instills “Vienna as a safe and complete community.”

Major New Initiatives and Fiscal Impact: N/A

P&R Teen Center's Executive Summary

Five Year Financials Summary					
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - GF	\$ 206.8	\$ 177.6	\$ 200.3	\$ 248.9	\$ 266.9
Yr to Yr % change	5.3%	-14.1%	12.8%	24.2%	7.3%
Contributions	-	-	-	-	-
Donations	1.60	0.50	-	0.50	-
Revenue	3.20	0.12	3.28	6.82	6.00
Related Revenue	\$ 4.8	\$ 0.6	\$ 3.3	\$ 7.3	\$ 6.0
Recreation Coordinator	1.00	1.00	1.00	1.00	1.00
After-School Program Coordinator	1.00	1.00	1.00	1.00	1.00
Full Time Equivalent Employees	2.00	2.00	2.00	2.00	2.00
PT Teen Center Staff	5.00	5.00	5.00	5.00	5.00
Temporary & Part-Time Staff	5.00	5.00	5.00	5.00	5.00

Expenditures by Type - \$					
(In 000's)	Actuals 2019/20*	Actuals 2020/21*	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ 148.4	\$ 128.8	\$ 148.6	\$ 180.6	\$ 184.4
Overtime	\$ 15.0	\$ 4.5	\$ 8.5	\$ 8.4	\$ 10.0
Benefits	\$ 46.6	\$ 46.6	\$ 39.1	\$ 55.0	\$ 58.6
Purchased Services	\$ 2.1	\$ 0.7	\$ 1.5	\$ 2.7	\$ 3.3
Other Charges / Utilities	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & Supplies	\$ 8.9	\$ 1.6	\$ 10.1	\$ 10.2	\$ 15.5
Programs & Services	\$ -	\$ -	\$ 0.2	\$ 0.3	\$ -
Capital Outlay	\$ 0.8	\$ -	\$ 0.8	\$ -	\$ 5.1
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 206.8	\$ 177.6	\$ 200.3	\$ 248.9	\$ 266.9

P&R Teen Center's Executive Summary

Expenditures by Type - %					
	Actuals 2019/20*	Actuals 2020/21*	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	71.8%	72.5%	74.2%	72.6%	69.1%
Benefits	22.5%	26.2%	19.5%	22.1%	22.0%
Purchased Services	1.0%	0.4%	0.8%	1.1%	1.2%
Other Charges / Utilities	0.0%	0.0%	0.0%	0.0%	0.0%
Materials & Supplies	4.3%	0.9%	5.1%	4.1%	5.8%
Programs & Services	0.0%	0.0%	0.1%	0.1%	0.0%
Capital Outlay	0.4%	0.0%	0.4%	0.0%	1.9%
Transfers	0.0%	0.0%	0.0%	0.0%	0.0%

***Due to the COVID-19 Pandemic, the community center was closed and other events were halted from March 2020 to the end of May 2021. This accounts for variances in FY2019/20 and FY2020/21.**

Key Objectives & Initiatives

Department Mission

To provide a structured and safe environment for teens to grow socially, receive academic support, and participate in physical and recreational activities.

Strategic Plan Initiatives

By encouraging volunteerism through its programs and activities this division instills “Vienna as an engaged community.” 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.

Major New Initiatives and Fiscal Impact: N/A

P&R Historic Preservations Executive Summary

	Five Year Financials Summary				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - GF	\$ 29.6	\$ 20.3	\$ 27.0	\$ 31.3	\$ 32.3
Yr to Yr % change	34.0%	-31.5%	33.3%	15.9%	3.2%
Related Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Full Time Equivalent Employees	-	-	-	-	-
Temporary & Part-Time Staff	-	-	-	-	-

	Expenditures by Type - \$				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Purchased Services	\$ 16.0	\$ 8.3	\$ 16.5	\$ 19.2	\$ 18.0
Other Charges / Utilities	\$ 7.7	\$ 8.1	\$ 9.1	\$ 10.3	\$ 11.8
Materials & Supplies	\$ (0.1)	\$ 0.3	\$ 0.0	\$ 0.9	\$ 1.0
Programs & Services	\$ 6.0	\$ 3.6	\$ 1.4	\$ 0.8	\$ 1.5
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 29.6	\$ 20.3	\$ 27.0	\$ 31.3	\$ 32.3

	Expenditures by Type - %				
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	0.0%	0.0%	0.0%	0.0%	0.0%
Benefits	0.0%	0.0%	0.0%	0.0%	0.0%
Purchased Services	71.3%	54.0%	40.8%	61.0%	58.1%
Other Charges / Utilities	34.8%	26.2%	40.1%	33.7%	33.9%
Materials & Supplies	0.0%	-0.4%	1.3%	0.1%	3.2%
Programs & Services	-6.1%	20.2%	17.8%	5.2%	4.8%
Capital Outlay	0.0%	0.0%	0.0%	0.0%	0.0%
Transfers	0.0%	0.0%	0.0%	0.0%	0.0%

P&R Historic Preservations Executive Summary

Key Objectives & Initiatives

Department Mission

To preserve and care for the Town's historic structures and promote the Town's history through interpretative programs.

Strategic Plan Initiatives

By preserving and restoring historical sites where appropriate this division ensures "Vienna as a complete community."

Major New Initiatives and Fiscal Impact: N/A

Department of Public Works GF Executive Summary

	Five Year Financials Summary				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - GF	\$ 7,218.6	\$ 6,793.6	\$ 7,057.0	\$ 8,867.6	\$ 9,679.8
Yr to Yr % change	-5.8%	-5.9%	3.9%	25.7%	9.2%
Related Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Administration	8.00	8.00	8.00	8.00	10.00
Operations - Street Maintenance	13.00	13.00	13.00	13.00	13.00
Operations - General Maintenance	9.00	9.00	9.00	9.00	8.00
Operations - Traffic Engineering	2.00	2.00	2.00	2.00	3.00
Operations - Sanitation	17.00	17.00	17.00	17.00	17.00
Vehicle Maintenance	8.00	8.00	8.00	8.00	8.00
Department of Public Works FTE's:	57.00	57.00	57.00	57.00	59.00

	Expenditures by Type - \$				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ 3,833.9	\$ 3,638.6	\$ 3,849.3	\$ 4,112.0	\$ 4,494.9
Benefits	\$ 1,539.3	\$ 1,502.1	\$ 1,498.5	\$ 1,720.8	\$ 1,919.1
Purchased Services	\$ 851.1	\$ 754.4	\$ 785.8	\$ 1,012.6	\$ 1,353.3
Other Charges / Utilities	\$ 129.1	\$ 113.6	\$ 141.7	\$ 157.3	\$ 210.9
Materials & Supplies	\$ 321.5	\$ 629.7	\$ 544.5	\$ 526.6	\$ 774.3
Programs & Services	\$ 525.2	\$ 105.0	\$ 186.3	\$ 1,264.6	\$ 798.5
Capital Outlay	\$ 18.5	\$ 50.2	\$ 50.9	\$ 73.8	\$ 128.8
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 7,218.6	\$ 6,793.6	\$ 7,057.0	\$ 8,867.6	\$ 9,679.8

Department of Public Works GF Executive Summary

Expenditures by Type - %					
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	53.1%	53.6%	54.5%	46.4%	46.4%
Benefits	21.3%	22.1%	21.2%	19.4%	19.8%
Purchased Services	11.8%	11.1%	11.1%	11.4%	14.0%
Other Charges / Utilities	1.8%	1.7%	2.0%	1.8%	2.2%
Materials & Supplies	4.5%	9.3%	7.7%	5.9%	8.0%
Programs & Services	7.3%	1.5%	2.6%	14.3%	8.2%
Capital Outlay	0.3%	0.7%	0.7%	0.8%	1.3%
Transfers	0.0%	0.0%	0.0%	0.0%	0.0%

Key Objectives & Initiatives

Department 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.

Strategic Plan Initiatives

DPW supports the following strategic plan initiatives: fiscally responsible community, safe community, efficiently mobile community, economically prosperous community, engaged community, environmentally sustainable community, and complete community.

DPW Administration's Executive Summary

Five Year Financials Summary					
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - GF	\$ 1,071.6	\$ 1,040.0	\$ 1,143.5	\$ 1,240.5	\$ 1,436.5
Yr to Yr % change	24.4%	-2.9%	10.0%	8.5%	15.8%
Related Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Administration FTE's:	8.00	8.00	8.00	8.00	10.00

Expenditures by Type - \$					
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ 768.0	\$ 710.9	\$ 773.5	\$ 782.7	\$ 880.7
Benefits	\$ 249.2	\$ 291.6	\$ 317.7	\$ 387.8	\$ 482.2
Purchased Services	\$ 27.9	\$ 12.9	\$ 22.2	\$ 32.1	\$ 45.6
Other Charges / Utilities	\$ 11.5	\$ 9.9	\$ 14.5	\$ 11.6	\$ 16.9
Materials & Supplies	\$ 5.3	\$ 9.8	\$ 8.3	\$ 19.2	\$ 10.8
Programs & Services	\$ 9.7	\$ 4.9	\$ 6.1	\$ 7.0	\$ 0.1
Capital Outlay	\$ -	\$ -	\$ 1.3	\$ 0.1	\$ 0.3
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,071.6	\$ 1,040.0	\$ 1,143.5	\$ 1,240.5	\$ 1,436.5

Expenditures by Type - %					
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	71.7%	68.4%	67.6%	63.1%	61.3%
Benefits	23.3%	28.0%	27.8%	31.3%	33.6%
Purchased Services	2.6%	1.2%	1.9%	2.6%	3.2%
Other Charges / Utilities	1.1%	1.0%	1.3%	0.9%	1.2%
Materials & Supplies	0.5%	0.9%	0.7%	1.5%	0.8%
Programs & Services	0.9%	0.5%	0.5%	0.6%	0.0%
Capital Outlay	0.0%	0.0%	0.1%	0.0%	0.0%
Transfers	0.0%	0.0%	0.0%	0.0%	0.0%

DPW Administration's Executive Summary

Key Objectives & Initiatives

Department 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.

Strategic Plan Initiatives

DPW supports the following strategic plan initiatives: fiscally responsible community, safe community, efficiently mobile community, economically prosperous community, engaged community, environmentally sustainable community, and complete community.

Major New Initiatives and Fiscal Impact: N/A

DPW Operation's Executive Summary

Five Year Financials Summary					
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - GF	\$ 4,994.7	\$ 4,519.4	\$ 4,622.2	\$ 6,376.4	\$ 6,684.3
Yr to Yr % change	-10.3%	-9.5%	2.3%	38.0%	4.8%
Related Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Building Maintenance	-	-	-	-	-
General Maintenance	9.00	9.00	9.00	8.00	8.00
Leaf Collection	-	-	-	-	-
Sanitation	17.00	17.00	17.00	17.00	17.00
Snow Removal	-	-	-	-	-
Street Maintenance	13.00	13.00	13.00	13.00	13.00
Traffic Engineering	2.00	2.00	2.00	3.00	3.00
Operation FTE's:	41.00	41.00	41.00	41.00	41.00

Expenditures by Type - \$					
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ 2,397.8	\$ 2,356.7	\$ 2,439.0	\$ 2,736.5	\$ 2,866.4
Benefits	\$ 1,038.4	\$ 996.8	\$ 975.3	\$ 1,129.9	\$ 1,189.4
Purchased Services*	\$ 755.8	\$ 673.9	\$ 671.4	\$ 914.9	\$ 1,242.4
Other Charges / Utilities	\$ 111.8	\$ 102.2	\$ 125.1	\$ 143.1	\$ 185.9
Materials & Supplies	\$ 159.3	\$ 241.0	\$ 181.8	\$ 132.7	\$ 298.3
Programs & Services	\$ 515.3	\$ 100.1	\$ 179.8	\$ 1,257.6	\$ 798.4
Capital Outlay	\$ 16.3	\$ 48.6	\$ 49.7	\$ 61.8	\$ 103.5
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 4,994.7	\$ 4,519.4	\$ 4,622.2	\$ 6,376.4	\$ 6,684.3

DPW Operation's Executive Summary

	Expenditures by Type - %				
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	47.2%	48.0%	52.1%	52.8%	42.9%
Benefits	18.4%	20.8%	22.1%	21.1%	17.8%
Purchased Services	11.7%	15.1%	14.9%	14.5%	18.6%
Other Charges / Utilities	2.0%	2.2%	2.3%	2.7%	2.8%
Materials & Supplies	3.8%	3.2%	5.3%	3.9%	4.5%
Programs & Services	15.9%	10.3%	2.2%	3.9%	11.9%
Capital Outlay	1.0%	0.3%	1.1%	1.1%	1.5%
Transfers	0.0%	0.0%	0.0%	0.0%	0.0%

*Purchased Services - year over year changes due to preemptively moving funding to CIP then having to move it back as per VDOT funding guidelines.

Key Objectives & Initiatives

Department 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.

Strategic Plan Initiatives

DPW supports the following strategic plan initiatives: fiscally responsible community, safe community, efficiently mobile community, economically prosperous community, engaged community, environmentally sustainable community, and complete community.

DPW Operation's Executive Summary

Major New Initiatives and Fiscal Impact

Major New Initiatives:	Implement Preventative Building Maintenance Program for Town Facilities
Services Provided:	Within the Department of Public Works (DPW), the General Maintenance team is responsible for maintaining Town infrastructure including sidewalks, crosswalks, brickwork, handrails, benches, trashcans, and bus shelters as well as building maintenance for Town properties. See attached for additional information.
Cost:	<i>See Workforce Planning</i>
Key Opportunities:	Continued high-quality and responsive service to all users of Town Buildings and Facilities. An additional Maintenance Worker helps the Division take a preventative approach to maintain town buildings to ensure functionality and safety. The General Maintenance division completes over 500 work order level repairs/requests for approximately 105,000 square feet of Town-owned buildings each year. See attached for additional information.
Key Challenges:	Increasing complexity and size of Town-owned buildings.
<u>Workforce Planning Associated with Major Initiative:</u>	
New Position Requests:	Maintenance Worker II (FTE)
Service Impact:	Improved level of service and preventive maintenance in Town buildings. See attached for additional information.
Cost:	\$75,000/year, including benefits
Projected Positions to be Eliminated:	N/A
Service Impact:	
Cost:	

Department of Public Works – Operations Division

Major New Initiatives

Implement Preventative Building Maintenance Program for Town Facilities

New Position Requests:

Maintenance Worker II

Services Provided:

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

Building maintenance activities include:

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

Key Opportunities:

The renovation of the Police Station increased the Town-owned building area by approximately 20 percent to a total of 127,000 square feet. In addition to the larger footprint, Town buildings are outfitted with new and increasingly complex technologies. To adequately maintain these additional assets, the Department of Public Works requests one additional maintenance worker within the General Maintenance team. This additional resource allows the Division to implement a preventative routine maintenance program throughout Town buildings including work order level repairs, contract service, capital building repairs, and equipment maintenance. The Division also coordinates warranties associated with new buildings and equipment.

DPW Operation's Executive Summary

Major New Initiatives and Fiscal Impact

Major New Initiatives:	Begin systematic brick repairs along Maple Ave and Church St
Services Provided:	Within the Department of Public Works (DPW), the General Maintenance team is responsible for maintaining Town brick work including sidewalks, walls, aprons, and planter beds along Maple Ave and Church St.
Cost:	\$100,000/ year
Key Opportunities:	DPW proposes additional funding to begin prioritizing larger sections of brick repair along Maple Ave and Church St using on-call contracted services. Brick repair will improve safety, accessibility, and aesthetic of the Town's aging infrastructure.
Key Challenges:	Current staffing levels and resources are insufficient to cover larger sections of brick repair. Contract services allow a dedicated crew to focus on larger repairs. In-house staff will continue to address smaller brick maintenance concerns while balancing other General Maintenance responsibilities.
<u>Workforce Planning Associated with Major Initiative: N/A</u>	

DPW Vehicle Equipment Maint's Executive Summary

	Five Year Financials Summary				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - GF	\$ 1,152.3	\$ 1,234.2	\$ 1,291.3	\$ 1,250.7	\$ 1,559.0
Yr to Yr % change	-6.7%	7.1%	4.6%	-3.1%	24.7%
Related Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
Vehicle Equipment Maint FTE's:	8.00	8.00	8.00	8.00	8.00

	Expenditures by Type - \$				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ 668.1	\$ 570.9	\$ 636.8	\$ 592.7	\$ 747.8
Benefits	\$ 251.8	\$ 213.7	\$ 205.5	\$ 203.1	\$ 247.6
Purchased Services	\$ 67.4	\$ 67.7	\$ 92.2	\$ 65.5	\$ 65.3
Other Charges / Utilities	\$ 5.8	\$ 1.4	\$ 2.1	\$ 2.6	\$ 8.2
Materials & Supplies	\$ 156.8	\$ 378.9	\$ 354.4	\$ 374.8	\$ 465.2
Programs & Services	\$ 0.2	\$ -	\$ 0.3	\$ -	\$ -
Capital Outlay	\$ 2.2	\$ 1.6	\$ -	\$ 12.0	\$ 25.0
Transfers	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,152.3	\$ 1,234.2	\$ 1,291.3	\$ 1,250.7	\$ 1,559.0

	Expenditures by Type - %				
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	58.0%	46.3%	49.3%	47.4%	48.0%
Benefits	21.8%	17.3%	15.9%	16.2%	15.9%
Purchased Services	5.9%	5.5%	7.1%	5.2%	4.2%
Other Charges / Utilities	0.5%	0.1%	0.2%	0.2%	0.5%
Materials & Supplies	13.6%	30.7%	27.4%	30.0%	29.8%
Programs & Services	0.0%	0.0%	0.0%	0.0%	0.0%
Capital Outlay	0.2%	0.1%	0.0%	1.0%	1.6%
Transfers	0.0%	0.0%	0.0%	0.0%	0.0%

DPW Vehicle Equipment Maint's Executive Summary

Key Objectives & Initiatives

Department 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.

Strategic Plan Initiatives

DPW supports the following strategic plan initiatives: fiscally responsible community, safe community, efficiently mobile community, economically prosperous community, engaged community, environmentally sustainable community, and complete community.

Major New Initiatives and Fiscal Impact: N/A

DPW Water & Sewer Fund Executive Summary

Five Year Financials Summary					
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - WSF	\$ 6,773.6	\$ 8,658.6	\$ 8,236.1	\$ 8,688.5	\$ 12,289.3
Yr to Yr % change	-17.0%	27.8%	-4.9%	5.5%	41.4%
Related Revenue -WSF	\$ 12,153.6	\$ 10,813.0	\$ 14,006.0	\$ 10,794.5	\$ 12,248.6
Water Operations	7.50	8.50	8.50	8.50	8.50
Sewer Operations	7.00	7.00	7.00	7.00	7.00
Meter Service & Water Quality	4.00	4.00	4.00	4.00	4.00
Water & Sewer FTE's:	18.50	19.50	19.50	19.50	19.50

Expenditures by Type - \$					
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ 1,503.3	\$ 1,424.6	\$ 1,618.2	\$ 1,690.7	\$ 1,600.0
Benefits	\$ 607.3	\$ 636.5	\$ 498.4	\$ 624.5	\$ 644.3
Purchased Services	\$ 3,838.7	\$ 4,899.5	\$ 4,610.2	\$ 4,770.0	\$ 5,592.5
Purchased Services: Water Service	\$ 1,749.5	\$ 1,788.6	\$ 1,515.6	\$ 1,869.4	\$ 2,015.0
Purchased Services: Sewage Treatment*	\$ 1,734.8	\$ 2,661.7	\$ 2,709.0	\$ 2,579.2	\$ 2,956.8
Purchased Services: Other	\$ 354.5	\$ 449.2	\$ 385.6	\$ 321.4	\$ 620.7
Other Charges / Utilities	\$ 68.4	\$ 56.6	\$ 36.1	\$ 82.9	\$ 70.7
Materials & Supplies	\$ 369.3	\$ 292.7	\$ 308.8	\$ 353.1	\$ 391.3
Programs & Services	\$ 128.2	\$ 193.4	\$ 112.7	\$ 113.3	\$ 126.7
Capital Outlay	\$ 730.1	\$ 730.6	\$ 839.1	\$ 868.4	\$ 44.4
Transfers	\$ (471.7)	\$ 424.7	\$ 212.5	\$ 185.8	\$ 3,819.5
Transfer to General Fund	\$ 1,055.0	\$ 1,400.0	\$ 1,800.0	\$ 2,200.0	\$ 2,400.0
Transfer to Debt Service Fund	\$ 841.5	\$ 1,247.1	\$ 1,169.0	\$ 1,390.7	\$ 1,477.5
Transfer from Capital Project Fund**	\$ (2,382.0)	\$ (2,215.1)	\$ (2,743.7)	\$ (3,513.9)	\$ -
Interdepartmental Transfer	\$ 13.9	\$ (7.3)	\$ (12.8)	\$ 109.0	\$ (58.0)
Total	\$ 6,773.6	\$ 8,658.6	\$ 8,236.1	\$ 8,688.5	\$ 12,289.3

*FY20 \$300K Fairfax Sewage Credit

**Transfer from CPF is not budgeted, it represents Capital Fund Investments in Water Sewer Assets that are recorded at the end of the fiscal year.

DPW Water & Sewer Fund Executive Summary

Expenditures by Type - %					
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	22.2%	16.5%	19.6%	19.5%	13.0%
Benefits	9.0%	7.4%	6.1%	7.2%	5.2%
Purchased Services	56.7%	56.6%	56.0%	54.9%	45.5%
Other Charges / Utilities	1.0%	0.7%	0.4%	1.0%	0.6%
Materials & Supplies	5.5%	3.4%	3.7%	4.1%	3.2%
Programs & Services	1.9%	2.2%	1.4%	1.3%	1.0%
Capital Outlay	10.8%	8.4%	10.2%	10.0%	0.4%
Transfers	-7.0%	4.9%	2.6%	2.1%	31.1%
Transfer to General Fund	-223.7%	329.7%	847.1%	1184.3%	62.8%
Transfer to Debt Service Fund	-178.4%	293.7%	550.2%	748.6%	38.7%
Transfer from Capital Project Fund	505.0%	-521.6%	-1291.3%	-1891.6%	0.0%
Interdepartmental Transfer	-2.9%	-1.7%	-6.0%	58.7%	-1.5%

Key Objectives & Initiatives

Department 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.

Strategic Plan Initiatives

DPW supports the following strategic plan initiatives: fiscally responsible community, safe community, efficiently mobile community, economically prosperous community, engaged community, environmentally sustainable community, and complete community.

DPW Water Operation's Executive Summary

	Five Year Financials Summary				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - WSF	\$ 3,075.7	\$ 2,930.7	\$ 2,730.3	\$ 3,341.2	\$ 3,531.1
Yr to Yr % change	4.5%	-4.7%	-6.8%	22.4%	5.7%
Related Revenue -WSF	\$ 5,469.1	\$ 4,865.9	\$ 6,302.7	\$ 4,857.5	\$ 5,511.9
Water Operation FTE's:	7.50	7.50	8.50	8.50	8.50

	Expenditures by Type - \$				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ 539.0	\$ 462.1	\$ 561.1	\$ 587.7	\$ 573.3
Benefits	\$ 184.1	\$ 161.1	\$ 195.8	\$ 248.0	\$ 250.8
Purchased Services	\$ 1,928.4	\$ 1,959.3	\$ 1,656.0	\$ 2,061.8	\$ 2,305.4
Other Charges / Utilities	\$ 21.1	\$ 18.2	\$ 16.0	\$ 23.8	\$ 29.3
Materials & Supplies	\$ 182.6	\$ 172.4	\$ 186.6	\$ 292.7	\$ 204.6
Programs & Services	\$ 128.2	\$ 152.4	\$ 84.4	\$ 112.7	\$ 126.7
Capital Outlay	\$ 92.2	\$ 5.2	\$ 30.4	\$ 14.5	\$ 41.1
Transfers*	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 3,075.7	\$ 2,930.7	\$ 2,730.3	\$ 3,341.2	\$ 3,531.1

	Expenditures by Type - %				
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	17.5%	15.8%	20.6%	17.6%	16.2%
Benefits	6.0%	5.5%	7.2%	7.4%	7.1%
Purchased Services	62.7%	66.9%	60.7%	61.7%	65.3%
Other Charges / Utilities	0.7%	0.6%	0.6%	0.7%	0.8%
Materials & Supplies	5.9%	5.9%	6.8%	8.8%	5.8%
Programs & Services	4.2%	5.2%	3.1%	3.4%	3.6%
Capital Outlay	3.0%	0.2%	1.1%	0.4%	1.2%
Transfers	0.0%	0.0%	0.0%	0.0%	0.0%

*Removed Interdepartmental Transfers across all departments

DPW Water Operation's Executive Summary

Key Objectives & Initiatives

Department 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.

Strategic Plan Initiatives

DPW supports the following strategic plan initiatives: fiscally responsible community, safe community, efficiently mobile community, economically prosperous community, engaged community, environmentally sustainable community, and complete community.

Major New Initiatives and Fiscal Impact: N/A

DPW Sewer Operation's Executive Summary

Five Year Financials Summary					
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
(In 000's)					
Total Expenditures - WSF	\$ 2,610.5	\$ 3,550.0	\$ 3,552.7	\$ 3,460.9	\$ 3,995.1
Yr to Yr % change	-12.1%	36.0%	0.1%	-2.6%	15.4%
Related Revenue -WSF	\$ 6,684.5	\$ 5,947.2	\$ 7,703.3	\$ 5,937.0	\$ 6,736.7
Sewer Operation FTE's:	7.00	7.00	7.00	7.00	7.00

Expenditures by Type - \$					
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
(In 000's)					
Salaries	\$ 514.5	\$ 480.2	\$ 482.7	\$ 595.5	\$ 515.3
Benefits	\$ 179.8	\$ 174.2	\$ 168.1	\$ 204.6	\$ 189.5
Purchased Services*	\$ 1,872.7	\$ 2,861.6	\$ 2,886.1	\$ 2,636.9	\$ 3,222.6
Other Charges / Utilities	\$ 1.1	\$ 1.4	\$ 1.8	\$ 5.7	\$ 14.7
Materials & Supplies	\$ 40.5	\$ 31.3	\$ 13.4	\$ 16.5	\$ 49.9
Programs & Services	\$ -	\$ 1.1	\$ -	\$ 0.5	\$ -
Capital Outlay	\$ 1.8	\$ 0.2	\$ 0.6	\$ 1.4	\$ 3.3
Transfers**	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 2,610.5	\$ 3,550.0	\$ 3,552.7	\$ 3,460.9	\$ 3,995.1

Expenditures by Type - %					
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
(In 000's)					
Salaries	19.7%	13.5%	13.6%	17.2%	12.9%
Benefits	6.9%	4.9%	4.7%	5.9%	4.7%
Purchased Services	71.7%	80.6%	81.2%	76.2%	80.7%
Other Charges / Utilities	0.0%	0.0%	0.1%	0.2%	0.4%
Materials & Supplies	1.6%	0.9%	0.4%	0.5%	1.2%
Programs & Services	0.0%	0.0%	0.0%	0.0%	0.0%
Capital Outlay	0.1%	0.0%	0.0%	0.0%	0.1%
Transfers	0.0%	0.0%	0.0%	0.0%	0.0%

*FY20 \$300K Fairfax Sewage Credit

**Removed Interdepartmental Transfers across all departments

DPW Sewer Operation's Executive Summary

Key Objectives & Initiatives

Department Mission

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Strategic Plan Initiatives

DPW supports the following strategic plan initiatives: fiscally responsible community, safe community, efficiently mobile community, economically prosperous community, engaged community, environmentally sustainable community, and complete community.

Major New Initiatives and Fiscal Impact: N/A

Meter Service & Water Quality's Executive Summary

Five Year Financials Summary					
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - WSF	\$ 606.6	\$ 682.0	\$ 738.2	\$ 587.0	\$ 682.0
Yr to Yr % change	6.5%	12.4%	8.2%	-20.5%	16.2%
Related Revenue -WSF	\$ -	\$ -	\$ -	\$ -	\$ -
Meter Service & Water Quality FTE's:	4.00	4.00	4.00	4.00	4.00

Expenditures by Type - \$					
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	\$ 332.3	\$ 375.2	\$ 454.2	\$ 392.4	\$ 375.4
Benefits	\$ 117.8	\$ 158.1	\$ 156.3	\$ 160.4	\$ 140.8
Purchased Services	\$ 23.5	\$ 42.0	\$ 39.2	\$ 23.7	\$ 28.3
Other Charges / Utilities	\$ 0.5	\$ 0.4	\$ 0.5	\$ 1.7	\$ 3.8
Materials & Supplies	\$ 145.6	\$ 88.6	\$ 108.1	\$ 41.9	\$ 133.8
Programs & Services	\$ -	\$ 0.2	\$ -	\$ 0.2	\$ -
Capital Outlay*	\$ (13.0)	\$ 17.6	\$ (20.0)	\$ (33.3)	\$ -
Transfers**	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 606.6	\$ 682.0	\$ 738.2	\$ 587.0	\$ 682.0

Expenditures by Type - %					
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	54.8%	55.0%	61.5%	66.8%	55.0%
Benefits	19.4%	23.2%	21.2%	27.3%	20.6%
Purchased Services	3.9%	6.2%	5.3%	4.0%	4.1%
Other Charges / Utilities	0.1%	0.1%	0.1%	0.3%	0.5%
Materials & Supplies	24.0%	13.0%	14.6%	7.1%	19.6%
Programs & Services	0.0%	0.0%	0.0%	0.0%	0.0%
Capital Outlay	-2.1%	2.6%	-2.7%	-5.7%	0.0%
Transfers	0.0%	0.0%	0.0%	0.0%	0.0%

*Capital Outlay FY2019/20 & FY2021/22 is an inventory adjustment.

**Removed Interdepartmental Transfers across all departments.

Meter Service & Water Quality's Executive Summary

Key Objectives & Initiatives

Department Mission

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Strategic Plan Initiatives

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Major New Initiatives and Fiscal Impact: N/A

DPW Stormwater Fund's Executive Summary

	Five Year Financials Summary				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Revised Budget 2023/24
Total Expenditures - SWF	\$ 366.0	\$ 306.1	\$ 329.2	\$ 477.1	\$ 800.1
Yr to Yr % change	37.3%	-16.4%	7.6%	44.9%	67.7%
Related Revenue -SWF	\$ 425.0	\$ 435.6	\$ 456.1	\$ 545.2	\$ 752.0
Stormwater FTE's:	2.50	2.50	2.50	2.50	2.50

	Expenditures by Type - \$				
(In 000's)	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries*	\$ 137.8	\$ 134.5	\$ 95.8	\$ 160.3	\$ 210.1
Benefits	\$ 45.1	\$ 46.1	\$ 43.8	\$ 53.8	\$ 77.8
Purchased Services	\$ 78.5	\$ 52.6	\$ 52.8	\$ 33.0	\$ 126.4
Other Charges / Utilities	\$ 0.9	\$ 1.0	\$ 2.1	\$ 3.6	\$ 4.5
Materials & Supplies	\$ 1.3	\$ 0.4	\$ 2.4	\$ 0.0	\$ 5.4
Programs & Services	\$ 95.8	\$ 77.6	\$ 115.8	\$ 211.4	\$ 360.9
Capital Outlay	\$ -	\$ 0.3	\$ 1.6	\$ -	\$ -
Transfers	\$ 6.6	\$ (6.4)	\$ 15.0	\$ 15.0	\$ 15.0
Total	\$ 366.0	\$ 306.1	\$ 329.2	\$ 477.1	\$ 800.1

	Expenditures by Type - %				
	Actuals 2019/20	Actuals 2020/21	Actuals 2021/22	Actuals 2022/23	Budget 2023/24
Salaries	37.6%	44.0%	29.1%	33.6%	26.3%
Benefits	12.3%	15.1%	13.3%	11.3%	9.7%
Purchased Services	21.5%	17.2%	16.0%	6.9%	15.8%
Other Charges / Utilities	0.3%	0.3%	0.6%	0.8%	0.6%
Materials & Supplies	0.3%	0.1%	0.7%	0.0%	0.7%
Programs & Services	26.2%	25.3%	35.2%	44.3%	45.1%
Capital Outlay	0.0%	0.1%	0.5%	0.0%	0.0%
Transfers	1.8%	-2.1%	4.6%	3.1%	1.9%

*Salaries - there is vacancy from 12/2021 to 05/2022

DPW Stormwater Fund's Executive Summary

Key Objectives & Initiatives

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Major New Initiatives and Fiscal Impact: N/A