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FINANCE

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**Mission**

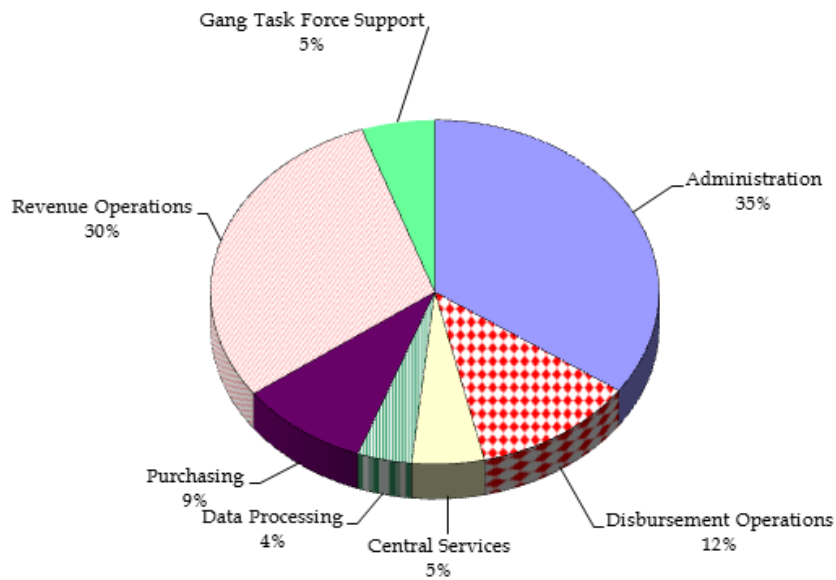
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The mission of the Finance Department is to maximize and safeguard financial resources in order for Town Council and Departments to achieve their objectives.

FINANCE

	FY 12-13 Actuals	FY 13-14 Adopted	FY 13-14 Adjusted	FY 13-14 Estimated	FY 14-15 Adopted	Net Change
Administration	607,053	541,886	547,386	534,210	555,290	13,404
Disbursement Operations	190,172	176,695	176,695	183,040	188,080	11,385
Data Processing	59,674	62,500	62,500	62,500	62,880	380
Purchasing	134,418	140,070	140,070	137,100	149,980	9,910
Central Services	138,372	77,139	77,139	77,730	83,330	6,191
Revenue Operations	344,638	345,199	348,699	352,080	476,370	131,171
Gang Task Force Support	6,325	72,441	72,441	49,780	84,580	12,139
<b>Finance</b>	<b>1,480,652</b>	<b>1,415,930</b>	<b>1,424,930</b>	<b>1,396,440</b>	<b>1,600,510</b>	<b>184,580</b>



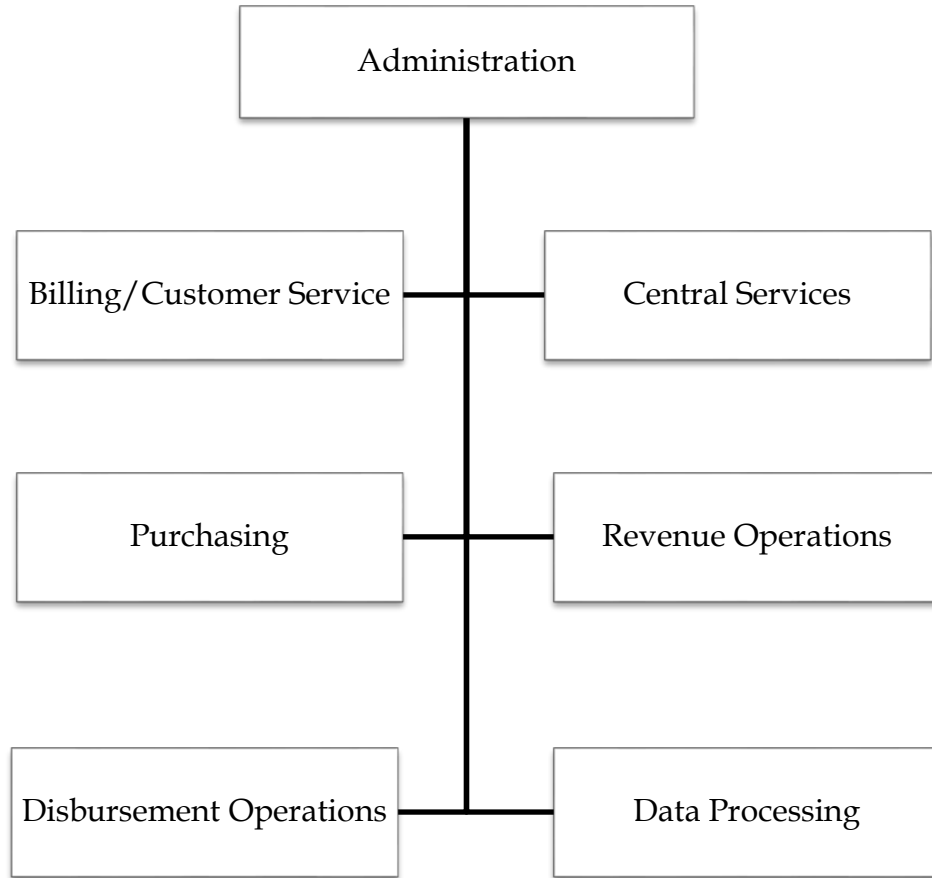
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FINANCE

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**ADMINISTRATION**  
**10241**

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**PURPOSE**

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The purpose of the Finance Administration Division is to provide overall management of departmental staff and operations to ensure the department mission is accomplished.

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**ACTIVITIES/PRODUCTS/SERVICES**

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- Provide financial policy recommendations to Town Council and Town Manager.
- Develop financial strategies for the Town.
- Coordinate improvements to financial systems and processes.
- Provide general accounting and financial reporting services.
- Prepare the Comprehensive Financial Report and filings.
- Prepare annual Operating Budget and long range financial forecast.
- Provide cash management and other treasury functions.
- Coordinate capital financing and debt management.
- Provide special research to Council, Manager and Departments.

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**FY 13-14 ACCOMPLISHMENTS**

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- Developed and implemented monthly budget vs. actual reporting to keep departments informed on their progress against the budget.
- Lead the effort to issue \$6.5 million of new debt and refunded \$3.3 million of existing debt, saving the Town over \$460,000.
- Issued capital lease debt for vehicle purchases of \$700,000.
- Successfully collaborated with Northern Virginia Transportation Authority's financial and legal representatives to develop a regional Memorandum of Agreement for uniform approval of transportation projects and payment of same.
- Prepared the analysis for a full water and sewer rate study. Recommended changes to the water and sewer rate structure to reflect covering the cost of purchased commodities and services and aid in the conservation of water.
- Prepared an analysis of the composition of assessed real estate values within band widths to help analyze the effects of changes in the real estate tax rate.

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**ADMINISTRATION****10241**

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- Lead the analysis and development to revamp the Water and Sewer fee structure to align with the County's charges.
- Completed an audit of the District of Columbia's Water and Sewer Authority (DC WASA's) rate model and negotiated a corrected rate for sewer treatment. The decrease of \$150/mg resulted in a \$40,000 decrease in costs.
- Completed a study of old debt and determined how to allocate and spend down the proceeds.
- Developed reporting for capital projects to assist in the forecast of future capital needs. This was the centerpiece of capital needs discussions with the department heads, and included a list of unmet needs for unfunded projects.
- Monitored, reviewed and submitted reimbursement requests for over 20 grants with the Virginia Department of Transportation and the Federal Highway Administration.
- Moved up the deadline for the annual audit and presented it to Council before the end of the calendar year. Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the 26<sup>th</sup> year in a row for the prior year audit.
- Successfully completed the annual budget within GFOA deadlines. Received the Distinguished Budget Presentation award for the prior year budget. This award has been achieved for each of the three years the budget has been prepared by the Finance Department.
- Overhauled the Vehicle License Fee ordinance and aligned the deadlines with the County.
- Provided financial support to the Parking Garage project.
- Lead the conversion of water and sewer, vehicle license and business license bills to an outside printer, making bills more professional, easier to read and easier to collect.
- Managed the conversion of the Gang Grant fiscal agent function to the Town.
- Managed the implementation of the new cashiering system to streamline and improve front counter processing and controls over cash.
- In conjunction with the Town Hall renovation project:
  - Provided financial support to project manager
  - Planned, coordinated and supervised Finance office move out to temporary 8-month-stay office space and back into Town Hall
  - Planned and coordinated a complete remodel of the Finance public counter

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**ADMINISTRATION****10241**

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- Coordinated modifications to the real estate bills and billing process to provide clearer bills and increased database accuracy.
- Provided input to mid-level management training program planning.
- Provided data and analysis to the Pension committee.
- Prepared data for Other Post-Employment Benefit (OPEB) bi-annual evaluation.
- Reviewed and revamped all job descriptions and functions in conjunction with the Classification and Compensation study.

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**FY 14-15 INITIATIVES**

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- Replace financial software with an upgraded system that will improve system processing and begin to implement better online user interfaces for customers.
- Explore other investment options for Town funds to maximize returns and meet State requirements in an environment of low interest rates.
- Manage the implementation of DMV holds for vehicle license fee and parking ticket bills.
- Analyze existing banking services to create a contract for new banking services, integrating the new front counter operations and the most recent technology in banking, including pooled cash.
- Research best practices for implementation of e-bills to cut paper costs and meet customer expectations.
- Obtain capital lease financing for the 2015 Vehicle Replacement Plan.
- Line up credit card options for customer payments to be coordinated with the implementation of the new system.
- Direct the conversion to online employee time and attendance tracking in conjunction with the new financial system.
- Identify the correct resource to implement purchasing cards in conjunction with the new financial system, including payment cards with new security chip technology.

**ADMINISTRATION  
10241**

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Projected</b>
Percent of legal filing deadlines met on time for the SEC and the Government Finance Officers' Association (GFOA)	100%	100%	100%
Percent of information requests responded to within one business day	90%	90%	90%
Consecutive years awarded GFOA Certificate of Excellence in Financial Reporting	25	26	27
Consecutive years awarded GFOA Distinguished Budget Presentation (2011 and prior in Administrative Services)	1	2	3

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 12-13</b>	<b>Adopted FY 13-14</b>	<b>Adopted FY 14-15</b>
Director of Finance / Treasurer	1	1	1
Deputy Finance Director	1	1	1
Operations Manager	1	1	1
Budget Manager	0.625	0.625	0.625
Unfunded Intern	0	0	0.25
<b>Total</b>	<b>3.625</b>	<b>3.625</b>	<b>3.875</b>

**FY 14-15 BUDGET CHANGES**

- There are no significant changes to this budget.

TOWN OF VIENNA  
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : FINANCE  
ACTIVITY : ADMINISTRATION

FUND : GENERAL  
NUMBER : 10241

ACCOUNT NUMBER	TITLE	FY 12-13		-----FY 13-14-----			FY 14-15 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	325,780	305,469	333,088	333,088	333,090	343,310	10,222
41003	REG. P.T. WITH BENEFITS	43,944	43,948	44,534	44,534	44,540	46,190	1,656
41004	PART TIME W/O BENEFITS		9,810			2,150		
41006	ANNUAL LEAVE LIQUIDATION	12,000	82,664					
41008	ANNUAL LEAVE CASH-IN	6,672	6,672			2,120		
TOTAL	PERSONAL SERVICES	388,396	448,562	377,622	377,622	381,900	389,500	11,878
42001	F.I.C.A.	28,284	28,413	29,000	29,000	29,220	29,800	800
42002	V.R.S.	40,625	37,970	41,536	41,536	41,540	42,300	764
42003	V.R.S. LIFE INS	1,726	3,624	3,964	3,964	3,970	4,530	566
42007	HEALTH INSURANCE	16,717	10,630	9,863	9,863	9,860	11,720	1,857
42012	CAFETERIA PLAN FEES	127	142	127	127	130	130	3
42018	ER CONTRIBUTIONS:DC401A	13,031	9,518	13,324	13,324	1,330	13,730	406
TOTAL	EMPLOYEE BENEFITS	100,510	90,296	97,814	97,814	86,050	102,210	4,396
43103	ACCTG/AUDIT SVCS	53,000	53,043	55,000	57,000	52,000	52,000	(3,000)
43308	CONTRACTS/SERVICES		317					
43501	PRINTING/BINDING SVCS	2,500	2,855	3,000	3,000	3,000	2,500	(500)
TOTAL	PURCHASED SERVICES	55,500	56,215	58,000	60,000	55,000	54,500	(3,500)
45202	LONG DIST SERVICE	500	443	500	500	400	400	(100)
45403	FACILITY LEASE/RENTAL		1,930					
45501	MILEAGE REIMBURSEMENT			100	100	100	100	
45503	SUBSISTENCE/LODGING			2,500	2,500	2,500	2,500	
45504	CONVENTIONS/EDUCATION	4,000	3,311	2,400	2,400	2,380	2,400	
<p>THE COST OF TRAINING, SEMINARS AND CONFERENCES REQUIRED FOR KEEPING CURRENT WITH PUBLIC FINANCIAL ISSUES AND MAINTAINING REQUIRED CPA CERTIFICATION OF THE FINANCE DIRECTOR AND DEPUTY FINANCE DIRECTOR. THIS INCLUDES VGFOA CONFERENCES, REGIONAL SEMINARS, AND USEFUL WEBEX TRAINING WHEN AVAILABLE.</p>								
45801	MEMBERSHIPS/DUES	700	2,315	700	700	2,380	2,480	1,780
TOTAL	OTHER CHARGES	5,200	8,000	6,200	6,200	7,760	7,880	1,680
46012	BOOKS/SUBSCRIPTIONS	500	1,586	750	750	500	300	(450)
46015	OPERATIONAL SUPPLIES	2,500	2,084	1,500	1,500	900	900	(600)
TOTAL	MATERIALS AND SUPPLIES	3,000	3,670	2,250	2,250	1,400	1,200	(1,050)
48102	FURN/FIXTURE REPLACEMENT		310		3,500	2,100		
TOTAL	CAPITAL OUTLAY		310		3,500	2,100		
TOTAL	ADMINISTRATION	552,606	607,053	541,886	547,386	534,210	555,290	13,404



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**DISBURSEMENT OPERATIONS**  
**10242**

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**PURPOSE**

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The purpose of the Disbursement Operations Division is to provide timely and accurate payments to employees and vendors.

**ACTIVITIES/PRODUCTS/SERVICES**

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- Prepare bi-weekly and monthly payroll.
- Make all payroll tax payments and prepare and file all payroll tax returns.
- Calculate, file and remit all benefits to outside benefit providers including VRS, Colonial Insurance, United Healthcare, Dominion Dental, Legal Resources, Minnesota Life, Ameriflex flexible spending for medical and dependent care, garnishments and child support payments and three ICMA plans.
- Provide W-2 tax forms and 1099 forms accurately and on time.
- Respond to special information requests regarding payroll on a myriad of topics annually both for administration and for employees.
- Provide support and payroll information for Public Safety grant reimbursements.
- Pay all vendor payments, ensuring proper support exists prior to payment.
- Audits invoices submitted for payment to ensure purchasing and other policies following with regards to vendor payments. Follows up with department staff to correct issues.
- Respond to vendor and staff inquiries.
- Researches any payment misapplication by vendors.
- Provide support to Finance staff by creating ad hoc reporting for audit and other analysis purposes.

**FY 13-14 ACCOMPLISHMENTS**

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- Implemented the new VRS Hybrid plan and the new VaCorp disability plan for new hires as of January 1, 2014.
- Revised the travel form to better reflect and control how travel is reimbursed.
- Made recommendations to improve the travel advance policy in conjunction with the new form.

**DISBURSEMENT OPERATIONS**  
**10242**

- Completed all payrolls representing over 7,800 payments accurately and on time.
- Completed all vendor payments representing over 13,000 invoices accurately and on time.
- Assisted Vehicle License billing by helping create a phone tracking system and responding to the majority of voice mails.
- Prepares entries for credit card payments from the outside credit card processor.
- Assisted with the implementation of new purchasing procedures.

**FY 14-15 INITIATIVES**

- In conjunction with new software, implement positive pay processing for accounts payable.
- In conjunction with new software, implement online time input.
- Develop programming to automate annual earnings statements.
- Explore use of positive pay in conjunction with new banking services contract to eliminate change of payment fraud.
- Coordinate with switchboard operator to begin scanning all invoices to attach to check records.
- Develop a cross training plan between A/P and P/R so that both functions can be backed up at all times.
- Assist with implementation of purchasing cards.
- Assist with research for Fixed Asset tagging system.

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Projected</b>
Percent of paychecks processed accurately and on time	99.9%	99.9%	99.9%
Payroll Tax filings made on time	100%	100%	100%
Average time for vendor payments	Less than 30 days	Less than 30 days	Less than 30 days
% Invoices disputed	Less than 1%	Less than 1%	Less than 1%

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**DISBURSEMENT OPERATIONS**  
**10242**

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**PERSONNEL**

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*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 12-13</b>	<b>Adopted FY 13-14</b>	<b>Adopted FY 14-15</b>
Payroll Specialist	1	1	1
Finance Clerk II - Accounts Payable	1	1	-
Fiscal Technician	-	-	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>2</b>

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**FY 14-15 BUDGET CHANGES**

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- There are no significant changes to this budget.

TOWN OF VIENNA  
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : FINANCE  
ACTIVITY : DISBURSEMENT OPERATIONS

FUND : GENERAL  
NUMBER : 10242

ACCOUNT NUMBER	TITLE	FY 12-13		-----FY 13-14-----			FY 14-15 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	102,165	115,012	117,570	117,570	117,570	118,090	520
41002	OVERTIME	2,000	6,543	2,000	2,000	2,050	2,000	
41003	REG. P.T. WITH BENEFITS	2,142	2,802					
41006	ANNUAL LEAVE LIQUIDATION		1,915					
41008	ANNUAL LEAVE CASH-IN	1,227	1,226					
TOTAL	PERSONAL SERVICES	107,534	127,498	119,570	119,570	119,620	120,090	520
42001	F.I.C.A.	7,816	9,145	9,200	9,200	9,200	9,200	
42002	V.R.S.	12,677	14,437	14,661	14,661	14,660	14,550	(111)
42003	V.R.S. LIFE INS	515	1,378	1,399	1,399	1,400	1,560	161
42007	HEALTH INSURANCE	8,966	15,096	11,392	11,392	16,150	18,480	7,088
42012	CAFETERIA PLAN FEES	70	74	70	70	70	70	
42018	ER CONTRIBUTIONS:DC401A	4,066	3,591	4,703	4,703	4,700	4,720	17
TOTAL	EMPLOYEE BENEFITS	34,110	43,720	41,425	41,425	46,180	48,580	7,155
43301	EQUIPMT MICE CONTRACTS							
43308	CONTRACTS/SERVICES	8,000	12,214	8,800	8,800	10,200	12,250	3,450
TOTAL	PURCHASED SERVICES	8,000	12,214	8,800	8,800	10,200	12,250	3,450
45203	POSTAL SERVICES	3,000	3,036	3,400	3,400	4,000	4,260	860
45501	MILEAGE REIMBURSEMENT			50	50			(50)
45504	CONVENTIONS/EDUCATION	900	908	450	675	820	1,000	550
TOTAL	OTHER CHARGES	3,900	3,944	3,900	4,125	4,820	5,260	1,360
46012	BOOKS/SUBSCRIPTIONS	250	219	500	275	220	100	(400)
46015	OPERATIONAL SUPPLIES	2,500	2,199	2,500	2,500	2,000	1,800	(700)
TOTAL	MATERIALS AND SUPPLIES	2,750	2,418	3,000	2,775	2,220	1,900	(1,100)
48102	FURN/FIXTURE REPLACEMENT		378					
TOTAL	CAPITAL OUTLAY		378					
TOTAL	DISBURSEMENT OPERATIONS	156,294	190,172	176,695	176,695	183,040	188,080	11,385

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**DATA PROCESSING**  
**10243**

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**PURPOSE**

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The purpose of the Data Processing Division is to account for the cost of financial software systems essential to the operations of the other finance departments and those of users in other departments

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**ACTIVITIES/PRODUCTS/SERVICES**

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- This department now houses the cost of systems maintenance only.

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**FY 13-14 ACCOMPLISHMENTS**

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- N/A

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**FY 14-15 INITIATIVES**

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- The Finance Administration Division will be implementing a new financial system and revenue tracking software.

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**FY 14-15 BUDGET CHANGES**

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- There are no significant changes to this budget.

TOWN OF VIENNA  
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : FINANCE  
ACTIVITY : DATA PROCESSING

FUND : GENERAL  
NUMBER : 10243

ACCOUNT NUMBER	TITLE	FY 12-13		-----FY 13-14-----			FY 14-15 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES		-2,198					
TOTAL	PERSONAL SERVICES		-2,198					
42001	F.I.C.A.		-150					
42018	ER CONTRIBUTIONS:DC401A		-88					
TOTAL	EMPLOYEE BENEFITS		-238					
43302	FINANCIAL SYSTEM MICE	62,000	60,910	62,000	62,000	62,000	62,380	380
THIS ACCOUNT INCLUDES ANNUAL PROCESSING FEES OF THE ASP FINANCIAL SYSTEM. IT ALSO INCLUDES MAINTENANCE OF SEVERAL LICENSE SOFTWARE SYSTEMS.								
TOTAL	PURCHASED SERVICES	62,000	60,910	62,000	62,000	62,000	62,380	380
46015	OPERATIONAL SUPPLIES	500	153	500	500	500	500	
TOTAL	MATERIALS AND SUPPLIES	500	153	500	500	500	500	
48107	OFFICE/DP EQT-REPLACEMENT		1,047					
TOTAL	CAPITAL OUTLAY		1,047					
TOTAL	DATA PROCESSING	62,500	59,674	62,500	62,500	62,500	62,880	380

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**PURCHASING**  
**10244**

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**PURPOSE**

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The Purchasing Division supports the safeguarding of assets by ensuring the Town buys its goods and services at competitive prices while complying with state and local procurement laws.

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**ACTIVITIES/PRODUCTS/SERVICES**

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- Process purchase orders.
- Issue Blanket Purchase Orders for Maintenance Agreements.
- Issue and process solicitations for competitive sealed bidding.
- Provide guidance and ensure compliance with Commonwealth and local procurement laws.
- Reviews all contracts for renewal.
- Reviews all Council items for Purchasing-related issues and advises department management when necessary.

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**FY 13-14 ACCOMPLISHMENTS**

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- Implemented revised Purchasing Procedures.
- Trained Departments on revised Purchasing Procedures.
- Issued and Processed 25 solicitations with a total value in excess of \$4,000,000.
- Scanned all Purchase Orders on file into Laserfiche from FY 08-09 to present.
- Implemented a Conflict of Interest Disclosure form to be signed by Evaluation Committee members for review and ranking of RFP proposals.

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**FY 14-15 INITIATIVES**

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- Assist in the new financial system project and in the automation of the purchasing system.
- Research purchasing cards for potential implementation after the new financial system is in place.
- Develop a Disposal of Assets regulation and procedures for the Town.

**PURCHASING  
10244**

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Projected</b>
Regular purchase orders processed within three business days of receipt of requisition	86%	85%	85%
Process competitive bid solicitations within 15 days of department request	90%	90%	90%

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 12-13</b>	<b>Adopted FY 13-14</b>	<b>Adopted FY 14-15</b>
Purchasing Agent	1	1	1
Buyer	.625	.625	.625
<b>Total</b>	<b>1.625</b>	<b>1.625</b>	<b>1.625</b>

**FY 14-15 BUDGET CHANGES**

- Reduction of Advertising Budget is the result of a change in the VPPA of requirements for advertising solicitations in the newspaper.



TOWN OF VIENNA  
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : FINANCE  
ACTIVITY : PURCHASING

FUND : GENERAL  
NUMBER : 10244

ACCOUNT NUMBER	TITLE	FY 12-13		-----FY 13-14-----			FY 14-15 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	73,620	77,558	74,364	74,364	74,370	83,000	8,636
41003	REG. P.T. WITH BENEFITS	30,107	25,307	32,130	32,130	32,130	32,240	110
TOTAL	PERSONAL SERVICES	103,727	102,866	106,494	106,494	106,500	115,240	8,746
42001	F.I.C.A.	7,935	7,754	8,147	8,147	8,150	8,820	673
42002	V.R.S.	9,180	9,181	9,273	9,273	9,270	10,230	957
42003	V.R.S. LIFE INS	390	876	885	885		1,100	215
42007	HEALTH INSURANCE	9,220	5,604	5,696	5,696	5,700	6,770	1,074
42018	ER CONTRIBUTIONS:DC401A	2,945	2,945	2,975	2,975	2,980	3,320	345
TOTAL	EMPLOYEE BENEFITS	29,670	26,360	26,976	26,976	26,100	30,240	3,264
43601	ADVERTISING	1,625	1,444	2,500	1,300	500	500	(2,000)
TOTAL	PURCHASED SERVICES	1,625	1,444	2,500	1,300	500	500	(2,000)
45404	CENTRAL COPIER CHARGES	600	1,095	600	1,300	600	600	
45501	MILEAGE REIMBURSEMENT			100	100			(100)
45504	CONVENTIONS/EDUCATION	1,000	714	1,400	1,400	1,400	1,400	
45801	MEMBERSHIPS/DUES	500	365	500	500	500	500	
TOTAL	OTHER CHARGES	2,100	2,174	2,600	3,300	2,500	2,500	(100)
46012	BOOKS/SUBSCRIPTIONS							
46015	OPERATIONAL SUPPLIES	1,500	1,574	1,500	2,000	1,500	1,500	
TOTAL	MATERIALS AND SUPPLIES	1,500	1,574	1,500	2,000	1,500	1,500	
TOTAL	PURCHASING	138,622	134,418	140,070	140,070	137,100	149,980	9,910

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**CENTRAL SERVICES**  
**10245**

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**PURPOSE**

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The purpose of the Central Services Division is to provide receptionist and switchboard services to the Town of Vienna and to assist in various data entry projects for the Finance Department.

**ACTIVITIES/PRODUCTS/SERVICES**

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- Answers phones and provides directions and information for walk-in customers and visitors to Town Hall.
- Sorts incoming mail, opens Finance Department mail and matches payments to stubs.
- Prepares approximately 85,000 annual payments for posting.
- Runs postage meter including departmental accounting for postage.
- Inputs payment data and address and status changes for dog licenses.

**FY 13-14 ACCOMPLISHMENTS**

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- Ensured all bills were mailed on a timely basis.
- Processed payments and updated licensing system for dog licenses.
- Assisted with dog license renewals and handled rabies notification requirements.
- Assisted with various projects as necessary for all Town Hall departments.
- Provided clerical support for all Town departments.
- Maintained customer service during reception area relocations.

**FY 14-15 INITIATIVES**

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- Assist with Finance Department document scanning.
- Assist with implementation of new telephone system.
- Continue to improve communication with the public in the reception area.

**CENTRAL SERVICES  
10245**

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Projected</b>
Percent of incoming mail sorted, processed and distributed on same day received	100%	100%	100%
Percent of outgoing mail processed on the same business day	100%	100%	100%

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 12-13</b>	<b>Adopted FY 13-14</b>	<b>Adopted FY 14-15</b>
Finance Clerk I	1	1	-
Fiscal Assistant	-	-	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>

**FY 14-15 BUDGET CHANGES**

- Reduction in Operational Supplies due to additional costs incurred during FY 13/14 building renovation.
- The increase in Memberships & Dues is due to the inclusion of fees associated with membership in the Council of Governments and the Virginia Electric Cooperative.

TOWN OF VIENNA  
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : FINANCE  
ACTIVITY : CENTRAL SERVICES

FUND : GENERAL  
NUMBER : 10245

ACCOUNT NUMBER	TITLE	FY 12-13		-----FY 13-14-----			FY 14-15 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	49,272	50,902	50,987	50,987	51,000	54,200	3,213
TOTAL	PERSONAL SERVICES	49,272	50,902	50,987	50,987	51,000	54,200	3,213
42001	F.I.C.A.	3,769	3,910	3,900	3,900	3,900	4,150	250
42002	V.R.S.	6,144	6,348	6,358	6,358	6,360	6,680	322
42003	V.R.S. LIFE INS	261	606	607	607	610	720	113
42004	LOCAL PENSION PLAN	3,823	4,874	5,498	5,498	5,500	7,240	1,742
42007	HEALTH INSURANCE	5,376	5,178	5,914	5,914	5,910	6,510	596
42012	CAFETERIA PLAN FEES							
TOTAL	EMPLOYEE BENEFITS	19,373	20,915	22,277	22,277	22,280	25,300	3,023
43301	EQUIPMT MICE CONTRACTS	1,500	1,942	2,150	2,150	2,000	1,350	(800)
43308	CONTRACTS/SERVICES	700	454					
TOTAL	PURCHASED SERVICES	2,200	2,396	2,150	2,150	2,000	1,350	(800)
45201	LOCAL PHONE SERVICE	61,077	61,181					
45203	POSTAL SERVICES	500	-8	100	100			(100)
45801	MEMBERSHIPS/DUES	1,500	1,505	125	125	1,650	1,680	1,555
						125		
						175		
						1,380		
45809	REFUNDS							
TOTAL	OTHER CHARGES	63,077	62,678	225	225	1,650	1,680	1,455
46015	OPERATIONAL SUPPLIES	600	1,480	1,500	1,500	800	800	(700)
TOTAL	MATERIALS AND SUPPLIES	600	1,480	1,500	1,500	800	800	(700)
TOTAL	CENTRAL SERVICES	134,522	138,372	77,139	77,139	77,730	83,330	6,191

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**REVENUE OPERATIONS**  
**10246**

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**PURPOSE**

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The purpose of the Revenue Operations Division is to produce bills, process receipts and enforce revenue collection to support Town programs.

**ACTIVITIES/PRODUCTS/SERVICES**

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- Produce bills and collect real estate taxes. Approximately 12,000 bills totaling over \$9 million for FY 13-14 or 43% of General Fund revenue.
- Bill and collect business license tax. Audit existing businesses to identify non-reporting businesses.
- Bill and collect meals tax, vehicle license and animal license fees.
- Process approximately 85,000 annual counter cash/check payments totaling almost \$15 million.

**FY 13-14 ACCOMPLISHMENTS**

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- Completed the changes to bring Vehicle License billing into the same cycle as the County and converted the bills to a different outsourced bill printer, saving
- Implemented new cashiering system that will improve internal controls and payment processing.
- Maintained customer service operations during multiple office relocations.
- Collected 99.9% of real estate taxes which included several properties that had multiple years of delinquent tax balances.
- Completed outsourcing of Business License bill printing. This had the additional benefit of automating manual processes.
- Added Go-Local billing to the Business License forms and provided Go-Local with names and addresses of Vienna businesses to start communications by the PIO.
- Performed a physical walk through of local businesses to identify unlicensed businesses. This generated several thousands in taxes that would otherwise not get collected.
- Generated Treasurer's summons for eleven delinquent businesses to force delinquent collections.

**REVENUE OPERATIONS**  
**10246**

**FY 14-15 INITIATIVES**

- Research the feasibility of outsourcing real estate tax bill printing and mailing.
- Research methods of online bill presentation for real estate and vehicle license bills.
- Explore the use of automatic debit payments for Real Estate Taxes and Vehicle License fees.
- Convert Dog License billing to the outsourced bill printer.
- Explore implementing other methods for collecting delinquent Business License taxes such as liens or Sheriff levies.
- Implement document scanning of hard copy paper files of daily cash receipt documents.
- Assist in the implementation of DMV holds to collect delinquent Vehicle License fees and parking tickets.
- In conjunction with the new financial system, interface parking ticket receivables and delinquent notices.
- Perform an annual physical examination of businesses to identify uncollected Business License taxes.
- Collaborate with Planning and Zoning to improve collection of Business License taxes for contractors and new businesses.

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Projected</b>
Percent of Real Estate Tax Collected on time	99.7%	99.7%	99.9%
Amount of formerly unreported BPOL tax collected as a percent of total	10%	10%	10%
Percent of vehicle license fees collected	84%	84%	86%
Number of days from meals tax payment deadline to delinquent notices	14	14	14

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**REVENUE OPERATIONS**  
**10246**

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**PERSONNEL***Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 12-13</b>	<b>Adopted FY 13-14</b>	<b>Adopted FY 14-15</b>
Real Estate Clerk	1	1	-
Real Estate Tax Specialist	-	-	1
Finance Clerk II - cashier	1	1	-
Head Cashier	-	-	1
Business License Officer	1	1	1
Finance Clerk I – cashier (unfunded)	.5	.5	-
Fiscal Assistant – cashier (unfunded)	-	-	.5
<b>Total</b>	<b>3.5</b>	<b>3.5</b>	<b>3.5</b>

**FY 14-15 BUDGET CHANGES**

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- Postage rate increase effective January, 2014.
  - The reduction of advertising costs is due to a change in the publication used to advertise the annual real estate delinquent notice.
  - The reduction in copier charges is a result of the implementation of document scanning department wide.

TOWN OF VIENNA  
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : FINANCE  
ACTIVITY : REVENUE OPERATIONS

FUND : GENERAL  
NUMBER : 10246

ACCOUNT NUMBER	TITLE	FY 12-13		-----FY 13-14-----			FY 14-15 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES	193,765	197,228	198,413	198,413	198,420	207,570	9,157
41002	OVERTIME	4,000	5,116	4,000	4,000	4,000	4,000	
41003	REG. P.T. WITH BENEFITS		565					
41004	PART TIME W/O BENEFITS		384				104,000	104,000
41008	ANNUAL LEAVE CASH-IN	2,492	2,491			2,520		
TOTAL	PERSONAL SERVICES	200,257	205,784	202,413	202,413	204,940	315,570	113,157
42001	F.I.C.A.	14,823	16,359	15,500	15,500	15,500	25,110	9,610
42002	V.R.S.	24,163	24,297	24,742	24,742	24,740	25,570	828
42003	V.R.S. LIFE INS	1,027	2,319	2,361	2,361	2,360	2,740	379
42004	LOCAL PENSION PLAN	9,970	12,120	14,068	14,068	14,070	18,480	4,412
42007	HEALTH INSURANCE	25,683	26,665	22,556	22,556	22,560	30,200	7,644
42012	CAFETERIA PLAN FEES	132	63	132	132	130	130	(2)
42018	ER CONTRIBUTIONS:DC401A	1,959	1,991	2,027	2,027	2,030	2,080	53
TOTAL	EMPLOYEE BENEFITS	77,757	83,813	81,386	81,386	81,390	104,310	22,924
43308	CONTRACTS/SERVICES	3,200	2,867	3,000	4,500	8,310	7,590	4,590
43601	ADVERTISING	1,600	1,848	1,900	300	500	500	(1,400)
TOTAL	PURCHASED SERVICES	4,800	4,715	4,900	4,800	8,810	8,090	3,190
45203	POSTAL SERVICES	9,000	8,191	10,000	12,500	13,390	14,000	4,000
45404	CENTRAL COPIER CHARGES	2,500	3,496	3,500	3,500	3,200	2,000	(1,500)
45501	MILEAGE REIMBURSEMENT			200	200	100	100	(100)
45504	CONVENTIONS/EDUCATION	500	325	1,800	1,800	900	1,000	(800)
TOTAL	OTHER CHARGES	12,000	12,012	15,500	18,000	17,590	17,100	1,600
46015	OPERATIONAL SUPPLIES	9,000	8,540	9,000	8,100	5,350	5,300	(3,700)
TOTAL	MATERIALS AND SUPPLIES	9,000	8,540	9,000	8,100	5,350	5,300	(3,700)
47225	VEH LIC FEE ADMIN COSTS	32,000	29,774	32,000	32,000	32,000	26,000	(6,000)
TOTAL	PROGRAMS AND SERVICES	32,000	29,774	32,000	32,000	32,000	26,000	(6,000)
48102	FURN/FIXTURE REPLACEMENT				2,000	2,000		
TOTAL	CAPITAL OUTLAY				2,000	2,000		
TOTAL	REVENUE OPERATIONS	335,814	344,638	345,199	348,699	352,080	476,370	131,171



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**GANG TASK FORCE**  
**10247**

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**PURPOSE**

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The purpose of the Grant Fiscal Agent is to provide professional and administrative work in support of the management of the Northern Virginia Regional Gang Task Force (NVRGTF) which Town of Vienna is the Fiscal Agent. The NVRGTF follows the Department of Justice, Office of Juvenile Justice and Delinquency Prevention (DOJ, OJJDP) comprehensive gang model for anti-gang initiative. Sixteen Northern Virginia jurisdictions come together to combat gang activity through community-based intervention and prevention both prior to illegal activity and after incarceration to reduce recidivism, and suppression.

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**ACTIVITIES/PRODUCTS/SERVICES**

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- Intake and verification of reimbursable expenditures for 16 jurisdictions
- Checks, reviews, authorizes and updates accounts payable, general ledger and billing transactions as necessary for the Grant(s) and related accounts.
- Monitor and administer all aspects of grants to include; reimbursing participating agencies, ordering equipment/supplies, approving purchases, reviewing grant progress reports, audits and making on-site visits and audits.
- Data analysis of grant progress and completing complementary reports.
- Search for and develop new grants to continue the work of the task force.
- Performs financial analysis, both self-directed and in response to inquiries from the Finance Director, Executive Director and Financial Liaison from other Jurisdictions.
- Works with Executive Director and Finance Director to develop annual budgets. Prepares comparisons of actual expenses vs budgeted amounts and other financial analyses to assist in decision-making. Answers questions from jurisdictions regarding budget availability. Oversees process to make changes to budgets and reallocations within budget.
- Interface with Budget, Human Resources, Town Administration, Purchasing, Executive Steering Team, Executive Director, Finance Director and the Jurisdictional Financial Liaison to ensure everyone is aware when a grant application is awarded and involves one of the above departments or jurisdictions.
- Oversees administrative costs of the Task Force, including preparing billing for fiscal agent's salary and benefits, auditing reimbursement requests for the Executive Director and his staff, and overseeing

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**GANG TASK FORCE**  
**10247**

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- administrative accounts, including cell phone, vehicle rental, credit card, and travel expenses. Expenses are reconciled and paid on a timely basis.
- Reports performance measures, financial status, requesting reimbursements all for Federal and State granting agencies.

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**FY 13-14 ACCOMPLISHMENTS**

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- Set up the financial structure to oversee approximately \$1MM in grants and task force membership contributions from scratch, including setting up bank and investment accounts, chart of accounts, creating procedures and documenting procedures and processes. Ensured that needed confidentiality is maintained. Ensured that Federal and State grant procedures were followed.
- Successfully audited and completed 80 reimbursements for grant participants for the three grants.
- Coordinated efforts among the Executive Director and the detectives to improve cell phone and modem access in the field, which included moving to a new cell phone vendor. Financial analysis was provided to determine costs and benefits of the change.
- Helped facilitate close out of Federal Grants.
- Successful conclusion of Office of Inspector General (OIG) audit which began in August 2012.
- Submitted application and received \$150,000 from Virginia Department of Criminal Justice Services (DCJS).

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**FY 14-15 INITIATIVES**

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- Provide reimbursement within 30 days of receiving completed reimbursement request. Streamline the payment process to minimize staff efforts while maintaining financial controls.
- Develop streamlined method to update management on spending vs budget on a quarterly basis or as requested.
- Meet all quarterly reporting deadlines for DCJS grant.
- Investigate new sources of grant monies.
- Develop procedure manual to document reimbursement practices which will support established policies and procedures during any future audit of the programs and will also assist in training future staff.
- Provide quarterly budget versus actual results for each grant.

**GANG TASK FORCE  
10247**

**PERFORMANCE MEASURES**

*Based on calendar year data*

<b>Description</b>	<b>2012 Actual</b>	<b>2013 Actual</b>	<b>2014 Projected</b>
Process reimbursements within 30 days	N/A	95%	95%
Reporting for grant agencies by deadline	N/A	100%	100%

**PERSONNEL**

*Based on a fiscal year*

<b>Authorized Positions</b>	<b>Adopted FY 12-13</b>	<b>Adopted FY 13-14</b>	<b>Adopted FY 14-15</b>
Grant Fiscal Agent	N/A	1	-
Grant Fiscal Agent II	N/A	-	1
<b>Total</b>	<b>N/A</b>	<b>1</b>	<b>1</b>

**FY 14-15 BUDGET CHANGES**

- No significant changes to this budget.

TOWN OF VIENNA  
APPROVED EXPENSE BUDGET BY DIVISION

DEPT : FINANCE  
ACTIVITY : GIF

FUND : GENERAL  
NUMBER : 10247

ACCOUNT NUMBER	TITLE	FY 12-13		-----FY 13-14-----			FY 14-15 APPROVED	NET CHANGE
		BUDGET	ACTUAL	BUDGET	ADJUSTED	ESTIMATED		
41001	SALARIES AND WAGES		1,012	52,369	52,369	32,700	62,000	9,631
41004	PART TIME W/O BENEFITS		4,575			5,000		
TOTAL	PERSONAL SERVICES		5,587	52,369	52,369	37,700	62,000	9,631
42001	F.I.C.A.		423	4,027	4,027	2,880	4,740	713
42002	V.R.S.			6,564	6,564	4,000	7,640	1,076
42003	V.R.S. LIFE INS			626	626	450	820	194
42007	HEALTH INSURANCE			6,749	6,749	4,000	6,770	21
42018	ER CONTRIBUTIONS:DC401A			2,106	2,106		1,860	(246)
TOTAL	EMPLOYEE BENEFITS		423	20,072	20,072	11,330	21,830	1,758
45203	POSTAL SERVICES		4			200	200	200
45404	CENTRAL COPIER CHARGES		4			50	50	50
TOTAL	OTHER CHARGES		8			250	250	250
46015	OPERATIONAL SUPPLIES		307			500	500	500
TOTAL	MATERIALS AND SUPPLIES		307			500	500	500
TOTAL	GIF		6,325	72,441	72,441	49,780	84,580	12,139