

FY 2020 Town Council Budget Development Questions Packet #3

Councilmember Dunn's Question- March 15, 2019 Email

- 1.) **Council recently voted to spend almost \$3 million in unassigned funds. It was my understanding that those were surplus funds? If not surplus what were they and where did they come from?** Council approved the reservation and appropriation of \$2,915,608 of General Fund unassigned fund balance on January 8, 2019 per resolution 2019-R016. In Fiscal Year 2018, the surplus, after the Council-adopted policy of retaining 20% unassigned fund balance of General Fund expenditures, was primarily due to actual revenues exceeding actual expenditures. Revenues are comprised of taxes, fees and fines, charges for services, rentals, interest income, intergovernmental funds, and contributions.

The total actual revenues exceeded final budget estimates by \$2,294,945 or roughly 78.8% of the Fiscal Year 2018 surplus. Comparatively, in Fiscal Year 2017, the additions to fund balance were generally due to expenditures being less than estimated, primarily due to salary savings from vacant positions in the police department that were subsequently filled in 2018. The proposed revenue and expenditures budgets represent staff's best estimates based upon information available at the time the budget is put together. The causes of surpluses or deficits will vary from year to year.

Councilmember Thiel's Question- March 18, 2019 Email

- 2.) **Is there space at the Loudoun Museum for the Mayor to have an office?** During lease discussions of the Loudoun Museum, Council determined that the museum should not be dedicated to Town office space. The Council adopted the lease on December 11, 2018 for which the lease grants full use of the museum buildings including the log cabin to the Loudoun Museum. Town staff can explore acquiring specific lease space at the corporate direction of the Council.

Councilmember Campbell's Questions- March 18, 2019 Email

- 3.) **If recycling is getting too cost prohibitive, can we save money by the elimination of the service and go all trash?** Yes, due to the difference in tipping fees between the Materials Recycling Facility (MRF) and the Loudoun County landfill, the Town could save approximately \$160,000 if the recycling was taken to the land fill instead of the MRF facility. However, in order to determine the actual total budget savings, contractual discussions with the Town's vendor are needed to determine the annual operational savings of eliminating recycling.
- 4.) **How much of the budget numbers for the commissions are actual salaries paid to the commissioners and how much is work related expenses?** Personnel accounts for \$144,629 or 87% of the total \$166,479 Fiscal Year 2020 proposed budget for boards and commissions. Of the \$144,629 in personnel costs, \$134,350 is for compensation and \$10,279 is for payroll taxes (FICA social security and Medicare). Non-Personnel and work related expenses accounts for \$21,850 or 13% of the total commissions' budget.

- 5.) The budget variance of commissions between FY 2018 Actuals and FY 2019 Revised is over \$38,000, why?** The Fiscal Year 2018 Actuals were approximately \$34,000 less than the adopted budget mainly due to commissions having vacancies throughout the year. The revised budget is approximately \$4,000 over the adopted budget mainly due to encumbrances being carried over from the previous year.
- 6.) Why is the Reference Librarian position a third priority in the unfunded enhancement list?** Similar to Fiscal Year 2019 budget development process, the Fiscal Year 2020 Proposed Budget includes the top three enhancement priorities from each Department. The Thomas Balch Library only identified two priorities for which the second priority is listed as unfunded as the first enhancement priority is included in the Fiscal Year 2020 Proposed budget. The first priority required minimal resources and is considered an extension of current services provided. The first priority included is the extension of the Thursday operating evening hours by three hours.
- 7.) What is the status of the School Resource Officer Program funding for the expansion to elementary schools?** At this time, no decision has been made for Fiscal Year 2020 regarding the expansion of the School Resource Officer Program to elementary schools. Loudoun County has not included any funding for the expansion of their SRO Program for Fiscal Year 2020. The Loudoun County Proposed FY 2020 budget includes the continued for 70% of the personnel costs for the seven Leesburg SROs of \$593,197. Further discussions are to be held during the scheduled Joint County/Town meeting with the School Board in May 2019.

Councilmember Fox's Question- March 19, 2019 Email

- 8.) What is the financial breakdown of the \$1.6 million cost to operate the Town's Emergency Communications Center?** The cost for the Emergency Communications Center (ECC) within the Leesburg Police Department's Information Services Division in the proposed Fiscal Year 2020 budget includes 14 dispatch positions and operating expenses.

Description	Amount
14 Dispatch Positions (salary, benefits, overtime, etc.)	\$ 1,465,704
Operating Expenses (software, supplies, radio service contract, etc.)	\$ 222,361
FY 2020 Budget TOTAL	\$ 1,688,065

The current requested direction for Town Council on the ECC will have no fiscal impact in Fiscal Year 2020 as any process, whether replacement of the current system or dissolution of the Town's Emergency Communications Center, will take 18 to 24 months upon execution of a Memorandum of Agreement.