



# ANNUAL REPORT 2020

TOWN OF  
*Leesburg*  
VIRGINIA



# Mayor's Message



A handwritten signature in black ink that reads "Kelly Burk". The signature is fluid and cursive.

Kelly Burk  
Mayor of Leesburg

With every end comes a new beginning and the last fiscal year has done just that for the Town of Leesburg. This year started out strong with many new companies coming to Leesburg to open their businesses and the ones already here were thriving.

Then COVID-19 struck and everything changed. We all had to stay home and many businesses temporarily closed. But by doing all of this, we helped flatten the curve and save lives. Please continue to wash your hands, practice social distancing, and wear your mask.

My little old Irish grandmother used to say, "Tough times don't last. Tough people do." Leesburg is full of tough people! We continue to prosper as a local community and this year's annual report provides a look at some of the most memorable achievements we have had in the last year.

The Route 7 & Battlefield Parkway interchange project and the completion of the Sycolin Road Widening project were most significant (page 6). As was the Tuscarora Creek Flood Mitigation & Restoration project and the transplant of 27 trees that would have otherwise been cut down (page 7).

Our Leesburg Police Department is focusing on emergency communications and a project dear to me, as a former special education teacher, is the completed ADA transition plan (page 9).

These are but a few of the projects we have been working on in the last year. Even though we are still working with the state and CDC guidelines during this pandemic, the Town has not stopped moving forward. Our staff is here to serve you and provide a positive experience.

# Town Manager's Message

I am pleased to present this year's Annual Report for Fiscal Year 2020 (July 1, 2019 through June 30, 2020). This report provides a snapshot of a few of our noteworthy accomplishments within the last fiscal year.

I encourage you to reach out to the Town Council and to Town staff to share your thoughts, comments, and concerns to help us serve our community better in the next fiscal year. Customer service remains a top priority in the Town, and I welcome your input and involvement so we can keep our community strong.

The last quarter of Fiscal Year 2020 has been unprecedented as we have all been dealing with the impacts of the COVID-19 pandemic. Thank you for your commitment to reduce the spread of the virus, and for your continued support of our employees in their efforts to serve our community.

As always, it is an honor to serve as your Town Manager. Please feel free to contact me at [kdentler@leesburgva.gov](mailto:kdentler@leesburgva.gov) or at 703-771-2700. I would love to hear from you.



A handwritten signature in black ink that reads "Kaj H. Dentler". The signature is stylized and cursive.

Kaj H. Dentler  
Town Manager

# Leesburg Town Council

The Leesburg Town Council consists of the Mayor who is elected for a two-year term and six Council Members who are elected on a non-partisan, at-large basis for staggered four-year terms. Town Council elections are held in November of even-numbered years. In each election, the Mayor and three Council Members are elected and take office on January 1<sup>st</sup> of the following year.

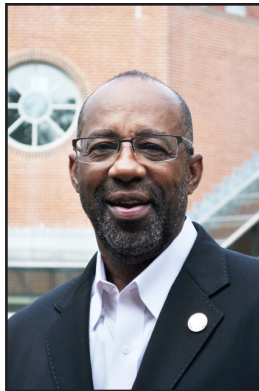
The Town of Leesburg operates under the council-manager form of government. The Town Council sets policy and hires the Town Manager who acts as the chief executive officer of the Town government.

The Town Council meets on the second and fourth Tuesday of each month at 7:00 p.m. in the Council Chamber on the second floor of the Leesburg Town Hall (25 West Market Street). The Council holds work sessions at 7:00 p.m. on the Mondays preceeding the regular Tuesday meetings, also in the Town Hall Council Chamber. Meetings are broadcast on the Town's local government access cable channel (Verizon FiOS channel 35 and Comcast channel 67) and webcast on the Town website ([www.leesburgva.gov/webcasts](http://www.leesburgva.gov/webcasts)).

Residents are welcome - and encouraged - to attend Council meetings. Agendas are posted on the Town website at [www.leesburgva.gov/agendas](http://www.leesburgva.gov/agendas) by close of business the Wednesday prior to the meeting. At the begining of each regular meeting, there is a petitioners' section during which members of the public may speak to the Council on any topic.



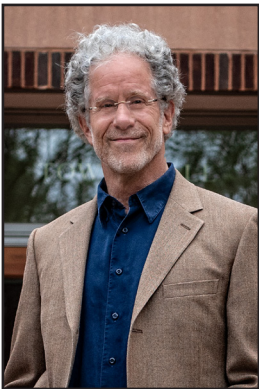
Vice Mayor Marty Martinez  
Term Expires December 2022



Council Member Ron Campbell  
Term Expires December 2020



Council Member Tom Dunn  
Term Expires December 2020



Council Member Neil Steinberg  
Term Expires December 2022



Council Member Suzanne Fox  
Term Expires December 2022



Council Member Josh Thiel  
Resigned June 30, 2020

# COVID-19 Response

In March 2020, the Leesburg Town Council consented to a declaration of local emergency by Town Manager Kaj Dentler. However, despite this announcement, the Town of Leesburg continues to provide essential services to its residents while minimizing risks and allaying public concern. Below is a brief snapshot of what has taken place.

***“The Town of Leesburg will continue to serve the residents of the Town through this crisis. Our staff is comprised of highly qualified, dedicated public servants who are committed to providing the best services possible.” - Town Manager Kaj Dentler***

## Public Works



- Trash and recycling continued as normal as well as brush collections and other street division services. Bulk pickups were temporarily suspended, due to overwhelming requests. However, the service continued shortly after.

## Utilities



- Essential water and wastewater operations continued to provide uninterrupted services 24/7
- The Town refrained from shutting off water service.
- Late fees were dismissed.

## Parks & Recreation



- Town parks remained open so residents could continue enjoying outdoor space.
- Online workouts were created and made available, daily, on the Ida Lee Park Recreation Center’s Facebook page.



In order to support the downtown businesses, as well as to avoid having people touch the parking meters and payment kiosks, all downtown parking became free.

The Leesburg Town Council approved a temporary modification to the Leesburg Zoning Ordinance regarding parking requirements for restaurants. This allowed restaurants to create outdoor dining areas while social distancing restrictions remained in effect.

## Town Offers Remote Meetings

Beginning in April, members of the public were able to participate remotely in Town Council meetings, in addition to watching the meeting live on the Town’s local government access channels and on the Town website.

Instructions for joining remotely were published on the Town website. Those wishing to speak during the petitioners section, or on a public hearing item, joined the video conference or called in to make their comments. Other public meetings began following the same format.

***“Hearing from the public is one of the most important things that the Town Council does.”  
- Leesburg Mayor Kelly Burk.***



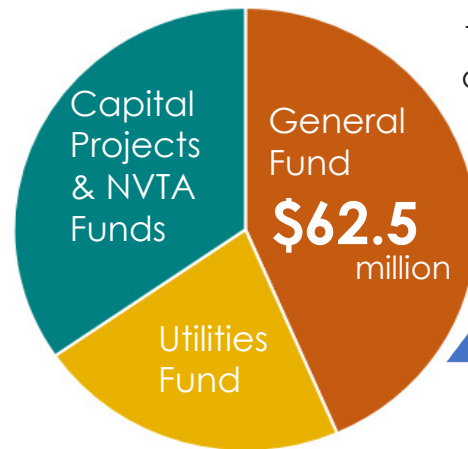
# Fiscal Year 2021 Budget Snapshot

On Tuesday, March 24, 2020, the Leesburg Town Council approved the budget for Fiscal Year 2021, which began on July 1, 2020, and runs through June 30, 2021.

## Total Town Budget, All Funds

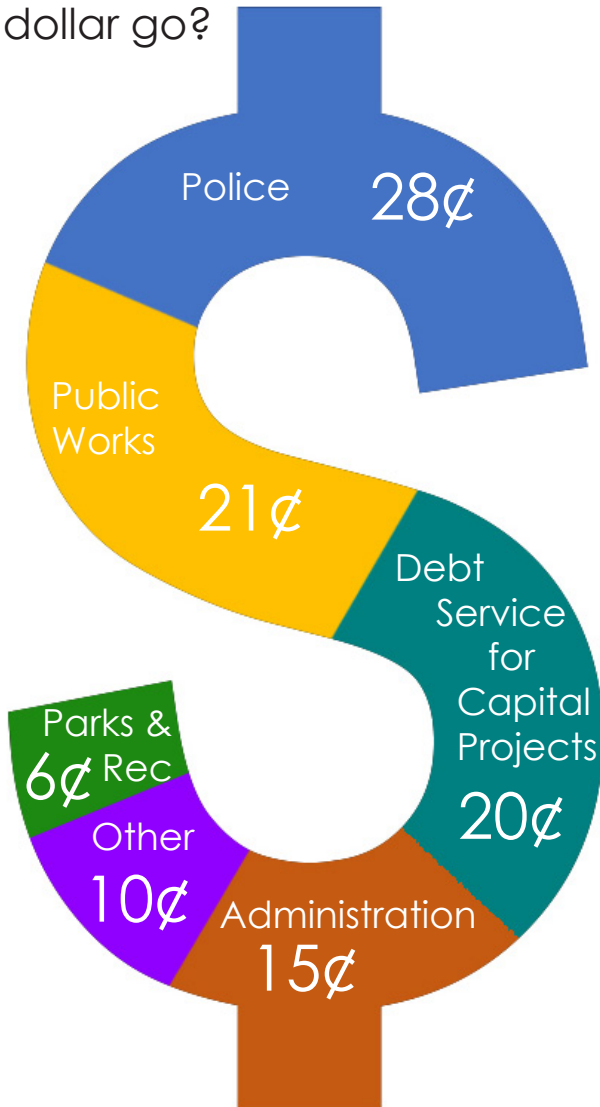
**\$144**  
million

The General Fund accounts for most of the Town's day-to-day operations.



General Fund **up 3.9%** over FY 2020

## Where does my property tax dollar go?



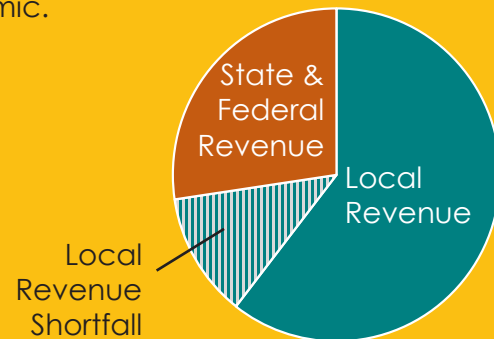
## What are we cutting?

Major reductions to the FY 2021 Budget, to address the revenue shortfall, include:

- Hiring freeze, with 16 positions frozen
- Reduced Parks & Recreation and Thomas Balch Library operations
- 10% across-the-board operational cuts for other departments
- Reduced use of cash for capital projects

## How Has COVID-19 Affected the FY 2021 Budget?

The Town is expecting a **\$7.8 million shortfall** (12%) in General Fund revenue due to the COVID-19 pandemic.



## Where Are the Anticipated Shortfalls?

|                         |      |
|-------------------------|------|
| Parks & Recreation Fees | -43% |
| Consumer Taxes*         | -23% |
| Business Licenses       | -13% |
| Property Taxes          | -2%  |

\*Consumer Taxes include Meals & Beverage, Hotel, Sales, Communications & Cigarette Taxes.

## Route 7 & Battlefield Interchange Under Construction

State, regional, and local officials met for a groundbreaking event for the Route 7 (East Market Street) and Battlefield Parkway interchange in October 2019. This project is replacing the traffic signal at Route 7 (East Market Street) and Battlefield Parkway with a grade-separated interchange and will greatly improve traffic flow during peak hours.

A ten-month closure of Battlefield Parkway will begin in late July. The entire project should be completed by fall 2021 and is financed with federal, state, Town, Loudoun County and Northern Virginia Transportation Authority funding.



## Sycolin Road Widening Project Comes to Completion

After two years, Phase IV of the Sycolin Road Widening Project has come to an end! The four-phased project initially began in 2008 with the widening of Sycolin Road through the intersection and reconstruction of Battlefield Parkway between Sycolin Road and Kincaid Boulevard.

Since then, widening has continued. The final phase began in summer 2018 and included widening and upgrading 3,400 feet of Sycolin Road from two lanes to four lanes with curb and gutter, sidewalk and trail. The project limits extend from 550 feet south of Tolbert Lane to the southern corporate limits.



## Tuscarora Creek Flood Mitigation & Restoration Project

Improvements to Tuscarora Creek began in July 2019 to help reduce flooding of the adjoining residential properties on Shenandoah and Harrison streets, near downtown Leesburg.

The phased project included the installation of storm drains to handle a 100-year storm event along with the construction of a two to four foot high wall. The stream restoration also included realignment of the stream channel to reduce or eliminate erosion while improving the overall health of the stream.

As of June 2020, the contractor is finishing the storm sewer and parking lot retaining wall and continues to install rock features as well as perform stream restoration. Also alongside the stream restoration work, the utility companies are relocating their utility services. The stream restoration on the west side of Harrison Street is complete.





## Town Transplants 27 Trees Saved from Construction Project

In June, the Town of Leesburg, with the help of Tree Movers, LLC, successfully transplanted 27 trees, which were set to be removed as part of the Route 7 and Battlefield interchange construction.

Rather than be cut down, the trees were relocated to the Route 15 Bypass/Battlefield intersection, Robinson Park, Rafla Park, and Ida Lee Park. These trees help replace some of the 81 trees that were lost on Town-owned property following the EF0 tornado in February 2020.

The majority of the trees were over eight inches in diameter, and between 30 to 45 feet tall. An aggressive plan is in place that will help keep the trees hydrated and nourished through the summer so they continue to grow and create a more resilient and sustainable tree canopy in the Town.



## Utilities

### Utilities Department Maintains Infrastructure

Within the last fiscal year, the Utilities Department has remained proactive with preventive maintenance programs and reinvestment of the Town's aging infrastructure. Among them was the water pollution control facility, which had several storage structures rehabilitated.

Critical to the wastewater treatment process, the structures are subject to continuous harsh conditions. The rehabilitation involved a variety of concrete repairs and recoating the interior of the 800,000 gallon structure that was constructed approximately 25 years ago.

Other projects included the recoating of the water tank, located at Inova Hospital, which provides 1.5 million gallons of water storage for the Town's water system. A thorough cleaning of both the interior and exterior of the tank was conducted along with the replacement of isolation valves from the 1950s. They also applied a new water safe coating to both the interior and exterior of the tank.



*Cattail Branch Pump Station*



## Police Department Focuses on Emergency Communications

The Leesburg Police Department, with the support of the Town, as well as the Mayor and Town Council, chose to continue operation of their Emergency Communications Center, which has been in continuous operation 24/7/365 since October 1997.

Additionally, as of February 10, 2020, the Leesburg Police Department's Emergency Communications Center has been officially named as a secondary public-safety answering point, or PSAP, by the Federal Communications Commission.

The Leesburg Police Department is currently in the process of upgrading their Computer-Aided Dispatch (CAD) system through Tyler Technologies, as well as its call handling equipment through Intrado. Both of these projects are anticipated to be completed in the next year.



Upcoming Project: The Leesburg Police Department has worked through the programming and concept development phase of their Headquarters Expansion Project and are moving into schematic design. Construction is expected to begin in the fall of 2021. The anticipated completion date is spring 2023.

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## Town Welcomes New Position; Hires Joe Dame

In January 2020, the Town welcomed its first emergency management coordinator, Joe Dame.

Town Manager Kaj Dentler had stressed the importance of this new position due to the continuing growth of Leesburg and the need for someone to oversee town-wide emergency preparedness and incident response efforts. The Town Council authorized the new position back in summer 2019.

Previously with the Loudoun County Office of Emergency Management, where he most recently served as the assistant coordinator of operations, Dame's new role involves developing, implementing, and addressing all aspects of emergency preparedness for the Town. Dame also serves as the town's official liaison for all Federal, State, and local agencies for emergency management purposes.

Almost as soon as he arrived, his work began with the EF0 tornado in February and, of course, the on-going COVID-19 crisis that began in March.





## Ida Lee Reveals New Equipment

In October 2019, the Ida Lee Recreation Center temporarily closed its fitness room to prepare for the installation of new exercise equipment. More than 150,000 miles were logged on the old equipment, which led to many issues and ongoing repair.

As a result, four new Woodway Curves treadmills, which are completely manual and self-powered, were installed. They offer a one-of-a-kind workout experience that requires zero electricity.

In addition, 14 Life Fitness treadmills were installed. Each one features technology that offers users greater options including many different workouts, Bluetooth connection, internet access, and touch-screen capabilities. The fitness room reopened in November.



## ADA Self-Evaluation Completed

In fall 2019, the Town of Leesburg began work on an Americans with Disabilities Act (ADA) Transition Plan to clarify its position to meet the Federal Government's requirements set forth in the 1990 ADA Standards and demonstrating our commitment to providing access to Town facilities and programs for all Town residents.

The purpose of the Self-Evaluation and Transition Plan is to identify any barriers to access at Town facilities and programs and then outline how the Town plans to address those barriers. The Town's consultants, Disability Access Consultants (DAC), completed a comprehensive assessment of every Town-owned facility, including buildings, playgrounds, public sidewalks, and parking spaces.

The Self-Evaluation was completed in late winter and key Town staff from Parks and Recreation, Public Works, and Town Manager's Office were trained on the DacTrak data management software system that will be used to build the Transition Plan.



### Completed Accessibility Projects

- Automatic openers installed on Town Hall lobby and Parking Garage elevator vestibule doors.
- Poured-in-place surfacing was added to Rotary Park playground.
- Accessibility to Georgetown Park was improved with a picnic table and companion seating.
- Added accessible on-street parking space for a local church.



## Consultant Team Hired to Rewrite Town Plan Update

In September 2019, the Town hired a team of consultants, led by Stantec Architecture, to produce a complete rewrite of the Leesburg Town Plan. The current plan, which guides the future development of the Town, was adopted in June 2012.

In October 2019, a Community Ideas Workshop invited residents to share their vision of “future Leesburg” with regard to green space, new commercial development, transportation, community character, and more. The consultants used the ideas from this workshop as the groundwork for a six-day Design Charrette in November 2019. The charrette covered a range of topics like quality of life, transportation, housing and neighborhoods, economic development, and town authenticity. It gave residents and stakeholders a chance to provide input and ask questions as the project team worked to develop a first draft of the plan including potential future growth and development scenarios.

In an effort to gather additional input, a website dedicated to the project was launched. The “Legacy Leesburg” website (<https://legacy.leesburgva.gov>) includes information on the current status of the update project, details about upcoming events, and interactive features like polls and comment forms.

The consultant team is currently working with Town staff to develop a draft plan. Once complete, the project team will develop an outreach plan to collect feedback.



# Public Art

## Memorial Pays Tribute to Late Stanley Caulkins

In July 2019, the Friends of Leesburg Public Arts, along with the Commission on Public Art, paid tribute to the late Stanley Caulkins, by revealing a bronze likeness of Caulkins, sitting on a bench, near the original Caulkins Jewelers location at 11 South King Street.

Caulkins, the dean of Loudoun’s business community, World War II airman, and longtime civic leader, passed Friday, January 12, 2018 at the age of 92.

The memorial project was initiated by Diane Canney and the many friends of Caulkins. Jeff Hall of Lovettsville, VA was commissioned to create the work.



*A memorial unveiling was held on Saturday, July 13, 2019 in downtown Leesburg.*



## 27th Annual Loudoun History Awards Honor Local Residents

Lee Lawrence and Carol Lee were recipients of the 27th annual Loudoun History Awards on Sunday, November 3, 2019. Both were honored for their contributions to preserving Loudoun's past through the collection of county documents and memorabilia, preservation of historic landmarks, visual arts, writing, and long-time commitment to local history organizations.

Lawrence was specifically recognized for her dedication towards the restoration of a historic structure located on the Fauquier-Loudoun county line in Upperville, Virginia.

Lee was recognized for being the driving force behind listing the village of Willisville to the National Register of Historic Places. Willisville is an early 19th century African American settlement in Loudoun, which pre-dates the Civil War.



*Lee Lawrence and Carol Lee received the 27th Annual Loudoun History Awards on Sunday, November 3, 2019. The awards have been presented annually since 1993.*

## Thomas Balch Library Pays Tribute to Mary Fishback

The Town celebrated the life of Thomas Balch Library Staff Member Mary B. Fishback after she passed away from complications related to a short illness in May of 2019.

Fishback began working for the library in 1996 as a part-time genealogy instructor before becoming a full time library assistant in November of 2000. She remained at the library until her death.

She helped thousands of researchers and library visitors discover local and family history. Staff described her dedication to be inspiring and her kindness made the library a warm and welcoming place.

On October 24, 2019, a memorial dedication was held for Fishback at the Thomas Balch Library.

A Pink Dogwood (donated by Blake Landscapes), bench (funding provided by the Library Foundation), and memorial plaque were presented. All three can be found in the Balch Courtyard near the fountain.





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www.leesburgva.gov

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### WHAT'S INSIDE

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# FY 2020 Annual Report

## Town of Leesburg Government Offices & Contact Information

**Leesburg Town Hall**  
25 West Market Street  
www.leesburgva.gov  
info@leesburgva.gov  
703-777-2420

- Town Manager's Office
- Town Attorney
- Capital Projects
- Clerk of Council
- Finance
- Human Resources
- Information Technology
- Planning & Zoning
- Plan Review
- Public Works

**Police Department**  
65 Plaza Street NE  
www.leesburgva.gov/police  
703-771-4500 (Non-emergency)

**Leesburg Executive Airport**  
1001 Sycolin Road SE  
www.leesburgva.gov/airport  
703-737-7125

**Economic Development**  
202 Church Street SE  
www.leesburgva.gov/businesses  
703-771-6530

**Parks & Recreation**  
60 Ida Lee Drive NW  
www.idalee.org  
703-777-1368

**Thomas Balch Library**  
208 West Market Street  
www.leesburgva.gov/library  
703-737-7195

**Utilities Department**  
1385 Russell Branch Parkway SE  
www.leesburgva.gov/utilities  
703-771-2761

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