



ANNUAL REPORT 2022

July 1, 2021 - June 30, 2022



A comprehensive overview on your hometown.

Mayor's Message



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

Kelly Burk
Mayor of Leesburg

The last year has been very productive. In 2021, there were over 30 ribbon cuttings to celebrate new business openings. Emergency Management successfully responded to 19 incidents. At the Leesburg Executive Airport, there were 92,371 take-offs and landings. In addition, we installed three public art exhibits, added lighting at the Eric Brown Skate Park, and erected a new tennis bubble for indoor play at Ida Lee Park.

Although we lost some long-term law enforcement officers, others have joined the force to fill those vacancies. In addition, the Leesburg Town Council worked to maintain positive interactions with the public at every meeting and work session. As a result, Leesburg has maintained the high level of public services our residents rely on with a reasonable tax rate.

Leesburg is the largest town in the Commonwealth yet maintains a small-town community feel. Our live-work-play community is a place to allow people to live enriching, fulfilling lives. While treasuring our history, we recognize the need to plan for the future. We are committed to addressing future challenges with a focus on diversity, equity, and inclusion for all who live, visit, and work in our Town. As an engaged community, we are guided by art, preservation, and valuing recreation. Leesburg is a Town with a future that is bright and uniquely positioned to thrive with great promise in the future.

In closing, I would like to acknowledge all of the hard-working, dedicated employees of the Town of Leesburg. Our staff and departments have carried on their work diligently and professionally. It is an honor and a privilege for me to work in collaboration with such an outstanding group of people. I am thankful to be part of this community.

Town Manager's Message

I am pleased to present this year's Annual Report for Fiscal Year 2022 (July 1, 2021 through June 30, 2022). Fiscal Year 2022 continued to present challenges to the Town of Leesburg due to the COVID-19 Pandemic. Fortunately, Fiscal Year 2022 also saw a return to normalcy with the Town continuing to deliver services to our citizens and our businesses thanks to our highly qualified and dedicated public Town employees.

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

Thank you for your continued support of our Town employees in their efforts to serve and to protect your neighborhoods and/or business each and every day. It is an honor to serve as your Town Manager.

Please feel free to contact me at kdentler@leesburgva.gov or at 703-771-2700. Your input is always welcome.



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

Kaj H. Dentler
Town Manager

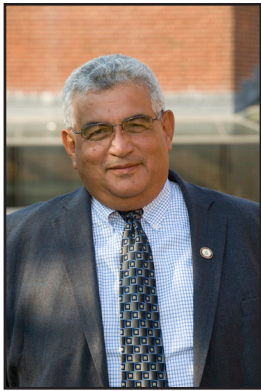
Leesburg Town Council

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 1st 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 serves 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 a business meeting at 7:00 p.m. on the Mondays preceding 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](#).

Residents are welcome - and encouraged - to attend Council meetings. Agendas are posted on the Town website at www.leesburgva.gov/agendas by close of business the Wednesday prior to the meeting. At the beginning 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 Ara Bagdasarian
Term Expires December 2024



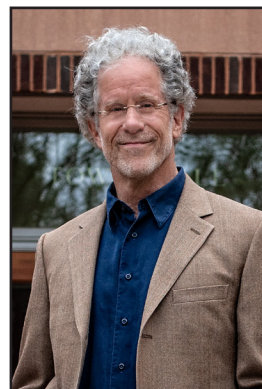
Council Member Zach Cummings
Term Expires December 2024



Council Member Suzanne Fox
Term Expires December 2022



Council Member Kari Nacy
Term Expires December 2024



Council Member Neil Steinberg
Term Expires December 2022

Town Clerk

Members of the public who wish to speak at a Leesburg Town Council Meeting, during the petitioners' section or a public hearing, can now sign up in advance on the Town website.

In March 2022, an online form became available. It continues to open at 5 p.m. on the Wednesday prior to each Town Council meeting and prior to closing at 4 p.m. the day of the Town Council meeting. Speakers will be called forward in the order in which they sign up. People may still register in-person at the meeting.

According to Eileen Boeing, Leesburg's Clerk of Council, the added options not only broaden the sign up process but also reduce errors when attempting to decipher people's handwriting.

To sign up to speak at the next Town Council meeting, visit www.leesburgva.gov/agendas and select the link for the appropriate public comments opportunity. People wishing to speak at more than one public hearing must sign up for each public hearing individually.

The Town Council meets on the second and fourth Tuesday of each month at 7 p.m. in the Council Chamber on the second floor of the Leesburg Town Hall (25 West Market Street).



Fiscal Year 2022 Budget Recap

The Town of Leesburg's fiscal year runs from July 1 to June 30. Each spring, the Town Council adopts the budget for the coming fiscal year. In March 2021, the Leesburg Town Council adopted the Fiscal Year 2022 budget, along with the six-year Fiscal Year 2022-2027 Capital Improvements Program (CIP). They began on July 1, 2021 and ended on June 30, 2022.

The adopted budget, including debt service, totaled \$65.3 million, which was a 4.6% increase over Fiscal Year 2021. Two enhancements were included in the budget: \$300,000 for increased emergency and weather response efforts and \$177,086 to continue the downtown outdoor dining program that began in 2021.

The council maintained the current real estate tax rate of 18.4¢ per \$100 of assessed value. Budget documents for the current and past 10 fiscal years are available on the Town website at www.leesburgva.gov/budget.

TOWN OF
Leesburg
VIRGINIA

Proposed
Fiscal Year 2023 Budget
&
Fiscal Years 2023-2028
Capital Improvements Program
For the Fiscal Year Ending June 30, 2023



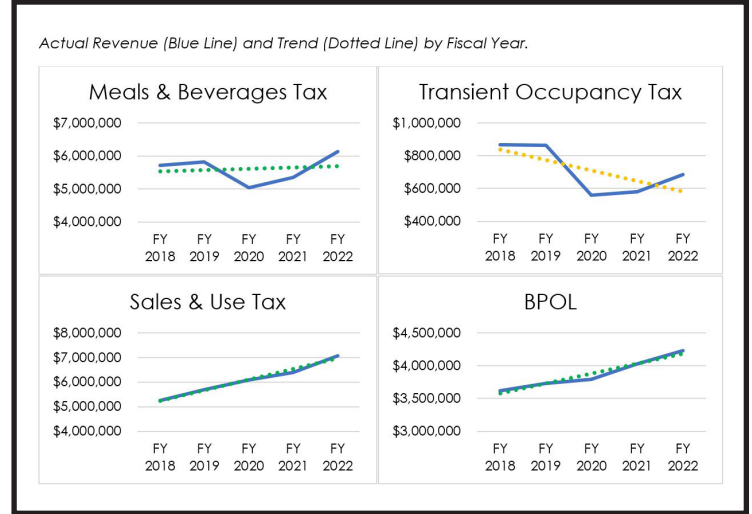
Consumer Tax Revenues

Although accounting adjustments still need to be finalized, forecasted Fiscal Year 2022 consumer tax revenues are showing clear signs of recovery and growth from the pandemic. Also contributing to increased revenues are inflationary consumer prices. Consumer prices were up 9.1% over the year ended June 2022, the largest increase in 40 years. In addition, Leesburg transitioned from quarterly Meals Tax filing to monthly filing in calendar year 2022.

Meals & Beverages Tax revenue is forecasted to be more than \$7.4M, an increase of 38% or \$2.1M from Fiscal Year 2021 and 27% or \$1.6M higher than pre-pandemic Fiscal Year 2019.

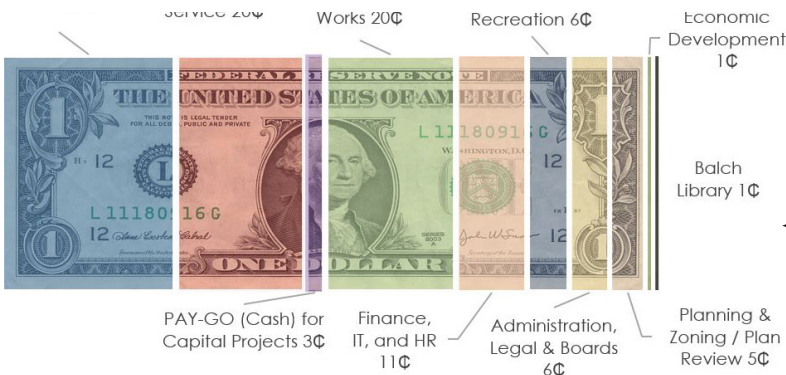
A portion of this increase is contributed to inflationary prices as food prices were up 10.4% over the year ended June 2022 according to the U.S. Bureau of Labor Statistics. The additional growth in Meals & Beverages Tax revenue aside from inflation is attributed to pent up demand and recovering consumer behavior as compared to the prior Fiscal Year 2021 (July 2020 – June 30, 2021), which was still being affected by the pandemic. Similarly, Transient Occupancy Tax (Hotel Tax) is expected to be approximately \$804K, which is an increase of 39% or \$224K from previous year. Transient Occupancy Tax has still not fully recovered as it is 7% or \$59K less than pre-pandemic Fiscal Year 2019.

Both BPOL (Business, Professional and Occupational License) and Sale & Use Tax are continuing their all-time highs and positive growth at \$4.4M (8% growth) and \$7.1M (11% growth) from prior year, respectively.



Capital Improvement Project

In June 2021, the Leesburg Town Council approved a new metal roof over the indoor pool at Ida Lee Recreation Center along with new sky lights over the main hall entry. Both the roof and sky lights had reached their expected life expectancy and were beginning to leak. This project will decrease maintenance during and after storms. The project began April 15, 2022 following a delay in material deliveries due to COVID-19. The project is anticipated to be completed in November 2022.



How your property tax dollar supports local services.

Emergency Management

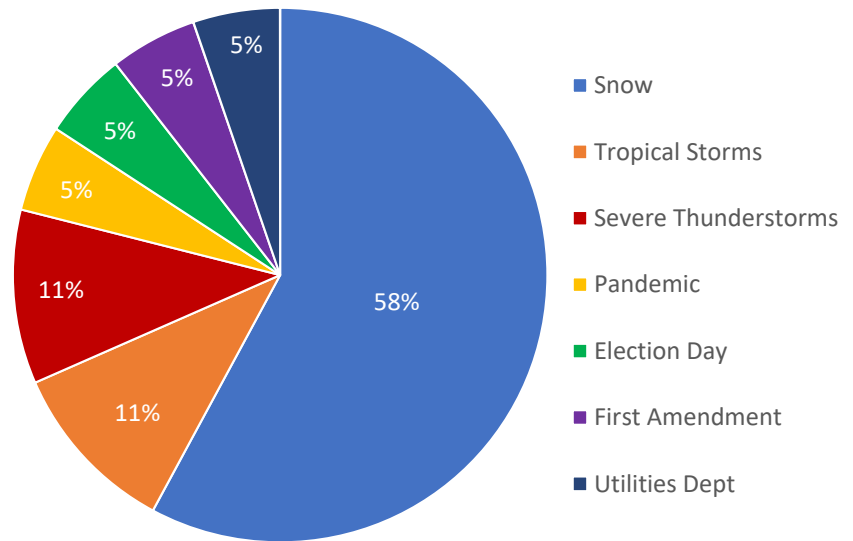
The Office of Emergency Management continues efforts to achieve the vision of a “Prepared and Resilient Leesburg”.

In September 2021, Town Council recognized National Preparedness Month and adopted the updated Emergency Operations Plan (EOP). The EOP is an all-hazards document that serves as the framework guiding a coordinated response to significant events, either planned or spontaneous.

The EOP is reviewed annually and formally re-adopted every four years. Town departments and partner agencies actively participated in the development of this plan over the course of a year and a half.

The Office of Emergency Management provided coordination and information sharing efforts for a total of 19 incidents between July 2021 and June 2022. The most common event type was snow, with 11 incidents requiring deployment of Town crews to clear streets and paths.

Four weather incidents required coordination efforts including impacts from two tropical storms and two severe thunderstorms. Coordination also occurred to support the continue COVID-19 response, Election Day activities, Utilities Department support and first amendment activities within the Northern Virginia region.



Flood Sensor Deployment



In March 2022, three flood sensors were deployed as part of a Department of Homeland Security (DHS) pilot project. The goal of the project is to increase access to real-time stream data through emerging technology.

The new data will inform both planning and response activities. The sensors are located on Dry Mill Road, Harrison Street and Sycolin Road monitoring conditions on the Town Branch and Tuscarora Creek.

Staff from Public Works and Plan Review worked collaboratively to identify locations where visibility on flooding data was needed most.

Moving forward, Town staff are coordinating with the National Weather Service office in Sterling to provide access to the sensor data and complete flood mapping near the sensor locations to enhance preparedness and response information for residents, businesses, and visitors.



Public Safety

The Leesburg Police Department went live with a new Computer Aided Dispatch (CAD) system and accompanying Mobile CAD on February 22, 2022. A new Records Management System (RMS) will be incorporated in the coming months.

The Leesburg Police Department's previous CAD, Mobile CAD, and RMS systems were implemented in early 2009 and have assisted the Leesburg Police Department in providing exemplary police services to our residents, businesses, and visitors over the years. Like all technology, these 2009 systems were showing signs of aging.

The Town of Leesburg, through a competitive process, chose to remain with vendor Tyler Technologies, Inc.

The Town of Leesburg's IT Department and Police Department staff worked with Tyler Technologies, Inc. for 18 months in order to customize our new CAD, Mobile CAD, and RMS systems to ensure that they will aid us in continuing to best serve our Leesburg community.

The new CAD system incorporates geographic information system (GIS) mapping and automatically populates call for service location data based on the caller's phone number. This location information will then be verified by our Communications Technicians. Additionally, since both our previous CAD, Mobile CAD, and RMS systems and our new CAD, Mobile CAD, and RMS systems are Tyler Technologies, Inc. New World Systems products, all of these systems are able to communicate with each other, which has led to the seamless access to and the incorporation of records from both systems.



Public Safety Center Building Expansion Project

During Fiscal Year 2022, the Town of Leesburg Department of Public Works and Capital Projects has been working with representatives from the Leesburg Police Department and Dewberry architects to finalize plans for a renovation and expansion of the Police Department facility.

The Police Department's staff and operations have significantly outgrown the existing building, which opened in October 1997.

This project will add much needed space, improve the overall condition of the facility, and enhance the level of support to the staff and the services provided to the Leesburg community.

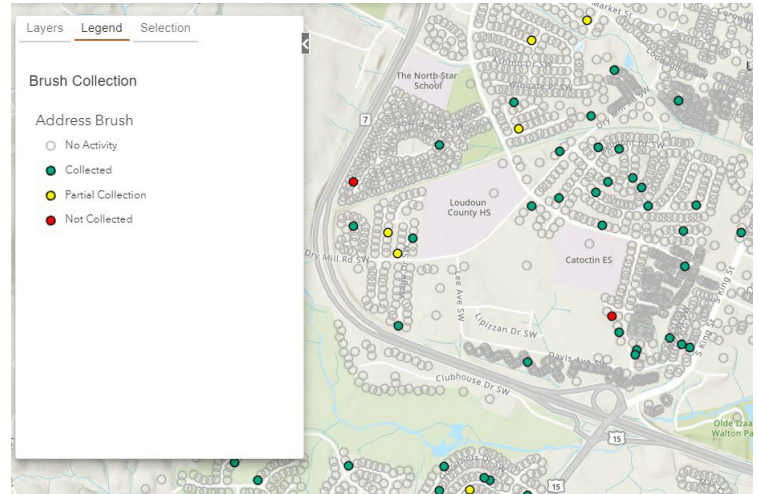
Construction is anticipated to begin in the Fall of 2022 and should last approximately 18 to 24 months.



Public Works & Capital Projects

The Department of Public Works and Capital Projects has been expanding use of Central Square's Enterprise Asset Management (EAM) software to better manage Town assets and track work performed by the department.

A request module is used to log requests for service and even praise for work performed by our team. The Town is also able to track work performed by the operations staff using a work order module that collects labor, material, equipment, and contractor costs associated with maintaining many of the public assets in Town.



This software has also been integrated with the Town's GIS services so maps can be created for use by staff. For example, the status of brush collections can be tracked, which helps staff document locations of tagged piles that are out of compliance with Town Code.

Field staff use a tablet to document their progress in the field and, because the system is live, within a few minutes' time, supervisors and staff can observe the operation and stand ready to answer questions from residents regarding the service.

Upcoming enhancements to this software include implementation of the stormwater and equipment modules and further integration with the Towns' GIS mapping data.

Law Enforcement Vehicle Upfitting

Within the last year, the Town's Fleet Maintenance team has continued with training and certification associated with up-fitting law enforcement vehicles.

Where other jurisdictions must transport their vehicles to third-party vendors to install, maintain, and repair vehicle components, our in-house staff handles all ordering, installation, and maintenance of accessories including lighting packages, radios, ticket printers, in-car cameras, computer mounts, K-9 packages and consoles.



This gives us flexibility and control over the quality of wiring and installation of components as well as the consistency of installation to help expedite and simplify troubleshooting and future upgrades.

Over the past few years staff have obtained or renewed certifications and attended training including EVT-Level 1, Watchguard (in-car cameras), Whelen lighting systems and ASE Electrical. Police leadership in charge of their fleet recently stated that officers are extremely satisfied and have a very high level of confidence in the vehicles being placed in service by the Town's Fleet Maintenance Division.



Planning & Zoning

In March 2022, the Leesburg Town Council adopted the Legacy Leesburg Town Plan, which will play an important role in guiding future development within the Town.

Virginia State Code requires each locality to adopt a comprehensive plan that details long-range recommendations for the physical development of the locality and to review and update that plan regularly. Leesburg's previous Town Plan was adopted in 2012.

While a comprehensive plan is a state code requirement, the Legacy Leesburg Town Plan is intended to do much more. The process of the new Town Plan began in summer 2019 with an unprecedented public outreach effort where residents provided their input on what they would like to see for the Town's future. Two key themes that emerged from this outreach were character preservation and access to new amenities.

Following development of the initial draft of the plan, the Town's Planning Commission spent nearly a year reviewing and refining the Legacy Leesburg Town Plan before forwarding it to the Town Council for approval.

The next step is the implementation of the Legacy Leesburg Town Plan. One of the first implementation items will be a comprehensive rewrite of the Town's Zoning Ordinance, expected to begin this fall. Town staff is working on developing educational materials and a Legacy Leesburg Town Plan orientation session to bring members of the development community up to speed on how the Town Plan will be used to review legislative land use applications. Details regarding this session will be forthcoming. [Click here](#) for more details.



Information Technology

The Information Technology Department has been dedicated to cybersecurity improvements and digital Town Hall initiative expansion.

This year, IT upgraded the entire Town to Office 365, moving our primary collaboration platform to the Azure Government Cloud, where the Town can benefit from Microsoft's security and reliability.

In addition, IT deployed an enterprise password management solution, which enables sign-on and multi-factor authentication for Town enterprise systems.

IT has also become an active member of the Multi-state Information Sharing and Analysis Center (MS-ISAC) and partnered with the Center for Internet Security (CIS) to implement additional cybersecurity tools for which the department secured grants.



Utilities Department

New aeration blowers were installed at the Water Pollution Control Plant earlier this year. They replaced units that were decades old and have reached the end of their useful life.

The new units require less power and are more efficient. Under normal plant flow conditions, the approximate power savings are anticipated to be around \$20,000 annually.



Water & Sewer Request - Town of Leesburg, Utilities Department


You may start or stop water and sewer service with the Town of Leesburg by completing and submitting this form. If you have any problems submitting your information or if you have any questions regarding service, please call 703-771-2713. Please note we do not accept requests over the phone.

The Town of Leesburg requires a minimum of 24-hours notice to start or stop service, Monday-Friday, excluding holidays.

We respect our customers' right to privacy. The information you submit on this form will remain confidential and will not be sold or used by an outside company. However, information provided on this form may be used internally for debt collection, to enhance our website or improve customer service.

Start, Stop or Update your account

I'm not a robot

 CAPTCHA
Privacy - Terms

Utilities debuted a new form for starting and stopping water service in October 2021. The new form allows utilities to take advantage of workflows to process forms. The form also includes functionality that allows Property Managers to set up accounts.

This new addition makes it easier to manage and track requests. It has saved staff time and improved responsiveness to customer inquiries. The form address is www.leesburgva.gov/startstop.

Leesburg Executive Airport

The Leesburg Executive Airport continues to see steady growth since the start of the pandemic.

Here are the estimated traffic numbers for the past three calendar years:

2019 – 66,718 takeoffs and landings

2020 – 74,660 takeoffs and landings

2021 – 92,371 takeoffs and landings

2022 – year to date is up 2%, so we expect to see as many flights again this year.

The airport has seen a 38% increase in traffic from 2019 to 2021. It continued to grow with a 9% increase in traffic during Fiscal Year 2022.



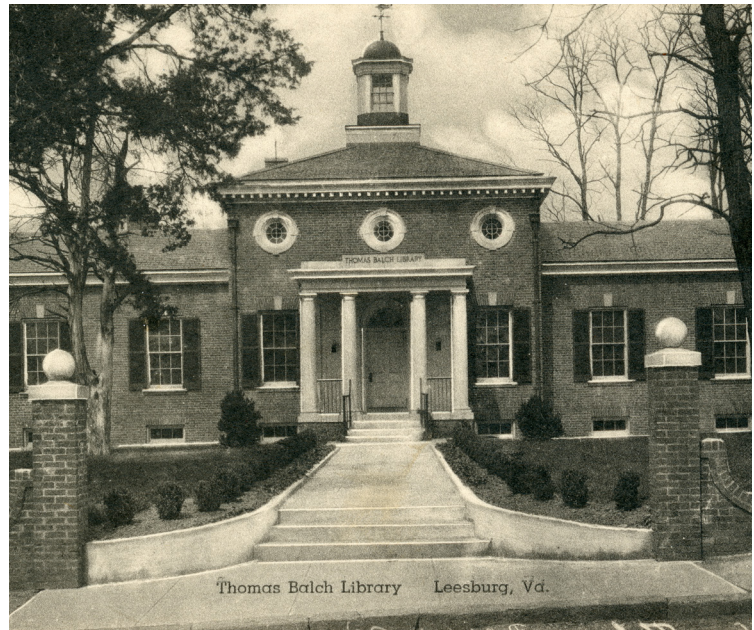
Thomas Balch Library

This year marks the 100th anniversary of the opening of the Thomas Balch Library.

Named after Leesburg native Thomas Balch, a prominent Philadelphia attorney in the mid-19th century, the library building was dedicated in May 1922. In 1960 it became a free, though segregated, public library and in 1965, following desegregation, its services became available to all persons.

In 1974 it joined as a branch of the recently established Loudoun County Public Library system serving the community as a full service public library. When the county's new Rust Library opened in 1992, the Town acquired the Thomas Balch Library building, taking over its operation, and renaming it the Thomas Balch Library of Local History and Genealogy.

A number of celebratory events will be held through May 2023. To learn more, call 703-737-7195 or visit www.leesburgva.gov/departments/thomas-balch-library.



Public Art

In September 2021, the Commission on Public Art (COPA) and Friends of Leesburg Public Arts (FOLPA) partnered with BENEFIT's 2021 Crossroads Music Festival to help launch the new Arts & Cultural District.

The district, which includes the historic downtown area and portions of Catocin Circle, was adopted by the Town Council in 2011 to encourage arts-related businesses and organizations to locate in Town. Incentives including Business and Professional Occupation License tax rebates, real estate tax rebates, and zoning permit exemptions. Additionally, through the growth, expansion and concentration of arts uses, all businesses, residents, and visitors can benefit from the overall vitality of the district over time through various events and programming.

COPA began to develop a marketing strategy for the district in 2019, acknowledging that many local residents or visitors to the downtown area are not even aware the district exists. To help with its promotion, new signage and banners were placed throughout the Town, which identify the District area, prior to the official launch last September.

Visit Loudoun also helps to promote the Arts & Cultural District through an [interactive map](#) of the district.



Parks and Recreation

In July 2021, Mayor Kelly Burk and Town Council members joined Town staff at a ground breaking ceremony for the Ida Lee Park Tennis Air Structure.

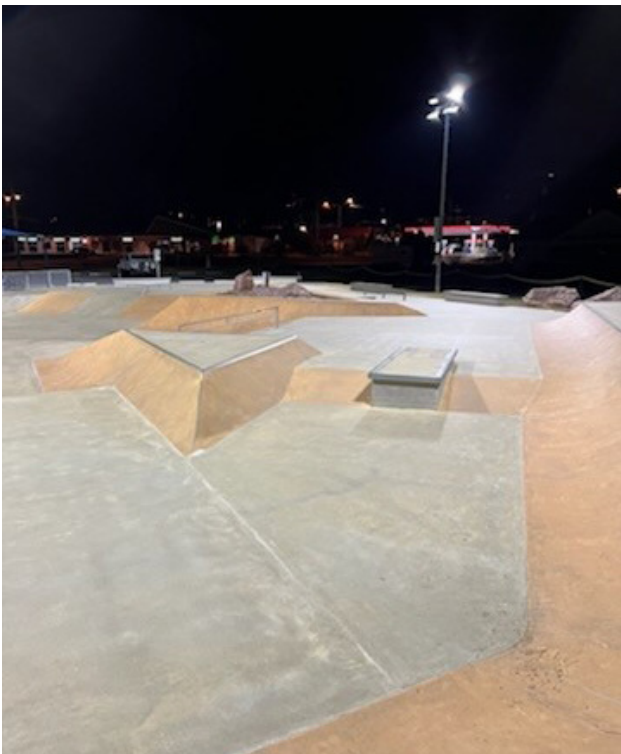
The new tennis bubble was part of the Fiscal Year 2022 CIP. The contractor, Madigan Construction, began working on the project in November 2021.



The dome was officially inflated on May 18, 2022. It sits over three existing outdoor courts to provide additional year round indoor courts. The entire project concluded in June 2022. It opened to the public on July 5, 2022.

This new amenity will expand the Parks and Recreation Department's ability to provide quality tennis opportunities for the Leesburg community.

Lighting Installed at Eric Brown Skate Park



In March 2022, lights were installed at the Eric Brown Skate Plaza, at Catoctin Park, which had been a regular request by park users since the park opened in 2017.

Funding became available through proffering and cost saving measures of the Fiscal Year 2021 budget. As a result, staff was able to move forward with the installation of LED lights, which are operational by push button until 10 p.m. daily.

The skate park was officially dedicated in May 2017, in honor of local skate enthusiast Eric Brown. As a teenager, Brown was instrumental in the creation of the original Catoctin Skate Park in 1998.

The concrete skate plaza is approximately 12,000 square feet and features a bowl, vertical wall and street elements. The park is open to the public beginning at dawn. It will now remain open until 10 p.m. as long as weather is favorable for skating.

Economic Development

In December 2021, the Town of Leesburg became an Exploring Main Street community with the Virginia Department of Housing and Community Development (DHCD).

Main Street is a national model created by the National Main Street Center (NMSC), a subsidiary of the National Trust for Historic Preservation. It is designed to bring jobs, dollars, and people to small towns and commercial districts while leveraging private investment and capitalizing on the unique appeal of historic downtowns.

The program is divided into four (4) Community Revitalization Program Tiers, which provide increasing opportunities and responsibilities depending upon the level selected. In September 2021, the Town applied for and received a Tier 2 designation, “Exploring Main Street”. This requires a non-competitive application identifying a specific area for designation, supported by a Town Council resolution, and allows a locality to become eligible for several grants and provides access to additional state resources.

The Virginia Main Street program has created more than 7,000 businesses, 24,000 jobs, and has generated more than \$1.8 billion in public and private investment in Virginia.



Leesburg’s 2022 Business Award Winners

The Leesburg Economic Development Commission, along with Mayor Kelly Burk and members of the Leesburg Town Council, honored outstanding Leesburg businesses and business owners at The Leesburg Business Awards at ChefScape on Wednesday, May 4.

This year, there were 28 nominations. The winners in each of the award categories are as follows:

Community Ambassador Award – SimplyBe Coffee

New/Expanding Business Award - The Conche



Arts and Culture Award - The Clay and Metal Loft

The George C. Marshall Award - Eric Byrd

The Leesburg Economic Development Commission and Leesburg Town Council would like to congratulate all of the award nominees and winners.



Town of Leesburg
25 West Market Street
Leesburg, VA 20176
www.leesburgva.gov

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WHAT'S INSIDE

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- Thomas Balch Library Celebrates 100 Years

Fiscal Year 2022 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
14 Loudoun Street SW
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
703-771-2750

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