

## Fiscal Year 2025 Budget Questions - Packet #3

### Councilmember Cimino-Johnson – March 2, 2024

**1.) What were the last 10 years of cost-of-living adjustments by year?**

**RESPONSE:** Please see the table below for the 10-year history for Cost-of-Living Adjustments (COLAs). A 3% COLA is being proposed in the Fiscal Year (FY) 2025 Budget.

| FY15 | FY16 | FY17 | FY18 | FY19 | FY20 | FY21 | FY22 | FY23 | FY24 |
|------|------|------|------|------|------|------|------|------|------|
| 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 0%   | 2%   | 3%   |

**2.) Page 16 says a 5% pay-for-performance, but the Town Manager’s presentation said 4%. Please explain.**

**RESPONSE:** The Fiscal Year 2025 Proposed Budget provides for pay-for-performance merit increases up to 5% (an employee can earn up to a 5% merit based on their annual performance evaluation). The Town Manager’s budget presentation notes a 4% increase, because each position is budgeted at 4% knowing that the historical average for merits is close to 4%. Actual increases are based on each employee’s rating on their annual performance evaluation (i.e. 0% for Below Expectations, 3% for Meets Expectations, 4% for Exceeds Expectations, and 5% for Exceptional).

**3.) What is the start date of the proposed construction manager for the Department of Public Works & Capital Projects?**

**RESPONSE:** The construction manager position is budgeted effective July 1, 2024. If the position is approved in the budget, recruitment efforts would begin with the intent of having the position filled as close to July 1<sup>st</sup> as possible.

**4.) What are the balances of the Self-Insurance Fund, the Debt Service Reserve, and Revenue Stabilization Reserve as of June 30, 2023?**

**RESPONSE:** As of June 30, 2023, the Self-Insurance Fund had an unrestricted net position of \$1,046,860. The Debt Service Reserve had a balance of \$9,753,620 and the Revenue Stabilization Reserve had a balance of \$2,000,000. The Debt Service Reserve is set aside for meeting the needs of the Capital Improvements Program over the next six years without requiring a tax rate increase. A portion (roughly 20%) of the unrestricted net position of the self-insurance fund represents contributions to the fund from employee premiums and is not Town funding.

**5.) What assumptions are we using for earned interest? Interest rates are expected to decrease starting mid-year to year-end.**

**RESPONSE:** The assumptions built into the Proposed Fiscal Year 2025 Budget are that money market rates will continue to fall as the Federal Reserve reduces rates but that rates will not go below 3% before the end of 2025 as indicated by the Federal Reserve’s dot plots. Rates the Town has locked in at 5% and 5.2% in federally guaranteed Certificate of Deposit Account Registry Service (CDARs) over the next two years will generate exactly what is contracted. The portfolio is laddered out in time to maximize the return from a mix of money markets and CDARs over the next two years. The ladder is continuously monitored and adjusted quarterly.

- 6.) **On page 38 Library revenue is shown as \$8,000 versus page 42 where it is shown as \$11,000. What is the difference?**

**RESPONSE:** Page 38 serves to illustrate revenue by purpose while page 42 illustrates revenue by department for the purposes of calculating local tax funding by department. Thomas Balch Library is budgeted with building rental revenue (\$3,000) and more typical library revenue (\$8,000). The \$3,000 for building rental revenue is classified as “miscellaneous revenue” in the table on page 38 because with its generic description, it could apply to multiple departments.

- 7.) **On page 45, how much of capital projects ending fund balance is restricted, by types and amount?**

**RESPONSE:** At the end of each fiscal year all open Purchase Orders for the Capital Project Fund are legally required to be considered committed, which creates a **negative unassigned fund balance** in the Annual Comprehensive Financial Report (ACFR). This is because future lines of credit draws are available, but cash has not yet been drawn and the revenue is not recognized. The breakdown of the ending Fiscal Year 2023 balance of \$12,597,507 is as follows. You can see this information on page 10 of the ACFR.

- Non-spendable - \$4,000
- Restricted - \$10,330,619
- Committed - \$2,262,888

After all the reservations, there are about \$2,257,090 that are programmed in Fiscal Year 2024 so there is no expected unallocated fund balance in the Capital Projects Fund at the end of Fiscal Year 2024.

- 8.) **On page 48, why is there an increase of 3.5 FTE?**

**RESPONSE:** The Fiscal Year 2025 Proposed Budget includes an overall increase of 3.5 FTE over the Fiscal Year 2024 adopted budget, which includes two enhancement positions. The two enhancement positions include a Construction Manager for Capital Projects and a Utility Plant Operator for the Water Treatment Plant in Utilities. In addition to the two enhancement positions, there were 1.5 FTEs added after the publication of the adopted Fiscal Year 2024 budget comprising of a conversion of an overfill Accounting Associate position to a full-time Management and Budget Analyst position in the Department of Finance and Administrative Services and the conversion of a regular part-time Administrative Associate position to a full-time position in the Department of Economic Development.

- 9.) **There is a \$10,000 placeholder for new special events fee waivers. Do we actually have an event(s)?**

**RESPONSE:** These waivers are granted to requesting charitable/nonprofit organizations by Town Council on a case-by-case basis. This amount represents an allowance for new requests based on what has typically been requested in the past on an annual basis. Tracking event fee waiver requests within the Town Council budget allows for a better historical record.

**10.) Why is there a \$3,880 increase in telecommunications in the Town Manager's Office but no personnel increases?**

**RESPONSE:** The most significant component of this increase is \$3,181 for wi-fi service for the log cabin, which was part of the budget for the Department of Economic Development in Fiscal Year 2024. The balance of the increase reflects the transfer of cell phone service for the Assistant Town Manager (previously budgeted in the Department of Parks & Recreation) and an air card for the Town Manager to provide secure internet access while travelling. While the Department of Economic Development would have recognized savings in telecommunications with the transfer of the services for log cabin to the Town Manager's Office, service for the new Economic Development Offices consumed the savings.

**11.) In the Town Manager's budget (and other departments), why are we budgeting for line items that have had no actual costs in the past? For example, stationary and forms, administrative travel, computer equipment.**

**RESPONSE:** Generally speaking, budgets are controlled at the department level, not at the line-item level. While specific line items may not have historically had spending, it may be that those funds were transferred to other line items based on where the need was for a given fiscal year. When this happens, it is common to see other line items where the Fiscal Year 2025 budget is less than historical spending. Department budgets must maintain some level of flexibility so that departments can respond to changing needs throughout a fiscal year. It could also be that the need for funds in those line items did not exist in prior years. For example, in the Human Resources Division, there was no spending for computer operating supplies in Fiscal Years 2022 or 2023, but there also was insufficient budget for expenditures like tuition reimbursement in those years so savings in one line-item were used to cover overages in the other line-item.

**12.) Printing services – do our forms include other languages besides English? We have a large Spanish speaking community in Leesburg.**

**RESPONSE:** Many of the Town forms are online as part of the website, such as the Thomas Balch Library [event registration form](#), which can be read in Spanish based on the user's browser preferences. Several key information packets are provided in Spanish such as the New Resident Guide, the Guide to Residential Services, and the Citizen Emergency Preparedness Guide. Several departments have key information posted in Spanish, such as Parks and Recreation's [Financial Assistance and Scholarship Application Form](#) page. The Police Department has hard copy forms in Spanish for: Consent to search, Miranda waiver, Trespassing form, Leesburg Police Department event waiver form.

**13.) In the Town Manager's Office – Townwide ADA Compliance under Management Services – what is the Town's ADA transition plan that is an ongoing expense for 3 years?**

**RESPONSE:** The Town's ADA Transition Plan is a formal public document that outlines the Town's plan for the removal of non-compliant barriers in accordance with the regulations of the Americans with Disabilities Act (ADA), Title II. A Transition Plan is a "living document" that requires regular updates to reflect the status of the Town's compliance with ADA. The budgeted line item for management services is for several vendors to help address barriers or provide accommodations: sign language interpreters, database subscriptions, and consultants. The Transition Plan can be found on the Town's website: <https://www.leesburgva.gov/government/accessibility>.

**14.) In the Town Attorney's budget for legal services, do we assume no more fees associated with Compass Creek?**

**RESPONSE:** The current \$50,000 for outside counsel does not currently include any additional fees related to Compass Creek. It was unknown at the time of the proposed budget development whether a consensual settlement or adverse annexation process would occur, which would have varying costs. Since these legal fees are one-time in nature, use of unassigned fund balance rather than local tax funding is appropriate as a funding source. Once the Town Attorney meets with outside counsel to discuss future costs, a supplemental appropriation request will be presented to the Town Council for current Fiscal Year (FY) 2024 which can be carried forward to FY 2025.

**15.) In the Clerk's Budget, when do we need to hire a FOIA officer full time to take over all FOIA requests?**

**RESPONSE:** In calendar year 2023, there were 573 Freedom of Information Act (FOIA) requests received--341 general requests (non-PD) and 232 Leesburg Police Department requests. There are presently two FOIA Officers in the Town. One dedicated to general records (Clerk of Council) and one for Police records (Leesburg Police Department Public Information Officer). Both FOIA Officers are tasked with ensuring that the Virginia Freedom of Information Act requirements in the State Code are applied to the Town's FOIA program.

For general records requests, each request is reviewed to determine the correct responding department, whether the requestor wants an estimate in advance, processing an estimate for approval, assigning and tracking activities to departments, ensuring a timely response to the requestor within the legally required response window, and interfacing with the requestor at each step of the request. The Clerk's Office has developed a network of FOIA Coordinators to serve as a liaison in each department and to provide requested records when required. Each coordinator receives an assigned activity to provide records and the Clerk is responsible for assembling a response. In some cases a request may be multi-departmental and/or involve records of a Council Member or Board or Commission member. All records must be reviewed prior to release to ensure that no records are released that are exempt from disclosure and/or prohibited to release. Coordination with the Town Attorney's Office may be needed for complex requests or requests involving active litigation.

The Clerk of Council is also tasked with ensuring that the open meeting requirements of FOIA are met for all public meetings for the Town. This includes Council Meetings, Board and Commission meetings, and any other meetings held by public bodies (such as a task force) designated by Council.

In calendar year 2023, the Leesburg Police Department received 232 FOIA requests. The Leesburg Police Public Information Officer was solely responsible during this time for processing requests in addition to completing their responsibilities as LPD's Public Information Officer. While the level of requests varied in the amount of time to complete, some requests can take multiple hours to complete especially with the growing use of, and complexity of redacting, police body worn camera and in-cruiser footage. With the exception of interacting with other departments and public meeting requirements, the LPD FOIA Officer has the same level of responsibility for police requests as general requests.

For any FOIA Officer, balancing the responsibility of processing FOIA requests with daily assigned duties can be challenging. The volume of requests in any given work week is unknown and must be integrated into the work when received. As education and training continues with staff on what

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constitutes a public records request, as well as the general public's increased awareness and understanding of the records request process, FOIA requests will continue to grow. FOIA Officers are always looking for opportunities to provide as many records as possible on the Town's Web site to promote transparency and reduce the need for the public to submit a FOIA request to receive records; however, that is not always possible for all Town records.

Presently, for calendar year 2024, both the Clerk's Office and Leesburg Police Department have backup staff members to assist with processing FOIA requests. Ideally, in the future, having one dedicated full-time FOIA Officer that solely handles all FOIA requests to the Town (general and police) would be advantageous as the position would not be competing with other (potentially time sensitive) responsibilities assigned to the current FOIA Officers. If and when a dedicated FOIA Officer (FTE) is funded by Council, careful consideration would be given to the knowledge base of the FOIA Officer, ability to pass a background check to allow access to sensitive information as well as understanding the ebbs and flows of FOIA requests. To offset downtime when FOIA requests may be low, additional duties could be absorbed by the FOIA Officer, potentially in the Town Attorney's Office. Any additional responsibilities assigned to a dedicated FOIA Officer would need to be non-time-sensitive and subordinate to the core function of processing FOIA requests.

This enhancement has been discussed in the past but given the higher needs of other departments, this enhancement was not put forward with the proposed Fiscal Year 2025 budget. Discussions will continue each year as the proposed budget is formulated to determine if and when the Town Manager feels it is appropriate to include this position in the proposed budget for Council consideration.

**16.) In the Clerk's Budgets, under management services, why are we overbudgeting by double \$8,500?**

**RESPONSE:** Management Services include multiple areas of responsibility for the Clerk's Office including meeting transcripts and records management activities. Each year, transcription costs vary depending on the number of meetings and the length of meetings. The budget anticipates 44 meetings a year averaging roughly 2.5 hours each. Some are shorter than 2.5 hours, which can contribute to excess funds at the end of the fiscal year that are returned to the General Fund. Records Management activities fluctuate based on the number of records housed at the Town's long-term storage facility, the number of times records must be accessed (delivered and returned) to respond to FOIA requests, and by destruction activities (shredding and documentation) by the vendor when records are eligible for destruction in addition to the monthly storage fees for the long-term records. Records not suitable for digitization and/or records kept in paper format prior to the Town transitioning to digital record keeping are housed and managed by an offsite vendor.

**17.) In the Clerk's Budget, under advertising, \$3,000 more than any actual amount we have spent. Why?**

**RESPONSE:** Advertising for Public Hearings is dependent upon the subject matter and legal notification requirements for agenda items as dictated by the Code of Virginia. As the agenda is set by Council, this is another area that has variability. Staff estimates the amount of funds needed but ultimately, staff must ensure that the funds are available to handle the volume of requests received by Council. Any unspent funds are returned to the General Fund at the end of the fiscal year.

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18.) **Did parking tickets and parking garage revenue move to another department? RESPONSE:** Yes, Parking Ticket Fines moved to the Leesburg Police Department and can be found on page 57 of the Line-Item Detail Report (excerpt below).

| Budget Detail Report - Proposed      |                      | 2022<br>Actual | 2023<br>Actual | 2024<br>Adopted<br>Budget | 2025<br>Proposed<br>Budget | FY24/FY25<br>VAR, \$ | FY24/FY25<br>VAR, % | Item, \$    | Description  |
|--------------------------------------|----------------------|----------------|----------------|---------------------------|----------------------------|----------------------|---------------------|-------------|--|
| 100214 - POLICE - COMMUNITY SERVICES |                      |                |                |                           |                            |                      |                     |             |  |
| 42 FINES & FORFEITURES               |                      |                |                |                           |                            |                      |                     |             |  |
| 42002                                | PARKING TICKET FINES | \$0            | \$0            | \$0                       | (\$181,800)                | (\$181,800)          |                     | (\$181,800) | BASED ON CURRENT FY 2024 TREND. REALLOCATED FROM 100161 (FINANCE DEPARTMENT) TO ALIGN WITH PARKING ENFORCEMENT OFFICERS. |

Parking Garage Revenue was moved to the Department of Public Works and Capital Projects and can be found on page 74 of the Line-Item Detail Report (excerpt below).

| Budget Detail Report - Proposed                       |                              | 2022<br>Actual | 2023<br>Actual | 2024<br>Adopted<br>Budget | 2025<br>Proposed<br>Budget | FY24/FY25<br>VAR, \$ | FY24/FY25<br>VAR, % | Item, \$   | Description             |
|---|------------------------------|----------------|----------------|---------------------------|----------------------------|----------------------|---------------------|------------|-------------------------|
| 100314 - PUBLIC WORKS - BUILDING MAINTENANCE DIVISION |                              |                |                |                           |                            |                      |                     |            |                         |
| 43 USE MONEY&PROPERTY                                 |                              |                |                |                           |                            |                      |                     |            |                         |
| 43005   | PARKING GARAGE SPACE RENTALS | \$0            | \$0            | \$0                       | (\$85,400)                 | (\$85,400)           |                     | (\$85,400) | BASED ON CURRENT TREND. |
| 43006   | PARKING GARAGE REVENUE       | \$0            | \$0            | \$0                       | (\$69,000)                 | (\$69,000)           |                     | (\$69,000) | BASED ON CURRENT TREND. |

19.) **In Finance and Administrative Services, why are we budgeting more for these items than we have ever spent: office supplies \$3,000/Stationary \$3,000/Computer \$2,500/Computer Equipment \$3,000/Telecom \$400/Employee reimbursement \$7,000**

**RESPONSE:** The accounts for office supplies, stationery, computer, and telecom can vary year over year based on any vacancy within the department and have not been increased but have remained in line with prior budgeted amounts. In addition, during the pandemic when more employees were working remotely, these expenditures decreased; however more employees are coming back to the office. This amount within the budget provides flexibility and avoids additional appropriation requests when unanticipated one-time expenses occur for computer equipment failure or increases in preprinted form costs. For the \$7,000 increase in the Employee Tuition Reimbursement line-item, this is due to growing demand in this program largely from police officers. Historically, unused budget appropriation in these accounts have been transferred to offset unexpected expenses within Finance and Administrative accounts, often in support of technology enhancements aimed at improving the customer experience.

20.) **For the Leesburg Police Department-Why an increase of \$32,350 in organizations membership**

**RESPONSE:** This increase was for the Northern Virginia Criminal Justice Academy (NVCJA). While budgeted at \$98,000 for Fiscal Year 2024, the actual Town share was \$124,697.42. Additionally, effective July 1, 2024, the Washington Metro Transit Police Department will no longer be a participating agency at the NVCJA. This will result in an increase for all remaining agencies.

21.) **For the Leesburg Police Department – why is the Fiscal Year 2025 budget for legal services approximately \$7,000 more than what has been spent in the past?**

**RESPONSE:** The Leesburg Police Department budget has \$8,000 budgeted for the legal services line-item for mandated payments to public defenders. It is difficult to forecast the charges for any given fiscal year as there are fluctuations year to year. Before the pandemic in Fiscal Year 2019, \$7,396 was spent in this line-item.

**22.) For the Leesburg Police Department – why is general liability increasing of \$28,085?**

**RESPONSE:** This line item is related to insurance, for which a new vendor was selected in Fiscal Year 2024. While overall, the Town recognized savings in the switch, some aspects, including general liability, saw increases in the annual costs of coverage. This increase is based on the Fiscal Year 2025 estimate from the provider and is consistent with the Fiscal Year 2024 charges.

**23.) For the Leesburg Police Department, veterinary services are down from 2023. With a new K-9 shouldn't that increase?**

**RESPONSE:** The budget for veterinary services has consistently been \$6,000. The higher costs shown in the Line-Item Detail Report reflect expensive dental procedures for the K-9s.

**24.) 52602-Additional licenses are more than ongoing licenses. Why?**

**RESPONSE:** Currently, the Leesburg Police Department has 45 licenses so that staff may access the Town's electronic summons program from their mobile data terminals (MDTs). With fewer vacancies, the number of licenses needed has increased to 65. In the Line-Item Detail Report, the "additional licenses" row represents the cost of these additional licenses as well as the anticipated increases for the maintenance contract and original 45 licenses.

These costs are budgeted as part of the E-Summons Program, a program funded with revenues generated from the issuance of electronic summons (\$5.00 fee) and are restricted in their use. If any savings are recognized, the monies will remain available for E-Summons Program related software, hardware, and equipment necessary for the implementation and maintenance of the electronic summons system. E-Summons revenue cannot be used for other general government purposes.

**25.) For Public Works (Page 66) vehicle insurance decreased by 13%. This appears to be the case for all vehicle insurance lines. Is this based on an actual contract?**

**RESPONSE:** A new vendor was selected in Fiscal Year 2024, which resulted in savings overall. The Fiscal Year 2025 Proposed Budget is based on an estimate from the new vendor and is consistent with the Fiscal Year 2024 charges.

**26.) For Public Works & Engineering & Inspections Division (Page 67) -Postal services is now \$0 but we spent \$3k-\$6k a year in the past. Why? Also the same for printing, memberships and compliance testing.**

**RESPONSE:** These line items have been moved to the Stormwater Management Division (ORG 100322 on page 87). These line items are for the required educational materials sent out to residents for Municipal Separate Storm Sewer System (MS4) permit compliance and were moved for better tracking of all costs associated with stormwater and the MS4 permit.

**27.) For Public Works – Refuse Collection & Recycling (Page 80) - how much does one shred event cost and what type of response do we receive from the public? Well attended?**

**RESPONSE:** Each shred event costs approximately \$3,600 inclusive of the shred company trucks and giveaways that are provided to those that attend. Shred events typically have between 420 and 500 cars per event and collect approximately 7,000 tons with each event. The tonnage from the shred event is counted towards our recycling rate for the Town. The giveaways are typically reusable grocery bags and information related to our MS4 permit is distributed as cars are waiting in line.

**28.) For Public Works & Capital Projects – Stormwater (Page 87)-which organization memberships required/mandated?**

**RESPONSE:** None of the memberships are mandated, though each membership does provide benefits that allow the Town to comply with the Municipal Separate Storm Sewer System (MS4) permit program. The Town benefits from its membership in the Northern Virginia Clean Water Partners, which provides educational outreach through multi-media platforms including TV, radio, etc. Clean Water Partners activities are officially counted as part of the Town's MS4 program. The Virginia Municipal Stormwater Association (VAMSA) is an organization that tracks legislation and implementation of Virginia Department of Environmental Quality (DEQ) regulations and lobbies on behalf of MS4 localities. VAMSA's organizers, the law firm AquaLaw, also provide counsel to the Town within the context of VAMSA activities.

**29.) Are all the stormwater jobs being completed by contractors and not an employee? \$306k.**

**RESPONSE:** No. There is a significant amount of contractor and engineer work being done for the first couple of years to get all of the proper inspections completed. Staff is being utilized for projects that we have experience and proper training for such as outfall inspections, minor drainage channel repairs and maintenance, camera work and inspections of underground storm pipes, and minor pond maintenance that staff can handle with current crew size and equipment.

All work, regardless of whether it is completed by contractors or Town staff, will be managed by Town staff. To best utilize field staff, investments in software, materials and supplies, and significant data updates are required. Due to the size and complexity of some of the work, the Town has no alternative to using third-party assistance to meet permit deadlines. All expenses enable existing staff to do their best work while allowing the Town to make critical investment on schedule with permit requirements.

**30.) Why are water/sewer fees/fixed fees increasing more than the 4.1% we approved?**

**RESPONSE:** The 4.1% increase approved by Council was an average increase between water and sewer rates. Under the approved rates, the sewer rates are increasing 8% and the water rates are not increasing (0%). The increases shown in the Line-Item Detail Report are revenues, increases that result from a combination of increases in consumption and rates. The amounts shown in the Line-Item Detail Report are consistent with the estimates in the five-year rate study approved by Council.

**31.) Page 132 Utility revenue-misc use of money and property \$15,000. What is this paying for?**

**RESPONSE:** This \$15,000 reflects the anticipated purchasing card (Pcard) rebate allocated to the Utilities Fund and is used for Utilities operations, generally. The Town receives a rebate from TD Bank of 1.33% of all amounts purchased through the Town's Purchasing Card (PCard) program. The revenue is split between the General Fund and the Utilities Fund based upon the amount purchased on PCards in each fund. PCard purchases are for small purchases typically under \$5,000 and is a more efficient way to buy small items. There are no costs to the Town for using the PCard program through TD Bank, just rebate revenue.

**32.) In Utilities for Legal Services (page 135) -why do we need outside counsel when we have a department?**

**RESPONSE:** While the Town Attorney's staff handles a significant amount of legal work for the Utilities department, including assistance with contracting, procurement, HR and liability claims, assistance from specialized outside counsel related to compliance with the Town's Virginia



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Department of Environmental Quality permit, as well as other state and federal water quality regulations, is necessary and prudent. This area of law is highly specialized and constantly evolving and utilizing the expertise of a firm that specializes in these issues ultimately saves time and is more efficient.

- 33.) **Park & Recreation for recreation center fees (page 99), do we believe we will increase fees by \$100K from 2023 actuals and 15% from 24 Budget? That seems like a lot unless we are increasing fees.**

**RESPONSE:** There is no admission fee rate increase proposed in the Fiscal Year 2025 budget. The estimated revenue in Fiscal Year 2025 is taking into account current Fiscal Year 2024 revenue trends.

- 34.) **Balch Library Supplies (page 109)-Books for Resale are being bought but no revenue is listed as coming in. Why?**

**RESPONSE:** Revenue is coming in from the sale of library books. This revenue is reflected as part of the \$8,000 budgeted for Balch Library Revenue (page 106). Year-to-date in Fiscal Year 2024, revenues from book sales total \$1,311.64 compared to \$2,954.74 in Fiscal Year 2023.

- 35.) **Balch Library (Page 106)-Was budgeted personnel costs decreased due to a new director and most likely starting salary?**

**RESPONSE:** Personnel budgets are built based on the staff currently in each position and estimates for any vacant positions. Since this position was filled at the time the personnel budget was prepared, it was budgeted as such. Due to the competitive recruitment environment for talent in the region, new directors and most positions have starting salaries similar to previous incumbents, if not higher.

- 36.) **Community Development (Page 112)-why is telecommunications double \$5,400 to \$12,000? Office Supplies from \$3,000 to \$8,000?**

**RESPONSE:** This is a result of the consolidation of the Department of Plan Review and the Department of Planning & Zoning. For these two accounts, the Line-Item Detail Report only captured the historical costs for Planning & Zoning, not Plan Review. The table below shows the details of the two departments and the combined amounts. The telecommunications budget is increasing \$3,500 due to contractual increases and the addition of three phones, but the office supplies budget is not increasing.

| Telecommunications           | FY 2022 Actual    | FY 2023 Actual    | FY 2024 Adopted | FY 2025 Proposed |
|------------------------------|-------------------|-------------------|-----------------|------------------|
| Plan Review                  | \$1,441.59        | \$1,986.37        | \$3,100         | N/A              |
| Planning & Zoning            | 3,576.25          | 4,390.33          | 5,400           | N/A              |
| <b>Community Development</b> | <b>\$5,017.84</b> | <b>\$6,376.70</b> | <b>\$8,500</b>  | <b>\$12,000</b>  |

| Office Supplies              | FY 2022 Actual    | FY 2023 Actual    | FY 2024 Adopted | FY 2025 Proposed |
|------------------------------|-------------------|-------------------|-----------------|------------------|
| Plan Review                  | \$1,410.38        | \$2,181.02        | \$5,000         | N/A              |
| Planning & Zoning            | 2,171.87          | 3,361.71          | 3,000           | N/A              |
| <b>Community Development</b> | <b>\$3,582.25</b> | <b>\$5,542.73</b> | <b>\$8,000</b>  | <b>\$8,000</b>   |

37.) **Why are there no costs included in the Fiscal Year 2025 budget for the zoning ordinance rewrite?**

**RESPONSE:** The zoning ordinance rewrite was approved in the adopted Fiscal Year 2023 budget. Since there is currently \$284,197 left on the purchase order to complete the rewrite, no additional funding is needed in Fiscal Year 2025 budget. Where an open Purchase Order is in place at the end of a fiscal year, state statute mandates that a reserve be made against Unassigned Fund Balance and a budget for the outstanding remaining amount be carried over to the next fiscal year. The budget ordinance and resolution to be approved by Town Council provide for this carryover.

38.) **CIP-When do we anticipate Pickleball courts to be open for use?**

**RESPONSE:** Courts are planned to be open in fall 2026.

39.) **MISC-What is the George Mason/SBDC Business Cohort Program of \$9,600?**

**RESPONSE:** In the Unfunded Fiscal Year 2025 Enhancement Request list in the Fiscal Year 2025 proposed budget document (page 265), there is an unfunded request by the Department of Economic Development of \$9,600 for a George Mason University/Small Business Development Center Business Cohort Program. The funding would be to provide additional training and business development assistance to Leesburg-based small businesses. It would cover two (3-week) cohort training sessions based specifically on needs expressed by Leesburg-based businesses or prospects. All services currently provided through the SBDC will continue regardless of whether the \$9,600 is funded. The \$9,600 allows for an additional service beyond the current Memorandum of Understanding between the SBDC and Loudoun County.

40.) **Do we currently have a remote-control mower for slopes?**

**RESPONSE:** No. The slopes are mowed as far as staff can reach with the tractor mounted bat-wing mower and where the balance of the slope needs to be maintained, it is cut by staff with weed whackers.

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41.) **I did not see the \$100,000 utility fund we approved. Where is this in the budget and where are we with creating this program?**

**RESPONSE:** The \$100,000 set aside for a financial assistance program for residents having financial hardships paying their water and sewer bills has already been appropriated and reserved in current Fiscal Year 2024 budget and will be carried over to Fiscal Year 2025. A council work session is scheduled for this topic on March 18. In brief, the Town is planning to partner with a non-profit organization to administer this program and will need Council's direction for parameters.

42.) **What dictates the timelines on the budget? Is there a state, county law we have to meet a certain deadline? Self-imposed deadline? Details on this would be helpful.**

**RESPONSE:** The Town has a Memorandum of Agreement (MOA) with Loudoun County for consolidated billing that agrees to set tax rates on the same schedule as the County. The Loudoun County Board of Supervisors typically affirms their personal property tax rate the first week in March and formally adopts the budget and tax rates the first week in April to provide sufficient time for the Treasurer to bill personal property taxes which are due May 5. If the Town fails to approve its budget and real estate tax rates by March 31, the County will bill the taxes at the prior year's tax rate. The County will not issue adjusted bills on behalf of the Town per the MOA.

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43.) **COPA is asking for \$3,000 for events. What events? I don't see that defined anywhere.**

**RESPONSE:** The table below outlines the Fiscal Year 2025 budget request for COPA, an increase of \$3,000 from \$12,000 to \$15,000. Three new projects are being requested: Town Sculpture Project, Art Banner Project, and Selfie Mural Project.

| Project/Event                       | FY 2024          | FY 2025          | Change          |
|-------------------------------------|------------------|------------------|-----------------|
| Calendar Project                    | \$ 5,000         | \$ 5,500         | \$ 500          |
| Love Your Mother Event              | \$ 1,000         | \$ 1,400         | \$ 400          |
| Piano Exhibit                       | \$ 1,000         | \$ 1,000         | \$ -            |
| Art in Your Yard                    | \$ 1,300         | \$ 1,300         | \$ -            |
| Crossroads Music Festival           | \$ 1,250         | \$ 500           | \$ (750)        |
| VMFA Exhibit                        | \$ 950           | \$ 700           | \$ (250)        |
| Paint the Plow                      | \$ 1,000         | \$ 1,000         | \$ -            |
| Western Loudoun Art and Studio Tour | \$ 500           | \$ -             | \$ (500)        |
| Town Sculpture Project              | \$ -             | \$ 2,000         | \$ 2,000        |
| Art Banner Project                  | \$ -             | \$ 1,000         | \$ 1,000        |
| Selfie Mural Project                | \$ -             | \$ 600           | \$ 600          |
| <b>Total</b>                        | <b>\$ 12,000</b> | <b>\$ 15,000</b> | <b>\$ 3,000</b> |

44.) **Park Day-Is this a current event we have and, if so, how is it paid for/staffed?**

**RESPONSE:** Park Day is a new event being proposed by the Parks & Recreation Advisory Commission as a way to bring all of the Commissions together. The event is proposed to be put on by the Parks & Recreation Commission with only minimal logistical support by Town staff. The budget request is for \$6,000.

- 45.) **Sidewalk Dining Program-What staff resources are needed to extend this event? Page 4 of the Council Packet for March 11, 2024, lists \$37,800, \$32,700, and page 3, \$21,500. Help me out on the differences here. Friday only is \$16,300 on page 4. How many days for each of these amounts, what days-Friday or Saturday, how much per day? A chart and a calendar would be helpful to see this better.**

**RESPONSE:** Staff workload for Police, Public Works, and Parks and Recreation would be doubled by adding Saturdays. The table below illustrates the breakdown of cost and days for each option. The \$21,500 on page 3 of the memo is the variance between the staff's proposal of Fridays only with blackout dates and Leesburg Movement's proposal of Fridays and Saturdays without blackout dates. Please see Attachment 2 for a calendar. Each day costs approximately \$1,210 for Fiscal Year 2024 dates and \$1,295 for Fiscal Year 2025 dates.

|                | <b>Option 1:</b> Staff's Recommendation of Fridays Only <u>with</u> Blackout Dates | <b>Option 2:</b> Staff's Recommendation of Fridays Only <u>without</u> Blackout Dates | <b>Option 3:</b> Leesburg Movement's Recommendation of Fridays and Saturdays <u>with</u> Blackout Dates | <b>Option 4:</b> Leesburg Movement's Recommendation of Fridays and Saturdays <u>without</u> Blackout Dates | <b>Variance</b> (Between Option 1 and Option 4) |
|----------------|--|---|---|--|---|
| Total Cost     | \$ 16,300  | \$ 18,900   | \$ 32,700   | \$ 37,800  | \$ 21,500                                       |
| Number of Days | 13   | 15  | 26  | 30   | 17  |

- 46.) **Do we really require Police, Parks and Rec, Public Works, and Capital Projects to install a few barriers and take them down for a sidewalk dining program? If yes, who is requiring us to have all of those resources?**

**RESPONSE:** Each of the three departments (Police, Public Works, and Parks and Recreation) serve a separate function to ensure public safety and efficiency. The Town requires the Police Department to ensure public safety. Public Works is required because Virginia Department of Transportation (VDOT) has basic work zone requirements regarding planned street closures (i.e. the use of class 3 barricades) and requires training for such regulations. Only Public Works staff is trained for that. The Town also requires Parks and Recreation staff because they are trained and experienced in facilitating the program, working with the businesses, and enforcing Town and other regulations as needed that are not enforced by Police.

- 47.) **Zoning Ordinance Rewrite-Are we on budget, over, or under? Timeline-are we on target, running past our deadline, or ahead of schedule?**

**RESPONSE:** The Zoning Ordinance Rewrite is on budget and on schedule. Town Council approved a contract amount of \$491,396 on February 28, 2023 (Resolution 2023-034). The contract has a current balance of \$284,197. The consultant has delivered the draft of the first half of the ordinance and staff is in the process of reviewing. The draft of the second half will be delivered by the end of March 2024. The Town is on track to release a full draft of the ordinance for public review this fall and to begin Planning Commission public hearings and work sessions early next calendar year. The overall goal is to present the final ordinance to the Council in late spring 2025.

**Mayor Burk – March 7, 2024**

- 48.) **What would be the implications of increasing the planning commission compensation to double what it is now? They most certainly have been working very diligently to bring applications to the council that have been vetted and improved.**

**RESPONSE:** Doubling the current compensation for the Planning Commission from \$3,750 to \$7,500 for the chair and \$3,600 to \$7,200 for members would have an annual fiscal impact of \$27,290 (\$25,350 in stipends and \$1,940 in payroll taxes). If the Town doubles the compensation for the other two legislative bodies, Board of Architectural Review (BAR) and Board of Zoning Appeals (BZA), it would have an additional annual cost of \$27,290 for BAR and \$6,459 for BZA, or \$61,039 for all three legislative bodies. Currently, the BAR has the same compensation as the Planning Commission and BZA members are compensated \$100 per meeting attended.

## EXHIBIT 3

## TOWN OF LEESBURG, VIRGINIA

**BALANCE SHEET**  
**GOVERNMENTAL FUNDS**  
**June 30, 2023**

|  | General              | Capital<br>Projects  | NVT A       | Other<br>Governmental<br>Fund | Total<br>Governmental<br>Funds |
|--|----------------------|----------------------|-------------|-------------------------------|--------------------------------|
| <b>LIABILITIES, DEFERRED INFLOWS OF</b>  |                      |                      |             |                               |                                |
| <b>RESOURCES, AND FUND BALANCES (Continued)</b>                                |                      |                      |             |                               |                                |
| <b>FUND BALANCES</b>   |                      |                      |             |                               |                                |
| Nonspendable   |                      |                      |             |                               |                                |
| Deposit  | \$ 117,294           | \$ -                 | \$ -        | \$ -                          | \$ 117,294                     |
| Inventory  | 2,972                | -                    | -           | -                             | 2,972                          |
| Prepaid costs  | 458,692              | 4,000                | -           | -                             | 462,692                        |
| Restricted   |                      |                      |             |                               |                                |
| Thomas Balch Library Endowment Fund  | -                    | -                    | -           | 1,197,640                     | 1,197,640                      |
| Parks and recreation (Symmington)  | 50,521               | -                    | -           | -                             | 50,521                         |
| Police   | 147,340              | -                    | -           | -                             | 147,340                        |
| Bond proceeds  | -                    | 4,318,120            | -           | -                             | 4,318,120                      |
| Proffers   | -                    | 6,012,499            | -           | -                             | 6,012,499                      |
| Gas tax  | 2,443,083            | -                    | -           | -                             | 2,443,083                      |
| Parking in lieu  | 517,130              | -                    | -           | -                             | 517,130                        |
| Esummons   | 379,804              | -                    | -           | -                             | 379,804                        |
| Committed  |                      |                      |             |                               |                                |
| Capital Projects – general government  | -                    | 20,407,279           | -           | -                             | 20,407,279                     |
| Capital Projects – parks and recreation  | -                    | 53,122               | -           | -                             | 53,122                         |
| Capital Projects – streets and highways  | -                    | 6,459,338            | -           | -                             | 6,459,338                      |
| Capital Projects – storm drainage  | -                    | -                    | -           | -                             | -                              |
| Capital Projects – airport   | -                    | 221,749              | -           | -                             | 221,749                        |
| Assigned   |                      |                      |             |                               |                                |
| Debt service reserve   | 9,753,620            | -                    | -           | -                             | 9,753,620                      |
| Other reserves   | 7,327,396            | -                    | -           | -                             | 7,327,396                      |
| Expenditures designated for future years                                       | 3,463,611            | -                    | -           | -                             | 3,463,611                      |
| Unassigned   | 28,342,103           | (24,878,600)         | -           | -                             | 3,463,503                      |
| <b>Total fund balances</b>   | <b>53,003,566</b>    | <b>12,597,507</b>    | <b>-</b>    | <b>1,197,640</b>              | <b>66,798,713</b>              |
| <b>Total liabilities, deferred inflows of<br/>resources, and fund balances</b> | <b>\$ 76,671,700</b> | <b>\$ 34,846,796</b> | <b>\$ -</b> | <b>\$ 1,197,640</b>           | <b>\$ 112,716,136</b>          |

The Notes to Financial Statements are an integral part of this statement.

**Calendar of Sidewalk Dining Program Proposals**

GREEN: Sidewalk Dining Program Dates

RED: No Sidewalk Dining Program Dates

BLACK: Blackout Dates (Independence Day and TASTE Event)

| <b>Date</b>               | <b>Option 1: Staff's Recommendation of Fridays Only <u>with</u> Blackout Dates</b> | <b>Option 2: Staff's Recommendation of Fridays Only <u>without</u> Blackout Dates</b> | <b>Option 3: Leesburg Movement's Recommendation of Fridays and Saturdays <u>with</u> Blackout Dates</b> | <b>Option 4: Leesburg Movement's Recommendation of Fridays and Saturdays <u>without</u> Blackout Dates</b> |
|---------------------------|--|---|---|--|
| Friday, May 24, 2024      | Green  | Green   | Green   | Green  |
| Saturday, May 25, 2024    | Red  | Red   | Green   | Green  |
| Friday, May 31, 2024      | Green  | Green   | Green   | Green  |
| Saturday, June 1, 2024    | Red  | Red   | Green   | Green  |
| Friday, June 7, 2024      | Green  | Green   | Green   | Green  |
| Saturday, June 8, 2024    | Red  | Red   | Green   | Green  |
| Friday, June 14, 2024     | Green  | Green   | Green   | Green  |
| Saturday, June 15, 2024   | Red  | Red   | Green   | Green  |
| Friday, June 21, 2024     | Green  | Green   | Green   | Green  |
| Saturday, June 22, 2024   | Red  | Red   | Green   | Green  |
| Friday, June 28, 2024     | Green  | Green   | Green   | Green  |
| Saturday, June 29, 2024   | Red  | Red   | Green   | Green  |
| Friday, July 5, 2024      | Black  | Green   | Black   | Green  |
| Saturday, July 6, 2024    | Red  | Red   | Black   | Green  |
| Friday, July 12, 2024     | Green  | Green   | Green   | Green  |
| Saturday, July 13, 2024   | Red  | Red   | Green   | Green  |
| Friday, July 19, 2024     | Green  | Green   | Green   | Green  |
| Saturday, July 20, 2024   | Red  | Red   | Green   | Green  |
| Friday, July 26, 2024     | Green  | Green   | Green   | Green  |
| Saturday, July 27, 2024   | Red  | Red   | Green   | Green  |
| Friday, August 2, 2024    | Green  | Green   | Green   | Green  |
| Saturday, August 3, 2024  | Red  | Red   | Green   | Green  |
| Friday, August 9, 2024    | Black  | Green   | Black   | Green  |
| Saturday, August 10, 2024 | Red  | Red   | Black   | Green  |
| Friday, August 16, 2024   | Green  | Green   | Green   | Green  |
| Saturday, August 17, 2024 | Red  | Red   | Green   | Green  |
| Friday, August 23, 2024   | Green  | Green   | Green   | Green  |
| Saturday, August 24, 2024 | Red  | Red   | Green   | Green  |
| Friday, August 30, 2024   | Green  | Green   | Green   | Green  |
| Saturday, August 31, 2024 | Red  | Red   | Green   | Green  |
| <b>Total Cost</b>         | <b>\$ 16,300</b>   | <b>\$ 18,900</b>  | <b>\$ 32,700</b>  | <b>\$ 37,800</b>   |
| <b>Number of Days</b>     | <b>13</b>  | <b>15</b>   | <b>26</b>   | <b>30</b>  |