

Adopted
Fiscal Year 2025 Budget
&
Fiscal Years 2025-2030
Capital Improvements Program
For the Fiscal Year Ending June 30, 2025





**Fiscal Year 2025
Adopted Budget
&
Fiscal Year 2025-2030 Capital Improvements Program**

Kelly Burk, Mayor

Neil Steinberg, Vice Mayor

Ara Bagdasarian

Todd Cimino-Johnson

Zach Cummings

Kari Nancy

Patrick Wilt

Kaj H. Dentler, Town Manager

Prepared by the Department of Finance & Administrative Services
Town of Leesburg, Virginia



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Leesburg
Virginia**

For the Fiscal Year Beginning

July 01, 2023

Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Budget Presentation to the Town of Leesburg for its annual budget for the fiscal year beginning July 1, 2023.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

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Introduction



Community Background

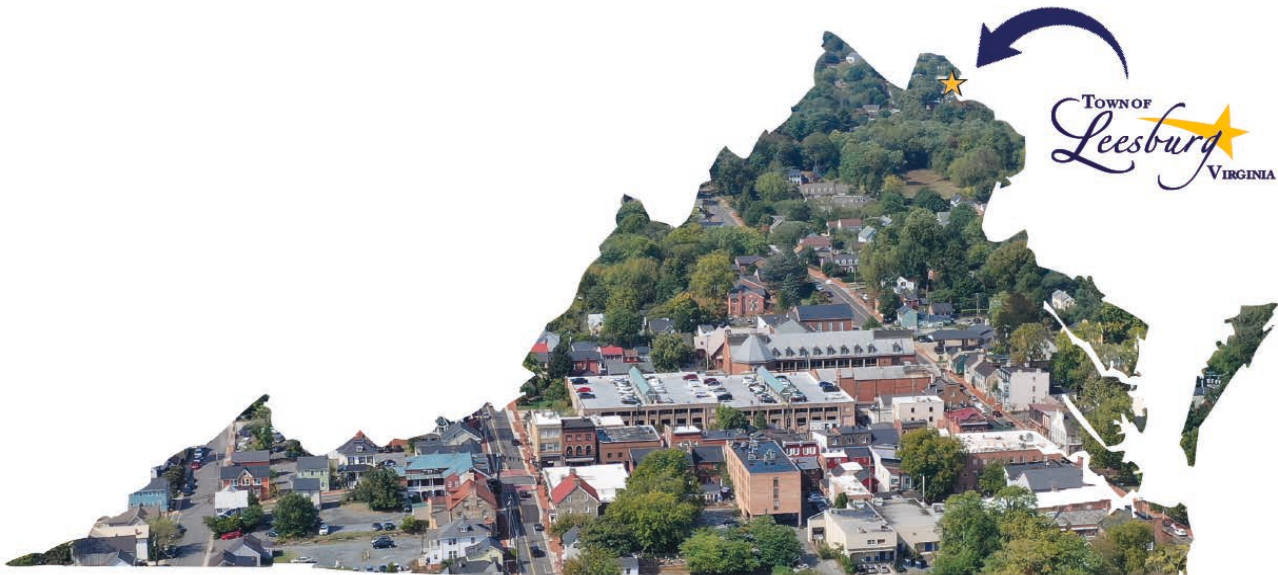
The Town of Leesburg, Virginia, was established in 1758 as the seat of newly created Loudoun County. Until the latter half of the 20th century, Leesburg remained a small country town, serving the needs of surrounding farms. Following the opening of Washington Dulles International Airport on the eastern edge of Loudoun County in 1962, both the County and the Town began to experience the rapid growth that has characterized the region since then. The completion of the Dulles Greenway Toll Road in 1995, providing easy access to the entire Washington, D.C. Metropolitan area, has further fueled that growth.

Today, the Town of Leesburg is the largest town in the Commonwealth of Virginia with a population of 48,908 according to the 2020 U.S. Census. Leesburg's diverse economic base, steady growth, and strong management have earned the Town the highest credit rating possible for a municipal government: AAA ratings from all three major rating agencies (Fitch Ratings, Standard & Poor's, and Moody's).

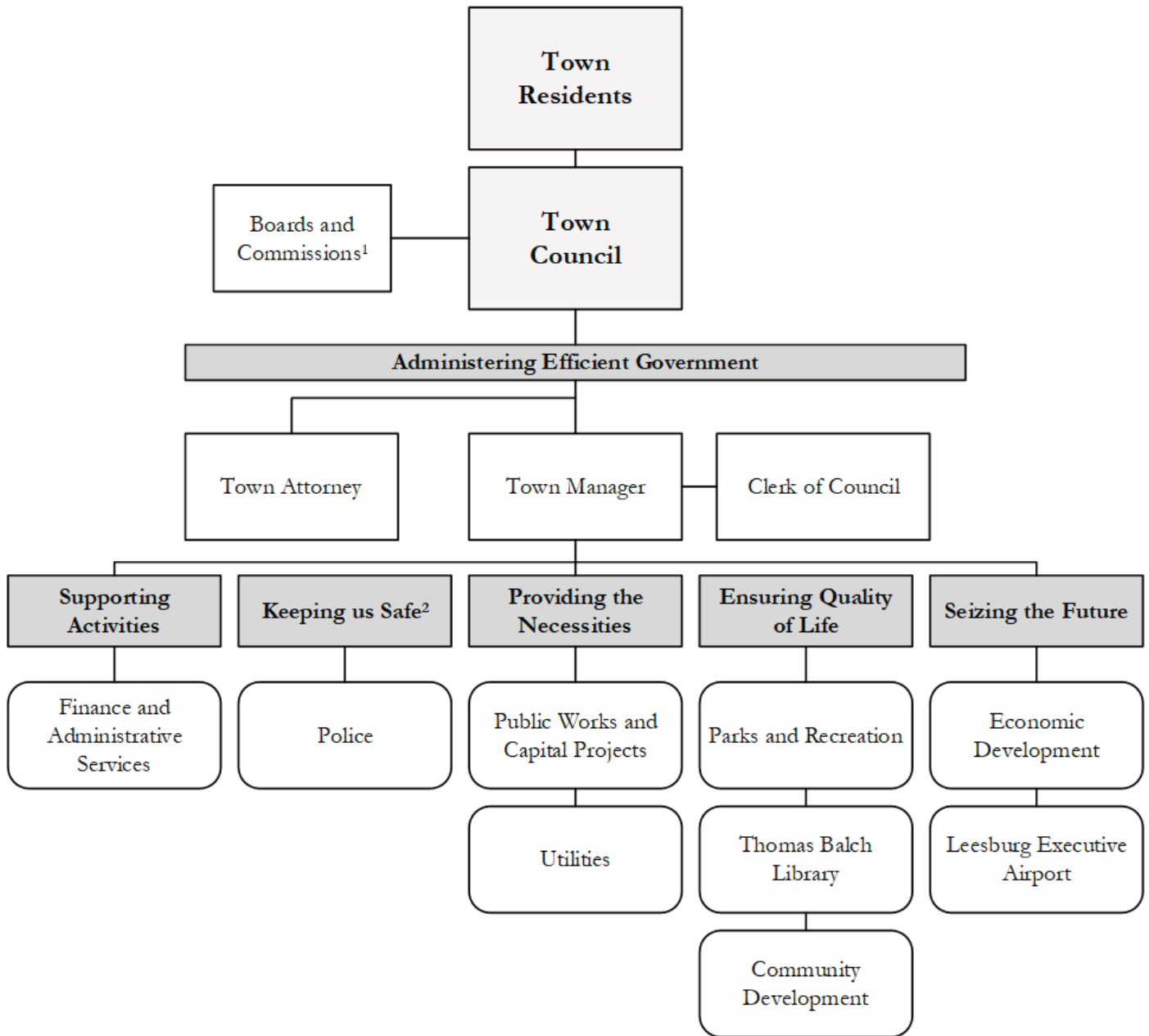
Leesburg remains the center of government for Loudoun County, with the Loudoun County Courthouse and the County's main administrative offices located in downtown. The Town sits on the border between the now-suburban eastern part of Loudoun County and the rural west, offering residents and visitors the best of both worlds. Home to a robust selection of shops, restaurants, and live music venues, Leesburg's historic downtown is one of the best preserved and most recognizable in Virginia. Outside of downtown, Leesburg boasts an impressive and diverse array of business districts and shopping centers, including the Village at Leesburg and the Leesburg Premium Outlets.

Located on the southern edge of town, the Leesburg Executive Airport is the second busiest general aviation airport in Virginia. The airport is a less congested option to Dulles Airport for private business jets and the recently opened customs clearance facility is already attracting more international flights. Despite the increased business traffic, Leesburg Executive Airport remains a popular home base for recreational flyers with four flight schools operating at the airfield.

Leesburg offers residents a variety of residential choices, ranging from downtown apartments and condominiums to traditional townhomes and large estate homes. The Town's proximity to Washington, D.C., growing arts and music scene, abundant recreational opportunities, and Loudoun County's excellent public schools ensure that Leesburg will continue to grow for many years into the future.



Town Organization Chart



¹Airport Commission, Board of Architectural Review, Board of Zoning Appeals, Diversity Commission, Economic Development Commission, Environmental Advisory Committee, Parks and Recreation Commission, Planning Commission, Commission on Public Arts, Residential Traffic Commission, Technology and Communications Commission, Thomas Balch Library Commission, Tree Commission, and Performing Arts Commission.

²Fire and emergency medical services, including emergency response, training, fire prevention and investigation and hazardous material mitigation, in the Town of Leesburg are provided through a combination system, involving both volunteer and career personnel, and are coordinated through the Loudoun County Combined Fire & Rescue System.

Directory of Officials



Kelly Burk
Mayor



Neil Steinberg
Vice Mayor



Ara Bagdasarian
Council Member



Todd Cimino-Johnson
Council Member



Zach Cummings
Council Member



Kari Nancy
Council Member



Patrick Wilt
Council Member

Directory of Staff

Appointed Officials

Kaj H. Dentler, Town Manager

Christopher P. Spera, Town Attorney

Senior Management

Keith Markel, Deputy Town Manager

Katherine D. Trask, Assistant Town Manager

Owen Snyder, Assistant Town Manager/Finance Director

Scott Coffman, Airport Director

Thea Pirnat, Chief of Police

Eileen Boeing, Clerk of Council

Russell Seymour, Economic Development Director

Alex Fitch, Emergency Management Coordinator

Josh Didawick, Human Resources Director

Jakub Jedrzejczak, Information Technology Director

Rich Williams, Parks & Recreation Director

James David, Community Development Director

Kara Rodriguez, Public Information Officer

Renée LaFollette, Public Works & Capital Projects Director

Laura Christiansen, Thomas Balch Library Director

Amy Wyks, Utilities Director

Management and Budget Staff

Lisa R. Haley, Finance Deputy Director/Treasurer

Cole Fazenbaker, Management & Budget Officer

Tamara Keesecker, Deputy Management & Budget Officer

Elisabeth Weaver, Management & Budget Analyst

A Special Thanks To

Clark Case, Former Finance and Administrative Services Director

Alexandra S. Gressitt, Former Thomas Balch Library Director

Vision, Mission & Values

Vision:

The Town of Leesburg will be a prosperous, fiscally sound, and family-oriented community with a full range of housing, business, cultural, and recreational opportunities in a safe and attractive environment for residents, businesses, and visitors.

Mission:

The Town of Leesburg is dedicated to providing excellent municipal services that enhance the quality of life for our diverse community.

Values: What We Believe In

We value:

- Our taxpayers, residents, customers, and employees
- Development and empowerment of our employees to apply their knowledge, skills, and capabilities to support a culture of customer service excellence
- Civic pride
- Safe neighborhoods
- Town culture and heritage
- Entrepreneurship and innovation
- Parks and open spaces
- The Historic District (Downtown)
- Fiscal responsibility
- Accountability

Town Manager Transmittal Letter

July 1, 2024

Madam Mayor, Members of Town Council, and Town Residents:

The Adopted Budget for Fiscal Year 2025 and the Capital Improvements Program for Fiscal Years 2025-2030 lay out the Town of Leesburg's financial plan to continue providing the high-quality services and facilities that our residents, businesses, and visitors expect every year.

This budget maintains the resources necessary to sustain the delivery of excellent services in Fiscal Year 2025. The Adopted Budget also introduces a critical look at how the Town's future needs and expectations can be met fiscally while safeguarding our current limited resources.

SUSTAINABILITY

Similar to Fiscal Year 2024, a major hallmark of this budget is the need for sustainability. Perhaps the most significant part of sustaining our Town government operations is ensuring we have sufficient human capital or staff. The size of the Town of Leesburg's government workforce, at just over 400 full-time employees, is notably lean given the Town's stature as the largest Town in the Commonwealth and when compared to other Northern Virginia jurisdictions of similar size. A 2022 comparative report of local governments notes that, while the Town provides the full range of high-quality services to its residents, it does so at a lower cost than comparable Virginia towns. Namely, the Town provides these services at a cost of \$1,113 per Town resident, which is less than Herndon (\$1,508) and Vienna (\$1,929).

The Town is also committed to environmental sustainability. To that end, the Adopted Budget includes resources to continue addressing stormwater management mandates in both the operating budget and the Capital Improvements Program (CIP). As state and federal requirements become more stringent for permitting, costs continue to increase via unfunded mandates. As the Town becomes more complex, funding environmental sustainability will present future financial challenges.

WEATHERING THE ECONOMY

After record highs following the pandemic, consumer spending has begun to taper off. The Adopted Budget continues the Town of Leesburg's long-standing approach, which combines cautious revenue forecasts with controlled expenditure projections, along with the strategic use of planned reserves.

Like other local governments, the Town continues to contend with inflation and general market unpredictability. Following inflation rates higher than 7% in calendar year 2022, the average 12-month inflation rate for the Washington, D.C. Metropolitan

Area was 3.2% in 2023 according to the Bureau of Labor Statistic's Consumer Price Index (CPI). Inflation continues to impact the costs of construction, equipment replacement, and facilities maintenance, and was recently reported as 3.6%.

The cost of attracting and retaining exceptional employees in today's current market is also continuing to rise steadily with the Town's major competitors for talent being the County of Loudoun and the private sector. For the past five years, the Town has managed to avoid health insurance increases, but is faced with a 10% increase which is being shared proportionately between the employees and the Town in the Adopted Budget. Positions in engineering, information technology, and specialty skills such as government accounting, public safety (both sworn officers and dispatchers), commercial drivers, and utility operators are in high demand with intense competition for qualified applicants. We continue to prioritize retaining our talented workforce and understand that annual compensation must keep pace with their financial needs, especially in a high cost of living area such as Northern Virginia that has a very competitive labor market.

To that end, the Adopted Budget provides all full-time and regular part-time employees with a 3% Cost-of-Living Adjustment increase this fiscal year, with the possibility of attaining up to 5% in additional pay-for-performance merit increases. For part-time employees considered "flexible part-time," the Town will continue its practice of making market adjustments as necessary during the year to attract and retain our incredibly vital part-time workforce.

After strong economic performance in consumer taxes coming out of the pandemic, consumer spending has begun to slow, most notably as indicated by the local sales and use tax. In addition to a slowdown in spending, the Town is negatively impacted by the distribution calculation for this revenue, which is based on student enrollment by State Code. With the re-estimation of population as part of the 2020 Census, the Town's percentage share of the student population in Loudoun County has significantly decreased from 13.78% in FY 2020 to 10.25% in FY 2025, a percentage decrease of 25.62%. The Fiscal Year 2025 budget anticipates a continued decline in this revenue as a result.

GENERAL FUND

General Fund Revenue

The General Fund in the Adopted Budget for Fiscal Year 2025 maintains a real estate tax rate of 17.74 cents per \$100 of assessed value. The Town continues to be a highly desirable community in which to live and work, and recently was reaffirmed as a AAA rated community by all three credit rating agencies. The ongoing

demand for housing in Loudoun County and the Town remains strong while inventory remains very low. As a result, in the past year, assessments of existing residential properties increased 4.12% and assessments of existing commercial properties increased 6.6%. Including construction and growth, commercial property assessments on average grew 7.1%, outpacing residential assessments, which grew by 5.04%. This increase is in line with Legacy Leesburg Town Plan Goal 2.3 (Maintain the Town Fiscal Position) to grow and diversify the Town's tax base. Accordingly, residential properties comprise 77% of the Town's total real estate tax base, and commercial properties comprise 23%. Overall, taxable real estate assessment values in the Town totaled \$11.4 billion during 2023.

With the increased assessments for calendar year 2024 at the adopted tax rate of 17.74 cents per \$100 of assessed value, the average Town homeowner's real estate tax bill for all housing types is estimated to increase approximately \$41.18 annually or \$3.43 per month. Real estate taxes, both residential and commercial, are projected to total \$20 million and comprise 25% of the Town's total General Fund revenue. The Fiscal Year 2025 Adopted Budget anticipates a general slowdown but with some growth in consumer spending and the associated tax revenues except for sales and use tax as noted above. Meals and beverages taxes are estimated to increase \$65,000 or by about 1% while Transient Occupancy Taxes are estimated to increase by about \$72,000 or 8.7% due to expanded numbers of hotel room units and a continued travel and tourism recovery to pre-pandemic levels.

General Fund Expenditures

The Adopted Budget for Fiscal Year 2025 is approximately \$82.5 million, which is an increase of \$4.2 million or 5.3% from the Adopted Budget for Fiscal Year 2024. Of that increase, \$1 million is due to base budget adjustments, reflecting the increased costs of delivering ongoing services primarily due to inflation and the reflection of the full-year effect of the prior year's changes. The Adopted Budget also includes \$1,005,000 in Unassigned Fund Balance to fund several one-time initiatives including roadway redesign and traffic studies, a Comprehensive Parks Master Plan, and contributions to regional organizations.

By maintaining the current tax rate of 17.74 cents per \$100 of assessed value, the Town will receive approximately \$630,000 more revenue due to increased assessment values without having to increase the tax rate. However, with real property growth slowing, fewer enhancements can be funded at the current tax rate. With that in mind, the only General Fund enhancement position included in the Adopted Budget is for the creation of a full-time Construction Manager for Public Works & Capital Projects (\$211,500 for salary and benefits). This position is essential to address the increasing workload of the Six-Year Capital Improvements Program (CIP). This position will be funded by CIP sources, not directly impacting local tax funding. In addition to this position, the Town Council doubled the stipends for the Planning Commission and the Board of Architectural Review. These stipends have not been increased

since 2013. In the future, annual increases in the stipends will be tied to the cost-of-living adjustments for regular employees.

Due to the lack of new revenue sources available at the current tax rate, there were numerous unfunded enhancement requests for Fiscal Year 2025. The list of unfunded enhancements can be found on page 276 of the budget document.

CAPITAL IMPROVEMENTS PROGRAM

The Adopted Six-Year Capital Improvements Program (CIP) for Fiscal Years 2025 through 2030 totals approximately \$308.6 million and includes 75 projects. In Fiscal Year 2025, the budget is approximately \$46.1 million and includes 41 projects.

Major projects in Fiscal Year 2025 include:

- *General Government:* Downtown Streetlights Phase II, Police Station Expansion, Town Hall Fire System Upgrade, and Town Hall Parking Garage Structural Repairs.
- *Parks and Recreation:* Pickleball Courts, Old Waterford Road Trail to Morven Park, Washington & Old Dominion Trail Lighting.
- *Streets & Highways:* Evergreen Mill Road Widening, Plaza Street Sidewalk, and Traffic Signal Replacements.
- *Storm Drainage:* Chesapeake Bay TMDL Phase III, Floodplain Study and Resiliency Planning, Lawson Road Pedestrian Crossing of Tuscarora Creek, Miscellaneous Storm Drainage System Analysis & Repair, and Tuscarora Creek Stream Restoration (Utilities Maintenance Building to Town Shop).
- *Airport:* Airport Air Traffic Control Tower and Airport Runway Pavement Rehabilitation.
- *Utilities:* Water Pollution Control Facility Solids Processing Improvements.

Other projects that are underway from previous years include the Town Shop Expansion and Refurbishment, Town Branch Stream Channel Improvements at Mosby Drive from Catocin Circle to Morven Park Road, Water Storage Tank Recoating (Carr Tank I and Sycolin Zone Tank), and Water Treatment Plant Electrical Upgrades.

Key projects in the out-years of the CIP (Fiscal Year 2026 to Fiscal Year 2030) include:

- *Parks and Recreation:* Ida Lee Park Recreation Center Locker Room and Pool Renovations.
- *Transportation:* Catocin Circle Turn Lane and Trail; Church Street Sidewalk Missing Link; Church Street, South Street, and Harrison Street Improvements; King Street Improvements (Market Street to North Street); North Street Improvements (King Street to Old Waterford Road); Route 15 Bypass/Edwards Ferry Road

Interchange; Royal Street Improvements (Church Street to Wirt Street).

- *Storm Drainage:* Tuscarora Creek Stream Restoration at Crescent Parke.
- *Airport:* Airport Terminal Parking Lot Expansion and Airport Apron Paving – South Hangars and North Terminal Hangars.
- *Utilities:* Automated Water Meter Reading and Meter Technology System, Townwide Lead and Copper Rule Compliance, Water Pollution Control Facility Nutrient & Liquid Processing Improvement, and Water Treatment Plant Sludge Disposal Improvements.

It is important to note that the schedules of several capital improvement projects have been adjusted by moving them further out to ensure the Town meets our fiscal policy of maintaining an Unassigned Fund Balance of at least 20% of General Fund expenditures each year of the six-year period and to balance the workload demand on staff. This adjustment was necessary not only due to inflation, but also due to the size and scope of the Police Station Expansion project as well as the Town Shop Expansion and Refurbishment project.

UTILITIES FUND

Fiscal Year 2025 is the first year of the new five-year utilities rate plan adopted by Council in January 2024. The new five-year rate plan anticipates annual rate increases averaging 4.1%. The Utilities Fund remains in a strong financial position with \$199.1 million net position, with \$52.7 million unrestricted as of June 30, 2023. This position allows the Utilities Fund the ability to continue to invest in environmentally sustainable projects as well as potentially address plant capacity due to development and large volume users such as data centers.

The Adopted Budget for the Utilities Fund in Fiscal Year 2025 totals \$45.7 million and includes operations, capital projects, and the Repair, Replacement, and Rehabilitation (3-R) Program. This increase of \$5 million compared to the Adopted Budget for Fiscal Year 2024 is attributable to an increase in operations of \$1.6 million and \$3.4 million for capital projects.

TOWN RESERVES

The Fiscal Year 2025 Adopted Budget includes the use of General Fund Unassigned Fund Balance for a total of \$1,005,000, which is programmed for:

- Studies focused on roadway design and traffic safety improvements along Catocin Circle as well as East Market Street (\$630,000)
- Funding for electronic vehicle charging stations at Town Hall (\$125,000)
- Funding for a Comprehensive Parks Master Plan (\$200,000)

- Contribution to LAWS Domestic Violence and Sexual Assault Services to support construction of their new facility (\$25,000)
- Contribution to The Leesburg Movement, a Council approved Main Street Initiative (\$30,000)

The Fiscal Year 2025 Adopted Budget also programs \$4.3 million from the debt service reserve as planned in the Town's Long-Term Sustainability Plan to support the Capital Improvements Program (CIP). The Adopted Budget also uses \$300,000 from the Revenue Stabilization Reserve given the decline in sales tax revenue from the reduced allocation based on the Town's school-aged population. The effect is not due to an actual reduction in the school-aged population, but rather is due to the Town's population of school-aged children not growing as fast as the rest of Loudoun County's student population. The Revenue Stabilization Reserve was established in Fiscal Year 2022 to address unforeseen fiscal fluctuation without relying on an immediate increase to the real estate property tax rate. We continue to be cognizant of the need to identify and prioritize new recurring revenue sources to sustain and enhance the Town's operations going forward based on Council's priorities.

In addition to the use of reserves in the General Fund, the Fiscal Year 2025 budget funds the Town's share of the 10% increase in health insurance premiums using the balance available in the Self-Insurance Fund. The Town's estimated share of the increase is \$496,520. Net position in the Self-Insurance Fund as of June 30, 2023, was approximately \$1 million.

On December 11, 2023, the Town's Financial Advisor, Davenport & Company LLC (Davenport), briefed Town Council on the Annual Comprehensive Financial Review. This briefing included a recap of Fiscal Year 2023 General Fund financial results, highlighted the importance of the Town's very strong fund balances, and discussed the Town's capital funding strategies.

The Town's continued cautious approach to municipal budgeting and the strength of its consumer taxes, even in uncertain economic times, aided in General Fund operating revenues exceeding operating expenditures by \$4.8 million in Fiscal Year 2023. The Town added \$6.5 million to strengthen its reserves. The Unassigned Fund Balance increased to \$28.3 million which is equivalent to 42.75% of the General Fund operating expenditures, well above the Town's 20% policy requirement. The amount available after the 20% requirement was \$15.1 million at the end of Fiscal Year 2023. The Town Council has obligated \$4.9 million of Unassigned Fund Balance for Fiscal Year 2024, leaving approximately \$10.2 million available for appropriate one-time use by Council. In March 2024, all three major credit rating agencies (Fitch Ratings, Moody's, and Standard & Poor's) reconfirmed the Town's triple-A credit rating, which is the highest possible.

SUMMARY

The Adopted Budget for Fiscal Year 2025 maintains the current real estate tax rate of 17.74 cents. This tax rate is sufficient to

maintain current Town operations and ensure the quality services our Town residents and businesses have come to expect. However, this rate will not be sustainable in the long run. There will need to be some difficult decisions in how we prioritize initiatives moving forward to continue to meet the needs of our growing population, to enhance operations to meet those needs, and to retain our valuable workforce.

Other future funding challenges include, but are not limited to, addressing stormwater management, potential collective bargaining, transportation-related capital projects and maintenance, additional Parks and Recreation amenities, investment into Leesburg Executive Airport, information technology enhancements, and public safety positions. Additional revenue will be needed, either through new revenue sources or through increases in current revenue streams.

The Adopted Budget continues to fully support the Town's Utilities Department operations that include our water and sewer plants along with 411 miles of pipe. The Adopted Budget aligns with the new five-year utility rate study plan by continuing to fund the needs of the water and sewer systems' future growth and continued maintenance.

The Town's Capital Improvements Program (CIP) for Fiscal Years 2025-2030 demonstrates Town Council's commitment to infrastructure improvements, Town facilities, and quality of life enhancements. The Adopted Budget provides the financial plan to fund the CIP while addressing increasing costs due to inflation and continued supply chain issues.

In closing, I am proud of the Adopted Budget for Fiscal Year 2025 and our ability to maintain the delivery of excellent services and meet Council priorities in a manner consistent with the Legacy Leesburg Town Plan. The Adopted Budget represents key financial investments in our employees to recruit and retain a talented workforce. These financial investments are critical as the Town's greatest assets are our employees who deliver the services the Town of Leesburg needs to remain a desirable place to live, work, visit, and own a business.

Sincerely,



Kaj H. Dentler
Town Manager

How the Budget is Organized

The Town of Leesburg’s budget document is divided into five sections:

- Introduction
- Financial Summaries
- Operating Budget
- Capital Improvement Program
- Supplemental

The first section provides a high-level overview of Town government as well as statistical and demographic information about Leesburg residents, businesses, and visitors. The second section provides financial summary information regarding each major fund. The third section provides department detail information and is grouped by function. The fourth section details the Town’s six-year Capital Improvements Plan (CIP). The final section contains supplemental budget data, statistical, and other information.

The financial summaries section provides revenue and expenditure information for all Town funds and departments. Included is a summary of financial sources and uses for all funds, as well as various views of the information by expenditure category and department. Also included in this section are projections of debt capacity for the General Fund and Utilities Fund and a summary of authorized department staffing levels.

In the third section, Town departments are grouped functionally into six sub-sections to allow the reader to focus on the areas that are of most interest, as follows:

<i>Administering Efficient Government</i>
Town Council
Boards & Commissions
Town Manager
Town Attorney
Clerk of Council
<i>Supporting Activities</i>
Finance
Human Resources
Information Technology
<i>Keeping Us Safe</i>
Police
<i>Providing the Necessities</i>
Public Works and Capital Projects
Utilities
<i>Ensuring Quality of Life</i>
Parks and Recreation
Thomas Balch Library
Community Development

<i>Seizing the Future</i>
Economic Development
Leesburg Executive Airport

Although the Town Council appropriates at the fund level, each department’s financial tables depict sources and uses attributable to the department’s operation, and an analysis is provided regarding significant year-over-year variances. Included in each department’s budget is a breakdown of revenues and expenditures by category (e.g. charges for services, personnel costs, etc.). Also included are Department Goals & Objectives which are categorized by short (within the fiscal year), intermediate (1 to 3 years), and long (more than 3 years) term time frames.

In addition to providing a view of the Town’s budget on a functional level, the department detail sections provide emphasis on key performance indicators that are the highest priority to the Town for each department. The key performance indicators, as well as department goals and objectives, provide a seamless link to the Town’s overall strategic framework.

The fourth section is the six-year Capital Improvements Plan (CIP). This section provides a summary of funding sources and organizes capital projects by functional groups. A brief description of each project, as well as estimated costs and operating impacts, is included.

Included in the final section of the budget document is additional supplemental information to enhance the readers understanding of the budget. The supplemental document contains the Town’s tax and budget appropriation ordinances as well as other budgetary and financial information. A glossary of terms and acronyms is provided.

This document and other Town information can be found by visiting the Division of Finance and Administrative Service’s web page at www.leesburgva.gov/departments/finance or by scanning Quick Response (QR) codes located throughout the document with your smart mobile device.



Budget Process

The Town of Leesburg’s operating budget is on an annual cycle. The budgeting process and the basis of budgeting are consistent with the Town Council’s approved financial policy which is discussed later in this section.

Budget Calendar

October	<ul style="list-style-type: none"> Capital Improvements Program review by Town Manager Performance measures and goals & objectives kickoff
November	<ul style="list-style-type: none"> Performance measures reviewed by budget team Budget and financial kickoff
December	<ul style="list-style-type: none"> Review of CIP by budget team Budget and financial requests submitted to Finance
January	<ul style="list-style-type: none"> Planning Commission reviews draft CIP Department meetings with Town Manager Finance staff develops the Proposed budget
February	<ul style="list-style-type: none"> Planning Commission public hearing on CIP Town Manager submits the proposed budget/CIP to Town Council Town Council public hearing on tangible personal property tax rates Town Council sets Tangible Personal Property Tax Rates
March	<ul style="list-style-type: none"> Town Council work session(s) on proposed budget/CIP Town Council public hearing on proposed budget/CIP Town Council sets tax rate and adopts the budget/CIP

Budget Development Process

The Town begins the budget process with the “Budget Kickoff” and the distribution of budget request packages to all departments. These packages include a brief message from the Town Manager along with general instructions for completing budget forms including Adopted expenditures, capital outlays, departmental goals and objectives, performance measures, and other budget data. Concurrently, the budget team assists in the preparation of updating the annual Six-Year Capital Improvements Program (CIP) in accordance with the Town’s long-term sustainability plan. Capital outlays approved in the CIP for the upcoming fiscal year are incorporated into the budget for management review and Town Council consideration. The process for identifying capital projects to be funded include Town staff identifying projects that align with overall Town strategic goals along with input from Council, commissions, and public. Town staff identify potential funding sources including grant opportunities. Typically, new projects are inserted into the last year of the CIP and each year rolls forward until it is in the

current fiscal year. Projects may be expedited based on funding opportunities or due to other time-sensitive factors. A draft of the Six-Year CIP is presented to the Planning Commission in January at which point the Commission considers the CIP’s conformance with the Town Plan (Legacy Leesburg) and makes recommendations to the Town Council. These recommendations are presented to the Council during the work sessions in March.

Departmental requests are consolidated, and the budget team, composed of the Town Manager, Deputy Town Manager, Assistant Town Managers, Director and Deputy Director of Finance and Administrative Services, the Management and Budget Officer, Deputy Management and Budget Officer, and Management and Budget Analyst, meet to discuss department requests with department directors. Adjustments are made as appropriate and required to meet management objectives and Town Council priorities and strategic goals. All budget requests and new budget initiatives are evaluated for feasibility as it relates to achieving Town strategic goals while aligning with the Town’s financial long-term sustainability plan and fiscal policies.

The next step in the budget process involves preparation of the budget document. The Finance and Administrative Services Department prepares final revenue and expenditure estimates for each department covering all funds and prepares supplemental materials and the staffing plan, both in consultation with the Town Manager. In February, the proposed budget, including the CIP, is submitted to the Town Council. Council work sessions are held, including public hearings to solicit public participation and feedback in the budgeting process. Personal property tax rates are adopted by the Council in February per the terms of the coordinated billing agreement with Loudoun County. Upon conclusion of work sessions, the budget, CIP, and the real estate tax rate are adopted during the last Town Council meeting in March.

Basis of Budgeting

The Town’s budget is prepared using the current financial resources measurement focus and the modified accrual basis of accounting which recognize revenues when they become available and measurable and generally recognize expenditures when liabilities are incurred. With respect to real and personal property tax revenue and other local taxes, the term “available” is limited to collection within 60 days of the fiscal year-end. Federal and State reimbursement-type grants are recorded as revenue when related eligible expenditures are incurred.

Basis of Accounting

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting, consistent with the budget. Governmental funds in the adopted budget include the General Fund and the Capital Projects Fund.

The Utilities Fund, which is a proprietary fund, is reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of a

disbursement of cash. Unlike the current financial resources measurement focus, the economic resources measurement focus recognizes all assets of the funds, not just cash or soon-to-be-cash, and both short-term and long-term liabilities.

Government-Wide financial statements are also reported using the economic resources measurement focus and the accrual basis of accounting.

Budget Amendments

The Town's budget can be amended after adoption using one of the following procedures:

1. The Town Manager has the authority to redistribute funding within the overall approved appropriation; or
2. The Town Council must authorize, by resolution, any changes to the overall appropriation once it has been approved. This authorization is necessary because the Town Council must appropriate new funds before a lawful expenditure can be made.

Fiscal Year 2025 Key Budget Enhancements

Department / Request	Personnel	Operating & Maintenance	Capital Outlay	Total	Offsetting Funding	Local Tax Funding	FTE
ECONOMIC DEVELOPMENT							
Leesburg Movement (Main Street Program) Support							
	\$—	\$30,000	\$—	\$30,000	\$30,000	\$0	—
This enhancement is for funding for the local Main Street initiative - The Leesburg Movement. In 2021 the Town of Leesburg was accepted into the Virginia Main Street Program. Since that time, the initiative has continued to grow and is now a 501(c)(3) corporation. A memorandum of understanding will be created between the Town and the Leesburg Movement. Funding for this enhancement is derived from the General Fund Unassigned Fund Balance.							
POLICE							
School Zone Speed Camera Program							
	\$77,500	\$2,000	\$9,000	\$88,500	\$500,000	(\$411,500)	—
This enhancement provides funding for expenses related to operating a speed camera program in school zones as discussed with the Town Council in November 2023. For Fiscal Year 2025, it is anticipated that cameras will be set up in two school zones at locations to be determined based on analyses by the Leesburg Police Department. Costs associated with the program include personnel costs for flexible part-time staff to verify fees, training, and computer equipment. The program will be offset by fee revenue.							
GENERAL FUND TOTAL	\$77,500	\$32,000	\$9,000	\$118,500	\$530,000	(\$411,500)	0.0
PUBLIC WORKS & CAPITAL PROJECTS							
Capital Projects Construction Manager							
	\$211,500	\$3,700	\$—	\$215,200	\$215,200	\$0	1.0
This enhancement is for a Construction Manager for the Office of Capital Projects. This position will assist in managing the workload associated with the Town's Six-Year Capital Improvement Program, increasing the number of construction managers from one to two. The addition of this position will help to keep projects on schedule and on budget. This position is fully funded by the Capital Projects Fund.							
CAPITAL PROJECTS FUND							
TOTAL	\$211,500	\$3,700	\$0	\$215,200	\$215,200	\$0	1.0
UTILITIES DEPARTMENT							
Water Treatment Plant Operator							
	\$79,770	\$4,180	\$—	\$83,950	\$—	\$—	1.0
This enhancement is for a Utility Plant Operator for the Water Treatment Plant in the Utilities Department and will monitor and treat the Town water to ensure it is safe to drink and meets Federal regulations. This position was identified in the rate study approved by Town Council in January 2024. This position is funded through Utilities rate revenue and has no impact on local tax							
UTILITIES FUND TOTAL	\$79,770	\$4,180	\$—	\$83,950	\$—	\$—	1.0
COMBINED FUNDS TOTAL	\$368,770	\$39,880	\$9,000	\$417,650	\$745,200	(\$411,500)	2.0

The Budget in Brief

The Fiscal Year 2025 Adopted Budget for all funds totals \$159,821,719. This represents an overall increase of \$680,653 or 0.4% from the Fiscal Year 2024 budget. The following table reflects the Fiscal Year 2025 Adopted budget for the General Fund, Capital Projects Fund, and Utilities Fund.

Fund	FY 2024 Adopted	FY 2025 Adopted	\$ Change	% Change
General Fund	\$78,393,510	\$82,546,973	\$4,153,463	5.3 %
Capital Projects Fund	\$40,120,264	\$31,616,106	\$(8,504,158)	(21.2)%
Utilities Fund	\$40,627,292	\$45,658,640	\$5,031,348	12.4 %
Total	\$159,141,066	\$159,821,719	\$680,653	0.4 %

General Fund

The General Fund is the operating budget for the Town and includes the funding associated with the various lines of business of the general government. The Fiscal Year 2025 Adopted Budget for the General Fund totals \$82,546,973, an increase of 5.3%. The increase in the General Fund budget is largely attributable to compensation increases, stormwater maintenance to respond to changing regulations (approximately \$300,000), increasing debt service costs (\$1.2 million), and one-time costs for traffic calming and safety improvement studies, electric vehicle charging stations, and a Comprehensive Parks Master Plan (\$975,000).

Capital Projects Fund

The Capital Projects Fund represents the Town's Capital Improvements Program (CIP). The Fiscal Year 2025 Adopted Budget for the Capital Projects Fund totals \$31,616,106 or a decrease of 21.2% from the Fiscal Year 2024 budget. This decrease is mainly attributable to \$13.8 million of appropriation for the Route 15 Bypass/Edwards Ferry Interchange project with state funding. Of the Fiscal Year 2025 appropriation, \$3,500,000 is included for the Capital Asset Replacement Program (CARP) within the General Government Section of the CIP. CARP provides funding for the repair, renovation, and replacement of General Fund fixed assets including equipment, facilities, information technology infrastructure, and vehicles/apparatus.

Utilities Fund

The Utilities Fund total for the Fiscal Year 2025 Adopted Budget is \$45,658,640, an increase of \$5,031,348 or 12.4% compared to the Fiscal Year 2024 budget and is comprised of \$24,952,676 for operations; \$6,193,464 for debt service; and \$14,512,500 for the Capital Improvements Program. Of the increase, \$3.4 million is attributable to the Capital Improvements Program, in particular the Water Pollution Control Facility Solids Processing Improvements project. The operations budget for the Utilities Fund includes one enhancement position: a Water Plant Operator. The Fiscal Year 2025 Adopted Budget reflects the first year of the five-year work plan related to the water and sewer rates approved by the Town Council in January 2024. The five-year rate plan anticipates rate increases of 4.1% per year.

Changes Between Proposed and Adopted

During budget deliberations, Town Council made several changes to the budget. The Town Council double the compensation for the Planning Commission and Board of Architectural Review, compensation which had not increased since 2013. The Council also established funding for a new Performing Arts Commission in the amount of \$11,000 and increased funding for the Commission on Public Art by \$3,000. Offsetting these increases, the Town Council removed funds for a facilitator for the Council Retreat as well as a staff identified reduction for a vehicle that could be purchased early.

The Town Council also funded several one-time costs using General Fund Unassigned Fund Balance including

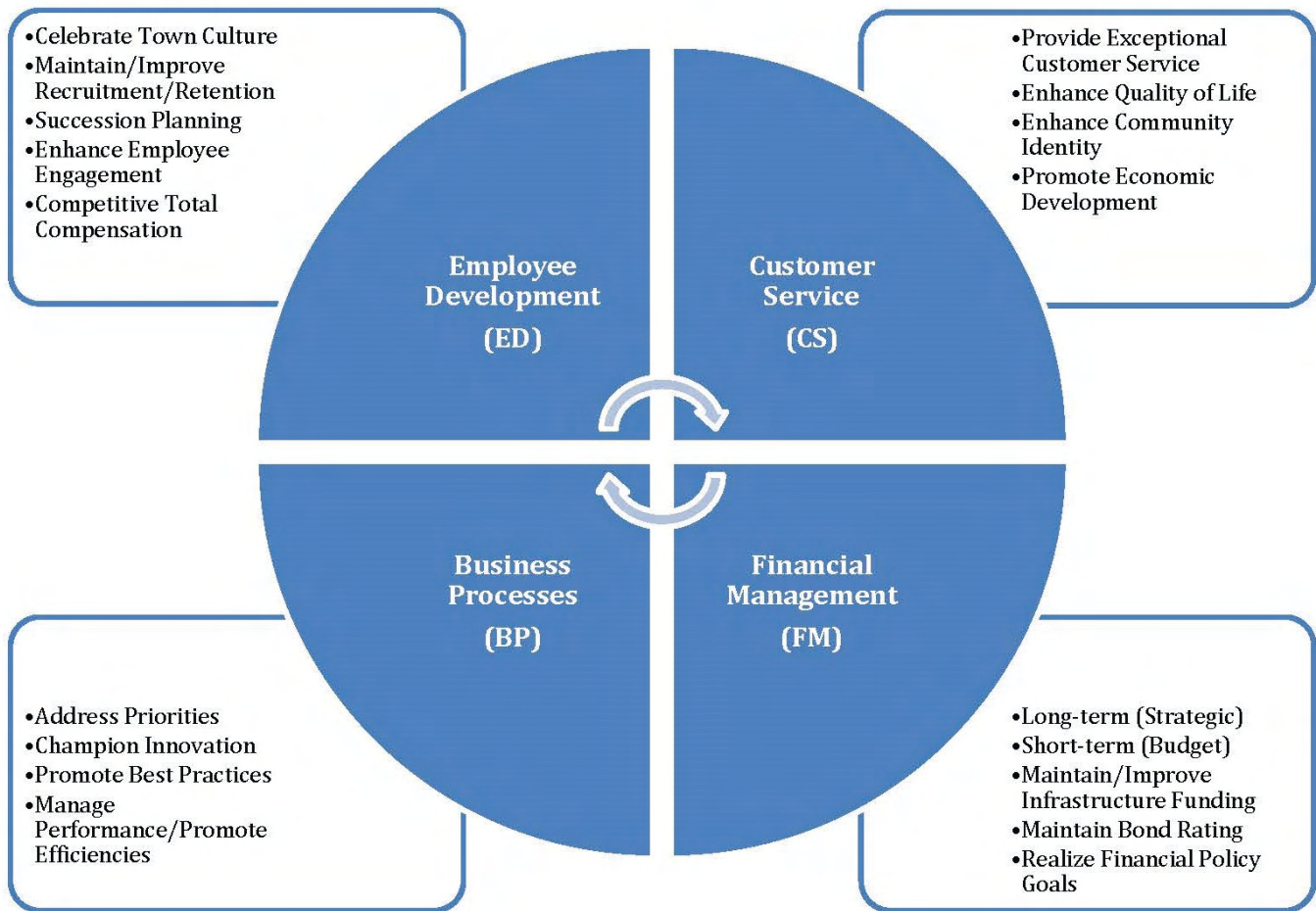
- Studies focused on roadway design and traffic safety improvements along Catocin Circle as well as East Market Street (\$630,000),
- Funding for electronic vehicle charging stations at Town Hall (\$125,000),
- Funding for a Comprehensive Parks Master Plan (\$200,000), and a
- Contribution to LAWS Domestic Violence and Sexual Assault Services to support construction of their new facility (\$25,000).

With the identification of offsetting reductions and the use of one-time funds for one-time, non-recurring expenses, these changes did not result in a change to the real property tax rate.

Strategic Framework

The Town of Leesburg utilizes a modified balanced scorecard approach to manage progress toward strategic targets, promote continuous improvement and efficiency, and provide better service delivery and value for tax dollars invested.

The balanced scorecard focuses on four core competencies: Customer Service (CS), Financial Management (FM), Business Process (BP), and Employee Development (ED). In each subsection, priority goals align department operations with leadership strategies to create intended results and outcomes. Furthermore, department specific goals and objectives link back to the model. Through this framework, the Town has identified key performance indicators that link department performance to the four core competencies. Information regarding key performance indicators; long-term, intermediate-term, and short-term goals and objectives; performance analyses; and budget analyses can be found in individual department budget pages.



Town Council Focus Areas

In conjunction with the Town’s balanced scorecard approach toward strategic targets, each year the Leesburg Town Council reviews and adopts focus areas that become the foundation for Town policy for the successive year. During the beginning of each budget cycle, the Town Manager, in consultation with each operating department, coordinates the development of department goals and objectives that align Town resources to achieve desired focus area outcomes.

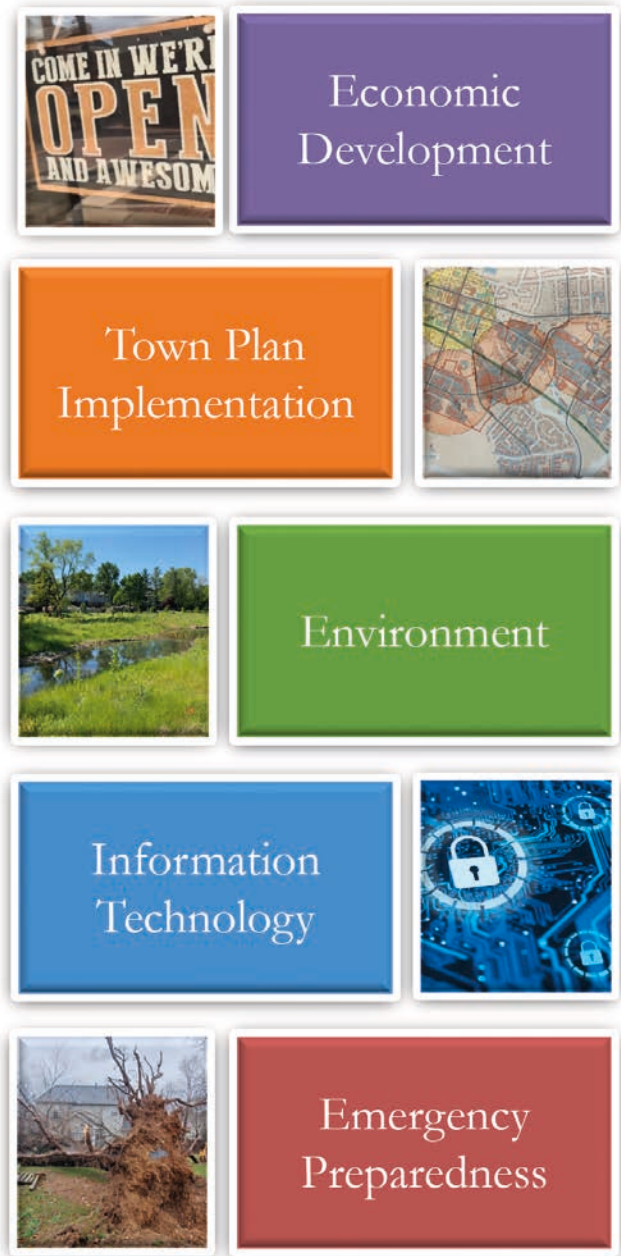
The following Strategic Focus Areas for Fiscal Year 2025 are the result of the Town Council's Planning Retreat held in April 2021:

- **Economic Development**
- **Town Plan Implementation**
- **Environment**
- **Information Technology**
- **Emergency Preparedness**

Through this framework, the Town is able to identify, orient, and align key operational priorities to these focus areas in order to ensure that the Town continues to move toward the completion of Town Council policy objectives.

The Town Manager’s Office provides regular reports throughout the year, including:

- [Quarterly Development Activity Reports](#) that detail the current status of active land development applications.
- [Fiscal Year Annual Reports](#) that provide highlights of overall accomplishments from the previous fiscal year.



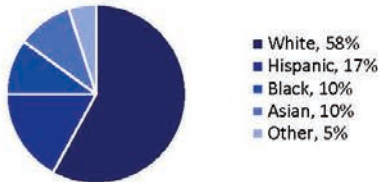
Demographic & Statistical Information



The Basics

Population (July 2022 Estimate)	48,974
Avg Household Income	\$163,077
Avg Residential Assessed Value	\$590,965
Total Area	12.65 Sq Miles
% Built Out	93%
Vacant Land	532 acres

Race & Ethnicity

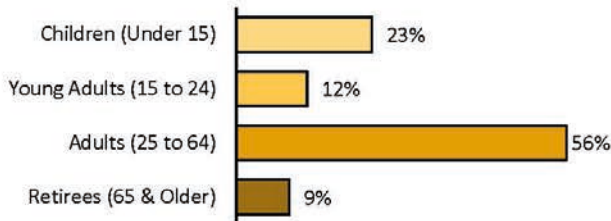


19% are foreign born
 18% speak a language other than English at home and speak English "very well"

Top Employers

Private	Public
Wegmans	Loudoun County
Stryker (K2M)	Loudoun County Public Schools
Westec Security Systems	Federal Aviation Administration
Target	Town of Leesburg
Costco	Commonwealth of Virginia

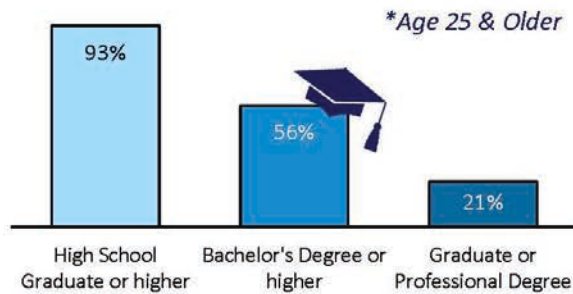
Population by Age



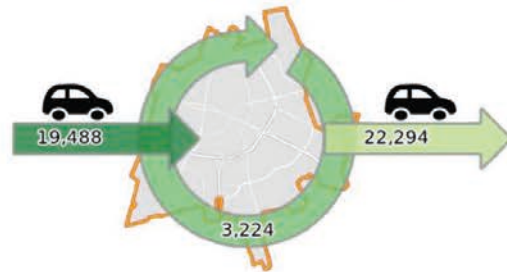
Labor Force Participation
 age 16 & older

Men	Women	Total
84%	70%	77%

Educational Attainment*

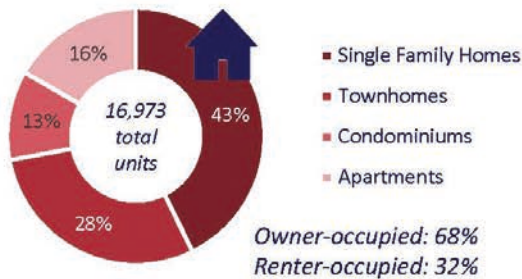


Commuting Inflow & Outflow



From	To
Loudoun County – 30%	Northern VA – 39%
NoVa & DC – 22%	Loudoun County – 27%
Leesburg – 14%	Leesburg – 13%
N Shen Valley – 8%	MD & PA – 6%
MD & PA – 8%	DC – 4%
WV – 9%	Richmond Area – 2%
Other – 11%	Other – 9%

Housing Stock



Data Sources

- U.S. Census Bureau 2022 Annual Population Estimates
- 2022 American Community Survey 5-Year Estimates
- 2021 LEHD Origin-Destination Employment Statistics
- Virginia Employment Commission
- County of Loudoun
- Town of Leesburg

Financial Assessment

Through planning and resolve, the Town Council endorsed and implemented a long-term sustainability plan that set a road map for the Town’s finances. In so doing, the Town is positioned to weather economic uncertainty, yet remain flexible to take advantage of opportunities as they arise. The core of the plan is a stable real estate tax rate that provides for our debt obligations and core essential services.

One measure of the Town’s long-term financial strength is the size of the General Fund unassigned fund balance. Council approved a revision to the fiscal policy, Resolution No. 2015-018, to make the General Fund unassigned fund balance equal to no less than 20% of expenditures after taking any necessary steps to fund the Debt Service Reserve and the Capital Asset Replacement Program per the Town’s long-term sustainability plan. As of June 30, 2023, the unassigned fund balance was

\$28,342,103 meeting the fiscal policy requirement of maintaining an unassigned fund balance equivalent to no less than 20% of General Fund expenditures. The Town has achieved this policy requirement every year since the Council enacted the policy in January 2015.

The Town’s bond ratings are further evidence of its financial strength. The Town enjoys the highest possible credit ratings (AAA) from all three rating services, Moody’s, Standard & Poor’s, and Fitch, which highlights the Town as a high quality municipal investment. Ratings were most recently affirmed in spring 2024. Having solid financial policies and strong financial reserves are the principal reasons for these excellent bond ratings. The table below illustrates the progressively increasing financial resiliency of the Town.

Table 1: Historical Bond Rating

	Moody’s	S&P	Fitch
2015-present	Aaa	AAA	AAA
2014	Aa1	AAA	AA+
2009	Aa2	AA+	AA
2006	Aa2	AA	AA
2005	Aa3	AA	AA
2003	A1	AA-	-
2000	A1	AA-	-
1999	A1	A+	-
1998	A1	A+	-

Financial Policies

The Town of Leesburg has an important responsibility to carefully account for public funds, to manage municipal finances wisely, and to plan and provide for the adequate funding of services desired by the public and as required by laws, rules, or regulations, including the provision and maintenance of public facilities and improvements. The budget and financial goals and policies set forth by Town Council and summarized in this document are intended to establish guidelines for the continued financial strength and stability of the Town of Leesburg. Financial policies are reviewed throughout the fiscal year and annually by staff and Council during the Adopted budget process. Town Council adopts any changes to the fiscal policy during the adoption of the budget. The following sections represent and reference the Town’s fiscal policy as amended by Resolution No. 2017-097 and subsequent budget processes.

Accounting, Auditing, and Financial Reporting

- A. The Town will establish and maintain the highest standards of accounting practices in conformance with uniform financial reporting in Virginia and generally accepted accounting principles for governmental entities as promulgated by the Governmental Accounting Standards Board and Auditor of Public Accounts (APA).
- B. The Town will engage an independent firm of certified public accountants to perform an annual financial and compliance audit according to Generally Accepted Governmental Auditing Standards (GAGAS) and Title 2 Code of Federal Regulations Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Single Audit Act) and will have these accountants publicly issue an opinion, which will be incorporated in an annual comprehensive financial report.

- C. The Town will annually seek the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting and the Government Finance Officers Associations Distinguished Budget Presentation Award.

Asset Management

- A. The Town will capitalize all fixed assets with a value greater than \$5,000 and an expected life of two years or more.
- B. The operating budget will provide for minor and preventive maintenance.
- C. The capital budget will provide for the acquisition of fixed assets and the construction, or total replacement of physical facilities to include additions to existing facilities, which increase the square footage or asset value of that facility or other asset. The Town will protect its assets by maintaining adequate insurance coverage through either commercial insurance or risk pooling arrangements with other governmental entities.

Revenue Management

General Fund

- A. The Town will maintain a diversified and stable revenue structure to protect it from short-run fluctuations in any one revenue source. Revenue estimates in the budget are developed, in accordance with best practices, through analysis of historical trend data from financial estimates, regular review of the Town's long term sustainability plan, and the prevailing economic climate.
- B. The Town will conservatively estimate its annual revenues by an objective, analytical process.
- C. The Town, where practicable, will institute user fees and charges for specialized programs and services. Rates will be established to recover operational as well as overhead or indirect costs and capital or debt service costs. The Town will periodically review user fee charges and related expenditures to determine if established recovery goals are being met.
- D. The Town will follow an aggressive policy of collecting revenue.
- E. The Town should routinely identify intergovernmental aid funding possibilities. However, before applying for or accepting intergovernmental aid, the Town will assess the merits of a particular program as if it were funded with local tax dollars. Local tax dollars will not be used to make up for losses of intergovernmental grant aid without first reviewing the program and its merits as a budgetary matter. All grant applications, prior to submission, must be approved by the Town Manager. Grants and donations may be accepted only by the Town Council, and no grant will be accepted that will incur management and reporting costs greater than the grant amount.

Utilities Fund

- A. The Town will strive to set water and sewer rates based on the actual cost to deliver each service. The Town will periodically review the components that make up the rates and fees through a cost-of-service study for every service provided. However, nothing in this policy shall prohibit the Town from establishing fair and reasonable rates that provide for a differential between in-town and out-of-town customers.
- B. The Town will set rates to achieve a positive net income and cash flow each year.
- C. The Town will set rates to cover all current costs and to allow the fund to meet all bond covenant, state, and federal requirements. If a deficit between current revenue and current expenditures occurs, the Town will take all necessary steps to reduce and eliminate said deficit by reducing expenditures or enhancing revenues including additional water service opportunities while ensuring adequate capacity in water and wastewater facilities is maintained.
- D. The Town will track, monitor, and report quarterly on the key variables of the rate model. The Town will set rates that are based on annually updated five-year forecasts of operating and capital budgets.
- E. Based on the five-year forecasts, the Town will attempt to implement any required rate increases in a gradual and predictable manner and avoid large, one-time rate increases to ensure predictable and sustainable rates over the long-term, while providing sufficient funding for maintaining system infrastructure.
- F. As cash reserves and revenues permit, the Town will establish a rate stabilization reserve or other similar innovative approaches to mitigate the need for large rate increases. Further, the Town shall evaluate rates regularly, to include increases if necessary, to avoid large one-time increases, and maintain infrastructure.
- G. The Town may use revenue from availability fees for pay-as-you-go funding or debt service related to capital projects associated with ensuring system-wide reliability.

Budget Management

Operating Budget

- A. The Town, to maximize planning efforts, intends to prepare the operating budget with a multi-year perspective.
- B. The budget is a plan for raising and allocating resources. The objective is to enable service delivery within available resources. Services must be delivered to residents and taxpayers at a level that will meet real needs as efficiently and effectively as possible.
- C. The Town will fund current expenditures with current revenues and use nonrecurring revenues for nonrecurring expenditures. The Town will adhere to a balanced budget defined as total revenues (including other financing sources and use of reserves) equaling

total expenditures (including other financing uses and contribution to reserves).

- D. The Town will maintain a positive unassigned fund balance for the total of all governmental funds at the end of each fiscal year. When deficits appear to be forthcoming within a fiscal year, spending during the fiscal year must be reduced sufficiently to create a positive unassigned fund balance and a positive cash balance.
- E. Where possible, the Town will integrate performance measurements and productivity indicators within the budget, in order to improve the efficiency and effectiveness of Town programs and employees. Performance measurement is a long-term goal of Town government administration.
- F. The budget must be structured so that the Town Council and the general public can readily establish the relationship between revenues, expenditures and the achievement of service objectives.
- G. Budgetary reviews by the Town Council and Town Manager will focus on the following basic concepts:
 - Existing Service Costs: The justification for base budget program costs will be a major factor during budget reviews.
 - Administrative Costs: In all program areas, administrative overhead costs should be kept to the absolute minimum.
 - Program Expansions: Adopted program expansions above existing service levels must be submitted as separate budgetary requests requiring detailed justification. Every Adopted program expansion will be scrutinized based on its relationship to the health, safety, and welfare of the community including analysis of long-term fiscal impacts.
 - New Programs: Adopted new programs must be submitted as individual budgetary requests requiring detailed justification. New programs will be evaluated on the same basis as program expansions including analysis of long-term fiscal impacts.

Capital Budget

- A. The Town will make all capital improvements in accordance with an adopted Capital Improvements Program (CIP) or in an approved Capital Asset Replacement Program (CARP) project. Capital improvement projects in the CIP are defined as assets having a useful life of five years or more and an acquisition cost of \$60,000 or more. A CARP project is defined as a planned non-recurring renovation, replacement, or repair of an asset valued at \$5,000 or more and a useful life of two years or more.
- B. The Town will develop a multi-year plan for capital improvements, which considers the Town's development policies and links development proffers resulting from conditional zoning approvals with the capital plan.

- C. The Town will coordinate development of the capital budget with development of the operating budget. Future operating costs associated with new capital projects will be projected and included in operating budget forecasts. The Town will adhere to a balanced budget defined as total revenues equaling total expenditures.
- D. The Town's goal is to budget an amount of cash (pay-as-you-go or PAY-GO) contribution for capital projects equal to 3.5% of current year budgeted General Fund operating revenues, not including interfund transfers. This best practice will be achieved by adding 0.25% or more annually to the contribution to the Capital Fund until the target level is reached. While it is the Town's full intent to use this PAY-GO funding annually for capital projects, should revenue shortfalls or unanticipated operating expenditures occur in the General Fund, this funding may be used as a temporary source of budgetary flexibility. A reduction of PAY-GO funding may be necessary from time to time to meet unexpected revenue shortfalls or financial emergencies. No reduction of PAY-GO funding will occur without prior presentation to the Council by the Town Manager of a plan and timeline for restoring the appropriation to the 3.5% level within no more than 24 months approved by a majority vote of Council.

Debt and Cash Management

Debt Management

- A. The Town will not fund current operations from the proceeds of borrowed funds and will confine long-term borrowing and capital leases to capital improvements, projects, or equipment that cannot be financed from current financial resources.
- B. The Town shall make use of non-debt capital funding through the use of alternate sources, such as but not limited to proffers, PAY-GO, investment income, and intergovernmental sources. The goal of the Town is to fund a minimum of 25% of the current portion of construction cost of capital improvement projects from current financial resources, which may be applied equally to all projects or only to specific projects.
- C. The Town will, when financing capital improvements or other projects or equipment by issuing bonds or entering into capital leases, repay the debt within a period not to exceed the expected useful life of the project or equipment. Debt related to equipment ancillary to a construction project may be amortized over a period less than that of the primary project.
- D. The Town is cognizant of its debt burden and should continue to offset its impact through rapid payback. An average payback of at least 60% in ten years should be maintained except for projects with a known revenue stream.

- E. The Town will annually calculate target debt ratios. The Town's debt capacity shall be maintained within the following primary goals:
1. General governmental debt service expenditures as a percentage of General Fund expenditures should not exceed 15%, excluding debt service from Airport projects with self-supporting revenues.
 2. Bonded general governmental debt of the Town shall not exceed 2.5% of the total assessed value of taxable property in the Town.
 3. Utilities Fund net income available for debt service shall meet or exceed 1.5 times Utilities Fund debt service.
- F. The Town will follow a policy of full and timely disclosure in every annual financial report and financing official statement/offering document. The Town will make all event disclosures and other disclosures required by Securities and Exchange Commission rule 15c2-12 on a timely basis.
- G. The Town will maintain good communications about its financial condition with bond and credit rating institutions.

Cash Management

- A. The Town will maintain an investment policy based on the Government Finance Officers Association model investment policy, and the investment policies and procedures of the Director of Finance shall become a part of this policy.
- B. The Town will, where permitted by law, pool cash from its various funds for investment purposes and will invest revenue to maximize the rate of return while maintaining a low level of risk.

Reserve Funds Management

Governmental Funds

- A. The goal of the Town is to progressively increase the fund balance to achieve a General Fund unassigned fund balance equal to no less than 20% of General Fund expenditures, after excluding planned reserves for debt service and capital asset replacements, per the Town's Long Term Sustainability Plan. Upon achieving this level of General Fund Unassigned Fund Balance, the Town shall continue to maintain such a level at the close of each succeeding fiscal year. Use of fund balance may be necessary from time to time to meet unexpected revenue shortfalls or financial emergencies. By policy, appropriations from fund balance require a majority vote of the Council. No appropriation of the fund balance that will cause the fund balance to fall below the 20% limit will occur without prior presentation to the Council by the Town Manager of a plan and timeline for replenishing the fund balance to its minimum level within at least a 24-month time frame.
 1. Town Council established a Revenue Stabilization Reserve within the General Fund to address

unforeseen fiscal fluctuations in any given fiscal year without relying on an immediate increase to the real estate property tax rate for an interim period. The Reserve set aside \$2,000,000 from the 2020 debt restructuring. The Reserve is to be replenished in the following fiscal years using no more than 25 percent of available General Fund Unassigned Fund Balance remaining above the current 20% of General Fund expenditure fiscal policy requirement, until 3 percent of total General Fund expenditure funding in the Reserve is met.

2. Town Council established a Capital Reserve within the General Fund to address potential cost overruns in the Capital Improvements Program due to increasing construction costs. The Reserve initially set aside \$2,000,000 from the Fiscal Year 2021 Unassigned Fund Balance.
3. In support of the Town's compliance with Federal Aviation Administration (FAA) grants restrictions, the Town will record and update the balance at the end of each fiscal year a reserve of the cumulative balance of Airport operating revenue less operating expenses and less debt service costs. This reserve is necessary to demonstrate that FAA grant funding is not being used to subsidize General Fund operations and vice versa. The reserve will be adjusted only if there is an excess of cumulative revenues over expenses and less debt service.
- B. The Town will maintain an appropriated contingency account of a minimum of \$50,000 and not to exceed 1.5% of general fund revenue to provide for any supplemental appropriations or other unanticipated expenditures.

Enterprise Funds

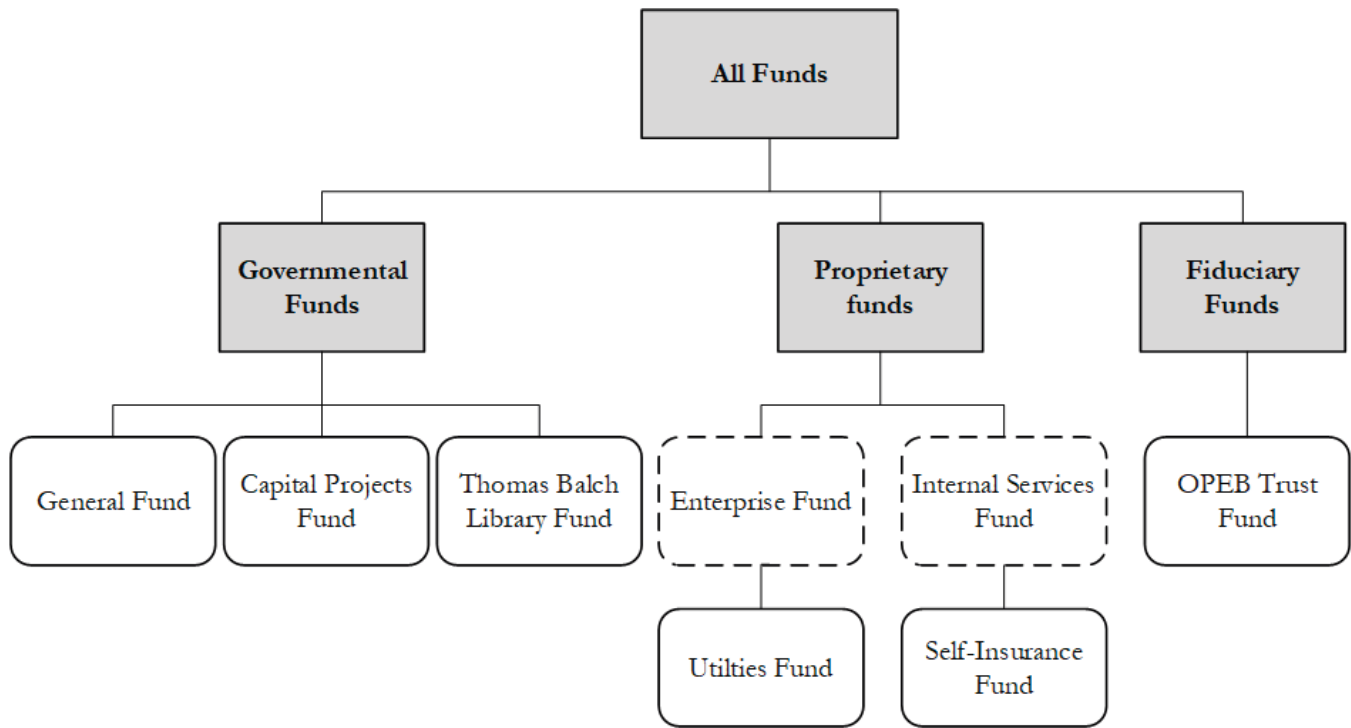
- A. The Utilities Fund will maintain a 270-day operations and maintenance (O&M) reserve to provide funds for any potential lag in operating revenues or unplanned expenditures. Unrestricted net position including the 270-day O&M reserve at the close of each fiscal year should be equal to no less than 75% of operating revenues, excluding availability fees.
- B. The Utilities Fund will establish a repair, renewal, and replacement (3R) reserve to provide funds to pay for unexpected major repairs, replacement, or rehabilitation of system assets of a minimum of one percent (1.0%) of the historical value of underground infrastructure at the end of any given fiscal year, specifically water and sewer lines.
- C. The Utilities Fund's operating budget will include an annual emergency contingency appropriation of at least \$100,000. The appropriation may only be used for significant emergency repairs not included in the operating budget. Use of the emergency contingency budget requires Town Manager approval and notification to Town Council.



Financial Summaries



Funds and Accounts



A fund is a separate accounting entity designed to track particular revenue and expense activity. The Town of Leesburg has four major funds, and an internal service fund, which are reviewed herein. Below are summary definitions for each of the fund groupings that comprise the financial structure of the Town.

Governmental Funds - Funds generally used to account for tax supported activities.

General Fund - This fund serves as the chief operating fund of the Town. The General Fund is used to account for all financial resources not accounted for or reported in another fund. The General Fund provides funding for all Town departments except for the Utilities Department and project management work of staff directly related to a capital project in the Capital Projects Fund.

Capital Projects Fund - This major fund was established to account for resources used for the acquisition and construction of capital facilities by the Town, except those financed by the Utilities Fund, including the newly levied transportation taxes distributed by the Northern Virginia Transportation Authority. Beginning in Fiscal Year 2019, the Capital Asset Replacement Program was transitioned from the Capital Asset Replacement Fund to the Town’s Capital Improvements Program. As such, the Capital Asset Replacement Fund has been dissolved. Any department except the Utilities Department may be associated with the Capital Projects Fund although projects are typically managed by the Department of Public Works and Capital Projects.

Thomas Balch Library Fund - This is a non-major and unappropriated fund established for the purpose of collecting contributions to support special library programs for the Thomas Balch Library.

Proprietary Funds - Funds used to account for business-like activities of the government. There are two types of proprietary funds - enterprise funds and internal service funds. Enterprise funds account for activity for which a fee is charged to external users for goods or services, whereas an internal service is used to account for the provision of goods by one department to another. The Town has one enterprise fund and one internal service fund.

Utilities Fund - A major fund, the Utilities Fund is an enterprise fund, accounting for the operations and financing of the water and sewer services in the Town.

Self-Insurance Fund - The Self-Insurance Fund is an internal service fund established to “self-insure” for healthcare insurance for current and retired Town employees. The essential purpose of this fund is to pay all medical liability costs rather than a fixed premium to an insurance carrier. The Self-Insurance Fund is not an appropriated fund.

Fiduciary Funds - Used to report assets held in a trustee or agency capacity for others, which therefore cannot be used to support the government’s own programs. The fiduciary category includes the Town’s *Other Post Employment Benefit (OPEB) Trust Fund*. The OPEB Trust Fund is not an appropriated fund.

Summary of Revenue Sources

Revenue for the Town of Leesburg is comprised of various financing sources which fund the Town's day-to-day operations. The financing sources are categorized as follows:

Taxes – Real estate taxes, public service corporation taxes, and personal property taxes are rate based and assessed by the Commissioner of Revenue for Loudoun County or the State Corporation Commission. Other local taxes include consumer taxes on purchases and services, such as transient occupancy tax and meals tax, as well as motor vehicle license fees and business license tax.

Permits & Fees – Charges associated with permits for individuals and business to erect structures, including new construction and renovation, or to perform certain functions such as airport fixed base operator licensing.

Fines & Forfeitures – Fines for traffic and parking violations.

Use of Money & Property – Revenue from parking meters, parking garage space rentals, and airport leases for terminal space, hangars, and tie-downs as well as interest from investments.

Charges for Services – Charges associated with airport user fees and recreation program fees.

Donations & Transfers – Funds donated or received by the Town as well as interfund transfers for administrative overhead.

Commonwealth of Virginia – Intergovernmental funds from the state.

Federal Government – Primarily grant funds from the Federal Aviation Administration and the Department of Justice.

Real Estate Taxes

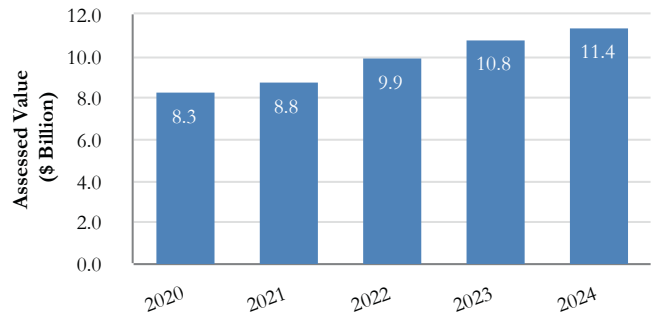
Revenue estimates in the budget are developed, in accordance with best practices, through analysis of historical trend data from financial statements, regular review of the Town’s long-term financial sustainability plan, and the prevailing economic climate facing the Town. Table 2 reflects the average assessment for residential properties and the resulting average residential real estate tax bill for 2024 at a real estate tax rate of 17.74¢ per \$100 valuation of assessed value.

Table 2: Average Residential Taxes 2020-2024

Tax Year	Average Assessment*	Tax Rate	Average Tax Bill
2024	\$589,994	\$0.1774	\$1,047
2023	\$563,425	\$0.1774	\$1,000
2022	\$523,752	\$0.1774	\$929
2021	\$456,689	\$0.1840	\$840
2020	\$414,569	\$0.1840	\$763

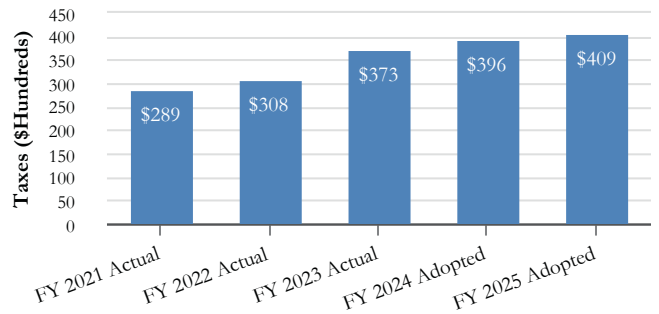
*Includes all housing types.

Assessed Real Estate Values and Tax Rates



The real estate property assessment revaluation growth is \$502.5 million. With new construction and growth of an additional \$90.6 million, the total assessed value is \$11.4 billion or an overall increase of \$593.1 million over the 2023 assessments. The equalized tax rate for tax year 2024 is 16.95¢ per \$100 valuation. The tax year 2024 adopted real estate property tax rate is 17.74¢ per \$100 valuation.

Per Capita Real Estate Taxes



Real estate taxes per capita are increasing in Fiscal Year 2025 to \$409. This increase is attributable to the adjustment of the Town's population with the release of the 2020 U.S. Census data, along with overall increases in real estate assessments.

Table 3: Real Estate Tax Rates for Virginia’s Largest Towns and Towns in Loudoun County

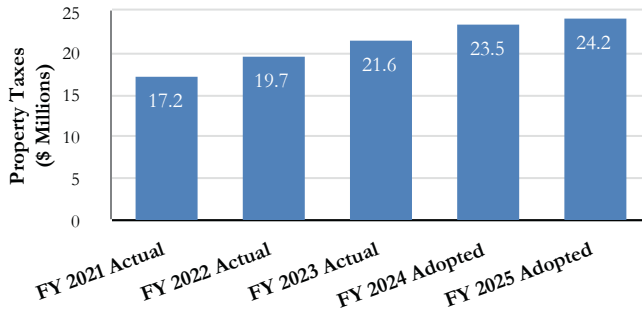
Town	Estimated Population	Tax Rate
Loudoun County Towns		
Leesburg	48,974	\$0.1774
Purcellville	8,974	\$0.2350
Lovettsville	2,694	\$0.1525
Hamilton	611	\$0.2700
Middleburg	669	\$0.1369
Other Virginia Towns		
Herndon	24,339	\$0.2600
Vienna	17,088	\$0.1950

*Proposed rates; adopted rates were not available at the time of publication.

In the Fiscal Year 2025 Adopted Budget, approximately 80.5% of the Town’s General Fund revenue is estimated to be generated by three sources: taxes (53.9%), intergovernmental revenue (19.7%), and charges for services (6.9%). The following charts depict five-year snapshots of historical trends for these top revenue categories: General Property Taxes, Other Local Taxes, Intergovernmental, and Charges for Services.

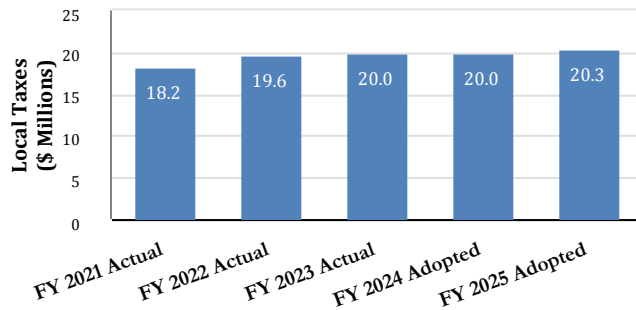
Intergovernmental sources include funding received from the Commonwealth of Virginia, Loudoun County, and the federal government such as state personal property tax relief funding, state highway maintenance funds, Loudoun County School Resource Officer contributions, and state 599 law enforcement assistance funding. Fiscal Years 2021-2023 are higher than the FY 2025 Adopted Budget because of the one-time grants from the Coronavirus Aid, Relief, and Economic Security Act and American Rescue Plan Act. The projected Fiscal Year 2025 intergovernmental revenue is estimated to decline slightly as increases in state highway maintenance funding and state 599 law enforcement assistance funding offset a decrease in sales and use tax. Sales and use tax revenue is anticipated to decline based on updated student enrollment numbers for the Town of Leesburg, which State Code requires as the basis for town distributions of this revenue.

General Property Taxes



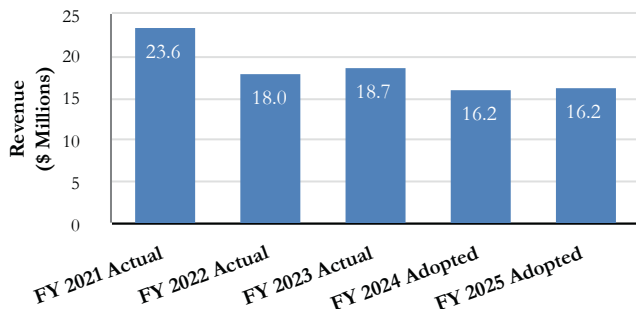
The incremental positive growth in general property taxes tied to real estate growth, construction, and assessment evaluation increases as well as increases in the assessment of motor vehicles.

Other Local Taxes

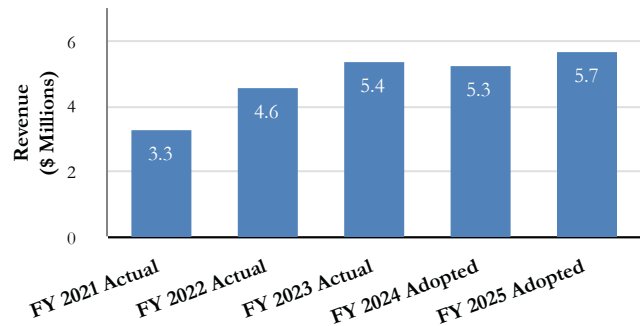


Other local taxes include Meals and Beverage Tax; Business, Professional, & Occupational Licenses (BPOL); Transient Occupancy Tax (TOT); Bank Franchise Tax; Utility Consumption Tax; and Cigarette Tax. Consistent with the FY 2022 and FY 2023 trend, this revenue is forecasted to remain flat with little growth overall.

Intergovernmental

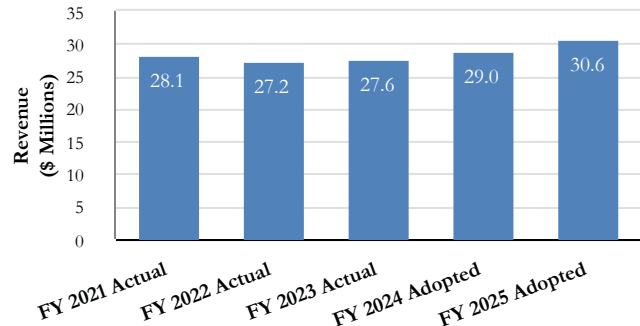


Charges for Services (General Fund)



The Town’s General Fund revenue in the Charges for Services category are largely attributable to fees from Parks and Recreation programs and revenues such as hangar lease fees at the Leesburg Executive Airport. The overall projected trend for this category increases for Fiscal Year 2025.

Charges for Services (Utilities Fund)

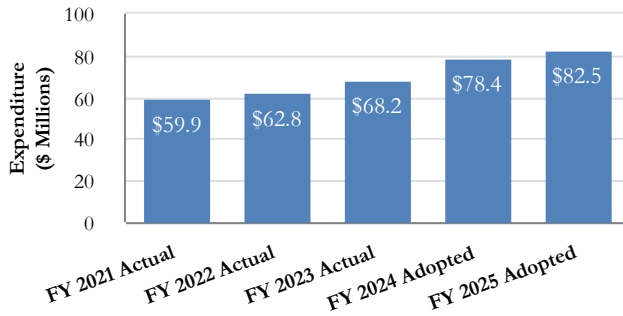


Charges for Services revenue is the largest category of revenue in the Utilities Fund. Water and sewer service fees are the largest component and are based on a combination of utility rates and consumption. For each of the past five years, utility rates have increased by 4.5%. In January 2024, Council approved the five-year rate plan for FY 2025 - 2030 which called for an average increase in utility rates of 4.1%.

Summary of Fund Expenditures

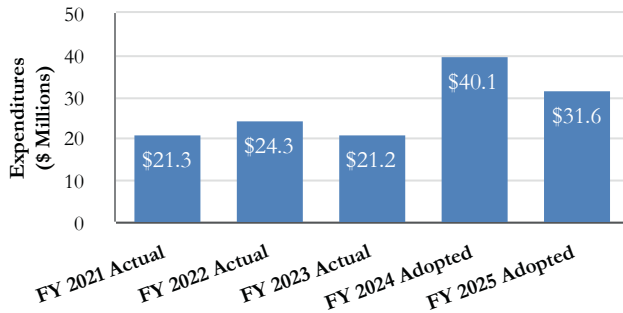
The budget for the Town of Leesburg consists of the major governmental and enterprise funds. These funds include the General Fund, Capital Projects Fund, and the Utilities Fund. The charts below depict historical expenditures of these funds.

General Fund Expenditures



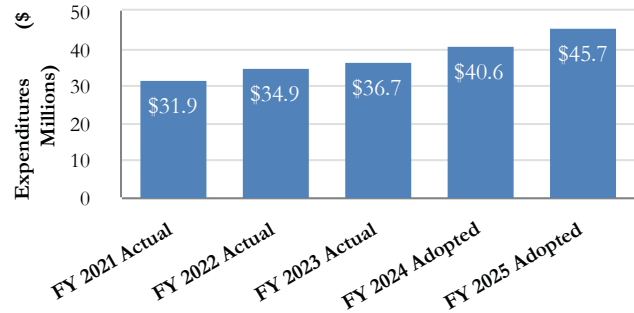
The Fiscal Year 2025 General Fund Adopted Budget is approximately \$82.5 million or \$4.2 million greater than the Fiscal Year 2024 Adopted Budget. This increase is a result of compensation increases for existing staff, increased debt service cost, and funding for stormwater maintenance to meet regulatory requirements.

Capital Projects Fund Expenditures



The Fiscal Year 2025 Capital Projects Fund adopted budget is nearly \$31.6 million or a decrease of \$8,504,158 million from Fiscal Year 2024. The fluctuation is attributable to transportation capital projects in the Capital Improvements Program (CIP). Northern Virginia Transportation Authority (NVTA) funds are now budgeted as a source of the Capital Projects Fund. Prior years in the chart reflect the merge for meaningful comparison. Further, the Capital Asset Replacement Program is included in the General Government Section of the CIP and includes funding of \$3,500,000 to be used for the replacement of body-worn cameras and in-car cameras for Police; equipment, apparatus, and vehicles for the Police, Parks & Recreation, Airport, and Public Works & Capital Projects departments; facility maintenance requirements at Ida Lee Park, Thomas Balch Library and Town Shop; and information technology infrastructure investments.

Utilities Fund Expenses



The Fiscal Year 2025 Utilities Fund Adopted Budget is \$45.7 million or an increase of \$5.0 million, primarily associated with increases in appropriations associated with capital projects in the Town's Capital Improvements Program. Also included in the FY 2025 budget is the addition of a Utility Plant Operator for the Water Treatment Plant to assist with efforts to monitor and treat the Town water to ensure it is safe to drink and meets Federal regulations. All operating and debt service is covered by Utilities Fund charges for service revenue from water and sewer fees, availability fees, and other charges for service fees.

Revenue by Fund

The revenue by fund table represents revenue sources by type for all appropriated funds for the Town.

	General Fund	Capital Projects Fund	Utilities Fund	Total
General Taxes				
Real Estate Taxes	\$20,098,179	\$—	\$—	\$20,098,179
Personal Property Taxes	4,101,800	—	—	4,101,800
Motor Vehicle License Taxes	900,000	—	—	900,000
Meals Taxes	8,065,000	—	—	8,065,000
Utility Taxes	1,598,500	—	—	1,598,500
Communications Taxes	1,400,000	—	—	1,400,000
Business & Occupational Taxes	4,750,000	—	—	4,750,000
Bank Franchise Taxes	1,678,800	—	—	1,678,800
Transient Occupancy Taxes	900,000	—	—	900,000
Cigarette Taxes	597,500	—	—	597,500
Other Local Taxes	425,800	—	—	425,800
Sub-Total	\$44,515,579	\$—	\$—	\$44,515,579
Permits & Fees				
Zoning & Development Fees	\$688,000	\$—	\$—	\$688,000
Airport User & Fuel Flow Fees	85,000	—	—	85,000
Fixed Based Operator Fees	65,000	—	—	65,000
Public Cable (PEG) Fees	256,000	—	—	256,000
Miscellaneous Permits & Fees	43,800	—	—	43,800
Sub-Total	\$1,137,800	\$—	\$—	\$1,137,800
Fines & Forfeitures				
Parking & Traffic Fines	\$831,800	\$—	\$—	\$831,800
Police Forfeitures	10,000	—	—	10,000
Sub-Total	\$841,800	\$—	\$—	\$841,800
Use of Money & Property				
Earned Interest	\$1,700,000	\$—	\$84,000	\$1,784,000
Insurance Recoveries	110,000	—	—	110,000
Parking Garage & Meters	217,400	—	—	217,400
Sale of Surplus Property	—	—	7,000	7,000
Library Revenue	8,000	—	—	8,000
Airport Revenue	1,910,096	—	—	1,910,096
Miscellaneous Revenue	66,000	—	425,142	491,142
Sub-Total	\$4,011,496	\$—	\$516,142	\$4,527,638
Charges for Services				
Public Safety Charges	\$111,300	\$—	\$—	\$111,300
Recreation Charges	5,347,815	—	—	5,347,815
Special Event Fees	224,800	—	—	224,800
Water & Sewer User Fees	—	—	23,233,641	23,233,641
Water & Sewer Fixed Charges	—	—	5,987,667	5,987,667
Water Fees & Penalties	—	—	1,398,690	1,398,690.00
Sub-Total	\$5,683,915	\$—	\$30,619,998	\$36,303,913

	General Fund	Capital Projects Fund	Utilities Fund	Total
Donations & Contributions				
Proffers	\$—	\$1,868,000	\$—	\$1,868,000
Sponsorships & Contributions	104,700	—	—	104,700
Other Fees	26,300	—	10,000	36,300
Sub-Total	\$131,000	\$1,868,000	\$10,000	\$2,009,000
Intergovernmental				
Loudoun County	\$1,065,842	\$10,000,000	\$—	\$11,065,842
Commonwealth of Virginia	15,167,737	2,200,400	—	17,368,137
Federal Government	7,937	1,987,600	—	1,995,537
Sub-Total	\$16,241,516	\$14,188,000	\$—	\$30,429,516
Other Financing Sources				
Utilities Fund Reimbursement	\$2,180,381	\$—	\$—	\$2,180,381
Capital Projects Fund Reimbursement	2,176,406	—	—	2,176,406
Transfer from General Fund	—	2,166,406	—	2,166,406
Use of Fund Balance & Reserves	5,627,080	4,858,500	6,787,500	17,273,080
Lease Financing	—	3,000,000	—	3,000,000
Line of Credit & Bond Proceeds	—	5,535,200	7,725,000	13,260,200
Sub-Total	\$9,983,867	\$15,560,106	\$14,512,500	\$40,056,473
Fund Total	\$82,546,973	\$31,616,106	\$45,658,640	\$159,821,719

Expenditures by Fund

The expenditures by fund table depicts expenditures by functional area for all appropriated funds for the Town. The total Fiscal Year 2025 General Fund Adopted Budget is \$82,546,973. The Fiscal Year 2025 Capital Projects Fund Adopted Budget totals \$31,616,106. The Fiscal Year 2025 Adopted Budget for Utilities is \$45,658,640 and includes operating, asset replacement and repair, debt service, and capital project funding.

	General Fund	Capital Projects Fund	Utilities Fund	Total
Administering Efficient Government				
Town Council	\$348,360	\$—	\$—	\$348,360
Town Manager	2,708,820	—	—	2,708,820
Town Attorney	843,328	—	—	843,328
Clerk of Council	506,232	—	—	506,232
Boards & Commissions	273,192	—	—	273,192
Sub-Total	\$4,679,932	\$—	\$—	\$4,679,932
Supporting Activities				
Finance and Administrative Services	\$9,779,034	\$—	\$—	\$9,779,034
Sub-Total	\$9,779,034	\$—	\$—	9,779,034
Keeping Us Safe				
Police	\$18,455,881	\$—	\$—	\$18,455,881
Sub-Total	\$18,455,881	\$—	\$—	\$18,455,881
Providing the Necessities				
Public Works and Capital Projects ¹	\$20,742,747	\$—	\$—	\$20,742,747
Utilities	—	—	24,952,676	24,952,676
Sub-Total	\$20,742,747	\$—	\$24,952,676	\$45,695,423
Ensuring Quality of Life				
Parks & Recreation	\$8,899,064	\$—	\$—	\$8,899,064
Balch Library	761,492	—	—	761,492
Community Development	5,546,100	—	—	5,546,100
Sub-Total	\$15,206,656	\$—	\$—	\$15,206,656
Seizing the Future				
Economic Development	\$888,482	\$—	\$—	\$888,482
Airport	1,325,447	—	—	1,325,447
Sub-Total	\$2,213,929	\$—	\$—	\$2,213,929
Non-Departmental	\$999,294	\$—	\$—	\$999,294
Capital Improvement Projects	—	31,616,106	14,512,500	46,128,606
Debt Service/ Capital Lease Financing	10,469,500	—	6,193,464	16,662,964
Fund Total	\$82,546,973	\$31,616,106	\$45,658,640	\$159,821,719

1) Capital Projects Operations are included in Department of Public Works & Capital Projects and are completely offset through a transfer from the Capital Projects Fund.

Expenditures by Category

The expenditures by category table lists fund expenditures by various expense categories. Personnel costs are the largest expenditure category and it is broken down to provide the reader with a detailed view of expense categories for each major Town fund.

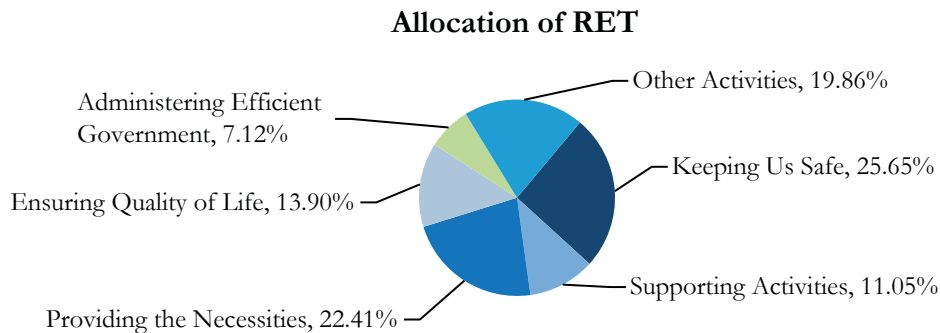
	General Fund	Capital Projects Fund	Utilities Fund	Total All Funds
Personnel Expenditures				
Full-Time Salary	\$32,361,480	\$—	\$9,613,386	\$41,974,866
Part-Time Salary	2,868,985	—	191,000	3,059,985
Boards & Commissions	320,267	—	—	320,267
Overtime, Holiday, Shift Differential	1,790,466	—	394,000	2,184,466
Bonuses & Incentives	239,412	—	—	239,412
Uniform/Car/Shoe Allowance	40,807	—	20,590	61,397
Social Security & Medicare (FICA)	2,854,043	—	770,424	3,624,467
Retirement (VRS)	3,540,608	—	1,083,135	4,623,743
Life Insurance	433,644	—	128,820	562,464
Long-term Disability Insurance	239,473	—	71,139	310,612
Employee Healthcare Insurance	4,060,252	—	1,255,628	5,315,880
My Choice Benefit	446,400	—	144,560	590,960
Unemployment Compensation	6,469	—	1,923	8,392
Workers' Compensation	288,080	—	86,920	375,000
Other Post Employment Benefits	45,642	—	14,358	60,000
Salary Savings Credit	(1,371,112)	—	(441,893)	(1,813,005)
Total Personnel Expenditures	\$48,164,916	\$—	\$13,333,990	\$61,498,906
Operating Expenditures				
Contractual Services	\$14,533,913	\$—	\$4,430,840	\$18,964,753
Materials & Supplies	2,100,892	—	2,845,600	4,946,492
Transfer Payments	1,427,406	—	1,950,381	3,377,787
Grants, Contributions, and Reimbursements	745,000	—	2,500	747,500
Continuous Charges	3,137,376	—	1,915,065	5,052,441
Capital Outlay	713,970	—	474,300	1,188,270
Non-Departmental	1,254,000	—	—	1,254,000
Total Operating Expenses	\$23,912,557	\$—	\$11,618,686	\$35,531,243
Non-Operating Expenditures				
Capital Expenditures	\$—	\$31,616,106	\$14,512,500	\$46,128,606
Debt Service/ Equipment Leasing	10,469,500	—	6,193,464	16,662,964
Total Non-Operating Expenditures	\$10,469,500	\$31,616,106	\$20,705,964	\$62,791,570
Fund Total	\$82,546,973	\$31,616,106	\$45,658,640	\$159,821,719

Local Tax Funding Allocation

The table below shows the allocation of local tax funding by department and function based upon real estate tax (RET) rate of 17.74¢ per \$100 assessed value.

	Budget	Department Revenue	Local Tax Funding	Local Tax Funding(%)	Allocation of Real Estate Tax Rate
Administering Efficient Government					
Town Council	\$348,360	\$51,373	\$296,987	0.52 %	0.09
Town Manager	2,708,820	148,928	2,559,892	4.45 %	0.79
Town Attorney	843,328	363,726	479,602	0.83 %	0.15
Clerk of Council	506,232	10,951	495,281	0.86 %	0.15
Boards & Commissions	273,192	4,500	268,692	0.47 %	0.08
Sub-Total	\$4,679,932	\$579,478	\$4,100,454	7.12 %	1.26
Supporting Activities					
Finance and Administrative Services	\$9,779,034	\$3,420,804	\$6,358,230	11.05 %	1.96
Sub-Total	\$9,779,034	\$3,420,804	\$6,358,230	11.05 %	1.96
Keeping Us Safe					
Police	\$18,455,881	\$3,691,681	\$14,764,200	25.65 %	4.55
Sub-Total	\$18,455,881	\$3,691,681	\$14,764,200	25.65 %	4.55
Providing the Necessities					
Public Works	\$20,742,747	\$7,844,918	\$12,897,829	22.41 %	3.98
Utilities	24,952,676	24,952,676	—	— %	—
Sub-Total	\$45,695,423	\$32,797,594	\$12,897,829	22.41 %	3.98
Ensuring Quality of Life					
Parks & Recreation	\$8,899,064	\$5,547,815	\$3,351,249	5.82 %	1.03
Balch Library	761,492	11,000	750,492	1.30 %	0.23
Community Development	5,546,100	1,648,161	3,897,939	6.77 %	1.20
Sub-Total	\$15,206,656	\$7,206,976	\$7,999,680	13.90 %	2.47
Seizing the Future					
Economic Development	\$888,482	\$30,000	\$858,482	1.49 %	0.26
Airport ¹	1,325,447	2,220,896	(895,449)	(1.56)%	(0.28)
Sub-Total	\$2,213,929	\$2,250,896	\$(36,967)	(0.06)%	(0.01)
Other Activities					
General Government Capital Projects	\$31,616,106	\$31,616,106	\$—	— %	—
Utilities Fund Capital Projects	14,512,500	14,512,500	—	— %	—
Non-Departmental	999,294	—	999,294	1.74 %	0.31
General Fund Debt Service	10,469,500	—	10,469,500	18.19 %	3.23
Utilities Fund Debt Service	6,193,464	6,193,464	—	0.00 %	0.00
Sub-Total	\$63,790,864	\$52,322,070	\$11,468,794	19.93 %	3.54
Total	\$159,821,719	\$102,269,499	\$57,552,220	100.00 %	17.74

1) Airport brings in more revenue than it requires in expenditures, meaning it reduces the need for local tax funding in the FY 2025 budget.



Consolidated Governmental Funds Table

The consolidated fund table presents sources and uses for all of the Town governmental funds which includes the General Fund and Capital Projects Fund. Fund balance is defined as an accumulation of revenues minus expenditures. The fund schedule for the Utilities Fund can be found in the Financial Summaries Section.

	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted
BEGINNING FUND BALANCE	\$61,550,754	\$66,798,713	\$60,794,948
SOURCES¹			
Taxes	\$41,600,245	\$43,448,046	\$44,515,579
Permits & Fees	1,395,839	1,037,100	1,137,800
Fines & Forfeitures	300,384	374,000	841,800
Use of Money & Property	3,560,213	2,693,476	4,011,496
Charges for Services	5,413,376	5,275,915	5,683,915
Contributions and Proffers	6,456,255	4,159,865	5,231,248
Intergovernmental	23,707,805	37,501,308	29,363,674
Other Financing Sources	12,342,092	19,217,939	12,891,987
Total Sources	\$94,776,209	\$113,707,649	\$103,677,499
USES			
Personnel Services	\$39,533,486	\$45,087,710	\$48,164,916
Contractual Services	11,924,211	13,819,942	14,533,913
Materials & Supplies	1,664,536	2,064,407	2,100,892
Transfer Payments	1,075,449	1,490,964	1,377,406
Grants & Contributions	593,591	710,000	845,000
Continuous Charges	2,496,790	2,901,178	3,137,376
Capital Outlay	790,338	1,570,260	713,970
Non-Departmental	—	1,504,000	1,204,000
Capital Projects	21,307,675	40,120,264	31,616,106
Debt Service/ Equipment Leasing	10,142,175	9,245,049	10,469,500
Total Uses	\$89,528,250	\$118,513,774	\$114,163,079
Addition to (Use of) Fund Balance	\$5,247,959	\$(4,806,125)	\$(10,485,580)
ENDING FUND BALANCE^{2,3}	\$66,798,713	\$60,794,948	\$50,309,368
% CHANGE IN BALANCE	8.5 %	(7.2)%	(17.2)%

1) Sources can vary from fiscal year to fiscal year due primarily to sources tied to specific Capital Projects.

2) Ending fund balance includes the surplus of annual revenue sources for all years there is no use of fund balance.

3) The Use of Fund Balance in the FY 2025 Adopted Budget includes \$5.6 million for the General Fund (including \$4.225 million from the Debt Service Reserve, \$300k from the Revenue Stabilization Reserve, and \$1 million from Unassigned Fund Balance) and \$4.9 million for the Capital Projects Fund.

General Fund Pro Forma

The General Fund is the primary operating fund of the Town. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. The pro forma includes real estate property tax rate of 17.74¢ per \$100 of assessed value for Fiscal Year 2025. Per the Town Council-approved long-term sustainability plan, beginning in FY 2016, the debt service reserve assigned fund balance is to be utilized to offset short-term debt service requirement increases.

Consistent with the Long-Term Sustainability Plan, uses of fund balance shown in FY 2024 - FY 2026 reflect the planned draw-downs from the debt service reserve and the one-time uses of Unassigned Fund Balance in excess of the 20% fiscal policy requirement.

	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast	FY 2029 Forecast
BEGINNING FUND BALANCE	\$46,481,291	\$53,003,566	\$48,197,441	\$42,570,361	\$37,942,803	\$35,089,660	\$33,448,413
SOURCES							
Taxes	\$41,600,245	\$43,448,046	\$44,515,579	\$46,296,202	\$48,148,050	\$50,073,972	\$52,076,931
Permits & Fees	1,395,839	1,037,100	1,137,800	1,183,312	1,230,644	1,279,870	1,331,065
Fines & Forfeitures	300,384	374,000	841,800	875,472	910,491	946,911	984,787
Use of Money & Property	3,560,213	2,693,476	4,011,496	4,171,956	4,338,834	4,512,387	4,692,883
Charges for Services	5,413,376	5,275,915	5,683,915	5,911,272	6,147,722	6,393,631	6,649,377
Donations & Contributions	95,577	121,000	131,000	136,240	141,690	147,357	153,251
Loudoun County	564,570	987,903	1,065,842	1,108,476	1,152,815	1,198,927	1,246,884
Commonwealth of Virginia	14,992,156	15,169,258	15,167,737	15,774,446	16,405,424	17,061,641	17,744,107
Federal Government	3,131,653	49,000	7,937	8,254	8,585	8,928	9,285
Other Financing Sources ¹	3,659,253	4,431,687	4,356,787	4,356,787	4,356,787	4,356,787	4,356,787
Total Sources	\$74,713,266	\$73,587,385	\$76,919,893	\$79,822,417	\$82,841,042	\$85,980,411	\$89,245,357
USES							
Personnel Services	\$39,533,486	\$45,087,710	\$48,164,916	\$49,128,214	\$50,110,779	\$51,112,994	\$52,135,254
Contractual Services	11,895,578	13,819,942	14,533,913	14,824,591	15,121,083	15,423,505	15,731,975
Materials and Supplies	1,663,585	2,064,407	2,100,892	2,142,910	2,185,768	2,229,483	2,274,073
Transfer Payments	1,075,449	1,490,964	1,377,406	1,404,954	1,433,053	1,461,714	1,490,949
Grants & Contributions	593,591	710,000	845,000	861,900	879,138	896,721	914,655
Continuous Charges	2,496,790	2,901,178	3,137,376	3,200,124	3,264,126	3,329,409	3,395,997
Capital Outlay	790,338	1,570,260	713,970	728,249	742,814	757,671	772,824
Non-Departmental	—	1,504,000	1,204,000	1,228,080	1,252,642	1,277,694	1,303,248
Debt Service/ Equipment Leasing	10,142,175	9,245,049	10,469,500	10,930,953	10,704,782	11,132,469	13,326,304
Total Uses	\$68,190,992	\$78,393,510	\$82,546,973	\$84,449,975	\$85,694,185	\$87,621,660	\$91,345,279
(Use of) / Addition to Fund Balance	\$6,522,275	\$(4,806,125)	\$(5,627,080)	\$(4,627,558)	\$(2,853,142)	\$(1,641,247)	\$(2,099,921)
ENDING FUND BALANCE²	\$53,003,566	\$48,197,441	\$42,570,361	\$37,942,803	\$35,089,660	\$33,448,413	\$31,348,492
% CHANGE IN FUND BALANCE	14.03 %	(9.07)%	(11.68)%	(10.87)%	(7.52)%	(4.68)%	(6.28)%
<i>Est. Unassigned Fund Balance³</i>	<i>\$28,342,103</i>	<i>\$26,535,978</i>	<i>\$25,530,978</i>	<i>\$20,903,420</i>	<i>\$18,050,277</i>	<i>\$17,064,531</i>	<i>\$17,800,058</i>

1) Other Financing Sources reflects the transfers from the Utilities Fund and Capital Projects Fund.

2) Ending fund balance includes the surplus of annual revenue sources for all years there is no use of fund balance.

Capital Projects Fund Pro Forma

The Capital Projects Fund is used to account for all resources used in the acquisition and construction of capital facilities and other capital assets for governmental funds, unless financed through proprietary funds. Bond funding requirements are reviewed annually based upon actual expenditures. The corresponding debt service is accounted for in the General Fund. The Capital Projects Fund is one of the major Governmental funds of the Town.

As shown in the table below, the FY 2025 Adopted Budget for the Capital Projects Fund programs a use of fund balance in the amount of \$4,858,500. This is a one-time draw down on reserves for one-time costs.

	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast	FY 2029 Forecast
BEGINNING FUND BALANCE	\$13,920,642	\$12,597,507	\$12,597,507	\$7,739,007	\$7,739,007	\$7,739,007	\$7,739,007
SOURCES							
Donations, Contributions, and Transfers	\$5,652,256	\$3,050,962	\$4,034,406	\$2,354,714	\$3,268,208	\$6,921,402	\$2,801,350
Intergovernmental	5,583,996	22,283,050	14,188,000	12,069,911	25,611,520	12,305,834	28,821,604
Other Financing Sources ¹	8,682,839	14,786,252	8,535,200	17,145,000	23,914,000	12,427,000	13,837,000
Total Sources	\$19,919,091	\$40,120,264	\$26,757,606	\$31,569,625	\$52,793,728	\$31,654,236	\$45,459,954
USES							
Capital Projects	\$21,242,226	\$40,120,264	\$31,616,106	\$31,569,625	\$52,793,728	\$31,654,236	\$45,459,954
Total Uses²	\$21,242,226	\$40,120,264	\$31,616,106	\$31,569,625	\$52,793,728	\$31,654,236	\$45,459,954
(Use of) / Addition to Unassigned Fund Balance	\$(1,323,135)	\$—	\$(4,858,500)	\$—	\$—	\$—	\$—
ENDING FUND BALANCE³	\$12,597,507	\$12,597,507	\$7,739,007	\$7,739,007	\$7,739,007	\$7,739,007	\$7,739,007
% CHANGE IN FUND BALANCE	(9.5)%	0.0 %	(38.6)%	0.0 %	0.0 %	0.0 %	0.0 %

1) Other Financing Sources includes annual equipment lease financing associated with the Capital Asset Replacement Program and the use of General Obligation Bonds and line of credit.

2) The increase in uses in Fiscal Year 2027 reflects the Airport Air Traffic Control Tower, which will be funded primarily with state and federal funds, and several large scale storm drainage projects, which will be debt funded. The increase in uses shown in Fiscal Year 2029 reflects the Ida Lee Park Recreation Center Locker Room and Pool Renovations (debt funding), Route 15 Bypass/ Edwards Ferry Road Interchange (grant funding) and King Street Improvements (NVTVA 30%).

3) Ending Fund Balance includes restricted cash that is not available for capital funding such as schools proffers.

Utilities Fund Pro Forma

The Utilities Fund is used to account for the operation and maintenance of the Town’s water and sanitary sewer system. The Utilities Fund pro forma reflects revenue and expenditures on a cash basis. Any increase in net position is generally attributable to system-wide revenue exceeding operating costs. The fund provides for capital projects included in the Town Capital Improvements Program (CIP) as well as repair, renovation, and replacement (3-R) requirements to adequately maintain operations on aging utility systems.

The Utilities Fund Pro Forma is consistent with the assumptions of the five-year rate study approved by Town Council in January 2024. This includes revenues resulting from increased consumption, an average annual rate increase of 4.1%, and annual operating expense growth of 2.5%.

	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast	FY 2029 Forecast
SOURCES							
Use of Money & Prop.	\$2,713,686	\$511,436	\$516,142	\$794,715	\$653,658	\$549,994	\$510,492
Charges for Services	29,578,426	28,983,786	30,619,998	32,540,085	34,018,722	35,607,769	37,186,939
Contributions & Donations	7,073,276	9,000	10,000	10,000	10,000	10,000	10,000
Other Financing Sources	(56,311)	6,117,688	7,725,000	1,500,000	7,500,000	11,650,000	12,200,000
Total Sources	\$39,309,077	\$35,621,910	\$38,871,140	\$34,844,800	\$42,182,380	\$47,817,763	\$49,907,431
USES							
Personnel Services	\$10,784,126	\$12,623,964	\$13,333,990	\$13,667,340	\$14,009,023	\$14,359,249	\$14,718,230
Contractual Services	2,690,286	4,448,923	4,430,840	4,541,611	4,655,151	4,771,530	4,890,818
Materials and Supplies	2,356,415	2,800,300	2,845,600	2,916,740	2,989,659	3,064,400	3,141,010
Transfer Payments	1,671,680	1,920,323	1,950,381	1,950,381	1,950,381	1,950,381	1,950,381
Grants & Contributions	228	2,500	2,500	2,563	2,627	2,692	2,760
Continuous Charges	1,745,744	1,539,503	1,915,065	1,962,942	2,012,015	2,062,316	2,113,873
Capital Outlay & Projects	8,834,421	12,006,470	14,986,800	4,747,158	12,674,561	17,400,269	16,076,538
Debt Service	5,513,015	5,285,309	6,193,464	6,621,022	7,059,377	7,195,534	7,932,941
Total Uses	\$33,595,917	\$40,627,292	\$45,658,640	\$36,409,755	\$45,352,794	\$50,806,371	\$50,826,552
(Use of) / Addition to Unrestricted Net Position	\$5,713,160	(\$5,005,382)	(\$6,787,500)	(\$1,564,955)	(\$3,170,414)	(\$2,988,608)	(\$919,121)

- 1) The Utilities Fund is being reported on a budgetary basis in this exhibit; not on the full accrual basis as it is in the Annual Comprehensive Financial Report. The unrestricted net position as of June 30, 2023 was \$52.7 million.
- 2) Other Financing Sources reflect the use of debt associated with capital projects included in the Town's Capital Improvements Program.
- 3) Negative Changes to Unrestricted Net Position reflect use of reserves, most often in support of capital improvement projects.

General Fund Debt

The Town’s outstanding general obligation debt (excluding Utilities Fund debt) was \$60,434,637 as of June 30, 2023. With a \$31.5 million debt issue and additional principal payments in FY 2024, the estimated outstanding debt going into FY 2025 will be \$85,414,705 or 0.75% of total assessed value of real property for Fiscal Year 2025. Referendums are not required or associated with Town bonds in the state of Virginia.

The Town maintains a debt policy of bonded debt not more than 2.5% of the total assessed value of taxable property. Outstanding debt remains within the legal debt limit set by the Constitution of the Commonwealth of Virginia and Town financial policies. The Town’s financial policies also state that debt service cannot exceed 15% of the General Fund expenditures in any given fiscal year and that an average payback ratio of 60% in ten years should be maintained (excluding airport projects with self-supported revenue) . The tables below illustrate that the Town remains in compliance with its debt policies.

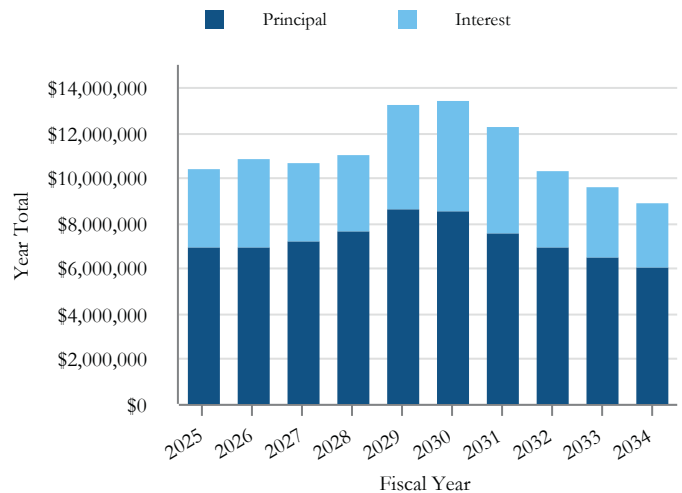
Debt financing for the CIP is broken out by year on page 157 of this document and within each capital project on the individual project pages.

	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast	FY 2029 Forecast
Debt Service and Taxable Value					
Total Taxable Assessed Valuation	\$11,359,254,550	\$11,586,439,641	\$11,818,168,434	\$12,054,531,802	\$12,295,622,439
Debt Capacity (2.5% of assessed value)	283,981,364	289,660,991	295,454,211	301,363,295	307,390,561
Outstanding & Proposed Debt ¹	85,414,705	78,388,267	71,348,121	81,681,275	56,393,910
Total Available Debt Capacity (\$)	198,566,659	211,272,724	224,106,090	219,682,020	250,996,651
Total Available Debt Capacity (%)	70 %	73 %	76 %	73 %	82 %
Debt Service & General Fund Expenditures					
General Fund Expenditures (2% Annual Growth)	\$82,546,973	\$84,449,975	\$85,694,185	\$87,621,660	\$91,345,279
Debt Service Costs (includes short-term financing)	10,469,499	10,930,953	10,704,782	11,132,469	13,326,304
Debt Service as % of Expenditures (15% Limit)	12.7 %	12.9 %	12.5 %	12.7 %	14.6 %

- 1) Outstanding Debt Refers to the principal balance as of the start of each fiscal year.
- 2) New debt is anticipated to be issued in FY 2024 to transition the current Line of Credit into long-term General Obligation (GO) Bonds and for the Police Station Expansion. New debt is also anticipated to be issued in FY 2028 for the purpose of transitioning the next Line of Credit into long-term GO bonds to support the Capital Improvements Program (CIP). The Town has used Lines of Credit to avoid borrowing before funds are needed and refinances those sources to longer term 20-year GO bonds as needed and when market opportunities present.

General Government- 10-year Debt Amortization and Payout Ratio Schedule

Period Ends	Principal	Interest	Total	Payout Ratio
2025	\$7,026,438	\$3,443,061	\$10,469,499	9.5 %
2026	7,040,146	3,890,807	10,930,953	19.1 %
2027	7,266,846	3,437,936	10,704,782	28.9 %
2028	7,687,365	3,445,104	11,132,469	39.3 %
2029	8,668,004	4,658,300	13,326,304	51.1 %
2030	8,635,296	4,856,979	13,492,275	62.8 %
2031	7,662,992	4,631,660	12,294,652	73.2 %
2032	7,021,532	3,329,311	10,350,843	82.7 %
2033	6,585,903	3,058,427	9,644,330	91.6 %
2034	6,165,636	2,807,284	8,972,920	100.0 %
10-Year Total	\$73,760,158	\$37,558,869	\$111,319,027	
All Years Total	\$132,855,711	\$56,941,242	\$189,796,953	



Utilities Fund Debt Schedule

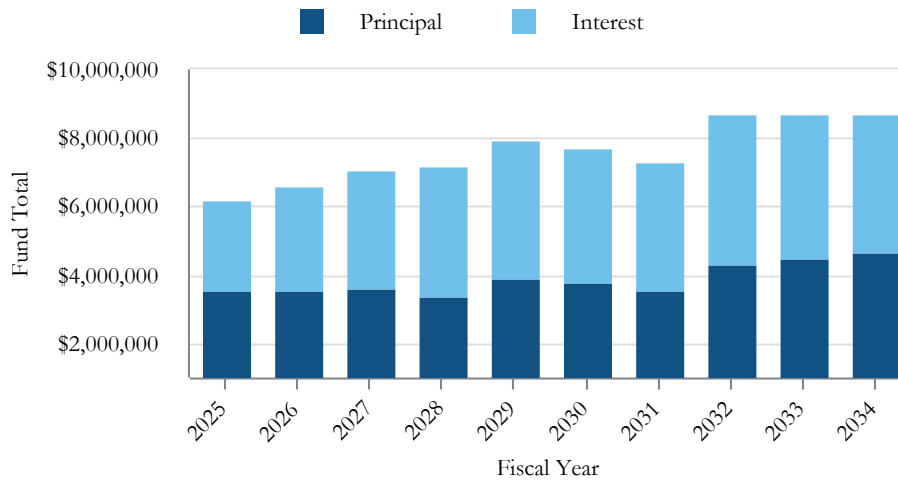
The Utilities Fund debt service accounts for the payment of principal and interest of the long-term debt of the Fund. Long-term debt utilizes general obligation bonds supported by the revenues from the utility system. Debt is issued for water and sanitary sewer capital acquisitions and facilities.

	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast	FY 2029 Forecast
Total Utilities Service Charge Revenue	\$31,146,140	\$33,344,800	\$34,682,380	\$36,167,763	\$37,707,431
Net Operating Expenses	24,952,676	25,527,733	26,117,167	26,721,337	27,340,611
Net Available Revenue	6,193,464	7,817,067	8,565,213	9,446,426	10,366,820
Debt Service ¹	5,580,267	5,407,758	5,312,718	4,942,250	6,803,351
Debt Coverage Ratio	111 %	145 %	161 %	191 %	152 %

1) Debt Service excludes payments on Line of Credit because such payments are not included in the debt coverage ratio. These interest only payments are, however, included in the schedule below.

Utilities Fund - 10-year Debt Amortization and Payout Ratio Schedule

Period Ends	Principal	Interest	Total	Payout Ratio
2025	\$3,554,102	\$2,639,362	\$6,193,464	9.1 %
2026	3,557,705	3,063,317	6,621,022	18.3 %
2027	3,621,902	3,437,475	7,059,377	27.5 %
2028	3,414,092	3,781,442	7,195,534	36.3 %
2029	3,894,793	4,038,148	7,932,941	46.3 %
2030	3,815,584	3,890,117	7,705,701	56.1 %
2031	3,573,191	3,755,644	7,328,835	65.3 %
2032	4,349,903	4,375,180	8,725,083	76.4 %
2033	4,510,774	4,213,612	8,724,386	88.0 %
2034	4,674,834	4,044,674	8,719,508	100.0 %
10-year Total	\$38,966,880	\$37,238,971	\$76,205,851	
All Years Total	\$173,311,035	\$126,878,708	\$300,189,743	

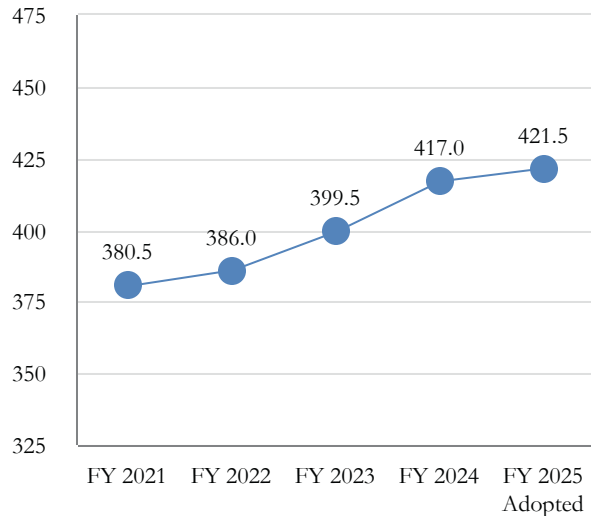


Position Summary

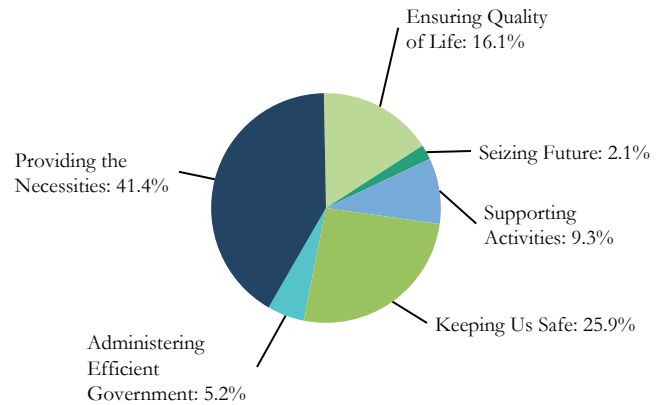
The Fiscal Year 2025 Adopted Budget includes 421.5 full-time equivalent (FTE) positions which is comprised of 316.5 FTE in the General Fund and 105.0 FTE in the Utilities Fund. In addition, the Town uses temporary and flexible part-time personnel on an operational needs basis that are not reflected as permanent FTE positions. The Fiscal Year 2025 Adopted Budget includes an overall increase of 4.5 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 2.5 FTEs added mid-year during Fiscal Year 2024 comprising of the conversion of an overfill Accounting Associate position to a full-time Management and Budget Analyst position in the Department of Finance and Administrative Services, the conversion of a regular part-time Administrative Associate position to a full-time position in the Department of Economic Development, the addition of one regular part-time Capital Projects Public Information Officer to the Town Manager's Office, and the addition of one regular part-time Customer Service Technician for Information Technology.

Function/Department	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025 Adopted	Change from Prior Year	Change from 2021	% Change from 2021
Administering Efficient Government								
Town Manager	8.0	9.0	10.5	11.5	13.0	1.5	5.0	62.5 %
Town Attorney	4.0	5.0	5.0	6.0	6.0	0.0	2.0	50.0 %
Clerk of Council	2.0	2.0	3.0	3.0	3.0	0.0	1.0	50.0 %
Sub-Total	14.0	16.0	18.5	20.5	22.0	1.5	8.0	57.1 %
Supporting Activities								
Finance	21.5	21.5	22.0	21.0	22.0	1.0	0.5	2.3 %
Human Resources	4.0	4.0	4.5	5.5	5.5	0.0	1.5	37.5 %
Information Technology	9.0	9.0	11.0	11.0	11.5	0.5	2.5	27.8 %
Sub-Total	34.5	34.5	37.5	37.5	39.0	1.5	4.5	13.0 %
Keeping Us Safe								
Police	108.0	108.0	108.0	109.0	109.0	0.0	1.0	0.9 %
Sub-Total	108.0	108.0	108.0	109.0	109.0	—	1.0	0.9 %
Providing the Necessities								
Public Works & Capital Projects	65.0	65.0	65.0	68.5	69.5	1.0	4.5	6.9 %
Utilities	91.0	96.5	101.0	104.0	105.0	1.0	14.0	15.4 %
Sub-Total	156.0	161.5	166.0	172.5	174.5	2.0	18.5	11.9 %
Ensuring Quality of Life								
Community Development	23.0	23.0	24.0	26.0	26.0	0.0	3.0	13.0 %
Parks & Recreation	36.0	34.0	34.0	39.0	38.0	(1.0)	2.0	5.6 %
Thomas Balch Library	3.0	3.0	3.0	4.0	4.0	0.0	1.0	33.3 %
Sub-Total	62.0	60.0	61.0	69.0	68.0	(1.0)	6.0	9.7 %
Seizing the Future								
Economic Development	2.5	2.5	3.5	3.5	4.0	0.5	1.5	60.0 %
Airport	3.5	3.5	5.0	5.0	5.0	0.0	1.5	42.9 %
Sub-Total	6.0	6.0	8.5	8.5	9.0	0.5	3.0	50.0 %
Total	380.5	386.0	399.5	417.0	421.5	4.5	41.0	10.8 %

5-Year Position Count



Position Count by Function



Historical Position Changes

FY 2024: Six enhancement positions (4.0 FTE in the General Fund and 2.0 FTE in the Utilities Fund). The General Fund enhancement positions include a Police IT Systems Administrator (1.0 FTE), two Groundskeeper positions for Veterans Park (2.0 FTE), and a Safety and Risk Manager position in Human Resources (1.0 FTE). The Utilities Fund positions include a Utility Plant Engineer (1.0 FTE) and a Utilities IT Systems Analyst (1.0 FTE).

FY 2023: Nine enhancement positions (6.0 FTE in the General Fund and 3.0 FTE in the Utilities Fund). The General Fund enhancement positions include an Airport Operations Manager (1.0 FTE), an IT Systems Analyst (1.0 FTE) and Customer Service Technician (1.0 FTE) in Information Technology, a Small Business Development Coordinator in Economic Development (1.0 FTE), a Senior Management Analyst - Community Development (1.0 FTE) in the Town Manager's Office, and an Energy and Emergency Management Analyst in the Emergency Management Office. The three enhancement positions in the Utilities Fund include a Water Plant Laboratory Supervisor (1.0 FTE); a Water Pollution Laboratory Technician (1.0 FTE), and a Capital Construction Manager (1.0 FTE) in the Utilities Department.

FY 2022: Four enhancement positions in the Utilities Fund: a Customer Service Representative (1.0 FTE); a Water Pollution Training Coordinator (1.0 FTE); a Wastewater Plant Operator (1.0 FTE); and an Information Technology Systems Administrator (1.0 FTE).

FY 2021: Five enhancement positions (1.0 FTE in the General Fund and 4.0 FTE in the Utilities Fund). The enhancement position was a Senior Systems Analyst (1.0 FTE) in the Department of Finance & Administrative Services. The four enhancement positions in the Utilities Fund included a Deputy Director (1.0 FTE); a Project Manager (1.0 FTE); an Utility Plant Maintenance Worker (1.0 FTE); and a Wastewater Plant Operator (1.0 FTE) in the Utilities Department.



Operating Budget



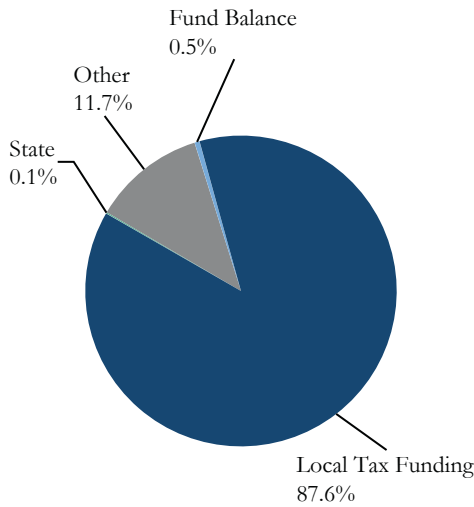
Administering Efficient Government

This functional category includes the Town Council, Boards & Commissions, the Town Manager’s Office, the Office of the Town Attorney, and the Clerk of Council. In total, these legislative bodies and administrative departments are responsible for providing policy direction, responding to resident input, and general administration of the Town’s various operating departments.

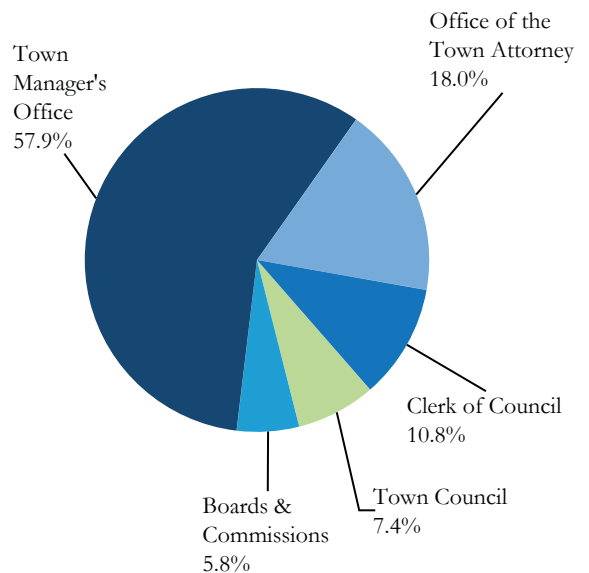
Financial Information & Analysis

Object Categories	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance \$	%	Pg #
Sources						
Use of Money & Property	\$—	\$—	\$—	\$—	— %	
Charges for Services	3,033	—	—	—	— %	
Donations & Contributions	—	1,000	1,000	—	— %	
Commonwealth of Virginia	4,500	4,500	4,500	—	— %	
Other Financing Sources	504,875	543,621	548,978	5,357	1.0 %	
Use of Fund Balance	—	100,000	25,000	(75,000)	(75.0)%	
Total Revenue	\$512,615	\$649,121	\$579,478	(\$69,643)	(10.7)%	
Local Tax Funding	\$3,554,469	\$3,442,726	\$4,100,454	\$657,728	19.1 %	
Total Sources	\$4,067,085	\$4,091,847	\$4,679,932	\$588,085	14.4 %	
Uses						
Town Council	\$295,326	\$310,585	\$348,360	\$37,775	12.2 %	57
Boards & Commissions	117,603	194,368	273,192	78,824	40.6 %	59
Town Manager's Office	1,869,119	2,338,634	2,708,820	370,186	15.8 %	61
Office of the Town Attorney	1,336,810	783,026	843,328	60,302	7.7 %	67
Clerk of Council	448,226	465,234	506,232	40,998	8.8 %	73
Total Uses	\$4,067,085	\$4,091,847	\$4,679,932	\$588,085	14.4 %	

Sources by Fund (2025)



Uses by Department (2025)





Town Council

Mission

The mission of the Leesburg Town Council is to faithfully serve the residents and businesses of Leesburg and to cultivate the Town's overall quality of life by providing policy guidance and direction to the Town Manager through legislative action that is guided at all times by the best traditions and values of the Town.

Description

The [Leesburg Town Council](#) is the legislative body of the Town and is empowered by the [Town Charter](#) to make Town policy. The Council is composed of a Mayor and six Council members elected at-large on a non-partisan basis.

As the elected representatives of a growing and diverse community, the Town Council is dedicated to providing for the needs of Town residents and businesses through quality service, innovation, and leadership for today and in the future. The Council is continuously focused on improving the Town's ability to provide a variety of public services in a climate of increasing change and uncertainty. Through the adoption of new technologies, improving work processes, and expanding community partnerships, the Council takes pride in working for the public to deliver exceptional value for the Leesburg community.

Through the [agenda](#) process, Town Council exercises leadership through the establishment of policy, including the enactment of ordinances and resolutions, as well as through the adoption of the Town's [annual operating](#) and [capital budgets](#). The Council appoints members of the community to serve on [Town Boards and Commissions](#) in advisory roles. Each year the Council prepares a [legislative agenda](#) that is presented to the Town's delegation in the Virginia General Assembly, outlining issues of interest or concern to the Town.

The Town Council holds bimonthly regular business meetings on the second and fourth Tuesdays of each month. On the Mondays preceding the regular Council Meetings, the Town Council holds work sessions for less formal, in-depth discussion of Town issues. All meetings begin at 7:00 p.m. and all Town residents are encouraged to attend. The Town Council meetings are broadcast on the Town's local government access channel and streamed live from the [Town's website](#). Videos of Town Council meetings are archived on the website for on-demand viewing.

For more information, please visit the Town Council's webpage at www.leesburgva.gov/mayor-council.

Contact Information

Mayor Kelly Burk
25 W. Market Street
Leesburg, VA 20176
kburk@leesburgva.gov
council@leesburgva.gov
(703) 771-2733

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POLICY



VISION

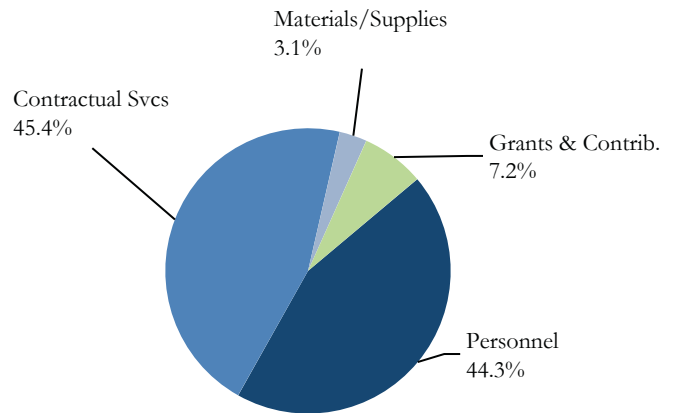
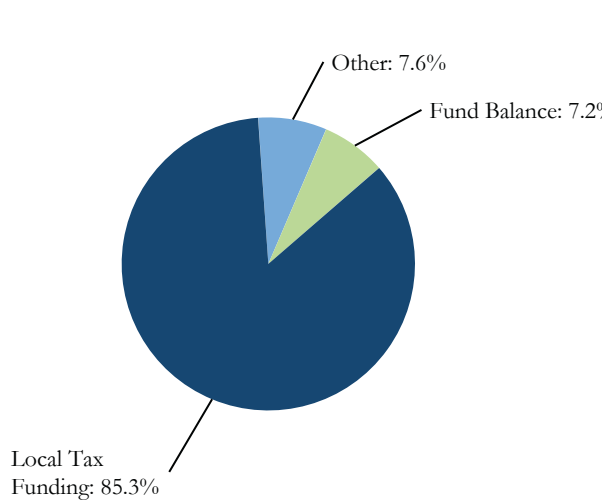


LEADERSHIP

Financial Information & Analysis

Object Categories	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance	
				\$	%
Sources					
Other Financing Sources	\$23,232	\$26,394	\$26,373	\$(21)	(0.1)%
Use of Fund Balance	—	—	25,000	25,000	— %
Total Revenue	\$23,232	\$26,394	\$51,373	\$24,979	94.6 %
Local Tax Funding	\$272,094	\$284,191	\$296,987	\$12,796	4.5 %
Total Sources	\$295,326	\$310,585	\$348,360	\$37,775	12.2 %
Uses					
Personnel Services	\$135,210	\$146,585	\$154,210	\$7,625	5.2 %
Contractual Services	148,827	154,400	158,250	3,850	2.5 %
Materials & Supplies	11,290	9,600	10,900	1,300	13.5 %
Grants & Contributions	—	—	25,000	25,000	— %
Total Uses	\$295,326	\$310,585	\$348,360	\$37,775	12.2 %

Sources by Fund (2025)	Uses by Department (2025)
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Budget Analysis

The Fiscal Year 2025 Adopted Budget for the Town Council reflects an expenditure increase of \$37,775 or 12.2% from the Fiscal Year 2024 Adopted Budget. This increase is the net effect of increased compensation costs related to existing staff, increased contractual services, and a one-time charitable donation to LAWS Domestic Violence and Sexual Assault Services to support the construction of a new domestic violence shelter in Leesburg.

The Fiscal Year 2025 Board and Commission budgets reflects an expenditure increase of \$78,824 or 40.6%. This increase is reflective of increased compensation costs for the Planning Commission and the Board of Architectural Review (BAR), increased dedicated funding to meet the training requirements for the Planning Commission and the BAR, a \$3,000 increase for the Commission on Public Art, and funds to establish a new commission on performing arts. Stipends for the Planning

Commission and BAR had not been increased since 2013. In the future, these stipends will be increased consistent with the cost-of-living adjustments included in the budget for regular employees.

Boards & Commissions

Boards & Commissions	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance	
				\$	%
Commission on Public Art	\$18,696	\$31,605	\$34,605	\$3,000	9.5 %
Economic Development Commission	4,128	10,405	10,405	—	— %
Technology and Communications Commission	3,818	9,205	9,205	—	— %
Parks & Recreation Commission	16,399	9,205	9,205	—	— %
Tree Commission	8,017	11,005	11,005	—	— %
Library Advisory Commission	6,858	11,980	11,980	—	— %
Planning Commission	28,519	27,667	62,079	34,412	124.4 %
Board of Zoning Appeals	861	6,459	6,459	—	— %
Board of Architectural Review	15,956	32,667	63,079	30,412	93.1 %
Environmental Advisory Commission	6,602	12,705	12,705	—	— %
Airport Advisory Commission	3,648	9,205	9,205	—	— %
Diversity Commission	1,946	13,055	13,055	—	— %
Performing Arts Commission	—	—	11,000	11,000	— %
Residential Traffic Commission	2,153	9,205	9,205	—	— %
Total Combined	\$117,603	\$194,368	\$273,192	\$78,824	40.6 %



Town Manager's Office

Mission

As steward of the public trust, the mission of the Town Manager's Office is to provide professional leadership in the administration and execution of Town Council policies and objectives; to develop recommendations and alternative solutions to community issues for Council consideration; to manage day-to-day operations of the Town while ensuring fiscal responsibility; to plan for emergency management response; and to foster community pride through excellent customer service.

Description

The Town of Leesburg operates under a council-manager form of government whereby the Town Manager serves as the chief executive officer. The Town Manager is responsible for overseeing the day-to-day operations of the Town including directing Town departments, monitoring the Town's financial position, preparing an annual operating and capital budget consistent with Council policy, preparing agendas for Town Council work sessions and meetings, and responding to constituent complaints and concerns.

The Town Manager's Office maintains effective communications between the Town Council, Town employees, and Town's residents, businesses, and visitors. These communications include an annual report regarding the Town's accomplishments, economic climate, and future development and four seasonal newsletters highlighting Town events and services. The Town Manager's Office responds promptly to resident inquiries and requests, and disseminates public information regarding Town activities and events through a variety of media channels.

The Town Manager's Office consists of five major operating functions: Policy & Program Administration, Governmental Affairs, Communications & Research, Americans with Disabilities Act (ADA) Compliance, and Emergency Management.

For more information, please visit the Town Manager's Office webpage at www.leesburgva.gov/townmanager.



POLICY ADMINISTRATION



GOVERNMENT AFFAIRS



COMMUNICATIONS

Contact Information

Kaj H. Dentler, Town Manager
25 W. Market Street
Leesburg, VA 20176
kdentler@leesburgva.gov
(703) 771-2700

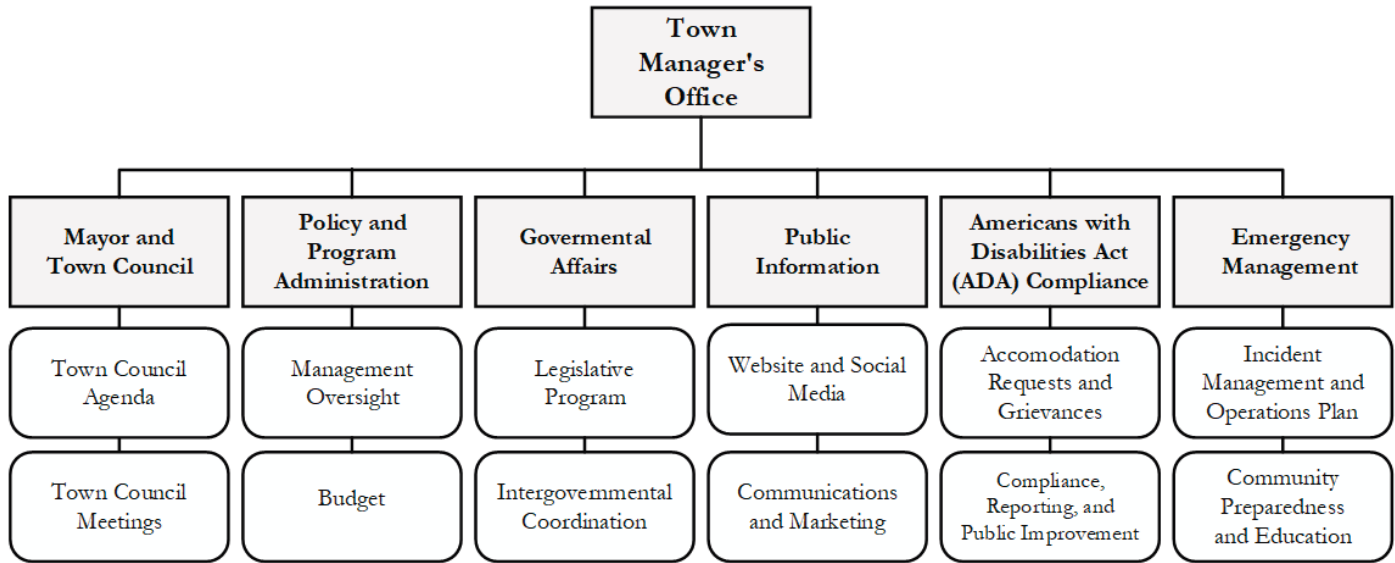
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Connect With Us



Organization Chart



Summary of Services

Policy & Program Administration

Policy & Program Administration includes operational oversight and supervision of Town departments and offices, ensuring that departmental activities align with Council-established goals and policies. The Town Manager's Office ensures that the Town's operations conform to the Council's fiscal policies; establishes townwide standards for customer service practices; and provides training, assistance, and guidance in implementing best practices.

Governmental Affairs

The Town Manager's Office coordinates the Town's relationships with other government agencies. These interactions include the Town's annual requests to the Virginia General Assembly for specific state legislation, joint legislative and policy efforts with other Virginia localities, participation in regional groups such as the Northern Virginia Regional Commission and the Towns Association of Northern Virginia (TANV), and coordination of Town programs and priorities with other local, state, and federal agencies. The Town Manager's Office serves as the primary point of contact for community organizations and groups, as well as individual constituents seeking assistance with Town services.

Public Information

The Town Manager's Office develops and distributes information regarding Town operations, activities, programs, and events to Town's residents, businesses, and visitors through the Town website, news releases, media advisories, social media channels, print publications, and other communication methods. The Public Information Office oversees townwide communication efforts, ensuring that messages are consistent across departments and programs. The research program gathers and disseminates

statistical information and data about the Town for use by other departments and programs.

Americans with Disabilities Act (ADA) Compliance

The ADA Compliance Division is responsible for overseeing the Town's compliance with the Americans with Disabilities Act. The Division maintains the Town's ADA Transition Plan, manages accommodation requests, responds to grievances, coordinates service and consultant contracts, and assists various Town departments to address accessibility in our facilities, programs, and services. The Division works closely with the Town's ADA Committee, comprised of representatives from Public Works, Parks and Recreation, Public Information, Town Attorney, Human Resources, and Police.

Emergency Management

The Emergency Management Division is responsible for the implementation of a comprehensive, all-hazards emergency management program. The Division maintains the Town's Emergency Operations Plan (EOP), manages the development of additional plans and procedures supporting response and recovery efforts, assists Town departments with preparedness activities, conducts training and exercises to prepare personnel for their roles in an emergency, and educates the public regarding the value of preparedness. Emergency preparedness, response, and recovery activities are critical and complex responsibilities that require dedicated resources to allow for a more prepared and educated community capable of responding when the Town is faced with emergency situations.

Goals & Objectives

Scorecard	Goal	Objective	Term
BP, CS, FM	Partner with Town Council in developing key goals and initiatives for the organization.	Maintain financial sustainability plan and develop budget for Fiscal Year 2025.	Long
CS, ED	Improve customer service efforts in all departments.	Townwide training, customer service surveys, and townwide customer service design team.	Long
BP	Evaluate and implement organizational efficiencies and business processes to stream-line operations.	Evaluate department structures, maintain flexible staffing to meet needs of organization and review internal business processes.	Long
ED	Support employee development opportunities.	Enhance employee skill sets in technology and leadership to meet the needs of the community.	Long
BP	Invest in technological enhancements that are affordable, measurably improve operations, and increase government transparency.	Work with Technology and Communications Commission to review and implement potential improvements.	Long
ED, CS, BP	Continue to support ongoing diversity and inclusion initiatives.	Work closely with Diversity Commission and local organizations.	Long
BP, CS, ED	Enhance the disaster resiliency by providing a comprehensive emergency management program that meets nationally recognized standards	Work with all Town departments and community partners to build a culture of preparedness through planning, organizing, equipping, training, and exercises.	Long
<i>BP = Business Process CS = Customer Service ED = Employee Development FM = Financial Management</i>			

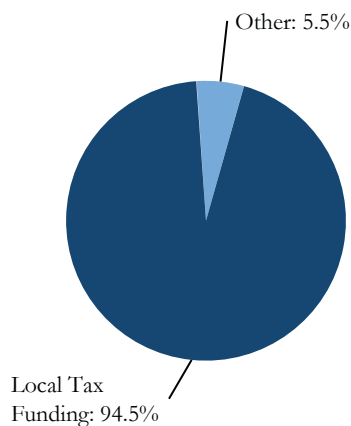
Expenditures by Division

Divisions	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance	
				\$	%
Town Manager's Office	\$1,177,271	\$1,418,767	\$1,784,684	\$365,917	25.8 %
Public Information Division	345,278	412,764	429,477	16,713	4.0 %
Emergency Management Division	295,861	442,103	437,659	(4,444)	(1.0)%
Townwide ADA	50,709	65,000	57,000	(8,000)	(12.3)%
Total	\$1,869,119	\$2,338,634	\$2,708,820	\$370,186	15.8 %

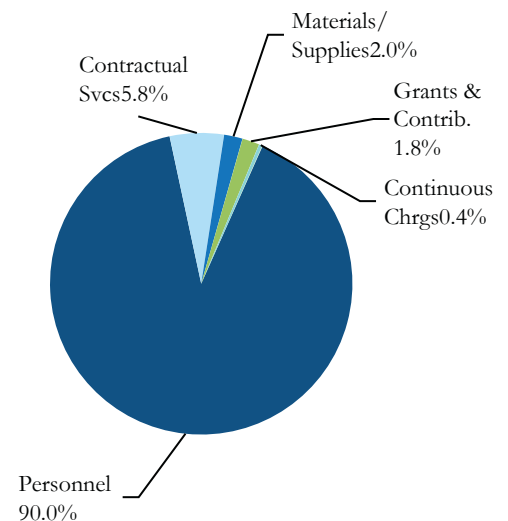
Financial Information & Analysis

Object Categories	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance	
				\$	%
Sources					
Permits & Fees	\$207	\$—	\$—	\$—	— %
Donations & Contributions	—	1,000	1,000	—	— %
Other Financing Sources	132,824	147,279	147,928	649	0.4 %
Use of Fund Balance	—	100,000	—	(100,000)	-1
Total Revenue	\$133,031	\$248,279	\$148,928	\$(99,351)	(40.0)%
Local Tax Funding	\$1,736,088	\$2,090,355	\$2,559,892	\$469,537	22.5 %
Total Sources	\$1,869,119	\$2,338,634	\$2,708,820	\$370,186	15.8 %
Uses					
Personnel Services	\$1,688,969	\$1,950,253	\$2,437,613	\$487,360	25.0 %
Contractual Services	154,660	279,021	156,522	(122,499)	(43.9)%
Materials & Supplies	17,539	52,525	53,725	1,200	2.3 %
Grants & Contributions	—	50,000	50,000	—	— %
Continuous Charges	5,478	5,835	9,960	4,125	70.7 %
Capital Outlay	2,474	1,000	1,000	—	— %
Total Uses	\$1,869,119	\$2,338,634	\$2,708,820	\$370,186	15.8 %
Total Full-Time Equivalent (FTE)	10.50	11.50	11.5	0.0	— %

Sources by Fund (2025)



Uses by Department (2025)



Budget Analysis

The Fiscal Year 2025 Adopted Budget for the Town Manager’s Office reflects an increase of \$370,186 or 15.8% over the Fiscal Year 2024 Adopted Budget. This increase is the net effect of increased compensation costs related to existing personnel, the

transfer of the Assistant Town Manager position from the Department of Parks and Recreation, and the removal of one-time unassigned fund balance approved in Fiscal Year 2024 for Town Hall security improvements.

Performance Measures

Scorecard	Description	FY 2023 Actual	FY 2024 Estimate	FY 2025 Target	Trend
BP	Number of informational memorandums and reports requested by Town Council as part of regular agenda packet. <i>Measures the total number of informational requests prepared by Town Manager's Office and senior staff.</i>	51	55	55	↑
BP, CS	Number of Town Manager reports and briefings provided to the Town Council. <i>Measures the total number of periodical briefings and reports prepared by Town Manager's Office.</i>	52	52	52	↔
BP	Number of citizen task forces initiated by the Town Council. <i>Measures the number of citizen task force official meetings supported by the Town Manager's Office.</i>	0	0	0	↔
BP	Number of Town Council task forces initiated by the Town Council. <i>Measures the number of citizen task force official meetings supported by the Town Manager's Office.</i>	0	1	1	↑
BP, CS	Number of news releases and media advisories issued by the Public Information Office. <i>Measures the total number of news releases issued by the Public Information Office.</i>	282	250	250	↓
BP, CS	Emergency Plans or procedures reviewed or developed. <i>Measures the number of plans or procedures reviewed or development by the Emergency Management Director</i>	14	15	18	↑
BP, ED	Number of emergency exercises. <i>Measures the number of exercises conducted by the Emergency Management Office</i>	2	8	10	↑
BP, ED	Number of emergency training events. <i>Measures the number of training engagements conducted by the Emergency Management Office</i>	20	20	20	↔

BP = Business Process CS = Customer Service ED = Employee Development FM = Financial Management

Performance Analysis

The primary function of the Town Manager’s Office is to provide professional leadership in the administration and execution of Town Council policies. Periodically throughout the year, the Town Manager and Town staff provide the Town Council with briefings and Town Manager reports that include important information such as land development activities, utility plant production/capacity, emergency management, and other focus areas of the Council. The continuing growth in the community and the increasing complexity of issues the Council faces is projected to result in an increase in the number of briefings, reports and, informational memorandums to the Council by the Town Manager.



Office of the Town Attorney

Mission

The mission of the Office of the Town Attorney is to protect the legal interests of the Town of Leesburg, the Town Council, Boards and Commissions, and staff to the fullest extent afforded by law in an effective and efficient manner.

Description

Appointed by the Town Council, the Town Attorney serves as the legal advisor to the Town Council, Town boards and commissions, Town Manager, and all departments of the Town.

The Office of the Town Attorney enforces and prosecutes non-criminal violations of the [Town Code](#) and [Zoning Ordinance](#) and drafts and reviews contracts, agreements, licenses, permits, real estate documents, franchise agreements, ordinances, and resolutions. The office is responsible for the enforcement and collection of funds that are owed to the Town including but not limited to delinquent taxes, licenses, fees, and parking violations. The office manages the land acquisition process in support of the Town's [Capital Improvements Program](#). The office ensures that the Town Code is current and in accordance with state and federal law and is responsible for advocating and implementing the [Town Council's legislative agenda](#). The Town Attorney attends Town Council meetings, Planning Commission meetings, and, as needed, Board of Architectural Review meetings and is an integral part of the review of land development applications and the proffers that are associated with rezoning and other applications.

The Office of the Town Attorney consists of three major operating functions: Advice & Counsel, Document Review, and Legal Enforcement & Litigation.

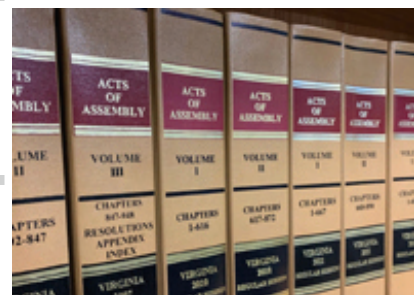
The Town Attorney does not provide legal advice to private citizens and is not permitted to make referrals of private attorneys to citizens. Criminal violations of the Town Code are prosecuted by the [Loudoun County Commonwealth's Attorney](#).

For more information, please visit the Office of the Town Attorney's webpage at <https://www.leesburgva.gov/departments/town-attorney>

Contact Information

Christopher P. Spera, Town Attorney
25 W. Market Street
Leesburg, VA 20176
cspera@leesburgva.gov
(703) 771-7000

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ADVICE & COUNSEL

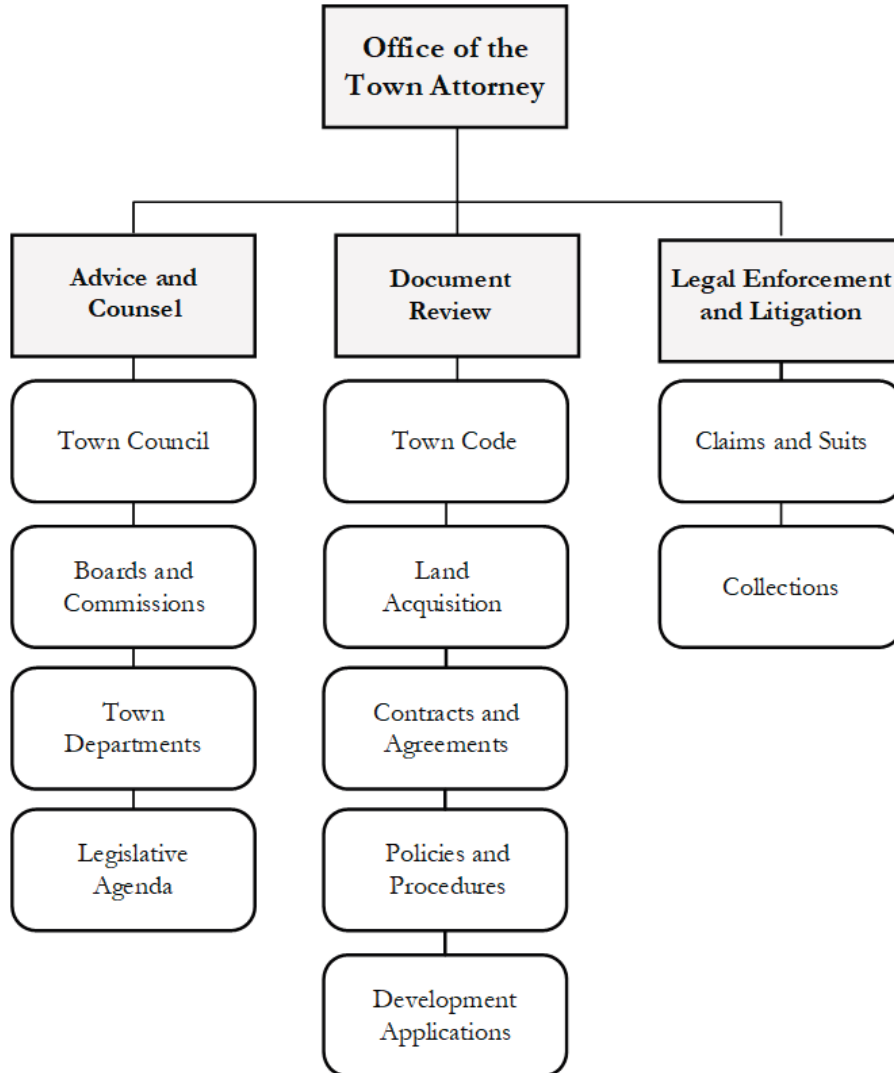


DOCUMENT REVIEW



LITIGATION

Organization Chart



Summary of Services

Advice and Counsel

This function provides support to the Town Council, boards, commissions, and all Town departments through legal opinions, advice, interpretation, and representation as needed to ensure Town actions are compliant with local, state, and federal law. The development and implementation of the Town Council’s legislative agenda is an integral part of this function.

Document Review

The Town Attorney's office oversees a diverse range of legal matters, which includes drafting and conducting thorough reviews of contracts, agreements, licenses, permits, deeds, leases,

easements, franchise agreements, department policies and procedures, ordinances, and resolutions as well as provides legal opinions and advice on these documents.

Legal Enforcement and Litigation

This function provides representation to the Town in the prosecution and defense of claims involving the Town. The Office is responsible for the collection of monies owed to the Town through enforcement of the Town Code and the Code of Virginia. The Office also enforces the Town Zoning Ordinance and other provisions of the Town Code.

Goals & Objectives

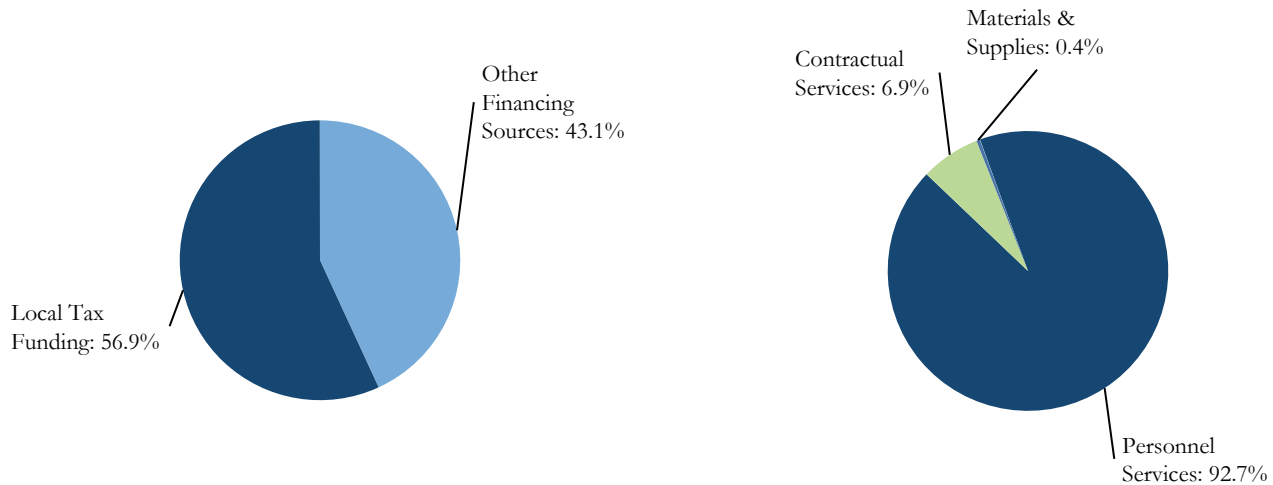
Scorecard	Goal	Objective	Term
BP, CS, ED, FM	Provide objective, accurate, concise, and timely legal advice that facilitates informed decision-making and effective policy development by the Town Council.	Attend all Council meetings, participate in legislative agenda committee meetings, and respond to Council member inquiries; prepare and/or review resolutions and ordinances.	Short
CS	Provide town staff members high quality, efficient, and effective legal services, advice and opinions, and ethics enforcement.	Respond to internal departments and address department legal issues in a timely manner.	Long
BP, CS	Work closely with local governing bodies (Town Council, Planning Commission, Board of Architectural Review).	Attend monthly Planning Commission meetings, research issues for legal ramifications; memos, legal advice.	Long
BP	Assist the Department of Community Development with zoning, overcrowding, and Town Code Violations.	Research and respond to violations upon request; prosecute, if necessary. Attend monthly commission meetings to answer legal questions proactively.	Long
BP, CS, ED, FM	Ensure efficient, timely and accurate payment of tax accounts and fees by pursuing legal action.	Monitor account details for missed and/or delayed payments. Collect delinquent taxes/fees by litigation in cases where Finance was unable to collect through normal collection process.	Long
BP, CS, ED, FM	Land acquisition and easement practice.	Prepare and review deed of easements as needed for developments and improvements to Town property, work with outside counsel to efficiently resolve condemnation matters.	Long
BP	Review department contracts and agreements as requested by the Procurement Officer or Department Director.	Continue to review department contracts and agreements.	Long
BP, CS, ED, FM	Represent the Town in all VACorp Insurance Claims.	Ensure all claims are provided to VACorp claims' representative in a timely manner, research applicable laws relating to claim; work closely with assigned attorney in litigated matters.	Long
BP, CS, ED	Research, train and update employees on current Freedom of Information Act (FOIA)/Conflict of Interest Act (COIA) laws.	Assist departments with requests and research.	Long

BP = Business Process CS = Customer Service ED = Employee Development FM = Financial Management

Financial Information & Analysis

Object Categories	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance	
				\$	%
Sources					
Other Financing Sources	\$338,865	\$359,088	\$363,726	\$4,638	1.3 %
Total Revenue	\$338,865	\$359,088	\$363,726	\$4,638	1.3 %
Local Tax Funding	\$997,945	\$423,938	\$479,602	\$55,664	13.1 %
Total Sources	\$1,336,810	\$783,026	\$843,328	\$60,302	7.7 %
Uses					
Personnel Services	\$892,292	\$721,604	\$781,806	\$60,202	8.3 %
Contractual Services	442,366	57,880	57,880	—	— %
Materials & Supplies	2,019	3,400	3,400	—	— %
Continuous Charges	133	142	242	100	70.4 %
Total Uses	\$1,336,810	\$783,026	\$843,328	\$60,302	7.7 %
Total Full-Time Equivalent (FTE)	5.00	6.00	6.0	—	— %

Sources by Fund (2025) **Uses by Department (2025)**



Budget Analysis

The Fiscal Year 2025 Adopted Budget for the Office of the Town Attorney reflects an increase of \$60,302 or 7.7% over the Fiscal Year 2024 Adopted Budget, which is primarily attributable to compensation increases for existing staff. Consistent with Fiscal Year 2024, the land acquisition managers in the Town Attorney's Office are funded by the Capital Projects Fund.

The Fiscal Year 2025 budget includes an increase in revenue of \$4,638 or 1.3% associated with reimbursements attributable to the Capital Improvements Program and the Utilities Fund.

Performance Measures

Scorecard	Description	FY 2023 Actual	FY 2024 Estimate	FY 2025 Target	Trend
BP, FM, CS, ED	Number of Council directives and initiatives. <i>Measures the total number of Council directives and initiatives responded to by staff</i>	80	90	95	↑
CS	Number of Town department requests for legal representation. <i>Measures the total number of requests for legal representation for all departments</i>	400	350	400	↓
BP, CS	Number of Town Commission requests for legal services. <i>Measures the number of legal services provided to Town Commissions including representation at meetings and requests for information</i>	22	22	22	↔
BP	Number of Town Code violations anticipated. <i>Measures the total number of violations of Town Code, zoning ordinance and other regulations prosecute</i>	16	15	15	↔
BP, FM, CS, ED	Number of taxpayer accounts processed for collections. <i>Measures the total number of taxpayer accounts processed by the Town Attorney's Office for collections</i>	33	5	5	↓
BP, FM	Number of easements and land acquisition documents reviewed. <i>Measures the number of easements and land acquisition documents reviewed by Town Attorney</i>	67	65	65	↔
BP	Number of contracts and agreements reviewed. <i>Measures the total number of contracts and agreements reviewed by legal staff</i>	186	180	180	↓
BP, FM	Number of insurance, employment, and workers' compensation claims reviewed. <i>Measures the number of claims reviewed and defended for VML insurance, Virginia Employment Commission, and workers compensation counsel</i>	9	5	5	↓
BP, ED, CS	Number of FOIA/COIA requests monitored. <i>Measures the total number of Freedom of Information Act (FOIA)/Commission on Information and Accountability (COIA) requests monitored for compliance</i>	18	20	20	↑

BP = Business Process CS = Customer Service ED = Employee Development FM = Financial Management

Performance Analysis

The Office of the Town Attorney (TAO) primarily serves to offer legal assistance to the Town Council, department directors, and town staff members. This pivotal role is set to expand as the number of Council directives, initiatives, and related department requests is anticipated to increase. This growth is a result of the implementation of Town Council initiatives, ongoing high land development activity, and the continuation of the Annexation project. The number of Town Code violations is expected to increase as the population continues to grow and new development projects are initiated. While administrative tools are increasingly used for delinquent account collections, a continued reduction in attorney involvement in collection matters is anticipated each year. It is worth noting that collections experienced an increase in Fiscal Year 2023 due to delinquent water and sewer bills that were nearing the statute of limitations. The number of development and capital projects will continue to progress so the number of easements and land acquisition documents reviewed by TAO should remain consistent. The Town Attorney's Office continues to work closely with the Procurement to review contracts from vendors, suppliers, and other parties to reduce the Town's contract risk. As projected previously, the number of FOIA requests reviewed by the TA's

office is expected to level off with the Town's FOIA officers only contacting the TAO on more complicated requests. The Office of the Town Attorney will continue to work with Town Council and its internal clients in support of Town legal objectives.



Clerk of Council

Mission

The Office of the Clerk of Council is dedicated to delivering the highest degree of customer service to the Town Council, Town boards and commissions, and Town residents by ensuring that the conduct of Town business meets or exceeds all requirements of the Town Code and applicable state statutes

Description

The Office of the Clerk of Council supports the Town's legislative function by assembling and distributing [Town Council agenda packets](#), preparing [minutes](#), and finalizing [legislation](#). The Office of the Clerk serves as the primary archivist for the Town's official documents, such as the [Town Code](#) and meeting minutes. The Office of the Clerk administers required public notifications in support of Town Council actions.

The Office of the Clerk of Council consists of three major operating functions: Council Support, Boards and Commissions Support, and Regulatory Compliance.

The Office of the Clerk provides support for new [board and commission](#) appointees, allowing them to focus on their mission of providing the Town Council with advice on subjects within their purview. The Clerk of Council serves as the primary coordinator for compliance with the Virginia Freedom of Information Act which includes [Requests for Documents](#) and open meeting notices; the Virginia Conflict of Interests Act; and the Virginia Public Records Act, which includes all areas of records management including retention and destruction.

For more information, please visit the Clerk of Council's webpage at www.leesburgva.gov/clerk.

Contact Information

Eileen Boeing, Clerk of Council
25 W. Market Street
Leesburg, VA 20176
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BOARDS & COMMISSIONS

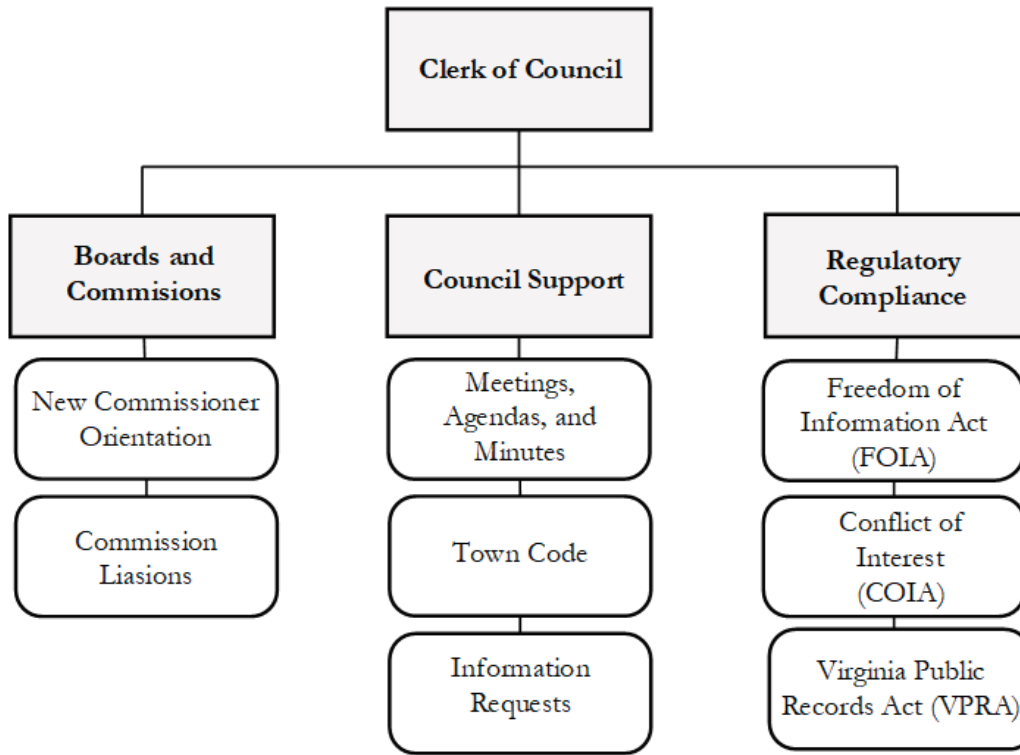


COUNCIL SUPPORT



REGULATORY COMPLIANCE

Organization Chart



Summary of Services

Boards and Commissions Support

This function provides support to the Town’s various regulatory and advisory boards and commissions by advertising for vacancies and preparing appointment documentation. Once appointed, the Clerk is responsible for coordinating payroll, information technology services, and general training for each appointee. The Office of the Clerk provides support to the staff liaisons assigned to each body to ensure compliance with legislative and regulatory requirements.

Council Support

This function provides meeting and administrative support to the Town Council including preparation and distribution of agenda packets, preparation of minutes and correspondence, archiving of all official legislation and documents, codification of the Town Code, and administration of public notifications in support of Town Council actions. The Clerk provides a point of contact and coordination for all outside groups and/or individuals wishing to address Council, to receive recognitions, or for general information regarding the Town and its legislative functions.

Regulatory Compliance

Freedom of Information Act (FOIA) – The Clerk of Council serves as the designated FOIA Officer for the Town for fulfilling general, non-Police Department requests for documents under the Virginia Freedom of Information Act. The Clerk’s Office is also responsible for adherence to open meeting requirements such as advertisement of meetings, posting of meetings, and public access to meetings as required under the Act.

Conflict of Interests Act – The Clerk of Council ensures compliance with filing requirements of the Virginia Conflict of Interest Act for elected and appointed public officials.

Public Records Act – The Clerk of Council serves as the official Designated Records Officer of the Town of Leesburg as per the requirements of the Virginia Public Records Act. The Office of the Clerk provides technical assistance to all Town staff, Town Council, and boards and commissions in meeting state requirements for archiving and maintenance of all Town documents including, but not limited to, correspondence, reports, and emails.

Goals & Objectives

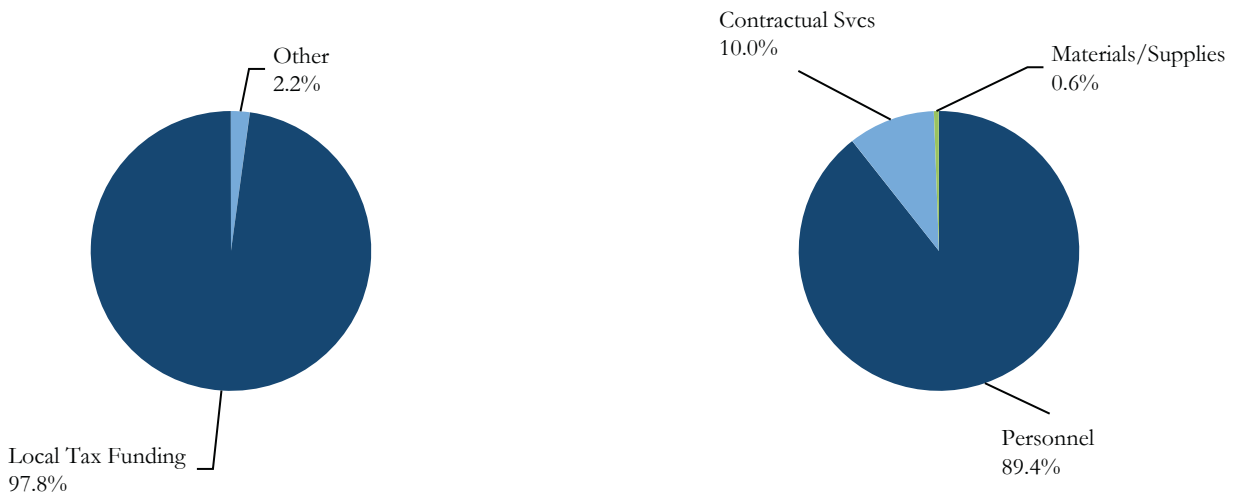
Scorecard	Goal	Objective	Term
BP, CS	Support the development of Standard Operating Procedures throughout the organization.	Retain knowledge of Town operations to ensure the continuity and consistency of government.	Long
		Develop Standard Operating Procedures for the Office of the Clerk of Council.	Intermediate
		Develop a Townwide Standard Operating Procedures Repository.	Short
BP, CS, FM	Develop a Townwide Standard Operating Procedures Repository	Educate staff on records retention requirements.	Intermediate
		Complete townwide electronic archiving of records.	Long
		Reduce offsite records storage needs.	Long
CS	Provide exceptional customer service to Council, Board and Commission Members, General Public and staff.	Support formalized training through certification and skills based trainings and programs.	Intermediate
		Identify organizational efficiencies and process improvements.	Long

BP = Business Process CS = Customer Service ED = Employee Development FM = Financial Management

Financial Information & Analysis

Object Categories	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance	
				\$	%
Sources					
Charges for Services	\$3,033	\$—	\$—	\$—	— %
Other Financing Sources	9,954	10,860	10,951	91	0.8 %
Total Revenue	\$12,987	\$10,860	\$10,951	\$91	0.8 %
Local Tax Funding	\$435,239	\$454,374	\$495,281	\$40,907	9.0 %
Total Sources	\$448,226	\$465,234	\$506,232	\$40,998	8.8 %
Uses					
Personnel Services	\$401,079	\$411,509	\$452,507	\$40,998	10.0 %
Contractual Services	44,750	50,825	50,825	—	— %
Materials & Supplies	2,398	2,900	2,900	—	— %
Total Uses	\$448,226	\$465,234	\$506,232	\$40,998	8.8 %
Total Full-Time Equivalent (FTE)	3.00	3.00	3.00	1.00	33.3 %

Sources by Fund (2025)	Uses by Department (2025)
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Budget Analysis

The Fiscal Year 2025 Adopted Budget for the Clerk of the Council includes an increase of \$40,998 or 8.8% over the Fiscal Year 2024 Adopted Budget. This increase is due to increased compensation costs for existing staff.

Performance Measures

Scorecard	Description	FY 2023 Actual	FY 2024 Estimate	FY 2025 Target	Trend
BP, CS	Number of FOIA Requests <i>Measures the total number of Freedom of Information Act request</i>	401	450	500	↑
BP, CS	Number of Council meetings supported <i>Measures the total number of Council meetings supported includes agenda packets and public notices</i>	44	42	44	↔
BP, CS	Number of new Boards and Commissions appointees <i>Measures the total number of Council appointees to vacancies on Boards and Commissions</i>	29	30	80	↑
BP, CS	Number of Council meeting minutes prepared on time <i>Measures the total number of minutes ready for approval at the next Council meeting</i>	44	42	44	↔
<i>BP = Business Process CS = Customer Service ED = Employee Development FM = Financial Management</i>					

Performance Analysis

The primary functions of the Office of the Clerk of Council are three-fold: support to the Town Council; support to the Town's Boards and Commissions; and regulatory compliance with the Virginia Freedom of Information Act (FOIA), Virginia Public Records Act (VPRA), Conflict of Interests Act (COIA) and all other applicable legislative requirements. Meeting and administrative support is quantified by the number of Council meetings attended throughout the year and the number of agenda packets, minutes, and legislation prepared on time for each Council meeting. Fiscal Year 2023 was a non-election year and the number of Board and Commission appointments processed was consistent. Fiscal Year 2024 is a non-election year; therefore, the Clerk of Council's office again anticipates a typical number of appointments (approximately 30) to Boards and Commissions throughout the Fiscal Year through turnover and administrative removals for absenteeism. Fiscal Year 2025 is an election year, resulting in 48 Council appointments in addition to the normal turnover. The Clerk of Council serves as the FOIA Officer for general, non-Police Department-related Virginia Freedom of Information Act (FOIA) requests. The number of records requests increased primarily due to the implementation of FOIA software in Fiscal Year 2022, increased awareness of staff and the public regarding records requests, and the increased ease of submitting requests through the software on the Town's Web site. Requests leveled out in Fiscal Year 2023 and Fiscal Year 2024 and a minimal increase is expected for Fiscal Year 2025. The Clerk of Council maintains oversight of the Town's records management program as the Town's Designated Records Officer and as such has developed an internal network of Departmental Records Coordinators to fulfill the requirements and ensure compliance of the Virginia Public Records Act. The Clerk's Office complies with the Conflict of Interest Act disclosure requirements, ensuring that all required members of Town Council, Boards, Commissions, and staff annually complete the required annual disclosure forms.



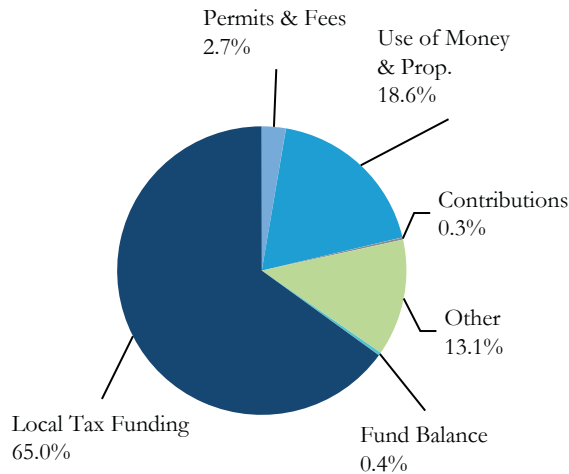
Supporting Activities

The Supporting Activities category consists of the Department of Finance and Administrative Services, which includes the Finance, Human Resources, and Information Technology departments. These internal support functions ensure that Town operating departments have the necessary financial resources, human capital, and technology support and infrastructure to provide efficient and effective community services.

Financial Information & Analysis

Object Categories	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance		Pg #
				\$	%	
Sources						
Permits & Fees	\$202,387	\$262,000	\$262,000	\$—	— %	
Fines & Forfeitures	136,621	114,000	—	(114,000)	(100.0)%	
Use of Money & Property	1,976,886	711,900	1,821,000	1,109,100	155.8 %	
Donations & Contributions	16,566	26,300	26,300	—	— %	
Other Financing Sources	1,133,770	1,273,371	1,276,314	2,943	0.2 %	
Use of Fund Balance	—	150,000	35,190	(114,810)	(76.5)%	
Total Revenue	\$3,466,230	\$2,537,571	\$3,420,804	\$883,233	34.8 %	
Local Tax Funding	\$4,276,042	\$6,414,598	\$6,358,230	\$-56,368	(0.9)%	
Total Sources	\$7,742,272	\$8,952,169	\$9,779,034	\$826,865	9.2 %	
Uses						
Department of Finance & Administrative Services	\$7,742,272	\$8,952,169	\$9,779,034	\$826,865	9.2 %	81
Total Uses	\$7,742,272	\$8,952,169	\$9,779,034	\$826,865	9.2 %	

Sources by Fund (2025)



Uses by Department (2025)





Department of Finance & Administrative Services

Mission

The mission of the Department of Finance and Administrative Services is to deliver exceptional financial, technical, management and administrative services to our internal and external customers providing value through deployment of innovative technologies and business processes while embracing the values of accountability, financial sustainability, integrity, and transparency.

Description

The Department of Finance and Administrative Services is responsible for the administration of the Town's internal and external fiscal operations, human resource, and technology-related support services to all Town stakeholders, both internal and external. The department consists of three major operating functions: Finance, Human Resources, and Information Technology.

Fiscal operations include safeguarding assets, financial accounting and reporting, timely collection of Town revenues, and budgeting for all Town funds. The Town's revenue collections, debt and investment portfolios, procurement processes, annual budget, and independent audit are managed within the Finance Division. The highest level of financial reporting standards are kept in accordance with nationally recognized Generally Accepted Accounting Principles (GAAP) and presented in the [Annual Comprehensive Financial Report](#) which provides timely and reliable financial information to residents, investors, creditors, and legislative and oversight bodies. Through the [customer service portal](#) on the Town's website, Town residents can pay their general bills and utility bills online.

The [Human Resources \(HR\) Division](#) serves those who serve the Town. From recruitment to off-boarding and retirement, HR plays an important role throughout an employee's life-cycle with the Town. Human Resources staff works as a strategic partner to design, implement, and administer employee compensation, benefits, and development programs to attract talented public servants, then works to cultivate, train, and retain a diverse, high-performing workforce.

The [Information Technology Division](#) provides support services including cyber security, IT infrastructure, Geographic Information Services (GIS), networking equipment, system and application support including enterprise architecture, e-signature, systems analysis and planning, procurement of equipment and services, project and contract management, and business process improvement. IT supports all endpoint devices including PCs, mobile devices, telecommunications infrastructure, copiers, and printers. The division also supports the [Technology and Communications Commission](#).

For more information, please visit the Department of Finance and Administrative Services website at <https://www.leesburgva.gov/departments/finance>.

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Jakub Jedrzejczak, IT Director
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ACCOUNTING



MANAGEMENT & BUDGET



PROCUREMENT

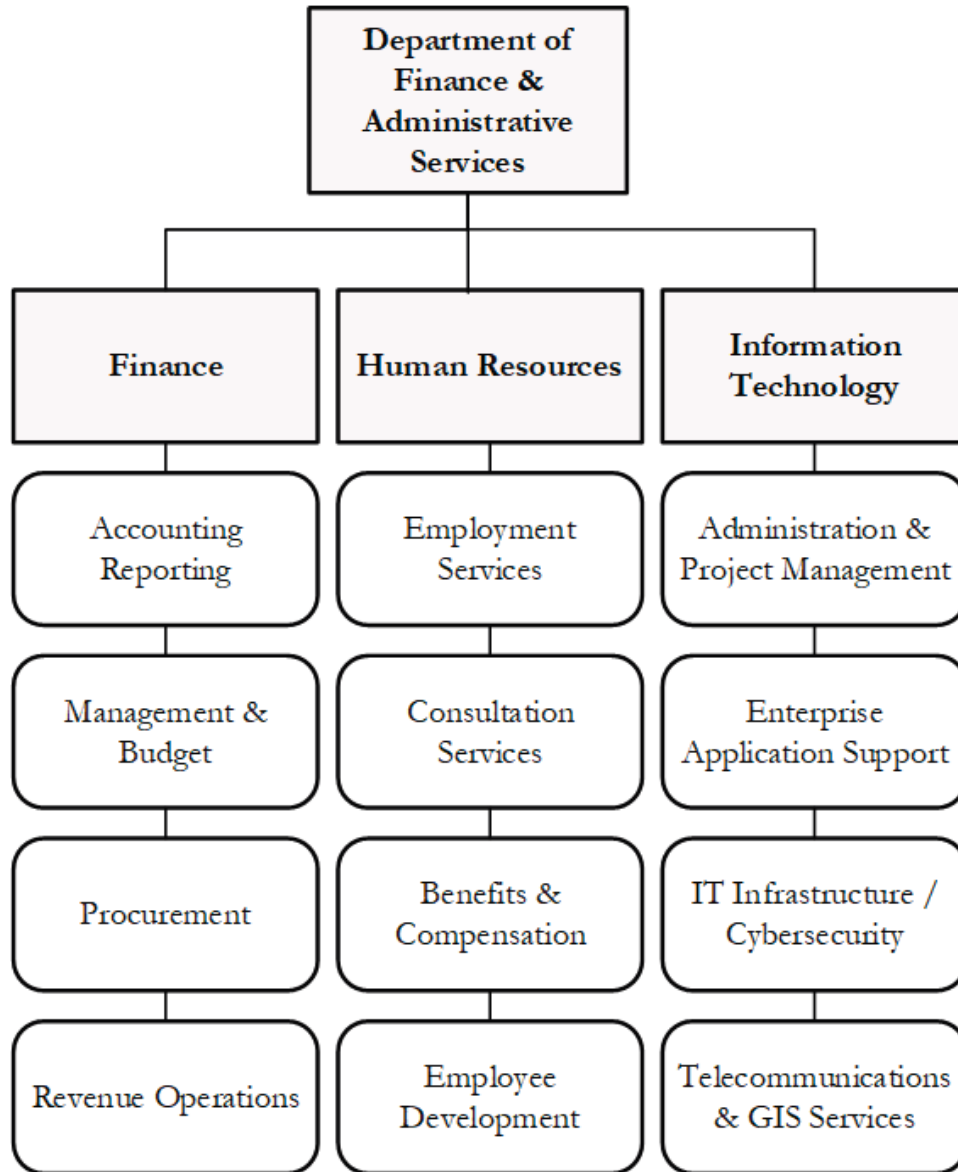


HUMAN RESOURCES



INFORMATION TECHNOLOGY

Organization Chart



Summary of Services

Finance

Finance consists of accounting and reporting, financial systems management and budget, procurement, debt and investment management, and revenue collections. Accounting staff processes and records Town financial transactions and ensures the accuracy of assets, liabilities, fund balances, accounting for debt, administration of accounts payable, payroll, and reporting of revenues and expenses. Treasury functions include bank and investment account management as well as coordination and issuance of debt. Management and Budget provides analytical support to the Town Council, Town Manager, and Town departments. The Procurement Office manages the acquisition of goods, services, insurance, purchasing card payments, surplus

property, and risk management for all departments. Revenue Collections is responsible for billing and collection of Town taxes and fees including food and beverage, business licenses, general service bills, and transient occupancy taxes. The division collects water and sewer bills for all customers serviced by the Town’s Utilities Department.

Human Resources

Human Resources (HR) works with hiring managers to recruit and select the most qualified candidates. By supporting departments across the organization, HR staff has a unique role in providing guidance and assistance to employees and supervisors on policy development, performance management, and employee

relations matters. From benefits to pay and incentives, HR administers and proposes total reward policies with the aim of recruiting top candidates and retaining high performers in a competitive labor market. Human Resources oversees Town-wide training and development opportunities and assists departments in designing programming specific to their needs.

Information Technology

Information Technology (IT) is responsible for the Town-wide cybersecurity program and manages town-wide enterprise infrastructure and applications, including Geographic Information Systems (GIS) services as well as Townwide communication infrastructure (wired and wireless phones). IT partners with Town departments to support business process improvements and identify new opportunities to automate and improve Town services. IT supports expanding the use of technology, determines needs, and provides advisory services. Under an overarching Digital Town Hall Initiative, IT implements solutions that provide

efficiency as well as improved access to Town resources and services. With the Digital Town Hall Initiative, IT is focused on improving the users' experience when interacting digitally with the Town. IT is streamlining and optimizing processes and offering enhanced mobile experiences and electronic forms over many systems. IT supports its internal customers with the highest standards of customer service for security and system reliability, enterprise application support, mobile and desktop devices, teleconferencing and broadcasting facilities, project management, and training. Enterprise applications supported include O365, TRAKit Land User Application System, Munis, GIS, Lucity, Laserfiche, WebTrac, telecommunications, public safety communications, collaborative intranet, and physical plant security. The citizen-led Technology and Communications Commission provides recommendations to the Town Council on the Town's Information Technology strategy and valuable feedback regarding Town IT initiatives, direction, and policy matters.

Goals & Objectives

Scorecard	Goal	Objective	Term
CS	Develop practices to enhance delivery of exceptional services to internal and external customers.	Continue customer service design team and implement initiatives for continuous exemplary customer service.	Intermediate
		Increase staff technical competencies through formalized training.	Intermediate
		Maintain staff professional certifications and CPE credits for core competencies within the department.	Long
BP, FM	Prepare and submit certified financial statements on time and in accordance with Generally Accepted Accounting Principles (GAAP).	Complete financial statements with a clean audit report.	Intermediate
		Submit Annual Comprehensive Financial Report to Government Finance Officers Association (GFOA) for excellence in financial reporting award.	Intermediate
BP, FM	Prepare and submit a balanced budget in adherence to the Long Term Sustainability Plan.	Deliver balanced budget on time per Town Code.	Long
		Submit budget to GFOA for budget excellence award.	Intermediate
BP, ED	Implement necessary recommendations of the Diversity Task Force to attract and recruit qualified diverse candidates.	Increase outreach of recruitment efforts to diversity resources.	Long
BP, CS, FM	Provide townwide training and development program.	Increase skills and knowledge through professional development for employees.	Long
		Expand the use of employee self-service module or equivalent alternative to streamline Open Enrollment.	Intermediate
		Review and update the chart of accounts and expenditure object code descriptions.	Long

Scorecard	Goal	Objective	Term
BP, CS, FM	Leverage transformational technologies, e.g. cloud computing, and hosted software as a service (SAAS) for improved operational efficiencies.	Pilot and implement cloud technologies for lower cost of ownership, data redundancy, and improved system delivery. Develop technology plan including long-term strategy, infrastructure build-out, disaster recovery, continuity of operations, and cyber security.	Intermediate
		Continue development of Digital Town Hall using artificial intelligence (AI) and other new technologies to transform the Town's service offerings.	Intermediate
BP, CS, ED	Increase departmental staff technical skills.	Allow staff to increase technical competencies through formalized training programs, user groups, and conference attendance.	Long
CS, ED, FM	Use the Town's Enterprise Content Management System and productivity platforms tools to enhance workflow, reporting capabilities, and customer service.	Implement an enterprise content management program that will improve accuracy, speed, and efficiency within the department for processing personnel action forms and other forms.	Intermediate
ED, FM	Enhance the on-boarding and off-boarding system for new hires to assist with training in the first 90 days and upon departure.	Improve employee development, retention, and morale through a formalized mentoring and training program.	Intermediate
BP, CS, ED	Continuous cyber security program enhancements.	Expand cyber security best practices and awareness. Continue ongoing monitoring and support existing and new initiatives, focusing on multi-factor authentication usage, password management, and endpoint protection.	Long
BP, CS, FM	Provide townwide customer service and supervisory training.	Promote excellence in customer service through professional development for employees.	Intermediate
BP, CS, ED	Redesign network infrastructure.	Improve cyber security posture and interoperability. Provide redundancy and additional secure access to the Town network.	Intermediate

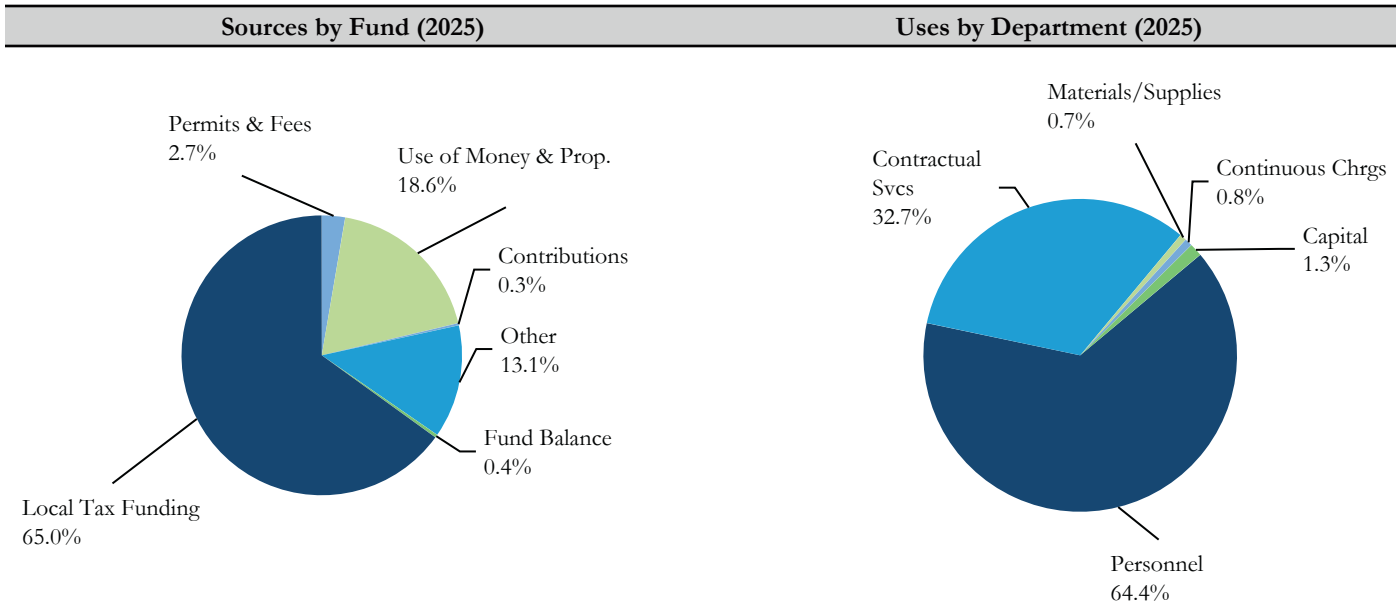
BP = Business Process CS = Customer Service ED = Employee Development FM = Financial Management

Expenditures by Division

Divisions	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance	
				\$	%
Finance	\$3,633,223	\$3,830,787	\$4,188,782	\$357,995	9.3 %
Human Resources	882,430	1,044,405	1,259,500	215,095	20.6 %
Information Technology	3,226,620	4,076,977	4,330,752	253,775	6.2 %
Total	\$7,742,273	\$8,952,169	\$9,779,034	\$826,865	9.2 %

Financial Information & Analysis

Object Categories	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance	
				\$	%
Sources					
Permits & Fees	\$202,387	\$262,000	\$262,000	\$—	— %
Fines & Forfeitures	136,621	114,000	—	(114,000)	(100.0)%
Use of Money & Property	1,976,886	711,900	1,821,000	1,109,100	155.8 %
Donations & Contributions	16,566	26,300	26,300	—	— %
Other Financing Sources	1,133,770	1,273,371	1,276,314	2,943	0.2 %
Use of Fund Balance	—	150,000	35,190	(114,810)	(76.5)%
Total Revenue	\$3,466,230	\$2,537,571	\$3,420,804	\$883,233	34.8 %
Local Tax Funding	\$4,276,042	\$6,414,598	\$6,358,230	\$(56,368)	(0.9)%
Total Sources	\$7,742,272	\$8,952,169	\$9,779,034	\$826,865	9.2 %
Uses					
Personnel Services	\$5,272,721	\$5,564,847	\$6,300,413	\$735,566	13.2 %
Contractual Services	2,129,244	2,965,246	3,201,283	236,037	8.0 %
Materials & Supplies	76,175	69,350	69,350	—	— %
Grants & Contributions	1,636	—	—	—	— %
Continuous Charges	70,244	88,226	76,988	(11,238)	(12.7)%
Capital Outlay	192,252	264,500	131,000	(133,500)	(50.5)%
Total Uses	\$7,742,272	\$8,952,169	\$9,779,034	\$826,865	9.2 %
Total Full-Time Equivalent (FTE)	37.5	37.5	39.0	1.5	4.0 %



Budget Analysis

The Fiscal Year 2025 Adopted Budget for the Department of Finance and Administrative Services includes an increase of \$826,865 or 9.2% over the Fiscal Year 2024 Adopted Budget. The increase is mainly attributable to a new Management and Budget Analyst in the Finance Division, contractual services increases in Information Technology related to online services, and increases due to salary and benefit adjustments. Increases are partially offset by decreases related to removal of one-time unassigned fund balance budgeted in Fiscal Year 2024 for parking garage technology.

Projected departmental revenue for Fiscal Year 2025 is estimated to increase over the Fiscal Year 2024 Adopted Budget due to better returns from investment income. The reduction shown in Fines & Forfeitures reflects the transfer of parking ticket fine revenue to the Police Department consistent with the transfer of the responsibility for issuing parking tickets. The Fiscal Year 2025 budget includes a use of fund balance of \$35,190 reflecting the use of the IT Strategic Plan Reserve.

Performance Measures

Scorecard	Description	FY 2023 Actual	FY 2024 Estimate	FY 2025 Target	Trend
BP, FM	Percentage of liquid assets placed in higher yielding investments.	85.0%	99.0%	99.0%	↑
	<i>Measures the percentage of liquid assets placed in higher yielding investments than offered by the bank</i>				
FM	Achieve an unqualified, unmodified, "clean" audit report from the Town's external audit	Yes	Yes	Yes	↔
	<i>Measures the quality and effectiveness of the Town's internal controls, compliance, and accounting processes</i>				
FM	Achieve the Distinguished Budget Presentation Award from GFOA	Yes	Yes	Yes	↔
	<i>Measures the quality and effectiveness of the Town's budget development and presentation processes</i>				
FM	Achieve the Certificate of Achievement for Excellence in Financial Reporting from GFOA	Yes	Yes	Yes	↔
	<i>Measures the quality and effectiveness of the Town's Annual Comprehensive Financial Report preparation</i>				
FM, CS	Achieve the Award for Outstanding Achievement in Popular Annual Financial Reporting	Yes	Yes	Yes	↔
	<i>Measures the quality and effectiveness of the Town's communication of financial results to the public</i>				

Scorecard	Description	FY 2023 Actual	FY 2024 Estimate	FY 2025 Target	Trend
FM	Maintain AAA Bond Ratings from Moody's, Fitch and Standard & Poors Rating Agencies <i>Measures the Town's maintenance of financial strength, fiscal resiliency, and long-term sustainability</i>	Yes	Yes	Yes	↔
FM	Number of OSHA recordable accidents. <i>Measures the total number of accidents requiring medical treatment and go on the OSHA 300 log</i>	12	15	10	↓
ED, BP	Average number of days to fill a position. <i>Measures the average number of days from job advertisement to offer extension (non-continuous recruitments)</i>	77	75	75	↓
BP, ED, CS	Diversity recruitment. <i>Measures the percentage of minority candidates applying for jobs with the Town</i>	33.3%	33.0%	39.0%	↑
ED	Average training feedback. <i>Measures the evaluation scores from those participating in HR-provided training on a 5-point scale</i>	4.51	3.90	4.25	↔
BP, CS	Number of help desk tickets resolved by IT Division. <i>Measures the number of help desk tickets resolved by the IT Division's technical support function</i>	2,164	2,222	2,282	↔
BP, CS, ED	Number of IT training session participants. <i>Measures the number of participants attending a technical education session provided by the IT Division</i>	598	789	800	↑
BP, CS	Number of completed IT-related maintenance activities. <i>Measures the number of completed IT-related maintenance obligations (patches, updates, etc.)</i>	50	50	50	↔
BP, CS	Number of Enterprise Content Management documents. <i>Measures the number of data stored, secured and accessed on IT systems architecture</i>	1,720,000	1,900,000	2,000,000	↑
BP, CS	Number of Geographic Information System service requests <i>Number of Geographic Information System service requests for the IT Division's GIS program</i>	265	375	450	↑
BP, CS	Percentage of Business Professional License Tax (BPOL) collected. <i>Collection percentage is based upon the payments received from customer self-reported gross receipts</i>	98.7%	98.0%	98.0%	↔
BP, CS	Percentage of meals tax collected. <i>Measures the percentage of meals taxes collected</i>	99.4%	99.0%	99.0%	↔
BP, FM	Dollar value change of purchase card (p-card) rebates <i>Measures the percentage increase in total dollar value of rebates received for using the Town purchase card for small payments</i>	29.2%	3.4%	7.0%	↔
BP, CS	Dollar value of procurement services <i>Measures the dollar value of procurement services per \$100 spend; per transaction</i>	\$0.38	\$0.86	\$0.89	↔

BP = Business Process CS = Customer Service ED = Employee Development FM = Financial Management

Performance Analysis

The Department of Finance and Administrative Services continues to prioritize operational efficiencies that yield an improved customer experience while increasing budgetary savings townwide. These positive trends are expected to continue. In revenue collections, technology is being leveraged to enhance streamlined payments and processes with an emphasis on utilities, general invoices, and over-the-counter payments, while providing focused effort on collections of business, professional, and occupational licenses (BPOL); meals tax; and other business and residential taxes. Meals taxes transitioned from quarterly to monthly filings January 2022 (FY 2022) while transient occupancy taxes (hotel taxes) transitioned from quarterly to monthly filings in January 2023 (FY 2023). Also in FY 2022, the BPOL filing deadline was moved up to March 1st (previously May 1st). FY 2023 and FY 2024 the department will work towards centralizing Accounts Payable invoices and improving workflows. In terms of Procurement, spending increased in FY 2023 as the impacts of

the COVID-19 pandemic lessened and supply chain constraints eased. Such significant rates of increase are not anticipated in FY 2024 and FY 2025.

The Human Resources (HR) Division continues to implement process improvements to capture efficiencies and improve the customer experience through the use of technology. HR continues to fully implement a learning management system to host online training opportunities for employees and expanded instructor-led training and professional development opportunities for Town staff in order to develop more leadership from within the Town's existing ranks. Additionally, HR continues to foster a healthy and safe work environment with the addition of a Safety Coordinator who collaborates with Town departments to enact and promote safety programs. While FY 2023 continued an extended period of competitive labor

conditions, the Town is focused on recruiting a diverse, high-performing workforce.

The Information Technology (IT) Division has continued to enhance its online resources and IT's monthly "Tech Tuesday" educational program open to all Town staff. Building on its Digital Town Hall initiative, IT expects significant growth in the use of the enterprise content management system workflow, forms, and process automation due to the addition of another Systems Analyst. IT support staff anticipate devoting more time to transferring knowledge of this program and other new technology tools throughout the organization. IT completed significant infrastructure improvements that moved functions to the cloud, including co-location and implementing Office 365. Other major initiatives include the Geographic Information Systems improvements and continued efforts in the multiyear expansion of the use of the enterprise content management system (ECM). IT expects to improve service delivery by continuing to work with departments to automate their business processes and put forms and applications on the website. IT expects forms and related applications to continue to be strategic tool in Fiscal Year 2024 and beyond. Finally, due to the rapid expansion of the use of mapping data in Town business, IT has implemented a GIS Portal that will empower users to create their own maps and mobile applications. It made major improvements to the cyber security program, implementing multi-factor authentication, intrusion protection and monitoring, higher levels of O365, and updating software to current versions and other nonpublic measures. Continuous investment of resources in cyber security is required to maintain the Town's cyber insurance coverage.

Keeping Us Safe

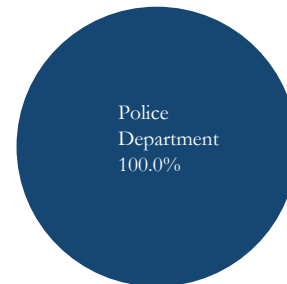
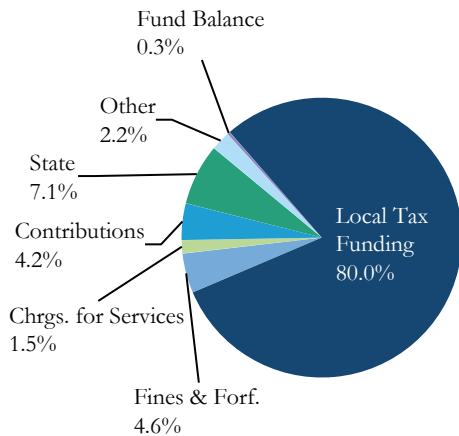
Included in the Keeping Us Safe function is the Leesburg Police Department, a full-service law enforcement agency whose primary role is to ensure that Leesburg neighborhoods are safe and secure. Also included in this function are pass-through state grant funding contributions from the Town to the Leesburg Volunteer Fire Company to provide the full depth of public safety expenditures by the Town.

Financial Information & Analysis

Object Categories	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance		Pg #
				\$	%	
Sources						
Fines & Forfeitures	\$163,763	\$260,000	\$841,800	\$581,800	223.8 %	
Use of money & Property	2,124	5,000	5,000	—	— %	
Charges for Services	94,956	281,100	281,100	—	— %	
Contributions & Donations	575,014	702,453	780,392	77,939	11.1 %	
Commonwealth of Virginia	1,207,594	1,174,010	1,308,596	134,586	11.5 %	
Federal Government	167,817	49,000	7,937	(41,063)	(83.8)%	
Other Financing Sources	367,476	402,220	404,966	2,746	0.7 %	
Use of Fund Balance	—	390,000	61,890	(328,110)	(84.1)%	
Total Revenue	\$2,578,743	\$3,263,783	\$3,691,681	\$427,898	13.1 %	
Local Tax Funding	\$11,078,403	\$14,863,094	\$14,764,200	\$(98,894)	(0.7)%	
Total Sources	\$13,657,146	\$18,126,877	\$18,455,881	\$329,004	1.8 %	
Uses						
Police Department	\$13,657,146	\$18,126,877	\$18,455,881	\$329,004	1.8 %	91
Total Uses	\$13,657,146	\$18,126,877	\$18,455,881	\$329,004	1.8 %	

Sources by Fund (2025)

Uses by Department (2025)





Police Department

Mission

The Leesburg Police Department is committed to enhance the quality of life and provide exceptional police services to the residents, businesses and visitors of the Town of Leesburg.

Description

The [Leesburg Police Department](#) (LPD) has a proud and distinguished history of providing quality police services since 1758. As a full-service law enforcement agency emphasizing the philosophies of community policing and intelligence led policing, LPD is nationally recognized for its proactive crime prevention programs and serves as the training model in community policing for all officers and deputies attending the [Northern Virginia Criminal Justice Training Academy](#).

The LPD consists of two major operating divisions: the Field Operations Division and the Administrative and Support Services Division. The Field Operations Division includes the Patrol Operations and Criminal Investigations sections. The Administrative and Support Services Division includes the Operational Support, Administrative Support, and Information Service sections.

The current authorized strength is 87 sworn officers and 22 non-sworn personnel who provide law enforcement services and staffing at our main facility, which is open to the public 24 hours a day, seven days a week. In addition to its law enforcement role, LPD provides several community programs, including [Vacation House Checks](#), [Youth Outreach Programs](#), and [Citizen Support Team](#). The Police Department provides law enforcement services to Town-sponsored and individually-planned special events throughout the year. These events are staffed by off-duty officers and, with the exception of Town-sponsored or waived-fee events, staffing is paid for by the individual or group requesting services.

In furtherance of its mission to connect citizens to service, LPD utilizes a full range of communication tools such as the Everbridge Alert System ([Alert Loudoun/Leesburg](#)) and social media to keep the public informed of day-to-day operations and during times of crisis. Residents and businesses can learn about crime in their neighborhoods by accessing crime data through LPD's [Weekly Incident Report](#) or from [CityProtect](#) (previously CrimeReports), a web-based service providing real-time crime data.

Contact Information

Thea Pirnat, Chief of Police
65 Plaza St., NE
Leesburg, VA 20176
Chief@LeesburgVa.gov
Non-Emergency (703) 771-4500
Emergency 9-1-1

Scan Me



Connect With Us



ADMINISTRATION



PATROL OPERATIONS

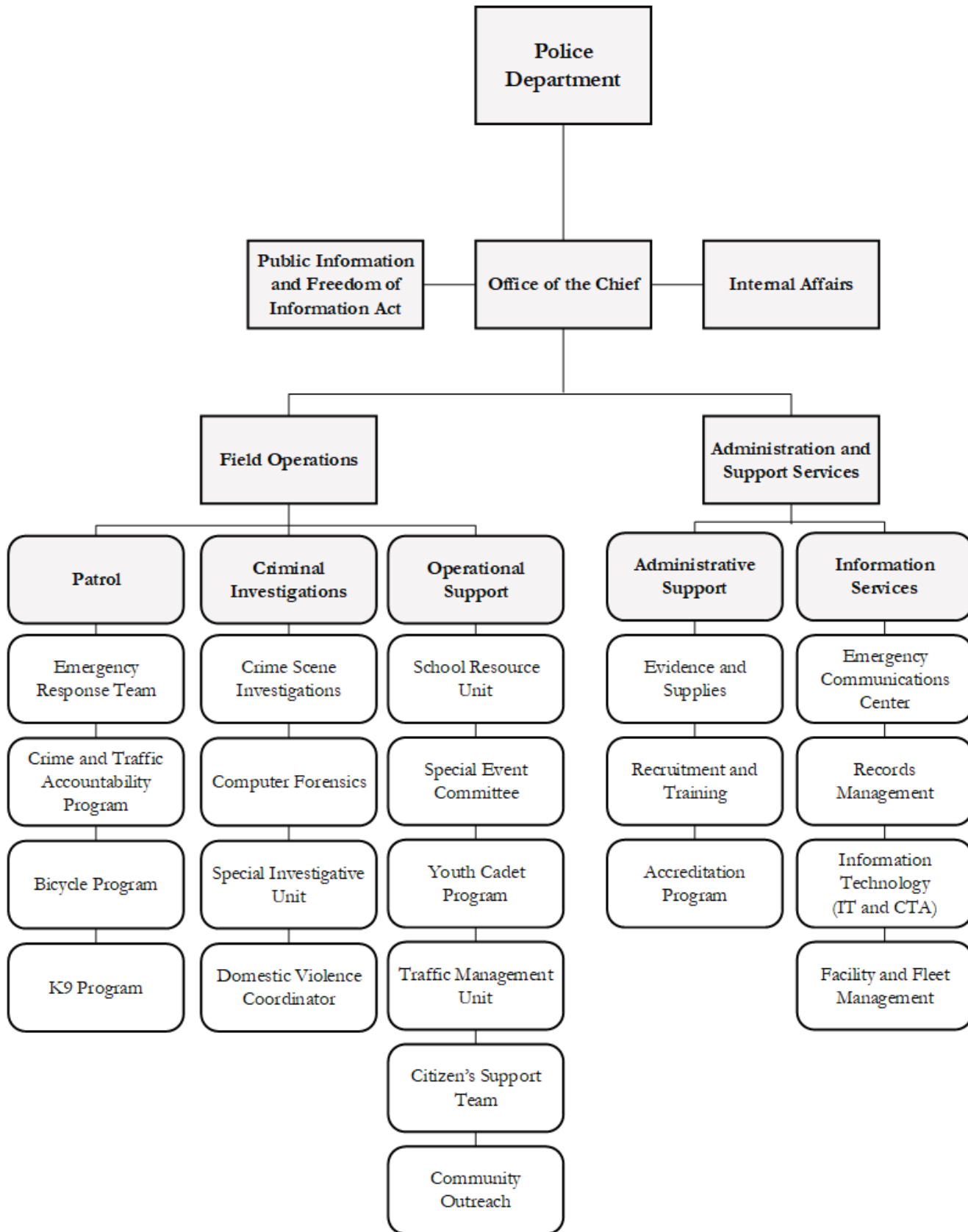


FIELD OPERATIONS



COMMUNITY OUTREACH

Organization Chart



Summary of Services

Patrol Operations Section

The Patrol Operations Section supports the department’s strategic goal of facilitating crime and disorder prevention and reduction through proactive problem-solving strategies and community partnerships. This effort includes comprehensive community policing programs, call response, and community-based crime prevention programs.

Criminal Investigations Section

The Criminal Investigations Section provides comprehensive investigative follow-up to serious criminal activity within the Town by employing modern forensic tools to assist in the apprehension and prosecution of criminals. Detectives assigned to the Criminal Investigations Section are responsible for conducting in-depth, comprehensive investigations into felonies and serious misdemeanor cases. The section conducts unique and undercover investigations and serves as liaison to our federal, state, and local partners.

Operational Support Section

The Operational Support Section provides sophisticated and comprehensive prevention and support functions to other department programs. These programs range from tailored enforcement actions such as traffic management, bike patrols, accident reconstruction, commercial/retail crime prevention, school security, and youth intervention strategies within the schools. The section supports the department’s strategic goal of facilitating crime and disorder prevention and reduction through proactive problem-solving strategies and community partnerships. The Operational Support Services section serves as the liaison to our Citizen Support Team. The Citizen Support Team is

composed of dedicated community volunteers who supplement police resources during emergencies, special events, and community policing activities. Trained by the Leesburg Police Department in traffic control techniques, the volunteers help with traffic direction during parades and other special events and often are called up for emergency traffic duty during fires, serious traffic accidents, and hazardous incidents and situations. These volunteers provide additional vehicle patrols in the community and report suspicious activity. They take no law enforcement actions but act solely as observers while officers are being dispatched.

Administrative Support Section

The Administrative Support Section is responsible for providing the direction and infrastructure support necessary for a modern police agency to function, to include developing policy and procedures. This section supports the department’s strategic goal of enhancing police professionalism and community trust through accountability, performance measures, and adoption of modern police practices.

Information Services Section

The Information Services Section provides for and manages the critical information flow within the department, from 9-1-1 calls for assistance to radio communications, the electronic summons program, and comprehensive records management. This function is achieved through the use of modern technology, information management, and infrastructure that support organizational goals and objectives.

Goals & Objectives

Scorecard	Goal	Objective	Term
BP, CS	Reduce the number of retail theft cases occurring each year	Increase the number of assigned personnel to high theft crime areas through the incorporation of blitz operations at targeted locations	Short
		Employ monthly campaign to cover the lock, take, or hide message	Short
		Engage community policing contact at businesses monthly to develop relationships, share information, and build better cases for prosecution.	Intermediate
		Work with the Commonwealth Attorney’s Office to identify and prosecute repeat offenders	Long

Scorecard	Goal	Objective	Term
BP, CS	Reduce the accident rate within the Town by 5% each year for a three year period	Increase the number of assigned personnel to high accident locations for monthly specialized enforcement blitzes	Short
		Develop a traffic safety enforcement strategy that concentrates dedicated traffic officers along high volume routes during times of peak traffic	Intermediate
		Work with Council and other Town departments to incorporate safe and efficient traffic flow as a major priority in all new developments and redevelopments	Long
BP, CS	Increase community satisfaction with police services through enhanced police professionalization and training.	Maintain a ratio of formal complaints of less than 1% of total contacts	Short
		Obtain a full-time Training Officer to reinforce internal training on topics such as Fair and Impartial policing, bias-based policing, and customer relations.	Intermediate
		Achieve a rating on our community survey that at least 80% of respondents feel satisfied or very satisfied with police services.	Long
CS, ED	Improve public outreach through increased social media presence and community education programs	Issue one professional media release and/or social media engagement per week.	Short
		Develop a Social media strategy to share information after hours with the community.	Intermediate
		Develop and implement a comprehensive program to educate the community on public safety issues using all available formats including social media	Long
BP, CS, ED	Attract and retain highly qualified personnel	Increase participation in recruitment fairs, job fairs, and college visits annually.	Short
		Increase number of personnel participating in recruitment fairs.	Short
		Annually increase the LPDs online presence to attract high quality applicants.	Intermediate
		Reduce turnover rate by 10% annually	Intermediate
BP, CS, ED	Increase specialized operational programs	Obtain a Victim Advocate to support community members such as schools, community based programs, and the court system.	Long
		Utilize technology to reduce speeding within school zones (Speed Cameras)	Intermediate
BP, CS, ED	Improve customer service for callers contacting the Emergency Communications Center	Implement a phone tree style system that decreases non-emergency/administrative calls to our ECC.	Short
		Increase the number of assigned personnel to the Emergency Communications Center (ECC)	Long
		Reduce calls per Communications Technician by 10% over a three year period	Long

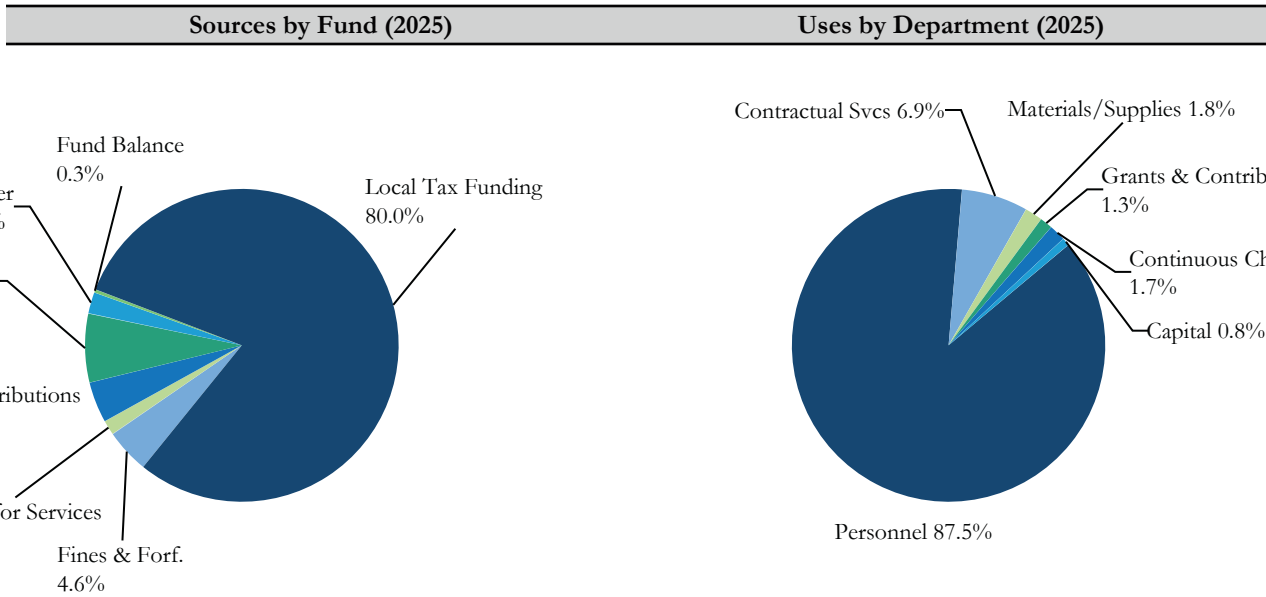
BP = Business Process CS = Customer Service ED = Employee Development FM = Financial Management

Expenditures by Division

Divisions	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance	
				\$	%
Administrative Support	\$2,881,494	\$3,576,648	\$3,768,107	\$191,459	5.4 %
Patrol Operations	4,965,265	6,867,032	6,784,279	(82,753)	(1.2)%
Criminal Investigations	1,626,743	2,132,718	2,482,469	349,751	16.4 %
Community Services	1,813,110	2,572,361	2,248,238	(324,123)	(12.6)%
Information Services	2,170,280	2,810,908	2,926,341	115,433	4.1 %
Citizen's Support Team	6,671	7,210	6,447	(763)	(10.6)%
Fire & Rescue	193,584	160,000	240,000	80,000	50.0 %
Total	\$13,657,146	\$18,126,877	\$18,455,881	\$329,004	1.8 %

Financial Information & Analysis

Object Categories	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance	
				\$	%
Sources					
Fines & Forfeitures	\$163,763	\$260,000	\$841,800	\$581,800	223.8 %
Use of Money & Property	2,124	5,000	5,000	—	— %
Charges for Services	94,956	281,100	281,100	—	— %
Donations & Contributions	575,014	702,453	780,392	77,939	11.1 %
Commonwealth of Virginia	1,207,594	1,174,010	1,308,596	134,586	11.5 %
Federal Government	167,817	49,000	7,937	(41,063)	(83.8)%
Other Financing Sources	367,476	402,220	404,966	2,746	0.7 %
Use of Fund Balance	—	390,000	61,890	(328,110)	(84.1)%
Total Revenue	\$2,578,743	\$3,263,783	\$3,691,681	\$427,898	13.1 %
Local Tax Funding	\$11,078,403	\$14,863,094	\$14,764,200	\$(98,894)	(0.7)%
Total Sources	\$13,657,146	\$18,126,877	\$18,455,881	\$329,004	1.8 %
Uses					
Personnel Services	\$11,853,762	\$15,578,561	\$16,145,574	\$567,013	3.6 %
Contractual Services	920,689	1,171,976	1,266,658	94,682	8.1 %
Materials & Supplies	246,230	351,568	339,512	(12,056)	(3.4)%
Grants & Contributions	194,978	160,000	240,000	80,000	50.0 %
Continuous Charges	392,088	429,980	313,567	(116,413)	(27.1)%
Capital Outlay	49,400	434,792	150,570	(284,222)	(65.4)%
Total Uses	\$13,657,146	\$18,126,877	\$18,455,881	\$329,004	1.8 %
Total Full-Time Equivalent (FTE)	108.00	109.00	109.00	—	— %



Budget Analysis

The Fiscal Year 2025 Adopted Budget for the Leesburg Police Department includes an increase of \$329,004 or 1.8% over the Fiscal Year 2024 Adopted Budget. This increase is the net effect of increased compensation costs related to existing staff, costs related to implementation of a speed camera program in school zones, decreased Line of Duty Act (LODA) insurance expenses, and the removal of one-time use of unassigned fund balance approved in FY 2024 for the take home car program.

Budget of which is attributable to increased fines due to the implementation of speed cameras in school zones and the transfer of parking ticket fine revenue from the Department of Finance and Administrative Services. This increase is partially offset by the removal of one-time unassigned fund balance in FY 2024 to purchase the six police vehicles. The Fiscal Year 2025 budget includes a use of fund balance of \$61,890 reflecting the use of the E-Summons Reserve.

The Fiscal Year 2025 budget includes an increase of departmental revenue of \$427,898 or 13.1% from the Fiscal Year 2024 Adopted

Performance Measures

Scorecard	Description	FY 2023 Actual	FY 2024 Estimate	FY 2025 Target	Trend
BP, CS, ED	Number of Retail Theft targeted enforcement operations <i>Measures the total number of targeted enforcement efforts</i>	518	538	575	↑
BP, CS	Percent change in retail theft rates <i>Measures the percent change in the number of retail theft cases annually</i>	55 %	(25)%	(10)%	↓
BP, CS	Number of recruitment initiatives <i>Measures the total number of recruitment outreach efforts</i>	70	70	75	↔
BP, ED	Rate of Sworn Officer turnover <i>Measures the number of sworn officer departures annually</i>	11 %	5 %	5 %	↓
BP, CS	Number of traffic citations issued <i>Measures the total number of traffic citations issued</i>	5,627	6,000	6,250	↑
BP, CS	Number of traffic citations issued in school zones <i>Measures the total number of traffic citations issued in school zones</i>	234	265	275	↑
BP, CS, ED	Number of traffic safety blitzes and special enforcement details <i>Measures the total number of traffic safety blitzes and special enforcement details</i>	1,157	1,100	1,250	↔

Scorecard	Description	FY 2023 Actual	FY 2024 Estimate	FY 2025 Target	Trend
BP, CS	Percent change in the number of vehicular crashes <i>Measures the percent change in the number of vehicular crashes</i>	4 %	(15)%	(5)%	↓
CS, ED	Percentage use of force cases <i>Measures the ratio of use of force cases to number of arrests</i>	3.86%	4.00%	3.50%	↑
CS, ED	Percentage of formal complaints filed <i>Measures the ratio of the number of formal complaints to number of formal police contacts</i>	0.02%	0.03%	0.02%	↔
BP, CS	Number of media releases/social media engagements <i>Measures the number of professional press releases issued and the number of social media postings</i>	2,537	2,565	2,575	↑
BP, CS	Number of calls taken per Communications Technician <i>Measures the number of emergency and non-emergency calls taken per Communications Technician</i>	5,291	5,000	4,500	↓
BP, CS, ED	Percent of calls for service respondents who feel satisfied with police department services <i>Measures the percent of customer service satisfaction based on calls for service surveys</i>	N/A	80%	85%	↑
<i>BP = Business Process CS = Customer Service ED = Employee Development FM = Financial Management</i>					

Performance Analysis

Organized retail theft is a billion-dollar industry that has become a national concern and a priority for the Leesburg Police Department (LPD). In Fiscal Year 2024 year, the LPD observed a 25.9% increase in shoplifting cases, compared to the 4-year average. The LPD intends to combat retail theft through dedicated enforcement activities such as targeted enforcement efforts, high visibility patrols in shopping centers, educational campaigns for the public, and specialized training for staff. The retention of certified police officers in the highly competitive labor market of the Northern Virginia area will continue to be a priority for the Department. The Town offers a highly competitive salary and benefits package compared to other public safety agencies in the region. This strategic positioning ensures the continued emphasis on keeping the Leesburg community safe, as well as promoting a stable workforce. Use of force cases showed a slight increase compared to FY 2023 due to a significant increase (17.25%) in mental health calls for service. Reducing incidents of force continues to be a priority as LPD continues to equip its officers with de-escalation techniques and crisis intervention training. Lastly, the Department has moved forward with an automated tool for customer satisfaction surveys as a measure of quality control. The LPD continually strives to provide exceptional police services, and community policing and customer service serve as our foundation.



Providing the Necessities

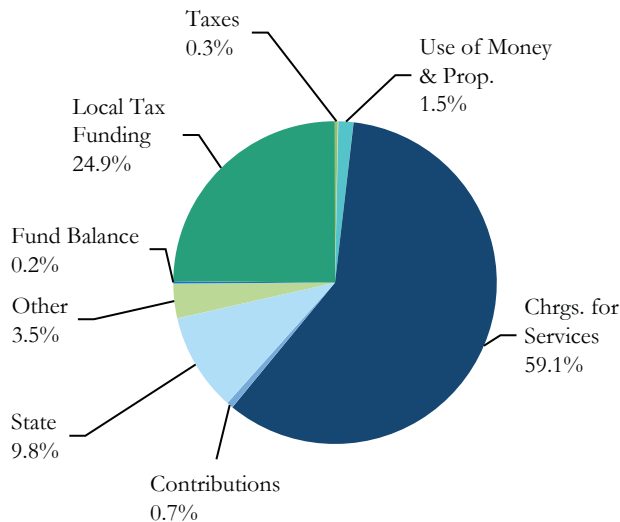
Maintaining core infrastructure, managing capital improvement projects, and ensuring safe and reliable drinking water is the responsibility of the Town’s Public Works & Capital Projects and Utilities departments. This function oversees Town wastewater and stormwater programs, street and road maintenance, and other general government, transportation, and utilities-related infrastructure improvements.

Financial Information & Analysis

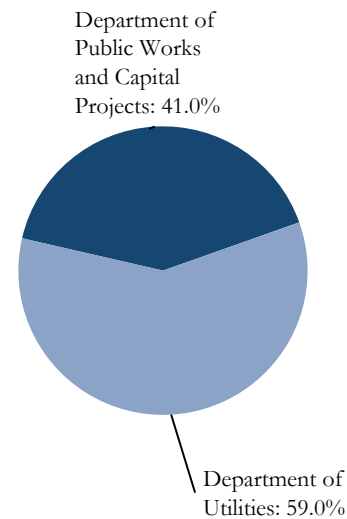
Object Categories	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance		Pg #
				\$	%	
Sources						
Right of Way Taxes	\$115,423	\$200,000	\$150,000	\$(50,000)	(25.0)%	
Permits & Fees	53,773	25,000	25,000	—	— %	
Use of Money & Property	2,610,617	621,436	780,542	159,106	25.6 %	
Charges for Services	27,595,460	29,028,786	30,674,998	1,646,212	5.7 %	
Donations & Contributions	7,090,177	338,150	339,150	1,000	0.3 %	
Commonwealth of Virginia	4,679,808	4,395,000	5,100,000	705,000	16.0 %	
Other Financing Sources	1,247,288	1,889,460	1,801,368	(88,092)	(4.7)%	
Use of Fund Balance	—	393,125	120,000	(273,125)	(69.5)%	
Total Revenue	\$43,392,546	\$36,890,957	\$38,991,058	\$2,100,101	5.7 %	
Local Tax Funding ¹	\$(1,808,762)	\$12,939,051	\$12,897,829	\$(41,222)	(0.3)%	
Total Sources	\$41,583,784	\$49,830,008	\$51,888,887	\$2,058,879	4.1 %	
Uses						
Department of Public Works and Capital Projects	\$16,289,282	\$20,325,786	\$20,742,747	\$416,961	2.1 %	101
Department of Utilities	25,294,501	29,504,222	31,146,140	1,641,918	5.6 %	111
Total Uses	\$41,583,783	\$49,830,008	\$51,888,887	\$2,058,879	4.1 %	

1) Local Tax Funding is the net of the revenue and expenses for the two departments, however, excess Utilities department revenue is restricted to the Utilities Fund. Local Tax Funding for the Department of Public Works and Capital Projects in FY 2023 was \$10,121,772.

Sources by Fund (2025)



Uses by Department (2025)





Department of Public Works and Capital Projects

Mission

The mission of the Department of Public Works and Capital Projects is to enhance, operate, and maintain Town roads, buildings, infrastructure, and systems in an innovative, cost effective and professional manner for the safety of Leesburg residents, visitors, and businesses.

Description

The Department of Public Works and Capital Projects provides a wide variety of municipal services to residents and businesses within the Town of Leesburg. Key responsibilities include the design and construction aspects of the Town's [Capital Improvements Program \(CIP\)](#); engineering services; [storm drainage and stormwater management](#); transportation; maintenance of municipal buildings, public roads, and sidewalks; [traffic signals and signs](#); bonding for developer projects; and maintenance of Town-owned motor vehicles and equipment. One of the major challenges facing the department is the aging infrastructure that was installed during the period of major growth that occurred from the early 1980s and continued into the early 2000s. The infrastructure installed during this period is now up to 40 years old and will begin to require extensive maintenance or replacement. As part of the general administration of the Town's multimillion-dollar CIP program, the Capital Projects Division coordinates with the Virginia Department of Transportation, Virginia Department of Environmental Quality, Loudoun County, Northern Virginia Transportation Authority, the Federal Aviation Administration, and the Virginia Department of Aviation to secure funding for transportation, stormwater, and airport projects within the Town of Leesburg. The department provides [brush and fall bulk leaf collection](#), [snow removal](#), mowing, and maintenance of municipal land as well as support activities for other Town departments and special events. Public Works and Capital Projects administration manages the contract for [curbside refuse, recycling, and yard waste collection](#) for residential and downtown historic district properties. Technical and engineering services are provided for traffic and transportation studies, stormwater permit compliance, and plan review of road construction, stormwater improvements, and capital projects. In addition, Public Works and Capital Projects offers a variety of public education and outreach services to local organizations, schools, and community associations to inform the public of the services the department provides. The department coordinates with the Town Manager's Office and the Environmental Advisory Commission to host Keep Leesburg Beautiful, a month-long campaign each April that offers volunteer opportunities to individuals and groups to participate in community cleanup activities and storm drain marking efforts. For more information, please visit the Department of Public Works and Capital Projects web page at www.leesburgva.gov/departments/public-works.



ADMINISTRATION



CAPITAL PROJECTS



ENGINEERING



MAINTENANCE SERVICES

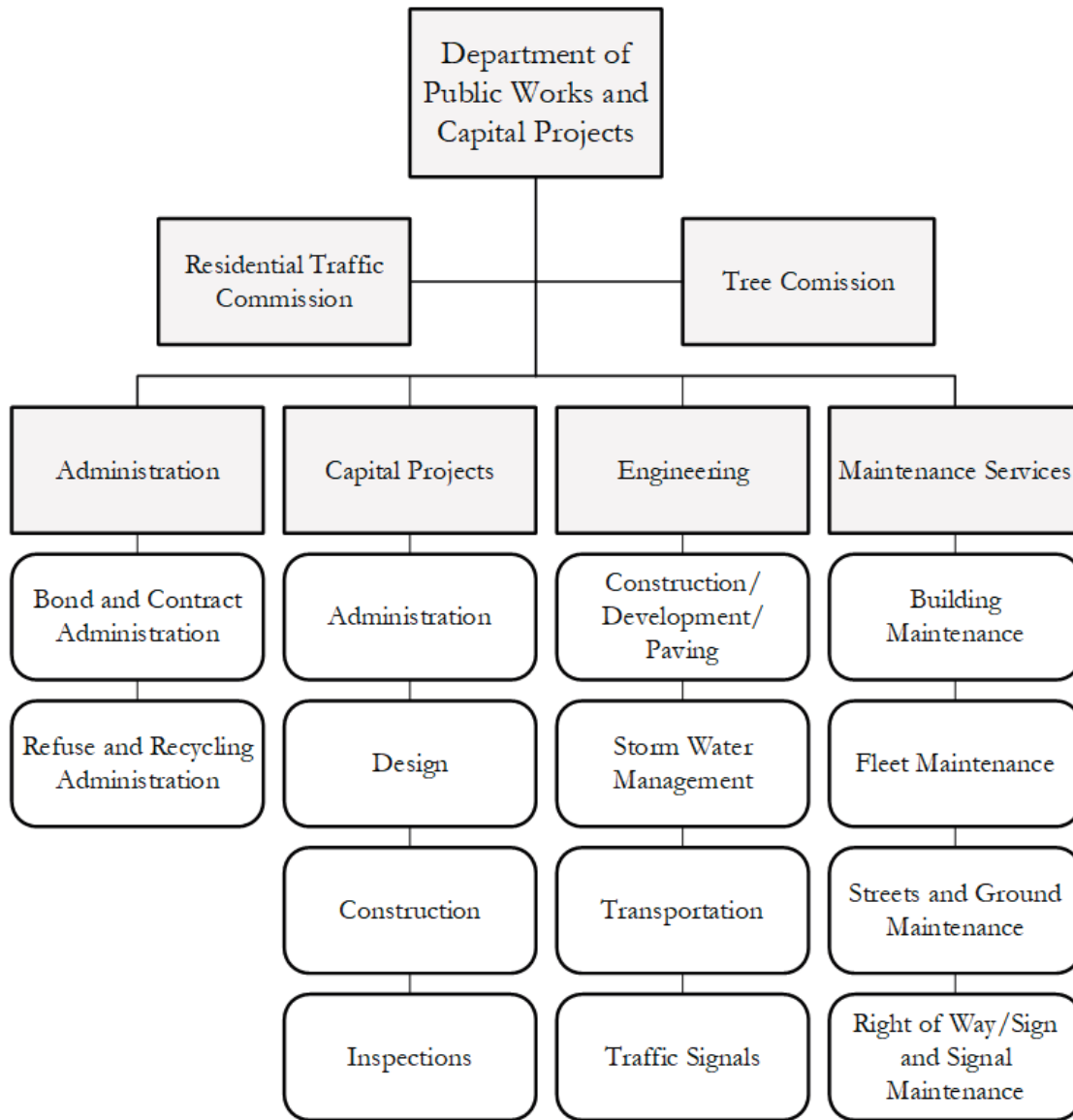
Contact Information

Renée LaFollette P.E.,
Director of Public Works & Capital Projects
25 W. Market Street
Leesburg, VA 20176
rlafollette@leesburgva.gov
(703) 737-6071

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Organization Chart



Summary of Services

Administration

Public Works Administration is responsible for the financial management, supervision, and operation of the department. Administration provides clerical support to all divisions as well as assists with specialized tasks and initiatives, oversees the contract to provide trash and recycling collection for over 12,100 residential customers and over 212 commercial customers along with additional recycling opportunities through the community document shredding events. Further, Administration staff manages public improvement performance and maintenance bonds for developer projects and insurance claims for property damage (vehicle and right-of-way).

Capital Projects

The Capital Projects Division involves administration, design, construction, and inspection of projects within the Capital Improvements Program (CIP). The administrative function oversees support of the design and construction activities and communication with residents, businesses, and the traveling public. The division facilitates public outreach efforts, such as newspaper ads and direct mailings, and interacts directly with residents and businesses via both email and phone. Design involves the procurement of design and engineering services and the actual design for the projects included in the CIP. Project managers are responsible for overseeing the design quality, budget, and schedule to include contract management, review of

designs, and recommendations for approval. This process requires coordination with the departments of Community Development (engineering division) and Utilities for items related to public services. The division, in conjunction with Town Attorney’s Office, acquires easements and rights-of-way needed to construct projects and accommodate necessary utility relocation. Project managers work with utility companies to determine all necessary relocations and monitor design progress and costs. Construction involves the procurement of contractors to build the projects included in the Capital Improvements Program. Project managers are responsible for creating the bidding documents, including the line item bid quantities, instructions to bidders, specifications, and other contract documents. Once the contract is bid, the focus changes to administration of the construction contract, including inspections, quantity verification, pay application processing, change order review and processing, and schedule reviews. Prior to the construction work starting, if needed, utility relocation must be completed and the relocation is monitored by the construction project manager. Communications with residents, businesses, and the traveling public are integral to the construction function. In support of this effort, the division disseminates weekly or bi-weekly newsletters, web site updates, and/or conducts daily interaction with residents and businesses.

Engineering

Engineering services are provided for construction and development, stormwater management, and transportation. The division is responsible for the review of all engineering construction drawings for stormwater Best Management Practices (BMP), erosion and sediment control, final pavement designs, and traffic signal structures associated with public and private infrastructure improvements submitted in support of development or capital improvement projects proposed within the Town limits. The division reviews rezoning and special exception applications and collaborates with the Department of Community Development to develop design and construction standards as well as land development regulation policies. Division staff administers the Town’s Municipal Separate Storm Sewer System (MS4) Permit under the National Pollutant Discharge Elimination System Phase II Program and attends Environmental Advisory Commission, regional watershed, and MS4 permit-related meetings.

The inspectors provide assistance to the transportation staff for inspection of work in public right-of-way and respond to all construction-related citizen concerns and complaints. Inspectors coordinate and process all developer-requested bond reduction and bond release requests. Responsibilities include inspections of existing storm sewer outfalls, stormwater ponds, and BMP structures as required by the current MS4 permit. This division manages the annual street resurfacing program and prepares technical reports for the Town Council, Planning Commission, Town Manager and other departments as necessary.

The Transportation section reviews all traffic studies for developer and Town-generated projects, directs and coordinates traffic signal and street light installation, issues and inspects right-

of-way permits, staffs the Leesburg Residential Traffic Commission, performs traffic counts and intersection studies, and performs inspection services for 20 bridges within the corporate limits and coordinates maintenance activities when necessary.

Maintenance Services

Maintenance services are provided in the areas of Buildings, Fleet, Streets & Grounds, Right-of-Way, Signs & Signals, and Urban Forestry. The Building Maintenance Division services over 264,000 sq. ft. of Town-owned buildings, as well as provides project management and replacement of building systems, repairs, and small renovations.

The Fleet Maintenance Division manages the Public Works Facility Fueling Station, hazardous waste disposal, and preventative maintenance schedules and repairs for all 497 Town-owned vehicles and equipment including performing state safety inspections of Town-owned vehicles. This division upfits all emergency lighting and equipment on all new Police vehicle builds.

The Streets Maintenance Division oversees more than 269 lane miles of the Town’s street system including sidewalks and trails and grounds maintenance for right-of-ways and some large green space park areas. This work includes mowing; road repairs; patching; repaving; shoulder maintenance; road striping and pavement marking; sign maintenance; repairs to the sidewalk, curb, and gutter system; street sweeping; brush pickup; trash and debris cleanup; bulk leaf collection; and storm sewer system maintenance and repair; support to the Town’s numerous special events; and traffic control during emergencies in conjunction with the Leesburg Police Department. In addition, the Streets Maintenance Division provides operators and equipment to other departments as needed and assists other departments in emergency situations. One of the programs associated with the Street Maintenance Division is Emergency Weather Events, inclusive of snow removal from all public roads as well as debris cleanup and removal from public right-of-way as a result of storms, such as wind storms and tornadoes.

The Transportation Division is responsible for the installation, operation, and maintenance of new and existing street lights and is responsible for the computerized traffic signal management system of the more than 60 signaled intersections within the Town limits.

The Urban Forester works with Capital Projects, and the Department of Community Development to oversee the Town’s tree canopy and to enhance that canopy wherever possible. The Urban Forester is the staff liaison to the Tree Commission.

Goals & Objectives

Scorecard	Goal	Objective	Term
BP, CS, ED	Comply with and implement new regulatory requirements of the Virginia Stormwater Management Act and Regulations (VSMP).	Implement a continuing education program across all affected departments to include Community Development, Parks & Recreation, and Police.	Intermediate
		Enroll staff in DEQ classes for revised SWM/BMP regulations in order to obtain and maintain required certificates of competency in the new VSMP.	Intermediate
		Coordinate with the Department of Community Development's Engineering Division, Office of Capital Projects Management, Loudoun County, and DEQ to implement the current VSMP regulations.	Long
BP, FM	Comply with and implement regulatory tracking for all permitted and outside funded initiatives/ projects	Proactively institute quarterly reviews of all regulatory programs.	Long
		Proactively institute quarterly reviews of all outside funded projects or initiatives.	Long
BP, CS, ED	Improve efficiency and lower cost for basic street maintenance services.	Review staff training levels; complete training as necessary.	Intermediate
		Evaluate and select contractors for selected outsourcing available services, such as detention pond maintenance and shoulder grading.	Short
		Utilize latest technology in maintenance and repairs.	Long
BP, FM	Ensure zero additional disposal fees for chipped brush and leaf disposal.	Identify new locations for disposal of collected debris.	Short
		Negotiate favorable terms for current disposal locations.	Long
FM	Increase energy savings to achieve the Town Council policy of 10% reduction.	Research and implement new equipment and software technologies, fine-tune building system control devices	Long
		When replacing building system equipment such as HVAC, boilers, etc. utilize high efficiency, energy star equipment.	Long
		When replacing lighting, use LED lights and fixtures where possible.	Long
BP	Improve Town building security.	Evaluate Townwide security and safety needs; determine budget impacts and implement changes.	Long

Scorecard	Goal	Objective	Term
BP, CS, ED, FM	Maintain a reliable Town fleet of vehicles and equipment with minimal downtime and long service life.	Complete routine maintenance and factory recommended preventative maintenance required by mileage/annual intervals for 95% fleet availability.	Long
		Stay current with modern automotive technology advancements through staff to training sessions and updated service manuals.	Short
		Receive briefing from factory representatives on the latest diagnostic equipment.	Intermediate
		Continue using and enhance Lucity for improved tracking and reporting.	Short
		Continue sourcing parts at the best possible price, and stock materials to ensure fleet maintenance can occur quickly.	Intermediate
		Continue upfitting police and other vehicles using Town staff for quality control and within allotted CARP funding levels.	Intermediate
		Maximize recycling and reuse of disposed materials including oils, antifreeze, tires and scrap metal.	Intermediate
		Obtain approval to create a motor pool for Police vehicles and other vehicles so operations may continue if a vehicle needs service or repairs.	Short
BP, FM	Analyze and improve parts stocking process (inventory) and storage to improve purchasing efficiency.	Implement six-month warehouse audits to prevent overstocking and return of unused stock due to sale of surplus equipment and vehicles.	Intermediate
BP, CS	Increase recycling rate to achieve the Town Plan goal of 50%.	Maintain new Toter program for refuse and recycling.	Long
		Collaborate with the Economic Development Committee (ED) to work with commercial businesses to increase recycling.	Long
		Collaborate with the Environmental Advisory Commission (EAC) to explore new ways to promote recycling.	Intermediate
		Educate the public including community document shredding events, educational Townwide mailings, and website development.	Long
		Research alternate locations for a replacement drop-off center on the south side of Leesburg.	Long
		Evaluate options for glass only recycling, i.e. "purple can club"	Intermediate
BP, CS	Increase resident awareness and utilization yard waste collection.	Increase website information on yard waste collection.	Intermediate
		Work with Environmental Advisory Commission (EAC) to promote a means to increase yard waste collection and decrease brush collection pickups.	Intermediate
		Send out Townwide mailings with information on yard waste collection.	Short

Scorecard	Goal	Objective	Term
BP, CS, FM	Increase efficiency of traffic signal operations.	Install remote video cameras at key intersections.	Intermediate
		Utilize the existing software to provide continuous traffic volume data which will create real-time arterial speed/congestion information.	Long
		Complete fiber communication connections to all traffic signals.	Long
BP, ED	Proactively monitor project schedules for compliance with the approved CIP to obtain improvement in the number of projects completed on schedule.	Use Microsoft Project to create and maintain schedules.	Intermediate
		Regular coordination meetings with all involved departments, utility companies, and outside consultants.	Long
BP, FM	Proactively and consistently monitor project finances to adhere to set budgets for design, land acquisition, utility relocation, and construction to obtain improvement in the number of projects completed within budget.	Ensure project managers stay current with the budget process and maintain ownership in the project budget.	Intermediate
		Use the Town's financial system for the available reports to track expenditures.	Intermediate
BP, ED	Ensure that the department is in compliance with existing policies and procedures.	Maintain compliance with the Virginia Public Procurement Act for procuring goods and services.	Intermediate
		Review and maintain the department SOP for design, construction, land acquisition, and bonding, etc.	Long
		Use established Technical Review Committee to bring all involved departments together on projects to address design issues and schedules.	Long
		Migrate all SOPs to the new format.	Long
BP	Proactively work with the utility companies for the relocations associated with Town capital projects.	Maintain contacts with responsible staff at each utility.	Short
		Maintain quarterly meetings with all utility companies.	Long
		Ensure timely submittals of preliminary plans to the affected utility companies.	Long
BP, FM	Research and implement efficiencies for capital project departmental and project related activities to reduce overall expenditures.	Utilize current technologies to create time and dollar savings for both projects and the overall department.	Intermediate
		Develop standards and cross train inspectors from Public Works, Capital Projects, and Utilities to ensure high quality, consistent inspections on all projects.	Long
BP,FM	Implement Asset Management system in Public Works to better manage infrastructure assets.	Use GPS to locate all assets.	Long
		Use asset management program to assist with identifying and prioritizing aging infrastructure.	Intermediate
		Layout and maintain an ongoing infrastructure maintenance plan.	Long
		Input asset data into the new system.	Short
		Create Preventive Maintenance schedules for assets within the new enterprise system.	Short
BP, CS	Coordinate street and building maintenance activities with projects identified in the Town's ADA Transition Plan.	Incorporate ADA transition plan projects into annual maintenance work and budgets and identify which plan projects were completed on an annual basis.	Intermediate

BP = Business Process CS = Customer Service ED = Employee Development FM = Financial Management

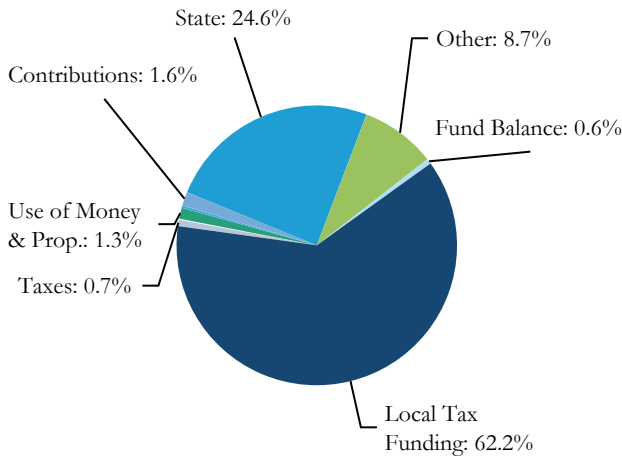
Expenditures by Division

Divisions	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance	
				\$	%
Administration	\$1,344,778	\$2,002,118	\$1,834,867	\$(167,251)	(8.4) %
Engineering & Inspections	784,855	1,006,320	843,012	(163,308)	(16.2) %
Streets & Grounds Maintenance	3,848,951	4,110,494	4,500,904	390,410	9.5 %
Building Maintenance	1,217,838	1,718,016	1,928,419	210,403	12.2 %
Fleet Maintenance	1,767,757	1,989,368	2,161,642	172,274	8.7 %
Refuse Collection & Recycling	3,845,579	4,428,375	4,328,400	(99,975)	(2.3) %
Traffic Management	1,476,682	1,497,184	1,525,985	28,801	1.9 %
Emergency Weather Response	135,041	1,341,101	1,249,988	(91,113)	(6.8) %
Milling & Paving	1,042,480	775,000	775,000	—	0.0 %
Regional Transportation	282,013	320,000	320,000	—	0.0 %
Stormwater	—	—	306,460	306,460	0.0 %
Capital Projects	543,308	1,137,810	968,070	(169,740)	(14.9) %
Total	\$16,289,282	\$20,325,786	\$20,742,747	\$416,961	2.1 %

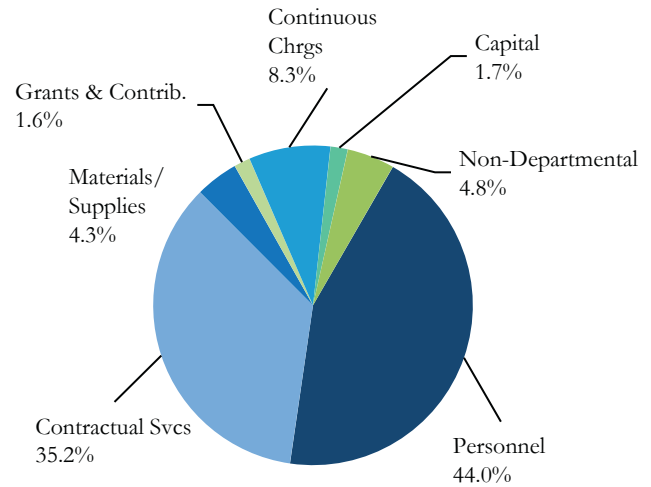
Financial Information & Analysis

Object Categories	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance	
				\$	%
Sources					
Right of Way Taxes	\$115,423	\$200,000	\$150,000	\$(50,000)	(25.0) %
Permits & Fees	45,209	25,000	25,000	—	— %
Use of Money & Property	25,950	110,000	264,400	154,400	140.4 %
Charges for Services	36,932	45,000	55,000	10,000	22.2 %
Contributions & Donations	16,901	329,150	329,150	—	— %
Commonwealth of Virginia	4,679,808	4,395,000	5,100,000	705,000	16.0 %
Other Financing Sources	1,247,288	1,889,460	1,801,368	(88,092)	(4.7) %
Use of Fund Balance	—	393,125	120,000	(273,125)	(69.5) %
Total Revenue	\$6,167,511	\$7,386,735	\$7,844,918	\$458,183	6.2 %
Local Tax Funding	\$10,121,772	\$12,939,051	\$12,897,829	\$-41,222	(0.3) %
Total Sources	\$16,289,283	\$20,325,786	\$20,742,747	\$416,961	2.1 %
Uses					
Personnel Services	\$7,833,028	\$9,161,853	\$9,910,190	\$748,337	8.2 %
Contractual Services	6,725,560	7,476,890	7,302,190	(174,700)	(2.3) %
Materials & Supplies	646,651	871,325	901,825	30,500	3.5 %
Transfer Payments	(825,812)	(745,000)	(789,000)	(44,000)	5.9 %
Grants & Contributions	292,186	340,000	340,000	—	— %
Continuous Charges	1,267,016	1,683,368	1,714,692	31,324	1.9 %
Capital Outlay	350,653	237,350	362,850	125,500	52.9 %
Non-Departmental	—	1,300,000	1,000,000	(300,000)	(23.1) %
Total Uses	\$16,289,282	\$20,325,786	\$20,742,747	\$416,961	2.1 %
Total Full-Time Equivalent (FTE)	65.0	68.5	68.5	0.0	— %

Sources by Fund (2025)



Uses by Department (2025)



Budget Analysis

The Department of Public Works and Capital Projects Fiscal Year 2025 Adopted Budget includes an increase of \$416,961 or 2.1% over the Fiscal Year 2024 Adopted Budget. This reflects the net of increases in the stormwater budget to meet regulations related to the Town's Municipal Separate Storm Sewer (MS4) permit (including stormwater maintenance facility inspections and maintenance, outfall inspections, drainage and floodplain studies, and GIS updates), as well as the removal of all studies programmed for future capital projects, and the increased cost of compensation for existing staff. The reduction shown above for Non-Departmental is the reclassification of \$300,000 from the fuel surcharge hold back related to the refuse and recycling contract to the contract itself.

The Fiscal Year 2025 budget includes an increase in departmental revenue of \$458,183 or 6.2% over the Fiscal Year 2024 Adopted Budget. This increase is the net effect of increasing funding from the Commonwealth for road maintenance funding, the transfer of parking garage and parking meter revenue from the Department of Finance and Administrative Services, and the removal of one-time uses of Unassigned Fund Balance (for Design and Construction Standards Manual re-write, Liberty Lot Remediation Study, and other studies).

Performance Measures

Scorecard	Description	FY 2023 Actual	FY 2024 Estimate	FY 2025 Target	Trend
BP, CS	Number of land development bond inspection and processing actions <i>Measures the total number of developer requests for land development bond extensions, reductions and bond release</i>	43	26	31	↓
BP, CS	Dollar value of fees collected for land development bonding actions <i>Measures the dollar value of fees collected for bond extensions, reductions, and bond release actions</i>	\$34,000	\$24,000	\$31,200	↓
FM	Capital projects operating budget to total yearly CIP expenditures <i>Ratio of operating budget to capital project expenditures, not including project management cost in the operating cost</i>	3.1 %	2.2 %	2.5 %	↔
BP	Number of projects in design <i>Measures the total number of capital projects in design</i>	35	38	23	↑
BP	Number of capital projects under construction <i>Measures the total number of capital projects under construction</i>	21	28	40	↑

Scorecard	Description	FY 2023 Actual	FY 2024 Estimate	FY 2025 Target	Trend
BP	Percentage of hours worked on curbside brush collection <i>Measures the % of workable hours used on curbside brush collection, based on approximately 48,671 average available hours</i>	5.7 %	15.0 %	10.0 %	↔
BP	Percentage of hours worked on curbside leaf collection <i>Measures the % of workable hours used on curbside leaf collection, based on approx. 48,671.25 average available hours</i>	9.1 %	10.0 %	10.0 %	↔
BP, FM	Percentage of capital projects completed on schedule <i>Measures the percentage of capital projects completed on schedule</i>	48 %	68 %	62 %	↔
FM	Percentage of capital projects completed within budget <i>Measures the percentage of capital projects completed within budget</i>	75 %	82 %	71 %	↔
BP, FM	Percentage of Building Maintenance calls responded to in 48 hours <i>Measures the percentage of building maintenance calls completed in 48 hours</i>	97 %	97 %	97 %	↔
BP, FM	Percentage of Fleet available <i>Measures the percentage of all vehicles and equipment available on a daily basis</i>	95 %	95 %	95 %	↔
BP, CS	Percentage recycling rate for the Town of Leesburg <i>Measures the percentage of recyclable materials collected by the total tonnage combined refuse and recycling collected</i>	21 %	25 %	25 %	↔
CS	Percentage of trouble calls completed in less than the targeted time <i>Percentage of traffic signal trouble calls responded to within 30 minutes during business hours</i>	100 %	98 %	98 %	↔
BP,CS	Percentage pavement with a pavement condition index of 60 or better <i>Measures the condition that roadways are being maintained</i>	88 %	85 %	85 %	↔

BP = Business Process CS = Customer Service ED = Employee Development FM = Financial Management

Performance Analysis

The Department of Public Works and Capital Projects continues to promote efficiencies in all operations and service delivery. The Department strives to maintain the Town’s aging infrastructure with in-house and contracted resources as cost effectively as possible to maintain high levels of service. With 20 capital projects in design and/or construction, the Capital Projects Division continues to manage projects of increasing complexity, with its primary focus on regional roadways within the Town, financed in large part by anticipated funding from Northern Virginia Transportation Authority (NVTVA). Additionally, the

quality of life for citizens is directly tied to the quality of the Town’s public infrastructure and services. Citizens can see their taxpayer dollars at work with improvements in things like milling and paving, snow removal, leaf collection, brush collection, and solid waste management (refuse & recycling) The robust infrastructure adds to the quality of life that helps attract more residents and businesses.



Department of Utilities

Mission

The mission of the Department of Utilities is to provide safe, efficient and reliable water and wastewater services with core values of Integrity, Communication, Accountability, Respect and Environmental Stewardship.

Description

The Department of Utilities is responsible for providing quality water and sanitary sewer services to utility customers in a manner that balances social, environmental, and economic factors. As an enterprise fund, the department is a self-supporting entity that is funded solely by user fees charged to water and sewer customers and therefore receives no general tax funding from the Town. Utility customers are billed quarterly, and revenues are reinvested into the operation, maintenance, and construction of the Town's water and sewer systems.

On April 25, 2023, the Kenneth B. Rollins Water Filtration Plant received the 2022 Virginia Department of Health's (VDH) Excellence in Waterworks Performance Award for the 19th consecutive year. On September 13, 2023, Leesburg's Tuscarora Landscapers Choice soil product received state recognition as the best quality Class A biosolids product.

The Department of Utilities consists of four operating divisions: Administration, Utility Maintenance, Water Supply, and Water Pollution Control.

In a concerted effort to provide water and sewer customers with quality services and programs, new and existing customers can start or stop service at their request by completing a simple online form. Customers can view their water usage online and sign up to receive high water usage alerts via email or text. The department provides a variety of payment options in order to serve the diverse needs of its customers. The department provides after-hours emergency services in case of significant water or sewer service problems. As a member of Miss Utility, the Town assures that all underground water and sewer lines are clearly marked for developers, contractors, and homeowners before they dig.

As a public steward of water resources, the Department of Utilities provides educational and outreach programs designed to inform water and sewer customers on how they can contribute to conserving water in their homes and businesses. As required by the federal government, the department publishes an Annual Water Quality Report as well as other maps and reports that provide additional information about the Town's utility system.

For more information, visit the Department of Utilities webpage at www.leesburgva.gov/utilities.

Contact Information

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Scan Me



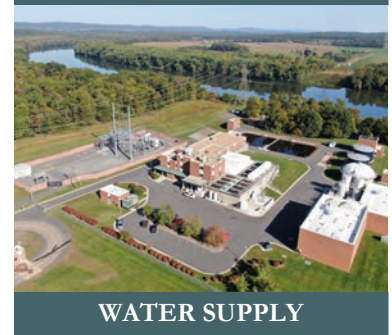
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ADMINISTRATION



UTILITY MAINTENANCE

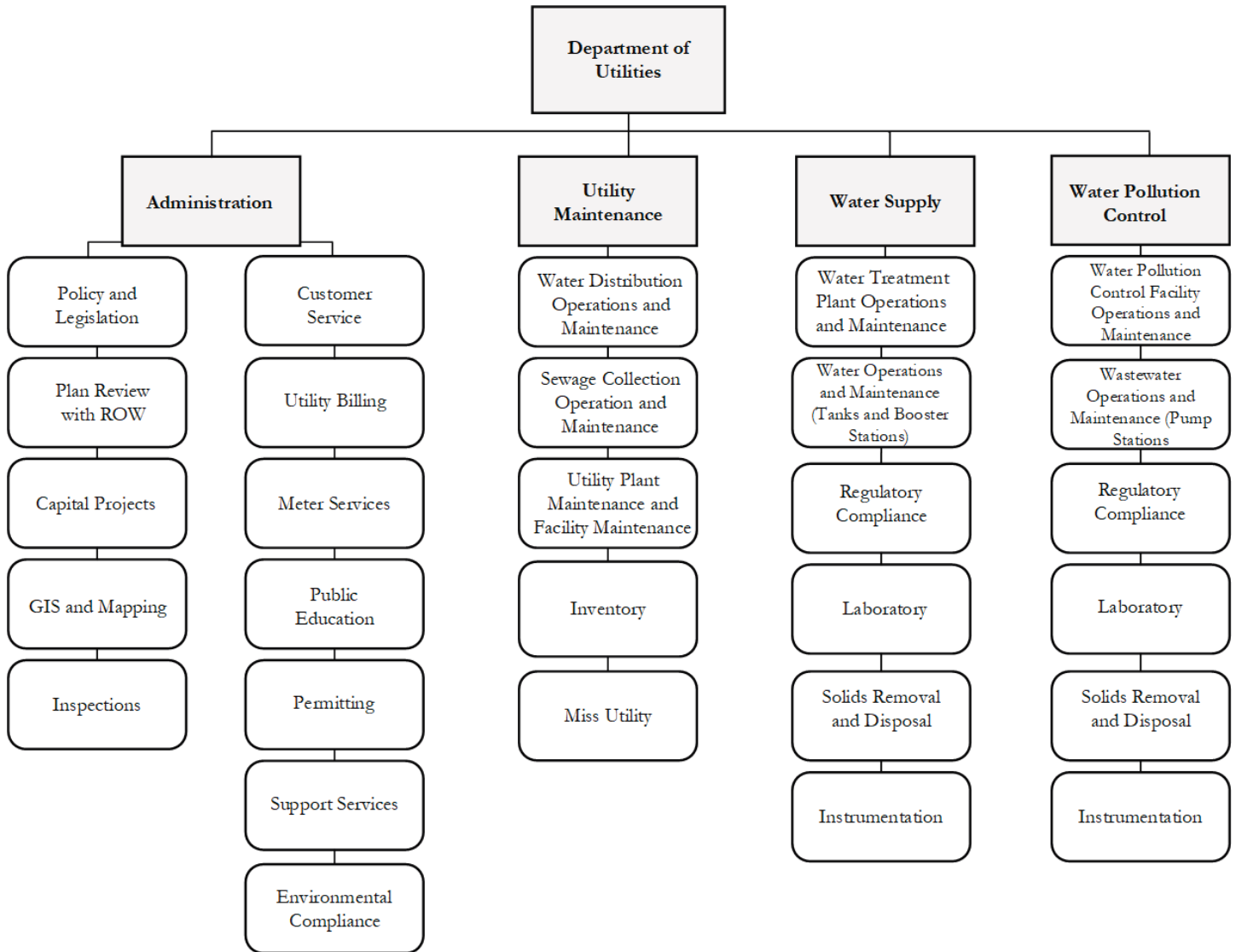


WATER SUPPLY



POLLUTION CONTROL

Organization Chart



Summary of Services

Administration

The Utility Administration Division (UAD) provides administrative support for the water treatment, sewage treatment, and utility maintenance divisional operations. The division aids in the administration of the Commonwealth’s environmental compliance through Cross Connection Control and the Sewer Use Ordinance. Engineers within the division review site plans, subdivision plats, and other land development applications for compliance with the Town’s Design and Construction Standards Manual (DCSM) and with Virginia Department of Health (VDH), and Virginia Department of Environmental Quality (DEQ) regulations. Inspectors within the division provide quality assurance/quality control (QA/QC) inspections of all work

pertaining to the Town’s water distribution and sewer collection systems as well as project management support to the Office of Capital Projects, including plan review and inspection. The division provides customer service for all utility billing customers. UAD is responsible for fire hydrant maintenance, water meter installation for new utility services, and maintaining the automated meter reading system.

Utility Maintenance

The Utility Maintenance Division (UMD) performs maintenance and repair of all sanitary sewer and water distribution lines that have been accepted into the Town’s inventory. In addition, the division is responsible for locating and marking water and sewer lines (Miss Utility) for contractors

working in the Town's service area, valve maintenance, water quality flushing program, and preventive maintenance and repair of equipment at the Town's treatment facilities and remote stations. The division performs closed-circuit television (CCTV) system inspection and sanitary sewer cleaning to ensure compliance with VDH, DEQ, and EPA requirements. UMD provides customer service for all sewer backups, water leaks, and other related utility system issues.

Water Supply

The Water Supply Division (WSD) is responsible for the safe and efficient operation of the Town's Kenneth B. Rollins Water Treatment Plant (WTP), one well, five water storage tanks, and four water booster stations. The division's goal is to produce aesthetically pleasing and chemically pure water that meets water quality standards established by the Safe Drinking Water Act in sufficient quantity to meet customer needs and to ensure an adequate supply for fire protection. The WTP has a design capacity of 12.5 million gallons per day of water and is located just east of Leesburg along the Potomac River. The WSD operates a state-certified microbiology-testing laboratory and provides testing services for community clients.

Water Pollution Control

The Water Pollution Control Division is responsible for the safe and efficient treatment of wastewater generated within the Leesburg service area and the subsequent stabilization and disposal of solid wastes produced to ensure the protection of public health and the environment. The Town's Water Pollution Control Facility (WPCF) is designed to treat sewage at a rate of 7.5 million gallons per day and is located off Russell Branch Road on the east side of Town. The Water Pollution Control Division monitors and operates ten pump stations within the Town's service area. Giving back to the community is two-fold: the facility produces Tuscarora Landscaper's Choice, an exceptional quality (EQ) soil amendment product that is available to Town residents at no charge and sells reclaimed water to offset operations costs. The WPCF operates a state-certified laboratory through DCLS (Division of Consolidated Laboratory Services) to ensure discharge effluent is in permit compliance with state and federal regulations.

Goals & Objectives

Scorecard	Goal	Objective	Term
CS	Customer Driven - Train and nurture employees with the knowledge and skills necessary to provide exceptional customer service.	Prepare and distribute annual water quality reports; Consumer Confidence Report (CCR) to all Town of Leesburg customers.	Short
		Provide accurate billing, easy methods of payment, access to usage history, and a positive interaction experience with staff.	Short
		Provide uninterrupted water and sanitary sewer services. If interruption occurs, minimize impact and duration of interruption.	Short
		Review and improve processes for managing accounts, handling payments, resolving billing issues, responding to information and field service requests, and notifying customers. Identify ways to streamline processes and implement changes.	Intermediate
		Continue to plan and manage the Town's water supply and wastewater treatment for long-term reliability and efficiency.	Long

Scorecard	Goal	Objective	Term
ED	Committed to Employees - Commit to employment practices that promote individual and organization excellence.	Build and maintain a diverse, skilled, accountable, and teamwork-oriented work force; provide educational and IT training programs; expand employee development plan to improve knowledge and understanding of divisional and individual responsibilities; promote certification and development.	Short
		Comply with training requirements to maintain operator licenses and earn Continuing Professional Education (CPE) credits.	Intermediate
		Promote growth and longevity in the workplace with career ladders.	Short
		Plan for workforce succession and provide cross training opportunities for employees to improve employee satisfaction and build a more robust work force.	Intermediate
		Provide a safe work environment for all employees. Enhance safety program with third party updates of safety procedures and inspection and correction of deficiencies.	Intermediate
BP, CS	Stewards of the Environment - Protect our environment through sound policies, operational practices and public education.	Comply with all applicable local, state, and federal regulations including but not limited to Safe Drinking Water Act (SDWA).	Short
		Comply with upcoming storm water regulations and assist with laboratory testing of permitted Town sites.	Intermediate
		Work with fellow Potomac River Utilities to identify and develop plans and strategies for potential contamination events including participation in regional meetings and table top exercises.	Intermediate
		Continue enhanced corrosion control measures at the Water Filtration Plant to ensure compliance with the EPA Lead and Copper Rule and develop a service line material inventory to facilitate remediation of lead service lines in the future.	Long
		Install sewer flow monitors to evaluate flow patterns for reduction of Infiltration and Inflow in sanitary sewer system.	Intermediate
		Track water usage and strive to maintain non-revenue/unaccounted for water value below 10%.	Intermediate

Scorecard	Goal	Objective	Term
BP, FM	Business Processes - Optimize use of technology and asset functionality to enhance operational effectiveness and efficiency.	Install cellular communications, electronic security features and remote computer control programming at remote water and wastewater pumping facilities.	Intermediate
		Regularly identify emerging technology trends and adjust technology based on changing business requirements including but not limited to trench-less.	Intermediate
		Track gas and electric usage and reduce usage when possible especially when replacing aging equipment.	Long
		Track and forecast future nutrient loads to ensure infrastructure capacity meets future regulations.	Intermediate
		Continue data entry and complete preventative and proactive maintenance work orders tracked through asset management program to ensure maximum life of all assets.	Long
FM	Fiscally Responsible - Manage our resources to ensure the department is fiscally and operationally responsible	Invest in upgrades, repair, replacement, and rehabilitation of water and wastewater infrastructure to ensure water and sanitary sewer systems have reliable pipes, pumps, valves, and treatment facilities.	Intermediate
		Identify and prioritize critical asset for upgrade, repair, replacement or rehabilitation.	Intermediate
		Forecast accurate revenue and expenditures; annual review of rates and update financial plan.	Intermediate
		Ensure sufficient water quantity to satisfy both domestic and fire protection needs for current customers; project future water demands with a planning projection of five years.	Intermediate
		Adhere to rate consultant recommendations and Town Council adopted ordinance with fair, equitable, and reasonable utility rates and rate structure.	Short
		Maintain adequate cash reserves and high credit rating by continuing best practices for financial management.	Long

BP = Business Process CS = Customer Service ED = Employee Development FM = Financial Management

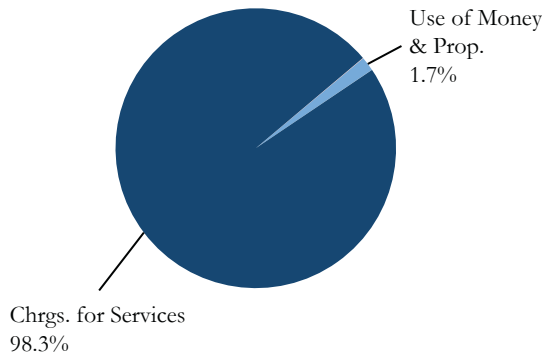
Expenditures by Division

Divisions	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance	
				\$	%
Utilities Administration	\$5,601,109	\$7,830,780	\$7,194,571	(\$636,209)	(8.1) %
Utilities Lines & Maintenance	3,870,635	4,697,255	4,744,065	46,810	1.0 %
Water Supply	3,958,147	4,460,206	5,280,931	820,725	18.4 %
Water Pollution Control	6,351,595	7,230,672	7,733,109	502,437	6.9 %
Debt Service	5,513,015	5,285,309	6,193,464	908,155	17.2 %
Total	\$25,294,501	\$29,504,222	\$31,146,140	\$1,641,918	5.3 %

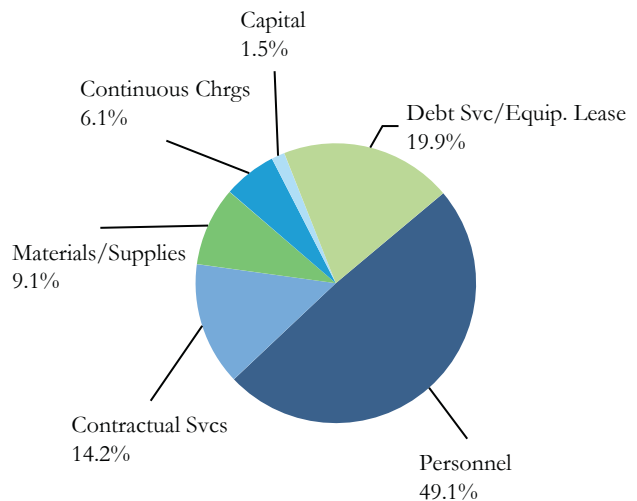
Financial Information & Analysis

Object Categories	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance	
				\$	%
Sources					
Permits & Fees	\$8,564	\$—	\$—	\$—	— %
Use of Money & Property	2,584,667	511,436	516,142	4,706	0.9 %
Charges for Services	27,558,528	28,983,786	30,619,998	1,636,212	5.6 %
Contributions	7,073,276	9,000	10,000	1,000	11.1 %
Total Sources	\$37,225,035	\$29,504,222	\$31,146,140	\$1,641,918	5.6 %
Uses					
Personnel Services	\$10,784,126	\$12,623,964	\$13,333,990	\$710,026	5.6 %
Contractual Services	2,690,286	4,448,923	4,430,840	(18,083)	(0.4) %
Materials & Supplies	2,356,415	2,800,300	2,845,600	45,300	1.6 %
Transfer Payments	1,671,680	1,920,323	1,950,381	30,058	1.6 %
Grants & Contributions	228	2,500	2,500	—	— %
Continuous Charges	1,745,744	1,539,503	1,915,065	375,562	24.4 %
Capital Outlay	533,006	883,400	474,300	(409,100)	(46.3) %
Debt Service/Equipment Leasing	5,513,015	5,285,309	6,193,464	908,155	17.2 %
Total Uses	\$25,294,501	\$29,504,222	\$31,146,140	\$1,641,918	5.6 %
Total Full-Time Equivalent (FTE)	101.0	104.0	105.0	1.0	1.0 %

Sources by Fund (2025)



Uses by Department (2025)



Budget Analysis

The Fiscal Year 2025 Adopted Budget for the Utilities Department includes an increase of \$1,641,918 or 5.6% over the Fiscal Year 2024 Adopted Budget. The increase, based on the comprehensive five-year water and sewer rate study approved by the Town Council in January 2024, is the net effect of a new Utility Plant Operator position, compensation costs related to existing personnel, and the removal of one-time unassigned fund balance for various studies. Utilities' operating budget is completely covered by Utilities System revenue, and therefore, no local tax funding is required.

The Utilities Fund is the Town's sole enterprise fund that accounts for the financing, investment, and operations for providing water and sewer service to the public, on a user fee basis. In addition to the operations, the Utilities Fund is comprised of capital costs including projects included in the Town's Capital Improvements Program and the 3-R program (Repair, Rehabilitation, and Replacement).

Performance Measures

Scorecard	Description	FY 2023 Actual	FY 2024 Estimate	FY 2025 Target	Trend
BP, CS	Percentage of sanitary sewer mains cleaned <i>Measures the percent of the sanitary sewer cleaned</i>	17 %	14 %	14 %	↓
BP, CS	Percentage of sanitary sewer mains televised <i>Measures the linear feet of sewer mains televised compared to total linear feet of sanitary sewer system</i>	16 %	12 %	12 %	↓
BP, CS	Percentage of water main leaks and breaks <i>Measures the number of leaks and pipeline breaks per mile of water distribution system</i>	6 %	6 %	6 %	↔
BP, CS	Percentage of fire hydrants inspected and maintained <i>Measures the number of fire hydrants inspected and maintained through the water distribution system</i>	51 %	50 %	50 %	↔
BP, CS	Percentage of water main valves inspected and exercised <i>Measures the number of water main valves inspected and exercised in the water distribution system</i>	6 %	5 %	5 %	↔
BP, CS	Percentage of customers experiencing back ups caused by the Town's sanitary sewer system <i>Measures the number of customers impacted with a sewer back up</i>	0.1 %	0.1 %	0.1 %	↔
CS, ED, FM	Percentage of Class I License of Water and Wastewater Operators <i>Measures the numbers of operators who have Class I license</i>	53 %	60 %	67 %	↑
FM	Capital Reinvestment <i>Measures the total expenditures to the total present worth of utility system assets</i>	3 %	4 %	4 %	↑
CS, ED, FM	Cost per thousand gallons of wastewater produced (O&M expenses) <i>Measures the wastewater treatment (operating and capital) cost per 1,000 gallons treated</i>	\$5.20	\$5.30	\$5.63	↑
CS, ED, FM	Cost per thousand gallons of water produced (O&M expenses) <i>Measures the water production (operating) cost per 1,000 gallons of water produced</i>	\$2.78	\$2.90	\$3.25	↑
CS, ED, FM	Percentage of produced water that fails to reach customers and cannot otherwise be accounted for through authorized usage <i>Measures the amount of water that is not billed or accounted for as non-revenue water</i>	8.2 %	8.0 %	8.0 %	↓
BP, CS	Percentage of wastewater samples that meet or exceed compliance standards <i>Measures the number of wastewater samples that meet or exceed Federal and State regulations</i>	100 %	100 %	100 %	↔
CS, ED	Percentage of water quality tests that meet compliance standards <i>Measures the total number of water quality samples required for federal and state regulations</i>	100 %	100 %	100 %	↔

Scorecard	Description	FY 2023 Actual	FY 2024 Estimate	FY 2025 Target	Trend
BP, FM	Percentage of customers that complain about water quality	0.6 %	0.2 %	0.2 %	↓
	<i>Measures the total number of water quality customer service requests</i>				
<i>BP = Business Process CS = Customer Service ED = Employee Development FM = Financial Management</i>					

Performance Analysis

The Department of Utilities continues to deliver safe, high quality water, as well as efficient waste water treatment. Water and sewer treatment and delivery is the most capital-intensive of all utility services. Today's utilities are experiencing industry-wide reductions in water usage, coupled with increasing costs of operations, maintenance, and replacement of aging infrastructure. In parallel with the continuing growth of the Town, the Town remains proactive in its strategies for preventative maintenance programs in order to provide uninterrupted service to customers. In January 2024, the Town Council adopted a five-year water and sewer rate plan focused on the reinvestment of the Town's aging infrastructure at the lowest

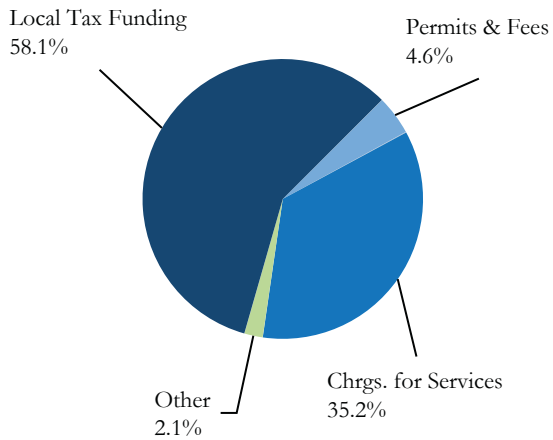
Ensuring Quality of Life

This functional category includes the Department of Parks and Recreation, Thomas Balch Library, and the Department of Community Development. In sum, these departments provide essential community, planning, and recreational services and amenities that afford Leesburg residents and businesses the opportunity to pursue and enjoy their passions and exercise at their leisure.

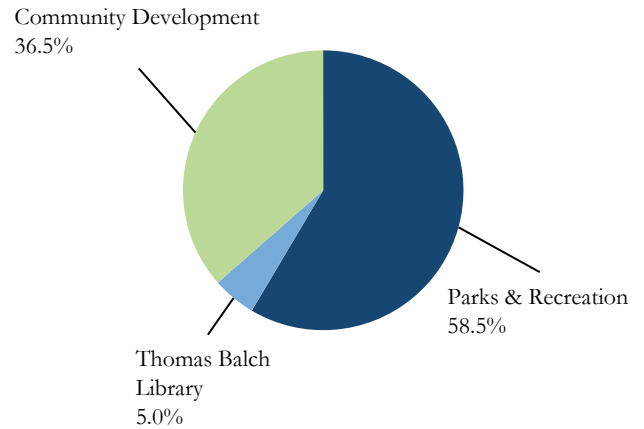
Financial Information & Analysis

Object Categories	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance		Pg #
				\$	%	
Sources						
Permits & Fees	\$971,875	\$625,000	\$693,000	\$68,000	10.9 %	
Use of Money & Property	13,711	11,000	11,000	—	— %	
Charges for Services	5,278,456	4,949,815	5,347,815	398,000	8.0 %	
Donations & Contributions	1,015	—	—	—	— %	
Federal Government	2,963,837	—	—	—	— %	
Other Financing Sources	405,844	323,015	325,161	2,146	0.7 %	
Use of Fund Balance	—	773,000	—	(773,000)	(100.0)%	
Total Revenue	\$9,634,738	\$6,681,830	\$6,376,976	(\$304,854)	(4.6)%	
Local Tax Funding	\$2,849,308	\$7,880,264	\$8,829,680	\$949,416	12.0 %	
Total Sources	\$12,484,046	\$14,562,094	\$15,206,656	\$644,562	4.4 %	
Uses						
Department of Parks & Recreation	\$7,909,121	\$9,120,916	\$8,899,064	\$(221,852)	(2.4)%	121
Thomas Balch Library	619,346	716,430	761,492	45,062	6.3 %	127
Department of Community Development	3,955,580	4,724,748	5,546,100	821,352	17.4 %	133
Total Uses	\$12,484,047	\$14,562,094	\$15,206,656	\$644,562	4.4 %	

Sources by Fund (2025)



Uses by Department (2025)





Department of Parks & Recreation

Mission

The Department of Parks and Recreation provides exceptional programs, amenities, and services that enhance the quality of life for the Leesburg community.

Description

The Department of Parks and Recreation provides high quality programs, parks, and facilities that enhance the quality of life for all residents in the Town of Leesburg. As a result of its service to the residents, the department has been recognized three times as a finalist and twice as a recipient of the prestigious national Gold Medal Award for Excellence in Parks and Recreation Management.

The department maintains the Town's 17 active and passive [parks](#) covering approximately 400 acres featuring playgrounds, picnic pavilions, multi-use paths, and open space. In addition, the department operates and maintains the Ida Lee Park Recreation Center, the Ida Lee Park Tennis Center, the AV Symington Aquatic Center, the Leesburg Dog Park, and other Town-owned sports facilities including the Freedom Park athletic complex, the Ida Lee Park soccer/lacrosse fields, the baseball and football fields at Robinson Park, and the Eric Brown Skate Plaza at Catoctin Park. The department provides beautification efforts throughout the Town, including the installation and maintenance of the downtown hanging flower baskets and planters, the landscaping surrounding the Town's various municipal buildings, oversight of the downtown Holiday Lighting Program, and the implementation of the Downtown as a Park initiative.

The Department of Parks and Recreation offers a variety of recreational opportunities and programs at the [Ida Lee Park Recreation Center](#), the [Ida Lee Park Tennis Center](#), the [AV Symington Aquatic Center](#), and Olde Izaak Walton Park, with specialties in the areas of fitness, aquatics, tennis, and youth and adult recreation classes. Program offerings are published on a quarterly basis in the online [Leesburg@Leisure](#) magazine. Registration for all programs can be made in person, over the phone, or online via [WebTrac](#). Participation is made available to all residents regardless of income level through the department's [scholarship program](#).

The Department of Parks and Recreation produces numerous [festivals and community events](#) throughout the year including the Flower and Garden Festival, Summer JAMS, Independence Day Celebration and Parade, Leesburg Airshow, TASTE Leesburg, and Holidays in Leesburg. These major events, along with numerous smaller offerings, provide opportunities for residents to come together and create a sense of community within Leesburg.

For registration and additional information please call (703) 777-1368 or visit www.leesburgva.gov/departments/parks-recreation

Contact Information

Rich Williams, Director
50 Ida Lee Drive NW
Leesburg, VA 20176
rwilliams@leesburgva.gov
(703) 737-7140

Scan Me



ADMINISTRATION



PARKS

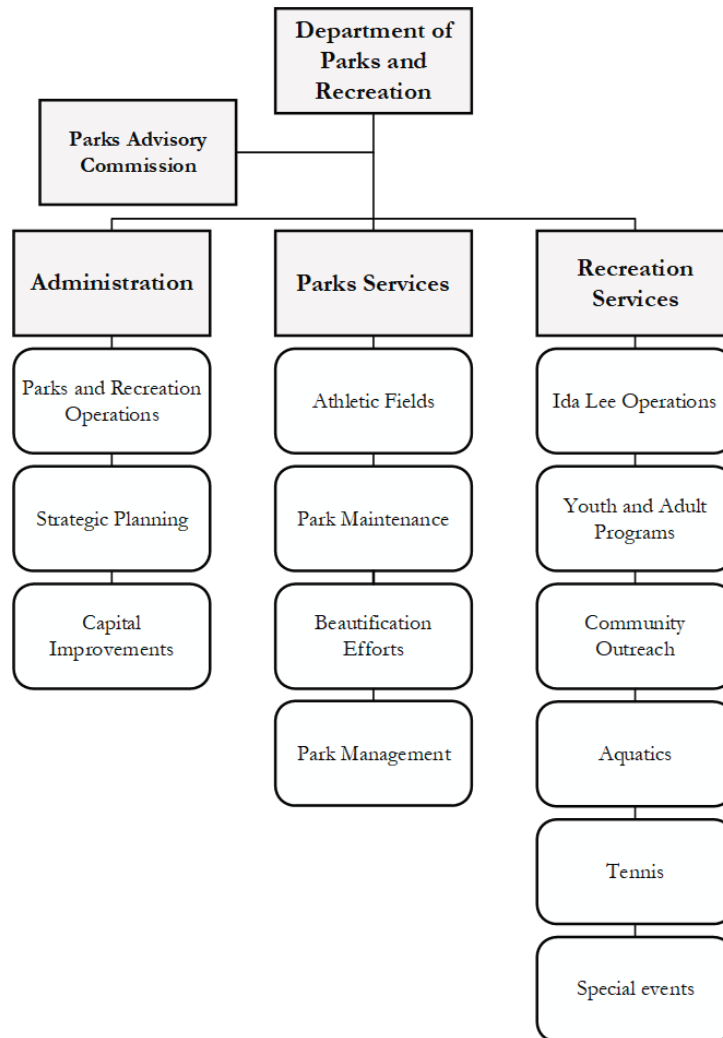


RECREATION

Connect With Us



Organization Chart



Summary of Services

Administration Division

The Administrative Division provides overall administrative support to the entire department in the areas of employee development, recruitment, and retention efforts; centralization of financial accounting and procurement responsibilities; park planning; and capital development projects. The Administrative Division works closely with the Parks and Recreation Advisory Commission.

Parks Services Division

The Parks Services Division is responsible for planning, developing, maintaining, and operating Town parks that are safe, diverse, and accessible for all residents. The division currently maintains 17 parks, totaling approximately 400 acres of active and passive parkland. The division’s work is separated into four major areas: park planning and development, general park maintenance

and beautification, athletic field maintenance, and the management of park events.

Recreation Services Division

The Recreation Division is responsible for the operation and maintenance of the Ida Lee Park Recreation Center, the Ida Lee Park Tennis Center, AV Symington Aquatic Center, and the Olde Izaak Walton Park building. The division offers programs in the areas of fitness, aquatics, recreation, sports, summer camps, and community outreach programs. In addition, the division produces special events such as the Flower and Garden Festival, Independence Day Celebration, Leesburg Airshow, TASTE Leesburg, Holidays in Leesburg, and provides event planning support to the Town’s Department of Economic Development.

Goals & Objectives

Scorecard	Goal	Objective	Term
BP, CS, ED	Deliver exceptional customer service throughout the department.	Maximize potential resources within the department's RecTrac operating data base to provide multiple interface options for customers.	Intermediate
		Implement various methodologies department wide to solicit customer input and feedback.	Intermediate
		Comply with the Americans with Disabilities Act (ADA) regulations and support the Town's ADA Transition Plan.	Long
		Enhance functionality of the department's website in order to improve service delivery.	Long
BP, CS, FM	Return department to pre-Covid-19 revenue and cost recovery numbers.	Continued evaluation of current fee structure and offerings to ensure market compatibility.	Short
		Expand social media presence in order to increase departmental social media "followers".	Short
		Expand market penetration through program specific marketing plans.	Short
CS, ED, FM	Continued support of Town developed initiatives to promote the viability of Leesburg.	Incorporate operational practices to enhance the appearance of downtown.	Long
		Identify and support opportunities for public art within parks and special events.	Long
		Provide support to event organizers to offer safe community events, while expanding opportunities for community produced events.	Long
CS, BP, FM	Operate departmental facilities in the most energy efficient manner possible.	Evaluate lighting systems and determine return on investment on a phased transition to LED.	Intermediate
		Educate staff on simple measures they can take to minimize energy waste.	Short
		Incorporate "smart building" technology wherever possible.	Long
BP, FM	Recruit and maintain an adaptable workforce to meet changing departmental and town-wide needs.	Utilize the varied backgrounds of staff to achieve departmental goals.	Short
		Develop a formalized cross-training program to ensure continuity of operations in the event of staff absences.	Intermediate
		Expand recruitment efforts to multi-talented and diverse employees that will benefit the department and town as a whole.	Long
		Make necessary adjustments to part-time pay structure to ensure wages are competitive with the local market.	Intermediate
CS, BP	Operate departmental park sites utilizing environmentally sustainable practices.	Formalize a maintenance plan for the tree canopy within the park system.	Intermediate
		Ensure turf management practices are in compliance with applicable regulations and alternative cost effective practices.	Long

BP = Business Process CS = Customer Service ED = Employee Development FM = Financial Management

Expenditures by Division

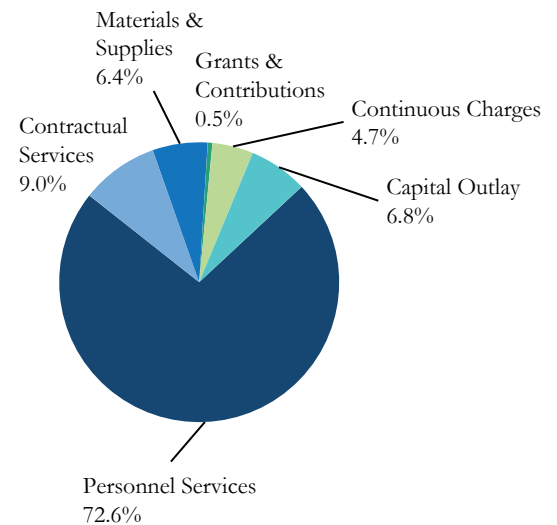
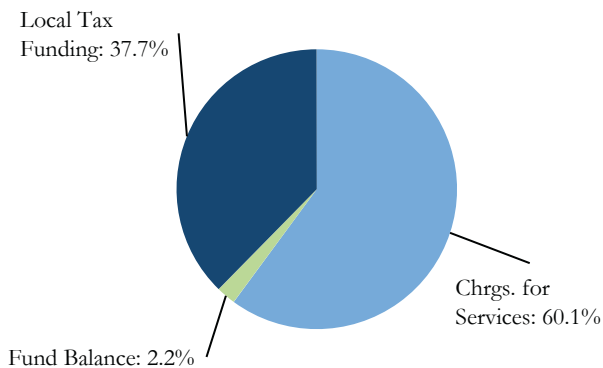
Divisions	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance	
				\$	%
Administration	\$1,115,611	\$1,167,409	\$1,082,497	(\$84,912)	(7.3)%
Parks	1,484,760	2,225,557	2,046,861	(178,696)	(8.0)%
Recreation	5,308,749	5,727,950	5,769,706	41,756	0.7%
Total	\$7,909,121	\$9,120,916	\$8,899,064	(\$221,852)	(2.4)%

Financial Information & Analysis

Object Categories	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance	
				\$	%
Sources					
Charges for Services	\$5,278,436	\$4,949,815	\$5,347,815	\$398,000	8.0%
Donations & Contributions	50	—	—	—	—%
Federal Government	2,963,837	—	—	—	—%
Use of Fund Balance	—	498,000	200,000	(298,000)	(59.8)%
Total Revenue	\$8,242,322	\$5,447,815	\$5,547,815	\$100,000	1.8%
Local Tax Funding	\$(333,201)	\$3,673,101	\$3,351,249	\$(321,852)	(8.8)%
Total Sources	\$7,909,121	\$9,120,916	\$8,899,064	(\$221,852)	(2.4)%
Uses					
Personnel Services	\$6,118,660	\$6,620,984	\$6,701,945	\$80,961	1.2%
Contractual Services	705,122	817,870	1,051,820	233,950	28.6%
Materials & Supplies	536,418	580,223	594,523	14,300	2.5%
Grants & Contributions	(209)	50,000	50,000	—	—%
Continuous Charges	448,789	430,821	457,776	26,955	6.3%
Capital Outlay	100,341	621,018	43,000	(578,018)	(93.1)%
Total Uses	\$7,909,121	\$9,120,916	\$8,899,064	(\$221,852)	(2.4)%
Total Full-Time Equivalent (FTE)	34.00	39.00	39.00	—	—%

Sources by Fund (2025)

Uses by Department (2025)



Budget Analysis

The Fiscal Year 2025 Adopted Budget for the Department of Parks and Recreation includes a decrease of \$221,852 or 2.4% over the Fiscal Year 2024 Adopted Budget. This reflects the net of increased compensation for existing staff and decreases related to the removal of one-time funding for safety and decorative lighting at Raflo and Georgetown Parks and one-time purchases related to enhancements for Veterans Park funded in Fiscal Year 2024.

Revenue estimates for Fiscal Year 2025 are projected to decrease \$100,000 from the Fiscal Year 2024 Adopted Budget, however, this reflects the net impact of the removal of Unassigned Fund Balance for the one-time costs previously mentioned and an increase in service revenue, primarily for recreation center fees and tennis.

Performance Measures

Scorecard	Description	FY 2023 Actual	FY 2024 Estimate	FY 2025 Target	Trend
BP, FM	Percentage departmental cost recovery <i>Measures the percentage of revenue to expenditure cost recovery of all divisions within the department</i>	62%	64%	62%	↔
BP, FM	Number of Ida Lee Park recreational facility visits <i>Measures the total number of Ida Lee Park Recreation Center, Tennis Center, and outdoor pool users via daily or pass admissions</i>	323,611	329,000	332,000	↑
CS	Number of recreation programs offered <i>Measures the total number of recreational programs offered by the department</i>	5,421	5,430	5,450	↔
CS, FM	Percentage of recreation program registration <i>Measures the percentage of recreation programs offered that are actually held</i>	88%	90%	90%	↑
BP, CS	Percentage of online registrations <i>Measure the percentage of all recreation program registrations that are performed online</i>	60%	64%	64%	↔
CS	Number of athletic field events <i>Measures the total number of athletic games and practices scheduled on fields maintained by the department</i>	2,211	2,250	2,300	↔
CS	Number of special events offered <i>Measures the total number of special events managed and produced by the department</i>	23	23	23	↔
BP, FM	Dollar value of special event costs per capita <i>Measures the net cost per capita for the special events produced by the department</i>	\$6.37	\$6.50	\$7.00	↔
BP, CS	Number of community outreach hours provided <i>Measures the total number of recreational community outreach service hours provided to identified site locations</i>	1,197	1,250	1,250	↑
BP, CS	Number of community outreach attendance <i>Measures the total number of attendees for all community outreach site locations</i>	856	910	1,000	↑
CS, FM	Number of Parks and Recreation facility rental hours <i>Measures the total number of hours of park, room, and amenity rentals</i>	20,001	23,000	24,000	↑

BP = Business Process CS = Customer Service ED = Employee Development FM = Financial Management

Performance Analysis

Ensuring the Leesburg community retains the quality of life that residents have come to expect is top priority for the Department of Parks and Recreation. The Department is predicting an increase in the number of recreational facility visits in Fiscal Year (FY) 2024 at Ida Lee (329,000) and the outdoor pool. The addition of a second tennis bubble is anticipated to result in an increase in Tennis revenue (\$1,400,000 total) for FY 2024. Overall, recreational programming is projected to see a slight increase in attendance, while athletic field events are projected to remain constant at about 2,250 for FY 2024. The number of Special Event applications processed by the department continues to grow, while the number of Town produced special events is anticipated to show a decrease with the discontinuation of Movies

in the Park. Based on the first half of FY 2024 revenue projections, it is anticipated that the overall departmental cost recovery will be approximately 63%.



Thomas Balch Library

Mission

The mission of Thomas Balch Library is to collect and preserve materials documenting regional and local history and genealogy, to maximize availability of the library's collections to researchers through state-of-the-art access systems, and to increase awareness and public use of the library's collections.

Description

Thomas Balch Library is a history and genealogy library owned and operated by the Town of Leesburg. The library's [collections](#) focus broadly on Loudoun County, regional, and Virginia history; genealogy; ethnic history; and military history with a special emphasis on the American Civil War. Collection materials include books, digital materials, oral histories, periodicals, maps, visual collections, newspapers, and manuscripts providing researchers, students, and the purely curious an opportunity to study and understand the history of Loudoun businesses, cultural resources, communities, individuals and families, local government and public leaders, and organizations in the Town of Leesburg and Northern Virginia.

As a historical and genealogical research facility, the library provides the opportunity to put a human face on history through shared knowledge. The library is a designated Underground Railroad research site. Historical facts obtained from collections held by the library, events, and highlights are posted regularly on the Thomas Balch Library social media accounts.

The library hosts a variety of [events](#) including a lecture series featuring in-person and virtual author talks and presentations of original research, classes on preservation, historical, cultural, and genealogical research strategies, exhibits focusing on issues of regional significance, group tours for researchers and history enthusiasts, and outreach programs for schools and organizations. The library offers a comprehensive [internship and volunteer program](#) and operates a small store with local and regional history books and genealogy materials.

For more information, please visit the Thomas Balch Library's webpage at <https://www.leesburgva.gov/departments/thomas-balch-library>

Library Hours:

Monday & Friday:

Tuesday & Thursday:

Wednesday:

Saturday:

Sunday:

Hours

10 a.m. - 5 p.m.

10 a.m. - 8 p.m.

2 p.m. - 8 p.m.

11 a.m. - 4 p.m.

1 p.m. - 5 p.m.

Contact Information

Laura Christiansen, Director
208 W. Market Street
Leesburg, VA 20176
lchristiansen@leesburgva.gov
(703) 771-7196

Scan Me



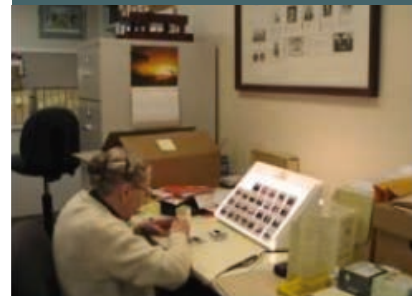
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ADMINISTRATION



LIBRARY OPERATIONS

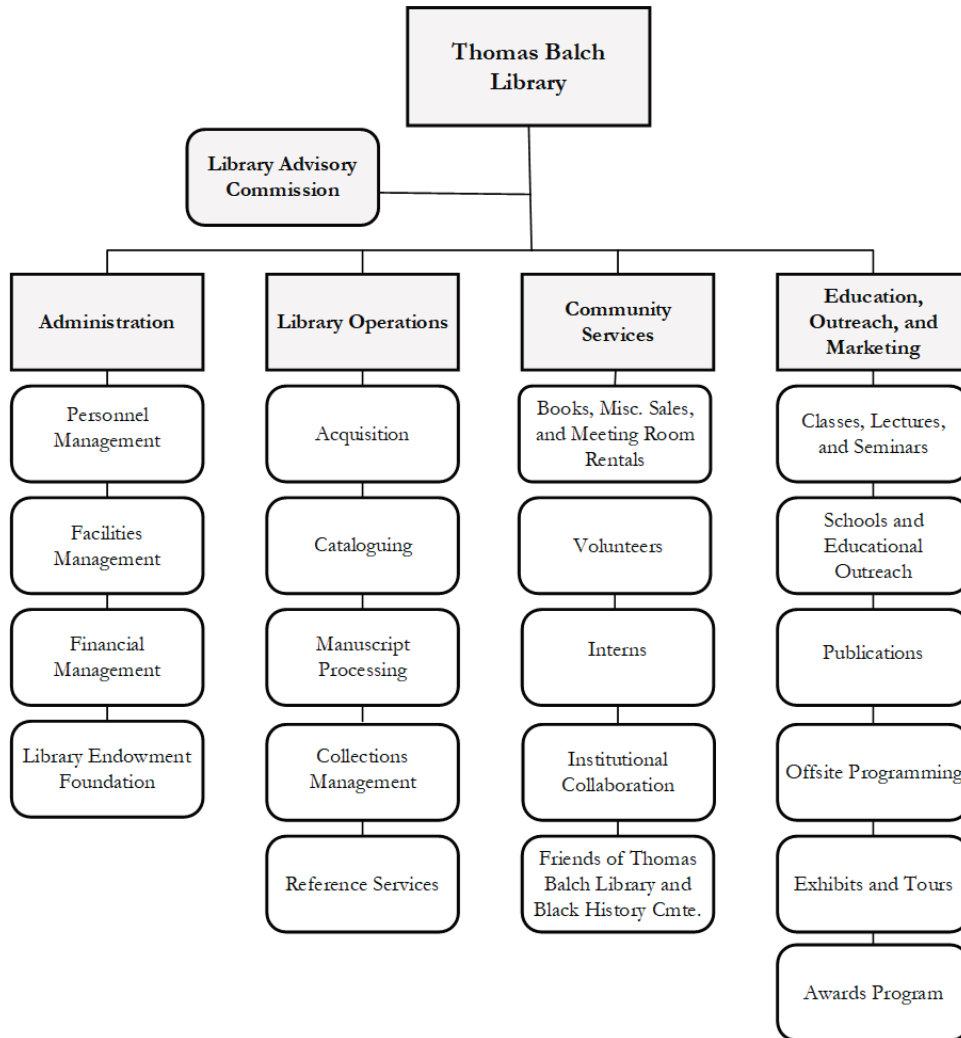


COMMUNITY SERVICES



EDUCATION & OUTREACH

Organization Chart



Summary of Services

Administration

The administration function includes personnel management; oversight and control of appropriated funds to run the facility; and management of the physical plant and meeting room rental space. Revenue generation is modest and made through publication sales, fees for services, meeting room rentals, and reproduction and publication of collection materials. The Library Director serves as staff liaison to the Thomas Balch Library Advisory Commission, Friends of the Thomas Balch Library, Black History Committee and serves on and is the Secretary/Treasurer for the Thomas Balch Library Endowment Foundation Board.

Library Operations

The library acquires printed, digital, manuscript, visual, and oral materials documenting the history of the Town of Leesburg and

Loudoun County through donation and purchase. Library staff accessions, processes, digitizes, describes or catalogues, and makes these materials available to library patrons for research. The library provides comprehensive access to its collections through its Centennial Catalogue utilizing the Library of Congress classification system. Management of collection materials includes inventory control and preservation. Library staff provides on-site and off-site research assistance via social media, mail, email, and phone. Periodic surveys assist the library in determining patron needs and in incorporating recommendations from the community into its acquisitions, operations, and programming. Inter-library loan services are provided on a fee basis to assist those seeking materials not housed at the library. The library works cooperatively with statewide and national organizations such as ARVAS, Archives Grid, World Cat, and the Library of Congress to increase global awareness of holdings.

Community Services

Thomas Balch Library collaborates with a variety of educational and community organizations, such as other libraries, schools and colleges, retirement centers, and historic sites to share and maximize resources. The library maintains active volunteer program and internship programs. Volunteers assist with operational duties in collection management, reference, and outreach and marketing. Internships provide students an opportunity to learn about the operation of a special collections library while providing tangible benefits to the library in processing manuscript collections and creating exhibits.

media as well as through the library’s special events and popup exhibits at the Donaldson Cabin on Loudoun Street. These efforts are aimed at increasing awareness and use of the library’s collections and advocating for the historical significance of the Town of Leesburg and Loudoun County by illustrating the intellectual proximity between history and genealogy. Working cooperatively with the Library Advisory Commission, the library presents annual recognition awards to selected local historians for distinguished service in preserving the history of Loudoun County. Library staff makes on- and off-site presentations on topics of local history and genealogy to school groups, civic organizations and other groups and participates in national history events such as National History Day.

Education, Outreach & Marketing

Library staff markets the library, its collections, and its services, locally and regionally, through a variety of print and electronic

Goals & Objectives

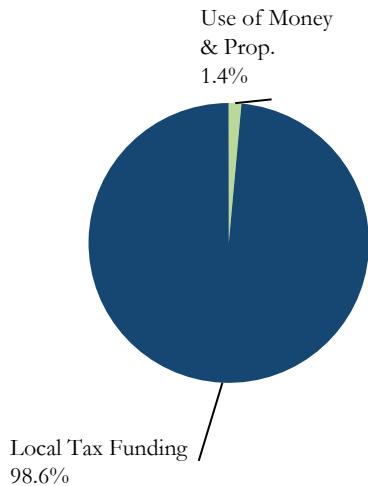
Scorecard	Goal	Objective	Term
BP, CS, FM	Further the goals of the Thomas Balch Library Endowment Foundation	Foundation Board members will continue to manage assets and support library and fundraising efforts.	Long
BP, CS	Be a premier research center for Leesburg and Loudoun County history and genealogy	Collect, preserve, and make available through processing and cataloguing primary and secondary resources documenting local and regional history and genealogy.	Long
BP, CS, FM	Ensure outstanding care of collections held in trust for the public and ensure equitable access	Monitor, establish, maintain, and implement best practices for special collections maintenance, researcher access, and on-going collection appraisal.	Long
CS	Provide educational opportunities for the community at all levels	Provide in-person and virtual/hybrid lectures, classes, tours, exhibits, newsletters, educational brochures and enhance social media and web presence.	Long
BP, CS	Heighten community awareness of the library	Outreach programming, collaboration with other local and regional organizations and educational institutions.	Long
BP	Seek storage space for collections	Continue to seek offsite storage options while maximizing existing storage space for collections.	Long
CS, ED	Promote excellence in customer service through professional development	Provide opportunities for staff to attend virtual, or pandemic permitting in-person professional meetings such as SAA, MARAC, VLA NGS/FGS, Virginia Forum and or professional webinars.	Long
BP, CS	Provide outstanding access to its collections, working with OCLC, maintain an integrated access catalog utilizing Library of Congress subject headings. Expand access to and content of digital resources for Town residents and the broader community.	Work with OCLC, the Information Technology department, and other stakeholders to enhance the Centennial Catalog and digital resources.	Long

BP = Business Process CS = Customer Service ED = Employee Development FM = Financial Management

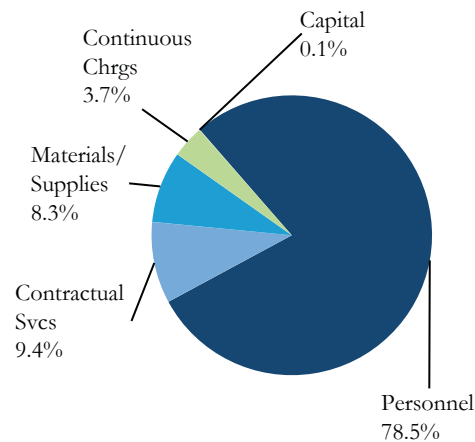
Financial Information & Analysis

Object Categories	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance	
				\$	%
Sources					
Use of Money & Property	\$13,711	\$11,000	\$11,000	\$—	— %
Donations & Contributions	965	—	—	—	— %
Total Revenue	\$14,677	\$11,000	\$11,000	\$—	— %
Local Tax Funding	\$604,669	\$705,430	\$750,492	\$45,062	6.4 %
Total Sources	\$619,346	\$716,430	\$761,492	\$45,062	6.3 %
Uses					
Personnel Services	\$501,469	\$580,819	\$597,878	\$17,059	2.9 %
Contractual Services	34,384	49,815	71,614	21,799	43.8 %
Materials & Supplies	52,736	62,416	63,100	684	1.1 %
Continuous Charges	27,620	23,380	28,500	5,120	21.9 %
Capital Outlay	3,138	—	400	400	— %
Total Uses	\$619,346	\$716,430	\$761,492	\$45,062	6.3 %
Total Full-Time Equivalent (FTE)	3.00	4.00	4.0	—	— %

Sources by Fund (2025)



Uses by Department (2025)



Budget Analysis

The Thomas Balch Library Fiscal Year 2025 Adopted Budget includes an increase of \$45,062 or 6.3% over the Fiscal Year 2024 budget. This increase is the net effect of increased compensation costs for existing staff, the addition of costs to maintain the Library's catalog software, and rising contractual expenses.

The Thomas Balch Library continues to manage its resources well and leverages its relationship with community and institutional partners effectively in order to provide value-added services to library patrons.

Performance Measures

Scorecard	Description	FY 2023 Actual	FY 2024 Estimate	FY 2025 Target	Trend
BP, CS	Number of annual visitors <i>Measures the total number of visitors as recorded by electronic eye</i>	19,356	20,500	20,500	↑
BP, CS	Number of reference requests <i>Measures the total number of reference requests serviced</i>	79,134	78,500	78,500	↓
BP, CS	Number of Library programs offered <i>Measures the total number of public events produced by staff</i>	151	170	170	↑
BP, CS	Number of Library program attendees <i>Measures the total number of patrons attending programs</i>	2,836	2,900	2,900	↑
BP, CS, FM	Number of meeting room bookings <i>Measures the total number of non-library events held at the facility</i>	39	39	39	↔
BP, CS, FM	Number of non-library program attendees <i>Measures the total number of attendees at programs not sponsored by the library</i>	716	700	700	↔
BP, FM	Dollar value of external support <i>Measures the total value of library volunteers and interns; Friends of TBL and Black History hours and NUCMC support; grants and other organizational support</i>	\$668,428	\$490,000	\$490,000	↓

BP = Business Process CS = Customer Service ED = Employee Development FM = Financial Management

Performance Analysis

Over this last year, Thomas Balch Library filled vacancies, trained new staff, and fulfilled its mission by meeting demands for increased services and outreach. The Library continued to expand its virtual outreach via social media, receiving over 395,000 interactions with its virtual content. While public adjustment to in-person access continued into this year, there was a noticeable acceleration in in-person activity as the year progressed as evidence in the upward tick of meeting room rentals. The Library continued to welcome in-person and virtual visitors, responding to more than 79,000 requests for reference services annually. There was also continuing interest in virtual access to classes and significant interest in the outdoor tours. Overall, library programming increased.

Efforts continue to expand awareness of the library's offerings through strengthening collaborative relationships with regional partners. To ensure the integrity and security of collections and provide more universal access to all library materials, regardless the media, the Library successfully converted its cataloging system from the Dewey Decimal System to Library of Congress establishing its own catalogue, Centennial Catalog, with OCLC/WMS as its host. The Library regularly receives outstanding manuscript collections but staffing levels and space limit the number of collections that can be accepted, processed, and made available to researchers each year.



Department of Community Development

Mission

The Department of Community Development facilitates efforts to develop a strong quality of life for the residents and businesses of the Town of Leesburg through careful attention to land development, stewardship of the natural environment, and preservation of historic resources.

Description

The Department of Planning and Zoning creates, updates, and carries out the community's [Town Plan](#) vision for land development and resource preservation. Planners administer the [Zoning Ordinance](#), which provides property standards as well as other land use regulations to shape development based on the Town Plan. These efforts are largely mandated by the Code of Virginia, which also requires establishing and supporting a Planning Commission and a Board of Zoning Appeals. Planners also facilitate design review via the Board of Architectural Review as well as environmental initiatives via the Environmental Advisory Commission.

The Department of Planning and Zoning provides four major operating functions: Administration, Application Review, Comprehensive Planning, and Zoning. These functions are accomplished by three staffing divisions: Land Use, Zoning Administration, and Preservation.

For more information, please visit the Department of Planning and Zoning's webpage at www.leesburgva.gov/planning.

Contact Information

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Scan Me



CUSTOMER SERVICE



PLANNING

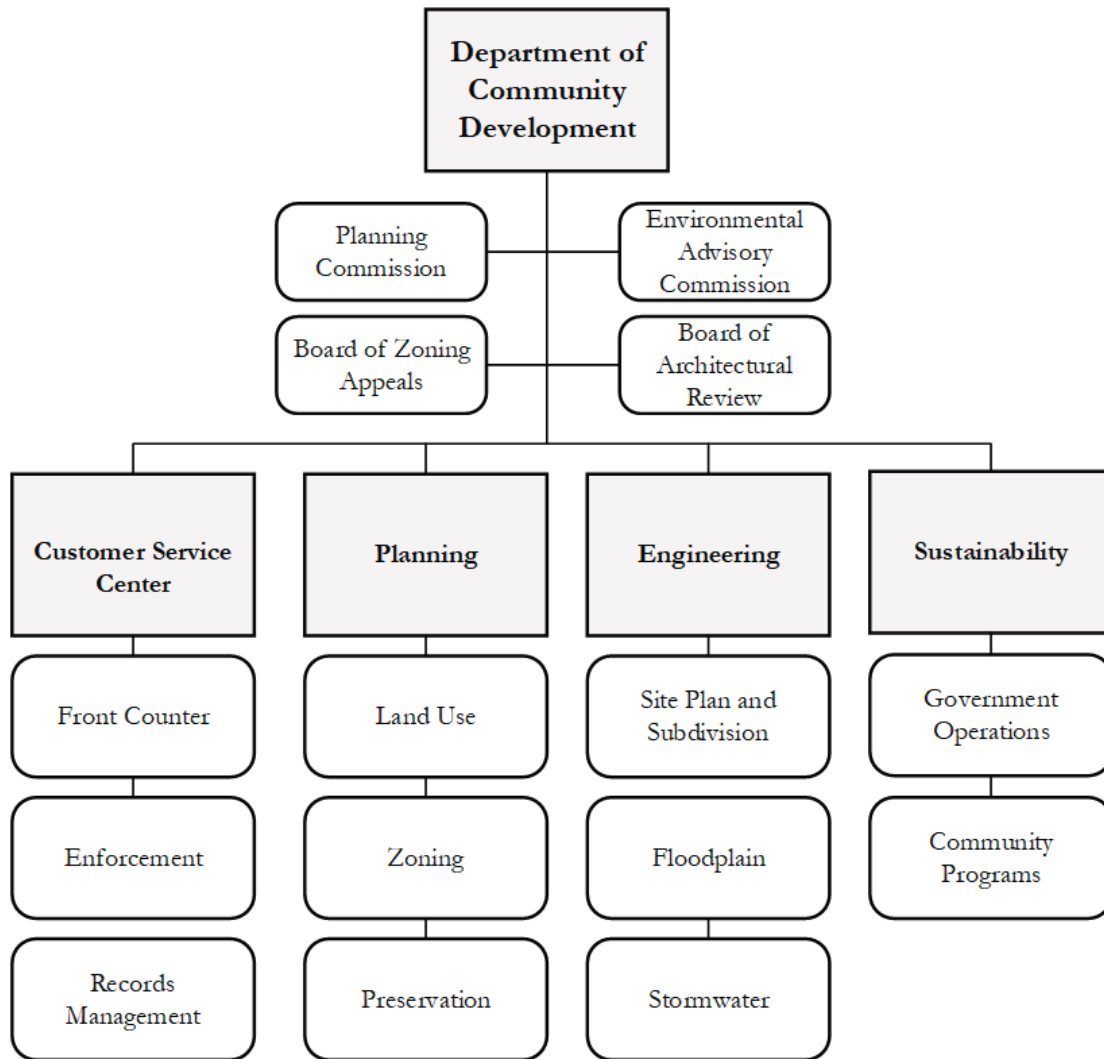


ENGINEERING



SUSTAINABILITY

Organization Chart



Summary of Services

Customer Service

Provide front counter services, enforcement and inspections, data analytics, records management, and support for the Community Development application management system.

Planning

Conduct land use, zoning, and preservation review of development applications, compose zoning ordinance and town plan amendments, support advisory bodies, and conduct outreach to the community. Examples of development applications include rezonings, special exceptions, zoning permits, and certificates of appropriateness.

Engineering

Ensure all land development applications are processed in a timely manner that meets applicable federal, state, and local design standards, codes, ordinances, and statutes. Examples of

engineering applications include site plans, subdivisions, boundary line adjustments, and grading permits.

Sustainability

Support sustainable government operations that integrate environmentally conscious decision-making into Town operations. Develop community programs that meet the needs of all our residents while minimizing impacts on the environment.

Goals & Objectives

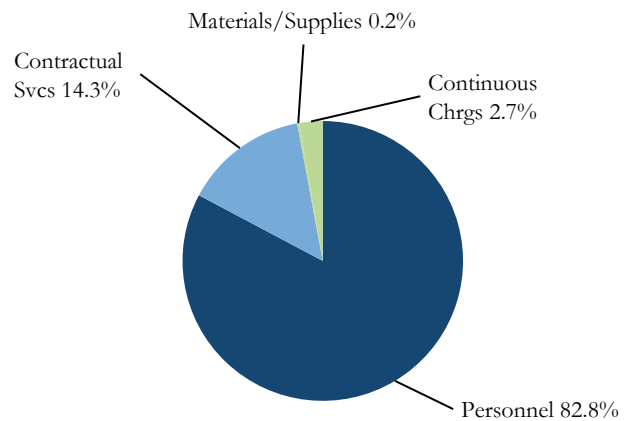
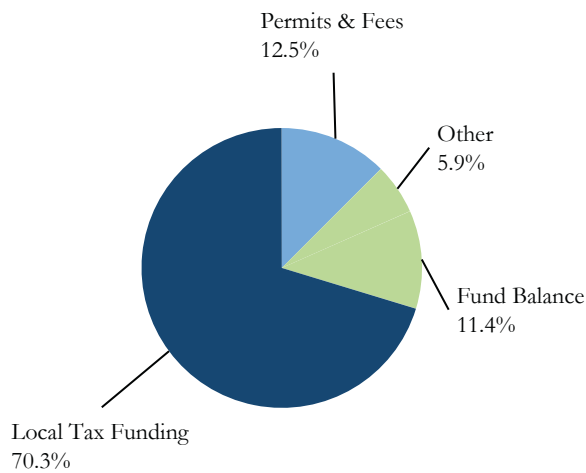
Scorecard	Goal	Objective	Term
BP, CS	Oversee consultant-driven Zoning Ordinance Rewrite.	Align Zoning regulations with new Town Plan, modernize ordinance, and improve usability.	Intermediate
BP	Oversee consultant-led draft of capital intensity factors to establish a baseline for potential cash proffer negotiations from rezoning applications.	The draft CIF should be based on a capital needs assessment that evaluates anticipated projects and costs in the Town’s Capital Improvement Plan and Transportation Improvement Plan. Capital facility standards will need to be created as part of the baseline for the capital needs assessment and CIF.	Intermediate
BP	Work with a consultant on revisions to the Crescent District Master Plan.	Address land use, building heights, architecture, affordable housing, and public investment opportunities.	Short
BP	Manage consultant update of Town’s Architectural Survey of Historic Resources and make data accessible in online interactive platform.	Update records, mapping, and historic designation of each parcel in the Old and Historic District.	Long
BP, CS, ED	Continue to implement Digital Town Hall initiatives.	Enhance skills in Community Development's electronic plan review software now that the Town has shifted to digital applications. Learn platform for drafting and reviewing Zoning Ordinance changes.	Short
BP, CS, FM	Ensure development review process continues to be efficient, predictable, and solution-oriented.	Provide complete consolidated comment letters, timely submission reviews and applicant meetings, and sound technical recommendations.	Long
BP, CS, FM	Digitize majority of department records by 2024	Create comprehensive and searchable document management repository and eliminate paper records when feasible per Town's retention schedule.	Intermediate
BP, CS, ED	Update the Design and Construction Standards Manual and Subdivision and Land Development Regulations.	Implement policy and regulatory changes from new Town Plan, new Zoning Ordinance, and any state and federal requirements. Remain consistent with latest industry standards.	Intermediate

BP = Business Process CS = Customer Service ED = Employee Development FM = Financial Management

Financial Information & Analysis

Object Categories	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance	
				\$	%
Sources					
Permits & Fees	\$971,875	\$625,000	\$693,000	\$68,000	10.9 %
Charges for Services	20	—	—	—	— %
Other Financing Sources	405,844	323,015	325,161	2,146	0.7 %
Use of Fund Balance	—	275,000	630,000	355,000	129.1 %
Total Revenue	\$1,377,739	\$1,223,015	\$1,648,161	\$425,146	34.8 %
Local Tax Funding	\$2,577,840	\$3,501,733	\$3,897,939	\$396,206	11.3 %
Total Sources	\$3,955,579	\$4,724,748	\$5,546,100	\$821,352	17.4 %
Uses					
Personnel Services	\$3,727,934	\$4,308,727	\$4,591,160	\$282,433	6.6 %
Contractual Services	149,555	402,383	792,905	390,522	97.1 %
Materials & Supplies	8,069	13,100	13,600	500	3.8 %
Continuous Charges	505	538	148,435	147,897	27490.1 %
Capital Outlay	69,516	—	—	—	— %
Total Uses	\$3,955,580	\$4,724,748	\$5,546,100	\$821,352	17.4 %
Total Full-Time Equivalent (FTE)	24.00	26.00	26.0	—	— %

Sources by Fund (2025) **Uses by Department (2025)**



Budget Analysis

The Fiscal Year 2025 Adopted Budget for the Department of Community Development includes an increase of \$821,352 or 17.4% over the Fiscal Year 2024 Adopted Budget. This increase is the net effect of increased compensation costs related to existing personnel, the addition of the office space lease for the Department, studies for traffic calming and pedestrian improvements along Catoctin Circle and East Market Street, as well as the removal of one-time funding for the update of the Old and Historic District Architectural Survey in Fiscal Year 2024.

The Fiscal Year 2025 budget includes an increase in departmental revenue of \$425,146 or 34.8% from the Fiscal Year 2024 Adopted Budget which reflects an increase of \$68,000 in permit fees based on anticipated applications and an increase in the use of unassigned fund balance for the studies previously mentioned.

Performance Measures

Scorecard	Description	FY 2023 Actual	FY 2024 Estimate	FY 2025 Target	Trend
BP, CS	Number of zoning permits issued for large projects <i>Measures the total number of zoning permits issued for new residential and commercial construction</i>	147	120	130	↓
BP, CS	Average zoning permit processing time (in days) for large projects <i>Measures the average number of days to issue zoning permits for new residential and commercial construction</i>	15	15	15	↔
BP, CS	Number of other permits issued for small projects <i>Measures the total number of zoning permits issued for small projects (e.g. decks, sheds, signs, and occupancy and use permits)</i>	890	1,000	1,000	↑
BP, CS	Average other permit processing time (in days) for small projects <i>Measures the average number of minutes to issue zoning permits for small projects (e.g. decks, sheds, signs, and occupancy and use permits)</i>	30	20	20	↓
BP, CS	Number of zoning violations processed <i>Measures the total number of zoning violations for signs, inoperable vehicles, excessive occupancy, illegal use, etc.</i>	137	120	130	↓
BP, CS	Number of certificates of appropriateness (COAs) issued by the Board of Architectural Review (BAR) <i>Measures the total number of COA applications acted on by the BAR</i>	57	65	60	↑
BP, CS	Number of COAs reviewed administratively <i>Measures the total number of certificate of appropriateness applications processed by staff</i>	101	90	100	↔
BP, CS	Number of special exception, rezoning, and commission permit applications and Town Plan amendments <i>Measures the total number of special exception and rezoning applications processed by staff</i>	37	24	29	↔
BP, CS	Percentage of special exception, rezoning, commission permit applications and Town Plan amendments reviewed per procedures manual <i>Measures the percentage of time that staff reviews each submission per the 45 day target</i>	57 %	75 %	75 %	↑
BP, CS	Average number of days to complete consolidated comment letter for special exception, rezoning, commission permit applications and Town Plan amendments <i>Measures the average number of days to issues a CCL per the 45 day target</i>	46	45	45	↔
BP, CS	Number of zoning ordinance amendments processed <i>Measures the total number of zoning ordinance amendments initiated by Council and processed by staff</i>	12	5	5	↓
BP, FM	Number of Major Land Development Reviews <i>Measures the total number of major land development reviews</i>	262	250	250	↓
BP, FM	Number of Minor Land Development Reviews <i>Measures the total number of minor land development reviews</i>	625	600	600	↓
FM	Number of new first submission Site Plans <i>Measures the market activity for new commercial applications</i>	17	15	15	↓
BP, CS	Average number of staff days for first submission site plan review <i>Measures quality of the site plan and efficiency of staff</i>	59	59	59	↔
BP, FM	Average number of applicant days to address first submission site plan comments <i>Measures quality of site plan and efficiency of applicant's engineer</i>	41	50	40	↑

Scorecard	Description	FY 2023 Actual	FY 2024 Estimate	FY 2025 Target	Trend
BP, CS	Average number of staff days for subsequent submission site plan review	41	44	40	↑
	<i>Measures quality of subsequent submission site plan and efficiency of staff</i>				
BP, FM	Average number of applicant days to address subsequent submission site plan comments	36	40	35	↑
	<i>Measures quality of subsequent submission site plan and efficiency of applicant's engineer</i>				
FM	Number of new first submission Subdivision Plans	0	1	1	↔
	<i>Measures the market activity of new subdivision development</i>				
BP, CS	Average number of staff days for first submission subdivision plan review	n/a	60	60	↔
	<i>Measures quality of subdivision plan and efficiency of staff</i>				
BP, FM	Average number of applicant days to address first submission subdivision plan comments	n/a	100	100	↔
	<i>Measures quality of subdivision plan and efficiency of applicant's engineer</i>				
BP, CS	Average number of staff days for subsequent submission subdivision plan review	45	45	45	↔
	<i>Measures quality of subsequent submission subdivision plan and efficiency of staff</i>				
BP,FM	Average number of applicant days to address subsequent submission subdivision plan comments	128	130	125	↔
	<i>Measures quality of subsequent submission subdivision plan and efficiency of applicant's engineer</i>				
BP, CS	Percentage of plans reviewed within the State mandated timeframes	60 %	90 %	90 %	↑
	<i>Measures quality of plan and efficiency of staff</i>				
BP, CS, FM	Number of Major Home Improvement Plans processed	120	110	110	↓
	<i>Measures the market activity for home improvement</i>				
BP, CS, FM	Number of Virginia Stormwater Management Program reviews handled by staff	18	15	15	↓
	<i>Measures the amount of work transferred from the State to the Locality</i>				
<i>BP = Business Process CS = Customer Service ED = Employee Development FM = Financial Management</i>					

Performance Analysis

The Department of Community Development is split into two divisions: Planning and Engineering. In Fiscal Year 2023, market activity (planning applications, zoning permits, site plans) remained constant, which indicates that Leesburg continues to be a desirable place for investment and redevelopment. Trend analysis shows staff processing times for large zoning permits remains constant, small zoning permits improves due to the new online review system, planning applications remain constant, and site plans vary from constant to longer processing times due to poor quality submissions from the private sector. Zoning violations, including the investigation of complaints, are trending slightly downwards which reflects the community's willingness to abide by local regulations. Complex Certificate of

Appropriateness applications going to the Board of Architectural Review are increasing, which may signal a need for more staffing resources to support the advisory body. The number of specific Zoning Ordinance amendments is decreasing largely due to the comprehensive zoning rewrite that is underway. Engineering site plan reviews meeting state mandated timeframes is expected to improve going forward since the larger applications in 2023 will be coming to a close. Those site plans included, but are not limited to, 208 South King Street Inn, Leesburg Self Storage Building #2, Milstone Subdivision, Tuscarora Village Phase 2 and Rec Center, Virginia Village, Crescent Parke, Cornwall Commons, Oaklawn Land Bay "C" Flagship Carwash, and numerous County projects.

Seizing the Future

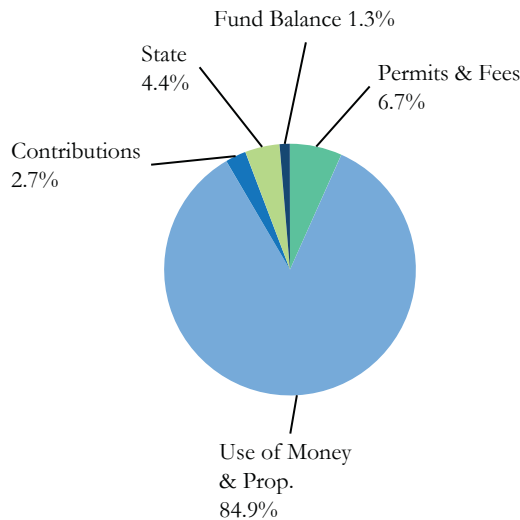
The Seizing the Future category includes the Department of Economic Development and the Leesburg Executive Airport. Through community partnerships and unique location-based services, these economic drivers of innovation and investment in Leesburg ensure that the Town is well positioned to attract and retain businesses and entrepreneurs.

Financial Information & Analysis

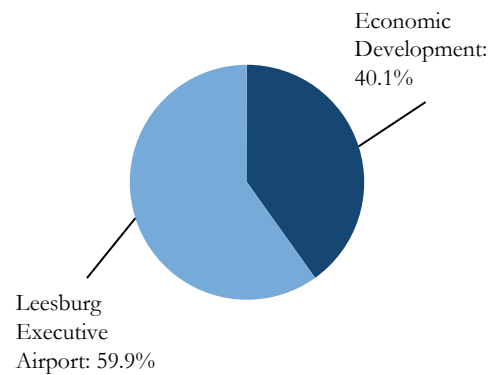
Object Categories	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance		Pg #
				\$	%	
Sources						
Permits & Fees	\$169,514	\$118,100	\$150,800	\$32,700	28 %	
Use of Money & Property	1,452,222	1,854,576	1,910,096	55,520	3 %	
Donations & Contributions	50,650	50,000	60,000	10,000	20 %	
Commonwealth of Virginia	52,751	100,000	100,000	—	— %	
Use of Fund Balance	—	—	30,000	30,000	— %	
Total Sources	\$1,725,137	\$2,122,676	\$2,250,896	\$128,220	6.0 %	
Local Tax Funding ¹	\$182,586	\$(241,330)	\$(36,967)	\$204,363	(84.7)%	
Total Sources	\$1,907,723	\$1,881,346	\$2,213,929	\$332,583	17.7 %	
Uses						
Office of Economic Development	\$838,071	\$772,573	\$888,482	\$115,909	15.0%	141
Leesburg Executive Airport	1,069,653	1,108,773	1,325,447	216,674	19.5 %	147
Total Uses	\$1,907,724	\$1,881,346	\$2,213,929	\$332,583	17.7 %	

1) Negative amounts in FY 2024 and FY 2025 reflect an excess of revenues over expenditures as a result of Airport operations.

Sources by Fund (2025)



Uses by Department (2025)





Department of Economic Development

Mission

The Department of Economic Development's mission is to fortify the economic vitality and stability of the Town of Leesburg by attracting, retaining, and growing quality businesses that will result in an increased and diversified commercial tax base.

Description

The Department of Economic Development is dedicated to establishing the Town of Leesburg as a premier business location and travel destination in Virginia. The department works to create a favorable business climate in Leesburg that attracts investors, helping to ensure the Town's long-term financial stability and quality of life for Town residents. Serving as the point of contact for both existing and new businesses within the Town, the Department of Economic Development strives to attract new businesses in both entrepreneurial and high-growth market segments and to provide local employment opportunities for residents. Additionally, the department works to increase awareness of existing businesses by encouraging consumers to "think locally" for their business and personal needs and services.

Tourism and downtown redevelopment efforts continue to be a primary focus of the department. In addition to coordinating with community partners, including The Leesburg Movement, Visit Loudoun, the Commission on Public Art, Friends of Leesburg Public Art, and downtown business stakeholders, the department focuses on opportunities to increase visitors to Leesburg.

Downtown Leesburg has firmly established itself as the hub of entrepreneurship for Town of Leesburg and Loudoun County. Home of Loudoun County's only Designated HUBZone, numerous co-working spaces, and access to local service providers, make Leesburg a desired location for small and start-up businesses.

Using the newly adopted Leesburg Economic Development and Tourism Strategic Plan, the department develops and implements programs focused on business attraction, retention and expansion, local travel and tourism, and workforce development. To accomplish this, the department collaborates with numerous community partners, including the Leesburg Economic Development Commission, the Small Business Administration's Small Business Development Center, Loudoun Chamber of Commerce, Visit Loudoun, and the Leesburg Movement. The Department of Economic Development is the "Start Here" for business development in Leesburg.



BUSINESS ATTRACTION



BUSINESS RETENTION

Contact Information

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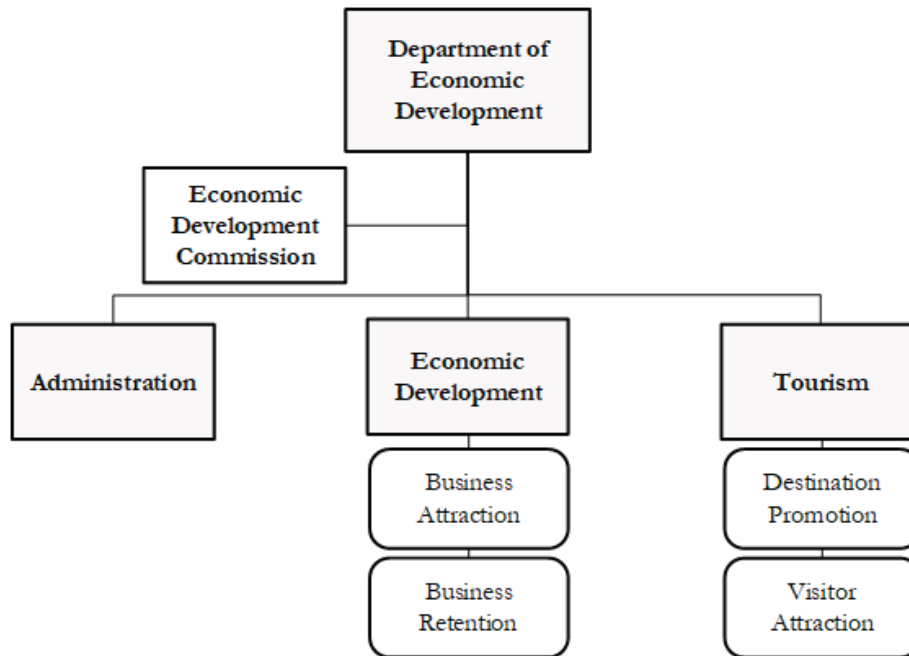
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Connect With Us



Organization Chart



Summary of Services

Administration

The administration function includes management of the Department of Economic Development (DED) and support to the Economic Development Commission. DED works closely with regional partners, including the Loudoun County Department of Economic Development, the Loudoun Chamber of Commerce, Visit Loudoun, and the Loudoun County Public Schools Business Partnership Council to ensure Leesburg remains a business destination of choice. DED plays a dynamic role in providing business advocacy services for the land development and comprehensive planning process; tracks economic development trends; and updates the website, social media, and relevant marketing publications. Participation in partner organization programs and events is directly related to generating awareness, conversations, jobs, and investment.

Business Attraction Services

Business attraction is a core service of the DED. This effort involves marketing and promoting the Town’s assets to attract new businesses and investment. A key element to the success of this effort is the local business climate. To that end, the DED works closely with other Town departments, serving as an ombudsman for the local business community. Additional location factors such as workforce availability, skills, educational level, and diversity along with available buildings and property, corporate tax rates, infrastructure, and quality of school system are all vitally important to site selectors and investors. The DED promotes the Town as a fertile landscape to attract new investment. Business attraction efforts are geared toward

attracting new and expanding business prospects in industry sectors that match our local workforce and community needs. Examples include government agencies and contracting, health innovation and technology, medical industry, information technology, manufacturing, hospitality, agricultural-related businesses, and the arts.

Business Retention Services

Business retention services are designed to foster relationships with existing businesses and assist in their continued growth and success in Leesburg. Our business retention programming includes business visits, annual business awards program, industry forums, and job fairs, all designed to promote the local business community, connecting them with needed resources. This essential service provides local area businesses with advocacy by fostering business connections, generating community partnerships, and breaking down barriers to lay the framework for continued business growth in Town. Additionally, DED works with providers to assist in creating local workforce resources to match the needs of the local business community.

Tourism

Tourism remains an important asset for Leesburg. In addition to overnight stays, the Department of Economic Development focuses on opportunities to encourage “day trippers” to visit Leesburg and enjoy our many local Tourism assets. Working both internally with other Town departments and externally with outside agencies, DED continuously looks for opportunities to maximize the positive impact of local events and attractions. Creating an enjoyable and desired destination that increases commercial tax revenue and benefits the local community.

Goals & Objectives

Scorecard	Goal	Objective	Term
BP, CS	Implementation of strategies identified in the Leesburg Economic Development Strategic Plan.	Engage resources, identify priorities and develop implementation matrix.	Short
		Initiate implementation of the identified strategies.	Long
BP, CS	Enhance the department's role in facilitating business projects within the Town and creating a strong business community.	Facilitate an efficient business-friendly environment through cross-departmental collaboration.	Short
		In partnership with other Town departments, work to develop new plans and update existing guidelines,	Long
FM, BP, CS	Enhance Leesburg's financial well being and stability by expanding and diversifying the local commercial base and execute programs that boost job growth, business revenues and community engagement.	Continue initiatives to retain, attract, and grow businesses and entrepreneurship.	Long
		Actively attract and retain businesses that are complementary to Leesburg's strength in workforce, housing, and quality of life.	Short
		Enhance marketing and media strategies to attract site selectors, brokers, developers, and executives to heighten awareness of Leesburg as an outstanding business location.	Short
		Foster a collaborative environment by facilitating, connecting, and matchmaking among business clients, service providers, and government programs based on specific business needs.	Long
FM, CS	Partner with public and private organizations to support and implement joint plans to strengthen Leesburg as a sustainable multi-use location.	Focus on the positive and unique qualities of the Downtown Historic District as a business and tourism destination.	Long
		Continue to support the further development and activities of the Leesburg Movement.	Intermediate
		Continue to partner with organizations such as the SBDC and Chamber of Commerce that support our entrepreneurial and small business environment.	Long
		Work closely with Visit Loudoun on promoting the Town as a vibrant tourism and visitor destination.	Long
		Seek grants to develop additional opportunities to highlight and promote Leesburg.	Long
ED	Provide opportunities to ensure staff remains current on new and developing trends.	Continue training and educational opportunities.	Intermediate

BP = Business Process CS = Customer Service ED = Employee Development FM = Financial Management

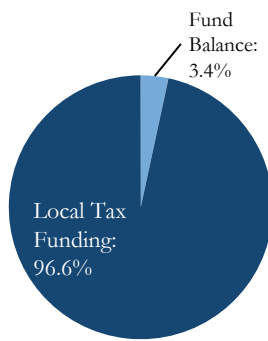
Expenditures by Division

Divisions	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance	
				\$	%
Department of Economic Development	\$775,110	\$772,573	\$888,482	\$115,909	15.0 %
Small Business Center	62,961	—	—	—	0.0 %
Total	\$838,071	\$772,573	\$888,482	\$115,909	15.0 %

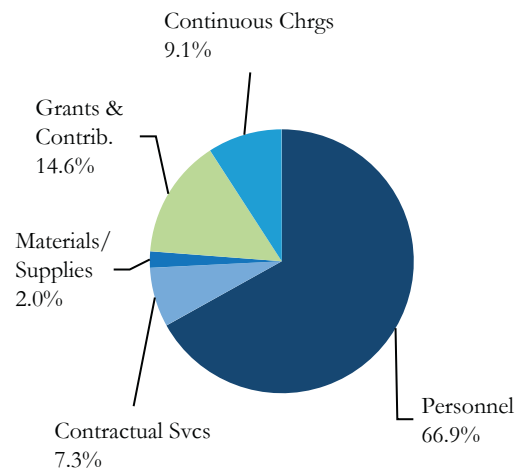
Financial Information & Analysis

Object Categories	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance	
				\$	%
Sources					
Commonwealth of Virginia	\$9,000	\$—	\$—	—	— %
Use of Fund Balance	—	—	30,000	30,000	— %
Total Revenue	\$9,000	\$—	\$30,000	\$30,000	— %
Local Tax Funding	\$829,071	\$772,573	\$858,482	\$85,909	11.1 %
Total Sources	\$838,071	\$772,573	\$888,482	\$115,909	15.0 %
Uses					
Personnel Services	\$481,235	\$511,721	\$594,642	\$82,921	16.2 %
Contractual Services	111,796	63,927	64,720	793	1.2 %
Materials & Supplies	23,665	17,800	17,857	57	0.3 %
Grants & Contributions	95,000	100,000	130,000	30,000	30.0 %
Continuous Charges	125,570	78,125	81,113	2,988	3.8 %
Capital Outlay	804	1,000	150	(850)	(85.0)%
Total Uses	\$838,071	\$772,573	\$888,482	\$115,909	15.0%
Total Full-Time Equivalent (FTE)	3.50	3.50	3.50	—	— %

Sources by Fund (2025)



Uses by Department (2025)



Budget Analysis

The Fiscal Year 2025 Adopted Budget for the Department of Economic Development includes an increase of \$115,909 or 15.0% over the Fiscal Year 2024 Adopted Budget. This increase is primarily attributable to compensation increases for existing

staff and one-time funding of \$30,000 from Unassigned Fund Balance for funding to The Leesburg Movement's Main Street Program.

Performance Measures

Scorecard	Description	FY 2023 Actual	FY 2024 Estimate	FY 2025 Target	Trend
FM, CS	Annual percent increase in business related tax revenue <i>BPOL, Sales, Meals and Beverages, Transient Occupancy</i>	1.10 %	1.50 %	2.00 %	↑
CS, BP	Interactions with existing and new business prospects to build and maintain strong relationships <i>Measures the total number of interactions with existing businesses and new business prospects</i>	342	300	350	↑
CS, BP	Event attendance <i>Measures the total number of participants in activities hosted and/ or co-hosted by the Leesburg Office Economic Development</i>	3,000	2,000	2,500	↓
FM, CS	Total number of businesses in Leesburg <i>Measures the total number of active business licenses within the Town of Leesburg</i>	2,637	2,700	2,800	↑
FM, CS	Number of new business licenses issued <i>Measures the total number of new business licenses issued in the preceding calendar year</i>	282	260	270	↓
FM, CS	Tourism-Based Marketing Campaigns <i>Measures the total number of specific Tourism/ Visitor-related marketing campaigns/initiatives</i>	9	10	12	↑
CS, BP	Visitor Trends <i>Measures the total number of visitors to the Town based on mobile data</i>	240,000	245,000	252,000	↑

BP = Business Process CS = Customer Service ED = Employee Development FM = Financial Management

Performance Analysis

The Department of Economic Development (DED) focuses on the retention and expansion of our existing business base, as well as the attraction of industries within growing segments that best fit the needs of our local market. Using the newly adopted Leesburg Economic Development and Tourism Strategic Plan, the Department develops and implements programs focused on business attraction, retention and expansion, local travel and tourism, and workforce development. DED continues to develop and implement numerous business and tourism initiatives, based upon needs identified through our Existing Industry Visitation program. Additionally, DED works in conjunction with outside agencies and with other Town departments to promote the Town as a strong visitor destination, predominately for “day-trippers” and regional tourism. The department continuously looks for opportunities to maximize the positive impact of local events and attractions, while creating an enjoyable and desired destination that increases commercial tax revenue and benefits the local community.



Leesburg Executive Airport

Mission

The mission of the Leesburg Executive Airport is to provide modern aviation facilities and safe operations in a fiscally prudent manner while providing a variety of important services to the community such as corporate travel, charter operations, flight training, recreational flying, and emergency medical air support.

Description

Under the oversight of the Leesburg Town Council, and based on recommendations of the [Leesburg Airport Commission](#), airport staff plans, develops, maintains, and operates the Leesburg Executive Airport.

The airport is one of the busiest general aviation airports in the Commonwealth and home to over 260 locally-based aircrafts. A multitude of aviation businesses are based at Leesburg Executive Airport, including five [flight schools](#), a medical evacuation helicopter service, two Fixed Base Operators, aircraft repair shops, charter services, aircraft sales, a Federal Aviation Administration (FAA) security facility, and a [U.S. Customs Clearance Facility](#). This business activity creates 586 jobs resulting in a total [economic impact](#) of over \$121 million to the local community.

The single 5,500 foot long runway is well-equipped to handle the largest corporate jet aircraft flying today and the airport sees more than 80,000 takeoffs and landings each year. An instrument landing system, approach lighting system, and automated weather station allow aircraft to arrive even in inclement weather conditions. An FAA Contract Control Tower provides daily air traffic services to ensure the safe and efficient movement of aircraft.

Each September, the airport hosts the annual [Leesburg Airshow](#) where families can see exciting air show performances and find opportunities on how they can become more involved in aviation.

For more information, please visit www.leesburgva.gov/airport.

Contact Information

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(703) 737-7125

Scan Me



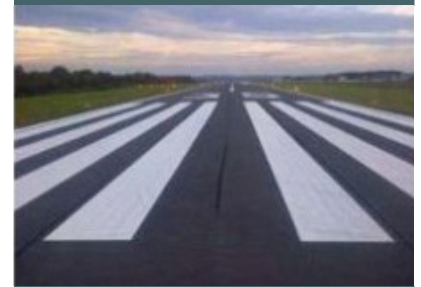
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ADMINISTRATION



OPERATIONS

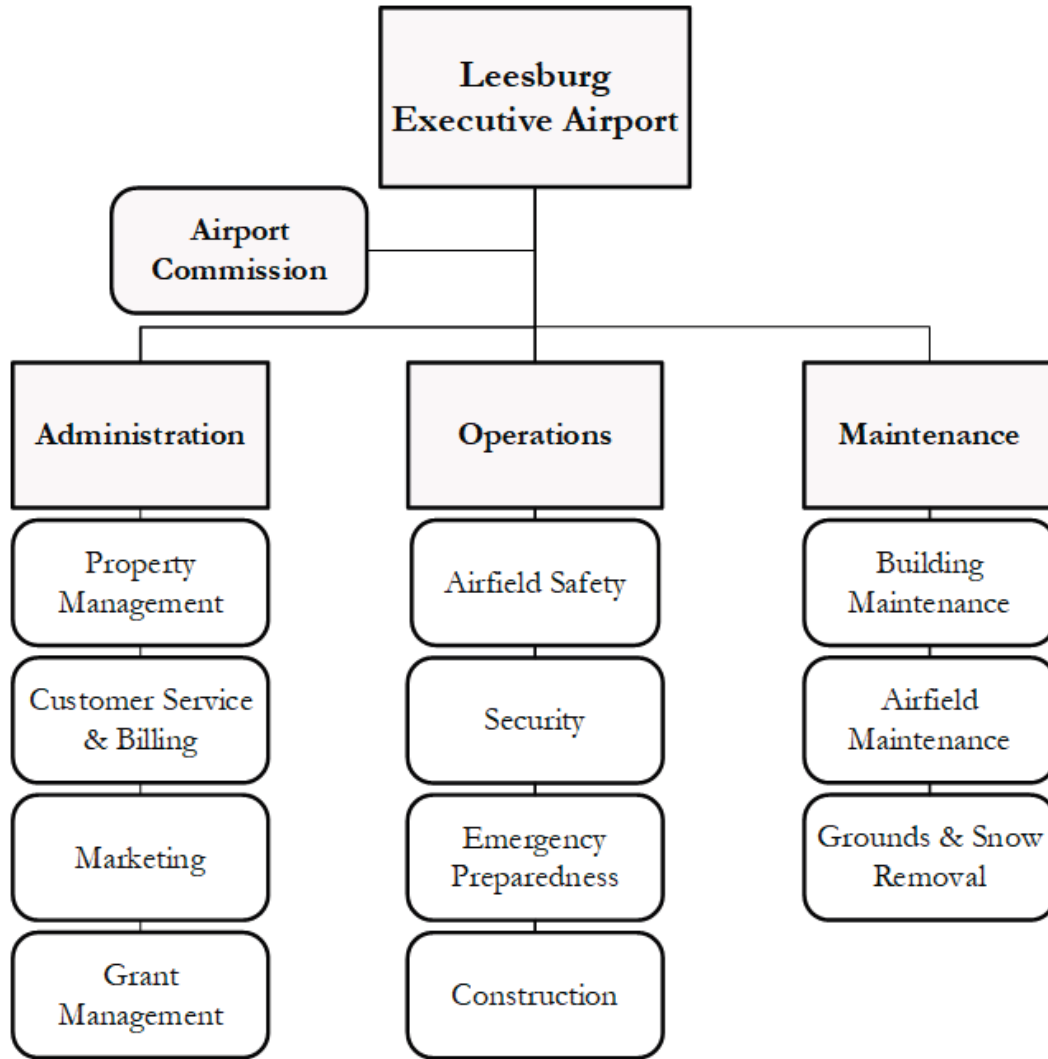


MAINTENANCE



AIR SHOW

Organization Chart



Summary of Services

Administration

The administration function services airport tenants and customers by overseeing commercial leases, aircraft hangar and tie-down rental agreements, license fees, and customer billing. Airport administration ensures airport businesses and users are compliant with the adopted Airport Rules, Regulations, and Minimum Standards. Administration also markets the airport to new businesses and promotes community involvement in aviation through the annual Leesburg Airshow.

Airport Operations

Airport Operations ensures the daily activities of the airport are accomplished in a safe and secure manner. This function maintains security at the airport through access control systems,

responds to emergency incidents, inspects the facilities, performs snow removal, and communicates with pilots and air traffic control.

Airport Maintenance

This function maintains the airport’s infrastructure, systems, and buildings. Airport Maintenance ensures the airport terminal building, the 107 Town-owned hangars, runways and taxiways, airfield lighting systems, and weather and navigation systems are well maintained. This function is also responsible for maintaining the 314 acres of airport grounds, including snow removal and wildlife management, to ensure the airport is operationally available at all times.

Goals & Objectives

Scorecard	Goal	Objective	Term
BP, CS, FM	Improve airport safety and efficiency through provision of air traffic control services.	Construct an FAA-compliant air traffic control tower for the continued provision of tower services.	Long
BP, CS, FM	Position the airport to be a regional economic driver by providing exceptional amenities and facilities.	Promote and enhance commercial aviation services to support and attract corporate and general aviation customers.	Long
		Develop airport properties in a manner consistent with the Airport Master Plan to support regional economic growth, business aviation, and general aviation activities.	Long
		Improve local community outreach and promote involvement in aviation through annual events including the Airport Open House, Leesburg Airshow, and ProJet Aviation Expo.	Short
BP, CS, FM	Implement preventative maintenance and operational strategies to improve airport operations and efficiencies.	Perform preventative maintenance on runways and aprons through state-sponsored pavement evaluation and maintenance funding programs.	Long
		Seek energy efficient solutions during component replacements and project design such as lighting, building HVAC, and airfield systems.	Long

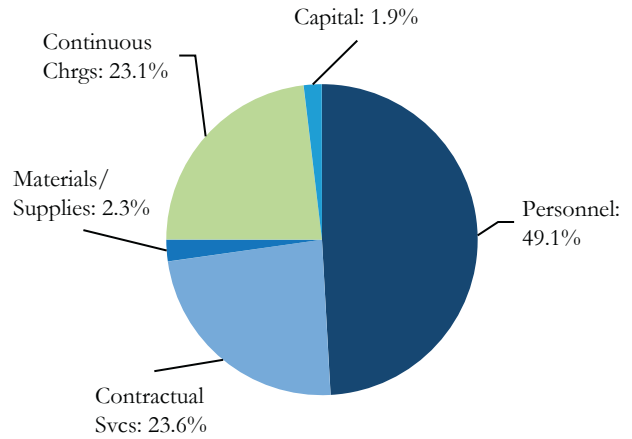
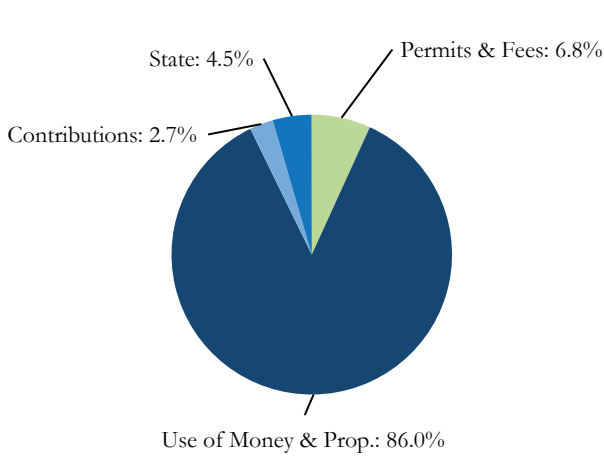
BP = Business Process CS = Customer Service ED = Employee Development FM = Financial Management

Financial Information & Analysis

Object Categories	FY 2023 Actual	FY 2024 Budget	FY 2025 Adopted	Variance	
				\$	%
Sources					
Permits & Fees	\$169,514	\$118,100	\$150,800	\$32,700	28 %
Use of Money & Property	1,452,222	1,854,576	1,910,096	55,520	3 %
Donations & Contributions	50,650	50,000	60,000	10,000	20 %
Commonwealth of Virginia	43,751	100,000	100,000	—	— %
Total Revenue	\$1,716,137	\$2,122,676	\$2,220,896	\$98,220	4.6 %
Local Tax Funding ¹	\$(646,484)	\$(1,013,903)	\$(895,449)	\$118,454	(12)%
Total Sources	\$1,069,653	\$1,108,773	\$1,325,447	\$216,674	19.5 %
Uses					
Personnel Services	\$541,828	\$608,026	\$651,218	\$43,192	7 %
Contractual Services	314,797	299,434	313,176	13,742	5 %
Materials & Supplies	31,921	29,950	29,950	0	— %
Continuous Charges	159,348	160,763	306,103	145,340	90 %
Capital Outlay	21,759	10,600	25,000	14,400	136 %
Total Uses	\$1,069,653	\$1,108,773	\$1,325,447	\$216,674	19.5 %
Total Full-Time Equivalent (FTE)	5.00	5.00	5.0	—	—

1) Negative amounts reflect an excess of revenues over expenditures.

Sources by Fund (2025)	Uses by Department (2025)
-------------------------------	----------------------------------



Budget Analysis

The Fiscal Year 2025 Adopted Budget for the Leesburg Executive Airport includes an increase of \$216,674 or 19.5% over the Fiscal Year 2024 Adopted Budget. Increases include the addition of the mobile air traffic control tower lease, increases in the cost of insurance policies, and one-time costs for the replacement of computer equipment for U.S. Customs per the terms of the lease agreement.

The Fiscal Year 2025 revenue includes an increase of \$98,220 reflecting the current lease agreements.

Performance Measures

Scorecard	Description	FY 2023 Actual	FY 2024 Estimate	FY 2025 Target	Trend
BP	Airport Operations <i>Measures the total number of takeoffs and landings</i>	81,918	90,000	90,000	↑
BP	Fuel sold (in gallons) <i>Measures the total number of gallons of fuel sold as an indicator of flight activity</i>	1,223,294	1,300,000	1,400,000	↑
BP	Percentage tie-down occupancy rate <i>Measures the percentage occupancy of aircraft tie-down parking spots under lease</i>	100%	100%	100%	↔
BP, FM	Percentage hangar occupancy rate <i>Measures the percentage occupancy of Town-owned hangars under lease</i>	100%	100%	100%	↔
FM	Number of locally based aircraft <i>Measures the total number of locally based aircraft</i>	250	265	265	↑
BP	Number of on-airport incidents or accidents <i>Measures the total number of aircraft accidents with significant damage and/or injuries</i>	0	0	0	↔
CS	Number of noise complaints <i>Measures the total number of noise complaints received due to aircraft arriving and departing</i>	237	523	250	↑

BP = Business Process CS = Customer Service ED = Employee Development FM = Financial Management

Performance Analysis

The Leesburg Executive Airport is a unique asset for the Town that is in high demand due to its location in Northern Virginia and offering of aviation services. Aircraft takeoffs and landings peaked during the pandemic as demand for flight training and private air travel increased across the nation. Trends in 2023 indicate that aircraft activity growth continues to increase. Aircraft storage hangars and tie-down spaces are expected to continue at 100% occupancy. Commercial space and land is also in demand and the airport is investing in infrastructure projects.



Capital Improvements Program



Capital Improvements Program (CIP) Summary

Capital Improvements Program

The Capital Improvements Program (CIP) represents a guide for financial decisions, annual budgeting, and the coordination of major public investments in the preservation and expansion of the Town's fixed asset infrastructure. The Town's comprehensive plan provides guidance for managing development, services, and public infrastructure. The CIP is designed to promote the development of infrastructure consistent with the Town Plan. Beginning in Fiscal Year 2021, the Utilities Repair, Replacement and Rehabilitation (3-R) Program was transitioned to the Town's CIP to reflect the total capital investment of the Utilities Fund.

A capital project is defined as a construction, renovation or demolition project, or acquisition of land or other assets, valued more than \$60,000, and with a useful life in excess of five years. A Capital Asset Replacement Program (CARP) project is defined as a planned non-recurring renovation, replacement, or repair of an asset valued at \$5,000 or more and a useful life of two years or more. The CIP includes capital projects, continuing programs, and capital equipment. This plan shows how the Town will address its public facility and other infrastructure needs, and the types of funding available over the next six years. In Fiscal Year 2025, total CIP investments are \$46,128,606.

How the CIP is Organized

The Capital Improvements Program is divided by fund and into the following functional areas:

Capital Projects Fund

- Administration
- General Government
- Parks and Recreation
- Streets and Highways
- Storm Drainage
- Airport
- Utilities Fund: Utilities

Each functional area begins with a summary page which includes financial information detailing the sources and uses by project. Each summary page depicts funding sources with pie charts using the following convention:

- **Debt Financing** - General Obligation Bonds (including general government and for Utilities) and Line of Credit
- **PAY-GO** - Pay-as-you-go funding (cash)
- **Intergovernmental** - Federal, State, Loudoun County, and Northern Virginia Transportation Authority (NVTVA)
- **Proffers & Donations** - Proffers & Monetary Donations

The Uses by Project pie charts reference each project by number as listed in the table formats. This format helps the reader cross-reference financial information. Project pages within each functional area provide additional details on project status, description, goals, and significant dates. If a project is listed in the 6-year CIP for the first time, it will have a status of "New." If it has been in previous CIPs, then the project will have a status of "Ongoing." Each project page contains project-specific funding source and use information, as well as required funding, costs, including project

management costs, projected schedule by fiscal year, and any continuing operating costs.

The following projects from last year's CIP are completed or are anticipated to be completed during Fiscal Year 2024:

Project Title (Project Number) - CIP Category:

1. **Edwards Ferry Road Sidewalk Improvements (20006)** - Streets & Highways
2. **Market Street/King Street Intersection Improvements (17016)** - Streets & Highways
3. **Airport North Apron Paving - Hangars C&D Rehabilitation (23004)** - Airport
4. **Airport North Hangars (19002)** - Airport
5. **Water Pollution Control Facility Preliminary Treatment Improvements (preliminary engineering report only) (23502)** - Utilities

The following projects from last year's CIP were cancelled:

1. **Water Pollution Control Facility (WPCF) Asset Management Assessment (22509)** - being completed in-house
2. **Water Treatment Plant & Facility Asset Management Assessment (22508)** - being completed in-house

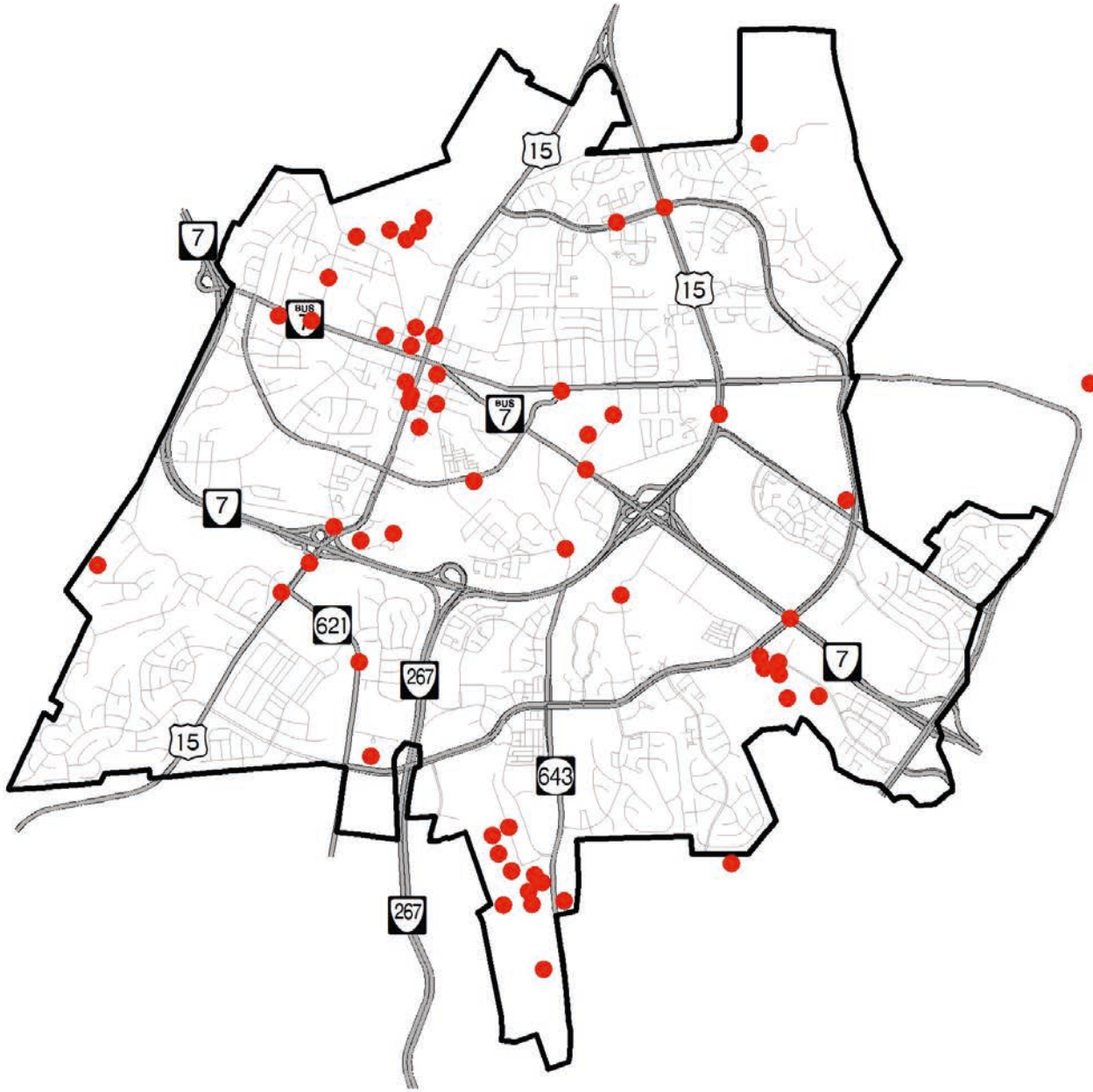
The FY 2025-2030 CIP includes 11 new projects:

Project Title (Project Number) - CIP Category:

1. **Ida Lee Park Recreation Center Volleyball Court (25204)** - Parks & Recreation
2. **Traffic Signal Replacements (25305)** - Streets & Highways
3. **Traffic Signal Replacements - Yellow Flashing Arrows (27301)** - Streets & Highways
4. **Chesapeake Bay TMDL Phase III (25401)** - Storm Drainage
5. **Floodplain Study and Resiliency Planning (25402)** - Storm Drainage
6. **Tuscarora Creek Stream Restoration at Crescent Parke (26401)** - Storm Drainage
7. **Tuscarora Creek Stream Restoration - Utilities Maintenance Building to Town Shop (25403)** - Storm Drainage
8. **Airport Hangar Row Lane Security Fence Replacement (25002)** - Airport
9. **Airport Terminal Parking Lot Expansion (26001)** - Airport
10. **Townwide Lead and Copper Rule Compliance (26501)** - Utilities
11. **Water Pollution Control Facility Nutrient & Liquid Processing Improvements (27503)** - Utilities

Capital Improvements Program (CIP) Map

The FY 2025-2030 Capital Improvements Program (CIP) details projects in the Town of Leesburg. The map below depicts specific project locations within the town limits and utility service area. Townwide projects are described in detail within the project pages.



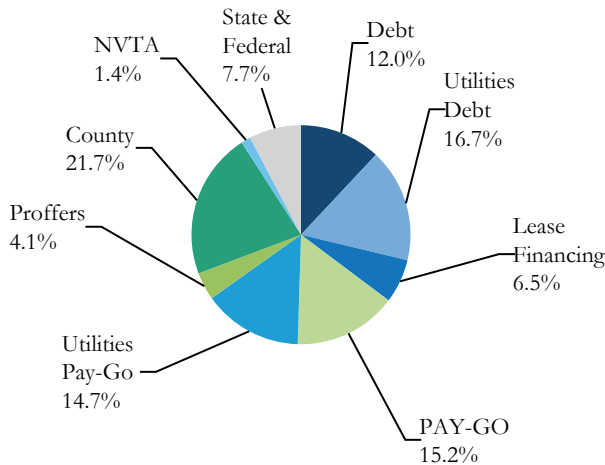
Sources by Fund

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
Capital Projects Fund										
GO Bonds	25,745,100	25,635,100	60,000	40,000	10,000	—	—	—	110,000	—
Lease Financing	20,850,000	2,850,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	18,000,000	—
Line of Credit	86,416,612	16,464,412	5,475,200	14,105,000	20,904,000	9,427,000	10,837,000	7,729,000	68,477,200	1,475,000
PAY-GO	25,193,737	5,563,100	7,024,906	2,324,714	2,170,208	2,621,912	2,554,850	2,934,047	19,630,637	—
Private Contribution	36,130	36,130	—	—	—	—	—	—	—	—
Proffers	10,331,709	2,789,719	1,868,000	30,000	1,098,000	4,299,490	246,500	—	7,541,990	—
County - Capital Contribution	24,800,000	12,800,000	10,000,000	—	—	—	2,000,000	—	12,000,000	—
NVTA 30%	32,609,735	12,550,510	644,000	645,240	2,396,095	1,277,500	9,340,500	5,465,890	19,769,225	290,000
NVTA 70%	126,400,000	67,400,000	—	—	—	—	—	2,000,000	2,000,000	57,000,000
State - DEQSLAF	2,560,000	—	780,000	780,000	1,000,000	—	—	—	2,560,000	—
State - DOAV	15,371,000	603,000	189,400	1,178,600	2,943,000	942,000	1,065,000	4,880,000	11,198,000	3,570,000
State - VDOT	258,975,984	42,054,410	587,000	1,252,911	2,084,175	3,347,084	9,255,404	7,493,500	24,020,074	192,901,500
Federal	1,400,000	900,000	500,000	—	—	—	—	—	500,000	—
Federal - FAA	51,650,000	4,225,000	1,487,600	7,708,400	16,994,000	6,545,000	6,715,000	885,000	40,335,000	7,090,000
Federal - VDOT	3,014,900	1,230,240	—	504,760	194,250	194,250	445,700	445,700	1,784,660	—
Total Capital Projects Fund	\$685,354,907	\$195,101,621	\$31,616,106	\$31,569,625	\$52,793,728	\$31,654,236	\$45,459,954	\$34,833,137	\$227,926,786	\$262,326,500
Utilities Fund										
PAY-GO	58,357,117	21,440,867	6,787,500	2,761,000	4,676,250	5,239,500	3,353,000	3,599,000	26,416,250	10,500,000
Line of Credit	141,954,356	30,029,356	7,725,000	1,500,000	7,500,000	11,650,000	12,200,000	13,650,000	54,225,000	57,700,000
Total Utilities Fund	\$200,311,473	\$51,470,223	\$14,512,500	\$4,261,000	\$12,176,250	\$16,889,500	\$15,553,000	\$17,249,000	\$80,641,250	\$68,200,000
Total Sources	\$885,666,380	\$246,571,844	\$46,128,606	\$35,830,625	\$64,969,978	\$48,543,736	\$61,012,954	\$52,082,137	\$308,568,036	\$330,526,500

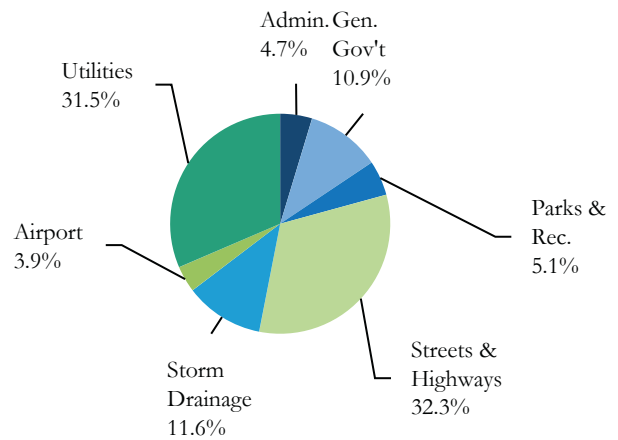
Uses by CIP Functional Area

Category/Uses	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Administration	14,277,137	—	2,166,406	2,314,714	2,115,208	2,386,912	2,544,850	2,749,047	14,277,137	—
General Government	72,799,400	42,174,400	5,035,000	7,850,000	8,185,000	3,185,000	3,365,000	3,005,000	30,625,000	—
Parks & Recreation	22,872,500	7,960,000	2,373,500	1,862,000	910,000	961,000	8,377,000	429,000	14,912,500	—
Streets & Highways	465,242,670	134,547,721	14,906,500	5,302,911	8,207,520	11,758,324	21,808,104	18,245,090	80,228,449	250,466,500
Storm Drainage	35,284,200	4,657,500	5,346,700	5,080,000	12,565,000	5,510,000	1,125,000	1,000,000	30,626,700	—
Airport	74,879,000	5,762,000	1,788,000	9,160,000	20,811,000	7,853,000	8,240,000	9,405,000	57,257,000	11,860,000
Utilities	200,311,473	51,470,223	14,512,500	4,261,000	12,176,250	16,889,500	15,553,000	17,249,000	80,641,250	68,200,000
Total Uses	\$885,666,380	\$246,571,844	\$46,128,606	\$35,830,625	\$64,969,978	\$48,543,736	\$61,012,954	\$52,082,137	\$308,568,036	\$330,526,500

CIP Sources by Type (2025)



CIP Uses by Functional Area (2025)



Project Summary

Project Name	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost	Page No.
Administration											
Capital Projects (ADMIN)	14,277,137	—	2,166,406	2,314,714	2,115,208	2,386,912	2,544,850	2,749,047	14,277,137	—	164
Total Administration	\$14,277,137	\$—	\$2,166,406	\$2,314,714	\$2,115,208	\$2,386,912	\$2,544,850	\$2,749,047	\$14,277,137	\$—	
General Government											
Capital Asset Replacement Program (CARP)	21,350,000	2,850,000	3,500,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	18,500,000	—	166
16 Wirt Street Facility (23105)	1,000,000	1,000,000	—	—	—	—	—	—	—	—	168
Downtown Streetlights Phase II (22102)	2,840,000	2,590,000	240,000	10,000	—	—	—	—	250,000	—	169
Enterprise Video Management System Upgrade (23106)	625,000	625,000	—	—	—	—	—	—	—	—	170
Excavated Materials Holding and Drying Facility - Public Works Portion (23107)	632,000	597,000	35,000	—	—	—	—	—	35,000	—	171
Mobile Command Post (24103)	900,000	900,000	—	—	—	—	—	—	—	—	172
Police Station Expansion (20001)	26,559,400	26,449,400	60,000	40,000	10,000	—	—	—	110,000	—	173
Thomas Balch Library Rehabilitation (28101)	530,000	—	—	—	—	160,000	365,000	5,000	530,000	—	174
Town Hall Fire System Upgrade (24101)	620,000	80,000	540,000	—	—	—	—	—	540,000	—	175
Town Hall Parking Garage Structural Repairs (23102)	1,518,000	1,108,000	410,000	—	—	—	—	—	410,000	—	176
Town Shop Expansion and Refurbishment (23101)	16,225,000	5,975,000	250,000	4,800,000	5,175,000	25,000	—	—	10,250,000	—	177
Total General Government	\$72,799,400	\$42,174,400	\$5,035,000	\$7,850,000	\$8,185,000	\$3,185,000	\$3,365,000	\$3,005,000	\$30,625,000	\$—	
Parks & Recreation											
Ida Lee Park Recreation Center Locker Room and Pool Renovations (28203)	5,887,000	—	—	—	—	612,000	5,265,000	10,000	5,887,000	—	180
Ida Lee Park Recreation Center Volleyball Court (25204)	185,000	—	—	—	—	—	—	185,000	185,000	—	181
Miscellaneous Playground Surface and Equipment Replacements (24201)	1,526,000	231,000	365,000	210,000	175,000	164,000	152,000	229,000	1,295,000	—	182
Pickleball Courts (25203)	1,106,500	453,000	643,500	10,000	—	—	—	—	653,500	—	183
Old Waterford Road Trail to Morven Park (28202)	1,107,000	—	305,000	122,000	680,000	—	—	—	1,107,000	—	184
Town Hall Campus Improvements Phase I (21202)	929,000	879,000	50,000	—	—	—	—	—	50,000	—	185
Tuscarora Creek Trail Phase I (22201)	2,360,000	1,925,000	—	70,000	35,000	185,000	140,000	5,000	435,000	—	186
Veterans Park at Balls Bluff (21203)	7,030,000	4,200,000	10,000	—	—	—	2,820,000	—	2,830,000	—	187
Washington & Old Dominion Trail Lighting (25201)	2,742,000	272,000	1,000,000	1,450,000	20,000	—	—	—	2,470,000	—	188
Total Parks & Recreation	\$22,872,500	\$7,960,000	\$2,373,500	\$1,862,000	\$910,000	\$961,000	\$8,377,000	\$429,000	\$14,912,500	\$—	
Streets & Highways											
Battlefield Parkway / Route 15 Bypass Interchange (20004)	59,375,000	2,135,000	10,000	—	—	—	—	—	10,000	57,230,000	191
Catoctin Circle Turn Lane and Trail (25301)	2,920,890	265,000	—	—	—	75,000	1,535,000	1,035,890	2,645,890	10,000	192
Church Street Sidewalk - Missing Link (27302)	2,180,000	—	—	—	—	—	270,000	1,890,000	2,160,000	20,000	193
Church Street, South Street, Harrison Street Improvements (24301)	3,580,000	—	—	—	430,000	610,000	2,530,000	10,000	3,580,000	—	194

Project Summary

Project Name	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost	Page No.
			2025	2026	2027	2028	2029	2030			
Davis Court Bridge Conversion (21301)	700,000	100,000	—	—	600,000	—	—	—	600,000	—	195
East Market Street & Battlefield Parkway Interchange (15303)	77,541,300	77,531,300	10,000	—	—	—	—	—	10,000	—	196
East Market Street Improvements (Plaza Street to Fort Evans Road) (22302)	6,984,659	158,500	5,000	1,192,911	958,770	1,313,074	2,336,404	1,020,000	6,826,159	—	197
Evergreen Mill Road Widening (15302)	32,002,000	19,718,000	12,099,000	40,000	140,000	5,000	—	—	12,284,000	—	198
King Street Improvements - Market Street to North Street (24310)	6,415,000	—	—	—	650,000	260,000	5,460,000	30,000	6,400,000	15,000	199
Miscellaneous Roadway, Pedestrian, and ADA Projects (20005)	9,710,300	1,867,800	1,122,500	1,185,000	1,235,000	1,290,000	1,340,000	1,670,000	7,842,500	—	200
Morven Park Road Crosswalk - West Market Street and Loudoun Street (24303)	190,000	185,000	5,000	—	—	—	—	—	5,000	—	201
Morven Park Road Sidewalk (14301)	6,302,921	6,292,921	10,000	—	—	—	—	—	10,000	—	202
North Street Improvements - King Street to Old Waterford Road (28301)	2,340,000	—	—	—	—	485,000	110,000	1,740,000	2,335,000	5,000	203
Plaza Street Sidewalk (25303)	1,865,000	570,000	170,000	990,000	135,000	—	—	—	1,295,000	—	204
Route 15 Bypass/Edwards Ferry Road Interchange (09307)	231,338,200	23,836,200	—	—	60,000	5,571,000	5,571,000	5,571,000	16,773,000	190,729,000	205
Royal Street Improvements - Church Street to Wirt Street (23301)	6,223,000	1,183,000	—	—	5,000	115,000	30,000	2,442,500	2,592,500	2,447,500	206
South King Street Bridge over Tuscarora Creek Deck Replacement (23302)	330,000	—	—	—	330,000	—	—	—	330,000	—	207
South King Street Improvements - W&OD Trail to Royal Street (27303)	1,920,000	—	—	—	270,000	270,000	170,000	1,210,000	1,920,000	—	208
Traffic Signal Fiber Connections (23303)	845,000	545,000	—	—	55,000	235,000	10,000	—	300,000	—	209
Traffic Signal - Fieldstone Drive and Battlefield Parkway (29301)	1,559,500	—	280,000	90,000	1,179,500	10,000	—	—	1,559,500	—	210
Traffic Signal - Sycolin Road & Gateway Drive (24302)	1,150,000	160,000	10,000	120,000	850,000	10,000	—	—	990,000	—	211
Traffic Signal Replacements (25305)	7,210,000	—	1,185,000	1,685,000	1,085,000	1,085,000	1,085,000	1,085,000	7,210,000	—	212
Traffic Signal Replacements - Flashing Yellow Arrows (27304)	1,519,900	—	—	—	224,250	224,250	530,700	530,700	1,509,900	10,000	213
Valley View Avenue Sidewalk - Davis Avenue to Barricade (28302)	1,040,000	—	—	—	—	200,000	830,000	10,000	1,040,000	—	214
Total Streets & Highways	\$465,242,670	\$134,547,721	\$14,906,500	\$5,302,911	\$8,207,520	\$11,758,324	\$21,808,104	\$18,245,090	\$80,228,449	\$250,466,500	
Storm Drainage											
Chesapeake Bay TMDL Phase III (25401)	5,295,000	—	620,000	625,000	2,025,000	2,020,000	5,000	—	5,295,000	—	216
Floodplain Study and Resiliency Planning (25402)	2,160,000	—	1,070,000	1,070,000	20,000	—	—	—	2,160,000	—	217
Lawson Road Pedestrian Crossing of Tuscarora Creek (27401)	2,609,200	2,047,500	546,700	15,000	—	—	—	—	561,700	—	218
Miscellaneous Storm Drainage System Analysis & Repair (23403)	7,430,000	630,000	1,800,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	6,800,000	—	219

Project Summary

Project Name	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost	Page No.
			2025	2026	2027	2028	2029	2030			
Town Branch Stream Channel Improvements at Mosby Drive - Catocin Circle to Morven Park Road (23402)	7,360,000	1,980,000	350,000	360,000	4,510,000	150,000	10,000	—	5,380,000	—	220
Tuscarora Creek Stream Restoration at Crescent Parke (26401)	2,070,000	—	—	980,000	980,000	110,000	—	—	2,070,000	—	221
Tuscarora Creek Stream Restoration - Utilities Maintenance Building to Town Shop (25403)	8,360,000	—	960,000	1,030,000	4,030,000	2,230,000	110,000	—	8,360,000	—	222
Total Storm Drainage	\$35,284,200	\$4,657,500	\$5,346,700	\$5,080,000	\$12,565,000	\$5,510,000	\$1,125,000	\$1,000,000	\$30,626,700	\$—	
Airport											
Airport Air Traffic Control Tower (24002)	20,215,000	270,000	980,000	30,000	18,890,000	40,000	5,000	—	19,945,000	—	224
Airport Apron Paving (23001)	5,277,000	5,257,000	15,000	5,000	—	—	—	—	20,000	—	225
Airport Apron Paving - South Hangars and North Terminal Hangars (29001)	6,660,000	—	—	—	—	—	620,000	6,030,000	6,650,000	10,000	226
Airport FBO Hangar Purchase (22001)	2,395,000	—	—	—	—	—	75,000	2,320,000	2,395,000	—	227
Airport Hangar Row Lane Security Fence Replacement (25002)	485,000	—	80,000	405,000	—	—	—	—	485,000	—	228
Airport Parallel Taxiway Relocation (23002)	15,682,000	—	63,000	1,160,000	46,000	6,898,000	7,490,000	25,000	15,682,000	—	229
Airport Runway Pavement Rehabilitation (23003)	8,160,000	155,000	650,000	7,330,000	25,000	—	—	—	8,005,000	—	230
Airport South End Site Preparation (24001)	4,430,000	—	—	—	60,000	485,000	30,000	5,000	580,000	3,850,000	231
Airport Terminal Parking Lot Expansion (26001)	1,995,000	—	—	230,000	1,760,000	5,000	—	—	1,995,000	—	232
Airport West Side Land Development Phase I - Taxiway (25001)	9,580,000	80,000	—	—	30,000	425,000	20,000	1,025,000	1,500,000	8,000,000	233
Total Airport	\$74,879,000	\$5,762,000	\$1,788,000	\$9,160,000	\$20,811,000	\$7,853,000	\$8,240,000	\$9,405,000	\$57,257,000	\$11,860,000	
Utilities											
Automated Water Meter Reading and Meter Technology System Upgrade (25501)	8,650,000	1,000,000	—	—	—	7,650,000	—	—	7,650,000	—	237
Enhanced Multi-Barrier Treatment Technology (22501)	2,683,850	2,683,850	—	—	—	—	—	—	—	—	238
Excavated Materials Holding and Drying Facility - Utilities Portion (23501)	821,500	821,500	—	—	—	—	—	—	—	—	239
Lower Sycolin Sanitary Sewer Pump Station Upgrade (22502)	955,000	555,000	—	—	400,000	—	—	—	400,000	—	240
Sanitary Sewer Pump Station Upgrades (20503)	12,405,045	6,855,045	—	—	—	—	200,000	1,650,000	1,850,000	3,700,000	241
Townwide Lead and Copper Rule Compliance (26501)	3,000,000	—	—	500,000	500,000	500,000	500,000	500,000	2,500,000	500,000	242
Townwide Sanitary Sewer Improvements and Repairs (20506)	6,008,961	3,508,961	—	500,000	—	500,000	—	500,000	1,500,000	1,000,000	243
Townwide Water Line Improvements and Repairs (20505)	18,673,397	10,673,397	—	1,000,000	—	1,000,000	1,000,000	1,000,000	4,000,000	4,000,000	244
Utility System Storage Facility (21501)	5,945,000	5,945,000	—	—	—	—	—	—	—	—	245

Project Summary

Project Name	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost	Page No.
			2025	2026	2027	2028	2029	2030			
Water Pollution Control Facility Dryer Drum Replacement (25503)	1,600,000	1,600,000	—	—	—	—	—	—	—	—	246
Water Pollution Control Facility Nutrient & Liquid Processing Improvements (27503)	48,500,000	—	—	—	2,500,000	2,500,000	6,000,000	7,500,000	18,500,000	30,000,000	247
Water Pollution Control Facility Solids Processing Improvements (25502)	29,665,000	1,940,000	4,725,000	—	5,000,000	—	5,000,000	—	14,725,000	13,000,000	248
Water Pollution Control Facility Storage Tanks - Recoating & Rehabilitation (18002)	4,688,470	4,688,470	—	—	—	—	—	—	—	—	249
Water Storage Tank Recoating - Carr Tank I (27501)	1,250,000	300,000	950,000	—	—	—	—	—	950,000	—	250
Water Storage Tank Recoating - Carr Tank II (25505)	1,423,250	200,000	—	—	1,223,250	—	—	—	1,223,250	—	251
Water Storage Tank Recoating at Hogback Tank (28501)	1,807,500	300,000	—	—	—	1,507,500	—	—	1,507,500	—	252
Water Storage Tank Recoating - Sycolin Zone Tank (27502)	1,156,000	206,000	950,000	—	—	—	—	—	950,000	—	253
Water Supply and Wastewater SCADA Systems Replacement (22504)	4,117,500	4,117,500	—	—	—	—	—	—	—	—	254
Water Treatment Plant Electrical Upgrades (23506)	5,000,000	2,000,000	3,000,000	—	—	—	—	—	3,000,000	—	255
Water Treatment Plant Gravity Thickener Replacement (29504)	1,060,000	—	—	—	—	—	310,000	750,000	1,060,000	—	256
Water Treatment Plant Sludge Disposal Improvements (23505)	9,440,000	440,000	—	—	—	—	—	3,000,000	3,000,000	6,000,000	257
Utilities Repair, Replacement, and Rehabilitation (3-R)	31,461,000	3,635,500	4,887,500	2,261,000	2,553,000	3,232,000	2,543,000	2,349,000	17,825,500	10,000,000	258
Total Utilities	\$200,311,473	\$51,470,223	\$14,512,500	\$4,261,000	\$12,176,250	\$16,889,500	\$15,553,000	\$17,249,000	\$80,641,250	\$68,200,000	
Total Uses by Project	\$885,666,380	\$246,571,844	\$46,128,606	\$35,830,625	\$64,969,978	\$48,543,736	\$61,012,954	\$52,082,137	\$308,568,036	\$330,526,500	



Administration

The Administration of Capital Projects Fund is comprised of the funding requirements for the administrative support of the projects, project feasibility studies, and other costs indirectly associated with the management of the capital projects included in the Fiscal Year 2025-2030 Capital Improvements Program. Direct project management costs are included and funded in each separate project throughout the Capital Improvements Program.

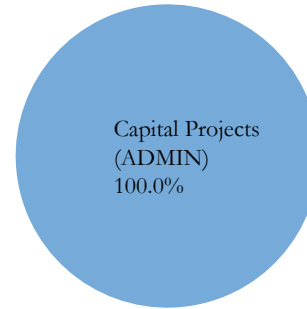
Sources of Funding

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
Capital Projects Fund										
PAY-GO	14,277,137	—	2,166,406	2,314,714	2,115,208	2,386,912	2,544,850	2,749,047	14,277,137	—
Total Capital Projects Fund	\$14,277,137	\$—	\$2,166,406	\$2,314,714	\$2,115,208	\$2,386,912	\$2,544,850	\$2,749,047	\$14,277,137	\$—
Total Sources	\$14,277,137	\$—	\$2,166,406	\$2,314,714	\$2,115,208	\$2,386,912	\$2,544,850	\$2,749,047	\$14,277,137	\$—

Uses by Project

Projects	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Capital Projects (ADMIN)	14,277,137	—	2,166,406	2,314,714	2,115,208	2,386,912	2,544,850	2,749,047	14,277,137	—
Total Uses	\$14,277,137	\$—	\$2,166,406	\$2,314,714	\$2,115,208	\$2,386,912	\$2,544,850	\$2,749,047	\$14,277,137	\$—

Sources by Type (2025)	Uses by Project (2025)
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TITLE: Capital Projects (ADMIN)

STATUS: Ongoing

LOCATION: Townwide

PROGRAM DESCRIPTION: Administration of the Capital Projects Fund reflects the staff in various General Fund departments who directly and indirectly administer and manage all aspects of the projects included in the Town's Capital Improvements Program (CIP). These efforts are provided by several General Fund departments' staff but notably the Town Attorney's Office, the Department of Public Works and Capital Projects, the Department of Finance and Administrative Services, and the Town Manager's Office. Administrative efforts include managing engineering and design; acquiring property rights; coordinating with outside utility companies; managing the preparation of environmental documents and permits; and managing and inspecting construction contracts for the projects; procuring outside services of engineers, surveyors, appraisers, environmental firms, and contractors; public outreach to residents; applying for outside funding; administration of funding grants; and coordination with federal, state, regional and local funding and review agencies. Capital Projects staff is responsible for preparing studies and evaluating potential future capital projects.

OPERATING IMPACT: None

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Goal 2.3 Maintain The Town's Fiscal Position



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Ongoing	Ongoing

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
PAY-GO	14,277,137	—	2,166,406	2,314,714	2,115,208	2,386,912	2,544,850	2,749,047	14,277,137	—
Total Sources	\$14,277,137	\$—	\$2,166,406	\$2,314,714	\$2,115,208	\$2,386,912	\$2,544,850	\$2,749,047	\$14,277,137	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Administrative Overhead	14,277,137	—	2,166,406	2,314,714	2,115,208	2,386,912	2,544,850	2,749,047	14,277,137	—
Total Uses	\$14,277,137	\$—	\$2,166,406	\$2,314,714	\$2,115,208	\$2,386,912	\$2,544,850	\$2,749,047	\$14,277,137	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

General Government

Capital projects in the General Government category include continued investments in the historic downtown and Town facilities. In Fiscal Year 2019, the Capital Asset Replacement Program was transitioned from the Capital Asset Replacement Fund to the Town's Capital Improvements Program and is included in the General Government category. The total cost of General Government projects for Fiscal Year 2025 is \$5,035,000.

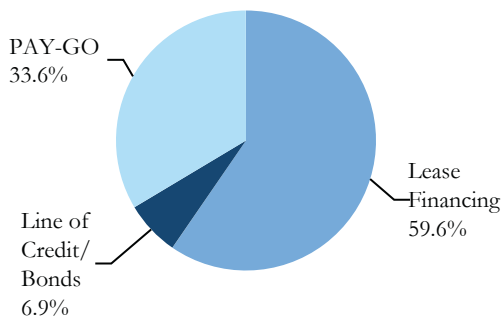
Sources of Funding

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
Capital Projects Fund										
GO Bonds	25,745,100	25,635,100	60,000	40,000	10,000	—	—	—	110,000	—
Lease Financing	20,850,000	2,850,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	18,000,000	—
Line of Credit	16,995,000	6,170,000	285,000	4,810,000	5,175,000	185,000	365,000	5,000	10,825,000	—
PAY-GO	5,904,300	4,214,300	1,690,000	—	—	—	—	—	1,690,000	—
Proffers	2,405,000	2,405,000	—	—	—	—	—	—	—	—
Federal	900,000	900,000	—	—	—	—	—	—	—	—
Total Capital Projects Fund	\$72,799,400	\$42,174,400	\$5,035,000	\$7,850,000	\$8,185,000	\$3,185,000	\$3,365,000	\$3,005,000	\$30,625,000	\$—
Total Sources	\$72,799,400	\$42,174,400	\$5,035,000	\$7,850,000	\$8,185,000	\$3,185,000	\$3,365,000	\$3,005,000	\$30,625,000	\$—

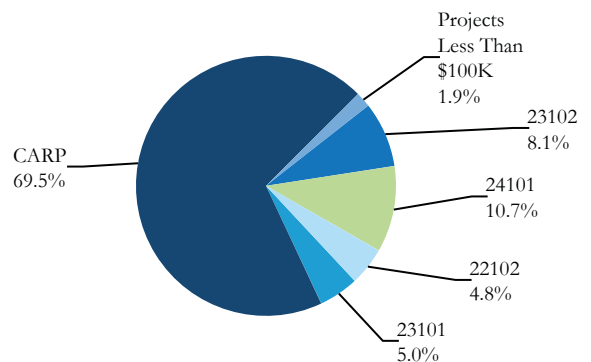
Uses by Project

Projects	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Capital Asset Replacement Program (CARP)	21,350,000	2,850,000	3,500,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	18,500,000	—
16 Wirt Street Facility (23105)	1,000,000	1,000,000	—	—	—	—	—	—	—	—
Downtown Streetlights Phase II (22102)	2,840,000	2,590,000	240,000	10,000	—	—	—	—	250,000	—
Excavated Materials Holding and Drying Facility - Public Works Portion (23107)	632,000	597,000	35,000	—	—	—	—	—	35,000	—
Mobile Command Post (24103)	900,000	900,000	—	—	—	—	—	—	—	—
Police Station Expansion (20001)	26,559,400	26,449,400	60,000	40,000	10,000	—	—	—	110,000	—
Thomas Balch Library Rehabilitation (28101)	530,000	—	—	—	—	160,000	365,000	5,000	530,000	—
Town Hall Fire System Upgrade (24101)	620,000	80,000	540,000	—	—	—	—	—	540,000	—
Town Hall Parking Garage Structural Repairs (23102)	1,518,000	1,108,000	410,000	—	—	—	—	—	410,000	—
Town Shop Expansion and Refurbishment (23101)	16,225,000	5,975,000	250,000	4,800,000	5,175,000	25,000	—	—	10,250,000	—
Enterprise Video Management System Upgrade (23106)	625,000	625,000	—	—	—	—	—	—	—	—
Total Uses	\$72,799,400	\$42,174,400	\$5,035,000	\$7,850,000	\$8,185,000	\$3,185,000	\$3,365,000	\$3,005,000	\$30,625,000	\$—

Sources by Type (2025)



Uses by Project (2025)



TITLE: Capital Asset Replacement Program (CARP)

STATUS: Ongoing

LOCATION: Townwide

PROGRAM DESCRIPTION: The Capital Asset Replacement Program (CARP) provides funding for the repair, renovation, and replacement of General Fund fixed assets including equipment, facilities, information technology infrastructure, and vehicles/apparatus. In Fiscal Year 2019, the CARP transitioned from the Capital Asset Replacement Fund to the Capital Projects Fund to be included in the Town's Capital Improvements Program.

OPERATING IMPACT: Replacement of aging equipment, vehicles and infrastructure in many cases should result in recurring, operating cost savings.

GOAL ADDRESSED: Town Council Focus Area- Fiscal/ Financial Issues

- Develop a master plan for maintaining, upgrading and replacing infrastructure inclusive of a funding strategy.
- Develop a capital maintenance program as part of the Capital Improvements Program inclusive of life cycle costs.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Ongoing	Ongoing

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Lease Financing	20,850,000	2,850,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	18,000,000	—
PAY-GO	500,000	—	500,000	—	—	—	—	—	500,000	—
Total Sources	\$21,350,000	\$2,850,000	\$3,500,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$18,500,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
IT Infrastructure	2,098,500	303,500	795,000	200,000	200,000	200,000	200,000	200,000	1,795,000	—
Facility Renovation/ Replacement	5,201,000	890,000	811,000	700,000	700,000	700,000	700,000	700,000	4,311,000	—
Street Infrastructure	600,000	100,000	—	100,000	100,000	100,000	100,000	100,000	500,000	—
Motor Vehicle Equipment	13,450,500	1,556,500	1,894,000	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	11,894,000	—
Total Uses	\$21,350,000	\$2,850,000	\$3,500,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$18,500,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

Fiscal Year 2025 Capital Asset Replacement Program (CARP) List

Asset/Project	Estimated Cost
INFORMATION TECHNOLOGY (IT) EQUIPMENT	
IT - Council Chambers Audio Visual System	500,000
IT - Networking Equipment	250,000
IT - Police Department UPS Back-up	20,000
IT - Town Hall Plotter	15,000
IT - Town Hall Scanner	10,000
Information Technology Equipment Subtotal	\$795,000
FACILITY RENOVATION / REPLACEMENT	
Thomas Balch Library - Facility Improvements	50,000
Parks & Recreation - Sliding Door Replacement at Ida Lee Recreation Center	46,000
Parks & Recreation - Dehumidification Equipment at Indoor Pool	575,000
Parks & Recreation - Laminate at Ida Lee Recreation Center	65,000
Public Works & Capital Projects - Rooftop Gas Units at Fleet Shop (2)	75,000
Facility Repair / Renovation Subtotal	\$811,000
MOTOR VEHICLE/ EQUIPMENT/ APPARATUS	
Airport - Skid Steer Loader	105,500
Finance & Administrative Services - Vehicle	46,000
Parks & Recreation - Pick-up Truck	67,000
Parks & Recreation - Trailer	14,000
Parks & Recreation - Utility Terrain Vehicle with V-Plow	35,000
Police - Vehicles (8)	523,000
Police - Body-Worn and In-Car Cameras and System	100,000
Police - Forensic Recovery of Evidence Device (FRED) System	25,000
Public Works & Capital Projects - Asphalt Roller (1)	55,000
Public Works & Capital Projects - Zero Turn Mowers (3)	40,000
Public Works & Capital Projects - Leaf Collector	115,000
Public Works & Capital Projects - Skid Loader	112,500
Public Works & Capital Projects - Slope Mower	135,000
Public Works & Capital Projects - Wheel Loader	250,000
Public Works & Capital Projects - Crash Trailer	35,000
Public Works & Capital Projects - Chipper Trucks (2)	210,000
Public Works & Capital Projects - Welder	26,000
Motor Vehicle/ Equipment/ Apparatus Subtotal	\$1,894,000
FY 2025 Capital Asset Replacement Program Total	\$3,500,000

TITLE: 16 Wirt Street Facility (23105)

STATUS: Ongoing

LOCATION: Town Hall

PROGRAM DESCRIPTION: This project addresses the future of the property acquired at 16 Wirt Street. The project will eventually either demolish and grade the site or renovate the building for office space. For the near future, Council has directed staff to mothball and secure the facility for \$80,000. A space needs analysis was included with the studies for Fiscal Year 2024.

OPERATING IMPACT: Minimal.

GOAL ADDRESSED: Leesburg Legacy Town Plan (2022): Strategy 1.2.6 Ensure Adequate Community Facilities and Infrastructure

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Spring 2022	TBD



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24								Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030			
Line of Credit	25,000	25,000	—	—	—	—	—	—	—	—	—
PAY-GO	975,000	975,000	—	—	—	—	—	—	—	—	—
Total Sources	\$1,000,000	\$1,000,000	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24								Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030			
Project Management	25,000	25,000	—	—	—	—	—	—	—	—	—
Land	375,000	375,000	—	—	—	—	—	—	—	—	—
Construction	600,000	600,000	—	—	—	—	—	—	—	—	—
Total Uses	\$1,000,000	\$1,000,000	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Downtown Streetlights Phase II (22102)

STATUS: Ongoing

PROGRAM DESCRIPTION: The Downtown Streetlighting project is a continuation of the streetlight project that was started on King Street and Loudoun Street to replace the existing old, rusted street light poles with new, historically appropriate fixtures and also includes improvements for the intersections within the project area to better comply with the Americans with Disabilities Act requirements. The project area covers Loudoun Street (between King Street and just past Liberty Street), West Market Street (from King Street to just past Liberty Street) and Wirt Street (between Loudoun Street and Market Street). New streetlights were added as part of the recently finished Market Street and King Street Intersection Storm Improvements project. Streetlights will also be replaced as part of the updated King Street Improvements - Market Street to North Street project. In addition, new lights will be added on Church Street between East Market and the Loudoun County Parking Garage entrance and on East Market Street between King Street and Church Street as part of the Church Street Sidewalk – Missing Link.



OPERATING IMPACT: Minimal increase in Dominion Energy fees due to the increase in the number of lights and required metering.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 1.2.1 – Preserve and Enhance the Historic Core of Leesburg; Strategy 5.2.3 – Minimize outdoor Commercial Lighting Consistent with Public Safety Requirements to Reduce Glare and Impacts on Night Sky

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2022	Spring 2026

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
Line of Credit	2,600,000	2,590,000	—	10,000	—	—	—	—	10,000	—
PAY-GO	240,000	—	240,000	—	—	—	—	—	240,000	—
Total Sources	\$2,840,000	\$2,590,000	\$240,000	\$10,000	\$—	\$—	\$—	\$—	\$250,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Project Management	80,000	35,000	35,000	10,000	—	—	—	—	45,000	—
Design/Engineering	330,000	247,000	83,000	—	—	—	—	—	83,000	—
Land	82,000	60,000	22,000	—	—	—	—	—	22,000	—
Utility Relocation	43,000	43,000	—	—	—	—	—	—	—	—
Site Improvements	2,305,000	2,205,000	100,000	—	—	—	—	—	100,000	—
Total Uses	\$2,840,000	\$2,590,000	\$240,000	\$10,000	\$—	\$—	\$—	\$—	\$250,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
Electricity	—	500	500	500	500	500
Total Impact	\$—	\$500	\$500	\$500	\$500	\$500

TITLE: Enterprise Video Management System Upgrade (23106)

STATUS: Ongoing

LOCATION: Townwide

PROGRAM DESCRIPTION: The Town’s video storage and camera systems for traffic signals and building security are becoming unserviceable and are in need of upgrade and replacement. As part of this effort, the Town is working on re-evaluating its security cameras and combining video storage infrastructure for all Town Departments into a single unified system. The project will enhance operations for the Leesburg Police Department, the Loudoun County Sheriff, Loudoun County Fire & Rescue, and Virginia State Police enforcement, along with the Town's regular traffic operations and security.



OPERATING IMPACT: Additional licensing and maintenance costs for servers and cloud storage.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 1.2.6 Ensure Adequate Community Facilities and Infrastructure

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Spring 2022	Winter 2024/2025

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
PAY-GO	625,000	625,000	—	—	—	—	—	—	—	—
Total Sources	\$625,000	\$625,000	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Site Improvements	625,000	625,000	—	—	—	—	—	—	—	—
Total Uses	\$625,000	\$625,000	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
General Maintenance	125,000	250,000	250,000	250,000	250,000	250,000
Total Impact	\$125,000	\$250,000	\$250,000	\$250,000	\$250,000	\$250,000

TITLE: Excavated Materials Holding and Drying Facility - Public Works Portion (23107)

STATUS: Ongoing

LOCATION: Utilities Maintenance Facility

PROGRAM DESCRIPTION: This project includes design and construction of a facility to dry materials collected from the Town's vacuum excavation operations, storm drainage vacuum operations, and street sweeper collected debris. This facility is required to meet Virginia Department of Environmental Quality (DEQ) Municipal Separate Storm Sewer System (MS4) requirements. This project is a joint effort between the Department of Public Works and Capital Projects and the Department of Utilities due to the multiple uses of this new facility. This project page represents the the Department of Public Works and Capital Projects contribution. The Department of Utilities contribution is found in project number 23501.

OPERATING IMPACT: Additional costs to maintain the drying facility.

GOAL ADDRESSED: Leesburg Legacy Town Plan (2022): Strategy 2.4.2 - Proactively Ensure that Utilities are Maintained and can Accommodate Future Development; Strategy 5.4.1 Protect the Town's Water Resources During Development



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2022	Spring 2025

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	632,000	597,000	35,000	—	—	—	—	—	35,000	—
Total Sources	\$632,000	\$597,000	\$35,000	\$—	\$—	\$—	\$—	\$—	\$35,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	60,000	25,000	35,000	—	—	—	—	—	35,000	—
Design/Engineering	100,000	100,000	—	—	—	—	—	—	—	—
Construction	472,000	472,000	—	—	—	—	—	—	—	—
Total Uses	\$632,000	\$597,000	\$35,000	\$—	\$—	\$—	\$—	\$—	\$35,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Mobile Command Post (24103)

STATUS: Ongoing

LOCATION: Police Headquarters

PROGRAM DESCRIPTION: The unit is intended to facilitate enhanced response capabilities to large-scale incidents and natural disasters, as well as implement emergency management/Incident Command System (ICS) best practices, such as unified command. This will improve operational coordination and information sharing / situational awareness with local and regional partners and employ emergency management best principles. The unit will be operationally deployed during community and special events, serving to bridge the gap between law enforcement and the community. Lastly, the unit will serve as the Town's backup emergency communications center should the primary site fail for any reason. Funding and schedule shown are contingent upon receipt of Federal or State funding.

OPERATING IMPACT: Minimal.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 1.2.6 Ensure Adequate Community Facilities and Infrastructure



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2019	Fall 2026

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Federal	900,000	900,000	—	—	—	—	—	—	—	—
Total Sources	\$900,000	\$900,000	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Purchase/Outfitting	900,000	900,000	—	—	—	—	—	—	—	—
Total Uses	\$900,000	\$900,000	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
Electricity	—	8,800	8,800	8,800	8,800	8,800
Total Impact	\$—	\$8,800	\$8,800	\$8,800	\$8,800	\$8,800

TITLE: Police Station Expansion (20001)

LOCATION: Police Headquarters

PROGRAM DESCRIPTION: Expansion and renovation of the Leesburg Police Department Public Safety Facility located at 65 Plaza Street, NE. Since the construction of the facility in 1997, the Town’s population has more than doubled and the Town police force has grown. This project will provide a 14,000 SF 1-story addition to the existing building, renovation of the existing building, HVAC improvements to the Support Building, the addition of EV charging stations, expansion of the secure parking area, and a second fiber connection will be added to the police station to eliminate the single point of failure on the network. Future expansions, including a potential 9,000 SF 2nd-story addition, will be needed as the Town and the police force continue to grow.

OPERATING IMPACT: Additional maintenance and operating costs for the larger facility.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 1.2.6 Ensure Adequate Community Facilities and Infrastructure



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2019	Fall 2026

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
GO Bonds	25,745,100	25,635,100	60,000	40,000	10,000	—	—	—	110,000	—
PAY-GO	814,300	814,300	—	—	—	—	—	—	—	—
Total Sources	\$26,559,400	\$26,449,400	\$60,000	\$40,000	\$10,000	\$—	\$—	\$—	\$110,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	854,400	744,400	60,000	40,000	10,000	—	—	—	110,000	—
Design/Engineering	1,690,000	1,690,000	—	—	—	—	—	—	—	—
Utility Relocation	530,000	530,000	—	—	—	—	—	—	—	—
Construction	23,485,000	23,485,000	—	—	—	—	—	—	—	—
Total Uses	\$26,559,400	\$26,449,400	\$60,000	\$40,000	\$10,000	\$—	\$—	\$—	\$110,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
General Maintenance	3,000	8,000	8,200	8,500	8,700	9,000
Electricity	3,000	8,800	8,800	8,800	8,800	8,800
Total Impact	\$6,000	\$16,800	\$17,000	\$17,300	\$17,500	\$17,800

TITLE: Thomas Balch Library Rehabilitation (28101)

STATUS: Ongoing

LOCATION: Thomas Balch Library

PROGRAM DESCRIPTION: Thomas Balch library was originally constructed in 1922. In 2000 the facility underwent a restoration and architecturally appropriate addition. Over the last 22 years the building has been open daily for a variety of activities including but not limited to events, meeting room rental, research, and exhibits with an ever increasing visitation. This project will evaluate and correct drainage related issues around the building including flooding concerns of lower level offices and the meeting room, window wells, and site grading. Also included is the relocation and replacement of the brick parking lot lighting bollards.



OPERATING IMPACT: Minimal

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 2.6.5 Promote and Support the Thomas Balch Library

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2027	Fall 2029

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	530,000	—	—	—	—	160,000	365,000	5,000	530,000	—
Total Sources	\$530,000	\$—	\$—	\$—	\$—	\$160,000	\$365,000	\$5,000	\$530,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	45,000	—	—	—	—	25,000	15,000	5,000	45,000	—
Design/Engineering	135,000	—	—	—	—	135,000	—	—	135,000	—
Construction	350,000	—	—	—	—	—	350,000	—	350,000	—
Total Uses	\$530,000	\$—	\$—	\$—	\$—	\$160,000	\$365,000	\$5,000	\$530,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Town Hall Fire System Upgrade (24101)

STATUS: Ongoing

LOCATION: Town Hall

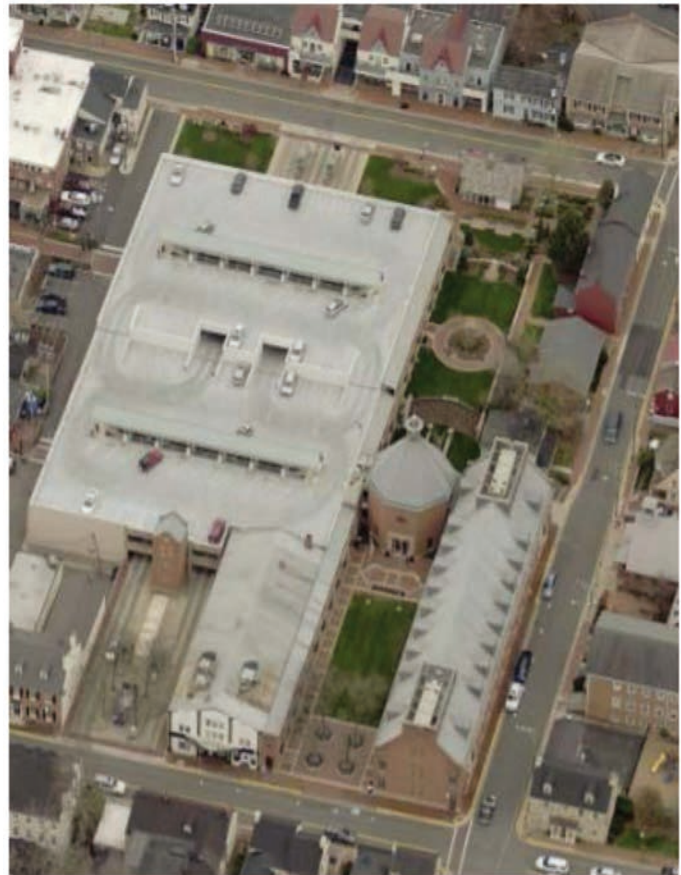
PROGRAM DESCRIPTION: This project will upgrade the fire system at Town Hall, which is outdated and has reached the end of its useful life. Upgrade of the system is needed to use up-to-date technology for the system. The project also will separate the garage fire suppression system from the Town Hall fire suppression system to avoid security issues and false alarms at Town Hall.

OPERATING IMPACT: Replacement of aging equipment will result in recurring operating cost savings.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 1.2.6 Ensure Adequate Community Facilities and Infrastructure

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2023	Spring 2025



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
Line of Credit	80,000	80,000	—	—	—	—	—	—	—	—
PAY-GO	540,000	—	540,000	—	—	—	—	—	540,000	—
Total Sources	\$620,000	\$80,000	\$540,000	\$—	\$—	\$—	\$—	\$—	\$540,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Project Management	20,000	10,000	10,000	—	—	—	—	—	10,000	—
Design/Engineering	100,000	70,000	30,000	—	—	—	—	—	30,000	—
Site Improvements	500,000	—	500,000	—	—	—	—	—	500,000	—
Total Uses	\$620,000	\$80,000	\$540,000	\$—	\$—	\$—	\$—	\$—	\$540,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Town Hall Parking Garage Structural Repairs (23102)

STATUS: Ongoing

LOCATION: Town Hall

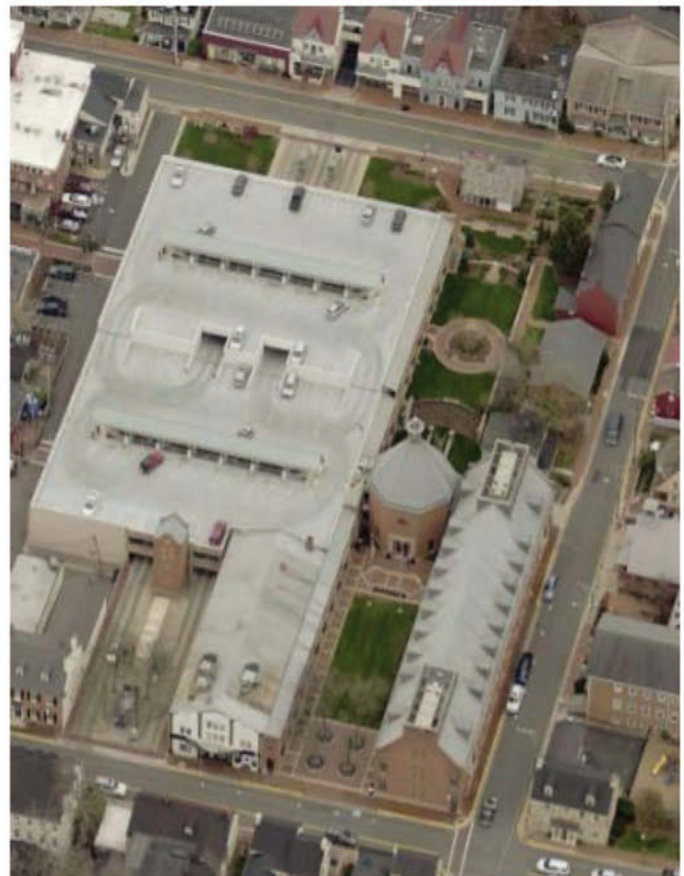
PROGRAM DESCRIPTION: This project consists of three phases: Phase I consisted of the structural repairs (completed); Phase II is work on the stairwells to mitigate water intrusion (delayed to investigate solar), scheduled for Fiscal Year 2024/2025; Phase III is joint sealant removal and replacement on Levels 2 and 3 and resurfacing of Level 3. All work proposed was identified in a structural study/report completed in Fiscal Year 2020 and the work was prioritized based on the study/report.

OPERATING IMPACT: Minimal.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 1.2.6 Ensure Adequate Community Facilities and Infrastructure

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2022	Spring 2025



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
Line of Credit	1,108,000	1,108,000	—	—	—	—	—	—	—	—
PAY-GO	410,000	—	410,000	—	—	—	—	—	410,000	—
Total Sources	\$1,518,000	\$1,108,000	\$410,000	\$—	\$—	\$—	\$—	\$—	\$410,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Project Management	30,000	20,000	10,000	—	—	—	—	—	10,000	—
Design/Engineering	175,000	100,000	75,000	—	—	—	—	—	75,000	—
Site Improvements	1,313,000	988,000	325,000	—	—	—	—	—	325,000	—
Total Uses	\$1,518,000	\$1,108,000	\$410,000	\$—	\$—	\$—	\$—	\$—	\$410,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Town Shop Expansion and Refurbishment (23101)

STATUS: Ongoing

LOCATION: 1393 Russell Branch Parkway SE

PROGRAM DESCRIPTION: Land acquisition for the expansion of the existing Department of Public Works & Capital Projects shop facility was completed during the last quarter of Fiscal Year 2022. The existing parcel where the Town Shop is located is severely space constrained and is not large enough to facilitate an expansion necessary for the current and future public works operations. The current facility has not been enlarged or rehabilitated during the past 30 years, although the lane miles and population have more than doubled. The new facility will be able to consolidate all public works and capital projects operations into one campus versus the three that are now utilized and allow the department to better serve the community now and into the future.

OPERATING IMPACT: Additional maintenance and operating costs for the larger facility.

GOAL ADDRESSED: Leesburg Legacy Town Plan (2022): Strategy 1.2.6 Ensure Adequate Community Facilities and Infrastructure

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2021	Fall 2027



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	12,020,000	1,770,000	250,000	4,800,000	5,175,000	25,000	—	—	10,250,000	—
PAY-GO	1,800,000	1,800,000	—	—	—	—	—	—	—	—
Proffers	2,405,000	2,405,000	—	—	—	—	—	—	—	—
Total Sources	\$16,225,000	\$5,975,000	\$250,000	\$4,800,000	\$5,175,000	\$25,000	\$—	\$—	\$10,250,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	475,000	100,000	50,000	125,000	175,000	25,000	—	—	375,000	—
Design/Engineering	1,320,000	1,120,000	200,000	—	—	—	—	—	200,000	—
Land	4,200,000	4,200,000	—	—	—	—	—	—	—	—
Construction	10,230,000	555,000	—	4,675,000	5,000,000	—	—	—	9,675,000	—
Total Uses	\$16,225,000	\$5,975,000	\$250,000	\$4,800,000	\$5,175,000	\$25,000	\$—	\$—	\$10,250,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
General Maintenance	—	—	4,000	4,000	4,000	4,000
Utilities	—	—	2,900	2,900	2,900	2,900
Total Impact	\$—	\$—	\$6,900	\$6,900	\$6,900	\$6,900



Parks & Recreation

Capital Projects in the Parks & Recreation category include continued investments in the park facilities, including buildings, playgrounds and trails. The total cost of Parks & Recreation projects for FY 2025 is \$2,373,500.

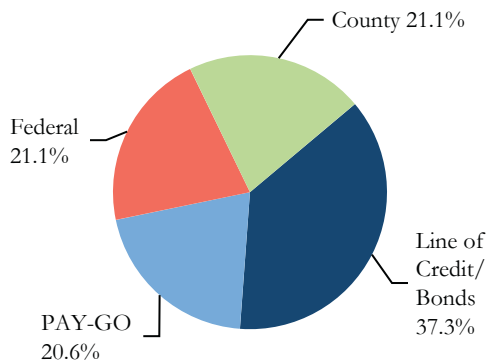
Sources of Funding

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
Capital Projects Fund										
Line of Credit	13,159,502	1,930,502	885,000	1,852,000	910,000	961,000	6,377,000	244,000	11,229,000	—
PAY-GO	688,000	4,500	488,500	10,000	—	—	—	185,000	683,500	—
Proffers	224,998	224,998	—	—	—	—	—	—	—	—
County - Capital Contribution	8,300,000	5,800,000	500,000	—	—	—	2,000,000	—	2,500,000	—
Federal	500,000	—	500,000	—	—	—	—	—	500,000	—
Total Capital Projects Fund	\$22,872,500	\$7,960,000	\$2,373,500	\$1,862,000	\$910,000	\$961,000	\$8,377,000	\$429,000	\$14,912,500	\$—
Total Sources	\$22,872,500	\$7,960,000	\$2,373,500	\$1,862,000	\$910,000	\$961,000	\$8,377,000	\$429,000	\$14,912,500	\$—

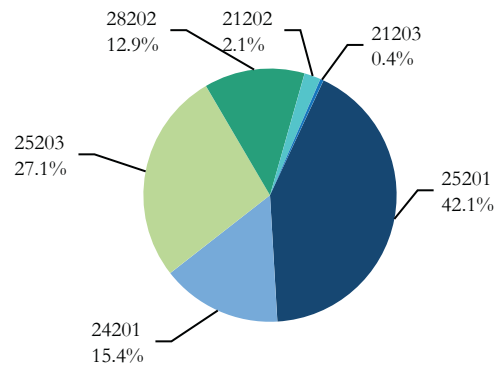
Uses by Project

Projects	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Ida Lee Park Recreation Center Locker Room and Pool Renovations (28203)	5,887,000	—	—	—	—	612,000	5,265,000	10,000	5,887,000	—
Ida Lee Park Recreation Center Volleyball Court (25204)	185,000	—	—	—	—	—	—	185,000	185,000	—
Miscellaneous Playground Surface and Equipment Replacements (24201)	1,526,000	231,000	365,000	210,000	175,000	164,000	152,000	229,000	1,295,000	—
Old Waterford Road Trail to Morven Park (28202)	1,107,000	—	305,000	122,000	680,000	—	—	—	1,107,000	—
Pickleball Courts (25203)	1,106,500	453,000	643,500	10,000	—	—	—	—	653,500	—
Town Hall Campus Improvements Phase I (21202)	929,000	879,000	50,000	—	—	—	—	—	50,000	—
Tuscarora Creek Trail Phase I (22201)	2,360,000	1,925,000	—	70,000	35,000	185,000	140,000	5,000	435,000	—
Veterans Park at Balls Bluff (21203)	7,030,000	4,200,000	10,000	—	—	—	2,820,000	—	2,830,000	—
Washington & Old Dominion Trail Lighting (25201)	2,742,000	272,000	1,000,000	1,450,000	20,000	—	—	—	2,470,000	—
Total Uses	\$22,872,500	\$7,960,000	\$2,373,500	\$1,862,000	\$910,000	\$961,000	\$8,377,000	\$429,000	\$14,912,500	\$—

Sources by Type (2025)



Uses by Project (2025)



TITLE: Ida Lee Park Recreation Center Locker Room and Pool Renovations (28203)

STATUS: Ongoing

LOCATION: Ida Lee Park Recreation Center

PROGRAM DESCRIPTION: This project is for the renovation of the existing pool locker rooms and natatorium areas of the Ida Lee Park Recreation Center. Work includes: modernization of locker rooms to include replacement of original lockers, the addition of private changing areas, the inclusion of ADA (Americans with Disabilities Act) accessible family changing pods, replacement of floor tiles in all locker & pool areas, and painting of beams/duct work in pool areas.

OPERATING IMPACT: Project will require closure of the indoor pools for approximately eight months. Estimated gross revenue loss of \$250,000 is projected due to pool closure.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 1.2.6 Ensure Adequate Community Facilities and Infrastructure; Strategy 5.1.1 Expand the Type and Number of Parks, Greenways, and Open Spaces Throughout the Town
2020 - 2024 Parks and Recreation Strategic Plan - Calls for the positioning of the Department to meet the future recreational needs of the community and administer sound maintenance practices that provide a safe, accessible, and well maintained environment.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2027	Summer 2029

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24								Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030			
Line of Credit	5,887,000	—	—	—	—	612,000	5,265,000	10,000	5,887,000	—	
Total Sources	\$5,887,000	\$—	\$—	\$—	\$—	\$612,000	\$5,265,000	\$10,000	\$5,887,000	\$—	

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24								Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030			
Project Management	70,000	—	—	—	—	30,000	30,000	10,000	70,000	—	
Design/Engineering	582,000	—	—	—	—	582,000	—	—	582,000	—	
Construction	5,235,000	—	—	—	—	—	5,235,000	—	5,235,000	—	
Total Uses	\$5,887,000	\$—	\$—	\$—	\$—	\$612,000	\$5,265,000	\$10,000	\$5,887,000	\$—	

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Ida Lee Park Recreation Center Volleyball Court (25204)

STATUS: New

LOCATION: Ida Lee Park Recreation Center

PROGRAM DESCRIPTION: This project is for the addition of one outdoor volleyball court at the Ida Lee Park Recreation Center.

OPERATING IMPACT: Minimal impact on maintenance and operating.

GOAL ADDRESSED: Leesburg Legacy Town Plan (2022): Strategy 5.1.1 Expand the Type & Number of Parks, Greenways, & Open Spaces Throughout the Town

2020 - 2024 Parks and Recreation Strategic Plan: The focus of the plan includes engaging people with recreational opportunities that strengthen Leesburg's sense of community.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2029	Spring 2030

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24								Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030			
PAY-GO	185,000	—	—	—	—	—	—	—	185,000	185,000	—
Total Sources	\$185,000	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$185,000	\$185,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24								Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030			
Project Management	10,000	—	—	—	—	—	—	—	10,000	10,000	—
Construction	175,000	—	—	—	—	—	—	—	175,000	175,000	—
Total Uses	\$185,000	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$185,000	\$185,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
General Maintenance	—	500	500	500	500	500
Total Impact	\$—	\$500	\$500	\$500	\$500	\$500

TITLE: Miscellaneous Playground Surface and Equipment Replacements (24201)

STATUS: Ongoing

LOCATION: Townwide

PROGRAM DESCRIPTION: This project includes resurfacing various playground surfaces around Town as well as replacing and adding equipment.

OPERATING IMPACT: Funds for repair and maintenance.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): 1.1.4d Maintain Existing Parks and Open Spaces; Goal 5.1 Focus on Expanding Accessibility, Variety & Connectivity for the Town’s Rich Heritage of Public Spaces

2020 - 2024 Parks and Recreation Strategic Plan - Calls for administering sound maintenance practices that provide a safe, accessible, and well-maintained environment.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2023	Spring 2031

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	1,161,000	231,000	—	210,000	175,000	164,000	152,000	229,000	930,000	—
PAY-GO	365,000	—	365,000	—	—	—	—	—	365,000	—
Total Sources	\$1,526,000	\$231,000	\$365,000	\$210,000	\$175,000	\$164,000	\$152,000	\$229,000	\$1,295,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	145,000	20,000	35,000	20,000	20,000	20,000	20,000	10,000	125,000	—
Design/Engineering	—	—	—	—	—	—	—	—	—	—
Facility Repair/ Renovation	1,381,000	211,000	330,000	190,000	155,000	144,000	132,000	219,000	1,170,000	—
Total Uses	\$1,526,000	\$231,000	\$365,000	\$210,000	\$175,000	\$164,000	\$152,000	\$229,000	\$1,295,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	1,200	1,200	1,200	1,200	1,200	1,200
Total Impact	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200

TITLE: Old Waterford Road Trail to Morven Park (28202)

STATUS: Ongoing

LOCATION: Old Waterford Road between Ida Lee Park and the Morven Park pedestrian entrance

PROGRAM DESCRIPTION: This project provides for the development of a new 1,000 linear foot trail along the east side of Old Waterford Road between Ida Lee Park and the Morven Park pedestrian entrance. This trail will provide safe pedestrian and bicycle access to the entrance of Morven Park.

OPERATING IMPACT: Funds for trail repair and maintenance.

GOAL ADDRESSED: Leesburg Legacy Town Plan (2022): Strategy 3.1.2 Expand Access to the Town’s Most Important Resources— Its Historic Core and Open Spaces & Natural Areas; Strategy 4.2.2 Improve Bicycle and Pedestrian Infrastructure; Strategy 4.4.2 Prioritize Pedestrian and Bicycle Safety and Comfort

2020 - 2024 Parks and Recreation Strategic Plan: The focus of the plan includes administering sound maintenance practices that provide a safe, accessible, and well-maintained environment.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2024	Spring 2027

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	1,107,000	—	305,000	122,000	680,000	—	—	—	1,107,000	—
Total Sources	\$1,107,000	\$—	\$305,000	\$122,000	\$680,000	\$—	\$—	\$—	\$1,107,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	60,000	—	20,000	20,000	20,000	—	—	—	60,000	—
Design/Engineering	280,000	—	280,000	—	—	—	—	—	280,000	—
Land	20,000	—	5,000	15,000	—	—	—	—	20,000	—
Utility Relocation	87,000	—	—	87,000	—	—	—	—	87,000	—
Construction	660,000	—	—	—	660,000	—	—	—	660,000	—
Total Uses	\$1,107,000	\$—	\$305,000	\$122,000	\$680,000	\$—	\$—	\$—	\$1,107,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
General Maintenance	—	—	—	—	—	1,000
Total Impact	\$—	\$—	\$—	\$—	\$—	\$1,000

TITLE: Pickleball Courts (25203)

STATUS: Ongoing

LOCATION: Freedom Park

PROGRAM DESCRIPTION: This project is for the addition of an asphalt pad of the size necessary to accommodate multiple regulation size pickleball courts. The pad will include appropriate markings and a four foot tall perimeter fence.

OPERATING IMPACT: Minimal impact on maintenance and operating.

GOAL ADDRESSED: Leesburg Legacy Town Plan (2022): Strategy 5.1.1 Expand the Type & Number of Parks, Greenways, & Open Spaces Throughout the Town

2020 - 2024 Parks and Recreation Strategic Plan: The focus of the plan includes engaging people with recreational opportunities that strengthen Leesburg's sense of community.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2023	Fall 2026

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	748,002	228,002	520,000	—	—	—	—	—	520,000	—
PAY-GO	133,500	—	123,500	10,000	—	—	—	—	133,500	—
Proffers	224,998	224,998	—	—	—	—	—	—	—	—
Total Sources	\$1,106,500	\$453,000	\$643,500	\$10,000	\$—	\$—	\$—	\$—	\$653,500	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	77,500	30,000	37,500	10,000	—	—	—	—	47,500	—
Design/Engineering	140,000	39,000	101,000	—	—	—	—	—	101,000	—
Construction	889,000	384,000	505,000	—	—	—	—	—	505,000	—
Total Uses	\$1,106,500	\$453,000	\$643,500	\$10,000	\$—	\$—	\$—	\$—	\$653,500	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
Electricity	—	500	500	500	500	500
Total Impact	\$—	\$500	\$500	\$500	\$500	\$500

TITLE: Town Hall Campus Improvements Phase I (21202)

STATUS: Ongoing

LOCATION: Town Hall

PROGRAM DESCRIPTION: This project provides for the continued implementation of the initial phases of improvements to the Town Hall Campus in accordance with the master plan approved in 2018. The final component of this project is improvement to the eastern parcel of Mervin Jackson Park.

OPERATING IMPACT: Long term park operating costs.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 3.3.3 Create Public Places That Promote a Sense of Community for an Increasingly Diverse Population; Strategy 5.1.1 - Expand the Type & Number of Parks, Greenways, & Open Spaces Throughout the Town
 2020 - 2024 Parks and Recreation Strategic Plan: The focus of the plan includes engaging people with recreational opportunities that strengthen Leesburg's sense of community and administering sound maintenance practices that provide a safe, accessible, and well-maintained environment.

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2020	Fall 2024



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
Line of Credit	929,000	879,000	50,000	—	—	—	—	—	50,000	—
PAY-GO	—	—	—	—	—	—	—	—	—	—
Total Sources	\$929,000	\$879,000	\$50,000	\$—	\$—	\$—	\$—	\$—	\$50,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Project Management	162,000	112,000	50,000	—	—	—	—	—	50,000	—
Design/Engineering	50,000	50,000	—	—	—	—	—	—	—	—
Construction	717,000	717,000	—	—	—	—	—	—	—	—
Total Uses	\$929,000	\$879,000	\$50,000	\$—	\$—	\$—	\$—	\$—	\$50,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
General Maintenance	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Tuscarora Creek Trail Phase I (22201)

STATUS: Ongoing

LOCATION: North side of Tuscarora Creek between Harrison Street and W&OD (near Douglas Community Center)

PROGRAM DESCRIPTION: This project provides for the development of a new 1,600 linear foot trail along the north side of Tuscarora Creek between Harrison Street and the Washington & Old Dominion (W&OD) Trail near Douglass School and Community Center. This trail will provide pedestrian and bicycle access to connect a variety of public parks and facilities in the area, including Brandon Park, Catoclin Park, W&OD Trail, and the Douglass Community Center.

OPERATING IMPACT: Funds for trail repair and maintenance.

GOAL ADDRESSED: Leesburg Legacy Town Plan (2022): Strategy 3.1.2 Expand Access to the Town’s Most Important Resources— Its Historic Core and Open Spaces & Natural Areas; Strategy 4.2.2 - Improve Bicycle and Pedestrian Infrastructure; Strategy 5.1.1 - Expand the Type & Number of Parks, Greenways, & Open Spaces Throughout the Town
 2020 - 2024 Parks and Recreation Strategic Plan: The focus of the plan includes administering sound maintenance practices that provide a safe, accessible, and well-maintained environment.

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Spring 2021	Spring 2030



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	560,000	125,000	—	70,000	35,000	185,000	140,000	5,000	435,000	—
County - Capital Contribution	1,800,000	1,800,000	—	—	—	—	—	—	—	—
Total Sources	\$2,360,000	\$1,925,000	\$—	\$70,000	\$35,000	\$185,000	\$140,000	\$5,000	\$435,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	369,000	274,000	—	15,000	15,000	40,000	20,000	5,000	95,000	—
Design/Engineering	545,000	370,000	—	55,000	—	—	120,000	—	175,000	—
Land	130,000	115,000	—	—	15,000	—	—	—	15,000	—
Utility Relocation	16,000	11,000	—	—	5,000	—	—	—	5,000	—
Construction	1,300,000	1,155,000	—	—	—	145,000	—	—	145,000	—
Total Uses	\$2,360,000	\$1,925,000	\$—	\$70,000	\$35,000	\$185,000	\$140,000	\$5,000	\$435,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
General Maintenance	—	—	—	500	500	500
Total Impact	\$—	\$—	\$—	\$500	\$500	\$500

TITLE: Veterans Park at Balls Bluff (21203)

STATUS: Ongoing

LOCATION: 42314 Balls Bluff Road

PROGRAM DESCRIPTION: This project provides for the development of a town park on property located adjacent to the Potomac River in northeast Leesburg. The park property was acquired in 2001 for park use. The first phase, to be completed in Spring 2025, will include a 3/4 mile, two-lane park access road from Balls Bluff Road to the Potomac River, parking facilities, an accessible boat ramp, and other related improvements. The second phase, to be completed in Fall 2029, will include roadway upgrades, additional parking, picnic pavilion, upgrade to the existing silos, and trail improvements.

OPERATING IMPACT: Long term park, maintenance, and landscaping operating costs.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 3.1.2 Expand Access to the Town’s Most Important Resources— Its Historic Core and Open Spaces & Natural Areas; Strategy 5.1.1 - Expand the Type & Number of Parks, Greenways, & Open Spaces Throughout the Town

2020 - 2024 Parks and Recreation Strategic Plan: The focus of the plan includes engaging people with recreational opportunities that strengthen Leesburg’s sense of community and administering sound maintenance practices that provide a safe, accessible, and well-maintained environment.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2020	Fall 2029

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	1,025,500	195,500	10,000	—	—	—	820,000	—	830,000	—
PAY-GO	4,500	4,500	—	—	—	—	—	—	—	—
County - Capital Contribution	6,000,000	4,000,000	—	—	—	—	2,000,000	—	2,000,000	—
Total Sources	\$7,030,000	\$4,200,000	\$10,000	\$—	\$—	\$—	\$2,820,000	\$—	\$2,830,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	230,000	200,000	10,000	—	—	—	20,000	—	30,000	—
Design/Engineering	400,000	400,000	—	—	—	—	—	—	—	—
Utility Relocation	10,000	10,000	—	—	—	—	—	—	—	—
Construction	6,390,000	3,590,000	—	—	—	—	2,800,000	—	2,800,000	—
Total Uses	\$7,030,000	\$4,200,000	\$10,000	\$—	\$—	\$—	\$2,820,000	\$—	\$2,830,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
General Maintenance	50,000	50,000	50,000	50,000	50,000	50,000
Total Impact	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000

TITLE: Washington & Old Dominion Trail Lighting (25201)

STATUS: Ongoing

LOCATION: W&OD Trail (Catoctin Cir SE Pedestrian Crosswalk to Catoctin Cir NE by Loudoun County High School)

PROGRAM DESCRIPTION: Addition of 12' tall streetlights along the Washington & Old Dominion (W&OD) Trail from Catoctin Circle SE at the car wash to Catoctin Circle SW at Loudoun County High School. The project will provide a safe route for evening pedestrian travel while connecting residential areas to the downtown.

OPERATING IMPACT: Increased electricity costs for streetlights.

GOAL ADDRESSED: Leesburg Legacy Town Plan (2022): Strategy 3.1.2 Expand Access to the Town’s Most Important Resources— Its Historic Core and Open Spaces & Natural Areas; Strategy 4.2.2 Improve Bicycle and Pedestrian Infrastructure; Strategy 4.4.2 Prioritize Pedestrian and Bicycle Safety and Comfort

2020 - 2024 Parks and Recreation Strategic Plan: The focus of the plan includes administering sound maintenance practices that provide a safe, accessible, and well-maintained environment.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Winter 2024/2025	Spring 2028

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	1,742,000	272,000	—	1,450,000	20,000	—	—	—	1,470,000	—
County - Capital Contribution	500,000	—	500,000	—	—	—	—	—	500,000	—
Federal	500,000	—	500,000	—	—	—	—	—	500,000	—
Total Sources	\$2,742,000	\$272,000	\$1,000,000	\$1,450,000	\$20,000	\$—	\$—	\$—	\$2,470,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	110,000	30,000	40,000	20,000	20,000	—	—	—	80,000	—
Design/Engineering	402,000	242,000	160,000	—	—	—	—	—	160,000	—
Land	60,000	—	60,000	—	—	—	—	—	60,000	—
Construction	2,170,000	—	740,000	1,430,000	—	—	—	—	2,170,000	—
Total Uses	\$2,742,000	\$272,000	\$1,000,000	\$1,450,000	\$20,000	\$—	\$—	\$—	\$2,470,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
Electricity	—	10,000	10,000	10,000	10,000	10,000
Total Impact	\$—	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

Streets and Highways

The Streets & Highways category is the largest area of investment in the FY 2025-2030 Capital Improvements Program. This emphasis is a continuation of the Town’s commitment to provide high quality streets and roads to meet the demands of our community. The total cost of Street & Highway Capital Improvements for Fiscal Year 2025 is \$14,906,500.

Sources of Funding

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
Capital Projects Fund										
Line of Credit	19,927,910	4,340,410	2,307,500	2,870,000	2,380,000	2,405,000	2,510,000	2,840,000	15,312,500	275,000
PAY-GO	1,011,300	711,300	—	—	55,000	235,000	10,000	—	300,000	—
Private Contribution	36,130	36,130	—	—	—	—	—	—	—	—
Proffers	7,701,711	159,721	1,868,000	30,000	1,098,000	4,299,490	246,500	—	7,541,990	—
County - Capital Contribution	16,500,000	7,000,000	9,500,000	—	—	—	—	—	9,500,000	—
NVTA 30%	32,609,735	12,550,510	644,000	645,240	2,396,095	1,277,500	9,340,500	5,465,890	19,769,225	290,000
NVTA 70%	126,400,000	67,400,000	—	—	—	—	—	2,000,000	2,000,000	57,000,000
State - VDOT	258,975,984	42,054,410	587,000	1,252,911	2,084,175	3,347,084	9,255,404	7,493,500	24,020,074	192,901,500
Federal - VDOT	2,079,900	295,240	—	504,760	194,250	194,250	445,700	445,700	1,784,660	—
Total Capital Projects Fund	\$465,242,670	\$134,547,721	\$14,906,500	\$5,302,911	\$8,207,520	\$11,758,324	\$21,808,104	\$18,245,090	\$80,228,449	\$250,466,500
Total Sources	\$465,242,670	\$134,547,721	\$14,906,500	\$5,302,911	\$8,207,520	\$11,758,324	\$21,808,104	\$18,245,090	\$80,228,449	\$250,466,500

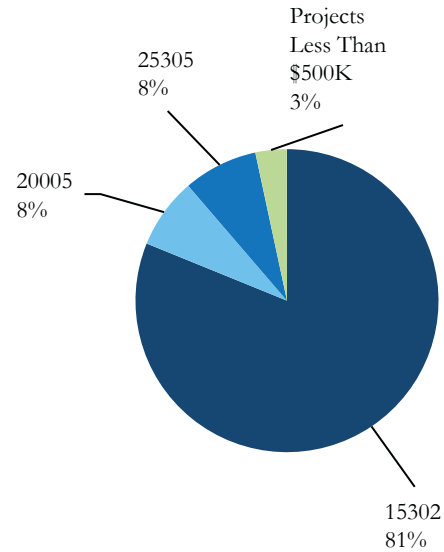
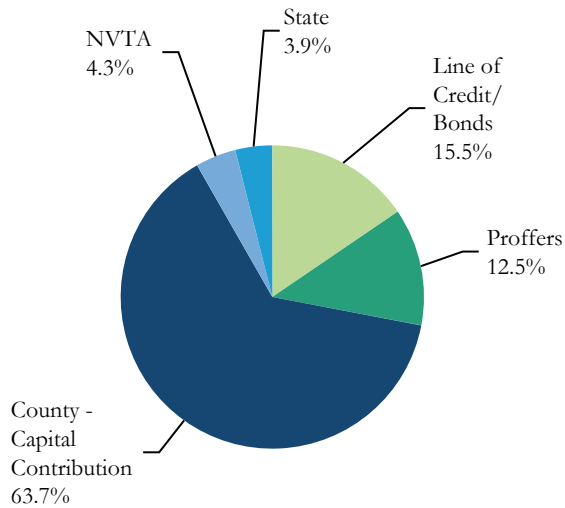
Uses by Project

Projects	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Battlefield Parkway / Route 15 Bypass Interchange (20004)	59,375,000	2,135,000	10,000	—	—	—	—	—	10,000	57,230,000
Catoctin Circle Turn Lane and Trail (25301)	2,920,890	265,000	—	—	—	75,000	1,535,000	1,035,890	2,645,890	10,000
Church Street Sidewalk - Missing Link (27302)	2,180,000	—	—	—	—	—	270,000	1,890,000	2,160,000	20,000
Church Street, South Street, Harrison Street Improvements (24301)	3,580,000	—	—	—	430,000	610,000	2,530,000	10,000	3,580,000	—
Davis Court Bridge Conversion (21301)	700,000	100,000	—	—	600,000	—	—	—	600,000	—
East Market Street & Battlefield Parkway Interchange (15303)	77,541,300	77,531,300	10,000	—	—	—	—	—	10,000	—
East Market Street Improvements (Plaza Street to Fort Evans Road) (22302)	6,984,659	158,500	5,000	1,192,911	958,770	1,313,074	2,336,404	1,020,000	6,826,159	—
Evergreen Mill Road Widening (15302)	32,002,000	19,718,000	12,099,000	40,000	140,000	5,000	—	—	12,284,000	—
King Street Improvements - Market Street to North Street (24310)	6,415,000	—	—	—	650,000	260,000	5,460,000	30,000	6,400,000	15,000
Miscellaneous Roadway, Pedestrian, and ADA Projects (20005)	9,710,300	1,867,800	1,122,500	1,185,000	1,235,000	1,290,000	1,340,000	1,670,000	7,842,500	—
Morven Park Road Crosswalk - West Market Street and Loudoun Street (24303)	190,000	185,000	5,000	—	—	—	—	—	5,000	—
Morven Park Road Sidewalk (14301)	6,302,921	6,292,921	10,000	—	—	—	—	—	10,000	—
North Street Improvements - King Street to Old Waterford Road (28301)	2,340,000	—	—	—	—	485,000	110,000	1,740,000	2,335,000	5,000
Plaza Street Sidewalk (25303)	1,865,000	570,000	170,000	990,000	135,000	—	—	—	1,295,000	—

Uses by Project

Projects	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Route 15 Bypass/Edwards Ferry Road Interchange (09307)	231,338,200	23,836,200	—	—	60,000	5,571,000	5,571,000	5,571,000	16,773,000	190,729,000
Royal Street Improvements - Church Street to Wirt Street (23301)	6,223,000	1,183,000	—	—	5,000	115,000	30,000	2,442,500	2,592,500	2,447,500
South King Street Bridge over Tuscarora Creek Deck Replacement (23302)	330,000	—	—	—	330,000	—	—	—	330,000	—
South King Street Improvements - W&OD Trail to Royal Street (27303)	1,920,000	—	—	—	270,000	270,000	170,000	1,210,000	1,920,000	—
Traffic Signal Fiber Connections (23303)	845,000	545,000	—	—	55,000	235,000	10,000	—	300,000	—
Traffic Signal - Fieldstone Drive and Battlefield Parkway (29301)	1,559,500	—	280,000	90,000	1,179,500	10,000	—	—	1,559,500	—
Traffic Signal - Sycolin Road & Gateway Drive (24302)	1,150,000	160,000	10,000	120,000	850,000	10,000	—	—	990,000	—
Traffic Signal Replacements (25305)	7,210,000	—	1,185,000	1,685,000	1,085,000	1,085,000	1,085,000	1,085,000	7,210,000	—
Traffic Signal Replacements - Flashing Yellow Arrows (27304)	1,519,900	—	—	—	224,250	224,250	530,700	530,700	1,509,900	10,000
Valley View Avenue Sidewalk - Davis Avenue to Barricade (28302)	1,040,000	—	—	—	—	200,000	830,000	10,000	1,040,000	—
Total Uses	\$465,242,670	\$134,547,721	\$14,906,500	\$5,302,911	\$8,207,520	\$11,758,324	\$21,808,104	\$18,245,090	\$80,228,449	\$250,466,500

Sources by Type (2025) Uses by Project (2025)



TITLE: Battlefield Parkway / Route 15 Bypass Interchange (20004)

STATUS: Ongoing

LOCATION: Route 15 Bypass/ Battlefield Parkway Intersection

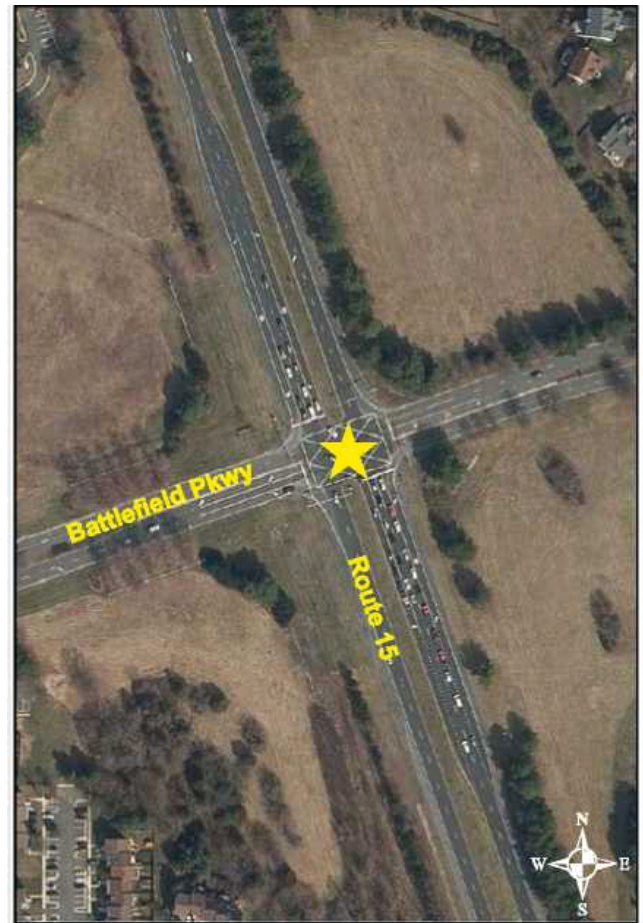
PROGRAM DESCRIPTION: This project consists of development of an Interchange Access Report (IAR) for a new grade separated interchange at the current signalized intersection between Route 15 Leesburg Bypass and Battlefield Parkway. Route 15 is part of the National Highway System that serves as a major commuter route. This intersection is one of three signalized intersections on the bypass; the other two traffic signals will be removed with the future construction of an interchange at Edwards Ferry Road and Fort Evans Road (project 09307). In addition to vehicular traffic issues, the bypass acts as a barrier to discourage pedestrians and bicycles from traveling between the residential and recreational areas east and west of the bypass. The initial step of developing an interchange is to prepare an IAR to evaluate the need for the interchange, compare alternative designs, analyze environmental impacts, and establish a project budget. Remaining available funds will be used into FY2025 to complete some preliminary design work and initial geotech investigations and to develop a cost estimate which can be used in future funding requests. Completion of construction is contingent on the Town receiving funding from sources such as SmartScale, NVTA, and VDOT.

OPERATING IMPACT: TBD

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.2.2 - Improve Bicycle and Pedestrian Infrastructure; Strategy 4.3.1 - Implement and Maintain the Transportation Improvement Plan; Strategy 4.3.2 - Manage Traffic Congestion

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Spring 2021	TBD



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	365,000	135,000	—	—	—	—	—	—	—	230,000
NVTA 30%	10,000	—	10,000	—	—	—	—	—	10,000	—
NVTA 70%	59,000,000	2,000,000	—	—	—	—	—	—	—	57,000,000
Total Sources	\$59,375,000	\$2,135,000	\$10,000	\$—	\$—	\$—	\$—	\$—	\$10,000	\$57,230,000

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	375,000	135,000	10,000	—	—	—	—	—	10,000	230,000
Design/Engineering	2,000,000	2,000,000	—	—	—	—	—	—	—	—
Construction	57,000,000	—	—	—	—	—	—	—	—	57,000,000
Total Uses	\$59,375,000	\$2,135,000	\$10,000	\$—	\$—	\$—	\$—	\$—	\$10,000	\$57,230,000

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Catoctin Circle Turn Lane and Trail (25301)

STATUS: Ongoing

LOCATION: East side of Catoctin Circle between West Market Street and Ashton Downs subdivision

PROGRAM DESCRIPTION: This project provides for the design and construction of approximately 500 linear feet of asphalt trail along the east side of Catoctin Circle, between West Market Street and an existing trail that ends near the Ashton Downs subdivision. The project will include a turn lane, crosswalks, and pedestrian signals at the West Market Street intersection. This project is eligible for Virginia grant funding from the Transportation Alternatives Program (TAP). In FY 2023, the Town applied for \$2M in FY 2025/2026 TAP funding. If awarded, the project funding and schedule will be revised.

OPERATING IMPACT: Increased maintenance for trail and pedestrian signals

GOAL ADDRESSED: Leesburg Legacy Town Plan (2022): Strategy 4.2.2 Improve Bicycle and Pedestrian Infrastructure; Strategy 4.3.2 Manage Traffic and Congestion; Strategy 4.4.2 Prioritize Pedestrian and Bicycle Safety and Comfort

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2027	Winter 2030/2031



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	10,000	10,000	—	—	—	—	—	—	—	—
NVTA 30%	2,706,890	51,000	—	—	—	75,000	1,535,000	1,035,890	2,645,890	10,000
State - VDOT	204,000	204,000	—	—	—	—	—	—	—	—
Total Sources	\$2,920,890	\$265,000	\$—	\$—	\$—	\$75,000	\$1,535,000	\$1,035,890	\$2,645,890	\$10,000

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	110,000	10,000	—	—	—	30,000	30,000	30,000	90,000	10,000
Design/Engineering	255,000	210,000	—	—	—	45,000	—	—	45,000	—
Land	35,000	35,000	—	—	—	—	—	—	—	—
Utility Relocation	1,515,000	10,000	—	—	—	—	1,505,000	—	1,505,000	—
Construction	1,005,890	—	—	—	—	—	—	1,005,890	1,005,890	—
Total Uses	\$2,920,890	\$265,000	\$—	\$—	\$—	\$75,000	\$1,535,000	\$1,035,890	\$2,645,890	\$10,000

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Church Street Sidewalk - Missing Link (27302)

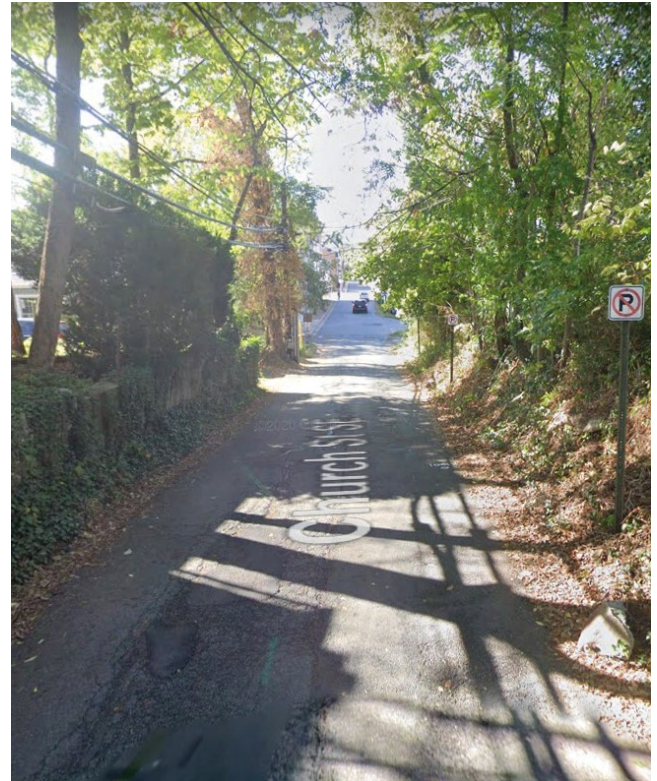
STATUS: Ongoing

LOCATION: Church Street from East Market Street to 100 Feet South

PROGRAM DESCRIPTION: This project provides for the installation of approximately 110 feet of 5-foot-wide sidewalk to complete a missing portion of sidewalk on the west side of Church Street between the Church and Market mixed use development and East Market Street. The project includes a utility pole relocation and installation of a retaining wall with stone facade as well as six streetlights including power supply (two on Church Street along the new sidewalk; one at corner of Church Street and East Market Street, and three on East Market Street between King Street and Church Street).

OPERATING IMPACT: Minimal

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.2.2 - Improve Bicycle and Pedestrian Infrastructure; Strategy 4.4.2 - Prioritize Pedestrian and Bicycle Safety and Comfort



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2028	Fall 2030

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
NVTA 30%	2,180,000	—	—	—	—	—	270,000	1,890,000	2,160,000	20,000
Total Sources	\$2,180,000	\$—	\$—	\$—	\$—	\$—	\$270,000	\$1,890,000	\$2,160,000	\$20,000

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Project Management	70,000	—	—	—	—	—	20,000	30,000	50,000	20,000
Design/Engineering	250,000	—	—	—	—	—	250,000	—	250,000	—
Land	140,000	—	—	—	—	—	—	140,000	140,000	—
Utility Relocation	65,000	—	—	—	—	—	—	65,000	65,000	—
Construction	1,655,000	—	—	—	—	—	—	1,655,000	1,655,000	—
Total Uses	\$2,180,000	\$—	\$—	\$—	\$—	\$—	\$270,000	\$1,890,000	\$2,160,000	\$20,000

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
General Maintenance	—	—	—	500	500	500
Total Impact	\$—	\$—	\$—	\$500	\$500	\$500

TITLE: Church Street, South Street, Harrison Street Improvements (24301)

STATUS: Ongoing

LOCATION: Church Street SE (from Royal Street to South Street), South Street SE (between Church Street and Harrison Street) and Harrison Street SE (south of the South Street intersection)

PROGRAM DESCRIPTION: This project provides for the design and construction of roadway and sidewalk improvements on Church Street (from Royal Street to South Street), South Street (between Church Street and Harrison Street), and Harrison Street (south of the South Street intersection). The proposed improvements will include new curb and gutter where needed, completion of missing sidewalk segments, and other roadway modifications to promote traffic calming and pedestrian safety.

OPERATING IMPACT: Minimal maintenance cost for sidewalk and storm drainage.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.2.2 - Improve Bicycle and Pedestrian Infrastructure; Strategy 4.4.2 - Prioritize Pedestrian and Bicycle Safety and Comfort

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2026	Summer 2029



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	Year						Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Proffers	736,500	—	—	—	200,000	290,000	246,500	—	736,500	—
NVTA 30%	1,654,500	—	—	—	30,000	30,000	1,584,500	10,000	1,654,500	—
State - VDOT	1,189,000	—	—	—	200,000	290,000	699,000	—	1,189,000	—
Total Sources	\$3,580,000	\$—	\$—	\$—	\$430,000	\$610,000	\$2,530,000	\$10,000	\$3,580,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	Year						Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	100,000	—	—	—	30,000	30,000	30,000	10,000	100,000	—
Design/Engineering	500,000	—	—	—	400,000	100,000	—	—	500,000	—
Land	360,000	—	—	—	—	360,000	—	—	360,000	—
Utility Relocation	120,000	—	—	—	—	120,000	—	—	120,000	—
Construction	2,500,000	—	—	—	—	—	—	2,500,000	2,500,000	—
Total Uses	\$3,580,000	\$—	\$—	\$—	\$430,000	\$610,000	\$2,530,000	\$10,000	\$3,580,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
Electricity	—	—	—	—	—	1,000
Total Impact	\$—	\$—	\$—	\$—	\$—	\$1,000

TITLE: Davis Court Bridge Conversion (21301)

STATUS: Ongoing

LOCATION: Davis Court at Olde Izaak Walton Park

PROGRAM DESCRIPTION: Davis Court provides the only vehicular access into Olde Izaak Walton Park and the Town’s Dog Park. The proposed Crescent Parke development will provide alternate vehicular access to Olde Izaak Walton Park. After the alternate access is developed, the existing substandard bridge, constructed in 1971, can be converted to provide non-motorized access only. Based on recent inspections, the bridge is classified as being structurally deficient. The project timeline is dependent on development of alternate access with the Crescent Parke development.

OPERATING IMPACT: Reduced bridge maintenance costs.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.2.2 - Improve Bicycle and Pedestrian Infrastructure; Strategy 4.4.2 - Prioritize Pedestrian and Bicycle Safety and Comfort

Significant Dates

PROJECT START	ESTIMATED COMPLETION
TBD	TBD



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
Proffers	700,000	100,000	—	—	600,000	—	—	—	600,000	—
Total Sources	\$700,000	\$100,000	\$—	\$—	\$600,000	\$—	\$—	\$—	\$600,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Project Management	25,000	—	—	—	25,000	—	—	—	25,000	—
Design/Engineering	100,000	100,000	—	—	—	—	—	—	—	—
Land	50,000	—	—	—	50,000	—	—	—	50,000	—
Construction	525,000	—	—	—	525,000	—	—	—	525,000	—
Total Uses	\$700,000	\$100,000	\$—	\$—	\$600,000	\$—	\$—	\$—	\$600,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: East Market Street & Battlefield Parkway Interchange (15303)

STATUS: Ongoing

LOCATION: East Market Street (Route 7) / Battlefield Parkway intersection

PROGRAM DESCRIPTION: The new interchange was completed and accepted into the roadway system in November 2022 and landscaping was completed in Fall 2023. The remaining work on this project includes completion of the Town/VDOT maintenance agreement and right-of-way close-out.

OPERATING IMPACT: Additional bridge, roadway and landscape maintenance.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.3.2 Manage Traffic and Congestion



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Winter 2015/16	Spring 2025

Funding Sources

Sources	Total Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
Line of Credit	365,000	365,000	—	—	—	—	—	—	—	—
PAY-GO	166,300	166,300	—	—	—	—	—	—	—	—
County - Capital Contribution	1,000,000	1,000,000	—	—	—	—	—	—	—	—
NVTA 30%	10,000	—	10,000	—	—	—	—	—	10,000	—
NVTA 70%	58,000,000	58,000,000	—	—	—	—	—	—	—	—
State - VDOT	18,000,000	18,000,000	—	—	—	—	—	—	—	—
Total Sources	\$77,541,300	\$77,531,300	\$10,000	\$—	\$—	\$—	\$—	\$—	\$10,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Project Management	401,300	391,300	10,000	—	—	—	—	—	10,000	—
Design/Engineering	4,000,000	4,000,000	—	—	—	—	—	—	—	—
Land	5,000,000	5,000,000	—	—	—	—	—	—	—	—
Utility Relocation	4,000,000	4,000,000	—	—	—	—	—	—	—	—
Construction	64,140,000	64,140,000	—	—	—	—	—	—	—	—
Total Uses	\$77,541,300	\$77,531,300	\$10,000	\$—	\$—	\$—	\$—	\$—	\$10,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
General Maintenance	47,000	49,000	51,000	53,000	55,000	57,000
Total Impact	\$47,000	\$49,000	\$51,000	\$53,000	\$55,000	\$57,000

TITLE: East Market Street Improvements (Plaza Street to Fort Evans Road) (22302)

STATUS: Ongoing

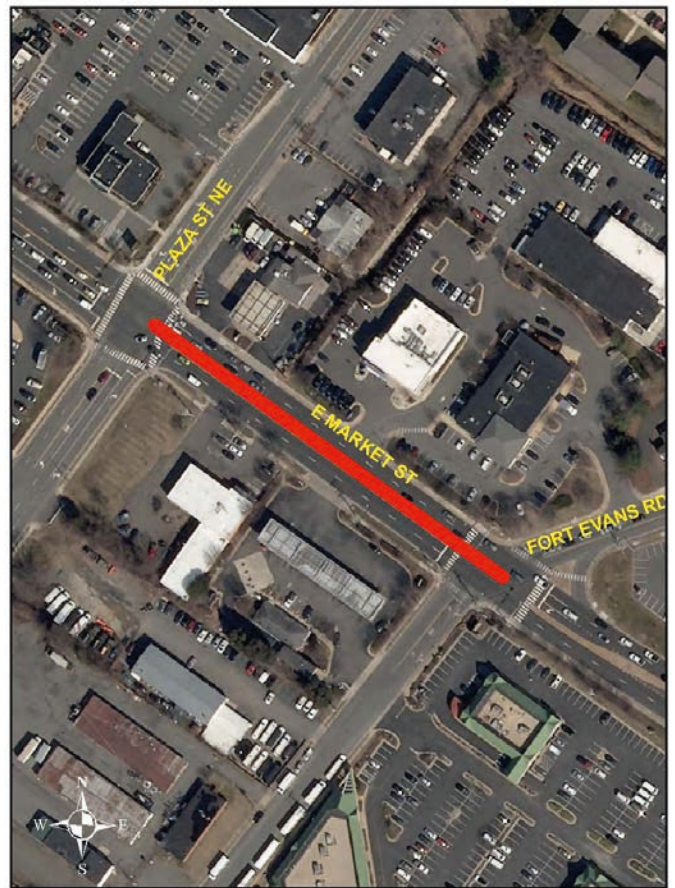
LOCATION: East Market Street (Plaza Street to Fort Evans Road)

PROGRAM DESCRIPTION: To help mitigate congestion on East Market Street, a dedicated right turn lane will be installed on westbound East Market Street between Fort Evans Road and Plaza Street. Additional improvements will be made to provide better pedestrian accommodations and improve safety along the corridor. VDOT SMART Scale funding has been awarded to this project.

OPERATING IMPACT: Minimal

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.2.2 - Improve Bicycle and Pedestrian Infrastructure; Strategy 4.3.2 Manage Traffic and Congestion

Transportation Improvement Plan (2022): Project Recommendation No. 3 - Route 7 (East Market) to Leesburg Bypass North



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2021	Winter 2029/2030

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	63,500	63,500	—	—	—	—	—	—	—	—
NVTA 30%	145,000	—	5,000	30,000	30,000	30,000	30,000	20,000	145,000	—
State - VDOT	6,776,159	95,000	—	1,162,911	928,770	1,283,074	2,306,404	1,000,000	6,681,159	—
Total Sources	\$6,984,659	\$158,500	\$5,000	\$1,192,911	\$958,770	\$1,313,074	\$2,336,404	\$1,020,000	\$6,826,159	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	208,500	63,500	5,000	30,000	30,000	30,000	30,000	20,000	145,000	—
Design/Engineering	1,257,911	95,000	—	1,162,911	—	—	—	—	1,162,911	—
Land	928,770	—	—	—	928,770	—	—	—	928,770	—
Utility Relocation	1,283,074	—	—	—	1,283,074	—	—	—	1,283,074	—
Construction	3,306,404	—	—	—	—	—	2,306,404	1,000,000	3,306,404	—
Total Uses	\$6,984,659	\$158,500	\$5,000	\$1,192,911	\$958,770	\$1,313,074	\$2,336,404	\$1,020,000	\$6,826,159	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Evergreen Mill Road Widening (15302)

STATUS: Ongoing

LOCATION: Evergreen Mill Road (Heritage High School to South King Street)

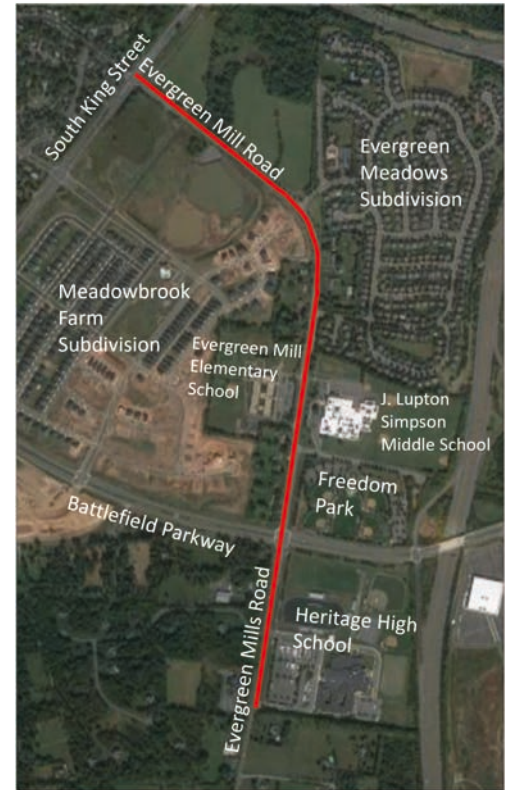
PROGRAM DESCRIPTION: This project provides for the widening of approximately 1.3 mile of Evergreen Mill Road from the Heritage High School entrance (south of Battlefield Parkway) to South King Street (Route 15). The existing two-lane road will be widened to a four-lane road with sidewalk on one side and a shared use path on the other side. The project will include utility relocation, curb, gutter, and storm drainage. The project limits were extended in 2018 to south of Battlefield Parkway at the request of Loudoun County. In 2022, the frontage improvements for the first 900 feet from South King Street including a left turn lane and a commercial entrance were added to the project.

OPERATING IMPACT: VDOT maintenance payments will increase with the additional lanes of roadway.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.2.2 - Improve Bicycle and Pedestrian Infrastructure; Strategy 4.3.1 to Implement and Maintain the Transportation Improvement Plan; Strategy 4.3.2 to Manage Traffic Congestion

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Winter 2017	Winter 2028/2029



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	630,000	630,000	—	—	—	—	—	—	—	—
County - Capital Contribution	15,500,000	6,000,000	9,500,000	—	—	—	—	—	9,500,000	—
Proffers	1,800,000	—	1,800,000	—	—	—	—	—	1,800,000	—
NVTA 30%	6,920,700	6,523,700	212,000	40,000	140,000	5,000	—	—	397,000	—
State - VDOT	7,151,300	6,564,300	587,000	—	—	—	—	—	587,000	—
Total Sources	\$32,002,000	\$19,718,000	\$12,099,000	\$40,000	\$140,000	\$5,000	\$—	\$—	\$12,284,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	1,005,000	891,000	49,000	40,000	20,000	5,000	—	—	114,000	—
Design/Engineering	3,005,000	2,335,000	550,000	—	120,000	—	—	—	670,000	—
Land	1,650,000	1,575,000	75,000	—	—	—	—	—	75,000	—
Utility Relocation	3,115,000	3,115,000	—	—	—	—	—	—	—	—
Construction	23,227,000	11,802,000	11,425,000	—	—	—	—	—	11,425,000	—
Total Uses	\$32,002,000	\$19,718,000	\$12,099,000	\$40,000	\$140,000	\$5,000	\$—	\$—	\$12,284,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
Lane Mile Maintenance	—	15,000	20,000	20,000	20,000	20,000
Total Impact	\$—	\$15,000	\$20,000	\$20,000	\$20,000	\$20,000

TITLE: King Street Improvements - Market Street to North Street (24310)

STATUS: Ongoing

LOCATION: North King Street (between Market Street and North Street)

PROGRAM DESCRIPTION: This project is the final phase of the Downtown Improvements to make the downtown a more vibrant area and includes replacement of sidewalk, curb, and gutter; reconstructing the roadway pavement; adding crosswalks on North King Street at North Street; installing new storm structures; and adding decorative street lighting (including additional power supply for use during events). This project has been expanded to include the section of King Street between Cornwall Street and North Street to specifically address curb heights, drainage, and deteriorated sidewalks. An accompanying Utility Fund project (Townwide Water Line Improvements and Repairs project 20505) is planned to replace the aging water line along this corridor and may impact the proposed schedule.

OPERATING IMPACT: Minimal - increased maintenance of the improvements.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 3.3.3 - Create Public Places that Promote a Sense of Community for an Increasingly Diverse Population; Strategy 4.4.2 – Prioritize Pedestrian and Bicycle Safety and Comfort; Strategy 5.2.3 – Minimize outdoor Commercial Lighting Consistent with Public Safety Requirements to Reduce Glare and Impacts on Night Sky



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2026	Fall 2031

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
NVTA 30%	5,321,000	—	—	—	340,000	145,000	4,791,000	30,000	5,306,000	15,000
State - VDOT	1,094,000	—	—	—	310,000	115,000	669,000	—	1,094,000	—
Total Sources	\$6,415,000	\$—	\$—	\$—	\$650,000	\$260,000	\$5,460,000	\$30,000	\$6,400,000	\$15,000

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	135,000	—	—	—	30,000	30,000	30,000	30,000	120,000	15,000
Design/Engineering	620,000	—	—	—	620,000	—	—	—	620,000	—
Land	60,000	—	—	—	60,000	—	—	—	60,000	—
Utility Relocation	170,000	—	—	—	170,000	—	—	—	170,000	—
Construction	5,430,000	—	—	—	—	5,430,000	—	—	5,430,000	—
Total Uses	\$6,415,000	\$—	\$—	\$—	\$650,000	\$260,000	\$5,460,000	\$30,000	\$6,400,000	\$15,000

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
General Maintenance	—	—	—	—	—	800
Total Impact	\$—	\$—	\$—	\$—	\$—	\$800

TITLE: Miscellaneous Roadway, Pedestrian, and ADA Projects (20005)

STATUS: Ongoing

LOCATION: Townwide

PROGRAM DESCRIPTION: This multi-year project is for design and construction of miscellaneous improvements to roadways, trails, and sidewalks to extend the long-term life of the facilities and to meet the requirements of the Americans with Disabilities Act (ADA). This work will involve enhancing ADA curb ramps and crosswalks, eliminating trip hazards, deep patching of roadway pavements, and other related work as outlined in the Town's ADA Transition Plan.

OPERATING IMPACT: Minimal.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.2.2 Improve Bicycle and Pedestrian Infrastructure; Strategy 4.4.2 Prioritize Pedestrian and Bicycle Safety and Comfort

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Ongoing	Ongoing



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	9,710,300	1,867,800	1,122,500	1,185,000	1,235,000	1,290,000	1,340,000	1,670,000	7,842,500	—
Total Sources	\$9,710,300	\$1,867,800	\$1,122,500	\$1,185,000	\$1,235,000	\$1,290,000	\$1,340,000	\$1,670,000	\$7,842,500	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	87,500	20,000	17,500	10,000	10,000	10,000	10,000	10,000	67,500	—
Design/Engineering	565,000	100,000	75,000	75,000	75,000	80,000	80,000	80,000	465,000	—
Construction	9,057,800	1,747,800	1,030,000	1,100,000	1,150,000	1,200,000	1,250,000	1,580,000	7,310,000	—
Total Uses	\$9,710,300	\$1,867,800	\$1,122,500	\$1,185,000	\$1,235,000	\$1,290,000	\$1,340,000	\$1,670,000	\$7,842,500	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Morven Park Road Crosswalk - West Market Street and Loudoun Street (24303)

STATUS: Ongoing

LOCATION: Morven Park Road at West Market Street

PROGRAM DESCRIPTION: This project includes constructing a crosswalk on Morven Park Road across West Market Street and West Loudoun Street to provide continuous pedestrian access between Morven Park Road and West Loudoun Street. This project will be constructed in coordination with the Morven Park Road Sidewalk Project (14301).

OPERATING IMPACT: Funds for repair and maintenance

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.2.2 - Improve Bicycle and Pedestrian Infrastructure; Strategy 4.4.2 - Prioritize Pedestrian and Bicycle Safety and Comfort



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2023	Fall 2024

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	185,000	185,000	—	—	—	—	—	—	—	—
NVTA 30%	5,000	—	5,000	—	—	—	—	—	5,000	—
Total Sources	\$190,000	\$185,000	\$5,000	\$—	\$—	\$—	\$—	\$—	\$5,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	15,000	10,000	5,000	—	—	—	—	—	5,000	—
Design/Engineering	75,000	75,000	—	—	—	—	—	—	—	—
Construction	100,000	100,000	—	—	—	—	—	—	—	—
Total Uses	\$190,000	\$185,000	\$5,000	\$—	\$—	\$—	\$—	\$—	\$5,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Morven Park Road Sidewalk (14301)

STATUS: Ongoing

LOCATION: Morven Park Road (West Market Street to Old Waterford Road)

PROGRAM DESCRIPTION: The project consists of constructing missing segments of sidewalk along the west side of Morven Park Road to provide continuous pedestrian access between West Market Street and Old Waterford Road. The project will improve drainage and provide a uniform roadway section by completing the curb and gutter on both sides of the street and extending the storm drain system. The waterline has been replaced between West Market Street and Old Waterford Road, as well as on Old Waterford Road, at the request of the Utilities Department.

OPERATING IMPACT: Minimal increased maintenance of sidewalk and drainage system.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.2.2 - Improve Bicycle and Pedestrian Infrastructure; Strategy 4.4.2 - Prioritize Pedestrian and Bicycle Safety and Comfort

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2018	Fall 2024



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	615,000	615,000	—	—	—	—	—	—	—	—
NVTA 30%	4,648,200	4,638,200	10,000	—	—	—	—	—	10,000	—
State - VDOT	1,000,000	1,000,000	—	—	—	—	—	—	—	—
Proffers	39,721	39,721	—	—	—	—	—	—	—	—
Total Sources	\$6,302,921	\$6,292,921	\$10,000	\$—	\$—	\$—	\$—	\$—	\$10,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	374,200	364,200	10,000	—	—	—	—	—	10,000	—
Design/Engineering	439,721	439,721	—	—	—	—	—	—	—	—
Land	450,000	450,000	—	—	—	—	—	—	—	—
Utility Relocation	212,000	212,000	—	—	—	—	—	—	—	—
Construction	4,827,000	4,827,000	—	—	—	—	—	—	—	—
Total Uses	\$6,302,921	\$6,292,921	\$10,000	\$—	\$—	\$—	\$—	\$—	\$10,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
Lane Mile Maintenance	10,000	10,000	10,000	10,000	10,000	10,000
Total Impact	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

TITLE: North Street Improvements - King Street to Old Waterford Road (28301)

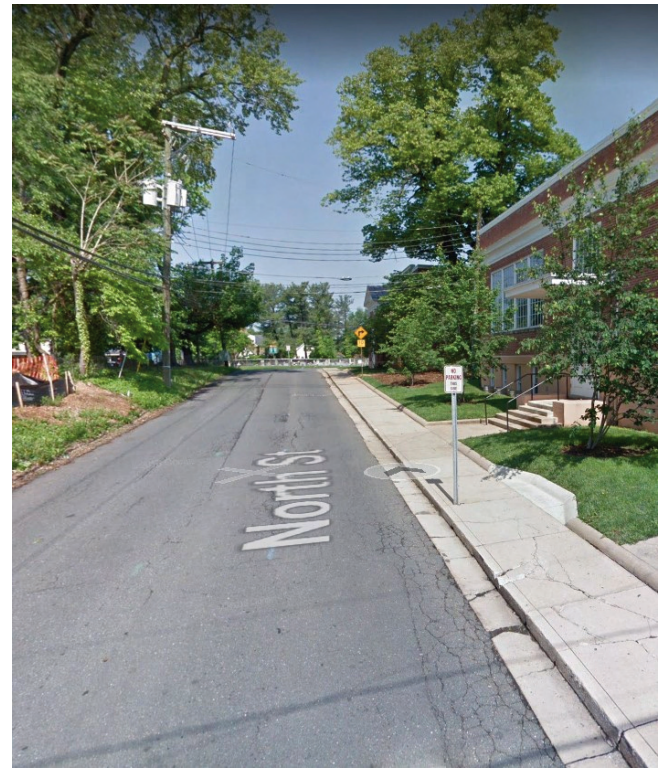
STATUS: Ongoing

LOCATION: North Street from King Street to Old Waterford Road

PROGRAM DESCRIPTION: This project will improve approximately 720 linear feet of North Street between King Street and Old Waterford Road and will improve the connection between The Senior Center of Leesburg to King Street and the downtown. The project consists of pavement reconstruction, drainage improvements, new and rehabilitated sidewalks, driveway aprons, curb and gutter, and ADA curb ramps in accordance with standards of the Americans with Disabilities Act (ADA).

OPERATING IMPACT: Minimal.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.2.2 Improve Bicycle and Pedestrian Infrastructure; Strategy 4.4.2 - Prioritize Pedestrian and Bicycle Safety and Comfort



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2027	Fall 2030

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
NVTA 30%	2,340,000	—	—	—	—	485,000	110,000	1,740,000	2,335,000	5,000
Total Sources	\$2,340,000	\$—	\$—	\$—	\$—	\$485,000	\$110,000	\$1,740,000	\$2,335,000	\$5,000

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	85,000	—	—	—	—	20,000	20,000	40,000	80,000	5,000
Design/Engineering	85,000	—	—	—	—	85,000	—	—	85,000	—
Land	380,000	—	—	—	—	380,000	—	—	380,000	—
Utility Relocation	90,000	—	—	—	—	—	90,000	—	90,000	—
Construction	1,700,000	—	—	—	—	—	—	1,700,000	1,700,000	—
Total Uses	\$2,340,000	\$—	\$—	\$—	\$—	\$485,000	\$110,000	\$1,740,000	\$2,335,000	\$5,000

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Plaza Street Sidewalk (25303)

STATUS: Ongoing

LOCATION: Plaza Street (from the Leesburg Police Station to Edwards Ferry Rd)

PROGRAM DESCRIPTION: This project is for the construction of approximately 1,000 linear feet of sidewalk along the west side of Plaza Street between the Police Headquarters and Edwards Ferry Road. This segment of sidewalk will complete a missing link and will improve pedestrian access and safety for residents of the Fields of Leesburg apartments and other residents in northeast Leesburg.

OPERATING IMPACT: Minimal

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.2.2 - Improve Bicycle and Pedestrian Infrastructure; Strategy 4.4.2 - Prioritize Pedestrian and Bicycle Safety and Comfort

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2023	Spring 2027



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	Year						Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	200,950	200,950	—	—	—	—	—	—	—	—
Proffers	68,000	—	68,000	—	—	—	—	—	68,000	—
NVTA 30%	796,050	73,810	102,000	485,240	135,000	—	—	—	722,240	—
Federal - VDOT	800,000	295,240	—	504,760	—	—	—	—	504,760	—
Total Sources	\$1,865,000	\$570,000	\$170,000	\$990,000	\$135,000	\$—	\$—	\$—	\$1,295,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	Year						Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	130,000	40,000	30,000	30,000	30,000	—	—	—	90,000	—
Design/Engineering	320,000	250,000	70,000	—	—	—	—	—	70,000	—
Land	225,000	180,000	45,000	—	—	—	—	—	45,000	—
Utility Relocation	125,000	100,000	25,000	—	—	—	—	—	25,000	—
Construction	1,065,000	—	—	960,000	105,000	—	—	—	1,065,000	—
Total Uses	\$1,865,000	\$570,000	\$170,000	\$990,000	\$135,000	\$—	\$—	\$—	\$1,295,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Route 15 Bypass/Edwards Ferry Road Interchange (09307)

STATUS: Ongoing

LOCATION: Route 15 Leesburg Bypass intersection between Edwards Ferry Road and Fort Evans Rd

PROGRAM DESCRIPTION: The project consists of the development of a new grade-separated interchange on Edwards Ferry Road at the Route 15 Leesburg Bypass and will include the intersection at Fort Evans Road. These two existing signalized at-grade intersections are heavily congested and have high accident rates. Route 15 Bypass serves as a major commuter route, and there are numerous large retail developments in the area that generate significant traffic volumes. Currently, large volumes of pedestrian traffic cross the bypass between the residential areas inside the bypass and the commercial development outside the bypass. Funding and schedule shown are contingent upon receipt of Federal Grant (INFRA/MEGA) or VDOT funding.

OPERATING IMPACT: TBD

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.2.2 - Improve Bicycle and Pedestrian Infrastructure; Strategy 4.3.2 Manage Traffic and Congestion
Transportation Improvement Plan (2022): Project Recommendation No. 1 - Edwards Ferry Road/Leesburg Bypass Interchange

Significant Dates

PROJECT START	ESTIMATED COMPLETION
TBD	TBD



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	218,290	218,290	—	—	—	—	—	—	—	—
Proffers	4,009,490	—	—	—	—	4,009,490	—	—	4,009,490	—
NVTA 30%	506,800	26,800	—	—	60,000	60,000	60,000	60,000	240,000	240,000
NVTA 70%	9,400,000	7,400,000	—	—	—	—	—	2,000,000	2,000,000	—
State - VDOT	217,203,620	16,191,110	—	—	—	1,501,510	5,511,000	3,511,000	10,523,510	190,489,000
Total Sources	\$231,338,200	\$23,836,200	\$—	\$—	\$60,000	\$5,571,000	\$5,571,000	\$5,571,000	\$16,773,000	\$190,729,000

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	1,262,200	782,200	—	—	60,000	60,000	60,000	60,000	240,000	240,000
Design/Engineering	10,360,000	10,360,000	—	—	—	—	—	—	—	—
Land	10,984,000	6,328,000	—	—	—	2,328,000	2,328,000	—	4,656,000	—
Utility Relocation	12,732,000	6,366,000	—	—	—	3,183,000	3,183,000	—	6,366,000	—
Construction	196,000,000	—	—	—	—	—	—	5,511,000	5,511,000	190,489,000
Total Uses	\$231,338,200	\$23,836,200	\$—	\$—	\$60,000	\$5,571,000	\$5,571,000	\$5,571,000	\$16,773,000	\$190,729,000

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Royal Street Improvements - Church Street to Wirt Street (23301)

STATUS: Ongoing

LOCATION: Royal Street between Church Street SE and Wirt Street SW

PROGRAM DESCRIPTION: This project will improve approximately 950 linear feet of Royal Street between Church Street SE and Wirt Street SW. The improvements will make the area more walkable, eliminate drainage problems, and improve aesthetics of the area. Improvements will include replaced curb and gutter, brick sidewalks, storm drainage, and road improvements.

OPERATING IMPACT: Increased sidewalk and storm drain system maintenance.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.2.2 Improve Bicycle and Pedestrian Infrastructure; Strategy 4.4.2 - Prioritize Pedestrian and Bicycle Safety and Comfort

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2027	Fall 2031



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	84,870	49,870	—	—	—	—	—	—	—	35,000
NVTA 30%	1,234,500	1,097,000	—	—	5,000	72,500	30,000	30,000	137,500	—
State - VDOT	4,867,500	—	—	—	—	42,500	—	2,412,500	2,455,000	2,412,500
Private Contribution	36,130	36,130	—	—	—	—	—	—	—	—
Total Sources	\$6,223,000	\$1,183,000	\$—	\$—	\$5,000	\$115,000	\$30,000	\$2,442,500	\$2,592,500	\$2,447,500

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	210,000	80,000	—	—	5,000	30,000	30,000	30,000	95,000	35,000
Design/Engineering	587,000	502,000	—	—	—	85,000	—	—	85,000	—
Land	406,000	406,000	—	—	—	—	—	—	—	—
Utility Relocation	195,000	195,000	—	—	—	—	—	—	—	—
Construction	4,825,000	—	—	—	—	—	—	2,412,500	2,412,500	2,412,500
Total Uses	\$6,223,000	\$1,183,000	\$—	\$—	\$5,000	\$115,000	\$30,000	\$2,442,500	\$2,592,500	\$2,447,500

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: South King Street Bridge over Tuscarora Creek Deck Replacement (23302)

STATUS: Ongoing

LOCATION: South King Street Bridge over Tuscarora Creek

PROGRAM DESCRIPTION: The South King Street bridge over Tuscarora Creek, located immediately south of the Clubhouse Drive intersection, was originally constructed in 1952 and was widened in 1970. A recent inspection and analysis of the bridge revealed that the bridge deck and other minor structural elements of the bridge are in poor condition. It is forecasted that these deficient bridge elements will require repair and/or replacement within the next five years.

OPERATING IMPACT: Reduced maintenance expense.

GOAL ADDRESSED: Leesburg Legacy Town Plan (2022): 4.3.11 Maintain Safe and Efficient Emergency Evacuation Routes

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Spring 2027	Summer 2027



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	30,000	—	—	—	30,000	—	—	—	30,000	—
State - VDOT	300,000	—	—	—	300,000	—	—	—	300,000	—
Total Sources	\$330,000	\$—	\$—	\$—	\$330,000	\$—	\$—	\$—	\$330,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	20,000	—	—	—	20,000	—	—	—	20,000	—
Construction	310,000	—	—	—	310,000	—	—	—	310,000	—
Total Uses	\$330,000	\$—	\$—	\$—	\$330,000	\$—	\$—	\$—	\$330,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: South King Street Improvements - W&OD Trail to Royal Street (27303)

STATUS: Ongoing

LOCATION: South King Street between Royal Street to W&OD Trail

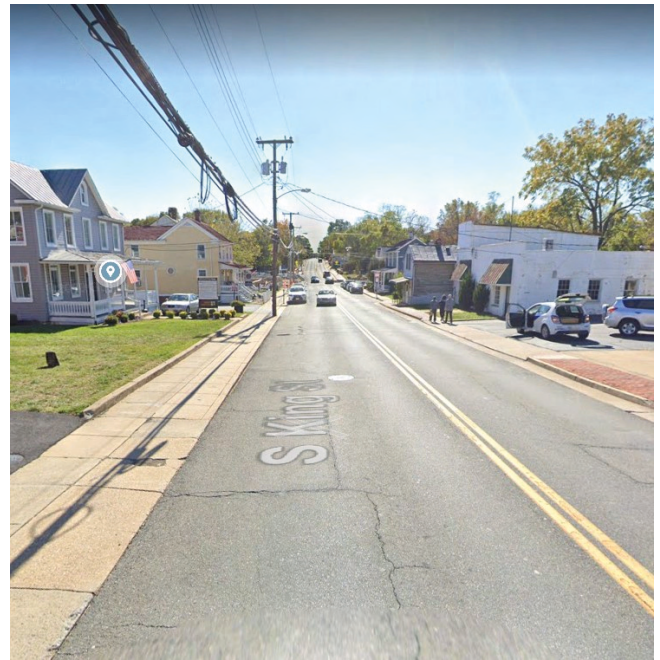
PROGRAM DESCRIPTION: This project will improve approximately 620 linear feet of South King Street between the W&OD Trail and Royal Street. The project consists of pavement reconstruction, drainage improvements, decorative lighting, new and rehabilitated brick sidewalks, driveway aprons, curb and gutter, and ADA curb ramps in accordance with standards of the Americans with Disabilities Act (ADA).

OPERATING IMPACT: Minimal.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.2.2 - Improve Bicycle and Pedestrian Infrastructure; Strategy 4.4.2 - Prioritize Pedestrian and Bicycle Safety and Comfort

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2026	Spring 2030



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
NVTA 30%	1,045,000	—	—	—	150,000	155,000	100,000	640,000	1,045,000	—
State - VDOT	875,000	—	—	—	120,000	115,000	70,000	570,000	875,000	—
Total Sources	\$1,920,000	\$—	\$—	\$—	\$270,000	\$270,000	\$170,000	\$1,210,000	\$1,920,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Project Management	130,000	—	—	—	30,000	40,000	30,000	30,000	130,000	—
Design/Engineering	300,000	—	—	—	240,000	60,000	—	—	300,000	—
Land	235,000	—	—	—	—	170,000	65,000	—	235,000	—
Utility Relocation	75,000	—	—	—	—	—	75,000	—	75,000	—
Construction	1,180,000	—	—	—	—	—	—	1,180,000	1,180,000	—
Total Uses	\$1,920,000	\$—	\$—	\$—	\$270,000	\$270,000	\$170,000	\$1,210,000	\$1,920,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Traffic Signal Fiber Connections (23303)

STATUS: Ongoing

LOCATION: Townwide

PROGRAM DESCRIPTION: This project will provide for the installation of fiber optic connections to Town traffic signals to ensure system connectivity. This project will ensure traffic signal system connectivity for monitoring signal operations and communications. The project will also connect the remaining unconnected signals to the Town's traffic system network. This includes signals at the following intersections: Dry Mill Road/Catoctin Circle, West Market Street/Catoctin Circle/Fairview Avenue, Battlefield Parkway/Shanks Evans Road, Battlefield Parkway/Tennessee Drive, North King Street/Battlefield Parkway, North King Street/Dry Hollow Road, and North King Street/Smarts Mill Lane.

OPERATING IMPACT: Minimal.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.3.2 - Manage Traffic and Congestion

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2026	Fall 2028



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
PAY-GO	845,000	545,000	—	—	55,000	235,000	10,000	—	300,000	—
Total Sources	\$845,000	\$545,000	\$—	\$—	\$55,000	\$235,000	\$10,000	\$—	\$300,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Project Management	65,000	15,000	—	—	20,000	20,000	10,000	—	50,000	—
Design/Engineering	35,000	—	—	—	35,000	—	—	—	35,000	—
Facility Repair/Renovation	745,000	530,000	—	—	—	215,000	—	—	215,000	—
Total Uses	\$845,000	\$545,000	\$—	\$—	\$55,000	\$235,000	\$10,000	\$—	\$300,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Traffic Signal - Fieldstone Drive and Battlefield Parkway (29301)

STATUS: Ongoing

LOCATION: Fieldstone Drive and Battlefield Parkway Intersection

PROGRAM DESCRIPTION: This project will provide for the construction of a new traffic signal at the intersection of Fieldstone Drive and Battlefield Parkway. Traffic count data was collected in September 2023 followed by a signal justification study which demonstrated that a signal is warranted at this intersection. Currently, pedestrians crossing Battlefield Parkway at this intersection are crossing six lanes with no refuge island. This project will improve pedestrian safety.

OPERATING IMPACT: Additional maintenance and operation of the signal.

GOAL ADDRESSED: Leesburg Legacy Town Plan (2022): Strategy 4.3.2 Manage Traffic and Congestion



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2024	Fall 2027

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
NVTA 30%	1,559,500	—	280,000	90,000	1,179,500	10,000	—	—	1,559,500	—
Total Sources	\$1,559,500	\$—	\$280,000	\$90,000	\$1,179,500	\$10,000	\$—	\$—	\$1,559,500	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	100,000	—	30,000	30,000	30,000	10,000	—	—	100,000	—
Design/Engineering	250,000	—	250,000	—	—	—	—	—	250,000	—
Land	30,000	—	—	30,000	—	—	—	—	30,000	—
Utility Relocation	30,000	—	—	30,000	—	—	—	—	30,000	—
Construction	1,149,500	—	—	—	1,149,500	—	—	—	1,149,500	—
Total Uses	\$1,559,500	\$—	\$280,000	\$90,000	\$1,179,500	\$10,000	\$—	\$—	\$1,559,500	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
Electricity	—	—	—	500	500	500
General Maintenance	—	—	—	1,000	1,000	1,000
Total Impact	\$—	\$—	\$—	\$1,500	\$1,500	\$1,500

TITLE: Traffic Signal - Sycolin Road & Gateway Drive (24302)

STATUS: Ongoing

LOCATION: Sycolin Road / Gateway Drive intersection

PROGRAM DESCRIPTION: This project will perform a signal justification report (SJR) to determine the type of improvements required for this intersection. Those improvements could consist of any of the following: leaving the intersection as-is, turn lanes, a roundabout, additional striping, or a traffic signal, depending on the outcome of the SJR.

OPERATING IMPACT: Additional maintenance and operation of the signal.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.3.2 Manage Traffic and Congestion

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Spring 2026	Fall 2027



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Proffers	348,000	20,000	—	30,000	298,000	—	—	—	328,000	—
NVTA 30%	486,595	140,000	10,000	—	326,595	10,000	—	—	346,595	—
State - VDOT	315,405	—	—	90,000	225,405	—	—	—	315,405	—
Total Sources	\$1,150,000	\$160,000	\$10,000	\$120,000	\$850,000	\$10,000	\$—	\$—	\$990,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	110,000	30,000	10,000	30,000	30,000	10,000	—	—	80,000	—
Design/Engineering	170,000	80,000	—	90,000	—	—	—	—	90,000	—
Land	50,000	50,000	—	—	—	—	—	—	—	—
Construction	820,000	—	—	—	820,000	—	—	—	820,000	—
Total Uses	\$1,150,000	\$160,000	\$10,000	\$120,000	\$850,000	\$10,000	\$—	\$—	\$990,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
Electricity	—	—	—	500	500	500
General Maintenance	—	—	—	1,000	1,000	1,000
Total Impact	\$—	\$—	\$—	\$1,500	\$1,500	\$1,500

TITLE: Traffic Signal Replacements (25305)

STATUS: New

LOCATION: Townwide

PROGRAM DESCRIPTION: This project is to replace traffic signal poles, mast arms, signal heads and other signal equipment for traffic signals that have reached the end of their useful life. The signals were all installed between 1999 and 2002, all from the same manufacturer, and have shown signs of metal fatigue. All are being inspected on a semi-annual basis until they can be replaced as part of this program. The annual funding plan is anticipated to provide for two signals to be replaced each year out of the 20 signals total needing replacement, with the most critical signals being prioritized for replacement first.

OPERATING IMPACT: Minimal, will reduce inspection and maintenance costs.

GOAL ADDRESSED: Leesburg Legacy Town Plan (2022): Strategy 4.3.2 Manage Traffic and Congestion



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2024	TBD

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	7,210,000	—	1,185,000	1,685,000	1,085,000	1,085,000	1,085,000	1,085,000	7,210,000	—
Total Sources	\$7,210,000	\$—	\$1,185,000	\$1,685,000	\$1,085,000	\$1,085,000	\$1,085,000	\$1,085,000	\$7,210,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	60,000	—	10,000	10,000	10,000	10,000	10,000	10,000	60,000	—
Design/Engineering	700,000	—	325,000	75,000	75,000	75,000	75,000	75,000	700,000	—
Land	50,000	—	—	50,000	—	—	—	—	50,000	—
Construction	6,400,000	—	850,000	1,550,000	1,000,000	1,000,000	1,000,000	1,000,000	6,400,000	—
Total Uses	\$7,210,000	\$—	\$1,185,000	\$1,685,000	\$1,085,000	\$1,085,000	\$1,085,000	\$1,085,000	\$7,210,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
Electricity	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Traffic Signal Replacements - Flashing Yellow Arrows (27304)

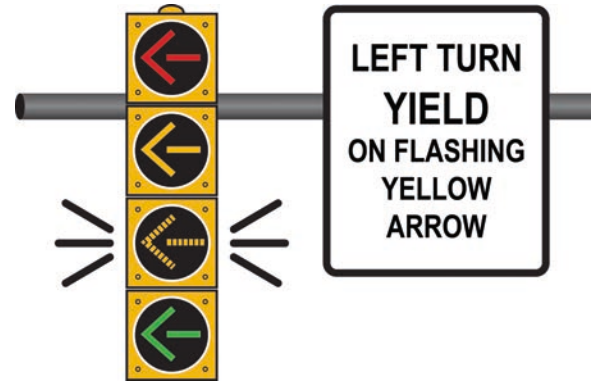
STATUS: New

LOCATION: Townwide

PROGRAM DESCRIPTION: In 2023, the Town applied for Virginia Highway Safety Improvements Program (VHSIP) funding for the replacement of 71 left turn signals with flashing yellow arrows (FYAs) at 32 intersection locations around Town. To comply with signal requirements, 28 additional 3-ball signals need to be installed at some of these intersections in coordination with the FYAs. This project is contingent on award of VHSIP funding.

OPERATING IMPACT: Additional maintenance and operation of the signals.

GOAL ADDRESSED: Leesburg Legacy Town Plan (2022): Strategy 4.3.2 Manage Traffic and Congestion



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2026	Summer 2030

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	240,000	—	—	—	30,000	30,000	85,000	85,000	230,000	10,000
Federal - VDOT	1,279,900	—	—	—	194,250	194,250	445,700	445,700	1,279,900	—
Total Sources	\$1,519,900	\$—	\$—	\$—	\$224,250	\$224,250	\$530,700	\$530,700	\$1,509,900	\$10,000

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	130,000	—	—	—	30,000	30,000	30,000	30,000	120,000	10,000
Design/Engineering	388,500	—	—	—	194,250	194,250	—	—	388,500	—
Construction	1,001,400	—	—	—	—	—	500,700	500,700	1,001,400	—
Total Uses	\$1,519,900	\$—	\$—	\$—	\$224,250	\$224,250	\$530,700	\$530,700	\$1,509,900	\$10,000

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
Electricity	—	—	—	—	—	—
Utilities	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Valley View Avenue Sidewalk - Davis Avenue to Barricade (28302)

STATUS: Ongoing

LOCATION: Valley View Avenue Between Davis Avenue and Barricade

PROGRAM DESCRIPTION: This project provides for the design and construction of roadway and sidewalk improvements on Valley View Avenue. Through traffic on Valley View Avenue has been blocked by barricades since the street was extended north as part of the Crestwood Hamlet development during the 1970s. Since that time, the need for the interconnection has increased with the growth in population in Leesburg. This need has increased with the construction of the White Oak development at the old Rogers Farm site. Opening the street to through traffic will improve interconnectivity between residential communities and will improve access by emergency vehicles and Town services.



OPERATING IMPACT: Minimal.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.2.2 - Improve Bicycle and Pedestrian Infrastructure; Strategy 4.3.2 Manage Traffic and Congestion, Strategy 4.4.2 - Prioritize Pedestrian and Bicycle Safety and Comfort

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2027	Fall 2029

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	Year							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030			
NVTA 30%	1,040,000	—	—	—	—	200,000	830,000	10,000	1,040,000	—	
Total Sources	\$1,040,000	\$—	\$—	\$—	\$—	\$200,000	\$830,000	\$10,000	\$1,040,000	\$—	

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	Year							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030			
Project Management	80,000	—	—	—	—	30,000	40,000	10,000	80,000	—	
Design/Engineering	170,000	—	—	—	—	170,000	—	—	170,000	—	
Land	35,000	—	—	—	—	—	35,000	—	35,000	—	
Utility Relocation	65,000	—	—	—	—	—	65,000	—	65,000	—	
Construction	690,000	—	—	—	—	—	690,000	—	690,000	—	
Total Uses	\$1,040,000	\$—	\$—	\$—	\$—	\$200,000	\$830,000	\$10,000	\$1,040,000	\$—	

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

Storm Drainage

Funding for the Storm Drainage category will continue in the Fiscal Year 2025-2030 Capital Improvements Program. The total cost of Storm Drainage Capital Improvements is \$5,346,700 in Fiscal Year 2025.

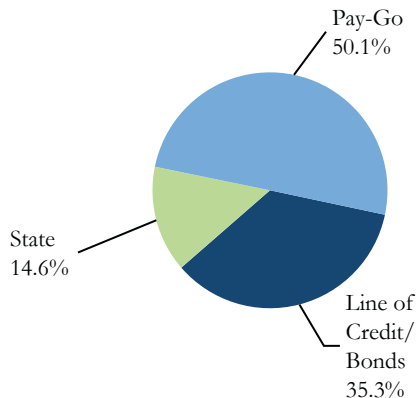
Sources of Funding

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
Capital Projects Fund										
Line of Credit	29,109,200	3,722,500	1,886,700	4,300,000	11,565,000	5,510,000	1,125,000	1,000,000	25,386,700	—
PAY-GO	2,680,000	—	2,680,000	—	—	—	—	—	2,680,000	—
State - DEQSLAF	2,560,000	—	780,000	780,000	1,000,000	—	—	—	2,560,000	—
Federal - VDOT	935,000	935,000	—	—	—	—	—	—	—	—
Total Capital Projects Fund	\$35,284,200	\$4,657,500	\$5,346,700	\$5,080,000	\$12,565,000	\$5,510,000	\$1,125,000	\$1,000,000	\$30,626,700	\$—
Total Sources	\$35,284,200	\$4,657,500	\$5,346,700	\$5,080,000	\$12,565,000	\$5,510,000	\$1,125,000	\$1,000,000	\$30,626,700	\$—

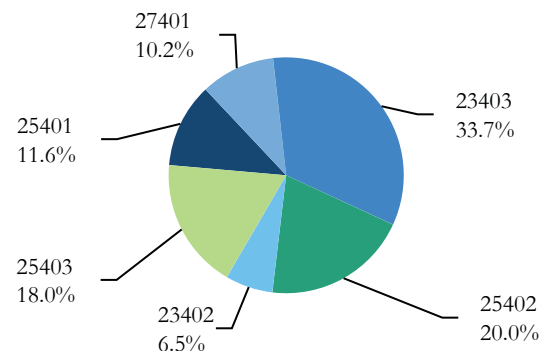
Uses by Project

Projects	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Chesapeake Bay TMDL Phase III (25401)	5,295,000	—	620,000	625,000	2,025,000	2,020,000	5,000	—	5,295,000	—
Floodplain Study and Resiliency Planning (25402)	2,160,000	—	1,070,000	1,070,000	20,000	—	—	—	2,160,000	—
Lawson Road Pedestrian Crossing of Tuscarora Creek (27401)	2,609,200	2,047,500	546,700	15,000	—	—	—	—	561,700	—
Miscellaneous Storm Drainage System Analysis & Repair (23403)	7,430,000	630,000	1,800,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	6,800,000	—
Town Branch Stream Channel Improvements at Mosby Drive - Catocin Circle to Morven Park Road (23402)	7,360,000	1,980,000	350,000	360,000	4,510,000	150,000	10,000	—	5,380,000	—
Tuscarora Creek Stream Restoration at Crescent Parke (26401)	2,070,000	—	—	980,000	980,000	110,000	—	—	2,070,000	—
Tuscarora Creek Stream Restoration - Utilities Maintenance Building to Town Shop (25403)	8,360,000	—	960,000	1,030,000	4,030,000	2,230,000	110,000	—	8,360,000	—
Total Uses	\$35,284,200	\$4,657,500	\$5,346,700	\$5,080,000	\$12,565,000	\$5,510,000	\$1,125,000	\$1,000,000	\$30,626,700	\$—

Sources by Type (2025)



Uses by Project (2025)



TITLE: Chesapeake Bay TMDL Phase III (25401)

STATUS: New

LOCATION: Townwide

PROGRAM DESCRIPTION: Chesapeake Bay Total Maximum Daily Load (TMDL) pollution requirement reductions, phase 3. This project is in accordance with the Town's Municipal Separate Storm Sewer System (MS-4) permit for the period 2023 - 2028. The project will include retrofit to existing stormwater management ponds/facilities. The Town will apply for grant funding from the Stormwater Local Assistance Fund (SLAF), which could cover up to half of the construction costs.

OPERATING IMPACT: Maintenance will be increased to ensure reductions in phosphorus, nitrogen, and sediment continue after construction.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 54.1 Protect the Town's Water Resources during development

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2024	Fall 2028



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	Year						Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	4,675,000	—	—	625,000	2,025,000	2,020,000	5,000	—	4,675,000	—
PAY-GO	620,000	—	620,000	—	—	—	—	—	620,000	—
State - DEQSLAF	—	—	—	—	—	—	—	—	—	—
Total Sources	\$5,295,000	\$—	\$620,000	\$625,000	\$2,025,000	\$2,020,000	\$5,000	\$—	\$5,295,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	Year						Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	95,000	—	20,000	25,000	25,000	20,000	5,000	—	95,000	—
Design/Engineering	700,000	—	600,000	100,000	—	—	—	—	700,000	—
Construction	4,500,000	—	—	500,000	2,000,000	2,000,000	—	—	4,500,000	—
Total Uses	\$5,295,000	\$—	\$620,000	\$625,000	\$2,025,000	\$2,020,000	\$5,000	\$—	\$5,295,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
General Maintenance	—	—	—	—	20,000	20,000
Total Impact	\$—	\$—	\$—	\$—	\$20,000	\$20,000

TITLE: Floodplain Study and Resiliency Planning (25402)

STATUS: New

LOCATION: Townwide

PROGRAM DESCRIPTION: This project is the first step in updating the 1990 Stormwater Master Plan and will focus on flooding issues in the Historic District and other areas of known flooding issues. Areas have been identified based on the age of existing infrastructure to provide a prioritized project list for future capital project consideration. The Town has applied for a grant from the Department of Conservation and Recreation. If awarded, the Town's portion of this project is estimated to be around \$600,000. Funding and schedule shown are contingent upon receipt of grant funding.

OPERATING IMPACT: Minimal

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 54.1 Protect the Town's Water Resources during development

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2025	Fall 2026



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	600,000	—	290,000	290,000	20,000	—	—	—	600,000	—
State - DEQSLAF	1,560,000	—	780,000	780,000	—	—	—	—	1,560,000	—
Total Sources	\$2,160,000	\$—	\$1,070,000	\$1,070,000	\$20,000	\$—	\$—	\$—	\$2,160,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	60,000	—	20,000	20,000	20,000	—	—	—	60,000	—
Design/Engineering	2,100,000	—	1,050,000	1,050,000	—	—	—	—	2,100,000	—
Total Uses	\$2,160,000	\$—	\$1,070,000	\$1,070,000	\$20,000	\$—	\$—	\$—	\$2,160,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Lawson Road Pedestrian Crossing of Tuscarora Creek (27401)

STATUS: Ongoing

LOCATION: Lawson Road (Beauregard Drive to W&OD Trail)

PROGRAM DESCRIPTION: Tuscarora Creek has significantly deteriorated the low water crossing between two cul-de-sacs on Lawson Road. A new stream crossing will provide bicycle and pedestrian access to the W&OD Trail from adjacent residential communities. Bank erosion approximately 200 feet upstream of the crossing will be stabilized to reduce further bank loss.

OPERATING IMPACT: Minor increased cost for maintenance of the crossing.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 3.1.2 Expand Access to the Town’s Most Important Resources; Strategy 4.2.2 - Improve Bicycle and Pedestrian Infrastructure; Strategy 5.6.1 Avoid, Minimize, and Mitigate Impacts to Natural Resources when Designing and Implementing Capital Projects and in Town Programs



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2021	Fall 2025

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	1,674,200	1,112,500	546,700	15,000	—	—	—	—	561,700	—
Federal - VDOT	935,000	935,000	—	—	—	—	—	—	—	—
Total Sources	\$2,609,200	\$2,047,500	\$546,700	\$15,000	\$—	\$—	\$—	\$—	\$561,700	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	140,000	80,000	45,000	15,000	—	—	—	—	60,000	—
Design/Engineering	529,200	529,200	—	—	—	—	—	—	—	—
Land	20,000	20,000	—	—	—	—	—	—	—	—
Utility Relocation	20,000	20,000	—	—	—	—	—	—	—	—
Construction	1,900,000	1,398,300	501,700	—	—	—	—	—	501,700	—
Total Uses	\$2,609,200	\$2,047,500	\$546,700	\$15,000	\$—	\$—	\$—	\$—	\$561,700	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
General Maintenance	—	—	2,000	2,100	2,200	2,300
Total Impact	\$—	\$—	\$2,000	\$2,100	\$2,200	\$2,300

TITLE: Miscellaneous Storm Drainage System Analysis & Repair (23403)

STATUS: Ongoing

LOCATION: Townwide

PROGRAM DESCRIPTION: This project provides for the evaluation, maintenance, and replacement of storm water assets.

OPERATING IMPACT: N/A

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 1.2.6 Ensure Adequate Community Facilities and Infrastructure; Strategy 5.4.1 Protect the Town’s Water Resources During Development

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Ongoing	Ongoing



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	Year						Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	6,680,000	630,000	1,050,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	6,050,000	—
PAY-GO	750,000	—	750,000	—	—	—	—	—	750,000	—
Total Sources	\$7,430,000	\$630,000	\$1,800,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$6,800,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	Year						Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	180,000	30,000	25,000	25,000	25,000	25,000	25,000	25,000	150,000	—
Design/Engineering	2,355,000	40,000	1,190,000	225,000	225,000	225,000	225,000	225,000	2,315,000	—
Facility Repair/Renovation	4,895,000	560,000	585,000	750,000	750,000	750,000	750,000	750,000	4,335,000	—
Total Uses	\$7,430,000	\$630,000	\$1,800,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$6,800,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Town Branch Stream Channel Improvements at Mosby Drive - Catoctin Circle to Morven Park Road (23402)

STATUS: Ongoing

LOCATION: Mosby Drive - Catoctin Circle to Morven Park Road

PROGRAM DESCRIPTION: This project provides for improvements to an existing stream channel that is experiencing significant erosion and is affecting adjoining properties. The erosion is causing a large sediment transport issue that is an area of concern for the Town's Chesapeake Bay Total Maximum Daily Load (TMDL) required reductions. In 2021 the Virginia Department of Environmental Quality (DEQ) awarded \$1,000,000 in Stormwater Local Assistance Funds (SLAF) for this project.

OPERATING IMPACT: Moderate impact due to ongoing maintenance requirements to receive TMDL credits.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 5.6.1 - Avoid, Minimize, and Mitigate Impacts to Natural Resources when Designing and Implementing Capital Projects

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2022	Spring 2029



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
Line of Credit	6,010,000	1,980,000	—	360,000	3,510,000	150,000	10,000	—	4,030,000	—
PAY-GO	350,000	—	350,000	—	—	—	—	—	350,000	—
State - DEQSLAF	1,000,000	—	—	—	1,000,000	—	—	—	1,000,000	—
Total Sources	\$7,360,000	\$1,980,000	\$350,000	\$360,000	\$4,510,000	\$150,000	\$10,000	\$—	\$5,380,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Project Management	260,000	120,000	30,000	40,000	30,000	30,000	10,000	—	140,000	—
Design/Engineering	920,000	480,000	320,000	—	—	120,000	—	—	440,000	—
Land	300,000	300,000	—	—	—	—	—	—	—	—
Utility Relocation	320,000	—	—	320,000	—	—	—	—	320,000	—
Construction	5,560,000	1,080,000	—	—	4,480,000	—	—	—	4,480,000	—
Total Uses	\$7,360,000	\$1,980,000	\$350,000	\$360,000	\$4,510,000	\$150,000	\$10,000	\$—	\$5,380,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
General Maintenance	—	—	15,000	15,000	15,000	15,000
Total Impact	\$—	\$—	\$15,000	\$15,000	\$15,000	\$15,000

TITLE: Tuscarora Creek Stream Restoration at Crescent Parke (26401)

STATUS: New

LOCATION: Tuscarora Creek at Crescent Parke

PROGRAM DESCRIPTION: This project is approximately 800 linear feet of stream restoration from the outfall of the Olde Izac Walton Pond upstream. The developer of Crescent Parke is performing the design work as part of their development project. The Town will apply for Stormwater Local Assistance Funding (SLAF) that could cover up to half of the construction costs.

OPERATING IMPACT: Maintenance will be required to maintain the stream to continue the efficiency of nitrogen, phosphorus and sediment reductions.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 54.1 Protect the Town's Water Resources during development

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Spring 2026	Winter 2027/2028



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	Year						Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	2,070,000	—	—	980,000	980,000	110,000	—	—	2,070,000	—
State - DEQSLAF	—	—	—	—	—	—	—	—	—	—
Total Sources	\$2,070,000	\$—	\$—	\$980,000	\$980,000	\$110,000	\$—	\$—	\$2,070,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	Year						Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	70,000	—	—	30,000	30,000	10,000	—	—	70,000	—
Design/Engineering	100,000	—	—	—	—	100,000	—	—	100,000	—
Construction	1,900,000	—	—	950,000	950,000	—	—	—	1,900,000	—
Total Uses	\$2,070,000	\$—	\$—	\$980,000	\$980,000	\$110,000	\$—	\$—	\$2,070,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
General Maintenance	—	—	—	10,000	10,000	10,000
Total Impact	\$—	\$—	\$—	\$10,000	\$10,000	\$10,000

TITLE: Tuscarora Creek Stream Restoration - Utilities Maintenance Building to Town Shop (25403)

STATUS: New

LOCATION: Tuscarora Creek from Utilities Maintenance Building to Town Shop

PROGRAM DESCRIPTION: This project is approximately 4,000 linear feet of stream restoration from the Utilities Maintenance Building to the Town Shop property. The intent of the project is to meet nitrogen, phosphorus, and sediment reductions in accordance with the Chesapeake Bay Total Maximum Daily Load (TMDL) reduction requirements and the Town's Municipal Separate Storm Sewer System (MS-4) permit. The Town will apply for Stormwater Local Assistance Funding that could cover up to half of the construction costs.

OPERATING IMPACT: Maintenance will be required to maintain the stream to continue the efficiency of nitrogen, phosphorus and sediment reductions.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 54.1 Protect the Town's Water Resources during development

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Spring 2025	Fall 2028



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	7,400,000	—	—	1,030,000	4,030,000	2,230,000	110,000	—	7,400,000	—
PAY-GO	960,000	—	960,000	—	—	—	—	—	960,000	—
State - DEQSLAF	—	—	—	—	—	—	—	—	—	—
Total Sources	\$8,360,000	\$—	\$960,000	\$1,030,000	\$4,030,000	\$2,230,000	\$110,000	\$—	\$8,360,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	120,000	—	20,000	30,000	30,000	30,000	10,000	—	120,000	—
Design/Engineering	1,040,000	—	940,000	—	—	—	100,000	—	1,040,000	—
Construction	7,200,000	—	—	1,000,000	4,000,000	2,200,000	—	—	7,200,000	—
Total Uses	\$8,360,000	\$—	\$960,000	\$1,030,000	\$4,030,000	\$2,230,000	\$110,000	\$—	\$8,360,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
Electricity	—	—	—	—	—	—
General Maintenance	—	—	—	—	—	10,000
Utilities	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$10,000

TITLE: Airport Air Traffic Control Tower (24002)

STATUS: Ongoing

LOCATION: Leesburg Executive Airport

PROGRAM DESCRIPTION: This project will construct a permanent air traffic control tower at the Leesburg Executive Airport. Construction of the tower is necessary for the provision of Air Traffic Control Services, which has been in place since 2018 through the Federal Aviation Administration's (FAA) remote tower program to control the nearly 80,000 annual take offs and landings at the airport. The remote tower program was discontinued by the FAA in June 2023. A temporary airport traffic control tower has been installed until the permanent tower construction is complete. The estimated completion schedule for the permanent tower is contingent on receiving funding from the Federal Aviation Administration (FAA) and the Virginia Department of Aviation (DOAV). The majority of the design and construction costs for the project, approximately 98%, are expected to be funded by the FAA and DOAV.



OPERATING IMPACT: Increased maintenance and utilities costs.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.3.4 - Continue Planning for the Future of the Leesburg Airport

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2024	Spring 2029

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	Year						Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	545,000	—	50,000	30,000	420,000	40,000	5,000	—	545,000	—
PAY-GO	270,000	270,000	—	—	—	—	—	—	—	—
State - DOAV	1,585,000	—	75,000	—	1,510,000	—	—	—	1,585,000	—
Federal - FAA	17,815,000	—	855,000	—	16,960,000	—	—	—	17,815,000	—
Total Sources	\$20,215,000	\$270,000	\$980,000	\$30,000	\$18,890,000	\$40,000	\$5,000	\$—	\$19,945,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	Year						Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	165,000	20,000	30,000	30,000	40,000	40,000	5,000	—	145,000	—
Design/Engineering	1,200,000	250,000	950,000	—	—	—	—	—	950,000	—
Construction	18,850,000	—	—	—	18,850,000	—	—	—	18,850,000	—
Total Uses	\$20,215,000	\$270,000	\$980,000	\$30,000	\$18,890,000	\$40,000	\$5,000	\$—	\$19,945,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Airport Apron Paving (23001)

STATUS: Ongoing

LOCATION: Leesburg Executive Airport

PROGRAM DESCRIPTION: This project is to mill and overlay existing aircraft apron area located south of the Terminal Building near the fixed base operator (FBO) Maintenance and Corporate Hangar. This approximately 46,000 square yard apron was identified in the 2015 Virginia Department of Aviation Pavement Management Update as currently having "fair" pavement condition, with a forecast of "poor" pavement condition prior to 2021. The apron provides tie-downs for based and transient aircraft, as well as taxi lanes for maneuvering aircraft to the hangar and terminal areas. The estimated completion schedule for this project is contingent on receiving the funding the Town plans to request from the Federal Aviation Administration and the Virginia Department of Aviation. This project is in accordance with the 2019 Airport Master Plan.

OPERATING IMPACT: Minimal - pavement maintenance.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.3.4 - Continue Planning for the Future of the Leesburg Airport
2019 Airport Master Plan Identifies the apron pavement as needing rehabilitation.

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2021	Fall 2025



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
Line of Credit	228,000	208,000	15,000	5,000	—	—	—	—	20,000	—
PAY-GO	243,000	243,000	—	—	—	—	—	—	—	—
State - DOAV	601,000	601,000	—	—	—	—	—	—	—	—
Federal - FAA	4,205,000	4,205,000	—	—	—	—	—	—	—	—
Total Sources	\$5,277,000	\$5,257,000	\$15,000	\$5,000	\$—	\$—	\$—	\$—	\$20,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Project Management	61,000.00	41,000.00	15,000	5,000.00	—	—	—	—	20,000	—
Design/Engineering	230,000	230,000	—	—	—	—	—	—	—	—
Construction	4,986,000	4,986,000	—	—	—	—	—	—	—	—
Total Uses	\$5,277,000	\$5,257,000	\$15,000	\$5,000	\$—	\$—	\$—	\$—	\$20,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Airport Apron Paving - South Hangars and North Terminal Hangars (29001)

STATUS: Ongoing

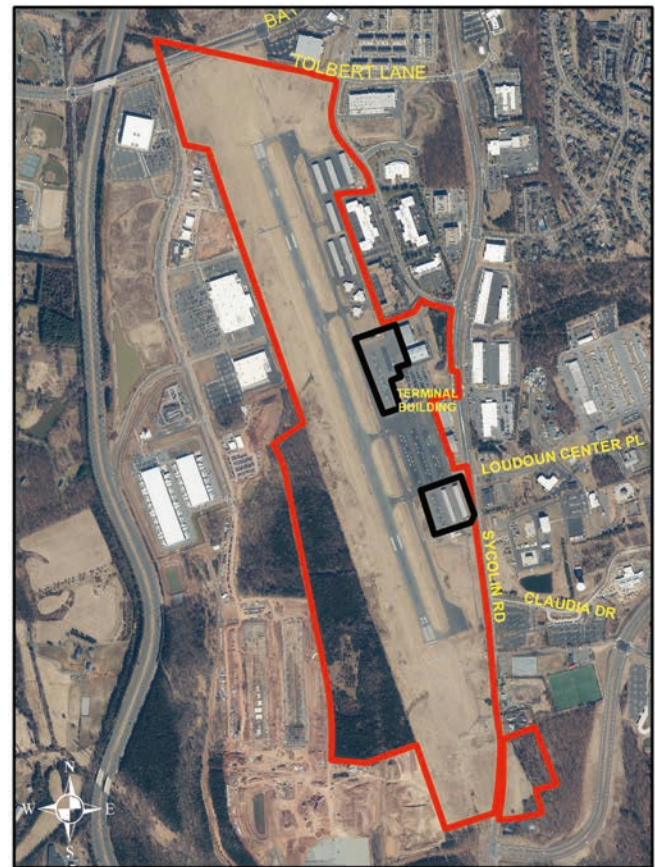
LOCATION: Leesburg Executive Airport

PROGRAM DESCRIPTION: This project is to rehabilitate the existing aircraft aprons located around the hangars to the south and the north of the Airport Terminal. These aprons are exhibiting cracking and stresses, and the latest Pavement Management Plan, prepared by the Virginia Department of Aviation in 2021 identifies a pavement condition of Fair to Poor and recommends paving soon. Since that report was issued, the Airport completed seal coating and plans to perform crack sealing which will extend the functional life of the apron to match the proposed paving schedule. Funding participation is anticipated from the Virginia Department of Aviation (DOAV) for this project and timing is contingent on receiving this funding.

OPERATING IMPACT: Minimal - pavement maintenance.

GOAL ADDRESSED: 2018 Airport Master Plan: Maintain and restore pavement condition as identified Virginia in the Department of Aviation (DOAV) Pavement management Report.

DOAV 2020 Pavement Management Update: The pavement condition for the hangars is forecasted to be below the acceptable score and is recommended for rehabilitation within 5 years.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2028	Fall 2030

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
Line of Credit	1,390,000	—	—	—	—	—	150,000	1,230,000	1,380,000	10,000
State - DOAV	5,270,000	—	—	—	—	—	470,000	4,800,000	5,270,000	—
Total Sources	\$6,660,000	\$—	\$—	\$—	\$—	\$—	\$620,000	\$6,030,000	\$6,650,000	\$10,000

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Project Management	70,000	—	—	—	—	—	30,000	30,000	60,000	10,000
Design/Engineering	590,000	—	—	—	—	—	590,000	—	590,000	—
Facility Repair/Renovation	6,000,000	—	—	—	—	—	—	6,000,000	6,000,000	—
Total Uses	\$6,660,000	\$—	\$—	\$—	\$—	\$—	\$620,000	\$6,030,000	\$6,650,000	\$10,000

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Airport FBO Hangar Purchase (22001)

STATUS: Ongoing

LOCATION: Leesburg Executive Airport

PROGRAM DESCRIPTION: This project is for the purchase of the fixed-base operator (FBO) hangars. Town acquisition of an existing commercial hangar complex would ensure critical aviation business services such as aircraft refueling, aircraft maintenance, and avionics repair remain available. These services are important to retain based aircraft tenants and to competitively attract new tenants and aviation businesses. The Town could directly encourage aviation business growth in the commercial facility while creating a new revenue stream. Currently, no Town rental revenue derives from the existing commercial hangar tenants.

OPERATING IMPACT: Increased building maintenance costs.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.3.4 - Continue Planning for the Future of the Leesburg Airport

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Spring 2028	Winter 2029/2030



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
Line of Credit	2,395,000	—	—	—	—	—	75,000	2,320,000	2,395,000	—
Total Sources	\$2,395,000	\$—	\$—	\$—	\$—	\$—	\$75,000	\$2,320,000	\$2,395,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Project Management	35,000	—	—	—	—	—	15,000	20,000	35,000	—
Land	2,360,000	—	—	—	—	—	60,000	2,300,000	2,360,000	—
Total Uses	\$2,395,000	\$—	\$—	\$—	\$—	\$—	\$75,000	\$2,320,000	\$2,395,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Airport Hangar Row Lane Security Fence Replacement (25002)

STATUS: New

LOCATION: Leesburg Executive Airport

PROGRAM DESCRIPTION: A 1,400-foot section of security fence in the hangar area of the airport near Hangar Row Lane is in poor shape and requires replacement to ensure continued security at the airport. Funding participation is anticipated from the Virginia Department of Aviation (DOAV) for this project.

OPERATING IMPACT: None.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.3.4 - Continue Planning for the Future of the Leesburg Airport Virginia Department of Aviation



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2024	Spring 2026

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	105,000	—	20,000	85,000	—	—	—	—	105,000	—
State - DOAV	380,000	—	60,000	320,000	—	—	—	—	380,000	—
Total Sources	\$485,000	\$—	\$80,000	\$405,000	\$—	\$—	\$—	\$—	\$485,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	10,000	—	5,000	5,000	—	—	—	—	10,000	—
Design/Engineering	75,000	—	75,000	—	—	—	—	—	75,000	—
Construction	400,000	—	—	400,000	—	—	—	—	400,000	—
Total Uses	\$485,000	\$—	\$80,000	\$405,000	\$—	\$—	\$—	\$—	\$485,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Airport Parallel Taxiway Relocation (23002)

STATUS: Ongoing

LOCATION: Leesburg Executive Airport

PROGRAM DESCRIPTION: This project is for the relocation and reconstruction of the existing parallel taxiway farther from the runway in order to meet Federal Aviation Administration (FAA) standards. The project has been broken into two construction phases to facilitate funding opportunities. The estimated completion schedule for this project has been rescheduled based on a new CIP schedule from FAA and is contingent on receiving the funding from the FAA and the Virginia Department of Aviation (DOAV) for eligible portions of the project. This project is in accordance with the 2019 Airport Master Plan.

OPERATING IMPACT: None.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.3.4 – Continue Planning for the Future of the Leesburg Airport
 Leesburg Executive Airport Master Plan 2015 and 2018 Update: Recommended Development Phasing for Phase II (FY2024 to FY2030); Demolish Existing T-Hangar and three condo hangars; Construct new east parallel taxiway



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2024	Summer 2030

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
Line of Credit	455,000	—	11,000	40,000	31,000	168,000	180,000	25,000	455,000	—
State - DOAV	1,240,000	—	4,000	90,000	1,000	550,000	595,000	—	1,240,000	—
Federal - FAA	13,987,000	—	48,000	1,030,000	14,000	6,180,000	6,715,000	—	13,987,000	—
Total Sources	\$15,682,000	\$—	\$63,000	\$1,160,000	\$46,000	\$6,898,000	\$7,490,000	\$25,000	\$15,682,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Project Management	140,000	—	10,000	15,000	30,000	30,000	30,000	25,000	140,000	—
Design/Engineering	1,198,000	—	53,000	1,145,000	—	—	—	—	1,198,000	—
Construction	14,344,000	—	—	—	16,000	6,868,000	7,460,000	—	14,344,000	—
Total Uses	\$15,682,000	\$—	\$63,000	\$1,160,000	\$46,000	\$6,898,000	\$7,490,000	\$25,000	\$15,682,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Airport Runway Pavement Rehabilitation (23003)

STATUS: Ongoing

LOCATION: Leesburg Executive Airport

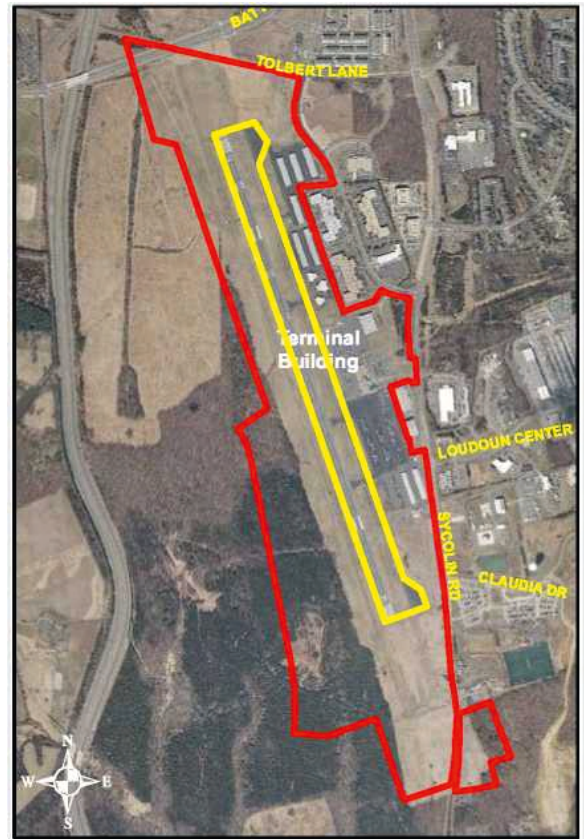
PROGRAM DESCRIPTION: Runway pavement condition is critical to the safe landing and takeoff for aircraft. The most recent pavement evaluation completed in 2015 recommended a combination of mill and overlay and surface treatment over the next five years in order to maintain and restore pavement condition. Survey and geotechnical work is required to identify the condition of the runway paving and the rehabilitation will likely include isolated repairs, milling, overlay, grooving and marking. Funding is anticipated from the Federal Aviation Administration (FAA) and the Virginia Department of Aviation (DOAV) for this project and is determining the schedule of the design and construction phases.

OPERATING IMPACT: None.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.3.4 - Continue Planning for the Future of the Leesburg Airport
Virginia Department of Aviation 2020 Pavement Management Update: The pavement condition for the runway is Fair and is recommended for rehabilitation in 2022

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2023	Fall 2027



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	Year						Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	111,000	13,000	15,000	58,000	25,000	—	—	—	98,000	—
PAY-GO	120,000	120,000	—	—	—	—	—	—	—	—
State - DOAV	646,000	2,000	50,400	593,600	—	—	—	—	644,000	—
Federal - FAA	7,283,000	20,000	584,600	6,678,400	—	—	—	—	7,263,000	—
Total Sources	\$8,160,000	\$155,000	\$650,000	\$7,330,000	\$25,000	\$—	\$—	\$—	\$8,005,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	Year						Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	62,000	7,000	15,000	15,000	25,000	—	—	—	55,000	—
Design/Engineering	783,000	148,000	635,000	—	—	—	—	—	635,000	—
Construction	7,315,000	—	—	7,315,000	—	—	—	—	7,315,000	—
Total Uses	\$8,160,000	\$155,000	\$650,000	\$7,330,000	\$25,000	\$—	\$—	\$—	\$8,005,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Airport South End Site Preparation (24001)

STATUS: Ongoing

LOCATION: Leesburg Executive Airport

PROGRAM DESCRIPTION: The southernmost portion of the airport is available for land lease for hangars to be built and operated by renters. This area has received unknown fill material and requires additional grading. The area does not have immediate interest from renters because of the unknowns surrounding the fill material and requires geotech analysis and grading to make this area more attractive and valuable for land lease. This project will include CATEX environmental study, geotechnical survey and the design and construction needed to complete the site preparation. Funding participation is anticipated from the Virginia Department of Aviation (DOAV) for this project. The schedule is contingent on award of this funding.

OPERATING IMPACT: None

GOAL ADDRESSED: Leesburg Legacy Town Plan (2022): Strategy 4.3.4 - Continue Planning for the Future of the Leesburg Airport



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2026	Winter 2031/2032

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
Line of Credit	1,100,000	—	—	—	30,000	125,000	30,000	5,000	190,000	910,000
State - DOAV	3,330,000	—	—	—	30,000	360,000	—	—	390,000	2,940,000
Total Sources	\$4,430,000	\$—	\$—	\$—	\$60,000	\$485,000	\$30,000	\$5,000	\$580,000	\$3,850,000

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Project Management	100,000	—	—	—	20,000	15,000	30,000	5,000	70,000	30,000
Design/Engineering	510,000	—	—	—	40,000	470,000	—	—	510,000	—
Construction	3,820,000	—	—	—	—	—	—	—	—	3,820,000
Total Uses	\$4,430,000	\$—	\$—	\$—	\$60,000	\$485,000	\$30,000	\$5,000	\$580,000	\$3,850,000

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Airport Terminal Parking Lot Expansion (26001)

STATUS: New

LOCATION: Leesburg Executive Airport

PROGRAM DESCRIPTION: Expand the Airport Terminal Parking Lot towards Sycolin Road. Introduction of new training schools has increased the parking lot demand necessitating additional parking space. The parking lot was originally designed with this expansion in mind. Timing for this project is dependent on receiving anticipated funding from the Virginia Department of Aviation (DOAV).

OPERATING IMPACT: Additional pavement maintenance cost for larger pavement area.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.3.4 - Continue Planning for the Future of the Leesburg Airport Virginia Department of Aviation 2020 Pavement Management Update: The pavement condition for the North Apron around Hangars A-D is in Poor, Very Poor or Serious condition and is recommended for rehabilitation by 2025

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2026	Fall 2027



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	Year						Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	420,000	—	—	55,000	360,000	5,000	—	—	420,000	—
State - DOAV	1,575,000	—	—	175,000	1,400,000	—	—	—	1,575,000	—
Total Sources	\$1,995,000	\$—	\$—	\$230,000	\$1,760,000	\$5,000	\$—	\$—	\$1,995,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	Year						Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	25,000	—	—	10,000	10,000	5,000	—	—	25,000	—
Design/Engineering	220,000	—	—	220,000	—	—	—	—	220,000	—
Construction	1,750,000	—	—	—	1,750,000	—	—	—	1,750,000	—
Total Uses	\$1,995,000	\$—	\$—	\$230,000	\$1,760,000	\$5,000	\$—	\$—	\$1,995,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
General Maintenance	—	—	—	2,000	2,000	2,000
Total Impact	\$—	\$—	\$—	\$2,000	\$2,000	\$2,000

TITLE: Airport West Side Land Development Phase I - Taxiway (25001)

STATUS: Ongoing

LOCATION: Leesburg Executive Airport

PROGRAM DESCRIPTION: Based on the forecasts of aviation demand, the airport will need to begin developing the west side of the Airport to accommodate the growth in based aircraft, which will require a multi-phase project. This first study work to develop a facilities layout and phasing for the overall project was completed in Fiscal Year 2024 and is in accordance with the 2019 Airport Master Plan. This remainder of activity for West Side Land Development Phase 1 will involve the design and construction of the first 2000' of Taxiway to the West Side, which is expected to be eligible for funding through the Federal Aviation Administration and the Virginia Department of Aviation. The timing for this project is dependent on the availability of this grant funding.

Future phase projects will be needed to complete the West Side Land Development; however, the first segment of taxiway is hoped to improve the possibility of private investment in this location.

OPERATING IMPACT: Increased airport operating costs for road maintenance.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022): Strategy 4.3.4 - Continue Planning for the Future of the Leesburg Airport
 Leesburg Executive Airport Master Plan 2015 and 2018 Update: Recommended Development Phasing for Phase III (FY2024 to FY2030)
 - Construct Partial west side parallel taxiway and connectors

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2023	TBD



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	476,000	80,000	—	—	8,000	28,000	20,000	60,000	116,000	280,000
State - DOAV	744,000	—	—	—	2,000	32,000	—	80,000	114,000	630,000
Federal - FAA	8,360,000	—	—	—	20,000	365,000	—	885,000	1,270,000	7,090,000
Total Sources	\$9,580,000	\$80,000	\$—	\$—	\$30,000	\$425,000	\$20,000	\$1,025,000	\$1,500,000	\$8,000,000

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	220,000	15,000	—	—	5,000	20,000	20,000	40,000	85,000	120,000
Design/Engineering	1,480,000	65,000	—	—	25,000	405,000	—	985,000	1,415,000	—
Land	7,880,000	—	—	—	—	—	—	—	—	7,880,000
Total Uses	\$9,580,000	\$80,000	\$—	\$—	\$30,000	\$425,000	\$20,000	\$1,025,000	\$1,500,000	\$8,000,000

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—



Utilities

As a result of the Fiscal Year 2025 - 2029 Utility Rate Study, a comprehensive needs assessment was conducted for the Town's utilities system. The total cost of Utilities Capital Improvements is \$14,512,500 in Fiscal Year 2025, which is funded through a combination of revenues from ratepayers, debt financing, and availability fees. For the Fiscal Year 2025, several projects have been consolidated into new larger projects. Water Pollution Control Facility (WPCF) Aeration Improvements, WPCF Backup Generator, and WPCF Chemical Building have been incorporated into WPCF Nutrient and Liquid Processing Improvements. The WPCF Odor Control and Biofilter Media Replacement project has been incorporated into the WPCF Solids Processing Improvements project.

Sources of Funding

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
GO Bonds	—	—	—	—	—	—	—	—	—	—
Line of Credit	141,954,356	30,029,356	7,725,000	1,500,000	7,500,000	11,650,000	12,200,000	13,650,000	54,225,000	57,700,000
PAY-GO	58,357,117	21,440,867	6,787,500	2,761,000	4,676,250	5,239,500	3,353,000	3,599,000	26,416,250	10,500,000
Availability Fees	—	—	—	—	—	—	—	—	—	—
Total Utilities Fund	\$200,311,473	\$51,470,223	\$14,512,500	\$4,261,000	\$12,176,250	\$16,889,500	\$15,553,000	\$17,249,000	\$80,641,250	\$68,200,000
Total Sources	\$200,311,473	\$51,470,223	\$14,512,500	\$4,261,000	\$12,176,250	\$16,889,500	\$15,553,000	\$17,249,000	\$80,641,250	\$68,200,000

Uses by Project

Projects	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Automated Water Meter Reading and Meter Technology System Upgrade (25501)	8,650,000	1,000,000	—	—	—	7,650,000	—	—	7,650,000	—
Enhanced Multi-Barrier Treatment Technology (22501)	2,683,850	2,683,850	—	—	—	—	—	—	—	—
Excavated Materials Holding and Drying Facility - Utilities Portion (23501)	821,500	821,500	—	—	—	—	—	—	—	—
Lower Sycolin Sanitary Sewer Pump Station Upgrade (22502)	955,000	555,000	—	—	400,000	—	—	—	400,000	—
Sanitary Sewer Pump Station Upgrades (20503)	12,405,045	6,855,045	—	—	—	—	200,000	1,650,000	1,850,000	3,700,000
Townwide Lead and Copper Rule Compliance (26501)	3,000,000	—	—	500,000	500,000	500,000	500,000	500,000	2,500,000	500,000
Townwide Sanitary Sewer Improvements and Repairs (20506)	6,008,961	3,508,961	—	500,000	—	500,000	—	500,000	1,500,000	1,000,000
Townwide Water Line Improvements and Repairs (20505)	18,673,397	10,673,397	—	1,000,000	—	1,000,000	1,000,000	1,000,000	4,000,000	4,000,000
Utility System Storage Facility (21501)	5,945,000	5,945,000	—	—	—	—	—	—	—	—
Water Pollution Control Facility Dryer Drum Replacement (25503)	1,600,000	1,600,000	—	—	—	—	—	—	—	—
Water Pollution Control Facility Nutrient & Liquid Processing Improvements (27503)	48,500,000	—	—	—	2,500,000	2,500,000	6,000,000	7,500,000	18,500,000	30,000,000
Water Pollution Control Facility Solids Processing Improvements (25502)	29,665,000	1,940,000	4,725,000	—	5,000,000	—	5,000,000	—	14,725,000	13,000,000
Water Pollution Control Facility Storage Tanks - Recoating & Rehabilitation (18002)	4,688,470	4,688,470	—	—	—	—	—	—	—	—
Water Storage Tank Recoating - Carr Tank I (27501)	1,250,000	300,000	950,000	—	—	—	—	—	950,000	—

TITLE: Automated Water Meter Reading and Meter Technology System Upgrade (25501)

STATUS: Ongoing

LOCATION: Townwide

PROGRAM DESCRIPTION: The multi-year project includes replacement and upgrade of water meters, meter transmitter units, and the automated water meter reading technology to ensure accuracy, reliability, and efficiency in the metering, billing processes, and customer service. The project includes water meters, hardware, software, and installation. After the upgrade, increased data will be available through enhancements to utility billing’s customer portal to improve leak detection, support water conservation and stewardship of water resources.

OPERATING IMPACT: Technology advancements that ensure metering and billing efficiency.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022) Goal 2.4.2 calls for proactively ensuring the water system continues to function efficiently. This project promotes long term financial stability with accurate and timely quarterly utility bills.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2026	Summer 2030

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	8,650,000	1,000,000	—	—	—	7,650,000	—	—	7,650,000	—
PAY-GO	—	—	—	—	—	—	—	—	—	—
Total Sources	\$8,650,000	\$1,000,000	\$—	\$—	\$—	\$7,650,000	\$—	\$—	\$7,650,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	200,000	50,000	—	—	—	150,000	—	—	150,000	—
Design/Engineering	950,000	950,000	—	—	—	—	—	—	—	—
Construction	7,500,000	—	—	—	—	7,500,000	—	—	7,500,000	—
Total Uses	\$8,650,000	\$1,000,000	\$—	\$—	\$—	\$7,650,000	\$—	\$—	\$7,650,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
General Maintenance	—	—	—	—	50,000	50,000
Total Impact	\$—	\$—	\$—	\$—	\$50,000	\$50,000

TITLE: Enhanced Multi-Barrier Treatment Technology (22501)

STATUS: Ongoing

LOCATION: Water Treatment Plant (WTP)

PROGRAM DESCRIPTION: The Town has completed monitoring of the Potomac River for compliance with Round 2 of the Environmental Protection Agency (EPA) Long Term 2 Enhanced Surface Water Treatment Rule (LT2ESWTR Round 2). The EPA created this rule to increase protection against microbial pathogens such as Cryptosporidium and Giardia in public water systems that use surface water sources. Recent monitoring of the Potomac River detected Cryptosporidium oocysts. The Town’s existing water treatment process removes these pathogens. This project addresses regulatory requirements that are associated with the presence of Cryptosporidium and adds an additional process to remove pathogens through a multi-barrier approach.

OPERATING IMPACT: Improved pathogen removal in the treatment process.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022) Goal 2.4.2 calls for proactively ensuring the water system continues to function efficiently. Development of additional treatment technology at the WTP will ensure compliance with future EPA rules.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Spring 2023	Winter 2024

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
Line of Credit	1,425,450	1,425,450	—	—	—	—	—	—	—	—
PAY-GO	1,258,400	1,258,400	—	—	—	—	—	—	—	—
Total Sources	\$2,683,850	\$2,683,850	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Project Management	25,850	25,850	—	—	—	—	—	—	—	—
Design/Engineering	479,000	479,000	—	—	—	—	—	—	—	—
Construction	2,179,000	2,179,000	—	—	—	—	—	—	—	—
Total Uses	\$2,683,850	\$2,683,850	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
General Maintenance	31,000	31,000	31,000	31,000	31,000	31,000
Total Impact	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000

TITLE: Excavated Materials Holding and Drying Facility - Utilities Portion (23501)

STATUS: Ongoing

LOCATION: Utilities Maintenance Facility

PROGRAM DESCRIPTION: This project includes design and construction of a materials disposal facility capable of storing 5,000 gallons of slurry from Town's vacuum excavations and street sweeping and will meet Department of Environmental Quality's (DEQ) storm water permitting requirements. The Public Works contribution for this shared project is funded through project number 23107.

OPERATING IMPACT: Additional costs for excavated materials holding and to maintain the drying facility.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022) Goal 2.4.2 calls for proactively ensuring the water and wastewater systems continue to function efficiently. This project will allow the Town to meet Virginia Department of Environmental Quality storm water regulations.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2022	Spring 2025

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	—	—	—	—	—	—	—	—	—	—
PAY-GO	821,500	821,500	—	—	—	—	—	—	—	—
Total Sources	\$821,500	\$821,500	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	10,000	10,000	—	—	—	—	—	—	—	—
Design/Engineering	47,500	47,500	—	—	—	—	—	—	—	—
Construction	764,000	764,000	—	—	—	—	—	—	—	—
Total Uses	\$821,500	\$821,500	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
General Maintenance	—	4,000	4,000	4,000	4,000	4,000
Total Impact	\$—	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000

TITLE: Lower Sycolin Sanitary Sewer Pump Station Upgrade (22502)

STATUS: Ongoing

LOCATION: 42399 Claudia Drive

PROGRAM DESCRIPTION: This project is for the refurbishment of three existing pumps at the Lower Sycolin pump station and purchase of a fourth additional pump for redundancy. The project will include evaluation and design of proper pump and impeller size to meet expected flow demand. This project will also include check valves, piping, and other improvements.

OPERATING IMPACT: Operational efficiency, reliability and redundancy.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022) Goal 2.4.2 calls for proactively ensuring the wastewater system continues to function efficiently. This project will ensure permit compliance and efficient pump station operations for sanitary sewer demands in the service area.

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2022	Summer 2027



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	—	—	—	—	—	—	—	—	—	—
PAY-GO	955,000	555,000	—	—	400,000	—	—	—	400,000	—
Total Sources	\$955,000	\$555,000	\$—	\$—	\$400,000	\$—	\$—	\$—	\$400,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	30,000	25,000	—	—	5,000	—	—	—	5,000	—
Design/Engineering	170,000	170,000	—	—	—	—	—	—	—	—
Construction	755,000	360,000	—	—	395,000	—	—	—	395,000	—
Total Uses	\$955,000	\$555,000	\$—	\$—	\$400,000	\$—	\$—	\$—	\$400,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
General Maintenance	—	—	—	2,000	2,000	2,000
Total Impact	\$—	\$—	\$0	\$2,000	\$2,000	\$2,000

TITLE: Sanitary Sewer Pump Station Upgrades (20503)

STATUS: Ongoing

LOCATION: Townwide

PROGRAM DESCRIPTION: This multi-year project will evaluate, design, install, and construct identified upgrades and refurbishments at various sanitary sewer pump stations. Most pump stations are approaching 20 years of age and pumps and controls are or have exceeded their useful lives. Submersible pumps will be installed where appropriate. Pump stations to be improved include Goose Creek, Ida Lee, Potomac, and Tuscarora.

OPERATING IMPACT: Reduced maintenance costs are anticipated with improvements.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022) Goal 2.4.2 calls for proactively ensuring the wastewater system continues to function efficiently. This project will ensure permit compliance and efficient sanitary pump station operations.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Spring 2020	Ongoing

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	10,282,770	4,732,770	—	—	—	—	200,000	1,650,000	1,850,000	3,700,000
PAY-GO	2,122,275	2,122,275	—	—	—	—	—	—	—	—
Total Sources	\$12,405,045	\$6,855,045	\$—	\$—	\$—	\$—	\$200,000	\$1,650,000	\$1,850,000	\$3,700,000

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	220,000	158,000	—	—	—	—	2,000	10,000	12,000	50,000
Design/Engineering	943,000	345,000	—	—	—	—	198,000	—	198,000	400,000
Construction	11,242,045	6,352,045	—	—	—	—	—	1,640,000	1,640,000	3,250,000
Total Uses	\$12,405,045	\$6,855,045	\$—	\$—	\$—	\$—	\$200,000	\$1,650,000	\$1,850,000	\$3,700,000

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
Electricity	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Townwide Lead and Copper Rule Compliance (26501)

STATUS: New

LOCATION: Townwide

PROGRAM DESCRIPTION: The project undertakes the identification and replacement of residential water service lines constructed of lead materials as required under the recently updated Environmental Protection Agency’s Lead and Copper Rule Revisions (EPA-LCRR) scheduled to take effect in the fall of 2024. Improving the town’s water infrastructure through the removal of lead service lines is vital to protecting public health and reducing exposure to lead. Lead service lines were outlawed as a construction material in the mid 1980’s. The town’s Utilities Department is currently working closely with our consultant to identify lead service lines throughout the Town, conduct sampling as necessary and coordinate replacement of lines identified as lead materials. This is a multi-year effort that will result in the eventual elimination of lead as a service line material.

OPERATING IMPACT: Proactively identifying and removing lead service lines in the town's distribution system will meet community and regulatory goals of reducing human exposure to lead through our environment.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022) Goal 2.4.2 calls for proactively ensuring the water system continues to function efficiently. This project improves the quality of water delivered to customers and meets current EPA regulatory requirements.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2023	Spring 2031

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025 - 2030							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030			
Line of Credit	—	—	—	—	—	—	—	—	—	—	—
PAY-GO	3,000,000	—	—	500,000	500,000	500,000	500,000	500,000	500,000	2,500,000	500,000
Total Sources	\$3,000,000	\$—	\$—	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000	\$500,000

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	2025 - 2030							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030			
Project Management	180,000	—	—	30,000	30,000	30,000	30,000	30,000	30,000	150,000	30,000
Design/Engineering	1,180,000	—	—	470,000	270,000	200,000	170,000	70,000	—	1,180,000	—
Construction	1,640,000	—	—	—	200,000	270,000	300,000	400,000	—	1,170,000	470,000
Total Uses	\$3,000,000	\$—	\$—	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000	\$500,000

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Townwide Sanitary Sewer Improvements and Repairs (20506)

STATUS: Ongoing

LOCATION: Townwide

PROGRAM DESCRIPTION: This project undertakes ongoing maintenance and replacement of deteriorated sanitary sewers, mitigates infiltration and inflow (I&I), and improves sanitary sewer associated with other capital projects. A table below provides a listing of the project categories, design, and/or construction costs and proposed scheduling.

OPERATING IMPACT: Maintenance costs will reduce due to sewer collection efficiency gains and structural improvements to sewer lines.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022) Goal 2.4.2 calls for proactively ensuring the wastewater system continues to function efficiently. This project includes replacement or relining of aging sanitary sewer mains and rehabilitation of sanitary sewer manholes.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Ongoing	Ongoing

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	3,815,805	1,315,805	—	500,000	—	500,000	—	500,000	1,500,000	1,000,000
PAY-GO	2,193,156	2,193,156	—	—	—	—	—	—	—	—
Total Sources	\$6,008,961	\$3,508,961	\$—	\$500,000	\$—	\$500,000	\$—	\$500,000	\$1,500,000	\$1,000,000

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	247,200	132,200	—	5,000	—	5,000	—	5,000	15,000	100,000
Design/Engineering	50,000	50,000	—	—	—	—	—	—	—	—
Construction	5,711,761	3,326,761	—	495,000	—	495,000	—	495,000	1,485,000	900,000
Total Uses	\$6,008,961	\$3,508,961	\$—	\$500,000	\$—	\$500,000	\$—	\$500,000	\$1,500,000	\$1,000,000

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
Electricity	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

Description	2025	2026	2027	2028	2029	2030
Sewer						
Project Management	\$—	\$5,000	\$—	\$5,000	\$—	\$5,000
Pipe Lateral Rehabilitation	—	—	—	—	—	—
Pipe Rehabilitation	—	445,000	—	350,000	—	445,000
Manhole Rehabilitation Lining	—	—	—	145,000	—	—
Sanitary Sewer Rehabilitation Coinciding with Public Works	—	50,000	—	—	—	50,000
Total Cost	\$—	\$500,000	\$—	\$500,000	\$—	\$500,000

TITLE: Townwide Water Line Improvements and Repairs (20505)

STATUS: Ongoing

LOCATION: Townwide

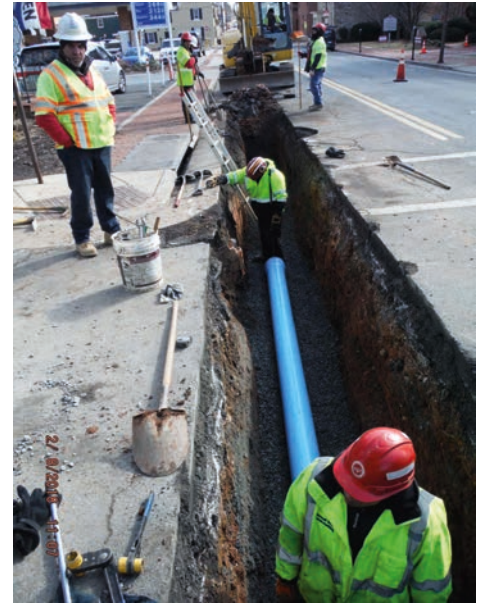
PROGRAM DESCRIPTION: This project undertakes ongoing replacement and upgrades to deteriorated water lines associated with water line capacity improvements and other capital projects. The table on the next page provides a listing of the project categories, design, and/or construction costs and proposed scheduling.

OPERATING IMPACT: Maintenance should be reduced due to the improved structural integrity of the water lines. New water line loops improve water flow rates and add to the reliability of the water distribution systems.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022) Goal 2.4.2 calls for proactively ensuring the water system continues to function efficiently. This project replaces and upgrades deteriorated water lines.

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Ongoing	Ongoing



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	15,964,846	7,964,846	—	1,000,000	—	1,000,000	1,000,000	1,000,000	4,000,000	4,000,000
PAY-GO	2,708,551	2,708,551	—	—	—	—	—	—	—	—
Total Sources	\$18,673,397	\$10,673,397	\$—	\$1,000,000	\$—	\$1,000,000	\$1,000,000	\$1,000,000	\$4,000,000	\$4,000,000

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	833,300	433,300	—	50,000	—	50,000	50,000	50,000	200,000	200,000
Design/Engineering	2,043,300	818,300	—	118,750	—	118,750	118,750	118,750	475,000	750,000
Construction	15,796,797	9,421,797	—	831,250	—	831,250	831,250	831,250	3,325,000	3,050,000
Total Uses	\$18,673,397	\$10,673,397	\$—	\$1,000,000	\$—	\$1,000,000	\$1,000,000	\$1,000,000	\$4,000,000	\$4,000,000

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

Description	2025	2026	2027	2028	2029	2030
Water						
Project Management	\$—	\$50,000	\$—	\$50,000	\$50,000	\$50,000
Design/Engineering	—	118,750	—	118,750	118,750	118,750
Waterline Rehabilitation and Repair	—	631,250	—	731,250	631,250	731,250
Waterline Rehabilitation Coinciding with Public Works	—	200,000	—	100,000	200,000	100,000
Total Cost	\$—	\$1,000,000	\$—	\$1,000,000	\$1,000,000	\$1,000,000

TITLE: Utility System Storage Facility (21501)

STATUS: Ongoing

LOCATION: Utilities Maintenance Facility

PROGRAM DESCRIPTION: This project includes design and construction of an equipment storage facility to protect and extend the useful life of materials and equipment currently stored outdoors, exposed to extreme weather conditions. Facility design will include electric vehicle (EV) charging stations.

OPERATING IMPACT: Additional costs to operate and maintain the building. Savings due to extending the useful life of equipment.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022) Goal 2.4.2 calls for proactively ensuring the water and wastewater systems continue to function efficiently. This project will improve operating efficiency by protecting and maintaining equipment and supplies from the elements.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2021	Fall 2027

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	5,824,386	5,824,386	—	—	—	—	—	—	—	—
PAY-GO	120,614	120,614	—	—	—	—	—	—	—	—
Total Sources	\$5,945,000	\$5,945,000	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	31,500	31,500	—	—	—	—	—	—	—	—
Design/Engineering	503,580	503,580	—	—	—	—	—	—	—	—
Construction	5,409,920	5,409,920	—	—	—	—	—	—	—	—
Total Uses	\$5,945,000	\$5,945,000	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
General Maintenance	20,000	20,000	20,000	20,000	20,000	20,000
Total Impact	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000

TITLE: Water Pollution Control Facility Dryer Drum Replacement (25503)

STATUS: Ongoing

LOCATION: Water Pollution Control Facility (WPCF)

PROGRAM DESCRIPTION: This project is for the replacement of a 20-year-old dryer drum and its associated handling equipment to ensure continued treatment operations and gain efficiency in the biosolids drying process. Replacement of this equipment will ensure the Town's ongoing compliance with regulatory permitting requirements.

OPERATING IMPACT: Operational efficiency, safety, and reliability improvements.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022) Goal 2.4.2 calls for proactively ensuring the water and wastewater systems continue to function efficiently. Replacement of the dryer drum will gain efficiency in the biosolids drying process and ensure compliance with regulatory permits.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Spring 2023	Fall 2025

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
Line of Credit	—	—	—	—	—	—	—	—	—	—
PAY-GO	1,600,000	1,600,000	—	—	—	—	—	—	—	—
Total Sources	\$1,600,000	\$1,600,000	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Project Management	15,000	15,000	—	—	—	—	—	—	—	—
Design/Engineering	160,000	160,000	—	—	—	—	—	—	—	—
Construction	1,425,000	1,425,000	—	—	—	—	—	—	—	—
Total Uses	\$1,600,000	\$1,600,000	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Water Pollution Control Facility Nutrient & Liquid Processing Improvements (27503)

STATUS: New

LOCATION: Water Pollution Control Facility (WPCF)

PROGRAM DESCRIPTION: The Town’s discharge permit for the WPCF includes both concentration and waste load allocation limits for nitrogen. When the average flow to the WPCF exceeds 5 million gallons per day, the waste load allocation limit will govern the permit requirements related to nitrogen. To meet the waste load allocation requirement in the discharge permit, the WPCF will need to modify the existing facilities and (likely) construct new facilities. The required work at the WPCF will be included in a preliminary engineering report, which will be completed in CY 2024. The following projects are going to be consolidated into this larger phased project: Water Pollution Control Facility Aeration Improvements (29503); Water Pollution Control Facility Backup Generator (24501); and Water Pollution Control Facility Chemical Building Addition (24502).

OPERATING IMPACT: Operational maintenance and regulatory compliance.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022) Goal 2.4.2 calls for proactively ensuring the wastewater system continues to function efficiently.

Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2026	Fall 2034



Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
Line of Credit	48,500,000	—	—	—	2,500,000	2,500,000	6,000,000	7,500,000	18,500,000	30,000,000
PAY-GO	—	—	—	—	—	—	—	—	—	—
Total Sources	\$48,500,000	\$—	\$—	\$—	\$2,500,000	\$2,500,000	\$6,000,000	\$7,500,000	\$18,500,000	\$30,000,000

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Project Management	1,000,000	—	—	—	200,000	200,000	200,000	200,000	800,000	200,000
Design/Engineering	5,600,000	—	—	—	2,300,000	2,300,000	1,000,000	—	5,600,000	—
Construction	41,900,000	—	—	—	—	—	4,800,000	7,300,000	12,100,000	29,800,000
Total Uses	\$48,500,000	\$—	\$—	\$—	\$2,500,000	\$2,500,000	\$6,000,000	\$7,500,000	\$18,500,000	\$30,000,000

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Water Pollution Control Facility Solids Processing Improvements (25502)

STATUS: Ongoing

LOCATION: Water Pollution Control Facility (WPCF)

PROGRAM DESCRIPTION: During the last two decades the solids treatment process has remained relatively unchanged. However, water usage has been declining due to conservation and low-flow fixtures which causes an increase in solids concentrations of sanitary sewer flow. The Town’s solids processing facilities have been impacted and a biosolids capacity analysis is underway to evaluate current system treatment capacities. The study will recommend near- and long-term process expansions and technology upgrades. This multi-year project includes engineering design and construction for replacement or upgrade of existing infrastructure (four anaerobic digester domes - two constructed in 1970, one in 1987, and one in 1994), solids capacities expansions, odor control, electrical substation B upgrades, and other treatment technology enhancements identified to ensure regulatory requirements are met. The Water Pollution Control Facility Odor Control & Biofilter Media Replacement (25504) and the remaining phases of the Water Pollution Control Facility Storage Tanks - Re-coating & Rehabilitation (18002) will be consolidated into this project.

OPERATING IMPACT: Operational efficiency and odor improvements.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022) Goal 2.4.2 calls for proactively ensuring the wastewater system continues to function efficiently.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2023	TBD

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	28,365,000	640,000	4,725,000	—	5,000,000	—	5,000,000	—	14,725,000	13,000,000
PAY-GO	1,300,000	1,300,000	—	—	—	—	—	—	—	—
Total Sources	29,665,000	1,940,000	4,725,000	—	5,000,000	—	5,000,000	—	14,725,000	13,000,000

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	550,000	50,000	100,000	—	100,000	—	100,000	—	300,000	200,000
Design/Engineering	3,590,000	1,090,000	2,500,000	—	—	—	—	—	2,500,000	—
Construction	25,525,000	800,000	2,125,000	—	4,900,000	—	4,900,000	—	11,925,000	12,800,000
Total Uses	\$29,665,000	\$1,940,000	\$4,725,000	\$—	\$5,000,000	\$—	\$5,000,000	\$—	\$14,725,000	\$13,000,000

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Water Pollution Control Facility Storage Tanks - Re-coating & Rehabilitation (18002)

STATUS: Ongoing

LOCATION: Water Pollution Control Facility (WPCF)

PROGRAM DESCRIPTION: Rehabilitation projects will be based on inspections of water pollution control treatment and process storage tanks. Potential facilities and scope of work include re-coating and rehabilitating six reactors, four secondary clarifiers, three primary clarifiers, and two gravity thickeners at the Water Pollution Control Facility. NOTE - completing current phase and remaining tanks and structures will be consolidated into 25502

OPERATING IMPACT: Operational Maintenance.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022) Goal 2.4.2 calls for proactively ensuring the wastewater system continues to function efficiently. Recoating and rehabilitation of WPCF storage tanks ensure the system is efficient and effective.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Ongoing	Summer 2026

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
Line of Credit	1,482,945	1,482,945	—	—	—	—	—	—	—	—
PAY-GO	3,205,525	3,205,525	—	—	—	—	—	—	—	—
Total Sources	\$4,688,470	\$4,688,470	—	—	—	—	—	—	—	—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Project Management	141,900	141,900	—	—	—	—	—	—	—	—
Design/Engineering	270,000	270,000	—	—	—	—	—	—	—	—
Construction	4,276,570	4,276,570	—	—	—	—	—	—	—	—
Total Uses	\$4,688,470	\$4,688,470	—	—	—	—	—	—	—	—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Water Storage Tank Recoating - Carr Tank I (27501)

STATUS: Ongoing

LOCATION: Northwest corner of the Battlefield Parkway NE/ Fort Evans Road intersection

PROGRAM DESCRIPTION: Based on a March 2022 inspection, this project will recoat the Town's Carr I water storage tank and perform minor modifications to the interior draining system to enhance de-watering and cleaning activities. Carr Tank I was last painted in 2010 (interior and exterior).

OPERATING IMPACT: Operational maintenance and regulatory compliance.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022) Goal 2.4.2 calls for proactively ensuring the water system continues to function efficiently. This project helps to maintain the integrity of the water storage facilities as a critical component of overall water quality as outlined by the Virginia Department of Health.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2023	Fall 2025

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	—	—	—	—	—	—	—	—	—	—
PAY-GO	1,250,000	300,000	950,000	—	—	—	—	—	950,000	—
Total Sources	1,250,000	300,000	950,000	—	—	—	—	—	950,000	—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	55,000	5,000	50,000	—	—	—	—	—	50,000	—
Design/Engineering	295,000	295,000	—	—	—	—	—	—	—	—
Construction	900,000	—	900,000	—	—	—	—	—	900,000	—
Total Uses	\$1,250,000	\$300,000	\$950,000	\$—	\$—	\$—	\$—	\$—	\$950,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Water Storage Tank Recoating - Carr Tank II (25505)

STATUS: Ongoing

LOCATION: Northwest corner of the Battlefield Parkway NE/ Fort Evans Road intersection

PROGRAM DESCRIPTION: This project will inspect and recoat the Town's Carr II water storage tank and perform minor modifications to the interior draining system to enhance de-watering and cleaning activities. Carr Tank II was constructed in 2009.

OPERATING IMPACT: Operational maintenance and regulatory compliance.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022) Goal 2.4.2 calls for proactively ensuring the water system continues to function efficiently. This project helps to maintain the integrity of the water storage facilities as a critical component of overall water quality as outlined by the Virginia Department of Health



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2023	Fall 2026

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	—	—	—	—	—	—	—	—	—	—
PAY-GO	1,423,250	200,000	—	—	1,223,250	—	—	—	1,223,250	—
Total Sources	\$1,423,250	\$200,000	\$—	\$—	\$1,223,250	\$—	\$—	\$—	\$1,223,250	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	55,000	5,000	—	—	50,000	—	—	—	50,000	—
Design/Engineering	195,000	195,000	—	—	—	—	—	—	—	—
Construction	1,173,250	—	—	—	1,173,250	—	—	—	1,173,250	—
Total Uses	\$1,423,250	\$200,000	\$—	\$—	\$1,223,250	\$—	\$—	\$—	\$1,223,250	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Water Storage Tank Recoating at Hogback Tank (28501)

STATUS: Ongoing

LOCATION: Clagett Street

PROGRAM DESCRIPTION: This project will inspect and recoat the Town's Hogback water storage tank. Pending the outcome of an engineer's evaluation, structural repairs to the interior roof support of the tank may be necessary at this time as well. Hogback tank interior and exterior were last recoated in 2010.

OPERATING IMPACT: Operational maintenance and regulatory compliance

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022) Goal 2.4.2 calls for proactively ensuring the water system continues to function efficiently. This project helps to maintain the integrity of the water storage facilities as a critical component of overall water quality as outlined by the Virginia Department of Health.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2023	Fall 2027

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	—	—	—	—	—	—	—	—	—	—
PAY-GO	1,807,500	300,000	—	—	—	1,507,500	—	—	1,507,500	—
Total Sources	\$1,807,500	\$300,000	\$—	\$—	\$—	\$1,507,500	\$—	\$—	\$1,507,500	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	64,000	7,000	—	—	—	57,000	—	—	57,000	—
Design/Engineering	293,000	293,000	—	—	—	—	—	—	—	—
Construction	1,450,500	—	—	—	—	1,450,500	—	—	1,450,500	—
Total Uses	\$1,807,500	\$300,000	\$—	\$—	\$—	\$1,507,500	\$—	\$—	\$1,507,500	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Water Storage Tank Recoating - Sycolin Zone Tank (27502)

STATUS: Ongoing

LOCATION: 16615 Courage Court

PROGRAM DESCRIPTION: Based on March 2022 inspection, this project will inspect and re-coat the interior and exterior of the Sycolin Road water storage tank. Sycolin Road tank was constructed in 2010.

OPERATING IMPACT: Operational maintenance and regulatory compliance

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022) Goal 2.4.2 calls for proactively ensuring the water system continues to function efficiently. This project helps to maintain the integrity of the water storage facilities as a critical component of overall water quality as outlined by the Virginia Department of Health.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Fall 2023	Fall 2025

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Funds Required
Line of Credit	—	—	—	—	—	—	—	—	—	—
PAY-GO	1,156,000	206,000	950,000	—	—	—	—	—	950,000	—
Total Sources	\$1,156,000	\$206,000	\$950,000	\$—	\$—	\$—	\$—	\$—	\$950,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24	2025	2026	2027	2028	2029	2030	Total 6 Yr CIP	Future Project Cost
Project Management	56,000	6,000	50,000	—	—	—	—	—	50,000	—
Design/Engineering	200,000	200,000	—	—	—	—	—	—	0	—
Construction	900,000	—	900,000	—	—	—	—	—	900,000	—
Total Uses	\$1,156,000	\$206,000	\$950,000	\$—	\$—	\$—	\$—	\$—	\$950,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Water Supply and Wastewater SCADA Systems Replacement (22504)

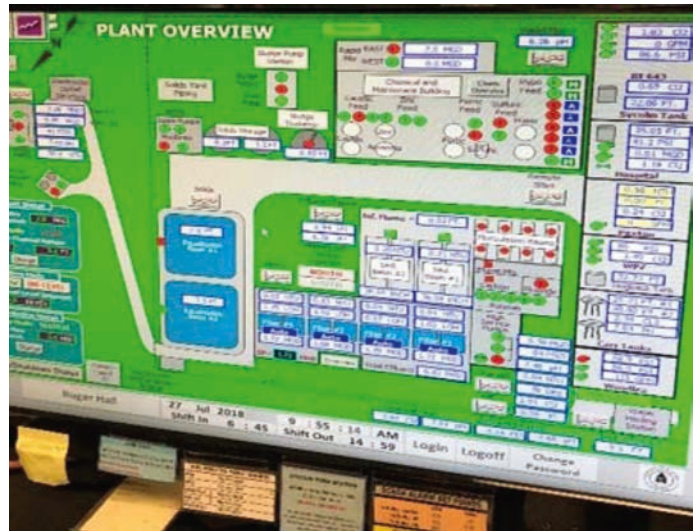
STATUS: Ongoing

LOCATION: Water Treatment and Water Pollution Control Facility and Remote Facilities

PROGRAM DESCRIPTION: The Supervisory Control and Data Acquisition (SCADA) of the Town's water supply and wastewater systems were originally designed and installed in 2002. SCADA systems provide means to control all plant and system processes. The project includes a detailed analysis of the existing system, framework development and implementation that ensures a successful conversion to the new resilient system. The project provides greater security and efficiency of the utility treatment plants' process control network.

OPERATING IMPACT: Operational efficiency, safety, reliability, and cyber security improvements.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022) Goal 2.4.2 calls for proactively ensuring the water system continues to function efficiently. This project improves the resilience of the water supply and wastewater process control networks.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2022	Winter 2026

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	3,408,787	3,408,787	—	—	—	—	—	—	—	—
PAY-GO	708,713	708,713	—	—	—	—	—	—	—	—
Total Sources	\$4,117,500	\$4,117,500	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	58,000	58,000	—	—	—	—	—	—	—	—
Design/Engineering	952,300	952,300	—	—	—	—	—	—	—	—
Construction	3,107,200	3,107,200	—	—	—	—	—	—	—	—
Total Uses	\$4,117,500	\$4,117,500	\$—	\$—	\$—	\$—	\$—	\$—	\$—	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
General Maintenance	—	10,000	10,000	10,000	10,000	10,000
Total Impact	\$—	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000

TITLE: Water Treatment Plant Electrical Upgrades (23506)

STATUS: Ongoing

LOCATION: Water Treatment Plant (WTP)

PROGRAM DESCRIPTION: Evaluate and replace an existing main electrical switch gear and motor control centers (MCC) installed in 1980 to improve the power feed for the water treatment plant. Replace ancillary breakers that feed critical plant operation equipment. Upgrade electrical equipment to meet technology demands.

OPERATING IMPACT: This project increases drinking water delivery reliability.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022) Goal 2.4.2 calls for proactively ensuring the water and wastewater systems continue to function efficiently. This project helps to maintain the plant operation reliability.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2022	Summer 2026

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	4,858,211	1,858,211	3,000,000	—	—	—	—	—	3,000,000	—
PAY-GO	141,789	141,789	—	—	—	—	—	—	—	—
Total Sources	\$5,000,000	\$2,000,000	\$3,000,000	\$—	\$—	\$—	\$—	\$—	\$3,000,000	\$—

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	40,000	10,000	30,000	—	—	—	—	—	30,000	—
Design/Engineering	200,000	200,000	—	—	—	—	—	—	—	—
Construction	4,760,000	1,790,000	2,970,000	—	—	—	—	—	2,970,000	—
Total Uses	\$5,000,000	\$2,000,000	\$3,000,000	\$—	\$—	\$—	\$—	\$—	\$3,000,000	\$—

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Water Treatment Plant Gravity Thickener Replacement (29504)

STATUS: Ongoing

LOCATION: Water Treatment Plant (WTP)

PROGRAM DESCRIPTION: Replacement of the 20 year old sludge thickener tank mechanism to ensure continued operation of the facilities residuals handling process. This equipment operates in a harsh environment where corrosion and mechanical stress negatively impacts asset life.

OPERATING IMPACT: Maintain operational continuity of the water treatment facility to meet water demands now and in the future.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022) Goal 2.4.2 calls for proactively ensuring the water system continues to function efficiently. This project helps to maintain the integrity of the water storage facilities as a critical component of overall water quality as outlined by the Virginia Department of Health.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2028	Winter 2030

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
GO Bonds	—	—	—	—	—	—	—	—	—	—
PAY-GO	1,060,000	—	—	—	—	—	—	310,000	750,000	1,060,000
Total Sources	\$1,060,000	\$—	\$—	\$—	\$—	\$—	\$—	\$310,000	\$750,000	\$1,060,000

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	105,000	—	—	—	—	—	—	30,000	75,000	105,000
Design/Engineering	280,000	—	—	—	—	—	—	280,000	—	280,000
Construction	675,000	—	—	—	—	—	—	—	675,000	675,000
Total Uses	\$1,060,000	\$—	\$—	\$—	\$—	\$—	\$—	\$310,000	\$750,000	\$1,060,000

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Water Treatment Plant Sludge Disposal Improvements (23505)

STATUS: Ongoing

LOCATION: Water Treatment Plant (WTP)

PROGRAM DESCRIPTION: This project replaces 18 year old equipment with an efficient solution for accumulating, mixing and removing Water Treatment Plant (WTP) sludge. The current process of mixing, storing and maintaining WTP sludge is inefficient due to excess energy consumption and manual labor. The improvement will evaluate, design and install modernized equipment to save labor and energy expenses.

OPERATING IMPACT: Operational maintenance, improvement to process, regulatory compliance, and reduced energy costs.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022) Goal 2.4.2 calls for proactively ensuring the water and wastewater systems continue to function efficiently. This project helps ensure efficient sludge handling and removal.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Summer 2022	TBD

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	9,376,156	376,156	—	—	—	—	—	3,000,000	3,000,000	6,000,000
PAY-GO	63,844	63,844	—	—	—	—	—	—	—	—
Total Sources	\$9,440,000	\$440,000	\$—	\$—	\$—	\$—	\$—	\$3,000,000	\$3,000,000	\$6,000,000

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Project Management	37,500	15,000	—	—	—	—	—	7,500	7,500	15,000
Design/Engineering	425,000	425,000	—	—	—	—	—	—	—	—
Construction	8,977,500	—	—	—	—	—	—	2,992,500	2,992,500	5,985,000
Total Uses	\$9,440,000	\$440,000	\$—	\$—	\$—	\$—	\$—	\$3,000,000	\$3,000,000	\$6,000,000

Operating Impact

Operating/Maintenance	2025	2026	2027	2028	2029	2030
N/A	—	—	—	—	—	—
Total Impact	\$—	\$—	\$—	\$—	\$—	\$—

TITLE: Utilities Repair, Replacement, and Rehabilitation (3-R)

STATUS: Ongoing

LOCATION: Townwide

PROGRAM DESCRIPTION: The Department of Utilities' Repair, Replacement, and Rehabilitation (3-R) Program is a capital renewal program for water and wastewater facilities and assets. The program addresses the needs of the expanding and aging utility systems including vehicles, construction equipment, facilities, treatment plant pumps, piping, and process components. While performing routine and preventative maintenance activities, assets are evaluated including condition assessment to determine the useful life and potential repair, replacement, or rehabilitation.

OPERATING IMPACT: Operational efficiencies, regulatory compliance, safety, security, and improvements to processes.

GOAL ADDRESSED: Legacy Leesburg Town Plan (2022) Goal 2.4.2 calls for proactively ensuring water and wastewater systems continue to function efficiently.



Significant Dates

PROJECT START	ESTIMATED COMPLETION
Ongoing	Ongoing

Funding Sources

Sources	Total Required Project Funding	Approp. Through 6/30/24							Total 6 Yr CIP	Future Funds Required
			2025	2026	2027	2028	2029	2030		
Line of Credit	—	—	—	—	—	—	—	—	—	—
PAY-GO	31,461,000	3,635,500	4,887,500	2,261,000	2,553,000	3,232,000	2,543,000	2,349,000	17,825,500	10,000,000
Total Sources	\$31,461,000	\$ 3,635,500	\$ 4,887,500	\$ 2,261,000	\$ 2,553,000	\$ 3,232,000	\$ 2,543,000	\$ 2,349,000	\$17,825,500	\$10,000,000

Planned Uses

Uses	Total Project Cost	Approp. Through 6/30/24							Total 6 Yr CIP	Future Project Cost
			2025	2026	2027	2028	2029	2030		
Building Improvements	2,725,000	750,000	—	250,000	200,000	200,000	325,000	—	975,000	1,000,000
Computer Equipment	1,200,000	535,000	30,000	80,000	50,000	35,000	35,000	35,000	265,000	400,000
Computer Software	322,000	12,000	—	12,000	12,000	12,000	12,000	12,000	60,000	250,000
Construction Equipment	638,100	33,100	—	—	—	175,000	30,000	—	205,000	400,000
Electronic Equipment	1,420,000	520,000	—	300,000	—	—	—	—	300,000	600,000
Design/Engineering	—	—	—	—	—	—	—	—	—	—
Laboratory Equipment	442,400	28,400	10,000	—	8,000	70,000	26,000	—	114,000	300,000
Motor Vehicle Equipment	6,997,500	961,000	797,500	664,000	853,000	1,135,000	375,000	212,000	4,036,500	2,000,000
Power R&M Equipment	76,000	26,000	—	—	—	—	—	—	—	50,000
Office Furniture	75,000	25,000	—	—	—	—	—	—	—	50,000
Site Improvements	190,000	—	—	15,000	75,000	—	—	—	90,000	100,000
Utility Lines	—	—	—	—	—	—	—	—	—	—
Water Poll Cont Plant Equip	8,030,000	355,000	1,775,000	630,000	820,000	765,000	845,000	990,000	5,825,000	1,850,000
Water Treatment Plant Equip	9,345,000	390,000	2,275,000	310,000	535,000	840,000	895,000	1,100,000	5,955,000	3,000,000
Total Uses	\$31,461,000	\$ 3,635,500	\$ 4,887,500	\$ 2,261,000	\$ 2,553,000	\$ 3,232,000	\$ 2,543,000	\$ 2,349,000	\$17,825,500	\$10,000,000

(Appropriated Through 6/30/24 represents only Fiscal Year 2024 appropriations)

Future Projects

Priority Future Capital Projects

The following list of priority future projects are for Town Council consideration based upon available funding and priorities. Each project includes a brief summary, estimated cost, and project status. The costs are only estimates and are subject to change based upon modifications in project scope, economic conditions, and timing. The projects are listed in alphabetical order, not in any particular order of significance.

Project Name	Project Summary	Estimated Cost	Status
GENERAL GOVERNMENT			
Liberty Lot Resurfacing, Access, & Lighting Improvements	The Liberty lot rehabilitation project is intended to mill and resurface the existing parking lot, install upgraded/updated lighting fixtures and address access issues to and from South Street. This project would be in lieu of the PPP development project moving forward.	\$1,500,000	Pending Council decision on the development project.
PARKS & RECREATION			
AV Symington Aquatic Center Water Play Area (21201)	Development of a spray ground feature at the AV Symington Aquatic Center. This amenity was in the outdoor pool master plan and the plumbing work for this feature was included with the original construction. Design for this amenity will be minimal to include the existing plumbing for tie in of the actual amenity.	\$630,000	TBD
Parks & Recreation Maintenance Facility (27201)	Renovation of office space for Town Parks and Recreation staff at the Ida Lee Recreation Complex	\$3,210,000	TBD
STREETS & HIGHWAYS			
Battlefield Parkway Intersection with Solitude Court Left Turn Improvements	When Kincaid Boulevard is opened upon completion of Crosstrail Boulevard, additional traffic volumes are expected at the intersection of Battlefield Parkway with Kincaid Boulevard and Solitude Court. Left turns from Solitude Court to Battlefield Parkway are anticipated to be more difficult. Improvements to the intersection are being considered to mitigate these additional traffic volumes.	\$600,000	Awaiting funding.
Catoctin Circle/Edwards Ferry Road Intersection Improvements	Traffic studies have shown that improvements to traffic flow are warranted at this intersection. A Loudoun County proffer in connection with the courthouse expansion project will partially fund the intersection improvements. Final decisions regarding the need for and type of improvements required was delayed until completion of the Lowenbach Street improvement project (Project Number 05303). Implementation of this project will be based on an analysis of the impact of opening the neighborhood streets and the completion of the courthouse expansion.	\$1,000,000	Lowenbach subdivision improvements were completed in 2016. County Courthouse expansion is underway. Analysis of the intersection will be conducted.
Safety Improvements - Edwards Ferry Road and Plaza Street High Pedestrian Corridor	This project will address pedestrian safety, ADA improvements, and lighting on Edwards Ferry Road between Heritage Way and Plaza Street and on Plaza Street between Edwards Ferry Road and East Market Street.	TBD	Study funded in FY 2025
STORM DRAINAGE			
Chesapeake Bay TMDL Future Phases	Recently completed stormwater management pond retrofit projects and on-going stream restoration projects will meet the short-term Chesapeake Bay Total Maximum Discharge Load (TMDL) requirements established by EPA and the state. Additional improvement projects will be required to meet long-term goals.	\$1,500,000	Awaiting Funding.
Carrvale Park Outfall Improvements	Residents have voiced concerns about erosion of the Carrvale Park outfall channel where the channel is moving east towards the condominiums of Fox Chase. A study is currently underway	\$600,000	Awaiting funding.

Project Name	Project Summary	Estimated Cost	Status
AIRPORT			
Airport Runway 17 Approach Lights (ODALS) Upgrade (22002)	Currently the Runway 17 approach to the airport is equipped with a partial omnidirectional approach lighting system (ODALS). This project would add the last two lights to make it a fully implemented ODAL system. The funding for this project was moved to the future funding required in order to coincide with Airport RPZ Land Acquisition (25002) for the northern runway protection zone.	\$363,000	Pending land acquisition
Airport RPZ Land Acquisition (25002)	The 2019 Airport Master Plan has identified a need for the airport to acquire the land within the runway protection zone. For safety reasons, it is important that minimal development occur in the area. The land acquisition will provide land on which to update the Runway 17 Approach lighting system. Acquisition requires completion of an Environmental Assessment prior to negotiation and purchase. Funding anticipated from the Federal Aviation Administration (FAA) and the Virginia Department of Aviation (DOAV) for eligible portions of the project will be as reimbursement once other priority projects are done and might not be until 2030 or later.	\$3,265,000	Awaiting FAA support for funding
UTILITIES			
Chesapeake Bay Watershed Implementation Plan (WIP3)	In August 2019, the Virginia Department of Environmental Quality (DEQ) mandated stringent nitrogen and phosphorous removal limits. These limits are lower than currently permitted through the Town of Leesburg's current discharge permit. Treatment processes at the Water Pollution Control Facility may be evaluated and nutrient removal technology systems may be engineered and constructed by to meet DEQ's newly established minimum limits.	TBD	Awaiting funding.
Water Supply Emergency Interconnects (23504)	This project includes a second finished interconnect with Loudoun Water (LW) in the Sycolin Zone and a raw water connection with the Town's Water Treatment Plant (WTP) and LW's raw pumping station. The interconnect will include design and construction of water source and supply infrastructure for Town customers to establish system redundancy and emergency supply in the event of emergencies for Town rate payers. NOTE - funds were supposed to be moved from 20504 into this one. We are not doing this project now and moving the funds from 20504 to 23506	\$3,200,000	Need agreement with Loudoun Water.
Water Treatment Plant Coagulation Feed System Improvements	Replacement of the coagulant storage and feed equipment originally installed in 2006 with new tanks, metering pumps and control systems. This equipment operates in a harsh environment where corrosion and mechanical stress negatively impacts the life of the asset. Additionally, this equipment is critical to the treatment process. A potential design consideration of this replacement is the addition of a second type of coagulant to best meet source water conditions, potentially reduce operating costs, and provide enhanced operational resilience.	\$1,500,000	Awaiting funding.
Western Pressure Zone Pump Station Backup Generator	This project provides system redundancy by installing an emergency generator and other improvements to operate the pump station feeding the Western Pressure Zone during emergencies.	\$1,300,000	Awaiting funding.

Potential Future Capital Projects

The following list of potential future projects are for Town Council consideration based upon available funding and priorities. In some instances, additional research is required before a specific recommendation can be made. The projects are broken down by capital improvement category and include a brief project summary.

GENERAL GOVERNMENT

Project Name	Project Summary
ADA Improvements Townwide	After the Americans with Disability Act (ADA) Transition Plan Update is completed, priority projects required to bring the Town into compliance with ADA regulations will be added to the Capital Improvements Program.
Wayfinding Signs Replacement Project	The current signs are over 15 years old and are reaching the end of their useful life. This project would work to re-brand and replace the existing signs throughout Town.

PARKS & RECREATION

Project Name	Project Summary
Tuscarora Creek Trail Phase II	Trail from Brandon Park at Harrison Street to Davis Avenue and Olde Izaak Walton Park via the Tuscarora Creek stream valley. This 2,500 linear foot trail will provide access to Olde Izaak Walton Park and include a crossing of Tuscarora Creek. Should be timed with the Crescent Parke development.
Parks Storage Area	Existing storage area near the Ida Lee Park farmhouse and barn is losing its structural integrity.

STREETS & HIGHWAYS

Project Name	Project Summary
Ayr Street NW Sidewalk Improvements	The project consists of constructing approximately 530 linear feet of new sidewalk along one side of Ayr Street NW to provide continuous pedestrian access between Cornwall Street and West Market Street. The project will improve drainage and provide an uniform roadway section by providing curb and gutter on both sides of the street and extending the storm drainage system.
Davis Avenue Sidewalk	Both sides of Davis Avenue from South King Street to the Valley View Drive intersection.
Liberty Street Improvements (Loudoun Street to Liberty Parking Lot)	Upgrade this segment of Liberty Street to provide sidewalks and improve drainage. These improvements will enhance pedestrian access to the public parking lot. The improvements will consider converting Liberty Street to one-way.
Masons Lane Improvements	Improvements to Masons Lane to include curb, gutter and storm drainage as well as road reconstruction due to the poor roadway condition and the maintenance cost on an annual basis.
Monroe Street & Madison Court Improvements (25302)	Design and construction of improvements to approximately 850 linear feet of Monroe Street SE from South King Street to the cul-de-sac, and approximately 500 linear feet of Madison Court SE from Monroe Street to the cul-de-sac. The improvements will include new curb and gutter, storm drainage, on-street parking, and sidewalk on the south side of Monroe Street and the west side of Madison Court. The project will be timed to coincide with construction of the townhome section of Virginia Village.
North King Street at North Street Traffic Signal	Traffic signal at the intersection of North King Street and North Street.
Old Waterford Road Improvements (from Fairview Street to the Rust Library)	Provide curb, gutter, and missing sidewalk link on Old Waterford Road. The purpose of the project is to improve drainage and pedestrian accessibility.
Route 7 Bypass Widening - West Market Street to Dulles Greenway	VDOT / Loudoun County project to widen the Bypass to six lanes (three lanes in each direction). Project will include modifications to interchanges, modification or replacement of bridges as required, and installation of noise walls. Town will cooperate with VDOT and Loudoun County in completion of the improvements.
Royal Street Improvements East of Harrison Street	Sidewalk, parking and drainage improvements.
West Market Street/ Morven Park Road/ Loudoun Street Intersection Improvements	Intersection improvements to improve vehicular and pedestrian safety and traffic congestion. Study completed in March 2009 on potential design options.

STORM DRAINAGE

Project Name	Project Summary
1st, 2nd & Wirt Street SW	Storm drainage improvements including curb and gutter to alleviate flooding of yards and drainage problems along 1st Street west of South King Street, 2nd Street, and Wirt Street SW. Project improvements need to be sensitive to existing neighborhood character.
Dry Mill Road Sidewalk and Drainage Improvements (Catoctin Circle to W&OD Trail)	Sidewalk and drainage improvements from the W&OD Trail to Catoctin Circle.
Kincaid Forest Drainage Improvements	This is a section of the Kincaid Forest neighborhood that was designed to have an overland relief drainage swale constructed behind a section of townhomes. The drainage was constructed incorrectly in the years 1999 to 2000, and the incorrect grading has caused localized flooding behind townhomes along Spencer Terrace (101 to 115 Spencer Terrace).
Liberty Street SW Storm Drainage Improvements	Improvements to the existing storm sewer system on Liberty Street between West Market Street and Loudoun Street to correct drainage system deficiencies, sidewalks, curb, gutter and potential underground of overhead utilities.
Town Branch (Catoctin Circle to South King Street)	Improvements to Town Branch to mitigate erosion, stream degradation, and flooding. Study currently underway.
Tuscarora Creek Stream Restoration (downstream of the Leesburg Bypass to near Lawson Road)	Improvements to the Tuscarora Creek stream channel to mitigate erosion and stream degradation.

AIRPORT

Project Name	Project Summary
Runway 17 Extension	Extend the runway for approximately 500 linear feet to accommodate larger aircraft. Project is part of the Federal Aviation Administration and Town Master Plan for the airport. Significant funding to be provided by state and federal sources.

Capital Improvements Program (CIP) Supplemental Information

CIP Development

The CIP is developed by a process that identifies potential capital projects for a six-year period. A thorough review and analysis of the projects, related priorities, and the Town’s financial capabilities to fund projects is conducted. A schedule is prepared and approved by the Town Manager. The CIP is reviewed and recommended by the Planning Commission to the Town Council for evaluation and adoption. The CIP is updated annually prior to adoption of the budget.

Relationship to Town Plan

The CIP and Town Plan are integrally related and mutually supportive. Capital projects identified in the CIP are designed to support the goals and objectives of the Town Plan, which provides the framework related to the overall goals and objectives guiding and development in the Town. A copy of the Town Plan can be located [here](#).

Relationship to Debt Financing

The Town’s capital projects plan addresses the increasing demand for public facilities, water and sewer, and other infrastructure. Consistent with the Town’s fiscal policy and best practices in debt financing, bonds are periodically issued to support the development and construction of capital projects.

The Town issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds have been issued for both general government and proprietary activities. These bonds are reported in the proprietary fund (Utilities) if they are expected to be repaid from proprietary fund revenues. In addition, general obligation bonds have been issued to refund both general obligation and revenue bonds. General obligation bonds are direct obligations and pledge the full faith and credit of the Town. These bonds generally are issued as serial bonds with amounts of principal maturing each year.

The Town may also issue revenue bonds where income derived from the acquired or constructed assets is pledged to pay debt service. These bonds, when issued, are used primarily to finance improvements to the Town’s water and sewer systems.

Debt service is the Town’s first funding obligation. Bonds issued in a particular fiscal year require increased General Fund or Utilities Fund resources in the following year’s budget. For future funding of the CIP, the Town anticipates utilizing line of credit and issuing general obligation bonds in Fiscal Year 2025. It is the Town’s policy to limit debt financing to fund capital projects that have useful lives that will exceed the bond repayment period. The following chart depicts the key financial ratio targets of the Town for the six year planning period. The Town continues to meet and/or exceed the target ratios, maintaining compliance with its overall fiscal policy.

Fiscal Policy Compliance

	2025	2026	2027	2028	2029	2030
Unassigned Fund Balance as % of GF Exp. >= 20%	31.8%	25.4%	21.6%	20.0%	20.0%	20.0%
Debt Service of GF. Exp. <= 15%	12.7%	12.9%	12.5%	12.7%	14.6%	14.5%
Bond Debt to Assessed Value <= 2.5%	0.5%	0.7%	0.6%	0.5%	0.5%	0.4%

Other capital budgeting and debt policies are outlined below:

- The Town will make all capital improvements in accordance with the adopted Capital Improvements Program.
- The Town will develop a multi-year plan for capital improvements, which considers the Town’s development policies and links development proffers resulting from conditional zonings with the capital plan.
- The Town will coordinate development of the capital budget with development of the operating budget. Future operating costs associated with new capital projects will be projected and included in operating budget forecasts.
- The Town will make use of non-debt capital funding through the use of alternate sources, including proffers and pay-as-you-go financing. The goal is to finance at least 25% of the current portion of construction and acquisition costs of capital assets, improvements, and infrastructure through the use of non-debt sources.
- The Town will not fund non-capital operations from the proceeds of borrowed funds and will confine long-term borrowing and capital leases to capital improvements, projects, equipment, or related expenditures that cannot be financed from current financial resources.
- The Town will, when financing capital improvements or other projects or equipment by issuing bonds or entering into capital leases, repay the debt within a period not to exceed the expected useful life of the project or equipment. Debt related to equipment ancillary to a construction project may be amortized over a period less than that of the primary project.
- The Town is cognizant of its debt burden and will continue to offset its impact through rapid payback. An average payback of at least 60% in ten years will be maintained except for projects with a known revenue stream.
- The Town will annually calculate target debt ratios. The Town’s debt capacity shall be maintained within the following primary goals:
 - Debt service expenditures as a percentage of General Fund expenditures should not exceed 15%, excluding self-supporting Airport projects debt service.
 - Bonded debt of the Town shall not exceed 2.5% of the total assessed value of taxable real property in the Town.
- The Town will follow a policy of full disclosure in every annual financial report and financing official statement/offering document.
- The Town will maintain good communications about its financial condition with bond and credit rating institutions.



Supplemental Information



Tax Year 2024 Real Property Tax Ordinance

The Town of
Leesburg,
Virginia

PRESENTED: March 19, 2024

ORDINANCE NO. 2024-O-006

ADOPTED: March 19, 2024

AN ORDINANCE: SETTING THE REAL TAXABLE PROPERTY RATE AND THE TAX RATE FOR CERTAIN PERSONAL PROPERTY FOR TAX YEAR 2024, AMENDING APPENDIX B – FEE SCHEDULE

The Council of the Town of Leesburg in Virginia hereby ordains:

SECTION I. That the tax rate for real taxable property for tax year 2024 shall be set at:

1. Real estate; manufactured or mobile homes - \$0.1774 per \$100.00 of assessed value.
2. Real estate; tangible personal property for public service corporations (excluding aircraft and motor vehicles) - \$0.1774 per \$100.00 of assessed value.

SECTION II. Section 20-22. Annual levy and rate of taxes in Appendix B – Fee Schedule is hereby amended as follows:

(a) Real taxable property:

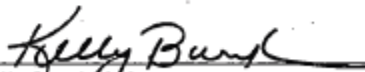
Classification of Property	Rate of Tax per \$100.00 of Assessed Value
Real estate; manufactured or mobile homes	<u>\$0.1774</u>
Real estate; tangible personal property for public service corporations (excluding aircraft and motor vehicles)	<u>\$0.1774</u>

SECTION III. All prior ordinances in conflict herewith are hereby repealed.

SECTION IV. Severability. If a court of competent jurisdiction declares any provision of this ordinance invalid, the decision shall not affect the validity of the ordinance as a whole or any remaining provisions of the Leesburg Town Code.

SECTION V. This ordinance shall be in effect upon its passage.

PASSED this 19th day of March 2024.


Kelly Burk Mayor
Town of Leesburg

ATTEST:


Clerk of Council

Tax Year 2024 Personal Property Tax Ordinance

The Town of
Leesburg,
Virginia

PRESENTED: February 27, 2024

ORDINANCE NO. 2024-O-004

ADOPTED: February 27, 2024

AN ORDINANCE: SETTING TAX RATES ON PERSONAL PROPERTY (SECTION 20-22), VEHICLE LICENSE FEE (SECTION 32-84), MOTOR VEHICLE TAX REDUCTION (SECTION 20-25), AND PERSONAL PROPERTY TAX RELIEF (SECTION 20-30) FOR TAX YEAR 2024, AND AMENDING APPENDIX B – FEE SCHEDULE

WHEREAS, on October 24, 2017, in Resolution No. 2017-158, the Town Council approved a Memorandum of Agreement (“MOA”) between the County of Loudoun (“County”), the Town of Leesburg (“Town”), and the Loudoun County Treasurer (“Treasurer”), to consolidate the billing and collecting of town and county taxes by the County on behalf of the Town; and

WHEREAS, pursuant to the terms of the MOA, the Town must adopt personal property tax rates to conform to the tax billing and collection schedule of the County; and

WHEREAS, the Council wishes to set the tax rates for personal property for tax year 2024; and

WHEREAS, the personal property tax relief for tax year 2024 and the levied vehicle license fee must be affirmed pursuant to the terms of the MOA; and

WHEREAS, § 58.1-3506.1 *et seq.* of the Code of Virginia, as amended, authorizes the Town to establish a different tax rate for one motor vehicle owned and used primarily by anyone at least 65 years of age or anyone found to be permanently and totally disabled; and

WHEREAS, as authorized by Virginia Code § 58.1-3506.1, section 20-25 of the Leesburg Town Code provides for such elderly and disabled tax relief and adopts the County ordinance governing such relief.

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AN ORDINANCE: SETTING TAX RATES ON PERSONAL PROPERTY (SECTION 20-22), VEHICLE LICENSE FEE (SECTION 32-84), MOTOR VEHICLE TAX REDUCTION (SECTION 20-25), AND PERSONAL PROPERTY TAX RELIEF (SECTION 20-30) FOR TAX YEAR 2024, AND AMENDING APPENDIX B – FEE SCHEDULE

THEREFORE, ORDAINED, by the Council of the Town of Leesburg in Virginia as follows:

SECTION I. The tax rate for personal taxable property for tax year 2023 shall be set at:

- (a) Aircraft - **\$0.001** per \$100.00 of assessed value.
- (b) Motor vehicles - **\$1.00** per \$100.00 of assessed value.
- (c) Motor vehicles of eligible elderly and disabled (Town Code Sec. 20-25) - **\$0.50** per \$100.00 of assessed value.
- (d) Tangible personal property (excluding public service corporations) - **\$1.00** per \$100.00 of assessed value.
- (e) Bank capital - **\$0.80** per \$100.00 of the net capital of banks located in the town.

SECTION II. The **personal property tax relief** rate for tax year 2024 under the provisions of the Virginia Personal Property Tax Relief Act (Virginia Code §§ 58.1-3523 *et seq.*) and Leesburg Town Code sec. 20-30, shall be thirty-four percent (34%), which shall be applied solely to that portion of the value of each qualifying vehicle that is not in excess of \$20,000. Appendix B-Fee Schedule (Section 20-30) is hereby amended to reflect such personal property tax relief rate of 34%.

SECTION III. The **vehicle license fee** for tax year 2024 shall remain unchanged at **\$25.00** per vehicle.

SECTION IV. All prior ordinances in conflict herewith are hereby repealed.

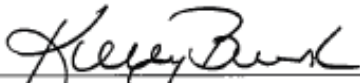
SECTION V. Severability. If a court of competent jurisdiction declares any provision of this ordinance invalid, the decision shall not affect the validity of the ordinance as a whole or any remaining provisions of the Leesburg Town Code.

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AN ORDINANCE: SETTING TAX RATES ON PERSONAL PROPERTY (SECTION 20-22), VEHICLE LICENSE FEE (SECTION 32-84), MOTOR VEHICLE TAX REDUCTION (SECTION 20-25), AND PERSONAL PROPERTY TAX RELIEF (SECTION 20-30) FOR TAX YEAR 2024, AND AMENDING APPENDIX B – FEE SCHEDULE

SECTION VI. This ordinance shall become effective upon adoption.

PASSED this 27th day of February 2024.



Kelly Burk, Mayor
Town of Leesburg

ATTEST:



Clerk of Council

 FY 2025-2030 Capital Improvements Program (CIP) Resolution

The Town of
Leesburg,
Virginia

PRESENTED: March 19, 2024

RESOLUTION NO. 2024-044

ADOPTED: March 19, 2024

A RESOLUTION: ADOPTION OF THE FISCAL YEAR 2025-2030 CAPITAL IMPROVEMENTS PROGRAM IN THE AMOUNT OF \$308,568,036.

WHEREAS, Section 15.2-2239 of the 1950 Code of Virginia, as amended, authorizes the preparation and annual review of a Capital Improvements Program; and

WHEREAS, the Town Manager submitted a preliminary Capital Improvements Program to the Planning Commission on January 18, 2024; and

WHEREAS, the Planning Commission held a duly advertised public hearing on February 15, 2024 on the proposed Capital Improvements Program and considered its consistency with the Legacy Leesburg Town Plan; and

WHEREAS, on February 15, 2024, the Planning Commission submitted to the Town Council and recommended approval of the proposed Capital Improvements Program as presented by Town staff with additional recommendations; and

WHEREAS, Town Council held a dedicated budget work session on February 26, 2024, on the proposed Capital Improvements Program; and

WHEREAS, Town Council held a duly advertised public hearing on March 12, 2024 on the proposed budget for Fiscal Year 2025 inclusive of the proposed Capital Improvements Program for Fiscal Years 2025-2030; and

WHEREAS, as set forth in the budget, the Town intends to finance certain Capital Projects through the incurrence of tax-exempt bonds or other obligations (collectively, the "Bonds"). The Town is authorized to pay the costs of such Capital Projects from available funds of the Town and reimburse the Town for such costs from the proceeds of one or more series of Bonds. The principal amount of the bonds is not expected to exceed the amounts set

-2-

A RESOLUTION: ADOPTION OF THE FISCAL YEAR 2025-2030 CAPITAL IMPROVEMENTS PROGRAM IN THE AMOUNT OF \$308,568,036 forth in the budget plus any amount necessary for closing costs. This resolution shall represent a declaration of "official intent" under Treasury Regulations § 1.150-2. On the date each expenditure is paid from available funds of the Town, it will be a capital expenditure (or would be with a proper election) under general federal income tax principles or will otherwise comply with the requirements of Treasury Regulations § 1.150-2(d)(3). The Town reasonably expects to reimburse itself for the expenditures made to finance such Capital Projects before the issuance of the Bonds from the proceeds of the Bonds, and this approach is consistent with the budgetary and financial circumstances of the Town. The expenditures to be reimbursed will be paid from one or more of the following funds: Capital Projects Fund or Utilities Fund, both of which are more specifically described in the Town's budget document which is incorporated herein by reference.

THEREFORE, RESOLVED, by the Council of the Town of Leesburg in Virginia as follows:

1. The Capital Improvements Program for Fiscal Year 2025-2030 totaling \$308,568,036 is hereby approved as proposed by the Town Manager.

PASSED this 19th day of March 2024.



Kelly Burk, Mayor
Town of Leesburg

ATTEST:



Clerk of Council

FY 2025 Budget Ordinance

The Town of
Leesburg,
Virginia

PRESENTED: March 19, 2024ORDINANCE NO. 2024-O-007ADOPTED: March 19, 2024

AN ORDINANCE: ADOPTING THE BUDGET FOR FISCAL YEAR 2025; MAKING APPROPRIATIONS FOR FISCAL YEAR 2025 FOR THE GENERAL FUND, UTILITIES FUND, AND CAPITAL PROJECTS FUND; AUTHORIZING AMENDMENTS TO THE BUDGET AND SUPPLEMENTAL APPROPRIATIONS BY COUNCIL RESOLUTION; AMENDING AND REAFFIRMING FISCAL POLICY; AND AUTHORIZING AND DIRECTING THE TOWN MANAGER TO TAKE ALL STEPS NECESSARY AND PRUDENT TO EFFECTUATE THE IMPLEMENTATION OF THE ORDINANCE

BE IT ORDAINED, by the Council of the Town of Leesburg in Virginia as follows:

SECTION I. The budget for the fiscal year beginning July 1, 2024, and ending June 30, 2025, is hereby adopted to include the total of \$159,821,719, in the categories and accounts of the General Fund in the amount of \$82,546,973; the Utilities Fund in the amount of \$45,658,640; and the Capital Projects Fund in the amount of \$31,616,106.

SECTION II. The amounts reflected in the budget for the fiscal year beginning July 1, 2024, and ending June 30, 2025, are hereby appropriated for a total of \$159,821,719, in the categories and accounts of: the General Fund in the amount of \$82,546,973; the Utilities Fund in the amount of \$45,658,640; and the Capital Projects Fund in the amount of \$31,616,106.

SECTION III. The Fiscal Year 2025 budget includes a cost-of-living adjustment of three (3) percent effective the first full pay period in July 2024.

SECTION IV. Any future amendments to the budget adopted herein or supplemental appropriations may be enacted by the Town Council by resolution from time to time.

SECTION V. The Town Manager is hereby authorized and directed to take all appropriate administrative actions necessary and prudent to effectuate implementation of this ordinance including, but not limited to, transferring money within and between funds, paying all short and long-term debt due, and re-appropriating and establishing necessary encumbrances including purchase card transactions crossing fiscal years and grant funding balance and related reservations of fund balance at fiscal year.

SECTION VI. Appropriations designed for Capital Projects unexpended as of June 30, 2024, are hereby re-appropriated for those projects. The re-appropriation of these funds is in addition to the appropriations for the Capital Improvements Program for Fiscal Year 2025. Upon completion of a Capital Project, staff has authorization to close-out said project and transfer to the source any remaining balances. This section applies to all existing appropriations for Capital Projects at June 30, 2024 and appropriation for Capital Projects in Fiscal Year 2025 capital

-2-

AN ORDINANCE: ADOPTING THE BUDGET FOR FISCAL YEAR 2025; MAKING APPROPRIATIONS FOR FISCAL YEAR 2025 FOR THE GENERAL FUND, UTILITIES FUND, AND CAPITAL PROJECTS FUND; AUTHORIZING AMENDMENTS TO THE BUDGET AND SUPPLEMENTAL APPROPRIATIONS BY COUNCIL RESOLUTION; AMENDING AND REAFFIRMING FISCAL POLICY; AND AUTHORIZING AND DIRECTING THE TOWN MANAGER TO TAKE ALL STEPS NECESSARY AND PRUDENT TO EFFECTUATE THE IMPLEMENTATION OF THE ORDINANCE

budgets. For the purposes of this section, the term "Capital Projects" includes all projects and capital asset replacements included in the Town's multiyear funds for Utilities Fund and Capital Projects Fund related to the Capital Improvements Program.

SECTION VII. Any excess funds attributable to collected availability fees are hereby held in an established reserve and restricted for future capital expenditures.

SECTION VIII. The Fiscal Policy of the Town of Leesburg is hereby amended as follows:

1. The Reserve Funds Management – Enterprise Funds Section A. of the Town's Fiscal Policy is hereby amended to state:

A. The Utilities Fund will maintain a 90-270-day operations and maintenance (O&M) reserve to provide funds for any potential lag in operating revenues or unplanned expenditures. Unrestricted net position including the 90-270-day O&M reserve at the close of each fiscal year should be equal to no less than 75% of operating revenues, excluding availability fees.

2. The Debt and Cash Management – Debt Management Section E. of the Town's Fiscal Policy is hereby amended to state:

E. The Town will annually calculate target debt ratios. The Town's debt capacity shall be maintained within the following primary goals:

1. General governmental debt service expenditures as a percentage of General Fund expenditures should not exceed 15%, excluding debt service from Airport projects with self-supporting revenues.
2. Bonded general governmental debt of the Town shall not exceed 2.5% of the total assessed value of taxable property in the Town.

Utilities Fund net income available for debt service shall meet or exceed 1.5 times Utilities Fund debt service.

SECTION IX. The Fiscal Policy of the Town of Leesburg is hereby reaffirmed as amended and the policy as amended shall be reflected in the "Financial Policy" section of the Adopted Fiscal Year 2025 budget document.

SECTION X. All prior ordinances and resolutions in conflict herewith are hereby repealed.


-3-

AN ORDINANCE: ADOPTING THE BUDGET FOR FISCAL YEAR 2025; MAKING APPROPRIATIONS FOR FISCAL YEAR 2025 FOR THE GENERAL FUND, UTILITIES FUND, AND CAPITAL PROJECTS FUND; AUTHORIZING AMENDMENTS TO THE BUDGET AND SUPPLEMENTAL APPROPRIATIONS BY COUNCIL RESOLUTION; AMENDING AND REAFFIRMING FISCAL POLICY; AND AUTHORIZING AND DIRECTING THE TOWN MANAGER TO TAKE ALL STEPS NECESSARY AND PRUDENT TO EFFECTUATE THE IMPLEMENTATION OF THE ORDINANCE

SECTION XI. If any provision of this ordinance is declared invalid, the decision shall not affect the validity of the ordinance as a whole or any remaining provisions of the ordinance.

SECTION XII. This ordinance shall be in effective July 1, 2024.

PASSED this 19th day of March 2024.



Kelly Burk, Mayor
Town of Leesburg

ATTEST:



Dileen Beech
Clerk of Council

Unfunded Fiscal Year 2025 Enhancement Requests

Department	Enhancement Request	Funding Amount
Community Development	Expedited Review Pilot Program	\$200,000
Economic Development	George Mason University/Small Business Development Center Business Cohort Program	9,600
Finance	Business Systems Integrator	122,964
Finance	Grants Administrator	124,134
Human Resources	Neogov Candidate Text Messaging	1,500
Human Resources	Increase 457 (b) Match to \$25 per pay period	60,000
Human Resources	GPS tracking devices for Town Fleet	4,400
Information Technology	Digital Town Hall Public Interface	200,000
Information Technology	Help Desk Tier 3 Support Position	110,600
Information Technology	Geographic Information System (GIS) Analyst	123,600
Information Technology	Business Systems Integrator	141,100
Parks and Recreation	Parks Manager	111,000
Parks and Recreation	Irrigation for East Parcel of Mervin Jackson Park	20,000
Police	Training Coordinator (Non-sworn)	183,817
Police	Deputy Director of Police Services (Non-sworn)	182,178
Police	Human Resources Generalist (Non-sworn)	183,817
Police	Sergeant (Peer Support)	212,117
Police	Captain, Resource Management	246,740
Police	Police Logistics Technician (Non-sworn)	121,817
Police	Background Investigator (Non-sworn)	193,982
Police	General Assignment Investigator (Non-Sworn)	131,982
Public Works & Capital Projects	Geographic Information System (GIS) Analyst	144,000
Public Works & Capital Projects	Stormwater Position	172,900
Public Works & Capital Projects	Milling and Paving (including concrete for curb, gutter, and sidewalks as well as striping)	1,525,000
Public Works & Capital Projects	Remote Control Mower for Slopes	75,000
Public Works & Capital Projects	Pavement Condition Update	100,000
Public Works & Capital Projects	Three-Person Crew for Streets Division	621,900
Public Works & Capital Projects	Vehicle for Assistant Superintendent for Buildings	50,000
Public Works & Capital Projects	Vehicle for Deputy Director	55,000
Public Works & Capital Projects	Facilities Management Team Training	75,000
Public Works & Capital Projects	Street Sweeper	441,650
Public Works & Capital Projects	Fleet Technician Tools	15,000
FY 2025 Unfunded Enhancement Requests Total		\$5,960,798

Board/Commission	Enhancement Request	Funding Amount
Diversity Commission	Website Language Support Feature, Job Fair, Halloween Parade decorations, Supplies for participation in various Town events	4,650
FY 2025 Unfunded Board/Commission Enhancement Requests Total		\$4,650

Unfunded Fiscal Year 2025 Capital Asset Replacement Program (CARP) Requests

Department	Capital Asset Replacement Request	Funding Amount
Information Technology	Network Enhancements and Backup Internet Service Provider	\$75,000
Parks and Recreation	Diving Board and Stand at Indoor Pool	20,000
Parks and Recreation	Club Car	32,000
Parks and Recreation	Two Cargo Vans	110,000
Parks and Recreation	Reel Mower	55,000
Parks and Recreation	Fox Ridge Park Fencing	25,000
Parks and Recreation	Pool Ramp Replacement at Outdoor Pool	50,000
Parks and Recreation	Sweeper Vacuum	30,000
Parks and Recreation	48" Deck Mower	17,000
Parks and Recreation	Drop Slide at Outdoor Pool	25,000
Parks and Recreation	Floatable Play Structure at Outdoor Pool	7,500
Parks and Recreation	Disinfection System for Pool Water System for Main Pool	35,000
Parks and Recreation	Ten Picnic Tables at Outdoor Pool	30,000
Parks and Recreation	Zero Turn Mower	17,000
Parks and Recreation	Mower	55,000
Parks and Recreation	Aerovator with Seedbox	30,000
Parks and Recreation	Van	55,000
Parks and Recreation	Two Utility Terrain Vehicles	50,000
Parks and Recreation	Loader	80,000
Parks and Recreation	Groomer	21,000
Police	Body-Worn Cameras and In-Car Camera Integrated System ¹	150,000
Police	Two Police Vehicles (212 & 225)	150,000
Police	Camera Trailer System	40,000
Police	Variable Message Board/Speed Camera Trailers	18,500
Police	Alco-Sensor Device Replacement	10,000
Police	Pepper Ball System Replacement	6,000
Public Works and Capital Projects	Ida Lee Recreation Center Parking Lot Repaving	200,000
Public Works and Capital Projects	Carpet Replacement at Thomas Balch Library	45,000
Public Works and Capital Projects	Vacuum Truck Replacement	550,000
FY 2025 Unfunded CARP Requests Total		\$ 1,989,000

1) Request for body-worn cameras and in-car camera integrated system was for \$250,000. Only \$100,000 was included in the CARP budget for FY 2025.

Items Funded with Unassigned Fund Balance

Department	Item Funded with Unassigned Fund Balance	Funding Amount
Community Development	Preliminary study and design of streetscape improvements, to include traffic-calming and pedestrian safety enhancements, along segments of East Market Street and Catoctin Circle	630,000
Economic Development	Contribution to Leesburg Movement	30,000
Parks and Recreation	Comprehensive Parks Master Plan	200,000
Public Works and Capital Projects	Electric Vehicle Charging Stations at the Town Hall Garage	120,000
Town Council	One-time donation to LAWS Domestic Violence and Sexual Assault Services to support construction of their new domestic violence shelter	25,000
FY 2025 Use of Unassigned Fund Balance Total		\$ 1,005,000

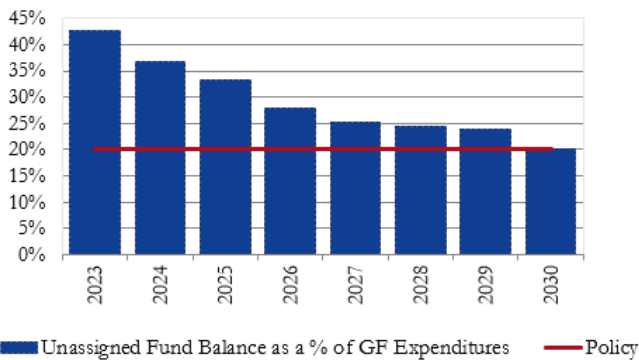
General Fund - Long-Term Sustainability Plan

The purpose of the Long-Term Sustainability Plan (LTSP) is to project the financial viability of the General Fund for future years based on previous years, current budget, and future forecasted financials. The LTSP incorporates planned capital expenditures in the Capital Projects Fund to achieve strategic goals and its effect on debt service. By creating a long-range operating financial plan, the Town of Leesburg can achieve strategic goals, not only in the next fiscal year, but also in future fiscal years. The LTSP is a financial guide for long-range planning that produces metrics in relation to fiscal policy requirements. Future forecasts assumptions include debt service based on the funding plan outlined in the Capital Improvements Program, removal of one-time costs included in the FY 2025 budget, and future year escalations of 2% and 4% for expenditures and revenues, respectively.. The LTSP is built using a computerized model that allows the Town to perform scenario analyses with underlying assumptions and then select the most likely case for planning and presentation purposes.

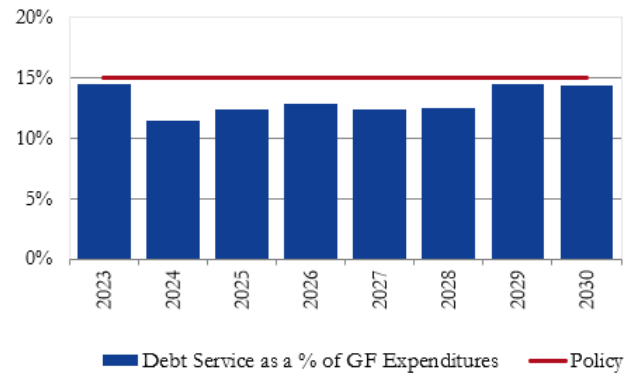
The Town's Fiscal Policy states that general government debt service expenditures as a percentage of General Fund expenditures, should not exceed 15%. The Town's Fiscal Policy also states that General Fund Unassigned Fund Balance shall be maintained at a level equal to no less than 20% of General Fund expenditures, after excluding planned reserves for debt service and capital asset replacements. As shown in the table below, the LTSP indicates continued compliance with the Fiscal Policy.

	FY 2023 Actual	FY 2024 Estimated	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast	FY 2029 Forecast	FY 2030 Forecast
General Fund Uses:								
Expenditures	\$58,048,816	\$69,148,461	\$72,077,473	\$72,620,890	\$74,128,308	\$75,789,775	\$70,075,869	\$78,577,867
Total Debt Service	10,142,174	9,245,049	10,469,500	10,930,953	10,704,782	11,132,469	13,326,304	13,492,275
Total Uses	\$68,190,990	\$78,393,510	\$82,546,973	\$83,551,843	\$84,833,090	\$86,922,244	\$83,402,173	\$92,070,142
General Fund Sources:								
Revenues	\$74,713,266	\$73,587,385	\$76,599,893	\$79,466,797	\$82,468,415	\$85,590,098	\$88,836,648	\$92,213,060
Total Use of Reserves	—	4,806,125	5,947,080	4,085,046	2,364,675	1,332,146	1,965,525	—
Total Sources	\$74,713,266	\$78,393,510	\$82,546,973	\$83,551,843	\$84,833,090	\$86,922,244	\$90,802,173	\$92,213,060
Fiscal Policy								
Debt Service % of GF Expenditures	14.5%	11.5%	12.4%	12.8%	12.4%	12.6%	14.5%	14.4%
Unassigned Fund Balance % of GF Expenditures	42.8%	36.6%	33.3%	28.0%	25.1%	24.4%	23.8%	20.0%
Real Estate Tax Rate in Cents/ \$100 Assessment	17.74	17.74	17.74	17.74	17.74	17.74	17.74	17.74

Unassigned Fund Balance



Debt Service as a % of GF Exp.



Utilities Fund - Long-Term Sustainability Plan

The purpose of the Long-Term Sustainability Plan (LTSP) is to project the financial viability of the Utilities Fund for future years based on previous years, current budget, and future forecasted financials. The LTSP incorporates planned capital expenditures in the Utilities Fund to achieve strategic goals and its effect on debt service. By creating a long-range operating financial plan, the Town of Leesburg can achieve strategic goals, not only in the next fiscal year, but also in future fiscal years. The LTSP is a financial guide for long-range planning that produces metrics in relation to fiscal policy requirements. Future forecasts assumptions include debt service based on the funding plan outlined in the Capital Improvements Program and future year escalations of 2% and 4% for expenditures and revenues, respectively. The LTSP is built using a computerized model that allows the Town to perform scenario analyses with underlying assumptions and then select the most likely case for planning and presentation purposes.

As part of the adoption of the FY 2025 budget, Council adopted amendments to the Town's Fiscal Policy regarding Utilities Debt Service. The revised policy states that the Utilities Fund will maintain a 270-day operations and maintenance reserve to provide funds for any potential lag in operating revenues or unplanned expenditures and that unrestricted net position, including the 270-day reserve, should be equal to no less than 75% of operating revenues (excluding availability fees) at the close of each fiscal year. The policy also states that net income available for debt service shall meet or exceed 1.5 times Utilities Fund debt service.

Fiscal Year	2023	2024	2025	2026	2027	2028	2029	2030
	Actual	Estimated	Projected	Projected	Projected	Projected	Projected	Projected

Utilities Fund Uses								
Operating Expenditures	\$19,922,947	\$24,218,913	\$24,952,676	\$25,665,739	\$26,504,226	\$27,300,449	\$27,996,400	\$28,683,183
Permanent Debt Service	5,513,015	4,782,016	5,580,267	5,407,758	5,312,718	4,942,250	6,803,351	6,576,110
Line of Credit Payments	—	503,294	613,197	1,213,264	1,746,660	2,253,285	1,129,590	1,129,590
Total Uses¹	\$25,435,962	\$29,504,223	\$31,146,140	\$32,286,761	\$33,563,604	\$34,495,984	\$35,929,341	\$36,388,883

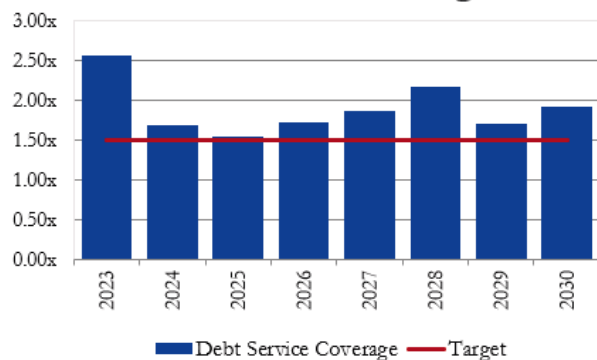
Utilities Fund Sources								
Revenues	\$39,235,925	\$32,004,394	\$33,457,890	\$34,836,000	\$36,330,302	\$37,935,160	\$39,499,877	\$41,224,127
Use of Reserves for CIP ²	—	13,634,121	4,895,101	1,295,606	2,903,095	2,394,230	2,663,269	—
Total Sources	\$39,235,925	\$45,638,515	\$38,352,991	\$36,131,606	\$39,233,397	\$40,329,390	\$42,163,145	\$41,224,127

Fiscal Targets								
Days Cash on Hand	1,083	660	557	520	459	410	361	368
Unrestricted Utility Net Position / Revenues	193%	184%	169%	156%	144%	132%	122%	115%
Debt Service Coverage	2.57x	1.69x	1.54x	1.72x	1.87x	2.18x	1.71x	1.93x

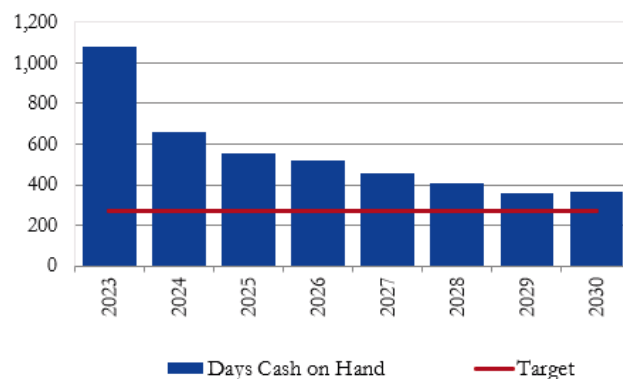
1) Uses excludes expenditures in the Capital Improvement Program (CIP).

2) Use of reserves for the CIP reflects anticipated pay-go spending, not appropriation, for the purposes of calculating the fiscal policy ratios.

Debt Service Coverage



Days Cash on Hand

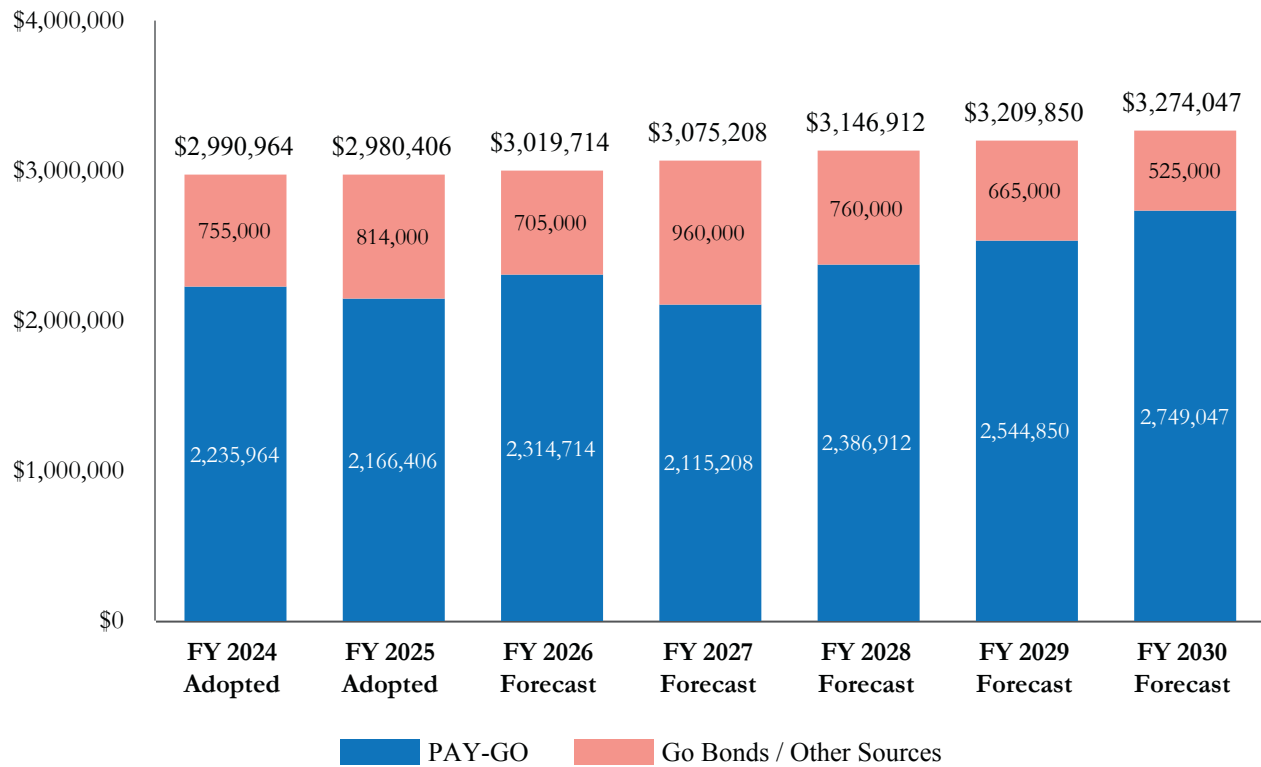


FY 2025-2030 Capital Improvements Program- Project Management/ Administrative Overhead

It is the fiscal goal of the Town to fully fund project management costs with recurring revenue sources. Project management costs vary annually based on the anticipated workload associated with the capital projects included in any given fiscal year.

The following table exhibits the funding sources utilized in the Fiscal Year 2025-2030 Capital Improvements Program (CIP) for project management and administrative overhead expenses. Project management costs are costs of project managers working directly on a specific capital project. Administrative overhead refers to staff costs related to supporting the CIP such as procurement, accounting, etc. It also refers to costs related to the time in which project managers do not spend directly working on a capital project such as studies, training, etc. PAY-GO refers to local tax funding (cash) used toward project management costs via a transfer from the General Fund. Other Sources refers to one-time revenue sources programmed in the CIP towards project management, and includes General Obligation Bonds, grant funding, Northern Virginia Transportation Authority funding, proffers, etc.

Project Management Costs/ Administrative Overhead



	FY 2024 Adopted	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast	FY 2029 Forecast	FY 2030 Forecast
SOURCES							
PAY-GO	\$2,235,964	\$2,166,406	\$2,314,714	\$2,115,208	\$2,386,912	\$2,544,850	\$2,749,047
Go Bonds / Other Sources	\$755,000	\$814,000	\$705,000	\$960,000	\$760,000	\$665,000	\$525,000
Total Sources	\$2,990,964	\$2,980,406	\$3,040,014	\$3,100,814	\$3,162,830	\$3,226,087	\$3,290,609
USES							
Administrative Overhead	\$2,235,964	\$2,166,406	\$2,314,714	\$2,115,208	\$2,386,912	\$2,544,850	\$2,749,047
Project Management	\$755,000	\$814,000	\$705,000	\$960,000	\$760,000	\$665,000	\$525,000
Total Uses	\$2,990,964	\$2,980,406	\$3,040,014	\$3,100,814	\$3,162,830	\$3,226,087	\$3,290,609
PAY-GO Percentage	74.8%	72.7%	76.8%	69.0%	76.0%	79.4%	84.0%

Leesburg Executive Airport Operations - Pro Forma

The following table is a contextual exhibit regarding the Leesburg Executive Airport operations inclusive of debt service associated with current or past airport capital improvements. The airport used to be a separate enterprise fund; however, the Leesburg Executive Airport is now included in the General Fund, and all associated debt is pooled with the General Fund debt, and as such, is not included in the budgeted operating costs for the airport.

The projected debt service associated with the airport is related to projects such as the construction of the terminal building, expansion of the airfield and hangars, which are projects completed when the airport was an enterprise.

	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast
BEGINNING BALANCE	\$53,828	\$154,935	\$691,020	\$1,192,572	\$1,512,181	\$1,808,711
SOURCES						
Permits & Fees	\$169,514	\$118,100	\$150,800	\$150,800	\$150,800	\$150,800
Use of Money & Property	1,452,222	1,854,576	1,910,096	1,732,136	1,732,136	1,732,136
Donations & Contributions	50,650	50,000	60,000	60,000	60,000	60,000
Commonwealth of Virginia	43,751	100,000	100,000	100,000	100,000	100,000
Total Sources	\$1,716,137	\$2,122,676	\$2,220,896	\$2,042,936	\$2,042,936	\$2,042,936
USES						
Personnel Services	\$541,828	\$608,026	\$646,676	\$659,610	\$672,802	\$686,258
Contractual Services	314,797	299,434	313,176	319,440	325,828	332,345
Materials & Supplies	31,921	29,950	29,950	30,549	31,160	31,783
Continuous Charges	159,348	160,763	306,103	312,225	318,470	324,839
Capital Outlay	21,759	10,600	25,000	25,500	26,010	26,530
Total Operating Uses	\$1,069,653	\$1,108,773	\$1,320,905	\$1,347,324	\$1,374,270	\$1,401,755
Addition to/ (Use) of Debt Service Reserve - Operating	\$646,484	\$1,013,903	\$899,991	\$695,612	\$668,666	\$641,181
Debt Service	\$545,377	\$477,818	\$398,439	\$376,003	\$372,137	\$373,041
Total Operating and Debt Service	\$1,615,030	\$1,586,591	\$1,719,344	\$1,723,327	\$1,746,407	\$1,774,796
Addition to / (Use) of Debt Service Reserve - Operating and Debt Services	\$101,107	\$536,085	\$501,552	\$319,609	\$296,529	\$268,140
ENDING BALANCE	\$154,935	\$691,020	\$1,192,572	\$1,512,181	\$1,808,710	\$2,076,851

Note: The airport would be required to report asset depreciation as well as other adjustments if it were being presented as an enterprise fund in accordance with Generally Accepted Accounting Principles (GAAP), which would be misleading since more than 90% of airport capital is grant funded on a continuing basis.

Fiscal Year 2025 Salary Schedules

General Government Pay Grades

Grade	Beginning	Ending
5	\$50,000	\$89,100
6	\$50,000	\$94,500
7	\$51,000	\$101,898
8	\$52,000	\$103,896
9	\$53,000	\$105,894
10	\$55,650	\$113,292
11	\$60,373	\$122,908
12	\$65,568	\$133,484
13	\$71,206	\$144,960
14	\$77,329	\$157,426
15	\$83,981	\$170,967
16	\$91,202	\$185,670
17	\$99,044	\$201,634
18	\$107,565	\$218,980
19	\$116,815	\$237,813
20	\$126,160	\$256,837

IT Professionals/ Technical Engineers Pay Grades

Grade	Beginning	Ending
T1	\$53,631	\$109,182
T2	\$58,241	\$118,567
T3	\$63,248	\$128,761
T4	\$68,690	\$139,839
T5	\$74,596	\$151,863
T6	\$81,012	\$164,924
T7	\$87,979	\$179,107

Public Safety Pay Grades

Grade	Beginning	Ending
P1	\$65,000	\$112,820
P2	\$68,251	\$118,499
P3	\$71,664	\$124,383
P4	\$75,246	\$130,601
P6	\$79,010	\$137,119
P7	\$87,117	\$165,834
P8	\$94,611	\$180,098
P9	\$102,746	\$195,584

Communications Staff Pay Grades

Grade	Beginning	Ending
CT1	\$53,000	\$95,657
CT2	\$55,650	\$100,441
CT3	\$58,433	\$105,463
CTS	\$61,354	\$110,736
ISM	\$67,490	\$133,842

Fiscal Year 2025 Regular Full-Time and Part-Time Positions

Regular Full-Time and Part-Time Positions	Grade	# of Positions	FTE Count
ADMINISTERING EFFICIENT GOVERNMENT			
<i>Town Manager's Office</i>		15.0	13.0
Town Manager		1	1.0
Deputy Town Manager	20	1	1.0
Assistant Town Manager	19	1	1.0
Senior Management Analyst - Community Development	15	1	1.0
Management Analyst	13	1	1.0
Public Information Officer	14	1	1.0
Assistant Public Information Officer	11	1	1.0
Capital Projects Public Information Officer (Part-Time)	11	1	0.5
Emergency Management Coordinator	18	1	1.0
Deputy Emergency Management Coordinator	16	1	1.0
Business Systems Integrator/Administrator	T5	1	1.0
Executive Assistant to the Town Manager	14	1	1.0
Receptionist I-II (Regular Part-Time)	6-7	3	1.5
<i>Office of the Town Attorney</i>		6	6.0
Town Attorney		1	1.0
Deputy Town Attorney	16	1	1.0
Assistant Town Attorney	14	1	1.0
Senior Land Acquisition Manager (Funded by CIP)	15	1	1.0
Land Acquisition Manager (Funded by CIP)	14	1	1.0
Paralegal	10	1	1.0
<i>Clerk of Council</i>		3	3.0
Clerk of Council	14	1	1.0
Deputy Clerk of Council	11	1	1.0
Records Coordinator	10	1	1.0
SUPPORTING ACTIVITIES			
<i>Department of Finance and Administrative Services</i>		40	39.0
<i>Finance Division</i>		22	22
Assistant Town Manager / Director	19	1	1.0
Deputy Director / Treasurer	16	1	1.0
Deputy Director / Controller	16	1	1.0
Finance Operations Manager	15	1	1.0
Finance Operations Supervisor	12	1	1.0
Senior Business Systems Integrator	T6	1	1.0
Chief Procurement Officer	15	1	1.0
Deputy Procurement Officer	13	1	1.0
Buyer I-II	9-11	2	2.0
Management and Budget Officer	15	1	1.0
Deputy Management and Budget Officer	14	1	1.0
Management and Budget Analyst	13	1	1.0
Deputy Controller	15	1	1.0
Management and Financial Accounting Analyst	13	1	1.0
Payroll Administrator	12	1	1.0
Business Tax and Delinquent Collections Supervisor	12	1	1.0

Regular Full-Time and Part-Time Positions	Grade	# of Positions	FTE Count
Delinquent Billings Collector	10	1	1.0
Business Tax Specialist	10	1	1.0
Accounting Associate II - III	9-10	3	3.0
Human Resources Division		6.0	5.5
Human Resources Director	18	1	1.0
Benefits Administrator	12	1	1.0
Human Resources Analyst	12	1	1.0
Human Resources Generalist	12	1	1.0
Safety Coordinator	12	1	1.0
Administrative Associate (Regular Part-Time)	7	1	0.5
Information Technology Division		12	11.5
Information Technology Director	18	1	1.0
Deputy IT Director	16	1	1.0
Senior Systems Architect	T6	1	1.0
IT Project Manager III	T5	1	1.0
Enterprise GIS Manager	T6	1	1.0
O365 Systems Administrator	T5	1	1.0
Senior Network Engineer	T5	1	1.0
Senior Systems Analyst	T5	2	2.0
Customer Service Technician	T2	2	2.0
Customer Service Technician (part-time)	T1	1	0.5
KEEPING US SAFE			
Leesburg Police Department		109	109.0
Administration		14	14.0
Chief of Police	19	1	1.0
Major	17	1	1.0
Captain	P8	1	1.0
Lieutenant	P7	1	1.0
Sergeant	P6	1	1.0
Police Officer I - Master Police Officer	P1-P4	4	4.0
Police Public Affairs Specialist	12	1	1.0
Police Crime and Traffic Analyst	12	1	1.0
Police Accreditation Coordinator	11	1	1.0
Office Manager	11	1	1.0
Administrative Associate II	8	1	1.0
Patrol Operations		47	47.0
Captain	P8	1	1.0
Lieutenant	P7	2	2.0
Sergeant	P6	6	6.0
Police Officer I (unbudgeted)	P1	2	2.0
Police Officer I - Master Police Officer	P1-P4	36	36.0
Criminal Investigations		16	16.0
Lieutenant	P7	1	1.0
Sergeant	P6	2	2.0
Police Officer I - Master Police Officer	P1-P4	13	13.0
Community Services		14	14.0
Lieutenant	P7	1	1.0

Regular Full-Time and Part-Time Positions	Grade	# of Positions	FTE Count
Sergeant	P6	2	2.0
Police Officer I - Master Police Officer	P1-P4	11	11.0
Information Services		18	18.0
Lieutenant	P7	1	1.0
Emergency Communications Center Manager	ISM	1	1.0
Communications Technician Supervisor	CTS	4	4.0
Communications Technician I-III	CT1-CT3	8	8.0
Senior Police Records Clerk	10	1	1.0
Police Records Clerk	8	1	1.0
Police IT Systems Administrator	T5	2	2.0
PROVIDING THE NECESSITIES			
Department of Public Works & Capital Projects		70	69.5
Administration		8	8.0
Director of Public Works & Capital Projects	19	1	1.0
Deputy Director of Public Works & Capital Projects	17	1	1.0
Assistant Director of Operations	16	1	1.0
Stormwater Manager/Administrator	T7	1	1.0
Urban Forester/Land Management Specialist	13	1	1.0
System Analyst (Infrastructure & Asset Management)	T5	1	1.0
Office Manager	11	1	1.0
Executive Associate I	9	1	1.0
Capital Projects		8	8.0
Assistant Director of Capital Projects	16	1	1.0
Senior Engineer	T5	3	3.0
Project Manager for Construction	T6	2	2.0
Construction Inspector	11	1	1.0
Capital Projects Budget and Management Analyst	13	1	1.0
Traffic Management		3	3.0
Transportation Engineer	T7	1	1.0
Traffic Technician I	9	1	1.0
Senior Traffic Technician	13	1	1.0
Engineering & Inspections		5	5.0
Senior Engineer	T5	1	1.0
Construction Inspections Supervisor	12	1	1.0
Construction Inspector	11	3	3.0
Streets and Grounds Maintenance		30	30.0
Superintendent	14	1	1.0
Assistant Superintendent	12	1	1.0
Construction Projects Coordinator	11	1	1.0
Streets Maintenance Supervisor	11	1	1.0
Equipment Operator III	10	1	1.0
Equipment Operator II (Street Sweeper)	9	1	1.0
Sign Technician II-III	8-9	2	2.0
Maintenance Worker I-IV	7-10	21	21.0
Contract and Systems Specialist I	9	1	1.0
Building Maintenance Services		6	6.0
Superintendent	14	1	1.0

Regular Full-Time and Part-Time Positions	Grade	# of Positions	FTE Count
Assistant Superintendent	12	1	1.0
Buildings Maintenance Supervisor	11	1	1.0
Maintenance Worker IV	9	1	1.0
Building Technician I-III	7-9	2	2.0
<i>Fleet Maintenance Services</i>		10	9.5
Superintendent	14	1	1.0
Fleet Maintenance Supervisor	11	1	1.0
Administrative Associate I	7	1	1.0
Fleet Maintenance Parts Specialist I-III	7-9	2	2.0
Day Porter (Regular Part-Time)	6	1	0.5
Fleet Maintenance Technician I-III	8-10	4	4.0
PROVIDING THE NECESSITIES			
<i>Utilities Department</i>		106	105.0
<i>Administration & Customer Service Division</i>		32	32.0
Director of Utilities	19	1	1.0
Deputy Director of Utilities	17	1	1.0
Assistant Director of Utilities	16	2	2.0
Project Manager	T6	2	2.0
Senior Engineer	T5	2	2.0
Utilities Process Engineer	T7	1	1.0
GIS/Asset Management Coordinator	T5	1	1.0
Capital Construction Manager	T5	1	1.0
Environmental Compliance Inspector	10	1	1.0
Metering Field Services Coordinator	11	1	1.0
Utility Inspector Supervisor	12	1	1.0
Utility Inspector I-II	9-11	4	4.0
Field Service Technician	8-10	3	3.0
Customer Service Field Representative	9	1	1.0
Customer Service Representative	8-9	3	3.0
Utility Billing and Field Services Manager	13	1	1.0
Utilities IT Systems Administrator	T5	1	1.0
Utilities Billing Team Lead	11	1	1.0
Utility Instrumentation/SCADA System Technician	T3	1	1.0
Utilities Inspection Coordinator	12	1	1.0
Utilities Analyst	11	1	1.0
Executive Associate I	9	1	1.0
<i>Maintenance Division</i>		25	25.0
Utilities Maintenance Manager	14	1	1.0
Assistant Utilities Maintenance Manager	13	1	1.0
Assistant Utilities Plant Maintenance Manager	13	1	1.0
Utilities System Crew Leader	11	2	2.0
Utilities Plant Maintenance Crew Leader	11	1	1.0
Utility Inventory Specialist	10	1	1.0
Utility Infiltration and Inflow Technician	8-10	2	2.0
Utility Plant Maintenance Technician	8-10	8	8.0

Regular Full-Time and Part-Time Positions	Grade	# of Positions	FTE Count
Utility System Technician	8-10	6	6.0
Senior Utilities Locating Technician	10	2	2.0
Water Supply Division		19	18.5
Utility Plant Manager	15	1	1.0
Deputy Utility Plant Manager	14	1	1.0
Utility Plant Supervisor	12	3	3.0
Laboratory Supervisor	12	1	1.0
Senior Utility Plant Operator	11	4	4.0
Utility Plant Operator	8-10	7	7.0
Utility Maintenance Worker II	8	1	1.0
Administrative Associate (Regular Part-Time)	7	1	0.5
Water Pollution Control Division		30	29.5
Utility Plant Manager	15	1	1.0
Deputy Utility Plant Manager	14	1	1.0
Chief Plant Operator	13	2	2.0
Senior Utility Plant Operator	11	6	6.0
Administrative Associate (Regular Part-time)	7	1	0.5
Utility Plant Supervisor	12	4	4.0
Laboratory Coordinator	11	1	1.0
Laboratory Supervisor	12	1	1.0
Laboratory Technician	9	1	1.0
Training and Development Coordinator	11	1	1.0
Utility Plant Operator	8-10	10	10.0
Utility Plant Maintenance Worker	8	1	1.0
ENSURING QUALITY OF LIFE			
Department of Parks & Recreation		39	38.0
Administration		2	2.0
Director of Parks & Recreation	18	1	1.0
Executive Associate I	9	1	1.0
Parks Division		13	13.0
Assistant Director of Parks	15	1	1.0
Parks Operations Supervisor	11	1	1.0
Lead Groundskeeper	10	2	2.0
Groundskeeper	8	9	9.0
Recreation Division		24	23.0
Assistant Director of Recreation	15	1	1.0
Aquatics Manager	12	1	1.0
Building Operations Manager	12	1	1.0
Events and Outreach Manager	12	1	1.0
Programs and Fitness Manager	12	1	1.0
Fitness Supervisor	10	1	1.0
Sports and Recreation Programs Supervisor	10	1	1.0
Assist. Sports and Recreation Programs Supervisor (RPT)	8	1	0.5
Aquatics Supervisor	10	1	1.0
Aquatics Facility Supervisor	10	1	1.0
Recreation Center Supervisor	10	1	1.0
Head Tennis Teaching Professional	N/A	1	1.0

Regular Full-Time and Part-Time Positions	Grade	# of Positions	FTE Count
Tennis Supervisor	10	1	1.0
Events Coordinator	10	3	3.0
Outreach Programs Supervisor	10	1	1.0
Assistant Outreach Program Coordinator (RPT)	8	1	0.5
Head Lifeguard	5	2	2.0
Custodian	5	4	4.0
<i>Thomas Balch Library</i>		4.0	4.0
Library Director	17	1	1.0
Curator of Manuscripts and Archives	11	1	1.0
Library Genealogy Associate	11	1	1.0
Cataloger/Reference Librarian	11	1	1.0
<i>Department of Community Development</i>		26.0	26.0
Director of Community Development	18	1	1.0
Deputy Director - Engineering/Chief Engineer	18	1	1.0
Deputy Director - Planning	16	1	1.0
Zoning Administrator	T7	1	1.0
Senior Project Manager	T7	2	2.0
Customer Service Center Manager	T6	1	1.0
Land Use Manager	T6	1	1.0
Preservation Planner	T6	1	1.0
Project Manager	T6	1	1.0
Senior Planning Project Manager	T6	2	2.0
Sustainability Manager	14	1	1.0
Senior Engineer	T5	3	3.0
Senior Planner	T5	2	2.0
Engineer	T4	1	1.0
Planner-Zoning Administration	T4	1	1.0
Zoning Analyst	11	1	1.0
Engineering Analyst	11	1	1.0
Preservation Specialist	11	1	1.0
Zoning Inspector	11	1	1.0
Executive Associate I	9	1	1.0
Administrative Associate II	8	1	1.0
SEIZING THE FUTURE			
<i>Office of Economic Development</i>		4	4
Economic Development Director	17	1	1.0
Assistant Economic Development Director	14	1	1.0
Small Business Development and Tourism Specialist	13	1	1.0
Administrative Associate	7	1	1.0
<i>Leesburg Executive Airport</i>		5	5.0
Airport Director	18	1	1.0
Airport Operations Manager	13	1	1.0
Airport Operations and Maintenance Specialist	9	2	2.0
Administrative Associate II	8	1	1.0
TOWN TOTAL		427	421.5

Glossary of Budget Terms

Accrual Basis - A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

Activity - Departmental efforts which contribute to the achievement of a specific set of program objectives; the smallest unit of the program budget.

Ad Valorem Taxes - Commonly referred to as property taxes, are levied on both real and personal property according to the property's valuation and the tax rate.

Annual Comprehensive Financial Report - Official annual report of a government. In addition to a combined, combining (assembling of data for all funds within a type), and individual balance sheet, the following are also presented as appropriate: (1) statement of revenues, expenditures, and changes in fund balance (all funds); (2) statement of revenues, expenditures, and changes in fund balance, budget and actual (for general and special revenue funds); (3) statement of revenues, expenses, and changes in retained earnings (for proprietary funds); and (4) statement of changes in financial position (for proprietary funds).

Annualized - Taking changes that occurred mid-year and calculating their cost for a full year, for the purpose of preparing an annual budget.

Appropriation - A legal authorization to incur obligations and to make expenditures for specific purposes.

Assessed Valuation - The valuation set upon real estate and certain personal property by the Loudoun County Commissioner of the Revenue as a basis for levying property taxes.

Asset - Resources owned or held by a government, that has monetary value.

Attrition - A method of achieving a reduction in personnel by not refilling the positions vacated through resignation, reassignment, transfer, retirement, or means other than layoffs.

Authorized Positions - Employee positions authorized in the adopted budget to be filled during the year.

Availability Fee - A one-time charge to new customers prior to connecting to the utilities system to recover capital costs of delivering water and sewer service. The amount of the fee is based on the proposed water demand and sewer use of the future customer. Payment of the fee reserves capacity of the Town's water and sewer system.

Balanced Budget - A budget in which revenues equal or exceed appropriations.

Base Budget - Cost of continuing the existing levels of service in the current budget year.

Bond - A long-term IOU or promise to pay. It is a promise to repay a specific amount of money (the face amount of the bond)

on a particular date (the maturity date). Bonds are primarily used to finance capital projects.

Bond Anticipation Note (BAN) - Short-term, interest-bearing note issued by a government in anticipation of bond proceeds to be received at a later date. The note is retired from proceeds of the bonds to which it is related.

Bond Refinancing - The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

Budget - A plan of financial activity for a specified period of time (fiscal year or biennium) indicating all planned revenues and expenses for the budget period.

Budgetary Basis - The basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

Budget Calendar - The schedule of key dates that a government follows in the preparation and adoption of the budget.

Budgetary Control - The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

Capital Assets - Assets of significant value and having a useful life of five or more years.

Capital Budget - The appropriation of bonds or operating revenue for improvements to facilities and other infrastructure.

Capital Expenditure - An expenditure that results in or contributes to the purchase of land and/or the construction, addition, replacement, or renovation of the Town's infrastructure (e.g. buildings, parks, roads, etc.).

Capital Improvements Program (CIP) - A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

Capital Outlay - Assets which have a value of \$5,000 or more and have a useful economic lifetime of more than two years or assets of any value if the nature of the item is such that it must be controlled for custody purposes as a capital asset.

Capital Project - Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life. Also called capital improvements.

Cash Basis - A basis of accounting in which transactions are recognized only when cash is increased or decreased.

Commodities - Expendable items that are consumable or have a short life span. Examples include office supplies, gasoline, minor equipment, and asphalt.

Constant or Real Dollars - The presentation of dollar amounts adjusted for inflation to reflect the real purchasing power of money as compared to a certain point in time in the past.

Consumer Price Index (CPI) - A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

Contingency - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contractual Services - Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services.

Cost-of-Living Adjustment (COLA) - An increase in salaries to offset the adverse effect of inflation on compensation.

Debt Service - The cost of paying principal and interest on borrowed money according to a predetermined payment schedule.

Deficit - The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

Department - The basic organizational unit of government which is functionally unique in its delivery of services.

Depreciation - Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence.

Development-related Fees - Those fees and charges generated by building, development, and growth in a community. Included are building and street permits, development review fees, and zoning, platting and subdivision fees.

Disbursement - The expenditure of money from an account.

Distinguished Budget Presentation Awards Program - A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

Employee (or Fringe) Benefits - Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the various pension, medical, and life insurance plans.

Encumbrance - The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a specified future expenditure.

Enterprise Fund - Fund that provides goods or services to the public for a fee that makes the entity self-supporting. It basically follows GAAP as does a commercial enterprise. An example is a government-owned utility.

Equalized Residential Tax Rate - The real estate property tax rate that yields the equivalent tax revenue on average per residential unit for those properties included in the previous year

assessment roles based on the annual revaluation calculated by the Loudoun County Commissioner of Revenue's Office.

Expenditure - The payment of cash on the transfer of property or services for the purpose of acquiring an asset or service or settling a loss.

Expense - Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

Fiscal Policy - A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of government budgets and their funding.

Fiscal Year - A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The Town's fiscal year begins July 1, and ends the following June 30.

Full Accrual Basis - A basis of accounting where revenues (expenses) are recorded when earned (incurred) regardless of cash received or paid. Cash basis entails recording of these items when cash is exchanged.

Full Faith and Credit - A pledge of a government's taxing power to repay debt obligations.

Full-Time Equivalent Position (FTE) - A part-time position converted to the decimal equivalent of a full-time position based on either 1,950 or 2,080 hours per year. For example, a part-time position working for 20 hours per week would be the equivalent of 0.5 of a full-time position based on 2,080 hours.

Function - A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible (e.g., public safety).

Fund - A fiscal entity with revenues and expenses which are segregated for the purpose of carrying out a specific purpose or activity.

Fund Balance - The excess of the assets of a fund over its liabilities.

GAAP - Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles

Gas Tax - Regional gasoline optional taxes levied by the Northern Virginia Transportation Commission on behalf of Loudoun County that can only be used for transportation purposes. Funding is provided to the Town of Leesburg as a grant award from Loudoun County.

Grants - A contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending upon the grantor.

Hourly - An employee who fills a temporary or short-term position. Such employees provide contingency staffing for government operations during peak workloads or addresses

temporary staffing needs. Hourly employees are paid on a per-hour basis and receive limited benefits.

Indirect Cost - A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

Infrastructure - The physical assets of a government (e.g., streets, water lines, sewer lines, public buildings, and parks).

Inter-fund Transfer - The movement of money between funds of the same governmental entity.

Intergovernmental Revenue - Funds received from federal, state and other local government sources in the form of grants, shared revenues, or payments in lieu of taxes.

Kaizen - A business management system or philosophy aimed at producing ongoing incremental improvements throughout an organization.

Lapsing Appropriation - An appropriation made for a certain period of time, generally for the budget year. At the end of the specified period, any unexpected or unencumbered balance lapses or ends, unless otherwise provided by law.

Levy - Imposition of taxes for the support of government activities.

Line-item Budget - A budget prepared along departmental lines that focuses on what is to be purchased.

Long-term Debt - Debt with a maturity of more than one year after the date of issuance.

Modified Accrual Basis - A basis of accounting where revenue is recorded when measurable and available and expenditures are recorded when made.

Materials and Supplies - Expendable materials and operating supplies necessary to conduct departmental operations.

Net Budget - The legally adopted budget less all inter-fund transfers and interdepartmental charges.

Nominal Dollars - The presentation of dollar amounts not adjusted for inflation. Adjusting for inflation would reflect the real purchasing power of money today. (See Constant or Real Dollars)

NVTA Local 30% - Transportation capital funding deriving from the North Virginia Transportation Authority excise taxes of which 30% is distributed to the localities included in the NVTA annually. The Town of Leesburg is allocated a portion of the Loudoun County portion based on the Weldon Cooper's estimates of Leesburg's school age population.

NVTA Regional 70% - Transportation capital funding deriving from the North Virginia Transportation Authority excise taxes that is appropriated by the NVTA Board annually and distributed to the grantee localities on a reimbursement basis for transportation capital projects.

Object - An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, asphalt, and furniture.

Obligations - Amounts which a government legally may be required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

Operating Revenue - Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

Operating Expenses - The cost for personnel, materials, and equipment required for a department to function.

Pay-as-you-go Basis (PAY-GO) - A term used to describe a financial policy by which capital outlays are financed from current revenues rather than through borrowing.

Personnel Services - Expenditures for salaries, wages, and fringe benefits of a government's employees.

Prior-year Encumbrances - Obligations from previous fiscal years in the form of purchase orders, contracts, or salary commitments which are chargeable to an appropriation, and for which a part of the appropriation is reserved. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Program Revenue (Income) - Revenues earned by a program.

Reserve - An account used either to set aside budgeted revenues that are not required for expenditures in the current budget year or to earmark revenues for a specific future purpose.

Resolution - A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Revenue - Sources of income financing the operations of government.

Service Lease - A lease under which the lessor maintains and services the asset.

Service Level - Services or products which comprise actual or expected output of a given program. Focus is on results, not measures of workload.

Source of Revenue - Point of origin of specific revenues.

Supplemental Appropriation - An additional appropriation made by the governing body after the budget year is started.

Supplemental Requests - Programs and services which departments would like to have added (in priority order) over their target budget, or if revenue received is greater than anticipated.

Tax Levy - The resultant product when the tax rate is multiplied by the tax base.

Taxes - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

Transfers In/Out - Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

Unencumbered Balance - The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purposes.

Unassigned Fund Balance - The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

User Charges - The payment of a fee for direct receipt of a public service by the party who benefits from the service.

Variable Cost - A cost that increases/decreases with increases/decreases in the amount of service provided such as the payment of a salary.

Working Capital - Excess of readily available assets over current liabilities. Or cash on hand equivalent which may be used to satisfy cash flow needs.

Work Years - The amount of personnel resources required for a program expressed in terms of the "full-time equivalent" number of employees. One "work year" is equal to one full-time, year-round employee. For most categories, this equals 1,950 hours per year (37.5 hours per week times 52 weeks) or 2,080 hours year (40 hours per week times 52 weeks). The number of hours a part-time employee is budgeted to work during the year is divided by 2,080 to arrive at the equivalent number of "work years" for the positions.

Glossary of Acronyms

ADA	Americans with Disabilities Act	LDA	Land Development Application
ARRA	American Recovery & Reinvestment Act	LED	Light Emitting Diode
ARPA	American Rescue Plan Act	LPD	Leesburg Police Department
BAR	Board of Architectural Review	LTSP	Long-Term Sustainability Plan
BMP	Best Management Practices	MEC	Mason Enterprise Center
BZA	Board of Zoning Appeals	MS4	Municipal Separate Storm Sewer System Permit
CARP	Capital Asset Replacement Program	NPDES	National Pollutant Discharge Elimination System
CCL	Consolidated Comment Letter	NVRC	Northern Virginia Regional Commission
CCR	Consumer Confidence Report	NVTA	Northern Virginia Transportation Authority
CDBG	Community Development Block Grant	ODALS	Omni-Directional Approach Lighting System
CIP	Capital Improvements Program	OSHA	Occupational Safety and Health Administration
CMOM	Capacity, Management, Operations, & Maintenance	PC	Planning Commission
COA	Certificate of Appropriateness	POS	Preliminary Official Statement
COIA	Conflict of Interest Act	PPT	Personal Property Tax
COLA	Cost-of-Living Adjustment	QA/QC	Quality Assurance/Quality Control
COPA	Commission on Public Art	RFP	Request for Proposals
CPE	Continuing Professional Education	RFQ	Request for Quotation
DBP	Disinfection Byproduct	RTSP	Regional Transit System Plan
DCSM	Design and Construction Standards Manual	SBDC	Small Business Development Center
DEQ	Virginia Department of Environmental Quality	SCADA	Supervisory Control and Data Acquisition
DEQSLAF	DEQ Stormwater Local Assistance Fund	SLDR	Subdivision and Land Development Regulations
DOAV	Virginia Department of Aviation	SOP	Standard Operating Procedures
DPR	Department of Plan Review	SRO	School Resource Officer
EAC	Environmental Advisory Commission	SRTC	Standing Residential Traffic Committee
EPA	Environmental Protection Agency	SWM	Stormwater Management Program
ERP	Enterprise Resource Planning (software)	TBL	Thomas Balch Library
FAA	Federal Aviation Administration	TLC	Tuscarora Landscaper's Choice
FAQ	Frequently Asked Question	TMDL	Total Maximum Daily Load
FBO	Fixed Base Operator	UMD	Utilities Maintenance Division
FEMA	Federal Emergency Management Agency	VDH	Virginia Department of Health
FMLA	Family Medical Leave Act	VDOT	Virginia Department of Transportation
FOIA	Freedom of Information Act	VML	Virginia Municipal League
FTA	Federal Transit Administration	VOIP	Voice Over Internet Protocol
FY	Fiscal Year	VPPA	Virginia Public Procurement Act
GFOA	Government Finance Officer's Association	VPRA	Virginia Public Records Act
GIS	Geographic Information System	VSMP	Virginia Stormwater Management Program
GO	General Obligation	W&OD	Washington & Old Dominion Railroad
HRIS	Human Resources Information System	WIP	Virginia Watershed Implementation Plan
HVAC	Heating, Ventilation, and Air-Conditioning	WPCF	Water Pollution Control Facility
ICMA	International City Manager's Association	WSD	Water Supply Division
IFB	Informal Bid	WTP	Water Treatment Plant
JLMA	Joint Land Management Area		