



Leesburg

*the hometown of the 21st century*

# Budget Update

DEPARTMENT OF FINANCE

DECEMBER 9, 2013

# Agenda

- FY 2014 Budget Update
  - General Fund
  - Utilities Fund
  - Capital Projects
- FY 2015 Budget Outlook
  - New Budget Framework
  - Budget Outlook
  - The Road Ahead
  - Timeline

# General Fund – FY 14

FIRST FIVE MONTHS OF FY 14 - General Fund						
	Revised Budget		Actual		Variance	
Sources					\$	%
Taxes	\$	11,860,767	\$	9,305,344	\$ (2,555,423)	-21.5%
Permits & Fees		241,292		464,378	223,086	92.5%
Fines & Forfeitures		200,000		192,368	(7,632)	-3.8%
Use of Money & Property		1,114,807		688,866	(425,941)	-38.2%
Charges for Services		2,113,425		1,917,048	(196,377)	-9.3%
Receipts & Transfers		1,152,783		2,778,618	1,625,835	141.0%
Intergovernmental		4,393,960		3,367,513	(1,026,447)	-23.4%
<b>Total Sources</b>	<b>\$</b>	<b>21,077,034</b>	<b>\$</b>	<b>18,714,135</b>	<b>\$ (2,362,899)</b>	<b>-11.2%</b>
<b>Uses</b>	<b>\$</b>	<b>21,060,435</b>	<b>\$</b>	<b>20,250,812</b>	<b>\$ (809,623)</b>	
<b>Net Impact on Reserves</b>	<b>\$</b>	<b>16,599</b>	<b>\$</b>	<b>(1,536,677)</b>	<b>\$ (1,553,276)</b>	

# Utilities Fund – FY 14

## FIRST FIVE MONTHS OF FY 14 - Utilities Fund

	Revised Budget		Actual		Variance	
					\$	%
<b>Sources</b>						
Fines & Forfeitures	\$	-	\$	2,835	\$ 2,835	100.0%
Use of Money & Property		74,584		41,758	(32,826)	-44.0%
Charges for Services		7,099,375		6,358,523	(740,852)	-10.4%
Receipts & Transfers		161,770		585,348	423,578	261.8%
Intergovernmental		12,792		14,893	2,101	16.4%
<b>Total Sources</b>	<b>\$</b>	<b>7,348,521</b>	<b>\$</b>	<b>7,003,357</b>	<b>\$ (345,164)</b>	<b>-4.7%</b>
<b>Uses</b>	<b>\$</b>	<b>7,286,496</b>	<b>\$</b>	<b>7,534,310</b>	<b>\$ 247,814</b>	
<b>Net Impact on Reserves</b>	<b>\$</b>	<b>62,025</b>	<b>\$</b>	<b>(530,953)</b>	<b>\$ (592,978)</b>	



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# Capital Projects – FY 14

## Completed Projects

- Downtown Improvements (2 projects)
  - Alley and Triangle
  - Loudoun Street from Church to King Street
- Lowenbach Phase III
- Miller Drive
- South King Street Widening Phase I
- Traffic Signal Battlefield and Plaza Street
- Airport (3 projects)
  - Runway 17 Safety Area Grading
  - North End Access Road
  - Helipads
- Virts Corner
  - Pending milling, paving, and traffic signal controller delivery
- Turn Lane at Sycolin Road & Tavistock Drive
  - Pending milling, paving, and traffic signal controller delivery

## Expected Completion

- Downtown Improvements
  - Loudoun Street from East End Triangle to Church Street
- Lowenbach Phase IV
  - Storm drainage outfall
- Edwards Ferry at the Route 15 Bypass Right Turn Lane
- Lower Sycolin Sanitary Sewer Phase I



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# FY 2015 Budget Outlook

# New Budget Framework

- Modified Balanced Scorecard
  - Customer Service (CS)
  - Financial Management (FM)
  - Business Process (BP)
  - Employee Development (ED)
- Goals, Objectives, & Performance Measures
- New Funds
  - Capital Asset Replacement Fund
  - Debt Service Reserve Fund
  - NVTAFund
- Budget Book Redesign

# FY 2015 Budget Book

## Leesburg Police Department

### MISSION

The Leesburg Police Department is committed, in partnership with the community, to provide the highest quality police services by using innovative and proactive approaches to improve the quality of life in the Town of Leesburg, while at the same time maintaining respect for the rights and dignity of all.

### 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 Leesburg Police Department consists of two major operating divisions: Administrative & Operational Support and Patrol Operations. The divisions include the following support functions: Criminal Investigations Section, Community Services Section, Information Services Section, and the Citizen's Support Team.

The current authorized strength is 85 sworn officers and 16 non-sworn personnel who provide law enforcement services and staffing at our main facility which is open to the public 24 hours a day, 7 days a week. In addition to its law enforcement role, LPD provides several community programs, including Vacation House Checks, Youth Outreach Programs, Citizen's Police Academy, Citizen's Support Team, and Child Safety Seat Inspections. LPD develops and maintains town-wide crisis response plans and serves as the emergency management component of Town government.

In furtherance of its missions to connect citizens to service, LPD utilizes a full range of communication tools such as Reverse 911, 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 CrimeReports, a web-based service providing in-time crime data, or by downloading the CrimeReports app onto their smartphones.

### Contact Information

Leesburg Police Department  
65 Plaza St., NE  
Leesburg, VA 20176  
Non-Emergency (703) 771-4500  
Emergency 9-1-1  
All numbers available 24/7



ADMINISTRATIVE & OPERATIONAL SUPPORT



CRIMINAL INVESTIGATION



PATROL OPERATIONS

COMMUNITY SERVICES

### Contact Us



## Keeping Us Safe

## Leesburg Police Department

### Financial Information and Analysis

Divisions	FY 2013 Actual	FY 2014 Budget	FY 2014 Revised	FY 2015 Proposed	Variance (%)
Administrative Support	\$ 1,775,440	\$ 1,749,575	\$ 2,439,024	\$ 1,908,519	\$ 158,944 9.1%
Patrol Operations	5,101,625	5,645,934	5,658,173	5,888,812	242,878 4.3%
Criminal Investigations	1,336,960	1,565,396	1,530,336	1,422,122	(143,274) -9.2%
Community Services	1,637,352	1,584,737	1,642,237	1,607,143	22,406 1.4%
Information Services	1,327,729	1,604,302	1,594,483	1,669,931	65,629 4.1%
Citizen's Support Team	3,664	3,903	3,903	3,145	(758) -19.4%
<b>Total</b>	<b>\$ 11,182,768</b>	<b>\$ 12,153,847</b>	<b>\$ 12,868,155</b>	<b>\$ 12,499,672</b>	<b>\$ 345,825 2.8%</b>

Object Categories	FY 2013 Actual	FY 2014 Budget	FY 2014 Revised	FY 2015 Proposed	Variance (%)
<b>Sources</b>					
Fines & Forfeitures	\$ 362,234	\$ 350,000	\$ 350,000	\$ 361,000	\$ 11,000 3.1%
Charges for Services	71,052	99,500	99,500	59,500	(40,000) -40.2%
Donations, Receipts and Transfers	463,036	506,870	506,870	455,195	(51,675) -10.2%
Revenue from the Commonwealth	829,288	829,288	829,288	829,288	— 0%
Revenue from the Federal Government	43,422	0	0	29,000	29,000 0.0%
<b>Total Revenue</b>	<b>\$ 1,769,032</b>	<b>\$ 1,785,658</b>	<b>\$ 1,785,658</b>	<b>\$ 1,733,983</b>	<b>\$(51,675) -2.9%</b>
Local Tax Funding	9,413,736	10,368,189	11,082,497	10,765,689	397,500 3.8%
<b>Total Sources</b>	<b>\$ 11,182,768</b>	<b>\$ 12,153,847</b>	<b>\$ 12,868,155</b>	<b>\$ 12,499,672</b>	<b>\$ 345,825 2.8%</b>

Uses	FY 2013 Actual	FY 2014 Budget	FY 2014 Revised	FY 2015 Proposed	Variance (%)
Personnel Services	\$ 9,845,937	\$ 10,952,691	\$ 10,971,691	\$ 11,248,293	\$ 295,602 2.7%
Contractual Services	559,941	631,823	620,176	696,252	64,429 10.2%
Materials & Supplies	153,370	244,045	269,744	241,995	(2,950) -1.2%
Transfer Payments	250	0	0	0	— 0.0%
Continuous Charges	268,962	306,038	292,042	260,032	(46,006) -15.0%
Capital Expenditures	354,308	19,250	714,502	54,000	34,750 180.5%
<b>Total Uses</b>	<b>\$ 11,182,768</b>	<b>\$ 12,153,847</b>	<b>\$ 12,868,155</b>	<b>\$ 12,499,672</b>	<b>\$ 345,825 2.8%</b>

### Budget Analysis

TO BE COMPLETED BY FINANCE

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### Performance Measures

Scorecard	Description	FY 2013 Actual	FY 2014 Estimate	FY 2015 Target	Trend
BP, CS	Percentage closure rate for shoplifting <i>Measures the percentage of shoplifting cases closed</i>	56.0%	51.0%	56.0%	↔
BP, CS	Percentage closure rate for thefts from automobiles <i>Measures the percentage of thefts from automobile cases closed</i>	5.7%	13.0%	18.0%	↑
CS, BP	Percentage closure rate for burglary <i>Measures the percentage of burglary cases closed</i>	15.0%	18.6%	23.0%	↑
BP, CS	Percentage closure rate for robbery <i>Measures the percentage of robbery cases closed</i>	38.1%	66.7%	70.0%	↑
BP, CS	Number of traffic citations <i>Measures the total number of traffic citations issued in a calendar year</i>	5462	7060	7413	↑
BP, CS	Number of traffic safety blitzes and details <i>Measures the total number of traffic safety blitzes and details in a calendar year</i>	333	560	588	↑

# FY 2015 Budget Book

## Airport Capital Improvements Program

### Airport

Improvements to the Leesburg Executive Airport continue to be a priority to the Town. Capital projects in this category a new Airport Maintenance Shed for the storage of airport equipment; construction of North Area Hangars for additional corporate and T-hangars; completion of west-end Perimeter Fence; and, Runway 17 Safety Area Grading to improve runway safety. The total cost of Airport Capital Improvements for FY 2015 is \$400,000.

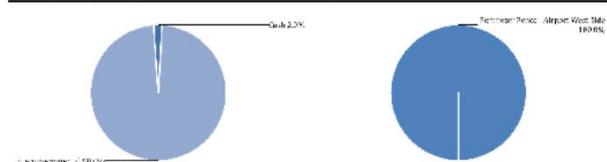
#### Sources by Fund

Sources	Total Required Project Funding	Funded through 6/30/13	2014	2015	2016 - 2019	Total for 6 Yr CIP	Future Funds Required
<b>Capital Projects Fund</b>							
Gen. Fund Cash	\$15,200,000	—	—	—	—	—	\$15,200,000
State - DOAV	176,100	10,200	36,400	9,500	120,000	165,900	—
Federal - FAA	2,784,400	40,800	145,600	38,000	480,000	663,600	2,080,000
Other - FAA	1,759,500	90,000	1,213,000	427,500	—	1,660,500	—
<b>Total Capital Projects Fund</b>	<b>\$7,240,000</b>	<b>\$150,000</b>	<b>\$1,415,000</b>	<b>\$475,000</b>	<b>\$600,000</b>	<b>\$2,490,000</b>	<b>\$4,600,000</b>
<b>Total Funding Sources</b>	<b>\$7,240,000</b>	<b>\$150,000</b>	<b>\$1,415,000</b>	<b>\$475,000</b>	<b>\$600,000</b>	<b>\$2,490,000</b>	<b>\$4,600,000</b>

#### Uses by Project

Projects	Total Required Project Funding	Funded through 6/30/13	2014	2015	2016 - 2019	Total for 6 Yr CIP	Future Funds Required
Airport Maintenance Shed	\$400,000	—	—	—	400,000	\$400,000	—
Airport North Hangars	4,800,000	—	—	200,000	200,000	4,600,000	—
Perimeter Fence - Airport West Side	1,010,000	40,000	495,000	475,000	—	970,000	—
Runway 17 Safety Area Grading	1,030,000	110,000	920,000	—	—	920,000	—
<b>Total Uses</b>	<b>\$7,240,000</b>	<b>\$150,000</b>	<b>\$1,415,000</b>	<b>\$475,000</b>	<b>\$600,000</b>	<b>\$2,490,000</b>	<b>\$4,600,000</b>

#### CIP Sources by Type (2015)



## Capital Improvements Program

## Airport

### TITLE: Airport Maintenance Shed (19NEW1)

#### STATUS: New

**PROGRAM DESCRIPTION:** Construct a maintenance shed for storage of equipment needed to maintain the airport property. Currently equipment is stored in areas that are too small to allow the entire piece of equipment to be out of the weather. Project to be funded at 80% DOAV and 20% Town.

**OPERATING IMPACT:** Minimal electric costs.

**GOAL ADDRESSED:** 2006 Airport Master Plan

- Requires preservation and protection of airport property.

2012 Town Plan

- Transportation Objective 6 calls for promotion and protection of the Leesburg Executive Airport as a primary reliever airport within the regional air transportation system.

#### Significant Dates

UTILITY RELOCATION START	CONSTRUCTION START	ESTIMATED COMPLETION
N/A	Summer 2015	Winter 2015/2019



#### Funding Sources

Sources	Total Required Project Funding	Funded through 6/30/13	2014	2015	2016	2017	2018	2019	Total for 6 Yr CIP	Future Funds Required
Gen. Fund Cash	\$400,000	—	—	—	—	—	—	400,000	\$400,000	—
State - DOAV	180,000	—	—	—	—	—	—	180,000	\$180,000	—
<b>Total Sources</b>	<b>\$400,000</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>—</b>

#### Planned Uses

Uses	Total Project Cost	Expended through 6/30/13	2014	2015	2016	2017	2018	2019	Total for 6 Yr CIP	Future Funds Required
Design/Engineering	\$50,000	—	—	—	—	—	—	50,000	\$50,000	—
Construction	350,000	—	—	—	—	—	—	350,000	350,000	—
<b>Total Uses</b>	<b>\$400,000</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>—</b>

#### Operating Impact

Operating/Maintenance	2014	2015	2016	2017	2018	2019	Total for 6 Yr CIP
VA	—	—	—	—	—	—	—

# Budget Outlook

- Stick to the Plan
  - Second year of biennium
- Continued Moderate Revenue Growth
- Budget by Exception
  - Impact on service delivery
- Second Year of New Performance Based Evaluation System
  - % increase and \$ bonus
- Savings and Increases
  - Decrease in OPEB Costs
  - Decrease in Refuse/Recycling Costs
  - Increase in Healthcare Costs
  - Increase in Pension Costs
- On Track with Pro Forma

# The Road Ahead

## Challenges & Opportunities

- Transit Funding
- Water Rate Study  
Implementation
- Future of Healthcare
- Hybrid Pension Plan
- Economic Development
  - Lowes
  - Crescent Place
- NVTA Funding
- Automation
- City Status
- ...
- ...
- ...

# Timeline

- January 2014 Department Budget Meetings
- Feb. 24, 2014 Proposed Budget to TC
- Mar. 11, 2014 Budget and CIP Public Hearing
- April 8, 2014 Tax Rate and Budget Adoption

Questions?