

**TOWN OF LEESBURG  
NOTICE OF PUBLIC HEARING  
ON THE PROPOSED BUDGET  
FOR FISCAL YEAR JULY 1, 2016 - JUNE 30, 2017**

In accordance with the Code of Virginia of 1950, as amended, §§ 15.2-2506 and 15.2-107, the Leesburg Town Council will hold a public hearing on:

**Tuesday, March 8, 2016 at 7:30 p.m.**  
in the Council Chambers of Town Hall  
25 West Market Street, Leesburg, VA

At which time the public shall have the right to provide written and oral comments on the Town's proposed budget for fiscal year July 1, 2016 to June 30, 2017.

**SUMMARY OF EXPENDITURES**

<b>GENERAL FUND</b>	<b>FY 2016 ADOPTED</b>	<b>FY 2017 PROPOSED</b>	<b>Increase (Decrease)</b>
Town Council	\$259,771	\$271,963	\$12,192
Boards & Commissions	\$156,373	\$157,873	\$1,500
Town Manager	\$1,393,783	\$1,092,409	(\$301,374)
Town Attorney	\$608,691	\$570,137	(\$38,554)
Clerk of the Council	\$140,680	\$136,432	(\$4,248)
Finance and Administrative Services	\$4,362,697	\$4,641,338	\$278,641
Police	\$13,791,231	\$13,827,688	\$36,457
Public Works & Capital Projects	\$12,637,248	\$13,460,663	\$823,415
Parks & Recreation	\$7,825,544	\$7,609,579	(\$215,965)
Thomas Balch Library	\$478,320	\$477,900	(\$420)
Planning & Zoning	\$1,587,028	\$1,589,110	\$2,082
Plan Review	\$1,415,285	\$1,351,619	(\$63,666)
Economic Development	\$770,982	\$750,322	(\$20,660)
Airport	\$772,515	\$773,816	\$1,301
Non-Departmental	\$102,000	\$602,000	\$500,000
Debt Service	\$5,617,192	\$8,029,173	\$2,411,981
<b>Total General Fund</b>	<b>\$51,919,340</b>	<b>\$55,342,022</b>	<b>\$3,422,682</b>
<b>UTILITIES FUND</b>			
Operations	\$15,109,495	\$14,870,809	(\$238,686)
Capital Projects	\$3,797,300	\$1,709,000	(\$2,088,300)
Debt Service	\$4,799,434	\$4,599,106	(\$200,328)
<b>Total Utilities Fund</b>	<b>\$23,706,229</b>	<b>\$21,178,915</b>	<b>(\$2,527,314)</b>
<b>CAPITAL PROJECTS FUND</b>			
Capital Projects	\$19,171,500	\$13,140,700	(\$5,931,600)
<b>Total Capital Fund</b>	<b>\$19,171,500</b>	<b>\$13,140,700</b>	<b>(\$5,931,600)</b>
<b>CAPITAL ASSET REPLACEMENT FUND</b>	<b>\$1,316,800</b>	<b>\$1,746,100</b>	<b>\$429,300</b>
<b>NVTA FUND</b>	<b>\$1,551,800</b>	<b>\$3,347,900</b>	<b>\$1,796,100</b>
<b>Total All Funds</b>	<b>\$97,665,669</b>	<b>\$94,755,637</b>	<b>(\$2,910,032)</b>

**SUMMARY OF REVENUES**

<b>GENERAL FUND</b>	<b>FY 2016 ADOPTED</b>	<b>FY 2017 PROPOSED</b>	<b>Increase (Decrease)</b>
Real Estate Taxes	\$12,227,000	\$12,547,241	\$320,241
Public Service Corporation Taxes	\$214,982	\$285,000	\$70,018
Personal Property Taxes	\$2,020,000	\$2,090,000	\$70,000
Other Local Taxes	\$15,363,214	\$15,944,928	\$581,714
Permits, Fees & Licenses	\$1,330,035	\$1,099,660	(\$230,375)
Fines & Forfeitures	\$599,497	\$523,700	(\$75,797)
Use Of Money and Property	\$1,501,052	\$1,546,600	\$45,548
Charges For Services	\$5,183,077	\$5,300,456	\$117,379
Donations, Receipts and Transfers	\$4,011,013	\$3,367,801	(\$643,212)
Intergovernmental	\$10,802,329	\$11,636,636	\$834,307
<b>Total General Fund</b>	<b>\$53,252,199</b>	<b>\$54,342,022</b>	<b>\$1,089,823</b>
<b>UTILITIES FUND</b>	<b>\$19,246,355</b>	<b>\$21,569,026</b>	<b>\$2,322,671</b>
<b>CAPITAL PROJECTS FUND</b>	<b>\$19,138,300</b>	<b>\$13,737,987</b>	<b>(\$5,400,313)</b>
<b>CAPITAL ASSET REPLACEMENT FUND</b>	<b>\$1,048,083</b>	<b>\$306,000</b>	<b>(\$742,083)</b>
<b>NORTHERN VIRGINIA TRANSIT AUTHORITY FUND</b>	<b>\$1,551,800</b>	<b>\$2,035,717</b>	<b>\$483,917</b>
<b>USE OF FUND BALANCE ACROSS ALL FUNDS</b>	<b>\$3,428,932</b>	<b>\$2,764,885</b>	<b>(\$664,047)</b>
<b>Total All Funds</b>	<b>\$97,665,669</b>	<b>\$94,755,637</b>	<b>(\$2,910,032)</b>

This budget is prepared for informative and fiscal planning purposes only. Such preparation, publication, and approval shall not be deemed to be an appropriation. No money shall be paid out or become available to be paid out for any contemplated expenditure unless and until there has first been made an annual, semiannual, quarterly, or monthly appropriation for such contemplated expenditure.

Copies of the proposed budget are available on the Town website, on computer disk and for inspection at Town Hall, 25 West Market Street, Leesburg, Virginia, and at the Thomas Balch Library, 208 West Market Street. Questions should be directed to Clark G. Case, Director, Department of Finance and Administrative Services, at 703-771-2720. Persons requiring special accommodations should contact the Clerk of Council at 703-771-2733, three days in advance of the meeting. For TTY/TDD service, use the Virginia Relay Center by dialing 711.



Date of Council Meeting: March 8, 2016

**TOWN OF LEESBURG  
TOWN COUNCIL MEETING**

**Subject: Public Hearing:** Fiscal Year 2017 Proposed Budget

**Staff Contact:** Kaj Dentler, Town Manager  
Clark Case, Director of Finance and Administrative Services

**Council Action Requested:** No action is required at this time.

**Staff Recommendation:** The proposed budget for Fiscal Year 2017 was presented to Town Council on February 23, 2016.

**Commission Recommendation:** Not applicable.

**Fiscal Impact:** The Fiscal Year 2017 proposed budget (General Fund, Capital Improvement Program (CIP), Capital Asset Replacement Fund, Northern Virginia Transportation Authority Fund (NVTAF), and Utilities Fund) totals \$94,755,637. This represents a decrease of approximately 3% from the Adopted Fiscal Year 2016 budget. The majority of this decrease is due to the CIP which has a Fiscal Year 2017 proposed budget of \$13,140,700.

The Proposed Fiscal Year 2017 General Fund budget, excluding the \$2.4M increase in Debt Service, is increasing by 2% over Adopted Fiscal Year 2016 Budget, and is based on a residential equalized plus inflation tax rate of 18.72 cents per \$100 of assessed value. The proposed budget provides for an average of 3% employee pay-for-performance increase, and an anticipated 18% decrease for Town employee health insurance. One new position, a Network Administrator in the Information Technology Department, is proposed in the General Fund budget. The proposal for the new position converts a contracted employee that saves the Town \$50,000 annually.

The Proposed Fiscal Year 2017 Budget for the Utility Fund includes: revenue from the water and sewer user fees approved by Council in 2014; provides approximately \$950,000 to fund infrastructure improvements; and \$1.7 million in capital improvement projects.

**Executive Summary:** The proposed Fiscal Year 2017 budget was formally presented to Town Council on February 23, 2016. Budget work sessions are scheduled for March 12 and March 28. The budget public hearing is scheduled for March 8, 2016. The tax rate public hearing is scheduled for April 11, 2016. Final approval and adoption of the tax rate, and budget for all funds is scheduled for April 12, 2016 in accordance with Council's past practices.

**Background:** Some highlights in the proposed budget include the following:

- General Fund
  - Debt service increase
  - Anticipated health insurance decrease of 18%
  - 3% average pay-for-performance increase for full time employees
  - One new Network Administrator position
  - Town Manager's Downtown Initiative
  
- Capital Improvement Program (CIP)
  - South King Street Widening, Phase II
  - Battlefield Parkway, South King to Evergreen Mill
  - Battlefield/East Market Interchange Design
  - Route 15 Bypass/Edwards Ferry/ Fort Evans Interchange
  - Catocin Skate Park
  - Chesapeake Bay TMDL Project
  - Lower Sycolin Sewer Conveyance
  - Tuscarora Creek Flood Mitigation
  
- Utility Fund
  - \$1.7 million in capital improvement projects, primarily in support of the Lower Sycolin Sewage Conveyance System Phase II.
  - \$950,000 for infrastructure improvements