MIDDLEBURG TOWN COUNCIL
Regular Monthly Meeting Minutes
Thursday, March 27, 2025

PENDING APPROVAL

PRESENT: Mayor Trowbridge M. Littleton
Vice Mayor Chris W. Bernard
Councilmember Pamela Curran
Councilmember J. Kevin Daly
Councilmember Morris E. "Bud" Jacobs
Councilmember C. Darlene Kirk
Councilmember Peter A. Leonard-Morgan
Councilmember Cindy C. Pearson

STAFF: Danny Davis, Town Manager
Martin Crim, Town Attorney (participated remotely)
Rhonda S. North, MMC, Town Clerk
William M. Moore, Deputy Town Manager (participated remotely)
Shaun Jones, Chief of Police
Angela Fletcher, Town Treasurer/Finance Director
Ali MacIntyre, Business Development & Community Partnerships Director

The Town Council of the Town of Middleburg, Virginia held their regular monthly meeting on Thursday, March 27, 2025 in the Town Hall Council Chambers, located at 10 West Marshall Street. Mayor Littleton led Council and those attending in the Pledge of Allegiance to the flag. The roll was called at 6:00 p.m.

Public Presentations

Annual Report – Middleburg Business & Professional Association

Punkin Lee, President of the Middleburg Business & Professional Association (MBPA), reminded Council that the MBPA began in the 1960s and reported that over the past ten years, it had maintained a membership of approximately one hundred thirty people. She further reminded Council that they promoted the town and businesses and organized events. Ms. Lee advised that their monthly Biz Buzz events averaged sixty-five to eighty people and explained that the reason they were so successful was that everyone liked each other and wanted to help each other. She reviewed the membership of their Board of Directors and noted that they met on the first Tuesday of each month. Ms. Lee introduced Katie Carter, of the MBPA.

Ms. Carter reviewed the 2024 MBPA promotions. She reported that they worked with Chief Jones to create a card that contained the telephone number of the on-duty officer that would be easily accessible for the businesses. Ms. Carter further reported that they also created monthly calendar cards and an annual events card that listed all of the major events in town. She noted that the cards contained QR codes that allowed people to stay up to date in the event of a calendar change. Ms. Carter also reviewed the MBPA's social media performance and noted that it had grown consistently in the past three years. She reported that their Instagram page had over one thousand new followers, giving them a total of 7,000 followers. Ms. Carter reviewed the topics of their posts, including those on Facebook, which had the most views. She reported that the majority of their followers were women between the ages of 45 and 54, followed by those between the ages of 55 and 64. Ms. Carter advised that the top cities of their followers were Leesburg, Middleburg, Winchester and South Riding. She reported that they also used hashtag performance to find people. Ms. Carter advised that the top audience for their Facebook followers were women between the ages of 35 and 44, who lived in Middleburg; Washington, DC; Leesburg; Arlington; and Purcellville. She reviewed the searches that were performed and opined that most people found Middleburg through an organic search. Ms. Carter reported that social media searches were consistent, with there being huge spikes starting in October through December, at which point, people started to go to their website. She reviewed the top pages on their website that were viewed. Ms. Carter opined that people were interested in coming to Middleburg and spending their money

here and suggested they had things set up to make it very friendly and accessible. She advised that people would reach out to ask questions or offer comments about what they did and liked, most of which was positive.

Ms. Lee reviewed the activities the MBPA performed in 2024 and reported that all of them would continue in 2025. She reported that in addition, they planned to add an Annual Middleburg Chili Bowl Contest, to be held the first Saturday in September. Ms. Lee acknowledged that weekends were busy in Middleburg and advised that their goal was to create visitorship during the week. She advised that they also planned to focus on Federal Street, including the professional and service businesses located there, and noted that things were not always about shopping and dining.

Ms. Lee thanked the Council for their financial support of the MBPA and the December activities and advised that they would like to request the same amount of financial support for 2025.

Vice Mayor Bernard advised that when he was in other towns, he bragged about how strong Middleburg's business community was. He noted that the MBPA provided an exceptional level of support and communication to all the businesses, which allowed them to work together to raise the tide. Mr. Bernard thanked the MBPA and advised that he was happy to support whatever level of funding they needed.

Councilmember Kirk thanked the MBPA for all they did.

Mayor Littleton noted that it was amazing to have one hundred to two hundred people at the Biz Buzz events for a town with a population of only seven hundred people. He acknowledged everything the MBPA did for the community, including all the hidden things that occurred in the background. Mr. Littleton noted the feeling of community spirit that could be felt during the monthly Biz Buzz events. He thanked the MBPA's Board of Directors.

Annual Report – Streetscape Committee

Punkin Lee, Chair of the Streetscape Committee, reviewed the membership of the committee and advised that they were happy to keep it at six members. She noted that the Committee advised the Planning Commission and Council with regard to sidewalk upgrades, repairs and/or additions, as well as on street furniture in general and asked that this be added to their list of duties and responsibilities. Ms. Lee reported that one of their short-term goals was to assist the Town staff with the replacement of the shrubs in the large planter boxes at the Town Hall. She further reported that other short-term goals were to revise the Town's approved tree and shrub list and to maintain the planting beds around town that were overhauled in 2024, including the replacement of plants as needed, with the goal of reducing maintenance. Ms. Lee advised that their goals also included installing plants for the Town's western entrance based on the garden plans that were included with their written report and to treat the street trees on Washington and Madison Streets to increase their health. She reported that their long-term goals include the completion of the plantings at the western and eastern Town entrances and expressed hope to start work on the eastern entrance this fall. Ms. Lee advised that they also wanted to update their five-year plan for the removal and replacement of trees on Washington and Madison Streets.

Ms. Lee reported that the Streetscape Committee applied for $33,000 for this year's maintenance and plantings on Washington and Madison Streets. She opined that the Town Manager included funds in the budget for the plantings for the western entrance. Ms. Lee advised that they would like to apply for $16,000 for the maintenance costs for the Eastern entrance and another $4,000 for the plants, shrubs and trees.

Ms. Lee reminded Council that in 2024, the landscaping in the bump-outs on Washington Street was redone and maintained throughout the very dry summer, with five hundred bulbs being planted, which should bloom this spring. She reported that members of the Committee met with the Town staff to review the street trees on Washington and Madison Streets, which resulted in the installation of flexi-pave material to allow for better sidewalk passage and more room for tree roots. Ms. Lee advised that Committee Member Bonnie Burns drew up the planting plans for the eastern and western entrances to town and noted that they included as many self-maintenance shrubs and plants as possible. She expressed hope to incorporate a holly tree on each end of town, which could be incorporated into the Christmas décor. Ms. Lee advised that the plantings would be loose and there would be rocks that would be large enough to be seen but not so large that a car could not run over them.

Ms. Lee announced that the Arbor Day Celebration would be held on April 26th and that a tree would be planted at the Community Center in memory of Thelma Swain.

Councilmember Leonard-Morgan noted that he loved the planting designs for the entrances. He expressed hope that in the future, they could avoid scheduling conflicts between the Arbor Day Celebration and the Town's Spring Clean-Up event. He further expressed hope that they could complete the clean-up activities prior to the start of the Arbor Day activities.

Ms. Lee noted that in addition to Arbor Day and Spring Clean-Up, there would be battery and drug take back events that day.

Mayor Littleton suggested that in the future, the times be staggered. It was noted that the Arbor Day Celebration was scheduled when it was due to conflicts with sporting events.

Councilmember Pearson thanked the Committee members and noted that their knowledge of plants, bushes and trees was amazing. She advised that they did a lot of good work.

Town Manager Davis advised Council that there was funding in the current budget to start the work on the western entrance. He further advised that additional funding was included in the proposed FY '26 Budget for the eastern side, which would allow the structure to be installed in the summer and the plantings installed in the fall. Mr. Davis noted that this would be a part of the Council's budget discussions; however, barring any changes, he anticipated work would proceed on the western end this spring.

Ms. Lee explained that they wanted to do the western side first, as it was level, which would allow them to see how the plantings went. She noted that the eastern end would require major earthwork.

Staff Reports

February Utilities Report

Vince Gugliotta, of IES, reported that the water treatment facilities and distribution system maintained compliance with all required sampling. He further reported that the Town's water demand was for an average daily production of 125,000 gallons of water, for a total monthly finished water volume of just under 3.5 million gallons. Mr. Gugliotta noted that several leaks were addressed during the month of February, including the large one that was previously reported, and that a number of maintenance items were taken care of. He reported that the fire department updated their response plans for the Town's treatment facilities. Mr. Gugliotta advised that numerous SCADA (supervisory control and data acquisition) services were performed on the water system throughout February.

Mr. Gugliotta reported that the wastewater treatment facility and distribution system maintained compliance for the month of February. He further reported an average daily discharge of 113,000 gallons, for a total monthly discharge of 3.1 million gallons. Mr. Gugliotta advised that numerous maintenance activities and repairs occurred, as well as SCADA and alarm system updates for enhanced services. He noted that the generator was repaired.

Mr. Gugliotta reported that the well levels were trending in a good direction; however, they had leveled off for the moment. He noted that he would like to see them climb a little more and was keeping a close eye on them. Mr. Gugliotta reported that Well 4 appeared to be doing well at the moment and that there were no issues at Well P.

In response to an inquiry from the Council, Mr. Gugliotta confirmed the Town used Comcast as its internet provider.

Town Manager Davis reported that Comcast made some improvements to their system earlier in the year to enhance their network. He noted that there were also some weather-related issues that affected service. Mr. Davis reported that the staff was working with Valley Automation to install a cellular connection for the SCADA server at the wastewater treatment plant and noted that Comcast would be the back-up system, with the cellular system being the primary system.

Mr. Gugliotta reported that this changeover occurred in early February.

In response to an inquiry from the Council as to the reason for the water pipe leaks, Mr. Gugliotta advised that these occurred due to multiple factors, including deteriorated pipes and, in the case of the Middleburg Residences main, failed craftmanship.

Town Manager Davis advised that there were some leaks in private laterals that were the result of frozen pipes due to the cold weather. He noted that a number of leak adjustments were required due to frozen pipes.

Mayor Littleton expressed concern about the small amount of snow received during the winter and noted that the water levels were already trending toward a drought. He noted the need for thoughtful discussion about what the Town was going to do to address this if the water levels reached the danger zone. Mr. Littleton reminded Council that last summer, they implemented water conservation measures. He questioned what those measures should include and whether there should be different tools available. Mr. Littleton noted that this seemed to be happening more frequently as the weather patterns have changed. He suggested the need to get ahead of this as best as the Town could.

Town Manager Davis reported that he and Town Clerk North have been working on a draft amendment to the water conservation ordinance and noted that he reviewed it with the Town Attorney earlier in the day. He advised that he intended to bring it to the Council during their next meeting for discussion. Mr. Davis suggested that following that meeting, a public hearing be held to give the public the opportunity to provide input and feedback. He advised that the staff was proposing some changes, such as water rationing, should the Town get into a serious situation. Mr. Davis explained that in that case, limitations would be placed on how many gallons of water a user could use in a particular time frame and, if they exceeded it, significant financial penalties would be imposed or there could be a loss of service. He further explained that strengthening the ordinance would allow the Town to protect its water supply. Mr. Davis reiterated that this was in development and would be presented to Council during their next meeting.

Mayor Littleton noted the need to have the right tools and to use them appropriately. He suggested the need to get ahead of the drought.

Special Projects Report

Town Manager Davis reported that the interim improvements to Madison Street have been completed and noted that both sides of the street were much safer for walking. He opined that the improvements would serve the Town well, especially during festivals and other events. Mr. Davis noted that the Town had not yet received a formal request related to the stones and advised that he would reach out to the person who made the inquiry to determine whether he intended to pursue that. He noted that some of the business owners have suggested the need to replace the small gravel that was in between the larger stones and advised that he would work with Deputy Town Manager Moore to get that done. Mr. Davis reported that the Asbury Church Project Committee met with the consultant on the Oral Histories Project. He further reported that the staff would meet next week to discuss the proposals that were received in response to the RFPs (Requests For Proposals) for architect/engineering services and construction management services for the Asbury Church Restoration Project. Mr. Davis advised that the sewer main video inspections were proceeding and noted that the contractor was making good progress. He reported that they already found issues with one of the manholes that was allowing water intrusion. Mr. Davis advised that the staff would work with a contractor on the repair work once it developed a scope of work. In response to an inquiry from the Council, he advised that the water was coming from the creek that ran behind Chinn Lane and noted that there was no water main in close proximity to the manhole. Mr. Davis confirmed the water was groundwater and explained that by repairing the manhole, the Town would avoid I&I (inflow and infiltration). He reported that the contractor would be conducting sewer main video inspections on the west side of Route 50 in the next couple of weeks and would coordinate traffic control. Mr. Davis noted that it was this section of the sewer main that was the most concerning due to its age.

In response to an inquiry from the Council, Town Manager Davis confirmed the Town of Purcellville's maintenance team helped repair sewer manholes that were damaged during snow removal.

In response to an inquiry from the Council as to how long water had been intruding into the sewer manhole, Town Manager Davis noted that it was an old section of pipe and opined that the water intrusion could have been an issue for a while. He reminded Council that approximately four years ago, the Town addressed the manholes that were in the wetlands; however, it never made it to the other manholes for visual inspections. Mr. Davis opined that it was likely this manhole had been this way for a long time.

In response to an inquiry from the Council, Town Manager Davis advised that the Town would not be redrawing the parking lines on South Madison Street, as the sections where the tree roots were in the way were not long enough to accommodate a parking space. He further advised that in order to do any kind of restriping, the entire section would have to be removed and noted that this would involve VDOT. Mr. Davis suggested the better approach would be for the staff to return to Council in the future with alternatives. He noted that one possible suggestion was for the Town to remain in the interim state it was in for an extended period; another was to look at a less detailed improvement; and another was to pursue the full improvement plan as previously discussed. Mr. Davis noted the need to look at the potential costs. He advised that he and Deputy Town Manager Moore were developing options and noted that they may incorporate some restriping for parking. He advised that more work was needed before it could be determined whether an additional parking space could be provided due to the removal of the tree roots.

Consent Agenda

A. Council Approval – March 13, 2025 Regular Council Meeting Minutes
B. Council Approval – Resolution of Appreciation – Mary Ann Burns
C. Council Approval – Resolution of Appreciation – Ed Fleischman

Vice Mayor Bernard moved, seconded by Councilmember Daly, that Council approve the consent agenda, with the addition of Item 6A (special recognition by Mayor & Council).

Vote: Yes – Councilmembers Bernard, Curran, Daly, Jacobs, Kirk, Leonard-Morgan, and Pearson
No – N/A
Abstain: N/A
Absent: N/A
(Mayor Littleton only votes in the case of a tie.)

DISCUSSION ITEMS

Proposed FY ’26 Budget - General Fund Discussion

Town Manager Davis advised that there were three goals for this meeting – to discuss the status of revenues; to talk through the Police Department budget; and, if time allowed, to discuss the Economic Development budget. He reported that the Strategic Finance Committee met earlier in the week and urged caution; that the staff continue to pay attention to the economy very closely over the next few months; and, that any final budget decisions be paused until June when additional information would be available. Mr. Davis noted that the Finance Committee scheduled their next meeting for June 2nd, which would allow the staff to conduct an analysis on the revenues through April. He reported that for the first half of FY ’25, the Town saw 10-11% increases in revenues year-over-year; however, in February, activity was down by 15-16%. Mr. Davis noted that this could be due to a number of factors, including the weather. In response to a comment from the Council, he agreed it could also be a leading indicator. He reported that the Town’s revenues were still ahead of where they were this time in FY ’24. Mr. Davis advised that he had heard that March’s revenues could be a little lighter than last year’s and noted the need to be aware of this. He advised that the Town currently only had anecdotal information and reported that the staff talked with the businesses and representatives from the Salamander Resort regularly. In response to an inquiry from the Council, he confirmed this was the first year the Town was collecting transient occupancy tax (TOT) revenues on a monthly basis; therefore, it did not have data to compare it to for January and February. Mr. Davis advised that it was his understanding that January and February were slightly above last year’s revenues for the resort and noted that he was able to extrapolate what he thought March would do. He opined that given the overall economic uncertainty, people were

probably putting a pause on their travel plans. In response to an inquiry from the Council, he advised that Salamander protected their detailed information and noted that it was proprietary. He advised that they worked with the staff enough to give them a good sense of what they expected so he could build some assumptions into the budget. Mr. Davis reported that the resort was tracking with their own budget, which was a good sign; however, they may not be seeing the continued growth that had been seen over the past eight months.

Town Manager Davis reviewed the questions from the last budget discussion, as well as his responses. He noted that the Council asked for additional revenue scenarios and reported that he provided four that ranged from reduced revenues of $200,000-$400,000, assuming no major incidents occurred. Mr. Davis opined that the Town could experience a $300,000 dip in revenues, which would be a definite hit, and noted that the Town would have to look at its expenditures in that case.

Mayor Littleton noted the need for the Council to look at the revenue comparisons for January, February, March and April to see what they looked like. He advised that he shared the nervousness that was expressed during a meeting with Salamander. Mr. Littleton opined that this was a year in which prudence and caution were more important with regard to the budget. He noted the start of trade wars and of the need to understand the fallout from them.

Town Manager Davis reminded Council that the proposed FY '26 Budget included two new police officer positions. He noted that there were questions related to that proposal, including a request for a program review of the department. Mr. Davis reported that he, Chief Jones and Deputy Town Manager Moore reviewed the department from a programmatic standpoint to identify what they did, what was required and what was discretionary. He noted that they included some assumptions, such as that the Council wanted to have a 24/7 police department. Mr. Davis reminded Council that having a police department was not mandated by the State; however, it was a good choice. He advised that they divided the police department into its two major activities – patrol operations and events/special community activities. Mr. Davis reviewed the breakdown of the different components under the patrol operations and identified what was required spending and what was discretionary spending under each component. He reviewed the breakdown of the different components under the events/special activities activity, including what was required and what was discretionary. Mr. Davis reviewed the total breakdown of operating costs for FY '24 and '25 and what was proposed for FY '26. He reported that the required spending in FY '25 was just over $1 million, and the discretionary spending was $65,000. Mr. Davis further reported that what was proposed for FY '26 was $1.1 million in required spending, with the discretionary spending increasing significantly, for a total police budget of almost $1.5 million. He noted that he had more information to provide and advised that this was just related to the programmatic review requested by Council.

Councilmember Leonard-Morgan noted that the police budget was proposed to increase from $947,000 in FY '24 to $1.5 million in FY '26, or almost a 50% increase. He expressed an understanding of the importance of having additional officers in order to ensure proper staffing in the event of an issue. Mr. Leonard-Morgan questioned whether there was a compromise. He further questioned whether the proposal was to hire too many police officers.

Town Manager Davis advised that this would be addressed during the other half of his presentation.

Mayor Littleton opined that the next question was whether the request was meeting actual requirements. He noted that what Town Manager Davis just presented addressed the programmatic question, which created a baseline.

Town Manager Davis acknowledged that the proposal in the FY '26 budget included a significant cost increase – just over $270,000 year-over-year for people and equipment for the two additional positions, which was a significant amount of money, especially in light of the revenue challenges the Town may be facing. He noted that the Mayor and Vice Mayor asked for information in terms of actual events that the Police Department responded to and advised that they provided two years' worth of data, in which they focused on events that were serious and during which they would want multiple officers to respond for safety purposes. Mr. Davis acknowledged the number was not huge and advised that Middleburg was a small, safe town. He reviewed the serious incidents, which included three domestic/assault situations, six DUIs, two drunk in publics and one warrant service. Mr. Davis reported an average response time for back-up from the Sheriff's Department of seven to twenty-two minutes. He further reported that during these times, the Town was left unattended from a minimum amount of time to eighty-five minutes. Mr. Davis advised that one of the officers stated he could expect to be gone about three hours if he had to take someone to the hospital, before a magistrate or to jail. He advised that this averaged fifteen

minutes per week or an hour per month that the town was uncovered by a police officer. Mr. Davis noted that during this same period, the officers performed 1,300 traffic stops. He advised that while he was not saying two officers were needed for every traffic stop, he would prefer to have two. Mr. Davis reported that one of the officers said it was in the back of his mind when he pulled someone over that the Town could be without coverage for multiple hours. He noted that while he was not saying that was a reason to make the changes, it was part of the thought processes in the head of one of the officers when he considered the implications of pulling someone over. Mr. Davis advised that the Mayor and Vice Mayor asked for a rough order of magnitude of the cost for two additional officers over a ten-year period and advised that it was just over $2.9 million just for the two new positions, including vehicles. He reviewed the total cost of the Police Department over a ten year period with and without the enhancement of the two additional police officers and reported that the cost was $14.6 million over ten years without the additional officers and $17 million with them, which represented an 18-19% increase over the base budget. Mr. Davis acknowledged that this was a sizable increase over the current adopted budget.

Mayor Littleton expressed appreciation for the time the staff took to prepare the information. He noted that the cost for the increase in salaries over a ten-year period only appeared to be 1% per year.

Town Manager Davis reported that it should have been 2.5% based on the pay scale. He noted that there were some savings in terms of overtime savings, which may be reflected in the numbers.

Mayor Littleton noted that this was the first time the Council was viewing the information. He questioned whether they wanted to discuss it during this meeting or the next one after they had some time to do their own number crunching. Mr. Littleton suggested the Council identify any questions they may have so the Town Manager and Police Chief could answer them. He further suggested the Council take additional time to understand what the information meant. Mr. Littleton reiterated his appreciation of the staff's efforts to prepare the information based on a two year period. He noted that the information indicated that on average, the town was unattended for fifteen minutes per week and questioned what this came to on a percentage basis.

Town Manager Davis advised that the town was not covered 2/10ths of a percent and that it had coverage 99.98% of the time.

Mayor Littleton noted that the information indicated that in the case of the domestic assaults, the officer called for back-up and a sheriff's deputy was here in eight to twelve minutes.

Chief Jones confirmed there were some instances in which an officer asked for an additional unit, such as for a DUI, and there were some incidents, such as domestic violence, in which the dispatcher would already have started a unit in route to back up the officer when he arrived on the scene. He advised that in those cases, the officer then made the determination as to whether to cancel the deputy.

Mayor Littleton noted that the Town experienced two domestic assaults in a two-year period. He questioned whether all of them required back-up from the Sheriff's Department. He further questioned whether they actually came to Middleburg and engaged with the officer.

Chief Jones confirmed the deputy showed up.

Mayor Littleton questioned whether the same process held true for other things, such as DUIs and drunk in publics, to which the Chief confirmed they did.

Mayor Littleton noted that if an officer arrested someone for a DUI, they had to take them to Leesburg. He questioned whether, in that case, a deputy would patrol Middleburg during the officer's absence.

Chie Jones advised that in that case, the deputy would stay in their patrol zone and respond only if a call was received to come to Middleburg. He confirmed the deputy would be dispatched to Middleburg if something happened.

In response to an inquiry from the Council as to whether there was a formal memorandum of understanding in place with the Sheriff's Department regarding support, Chief Jones opined there was not. He confirmed the Town had an outstanding report and outstanding support from the Sheriff's Department.

In response to inquiries from the Council, Chief Jones confirmed that in instances in which a deputy responded to a call for back-up coverage and an individual was arrested, the deputy did not remain in Middleburg while the officer transported the individual to Leesburg. He noted, however, that the deputy was aware that there was no coverage in Middleburg. Chief Jones explained that in the case of an arrest, during which a deputy was providing back-up, Middleburg's officer was the primary officer and was the person who had to transport them to Leesburg for booking.

Councilmember Leonard-Morgan noted that what the Council was doing was considering the unimaginable. He noted that there were very important "what ifs", which was why the Council needed to take the time to really look this through and have a conversation about the massive increase in the Police budget, which was not unimportant.

Councilmember Jacobs opined that the need for police staffing was real; however, the Town did not know what the impacts of the national economy would be on its revenues. He reminded Council that one of the Town Manager's proposed solutions was to authorize both new police positions but not fill them. Mr. Jacobs noted that in the future, the Council could then either fill one or both. He advised that he preferred this to eliminating them from the budget and having to start all over again. Mr. Jacobs opined that the onboarding of new officers worked well; however, he suggested that if the Council looked at accrediting standards, the Town probably was not as great at it as it thought it was. He opined that one of the reasons was that the Town had insufficient staffing on dangerous calls. Mr. Jacobs suggested it would be good if the Town could figure out a way to address both. He opined that some enhancement was called for within the Police Department; however, he did not know how much the Town could afford given the current financial situation.

In response to an inquiry from the Council, Chief Jones confirmed that when Middleburg called for assistance from the Sheriff's Department, the deputy did not come from Leesburg – he just came from down the road.

Town Manager Davis noted that the Sheriff's substation was approximately twenty minutes from Middleburg. He further noted that from time to time, a deputy may be in town or nearby. Mr. Davis advised that he heard that the Dulles South sector was the busiest sector for the entire Sheriff's Department given the growth in the area. He noted that this presented extra challenges because they typically placed their officers where the activity was most likely to occur.

Mayor Littleton noted that this would also be where they were staffing up. He reminded Council of the need to be completely objective about the data. Mr. Littleton acknowledged the growth in the area; however, he noted that the Sheriff's Office was also asking for more officers for the Dulles South station to keep their response times the same.

Councilmember Pearson agreed with the need to look at this from a financial standpoint. She acknowledged that the positions could be approved and a hold put on filling them until the Council was sure of the Town's financial situation or Council could put a hold on this idea entirely; however, she advised that she did not know what the answer was yet.

Councilmember Daly concurred with Councilmember Jacobs and opined that there was nothing more dangerous for an officer than responding to a domestic dispute while waiting for back-up to arrive. He advised that he liked the idea of being cautious because of the doubt about the economy; however, given the potential that more people would get into trouble because they were out of work, he preferred to include the two new positions in the budget, with the positions being filled when needed.

Councilmember Curran agreed with Councilmember Jacobs that the two new positions should be approved in the budget but frozen, as the Council did not know what was going to happen with the economy. She expressed concern that officers may not stay long if they could not take time off. Ms. Curran expressed an understanding of the concerns about the economy; however, she also acknowledged the unintended consequences of not having the staffing the Town needed. She questioned whether the Town projected out crime for a ten-year period.

Vice Mayor Bernard opined that there was not enough statistical data to have a meaningful projection.

Mayor Littleton noted that he and Vice Mayor Bernard met with Town Manager Davis earlier in the week to discuss his proposal. He advised that the most important thing to him was the Police Department's requirements and noted that the Town should then build the organization to meet those requirements. Mr. Littleton suggested that by creating positions and freezing them, the Council was automatically making the statement that the requirements demanded them. He noted that the Council only received the data ten minutes prior and advised that he personally did not agree with the assumption that the Council needed to create the positions yet. Mr. Littleton advised that he needed to review the data in greater detail to understand what it meant. He noted that he reviewed the International Police Chief Association's Best Practices Guidebook and advised that it contained a lot of great information. Mr. Littleton noted that it provided the top ten best practices in using performance data to justify the increase of resources and staffing, which was an important item. He reminded Council that when reviewing the data for the past two years, it was important to remember that the Town was down two officers; however, it was now fully staffed. Mr. Littleton opined that it would be helpful to see how being fully staffed impacted the performance numbers.

Councilmember Daly agreed with the need for the Council to have the opportunity to look over the data.

Mayor Littleton asked that Town Manager Davis email it to the Council. He questioned whether the Council wished to continue their discussion in two weeks.

Town Manager Davis reminded Council that they would have a lengthy discussion about the Utilities Fund in two weeks and noted that the Town's financial advisor and utility rate model advisor would be present. He suggested this be on the agenda; however, he noted that it may need to be pushed out until the following meeting if time did not allow for its discussion, to which Mayor Littleton agreed.

Town Manager Davis asked that the Council email him, the Chief or both if they had any questions so they could get any information they needed to them before the next meeting. He noted the Mayor's comment about not being fully staffed and advised that the department operated as if it was fully staffed and had 24/7 coverage the entire time over the past two years.

Mayor Littleton acknowledged that it did; however, he noted the challenge of having people who were fatigued due to working too much and not being able to take a vacation when needed. He noted that this affected performance.

Town Manager Davis reminded Council that he provided alternatives in the event the Council wanted to consider the proposal. He noted that one alternative was to increase the transient occupancy tax (TOT) if the Council believed it was appropriate.

Mayor Littleton suggested the Council not take the easy solution until it had a conversation and agreed on the staffing level.

Town Manager Davis asked that the Council not ignore the conversation because there did not appear to be the revenues to support the two new positions.

Town Manager Davis reviewed the Economic Development budget. He noted that there were no significant changes, other than the salary changes based on the proposed salary increases. Mr. Davis reminded Council that the line item for public relations was reduced, as the money had been intended for concentrated influencer efforts; however, those were not happening. He reported that the costs for the social media and marketing contracts had increased. Mr. Davis noted that there were no changes proposed for the support of the Middleburg Business & Professional Association or Visit Loudoun. He advised that a line item was added for the Place.AI contract that was approved during the last meeting.

Town Manager Davis reviewed the budget for tourism-focused events. He noted the slight increase in funding for Oktoberfest. Mr. Davis reported the funding for Christmas in Middleburg and the Middleburg Film Festival were static. He advised that the total event support costs were proposed to be $80,000. Mr. Davis reminded Council of their policies related to grants and sponsorships and noted that $70,000 was set aside in the budget each year to support those. He reported that the Town had not received a new event funding request for the last two years and questioned whether the Council wanted to leave the funding as is; eliminate it from the budget and fund any requests from the contingency reserve or fund

balance; or reduce the funding by one half. In response to an inquiry from the Council, he advised that the Town let people know about the grant and sponsorship opportunities as much as possible through the MBPA, Citizens Academy and other communications.

Business Development & Community Partnerships Director MacIntyre confirmed she did remind people of the opportunities; however, she had not done a grant writing workshop in a while. She advised that she could do one in a couple of months. Ms. MacIntyre reminded Council that grants could only be awarded to schools and non-profits.

Mayor Littleton opined that the infrastructure grants could make a difference for some organizations. He inquired as to Council's funding preference. Council agreed to reduce the budget by one half.

Town Manager Davis reviewed the community engagement and events funding and noted that these were related to town-focused events. He reported that he was proposing additional funding for Middleburg Day and Art in the Burg. Mr. Davis noted that the Town did not currently have a budget for the Juneteenth Celebration that had been held for the last couple of years and reported that he proposed funding for it. He noted that the amount may need to increase by $5,000-7,500. Mr. Davis reported that funding was proposed in the budget for the new Burns Day event. He noted that while most of the Town's events were free, this one may be a ticketed event due to location size. In response to inquiries from the Council, he advised that the Town's portion of the event would be focused on one night at the Community Center; however, others may expand it to a multi-day event. Mr. Davis suggested the Council may wish to discuss whether this was something that was appropriate to fund; although he opined that there was support for it when the idea arose in November. He noted the line item for the grants, which they already discussed reducing. Mr. Davis reported that funding was included in the proposed budget for the Farmers Market, assuming it would move forward. He noted that due to the season, the funding was split across two budget cycles.

Town Manager Davis reminded Council that past budgets have included $10,000 for the repair of the Em Sharp Christmas signs; however, the money had not been used. He suggested it be reduced by $7,000 in the proposed budget. In response to inquiries from the Council, Mr. Davis reported that The Hill School had repaired nine of the twenty-six signs thus far. He noted that they were repairing the worst ones first, with Quail Run Signs repairing them as they had time. Mr. Davis advised that The Hill School's Alumni Association had paid for the repairs to date. He noted that he had a conversation with them about whether they would like the Town's support and advised that there would need to be some type of agreement. Mr. Davis noted that he would have a follow-up conversation with them upon the return of the individual who was responsible for this item.

Town Manager Davis reminded Council that they would discuss the Utilities Fund budget during their next meeting. He advised that the budget public hearing was currently scheduled for April 24th; however, it may be moved to May 8th.

Mayor Littleton reported that the Strategic Finance Committee reviewed the budget earlier in the week. He further reported that they noted that the Town had set aside the required fiscal reserves and still had reserve cash on top of that, which could be used for some infrastructure projects the Council really wanted to do. Mr. Littleton advised that when the Finance Committee started looking at those projects, which included the Asbury Church, the South Madison Street Improvement Project, and utilities projects, it became apparent the cushion the Town had developed was gone. He noted that the debt payment on the Utilities Fund line of credit was also due soon. Mr. Littleton advised that while the Town was doing well financially, it did not want to loosen its belt yet.

Information Items

Route 50 Safety & Operational Study Meeting

Mayor Littleton reported that the County held a public input meeting in Middleburg last night on the Route 50 Safety and Operational Study. He noted that they did not go through their presentation like they did during the last meeting, but rather did tabletop exercises and asked people to fill out a new survey, which would be open until April 9th. Mr. Littleton opined that the County staff was not going to change their recommendations. He suggested they would put them in a report, along with the public comments, which they would then submit to the Board of Supervisors. Mr. Littleton noted that it would

then be up to the Board of Supervisors to decide whether to pursue the recommendations. He opined that they were not on a particular timeline and would take their time. Mr. Littleton noted that there would be an opportunity to engage again on this issue at the Board level. He expressed appreciation to Supervisor TeKrony for arranging the meeting in Middleburg.

Combining Middleburg Arts Council and Cultural & Community Events Committee

Councilmember Curran reported that the Middleburg Arts Council and the Cultural & Community Events Committee held their first meeting to discuss the proposal to combine the two. She advised that it would take some time to work out the details.

Closed Session

Vice Mayor Bernard moved, seconded by Councilmember Leonard-Morgan, that Council go into closed session as authorized under Section 2.2-3711 of the Code of Virginia, to discuss appointments to the Middleburg Strategic Finance Committee as allowed under Subsection (A)(1). Vice Mayor Bernard further moved, seconded by Councilmember Leonard-Morgan, that Council thereafter reconvene in open session for action as appropriate.

Vote: Yes – Councilmembers Bernard, Curran, Daly, Jacobs, Kirk, Leonard-Morgan, and Pearson
No – N/A
Abstain: N/A
Absent: N/A
(Mayor Littleton only votes in the case of a tie.)

Mayor Littleton asked that Council certify that, in the closed session just concluded, to the best of each member's knowledge nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in the motion, which each member so did. He reminded those present for the closed session that any discussion that occurred within it should be treated as confidential.

Council Appointments – Middleburg Strategic Finance Committee

Vice Mayor Bernard moved, seconded by Councilmember Pearson, that Council reappoint Bob Dale, Childs Burden and Coe Eldredge to the Middleburg Strategic Finance Committee for three-year terms, said terms to expire December 31, 2027. Vice Mayor Bernard further moved, seconded by Councilmember Pearson, that Council appoint Dr. Chris Hersh to the Strategic Finance Committee, said term to expire December 31, 2026.

Vote: Yes – Councilmembers Bernard, Curran, Daly, Jacobs, Kirk, Leonard-Morgan, and Pearson
No – N/A
Abstain: N/A
Absent: N/A
(Mayor Littleton only votes in the case of a tie.)

There being no further business, Mayor Littleton declared the meeting adjourned at 7:51 p.m.

APPROVED:

_____
Trowbridge M. Littleton, MAYOR

ATTEST:

_____
Rhonda S. North, MMC, Town Clerk

March 27, 2025 Middleburg Town Council Meeting

(Note: This is a transcript prepared by a Town contractor based on the video of the meeting. It may not be entirely accurate. For greater accuracy, we encourage you to review the video of the meeting that is on the Town's website – www.middleburgva.gov)

Bridge Littleton: Alright, we will call the meeting to order. First item is Pledge of Allegiance.

All: I pledge allegiance to the flag of the United States of America and to the Republic for which it stands. One nation under God, indivisible, with liberty and justice for all.

Bridge Littleton: Next up is the roll call.

Peter Leonard-Morgan: Peter Leonard-Morgan.

Bud Jacobs: Bud Jacobs.

Darlene Kirk: Darlene Kirk.

Bridge Littleton: Bridge Littleton.

Chris Bernard: Chris Bernard.

Cindy Pearson: Cindy Pearson.

J. Kevin Daly: John Kevin Daly.

Pam Curran: Pam Curran.

Rhonda North: Rhonda North, Town Clerk.

Danny Davis: Danny Davis, Town Manager.

Martin Crim: Martin Crim, Town Attorney.

Bridge Littleton: All right. Next item is a public comment. If we will open the public comment. If anybody would wish to address Council on any matter, you. You may do so and have three minutes. Megan, anything? Okay with that we will close the public comment and move on to, I guess, public presentation. Miss Lee. You're up twice. I know, we're so excited.

Punkin Lee: I know, so I'd like to thank Council and the Mayor for having us this evening to give you the report for the MBPA. And Katie Carter is with me. So thank you, everyone. The Middleburg Business and Professional Association started back in the 60s and has had definite highs and lows, but over the past ten years, it has maintained 125 to 130 members annually. We promote the town, the businesses do community participation, stage events and partner with the police department. The monthly Biz Buzz now averages 65 to 80 people and visitors asked why we have so many attendees. And I always reply because we like each other in this town and always want to help each other. We have a good working board. Eugene LeCouteur from Emmanuel, Tami Erickson from Seven Loaves, Robin Klombers, Posh Pixies, Kari Bowman, Salamander Resort, Natalie Femia, Lost Barrel, Jefferson Van Allen, Goodstone and Dev Roszel is our Town Resident Representative, and Ali from the Town Staff. We meet the first Tuesday of the month and then have the Biz Buzz the following Tuesday, and we meet every Tuesday in January to plan for the year. Everyone likes facts, so Katie here will review the 2024 MBPA promotions and also social media performance. Think you had this packet in with your information.

Katie Carter: Okay. Well, thank you for having us here. What we did some of the things that we've done this year, we worked on with Shaun, the duty officer phone number card that we gave to everyone in the business community. Everyone in town. So that they have this easily accessible in their place of business in the event of an issue. And then we have done, we've done the monthly calendar card for a couple of years. I'm sure you've seen these all around town. And members submit their events and special activities, art exhibits, that sort of thing. And we try to do fun photo on the cover every month. So it's different and engaging. And these actually go very, very quickly, whether it's local folks or people who are visiting from out of town. And then this year, we did an annual events card that lists all of the major events that happen in the town. And that was just to give people a heads up of what was coming up. And then on this card, as well as the monthly cards, we have the QR code for our online events calendar. In case things are updated or changed or canceled, then people can keep up with that. Any sort of updates or changes that transpire so they can either plan to drive here and spend the weekend or a week or what have you, or the local folks can keep up with what's going on as well. As far as the social media the this is my third year doing this. So we have grown consistently the last three years. We had a gain of almost 800 followers to our Facebook page last year compared to 2023, which is awesome. Our Instagram had just over a thousand new followers. We have as of today, the current number of followers is about 7,000 people. And as far we have done a lot more posts, different variety of posts, videos, photos, multiple photos, sharing stories, that sort of thing just to help drive interesting content. Get people interested in living here, being here, doing business here, visiting that sort of thing. As far as the topics that the public who follows us finds most interesting. Our top Facebook posts last year were about art exhibits at the Museum of Hounds and Hunting. The Upperville Horse Show had three of the top posts. The Sporting Library and Museum and the Byrne Gallery and Ash BN had a joint. Event, and that received a lot of traction online. And we had Black History Month Posts that were in the top ten. One was about Kara Lee and her book, and the other one was just featuring Coco Warner, who works at the library. So that was really nice. And as far as the Facebook videos go, it was very holiday heavy. The Christmas decorating contest that we had for the businesses received a large amount of attention. The Town Tree Lighting, Dickens, the Dickens Christmas and Middleburg Day and the Halloween Parade. And on Instagram. Well, actually, let me go back and tell you a little bit about our Facebook audience. That didn't change very much. The majority of our followers on Facebook are women between the ages of 45 and 54, and then the next group is age 55 to 64. And our top cities, Leesburg, Middleburg, Winchester, South Riding. And then we even had Gainesville was in there, which was new. And on Instagram we have a large increase in followers. And as far as our. Where am I? Excuse me just a minute. Our top videos on Instagram included the Christmas Tree Lighting, Dickens Day. The Oktoberfest Corgi races were quite huge. And then just a general Oktoberfest post video as well. And then the Mille Miglia also received a lot of attention. And as far as the Instagram posts again, very holiday heavy with two of the Christmas in Middleburg posts. The Christmas tree lighting, carriage rides, Dickens, the Corgi races, and a general Oktoberfest post. And another one in the top ten was when Senator Warner came to do the business forum here. So that, I thought, was a very interesting sort of change of pace. And as far as hashtag performance, because we have to use those to find people. Again, Christmas, Christmas in Middleburg. Dickens in Middleburg and Teeny Tiny Town was also a favorite. And the viewer or our followers on Instagram is pretty reflective. It's very similar to Facebook as well. We, our top audience, gender and age groups are women aged 35 to 44, so it's a little bit younger. And as far as top cities where people live who are keeping track of us Middleburg, DC, Leesburg, Arlington and Purcellville. So between the two platforms we're getting reach in different areas, which is really great. And as far as Google, there are a lot of graphics here. We had 99,000 active users last year. People who came to visit MiddleburgVA.com for some specific purpose. Most people found it through an organic search searching for Middleburg, Middleburg, Virginia Christmas in Middleburg, that sort of thing. We have it's pretty consistent across the board at the beginning of the year, and then we have a huge spike in October and November and December, and then it kind of trails off. So as we get toward the holiday season, that's when people really start to go to our website. The top pages that people look at other than our homepage, the events, calendar, shopping, accommodations, restaurant, and the family reunion that Salamander holds every August. And then almost done, I think. And then the top search terms for our website last year were Middleburg VA, things to do in Middleburg, VA, Middleburg, Virginia, Middleburg events and what to do in Middleburg, Virginia. So people are coming to our website. They're seeking it. They're seeking the information. They're looking at our online events calendar. They're reading about our businesses. They're reading about activities, where to stay, where to eat, to help make their visit to town as fun as possible. And I get lots of emails from folks who are from out of town. They're looking for things to do. Or where do I stay? Or what do I do with my kids? And is there a playground and that sort of thing. So people are definitely interested in coming here and spending their money, which is great. And I think that the way we have everything set up makes it very friendly and it feels very accessible and very down to earth, and people are very happy to reach out and ask

questions or you know, give comments about, you know, things that they did and what they liked. And most of it was positive, which I think is reflective of everything everyone in the room here does on a daily basis, because we want everything to be successful and fun, and people who live here to be happy and people who visit to be happy. So that's where we are. Thank you.

Bridge Littleton: Any questions?

Punkin Lee: Oh there's more.

Bridge Littleton: No no. Oh, trust me, I knew there was more. Okay. Punkin go ahead.

Punkin Lee: Thank you. So just to bring you up to date on our 2024 activities. So in addition to all the social media, we do these things. We had a Kids Fall Coat Drive. We stuffed the cruiser for seven loads with the Chief, National Night Out. The duty officer phone card call had 11 Biz Buzz gatherings. We do the July 4th and Halloween kids parades, winter and summer sidewalk sales, the Classic Car Gathering at the NSLM, Juneteenth Brunch, Small Business Saturday, Christmas Tree Lighting, the Menorah Lighting, Dickens of a Christmas, Carriage Rides, Holiday Weekend Free Hot Chocolate, and the Community Christmas Day Brunch. So we will proceed with 2025 with all those activities. Plus, we're going to add the first Annual Middleburg Chili Bowl Contest, the first Saturday in September to kind of kick off the fall season in town, and all businesses will be invited to participate for that. And then going forward, we want to try to. Well, [inaudible] going to have the Mayor's Choice and then we're going to have a People's Choice, two awards. We have a really tacky Middleburg Bowl for the winter.

Bridge Littleton: What until you see what I make for you. [laughter]

Punkin Lee: I still have your container from the brunch sitting at the shop, right? Yes. Right. So going forward, we all know the weekends are busy, so we're going to try to push us create the ambiance of the town, to push shopping during the middle of the week. Get people out here for a peaceful, quiet visit with all the amenities that you have on Saturday, but a little more peace and quiet. And we also want to focus on Federal Street as well as the outstanding professional and service business we have. Because it's always not about shopping and dining, and we have a whole lot more here for everyone. So I think that segment needs a little assistance too. So on behalf of the MBPA, I would like to thank the Town Council for your financial support for promotion as well as your support for the Christmas festivities, and would like to ask that you do the same amount of financial support for 2025. So. Any questions about what we do, why we do it?

Bridge Littleton: And you're good.

Katie Carter: Can we do more? [laughter]

Punkin Lee: Can we have add that 53rd week to the year? [off mic]

Katie Carter: Yeah.

Chris Bernard: So, I mean, if I think if we took the time to properly acknowledge all the stuff you guys do and thank you, it would turn into one of those, like, 26 hour Prince William rezoning hearings. So to keep it short.

Bridge Littleton: Or Banbury Cross?

Chris Bernard: Oh, yeah. I brag when I'm in other towns about how strong our business community is. Just the Biz Buzz alone. Right? To get that many people to come out every month is incredible. And it provides an exceptional level of support and communication that all these local businesses really need in order to work together and kind of raise the tide. So thank you guys, and happy to support whatever that number is. And if you guys need more, come back and ask.

Punkin Lee: Thank you.

Bridge Littleton: Anybody else?

Darlene Kirk: Just thank you for all you do.

Bud Jacobs: Thank you.

Bridge Littleton: Yeah. No I mean I think.

Darlene Kirk: Yeah.

Bridge Littleton: Chris hit it on the head. I mean, for a town of 700 people to have Biz Buzz with, you know, 100 to 200 people every time. And how you guys do it with just grit and elbow grease. It's amazing. And it's.

Katie Carter: That's exactly what it is. [laughter]

Bridge Littleton: Well, I mean, it's not just about Biz Buzz, right? It's about everything you guys do for the community. But yeah

Chris Bernard: It's amazing.

Bridge Littleton: And it's all the little hidden things in the background. But one of the things I love about Biz Buzz is when you're there, you actually, it's the not the one time, but it is a known time every month that you're going to feel that community spirit and it's awesome. So and also for Dad and Margaret's when they get free dinner once a month, so.

Punkin Lee: This is true.

Bridge Littleton: Yeah. Thank you guys very much. And tell everybody on the board thank you.

Punkin Lee: Thank you.

Bridge Littleton: All right. Next up is Punkin Lee. [laughter]

Punkin Lee: Streetscape. Alrighty. Streetscape Committee. We have a six member committee comprised of Bob Dornin, Michael Calley, Bonnie Burns, Linda Wright, Pat McIlvaine and Cindy is our Council Rep and we're happy to keep the size that we are. Works very well. We do have one suggested addition to our overview on the town website, and that would be to add the committee advises Planning Commission and Council on sidewalk upgrades, repairs and or additions, as well as street furniture in general. We've done that in the past, but it probably needs to be in writing would be great. Short term goals to help Will and Rhonda with plant shrub replacement at the town office starting with the large planters. We're going to consult with a couple of the Nature Composers and Etten's Eden to see how to better make them thrive, get watered and all that. So that's also to revise the town's posted tree and shrub list. Also maintain all the beds overhauled in 2024, and add replace plants as needed with a goal of reducing maintenance. Of course, as the plants become more established, there should be less maintenance going forward. Also, install the garden plan at the western entrance to town, and treat the Washington and Madison Street trees with a symbiotic fungi that will increase the health of the existing trees for more nutrients and not growth. Long term goals. Complete the western and eastern town entrances, maybe even be able to start on the eastern entrance this fall with the trees going in. We also want to update our five year plan for necessary when necessary, removal and replacement of trees on Washington and Madison. As far as the budget, we have applied for the $33,000 for this year's maintenance and planting on Washington and North Madison. I believe Danny already has in the town budget the funds for the western entrance. So then we would like to apply for $16,000 for the eastern entrance, as well as $4,000 for the plants, shrubs and trees. To sum up, what we did in 2024 the bump outs on Washington Street were redone, planted and maintained through a very dry summer and put away for the winter right after the Christmas Parade. 500 bulbs were planted. Hopefully some may bloom this spring, but all should be bursting next year. Committee Members met with Will and Noble Atkins to review the trees on Washington and Madison, and resulting Flexi-Pave that has been installed were needed for a better sidewalk passage and more room for tree roots. Committee

Member Bonnie Burns worked very hard to draw up the plans for both entrances on East and West side, and that's about it. Do you have the picture of the garden plans to see that's all perennials and as much self-maintenance of the shrubs and plants as possible, and our hope is to have a big of a holly on each end that then we can incorporate for Christmas decor at that time of year that would be a living tree. And the garden plans are to be very kind of loose, and it will have not large enough rocks that you'll see them, but not too large to so VDOT can say they're not small enough for a car to run over. But so you have the stone wall kind of theme going through the gardens and should be very nice. Just a reminder that Arbor Day will be Saturday the 26th and we will be planting April 26th, April 26th, and we'll be planting a tree at the community center in memory of Thelma Swain. And do you know where the pine trees are on the side of the baseball field, on the street side? We're going to put it over there, so when Snooks drives to the bakery and the post office, you can see the tree for Thelma, so.

Bridge Littleton: Punkin, what time are we doing Arbor Day?

Punkin Lee: 9:00.

Bridge Littleton: 9:00.

Punkin Lee: Any Streetscape questions?

Peter Leonard-Morgan: Any questions for Punkin? Yeah, Peter. Just a first of all. Thank you again. I love the design of this. It's great. And our Town Cleanup is unfortunately on the same day.

Punkin Lee: Right.

Peter Leonard-Morgan: 8:00. So, you know, we'll try and get that. We don't have much to clean up, luckily. So we'll try.[multiple speakers]

Punkin Lee: It's the Cleanup and Arbor Day and the Battery Drop off and all that.

Peter Leonard-Morgan: Yes.

Punkin Lee: So it's a real town day.

Peter Leonard-Morgan: Exactly. Yeah. Thank you.

Punkin Lee: Great.

Bridge Littleton: I mean, it's already. I'm just thinking about it real quickly. It's already set in stone this year. But maybe next year if we have the town cleanup start at eight, maybe 7:30, 8:00 you know, everyone go out by eight. If we move Arbor Day back to 9:30, because it usually takes me an hour to an hour and a half to do the cleanup.

Punkin Lee: Right.

Bridge Littleton: Again, this is a year away, so not to worry about it, but that way everyone can just leave the cleanup come straight out. Yeah. Get a great turnout for Arbor Day because it was a little like last year. Was it last year when it started raining?

Punkin Lee: It rained. Yes.

Bridge Littleton: Yeah, yeah, it bumped into each other, so.

Cindy Pearson: We do have trouble both with kids and sports and things on that day?

Punkin Lee: Right.

Cindy Pearson: That's why we've always had always had it a little early, but maybe they could just schedule into the cleanup to take a break at 9:00 and meet and over to the center.[multiple speakers]

Bridge Littleton: Yeah. We'll figure it out. But okay.

Punkin Lee: We'd love to have everyone there.

Bridge Littleton: Awesome.

Cindy Pearson: And.

Bridge Littleton: Punkin. Oh, sorry. Yeah.

Cindy Pearson: I just want to thank the committee because their knowledge of plants and bushes and trees, which to me are plants, flowers, bushes and trees, is amazing. They do know what not to plant that has diseases or whatever easily. So they do a really good a lot of work.

Punkin Lee: Thank you.

Bridge Littleton: Awesome. Any other questions?

Danny Davis: I would just say, as Ms. Lee mentioned, we do have funding in our budget for current year for starting the western entry work as shown here, and that we have programed additional funding in the fiscal 26 budget for the eastern side, which would allow maybe the structure of it to begin being planted or put together in the summertime, and then plantings could go in in the fall. So that will be part of your budget discussions. But barring any changes, we would anticipate having them go ahead with the western side this spring and then move forward with the eastern side in the summer.

Bridge Littleton: Great.

Punkin Lee: We want to do the western side first, because obviously it's a lot more level and see how the planting goes. And whatever the eastern side is going to require some major dirt moving. And, you know, it's a whole different setup. But so that's why I wanted to get the west in first and settled.

Bridge Littleton: Well, the good thing is, I've heard that through the grapevine, that Bud has volunteered at least 20 hours a week of time to get on his hands and knees, and so he's all in. Call him whenever you need.

Punkin Lee: Got your number?

Bridge Littleton: Anything else? All right. Punkin, thank you.

Punkin Lee: No, thank you all very much.

Bridge Littleton: All right, Vince, you're up.

Vince Gugliotta: All right. Good evening. Let's start off with the water system. The treatment facilities distribution system maintain compliance with all required sampling testing. Water treatment plants met the town's water demand with an average daily production of 125,000 gallons a day, for a total monthly finished volume of just under 3.5 million gallons. A few things to note. Oh, several leaks were addressed during the month of February. Numerous maintenance items were handled taken care of. Another thing worth mentioning is we worked with the fire department to update some of the response plans to our treatment facilities. And numerous SCADA services were also performed on the water system

throughout February. Almost skipped it. The biggest thing to note was that leak on President's Day, which we spoke about last month. But again, that's worth mentioning here.

Bridge Littleton: The small leak.

Vince Gugliotta: Yeah. Yeah, the big one. Let me switch over to the wastewater side now. Wastewater plant at the town's of daily demand. We maintain compliance for the month of February. Daily average discharge was about 113,000 gallons a day. And for a total monthly discharge of a little over 3.1 million gallons. Again, there was numerous maintenance items and repairs handled throughout the wastewater system for the month of February. Also, SCADA and alarming software was updated, enhanced service. Another big thing to note is the generator finally got repaired and that is in tip top shape. Nothing wrong with that. I'd like to switch back over to the water system for a minute. So we can talk about our, well water levels and transducer data. Right now, everything's kind of trending in a good direction. Well, it's kind of leveled off at the moment, which isn't a terrible thing. But we would like to see it climb up a little more. So we're keeping a close eye on that. Well 4 also appears to be doing well at the moment. No issues coming from there at Well P right now.

Bridge Littleton: Sorry, I'm just laughing. Well 4 doing well. [laughter]

Vince Gugliotta: Yeah. Yeah. Any questions about the report yet?

Bridge Littleton: Any questions? Yeah. Ladies first.

Cindy Pearson: What is Equation Runaway Leak?

Vince Gugliotta: That was that's the new street over there in the Salamander Resort.

Danny Davis: Equitation Run.

Cindy Pearson: Equitation.

Danny Davis: Equitation runway. Yeah.

Cindy Pearson: I'm sorry, I have not heard that one again. And the other question I have is, do you all use Comcast as your provider?

Vince Gugliotta: Yeah. Comcast is.

Cindy Pearson: Yeah. Because I noted, didn't I read in there somewhere where you had some outages that caused problems. I have had repeated outages like a couple of days. Is there a certain problem that they're having?

Danny Davis: Not certain. I know back in January or February, they were doing some improvements. You know, if you go to the website, it says we're making enhancements to our network. I think they were also either an accident or a tree down on Foxcroft Road. So we've had a few different issues with just wind and things like that. For our particular purposes, it doesn't help you or the town hall, but we are working with Valley Automation to install a cellular connection for our SCADA server at wastewater. Comcast will now be the backup, but cellular will be the primary because we've gone through too many instances of losing our alarms and other information. So that's if not done yet, it's definitely on the plan.

Vince Gugliotta: I think that was done early in the month of February.

Danny Davis: Okay.

Vince Gugliotta: Everything should be run off cellular now. Okay.

Danny Davis: Great.

Cindy Pearson: Well, glad to hear that. Thank you.

Bridge Littleton: Kevin.

J. Kevin Daly: You said there were seven water pipe burst, breaks, leaks.

Vince Gugliotta: Oh, several.

J. Kevin Daly: Several in February. Mainly caused by what? The chill frost or the pipes are old?

Vince Gugliotta: I'd say all the above. [multiple speakers] A little bit of everything, honestly. We found some pipes were just in a deteriorated condition to where they sprung leaks. The other one, like the big leak over here, the resort that seemed to just be a failed piece of I guess, craftsmanship or just. Yeah, something wasn't quite up to par.

Bridge Littleton: Bad Installation.

Danny Davis: There were also a few private leaks in structures. Where they had freezing pipes in the really cold weather. It may have been end of January, but when we went through the billing cycle, there were a number of leak adjustments being requested due to freezing pipes from those really cold days that we had.

Vince Gugliotta: It's a good mix of reasons why we had leaks.

Bridge Littleton: Any other questions?

Chris Bernard: I had one.

Bridge Littleton: Yeah, you just wait. So and actually Danny this is probably going to be with you as well. Vince, not so much a question, but a Danny and I were talking. I think you were there. Water levels. Right and drought. And we had a little bit of snow this year, but, I mean, it's kind of hard to believe that we're kind of also already trending towards the drought area again in the as we're coming out of the winter time, we just haven't had rain. So again, this is more of a statement than a question. I think there is going to need to be a very thoughtful, detailed conversation over the next two, three, four weeks maybe it's two months around okay, what do we have to be doing in order to make sure we're addressing that as we if we get into a danger zone? You know, so last summer we had to do not rationing. What was it? Conservation. You know, what are those measures now? Is it the same thing? Is it different things? What are the tools? Are there because it just seems like this keeps happening more and more as weather patterns have changed. So yeah, it's not a question. It's a statement that, you know, all of us need to be aware that if we don't get some water, we're going to be back where we were in May and June having to start thinking about conservation measures. So, Vince, you and IES working with Danny and the utility committee. Let's get ahead of it as best we can and figure out how we, you know, go through another spot if we have to.

Vince Gugliotta: Absolutely. Sure.

Bridge Littleton: All right.

Danny Davis: And, Mr. Mayor, that was the first item I was actually going to bring up. I have been working on draft ordinance amendments with Miss North, and then even earlier today with Mr. Crim, that I intend to bring back at least a framework and a draft for you to consider at the next meeting. Our suggestion would be with those with Council's consent after that meeting, we either potentially hold a public meeting here in the Council Chambers for an opportunity for some public input and feedback. We're proposing some changes that other towns utilize that we don't currently have the authority. If we get into a serious situation that would include ideas such as rationing, meaning we put limitations on how many gallons users can use in a particular time frame, and then there would be some significant financial penalties or

potentially loss of service if they violate those amounts that they're granted. So a little bit more strength behind our ordinance, which will allow us to protect our water supply. So that's kind of in development. And we'll bring that to you at the next meeting and get your feedback on that.

Bridge Littleton: No. It's good. I mean, it's always good to have the right tools, use them appropriately. But I told you this story the other day, I was at Starbucks near. Where was it? Stoneridge. And, you know, they just let the water run. It was just running. And finally, you know, the person comes over to me, I was like, are you washing anything? Because there's nothing in the sink. She's like, oh, we just let it run. I'm like, you know, it just really bugs me. Do you mind turning it off? She's like, okay. Yeah, exactly. Then she threw my coffee away, but anyway, no, we do need to get ahead of that, so I appreciate any questions for Danny or Vince on that. Okay. Vince, thanks a lot.

Vince Gugliotta: Thanks.

Bridge Littleton: All right. Next up is Mr. Davis, Special Projects.

Danny Davis: Thank you, Mr. Mayor. Just a couple of brief updates. Madison Street, the interim improvements have been completed. I hope you've had a chance to walk down there and see definitely gives a different feel. And a lot better safety for walking down both sides of the street. Those are interim. But we think that they will serve us well, especially as we're getting into our festivals and events down there. We have not received yet any formal request related to the stones, but I do need to reach out to that person to ask if they still intend to pursue that. In addition to that, I know some of the business owners had indicated the little gravel in between the large stones needed to be replaced. So I'll work with Mr. Moore on that. As you see here, Asbury Church continues to proceed, and Miss North and the team are working with our consultant on the oral histories. And also we have a meeting next week internally on the RFP responses for architectural engineering services and construction management. The sewer line video inspections are proceeding and they're making good progress. Have found some issues already found a manhole that is just gushing with water with groundwater. It's just the way it goes when they're old and they're sitting next to streams. So things like that, we understand are just probably throughout the system in various locations. So we are going to be working with a contractor once we have a scope of work to do.

Bridge Littleton: Is that a like an underground stream?

Danny Davis: No, it's back behind Steeplechase right there on the creek that runs behind Chinn Lane. I mean, at first, honestly, the amount of water streaming through, I thought it was a water main, like with a leak into the stormwater or into the sewage because it was that much water. But it's there's no water main close to it. It's just groundwater. So being able to fix those up will help us on the wastewater side, avoid more of the I&I situation. So we are proceeding with that. They will be working on the west side of Route 50 in the next couple of weeks. They have to coordinate traffic control because the manholes are either right along the travel way or in the travel way. So we hope to get that done shortly, because that is the section of sewer mains that we're probably most concerned about in terms of age and potential crumbling. And so that's where we are right now with those projects.

Bridge Littleton: The sewer main right in front of where I live the snowplows kept smashing.

Danny Davis: Purcellville came out, was it last week? So we work with their maintenance team because they have the tools and the crews. They came out to shore that up and strengthen around the base of the manhole, so it should be more secure and avoid future situations. Similar, there was a manhole in the middle of Blue Ridge and Walnut, one of those Locust, thank you. And they also dug around that, secured it and patched it up. So it was quite an unstable situation.

Bridge Littleton: Peter.

Peter Leonard-Morgan: That manhole with the stream, do we know how long that's been going on? Because that we've always used to have issues remember too much rain, and it would end up in the wastewater plant and treating rainwater.

Danny Davis: It's a very old section of our pipe. I mean, it's what feeds from the west end you know, because we, send up from the force main up to the top of Salamander. And then that gravity line has been there for a long time as well. So my guess is it could have been an issue for a while. We gosh, it was 3 or 4 years ago. Maybe we addressed the manholes that were in more of the wetlands here in the Salamander side similar type issues, but we'd never made it further along to get to all the other manholes for visual inspections. We just knew those would be the primary ones because of where they sat. So it's likely this has been this way for a long time.

Bridge Littleton: Kevin.

J. Kevin Daly: Regarding North Madison, now that the trees have been removed, the sidewalks have been remediated. Are we going to?

Bridge Littleton: South Madison.

J. Kevin Daly: South Madison disregard. Yeah I know. Well, I was always on the left flank.

Bridge Littleton: He's lucky he found to Madison.

J. Kevin Daly: So South Madison, will we be redrawing the parking lines now that there's extra areas without the over growth of tree roots?

Danny Davis: So short answer is not yet. Part of the challenge there is the intermediate sections where the roots were in the way are not long enough to accommodate a parking spot. So if we were to do any kind of restriping, we would have to restripe the entire section up. And that involves potentially us and or VDOT, and we're just not going to jump right into that process without a little bit more discussion. I think what is a better approach for us is we intend to come to you in the next few meetings with alternatives to pursue. One is where it is right now as an interim, do we can perhaps stay in an interim state for an extended period. Do we look at some lesser detailed improvements, or do we continue forward with the full plan, as previously discussed? Because we want to make sure that as we pursue this and look at what is going to potentially cost and also where we are today do we want to potentially pause or slow down that bigger project for the time being and maybe take some interim steps? So Mr. Moore and I are going to develop those options for you that may incorporate some restriping of the parking. If we could probably squeeze one more spot in there with the trees that were removed, but we'd have to just do a little bit of work before I can answer that fully. [off mic]

Bridge Littleton: Anybody else? Okay. Thank you. On to consent agenda.

Chris Bernard: Yes. I move that the Council adopt the consent agenda with the addition of item 6A, which I think we skipped. It's a public special recognition by Mayor and Council.

J. Kevin Daly: Second.

Bridge Littleton: Any discussion? All those in favor?

All of Council: Aye.

Bridge Littleton: Opposed? Abstentions? Okay. Consent agenda is approved. Next item is discussion item. General Fund Budget discussion.

Bud Jacobs: Well, got to go. [laughter]

Bridge Littleton: Everybody strap in.

Danny Davis: All right, Miss North, if you don't mind going ahead and sharing my computer I appreciate that. So thank you, Mr. Mayor and Council. I am going to hide that. So today our goal is going to be able to discuss three things

primarily. First is an update on where we are with our revenues. The second is to talk through the police department. And then the third, if we have time and Council is up for it, we'll start discussing the economic development budget as well. So first, before we get into the expenditures, I do want to take some time to talk through our revenues. So we had our Strategic Finance Committee meeting on Monday of this week where we walk through this with them. The short answer from the committee is urging caution and urging that we continue to pay attention to the economy and what's going on and that we watch over it very closely for the next few months and then likely pause any final decisions on adoption of the budget until June, when we've had some additional information? The Finance Committee has set a meeting for June 2nd. So that means we would have revenues or sales activity is a better word through April by that time. So we receive those payments on May 20th. So that gives us time to receive the payments, do some analysis, meet with the Finance Committee and see how the trends are going. What I'll tell you right now is that while the first part of fiscal 25 was we were seeing about a 10 to 11% increase in revenues year over year. February sales or activity in town was down 15, 16% year over year. I always urge a lot of caution when we look at one month, because that could be a factor of a number of different activities. It could be whether we know the weather wasn't great in February.

Bridge Littleton: It could be a leading indicator.

Danny Davis: It could be a leading indicator. And that's why I go ahead and raise it, because I don't want anyone caught off guard. In terms of where we stand, we're still way ahead of where we were in fiscal 24 for our current year. But if that's any kind of indicator of what is coming in the month of March, which we've heard, March might be a little light or lighter than last year. We just need to be aware of that. So we're going to use all the data we have. Unfortunately, we don't get it until, you know, 20 days after the end of the month and it's only monthly. So we have anecdotal information. We talk to our businesses and we talk to representatives of the resort regularly. So we have good intel, but until the information comes through, we just don't quite know. Yes, ma'am.

Cindy Pearson: Could I ask you, is this the first year we're doing monthly TOT. So you have to compare it differently.

Danny Davis: It is, it's hard. So I don't really have any data to compare January and February to. I will say that my understanding is January and February were slightly above last year for the resort specifically. So I was able to extrapolate what I think March might do as a result of that. So it'll be interesting to see once we get through the quarter where that stands. But understanding the overall economic uncertainty, and really it's the uncertainty as much as it is anything else going on right now that people are probably putting a pause on a lot of their plans so.

J. Kevin Daly: As a follow up, does the resort keep records of their own for comparison's sake?

Bridge Littleton: No. No records at all.

J. Kevin Daly: No. [laughter]

Bridge Littleton: They do, but.

J. Kevin Daly: Can they share?

Bridge Littleton: Share? No. It's proprietary. [multiple speakers]

J. Kevin Daly: Proprietary?

Bridge Littleton: It's Proprietary?

Danny Davis: They're very for good reason. They protect their detailed information. I mean, they work with us enough to give us a good sense so that I can build some assumptions into our budget. You know, overall, you know, their, goals and where they hope to be in terms of their own budget they believe they're still on track with that, which is a good sign. You know, not seeing significant dips, perhaps just not perhaps the continued growth that we had seen over the past 6 or 8 months. But again, we'll move forward month by month. So, so the Finance Committee, of course, you know what I will

show you here this is in your packet under the Q&A part of your attachments. This is attachment two. I've run so many scenarios that my eyes start to go cross-eyed. But I think the importance of this is to say there's a number of different ways you can approach this from a guessing game prognostication. At the end of the day, all the scenarios generally came up with the idea that our revenues in fiscal 26 could be, could come in lower by between $200 and $400,000 in any kind of given scenario, from a moderate kind of dip to a stronger dip. Obviously, this assumes no major, incidents occurring. So on average, if you will, if we assume that we might have a decrease of $300,000 in revenue over or from what is my proposed budget then there is definitely a hit to our revenues. And so we'll have to take that into account as we look at where expenditures lie as well as we go through this process. So I hate trying to give you information that's not doesn't have any conclusion to it, but really simply to say we're going to keep our eyes on this. And keep the finance committee informed as we get more information, even if we don't have meetings scheduled as well. So maybe I'll wait for any other questions on revenues before going to the next step.

Bridge Littleton: Yeah. Any questions at this point? I mean, my only thought is. We need the next couple of months. And that way we can at least compare to last year. We can take January, February and together March, April, add them together and see what it looks like. I really do share the nervousness that was expressed when we met with Salamander. And I, you know, no decisions tonight. I know you're proposing your budget, but I think this is going to be one of those years where prudence and caution is going to be way more important. I mean, we're just starting trade wars, and God only knows how those, you know, fall out in the mix. So anyway. All right. Any other. Anybody? Okay, good.

Danny Davis: So the next item that will likely take a bit of our time is to talk through the police department proposed budget. So as you know, in the proposed budget, I did present to you the idea of bringing on two additional officers into the police department. And then during the budget presentation, there were a few questions about that. But the biggest one from Mr. Jacobs and reiterated by the Mayor was to ask if we had done a program review of the police department. So the chief and Mr. Moore and I took a few a few days to step back, look at the police department and review it from a programmatic standpoint, not really trying to cut anything, just simply saying, what does the police department do? And of what they do what is that? What of that is necessary in terms of essentially requirements that they must do? And what of that is discretionary meaning it's a nice add on to what they do, but not necessary. There are some assumptions that we have to consider in this first. There's an assumption that you want to have a police department, and that you want to have a police department that's a 24 over seven coverage. I think everyone's on board with that. There's no discussion about changing that. The reason I simply say that is having a police department is not mandated by the state, it's not something that has been imposed upon us. It was a choice and it's a good choice an important choice. But I have to lay that out there, that those are critical assumptions that we are starting with. So we took the police department and broke it into two major activities, if you will, that's patrol operations, because most of what the police do is in patrol. And then we broke out events and special community activities. So those are our two primary activities in the police department. And then within that I broke that into more discrete areas. So here in patrol you'll see the first one is staffing. Of course, if we're going to have police department and we're going to have patrol operations, we must have staffing. So this assumes our current level of staffing, which is four patrol officers, chief and lieutenant and the administrative assistant. And those are required to continue our 24 over seven coverage. The discretionary staffing, we don't have any to date, but in the fiscal 26 budget, the $245,000 is attributed to that additional staffing that is proposed in the current budget. Of course, in each of these, if we have additional or discretionary spending, what I've tried to identify from our perspective for you is what is the value add of this discretionary spending in any of these categories, not just staffing here. So here's our staffing review.

Bridge Littleton: Hang on, hang on, hang on. That $245 is just the human cost.

Danny Davis: That is. And benefits. Yes.

Bridge Littleton: Well, that's what I mean the people.

Danny Davis: Yes.

Bridge Littleton: That's not anything else like no cars.

Danny Davis: No.

Bridge Littleton: Okay.

Danny Davis: Just the human costs.

Bridge Littleton: Yeah. No, I just I'm making it clear.

Danny Davis: Yeah. So the next area we broke down into is training. There are requirements for training, for retaining our certifications in the police department. And then there's discretionary training above and beyond that. The required training is a minimal cost $1,200 per year. That is what Chief needs to have his folks take the courses or get the credits to do the process to get recertified as required. But the discretionary training is things like professional development, conferences, the ability to do leadership training for those even that may not be in direct leadership positions, but giving them the skill sets and the tools to better themselves and also prepare them potentially for future promotions. So you'll see here the values of the training in the budget year by year. The next line item in our patrol operations is equipment, uniforms and ammo. Pretty straightforward. We need certain equipment. But there's other equipment and amounts of ammunition that could be considered discretionary. So, for instance, Chief's preference and I support him in this, is to try to qualify with our weapons twice a year. It keeps us proficient. It gives us just a little bit of that extra staying on top of things. But it requires extra ammunition, right? It's not a significant amount of money, but it is something that we could dial that back to only certifying once per year. Similarly, our officers carry with them pistols, but then in their vehicles they also have AR 15 rifles. And those are important in situations where there could be an active shooter situation or a major incident. Are they required? Not necessarily. Are they best practice and something that I continue to support? Absolutely. Again, these are items that, as you look at it, they are above and beyond what you could consider mandated for running a base police operation. But at the end of the day, the amount of that is relatively limited. There are things that have to be replaced every certain period of time. So for instance, in 24 with equipment, you'll see a higher amount. We had to replace a certain number of vests that year. Vests have to be replaced every five years. And we also did replacement of our defibrillators, AEDs in our vehicles, in the town hall, in that budget line. In software and communications, certain things again, that we have to pay for certain things are provided by the county and we appreciate their support. So the CAD system we use the county's CAD. They provide the MDTs, the mobile tablets or devices that connects to their CAD system. And then we also have an incident based reporting system that we must have for continuing to report. When we respond to incidents. There are some additional discretionary software components that we do add on to that. Some relates to our general orders to make sure that it's being tracked and followed and is accessible to our officers as well as body cameras. And again, body cameras is a really, really great thing to do, but it's a choice that we've made that we've added on. And so you can see the value of those choices between the required software and communications, and the discretionary options at the bottom of that page. We have two more under patrol ops. One is vehicle and maintenance. This one's a little different. The Council just moved forward with the take home vehicle program, but that is a discretionary program, something that's not required. So that's why if you see the breakdown under vehicles the higher number in the discretionary line item is due to the additional cost of the take home vehicle program. Now, this is ongoing operational cost, not vehicle purchase costs. That numbering is proposed to increase in fiscal 26 because of if we add two new officers, there'd be two additional vehicles, and this program would be going for the entire fiscal year. And then finally, administrative operations we have our support. This is insurance, attorney's fees, supplies and printing costs, most all of that is basic requirements. We do have a few You additional things that you could consider discretionary, whether that's professional memberships, some contingency and advertising dollars. So that's kind of the big bucket of patrol operations. And then we broke it down into events and special activities. And this is primarily three different areas. The first is Christmas in Middleburg that's a key item that we have to have a presence for and there's a cost to that. We bring in a lot of support for Christmas in Middleburg, and I would argue that all of those officers are very important to keeping it a safe event. However, we could get away with a lesser number of officers. It just wouldn't be, in my opinion, the best choice. But, you know, for us to support and run that event, there's kind of a base level and then there's an enhanced level, if you will, of support that's the same for our other town events that'd be things like Oktoberfest, Art in the Burg, other ones where we bring in our staff. It's overtime costs. It's bringing in extra officers during those events for a period of time, and you can see the cost of that to our budget here. For town events we don't recover those funds, so that's all expended out as just absorbed dollars. If officers are running overtime for private events, then they reimburse us the costs for that officer's time. And then the final item here is community outreach. This is primarily National Night Out. And while I am not advocating by any means that we cut this program, it is a discretionary program.

It's a very good program and something that brings everybody together. But it is one of those great things that we do, but is not a mandate or a requirement of a department. I think it's important now to focus on this one chart here at the very end.

Danny Davis: This is the total breakdown of the operating costs from fiscal 24, 25, current year and then 26 proposed and you'll see what again, I'm calling the required spending for us to continue our operations. In fiscal 25 current year is just over $1 million, and the discretionary spending is about $65,000, for a total budget of 1.1 million. For fiscal 26 proposed, you'll see the required amount being 110, 1.1 million, but the discretionary going up a significant amount. And that's for those two additional officers vehicle maintenance and operations and other support for those officers. Not the outlay of buying the vehicle, but the gas, the maintenance and the initial equipment to outfit them. And that gets to the total budgeted amount of one, almost $1.5 million. So this is our program review. This is what we do. And when I say we this is what Chief and his team do. This is their daily activities. We there is not a lot of extra stuff in our police department. They do the bare minimum, the bare basics. We do try to do our best, and especially as we look at equipment training and preparing them to respond if and when certain incidents occur. So I know that's a lot to throw at you at one point, but maybe before we get into any other part of the budget, it'd be appropriate if there are questions about how I developed this or any concerns or other information about the program review specifically?

Bridge Littleton: So. I guess my first question is, well, I mean, there's a lot here. And there's a lot that I know I've asked for that's not there yet that you guys are working on.

Danny Davis: So this is unrelated to the proposed enhancement. I have more information for you there. This is simply, I was asked to do a program review.

Bridge Littleton: No, I got it, I got it. Okay. That's fine. Any questions on this? Yeah. Peter.

Peter Leonard-Morgan: In light of the conversation we just had about the concerns about going forward I'm just looking at that bottom line of total budget going from 947 in 24 to 1.5 million. I mean, that's like half as much again. And I know we had the presentation from the Chief about the importance or his view, and I respect that about the additional police officers so that we can be properly staffed in case of issues when maybe there's an issue with someone in a home where you're going to and there's a shooter in the home. God help us. And you've only got one officer at the moment who would attend to that. Is there any? I won't say compromise. It's the wrong word to use in this situation. But are we maybe looking at too many here?

Danny Davis: So I'll get to that in. I'll come right back to that if I can Mr. Leonard-Morgan, because that gets back to partly what the Mayor was wanting to talk to. This is about half of the presentation.

Bridge Littleton: Yeah. So I think and.

Danny Davis: Maybe I can just jump into it if you want.

Bridge Littleton: Well no, what I was going to say is because I didn't realize that you were going to take it to the next, so that next question of is the request meeting actual requirements? I think that's where Danny's going next. So I think this was just, hey, I'm laying out as Bud asked, all the programmatic thing in I2 right. Here's where we are, this is what our proposal adds and what the different elements of it are. So I think he was just baselining. So if there's no questions on the baseline then you can get into the. Yeah.

Danny Davis: No, no not at all. No it's perfect. So I appreciate that. And so I'll preface this a little bit with yes, Council Member this is the proposal that we've placed in the fiscal 26 proposed budget. Is a significant cost increase, about $270,000 year over year just for the people, the equipment, the operations for this, these potential two additional positions. And that's a significant amount of money, especially in light of the revenue challenges that we're looking at. What I'd like to do is run through a little bit of information that the Mayor and Vice Mayor had asked for and see if it's at least helpful at least for that conversation. And then we can go back to looking at any other potential alternatives that there might be out there for consideration. So I know one of the things the Mayor and Vice Mayor had asked about is providing a little

bit more detail, if possible, in terms of the actual events that we respond to on a particular basis. So this is Chief went through with his team and I hope you can read it good enough to look at August of 22 through August of 24 data. So two years' worth of data particularly focused on the events that we would say are the ones that are most where officers could be they're serious. The most serious events where specifically we would want to have multiple officers responding for safety purposes. So you'll see the numbers are not huge.

Danny Davis: We're a safe town. We're a small town. But over this period of time and we're. There could be some additional numbers post August of 24 that haven't been added here, but just for those 24 months. Three domestic or assault type situations, six DUIs, two drunken publics and one warrant service. And I add the warrant service because that's one where typically if you're going to serve a warrant, you wait for a second person. Now, the reason I don't have a response time is because that's not typically an emergency, that you can generally do it or this required a 40 minute wait time for the sheriff's office. But from the sheriff's perspective, you're not busting down the door, you know, wait for him to show up. Not a big problem. But that's right. So what you see here is the average response time for backup. You know, depending on the event was anywhere from 7 minutes to 22 minutes, give or take. And that's pretty standard of what we would expect from the sheriff's office. One of these I did not include because the sheriff was literally already in town with our officer on a separate event, so it's not quite a standard situation, but what you see also here is the time that our town was left unattended during those events, ranging anywhere from a real minimum of 85 minutes, which is unusual to a more typical of getting up to two and a half to almost three hours. When talking to one of our officers, he said, you know, you expect about three hours to be gone and this bears that out generally where they're, you know, two hours and 45 minutes or so, that can change, obviously if someone has to go to the hospital because they've injured themselves in a situation, then all of a sudden now you're not just taking them to the magistrate or for testing or to jail, but also potentially to the hospital. What that bears out at the bottom I wrote here is on average, that's 15 minutes per week or an hour per month that's just putting it kind of in real world terms it's not a significant amount of time in the grand scheme of things. And so this is some of the statistics that I think the Mayor and Vice Mayor hopefully I've answered at least the question for them. What I would note here is on traffic stops over that same two year period, we did almost 1300 traffic stops. I'm not saying that we need two officers on every traffic stop, but if we had two officers in town, by all means, I would definitely prefer to have two officers there. I think it's also and again, please forgive me for anecdotes, but I think it's also important to add some anecdotal information as we look at statistics like these. One of our officers I was speaking with today said it does sit in the back of his mind when he's looking at potentially pulling over a vehicle that if that person has to be transported to Leesburg, he knows that the town will be without coverage for multiple hours. And so while I'm not saying that's a reason to make changes, those are the thought processes that go through the head of an officer as they consider the implications of, you know, do I, the cars doing 34 instead of 38? You know, do I just let it slide or do I pull them over for that? You know, because if I pull them over and all of a sudden there's an arrest warrant out for them, there's another situation going on. They might be DUI, DWI, whatever it could be. All of a sudden now he's leaving the rest of the town without coverage, when the citizens would be hoping to have someone here in case they themselves had an emergency. So those are the thoughts that I don't have to deal with on a daily basis. I think it's important to share that. Again, it's just one of the many, many different components that goes into this overall conversation. The other item that the Mayor and Vice Mayor had asked for, or the Mayor had asked for specifically, was a rough order of magnitude of the cost of this proposal over a ten year period of time. I hope the colors come through okay. But what you'll see here is there's a first year cost. And so the top section is just for the enhancements. That's the two new positions one time equipment and then the cost of the vehicle. So you'll see in that first year with vehicles it's almost $400,000. And then over the course of ten years I added to that a second purchase of vehicles. So in that period you expect to have to buy a vehicle again. And the total salary costs and one-time costs because you have to replace vests and things like that. So that total for over ten years comes out to just over $2.9 million for just those two positions. Below that, what I provided to you is the total police department budget without those enhancements. So if we took our staffing today, our operations today similarly had to replace vehicles over this period of time. So one new vehicle during this period when theoretically it probably is a little bit more than that. You'll see the total over ten years for the police department is at 14.6. If you add it all together, that'd be over 17 million for the ten year period. At the bottom, you'll see there the enhancements do represent depending on which numbers you're comparing them to, somewhere between 18 and 19% increase over our current base budget. So to Mr. Leonard-Morgan's point, it is a sizable increase over what is the currently adopted budget in the police department. So, Mr. Mayor, I hope this is kind of what you were hoping to see in some degree.

Bridge Littleton: It is. It's great. Very, very helpful. So yes. Okay. Directionally, very, very good. And I appreciate you guys, you know, taking the time to get it because, I mean the conversation we had right requirements first, then resources. Right. So the first slide is, is exactly that. I have a couple I have one quick question on this slide. I just did the math real quickly. It looks like on the salaries it's 236, right. And then the ten year total cost is 2.6. So my back of the envelope is that's only a 1% cost increase per year.

Danny Davis: It should have been two and a half based on our.

Bridge Littleton: Okay I mean, that doesn't matter. I just want to make sure that there was an escalation in there.

Danny Davis: And what it partly could be is also there is some savings from overtime savings and things like that throughout the time period, which maybe is reflected in some of those numbers.

Bridge Littleton: Sure which is totally fine. Okay. Can you go back to the last slide? Yes, sir. Okay.

Danny Davis: I gotta find my cursor.

Bridge Littleton: Great. So I know this is the first time I'm seeing this. Is this the first time everybody's seeing it?

Danny Davis: Yes, it's the first time I just put it together today. Yes, sir.

Bridge Littleton: All right, so not sure how we want to handle it. Do we want to, like, dive into the weeds or, you know, discuss the elements of back and forth? I'm sure people got questions. Where did this come from? How did you get the data? What does this mean? Do we want to take it away and dive into this next meeting after everybody has a chance to, you know, do your own numbers, do your own crunching? Good either way, I'm not, you know.

Peter Leonard-Morgan: Personally, I prefer the second option to have a chance to look at it and digest it and think about it.

Bridge Littleton: Okay.

Cindy Pearson: But another thought is too this meeting is shorter tonight. We don't have a closed session for long. I mean, it's just something short. Could we dive into it until we can't dive into it anymore or just I don't know.

Bridge Littleton: No, no, I mean, let's do this. Let's everybody have a maybe this is the way to do it. Everybody take a look at it. What questions you've got, right? Not necessarily conclusions, but what questions do you have about the information in the data? Let's all have a round. Ask Danny. Ask Chief. See, that might clear something up. That might spark a secondary question. But I do agree with Peter. It's like I want to I want a little bit of time to like, pull this apart and think about it and understand what it means. But it is good if you got any. Well, what does this mean and what is that. Let's do that first. Yeah we'll do a quick discussion. So let's. Peter do you want to start? Or I'm happy to start actually I've got I got two things I wrote down. So two quick things. And again Danny the analysis is actually really, really helpful. And I appreciate you guys doing over a 24 month period because that actually gives you the full breadth of summer fall everything and is one year an oddball and the other year is fine. So that's really helpful if I want to make sure I'm calculating this right. So it says at the bottom it here it says on average, the town is unattended for 15 minutes per week. So at any given week on these averages, there's an and again, you know, not because an officer tripped and fell and had to run to the hospital, but because of policing. We are we have we do not have an officer in town for about 15 minutes per week.

Danny Davis: Yeah. And that's where averages are difficult, because it's not like he leaves town for 15 minutes.

Bridge Littleton: No I get it, I get it.

Danny Davis: He's gone.

Bridge Littleton: No, I get it.

Chris Bernard: It's three hours.

Bridge Littleton: It's three hours one month and then nothing for six months.

Danny Davis: You got it. That's right.

Bridge Littleton: And it's three hours again. I totally get it.

Danny Davis: But yes, you are correct.

Bridge Littleton: Yeah. So I'm just running that on a percentage basis. And what I got as a percentage is.

Danny Davis: 2/10 of a percent.

Bridge Littleton: Yeah, it's 99.9% of the time we have somebody on duty, essentially.

Danny Davis: Yes, the hours that this rolls up to is, is. Yeah, about 2/10 of a percent or 2/10 of a percent of the time we are without coverage. So yeah, 99.8% of the time you do have coverage.

Bridge Littleton: There's 10,000 on average. Yeah. No, totally. Get it Bud totally get it. There's 10,080 minutes per week and there's 15 minutes a week. Okay. Here's the thing I'm not sure of. So because it says time for second backup. So in each one of these columns. Right. So, like domestic assault. Right. We had three in the last two years. The officer called and said, I need backup. And he called. And the sheriff, I guess, was here within 8 to 12 minutes. Then that and then they executed their policing activity.

Danny Davis: I'll let chief respond to how they might respond or make that call.

Shaun Jones: There are some instances where an officer gets on scene. He will ask for additional unit, like for a drunken public or a DUI. There are also some incidents for a domestic situation they will already start a unit in route to back until we get on scene, so we can make a determination whether or not to continue the officer or to cancel the officer as well.

Bridge Littleton: Okay. Got it. In any of those, so we had 3 in 2 years. Domestic assault that's probably a good one, right? Just DUIs everyone knows that okay. Domestic assault those can be violent. Totally get it?

Shaun Jones: Yes, sir.

Bridge Littleton: Of the three that we had in two years, did all of them require, like you called the sheriff for backup? A person was on the way. Did they actually come and engage, or did they? Was any of them? They said, you know what? This is cool. Go home, we don't need you.

Shaun Jones: No, they actually showed up.

Bridge Littleton: Okay.

Shaun Jones: So for what I recall, they actually showed up. Yes.

Bridge Littleton: And then. I think that's all I've got right now. That's helpful. And, well, real quick, does that hold true for your DUIs and your DIPs that you called and then realized I got it, called the sheriff and said, don't need you.

Shaun Jones: Yeah, we can cancel it. Cancel them if we don't need them.

Bridge Littleton: No, I know what I'm saying is that the six and the two that you had.

Shaun Jones: Okay. Yeah, there's one where we had 3 to 4 people in the vehicle. But at that point in time, we actually had it was 4th of July. We actually had officers that were on the way home that turned around and came back to back. So we didn't need the sheriff's office for that particular incident. But there are incidents that, you know, they usually start our way because a lot of times you're pulling people over the vehicles. So there's basically you have a primary officer and you have a cover officer that's watching what's going on as well. So majority of the time we do have them in route for our drunken public's we've had several that have actually been aggressive and tried to fight our officers as well this year.

Bridge Littleton: Got it. So and I promise my last question.

Shaun Jones: Yes, sir.

Bridge Littleton: So you pull a DUI over, you arrest them. Now you got to take them to Leesburg.

Shaun Jones: Correct.

Bridge Littleton: Do I have this as the standard operating procedure? You call the sheriff or the sheriff's deputy and say, I got to go to the police I got to go to the jail. Can you come and patrol Middleburg? And they come out and patrol Middleburg.

Shaun Jones: They actually stay within their patrol zone. So if they get a call, that's when they come to Middleburg.

Danny Davis: They do not come to Middleburg.

Shaun Jones: They do not come here.

Bridge Littleton: They're not in town?

Shaun Jones: No.

Bridge Littleton: But if something happened, they would then get drive out [multiple speakers].

Shaun Jones: Yes, they would get dispatched. Yes, sir.

Danny Davis: We have marked out so they know there's no officer in our sector.

Bridge Littleton: So they're aware.

Shaun Jones: Yes.

Bridge Littleton: All right. I'm good. Thanks.

Shaun Jones: Yes, sir.

Bridge Littleton: Bud.

Bud Jacobs: Do we have a formal memorandum of understanding with the sheriff [off mic] about these kinds of support?

Shaun Jones: No, we do not. I don't think so. Because they know. You know, just like if we have something that we know we're not going to be in town for I'll just go ahead and contact the commander for this area and say, hey, we're going

to be out of town for an hour or so for training or whatever, have you. Do you mind having units listen out for a call or you have a unit? Could you have them in this area as well?

Bud Jacobs: [off mic] The support is consistent and pretty seamless actually. [off mic]

Shaun Jones: We have an outstanding report with the Sheriff's office and outstanding support from the Sheriff's office. Cool.

Bridge Littleton: Chris, you had a question.

Chris Bernard: So in those instances let's say like the domestic assaults, right. Deputy comes out and we have to arrest somebody and take them to Leesburg. Where does the deputy go? Does he leave or does he kind of hang out?

Shaun Jones: No. He leaves.

Chris Bernard: Okay. But then they're just on alert that we don't have anybody.

Shaun Jones: They are aware that we wouldn't have anybody.

Chris Bernard: Is there ever a time where the deputy arrest them and takes them away?

Shaun Jones: No, because we're the initial person that's on scene that's our call. We're the primary officer.

Bridge Littleton: Oh, you're the one making the arrest. You're the one who's got to book them in.

Shaun Jones: Yes.

Bridge Littleton: Okay. All right. Yeah. Now we'll go down the row. Peter, any questions?

Peter Leonard-Morgan: No, not really a question more of an observation. So much of this is the what if, isn't it really? It's really thinking about the unimaginable. And that, for me, is my thought process is a very important what if. So that's why I need some time to really look through this and come back and have a conversation about that massive increase in budget, which is not unimportant.

Bridge Littleton: Mr. Jacobs?

Bud Jacobs: I don't have any questions. I've been through most of this data a couple times, and once, I guess, with Danny. The problem we've got is that I think the need for police staffing is real on the one hand, and on the other hand, we realize that the national economy is about to go down the toilet and we don't know what the impacts really are going to be on us. So one of the solutions Danny has proposed and it's perhaps too early to get into it, but there is an option where we authorize both positions, but don't fill them. But they're on the books. And if we think we are able to do it down the road, we can we can fill them, or we can fill one of them and keep the other one on the books. Much preferable to zeroing the whole thing out and having to start from scratch next time around. The other thing that I think I understand. Overall, we are in terms of our training requirements, the way we onboard officers the way they are supervised during their tours of duty. All of that, it seems to me, works really well. And it's a testament to the Chief and to the police department as a whole. That said, if you look at accrediting standards we're probably not as great as we think we are. And one of the reasons is that we have insufficient staffing on potentially dangerous calls. And I think for me at least, that's the essence of what we're trying to address here. And if we can figure out a way how to thread both needles, I think it would be it'll be good. And some enhancement is absolutely called for with the police department. I just don't know how much we can do given the financial, the fiscal situation.

Bridge Littleton: Darlene anything?

Darlene Kirk: I just wanted to ask one question. Okay. Thank you. When we do call for help, it's not coming from Leesburg isn't it just coming from right down the road so it's a lot closer?

Shaun Jones: Yes, ma'am.

Darlene Kirk: Okay, that's what I thought.

Danny Davis: So, yeah. The sheriff's substation is south by the Home Depot and South Riding. It's still, I mean, from that station, even with blue lights you're a good 20 minutes. So now the sector runs this whole way. So from time to time, they might be in town, or they might be in Aldie or nearby. But what I have heard is the Dulles South Sector is now the busiest sector of the entire Sheriff's office with all the growth in that area. So it presents extra challenges because typically you place your officers where the activity is most likely to occur.

Bridge Littleton: Yeah, but that's also where they're staffing up.

Cindy Pearson: Yeah.

Bridge Littleton: So I mean, again, you know, this is where we have to be completely objective about the data. Yes there are more people moving in there and they've got more requirements. But when you look at the sheriff's office request for this year, they're asking for more officers to that station to keep the response times the same. So let's call on both sides of it to paint an accurate picture. Darlene anything else?

Darlene Kirk: No.

Bridge Littleton: Okay. Cindy.

Cindy Pearson: I just wanted to comment on the officer that you spoke to about you know, having to think about whether to pull that over. That has happened here for many years, as we all know, because there's some tales of when my father was chief here that he would look and say, oh, they'll be out of town before I get back to my car. So it has. [laughter]

Bridge Littleton: That's a good one. Oh, yeah. Chief, aren't you going to get him? Oh, hell, he's out of town by now. [laughter]

Cindy Pearson: And not that that's what our officers are doing today. But that was what they were doing back then, determining whether it was, you know, worth it to stop these people and then have to be out of town and stay over there. And the comment was always made, they'll be out of jail and back over there before I get done with the reports. So sorry, just had to add that for a little entertainment for tonight. But I do agree that we really need to look at this financially for now. I don't know if doing what one of you guys said about, you know, approving it, but not filling it until we're sure of our financial situation or just putting it on hold, period, until we find out and maybe, you know, then readdressing it next year. I don't know that answer yet. I'm kind of like you all going to have to think about it.

Bridge Littleton: Kevin.

J. Kevin Daly: I concur with Bud. Personally, I like being ahead of the power curve. There's nothing more dangerous for any officer than a domestic dispute going on. There's already a high level of emotions going on, and in one incident, this anecdotal, they arrived at a person's home and the person was already armed. Backup takes eight minutes. Eight minutes can seem like an eternity. I like the idea of being cautious because we don't know what the economy is going to look like, and generally in low economy situations, and people are out of work, you got more people getting into trouble. The potential is there. I would like to go forward and say to table TL&E organization, go ahead and have the two positions available so that we can fill them when we need to, and or have the two positions available and fill one for now. But in the meantime, let's just wait and see what is going to happen with the economy. But let's approve the increase in tables of equipment and organization to more the potential of having two more officers, but have that as our TL&E.

Bridge Littleton: Pam.

Pam Curran: I agree also with Bud that I did like it when I had seen we might be able to approve them and then freeze it, because we really don't know what's going to happen with the economy. There's also as, Bud said, the unintended consequences of not having enough staff so they can go to the trainings they want to, and they can continue to grow here and keep the officers that we have. I mean, if they have to work full time all the time, not see their families during the holidays. They're not going to stay long. And so I do understand the economy is first, but there are unintended consequences. By us, you know, not having the staff that we need.

Bridge Littleton: Anybody have any questions on the data or the information. So yeah.

Pam Curran: I did have one. I mean, do we project out any type of crime beyond, you know, we projected out ten years in revenue. Is there anything you want to look at in terms of projecting out crime?

Danny Davis: It's a good question. I don't think we've ever done that. I'm not aware if that's a typical activity. I'd preferred the crime rates to go down but not that I'm aware of in any kind of.

Chris Bernard: I doubt there would be enough statistical data to have any meaningful.

Danny Davis: Yeah.

Bridge Littleton: Okay. So I guess the only other thought I just had about the information too was. So as I mentioned earlier, you know, when Danny and Chris and I sat down earlier this week to go through his proposal, you know, and I know I've said this a million times. The most important thing for me is what are your requirements, right? Then you build your organization to meet the requirements. So my question that I think we all need to wrestle with is whether it's creating the positions and freezing them or filling them or not filling them or whatever. By creating them, we are automatically making the statement that the requirements demand them. We literally just got this data ten minutes ago. So for me anyway, I do not agree with the assumption that we need to create the positions yet. I need to go into this more in detail and understand what it really means to say and I've, you know, on Chief's recommendation, I've gone to the International Police Chiefs Association Best Practices Guidebook and looked at a bunch of different stuff. And I can send to you guys, if you want you can pull it down yourself. It's actually really helpful. It's got a lot of really great information in there. They are one of their top ten best practices is using performance data to justify the increase of resources and staffing, because that's always a challenge for any organization, right? You want to do the right job, then you got to go to somebody who holds the purses and you got to justify it. So that's really important for me. I think another thing that's really important we got to remember about this data is this is from the last two years where we were down two police officers. So these were the levels of policing we were achieving minus two officers. So, you know, we're now fully staffed. And chief's done a great job of getting that. It's going to be really helpful to see how being fully staffed again has an impact on these performance numbers. So I think, again, I don't know what the answer to that is, but I think that's an important thing to think about.

J. Kevin Daly: Yeah. No I agree there's we're not saying let's make a decision tonight. We want everybody to have an opportunity to look over the data and consider it, because it should be considered in depth, not, oh, this is my whim. This is my feelings about it. But to go in and logically go through and check it all out without having to make any decision tonight about it.

Bridge Littleton: Absolutely.

J. Kevin Daly: We have the time. What's it July?

Bridge Littleton: Not due until June.

J. Kevin Daly: There we go.

Speaker1: Yeah.

Bridge Littleton: Any other? And, Danny, if you can email us too already that would be great.

Danny Davis: Yeah of course.

Bridge Littleton: Any other questions for Danny or Chief at the moment? Okay. Do we want to put this back on our agenda for two weeks from now? I mean, I know we've got other budget stuff to talk about, but this is an important one, and we want to make sure we know it's the biggest number in the budget. So we want to make sure we know what we're doing on it. So you guys can plan.

Danny Davis: Yeah. So two weeks from now we have likely a sizable conversation about utility fund. That's when we anticipated having our financial advisor and our rate advisor here. Now, that doesn't mean decisions have to be made, but that's probably a solid 30 or 45 minute conversation. So we might want to just push this out a month if that's I mean, we can still have it on the agenda, Mr. Mayor, and see how things are going.

Bridge Littleton: Let's do that. Let's put it on the agenda. If we get it through [off mic].

Danny Davis: Sure.

Bridge Littleton: Yeah, exactly. If we get through the consultants quickly, then we can tackle it. If not, we can push it to the end of April.

Danny Davis: And if there I mean, we say this often, but if there are questions that you have between now and then, please email me or Chief or both of us together, because we'd prefer to have the ability to get that to you prior to the next meeting. And if I can, Mr. Mayor, that the comment about not being fully staffed, I hear you on that, but I just want to make sure it's very clear for you and for the full Council. We operated as if we were fully staffed. We were never short an officer. And this is not a situation where, you know, Loudoun County is approved for seven in a sector, and they only had five and they had to make do. We had coverage 24 over seven the entire time for the last two years.

Bridge Littleton: No I hear that, it's the challenge of fatigue, people having to work too much. They can't take vacation when they need to.

Danny Davis: Part time.

Bridge Littleton: That all affects performance.

Danny Davis: In fact, I get it.

Bridge Littleton: It all affects performance.

Danny Davis: And then the final item I know this was referenced, but in your packet in the Q&A, I did provide various alternatives there that again, this is jumping the gun. I know, Mr. Mayor, from your perspective, but if the Council wants to consider this proposal, there are, as has been discussed, the one alternative that was not brought up yet. And I'm not saying this is where you should go, but you have upward mobility in the TOT, particularly if we if Council believes that some alternative is appropriate. I just need to make sure you understand that is on the table. I realize you're going to tell me I'm jumping the gun, but this is information that all feeds into the conversation. I'll leave it at that.

Bridge Littleton: Yeah. So again.

Danny Davis: I understand.

Bridge Littleton: Well let's not jump to the easy button to raise taxes before we've actually had a conversation that we agree with the staffing level to begin with.

Danny Davis: And I'm saying let's not ignore the conversation because the revenues don't appear that they can fund it. It's a combination conversation that can't be taken either side in a vacuum.

Cindy Pearson: And to make sure that it's stated that it's TOT taxes, not personal or real estate taxes.

Danny Davis: Or meals.

Bridge Littleton: Yeah. Okay. Was there anything else in the budget you wanted to hit tonight?

Danny Davis: If you want to talk through economic development, we're here and ready to go. If you'd prefer not to. I mean, we.

Bridge Littleton: I mean, it's 7:30. How long do you think that one will. That should that one's pretty straightforward, right?

Danny Davis: 15, 20 minutes max. Yeah. It shouldn't be too long.

Bridge Littleton: Do we want to bang that one out? All right. Is that the last on the agenda? Yeah. Okay. Yeah. Where's the three minute hourglass? I'm missing it. Yeah. Yeah. So who's doing that?

Danny Davis: Alright, I'll start it off for now. So in your iLegislate, you'll see there is a link to the budget. So wherever you have your budget saved or prefer to review it, it is on page 20 of the budget. So in short, just to walk through this kind of like we walked through some of the other departments previously. Just a few items for you on the administration, the staffing and other side. There's no significant changes, just salary changes based on the proposed salary increases, as stated before, on the marketing side we've reduced our public relations. Some of that had been intended for some concentrated influencer efforts. And those are just not happening at this point. So this is more focused currently on our PR and a little bit of support of that. Our costs for our social media contract and marketing have increased that's just contractual. That is a little bit further down than economic development. That contract has been in place for almost four years now. So those costs just by nature do increase over time. And then the rest of that is relatively stable. No changes in our support for MBPA as they brought forward today. So supporting their regular activities and Christmas activities, as well as no change in the support for Visit Loudoun. And then we did add a line here for consulting services. This is the Placer.AI program that Council approved at your last meeting. So that's kind of on the programing and marketing side of economic development. And then the next page down are the tourism focused events. If you recall, last year we separated out tourism events and community events. So the first page here is tourism events. Just some slight increases in a few of these Oktoberfest just for ongoing regular cost increases. I'll come back to Mille Miglia in a quick second. The regular contribution to Christmas in Middleburg, Film Festival those are static each year. Our event support at $80,000 and then our event grants and sponsorships line item. If you would allow me a brief moment, I did bring up in the Q&A if you had a chance to read my Q&A report, the event grants program is one that Council has set a policy about how we take requests for funding of new events. We have not seen a new event I want to say, in the last three years, two, two years since the Dog Days event.

Danny Davis: And it's not that new events aren't going to come up and potentially occur, but between this and the grant funding for infrastructure, for nonprofits there's about $70,000 that we budget for that that hasn't been spent in the last two years. So a question for Council is. Well, there's kind of I would suggest three alternatives. One, we leave it as is and just budget it and see if we spend it. Second alternative is we say, how about we cut those dollars and if we get a request, we consider that as a one-time funding thing from either contingency or fund balance, because those are not ongoing operational dollars. Those are one time requests or split the baby in the middle and we just say, hey, let's reduce it, say, by half this year, see if we get any requests that's not the right metaphor, is it? Yeah. [off mic] That was there we go. Split it down the middle. [laughter] And sorry, Chris. I saw his face like. I'm in numbers mode, not Shakespeare mode. But to

potentially reduce that by half just for the fact that we haven't seen anything recently and address that as needed. So I bring that up just for.

Bridge Littleton: Let me ask the question, have we been reminding folks that that those opportunities are available?

Danny Davis: As much as we can we let people know it's through MBPA, through the Citizens Academy, other communications. Do you want to come up to the lectern? Thank you.

Bridge Littleton: Yes. Go on. Hurry up. Chop, chop.

Ali MacIntyre: I won't make any baby comments. [laughter] To be fair. So we do remind people whether I'm, you know, talking to them on the, you know, on the street or just at Biz Buzz, as Danny mentioned. I haven't done a grant workshop in a while, so that is something to consider. I could put that on the agenda in the next couple of months if we want to do that, I'm definitely overdue for doing a grant workshop. But just a reminder, our grants are only available for schools, institutions of higher learning and nonprofits, so we just haven't had anybody take advantage of those in a while. Yeah.

Bridge Littleton: Is there any questions? The only other thought I had was the infrastructure one. You know, I mean, I could see that making a real difference for a lot of people. They just don't think about it.

Danny Davis: Yeah.

Bridge Littleton: Okay. I got you.

Danny Davis: So, anyway.

Bridge Littleton: Do folks want to reduce it by 50%, leave half of there put half of it back in the general fund. [off mic] And split Danny down the middle.

Chris Bernard: Split it this way. [off mic]

Danny Davis: There we go. Thank you.

Danny Davis: Thank you, Mr. Jacobs. You knew where I was going with that.

Bridge Littleton: Heathen. What does everybody think, since we haven't touched in two years? Let's do that.

Danny Davis: Okay, we'll try that and see how it goes. [multiple speakers] And of course, if we get more requests than we have funding, you can always fund it a different way. So that is that is the kind of tourism events. And then the next page is community engagement and events. These are our town focused events. So you'll see here Independence Day, Wellness Day. We've proposed a little bit additional funding for Middleburg day, just for all the activities of that Art in the Burg again, a little bit more funding for that. We have we do not currently budget for Juneteenth, but we have been able to find dollars for the last couple of years for that. And Chief and Ali have been working on planning that out for this current year. But looking at for next year putting in some dollars, I will tell you this number is probably not enough. So it might need to go up to 5 or 7,500. So what I'll probably do is as I'm reducing those other lines, I'll probably boost this line a bit just for realism. We've also added in here. I know there was a question.

Bridge Littleton: What a minute. Realism in government budgeting. Nahh. What are you talking about?

Danny Davis: Only in local government? [off mic] We've added in the proposed new Burns Day. This came to you guys in November of last year as an idea, and you suggested pausing and not jumping right into it right away. But I think there was some general feeling of this could be a great event and a lot of fun. This is one where we actually would anticipate it. Most all of our events are free, open, just come and go. This would be more of a ticketed type event because of location size.

Bridge Littleton: [multiple speakers]

Danny Davis: More focused for our purposes on one night at the community center. But others may expand it, you know, multi-day kind of thing. So this is something where if Council wants to talk about whether this is appropriate or not, I think there was, again, general support of this when it first came up. So if Council wants to move forward with it, then we've put a budgeted number in here. Robert Burns. And then at the bottom of this page is the infrastructure grants, which we would reduce as just discussed. And then funding for the farmer's market in the proposed budget. Again, this assumes that we continue on in next year. But for now, with where we are, we're going to make that assumption that's going forward. And then Council can always choose to make a separate decision after this season ends. But frankly, this is you know, it splits fiscal years kind of half and half because of where the way the market runs. So that is economic development. And I'm happy to answer any questions if there are any specifically.

Bridge Littleton: Any questions for Danny. Going once, going twice. All right.

Danny Davis: I think the last thing would be to bring up to you two quick items, one related to the Christmas ornaments. I'm not sure if you saw that in the write up here. The ones we put up over December where in some initial conversations with the Hill School about this. Their plan is to redo or replace three of those per year at a cost of about $1,000 each. I had budgeted in the past $10,000 for that, not knowing if we were going to get a chunk of them at once or what have you. So if there's no concern from Council, I will reduce that by $7,000.

Bridge Littleton: Quick question. Is John Ralph? So like. They take time to reproduce.

Danny Davis: Correct.

Bridge Littleton: And there's how many in total, 26?

Danny Davis: Give or take.

Bridge Littleton: Yeah, three a year. Okay. That's I don't do math, but.

Danny Davis: So they've done nine so far.

Bridge Littleton: Oh okay.

Danny Davis: All right. Yeah.

Bridge Littleton: So some are in rough shape.

Danny Davis: Yeah. They always look and take the worst ones. And I think part of that is his time. What he actually has time to do.

Bridge Littleton: Yeah it takes a while.

Danny Davis: And but the alumni association to date has paid for all those. So I've had a conversation to see if they want any kind of support, but there's probably going to be some kind of agreement involved with that. And I know Lisa's back next month, so maybe we'll have some follow up conversation. So just so you know, I'll intend to make that and then the budget review schedule, that's the final thing. My apologies. Just to give you kind of a lay of the land. We will talk about utilities at the next Council meeting. We will have your. And I am trying to find the, here it is. You will have your public hearings on the budget and proposed utility rates on right now. I'm showing April 24th. That may bump to May 8th just because of the delay in certain things. And then we can just we can kind of flex as needed on terms of other conversations. So I'll leave it at that Mr. Mayor.

Bridge Littleton: Any questions on the schedule? Okay. So, Danny, you're all good on budget stuff for the moment, right? Okay, so one thing I just I want to add from our strategic finance committee meeting on Monday. Yeah. You know, it's funny, you look at the budget, we've got our fiscal reserve set aside, and we have cash on top of that that we've, you know, and we've it's earning interest and all that. And you look at it and it's like, wow. You know we've done really well. We've done really good to create not only a fiscal reserve but then additional cash to do some infrastructure things we really want to do. But then I mean, literally the Finance Committee starts going into the, you know, well, we're doing we're funding Asbury Church we need to do these improvements on South Madison. Then there's utility things coming up. And by the end of the conversation, about 45 minutes later, Chris and I are sitting there. I'm like, we're broke. I mean, and we're not don't get me wrong. I mean, we the great thing is we have a lot of choices. You know, we can and we can fund the really important choices. But my God, if we go and fund these important things we need to fund, you know, we're not going to tap into our fiscal reserve. We're going to have a little bit extra. But that cushion we've developed, it's gone. And the interest rates are changing. And now we've got this the debt coming up on the balloon payment for the million dollars for the utility fund. It was like, okay, you know. Yeah, I mean we're in a good spot, but boy we don't there's no undoing the belt knots yet. So it was a really I mean, thank God we have them to help us see this stuff. So it was certainly an eye opener for me. Okay. Did you have anything to say about that? Yeah, I was going to go to information items. Okay. Yeah. So information items. Route 50 meeting last night was. I mean, community turnout was fantastic. Probably 150 people.

Chris Bernard: Too many people. It's too loud.

Bridge Littleton: Yeah, exactly. Yeah. We had to open the windows to get a draft in because there's so much hot air. But County did not do the same thing they did last time. They did not go through their presentation. They basically said, here we are. Here's the survey results. We're going to now do tabletop exercises. [off mic] And fill out the survey. So they have sent us a new link to a new survey, which is going to be open until April 9th, Danny I think, or whatever. We'll get it out on social media tomorrow so people can respond back. My feeling is I don't think staff's going to change any of their recommendations. But look, I mean, that's what staff does. Staff makes recommendations they put a report, they will include it with all the public comment and all the data, which is good. They'll submit it to the board and then it's up to the board. And that's going to be I mean, Danny, I would say, what, six months to a year from now?

Danny Davis: Yeah. It's hard for me to say when it'll [inaudible].

Bridge Littleton: They're not on any timeline, so they're taking their time. So as that happens, it'll be time for the community to engage again at the board level. So but I do appreciate Laura getting them all to come out and doing it again so. Bud.

Bud Jacobs: I was just going to give a shout out to Laura for forcing the issue and causing this meeting to be held in Middleburg. It was great.

Bridge Littleton: Any other information? Items from anybody? Schubert, how about you? He's ready. Yeah. Okay. [laughter]

Danny Davis: Mr. Mayor?

Bridge Littleton: Yeah.

Danny Davis: Miss Curran has it.

Bridge Littleton: Yeah, Pam.

Pam Curran: I just said we had a the first meeting. We're merging the Arts Committee. Yeah. And with the Cultural and Community Events Committee, it's going to take time to get it done. But we had the first meeting, so. And thank you to Ali for everything.

Bridge Littleton: Ali take two gold stars out of petty cash. [laughter]

Chris Bernard: Like the stickers?

Bridge Littleton: Yeah, yeah, yeah. The stickers. The stickers. Okay. Yeah. Unless there's anything else, there's something I want to read the.

Chris Bernard: I move that Council go into closed session as authorized under section 2.2-3711 of the Code of Virginia to discuss appointments to the Middleburg Strategic Finance Committee as allowed under subsection A1. I further move that Council thereafter reconvene in open session for action as appropriate.

Peter Leonard-Morgan: Second.

Bridge Littleton: Any discussion? All those in favor say aye.

Speaker4: Aye.

Bridge Littleton: Opposed? Abstentions? All right. Closed session it is. Thanks, everybody.

J. Kevin Daly: I'm going to take a quick [off mic]

Bridge Littleton: All right is Rhonda back?

Rhonda North: You're fine.

Bridge Littleton: All right. Here we go. I asked the Council to certify that in the closed session just concluded, to the best of each member's knowledge, nothing was discussed except the matter or matters. One specific identified the motion to convene in closed session, and two lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in the motion. I would like to remind those present for the closed session that any discussions occurred within it should be treated as confidential.

Peter Leonard-Morgan: Yes.

Bud Jacobs: Aye.

Darlene Kirk: Yes.

Bridge Littleton: Yes.

Chris Bernard: Yes.

Cindy Pearson: Yes.

J. Kevin Daly: Yes.

Pam Curran: Yes.

Bridge Littleton: Okay. Who would like to read a motion?

Chris Bernard: I move that Council reappoint Bob Dale, Childs Burden and Coe Eldredge to the Middleburg Strategic Finance Committee for three year terms. Said terms to expire December 31, 2027. I further move that the Council appoint Doctor Chris Hersh to the Strategic Finance Committee, said. Term to expire December 31, 2026.

Cindy Pearson: Second.

Bridge Littleton: Any discussion? All those in favor say aye.

All of Council: Aye.

Cindy Pearson: I can't get mine to work, aye.

Bridge Littleton: Opposed? Abstentions? All right. Meeting adjourned.