

TOWN OF MIDDLEBURG BUDGET

FY 2016-17



Town Council

Betsy Allen Davis, Mayor
Darlene Kirk, Vice Mayor
Kevin Hazard
Trowbridge Littleton
Bundles Murdock
Kathy Jo Shea
Mark T. Snyder

Town Administration

Martha Mason Semmes, Town Administrator
William Moore, Town Planner/Zoning Administrator
A.J. Panebianco, Chief of Police
Cindy Pearson, Economic Development Coordinator
Rhonda North, MMC, Town Clerk
Marvin Simms, Maintenance Supervisor
Ashley M. Bott, Town Treasurer

Adopted May 26, 2016

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Town Administrator's Budget Message

To the Citizens and Businesses of Middleburg:

The current fiscal year, FY 2015-16 (FY16) has been another good year for the Town, in spite of a hard winter and the disruptions to our business community from the Route 50 Traffic Calming/Streetscape Project. The assessed value of taxable real property in Middleburg increased modestly last year, rising by 5.83% as of January 1, 2016. In addition, Town revenues have continued to increase this year as we experienced a continued upsurge in business license tax revenues, occupancy taxes and zoning fees, while expenditures have remained below budget, allowing the Town to build its reserves. This has helped the Town to maintain a real property tax rate below that of its neighboring small towns. The current (FY16) rate of 17¢ per \$100 of assessed property value is significantly below that of Purcellville (22¢ + 3.5¢ special assessment), Lovettsville (21¢), Round Hill (18.02¢) and Hamilton (28¢). The latter three communities also do not provide all of the services Middleburg provides, such as independent police services, an economic development program, and a visitor center.

We expect revenues to continue to increase, but at a more modest pace in FY 2016-17 (FY17). However, Town revenue growth will be countered by rising expenses, including insurance-related costs, building maintenance and capital improvement costs. The Town and our businesses will continue to be challenged in the coming year as well by the inevitable disruptions associated with the Route 50 crosswalk/streetscape project which is scheduled to continue through the fall.

Summary of Proposed Budget

The proposed FY17 Budget recognizes the continuing significant revenue stream from Salamander Resort operations, while maintaining the Town's careful stewardship of its financial resources. The budget also addresses the need to continue investment in the Town's infrastructure, including its aging utility lines and its sidewalk network. A good start on this was made during the current fiscal year with completion of two waterline upgrade projects and the start of a sewer system improvement.

Middleburg's budget is composed of three major fund categories - the General Fund, the Water & Sewer/Utility Fund and the Health Center Fund. From a government accounting standpoint, the three Funds and the operations they support are separate entities, with the latter two funds operating as enterprise funds.

Town services provided under the General Fund are supported by business taxes, real property taxes, business personal property taxes, land use application fees, parking receipts, fines and some State and Federal grants and apportionments. The services covered by the General Fund include Town Administration, Maintenance, Police, Planning and Zoning, Economic Development and the Pink Box, the Town's tourist information center. The budget includes information sheets and annual goals for each service area.

As indicated earlier, the total assessed value of the Town's taxable real property increased by 5.83% in 2015. As a result of this assessment increase, the real estate tax rate would have to be reduced from its FY16 level of 17¢ per \$100 of assessed value to 16¢ to produce the same amount of real estate tax revenue in FY17 as in FY16. This is referred to as the "equalized tax rate". The FY17 budget reduces the tax rate to 16.5¢, which will result in a very modest effective tax increase.

Even with the reduced real estate tax rate, the budget projects a contingency reserve of almost \$190,000 for FY17. This is important for rebuilding the Town's General Fund reserves after difficult financial times and to address the many unmet infrastructure needs. A desirable goal is to maintain a year's worth of expenditures in the unreserved fund balance. The Town has been making progress on this goal in recent years. As of the end of FY15, the last audited year, the ratio of the Town's unreserved fund balance to annual expenditures stood at 1.15, a little more than a year's worth of financial cushion. This number is temporarily inflated, however, by the proceeds of the 2014 municipal bond sale, which are being used for three major utility capital improvement projects.

The budget projects expenditure growth due to increased operational costs, including implementation of a new Town website, Asbury Church rehabilitation and installation of the remaining street lights on Washington Street. In addition, some tourist-related lodging tax revenues will be targeted this year for increased marketing to support our businesses during the Route 50 construction project, while continuing special events grants.

Health care costs continue to increase, this year by a substantial 10.3% percent, following a 9.2% increase last year. The Town will also provide a 3% cost of living increase in line with that provided by other local governments in the area to help employees with rising health care and other costs and to keep the Town competitive with the labor market for government workers in the area.

No increase in business license, meals, occupancy, cigarette or other local tax rates are proposed for FY17. Middleburg has kept real property taxes low due to its strong business community. The business community (via Local Taxes) generates the largest portion of General Fund revenues. Intergovernmental revenues (from Virginia Department of Transportation grant funds) will partially offset the closeout costs of the Marshall/Madison Street pedestrian improvement project. Several smaller, recurring grants and apportionments will remain at past year levels, while the State 599 Police Department apportionment will increase slightly.

The Health Center Fund is a fiduciary fund. Revenues come from Health Center building rental income. This building was donated to the Town many years ago with the provision that the net rental proceeds after building maintenance costs be contributed to charitable organizations in the Middleburg area. With advice from the Health Center Advisory Board, the Town Council over the years has made substantial contributions to many well deserving charities in the Middleburg area. Over the last decade the Fund had to be tapped for major improvements to the building, including replacement of the old oil-fired boiler heating system. Such capital expenditures had reduced the Fund's reserve, but rental income has rebounded, providing a healthy reserve of \$390,132 as of the end of April 2016. Revenue from the Health Center Building is not used to fund other departments, although some Maintenance staff time is charged to the fund. Rental income is expected to remain stable this fiscal year. No major capital expenses are planned.

The Utility Fund supports the provision of water and sewer services to the town. This enterprise fund is intended to support its operations independently from General Fund revenues. Revenues to pay for utility services are derived from water and sewer user fees, the sale of water and sewer connections, and revenue the Town receives from cellular phone companies that lease antenna space on our water tanks. New connections to the system that would generate connection fees are not frequent, and revenue from the cellular phone companies only generates approximately 10.3% of the necessary income to operate the water and sewer systems. The bulk of the revenue to provide water and sewer service therefore must come from user fees.

Middleburg has only about 475 customers among which to spread the costs. This makes it difficult to maintain sufficient revenues to fund water and wastewater operations AND provide capital for necessary improvements and repairs to our water and wastewater systems. In addition, the Town must cover the costs of unfunded mandates resulting from Virginia Department of Environmental Quality and Virginia Department of Health regulations. As water and wastewater treatment requirements from these regulatory agencies become more stringent, the costs to provide water and sewer services increases.

Fortunately, the Town has begun to make progress on the backlog of capital improvement projects that were put on hold for many years, thanks to a successful \$1.5 million bond issuance during FY15. The Town was able to achieve a very low 2.7% interest rate on this 25-year fixed rate bond, which spreads the cost of these improvements over a long period of time and preserves more cash for annual operating expenses.

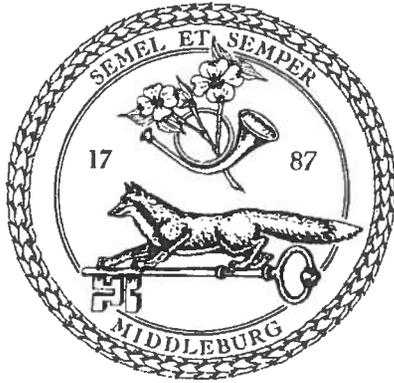
Improvements completed during FY16 include installing a major water new line in Route 50 and installing a waterline loop on the east end of town. Design also began to replace the aging West End Sewage Pump Station. The Utility Fund pays the annual debt service on these and past capital improvements to the utility system, which for FY17 will total \$323,292, slightly less than last year.

The Town utilizes a utility rate model that computes utility rates that efficiently and fairly fund both water & sewer system needs. The utility rate model has been updated for FY17, and while no increase is needed for water service, a 5% increase is needed for sewer service, resulting in an overall increase of about 2.5%. This increase is less than half of the 5% annual increases the Town had to implement in previous years and is less than a percentage point above the rate of inflation for last year.

In closing, FY17 is projected to be another year of financial stability for the Town, with the continuing positive fiscal impacts of a recovering economy and the operations of Salamander Resort. Nevertheless, the Town will remain conservative in its financial decisions. Several budget unknowns, including the unknown costs of Asbury Church renovations and utility system improvements that are still in the design phase, may require FY17 budget amendments.

Balancing the provision of an acceptable level of municipal services with the economic hardships some of our residents face is a challenge that the Town takes seriously. We are pleased that the Town is able to reduce the real estate tax rate this year to 16.5¢/\$100 of assessed value. No other Town taxes or fees are increasing at this time with the exception of the modest sewer rate increase. The staff and Town Council are optimistic the local economy will continue to grow modestly and are committed to minimizing the burden on our taxpayers whenever possible. As always, the Mayor, Town Council and staff pledge to expend Town funds conservatively and continue to seek new sources of revenue and operational savings wherever possible.

Martha Mason Semmes, Town Administrator



TOWN OF MIDDLEBURG

FY 2016-17 BUDGET

BUDGET & FINANCIAL SUMMARY

**TOWN OF MIDDLEBURG
FY 17 BUDGET
SUMMARY**

GENERAL FUND					
REVENUES			EXPENDITURES		
	FY 16 ADOPTED	FY 17 PROPOSED		FY 16 ADOPTED	FY 17 PROPOSED
PROPERTY TAX	\$ 591,000	\$ 573,322	ADMINISTRATION	\$ 652,012	\$ 644,435
LOCAL TAXES	\$ 2,084,500	\$ 2,204,500	BUILDINGS & GROUNDS	\$ 133,700	\$ 132,780
ZONING FEES	\$ 25,000	\$ 35,000	POLICE	\$ 729,375	\$ 797,890
FINES & FEES	\$ 40,000	\$ 61,200	MAINTENANCE	\$ 464,688	\$ 611,737
MISCELLANEOUS	\$ 11,200	\$ 14,400	PLANNING AND ZONING	\$ 231,649	\$ 236,664
INTERGOVERNMENTAL	\$ 31,549	\$ 69,095	ECON. DEVELOPMENT	\$ 331,159	\$ 344,354
PINK BOX SURPLUS +MISC.REV	\$ 19,400	\$ 17,850	PINK BOX	\$ 19,400	\$ 17,850
	<u>\$ 2,802,649</u>	<u>\$ 2,975,367</u>		<u>\$ 2,561,983</u>	<u>\$ 2,785,710</u>
			CONTINGENCY	\$ 240,666	\$ 189,657
TOTAL	<u>\$ 2,802,649</u>	<u>\$ 2,975,367</u>	TOTAL	<u>\$ 2,802,649</u>	<u>\$ 2,975,367</u>
HEALTH CENTER INDEPENDENT FUND					
REVENUES			EXPENDITURES		
	FY 16 ADOPTED	FY 17 ADOPTED		FY 16 ADOPTED	FY 17 ADOPTED
HEALTH CENTER	\$ 84,950	\$ 76,385	HEALTH CENTER	\$ 84,950	\$ 76,385
			CONTINGENCY	\$ -	\$ -
			TOTAL	<u>\$ 84,950</u>	<u>\$ 76,385</u>

Adopted 5/26/2016

**TOWN OF MIDDLEBURG
FY 2016-17 BUDGET**

SUMMARY

CONTINUED

UTILITY FUND SUMMARY				
REVENUES			EXPENDITURES	
	FY 16	FY 17		
	ADOPTED	PROPOSED	FY 16	FY 17
			AMENDED	PROPOSED
Water User Fees	\$ 610,000	\$ 633,300	Contract Services	\$ 371,900 \$ 365,000
Sewer User Fees	\$ 561,000	\$ 611,280	Administration & Insur.	\$ 61,300 \$ 66,289
Water Tower Cellular Leases	\$ 138,500	\$ 141,798	Operations-Water	\$ 162,944 \$ 205,500
Miscellaneous	\$ 22,500	\$ 35,000	Operations-Sewer	\$ 184,857 \$ 251,000
Transfer from Reserves	\$ -	\$ -	Debt Service	\$ 325,840 \$ 323,292
Availability/Connection Fees	\$ 29,700	\$ -	Replacement Reserves	\$ - \$ -
Bond Proceeds	\$ 700,000	\$ 450,000	Contingency	\$ 330,716 \$ 30,297
TOTAL	\$ 2,061,700	\$ 1,871,378	SUBTOTAL	\$ 1,437,557 \$ 1,241,378
			Capital Projects	\$ 349,603 \$ 630,000
			TOTAL UTILITY FUND	\$ 1,787,160 \$ 1,871,378
TOTAL ALL FUNDS	\$ 4,949,299	\$ 4,923,130		\$ 4,949,299 \$ 4,923,130

**TOWN OF MIDDLEBURG
FY 17 BUDGET**

UTILITY FUND DEBT SERVICE

Fiscal Year	VRA Series 2010C	Middleburg Bank Series 2013	Middleburg Bank Series 2014	Total
2017	\$ 166,133	\$ 74,062	\$ 82,746	\$ 322,941
2018	\$ 167,143	\$ 55,601	\$ 82,545	\$ 305,289
2019	\$ 167,593	\$ 55,601	\$ 82,317	\$ 305,511
Thereafter*	\$ 1,847,658	\$ 1,196,062	\$ 1,648,996	\$ 4,692,716
Total	\$ 2,348,527	\$ 1,381,326	\$ 1,896,604	\$ 5,626,457

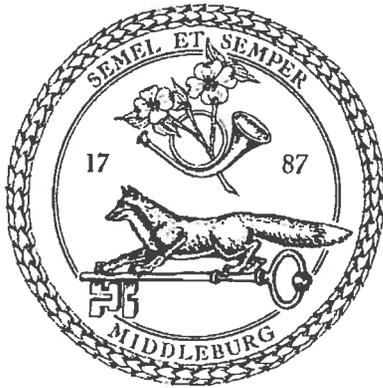
* End date varies. For VRA = 2031; For Middleburg Bank Series 2013 = 2035 & Series 2014 = 2039

FUND BALANCE - June 30, 2015

	GENERAL FUND	UTILITY FUND	HEALTH CENTER FUND
Assets			
Current & Other Assets	\$ 3,061,110	\$ 2,244,652	\$ 213,932
Net Capital Assets	\$ 1,998,412	\$ 12,775,077	\$ 182,949
Total Assets	\$ 5,059,522	\$ 15,019,729	\$ 396,881
Liabilities			
Long-Term Liabilities	\$ (634,122)	\$ 4,375,662	\$ -
Other Liabilities	\$ (377,949)	\$ 300,333	\$ 16,932
Total Liabilities	\$ (1,012,071)	\$ 4,675,995	\$ 16,932
Net Position			
Unrestricted Fund balance	\$ 2,216,905	\$ 2,052,427	\$ -
Restricted Fund balance	\$ 13,757	\$ -	\$ 197,000
Invested in Capital Assets - (net of related Debt)	\$ 1,839,919	\$ 8,291,307	\$ 182,949
Total Net Position	\$ 4,070,581	\$ 10,343,734	\$ 396,881

Source: Town of Middleburg Comprehensive Annual Financial Report, FY Ended June 30, 2015.

*Note: Health Center Fund balance is restricted (fiduciary fund)



TOWN OF MIDDLEBURG

FY 2016-17 BUDGET

GENERAL FUND

**TOWN OF MIDDLEBURG
FY 17
GENERAL FUND BUDGET**

**REAL PROPERTY
TAX RATE SCENARIOS**

<u>2016 ASSESSMENT</u>	<u>TAX RATE*</u>	<u>REVENUE</u>	<u>DIFFERENCE</u>	
\$ 318,073,840	\$ 0.17	\$ 540,726		Current tax rate
Equalized Tax Rate	\$ 0.16	\$ 508,918	\$ (31,807)	
Alternative Rate 1	\$ 0.175	\$ 556,629	\$ 15,904	
Alternative Rate 2**	\$ 0.165	\$ 524,822	\$ (15,904)	

* 1 cent on the tax rate = \$31,807; ** Adopted rate

<u>BREAK OUT</u>	<u>2015 ASSESSMENT</u>	<u>VALUE CHANGE</u>	<u>2016 ASSESSMENT</u>	<u>% CHANGE</u>
Single Family Detached	73,187,490	6,715,200	79,902,690	9.18%
Town Houses	24,426,790	1,336,810	25,763,600	5.47%
Condo	9,389,350	445,980	9,835,330	4.75%
Other (incl vacant land)	3,222,220	1,104,930	4,327,150	34.29%
Single Family Suburban	9,065,340	(7,803,960)	1,261,380	-86.09%
Multifamily	2,600,410	(309,740)	2,290,670	-11.91%
Commercial/ Industrial	178,665,450	16,027,570	194,693,020	8.97%
TOTAL TAXABLE	300,557,050	17,516,790	318,073,840	5.83%
REVENUE @ \$.17/\$100	\$ 510,947		\$ 540,726	

The Total Assessment does not reflect the value of 72 tax exempt properties which for 2016 totals \$64,614,740. Approximately 13% of the real property parcels in Middleburg are tax exempt.

Potential revenues must be reduced by the annual elderly tax relief, which for FY 15 totalled approximately \$14,500. An estimate of \$14,500 is used for FY17. \$10,000 is also deducted for tax appeals.

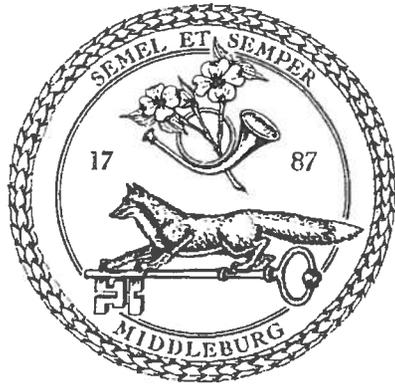
**TOWN OF MIDDLEBURG
FY 17
GENERAL FUND BUDGET**

**FY 17 EQUALIZED TAX RATE
CALCULATION**

	2016	2015	
Total Taxable Assessed Value	\$ 318,073,840	\$ 300,557,050	**
New Residential Construction/Growth	\$ 18,440		
New Commercial Construction/Growth	\$ -		
Total New Construction/Growth	\$ 18,440		
Total Adjusted Assessment	\$ 318,055,400		
Equalized Tax Rate=FY16 Real Estate Levies x 101%/2016 Real Estate Adjusted Value			
2015 Total Assessment** X \$0.17 tax rate=FY16 levies	\$ 510,947		
Multiplied by 101% =	\$ 516,057		
Divided by 2016 Assessed Value - New construct. =	0.00162	<u>or \$0.16/\$100</u>	* equalized rate

* rounded down

** Assessment total as of December 2015



**TOWN OF MIDDLEBURG
FY 2016-17 BUDGET**

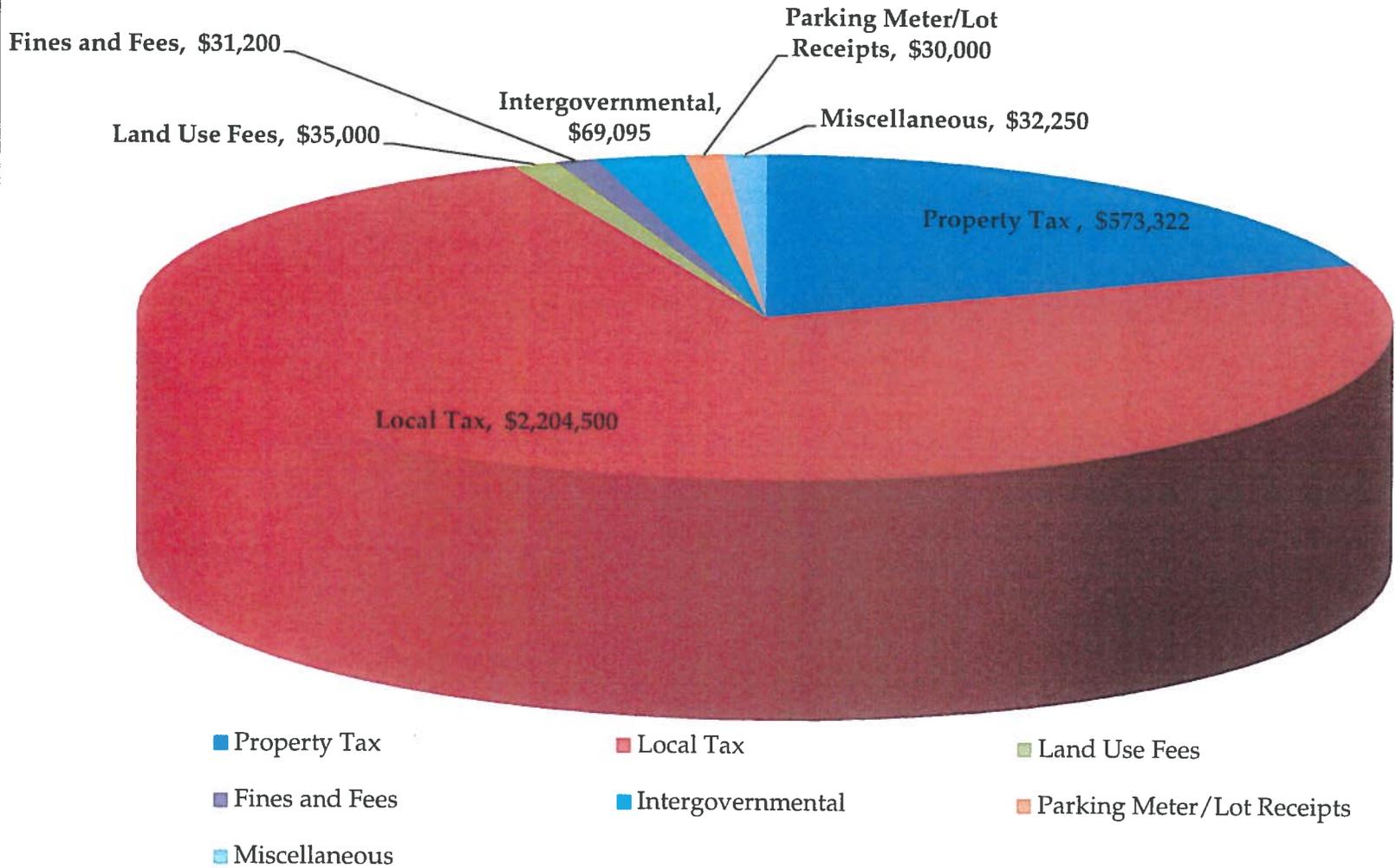
**GENERAL FUND
REVENUES**

**TOWN OF MIDDLEBURG
FY 17
GENERAL FUND BUDGET**

REVENUES	Account #	FY 13 FINAL	FY 14 FINAL	FY 15 FINAL	FY 16 ADOPTED	FY 17 ADOPTED	% Change from FY 16
<u>PROPERTY TAX</u>							
Real Estate	10-3000-0100	\$ 467,528	\$ 470,202	\$ 505,595	\$ 509,000	\$ 500,322	-1.7%
Personal Property	10-3000-0200	\$ 24,252	\$ 30,544	\$ 82,036	\$ 80,000	\$ 70,000	-12.5%
Penalties and interest	10-3000-500, -600	\$ 1,936	\$ 1,901	\$ 4,558	\$ 2,000	\$ 3,000	50.0%
Total		\$ 493,716	\$ 502,647	\$ 592,189	\$ 591,000	\$ 573,322	-3.0%
<u>LOCAL TAXES</u>							
Sales Tax	10-3100-0100	\$ 31,349	\$ 38,022	\$ 44,483	\$ 40,000	\$ 45,000	12.5%
Utilities Taxes	10-3020-misc	\$ 112,175	\$ 111,470	\$ 112,917	\$ 110,000	\$ 110,000	0.0%
Meals Tax	10-3030-0000	\$ 250,590	\$ 517,927	\$ 763,512	\$ 700,000	\$ 775,000	10.7%
Business License	10-3050-0000	\$ 220,028	\$ 286,291	\$ 330,037	\$ 300,000	\$ 350,000	16.7%
Cigarette Tax	10-3060-0000	\$ 26,323	\$ 24,583	\$ 25,728	\$ 23,000	\$ 23,000	0.0%
Motor Vehicle License	10-3200-0100	\$ 11,062	\$ 10,591	\$ 11,907	\$ 11,500	\$ 11,500	0.0%
Bank Franchise Tax	10-3010-0000	\$ 236,470	\$ 263,468	\$ 300,042	\$ 250,000	\$ 250,000	0.0%
Occupancy Tax	10-3040-0000	\$ 40,964	\$ 247,811	\$ 631,061	\$ 650,000	\$ 640,000	-1.5%
Total		\$ 928,961	\$ 1,500,163	\$ 2,219,687	\$ 2,084,500	\$ 2,204,500	5.8%
<u>PLANNING & ZONING</u>							
Application, Proffer, Misc Fees	10-3220-misc	\$ 16,120	\$ 63,679	\$ 30,305	\$ 20,000	\$ 30,000	50.0%
Professional Review Fees	10-3220-0500	\$ 2,518	\$ 219	\$ 43,646	\$ 5,000	\$ 5,000	0.0%
		\$ 18,638	\$ 63,898	\$ 73,951	\$ 25,000	\$ 35,000	-66.2%
<u>FINES AND FEES</u>							
Court & Parking Fines	misc	\$ 36,376	\$ 49,655	\$ 31,260	\$ 30,000	\$ 30,000	0.0%
Farmers Market Fees	10-3100-0502	\$ 883	\$ 1,200	\$ 1,582	\$ 1,000	\$ 1,200	20.0%
Parking Meter/Lot Receipts	10-3200-0300,-0500	\$ 23,840	\$ 23,245	\$ 16,160	\$ 9,000	\$ 30,000	233.3%
Total		\$ 61,099	\$ 74,100	\$ 49,002	\$ 40,000	\$ 61,200	53.0%
<u>MISCELLANEOUS</u>							
Misc. Donations	10-3070-0200	\$ 479	\$ 400	\$ 63,854	\$ 200	\$ 400	100.0%
Pink Box Income & Surplus	10-3300-misc	\$ 79	\$ -	\$ 2,986	\$ 19,400	\$ 17,850	-8.0%
Sale of Property	10-3800-1000	\$ 2,650	\$ 15,200	\$ 1,500	\$ 7,000	\$ 10,000	42.9%
Miscellaneous	10-3400-0400	\$ 9,634	\$ 11,119	\$ 6,691	\$ 4,000	\$ 4,000	0.0%
Capital Projects Fees	3800-3100, 3200	\$ -	\$ 60,000	\$ -	\$ -	\$ -	0%
Total		\$ 12,842	\$ 86,719	\$ 75,031	\$ 30,600	\$ 32,250	5.4%
<u>INTERGOVERNMENTAL</u>							
Law Enforcement 599 & Grant	10-3100-0300,-0301	\$ 20,048	\$ 20,107	\$ 20,048	\$ 20,549	\$ 20,695	0.7%
State Grants	10-3100-misc	\$ 14,589	\$ 38,741	\$ 39,166	\$ 1,000	\$ 1,000	0.0%
Fire Program	10-3100-0500	\$ 800	\$ 18,000	\$ 10,000	\$ 10,000	\$ 10,000	0.0%
Transportation Enhancement	10-3100-0503	\$ 10,526	\$ 41,913	\$ 351,343	\$ -	\$ 37,400	0%
Total		\$ 45,963	\$ 118,761	\$ 420,557	\$ 31,549	\$ 69,095	119.0%
Total Revenues		\$ 1,561,219	\$ 2,346,288	\$ 3,430,417	\$ 2,802,649	\$ 2,975,367	6.2%

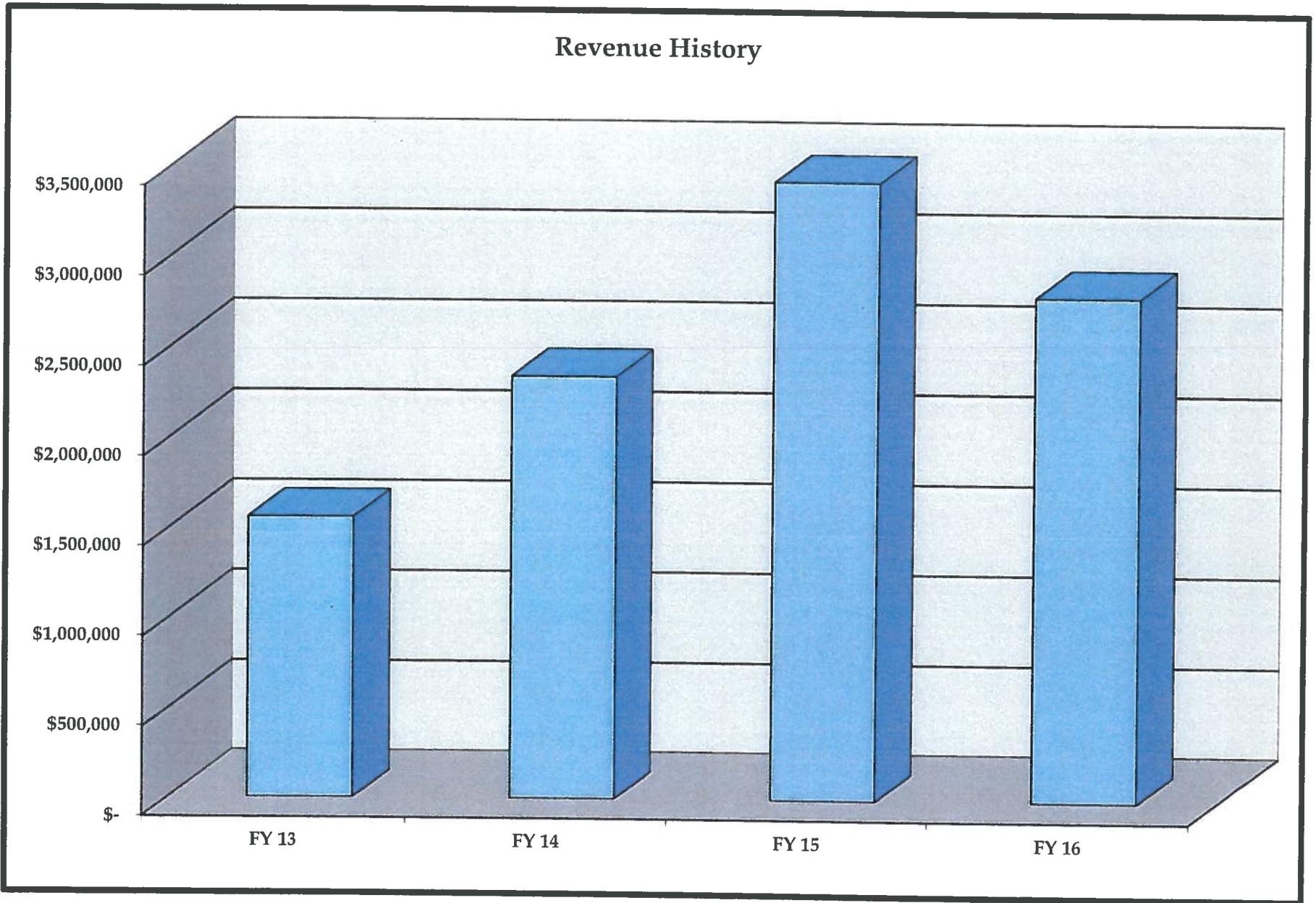
TOWN OF MIDDLEBURG
FY 17 GENERAL FUND BUDGET

REVENUE BREAKDOWN
FY 17



TOWN OF MIDDLEBURG
FY 17 GENERAL FUND BUDGET

Revenue History





**TOWN OF MIDDLEBURG
FY 2016-17 BUDGET**

**GENERAL FUND
EXPENDITURES**

PROGRAM AREA: ADMINISTRATION

Current Staff: Town Administrator, Town Clerk, Town Treasurer

MISSION:

To maintain the small town atmosphere of Town government, while delivering government services to our residents and businesses in a friendly, timely and efficient manner; providing professional support to the Town Council and its Commissions, Boards and Committees; and ensuring the efficient and effective implementation of town policies and programs. It is also the administration staff's mission to ensure sound financial planning and management and the maintenance of Town records, including minutes of public meetings and financial records.

DESCRIPTION OF SERVICES:

The primary duties of Administration staff are to implement Town policies, provide support to the Town Council, and manage daily Town operations and the delivery of Town services in an efficient and effective manner. The administrative staff is also responsible for oversight of legal and contractual services; financial planning, budgeting and management; billing, collections and accounting functions; procurement of goods & services; and human resources services for staff.

FY 16 ACCOMPLISHMENTS:

- Completed competitive procurement process for construction of two utility improvement projects and design of a third project, as well as development of new Town website; Contracted with new snow removal contractor;
- Completed comprehensive employee handbook amendments; Renegotiated two telecommunications leases for town water towers; Completed search and lease agreement for new Police Department office space;
- Submitted 4 successful grant applications: 1) for wellhead protection that enabled installation of safety fence at Well 4; 2) for an update of the Middleburg Historic District Survey; and 3) two VML grants utility system safety equipment;
- Submitted FEMA disaster relief application for January 2016 blizzard;
- Secured approval of Virginia DMV Driver's License Access agreement to permit safety checks for Town vehicle drivers;
- Successfully transitioned the Town to a .gov website and email addresses;
- Completed challenging transition to a new Town Treasurer and research on new municipal software solutions;
- Supported successful application by the National Sporting Library & Museum for County real estate tax exemption; and
- Provided Council with an evaluation of the Town parking program and alternative paid parking options w/Police Chief, as well as temporary parking options during the Rt. 50 Traffic Calming construction.

GOALS & FY 17 OBJECTIVES - ADMINISTRATION:

GOAL 1: Support the work of the Council

- FY 17 Objective 1.1: Research and provide information on items coming before the Town Council.
- FY 17 Objective 1.2: Respond to inquiries in a timely manner, including FOIA inquiries.
- FY 17 Objective 1.3: Support the work of the Town Attorney in providing legal services to the Town.

GOAL 2: Improve billing & collections capabilities & Maintain updated Town service contracts

- FY 17 Objective 2.1: Implement new billing software.
- FY 17 Objective 2.2: Review, enhance, and edit Business License Renewal Form and Business Owner Procedures.
- FY 17 Objective 2.3: Continue review and competitive procurement of services provided by the private sector.

GOAL 3: Provide the minutes from Council and various board meetings in a timely manner.

- FY 17 Objective 3.1: Provide draft meeting minutes within one week of each meeting.

GOAL 4: Maintain and enhance communications with the public.

- FY 17 Objective 4.1: Ensure an open and inviting environment for citizen participation in Town government.
- FY 17 Objective 4.2: Update the website on a regular basis and research additional ways to connect with the public.

GOAL 5: Maintain the Town Code to ensure alignment with Council goals and State law.

- FY 17 Objective 5.1: Update at least two more chapters of the Code.
- FY 17 Objective 5.2: Ensure the Town Code is updated to reflect changes in the State Code and the Charter.

GOAL 6: Maintain the records of the town in accordance with State law.

- FY 17 Objective 6.1: Research electronic records retention software.
- FY 17 Objective 6.2: Inventory records stored away from Town Office & destroy obsolete records in accord w/State law.

GOAL 7: Improve the human resources policies and procedures of the Town.

- FY 17 Objective 7.1: Review staff compensation and benefit policies.
- FY 17 Objective 7.2: Continue updates to the Employee Handbook.
- FY 17 Objective 7.3: Complete annual employee evaluations.

GOAL 8: Plan for future Town government staff, space and facility needs.

- FY 17 Objective 8.1: Complete 10-year staffing plan and develop specific options for meeting future space needs.

**TOWN OF MIDDLEBURG
FY 17
GENERAL FUND BUDGET**

ADMINISTRATION

EXPENDITURES		FY 13	FY 14	FY 15	FY 16	FY 17	% Change
ADMIN. SALARY & BENEFITS	ACCOUNT #	FINAL	FINAL	FINAL	ADOPTED	ADOPTED	from FY16
ADMIN. STAFF SALARIES	10-5000-0100	\$ 201,487	\$ 195,000	\$ 202,487	\$ 206,550	\$ 217,835	5.5%
WORKER'S COMP	10-5000-2000	\$ 318	\$ 318	\$ 220	\$ 263	\$ 241	-8.4%
FICA - ADMINISTRATIVE	10-5000-2100	\$ 15,026	\$ 16,634	\$ 17,344	\$ 18,692	\$ 17,865	-4.4%
VRS - ADMINISTRATIVE	10-5000-2210	\$ 32,582	\$ 38,753	\$ 47,814	\$ 51,090	\$ 51,090	0.0%
VEHICLE ALLOWANCE	10-5000-2230	\$ 3,600	\$ 3,300	\$ 3,600	\$ 3,600	\$ 3,600	10.2%
HEALTH - ADMINISTRATIVE	10-5000-2300	\$ 24,202	\$ 18,835	\$ 24,370	\$ 31,955	\$ 31,955	0.0%
FITNESS-ALL EMPLOYEES	NEW				\$ 3,120	\$ 3,120	0.0%
OTHER WAGES		\$ 9,987	\$ 22,930	\$ 12,140	\$ -	\$ 15,000	0.0%
ADMIN. COMPENSATION		\$ 287,202	\$ 295,770	\$ 307,975	\$ 315,270	\$ 340,706	8.1%
<u>COUNCIL COMPENSATION</u>							
COUNCIL COMPENSATION	10-5000-1100	\$ 6,332	\$ 10,780	\$ 16,800	\$ 16,800	\$ 16,800	0.0%
MAYOR COMPENSATION	10-5000-1000	\$ 1,000	\$ 4,000	\$ 5,254	\$ 6,000	\$ 6,000	0.0%
COUNCIL EXPENSES	10-5000-1010	\$ 544	\$ 2,250	\$ 2,000	\$ 2,000	\$ 2,000	0.0%
HEALTH - COUNCIL	10-5000-2350	\$ -	\$ 4,900	\$ 7,140	\$ 7,800	\$ 8,596	10.2%
COUNCIL COMPENSATION		\$ 7,876	\$ 21,930	\$ 31,194	\$ 32,600	\$ 33,396	2.4%
<u>ADMINISTRATIVE SERVICES</u>							
ATTORNEY	10-5100-2100	\$ 21,292	\$ 27,323	\$ 20,503	\$ 25,000	\$ 25,000	0.0%
ENGINEERING & ARCHITECTURAL	10-5100-2200	\$ -	\$ 6,109	\$ 4,297	\$ 106,000	\$ 70,000	-34.0%
ADVERTISING	10-5100-2300	\$ 2,664	\$ 2,013	\$ 4,981	\$ 3,500	\$ 4,000	14.3%
ACCOUNTING & AUDIT	10-5100-2400	\$ 12,500	\$ 10,000	\$ 11,972	\$ 12,500	\$ 12,500	0.0%
LINE OF CREDIT FEES & INTEREST	10-5900-5000	\$ 7,800	\$ 7,800	\$ -	\$ 7,800	\$ 7,800	0.0%
ELECTION	10-5100-2900	\$ 21	\$ 1,527	\$ -	\$ 2,500	\$ -	
PROFESSIONAL DEVELOPMENT	10-5100-3100	\$ 916	\$ 1,018	\$ 285	\$ 1,500	\$ 1,500	0.0%
MEMBERSHIPS/PUBLICATIONS	10-5100-3200	\$ 1,620	\$ 1,892	\$ 2,046	\$ 2,500	\$ 2,500	0.0%
MIDDLEBURG FIRE/RESCUE	10-5100-2600	\$ 800	\$ 17,000	\$ -	\$ 17,000	\$ 10,000	-41.2%
FIREWORKS DONATION	10-5100-3250	\$ 1,000	\$ 2,000	\$ 10,000	\$ -	\$ -	
STEWARDSHIP FEE REPAYMENT	10-5100-3450	\$ -	\$ 10,000	\$ 8,000	\$ 8,000	\$ 14,000	75%
CONTINGENCY	10-5100-3400	\$ 327	\$ -	\$ 335	\$ 1,000	\$ 1,000	0.0%
OTHER	10-5100-9900	\$ 1,015	\$ 524	\$ 11,346	\$ 1,200	\$ 2,000	66.7%
ADMINISTRATIVE SERVICES		\$ 49,955	\$ 87,206	\$ 73,765	\$ 188,500	\$ 150,300	-20.3%

**TOWN OF MIDDLEBURG
FY 17
GENERAL FUND BUDGET**

<u>ADMINISTRATIVE EXPENSES</u>	<u>ACCOUNT #</u>	<u>FY 13 FINAL</u>	<u>FY 14 FINAL</u>	<u>FY 15 FINAL</u>	<u>FY 16 ADOPTED</u>	<u>FY 17 PROPOSED</u>	<u>% CHANGE FROM FY16</u>
OFFICE SUPPLIES	10-5200-4100	\$ 5,596	\$ 4,427	\$ 5,253	\$ 8,000	\$ 7,000	-12.5%
PRINTING	10-5200-4200	\$ 1,783	\$ 1,268	\$ 2,234	\$ 4,000	\$ 3,500	-12.5%
POSTAGE	10-5200-4300	\$ 2,410	\$ 2,054	\$ 1,582	\$ 3,500	\$ 3,000	-14.3%
EQUIPMENT/SOFTWARE PURCHASE	10-5200-4400	\$ 5,213	\$ 10,906	\$ 64	\$ 60,000	\$ 60,000	0.0%
EQUIP. & SOFTWARE MAINT.	10-5200-4500	\$ 22,385	\$ 21,495	\$ 9,993	\$ 24,000	\$ 30,000	25.0%
OFFICE EQUIP. RENTAL	10-5200-4600	\$ 1,182	\$ 5,227	\$ 6,297	\$ 9,000	\$ 9,000	0.0%
OTHER	10-5200-9900	\$ 1,192	\$ 1,743	\$ 64	\$ 1,000	\$ 1,000	0.0%
ADMINISTRATIVE SUPPLIES		\$ 39,761	\$ 47,120	\$ 25,487	\$ 109,500	\$ 113,500	3.7%
<u>INSURANCE</u>							
LIABILITY INSURANCE	10-5100-2420	\$ 2,864	\$ 2,474	\$ 2,660	\$ 2,685	\$ 4,262	58.7%
CRIME & FRAUD INSURANCE	10-5100-2410	\$ 285	\$ 270	\$ 300	\$ 257	\$ 271	5.4%
		\$ 3,149	\$ 2,744	\$ 2,960	\$ 2,942	\$ 4,533	54.1%
TOWN COMMITTEE SUPPORT	10-5200-4700		\$ 334	\$ -	\$ 2,000	\$ 2,000	0.0%
GO GREEN COMMITTEE	New		\$ -	\$ -	\$ 1,200	\$ -	-100.0%
			\$ 334	\$ -	\$ 3,200	\$ 2,000	-37.5%
TOTAL ADMINISTRATION		\$ 387,943	\$ 455,104	\$ 441,381	\$ 652,012	\$ 644,435	-1.2%

PROGRAM AREA: BUILDINGS & GROUNDS MAINTENANCE

Current Staff: Facilities & Maintenance Supervisor

MISSION:

To maintain the Town's buildings, grounds, and public infrastructure in a cost-effective and efficient manner and oversee the Town's supplemental public services to ensure that the highest quality services are delivered to the Town.

DESCRIPTION OF SERVICES:

Buildings and Grounds Maintenance is responsible for maintenance of all Town properties, including buildings, grounds & landscaping, parking meters, parking lots, and brick sidewalks. The Facilities & Maintenance Supervisor also installs signs on the Town event sign structure and oversees refuse & recycling collection, landscape maintenance and supplemental snow removal contractors, as well as collecting parking meter coins, providing staff support for numerous special events and assisting in utility meter readings.

FY 16 ACCOMPLISHMENTS:

- Oversaw Town maintenance & repair projects, including Town Office mold remediation, Health Center gutter repairs, Pink Box electrical service upgrade, repair of the Pink Box picket fence, & installation of new TV/video presentation system in Town Council Chambers;
- Supervised contract services and contract renewals as needed for part-time labor, landscape maintenance, cleaning, solid waste collection and street sweeping;
- Ensured efficient and effective snow removal during another challenging winter, including the historic January blizzard;
- Completed structural assessment and stabilization & preservation plans for Asbury Church;
- Provided staff support for Christmas in Middleburg and other town events;
- Completed parking meter study and recommended new meters;
- Installed hand dryers and water-saving fixtures in Liberty Street restrooms; and
- Completed Marshall/Madison Street intersection pedestrian improvements and worked with VDOT on Rt. 50 Traffic Calming project construction.

GOALS & FY 17 OBJECTIVES - BUILDINGS & GROUNDS MAINTENANCE:

GOAL 1: Maintain Town buildings in an attractive and safe condition

FY 17 Objective 1.1: Maintain Health Center and respond to tenant requests for service.

FY 17 Objective 1.2: Oversee installation of emergency generator at Town Office for emergency operations.

GOAL 2: Maintain Town grounds and landscaped areas in an attractive condition.

FY 17 Objective 2.1: Ensure that grounds are kept mowed and that seasonal plantings are installed and maintained.

FY 17 Objective 2.2: Coordinate with construction contractor for streetscape improvement projects as needed.

GOAL 3: Oversee Town solid waste collection services

FY 17 Objective 3.1: Supervise solid waste contractors and respond to complaints.

GOAL 4: Oversee Town snow removal services.

FY 17 Objective 4.1: Call in and supervise supplemental snow removal contractor when services are required.

FY 17 Objective 4.2: Coordinate with VDOT on snow removal within the Town.

GOAL 5: Provide staff support for Town events

FY 17 Objective 5.1: Provide assistance as needed for Christmas in Middleburg and other events.

FY 17 Objective 5.2: Participate in planning meetings relating to Town events.

GOAL 6: Utility System Support

FY 17 Objective 6.1: Help troubleshoot utility system issues and provide support to utility staff as necessary.

FY 17 Objective 6.2: Supervise contractor for demolition of old wastewater treatment plant structures.

GOAL 7: Maintain and enhance parking system

FY 17 Objective 7.1: Continue regular parking meter coin collections & repairs as needed.

FY 17 Objective 7.2: Order new parking meters and supervise their installation.

FY 17 Objective 7.2: Assist Town Administrator in continuing research and planning for improvements to the Town's public parking infrastructure.

**TOWN OF MIDDLEBURG
FY 17
GENERAL FUND BUDGET**

BUILDINGS & GROUNDS

EXPENDITURES							
BUILDING EXPENSE	ACCOUNT #	FY 13 FINAL	FY 14 FINAL	FY 15 FINAL	FY 16 ADOPTED	FY 17 ADOPTED	% CHANGE FROM FY16
SUPPLIES	10-5210-5100	\$ 795	\$ 868	800	\$ 900	\$ 900	0%
REPAIRS & MAINTENANCE	10-5210-5200	\$ 15,735	\$ 13,225	18,246	\$ 15,000	\$ 10,000	-33.3%
GROUNDS/EQUIPMENT	10-5210-5300	\$ 645	\$ 436	1,716	\$ 2,000	\$ 10,000	400.0%
ELECTRICAL SERVICES	10-5210-5400	\$ 3,810	\$ 3,589	3,482	\$ 5,000	\$ 4,000	-20%
HEATING FUEL	10-5210-5500	\$ 715	\$ 1,021	684	\$ 1,200	\$ 1,000	-17%
TELEPHONE/INTERNET	10-5210-5600	\$ 7,796	\$ 5,891	2,881	\$ 6,000	\$ 4,000	-33.3%
WATER/SEWER USE FEE	10-5210-6000	\$ -	\$ 1,412	502	\$ 2,000	\$ 1,000	-50.0%
PROPERTY INSURANCE	10-5210-4900	\$ -	\$ 1,076	1,174	\$ 1,100	\$ 1,380	25.5%
OTHER	10-5210-9900	\$ 390	\$ 499	236	\$ 500	\$ 500	0.0%
SUBTOTAL BUILDING EXPENSE		\$ 29,886	\$ 28,017	29,721	\$ 33,700	\$ 32,780	-2.7%
CAPITAL EXPENSE - BUILDINGS							
TOWN OFFICE DRIVEWAY		\$ 10,500	\$ -	\$ -	\$ -	\$ -	-
PUBLIC RESTROOM AC UNITS		\$ 4,908	\$ -	\$ -	\$ -	\$ -	-
ASBURY CHURCH RESTORATION	10-6100-1300			\$ 2,163	\$ 100,000	\$ 100,000	0.0%
SUBTOTAL CAPITAL EXPENSE - BLDGS		\$ 15,408	\$ -	\$ 2,163	\$ 100,000	\$ 100,000	0.0%
TOTAL BUILDING EXPENSE		\$ 45,294	\$ 28,017	\$ 31,884	\$ 133,700	\$ 132,780	-0.7%

**TOWN OF MIDDLEBURG
FY 17
GENERAL FUND BUDGET**

MAINTENANCE

EXPENDITURES							
SALARY & BENEFITS	ACCOUNT #	FY 13 FINAL	FY 14 FINAL	FY 15 FINAL	FY 16 ADOPTED	FY 17 ADOPTED	% CHANGE FROM FY 16
SUPERINTENDENT'S SALARY	10-5400-0100	\$ 43,385	\$ 48,388	\$ 60,228	\$ 54,987	\$ 56,628	3%
OVERTIME	10-5400-0500	\$ 6,145	\$ 9,860	\$ 6,128	\$ 12,000	\$ 10,000	-17%
HEALTH CARE	10-5400-3000	\$ 14,324	\$ 13,519	\$ 17,183	\$ 16,848	\$ 18,560	10%
VRS	10-5400-3010	\$ 12,269	\$ 8,784	\$ 12,856	\$ 13,645	\$ 13,932	2%
WORKERS COMP	10-5400-2200	\$ 935	\$ 935	\$ 823	\$ 482	\$ 721	50%
FICA	10-5400-3020	\$ 4,246	\$ 4,668	\$ 5,373	\$ 4,950	\$ 5,097	3%
SUBTOTAL SALARY & BENEFITS		\$ 81,304	\$ 86,154	\$ 102,591	\$ 102,912	\$ 104,937	2%
OPERATIONS							
REFUSE DISPOSAL	10-5400-2500	\$ 67,394	\$ 61,941	\$ 64,798	\$ 78,000	\$ 78,000	0%
INSURANCE AUTO/LIABILITY	10-5400-2100	\$ 2,376	\$ 2,436	\$ 2,635	\$ 2,876	\$ 2,670	-7%
SUPPLIES	10-5400-5100	\$ 5,476	\$ 6,839	\$ 4,602	\$ 6,000	\$ 6,000	0%
EQUIPMENT	10-5400-5101	\$ 676	\$ 1,555	\$ -	\$ 1,000	\$ 4,000	300%
REPAIRS/MAINTENANCE.	10-5400-5200	\$ 1,273	\$ 4,092	\$ 17,064	\$ 8,000	\$ 8,000	0%
PARKING METER MAINTENANCE	10-5400-5300	\$ 2,652	\$ 1,979	\$ 791	\$ 3,000	\$ 500	-83%
ELECTRICITY - SHOP	10-5400-5400	\$ 2,468	\$ 2,419	\$ 2,697	\$ 3,000	\$ 2,500	-17%
ELECTRICITY ST. LIGHTS	10-5400-5401	\$ 15,234	\$ 14,006	\$ 15,597	\$ 16,000	\$ 15,000	-6%
TELEPHONE/PAGER	10-5400-5600	\$ 1,089	\$ 651	\$ 597	\$ 1,000	\$ 650	-35%
SNOW REMOVAL	10-5400-6100	\$ 4,872	\$ 25,625	\$ 18,980	\$ 50,000	\$ 50,000	0%
STREET CLEANING	10-5400-6200	\$ 16,904	\$ 12,308	\$ 10,725	\$ 17,000	\$ 12,500	-26%
PART-TIME CONTRACT LABOR	10-5400-0200	\$ 11,039	\$ 15,375	\$ 22,875	\$ 20,000	\$ 25,000	25%
LANDSCAPE MAINTENANCE	10-5400-6300	\$ 23,008	\$ 30,400	\$ 8,630	\$ 30,000	\$ 30,000	0%
LIBERTY ST. PARKING LOT & RESTROOMS	10-5400-6500	\$ 6,740	\$ 6,658	\$ 6,647	\$ 8,000	\$ 8,000	0%
WATER & SEWER-RESTROOMS	10-5400-7000	\$ -	\$ 1,192	\$ -	\$ 1,200	\$ 1,200	0%
MUNICIPAL PARKING LOT RENTAL	10-5400-6600	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0%
BUILDING & EQUIPMENT INSURANCE	10-5400-6700	\$ 1,224	\$ 1,076	\$ 1,174	\$ 1,100	\$ 1,380	25%
UNIFORMS & WEARING APPAREL	10-5400-7100	\$ -	\$ 632	\$ 308	\$ 600	\$ 600	0%
VEHICLE FUEL	10-5400-8100	\$ 1,635	\$ 1,984	\$ 1,333	\$ 3,000	\$ 2,000	-33%
VEHICLE MAINTENANCE	10-5400-8101	\$ 411	\$ 1,592	\$ 100	\$ 1,000	\$ 1,000	0%
OTHER	10-5400-9900	\$ 577	\$ 550	\$ 1,135	\$ 1,000	\$ 1,000	0%
SUBTOTAL OPERATIONS		\$ 170,048	\$ 198,310	\$ 185,688	\$ 256,776	\$ 255,000	-1%

**TOWN OF MIDDLEBURG
FY 17
GENERAL FUND BUDGET**

CAPITAL EXPENDITURES												
VEHICLE REPLACEMENT	10-5400-4410	\$	-	\$	24,784	\$	-	\$	-	0%		
STREET LIGHTS	NEW							\$	45,000	100%		
PARKING METER PURCHASE	10-5400-							\$	70,000	100%		
PHASE 1 WAYFINDING	10-5500-2200	\$	-	\$	-	\$	-	\$	75,000	0%		
RT 50 STREETScape PROJECT	10-5400-6850	\$	-	\$	-	\$	137,251	\$	30,000	\$	10,000	-67%
MARSHALL/MADISON ENHANCEMENT	10-5400-6800	\$	13,157	\$	27,885	\$	210,396	\$	-	\$	48,000	0%
MEANDERING TRAIL	10-5400-6900	\$	14,152	\$	37,971	\$	19,341	\$	-	\$	3,800	0%
SUBTOTAL - CAPITAL EXPENSE		\$	27,309	\$	90,640	\$	366,988	\$	105,000	\$	251,800	140%
MAINTENANCE TOTAL		\$	278,661	\$	375,104	\$	655,267	\$	464,688	\$	611,737	31.6%

PROGRAM AREA: POLICE

Current Staff: Chief of Police, 5 Police Officers, 2 PT officers, 1 PT Admin Assistant.

MISSION:

The mission of the Middleburg Police Department is to preserve peace and maintain order in our community. To that end, we will hire and maintain a professional staff to prevent crimes, apprehend criminals, investigate crimes and protect the lives and property of our citizens, visitors, and business owners. Through education, mentoring, and community policing we will establish and maintain a partnership between the youth of our community and this department. We will remain approachable and professional at all times. In fulfilling our mission, we will respect the rights and dignity of all.

DESCRIPTION OF SERVICES:

The services provided by the Police Department include patrol, traffic enforcement, business checks and parking enforcement. Community Policing efforts include foot patrols and providing immediate police service, criminal investigations and problem solving initiatives in partnership with the community to address quality of life issues. Patrol and traffic enforcement efforts focus on providing resources to prevent crime with a visible presence, address speeding issues, provide safe pedestrian crossings, investigate accidents and prevent and apprehend intoxicated drivers.

FY 16 ACCOMPLISHMENTS:

- The department investigated and resolved several fraud and or other financial cases. One incident ended up over \$50,000.00 and not only did we get the conviction but the victims did get restitution.
- We have our patrol officers wearing cameras and are using them to review incidents and to offer improvement opportunities with our services.
- Moved into the new office space.
- Received approval from DCJS for our training room.
- Won a "Top event in the nation" for our National Night Out event.
- Researched and presented the options for the ongoing parking meter issue.
- Have begun to get various officers trained in specialized areas for law enforcement: Currently we have two general instructors, one defensive tactics instructor, one firearms instructor, one arson investigator, and have scheduled one for public information officer training.

FY 16 ACCOMPLISHMENTS CONTINUED:

- Hosted a drug take back program.
- Conducted training and assisted with Middleburg Charter School as they prepare for various emergencies.
- Been involved with monitoring and shaping various bills for consideration to become laws.
- Provided security for various government officials as they visit our town.

GOALS & FY 17 OBJECTIVES:

- Begin planning to build or refurbish town owned property to accommodate a new police department. Our intention is to meet the standard set by council and have the building planned, refurbished, or constructed by the end of our lease.
- Tweak the Christmas in Middleburg to increase public safety.
- Continue to work with the construction services as we make the downtown nicer.
- Implement, upon completion of the construction, our "Save Lives...Not Seconds" crosswalk safety program. We hope with the new crosswalks we can educate the public to use them.
- Have the new meters installed and monitor parking so that the businesses are able to reap the benefits of the downtown traffic.

TOWN OF MIDDLEBURG
FY 17
GENERAL FUND BUDGET

POLICE

EXPENDITURES									
SALARY & OVERTIME	ACCOUNT #		FY 13 FINAL	FY 14 FINAL	FY 15 FINAL	FY 16 ADOPTED	FY 17 ADOPTED		% CHANGE FROM FY15
POLICE SALARIES	10-5300-	\$	305,114	\$ 388,527	\$ 397,877	\$ 392,000	\$ 404,611		3.2%
OVERTIME	10-5300-0500	\$	7,631	\$ 6,158	\$ 8,579	\$ 12,150	\$ 12,150		0%
OTHER WAGES	10-5300-0600	\$	-	\$ -	\$ 11,846	\$ 19,250	\$ 20,200		4.9%
SUBTOTAL SALARIES		\$	312,745	\$ 394,685	\$ 418,302	\$ 423,400	\$ 436,961		3.2%
BENEFITS									
VRS SYSTEM	10-5300-1305	\$	66,775	\$ 61,397	\$ 76,004	\$ 79,338	\$ 81,021		2.1%
HEALTH CARE	10-5300-2000	\$	45,599	\$ 56,274	\$ 70,398	\$ 69,260	\$ 76,295		10.2%
WORKER'S COMP	10-5300-3000	\$	7,969	\$ 7,254	\$ 8,468	\$ 9,485	\$ 10,815		14.0%
FICA	10-5300-2010	\$	25,865	\$ 29,342	\$ 30,632	\$ 31,437	\$ 32,498		3.4%
SUBTOTAL BENEFITS		\$	146,208	\$ 154,267	\$ 185,502	\$ 189,520	\$ 200,629		5.9%
OPERATIONS									
INSURANCE AUTO/LIABILITY	10-5300-1000	\$	4,237	\$ 4,198	\$ 4,489	\$ 5,055	\$ 4,160		-17.7%
POLICE PROFESSIONAL INSURANCE	10-5300-1010	\$	810	\$ 1,895	\$ 3,012	\$ 3,300	\$ 3,840		16.4%
ATTORNEY	10-5300-2100	\$	1,056	\$ 777	\$ 568	\$ 1,000	\$ 1,000		0.0%
COURT FEES	NEW				\$	\$ -	\$ 1,000		100%
ADVERTISING	10-5300-2300	\$	930	\$ 416	\$ -	\$ 500	\$ 500		0.0%
PROFESSIONAL DEVELOPMENT	10-5300-3300	\$	1,101	\$ 1,395	\$ 2,136	\$ 2,500	\$ 2,500		0.0%
EQUIPMENT & SUPPLIES	10-5300-4100	\$	7,170	\$ 15,345	\$ 9,255	\$ 4,500	\$ 6,300		40.0%
FIRE ARMS & SUPPLIES	10-5300-4400	\$	754	\$ 853	\$ 4,094	\$ 1,400	\$ 1,400		0.0%
OFFICE SUPPLIES	NEW				\$	\$ -	\$ 1,000		NEW
OFFICE EQUIP. RENTAL	10-5300-4600	\$	-	\$ 446	\$ 169	\$ 500	\$ -		-100.0%
OFFICE RENTAL	10-5300-4700	\$	-	\$ 9,000	\$ 9,000	\$ 9,000	\$ 46,000		-411%
OFFICE CLEANING		\$	-	\$ -	\$ -	\$ 4,000	\$ -		-100%
SUBSCRIPTION/PUBLICATION	10-5300-5100	\$	431	\$ 828	\$ 891	\$ 200	\$ -		-100.0%
PRINTING	NEW				\$	\$ -	\$ 800		NEW
EQUIP. & SOFTWARE MAINTENANCE	10-5300-5200	\$	3,663	\$ 4,527	\$ 4,047	\$ 7,500	\$ 8,000		6.7%
ELECTRIC/TELEPHONE/INTERNET	10-5300-5600	\$	7,702	\$ 7,520	\$ 6,911	\$ 7,000	\$ 11,800		68.6%
UNIFORMS & WEARING APPAREL	10-5300-7100	\$	4,973	\$ 5,559	\$ 3,891	\$ 4,000	\$ 4,000		0.0%
VEHICLE & POWERED EQUIP. FUEL	10-5300-8100	\$	13,799	\$ 18,106	\$ 15,886	\$ 19,000	\$ 19,000		0.0%
VEHICLE MAINTENANCE	10-5300-8101	\$	4,591	\$ 5,236	\$ 5,423	\$ 6,500	\$ 6,500		0.0%
SPECIAL EVENTS	10-5300-8600	\$	2,156	\$ 2,430	\$ 6,018	\$ 5,000	\$ 5,000		0.0%
OTHER	10-5300-9900	\$	1,074	\$ 2,705	\$ 1,179	\$ 2,500	\$ 2,500		0.0%
SUBTOTAL OPERATIONS		\$	54,447	\$ 81,236	\$ 76,969	\$ 83,455	\$ 125,300		50.1%
VEHICLE CAPITAL EXPENSE									
CAPITAL OUTLAY-VEHICLE	10-5300-4410	\$	26,869	\$ 29,701	\$ -	\$ 33,000	\$ 35,000		6%
VEHICLE LEASE PROGRAM	10-5300-4500	\$	8,354	\$ 8,354	\$ -	\$ -	\$ -		0.0%
VEHICLE EQUIPMENT	10-5300-8102	\$	1,447	\$ -	\$ -	\$ -	\$ -		0.0%
		\$	36,670	\$ 38,055	\$ -	\$ 33,000	\$ 35,000		6.1%
PUBLIC SAFETY TOTAL		\$	550,070	\$ 668,243	\$ 680,773	\$ 729,375	\$ 797,890		9.4%

PROGRAM AREA: PLANNING & ZONING

Current Staff: Town Planner/Zoning Administrator

MISSION:

To provide professional support and technical expertise to the Middleburg community, including elected officials, appointed bodies and citizens, to assist them in understanding and addressing key community issues and priorities through a concentrated and coordinated effort of planning, zoning controls, historic preservation, permitting and enforcement.

DESCRIPTION OF SERVICES:

Planning and Zoning staff provides professional guidance in planning for the future of the Town and promoting the health, safety & general welfare of the community. Land use application services include pre-application meetings with applicants, intake, review and management of special exceptions, commission permits, proffer and zoning map amendments, site plans, subdivisions and boundary line adjustments. Planning services help maintain the Town Comprehensive Plan through regular reviews of the Plan per State Code requirements and as deemed necessary by the Town Council as well as development of action plans and strategies to implement the Plan.

The Zoning Administrator conducts inspections and issues zoning permits for new construction and building occupancy. The Administrator also enforces the Zoning Ordinance through the issuance of zoning determinations, waivers, modifications and proffer interpretations and maintains the Ordinance, including regular reviews to assure the Ordinance is consistent with new state legislation and implements the goals and objectives of the Comprehensive Plan. Support services are also provided to boards and commissions, including: the Planning Commission, Board of Zoning Appeals, Historic District Review Committee and the Streetscape Committee.

FY 16 ACCOMPLISHMENTS:

- 1) Worked throughout the year on matters related to the pending residential development on the Salamander property, including approval of the preliminary subdivision plat, ongoing review and coordination of efforts to resolve complex technical issues with the construction plans, and initial review with the HDRC of the supplemental design guidelines that must be developed and approved as proffered in the associated 2007 rezoning.
- 2) Completed project management of the Madison-Marshall pedestrian improvements project, including the Middleburg Meandering Trail portion along the south side of E. Marshall Street.
- 3) Finalized work related to floodplain management, including working with the Town Engineer to review a new Flood Insurance Rate Map proposed by FEMA and working with DCR, as well as the Planning Commission and Council, to rewrite the Town's floodplain Ordinance in order to meet NFIP minimum requirements.

(continued on next page)

FY 16 ACCOMPLISHMENTS:

- 4) Worked with the Planning Commission to develop, carefully deliberate and draft a comprehensive text amendment to modify regulations pertaining to residential setbacks and yard regulations.
- 5) Worked with the Town Administrator on the procurement and selection of a consultant to complete an updated survey of the Town's Historic District utilizing grant funds awarded by DHR and managed completion of this project.

GOALS & FY 17 OBJECTIVES - PLANNING & ZONING:

GOAL 1: Maintain and regularly update a long-range vision and plan for the future of the Town.

FY 17 Objective 1.1: Begin work with the Planning Commission to develop & forward recommendations to the Town Council on updates to the Comprehensive Plan.

GOAL 2: Implement the Comprehensive Plan through policies, guidelines, and regulations which foster a healthy, prosperous & sustainable community.

FY 17 Objective 2.1: Begin work with the Planning Commission to identify any needed updates to development regulations (Zoning, Subdivision and Street & Parking Ordinances) after completion of work on the Comprehensive Plan.

FY 17 Objective 2.2: Renew work with the HDRC to revise/update the Historic District Design Guidelines and recommend adoption to the Town Council.

GOAL 3: Manage the review process for the pending residential development on the Salamander property.

FY 17 Objective 3.1: Continue to coordinate review efforts of staff, the Planning Commission, the Town Engineer, Utilities, VDOT and other agencies as necessary on the Residences of Salamander subdivision plans.

GOAL 4: Assist the Town Administrator as needed with other projects.

FY 17 Objective 4.1: Assist with the ongoing Route 50 project, stabilization and future planning for Asbury Church, future space planning for Town staff, and other projects as needed.

**TOWN OF MIDDLEBURG
FY 17
GENERAL FUND BUDGET**

PLANNING AND ZONING

EXPENDITURES							
	ACCOUNT #	FY 13 FINAL	FY 14 FINAL	FY 15 FINAL	FY 16 ADOPTED	FY 17 ADOPTED	% CHANGE FROM FY 16
<u>SALARY & BENEFITS</u>							
	SALARY 10-5500-0600	\$ 61,846	\$ 62,688	\$ 68,160	\$ 68,959	\$ 71,028	3%
	HEALTH - ZONING 10-5500-2110	\$ 6,625	\$ 5,175	\$ 6,600	\$ 7,800	\$ 8,595	10%
	VRS - ZONING 10-5500-2120	\$ 14,603	\$ 10,882	\$ 11,190	\$ 14,543	\$ 14,852	2.1%
	WORKER'S COMP 10-5500-2010	\$ 106	\$ 106	\$ 73	\$ 482	\$ 121	-74.9%
	FICA - ZONING 10-5500-2000	\$ 4,704	\$ 4,796	\$ 4,711	\$ 5,275	\$ 5,434	3.0%
		\$ 87,884	\$ 83,647	\$ 90,734	\$ 97,059	\$ 100,029	3.1%
<u>CONSULTING & ADMINISTRATIVE</u>							
	ATTORNEY 10-5500-2100	\$ 3,550	\$ 12,092	\$ 10,596	\$ 18,000	\$ 18,000	0%
	ENGINEERING/CONSULTING 10-5500-2200	\$ 4,048	\$ 6,660	\$ 25,769	\$ 110,000	\$ 110,000	0%
	ADVERTISING 10-5500-2300	\$ 3,317	\$ 3,399	\$ 2,760	\$ 4,500	\$ 4,500	0%
	PROFESSIONAL DEVELOPMENT 10-5500-3100	\$ 295	\$ -	\$ 333	\$ 500	\$ 500	0%
	TRAINING 10-5500-3300			\$ -		\$ 2,000	100%
	MEMBERSHIP & PUBLICATIONS 10-5500-3200	\$ 380	\$ 385	\$ 295	\$ 790	\$ 685	-13%
	OFFICE SUPPLIES 10-5500-4100	\$ 964	\$ 89	\$ 593	\$ 600	\$ 750	25%
	OTHER 10-5500-9900	\$ 103	\$ 70	\$ -	\$ 200	\$ 200	0%
		\$ 12,657	\$ 22,695	\$ 40,346	\$ 134,590	\$ 136,635	1.5%
PLANNING & ZONING TOTAL		\$ 100,541	\$ 106,342	\$ 131,080	\$ 231,649	\$ 236,664	2.2%

PROGRAM AREA: ECONOMIC DEVELOPMENT

Current Staff: Economic Development Coordinator

MISSION:

To promote the Town as a vibrant place to shop, do business and visit, to support existing Town businesses and to educate the public and prospective businesses about the economic assets and advantages of the Town.

DESCRIPTION OF SERVICES:

Economic Development services support the economic development goals and policies of the Town Council.

The Economic Development Coordinator provides staff support to the Middleburg Business & Professional Association, serves as the Town's ex officio Board member on their board, as well as Visit Loudoun board and their sub-committees, also serves on town committees and supports The Pink Box visitor's center volunteers

Town committees to which assistance/support is given regularly include: Streetscape for Arbor Day planning, Main Street Middleburg, Arts Council, Middleburg Community Farmers Market, Christmas in Middleburg organization and Economic Development Advisory Committee.

Events to which assistance/support is given include: Art in the burg, Winter Weekend Sale, Arbor Day, Summer Sidewalk Sale, Educational Workshops, Tree Lighting Ceremony, Christmas in Middleburg, Bluemont Concert Series, Middleburg Film Festival & Shakespeare in the 'burg, monthly MBPA Biz Buzz networking events

The ED Coordinator also is liaison to out of town event coordinators. In addition, she works to maintain full occupancy of the Town's Health Center building, as directed and assures rents are paid in a timely manner.

The Economic Development Coordinator provides a welcome to Town Office customers and visitors as a receptionist and is responsible for the Town web page, Facebook page, Constant Contact weekly newsletter, town surveys as needed, Calendar of Events, Shopping/dining Guide and Town entrance sign and street flag scheduling. She also provides supporting services to the Town Treasurer.

FY 16 ACCOMPLISHMENTS:

- Attended town committee meetings, supported committees as town staff and with their activities and events.
- Provided Staff Support to Middleburg Business & Professional Association with events, communication to members at meetings, through Constant Contact, Facebook, webpage,
- Helped with getting nominees for Annual Awards for both MPBA & Visit Loudoun.
- Supported the Streetscape Committee in planning Arbor Day and completing necessary paper work for the town to continue to be named Tree City USA.
- Represented the Town as ex-officio member of Visit Loudoun Board and being a member of their Audit/HR committee
- Special Business Events: Encouraged businesses to partner for special sales; assist in planning special sales events, including the Summer Sidewalk Sale, Winter Weekend Sale, Art in the 'burg, monthly Biz Buzz, etc.
- Worked with Bluemont Concert Series summer concerts, to relocate the concerts on S Madison Street/rain location Middleburg Charter School, and arranged volunteers to help during concerts. Applied for the Virginia Commission of the Arts Government Grant.
- Managed Middleburg Community Farmers Market – plan annual meeting, obtain vendors for the market, work with the Assistant Market Manager, collect completed forms, insurance, fees, etc. from vendors, advertise, arrange with Community Center for location and necessary insurance.
- Community Events: Assisted in planning & implementing the annual Arbor Day celebration; Winter & Summer Sidewalk Sale, Art in the Pink Box Park, Education Workshop through MBPA, and the Tree Lighting Ceremony and Christmas in Middleburg.
- Assisted new businesses in town – such as: arranging ribbon cutting for their grand openings, to getting them information they request, informing them about MBPA, YP Group, special events to join in, etc.
- Served on Christmas in Middleburg working committee. Provided staff support and coordinated services and lunch for public safety personnel and volunteers. Submitted VDOT permit forms.
- Provided regular updates to Town website, Facebook page and Town Calendar of Events. Provide a weekly Enewsletter to approximately 1000 contacts, providing weekly construction updates for the Rt. 50, Washington Street Project.
- Certified Tourism Ambassador – Certification renewal completed for the 6th year.
- Town's Shopping/Dining updated and printed when needed.
- Assisted Event Planners from other towns/cities & Visit Loudoun in planning tours of Middleburg, arranging for welcome bags when appropriate.
- October – January 7th, 2016 – temporarily filled in for the vacant Town Treasurer position while still completing the most important parts of my position.
- Helped to form the Economic Development Advisory committee, filled committee, prepare agendas, and help create the Request for Tourism Special Event/Program Funding form & regulations.

GOALS & FY 17 OBJECTIVES - ECONOMIC DEVELOPMENT:

GOAL 1: Support the development and enhancement of the Town's economic development goals and policies.

FY 17 Objective 1.1: Support the local businesses during the Rt. 50 - Washington Street, communication.

FY 17 Objective 1.2: Support/town staff Economic Development Advisory Committee

GOAL 2: Support and enhance the arts community and arts activities within the Town.

FY 17 Objective 2.1: Support/town staff to the Middleburg Arts Council, support events, projects.

GOAL 3: Maintain and enhance Town communications.

FY 17 Objective 3.1: Continue weekly Constant Contact newsletters, town calendar, updating Facebook, etc.

FY 17 Objective 3.2: Assist with the new Town's website as needed; to include information for visitors, resident & business information, etc.

GOAL 4: Support other special events in the Town.

FY 17 Objective 4.1: Continue working with MBPA on special events to promote the town;

FY 17 Objective 4.2: Work with Christmas in Middleburg to help implement any changes recommended to this year's event and continue to provide staff support to special events.

FY 17 Objective 4.3: Work with Visit Loudoun to promote Middleburg.

FY 17 Objective 4.4: Work with other partners in the town as needed.

GOAL 5: Promote and maintain the Middleburg Community Farmers' Market in Town.

FY 17 Objective 5.1: Ensure successful management and promotion of the market, address possible changes to help assure more vendors/product at the market.

GOAL 6: Assist in ensuring quality customer service at the reception counter, assist the Treasurer and other departments in the town as needed, assist in obtaining new accounting software and support Administration staff.

TOWN OF MIDDLEBURG
FY 17
GENERAL FUND BUDGET

ECONOMIC DEVELOPMENT

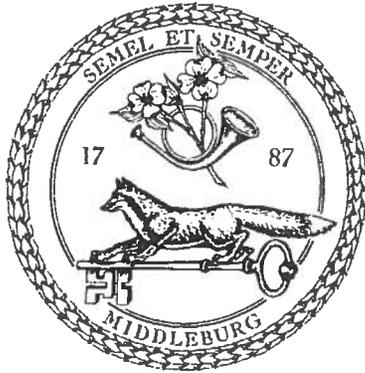
EXPENDITURES							
<u>ADMINISTRATION</u>	<u>ACCOUNT #</u>	<u>FY 13 FINAL</u>	<u>FY 14 FINAL</u>	<u>FY 15 FINAL</u>	<u>FY 16 ADOPTED</u>	<u>FY 17 ADOPTED</u>	<u>% CHANGE FROM FY 16</u>
ECON. DEV. COORDINATOR	10-5600-0100	\$ 53,779	\$ 57,544	\$ 59,270	\$ 61,048	\$ 62,879	3.0%
HEALTH CARE	10-5600-2000	\$ 6,625	\$ 6,325	\$ 7,140	\$ 7,800	\$ 8,595	10.2%
VRS	10-5600-2010	\$ 12,698	\$ 10,108	\$ 12,501	\$ 12,875	\$ 13,148	2.1%
WORKERS COMP	10-5600-2030	\$ 106	\$ 106	\$ 75	\$ 66	\$ 121	83.3%
FICA	10-5600-2020	\$ 4,023	\$ 4,335	\$ 4,535	\$ 4,670	\$ 4,810	3.0%
VEHICLE MILEAGE	10-5600-2110	\$ 609	\$ 590	\$ 800	\$ 800	\$ 700	-12.5%
OFFICE SUPPLIES	10-5600-4100	\$ 155	\$ 209	\$ 400	\$ 400	\$ 400	0.0%
PRINTING	10-5600-4200	\$ -	\$ 2,485	\$ 2,061	\$ 5,000	\$ 8,000	60.0%
WEB-SITE DEVELOPMENT	10-5600-3300	\$ 223	\$ 926	\$ -	\$ 25,000	\$ 20,000	-20.0%
DUES & ASSOC. MEMBERSHIPS	10-5600-3200	\$ 1,286	\$ 1,075	\$ 1,140	\$ 1,200	\$ 1,200	0.0%
PROFESSIONAL DEVELOPMENT	10-5600-3100	\$ 220	\$ 110	\$ 130	\$ 500	\$ 500	0.0%
MEETING EXPENSES	10-5600-2120	\$ 97	\$ 101	\$ -	\$ 300	\$ 500	66.7%
Subtotal		\$ 79,821	\$ 83,914	\$ 88,052	\$ 119,659	\$ 120,854	1.0%
<u>SERVICES</u>							
PROGRAM DEV. & MARKETING	10-5600-2300	\$ 5,044	\$ 26,891	\$ 22,256	\$ 35,000	\$ 35,000	0.0%
MARKETING CONTRACT	10-5600-2200	\$ 9,030	\$ 10,250	\$ 9,067	\$ 10,000	\$ 25,000	150.0%
CONTINGENCY & OTHER	10-5600-9900	\$ 616	\$ 5,170	\$ 4,050	\$ 20,000	\$ 20,000	0.0%
Subtotal		\$ 14,690	\$ 42,311	\$ 35,373	\$ 65,000	\$ 80,000	23.1%
<u>ORGANIZATION SUPPORT</u>							
VISIT LOUDOUN	10-5600-2400	\$ 10,000	\$ 13,750	\$ 25,000	\$ 30,000	\$ 30,000	0.0%
MBPA	10-5600-2500			\$ -	\$ 10,000	\$ 10,000	0.0%
FARMERS MARKET	10-5600-2600	\$ -	\$ 1,877	\$ 2,684	\$ 4,500	\$ 5,000	11.1%
ARTS COUNCIL	10-5600-2700	\$ -	\$ 3,965	\$ 3,641	\$ 6,000	\$ 7,000	16.7%
JTHG	10-5600-2910	\$ -	\$ 500	\$ 500	\$ 2,000	\$ 2,000	0.0%
MIDDLEBURG MUSEUM	10-5600-New			\$ -	\$ 10,000	\$ -	-100.0%
MHAA	10-5600-3150			\$ 2,000	\$ 2,000	\$ 2,000	0.0%
Subtotal		\$ 10,000	\$ 20,092	\$ 33,825	\$ 64,500	\$ 56,000	-13.2%
<u>SPECIAL EVENT SUPPORT</u>							
CHRISTMAS IN MIDDLEBURG	10-5600-3000	\$ 6,217	\$ 10,418	\$ 12,000	\$ 17,000	\$ 25,000	47.1%
BLUEMONT CONCERT SERIES	10-5600-2100	\$ 5,108	\$ 5,096	\$ 7,500	\$ 7,500	\$ 7,500	0.0%
FIREWORKS	10-5100-3250				\$ 15,000	\$ 15,000	0.0%
MIDDLEBURG FILM FESTIVAL	10-5600-3050				\$ 15,000	\$ 15,000	0.0%
SHAKESPEARE IN THE BURG	10-5600-New				\$ 7,500	\$ 5,000	-33.3%
OTHER SPECIAL EVENTS	10-5600-3060	\$ -	\$ -	\$ 25,000	\$ 20,000	\$ 20,000	0.0%
Subtotal					\$ 82,000	\$ 87,500	6.7%
ECONOMIC DEVELOPMENT TOTAL		\$ 104,511	\$ 146,317	\$ 182,250	\$ 331,159	\$ 344,354	4.0%

**TOWN OF MIDDLEBURG
FY 17
GENERAL FUND BUDGET**

**PINK BOX
REVENUES & EXPENDITURES**

	ACCOUNT #	FY 13 FINAL	FY 14 FINAL	FY 15 FINAL	FY 16 ADOPTED	FY 17 ADOPTED	% CHANGE FROM FY 16
PINK BOX SURPLUS	10-3300-0300	\$ 175,333	\$ 149,188	\$ 149,188	\$ 118,195	\$ 78,900	
LESS PREVIOUS YEAR EXPENDITURES		\$ 26,145	\$ 30,993	\$ 20,847	\$ 19,400	\$ 29,200	
REMAINING PINK BOX SURPLUS		<u>\$ 149,188</u>	<u>\$ 118,195</u>	<u>\$ 128,341</u>	<u>\$ 98,795</u>	<u>\$ 49,700</u>	
<u>PINK BOX REVENUE</u>							
DONATIONS	10-3300-0100	\$ 299	\$ 400	\$ 173	\$ 400	\$ 200	-50%
OTHER REVENUE (from Surplus)		\$ 14,254	\$ 30,593	\$ 20,674	\$ 19,000	\$ 17,650	-7.11%
		<u>\$ 14,553</u>	<u>\$ 30,993</u>	<u>\$ 20,847</u>	<u>\$ 19,400</u>	<u>\$ 17,850</u>	<u>-7.99%</u>
<u>PINK BOX EXPENDITURES</u>							
PINK BOX RENT	10-5600-4700	\$ 5,418	\$ 4,585	\$ 5,002	\$ 5,100	\$ -	2.0%
PINK BOX DONATION	10-5600-4800	\$ 2,386	\$ 4,627	\$ 5,769	\$ 2,400	\$ 6,000	150.0%
PINK BOX SUPPLIES	10-5800-5100	\$ 316	\$ 264	\$ 37	\$ 500	\$ 350	-30.0%
PINK BOX REPAIRS/MAINTENANCE	10-5600-5200	\$ 4,124	\$ 19,228	\$ 7,112	\$ 8,000	\$ 8,000	0.0%
PINK BOX ELECTRICITY	10-5600-5400	\$ 1,052	\$ 903	\$ 721	\$ 1,000	\$ 1,000	0.0%
PINK BOX TELEPHONE	10-5600-5600	\$ -	\$ 286	\$ 710	\$ 400	\$ 750	87.5%
INTERNET SERVICE	10-5600-5700	\$ 921	\$ 811	\$ 755	\$ 900	\$ 900	0.0%
WATER & SEWER	10-5600-5500	\$ 415	\$ 289	\$ 741	\$ 1,000	\$ 750	-25.0%
OTHER	10-5600-9900	\$ -	\$ -	\$ -	\$ 100	\$ 100	0.0%
		<u>\$ 14,632</u>	<u>\$ 30,993</u>	<u>\$ 20,847</u>	<u>\$ 19,400</u>	<u>\$ 17,850</u>	<u>-8.0%</u>

5/26/2016



TOWN OF MIDDLEBURG

FY 2016-17 BUDGET

HEALTH CENTER FUND

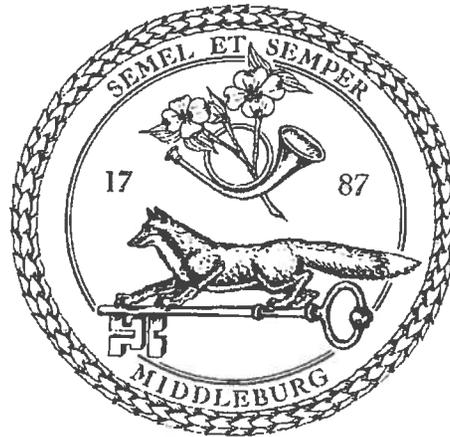
**TOWN OF MIDDLEBURG
FY 17
HEALTH CENTER FUND BUDGET**

HEALTH CENTER FUND

<u>REVENUES</u>	ACCOUNT #	FY 13 FINAL	FY 14 FINAL	FY 15 FINAL	FY 16 ADOPTED	FY 17 ADOPTED	% CHANGE FROM FY16
RENTAL INCOME	50-3000-0000	\$ 61,115	\$ 75,969	\$ 87,072	\$ 76,000	\$ 76,000	0.0%
RENTAL DEPOSIT	50-3000-0100	\$ -	\$ 50	\$ -	\$ 100	\$ 100	0.0%
FROM RESERVES	50-3000-0200	\$ 10,432	\$ 35,300	\$ 26,020	\$ 8,650	\$ -	-100.0%
MM INTEREST INCOME	50-3400-0300	\$ 472	\$ 401	\$ -	\$ 200	\$ 285	0.0%
TOTAL REVENUES		\$ 72,019	\$ 111,720	\$ 113,092	\$ 84,950	\$ 76,385	-10.1%
<u>EXPENDITURES</u>							
<u>ADMINISTRATIVE SERVICES</u>							
TOWN STAFF	50-5210-5430	\$ 10,400	\$ 8,350	\$ 9,420	\$ 9,700	\$ 10,000	3.1%
ACCOUNTING & AUDIT	50-5100-2400	\$ 1,000	\$ 2,000	\$ 1,300	\$ 2,000	\$ 2,000	0.0%
ATTORNEY	50-5100-2500	\$ 2,201	\$ -	\$ 333	\$ 1,000	\$ 500	-50.0%
OTHER	50-5100-9900	\$ 25	\$ -	\$ -	\$ 100	\$ 100	0.0%
DONATIONS	50-5100-2600	\$ 20,000	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000	0.0%
SUBTOTAL ADMIN. SERVICES		\$ 33,626	\$ 39,350	\$ 40,053	\$ 41,800	\$ 41,600	-0.5%
<u>MAINTENANCE EXPENSE</u>							
INSURANCE	50-5210-0015	\$ 1,495	\$ 1,343	\$ 1,465	\$ 1,550	\$ 1,685	8.7%
MATERIALS & SUPPLIES	50-5210-4800	\$ 1,166	\$ 827	\$ -	\$ 1,000	\$ 1,000	0.0%
GROUPS/EQ. REPAIRS	50-5210-5000	\$ 388	\$ -	\$ -	\$ 2,000	\$ 2,000	0.0%
BUILDINGS REPAIR/MAINTENANCE	50-5210-5200	\$ 5,381	\$ 20,745	\$ 3,344	\$ 20,000	\$ 10,000	-50.0%
CLEANING	50-5210-5440	\$ 3,840	\$ 2,040	\$ 3,300	\$ 3,100	\$ 2,500	-19.4%
ELECTRICAL SERVICES	50-5210-5400	\$ 8,799	\$ 5,329	\$ 5,260	\$ 7,000	\$ 6,500	-7.1%
HEATING SERVICES	50-5210-5410	\$ 501	\$ 3,798	\$ 3,719	\$ 5,000	\$ 4,100	-18.0%
WATER/SEWER	50-5210-5420	\$ 2,200	\$ 2,520	\$ 7,325	\$ 3,500	\$ 7,000	100.0%
SUBTOTAL MAINT. EXPENSE		\$ 23,770	\$ 36,602	\$ 24,413	\$ 43,150	\$ 34,785	-19.4%
DEPRECIATION EXPENSE	50-5900-9100	\$ 3,872	\$ 4,831				
<u>CAPITAL EXPENSE</u>							
HEATING SYSTEM UPGRADE		\$ 14,623	\$ -	\$ -	\$ -	\$ -	
TOTAL HEALTH CENTER EXPENSE		\$ 72,019	\$ 80,783	\$ 64,466	\$ 84,950	\$ 76,385	-10.1%
CONTINGENCY	50-5210-5500	\$ -	\$ -		\$ -	\$ -	
TOTAL EXPENSE W/CONTINGENCY		\$ 72,019	\$ 80,783	\$ 64,466	\$ 84,950	\$ 76,385	-10.1%

TOWN OF MIDDLEBURG
FY 2016-17 BUDGET

WATER & SEWER/UTILITY FUND



ADOPTED MAY 2016

PROGRAM AREA: WATER & SEWER SYSTEM (UTILITY FUND)

Current Utility Staff: Contract Operators from Inboden Environmental Services (IES)

MISSION:

To operate, maintain and improve the Town's water and sewer system infrastructure to ensure that the highest quality water and sewer services are delivered to the Town in the most efficient, sustainable, customer-friendly matter, while maintaining Federal and State regulatory compliance.

DESCRIPTION OF SERVICES:

The Town and its utility contractors are responsible for operating and maintaining the Town's five wells, two water treatment plants, a wastewater pump station and a wastewater treatment plant in compliance with Federal and State laws. This involves not only the physical operation of the facilities, but also the extensive daily testing and regular reporting requirements for these systems, as well as responding to customer calls for service. We also must maintain the many miles of water and sewer lines and associated valves, hydrants and manholes that serve the approximately 475 customers of the system. In addition, for the first time in many years, the Town has made progress implementing long-planned capital improvements to the utility system.

FY 16 ACCOMPLISHMENTS:

- Maintained the compliance of all facilities with State and Federal law and completed Miss Utility locates as requested;
- Identified and implemented improvements to the operating systems at our plants to save money and improve efficiency;
- Bid, contracted and completed East End water system improvements; Worked with VDOT to complete Rt 50 waterline upgrade and sewer spot repairs; and contracted for design of West End Pump Station replacement project;
- Assisted in preparation of the annual water system Consumer Confidence Report;
- Provided staff support for the Town Council Utility Committee and the Wellhead Protection Committee;
- Assisted Town staff in annual capital improvements planning, budgeting and utility rate model updating;
- Continued water meter reading and troubleshooting and Town meter replacement program.

FY 16 ACCOMPLISHMENTS, continued:

- Completed utility facility improvements, including SCADA alarm system repair at the wastewater treatment plant, upgrade of the control panel at the Well 4 treatment plant; and grant-funded fencing at Well 4;
- Completed or scheduled downtown sewer line spot repairs and re-lining;
- Submitted NPDES permit renewal applications for the wastewater treatment plant and negotiated new sludge removal agreement; and
- Abandoned Well 1 in accordance with local and State law.

GOALS & FY 17 OBJECTIVES - WATER & SEWER SYSTEM:

GOAL 1: Provide the best possible operational control and maintenance of Town utility facilities

FY 17 Objective 1.1: Maintain required annual testing programs for both water and sewer systems.

FY 17 Objective 1.2: Ensure adequate equipment spare parts to allow quick repairs/replacement as necessary.

FY 17 Objective 1.4: Assist with planning for additional improvements to the SCADA system.

GOAL 2: Provide friendly, helpful service for utility system customers.

FY 17 Objective 2.1: Provide same day response during the week for service calls.

FY 17 Objective 2.2: Ensure that the weekend and night emergency call-out system is always operational and accessible to town customers and officials.

GOAL 3: Assist the Town in continuing its progress toward a more sustainable and robust utility system.

FY 17 Objective 3.1: Continue assisting the Town in capital improvements program planning and initiating an update to the Water & Sewer Master Plan.

FY 17 Objective 3.2: Implement sewer line rehabilitation & infiltration & inflow (I&I)-related system improvements.

FY 17 Objective 3.3: Continue replacement program for older water meters.

FY 17 Objective 3.4: Continue assistance to the Town in the design and implementation of the last of three bond-funded utility system improvement projects, the West End Pump Station Replacement Project:

**TOWN OF MIDDLEBURG
FY 17
UTILITY FUND BUDGET**

REVENUES								
OPERATING REVENUE - WATER	ACCOUNT #	FY 13 FINAL	FY 14 FINAL	FY 15 FINAL	FY 16 ADOPTED	FY17 ADOPTED	% CHANGE FROM FY16	
WATER USER FEES	30-3500-0100	\$ 346,128	\$ 510,869	\$ 560,260	\$ 610,000	\$ 633,300	3.8%	
WATER AVAIL/CONNECT FEE	30-3500-0200,0300	\$ 12,228	\$ 40,523	\$ -	\$ 12,200	\$ -	-100.0%	
INTEREST WATER	30-3510-1000	\$ 49	\$ 390	\$ 1,894	\$ 250	\$ 250	0.0%	
MISCELLANEOUS - WATER	30-3510-2000	\$ 3,531	\$ 248,143	\$ 35,300	\$ 17,500	\$ 30,000	71.4%	
REIMBURSED USER FEES- WATER	30-3520-1000	\$ -	\$ -	\$ -	\$ 4,500	\$ 4,500	0.0%	
		<u>\$ 361,936</u>	<u>\$ 799,925</u>	<u>\$ 597,454</u>	<u>\$ 644,450</u>	<u>\$ 668,050</u>	<u>3.7%</u>	
OPERATING REVENUE - SEWER								
SEWER USER FEES	30-3700-0100	\$ 253,521	\$ 415,306	\$ 487,620	\$ 561,000	\$ 611,280	9.0%	
SEWER AVAIL/CONNECT FEE	30-3700-0200,0300	\$ 18,529	\$ 59,184	\$ -	\$ 17,500	\$ -	-100.0%	
REFUSE SERVICE TRANSFER	30-3710-3000	\$ 1,613	\$ 942	\$ -	\$ -	\$ -	0.0%	
REIMBURSED USER FEES- SEWER	30-3720-1000	\$ 2,859	\$ -	\$ -	\$ -	\$ -	0.0%	
INTEREST SEWER	30-3710-1000	\$ -	\$ 390	\$ 250	\$ 250	\$ 250	0.0%	
		<u>\$ 276,522</u>	<u>\$ 475,822</u>	<u>\$ 487,870</u>	<u>\$ 578,750</u>	<u>\$ 611,530</u>	<u>5.7%</u>	
TOWER LEASE REVENUE								
AT&T	30-3600-0200	\$ 29,523	\$ 38,943	\$ 34,928	\$ 36,200	\$ 37,654	4.0%	
NEXTEL	30-3600-0300	\$ 38,676	\$ 23,797	\$ -	\$ -	\$ -	0.0%	
SPRINT	30-3600-0400	\$ 35,126	\$ 45,048	\$ 34,283	\$ 39,300	\$ 38,438	-2.2%	
T-MOBILE	30-3600-0500	\$ 27,000	\$ 28,080	\$ 32,278	\$ 30,000	\$ 31,280	4.3%	
VERIZON	30-3600-0600	\$ 30,000	\$ 25,875	\$ 32,046	\$ 33,000	\$ 34,426	4.3%	
SUBTOTAL - TOWER REVENUES		<u>\$ 160,325</u>	<u>\$ 161,743</u>	<u>\$ 133,535</u>	<u>\$ 138,500</u>	<u>\$ 141,798</u>	<u>2.4%</u>	
SUBTOTAL - REVENUES		<u>\$ 798,783</u>	<u>\$ 1,437,490</u>	<u>\$ 1,218,859</u>	<u>\$ 1,361,700</u>	<u>\$ 1,421,378</u>	<u>4.4%</u>	
TRANSFER - FUND BALANCE		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		
BOND PROCEEDS	30-3800-0300			<u>\$ 349,603</u>	<u>\$ 700,000</u>	<u>\$ 450,000</u>	<u>-35.7%</u>	
TOTAL OPERATING REVENUES		<u>\$ 798,783</u>	<u>\$ 1,437,490</u>	<u>\$ 1,568,462</u>	<u>\$ 2,061,700</u>	<u>\$ 1,871,378</u>	<u>-9.2%</u>	

**TOWN OF MIDDLEBURG
UTILITY FUND
FY 17 BUDGET
EXPENDITURES**

ADMINISTRATION & SOFT COSTS

<u>CONTRACT SERVICES</u>	<u>ACCOUNT #</u>	<u>FY 13 FINAL</u>	<u>FY 14 FINAL</u>	<u>FY 15 FINAL</u>	<u>FY 16 ADOPTED</u>	<u>FY 17 ADOPTED</u>	<u>% CHANGE FROM FY16</u>
OPERATIONS CONTRACT	30-5110-2500	\$ 237,498	\$ 232,053	\$ 179,236	\$ 276,000	\$ 276,000	0.0%
OTHER CONTRACT SERVICES	30-5110-2600	\$ 53,425	\$ 18,893	\$ 12,027	\$ 20,000	\$ 20,000	0.0%
ENGINEERING	30-5110-2200	\$ 31,368	\$ 80,106	\$ 28,571	\$ 56,000	\$ 50,000	-10.7%
TOWER MAINTENANCE CONTRACT	30-5100-2500	\$ 17,898	\$ 19,028	\$ 14,736	\$ 19,900	\$ 19,000	-4.5%
Subtotal - Contract Services		\$ 340,189	\$ 350,080	\$ 234,570	\$ 371,900	\$ 365,000	-1.9%
<u>ADMINISTRATION</u>							
TOWN ADMINISTRATOR	30-5110-2700	\$ 14,000	\$ 14,000	\$ 15,000	\$ 15,000	\$ 15,000	0.0%
ATTORNEY	30-5110-2100	\$ 10,821	\$ 11,419	\$ 5,946	\$ 3,500	\$ 5,000	42.9%
AUDIT	30-5100-2400	\$ 5,100	\$ 6,600	\$ 6,500	\$ 7,000	\$ 7,000	0.0%
UTILITY BILLING	30-5110-2800	\$ -	\$ 11,500	\$ 11,500	\$ 11,500	\$ 11,500	0.0%
ADVERTISING	30-5110-2300	\$ 1,629	\$ 1,156	\$ -	\$ 1,000	\$ 1,000	0.0%
OFFICE SUPPLIES	30-6400-4100	\$ 324	\$ 1,175	\$ 187	\$ 500	\$ 250	-50.0%
SOFTWARE	30-6400-4400	\$ 850	\$ -	\$ -	\$ 15,000	\$ 18,750	25.0%
POSTAGE	30-6400-4300	\$ 2,085	\$ 2,133	\$ 2,214	\$ 3,000	\$ 2,500	-16.7%
Subtotal - Administration		\$ 34,809	\$ 47,983	\$ 41,347	\$ 56,500	\$ 61,000	8.0%
<u>INSURANCE</u>							
LIABILITY INSURANCE	30-6600-0011	\$ 1,446	\$ 1,555	\$ 1,708	\$ 1,800	\$ 1,925	6.9%
PROPERTY INSURANCE	30-6600-0015	\$ 2,921	\$ 2,687	\$ 2,930	\$ 3,000	\$ 3,364	12.1%
Subtotal - Insurance		\$ 4,367	\$ 4,242	\$ 4,638	\$ 4,800	\$ 5,289	10.2%
<u>DEBT SERVICE</u>							
VML/VACO Bond Maintenance Fee	30-6700-7000	\$ 290	\$ 350	\$ 300	\$ 300	\$ 300	0.0%
Clean Water 1997	30-6710-6000	\$ 18,461	\$ -	\$ -	\$ -	\$ -	-
Clean Water-2000	30-6710-7000	\$ 21,720	\$ -	\$ -	\$ -	\$ -	-
VRA-2010 Refunded Debt	30-6710-8000	\$ 169,983	\$ 166,693	\$ 168,398	\$ 168,398	\$ 166,133	-1.3%
Mdlebrg Bnk Refunded Bond-Escrow Maint. Fee	30-6710-9000	\$ -	\$ -	\$ 350	\$ 350	\$ 350	0.0%
MIDDLEBURG BANK REFUNDING-2013	30-6720-1000	\$ -	\$ 22,473	\$ 74,062	\$ 74,062	\$ 74,062	0.0%
MIDDLEBURG BANK G.O. BOND-2014	30-6720-2000	\$ -	\$ -	\$ 16,977	\$ 83,030	\$ 82,747	-0.3%
Bond Issuance Fees & Payments	30-6730-8000	\$ 21,318	\$ -	\$ 50,132	\$ -	\$ -	-
Subtotal - Debt Service		\$ 210,164	\$ 189,166	\$ 259,787	\$ 325,840	\$ 323,292	-0.8%
TOTAL ADMIN. & SOFT COST		\$ 589,529	\$ 591,471	\$ 540,342	\$ 759,040	\$ 754,581	40.5%

TOWN OF MIDDLEBURG
UTILITY FUND
FY 17 BUDGET
EXPENDITURES

OPERATIONS & MAINTENANCE COSTS/SUMMARY

WATER OPERATIONS & MAINTEN.	ACCOUNT #	FY 13 FINAL	FY 14 FINAL	FY 15 FINAL	FY 16 ADOPTED	FY 17 ADOPTED	% CHANGE FROM FY 16
CHEMICAL SUPPLIES	30-6400-5100	\$ 23,055	\$ 22,255	\$ 35,877	\$ 45,000	\$ 50,000	11.1%
EQUIPMENT/SUPPLIES-WATER	30-6400-5200	\$ 22,818	\$ 26,086	\$ 46,593	\$ 60,000	\$ 50,000	-16.7%
EQUIPMENT MAINTENANCE	30-6400-5301	\$ 5,607	\$ 255,968	\$ 35,214	\$ 40,000	\$ 40,000	0.0%
LINE/SYSTEM MAINTENANCE.	30-6400-5302	\$ 11,005	\$ 2,983	\$ 6,963	\$ 20,000	\$ 20,000	0.0%
ELECTRICITY -WATER	30-6400-5400	\$ 12,788	\$ 20,694	\$ 25,966	\$ 30,000	\$ 28,000	-6.7%
INTERNET - WATER	30-6400-5600	\$ 2,453	\$ 4,367	\$ 5,058	\$ 5,500	\$ 5,500	0.0%
TESTING - WATER	30-6400-5700	\$ 3,955	\$ 7,189	\$ 4,602	\$ 9,000	\$ 6,000	-33.3%
FUEL	30-6400-8100	\$ 3,524	\$ -	\$ 431	\$ 4,000	\$ 2,000	-50.0%
OTHER - WATER	30-6400-9900	\$ 702	\$ 2,304	\$ 2,240	\$ 3,000	\$ 4,000	33.3%
TOTAL WATER O & M		\$ 85,907	\$ 341,846	\$ 162,944	\$ 216,500	\$ 205,500	-5.1%
SEWER OPERATIONS & MAINTEN.							
CHEMICAL SUPPLIES	30-6410-5100	\$ 29,391	\$ 28,750	\$ 27,126	\$ 30,000	\$ 30,000	0.0%
EQUIPMENT/SUPPLIES	30-6410-5200	\$ 11,455	\$ 32,980	\$ 10,738	\$ 50,000	\$ 50,000	0.0%
EQUIPMENT MAINTENANCE	30-6410-5301	\$ 2,742	\$ 9,428	\$ 22,377	\$ 12,000	\$ 10,000	-16.7%
LINE/SYSTEM MAINTENANCE	30-6410-5302	\$ 1,697	\$ 7,668	\$ 1,008	\$ 10,000	\$ 10,000	0.0%
ELECTRICAL SERVICES	30-6410-5400	\$ 43,577	\$ 41,235	\$ 33,406	\$ 45,000	\$ 40,000	-11.1%
INTERNET-SEWER	30-6410-5600	\$ 1,098	\$ 69	\$ 33	\$ 2,000	\$ 2,000	0.0%
TESTING - SEWER	30-6410-5700	\$ 29,650	\$ 30,720	\$ 21,335	\$ 35,000	\$ 30,000	-14.3%
SLUDGE REMOVAL	30-6410-5800	\$ 20,358	\$ 34,692	\$ 64,397	\$ 75,000	\$ 70,000	-6.7%
FUEL	30-6400-8100	\$ -	\$ -	\$ 1,574	\$ 5,000	\$ 3,000	-40.0%
OTHER-SEWER	30-6410-9900	\$ 2,276	\$ 1,750	\$ 2,863	\$ 5,000	\$ 6,000	20.0%
TOTAL SEWER O & M		\$ 139,968	\$ 187,292	\$ 184,857	\$ 269,000	\$ 251,000	-6.7%
TOTAL OPERATIONS & MAINTENANCE		\$ 225,875	\$ 529,138	\$ 347,801	\$ 485,500	\$ 456,500	-6.0%
CAPITAL IMPROVEMENT PROJECTS							
WELLHEAD PROTECTION	30-6800-8050			\$ -	\$ 15,000	\$ 30,000	100.0%
ROUTE 50 WATERLINE PROJECT	30-6100-9300			\$ 283,096	\$ 254,804	\$ -	-100.0%
WEST END PUMP STATION PROJECT	30-6800-4000			\$ 11,700	\$ 345,000	\$ 450,000	30.4%
E WASH. ST WATER PROJECT	30-6800-2015			\$ 54,807	\$ 280,000	\$ -	-100.0%
WATER SYSTEM IMPROVEMENTS	30-6800-2000	\$ -	\$ 5,545	\$ -	\$ -	\$ 100,000	100.0%
SEWER SYSTEM IMPROVEMENTS	30-6800-3000	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000	0.0%
TOTAL CAPITAL IMPROVEMENTS		\$ -	\$ 5,545	\$ 349,603	\$ 675,000	\$ 630,000	-6.7%
OPERATING RESERVE-WATER	New	\$ -	\$ -	\$ -	\$ -	\$ -	-
OPERATING RESERVE-SEWER	New	\$ -	\$ -	\$ -	\$ -	\$ -	-
REPLACEMENT RESERVES-WATER	New	\$ -	\$ -	\$ -	\$ 17,300	\$ -	-100.0%
REPLACEMENT RESERVES-SEWER	New	\$ -	\$ -	\$ -	\$ 32,400	\$ -	-100.0%
TOTAL RESERVE FUNDS		\$ -	\$ -	\$ -	\$ 49,700	\$ -	-100.0%
TOTAL ADMIN & SOFT COSTS		\$ 589,529	\$ 591,471	\$ 540,342	\$ 759,040	\$ 754,581	-0.6%
TOTAL WATER & SEWER EXPENSES		\$ 815,404	\$ 1,126,154	\$ 1,237,746	\$ 1,969,240	\$ 1,841,081	-6.5%
TOTAL WATER & SEWER REVENUES		\$ 798,783	\$ 1,437,490	\$ 1,568,462	\$ 2,061,700	\$ 1,871,378	-9.2%
CONTINGENCY		\$ (16,621)	\$ 311,336	\$ 330,716	\$ 92,460	\$ 30,297	-67.2%
BALANCE		\$ 798,783	\$ 1,437,490	\$ 1,568,462	\$ 2,061,700	\$ 1,871,378	-9.2%