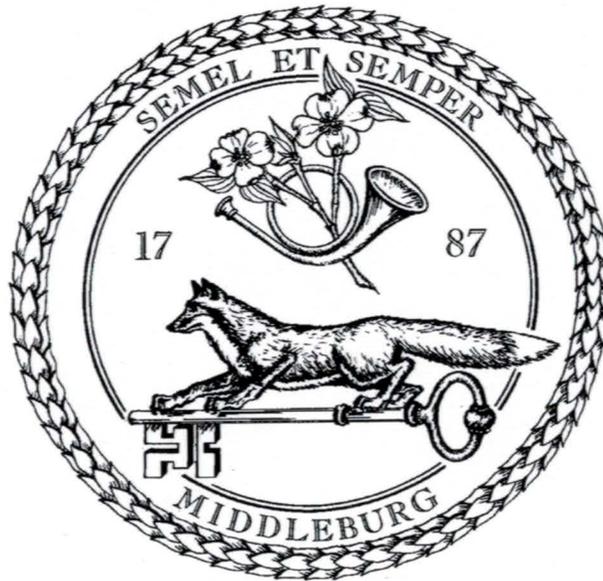


TOWN OF MIDDLEBURG, VIRGINIA BUDGET



FISCAL YEAR 2015-2016

ADOPTED MAY 28, 2015



TOWN OF MIDDLEBURG ADOPTED BUDGET

FY 2015-16



Town Council

Betsy Allen Davis, Mayor
Darlene Kirk, Vice Mayor
Kevin Hazard
Trowbridge Littleton
Bundles Murdock
Erik Scheps
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
Debbie Wheeler, Town Treasurer

May 28, 2015

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Town Administrator's Budget Message

To the Citizens and Businesses of Middleburg:

The Town of Middleburg has been enjoying another healthy fiscal year in FY 2014-15 ("FY15"). After finally recovering last year from a 22% slump during the recession, the assessed value of real property in Middleburg increased last year again, rising by 9.97% as of January 1, 2015. In addition, Town revenues from business sources continued to increase this year due in large part to the success of the Salamander Resort & Spa, which resulted in a large increase in meals and occupancy tax revenues for a second consecutive year. This allowed the Town to keep its FY15 real property tax rate below that of its neighboring small towns. The current (FY15) rate of 18¢ per \$100 dollars of assessed property value is significantly below that of Purcellville (22.5¢ +3.5¢ special assessment), Lovettsville (21¢), Round Hill (20.34¢) and Hamilton (28¢). The latter three communities also do not provide some of the services Middleburg provides, such as independent police services, an economic development program, and a visitor center.

We expect the positive revenue trend to continue as the Salamander Resort & Spa enters its second full year of operations and the national economy continues to improve, albeit slowly. The resort's success brings more people to enjoy our historic town, shop in our unique businesses and eat at our wonderful restaurants. In addition, the opening of two new office buildings in town will increase the number of businesses and employees here, which should increase economic activity overall. 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 be challenged in the coming year as well by the inevitable disruptions associated with the Route 50 crosswalk, waterline and streetscape projects slated to start construction in late summer.

Summary of Adopted Budget

The adopted FY 2015-16 ("FY16") Budget recognizes the significant revenue stream from the resort operations, while continuing the Town's careful stewardship of its financial resources. The budget maintains conservative estimates of resort-related revenues, as it will take multiple years of resort operations to develop a reliable history of resort revenues for budget forecasting purposes. For a variety of reasons, it was necessary to complete mid-year budget amendments during FY15, and it may be necessary to continue to review and adjust the budget mid-year based upon actual levels of revenues received by the Town, as well as expenses incurred as a result of new capital projects the Town is able to undertake within the current positive fiscal climate.

Middleburg's budget is composed of three major fund categories - the General Fund, the Water & Sewer 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 9.97%. As a result of this assessment increase, the real estate tax rate would have to be reduced from its FY15 level of \$0.18 per \$100 of assessed value to \$0.17 to produce the same amount of real estate tax revenue in FY16 as in FY15. This is referred to as the "equalized tax rate". The FY16 budget implements the \$0.17 equalized rate, which avoids an effective tax increase.

Using appropriated FY15 expenditures as a bench mark, conservative revenue projections, and the equalized real estate tax rate, the adopted budget projects a contingency reserve of about \$260,000 for FY16. This provides an important cushion for unexpected expenses. In addition, to the extent that the contingency reserve goes unspent, it will allow the Town to continue rebuilding its General Fund reserves after difficult financial times. A desirable goal is to have a year's worth of expenditures available in the unreserved fund balance. While the Town has been making progress in this regard in recent years, as of the end of FY14, the last audited year, the ratio of the Town's unreserved fund balance to annual expenditures stood at 0.73.

The budget assumes expenditure growth due to increased operational costs, including costs associated with the Town's acquisition of the historic Asbury Church, as well as some capital improvements such as the first phase of a long-planned wayfinding signage program. In addition, some tourist-related lodging tax revenues from the Salamander Resort again will be targeted for special events grants and other efforts to support a high quality environment for Town residents and businesses.

Health care costs continue to increase, this year by a substantial 9.2% percent. 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 catch up with rising health care and other costs and to keep the Town competitive with the labor market for government workers in the area. The cost of living rose approximately 1.7% last year and health insurance costs are increasing as noted.

No increases in business license, meals, occupancy, cigarette or other local tax rates will occur for FY16. 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. As noted above, this trend is projected to continue. Intergovernmental revenues will drop significantly this coming year because most of the Virginia Department of Transportation grant funds for the Marshall/Madison Street pedestrian improvements are expected to be received and drawn down during Fiscal Year 2014-15. Several smaller, recurring grants and apportionments will remain at past year levels, including the State 599 Police Department apportionment.

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 several years the Fund had to be tapped for major improvements to the building, including replacement of the old oil-fired boiler heating system. Capital expenditures, along with reduced rental revenues in recent years, have reduced the Fund's reserve, although it remains healthy at \$381,364 as of the end of April 2015. The 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. Nextel decommissioned its site last year, so the fund lost lease rental income from that company, reducing tower lease revenues by 20%. 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 establish a revenue stream that can fund the entire cost of providing water and sewer services to the town AND provide capital for necessary improvements and repairs to the Town's water and wastewater systems. In addition, the Town must cover the costs of unfunded State mandates resulting from Town compliance with the regulations of the Virginia Department of Environmental Quality and Virginia Department of Health. 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 will be able to make progress on the backlog of capital improvement projects that were put on hold during the economic recession, 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. The planned improvements include upgrading a major water line in Route 50, making water system improvements on the east end of town, and replacing an aging sewage pump station. The Utility Fund pays the annual debt service on these and past capital improvements to the utility system, which for FY16 will total \$325,789.

The Town now utilizes a utility rate model that recommends utility rates that efficiently and fairly fund both water & sewer system needs. The utility rate model has been updated for FY16, and while no increase is needed for water service, a 5% increase is needed for sewer service, resulting in an overall increase of about 2.4%. 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, FY16 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 FY16 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 equalize the real estate tax rate this year to 17¢/\$100 of assessed value, meaning there will be no effective increase. No other Town taxes or fees are increasing with the exception of the modest sewer rate increase. The Mayor and Council would like the citizens of Middleburg to know that this increase would not be considered if not necessary to ensure the safe operation of the system and to maintain the fiscal health of the Town. The staff and Council are optimistic the local economy will continue to grow modestly, and Council is committed to minimizing the burden on its 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 2015-16 BUDGET

**BUDGET & FINANCIAL
SUMMARY**

**TOWN OF MIDDLEBURG
ADOPTED FY 16 BUDGET**

SUMMARY

GENERAL FUND					
REVENUES			EXPENDITURES		
	FY 15 AMENDED	FY 16 ADOPTED		FY 15 AMENDED	FY 16 ADOPTED
PROPERTY TAX	\$ 536,580	\$ 591,000	ADMINISTRATION	\$ 485,543	\$ 637,790
LOCAL TAXES	\$ 1,556,000	\$ 2,084,500	BUILDINGS & GROUNDS	\$ 83,350	\$ 133,700
ZONING FEES	\$ 16,500	\$ 25,000	POLICE	\$ 669,924	\$ 729,375
FINES & FEES	\$ 68,900	\$ 40,000	MAINTENANCE	\$ 830,809	\$ 464,688
MISCELLANEOUS	\$ 12,800	\$ 11,200	PLANNING AND ZONING	\$ 175,064	\$ 231,649
INTERGOVERNMENTAL	\$ 338,549	\$ 31,549	ECON. DEVELOPMENT	\$ 265,921	\$ 326,159
PINK BOX SURPLUS +MISC.REV	\$ 21,200	\$ 19,400	PINK BOX	\$ 21,200	\$ 19,400
	<u>\$ 2,550,529</u>	<u>\$ 2,802,649</u>		<u>\$ 2,531,811</u>	<u>\$ 2,542,761</u>
			CONTINGENCY	\$ 18,718	\$ 259,888
TOTAL	<u>\$ 2,550,529</u>	<u>\$ 2,802,649</u>	TOTAL	<u>\$ 2,550,529</u>	<u>\$ 2,802,649</u>
HEALTH CENTER INDEPENDENT FUND					
REVENUES			EXPENDITURES		
	FY 15 AMENDED	FY 16 ADOPTED		FY 15 AMENDED	FY 16 ADOPTED
HEALTH CENTER	\$ 94,500	\$ 84,950	HEALTH CENTER	\$ 94,500	\$ 84,950
			CONTINGENCY	\$ -	\$ -
			TOTAL	<u>\$ 94,500</u>	<u>\$ 84,950</u>

**TOWN OF MIDDLEBURG
FY 2015-16 BUDGET**

SUMMARY

CONTINUED

UTILITY FUND SUMMARY					
REVENUES			EXPENDITURES		
	FY 15 AMENDED	FY 16 ADOPTED		FY 15 AMENDED	FY 16 ADOPTED
Water User Fees	\$ 589,000	\$ 610,000	Contract Services	\$ 301,300	\$ 371,900
Sewer User Fees	\$ 515,850	\$ 561,000	Administration & Insur.	\$ 52,783	\$ 61,300
Water Tower Cellular Leases	\$ 131,500	\$ 138,500	Operations-Water	\$ 215,500	\$ 216,500
Miscellaneous	\$ 10,500	\$ 22,500	Operations-Sewer	\$ 254,000	\$ 269,000
Transfer from Reserves	\$ 25,000	\$ -	Debt Service	\$ 310,287	\$ 326,140
Availability/Connection Fees	\$ 29,700	\$ 29,700	Replacement Reserves	\$ 49,700	\$ 49,700
Bond Proceeds	\$ 110,000	\$ 700,000	Contingency	\$ 94,529	\$ 92,160
TOTAL	\$ 1,411,550	\$ 2,061,700	SUBTOTAL	\$ 1,278,099	\$ 1,386,700
			Capital Projects	\$ 206,000	\$ 675,000
			TOTAL UTILITY FUND	\$ 1,484,099	\$ 2,061,700
TOTAL ALL FUNDS	\$ 4,949,299			\$ 4,949,299	

**TOWN OF MIDDLEBURG
ADOPTED
FY 2015-16 BUDGET**

UTILITY FUND DEBT SERVICE

Fiscal Year	VRA Series 2010C	Middleburg Bank Series 2013	Middleburg Bank Series 2014	Total
2016	\$ 168,698	\$ 74,062	\$ 83,029	\$ 325,789
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	\$ 2,016,056	\$ 1,270,124	\$ 1,731,996	\$ 5,018,176
Total	\$ 2,685,623	\$ 1,529,450	\$ 2,062,633	\$ 6,277,706

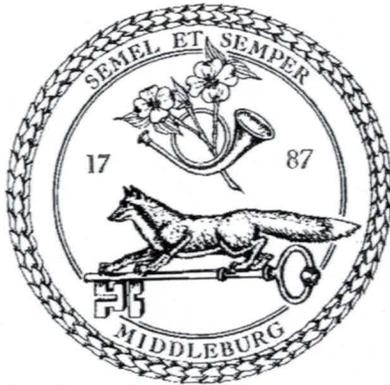
- NOTES: 1. Series 2014 Bond is new for FY16
2. Total Indebtedness increase from FY15 = \$1,819,003 reflecting new bond.

FUND BALANCE - June 30, 2014

	GENERAL FUND	UTILITY FUND	HEALTH CENTER FUND
Assets			
Current & Other Assets	\$ 1,903,353	\$ 867,525	\$ 191,812
Net Capital Assets	\$ 1,222,136	\$ 12,821,513	\$ 187,781
Total Assets	\$ 3,016,721	\$ 13,689,038	\$ 379,593
Liabilities			
Long-Term Liabilities	\$ (236,535)	\$ (3,058,104)	\$ -
Other Liabilities	\$ (135,373)	\$ (249,511)	\$ (6,028)
Total Liabilities	\$ (371,908)	\$ (3,307,615)	\$ (6,028)
Net Position			
Unrestricted Fund balance	\$ 1,637,779	\$ 543,681	\$ 185,784
Invested in Capital Assets - (net of related Debt)	\$ 1,007,034	\$ 9,837,742	\$ 187,781
Total Net Position	\$ 2,644,813	\$ 10,381,423	\$ 373,565

Source: Town of Middleburg Comprehensive Annual Financial Report, FY Ended June 30, 2014.

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



**TOWN OF MIDDLEBURG
FY 2015-16 BUDGET**

**GENERAL FUND
REVENUES**

**TOWN OF MIDDLEBURG
ADOPTED FY 16
GENERAL FUND BUDGET**

**REAL PROPERTY
TAX RATE SCENARIOS**

<u>2015 ASSESSMENT</u>	<u>TAX RATE*</u>	<u>REVENUE</u>	<u>DIFFERENCE</u>	
\$ 313,699,510	\$ 0.18	\$ 564,659		Current tax rate
Equalized Tax Rate	\$ 0.17	\$ 533,289	\$ (31,370)	
Alternative Rate 1	\$ 0.165	\$ 517,604	\$ (47,055)	
Alternative Rate 2	\$ 0.19	\$ 596,029	\$ 31,370	
Alternative Rate 3	\$ 0.20	\$ 627,399	\$ 62,740	

* 1 cent on the tax rate = \$31,370

<u>BREAK OUT</u>	<u>2014 ASSESSMENT</u>	<u>VALUE CHANGE</u>	<u>2015 ASSESSMENT</u>	<u>% CHANGE</u>
Single Family Detached	64,605,390	8,615,030	73,220,420	13.33%
Town Houses	24,999,470	(572,680)	24,426,790	-2.29%
Condo	9,041,800	347,550	9,389,350	3.84%
Other (incl vacant land)	3,820,790	(8,410)	3,812,380	-0.22%
Single Family Suburban	8,004,870	1,060,470	9,065,340	13.25%
Multifamily	2,555,900	44,510	2,600,140	1.73%
Commercial/ Industrial	172,227,220	18,957,600	191,184,820	11.01%
TOTAL TAXABLE	285,255,440	28,444,070	313,699,240	9.97%
REVENUE @ \$.18/\$100	\$ 513,460		\$ 564,659	

The Total Assessment does not reflect the value of 71 tax exempt properties which for 2015 totals \$59,300,060. 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 14 totalled approximately \$12,500. An estimate of \$14,500 is used for FY16. \$10,000 is also deducted for tax appeals.

**TOWN OF MIDDLEBURG
ADOPTED FY 16
GENERAL FUND BUDGET**

**FY 16 EQUALIZED TAX RATE
CALCULATION**

	2015	2014
Total Taxable Assessed Value	\$ 313,699,510	\$ 285,255,440 **
New Residential Construction/Growth	\$ 247,245	\$ 2,873,537
New Commercial Construction/Growth	\$ 3,523,934	\$ -
Total New Construction/Growth	\$ 3,771,179	\$ 2,873,537
Total Adjusted Assessment	\$ 309,928,331	\$ 282,381,903

Equalized Tax Rate = FY15 Real Estate Levies x 101% / 2014 Real Estate Adjusted Value

2014 Total Assessment** X \$0.18 tax rate = FY15 levies	\$ 513,460	
Multiplied by 101% =	\$ 518,594	
Divided by 2015 Assessed Value - New construct. =	0.00167	<u>or \$0.17/\$100 *</u>
		equalized rate

* rounded up from 0.00166

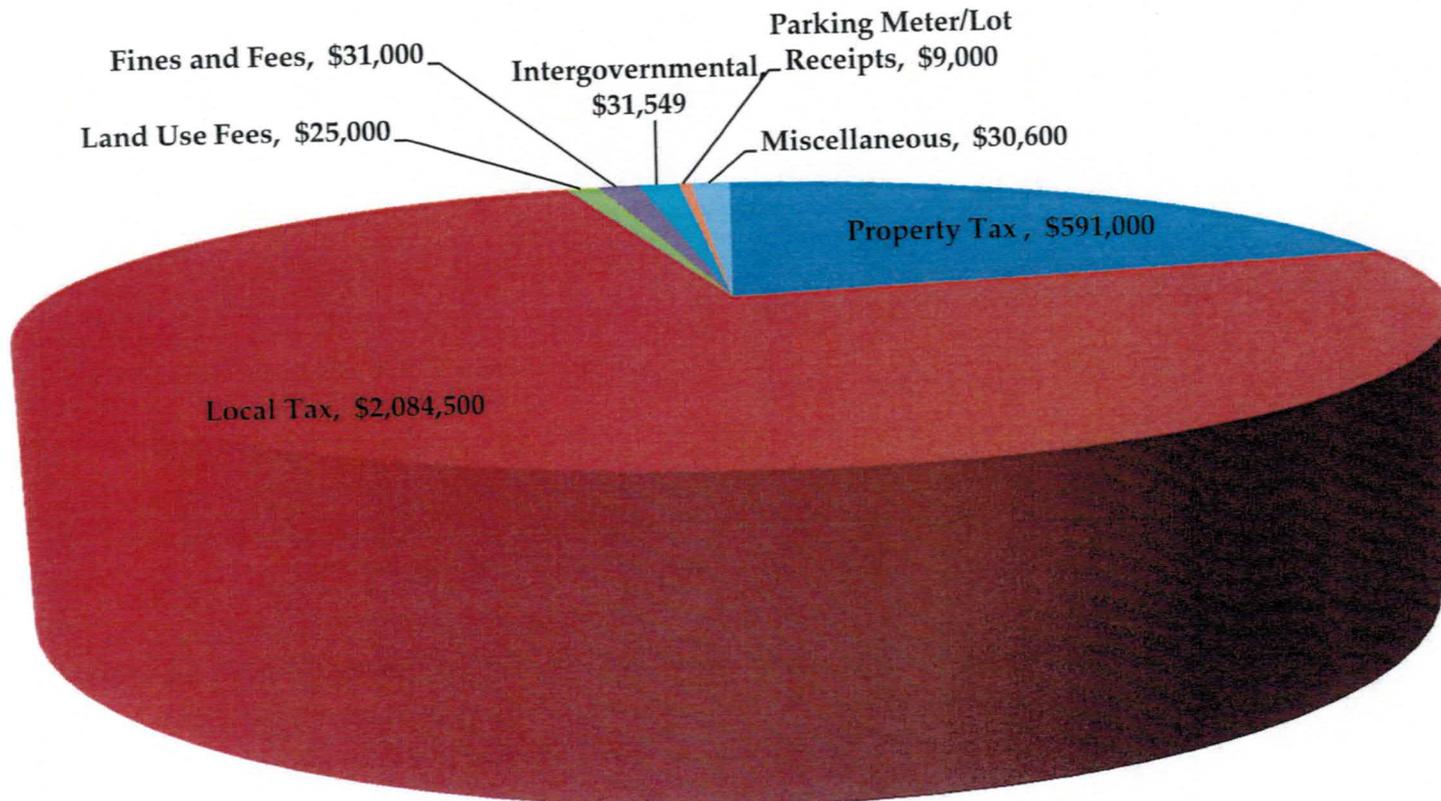
** Assessment total as of December 2014

**TOWN OF MIDDLEBURG
ADOPTED FY 16
GENERAL FUND BUDGET**

REVENUES	Account #	FY 12 Final	FY 13 Final	FY 14 Final	FY 15 Adopted	FY 16 Adopted	% Change from FY 15
<u>PROPERTY TAX</u>							
Real Estate	10-3000-0100	\$ 434,930	\$ 467,528	\$ 470,202	\$ 503,080	\$ 509,000	1.2%
Personal Property	10-3000-0200	\$ 26,264	\$ 24,252	\$ 30,544	\$ 32,000	\$ 80,000	150.0%
Penalties and interest	10-3000-500, -600	\$ 986	\$ 1,936	\$ 1,901	\$ 1,500	\$ 2,000	33.3%
Total		\$ 462,180	\$ 493,716	\$ 502,647	\$ 536,580	\$ 591,000	10.1%
<u>LOCAL TAXES</u>							
Sales Tax	10-3100-0100	\$ 32,447	\$ 31,349	\$ 38,022	\$ 35,000	\$ 40,000	14.3%
Utilities Taxes	10-3020-misc	\$ 109,313	\$ 112,175	\$ 111,470	\$ 110,000	\$ 110,000	0.0%
Meals Tax	10-3030-0000	\$ 261,229	\$ 250,590	\$ 517,927	\$ 500,000	\$ 700,000	40.0%
Business License	10-3050-0000	\$ 171,593	\$ 220,028	\$ 286,291	\$ 175,000	\$ 300,000	71.4%
Cigarette Tax	10-3060-0000	\$ 33,418	\$ 26,323	\$ 24,583	\$ 25,000	\$ 23,000	-8.0%
Motor Vehicle License	10-3200-0100	\$ 11,946	\$ 11,062	\$ 10,591	\$ 11,000	\$ 11,500	4.5%
Bank Franchise Tax	10-3010-0000	\$ 265,828	\$ 236,470	\$ 263,468	\$ 225,000	\$ 250,000	11.1%
Occupancy Tax	10-3040-0000	\$ 39,531	\$ 40,964	\$ 247,811	\$ 475,000	\$ 650,000	36.8%
Total		\$ 925,305	\$ 928,961	\$ 1,500,163	\$ 1,556,000	\$ 2,084,500	34.0%
<u>PLANNING & ZONING</u>							
Application, Proffer, Misc Fees	10-3220-misc	\$ 22,009	\$ 16,120	\$ 63,679	\$ 15,000	\$ 20,000	33.3%
Professional Review Fees	10-3220-0500	\$ 291	\$ 2,518	\$ 219	\$ 1,500	\$ 5,000	233.3%
Total		\$ 22,300	\$ 18,638	\$ 63,898	\$ 16,500	\$ 25,000	51.5%
<u>FINES AND FEES</u>							
Court & Parking Fines	misc	\$ 38,888	\$ 36,376	\$ 49,655	\$ 45,000	\$ 30,000	-33.3%
Farmers Market Fees	10-3100-0502	\$ 958	\$ 883	\$ 1,200	\$ 800	\$ 1,000	25.0%
Parking Meter/Lot Receipts	10-3200-0300,-0500	\$ 33,765	\$ 23,840	\$ 23,245	\$ 23,100	\$ 9,000	-61.0%
Total		\$ 73,611	\$ 61,099	\$ 74,100	\$ 68,900	\$ 40,000	-41.9%
<u>MISCELLANEOUS</u>							
Misc. Donations	10-3070-0200	\$ 1,228	\$ 479	\$ 400	\$ 300	\$ 200	-33.3%
Pink Box Income & Surplus	10-3300-misc	\$ -	\$ 79	\$ -	\$ 28,600	\$ 19,400	-32.2%
Sale of Property	10-3800-1000	\$ -	\$ 2,650	\$ 15,200	\$ 1,800	\$ 7,000	288.9%
Miscellaneous	Misc.	\$ 4,159	\$ 9,634	\$ 11,119	\$ 300	\$ 4,000	1233.3%
Capital Projects Fees	3800-3100, 3200	\$ -	\$ -	\$ 60,000	\$ 3,000	\$ -	-100.0%
Total		\$ 5,387	\$ 12,842	\$ 86,719	\$ 34,000	\$ 30,600	-10.0%
<u>INTERGOVERNMENTAL</u>							
Law Enforcement 599 & Grant	10-3100-0300,-0301	\$ 20,548	\$ 20,048	\$ 20,107	\$ 20,549	\$ 20,549	0.0%
State Grants	10-3100-misc	\$ 1,000	\$ 14,589	\$ 38,741	\$ 41,000	\$ 1,000	-97.6%
Fire Program	10-3100-0500	\$ 8,000	\$ 800	\$ 18,000	\$ 17,000	\$ 10,000	-41.2%
Transportation Enhancement	10-3100-0503	\$ -	\$ 10,526	\$ 41,913	\$ 260,000	\$ -	-100.0%
Total		\$ 29,548	\$ 45,963	\$ 118,761	\$ 338,549	\$ 31,549	-90.7%
Total Revenues		\$ 1,518,331	\$ 1,561,219	\$ 2,346,288	\$ 2,550,529	\$ 2,802,649	9.9%

TOWN OF MIDDLEBURG ADOPTED FY 16 GENERAL FUND BUDGET

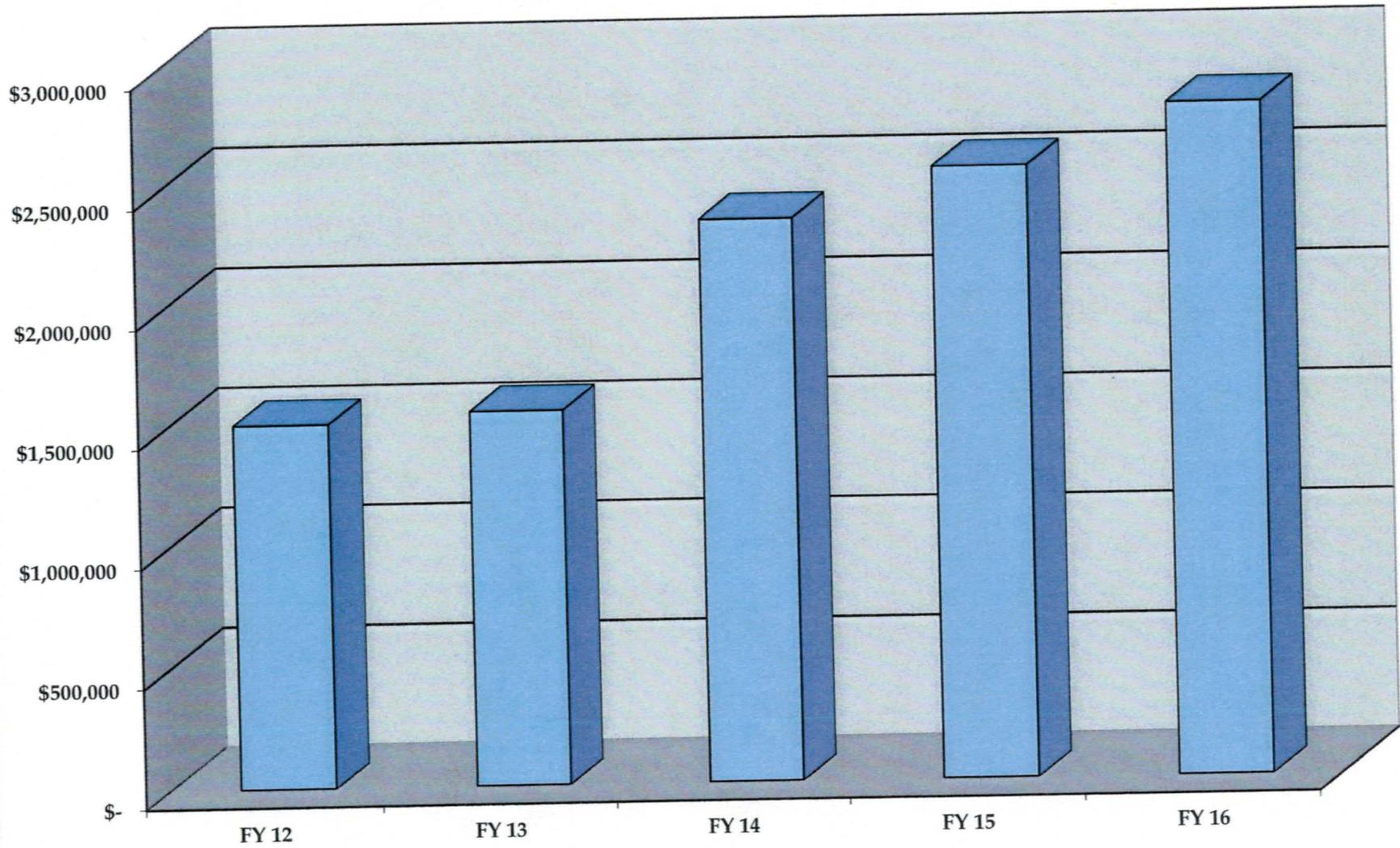
REVENUE BREAKDOWN FY 16



- Property Tax
- Local Tax
- Land Use Fees
- Fines and Fees
- Intergovernmental
- Parking Meter/Lot Receipts
- Miscellaneous

TOWN OF MIDDLEBURG
FY 16 GENERAL FUND BUDGET

Revenue History





**TOWN OF MIDDLEBURG
FY 2015-16 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 15 ACCOMPLISHMENTS:

- Negotiated updated contracts for cleaning, street sweeping, snow removal, & utility engineering; Completed procurement for new economic development and on-call urban design consulting; Completed competitive procurement process for utility system operations and secured contract with new provider.
- Completed sewer, water, noise and fireworks Town Code amendments; Prepared customer educational brochure on underground fuel tank safety; Received wellhead protection grants that enabled installation of Wellhead Protection signs and safety fence at Well 2; Continued updates to the Employee Handbook.
- Successfully guided \$1.5 million bond issuance for utility system improvements; Initiated design work on three projects.
- Received \$514,000 VDOT grant for sidewalk & streetlight improvements along Washington Street; Participated with VDOT in final planning to permit joint construction of these improvements with the Rt. 50 Crosswalk Project; Submitted funding request to Loudoun County to support these improvements.
- Initiated construction of Marshall/Madison St. Pedestrian Improvements.
- Initiated future staffing plan for Town government with input from all town departments.

FY 16 GOALS & OBJECTIVES - ADMINISTRATION:

GOAL 1: Support the work of the Council

- FY 16 Objective 1.1: Research and provide information on items coming before the Town Council.
- FY 16 Objective 1.2: Respond to inquiries in a timely manner, including FOIA inquiries.
- FY 16 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 16 Objective 2.1: Implement new billing software in cooperation with other members of Blue Ridge Users Group.
- FY 16 Objective 2.2: Research cost/benefits of biennial tax collections.
- FY 16 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 16 Objective 3.1: Provide draft meeting minutes within one week of each meeting.

GOAL 4: Maintain and enhance communications with the public.

- FY 16 Objective 4.1: Ensure an open and inviting environment for citizen participation in Town government.
- FY 16 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 16 Objective 5.1: Update at least two more chapters of the Code.
- FY 16 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 16 Objective 6.1: Research electronic records retention software.
- FY 16 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 16 Objective 7.1: Review staff compensation and benefit policies.
- FY 16 Objective 7.2: Continue updates to the Employee Handbook.
- FY 16 Objective 7.3: Complete annual employee evaluations.

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

- FY 16 Objective 8.1: Complete 10-year staffing plan and develop specific options for meeting future space needs.

**TOWN OF MIDDLEBURG
FY 16 ADOPTED
GENERAL FUND BUDGET**

ADMINISTRATION

EXPENDITURES		FY 12	FY 13	FY 14	FY 15	FY 16	% Change
ACCOUNT #	FINAL	FINAL	FINAL	AMENDED	ADOPTED	from FY15	
ADMIN. SALARY & BENEFITS							
ADMIN. STAFF SALARIES	10-5000-0100	\$ 166,555	\$ 201,487	\$ 195,000	\$ 200,495	\$ 206,550	3.0%
WORKER'S COMP	10-5000-2000	\$ 1,166	\$ 318	\$ 318	\$ 220	\$ 263	19.5%
FICA - ADMINISTRATIVE	10-5000-2100	\$ 15,548	\$ 15,026	\$ 16,634	\$ 17,344	\$ 17,865	3.0%
VRS - ADMINISTRATIVE	10-5000-2210	\$ 36,121	\$ 32,582	\$ 38,753	\$ 47,814	\$ 49,250	3.0%
VEHICLE ALLOWANCE	10-5000-2230	\$ 4,200	\$ 3,600	\$ 3,300	\$ 3,600	\$ 3,600	0.0%
HEALTH - ADMINISTRATIVE	10-5000-2300	\$ 19,124	\$ 24,202	\$ 18,835	\$ 24,370	\$ 20,400	-16.3%
FITNESS-ALL EMPLOYEES	NEW					\$ 3,120	New
OTHER WAGES		\$ (29,082)	\$ 9,987	\$ 22,930	\$ -	\$ -	0.0%
ADMIN. COMPENSATION		\$ 213,632	\$ 287,202	\$ 295,770	\$ 293,843	\$ 301,048	2.5%
COUNCIL COMPENSATION							
COUNCIL COMPENSATION	10-5000-1100	\$ 3,680	\$ 6,332	\$ 10,780	\$ 16,800	\$ 16,800	0.0%
MAYOR COMPENSATION	10-5000-1000	\$ 80	\$ 1,000	\$ 4,000	\$ 6,000	\$ 6,000	0.0%
COUNCIL EXPENSES	10-5000-1010	\$ 755	\$ 544	\$ 2,250	\$ 2,000	\$ 2,000	0.0%
HEALTH - COUNCIL	10-5000-2350	\$ -	\$ -	\$ 4,900	\$ 7,140	\$ 7,800	9.2%
COUNCIL COMPENSATION		\$ 4,515	\$ 7,876	\$ 21,930	\$ 31,940	\$ 32,600	2.1%
ADMINISTRATIVE SERVICES							
ATTORNEY	10-5100-2100	\$ 21,521	\$ 21,292	\$ 27,323	\$ 22,000	\$ 25,000	13.6%
ENGINEERING & ARCHITECTURAL	10-5100-2200	\$ 1,190	\$ -	\$ 6,109	\$ 6,000	\$ 106,000	1666.7%
ADVERTISING	10-5100-2300	\$ 2,726	\$ 2,664	\$ 2,013	\$ 3,500	\$ 3,500	0.0%
ACCOUNTING & AUDIT	10-5100-2400	\$ 7,500	\$ 12,500	\$ 10,000	\$ 12,500	\$ 12,500	0.0%
LINE OF CREDIT FEES & INTEREST	10-5900-5000	\$ 7,425	\$ 7,800	\$ 7,800	\$ 7,800	\$ 7,800	0.0%
ELECTION	10-5100-2900	\$ 2,434	\$ 21	\$ 1,527	\$ -	\$ 2,500	
PROFESSIONAL DEVELOPMENT	10-5100-3100	\$ 1,942	\$ 916	\$ 1,018	\$ 1,500	\$ 1,500	0.0%
MEMBERSHIPS/PUBLICATIONS	10-5100-3200	\$ 1,649	\$ 1,620	\$ 1,892	\$ 2,500	\$ 2,500	0.0%
MIDDLEBURG FIRE/RESCUE	10-5100-2600	\$ 8,000	\$ 800	\$ 17,000	\$ 17,000	\$ 17,000	0.0%
FIREWORKS DONATION	10-5100-3250	\$ -	\$ 1,000	\$ 2,000	\$ 10,000	\$ -	-100.0%
STEWARDSHIP FEE REPAYMENT	10-5100-3450	\$ -	\$ -	\$ 10,000	\$ 8,000	\$ 8,000	0%
CONTINGENCY	10-5100-3400	\$ -	\$ 327	\$ -	\$ 1,000	\$ 1,000	0.0%
OTHER	10-5100-9900	\$ 783	\$ 1,015	\$ 524	\$ 1,000	\$ 1,200	20.0%
ADMINISTRATIVE SERVICES		\$ 55,170	\$ 49,955	\$ 87,206	\$ 92,800	\$ 188,500	103.1%

**TOWN OF MIDDLEBURG
FY 16 ADOPTED
GENERAL FUND BUDGET**

ADMINISTRATIVE SUPPLIES		FY 12	FY 13	FY 14	FY 15	FY 16	% CHANGE
ACCOUNT #	FINAL	FINAL	FINAL	AMENDED	ADOPTED	FROM FY15	
		\$ 3,926	\$ 5,596	\$ 4,427	\$ 8,000	\$ 8,000	0.0%
OFFICE SUPPLIES	10-5200-4100	\$ 3,926	\$ 5,596	\$ 4,427	\$ 8,000	\$ 8,000	0.0%
PRINTING	10-5200-4200	\$ 1,904	\$ 1,783	\$ 1,268	\$ 3,500	\$ 4,000	14.3%
POSTAGE	10-5200-4300	\$ 2,223	\$ 2,410	\$ 2,054	\$ 3,500	\$ 3,500	0.0%
EQUIPMENT/SOFTWARE PURCHASE	10-5200-4400	\$ 8,403	\$ 5,213	\$ 10,906	\$ 10,000	\$ 60,000	500.0%
EQUIP. & SOFTWARE MAINT.	10-5200-4500	\$ 17,819	\$ 22,385	\$ 21,495	\$ 24,000	\$ 24,000	0.0%
OFFICE EQUIP. RENTAL	10-5200-4600	\$ 1,160	\$ 1,182	\$ 5,227	\$ 9,000	\$ 9,000	0.0%
OTHER	10-5200-9900	\$ 436	\$ 1,192	\$ 1,743	\$ 1,000	\$ 1,000	0.0%
ADMINISTRATIVE SUPPLIES		\$ 35,871	\$ 39,761	\$ 47,120	\$ 59,000	\$ 109,500	85.6%
INSURANCE							
LIABILITY INSURANCE	10-5100-2420	\$ 1,639	\$ 2,864	\$ 2,474	\$ 2,660	\$ 2,685	0.9%
CRIME & FRAUD INSURANCE	10-5100-2410	\$ 900	\$ 285	\$ 270	\$ 300	\$ 257	-14.3%
		\$ 2,539	\$ 3,149	\$ 2,744	\$ 2,960	\$ 2,942	-0.6%
TOWN COMMITTEE SUPPORT	10-5200-4700			\$ 334	\$ 3,800	\$ 2,000	-47.4%
GO GREEN COMMITTEE	New			\$ -	\$ 1,200	\$ 1,200	0.0%
				\$ 334	\$ 5,000	\$ 3,200	-36.0%
TOTAL ADMINISTRATION		\$ 311,727	\$ 387,943	\$ 455,104	\$ 485,543	\$ 637,790	31.4%

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 15 ACCOMPLISHMENTS:

- Oversaw maintenance & repair projects, including curb line re-painting and safety upgrade to Town office electrical system;
- Supervised contract services for part-time labor, landscape maintenance, cleaning, solid waste collection and street sweeping;
- Ensured efficient and effective snow removal during another challenging winter;
- Assisted in reviewing contract renewal for snow removal, street sweeping and landscape maintenance services;
- Provided staff support for Christmas in Middleburg and other town events;
- Continued maintenance of parking meter system & assisted in continued research on system options; and
- Provided assistance to utility staff and Town Administrator on capital projects, meter reading and troubleshooting and correcting utility system issues.

FY 16 GOALS & OBJECTIVES - BUILDINGS & GROUNDS MAINTENANCE:

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

FY 16 Objective 1.1: Maintain Health Center and respond to tenant requests for service.

FY 16 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 16 Objective 2.1: Ensure that grounds are kept mowed and that seasonal plantings are installed and maintained.

FY 16 Objective 2.2: Coordinate with construction contractor for streetscape improvement projects as needed.

GOAL 3: Oversee Town solid waste collection services

FY 16 Objective 3.1: Supervise solid waste contractors and respond to complaints.

GOAL 4: Oversee Town snow removal services.

FY 16 Objective 4.1: Call in and supervise supplemental snow removal contractor when services are required.

FY 16 Objective 4.2: Coordinate with VDOT on snow removal within the Town.

GOAL 5: Provide staff support for Town events

FY 16 Objective 5.1: Provide assistance as needed for Christmas in Middleburg and other events.

FY 16 Objective 5.2: Participate in planning meetings relating to Town events.

GOAL 6: Utility System Support

FY 16 Objective 6.1: Assist with meter reading as needed.

FY 16 Objective 6.2: Help troubleshoot utility system issues and provide support to utility staff as necessary.

GOAL 7: Maintain and enhance parking system

FY 16 Objective 7.1: Continue regular parking meter coin collections & repairs as needed.

FY 16 Objective 7.2: Assist Town Administrator in continuing research and planning for improvements to the Town's public parking policies and infrastructure.

**TOWN OF MIDDLEBURG
ADOPTED FY 16
GENERAL FUND BUDGET**

BUILDINGS & GROUNDS

EXPENDITURES							
		FY 12	FY 13	FY 14	FY 15	FY 16	% CHANGE
BUILDING EXPENSE	ACCOUNT #	FINAL	FINAL	FINAL	AMENDED	ADOPTED	FROM FY15
SUPPLIES	10-5210-5100	\$ 1,067	\$ 795	\$ 868	900	\$ 900	0%
REPAIRS & MAINTENANCE	10-5210-5200	\$ 26,940	\$ 15,735	\$ 13,225	13,000	\$ 15,000	15.4%
GROUNDS/EQUIPMENT	10-5210-5300	\$ 7,783	\$ 645	\$ 436	2,000	\$ 2,000	0.0%
ELECTRICAL SERVICES	10-5210-5400	\$ 3,566	\$ 3,810	\$ 3,589	5,000	\$ 5,000	0%
HEATING FUEL	10-5210-5500	\$ 370	\$ 715	\$ 1,021	650	\$ 1,200	85%
TELEPHONE/INTERNET	10-5210-5600	\$ 7,046	\$ 7,796	\$ 5,891	8,000	\$ 6,000	-25.0%
WATER/SEWER USE FEE	New	\$ -	\$ -	\$ 1,412	2,000	\$ 2,000	0.0%
PROPERTY INSURANCE	10-5210-4900	\$ 1,115	\$ -	\$ 1,076	1,200	\$ 1,100	-8.3%
OTHER	10-5210-9900	\$ 109	\$ 390	\$ 499	600	\$ 500	-16.7%
SUBTOTAL BUILDING EXPENSE		\$ 47,996	\$ 29,886	\$ 28,017	33,350	\$ 33,700	1.0%
CAPITAL EXPENSE - BUILDINGS							
TOWN OFFICE DRIVEWAY		\$ -	\$ 10,500	\$ -	\$ -	\$ -	-
PUBLIC RESTROOM AC UNITS		\$ -	\$ 4,908	\$ -	\$ -	\$ -	-
ASBURY CHURCH RESTORATION	10-6100-1300	\$ -	\$ -	\$ -	\$ 50,000	\$ 100,000	
SUBTOTAL CAPITAL EXPENSE - BLDGS		\$ -	\$ 15,408	\$ -	\$ 50,000	\$ 100,000	
TOTAL BUILDING EXPENSE		\$ 47,996	\$ 45,294	\$ 28,017	\$ 83,350	\$ 133,700	60.4%

**TOWN OF MIDDLEBURG
FY 16 ADOPTED
GENERAL FUND BUDGET**

MAINTENANCE

EXPENDITURES		FY 12	FY 13	FY 14	FY 15	FY 16	% CHANGE
SALARY & BENEFITS	ACCOUNT #	FINAL	FINAL	FINAL	AMENDED	ADOPTED	FROM FY 15
SUPERINTENDENT'S SALARY	10-5400-0100	\$ 42,707	\$ 43,385	\$ 48,388	\$ 53,383	\$ 54,987	3%
OVERTIME	10-5400-0500	\$ 4,566	\$ 6,145	\$ 9,860	\$ 15,000	\$ 12,000	-20%
HEALTH CARE	10-5400-3000	\$ 14,487	\$ 14,324	\$ 13,519	\$ 15,500	\$ 16,848	9%
VRS	10-5400-3010	\$ 9,490	\$ 12,269	\$ 8,784	\$ 13,246	\$ 13,645	3%
WORKERS COMP	10-5400-2200	\$ 1,166	\$ 935	\$ 935	\$ 825	\$ 482	-42%
FICA	10-5400-3020	\$ 4,162	\$ 4,246	\$ 4,668	\$ 4,805	\$ 4,950	3%
SUBTOTAL SALARY & BENEFITS		\$ 76,578	\$ 81,304	\$ 86,154	\$ 102,759	\$ 102,912	0%
OPERATIONS							
REFUSE DISPOSAL	10-5400-2500	\$ 67,284	\$ 67,394	\$ 61,941	\$ 78,000	\$ 78,000	0%
INSURANCE AUTO/LIABILITY	10-5400-2100	\$ 3,318	\$ 2,376	\$ 2,436	\$ 2,650	\$ 2,876	9%
SUPPLIES	10-5400-5100	\$ 4,033	\$ 5,476	\$ 6,839	\$ 6,000	\$ 6,000	0%
EQUIPMENT	10-5400-5101	\$ 518	\$ 676	\$ 1,555	\$ 1,000	\$ 1,000	0%
REPAIRS/MAINTENANCE	10-5400-5200	\$ 11,290	\$ 1,273	\$ 4,092	\$ 15,000	\$ 8,000	-47%
PARKING METER MAINTENANCE	10-5400-5300	\$ 1,804	\$ 2,652	\$ 1,979	\$ 3,500	\$ 3,000	-14%
ELECTRICITY - SHOP	10-5400-5400	\$ 2,273	\$ 2,468	\$ 2,419	\$ 3,000	\$ 3,000	0%
ELECTRICITY ST. LIGHTS	10-5400-5401	\$ 15,893	\$ 15,234	\$ 14,006	\$ 17,500	\$ 16,000	-9%
TELEPHONE/PAGER	10-5400-5600	\$ 1,172	\$ 1,089	\$ 651	\$ 1,000	\$ 1,000	0%
SNOW REMOVAL	10-5400-6100	\$ -	\$ 4,872	\$ 25,625	\$ 50,000	\$ 50,000	0%
STREET CLEANING	10-5400-6200	\$ 16,439	\$ 16,904	\$ 12,308	\$ 17,000	\$ 17,000	0%
PART-TIME CONTRACT LABOR	10-5400-0200	\$ 9,628	\$ 11,039	\$ 15,375	\$ 30,000	\$ 20,000	-33%
LANDSCAPE MAINTENANCE	10-5400-6300	\$ 31,053	\$ 23,008	\$ 30,400	\$ 20,000	\$ 30,000	50%
LIBERTY ST. PARKING LOT & RESTROOMS	10-5400-6500	\$ 5,713	\$ 6,740	\$ 6,658	\$ 8,000	\$ 8,000	0%
WATER & SEWER-RESTROOMS	10-5400-7000	\$ -	\$ -	\$ 1,192	\$ 1,500	\$ 1,200	-20%
MUNICIPAL PARKING LOT RENTAL	10-5400-6600	\$ 5,034	\$ 5,000	\$ 5,000	\$ 5,500	\$ 5,000	-9%
BUILDING & EQUIPMENT INSURANCE	10-5400-6700	\$ 1,115	\$ 1,224	\$ 1,076	\$ 1,200	\$ 1,100	-8%
UNIFORMS & WEARING APPAREL	10-5400-7100	\$ 99	\$ -	\$ 632	\$ 500	\$ 600	20%
VEHICLE FUEL	10-5400-8100	\$ 2,659	\$ 1,635	\$ 1,984	\$ 3,000	\$ 3,000	0%
VEHICLE MAINTENANCE	10-5400-8101	\$ 568	\$ 411	\$ 1,592	\$ 1,000	\$ 1,000	0%
OTHER	10-5400-9900	\$ -	\$ 577	\$ 550	\$ 1,000	\$ 1,000	0%
SUBTOTAL OPERATIONS		\$ 179,893	\$ 170,048	\$ 198,310	\$ 266,350	\$ 256,776	-4%
CAPITAL EXPENDITURES							
VEHICLE REPLACEMENT	10-5400-6800	\$ -	\$ -	\$ 24,784	\$ -	\$ -	0%
PHASE 1 WAYFINDING	NEW	\$ -	\$ -	\$ -	\$ -	\$ 75,000	100%
RT 50 STREETScape PROJECT	10-5400-6850	\$ -	\$ -	\$ -	\$ 103,700	\$ 30,000	-71%
MARSHALL/MADISON ENHANCEMENT	10-5400-6900	\$ 15,755	\$ 13,157	\$ 27,885	\$ 312,000	\$ -	-100%
MEANDERING TRAIL	10-5400-6900	\$ 900	\$ 14,152	\$ 37,971	\$ 46,000	\$ -	-100%
SUBTOTAL - CAPITAL EXPENSE		\$ 16,655	\$ 27,309	\$ 90,640	\$ 461,700	\$ 105,000	-77%
MAINTENANCE TOTAL		\$ 273,126	\$ 278,661	\$ 375,104	\$ 830,809	\$ 464,688	-44.1%

PROGRAM AREA: POLICE

Current Staff: Chief of Police, 5 Police Officers, 2 PT officers

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 15 ACCOMPLISHMENTS:

- Maintained and or improved police department image within the community
- Have been a critical part of VIP security teams as they visit our town. A few notable ones are: Our First Lady, The Speaker of the House, the Majority Leader, and various members of congress.
- Increased training for command staff.
- The Chief was elected to represent The Virginia Chiefs of Police Association as Borad Member. He also serves on the Professional Image and Ethic Committee as the chair, the awards Committee, and the Finance Committee.
- Again we had representatives at nearly every Biz Buzz
- The department increased control and security at the major events within the town.
- Middleburg hosted and started the Small Communities Chiefs Group.
- Constructed and implemented a new policy manual. It brings the PD in line with accepted practices

FY 15 ACCOMPLISHMENTS CONTINUED:

- Hosted a drug take back program.
- Honored our only fallen officer.
- Have assisted with and developed security plans for MCCS Also the Chief was asked and currently serves on the board of directors for the school.
- Three year reduction of traffic crash rate.

GOALS & FY 16 OBJECTIVES:

- Continue the proactive approach to policing. Our goal is to identify potential issues before they come to pass and take action to prevent them.
- Provide body cameras for use by the officers.
- Tweak the additional manpower at events.
- Assist where we can in providing input related to safety surrounding the upcoming construction events.
- Explore the need for adequate space for the officers to work out of. The plan submitted includes options for off street parking, a community room, a lobby with public restrooms, an adjunct for providing visitor information, and a small fitness room available for all employees
- We will continue to be at and or represent the town by attending as many community events as possible.
- Assist will finding alternatives to the ongoing parking meter issues in our down town.
- Provide quality training programs above the minimum requirements.

**TOWN OF MIDDLEBURG
FY 16 ADOPTED
GENERAL FUND BUDGET**

POLICE

EXPENDITURES		FY 12	FY 13	FY 14	FY 15	FY 16	% CHANGE
SALARY & OVERTIME	ACCOUNT #	FINAL	FINAL	FINAL	AMENDED	ADOPTED	FROM FY15
POLICE SALARIES	10-5300-	\$ 281,597	\$ 305,114	\$ 388,527	\$ 378,800	\$ 392,000	3.5%
OVERTIME	10-5300-0500	\$ 5,963	\$ 7,631	\$ 6,158	\$ 10,000	\$ 12,150	22%
OTHER WAGES	10-5300-0600	\$ 890	\$ -	\$ -	\$ 11,845	\$ 19,250	62.5%
SUBTOTAL SALARIES		\$ 288,450	\$ 312,745	\$ 394,685	\$ 400,645	\$ 423,400	5.7%
BENEFITS							
VRS SYSTEM	10-5300-1305	\$ 51,138	\$ 66,775	\$ 61,397	\$ 76,475	\$ 79,338	3.7%
HEALTH CARE	10-5300-2000	\$ 60,058	\$ 45,599	\$ 56,274	\$ 63,398	\$ 69,260	9.2%
WORKER'S COMP	10-5300-3000	\$ 5,042	\$ 7,969	\$ 7,254	\$ 8,500	\$ 9,485	11.6%
FICA	10-5300-2010	\$ 21,242	\$ 25,865	\$ 29,342	\$ 29,891	\$ 31,437	5.2%
SUBTOTAL BENEFITS		\$ 137,480	\$ 146,208	\$ 154,267	\$ 178,264	\$ 189,520	6.3%
OPERATIONS							
INSURANCE AUTO/LIABILITY	10-5300-1000	\$ 3,573	\$ 4,237	\$ 4,198	\$ 4,500	\$ 5,055	12.3%
POLICE PROFESSIONAL INSURANCE	10-5300-1010	\$ 1,169	\$ 810	\$ 1,895	\$ 3,015	\$ 3,300	9.5%
ATTORNEY	10-5300-2100	\$ 1,005	\$ 1,056	\$ 777	\$ 1,000	\$ 1,000	0.0%
ADVERTISING	10-5300-2300	\$ 564	\$ 930	\$ 416	\$ 1,000	\$ 500	-50.0%
PROFESSIONAL DEVELOPMENT	10-5300-3300	\$ 300	\$ 1,101	\$ 1,395	\$ 3,800	\$ 2,500	-34.2%
SUPPLIES & EQUIP.	10-5300-4100	\$ 9,093	\$ 7,170	\$ 15,345	\$ 8,800	\$ 4,500	-48.9%
CAPITAL OUTLAY-FIRE ARMS	10-5300-4400	\$ -	\$ 754	\$ 853	\$ 2,700	\$ 1,400	-48.1%
OFFICE EQUIP. RENTAL	10-5300-4600	\$ 460	\$ -	\$ 446	\$ 500	\$ 500	0.0%
OFFICE RENTAL	10-5300-4700	\$ -	\$ -	\$ 9,000	\$ 9,000	\$ 9,000	0%
OFFICE CLEANING	NEW	\$ -	\$ -	\$ -	\$ -	\$ 4,000	NEW
SUBSCRIPTION/PUBLICATION	10-5300-5100	\$ 268	\$ 431	\$ 828	\$ 700	\$ 200	-71.4%
EQUIP. & SOFTWARE MAINTENANCE	10-5300-5200	\$ 4,518	\$ 3,663	\$ 4,527	\$ 5,000	\$ 7,500	50.0%
TELEPHONE/PAGERS. INTERNET	10-5300-5600	\$ 6,318	\$ 7,702	\$ 7,520	\$ 7,000	\$ 7,000	0.0%
UNIFORMS & WEARING APPAREL	10-5300-7100	\$ 2,976	\$ 4,973	\$ 5,559	\$ 5,000	\$ 4,000	-20.0%
VEHICLE & POWERED EQUIP. FUEL	10-5300-8100	\$ 16,289	\$ 13,799	\$ 18,106	\$ 19,000	\$ 19,000	0.0%
VEHICLE MAINTENANCE	10-5300-8101	\$ 5,427	\$ 4,591	\$ 5,236	\$ 6,500	\$ 6,500	0.0%
SPECIAL EVENTS	10-5300-8600	\$ -	\$ 2,156	\$ 2,430	\$ 10,000	\$ 5,000	-50.0%
OTHER	10-5300-9900	\$ 292	\$ 1,074	\$ 2,705	\$ 2,500	\$ 2,500	0.0%
SUBTOTAL OPERATIONS		\$ 52,252	\$ 54,447	\$ 81,236	\$ 90,015	\$ 83,455	-7.3%
VEHICLE CAPITAL EXPENSE							
CAPITAL OUTLAY-VEHICLE	10-5300-4410	\$ -	\$ 26,869	\$ 29,701	\$ -	\$ 33,000	
VEHICLE LEASE PROGRAM	10-5300-4500	\$ 8,354	\$ 8,354	\$ 8,354	\$ -	\$ -	0.0%
VEHICLE EQUIPMENT	10-5300-8102	\$ -	\$ 1,447	\$ -	\$ 1,000	\$ -	-100.0%
		\$ 8,354	\$ 36,670	\$ 38,055	\$ 1,000	\$ 33,000	3200.0%
PUBLIC SAFETY TOTAL		\$ 486,536	\$ 550,070	\$ 668,243	\$ 669,924	\$ 729,375	8.9%

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 15 ACCOMPLISHMENTS:

- 1) New Town Planner/Zoning Administrator introduced to the community and began working with citizens, Council, boards/commissions and applicants.
- 2) Implementation of the Madison-Marshall pedestrian improvements project, including the Middleburg Meandering Trail portion along the south side of Marshall Street.
- 3) Worked with the applicant, Planning Commission, Council and outside agencies to process proposed proffer amendments for the pending residential development on the Salamander property and ultimately achieve positive results.

GOALS & FY 16 OBJECTIVES - PLANNING & ZONING:

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

FY 16 Objective 1.1: Renew 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 16 Objective 2.1: Work with the Planning Commission to update the Zoning Ordinance after completion of work on the Comprehensive Plan.

FY 16 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 16 Objective 3.1: Coordinate review efforts of staff, the Planning Commission, the Town Engineer, Utilities, VDOT and other agencies as necessary on the subdivision plans.

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

FY 16 Objective 4.1: Provide assistance with the upcoming Route 50 project, including ongoing design review and public outreach.

FY 16 Objective 4.2: Assist as needed with planning for Asbury Church and future space planning for Town staff.

**TOWN OF MIDDLEBURG
FY 16 ADOPTED
GENERAL FUND BUDGET**

PLANNING AND ZONING

EXPENDITURES							
	ACCOUNT #	FY 12 FINAL	FY 13 FINAL	FY 14 FINAL	FY 15 AMENDED	FY 16 ADOPTED	% CHANGE FROM FY15
<u>SALARY & BENEFITS</u>							
SALARY	10-5500-0600	\$ 60,032	\$ 61,846	\$ 62,688	\$ 68,160	\$ 68,959	1%
HEALTH - ZONING	10-5500-2110	\$ 8,357	\$ 6,625	\$ 5,175	\$ 7,140	\$ 7,800	9.2%
VRS - ZONING	10-5500-2120	\$ 11,291	\$ 14,603	\$ 10,882	\$ 14,375	\$ 14,543	1.2%
WORKER'S COMP	10-5500-2010	\$ 1,166	\$ 106	\$ 106	\$ 75	\$ 482	543%
FICA - ZONING	10-5500-2000	\$ 4,529	\$ 4,704	\$ 4,796	\$ 5,214	\$ 5,275	1.2%
		\$ 25,343	\$ 87,884	\$ 83,647	\$ 94,964	\$ 97,059	2.2%
<u>CONSULTING & ADMINISTRATIVE</u>							
ATTORNEY	10-5500-2100	\$ 8,277	\$ 3,550	\$ 12,092	\$ 15,000	\$ 18,000	20%
ENGINEERING/CONSULTING	10-5500-2200	\$ 4,035	\$ 4,048	\$ 6,660	\$ 60,000	\$ 110,000	83%
ADVERTISING	10-5500-2300	\$ 3,066	\$ 3,317	\$ 3,399	\$ 3,500	\$ 4,500	29%
PROFESSIONAL DEVELOPMENT	10-5500-3100	\$ -	\$ 295	\$ -	\$ 500	\$ 500	0%
MEMBERSHIP & PUBLICATIONS	10-5500-3200	\$ 425	\$ 380	\$ 385	\$ 500	\$ 790	58%
OFFICE SUPPLIES	10-5500-4100	\$ 156	\$ 964	\$ 89	\$ 400	\$ 600	50%
OTHER	10-5500-9900	\$ 55	\$ 103	\$ 70	\$ 200	\$ 200	0%
		\$ 16,014	\$ 12,657	\$ 22,695	\$ 80,100	\$ 134,590	68.0%
PLANNING & ZONING TOTAL		\$ 101,389	\$ 100,541	\$ 106,342	\$ 175,064	\$ 231,649	32.3%

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, Main Street Middleburg, Arts Council, Middleburg Community Farmers Market, and the Christmas in Middleburg organization and new for FY 2015-16, Economic Development Advisory Committee.

Events to which assistance/support is given include: Art in the burg, Winter Weekend Sale, Jump into Spring, Arbor Day, Summer Sidewalk Sale, Celebrate the Harvest, Educational Workshops, Tree Lighting Ceremony, Bluemont Concert Series, Middleburg Film Festival & Shakespeare in the 'burg.

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 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 15 ACCOMPLISHMENTS:

- Supported second year of Middleburg Arts Council activities and events.
- Provided Staff Support to Middleburg Business & Professional Association with events, communication to members at meetings, through Constant Contact, Facebook, webpage, Annual Awards for both the town & 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; Helped plan special sales events, including the Summer Sidewalk Sale, Winter Weekend Sale, Art in the 'burg, monthly Biz Buzz,
- Work with Bluemont Concert Series summer concerts, to attain a location for the concerts, and arranged volunteers to help during concerts.
- Managed Middleburg Community Farmers Market - obtain vendors for the market, work with the Assistant Market Manager
- Community Events: Assisted in planning & implementing the annual Arbor Day celebration; Winter & Summer Sidewalk Sale, Art in the Pink Box Park, Shakespeare in the Burg, Business Educational Workshop, and the Tree Lighting Ceremony and Christmas in Middleburg.
- Assisted new businesses in town , including arranging ribbon cutting for grand openings, fulfilling information requests, informing them about MBPA, YP Group, special events to join, etc.
- Served on Christmas in Middleburg working committee. Provided staff support and coordinated services and lunch for public safety personnel and volunteers.
- Provided regular updates to Town website, Facebook page and Town Calendar of Events.
- Certified Tourism Ambassador - Certification renewal completed for the 5th year. Received letter of recognition from Governor McAuliffe
- Keep the Town's Shopping/Dining updated and printed when needed.
- Planned Thank you to the Pink Box Docents for Tourism Week
- Assisted Event Planners from other towns/cities & Visit Loudoun in planning tours of Middleburg, providing welcome bags when appropriate.
- Supported work of economic consultant, Kennedy Smith of the Clue Group, arranging meetings, touring the town, to help gather information to develop a business development strategy plan to support and promote town businesses.

FY 16 GOALS & OBJECTIVES - ECONOMIC DEVELOPMENT:

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

FY 16 Objective 1.1: Oversee the implementation of a tourism and business assistance strategic plan; including business assistance, retention, marketing and recruitment plans.

FY 16 Objective 1.2: Staff support for the newly established Economic Development Advisory Committee, work to develop a request form for Event organizers to complete when requesting funds from the town for their events and to work on Economic matters as they arise or as instructed by Council or Town Administrator

FY 16 Objective 1.3 Continue close working relationship between the Town and Visit Loudoun.

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

FY 16 Objective 2.1: Continue to support the Arts Council's events and initiatives.

FY 16 Objective 2.2: Provide assistance to other arts-related initiatives, including the Middleburg Film Festival.

GOAL 3: Maintain and enhance Town communications.

FY 16 Objective 3.1: Continue with weekly newsletters using Constant Contact, Facebook, etc.

FY 16 Objective 3.2: Investigate additional enhancements for the Town's website, including information for visitors

FY 16 Objective 3.3: Keep up with latest means of public communication and recommend improvements in Town communications as appropriate.

GOAL 4: Support special events in the Town.

FY 16 Objective 4.1: Continue working with MBPA on special events to promote the town;

FY 16 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 16 Objective 4.3: Work with businesses in town on events that will be open to the public when needed.

FY 16 Objective 4.4: Work with Visit Loudoun to promote Middleburg.

GOAL 5: Promote and maintain a successful Farmers' Market in Town.

FY 16 Objective 5.1: Seek more demonstrations, music and vendors to enhance the farmer's market,

FY 16 Objective 5.2: 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 support Administration staff.

**TOWN OF MIDDLEBURG
FY 16 ADOPTED
GENERAL FUND BUDGET**

ECONOMIC DEVELOPMENT

EXPENDITURES		FY 12	FY 13	FY 14	FY 15	FY 16	% CHANGE
ACCOUNT #	FINAL	FINAL	FINAL	AMENDED	ADOPTED	FROM FY 15	
ADMINISTRATION							
ECON. DEV. COORDINATOR	10-5600-0100	\$ 53,206	\$ 53,779	\$ 57,544	\$ 59,270	\$ 61,048	3.0%
HEALTH CARE	10-5600-2000	\$ 6,610	\$ 6,625	\$ 6,325	\$ 7,140	\$ 7,800	9.2%
VRS	10-5600-2010	\$ 9,818	\$ 12,698	\$ 10,108	\$ 12,501	\$ 12,875	3.0%
WORKERS COMP	10-5600-2030	\$ 1,166	\$ 106	\$ 106	\$ 75	\$ 66	-12.0%
FICA	10-5600-2020	\$ 4,003	\$ 4,023	\$ 4,335	\$ 4,535	\$ 4,670	3.0%
VEHICLE MILEAGE	10-5600-2110	\$ 393	\$ 609	\$ 590	\$ 800	\$ 800	0.0%
OFFICE SUPPLIES	10-5600-4100	\$ 217	\$ 155	\$ 209	\$ 400	\$ 400	0.0%
PRINTING	10-5600-4200	\$ -	\$ -	\$ 2,485	\$ 5,000	\$ 5,000	0.0%
WEB-SITE DEVELOPMENT	10-5600-3300	\$ -	\$ 223	\$ 926	\$ 25,000	\$ 25,000	0.0%
DUES & ASSOC. MEMBERSHIPS	10-5600-3200	\$ 1,075	\$ 1,286	\$ 1,075	\$ 1,200	\$ 1,200	0.0%
PROFESSIONAL DEVELOPMENT	10-5600-3100	\$ -	\$ 220	\$ 110	\$ 500	\$ 500	0.0%
MEETING EXPENSES	10-5600-2120	\$ 124	\$ 97	\$ 101	\$ 500	\$ 300	-40.0%
Subtotal		\$ 76,612	\$ 79,821	\$ 83,914	\$ 116,921	\$ 119,659	2.3%
SERVICES							
PROGRAM DEV. & MARKETING	10-5600-2300	\$ 2,188	\$ 5,044	\$ 26,891	\$ 35,000	\$ 35,000	0.0%
MARKETING CONTRACT	10-5600-2200	\$ 10,566	\$ 9,030	\$ 10,250	\$ 10,000	\$ 10,000	0.0%
CONTINGENCY & OTHER	10-5600-9900	\$ 99	\$ 616	\$ 5,170	\$ 10,000	\$ 20,000	100.0%
Subtotal		\$ 12,853	\$ 14,690	\$ 42,311	\$ 55,000	\$ 65,000	18.2%
ORGANIZATION SUPPORT							
VISIT LOUDOUN	10-5600-2400	\$ 10,000	\$ 10,000	\$ 13,750	\$ 25,000	\$ 30,000	20.0%
MBPA	10-5600-2500				\$ 10,000	\$ 10,000	0.0%
FARMERS MARKET	10-5600-2600	\$ -	\$ -	\$ 1,877	\$ 4,500	\$ 4,500	0.0%
ARTS COUNCIL	10-5600-2700	\$ -	\$ -	\$ 3,965	\$ 6,000	\$ 6,000	0.0%
JTHG	10-5600-2910	\$ -	\$ -	\$ 500	\$ 2,000	\$ 2,000	0.0%
MIDDLEBURG MUSEUM	10-5600-New					\$ 10,000	New
MHAA	10-5600-3150				\$ 2,000	\$ 2,000	0.0%
Subtotal		\$ 20,127	\$ 21,325	\$ 35,606	\$ 69,000	\$ 64,500	7.2%
SPECIAL EVENT SUPPORT							
CHRISTMAS IN MIDDLEBURG	10-5600-3000	\$ 5,024	\$ 6,217	\$ 10,418	\$ 12,000	\$ 17,000	41.7%
BLUEMONT CONCERT SERIES	10-5600-2100	\$ 5,103	\$ 5,108	\$ 5,096	\$ 7,500	\$ 7,500	0.0%
FIREWORKS	10-5600-New					\$ 15,000	
MIDDLEBURG FILM FESTIVAL	10-5600-3050					\$ 10,000	
SHAKESPEARE IN THE BURG	10-5600-New					\$ 7,500	
OTHER SPECIAL EVENTS	10-5600-3060	\$ -	\$ -	\$ -	\$ 25,000	\$ 20,000	-20.0%
Subtotal					\$ 77,000		
ECONOMIC DEVELOPMENT TOTAL		\$ 109,592	\$ 115,836	\$ 161,831	\$ 265,921	\$ 326,159	16.1%

**TOWN OF MIDDLEBURG
FY 16 ADOPTED
GENERAL FUND BUDGET**

**PINK BOX
REVENUES & EXPENDITURES**

	ACCOUNT #	FY 12 FINAL	FY 13 FINAL	FY 14 FINAL	FY 15 AMENDED	FY 16 ADOPTED	% CHANGE FROM FY 15
PINK BOX SURPLUS	10-3300-0300	\$ 195,776	\$ 175,333	\$ 149,188	\$ 149,188	\$ 118,195	
LESS PREVIOUS YEAR EXPENDITURES		\$ 20,443	\$ 26,145	\$ 30,993	\$ 25,000	\$ 19,400	
REMAINING PINK BOX SURPLUS		\$ 175,333	\$ 149,188	\$ 118,195	\$ 124,188	\$ 98,795	
<u>PINK BOX REVENUE</u>							
DONATIONS	10-3300-0100	\$ 302	\$ 299	\$ 400	\$ 300	\$ 400	33%
OTHER REVENUE (from Surplus)		\$ 25,843	\$ 14,254	\$ 30,593	\$ 20,900	\$ 19,000	-9.09%
		\$ 26,145	\$ 14,553	\$ 30,993	\$ 21,200	\$ 19,400	-8.49%
<u>PINK BOX EXPENDITURES</u>							
PINK BOX RENT	10-5600-4700	\$ 5,002	\$ 5,418	\$ 4,585	\$ 5,100	\$ 5,100	0.0%
PINK BOX RE TAX	10-5600-4800	\$ 9,210	\$ 2,386	\$ 4,627	\$ 4,550	\$ 2,400	-47.3%
PINK BOX SUPPLIES	10-5800-5100	\$ 110	\$ 316	\$ 264	\$ 1,000	\$ 500	-50.0%
PINK BOX REPAIRS/MAINTENANCE	10-5600-5200	\$ 8,822	\$ 4,124	\$ 19,228	\$ 7,350	\$ 8,000	8.8%
PINK BOX ELECTRICITY	10-5600-5400	\$ 648	\$ 1,052	\$ 903	\$ 900	\$ 1,000	11.1%
PINK BOX TELEPHONE	10-5600-5600	\$ 803	\$ -	\$ 286	\$ 300	\$ 400	33.3%
INTERNET SERVICE	10-5600-5700	\$ 99	\$ 921	\$ 811	\$ 900	\$ 900	0.0%
WATER & SEWER	10-5600-5500	\$ 1,451	\$ 415	\$ 289	\$ 1,000	\$ 1,000	0.0%
OTHER	10-5600-9900	\$ -	\$ -	\$ -	\$ 100	\$ 100	0.0%
		\$ 26,145	\$ 14,632	\$ 30,993	\$ 21,200	\$ 19,400	-8.5%



TOWN OF MIDDLEBURG
FY 2015-16 BUDGET
HEALTH CENTER FUND

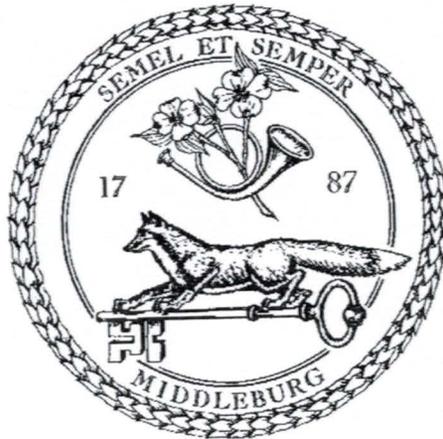
**TOWN OF MIDDLEBURG
ADOPTED FY 16 BUDGET
REVENUES AND EXPENDITURES**

HEALTH CENTER FUND

REVENUES	ACCOUNT #	FY 12	FY 13	FY 14	FY 15	FY 16	% CHANGE FROM FY15
		FINAL	FINAL	FINAL	AMENDED	ADOPTED	
RENTAL INCOME	50-3000-0000	\$ 52,238	\$ 61,115	\$ 75,969	\$ 59,000	\$ 76,000	28.8%
RENTAL DEPOSIT	50-3000-0100	\$ -	\$ -	\$ 50	\$ -	\$ 100	100.0%
FROM RESERVES	50-3000-0200	\$ -	\$ 10,432	\$ 35,300	\$ 26,020	\$ 8,650	-66.8%
MM INTEREST INCOME	50-3400-0300	\$ 298	\$ 472	\$ 401	\$ -	\$ 200	200.0%
TOTAL REVENUES		\$ 52,536	\$ 72,019	\$ 111,720	\$ 85,020	\$ 84,950	-0.1%
EXPENDITURES							
ADMINISTRATIVE SERVICES							
TOWN STAFF	50-5210-5430	\$ 10,500	\$ 10,400	\$ 8,350	\$ 9,420	\$ 9,700	3.0%
ACCOUNTING & AUDIT	50-5100-2400	\$ 2,000	\$ 1,000	\$ 2,000	\$ 2,000	\$ 2,000	0.0%
ATTORNEY	50-5100-2500	\$ -	\$ 2,201	\$ -	\$ 1,000	\$ 1,000	0.0%
OTHER	50-5100-9900	\$ -	\$ 25	\$ -	\$ 100	\$ 100	0.0%
DONATIONS	50-5100-2600	\$ 32,500	\$ 20,000	\$ 29,000	\$ 29,000	\$ 29,000	0.0%
SUBTOTAL ADMIN. SERVICES		\$ 45,000	\$ 33,626	\$ 39,350	\$ 41,520	\$ 41,800	0.7%
MAINTENANCE EXPENSE							
INSURANCE	50-5210-0015	\$ 1,371	\$ 1,495	\$ 1,343	\$ 1,500	\$ 1,550	3.3%
MATERIALS & SUPPLIES	50-5210-4800	\$ 580	\$ 1,166	\$ 827	\$ 500	\$ 1,000	100.0%
GROUPS/EQ. REPAIRS	50-5210-5000	\$ 700	\$ 388	\$ -	\$ 2,000	\$ 2,000	0.0%
BUILDINGS REPAIR/MAINTENANCE	50-5210-5200	\$ 31,169	\$ 5,381	\$ 20,745	\$ 20,000	\$ 20,000	0.0%
CLEANING	50-5210-5440	\$ -	\$ 3,840	\$ 2,040	\$ 4,000	\$ 3,100	-22.5%
ELECTRICAL SERVICES	50-5210-5400	\$ 3,670	\$ 8,799	\$ 5,329	\$ 7,000	\$ 7,000	0.0%
HEATING SERVICES	50-5210-5410	\$ 9,555	\$ 501	\$ 3,798	\$ 5,000	\$ 5,000	0.0%
WATER/SEWER	50-5210-5420	\$ 3,224	\$ 2,200	\$ 2,520	\$ 3,500	\$ 3,500	0.0%
SUBTOTAL MAINT. EXPENSE		\$ 50,269	\$ 23,770	\$ 36,602	\$ 43,500	\$ 43,150	-0.8%
DEPRECIATION EXPENSE	50-5900-9100	\$ 2,914	\$ 3,872	\$ 4,831			
CAPITAL EXPENSE							
HEATING SYSTEM UPGRADE			\$ 14,623	\$ -	\$ -	\$ -	
TOTAL HEALTH CENTER EXPENSE		\$ 98,183	\$ 72,019	\$ 80,783	\$ 85,020	\$ 84,950	-0.1%
CONTINGENCY	50-5210-5500	\$ -	\$ -	\$ -			
TOTAL EXPENSE W/CONTINGENCY		\$ 98,183	\$ 72,019	\$ 80,783	\$ 85,020	\$ 84,950	-0.1%

**TOWN OF MIDDLEBURG
FY 2015-16 BUDGET**

WATER & SEWER/UTILITY FUND



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 manner, 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 will be able to start implementing long-planned capital improvements to the utility system.

FY 15 ACCOMPLISHMENTS:

- Maintained the compliance of all facilities with State and Federal law;
- Identified and implemented improvements to the operating systems at our plants to save money and improve efficiency;
- Completed almost 400 utility locates for Miss Utility projects;
- 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;
- Helped plan utility capital projects to be implemented with bond funding; and
- Provided assistance for water meter reading and troubleshooting and continued Town meter replacement program.

FY 16 GOALS & OBJECTIVES - WATER & SEWER SYSTEM:

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

FY 16 Objective 1.1: Maintain annual testing programs for both water and sewer systems.

FY 16 Objective 1.2: Ensure adequate equipment spare parts to allow quick repairs/replacement as necessary.

FY 16 Objective 1.3: Oversee replacement of the PLC control panel and other planned improvements at the Well 4 Treatment plant.

FY 16 Objective 1.4: Assist with planned improvements to the SCADA system.

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

FY 16 Objective 2.1: Provide same day response during the week for service calls.

FY 16 Objective 2.2: Ensure that the weekend and night emergency call-out system is always operational and accessible to town customers and officials.

FY 16 Objective 2.3: Provide additional staff hours so that there are two full-time utility staff in Town during the work week.

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

FY 16 Objective 3.1: Continue assisting the Town in capital improvements program planning and initiating an update to the Water & Sewer Master Plan.

FY 16 Objective 3.2: Implement sewer line rehabilitation & infiltration & inflow (I&I)-related system improvements.

FY 16 Objective 3.3: Continue replacement program for older water meters.

FY 16 Objective 3.4: Continue assistance to the Town in the design and implementation of new bond-funded utility system improvement projects, including:

- The Washington Street waterline replacement project, part of the Route 50 crosswalk project;
- The East End Water System Improvement Project, to improve water pressure east of Jay Street; and
- The West End Pump Station Replacement Project.

**TOWN OF MIDDLEBURG
FY 2015-16 ADOPTED
UTILITY FUND BUDGET**

REVENUES								
OPERATING REVENUE - WATER	ACCOUNT #		FY 12 FINAL	FY 13 FINAL	FY 14 FINAL	FY 15 AMENDED	FY 16 ADOPTED	% CHANGE FROM FY15
WATER USER FEES	30-3500-0100	\$	334,707	\$ 346,128	\$ 510,869	\$ 589,000	\$ 610,000	3.6%
WATER AVAIL/CONNECT FEE	30-3500-0200,0300	\$	-	\$ 12,228	\$ 40,523	\$ 12,200	\$ 12,200	0.0%
INTEREST WATER	30-3510-1000	\$	158	\$ 49	\$ 390	\$ 250	\$ 250	0.0%
MISCELLANEOUS - WATER	30-3510-2000	\$	1,725	\$ 3,531	\$ 248,143	\$ 1,500	\$ 17,500	1066.7%
REIMBURSED USER FEES- WATER	30-3510-2000	\$	-	\$ -	\$ -	\$ 4,500	\$ 4,500	0.0%
BONDING FEES	30-3220-0700	\$	12,177	\$ -	\$ -	\$ -	\$ -	-
		\$	<u>348,767</u>	<u>\$ 361,936</u>	<u>\$ 799,925</u>	<u>\$ 607,450</u>	<u>\$ 644,450</u>	<u>6.1%</u>
OPERATING REVENUE - SEWER								
SEWER USER FEES	30-3700-0100	\$	250,474	\$ 253,521	\$ 415,306	\$ 515,850	\$ 561,000	8.8%
SEWER AVAIL/CONNECT FEE	30-3700-0200,0300	\$	-	\$ 18,529	\$ 59,184	\$ 17,500	\$ 17,500	0.0%
REFUSE SERVICE TRANSFER	30-3710-3000	\$	1,613	\$ 1,613	\$ 942	\$ -	\$ -	0.0%
REIMBURSED USER FEES- SEWER	30-3720-1000	\$	-	\$ 2,859	\$ -	\$ 4,000	\$ -	-100.0%
INTEREST SEWER	30-3710-1000	\$	-	\$ -	\$ 390	\$ 250	\$ 250	0.0%
		\$	<u>252,087</u>	<u>\$ 276,522</u>	<u>\$ 475,822</u>	<u>\$ 537,600</u>	<u>\$ 578,750</u>	<u>7.7%</u>
TOWER LEASE REVENUE								
CINGULAR/AT&T	30-3600-0200	\$	31,051	\$ 29,523	\$ 38,943	\$ 34,000	\$ 36,200	6.5%
NEXTEL	30-3600-0300	\$	34,187	\$ 38,676	\$ 23,797	\$ -	\$ -	0.0%
SPRINT	30-3600-0400	\$	30,985	\$ 35,126	\$ 45,048	\$ 37,000	\$ 39,300	6.2%
T-MOBILE	30-3600-0500	\$	25,961	\$ 27,000	\$ 28,080	\$ 28,600	\$ 30,000	4.9%
VERIZON	30-3600-0600	\$	27,760	\$ 30,000	\$ 25,875	\$ 31,900	\$ 33,000	3.4%
SUBTOTAL - TOWER REVENUES		\$	<u>149,944</u>	<u>\$ 160,325</u>	<u>\$ 161,743</u>	<u>\$ 131,500</u>	<u>\$ 138,500</u>	<u>5.3%</u>
SUBTOTAL - REVENUES				\$ 798,783	\$ 1,437,490	\$ 1,276,550	\$ 1,361,700	6.7%
TRANSFER - FUND BALANCE			\$	-	-	\$ 25,000	\$ -	
BOND PROCEEDS	30-3800-0300					\$ 110,000	\$ 700,000	536.4%
SALAMANDER REIMBURSABLES		\$	<u>19,236</u>	\$ -	\$ -	\$ -	\$ -	
TOTAL OPERATING REVENUES			<u>\$ 770,034</u>	<u>\$ 798,783</u>	<u>\$ 1,437,490</u>	<u>\$ 1,411,550</u>	<u>\$ 2,061,700</u>	46.1%

**TOWN OF MIDDLEBURG
UTILITY FUND
FY 2015-16 BUDGET
EXPENDITURES**

ADMINISTRATION & SOFT COSTS

		FY 12	FY 13	FY 14	FY 15	FY 16	% CHANGE
		FINAL	FINAL	FINAL	AMENDED	ADOPTED	FROM FY15
<u>CONTRACT SERVICES</u>							
OPERATIONS CONTRACT	30-5110-2500	\$ 249,451	\$ 237,498	\$ 232,053	\$ 216,000	\$ 276,000	27.8%
OTHER CONTRACT SERVICES	30-5110-2600	\$ 9,971	\$ 53,425	\$ 18,893	\$ 15,500	\$ 20,000	29.0%
ENGINEERING	30-5110-2200	\$ 17,505	\$ 31,368	\$ 80,106	\$ 50,000	\$ 56,000	12.0%
TOWER MAINTENANCE CONTRACT	30-5100-2500	\$ 1,790	\$ 17,898	\$ 19,028	\$ 19,800	\$ 19,900	0.5%
Subtotal - Contract Services		\$ 278,717	\$ 340,189	\$ 350,080	\$ 301,300	\$ 371,900	23.4%
<u>ADMINISTRATION</u>							
TOWN ADMINISTRATOR	30-5110-2700	\$ 14,000	\$ 14,000	\$ 14,000	\$ 15,000	\$ 15,000	0.0%
ATTORNEY	30-5110-2100	\$ 2,739	\$ 10,821	\$ 11,419	\$ 3,000	\$ 3,500	16.7%
AUDIT	30-5100-2400	\$ 6,775	\$ 5,100	\$ 6,600	\$ 7,000	\$ 7,000	0.0%
UTILITY BILLING	30-5110-2800	\$ 13,498	\$ -	\$ 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	\$ 353	\$ 324	\$ 1,175	\$ 500	\$ 500	0.0%
SOFTWARE	30-6400-4400	\$ 10,700	\$ 850	\$ -	\$ 9,700	\$ 15,000	54.6%
POSTAGE	30-6400-4300	\$ 1,796	\$ 2,085	\$ 2,133	\$ 5,000	\$ 3,000	-40.0%
Subtotal - Administration		\$ 49,861	\$ 34,809	\$ 47,983	\$ 52,700	\$ 56,500	7.2%
<u>INSURANCE</u>							
AUTO INSURANCE	30-6600-0010	\$ 105	\$ -	\$ -	\$ -	\$ -	-
LIABILITY INSURANCE	30-6600-0011	\$ 1,961	\$ 1,446	\$ 1,555	\$ 1,800	\$ 1,800	0.0%
PROPERTY INSURANCE	30-6600-0015	\$ 3,034	\$ 2,921	\$ 2,687	\$ 3,000	\$ 3,000	0.0%
Subtotal - Insurance		\$ 5,100	\$ 4,367	\$ 4,242	\$ 4,800	\$ 4,800	0.0%
<u>DEBT SERVICE</u>							
Clean Water 1997	30-6710-6000	\$ 3,822	\$ 18,461	\$ -	\$ -	\$ -	-
Clean Water-2000	30-6710-7000	\$ 7,381	\$ 21,720	\$ -	\$ -	\$ -	-
VRA-2010 Refunded Debt	30-6710-8000	\$ 102,216	\$ 169,983	\$ 166,693	\$ 168,398	\$ 168,398	0.0%
VML/VACO Bond Maintenance Fee	30-6700-7000	\$ 290	\$ 290	\$ 350	\$ 300	\$ 300	0.0%
Bond Issuance Fees & Payments	30-6730-8000	\$ 4,843	\$ 21,318	\$ -	\$ 50,200	\$ -	-100.0%
Mdlebrg Bnk Refunded Bond-Escrow Maint. Fee	30-6710-9000	\$ 36,117	\$ -	\$ -	\$ 350	\$ 350	0.0%
MIDDLEBURG BANK G.O. BOND-2014		\$ -	\$ -	\$ -	\$ 16,977	\$ 83,030	389.1%
MIDDLEBURG BANK REFUNDING-2013	30-6720-1000	\$ -	\$ -	\$ 22,473	\$ 74,062	\$ 74,062	0.0%
Subtotal - Debt Service		\$ 154,669	\$ 231,772	\$ 189,516	\$ 310,287	\$ 326,140	5.1%
TOTAL ADMIN. & SOFT COST		\$ 488,347	\$ 611,137	\$ 591,821	\$ 669,087	\$ 759,340	13.5%

TOWN OF MIDDLEBURG
UTILITY FUND
FY 2015-16 BUDGET
EXPENDITURES

OPERATIONS & MAINTENANCE COSTS/SUMMARY

		FY 12	FY 13	FY 14	FY 15	FY 16	% CHANGE
		FINAL	FINAL	FINAL	AMENDED	ADOPTED	FROM FY 15
WATER OPERATIONS & MAINTEN.							
CHEMICAL SUPPLIES	30-6400-5100	\$ 27,930	\$ 23,055	\$ 22,255	\$ 71,000	\$ 45,000	-36.6%
EQUIPMENT/SUPPLIES-WATER	30-6400-5200	\$ 7,132	\$ 22,818	\$ 26,086	\$ 30,000	\$ 60,000	100.0%
EQUIPMENT MAINTENANCE	30-6400-5301	\$ 4,273	\$ 5,607	\$ 255,968	\$ 35,000	\$ 40,000	14.3%
LINE/SYSTEM MAINTENANCE.	30-6400-5302	\$ 20,056	\$ 11,005	\$ 2,983	\$ 25,000	\$ 20,000	-20.0%
ELECTRICITY -WATER	30-6400-5400	\$ 16,152	\$ 12,788	\$ 20,694	\$ 30,000	\$ 30,000	0.0%
INTERNET - WATER	30-6400-5600	\$ 1,889	\$ 2,453	\$ 4,367	\$ 4,000	\$ 5,500	37.5%
TESTING - WATER	30-6400-5700	\$ 7,062	\$ 3,955	\$ 7,189	\$ 10,000	\$ 9,000	-10.0%
FUEL	30-6400-8100	\$ -	\$ 3,524	\$ -	\$ 7,500	\$ 4,000	-46.7%
OTHER - WATER	30-6400-9900	\$ 847	\$ 702	\$ 2,304	\$ 3,000	\$ 3,000	0.0%
TOTAL WATER O & M		\$ 85,341	\$ 85,907	\$ 341,846	\$ 215,500	\$ 216,500	0.5%
SEWER OPERATIONS & MAINTEN.							
CHEMICAL SUPPLIES	30-6410-5100	\$ 19,596	\$ 29,391	\$ 28,750	\$ 35,000	\$ 30,000	-14.3%
EQUIPMENT/SUPPLIES	30-6410-5200	\$ 1,958	\$ 11,455	\$ 32,980	\$ 20,000	\$ 50,000	150.0%
EQUIPMENT MAINTENANCE	30-6410-5301	\$ 480	\$ 2,742	\$ 9,428	\$ 10,000	\$ 12,000	20.0%
LINE/SYSTEM MAINTENANCE	30-6410-5302	\$ 516	\$ 1,697	\$ 7,668	\$ 15,000	\$ 10,000	-33.3%
ELECTRICAL SERVICES	30-6410-5400	\$ 31,993	\$ 43,577	\$ 41,235	\$ 45,000	\$ 45,000	0.0%
INTERNET-SEWER	30-6410-5600	\$ 1,079	\$ 1,098	\$ 69	\$ 2,000	\$ 2,000	0.0%
TESTING - SEWER	30-6410-5700	\$ 36,190	\$ 29,650	\$ 30,720	\$ 40,000	\$ 35,000	-12.5%
SLUDGE REMOVAL	30-6410-5800	\$ 45,725	\$ 20,358	\$ 34,692	\$ 75,000	\$ 75,000	0.0%
FUEL	30-6400-8100	\$ -	\$ -	\$ -	\$ 7,000	\$ 5,000	-28.6%
OTHER-SEWER	30-6410-9900	\$ 2,101	\$ 2,276	\$ 1,750	\$ 5,000	\$ 5,000	0.0%
TOTAL SEWER O & M		\$ 139,638	\$ 139,968	\$ 187,292	\$ 254,000	\$ 269,000	5.9%
TOTAL OPERATIONS & MAINTENANCE		\$ 224,979	\$ 225,875	\$ 529,138	\$ 469,500	\$ 485,500	3.4%
CAPITAL IMPROVEMENT PROJECTS							
WELLHEAD PROTECTION	NEW					\$ 15,000	
ROUTE 50 WATERLINE PROJECT	30-6100-9103				\$ 283,100		New
WEST END PUMP STATION PROJECT	30-6800-4000				\$ 20,000	\$ 345,000	New
E WASH. ST WATER PROJECT	30-6800-2015				\$ 45,000	\$ 280,000	New
WATER SYSTEM IMPROVEMENTS	30-6800-2000			\$ 5,545	\$ 84,000	\$ -	-100.0%
SEWER SYSTEM IMPROVEMENTS	30-6800-3000			\$ -	\$ 57,000	\$ 50,000	-12.3%
TOTAL CAPITAL IMPROVEMENTS				\$ 5,545	\$ 206,000	\$ 675,000	227.7%
TOTAL RESERVE FUNDS							
OPERATING RESERVE-WATER	New			\$ -	\$ -	\$ -	
OPERATING RESERVE-SEWER	New			\$ -	\$ -	\$ -	
REPLACEMENT RESERVES-WATER	New	\$ -	\$ -	\$ -	\$ 17,300	\$ 17,300	0.0%
REPLACEMENT RESERVES-SEWER	New	\$ -	\$ -	\$ -	\$ 32,400	\$ 32,400	0.0%
TOTAL RESERVE FUNDS				\$ -	\$ 49,700	\$ 49,700	0.0%
TOTAL ADMIN & SOFT COSTS		\$ 486,557	\$ 611,137	\$ 591,821	\$ 591,821	\$ 759,340	28.3%
TOTAL WATER & SEWER EXPENSES		\$ 711,536	\$ 837,012	\$ 1,126,504	\$ 1,317,021	\$ 1,969,540	49.5%
TOTAL WATER & SEWER REVENUES		\$ 770,034	\$ 798,783	\$ 1,437,490	\$ 1,411,550	\$ 2,061,700	46.1%
CONTINGENCY		\$ 58,498	\$ (38,229)	\$ 310,986	\$ 94,529	\$ 92,160	-2.5%
BALANCE		\$ 770,034	\$ 798,783	\$ 1,437,490	\$ 1,411,550	\$ 2,061,700	46.1%