

TOWN OF MIDDLEBURG, VIRGINIA BUDGET



FISCAL YEAR 2013-2014

Adopted June 13, 2013



**TOWN OF MIDDLEBURG
ANNUAL BUDGET
FY 2013-2014**



Town Council

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

Town Administration

Martha Mason Semmes, Town Administrator
Rhonda North, MMC, Town Clerk
Debbie Wheeler, Town Treasurer
A.J. Panebianco, Chief of Police
David Beniamino, AICP, Town Planner/Zoning Administrator
Cindy Pearson, Economic Development Coordinator
Marvin Simms, Maintenance Supervisor

ADOPTED JUNE 13, 2013

Table of Contents

Town Administrator's Budget Message	1
Budget & Financial Summary	5
Budget Summary	6
Utility Fund Debt Service	8
Fund Balances	8
General Fund Budget	9
Real Property Tax Rate Scenarios	10
Equalized Tax Rate Calculation	11
Revenues	12
Revenue Breakdown	13
Revenue History	14
Program Area Descriptions & Expenditures	15
Administration	15
Buildings & Grounds Maintenance	19
Police/Public Safety	23
Planning & Zoning	26
Economic Development	29
Pink Box Revenues & Expenditures	32
Health Center Fund Budget	33
Utility Fund Budget	35

Town Administrator's Budget Message

To the Citizens and Businesses of Middleburg:

The Town of Middleburg has weathered the recession in good financial shape compared to many communities around the nation. The assessed value of real property in Middleburg finally showed a small increase in 2012 after three years of significant reductions - 14% in January 2009, an additional 7% in January 2010, and another 3.3% in January 2012. In addition, Town revenues from business sources have increased modestly over the past few years. This allowed the Town to maintain the real property tax rate at its equalized rate for the past two fiscal years, avoiding a tax rate increase. The current rate of \$.20 per \$100 dollars of assessed property value is below other small towns in Loudoun County with Lovettsville at \$.21, Round Hill at \$.209 and Hanilton at \$.28. In addition, these communities do not provide some of the services Middleburg provides its businesses and residents, such as independent police services, an economic development program, and a visitor center.

The Town's fiscal fortune has been due to a strengthening metropolitan area economy, which has increased consumer spending on retail goods, meals and travel. We expect this trend to continue, but the Town is looking forward to the planned opening of the Salamander Resort & Spa in late August 2013 to greatly accelerate this trend. The resort is projected to greatly increase visitor-related Town revenues, including lodging and meals taxes. However, revenue growth will be countered by rising expenses, including personnel-related costs and fuel prices.

Summary of FY 2014 Budget

The FY 2014 Town of Middleburg Annual Budget recognizes the potential significant new revenues from the resort opening, while continuing the Town's careful stewardship of its financial resources. The budget includes very conservation estimates of new revenues expected from the resort, as there is no track record of revenue streams, and it will take a few years of resort operations to develop a reliable history of resort revenues for budget forecasting purposes. In this year and over the next few years in particular, it may be advisable to review and adjust the budget mid-year based upon actual levels of revenues received by the Town, as well as new expenses incurred as a result of new demands for services related to resort operations.

Middlebury'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, parking meter receipts, land use application fees, fines and limited State and Federal revenues. 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.

Using appropriated FY 2012 expenditures as a bench mark, FY 2013 expenditures to date and conservative revenue projections, the General Fund budget projects a contingency reserve of almost \$161,000 in Fiscal Year 2014. This General Fund budget assumes growth in expenditures due to increased operational costs, including the hiring of additional police department personnel to meet increased service demands. In addition, some of the new tourist-related lodging tax revenues from the Salamander Resort will be targeted toward developing business strategies and business assistance plans to position the Town and its businesses to take full advantage of the new visitors the resort will bring to Middlebury.

Health care costs are up less than last year but still will increase by about 4.5% percent. In addition, pursuant to last year's new State law, the Town will complete the 5% phased increase of VRS employee contributions by requiring employees to pay an additional 4% contribution (1% was required last year). This law requires the Town to provide a matching one-time 4% salary adjustment.

Last year the Town was able to provide a 2% cost of living increase in line with that provided by other local governments in the area to help them catch up with rising health care and other costs. The cost of living rose approximately 1.9% last year, health insurance costs are increasing as noted, and Town employees must pay additional payroll taxes on the required 4% VRS salary adjustments noted above. Therefore, in a continuing attempt to help defray these rising costs and keep salaries competitive with adjacent localities, a 3% cost-of-living raise is included for Town employees.

The total assessed value of the Town's taxable real property increased by 2.19% last year in spite of the fact that the residential real estate category decreased by 1.21% (other than multifamily, which increased 12.7%). After a decrease in 2011 commercial real estate values of 6.52%, those values increased in 2012 by 4.97%, recouping some of the previous year's losses. We expect this positive growth trend to accelerate after the Salamander Resort opens. Significant new real estate and personal property tax revenues from the resort will not come to the Town until FY 2015, as assessments lag a year behind the budget.

The adopted budget recommends maintaining the current real property tax rate at \$0.20 per \$100 of assessed value to maintain adequate revenues until the Salamander Resort is open and the Town is comfortable with the level of revenues it generates. In addition, since most properties actually decreased in value, most Town real estate tax bills will go down with the equalized tax rate. Loudoun County has voted to reduce their real estate tax level from \$1.23 to \$1.205 per \$100 of assessed value, which should further reduce most property owners' tax bills.

No increases in business license, meals, occupancy, cigarette or other local tax rates are included for FY 2014. Middleburg has kept real property taxes low due to its strong business community. As the Revenue Breakdown chart on page 13 shows, the business community (via Local Taxes) generates most of the General Fund revenue. As noted above, this trend is projected to continue and even increase as the resort begins operations. Revenues from the Virginia Department of Transportation enhancement grant for the Marshall/Madison Street intersection are expected to be received and drawn down this coming fiscal year. Several other smaller, recurring grants are expected to remain at past year levels, including State grants to the Police Department.

The Health Center Fund is more fiduciary in nature than the General Fund. It includes revenues received from the leases in the Middleburg Health Center Building. This building was donated to the Town many years ago, with the provision that the net rental proceeds after the maintenance of the building be contributed to charitable organizations in the Middleburg area. The Town Council and its appointed Health Center Advisory Board have been diligent with this charge and over the years have 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, and this past year was no exception. The oil-fired boiler heating system was replaced with a natural gas one, which should increase the efficiency of the system and result in lower fuel costs. Capital expenditures, along with reduced rental revenues over the past several years, have reduced the Fund's reserve, although it remains healthy at approximately \$335,400 as of the end of May 2013. The revenue from the Health Center Building is not used to fund other departments, although some staff time is charged to the fund. Rental income is expected to stabilize this fiscal year now that all units are fully occupied.

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 the revenue the Town receives from cellular phone companies that occupy antenna space on our water tanks. New connections to the system that would generate connection fees are not frequent, and the revenue from the cellular phone companies only generates approximately 14.5% 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 470 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 Middleburg AND provide capital for necessary improvements and repairs to the Town's water and wastewater infrastructure. 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 the water and wastewater treatment requirements from these regulatory agencies become more stringent, the costs to provide water and sewer services increases. In addition, there have been unexpected repair costs due to issues at the wastewater plant and Well 4 treatment plant that have strained the Utility Fund budget. Finally, the Fund must pay the annual debt service on previous improvements to the utility system, which for FY 2013 will total \$189,500 even after a successful bond refunding.

The new water and wastewater treatment facilities constructed by Salamander Hospitality have greatly enhanced the quality of the Town's utility services. However, the operation of the new facilities during the past two years without user fees from the Salamander Resort has posed a financial burden to the Town. While the second water plant, new wells and larger sewer treatment plant have involved higher operational costs, it is anticipated that once the Resort open later this year and becomes fully operational, the additional Resort user fees will help stabilize the Utility Fund's cash flow situation.

The Town completed a utility rate study this year to establish utility rates that will efficiently and fairly fund both water & sewer system needs. No increase is needed for water service, while a 10% increase is needed for sewer service, resulting in an overall increase of about 4.5%. This increase is lower than the 6% annual increases the Town had to implement in recent years. It also is much lower than those in many neighboring communities and will keep the Town's utility rates competitive with other area towns.

In closing, FY 2014 is yet another transitional year for the Town, with the continuing positive fiscal impacts of a recovering economy and the opening of Salamander Resort. Nevertheless, the Town will remain conservative in its financial decisions. Balancing the provision of high quality municipal services with the economic hardships some of our residents continue to face is challenging. The Mayor and Council would like the citizens of Middleburg to understand that the modest sewer rate increase was not recommended without serious consideration of all options. The increase would not be considered if not absolutely 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 stronger, especially with the Resort's opening, and Council is committed to reducing the burden on its taxpayers as soon as possible. In the interim, the Mayor, Council and Town staff will expend Town funds conservatively and continue to seek new sources of revenue and operational savings where possible.

Martha Mason Semmes, Town Administrator



**TOWN OF MIDDLEBURG
FY 2014 BUDGET
BUDGET & FINANCIAL
SUMMARY**

**TOWN OF MIDDLEBURG
FY 2014 BUDGET**

SUMMARY

GENERAL FUND		REVENUES		EXPENDITURES	
	ADOPTED FY 2013	ADOPTED FY 2014		ADOPTED FY 2013	ADOPTED FY 2014
PROPERTY TAX	\$ 479,000	\$ 491,300	ADMINISTRATON	\$ 394,466	\$ 451,270
LOCAL TAXES	\$ 974,000	\$ 1,496,000	BUILDING	\$ 37,850	\$ 31,800
ZONING FEES	\$ 23,000	\$ 11,000	POLICE	\$ 547,158	\$ 668,734
FINES & FEES	\$ 73,700	\$ 79,400	MAINTENANCE	\$ 689,184	\$ 714,356
MISCELLANEOUS	\$ 20,700	\$ 41,200	PLANNING AND ZONING	\$ 114,116	\$ 172,770
INTERGOVERNMENTAL	\$ 386,549	\$ 330,549	ECON. DEVELOPMENT	\$ 120,824	\$ 227,515
PINK BOX SURPLUS + MISC. REV	\$ 16,400	\$ 26,145	PINK BOX	\$ 16,400	\$ 22,200
				\$ 1,919,998	\$ 2,288,645
			CONTINGENCY	\$ 36,951	\$ 160,804
TOTAL	<u>\$ 1,956,949</u>	<u>\$ 2,449,449</u>	TOTAL	<u>\$ 1,956,949</u>	<u>\$ 2,449,449</u>
HEALTH CENTER INDEPENDENT FUND					
REVENUES		EXPENDITURES			
	ADOPTED FY 2013	ADOPTED FY 2014		ADOPTED FY 2013	ADOPTED FY 2014
HEALTH CENTER	\$ 121,200	\$ 94,450	HEALTH CENTER	\$ 121,200	\$ 94,450
			CONTINGENCY	\$ -	\$ -
TOTAL	<u>\$ 121,200</u>	<u>\$ 94,450</u>	TOTAL	<u>\$ 121,200</u>	<u>\$ 94,450</u>

**TOWN OF MIDDLEBURG
FY 2014 BUDGET**

SUMMARY

CONTINUED

UTILITY FUND		REVENUES		EXPENDITURES	
	ADOPTED FY 2013	ADOPTED FY 2014		ADOPTED FY 2013	ADOPTED FY 2014
Water User Fees	\$ 347,804	\$ 525,000	Contract Services	\$ 277,950	\$ 330,000
Sewer User Fees	\$ 278,528	\$ 439,000	Administration	\$ 17,775	\$ 53,000
Water Tower Cellular Leases	\$ 159,287	\$ 164,500	Operations-Water	\$ 161,900	\$ 189,500
Miscellaneous	\$ 4,500	\$ 11,500	Operations-Sewer	\$ 181,400	\$ 243,000
Transfer from Reserves	\$ 100,552	\$ -	Debt Service	\$ 253,646	\$ 189,500
Availability/Connection Fees	\$ 2,000	\$ 36,000	Contingency & Reserves	\$ -	\$ 91,000
TOTAL	\$ 892,671	\$ 1,176,000	SUBTOTAL	\$ 892,671	\$ 1,096,000
			Capital Projects	\$ -	\$ 80,000
			TOTAL UTILITY FUND	\$ -	\$ 1,176,000
TOTAL ALL FUNDS	\$ 2,970,820	\$ 3,719,899		\$ 2,970,820	\$ 3,719,899

**TOWN OF MIDDLEBURG
FY 2014 BUDGET**

UTILITY FUND DEBT SERVICE

Fiscal Year	VRA Series 2010C	Middleburg Bank Series 2007	Clean Water Series 2000	Clean Water Series 1997	Middleburg Bank Series 2013	Total
2014	\$ 166,693	\$ -	\$ -	\$ -	\$ 22,500	\$ 189,193
2015	\$ 168,398	\$ -	\$ -	\$ -	\$ 74,062	\$ 242,460
2016	\$ 169,868	\$ -	\$ -	\$ -	\$ 74,062	\$ 243,930
2017	\$ 166,133	\$ -	\$ -	\$ -	\$ 74,062	\$ 240,195
Thereafter	\$ 2,350,788	\$ -	\$ -	\$ -	\$ 1,381,300	\$ 3,732,088
Total	\$ 3,021,880	\$ -	\$ -	\$ -	\$ 1,625,986	\$ 4,647,866

FUND BALANCE - June 30, 2012

	GENERAL FUND	UTILITY FUND	HEALTH CENTER FUND
Total Assets	\$ 1,281,204	\$ 13,312,003	\$ 389,230
Total Liabilities	\$ (201,491)	\$ (3,493,801)	\$ (14,904)
Unassigned Fund balance	\$ 1,079,713	\$ 337,190	\$ 220,897
Capital & Long-term Assets	\$ 1,404,444	\$ 12,592,176	\$ 153,429
Long-Term Liabilities	\$ (180,052)	\$ (3,221,479)	\$ -
Total Net Assets	\$ 2,163,205	\$ 9,818,202	\$ 389,230

Source: Town of Middleburg Comprehensive Annual Financial Report, FY Ended June 30, 2012.



**TOWN OF MIDDLEBURG
FY 2014 BUDGET
GENERAL FUND**

**TOWN OF MIDDLEBURG
FY 2014
GENERAL FUND BUDGET**

**REAL PROPERTY
TAX RATE SCENARIOS**

	2013 ASSESSMENT		TAX RATE	REVENUE	DIFFERENCE
	ASSESSMENT	VALUE			
\$	238,145,550.00		0.20	\$ 476,291.10	
Equalized Tax Rate			0.1974	\$ 470,099.32	\$ (6,191.78)
Alternative Rate			0.1950	\$ 464,383.82	\$ (11,907.28)
BREAK OUT					
Single Family Detached	58,964,500	(1,121,640)		57,842,860	-1.90%
Town Houses	21,008,200	543,580		21,551,780	2.59%
Condo	10,344,000	(161,680)		10,182,320	-1.56%
Other (including vacant land)	6,209,100	(145,580)		6,063,520	-2.34%
Single Family Suburban	11,210,100	(415,980)		10,794,120	-3.71%
Multifamily	2,168,200	275,430		2,443,630	12.70%
Commercial/ Industrial	123,147,400	6,119,920		129,267,320	4.97%
Agriculture	-	-		-	0.00%
TOTAL TAXABLE	233,051,500	5,094,050		238,145,550	2.19%
REVENUE @ \$.20 PER HUNDRED	\$ 466,103.00			\$ 476,291.10	2.19%

The Total Assessment does not reflect the value of 73 tax exempt properties which for 2013 totals \$192,449,130. Approximately 2.5% of the real property parcels in Middleburg are tax exempt.

Potential revenues must be reduced by the annual elderly tax relief, which for FY 13 totalled about \$15,300. A conservative estimate will be used for FY14 of \$16,000.

TOWN OF MIDDLEBURG
 FY 2014
 GENERAL FUND BUDGET

**EQUALIZED TAX RATE
 CALCULATION**

	2013	2012
Total Taxable Assessed Value	\$ 238,145,550	\$ 232,460,400
New Residential Construction/Growth	\$ 1,522,264	\$ 1,261,200
New Commercial Construction/Growth	\$ -	\$ -
Total New Construction/Growth	\$ 1,522,264	\$ 1,261,200
Total Adjusted Assessment	\$ 236,623,286	\$ 231,199,200

Equalized Tax Rate = FY2012 Real Estate Levies x 101% / 2012 Real Estate Adjusted Value

2012 Total Assessment X .0020 tax rate = FY12 levies \$ 462,398
 Multiplied by 101% = \$ 467,022
 Divided by 2013 Assessed Value - New construct. = 0.002 or \$0.20/\$100 *

* rounded up from 0.001974

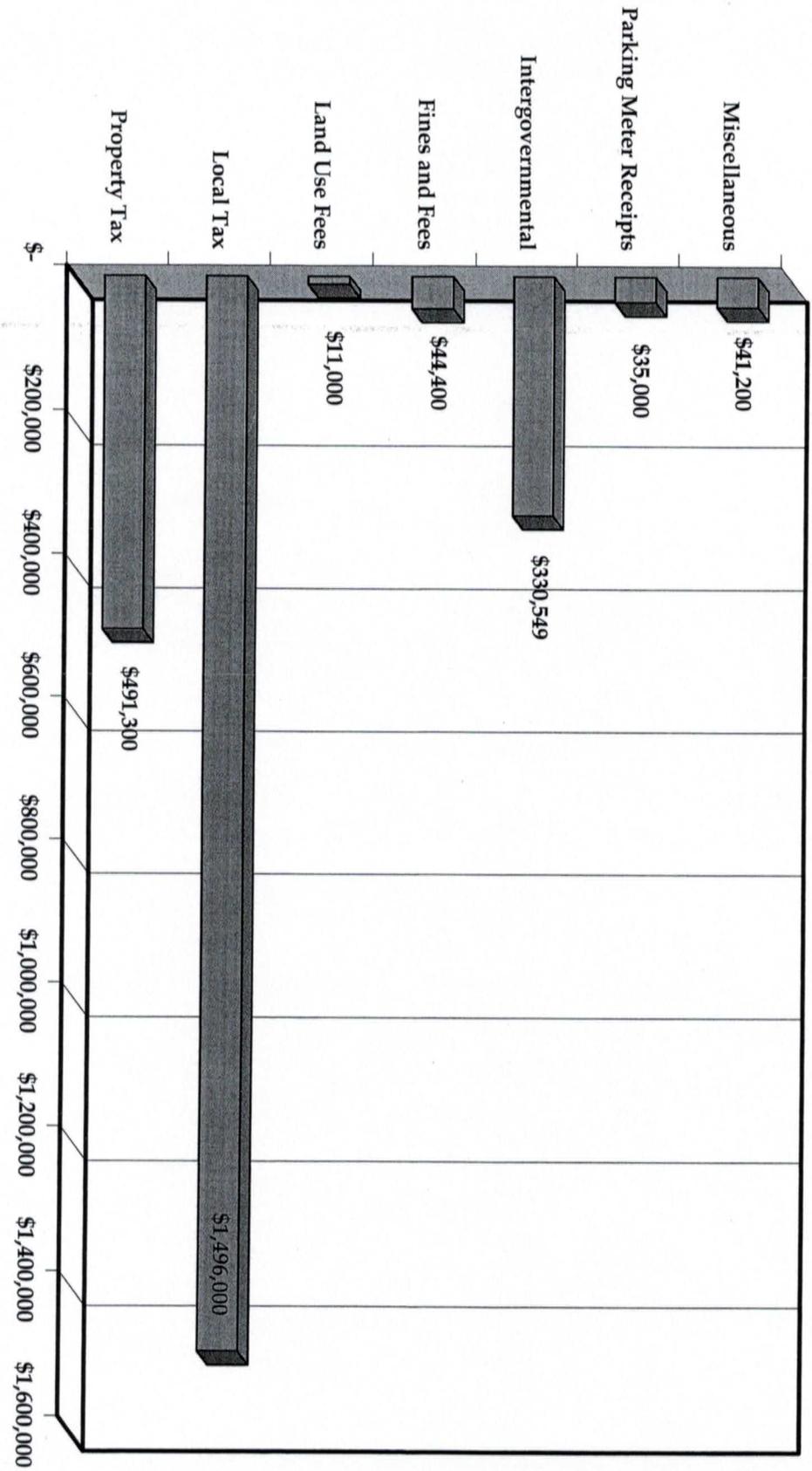
TOWN OF MIDDLEBURG
FY 2014 GENERAL FUND BUDGET

REVENUES

	Account #	FY-2010	FY-2011	FY-2012	FY-2013	FY-13 Actual	FY-2014	% Change from FY 13
		Final	Final	Final	Adopted	4/30/2013	Adopted	
REVENUES								
PROPERTY TAX								
Real Estate*	10-3000-0100	\$ 348,085	\$ 429,941	\$ 434,930	\$ 451,000	\$ 467,228	\$ 460,300	2.1%
Personal Property	10-3000-0200	\$ 25,998	\$ 19,415	\$ 26,264	\$ 27,000	\$ 24,258	\$ 30,000	10.0%
Penalties and Interest	10-3000-500,-600	\$ 1,474	\$ 1,839	\$ 986	\$ 1,000	\$ 1,936	\$ 1,000	0.0%
Total		\$ 375,557	\$ 451,195	\$ 462,180	\$ 479,000	\$ 493,422	\$ 491,300	2.6%
LOCAL TAXES								
Sales Tax	10-3100-0100	\$ 27,325	\$ 29,204	\$ 32,447	\$ 35,000	\$ 27,365	\$ 35,000	0.0%
Utilities Taxes	10-3020-misc	\$ 111,173	\$ 114,453	\$ 109,313	\$ 110,000	\$ 94,513	\$ 110,000	0.0%
Meals Tax	10-3030-0000	\$ 202,480	\$ 237,606	\$ 261,229	\$ 250,000	\$ 205,177	\$ 432,000	72.8%
Business License	10-3050-0000	\$ 218,515	\$ 164,779	\$ 171,593	\$ 220,000	\$ 217,476	\$ 200,000	-9.1%
Cigarette Tax	10-3060-0000	\$ 30,747	\$ 29,773	\$ 33,418	\$ 32,000	\$ 21,668	\$ 32,000	0.0%
Motor Vehicle License	10-3200-0100	\$ 11,380	\$ 11,370	\$ 11,946	\$ 12,000	\$ 10,786	\$ 12,000	0.0%
Bank Franchise Tax	10-3010-0000	\$ 150,780	\$ 277,586	\$ 265,828	\$ 275,000	\$ 215,048	\$ 275,000	0.0%
Occupancy Tax	10-3040-0000	\$ 30,541	\$ 33,447	\$ 39,531	\$ 40,000	\$ 40,964	\$ 400,000	900.0%
Total		\$ 782,941	\$ 898,218	\$ 925,305	\$ 974,000	\$ 832,997	\$ 1,496,000	53.6%
PLANNING & ZONING								
Application Fees	10-3220-misc	\$ 12,885	\$ 10,355	\$ 22,009	\$ 15,000	\$ 11,745	\$ 10,000	-33.3%
Professional Review Fees	10-3220-0500	\$ 41,735	\$ (1,613)	\$ 291	\$ 8,000	\$ -	\$ 1,000	-87.5%
Total		\$ 54,620	\$ 8,742	\$ 22,300	\$ 23,000	\$ 11,745	\$ 11,000	-52.2%
FINES AND FEES								
Court & Parking Fines	misc	\$ 35,170	\$ 36,274	\$ 38,888	\$ 35,500	\$ 28,663	\$ 40,000	12.7%
Farmers Market Fees	10-3100-0502	\$ -	\$ 1,127	\$ 988	\$ -	\$ 883	\$ 1,200	#DIV/0!
Parking Meter Receipts	10-3200-0300	\$ 34,843	\$ 34,729	\$ 30,458	\$ 35,000	\$ 16,438	\$ 35,000	0.0%
Church Lot Meter Fees	10-3200-0500	\$ 4,514	\$ 2,511	\$ 3,307	\$ 3,200	\$ 2,652	\$ 3,200	0.0%
Total		\$ 74,527	\$ 74,641	\$ 73,611	\$ 73,700	\$ 48,636	\$ 79,400	7.7%
MISCELLANEOUS								
Misc. Donations	10-3070-0200	\$ 810	\$ 379	\$ 303	\$ 500	\$ 180	\$ 500	0.0%
Museum Donations	10-3220-0900	\$ -	\$ -	\$ 925	\$ 500	\$ -	\$ -	-100.0%
Bonding Fees	10-3200-0700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Pink Box Income & Surplus	10-3300-misc	\$ 145	\$ 75	\$ -	\$ 16,400	\$ 238	\$ 22,200	35.4%
Sale of Property	10-3800-1000	\$ 1,599	\$ 250	\$ -	\$ -	\$ 2,650	\$ 15,000	100.0%
Interest & Rental Income	3400-0300,-3200-0600	\$ 1,473	\$ 936	\$ 750	\$ 1,000	\$ 356	\$ 2,000	100.0%
Miscellaneous	10-3400-0400	\$ 2,886	\$ 4,304	\$ 3,409	\$ 2,300	\$ 3,918	\$ 1,500	-34.8%
Total		\$ 40,283	\$ 5,944	\$ 5,387	\$ 20,700	\$ 7,342	\$ 41,200	99.0%
INTERGOVERNMENTAL								
Law Enforcement 599	10-3100-0300	\$ 21,026	\$ 20,780	\$ 20,048	\$ 20,049	\$ 15,036	\$ 20,049	0.0%
State Grants	10-3100-misc	\$ 1,000	\$ 1,000	\$ 1,000	\$ 96,000	\$ 1,203	\$ 46,000	-52.1%
Fire Program	10-3100-0500	\$ 16,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 800	\$ 8,000	0.0%
Transportation Enhancement	10-3100-0503	\$ -	\$ -	\$ -	\$ 262,000	\$ -	\$ 256,000	-2.3%
Law Enforcement Grants	10-3100-0301	\$ -	\$ -	\$ 500	\$ 500	\$ -	\$ 500	0.0%
Total		\$ 38,026	\$ 29,780	\$ 29,548	\$ 386,549	\$ 17,039	\$ 330,549	-14.5%
Total Revenues		\$ 1,332,584	\$ 1,468,520	\$ 1,518,331	\$ 1,956,949	\$ 1,411,181	\$ 2,449,449	25.2%

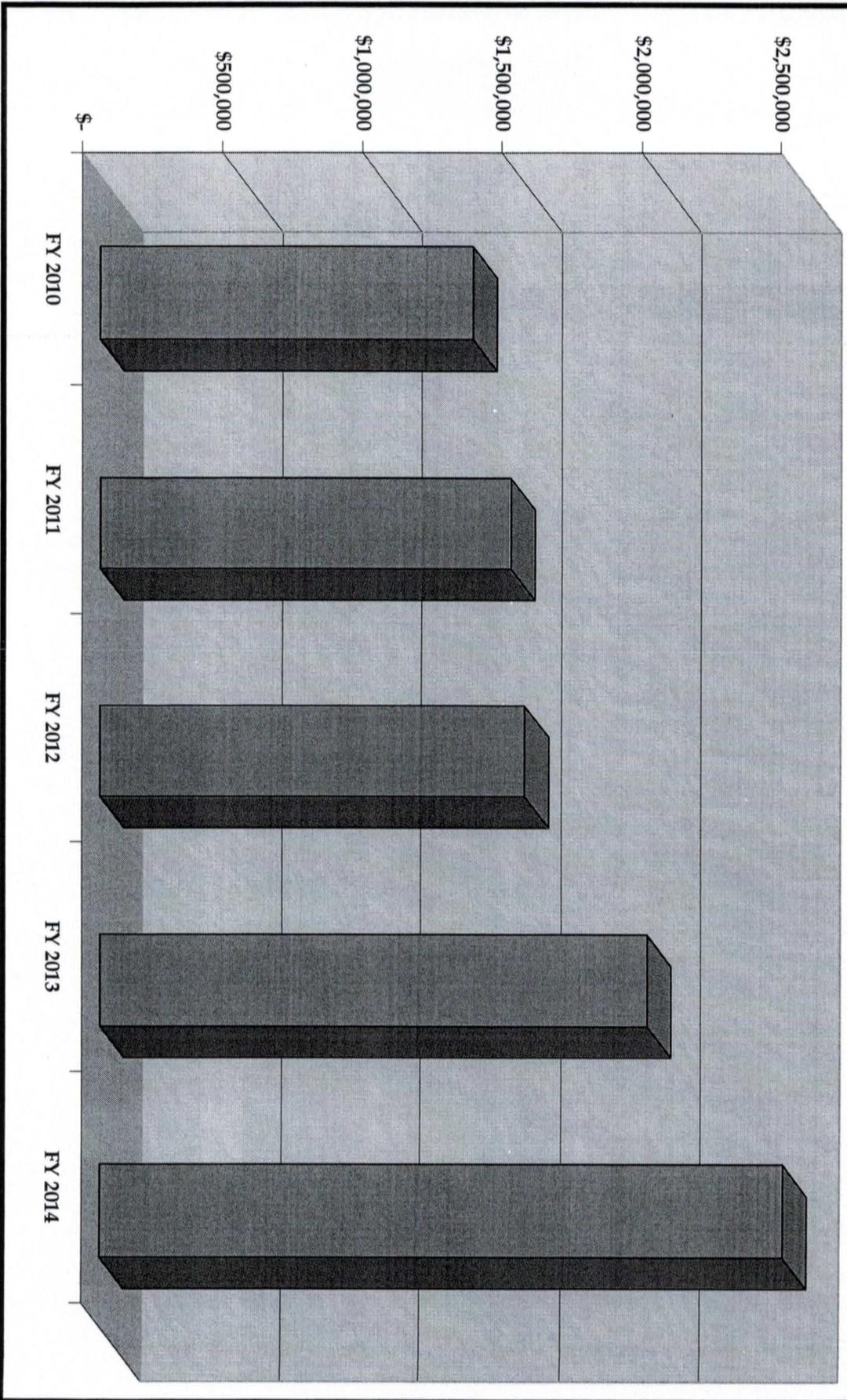
TOWN OF MIDDLEBURG FY 2014 GENERAL FUND BUDGET

REVENUE BREAKDOWN



TOWN OF MIDDLEBURG
FY 2014 GENERAL FUND BUDGET

Revenue History



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 13 ACCOMPLISHMENTS:

- Completed a bond refunding that will save over \$320,000 in debt service payments over the 22-yr life of the bonds.
- Completed drainage improvements at the Town Office, which will help to prevent a recurrence of mold in the office.
- Used competitive procurement to secure updated contracts for street sweeping, snow removal, & landscaping services; began procurement process for updated cleaning services, utility engineering support, utility system operations, cross connection control services, & FOG (Fats, Oil, Grease) inspection services; Completed 2 water tower lease amendments.
- Implemented online bill payments, updated billing software and continued water meter replacement program.
- Completed utility rate study that led to recommended bi-monthly water and sewer rates.
- Filed Request for Public Assistance with FEMA and State Dept. of Emergency Management for reimbursement of costs associated with Hurricane Sandy.
- Continued Town Code update process; updated several sections of the Employee Handbook.
- Developed enhanced budget document and first draft of capital improvements program.
- Secured \$30,000 MWCOG technical assistance project and oversaw Washington St. Streetscape Improvement Plan.
- Oversaw preliminary engineering design of Marshall/Madison Street Transportation Enhancement Project.

FY 14 GOALS & OBJECTIVES - ADMINISTRATION:

GOAL 1: Support the work of the Council

- FY 14 Objective 1.1: Research and provide information on items coming before the Town Council.
- FY 14 Objective 1.2: Respond to inquiries in a timely manner, including FOIA inquiries.
- FY 14 Objective 1.3: Research and propose to Council an electronic agenda system.

GOAL 2: Improve billing & collections capabilities & Update Town service contracts

- FY 14 Objective 2.1: Implement updated tax billing software.
- FY 14 Objective 2.2: Implement bi-monthly utility billing.
- FY 14 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 14 Objective 3.1: Provide draft meeting minutes within one week of each meeting.

GOAL 4: Maintain and enhance communications with the public.

- FY 14 Objective 4.1: Publish a quarterly newsletter.
- FY 14 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 14 Objective 5.1: Update at least three more chapters of the Code.
- FY 14 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 14 Objective 6.1: Research electronic records retention software.
- FY 14 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 14 Objective 7.1: Update and implement a salary pay scale for all employees.
- FY 14 Objective 7.2: Continue updates to the Employee Handbook.
- FY 14 Objective 7.3: Review and update employee job descriptions.
- FY 14 Objective 7.4: Complete annual employee evaluations.

TOWN OF MIDDLEBURG
FY 2014
GENERAL FUND BUDGET
ADMINISTRATION

EXPENDITURES	ACCOUNT #	FINAL	FINAL	FINAL	ADOPTED	FY13 Actual	ADOPTED	% Change	
		2010	2011	2012	2013	4/30/2013	FY 2014	from FY13	
EXPENDITURES									
COUNCIL/ADMIN. COMPENSATION									
ADMIN. STAFF SALARIES	10-5000-0100	\$ 172,126	\$ 156,702	\$ 166,555	\$ 199,762	\$ 162,959	\$ 195,000	-2.4%	
OTHER WAGES		\$ -	\$ 13,743	\$ (29,082)	\$ -	\$ -	\$ -	0.0%	
MAYOR	10-5000-1000	\$ 1,000	\$ 7,027	\$ 80	\$ 1,000	\$ 1,000	\$ 3,000	200.0%	
COUNCIL COMPENSATION	10-5000-1100	\$ 2,920	\$ 5,215	\$ 3,680	\$ 4,800	\$ 2,920	\$ 8,400	75.0%	
COUNCIL EXPENSES	10-5000-1010	\$ 190	\$ 812	\$ 755	\$ 1,000	\$ 15	\$ 1,000	0.0%	
COUNCIL/ADMIN. COMPENSATION		\$ 180,558	\$ 183,499	\$ 141,988	\$ 206,562	\$ 166,894	\$ 207,400	0.4%	
COUNCIL/ADMIN. BENEFITS									
FICA - ADMINISTRATIVE	10-5000-2100	\$ 15,460	\$ 12,682	\$ 15,548	\$ 15,282	\$ 12,135	\$ 16,900	10.6%	
VRS - ADMINISTRATIVE	10-5000-2210	\$ 31,962	\$ 28,377	\$ 36,121	\$ 43,588	\$ 39,235	\$ 47,455	8.9%	
WORKERS COMP	10-5000-2000	\$ 974	\$ 841	\$ 1,166	\$ 350	\$ 318	\$ 400	14.3%	
VEHICLE ALLOWANCE	10-5000-2230	\$ 3,000	\$ 2,700	\$ 4,200	\$ 3,600	\$ 3,000	\$ 3,600	0.0%	
HEALTH - COUNCIL	New	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000	100.0%	
HEALTH - ADMINISTRATIVE	10-5000-2300	\$ 14,255	\$ 17,910	\$ 19,124	\$ 24,184	\$ 18,796	\$ 23,115	-4.4%	
COUNCIL/ADMIN. BENEFITS		\$ 65,651	\$ 62,510	\$ 76,159	\$ 87,004	\$ 73,484	\$ 98,470	13.2%	
ADMINISTRATIVE SERVICES									
ATTORNEY	10-5100-2100	\$ 11,026	\$ 17,161	\$ 21,521	\$ 16,000	\$ 15,618	\$ 16,000	0.0%	
ENGINEERING & ARCHITECTURAL	10-5100-2200	\$ 1,792	\$ 88	\$ 1,190	\$ 5,000	\$ -	\$ 5,000	0.0%	
ADVERTISING	10-5100-2300	\$ 1,095	\$ 671	\$ 2,726	\$ 2,500	\$ 1,293	\$ 3,500	40.0%	
ACCOUNTING & AUDIT	10-5100-2400	\$ 11,350	\$ 6,750	\$ 7,500	\$ 12,500	\$ 12,500	\$ 12,500	0.0%	
LINE OF CREDIT FEES & INTEREST	10-5900-5000	\$ -	\$ 7,704	\$ 7,425	\$ 7,800	\$ -	\$ 7,800	0.0%	
ELECTION	10-5100-2900	\$ 2,100	\$ -	\$ 2,434	\$ -	\$ 21	\$ 3,000	0.0%	
PROFESSIONAL DEVELOPMENT	10-5100-3100	\$ -	\$ 671	\$ 1,942	\$ 1,000	\$ 263	\$ 1,000	0.0%	
MEMBERSHIPS/PUBLICATIONS	10-5100-3200	\$ 1,644	\$ 2,223	\$ 1,649	\$ 2,300	\$ 1,155	\$ 2,300	0.0%	
MIDDLEBURG FIRE/RESCUE	10-5100-2600	\$ 16,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 800	\$ 8,000	0.0%	
FIREWORKS DONATION	10-5100-3250	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 2,000	100.0%	
STEWARDSHIP FEE REPAYMENT	New	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	new	
CONTINGENCY	10-5100-3400	\$ 2,399	\$ -	\$ -	\$ 1,000	\$ 894	\$ 1,000	0.0%	
OTHER	10-5100-9900	\$ 47,406	\$ 45,393	\$ 55,170	\$ 58,100	\$ 33,544	\$ 73,100	25.8%	
ADMINISTRATIVE SERVICES									

TOWN OF MIDDLEBURG
FY 2014
GENERAL FUND BUDGET

	ACCOUNT #	FINAL	FINAL	FINAL	ADOPTED	FY Actual	ADOPTED	% CHANGE
		2010	2011	2012	2013	4/30/2013	FY 2014	FROM FY13
ADMINISTRATIVE SUPPLIES								
OFFICE SUPPLIES	10-5200-4100	\$ 3,373	\$ 3,445	\$ 3,926	\$ 4,000	\$ 4,657	\$ 9,500	137.5%
PRINTING	10-5200-4200	\$ 1,814	\$ 1,234	\$ 1,904	\$ 2,000	\$ 1,557	\$ 3,000	50.0%
POSTAGE	10-5200-4300	\$ 2,443	\$ 2,230	\$ 2,223	\$ 2,500	\$ 1,557	\$ 3,000	20.0%
OFFICE EQUIPMENT PURCHASE	10-5200-4400	\$ 697	\$ 1,323	\$ 8,403	\$ 9,000	\$ 1,344	\$ 19,000	111.1%
EQUIP. & SOFTWARE MAINT.	10-5200-4500	\$ 18,938	\$ 19,899	\$ 17,819	\$ 17,500	\$ 21,663	\$ 20,000	14.3%
OFFICE EQUIP. RENTAL	10-5200-4600	\$ 3,861	\$ 2,429	\$ 1,160	\$ 3,000	\$ 1,182	\$ 9,000	200.0%
OTHER	10-5200-9900	\$ 288	\$ 1,640	\$ 436	\$ 1,000	\$ 594	\$ 1,000	0.0%
ADMINISTRATIVE SUPPLIES		\$ 31,414	\$ 32,200	\$ 35,871	\$ 39,000	\$ 32,534	\$ 64,500	65.4%
INSURANCE								
LIABILITY INSURANCE	10-5100-2420	\$ 2,690	\$ 3,240	\$ 1,639	\$ 2,500	\$ 2,864	\$ 2,500	0.0%
CRIME & FRAUD INSURANCE	10-5100-2410	\$ 1,184	\$ 79	\$ 900	\$ 300	\$ 285	\$ 300	0.0%
		\$ 3,874	\$ 3,319	\$ 2,539	\$ 2,800	\$ 3,149	\$ 2,800	0.0%
TOWN COMMITTEE SUPPORT	New						\$ 5,000	100.0%
MIDDLEBURG MUSEUM	10-5200-6100	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	-100.0%
TOTAL ADMINISTRATION		\$ 328,903	\$ 326,920	\$ 311,727	\$ 394,466	\$ 165,417	\$ 451,270	14.4%

PROGRAM AREA: BUILDINGS & GROUNDS MAINTENANCE

Current Staff: Maintenance Superintendent

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, and brick sidewalk. The Maintenance Supervisor also installs signs on the Town event sign structure and oversees solid waste collection and supplemental snow removal activities, as well as collecting parking meter coins, providing staff support for numerous special events and assisting in utility meter readings.

FY 13 ACCOMPLISHMENTS:

- Oversaw completion of Town Office drainage improvements;
- Oversaw improvements to the Health Center heating system;
- Assisted Town Administrator in competitive procurement of services for landscape maintenance, street sweeping, and snow removal;
- Assisted in developing Requests for Proposals for cleaning services;
- Provided staff support for Christmas in Middleburg record-setting event as well as other town events;
- Implemented improvements to parking meter system; and
- Provided assistance to utility staff and Town Administrator on meter reading and troubleshooting and correcting utility system issues.

FY 14 GOALS & OBJECTIVES - BUILDINGS & GROUNDS MAINTENANCE:

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

- FY 14 Objective 1.1: Oversee improvements to Health Center (interior painting, garage & wall repair & painting).
- FY 14 Objective 1.2: Oversee interior painting of Pink Box.
- FY 14 Objective 1.3: Assist Town Administrator in renewing cleaning services through a competitive process.

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

- FY 14 Objective 2.1: Ensure that grounds are kept mowed and that seasonal plantings are installed and maintained.

GOAL 3: Oversee Town solid waste collection services

- FY 14 Objective 3.1: Supervise solid waste contractors and respond to complaints.
- FY 14 Objective 3.2: Assist the Town Administrator in preparing to bid out the solid waste collection contract.

GOAL 4: Oversee Town snow removal services.

- FY 14 Objective 4.1: Call in and supervise supplemental snow removal contractor when services are required.
- FY 14 Objective 4.2: Coordinate with VDOT on snow removal within the Town.

GOAL 5: Provide staff support for Town events

- FY 14 Objective 5.1: Provide assistance as needed for Christmas in Middleburg and other events.
- FY 14 Objective 5.2: Participate in planning meetings relating to Town events.

GOAL 6: Utility System Support

- FY 14 Objective 6.1: Assist with meter readings.
- FY 14 Objective 6.2: Troubleshoot utility system issues and provide support to utility staff as necessary.

GOAL 7: Maintain and enhance parking meter system

- FY 14 Objective 7.1: Continue regular parking meter coin collections & repairs as needed.
- FY 14 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
 FY 2014
 GENERAL FUND BUDGET

BUILDINGS & GROUNDS

EXPENDITURES	ACCOUNT #	FINAL	FINAL	FINAL	ADOPTED	FY13 Actual	ADOPTED	% CHANGE
		2010	2011	2012	2013	4/30/2013	FY 2014	FROM FY13
BUILDING EXPENSE								
SUPPLIES	10-5210-5100	\$ 400	\$ 477	\$ 1,067	\$ 800	\$ 499	\$ 800	0%
REPAIRS & MAINTENANCE	10-5210-5200	\$ 10,506	\$ 15,254	\$ 26,940	\$ 7,000	\$ 11,193	\$ 9,000	28.6%
GROUNDS/EQUIPMENT	10-5210-5300	\$ -	\$ 2,273	\$ 7,783	\$ 4,000	\$ 644	\$ 4,000	0.0%
ELECTRICAL SERVICES	10-5210-5400	\$ 3,169	\$ 3,503	\$ 3,566	\$ 5,000	\$ 3,331	\$ 5,000	0%
HEATING FUEL	10-5210-5500	\$ 640	\$ 283	\$ 370	\$ 800	\$ 715	\$ 600	-25%
TELEPHONE/INTERNET	10-5210-5600	\$ 5,584	\$ 3,654	\$ 7,046	\$ 7,000	\$ 6,644	\$ 9,000	28.6%
WATER/SEWER USE FEE	New	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	100.0%
PROPERTY INSURANCE	10-5210-4900	\$ 1,108	\$ 857	\$ 1,115	\$ 1,250	\$ 1,304	\$ 1,400	12.0%
OTHER	10-5210-9900	\$ 50	\$ -	\$ 109	\$ 500	\$ 390	\$ 500	0.0%
SUBTOTAL BUILDING EXPENSE		<u>\$ 21,457</u>	<u>\$ 26,301</u>	<u>\$ 47,996</u>	<u>\$ 26,350</u>	<u>\$ 24,720</u>	<u>\$ 31,800</u>	<u>20.7%</u>
CAPITAL EXPENSE - BUILDINGS								
TOWN OFFICE DRIVEWAY					\$ 6,500	\$ 10,500	\$ -	-100.0%
PUBLIC RESTROOM AC UNITS		\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	-100.0%
SUBTOTAL CAPITAL EXPENSE - BLDGS		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,500</u>	<u>\$ 10,500</u>	<u>\$ -</u>	<u>-100.0%</u>
TOTAL BUILDING EXPENSE		<u>\$ 47,996</u>	<u>\$ 37,850</u>	<u>\$ 35,220</u>	<u>\$ 31,800</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-16.0%</u>

TOWN OF MIDDLEBURG
FY 2014
GENERAL FUND BUDGET
MAINTENANCE

EXPENDITURES	ACCTOUNT #	FINAL	FINAL	FINAL	ADOPTED	FY13 Actual	ADOPTED	% CHANGE
		2010	2011	2012	2013	4/30/2013	FY 2014	FROM FY 13
SALARY								
SUPERINTENDENT'S SALARY	10-5400-0100	\$ 49,165	\$ 41,593	\$ 42,707	\$ 41,563	\$ 43,793	\$ 47,256	13.7%
OVERTIME	10-5400-0500	\$ 11,234	\$ 6,271	\$ 4,566	\$ 6,500	\$ 5,508	\$ 10,000	53.8%
SUBTOTAL SALARY		\$ 60,399	\$ 47,864	\$ 47,273	\$ 48,063	\$ 49,301	\$ 57,256	19.1%
BENEFITS								
HEALTH CARE	10-5400-3000	\$ 12,870	\$ 12,751	\$ 14,487	\$ 14,256	\$ 11,972	\$ 14,909	4.6%
VRS	10-5400-3010	\$ 8,367	\$ 9,250	\$ 9,490	\$ 11,336	\$ 10,212	\$ 11,987	5.7%
WORKERS COMP	10-5400-2200	\$ 2,160	\$ 1,141	\$ 1,166	\$ 950	\$ 935	\$ 1,000	5.3%
FICA	10-5400-3020	\$ 4,746	\$ 4,205	\$ 4,162	\$ 3,974	\$ 3,501	\$ 4,254	7.0%
SUBTOTAL BENEFITS		\$ 28,143	\$ 27,347	\$ 29,305	\$ 30,517	\$ 26,620	\$ 32,150	5.4%
OPERATIONS								
REFUSE DISPOSAL	10-5400-2500	\$ 67,121	\$ 69,209	\$ 67,284	\$ 70,000	\$ 50,573	\$ 70,000	0.0%
INSURANCE AUTO/LIABILITY	10-5400-2100	\$ -	\$ 5,003	\$ 3,318	\$ 2,380	\$ 2,376	\$ 3,000	26.1%
SUPPLIES	10-5400-5100	\$ 6,908	\$ 6,039	\$ 4,033	\$ 5,000	\$ 4,172	\$ 5,000	0.0%
EQUIPMENT	10-5400-5101	\$ 783	\$ 1,265	\$ 518	\$ 1,000	\$ 508	\$ 1,500	50.0%
REPAIRS/MAINTENANCE	10-5400-5200	\$ 7,174	\$ 2,244	\$ 11,290	\$ 8,000	\$ 1,214	\$ 10,000	25.0%
PARKING METER MAINTENANCE	10-5400-5300	\$ 686	\$ 1,513	\$ 1,804	\$ 5,500	\$ 2,652	\$ 3,000	-45.5%
ELECTRICITY - SHOP	10-5400-5400	\$ 2,185	\$ 3,368	\$ 2,273	\$ 2,500	\$ 2,262	\$ 2,500	0.0%
ELECTRICITY ST. LIGHTS	10-5400-5401	\$ 13,025	\$ 13,451	\$ 15,893	\$ 13,500	\$ 11,241	\$ 16,000	18.5%
TELEPHONE/PAGER	10-5400-5600	\$ 654	\$ 1,001	\$ 1,172	\$ 1,000	\$ 931	\$ 1,200	20.0%
SNOW REMOVAL	10-5400-6100	\$ 82,196	\$ 11,075	\$ -	\$ 25,000	\$ 4,872	\$ 40,000	60.0%
STREET CLEANING	10-5400-6200	\$ 15,600	\$ 15,027	\$ 16,439	\$ 16,000	\$ 11,384	\$ 17,000	6.3%
PART-TIME CONTRACT LABOR	10-5400-0200	\$ 11,830	\$ 5,440	\$ 9,628	\$ 12,500	\$ 2,274	\$ 10,000	-20.0%
LANDSCAPE MAINTENANCE	10-5400-6300	\$ 24,996	\$ 30,429	\$ 31,053	\$ 15,000	\$ 15,883	\$ 40,000	166.7%
LIBERTY ST. PARKING LOT & RESTROOMS	10-5400-6500	\$ 4,759	\$ 5,028	\$ 5,713	\$ 5,000	\$ 5,248	\$ 5,000	0.0%
WATER & SEWER-RESTROOMS	New	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000	100.0%
MUNICIPAL PARKING LOT RENTAL	10-5400-6600	\$ 5,221	\$ 5,000	\$ 5,034	\$ 5,500	\$ 5,000	\$ 5,500	0.0%
BUILDING & EQUIPMENT INSURANCE	10-5400-6700	\$ 500	\$ 5,003	\$ 1,115	\$ 1,225	\$ 1,224	\$ 1,250	2.0%
UNIFORMS & WEARING APPAREL	10-5400-7100	\$ 245	\$ 632	\$ 99	\$ 500	\$ -	\$ 500	0.0%
VEHICLE FUEL	10-5400-8100	\$ 1,582	\$ 6,238	\$ 2,659	\$ 5,000	\$ 1,450	\$ 3,000	-40.0%
VEHICLE MAINTENANCE	10-5400-8101	\$ 95	\$ 119	\$ 568	\$ 500	\$ 411	\$ 1,000	100.0%
OTHER	10-5400-9900	\$ 50	\$ 50	\$ -	\$ 500	\$ 48	\$ 2,000	300.0%
SUBTOTAL OPERATIONS		\$ 245,610	\$ 187,134	\$ 179,893	\$ 195,605	\$ 123,723	\$ 238,450	21.9%
CAPITAL EXPENDITURE								
VEHICLE REPLACEMENT	10-5400-4410	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,500	New
MARSHALL/MADISON ENHANCEMENT	10-5400-6900	\$ 40,717	\$ 1,827	\$ 15,755	\$ 320,000	\$ 13,157	\$ 320,000	0.0%
MEANDERING TRAIL		\$ -	\$ -	\$ 900	\$ 95,000	\$ 14,152	\$ 40,000	-57.9%
SUBTOTAL - CAPITAL EXPENSE		\$ 40,717	\$ 1,827	\$ 16,655	\$ 415,000	\$ 27,309	\$ 386,500	-6.9%
MAINTENANCE TOTAL		\$ 374,869	\$ 264,172	\$ 273,126	\$ 689,184	\$ 142,736	\$ 714,356	3.7%

PROGRAM AREA: POLICE

Current Staff: Chief of Police, 4 Police 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 13 ACCOMPLISHMENTS:

- Re-inventoried evidence and caused eligible items to be returned to owners or destroyed in accordance with the requirements of the specific court.
- Developed forms to make tracking for police tasks easier and logical.
- Began the Breaking Bread program at area schools. Officers are getting to know the students and they are getting to know the officers as they eat together and fellowship.
- Hosted the first annual National Night Out. Huge attendance from our residents and visitors.
- Began attending Biz Buzz meetings to demonstrate support for our business community and to keep the officers informed as to the happenings within the town.
- Implemented a revised Christmas parade plan. Approximately 20,000 in attendance and no incidents.
- Developed a web page; Developed a pamphlet and placed it on the web page to help prevent shoplifting.

FY 13 ACCOMPLISHMENTS CONTINUED:

- Added uniformity to our uniforms. There were multiple uniforms being used.
- Marked all patrol units to be more visible. Added police to the front and rear of all slick top marked police units.
- Re-signed the Northern Virginia Mutual Aid agreement. Continue to foster positive relationships between surrounding law enforcement agencies and their host localities.
- Identified strengths of each officer and assigned duties specific to those strengths.

GOALS & FY 14 OBJECTIVES:

- Proactive rather than reactive policing: Identify potential issues before they come to pass and take action to prevent them.
 - a. Provide consistent 24-hour police coverage. Increase the department by one officer to allow for greater coverage and attendance to needed training. **This is the number one priority for the department in FY 2014.**
 - b. Increase foot patrols to include residential areas as well as the business districts on a more frequent basis.
 - c. Conduct daily business checks to listen for concerns of the proprietors.
 - d. Walk through our schools to offer an unpredictable presence of police.
 - e. Work with the management of the Salamander Resort & Spa to complement their atmosphere while providing police services as needed.
 - f. Continue to promote the shoplifting pamphlet. Have them printed and distributed through the Biz Buzz.
- Traffic, pedestrian safety, and enforcement:
 - a. Continue to enforce current laws that promote traffic and pedestrian safety within our town limits.
 - i. Introduce the "Save Lives...Not Seconds" program. Specifically designed to promote crosswalk safety.
 - b. Begin to use moving RADAR on a limited basis.
 - c. Make recommendations to relieve the "broken meter" issues within the town.
 - d. Enforce parking regulations frequently to promote safety and movement for business owners.
 - e. Have the officers attend training focused on investigations.
 - f. Assume more responsibility as it relates to investigating crimes within the town limits.
- Community Policing efforts:
 - a. Continue to seek creative ways to promote and foster positive relationships between the police department, residents, visitors, and merchants.

TOWN OF MIDDLEBURG
FY 2014
GENERAL FUND BUDGET
POLICE

EXPENDITURES	SALARY & OVERTIME ACCOUNT #	FINAL	FINAL	FINAL	ADOPTED	FY13 Actual	ADOPTED	% CHANGE
		2010	2011	2012	2013	4/30/2013	FY 2014	FROM FY13
POLICE SALARIES 10-5300-		\$ 283,557	\$ 301,702	\$ 281,597	\$ 283,606	\$ 247,661	\$ 368,100	29.8%
OVERTIME & HOLIDAY 10-5300-0500		\$ 8,658	\$ 8,310	\$ 5,963	\$ 19,200	\$ 4,865	\$ 21,500	12%
OTHER WAGES 10-5300-0600		\$ -	\$ -	\$ 890	\$ 1,000	\$ -	\$ 1,000	0.0%
SUBTOTAL SALARIES		\$ 292,215	\$ 310,012	\$ 288,450	\$ 303,806	\$ 252,526	\$ 390,600	28.6%
BENEFITS								
VRS SYSTEM 10-5300-1305		\$ 45,759	\$ 50,585	\$ 51,138	\$ 61,883	\$ 55,861	\$ 76,335	23.4%
HEALTH CARE 10-5300-2000		\$ 58,281	\$ 60,919	\$ 60,058	\$ 63,624	\$ 39,642	\$ 73,500	15.5%
WORKERS COMP 10-5300-3000		\$ 5,003	\$ 3,217	\$ 5,042	\$ 8,000	\$ 7,969	\$ 9,000	12.5%
FICA 10-5300-2010		\$ 21,700	\$ 22,446	\$ 21,242	\$ 21,696	\$ 18,746	\$ 28,295	30.4%
SUBTOTAL BENEFITS		\$ 130,743	\$ 137,167	\$ 137,480	\$ 155,203	\$ 122,218	\$ 187,130	20.6%
OPERATIONS								
INSURANCE AUTO/LIABILITY 10-5300-1000		\$ 3,667	\$ 5,277	\$ 3,573	\$ 4,250	\$ 4,237	\$ 4,250	0.0%
POLICE PROFESSIONAL INSURANCE 10-5300-1010		\$ 1,254	\$ -	\$ 1,169	\$ 1,600	\$ 285	\$ 1,850	15.6%
ATTORNEY 10-5300-2100		\$ 2,055	\$ 2,550	\$ 1,005	\$ 1,000	\$ 555	\$ 1,000	0.0%
ADVERTISING 10-5300-2300		\$ -	\$ 719	\$ 564	\$ 400	\$ 926	\$ 1,000	150.0%
PROFESSIONAL DEVELOPMENT 10-5300-3300		\$ 175	\$ -	\$ 300	\$ 1,000	\$ 994	\$ 1,250	25.0%
SUPPLIES & EQUIP. 10-5300-4100		\$ 5,085	\$ 9,117	\$ 9,093	\$ 7,000	\$ 6,220	\$ 16,800	140.0%
CAPITAL OUTLAY-FIRE ARMS 10-5300-4400		\$ -	\$ -	\$ -	\$ 800	\$ 753	\$ 1,800	125.0%
OFFICE EQUIP. RENTAL 10-5300-4600		\$ -	\$ -	\$ 460	\$ 100	\$ -	\$ 500	400.0%
OFFICE RENTAL 10-5300-4700		\$ 9,900	\$ -	\$ -	\$ -	\$ -	\$ 9,000	
SUBSCRIPTION/PUBLICATION 10-5300-5100		\$ 696	\$ 462	\$ 268	\$ 500	\$ 431	\$ 200	-60.0%
EQUIP. & SOFTWARE MAINTENANCE 10-5300-5200		\$ 2,511	\$ 2,504	\$ 4,518	\$ 3,500	\$ 2,379	\$ 5,000	42.9%
TELEPHONE/PAGERS. INTERNET 10-5300-5600		\$ 4,009	\$ 4,578	\$ 6,318	\$ 5,100	\$ 6,510	\$ 7,000	37.3%
UNIFORMS & WEARING APPAREL 10-5300-7100		\$ 1,682	\$ 1,084	\$ 2,976	\$ 4,000	\$ 2,435	\$ 4,000	0.0%
VEHICLE & POWERED EQUIP. FUEL 10-5300-8100		\$ 12,130	\$ 15,344	\$ 16,289	\$ 19,000	\$ 11,256	\$ 19,000	0.0%
VEHICLE MAINTENANCE 10-5300-8101		\$ 9,205	\$ 3,373	\$ 5,427	\$ 4,000	\$ 3,757	\$ 6,500	62.5%
SPECIAL EVENTS 10-5300-8600		\$ -	\$ -	\$ -	\$ 1,000	\$ 1,168	\$ 2,000	100.0%
OTHER 10-5300-9900		\$ 942	\$ 1,738	\$ 292	\$ 1,000	\$ 938	\$ 1,500	50.0%
SUBTOTAL OPERATIONS		\$ 53,311	\$ 46,746	\$ 52,252	\$ 54,250	\$ 42,844	\$ 82,650	52.4%
VEHICLE CAPITAL EXPENSE								
CAPITAL OUTLAY-VEHICLE 10-5300-4410		\$ -	\$ -	\$ -	\$ 22,300	\$ 26,840	\$ -	-100%
VEHICLE LEASE PROGRAM 10-5300-4500		\$ 25,000	\$ 15,306	\$ 8,354	\$ 8,400	\$ 8,354	\$ 8,354	-0.5%
VEHICLE EQUIPMENT 10-5300-8102		\$ 4,750	\$ 2,463	\$ -	\$ 3,200	\$ 847	\$ -	-100.0%
		\$ 29,750	\$ 17,769	\$ 8,354	\$ 33,900	\$ 36,041	\$ 8,354	-75.4%
PUBLIC SAFETY TOTAL		\$ 506,019	\$ 511,694	\$ 486,536	\$ 547,158	\$ 453,629	\$ 668,734	22.2%

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 project 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, variances, 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 five boards and commissions: the Planning Commission, Board of Zoning Appeals, Historic District Review Committee, Streetscape Committee and the Middleburg Meandering Trail Committee.

FY 13 ACCOMPLISHMENTS:

- 1) Began working with the Planning Commission to update the Town's Comprehensive Plan. Currently working with J2 Engineers to develop a new transportation chapter for the plan, using grant monies from the Middleburg Meandering Trail Project.
- 2) Began working with the HDRC to review and update the Middleburg Historic District Guidelines. To date, all existing chapters have been reviewed & updated and work is now starting on place marker chapters.
- 3) Finalized goals for Middleburg Meandering Trail project by hiring J2 Engineers to facilitate an update to the transportation chapter of the Comprehensive Plan and to build a pedestrian connection along the south side of Marshall Street.

GOALS & FY 14 OBJECTIVES - PLANNING & ZONING:

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

FY 14 Objective 1.1: Finalize work with the Planning Commission develop & forward recommendations to the Town Council on the 2012 Town Comprehensive Plan update.

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

FY 14 Objective 2.1: Begin working with the Planning Commission to update the Town's zoning ordinance after completion of work on the Comprehensive Plan.

FY 14 Objective 2.2: Work with HDRC to develop new architectural control district guidelines and recommend them to the Town Council.

GOAL 3: Promote the success of Middleburg's citizen committees, commissions and boards

FY 14 Objective 3.1: Finalize the work of the Middleburg Meandering Trail Committee to develop and implement the meandering trail project.

GOAL 4: Review, plan and implement an updated record filing system for Planning & Zoning Department

FY 14 Objective 4.1: Complete a review and reorganization of department files, including destroying documents no longer needed in accordance with State law and preserving those that are important by scanning documents into a digital format to maximize space and improve access to records.

FY 14 Objective 4.4: Implement new filing system that will allow an easier flow of documents from initial intake to filing of completed applications.

TOWN OF MIDDLEBURG
FY 2014
GENERAL FUND BUDGET

PLANNING AND ZONING

EXPENDITURES		FINAL	FINAL	FINAL	ADOPTED	FY13 Actual	ADOPTED	% CHANGE	
ACCOUNT #	2010	2011	2012	2013	4/30/2013	FY 2014	FROM FY13		
SALARY & BENEFITS									
SALARY	10-5500-0600	\$ 56,042	\$ 60,841	\$ 60,032	\$ 61,833	\$ 49,952	\$ 66,175	7%	
HEALTH - ZONING	10-5500-2110	\$ 5,751	\$ 9,466	\$ 8,357	\$ 6,600	\$ 5,500	\$ 6,900	4.5%	
VRS - ZONING	10-5500-2120	\$ 9,953	\$ 11,055	\$ 11,291	\$ 13,492	\$ 12,153	\$ 14,270	5.8%	
WORKERS COMP	10-5500-2010	\$ 380	\$ 1,141	\$ 1,166	\$ 110	\$ 106	\$ 110	0%	
FICA - ZONING	10-5500-2000	\$ 4,331	\$ 4,526	\$ 4,529	\$ 4,730	\$ 3,794	\$ 5,065	7.1%	
		\$ 20,415	\$ 26,188	\$ 25,343	\$ 86,766	\$ 71,505	\$ 92,520	6.6%	
CONSULTING & ADMINISTRATIVE									
ATTORNEY	10-5500-2100	\$ 6,573	\$ 5,310	\$ 8,277	\$ 14,000	\$ 3,106	\$ 15,000	7%	
ENGINEERING/CONSULTING	10-5500-2200	\$ 23,189	\$ 13,177	\$ 4,035	\$ 10,000	\$ 2,053	\$ 60,000	500%	
ADVERTISING	10-5500-2300	\$ 379	\$ 2,113	\$ 3,066	\$ 2,000	\$ 2,829	\$ 3,500	75%	
PROFESSIONAL DEVELOPMENT	10-5500-3100	\$ 845	\$ -	\$ -	\$ 500	\$ 185	\$ 500	0%	
MEMBERSHIP & PUBLICATIONS	10-5500-3200	\$ 405	\$ 415	\$ 425	\$ 500	\$ 380	\$ 500	0%	
OFFICE SUPPLIES	10-5500-4100	\$ 541	\$ 198	\$ 156	\$ 200	\$ 781	\$ 600	200%	
OTHER	10-5500-9900	\$ -	\$ 75	\$ 55	\$ 150	\$ 80	\$ 150	0%	
		\$ 31,932	\$ 21,288	\$ 16,014	\$ 27,350	\$ 9,414	\$ 80,250	193.4%	
PLANNING & ZONING TOTAL		\$ 108,389	\$ 108,317	\$ 101,389	\$ 114,116	\$ 80,919	\$ 172,770	51.4%	

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 staff helps develop the economic development goals and policies of the Town Council; serves as the Town's ex officio member on Middleburg Business & Professional Association as well as Visit Loudoun boards and their sub-committees; supports The Pink Box visitor's center volunteers; and coordinates with Loudoun County Economic Development Committees/Events to which assistance/support is given include: Streetscape, Main Street Middleburg, Winter Weekend Sale, Arbor Day, Arts Council, Art in the burg, Middleburg Community Farmers Market, Summer Sidewalk Sale, Celebrate the Harvest, Tree Lighting Ceremony, Christmas in Middleburg, and Bluemont Concert Series. The staff also works to maintain full occupancy of the Town's Health Center building. The Economic Development staff 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 scheduling. Staff also provides supporting services to the Town Treasurer.

FY 13 ACCOMPLISHMENTS:

- Supported first year of Middleburg Arts Council activities and events.
- Worked with 150th Anniversary Commemoration - Prelude to Gettysburg - The Civil War Cavalry - Battles of Aldie, Middleburg & Upperville June 17-21 - attend meetings, encourage business participation.
- Worked with Bluemont Concert Series summer concerts and helped with Visit Loudoun Tourism Awards.
- Special Business Events: Encouraged businesses to partner for special sales; Helped plan special sales events, including the Summer Sidewalk Sale, Winter Weekend Sale and Celebration Saturdays.
- Managed Middleburg Community Farmers Market - had 13 - 15 vendors during the season.
- Community Events: Assisted in planning & implementing the annual Arbor Day celebration; the Town's first National Night Out with the Police Department, and the Tree Lighting Ceremony the eve before Christmas in Middleburg.
- Served on Christmas in Middleburg working committee that oversaw this record-setting event two years in a row.
- Provided staff support and coordinated services and lunch for public safety personnel and volunteers.
- Created more user-friendly Town website that can be revised in-house, including an improved Town Calendar of Events.
- Implemented new online bill payment system & assisted in implementing new utility billing software.
- Certified Tourism Ambassador - Certification renewal completed.

FY 14 GOALS & OBJECTIVES - ECONOMIC DEVELOPMENT:

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

- FY 14 Objective 1.1: Oversee the development and implementation of a tourism and business assistance strategic plan, including market analysis as well as business assistance, retention, marketing and recruitment plans.
- FY 14 Objective 1.2: Assist the Town Planner and Planning Commission in reviewing and revising economic development goals and policies in the Town's comprehensive plan.

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

- FY 14 Objective 2.1: Continue to support the Arts Council's events and initiatives.
- FY 14 Objective 2.2: Provide assistance to other arts-related initiatives, including the new Middleburg Film Festival.

GOAL 3: Maintain and enhance Town communications.

- FY 14 Objective 3.1: Continue with weekly newsletters using Constant Contact.
- FY 14 Objective 3.2: Investigate additional enhancements for the Town's website, including information for visitors and a "Starting a New Business" page.
- FY 14 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 14 Objective 4.1: Continue working with MBPA on special events to promote the town;
New - August 2013 - Customer Service Happy Hour @ Middleburg Community Center
- FY 14 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 14 Objective 4.3: Work with Salamander Resort on special resort events that will be open to the public.
- FY 14 Objective 4.4: Work with Visit Loudoun's Epicurience Virginia Signature event with off-site events locations.

GOAL 5: Promote and maintain a successful farmer's market in town.

- FY 14 Objective 5.1: Seek more demonstrations, music and vendors to enhance the farmer's market.
- FY 14 Objective 5.2: Ensure successful management and promotion of the market.

GOAL 6: Assist in ensuring quality customer service by the town.

- FY 14 Objective 6.1: Learn and help implement the new tax billing system.
- FY 14 Objective 6.2: Continue to help provide staff support at the reception counter & support Administration staff.

TOWN OF MIDDLEBURG
 FY 2014
 GENERAL FUND BUDGET
 ECONOMIC
 DEVELOPMENT

EXPENDITURES	ACCOUNT #	FINAL	FINAL	FINAL	ADOPTED	FY13 Actual	ADOPTED	% CHANGE
		2010	2011	2012	2013	4/30/2013	FY 2014	FROM FY13
SALARY & BENEFITS								
ECON. DEV. COORDINATOR	10-5600-0100	\$ 50,682	\$ 53,606	\$ 53,206	\$ 53,768	\$ 43,437	\$ 57,544	7.0%
HEALTH CARE	10-5600-2000	\$ 6,012	\$ 6,016	\$ 6,610	\$ 6,600	\$ 5,500	\$ 6,900	4.5%
VRS	10-5600-2010	\$ 8,654	\$ 9,567	\$ 9,818	\$ 11,732	\$ 10,568	\$ 12,407	5.8%
WORKERS COMP	10-5600-2030	\$ 380	\$ 1,141	\$ 1,166	\$ 110	\$ 106	\$ 110	0.0%
FICA	10-5600-2020	\$ 3,877	\$ 4,070	\$ 4,003	\$ 4,113	\$ 3,245	\$ 4,404	7.1%
		\$ 69,605	\$ 74,400	\$ 74,803	\$ 76,324	\$ 62,856	\$ 81,365	6.6%
EXPENSES								
VEHICLE MILEAGE	10-5600-2110	\$ 663	\$ 726	\$ 393	\$ 1,500	\$ 609	\$ 800	-46.7%
MEETING EXPENSES	10-5600-2120	\$ 187	\$ 147	\$ 124	\$ 200	\$ 10	\$ 250	25.0%
		\$ 850	\$ 873	\$ 517	\$ 1,700	\$ 619	\$ 1,050	-38.2%
PROGRAMS AND ADMINISTRATION								
BLUEMONT CONCERT SERIES	10-5600-2100	\$ 5,196	\$ 5,103	\$ 5,103	\$ 5,000	\$ 5,108	\$ 5,500	10.0%
MARKETING CONTRACT	10-5600-2200	\$ 8,267	\$ 8,250	\$ 10,566	\$ 10,000	\$ 7,530	\$ 10,000	0.0%
PROGRAM DEV. & MARKETING	10-5600-2300	\$ 2,949	\$ 3,007	\$ 2,188	\$ 8,000	\$ 2,863	\$ 50,000	525.0%
VISIT LOUDOUN MARKETING	10-5600-2400	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 15,000	50.0%
FARMERS MARKET	NEW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,500	NEW
ARTS COUNCIL SUPPORT	NEW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,500	NEW
JTHG SUPPORT	NEW	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	NEW
CHRISTMAS IN MIDDLEBURG	10-5600-3000	\$ 5,610	\$ 5,742	\$ 5,024	\$ 6,000	\$ 6,217	\$ 9,000	50.0%
PROFESSIONAL DEVELOPMENT	10-5600-3100	\$ 545	\$ 592	\$ -	\$ 500	\$ 220	\$ 500	0.0%
WEB-SITE DEVELOPMENT	10-5600-3300	\$ -	\$ -	\$ -	\$ 1,000	\$ 223.00	\$ 20,000	1900.0%
DUES & ASSOC. MEMBERSHIPS	10-5600-3200	\$ 750	\$ 1,015	\$ 1,075	\$ 700	\$ 810	\$ 1,200	71.4%
OFFICE SUPPLIES	10-5600-4100	\$ 17	\$ 301	\$ 217	\$ 200	\$ 116	\$ 400	100.0%
PRINTING	10-5600-4200	\$ 1,016	\$ 98	\$ -	\$ 1,000	\$ -	\$ 3,000	200.0%
CONTINGENCY & OTHER	10-5600-9900	\$ 108	\$ 340	\$ 99	\$ 400	\$ -	\$ 23,000	5650.0%
		\$ 34,458	\$ 34,447	\$ 34,272	\$ 42,800	\$ 33,087	\$ 145,100	239.0%
ECONOMIC DEVELOPMENT TOTAL		\$ 155,595	\$ 163,326	\$ 109,592	\$ 120,824	\$ 96,562	\$ 227,515	88.3%

**TOWN OF MIDDLEBURG
FY 2014
GENERAL FUND BUDGET**

**PINK BOX
REVENUES & EXPENDITURES**

	FINAL 2010	FINAL 2011	FINAL 2012	ADOPTED 2013	FY13 Actual 4/30/2013	ADOPTED FY 2014	% CHANGE FROM FY13
PINK BOX SURPLUS	\$ 229,240	\$ 212,776	\$ 195,776	\$ 178,776	\$ -	\$ 175,333	
LESS PREVIOUS YEAR EXPENDITURES	\$ 16,464	\$ 17,069	\$ 20,443	\$ 15,800	\$ -	\$ 26,145	
REMAINING PINK BOX SURPLUS	\$ 212,776	\$ 195,707	\$ 175,333	\$ 162,976	\$ -	\$ 149,188	
PINK BOX REVENUE							
DONATIONS		\$ 900	\$ 302	\$ 500	\$ 299	\$ 500	0%
SALES		\$ 16,100	\$ -	\$ 100	\$ (61)	\$ 100	0%
OTHER REVENUE (from Surplus)		\$ 17,000	\$ 302	\$ 15,800	\$ -	\$ 21,600	36.71%
		\$ 17,000	\$ 302	\$ 16,400	\$ 238	\$ 22,200	35.37%
PINK BOX EXPENDITURES							
PINK BOX RENT	\$ 5,418	\$ 5,002	\$ 5,002	\$ 5,100	\$ 4,585	\$ 5,100	0.0%
PINK BOX RE TAX	\$ 5,897	\$ 5,990	\$ 9,210	\$ 6,400	\$ 26	\$ 6,400	0.0%
PINK BOX SUPPLIES	\$ 235	\$ 531	\$ 110	\$ 200	\$ 89	\$ 2,000	900.0%
PINK BOX REPAIRS/MAINTENANCE	\$ 3,880	\$ 5,714	\$ 8,822	\$ 2,000	\$ 3,178	\$ 5,500	175.0%
PINK BOX ELECTRICITY	\$ 591	\$ 825	\$ 648	\$ 900	\$ 947	\$ 900	0.0%
PINK BOX TELEPHONE	\$ 280	\$ 300	\$ 803	\$ 300	\$ -	\$ 300	0.0%
INTERNET SERVICE	\$ 768	\$ 800	\$ 99	\$ 800	\$ 777	\$ 900	12.5%
WATER & SEWER		\$ 81	\$ 1,451	\$ 600	\$ 450	\$ 1,000	66.7%
OTHER	\$ -	\$ 1,200	\$ -	\$ 100	\$ -	\$ 100	0.0%
	\$ 17,069	\$ 20,443	\$ 26,145	\$ 16,400	\$ 10,052	\$ 22,200	35.4%



**TOWN OF MIDDLEBURG
FY 2014 BUDGET
HEALTH CENTER FUND**

**TOWN OF MIDDLEBURG
FY 2014 BUDGET
REVENUES AND EXPENDITURES**

HEALTH CENTER FUND

REVENUES	ACCOUNT #	FINAL	FINAL	FINAL	ADOPTED	FY13 Actual	ADOPTED	% CHANGE
		2010	2011	2012	2013	4/30/2013	FY 2014	FROM FY13
RENTAL INCOME	50-3000-0000	\$ 76,774	\$ 61,200	\$ 52,238	\$ 55,000	\$ 49,928	\$ 59,000	7.3%
RENTAL DEPOSIT	50-3000-0100	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	-100.0%
FROM RESERVES	50-3000-0200	\$ -	\$ 87,000	\$ -	\$ 64,700	\$ -	\$ 35,300	-45.4%
MM INTEREST INCOME	50-3400-0300	\$ 470	\$ 1,000	\$ 298	\$ 500	\$ 55	\$ 150	-70.0%
TOTAL REVENUES		\$ 77,244	\$ 150,200	\$ 52,536	\$ 121,200	\$ 49,983	\$ 94,450	-22.1%
EXPENDITURES								
ADMINISTRATIVE SERVICES								
TOWN STAFF	50-5210-5430	\$ 7,500	\$ 10,500	\$ 10,500	\$ 10,400	\$ -	\$ 8,350	-19.7%
ACCOUNTING & AUDIT	50-5100-2400	\$ 2,000	\$ 2,000	\$ 2,000	\$ 4,000	\$ 1,000	\$ 2,000	-50.0%
ATTORNEY	new	\$ -	\$ -	\$ -	\$ 1,000	\$ 2,201	\$ 1,500	50.0%
OTHER	50-5100-9900	\$ -	\$ -	\$ -	\$ -	\$ 25	\$ 100	100.0%
DONATIONS	50-5100-2600	\$ 27,500	\$ 30,000	\$ 32,500	\$ 20,000	\$ 20,000	\$ 31,000	55.0%
SUBTOTAL ADMIN. SERVICES		\$ 37,000	\$ 42,500	\$ 45,000	\$ 35,400	\$ 23,226	\$ 42,950	21.3%
MAINTENANCE EXPENSE								
INSURANCE	50-5210-0015	\$ 1,501	\$ 3,600	\$ 1,371	\$ 1,500	\$ 1,495	\$ 1,500	0.0%
MATERIALS & SUPPLIES	50-5210-4800	\$ 362	\$ 1,000	\$ 580	\$ 500	\$ 1,166	\$ 1,000	100.0%
GROUPS/EQ. REPAIRS	50-5210-5000	\$ -	\$ 5,000	\$ 700	\$ 1,000	\$ 388	\$ 2,000	100.0%
BUILDINGS REPAIR/MAINTENANCE	50-5210-5200	\$ 45,980	\$ 75,000	\$ 31,169	\$ 1,500	\$ 4,617	\$ 25,000	1566.7%
CLEANING	50-5210-5440	\$ 1,320	\$ 3,600	\$ -	\$ 4,000	\$ 2,940	\$ 4,000	0.0%
ELECTRICAL SERVICES	50-5210-5400	\$ 6,285	\$ 6,500	\$ 3,670	\$ 6,000	\$ 7,109	\$ 7,000	16.7%
HEATING SERVICES	50-5210-5410	\$ 6,761	\$ 8,000	\$ 9,555	\$ 9,000	\$ -	\$ 8,000	-11.1%
WATER/SEWER	50-5210-5420	\$ 1,987	\$ 2,200	\$ 3,224	\$ 2,300	\$ 2,200	\$ 3,000	30.4%
SUBTOTAL MAINT. EXPENSE		\$ 64,196	\$ 104,900	\$ 50,269	\$ 25,800	\$ 19,915	\$ 51,500	99.6%
DEPRECIATION EXPENSE	50-5900-9100	\$ -	\$ -	\$ 2,914	\$ -	\$ -	\$ -	-
CAPITAL EXPENSE								
HEATING SYSTEM UPGRADE	new	\$ 101,196	\$ 147,400	\$ 98,183	\$ 60,000	\$ 16,511	\$ -	-
TOTAL HEALTH CENTER EXPENSE		\$ 101,196	\$ 147,400	\$ 98,183	\$ 121,200	\$ 59,652	\$ 94,450	-22.1%
CONTINGENCY	50-5210-5500	\$ (23,952)	\$ -	\$ -	\$ -	\$ -	\$ -	-
TOTAL EXPENSE W/CONTINGENCY		\$ 98,183	\$ 121,200	\$ 98,183	\$ 121,200	\$ 59,652	\$ 94,450	-41.5%



**TOWN OF MIDDLEBURG
FY 2014 BUDGET
UTILITY FUND**

TOWN OF MIDDLEBURG
FY 2014
UTILITY FUND BUDGET

REVENUES													
OPERATING REVENUE - WATER													
	ACCOUNT #	FINAL FY2010	FINAL FY2011	FINAL FY2012	ADOPTED FY2013	FY13 Actual 4/30/2013	ADOPTED FY2014	% CHANGE FROM FY13					
OPERATING REVENUE - WATER													
WATER USER FEES	30-3500-0100	\$ 280,505	\$ 302,596	\$ 334,707	\$ 347,804	\$ 291,794	\$ 525,000	50.95%					
WATER AVAIL/CONNECT FEE	30-3500-0200,0300	\$ 11,000	\$ -	\$ -	\$ 1,000	\$ 12,228	\$ 15,000	1400.00%					
INTEREST WATER	30-3510-1000	\$ 365	\$ 378	\$ 158	\$ 250	\$ 49	\$ 250	0.00%					
MISCELLANEOUS - WATER	30-3510-2000	\$ 1,304	\$ 1,250	\$ 1,725	\$ 1,500	\$ 3,170	\$ 1,500	0.00%					
REIMBURSED FEES- WATER	30-3510-2000	\$ 2,943	\$ -	\$ -	\$ -	\$ -	\$ 3,500	0.00%					
BONDING FEES	30-3220-0700	\$ -	\$ -	\$ 12,177.00	\$ -	\$ -	\$ -	0.00%					
OTHER		\$ 2,251	\$ 9,132	\$ -	\$ -	\$ -	\$ 500	0.00%					
		\$ 298,368	\$ 313,356	\$ 348,767.00	\$ 350,554	\$ 307,241	\$ 545,750	55.68%					
OPERATING REVENUE - SEWER													
SEWER USER FEES	30-3700-0100	\$ 202,747	\$ 222,293	\$ 250,474	\$ 278,528	\$ 217,718	\$ 439,000	57.61%					
SEWER AVAIL/CONNECT FEE	30-3700-0200,0300	\$ 10,500	\$ -	\$ -	\$ 1,000	\$ 18,530	\$ 21,000	2000.00%					
REFUSE SERVICE TRANSFER	30-3710-3000	\$ 1,916	\$ 1,613	\$ 1,613	\$ 2,500	\$ 1,411	\$ 2,000	-50.00%					
REIMBURSED FEES- SEWER	30-3720-1000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500	0.00%					
INTEREST SEWER	30-3710-1000	\$ 365	\$ 115	\$ -	\$ 250	\$ -	\$ 250	0.00%					
		\$ 215,528	\$ 224,021	\$ 252,087	\$ 282,278	\$ 237,659	\$ 465,750	65.00%					
TOWER LEASE REVENUE													
CINGULAR/ AT&T	30-3600-0200	\$ 28,519	\$ 29,660	\$ 31,051	\$ 31,973	\$ 26,751	\$ 33,000	3.21%					
NEXTEL	30-3600-0300	\$ 31,279	\$ 32,892	\$ 34,187	\$ 35,820	\$ 8,540	\$ 37,000	3.29%					
SPRINT	30-3600-0400	\$ 32,225	\$ 32,824	\$ 30,985	\$ 34,850	\$ 29,243	\$ 36,000	3.30%					
T-MOBILE	30-3600-0500	\$ 22,029	\$ 24,963	\$ 25,961	\$ 26,644	\$ 22,381	\$ 27,500	3.21%					
VERIZON	30-3600-0600	\$ 25,462	\$ 26,225	\$ 27,760	\$ 30,000	\$ 25,000	\$ 31,000	3.33%					
		\$ 139,513	\$ 146,564	\$ 149,944	\$ 159,287	\$ 111,915	\$ 164,500	3.27%					
		\$ 792,119											
		\$ 100,552											
SUBTOTAL - REVENUES													
TRANSFER - FUND BALANCE													
		\$ 63,195	\$ 26,877	\$ 19,236	\$ -	\$ 2,859	\$ -	0%					
SALAMANDER REIMBURSABLES													
		\$ 716,604	\$ 710,818	\$ 770,034	\$ 892,671	\$ 659,674	\$ 1,176,000	31.74%					
TOTAL OPERATING REVENUES													

TOWN OF MIDDLEBURG
UTILITY FUND
FY 2014 BUDGET
EXPENDITURES

ADMINISTRATION & SOFT COSTS

CONTRACT SERVICES	ACCOUNT #	FINAL	FINAL	FINAL	ADOPTED	FY13 Actual	ADOPTED	% CHANGE
		2010	2011	2012	2013	4/30/2013	FY2014	FROM FY13
CONTRACT SERVICES								
LOUDOUN WATER	30-5110-2500	\$ 206,230	\$ 245,475	\$ 249,451	\$ 245,000	\$ 170,118	\$ 245,000	0.0%
OTHER CONTRACT SERVICES	30-5110-2600	\$ 53,526	\$ 2,200	\$ 9,971	\$ 22,950	\$ 52,245	\$ 37,000	61.2%
ENGINEERING	30-5110-2200	\$ 69,572	\$ 38,946	\$ 17,505	\$ 10,000	\$ 17,442	\$ 30,000	200%
TOWER MAINTENANCE CONTRACT	30-5100-2500	\$ 17,898	\$ 18,000	\$ 1,790	\$ 19,900	\$ 10,441	\$ 18,000	-9.5%
Subtotal - Contract Services		\$ 347,226	\$ 304,621	\$ 278,717	\$ 297,850	\$ 250,246	\$ 330,000	10.8%
ADMINISTRATION								
TOWN ADMINISTRATOR 30-5110-2700 \$ 14,171 \$ 4,846 \$ 14,000 \$ - \$ - \$ 6,185 \$ 14,000 100%								
ATTORNEY	30-5110-2100	\$ 5,640	\$ 195	\$ 2,739	\$ 500	\$ -	\$ 2,000	300%
AUDIT	30-5100-2400	\$ 6,750	\$ 6,750	\$ 6,775	\$ 6,775	\$ 5,100	\$ 7,000	3.3%
UTILITY BILLING	30-5110-2800	\$ 13,498	\$ 14,017	\$ 13,498	\$ -	\$ -	\$ 11,500	100%
ADVERTISING	30-5110-2300	\$ -	\$ 699	\$ -	\$ 500	\$ 1,151	\$ 1,000	100%
OFFICE SUPPLIES	30-6400-4100	\$ 376	\$ 204	\$ 353	\$ 500	\$ 162	\$ 500	-
SOFTWARE	30-6400-4400	\$ 896	\$ 1,397	\$ 10,700	\$ 1,000	\$ 850	\$ 7,500	650%
POSTAGE	30-6400-4300	\$ -	\$ -	\$ 1,796	\$ 3,000	\$ 2,085	\$ 5,000	40%
Subtotal - Administration		\$ 27,160	\$ 28,108	\$ 49,861	\$ 12,275	\$ 15,533	\$ 48,500	40%
INSURANCE								
AUTO INSURANCE 30-6600-0010 \$ 1,852 \$ 749 \$ 105 \$ - \$ - \$ - \$ - \$ -								
LIABILITY INSURANCE	30-6600-0011	\$ 2,486	\$ 2,915	\$ 1,961	\$ 1,500	\$ 1,446	\$ 1,500	0%
PROPERTY INSURANCE	30-6600-0015	\$ 2,679	\$ 1,873	\$ 3,034	\$ 4,000	\$ 2,921	\$ 3,000	0%
Subtotal - Insurance		\$ 7,017	\$ 4,788	\$ 5,100	\$ 5,500	\$ 4,367	\$ 4,500	0%
DEBT SERVICE								
Clean Water 1997 30-6710-6000 \$ 5,043 \$ 4,447 \$ 3,822 \$ 18,461 \$ 18,461 \$ - \$ - -100%								
Clean Water-2000	30-6710-7000	\$ 8,602	\$ 8,005	\$ 7,381	\$ 21,720	\$ 21,720	\$ -	-100%
VRA-2010 Refunded Debt	30-6710-8000	\$ -	\$ 70,937	\$ 102,216	\$ 169,983	\$ 169,983	\$ 166,700	-1.9%
VML/VACO Bond Maintenance Fee	30-6700-7000	\$ 586	\$ 290	\$ 290	\$ 290	\$ 290	\$ 300	3%
Bond Issuance Fees & Payments	30-6730-8000	\$ 2,945	\$ 58,157	\$ 4,843	\$ -	\$ 21,318	\$ -	0%
MIDDLEBURG BANK -Unrefunded	30-6710-9000	\$ -	\$ 75,903	\$ 36,117	\$ 43,192	\$ 43,192	\$ -	-100%
MIDDLEBURG BANK REFUNDING-2013	New	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,500	new
MIDDLEBURG BANK-to VRA in FY12		\$ 138,041	\$ -	\$ -	\$ -	\$ -	\$ -	0%
DEBT SERVICE		\$ 155,217	\$ 217,739	\$ 154,669	\$ 253,646	\$ 274,964	\$ 189,500	-25.3%
TOTAL ADMIN. & SOFT COST		\$ 536,620	\$ 555,256	\$ 488,347	\$ 569,271	\$ 545,110	\$ 572,500	0.6%

**TOWN OF MIDDLEBURG
UTILITY FUND
FY 2014 BUDGET
EXPENDITURES**

OPERATIONS & MAINTENANCE	ACCOUNT #	FINAL	FINAL	FINAL	ADOPTED	FY13 Actual	ADOPTED	% CHANGE
		2010	2011	2012	2013	4/30/2013	FY 2014	FROM FY13
WATER								
OPERATIONS & MAINTENANCE:								
CHEMICAL SUPPLIES	30-6400-5100	\$ 15,870	\$ 17,155	\$ 27,930	\$ 42,000	\$ 15,707	\$ 71,000	69.05%
EQUIPMENT/SUPPLIES-WATER	30-6400-5200	\$ 7,318	\$ 10,397	\$ 7,132	\$ 15,000	\$ 22,260	\$ 20,000	33.33%
EQUIPMENT MAINTENANCE	30-6400-5301	\$ 14,005	\$ 4,871	\$ 4,273	\$ 13,500	\$ 5,607	\$ 22,000	63%
LINE/SYSTEM MAINTENANCE:	30-6400-5302	\$ 4,371	\$ 6,617	\$ 20,056	\$ 24,000	\$ 10,319	\$ 30,000	25%
ELECTRICITY - WATER	30-6400-5400	\$ 14,554	\$ 28,562	\$ 16,152	\$ 25,000	\$ 9,955	\$ 20,000	-20.00%
TELEPHONE - WATER	30-6400-5600	\$ 960	\$ 4,665	\$ 1,889	\$ 4,000	\$ 1,879	\$ 2,500	-37.50%
TESTING - WATER	30-6400-5700	\$ 5,674	\$ -	\$ 7,062	\$ 10,000	\$ -	\$ 9,000	-10.00%
FUEL	30-6400-8100	\$ -	\$ -	\$ -	\$ 7,500	\$ 3,524	\$ 9,000	20.00%
OTHER - WATER	30-6400-9900	\$ -	\$ 923	\$ 847	\$ 1,000	\$ 570	\$ 6,000	500.00%
TOTAL WATER O & M		\$ 62,753	\$ 73,190	\$ 85,341	\$ 142,000	\$ 69,821	\$ 189,500	33.45%
SEWER								
OPERATIONS & MAINTENANCE								
CHEMICAL SUPPLIES	30-6410-5100	\$ 34,749	\$ 18,487	\$ 19,596	\$ 31,500	\$ 18,300	\$ 38,000	20.63%
EQUIPMENT/SUPPLIES	30-6410-5200	\$ 6,009	\$ 8,857	\$ 1,958	\$ 13,600	\$ 4,023	\$ 40,000	194.12%
EQUIPMENT MAINTENANCE	30-6410-5301	\$ (4,902)	\$ 660	\$ 480	\$ 5,500	\$ 2,396	\$ 5,000	-9.09%
LINE/SYSTEM MAINTENANCE	30-6410-5302	\$ (575)	\$ 7,006	\$ 516	\$ 15,000	\$ -	\$ 20,000	33.33%
ELECTRICAL SERVICES	30-6410-5400	\$ 13,596	\$ 23,197	\$ 31,993	\$ 39,000	\$ 33,385	\$ 44,500	14.10%
TELEPHONE	30-6410-5600	\$ 1,243	\$ 1,538	\$ 1,079	\$ 2,000	\$ 1,098	\$ 2,500	25.00%
TESTING - SEWER	30-6410-5700	\$ 16,707	\$ 36,858	\$ 36,190	\$ 37,600	\$ 28,570	\$ 40,500	7.71%
SLUDGE REMOVAL	30-6410-5800	\$ 21,040	\$ 23,228	\$ 45,725	\$ 37,200	\$ 17,590	\$ 40,000	7.53%
FUEL	30-6400-8100	\$ -	\$ -	\$ -	\$ 7,000	\$ -	\$ 7,000	0.00%
OTHER-SEWER	30-6410-9900	\$ -	\$ -	\$ 2,101	\$ -	\$ 1,750	\$ 5,500	100%
TOTAL SEWER O & M		\$ 87,866	\$ 119,831	\$ 139,638	\$ 181,400	\$ 107,112	\$ 243,000	33.96%
TOTAL OPERATIONS & MAINTENANCE		\$ 150,619	\$ 193,021	\$ 224,979	\$ 323,400	\$ 176,933	\$ 432,500	33.74%
WATER SYSTEM IMPROVEMENTS								
SEWER SYSTEM IMPROVEMENTS	30-6800-3000						\$ 60,000	
TOTAL CAPITAL IMPROVEMENTS							\$ 20,000	
OPERATING RESERVE-WATER								
OPERATING RESERVE-SEWER	New	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000	New
REPLACEMENT RESERVES-WATER	New	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000	New
REPLACEMENT RESERVES-SEWER	New	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,000	New
TOTAL RESERVE FUNDS							\$ 61,000	
TOTAL ADMIN & SOFT COSTS								
TOTAL WATER & SEWER EXPENSES		\$ 518,722	\$ 539,395	\$ 486,557	\$ 569,271	\$ 545,110	\$ 572,500	0.57%
TOTAL WATER & SEWER REVENUES		\$ 669,341	\$ 732,416	\$ 711,536	\$ 892,671	\$ 722,043	\$ 1,146,000	28.38%
TOTAL WATER & SEWER REVENUES		\$ 709,604	\$ 705,756	\$ 770,034	\$ 892,671	\$ 659,674	\$ 1,176,000	31.74%
CONTINGENCY		\$ (26,660)	\$ -	\$ -	\$ -	\$ -	\$ 30,000	
BALANCEI		\$ 705,756	\$ 56,704	\$ 892,671		\$ 1,176,000		31.74%