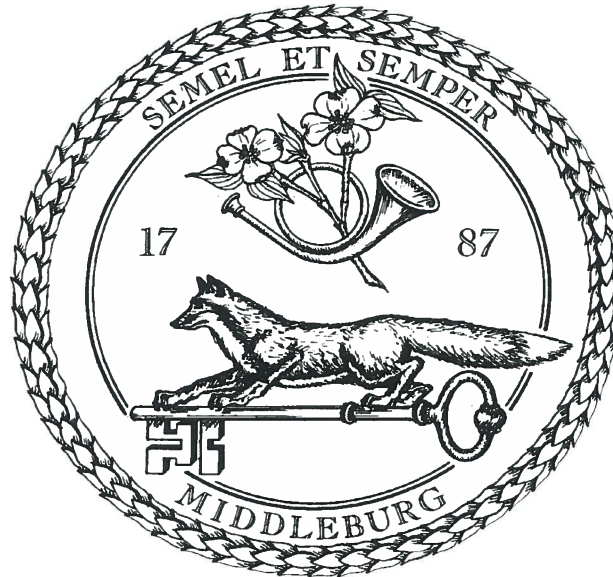


TOWN OF MIDDLEBURG, VIRGINIA BUDGET



FISCAL YEAR 2017-2018

ADOPTED—JUNE 8, 2017



TOWN OF MIDDLEBURG ADOPTED BUDGET

FY 2017-18



Town Council

Betsy Allen Davis, Mayor
Darlene Kirk, Vice Mayor
J. Kevin Daly
Kevin Hazard
Peter Leonard-Morgan
Trowbridge M. Littleton
Philip Miller
Mark T. Snyder

Town Administration

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

June 8, 2017

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Town Administrator's Budget Message

To the Citizens and Businesses of Middleburg:

The current fiscal year, FY 2016-17 (FY17) has been a great year for the Town, including the completion of the Route 50 Traffic Calming/Streetscape/Waterline Project. The Town was able to complete this significant capital project with major funding assistance from the State and Loudoun County, resulting in the Town paying only approximately 18% of the final cost. This helped contribute to continued improvement in the Town's financial health over the year.

The assessed value of taxable real property in Middleburg increased modestly last year, rising by 3.51% as of January 1, 2017. Town revenues have increased at a slower pace this year compared to last, but we continue to experience an upsurge in business license tax and occupancy tax revenues. Expenditures have remained below budget, allowing the Town to build its reserves. This has helped the Town to maintain a real property tax rate below that of its neighboring small towns. The current (FY17) rate of 16.5¢ per \$100 of assessed property value is significantly below that of Purcellville (22¢ + 3.5¢ special assessment), Lovettsville (21¢), Round Hill (18.066¢) and Hamilton (28¢). The latter three communities also do not provide all of the services Middleburg provides, such as independent police services and a visitor center.

We expect General Fund revenues to increase modestly in FY 2017-18 (FY18), with estimated growth of 6.8%. However, Town revenue growth will be countered by rising expenses, including health and other insurance costs, building maintenance and capital improvement costs. General Fund expenses are projected to increase by approximately 8.9% as the Town ramps up its economic development program and customer support at the Police Department is expanded. Nevertheless, the budget projects a healthy General Fund contingency, and, at the same time, expenses in the Utility Fund are projected to decrease by about 9.4% as planned capital improvements continue at a slower pace than last year. Overall, the combined fund budgets decrease by 0.1% over FY17.

Summary of Proposed Budget

The adopted FY18 Budget recognizes the continuing significant revenue stream from Salamander Resort operations, while maintaining the Town's careful stewardship of its financial resources. The budget also addresses the need to continue investment in the Town's infrastructure, including its aging utility system and its sidewalk network.

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

Town services provided under the General Fund are supported by business taxes, real property taxes, business personal property taxes, land use application fees, parking fines, as well as State and Federal grants and apportionments. The services covered by the General Fund include Town Administration, Buildings & Grounds Maintenance, Police, Planning and Zoning, and Economic Development. 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 3.51% in 2016. As a result of this assessment increase, the real estate tax rate would have to be reduced from its FY17 level of 16.5¢ per \$100 of assessed value to 16.3¢ to produce the same amount of real estate tax revenue in FY18 as in FY17. This is referred to as the "equalized tax rate". The FY18 budget maintains the current tax rate of 16.5¢, which will result in a very modest effective tax increase to the average taxpayer. However, this should be offset for most taxpayers by Loudoun County's reduction of their real estate tax rate by 2¢ for FY18.

The budget projects a General Fund contingency reserve of approximately \$144,000 for FY18. This is important for rebuilding the Town's General Fund reserves after difficult financial times and to address the many unmet infrastructure needs. A desirable goal is to maintain a year's worth of expenditures in the unreserved fund balance. The Town has made progress on this goal in recent years. As of the end of FY16, the last audited year, the ratio of the Town's unreserved fund balance to annual expenditures stood at 1.4, over a year's worth of financial cushion.

The budget projects expenditure growth due to increased operational costs, including implementation of a new wayfinding sign program, Asbury Church rehabilitation and completion of the West End Sewer Pump Station project. In addition, the budget includes hiring a new Business & Economic Development Director to provide business assistance and recruitment services and oversee new branding and marketing efforts to drive new business and tourism growth.

Health care costs continue to increase, this year by 4.8% percent, following a substantial 10.3% increase last year. The Town will also provide a 3% cost of living increase in line with that provided by other local governments in the area to help employees with rising health care and other costs and to keep the Town competitive with the labor market for government workers in the area.

No increase in business license, meals, occupancy, cigarette or other local tax rates are proposed for FY18. Middleburg has kept real property taxes low due to its strong business community. The business community (via Local Taxes) generates the largest portion of General Fund revenues. Intergovernmental revenues (from Loudoun County) will help to fund the cost of new sidewalk connections along Marshall Street. 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 any net rental proceeds after building maintenance costs be contributed to charitable organizations in the Middleburg area. With advice from the Health Center Advisory Board, the Town Council over the years has made substantial contributions to many well deserving charities in the Middleburg area. Over the last decade the Fund had to be tapped for major improvements to the building, including replacement of the old oil-fired boiler heating system and this year for a mold remediation project. Such capital expenditures have reduced the Fund's reserve, and rental income has suffered this year due to the mold remediation in one space. There are currently several vacancies in the building, and the Town has hired a property manager to assist in management and leasing. The fund has a reserve of about \$315,000 as of the end of April 2017, which is a 12.9% drop from the prior year. Rental income is conservatively projected this fiscal year in light of the vacancies, so the budget projects insufficient net income to be able to make charitable contributions in FY18. As an alternative, the General Fund budget includes funds earmarked for charitable contributions for next year, giving the Health Center Fund a year to recover.

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

Middleburg has only about 485 customers among which to spread the costs. This makes it difficult to maintain sufficient revenues to fund water and wastewater operations AND provide capital for necessary improvements and repairs to our water and wastewater systems. In addition, the Town must cover the costs of unfunded mandates resulting from Virginia Department of Environmental Quality and Virginia Department of Health regulations. As water and wastewater treatment requirements from these regulatory agencies become more stringent, the costs to provide water and sewer services increases.

Fortunately, the Town is making progress on the backlog of capital improvement projects that were put on hold for many years, thanks to a successful \$1.5 million bond issuance during FY15. The Town achieved a very low 2.7% interest rate on this 25-year fixed rate bond, which spreads the cost of these improvements over a long period of time and preserves more cash for annual operating expenses. Improvements completed last year included the major water new line in Route 50 and installing a waterline loop on the east end of town. Projects planned for this year include replacing undersized and aging waterlines in the Ridgeview Subdivision and upgrading the outdated West End Sewage Pump Station. The Utility Fund pays the annual debt service on these and past capital improvements to the utility system, which for FY18 will total \$305,289, almost \$18,000 less than last year.

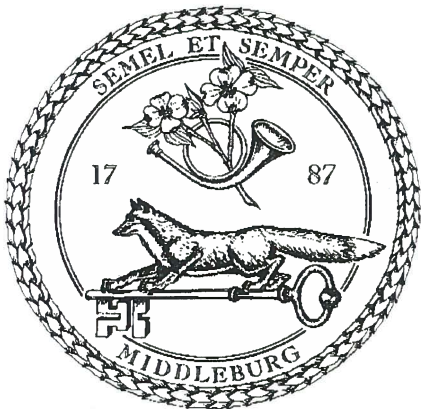
We are proud to report that the significant strides the Town has made in improving its water system over the past few years led to the Town recently being awarded the **Water System of the Year** by the Virginia Rural Water Association. This is a testament to the Town Council's leadership in moving the system toward greater efficiency and sustainability.

The Town utilizes a utility rate model that computes utility rates that efficiently and fairly fund both water & sewer system needs. The utility rate model has been updated for FY18, and a 5.3% increase in the minimum water & sewer bill is needed.

In closing, FY18 is projected to be another year of financial stability and progress 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 Asbury Church renovations and utility system improvement projects that have not yet gone to bid, may require FY18 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 maintain the real estate tax rate this year at 16.5¢/\$100 of assessed value. No other Town taxes or fees are increasing at this time with the exception of the necessary utility rate increase. The staff and Town Council are optimistic the local economy will continue to grow modestly and are committed to minimizing the burden on our taxpayers whenever possible. As always, the Mayor, Town Council and staff pledge to expend Town funds conservatively and continue to seek new sources of revenue and operational savings wherever possible.

Martha Mason Semmes, Town Administrator



TOWN OF MIDDLEBURG

FY 2017-18

ADOPTED BUDGET

BUDGET & FINANCIAL SUMMARY

TOWN OF MIDDLEBURG

FY 18 BUDGET SUMMARY

GENERAL FUND SUMMARY					
REVENUES			EXPENDITURES		
	FY 17 ADOPTED	FY 18 ADOPTED		FY 17 ADOPTED	FY 18 ADOPTED
PROPERTY TAX	\$ 573,322	\$ 534,500	ADMINISTRATION	\$ 644,435	\$ 750,630
LOCAL TAXES	\$ 2,204,500	\$ 2,368,500	BUILDINGS & GROUNDS	\$ 132,780	\$ 83,205
ZONING FEES	\$ 35,000	\$ 22,000	POLICE	\$ 797,890	\$ 852,724
FINES & FEES	\$ 61,200	\$ 35,700	MAINTENANCE	\$ 611,738	\$ 657,762
MISCELLANEOUS	\$ 14,400	\$ 4,000	PLANNING AND ZONING	\$ 236,665	\$ 232,385
INTERGOVERNMENTAL	\$ 69,095	\$ 202,000	ECON. DEVELOPMENT	\$ 344,353	\$ 446,025
PINK BOX SURPLUS +MISC.REV	\$ 17,850	\$ 11,850	PINK BOX	\$ 17,850	\$ 11,850
	<u>\$ 2,975,367</u>	<u>\$ 3,178,550</u>		<u>\$ 2,785,711</u>	<u>\$ 3,034,581</u>
			CONTINGENCY	\$ 189,656	\$ 143,969
TOTAL	<u>\$ 2,975,367</u>	<u>\$ 3,178,550</u>	TOTAL	<u>\$ 2,975,367</u>	<u>\$ 3,178,550</u>
HEALTH CENTER INDEPENDENT FUND					
REVENUES			EXPENDITURES		
	FY 17 ADOPTED	FY 18 ADOPTED		FY 17 ADOPTED	FY 18 ADOPTED
HEALTH CENTER	<u>\$ 76,385</u>	<u>\$ 76,196</u>	HEALTH CENTER	\$ 76,385	\$ 76,196
			CONTINGENCY	\$ -	\$ -
			TOTAL	<u>\$ 76,385</u>	<u>\$ 76,196</u>

06.08.17

TOWN OF MIDDLEBURG

FY 18 BUDGET SUMMARY

CONTINUED

UTILITY FUND SUMMARY					
REVENUES			EXPENDITURES		
	FY 17 AMENDED	FY 18 ADOPTED		FY 17 AMENDED	FY 18 ADOPTED
Water User Fees	\$ 633,300	\$ 593,218	Contract Services	\$ 365,000	\$ 376,700
Sewer User Fees	\$ 611,280	\$ 583,060	Administration & Insur.	\$ 66,289	\$ 71,894
Water Tower Cellular Leases	\$ 141,798	\$ 149,136	Operations-Water	\$ 205,500	\$ 220,000
Miscellaneous	\$ 35,000	\$ 10,000	Operations-Sewer	\$ 251,000	\$ 252,200
Transfer from Reserves	\$ 348,198	\$ -	Debt Service	\$ 323,592	\$ 305,939
Availability/Connection Fees	\$ -	\$ 51,600	Capital Projects	\$ 978,198	\$ 762,960
General Fund Loan	\$ -	\$ 350,000			
2015 Bond Proceeds	\$ 450,000	\$ 274,143	Contingency	\$ 29,997	\$ 21,464
TOTAL UTILITY FUND REV.	\$ 2,219,576	\$ 2,011,157	TOTAL UTILITY FUND EXP.	\$ 2,219,576	\$ 2,011,157
TOTAL ALL FUNDS	\$ 5,271,328	\$ 5,265,903		\$ 5,271,328	\$ 5,265,903

06.08.2017

**TOWN OF MIDDLEBURG
FY 18 BUDGET SUMMARY**

UTILITY FUND DEBT SERVICE

Fiscal Year	VRA Series 2010C	Middleburg Bank Series 2013	Middleburg Bank Series 2014	Total
2018	\$ 167,143	\$ 55,601	\$ 82,545	\$ 305,289
2019	\$ 167,593	\$ 55,601	\$ 82,317	\$ 305,511
2020	\$ 167,783	\$ 55,601	\$ 82,156	\$ 305,539
Thereafter*	\$ 1,848,274	\$ 1,214,523	\$ 1,649,840	\$ 4,712,637
Total	\$ 2,350,792	\$ 1,381,326	\$ 1,896,858	\$ 5,628,976

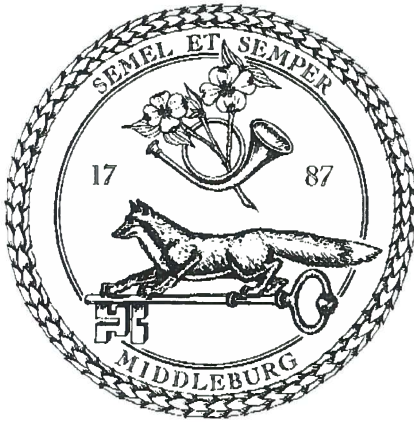
* End date varies. For VRA = 2031; For Middleburg Bank Series 2013 = 2035 & Series 2014 = 2039

FUND BALANCE - June 30, 2016

	GENERAL FUND	UTILITY FUND	HEALTH CENTER FUND
Assets			
Current & Other Assets	\$ 3,888,334	\$ 1,957,655	\$ 198,726
Net Capital Assets	\$ 1,961,407	\$ 12,779,577	\$ 178,119
Total Assets	\$ 5,849,741	\$ 14,737,232	\$ 376,845
Liabilities			
Long-Term Liabilities	\$ 801,470	\$ 4,375,662	\$ -
Other Liabilities	\$ 156,670	\$ 119,101	\$ 6,657
Total Liabilities	\$ 958,140	\$ 4,494,763	\$ 6,657
Net Position			
Unrestricted Fund balance	\$ 3,246,397	\$ 1,665,040	\$ -
Restricted Fund balance	\$ -	\$ -	\$ 192,069
Invested in Capital Assets - (net of related Debt)	\$ 1,809,563	\$ 8,577,429	\$ 178,119
Total Net Position	\$ 5,055,960	\$ 10,242,469	\$ 370,188

Source: Town of Middleburg Comprehensive Annual Financial Report, FY Ended June 30, 2016.

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



TOWN OF MIDDLEBURG

**FY 2017-18
ADOPTED BUDGET**

GENERAL FUND

TOWN OF MIDDLEBURG

FY 18 BUDGET SUMMARY

REAL PROPERTY TAX RATE SCENARIOS

<u>2017 ASSESSMENT</u>	<u>TAX RATE*</u>	<u>REVENUE</u>	<u>DIFFERENCE</u>	
\$ 303,207,600	\$ 0.165	\$ 500,293		Current tax rate
Equalized Tax Rate	\$ 0.163	\$ 493,330	\$ (6,963)	
Alternative Rate 1	\$ 0.170	\$ 515,453	\$ 15,160	
Alternative Rate 2	\$ 0.175	\$ 530,613	\$ 30,321	

* 1 cent on the tax rate = \$30,321

<u>BREAK OUT</u>	<u>2016 ASSESSMENT</u>	<u>VALUE CHANGE</u>	<u>2017 ASSESSMENT</u>	<u>% CHANGE</u>
Single Family Detached	79,902,690	6,691,670	86,594,360	8.37%
Town Houses	25,763,600	1,077,910	26,841,510	4.18%
Condo	9,835,330	397,120	10,232,450	4.04%
Other (incl vacant land)	4,327,150	288,490	4,615,640	6.67%
Single Family Suburban	1,261,380	58,650	1,320,030	4.65%
Multifamily	2,290,670	56,890	2,347,560	2.48%
Commercial/ Industrial	169,548,980	1,707,070	171,256,050	1.01%
TOTAL TAXABLE	292,929,800	10,277,800	303,207,600	3.51%
REVENUE @ \$.165/\$100	\$ 483,334		\$ 500,293	

The Total Assessment does not reflect the value of 72 tax exempt properties which for 2017 totals \$65,261,390. Approximately 13% of the real property parcels in Middleburg are tax exempt.

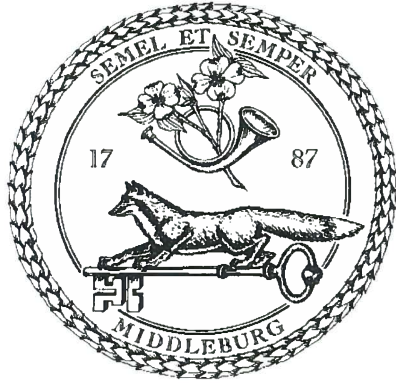
Potential revenues must be reduced by the annual elderly tax relief, which for FY 17 totaled approximately \$8,000. An estimate of \$8,000 is used for FY18. \$10,000 is also deducted for tax appeals.

TOWN OF MIDDLEBURG FY 18 BUDGET SUMMARY

FY 18 EQUALIZED TAX RATE CALCULATION

	2017	2016	
Total Taxable Assessed Value	\$ 303,207,600	\$ 292,929,800	**
New Residential Construction/Growth	\$ 1,074,350		
New Commercial Construction/Growth	\$ 2,098,460		
Total New Construction/Growth	\$ 3,172,810		
Total Adjusted Assessment	\$ 300,034,790		
Equalized Tax Rate=FY16 Real Estate Levies x 101%/2017 Real Estate Adjusted Value			
2016 Total Assessment** X \$0.165 tax rate=FY16 levies	\$ 483,334		
Multiplied by 101% =	\$ 488,168		
Divided by 2017 Assessed Value - New construct. =	0.163	or \$0.163/\$100	
		equalized rate	

** Assessment total as of December 2016



**TOWN OF MIDDLEBURG
FY 2017-18
ADOPTED BUDGET
GENERAL FUND
REVENUES**

TOWN OF MIDDLEBURG

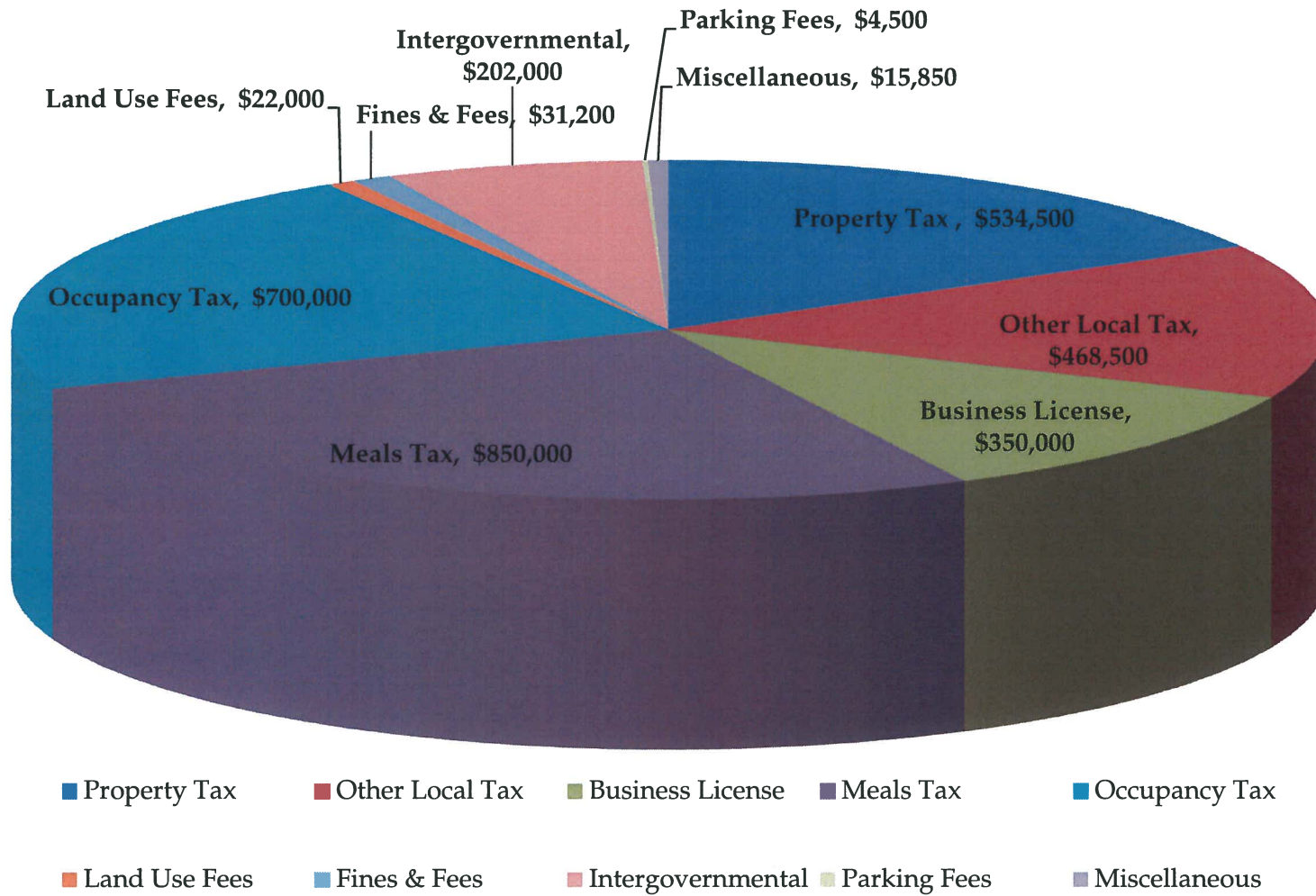
FY 18 BUDGET

REVENUES		Account #	FY 14 FINAL	FY 15 FINAL	FY 16 FINAL	FY 17 ADOPTED	FY 18 ADOPTED	% Change from FY 17
<u>PROPERTY TAX</u>								
Real Estate	10-3000-0100	\$	470,202	\$ 505,595	\$ 504,408	\$ 500,322	\$ 483,000	-3.5%
Personal Property	10-3000-0200	\$	30,544	\$ 82,036	\$ 66,394	\$ 70,000	\$ 50,000	-28.6%
Penalties and interest	10-3000-500, -600	\$	1,901	\$ 4,558	\$ 1,949	\$ 3,000	\$ 1,500	-50.0%
Total		\$	502,647	\$ 592,189	\$ 572,752	\$ 573,322	\$ 534,500	-6.8%
<u>LOCAL TAXES</u>								
Sales Tax	10-3100-0100	\$	38,022	\$ 44,483	\$ 48,138	\$ 45,000	\$ 48,000	6.7%
Utilities Taxes	10-3020-misc	\$	111,470	\$ 112,917	\$ 108,910	\$ 110,000	\$ 110,000	0.0%
Meals Tax	10-3030-0000	\$	517,927	\$ 763,512	\$ 821,985	\$ 775,000	\$ 850,000	9.7%
Business License	10-3050-0000	\$	286,291	\$ 330,037	\$ 380,837	\$ 350,000	\$ 350,000	0.0%
Cigarette Tax	10-3060-0000	\$	24,583	\$ 25,728	\$ 26,233	\$ 23,000	\$ 24,000	4.3%
Motor Vehicle License	10-3200-0100	\$	10,591	\$ 11,907	\$ 12,527	\$ 11,500	\$ 11,500	0.0%
Bank Franchise Tax	10-3010-0000	\$	263,468	\$ 300,042	\$ 305,515	\$ 250,000	\$ 275,000	10.0%
Occupancy Tax	10-3040-0000	\$	247,811	\$ 631,061	\$ 674,539	\$ 640,000	\$ 700,000	9.4%
Total		\$	1,500,163	\$ 2,219,687	\$ 2,378,684	\$ 2,204,500	\$ 2,368,500	7.4%
<u>PLANNING & ZONING</u>								
Application, Proffer, Misc Fees	10-3220-misc	\$	63,679	\$ 30,305	\$ 97,518	\$ 30,000	\$ 17,000	-43.3%
Professional Review Fees	10-3220-0500	\$	219	\$ 43,646	\$ 231	\$ 5,000	\$ 5,000	0.0%
		\$	63,898	\$ 73,951	\$ 97,749	\$ 35,000	\$ 22,000	-37.1%
<u>FINES AND FEES</u>								
Court & Parking Fines	misc	\$	49,655	\$ 31,260	\$ 26,238	\$ 30,000	\$ 30,000	0.0%
Farmers Market Fees	10-3100-0502	\$	1,200	\$ 1,582	\$ 525	\$ 1,200	\$ 1,200	0.0%
Parking Space Rental/Permits	10-3200-0300,-0500	\$	23,245	\$ 16,160	\$ 11,282	\$ 30,000	\$ 4,500	-85.0%
Total		\$	74,100	\$ 49,002	\$ 38,045	\$ 61,200	\$ 35,700	-41.7%
<u>MISCELLANEOUS</u>								
Misc. Donations	10-3070-0200	\$	400	\$ 63,854	\$ -	\$ 400	\$ -	-100.0%
Pink Box Income & Surplus	10-3300-misc	\$	-	\$ 2,986	\$ 715	\$ 17,850	\$ 11,850	-33.6%
Sale of Property	10-3800-1000	\$	15,200	\$ 1,500	\$ -	\$ 10,000	\$ -	-100.0%
Miscellaneous/Interest	10-3400-0300,-0400	\$	11,119	\$ 6,691	\$ 6,078	\$ 4,000	\$ 4,000	0.0%
Capital Projects Fees	3800-3100, 3200	\$	60,000	\$ -	\$ -	\$ -	\$ -	0.0%
Total		\$	86,719	\$ 75,031	\$ 6,793	\$ 32,250	\$ 15,850	-50.9%
<u>INTERGOVERNMENTAL</u>								
Law Enforcement 599 & Grant	10-3100-0300,-0301	\$	20,107	\$ 20,048	\$ 20,048	\$ 20,695	\$ 20,500	-0.9%
State/Local Grants	10-3100-misc	\$	38,741	\$ 39,166	\$ 3,463	\$ 1,000	\$ 171,500	17050.0%
Fire Program	10-3100-0500	\$	18,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0.0%
Transportation Enhancement	10-3100-0503	\$	41,913	\$ 351,343	\$ -	\$ 37,400	\$ -	-100.0%
Total		\$	118,761	\$ 420,557	\$ 33,511	\$ 69,095	\$ 202,000	192.4%
Total Revenues		\$	2,346,288	\$ 3,430,417	\$ 3,127,533	\$ 2,975,367	\$ 3,178,550	6.8%

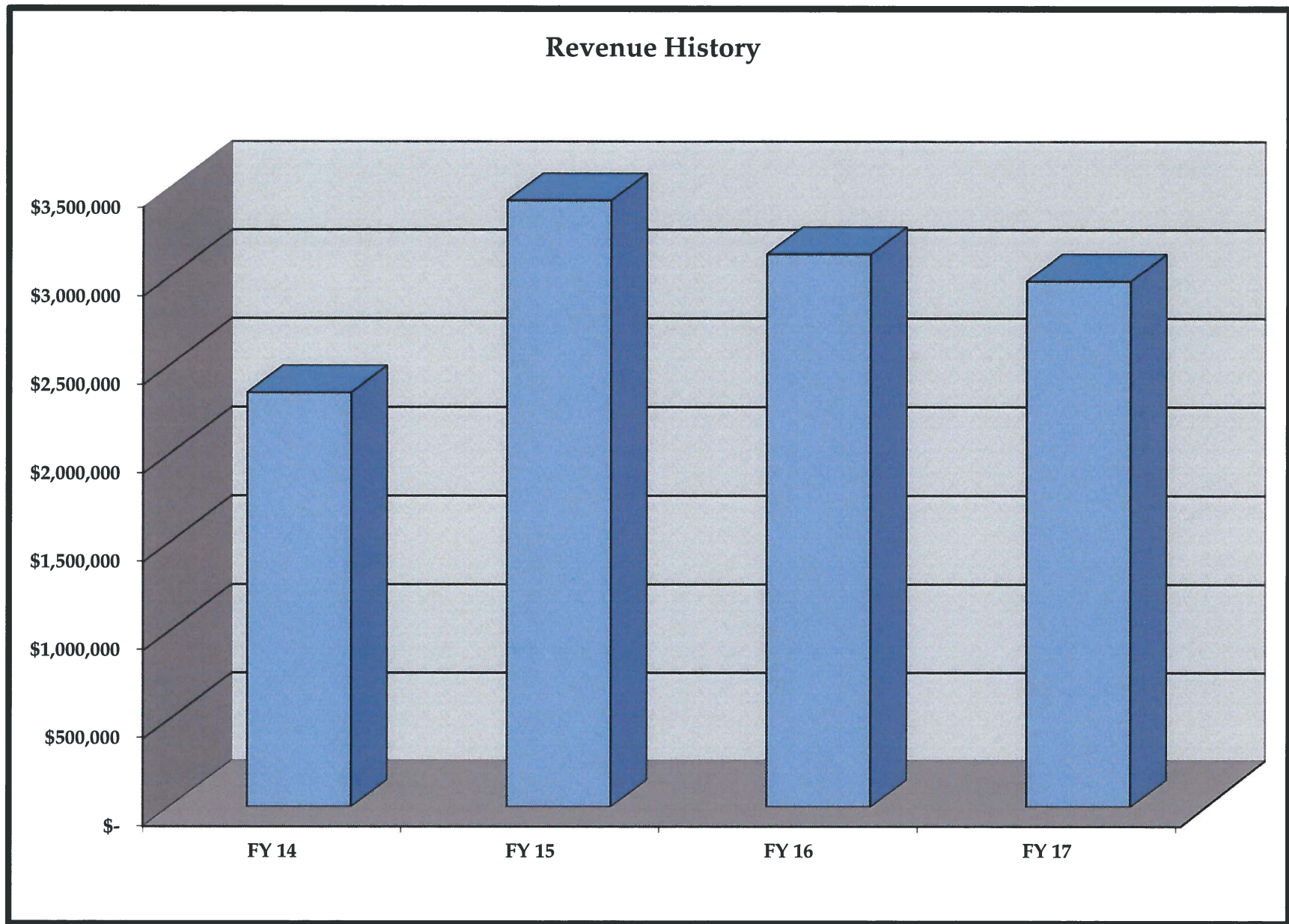
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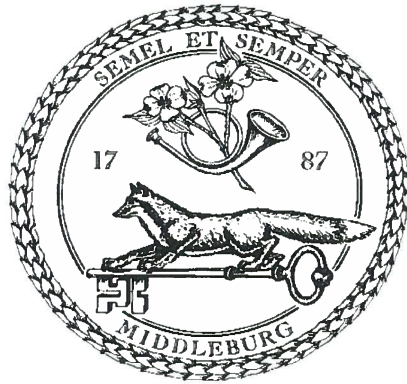
**TOWN OF MIDDLEBURG
FY 18 GENERAL FUND BUDGET**

**REVENUE BREAKDOWN
FY 18**



**TOWN OF MIDDLEBURG
FY 18 GENERAL FUND BUDGET**





**TOWN OF MIDDLEBURG
FY 2017-18
ADOPTED 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 17 ACCOMPLISHMENTS:

1. Completed Town-County boundary line adjustment process to add W. End Pump Station property to the Town limits;
2. Worked w/VDOT to complete the Rt. 50 traffic calming, streetscape and waterline projects on time;
3. Completed procurement for and managed E. Washington Street waterline project, completed on time and under budget;
4. Procured the services of a new Town Attorney and initiated recruitment for Business & Economic Development Director;
5. Submitted 3 successful funding applications: 1) a \$10,500 wellhead protection grant to install safety fence at the Stonewall Water Plant; 2) \$166,000 in FY 18 County CIP funding for Marshall St. sidewalk connections; and 3) a \$802 VML safety grant for electrical safety matting for Town utility facilities;
6. Completed Accounting Software selection and will complete software implementation by end of June 2017;
7. Reviewed and enhanced the Business License Renewal Form and Process
8. Drafted a Tourism Zone ordinance adopted by Council
9. Negotiated an amendment to the Salamander Conservation Easement relating to Town sewer lines;

FY 17 ACCOMPLISHMENTS, continued:

11. Assisted in the transition of four (4) new members of Council;
12. Assisted Council in updating Town Financial Management Policies
13. Assisted Council in updating public parking policies following elimination of the parking meters;
14. Completed insurance claim process resulting in repair of hail damage to ten Town buildings and to Town vehicles;
15. Completed wayfinding sign plan addressing VDOT issues to obtain VDOT approval; and
16. Drafted Town/Middleburg Museum Foundation Memorandum of Understanding for the Pink Box visitor's center
17. Completed stabilization plan for Asbury Church and prepared IFB for Stabilization Project
18. Procured a property management company for the Health Center

FY 18 GOALS & OBJECTIVES - ADMINISTRATION:

GOAL 1: Support the work of the Council

- Objective 1.1: Research and provide information on items coming before the Town Council.
- Objective 1.2: Respond to inquiries in a timely manner, including FOIA inquiries.
- Objective 1.3: Research and implement new electronic agenda software.
- Objective 1.4: 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

- Objective 2.1: Implement new payment processing portal to allow in-office credit card payments and to reduce or eliminate manual entry of payments.
- Objective 2.2: Review, enhance, and edit Business License Procedures and Business Owner Procedures.
- Objective 2.3: Review existing contracts and competitively procure services provided by the private sector.
- Objective 2.4: Review and enhance Budget Process, to include starting Budget earlier and completing a full Capital Improvement Program review and update.
- Objective 2.5: Review current tax structure of the Town and compare to other similar municipalities

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

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

GOAL 4: Maintain and enhance communications with the public.

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

GOALS & FY 18 OBJECTIVES – ADMINISTRATION, continued:

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

FY 18 Objective 5.1: Update at least two more chapters of the Code.

FY 18 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 18 Objective 6.1: Research electronic records retention software, including retention of text messages.

FY 18 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 18 Objective 7.1: Provide Council with information necessary for consideration of staff compensation and benefit policies in the updated Employee Handbook.

FY 18 Objective 7.2: Assist Council in the completion/adoption of the updates to the Employee Handbook.

FY 18 Objective 7.3: Complete annual employee evaluations.

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

FY 18 Objective 8.1: Complete 10-year staffing plan;

FY 18 Objective 8.2: Develop specific plan for meeting future space needs.

TOWN OF MIDDLEBURG

FY 18 BUDGET

ADMINISTRATION

EXPENDITURES			FY 14	FY 15	FY 16	FY 17	FY 18	% Change
<u>ADMIN. SALARY & BENEFITS</u>		ACCOUNT #	FINAL	FINAL	FINAL	ADOPTED	ADOPTED	from FY17
ADMIN. STAFF SALARIES	10-5000-0100	\$	195,000	\$ 202,487	\$ 194,840	\$ 217,835	\$ 254,260	16.7%
WORKER'S COMP	10-5000-2000	\$	318	\$ 220	\$ 323	\$ 241	\$ 346	43.7%
FICA - ADMINISTRATIVE	10-5000-2100	\$	16,634	\$ 17,344	\$ 16,287	\$ 17,865	\$ 23,238	30.1%
VRS - ADMINISTRATIVE	10-5000-2210	\$	38,753	\$ 47,814	\$ 43,090	\$ 51,090	\$ 63,517	24.3%
VEHICLE ALLOWANCE	10-5000-2230	\$	3,300	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	0.0%
HEALTH - ADMINISTRATIVE	10-5000-2300	\$	18,835	\$ 24,370	\$ 22,225	\$ 31,955	\$ 53,580	67.7%
FITNESS-ALL EMPLOYEES	10-5000-2400			\$ -	\$ -	\$ 3,120	\$ 3,600	15.4%
OTHER WAGES/COMPENSATION		\$	22,930	\$ 12,140	\$ 17,902	\$ 15,000	\$ 31,100	107.3%
ADMIN. COMPENSATION		\$	295,770	\$ 307,975	\$ 298,267	\$ 340,706	\$ 433,241	27.2%
<u>COUNCIL EXPENSES</u>								
COUNCIL COMPENSATION	10-5000-1100	\$	10,780	\$ 16,800	\$ 16,400	\$ 16,800	\$ 16,800	0.0%
MAYOR COMPENSATION	10-5000-1000	\$	4,000	\$ 5,254	\$ 6,000	\$ 6,000	\$ 6,000	0.0%
FICA-COUNCIL	10-5000-2100					\$ -	\$ 1,744	
MISC COUNCIL EXPENSES	10-5000-1010	\$	2,250	\$ 2,000	\$ 2,569	\$ 2,000	\$ 3,500	75.0%
HEALTH-COUNCIL	10-5000-2350	\$	4,900	\$ 7,140	\$ 7,800	\$ 8,596	\$ 4,500	-47.7%
COUNCIL EXPENSES		\$	21,930	\$ 31,194	\$ 32,769	\$ 33,396	\$ 32,544	-2.6%
<u>ADMINISTRATIVE SERVICES</u>								
ATTORNEY	10-5100-2100	\$	27,323	\$ 20,503	\$ 26,464	\$ 25,000	\$ 40,000	60.0%
CONSULTING SERVICES	10-5100-2200	\$	6,109	\$ 4,297	\$ 2,709	\$ 70,000	\$ 50,000	-28.6%
ADVERTISING	10-5100-2300	\$	2,013	\$ 4,981	\$ 6,016	\$ 4,000	\$ 5,000	25.0%
ACCOUNTING & AUDIT	10-5100-2400	\$	10,000	\$ 11,972	\$ 10,980	\$ 12,500	\$ 13,000	4.0%
LINE OF CREDIT FEES & INTEREST	10-5900-5000	\$	3,055	\$ 10,068	\$ 10,068	\$ 7,800	\$ 11,000	41.0%
ELECTION	10-5100-2900	\$	1,527	\$ -	\$ 1,827	\$ -	\$ 3,000	0.0%
PROFESSIONAL DEVELOPMENT	10-5100-3100	\$	1,018	\$ 285	\$ 355	\$ 1,500	\$ 5,000	233.3%
MEMBERSHIPS/PUBLICATIONS	10-5100-3200	\$	1,892	\$ 2,046	\$ 2,075	\$ 2,500	\$ 3,000	20.0%
MIDDLEBURG FIRE/RESCUE	10-5100-2600	\$	17,000	\$ -	\$ -	\$ 10,000	\$ 10,000	0.0%
FIREWORKS DONATION	10-5100-3250	\$	2,000	\$ 10,000	\$ -	\$ -	\$ -	0.0%
STEWARDSHIP FEE REPAYMENT	10-5100-3450	\$	10,000	\$ 8,000	\$ 8,000	\$ 14,000	\$ -	-100.0%
CONTINGENCY	10-5100-3400	\$	-	\$ 335	\$ 336	\$ 1,000	\$ 1,000	0.0%
OTHER	10-5100-9900	\$	524	\$ 11,346	\$ 1,124	\$ 2,000	\$ 3,500	75.0%
ADMINISTRATIVE SERVICES		\$	82,461	\$ 83,833	\$ 69,953	\$ 150,300	\$ 144,500	-3.9%

TOWN OF MIDDLEBURG

FY 18 BUDGET

ADMINISTRATION, CONTINUED

<u>ADMINISTRATIVE EXPENSES</u>	<u>ACCOUNT #</u>	<u>FY 14 FINAL</u>	<u>FY 15 FINAL</u>	<u>FY 16 FINAL</u>	<u>FY 17 ADOPTED</u>	<u>FY 18 ADOPTED</u>	<u>% CHANGE FROM FY17</u>
OFFICE SUPPLIES	10-5200-4100	\$ 4,427	\$ 5,253	\$ 5,818	\$ 7,000	\$ 9,000	28.6%
PRINTING	10-5200-4200	\$ 1,268	\$ 2,234	\$ 1,859	\$ 3,500	\$ 4,000	14.3%
POSTAGE	10-5200-4300	\$ 2,054	\$ 1,582	\$ 3,660	\$ 3,000	\$ 3,500	16.7%
EQUIPMENT/SOFTWARE PURCHASE	10-5200-4400	\$ 10,906	\$ 64	\$ 25,276	\$ 60,000	\$ 48,900	-18.5%
EQUIP. & SOFTWARE MAINT.	10-5200-4500	\$ 21,495	\$ 9,993	\$ 34,718	\$ 30,000	\$ 28,000	-6.7%
OFFICE EQUIP. RENTAL	10-5200-4600	\$ 5,227	\$ 6,297	\$ 7,953	\$ 9,000	\$ 9,000	0.0%
OTHER	10-5200-9900	\$ 1,743	\$ 64	\$ 346	\$ 1,000	\$ 1,000	0.0%
ADMINISTRATIVE EXPENSES		\$ 47,120	\$ 25,487	\$ 79,631	\$ 113,500	\$ 103,400	-8.9%
<u>INSURANCE</u>							
LIABILITY INSURANCE	10-5100-2420	\$ 2,474	\$ 2,660	\$ 4,143	\$ 4,262	\$ 4,688	10.0%
CRIME & FRAUD INSURANCE	10-5100-2410	\$ 270	\$ 300	\$ 128	\$ 271	\$ 257	-5.2%
		\$ 2,744	\$ 2,960	\$ 4,271	\$ 4,533	\$ 4,945	9.1%
CHARITABLE CONTRIBUTIONS	New					\$ 30,000	
TOWN COMMITTEE SUPPORT	10-5200-4700	\$ 334	\$ -	\$ 291	\$ 2,000	\$ 2,000	0.0%
		\$ 334	\$ -	\$ 291	\$ 2,000	\$ 32,000	1500.0%
TOTAL ADMINISTRATION		\$ 450,359	\$ 451,449	\$ 485,182	\$ 644,435	\$ 750,630	16.5%

06.08.17

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 lots and brick sidewalks. The Facilities & Maintenance Supervisor also installs signs on the Town event sign structure, installs banners on the streetlights, oversees refuse & recycling collection, landscape maintenance and supplemental snow removal contractors, and provides staff support for numerous special events and assisting in utility meter readings.

FY 17 ACCOMPLISHMENTS:

1. Oversaw Town maintenance & repair projects, including extensive efforts during the Rt. 50 project, hail storm damage repairs, Town Office and Health Center mold remediation, and other required repairs and painting for Town Office, Pink Box Visitors Center, Health Center, Water Treatment Plant, and Town Shop.
2. Supervised contract services and contract renewals as needed for part-time labor, landscape maintenance, cleaning, solid waste collection and street sweeping.
3. Supervised removal of parking meters.
4. Supervised installation of new parking signs and posts.
5. Supervised the painting of parking spot numbers, lines and curbs.
6. Provided staff support for Christmas in Middleburg and other town events.
7. Worked with Town Planner and consultant on a new planting plan for Washington and Madison Streets subsequent to completion of improvement projects.

GOALS & FY 18 OBJECTIVES - BUILDINGS & GROUNDS MAINTENANCE:

GOAL 1: Provide support in planning for new street signs for the whole town.

FY 18 Objective 1.1: Assist in developing plan for VDOT review and related CIP item for future year(s) to replace and consolidate street name, route number and Stop signs throughout Town consistent with plans currently underway to do the same in the wayfinding sign area.

GOAL 2: Maintain Town buildings and grounds in an attractive and safe condition.

FY 18 Objective 2.1: Ensure that grounds are kept mowed and that seasonal plantings are installed and maintained.

FY 18 Objective 2.2: Stay on top of clean filters, lights working, cleaning crew, etc.

FY 18 Objective 2.3: Develop and implement a maintenance plan for new plantings being installed on Washington and Madison Streets.

GOAL 3: Oversee Town solid waste collection services

FY 18 Objective 3.1: Supervise solid waste contractors and respond to complaints.

GOAL 4: Oversee Town snow removal services.

FY 18 Objective 4.1: Call in and supervise supplemental snow removal contractor when services are required.

FY 18 Objective 4.2: Coordinate with VDOT on snow removal within the Town.

GOAL 5: Provide staff support for Town events

FY 18 Objective 5.1: Provide assistance as needed for Christmas in Middleburg and other events.

FY 18 Objective 5.2: Participate in planning meetings relating to Town events.

GOAL 6: Utility System Support

FY 18 Objective 6.1: Help troubleshoot utility system issues and provide support to utility staff as necessary.

FY 18 Objective 6.2: Supervise contractor for demolition of old wastewater treatment plant structures.

TOWN OF MIDDLEBURG

FY 18 BUDGET

BUILDINGS & GROUNDS

EXPENDITURES							
BUILDING EXPENSE	ACCOUNT #	FY 14 FINAL	FY 15 FINAL	FY 16 FINAL	FY 17 ADOPTED	FY 18 ADOPTED	% CHANGE FROM FY17
SUPPLIES	10-5210-5100	\$ 868	800	\$ 1,257	\$ 900	\$ 1,500	66.7%
REPAIRS & MAINTENANCE	10-5210-5200	\$ 13,225	18,246	\$ 30,128	\$ 10,000	\$ 10,000	0.0%
GROUNDS/EQUIPMENT	10-5210-5300	\$ 436	1,716	\$ 1,652	\$ 10,000	\$ 8,000	-20.0%
ELECTRICAL SERVICES	10-5210-5400	\$ 3,589	3,482	\$ 2,886	\$ 4,000	\$ 4,100	2.5%
HEATING FUEL	10-5210-5500	\$ 1,021	684	\$ 437	\$ 1,000	\$ 800	-20.0%
TELEPHONE/INTERNET	10-5210-5600	\$ 5,891	2,881	\$ 6,467	\$ 4,000	\$ 5,500	37.5%
WATER/SEWER USE FEE	10-5210-6000	\$ 1,412	502	\$ 582	\$ 1,000	\$ 1,000	0.0%
PROPERTY INSURANCE	10-5210-4900	\$ 1,076	1,174	\$ 1,090	\$ 1,380	\$ 1,805	30.8%
OTHER	10-5210-9900	\$ 499	236	\$ -	\$ 500	\$ 500	0.0%
SUBTOTAL BUILDING EXPENSE		\$ 28,017	29,721	\$ 44,500	\$ 32,780	\$ 33,205	1.3%
CAPITAL EXPENSE - BUILDINGS							
HAIL STORM REPAIRS	new	\$ -	\$ -	\$ -	\$ -	\$ -	-
ASBURY CHURCH RESTORATION	10-6100-1300	\$	2,163	\$ 2,973	\$ 100,000	\$ 50,000	-50.0%
SUBTOTAL CAPITAL EXPENSE - BLDGS		\$ -	\$ 2,163	\$ 2,973	\$ 100,000	\$ 50,000	-50.0%
TOTAL BUILDING EXPENSE		\$ 28,017	\$ 31,884	\$ 47,472	\$ 132,780	\$ 83,205	-37.3%

06.08.17

TOWN OF MIDDLEBURG

FY 18 BUDGET

MAINTENANCE

EXPENDITURES								
	ACCOUNT #	FY 14 FINAL	FY 15 FINAL	FY 16 FINAL	FY 17 ADOPTED	FY 18 ADOPTED	% CHANGE FROM FY 17	
SALARY & BENEFITS								
SUPERINTENDENT'S SALARY	10-5400-0100	\$ 48,388	\$ 60,228	\$ 65,514	\$ 56,628	\$ 58,332	3%	
OVERTIME	10-5400-0500	\$ 9,860	\$ 6,128	\$ 3,032	\$ 10,000	\$ 10,000	0%	
HEALTH CARE	10-5400-3000	\$ 13,519	\$ 17,183	\$ 17,267	\$ 18,560	\$ 19,440	5%	
VRS	10-5400-3010	\$ 8,784	\$ 12,856	\$ 13,563	\$ 13,932	\$ 14,350	3%	
WORKERS COMP	10-5400-2200	\$ 935	\$ 823	\$ 374	\$ 721	\$ 778	8%	
OTHER WAGES/COMPENSATION		\$ -	\$ -	\$ -	\$ -	\$ 750		
FICA	10-5400-3020	\$ 4,668	\$ 5,373	\$ 5,227	\$ 5,097	\$ 5,250	3%	
SUBTOTAL SALARY & BENEFITS		\$ 86,154	\$ 102,591	\$ 104,977	\$ 104,938	\$ 108,900	4%	
OPERATIONS								
REFUSE DISPOSAL	10-5400-2500	\$ 61,941	\$ 64,798	\$ 70,329	\$ 78,000	\$ 80,000	3%	
INSURANCE AUTO/LIABILITY	10-5400-2100	\$ 2,436	\$ 2,635	\$ 2,876	\$ 2,670	\$ 3,308	24%	
SUPPLIES	10-5400-5100	\$ 6,839	\$ 4,602	\$ 2,837	\$ 6,000	\$ 5,000	-17%	
EQUIPMENT	10-5400-5101	\$ 1,555	\$ -	\$ 575	\$ 4,000	\$ 2,000	-50%	
REPAIRS/MAINTENANCE.	10-5400-5200	\$ 4,092	\$ 17,064	\$ 9,222	\$ 8,000	\$ 9,000	13%	
PARKING METER MAINTENANCE	10-5400-5300	\$ 1,979	\$ 791	\$ 620	\$ 500	\$ -	-100%	
ELECTRICITY - SHOP	10-5400-5400	\$ 2,419	\$ 2,697	\$ 2,739	\$ 2,500	\$ 1,500	-40%	
ELECTRICITY ST. LIGHTS	10-5400-5401	\$ 14,006	\$ 15,597	\$ 16,218	\$ 15,000	\$ 15,000	0%	
TELEPHONE/PAGER	10-5400-5600	\$ 651	\$ 597	\$ 1,314	\$ 650	\$ 650	0%	
SNOW REMOVAL	10-5400-6100	\$ 25,625	\$ 18,980	\$ 66,091	\$ 50,000	\$ 50,000	0%	
STREET CLEANING	10-5400-6200	\$ 12,308	\$ 10,725	\$ 9,750	\$ 12,500	\$ 13,000	4%	
PART-TIME CONTRACT LABOR	10-5400-0200	\$ 15,375	\$ 22,875	\$ 4,165	\$ 25,000	\$ 26,000	4%	
LANDSCAPE MAINTENANCE	10-5400-6300	\$ 30,400	\$ 8,630	\$ 37,695	\$ 30,000	\$ 35,000	17%	
LIBERTY ST. PARKING LOT & RESTROOMS	10-5400-6500	\$ 6,658	\$ 6,647	\$ 10,903	\$ 8,000	\$ 2,000	-75%	
WATER & SEWER-RESTROOMS	10-5400-7000	\$ 1,192	\$ -	\$ 1,276	\$ 1,200	\$ 1,500	25%	
MUNICIPAL PARKING LOT RENTAL	10-5400-6600	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0%	
DOWNTOWN STREET LIGHTS	10-5400-6650	\$ -	\$ -	\$ -	\$ -	\$ 2,000		
BUILDING & EQUIPMENT INSURANCE	10-5400-6700	\$ 1,076	\$ 1,174	\$ 1,090	\$ 1,380	\$ 1,805	31%	
UNIFORMS & WEARING APPAREL	10-5400-7100	\$ 632	\$ 308	\$ 636	\$ 600	\$ 600	0%	
VEHICLE FUEL	10-5400-8100	\$ 1,984	\$ 1,333	\$ 1,662	\$ 2,000	\$ 2,000	0%	
VEHICLE MAINTENANCE	10-5400-8101	\$ 1,592	\$ 100	\$ 112	\$ 1,000	\$ 1,000	0%	
OTHER	10-5400-9900	\$ 550	\$ 1,135	\$ 64	\$ 1,000	\$ 1,000	0%	
SUBTOTAL OPERATIONS		\$ 198,310	\$ 185,688	\$ 245,175	\$ 255,000	\$ 257,363	1%	

TOWN OF MIDDLEBURG

FY 18 BUDGET

MAINTENANCE, continued

	ACCOUNT #	FY 14 FINAL	FY 15 FINAL	FY 16 FINAL	FY 17 ADOPTED	FY 18 ADOPTED	% CHANGE FROM FY 17
CAPITAL EXPENDITURES							
VEHICLE REPLACEMENT	10-5400-4410	\$ 24,784	\$ -	\$ -	\$ -	\$ -	0%
STREET LIGHTS	10-5400-6750				\$ 45,000	\$ -	-100%
PARKING METER PURCHASE	10-5400-5350				\$ 70,000	\$ -	-100%
PHASE 1 WAYFINDING	10-5400-6950	\$ -	\$ -	\$ -	\$ 75,000	\$ 71,000	-5%
RT 50 STREETScape PROJECT	10-5400-6850	\$ -	\$ 137,251	\$ 32,144	\$ 10,000	\$ -	-100%
MARSHALL/MADISON ENHANCEMENT	10-5400-6800	\$ 27,885	\$ 210,396	\$ 30,922	\$ 48,000	\$ -	-100%
STREET SIGN REPLACEMENT NEW						\$ 10,500	
SIDEWALK CONSTRUCTION						\$ 210,000	
MEANDERING TRAIL	10-5400-6900	\$ 37,971	\$ 19,341	\$ 2,392	\$ 3,800	\$ -	-100%
SUBTOTAL - CAPITAL EXPENSE		\$ 90,640	\$ 366,988	\$ 65,458	\$ 251,800	\$ 291,500	16%
MAINTENANCE TOTAL		\$ 375,104	\$ 655,267	\$ 415,610	\$ 611,738	\$ 657,762	7.5%

06.08.17

PROGRAM AREA: POLICE

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

MISSION:

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

DESCRIPTION OF SERVICES:

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

FY 17 ACCOMPLISHMENTS:

1. DCJS approved the training room, the first time in our history, to allow our staff to instruct for credits at our offices.
2. Middleburg along with several other law enforcement leaders from the area assisted with development of some classroom instruction for the students at CS Monroe Vocational School law enforcement class. Students will receive college credits for their work.
3. Worked with other departments within the town to address the concerns and fears of businesses during the construction related to the Route 50 pedestrian safety project.
4. The Chief along with Chiefs from across the state met and continue to meet with state leaders such as Attorney General Mark Herring to discuss reporting and possible changes that would affect police operations.
5. Despite the negative stories that plagued the news related to policing...the Middleburg Police Department was successful in avoiding them. Training, dedication, and a true spirit of community policing proved to be the difference.

FY 17 ACCOMPLISHMENTS CONTINUED:

6. The department continues to focus on advanced training to better prepare us to serve the community. The training this year included: legal issues, cultural diversity, advanced investigations training, use of force, implied bias avoidance, overview of the Baltimore case and subsequent riots.
7. Middleburg was recognized at a national level as the Chief was asked to speak at an event for the National Police Officers Memorial and the ground breaking for the museum. No other police Chief in Northern Virginia was asked to do so.
8. Christmas in Middleburg was a success with multiple components added to enhance safety. All seemed to work well.

GOALS & FY 18 OBJECTIVES:

GOAL 1: Support and assist in the Town government space planning project.

FY 18 Objective 1.1: Provide information to project team regarding police department long-term personnel and facility needs

FY 18 Objective 1.2: Review and provide Police Department comments on space plan recommendations

GOAL 2: Implement the new parking enforcement program adopted by Council.

FY 18 Objective 2.1: Conclude the warning phase prior to July 1.

FY 18 Objective 2.2: Begin enforcement by having the officers conduct two foot patrols per day focused on parking.

FY 18 Objective 2.3: Apply the data collected to determine where and when the most frequent violations occur. Address the same with directed enforcement.

GOAL 3: Transition to the new incident reporting system.

FY 18 Objective 3.1: Determine the vendor no later than October 2017.

FY 18 Objective 3.2: Begin software installation and training as dictated by the vendor's ability to deliver.

FY 18 Objective 3.3: 100% of staff trained and the new system in use and reporting to VSP prior to June of 2018

GOAL 4: Once the new parking program is running promote the "Save Lives...Not Seconds" crosswalk safety program.

FY 18 Objective 4.1: Begin distribution of pamphlets to violators during the month of July and repeat again in the fall of 2017

FY 18 Objective 4.2: Collect data to develop a baseline on crosswalk use and compliance.

TOWN OF MIDDLEBURG

FY 18 BUDGET

POLICE

EXPENDITURES								
SALARY & OVERTIME	ACCOUNT #	FY 14 FINAL	FY 15 FINAL	FY 16 FINAL	FY 17 ADOPTED	FY 18 ADOPTED	% CHANGE FROM FY 17	
POLICE SALARIES	10-5300-	\$ 388,527	\$ 397,877	\$ 404,195	\$ 404,611	\$ 429,800	6.2%	
OVERTIME	10-5300-0500	\$ 6,158	\$ 8,579	\$ 5,465	\$ 12,150	\$ 12,150	0.0%	
OTHER WAGES	10-5300-0600	\$ -	\$ 11,846	\$ 6,551	\$ 20,200	\$ 21,200	5.0%	
SUBTOTAL SALARIES		\$ 394,685	\$ 418,302	\$ 416,211	\$ 436,961	\$ 463,150	6.0%	
BENEFITS								
VRS SYSTEM	10-5300-1305	\$ 61,397	\$ 76,004	\$ 79,170	\$ 81,021	\$ 89,871	10.9%	
HEALTH CARE	10-5300-2000	\$ 56,274	\$ 70,398	\$ 69,578	\$ 76,295	\$ 88,790	16.4%	
WORKER'S COMP	10-5300-3000	\$ 7,254	\$ 8,468	\$ 11,150	\$ 10,815	\$ 11,667	7.9%	
FICA	10-5300-2010	\$ 29,342	\$ 30,632	\$ 31,951	\$ 32,498	\$ 34,425	5.9%	
SUBTOTAL BENEFITS		\$ 154,267	\$ 185,502	\$ 191,850	\$ 200,629	\$ 224,753	12.0%	
OPERATIONS								
INSURANCE AUTO	10-5300-1000	\$ 4,198	\$ 4,489	\$ 3,491	\$ 4,160	\$ 3,134	-24.7%	
POLICE PROF/LIAB INSURANCE	10-5300-1010	\$ 1,895	\$ 3,012	\$ 4,512	\$ 3,840	\$ 5,687	48.1%	
ATTORNEY	10-5300-2100	\$ 777	\$ 568	\$ 962	\$ 1,000	\$ 1,000	0.0%	
COURT FEES	10-5300-6150			\$ -	\$ 1,000	\$ 1,000	0.0%	
ADVERTISING	10-5300-2300	\$ 416	\$ -	\$ -	\$ 500	\$ 500	0.0%	
PROFESSIONAL DEVELOPMENT	10-5300-3300	\$ 1,395	\$ 2,136	\$ 1,721	\$ 2,500	\$ 2,500	0.0%	
EQUIPMENT & SUPPLIES	10-5300-4100	\$ 15,345	\$ 9,255	\$ 16,003	\$ 6,300	\$ 6,300	0.0%	
FIRE ARMS & SUPPLIES	10-5300-4400	\$ 853	\$ 4,094	\$ 960	\$ 1,400	\$ 1,400	0.0%	
OFFICE SUPPLIES	10-5300-4800			\$ -	\$ 1,000	\$ 1,000	0.0%	
OFFICE EQUIP. RENTAL	10-5300-4600	\$ 446	\$ 169	\$ -	\$ -	\$ -	0.0%	
OFFICE RENTAL	10-5300-4700	\$ 9,000	\$ 9,000	\$ 33,709	\$ 46,000	\$ 46,000	0.0%	
OFFICE CLEANING		\$ -	\$ -	\$ 2,375	\$ -	\$ -	0.0%	
SUBSCRIPTION/PUBLICATION	10-5300-5100	\$ 828	\$ 891	\$ 157	\$ -	\$ 200	0.0%	
PRINTING	10-5300-4300			\$ -	\$ 800	\$ 800	0.0%	
EQUIP. & SOFTWARE MAINTENANCE	10-5300-5200	\$ 4,527	\$ 4,047	\$ 7,402	\$ 8,000	\$ 46,500	481.3%	
ELECTRIC/TELEPHONE/INTERNET	10-5300-5600	\$ 7,520	\$ 6,911	\$ 7,780	\$ 11,800	\$ 11,800	0.0%	
UNIFORMS & WEARING APPAREL	10-5300-7100	\$ 5,559	\$ 3,891	\$ 3,486	\$ 4,000	\$ 4,000	0.0%	
VEHICLE & POWERED EQUIP. FUEL	10-5300-8100	\$ 18,106	\$ 15,886	\$ 12,752	\$ 19,000	\$ 19,000	0.0%	
VEHICLE MAINTENANCE	10-5300-8101	\$ 5,236	\$ 5,423	\$ 6,227	\$ 6,500	\$ 6,500	0.0%	
SPECIAL EVENTS	10-5300-8600	\$ 2,430	\$ 6,018	\$ 3,508	\$ 5,000	\$ 5,000	0.0%	
OTHER	10-5300-9900	\$ 2,705	\$ 1,179	\$ 3,728	\$ 2,500	\$ 2,500	0.0%	
SUBTOTAL OPERATIONS		\$ 81,236	\$ 76,969	\$ 108,771	\$ 125,300	\$ 164,821	15.2%	
VEHICLE CAPITAL EXPENSE								
CAPITAL OUTLAY-VEHICLE	10-5300-4410	\$ 29,701	\$ -	\$ 33,278	\$ 35,000	\$ -	-100.0%	
VEHICLE LEASE PROGRAM	10-5300-4500	\$ 8,354	\$ -	\$ -	\$ -	\$ -	0.0%	
VEHICLE EQUIPMENT	10-5300-8102	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
		\$ 38,055	\$ -	\$ 33,278	\$ 35,000	\$ -	-100.0%	
PUBLIC SAFETY TOTAL		\$ 668,243	\$ 680,773	\$ 750,110	\$ 797,890	\$ 852,724	6.9%	

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 17 ACCOMPLISHMENTS:

- 1) Procured the services of a professional consultant team to assist the Planning Commission with the upcoming update of the Town Comprehensive Plan. Held kickoff meeting and began design of the update process.
- 2) Completed management of grant-funded update to the Town's Historic District survey and closed out project.
- 3) Assisted the community in the aftermath of the mass damage caused by the June 2016 hail storm with permit processing, Historic District review, liaising with County Building Department and other customer service as necessary.
- 4) Worked with the Planning Commission and Council to proactively adopt local regulation of short term rentals to address this emerging use and provided this to Del. Randy Minchew to share as an example of responsible exercise of local zoning authority that reflects the community's vision rather than the General Assembly preempting that authority.
- 5) Completed punch list and project closeout of the Madison-Marshall pedestrian improvements project.

(continued on next page)

FY 17 ACCOMPLISHMENTS (cont.):

- 6) Provided support during the Washington St project: responded to owner concerns, provided mapping for detour routes, coordinated private repairs within the work zone, assisted with field revisions, etc.
- 7) Worked with developers on infill development plans, including the related design and review of a privately-funded sanitary sewer extension on Reed Street.
- 8) Prepared and expedited an amendment to the Town's Floodplain Ordinance on short notice from FEMA in order to remain in good standing with the National Flood Insurance Program.
- 9) Worked successfully with staff from other localities and the Virginia Tech Land Use Education Program to site a class of the Certified Planning Commissioner Program in the region; staff and three Commissioners are currently in the program.
- 10) Assumed departmental supervision of Buildings and Grounds Maintenance.

GOALS & FY 18 OBJECTIVES - PLANNING & ZONING:

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

FY 18 Objective 1.1: Work with the Planning Commission and contracted consultant to gain meaningful public input, then develop, draft & forward a rewrite of the Comprehensive Plan to Council for adoption.

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

FY 18 Objective 2.1: Begin work with the Planning Commission to identify any needed updates to development regulations (Zoning, Subdivision and Street & Parking Ordinances) after completion of work on the Comprehensive Plan.

FY 18 Objective 2.2: Begin work with the HDRC to map out a process for reviewing and possibly revising/updating the Historic District Design Guidelines.

GOAL 3: Manage the review process for pending development.

FY 18 Objective 3.1: Continue and complete review efforts of staff, the Planning Commission, the Town Engineer, Utilities, VDOT and other agencies as necessary on site plans for the Middleburg Museum, Catawba Corporation, Masters of Foxhounds Association, and the Town's West End Pump Station. Coordinate review for any new projects that may arise.

FY 18 Objective 3.2: Renew review of the currently dormant construction plans for the Residences at Salamander upon anticipated resubmission.

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

FY 18 Objective 4.1: Assist with the stabilization and future planning for Asbury Church, future space planning for Town staff, and other projects as needed.

FY 18 Objective 4.2: Continue departmental supervision of Buildings and Grounds Maintenance; provide guidance and support to the efforts of the Facilities and Maintenance Supervisor in accomplishing departmental goals.

TOWN OF MIDDLEBURG

FY 18 BUDGET

PLANNING AND ZONING

EXPENDITURES													
		ACCOUNT #	FY 14 FINAL	FY 15 FINAL	FY 16 FINAL	FY 17 ADOPTED	FY 18 ADOPTED	% CHANGE FROM FY 17					
<u>SALARY & BENEFITS</u>													
SALARY	10-5500-0600	\$	62,688	\$	68,160	\$	71,028	\$	76,817	8%			
HEALTH - ZONING	10-5500-2110	\$	5,175	\$	6,600	\$	7,866	\$	8,595	5%			
VRS - ZONING	10-5500-2120	\$	10,882	\$	11,190	\$	14,459	\$	16,062	8%			
WORKER'S COMP	10-5500-2010	\$	106	\$	73	\$	121	\$	130	7%			
FICA - ZONING	10-5500-2000	\$	4,796	\$	4,711	\$	5,434	\$	5,876	8%			
		\$	83,647	\$	90,734	\$	100,030	\$	107,885	7%			
<u>CONSULTING & ADMINISTRATIVE</u>													
ATTORNEY	10-5500-2100	\$	12,092	\$	10,596	\$	5,665	\$	18,000	\$	15,000	-20%	
ENGINEERING/CONSULTING	10-5500-2200	\$	6,660	\$	25,769	\$	49,049	\$	110,000	\$	100,000	-10%	
ADVERTISING	10-5500-2300	\$	3,399	\$	2,760	\$	983	\$	4,500	\$	4,000	-13%	
PROFESSIONAL DEVELOPMENT	10-5500-3100	\$	-	\$	333	\$	1,835	\$	500	\$	2,500	80%	
TRAINING	10-5500-3300			\$	-			\$	2,000	\$	1,500	-33%	
MEMBERSHIP & PUBLICATIONS	10-5500-3200	\$	385	\$	295	\$	331	\$	685	\$	750	9%	
OFFICE SUPPLIES	10-5500-4100	\$	89	\$	593	\$	313	\$	750	\$	500	-50%	
OTHER	10-5500-9900	\$	70	\$	-	\$	26	\$	200	\$	250	20%	
		\$	22,695	\$	40,346	\$	58,201	\$	136,635	\$	124,500	-10%	
PLANNING & ZONING TOTAL			\$	106,342	\$	131,080	\$	154,900	\$	236,665	\$	232,385	-2%

06.08.17

PROGRAM AREA: ECONOMIC DEVELOPMENT

Current Staff: Economic Development Coordinator

MISSION:

To promote the Town as a vibrant, inviting place to shop, do business and visit; to support existing businesses; to recruit new businesses that will complement and enhance the Town's existing business mix; 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. A primary role is to manage and direct strategic planning and program initiatives related to economic development. The department is also responsible for business support and business recruitment efforts, as well as Town marketing.

Economic Development provides staff support to the Economic Development Advisory Committee. In addition, the staff provides support to economic development-related organizations and initiatives, including the Middleburg Business & Professional Association, Visit Loudoun, and the Middleburg Futures Group, as well as to town committees and the The Pink Box visitor's center. With Middleburg Museum purchasing the property where the Pink Box is located, this will require working with visitor center docents and museum volunteers/employees to ensure visitor center coverage.

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

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

The staff also coordinates with out of town event coordinators and oversees operations of the Middleburg Community Farmers Market.

The department is also 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 banner scheduling.

FY 17 ACCOMPLISHMENTS:

- Provided Staff Support to Middleburg Business & Professional Association with events, Biz Buzz and meetings.
- Helped with securing Middleburg nominees for Annual Awards for both MPBA & Visit Loudoun.
- Supported the Streetscape Committee in planning Arbor Day and completing necessary paper work for the town to continue to be named Tree City USA.
- Represented the Town as ex-officio member of Visit Loudoun Board and as a member of their Audit/HR committee
- Special Business Events: Encouraged businesses to partner for special sales; assist in planning special sales events, including the Summer Sidewalk Sale, Winter Weekend Sale, Art in the 'burg, monthly Biz Buzz, etc.
- Worked with Bluemont Concert Series summer concerts, to have concerts on S Madison Street (rain location-The Hill School) and arranged volunteers to help during concerts.
- Submitted successful application for the annual Virginia Commission of the Arts Government Grant and oversaw grant application review through the Economic Development Advisory Committee.
- Managed Middleburg Community Farmers Market – obtained vendors for the market; supervised the Assistant Market Manager; collected completed forms, insurance, fees, etc. from vendors; advertised the market; and arranged with Community Center for location and necessary insurance.
- Community Events: Assisted in planning & implementing the annual Arbor Day celebration; Winter & Summer Sidewalk Sale, Art in the Pink Box Park, Education Workshop through MBPA, and the Tree Lighting Ceremony and Christmas in Middleburg.
- Assisted new businesses in town – such as arranging ribbon cutting for their grand openings, fulfilling information requests, informing them about MBPA, YP Group, special events to join in, etc.
- Served on Christmas in Middleburg working committee. Provided staff support and coordinated services and lunch for public safety personnel and volunteers. Submitted VDOT permit forms and attended monthly meetings.
- Provided regular updates to Town website; worked with Go daddy to update our current website, Facebook page and Town Calendar of Events. Provide a weekly E-newsletter to approximately 1250 contacts, providing weekly construction updates for the Rt. 50, Washington Street Project. Helped to hire Focal Point Creative to manage the town's Social Media Posts on FB, Instagram & Twitter.
- Coordinated with website designers on the new Website and provided new website content.
- Certified Tourism Ambassador – Certification renewal completed for the 7th year.
- Town's Shopping/Dining updated and printed throughout the year as needed.
- Assisted Event Planners from other towns/cities & Visit Loudoun in planning tours of Middleburg, arranging for welcome bags when appropriate.
- Assisted the Economic Development Advisory committee, prepared agendas, and received the Request for Tourism Special Event/Program Funding form & regulations.
- Helped arrange the new Middleburg Futures Group workshop at the NSLM.
- Assisted in planning of banners for town light poles for events and holidays

GOALS & FY 18 OBJECTIVES - ECONOMIC DEVELOPMENT:

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

FY 18 Objective 1.1: Oversee new economic development strategic planning initiatives, including comprehensive community re-branding and new marketing plan.

FY 18 Objective 1.2: Provide staff support to the Economic Development Advisory Committee.

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

FY 18 Objective 2.1: Provide staff support to the Middleburg Arts Council, events and projects.

GOAL 3: Maintain and enhance Town communications.

FY 18 Objective 3.1: Continue weekly Constant Contact newsletters and town calendar

FY 18 Objective 3.2: Manage and update Town website as needed, working with other departments.

GOAL 4: Support other special events in the Town.

FY 18 Objective 4.1: Continue working with MBPA on special events to promote the town;

FY 18 Objective 4.2: Work with Christmas in Middleburg to help implement changes recommended to this year's event and continue to provide staff support to special events.

FY 18 Objective 4.3: Work with Visit Loudoun to promote Middleburg.

FY 18 Objective 4.4: Work with other partners in the town and Loudoun County as needed.

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

FY 18 Objective 5.1: Ensure successful management and promotion of the market, address possible changes to help assure more vendors/product at the market.

GOAL 6: Provide efficient and effective customer service to existing and prospective Town businesses.

FY 18 Objective 6.1: Maintain customer service at a high level during planned staff transition.

FY 18 Objective 6.2: Create information resources for existing and new businesses on the Town website and research possible educational resources for our business community.

GOAL 7: Retain successful businesses and recruit new businesses that will enhance the business mix.

FY 18 Objective 7.1: Visit all Town business and complete a business survey of needs and concerns.

FY 18 Objective 7.2: Create a business recruitment strategy with specific recruitment goals for business types & #'s and recruit at least three new businesses meeting the recruitment strategy objectives.

TOWN OF MIDDLEBURG

FY 18 BUDGET

ECONOMIC DEVELOPMENT

EXPENDITURES

			FY 14		FY 15		FY 16		FY 17		FY 18		% CHANGE
	ACCOUNT #		FINAL		FINAL		FINAL		ADOPTED		ADOPTED		FROM FY 17
ADMINISTRATION													
ECON. DEV. SALARY	10-5600-0100	\$	57,544	\$	59,270	\$	70,925	\$	62,879	\$	96,191		34.6%
HEALTH CARE	10-5600-2000	\$	6,325	\$	7,140	\$	7,866	\$	8,595	\$	21,690		152.4%
VRS	10-5600-2010	\$	10,108	\$	12,501	\$	12,800	\$	13,148	\$	20,114		53.0%
WORKERS COMP	10-5600-2030	\$	106	\$	75	\$	83	\$	121	\$	121		0.0%
FICA	10-5600-2020	\$	4,335	\$	4,535	\$	5,266	\$	4,810	\$	7,359		53.0%
VEHICLE MILEAGE	10-5600-2110	\$	590	\$	800	\$	-	\$	700	\$	700		0.0%
OFFICE SUPPLIES	10-5600-4100	\$	209	\$	400	\$	-	\$	400	\$	450		12.5%
DUES & ASSOC. MEMBERSHIPS	10-5600-3200	\$	1,075	\$	1,140	\$	1,030	\$	1,200	\$	1,200		0.0%
PROFESSIONAL DEVELOPMENT	10-5600-3100	\$	110	\$	130	\$	15	\$	500	\$	500		0.0%
MEETING EXPENSES	10-5600-2120	\$	101	\$	-	\$	-	\$	500	\$	500		0.0%
Subtotal		\$	80,503	\$	85,991	\$	97,986	\$	92,853	\$	148,825		60.3%
MARKETING													
PROGRAM DEVELOPMENT	10-5600-2300	\$	26,891	\$	22,256	\$	15,841	\$	35,000	\$	75,000		114.3%
MARKETING	10-5600-2200	\$	10,250	\$	9,067	\$	9,064	\$	25,000	\$	25,000		0.0%
PRINTING/COLLATERAL	10-5600-4200	\$	2,485	\$	2,061	\$	3,411	\$	8,000	\$	12,000		50.0%
WEBSITE	10-5600-3300	\$	926	\$	-	\$	12,199	\$	20,000	\$	11,700		-41.5%
Subtotal		\$	40,552	\$	33,384	\$	40,515	\$	88,000	\$	123,700		40.6%
ECONOMIC DEVELOPMENT PROGRAM													
ECON. DEV. ORGANIZATION SUPPORT	10-5600-	\$	13,750	\$	25,000	\$	30,250	\$	40,000	\$	45,000		12.5%
ECON. DEV. SPECIAL EVENT SUPPORT	10-5600-	\$	10,418	\$	37,000	\$	31,540	\$	65,000	\$	56,000		-13.8%
		\$	24,168	\$	62,000	\$	61,790	\$	105,000	\$	101,000		
COMMUNITY DEVELOPMENT													
FARMERS MARKET	10-5600-2600	\$	1,877	\$	2,684	\$	2,964	\$	5,000	\$	5,000		0.0%
ARTS COUNCIL	10-5600-2700	\$	3,965	\$	3,641	\$	2,553	\$	7,000	\$	7,000		0.0%
NON-PROFIT ORGANIZATION SUPPORT	10-5600-	\$	500	\$	2,500	\$	-	\$	4,000	\$	1,500		-62.5%
VCA GRANT PROGRAM	New	\$	5,096	\$	7,500	\$	7,500	\$	7,500	\$	9,000		
COMM. DEV. SPECIAL EVENT SUPPORT	New	\$	-	\$	-	\$	15,000	\$	15,000	\$	25,000		
Subtotal		\$	11,438	\$	16,325	\$	28,017	\$	38,500	\$	47,500		23.4%
CONTINGENCY & OTHER	10-5600-9950	\$	5,170	\$	4,050	\$	6,500	\$	20,000	\$	25,000		25.0%
ECONOMIC DEVELOPMENT TOTAL													
		\$	161,831	\$	201,750	\$	234,808	\$	344,353	\$	446,025		29.5%

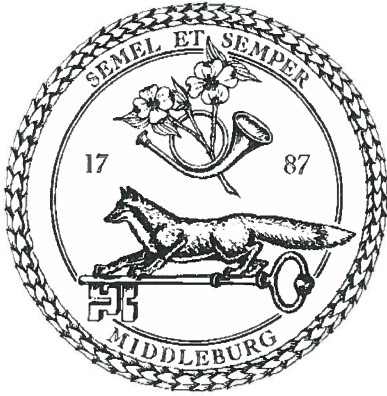
TOWN OF MIDDLEBURG

FY 18 BUDGET

PINK BOX REVENUES & EXPENDITURES

	ACCOUNT #	FY 14 FINAL	FY 15 FINAL	FY 16 FINAL	FY 17 ADOPTED	FY 18 ADOPTED	% CHANGE FROM FY 17
PINK BOX SURPLUS	10-3300-0300	\$ 149,188	\$ 134,556	\$ 103,563	\$ 55,962	\$ 29,209	-48%
LESS PREVIOUS YEAR EXPENDITURES		\$ 14,632	\$ 30,993	\$ 20,847	\$ 26,754	\$ 17,850	-33%
REMAINING PINK BOX SURPLUS		\$ 134,556	\$ 103,563	\$ 82,716	\$ 29,209	\$ 11,359	-61%
<u>PINK BOX REVENUE</u>							
DONATIONS	10-3300-0100	\$ 400	\$ 173	\$ 400	\$ 200	\$ 200	0
OTHER REVENUE (from Surplus)		\$ 30,593	\$ 20,674	\$ 19,000	\$ 17,650	\$ 11,650	-52%
		\$ 30,993	\$ 20,847	\$ 19,400	\$ 17,850	\$ 11,850	-51%
<u>PINK BOX EXPENDITURES</u>							
PINK BOX RENT	10-5600-4700	\$ 4,585	\$ 5,002	\$ 5,002	\$ -	\$ -	0.0%
PINK BOX DONATION	10-5600-4800	\$ 4,627	\$ 5,769	\$ 3,234	\$ 6,000	\$ -	0.0%
PINK BOX SUPPLIES	10-5600-5100	\$ 264	\$ 37	\$ 176	\$ 350	\$ 350	0.0%
PINK BOX REPAIRS/MAINTENANCE	10-5600-5200	\$ 19,228	\$ 7,112	\$ 15,342	\$ 8,000	\$ 8,000	0.0%
PINK BOX ELECTRICITY	10-5600-5400	\$ 903	\$ 721	\$ 759	\$ 1,000	\$ 1,000	0.0%
PINK BOX TELEPHONE/INTERNET	10-5600-5600/5700	\$ 1,097	\$ 1,465	\$ 1,648	\$ 1,650	\$ 1,650	0.0%
WATER & SEWER	10-5600-5500	\$ 289	\$ 741	\$ 493	\$ 750	\$ 750	0.0%
OTHER	10-5600-9950	\$ -	\$ -	\$ 100	\$ 100	\$ 100	0.0%
		\$ 30,993	\$ 20,847	\$ 26,754	\$ 17,850	\$ 11,850	0.0%

06.08.17



TOWN OF MIDDLEBURG

FY 2017-18

ADOPTED BUDGET

HEALTH CENTER FUND

TOWN OF MIDDLEBURG

FY 18 BUDGET

HEALTH CENTER FUND

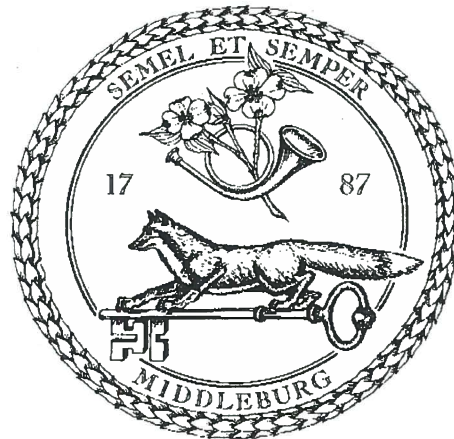
	ACCOUNT #	FY 14 FINAL	FY 15 FINAL	FY 16 FINAL	FY 17 ADOPTED	FY 18 ADOPTED	% CHANGE FROM FY17
BEGINNING FUND BALANCE				\$ 379,949	\$ 322,556	\$ 322,556	
REVENUES							
RENTAL INCOME	50-3000-0000	\$ 75,969	\$ 87,072	\$ 70,264	\$ 76,000	\$ 64,275	-15.4%
RENTAL DEPOSIT	50-3000-0100	\$ 50	\$ -	\$ -	\$ 100	\$ 3,883	3783.0%
FROM RESERVES	50-3000-0200	\$ 4,363	\$ 26,020	\$ -	\$ -	\$ 7,863	0.0%
MISC INCOME	50-3200-0100	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
MM INTEREST INCOME	50-3400-0300	\$ 401	\$ 228	\$ 171	\$ 285	\$ 175	-38.6%
TOTAL REVENUES		\$ 80,783	\$ 113,320	\$ 70,434	\$ 76,385	\$ 76,196	-0.2%
EXPENDITURES							
ADMINISTRATIVE SERVICES							
TOWN STAFF	50-5210-5430	\$ 8,350	\$ 9,420	\$ 8,248	\$ 10,000	\$ 10,294	2.9%
ACCOUNTING & AUDIT	50-5100-2400	\$ 2,000	\$ 1,300	\$ 1,830	\$ 2,000	\$ 1,500	-25.0%
ATTORNEY	50-5100-2500	\$ -	\$ 333	\$ 463	\$ 500	\$ 5,000	900.0%
OTHER	50-5100-9900	\$ -	\$ -	\$ -	\$ 100	\$ 100	0.0%
PROPERTY MANAGEMENT NEW			\$ -	\$ -	\$ -	\$ 11,125	0.0%
DONATIONS	50-5100-2600	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000	\$ -	-100.0%
SUBTOTAL ADMIN. SERVICES		\$ 39,350	\$ 40,053	\$ 39,541	\$ 41,600	\$ 28,019	-32.6%
MAINTENANCE EXPENSE							
INSURANCE	50-5210-0015	\$ 1,343	\$ 1,465	\$ 1,445	\$ 1,685	\$ 2,177	29.2%
MATERIALS & SUPPLIES	50-5210-4800	\$ 827	\$ -	\$ -	\$ 1,000	\$ 1,500	50.0%
GROUPS/EQ. REPAIRS	50-5210-5000	\$ -	\$ -	\$ 222	\$ 2,000	\$ 3,000	50.0%
BUILDINGS REPAIR/MAINTENANCE	50-5210-5200	\$ 20,745	\$ 3,344	\$ 15,987	\$ 10,000	\$ 20,000	100.0%
CLEANING	50-5210-5440	\$ 2,040	\$ 3,300	\$ 720	\$ 2,500	\$ 3,000	20.0%
ELECTRICAL SERVICES	50-5210-5400	\$ 5,329	\$ 5,260	\$ 5,118	\$ 6,500	\$ 4,500	-30.8%
HEATING SERVICES	50-5210-5410	\$ 3,798	\$ 3,719	\$ 1,982	\$ 4,100	\$ 4,000	-2.4%
DEPRECIATION EXPENSE	50-5900-9100	\$ -	\$ -	\$ 4,831			0.0%
WATER/SEWER	50-5210-5420	\$ 2,520	\$ 7,325	\$ 10,349	\$ 7,000	\$ 10,000	42.9%
SUBTOTAL MAINT. EXPENSE		\$ 36,602	\$ 24,413	\$ 40,654	\$ 34,785	\$ 48,177	38.5%
TOTAL HEALTH CENTER EXPENSE		\$ 75,952	\$ 64,466	\$ 80,195	\$ 76,385	\$ 76,196	-0.2%
ENDING FUND BALANCE				\$ 370,188	\$ 322,556	\$ 314,694	
					-12.87%	-2.44%	

06.08.17

TOWN OF MIDDLEBURG

FY 2017-18
ADOPTED BUDGET

WATER & SEWER/UTILITY FUND



PROGRAM AREA: WATER & SEWER SYSTEM (UTILITY FUND)

Current Utility Staff: Contract Operators from Inboden Environmental Services (IES); Town Administrator & Treasurer

MISSION:

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

DESCRIPTION OF SERVICES:

The Town and its utility contractors are responsible for operating and maintaining the Town's five wells, two water treatment plants, a wastewater pump station and a wastewater treatment plant in compliance with Federal and State laws. This involves not only the physical operation of the facilities, but also the extensive daily testing and regular reporting requirements for these systems, as well as responding to customer calls for service. We also must maintain the many miles of water and sewer lines and associated valves, hydrants and manholes that serve the approximately 485 customers of the system. In addition, the Town continued to make progress implementing long-planned capital improvements to the utility system.

FY 17 ACCOMPLISHMENTS:

- Awarded Water System of the Year by the Virginia Rural Water Association
- Maintained the compliance of all facilities with State and Federal law and achieved 5-year wastewater treatment plant permit renewals completed Miss Utility locates as requested;
- Completed Rt 50 waterline upgrade and sewer spot repairs and video sewer line surveys on Rt 50, Federal & Pendleton;
- Completed design plans and bid documents for West End Pump Station replacement project;
- Prepared the annual water system Consumer Confidence Report;
- Developed updated contingency plans for potential system failures
- Created new utility asset management system and updated asset listing.

FY 17 ACCOMPLISHMENTS, continued:

- Updated utility system mapping and transitioned to web-based mapping program;
- Implemented agreement with new sludge disposal facility resulting in cost savings to the Town;
- Continued water meter reading and troubleshooting and Town meter replacement program.
- Completed FOG survey of all establishments using fats, oils and grease and worked with several establishments to upgrade grease trap facilities; and
- Initiated the required Preliminary Engineering Report for Ridgeview waterline improvements.

GOALS & FY 18 OBJECTIVES - WATER & SEWER SYSTEM:

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

- FY 18 Objective 1.1: Maintain annual testing programs for water and sewer systems & meet all required standards.
FY 18 Objective 1.2: Ensure adequate equipment spare parts to allow quick repairs/replacement as necessary.
FY 18 Objective 1.4: Extend the SCADA system to cover all major utility facilities.

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

- FY 18 Objective 2.1: Provide same day response during the week for service calls.
FY 18 Objective 2.2: Ensure that the weekend and night emergency call-out system is always operational and accessible to town customers and officials.

GOAL 3: Continue progress toward a more sustainable and robust utility system.

- FY 18 Objective 3.1: Update the utility capital improvements program
FY 18 Objective 3.2: Complete smoke testing of the sewer system to identify I & I issue areas.
FY 18 Objective 3.3: Continue water meter replacement program & survey all waterline infrastructure.
FY 18 Objective 3.4: Complete the West End Pump Station Replacement Project.
FY 18 Objective 3.5: Complete design plans and bid out first phase of Ridgeview waterline replacement project.
FY 18 Objective 3.6: Paint interior of water tanks & add two Stonewall water tanks to tank maintenance program.

TOWN OF MIDDLEBURG

FY 18 BUDGET

UTILITY REVENUES								
OPERATING REVENUE - WATER	ACCOUNT #	FY 14 FINAL	FY 15 FINAL	FY 16 FINAL	FY 17 AMENDED	FY 18 ADOPTED	% CHANGE FROM FY17	
WATER USER FEES	30-3500-0100	\$ 510,869	\$ 560,260	\$ 559,719	\$ 633,300	\$ 593,218	-6.3%	
WATER AVAIL/CONNECT FEE	30-3500-0200,0300	\$ 40,523	\$ -	\$ -	\$ -	\$ 28,000		
INTEREST WATER	30-3510-1000	\$ 390	\$ 1,894	\$ -	\$ 250	\$ 250	0.0%	
MISCELLANEOUS - WATER	30-3510-2000	\$ 248,143	\$ 35,300	\$ 6,337	\$ 30,000	\$ 5,000	-83.3%	
REIMBURSED USER FEES- WATER	30-3520-1000	\$ -	\$ -	\$ -	\$ 4,500	\$ 4,500	0.0%	
		\$ 799,925	\$ 597,454	\$ 566,056	\$ 668,050	\$ 630,968	-5.6%	
OPERATING REVENUE - SEWER								
SEWER USER FEES	30-3700-0100	\$ 415,306	\$ 487,620	\$ 534,236	\$ 611,280	\$ 583,060	-4.6%	
SEWER AVAIL/CONNECT FEE	30-3700-0200,0300	\$ 59,184	\$ -	\$ -	\$ -	\$ 23,600		
REFUSE SERVICE TRANSFER	30-3710-3000	\$ 942	\$ -	\$ -	\$ -	\$ -	0.0%	
REIMBURSED USER FEES- SEWER	30-3720-1000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
INTEREST SEWER	30-3710-1000	\$ 390	\$ 250	\$ -	\$ 250	\$ 250	0.0%	
		\$ 475,822	\$ 487,870	\$ 534,236	\$ 611,530	\$ 606,910	-0.8%	
TOWER LEASE REVENUE								
AT&T	30-3600-0200	\$ 38,943	\$ 34,928	\$ 36,325	\$ 37,654	\$ 40,522	7.6%	
NEXTEL	30-3600-0300	\$ 23,797	\$ -	\$ -	\$ -	\$ -	0.0%	
SPRINT	30-3600-0400	\$ 45,048	\$ 34,283	\$ 38,478	\$ 38,438	\$ 40,622	5.7%	
T-MOBILE	30-3600-0500	\$ 28,080	\$ 32,278	\$ 32,310	\$ 31,280	\$ 32,532	4.0%	
VERIZON	30-3600-0600	\$ 25,875	\$ 32,046	\$ 33,168	\$ 34,426	\$ 35,460	3.0%	
SUBTOTAL - TOWER REVENUES		\$ 161,743	\$ 133,535	\$ 140,281	\$ 141,798	\$ 149,136	5.2%	
SUBTOTAL - REVENUES		\$ 1,437,490	\$ 1,218,859	\$ 1,240,573	\$ 1,421,378	\$ 1,387,014	-2.4%	
TRANSFER - FUND BALANCE			\$ -	\$ -	\$ 348,198	\$ -		
TRANSFER - GENERAL FUND						\$ 350,000		
2015 BOND PROCEEDS	30-3900-5000		\$ 349,603	\$ -	\$ 450,000	\$ 274,143	-39.1%	
TOTAL OPERATING REVENUES		\$ 1,437,490	\$ 1,568,462	\$ 1,240,573	\$ 2,219,576	\$ 2,011,157	-9.4%	

06.08.17

TOWN OF MIDDLEBURG

FY 18 UTILITY FUND BUDGET

ADMINISTRATION & SOFT COSTS

<u>CONTRACT SERVICES</u>	<u>ACCOUNT #</u>	<u>FY 14 FINAL</u>	<u>FY 15 FINAL</u>	<u>FY 16 FINAL</u>	<u>FY 17 ADOPTED</u>	<u>FY 18 ADOPTED</u>	<u>% CHANGE FROM FY17</u>
OPERATIONS CONTRACT	30-5110-2500	\$ 232,053	\$ 179,236	\$ 257,854	\$ 276,000	\$ 276,000	0.0%
OTHER CONTRACT SERVICES	30-5110-2600	\$ 18,893	\$ 12,027	\$ 17,339	\$ 20,000	\$ 20,000	0.0%
ENGINEERING	30-5110-2200	\$ 80,106	\$ 28,571	\$ 36,708	\$ 50,000	\$ 50,000	0.0%
TANK MAINTENANCE CONTRACT	30-5100-2500	\$ 19,028	\$ 14,736	\$ 13,244	\$ 19,000	\$ 30,700	61.6%
Subtotal - Contract Services		\$ 350,080	\$ 234,570	\$ 325,145	\$ 365,000	\$ 376,700	3.2%
<u>ADMINISTRATION</u>							
TOWN ADMINISTRATOR	30-5110-2700	\$ 14,000	\$ 15,000	\$ 12,557	\$ 15,000	\$ 16,000	6.7%
ATTORNEY	30-5110-2100	\$ 11,419	\$ 5,946	\$ 7,306	\$ 5,000	\$ 5,000	0.0%
AUDIT	30-5110-2400	\$ 6,600	\$ 6,500	\$ 5,490	\$ 7,000	\$ 7,000	0.0%
UTILITY BILLING	30-5110-2800	\$ 11,500	\$ 11,500	\$ 10,469	\$ 11,500	\$ 33,500	191.3%
ADVERTISING	30-5110-2300	\$ 1,156	\$ -	\$ 211	\$ 1,000	\$ 1,000	0.0%
OFFICE SUPPLIES	30-6400-4100	\$ 1,175	\$ 187	\$ 283	\$ 250	\$ 300	20.0%
SOFTWARE	30-6400-4400	\$ -	\$ -	\$ 15,000	\$ 18,750	\$ -	-100.0%
POSTAGE	30-6400-4300	\$ 2,133	\$ 2,214	\$ 521	\$ 2,500	\$ 2,500	0.0%
Subtotal - Administration		\$ 47,983	\$ 41,347	\$ 51,837	\$ 61,000	\$ 65,300	7.0%
<u>INSURANCE</u>							
LIABILITY INSURANCE	30-6600-0011	\$ 1,555	\$ 1,708	\$ 2,055	\$ 1,925	\$ 2,263	17.5%
PROPERTY INSURANCE	30-6600-0015	\$ 2,687	\$ 2,930	\$ 2,890	\$ 3,364	\$ 4,331	28.8%
Subtotal - Insurance		\$ 4,242	\$ 4,638	\$ 4,945	\$ 5,289	\$ 6,594	24.7%
<u>DEBT SERVICE</u>							
VML/VACO Bond Maintenance Fee	30-6700-7000	\$ 350	\$ 300	\$ 150	\$ 300	\$ 300	0.0%
VRA-2010 Refunded Debt	30-6710-8000	\$ 166,693	\$ 168,398	\$ 88,890	\$ 166,133	\$ 167,143	0.6%
Mdlebrg Bnk Refunded Bond-Escrow Maint. Fee	30-6710-9000	\$ -	\$ 350	\$ -	\$ 350	\$ 350	0.0%
MIDDLEBURG BANK REFUNDING-2013	30-6720-1000	\$ 22,473	\$ 74,062	\$ 21,438	\$ 74,062	\$ 55,601	-24.9%
MIDDLEBURG BANK G.O. BOND-2014	30-6720-2000	\$ -	\$ 16,977	\$ 39,644	\$ 82,747	\$ 82,545	-0.2%
Bond Issuance Fees & Payments	30-6730-8000	\$ -	\$ 50,132	\$ -	\$ -	\$ -	
Subtotal - Debt Service		\$ 189,166	\$ 259,787	\$ 149,972	\$ 323,592	\$ 305,939	-5.5%
TOTAL ADMIN. & SOFT COST		\$ 591,471	\$ 540,342	\$ 531,900	\$ 754,881	\$ 754,533	0.0%

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TOWN OF MIDDLEBURG

FY 18 UTILITY FUND BUDGET

OPERATIONS & MAINTENANCE COSTS/SUMMARY

WATER OPERATIONS & MAINTEN.	ACCOUNT #	FY 14 FINAL	FY 15 FINAL	FY 16 FINAL	FY 17 AMENDED	FY 18 ADOPTED	% CHANGE FROM FY 17
CHEMICAL SUPPLIES	30-6400-5100	\$ 22,255	\$ 35,877	\$ 55,341	\$ 50,000	\$ 55,000	10.0%
EQUIPMENT/SUPPLIES-WATER	30-6400-5200	\$ 26,086	\$ 46,593	\$ 30,902	\$ 50,000	\$ 50,000	0.0%
EQUIPMENT MAINTENANCE	30-6400-5301	\$ 255,968	\$ 35,214	\$ 15,458	\$ 40,000	\$ 40,000	0.0%
LINE/SYSTEM MAINTENANCE.	30-6400-5302	\$ 2,983	\$ 6,963	\$ 20,332	\$ 20,000	\$ 25,000	25.0%
ELECTRICITY -WATER	30-6400-5400	\$ 20,694	\$ 25,966	\$ 27,363	\$ 28,000	\$ 30,000	7.1%
INTERNET - WATER	30-6400-5600	\$ 4,367	\$ 5,058	\$ 3,228	\$ 5,500	\$ 4,000	-27.3%
TESTING - WATER	30-6400-5700	\$ 7,189	\$ 4,602	\$ 5,968	\$ 6,000	\$ 6,000	0.0%
FUEL	30-6400-8100	\$ -	\$ 431	\$ 1,175	\$ 2,000	\$ 2,000	0.0%
OTHER - WATER	30-6400-9900	\$ 2,304	\$ 2,240	\$ 2,319	\$ 4,000	\$ 8,000	100.0%
TOTAL WATER O & M		\$ 341,846	\$ 162,944	\$ 162,086	\$ 205,500	\$ 220,000	26.8%
SEWER OPERATIONS & MAINTEN.							
CHEMICAL SUPPLIES	30-6410-5100	\$ 28,750	\$ 27,126	\$ 32,388	\$ 30,000	\$ 30,000	0.0%
EQUIPMENT/SUPPLIES	30-6410-5200	\$ 32,980	\$ 10,738	\$ 14,381	\$ 50,000	\$ 40,000	-20.0%
EQUIPMENT MAINTENANCE	30-6410-5301	\$ 9,428	\$ 22,377	\$ 5,110	\$ 10,000	\$ 20,000	100.0%
LINE/SYSTEM MAINTENANCE	30-6410-5302	\$ 7,668	\$ 1,008	\$ 47,235	\$ 10,000	\$ 15,000	50.0%
ELECTRICAL SERVICES	30-6410-5400	\$ 41,235	\$ 33,406	\$ 42,756	\$ 40,000	\$ 40,000	0.0%
INTERNET-SEWER	30-6410-5600	\$ 69	\$ 33	\$ 1,581	\$ 2,000	\$ 3,200	60.0%
TESTING - SEWER	30-6410-5700	\$ 30,720	\$ 21,335	\$ 22,034	\$ 30,000	\$ 33,000	10.0%
SLUDGE REMOVAL	30-6410-5800	\$ 34,692	\$ 64,397	\$ 37,008	\$ 70,000	\$ 60,000	-14.3%
FUEL	30-6410-8100	\$ -	\$ 1,574	\$ 247	\$ 3,000	\$ 3,000	0.0%
OTHER-SEWER	30-6410-9900	\$ 1,750	\$ 2,863	\$ 4,679	\$ 6,000	\$ 8,000	33.3%
TOTAL SEWER O & M		\$ 187,292	\$ 184,857	\$ 207,418	\$ 251,000	\$ 252,200	-0.5%
TOTAL OPER. & MAINTENANCE		\$ 529,138	\$ 347,801	\$ 369,504	\$ 456,500	\$ 472,200	3.4%
CAPITAL IMPROVEMENT PROJECTS							
WELLHEAD PROTECTION	30-6800-8050		\$ -	\$ 5,020	\$ 30,000	\$ -	-100.0%
ROUTE 50 WATERLINE PROJECT	30-6100-9300		\$ 283,096	\$ -	\$ 348,198	\$ -	0.0%
WEST END PUMP STATION PROJECT	30-6800-4000		\$ 11,700	\$ -	\$ 450,000	\$ 432,960	0.0%
E WASH. ST WATER PROJECT	30-6800-2015		\$ 54,807	\$ -	\$ -	\$ -	0.0%
RIDGEVIEW WATERLINE PROJECT	NEW	\$ 5,545	\$ -	\$ -	\$ 100,000	\$ 330,000	230.0%
SEWER SYSTEM IMPROVEMENTS	30-6800-3000	\$ -	\$ -	\$ -	\$ 50,000	\$ -	-100.0%
TOTAL CAPITAL IMPROVEMENTS		\$ 5,545	\$ 349,603	\$ 5,020	\$ 978,198	\$ 762,960	-22.0%
TOTAL ADMIN & SOFT COSTS		\$ 591,471	\$ 540,342	\$ 531,900	\$ 754,881	\$ 754,533	41.9%
TOTAL WATER & SEWER EXPENSES		\$ 1,126,154	\$ 1,237,746	\$ 906,423	\$ 2,189,579	\$ 1,989,693	-9.1%
TOTAL WATER & SEWER REVENUES		\$ 1,437,490	\$ 1,568,462	\$ 1,240,573	\$ 2,219,576	\$ 2,011,157	-9.4%
CONTINGENCY		\$ 311,336	\$ 330,716	\$ 334,149	\$ 29,997	\$ 21,464	-28.4%
BALANCE		\$ 1,437,490	\$ 1,568,462	\$ 1,240,573	\$ 2,219,576	\$ 2,011,157	-9.4%