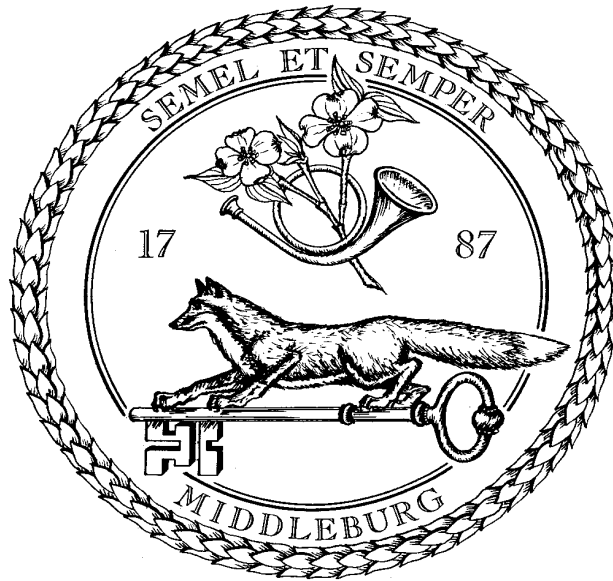


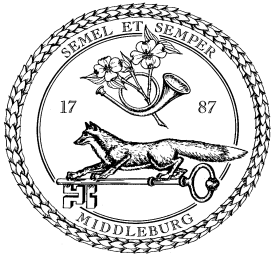
TOWN OF MIDDLEBURG, VIRGINIA BUDGET



FISCAL YEAR 2020

July 1, 2019 - June 30, 2020

ADOPTED – MAY 23, 2019



TOWN OF MIDDLEBURG ADOPTED BUDGET

FY 2020



Town Council

Trowbridge (Bridge) M. Littleton, Mayor
Darlene Kirk, Vice Mayor
Chris Bernard
J. Kevin Daly
Kevin Hazard
Peter Leonard-Morgan
Philip Miller
Cindy C. Pearson

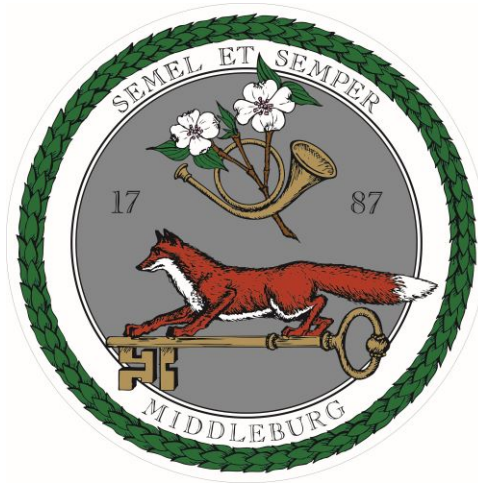
Town Administration

Danny Davis, Town Administrator
William Moore, Deputy Town Administrator
Tina M. Staples, Interim Town Treasurer
Rhonda North, MMC, Town Clerk
A.J. Panebianco, Chief of Police
Jamie Gaucher, Business & Economic Development Director

May 23, 2019

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July 22, 2019

Dear Citizens of Middleburg:

On behalf of the Middleburg Town Council, I am pleased to present the Town's Budget for Fiscal Year 2020 (FY20). This budget runs from July 1, 2019 to June 30, 2020. This budget funds key initiatives of the Town, provides for ongoing and enhanced operations of the Town organization, and includes the needed long-term commitments for key maintenance upgrades and capital improvement projects. The FY20 Budget represents no change in the real estate tax rate or any other general fund taxes or fees. It includes a minimal, pre-planned increase in our utility funding to ensure adequate resources are available for the ongoing maintenance and operations of our critical health and welfare systems, such as the water and sewer infrastructure.

The Town budget is the result of a rigorous seven-month process which included multiple budget work sessions, public hearings, detailed work by town staff, specific recommendations from citizen committees, and deliberations by Council. We also appreciate all of the citizen input we received to ensure we are capturing the needs of our community. Further, as promised at the outset of the new government year, July of 2018, the Town Council created and implemented a new Strategic Finance Advisory Committee. This committee is made up of community leaders with immense experience in financial planning, budgeting, accounting and business operations. Meeting monthly since late 2018 they have provided invaluable insights and recommendations to the Town Council and staff on better fiscal management, ensuring we protect Middleburg's financial health while meeting our obligations to our residents, businesses and the broader Middleburg community. We thank them and all who engaged during this effort for their guidance and continued service to Middleburg.

This past fiscal year has ushered in several changes for the Town, to include a new Mayor, two new Council Members, a new Town Administrator, and the initiation of several key improvement projects for Middleburg. These projects are aimed at improving our services to residents, enhancing Middleburg's reach outside our borders and ensuring we remain committed to doing all we can to support our health and safety responsibilities, such as water & sewer and policing. Regarding our health and safety infrastructure, we completed the Ridgeview water line replacements late last year, and the new West End Pumping Station project, bringing much needed capacity to sewer needs for the west side of Town, is underway and proceeding well. Additionally, we have developed and launched a new website which will make accessing town information much easier, filing of forms or requests automated, and enable online bill payment (but don't worry, you can always stop by to make a payment and say hello!).

As Middleburg is heavily reliant on visitors for much of our revenues, the Town Council has engaged a financial consultant and economist to provide a long-term review of the Town's current financial position. That review will also inform what economic challenges we may see in the future to help us prepare to weather them, without having to reduce services to residents and businesses or increase the burden on them. The Town has dedicated significant resources to supporting our business community and is embarking on developing a full-scale Economic Development Strategy in collaboration with our in-town and out-of-business community.

The Town continues to see positive results in the commercial sector, with new businesses opening and choosing Middleburg as their home. As an integral partner, they contribute significantly to the Middleburg experience and are a key element of why visitors come to our community and spend their money in Town. Their success is our success. In the past year, multiple businesses have opened, and now nearly all of the vacant storefronts along Washington St. and Madison St. have been occupied. Because of this, commercial tax revenues continue to grow, representing strength in the local economy. Middleburg continues to grow as an attractive destination for visitors and locals. Representative of this dynamic growth was the sale of the Health Center Building to Old Ox Brewery. This was the result of prudent efforts by Town staff and the foresight and vision of a local, family-owned business who made the investment in our community. We applaud all those in our business community that continue to make doing business in and with Middleburg a success.

We continue to move forward with the planning of a new Town Hall and have included the initial funds for its development in this year's budget. The current operations of the Town continue to be constrained by the lack of adequate space, forcing us to rent extra offsite space to house the Police Department. The vision for the new Town Hall is for us to be fully joined under one roof and also provide meeting and community space for the public, which is currently underserved. The Police Department will move from our rented space and fully integrate with the rest of Town staff. We look forward to engaging further with the public as this effort continues to ensure the new Town Hall fits with the vision of our community.

The Town Council and I would like to thank our dedicated Town staff, outside consultants and the many Town Committees and citizens who worked so hard to help us develop this year's budget. They worked countless hours to ensure we meet our obligations to our community while finding new ways to make our operations effective and efficient. The investments that we are making in the Town today will reap rewards for years to come. We continue to encourage citizens' engagement in the activities of the Town for the benefit of our entire community.

Sincerely,

Trowbridge "Bridge" M. Littleton
Mayor, Town of Middleburg

TOWN OF MIDDLEBURG

FY 20 BUDGET SUMMARY

GENERAL FUND SUMMARY					
REVENUES			EXPENDITURES		
	FY 19 ADOPTED	FY 20 ADOPTED		FY 19 ADOPTED	FY20 ADOPTED
PROPERTY TAX*	\$ 801,592	\$ 550,192	ADMINISTRATION	\$ 920,280	\$ 995,879
LOCAL TAXES	\$ 2,322,500	\$ 2,640,000	BUILDINGS & GROUNDS	\$ 38,706	\$ 1,043,105
ZONING FEES	\$ 22,000	\$ 22,000	POLICE	\$ 787,193	\$ 817,992
FINES & FEES	\$ 35,700	\$ 33,700	MAINTENANCE	\$ 649,559	\$ 517,457
MISCELLANEOUS	\$ 4,000	\$ 75,000	PLANNING AND ZONING	\$ 170,701	\$ 264,696
INTERGOVERNMENTAL	\$ 31,500	\$ 31,500	ECON. DEVELOPMENT	\$ 431,666	\$ 416,087
PINK BOX SURPLUS +MISC.REV	\$ 11,650	\$ 11,550	PINK BOX	\$ 11,650	\$ 11,550
TRANSFER FROM RESERVES	\$ -	\$ 1,000,000			
	<u>\$ 3,228,942</u>	<u>\$ 4,363,942</u>		<u>\$ 3,009,754</u>	<u>\$ 4,066,766</u>
			CONTINGENCY*	\$ 219,188	\$ 297,176
TOTAL	<u>\$ 3,228,942</u>	<u>\$ 4,363,942</u>	TOTAL	<u>\$ 3,228,942</u>	<u>\$ 4,363,942</u>
*Loudoun County Consolidated tax billing occurred in FY19 resulting in a one time increase in revenue due to the change to bi-annual billing.			*Contingency funds are dependent upon actual revenues collected and will be designated for one time uses at the end of each fiscal year.		

CONTINUED

UTILITY FUND SUMMARY						
REVENUES				EXPENDITURES		
	FY 19 ADOPTED	FY 20 ADOPTED			FY 19 ADOPTED	FY 20 ADOPTED
Water User Fees	\$ 611,000	\$ 629,330		Contract Services	\$ 371,000	\$ 378,000
Sewer User Fees	\$ 600,000	\$ 618,000		Administration & Insur.	\$ 81,371	\$ 69,275
Water Tower Cellular Leases	\$ 158,509	\$ 158,509		Operations-Water	\$ 233,300	\$ 272,000
Miscellaneous	\$ 6,000	\$ 6,000		Operations-Sewer	\$ 262,700	\$ 262,000
Transfer from Reserves	\$ 425,000	\$ -		Debt Service	\$ 306,010	\$ 366,040
Availability/Connection Fees	\$ -	\$ -		Capital Projects	\$ 1,010,300	\$ 50,000
General Fund Loan	\$ 435,000	\$ -				
2015 Bond Proceeds	\$ 50,000	\$ -		Contingency	\$ 20,827	\$ 14,524
TOTAL UTILITY FUND REV.	\$ 2,285,509	\$ 1,411,839		TOTAL UTILITY FUND EXP.	\$ 2,285,509	\$ 1,411,839
TOTAL ALL FUNDS	\$ 5,514,451	\$ 5,775,781			\$ 5,514,451	\$ 5,775,781

**TOWN OF MIDDLEBURG
FY 20 BUDGET SUMMARY**

UTILITY FUND DEBT SERVICE

Fiscal Year	VRA Series 2010C	Middleburg Bank Series 2013	Middleburg Bank Series 2014	General Fund Loan	Total
2020	\$ 167,783	\$ 55,601	\$ 82,156	\$ 60,000	\$ 365,540
2021	\$ 167,713	\$ 55,601	\$ 82,765	\$ 60,000	\$ 366,079
2022	\$ 167,383	\$ 33,881	\$ 82,429	\$ 60,000	\$ 343,693
Thereafter*	\$ 1,513,179	\$ 1,125,040	\$ 1,484,646	\$ 665,000	\$ 4,787,865
Total	\$ 2,016,057	\$ 1,270,124	\$ 1,731,996	\$ 845,000	\$ 5,863,177

* End date varies. For VRA = 2030; For Middleburg Bank Series 2013 = 2034 & Series 2014 = 2039

FUND BALANCE - June 30, 2018

	GENERAL FUND	UTILITY FUND	HEALTH CENTER FUND
Assets			
Current & Other Assets	\$ 5,415,138	\$ 1,890,071	\$ 151,441
Net Capital Assets	\$ 2,020,915	\$ 13,021,456	\$ 185,885
Total Assets	\$ 7,436,053	\$ 14,911,527	\$ 337,326
Liabilities			
Long-Term Liabilities	\$ 568,343	\$ 4,026,080	\$ -
Other Liabilities	\$ 106,414	\$ 534,786	\$ 3,688
Total Liabilities	\$ 674,757	\$ 4,560,866	\$ 3,688
Net Position			
Unrestricted Fund balance	\$ 4,754,655	\$ 1,206,123	\$ -
Restricted Fund balance	\$ 163,130	\$ -	\$ 165,182
Invested in Capital Assets - (net of related Debt)	\$ 1,880,277	\$ 9,144,538	\$ 168,456
Total Net Position	\$ 6,798,062	\$ 10,350,661	\$ 333,638

Source: Town of Middleburg Comprehensive Annual Financial Report, FY Ended June 30, 2018.

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

TOWN OF MIDDLEBURG FY 20 BUDGET SUMMARY

REAL PROPERTY TAX RATE SCENARIOS

<u>2019 ASSESSMENT</u>	<u>TAX RATE*</u>	<u>REVENUE</u>	<u>DIFFERENCE</u>	
\$ 346,530,550	\$ 0.153	\$ 530,192		Current tax rate
Equalized Tax Rate	\$ 0.150	\$ 519,351	\$ (10,841)	
Alternative Rate 1	\$ 0.155	\$ 537,122	\$ 6,931	
Alternative Rate 2	\$ 0.163	\$ 564,845	\$ 34,653	

* 1 cent on the tax rate = \$34,653

<u>BREAK OUT</u>	<u>2018 ASSESSMENT</u>	<u>VALUE CHANGE</u>	<u>2019 ASSESSMENT</u>	<u>% CHANGE</u>
Single Family Detached	92,765,670	2,703,780	95,469,450	2.91%
Town Houses	27,421,760	(569,860)	26,851,900	-2.08%
Condo	10,485,390	228,240	10,713,630	2.18%
Other (incl vacant land)	10,444,660	(112,710)	10,331,950	-1.08%
Single Family Suburban	1,415,320	(10,010)	1,405,310	-0.71%
Multifamily	2,458,340	112,580	2,570,920	4.58%
Commercial/ Industrial	188,839,180	10,348,210	199,187,390	5.48%
TOTAL TAXABLE	333,830,320	12,700,230	346,530,550	3.80%

The Total Assessment does not reflect the value of 77 tax exempt properties which for 2019 totals \$66,155,610. Approximately 13% of the real property parcels in Middleburg are tax exempt.

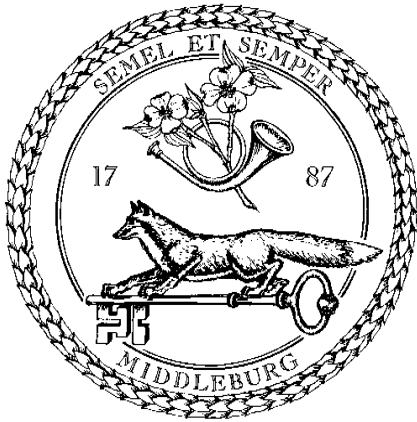
Potential revenues must be reduced by the annual elderly tax relief, which for FY 18 totaled approximately \$11,500. An estimate of \$11,500 is used for FY20. \$10,000 is also deducted for tax appeals.

TOWN OF MIDDLEBURG FY 20 BUDGET SUMMARY

FY 20 EQUALIZED TAX RATE CALCULATION

	2019	2018	
Total Taxable Assessed Value	\$ 346,530,550	\$ 333,830,320	**
New Residential Construction/Growth	\$ 1,378,819		
New Commercial Construction/Growth	\$ 945,140		
Total New Construction/Growth	\$ 2,323,959		
Total Adjusted Assessment	\$ 344,206,591		
Equalized Tax Rate=FY18 Real Estate Levies x 101%/2019 Real Estate Adjusted Value			
2018 Total Assessment** X \$0.153 tax rate=FY18 levies	\$ 510,760		
Multiplied by 101% =	\$ 515,868		
Divided by 2019 Assessed Value - New construct. =	0.150	or \$0.15/\$100	
		equalized rate	

** Assessment total as of January 2019



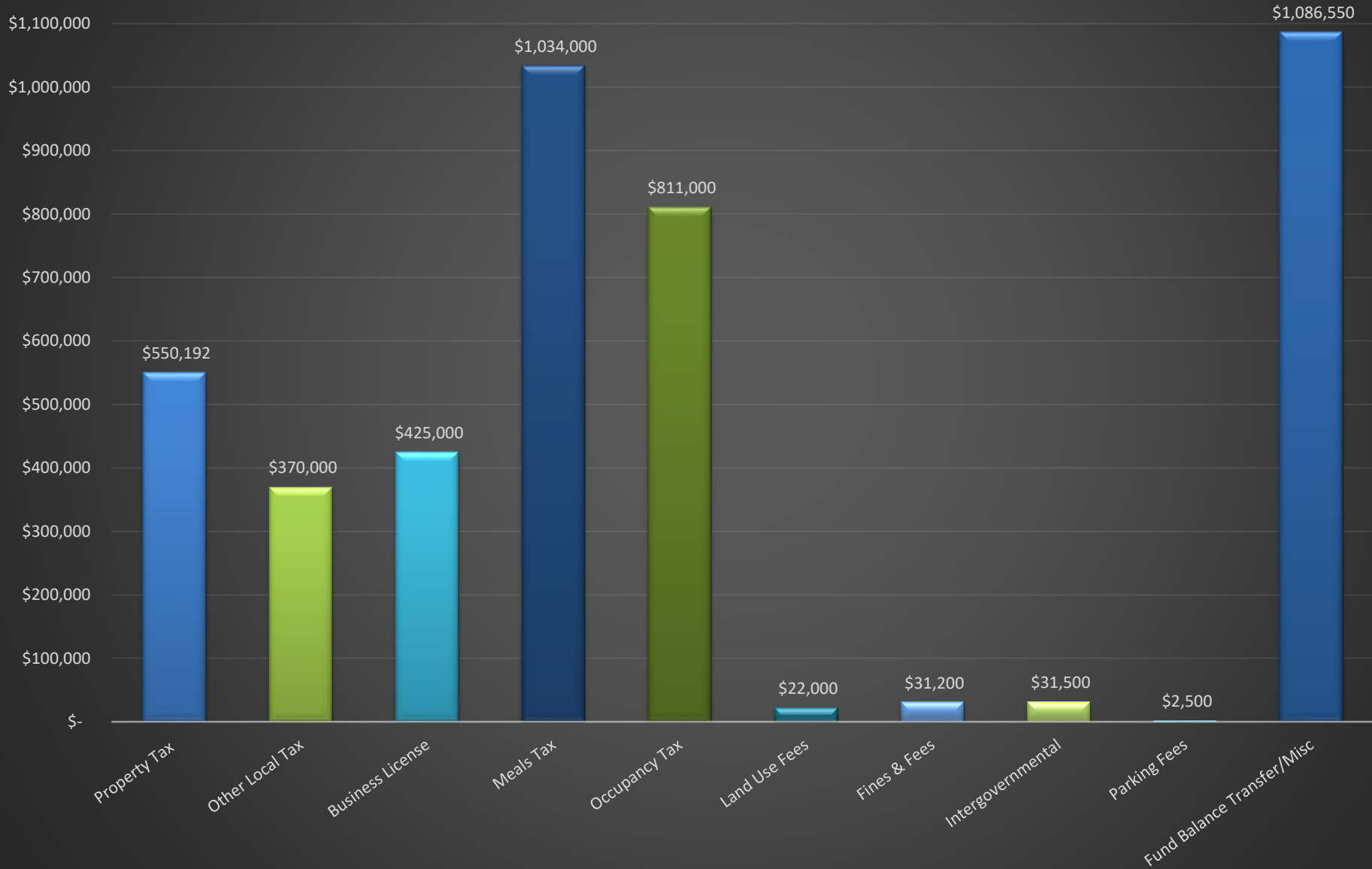
TOWN OF MIDDLEBURG

FY 2020

ADOPTED BUDGET

GENERAL FUND

TOWN OF MIDDLEBURG REVENUE BREAKDOWN FY 20



TOWN OF MIDDLEBURG

FY 20 BUDGET

REVENUES		Account #	FY 18 ADOPTED	FY 18 FINAL	FY 19 ADOPTED	FY 20 ADOPTED	% Change from FY 19
<u>PROPERTY TAX</u>							
*Real Estate	10-3000-0100	\$	483,000	\$ 500,879	\$ 745,092	\$ 508,692	-31.7%
Personal Property	10-3000-0200	\$	-	\$ -	\$ 55,000	\$ 40,000	-27.3%
Penalties and interest	10-3000-500, -600	\$	1,500	\$ 2,065	\$ 1,500	\$ 1,500	0.0%
Total		\$	484,500	\$ 502,944	\$ 801,592	\$ 550,192	-31.4%
<u>LOCAL TAXES</u>							
Sales Tax	10-3100-0100	\$	48,000	\$ 48,181	\$ 50,000	\$ 50,000	0.0%
Utilities Taxes	10-3020-misc	\$	110,000	\$ 107,362	\$ 110,000	\$ 107,000	-2.7%
Meals Tax	10-3030-0000	\$	850,000	\$ 925,537	\$ 900,000	\$ 1,034,000	14.9%
Business License	10-3050-0000	\$	350,000	\$ 439,657	\$ 350,000	\$ 425,000	21.4%
Cigarette Tax	10-3060-0000	\$	24,000	\$ 26,849	\$ 26,000	\$ 26,000	0.0%
Motor Vehicle License	10-3200-0100	\$	11,500	\$ 12,228	\$ 11,500	\$ 12,000	4.3%
Bank Franchise Tax	10-3010-0000	\$	275,000	\$ 240,088	\$ 175,000	\$ 175,000	0.0%
Occupancy Tax	10-3040-0000	\$	700,000	\$ 756,615	\$ 700,000	\$ 811,000	15.9%
Total		\$	2,368,500	\$ 2,556,517	\$ 2,322,500	\$ 2,640,000	13.7%
<u>PLANNING & ZONING</u>							
Application, Proffer, Misc Fees	10-3220-misc	\$	17,000	\$ 16,860	\$ 17,000	\$ 17,000	0.0%
Professional Review Fees	10-3220-0500	\$	5,000	\$ 8,550	\$ 5,000	\$ 5,000	0.0%
		\$	22,000	\$ 25,410	\$ 22,000	\$ 22,000	0.0%
<u>FINES AND FEES</u>							
Court & Parking Fines	misc	\$	30,000	\$ 43,925	\$ 30,000	\$ 30,000	0.0%
Farmers Market Fees	10-3100-0502	\$	1,200	\$ 1,795	\$ 1,200	\$ 1,200	0.0%
Parking Space Rental/Permits	10-3200-0300,-0500	\$	4,500	\$ 6,005	\$ 4,500	\$ 2,500	-44.4%
Total		\$	35,700	\$ 51,725	\$ 35,700	\$ 33,700	-5.6%
<u>MISCELLANEOUS</u>							
Misc. Donations	10-3070-0200	\$	-	\$ 2,000	\$ -		
Pink Box Income & Surplus	10-3300-misc	\$	11,850	\$ 325	\$ 11,650	\$ 11,550	-0.9%
Sale of Property	10-3800-1000	\$	-	\$ -	\$ -	\$ -	0.0%
Miscellaneous/Interest	10-3400-0300,-0400	\$	4,000	\$ 58,795	\$ 4,000	\$ 75,000	1775.0%
Transfer from Reserves		\$	-	\$ -	\$ -	\$ 1,000,000	0.0%
Total		\$	15,850	\$ 61,120	\$ 15,650	\$ 1,086,550	6842.8%
<u>INTERGOVERNMENTAL</u>							
Law Enforcement 599 & Grant	10-3100-0300,-0301	\$	20,500	\$ 22,646	\$ 20,500	\$ 20,500	0.0%
State/Local Grants	10-3100-misc	\$	171,500	\$ 167,423	\$ 1,000	\$ 1,000	0.0%
Fire Program	10-3100-0500	\$	10,000	\$ 20,000	\$ 10,000	\$ 10,000	0.0%
Transportation Enhancement	10-3100-0503	\$	-	\$ 11,068	\$ -	\$ -	0.0%
Total		\$	202,000	\$ 221,137	\$ 31,500	\$ 31,500	0.0%
Total Revenues		\$	3,128,550	\$ 3,418,852	\$ 3,228,942	\$ 4,363,942	35.2%

*Loudoun County Consolidated tax billing occurred in FY19 resulting in a one time increase in revenue due to the change to bi-annual billing.

PROGRAM AREA: ADMINISTRATION

Current Staff (4 FTE): Town Administrator, Town Clerk, Treasurer, & Accounting/ Administrative Assistant

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 Mayor and 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.

FY 19 ACCOMPLISHMENTS:

1. Developed concept plans and preliminarily identified location for new Town Administration Building;
2. Engaged with County and local partners on County comprehensive plan;
3. Adopted policies related to Good Governance and implemented annual appointed officials training;
4. Designed and developed the new, expanded Town Website (soft launch 6/20/19);
5. Worked with property owner on additional parking options within the Town;
6. Reviewed budget process, provided more time for Council review, continued development of CIP with long-term maintenance in mind, and supported the newly created Strategic Finance Committee;
7. After several years of lobbying, was successful in getting VDOT to initiate the repair/repaving of all Town streets in 2018;
8. Completed Ridgeview Water Mains Upgrade Project, including coordination with VDOT on street maintenance plans to save Town money and reduce inconvenience to Town residents;
9. Completed plans and procurement for the West End Sewer Pump Station project, including an expanded easement for the relocation and upgrade of the access driveway to the station;

FY 19 ACCOMPLISHMENTS, continued:

10. Successfully recruited a new Town Administrator;
11. Began recruitment for Planning/Project Associate, with likely hire to occur prior to end of FY19;
12. Issued RFI and worked with community on options for protecting, preserving, and maintaining Asbury Church;
13. Completed Phase 1 of the Town's implementation of the new Loudoun County/Town consolidated billing program;
14. Created Action Plans and tracking mechanism for Council's Strategic Initiatives;
15. Achieved implementation of CP Connect (Citizen Request Tracker) and obtained approval for Laserfiche digital archiving system.

FY 20 GOALS & OBJECTIVES - ADMINISTRATION:

GOAL 1: Support the work of the Council

- Objective 1.1: Assist incoming elected officials in adjusting to their new roles, if applicable.
- Objective 1.2: Assist Town Council in updating and implementing its vision statement and annual goals.
- Objective 1.3: Research and provide information, advice, and recommendations on items coming before the Town Council.
- Objective 1.4: Respond to inquiries in a timely manner, including FOIA inquiries.
- Objective 1.5: 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: Cross-train Town staff in finance and payroll systems to ensure seamless services.
- Objective 2.2: Implement the personal property tax phase of the Loudoun County/Town consolidated billing program.
- Objective 2.3: Adjust annual budget process to meet requirements of County/Town consolidated billing program.
- Objective 2.4: Review existing contracts and competitively procure services provided by the private sector; review and update Procurement Code for maximum accountability and efficiency.

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

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

GOALS & FY 20 OBJECTIVES – ADMINISTRATION, continued:

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 new Town website to include new branding logo, as well regular updates that are identified based on the results of the site analytics.

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

Objective 5.1: Review and revise, as necessary, Town Code Procurement and Bank Franchise provisions. Consolidate and update the Water and Sewer Chapters.

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.

Objective 6.1: Procure and implement the digitizing and indexing of Town records, to include a retention schedule component.

Objective 6.2: Develop a system to allow citizens, businesses and customers to submit documents electronically to the greatest extent possible.

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

Objective 7.1: Ensure Employee Handbook is updated to reflect changes in laws, policies and practices, as needed.

Objective 7.2: Continue annual employee evaluation process grounded in continuous feedback.

Objective 7.3: Continue annual review and advice to Council regarding the Town employee compensation and benefits package as it compares to the market and competing jurisdictions.

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

Objective 8.1: Acquire property and develop construction plans for new Town Administration Building designed to meet Town's space needs for forty-plus years.

TOWN OF MIDDLEBURG

FY 20 BUDGET

ADMINISTRATION

EXPENDITURES		FY 18		FY 18		FY 19		FY 20		% Change from FY19
<u>ADMIN. SALARY & BENEFITS</u>		ACCOUNT #	ADOPTED	FINAL		ADOPTED		ADOPTED		
ADMIN. STAFF SALARIES	10-5000-0100	\$	254,260	\$	251,913	\$	264,717	\$	298,984	12.9%
OTHER WAGES/COMPENSATION	10-5000-0503	\$	31,100	\$	36,646	\$	38,000	\$	55,000	44.7%
WORKER'S COMP	10-5000-2000	\$	346	\$	259	\$	235	\$	275	16.8%
FICA - ADMINISTRATIVE	10-5000-2020	\$	23,238	\$	23,709	\$	24,224	\$	26,459	9.2%
HEALTH - ADMINISTRATIVE	10-5000-2115	\$	197,000	\$	166,475	\$	162,390	\$	185,056	14.0%
VRS/ICMARC - ADMINISTRATIVE	10-5000-2125	\$	63,517	\$	61,163	\$	63,868	\$	69,761	9.2%
VEHICLE ALLOWANCE	10-5000-2230	\$	3,600	\$	3,600	\$	3,600	\$	-	-100.0%
FITNESS & DEFERRED COMP MATCH	10-5000-2400	\$	3,600	\$	496	\$	4,200	\$	11,400	171.4%
ADMIN. COMPENSATION		\$	576,661	\$	544,261	\$	561,234	\$	646,935	15.3%
<u>COUNCIL EXPENSES</u>										
COUNCIL COMPENSATION	10-5000-1100	\$	16,800	\$	16,800	\$	16,800	\$	16,800	0.0%
MAYOR COMPENSATION	10-5000-1000	\$	6,000	\$	6,000	\$	6,000	\$	6,000	0.0%
FICA-COUNCIL	10-5000-2100	\$	1,744	\$	1,308	\$	1,744	\$	1,744	0.0%
MISC COUNCIL EXPENSES	10-5000-1010	\$	3,500	\$	6,510	\$	12,000	\$	10,000	-16.7%
COUNCIL EXPENSES		\$	28,044	\$	30,618	\$	36,544	\$	34,544	-5.5%
<u>ADMINISTRATIVE SERVICES</u>										
ATTORNEY	10-5100-2100	\$	40,000	\$	53,460	\$	50,000	\$	60,000	20.0%
ENGINEERING & ARCHITECTURAL	10-5100-2200	\$	50,000	\$	33,246	\$	50,000	\$	50,000	0.0%
ADVERTISING	10-5100-2300	\$	5,000	\$	7,228	\$	7,500	\$	5,000	-33.3%
ACCOUNTING & AUDIT	10-5100-2400	\$	13,000	\$	10,980	\$	13,000	\$	13,000	0.0%
LINE OF CREDIT FEES & INTEREST	10-5900-5000	\$	11,000	\$	7,657	\$	11,000	\$	100	-99.1%
ELECTION	10-5100-2900	\$	3,000	\$	2,207	\$	2,000	\$	2,000	0.0%
PROFESSIONAL DEVELOPMENT	10-5100-3100	\$	5,000	\$	5,480	\$	5,000	\$	8,000	60.0%
MEMBERSHIPS/PUBLICATIONS	10-5100-3200	\$	3,000	\$	2,648	\$	3,000	\$	3,000	0.0%
MIDDLEBURG FIRE/RESCUE	10-5100-2600	\$	10,000	\$	-	\$	30,000	\$	30,000	0.0%
CONTINGENCY	10-5100-3400	\$	1,000	\$	-	\$	1,000	\$	1,000	0.0%
COUNTY COLLECTION	10-5100-8000			\$	-	\$	2,847	\$	7,500	163.4%
OTHER	10-5100-9900	\$	3,500	\$	2,174	\$	3,500	\$	3,500	0.0%
ADMINISTRATIVE SERVICES		\$	144,500	\$	125,081	\$	178,847	\$	183,100	2.4%

TOWN OF MIDDLEBURG

FY 20 BUDGET

ADMINISTRATION, CONTINUED

<u>ADMINISTRATIVE EXPENSES</u>	<u>ACCOUNT #</u>	<u>FY 18 ADOPTED</u>	<u>FY 18 FINAL</u>	<u>FY 19 ADOPTED</u>	<u>FY 20 ADOPTED</u>	<u>% CHANGE FROM FY19</u>
OFFICE SUPPLIES	10-5200-4100	\$ 9,000	\$ 3,839	\$ 8,000	\$ 6,000	-25.0%
PRINTING	10-5200-4200	\$ 4,000	\$ 6,995	\$ 3,500	\$ 6,500	85.7%
POSTAGE	10-5200-4300	\$ 3,500	\$ 4,980	\$ 4,000	\$ 5,000	25.0%
EQUIPMENT/SOFTWARE PURCHASE	10-5200-4400	\$ 48,900	\$ 55,863	\$ 25,000	\$ 25,000	0.0%
EQUIP. & SOFTWARE MAINT.	10-5200-4500	\$ 28,000	\$ 36,284	\$ 42,000	\$ 50,000	19.0%
OFFICE EQUIP. RENTAL	10-5200-4600	\$ 9,000	\$ 4,909	\$ 10,000	\$ 6,000	-40.0%
OTHER	10-5200-9900	\$ 1,000	\$ 1,063	\$ 2,375	\$ 1,000	-57.9%
ADMINISTRATIVE EXPENSES		\$ 103,400	\$ 113,932	\$ 94,875	\$ 99,500	4.9%
<u>INSURANCE</u>						
CRIME & FRAUD INSURANCE	10-5100-2410	\$ 257	\$ 257	\$ 250	\$ 300	20.0%
LIABILITY INSURANCE	10-5100-2420	\$ 4,688	\$ 5,424	\$ 4,530	\$ 5,500	21.4%
		\$ 4,945	\$ 5,681	\$ 4,780	\$ 5,800	21.4%
CHARITABLE CONTRIBUTIONS	10-5200-4900	\$ 30,000	\$ 30,000	\$ 40,000	\$ 20,000	-50.0%
TOWN COMMITTEE SUPPORT	10-5200-4700	\$ 2,000	\$ 2,356	\$ 4,000	\$ 6,000	50.0%
		\$ 32,000	\$ 32,356	\$ 44,000	\$ 26,000	-40.9%
TOTAL ADMINISTRATION		\$ 889,550	\$ 851,929	\$ 920,280	\$ 995,879	8.2%

PROGRAM AREA: BUILDINGS & GROUNDS / MAINTENANCE

Current Staff: Facilities & Maintenance Supervisor

MISSION:

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

DESCRIPTION OF SERVICES:

Buildings and Grounds Maintenance is responsible for maintenance of all Town properties, including buildings, grounds & landscaping, parking lots, public restrooms 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.

FY 19 ACCOMPLISHMENTS:

- 1) Oversaw routine maintenance to the Town Office, Pink Box Visitors Center, Wastewater and Water Treatment Plants, Town Shop and other facilities.
- 2) Supervised contract services for part-time labor, landscape maintenance, cleaning, and street sweeping.
- 3) Supervised contracted refuse-recycling services, to include working closely with a newly assigned subcontractor to markedly improve service delivery.
- 4) Worked with contractors on two major infrastructure projects (Ridgeview Waterline replacement and VDOT's Town-wide repaving) to assist and ensure access for service delivery, including refuse-recycling services, during those projects.
- 5) Provided staff support for Christmas in Middleburg and other Town events.
- 6) Worked with Streetscape Committee on implementing maintenance plan for plantings on Washington and Madison Streets, to include design and installation of a post and chain array to protect the planting areas.
- 7) Worked with Chief A.J. to enhance numerous sign placements and pavement marking designs.
- 8) Coordinated with contractor on Town-wide refreshment and new installations of curb and pavement markings.
- 9) Continued to inventory and monitor problem areas within our brick sidewalks and arranged for spot repairs as necessary.

GOALS & FY 20 OBJECTIVES - BUILDINGS & GROUNDS MAINTENANCE:

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

Objective 1.1: Assist in developing plan 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.

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

Objective 2.2: Manage routine maintenance of buildings, including clean filters, lights working, cleaning crew, etc.

GOAL 3: Oversee Town solid waste collection services

Objective 3.1: Continue to provide effective oversight of solid waste collections and respond to complaints.

GOAL 4: Oversee Town snow removal services.

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

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

GOAL 5: Provide staff support for Town events

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

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

GOAL 6: Maintain areas in public rights-of-way

Objective 6.1: Work with Streetscape Committee to continue ongoing maintenance plan for plantings and post-chain arrays installed on Washington and Madison Streets.

Objective 6.4: Continue monitoring and coordinating spot repairs to brick sidewalks as necessary.

GOAL 7: Provide assistance during construction projects in Town

Objective 7.1: Provide assistance as needed during the West End Pump Station/Driveway Upgrade project.

GOAL 8: Assist with property maintenance inspections

Objective 8.1: Proactively identify properties where issues such as tall grass/weeds or debris accumulation need to be addressed.

Objective 8.2: Work with Planning & Project Associate to institute inspection program to proactively identify issues that fall under the purview of the Dangerous Structures Ordinance.

TOWN OF MIDDLEBURG

FY 20 BUDGET

BUILDINGS & GROUNDS

EXPENDITURES						
		FY 18	FY 18	FY 19	FY 20	% CHANGE
BUILDING EXPENSE	ACCOUNT #	AMENDED	FINAL	ADOPTED	ADOPTED	FROM FY19
SUPPLIES	10-5210-5100	\$ 1,500	\$ 763	\$ 1,200	\$ 1,300	8.3%
REPAIRS & MAINTENANCE	10-5210-5200	\$ 10,000	\$ 13,287	\$ 18,000	\$ 15,000	-16.7%
GROUNDS/EQUIPMENT	10-5210-5300	\$ 8,000	\$ 2,018	\$ 5,000	\$ 5,000	0.0%
ELECTRICAL SERVICES	10-5210-5400	\$ 4,100	\$ 2,696	\$ 4,000	\$ 4,000	0.0%
HEATING FUEL	10-5210-5500	\$ 800	\$ 1,008	\$ 1,500	\$ 1,500	0.0%
TELEPHONE/INTERNET	10-5210-5600	\$ 5,500	\$ 4,567	\$ 5,500	\$ 5,500	0.0%
WATER/SEWER USE FEE	10-5210-6000	\$ 1,000	\$ 485	\$ 1,000	\$ 1,000	0.0%
PROPERTY INSURANCE	10-5210-4900	\$ 1,805	\$ 1,805	\$ 2,106	\$ 1,805	-14.3%
GO GREEN CHARGING STATION	NEW				\$ 7,500	
OTHER	10-5210-9900	\$ 500	\$ 432	\$ 400	\$ 500	25.0%
SUBTOTAL BUILDING EXPENSE		\$ 33,205	\$ 27,062	\$ 38,706	\$ 43,105	11.4%
CAPITAL EXPENSE - BUILDINGS						
TOWN HALL PROJECT NEW		\$ -	\$ -	\$ -	\$ 1,000,000	0.0%
ASBURY CHURCH RESTORATION	10-6100-1300	\$ 160,000	\$ 163,410	\$ -	\$ -	0.0%
SUBTOTAL CAPITAL EXPENSE - BLDGS		\$ 160,000	\$ 163,410	\$ -	\$ 1,000,000	0.0%
TOTAL BUILDING EXPENSE		\$ 193,205	\$ 190,472	\$ 38,706	\$ 1,043,105	2594.9%

TOWN OF MIDDLEBURG

FY 20 BUDGET

MAINTENANCE

EXPENDITURES							
		FY 18	FY 18	FY 19	FY 20	% CHANGE	
SALARY & BENEFITS	ACCOUNT #	AMENDED	FINAL	ADOPTED	ADOPTED	FROM FY 19	
SUPERINTENDENT'S SALARY	10-5400-0100	\$ 58,332	\$ 47,283	\$ 55,159	\$ 66,843	21%	
OVERTIME	10-5400-0500	\$ 10,000	\$ 545	\$ 5,000	\$ 2,000	-60%	
VRS	10-5400-2125	\$ 14,350	\$ 10,978	\$ 13,089	\$ 13,482	3%	
WORKERS COMP	10-5400-2200	\$ 778	\$ 778	\$ 706	\$ 727	3%	
OTHER WAGES/COMPENSATION	10-5400-0400	\$ 750	\$ -	\$ -	\$ -	0%	
FICA	10-5400-2020	\$ 5,250	\$ 3,953	\$ 4,964	\$ 5,113	3%	
SUBTOTAL SALARY & BENEFITS		\$ 89,460	\$ 63,536	\$ 78,918	\$ 88,166	12%	
OPERATIONS							
REFUSE DISPOSAL	10-5400-2500	\$ 80,000	\$ 76,563	\$ 80,000	\$ 80,000	0%	
INSURANCE AUTO/LIABILITY	10-5400-2100	\$ 3,308	\$ 3,308	\$ 3,285	\$ 3,285	0%	
PROFESSIONAL DEVELOPMENT	10-5400-*****				\$ 1,500		
SUPPLIES	10-5400-5100	\$ 5,000	\$ 2,179	\$ 5,000	\$ 3,500	-30%	
EQUIPMENT	10-5400-5101	\$ 2,000	\$ 588	\$ 1,500	\$ 1,500	0%	
REPAIRS/MAINTENANCE.	10-5400-5200	\$ 9,000	\$ 8,751	\$ 17,500	\$ 12,500	-29%	
PARKING METER MAINTENANCE	10-5400-5300	\$ -	\$ -	\$ -	\$ -	0%	
ELECTRICITY - SHOP	10-5400-5400	\$ 1,500	\$ 1,558	\$ 1,500	\$ 1,500	0%	
ELECTRICITY ST. LIGHTS	10-5400-5401	\$ 15,000	\$ 13,848	\$ 15,000	\$ 15,000	0%	
TELEPHONE/PAGER	10-5400-5600	\$ 650	\$ 593	\$ 650	\$ 500	-23%	
SNOW REMOVAL	10-5400-6100	\$ 30,000	\$ -	\$ 50,000	\$ 30,000	-40%	
STREET CLEANING	10-5400-6200	\$ 13,000	\$ 11,700	\$ 13,000	\$ 13,000	0%	
PART-TIME CONTRACT LABOR	10-5400-0200	\$ 26,000	\$ 13,005	\$ 20,000	\$ 20,000	0%	
LANDSCAPE MAINTENANCE	10-5400-6300	\$ 55,000	\$ 49,734	\$ 42,000	\$ 50,000	19%	
LIBERTY ST. PARKING LOT & RESTROOMS	10-5400-6500	\$ 2,000	\$ 6,438	\$ 6,000	\$ 8,000	33%	
WATER & SEWER-RESTROOMS	10-5400-7000	\$ 1,500	\$ 894	\$ 1,300	\$ 1,500	15%	
DANGEROUS STRUCTURES REPAIR	10-5400-5250				\$ 25,000		
MUNICIPAL PARKING LOT RENTAL	10-5400-6600	\$ 5,000	\$ 4,200	\$ 4,200	\$ 4,200	0%	
DOWNTOWN STREET LIGHTS	10-5400-6650	\$ 2,000	\$ 983	\$ 1,500	\$ 1,500	0%	
BUILDING & EQUIPMENT INSURANCE	10-5400-6700	\$ 1,805	\$ 1,805	\$ 2,106	\$ 2,106	0%	
UNIFORMS & WEARING APPAREL	10-5400-7100	\$ 600	\$ 322	\$ 1,000	\$ 1,000	0%	
VEHICLE FUEL	10-5400-8100	\$ 2,000	\$ 1,279	\$ 1,800	\$ 1,600	-11%	
VEHICLE MAINTENANCE	10-5400-8101	\$ 1,000	\$ 376	\$ 1,000	\$ 1,000	0%	
OTHER	10-5400-9900	\$ 1,000	\$ 481	\$ 1,000	\$ 1,000	0%	
SUBTOTAL OPERATIONS		\$ 257,363	\$ 198,605	\$ 269,341	\$ 279,191	4%	

TOWN OF MIDDLEBURG

FY 20 BUDGET

MAINTENANCE, continued

		FY 18	FY 18	FY 19	FY 20	% CHANGE
<u>CAPITAL EXPENDITURES</u>	<u>ACCOUNT #</u>	<u>AMENDED</u>	<u>FINAL</u>	<u>ADOPTED</u>	<u>ADOPTED</u>	<u>FROM FY 19</u>
WINDY HILL DRIVEWAY	10-5400-6953	\$ -	\$ -	\$ 40,000	\$ -	0%
PARKING METER PURCHASE	10-5400-5350	\$ -	\$ 2,944	\$ -	\$ -	0%
PHASE 1 WAYFINDING	10-5400-6950	\$ 71,000	\$ 4,365	\$ 40,100	\$ 68,100	70%
STREET SIGN REPLACEMENT	10-5400-6951	\$ 10,500	\$ -	\$ 51,200	\$ 52,000	2%
SIDEWALK CONSTRUCTION	10-5400-6952	\$ 210,000	\$ 43,254	\$ 170,000	\$ -	-100%
MESSAGE BOARD SIGNS	NEW	\$ -	\$ -	\$ -	\$ 30,000	
SUBTOTAL - CAPITAL EXPENSE		\$ 291,500	\$ 50,563	\$ 301,300	\$ 150,100	-50%
MAINTENANCE TOTAL		\$ 638,323	\$ 312,704	\$ 649,559	\$ 517,457	-20%

PROGRAM AREA: POLICE

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

MISSION:

We have simplified our mission statement. It simply states the following: *"Quality of life for those who live, visit, and work in Middleburg."*

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 19 ACCOMPLISHMENTS:

- Concluded the work with the space needs contractor. Awaiting project completion.
- Enforcement efforts kept fatalities to zero. In addition, we had zero bodily injury crashes in the town limits. To that end, our preventative measures and selective enforcement efforts seem to be working. In total there were 26 crashes, both reportable and non-reportable.
- Provided public safety talks related to traffic safety.
- Our social media presence is ever growing. Last calendar year we posted 113 times. Those posts reached over 559,000 people.
- Our work with the schools continues and we expanded the safety patrol to a second year and added additional training for the students.
- We have trained and deployed NARCAN to 100% of our sworn staff.
- We have expanded opportunities for staff to receive advanced training.
 - Lt. Hollins has graduated the Professional Executive Leadership School at Richmond University.
- National Night Out was once again a huge success. It would not be possible without the efforts of staff and our community partners.

19 ACCOMPLISHMENTS CONTINUED:

- We applied for and received a partial grant for ballistic vests.
- Officers received training to allow patrol rifles to be deployed.
- The body camera and Taser programs were upgraded to the newest technologies available.
- There was significant progress on the Rt. 50/Zulla Rd. issues. VDOT followed recommendations to add more arrows in the roadway. However, that only addressed the issue during daylight hours. Persistence from the Mayor, PD, and other town staff resulted in a first for VDOT. They engineered signs that are backlit indicating wrong way DO NOT ENTER. They stated they have not deployed this type of sign anywhere in the Commonwealth.
- With the resignation of Officer Fadely we were able to recruit a great fit for our community in Officer Ryan Gray.
- We continue to serve as a reference point for other agencies seeking advice for successful policing initiatives. The chief is currently mentoring the interim Police Chief for a neighboring jurisdiction.
- We expanded our relevance in the Commonwealth by having a position in line for the Presidency of the Virginia Chief's Association.
- We are providing instruction for the New Chief's and Deputy Chief's schools. Sharing our successes so that other towns/cities may benefit.

GOALS & FY 20 OBJECTIVES:

1. Continue to Build Trust & Legitimacy:
 - Our officers remain part of the community by striving to be accessible and approachable.
 - The department took a lead role in developing a Brady pamphlet that addresses officer integrity. It is the standard for "Brady issues" across the commonwealth. It is a published document and is available free to anyone. Having the lead role in this bolster's legitimacy among our peers and the community.
 - A. This aligns with the following Town Council core values: Transparency, engagement, trust, respect, integrity.
 - B. This aligns with the following Town Council Strategic Initiatives: INITIATIVE A: PROMOTE COMMUNITY AND ECONOMIC WELL-BEING. By helping to shape a safe community, embracing the vibe that is Middleburg we are assisting with the economic strength of the community.
2. Maintain/improve technology and continue with social media connection:
 - The officers are working with some of the best equipment/technology available. The communications, in car computers, body cameras, tasers, and other weapons have been updated and the goal will be to maintain or upgrade to the latest (if needed) technologies.
 - The social media posts enable fast dissemination of information to a large following. To that end, the goal is to continue its social media presence.
 - A. This aligns with the following Town Council core values: Stewardship.
 - B. This aligns with the following Town Council Strategic Initiatives: INITIATIVE C: PRACTICE GOOD GOVERNANCE. By being good stewards and providing well trained and equipped officers.

GOALS & FY 20 OBJECTIVES:

3. Continue our strong community policing & crime reduction efforts:
 - The department has an unofficial motto of... “We don’t have to police our community because we are the police FOR our community.” More to the point, we are part of the community and not a thumb pressing down on the community. Our community policing efforts are not compartmentalized...but rather part of our ethos.
 - Crime reduction is the result of community policing and vigilance of the officers. We have a low crime rate, according to the *Crime in Virginia 2017* (that is the latest publication) over the past three years our rate has dropped from 3201.02 to 2657.0.
 - A. This aligns with the following Town Council core values: Trust, Teamwork, Leadership, Respect, and Approachability.
 - B. This aligns with the following Town Council Strategic Initiatives: INITIATIVE A: PROMOTE COMMUNITY AND ECONOMIC WELL-BEING. By helping to shape a safe community, embracing the vibe that is Middleburg we are assisting with the economic strength of the community.
4. Increase the available training and education opportunities for our officers:
 - Officers are trained in house and at the Northern Virginia Criminal Justice Training Academy. It is, arguably, among the best and most current training available in the Commonwealth. In addition, officers are receiving specialized training, when appropriate, and the town is providing some college tuition assistance as well.
 - A. This aligns with the following Town Council core values: Teamwork, Leadership, and Stewardship
 - B. This aligns with the following Town Council Strategic Initiatives: INITIATIVE C: PRACTICE GOOD GOVERNANCE by equipping our staff with access to advanced training the knowledge base will enable them to manage calls for service more efficiently.
5. Officer Wellness & Safety
 - The town has granted officers the ability to attend a fitness program and receive a partial reimbursement. In addition, there is a gym available while the officers are in the department.
 - Officer safety is always in the forefront. To that end, officers are equipped with reflective gear, ballistic vests, and other equipment to add to their safety.
 - A. This aligns with the following Town Council core values: Stewardship
 - B. This aligns with the following Town Council Strategic Initiatives: INITIATIVE D: FUND THE FUTURE. By investing in staff, the Council is enabling long term employment in a safe environment.

TOWN OF MIDDLEBURG

FY 20 BUDGET

POLICE

EXPENDITURES							
SALARY & OVERTIME	ACCOUNT #	FY 18 ADOPTED	FY 18 FINAL	FY 19 ADOPTED	FY 20 ADOPTED	% CHANGE FROM FY 19	
POLICE SALARIES	10-5300-	\$ 429,800	\$ 449,717	\$ 445,277	\$ 466,730	4.8%	
OVERTIME	10-5300-0500	\$ 12,150	\$ 6,748	\$ 17,150	\$ 17,150	0.0%	
OTHER WAGES	10-5300-0600	\$ 21,200	\$ 10,350	\$ 6,600	\$ 7,500	13.6%	
SUBTOTAL SALARIES		\$ 463,150	\$ 466,814	\$ 469,027	\$ 491,380	4.8%	
BENEFITS							
VRS/ICMARC SYSTEM	10-5300-2125	\$ 89,871	\$ 87,977	\$ 87,624	\$ 90,932	3.8%	
WORKER'S COMP	10-5300-3000	\$ 11,667	\$ 11,471	\$ 10,594	\$ 11,667	10.1%	
FICA	10-5300-2020	\$ 34,425	\$ 34,610	\$ 34,064	\$ 35,705	4.8%	
SUBTOTAL BENEFITS		\$ 135,963	\$ 134,058	\$ 132,282	\$ 138,304	4.6%	
OPERATIONS							
INSURANCE AUTO	10-5300-1000	\$ 5,687	\$ 5,397	\$ 5,235	\$ 5,235	0.0%	
POLICE PROF/LIAB INSURANCE	10-5300-1010	\$ 3,134	\$ 3,632	\$ 4,049	\$ 4,049	0.0%	
ATTORNEY	10-5300-2100	\$ 1,000	\$ 2,011	\$ 2,000	\$ 3,400	70.0%	
COURT FEES	10-5300-6150	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	0.0%	
ADVERTISING	10-5300-2300	\$ 500	\$ -	\$ 500	\$ 500	0.0%	
PROFESSIONAL DEVELOPMENT	10-5300-3300	\$ 2,500	\$ 2,784	\$ 5,500	\$ 10,500	90.9%	
EQUIPMENT & SUPPLIES	10-5300-4100	\$ 6,300	\$ 4,443	\$ 11,700	\$ 6,500	-44.4%	
FIRE ARMS & SUPPLIES	10-5300-4400	\$ 1,400	\$ 1,500	\$ 6,600	\$ 3,000	-54.5%	
OFFICE SUPPLIES	10-5300-4800	\$ 1,000	\$ 3,002	\$ 3,000	\$ 4,000	33.3%	
OFFICE RENTAL	10-5300-4700	\$ 46,000	\$ 45,780	\$ 46,000	\$ 47,500	3.3%	
OFFICE CLEANING		\$ -	\$ -	\$ -	\$ 1,000	0.0%	
SUBSCRIPTION/PUBLICATION	10-5300-5100	\$ 200	\$ -	\$ 200	\$ -	-100.0%	
PRINTING	10-5300-4300	\$ 800	\$ 599	\$ 800	\$ 500	-37.5%	
EQUIP. & SOFTWARE MAINTENANCE	10-5300-5200	\$ 46,500	\$ 31,822	\$ 10,000	\$ 14,324	43.2%	
ELECTRIC/TELEPHONE/INTERNET	10-5300-5600	\$ 11,800	\$ 9,161	\$ 11,800	\$ 11,800	0.0%	
UNIFORMS & WEARING APPAREL	10-5300-7100	\$ 4,000	\$ 3,922	\$ 4,000	\$ 4,500	12.5%	
VEHICLE & POWERED EQUIP. FUEL	10-5300-8100	\$ 19,000	\$ 10,279	\$ 19,000	\$ 15,000	-21.1%	
VEHICLE MAINTENANCE	10-5300-8101	\$ 6,500	\$ 3,605	\$ 6,500	\$ 6,500	0.0%	
SPECIAL EVENTS	10-5300-8600	\$ 5,000	\$ 5,525	\$ 5,000	\$ 5,000	0.0%	
DMV STOP FEES	10-5300-8700		\$ -	\$ 2,500	\$ 1,500	-40.0%	
OTHER	10-5300-9900	\$ 2,500	\$ 7,059	\$ 2,500	\$ 2,500	0.0%	
SUBTOTAL OPERATIONS		\$ 164,821	\$ 140,520	\$ 147,884	\$ 148,308	0.3%	
VEHICLE CAPITAL EXPENSE							
CAPITAL OUTLAY-VEHICLE	10-5300-4410	\$ -	\$ -	\$ 38,000	\$ 40,000	5.3%	
		\$ -	\$ -	\$ 38,000	\$ 40,000	5.3%	
PUBLIC SAFETY TOTAL		\$ 763,934	\$ 741,392	\$ 787,193	\$ 817,992	3.9%	

PROGRAM AREA: PLANNING & ZONING

Current Staff (2 FTE): Deputy Town Administrator/Town Planner/Zoning Administrator; Planning & Project Associate

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 19 ACCOMPLISHMENTS:

- 1) Worked with Planning Commission and consultant to complete initial draft of a new Comprehensive Plan, to include public rollout of the draft Plan in May 2019.
- 2) Navigated the Planning Commission and Town Council through complex review of a proposed assisted living facility that would have necessitated numerous revisions to the Comprehensive Plan and Zoning Ordinance.
- 3) Worked with the Historic District Review Committee to draft, and ultimately have Council adopt, revisions to the Historic District Design Guidelines pertaining to murals and small-cell antennas.
- 4) Worked with our refuse-recycling contractor to coordinate and resolve issues related to the company divesting of residential services and attempting to assign its contract to a new provider.
- 5) Provided assistance during Ridgeview Waterline project, to include helping citizens navigate and obtain authorization from VDOT to complete private utility improvements in ROW while project was underway.

FY 19 ACCOMPLISHMENTS (cont.):

- 6) Worked with Streetscape Committee to continue refining ongoing maintenance plan for public plantings and trees.
- 7) Supervised successful bid, award and execution of Marshall St sidewalk improvements project.
- 8) Continued departmental supervision of Buildings and Grounds Maintenance.
- 9) Began recruitment process for new Planning & Project Associate position.
- 10) Assisted Mayor & Council and the Coalition of Loudoun Towns with in-house and consultant evaluation of draft Loudoun County Comprehensive Plan.
- 11) Assumed new/additional position classification of Deputy Town Administrator.

GOALS & FY 20 OBJECTIVES - PLANNING & ZONING:

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

Objective 1.1: Work with Planning Commission to complete public review of draft Comprehensive Plan and make any final revisions necessary; forward recommended Plan to Council.

Objective 1.2: Council adoption of Comprehensive Plan.

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

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

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

GOAL 3: Manage the review process for pending development.

Objective 3.1: Continue and complete review efforts of staff, the Planning Commission, the Town Engineer, Utilities, VDOT and other agencies as necessary on pending site plans. Coordinate review for any new projects that may arise.

GOAL 4: Address inclusion of Chinn Ct. and Pinckney St. into VDOT maintenance system

Objective 4.1: Contract for and complete improvements identified as necessary by VDOT for Chinn CT acceptance into maintenance system.

Objective 4.2: Work with Town Engineer and VDOT to evaluate Pinckney St and identify improvements necessary acceptance into maintenance system; plan proposed capital project for Council consideration.

GOAL 5: Assist with Capital Planning

Objective 5.1: Assist in capital planning efforts related to a potential new Town Office building and a combined Maintenance/Police storage facility.

Objective 5.2: Begin evaluating potential public improvements called for in updated Comprehensive Plan for related capital projects, funding sources, etc.

GOALS & FY 20 OBJECTIVES – PLANNING & ZONING (cont.):

GOAL 6: Departmental Supervision

Objective 6.1: Continue supervision of Buildings and Grounds Maintenance; provide guidance and support to the Facilities and Maintenance Supervisor in accomplishing departmental goals.

Objective 6.2: Hire and onboard new Planning & Project Associate. Identify and begin work in areas best suited to existing skillset and begin training for other areas as needed.

GOAL 7: Assist the Town Administrator as needed with other projects.

Objective 7.1: Assist with evaluation of potential proposals for Asbury Church.

Objective 7.2: Assist with management of the West End Pump Station project.

Objective 7.3: Continue to study and familiarize with Utility system operations and planning and begin transition to departmental oversight.

Objective 7.4: Work with the Town Administrator to update and address Council's Strategic Goals and to continually look for areas for Town-wide process improvement.

TOWN OF MIDDLEBURG

FY 20 BUDGET

PLANNING AND ZONING

EXPENDITURES							
	ACCOUNT #	FY 18 ADOPTED	FY 18 FINAL	FY 19 ADOPTED	FY 20 ADOPTED	% CHANGE FROM FY 19	
<u>SALARY & BENEFITS</u>							
SALARY	10-5500-0600	\$ 76,817	\$ 76,817	\$ 79,121	\$ 150,700	90%	
VRS - ZONING	10-5500-2125	\$ 16,062	\$ 16,220	\$ 15,959	\$ 30,396	90%	
WORKER'S COMP	10-5500-2010	\$ 130	\$ 130	\$ 118	\$ 121	3%	
FICA - ZONING	10-5500-2020	\$ 5,876	\$ 5,891	\$ 6,053	\$ 11,529	90%	
		\$ 98,885	\$ 99,057	\$ 101,251	\$ 192,746	90%	
<u>CONSULTING & ADMINISTRATIVE</u>							
ATTORNEY	10-5500-2100	\$ 15,000	\$ 4,269	\$ 12,000	\$ 12,000	0%	
ENGINEERING/CONSULTING	10-5500-2200	\$ 100,000	\$ 55,712	\$ 45,000	\$ 48,000	7%	
ADVERTISING	10-5500-2300	\$ 4,000	\$ -	\$ 3,500	\$ 2,500	-29%	
PROFESSIONAL DEVELOPMENT	10-5500-3100	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	0%	
TRAINING	10-5500-3300	\$ 1,500	\$ 629	\$ 5,000	\$ 5,000	0%	
MEMBERSHIP & PUBLICATIONS	10-5500-3200	\$ 750	\$ 723	\$ 750	\$ 1,250	67%	
OFFICE SUPPLIES	10-5500-4100	\$ 500	\$ -	\$ 500	\$ 500	0%	
OTHER	10-5500-9900	\$ 250	\$ 26	\$ 200	\$ 200	0%	
		\$ 124,500	\$ 61,359	\$ 69,450	\$ 71,950	4%	
PLANNING & ZONING TOTAL		\$ 223,385	\$ 160,416	\$ 170,701	\$ 264,696	55%	

PROGRAM AREA: BUSINESS & ECONOMIC DEVELOPMENT

Current Staff: Director Business & Economic Development

MISSION:

To recruit new complimentary businesses to Town; provide technical assistance to the existing business community; to recruit visitors to Middleburg and to increase the level of economic diversity for the Town.

DESCRIPTION OF SERVICES:

The Director of Business & Economic Development serves as the primary point of contact for new businesses interested in relocating or expanding their operations to Middleburg. Additionally, the Director is an asset for the existing business community regarding but not limited to issues like marketing, customer engagement, financing, strategies for growth, succession planning, required infrastructure, real estate options and additional resources for small businesses and entrepreneurs.

The Director of Business & Economic Development also has responsibilities around increasing the number of visitors and repeat visitors to Middleburg. Marketing the Town to specific external audiences and advertising specific visitor-related events are important activities.

Town committees to which assistance/support is provided by the Director regularly include: Middleburg Arts Council, the Middleburg Cultural and Community Events Committee and the Town's Economic Development Advisory Committee. Additionally, the Director serves on the Boards of Visit Loudoun and the Middleburg Business & Professional Association and attends the Loudoun County Rural Economic Development Committee meetings. The Director also maintains relationships with the County's Economic Development Team in the areas of small business and entrepreneurship, business retention, marketing and the rural economy.

FY 19 ACCOMPLISHMENTS:

1. Initiated the Town's Cultural & Community Events Committee and led the group to focus on creating a new event – An Oktoberfest celebration including oysters and in partnership with Art in the 'Burg.
2. Reconstituted the Town's Economic Development Advisory Committee.
3. Organized and executed two digital literacy events for local businesses in cooperation with Visit Loudoun.
4. Managed the process to secure a consultant focused on developing a brand for the Town.
5. Secured the sale of the Town's Health Center to a subsidiary of the Old Ox Brewing Company while maintaining options for the existing businesses in the building to execute long-term leases.
6. Worked to establish 14 new businesses in Town with a focus on F&B and specialty retail.
7. Authored a successful \$60,000 application to Loudoun County's Tourism Grant opportunity.
8. Organized and executed a Fox 5 Zip Trip live broadcast in cooperation with Visit Loudoun.
9. Organized and executed a Virginia Center for Innovative Technology event focused on broadband in Middleburg.
10. Organized and executed a start-up workshop in Middleburg in cooperation with the Virginia SBDC Network.

GOALS & FY 20 OBJECTIVES - ECONOMIC DEVELOPMENT:

GOAL 1: Fill all the empty storefronts in Middleburg with complimentary businesses.

Objective 1.1: Continue to focus recruitment efforts on food and beverage and specialty retail entities.

Objective 1.2: Partner with non-profits and pop-up stores as necessary.

GOAL 2: Provide assistance to the existing business community.

Objective 2.1: Initiate a business retention program – quotas and structure.

Objective 2.2: Continue to organize and execute workshops focused on technical assistance (i.e. digital literacy)

Objective 2.3: Leverage additional resources at the County, State, and Federal level when necessary.

GOAL 3: Promote redevelopment for underutilized properties on Federal Street.

Objective 3.2: Work with Federal Street property owners on redevelopment opportunities for their properties.

GOALS & FY 20 OBJECTIVES – ECONOMIC DEVELOPMENT, Continued:

GOAL 4: Launch a new community brand and marketing campaign for Middleburg.

Objective 4.1: Manage the engagements between the Town's consultants and the community.

Objective 4.2: Execute a messaging and communication plan focused on external audiences.

GOAL 5: Increase Tourism opportunities in Middleburg.

Objective 5.1: Organize and execute an Oktoberfest event in September.

Objective 5.2: Work with Visit Loudoun to increase the YOY growth for Salamander Resort, market Middleburg as an international destination and host a Fox 5 Zip Trip or similar live broadcast event.

Objective 5.3: Identify and organize additional visitor-centric events via the Town's Cultural & Community Events Committee.

Objective 5.4: Launch a measurement tool focused on evaluating economic impact of events.

GOAL 7: Support the arts as an important component of the Town's economic development program.

Objective 7.1: Facilitate at least two public art installations in Middleburg.

Objective 7.2: Assist the Middleburg Arts Council in its FY20 programming.

GOAL 8: Nurture new economic development partnerships.

Objective 8.1: Launch an educational and leadership development program for female entrepreneurs in concert with Foxcroft School.

GOAL 9: Manage the development of a long-range economic development plan for the Town.

Objective 9.1: Develop and manage the RFP process to secure an appropriate consultant.

TOWN OF MIDDLEBURG

FY 20 BUDGET

ECONOMIC DEVELOPMENT

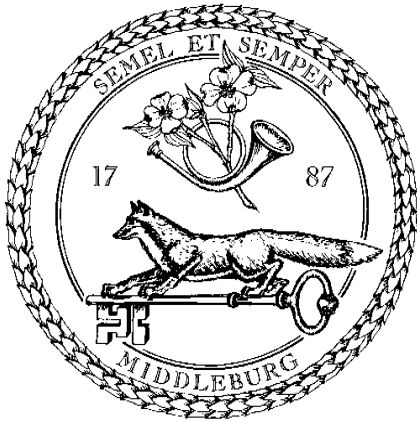
EXPENDITURES							
		FY 18		FY 18	FY 19	FY 20	% CHANGE
<u>ADMINISTRATION</u>	<u>ACCOUNT #</u>	<u>ADOPTED</u>		<u>FINAL</u>	<u>ADOPTED</u>	<u>ADOPTED</u>	<u>FROM FY 19</u>
ECON. DEV. SALARY	10-5600-0100	\$ 96,191	\$	100,899	\$ 90,125	\$ 92,829	3.0%
VRS/ICMARC	10-5600-2125	\$ 20,114	\$	20,157	\$ 18,178	\$ 18,724	3.0%
WORKERS COMP	10-5600-2030	\$ 121	\$	130	\$ 118	\$ 121	3.0%
FICA	10-5600-2020	\$ 7,359	\$	7,397	\$ 6,895	\$ 7,101	3.0%
LOCAL GOV LIABILITY INSURANCE	10-5600-2420	\$ -	\$	473	\$ 400	\$ 412	3.0%
VEHICLE MILEAGE	10-5600-2110	\$ 700	\$	178	\$ 500	\$ 500	0.0%
OFFICE SUPPLIES	10-5600-4100	\$ 450	\$	294	\$ 450	\$ 400	-11.1%
DUES & ASSOC. MEMBERSHIPS	10-5600-3200	\$ 1,200	\$	775	\$ -	\$ 3,500	0.0%
PROFESSIONAL DEVELOPMENT	10-5600-3100	\$ 500	\$	335	\$ 1,000	\$ 1,500	50.0%
MEETING EXPENSES	10-5600-2120	\$ 500	\$	1,865	\$ 2,000	\$ 4,000	100.0%
Subtotal		\$ 127,135	\$	132,502	\$ 119,666	\$ 129,087	7.9%
<u>MARKETING</u>							
PROGRAM DEVELOPMENT	10-5600-2300	\$ 75,000	\$	18,671	\$ 48,000	\$ 40,000	-16.7%
MARKETING	10-5600-2200	\$ 25,000	\$	28,441	\$ 75,000	\$ 60,000	-20.0%
PRINTING/COLLATERAL	10-5600-4200	\$ 12,000	\$	2,772	\$ 10,000	\$ 10,000	0.0%
WEBSITE	10-5600-3300	\$ 11,700	\$	1,059	\$ 30,000	\$ -	-100.0%
Subtotal		\$ 123,700	\$	50,943	\$ 163,000	\$ 110,000	-32.5%
<u>ECONOMIC DEVELOPMENT PROGRAM</u>							
ECON. DEV. ORGANIZATION SUPPORT	10-5600-3001	\$ 45,000	\$	45,000	\$ 50,000	\$ 50,000	0.0%
ECON. DEV. SPECIAL EVENT SUPPORT	10-5600-3002	\$ 56,000	\$	39,040	\$ 60,000	\$ -	-100.0%
		\$ 101,000	\$	84,040	\$ 110,000	\$ 50,000	-54.5%
<u>COMMUNITY DEVELOPMENT</u>							
FARMERS MARKET	10-5600-2600	\$ 5,000	\$	3,224	\$ 5,000	\$ 5,000	0.0%
ARTS COUNCIL	10-5600-2700	\$ 7,000	\$	1,758	\$ 14,000	\$ 10,000	-28.6%
NON--PROFIT ORGANIZATION SUPPORT	10-5600-2915	\$ 1,500	\$	1,254	\$ -	\$ 40,000	0.0%
VCA GRANT PROGRAM	10-5600-2925	\$ 9,000	\$	9,250	\$ -	\$ -	0.0%
COMM. DEV. SPECIAL EVENT SUPPORT	10-5600-3060	\$ 25,000	\$	19,138	\$ -	\$ 52,000	0.0%
Subtotal		\$ 47,500	\$	34,623	\$ 19,000	\$ 107,000	463.2%
CONTINGENCY & OTHER	10-5600-9950	\$ 25,000	\$	-	\$ 20,000	\$ 20,000	0.0%
ECONOMIC DEVELOPMENT TOTAL		\$ 424,335	\$	302,109	\$ 431,666	\$ 416,087	-3.6%

TOWN OF MIDDLEBURG

FY 20 BUDGET

PINK BOX REVENUES & EXPENDITURES

	ACCOUNT #	FY 18 ADOPTED	FY 18 FINAL	FY 19 ADOPTED	FY 20 ADOPTED	% CHANGE FROM FY 19
PINK BOX SURPLUS	10-3300-0300	\$ 55,962	\$ 55,962	\$ 43,562	\$ 27,078	-38%
LESS PREVIOUS YEAR EXPENDITURES		\$ 12,400	\$ 12,400	\$ 16,484	\$ 11,650	-29%
REMAINING PINK BOX SURPLUS		\$ 43,562	\$ 43,562	\$ 27,078	\$ 15,428	-43%
<u>PINK BOX REVENUE</u>						
DONATIONS	10-3300-0100	\$ 200	\$ 325	\$ 200	\$ 150	-25%
OTHER REVENUE (from Surplus/Reserves)		\$ 11,650	\$ 16,159	\$ 11,450	\$ 11,400	0%
		\$ 11,850	\$ 16,484	\$ 11,650	\$ 11,550	-1%
<u>PINK BOX EXPENDITURES</u>						
PINK BOX RENT	10-5600-4700	\$ -		\$ -	\$ -	0%
PINK BOX DONATION	10-5600-4800	\$ -		\$ -	\$ -	0%
PINK BOX SUPPLIES	10-5600-5100	\$ 350	\$ 100	\$ 250	\$ 250	0%
PINK BOX REPAIRS/MAINTENANCE	10-5600-5200	\$ 8,000	\$ 13,468	\$ 8,000	\$ 8,000	0%
PINK BOX ELECTRICITY	10-5600-5400	\$ 1,000	\$ 1,001	\$ 900	\$ 800	-11%
PINK BOX TELEPHONE/INTERNET	10-5600-5600/5700	\$ 1,650	\$ 1,653	\$ 1,700	\$ 1,700	0%
WATER & SEWER	10-5600-5500	\$ 750	\$ 262	\$ 700	\$ 700	0%
OTHER	10-5600-9950	\$ 100	\$ -	\$ 100	\$ 100	0%
		\$ 11,850	\$ 16,484	\$ 11,650	\$ 11,550	-1%



TOWN OF MIDDLEBURG

FY 2020

ADOPTED BUDGET

UTILITY FUND

TOWN OF MIDDLEBURG

FY 20 BUDGET

UTILITY REVENUES						
OPERATING REVENUE - WATER	ACCOUNT #	FY 18 ADOPTED	FY 18 FINAL	FY 19 ADOPTED	FY 20 ADOPTED	% CHANGE FROM FY19
WATER USER FEES	30-3500-0100	\$ 593,218	\$ 587,533	\$ 611,000	\$ 629,330	3.0%
WATER AVAIL/CONNECT FEE	30-3500-0200,0300	\$ 28,000	\$ 28,200	\$ -	\$ -	0.0%
INTEREST	30-3110-0000	\$ 250	\$ 2,123	\$ 1,000	\$ 1,000	0.0%
MISCELLANEOUS - WATER	30-3510-2000	\$ 5,000	\$ 1,645	\$ 5,000	\$ 5,000	0.0%
		\$ 626,468	\$ 619,501	\$ 617,000	\$ 635,330	3.0%
OPERATING REVENUE - SEWER						
SEWER USER FEES	30-3700-0100	\$ 583,060	\$ 585,024	\$ 600,000	\$ 618,000	3.0%
SEWER AVAIL/CONNECT FEE	30-3700-0200,0300	\$ 23,600	\$ 26,800	\$ -	\$ -	0.0%
		\$ 606,660	\$ 611,824	\$ 600,000	\$ 618,000	3.0%
TOWER LEASE REVENUE						
AT&T	30-3600-0200	\$ 40,522	\$ 39,904	\$ 40,726	\$ 40,726	0.0%
SPRINT	30-3600-0400	\$ 40,622	\$ 40,822	\$ 41,838	\$ 41,838	0.0%
T-MOBILE	30-3600-0500	\$ 32,532	\$ 38,019	\$ 39,067	\$ 39,067	0.0%
VERIZON	30-3600-0600	\$ 35,460	\$ 35,530	\$ 36,878	\$ 36,878	0.0%
SUBTOTAL - TOWER REVENUES		\$ 149,136	\$ 154,275	\$ 158,509	\$ 158,509	0.0%
SUBTOTAL - REVENUES		\$ 1,382,264	\$ 1,385,600	\$ 1,375,509	\$ 1,411,839	2.6%
TRANSFER - FUND BALANCE		\$ -	\$ -	\$ 425,000	\$ -	-100.0%
TRANSFER - GENERAL FUND		\$ 350,000	\$ -	\$ 435,000	\$ -	-100.0%
2015 BOND PROCEEDS	30-3900-5000	\$ 274,143	\$ 274,143	\$ 50,000	\$ -	-100.0%
TOTAL OPERATING REVENUES		\$ 2,006,407	\$ 1,659,743	\$ 2,285,509	\$ 1,411,839	-38.2%

TOWN OF MIDDLEBURG

FY 20 UTILITY FUND BUDGET

ADMINISTRATION & SOFT COSTS

<u>CONTRACT SERVICES</u>	<u>ACCOUNT #</u>	<u>FY 18 ADOPTED</u>	<u>FY 18 FINAL</u>	<u>FY 19 ADOPTED</u>	<u>FY 20 ADOPTED</u>	<u>% CHANGE FROM FY19</u>
OPERATIONS CONTRACT	30-5110-2500	\$ 276,000	\$ 256,742	\$ 276,000	\$ 283,000	2.5%
OTHER CONTRACT SERVICES	30-5110-2600	\$ 20,000	\$ 3,098	\$ 20,000	\$ 20,000	0.0%
ENGINEERING	30-5110-2200	\$ 50,000	\$ 20,766	\$ 50,000	\$ 50,000	0.0%
TANK MAINTENANCE CONTRACT	30-5100-2500	\$ 30,700	\$ 36,651	\$ 25,000	\$ 25,000	0.0%
Subtotal - Contract Services		\$ 376,700	\$ 317,257	\$ 371,000	\$ 378,000	1.9%
<u>ADMINISTRATION</u>						
TOWN ADMINISTRATOR	30-5110-2700	\$ 16,000	\$ 15,709	\$ 19,622	\$ 19,622	0.0%
ATTORNEY	30-5110-2100	\$ 5,000	\$ 5,268	\$ 5,000	\$ 5,000	0.0%
AUDIT	30-5110-2400	\$ 7,000	\$ 6,039	\$ 7,000	\$ 7,000	0.0%
UTILITY BILLING	30-5110-2800	\$ 33,500	\$ 25,519	\$ 36,826	\$ 27,259	-26.0%
ADVERTISING	30-5110-2300	\$ 1,000	\$ 1,162	\$ 1,000	\$ 1,500	50.0%
OFFICE SUPPLIES	30-6400-4100	\$ 300	\$ -	\$ 300	\$ 1,000	233.3%
UTILITY BILLING ABSORB FEES	NEW	\$ -	\$ -	\$ 1,500	\$ 300	-80.0%
SOFTWARE	30-6400-4400	\$ -	\$ -	\$ -	\$ -	
POSTAGE	30-6400-4300	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	0.0%
Subtotal - Administration		\$ 65,300	\$ 53,697	\$ 73,748	\$ 64,180	-13.0%
<u>INSURANCE</u>						
LIABILITY INSURANCE	30-6600-0011	\$ 2,263	\$ 2,263	\$ 2,310	\$ 1,748	-24.3%
PROPERTY INSURANCE	30-6600-0015	\$ 4,331	\$ 4,331	\$ 5,314	\$ 3,346	-37.0%
Subtotal - Insurance		\$ 6,594	\$ 6,594	\$ 7,623	\$ 5,094	-33.2%
<u>DEBT SERVICE</u>						
VML/VACO Bond Maintenance Fee	30-6700-7000	\$ 300	\$ 150	\$ 150	\$ 150	0.0%
VRA-2010 Refunded Debt	30-6710-8000	\$ 167,143	\$ 81,038	\$ 167,593	\$ 167,783	0.1%
Mdle Bnk Refunded Bond-Escrow Maint. Fee	30-6710-9000	\$ 350	\$ -	\$ 350	\$ 350	0.0%
MIDDLEBURG BANK REFUNDING-2013	30-6720-1000	\$ 55,601	\$ 19,653	\$ 55,601	\$ 55,601	0.0%
MIDDLEBURG BANK G.O. BOND-2014	30-6720-2000	\$ 82,545	\$ 31,340	\$ 82,317	\$ 82,156	-0.2%
Bond Issuance Fees & Payments	30-6730-8000	\$ -	\$ -	\$ -	\$ -	0.0%
GF LOAN TO UTILITY FUND		\$ -	\$ -	\$ -	\$ 60,000	0.0%
Subtotal - Debt Service		\$ 305,939	\$ 132,180	\$ 306,010	\$ 366,040	19.6%
TOTAL ADMIN. & SOFT COST		\$ 754,533	\$ 509,728	\$ 758,382	\$ 813,315	7.2%

TOWN OF MIDDLEBURG

FY 20 UTILITY FUND BUDGET

OPERATIONS & MAINTENANCE COSTS/SUMMARY

WATER OPERATIONS & MAINTEN.	ACCOUNT #	FY 18 AMENDED	FY 18 FINAL	FY 19 ADOPTED	FY 20 ADOPTED	% CHANGE FROM FY 19
CHEMICAL SUPPLIES	30-6400-5100	\$ 55,000	\$ 57,752	\$ 50,000	\$ 50,000	0.0%
EQUIPMENT/SUPPLIES-WATER	30-6400-5200	\$ 50,000	\$ 31,208	\$ 75,000	\$ 70,000	-6.7%
EQUIPMENT MAINTENANCE	30-6400-5301	\$ 40,000	\$ 15,323	\$ 36,300	\$ 50,000	37.7%
LINE/SYSTEM MAINTENANCE.	30-6400-5302	\$ 25,000	\$ 6,276	\$ 20,000	\$ 20,000	0.0%
ELECTRICITY -WATER	30-6400-5400	\$ 30,000	\$ 28,025	\$ 30,000	\$ 30,000	0.0%
INTERNET - WATER	30-6400-5600	\$ 4,000	\$ 1,796	\$ 4,000	\$ 4,000	0.0%
TESTING - WATER	30-6400-5700	\$ 6,000	\$ 8,403	\$ 8,000	\$ 8,000	0.0%
FUEL	30-6400-8100	\$ 2,000	\$ 344	\$ 2,000	\$ 2,000	0.0%
OTHER - WATER	30-6400-9900	\$ 8,000	\$ 4,391	\$ 8,000	\$ 38,000	375.0%
TOTAL WATER O & M		\$ 220,000	\$ 153,518	\$ 233,300	\$ 272,000	16.6%
SEWER OPERATIONS & MAINTEN.						
CHEMICAL SUPPLIES	30-6410-5100	\$ 30,000	\$ 44,778	\$ 30,000	\$ 30,000	0.0%
EQUIPMENT/SUPPLIES	30-6410-5200	\$ 40,000	\$ 5,132	\$ 67,000	\$ 67,000	0.0%
EQUIPMENT MAINTENANCE	30-6410-5301	\$ 20,000	\$ 4,736	\$ 29,700	\$ 29,000	-2.4%
LINE/SYSTEM MAINTENANCE	30-6410-5302	\$ 15,000	\$ 3,220	\$ 10,000	\$ 10,000	0.0%
ELECTRICAL SERVICES	30-6410-5400	\$ 40,000	\$ 35,959	\$ 40,000	\$ 40,000	0.0%
INTERNET-SEWER	30-6410-5600	\$ 3,200	\$ 2,067	\$ 3,000	\$ 3,000	0.0%
TESTING - SEWER	30-6410-5700	\$ 33,000	\$ 29,314	\$ 30,000	\$ 30,000	0.0%
SLUDGE REMOVAL	30-6410-5800	\$ 60,000	\$ 54,688	\$ 40,000	\$ 40,000	0.0%
FUEL	30-6410-8100	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	0.0%
OTHER-SEWER	30-6410-9900	\$ 8,000	\$ 2,730	\$ 10,000	\$ 10,000	0.0%
TOTAL SEWER O & M		\$ 252,200	\$ 182,624	\$ 262,700	\$ 262,000	-0.3%
TOTAL OPER. & MAINTENANCE		\$ 472,200	\$ 336,141	\$ 496,000	\$ 534,000	7.7%
CAPITAL IMPROVEMENT PROJECTS						
WELLHEAD PROTECTION	30-6800-8050	\$ -	\$ -	\$ -		0.0%
ROUTE 50 WATERLINE PROJECT	30-6100-9300	\$ -	\$ -	\$ -		0.0%
WEST END PUMP STATION PROJECT	30-6800-4000	\$ 47,960	\$ 52,802	\$ 385,000	\$ -	-100.0%
RIDGEVIEW WATERLINE PROJECT	30-6800-3050	\$ 715,000	\$ 598,769	\$ 550,300	\$ -	-100.0%
SCADA SYSTEM UPGRADE	30-6800-3700	\$ -	\$ -	\$ 70,000	\$ -	-100.0%
SEWER SYSTEM IMPROVEMENTS	30-6800-3000	\$ -	\$ -	\$ 5,000	\$ 50,000	900.0%
MEMBRANES - WWTP	NEW	\$ -	\$ -	\$ -	\$ -	0.0%
WELL #4 CLEARWELL	NEW	\$ -	\$ -	\$ -	\$ -	0.0%
TOTAL CAPITAL IMPROVEMENTS		\$ 762,960	\$ 651,570	\$ 1,010,300	\$ 50,000	-95.1%
TOTAL ADMIN & SOFT COSTS		\$ 754,533	\$ 509,728	\$ 758,382	\$ 813,315	7.2%
TOTAL WATER & SEWER EXPENSES		\$ 1,989,693	\$ 1,497,440	\$ 2,264,682	\$ 1,397,315	-38.3%
TOTAL WATER & SEWER REVENUES		\$ 2,006,407	\$ 1,659,743	\$ 2,285,509	\$ 1,411,839	-38.2%
CONTINGENCY		\$ 16,714	\$ 162,303	\$ 20,827	\$ 14,524	-30.3%
BALANCE		\$ 2,006,407	\$ 1,659,743	\$ 2,285,509	\$ 1,411,839	-38.2%