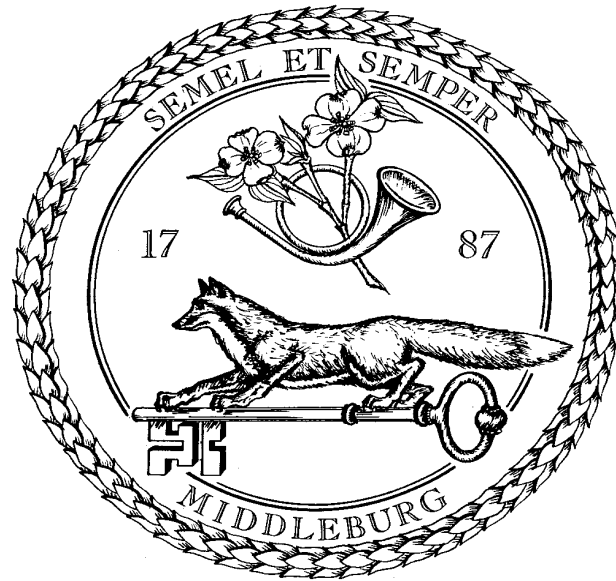
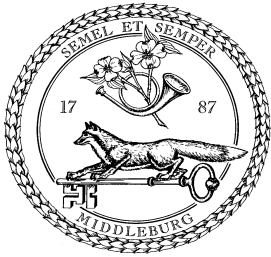


# TOWN OF MIDDLEBURG, VIRGINIA BUDGET



## FISCAL YEAR 2018-2019

ADOPTED – MAY 10, 2018



# TOWN OF MIDDLEBURG ADOPTED BUDGET

**FY 2018-19**



## 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  
Jamie Gaucher, Business & Economic Development Director  
Tina Staples, Administrative & Accounting Assistant

May 10, 2018

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## Town Administrator's Budget Message

To the Citizens and Businesses of Middleburg:

The current fiscal year, FY 2017-18 (FY18) has been another good year for the Town, with major capital projects underway to replace old, undersized waterlines in the Ridgeview neighborhood, to upgrade a sewer pump station, and to install missing sidewalk connections on Marshall Street. By close coordination with the Virginia Department of Transportation (VDOT) the Town is completing the waterline project prior to VDOT's planned street repair/repaving work, saving the Town the significant cost of repaving over the new waterlines. In addition, the Town was able to secure major funding assistance from Loudoun County for the sidewalk project.

The assessed value of taxable real property in Middleburg increased last year, rising by 11.84% as of January 1, 2018 vs. the 3.51% increase reported for 2017. Town revenues have increased at a modest pace this year. Business license tax revenues were up 11% year-over-year as of the end of March, and the opening of several new restaurants helped meals tax revenues rise. Expenditures have remained below budget, allowing the Town to continue 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 (FY18) 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¢) 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 2018-19 (FY19), with estimated growth of 3.2%. General Fund expenses are projected to decrease by approximately 0.8% as the Town completes the sidewalk project and major repairs to Town facilities. The budget projects a healthy General Fund contingency of \$219,189. On the Utility Fund side, expenses in the Utility Fund are projected to increase by about 13.9% as planned capital improvements are completed. Overall, the combined FY19 fund budgets project a 7.1% increase over FY18, primarily due to the capital improvement expenditures.

### Summary of Adopted Budget

The adopted FY19 Budget reflects the increasingly health area economy and positive outlook for Town businesses, 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, as well as its government space needs.

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, fines, grants and apportionments. The services covered by the General Fund include Town Administration, Buildings & Grounds Maintenance, Police, Planning and Zoning, and Economic Development. This budget document includes information and annual goals for each of these service areas.

As indicated earlier, the total assessed value of the Town's taxable real property increased by a healthy 11.84% in 2017. 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 15.3¢ to produce the same amount of real estate tax revenue in FY19 as in FY18. This is referred to as the "equalized tax rate" or "reduced rate". The FY19 budget proposes the reduced rate of 15.3¢, which should result in no effective tax increase to the average taxpayer. In addition, Loudoun County's adopted FY19 real estate tax rate is \$1.08, four cents lower than their FY18 rate, which should provide additional tax savings to property owners.

The projected FY19 General Fund contingency reserve of approximately \$219,189 is important for providing adequate reserves for covering Town expenses during difficult financial times and to address the Town's unmet infrastructure needs. One benchmark goal is to maintain a year's worth of expenditures in the unreserved fund balance. The Town has achieved this goal as its finances have improved over the past few years. As of the end of FY17, the last audited year, the ratio of the Town's unreserved fund balance to annual expenditures stood at 1.6, or over a year's worth of financial cushion.

The budget projects expenditures for increased operational costs, implementation of new street signs in the downtown area, and completion of the Ridgeview Waterline, West End Pump Station, Windy Hill Driveway and Marshall Street Sidewalk Connections projects. In addition, the budget includes additional planning to accommodate town government space needs, completion of the Comprehensive Plan update, and implementation of 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 FY19. 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. Several 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 for a mold remediation project. Such capital expenditures have reduced the Fund's reserve, and rental income has declined over the past few years due to vacancies. The Town Council put rentals on hold this year while considering potential alternative uses for the building. A request for proposals has been issued to solicit private sector proposals for the sale of the building to put it back on the tax rolls and provide new economic opportunities for our downtown. For now, the Health Center Fund FY19 budget estimates rental income from the three units currently leased. The charitable donations have been removed from this Fund and put in the General Fund as was done last year. As proposed, the Health Center Fund budget would run a deficit of about \$26,879, reducing the Health Center Fund balance to a projected \$272,999.

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 telecommunications 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 telecommunications companies only generates approximately 7% of the necessary income to offset water and sewer system expenses. The bulk of the revenue to provide water and sewer service therefore must come from user fees.

Middleburg has only 487 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 completion in FY19 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 FY19 will total \$305,511.

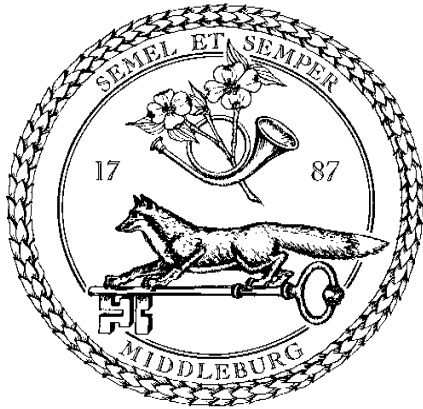
We are proud to report that the significant strides the Town has made in improving its water system over the past few years led to the Town being awarded the **Water System of the Year** by the Virginia Rural Water Association in April 2017. This is a testament to the Town Council's leadership in moving 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 FY19, and a 3% increase in the minimum water & sewer bill is needed. This is less than the increase required in recent years, including last year.

In closing, FY19 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 healthy business activity, as well as significant investments in Town infrastructure. As always, the Town will remain conservative in its financial decisions. Several budget unknowns, including the West End Pump Station project that has not yet gone to bid, as well as Town property decisions, may require FY19 budget amendments.

Balancing the provision of an acceptable level of municipal services with the economic hardships some of our residents face is a challenge that the Town takes seriously. We are pleased that the Town is able to reduce the real estate tax rate this year to 15.3¢/\$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 2018-19**

**ADOPTED BUDGET**

## **BUDGET & FINANCIAL SUMMARY**



# TOWN OF MIDDLEBURG FY 19 BUDGET SUMMARY

<b>GENERAL FUND SUMMARY</b>					
<b>REVENUES</b>			<b>EXPENDITURES</b>		
	<b>FY 18 ADOPTED</b>	<b>FY 19 ADOPTED</b>		<b>FY 18 ADOPTED</b>	<b>FY 19 ADOPTED</b>
PROPERTY TAX	\$ 484,500	\$ 801,592	ADMINISTRATION	\$ 750,630	\$ 799,431
LOCAL TAXES	\$ 2,368,500	\$ 2,322,500	BUILDINGS & GROUNDS	\$ 83,205	\$ 38,706
ZONING FEES	\$ 22,000	\$ 22,000	POLICE	\$ 852,724	\$ 869,007
FINES & FEES	\$ 35,700	\$ 35,700	MAINTENANCE	\$ 657,763	\$ 658,944
MISCELLANEOUS	\$ 4,000	\$ 4,000	PLANNING AND ZONING	\$ 232,385	\$ 180,084
INTERGOVERNMENTAL	\$ 202,000	\$ 31,500	ECON. DEVELOPMENT	\$ 446,025	\$ 451,931
PINK BOX SURPLUS +MISC.REV	\$ 11,850	\$ 11,650	PINK BOX	\$ 11,850	\$ 11,650
	<u>\$ 3,128,550</u>	<u>\$ 3,228,942</u>		<u>\$ 3,034,581</u>	<u>\$ 3,009,753</u>
			CONTINGENCY	\$ 93,969	\$ 219,189
<b>TOTAL</b>	<u>\$ 3,128,550</u>	<u>\$ 3,228,942</u>	<b>TOTAL</b>	<u>\$ 3,128,550</u>	<u>\$ 3,228,942</u>
<b>HEALTH CENTER INDEPENDENT FUND</b>					
<b>REVENUES</b>			<b>EXPENDITURES</b>		
	<b>FY 18 ADOPTED</b>	<b>FY 19 ADOPTED</b>		<b>FY 18 ADOPTED</b>	<b>FY 19 ADOPTED</b>
HEALTH CENTER	\$ 76,196	\$ 67,879	HEALTH CENTER	\$ 76,196	\$ 67,879
			CONTINGENCY	\$ -	\$ -
			<b>TOTAL</b>	<u>\$ 76,196</u>	<u>\$ 67,879</u>

CONTINUED

<b>UTILITY FUND SUMMARY</b>						
<b>REVENUES</b>			<b>EXPENDITURES</b>			
	<b>FY 18</b>	<b>FY 19</b>		<b>FY 18</b>	<b>FY 19</b>	
	<b>ADOPTED</b>	<b>ADOPTED</b>		<b>ADOPTED</b>	<b>ADOPTED</b>	
Water User Fees	\$ 593,218	\$ 611,000	Contract Services	\$ 376,700	\$ 371,000	
Sewer User Fees	\$ 583,060	\$ 600,000	Administration & Insur.	\$ 71,894	\$ 76,855	
Water Tower Cellular Leases	\$ 149,136	\$ 158,509	Operations-Water	\$ 220,000	\$ 233,300	
Miscellaneous	\$ 5,250	\$ 6,000	Operations-Sewer	\$ 252,200	\$ 262,700	
Transfer from Reserves	\$ -	\$ 425,000	Debt Service	\$ 305,939	\$ 306,010	
Availability/Connection Fees	\$ 51,600	\$ -	Capital Projects	\$ 762,960	\$ 1,010,300	
General Fund Loan	\$ 350,000	\$ 435,000	Contingency	\$ 16,714	\$ 25,344	
2015 Bond Proceeds	\$ 274,143	\$ 50,000				
<b>TOTAL UTILITY FUND REV.</b>	<b>\$ 2,006,407</b>	<b>\$ 2,285,509</b>	<b>TOTAL UTILITY FUND EXP.</b>	<b>\$ 2,006,407</b>	<b>\$ 2,285,509</b>	
<b>TOTAL ALL FUNDS</b>						
	<b>\$ 5,211,153</b>	<b>\$ 5,582,330</b>		<b>\$ 5,211,153</b>	<b>\$ 5,582,330</b>	

05.10.2018

**TOWN OF MIDDLEBURG  
FY 19 BUDGET SUMMARY**

**UTILITY FUND DEBT SERVICE**

Fiscal Year	VRA Series 2010C	Middleburg Bank Series 2013	Middleburg Bank Series 2014	Total
2019	\$ 167,593	\$ 55,601	\$ 82,317	\$ 305,511
2020	\$ 167,783	\$ 55,601	\$ 82,156	\$ 305,540
2021	\$ 167,713	\$ 55,601	\$ 82,765	\$ 306,079
Thereafter*	\$ 1,680,561	\$ 1,158,922	\$ 1,567,075	\$ 4,406,558
<b>Total</b>	<b>\$ 2,183,650</b>	<b>\$ 1,325,725</b>	<b>\$ 1,814,313</b>	<b>\$ 5,323,688</b>

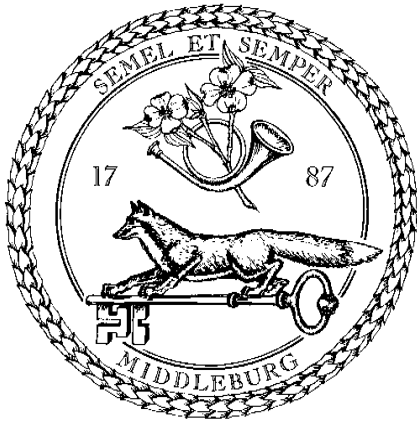
\* End date varies. For VRA = 2030; For Middleburg Bank Series 2013 = 2034 & Series 2014 = 2039

**FUND BALANCE - June 30, 2017**

	GENERAL FUND	UTILITY FUND	HEALTH CENTER FUND
<b>Assets</b>			
Current & Other Assets	\$ 4,797,024	\$ 1,837,560	\$ 155,840
Net Capital Assets	\$ 1,919,840	\$ 12,875,940	\$ 173,288
<b>Total Assets</b>	<b>\$ 6,716,864</b>	<b>\$ 14,713,500</b>	<b>\$ 329,128</b>
<b>Liabilities</b>			
Long-Term Liabilities	\$ 887,318	\$ 4,026,077	\$ -
Other Liabilities	\$ 334,792	\$ 392,164	\$ 21,439
<b>Total Liabilities</b>	<b>\$ 1,222,110</b>	<b>\$ 4,418,241</b>	<b>\$ 21,439</b>
<b>Net Position</b>			
Unrestricted Fund balance	\$ 3,924,709	\$ 1,454,332	\$ -
Restricted Fund balance	\$ -	\$ -	\$ 134,401
Invested in Capital Assets - (net of related Debt)	\$ 1,774,782	\$ 8,840,927	\$ 173,288
<b>Total Net Position</b>	<b>\$ 5,699,491</b>	<b>\$ 10,295,259</b>	<b>\$ 307,689</b>

Source: Town of Middleburg Comprehensive Annual Financial Report, FY Ended June 30, 2017.

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



# **TOWN OF MIDDLEBURG**

**FY 2018-19  
BUDGET**

## **GENERAL FUND**

# TOWN OF MIDDLEBURG FY 19 BUDGET SUMMARY

## REAL PROPERTY TAX RATE SCENARIOS

<u>2018 ASSESSMENT</u>	<u>TAX RATE*</u>	<u>REVENUE</u>	<u>DIFFERENCE</u>	
\$ 338,922,400	\$ 0.165	\$ 559,222		Current tax rate
Equalized Tax Rate	\$ 0.153	\$ 518,545	\$ (40,677)	
Alternative Rate 1	\$ 0.155	\$ 525,330	\$ (33,892)	
Alternative Rate 2	\$ 0.170	\$ 576,168	\$ 16,946	
* 1 cent on the tax rate = \$33,892		\$ 0.002		

<u>BREAK OUT</u>	<u>2017 ASSESSMENT</u>	<u>VALUE CHANGE</u>	<u>2018 ASSESSMENT</u>	<u>% CHANGE</u>
Single Family Detached	87,179,430	6,606,140	93,785,570	7.58%
Town Houses	26,841,510	580,250	27,421,760	2.16%
Condo	9,909,560	575,830	10,485,390	5.81%
Other (incl vacant land)	4,283,240	11,354,820	15,638,060	265.10%
Single Family Suburban	1,320,030	95,290	1,415,320	7.22%
Multifamily	2,347,560	110,780	2,458,340	4.72%
Commercial/ Industrial	171,170,940	16,547,020	187,717,960	9.67%
TOTAL TAXABLE	303,052,270	35,870,130	338,922,400	11.84%

The Total Assessment does not reflect the value of 78 tax exempt properties which for 2018 totals \$66,452,800. Approximately 13% of the real property parcels in Middleburg are tax exempt.

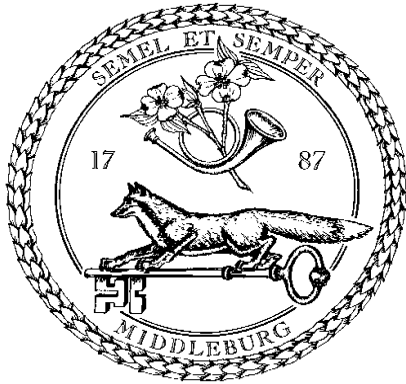
Potential revenues must be reduced by the annual elderly tax relief, which for FY 18 totaled approximately \$11,000. An estimate of \$11,000 is used for FY18. \$10,000 is also deducted for tax appeals.

# TOWN OF MIDDLEBURG FY 19 BUDGET SUMMARY

## FY 19 EQUALIZED TAX RATE CALCULATION

	2018	2017	
Total Taxable Assessed Value	\$ 338,922,400	\$ 303,052,270	**
New Residential Construction/Growth	\$ 12,686,926		
New Commercial Construction/Growth	\$ (3,857,740)		
Total New Construction/Growth	\$ 8,829,186		
Total Adjusted Assessment	\$ 330,093,214		
Equalized Tax Rate=FY17 Real Estate Levies x 101%/2018 Real Estate Adjusted Value			
2017 Total Assessment** X \$0.165 tax rate=FY18 levies	\$ 500,036		
Multiplied by 101% =	\$ 505,037		
Divided by 2018 Assessed Value - New construct. =	0.153	or \$0.153/\$100	
		equalized rate	

\*\* Assessment total as of December 2017



**TOWN OF MIDDLEBURG  
FY 2018-19  
BUDGET  
GENERAL FUND  
REVENUES**

# TOWN OF MIDDLEBURG

## FY 19 BUDGET

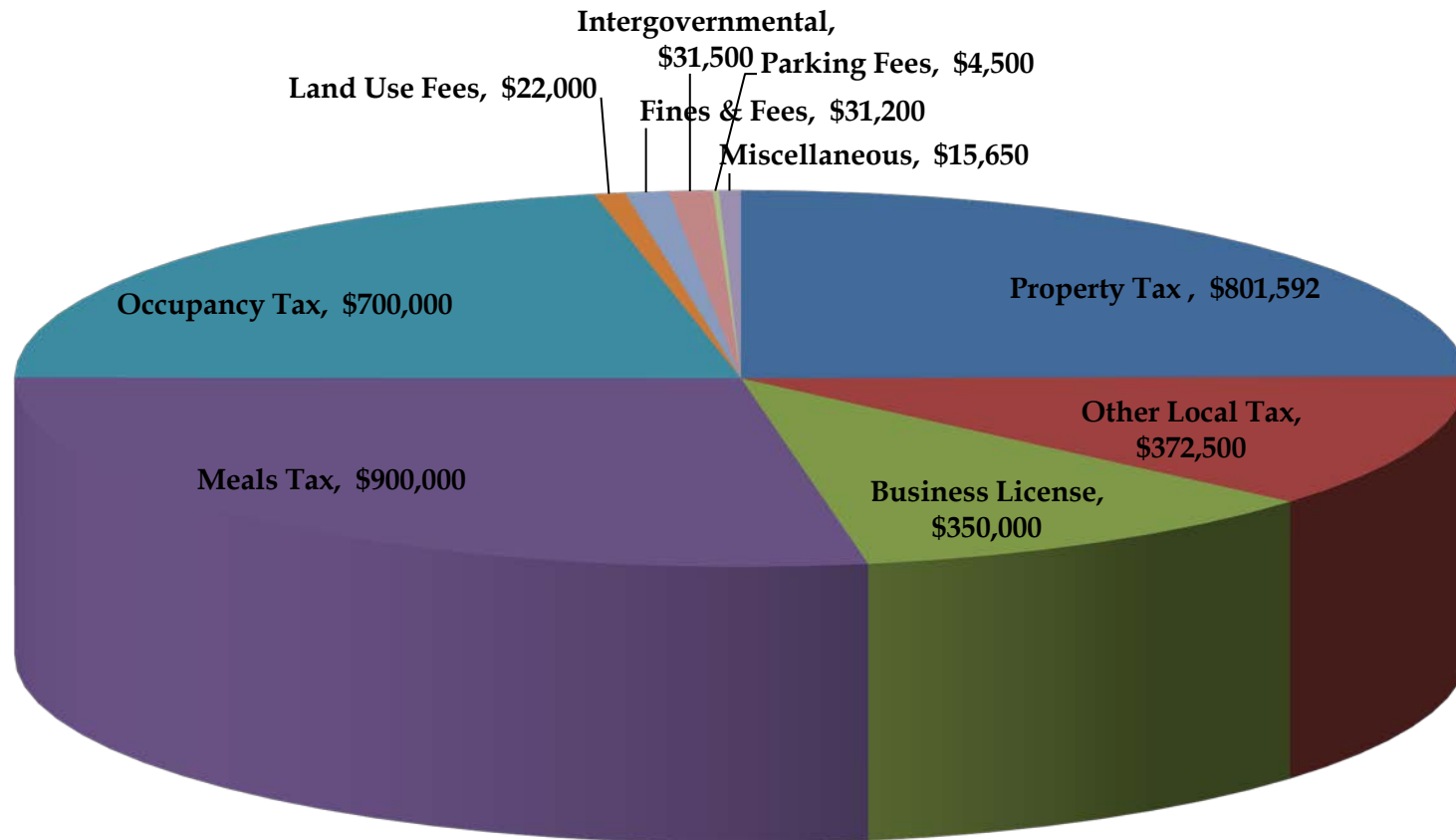
REVENUES	Account #	FY 16 FINAL	FY17 ADOPTED	FY 17 FINAL	FY 18 ADOPTED	FY 19 ADOPTED	% Change from FY 18
<b><u>PROPERTY TAX</u></b>							
Real Estate	10-3000-0100	\$ 504,408	\$ 500,322	\$ 477,815	\$ 483,000	\$ 745,092	54.3%
Personal Property	10-3000-0200	\$ 66,394	\$ 70,000	\$ 61,697	\$ -	\$ 55,000	0.0%
Penalties and interest	10-3000-500, -600	\$ 1,949	\$ 3,000	\$ 1,871	\$ 1,500	\$ 1,500	0.0%
Total		\$ 572,752	\$ 573,322	\$ 541,383	\$ 484,500	\$ 801,592	65.4%
<b><u>LOCAL TAXES</u></b>							
Sales Tax	10-3100-0100	\$ 48,138	\$ 45,000	\$ 52,671	\$ 48,000	\$ 50,000	4.2%
Utilities Taxes	10-3020-misc	\$ 108,910	\$ 110,000	\$ 107,051	\$ 110,000	\$ 110,000	0.0%
Meals Tax	10-3030-0000	\$ 821,985	\$ 775,000	\$ 880,260	\$ 850,000	\$ 900,000	5.9%
Business License	10-3050-0000	\$ 380,837	\$ 350,000	\$ 410,973	\$ 350,000	\$ 350,000	0.0%
Cigarette Tax	10-3060-0000	\$ 26,233	\$ 23,000	\$ 26,289	\$ 24,000	\$ 26,000	8.3%
Motor Vehicle License	10-3200-0100	\$ 12,527	\$ 11,500	\$ 12,299	\$ 11,500	\$ 11,500	0.0%
Bank Franchise Tax	10-3010-0000	\$ 305,515	\$ 250,000	\$ 301,559	\$ 275,000	\$ 175,000	-36.4%
Occupancy Tax	10-3040-0000	\$ 674,539	\$ 640,000	\$ 764,029	\$ 700,000	\$ 700,000	0.0%
Total		\$ 2,378,684	\$ 2,204,500	\$ 2,555,132	\$ 2,368,500	\$ 2,322,500	-1.9%
<b><u>PLANNING &amp; ZONING</u></b>							
Application, Proffer, Misc Fees	10-3220-misc	\$ 97,518	\$ 30,000	\$ 14,528	\$ 17,000	\$ 17,000	0.0%
Professional Review Fees	10-3220-0500	\$ 231	\$ 5,000	\$ 3,282	\$ 5,000	\$ 5,000	0.0%
		\$ 97,749	\$ 35,000	\$ 17,810	\$ 22,000	\$ 22,000	0.0%
<b><u>FINES AND FEES</u></b>							
Court & Parking Fines	misc	\$ 26,238	\$ 30,000	\$ 28,474	\$ 30,000	\$ 30,000	0.0%
Farmers Market Fees	10-3100-0502	\$ 525	\$ 1,200	\$ 955	\$ 1,200	\$ 1,200	0.0%
Parking Space Rental/Permits	10-3200-0300,-0500	\$ 11,282	\$ 30,000	\$ 6,650	\$ 4,500	\$ 4,500	0.0%
Total		\$ 38,045	\$ 61,200	\$ 36,079	\$ 35,700	\$ 35,700	0.0%
<b><u>MISCELLANEOUS</u></b>							
Misc. Donations	10-3070-0200	\$ -	\$ 400	\$ 950	\$ -	\$ -	0.0%
Pink Box Income & Surplus	10-3300-misc	\$ 715	\$ 17,850	\$ 284	\$ 11,850	\$ 11,650	-1.7%
Sale of Property	10-3800-1000	\$ -	\$ 10,000	\$ -	\$ -	\$ -	0.0%
Miscellaneous/Interest	10-3400-0300,-0400	\$ 6,078	\$ 4,000	\$ 108,137	\$ 4,000	\$ 4,000	0.0%
Capital Projects Fees	3800-3100, 3200	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total		\$ 6,793	\$ 32,250	\$ 109,371	\$ 15,850	\$ 15,650	-1.3%
<b><u>INTERGOVERNMENTAL</u></b>							
Law Enforcement 599 & Grant	10-3100-0300,-0301	\$ 20,048	\$ 20,695	\$ 20,946	\$ 20,500	\$ 20,500	0.0%
State/Local Grants	10-3100-misc	\$ 3,463	\$ 1,000	\$ 1,048	\$ 171,500	\$ 1,000	-99.4%
Fire Program	10-3100-0500	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	0.0%
Transportation Enhancement	10-3100-0503	\$ -	\$ 37,400	\$ -	\$ -	\$ -	0.0%
Total		\$ 33,511	\$ 69,095	\$ 31,994	\$ 202,000	\$ 31,500	-84.4%
<b>Total Revenues</b>		<b>\$ 3,127,533</b>	<b>\$ 2,975,367</b>	<b>\$ 3,291,769</b>	<b>\$ 3,128,550</b>	<b>\$ 3,228,942</b>	<b>3.2%</b>

05.10.18



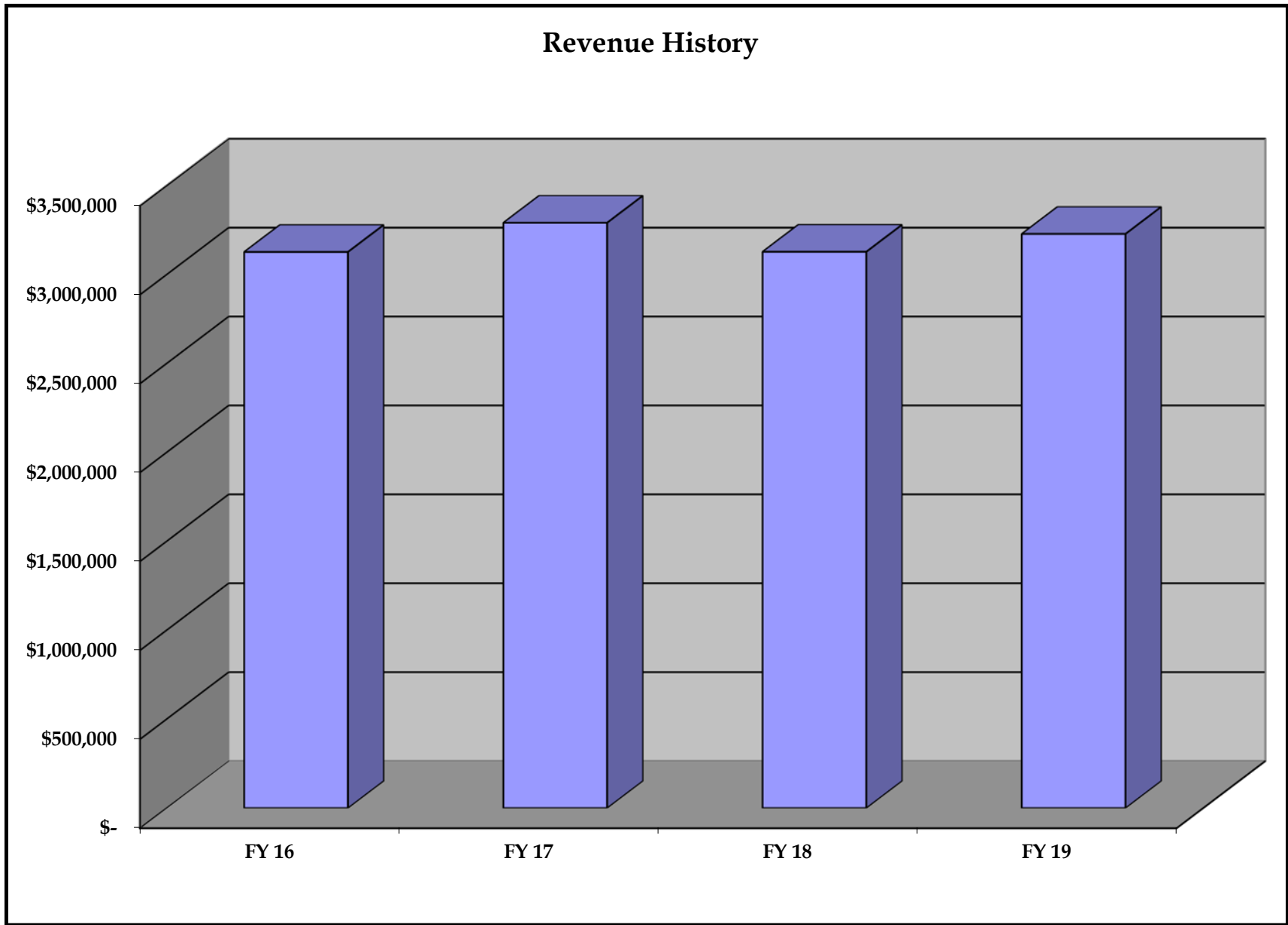
# TOWN OF MIDDLEBURG FY 19 GENERAL FUND BUDGET

## REVENUE BREAKDOWN FY 19



- Property Tax
- Other Local Tax
- Business License
- Meals Tax
- Occupancy Tax
- Land Use Fees
- Fines & Fees
- Intergovernmental
- Parking Fees
- Miscellaneous

TOWN OF MIDDLEBURG  
FY 19 GENERAL FUND BUDGET





**TOWN OF MIDDLEBURG  
FY 2018-19  
BUDGET**

**GENERAL FUND  
EXPENDITURES**

## **PROGRAM AREA: ADMINISTRATION**

**Current Staff:** 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 18 ACCOMPLISHMENTS:**

1. Completed Town Government Space Needs Study, including 10-year staffing plan;
2. Completed comprehensive update of Employee Handbook, including revised staff performance evaluation program;
3. After several years of lobbying, was successful in getting VDOT to initiate the repair/repaving of all Town streets in 2018;
4. Completed procurement for and initiated construction of Ridgeview Water Mains Upgrade Project, including coordination with VDOT on street maintenance plans to save Town money and reduce inconvenience to Town residents;
5. Completed plans and initiated 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.
6. Successfully recruited a Business & Economic Development Director and an Accounting & Administrative Assistant;
7. Worked with the Town Attorney & Council to achieve State approval of a Town Charter amendment related to the business personal property tax and implemented a large refund process related to this tax;
8. Implemented new online bill and parking ticket payment systems & enhanced front desk customer service capabilities;

## **FY 18 ACCOMPLISHMENTS, continued:**

9. Updated the Town Property Inventory and served on the Ad Hoc Property Committee that made recommendations to Council regarding the disposition of Town properties;
10. Recommended revisions to Town Financial Management Policies relating to reserve funds;
11. Reviewed and improved Business License Procedures and Business Owner Procedures;
12. Developed and implemented electronic agenda system and videotaping meetings of decision-making bodies;
13. Coordinated the Town's implementation of the new Loudoun County/Town consolidated billing program;
14. Completed new AT&T water tower lease and procurement for Sludge Pump & Haul services;
15. Completed the stabilization project for the historic Asbury Church and worked on plans for its adaptive reuse; and
16. Coordinated the Farmer's Market.

## **FY 19 GOALS & OBJECTIVES - ADMINISTRATION:**

### **GOAL 1: Support the work of the Council**

- Objective 1.1: Assist new Mayor and Councilmembers in adjusting to their new roles.
- Objective 1.2: Assist Town Council in developing and implementing its vision statement and annual goals.
- Objective 1.3: Research and provide information and advice 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 real estate 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.

### **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.
- Objective 3.2: Adjust new electronic agenda program if required to meet Town needs.

## **GOALS & FY 19 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: Develop a new Town website that goes live by the end of the fiscal year.
- Objective 4.3: Update the website on a regular basis and research additional ways to connect with the public.

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

- Objective 5.1: Review and revise, as necessary, Town Code Procurement, Utility Billing and Business License provisions.
- 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: Research electronic records retention software, including retention of text messages.
- Objective 6.2: Continue to inventory Town records & destroy obsolete records in accord w/State law.

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

- Objective 7.1: Fully implement all FY 18 changes in the Employee Handbook.
- Objective 7.2: Ensure Employee Handbook is updated to reflect changes in laws, policies and practices, as needed.
- Objective 7.3: Continue annual employee evaluation process grounded in continuous feedback.
- Objective 7.4: Continue annual review and advice to Council regarding the Town employee compensation and benefits package as it compares to the market and competing jurisdictions.
- Objective 7.5: Create a new job application form and package to enhance future employee recruitment.

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

- Objective 8.1: Advance a plan for meeting future space needs as directed by the Council.

# TOWN OF MIDDLEBURG

## FY 19 BUDGET

### ADMINISTRATION

EXPENDITURES		FY 16	FY 17	FY 17	FY 18	FY 19	% Change
ADMIN. SALARY & BENEFITS	ACCOUNT #	FINAL	ADOPTED	FINAL	ADOPTED	ADOPTED	from FY18
ADMIN. STAFF SALARIES	10-5000-0100	\$ 194,840	\$ 217,835	\$ 222,371	\$ 254,260	\$ 264,717	4.1%
OTHER WAGES/COMPENSATION	10-5000-0503	\$ 17,902	\$ 15,000	\$ 21,365	\$ 31,100	\$ 38,000	22.2%
WORKER'S COMP	10-5000-2000	\$ 323	\$ 241	\$ 240	\$ 346	\$ 235	-32.0%
FICA - ADMINISTRATIVE	10-5000-2020	\$ 16,287	\$ 17,865	\$ 18,486	\$ 23,238	\$ 24,224	4.2%
HEALTH - ADMINISTRATIVE	10-5000-2115	\$ 22,225	\$ 31,955	\$ 14,541	\$ 53,580	\$ 36,850	-31.2%
VRS/ICMARC - ADMINISTRATIVE	10-5000-2125	\$ 43,090	\$ 51,090	\$ 51,784	\$ 63,517	\$ 63,868	0.6%
VEHICLE ALLOWANCE	10-5000-2230	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	\$ 3,600	0.0%
FITNESS-ALL EMPLOYEES	10-5000-2400	\$ -	\$ 3,120	\$ -	\$ 3,600	\$ 4,200	16.7%
ADMIN. COMPENSATION		\$ 298,267	\$ 340,706	\$ 332,388	\$ 433,241	\$ 435,693	0.6%
<b>COUNCIL EXPENSES</b>							
COUNCIL COMPENSATION	10-5000-1100	\$ 16,400	\$ 16,800	\$ 16,912	\$ 16,800	\$ 16,800	0.0%
MAYOR COMPENSATION	10-5000-1000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	0.0%
FICA-COUNCIL	10-5000-2100		\$ -	\$ 707	\$ 1,744	\$ 1,744	0.0%
MISC COUNCIL EXPENSES	10-5000-1010	\$ 2,569	\$ 2,000	\$ 11,451	\$ 3,500	\$ 12,000	242.9%
HEALTH-COUNCIL	10-5000-2350	\$ 7,800	\$ 8,596	\$ 11,456	\$ 4,500	\$ 4,692	4.3%
COUNCIL EXPENSES		\$ 32,769	\$ 33,396	\$ 46,526	\$ 32,544	\$ 41,236	26.7%
<b>ADMINISTRATIVE SERVICES</b>							
ATTORNEY	10-5100-2100	\$ 26,464	\$ 25,000	\$ 59,518	\$ 40,000	\$ 50,000	25.0%
ENGINEERING & ARCHITECTURAL	10-5100-2200	\$ 2,709	\$ 70,000	\$ 745	\$ 50,000	\$ 50,000	0.0%
ADVERTISING	10-5100-2300	\$ 6,016	\$ 4,000	\$ 16,456	\$ 5,000	\$ 7,500	50.0%
ACCOUNTING & AUDIT	10-5100-2400	\$ 10,980	\$ 12,500	\$ 12,214	\$ 13,000	\$ 13,000	0.0%
LINE OF CREDIT FEES & INTEREST	10-5900-5000	\$ 10,068	\$ 7,800	\$ 10,068	\$ 11,000	\$ 11,000	0.0%
ELECTION	10-5100-2900	\$ 1,827	\$ -	\$ -	\$ 3,000	\$ 2,000	-33.3%
PROFESSIONAL DEVELOPMENT	10-5100-3100	\$ 355	\$ 1,500	\$ 1,363	\$ 5,000	\$ 5,000	0.0%
MEMBERSHIPS/PUBLICATIONS	10-5100-3200	\$ 2,075	\$ 2,500	\$ 1,789	\$ 3,000	\$ 3,000	0.0%
MIDDLEBURG FIRE/RESCUE	10-5100-2600	\$ -	\$ 10,000	\$ -	\$ 10,000	\$ 30,000	200.0%
STEWARDSHIP FEE REPAYMENT	10-5100-3450	\$ 8,000	\$ 14,000	\$ 14,000	\$ -	\$ -	0.0%
CONTINGENCY	10-5100-3400	\$ 336	\$ 1,000	\$ 711	\$ 1,000	\$ 1,000	0.0%
COUNTY COLLECTION	10-5100-8000					\$ 2,847	0.0%
OTHER	10-5100-9900	\$ 1,124	\$ 2,000	\$ 7,143	\$ 3,500	\$ 3,500	0.0%
ADMINISTRATIVE SERVICES		\$ 69,953	\$ 150,300	\$ 124,007	\$ 144,500	\$ 178,847	23.8%

# TOWN OF MIDDLEBURG

## FY 19 BUDGET

### ADMINISTRATION, CONTINUED

<u>ADMINISTRATIVE EXPENSES</u>	<u>ACCOUNT #</u>	<u>FY 16 FINAL</u>	<u>FY 17 ADOPTED</u>	<u>FY 17 FINAL</u>	<u>FY 18 ADOPTED</u>	<u>FY 19 ADOPTED</u>	<u>% CHANGE FROM FY18</u>
OFFICE SUPPLIES	10-5200-4100	\$ 5,818	\$ 7,000	\$ 8,227	\$ 9,000	\$ 8,000	-12.5%
PRINTING	10-5200-4200	\$ 1,859	\$ 3,500	\$ 4,161	\$ 4,000	\$ 3,500	-14.3%
POSTAGE	10-5200-4300	\$ 3,660	\$ 3,000	\$ 3,708	\$ 3,500	\$ 4,000	12.5%
EQUIPMENT/SOFTWARE PURCHASE	10-5200-4400	\$ 25,276	\$ 60,000	\$ 25,019	\$ 48,900	\$ 25,000	-95.6%
EQUIP. & SOFTWARE MAINT.	10-5200-4500	\$ 34,718	\$ 30,000	\$ 17,459	\$ 28,000	\$ 42,000	33.3%
OFFICE EQUIP. RENTAL	10-5200-4600	\$ 7,953	\$ 9,000	\$ 9,995	\$ 9,000	\$ 10,000	10.0%
OTHER	10-5200-9900	\$ 346	\$ 1,000	\$ 388	\$ 1,000	\$ 2,375	137.5%
ADMINISTRATIVE EXPENSES		\$ 79,631	\$ 113,500	\$ 68,958	\$ 103,400	\$ 94,875	-8.2%
<b><u>INSURANCE</u></b>							
LIABILITY INSURANCE	10-5100-2420	\$ 4,143	\$ 4,262	\$ 4,779	\$ 4,688	\$ 4,530	-3.5%
CRIME & FRAUD INSURANCE	10-5100-2410	\$ 128	\$ 271	\$ 270	\$ 257	\$ 250	-2.7%
		\$ 4,271	\$ 4,533	\$ 5,049	\$ 4,945	\$ 4,780	-3.3%
CHARITABLE CONTRIBUTIONS	10-5200-4900	\$ -	\$ -	\$ -	\$ 30,000	\$ 40,000	25.0%
TOWN COMMITTEE SUPPORT	10-5200-4700	\$ 291	\$ 2,000	\$ 2,424	\$ 2,000	\$ 4,000	100.0%
		\$ 291	\$ 2,000	\$ 2,424	\$ 32,000	\$ 44,000	37.5%
<b>TOTAL ADMINISTRATION</b>		\$ 485,182	\$ 644,435	\$ 579,352	\$ 750,630	\$ 799,431	6.5%

05.10.18



## **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 18 ACCOMPLISHMENTS:**

- 1) Oversaw Town 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, solid waste collection and street sweeping.
- 3) Completed an extensive cleanup of Town property at the South end of Pendleton St near the footbridge to the Hill School.
- 4) Completed major cleanup and reorganization of the Town Shop.
- 5) Finalized installation of new parking signs and posts.
- 6) Provided staff support for Christmas in Middleburg and other Town events.
- 7) Worked with Town Planner and Streetscape Committee on a new planting plan for Washington and Madison Streets, to include design of a post and chain array to protect the planting areas.
- 8) Responded to a water leak issue in the Health Center that occurred under watch of the contracted property manager. Worked with insurance adjusters and contractors to assess damage, process claims and begin repairs.
- 9) Initiated planning for a routine maintenance program of generators at various facilities.
- 10) Conducted an inventory of problem areas within our brick sidewalks and began planning for spot repairs as necessary.

## **GOALS & FY 19 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:** Provide 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 supervisor to develop plan for contracting for refreshing curb painting and pavement markings throughout Town

**Objective 6.2:** Develop and implement a maintenance plan for new plantings being installed on Washington and Madison Streets.

**Objective 6.3:** Coordinate fabrication and installation of post and chain array for new planting areas.

**Objective 6.4:** Coordinate 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 Marshall St sidewalk Improvements project, the Ridgeview Waterline project, W. End Pump Station/Driveway Upgrade project, and VDOT repaving project.

# TOWN OF MIDDLEBURG

## FY 19 BUDGET

### BUILDINGS & GROUNDS

EXPENDITURES							
		FY 16	FY 17	FY 17	FY 18	FY 19	% CHANGE
BUILDING EXPENSE	ACCOUNT #	FINAL	ADOPTED	FINAL	ADOPTED	ADOPTED	FROM FY18
SUPPLIES	10-5210-5100	\$ 1,257	\$ 900	\$ 1,323	\$ 1,500	\$ 1,200	-20.0%
REPAIRS & MAINTENANCE	10-5210-5200	\$ 30,128	\$ 10,000	\$ 22,236	\$ 10,000	\$ 18,000	80.0%
GROUNDS/EQUIPMENT	10-5210-5300	\$ 1,652	\$ 10,000	\$ 5,344	\$ 8,000	\$ 5,000	-37.5%
ELECTRICAL SERVICES	10-5210-5400	\$ 2,886	\$ 4,000	\$ 3,346	\$ 4,100	\$ 4,000	-2.4%
HEATING FUEL	10-5210-5500	\$ 437	\$ 1,000	\$ 93	\$ 800	\$ 1,500	87.5%
TELEPHONE/INTERNET	10-5210-5600	\$ 6,467	\$ 4,000	\$ 4,652	\$ 5,500	\$ 5,500	0.0%
WATER/SEWER USE FEE	10-5210-6000	\$ 582	\$ 1,000	\$ 663	\$ 1,000	\$ 1,000	0.0%
PROPERTY INSURANCE	10-5210-4900	\$ 1,090	\$ 1,380	\$ 690	\$ 1,805	\$ 2,106	16.7%
OTHER	10-5210-9900	\$ -	\$ 500	\$ 109	\$ 500	\$ 400	-20.0%
<b>SUBTOTAL BUILDING EXPENSE</b>		<b>\$ 44,500</b>	<b>\$ 32,780</b>	<b>\$ 38,455</b>	<b>\$ 33,205</b>	<b>\$ 38,706</b>	<b>16.6%</b>
<b>CAPITAL EXPENSE - BUILDINGS</b>							
HAIL STORM REPAIRS	10-5210-5800	\$ -		\$ 31,389	\$ -	\$ -	0.0%
ASBURY CHURCH RESTORATION	10-6100-1300	\$ 2,973	\$ 100,000	\$ 7,975	\$ 50,000	\$ -	-100.0%
<b>SUBTOTAL CAPITAL EXPENSE - BLDGS</b>		<b>\$ 2,973</b>	<b>\$ 100,000</b>	<b>\$ 39,365</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>-100.0%</b>
<b>TOTAL BUILDING EXPENSE</b>		<b>\$ 47,472</b>	<b>\$ 132,780</b>	<b>\$ 77,820</b>	<b>\$ 83,205</b>	<b>\$ 38,706</b>	<b>6.9%</b>

05.10.18

# TOWN OF MIDDLEBURG

## FY 19 BUDGET

### MAINTENANCE

<b>EXPENDITURES</b>								
<b>SALARY &amp; BENEFITS</b>	<b>ACCOUNT #</b>	<b>FY 16 FINAL</b>	<b>FY 17 ADOPTED</b>	<b>FY 17 FINAL</b>	<b>FY 18 ADOPTED</b>	<b>FY 19 ADOPTED</b>	<b>% CHANGE FROM FY 18</b>	
SUPERINTENDENT'S SALARY	10-5400-0100	\$ 65,514	\$ 56,628	\$ 57,445	\$ 58,332	\$ 55,159	-5%	
OVERTIME	10-5400-0500	\$ 3,032	\$ 10,000	\$ 3,532	\$ 10,000	\$ 5,000	-50%	
HEALTH CARE	10-5400-3000	\$ 17,267	\$ 18,560	\$ 17,010	\$ 19,440	\$ 9,384	-52%	
VRS	10-5400-3010	\$ 13,563	\$ 13,932	\$ 12,774	\$ 14,350	\$ 13,089	-9%	
WORKERS COMP	10-5400-2200	\$ 374	\$ 721	\$ 721	\$ 778	\$ 706	-9%	
OTHER WAGES/COMPENSATION	10-5400-0400	\$ -	\$ -	\$ 1,000	\$ 750	\$ -	-100%	
FICA	10-5400-3020	\$ 5,227	\$ 5,097	\$ 5,043	\$ 5,250	\$ 4,964	-5%	
<b>SUBTOTAL SALARY &amp; BENEFITS</b>		<b>\$ 104,977</b>	<b>\$ 104,938</b>	<b>\$ 97,526</b>	<b>\$ 108,900</b>	<b>\$ 88,303</b>	<b>-19%</b>	
<b>OPERATIONS</b>								
REFUSE DISPOSAL	10-5400-2500	\$ 70,329	\$ 78,000	\$ 63,602	\$ 80,000	\$ 80,000	0%	
INSURANCE AUTO/LIABILITY	10-5400-2100	\$ 2,876	\$ 2,670	\$ 2,668	\$ 3,308	\$ 3,285	-1%	
SUPPLIES	10-5400-5100	\$ 2,837	\$ 6,000	\$ 5,023	\$ 5,000	\$ 5,000	0%	
EQUIPMENT	10-5400-5101	\$ 575	\$ 4,000	\$ 70	\$ 2,000	\$ 1,500	-25%	
REPAIRS/MAINTENANCE.	10-5400-5200	\$ 9,222	\$ 8,000	\$ 14,835	\$ 9,000	\$ 17,500	94%	
PARKING METER MAINTENANCE	10-5400-5300	\$ 620	\$ 500	\$ -	\$ -	\$ -	0%	
ELECTRICITY - SHOP	10-5400-5400	\$ 2,739	\$ 2,500	\$ 1,708	\$ 1,500	\$ 1,500	0%	
ELECTRICITY ST. LIGHTS	10-5400-5401	\$ 16,218	\$ 15,000	\$ 13,952	\$ 15,000	\$ 15,000	0%	
TELEPHONE/PAGER	10-5400-5600	\$ 1,314	\$ 650	\$ 1,861	\$ 650	\$ 650	0%	
SNOW REMOVAL	10-5400-6100	\$ 66,091	\$ 50,000	\$ 1,925	\$ 50,000	\$ 50,000	0%	
STREET CLEANING	10-5400-6200	\$ 9,750	\$ 12,500	\$ 13,650	\$ 13,000	\$ 13,000	0%	
PART-TIME CONTRACT LABOR	10-5400-0200	\$ 4,165	\$ 25,000	\$ 20,160	\$ 26,000	\$ 20,000	-23%	
LANDSCAPE MAINTENANCE	10-5400-6300	\$ 37,695	\$ 30,000	\$ 27,559	\$ 35,000	\$ 42,000	20%	
LIBERTY ST. PARKING LOT & RESTROOMS	10-5400-6500	\$ 10,903	\$ 8,000	\$ 5,930	\$ 2,000	\$ 6,000	200%	
WATER & SEWER-RESTROOMS	10-5400-7000	\$ 1,276	\$ 1,200	\$ 987	\$ 1,500	\$ 1,300	-13%	
MUNICIPAL PARKING LOT RENTAL	10-5400-6600	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 4,200	-16%	
DOWNTOWN STREET LIGHTS	10-5400-6650	\$ -	\$ -	\$ 1,000	\$ 2,000	\$ 1,500	-25%	
BUILDING & EQUIPMENT INSURANCE	10-5400-6700	\$ 1,090	\$ 1,380	\$ 1,380	\$ 1,805	\$ 2,106	17%	
UNIFORMS & WEARING APPAREL	10-5400-7100	\$ 636	\$ 600	\$ -	\$ 600	\$ 1,000	67%	
VEHICLE FUEL	10-5400-8100	\$ 1,662	\$ 2,000	\$ 1,686	\$ 2,000	\$ 1,800	-10%	
VEHICLE MAINTENANCE	10-5400-8101	\$ 112	\$ 1,000	\$ 222	\$ 1,000	\$ 1,000	0%	
OTHER	10-5400-9900	\$ 64	\$ 1,000	\$ 4,695	\$ 1,000	\$ 1,000	0%	
<b>SUBTOTAL OPERATIONS</b>		<b>\$ 245,175</b>	<b>\$ 255,000</b>	<b>\$ 187,913</b>	<b>\$ 257,363</b>	<b>\$ 269,341</b>	<b>5%</b>	

**TOWN OF MIDDLEBURG  
FY 19 BUDGET**

**MAINTENANCE, continued**

<b>CAPITAL EXPENDITURES</b>		<b>FY 16</b>	<b>FY 17</b>	<b>FY 17</b>	<b>FY 18</b>	<b>FY 19</b>	<b>% CHANGE</b>
<b>ACCOUNT #</b>	<b>FINAL</b>	<b>ADOPTED</b>	<b>FINAL</b>	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>FROM FY 18</b>
WINDY HILL DRIVEWAY	NEW	\$ -	\$ -	\$ -	\$ -	\$ 40,000	0%
STREET LIGHTS	10-5400-6750		\$ 45,000	\$ 45,324	\$ -	\$ -	0%
PARKING METER PURCHASE	10-5400-5350		\$ 70,000	\$ 30,835	\$ -	\$ -	0%
PHASE 1 WAYFINDING	10-5400-6950	\$ -	\$ 75,000	\$ 11,878	\$ 71,000	\$ 40,100	-44%
RT 50 STREETScape PROJECT	10-5400-6850	\$ 32,144	\$ 10,000	\$ 624	\$ -	\$ -	0%
MARSHALL/MADISON ENHANCEMENT	10-5400-6800	\$ 30,922	\$ 48,000	\$ 40,428	\$ -	\$ -	0%
STREET SIGN REPLACEMENT	10-5400-6951			\$ -	\$ 10,500	\$ 51,200	388%
SIDEWALK CONSTRUCTION	10-5400-6952			\$ -	\$ 210,000	\$ 170,000	-19%
MEANDERING TRAIL	10-5400-6900	\$ 2,392	\$ 3,800	\$ 3,725	\$ -	\$ -	0%
<b>SUBTOTAL - CAPITAL EXPENSE</b>		<b>\$ 65,458</b>	<b>\$ 251,800</b>	<b>\$ 132,814</b>	<b>\$ 291,500</b>	<b>\$ 301,300</b>	<b>3%</b>
<b>MAINTENANCE TOTAL</b>		<b>\$ 415,610</b>	<b>\$ 611,738</b>	<b>\$ 418,253</b>	<b>\$ 657,763</b>	<b>\$ 658,944</b>	<b>0%</b>

05.10.18

## 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 18 ACCOMPLISHMENTS:

- Sponsored another successful National Night Out at the Community Center. This is notable as we changed the responsibility over to Officer Mark Putnam, who did an outstanding job. We believe we are setting the standard for other National Night Outs in our region.
- Implemented a new parking enforcement system. As of late March, of a total of 668 infractions, only about 11% were for overtime parking. That confirms the Council chose the correct time limit.
- Officer Jason Davis began his career with our department and took the Oath of Honor before Council.
- Implemented the department's first formal promotion process. Officer Jay Hollins was promoted to Lieutenant and Heather Fadely fills the newly approved position of Corporal.
- Participated in the second annual downtown clean up. It was well organized, and the town benefited from the efforts.

## **FY 18 ACCOMPLISHMENTS CONTINUED:**

- Assisted the Secret Service with protection for the President's daughter who visited the Middleburg Community Charter School. This great event gained national exposure for the town and the school.
- Completed a parking study that provided the base data for a consultant's evaluation of downtown parking.
- Researched and implemented a new reporting software system that is operating well.
- Acquired new equipment for the department to protect our officers in a civil disturbance.
- Teamed up with the Charter School to create its first ever safety patrol program, which has been a great success.
- Continued our strong staff training program. The Chief and Lieutenant attended a use of force update as taught in the Police Academy. Lt. Hollins also attended a use of force class for supervisors and created a refresher course for our staff.
- Another community outreach activity was the collection of sneakers for MADD, which ended with our April Drug Takeback day.
- The Christmas in Middleburg event went smoothly. We are pleased with the support and positive comments received about public interactions with staff that day. There was a noticeable increase in enforcement efforts on Rt. 50 in an attempt to slow drivers approaching the town.
- The Chief presented a program to Middleburg Academy students related to aggressive and distracted driving. Our post of the presentation on Facebook received over 3,000 views. The presentation was scheduled for months but coincided with a fatal crash that claimed the life of a local resident.
- The Chief participated in a meeting with Sen. Jill Vogel and VDOT regarding safety upgrades on Rt. 50. Implementation efforts are underway.
- Lt. Hollins attended New Deputy Chief's school. He brought back a new look at the position and is implementing the lessons learned in his daily duties.

## **GOALS & FY 19 OBJECTIVES:**

- Continue to work with the space needs study team in finding a permanent solution for the department's space needs.
- Keep traffic and pedestrian fatalities within the town limits to 0%.
- Offer creative ways to educate the public as it related to traffic safety.
- Continue to keep the public abreast of events, incidents, and successes within the town limits on social media, including Twitter and Facebook. Post at least 6 times per month on Facebook and begin using Twitter.
- Increase the likes for the Facebook page and/or followers to 2,500 and continue posts that successfully get the message out. (From about 70 Facebook posts, 250,607 people were reached or just over 3,580 people per post. 2,139 people have liked the page.)
- Continue to work with area schools to ensure they are as safe as possible. Continue assisting the Charter School with ideas for fortification to school entry points and strengthen emergency plans.

# TOWN OF MIDDLEBURG FY 19 BUDGET

## POLICE

<b>EXPENDITURES</b>							
SALARY & OVERTIME	ACCOUNT #	FY 16 FINAL	FY 17 ADOPTED	FY 17 FINAL	FY 18 ADOPTED	FY 19 ADOPTED	% CHANGE FROM FY 18
POLICE SALARIES	10-5300-	\$ 404,195	\$ 404,611	\$ 427,378	\$ 429,800	\$ 445,277	3.6%
OVERTIME	10-5300-0500	\$ 5,465	\$ 12,150	\$ 5,026	\$ 12,150	\$ 17,150	41.2%
OTHER WAGES	10-5300-0600	\$ 6,551	\$ 20,200	\$ 5,794	\$ 21,200	\$ 6,600	-68.9%
<b>SUBTOTAL SALARIES</b>		<b>\$ 416,211</b>	<b>\$ 436,961</b>	<b>\$ 438,198</b>	<b>\$ 463,150</b>	<b>\$ 469,027</b>	<b>1.3%</b>
<b><u>BENEFITS</u></b>							
VRS/ICMARC SYSTEM	10-5300-2125	\$ 79,170	\$ 81,021	\$ 81,037	\$ 89,871	\$ 87,624	-2.5%
HEALTH CARE	10-5300-2115	\$ 69,578	\$ 76,295	\$ 64,512	\$ 88,790	\$ 81,814	-7.9%
WORKER'S COMP	10-5300-3000	\$ 11,150	\$ 10,815	\$ 10,814	\$ 11,667	\$ 10,594	-9.2%
FICA	10-5300-2020	\$ 31,951	\$ 32,498	\$ 34,903	\$ 34,425	\$ 34,064	-1.0%
<b>SUBTOTAL BENEFITS</b>		<b>\$ 191,850</b>	<b>\$ 200,629</b>	<b>\$ 191,265</b>	<b>\$ 224,753</b>	<b>\$ 214,096</b>	<b>-4.7%</b>
<b><u>OPERATIONS</u></b>							
INSURANCE AUTO	10-5300-1000	\$ 3,491	\$ 4,160	\$ 4,156	\$ 5,687	\$ 5,235	-7.9%
POLICE PROF/LIAB INSURANCE	10-5300-1010	\$ 4,512	\$ 3,840	\$ 3,840	\$ 3,134	\$ 4,049	29.2%
ATTORNEY	10-5300-2100	\$ 962	\$ 1,000	\$ 5,873	\$ 1,000	\$ 2,000	100.0%
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	\$ 1,721	\$ 2,500	\$ 2,652	\$ 2,500	\$ 5,500	120.0%
EQUIPMENT & SUPPLIES	10-5300-4100	\$ 16,003	\$ 6,300	\$ 4,168	\$ 6,300	\$ 11,700	85.7%
FIRE ARMS & SUPPLIES	10-5300-4400	\$ 960	\$ 1,400	\$ 872	\$ 1,400	\$ 6,600	371.4%
OFFICE SUPPLIES	10-5300-4800	\$ -	\$ 1,000	\$ 1,561	\$ 1,000	\$ 3,000	200.0%
OFFICE RENTAL	10-5300-4700	\$ 33,709	\$ 46,000	\$ 46,016	\$ 46,000	\$ 46,000	0.0%
OFFICE CLEANING		\$ 2,375	\$ -	\$ -	\$ -	\$ -	0.0%
SUBSCRIPTION/PUBLICATION	10-5300-5100	\$ 157	\$ -	\$ -	\$ 200	\$ 200	0.0%
PRINTING	10-5300-4300	\$ -	\$ 800	\$ 75	\$ 800	\$ 800	0.0%
EQUIP. & SOFTWARE MAINTENANCE	10-5300-5200	\$ 7,402	\$ 8,000	\$ 7,721	\$ 46,500	\$ 10,000	-78.5%
ELECTRIC/TELEPHONE/INTERNET	10-5300-5600	\$ 7,780	\$ 11,800	\$ 8,299	\$ 11,800	\$ 11,800	0.0%
UNIFORMS & WEARING APPAREL	10-5300-7100	\$ 3,486	\$ 4,000	\$ 4,065	\$ 4,000	\$ 4,000	0.0%
VEHICLE & POWERED EQUIP. FUEL	10-5300-8100	\$ 12,752	\$ 19,000	\$ 12,854	\$ 19,000	\$ 19,000	0.0%
VEHICLE MAINTENANCE	10-5300-8101	\$ 6,227	\$ 6,500	\$ 4,120	\$ 6,500	\$ 6,500	0.0%
SPECIAL EVENTS	10-5300-8600	\$ 3,508	\$ 5,000	\$ 4,509	\$ 5,000	\$ 5,000	0.0%
DMV STOP FEES NEW						\$ 2,500	
OTHER	10-5300-9900	\$ 3,728	\$ 2,500	\$ 667	\$ 2,500	\$ 2,500	0.0%
<b>SUBTOTAL OPERATIONS</b>		<b>\$ 108,771</b>	<b>\$ 125,300</b>	<b>\$ 111,447</b>	<b>\$ 164,821</b>	<b>\$ 147,884</b>	<b>-10.3%</b>
<b><u>VEHICLE CAPITAL EXPENSE</u></b>							
CAPITAL OUTLAY-VEHICLE	10-5300-4410	\$ 33,278	\$ 35,000	\$ 102,606	\$ -	\$ 38,000	
		\$ 33,278	\$ 35,000	\$ 102,606	\$ -	\$ 38,000	0.0%
<b>PUBLIC SAFETY TOTAL</b>		<b>\$ 750,110</b>	<b>\$ 797,890</b>	<b>\$ 843,516</b>	<b>\$ 852,724</b>	<b>\$ 869,007</b>	<b>1.9%</b>



**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 18 ACCOMPLISHMENTS:**

- 1) Began updating the Town Comprehensive Plan, including conducting two public input sessions and a community survey. Initial Plan elements were drafted and the Planning Commission review process was initiated.
- 2) Worked with the National Sporting Library & Museum to complete a new waterline connection to The Plains Road, to include an upsized meter necessary to provide adequate supply to its cooling towers.
- 3) Worked with a developer proposing infill homes on existing lots on Reed St to coordinate design review and approval for a necessary sewer main extension.
- 4) Worked with the Hill School to approve improvements to an existing parking area and traffic loop on the campus.
- 5) Worked with our trash/recycling contractor to coordinate and resolve issues related to the company being acquired by larger companies twice during the fiscal year.

## **FY 18 ACCOMPLISHMENTS (cont.):**

- 6) Worked with Go Green Committee to implement a cigarette recycling program, using grant funds to defray costs for purchasing cigarette receptacles that have been mounted on the Town's pedestrian trash can enclosures.
- 7) Worked with Streetscape Committee to design a post and chain array to protect newly planned planting areas.
- 8) Worked with the Town Engineer on the design and approval of Marshall St sidewalk improvements, to include successfully resolving a number of issues with VDOT.
- 9) Continued departmental supervision of Buildings and Grounds Maintenance, including recruitment and onboarding of a new Facilities & Maintenance Supervisor.
- 10) Worked with a number of stakeholders to address concerns related to the easternmost portion of Federal St, including providing enhanced signage to redirect traffic and better delineate the limits of public maintenance.

## **GOALS & FY 19 OBJECTIVES - PLANNING & ZONING:**

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

**Objective 1.1:** Continue work with the Planning Commission and contracted consultant to 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.**

**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.

**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.**

**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: Assist the Town Administrator as needed with other projects.**

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

**Objective 4.2:** Assist with management of the Marshall St sidewalk Improvements project, the Ridgeview Waterline project, and coordination with VDOT on its repaving project.

**Objective 4.3:** Continue departmental supervision of Buildings and Grounds Maintenance; provide guidance and support to the Facilities and Maintenance Supervisor in accomplishing departmental goals.

# TOWN OF MIDDLEBURG FY 19 BUDGET

## PLANNING AND ZONING

EXPENDITURES													
	ACCOUNT #		FY 16 FINAL		FY 17 ADOPTED		FY 17 FINAL		FY 18 ADOPTED		FY 19 ADOPTED		% CHANGE FROM FY 18
<b><u>SALARY &amp; BENEFITS</u></b>													
SALARY	10-5500-0600	\$	69,209	\$	71,028	\$	72,121	\$	76,817	\$	79,121		3%
HEALTH - ZONING	10-5500-2110	\$	7,866	\$	8,595	\$	7,876	\$	9,000	\$	9,384		4%
VRS - ZONING	10-5500-2125	\$	14,459	\$	14,852	\$	15,081	\$	16,062	\$	15,959		-1%
WORKER'S COMP	10-5500-2010	\$	501	\$	121	\$	120	\$	130	\$	118		-9%
FICA - ZONING	10-5500-2020	\$	4,664	\$	5,434	\$	4,079	\$	5,876	\$	6,053		3%
		\$	96,699	\$	100,030	\$	99,277	\$	107,885	\$	110,634		3%
<b><u>CONSULTING &amp; ADMINISTRATIVE</u></b>													
ATTORNEY	10-5500-2100	\$	5,665	\$	18,000	\$	5,337	\$	15,000	\$	12,000		-20%
ENGINEERING/CONSULTING	10-5500-2200	\$	49,049	\$	110,000	\$	22,625	\$	100,000	\$	45,000		-55%
ADVERTISING	10-5500-2300	\$	983	\$	4,500	\$	2,895	\$	4,000	\$	3,500		-13%
PROFESSIONAL DEVELOPMENT	10-5500-3100	\$	1,835	\$	500	\$	520	\$	2,500	\$	2,500		0%
TRAINING	10-5500-3300			\$	2,000	\$	3,967	\$	1,500	\$	5,000		233%
MEMBERSHIP & PUBLICATIONS	10-5500-3200	\$	331	\$	685	\$	715	\$	750	\$	750		0%
OFFICE SUPPLIES	10-5500-4100	\$	313	\$	750	\$	-	\$	500	\$	500		0%
OTHER	10-5500-9900	\$	26	\$	200	\$	-	\$	250	\$	200		-20%
		\$	58,201	\$	136,635	\$	36,059	\$	124,500	\$	69,450		-44%
<b>PLANNING &amp; ZONING TOTAL</b>			\$ 154,900	\$ 236,665	\$ 135,336	\$ 232,385	\$ 180,084		-23%				

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## 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. He is also leading an effort to develop a modern, forward-looking brand for Middleburg. Once that process is concluded, the development and execution of a communications strategy will also become a primary activity.

Town committees to which assistance/support is provided by the Director regularly include: Middleburg Arts Council, the Middleburg Ad-Hoc Property 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 entrepreneurship and the rural economy.

## **FY 18 ACCOMPLISHMENTS:**

1. Worked to assist Appaloosa Painting Company to open an office in Middleburg.
2. Worked to assist Certified Humane to relocate their office to Middleburg.
3. Developed the RFP and led the effort to identify and secure the services of a consultant to assist the Town with Branding.
4. Developed an RFP to facilitate the Town's consideration of potential alternative uses of Town properties.
5. Developed an RFP focused on facilitating the Town's interest in seeking adaptive reuse of the Asbury Church.
6. Facilitated the timely provision of natural gas service to the King Street Oyster Bar.
7. Organized and executed the inaugural Middleburg B2B Expo.
8. Organized and executed an event focused on financial literacy for Middleburg-based businesses.
9. Worked to assist Kizmetz to open their shop in Middleburg.
10. Worked to assist War Shore Oyster Company to become a Middleburg-based business
11. Gained certification as a Kauffman Foundation FastTrac affiliate (entrepreneurial training) - only one in Loudoun County.

## **GOALS & FY 19 OBJECTIVES - ECONOMIC DEVELOPMENT:**

### **GOAL 1: Augment the existing business community and diversify the town's economy.**

Objective 1.1: Focus recruitment efforts on food and beverage and specialty retail entities.

Objective 1.2: Identify additional business types that will complement the existing business mix.

### **GOAL 2: Reduce commercial vacancies within the downtown.**

Objective 2.1: Eliminate all empty store fronts on Washington Street.

Objective 2.2: Assist property owners in recruiting businesses for unused spaces throughout the downtown.

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

Objective 3.1: Work with the Town Planner and Planning Commission on comprehensive plan recommendations for the Federal Street corridor.

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

**GOALS & FY 19 OBJECTIVES – ECONOMIC DEVELOPMENT, Continued:**

**GOAL 4: Launch a new community brand for Middleburg.**

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

Objective 4.2: Solicit community input and review of the work.

Objective 4.3: Execute a messaging and communication plan focused on external audiences.

**GOAL 5: Increase Tourism opportunities in Middleburg.**

Objective 5.1: Secure at least two additional multi-day events to Middleburg.

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.

**GOAL 6: Promote and grow the Middleburg Community Farmers’ Market.**

Objective 6.1: Recruit additional vendors and increase diversity of products.

Objective 6.2: Develop promotional activities and advertising for the Market.

**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 FY 19 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.

Objective 8.2: Secure funding for at least two projects that include non-traditional sources of funds (CDFIs, VEDP, tax credits, etc.)

Objective 8.3: Develop and/or utilize small business assistance programs via the Virginia SBDC.

# TOWN OF MIDDLEBURG

## FY 19 BUDGET

### ECONOMIC DEVELOPMENT

EXPENDITURES								
<u>ADMINISTRATION</u>	ACCOUNT #	FY 16 FINAL	FY 17 ADOPTED	FY 17 FINAL	FY 18 ADOPTED	FY 19 ADOPTED	% CHANGE FROM FY 18	
ECON. DEV. SALARY	10-5600-0100	\$ 70,925	\$ 62,879	\$ 63,379	\$ 96,191	\$ 90,125	-6.3%	
HEALTH CARE	10-5600-2115	\$ 7,866	\$ 8,595	\$ 7,876	\$ 21,690	\$ 20,266	-6.6%	
VRS/ICMARC	10-5600-2125	\$ 12,800	\$ 13,148	\$ 13,151	\$ 20,114	\$ 18,178	-9.6%	
WORKERS COMP	10-5600-2030	\$ 83	\$ 121	\$ 121	\$ 121	\$ 118	-2.7%	
FICA	10-5600-2020	\$ 5,266	\$ 4,810	\$ 4,628	\$ 7,359	\$ 6,895	-6.3%	
LOCAL GOV LIABILITY INSURANCE	10-5600-2420	\$ -	\$ -	\$ -	\$ -	\$ 400		
VEHICLE MILEAGE	10-5600-2110	\$ -	\$ 700	\$ 260	\$ 700	\$ 500	-28.6%	
OFFICE SUPPLIES	10-5600-4100	\$ -	\$ 400	\$ 300	\$ 450	\$ 450	0.0%	
DUES & ASSOC. MEMBERSHIPS	10-5600-3200	\$ 1,030	\$ 1,200	\$ 925	\$ 1,200	\$ -	-100.0%	
PROFESSIONAL DEVELOPMENT	10-5600-3100	\$ 15	\$ 500	\$ 375	\$ 500	\$ 1,000	100.0%	
MEETING EXPENSES	10-5600-2120	\$ -	\$ 500	\$ 567	\$ 500	\$ 2,000	300.0%	
Subtotal		\$ 97,986	\$ 92,853	\$ 91,582	\$ 148,825	\$ 139,931	-6.0%	
<b><u>MARKETING</u></b>								
PROGRAM DEVELOPMENT	10-5600-2300	\$ 15,841	\$ 35,000	\$ 33,132	\$ 75,000	\$ 48,000	-36.0%	
MARKETING	10-5600-2200	\$ 9,064	\$ 25,000	\$ 14,537	\$ 25,000	\$ 75,000	200.0%	
PRINTING/COLLATERAL	10-5600-4200	\$ 3,411	\$ 8,000	\$ 3,984	\$ 12,000	\$ 10,000	-16.7%	
WEBSITE	10-5600-3300	\$ 12,199	\$ 20,000	\$ 1,012	\$ 11,700	\$ 30,000	156.4%	
Subtotal		\$ 40,515	\$ 88,000	\$ 52,666	\$ 123,700	\$ 163,000	31.8%	
<b><u>ECONOMIC DEVELOPMENT PROGRAM</u></b>								
ECON. DEV. ORGANIZATION SUPPORT	10-5600-3001	\$ 30,250	\$ 40,000	\$ 30,250	\$ 45,000	\$ 50,000	11.1%	
ECON. DEV. SPECIAL EVENT SUPPORT	10-5600-3002	\$ 31,540	\$ 65,000	\$ 43,449	\$ 56,000	\$ 60,000	7.1%	
		\$ 61,790	\$ 105,000	\$ 73,699	\$ 101,000	\$ 110,000	8.9%	
<b><u>COMMUNITY DEVELOPMENT</u></b>								
FARMERS MARKET	10-5600-2600	\$ 2,964	\$ 5,000	\$ 4,406	\$ 5,000	\$ 5,000	0.0%	
ARTS COUNCIL	10-5600-2700	\$ 2,553	\$ 7,000	\$ 3,808	\$ 7,000	\$ 14,000	100.0%	
NON--PROFIT ORGANIZATION SUPPORT	10-5600-2915	\$ -	\$ 4,000	\$ 2,000	\$ 1,500	\$ -	-100.0%	
VCA GRANT PROGRAM	10-5600-2925	\$ 7,500	\$ 7,500	\$ 7,500	\$ 9,000	\$ -	-100.0%	
COMM. DEV. SPECIAL EVENT SUPPORT	10-5600-3060	\$ 15,000	\$ 15,000	\$ 27,925	\$ 25,000	\$ -	-100.0%	
Subtotal		\$ 28,017	\$ 38,500	\$ 45,639	\$ 47,500	\$ 19,000	-60.0%	
CONTINGENCY & OTHER	10-5600-9950	\$ 6,500	\$ 20,000	\$ 18,720	\$ 25,000	\$ 20,000	-20.0%	
<b>ECONOMIC DEVELOPMENT TOTAL</b>		<b>\$ 234,808</b>	<b>\$ 344,353</b>	<b>\$ 282,306</b>	<b>\$ 446,025</b>	<b>\$ 451,931</b>	<b>1.3%</b>	

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# TOWN OF MIDDLEBURG

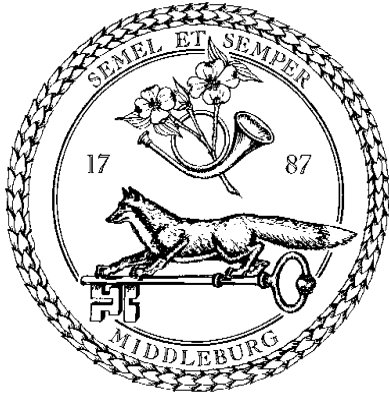
## FY 19 BUDGET

### PINK BOX REVENUES & EXPENDITURES

	ACCOUNT #	FY 16 FINAL	FY 17 ADOPTED	FY 17 FINAL	FY 18 ADOPTED	FY 19 ADOPTED	% CHANGE FROM FY 18
PINK BOX SURPLUS	10-3300-0300	\$ 103,563	\$ 55,962	\$ 55,962	\$ 29,209	\$ 16,808	-42%
LESS PREVIOUS YEAR EXPENDITURES		\$ 20,847	\$ 26,754	\$ 26,754	\$ 12,400	\$ 11,850	-4%
REMAINING PINK BOX SURPLUS		\$ 82,716	\$ 29,208	\$ 29,209	\$ 16,808	\$ 4,958	-71%
<b><u>PINK BOX REVENUE</u></b>							
DONATIONS	10-3300-0100	\$ 400	\$ 200	\$ 284	\$ 200	\$ 200	0%
OTHER REVENUE (from Surplus/Reserves)		\$ 19,000	\$ 17,650	\$ 17,650	\$ 11,650	\$ 11,450	-2%
		\$ 19,400	\$ 17,850	\$ 17,934	\$ 11,850	\$ 11,650	-2%
<b><u>PINK BOX EXPENDITURES</u></b>							
PINK BOX RENT	10-5600-4700	\$ 5,002	\$ -	\$ -	\$ -	\$ -	0%
PINK BOX DONATION	10-5600-4800	\$ 3,234	\$ 6,000	\$ 1,250	\$ -	\$ -	0%
PINK BOX SUPPLIES	10-5600-5100	\$ 176	\$ 350	\$ 82	\$ 350	\$ 250	-29%
PINK BOX REPAIRS/MAINTENANCE	10-5600-5200	\$ 15,342	\$ 8,000	\$ 8,280	\$ 8,000	\$ 8,000	0%
PINK BOX ELECTRICITY	10-5600-5400	\$ 759	\$ 1,000	\$ 782	\$ 1,000	\$ 900	-10%
PINK BOX TELEPHONE/INTERNET	10-5600-5600/5700	\$ 1,648	\$ 1,650	\$ 1,634	\$ 1,650	\$ 1,700	3%
WATER & SEWER	10-5600-5500	\$ 493	\$ 750	\$ 372	\$ 750	\$ 700	-7%
OTHER	10-5600-9950	\$ 100	\$ 100	\$ -	\$ 100	\$ 100	0%
		\$ 26,754	\$ 17,850	\$ 12,400	\$ 11,850	\$ 11,650	-2%

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**TOWN OF MIDDLEBURG**

**FY 2018-19  
BUDGET**

**HEALTH CENTER FUND**

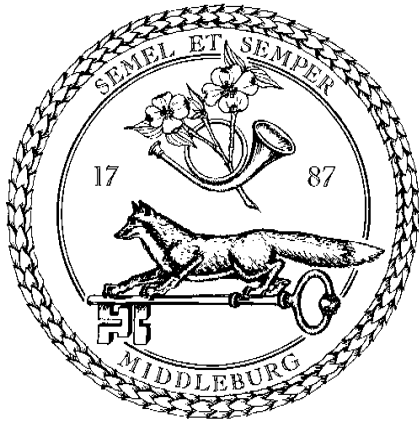
# TOWN OF MIDDLEBURG

## FY 19 BUDGET

### HEALTH CENTER FUND

		FY 16	FY 17	FY 17	FY 18	FY 19	% CHANGE
	ACCOUNT #	FINAL	ADOPTED	FINAL	ADOPTED	ADOPTED	FROM FY18
<b>BEGINNING FUND BALANCE</b>		\$ 379,949	\$ 370,188	\$ 370,188	\$ 307,688	\$ 299,826	
<b>REVENUES</b>							
RENTAL INCOME	50-3000-0000	\$ 70,264	\$ 76,000	\$ 69,291	\$ 64,275	\$ 40,877	-36.4%
RENTAL DEPOSIT	50-3000-0100	\$ -	\$ 100	\$ -	\$ 3,883	\$ -	-100.0%
FROM RESERVES	50-3000-0200	\$ -	\$ -	\$ -	\$ 7,863	\$ 26,827	241.2%
MISC INCOME	50-3200-0100	\$ -	\$ -	\$ 79,518	\$ -	\$ -	0.0%
MM INTEREST INCOME	50-3400-0300	\$ 171	\$ 285	\$ 119	\$ 175	\$ 175	0.0%
<b>TOTAL REVENUES</b>		<b>\$ 70,434</b>	<b>\$ 76,385</b>	<b>\$ 148,928</b>	<b>\$ 76,196</b>	<b>\$ 67,879</b>	<b>-10.9%</b>
<b>EXPENDITURES</b>							
<b>ADMINISTRATIVE SERVICES</b>							
TOWN STAFF	50-5210-5430	\$ 8,248	\$ 10,000	\$ 10,000	\$ 10,294	\$ 9,734	-5.4%
ACCOUNTING & AUDIT	50-5100-2400	\$ 1,830	\$ 2,000	\$ 1,300	\$ 1,500	\$ 1,500	0.0%
ATTORNEY	50-5100-2500	\$ 463	\$ 500	\$ 19,038	\$ 5,000	\$ 5,000	0.0%
OTHER	50-5100-9900	\$ -	\$ 100	\$ 3,150	\$ 100	\$ 100	0.0%
PROPERTY MANAGEMENT	50-5100-2800	\$ -	\$ -	\$ 1,321	\$ 11,125	\$ -	-100.0%
DONATIONS	50-5100-2600	\$ 29,000	\$ 29,000	\$ 29,000	\$ -	\$ -	0.0%
<b>SUBTOTAL ADMIN. SERVICES</b>		<b>\$ 39,541</b>	<b>\$ 41,600</b>	<b>\$ 63,809</b>	<b>\$ 28,019</b>	<b>\$ 16,334</b>	<b>-41.7%</b>
<b>MAINTENANCE EXPENSE</b>							
INSURANCE	50-5210-0015	\$ 1,445	\$ 1,685	\$ 1,682	\$ 2,177	\$ 5,314	144.1%
MATERIALS & SUPPLIES	50-5210-4800	\$ -	\$ 1,000	\$ 1,014	\$ 1,500	\$ 200	-86.7%
GROUNDS/EQ. REPAIRS	50-5210-5000	\$ 222	\$ 2,000	\$ 400	\$ 3,000	\$ 400	-86.7%
BUILDINGS REPAIR/MAINTENANCE	50-5210-5200	\$ 15,987	\$ 10,000	\$ 119,781	\$ 20,000	\$ 20,000	0.0%
CLEANING	50-5210-5440	\$ 720	\$ 2,500	\$ 2,643	\$ 3,000	\$ 2,600	-13.3%
ELECTRICAL SERVICES	50-5210-5400	\$ 5,118	\$ 6,500	\$ 4,717	\$ 4,500	\$ 5,200	15.6%
HEATING SERVICES	50-5210-5410	\$ 1,982	\$ 4,100	\$ 3,376	\$ 4,000	\$ 3,000	-25.0%
DEPRECIATION EXPENSE	50-5900-9100	\$ 4,831	\$ -	\$ 4,831	\$ -	\$ 4,831	0.0%
WATER/SEWER	50-5210-5420	\$ 10,349	\$ 7,000	\$ 9,174	\$ 10,000	\$ 10,000	0.0%
<b>SUBTOTAL MAINT. EXPENSE</b>		<b>\$ 40,654</b>	<b>\$ 34,785</b>	<b>\$ 147,618</b>	<b>\$ 48,177</b>	<b>\$ 51,545</b>	<b>7.0%</b>
<b>TOTAL HEALTH CENTER EXPENSE</b>		<b>\$ 80,195</b>	<b>\$ 76,385</b>	<b>\$ 211,427</b>	<b>\$ 76,196</b>	<b>\$ 67,879</b>	<b>-10.9%</b>
<b>MINUS RESERVE CONTRIBUTION</b>					\$ 7,863	\$ 26,827	
<b>ENDING FUND BALANCE</b>		<b>\$ 370,188</b>	<b>\$ 370,188</b>	<b>\$ 307,688</b>	<b>\$ 299,826</b>	<b>\$ 272,999</b>	<b>-8.9%</b>
				-16.88%	-2.56%	-8.95%	

05.10.18



# TOWN OF MIDDLEBURG

FY 2018-19  
BUDGET

## 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 18 ACCOMPLISHMENTS:**

- Designed, procured a contractor, gained permits and started construction of Ridgeview Water Mains Upgrade Project;
- Designed, gained permits and prepared bidding documents for the West End Pump Station Upgrade project;
- Repainted interior of Stonewall Ct water storage tank and scheduled interior repainting of Well 3 water tank;
- Completed additional sewer line videotaping to add to database of sewer lateral locations;
- Prepared the annual water system Consumer Confidence Report;
- Developed updated emergency plans for potential electrical outage and system failures;
- Completed annual utility rate model update;
- Completed Five-Year Capital Improvements Plan;

## **FY 18 ACCOMPLISHMENTS, continued:**

- Rebid sludge pump & haul services;
- Procured and installed backup control system for the wastewater treatment plant;
- Continued water meter reading and troubleshooting and Town meter replacement program; Completed Miss Utility locates as requested;
- Completed upgrades to online bill payment and completed Miss Utility locates as requested; and
- Installed data mining software for newer water meters to be able to pinpoint times of high usage or leaks.

## **GOALS & FY 19 OBJECTIVES - WATER & SEWER SYSTEM:**

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

- Objective 1.1: Maintain annual testing programs for water and sewer systems & meet all required standards.
- Objective 1.2: Ensure adequate equipment spare parts to allow quick repairs/replacement as necessary.
- Objective 1.3: Extend and upgrade the SCADA system to cover all major utility facilities.
- Objective 1.4: Upgrade the Well #4 WTP to operate automatically in lieu of timer based controls.

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

- Objective 2.1: Provide same day response during the week for service calls.
- 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.**

- Objective 3.1: Update the utility capital improvements program and utility rate model
- Objective 3.2: Complete smoke testing of the sewer system to identify I & I issue areas.
- Objective 3.3: Continue water meter replacement program & waterline infrastructure survey.
- Objective 3.4: Complete the West End Pump Station Replacement Project.
- Objective 3.5: Complete the Ridgeview Water Main Upgrade project.
- Objective 3.6: Rebid water tank maintenance services.
- Objective 3.7: Undertake an update to the Town's previous water and sewer master plan

# TOWN OF MIDDLEBURG

## FY 19 BUDGET

<b>UTILITY REVENUES</b>								
<b>OPERATING REVENUE - WATER</b>	<b>ACCOUNT #</b>	<b>FY 16 FINAL</b>	<b>FY17 ADOPTED</b>	<b>FY 17 FINAL</b>	<b>FY 18 ADOPTED</b>	<b>FY 19 ADOPTED</b>	<b>% CHANGE FROM FY18</b>	
WATER USER FEES	30-3500-0100	\$ 559,719	\$ 637,800	\$ 539,628	\$ 593,218	\$ 611,000	3.0%	
WATER AVAIL/CONNECT FEE	30-3500-0200,0300	\$ -	\$ -	\$ 3,000	\$ 28,000	\$ -	-100.0%	
INTEREST	30-3110-0000	\$ -	\$ 500	\$ 1,195	\$ 250	\$ 1,000	300.0%	
MISCELLANEOUS - WATER	30-3510-2000	\$ 6,337	\$ 30,000	\$ 177,135	\$ 5,000	\$ 5,000	0.0%	
		<u>\$ 566,056</u>	<u>\$ 668,300</u>	<u>\$ 720,957</u>	<u>\$ 626,468</u>	<u>\$ 617,000</u>	<u>-1.5%</u>	
<b>OPERATING REVENUE - SEWER</b>								
SEWER USER FEES	30-3700-0100	\$ 534,236	\$ 611,280	\$ 524,842	\$ 583,060	\$ 600,000	2.9%	
SEWER AVAIL/CONNECT FEE	30-3700-0200,0300	\$ -	\$ -	\$ 2,000	\$ 23,600	\$ -	-100.0%	
		<u>\$ 534,236</u>	<u>\$ 611,280</u>	<u>\$ 526,842</u>	<u>\$ 606,660</u>	<u>\$ 600,000</u>	<u>-1.1%</u>	
<b>TOWER LEASE REVENUE</b>								
AT&T	30-3600-0200	\$ 36,325	\$ 37,654	\$ 37,404	\$ 40,522	\$ 40,726	0.5%	
SPRINT	30-3600-0400	\$ 38,478	\$ 38,438	\$ 39,632	\$ 40,622	\$ 41,838	3.0%	
T-MOBILE	30-3600-0500	\$ 32,310	\$ 31,280	\$ 36,557	\$ 32,532	\$ 39,067	20.1%	
VERIZON	30-3600-0600	\$ 33,168	\$ 34,426	\$ 34,329	\$ 35,460	\$ 36,878	4.0%	
SUBTOTAL - TOWER REVENUES		<u>\$ 140,281</u>	<u>\$ 141,798</u>	<u>\$ 147,923</u>	<u>\$ 149,136</u>	<u>\$ 158,509</u>	<u>6.3%</u>	
<b>SUBTOTAL - REVENUES</b>		<b><u>\$ 1,240,573</u></b>	<b><u>\$ 1,421,378</u></b>	<b><u>\$ 1,395,722</u></b>	<b><u>\$ 1,382,264</u></b>	<b><u>\$ 1,375,509</u></b>	<b><u>-0.5%</u></b>	
TRANSFER - FUND BALANCE		<u>\$ -</u>	<u>\$ 348,198</u>	<u>\$ 348,198</u>	<u>\$ -</u>	<u>\$ 425,000</u>	<u>0.0%</u>	
TRANSFER - GENERAL FUND					<u>\$ 350,000</u>	<u>\$ 435,000</u>	<u>24.3%</u>	
2015 BOND PROCEEDS	30-3900-5000	<u>\$ -</u>	<u>\$ 450,000</u>	<u>\$ 450,000</u>	<u>\$ 274,143</u>	<u>\$ 50,000</u>	<u>-81.8%</u>	
<b>TOTAL OPERATING REVENUES</b>		<b><u>\$ 1,240,573</u></b>	<b><u>\$ 2,219,576</u></b>	<b><u>\$ 2,193,920</u></b>	<b><u>\$ 2,006,407</u></b>	<b><u>\$ 2,285,509</u></b>	<b><u>13.9%</u></b>	
								<u>05.10.18</u>

# TOWN OF MIDDLEBURG

## FY 19 UTILITY FUND BUDGET

### ADMINISTRATION & SOFT COSTS

<u>CONTRACT SERVICES</u>	<u>ACCOUNT #</u>	<u>FY 16 FINAL</u>	<u>FY 17 ADOPTED</u>	<u>FY 17 FINAL</u>	<u>FY 18 ADOPTED</u>	<u>FY 19 ADOPTED</u>	<u>% CHANGE FROM FY18</u>
OPERATIONS CONTRACT	30-5110-2500	\$ 257,854	\$ 276,000	\$ 251,817	\$ 276,000	\$ 276,000	0.0%
OTHER CONTRACT SERVICES	30-5110-2600	\$ 17,339	\$ 20,000	\$ 18,052	\$ 20,000	\$ 20,000	0.0%
ENGINEERING	30-5110-2200	\$ 36,708	\$ 50,000	\$ 35,020	\$ 50,000	\$ 50,000	0.0%
TANK MAINTENANCE CONTRACT	30-5100-2500	\$ 13,244	\$ 19,000	\$ 19,866	\$ 30,700	\$ 25,000	-18.6%
Subtotal - Contract Services		\$ 325,145	\$ 365,000	\$ 324,755	\$ 376,700	\$ 371,000	-1.5%
<b><u>ADMINISTRATION</u></b>							
TOWN ADMINISTRATOR	30-5110-2700	\$ 12,557	\$ 15,000	\$ 14,999	\$ 16,000	\$ 16,180	1.1%
ATTORNEY	30-5110-2100	\$ 7,306	\$ 5,000	\$ 11,465	\$ 5,000	\$ 5,000	0.0%
AUDIT	30-5110-2400	\$ 5,490	\$ 7,000	\$ 5,200	\$ 7,000	\$ 7,000	0.0%
UTILITY BILLING	30-5110-2800	\$ 10,469	\$ 11,500	\$ 11,500	\$ 33,500	\$ 35,751	6.7%
ADVERTISING	30-5110-2300	\$ 211	\$ 1,000	\$ 1,512	\$ 1,000	\$ 1,000	0.0%
OFFICE SUPPLIES	30-6400-4100	\$ 283	\$ 250	\$ 304	\$ 300	\$ 300	0.0%
UTILITY BILLING ABSORB FEES	NEW	\$ -	\$ -	\$ -	\$ -	\$ 1,500	0.0%
SOFTWARE	30-6400-4400	\$ 15,000	\$ 18,750	\$ 1,757	\$ -	\$ -	0.0%
POSTAGE	30-6400-4300	\$ 521	\$ 2,500	\$ 228	\$ 2,500	\$ 2,500	0.0%
Subtotal - Administration		\$ 51,837	\$ 61,000	\$ 46,965	\$ 65,300	\$ 69,231	6.0%
<b><u>INSURANCE</u></b>							
LIABILITY INSURANCE	30-6600-0011	\$ 2,055	\$ 1,925	\$ 1,925	\$ 2,263	\$ 2,310	2.1%
PROPERTY INSURANCE	30-6600-0015	\$ 2,890	\$ 3,364	\$ 3,364	\$ 4,331	\$ 5,314	22.7%
Subtotal - Insurance		\$ 4,945	\$ 5,289	\$ 5,289	\$ 6,594	\$ 7,623	15.6%
<b><u>DEBT SERVICE</u></b>							
VML/VACO Bond Maintenance Fee	30-6700-7000	\$ 150	\$ 300	\$ -	\$ 300	\$ 150	-50.0%
VRA-2010 Refunded Debt	30-6710-8000	\$ 88,890	\$ 166,133	\$ 85,243	\$ 167,143	\$ 167,593	0.3%
Mdlebrg Bnk Refunded Bond-Escrow Maint. Fee	30-6710-9000	\$ -	\$ 350	\$ -	\$ 350	\$ 350	0.0%
MIDDLEBURG BANK REFUNDING-2013	30-6720-1000	\$ 21,438	\$ 74,062	\$ 20,356	\$ 55,601	\$ 55,601	0.0%
MIDDLEBURG BANK G.O. BOND-2014	30-6720-2000	\$ 39,644	\$ 82,747	\$ 15,035	\$ 82,545	\$ 82,317	-0.3%
Bond Issuance Fees & Payments	30-6730-8000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Subtotal - Debt Service		\$ 149,972	\$ 323,592	\$ 120,633	\$ 305,939	\$ 306,010	0.0%
<b>TOTAL ADMIN. &amp; SOFT COST</b>		<b>\$ 531,900</b>	<b>\$ 754,881</b>	<b>\$ 497,642</b>	<b>\$ 754,533</b>	<b>\$ 753,865</b>	<b>-0.1%</b>

05.10.18

**TOWN OF MIDDLEBURG  
FY 19 UTILITY FUND BUDGET**

**OPERATIONS & MAINTENANCE COSTS/SUMMARY**

<b>WATER OPERATIONS &amp; MAINTEN.</b>	<b>ACCOUNT #</b>	<b>FY 16 FINAL</b>	<b>FY 17 ADOPTED</b>	<b>FY 17 FINAL</b>	<b>FY 18 ADOPTED</b>	<b>FY 19 ADOPTED</b>	<b>% CHANGE FROM FY 18</b>
CHEMICAL SUPPLIES	30-6400-5100	\$ 55,341	\$ 50,000	\$ 47,049	\$ 55,000	\$ 50,000	-9.1%
EQUIPMENT/SUPPLIES-WATER	30-6400-5200	\$ 30,902	\$ 50,000	\$ 18,347	\$ 50,000	\$ 75,000	50.0%
EQUIPMENT MAINTENANCE	30-6400-5301	\$ 15,458	\$ 40,000	\$ 10,899	\$ 40,000	\$ 36,300	-9.3%
LINE/SYSTEM MAINTENANCE.	30-6400-5302	\$ 20,332	\$ 20,000	\$ 1,589	\$ 25,000	\$ 20,000	-20.0%
ELECTRICITY -WATER	30-6400-5400	\$ 27,363	\$ 28,000	\$ 28,812	\$ 30,000	\$ 30,000	0.0%
INTERNET - WATER	30-6400-5600	\$ 3,228	\$ 5,500	\$ 2,626	\$ 4,000	\$ 4,000	0.0%
TESTING - WATER	30-6400-5700	\$ 5,968	\$ 6,000	\$ 7,727	\$ 6,000	\$ 8,000	33.3%
FUEL	30-6400-8100	\$ 1,175	\$ 2,000	\$ 800	\$ 2,000	\$ 2,000	0.0%
OTHER - WATER	30-6400-9900	\$ 2,319	\$ 4,000	\$ 138,524	\$ 8,000	\$ 8,000	0.0%
<b>TOTAL WATER O &amp; M</b>		<b>\$ 162,086</b>	<b>\$ 205,500</b>	<b>\$ 256,372</b>	<b>\$ 220,000</b>	<b>\$ 233,300</b>	<b>6.0%</b>
<b>SEWER OPERATIONS &amp; MAINTEN.</b>							
CHEMICAL SUPPLIES	30-6410-5100	\$ 32,388	\$ 30,000	\$ 34,796	\$ 30,000	\$ 30,000	0.0%
EQUIPMENT/SUPPLIES	30-6410-5200	\$ 14,381	\$ 50,000	\$ 13,693	\$ 40,000	\$ 67,000	67.5%
EQUIPMENT MAINTENANCE	30-6410-5301	\$ 5,110	\$ 10,000	\$ 16,297	\$ 20,000	\$ 29,700	48.5%
LINE/SYSTEM MAINTENANCE	30-6410-5302	\$ 47,235	\$ 10,000	\$ 19,643	\$ 15,000	\$ 10,000	-33.3%
ELECTRICAL SERVICES	30-6410-5400	\$ 42,756	\$ 40,000	\$ 39,631	\$ 40,000	\$ 40,000	0.0%
INTERNET-SEWER	30-6410-5600	\$ 1,581	\$ 2,000	\$ 2,447	\$ 3,200	\$ 3,000	-6.3%
TESTING - SEWER	30-6410-5700	\$ 22,034	\$ 30,000	\$ 26,472	\$ 33,000	\$ 30,000	-9.1%
SLUDGE REMOVAL	30-6410-5800	\$ 37,008	\$ 70,000	\$ 44,613	\$ 60,000	\$ 40,000	-33.3%
FUEL	30-6410-8100	\$ 247	\$ 3,000	\$ 478	\$ 3,000	\$ 3,000	0.0%
OTHER-SEWER	30-6410-9900	\$ 4,679	\$ 6,000	\$ 10,814	\$ 8,000	\$ 10,000	25.0%
<b>TOTAL SEWER O &amp; M</b>		<b>\$ 207,418</b>	<b>\$ 251,000</b>	<b>\$ 208,884</b>	<b>\$ 252,200</b>	<b>\$ 262,700</b>	<b>4.2%</b>
<b>TOTAL OPER. &amp; MAINTENANCE</b>		<b>\$ 369,504</b>	<b>\$ 456,500</b>	<b>\$ 465,256</b>	<b>\$ 472,200</b>	<b>\$ 496,000</b>	<b>5.0%</b>
<b>CAPITAL IMPROVEMENT PROJECTS</b>							
WELLHEAD PROTECTION	30-6800-8050	\$ 5,020	\$ 30,000	\$ 1,850	\$ -	\$ -	0.0%
ROUTE 50 WATERLINE PROJECT	30-6100-9300	\$ -	\$ 348,198	\$ -	\$ -	\$ -	0.0%
WEST END PUMP STATION PROJECT	30-6800-4000	\$ -	\$ 450,000	\$ -	\$ 432,960	\$ 385,000	-11.1%
RIDGEVIEW WATERLINE PROJECT	30-6800-3050	\$ -	\$ 100,000	\$ -	\$ 330,000	\$ 550,300	66.8%
SCADA SYSTEM UPGRADE	NEW	\$ -	\$ -	\$ -	\$ -	\$ 70,000	
SEWER SYSTEM IMPROVEMENTS	30-6800-3000	\$ -	\$ 50,000	\$ -	\$ -	\$ 5,000	0.0%
<b>TOTAL CAPITAL IMPROVEMENTS</b>		<b>\$ 5,020</b>	<b>\$ 978,198</b>	<b>\$ 1,850</b>	<b>\$ 762,960</b>	<b>\$ 1,010,300</b>	<b>32.4%</b>
<b>TOTAL ADMIN &amp; SOFT COSTS</b>		<b>\$ 531,900</b>	<b>\$ 754,881</b>	<b>\$ 497,642</b>	<b>\$ 754,533</b>	<b>\$ 753,865</b>	<b>-0.1%</b>
<b>TOTAL WATER &amp; SEWER EXPENSES</b>		<b>\$ 906,423</b>	<b>\$ 2,189,579</b>	<b>\$ 964,748</b>	<b>\$ 1,989,693</b>	<b>\$ 2,260,165</b>	<b>13.6%</b>
<b>TOTAL WATER &amp; SEWER REVENUES</b>		<b>\$ 1,240,573</b>	<b>\$ 2,219,576</b>	<b>\$ 2,193,920</b>	<b>\$ 2,006,407</b>	<b>\$ 2,285,509</b>	<b>13.9%</b>
<b>CONTINGENCY</b>		<b>\$ 334,149</b>	<b>\$ 29,997</b>	<b>\$ 1,229,172</b>	<b>\$ 16,714</b>	<b>\$ 25,344</b>	<b>51.6%</b>
<b>BALANCE</b>		<b>\$ 1,240,573</b>	<b>\$ 2,219,576</b>	<b>\$ 2,193,920</b>	<b>\$ 2,006,407</b>	<b>\$ 2,285,509</b>	<b>13.9%</b>