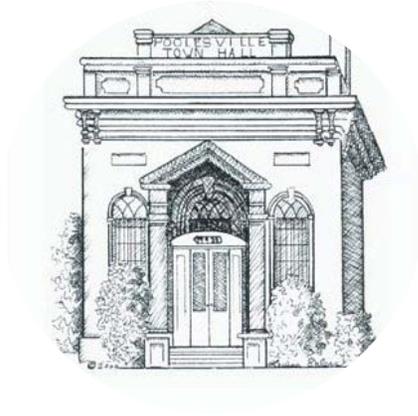


# **THE TOWN OF POOLSVILLE**



FY 2013 Budget

# THE TOWN OF POOLESVILLE

FY 2013 Budget

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Adopted May 21, 2012

Printed: 24-May-12

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<p>The final pages of the Budget include basic background information on the Town of Poolesville, its salary structure for Town employees, and a current organization chart outlining the relationship of the various branches of our municipal government.</p>	<p>33 <a href="#">Town Statistics</a></p> <p>34 <a href="#">Poolesville Employee Salary Structure</a></p> <p>36 <a href="#">Municipal Organization Chart</a></p> <p>37 <a href="#">Estimates of Future Budget Changes</a></p>																		

# **THE TOWN OF POOLESVILLE**

FY 2013 Budget

## INTRODUCTION - FY 2012 BUDGET

Adopted May 21, 2012

Printed: 24-May-12

### **Introduction**

Poolesville's annual budget is the financial plan for the fiscal year, which runs from July 1st to the following June 30th. The projections and capital projects planning depicts a five-year picture of priority projects. The budget details the programs and services that will be provided during the fiscal year, the costs of programs and services, and the revenues that fund them. It also illustrates the tax rate required to support operations.

The Town budget consists of two funds that are adopted by the Commissioners each year. The largest is the General Fund, which includes trash removal, public works, recreation, planning, and a variety of municipal services. The General Fund also includes debt service and capital project funding.

The Water and Wastewater Fund is also adopted as part of the annual budget each year. This fund, mostly supported through user fees, consists of the operations and maintenance of the water and wastewater systems. This includes electricity, chemicals, sludge removal and replacement parts.

### **Changes in the FY 2012 Budget:**

During the course of the year, budget estimates evolve into budget projections and actuals through updated revenue information and budget amendments. Below is a list of changes that have already been adopted or will be as part of the FY2013 Budget.

### **General Fund**

Revenue increases due to updated State projections for Property Tax and Highway User Funds. (see page 8 for details)

Acct. # 2015 - Utilizing excess funds in this account, a 20' X 40' tent is scheduled to be purchased in FY 2012. (see page 18 for details)

Acct. # 2025 - Excess Funding from the FY2011 Road Repaving Project was transferred to this account to fund Tom Fox Curbs, Brooks Park Drainage and Fisher Avenue Drainage projects. Funds from the General Fund were also allocated to fund the St. Peters sidewalk project. (see page 20 for details)

Acct. #2035 - In this account, a \$70,000.00 Parks & Playground grant was added. A small portion of previous funding for the Steven's Park replacement was transferred for grading at Brooks Park. An eagle Scout Batting Cage Project and a fence for Perkin's Park was added(see page 21 for details)

### **Water & Wastewater Fund**

Acct. # 3130 - Allocation of Unrestricted Reserves towards the Wells 7, 9 & 10 Alpha Treatment program. Funds were also allocated towards the ongoing private well monitoring program required by the Maryland Department of the Environment. (see page 29 for details)

Acct. # 3150 - Wastewater Treatment Plant high efficiency lighting upgrade, funded by a Maryland Energy Administration grant was added, and funds were allocated from excess funds in this account towards filter valve replacements. (see page 30 for details)

Acct. # 3167 - This account accumulates funds for equipment needs. Added in FY 2012 are: Wastewater Treatment Plant (WWTP) heaters, chlorine regulators, solenoid valve replacements and new software/computer for the WWTP, of which a portion is funded from the General Fund. (see page 31 for details)

Acct. #3169 - Allocation of Unrestricted Reserves and addition general funding for the Wesmond Sewer Cleanout Program and additional inspections. (see page 32 for details)

# THE TOWN OF POOLESVILLE

FY 2013 Budget

## BUDGET REVIEW - Operating Accounts

Adopted May 21, 2012

Printed: 24-May-12

### General Fund Operations

The FY13 General Fund Operations Accounts detail specific costs associated with the management of Town affairs and maintenance of all aspects of Town owned properties and services on a daily basis.

The General Fund Operating Account can be divided into three parts:

Town Operations	\$1,736,344
Debt Service	\$39,252

1. Town Operations include the following:

**Salaries and benefits** for Town staff of 15 full-time and 2 summer helpers.

Administrative operations of Town Hall.

**Professional support**, such as engineering, legal, accounting/auditing, planning & zoning, inspections and code enforcement.

**Annual maintenance** of Town streets and parks, including snow removal, mowing, ball field maintenance, street tree care, park equipment maintenance and all such efforts required to keep Poolesville a pleasant and attractive place to live.

**Trash** collection, twice weekly.

**Support of community outreach programs**, such as the annual fireworks display, Poolesville Day, Post Prom party, etc.

**Support of Community Economic Development activities**, such as the Holiday Lighting Ceremony, movies in the park, Spring Fest, update Market Study, Hire Economic Opportunities Consultant.

2. Debt Service includes the repayment of loans to complete certain public works projects. Currently, there are two outstanding loans:

In FY04, a \$1,250,000 loan was made to complete the upgrade and expansion of the Wastewater Treatment Plant. As Impact Fees are collected from new home construction, they are applied to the loan.

In FY07 a \$1,440,000 loan was made to complete the Wesmond I & I relining program. For the next few years, developer proffers will fund the annual payments.

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### Water and Wastewater Operating Fund

The Commissioners continuously strive to streamline both the water and wastewater operations and the handling of the Fund's budget in order to control escalating costs as much as possible. In general, improvements are being made, but inflationary pressures and increasingly stringent requirements add to the problem of continuing deficits in the water and wastewater operating accounts.

Over the past year, electricity to operate the wastewater plant has dropped due to the installation of variable controlled drives on pump motors. Conversely, there are additional increasing costs in salaries, benefits, communications, chemicals and maintenance. In effect, quality water and wastewater services have a basic cost component, which cannot be easily reduced any further.

**This year, the Commissioners have instituted a 15% rate increase to eliminate the deficit.**

# **THE TOWN OF POOLESVILLE**

FY 2013 Budget

## BUDGET REVIEW - Capital Projects and Spending

Adopted May 21, 2012

Printed: 24-May-12

### **General Capital Projects**

The capital Projects section of the budget sets the priorities for funding and spending for projects for the betterment of Pooleville as well as those projects necessary to maintain our infrastructure.

General Fund Capital projects are divided into seven accounts, with the following FY13 funding allocations:

<b>2005</b>	Office Equipment	\$2,000
<b>2010</b>	Municipal Buildings and Equipment	\$11,413
<b>2015</b>	Parks and Streets Equipment	\$53,500
<b>2020</b>	Vehicles	\$50,000
<b>2025</b>	Major Town Projects	\$386,000
<b>2035</b>	Parks and Recreation	\$25,000
<b>2040</b>	Major Street Repair Projects	\$180,000

### **Highlights of the General Capital Funding Plan include:**

1. The 2005 account includes (see page 17 for details)  
Funding for future needs
2. The 2010 account funds municipal building needs (see page 17 for details)  
This year the Town will add an addition to a maintenance storage building
3. The 2015 account funds general equipment and mower purchases (see page 18 for details)  
This year the Town is scheduled to purchase two mowers and ballfield maintenance equipment
4. The 2020 account accumulates funding for a ten year replacement of vehicles (see page 19 for details)  
This year the Town will replace one truck
5. The 2025 account provides funding for major Town projects (see page 20 for details)  
This year funding for the Hunter's Run & West Willard sidewalk projects
6. The 2035 account includes (see page 21 for details)  
Funding for lighting at Dr. Dillingham Park
7. The 2040 account includes road reconstruction projects (see page 22 for details)

### **Water and Wastewater Capital Projects**

All Water and Wastewater Capital Projects are funded from the General Fund, and are independent of the operating budget discussed previously.

Water and Wastewater Projects are divided into five accounts, with the following FY12 allocations:

<b>3130</b>	Water Collection and Distribution	\$64,000
<b>3150</b>	Wastewater Systems	\$0.00
<b>3167</b>	Water and Wastewater Equipment	\$30,000
<b>3169</b>	Inflow and Infiltration	\$50,000
<b>3170</b>	General Infrastructure Programs	\$0.00

### **Highlights of the Water and Wastewater Capital Projects Funding Plan include:**

1. The 3130 account includes (see page 29 for details):  
Funding for the future development of the Rabanales Well and water tank cleaning.
2. The 3150 account includes (see page 30 for details):
3. The 3167 account includes (see page 31 for details):  
Scheduled replacement of existing equipment
4. The 3169 account provides funding for the repair of the Town's sewer system.

# THE TOWN OF POOLSVILLE

FY 2013 Budget

FINANCIAL FORECAST: FY 13 Bgt. THROUGH FY 17

Adopted May 21, 2012

Printed: 24-May-12

### Part 1[a] - Recap of Recent Seven-Line Budgets

Item	FY 11 Actual	FY 12 Budget	FY 12 Projection	FY 13 Budget
<b>Revenue</b>	<b>2,645,728</b>	<b>2,408,783</b>	<b>\$2,489,817</b>	<b>2,586,173</b>
Funding: General Projects	(433,353)	(494,500)	(519,500)	(665,913)
Funding: Water / Wastewater Projects	(270,000)	(150,000)	(225,000)	(144,000)
Sub-Total: Capital Projects	(703,353)	(644,500)	(744,500)	(809,913)
Operating Expenses	(1,594,373)	(1,759,229)	(1,745,043)	(1,775,596)
<b>Total Annual Expenditures</b>	<b>(2,297,726)</b>	<b>(2,403,729)</b>	<b>(2,489,543)</b>	<b>(2,585,509)</b>
<b>Annual Balance</b>	<b><u>\$348,002</u></b> 13.2%	<b><u>\$5,054</u></b> 0.2%	<b><u>\$274</u></b> 0.0%	<b><u>\$665</u></b> 0.0%

**Notes**

[1] Part 1[a] is a recap from Page 2.

### Part 1[b] - Projections for Future Seven-Line Budgets

**Based on the Figures from the FY 2013 Budget and the Current Five-Year Plan for Funding Capital Projects**

Item	FY 14	FY 15	FY 16	FY 17
<b>Revenue</b>	<b>2,649,708</b>	<b>2,734,794</b>	<b>2,833,145</b>	<b>2,933,817</b>
Funding: General Projects	(529,500)	(601,500)	(569,000)	(549,500)
Funding: Water / Wastewater Projects	(176,000)	(140,000)	(136,000)	(136,000)
Sub-Total: Capital Projects	(705,500)	(741,500)	(705,000)	(685,500)
Operating Expenses	(1,899,972)	(1,949,549)	(2,049,309)	(2,110,703)
<b>Total Annual Expenditures</b>	<b>(2,605,472)</b>	<b>(2,691,049)</b>	<b>(2,754,309)</b>	<b>(2,796,203)</b>
<b>Projected Balances</b>	<b><u>\$44,236</u></b> 1.7%	<b><u>\$43,745</u></b> 1.6%	<b><u>\$78,836</u></b> 2.8%	<b><u>\$137,614</u></b> 4.7%

### Part 2[a] - Recap of Current Financial Reserves

Item	FY 11 Actual	FY 12 Budget	FY 12 Projection	FY 13 Budget
Unspent Funds: General Projects	826,612	657,148	829,026	195,939
Unspent Funds: W & WW Projects	1,611,517	484,463	490,630	574,130
Sub-Total: Unspent Capital Funding	2,438,129	1,141,611	1,319,656	770,069
<b>Unrestricted Reserve (Genl Fund)</b>	<b>1,328,507</b>	<b>892,192</b>	<b>779,390</b>	<b>780,054</b>
<b>Balance (Water / Wastewater Fund)</b>	<b>310</b>	<b>1,766</b>	<b>(2,864)</b>	<b>(2,032)</b>
Restricted Funds	188,337	33,531	83,826	24,977
<b>Total Financial Reserves On-Hand</b>	<b><u>\$3,955,283</u></b>	<b><u>\$2,069,100</u></b>	<b><u>\$2,180,008</u></b>	<b><u>\$1,573,069</u></b>

### Part 2[b] - Projections for Future Financial Reserves

Item	FY 14	FY 15	FY 16	FY 17
Unspent Funds: General Projects	632,439	591,939	1,017,939	1,000,439
Unspent Funds: W & WW Projects	750,130	267,130	403,130	539,130
Sub-Total: Unspent Capital Funding	1,382,569	859,069	1,421,069	1,539,569
<b>Unrestricted Reserve (Genl Fund)</b>	<b>824,291</b>	<b>868,036</b>	<b>946,873</b>	<b>1,084,487</b>
<b>Balance (Water / Wastewater Fund)</b>	<b>(1,200)</b>	<b>(368)</b>	<b>464</b>	<b>1,296</b>
Restricted Funds	24,977	24,977	24,977	24,977
<b>Total Financial Reserves On-Hand</b>	<b><u>\$2,230,637</u></b>	<b><u>\$1,751,715</u></b>	<b><u>\$2,393,383</u></b>	<b><u>\$2,650,330</u></b>

**Notes**

[1] Part 2[a] of Poolesville's Financial reserves is summarized from Page 2; see that page for details.

[2] Unspent Funding for Capital Projects may include Impact Fees, Grants, and Restricted Funds. See the section on Capital Projects for details.

[3] Unrestricted General Fund Reserves for Part 2[b] is based on the budget and the Close-Out projections from Part 1[b] above.

[4] Water & Wastewater Fund Balances in Part 2[b] are based on the current budget operating balance projection being constant over the next 4 years.

# THE TOWN OF POOLESVILLE

FY 2013 Budget

## RESTRICTED FUNDS and CASH SUMMARIES

Adopted May 21, 2012

Printed: 24-May-12

Ref. Page	Item or Description	Y/E 06/30/10 FY 11 Actual	Y/E 06/30/12 FY 12 Budget	Y/E 06/30/12 FY 12 Projection	Y/E 06/30/13 FY 13 Budget
<b>RESTRICTED FUNDS</b>					
Note	<b>Chesapeake Bay Restoration Fund ("Flush Tax")</b>				
	Balance Forward	0	0	0	0
[4]	Yearly Activity				
	Recd with Water Bills	54,793	50,000	50,000	100,000
	Admin Fee	(3,214)	(2,500)	(2,500)	(5,000)
	Paid to Maryland	(51,579)	(47,500)	(47,500)	(95,000)
	Sub-total: Yearly Activity	0	0	0	0
	<b>Closing Balance: Year End</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>Insurance Reimbursement</b>				
	New Funding	24,547			
	Balance Forward	1,038	12,000	15,585	0
	Funds Allocated	(10,000)	(12,000)	(15,585)	0
	<b>Closing Balance: Year End</b>	<b>\$15,585</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>CEDC Roll-Over Funds</b>				
	Funds Collected			4,391	0
	Balance Forward			0	4,391
	Funds Allocated			0	0
	<b>Closing Balance: Year End</b>			<b>\$4,391</b>	<b>\$4,391</b>
	<b>Reforestation Fees</b>				
	Fees Collected	\$4,182			
	Balance Forward	0	4,182	4,182	4,182
	Funds Allocated	0	0	0	0
	<b>Closing Balance: Year End</b>	<b>\$4,182</b>	<b>\$4,182</b>	<b>\$4,182</b>	<b>\$4,182</b>
	<b>Speed Camera Revenue</b>				
	Fees Collected	48,120		42,795	20,000
	Balance Forward	0	48,120	48,120	42,795
	Funds Allocated	0	(48,120)	(48,120)	(42,000)
	<b>Closing Balance: Year End</b>	<b>\$48,120</b>	<b>\$0</b>	<b>\$42,795</b>	<b>\$20,795</b>
	<b>Development Funds</b>				
	<u>Winchester Proffer</u>				
	Balance Forward	\$184,051	100,450	100,450	16,849
	I&I Project Repayment	\$0			
	I&I Loan	(\$83,601)	(83,601)	(83,601)	(16,849)
	Sub-total: Yearly Balance	\$100,450	\$16,849	\$16,849	\$0
	<u>Kettler Proffer</u>				
	Fees Collected	\$13,750		7,500	20,000
	Balance Forward	\$6,250	12,500	12,500	20,000
	I&I Loan	\$0			(27,500)
	Sub-total: Yearly Balance	\$20,000	\$12,500	\$20,000	(\$7,500)
	<b>Closing Balance: Year End</b>	<b>\$120,450</b>	<b>\$29,349</b>	<b>\$36,849</b>	<b>\$20,795</b>
	<b>Transfers From Restricted Funds</b>				
	For General Capital Projects	(\$10,000)	(\$60,120)	(\$63,705)	(\$42,000)
	For W/WW Capital Projects	\$0	\$0	\$0	\$0
	<b>Closing Balance - All Restricted Funds (Not Including Bay Restoration Funds)</b>	<b>\$188,337</b>	<b>\$33,531</b>	<b>\$83,826</b>	<b>\$24,977</b>

**SUMMARY OF CASH ASSETS AT YEAR END**

Ref. Pg.	General Fund				
7	Unrestricted Funds at Year End	1,328,507	892,192	779,390	780,054
7	Accumulated Unspent Funds for Capital Projects	826,612	657,148	829,026	195,939
	<b>Total Funds on Hand</b>	<b>\$2,155,119</b>	<b>\$1,549,340</b>	<b>\$1,608,416</b>	<b>\$975,994</b>
	<b>Water and Wastewater Fund</b>				
24	Unrestricted Funds at Year End	310	1,766	(2,864)	(2,032)
24	Accumulated Unspent Funds for Capital Projects	1,611,517	484,463	490,630	574,130
	<b>Total Funds on Hand</b>	<b>\$1,611,827</b>	<b>\$486,229</b>	<b>\$487,766</b>	<b>\$572,098</b>
2	<b>Restricted Funds</b>	<b>\$188,337</b>	<b>\$33,531</b>	<b>\$83,826</b>	<b>\$24,977</b>
	<b>TOTAL CASH ASSETS AT YEAR END</b>	<b>\$3,955,283</b>	<b>\$2,069,100</b>	<b>\$2,180,008</b>	<b>\$1,573,069</b>

**Notes**

- [1] The upper part of this page presents activity in the various Restricted Funds maintained by the Town.
- [2] The lower part of the page is a summary of all cash on hand, in the General Fund (Unrestricted and allocated to Capital Projects), in the Water and Wastewater Fund (Unrestricted and allocated to Capital Projects), and in Restricted Funds.
- [3] Included in the Accumulated Funds for Capital Projects (both General and Water/Wastewater) are the accumulated unspent Impact Fees on hand. See page 3 for those amounts and details.
- [4] The Chesapeake Bay Restoration Fund is a mandated program instituted by the State of Maryland. By law, the Town is required to collect \$15.00 per quarter on each water and wastewater bill issued. These funds are collected by the Town and then paid directly to The State of Maryland Bay Restoration Fund, a State agency, less a 5% administrative fee. Although this is a mandated public program, the State has advised this is not a "Tax" and is therefore not an eligible deduction on individual income tax returns.

# THE TOWN OF POOLSVILLE

FY 2013 Budget

## SCHEDULE of IMPACT FEES

Adopted May 21, 2012

Printed: 24-May-12

Acct No.	Item or Description	Pct.	FY 11 Actual	FY 12 Projection	FY 13 Bgt. Budget	Forward Planning Cycle			
						FY 14	FY 15	FY 16	FY 17
	Number of New Homes (in Fiscal Year)		30	30	30	30	30	30	30
	Impact Fee per New Home		10,951	11,137	11,326	11,519	11,715	11,914	12,117
	<b>Total Impact Fees: New Homes</b>		<b>328,532</b>	<b>334,115</b>	<b>339,795</b>	<b>345,571</b>	<b>351,446</b>	<b>357,421</b>	<b>363,497</b>
	Other Impact Fees		0	0	0	0	0	0	0
	<b>Total: All Impact Fees</b>		<b>\$328,532</b>	<b>\$334,115</b>	<b>\$339,795</b>	<b>\$345,571</b>	<b>\$351,446</b>	<b>\$357,421</b>	<b>\$363,497</b>
4005	Recreation	17.0%	55,850	56,800	57,765	58,747	59,746	60,762	61,794
	Public Facilities	5.0%	16,427	16,706	16,990	17,279	17,572	17,871	18,175
4000	<b>Total: General Fund Capital Projects</b>	<b>22.0%</b>	<b>\$72,277</b>	<b>\$73,506</b>	<b>\$74,755</b>	<b>\$76,026</b>	<b>\$77,318</b>	<b>\$78,633</b>	<b>\$79,969</b>
1110	Water System	48.0%	157,695	160,375	163,102	165,874	168,694	171,562	174,479
1120	Wastewater System	30.0%	98,560	100,234	101,938	103,671	105,434	107,226	109,049
1100	<b>Total: Water/Wastewater Capital Projects</b>	<b>78.0%</b>	<b>\$256,255</b>	<b>\$260,609</b>	<b>\$265,040</b>	<b>\$269,545</b>	<b>\$274,128</b>	<b>\$278,788</b>	<b>\$283,528</b>

**Notes**

- [1] Impact Fees escalate at a rate of 1.7% per Fiscal Year; new rates become effective at the start of each Fiscal Year (1-July).
- [2] Impact Fee Amounts and Distribution reflect the data 2009 adopted fee schedule.
- [3] Impact Fee reimbursements are for Brightwell Crossing and Stoney Springs for the installation of well and park systems.

**Allocation and Expenditure of Impact Fees**

General Projects		FY 11 Actual	FY 12 Projection	FY 13 Bgt. Budget	Forward Planning Cycle			
					FY 14	FY 15	FY 16	FY 17
2030	<b>Public Facility</b>							
	New/Carried forward from Prior Years	28,801	16,706	16,990	17,279	17,572	17,871	18,175
	Reimbursement to General Fund							
	Actual / Projected Expenditures							
2035	<b>Recreation Programs</b>							
	<b>b. New Park Systems</b>							
	New/Carried forward from Prior Years	66,802	56,800	57,765	58,747	59,746	60,762	61,794
	Allocation of Impact Fees							
	Actual / Projected Expenditures							
	Reimbursement to Developers	(44,137)	(79,434)	(57,765)	(58,747)	(59,746)	(60,762)	(61,794)
	<b>General Fund Impact Fee Totals</b>	<b>\$51,466</b>	<b>\$45,538</b>	<b>\$16,990</b>	<b>\$17,279</b>	<b>\$17,572</b>	<b>\$17,871</b>	<b>\$18,175</b>
Water & Wastewater Projects		FY 11 Actual	FY 12 Projection	FY 13 Bgt. Budget	Forward Planning Cycle			
					FY 14	FY 15	FY 16	FY 17
3130	<b>Well Implementation</b>							
	Carried forward from Prior Years	162,689	160,375	163,102	165,874	168,694	171,562	174,479
	Reimbursement to Developers	(157,607)	(160,375)	(163,102)	(165,874)	(168,694)		
	Allocation of Impact Fees							
	Actual / Projected Expenditures							
3150	<b>Wastewater Treatment</b>							
	Carried forward from Prior Years	98,504	100,234	101,938	103,671	105,434	107,226	109,049
	Allocation for Debt Service	(76,879)	(76,879)	(76,879)	(76,879)	(76,879)	(76,879)	(76,879)
	<b>Water &amp; Wastewater Fund Impact Fee Totals</b>	<b>\$26,707</b>	<b>\$23,355</b>	<b>\$25,059</b>	<b>\$26,792</b>	<b>\$28,555</b>	<b>\$201,909</b>	<b>\$206,649</b>
Impact Fee Balances On Hand								
General Fund Impact Fees								
	On Hand at Start of Fiscal Year	23,326	51,466	45,538	120,293	196,319	273,637	352,270
	New Impact Fees Received	72,277	73,506	74,755	76,026	77,318	78,633	79,969
	Less Fees Expended (actual or Planned)	(44,137)	(79,434)		0	0	0	0
	Gen. Fund Impact Fee Balance at Year End	<b>\$51,466</b>	<b>\$45,538</b>	<b>\$120,293</b>	<b>\$196,319</b>	<b>\$273,637</b>	<b>\$352,270</b>	<b>\$432,239</b>
Water and Wastewater Fund Impact Fees								
	On Hand at Start of Fiscal Year	5,082	26,851	50,206	75,265	102,057	376,186	654,973
	New Impact Fees Received	256,255	260,609	265,040	269,545	274,128	278,788	283,528
	Less Fees Expended (actual or Planned)	(234,486)	(237,254)	(239,981)	(242,753)		0	0
	W & WW Impact Fee Balance at Year End	<b>\$26,851</b>	<b>\$50,206</b>	<b>\$75,265</b>	<b>\$102,057</b>	<b>\$376,186</b>	<b>\$654,973</b>	<b>\$938,501</b>

# THE TOWN OF POOLESVILLE

FY 2013 Budget

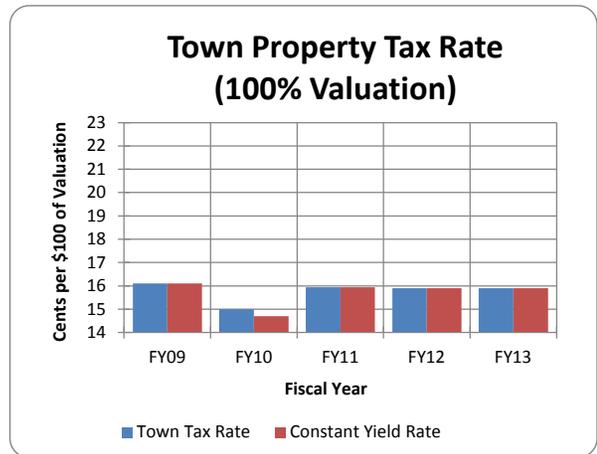
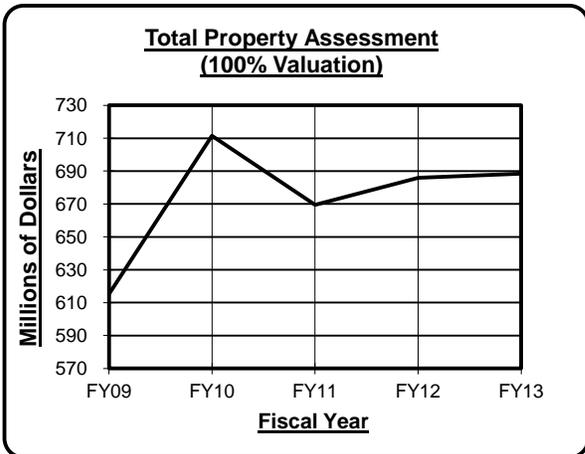
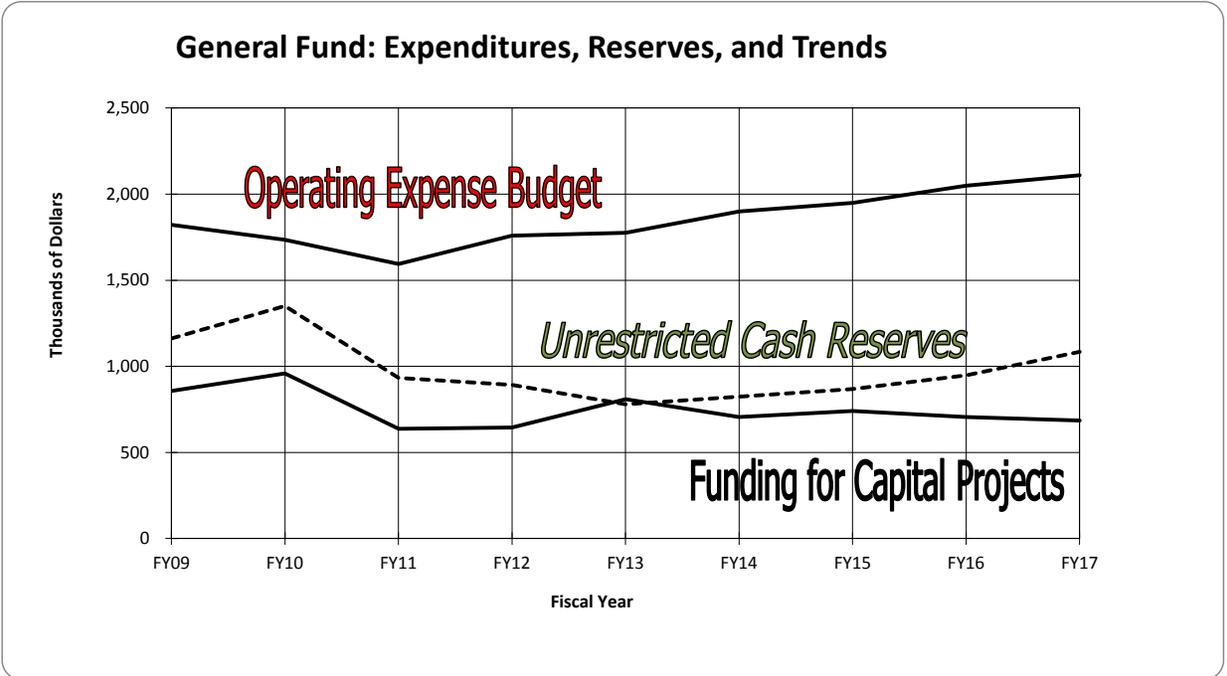
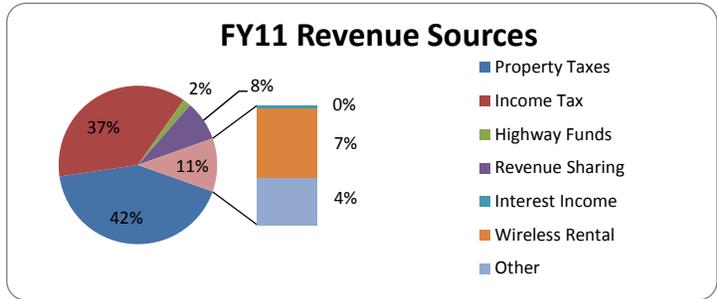
## OVERVIEW - Budgets and Taxes

Adopted May 21, 2012

Printed: 24-May-12

As shown by the chart on the right, Poolesville's revenue comes from six major sources and many smaller ones. In addition, revenue may be received from Impact Fees and State Grants for specific projects. Those are highlighted in the appropriate areas of this Budget.

The curves below track the application of these funds for this fiscal year as well as the past 5 years. Projections and Reserves are also shown for the next 3 years. The charts on the bottom highlight the Town's assessable tax base over the same period and also reviews the property tax rate for the past 5 years.



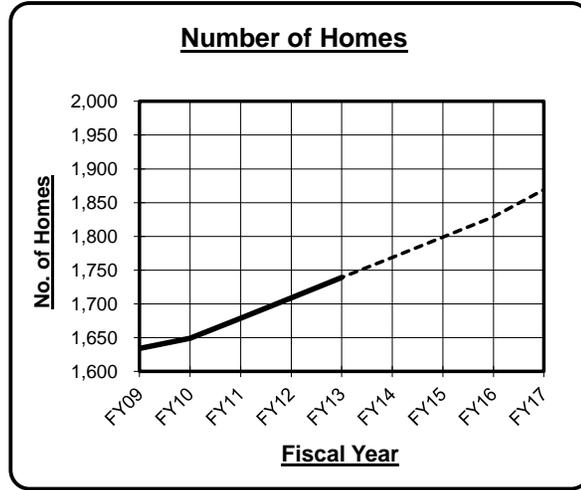
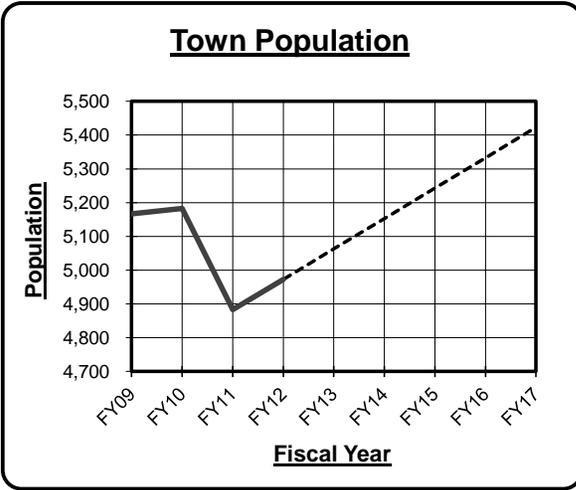
# THE TOWN OF POOLSVILLE

FY 2013 Budget

## OVERVIEW - Town Population and Public Infrastructure

Adopted May 21, 2012

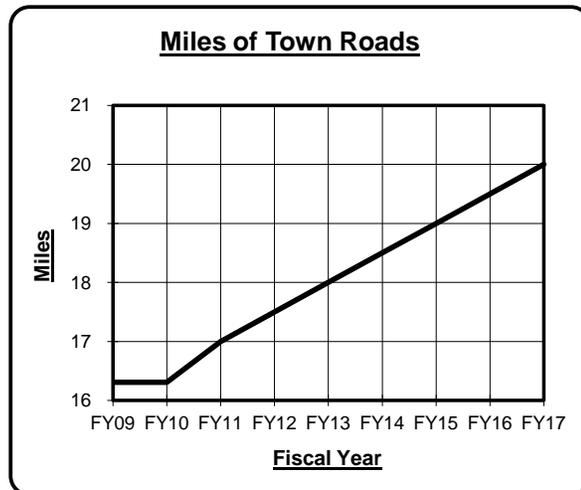
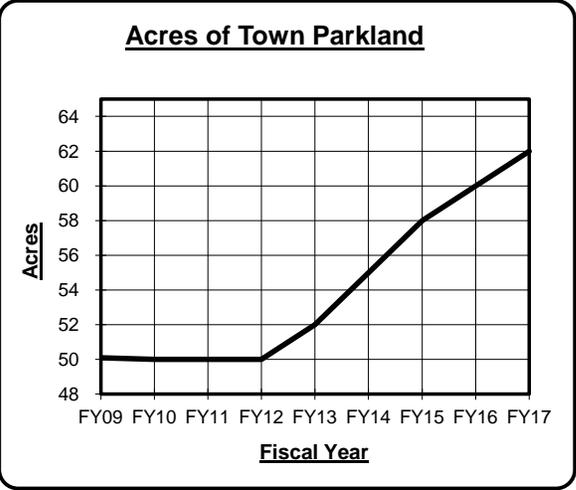
Printed: 24-May-12



The population chart reflects the 2010 Census results of 4,883 and a future average growth of approximately 30 houses per year.

In addition to the increase in the number of homes that will occur, over the next several years, the miles of Town streets used by our residents and maintained by Town staff will increase. Likewise, the acreage of Town parks and recreational areas will also increase. With the developer parkland dedication requirements, developed recreational areas will increase to over 60 acres as depicted on the chart below.

As the Town prospers and grows, the day-to-day operations will require additional personnel to deal with the additional needs of the parks, road maintenance, wells and wastewater treatment.



# THE TOWN OF POOLESVILLE

FY 2013 Budget

## SCHEDULE of OUTSTANDING DEBT

Adopted May 21, 2012

Printed: 24-May-12

Item No.	Description	Pay-off Year & Interest Rate	Balance: Y/E 06/30/10	FY 11 Actual	FY 12 Projection	FY 13 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 14	FY 15	FY 16	FY 17
<b>GENERAL PROJECTS DEBT SERVICE</b>										
1	No Debts Outstanding									
<b>Sub-total: General Projects</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>WATER &amp; WASTEWATER PROJECTS DEBT SERVICE</b>										
1	<b>WWTP Upgrade</b> Original Loan for \$1,028,500 in 1992 for 40 years.	FY12 - 3.5% [Maryland]		83,671	56,282 27,282					
2	<b>WWTP Exp &amp; BNR Upgrade</b> Original Loan for \$1,250,000 in 2004 for 20 years.	FY24 - 1.20% [Maryland]	882,247							
	<i>Use of Impact Fees</i>			<b>76,879</b>	<b>76,879</b>	<b>76,879</b>	<b>76,879</b>	<b>76,879</b>	<b>76,879</b>	<b>76,879</b>
3	<b>Wesmond I&amp;I Loan</b> Original Loan for \$1,440,000 in 2007 for 20 years	FY27 - 1.0% [Maryland]	749,811			39,252	83,601	83,601	83,601	83,601
	<i>Use of Kettler Proffer</i> <i>Use of Winchester proffer</i>	\$221,250 \$300,000		<b>83,601</b>	<b>83,601</b>	<b>27,500</b> <b>16,849</b>				
<b>Sub-total: Water &amp; Wastewater Projects</b>										
	Paid From General Funds				\$27,282	\$39,252	\$83,601	\$83,601	\$83,601	\$83,601
	Paid From Unrestricted Funds			\$83,671	\$56,282	\$0				
	Paid From Restricted Funds		\$0	\$160,480	\$160,480	\$121,228	\$76,879	\$76,879	\$76,879	\$76,879
<b>TOTAL: ALL DEBT SERVICE</b>			<b>\$1,632,058</b>	<b>\$244,151</b>	<b>\$244,044</b>	<b>\$160,480</b>	<b>\$160,480</b>	<b>\$160,480</b>	<b>\$160,480</b>	<b>\$160,480</b>

**Notes**

- [1] There are no outstanding loans for General Fund Capital Projects.
- [2] The WWTP Upgrade loan will be paid off in FY12.
- [3] The WWTP Expansion and Upgrade loan was based on the expansion portion of the construction. As Impact Fees are collected, they will be applied towards the loan.
- [4] The Wesmond I&I loan facilitated the completion the relining efforts in the Wesmond Subdivision. Proffers from developers are allocated towards this loan.

# THE TOWN OF POOLSVILLE

FY 2013 Budget

## GENERAL FUND SUMMARY

Adopted May 21, 2012

Printed: 24-May-12

Ref. Page	Item or Description	Y/E 06/30/10 FY 11 Actual	Y/E 06/30/12 FY 12 Budget	Y/E 06/30/12 FY 12 Projection	Y/E 06/30/13 FY 2013 Budget
<b>General Funds Operating Summary</b>					
7	<b>General Revenue Total</b>	<b>\$2,645,728</b>	<b>\$2,408,783</b>	<b>\$2,489,817</b>	<b>\$2,586,173</b>
<b>General Expenditures</b>					
<b>Funding for Capital Projects</b>					
16	General Capital Projects	(433,353)	(494,500)	(519,500)	(665,913)
28	Water/Wastewater Cap Projs	(270,000)	(150,000)	(225,000)	(144,000)
	Sub-total: Capital Projects	(703,353)	(644,500)	(744,500)	(809,913)
7	Operating Expenses	(1,594,373)	(1,759,229)	(1,745,043)	(1,775,596)
	<b>Total: General Expenditures</b>	<b>(\$2,297,726)</b>	<b>(\$2,403,729)</b>	<b>(\$2,489,543)</b>	<b>(\$2,585,509)</b>
<b>Net Operating Balance</b>		<b>\$348,002</b>	<b>\$5,054</b>	<b>\$274</b>	<b>\$665</b>
<b>Unrestricted Funds Carried Forward from Prior Year</b>		<b>980,505</b>	<b>987,138</b>	<b>1,328,507</b>	<b>779,390</b>
<b>Application of Excess Unrestricted Funds</b>					
7	For General Capital Projects	0	0	0	0
	For W/WW Capital Projects	0	(100,000)	(100,000)	0
	Transfer to CEDC Roll Over Fund	0	0	(445,000)	0
6	For Debt Service	0	0	(4,391)	0
		0	0	0	0
<b>Closing Balance: Genl Funds [Unrestricted Reserve]</b>		<b>\$1,328,507</b>	<b>\$892,192</b>	<b>\$779,390</b>	<b>\$780,054</b>
<b>General Funds Capital Projects Summary</b>					
<b>Funding Balance Carried Forward from Prior Year</b>		<b>\$1,491,409</b>	<b>\$252,528</b>	<b>\$826,612</b>	<b>\$829,026</b>
7	Funding from General Revenues	433,353	494,500	519,500	665,913
3	Funding from Impact Fees	0	0	0	0
	Prior Balance - Impact Fees	0			
2	Transfers from Restricted Funds	10,000	60,120	63,705	42,000
	Internal Transfers	0	100,000	100,000	0
7	Funding from MD Grants, Others	0	0	130,000	0
<b>Available for Capital Projects</b>		<b>\$1,934,762</b>	<b>\$907,148</b>	<b>\$1,639,817</b>	<b>\$1,536,939</b>
16	Capital Projects Expenditures	(1,108,150)	(250,000)	(810,791)	(1,341,000)
<b>Closing Balance: Capital Projects Funding</b>		<b>\$826,612</b>	<b>\$657,148</b>	<b>\$829,026</b>	<b>\$195,939</b>

**Notes**

[1] The General Fund Summary is divided into two parts:

\* The upper section presents the status of the Operating Account, including yearly revenue, allocations for Capital Projects, the Annual Operating Balance, Unrestricted Funds carried forward, and finally, the Unrestricted Funds Close-Out Balance for the year. Included in the summary is the application of any excess Cash Reserves into the budget year.

\* The Commissioners set the minimum Unrestricted Fund reserves using the operations and maintenance expenses of both the General and Water/Wastewater Funds for a four month period.

[2] The lower section summarizes the activity in the General Funds Capital Projects Account, including funds carried forward, new funding from the Operating Account, and funding from other sources, all summarized in the total funds available for General Capital Projects. Actual or Planned Capital Spending is shown, ending in the Funding Balance for Capital Projects.

[3] In addition to cash assets, the Town owns several pieces of real property:

**Buildings and Municipal Facilities**

Town Hall  
Old Methodist Church, Thrift Shop  
Wastewater Treatment Plant  
Six Sewage Pump Stations  
Maintenance Building  
Eleven Well Houses  
Equalization Lagoon

Stevens Park  
Halmos Park  
Bodmer Park  
Whalen Commons

**Parks and Recreational Facilities**

Campbell Park  
Wootton Heights Park  
Brooks Park  
Old Methodist Cemetery  
Lori Gore Park  
W. Willard Practice Field  
Collier Circle Pond  
Dr. Dillingham Park

[4] See page 19 for Town-owned vehicles.

# THE TOWN OF POOLESVILLE

FY 2013 Budget

## GENERAL FUND REVENUE SUMMARY

Adopted May 21, 2012

Printed: 24-May-12

Acct No.	Account Name	Y/E 06/30/10 FY 11 Actual	Y/E 06/30/12 FY 12 Budget	Y/E 06/30/12 FY 12 Projection	Y/E 06/30/13 FY 13 Budget
<b>General Revenue</b>					
<b>Part A - External Sources</b>					
111	Property Taxes	1,059,165	1,080,217	1,091,758	1,091,758
112	P/P Property Unincorporated	15,938	10,000	10,000	15,000
113 & 114	P/P Public Utilities / Ordinary Corp.	56,049	41,248	41,248	50,000
311.4	Revenue Sharing	188,505	188,505	188,505	210,634
330.5	Property Tax Grant	722	722	722	722
360.1	Income Tax	976,113	860,000	860,000	960,000
156	Highway	35,099	17,287	63,780	41,900
222	Franchise / Traders License	31,818	25,200	25,200	25,200
121	Interest Income (120 & 465 )	8,383	7,000	7,000	7,000
223	Building / Plumbing Permits	42,510	15,000	15,000	15,000
330.9	State of Maryland Grants	0	0	0	0
412	Zoning / Development Fees	9,227	1,000	24,000	1,000
414	Sale of Town Documents	480	200	200	200
462	Rental Income - Wireless Antennas	152,031	159,160	159,160	164,515
469	Miscellaneous Income	66,209	1,000	1,000	1,000
	Private Hook-Up Repayment	1,244	1,244	1,244	1,244
480	Recreation Program	2,235	1,000	1,000	1,000
<b>Sub-total: General Revenue (External Sources)</b>		<b>\$2,645,728</b>	<b>\$2,408,783</b>	<b>\$2,489,817</b>	<b>\$2,586,173</b>
<b>Part B - Internal Transfers</b>					
<b>Application of Excess Unrestricted Funds</b>					
	For General Capital Projects	0	100,000	100,000	0
	For W/WW Capital Projects	0	0	445,000	0
	Transfer to CEDC Roll Over Fund	0	0	4,391	0
	For Debt Service	0	0	0	0
<b>Sub-total: General Revenue</b>		<b>\$2,645,728</b>	<b>\$2,508,783</b>	<b>\$3,039,208</b>	<b>\$2,586,173</b>
<b>Impact Fee Revenue</b>					
475.1	Recreation	55,850	56,800	56,800	56,800
475.2	Public Facilities	16,427	16,706	16,706	16,706
<b>Sub-total: Impact Fee Revenue</b>		<b>\$72,277</b>	<b>\$73,506</b>	<b>\$73,506</b>	<b>\$73,506</b>
<b>Grants and Designated Funding</b>					
A	MD Grant: Program Open Space	0	0	0	0
B	MD Grant: Parks & Playgrounds	0	0	130,000	0
C	Heritage Montgomery Streetscape	0	0	0	0
D	MHHA Bandshell	0	0	0	0
E	Skate Park	0	0	0	0
F	Internal Transfers	0	0	0	0
<b>Sub-total: Grants and Designated Funding</b>		<b>\$0</b>	<b>\$0</b>	<b>\$130,000</b>	<b>\$0</b>
<b>Restricted Revenue</b>					
	0	0	0	0	0
	Kettler Proffer	8750	0	0	0
	Reforestation Fees	4,182	0	0	0
	Speed Camera Revenue	48,120	0	42,795	0
<b>Sub-total: Restricted Revenue</b>		<b>\$61,052</b>	<b>\$0</b>	<b>\$42,795</b>	<b>\$0</b>
<b>Total: General Fund Revenue</b>		<b>\$2,779,057</b>	<b>\$2,582,289</b>	<b>\$3,285,509</b>	<b>\$2,659,679</b>

**Account Descriptions**

- 111 Property Taxes cover both commercial and residential properties; the latter at \$0.1594 per \$100 of assessed valuation..
- 112 Personal Property Tax for Unincorporated businesses in Poolesville.
- 113/114 These are Personal Property Tax accounts: 113 for Public Utilities (Verizon, Washington Gas), and 114 for other corporations in Poolesville
- 311.4 Covers the Tax Duplication formula with the County and is based on the miles of Town roads.
- 330.5 Covers bank shares and comes from Montgomery County, the same every year.
- 360.1 Revenue is based on a State formula, with a piggy-back County tax added. The formula is based on taxable income reported.
- 156 The State computes this amount based on the miles of Town roads and the vehicles registered in Town by residents.
- 222 Franchise Fees includes Comcast Cable TV, and a portion of the business licenses granted by the County.
- 121 Interest earned on the General Fund savings account and our account with the County's Investment Fund.
- 412 Zoning applications and Development fees for new subdivisions, and is offset by Expense Acct. 1210.
- 462 Includes the rental of space on the Water Tower to Sprint, Verizon, Nextel, AT&T and T-Mobile.
- 480 Fees charged for participants in the Summer Recreation Program.

# THE TOWN OF POOLESVILLE

FY 2013 Budget

## GENERAL FUND EXPENSE SUMMARY

Adopted May 21, 2012

Printed: 24-May-12

Acct No.	Account Name	Y/E 06/30/10 FY 11 Actual	Y/E 06/30/12 FY 12 Budget	Y/E 06/30/12 FY 12 Projection	Y/E 06/30/13 FY 13 Budget
500	Town Administration	134,367	151,287	151,287	186,902
600	Elections	4,834	7,500	7,500	7,500
700	Staff Salaries and Benefits	613,111	671,224	671,224	685,152
800	Law	23,153	40,000	40,000	45,000
900	Municipal Buildings & Operations	89,862	90,950	90,950	96,850
1000	Streets, Sidewalks, & Storm Drains	109,919	120,100	120,100	143,240
1100	Parks & Recreation	51,173	53,700	53,700	61,700
1200	Engineering	30,753	40,000	40,000	40,000
1300	Planning & Zoning	11,430	5,000	5,000	10,000
1400	Public Safety	22,786	20,000	20,000	25,000
1500	Municipal Services	402,298	397,500	405,000	435,000
1600	Grant to Water & Wastewater Fund	100,687	100,000	113,000	0
1700	Debt Service	0	61,968	27,282	39,252
<b>Sub-total: General Fund Operating Expenses</b>		<b>\$1,594,373</b>	<b>\$1,759,229</b>	<b>\$1,745,043</b>	<b>\$1,775,596</b>
2000	Funding for Capital Projects	433,353	494,500	519,500	665,913
3000	Granted for Water & Wastewater Capital Projects	270,000	150,000	225,000	144,000
<b>Sub-total: General Fund Capital Expenses</b>		<b>\$703,353</b>	<b>\$644,500</b>	<b>\$744,500</b>	<b>\$809,913</b>
<b>Total: General Fund Expenses</b>		<b>\$2,297,726</b>	<b>\$2,403,729</b>	<b>\$2,489,543</b>	<b>\$2,585,509</b>

**Notes**

[1]

# THE TOWN OF POOLSVILLE

FY 2013 Budget

## GENERAL FUND EXPENSE DETAILS

Adopted May 21, 2012

Printed: 24-May-12

Acct No.	Account Name	Y/E 06/30/10 FY 11 Actual	Y/E 06/30/12 FY 12 Budget	Y/E 06/30/12 FY 12 Projection	Y/E 06/30/13 FY 13 Budget
<b>500</b>	<b><u>Town Administration</u></b>				
505	Executive Meetings and Training	18,795	19,650	19,650	19,625
510	Advertising	4,072	4,200	4,200	4,200
515	Dues and Subscriptions	8,714	8,900	8,900	8,595
525	Contract Services	5,520	10,500	10,500	10,500
530	Bonding and Employee Training	1,034	300	300	775
540	Accounting and Auditing	24,616	25,000	25,000	25,000
545	Printing and Duplicating	14,483	15,462	15,462	15,862
550	Communications	9,691	10,800	10,800	6,750
555	Office Supplies and Expense	11,569	11,400	11,400	10,370
565	Community & Economic Dev. <i>Use of Roll-Over Funds</i>	10,903	18,350	18,350 0	56,000 0
570	Community Goodwill	24,970	26,725	26,725	29,225
<b>Total: Acct 500 Town Administration</b>		<b><u>\$134,367</u></b>	<b><u>\$151,287</u></b>	<b><u>\$151,287</u></b>	<b><u>\$186,902</u></b>

**Account Descriptions**

The Major Account Group 500 covers those expenses that are incurred in the day-to-day operation of Town affairs, including our municipal outreach to the community at large. The following breakdown is included in this general category:

- 505 Includes meetings and training the Commissioners and Town Manager attend, including the Maryland Municipal League (MML) Conferences, MML Montgomery County Chapter Meetings, National League of Cities Conferences, Chamber of Commerce Meetings, meetings with State and County officials, and other official functions.
- 510 Advertising in the media.
- 515 Includes dues for organizations such as the MML, Manager's Association, etc., as well as subscriptions for various publications.
- 525 Includes the transcriber for minutes and public hearing transcripts.
- 530 Includes bonding for the Town Manager and Town Clerk and training for all Town employees.
- 540 CPA Accounting assistance and costs for end of year audit are doubled as a result of newly mandated reporting requirements.
- 545 Includes copying machine lease, copy paper, printing and postage for the Town Newsletter.
- 550 Includes telephone service in Town Hall and the Maintenance Building, fax machine, cellular phones for senior staff, hand-held radios for the general staff, and Internet service.
- 555 Includes office supplies for both Town Hall and the Maintenance Building offices, as well as postage, business cards, etc.
- 565 Community and Economic Development. The projects include:
  - Holiday lighting ceremony 2,000
  - Summer film festivals 6,750
  - Farmer's markets 1,000
  - Spring Fest 5,000
  - Poolesville Day 250
  - Business Support 2,000
  - Fall festival 1,000
  - Big flea 500
  - Marketing & Economic Promotion 5,000
  - Update Market study 7,500
  - Economic Opportunity Consultant 25,000
- 570 Community Goodwill includes:
  - Fireworks 11,250
  - Post Prom 800
  - Poolesville Day 10,000
  - Concerts 3,750
  - Skatepark Contest 1,675
  - Misc 1,000

# THE TOWN OF POOLESVILLE

FY 2013 Budget

## GENERAL FUND EXPENSE DETAILS

Adopted May 21, 2012

Printed: 24-May-12

Acct No.	Account Name	Y/E 06/30/10 FY 11 Actual	Y/E 06/30/12 FY 12 Budget	Y/E 06/30/12 FY 12 Projection	Y/E 06/30/13 FY 13 Budget
<b>600</b>	<b>Elections</b>				
605	Printing and Duplicating	1,093	1,500	1,500	1,500
610	Voting Machines and Supplies	2,789	5,000	5,000	5,000
615	Legal Fees	952	1,000	1,000	1,000
<b>Total: Acct 600 Elections</b>		<b><u>\$4,834</u></b>	<b><u>\$7,500</u></b>	<b><u>\$7,500</u></b>	<b><u>\$7,500</u></b>
<b>700</b>	<b>Staff Salaries and Benefits</b>				
705	Salaries	788,561	869,367	869,367	879,453
710	Social Security	60,261	66,507	66,507	67,278
715	Employee Benefits	144,586	148,655	148,655	145,171
720	Workmen's Compensation	25,971	36,802	36,802	36,802
	Sub-Total: Salaries and Benefits for All Employees	1,019,379	1,121,331	1,121,331	1,128,704
<b>750</b>	<b>Salary Burden Allocation</b>				
755	Water/Wastewater Salary Burden	(358,983)	(401,719)	(401,719)	(394,235)
760	Wastewater Admin Salary Burden	(12,487)	(9,504)	(9,504)	(10,322)
765	Water Admin Salary Burden	(34,798)	(38,884)	(38,884)	(38,995)
	Sub-Total: Salary Burden Allocations	(406,268)	(450,107)	(450,107)	(443,552)
<b>Total: Acct 700 Staff Salaries and Benefits</b>		<b><u>\$613,111</u></b>	<b><u>\$671,224</u></b>	<b><u>\$671,224</u></b>	<b><u>\$685,152</u></b>

**Account Descriptions**

**The Major Account Group 600 has funds budgeted in every even-numbered year, when elections for Town Commissioners take place. Included is the cost of all pre-election preparation, election day activities, and follow-up as may be required.**

- 605 These are costs associated with printing Absentee Ballots, delivering by certified mail, etc.
- 610 Costs include the rental of four voting machines and the services of one operator.
- 615 This account covers the costs of attorney's fees to meet with the Board of Elections, offer legal guidance, and respond to other inquiries.

**The Major Account Group 700 includes salaries, social security, insurance, hospitalization, and retirement plan contributions for the Town Manager, Town Clerk-Treasurer, Deputy Clerk, the Public Works staff, Water and Wastewater staff, and other temp employees, such as for the Summer Recreation Program, that may be hired. At present, Poolesville has a total of fifteen (15) employees.**

- 705 Includes salaries for all Town employees.
- 710 Includes the costs for federally-mandated Social Security and Medicare programs.
- 715 This account includes the Town's voluntary benefits package, including Medical plan, Insurance plan, and Retirement contributions.
- 720 This account covers the cost of mandated Workmen's Compensation Insurance.

755, 760, 765  
These accounts reflect the cost associated with salaries and benefits attributed to water and wastewater.

# THE TOWN OF POOLESVILLE

FY 2013 Budget

## GENERAL FUND EXPENSE DETAILS

Adopted May 21, 2012

Printed: 24-May-12

Acct No.	Account Name	Y/E 06/30/10 FY 11 Actual	Y/E 06/30/12 FY 12 Budget	Y/E 06/30/12 FY 12 Projection	Y/E 06/30/13 FY 13 Budget
<b>800</b>	<b>Law</b>				
805	Legal Fees	23,153	30,000	30,000	30,000
810	Legal Fees - Development	0	0	0	0
815	Code Organization	0	10,000	10,000	15,000
<b>Total: Acct 800 Law</b>		<b><u>\$23,153</u></b>	<b><u>\$40,000</u></b>	<b><u>\$40,000</u></b>	<b><u>\$45,000</u></b>
<b>900</b>	<b>Municipal Buildings &amp; Operations</b>				
910	Insurance	22,849	23,700	23,700	23,700
915	Electricity and Heat	26,421	25,100	25,100	25,500
920	Maintenance and Building Supplies	1,415	1,500	1,500	3,000
925	Repairs and Maintenance	8,038	9,450	9,450	9,000
940	Uniforms	1,508	2,200	2,200	4,150
950	Vehicle Insurance	2,453	3,000	3,000	3,000
955	Truck Operations and Maintenance	26,197	25,000	25,000	27,500
960	Small Tools and Equipment	981	1,000	1,000	1,000
<b>Total: Acct 900 Municipal Buildings &amp; Operations</b>		<b><u>\$89,862</u></b>	<b><u>\$90,950</u></b>	<b><u>\$90,950</u></b>	<b><u>\$96,850</u></b>

**Account Descriptions**

**The Major Account Group 800 summarizes the costs associated with Poolesville's service contract with the Town Attorney.**

- 805 The account covers attorney's fees for attendance at meetings, normal opinions, responding to questions, and other general legal issues. Included also are the costs for representing Poolesville in lawsuits and other challenges that may be raised by third parties.
- 810 This covers the review of Bond documentation, preparation of easements, review of site plans, and negotiations with property owners.
- 815 This account covers the time spent in writing, editing, and updating the Town's Code and Charter. At the present time, future Code changes have not been identified.

**The Major Account Group 900 covers general/liability insurance for Town Hall, the Maintenance Building, and Old Methodist Church. In addition, this Group cover the costs of electricity, maintenance, and supplies for all General Fund Town buildings, as well as costs associated with municipal operations.**

- 910 Includes insurance coverage (property, general, and liability) for Town buildings and for insurance for the Commissioners acting as a legislative unit.
- 915 Electricity and Heat includes utility costs for Town buildings. In general, electricity is used to heat and air-condition all buildings.
- 920 This account covers the cost of all expendable and supply items, such as nuts, bolts, nails, cleaning supplies, paper towels, toilet paper, and other general supplies necessary to properly maintain and operate all Town buildings.
- 925 This account covers the cost of maintenance and repair of Town buildings. Townhall cleaning service, fire monitoring system, infestation control and Montgomery County Fire Code Insp.
- 940 Includes expenses associated with providing proper work clothes, rain gear, cold weather gear, safety boots, etc.
- 950 This account covers the cost of maintaining insurance on Town vehicles.
- 955 This account covers the repair and maintenance, including the costs of gas and oil, for Town trucks and mowers.
- 960 This covers items such as hammers, screwdrivers, shovels, drills, etc., and other small items not generally included in the Capital Projects Budget.

# THE TOWN OF POOLESVILLE

FY 2013 Budget

## GENERAL FUND EXPENSE DETAILS

Adopted May 21, 2012

Printed: 24-May-12

Acct No.	Account Name	Y/E 06/30/10 FY 11 Actual	Y/E 06/30/12 FY 12 Budget	Y/E 06/30/12 FY 12 Projection	Y/E 06/30/13 FY 13 Budget
<b>1000</b>	<b>Streets, Sidewalks, &amp; Storm Drains</b>				
1050	Repairs/Maintenance/Resurfacing	11,003	13,000	13,000	13,000
1055	Storm Drain Repair/Maintenance	4,002	4,500	4,500	4,500
1060	Street Signs	1,950	2,000	2,000	2,300
1065	Street Lighting	85,052	87,600	87,600	94,000
1070	Snow Removal	7,912	8,000	8,000	8,000
1085	Sidewalk Repair & Maintenance	0	5,000	5,000	21,440
<b>Total: Acct 1000 Streets, Sidewalks, &amp; Storm Drains</b>		<b>\$109,919</b>	<b>\$120,100</b>	<b>\$120,100</b>	<b>\$143,240</b>

**Account Descriptions**

**The Major Account Group 1000 covers all costs associated with the general maintenance and repair of all Town streets, storm water systems, street signs, street lighting, truck expenses, as well as the cost supplies and specific expenses for snow removal (note that Town staff salaries, including overtime, for snow removal, are included in Account Group 700).**

1050 This account includes minor repair and maintenance to roads following water main breaks and other road surface failures with gravel and cold patch. Permanent repairs are completed when major resurfacing projects are scheduled as identified in the Capital Projects section of this Budget.

1055 Included in this account are the costs for the cleaning of, and minor repairs to, storm drain inlets and pipes. Again, major work items are included in the Capital Projects section of this Budget.

1060 This account covers the installation of new street signs, and the repair/replacement of older signs, as may be required.

1065 The operation of the Town's residential street lights (565) and Cobra Head lights (about 65) was performed under contract with Allegheny Power, including maintenance and electric cost. The FY010/11 reduced costs reflects the cost now that the Town owns and maintains.

1070 Included in this account is the cost of salt, and other materials that may be spread on Town roads, as may be required during snow/ice events. It also includes the cost of special items that may be needed for snow removal, as well as the cost of truck repairs specifically due to snow removal.

1085 This account covers the cost of repairing and maintaining all Town sidewalks.

# THE TOWN OF POOLESVILLE

FY 2013 Budget

## GENERAL FUND EXPENSE DETAILS

Adopted May 21, 2012

Printed: 24-May-12

Acct No.	Account Name	Y/E 06/30/10 FY 11 Actual	Y/E 06/30/12 FY 12 Budget	Y/E 06/30/12 FY 12 Projection	Y/E 06/30/13 FY 13 Budget
<b>1100</b>	<b>Parks &amp; Recreation</b>				
1150	Park Lighting	10,705	8,700	8,700	8,700
1155	Park Repair and Maintenance	29,827	30,000	30,000	30,000
1160	Streetscape (Tree) Expense	0	2,000	2,000	10,000
1165	Street Tree Maintenance	7,682	10,000	10,000	10,000
1170	Recreation Program	2,959	3,000	3,000	3,000
<b>Total: Acct 1100 Parks &amp; Recreation</b>		<b><u>\$51,173</u></b>	<b><u>\$53,700</u></b>	<b><u>\$53,700</u></b>	<b><u>\$61,700</u></b>
<b>1200</b>	<b>Engineering</b>				
1205	General Engineering	27,105	30,000	30,000	30,000
1210	Engineering Development	3,648	10,000	10,000	10,000
<b>Total: Acct 1200 Engineering</b>		<b><u>\$30,753</u></b>	<b><u>\$40,000</u></b>	<b><u>\$40,000</u></b>	<b><u>\$40,000</u></b>
<b>1300</b>	<b>Planning &amp; Zoning</b>				
1300	Planning and Zoning	11,430	5,000	5,000	10,000
<b>Total: Acct 1300 Planning &amp; Zoning</b>		<b><u>\$11,430</u></b>	<b><u>\$5,000</u></b>	<b><u>\$5,000</u></b>	<b><u>\$10,000</u></b>

**Account Descriptions**

**The Major Account Group 1100 covers those expenses associated with maintaining Poolesville's parks, and the aesthetics of the Town streets. Included also are the costs of seasonal recreation programs. In general, major projects are included in the Capital Projects section of the Budget.**

- 1150 This includes the cost of lighting of the tennis and basketball courts at Halmos Park, and the security lights at Halmos and Stevens Parks.
- 1155 This account covers the cost of repair and maintenance of equipment in the tot lots, as well as the baseball field fences and bleachers. It also includes re-seeding the fields as necessary, annual fertilizing and weed killing treatments, gravel to repair parking lot damage, as well as mosquito control. Major projects addressing the upkeep of our recreational facilities are included in the Capital Projects section.
- 1160 This line item covers the cost of the purchasing and planting of all street trees.
- 1165 This account primarily addresses the costs for the maintenance and replacement of existing street trees and the miscellaneous purchase of shrubs and annuals.
- 1170 Included are the costs for equipment, and supplies.

**The Major Account Group 1200 covers the costs associated with the services contract with the Town Engineer for general engineering services, including attendance at Town meetings and other projects as directed by the Commissioners and/or Town Manager. It also includes the cost of services rendered for supervision of building roads, sidewalks, storm drainage systems, and other infrastructure in new subdivisions.**

- 1205 This account captures the cost of providing the services described above, other than costs charged directly to specific Capital Projects.
- 1210 Some of the costs in this account are offset by the receipt of developer fees.
- 1300 This account provides funding for reports, surveys, duplicating or publishing of plans and reports specific to the duties of the Planning Commission.

# THE TOWN OF POOLESVILLE

FY 2013 Budget

## GENERAL FUND EXPENSE DETAILS

Adopted May 21, 2012

Printed: 24-May-12

Acct No.	Account Name	Y/E 06/30/10 FY 11 Actual	Y/E 06/30/12 FY 12 Budget	Y/E 06/30/12 FY 12 Projection	Y/E 06/30/13 FY 13 Budget
<b>1400</b>	<b>Public Safety</b>				
1425	Code Enforcement Officer	7,436	12,000	12,000	17,000
1435	Plumbing Inspection	15,350	8,000	8,000	8,000
<b>Total: Acct 1400 Public Safety</b>		<b><u>\$22,786</u></b>	<b><u>\$20,000</u></b>	<b><u>\$20,000</u></b>	<b><u>\$25,000</u></b>
<b>1500</b>	<b>Municipal Services</b>				
1500	Trash Collection	402,298	397,500	405,000	435,000
<b>Total: Acct 1500 Municipal Services</b>		<b><u>\$402,298</u></b>	<b><u>\$397,500</u></b>	<b><u>\$405,000</u></b>	<b><u>\$435,000</u></b>
<b>1600</b>	<b>Grant to Water &amp; Wastewater Fund</b>				
1600	Grant to Water & Wastewater Fund	100,687	100,000	113,000	0
<b>Total: Acct 1600 Grant to Water &amp; Wastewater Fund</b>		<b><u>\$100,687</u></b>	<b><u>\$100,000</u></b>	<b><u>\$113,000</u></b>	<b><u>\$0</u></b>
<b>1700</b>	<b>Debt Service</b>				
1700	Debt Service (Principal & Interest)	0	61,968	27,282	39,252
<b>Total: Acct 1700 Debt Service</b>		<b><u>\$0</u></b>	<b><u>\$61,968</u></b>	<b><u>\$27,282</u></b>	<b><u>\$39,252</u></b>

**Account Descriptions**

The Major Account Group 1400 covers the activities of the Code Enforcement Officer and the Plumbing Inspector.

1425 This is a contract position established to insure enforcement of Poolesville's Code.

1435 This is a contract position covering the inspection of new connections to the municipal system and gas connections, as well as alterations to existing connections. In general, the costs in this account are offset by the permit fees in revenue account 223.

The Major Account Group 1500, Municipal Services, includes the cost associated with the Town's contract with Titus Trash Service to provide regular residential trash pickup, at a cost of \$21.28 per house per month.

The Major Account Group 1600 is used to maintain a positive balance in the Water & Wastewater operating account. Funds are intermittently transferred on an as-needed basis at the direction of the Town Manager, with the cognizance of the Commissioners. Funds for Water & Wastewater Capital Projects are funded separately by the General Fund as part of the Town's overall Capital Projects program, and are identified elsewhere in this Budget.

The Major Account Group 1700 covers the repayment of loans incurred for past Capital Projects. The details of the current outstanding loans are found on page 6. The Commissioners have adopted a policy that all Capital Projects, both General Fund and Water/Wastewater Fund are paid for by General Revenues.

# THE TOWN OF POOLSVILLE

FY 2013 Budget

## GENERAL FUND - CAPITAL PROJECTS SUMMARY

Adopted May 21, 2012

Printed: 24-May-12

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 11 Act.	FY 12 Projection	FY 13 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 14	FY 15	FY 16	FY 17
<b><u>Project Funding</u></b>										
2005	Office Equipment		17,597	23,493	2,000	2,000	2,000	2,000	2,000	2,000
2010	Municipal Buildings		2,760,000	158,775	0	11,413	0	50,000	50,000	50,000
2015	Parks & Streets Equipment		224,500	75,205	27,500	53,500	42,500	42,500	30,000	22,500
2020	Vehicles		445,000	101,947	85,000	50,000	65,000	35,000	35,000	20,000
2025	Major Town Projects		1,595,000	374,425	503,120	386,000	50,000	50,000	50,000	50,000
2035	Park Projects		2,402,800	447,862	190,585	25,000	80,000	140,000	120,000	120,000
2040	Major Street Repair Projects		1,999,000	753,055	5,000	180,000	290,000	282,000	282,000	285,000
<b>Total Funding Allocations</b>			<b>\$9,443,897</b>	<b>\$1,934,762</b>	<b>\$813,205</b>	<b>\$707,913</b>	<b>\$529,500</b>	<b>\$601,500</b>	<b>\$569,000</b>	<b>\$549,500</b>
<b><u>Direct Funding</u></b>										
2010	MHAA									
	Transfer of Unrestricted Funds									
	Impact Fees									
2025	Montgomery Heritage Grant			12,234	100,000					
	Transfer of Unrestricted Funds									
	Winchester Proffer			50,000						
	Speed Camera Revenue				48,120	42,000				
	Impact Fees			214,617						
	Restricted Funds			16,000						
2035	MD Grants			34,238	130,000					
	Allocation of unrestricted funds			3,800						
	Restricted Funds (Gazebo Ins.)				15,585					
<b>Sub-total: Direct Funding</b>				<b>\$330,889</b>	<b>\$293,705</b>	<b>\$42,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>2000</b>	<b>Funding by General Funds</b>			<b>\$1,603,873</b>	<b>\$519,500</b>	<b>\$665,913</b>	<b>\$529,500</b>	<b>\$601,500</b>	<b>\$569,000</b>	<b>\$549,500</b>
	<b>[Total less Direct Funding]</b>									
<b><u>Project Expenditures</u></b>										
				<b>FY 11 Act.</b>						
2005	Office Equipment			(18,952)	(1,315)	0	0	0	0	0
2010	Municipal Buildings			(143,943)	0	(25,000)	0	0	0	0
2015	Parks & Streets Equipment			(12,695)	(46,000)	(89,000)	(8,000)	0	(78,000)	0
2020	Vehicles			(20,000)	(95,000)	(60,000)	(85,000)	0	(65,000)	0
2025	Major Town Projects			(223,037)	(320,732)	(687,000)	0	0	0	0
2035	Park Projects			(259,214)	(305,431)	(15,000)	0	(70,000)	0	0
2040	Major Street Repair Projects			(430,309)	(42,313)	(465,000)	0	(572,000)	0	(567,000)
<b>Total Expenditures</b>				<b>(\$1,108,150)</b>	<b>(\$810,791)</b>	<b>(\$1,341,000)</b>	<b>(\$93,000)</b>	<b>(\$642,000)</b>	<b>(\$143,000)</b>	<b>(\$567,000)</b>
<b><u>Account Balance by Year</u></b>										
2005	Office Equipment			4,541	5,226	7,226	9,226	11,226	13,226	15,226
2010	Municipal Buildings			14,832	14,832	1,245	1,245	51,245	101,245	151,245
2015	Parks & Streets Equipment			62,510	44,010	8,510	43,010	85,510	37,510	60,010
2020	Vehicles			81,947	71,947	61,947	41,947	76,947	46,947	66,947
2025	Major Town Projects			151,388	333,776	32,776	82,776	132,776	182,776	232,776
2035	Park Projects			188,648	73,802	83,802	163,802	233,802	353,802	473,802
2040	Major Street Repair Projects			322,746	285,433	433	290,433	433	282,433	433
<b>Account Balance by Year</b>				<b>\$826,612</b>	<b>\$829,026</b>	<b>\$195,939</b>	<b>\$632,439</b>	<b>\$591,939</b>	<b>\$1,017,939</b>	<b>\$1,000,439</b>

**Notes**

- [1] This page summarizes the eight Capital Projects accounts associated with General Fund capital expenditures. The summary is divided into three sections as follows:
- \* The top part of the page summarizes the costs of the various projects and the overall funding streams developed to implement those projects. Also included in the top section is a summary of all special funding available to augment the regular General Funding. The bottom line in the top section, Acct. 2000, subtracts the special funding and identifies the Net Amount which has been, or will be, funded from General Fund Revenues.
  - \* The middle part of the page summarizes the programmed expenditures of the funds to accomplish the various capital projects.
  - \* The bottom part of the page reflect the remaining balances in each of the accounts at the end of each Fiscal Year.
- [2] See the following Capital Account pages for detailed information.

# THE TOWN OF POOLSVILLE

FY 2013 Budget

## GENERAL FUND - CAPITAL PROJECTS

Adopted May 21, 2012

Printed: 24-May-12

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 11 Act.	FY 12 Projection	FY 13 Bgt. Budget	Forward Planning Cycle			
							FY 14	FY 15	FY 16	FY 17
<b>Project Funding</b>										
2005	Office Equipment									
	Carry-over funds: Completed Projects			2,472						
	Carry-Over Funds allocated to projects			(1,789)						
1	Future Office Requirements	Open		5,021	2,000	2,000	2,000	2,000	2,000	2,000
2	Picture Frames	FY11								
3	Clerk's Printer	FY11	597							
4	Water Meter Readers	FY11	17,000	16,000						
				1,789	[Allocated From Carry-over Funds]					
	<b>Total Funding Allocations</b>		<b>\$17,597</b>	<b>\$23,493</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>
<b>Project Expenditures</b>										
2005	Office Equipment			<b>FY 11 Act.</b>						
1	Future Office Requirements	Open								
2	Picture Frames			(566)	(1,315)					
3	Clerk's Printer	FY11		(597)						
4	Water Meter Readers	FY11		(17,789)						
	<b>Total Expenditures</b>			<b>(\$18,952)</b>	<b>(\$1,315)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
2005	<b>Account Balance by Year</b>			<b>\$4,541</b>	<b>\$5,226</b>	<b>\$7,226</b>	<b>\$9,226</b>	<b>\$11,226</b>	<b>\$13,226</b>	<b>\$15,226</b>

**Notes**

**Shading key in Table: FY 11 Completed/Closed Projects      Budgeting, Planned Expenditures for this Budget Year**

The indicated funding balances for closed/completed projects are transferred to the Carry-Over Funds in the year following closure.

**Project Definitions**

2005 The Office Equipment Account covers the purchase of durable office equipment with an expected service life of more than 3 years.

2 Picture Frames and Wall Decorations

3 This is a replacement of existing equipment

4 Replacement of existing hardware

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 11 Act.	FY 12 Projection	FY 13 Bgt. Budget	Forward Planning Cycle			
							FY 14	FY 15	FY 16	FY 17
<b>Project Funding</b>										
2010	Municipal Buildings									
	Carry-over funds: Completed Projects			13,587						
	Carry-Over Funds allocated to projects					(13,587)				
1	Community Center	Open	2,500,000	1,245				50,000	50,000	50,000
<b>Funding From Impact Fees</b>										
2	WWTP Roof	FY10	60,000	60,000						
				6,000	[Transferred From Account 2035]					
				2,600						
3	Whalen Com. Bandshell	FY10	175,000	(10,463)	[Excess funds transferred into carry-over funds]					
				85,806						
4	Storage Building Addition	FY13	25,000			11,413				
						13,587	[Allocation of Carry-Over Funds]			
	<b>Total Funding Allocations</b>		<b>\$2,760,000</b>	<b>\$158,775</b>	<b>\$0</b>	<b>\$11,413</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>
<b>Project Expenditures</b>										
2010	Municipal Buildings			<b>FY 11 Act.</b>						
1	Community Center	Open								
2	WWTP Roof	FY10		(68,600)						
3	Whalen Com. Bandshell	FY10		(75,343)						
4	Storage Building Addition	FY13				(25,000)				
	<b>Total Expenditures</b>			<b>(\$143,943)</b>	<b>\$0</b>	<b>(\$25,000)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
2010	<b>Account Balance by Year</b>			<b>\$14,832</b>	<b>\$14,832</b>	<b>\$1,245</b>	<b>\$1,245</b>	<b>\$51,245</b>	<b>\$101,245</b>	<b>\$151,245</b>

**Notes**

**Shading key in Table: FY 11 Completed/Closed Projects      Budgeting, Planned Expenditures for this Budget Year**

The indicated funding balances for closed/completed projects are transferred to the Carry-Over Funds in the year following closure.

**Project Definitions**

2010 The Municipal Buildings Account covers the major maintenance of, and additions to, existing Town properties.

1 The Community Center is planned to be constructed in Dr. Dillingham Park. Funding will include Town Funds, Impact Fees from developers and grants currently being pursued.

2 The flat roof on the WWTP was installed in 1985 and has had small leaks that have been patched. The replacement in 2010 will fulfill the life expectancy of 25 years.

3 The bandshell/comfort station will provide for the summer concerts and movies.

4 The addition will provide additional equipment storage

# THE TOWN OF POOLESVILLE

FY 2013 Budget

## GENERAL FUND - CAPITAL PROJECTS

Adopted May 21, 2012

Printed: 24-May-12

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 11 Act.	FY 12 Projection	FY 13 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 14	FY 15	FY 16	FY 17
<b>Project Funding</b>										
2015	<b>Parks &amp; Streets Equipment</b>			7,828	(6,500)					
	<b>Carry-over funds: Completed Projects</b>									
	<b>Carry-Over Funds allocated to projects</b>									
1	<b>Accm.for Current and Future Equip Require.</b>			19,682		15,000	15,000	15,000	15,000	15,000
a	12" Chipper	FY12	31,000		5,500	[Allocation of carry-over funds]				
b	Replacement salt spreaders (3)	Open	8,000 EA.							
c	20X40 Tent	FY12	6,000							
d	Back-Hoe Fuel Tank	FY12	2,500		1,000	[Allocation of carry-over funds]				
2	72" Mower	FY11	15,000	15,000						
3	15' Batwing Mower	FY13	50,000	15,000	20,000					
4	72" Mower	FY13	15,000	(2,305)	7,500					
5	15' Batwing Mower	FY16	55,000				20,000	20,000	15,000	
6	72" Mower	FY16	15,000				7,500	7,500		
7	72" Mower	FY18	15,000							7,500
8	Ballfield dragger	FY13				16,000				
9	Holiday Lights	Open	20,000	20,000						
<b>Total Funding Allocations</b>			\$224,500	\$75,205	\$27,500	\$53,500	\$42,500	\$42,500	\$30,000	\$22,500
<b>Project Expenditures</b>										
2015	<b>Parks &amp; Streets Equipment</b>			FY 11 Act.						
1	<b>Accm.for Current and Future Equip Require.</b>									
a	12" Chipper	FY12			(17,500)					
b	Replacement salt spreaders	Open				(8,000)	(8,000)		(8,000)	
c	20X40 Tent				(6,000)					
d	Back-Hoe Fuel Tank				(2,500)					
2	72" Mower	FY11		(12,695)						
3	15' Batwing Mower	FY13				(50,000)				
4	72" Mower	FY13				(15,000)				
5	15' Batwing Mower	FY16							(55,000)	
6	72" Mower	FY16							(15,000)	
7	72" Mower	FY18								
8	Ballfield dragger	FY13				(16,000)				
9	Holiday Lights	Open			(20,000)					
<b>Total Expenditures</b>				(\$12,695)	(\$46,000)	(\$89,000)	(\$8,000)	\$0	(\$78,000)	\$0
2015	<b>Account Balance by Year</b>			\$62,510	\$44,010	\$8,510	\$43,010	\$85,510	\$37,510	\$60,010

**Notes**

**Shading key in Table: FY 11 Completed/Closed Projects      Budgeting, Planned Expenditures for this Budget Year**

The indicated funding balances for closed/completed projects are transferred to the Carry-Over Funds in the year following closure.

**2015 This account covers the expenses for capital improvements to existing streets and parks infrastructure and for specific equipment.**

**Mowers**

**Project was funded with excess funding from completed projects.**

1a This will replace the 4" chipper	1989 Kubota L2250 (field use)
1b Replacement salt spreaders	2001 Kubota ZD21
1c Purchased for Major Town Events	2003 Kubota ZD21 (mower)
1d Replacement of existing equipment	2006 HR111 Jacobson (mower)
2 The 72" mower will replace the 2001 Kubota ZD21	2006 Kubota ZD21 (mower)
3 This mower will be an addition to the fleet in anticipation of additional ponds, athletic fields and roadsides.	2008 Kubota ZD21 (mower)
4 The 72" mower will replace the 2003 Kubota ZD21	2011 Kubota ZD21 (mower)
5 This mower will replace the 2006 HR111 Jacobson	
6 This mower will replace the 2006 72" mower	
7 This mower will replace the 2008 Kubota ZD21	
8 This equipment levels, grades and drags baseball fields	<b>Heavy Equipment</b>
9 The holiday lights will replace the existing overheads with LED bulbs and future decorations.	2003 JCB Backhoe
	2002 Skid Loader
	2008 tractor w/mower boom
	2008 Mule (multi-use)

# THE TOWN OF POOLESVILLE

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Adopted May 21, 2012

Printed: 24-May-12

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							FY 14	FY 15	FY 16	FY 17
<b>Project Funding</b>										
2020	<b>Vehicles</b>			6,947						
	<b>Carry-over funds: Completed Projects</b>									
	<b>Carry-Over Funds allocated to projects</b>									
1	1/2 Ton Truck	FY11	30,000	20,000						
2	3/4 Ton Utility Truck	FY12	45,000	20,000	25,000					
3	1 Ton Dump Truck	FY 12	50,000	30,000	20,000					
4	1 Ton Truck w/plow, salt spreader	FY13	60,000	25,000	10,000	25,000				
5	1-ton Flatbed truck	FY14	45,000		10,000	15,000	20,000			
6	3/4 Ton Pick-up truck	FY14	40,000		20,000	10,000	10,000			
7	5 Ton Dump Truck	FY16	65,000				20,000	20,000	25,000	
8	One Ton Utility Truck	FY18	55,000				15,000	15,000	10,000	10,000
9	One Ton Utility Truck	FY20	55,000							10,000
<b>Total Funding Allocations</b>			<b>\$445,000</b>	<b>\$101,947</b>	<b>\$85,000</b>	<b>\$50,000</b>	<b>\$65,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$20,000</b>
<b>Project Expenditures</b>										
2020	<b>Vehicles</b>			FY 11 Act.						
1	1/2 Ton Truck	FY11		(20,000)						
2	3/4 Ton Utility Truck	FY12			(45,000)					
3	1 Ton Dump Truck	FY 12			(50,000)					
4	1 Ton Truck w/plow, salt spreader	FY13				(60,000)				
5	1-ton Flatbed truck	FY14					(45,000)			
6	3/4 Ton Pick-up truck	FY14					(40,000)			
7	5 Ton Dump Truck	FY16							(65,000)	
8	One Ton Utility Truck	FY18								
9	One Ton Utility Truck	FY20								
<b>Total Expenditures</b>				<b>(\$20,000)</b>	<b>(\$95,000)</b>	<b>(\$60,000)</b>	<b>(\$85,000)</b>	<b>\$0</b>	<b>(\$65,000)</b>	<b>\$0</b>
2020	<b>Account Balance by Year</b>			<b>\$81,947</b>	<b>\$71,947</b>	<b>\$61,947</b>	<b>\$41,947</b>	<b>\$76,947</b>	<b>\$46,947</b>	<b>\$66,947</b>

<b>Notes</b>	
<p style="text-align: center;"><b>Shading key in Table: FY 11 Completed/Closed Projects</b></p> <p>The indicated funding balances for closed/completed projects are transferred to the Carry-Over Funds in the year following closure. The Town owns the following vehicles: <b>Town vehicles are targeted for replacement on a ten year cycle.</b></p> <ol style="list-style-type: none"> <li>1 The 1/2 Ton will replace the 2000 F250</li> <li>2 The 3/4 ton truck scheduled for 2012 will replace the 2002 Ford F250</li> <li>3 The 1 ton dump scheduled in 2012 will replace the 2002 Ford F450</li> <li>4 This truck is a new addition to the fleet for the added parks and streets</li> <li>5 The 1-ton flatbed scheduled in 2014 will replace the 2003 flatbed truck</li> <li>6 The 3/4 ton truck scheduled for 2014 will replace the 2004 Ford F350</li> <li>7 The 5 ton truck will replace the existing dump truck.</li> <li>8 This will replace the 2008 Ford F-350</li> <li>9 This will replace the 2010 Ford F-350</li> </ol>	<p style="text-align: center;"><b>Budgeting, Planned Expenditures for this Budget Year</b></p> <p style="text-align: center;"><b>Trucks</b></p> <ul style="list-style-type: none"> <li>1995 International Bucket Truck (P/S)</li> <li>1997 Dodge one ton Utility Truck (W/S)</li> <li>2003 Ford F-350 Flat Bed Truck (P/S)</li> <li>2004 Ford F350 Truck (P/S)</li> <li>2005 Ford F750 Dump Truck (P/S)</li> <li>2006 Chevy 5 Ton Dump (P/S)</li> <li>2008 Ford F-350 (W/S)</li> <li>2010 Ford F 350 Truck (P/S)</li> <li>2011 Ford F 350 Truck (W/S)</li> <li>2011 Ford F 350 Truck (P/S)</li> <li>2011 Ford Ranger (WW)</li> </ul>

# THE TOWN OF POOLESVILLE

FY 2013 Budget

## GENERAL FUND - CAPITAL PROJECTS

Adopted May 21, 2012

Printed: 24-May-12

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 11 Act.	FY 12 Projection	FY 13 Bgt. Budget	----- Forward Planning Cycle -----				
							FY 14	FY 15	FY 16	FY 17	
<b>Project Funding</b>											
2025	<b>Major Town Projects</b>										
	Carry-over funds: Completed Projects			112,765							
	Carry-Over Funds allocated to projects			(105,000)	Allocated to Acct. 2035						
1	Street Lighting Program	Open	93,000	51,191							
2	Fisher Ave Streetscape	Open	350,000	22,433		25,000	50,000	50,000	50,000	50,000	
	<b>Winchester Proffer</b>			50,000							
	<b>Montgomery Heritage Grant</b>			12,234							
3	Master Plan Trail System	FY11	280,000								
	<b>Funding from Impact Fees</b>			214,617							
				(15,048)	[Excess funding transferred into Carry-over Funds]						
4	Storm Damage Tree Replacement	FY11		10,000							
	Budget Amendment 9/17/2010			5,353							
				8,000	[Allocation of Carry-over-Funds]						
5	Tom Fox Curbs	FY12	65,000		65,000						
	<b>Budget Amendment 9/6/2011</b>										
6	Brooks Park Drainage	FY12	21,000		21,000						
7	Fisher Ave Drainage	FY12	74,000		74,000						
	<b>Budget Amendment 1/23/2012</b>										
8	St. Peter's Sidewalk	FY12	25,000		25,000						
9	Hunter's Run S/W Pgm Phase 1	FY13	500,000		50,000	160,000					
	<b>Speed Camera Revenue</b>				48,120	20,000					
	<b>Use of Unrestricted Reserves</b>			1,880	[Allocation of Carry-over-Funds]						
					100,000						
					120,000	[Transferred From Acct # 2040]					
10	Hunter's Run S/W Pgm Phase 2	FY13	120,000			120,000					
11	W Willard Sidewalks	FY13	67,000			39,000					
	<b>Transfer From Restricted Funds</b>			6,000							
	<b>Speed Camera Revenue</b>					22,000					
<b>Total Funding Allocations</b>			<b>\$1,595,000</b>	<b>\$374,425</b>	<b>\$503,120</b>	<b>\$386,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	
<b>Project Expenditures</b>											
2025	<b>Major Town Projects</b>			<b>FY 11 Act.</b>							
1	Street Lighting Program	Open			(51,190)						
2	Fisher Ave Streetscape	Open		(125)	(84,542)						
3	Master Plan Trail System	FY11		(199,569)							
4	Storm Damage Tree Replacement	FY11		(23,343)							
5	Tom Fox Curbs	FY12			(65,000)						
6	Brooks Park Drainage	FY12			(21,000)						
7	Fisher Ave Drainage	FY12			(74,000)						
8	St. Peter's Sidewalk	FY12			(25,000)						
9	Hunter's Run S/W Pgm Phase 1	FY13				(500,000)					
10	Hunter's Run S/W Pgm Phase 2	FY13				(120,000)					
11	W Willard Sidewalks	FY13				(67,000)					
<b>Total Expenditures</b>				<b>(\$223,037)</b>	<b>(\$320,732)</b>	<b>(\$687,000)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
2025	<b>Account Balance by Year</b>			<b>\$151,388</b>	<b>\$333,776</b>	<b>\$32,776</b>	<b>\$82,776</b>	<b>\$132,776</b>	<b>\$182,776</b>	<b>\$232,776</b>	

**Notes**

**Shading key in Table: FY 11 Completed/Closed Projects**

**Budgeting, Planned Expenditures for this Budget Year**

*The indicated funding balances for closed/completed projects are transferred to the Carry-Over Funds in the year following closure.*

**2025 The Major Town Project Account covers new Capital Improvement Projects aimed at improving the Town's infrastructure.**

- 1 Street Lighting Program includes;
  - C) FY10 Wootton (Fisher to Hempstone)
- 2 Improvements along Fisher Avenue, including crosswalks, raised intersections, signage, banners and streetlights  
FY 12-13 improvements include new signage and crosswalks, streetlights and banners fronting Whalen Commons
- 3 6 Foot segment along Fisher Avenue
- 4 Storm Damage Tree Replacement
- 5 Curbs along Tom Fox Avenue from Fisher Avenue to Hughes Road.
- 6 Provides for drainage from Brooks Park to the Wootton Avenue storm drain system.
- 7 Provides for underground piping and elimination of steep swales and erosion near Spates Hill Road and Hersperger Lane along Fisher Avenue
- 8 Provides for connectivity from existing sidewalk near Stoney Springs to existing Town sidewalk on Whites Ferry Road
- 9 Allows for underground piping of storm water, installation of curb, 3' green space and 5' sidewalk along Tom Fox Avenue (Hoskinson to Halmos)
- 10 Allows for underground piping of storm water, installation of curb, 3' green space and 5' sidewalk along Tom Fox Avenue (Hughes to Hoskinson)
- 11 Replacement of existing sidewalk

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## GENERAL FUND - CAPITAL PROJECTS

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							FY 14	FY 15	FY 16	FY 17
<b>Project Funding</b>										
2035	<b>Park Projects</b>									
	Carry-over funds: Completed Projects			21,943	10,075					
	Carry-over Funds allocated to projects				(31,800)					
1	Skatepark	Open	250,000	60,000						
	<b>MD State Grant</b>			34,238						
2	Park ADA Upgrade	Open		40,000						
3	Park Equipment Replacement	Open		60,000	20,000		20,000	20,000	20,000	20,000
	<b>Parks &amp; Playgrounds Grant</b>				70,000					
4	Whalen Park Lighting	FY10	36,000	1,212						
5	Dr. Dillingham Park Development	Open		12,469			50,000	50,000	50,000	50,000
6	Dr. Dill Park Electric Install	FY11	28,000							
	<b>Budget Amendment 5/17/2010</b>			28,000	(10,075)	[Transferred into Carry-over Funds]				
7	Dr. Dill Tot Lot	FY11	60,000	15,000						
	<b>Parks &amp; Playgrounds Grant</b>				60,000					
8	Dr. Dill Parking Lot		135,000	30,000	[Allocation of Carry-Over Funds]					
	<b>Allocated From Acct. 2025</b>			105,000						
9	Dr. Dill Pavilion	FY11	40,000	40,000						
10	West Willard Fence Repl.	FY12	5,000		5,000	[Allocation of Carry-Over Funds]				
11	Bathroom Renovation	FY12	20,000		8,000	[Allocation of Carry-Over Funds]				
	<b>Transferred from Restricted Funds</b>				15,585					
12	Bandshell Awning	FY12	10,000		10,000	[Allocation of Carry-Over Funds]				
13	Brooks Prk Grading	FY12	10,000		10,000					
14	Batting Cage	FY12	1,800		1,800	[Allocation of Carry-Over Funds]				
15	Perkins Park Fence	FY12	22,000		15,000	[Allocation of Carry-Over Funds]				
	<b>Budget Amendment 3/19/2012</b>				7,000					
16	Dr. Dill Lighting	FY13	15,000			15,000				
17	Steven's Park Tennis	FY15	70,000			10,000	10,000	50,000		
	The following project is listed in the Master Plan Impact Fee Schedule and will be funded through impact fees.									
18	Northern Quadrant Park	Open	1,700,000				20,000		50,000	50,000
	<b>Total Funding Allocations</b>		<b>\$2,402,800</b>	<b>\$447,862</b>	<b>\$190,585</b>	<b>\$25,000</b>	<b>\$80,000</b>	<b>\$140,000</b>	<b>\$120,000</b>	<b>\$120,000</b>
<b>Project Expenditures</b>										
2035	<b>Parks and Recreation</b>			<b>FY 11 Act.</b>						
1	Skatepark	Open		(94,238)						
2	Park ADA Upgrade	Open			(50,000)					
3	Park Equipment Replacement	Open			(70,000)					
4	Whalen Park Lighting	FY10		(1,212)						
5	Dr. Dillingham Park Development	Open		(12,469)						
6	Dr. Dill Park Electric Install	FY11		(17,926)						
7	Dr. Dill Tot Lot	FY11			(75,000)					
8	Dr. Dill Parking Lot	FY11		(133,369)	(1,631)					
9	Dr. Dill Pavilion	FY11			(40,000)					
10	West Willard Fence Repl.	FY12			(5,000)					
11	Bathroom Renovation	FY12			(20,000)					
12	Bandshell Awning	FY12			(10,000)					
13	Brooks Prk Grading	FY12			(10,000)					
14	Batting Cage	FY12			(1,800)					
15	Perkins Park Fence	FY12			(22,000)					
16	Dr. Dill Lighting	FY13				(15,000)				
17	Steven's Park Tennis	FY15					(70,000)			
18	Northern Quadrant Park	Open								
	<b>Total Expenditures</b>			<b>(\$259,214)</b>	<b>(\$305,431)</b>	<b>(\$15,000)</b>	<b>\$0</b>	<b>(\$70,000)</b>	<b>\$0</b>	<b>\$0</b>
2035	<b>Account Balance by Year</b>			<b>\$188,648</b>	<b>\$73,802</b>	<b>\$83,802</b>	<b>\$163,802</b>	<b>\$233,802</b>	<b>\$353,802</b>	<b>\$473,802</b>

**Notes**

**Shading key in Table: FY 11 Completed/Closed Projects**

**Budgeting, Planned Expenditures for this Budget Year**

- The indicated funding balances for closed/completed projects are transferred to the Carry-Over Funds in the year following closure.
- 1 The Skatepark is built on Dr. Dillingham Park
  - 2 ADA upgrades will occur as part of the Parks Board's prioritization recommendations. Steven's Park is scheduled for FY12
  - 3 Park replacement will occur as part of the Parks Board's replacement recommendations.
  - 4 Provides LED lighting for Whalen Commons parking areas.
  - 5 Accumulation of funds for future development.
  - 6 Installation of a 200 amp panel
  - 7 Tot lot for Dr. Dillingham Park
  - 8 Curb, Gutter and paving of existing stone dust parking area
  - 9 Installation of a concrete pad and pavilion
  - 10 Replacement of existing split rail fence
  - 11 Replacement of Halmos and Stevens Park restroom facilities
  - 12 Sun Shade for performers during afternoon concerts
  - 13 Provide proper drainage from the park property
  - 14 Steven's Park Batting Cage, installed via an Eagle Scout Project
  - 15 Provides a safety fence between ballfield and storm water pond
  - 16 Provides for dusk to dawn LED parking area streetlights
  - 17 Provides for resurfacing and block wall
  - 18 The 10-12 acre quadrant park has been divided into two 5 acre sites due to land constraints. The Elgin and Schraf properties, when developed, Accumulation of funds for future development.

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## GENERAL FUND - CAPITAL PROJECTS

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Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 11 Act.	FY 12 Projection	FY 13 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 14	FY 15	FY 16	FY 17
<b>Project Funding</b>										
2040	Major Street Repair Projects			3,055	277,378					
	Carry-over funds: Completed Projects				(280,000)	[Transferred to Acct# 2025]				
	Carry-Over Funds allocated to projects					[Excess Funding Allocated to Carry-Over Funds]				
1	Seneca Chase Subdivision	FY11	750,000	750,000	(277,378)					
2	Tom Fox Avenue	FY13	180,000		100,000	80,000				
3	Kohlhoss Road	FY13	160,000		60,000	100,000				
4	Cissel Manor Drive	FY13	100,000		100,000					
5	Westerly Avenue Patch	FY13	25,000		25,000					
6	Halmos Park Upper Lot	FY15	30,000				30,000			
7	Hoskinson (Bodmer to Tom Fox)	FY15	95,000				95,000			
8	Halmos Rd	FY15	35,000				35,000			
9	Hillard St (Phase I)	FY15	70,000				70,000			
10	Milford Mill Road	FY15	20,000				20,000			
11	Seymour Ct	FY15	20,000				20,000			
12	Hoskinson Ct	FY15	20,000				20,000			
13	Hacket Ct	FY15	27,000					27,000		
14	Billek Ct	FY15	27,000					27,000		
15	Westerly Pave	FY15	150,000					150,000		
16	Tom Fox Ct	FY17	30,000					30,000		
17	Haller Ave	FY17	30,000					30,000		
18	Haller Ct	FY17	18,000					18,000		
19	Hickman St	FY17	38,000						38,000	
20	Hickman Way	FY17	25,000						25,000	
21	Conlon Ct	FY17	17,000						17,000	
22	Gray Farm Ct	FY17	12,000						12,000	
23	Halmos Park Lower Lot	FY17	30,000						30,000	
24	McKernon Way	FY17	90,000						90,000	
	Future Roads to be determined	FY17							70,000	285,000
<b>Total Funding Allocations</b>			<b>\$1,999,000</b>	<b>\$753,055</b>	<b>\$5,000</b>	<b>\$180,000</b>	<b>\$290,000</b>	<b>\$282,000</b>	<b>\$282,000</b>	<b>\$285,000</b>
<b>Project Expenditures</b>										
2040	Major Street Repair Projects			<u>FY 11 Act.</u>						
1	FY11 Paving Program	FY11		(430,309)	(42,313)					
2	FY13 Paving Program	FY13				(465,000)				
3	FY 15 Paving Program	FY15						(572,000)		
4	FY17 Paving Program	FY17								(567,000)
<b>Total Expenditures</b>				<b>(\$430,309)</b>	<b>(\$42,313)</b>	<b>(\$465,000)</b>	<b>\$0</b>	<b>(\$572,000)</b>	<b>\$0</b>	<b>(\$567,000)</b>
<b>2040</b>	<b>Account Balance by Year</b>			<b>\$322,746</b>	<b>\$285,433</b>	<b>\$433</b>	<b>\$290,433</b>	<b>\$433</b>	<b>\$282,433</b>	<b>\$433</b>

**Notes**

**Shading key in Table: FY 11 Completed/Closed Projects      Budgeting, Planned Expenditures for this Budget Year**

*The indicated funding balances for closed/completed projects are transferred to the Carry-Over Funds in the year following closure.*

**2040 Major Street Repair Projects address the need to maintain, repair and resurface Town streets.**

All Town roads were evaluated and prioritized in 2012. Estimates in the out years reflect a 3% annual increase each year.

Speed humps may be added to increase speed awareness in residential areas.

# THE TOWN OF POOLESVILLE

FY 2013 Budget

## WATER and WASTEWATER FUND SUMMARY

Adopted May 21, 2012

Printed: 24-May-12

Ref. Page	Item or Description	Y/E 06/30/10 FY 11 Actual	Y/E 06/30/12 FY 12 Budget	Y/E 06/30/12 FY 12 Projection	Y/E 06/30/13 FY 2013 Budget
<b>Water &amp; Wastewater Operating Summary</b>					
24	W & WW Revenue	863,742	889,600	898,226	1,003,000
23	Grant from General Funds	100,687	100,000	113,000	0
<b>W &amp; WW Available Funding</b>		<b>964,428</b>	<b>989,600</b>	<b>1,011,226</b>	<b>1,003,000</b>
<b>Water &amp; Wastewater Expenditures</b>					
26	For W&WW Capital Projects	0	0	0	0
26	Operating Expenses	(964,430)	(988,737)	(1,014,400)	(1,002,168)
<b>Total: W &amp; WW Expenditures</b>		<b>(\$964,430)</b>	<b>(\$988,737)</b>	<b>(\$1,014,400)</b>	<b>(\$1,002,168)</b>
<b>Net Operating Balance</b>		<b>(\$2)</b>	<b>\$863</b>	<b>(\$3,174)</b>	<b>\$832</b>
<b>Unrestricted Funds Carried Forward from Prior Year</b>		<b>312</b>	<b>903</b>	<b>310</b>	<b>(2,864)</b>
<b>Closing Balance: Water/Wastewater Funds</b>		<b>\$310</b>	<b>\$1,766</b>	<b>(\$2,864)</b>	<b>(\$2,032)</b>
<b>Water &amp; Wastewater Funds Capital Projects Summary</b>					
<b>Funding Balance Carried Forward from Prior Year</b>		<b>\$1,398,382</b>	<b>\$725,963</b>	<b>\$1,611,517</b>	<b>\$490,630</b>
26	Funding from W & WW Revenues	0	0	0	0
7	Funding Granted by Genl Funds	270,000	150,000	225,000	144,000
3	Funding from Impact Fees	0	0	0	0
	Prior Balance - Impact Fees	0			
2	Transfers from Restricted Funds	0	0	0	0
	Internal transfers	0	0	445,000	0
26	Funding from MD Grants, Others	122,996	0	19,275	0
<b>Available for Capital Projects</b>		<b>\$1,791,378</b>	<b>\$875,963</b>	<b>\$2,300,792</b>	<b>\$634,630</b>
Capital Projects Expenditures		(179,861)	(391,500)	(1,810,162)	(60,500)
<b>Closing Balance: Funding for Capital Projects</b>		<b>\$1,611,517</b>	<b>\$484,463</b>	<b>\$490,630</b>	<b>\$574,130</b>

**Notes**

- [1] The Water and Wastewater Fund Summary is divided into two parts:
- \* The upper section presents the status of the Operating Account, including yearly revenue, allocations for Capital Projects, the Annual Operating Balance, Unrestricted Funds carried forward, and finally, the Unrestricted Funds Close-Out Balance for the year. Note that the Water and Wastewater Fund Capital Projects are funded by the General Fund, as W&WW revenues are only sufficient to cover part of the Operating Expenses.
  - \* The lower section summarizes the activity in the Water & Wastewater Fund Capital Projects Account, including funds carried forward, new funding from the Operating Account, and funding from other sources (including Granted General Funds), all summarized in the total funds available for Water & Wastewater Capital Projects. Actual or Planned Capital Spending is shown, ending in the Funding Balance for Capital Projects.

# THE TOWN OF POOLESVILLE

FY 2013 Budget

## WATER and WASTEWATER FUND REVENUE SUMMARY

Adopted May 21, 2012

Printed: 24-May-12

Acct No.	Account Name	Y/E 06/30/10 FY 11 Actual	Y/E 06/30/12 FY 12 Budget	Y/E 06/30/12 FY 12 Projection	Y/E 06/30/13 FY 13 Budget
<b><u>Water &amp; Wastewater Revenue</u></b>					
411.1	User Charges	811,301	860,000	821,000	960,000
505	Interest Income (510 & 515 )	3,949	3,000	3,000	3,000
590	WSSC & Contractor Fees	23,928	13,600	52,126	20,000
590B	Bay Fund Admin Fee	3,214	2,500	2,500	5,000
595	Tap Fees	21,350	10,500	19,600	15,000
<b>Sub-total: Water &amp; Wastewater Revenue</b>		<b>\$863,742</b>	<b>\$889,600</b>	<b>\$898,226</b>	<b>\$1,003,000</b>
<b><u>Water &amp; Wastewater Internal Support</u></b>					
	Grant from Unrestricted Gen'l Funds	100,687	100,000	113,000	0
<b>Sub-total: Water and Wastewater Available Funding</b>		<b>\$964,429</b>	<b>\$989,600</b>	<b>\$1,011,226</b>	<b>\$1,003,000</b>
<b><u>Impact Fee Revenue</u></b>					
597.1	Water System	157,695	160,376	160,376	160,376
597.2	Wastewater System	98,560	100,235	100,235	100,235
<b>Sub-total: Impact Fee Revenue</b>		<b>\$256,255</b>	<b>\$260,611</b>	<b>\$260,611</b>	<b>\$260,611</b>
<b><u>Grants and Designated Funding</u></b>					
A	MD Grant: ENR for WWTP	122,996	0	0	0
B	MD Grant WWTP Lighting Upgrade	0	0	19,275	0
C	Internal Transfers	0	0	0	0
D	Allocation of Unrestricted Funds	0	0	0	0
E	State Loan for I&I	0	0	0	0
<b>Sub-total: Grants and Designated Funding</b>		<b>\$122,996</b>	<b>\$0</b>	<b>\$19,275</b>	<b>\$0</b>
<b><u>Restricted Revenue</u></b>					
598	Chesapeake Bay Restoration Fund	54,793	50,000	50,000	100,000
<b>Sub-total: Restricted Revenue</b>		<b>\$54,793</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$100,000</b>
<b>Total: Water &amp; Wastewater Fund Revenue</b>		<b>\$1,398,473</b>	<b>\$1,300,211</b>	<b>\$1,341,112</b>	<b>\$1,363,611</b>

**Account Descriptions**

411 As part of the FY 2013 Budget approval, a 15% increase across the tiers was approved.

<u>Gallon Tiers</u>	<u>Structured Rate System</u>
0-30,000	8.11
30,001 - 40,000	9.08
40,001 - 50,000	10.04
50,001 - up	11.02

505 Interest income for funds in the County Investment Fund.  
 590 Revenue generated from contractor/hydrant use and WSSC.  
 595 Paid by new users to the water and wastewater system

598 This fee is collected by the Town for the State (See page 2 for details)

# THE TOWN OF POOLESVILLE

FY 2013 Budget

## WATER and WASTEWATER FUND EXPENSE SUMMARY

Adopted May 21, 2012

Printed: 24-May-12

Acct No.	Account Name	Y/E 06/30/10 FY 11 Actual	Y/E 06/30/12 FY 12 Budget	Y/E 06/30/12 FY 12 Projection	Y/E 06/30/13 FY 13 Budget
<b><u>Wastewater System</u></b>					
700	Wastewater Operations	377,997	338,200	363,863	347,700
750	Wastewater Administration	267,995	280,535	280,535	240,255
<b>Sub-total: Wastewater System</b>		<b>645,992</b>	<b>618,735</b>	<b>644,398</b>	<b>587,955</b>
<b><u>Water System</u></b>					
800	Water Operations	111,155	126,500	126,500	126,500
850	Water Administration	207,283	243,502	243,502	287,713
<b>Sub-total: Water System</b>		<b>318,438</b>	<b>370,002</b>	<b>370,002</b>	<b>414,213</b>
<b>Sub-total: Water &amp; Wastewater Operating Expenses</b>		<b>\$964,430</b>	<b>\$988,737</b>	<b>\$1,014,400</b>	<b>\$1,002,168</b>
3000	Water & Wastewater Funding for Capital Projects	0	0	0	0
<b>Sub-total: Water &amp; Wastewater Capital Expenses</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total: Water &amp; Wastewater Fund Expenses</b>		<b>\$964,430</b>	<b>\$988,737</b>	<b>\$1,014,400</b>	<b>\$1,002,168</b>

**Water and Wastewater Fund Analysis**

<b>Wastewater System</b>	<b>\$618,735</b>	<b>\$644,398</b>	<b>\$587,955</b>
	63%	64%	59%
<b>Water System</b>	<b>\$370,002</b>	<b>\$370,002</b>	<b>\$414,213</b>
	37%	36%	41%

**Notes**

# THE TOWN OF POOLESVILLE

FY 2013 Budget

## WATER and WASTEWATER FUND EXPENSE DETAILS

Adopted May 21, 2012

Printed: 24-May-12

Acct No.	Account Name	Y/E 06/30/10 FY 11 Actual	Y/E 06/30/12 FY 12 Budget	Y/E 06/30/12 FY 12 Projection	Y/E 06/30/13 FY 13 Budget
<b>700</b>	<b>Wastewater Operations</b>				
701	Sludge Hauling	89,982	66,800	90,000	90,000
702	Outside Laboratory Services	35,475	25,000	25,000	25,000
703	Electricity	126,663	129,200	126,663	133,500
705	Chemicals	48,557	44,000	44,000	44,000
707	Building Maintenance	1,102	1,000	1,000	1,000
708	Laboratory Expenses	3,954	3,700	3,700	3,700
709	Small Tools	462	500	500	500
710	WWTP Repair & Maintenance	32,563	35,000	40,000	30,000
711	Ultra Violet Bulb Maintenance	7,920	8,000	8,000	0
712	Sewer Repair and Maintenance	31,319	25,000	25,000	20,000
<b>Total:</b>	<b>Acct 700 Wastewater Operations</b>	<b><u>\$377,997</u></b>	<b><u>\$338,200</u></b>	<b><u>\$363,863</u></b>	<b><u>\$347,700</u></b>
<b>750</b>	<b>Wastewater Administration</b>				
755	Alloc: Staff Salary Burden from GF755	231,592	241,031	241,031	197,118
757	Alloc: Admin Sal'y Burden from GF760	9,348	9,504	9,504	10,322
761	Personnel Uniforms and Training	1,532	4,100	4,100	5,940
763	Accounting Services	3,000	3,000	3,000	3,000
771	Office Supplies	770	700	700	1,075
773	Telephone	2,182	2,100	2,100	2,700
775	Property Insurance	17,721	18,100	18,100	18,100
781	Truck Insurance	350	500	500	500
783	Truck Operations	1,500	1,500	1,500	1,500
<b>Total:</b>	<b>Acct 750 Wastewater Administration</b>	<b><u>\$267,995</u></b>	<b><u>\$280,535</u></b>	<b><u>\$280,535</u></b>	<b><u>\$240,255</u></b>

**Account Descriptions**

**The Major Account Group 700 covers all direct expenses associated with the administration, operation and maintenance of the Wastewater System, including outside contracts, utility costs, water and sewer supplies, and maintenance and repair costs.**

- 701 This account pays for the sludge hauling to landfills and periodic permit sludge testing.
- 702 This account covers sample analysis from outside labs.
- 703 This account covers the electric of the whole compound.
- 705 This account is for chemicals used in the treatment of the wastewater.
- 707 This account is for minor building maintenance.
- 708 This account covers in house lab testing supplies and minor test equipment.
- 709 This account covers small tools specific to wastewater system work.
- 710 This account covers parts and direct costs associated with maintaining the Wastewater Treatment Plant.
- 711 This account funds the annual replacement of the ultra violet disinfection lamps.
- 712 This account covers minor repairs and general maintenance of the sewer piping systems and various pump stations.
- 755 This account covers salaries for field staff.
- 757 This account pays for the portion attributed for office staff.
- 761 This account pays for employee uniforms, t-shirts, sweatshirts and safety boots.
- 763 This account pay a portion of the accounting fees.
- 765 This account pays for legal fees connected with the system.
- 771 This account pays for office supplies connected with the system.
- 773 This pays for phone bills connected with the system.
- 775 This account pays for wastewater properties, such as the plant and pump stations.
- 781 This account covers a proportionate share of the total cost.
- 783 This account pays a proportionate share of truck operations.

**The Major Account Group 750 covers all direct expenses associated with the administration of the Wastewater System, including full salary burden, personnel costs, office operation, all insurance, and truck operations.**

# THE TOWN OF POOLESVILLE

FY 2013 Budget

## WATER and WASTEWATER FUND EXPENSE DETAILS

Adopted May 21, 2012

Printed: 24-May-12

Acct No.	Account Name	Y/E 06/30/10 FY 11 Actual	Y/E 06/30/12 FY 12 Budget	Y/E 06/30/12 FY 12 Projection	Y/E 06/30/13 FY 13 Budget
<b>800</b>	<b>Water Operations</b>				
801	Lab Supplies / Testing	12,005	15,500	15,500	15,500
802	Building Supplies	261	500	500	500
805	Electricity	72,465	75,000	75,000	75,000
806	Chemicals	2,494	2,500	2,500	2,500
807	Water Repair and Maintenance	23,191	32,000	32,000	32,000
809	Small Tools	739	1,000	1,000	1,000
<b>Total: Acct 800 Water Operations</b>		<b>\$111,155</b>	<b>\$126,500</b>	<b>\$126,500</b>	<b>\$126,500</b>
<b>850</b>	<b>Water Administration</b>				
855	Alloc: Staff Salary Burden from GF755	127,391	160,688	160,688	197,118
857	Alloc: Admin Saly Burden from GF765	37,937	38,884	38,884	38,995
859	Bonding	150	150	150	150
861	Personnel Uniforms and Training	7,882	5,800	5,800	8,800
863	Accounting Services	3,000	3,000	3,000	3,000
871	Office and Billing Supplies	11,190	11,800	11,800	15,450
873	Telephone	2,139	3,100	3,100	4,120
875	Property Insurance	5,902	9,880	9,880	9,880
881	Truck Insurance	1,047	1,200	1,200	1,200
883	Truck Operations	10,645	9,000	9,000	9,000
<b>Total: Acct 850 Water Administration</b>		<b>\$207,283</b>	<b>\$243,502</b>	<b>\$243,502</b>	<b>\$287,713</b>

**Account Descriptions**

**The Major Account Group 800 covers all direct expenses associated with operation and maintenance of the Town's water system.**

- 801 This account covers the costs of all laboratory supplies and expenses, and test equipment, for the Town's municipal water system.
- 802 This account covers the cost of all consumable supplies and replenishable hardware supplies for the Water & Wastewater systems.
- 805 Electricity consumed at the various well sites (11) and sewerage pumping stations (6) are included in this account.
- 806 The chlorine added to the municipal water supply is included in this account.
- 807 Included in this account is the cost of minor repairs and maintenance to the water system, as accomplished by Town staff.
- 809 This account covers small tools specific to water system work.

**The Major Account Group 850 covers all direct expenses associated with the administration of the Water System, including full salary burden, personnel costs, office operation, all insurance, and truck operations. Acct descriptions are similar for 750's and 850's.**

- 855 General Fund Account 755 allocates the total salary burden for Water/Wastewater employees, which is then included here.
- 857 Likewise, the allocated share of Town Hall staff is calculated in GF Accts 760 & 765 and ten included here.
- 859 Cost of Bonding for Deputy Clerk who handles water billing and payments received.
- 861 This accounts cover the cost of Town uniforms and training for water employees respectively.
- 863 This account represent the costs for applicable accounting.
- 871 This account cover the costs of office supplies for water dept. functions including water billing costs.
- 873 This account include telephone service, including emergency notification systems, at all well houses.
- 875 This account cover the cost of property insurance for all parts of the water infrastructure.
- 881/883 The cost of truck insurance, gasoline, repairs, parts, etc., is included here for water trucks.

# THE TOWN OF POOLSVILLE

FY 2013 Budget

## WATER and WASTEWATER FUND - CAPITAL PROJECTS SUMMARY

Adopted May 21, 2012

Printed: 24-May-12

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 11 Act.	FY 12 Projection	FY 13 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 14	FY 15	FY 16	FY 17
<b><u>Project Funding</u></b>										
3130	Water Collection & Distribution		2,795,000	1,232,939	266,000	64,000	91,000	55,000	1,000	1,000
3150	Wastewater Systems		380,000	401,029	54,275	0	0	0	0	0
3167	Small Water & Wastewater Equip.		177,800	57,179	33,000	30,000	35,000	35,000	35,000	35,000
3169	Inflow & Infiltration		0	100,139	336,000	50,000	50,000	50,000	100,000	100,000
3170	Gen'l. Infrastructure Programs		0	92	0	0	0	0	0	0
<b>Total Funding Allocations</b>			<b>\$3,352,800</b>	<b>\$1,791,378</b>	<b>\$689,275</b>	<b>\$144,000</b>	<b>\$176,000</b>	<b>\$140,000</b>	<b>\$136,000</b>	<b>\$136,000</b>
<b><u>Direct Funding</u></b>										
3130	Allocation of unrestricted funds			600,000	245,000					
3130	Impact Fees									
3150	Impact Fees									
3150	MD Grant			158,762	19,275					
3169	Allocation of unrestricted funds				200,000					
<b>Sub-total: Direct Funding</b>				<b>\$758,762</b>	<b>\$464,275</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>3000</b>	<b>Funding by Gen'l Fund Grant [Total less Direct Funding]</b>			<b>\$1,032,616</b>	<b>\$225,000</b>	<b>\$144,000</b>	<b>\$176,000</b>	<b>\$140,000</b>	<b>\$136,000</b>	<b>\$136,000</b>
<b><u>Project Expenditures</u></b>										
				<b>FY 11 Act.</b>						
3130	Water Collection & Distribution			(43,584)	(1,016,685)	(20,000)	0	(623,000)	0	0
3150	Wastewater Systems			(86,509)	(341,275)	(20,000)	0	0	0	0
3167	Small Water & Wastewater Equip.			(29,077)	(38,300)	(20,500)	0	0	0	0
3169	Inflow & Infiltration			(20,691)	(413,902)	0	0	0	0	0
3170	Gen'l. Infrastructure Programs			0	0	0	0	0	0	0
<b>Total Expenditures</b>				<b>(\$179,861)</b>	<b>(\$1,810,162)</b>	<b>(\$60,500)</b>	<b>\$0</b>	<b>(\$623,000)</b>	<b>\$0</b>	<b>\$0</b>
<b><u>Account Balance by Year</u></b>										
3130	Water Collection & Distribution			1,189,355	438,670	482,670	573,670	5,670	6,670	7,670
3150	Wastewater Systems			314,520	27,520	7,520	7,520	7,520	7,520	7,520
3167	Small Water & Wastewater Equip.			28,102	22,802	32,302	67,302	102,302	137,302	172,302
3169	Inflow & Infiltration			79,448	1,546	51,546	101,546	151,546	251,546	351,546
3170	Gen'l. Infrastructure Programs			92	92	92	92	92	92	92
<b>Available For Capital Projects</b>				<b>\$1,611,517</b>	<b>\$490,630</b>	<b>\$574,130</b>	<b>\$750,130</b>	<b>\$267,130</b>	<b>\$403,130</b>	<b>\$539,130</b>

**Notes**

- [1] This page summarizes the five Capital Projects accounts associated with Water & Wastewater Fund capital expenditures. The summary is divided into three sections as follows:
- \* The top part of the page summarizes the costs of the various projects and the overall funding streams developed to implement those projects. Also included in the top section is a summary of all special funding available to augment the regular Funding Grant from the General Fund. The bottom line in the top section, Acct. 3000, subtracts the special funding and identifies the Net Amount which has been, or will be, funded by means of a Capital Projects Grant from the General Fund Revenues.
  - \* The middle part of the page summarizes the programmed expenditures of the funds to accomplish the various capital projects.
  - \* The bottom part of the page reflect the remaining balances in each of the accounts at the end of each Fiscal Year.
- [2] See the following Capital Account pages for detailed information.

# THE TOWN OF POOLESVILLE

FY 2013 Budget

## WATER & WASTEWATER FUND - CAPITAL PROJECTS

Adopted May 21, 2012

Printed: 24-May-12

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 11 Act.	FY 12 Projection	FY 13 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 14	FY 15	FY 16	FY 17
<b>Project Funding</b>										
3130	Water Collection & Distribution			1,067						
Carry-over funds: Completed Projects										
Carry-Over Funds allocated to projects										
1	Wells 7,9 &10 Alpha Treatment Restricted Funds		850,000	192,846						
Budget Amendment 10/3/2011										
					[Allocation of Unrestricted Funds]					
					245,000	[Allocation of Unrestricted Funds]				
2	Westerly Valve Repl	open		17,423		3,000				
3	Well Implementation	Annl.		5,000	1,000					
4	Well 11 (Rabanales)	FY15	620,000	416,603	20,000	40,000	90,000	54,000		
5	Alpha Media	Open				1,000	1000	1,000	1,000	1,000
6	Tank Cleaning & Inspect	FY13				20,000				
The following projects are listed in the Master Plan Impact Fee Schedule and will be funded through impact fees.										
7	Well 14 (Westerly/Jamison)	Open	525,000							
8	Well 15 (Cattail/Jamison)	Open	800,000							
<b>Total Funding Allocations</b>			<b>\$2,795,000</b>	<b>\$1,232,939</b>	<b>\$266,000</b>	<b>\$64,000</b>	<b>\$91,000</b>	<b>\$55,000</b>	<b>\$1,000</b>	<b>\$1,000</b>
<b>Project Expenditures</b>										
3130	Water Collection & Distribution			<b>FY 11 Act.</b>						
1	Wells 7,9 &10 Alpha Treatment	FY07		(40,902)	(996,944)					
2	Westerly Valve Repl	Open			(17,423)					
3	Well Implementation	Annl.		(2,682)	(2,318)					
4	Well 11 (Rabanales)	FY15					(620,000)			
5	Alpha Media	Open					(3,000)			
6	Tank Cleaning & Inspect	FY13				(20,000)				
7	Well 14 (Westerly/Jamison)	Open								
8	Well 15 (Cattail/Jamison)	Open								
<b>Total Expenditures</b>				<b>(\$43,584)</b>	<b>(\$1,016,685)</b>	<b>(\$20,000)</b>	<b>\$0</b>	<b>(\$623,000)</b>	<b>\$0</b>	<b>\$0</b>
<b>3130</b>	<b>Account Balance by Year</b>			<b>\$1,189,355</b>	<b>\$438,670</b>	<b>\$482,670</b>	<b>\$573,670</b>	<b>\$5,670</b>	<b>\$6,670</b>	<b>\$7,670</b>

**Notes**

**Shading key in Table: FY 11 Completed/Closed Projects**

**Budgeting, Planned Expenditures for this Budget Year**

*The indicated funding balances for closed/completed projects are transferred to the Carry-Over Funds in the year following closure.*

**3130 This account covers all aspects of expanding and improving the Town's water collection and distribution system.**

- 1 The Commissioners are moving forward with a program to reduce Radionuclides in the Town's water system. The treatment system will consist of connecting Wells 7, 9 & 10 to a radon and uranium removal treatment facility.
- 2 This project provides for the replacement of poorly operating water main valves.
- 3 Well implementation includes final permitting and MDE approval, construction of well house, and connection to the Town's water system.
- 4 This well will provide redundancy and back-up to the other wells in the Horsepen Branch watershed.
- 5 Wells 7, 9 & 10 treatment system media is replaced on a three year cycle
- 6 Interior cleaning and inspection, exterior inspection with minor repairs
- 7-8 These wells are funded by the developers through impact fees.

# THE TOWN OF POOLESVILLE

FY 2013 Budget

## WATER & WASTEWATER FUND - CAPITAL PROJECTS

Adopted May 21, 2012

Printed: 24-May-12

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 11 Act.	FY 12 Projection	FY 13 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 14	FY 15	FY 16	FY 17
<b>Project Funding</b>										
3150	<b>Wastewater Systems</b>			126,153	13,367	(20,000)				
	Carry-over funds: Completed Projects				(112,000)					
	Carry-Over Funds allocated to projects									
1	Rebuild Main WWTP Pumps	FY09	45,000	13,367	(13,367)	[Transferred into Carry-over Funds]				
2	Upgrade Pump Sta. Components	FY11	15,000	15,000						
3	Belt Press	FY12	300,000	160,000	35,000					
4	ENR				105,000	[Allocation of Carry-over Funds]				
4	State of Maryland Grant			158,762		[Repayment to carry-over funds]				
5	WWTP Lighting Upgrade	FY12	20,000		19,275					
5	State of Maryland Grant									
6	Filter Valve Replacement	FY12			7,000	[Allocation of Carry-over Funds]				
7	Spare Pump Station Motor/pump	FY13				20,000 [Allocation of Carry-Over Funds]				
<b>Total Funding Allocations</b>			<b>\$380,000</b>	<b>\$401,029</b>	<b>\$54,275</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Project Expenditures</b>										
3150	<b>Wastewater Systems</b>			FY 11 Act.						
1	Rebuild Main WWTP Pumps	FY09								
2	Upgrade Pump Sta. Components	FY11			(15,000)					
3	Belt Press	FY13			(300,000)					
4	ENR			(86,509)						
5	WWTP Lighting Upgrade	FY12			(19,275)					
6	Filter Valve Replacement	FY12			(7,000)					
7	Spare Pump Station Motor/pump	FY13				(20,000)				
<b>Total Expenditures</b>				<b>(\$86,509)</b>	<b>(\$341,275)</b>	<b>(\$20,000)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
3150	<b>Account Balance by Year</b>			<b>\$314,520</b>	<b>\$27,520</b>	<b>\$7,520</b>	<b>\$7,520</b>	<b>\$7,520</b>	<b>\$7,520</b>	<b>\$7,520</b>

**Notes**

**Shading key in Table: FY 11 Completed/Closed Projects**

**Budgeting, Planned Expenditures for this Budget Year**

The indicated funding balances for closed/completed projects are transferred to the Carry-Over Funds in the year following closure.

**3150 Includes all major maintenance, modernizations, upgrades and expansions to the sewage collection/treatment/disposal systems.**

- 1 The rebuild of the main pumps will consist of impellers, shafts, and bearings.
- 2 This project will enable the replacement of components within the Seneca Chase & Hunter's Run Pump Stations.
- 3 Replacement of the original equipment for the processing of sludge.
- 4 Program for enhanced nutrient removal
- 5 Upgrade to LED and other high efficiency lighting
- 6 Replacement of the original equipment.
- 7 Spare Pump Station Motor/pump

# THE TOWN OF POOLSVILLE

FY 2013 Budget

## WATER & WASTEWATER FUND - CAPITAL PROJECTS

Adopted May 21, 2012

Printed: 24-May-12

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 11 Act.	FY 12 Projection	FY 13 Bgt. Budget	Forward Planning Cycle			
							FY 14	FY 15	FY 16	FY 17
<b>Project Funding</b>										
3167	Small Water & Wastewater Equip.			12,067						
Carry-over funds: Completed Projects										
Carry-Over Funds allocated to projects										
1	Future W&S Equipment Needs	Open		31,103	15,000	15,000	20,000	20,000	20,000	20,000
a	Hydrant Meter	FY10	1,000							
b	Spare Pump Hunter's Run Sta.	FY11	8,000							
c	4" Trash Pump	FY11	4,000							
d	7 Replacement Hydrants	FY12	10,500							
e	Space Heaters	FY12	8,000							
f	WWTP Computer & Software	FY12	15,000		8,000					
						[Allocated From Carry-Over Funds]				
g	CL2 monitors Repl.	open	15,000							
H	CL2 Regulator	FY12	2,300		2,300					
						[Allocated From Carry-Over Funds]				
I	Solenoid Replacement	FY12	7,000							
J	Portable Generator	FY13	2,000		1,000					
						[Allocated From Carry-Over Funds]				
2	Water Meter Replacement	Annl.	105,000	14,009	10,000	15,000	15,000	15,000	15,000	15,000
<b>Total Funding Allocations</b>			<b>\$177,800</b>	<b>\$57,179</b>	<b>\$33,000</b>	<b>\$30,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>
<b>Project Expenditures</b>										
3167	Other Water & Wastewater Equip.			FY 11 Act.						
1	Future W&S Equipment Needs									
a	Hydrant Meter			(1,007)						
b	Spare Pump Hunter's Run Sta.			(11,188)						
c	4" Trash Pump			(2,873)						
d	7 Replacement Hydrants					(10,500)				
e	Space Heaters					(8,000)				
f	WWTP Computer & Software					(15,000)				
g	CL2 monitors Repl.					(6,000)				
H	CL2 Regulator					(2,300)				
I	Solenoid Replacement					(7,000)				
J	Portable Generator					(2,000)				
2	Water Meter Replacement	Annl.		(14,009)						
<b>Total Expenditures</b>				<b>(\$29,077)</b>	<b>(\$38,300)</b>	<b>(\$20,500)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
3167	<b>Account Balance by Year</b>			<b>\$28,102</b>	<b>\$22,802</b>	<b>\$32,302</b>	<b>\$67,302</b>	<b>\$102,302</b>	<b>\$137,302</b>	<b>\$172,302</b>

**Notes**

**Shading key in Table: FY 11 Completed/Closed Projects**

**Budgeting, Planned Expenditures for this Budget Year**

*The indicated funding balances for closed/completed projects are transferred to the Carry-Over Funds in the year following closure.*

[1] Committed funds may be reallocated, based on final incurred costs of completed projects, and/or revised priorities and needs.

**3167 This account includes all of the miscellaneous capital costs associated with the operation of the Town's Water & Wastewater Systems.**

- 1a Monitors hydrant usage
- 1b Replacement equipment
- 1c Replacement used during water main breaks
- 1d Replacement equipment
- 1e Replacement equipment @ WWTP
- 1f Replacement equipment & upgrade of software for off site computer access
- 1g Replacement equipment
- 1h Replacement equipment
- 1i Replacement equipment, for emergency crews

2 This line item provides for water meters for replacements and new installations.

# THE TOWN OF POOLESVILLE

FY 2013 Budget

## WATER & WASTEWATER FUND - CAPITAL PROJECTS

Adopted May 21, 2012

Printed: 24-May-12

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 11 Act.	FY 12 Projection	FY 13 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 14	FY 15	FY 16	FY 17
<b>Project Funding</b>										
3169	Inflow & Infiltration Carry-over funds: Completed Projects Carry-Over Funds allocated to projects			1,546						
1	On-going I & I Reduction Pgm.  Allocation of unrestricted funds <i>Budget amendment 1/23/2012</i> <i>Budget amendment 3/19/2012</i>	Annl.	Open	32,411 <b>66,182</b>	70,000 <b>200,000</b>  66,000	50,000	50,000	50,000	100,000	100,000
<b>Total Funding Allocations</b>				<b>\$0</b>	<b>\$100,139</b>	<b>\$336,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$100,000</b>
<b>Project Expenditures</b>										
3169	Inflow & Infiltration			<b>FY 11 Act.</b>						
1	On-going I & I Reduction Pgm. Wesmond Cleanouts Monitoring Main Line Insp.	Annl.		(20,691)	(102,902) (245,000) (30,000) (36,000)					
<b>Total Expenditures</b>				<b>(\$20,691)</b>	<b>(\$413,902)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>3169</b>	<b>Account Balance by Year</b>			<b>\$79,448</b>	<b>\$1,546</b>	<b>\$51,546</b>	<b>\$101,546</b>	<b>\$151,546</b>	<b>\$251,546</b>	<b>\$351,546</b>

**Notes**

**Shading key in Table: FY 11 Completed/Closed Projects      Budgeting, Planned Expenditures for this Budget Year**

The indicated funding balances for closed/completed projects are transferred to the Carry-Over Funds in the year following closure.

**3169 Funding and expenditures for the on-going inflow and infiltration reduction program.**

1 Annually funded program to analyze the sewerage system, identify major leaks, and make the necessary repairs.

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 11 Act.	FY 12 Projection	FY 13 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 14	FY 15	FY 16	FY 17
<b>Project Funding</b>										
3170	Gen'l. Infrastructure Programs Carry-over funds: Completed Projects Carry-Over Funds allocated to projects			92						
1	Water/Sewer Extensions	open		66,182 <b>(66,182)</b>						
<b>Total Funding Allocations</b>				<b>\$0</b>	<b>\$92</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Project Expenditures</b>										
3170	Gen'l. Infrastructure Programs			<b>FY 11 Act.</b>						
1	Water/Sewer Extensions Private Hook-ups									
<b>Total Expenditures</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>3170</b>	<b>Account Balance by Year</b>			<b>\$92</b>	<b>\$92</b>	<b>\$92</b>	<b>\$92</b>	<b>\$92</b>	<b>\$92</b>	<b>\$92</b>

**Notes**

**Shading key in Table: FY 11 Completed/Closed Projects      Budgeting, Planned Expenditures for this Budget Year**

The indicated funding balances for closed/completed projects are transferred to the Carry-Over Funds in the year following closure.

**3170 General Infrastructure Programs, which do not "fit" into other Water & Wastewater Accounts, are tracked in this Account.**

1 This program will follow the wellhead protection plan by providing water and/or sewer lines to "in Town" properties currently served by private wells and septic. The private wells and septic will be abandoned to eliminate sources of potential aquifer contamination.

# THE TOWN OF POOLSVILLE

FY 2013 Budget

## TOWN STATISTICS

Adopted May 21, 2012

Printed: 24-May-12

Note No.	Item or Description	Fiscal Year 2007	Fiscal Year 2008	Fiscal Year 2009	Fiscal Year 2010	Fiscal Year 2011	Fiscal Year 2012	Fiscal Year 2013
[1]	<b>Population</b>							
	As Previously Reported	5,167	5,167	5,167	5,183	4,883	4,913	
	<b>Housing</b>							
	Single Family	1,297	1,297	1,302	1,312	1,335	1,365	
	Town Houses	336	336	336	336	336	336	
	Total Family Dwellings	1,633	1,633	1,638	1,648	1,671	1,701	0
	Other	56	56	56	56	56	56	
[2]	<b>Net Assessable Base</b>							
	As Reported	489,487,975	549,795,536	654,224,300	711,531,977	669,438,357	685,977,580	688,453,667
[2]	<b>Tax Rate</b>							
	As Adopted	\$0.20	\$0.18	\$0.16	\$0.15	\$0.16	\$0.16	\$0.16
[3]	<b>General Fund Budget</b>	[Actual]	[Actual]	[Actual]	[Actual]	[Actual]	[Projected]	[Budget]
	Operating Expenses	1,677,442	1,795,981	1,972,178	1,748,683	1,594,373	1,745,043	1,775,596
	Funding: Capital Projects	545,500	935,500	726,735	646,642	433,353	519,500	665,913
	Funding: Water/Wastewater Projects	190,000	240,000	130,000	335,000	270,000	225,000	144,000
	Total Budget (General Funds)	2,412,942	2,971,481	2,828,913	2,730,325	2,297,726	2,489,543	2,585,509
	Budgeted Cash Reserve	844,854	1,338,015	1,142,631	1,161,107	960,536	892,192	780,054
	Actual Close-Out Cash Reserve	1,281,723	1,140,836	1,701,621	980,505	1,328,507	779,390	
							[Projected]	
	<b>Water and Wastewater Fund Budget</b>							
	Operating Expenses	897,651	844,033	921,484	958,816	964,430	1,014,400	1,002,168
	Funding: Capital Projects	0	0	0	0	0	0	0
	<b>Total Town Acreage</b>	2,374	2,374	2,374	2,374	2,374	2,374	2,374
	<b>Parks and Open Spaces</b>							
	Number	12	12	12	12	12	12	12
	Area (acres)	56	56	56	56	56	56	56
	Number of:							
	Tennis Courts	4	4	4	4	4	4	4
	Basketball Courts	3	3	3	3	3	3	3
	Baseball Fields	4	4	4	4	4	4	4
	Tot Lots	6	6	6	6	6	6	6
	<b>Miles of Town Roads</b>	16.31	16.31	16.31	16.31	16.31	16.31	18.00
	<b>Number of Municipal Water Wells</b>	9	9	9	9	11	11	11
	<b>Avg. Water Production (Gal/Day)</b>	466,526	419,947	428,246	409,000	385,000		
	Calander year							
	<b>Avg - WWTP (Gal/Day)</b>	520,333	584,133	678,524	621,586	755,000		
	Calander year							
	<b>Number of Town Employees</b>							
	Full Time	14	14	14	14	14	15	15
	Part Time	0	0	0	1	1	0	0
	Summer Help				1	2	2	2

**Notes**

- [1] The 2010 Census reported a population of 4,883 and an average of 3.18 persons per household, Housing numbers are actual .
- [2] All Budget figures exclude special revenues such as Impact Fees or dedicated Grants.

# THE TOWN OF POOLSVILLE

FY 2013 Budget

## POOLSVILLE EMPLOYEE SALARY STRUCTURE

Adopted May 21, 2012

Printed: 24-May-12

The Poolsville Employee Salary Structure is organized into twenty salary grades, each grade based on a general job description.

Within each Salary Grade, there are ten separate levels, from entry level to full experience.

The salary level for each employee is based on experience, tenure, job performance ratings, and individual responsibilities and initiatives.

<u>Salary Grade</u>	<u>Grade Definition</u>	<u># Employees</u>
1		
2	Part-time Clerical/Summer help	2
3		
4	Entry Level - 6 Month Trial Period	
5	Level Following Six Month Trial Period	
6	Level After One Year of Service	2
7		
8	Holder of One License	3
9	Holder of Two Licenses	2
10	Holder of Three Licenses	
11	Wastewater 5/P&S Crew Chief/Deputy Clerk/ Events Coordinator	4
12		
13		
14	Water & Sewer Superintendent, Wastewater Superintendent Director of Parks & Streets	3
15		
16	Clerk-Treasurer	1
17		
18		
19		
20	Town Manager	1

<u>Salary Grade</u>	<u>FY 12 Budget Minimum Level</u>	<u>FY 12 Budget Maximum Level</u>	<u>FY 2013 Budget Minimum Level</u>	<u>FY 2013 Budget Maximum Level</u>
1				
2	24,710	32,250	25,451	33,218
3				
4	28,190	[n/a]	29,036	[n/a]
5	30,021	45,250	30,922	46,608
6	31,485	47,506	32,430	48,931
7				
8	34,633	52,256	35,672	53,824
9	37,800	58,154	38,934	59,899
10	41,580	64,472	42,827	66,406
11	43,659	67,695	44,969	69,726
12				
13				
14	52,391	80,930	53,963	83,358
15				
16	55,010	84,976	56,660	87,525
17				
18				
19				
20	80,000	105,000	82,400	108,150

Maximum 0.03 increase based upon performance

Notes

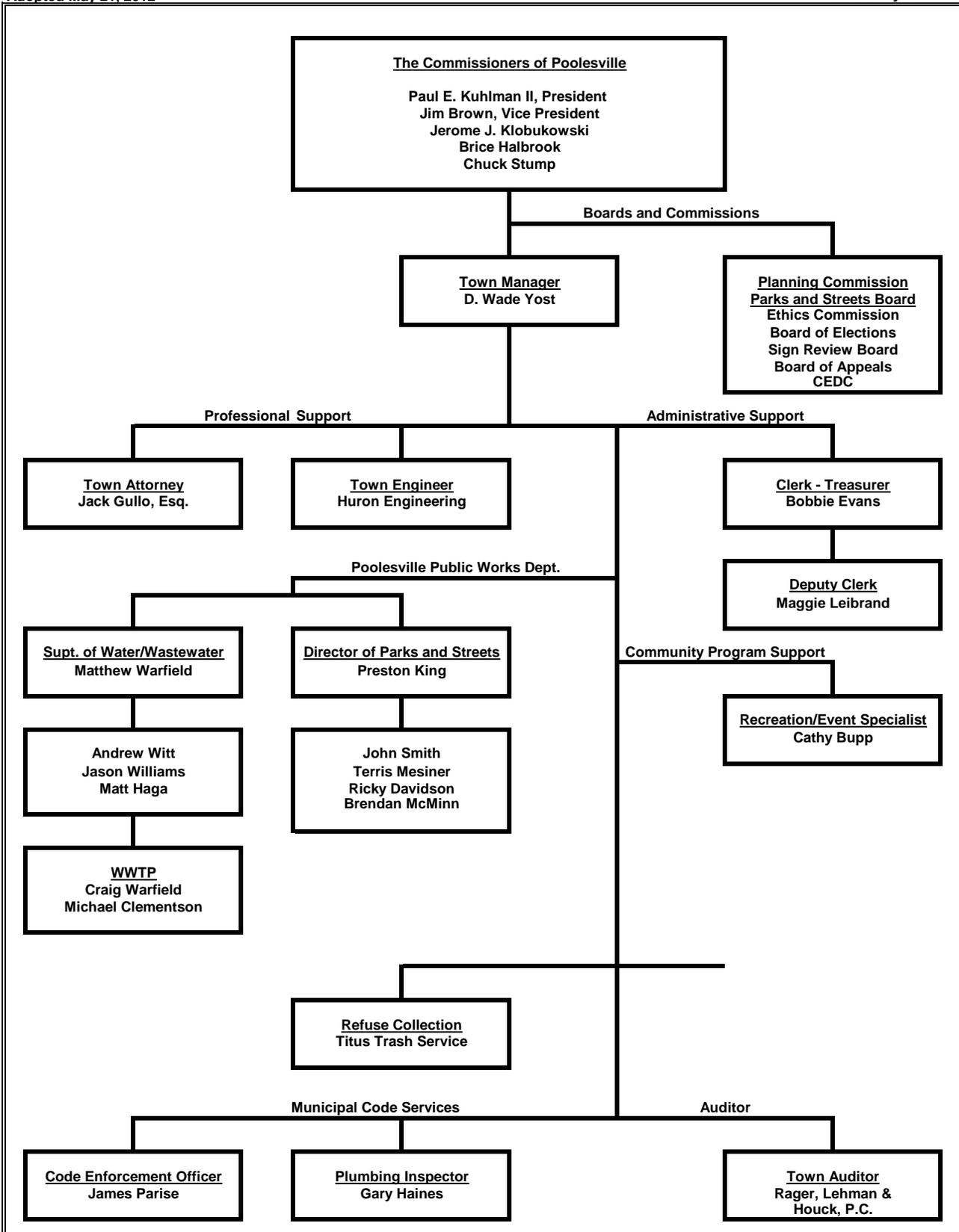
# THE TOWN OF POOLSVILLE

FY 2013 Budget

## MUNICIPAL ORGANIZATION CHART

Adopted May 21, 2012

Printed: 24-May-12



# THE TOWN OF POOLSVILLE

FY 2013 Budget

## ESTIMATES OF BUDGET CHANGES IN FUTURE YEARS: FY 14 THROUGH FY 17

Adopted May 21, 2012

Printed: 24-May-12

Item	FY 14	FY 15	FY 16	FY 17
<b>Newly Constructed Homes</b>	<b>30</b>	<b>30</b>	<b>30</b>	<b>30</b>
<b>Part 1 - Revenues</b>				
111 Property Taxes				
Figure from Budget Year	1,091,758			
Percentage Annual Escalation	2.00%	2.00%	3.00%	3.00%
Escalated Property Tax	1,113,593	1,156,979	1,234,330	1,314,002
Property Tax - New Homes	20,700	41,400	41,400	41,400
Total Projected Property Tax	1,134,293	1,198,379	1,275,730	1,355,402
Less Current Property Tax	(1,091,758)	(1,091,758)	(1,091,758)	(1,091,758)
<b>Incr. Revenue - Prop Tax</b>	<b>42,535</b>	<b>106,621</b>	<b>183,972</b>	<b>263,644</b>
360.1 Income Tax (New Homes)	21,000	21,000	21,000	21,000
Cumulative Prev. Increase	0	21,000	42,000	63,000
<b>Incr. Revenue - Income Tax</b>	<b>21,000</b>	<b>42,000</b>	<b>63,000</b>	<b>84,000</b>
<b>Other Revenue Changes</b>				
<b>Total Revenue Changes</b>	<b>\$63,535</b>	<b>\$148,621</b>	<b>\$246,972</b>	<b>\$347,644</b>
<b>Part 2 - Operating Expenses</b>				
Total Operating Expenses	(1,736,344)			
Percentage Annual Escalation	2.00%	2.50%	3.00%	3.00%
Escalated Oper. Expense	(1,771,071)	(1,815,348)	(1,869,808)	(1,925,902)
Less Current Operating Expn.	1,736,344	1,736,344	1,736,344	1,736,344
<b>Annl. Increased Expenses</b>	<b>(34,727)</b>	<b>(79,004)</b>	<b>(133,464)</b>	<b>(189,558)</b>
<b>New Programs</b>				
Additional Admin Staff (1)				
Addnl Public Works Staff (2)	(40,000)	(40,000)	(80,000)	(80,000)
Trash Contract Increase	(5,300)	(10,600)	(15,900)	(21,200)
Local Police Coverage				
Commissioners Stipend				
Town Sidewalk Program				
Town Recreational Trail Sys.				
Fisher Avenue Streetscape				
<b>Total Operating Expense Changes</b>	<b>(\$80,027)</b>	<b>(\$129,604)</b>	<b>(\$229,364)</b>	<b>(\$290,758)</b>
<b>Total Change - Annual Balance</b>	<b>(\$16,492)</b>	<b>\$19,017</b>	<b>\$17,608</b>	<b>\$56,886</b>
<b>Notes</b>				
[1]	Escalation of Operating Expenses does not include debt Service (per page 6).			
[2]	Revenue changes identified for future consideration include only escalation on property tax revenue, and additional property tax and income tax revenue from new homes and residents. Other revenue items are influenced by a number of independent, outside factors.			
[3]	In addition to identified changes in expenses, other services and programs of interest have been listed but without committed implementation.			