



TOWN OF
Poolesville
MARYLAND

Adopted May 8, 2017

FY 2018 Budget

THE TOWN OF POOLSVILLE

FY 2018 Budget

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Executive Summary

Adopted May 8, 2017

Printed: 9-May-17

The Commissioners of Poolesville are pleased to present to you the FY 2018 Budget. This budget document represents the program strategies and resources developed by the Commission President and Town Manager during the budget preparation process as well as the modifications made by the Commissioners during the March budget worksession.

The Town's total budget equates to \$4,751,393, with \$3,478,478 in the general fund and \$1,272,915 attributed to the water & sewer enterprise fund.

The Administration has continued to prepare the annual Town budget that is not only fiscally conservative but continues to move the Town forward to achieve the Goals and Objectives of the Commissioners. Department superintendents submitted budget requests that were prioritized and vetted always with an eye on reducing costs. Changes in event programming and personnel have been made in order to continue with the Town's community building and level of service that residents have enjoyed.

The Commissioner's goals and objectives are to provide high quality services to the citizens of Poolesville in the most cost-effective manner possible. Following are some of the highlights of the budget:

Tax Rate - The FY 2018 Budget is based on a constant tax rate of 17.56¢ per \$100.00 of assessment.

Employees - This budget proposes one additional employee and a 3.5% employee wage increase. In recent years, changes have also been made to the number of positions and hours worked for many seasonal and part time staff in order to reduce overtime and expenses.

Newsletter - Several years ago, the quarterly Town Hall newsletter was abandoned for web based information. This budget proposes to restart this effort and improve communications.

Marketing - This budget reflects a 50% reduction in marketing and communication support with Van Eperen.

Infrastructure - Efforts to fund infrastructure projects continues in this budget and through the long term planning cycles.

Water and Sewer fund, there are some major changes to reduce the impacts on water and sewer rates. Sludge hauling and electricity continue to create substantial expenses. In this proposed budget, pump replacement and large repairs have been moved out of the general operational accounts and placed in capital accounts. Typically "planned" new pumps are funded in this matter and once replaced become classified as a new capital item and depreciated as such. This change significantly reduced the operations funding in the wastewater, sewer conveyance and water accounts. Even with this reduction, the account is still underfunded. An 8% increase with a larger increase for higher use tiers is needed to support the fund. This proposed change would increase the average water bill between \$6 - \$12 per quarter.

In conclusion, the FY2018 Budget addresses the goals and priorities established by the Commissioners for the Town's future.

D. Wade Yost
Town Manager

THE TOWN OF POOLSVILLE

FY 2018 Budget

BUDGET REVIEW - Operating Accounts

Adopted May 8, 2017

Printed: 9-May-17

General Fund Operations

The FY18 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 two parts:

Town Operations	\$2,190,000
Debt Service	\$225,563

1. Town Operations include the following:

Salaries and benefits for Town staff of 19 full-time and 3 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, yard waste and recycling.

Support of community outreach programs, such as the grants program, annual fireworks display, Poolesville Day, Post Prom transportation, etc.

Support of Community Events, such as the Holiday Lighting Ceremony, Fridays on the Commons, Spring Fest, and Octoberfest.

2. Debt Service includes the repayment of loans to complete certain public works projects. Currently, there are three 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 supplement the annual payments.

In FY15, a \$2,304,000 loan was initiated to fund the Westerly I & I relining project.

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 have been made, but inflationary pressures, aging infrastructure and increasingly stringent requirements continue to challenge the efforts to maintain a self sufficient water and wastewater operating account.

Over the past year, additional employees, increasing costs in salaries, benefits, communications, chemicals and maintenance have escalated operational expenses.

This year, the Commissioners have will adopt an 8% rate increase to achieve a balanced Fund.

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BUDGET REVIEW - Capital Projects and Spending

Adopted May 8, 2017

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General Capital Projects

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

General Fund Capital projects are divided into seven accounts, with the following FY18 funding allocations:

2005	Office Equipment	\$17,100
2010	Municipal Buildings and Equipment	\$51,500
2015	Parks and Streets Equipment	\$106,250
2020	Vehicles	\$60,000
2025	Major Town Projects	\$92,500
2035	Parks and Recreation	\$65,000
2040	Major Street Repair Projects	\$292,000

Highlights of the General Capital Funding Plan include:

1. The 2005 account includes (see page 17 for details)
Funding for future office requirements, meter readers and water billing software upgrade
2. The 2010 account funds municipal building needs (see page 17 for details)
Town Hall maintenance and storage buildings
3. The 2015 account funds general equipment and mower purchases (see page 18 for details)
Funds accumulating for holiday lights, replacement back-hoe, replacement skid loader and mowers
4. The 2020 account accumulates funding for a ten year replacement of vehicles (see page 19 for details)
Trucks on a ten-year replacement cycle
5. The 2025 account provides funding for major Town projects (see page 20 for details)
Street LED lighting replacement program, Whalen wall repair
Funds are accumulating for Fisher Avenue Streetscape
6. The 2035 account includes (see page 21 for details)
Improvements on Whalen Commons and other park upgrades
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 FY17 allocations:

3130	Water Collection and Distribution	\$85,500
3150	Wastewater Systems	\$163,000
3167	Water and Wastewater Equipment	\$35,000
3169	Inflow and Infiltration	\$50,00
3170	General Infrastructure Programs	\$40.00

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

1. The 3130 account includes (see page 29 for details):
Funding for Water tank painting, water valve replacements and Well 11 construction.
2. The 3150 account includes (see page 30 for details):
Accumulation of funds for several pump replacements/rebuilds for the WWTP and pump stations
3. The 3167 account includes (see page 31 for details):
Scheduled replacement of existing equipment.
Funds for water meters
4. The 3169 account provides funding for the repair of the Town's sewer system. (see page 32 for details)
5. The 3170 account provides funds for large unanticipated water and sewer infrastructure repairs. (see page 32 for details)

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FINANCIAL FORECAST: FY 18 Bgt. THROUGH FY 22

Adopted May 8, 2017

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

Item	FY 16 Actual	FY 17 Budget	FY 17 Projection	FY 18 Budget
Revenue	3,671,746	3,038,339	3,378,339	3,478,478
Funding: General Projects	(412,590)	(477,000)	(522,000)	(684,350)
Funding: Water / Wastewater Projects	(422,760)	(321,000)	(386,000)	(373,500)
Sub-Total: Capital Projects	(835,350)	(798,000)	(908,000)	(1,057,850)
Operating Expenses	(2,345,372)	(2,236,804)	(2,273,679)	(2,415,350)
Total Annual Expenditures	(3,180,722)	(3,034,804)	(3,181,679)	(3,473,200)
Annual Balance	<u>\$491,024</u> 13.4%	<u>\$3,535</u> 0.1%	<u>\$196,660</u> 5.8%	<u>\$5,278</u> 0.2%

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 2018 Budget and the Current Five-Year Plan for Funding Capital Projects

Item	FY 19	FY 20	FY 21	FY 22
Revenue	3,583,682	3,690,944	3,784,977	3,880,471
Funding: General Projects	(648,250)	(626,700)	(656,500)	(646,000)
Funding: Water / Wastewater Projects	(401,000)	(486,000)	(456,000)	(510,000)
Sub-Total: Capital Projects	(1,049,250)	(1,112,700)	(1,112,500)	(1,156,000)
Operating Expenses	(2,504,446)	(2,554,418)	(2,645,283)	(2,697,059)
Total Annual Expenditures	(3,553,696)	(3,667,118)	(3,757,783)	(3,853,059)
Projected Balances	<u>\$29,986</u> 0.8%	<u>\$23,826</u> 0.6%	<u>\$27,194</u> 0.7%	<u>\$27,412</u> 0.7%

Part 2[a] - Recap of Current Financial Reserves

Item	FY 16 Actual	FY 17 Budget	FY 17 Projection	FY 17 Budget
Unspent Funds: General Projects	690,006	230,528	356,570	597,494
Unspent Funds: W & WW Projects	1,354,140	920,424	855,500	1,026,200
Sub-Total: Unspent Capital Funding	2,044,146	1,150,952	1,212,070	1,623,694
Unrestricted Reserve (Genl Fund)	712,985	516,520	709,645	714,923
Balance (Water / Wastewater Fund)	90	(20,624)	2,875	(84,738)
Restricted Funds	80,823	100,823	124,862	124,862
Total Financial Reserves On-Hand	<u>\$2,838,044</u>	<u>\$1,747,671</u>	<u>\$2,049,452</u>	<u>\$2,378,741</u>

Part 2[b] - Projections for Future Financial Reserves

Item	FY 19	FY 20	FY 21	FY 22
Unspent Funds: General Projects	509,744	1,025,244	761,744	1,249,744
Unspent Funds: W & WW Projects	1,197,700	1,518,700	1,576,700	1,986,700
Sub-Total: Unspent Capital Funding	1,707,444	2,543,944	2,338,444	3,236,444
Unrestricted Reserve (Genl Fund)	744,908	768,734	795,928	823,339
Balance (Water / Wastewater Fund)	(172,351)	(259,964)	(347,577)	(435,190)
Restricted Funds	124,862	124,862	124,862	124,862
Total Financial Reserves On-Hand	<u>\$2,404,863</u>	<u>\$3,177,576</u>	<u>\$2,911,657</u>	<u>\$3,749,455</u>

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.

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RESTRICTED FUNDS and CASH SUMMARIES

Adopted May 8, 2017

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Ref. Page	Item or Description	Y/E 06/30/16 FY 16 Actual	Y/E 06/30/17 FY 17 Budget	Y/E 06/30/17 FY 17 Projection	Y/E 06/30/18 FY 18 Budget
RESTRICTED FUNDS					
[4]	Chesapeake Bay Restoration Fee				
	Funds Collected With Water Bills	111,645	100,000	111,645	111,645
	Admin Fee	(5,582)	(5,000)	(5,582)	(5,582)
	Paid To Maryland	(106,063)	(95,000)	(106,063)	(106,063)
	Balance Forward	0	0	0	0
	Closing Balance: Year End	0	0	0	0
	Development Recreation Fee				
	Funds Collected	29,180	0	0	0
	Balance Forward	0	29,180	29,180	29,180
	Funds Allocated	0	0	0	0
	Closing Balance: Year End	\$29,180	\$29,180	\$29,180	\$29,180
	Community Events Roll-Over Funds				
	Funds Collected	15,114	0	0	0
	Balance Forward	11,022	14,381	14,381	14,381
	Funds Allocated	(11,755)	0	0	0
	Closing Balance: Year End	\$14,381	\$14,381	\$14,381	\$14,381
	Economic Development				
	Funds transferred		0	0	
	Balance Forward	9,535	3,205	3,205	3,205
	Funds Allocated	(6,330)	0	0	
	Closing Balance: Year End	\$3,205	\$3,205	\$3,205	\$3,205
	Senior Program				
	Funds Collected	30,481	0	0	0
	Balance Forward	18,783	0	0	0
	Funds Allocated	(49,264)	0	0	0
	Closing Balance: Year End	\$0	\$0	\$0	\$0
	Reforestation Fees				
	Fees Collected	1,960		44,039	
	Balance Forward	14,114	16,074	16,074	60,113
	Funds Allocated	0	0	0	
	Closing Balance: Year End	\$16,074	\$16,074	\$60,113	\$60,113
	Speed Camera Revenue				
	Fees Collected	26,484	20,000	0	0
	Balance Forward	499	17,983	17,983	17,983
	Funds Allocated	(9,000)	0	0	0
	Closing Balance: Year End	\$17,983	\$37,983	\$17,983	\$17,983
	Development Funds				
	Kettler Proffer				
	Fees Collected	7,500	10,000	0	0
	Balance Forward	7,500	0	0	0
	I&I Loan	(15,000)	(10,000)	0	0
	Closing Balance: Year End	\$0	\$0	\$0	\$0
	Transfers From Restricted Funds				
	For General Fund	(82,349)	0		
	For General Capital Projects	(9,000)	0		0
	For W/WW Capital Projects	0	0	0	0
	Closing Balance - All Restricted Funds (Not Including Bay Restoration Funds)	\$80,823	\$100,823	\$124,862	\$124,862

SUMMARY OF CASH ASSETS AT YEAR END

Ref Pg	General Fund	Y/E 06/30/16 FY 16 Actual	Y/E 06/30/17 FY 17 Budget	Y/E 06/30/17 FY 17 Projection	Y/E 06/30/18 FY 18 Budget
5	Unrestricted Funds at Year End	712,985	516,520	709,645	714,923
5	Accumulated Unspent Funds for Capital Projects	690,006	230,528	356,570	597,494
	Total Funds on Hand	\$1,402,991	\$747,048	\$1,066,215	\$1,312,417
	Water and Wastewater Fund				
21	Unrestricted Funds at Year End	90	(20,624)	2,875	(84,738)
21	Accumulated Unspent Funds for Capital Projects	1,354,140	920,424	855,500	1,026,200
	Total Funds on Hand	\$1,354,230	\$899,800	\$858,375	\$941,462
2	Restricted Funds				
	Top of Page	\$80,823	\$100,823	\$124,862	\$124,862
3	Impact Fees				
	Gen. Fund Impact Fee Balance at Year Enc	\$61,683	\$141,652	\$93,672	\$175,003
	W & WW Impact Fee Balance at Year End	\$404,552	\$611,201	\$441,088	\$652,568
	TOTAL CASH ASSETS AT YEAR END	\$3,304,279	\$2,500,524	\$2,584,212	\$3,206,312

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 Fee 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 return:

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SCHEDULE of IMPACT FEES

Adopted May 8, 2017

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Acct No.	Item or Description	Pct.	FY 16 Actual	FY 17 Projection	FY 18 Bgt. Budget	Forward Planning Cycle			
						FY 19	FY 20	FY 21	FY 22
	Number of New Homes (in Fiscal Year)		6	12	30	30	30	30	25
	Impact Fee per New Home		11,914	12,117	12,323	12,532	12,746	12,962	13,183
	Number of New Townhomes		17	0	0	0	0		
	Impact Fee per New Townhome		8,028	8,165	8,303	8,444	8,588		
	Total Impact Fees: New Homes		207,963	145,404	369,690	375,974	382,366	388,866	329,564
	Other Impact Fees								
	Total: All Impact Fees		\$207,963	\$145,404	\$369,690	\$375,974	\$382,366	\$388,866	\$329,564
4005	Recreation	17.0%	35,354	24,719	62,847	63,916	65,002	66,107	56,026
	Public Facilities	5.0%	10,398	7,270	18,484	18,799	19,118	19,443	16,478
4000	Total: General Fund Capital Projects	22.0%	\$45,752	\$31,989	\$81,331	\$82,715	\$84,120	\$85,550	\$72,504
1110	Water System	48.0%	99,822	69,794	177,451	180,468	183,536	186,656	158,191
1120	Wastewater System	30.0%	62,389	43,621	110,908	112,791	114,710	116,660	98,869
1100	Total: Water/Wastewater Capital Projects	78.0%	\$162,211	\$113,415	\$288,359	\$293,259	\$298,246	\$303,316	\$257,060

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 16 Actual	FY 17 Projection	FY 18 Bgt. Budget	Forward Planning Cycle			
					FY 19	FY 20	FY 21	FY 22
2030	Public Facility							
	New/Carried forward from Prior Years	27,594	7,270	18,484	18,799	19,118	19,443	16,478
	Reimbursement to General Fund							
	Actual / Projected Expenditures	(15,000)						
2035	Recreation Programs							
	b. New Park Systems							
	New/Carried forward from Prior Years	57,324	24,719	62,847	63,916	65,002	66,107	56,026
	Allocation of Impact Fees							
	Actual / Projected Expenditures							
	Reimbursement to Developers	(8,235)						
General Fund Impact Fee Totals		\$61,683	\$93,672	\$175,003	\$257,718	\$341,838	\$427,388	\$499,892
Water & Wastewater Projects		FY 16 Actual	FY 17 Projection	FY 18 Bgt. Budget	Forward Planning Cycle			
					FY 19	FY 20	FY 21	FY 22
3130	Well Implementation							
	New/Carried forward from Prior Years	271,948	69,794	177,451	180,468	183,536	186,656	158,191
	Reimbursement to Developers							
	Allocation of Impact Fees							
	Actual / Projected Expenditures							
3150	Wastewater Treatment							
	Carried forward from Prior Years	209,483	43,621	110,908	112,791	114,710	116,660	98,869
	Allocation for Debt Service	(76,879)	(76,879)	(76,879)	(76,879)	(76,879)	(76,879)	(76,879)
Water & Wastewater Fund Impact Fee Totals		\$404,552	\$441,088	\$652,568	\$868,948	\$1,090,315	\$1,316,752	\$1,496,933
Impact Fee Balances On Hand								
General Fund Impact Fees								
	On Hand at Start of Fiscal Year	39,166	61,683	93,672	175,003	257,718	341,838	427,388
	New Impact Fees Received	45,752	31,989	81,331	82,715	84,120	85,550	72,504
	Less Fees Expended (actual or Planned)	(23,235)	0	0	0	0	0	0
	Gen. Fund Impact Fee Balance at Year End	\$61,683	\$93,672	\$175,003	\$257,718	\$341,838	\$427,388	\$499,892
Water and Wastewater Fund Impact Fees								
	On Hand at Start of Fiscal Year	319,220	404,552	441,088	652,568	868,948	1,090,315	1,316,752
	New Impact Fees Received	162,211	113,415	288,359	293,259	298,246	303,316	257,060
	Less Fees Expended (actual or Planned)	(76,879)	(76,879)	(76,879)	(76,879)	(76,879)	(76,879)	(76,879)
	W & WW Impact Fee Balance at Year End	\$404,552	\$441,088	\$652,568	\$868,948	\$1,090,315	\$1,316,752	\$1,496,933

THE TOWN OF POOLESVILLE

FY 2018 Budget

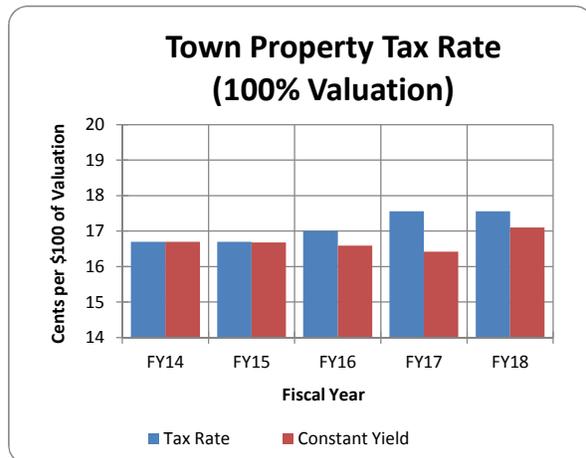
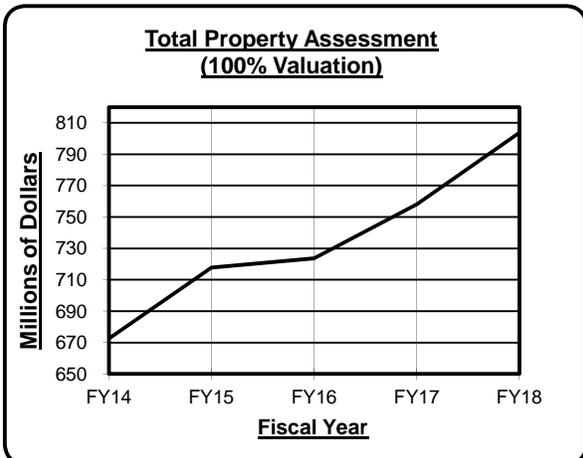
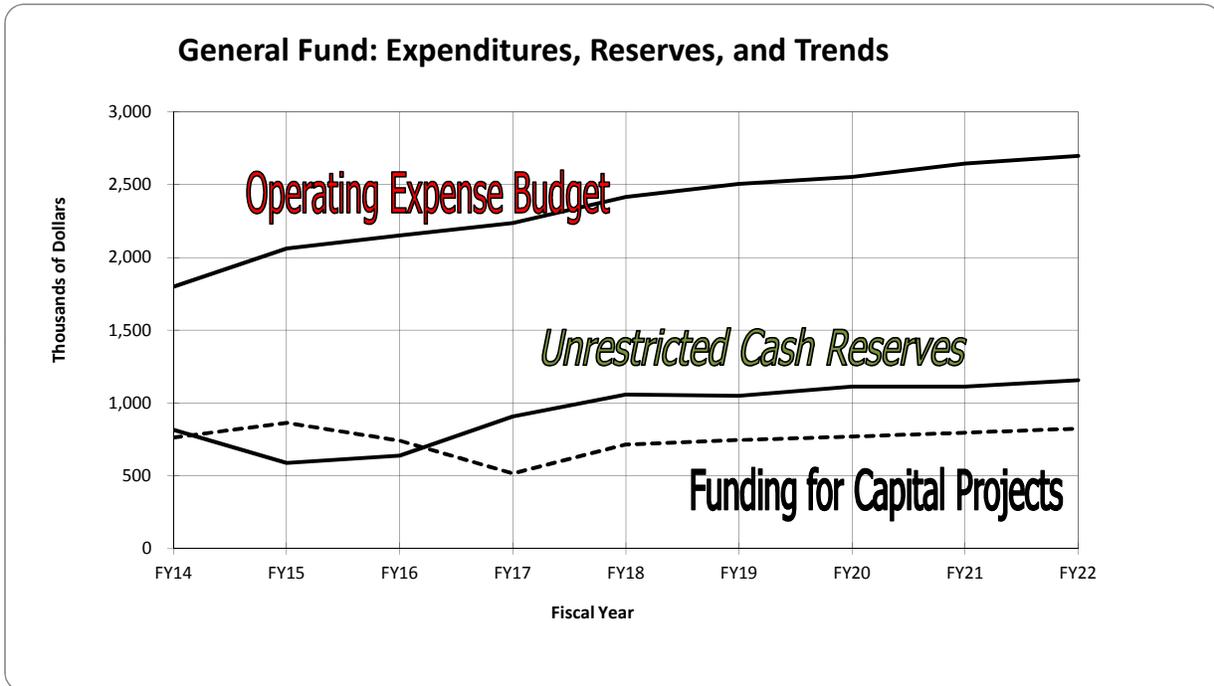
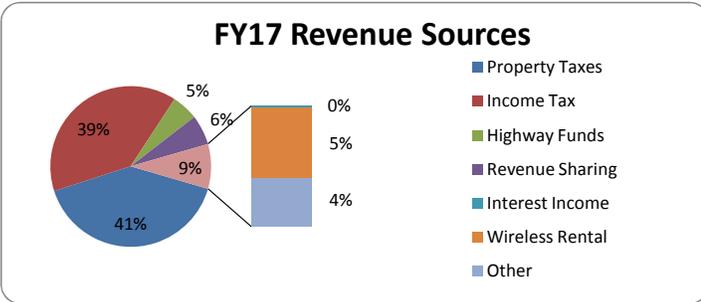
OVERVIEW - Budgets and Taxes

Adopted May 8, 2017

Printed: 9-May-17

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.



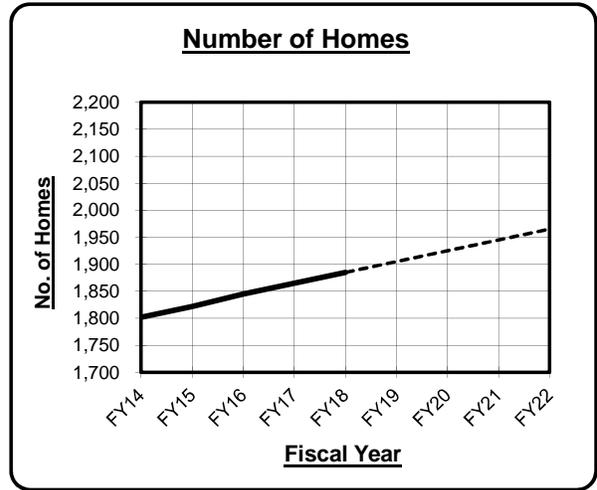
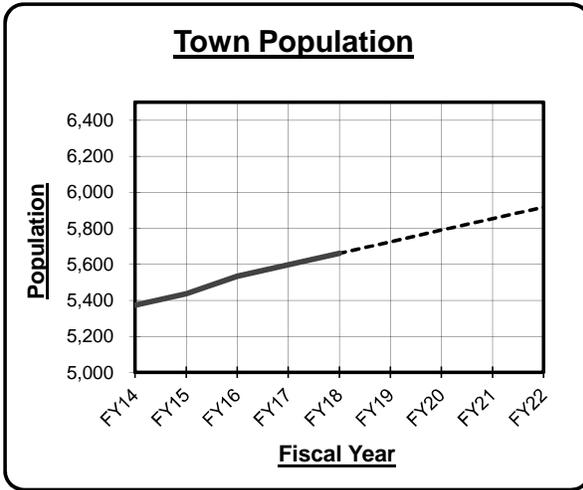
THE TOWN OF POOLSVILLE

FY 2018 Budget

OVERVIEW - Town Population and Public Infrastructure

Adopted May 8, 2017

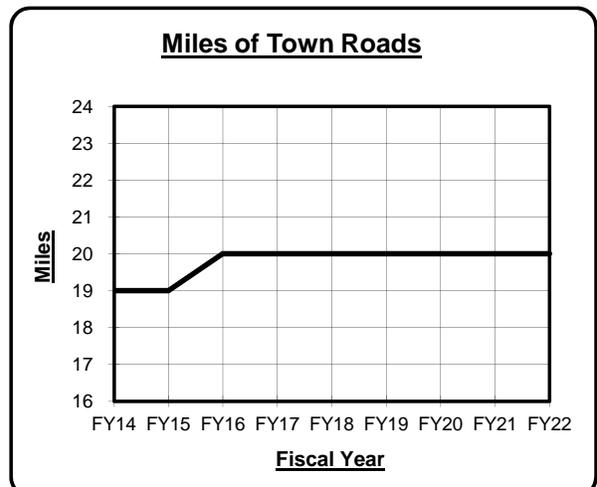
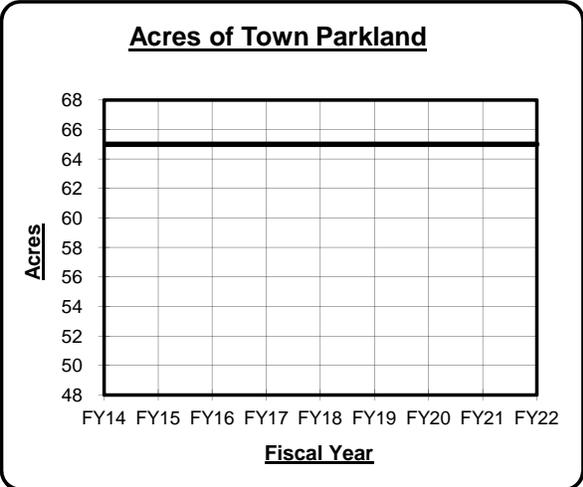
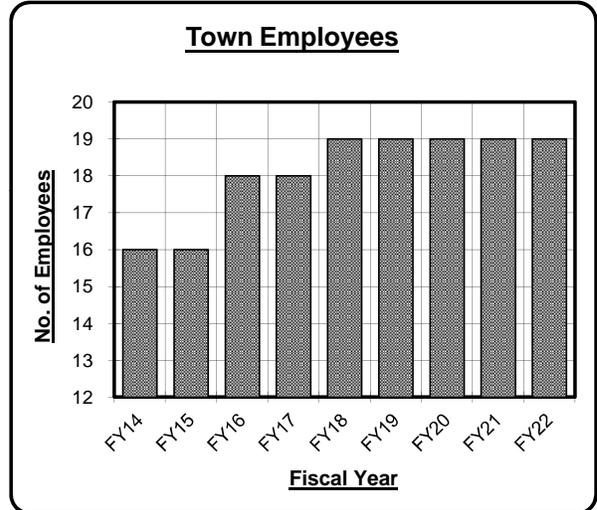
Printed: 9-May-17



The population chart reflects the 2010 Census results of 4,883 and a future average growth of approximately 20 houses per year. The population target remains at 6,500 per the 2011 Master Plan.

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 65 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 POOLSVILLE

FY 2018 Budget

SCHEDULE of OUTSTANDING DEBT

Adopted May 8, 2017

Printed: 9-May-17

Item No.	Description	Pay-off Year & Interest Rate	Balance: Y/E 06/30/17	FY 16 Actual	FY 17 Projection	FY 18 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 19	FY 20	FY 21	FY 22
GENERAL PROJECTS DEBT SERVICE										
1	No Debts Outstanding									
Sub-total: General Projects			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WATER & WASTEWATER PROJECTS DEBT SERVICE										
2	WWTP Exp & BNR Upgrade Original Loan for \$1,250,000 in 2004 for 20 years. <i>Use of Impact Fees</i>	FY24 - 1.20% [Maryland]	557,683							
3	Wesmond I&I Loan Original Loan for \$1,440,000 in 2007 for 20 years <i>Use of Kettler Proffer</i>	FY27 - 1.0% [Maryland] \$112,500	382,773	76,879	76,879	76,879	76,879	76,879	76,879	76,879
4	Westerly I&I Loan Original Loan for \$2,297,978 in 2013 for 20 years	FY33 - 2.1% [Maryland]	2,088,390	160,179	151,962	151,962	151,962	151,962	151,962	151,962
Sub-total: Water & Wastewater Projects										
Paid From General Funds				\$228,777	\$225,563	\$225,563	\$225,563	\$225,563	\$225,563	\$225,563
Paid From Unrestricted Funds				\$0	\$0	\$0				
Paid From Restricted Funds			\$0	\$91,879	\$86,879	\$86,879	\$86,879	\$76,879	\$76,879	\$76,879
TOTAL: ALL DEBT SERVICE			\$3,028,846	\$320,656	\$312,442	\$312,442	\$312,442	\$302,442	\$302,442	\$302,442

Notes

- [1] There are no outstanding loans for General Fund Capital Projects.
- [2] 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.
- [3] The Wesmond Inflow & Infiltration (I&I) loan facilitated the completion the relining efforts in the Wesmond Subdivision. Proffers from developers are allocated towards this loan.
- [4] The Westerly Inflow and Infiltration (I&I) loan provided a complete reline of main sewer lines and the relining and installation of clean-out on the public side of each lateral.

THE TOWN OF POOLSVILLE

FY 2018 Budget

GENERAL FUND SUMMARY

Adopted May 8, 2017

Printed: 9-May-17

Ref. Page	Item or Description	Y/E 06/30/16 FY 16 Actual	Y/E 06/30/17 FY 17 Budget	Y/E 06/30/17 FY 17 Projection	Y/E 06/30/18 FY 2018 Budget																																								
General Funds Operating Summary																																													
5	General Revenue Total	\$3,671,746	\$3,038,339	\$3,378,339	\$3,478,478																																								
General Expenditures																																													
Funding for Capital Projects																																													
14	General Capital Projects	(412,590)	(477,000)	(522,000)	(684,350)																																								
26	Water/Wastewater Cap Projs	(422,760)	(321,000)	(386,000)	(373,500)																																								
	Sub-total: Capital Projects	(835,350)	(798,000)	(908,000)	(1,057,850)																																								
5	Operating Expenses	(2,345,372)	(2,236,804)	(2,273,679)	(2,415,350)																																								
	Total: General Expenditures	(\$3,180,722)	(\$3,034,804)	(\$3,181,679)	(\$3,473,200)																																								
Net Operating Balance																																													
		\$491,024	\$3,535	\$196,660	\$5,278																																								
Unrestricted Funds Carried Forward from Prior Year																																													
		915,606	712,985	712,985	709,645																																								
Application of Excess Unrestricted Funds																																													
	For General Capital Projects	(120,000)	0	0	0																																								
	For W/WW Capital Projects	(513,429)	(200,000)	(200,000)	0																																								
	For W/WW Operations	(60,215)		0																																									
Closing Balance: Genl Funds [Unrestricted Reserve]																																													
		\$712,985	\$516,520	\$709,645	\$714,923																																								
General Funds Capital Projects Summary																																													
Funding Balance Carried Forward from Prior Year																																													
		\$569,225	\$690,006	\$690,006	\$356,570																																								
5	Funding from General Revenues	412,590	477,000	522,000	684,350																																								
3	Funding from Impact Fees	15,000	0	0	0																																								
2	Transfers from Restricted Funds	0	0	0	0																																								
	Internal Transfers	35,000	0	120,000	0																																								
5	Funding from MD Grants, Others	103,278	50,000	38,040	0																																								
Available for Capital Projects																																													
		\$1,135,093	\$1,217,006	\$1,370,046	\$1,040,920																																								
14	Capital Projects Expenditures	(445,087)	(986,478)	(1,013,476)	(443,426)																																								
Closing Balance: Capital Projects Funding																																													
		\$690,006	\$230,528	\$356,570	\$597,494																																								
Notes																																													
<p>[1] The General Fund Summary is divided into two parts:</p> <ul style="list-style-type: none"> * 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 will maintain unrestricted reserves at 17.5% of the budgeted general revenue. <p>[2] The lower section summarizes the activity in the General Fund 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.</p> <p>[3] In addition to cash assets, the Town owns several pieces of real property:</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Buildings and Municipal Facilities</td> <td style="text-align: center;">Parks and Recreational Facilities</td> </tr> <tr> <td>Town Hall</td> <td>Maintenance Building</td> </tr> <tr> <td>Old Methodist Church, Thrift Shop</td> <td>Eleven Well Houses</td> </tr> <tr> <td>Wastewater Treatment Plant</td> <td>Equalization Lagoon</td> </tr> <tr> <td>Seven Sewage Pump Stations</td> <td></td> </tr> <tr> <td></td> <td>Stevens Park</td> </tr> <tr> <td></td> <td>Halmos Park</td> </tr> <tr> <td></td> <td>Bodmer Park</td> </tr> <tr> <td></td> <td>Whalen Commons</td> </tr> <tr> <td></td> <td>Perkin's Park</td> </tr> <tr> <td></td> <td>Campbell Park</td> </tr> <tr> <td></td> <td>Wootton Heights Park</td> </tr> <tr> <td></td> <td>Brooks Park</td> </tr> <tr> <td></td> <td>Old Methodist Cemetery</td> </tr> <tr> <td></td> <td>Elgin Park</td> </tr> <tr> <td></td> <td>Hoewing Park</td> </tr> <tr> <td></td> <td>Lori Gore Park</td> </tr> <tr> <td></td> <td>W. Willard Practice Field</td> </tr> <tr> <td></td> <td>Collier Circle Pond</td> </tr> <tr> <td></td> <td>Dr. Dillingham Park</td> </tr> </table> <p>[4] See page 17 for Town-owned vehicles.</p>						Buildings and Municipal Facilities	Parks and Recreational Facilities	Town Hall	Maintenance Building	Old Methodist Church, Thrift Shop	Eleven Well Houses	Wastewater Treatment Plant	Equalization Lagoon	Seven Sewage Pump Stations			Stevens Park		Halmos Park		Bodmer Park		Whalen Commons		Perkin's Park		Campbell Park		Wootton Heights Park		Brooks Park		Old Methodist Cemetery		Elgin Park		Hoewing Park		Lori Gore Park		W. Willard Practice Field		Collier Circle Pond		Dr. Dillingham Park
Buildings and Municipal Facilities	Parks and Recreational Facilities																																												
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	Hoewing Park																																												
	Lori Gore Park																																												
	W. Willard Practice Field																																												
	Collier Circle Pond																																												
	Dr. Dillingham Park																																												

THE TOWN OF POOLESVILLE

FY 2018 Budget

GENERAL FUND REVENUE SUMMARY

Adopted May 8, 2017

Printed: 9-May-17

Acct No.	Account Name	Y/E 06/30/16 FY 16 Actual	Y/E 06/30/17 FY 17 Budget	Y/E 06/30/17 FY 17 Projection	Y/E 06/30/18 FY 18 Budget
General Revenue					
Part A - External Sources					
111	Property Taxes	1,263,009	1,331,857	1,331,857	1,411,196
112	P/P Property Unincorporated	12,059	6,000	6,000	6,000
113 & 114	P/P Public Utilities / Ordinary Corp.	48,904	45,000	45,000	45,000
311.4	Revenue Sharing	210,634	210,634	210,634	210,634
330.5	Property Tax Grant	1,445	722	722	722
360.1	Income Tax	1,558,013	1,010,000	1,350,000	1,360,000
156	Highway	171,923	184,682	184,682	184,682
222	Franchise / Traders License	62,465	30,000	30,000	30,000
121	Interest Income (120 & 465)	8,605	5,000	5,000	5,000
223	Building / Plumbing Permits	15,494	20,000	20,000	20,000
482	Senior Program	12,481	0	0	0
412	Zoning / Development Fees	99,572	15,000	15,000	15,000
414	Sale of Town Documents	0	0	0	0
462	Rental Income - Wireless Antennas	169,642	175,000	175,000	182,000
469	Miscellaneous Income	15,154	2,000	2,000	2,000
	Private Hook-Up Repayment	1,140	1,244	1,244	1,244
470	Rec Event Funding	15,114	0	0	0
480	Recreation Program	6,092	1,200	1,200	5,000
Sub-total: General Revenue (External Sources)		\$3,671,746	\$3,038,339	\$3,378,339	\$3,478,478
Part B - Internal Transfers					
Application of Excess Unrestricted Funds					
	For General Capital Projects	120,000	0	0	0
	For W/WW Capital Projects	513,429	200,000	200,000	0
	For W/WW Operations	60,215		0	
Sub-total: General Revenue		\$4,365,391	\$3,238,339	\$3,578,339	\$3,478,478
Impact Fee Revenue					
475.1	Recreation	35,353	59,743	35,350	35,350
475.2	Public Facilities	10,398	17,571	10,400	10,400
Sub-total: Impact Fee Revenue		\$45,751	\$77,314	\$45,750	\$45,750
Grants and Designated Funding					
A	Program Open Space/Parks and Playgrounds	103,278	50,000	38,040	0
Sub-total: Grants and Designated Funding		\$103,278	\$50,000	\$38,040	\$0
Restricted Revenue					
	Kettler Proffer	7500	0	7,500	7,500
	Reforestation Fees	1,960	0	44,039	0
	Speed Camera Revenue	26,484	20,000	20,000	0
	Park Fee			0	
Sub-total: Restricted Revenue		\$35,944	\$20,000	\$71,539	\$7,500
Total: General Fund Revenue		\$4,550,364	\$3,385,653	\$3,733,668	\$3,531,728

Account Descriptions

- 111 Property Taxes cover both commercial and residential properties at \$0.1756 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, Poolesville receives 17% of income tax collected within the corporate limits. Over 9 quarters, the town will repay the State for income tax received per the Wynne Case.
- 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, Verizon 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 are offset by Expense Acct. 1210.
- 462 Includes the rental of space on the Water Tower to Sprint, Verizon, AT&T and T-Mobile.
- 480 Fees charged for participants in the Summer Recreation Program.

THE TOWN OF POOLESVILLE

FY 2018 Budget

GENERAL FUND EXPENSE SUMMARY

Adopted May 8, 2017

Printed: 09-May-17

Acct No.	Account Name	Y/E 06/30/16 FY 16 Actual	Y/E 06/30/17 FY 17 Budget	Y/E 06/30/17 FY 17 Projection	Y/E 06/30/18 FY 18 Budget
500	Town Administration	193,226	210,892	217,767	212,919
600	Elections	0	6,000	6,000	0
700	Staff Salaries and Benefits	825,167	907,724	907,724	971,553
800	Law	27,870	40,000	40,000	40,000
900	Municipal Buildings & Operations	135,474	110,975	110,975	129,765
1000	Streets, Sidewalks, & Storm Drains	184,090	138,950	138,950	187,050
1100	Parks & Recreation	71,175	68,700	68,700	74,500
1200	Engineering	82,343	40,000	40,000	40,000
1300	Planning & Zoning	807	0	0	0
1400	Public Safety	20,884	28,000	28,000	28,000
1500	Municipal Services	462,157	460,000	460,000	506,000
1600	Grant to Water & Wastewater Fund	114,000	0	30,000	0
1700	Debt Service	228,179	225,563	225,563	225,563
Sub-total: General Fund Operating Expenses		\$2,345,372	\$2,236,804	\$2,273,679	\$2,415,350
2000	Funding for Capital Projects	412,590	477,000	522,000	684,350
3000	Granted for Water & Wastewater Capital Projects	422,760	321,000	386,000	373,500
Sub-total: General Fund Capital Expenses		\$835,350	\$798,000	\$908,000	\$1,057,850
Total: General Fund Expenses		<u>\$3,180,722</u>	<u>\$3,034,804</u>	<u>\$3,181,679</u>	<u>\$3,473,200</u>

Notes

[1] This page provides a broad overview of accounts. The following pages detail specific line items attributed to each category

THE TOWN OF POOLESVILLE

FY 2018 Budget

GENERAL FUND EXPENSE DETAILS

Adopted May 8, 2017

Printed: 9-May-17

Acct No.	Account Name	Y/E 06/30/16 FY 16 Actual	Y/E 06/30/17 FY 17 Budget	Y/E 06/30/17 FY 17 Projection	Y/E 06/30/18 FY 18 Budget
500	Town Administration				
505	Executive Meetings and Training	16,166	15,625	15,625	15,625
510	Advertising	1,978	4,200	4,200	4,200
515	Dues and Subscriptions	13,277	12,922	12,922	13,135
525	Contract Services	0	0	0	0
530	Bonding and Employee Training	523	775	775	775
540	Accounting and Auditing	24,589	31,200	31,200	32,664
545	Printing and Duplicating	7,179	8,200	8,200	16,200
550	Communications	9,040	8,080	8,080	8,130
555	Office Supplies and Expense	11,014	12,590	12,590	12,590
565	Community Events	43,060	34,700	41,575	44,500
	Use of Roll-Over Funds	(11,754)	0	0	0
570	Community Goodwill	33,153	35,600	35,600	40,600
575	Economic Development/Marketing	51,330	47,000	47,000	24,500
	Use of Restricted Funds	(6,330)		0	
Total: Acct 500 Town Administration		\$193,226	\$210,892	\$217,767	\$212,919

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, 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.
- 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 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 Events: **On Feb. 21, 2017 a Budget Amendment passed, \$5,875 (150th celebration) and \$1,000 (shredder truck)**
 - Holiday lighting ceremony 7,500
 - Octoberfest 6,500
 - Friday on the Commons 20,000
 - Spring Fest 5,000
 - Welcome Bags 500
 - Big flea 1,500
 - 150th Anniversary 3,500
- 570 Community Goodwill includes:
 - Fireworks 11,250
 - Grants 5,000
 - Post Prom 1,325
 - Poolesville Day 20,000
 - Gifts for volunteers 750
 - Skatepark Contest 1,275
 - Misc 1,000
- 575 This includes costs for media outreach, digital media support, event support/advertising, press releases, social media/website content, tweets and business attraction.

THE TOWN OF POOLESVILLE

FY 2018 Budget

GENERAL FUND EXPENSE DETAILS

Adopted May 8, 2017

Printed: 9-May-17

Acct No.	Account Name	Y/E 06/30/16 FY 16 Actual	Y/E 06/30/17 FY 17 Budget	Y/E 06/30/17 FY 17 Projection	Y/E 06/30/18 FY 18 Budget
600	Elections				
605	Printing and Duplicating	0	1,500	1,500	0
610	Voting Machines and Supplies	0	3,000	3,000	0
615	Legal Fees	0	1,500	1,500	0
Total: Acct 600 Elections		\$0	\$6,000	\$6,000	\$0
700	Staff Salaries and Benefits				
705	Salaries	1,082,794	1,114,561	1,114,561	1,210,169
710	Social Security	82,834	85,264	85,264	92,578
715	Employee Benefits	253,053	274,152	274,152	282,397
720	Workmen's Compensation	43,290	51,603	51,603	54,603
	Sub-Total: Salaries and Benefits for All Employees	1,461,971	1,525,580	1,525,580	1,639,747
750	Salary Burden Allocation				
755	Water/Wastewater Salary Burden	(576,728)	(567,839)	(567,839)	(615,725)
760	Wastewater Admin Salary Burden	(10,832)	(10,561)	(10,561)	(11,274)
765	Water Admin Salary Burden	(49,244)	(39,456)	(39,456)	(41,195)
	Sub-Total: Salary Burden Allocations	(636,804)	(617,856)	(617,856)	(668,194)
Total: Acct 700 Staff Salaries and Benefits		\$825,167	\$907,724	\$907,724	\$971,553

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, delivered 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 temporary employees, such as for the Summer Recreation Program, that may be hired. At present, Poolesville has a total of fifteen (18) 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 POOLSVILLE

FY 2018 Budget

GENERAL FUND EXPENSE DETAILS

Adopted May 8, 2017

Printed: 9-May-17

Acct No.	Account Name	Y/E 06/30/16 FY 16 Actual	Y/E 06/30/17 FY 17 Budget	Y/E 06/30/17 FY 17 Projection	Y/E 06/30/18 FY 18 Budget
800	Law				
805	Legal Fees	27,870	40,000	40,000	40,000
810	Legal Fees - Development	0	0	0	0
815	Code Organization	0	0	0	0
Total: Acct 800 Law		<u>\$27,870</u>	<u>\$40,000</u>	<u>\$40,000</u>	<u>\$40,000</u>
900	Municipal Buildings & Operations				
910	Insurance	21,629	23,700	23,700	23,700
915	Electricity and Heat	34,926	27,000	27,000	27,000
920	Maintenance and Building Supplies	2,510	3,000	3,000	6,500
925	Repairs and Maintenance	13,018	11,925	11,925	12,440
940	Uniforms	7,497	5,850	5,850	6,125
950	Vehicle Insurance	2,270	3,000	3,000	3,000
955	Truck Operations and Maintenance	52,809	35,500	35,500	50,000
960	Small Tools and Equipment	815	1,000	1,000	1,000
Total: Acct 900 Municipal Buildings & Operations		<u>\$135,474</u>	<u>\$110,975</u>	<u>\$110,975</u>	<u>\$129,765</u>

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. This includes 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 The Planning Commission has completed the Code Revisions.

The Major Account Group 900 covers general/liability insurance for Town Hall, the Maintenance Building, and Old Methodist Church. In addition, this Group covers 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 Inspections.
- 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 2018 Budget

GENERAL FUND EXPENSE DETAILS

Adopted May 8, 2017

Printed: 9-May-17

Acct No.	Account Name	Y/E 06/30/16 FY 16 Actual	Y/E 06/30/17 FY 17 Budget	Y/E 06/30/17 FY 17 Projection	Y/E 06/30/18 FY 18 Budget
1000	Streets, Sidewalks, & Storm Drains				
1050	Repairs/Maintenance/Resurfacing	13,436	14,450	14,450	14,550
1055	Storm Drain Repair/Maintenance	11,238	15,200	15,200	15,200
1060	Street Signs	6,149	2,300	2,300	2,300
1065	Street Lighting	91,499	94,000	94,000	100,000
1070	Snow Removal	61,768	8,000	8,000	40,000
1085	Sidewalk Repair & Maintenance	0	5,000	5,000	15,000
Total: Acct 1000 Streets, Sidewalks, & Storm Drains		<u>\$184,090</u>	<u>\$138,950</u>	<u>\$138,950</u>	<u>\$187,050</u>

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 Project 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.
- 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 equipment repairs specifically due to snow removal.
- 1085 This account covers the cost of repairing and maintaining all Town sidewalks.

THE TOWN OF POOLESVILLE

FY 2018 Budget

GENERAL FUND EXPENSE DETAILS

Adopted May 8, 2017

Printed: 9-May-17

Acct No.	Account Name	Y/E 06/30/16 FY 16 Actual	Y/E 06/30/17 FY 17 Budget	Y/E 06/30/17 FY 17 Projection	Y/E 06/30/18 FY 18 Budget
1100	Parks & Recreation				
1150	Park Lighting	7,050	9,700	9,700	9,700
1155	Park Repair and Maintenance	40,343	36,000	36,000	40,000
1160	Streetscape (Tree) Expense	0	10,000	10,000	10,000
1165	Street Tree Maintenance	20,635	10,000	10,000	10,000
1170	Recreation Program	3,147	3,000	3,000	4,800
Total: Acct 1100 Parks & Recreation		<u>\$71,175</u>	<u>\$68,700</u>	<u>\$68,700</u>	<u>\$74,500</u>
1200	Engineering				
1205	General Engineering	44,398	30,000	30,000	30,000
1210	Engineering Development	37,945	10,000	10,000	10,000
Total: Acct 1200 Engineering		<u>\$82,343</u>	<u>\$40,000</u>	<u>\$40,000</u>	<u>\$40,000</u>
1300	Planning & Zoning				
1300	Planning and Zoning	807	0	0	0
Total: Acct 1300 Planning & Zoning		<u>\$807</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

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 summer 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 2018 Budget

GENERAL FUND EXPENSE DETAILS

Adopted May 8, 2017

Printed: 9-May-17

Acct No.	Account Name	Y/E 06/30/16 FY 16 Actual	Y/E 06/30/17 FY 17 Budget	Y/E 06/30/17 FY 17 Projection	Y/E 06/30/18 FY 18 Budget
1400	Public Safety				
1425	Code Enforcement Officer	14,099	20,000	20,000	20,000
1435	Plumbing Inspection	6,785	8,000	8,000	8,000
Total: Acct 1400 Public Safety		<u>\$20,884</u>	<u>\$28,000</u>	<u>\$28,000</u>	<u>\$28,000</u>
1500	Municipal Services				
1500	Trash Collection	462,157	460,000	460,000	506,000
Total: Acct 1500 Municipal Services		<u>\$462,157</u>	<u>\$460,000</u>	<u>\$460,000</u>	<u>\$506,000</u>
1600	Grant to Water & Wastewater Fund				
1600	Grant to Water & Wastewater Fund	114,000	0	30,000	0
Total: Acct 1600 Grant to Water & Wastewater Fund		<u>\$114,000</u>	<u>\$0</u>	<u>\$30,000</u>	<u>\$0</u>
1700	Debt Service				
1700	Debt Service (Principal & Interest)	228,179	225,563	225,563	225,563
Total: Acct 1700 Debt Service		<u>\$228,179</u>	<u>\$225,563</u>	<u>\$225,563</u>	<u>\$225,563</u>

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 Unity Trash Service to provide regular residential trash, yard waste and recycling pickup.

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 2018 Budget

GENERAL FUND - CAPITAL PROJECTS SUMMARY

Adopted May 8, 2017

Printed: 9-May-17

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 16 Act.	FY 17 Projection	FY 18 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 19	FY 20	FY 21	FY 22
<u>Project Funding</u>										
2005	Office Equipment		18,600	5,148	4,000	17,100	13,500	6,000	6,000	6,000
2010	Municipal Buildings		167,200	66,640	40,000	51,500	10,000	9,200	5,000	5,000
2015	Parks & Streets Equipment		392,150	52,666	70,000	106,250	120,750	94,500	57,500	45,000
2020	Vehicles		605,000	95,512	35,000	60,000	75,000	85,000	90,000	80,000
2025	Major Town Projects		185,000	276,562	25,000	92,500	90,000	90,000	90,000	90,000
2035	Park Projects		449,000	322,524	68,040	65,000	20,000	20,000	20,000	20,000
2040	Major Street Repair Projects		2,005,000	316,041	438,000	292,000	319,000	322,000	388,000	400,000
Total Funding Allocations			\$3,821,950	\$1,135,093	\$680,040	\$684,350	\$648,250	\$626,700	\$656,500	\$646,000
<u>Direct Funding</u>										
2005	Transfer of Unrestricted Funds									
2010	Use of Impact Fees			21,750						
2025										
	Speed Camera Revenue			128,712						
2035	MD Grants			82,304	38,040					
	Use of Impact Fees									
2040	Transfer of Unrestricted Funds				120,000					
Sub-total: Direct Funding				\$232,766	\$158,040	\$0	\$0	\$0	\$0	\$0
2000	Funding by General Funds [Total less Direct Funding]			\$902,327	\$522,000	\$684,350	\$648,250	\$626,700	\$656,500	\$646,000
<u>Project Expenditures</u>										
				FY 16 Act.						
2005	Office Equipment			(3,592)	0	(3,600)	(15,000)	0	0	0
2010	Municipal Buildings			(23,323)	(56,045)	(76,500)	(10,000)	(4,200)	0	0
2015	Parks & Streets Equipment			(32,317)	(23,563)	(34,500)	(120,000)	(42,000)	(130,000)	(18,000)
2020	Vehicles			(53,776)	0	(55,000)	0	(65,000)	(110,000)	(140,000)
2025	Major Town Projects			(172,089)	(109,469)	(89,022)	0	0	0	0
2035	Park Projects			(159,990)	(70,399)	(184,804)	0	0	0	0
2040	Major Street Repair Projects			0	(754,000)	0	(591,000)	0	(680,000)	0
Total Expenditures				(\$445,087)	(\$1,013,476)	(\$443,426)	(\$736,000)	(\$111,200)	(\$920,000)	(\$158,000)
<u>Account Balance by Year</u>										
2005	Office Equipment			1,556	5,556	19,056	17,556	23,556	29,556	35,556
2010	Municipal Buildings			43,317	27,272	2,272	2,272	7,272	12,272	17,272
2015	Parks & Streets Equipment			20,349	66,786	138,536	139,286	191,786	119,286	146,286
2020	Vehicles			41,736	76,736	81,736	156,736	176,736	156,736	96,736
2025	Major Town Projects			104,473	20,004	23,482	113,482	203,482	293,482	383,482
2035	Park Projects			162,534	160,175	40,371	60,371	80,371	100,371	120,371
2040	Major Street Repair Projects			316,041	41	292,041	20,041	342,041	50,041	450,041
Account Balance by Year				\$690,006	\$356,570	\$597,494	\$509,744	\$1,025,244	\$761,744	\$1,249,744

Notes

[1] This page summarizes the seven 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 2018 Budget

GENERAL FUND - CAPITAL PROJECTS

Adopted May 8, 2017

Printed: 9-May-17

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 16 Act.	FY 17 Projection	FY 18 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 19	FY 20	FY 21	FY 22
Project Funding										
2005	Office Equipment									
Carry-over funds: Completed Projects										
Carry-Over Funds allocated to projects										
1	Future Office Requirements	Open		5,148	4,000	6,000	6,000	6,000	6,000	6,000
2	Water Billing Software Upgrade	FY18	3,600			3,600				
3	Water Meter Readers	FY19	15,000			7,500	7,500			
Total Funding Allocations			\$18,600	\$5,148	\$4,000	\$17,100	\$13,500	\$6,000	\$6,000	\$6,000
Project Expenditures										
				FY 16 Act.						
2005	Office Equipment									
1	Office Equipment	Open		(3,592)						
2	Water Billing Software Upgrade	FY18				(3,600)				
3	Water Meter Readers	FY19					(15,000)			
Total Expenditures				(\$3,592)	\$0	(\$3,600)	(\$15,000)	\$0	\$0	\$0
2005	Account Balance by Year			\$1,556	\$5,556	\$19,056	\$17,556	\$23,556	\$29,556	\$35,556

Notes

Shading key in Table: FY 16 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 year**

- 1 This is for the replacement of existing equipment.
- 2 This is a required upgrade for the Deputy Clerk's billing system and improvements to allow electronic billing and auto payment
- 3 Replacement of the existing hand held meter readers.

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 16 Act.	FY 17 Projection	FY 18 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 19	FY 20	FY 21	FY 22
Project Funding										
2010	Municipal Buildings									
Carry-over funds: Completed Projects				6,272						
Carry-Over Funds allocated to projects					(4,000)					
1	Storage Building Addition	FY15	25,000	7,341						
2	Historic Methodist Church	FY15	25,000	17,690						
3	Retrofit Monument Sign	FY15	7,500	6,750						
Use of Impact Fees				6,750						
4	Town Hall Maintenance	FY16	30,000	15,000		20,000	10,000	5,000	5,000	5,000
Use of Impact Fees				15,000						
5	WWTP Metal Doors	FY17	8,200		4,000			4,200		
6	Fence Replacement	FY18	6,500			6,500				
7	Pole Barn Equipment Storage	FY18	50,000		25,000	25,000				
8	Storage Building - Town Hall	FY18	15,000		15,000					
Total Funding Allocations			\$167,200	\$66,640	\$40,000	\$51,500	\$10,000	\$9,200	\$5,000	\$5,000
Project Expenditures										
				FY 16 Act.						
2010	Municipal Buildings									
1	Storage Building Addition	FY15			(20,928)					
2	Historic Methodist Church	FY15		(5,475)	(12,215)					
3	Retrofit Monument Sign	FY15		(6,750)						
4	Town Hall Maintenance	FY16		(11,098)	(3,902)	(20,000)	(10,000)			
5	WWTP Metal Doors	FY17			(4,000)			(4,200)		
6	Fence Replacement	FY18				(6,500)				
7	Pole Barn Equipment Storage	FY18				(50,000)				
8	Storage Building - Town Hall	FY18			(15,000)					
Total Expenditures				(\$23,323)	(\$56,045)	(\$76,500)	(\$10,000)	(\$4,200)	\$0	\$0
2010	Account Balance by Year			\$43,317	\$27,272	\$2,272	\$2,272	\$7,272	\$12,272	\$17,272

Notes

Shading key in Table: FY 16 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 addition will provide additional equipment storage for Parks Department
- 2 The Historic Methodist Church (Thrift Shop) is in need of replacement window seals and exterior brick repair
- 3 Replace polycarbonate face, enlarge to accommodate 36" wide insert/ 150th sig
- 4 Interior caulking, painting and carpet replacement/exterior painting
- 5 Replacement of existing metal doors. FY17 Rear Doors, FY 20 Front
- 6 Replacement of existing fence around maintenance facility
- 7 New storage building to house back-hoe, sewer jet and generators
- 8 New storage building to house event equipment, event signs and banners

THE TOWN OF POOLSVILLE

FY 2018 Budget

GENERAL FUND - CAPITAL PROJECTS

Adopted May 8, 2017

Printed: 9-May-17

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 16 Act.	FY 17 Projection	FY 18 Bgt. Budget	Forward Planning Cycle			
							FY 19	FY 20	FY 21	FY 22
Project Funding										
2015	Parks & Streets Equipment			11,501						
	Carry-over funds: Completed Projects				(7,500)					
	Carry-Over Funds allocated to projects									
1	Accm.for Current and Future Equip Require.			29,625	15,000	20,000	20,000	20,000	20,000	20,000
a	Replacement salt spreaders	Open	8,000 EA.							
b	Air Compressor	FY16	2,850							
c	Back-hoe tires	FY16	1,700							
d	Safety Cones	FY16	1,200							
e	Trash Cans	FY16	3,400							
f	Soccer Goals	FY16	5,500							
g	Snow Blower	FY16	900							
h	Weed Eater	FY16	600							
i	Welder/Generator	FY17	2,000							
j	Impact Tools	FY17	1,000							
k	Bush Hog	FY18	1,500							
2	Emergency Lights	FY17	7,500		7,500	[Allocation of Carry-over Funds]				
3	72" Mower	FY18	15,000		7,500	7,500				
4	15' Batwing Mower	FY19	60,000		15,000	20,000	25,000			
5	Skid Loader	FY19	50,000		12,500	18,750	18,750			
6	72" Mower	FY20	15,000			7,500	7,500			
7	Club Cart	FY20	9,000			4,500	4,500			
8	Back-Hoe	FY20	90,000		10,000	30,000	20,000	30,000		
9	72" Mower	FY21	15,000					7,500	7,500	
10	Mule (Utility Vehicle)	FY21	15,000				5,000	5,000	5,000	
11	72" Mower	FY23	15,000						5,000	5,000
12	15' Batwing Mower	FY23	60,000				10,000	10,000	10,000	10,000
13	Holiday Lights	Open	20,000	11,540	10,000	10,000	10,000	10,000	10,000	10,000
Total Funding Allocations			\$392,150	\$52,666	\$70,000	\$106,250	\$120,750	\$94,500	\$57,500	\$45,000
Project Expenditures										
2015	Parks & Streets Equipment			FY 16 Act.						
1	Accm.for Current and Future Equip Require.									
a	Replacement salt spreaders	Open		(7,700)		(8,000)		(8,000)		(8,000)
b	Air Compressor	FY16		(2,850)						
c	Back-Hoe Tires	FY16		(1,721)						
d	Safety Cones	FY16		(1,197)						
e	Trash Cans	FY16		(3,406)						
f	Soccer Goals	FY16		(5,462)						
j	Snow Blower	FY16		(899)						
h	Weed Eater	FY16		(605)						
i	Welder/Generator	FY17			(2,000)					
j	Impact Tools	FY17			(1,000)					
k	Bush Hog	FY18				(1,500)				
2	Emergency Lights	FY17			(7,500)					
3	72" Mower	FY18				(15,000)				
4	15' Batwing Mower	FY19					(60,000)			
5	Skid Loader	FY19					(50,000)			
6	72" Mower	FY20						(15,000)		
7	Club Cart	FY20						(9,000)		
8	Back-Hoe	FY21							(90,000)	
9	72" Mower	FY21							(15,000)	
10	Mule (Utility Vehicle)	FY21							(15,000)	
11	72" Mower	FY23								(15,000)
12	15' Batwing Mower	FY23								(15,000)
13	Holiday Lights	Open		(8,477)	(13,063)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Total Expenditures				(\$32,317)	(\$23,563)	(\$34,500)	(\$120,000)	(\$42,000)	(\$130,000)	(\$18,000)
2015	Account Balance by Year			\$20,349	\$66,786	\$138,536	\$139,286	\$191,786	\$119,286	\$146,286

Notes

Shading key in Table: FY 16 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.

1 Replacement of existing equipment	1989 Kubota L2250 (field use)
2 This multi purpose equipment replaces the 2002 Mower/Blower	2006 HR111 Jacobson (mower)
3 New equipment for emergency and evening event uses	2006 Kubota ZD21 (mower)
4 This mower will replace the 2006 72" mower	2008 Kubota ZD21 (mower)
5 This mower will replace the 2006 HR111 Jacobson	2011 Kubota ZD21 (mower)
6 This mower will replace the 2008 72" mower	2013 Kubota ZD21 (mower)
7 This will replace the 2002 skid loader	2013 HR111 Jacobson (mower)
8 This will replace the 2003 JCB Backhoe	2015 72" Mower/Blower
9 This mower will replace the 2011 72" mower	
10 This equipment will replace the 2008 Mule	
11 This mower will replace the 2013 72" mower	
12 This mower will replace the 2013 HR111 Jacobson	
13 Light replacement/repair...no new additions	

Heavy Equipment

2003 JCB Backhoe
2002 Skid Loader
2008 tractor w/mower boom
2008 Mule (multi-use)

THE TOWN OF POOLSVILLE

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GENERAL FUND - CAPITAL PROJECTS

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Printed: 9-May-17

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 16 Act.	FY 17 Projection	FY 18 Bgt. Budget	Forward Planning Cycle			
							FY 19	FY 20	FY 21	FY 22
Project Funding										
2020	Vehicles									
	Carry-over funds: Completed Projects			6,736						
	Carry-Over Funds allocated to projects									
1	1- Ton Utility Truck	FY16	55,000	50,559						
2	Utility Trailer	FY16	5,000	3,217						
3	3/4 Ton Pick-up	FY18	55,000	35,000	15,000	5,000				
4	5-Ton Dump Truck	FY20	65,000		10,000	20,000	20,000	15,000		
5	1- Ton Utility Truck	FY21	55,000		10,000	10,000	15,000	10,000	10,000	
6	1-Ton Utility Truck	FY21	55,000			15,000	15,000	15,000	10,000	
7	1-Ton Utility Truck	FY22	55,000			10,000	10,000	10,000		15,000
8	1/2 Ton Pick-up	FY22	30,000				5,000	10,000	10,000	5,000
9	1- Ton Utility Truck	FY22	55,000				10,000	15,000	15,000	15,000
10	1- Ton Utility Truck	FY23	55,000					10,000	15,000	15,000
11	1-Ton Dump Truck	FY24	60,000						10,000	15,000
12	1-Ton Utility Truck	FY25	60,000						10,000	15,000
Total Funding Allocations			\$605,000	\$95,512	\$35,000	\$60,000	\$75,000	\$85,000	\$90,000	\$80,000
Project Expenditures										
2020	Vehicles			FY 16 Act.						
1	1- Ton Utility Truck	FY16		(50,559)						
2	Utility Trailer	FY16		(3,217)						
3	3/4 Ton Pick-up	FY18				(55,000)				
4	5- Ton Dump Truck	FY20					(65,000)			
5	1- Ton Utility Truck	FY21						(55,000)		
6	1-Ton Utility Truck	FY21						(55,000)		
7	1-Ton Utility Truck	FY22								(55,000)
8	1/2 Ton Pick-up	FY22								(30,000)
9	1- Ton Utility Truck	FY22								(55,000)
10	1- Ton Utility Truck	FY23								
11	1-Ton Dump Truck	FY24								
12	1-Ton Utility Truck	FY25								
Total Expenditures				(\$53,776)	\$0	(\$55,000)	\$0	(\$65,000)	(\$110,000)	(\$140,000)
2020	Account Balance by Year			\$41,736	\$76,736	\$81,736	\$156,736	\$176,736	\$156,736	\$96,736

Notes

Shading key in Table: FY 16 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

The Town owns the following vehicles:

Town vehicles are targeted for replacement on a ten year cycle.

Trucks

- 1 The 1- ton utility truck scheduled for 2016 will replace the 2008 F-350.
- 2 The utility trailer will be outfitted with water main repair emergency equipment
- 3 The 3/4 Ton Truck will be a new addition to the fleet.
- 4 The 5 ton truck scheduled for 2020 will replace the 2006Chevy dump truck.
- 5 The 1-ton utility truck scheduled for 2021 will replace the 2010 F-350.
- 6 The 1-ton utility truck scheduled for 2021 will replace the 2011 F-350.
- 7 The 1-ton utility truck scheduled for 2022 will replace the 2011 F-350.
- 8 The 1/2 Ton will replace the 2011 Ford Ranger.
- 9 The 1-ton utility truck scheduled for 2022 will replace the 2012 F-350.
- 10 The 1-ton utility truck scheduled for 2023 will replace the 2013 F-350.
- 11 The 1-ton utility truck scheduled for 2024 will replace the 2014 Flatbed.
- 12 The 1-ton utility truck scheduled for 2025 will replace the 2015 F350 Truck

- 1995 International Bucket Truck (P/S)
- 1997 Dodge one ton Utility Truck (W/S)
- 2005 Ford F750 Dump Truck (Both)
- 2006 Chevy 5 Ton Dump (P/S)
- 2008 Ford F 350 Truck (W/S)
- 2010 Ford F 350 Truck (P/S)
- 2011 Ford F 350 Truck (W/S)
- 2011 Ford F 350 Truck (P/S)
- 2011 Ford Ranger (WW)
- 2012 Ford F350 (P/S)
- 2013 Ford F 350 Truck (P/S)
- 2014 1-Ton Flatbed (P/S)
- 2014 F-250 Truck (W/S)
- 2015 F350 Truck (P/S)

THE TOWN OF POOLSVILLE

FY 2018 Budget

GENERAL FUND - CAPITAL PROJECTS

Adopted May 8, 2017

Printed: 9-May-17

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 16 Act.	FY 17 Projection	FY 18 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 19	FY 20	FY 21	FY 22
<u>Project Funding</u>										
2025	Major Town Projects									
	Carry-over funds: Completed Projects			3,482						
	Carry-Over Funds allocated to projects									
1	Street Lighting Program	Open	Open	16,522		52,500	40,000	40,000	40,000	40,000
2	Fisher Ave Streetscape	Open	Open	60,272	20,000	20,000	50,000	50,000	50,000	50,000
3	Fisher Ave Water Line Relocation	FY15		45,000						
4	W Willard Sidewalks	FY15		85,000						
	Budget Amendment 6/1/2015									
	Speed Camera Revenue			128,712						
5	Curb Replacements	FY16	20,000	20,000						
6	Street Sign Replacement	FY16	15,000	20,000	5,000					
7	Whalen Wall Rebuild	FY18	20,000			20,000				
	Total Funding Allocations			\$185,000	\$276,562	\$25,000	\$92,500	\$90,000	\$90,000	\$90,000
<u>Project Expenditures</u>										
2025	Major Town Projects			FY 16 Act.						
1	Street Lighting Program	Open				(69,022)				
2	Fisher Ave Streetscape	Open			(80,272)					
3	Fisher Ave Water Line Relocation	FY15		(10,573)						
4	W Willard Sidewalks	FY15		(145,713)						
5	Curb Replacements	FY16			(20,000)					
6	Street Sign Replacement	FY16		(15,803)	(9,197)					
7	Whalen Wall Rebuild	FY18				(20,000)				
	Total Expenditures			(\$172,089)	(\$109,469)	(\$89,022)	\$0	\$0	\$0	\$0
2025	Account Balance by Year			\$104,473	\$20,004	\$23,482	\$113,482	\$203,482	\$293,482	\$383,482

Notes

Shading key in Table: FY 16 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 as reported in the Parks & Streets Board LED replacement program recommendations
- 2 Improvements along Fisher Avenue, including crosswalks, improved intersections, sidewalks, signage, banners and streetlights
FY 13-14 improvements include new signage and crosswalks, streetlights and banners fronting Whalen Commons
- 3 The relocation will lower the water main to allow for drainage improvements to be made under Fisher Avenue
- 4 Replacement of existing sidewalk.
- 5 Replacement of broken curbs throughout Town
- 6 Replacement of existing street signs throughout Town.
- 7 Rebuild of the stone wall on Whalen Commons

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FY 2018 Budget

GENERAL FUND - CAPITAL PROJECTS

Adopted May 8, 2017

Printed: 9-May-17

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 16 Act.	FY 17 Projection	FY 18 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 19	FY 20	FY 21	FY 22
<u>Project Funding</u>										
2035	Park Projects									
	Carry-over funds: Completed Projects			52,175						
	Carry-Over Funds allocated to projects				(42,000)	(7,500)				
1	Park Equipment Replacement	Open		69,580	20,000	20,000	20,000	20,000	20,000	20,000
2	Hoewing Park	FY15	51,500	3,000	2,000	[Allocation of Carry-over Funds]				
3	Park Restrooms	FY15	20,000	18,505						
4	Steven's Park Tennis	FY16	70,000	31,960						
	Parks and Playground Grant				38,040					
5	Lori Gore Park	FY16	60,000	Funded Through Park Equipment Replacement Funding Stream						
6	Dog Park	FY16	65,000	5,000						
	Budget Amendment 9/8/2015			60,000	[Allocation of Carry-over Funds]					
7	Replace Whalen Pathway	FY18	85,000		10,000	35,000				
					40,000	[Allocation of Carry-over Funds]				
8	Replace Deck TAMA Trail Bridge	FY18	10,000			10,000				
9	Paint Concession Stand	FY18	5,000			5,000	[Allocation of Carry-over Funds]			
10	Halmos Park Tennis Lights	FY18	2,500			2,500	[Allocation of Carry-over Funds]			
11	Brightwell Tot Lot	FY18	80,000							
	Parks and Playground Grant			82,304						
	Total Funding Allocations		\$449,000	\$322,524	\$68,040	\$65,000	\$20,000	\$20,000	\$20,000	\$20,000
<u>Project Expenditures</u>										
2035	Parks and Recreation			FY 16 Act.						
1	Park Equipment Replacement	Open								
2	Hoewing Park	FY15			(5,000)					
3	Park Restrooms	FY15		(6,500)	(12,005)					
4	Steven's Park Tennis	FY16		(31,960)	(38,040)					
5	Lori Gore Park	FY16		(69,580)						
6	Dog Park	FY16		(49,646)	(15,354)					
7	Replace Whalen Pathway	FY18				(85,000)				
8	Replace Deck TAMA Trail Bridge	FY18		(2,304)		(10,000)				
9	Paint Concession Stand	FY18				(5,000)				
10	Halmos Park Tennis Lights	FY18				(2,500)				
11	Brightwell Tot Lot	FY18				(82,304)				
	Total Expenditures			(\$159,990)	(\$70,399)	(\$184,804)	\$0	\$0	\$0	\$0
2035	Account Balance by Year			\$162,534	\$160,175	\$40,371	\$60,371	\$80,371	\$100,371	\$120,371

Notes

Shading key in Table: FY 16 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 Park replacement will occur as part of the Parks Board's replacement recommendations. Lori Gore Park is scheduled for FY16
 - 2 Provides fencing, grading, seeding, parking area for youth size soccer fields Hoewing. (Budd Road)
 - 3 Refurbishment of Halmos and Steven's Park plumbing/restroom facilities.
 - 4 Provides for resurfacing and block wall.
 - 5 Replacement of existing park equipment - Woods of TAMA.
- Park tot lot equipment is on a 20-year replacement cycle per the following schedule

Park	Built	Cost	REPL. Year
Bodmer Park	2004	\$140,000	2024
Halmos Tot Lot	2005	\$40,000	2025
Brooks Park	2007	\$100,000	2027
Wootton Heights Tot Lot	2010	\$50,000	2030

- 6 Construction of a dog park facility at Dr. Dillingham Park.
- 7 Replace existing asphalt walkway with concrete walkway
- 8 Replacement of aging wood deck on boardwalk between TAMA and Wood of TAMA
- 9 Repainting inside and out of Steven's Park concession stand.
- 10 Replacement of existing lights and components with LED fixtures.
- 11 The installation of a new tot lot at phase II of Brightwell Crossing.

THE TOWN OF POOLESVILLE

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GENERAL FUND - CAPITAL PROJECTS

Adopted May 8, 2017

Printed: 9-May-17

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 16 Act.	FY 17 Projection	FY 18 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 19	FY 20	FY 21	FY 22
Project Funding										
2040	Major Street Repair Projects			41						
Carry-over funds: Completed Projects										
Carry-Over Funds allocated to projects										
1	FY 17 Paving Program									
	Lilli St	FY17	20,000	20,000						
	Beatritz Ave	FY17	50,000	50,000						
	Christer St	FY17	20,000	15,000						
	Anita Ct	FY17	18,000	18,000						
	Haller Ave	FY17	30,000	30,000						
	Haller Ct	FY17	20,000	20,000						
	Hickman St	FY17	38,000	38,000						
	Hickman Way	FY17	25,000	25,000						
	Shannon Way	FY17	20,000	20,000						
	Hempstone Ave	FY17	160,000	80,000	80,000					
	Dowden Circle	FY17	60,000		60,000					
	Soper St	FY17	55,000		55,000					
	Whitaker Rd	FY17	35,000		35,000					
	Dowden Way	FY17	20,000		20,000					
	Collier Circle	FY17	60,000		60,000					
	Collier Way	FY17	30,000		30,000					
	Walters Ave	FY17	30,000		30,000					
	Hempstone Ct	FY17	23,000		23,000					
	Misc Repairs	FY17	20,000		45,000					
2	FY 19 Paving Program									
	Hughes Rd (Westerly-Wootton)	FY19	80,000			80,000				
	Luhn St	FY19	35,000			35,000				
	Gott St	FY19	22,000			22,000				
	Fletchall	FY19	55,000			55,000				
	Tom Fox Ct	FY19	30,000			30,000				
	Conlon Ct	FY19	20,000			20,000				
	Gray Farm Ct	FY19	20,000			20,000				
	Spurrier (Brown - W Willard)	FY19	90,000			30,000	60,000			
	General Custer Way	FY19	61,000				61,000			
	Norris Rd	FY19	38,000				38,000			
	Hersperger	FY19	80,000				80,000			
	Stevens Park Trail System	FY19	40,000				40,000			
	Misc Repairs	FY19	20,000				40,000			
3	FY21 Paving Program									
	Dr. Walling (Cattail-Brightwell)	FY21	120,000					120,000		
	Selby Ave	FY21	142,000					142,000		
	Bruner Way	FY21	78,000				60,000		18,000	
	McKernon Way	FY21	90,000						90,000	
	Hillard Ct	FY21	20,000						20,000	
	Dr. Moore Ct	FY21	60,000						60,000	
	Hillard St. (Halmos-cul-de-sac)	FY21	110,000						110,000	
	Koteen Way	FY21	40,000						40,000	
	Misc Repairs	FY21	20,000						50,000	
	Future Roads to be determined									400,000
	Total Funding Allocations		\$2,005,000	\$316,041	\$438,000	\$292,000	\$319,000	\$322,000	\$388,000	\$400,000
Project Expenditures										
2040	Major Street Repair Projects			FY 16 Act.						
1	FY17 Paving Program	FY17			(754,000)					
2	FY19 Paving Program	FY19					(591,000)			
3	FY21 Paving Program	FY21							(680,000)	
	Total Expenditures			\$0	(\$754,000)	\$0	(\$591,000)	\$0	(\$680,000)	\$0
2040	Account Balance by Year			\$316,041	\$41	\$292,041	\$20,041	\$342,041	\$50,041	\$450,041

Notes

Shading key in Table: FY 16 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 2016. 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 2018 Budget

WATER and WASTEWATER FUND SUMMARY

Adopted May 8, 2017

Printed: 9-May-17

Ref. Page	Item or Description	Y/E 06/30/16 FY 16 Actual	Y/E 06/30/17 FY 17 Budget	Y/E 06/30/17 FY 17 Projection	Y/E 06/30/18 FY 2018 Budget
Water & Wastewater Operating Summary					
	W & WW Revenue	1,152,881	1,185,302	1,185,302	1,185,302
	Grant from General Funds	114,000	0	30,000	0
	W & WW Available Funding	1,266,881	1,185,302	1,215,302	1,185,302
Water & Wastewater Expenditures					
	For W&WW Capital Projects	0	0	0	0
	Operating Expenses	(1,267,447)	(1,206,017)	(1,212,517)	(1,272,915)
	Total: W & WW Expenditures	(\$1,267,447)	(\$1,206,017)	(\$1,212,517)	(\$1,272,915)
Net Operating Balance					
		(\$566)	(\$20,715)	\$2,785	(\$87,613)
Unrestricted Funds Carried Forward from Prior Year					
		656	91	90	2,875
Closing Balance: Water/Wastewater Funds					
		\$90	(\$20,624)	\$2,875	(\$84,738)
Water & Wastewater Funds Capital Projects Summary					
Funding Balance Carried Forward from Prior Year					
		\$675,624	\$1,474,139	\$1,354,140	\$855,500
	Funding from W & WW Revenues	0	0	0	0
	Funding Granted by Genl Funds	422,760	321,000	386,000	373,500
	Funding from Impact Fees		0		0
	Prior Balance - Impact Fees				
	Transfers from Restricted Funds		0	0	0
	Internal transfers	513,429	200,000	200,000	0
	Funding from MD Grants, Others	1,305			0
	Available for Capital Projects	\$1,613,118	\$1,995,139	\$1,940,140	\$1,229,000
	Capital Projects Expenditures	(258,978)	(1,074,715)	(1,084,640)	(202,800)
Closing Balance: Funding for Capital Projects					
		\$1,354,140	\$920,424	\$855,500	\$1,026,200

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 used to cover 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.
- * In an effort to maintain the Water and Wastewater funds as an Enterprise Fund, rates will be raised to fund these operations. As always a critical eye is on spending. However, many of the costs associated with the operations, such as electricity, chemicals and fuel are fixed and are reduced or maintained as much as possible. Over the past years, grants have been received for the installation of variable drive motor controllers and lighting upgrades to reduce electrical demands

THE TOWN OF POOLESVILLE

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WATER and WASTEWATER FUND REVENUE SUMMARY

Adopted May 8, 2017

Printed: 9-May-17

Acct No.	Account Name	Y/E 06/30/16 FY 16 Actual	Y/E 06/30/17 FY 17 Budget	Y/E 06/30/17 FY 17 Projection	Y/E 06/30/18 FY 18 Budget
<u>Water & Wastewater Revenue</u>					
411.1	User Charges	1,086,519	1,121,302	1,121,302	1,121,302
	MDE Operations Grant	0	0	0	0
505	Interest Income (510 & 515)	6,485	4,000	4,000	4,000
590	WSSC & Contractor Fees	38,195	40,000	40,000	40,000
590B	Bay Fund Admin Fee	5,582	5,000	5,000	5,000
595	Tap Fees	16,100	15,000	15,000	15,000
Sub-total: Water & Wastewater Revenue		\$1,152,881	\$1,185,302	\$1,185,302	\$1,185,302
<u>Water & Wastewater Internal Support</u>					
	Grant from Unrestricted Gen'l Funds	114,000	0	30,000	0
Sub-total: Water and Wastewater Available Funding		\$1,266,881	\$1,185,302	\$1,215,302	\$1,185,302
<u>Impact Fee Revenue</u>					
597.1	Water System	99,821	168,686	99,825	99,830
597.2	Wastewater System	62,388	105,429	62,400	62,400
Sub-total: Impact Fee Revenue		\$162,209	\$274,115	\$162,225	\$162,230
<u>Grants and Designated Funding</u>					
A	Connection Fees	0	0	36,348	0
B	Internal Transfers	200,000	0	0	0
C	Allocation of Unrestricted Funds	0	0	0	0
Sub-total: Grants and Designated Funding		\$200,000	\$0	\$36,348	\$0
<u>Restricted Revenue</u>					
598	Chesapeake Bay Restoration Fund	111,735	0	0	0
Sub-total: Restricted Revenue		\$111,735	\$0	\$0	\$0
Total: Water & Wastewater Fund Revenue		\$1,740,825	\$1,459,417	\$1,413,875	\$1,347,532
<u>Account Descriptions</u>					
411					
		<u>Gallon Tiers</u>	Adopted FY2017		
		0-30,000	<u>Structured Rate System Per 1,000 Gallons</u>		
		30,001 - 40,000	\$9.65		
		40,001 - 50,000	\$10.81		
		50,001 - up	\$11.94		
			\$13.12		
		Water Only Hydrant Use - \$6.56/1,000 Gal			
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)				

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WATER and WASTEWATER FUND EXPENSE SUMMARY

Adopted May 8, 2017

Printed: 9-May-17

Acct No.	Account Name	Y/E 06/30/16 FY 16 Actual	Y/E 06/30/17 FY 17 Budget	Y/E 06/30/17 FY 17 Projection	Y/E 06/30/18 FY 18 Budget
	<u>Wastewater System</u>				
700	Wastewater Operations	410,411	374,500	393,500	392,700
750	Wastewater Administration	330,552	328,991	327,991	352,707
	Sub-total: Wastewater System	740,963	703,491	721,491	745,407
	<u>Water System</u>				
800	Water Operations	131,189	122,500	111,000	121,500
850	Water Administration	395,295	380,026	380,026	406,008
	Sub-total: Water System	526,484	502,526	491,026	527,508
	Sub-total: Water & Wastewater Operating Expenses	\$1,267,447	\$1,206,017	\$1,212,517	\$1,272,915
3000	Water & Wastewater Funding for Capital Projects	0	0	0	0
	Sub-total: Water & Wastewater Capital Expenses	\$0	\$0	\$0	\$0
Total:	<u>Water & Wastewater Fund Expenses</u>	<u>\$1,267,447</u>	<u>\$1,206,017</u>	<u>\$1,212,517</u>	<u>\$1,272,915</u>

Water and Wastewater Fund Analysis

Wastewater System	\$703,491	\$721,491	\$745,407
	58%	60%	59%
Water System	\$502,526	\$491,026	\$527,508
	42%	40%	41%

Notes

THE TOWN OF POOLESVILLE

FY 2018 Budget

WATER and WASTEWATER FUND EXPENSE DETAILS

Adopted May 8, 2017

Printed: 9-May-17

Acct No.	Account Name	Y/E 06/30/16 FY 16 Actual	Y/E 06/30/17 FY 17 Budget	Y/E 06/30/17 FY 17 Projection	Y/E 06/30/18 FY 18 Budget
700	Wastewater Operations				
701	Sludge Hauling	108,090	80,000	105,000	105,000
702	Outside Laboratory Services	62,376	53,000	53,000	53,000
703	Electricity	114,267	96,000	110,000	115,000
705	Chemicals	47,163	63,000	63,000	55,000
707	Building Maintenance	1,341	1,000	1,000	1,200
708	Laboratory Expenses	3,294	3,000	3,000	5,000
709	Small Tools	495	500	500	500
710	WWTP Repair & Maintenance	39,730	40,000	30,000	30,000
711	Ultra Violet Bulb Maintenance	6,551	8,000	8,000	8,000
712	Sewer Repair and Maintenance	27,104	30,000	20,000	20,000
Total:	Acct 700 Wastewater Operations	\$410,411	\$374,500	\$393,500	\$392,700
750	Wastewater Administration				
755	Alloc: Staff Salary Burden from GF755	288,364	283,920	283,920	307,863
757	Alloc: Admin Sal'y Burden from GF760	10,832	10,561	10,561	11,274
761	Personnel Uniforms and Training	10,375	8,750	8,750	8,750
763	Accounting Services	3,000	4,000	4,000	4,000
771	Office Supplies	1,294	1,275	1,275	1,275
773	Telephone	8,037	7,985	7,985	7,985
775	Property Insurance	7,621	10,000	10,000	10,000
781	Truck Insurance	460	500	500	560
783	Truck Operations	569	2,000	1,000	1,000
Total:	Acct 750 Wastewater Administration	\$330,552	\$328,991	\$327,991	\$352,707

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 electricity of the whole compound, and 7 sewerage pumping stations are included in this account
- 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.

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WATER and WASTEWATER FUND EXPENSE DETAILS

Adopted May 8, 2017

Printed: 9-May-17

Acct No.	Account Name	Y/E 06/30/16 FY 16 Actual	Y/E 06/30/17 FY 17 Budget	Y/E 06/30/17 FY 17 Projection	Y/E 06/30/18 FY 18 Budget
800	Water Operations				
801	Lab Supplies / Testing	24,239	15,500	15,500	23,500
802	Building Supplies	80	500	500	500
805	Electricity	66,697	65,000	65,000	67,000
806	Chemicals	2,916	3,000	3,000	3,000
807	Water Repair and Maintenance	36,503	37,500	26,000	26,000
809	Small Tools	754	1,000	1,000	1,500
Total: Acct 800 Water Operations		<u>\$131,189</u>	<u>\$122,500</u>	<u>\$111,000</u>	<u>\$121,500</u>
850	Water Administration				
855	Alloc: Staff Salary Burden from GF755	288,364	283,920	283,920	307,863
857	Alloc: Admin Sal'y Burden from GF765	49,244	39,456	39,456	41,195
859	Bonding	0	150	150	150
861	Personnel Uniforms and Training	9,279	10,650	10,650	10,650
863	Accounting Services	3,000	4,000	4,000	4,000
871	Office and Billing Supplies	21,450	21,200	21,200	21,500
873	Telephone	3,318	3,450	3,450	3,450
875	Property Insurance	4,813	6,000	6,000	6,000
881	Truck Insurance	1,191	1,200	1,200	1,200
883	Truck Operations	14,636	10,000	10,000	10,000
Total: Acct 850 Water Administration		<u>\$395,295</u>	<u>\$380,026</u>	<u>\$380,026</u>	<u>\$406,008</u>

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).
- 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 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 POOLESVILLE

FY 2018 Budget

WATER and WASTEWATER FUND - CAPITAL PROJECTS SUMMARY

Adopted May 8, 2017

Printed: 9-May-17

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 16 Act.	FY 17 Projection	FY 18 Bgt. Budget	Forward Planning Cycle			
							FY 19	FY 20	FY 21	FY 22
Project Funding										
3130	Water Collection & Distribution		2,458,641	909,336	89,000	85,500	96,000	121,000	111,000	20,000
3150	Wastewater Systems		839,062	116,326	227,000	163,000	180,000	145,000	95,000	70,000
3167	Small Water & Wastewater Equip.		232,819	212,956	35,000	35,000	35,000	35,000	35,000	35,000
3169	Inflow & Infiltration		0	333,429	225,000	50,000	50,000	70,000	100,000	100,000
3170	Gen'l. Infrastructure Programs		0	41,071	10,000	40,000	40,000	115,000	115,000	285,000
Total Funding Allocations			\$3,530,521	\$1,613,118	\$586,000	\$373,500	\$401,000	\$486,000	\$456,000	\$510,000
Direct Funding										
3130	Allocation of unrestricted funds			210,000						
3130	Impact Fees			106,297						
	Huron Payment			111,411						
	Sale of Town Parcels			191,999						
3150	Impact Fees									
3150	Allocation of unrestricted funds				25,000					
3167	Allocation of unrestricted funds									
3169	Allocation of unrestricted funds			333,429	175,000					
Sub-total: Direct Funding				\$953,136	\$200,000	\$0	\$0	\$0	\$0	\$0
3000	Funding by Gen'l Fund Grant [Total less Direct Funding]			\$659,982	\$386,000	\$373,500	\$401,000	\$486,000	\$456,000	\$510,000
Project Expenditures										
3130	Water Collection & Distribution			FY 16 Act. (79,157)	(834,991)	(25,000)	(25,000)	0	(353,000)	0
3150	Wastewater Systems			(61,686)	(99,402)	(150,000)	(185,000)	(105,000)	(45,000)	(100,000)
3167	Small Water & Wastewater Equip.			(60,649)	(150,247)	(27,800)	(19,500)	(60,000)	0	0
3169	Inflow & Infiltration			(25,176)	0	0	0	0	0	0
3170	Gen'l. Infrastructure Programs			(32,310)	0	0	0	0	0	0
Total Expenditures				(\$258,978)	(\$1,084,640)	(\$202,800)	(\$229,500)	(\$165,000)	(\$398,000)	(\$100,000)
Account Balance by Year										
3130	Water Collection & Distribution			830,179	84,188	144,688	215,688	336,688	94,688	114,688
3150	Wastewater Systems			54,640	182,238	195,238	190,238	230,238	280,238	250,238
3167	Small Water & Wastewater Equip.			152,307	37,060	44,260	59,760	34,760	69,760	104,760
3169	Inflow & Infiltration			308,253	533,253	583,253	633,253	703,253	803,253	903,253
3170	Gen'l. Infrastructure Programs			8,761	18,761	58,761	98,761	213,761	328,761	613,761
Available For Capital Projects				\$1,354,140	\$855,500	\$1,026,200	\$1,197,700	\$1,518,700	\$1,576,700	\$1,986,700

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 POOLSVILLE

FY 2018 Budget

WATER & WASTEWATER FUND - CAPITAL PROJECTS

Adopted May 8, 2017

Printed: 9-May-17

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 16 Act.	FY 17 Projection	FY 18 Bgt. Budget	Forward Planning Cycle			
							FY 19	FY 20	FY 21	FY 22
Project Funding										
3130	Water Collection & Distribution			330						
Carry-over funds: Completed Projects										
Carry-Over Funds allocated to projects										
1	Equip Replace/Major Rebuild	open			20,000	20,000	20,000	20,000	20,000	20,000
a	Well 8 VFD Replace	FY17	4,710							
b	CL2 Booster Pump Replace	FY17	1,431							
2	Water Valve Repl	open			20,000	25,000	25,000			
3	Well Implementation	Annl.		1,505	1,500	500				
4	Well 11 (Rabanales)	FY16	610,000	140,000						
Huron Payment										
Sale of Town Parcels										
Use of Unrestricted Reserves										
5	Alpha Media	Open		3,000			1,000	1,000	1,000	
6	Repaint Intr. of 500K Gal. Tank	FY16	130,000	100,000						
30,000 [Transferred From Unrestricted Reserves]										
7	Well Component Rehab. 2,3 &5	FY16	30,000	14,794						
8	Hydrant Markers	FY17	7,500		7,500					
9	Repaint Ext. 500K Gal. Tank	FY21	350,000	30,000	40,000	40,000	50,000	100,000	90,000	
The following projects are listed in the Master Plan Impact Fee Schedule and will be funded through impact fees.										
10	Well 14 (Westerly/Jamison)	Open	525,000	106,297						
Use of Impact Fees										
11	Well 15 (Cattail/Jamison)	Open	800,000							
Total Funding Allocations			\$2,458,641	\$909,336	\$89,000	\$85,500	\$96,000	\$121,000	\$111,000	\$20,000
Project Expenditures										
3130	Water Collection & Distribution			FY 16 Act.						
1	Equip Replace/Major Rebuild									
a	Well 8 VFD Replace	FY17			(4,710)					
b	CL2 Booster Pump Replace	FY17			(1,431)					
2	Water Valve Repl	Open			(20,000)	(25,000)	(25,000)			
3	Well Implementation	Annl.		(234)	(2,772)					
4	Well 11 (Rabanales)	FY16		(16,188)	(607,222)					
5	Alpha Media	Open			(3,000)				(3,000)	
6	Repaint Intr. 500K Tank	FY16		(11,737)	(118,263)					
7	Well Component Rehab. 2,3 &5	FY16		(677)	(14,117)					
8	Hydrant Markers	FY17			(7,500)					
9	Repaint Ext. 500K Gal. Tank	FY21							(350,000)	
10	Well 14 (Westerly/Jamison)	Open		(50,321)	(55,976)					
11	Well 15 (Cattail/Jamison)	Open								
Total Expenditures				(\$79,157)	(\$834,991)	(\$25,000)	(\$25,000)	\$0	(\$353,000)	\$0
3130	Account Balance by Year			\$830,179	\$84,188	\$144,688	\$215,688	\$336,688	\$94,688	\$114,688

Notes

Shading key in Table: FY 16 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 This category provides for the replacement or major rebuild of pumps and major components
- 2 This project provides for the replacement of old and poorly operating water main valves.
- 3 Well implementation includes final permitting and ongoing monitoring required by MDE
- 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 Recoating the interior of the 500K Water Tank.
- 7 Replacement of valves and components.
- 8 Markers for hydrants during heavy snows
- 9 Recoating the exterior of the 500K Water Tank.
- 10 Well Funded through Developer and Impact Fee Funds. Part of the Westerly 7 Subdivision.
- 11 Future well funded by the developers through impact fees.

THE TOWN OF POOLESVILLE

FY 2018 Budget

WATER & WASTEWATER FUND - CAPITAL PROJECTS

Adopted May 8, 2017

Printed: 9-May-17

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 16 Act.	FY 17 Projection	FY 18 Bgt. Budget	Forward Planning Cycle				
							FY 19	FY 20	FY 21	FY 22	
Project Funding											
3150	Wastewater Systems										
	Carry-over funds: Completed Projects			237							
	Carry-Over Funds allocated to projects										
1	Equip Replace/Major Rebuild	open			50,000	40,000					
a	WWTP Air Valve Replacement	FY17	8,340				40,000	40,000	40,000	40,000	
b	WWTP Influent Rebuild	FY17	6,989								
c	Replace Stoney Springs Pump	FY17	6,155								
d	Rebuild Fisher Avenue Pump	FY17	3,168								
e	Rebuild Stoney Springs Pump	FY17	4,150								
f	Rebuild Main WWTP Pump	FY17	17,000								
2	Pump Station Level Controllers	FY16	33,000	20,914							
3	Replacement WWTP Mixers	FY16	24,000	23,915	12,000						
4	Sludge Pumps	FY16	33,260	16,260	20,000						
5	Alum Feed System	FY17	40,000	20,000	20,000						
6	Replace Decant Pump	FY17	28,000	8,000	20,000						
7	Hunter's Run Pump Station	FY18	40,000		20,000	20,000					
8	Replace Main WWTP Pump #1	FY18	25,000			25,000					
9	WWTP Monitoring System	FY18	85,000		30,000	30,000					
	Use of Unrestricted Funds				25,000						
10	U.V. System Rebuild	FY19	75,000	27,000	10,000	18,000	20,000				
11	Replace Main WWTP Pump #2	FY19	25,000				25,000				
12	Refurbish WWTP Filters	FY19	60,000		20,000		20,000				
13	Backwash Pump #1	FY19	25,000			10,000	15,000				
14	Replace Main WWTP Pump #3	FY20	75,000					25,000			
15	WWTP Main Station VFD's	FY20	40,000				20,000	20,000			
16	Update WWTP PLC	FY20	40,000				20,000	20,000			
17	Backwash Pump #2	FY21	25,000					10,000	15,000		
18	Digester Blower	FY21	20,000					10,000	10,000		
19	Sludge Screw Pump	FY22	20,000						10,000	10,000	
20	Paint WWTP	FY22	80,000				20,000	20,000	20,000	20,000	
	Total Funding Allocations			\$839,062	\$116,326	\$227,000	\$163,000	\$180,000	\$145,000	\$95,000	\$70,000
Project Expenditures											
3150	Wastewater Systems										
1	Equip Replace/Major Rebuild	open									
a	WWTP Air Valve Replacement	FY17			(8,340)						
b	WWTP Influent Rebuild	FY17			(6,989)						
c	Replace Stoney Springs Pump	FY17			(6,155)						
d	Rebuild Fisher Avenue Pump	FY17			(3,168)						
e	Rebuild Stoney Springs Pump	FY17			(4,150)						
f	Rebuild Main WWTP Pump	FY17			(17,000)						
2	Pump Station Level Controllers	FY16		(20,914)							
3	Replacement WWTP Mixers	FY16		(23,914)	(12,000)						
4	Sludge Pumps	FY16		(16,858)	(19,402)						
5	Alum Feed System	FY17			(40,000)						
6	Replace Decant Pump	FY17			(28,000)						
7	Hunter's Run Pump Station	FY18				(40,000)					
8	Replace Main WWTP Pump #1	FY18				(25,000)					
9	WWTP Monitoring System	FY18				(85,000)					
10	U.V. System Rebuild	FY19					(75,000)				
11	Replace Main WWTP Pump #2	FY19					(25,000)				
12	Refurbish WWTP Filters	FY19					(60,000)				
13	Backwash Pumps #1	FY19					(25,000)				
14	Replace Main WWTP Pump #3	FY20						(25,000)			
15	WWTP Main Station VFD's	FY20						(40,000)			
16	Update WWTP PLC	FY20						(40,000)			
17	Backwash Pump #2	FY21							(25,000)		
18	Digester Blower	FY21							(20,000)		
19	Sludge Screw Pump	FY22								(20,000)	
20	Paint WWTP	FY22								(80,000)	
	Total Expenditures			(\$61,686)	(\$99,402)	(\$150,000)	(\$185,000)	(\$105,000)	(\$45,000)	(\$100,000)	
3150	Account Balance by Year			\$54,640	\$182,238	\$195,238	\$190,238	\$230,238	\$280,238	\$250,238	

Notes

Shading key in Table: FY 16 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 This category provides for the replacement or major rebuild of pumps and major components
- 2 Replacement of level pump controllers and flow recorder.
- 3 Replacement of the original equipment.
- 4 Rebuild of the original equipment.
- 5 Chemical application lines for phosphorus removal.
- 6 Replacement pump.
- 7 Replacement of pumps and valves.
- 8 Replacement of original equipment.
- 9 System used to all monitor aspects of operations for process control.
- 10 Rebuild of WWTP disinfection system.
- 11 Replacement of original equipment.
- 12 Refurbish the gravel, sand, and anthracite.
- 13 Replacement of original equipment.
- 14 Replacement of original equipment.
- 15 Replacement of electronic control equipment.
- 16 Required update of computer and control equipment.
- 17 Replacement of original equipment.
- 18 Replacement of air equipment.
- 19 Replacement of original equipment.
- 20 Repainting of pipe gallery.

THE TOWN OF POOLSVILLE

FY 2018 Budget

WATER & WASTEWATER FUND - CAPITAL PROJECTS

Adopted May 8, 2017

Printed: 9-May-17

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 16 Act.	FY 17 Projection	FY 18 Bgt. Budget	Forward Planning Cycle			
							FY 19	FY 20	FY 21	FY 22
Project Funding										
3167	Small Water & Wastewater Equip.									
Carry-over funds: Completed Projects										
Carry-Over Funds allocated to projects										
1	Future W&S Equipment Needs	Open		19,672	20,000	20,000	20,000	20,000	20,000	20,000
a	CL2 Scales	FY16	10,412							
b	Polymer Mixer	FY16	3,000							
c	WWTP Air Dryer	FY16	3,318							
d	WWTP Stairs	FY16	5,795							
e	Refrigerated Sampler	FY16	6,082							
f	Water Analyzing Equipment	FY16	1,628							
g	Metal Detector	FY17	800							
h	Cordless Impact	FY17	500							
i	Submersible Pump	FY17	700							
j	Sewer Cam Rebuild	FY17	1,884							
k	Portable Pump Check Valve	FY17	1,900							
l	Misc Water Main repair tools	FY18	2,500							
m	Blower Room Exhaust Fan	FY18	1,000							
n	Pipe Gallery Heater	FY18	1,500							
o	Air Compressor	FY18	1,500							
p	Small Enclosed Trailer	FY18	1,500							
q	Portable Generator	FY18	1,800							
2	Water Meter Replacement	Ann.	105,000	20,284	15,000	15,000	15,000	15,000	15,000	15,000
3	WWTP Lab Equipment	FY16	7,000	7,000						
4	Water Communication System	FY16	75,000	75,000						
				81,000						
5	Main Valve Actuator	FY18	2,000			2,000				
6	Lagoon Flow Meter	FY18	5,000			5,000				
7	Koteen Monitoring System	FY18	11,000			11,000				
8	Fisher & Elgin Monitoring System	FY19	16,000			8,000	8,000			
9	WWTP Lighting Upgrade	FY19	3,500				3,500			
10	Sewer Jet	FY20	60,000	10,000	5,000	10,000	15,000	20,000		
11	Sewer Camera	FY23	75,000				10,000	15,000	15,000	15,000
Total Funding Allocations			\$232,819	\$212,956	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
Project Expenditures										
				FY 16 Act.						
3167	Other Water & Wastewater Equip.									
1	Future W&S Equipment Needs									
a	CL2 Scales	FY16		(10,412)						
b	Polymer Mixer	FY16			(3,000)					
c	WWTP Air Dryer	FY16		(3,318)						
d	WWTP Stairs	FY16		(5,795)						
e	Refrigerated Sampler	FY16		(6,082)						
f	Water Analyzing Equipment	FY 16		(1,628)						
g	Metal Detector	FY17			(800)					
h	Cordless Impact	FY17			(500)					
i	Submersible Pump	FY17			(700)					
j	Sewer Cam Rebuild	FY17			(1,884)					
k	Portable Pump Check Valve	FY17			(1,900)					
l	Misc Water Main repair tools	FY18				(2,500)				
m	Blower Room Exhaust Fan	FY18				(1,000)				
n	Pipe Gallery Heater	FY18				(1,500)				
o	Air Compressor	FY18				(1,500)				
p	Small Enclosed Trailer	FY18				(1,500)				
q	Portable Generator	FY18				(1,800)				
2	Water Meter Replacement	Ann.		(11,877)						
3	WWTP Lab Equipment	FY16		(5,150)	(1,850)					
4	Water Communication System	FY16		(16,387)	(139,613)					
5	Main Valve Actuator	FY18				(2,000)				
6	Lagoon Flow Meter	FY18				(5,000)				
7	Koteen Monitoring System	FY18				(11,000)				
8	Fisher & Elgin Monitoring System	FY19					(16,000)			
9	WWTP Lighting Upgrade	FY19					(3,500)			
10	Sewer Jet	FY20						(60,000)		
11	Sewer Camera	FY23								
Total Expenditures				(\$60,649)	(\$150,247)	(\$27,800)	(\$19,500)	(\$60,000)	\$0	\$0
3167	Account Balance by Year			\$152,307	\$37,060	\$44,260	\$59,760	\$34,760	\$69,760	\$104,760

Notes

Shading key in Table: FY 16 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.

- 1 Replacement of miscellaneous equipment.
- 2 This line item provides for water meters for replacements and new installations
- 3 Replace and upgrade process control testing equipment.
- 4 Replace outdated communications for entire water system.
- 5 Replacement of original WWTP Equipment.
- 6 New equipment to monitor lagoon discharge required by MDE
- 7 Monitor and emergency notification system.
- 8 Monitor and emergency notification system.
- 9 Upgrade outdoor fixtures
- 10 Replacement of original equipment.
- 11 Replacement of original equipment.

THE TOWN OF POOLSVILLE

FY 2018 Budget

WATER & WASTEWATER FUND - CAPITAL PROJECTS

Adopted May 8, 2017

Printed: 9-May-17

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 16 Act.	FY 17 Projection	FY 18 Bgt. Budget	Forward Planning Cycle			
							FY 19	FY 20	FY 21	FY 22
Project Funding										
3169	Inflow & Infiltration									
Carry-over funds: Completed Projects										
Carry-Over Funds allocated to projects										
1	On-going I & I Reduction Pgm.	Annl.	Open		50,000	50,000	50,000	70,000	100,000	100,000
	Budget Amendment 2/16/16			20,000						
	Use of Unrestricted Funds [Budget Amendment 8/15/16]			313,429	175,000					
Total Funding Allocations			\$0	\$333,429	\$225,000	\$50,000	\$50,000	\$70,000	\$100,000	\$100,000
Project Expenditures										
3169	Inflow & Infiltration			FY 16 Act.						
1	On-going I & I Reduction Pgm. Monitoring & Main Insp.	Annl.		(15,201)						
				(9,975)						
Total Expenditures				(\$25,176)	\$0	\$0	\$0	\$0	\$0	\$0
3169	Account Balance by Year			\$308,253	\$533,253	\$583,253	\$633,253	\$703,253	\$803,253	\$903,253

Notes

Shading key in Table: FY 16 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.

I&I is a funding priority. Three major areas of concern include lateral connections Elgin Rd (109), Lateral connections Fisher Ave, 6 in lateral lining Wesmond area. These areas are the oldest in Town and in some cases, require dig and replace.

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 16 Act.	FY 17 Projection	FY 18 Bgt. Budget	Forward Planning Cycle			
							FY 19	FY 20	FY 21	FY 22
Project Funding										
3170	Gen'l. Infrastructure Programs			92						
Carry-over funds: Completed Projects										
Carry-Over Funds allocated to projects										
1	Emergency Repair/Replace	open		40,979	10,000	40,000	40,000	40,000	40,000	40,000
2	Infrastructure Replacement Fund	open						75,000	75,000	245,000
Total Funding Allocations			\$0	\$41,071	\$10,000	\$40,000	\$40,000	\$115,000	\$115,000	\$285,000
Project Expenditures										
3170	Gen'l. Infrastructure Programs			FY 16 Act.						
1	Emergency Repair/Replace			(12,143)						
a	Sewer System			(20,167)						
b	Water System									
2	Infrastructure Replacement Fund									
Total Expenditures				(\$32,310)	\$0	\$0	\$0	\$0	\$0	\$0
3170	Account Balance by Year			\$8,761	\$18,761	\$58,761	\$98,761	\$213,761	\$328,761	\$613,761

Notes

Shading key in Table: FY 16 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.

This program will provide funding for large unanticipated infrastructure repairs and total water line section replacements in the future

THE TOWN OF POOLESVILLE

FY 2018 Budget

TOWN STATISTICS

Adopted May 8, 2017

Printed: 9-May-17

Note No.	Item or Description	Fiscal Year 2012	Fiscal Year 2013	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018
[1]	<u>Population</u>	5,134	5,261	5,373	5,437	5,510		
	<u>Housing</u>							
	Single Family	1,391	1,431	1,466	1,486	1,492	1,492	
	Town Houses	336	336	336	336	353	353	
	Total Family Dwellings	1,727	1,767	1,802	1,822	1,845	1,845	
	Other	56	56	56	56	56	56	
[2]	<u>Net Assessable Base</u>							
	As Reported	685,977,580	688,453,667	662,170,967	717,731,127	723,711,000	758,169,000	803,643,000
[2]	<u>Tax Rate</u>							
	As Adopted	\$15.90	\$15.90	\$16.70	\$16.70	\$17.00	\$17.56	\$17.56
[3]	<u>General Fund Budget</u>	[Actual]	[Actual]	[Actual]	[Actual]	[Actual]	[Projected]	[Budget]
	Operating Expenses	1,786,937	1,868,988	1,999,155	2,330,397	2,345,372	2,273,679	2,415,350
	Funding: Capital Projects	520,549	372,913	520,500	436,000	412,590	522,000	684,350
	Funding: Water/Wastewater Projects	225,000	463,397	301,000	206,384	422,760	386,000	373,500
	Total Budget (General Funds)	2,532,486	2,705,298	2,820,655	2,972,781	3,180,722	3,181,679	3,473,200
	Budgeted Cash Reserve	892,192	780,054	764,000	816,798	691,912	516,520	714,923
	Actual Close-Out Cash Reserve	882,098	798,239	862,464	915,607	712,985	709,645	
							[Projected]	
	<u>Water and Wastewater Fund Budget</u>							
	Operating Expenses	1,043,522	1,032,788	1,109,636	1,210,759	1,267,447	1,212,517	1,272,915
	Funding: Capital Projects	0	0	0	0	0	0	0
	<u>Total Town Acreage</u>	2,374	2,374	2,374	2,374	2,374	2,374	2,374
	<u>Parks and Open Spaces</u>							
	Number	12	12	12	13	14	14	14
	Area (acres)	56	56	56	60	65	65	65
	Number of:							
	Tennis Courts	4	4	4	4	4	4	4
	Basketball Courts	3	3	3	4	4	4	4
	Baseball Fields	4	4	4	4	4	4	4
	Soccer Fields	4	5	5	6	6	6	6
	Tot Lots	6	7	7	8	8	8	9
	<u>Miles of Town Roads</u>	16.31	16.31	18.00	18.50	19.00	20.00	20.00
	<u>Number of Municipal Water Wells</u>	11	10	10	10	10	11	12
	<u>Avg. Water Production (Gal/Day)</u>	437,670	468,393	438,160	500,577	461,721		
	Calendar year							
	<u>Avg - WWTP (Gal/Day)</u>	513,391	670,530	630,000	534,417	491,750		
	Calendar year							
	<u>Number of Town Employees</u>							
	Full Time	14	16	16	16	18	18	19
	Part Time	1	0	0	0	0	0	0
	Summer Help		1	2	2	3	3	3

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] Maryland State Planning Data reported a 5,201 population figure in 2015.
- [3] All Budget figures exclude special revenues such as Impact Fees or dedicated Grants.

THE TOWN OF POOLESVILLE

FY 2018 Budget

POOLESVILLE EMPLOYEE SALARY STRUCTURE

Adopted May 8, 2017

Printed: 9-May-17

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	5
7		
8	Holder of One License	2
9	Holder of Two Licenses	1
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 17 Budget Minimum Level</u>	<u>FY 17 Budget Maximum Level</u>	<u>FY 2018 Budget Minimum Level</u>	<u>FY 2018 Budget Maximum Level</u>
1				
2	25,130	32,798	25,658	33,487
3				
4	28,669	[n/a]	29,271	[n/a]
5	30,531	46,019	31,172	46,985
6	32,020	48,314	32,692	49,329
7				
8	35,222	53,144	35,962	54,260
9	38,443	59,143	39,250	60,385
10	42,287	65,568	43,175	66,945
11	47,401	68,846	48,396	70,292
12				
13				
14	53,282	82,306	54,401	84,034
15				
16	55,945	86,421	57,120	88,236
17				
18				
19				
20	95,000	121,000	96,995	123,541

Maximum 0.021 increase based upon performance

Notes

THE TOWN OF POOLSVILLE

FY 2018 Budget

MUNICIPAL ORGANIZATION CHART

Adopted May 8, 2017

Printed: 9-May-17

