

**AGENDA**  
**COMMISSIONERS OF POOLESVILLE**  
**August 5, 2019**  
**19721 BEALL STREET**  
**7:30 PM**

1. **Call To Order**
2. **Pledge Of Allegiance**
3. **Public Hearing Ordinance No. 212 Small Cell**  
Amendments to Chapter 19 of the Pooleville Code.

Documents:

[ORDINANCE 212 4-1-19.DOCX](#)

4. **Announcements**
  - 4.I. Jessica Mense GS Gold Award Grant Request
5. **Open Forum**
6. **Approval Of Minutes**
  - 6.I. Minutes Of July 1, 2019
7. **New Business**
  - 7.I. Bates Trash Collection
  - 7.II. FY2019 Closeout

Documents:

[FY2019 CLOSE-FINAL.PDF](#)

8. **Old Business**
9. **Town Manager's Report**
10. **Committee Reports**
  - Planning Commission
  - Parks Board
  - Events Committee
  - School liaison
11. **Adjournment**

**Public Testimony is Limited to Three Minutes**  
**This is a tentative agenda subject to change.**

## Chapter 19

### SMALL CELL DEPLOYMENT IN THE PUBLIC RIGHTS OF WAY

#### Sec. 19.1 Definitions.

- A. **"Antenna"** means communications equipment that transmits and/or receives electromagnetic radio frequency signals used in the provision of Wireless Services. This definition does not apply to broadcast antennas, antennas designed for amateur radio use, or satellite dishes for residential or household purposes.
- B. **"Applicable Codes"** means uniform building, fire, safety, electrical, plumbing, or mechanical codes adopted by a recognized national code organization to the extent such codes have been adopted by the Town of Poolesville, including any amendments adopted by the Town of Poolesville, or otherwise are applicable in the jurisdiction.
- C. **"Applicant"** means any Person who submits an Application under this Chapter.
- D. **"Application"** means a written request, on a form provided by the Town of Poolesville, for a Permit.
- E. **"Co-locate"** means to install or mount a Small Wireless Facility in the Public ROW on an existing Support Structure, an existing Tower, or an existing Pole while a Small Wireless Facility is also attached. "Co-location" has a corresponding meaning.
- F. **"Communications Facility"** means, collectively, the equipment at a fixed location or locations within the Public ROW that enables Communication Services, including: (i) radio transceivers, antennas, coaxial, fiber-optic or other cabling, power supply (including backup battery), and comparable equipment, regardless of technological configuration; and (ii) all other equipment associated with any of the foregoing. A Communication Facility does not include the Pole, Tower or Support Structure to which the equipment is attached.
- G. **"Communications Service"** means cable service, as defined in 47 U.S.C. § 522(6); broadband services, as defined in 47 U.S.C. § 153(24); or telecommunications service, as defined in 47 U.S.C. § 153(53).
- H. **"Communications Service Provider"** means a provider of Communications Services and includes a cable operator, as defined in 47 U.S.C. § 522(5).
- I. **"Completed application"** means application that contains all necessary and required information and/or data set forth in this chapter, that is necessary to enable an informed decision to be made with respect to an application and action on the application.
- J. **"DAS" or "distributive access system"** means technology, using antenna-combining technology allowing for multiple carriers or wireless service providers to use the same set of antennas, cabling or fiber optics.
- K. **"Decorative Pole"** means a Pole that is specially designed and placed for aesthetic purposes.
- L. **"Eligible Facilities Request"** means an eligible facility request as set forth in 47 C.F.R. Section 1.40001(b)(3), as that section may be amended from time to time.
- M. **"Facility"** means wireless transmitting and/or receiving equipment, including any associated electronics and electronics shelter or cabinet and generator.
- N. **"FCC"** means the Federal Communications Commission of the United States.

- O. **"Height"** means, the distance measured from the pre-existing grade level to the highest point on the tower or support structure, even if said highest point is an antenna or lightening protection device. As regards increasing the height of an existing structure, height means the height above the top of the structure prior to any work related to a wireless facility.
- P. **"Laws"** means, collectively, any and all Federal, State, or local law, statute, common law, code, rule, regulation, order, or ordinance.
- Q. **"Modification" or "modify"** means, the addition, removal or change of any of the physical and visually discernable components or aspects of a wireless facility with identical components, including but not limited to antennas, cabling, equipment shelters, landscaping, fencing, utility feeds, changing the color or materials of any visually discernable components, vehicular access, parking and/or an upgrade or change-out of equipment for better or more modern equipment. Adding a new wireless carrier or service provider to an existing support structure or tower as a co-location is a modification, unless the height, profile or size of the compound is increased, in which case it is not a modification.
- R. **"Ordinary Maintenance and Repair"** means inspections, testing and/or repair that maintain functional capacity, aesthetic and structural integrity of a Communications Facility and/or the associated Support Structure, Pole or Tower, that does not require blocking, damaging or disturbing any portion of the Public ROW.
- S. **"Permit"** means a written authorization (in electronic or hard copy format) to install, at a specified location(s) in the Public ROW, a Communications Facility, Tower or Pole to support a Communications Facility.
- T. **"Permittee"** means an Applicant that has received a Permit under this Chapter.
- U. **"Person"** means an individual, corporation, limited liability company, partnership, association, trust, or other entity or organization, including a governmental entity.
- V. **"Pole"** means a legally constructed pole, such as a utility, lighting, traffic, or similar pole made of wood, concrete, metal or other material, located or to be located within the Public Right of Way.
- W. **"Provider"** means a Communications Service Provider or a Wireless Service Provider and includes any Person that owns and/or operates within the Public ROW any Communications Facilities, Wireless Facilities, or Poles built for the sole or primary purpose of supporting Communications Facilities or Towers.
- X. **"Public Right of Way" or "Public ROW"** means the area on, below, or above property that has been designated for use as or is used for a public roadway, highway, street, sidewalk, alley or similar purpose, and for purposes of this Chapter shall include Public Utility Easements.
- Y. **"Public Utility Easement"** means, unless otherwise specified or restricted by the terms of the easement, the area on, below, or above a property in which the property owner has dedicated an easement for use by utilities.
- Z. **"Repairs and maintenance"** means the replacement or repair of any components of a wireless facility or complex where the replacement is in its effect, size and operation identical to the component being replaced, or for any matters that involve the normal repair and maintenance of a wireless facility or complex without the addition, removal or change of any of the physical or visually discernable components or aspects of a wireless facility or complex that will impose new visible burdens of the facility or complex as originally permitted. Any work that changes the services provided to or from the facility, or the equipment, is not repairs or maintenance.

- AA. **“Replace” or “Replacement”** means, in connection with an existing Pole, Support Structure or Tower, to replace (or the replacement of) same with a new structure substantially similar in design, size and scale to the existing structure, and in conformance with this Chapter and any other applicable Town of Poolesville code regulations, in order to address limitations of the existing structure to support co-location of a Communications Facility.
- BB. **“Small Wireless Facility”** means a Wireless Facility that meets of the following criteria: (1) The structure on which antenna facilities are mounted (i) is 25 feet or less in height, including antennas for new structures, or (ii) does not extend more than 10 feet or ten (10) percent above the pre-existing height when co-located on a utility pole, whichever is greater
- CC. **“State”** means the State of Maryland.
- DD. **“Stealth”** or “stealth siting technique” means a design or treatment that minimizes adverse aesthetic and visual impact on the land, property, buildings, and other facilities adjacent to, surrounding, and generally in the same area as the requested location of such wireless telecommunication facilities, which shall mean the least visually and physically intrusive facility and complex not technologically or commercially impracticable under the circumstances. Stealth technique includes such techniques as i) DAS or its functional equivalent; or ii) camouflage where the tower is disguised to make it less visually obtrusive and not recognizable to the average person as a wireless facility or complex.
- EE. **“Substantial modification”** means a change or modification that:
1. Increases the existing vertical height of the structure; or
  2. Adds an appurtenance to the body of a wireless support structure that protrudes horizontally from the edge of the wireless support structure or more than the width of the wireless support structure; or
  3. Increases the square footage of the existing equipment.
- FF. **“Support Structure”** means a structure in the Public ROW other than a Pole or a Tower to which a Wireless Facility is attached at the time of the Application.
- GG. **“Tower”** means any structure in the Public ROW built for the sole or primary purpose of supporting a Wireless Facility. A Tower does not include a Pole or a Support Structure.
- HH. **“Town”** means the Town of Poolesville, Maryland
- II. **“Wireless Facility”** means the equipment at a fixed location or locations in the Public ROW that enables Wireless Service. The term does not include coaxial, fiber-optic or other cabling that is between Communications Facilities or Poles or that is otherwise not immediately adjacent to or directly associated with a particular Antenna. A Small Wireless Facility is one type of a Wireless Facility.
- JJ. **“Wireless Services”** means any wireless services using licensed or unlicensed spectrum, whether at a fixed location or mobile, provided to the public.
- KK. **“Wireless Services Provider”** means a Person who provides Wireless Services.

## **Sec. 19.2 Access to Public ROW**

- A. Prior to any construction, installation, or any other work performed, other than Ordinary Maintenance and Repairs, in the Public ROW, any Communications Facility, or any Pole built for the sole or primary purpose of supporting a Communications Facility Person shall first receive a Right of Way Use Permit and pay any applicable fees, as required by this Chapter. No Right of Way Use

Permit shall be issued until the Applicant has entered into a Right of Way Access Agreement in a form approved by the Town according to this Chapter.

1. The Right of Way Access Agreement shall set forth, at a minimum, the following:
    - a. the maximum term of the agreement and the bases of termination;
    - b. the scope of the subject matter of the Agreement;
    - c. the operator's maintenance obligations;
    - d. the operator's indemnification and insurance requirements;
    - e. emergency contacts and required to emergencies related to the facilities;
    - f. the Town's right of access and inspection of the facilities; and
    - g. any other provision deemed necessary by the parties thereto.
- B. In order to ensure that the location, placement, construction and modification of a facility does not endanger or jeopardize the public's health, safety, public welfare, environmental features, the nature and character of the community or neighborhood and other aspects of the quality of life specifically listed elsewhere in this Chapter, the Town hereby adopts an overall policy and related procedures with respect to the submittal, review, approval and issuance of permits or administrative approval granted authority for wireless facilities for the express purpose of achieving the following outcomes:
1. Requiring that permits will not be issued unless the Provider has a Right of Way Access Agreement, if required, and has paid all applicable fees.
  2. Requiring a Right of Way Use Permit for any new facility or any modification of a facility or for a co-located facility.
  3. Requiring administrative approval and a properly issued Right of Way Use Permit for any co-location or modification of a facility that is not a substantial modification or co-location.
  4. Implementing an application process and requirements.
  5. Establishing procedures for examining an application and issuing a Right of Way use permit or administrative approval that are fair and consistent.
  6. Promoting, and requiring wherever possible, the sharing and/or co-location of support structures among service providers.
  7. Requiring, promoting and encouraging, wherever possible, the placement, height and quantity of attachments to a facility in such a manner as to minimize the physical and visual impact on the community, including but not limited to the use of stealth siting techniques.
  8. Requiring information on the frequency of the RF signal being transmitted, operating power of the transmitting station, actual power radiated from the antenna, and the combined exposure from all antennas located in the specific area.
  9. Applicants and licensees must demonstrate their facilities compliance with FCC guidelines before construction and upon every facility modification or license renewal application.
  10. The Commissioners of Poolesville are the official designated agency or body of the municipality to whom applications for Right of Way Use for a facility must be made, and that is authorized to make decisions with respect to granting or not granting or revoking Right of Way Uses applied for under this chapter.
  11. The Town hereby designates the Town Manager or designee as the authority for requests for all administrative approvals, (i.e. for anything other than a substantial modification or a new facility).

12. Prior to the submission of an application there shall be a pre-application meeting for all intended applications. The pre-application meeting may be held either on site or telephonically as deemed appropriate by the Town Manager. The purpose of the pre-application meeting will be to address
  - a. issues that will help to expedite the review and permitting process; and
  - b. specific issues or concerns the Town or the applicant may have.
13. Costs of the Town's consultants to prepare for and attend the pre-application meeting will be borne by the applicant and paid for out of a fee set forth in the Town's fee schedule, which shall have been paid to the Town prior to any site visit or pre-application meeting or any work related to an intended application preceding the site visit or pre-application meeting.
14. If there has not been a prior site visit for the requested facility within the previous six months a site visit shall be conducted.
15. An applicant shall submit to the Town the number of completed applications determined to be needed at the pre-application meeting. If Town action is required, applications will not be transmitted to the Town for consideration until the application is deemed complete by staff or the Town's consultants.
16. All applicants shall closely follow the instructions for preparing an application. Not following the instructions without permission to deviate from such shall result in the application being deemed incomplete and a tolling of the time allowed for action on an application until a complete application is received.
17. Within thirty (30) business days of the date of submission of an application the applicant shall be notified in writing of any deficiencies related to the completeness of the application. Remediation of deficiencies in an application shall be deemed an amendment of the application that was received.
18. The Town may deny applications not meeting the requirements stated herein or which are otherwise not complete after proper notice and a reasonable opportunity to make the application complete has been afforded. Applications will be deemed abandoned if left incomplete for more than ninety (90) business days after the date of notice of incompleteness.
19. No work of any kind on or at a facility shall be started until the application is reviewed and approved and the Right of Way Use Permit or administrative approval, as applicable, has been approved in accordance with the Town's Code.
20. Any and all representations made by the applicant or that are made in support of the application shall be deemed to be on the record, whether written or verbal, and shall be deemed to have been relied upon in good faith by the Town. Any verbal representation shall be treated as if it were made in writing.
21. Other than to remediate non-compliant situations related to matters of safety or the conditions of a permit, no permits for work at a facility shall be issued where the facility is not in full compliance with all applicable local, state and federal laws, rules, regulations and orders. A facility that is not in full compliance with this Chapter shall be denied any and all permits until deemed in compliance by the Town.

22. An application shall be signed on behalf of the applicant(s) by a person vested with the authority to bind and commit the applicant attesting to the truthfulness, completeness and accuracy of the information presented.
23. Applications shall include written commitment statements to the effect that:
  - a. The applicant's facility shall at all times and without exception be maintained in a safe manner, and in compliance with the conditions of all permits, as well as all applicable and permissible local codes, ordinances, and regulations and all applicable town, state and federal laws, rules, and regulations, unless specifically granted relief by the Town in writing; and
  - b. The construction of the facility is legally permissible, including, but not limited to the fact that the applicant is licensed to do business in the state.
24. Where a certification is called for in this Chapter, such certification shall bear the signature and seal of a professional engineer licensed in the state.
25. A Permittee of a Right of Way Use permit or administrative approval granted authority under this chapter shall obtain, at its own expense, all permits and licenses required by applicable law, ordinance, rule, regulation or code, and must maintain the same, in full force and effect, for as long as required by the Town or other governmental entity or agency having jurisdiction over the applicant.
26. An applicant intending to co-locate on or at an existing facility or complex shall be required to document the intent of the existing owner to permit its use by the applicant.
27. Any technical information must be provided in such a manner, detail and form that the content and any conclusions are verifiable by a third party using the information used and provided by the applicant.
28. All costs associated with the preparation and submission of an application and/or necessitated by the requirements for obtaining and maintaining any and all Town permits shall be borne by the applicant or permittee.
29. Inventory of existing sites. Each applicant for approval of an antenna and/or a facility shall provide to the Town Manager an inventory of its existing antennas and facilities that are within the jurisdiction of the Town, including specific information about the location, height and design characteristics of each antenna. Applicants are encouraged to submit an inventory of potential future facility sites within the jurisdiction of the Town. The Town Manager may share such information with other applicants applying for administrative approval under this section or other organizations seeking to locate antennas within the jurisdiction of the Town, provided that the Town Manager is not, by sharing such information, representing or warranting that such sites are available or suitable.
30. Applicants must submit information showing that the small cell complies with the Federal Communications Commission's regulations concerning radio frequency emissions referenced in Section 332(c)(7)(B)(iv) of Title 47 of the United States Code.
31. Permit may be rescinded if construction is not substantially commenced within one year. Absent a showing of good cause, an applicant under this section may not renew the permit or resubmit an application to develop a small cell at the same location within six months of rescission.
32. Construction shall be complete in accordance with submitted construction schedule as amended and approved.

## Sec. 19.3

### **Application requirements for new facilities, support structure, or a substantial modification or co-location.**

- A. All applicants for a Right of Way Use Permit for a new wireless facility, that constitutes a substantial modification, shall comply with the requirements set forth in this section. In addition to the required information set forth in this section, all applications for the construction or installation of a new wireless facility or substantial modification shall contain the information hereinafter set forth prior to the issuance of a Right of Way Use Permit. Any technical information must be provided in such a manner, form and with such content that is verifiable by a third party using the information used and provided by the applicant.
  1. Ownership and Management
    - a. The name, address, phone number and email address of the person preparing the application;
    - b. The name, address, phone number and email address of the applicant, including the legal name of the applicant. If the owner of the structure is different than the applicant, the name, email address and all necessary contact information;
    - c. The postal address and tax map parcel number of the proposed site;
    - d. A copy of the FCC license(s) applicable for the intended use(s) of the wireless telecommunications facilities, including all FCC licensed frequency bands to be used;
    - e. The applicant shall disclose in writing any agreement in existence that would limit or preclude the ability of the applicant to share any new telecommunication tower or support structure that it constructs or has constructed for it.
  2. Zoning and Planning
    - a. The zone in which the proposed site is located;
    - b. The size of the property footprint on which the structure to be built or attached is located, stated both in square feet and lot line dimensions, and a survey showing the location of all property lot lines;
    - c. The location, size of the footprint and height of all existing and proposed structures, enclosures and cabinets on the property on which the structure is located and that are related to the subject of the application;
    - d. A site plan to scale, not a hand drawn sketch, showing the footprint of the facilities/support structures;
    - e. Street view elevation drawings showing the profile or the vertical rendition of the facility or support structure and identifying all existing and proposed attachments, including the height above the existing grade of each attachment, the owner or operator of each, and all lighting;
    - f. The type of tower or support structure, and size of antenna proposed;
    - g. A certified statement of i) the total cost of construction for the work associated with the application; and ii) the total cost of all equipment used by applicant at the facility. To verify the accuracy of the information, the Town may require copies of all applicable invoices to support claimed costs. .



3. Compliance Determination
    - a. Provide the power threshold for the service in watts effective radiated power.
    - b. Provide the effective radiated power per channel.
    - c. Further investigation may be appropriate to verify whether the facility may cause exposure in excess of the FCC's guidelines.
    - d. Documentation to demonstrate proposed location and antenna type is maintained a safe distance from residential units in compliance with FCC RF exposure guidelines.
    - e. If the submitted documentation does not adequately demonstrate a facility's compliance with the guidelines, the Town will require additional supporting data before granting the application.
    - f. Where more than one antenna is collocated, the applicant must take into consideration all of the RF power transmitted by all of the antennas when determining maximum exposure levels.
    - g. Applications not in compliance with FCC RF exposure guidelines will be denied.
  
  4. Additional Submission Requirements
    - a. Applicant shall provide a written traffic control plan.
    - b. Applicant shall provide a construction schedule.
    - c. Applicant shall provide any additional utility construction information as required by Chapter 17 of the Poolesville Code.
- B. Fees and Charges.
1. Permit Application Fee
    - a. Every Applicant shall pay a Permit application fee as set forth in the Town's fee schedule. The fee shall be paid upon submission of the Application
  2. Right of Way Access Agreement Application Fee
    - a. Every Person requesting a Right of Way Access Agreement from the Town shall pay an application fee as set forth in the Town's fee schedule. The fee shall be paid upon submission of the Right of Way Access Agreement application.
  3. ROW Use Fee
    - a. In exchange for the privilege of non-exclusive occupancy of the Public ROW, the Provider shall pay the Town a fee as set forth in the Town's fee schedule. The ROW Use Fee shall be due and payable prior to the issuance of the Right of Way Access Agreement Permit(s) required under this Chapter, and as required thereafter
  4. Other Fees
    - a. The Applicant or Provider shall be subject to any other generally applicable fees of the Town or other government body, such as those required for electrical permits, building permits, or street opening permits, which the Applicant or Provider shall pay as required in the applicable Laws.
  5. No Refund
    - a. Except as otherwise provided in a the Right of Way Access Agreement, the Provider may remove its Communications Facilities or Poles from the Public ROW at any time, upon not less than thirty (30) business days prior written

notice to the Town, and may cease paying to the Town any applicable recurring fees for such use, as of the date of actual removal of the facilities and complete restoration of the Public ROW. In no event shall a Provider be entitled to a refund of fees paid prior to removal of its Communications Facilities or Poles.

6. Bonds

a. Unless otherwise provided in a Right of Way Use Agreement or agreed to in writing by the Town, a performance bond or other form of surety acceptable to the Town equal to at least one hundred twenty-five percent (125%) of the estimated cost of the work within the Public ROW shall be provided before the Applicant commences work.

C. Effect of Permit

1. A Permit from the Town authorizes an Applicant to undertake only the activities in the Public ROW specified in the Application and Permit, and in accordance with this Chapter and any general conditions included in the Permit. A Permit does not authorize attachment to or use of existing Poles, Towers, Support Structures or other structures in the Public ROW not owned by the Town; a Permittee or Provider must obtain all necessary approvals from the owner of any Pole, Tower, Support Structure or other structure prior to any attachment or use. A Permit does not create a property right or grant authority to the Applicant to interfere with other existing uses of the Public ROW.

D. Duration

1. Any Permit for construction issued under this Chapter shall be valid for one (1) year after issuance, which may be extended upon written request of the Applicant having reasonable cause;

2. No Permit shall be issued except to a Wireless Service Provider with immediate plans for use of the subject Communication Facility. A Permit issued under this Chapter may not be assigned or transferred.

E. Batch Permit Provision

1. An Applicant may submit multiple Applications for Communications Facilities simultaneously, or may file a single, consolidated Application covering such Communications Facilities, provided that the proposed Communications Facilities are to be deployed on the same type of structure using similar equipment and within an adjacent, related geographic area of the corporate limits of the Town. If the Applicant files a consolidated application, the Applicant shall pay the application fee calculated as though each Communication Facility were a separate Application.

F. Public Notification

1. Before making its decision on any Application, the Planning Commission will hold a public meeting on the Application to present its plan and Application;

2. Applicant is responsible for providing at least fifteen (15) days written notice of the time and place of such meeting to the owners of all properties within a three hundred-foot (300') radius. The Applicant shall provide a list of these property addresses with the Application and an affidavit attesting that notice as provided herein has been sent by certified mail.

## Requirements for Facilities.

- A. The Provider shall not locate or maintain its Communications Facilities or Poles such that they unreasonably interfere with the use of the Public ROW by the Town, by the general public or by other persons authorized to use or be present in or upon the Public ROW.
- B. All work at a facility shall be done in strict compliance with all current applicable technical, safety and safety-related codes adopted by the Town, State, or United States, including but not limited to the most recent edition of the TIA ANSI Code, National Electric Safety Code, the National Electrical Code, the Occupational and Safety and Health Administration (OSHA) regulations, and accepted and responsible workmanlike industry practices. The codes referred to are codes that include, but are not limited to, construction, building, electrical, fire, safety, health, and land use codes. In the event of a conflict between or among any of the preceding the more stringent shall apply.
- C. Unless such is proven to be technologically impracticable, the Town requires the co-location of new antenna arrays on existing structures and the use of existing underground utilities whenever possible as opposed to the construction of new structures and utilities or increasing the height, footprint or profile of a facility beyond the conditions of the approved Right of Way use permit for an existing facility as determined by the Town in its sole discretion.
- D. A support structure and any and all accessory or associated structures shall maximize the use of building materials, colors and textures designed to blend with the structure to which it may be affixed and to harmonize with the natural surroundings. This shall include the utilization of stealth or camouflage or concealment technique as may be required by the Town.
- E. A DAS system that is owned or operated by a commercial carrier and is part of a commercial wireless system, or are used for commercial purposes, is expressly included in the context of this chapter, regardless of the location or whether the facility or any of its components is located inside or outside a structure or building.
- F. Any new wireless facility shall be designed and constructed to be the least visually intrusive, create the least visual impact possible, and bear in mind any negative impacts such wireless facility may have on nearby property values, provided that pursuant to 47 U.S.C. 332(c)(7)(B)(II), compliance does not prohibit or effectively serve to prohibit the provision of the intended service from one or more facilities.
- G. Whenever possible, it is preferred that equipment cabinets not fully enclosed within a support structure be located underground.
- H. Above-ground placement of facilities and equipment cabinets in the Public Right-of-Way shall be installed:
  - 1. In a manner that does not impede, obstruct, or hinder pedestrian or vehicular travel.
  - 2. In a manner that does not unreasonably obstruct property sight lines.
  - 3. At the intersection of property lines.

4. In alignment with existing trees, utility poles, and streetlights.
  5. Equal distance between trees when possible, with a minimum of 15 feet separation such that no proposed disturbance shall occur within the critical root zone of any tree.
  6. With appropriate clearance from existing utilities.
  7. At least 10 feet away from the triangle extension of a driveway flare.
  8. No closer than 250 feet away, radially, from another freestanding small cell, and no closer than 300 feet from the terminus of a cul-de-sac
  9. At least 40 feet from any residential structure.
  10. Comply with Chapter 17, Specifications for Utility Construction Guidelines.
  11. In duct or conduit that is buried below ground when connecting to a new Freestanding pole, including power and transport facilities New overhead wiring to accommodate the antenna will not be permitted.
  12. May be required to accommodate Town banners.
- I. All proposed Freestanding Small Cell Infrastructure shall be designed:
1. To camouflage and conceal all proposed equipment within proposed freestanding antenna pole(s) as applicable, and consolidate all equipment within approved singular enclosures, to the maximum extent feasible;
  2. To meet the following size limitations:
    - a. Any new freestanding antenna pole shall be twenty-five (25) feet or less in total height in any existing or planned (i.e. platted) residential neighborhood. Said height limit shall not be as-of-right but shall be the maximum permissible height subject to the verifiable proof-of-technical need information submitted.
  3. So that no signage, banner or advertising is located upon facility except for Town signs and/or banners:
  4. To include a permanently mounted metallic plaque not to exceed 4" x 6", at approximately 4 to 6 feet from ground level, and visible to the public, containing the parent owner, company pole code identifying information, and emergency telephone number imprinted/etched onto it. Additional plaques should be mounted onto any associated ground mounted equipment, in addition to any other signage required by law (e.g. RF ground notification signs). Any applicant must identify the proposed frequency or frequencies being used by the associated network node(s).
- J. Any application to an existing pole:
1. All antenna and all of the antenna's exposed elements and/or shroud transitions shall be mounted at the top of the proposed pole with the following criteria:
    - a. All of the antenna equipment be enclosed within a single cylindrical antenna shroud, preferably matching the pole shaft diameter.
    - b. The antenna shroud shall match pole color, finish, and be as solid as feasible to visually conceal all contents and/or wiring.
    - c. Once transitioned from the pole shaft, the antenna shroud diameter shall remain consistent.
    - d. The antenna shroud may not exceed a height of five (5) feet.

2. If the applicant demonstrates that antenna equipment cannot be located as above, a shrouded, externally mounted antenna package may be proposed. This equipment may not:
  - a. Protrude from the outer circumference of the existing structure or pole by more than two (2) feet.
  - b. Exceed a height of five (5) feet, mounted longitudinally to the pole shaft.
  - c. All remaining equipment to be located at the pole including radios not mounted at top of pole, electric meters, grounding equipment, cut-off switches, etc. shall be fully enclosed within a base shroud that:
    1. Is structured to fully support the pole while maximizing equipment volume.
    2. Is cylindrical with a maximum consistent diameter of sixteen (16) inches not including small architectural banding features. This diameter may be increased on a case by case basis to twenty (20) inches if it combines multiple carriers or uses.
    3. Does not exceed a height of six (6) feet from mounting surface.
    4. Matches pole color, finish, and be as solid as feasible to visually conceal and lock all contents and/ or wiring.
    5. Any equipment/parts attached to node support poles must be mounted at least seven (7) feet or higher above adjacent surface grade.
3. While not preferred, any ground mounted enclosures separate from associated pole, will be reviewed and approved on a case by case basis and;
  - a. Proposed elements of pole shall be aesthetically matching and consistent with character and height of adjacent poles and street lights or as otherwise approved and agreed to by the Town.
  - b. May require landscaping or other aesthetic improvements depending upon location.
  - c. For network nodes or equipment placed on existing poles, the color of the network nodes shall match the existing pole color, such that the network nodes blend with the existing pole.
  - d. Such related equipment shall have a maximum square footage of ten (10) square feet with a maximum height of two (2) feet and must be located and installed in accordance with applicable setbacks and other requirements of the zone in which the property is classified.

K. Ordinary Maintenance and Repair

1. A Permit shall not be required for Ordinary Maintenance and Repair. The Provider or other Person performing the Ordinary Maintenance and Repair shall obtain any other permits required by applicable Laws and shall notify the Town in writing at least 7 calendar days before performing the Ordinary Maintenance and Repair.

L. Material Changes

1. The Town may require payment of an additional Permit application fee in the event the Town determines, in its sole discretion, that material changes to an Application after

submission amount to a new Application and will materially increase the time and/or costs of the Permit review process. Unless otherwise agreed to in writing by the Town, any material changes to an Application, as determined by the Town in its sole discretion, shall be considered a new application for purposes of the time limits set forth.

## **Sec. 19.5**

### **Construction Standards.**

#### **A. Safety**

1. In performing any work in or affecting the Public ROW, the Provider, and any agent or contractor of the Provider, shall comply with the provisions of Section 2.3 of this Chapter and all other applicable Laws, including Chapter 17 of the Poolesville Code, Specifications for Utility Construction.

#### **B. Traffic control.**

1. Unless otherwise specified in the Permit, the Permittee shall erect a barrier around the perimeter of any excavation and provide appropriate traffic control devices, signs and lights to protect, warn and guide the public (vehicular and pedestrian) through the work zone. The manner and use of these devices shall be described within a traffic control plan in accordance with the Uniform Manual of Traffic Control Devices. The Permittee shall maintain all barriers and other traffic control and safety devices related to an open excavation until the excavation is restored to a safe condition or as otherwise directed by the Town.

#### **C. Utility Location**

1. Before beginning any excavation in the Public ROW, the Permittee shall comply with Maryland's Miss Utility Law.

#### **D. Compliance with Permit**

1. All construction practices and activities shall be in accordance with the Permit and approved final plans and specifications. The Town and its representatives shall be provided access to the work site and such further information as they may require ensuring compliance with such requirements. All work that does not comply with the Permit, the approved plans and specifications for the work, or the requirements of this Chapter, shall be removed at the sole expense of the Permittee. The Town may stop work in order to assure compliance with the provision of this Chapter.
2. In addition to obtaining a Permit for installation of a Communications Facility, Poles built for the sole or primary purpose of supporting Communications Facilities, and in the Public ROW, an Applicant must obtain all other required permits, including but not limited to, Town, Montgomery County and the State of Maryland.

#### **E. Restoration Requirements.**

1. The Provider, or its agent or contractor, shall restore, repair and/or replace any portion of the Public ROW that is damaged or disturbed by the Provider's Communications Facilities, Poles or work in or adjacent to the Public ROW.

2. If the Provider fails to timely restore, repair or replace the Public ROW as required in this subsection, the Town or its contractor may do so and the Provider shall pay the Town's costs and expenses in completing the restoration, repair or replacement.

F. Removal, Relocation and Abandonment.

1. Within thirty (30) calendar days following written notice from the Town, the Provider shall, at its own expense, protect, support, temporarily or permanently disconnect, remove, relocate, change or alter the position of any of its Communications Facilities, Poles, Support Structures or Towers within the Public ROW, including relocation of above-ground and underground Communications Facilities (consistent with the provisions of this Chapter), whenever the Town has determined, in its sole discretion, that such removal, relocation, change or alteration is necessary for the construction, repair, maintenance, or installation of any Town improvement, the operations of the Town in, under or upon the Public ROW, or when otherwise in the public interest. The Provider shall be responsible to the Town for any damages or penalties it may incur as a result of the Provider's failure to remove or relocate Communications Facilities, Poles, Support Structures or Towers as required in this subsection.
2. The Town retains the right and privilege to cut or move any Communications Facility, Pole, or Support Structure located within the Public ROW of the Town, as the Town may determine, in its sole discretion, to be necessary, appropriate or useful in response to any public emergency. If circumstances permit, the Town shall notify the Provider and give the Provider an opportunity to move its own facilities prior to cutting or removing the Communications Facility, Pole, Support Structure or Tower. In all cases the Town shall promptly notify the Provider after cutting or removing the Communications Facility, Pole, Support Structure or Tower.
3. A Provider shall notify the Town of abandonment of any Communications Facility, Pole, or Support Structure at the time the decision to abandon is made, and not later than 30 calendar days prior to abandonment. Following receipt of such notice, the Provider shall remove its Communications Facility, Pole, or Support Structure at the Provider's own expense, unless the Town determines, in its sole discretion, that the Communications Facility, Pole, or Support Structure may be abandoned in place. The Provider shall remain solely responsible and liable for all of its Communications Facilities, Poles or, Support Structures until they are removed from the Public ROW unless the Town agrees in writing to take ownership of the abandoned Communications Facilities, Poles, or Support Structures.
4. If the Provider fails to timely protect, support, temporarily or permanently disconnect, remove, relocate, change or alter any of its Communications Facilities, Poles, or Support Structures or remove any of its abandoned Communications Facilities, Poles, or Support Structures as required in this subsection, the Town or its contractor may do so and the Provider shall pay all costs and expenses related to such work, including any delay damages or other damages the Town incurs arising from the delay.

G. As-builts and Maps.

1. Provider, at no cost to the Town, shall provide maps showing location of equipment in ROW and as-builts after construction;

## **Sec. 19.6**

### **Procedures for Complaints About Existing Facilities**

- A. The FCC receives inquiries from members of the public as to whether a particular site complies with the RF exposure guidelines.**
  
- B. In some cases, the information provided by the inquiring party does not preclude the possibility that the limits could be exceeded. Under these circumstances, FCC staff may ask the licensee who operates the facility to supply information demonstrating its compliance. FCC staff may also inspect the site to determine whether it is accessible to the public and examine other relevant physical attributes.**
  
- C. In some instances, a licensee may be unable to provide information sufficient to establish compliance with the guideline limits. In these cases, FCC staff may test the output levels of individual facilities and evaluate the physical installation.**
  
- D. If a site is found to be out of compliance with the RF guidelines, the FCC will require the licensees at the site to remedy the situation. Depending on the service and the nature and extent of the violation, these remedies can include, for example, an immediate reduction in power, a modification of safety barriers, or a modification of the equipment or its installation.**

## **Sec. 19.7 Violation of this Chapter.**

Violation of any of the provisions of this Chapter shall be a Municipal Infraction punishable with a civil penalty of \$150.00 for each violation. Each day that a violation occurs or is permitted to exist by the Applicant or Provider constitutes a separate offense. In addition, thereto, the Town may also seek any and all legal or equitable remedies available to enforce the provisions of this Chapter.

## **Sec. 19.8 Effective Date.**

*This Chapter shall take effect immediately after its passage, approval and publication.*





TOWN OF  
**Poolesville**  
MARYLAND

**FY 2019 Close-Out**

Adopted XX, X, 2019

# THE TOWN OF POOLSVILLE

## FY 2019 Close-Out

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Adopted XX X, 2019

Printed: 31-Jul-19

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<p>This section of the Budget presents the General Fund including revenue, operating expenses and a capital projects section.</p> <p>Operations data is organized into four columns for presentation:</p> <p style="margin-left: 40px;">FY 18 Actual      Close-Out Figures for the immediate Past Fiscal Year.  FY 19 Budget      Adopted Budget for the Current Fiscal Year.  FY 19 Close-Out   Financial status of the Current Fiscal Year.  FY 2019 Close-Out   The Town's Budget for our Next Fiscal Year.</p> <p>The Capital Projects section of the Budget includes forward planning for a five-year cycle, starting with the next budget year:</p> <p style="margin-left: 40px;">FY 2019 Close-Out   Immediate planning for projects to be implemented  FY 21                      Forward planning for the future.  FY 22  FY 23  FY 24</p> <p>A brief summary of the items included in each account is presented on each page.</p>	<p>7-23 <b>General Fund</b></p> <p>7 <a href="#">Overall Summary</a></p> <p>8 <a href="#">Revenue Summary</a></p> <p>9 <a href="#">Expense Summary</a></p> <p><b>Operations</b></p> <p>10 <a href="#">500 Town Administration</a></p> <p>11 <a href="#">600 Elections</a></p> <p>11 <a href="#">700 Staff Salaries and Benefits</a></p> <p>12 <a href="#">800 Law</a></p> <p>12 <a href="#">900 Municipal Buildings</a></p> <p>13 <a href="#">1000 Streets, Sidewalks, and Storm Drains</a></p> <p>14 <a href="#">1100 Parks &amp; Recreation</a></p> <p>14 <a href="#">1200 Engineering</a></p> <p>14 <a href="#">1300 Planning and Zoning</a></p> <p>15 <a href="#">1400 Public Safety</a></p> <p>15 <a href="#">1500 Municipal Services</a></p> <p>15 <a href="#">1600 Grant to Water and Wastewater Fund</a></p> <p>15 <a href="#">1700 Debt Service</a></p> <p>16 <a href="#">- Summary Page</a></p> <p>17 <a href="#">2005 Office Equipment</a></p> <p>17 <a href="#">2010 Municipal Buildings and Equipment</a></p> <p>18 <a href="#">2015 Parks and Streets Equipment</a></p> <p>19 <a href="#">2020 Vehicles</a></p> <p>20 <a href="#">2025 Major Town Projects</a></p> <p>21 <a href="#">2035 Parks and Recreation</a></p> <p>22 <a href="#">2040 Major Street Repair Projects</a></p>
<p>This section of the Budget presents the Water and Wastewater Fund including revenue, operating expenses and a capital projects section.</p> <p>Operations data is organized into four columns for presentation:</p> <p style="margin-left: 40px;">FY 18 Actual      Close-Out Figures for the immediate Past Fiscal Year.  FY 19 Budget      Adopted Budget for the Current Fiscal Year.  FY 19 Close-Out   Financial status of the Current Fiscal Year.  FY 2019 Close-Out   The Town's Budget for our Next Fiscal Year.</p> <p>The Capital Projects section of the Budget includes forward planning for a five-year cycle, starting with the next budget year:</p> <p>A brief summary of the items included in each account is presented on each page.</p>	<p>23-32 <b>Water and Wastewater Fund</b></p> <p>23 <a href="#">Overall Summary</a></p> <p>24 <a href="#">Revenue Summary</a></p> <p>25 <a href="#">Expense Summary</a></p> <p><b>Operations</b></p> <p>26 <a href="#">700 Wastewater Operations</a></p> <p>26 <a href="#">750 Wastewater Administration</a></p> <p>27 <a href="#">800 Water Operations</a></p> <p>27 <a href="#">850 Water Administration</a></p> <p><b>Capital Projects</b></p> <p>28 <a href="#">Summary Page</a></p> <p>29 <a href="#">3130 Water Collection and Distribution</a></p> <p>30 <a href="#">3150 Wastewater Systems</a></p> <p>31 <a href="#">3167 Other Water/Wastewater Equipment</a></p> <p>32 <a href="#">3169 Inflow and Infiltration</a></p> <p>32 <a href="#">3170 General Infrastructure Programs</a></p>
<p>The final pages of the Budget include basic background information on the Town of Poolesville, its salary structure for Town employees, and a current organization chart outlining the relationship of the various branches of our municipal government.</p>	<p>33 <a href="#">Town Statistics</a></p> <p>34 <a href="#">Poolesville Employee Salary Structure</a></p> <p>35 <a href="#">Municipal Organization Chart</a></p>

# THE TOWN OF POOLSVILLE

## FY 2019 Close-Out

### Introduction

Adopted XX X, 2019

Printed: 31-Jul-19

#### **What's New This Year -**

The FY2020 Proposed Budget remains constant with past years with exception to minor changes in salaries and introduces only a few new projects.

The budget process begins with staff reviewing accounts and providing input as to maximize efficiencies. When the budget requests are received, the President of the Commissioners and Town Manager review each account and line item. Once the balanced budget is drafted, the Commissioners as a whole review and deliberate over amendments to the budget in preparation for public introduction and input.

Most revenue streams have remained flat and increased employee salaries and benefits costs require an increase in the property tax rate from .1756¢ per \$100.00 to .1800¢ per \$100.00 of assessment. This rate increase of .0044¢ per \$100.00 will impact a property with an assessment of \$500,000.00 about \$22.00 annually.

The proposed budget includes a 2.5% CPI salary increase for general employees and a larger increase for those who have obtained State certifications in water and wastewater treatment. An employee salary comparison survey was completed as part of the budget process to assist in the increase decision.

The commitment to Fair Access and working to gain a new PHS with a multi-use facility and funding infrastructure projects remains a high priority.

The General Fund is balanced with an adequate cash reserve in the event of an emergency or specific need. Good long-term planning by the Commissioners with a focus on municipal services and infrastructure has positioned the Town for a strong economic future.

Unrestricted Reserves are projected to be \$715,786.00, which is slightly above the 17.5% reserve target. Total cash reserves on hand are projected to be \$3,516,817.00 with \$1,966,069.00 of that accumulated for capital projects. Impact fees and restricted funds targeted for specific expenditures amount to \$925,159.00.

The Water and Wastewater Fund continues to face challenges to be self-sufficient due to low water rates. It is always the goal to have the Fund pay for its own operations. Many of the expenses, such as electric, chemicals, sludge hauling, and mandated State water quality tests are fixed or controlled by others. The Town has made adjustments to increase efficiencies as much as possible, but a large deficit remains. A recent rate comparison study indicated that the Town's rates were significantly low, and an increase was in order. This budget proposes a 6% increase. Consumer impacts of course depends on usage.

Below is an average per quarter increase from each water/sewer rate tier:

- 0-10,000 - \$4.11
- 10,001-20,000 - \$9.34
- 20,001 – 30,000 - \$15.69
- 30,001 – 40,000 - \$23.22
- 40,001 – 50,000 - \$31.43
- 50,001 and up - \$155.26

# THE TOWN OF POOLESVILLE

## FY 2019 Close-Out

### BUDGET REVIEW - Operating Accounts

Adopted XX X, 2019

Printed: 31-Jul-19

#### General Fund Operations

The FY20 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	\$2,350,021
Debt Service	\$232,471

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 Oktoberfest.

2. Debt Service includes the repayment of loans to complete certain public works projects. Currently, there are three outstanding loans: (See page 6 for details)

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 made to complete the Westerly I & I relining project.

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#### Water and Wastewater Operating Fund

The Commissioners continuously strive to streamline both the water and wastewater operations and the handling of the Fund's budget in order to control escalating costs as much as possible. In general, improvements 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 fund.

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 a 6% rate increase.**

# **THE TOWN OF POOLSVILLE**

## **FY 2019 Close-Out**

### **BUDGET REVIEW - Capital Projects and Spending**

Adopted XX X, 2019

Printed: 31-Jul-19

#### **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 FY20 funding allocations:

<b>2005</b>	Office Equipment	\$10,500
<b>2010</b>	Municipal Buildings and Equipment	\$45,000
<b>2015</b>	Parks and Streets Equipment	\$115,000
<b>2020</b>	Vehicles	\$87,000
<b>2025</b>	Major Town Projects	\$95,000
<b>2035</b>	Parks and Recreation	\$45,500
<b>2040</b>	Major Street Repair Projects	\$322,000

#### **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)  
Bus shelters, Storage building, Historic Medley Grant
3. The 2015 account funds general equipment and mower purchases (see page 18 for details)  
Funds accumulating for holiday lights, replacement equipment (10-year cycle)
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, Sidewalks, GIS system  
Funds are accumulating for Fisher Avenue Streetscape
6. The 2035 account includes (see page 21 for details)  
Minor 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 FY20 allocations:

<b>3130</b>	Water Collection and Distribution	\$740,000
<b>3150</b>	Wastewater Systems	\$160,000
<b>3167</b>	Water and Wastewater Equipment	\$89,000
<b>3169</b>	Inflow and Infiltration	\$50,00
<b>3170</b>	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 system equipment and Well 11 & 14 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  
Includes funding for the design of WWTP denitrification filters. (State Grant Funding)
3. The 3167 account includes (see page 31 for details):  
Scheduled replacement of existing equipment.  
Funds for water meters, manhole flow monitors and a sewer camera
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)

# THE TOWN OF POOLESVILLE

## FY 2019 Close-Out

### FINANCIAL FORECAST: FY 20 Bgt. THROUGH FY 24

Adopted XX X, 2019

Printed: 31-Jul-19

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

Item	FY 18 Actual	FY 19 Budget	FY 19 Close-Out	FY 20 Budget
<b>Revenue</b>	3,624,925	3,595,697	3,999,118	3,785,028
Funding: General Projects	(684,350)	(698,250)	(706,750)	(720,000)
Funding: Water / Wastewater Projects	(373,500)	(462,122)	(480,122)	(479,000)
Sub-Total: Capital Projects	(1,057,850)	(1,160,372)	(1,186,872)	(1,199,000)
Operating Expenses	(2,264,056)	(2,431,662)	(2,472,423)	(2,585,492)
<b>Total Annual Expenditures</b>	(3,321,906)	(3,592,034)	(3,659,295)	(3,784,492)
<b>Annual Balance</b>	<b><u>\$303,019</u></b> 8.4%	<b><u>\$3,663</u></b> 0.1%	<b><u>\$339,823</u></b> 8.5%	<b><u>\$536</u></b> 0.0%

**Notes**

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

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

##### Based on the Figures from the FY 2019 Close-Out and the Current Five-Year Plan for Funding Capital Projects

Item	FY 21	FY 22	FY 23	FY 24
<b>Revenue</b>	3,897,030	4,009,028	4,106,313	4,205,124
Funding: General Projects	(793,500)	(776,000)	(756,000)	(772,500)
Funding: Water / Wastewater Projects	(415,000)	(500,000)	(524,000)	(545,000)
Sub-Total: Capital Projects	(1,208,500)	(1,276,000)	(1,280,000)	(1,317,500)
Operating Expenses	(2,677,853)	(2,731,155)	(2,825,417)	(2,873,750)
<b>Total Annual Expenditures</b>	(3,886,353)	(4,007,155)	(4,105,417)	(4,191,250)
<b>Projected Balances</b>	<b><u>\$10,677</u></b> 0.3%	<b><u>\$1,873</u></b> 0.0%	<b><u>\$896</u></b> 0.0%	<b><u>\$13,874</u></b> 0.3%

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

Item	FY 18 Actual	FY 19 Budget	FY 19 Close-Out	FY 19 Budget
Unspent Funds: General Projects	924,661	599,693	809,134	844,313
Unspent Funds: W & WW Projects	1,448,945	964,488	1,242,366	1,081,071
Sub-Total: Unspent Capital Funding	2,373,606	1,564,181	2,051,500	1,925,384
<b>Unrestricted Reserve (Genl Fund)</b>	<b>1,058,902</b>	<b>629,824</b>	<b>1,046,534</b>	<b>1,047,070</b>
<b>Balance (Water / Wastewater Fund)</b>	<b>68</b>	<b>(72,722)</b>	<b>89</b>	<b>(39,474)</b>
Restricted Funds	274,903	267,529	220,068	235,068
<b>Total Financial Reserves On-Hand</b>	<b><u>\$3,707,479</u></b>	<b><u>\$2,388,812</u></b>	<b><u>\$3,318,191</u></b>	<b><u>\$3,168,048</u></b>

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

Item	FY 21	FY 22	FY 23	FY 24
Unspent Funds: General Projects	735,812	1,348,812	1,124,812	1,744,312
Unspent Funds: W & WW Projects	1,003,072	1,478,072	1,964,072	2,319,072
Sub-Total: Unspent Capital Funding	1,738,884	2,826,884	3,088,884	4,063,384
<b>Unrestricted Reserve (Genl Fund)</b>	<b>1,057,747</b>	<b>1,059,621</b>	<b>1,060,517</b>	<b>1,074,391</b>
<b>Balance (Water / Wastewater Fund)</b>	<b>(79,037)</b>	<b>(118,600)</b>	<b>(158,163)</b>	<b>(197,726)</b>
Restricted Funds	235,068	235,068	235,068	235,068
<b>Total Financial Reserves On-Hand</b>	<b><u>\$2,952,662</u></b>	<b><u>\$4,002,972</u></b>	<b><u>\$4,226,306</u></b>	<b><u>\$5,175,117</u></b>

**Notes**

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

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

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

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

# THE TOWN OF POOLSVILLE

## FY 2019 Close-Out

### RESTRICTED FUNDS and CASH SUMMARIES

Adopted XX X, 2019

Printed: 31-Jul-19

Ref. Page	Item or Description	Y/E 06/30/18 FY 18 Actual	Y/E 06/30/19 FY 19 Budget	Y/E 06/30/19 FY 19 Close-Out	Y/E 06/30/20 FY 19 Budget
<b>RESTRICTED FUNDS</b>					
[1]	<b>Chesapeake Bay Restoration Fee</b>				
	Funds Collected With Water Bills	114,915	111,645	121,448	111,645
	Admin Fee	(7,168)	(5,582)	(5,783)	(5,582)
	Paid To Maryland	(107,747)	(106,063)	(115,665)	(106,063)
	Balance Forward	0	0	0	0
	<b>Closing Balance: Year End</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
[2]	<b>Sewer Connection Fee</b>				
	Funds Collected		0	0	0
	Balance Forward	16,348	16,348	6,348	6,348
	Funds Allocated	(10,000)	0	0	0
	<b>Closing Balance: Year End</b>	<b>6,348</b>	<b>16,348</b>	<b>6,348</b>	<b>6,348</b>
[3]	<b>Development Recreation Fee</b>				
	Funds Collected	10,404	0	29,791	0
	Balance Forward	29,180	29,180	39,584	69,375
	Funds Allocated	0	0	0	0
	<b>Closing Balance: Year End</b>	<b>\$39,584</b>	<b>\$29,180</b>	<b>\$69,375</b>	<b>\$69,375</b>
[4]	<b>Community Events Roll-Over Funds</b>				
	Funds Collected	27,554	0	32,573	0
	Balance Forward	9,377	27,367	12,246	21,711
	Funds Allocated	(24,685)		(23,108)	0
	<b>Closing Balance: Year End</b>	<b>\$12,246</b>	<b>\$27,367</b>	<b>\$21,711</b>	<b>\$21,711</b>
[5]	<b>Economic Development</b>				
	Funds transferred	0	25,000	25,000	25,000
	Balance Forward	3,205	3,205	3,205	28,205
	Funds Allocated	0	0	0	0
	<b>Closing Balance: Year End</b>	<b>\$3,205</b>	<b>\$28,205</b>	<b>\$28,205</b>	<b>\$53,205</b>
[6]	<b>Reforestation Fees</b>				
	Fees Collected	142,208	181,429	0	
	Balance Forward	39,221	0	126,167	70,679
	Funds Allocated	(55,262)	(40,000)	(55,488)	
	<b>Closing Balance: Year End</b>	<b>\$126,167</b>	<b>\$141,429</b>	<b>\$70,679</b>	<b>\$70,679</b>
[7]	<b>Speed Camera Revenue</b>				
	Fees Collected	0	0	0	0
	Balance Forward	49,853	49,853	49,853	0
	Funds Allocated	0	(49,853)	(49,853)	
	<b>Closing Balance: Year End</b>	<b>\$49,853</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
[8]	<b>Development Funds</b>				
	<b>Kettler Proffer</b>				
	Fees Collected	21,250	0	11,250	0
	Bus Shelter	15,000		(15,000)	
	Balance Forward	11,250	25,000	37,500	23,750
	I&I Loan	(10,000)	0	(10,000)	(10,000)
	<b>Closing Balance: Year End</b>	<b>\$37,500</b>	<b>\$25,000</b>	<b>\$23,750</b>	<b>\$13,750</b>
	<b>Transfers From Restricted Funds</b>				
	For General Fund	(89,947)	0	0	0
	For General Capital Projects		(89,853)	(105,341)	0
	For W/WW Capital Projects	0	0	0	0
	<b>Closing Balance - All Restricted Funds (Not Including Bay Restoration Funds)</b>	<b>\$274,903</b>	<b>\$267,529</b>	<b>\$220,068</b>	<b>\$235,068</b>

**SUMMARY OF CASH ASSETS AT YEAR END**

Ref. Pg.	General Fund				
5	Unrestricted Funds at Year End	1,058,902	629,824	1,046,534	1,047,070
5	Accumulated Unspent Funds for Capital Projects	924,661	599,693	809,134	844,313
	<b>Total Funds on Hand</b>	<b>\$1,983,563</b>	<b>\$1,229,517</b>	<b>\$1,855,668</b>	<b>\$1,891,383</b>
	<b>Water and Wastewater Fund</b>				
21	Unrestricted Funds at Year End	68	(72,722)	89	(39,474)
21	Accumulated Unspent Funds for Capital Projects	1,448,945	964,488	1,242,366	1,081,071
	<b>Total Funds on Hand</b>	<b>\$1,449,013</b>	<b>\$891,766</b>	<b>\$1,242,455</b>	<b>\$1,041,597</b>
2	<b>Restricted Funds</b>				
	Top of Page	\$274,903	\$267,529	\$220,068	\$235,068
3	<b>Impact Fees</b>				
	Gen. Fund Impact Fee Balance at Year End	\$67,993	\$175,003	\$106,992	\$191,110
	W & WW Impact Fee Balance at Year End	\$632,204	\$652,568	\$184,492	\$405,847
	<b>TOTAL CASH ASSETS AT YEAR END</b>	<b>\$4,407,676</b>	<b>\$3,216,383</b>	<b>\$3,609,675</b>	<b>\$3,765,004</b>

**Notes**

- [1] 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.
- [2] Fee levied against new connections to the water/sewer system that are not part of the Impact Fee schedule. Funds collected supplement the Inflow and Infiltration loan debt service payment that funded the increased capacity.
- [3] Funds collected in lieu of parkland dedication.
- [4] Funds collected during events and used to supplement future events.
- [5] Funds earmarked to support the proposed Grape Crush Facility.
- [6] Funds collected in lieu of forest conservation.
- [7] Revenue sharing with Montgomery County
- [8] Kettler Proffer, \$1,250 per household used to supplement Inflow and Infiltration Loan debt service payment.

# THE TOWN OF POOLSVILLE

## FY 2019 Close-Out

### SCHEDULE of IMPACT FEES

Adopted XX X, 2019

Printed: 31-Jul-19

Acct No.	Item or Description	Pct.	FY18 Actual	FY 19 Close-Out	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
						FY 21	FY 22	FY 23	FY 24
	Number of New Homes (in Fiscal Year)		21	22	30	30	30	30	18
	Impact Fee per New Home		12,323	12,532	12,745	12,962	13,182	13,406	13,634
	<b>Total Impact Fees: New Homes</b>		<b>258,783</b>	<b>275,704</b>	<b>382,351</b>	<b>388,851</b>	<b>395,462</b>	<b>402,185</b>	<b>245,413</b>
	Other Impact Fees (Commercial)			18,100					
	<b>Total: All Impact Fees</b>		<b>\$258,783</b>	<b>\$293,804</b>	<b>\$382,351</b>	<b>\$388,851</b>	<b>\$395,462</b>	<b>\$402,185</b>	<b>\$245,413</b>
4005	Recreation	17.0%	43,993	49,947	65,000	66,105	67,228	68,371	41,720
	Public Facilities	5.0%	12,939	14,690	19,118	19,443	19,773	20,109	12,271
4000	<b>Total: General Fund Capital Projects</b>	<b>22.0%</b>	<b>\$56,932</b>	<b>\$64,637</b>	<b>\$84,118</b>	<b>\$85,548</b>	<b>\$87,001</b>	<b>\$88,480</b>	<b>\$53,991</b>
1110	Water System	48.0%	124,216	141,026	183,529	186,649	189,822	193,049	117,798
1120	Wastewater System	30.0%	77,635	88,141	114,704	116,654	118,639	120,656	73,624
1100	<b>Total: Water/Wastewater Capital Projects</b>	<b>78.0%</b>	<b>\$201,851</b>	<b>\$229,167</b>	<b>\$298,233</b>	<b>\$303,303</b>	<b>\$308,461</b>	<b>\$313,705</b>	<b>\$191,422</b>

**Notes**

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

**Allocation and Expenditure of Impact Fees**

General Projects		FY 19 Actual	FY 19 Close-Out	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
					FY 21	FY 22	FY 23	FY 24
2030	<b>Public Facility</b>							
	New/Carried forward from Prior Years	37,043	14,690	19,118	19,443	19,773	20,109	12,271
	Reimbursement to General Fund							
	Actual / Projected Expenditures	(25,000)						
2035	<b>Recreation Programs</b>							
	<b>b. New Park Systems</b>							
	New/Carried forward from Prior Years	91,563	49,947	65,000	66,105	67,228	68,371	41,720
	Allocation of Impact Fees		(6,464)					
	Actual / Projected Expenditures							
	Reimbursement to Developers	(35,613)	(19,174)					
	<b>General Fund Impact Fee Totals</b>	<b>\$67,993</b>	<b>\$106,992</b>	<b>\$191,110</b>	<b>\$276,658</b>	<b>\$363,659</b>	<b>\$452,139</b>	<b>\$506,130</b>
Water & Wastewater Projects		FY 19 Actual	FY 19 Close-Out	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
					FY 21	FY 22	FY 23	FY 24
3130	<b>Well Implementation</b>							
	New/Carried forward from Prior Years	506,662	141,026	183,529	186,649	189,822	193,049	117,798
	Reimbursement to Developers							
	Allocation of Impact Fees		(600,000)					
	Actual / Projected Expenditures							
3150	<b>Wastewater Treatment</b>							
	Carried forward from Prior Years	202,421	88,141	114,704	116,654	118,639	120,656	73,624
	Allocation for Debt Service	(76,879)	(76,879)	(76,879)	(76,879)	(76,879)	(76,879)	(76,879)
	<b>Water &amp; Wastewater Fund Impact Fee Totals</b>	<b>\$632,204</b>	<b>\$184,492</b>	<b>\$405,847</b>	<b>\$632,271</b>	<b>\$863,853</b>	<b>\$1,100,678</b>	<b>\$1,215,221</b>
Impact Fee Balances On Hand								
General Fund Impact Fees								
	On Hand at Start of Fiscal Year	71,674	67,993	106,992	191,110	276,658	363,659	452,139
	New Impact Fees Received	56,932	64,637	84,118	85,548	87,001	88,480	53,991
	Less Fees Expended (actual or Planned)	(60,613)	(25,638)	0	0	0	0	0
	Gen. Fund Impact Fee Balance at Year End	<b>\$67,993</b>	<b>\$106,992</b>	<b>\$191,110</b>	<b>\$276,658</b>	<b>\$363,659</b>	<b>\$452,139</b>	<b>\$506,130</b>
Water and Wastewater Fund Impact Fees								
	On Hand at Start of Fiscal Year	507,232	632,204	184,492	405,847	632,271	863,853	1,100,678
	New Impact Fees Received	201,851	229,167	298,233	303,303	308,461	313,705	191,422
	Less Fees Expended (actual or Planned)	(76,879)	(676,879)	(76,879)	(76,879)	(76,879)	(76,879)	(76,879)
	W & WW Impact Fee Balance at Year End	<b>\$632,204</b>	<b>\$184,492</b>	<b>\$405,847</b>	<b>\$632,271</b>	<b>\$863,853</b>	<b>\$1,100,678</b>	<b>\$1,215,221</b>



# THE TOWN OF POOLSVILLE

## FY 2019 Close-Out

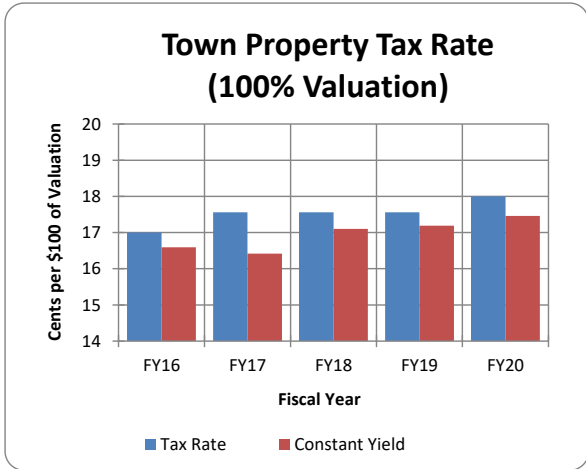
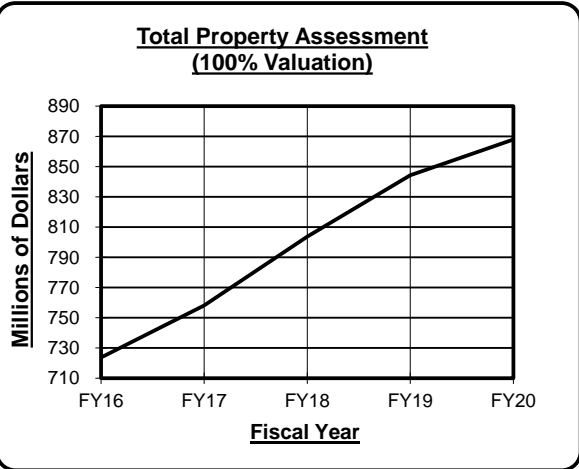
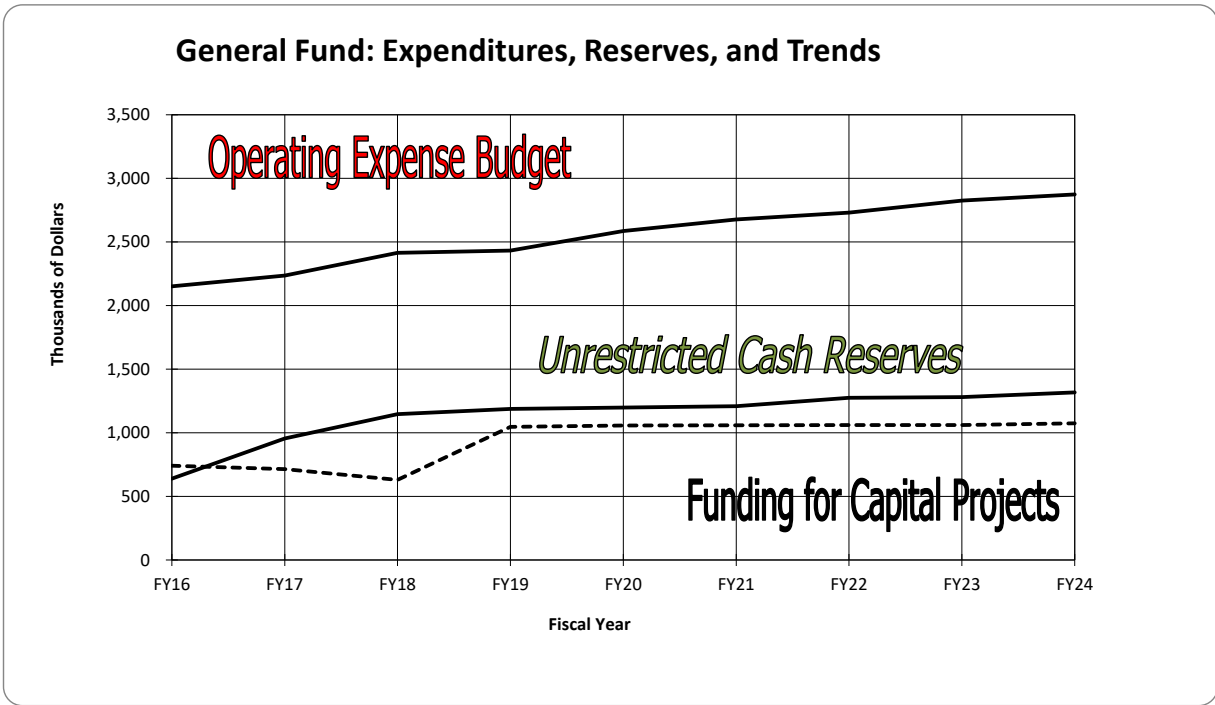
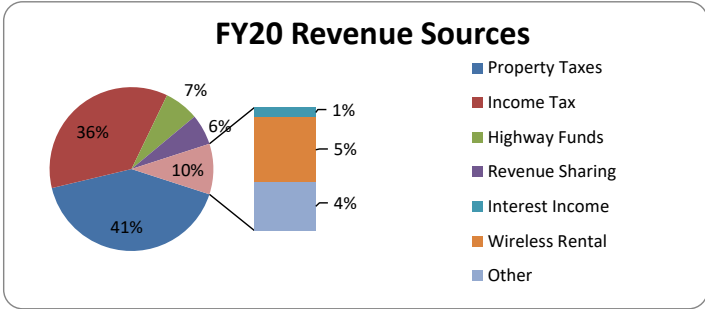
### OVERVIEW - Budgets and Taxes

Adopted XX X, 2019

Printed: 31-Jul-19

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.



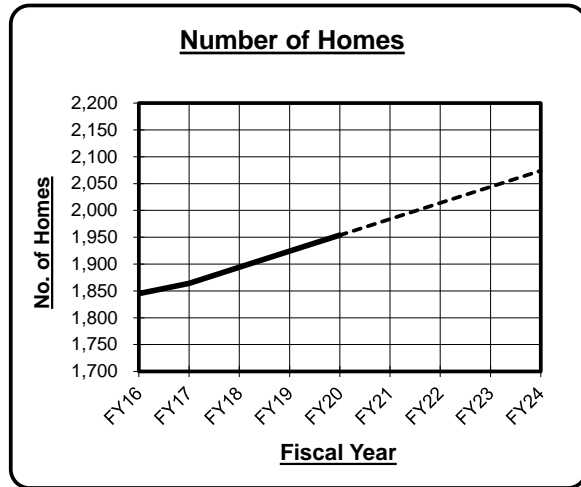
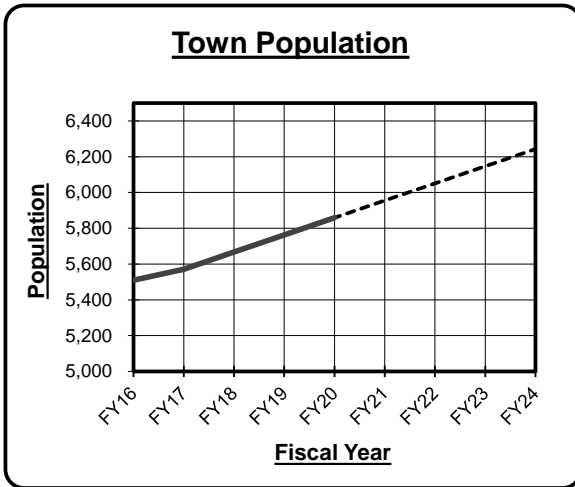
# THE TOWN OF POOLSVILLE

## FY 2019 Close-Out

### OVERVIEW - Town Population and Public Infrastructure

Adopted XX X, 2019

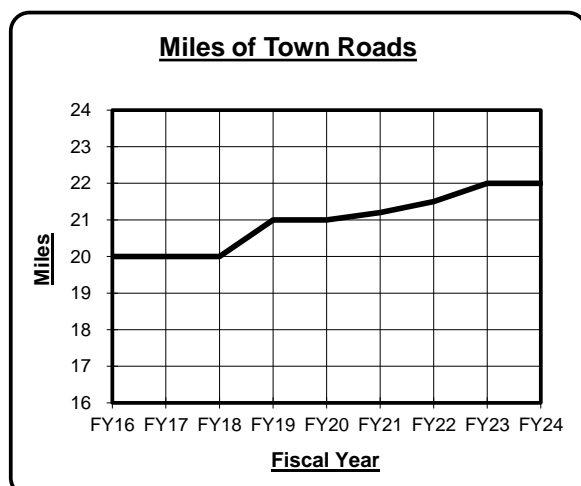
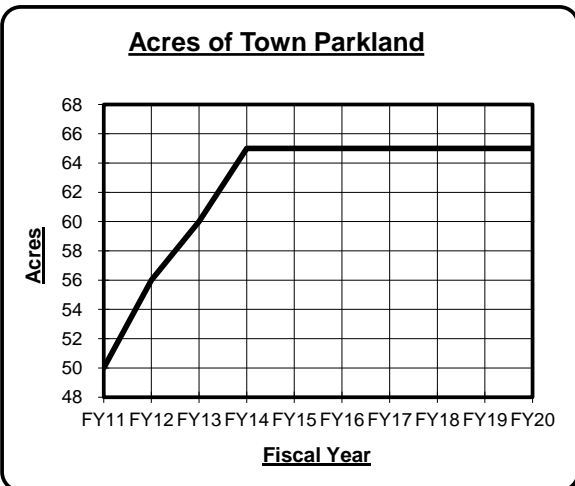
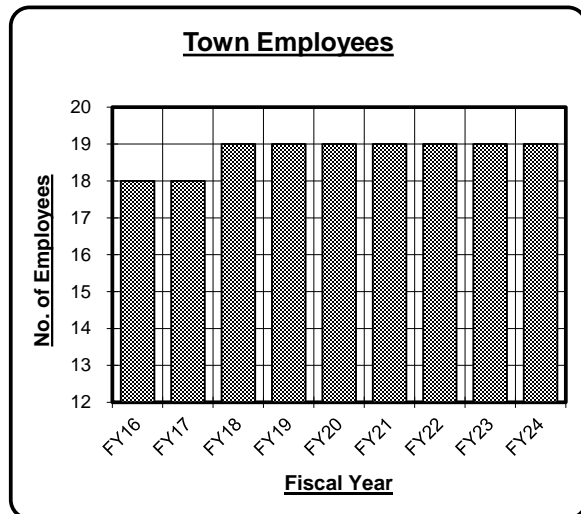
Printed: 31-Jul-19



The population chart reflects the 2010 Census results of 4,883 and an updated 2016 Maryland State Planning Data report of 5,190. Future growth projections are calculated using 30 houses per year, with 3.2 persons per household. 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 has grown, personnel and equipment needs have been proactively addressed to accommodate the future requirements of the parks, road maintenance, wells and wastewater treatment.



# THE TOWN OF POOLESVILLE

## FY 2019 Close-Out

### SCHEDULE of OUTSTANDING DEBT

Adopted XX X, 2019

Printed: 31-Jul-19

Item No.	Description	Pay-off Year & Interest Rate	Balance: Y/E 06/30/19	FY18 Actual	FY 19 Close-Out	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 21	FY 22	FY 23	FY 24
<b>GENERAL PROJECTS DEBT SERVICE</b>										
1	No Debts Outstanding									
<b>Sub-total: General Projects</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>WATER &amp; WASTEWATER PROJECTS DEBT SERVICE</b>										
2	<b>WWTP Exp &amp; BNR Upgrade</b> Original Loan for \$1,250,000 in 2004 for 20 years. <i>Use of Impact Fees</i>	FY24 - 1.20% [Maryland]	354,250							
3	<b>Wesmond I&amp;I Loan</b> Original Loan for \$1,440,000 in 2007 for 20 years <i>Use of Kettler Proffer</i>	FY27 - 1.0% [Maryland] \$112,500	153,623	76,879	76,879	76,879	76,879	76,879	76,879	76,879
4	<b>Westerly I&amp;I Loan</b> Original Loan for \$2,297,978 in 2013 for 20 years <i>Use of Connection Fees</i>	FY33 - 2.1% [Maryland]	1,757,213	148,870	158,870	158,870	158,870	158,870	158,870	151,962
<b>Sub-total: Water &amp; Wastewater Projects</b>										
Paid From General Funds				\$222,468	\$232,468	\$232,471	\$232,471	\$232,471	\$232,471	\$225,563
Paid From Unrestricted Funds				\$0	\$0	\$0	\$0	\$0	\$0	\$0
Paid From Restricted Funds				\$0	\$96,879	\$86,879	\$86,879	\$86,879	\$76,879	\$76,879
<b>TOTAL: ALL DEBT SERVICE</b>			<b>\$2,265,086</b>	<b>\$319,347</b>	<b>\$319,347</b>	<b>\$319,350</b>	<b>\$319,350</b>	<b>\$309,350</b>	<b>\$309,350</b>	<b>\$302,442</b>

**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 are 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. Connection Fees are applied to this loan.

# THE TOWN OF POOLSVILLE

## FY 2019 Close-Out

### GENERAL FUND SUMMARY

Adopted XX X, 2019

Printed: 31-Jul-19

Ref. Page	Item or Description	Y/E 06/30/18 FY 18 Actual	Y/E 06/30/19 FY 19 Budget	Y/E 06/30/19 FY 19 Close-Out	Y/E 06/30/20 FY 20 Budget																																										
<b>General Funds Operating Summary</b>																																															
5	<b>General Revenue Total</b>	\$3,624,925	\$3,595,697	\$3,999,118	\$3,785,028																																										
<b>General Expenditures</b>																																															
<b>Funding for Capital Projects</b>																																															
14	General Capital Projects	(684,350)	(698,250)	(706,750)	(720,000)																																										
26	Water/Wastewater Cap Projs	(373,500)	(462,122)	(480,122)	(479,000)																																										
	Sub-total: Capital Projects	(1,057,850)	(1,160,372)	(1,186,872)	(1,199,000)																																										
5	Operating Expenses	(2,264,056)	(2,431,662)	(2,472,423)	(2,585,492)																																										
	<b>Total: General Expenditures</b>	<b>(\$3,321,906)</b>	<b>(\$3,592,034)</b>	<b>(\$3,659,295)</b>	<b>(\$3,784,492)</b>																																										
<b>Net Operating Balance</b>																																															
		\$303,019	\$3,663	\$339,823	\$536																																										
<b>Unrestricted Funds Carried Forward from Prior Year</b>																																															
		837,383	761,161	1,058,902	1,046,534																																										
<b>Application of Excess Unrestricted Funds</b>																																															
	For General Capital Projects	(45,500)	(50,000)	(85,000)	0																																										
	For W/WW Capital Projects	(36,000)	(60,000)	(242,191)	0																																										
	For Economic Development	0	(25,000)	(25,000)	0																																										
<b>Closing Balance: Genl Funds [Unrestricted Reserve]</b>																																															
		<b>\$1,058,902</b>	<b>\$629,824</b>	<b>\$1,046,534</b>	<b>\$1,047,070</b>																																										
<b>General Funds Capital Projects Summary</b>																																															
<b>Funding Balance Carried Forward from Prior Year</b>																																															
		\$502,839	\$707,590	\$924,661	\$809,134																																										
5	Funding from General Revenues	684,350	698,250	706,750	720,000																																										
3	Funding from Impact Fees	25,000	0	6,464	0																																										
2	Transfers from Restricted Funds	0	89,853	104,853	0																																										
	Internal Transfers	45,500	50,000	85,000	0																																										
5	Funding from MD Grants, Others	0	0	0	0																																										
	<b>Available for Capital Projects</b>	<b>\$1,257,689</b>	<b>\$1,545,693</b>	<b>\$1,827,728</b>	<b>\$1,529,134</b>																																										
14	Capital Projects Expenditures	(333,028)	(946,000)	(1,018,594)	(684,821)																																										
<b>Closing Balance: Capital Projects Funding</b>																																															
		<b>\$924,661</b>	<b>\$599,693</b>	<b>\$809,134</b>	<b>\$844,313</b>																																										
<b>Notes</b>																																															
<p>[1] The General Fund Summary is divided into two parts:</p> <ul style="list-style-type: none"> <li>* 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.</li> <li>* The Commissioners will maintain unrestricted reserves at 17.5% of the budgeted general revenue.</li> </ul> <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 colspan="3" style="text-align: center;"><b>Buildings and Municipal Facilities</b></td> <td colspan="3" style="text-align: center;"><b>Parks and Recreational Facilities</b></td> </tr> <tr> <td style="width: 33%;">Town Hall</td> <td style="width: 33%;">Maintenance Building</td> <td style="width: 33%;">Stevens Park</td> <td style="width: 33%;">Campbell Park</td> <td style="width: 33%;">Lori Gore Park</td> <td style="width: 33%;"></td> </tr> <tr> <td>Old Methodist Church, Thrift Shop</td> <td>Eleven Well Houses</td> <td>Halmos Park</td> <td>Wootton Heights Park</td> <td>W. Willard Practice Field</td> <td></td> </tr> <tr> <td>Wastewater Treatment Plant</td> <td>Equalization Lagoon</td> <td>Bodmer Park</td> <td>Brooks Park</td> <td>Collier Circle Pond</td> <td></td> </tr> <tr> <td>Seven Sewage Pump Stations</td> <td></td> <td>Whalen Commons</td> <td>Old Methodist Cemetery</td> <td>Dr. Dillingham Park</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Perkin's Park</td> <td>Elgin Park</td> <td>Behrend Park</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Hoewing Park</td> <td></td> <td></td> </tr> </table> <p>[4] See page 17 for Town-owned vehicles.</p>						<b>Buildings and Municipal Facilities</b>			<b>Parks and Recreational Facilities</b>			Town Hall	Maintenance Building	Stevens Park	Campbell Park	Lori Gore Park		Old Methodist Church, Thrift Shop	Eleven Well Houses	Halmos Park	Wootton Heights Park	W. Willard Practice Field		Wastewater Treatment Plant	Equalization Lagoon	Bodmer Park	Brooks Park	Collier Circle Pond		Seven Sewage Pump Stations		Whalen Commons	Old Methodist Cemetery	Dr. Dillingham Park				Perkin's Park	Elgin Park	Behrend Park					Hoewing Park		
<b>Buildings and Municipal Facilities</b>			<b>Parks and Recreational Facilities</b>																																												
Town Hall	Maintenance Building	Stevens Park	Campbell Park	Lori Gore Park																																											
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Seven Sewage Pump Stations		Whalen Commons	Old Methodist Cemetery	Dr. Dillingham Park																																											
		Perkin's Park	Elgin Park	Behrend Park																																											
			Hoewing Park																																												

# THE TOWN OF POOLESVILLE

## FY 2019 Close-Out

### GENERAL FUND REVENUE SUMMARY

Adopted XX X, 2019

Printed: 31-Jul-19

Acct No.	Account Name	Y/E 06/30/18 FY 18 Actual	Y/E 06/30/19 FY 19 Budget	Y/E 06/30/19 FY 19 Close-Out	Y/E 06/30/20 FY 20 Budget
<b>General Revenue</b>					
<b>Part A - External Sources</b>					
111	Property Taxes	1,443,958	1,482,597	1,515,013	1,562,268
112	P/P Property Unincorporated	1,780	5,000	2,141	3,500
113 & 114	P/P Public Utilities / Ordinary Corp.	65,651	55,000	61,758	60,000
311.4	Revenue Sharing	228,936	228,936	228,936	228,936
330.5	Property Tax Grant	722	722	722	722
360.1	Income Tax	1,310,533	1,360,000	1,401,780	1,358,000
156	Highway User Revenue	186,470	190,000	202,941	258,070
222	Franchise / Traders License	67,211	30,000	62,922	40,000
121	Interest Income (120 & 465 )	30,036	12,000	61,569	30,000
223	Building / Plumbing Permits	23,745	20,000	26,256	20,000
482	Senior Program	0	0	0	0
412	Zoning / Development Fees	69,977	15,000	214,047	15,000
414	Sale of Town Documents	0	0	0	0
462	Rental Income - Wireless Antennas	180,313	188,198	195,998	199,288
469	Miscellaneous Income	7,989	2,000	14,251	2,000
469A	Private Hook-Up Repayment	1,140	1,244	1,244	1,244
480	Recreation Program	6,464	5,000	9,539	6,000
Sub-total: General Revenue (External Sources)		<b>\$3,624,925</b>	<b>\$3,595,697</b>	<b>\$3,999,118</b>	<b>\$3,785,028</b>
<b>Part B - Internal Transfers</b>					
<b>Application of Excess Unrestricted Funds</b>					
	For General Capital Projects	45,500	50,000	85,000	0
	For W/WW Capital Projects	36,000	60,000	242,191	0
	For Economic Development	0	0	25,000	0
Sub-total: General Revenue		<b>\$3,706,425</b>	<b>\$3,705,697</b>	<b>\$4,351,309</b>	<b>\$3,785,028</b>
<b>Impact Fee Revenue</b>					
475.1	Recreation	43,993	35,350	49,947	35,350
475.2	Public Facilities	12,939	10,400	14,690	10,400
Sub-total: Impact Fee Revenue		<b>\$56,932</b>	<b>\$45,750</b>	<b>\$64,638</b>	<b>\$45,750</b>
<b>Grants and Designated Funding</b>					
A	Program Open Space/Parks and Playgrounds	0	0	0	0
Sub-total: Grants and Designated Funding		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Restricted Revenue</b>					
470	Rec. Event Funding	27,554	0	32,573	0
457.4	Kettler Proffer	36,250	7,500	11,250	7,500
468	Reforestation Fees	142,208	0	0	0
475.5	Speed Camera Revenue	0	0	0	0
475	Dev. Rec. Fee	10,404	0	29,791	0
Sub-total: Restricted Revenue		<b>\$216,416</b>	<b>\$7,500</b>	<b>\$73,613</b>	<b>\$7,500</b>
<b>Total: General Fund Revenue</b>		<b>\$3,979,773</b>	<b>\$3,758,947</b>	<b>\$4,489,560</b>	<b>\$3,838,278</b>

**Account Descriptions**

- 111 Property Taxes cover both commercial and residential properties at \$0.18 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 POOLSVILLE

## FY 2019 Close-Out

### GENERAL FUND EXPENSE SUMMARY

Adopted XX X, 2019

Printed: 31-Jul-19

Acct No.	Account Name	Y/E 06/30/18 FY 18 Actual	Y/E 06/30/19 FY 19 Budget	Y/E 06/30/19 FY 19 Close-Out	Y/E 06/30/20 FY 20 Budget
500	Town Administration	195,232	210,980	190,324	300,627
600	Elections	0	6,200	6,402	0
700	Staff Salaries and Benefits	925,210	1,002,489	935,410	1,051,574
800	Law	17,098	40,000	32,213	40,000
900	Municipal Buildings & Operations	137,819	136,680	153,788	142,070
1000	Streets, Sidewalks, & Storm Drains	144,481	193,250	199,693	193,250
1100	Parks & Recreation	69,753	73,500	65,986	73,500
1200	Engineering	97,158	40,000	86,945	40,000
1300	Planning & Zoning	375	0	375	0
1400	Public Safety	26,326	28,000	25,275	21,000
1500	Municipal Services	412,836	475,000	501,545	491,000
1600	Grant to Water & Wastewater Fund	15,300	0	42,000	0
1700	Debt Service	222,468	225,563	232,468	232,471
<b>Sub-total: General Fund Operating Expenses</b>		<b>\$2,264,056</b>	<b>\$2,431,662</b>	<b>\$2,472,423</b>	<b>\$2,585,492</b>
2000	Funding for Capital Projects	684,350	698,250	706,750	720,000
3000	Granted for Water & Wastewater Capital Projects	373,500	462,122	480,122	479,000
<b>Sub-total: General Fund Capital Expenses</b>		<b>\$1,057,850</b>	<b>\$1,160,372</b>	<b>\$1,186,872</b>	<b>\$1,199,000</b>
<b>Total: General Fund Expenses</b>		<b>\$3,321,906</b>	<b>\$3,592,034</b>	<b>\$3,659,295</b>	<b>\$3,784,492</b>

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 2019 Close-Out

### GENERAL FUND EXPENSE DETAILS

Adopted XX X, 2019

Printed: 31-Jul-19

Acct No.	Account Name	Y/E 06/30/18 FY 18 Actual	Y/E 06/30/19 FY 19 Budget	Y/E 06/30/19 FY 19 Close-Out	Y/E 06/30/20 FY 20 Budget
<b>500</b>	<b>Town Administration</b>				
505	Executive Meetings and Training	11,075	15,625	17,225	14,950
510	Advertising	1,628	4,200	1,434	4,200
515	Dues and Subscriptions	15,505	14,205	14,795	14,705
530	Bonding and Employee Training	781	925	1,062	775
540	Accounting and Auditing	27,379	31,500	29,323	31,500
545	Printing and Duplicating	16,461	19,200	15,733	19,200
550	Communications	10,787	9,370	12,461	9,485
555	Office Supplies and Expense	13,183	11,130	14,371	12,062
565	Community Events	69,574	45,000	68,108	45,000
	<b>Use of Roll-Over Funds</b>	<b>(24,685)</b>	<b>0</b>	<b>(23,108)</b>	<b>0</b>
570	Community Goodwill	35,850	35,325	31,925	39,250
575	Economic Development/Marketing	17,696	24,500	6,996	24,500
580	Fair Access	0	0	0	85,000
<b>Total:</b>	<b>Acct 500 Town Administration</b>	<b>\$195,232</b>	<b>\$210,980</b>	<b>\$190,324</b>	<b>\$300,627</b>

**Account Descriptions**

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

505	Includes meetings and training the Commissioners and Town Manager attend, including the Maryland Municipal League (MML) Conferences, MML Montgomery County Chapter Meetings, 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 and subscriptions for various publications	
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:	
	Holiday lighting ceremony	9,000
	Octoberfest	6,500
	Friday on the Commons	22,000
	Spring Fest	5,000
	Welcome Bags	500
	Big flea	2,000
570	Community Goodwill includes:	
	Fireworks	12,500
	Grants	5,000
	Poolesville Day	20,000
	Gifts for volunteers	750
	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.	
580	Fair Access:	
	Marketing Materials	10,000
	Media/advertising/news releases	10,000
	Van Eperen Strategic Advisor/Consultant	60,000
	Meetings/Pville Day Breakfast	5,000

# THE TOWN OF POOLSVILLE

## FY 2019 Close-Out

### GENERAL FUND EXPENSE DETAILS

Adopted XX X, 2019

Printed: 31-Jul-19

Acct No.	Account Name	Y/E 06/30/18 FY 18 Actual	Y/E 06/30/19 FY 19 Budget	Y/E 06/30/19 FY 19 Close-Out	Y/E 06/30/20 FY 20 Budget
<b>600</b>	<b>Elections</b>				
605	Printing and Duplicating	0	2,200	1,324	0
610	Voting Machines and Supplies	0	3,000	2,678	0
615	Legal Fees	0	1,000	2,400	0
<b>Total: Acct 600 Elections</b>		<b>\$0</b>	<b>\$6,200</b>	<b>\$6,402</b>	<b>\$0</b>
<b>700</b>	<b>Staff Salaries and Benefits</b>				
705	Salaries	1,168,830	1,244,325	1,206,055	1,301,375
710	Social Security	89,415	95,191	92,263	99,555
715	Employee Benefits	295,743	295,141	284,642	356,386
720	Workmen's Compensation	47,535	57,353	41,123	52,275
Sub-Total: Salaries and Benefits for All Employees		1,601,523	1,692,010	1,624,083	1,809,591
<b>750</b>	<b>Salary Burden Allocation</b>				
755	Water/Wastewater Salary Burden	(610,447)	(635,636)	(619,831)	(691,161)
760	Wastewater Admin Salary Burden	(11,937)	(11,827)	(12,410)	(12,318)
765	Water Admin Salary Burden	(53,929)	(42,058)	(56,433)	(54,538)
Sub-Total: Salary Burden Allocations		(676,313)	(689,521)	(688,673)	(758,017)
<b>Total: Acct 700 Staff Salaries and Benefits</b>		<b>\$925,210</b>	<b>\$1,002,489</b>	<b>\$935,410</b>	<b>\$1,051,574</b>

**Account Descriptions**

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

- 605 These are costs associated with printing Absentee Ballots, 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 2019 Close-Out

### GENERAL FUND EXPENSE DETAILS

Adopted XX X, 2019

Printed: 31-Jul-19

Acct No.	Account Name	Y/E 06/30/18 FY 18 Actual	Y/E 06/30/19 FY 19 Budget	Y/E 06/30/19 FY 19 Close-Out	Y/E 06/30/20 FY 20 Budget
<b>800</b>	<b>Law</b>				
805	Legal Fees	17,098	40,000	32,213	40,000
810	Legal Fees - Development	0	0	0	0
815	Code Organization	0	0	0	0
<b>Total: Acct 800 Law</b>		<b><u>\$17,098</u></b>	<b><u>\$40,000</u></b>	<b><u>\$32,213</u></b>	<b><u>\$40,000</u></b>
<b>900</b>	<b>Municipal Buildings &amp; Operations</b>				
910	Insurance	20,774	23,700	18,698	25,700
915	Electricity and Heat	31,027	32,500	34,893	32,500
920	Maintenance and Building Supplies	2,689	7,000	4,526	7,000
925	Repairs and Maintenance	16,691	12,855	18,272	15,145
940	Uniforms	6,423	6,625	8,618	7,625
950	Vehicle Insurance	2,874	3,000	3,163	3,100
955	Truck Operations and Maintenance	56,345	50,000	64,658	50,000
960	Small Tools and Equipment	996	1,000	959	1,000
<b>Total: Acct 900 Municipal Buildings &amp; Operations</b>		<b><u>\$137,819</u></b>	<b><u>\$136,680</u></b>	<b><u>\$153,788</u></b>	<b><u>\$142,070</u></b>

**Account Descriptions**

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

805 The account covers attorney's fees for attendance at meetings, normal opinions, responding to questions, and other general legal issues. 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 cover the costs of electricity, maintenance, and supplies for all General Fund Town buildings, as well as costs associated with municipal operations.**

910 Includes insurance coverage (property, general, and liability) for Town buildings and for insurance for the Commissioners acting as a legislative unit.

915 Electricity and Heat includes utility costs for Town buildings. In general, electricity is used to heat and air-condition all buildings.

920 This account covers the cost of all expendable and supply items, such as nuts, bolts, nails, cleaning supplies, paper towels, toilet paper, and other general supplies necessary to properly maintain and operate all Town buildings.

925 This account covers the cost of maintenance and repair of Town buildings. Townhall cleaning service, fire monitoring system, infestation control and Montgomery County Fire Code 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 2019 Close-Out

### GENERAL FUND EXPENSE DETAILS

Adopted XX X, 2019

Printed: 31-Jul-19

Acct No.	Account Name	Y/E 06/30/18 FY 18 Actual	Y/E 06/30/19 FY 19 Budget	Y/E 06/30/19 FY 19 Close-Out	Y/E 06/30/20 FY 20 Budget
<b>1000</b>	<b>Streets, Sidewalks, &amp; Storm Drains</b>				
1050	Repairs/Maintenance/Resurfacing	12,442	19,550	16,810	19,550
1055	Storm Drain Repair/Maintenance	11,683	15,200	18,251	15,200
1060	Street Signs	1,664	3,500	2,681	3,500
1065	Street Lighting	95,039	100,000	95,647	100,000
1070	Snow Removal	12,355	40,000	54,131	40,000
1085	Sidewalk Repair & Maintenance	11,298	15,000	12,173	15,000
<b>Total: Acct 1000 Streets, Sidewalks, &amp; Storm Drains</b>		<b>\$144,481</b>	<b>\$193,250</b>	<b>\$199,693</b>	<b>\$193,250</b>

**Account Descriptions**

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

- 1050 This account includes minor repair and maintenance to roads following water main breaks and other road surface failures with gravel and cold patch. Permanent repairs are completed when major resurfacing projects are scheduled as identified in the Capital Projects section of this Budget.
- 1055 Included in this account are the costs for the cleaning of, and minor repairs to, storm drain inlets and pipes. Again, major work items are included in the Capital Projects section of this Budget.
- 1060 This account covers the installation of new street signs, and the repair/replacement of older signs, as may be required.
- 1065 The operation of the Town's residential street lights (605) 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 and contract personnel for snow removal.
- 1085 This account covers the cost of repairing and maintaining all Town sidewalks.

# THE TOWN OF POOLESVILLE

## FY 2019 Close-Out

### GENERAL FUND EXPENSE DETAILS

Adopted XX X, 2019

Printed: 31-Jul-19

Acct No.	Account Name	Y/E 06/30/18 FY 18 Actual	Y/E 06/30/19 FY 19 Budget	Y/E 06/30/19 FY 19 Close-Out	Y/E 06/30/20 FY 20 Budget
<b>1100</b>	<b>Parks &amp; Recreation</b>				
1150	Park Lighting	7,532	9,700	8,015	9,700
1155	Park Repair and Maintenance	49,757	40,000	34,426	40,000
1160	Streetscape (Tree) Expense	0	10,000	10,000	10,000
1165	Street Tree Maintenance	65,262	10,000	25,488	10,000
	<b>Use of Reforestation Fees</b>	<b>(55,262)</b>		<b>(15,488)</b>	
1170	Recreation Program	2,464	3,800	3,544	3,800
<b>Total: Acct 1100 Parks &amp; Recreation</b>		<b>\$69,753</b>	<b>\$73,500</b>	<b>\$65,986</b>	<b>\$73,500</b>
<b>1200</b>	<b>Engineering</b>				
1205	General Engineering	55,338	30,000	40,926	30,000
1210	Engineering Development	41,820	10,000	46,018	10,000
<b>Total: Acct 1200 Engineering</b>		<b>\$97,158</b>	<b>\$40,000</b>	<b>\$86,945</b>	<b>\$40,000</b>
<b>1300</b>	<b>Planning &amp; Zoning</b>				
1300	Planning and Zoning	375	0	375	0
<b>Total: Acct 1300 Planning &amp; Zoni</b>		<b>\$375</b>	<b>\$0</b>	<b>\$375</b>	<b>\$0</b>

**Account Descriptions**

**The Major Account Group 1100 covers those expenses associated with maintaining Poolesville's parks, and the aesthetics of the Town streets. Included also are the costs of 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 2019 Close-Out

### GENERAL FUND EXPENSE DETAILS

Adopted XX X, 2019

Printed: 31-Jul-19

Acct No.	Account Name	Y/E 06/30/18 FY 18 Actual	Y/E 06/30/19 FY 19 Budget	Y/E 06/30/19 FY 19 Close-Out	Y/E 06/30/20 FY 20 Budget
<b>1400</b>	<b>Public Safety</b>				
1425	Code Enforcement Officer	12,201	20,000	12,200	13,000
1435	Plumbing Inspection	14,125	8,000	13,075	8,000
<b>Total: Acct 1400 Public Safety</b>		<b>\$26,326</b>	<b>\$28,000</b>	<b>\$25,275</b>	<b>\$21,000</b>
<b>1500</b>	<b>Municipal Services</b>				
1500	Trash Collection	412,836	475,000	501,545	491,000
<b>Total: Acct 1500 Municipal Services</b>		<b>\$412,836</b>	<b>\$475,000</b>	<b>\$501,545</b>	<b>\$491,000</b>
<b>1600</b>	<b>Grant to Water &amp; Wastewater Fund</b>				
1600	Grant to Water & Wastewater Fund	15,300	0	42,000	0
<b>Total: Acct 1600 Grant to Water &amp; Wastewater Fund</b>		<b>\$15,300</b>	<b>\$0</b>	<b>\$42,000</b>	<b>\$0</b>
<b>1700</b>	<b>Debt Service</b>				
1700	Debt Service (Principal & Interest)	222,468	225,563	232,468	232,471
<b>Total: Acct 1700 Debt Service</b>		<b>\$222,468</b>	<b>\$225,563</b>	<b>\$232,468</b>	<b>\$232,471</b>

**Account Descriptions**

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

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

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

The Major Account Group 1500, Municipal Services, includes the cost associated with the Town's contract with Bates 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 2019 Close-Out

### GENERAL FUND - CAPITAL PROJECTS SUMMARY

Adopted XX X, 2019

Printed: 31-Jul-19

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 18 Act.	FY 19 Close-Out	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 21	FY 22	FY 23	FY 24
<b><u>Project Funding</u></b>										
2005	Office Equipment		18,600	19,548	13,500	10,500	6,000	6,000	6,000	6,000
2010	Municipal Buildings		1,870,200	138,408	65,000	45,000	45,000	45,000	35,000	39,000
2015	Parks & Streets Equipment		599,900	182,991	134,250	115,000	87,500	55,000	60,000	62,500
2020	Vehicles		620,000	136,736	75,000	87,000	100,000	95,000	60,000	45,000
2025	Major Town Projects		120,000	217,276	199,853	95,000	125,000	145,000	165,000	165,000
2035	Park Projects		387,500	269,406	71,464	45,500	30,000	30,000	30,000	30,000
2040	Major Street Repair Projects		2,961,000	293,322	344,000	322,000	400,000	400,000	400,000	425,000
<b>Total Funding Allocations</b>			<b>\$6,577,200</b>	<b>\$1,257,687</b>	<b>\$903,067</b>	<b>\$720,000</b>	<b>\$793,500</b>	<b>\$776,000</b>	<b>\$756,000</b>	<b>\$772,500</b>
<b><u>Direct Funding</u></b>										
2005	Transfer of Unrestricted Funds									
2010	Use of Impact Fees			28,902						
	Kettler Proffer				15,000					
	Transfer of Unrestricted Funds				25,000					
2025	Transfer of Unrestricted Funds			25,000	25,000					
	Budget Amendment 10/1/18				35,000					
	Speed Camera Revenue				49,853					
	Use of Impact Fees				6,464					
2035	Use of Reforestation Fees				40,000					
	MD Grants			80,000						
	Transfer of Unrestricted Funds			20,500						
2040	Transfer of Unrestricted Funds			120,000						
<b>Sub-total: Direct Funding</b>				<b>\$274,402</b>	<b>\$196,317</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>2000</b>	<b>Funding by General Funds [Total less Direct Funding]</b>			<b>\$983,285</b>	<b>\$706,750</b>	<b>\$720,000</b>	<b>\$793,500</b>	<b>\$776,000</b>	<b>\$756,000</b>	<b>\$772,500</b>
<b><u>Project Expenditures</u></b>										
				<b>FY 18 Act.</b>						
2005	Office Equipment			(13,726)	(3,554)	(12,000)	0	0	0	0
2010	Municipal Buildings			(31,427)	(98,539)	(33,279)	0	0	0	(70,000)
2015	Parks & Streets Equipment			(35,018)	(196,313)	(103,095)	(70,000)	(18,000)	(120,000)	(18,000)
2020	Vehicles			(53,724)	0	(75,000)	(110,000)	(145,000)	(60,000)	(65,000)
2025	Major Town Projects			(86,745)	(146,987)	(252,260)	0	0	0	0
2035	Park Projects			(112,388)	(141,537)	(24,851)	0	0	0	0
2040	Major Street Repair Projects			0	(431,664)	(184,336)	(722,000)	0	(800,000)	0
<b>Total Expenditures</b>				<b>(\$333,028)</b>	<b>(\$1,018,594)</b>	<b>(\$684,821)</b>	<b>(\$902,000)</b>	<b>(\$163,000)</b>	<b>(\$980,000)</b>	<b>(\$153,000)</b>
<b><u>Account Balance by Year</u></b>										
2005	Office Equipment			5,822	15,768	14,268	20,268	26,268	32,268	38,268
2010	Municipal Buildings			106,982	73,443	85,164	130,164	175,164	210,164	179,164
2015	Parks & Streets Equipment			147,973	85,911	97,816	115,316	152,316	92,316	136,816
2020	Vehicles			83,012	158,012	170,012	160,012	110,012	110,012	90,012
2025	Major Town Projects			130,531	183,397	26,137	151,137	296,137	461,137	626,137
2035	Park Projects			157,018	86,945	107,594	137,594	167,594	197,594	227,594
2040	Major Street Repair Projects			293,322	205,658	343,322	21,322	421,322	21,322	446,322
<b>Account Balance by Year</b>				<b>\$924,660</b>	<b>\$809,133</b>	<b>\$844,312</b>	<b>\$735,812</b>	<b>\$1,348,812</b>	<b>\$1,124,812</b>	<b>\$1,744,312</b>

**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 2019 Close-Out

## GENERAL FUND - CAPITAL PROJECTS

Adopted XX X, 2019											Printed: 31-Jul-19
Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 18 Act.	FY 19 Close-Out	FY 20 Bgt. Budget	Forward Planning Cycle				
							FY 21	FY 22	FY 23	FY 24	
<b>Project Funding</b>											
2005	Office Equipment										
Carry-over funds: Completed Projects											
Carry-Over Funds allocated to projects											
1	Future Office Requirements	Open		7,091	6,000	6,000	6,000	6,000	6,000	6,000	
2	Water Billing Software Upgrade	FY18	3,600	2,000							
3	Water Meter Readers	FY19	15,000	10,457	7,500	2,500					
4	Meeting recorder/transcription	FY20				2,000					
<b>Total Funding Allocations</b>			<b>\$18,600</b>	<b>\$19,548</b>	<b>\$13,500</b>	<b>\$10,500</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	
<b>Project Expenditures</b>											
					FY 18 Act.						
2005	Office Equipment										
1	Office Equipment	Open		(1,269)	(3,554)						
2	Water Billing Software Upgrade	FY18		(2,000)							
3	Water Meter Readers	FY19		(10,457)		(10,000)					
4	Meeting Recorder/Transcription	FY20				(2,000)					
<b>Total Expenditures</b>				<b>(\$13,726)</b>	<b>(\$3,554)</b>	<b>(\$12,000)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
2005	<b>Account Balance by Year</b>			<b>\$5,822</b>	<b>\$15,768</b>	<b>\$14,268</b>	<b>\$20,268</b>	<b>\$26,268</b>	<b>\$32,268</b>	<b>\$38,268</b>	

**Notes**

**Shading key in Table: FY 19 Expenditures/Closed Projects** Budgeting, Planned Expenditures for this Budget Year  
The indicated funding balances for closed/completed projects are transferred to the Carry-Over Funds in the year following closure.

**Project Definitions**

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

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 18 Act.	FY 19 Close-Out	FY 20 Bgt. Budget	Forward Planning Cycle			
							FY 21	FY 22	FY 23	FY 24
<b>Project Funding</b>										
2010	Municipal Buildings									
Carry-over funds: Completed Projects										
Carry-Over Funds allocated to projects										
1	Historic Methodist Church	Open	25,000	12,215	4,227					
2	Community Center	Open	1,600,000		(5,394)	(6,200)				
<b>Use of Unrestricted Reserves</b>										
3	Town Hall Maintenance	Open	30,000	20,000	10,000	5,000	5,000	5,000	5,000	5,000
<b>Use of Impact Fees</b>										
4	Historic Medley Grant	Open	30,000			10,000	10,000	10,000		
5	Water Dept Equipment Storage	FY18	50,000	50,000	1,332	[Use of Carry-Over Funds]				
6	LED Electronic Sign	FY18	25,000							
<b>Budget Amendment 2/20/18</b>										
7	Waste Dumpster Ramp Pad	FY19	10,000	25,000	10,000					
					(1,479)					
8	LED Lights	FY19	4,000		4,062	[Excess Funds transferred to Carry-Over Funds]				
9	Bus Shelters	FY19	20,000		5,000	[Use of Carry-Over Funds]				
					(2,747)					
<b>Kettler Proffer</b>										
10	WWTP Metal Doors	FY20	5,000			5,000	[Use of Carry-Over Funds]			
11	Baby Changing Station	FY20	1,200			1,200	[Use of Carry-Over Funds]			
12	Parks Dept Storage Building	FY24	70,000	16,777		10,000	10,000	10,000	10,000	14,000
<b>Total Funding Allocations</b>			<b>\$1,870,200</b>	<b>\$138,408</b>	<b>\$65,000</b>	<b>\$45,000</b>	<b>\$45,000</b>	<b>\$45,000</b>	<b>\$35,000</b>	<b>\$39,000</b>
<b>Project Expenditures</b>										
					FY 18 Act.					
2010	Municipal Buildings									
1	Historic Methodist Church	Open			(1,291)	(10,924)				
2	Community Center	Open								
3	Town Hall Maintenance	Open		(3,947)	(18,800)	(16,155)				
4	Historic Medley Grant	Open								
5	Water Dept Equipment Storage	FY18		(2,720)	(48,612)					
6	LED Electronic Sign	FY18		(24,760)						
7	Waste Dumpster Ramp Pad	FY19			(8,521)					
8	LED Lights	FY19			(4,062)					
9	Bus Shelters	FY19			(17,253)					
10	WWTP Metal Doors	FY20				(5,000)				
11	Baby Changing Station	FY20				(1,200)				
12	Parks Dept Storage Building	FY24								(70,000)
<b>Total Expenditures</b>				<b>(\$31,427)</b>	<b>(\$98,539)</b>	<b>(\$33,279)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$70,000)</b>
2010	<b>Account Balance by Year</b>			<b>\$106,982</b>	<b>\$73,443</b>	<b>\$85,164</b>	<b>\$130,164</b>	<b>\$175,164</b>	<b>\$210,164</b>	<b>\$179,164</b>

**Notes**

**Shading key in Table: FY 19 Expenditures/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 Historic Methodist Church (Thrift Shop) maintenance fund.  
2 Funds for a multi use facility to be constructed in-conjunction with the new high school.  
3 Interior caulking, painting and carpet replacement/exterior painting.  
4 Funds in FY21 and FY22 to issued as matching funds for improvements to the John Poole House and Old Town Hall.  
5 Building for Water Department equipment.  
6 Replacement of existing information sign.  
7 Used for loading project spoils.  
8 Replacement of existing fixtures in maintenance facility.  
9 To be installed at Wootton & Fisher and West Willard Road.  
10 Replacement of existing metal doors.  
11 To be installed at all Park Facilities.  
12 Provides equipment storage for Parks Department.

# THE TOWN OF POOLSVILLE

## FY 2019 Close-Out

### GENERAL FUND - CAPITAL PROJECTS

Adopted XX X, 2019

Printed: 31-Jul-19

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 18 Act.	FY 19 Close-Out	FY 20 Bgt. Budget	Forward Planning Cycle				
							FY 21	FY 22	FY 23	FY 24	
<b>Project Funding</b>											
2015	<b>Parks &amp; Streets Equipment</b>				6,079	471					
	<b>Carry-over funds: Completed Projects</b>					(6,000)					
	<b>Carry-Over Funds allocated to projects</b>										
1	<b>Accm.for Current and Future Equip Require.</b>			37,219	20,000	20,000	20,000	20,000	20,000	20,000	
a	Replacement Salt Spreaders	Open	8,000								
b	Bush Hog	FY18	1,200								
c	Blower	FY18	500								
d	Pressure Washer	FY18	500								
e	Concrete Grinder	FY19	10,000								
f	Steven's Park Hot Water Heater	FY19	1,200								
g	Plow Lights	FY19	6,000								
h	Electric Maint Equipment	FY20	3,500								
2	72" Mower	FY18	15,000	15,000							
	72" Mower	FY18	15,000	(200)							
3	11' Batwing Mower	FY19	60,000	35,000							
4	Skid Loader	FY19	50,000	31,250							
					18,261						
					(471)						
5	Club Cart	FY20	9,000		3,000						
6	Back-Hoe	FY20	90,000	40,000	20,000	30,000					
7	Mini Excavator	FY20	35,000		15,000	20,000					
8	Kubota Snow Blower	FY21	30,000		7,500	7,500	15,000				
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	16' Batwing Mower	FY23	95,000		10,000	15,000	25,000	20,000	25,000		
13	72" Mower	FY25	15,000								7,500
14	72" Mower/Blower	FY27	30,000								10,000
15	11' Batwing Mower	FY29	60,000								15,000
16	Holiday Lights	Open	20,000	18,643	10,472	10,000	10,000	10,000	10,000	10,000	10,000
	<b>Total Funding Allocations</b>		<b>\$599,900</b>	<b>\$182,991</b>	<b>\$134,250</b>	<b>\$115,000</b>	<b>\$87,500</b>	<b>\$55,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$62,500</b>
<b>Project Expenditures</b>											
2015	<b>Parks &amp; Streets Equipment</b>										
1	<b>Accm.for Current and Future Equip Require.</b>										
a	Replacement Salt Spreaders	Open		(6,849)		(7,895)		(8,000)			(8,000)
b	Bush Hog	FY18		(1,200)							
c	Blower	FY18		(479)							
d	Pressure Washer	FY18		(550)							
e	Concrete Grinder	FY20				(10,000)					
f	Steven's Park Hot Water Heater	FY19				(1,200)					
g	Plow Lights	FY19			(5,900)						
h	Electric Maint Equipment	FY20			(3,381)						
2	72" Mower	FY18		(14,800)							
3	11' Batwing Mower	FY19			(60,017)						
4	Skid Loader	FY19			(49,040)						
5	Club Cart	FY20				(9,000)					
6	Back-Hoe	FY20			(60,000)	(30,000)					
7	Mini Excavator	FY20				(35,000)					
8	Kubota Snow blower	FY21					(30,000)				
9	72" Mower	FY21					(15,000)				
10	Mule (Utility Vehicle)	FY21					(15,000)				
11	72" Mower	FY23							(15,000)		
12	16' Batwing Mower	FY23							(95,000)		
13	72" Mower	FY25									
14	72" Mower/Blower	FY27									
15	11' Batwing Mower	FY29									
16	Holiday Lights	Open		(11,140)	(17,975)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
	<b>Total Expenditures</b>			<b>(\$35,018)</b>	<b>(\$196,313)</b>	<b>(\$103,095)</b>	<b>(\$70,000)</b>	<b>(\$18,000)</b>	<b>(\$120,000)</b>	<b>(\$18,000)</b>	<b>(\$18,000)</b>
2015	<b>Account Balance by Year</b>				<b>\$147,973</b>	<b>\$85,911</b>	<b>\$97,816</b>	<b>\$115,316</b>	<b>\$152,316</b>	<b>\$92,316</b>	<b>\$136,816</b>

**Notes**

**Shading key in Table: FY 19 Expenditures/Closed Projects Budgeting, Planned Expenditures for this Budget Year**

The Town equipment purchasing takes advantage of fleet, State and County contracts as applicable from each vendor.

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.**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>1 Replacement of existing equipment</li> <li>2 This mower will replace the 2008 72" mower</li> <li>3 This mower will replace the 2006 HR111 Jacobson</li> <li>4 This will replace the 2002 skid loader</li> <li>5 Replacement for existing club cart</li> <li>6 This will replace the 2003 JCB Backhoe</li> <li>7 New equipment for trench and minor excavations</li> <li>8 This will replace the 2002 snow blower</li> <li>9 This mower will replace the 2011 72" mower</li> <li>10 This equipment will replace the 2008 Mule</li> <li>11 This mower will replace the 2013 72" mower</li> <li>12 This mower will replace the 2013 HR111 Jacobson</li> <li>13 This mower will replace the 2015 72" mower</li> <li>14 This will replace the 2015 snow blower/mower</li> <li>15 This mower will replace the 2019 11' Tor batwing mower</li> <li>16 Light replacement/repair...no new additions</li> </ul> | <ul style="list-style-type: none"> <li>1989 Kubota L2250 (field use)</li> <li>2002 Kubota 360 snow blower</li> <li>2011 Kubota ZD21 (mower)</li> <li>2013 Kubota ZD21 (mower)</li> <li>2013 HR111 Jacobson (mower)</li> <li>2015 72" Mower/Blower</li> <li>2018 Kubota ZD21 (mower)</li> <li>2019 11' Toro Batwing (mower)</li> </ul> |
|--|---|

**Heavy Equipment**

- 2003 JCB Backhoe
- 2019 Skid Loader
- 2008 tractor w/mower boom
- 2008 Mule (multi-use)

# THE TOWN OF POOLESVILLE

## FY 2019 Close-Out

### GENERAL FUND - CAPITAL PROJECTS

Adopted XX X, 2019

Printed: 31-Jul-19

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 18 Act.	FY 19 Close-Out	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 21	FY 22	FY 23	FY 24
<b>Project Funding</b>										
2020	<b>Vehicles</b>			8,012						
	<b>Carry-over funds: Completed Projects</b>					(8,000)				
	<b>Carry-Over Funds allocated to projects</b>									
1	3/4 Ton Pick-up	FY18	55,000	55,000						
2	5-Ton Dump Truck	FY20	65,000	30,000	20,000	17,000				
3	1- Ton Utility Truck	FY21	55,000	20,000	15,000	10,000	10,000			
4	1-Ton Utility Truck	FY21	55,000	15,000	15,000	15,000	10,000			
5	1-Ton Utility Truck	FY22	55,000	10,000	10,000	10,000	10,000	15,000		
6	1/2 Ton Pick-up	FY22	35,000		5,000	10,000	10,000	10,000		
7	1- Ton Utility Truck	FY22	55,000		10,000	15,000	15,000	15,000		
8	1-Ton Dump Truck	FY23	60,000			10,000	20,000	15,000	15,000	
9	1-Ton Utility Truck	FY24	60,000				15,000	15,000	15,000	15,000
10	1-Ton Utility Truck	FY25	65,000				10,000	15,000	15,000	15,000
11	3/4 Ton Pick-up	FY28	60,000					10,000	15,000	15,000
	<b>Total Funding Allocations</b>		<b>\$620,000</b>	<b>\$136,736</b>	<b>\$75,000</b>	<b>\$87,000</b>	<b>\$100,000</b>	<b>\$95,000</b>	<b>\$60,000</b>	<b>\$45,000</b>
<b>Project Expenditures</b>										
2020	<b>Vehicles</b>			<b>FY 18 Act.</b>						
1	3/4 Ton Pick-up	FY18		(53,724)						
2	5- Ton Dump Truck	FY20				(75,000)				
3	1- Ton Utility Truck	FY21					(55,000)			
4	1-Ton Utility Truck	FY21					(55,000)			
5	1-Ton Utility Truck	FY22						(55,000)		
6	1/2 Ton Pick-up	FY22						(35,000)		
7	1- Ton Utility Truck	FY22						(55,000)		
8	1-Ton Dump Truck	FY23							(60,000)	
9	1-Ton Utility Truck	FY24								(65,000)
10	1-Ton Utility Truck	FY25								
11	3/4 Ton Pick-up	FY28								
	<b>Total Expenditures</b>			<b>(\$53,724)</b>	<b>\$0</b>	<b>(\$75,000)</b>	<b>(\$110,000)</b>	<b>(\$145,000)</b>	<b>(\$60,000)</b>	<b>(\$65,000)</b>
2020	<b>Account Balance by Year</b>			<b>\$83,012</b>	<b>\$158,012</b>	<b>\$170,012</b>	<b>\$160,012</b>	<b>\$110,012</b>	<b>\$110,012</b>	<b>\$90,012</b>

**Notes**

**Shading key in Table: FY 19 Expenditures/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 vehicle purchasing takes advantage of fleet, State and County contracts as applicable from each vendor.

The Town owns the following vehicles:

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

**Trucks**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>1 The 3/4 Ton Truck will be a new addition to the fleet.</li> <li>2 The 5 ton truck scheduled for 2020 will replace the 2006 Chevy dump truck.</li> <li>3 The 1-ton utility truck scheduled for 2021 will replace the 2010 F-350.</li> <li>4 The 1-ton utility truck scheduled for 2021 will replace the 2011 F-350.</li> <li>5 The 1-ton utility truck scheduled for 2022 will replace the 2011 F-350.</li> <li>6 The 1/2 Ton will replace the 2011 Ford Ranger.</li> <li>7 The 1-ton utility truck scheduled for 2022 will replace the 2012 F-350.</li> <li>8 The 1-ton utility truck scheduled for 2024 will replace the 2012 Flatbed.</li> <li>9 The 1-ton utility truck scheduled for 2025 will replace the 2014 F350 Truck</li> <li>10 The 1-ton utility truck scheduled for 2026 will replace the 2015 F350 Truck</li> <li>11 The 3/4 Ton Truck will replace the 2018 F-250.</li> </ul> | <ul style="list-style-type: none"> <li>1995 International Bucket Truck (P/S)</li> <li>2006 Chevy 5 Ton Dump (P/S)</li> <li>2010 Ford F 350 Truck (W/S)</li> <li>2011 Ford F 350 Truck (W/S)</li> <li>2011 Ford F 350 Truck (P/S)</li> <li>2011 Ford Ranger (WW)</li> <li>2012 Ford F350 (P/S)</li> <li>2012 1-Ton Flatbed (P/S)</li> <li>2014 F-250 Truck (W/S)</li> <li>2015 F350 Truck (P/S)</li> <li>2018 F-250 Truck (P/S)</li> </ul> |
|---|---|



# THE TOWN OF POOLSVILLE

## FY 2019 Close-Out

### GENERAL FUND - CAPITAL PROJECTS

Adopted XX X, 2019

Printed: 31-Jul-19

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 18 Act.	FY 19 Close-Out	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 21	FY 22	FY 23	FY 24
<b><u>Project Funding</u></b>										
2025	<b>Major Town Projects</b>									
	Carry-over funds: Completed Projects			11	1,126					
	Carry-Over Funds allocated to projects									
1	Street Lighting Program	Open	Open	68,522	40,000	40,000	40,000	40,000	40,000	40,000
	<b>Speed Camera Revenue</b>				<b>49,853</b>					
2	Fisher Ave Streetscape	Open	Open	95,152	50,000	30,000	60,000	80,000	100,000	100,000
3	Sidewalks	Open				10,000	10,000	10,000	10,000	10,000
4	GIS System	Open				15,000	15,000	15,000	15,000	15,000
5	Street Sign Replacement	FY18	15,000	6,105						
6	Whalen Wall Rebuild	FY18	20,000	22,486						
7	PHS Investment Fund	Open	85,000		35,000	Budget Amendment 10/1/2018				
	<b>Use of Unrestricted Reserves</b>			<b>25,000</b>	<b>25,000</b>					
				<b>(1,126)</b>	<b>[Excess Funds Transferred into Carry-Over Funds]</b>					
	<b>Total Funding Allocations</b>		<b>\$120,000</b>	<b>\$217,276</b>	<b>\$199,853</b>	<b>\$95,000</b>	<b>\$125,000</b>	<b>\$145,000</b>	<b>\$165,000</b>	<b>\$165,000</b>
<b><u>Project Expenditures</u></b>										
2025	<b>Major Town Projects</b>			<b>FY 18 Act.</b>						
1	Street Lighting Program	Open		(37,065)	(32,172)	(129,138)				
2	Fisher Ave Streetscape	Open		(25,974)	(26,057)	(123,121)				
3	Sidewalks	Open								
4	GIS System	Open								
5	Street Sign Replacement	FY18		(1,220)	(4,885)					
6	Whalen Wall Rebuild	FY18		(22,486)						
7	PHS Investment Fund	Open			(83,874)					
	<b>Total Expenditures</b>			<b>(\$86,745)</b>	<b>(\$146,987)</b>	<b>(\$252,260)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
2025	<b>Account Balance by Year</b>			<b>\$130,531</b>	<b>\$183,397</b>	<b>\$26,137</b>	<b>\$151,137</b>	<b>\$296,137</b>	<b>\$461,137</b>	<b>\$626,137</b>

**Notes**

**Shading key in Table: FY 19 Expenditures/Closed Projects**

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

*The indicated funding balances for closed/completed projects are transferred to tl*

**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 Replacement and new sidewalks throughout Town in accordance with the Parks & Streets Board's recommendation.
- 4 GIS mapping of Town utilities and infrastructure.
- 5 Replacement of existing street signs throughout Town.
- 6 Rebuild of the stone wall on Whalen Commons
- 7 Funding for consultants, reports or other outreach to develop the PHS multi-use facility concept plan.

# THE TOWN OF POOLESVILLE

## FY 2019 Close-Out

### GENERAL FUND - CAPITAL PROJECTS

Adopted XX X, 2019

Printed: 31-Jul-19

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 18 Act.	FY 19 Close-Out	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 21	FY 22	FY 23	FY 24
<b>Project Funding</b>										
2035	<b>Park Projects</b>									
	Carry-over funds: Completed Projects			31,826						
	Carry-Over Funds allocated to projects				(30,000)					
1	Park Equipment Replacement	Open		40,000	20,000	20,000	20,000	20,000	20,000	20,000
2	Replace Whalen Pathway	FY18	85,000	81,182						
	<b>Budget Amendment 2/20/18</b>				20,500					
3	Replace Deck TAMA Trail Bridge	FY18	10,000	10,000						
4	Paint Concession Stand	FY18	5,000	4,605						
5	Halmos Park Tennis Lights	FY18	2,500	1,293						
6	Campbell Park	FY19	70,000		30,000					
	<b>Reforestation Fees</b>				40,000					
7	Behrend Park	FY19	85,000							
	<b>Parks and Playground Grant Use of Impact Fees</b>			80,000	5,000					
8	West Willard Fence Repl.	FY20				5,500				
9	Elgin Park Drainage	FY20				10,000				
10	Repl. Halmos Restrooms	FY30	130,000			10,000	10,000	10,000	10,000	10,000
	<b>Total Funding Allocations</b>		\$387,500	\$269,406	\$71,464	\$45,500	\$30,000	\$30,000	\$30,000	\$30,000
<b>Project Expenditures</b>										
2035	<b>Parks and Recreation</b>			<b>FY 18 Act.</b>						
1	Park Equipment Replacement	Open		(4,864)						
2	Replace Whalen Pathway	FY18		(91,951)	(380)	(9,351)				
3	Replace Deck TAMA Trail Bridge	FY18		(9,675)						
4	Paint Concession Stand	FY18		(4,605)						
5	Halmos Park Tennis Lights	FY18		(1,293)						
6	Campbell Park	FY19			(49,693)					
7	Behrend Park	FY19			(91,464)					
8	West Willard Fence Repl.	FY20				(5,500)				
9	Elgin Park Drainage	FY20				(10,000)				
10	Repl. Halmos Restrooms	FY30								
	<b>Total Expenditures</b>			(\$112,388)	(\$141,537)	(\$24,851)	\$0	\$0	\$0	\$0
2035	<b>Account Balance by Year</b>			\$157,018	\$86,945	\$107,594	\$137,594	\$167,594	\$197,594	\$227,594

**Notes**

**Shading key in Table: FY 19 Expenditures/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.  
 Park tot lot equipment is on a 20-year replacement cycle per the following schedule:

Park	Built	Cost	REPL. Year
Bodmer Park	2004	\$150,000	2024
Halmos Tot Lot	2005	\$50,000	2025
Brooks Park	2007	\$110,000	2027
Wootton Heights Tot Lot	2010	\$60,000	2030

2 Replace existing asphalt walkway with concrete walkway  
 3 Replacement of aging wood deck on boardwalk between TAMA and Wood of TAMA  
 4 Repainting inside and out of Steven's Park concession stand.  
 5 Replacement of existing lights and components with LED fixtures.  
 6 Design and implement a tree arboretum and pollinator beds with pathways  
 7 The installation of a new tot lot at phase II of Brightwell Crossing.  
 8 Replacement of the existing fence around the West Willard Soccer Field.  
 9 Grading and restoration of drainage area.  
 10 Full replacement of existing restroom facility.

# THE TOWN OF POOLESVILLE

## FY 2019 Close-Out

### GENERAL FUND - CAPITAL PROJECTS

Adopted XX X, 2019

Printed: 31-Jul-19

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 18 Act.	FY 19 Close-Out	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 21	FY 22	FY 23	FY 24
<b>Project Funding</b>										
2040	Major Street Repair Projects			1,322						
Carry-over funds: Completed Projects										
Carry-Over Funds allocated to projects										
1	<b>FY 19 Paving Program</b>									
	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						
	Hartz Ct	FY19		20,000						
	Spurrier (Brown - W Willard)	FY19	90,000	10,000	80,000					
	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		45,000					
2	<b>FY21 Paving Program</b>									
	Dr. Walling (Cattail-Brightwell)	FY21	120,000			120,000				
	Selby Ave	FY21	142,000			142,000				
	Bruner Way	FY21	78,000			60,000	20,000			
	McKernon Way	FY21	90,000				90,000			
	Hillard Ct	FY21	25,000				25,000			
	Dr. Moore Ct	FY21	60,000				60,000			
	Hillard St. (Halmos-cul-de-sac)	FY21	110,000				110,000			
	Koteen Way	FY21	45,000				45,000			
	Misc Repairs	FY21	50,000				50,000			
3	Future Roads to be determined	FY23	800,000					400,000	400,000	
4	Future Roads to be determined	FY25	850,000							425,000
<b>Total Funding Allocations</b>			<b>\$2,961,000</b>	<b>\$293,322</b>	<b>\$344,000</b>	<b>\$322,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$425,000</b>
<b>Project Expenditures</b>										
2040	Major Street Repair Projects			<b>FY 18 Act.</b>						
1	FY19 Paving Program	FY19			(431,664)	(184,336)				
2	FY21 Paving Program	FY21					(722,000)			
3	Future Roads	FY23							(800,000)	
4	Future Roads	FY25								
<b>Total Expenditures</b>				<b>\$0</b>	<b>(\$431,664)</b>	<b>(\$184,336)</b>	<b>(\$722,000)</b>	<b>\$0</b>	<b>(\$800,000)</b>	<b>\$0</b>
<b>2040</b>	<b>Account Balance by Year</b>			<b>\$293,322</b>	<b>\$205,658</b>	<b>\$343,322</b>	<b>\$21,322</b>	<b>\$421,322</b>	<b>\$21,322</b>	<b>\$446,322</b>

**Notes**

**Shading key in Table: FY 19 Expenditures/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 are evaluated and prioritized every two years. 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 2019 Close-Out

### WATER and WASTEWATER FUND SUMMARY

Adopted XX X, 2019

Printed: 31-Jul-19

Ref.   Page	Item or Description	Y/E 06/30/18 FY 18 Actual	Y/E 06/30/19 FY 19 Budget	Y/E 06/30/19 FY 19 Close-Out	Y/E 06/30/20 FY 20 Budget
<b>Water &amp; Wastewater Operating Summary</b>					
	W & WW Revenue	1,292,170	1,280,604	1,287,212	1,353,240
	Grant from General Funds	15,300	0	42,000	0
	<b>W &amp; WW Available Funding</b>	<b>1,307,470</b>	<b>1,280,604</b>	<b>1,329,212</b>	<b>1,353,240</b>
<b>Water &amp; Wastewater Expenditures</b>					
	For W&WW Capital Projects	0	0	0	0
	Operating Expenses	(1,307,430)	(1,331,306)	(1,329,191)	(1,392,803)
	<b>Total: W &amp; WW Expenditures</b>	<b>(\$1,307,430)</b>	<b>(\$1,331,306)</b>	<b>(\$1,329,191)</b>	<b>(\$1,392,803)</b>
<b>Net Operating Balance</b>					
		<b>\$40</b>	<b>(\$50,702)</b>	<b>\$21</b>	<b>(\$39,563)</b>
<b>Unrestricted Funds Carried Forward from Prior Year</b>					
		<b>28</b>	<b>(22,020)</b>	<b>68</b>	<b>89</b>
<b>Closing Balance: Water/Wastewater Funds</b>					
		<b>\$68</b>	<b>(\$72,722)</b>	<b>\$89</b>	<b>(\$39,474)</b>
<b>Water &amp; Wastewater Funds Capital Projects Summary</b>					
<b>Funding Balance Carried Forward from Prior Year</b>					
		<b>\$1,375,059</b>	<b>\$1,295,866</b>	<b>\$1,448,945</b>	<b>\$1,242,366</b>
	Funding from W & WW Revenues	0	0	0	0
	Funding Granted by Genl Funds	373,500	462,122	480,122	479,000
	Funding from Impact Fees		0		600,000
	Prior Balance - Impact Fees				
	Transfers from Restricted Funds		0	0	0
	Internal transfers	36,000	60,000	242,191	0
	Funding from MD Grants, Others	0	249,760	88,306	161,454
	<b>Available for Capital Projects</b>	<b>\$1,784,559</b>	<b>\$2,067,748</b>	<b>\$2,259,564</b>	<b>\$2,482,820</b>
	Capital Projects Expenditures	(335,614)	(1,103,260)	(1,017,197)	(1,401,750)
	<b>Closing Balance: Funding for Capital Projects</b>	<b>\$1,448,945</b>	<b>\$964,488</b>	<b>\$1,242,366</b>	<b>\$1,081,071</b>

**Notes**

- [1] The Water and Wastewater Fund Summary is divided into two parts:
- \* The upper section presents the status of the Operating Account, including yearly revenue, allocations for Capital Projects, the Annual Operating Balance, Unrestricted Funds carried forward, and finally, the Unrestricted Funds Close-Out Balance for the year. Note that the Water and Wastewater Fund Capital Projects are funded by the General Fund, as W&WW revenues are 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

## FY 2019 Close-Out

### WATER and WASTEWATER FUND REVENUE SUMMARY

Adopted XX X, 2019

Printed: 31-Jul-19

Acct No.	Account Name	Y/E 06/30/18 FY 18 Actual	Y/E 06/30/19 FY 19 Budget	Y/E 06/30/19 FY 19 Close-Out	Y/E 06/30/20 FY 20 Budget
<b><u>Water &amp; Wastewater Revenue</u></b>					
411.1	User Charges	1,202,251	1,210,604	1,156,097	1,283,240
	MDE Operations Grant	0	0	0	0
505	Interest Income (510 & 515 )	15,602	10,000	29,696	10,000
590	WSSC & Contractor Fees	51,749	40,000	78,837	40,000
590B	Bay Fund Admin Fee	7,168	5,000	5,783	5,000
595	Tap Fees	15,400	15,000	16,800	15,000
<b>Sub-total: Water &amp; Wastewater Revenue</b>		<b>\$1,292,170</b>	<b>\$1,280,604</b>	<b>\$1,287,212</b>	<b>\$1,353,240</b>
<b><u>Water &amp; Wastewater Internal Support</u></b>					
	Grant from Unrestricted Gen'l Funds	15,300	0	42,000	0
<b>Sub-total: Water and Wastewater Available Funding</b>		<b>\$1,307,470</b>	<b>\$1,280,604</b>	<b>\$1,329,212</b>	<b>\$1,353,240</b>
<b><u>Impact Fee Revenue</u></b>					
597.1	Water System	124,216	99,830	141,026	99,830
597.2	Wastewater System	77,635	62,400	88,141	62,400
<b>Sub-total: Impact Fee Revenue</b>		<b>\$201,851</b>	<b>\$162,230</b>	<b>\$229,167</b>	<b>\$162,230</b>
<b><u>Grants and Designated Funding</u></b>					
A	Connection Fees	0	0	0	0
B	Internal Transfers	0	0	0	0
C	MDE WWTP ENR Refinement Grant	0	249,760	249,760	0
<b>Sub-total: Grants and Designated Funding</b>		<b>\$0</b>	<b>\$249,760</b>	<b>\$249,760</b>	<b>\$0</b>
<b><u>Restricted Revenue</u></b>					
598	Chesapeake Bay Restoration Fund	0	0	0	0
<b>Sub-total: Restricted Revenue</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total: Water &amp; Wastewater Fund Revenue</b>		<b>\$1,509,321</b>	<b>\$1,692,594</b>	<b>\$1,808,139</b>	<b>\$1,515,470</b>
<b><u>Account Descriptions</u></b>					
411	Adopted FY2020				
	<u>Gallon Tiers</u>	<u>Structured Rate System Per 1,000 Gallons</u>			
	0 - 30,000	\$11.25			
	30,001 - 40,000	\$15.50			
	40,001 - 50,000	\$16.70			
	50,001 - up	\$17.51			
	Water Only Hydrant Use - \$8.48/1,000 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)				

# THE TOWN OF POOLSVILLE

## FY 2019 Close-Out

### WATER and WASTEWATER FUND EXPENSE SUMMARY

Adopted XX X, 2019

Printed: 31-Jul-19

Acct No.	Account Name	Y/E 06/30/18 FY 18 Actual	Y/E 06/30/19 FY 19 Budget	Y/E 06/30/19 FY 19 Close-Out	Y/E 06/30/20 FY 20 Budget
	<b><u>Wastewater System</u></b>				
700	Wastewater Operations	419,923	421,700	421,240	408,700
750	Wastewater Administration	347,331	362,530	353,291	390,784
	<b>Sub-total: Wastewater System</b>	<b>767,254</b>	<b>784,230</b>	<b>774,531</b>	<b>799,484</b>
	<b><u>Water System</u></b>				
800	Water Operations	125,506	127,500	124,990	133,500
850	Water Administration	414,670	419,576	429,670	459,819
	<b>Sub-total: Water System</b>	<b>540,176</b>	<b>547,076</b>	<b>554,661</b>	<b>593,319</b>
	<b>Sub-total: Water &amp; Wastewater Operating Expenses</b>	<b>\$1,307,430</b>	<b>\$1,331,306</b>	<b>\$1,329,191</b>	<b>\$1,392,803</b>
3000	Water & Wastewater Funding for Capital Projects	0	0	0	0
	<b>Sub-total: Water &amp; Wastewater Capital Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>Total: <u>Water &amp; Wastewater Fund Expenses</u></b>	<b><u>\$1,307,430</u></b>	<b><u>\$1,331,306</u></b>	<b><u>\$1,329,191</u></b>	<b><u>\$1,392,803</u></b>
<b><u>Water and Wastewater Fund Analysis</u></b>					
	<b>Wastewater System</b>		<b>\$784,230</b> 59%	<b>\$774,531</b> 58%	<b>\$799,484</b> 57%
	<b>Water System</b>		<b>\$547,076</b> 41%	<b>\$554,661</b> 42%	<b>\$593,319</b> 43%
<b>Notes</b>					

# THE TOWN OF POOLSVILLE

## FY 2019 Close-Out

### WATER and WASTEWATER FUND EXPENSE DETAILS

Adopted XX X, 2019

Printed: 31-Jul-19

Acct No.	Account Name	Y/E 06/30/18 FY 18 Actual	Y/E 06/30/19 FY 19 Budget	Y/E 06/30/19 FY 19 Close-Out	Y/E 06/30/20 FY 20 Budget
<b>700</b>	<b>Wastewater Operations</b>				
701	Sludge Hauling	122,563	115,000	140,699	120,000
702	Outside Laboratory Services	50,672	50,000	45,342	50,000
703	Electricity	116,362	115,000	125,453	117,000
705	Chemicals	72,399	75,000	60,334	70,000
707	Building Maintenance	1,091	1,200	1,099	1,200
708	Laboratory Expenses	6,670	5,000	4,625	5,000
709	Small Tools	355	500	800	500
710	WWTP Repair & Maintenance	25,673	32,000	30,814	30,000
711	Ultra Violet Bulb Maintenance	4,466	8,000	0	0
712	Sewer Repair and Maintenance	19,672	20,000	12,074	15,000
<b>Total:</b>	<b>Acct 700 Wastewater Operations</b>	<b><u>\$419,923</u></b>	<b><u>\$421,700</u></b>	<b><u>\$421,240</u></b>	<b><u>\$408,700</u></b>
<b>750</b>	<b>Wastewater Administration</b>				
755	Alloc: Staff Salary Burden from GF755	305,224	317,818	309,915	345,581
757	Alloc: Admin Sal'y Burden from GF760	11,937	11,827	12,410	12,318
761	Personnel Uniforms and Training	6,836	8,950	7,524	8,950
763	Accounting Services	4,000	4,000	4,000	4,000
771	Office Supplies	1,318	1,275	569	1,275
773	Telephone	7,115	6,600	7,179	6,600
775	Property Insurance	9,820	10,500	10,476	10,500
781	Truck Insurance	333	560	344	560
783	Truck Operations	748	1,000	874	1,000
<b>Total:</b>	<b>Acct 750 Wastewater Administration</b>	<b><u>\$347,331</u></b>	<b><u>\$362,530</u></b>	<b><u>\$353,291</u></b>	<b><u>\$390,784</u></b>

**Account Descriptions**

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

- 701 This account pays for the sludge hauling to landfills and periodic permit sludge testing.
- 702 This account covers sample analysis from outside labs.
- 703 This account covers the 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.**

# THE TOWN OF POOLESVILLE

## FY 2019 Close-Out

### WATER and WASTEWATER FUND EXPENSE DETAILS

Adopted XX X, 2019

Printed: 31-Jul-19

Acct No.	Account Name	Y/E 06/30/18 FY 18 Actual	Y/E 06/30/19 FY 19 Budget	Y/E 06/30/19 FY 19 Close-Out	Y/E 06/30/20 FY 20 Budget
<b>800</b>	<b>Water Operations</b>				
801	Lab Supplies / Testing	17,302	23,500	15,253	23,500
802	Building Supplies	345	500	335	500
805	Electricity	85,731	75,000	83,535	83,000
806	Chemicals	2,017	3,000	2,047	3,000
807	Water Repair and Maintenance	19,424	24,000	22,626	22,000
809	Small Tools	687	1,500	1,194	1,500
<b>Total: Acct 800 Water Operations</b>		<b><u>\$125,506</u></b>	<b><u>\$127,500</u></b>	<b><u>\$124,990</u></b>	<b><u>\$133,500</u></b>
<b>850</b>	<b>Water Administration</b>				
855	Alloc: Staff Salary Burden from GF755	305,224	317,818	309,915	345,581
857	Alloc: Admin Sal'y Burden from GF765	53,929	42,058	56,433	54,538
859	Bonding	100	150	100	150
861	Personnel Uniforms and Training	7,133	10,800	8,414	10,800
863	Accounting Services	4,000	4,000	4,000	4,000
871	Office and Billing Supplies	21,799	24,000	19,988	24,000
873	Telephone	3,147	3,550	3,179	3,550
875	Property Insurance	6,011	6,000	5,998	6,000
881	Truck Insurance	1,160	1,200	1,380	1,200
883	Truck Operations	12,167	10,000	20,263	10,000
<b>Total: Acct 850 Water Administration</b>		<b><u>\$414,670</u></b>	<b><u>\$419,576</u></b>	<b><u>\$429,670</u></b>	<b><u>\$459,819</u></b>

**Account Descriptions**

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

- 801 This account covers the costs of all laboratory supplies and expenses, and test equipment, for the Town's municipal water system.
- 802 This account covers the cost of all consumable supplies and replenishable hardware supplies for the Water & Wastewater systems.
- 805 Electricity consumed at the various well sites (11).
- 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 2019 Close-Out

### WATER and WASTEWATER FUND - CAPITAL PROJECTS SUMMARY

Adopted XX X, 2019

Printed: 31-Jul-19

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 18 Act.	FY 19 Close-Out	FY 20 Bgt. Budget	Forward Planning Cycle			
							FY 21	FY 22	FY 23	FY 24
<b><i>Project Funding</i></b>										
3130	Water Collection & Distribution		2,738,505	851,266	344,052	740,000	130,000	40,000	40,000	40,000
3150	Wastewater Systems		1,005,260	315,160	297,067	321,454	95,000	95,000	84,000	40,000
3167	Small Water & Wastewater Equip.		105,000	133,833	79,500	89,000	70,000	40,000	40,000	40,000
3169	Inflow & Infiltration		0	431,065	50,000	50,000	50,000	100,000	100,000	140,000
3170	Gen'l. Infrastructure Programs		0	53,236	40,000	40,000	70,000	225,000	260,000	285,000
<b>Total Funding Allocations</b>			<b>\$3,848,765</b>	<b>\$1,784,560</b>	<b>\$810,619</b>	<b>\$1,240,454</b>	<b>\$415,000</b>	<b>\$500,000</b>	<b>\$524,000</b>	<b>\$545,000</b>
<b><i>Direct Funding</i></b>										
3130	Allocation of unrestricted funds				213,430					
3130	Impact Fees			52,571		600,000				
3150	MDE Grant				88,306	161,454				
3150	Allocation of unrestricted funds			25,000	28,761					
3167	Allocation of unrestricted funds			35,000						
3169	Allocation of unrestricted funds			175,000						
<b>Sub-total: Direct Funding</b>				<b>\$287,571</b>	<b>\$330,497</b>	<b>\$761,454</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>3000</b>	<b>Funding by Gen'l Fund Grant [Total less Direct Funding]</b>			<b>\$1,496,989</b>	<b>\$480,122</b>	<b>\$479,000</b>	<b>\$415,000</b>	<b>\$500,000</b>	<b>\$524,000</b>	<b>\$545,000</b>
<b><i>Project Expenditures</i></b>										
				<b>FY 18 Act.</b>						
3130	Water Collection & Distribution			(44,581)	(513,442)	(1,036,080)	(350,000)	0	0	(100,000)
3150	Wastewater Systems			(112,791)	(337,763)	(298,439)	(68,000)	(25,000)	(38,000)	(90,000)
3167	Small Water & Wastewater Equip.			(95,046)	(43,799)	(67,230)	(75,000)	0	0	0
3169	Inflow & Infiltration			(83,196)	(86,769)	0	0	0	0	0
3170	Gen'l. Infrastructure Programs			0	(35,424)	0	0	0	0	0
<b>Total Expenditures</b>				<b>(\$335,614)</b>	<b>(\$1,017,197)</b>	<b>(\$1,401,750)</b>	<b>(\$493,000)</b>	<b>(\$25,000)</b>	<b>(\$38,000)</b>	<b>(\$190,000)</b>
<b><i>Account Balance by Year</i></b>										
3130	Water Collection & Distribution			806,685	637,295	341,215	121,215	161,215	201,215	141,215
3150	Wastewater Systems			202,369	161,673	184,688	211,688	281,688	327,688	277,688
3167	Small Water & Wastewater Equip.			38,787	74,488	96,258	91,258	131,258	171,258	211,258
3169	Inflow & Infiltration			347,869	311,100	361,100	411,100	511,100	611,100	751,100
3170	Gen'l. Infrastructure Programs			53,236	57,812	97,812	167,812	392,812	652,812	937,812
<b>Available For Capital Projects</b>				<b>\$1,448,946</b>	<b>\$1,242,367</b>	<b>\$1,081,072</b>	<b>\$1,003,072</b>	<b>\$1,478,072</b>	<b>\$1,964,072</b>	<b>\$2,319,072</b>

**Notes**

[1] This page summarizes the five Capital Projects accounts associated with Water & Wastewater Fund capital expenditures. The summary is divided into three sections as follows:

- \* The top part of the page summarizes the costs of the various projects and the overall funding streams developed to implement those projects. Also included in the top section is a summary of all special funding available to augment the regular Funding Grant from the General Fund. The bottom line in the top section, Acct. 3000, subtracts the special funding and identifies the Net Amount which has been, or will be, funded by means of a Capital Projects Grant from the General Fund Revenues.
- \* The middle part of the page summarizes the programmed expenditures of the funds to accomplish the various capital projects.
- \* The bottom part of the page reflect the remaining balances in each of the accounts at the end of each Fiscal Year.

[2] See the following Capital Account pages for detailed information.

# THE TOWN OF POOLESVILLE

## FY 2019 Close-Out

### WATER & WASTEWATER FUND - CAPITAL PROJECTS

Adopted XX X, 2019

Printed: 31-Jul-19

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 18 Act.	FY 19 Close-Out	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 21	FY 22	FY 23	FY 24
<b>Project Funding</b>										
3130	Water Collection & Distribution			10,106	268					
Carry-over funds: Completed Projects										
Carry-Over Funds allocated to projects										
1	<b>Equip Replace/Major Rebuild</b>	open		33,859	20,000	20,000	20,000	20,000	20,000	20,000
a	Well #8 Pump Replace	FY18	15,285							
b	Well #12 Transducer	FY19	2,200							
c	Well #9 Aromix Unit	FY19	4,420							
d	Well #8 Booster VFD	FY19	1,600							
2	Water Valve Repl	open		45,000	20,000 (268)					
[Excess Funding Transferred into Carry-Over Funds]										
3	Well Implementation	Annl.		3,271						
4	Well 11 (Rabanales)	FY19	610,000	545,918	10,622					
<b>Budget Amendment 10/15/2018</b>										
5	Alpha Media	Open		43,000	30,000	20,000	20,000	20,000	20,000	20,000
<b>Allocation of Unrestricted Reserves</b>										
6	Well Component Rehab. 2,3 &5	FY19	30,000	7,541						
7	Repaint Ext. 500K Gal. Tank	FY21	350,000	110,000	50,000	100,000	90,000			
<b>The following projects are listed in the Master Plan Impact Fee Schedule and will be funded through impact fees.</b>										
8	Well 14 (Westerly/Jamison)	Open	925,000							
<b>Use of Impact Fees</b>										
9	Well 15 (Cattail/Jamison)	Open	800,000	52,571		600,000				
<b>Total Funding Allocations</b>			<b>\$2,738,505</b>	<b>\$851,266</b>	<b>\$344,052</b>	<b>\$740,000</b>	<b>\$130,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>
<b>Project Expenditures</b>										
3130	Water Collection & Distribution			<b>FY 18 Act.</b>						
1	<b>Equip Replace/Major Rebuild</b>									
a	Well #8 Pump Replace	FY18		(15,285)						
b	Well #12 Transducer	FY19			(2,203)					
c	Well #9 Aromix Unit	FY19			(4,420)					
d	Well #8 Booster VFD	FY19			(1,608)					
2	Water Valve Repl	Open		(796)	(63,936)					
3	Well Implementation	Annl.		(1,189)		(1,584)				
4	Well 11 (Rabanales)	FY19		(26,875)	(317,846)	(396,819)				
5	Alpha Media	Open			(101,430)					(100,000)
6	Well Component Rehab. 2,3 &5	FY19		(436)		(7,105)				
7	Repaint Ext. 500K Gal. Tank	FY21					(350,000)			
8	Well 14 (Westerly/Jamison)	Open			(21,998)	(630,573)				
9	Well 15 (Cattail/Jamison)	Open								
<b>Total Expenditures</b>				<b>(\$44,581)</b>	<b>(\$513,442)</b>	<b>(\$1,036,080)</b>	<b>(\$350,000)</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$100,000)</b>
<b>3130</b>	<b>Account Balance by Year</b>			<b>\$806,685</b>	<b>\$637,295</b>	<b>\$341,215</b>	<b>\$121,215</b>	<b>\$161,215</b>	<b>\$201,215</b>	<b>\$141,215</b>

**Notes**

**Shading key in Table: FY 19 Expenditures/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 five-year cycle.
- 6 Replacement of valves and components.
- 7 Recoating the exterior of the 500K Water Tank.
- 8 Well Funded through Developer and Impact Fee Funds. Part of the Westerly 7 Subdivision.
- 9 Future well funded by the developers through Impact Fees.

# THE TOWN OF POOLESVILLE

## FY 2019 Close-Out

### WATER & WASTEWATER FUND - CAPITAL PROJECTS

Adopted XX X, 2019

Printed: 31-Jul-19

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 18 Act.	FY 19 Close-Out	FY 20 Bgt. Budget	Forward Planning Cycle			
							FY 21	FY 22	FY 23	FY 24
<b>Project Funding</b>										
3150	Wastewater Systems			8,531	75,249					
	Carry-over funds: Completed Projects				(11,337)	(7,500)				
	Carry-Over Funds allocated to projects				40,000	40,000				
1	Equip Replace/Major Rebuild	open		40,619			40,000	40,000	40,000	40,000
2	Ultra Violet Lights (WWTP)	Open	8,000	12,000						4,000
3	Alum Feed System	FY18	40,000	39,010						
4	Hunter's Run Pump Station	FY18	40,000	40,000	9,112	[Use of Carry-Over Funds]				
5	Replace Main WWTP Pump #1	FY18	25,000	25,000	102	[Use of Carry-Over Funds]				
6	WWTP Monitoring System	FY18	85,000	60,000	(75,249)	[Excess Funding Transferred into Carry-Over Funds]				
	<b>Use of Unrestricted Funds</b>			25,000						
7	U.V. System Rebuild	FY19	145,000	55,000	60,000					
	<b>Use of Unrestricted Funds</b>				28,761					
8	Replace Main WWTP Pump #2	FY19	25,000		2,123	[Use of Carry-Over Funds]				
9	WWTP ENR Refinement	FY19	249,760							
	<b>MDE Grant</b>				88,306	161,454				
10	Backwash Pump #1	FY20	25,000	10,000		15,000				
11	Replace Main WWTP Pump #3	FY20	75,000			25,000				
12	WWTP Main Station VFD's	FY20	40,000		20,000	20,000				
13	Update WWTP PLC	FY20	40,000		20,000	20,000				
14	WWTP Heaters	FY20	6,000			6,000	[Use of Carry-Over Funds]			
15	WWTP Monitor Screen	FY20	1,500			1,500	[Use of Carry-Over Funds]			
16	Backwash Pump #2	FY21	25,000			10,000	15,000			
17	Digester Blower	FY21	35,000		15,000	10,000	10,000			
18	Sludge Screw Pump	FY22	20,000				10,000	15,000		
19	Decant Pump	FY23	30,000					15,000	15,000	
20	Paint WWTP	FY24	90,000						25,000	
	<b>Total Funding Allocations</b>		\$1,005,260	\$315,160	\$297,067	\$321,454	\$95,000	\$95,000	\$84,000	\$40,000
<b>Project Expenditures</b>										
3150	Wastewater Systems									
1	Equip Replace/Major Rebuild	open								
a	Fisher Pump Starters	FY18		(5,205)						
b	Rebuild Koteen Pump	FY18		(2,435)						
c	Pump Rebuild Kit	FY18		(5,033)						
d	Blower Replacement	FY18		(9,879)						
e	Solenoid Valves	FY18		(1,010)						
f	Lagoon Blower	FY18		(2,190)						
g	Blower Rebuild	FY18		(2,772)						
h	Rebuild Decant Motor	FY18		(3,682)						
i	Rebuild Seneca Pump	FY18		(4,896)	(1,899)					
j	Submersible Pump	FY19			(441)					
k	Decant Pump Starter	FY19			(1,200)					
l	Grundfos Belt Press Pumps	FY19			(4,597)					
m	SBR 3 Valve	FY19			(1,150)					
n	Suction Plate	FY19			(981)					
o	Effluent Valve	FY19			(2,743)					
p	4" Sludge Valve	FY19			(6,256)					
q	Fisher Pump Sta. Check Valve	FY19			(6,150)					
r	Generator Radiator	FY19			(3,431)					
s	Stoney Springs Pump	FY19			(1,670)					
t	Winch	FY19			(254)					
2	Ultra Violet Lights (WWTP)	Open					(8,000)			(8,000)
3	Alum Feed System	FY18				(39,010)				
4	Hunter's Run Pump Station	FY18		(30,181)	(18,931)					
5	Replace Main WWTP Pump #1	FY18		(21,357)	(3,745)					
6	WWTP Monitoring System	FY18			(9,751)					
7	U.V. System Rebuild	FY19			(143,761)					
8	Replace Main WWTP Pump #2	FY19			(27,123)					
9	WWTP ENR Refinement	FY19		(24,151)	(103,680)	(121,929)				
10	Backwash Pumps #1	FY19				(25,000)				
11	Replace Main WWTP Pump #3	FY20				(25,000)				
12	WWTP Main Station VFD's	FY20				(40,000)				
13	Update WWTP PLC	FY20				(40,000)				
14	WWTP Heaters	FY20				(6,000)				
15	WWTP Monitor Screen	FY20				(1,500)				
16	Backwash Pump #2	FY21					(25,000)			
17	Digester Blower	FY21					(35,000)			
18	Sludge Screw Pump	FY22						(25,000)		
19	Decant Pump	FY23							(30,000)	
20	Paint WWTP	FY24								(90,000)
	<b>Total Expenditures</b>			(\$112,791)	(\$337,763)	(\$298,439)	(\$68,000)	(\$25,000)	(\$38,000)	(\$90,000)
3150	<b>Account Balance by Year</b>			\$202,369	\$161,673	\$184,688	\$211,688	\$281,688	\$327,688	\$277,688

**Notes**

**Shading key in Table: FY 19 Expenditures/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.

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>1 The replacement or major rebuild of pumps and major components.</li> <li>2 Full bulb change-out every other year.</li> <li>3 Chemical application lines for phosphorus removal.</li> <li>4 Replacement of pumps and valves.</li> <li>5 Replacement pump.</li> <li>6 Project needs Changed due to ENR Upgrade</li> <li>7 Replacement of WWTP disinfection system.</li> <li>8 Replacement pump.</li> <li>9 Plan and design of a denitrification filtration system</li> <li>10 Replacement of original equipment.</li> </ul> | <ul style="list-style-type: none"> <li>11 Replacement pump.</li> <li>12 Replacement of electronic control equipment.</li> <li>13 Required update of computer and control equipment.</li> <li>14 Replacement of original equipment.</li> <li>15 Replacement of original equipment.</li> <li>16 Replacement of original equipment.</li> <li>17 Replacement of air equipment.</li> <li>18 Replacement of original equipment.</li> <li>19 Replacement pump.</li> <li>20 Repainting of pipe gallery.</li> </ul> |
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# THE TOWN OF POOLESVILLE

## FY 2019 Close-Out

### WATER & WASTEWATER FUND - CAPITAL PROJECTS

Adopted XX X, 2019

Printed: 31-Jul-19

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 18 Act.	FY 19 Close-Out	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 21	FY 22	FY 23	FY 24
<b>Project Funding</b>										
3167	Small Water & Wastewater Equip.			1,632						
	Carry-over funds: Completed Projects				(1,269)					
	Carry-Over Funds allocated to projects									
1	Future W&S Equipment Needs	Open		23,680	20,000	20,000	20,000	20,000	20,000	20,000
2	Water Meter Replacement	Annl.	105,000	23,981	20,000	20,000	20,000	20,000	20,000	20,000
3	Main Valve Actuator	FY18	2,000	3,020						
4	Lagoon Flow Meter	FY18	5,000	3,382						
5	Seneca/Stoney Monitoring System	FY19	14,500	11,000	3,500					
6	Fisher & Elgin Monitoring System	FY19	9,600	8,000	1,269					
7	WWTP Lighting Upgrade	FY19	5,000		5,000					
8	Sewer Jet	FY20	60,000	24,138						
	<b>Budget Amendment 5/22/17</b>			<b>35,000</b>						
9	Manhole Flow Monitors	19-20			11,000	24,000				
10	Sewer Camera	FY21	75,000		20,000	25,000	30,000			
	<b>Total Funding Allocations</b>		<b>\$105,000</b>	<b>\$133,833</b>	<b>\$79,500</b>	<b>\$89,000</b>	<b>\$70,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>
<b>Project Expenditures</b>										
3167	Other Water & Wastewater Equip.			<b>FY 18 Act.</b>						
1	Future W&S Equipment Needs									
a	Misc Water Main repair tools	FY18		(840)						
b	Blower Room Exhaust Fan	FY18		(980)						
c	Pipe Gallery Heater	FY18		(1,375)						
d	Air Compressor	FY18		(270)						
e	Small Enclosed Trailer	FY18		(2,500)						
f	Portable Generator	FY18		(1,280)						
i	Manhole Bowls	FY18		(5,400)						
j	Emergency Pump Hoses	FY19			(1,035)					
k	Aquascope	FY19			(2,696)					
l	Trench Shoring	FY19			(2,616)					
m	Sewer Push Camera	FY19				(10,000)				
n	Well #8 VFD	FY19			(6,991)					
o	Fuel Pump	FY19			(255)					
p	WWTP Basin Ladder	FY19			(3,600)					
q	DR6000	FY20				(8,500)				
2	Water Meter Replacement	Annl.		(16,861)	(11,568)					
3	Main Valve Actuator	FY18		(3,020)						
4	Lagoon Flow Meter	FY18		(3,382)						
5	Seneca/Stoney Monitoring System	FY19			(5,284)	(9,216)				
6	Fisher & Elgin Monitoring System	FY19			(9,269)					
7	WWTP Lighting Upgrade	FY19				(5,000)				
8	Sewer Jet	FY20		(59,138)						
9	Manhole flow Monitors	19-20			(486)	(34,514)				
10	Sewer Camera	FY21					(75,000)			
	<b>Total Expenditures</b>			<b>(\$95,046)</b>	<b>(\$43,799)</b>	<b>(\$67,230)</b>	<b>(\$75,000)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
3167	<b>Account Balance by Year</b>			<b>\$38,787</b>	<b>\$74,488</b>	<b>\$96,258</b>	<b>\$91,258</b>	<b>\$131,258</b>	<b>\$171,258</b>	<b>\$211,258</b>

**Notes**

**Shading key in Table: FY 19 Expenditures/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 Replacement of original WWTP Equipment.
- 4 New equipment to monitor lagoon discharge required by MDE.
- 5 Monitor and emergency notification system.
- 6 Monitor and emergency notification system.
- 7 Upgrade outdoor fixtures
- 8 Replacement of original equipment.
- 9 New equipment to monitor sewer manhole flows.
- 10 Replacement of original equipment.

# THE TOWN OF POOLSVILLE

## FY 2019 Close-Out

### WATER & WASTEWATER FUND - CAPITAL PROJECTS

Adopted XX X, 2019

Printed: 31-Jul-19

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 18 Act.	FY 19 Close-Out	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 21	FY 22	FY 23	FY 24
<b>Project Funding</b>										
3169	Inflow & Infiltration									
Carry-over funds: Completed Projects										
Carry-Over Funds allocated to projects										
1	On-going I & I Reduction Pgm.	Annl.	Open	256,065	50,000	50,000	50,000	100,000	100,000	140,000
	Use of Unrestricted Funds			175,000						
<b>Total Funding Allocations</b>			\$0	\$431,065	\$50,000	\$50,000	\$50,000	\$100,000	\$100,000	\$140,000
<b>Project Expenditures</b>										
3169	Inflow & Infiltration			FY 18 Act.						
1	On-going I & I Reduction Pgm.	Annl.		(74,721)	(63,682)					
	Monitoring & Main Insp.			(8,475)	(23,088)					
<b>Total Expenditures</b>				(\$83,196)	(\$86,769)	\$0	\$0	\$0	\$0	\$0
3169	<b>Account Balance by Year</b>			\$347,869	\$311,100	\$361,100	\$411,100	\$511,100	\$611,100	\$751,100

**Notes**

**Shading key in Table: FY 19 Expenditures/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. Major areas of concern include lateral connections Elgin Rd (109), Manhole relining and main lining in the 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 18 Act.	FY 19 Close-Out	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 21	FY 22	FY 23	FY 24
<b>Project Funding</b>										
3170	Gen'l. Infrastructure Programs			92						
Carry-over funds: Completed Projects										
Carry-Over Funds allocated to projects										
1	Emergency Repair/Replace	Open	Open	53,144	40,000	20,000	40,000	40,000	40,000	40,000
2	Infrastructure Replacement Fund	Open				20,000	30,000	185,000	220,000	245,000
3	WWTP Lagoon Repairs	Open								
<b>Total Funding Allocations</b>			\$0	\$53,236	\$40,000	\$40,000	\$70,000	\$225,000	\$260,000	\$285,000
<b>Project Expenditures</b>										
3170	Gen'l. Infrastructure Programs			FY 18 Act.						
1	Emergency Repair/Replace									
a	Sewer System				(16,475)					
b	Water System				(18,949)					
2	Infrastructure Replacement Fund									
3	WWTP Lagoon Repairs									
<b>Total Expenditures</b>				\$0	(\$35,424)	\$0	\$0	\$0	\$0	\$0
3170	<b>Account Balance by Year</b>			\$53,236	\$57,812	\$97,812	\$167,812	\$392,812	\$652,812	\$937,812

**Notes**

**Shading key in Table: FY 19 Expenditures/Closed Projects** Budgeting, Planned Expenditures for this Budget Year  
 The indicated funding balances for closed/completed projects are transferred to the Carry-Over Funds in the year following closure.  
**3170 General Infrastructure Programs, which do not "fit" into other Water & Wastewater Accounts, are tracked in this Account.**

- 1 This program will provide funding for large unanticipated infrastructure repairs and total water line section replacements in the future.
- 2 Funds accumulating for future infrastructure replacement needs.
- 3 Repairs to embankment of equalization basin.