

AGENDA
COMMISSIONERS OF POOLESVILLE
April 4, 2021
19721 BEALL STREET
7:00 PM

*To join the meeting, go to Youtube.com. Search "Pooleville"
Click the "Filter" Icon and Click "Today"
The Town Commission Meeting will be visible
A link is also on the Town Webpage*

The meeting starts at 7 PM. You will only be able to see the meeting once it starts

1. **Call To Order**

2. **Pledge Of Allegiance**

3. **Public Hearings:**

3.I. Resolution 001-22 – Water & Sewer Rates

Documents:

[WATER RATES.PDF](#)
[RESOLUTION NO 001-22 - WATER-SEWER RATES.PDF](#)

3.II. Ordinance NO. 219 – FY23 – Budget & Tax Rate

Documents:

[ORDINANCE NO 219 - FY23 BUDGET.PDF](#)
[FY23 DRAFT.PDF](#)

4. **Announcements**

5. **Commissioners/Committee Reports**

Kerri Cook - Events
Martin Radigan - Planning Commission
Ed Reed - Fair Access and Sustainable Pooleville
Jim Brown - Fair Access
Jeff Eck - Parks, Recreation and Streets

6. **Approval Of Minutes**

6.I. Minutes Of March 7, 2022

6.II. Minutes Of March 21, 2022

7. **Public Comment**

To be able to speak during public comment, either in person or virtual, you will need to contact Town Hall by noon on the day of the meeting. You will have to have access to Zoom Conferencing to join the meeting virtually.

8. **Old Business**

8.I. Employee Capacity Study

Documents:

[CAPACITY STUDY.PDF](#)

8.II. Employee Handbook

9. **New Business**

9.I. Appointments To Boards And Commissions

9.II. Water Rates/Pools

Documents:

[POOLS.PDF](#)

9.III. Farmers Market

10. **Town Manager's Report**

11. **Adjournment**

12. **To Join The Meeting, Go To Youtube.com Search "Poolesville"**

Click the filter icon and click "today"

The Town Commission meeting will be visible

A link is also on the Town web page under "Poolesville news"

The meeting starts at 7:00 pm, you will only be able to see the meeting once it starts

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

FY2023 Proposed Water Rates

Poolesville's Water and Wastewater Fund, like others who own water and sewer utilities, operates as a government enterprise, and is intended to be self-supporting. Most of the Fund's revenue is derived from residential user fees.

The Town takes great care to ensure that its rates are determined with cost of service and financial stability in mind. The rate structure, which is now being updated, is designed to cover the cost of maintaining and repairing pipes, pumps, and treatment plants, as well as covering the cost of operations to ensure quality service is delivered to residents every day.

Chemical costs, transportation fees, sludge hauling and mandated laboratory analysis to ensure the safety of the product being delivered to residents and then treated and released into the environment has increased dramatically over the past few years. Many of these costs are fixed by outside agencies and required by State and Federal laws.

The FY23 Draft Budget process indicated a \$147,000 deficit in the Water and Wastewater Fund. A comparison rate study has been completed to see how we are charging relative to our neighbors.

Current Rates

Tiers in Gallons (Averaged)	0 – 8,000	8,001 – 16,000	16,001 – 24,000	24,001 +	30,000 – 40,000	40,001 – 50,001	50,001 +
Poolesville	\$11.71	\$11.71	\$11.71	\$11.71	\$16.13	\$17.37	\$18.22
Rockville	\$16.70	\$16.99	\$25.19	\$30.29	\$30.29	\$30.29	\$30.29
WSSC	\$13.34	\$14.93	\$18.07	\$22.75	\$22.75	\$22.75	\$22.75

Dollar amounts are a per 1,000-gallon charge.

FY23 Proposed Rates

Tiers in Gallons	0 – 7,000	7,001 – 15,000	15,001 – 25,000	25,01 +
	\$12.53	\$14.12	\$17.26	\$21.94

The proposed rate structure, more in line with other water and wastewater utilities promotes conservation and doesn't overly burden elderly or low use residents. The monetary values allow the fund to cover its operation and maintenance costs while remaining below our neighboring jurisdiction's rates.

How Will You Be Impacted?

Usage	Rate	Current Avg. QRT	Proposed Avg. QRT	Quarterly Increase
0 – 7,000	\$12.53	\$55.76	\$59.66	\$3.90
7,001 – 15,000	\$14.12	\$137.56	\$154.74	\$17.18
15,001 – 25K	\$17.26	\$226.46	\$275.56	\$49.10
30,000	\$21.94	\$351.30	\$482.97	\$131.67
40,000	\$21.94	\$512.60	\$702.37	\$189.77
50,000	\$21.94	\$686.30	\$921.77	\$235.47

The Commissioners have set a public hearing to receive public comment on the proposed rate structure and fees on April 4, 2022.

Resolution No: 001-22
Introduced: March 21, 2022
Public Hearing: April 4, 2022
Adopted:
Effective:

COMMISSIONERS OF POOLESVILLE, MARYLAND

SUBJECT: WATER AND SEWER RATES

WHEREAS, Poolesville Code § 16.51 provides that the Commissioners of Poolesville may enact water and sewer rates, water-only rates and sewer-only rates from time to time by Resolution following notice thereof in a newspaper of general circulation in the Town of Poolesville, and by holding a public hearing thereon prior to enactment,

WHEREAS, the required notice was given in the Frederick News Post March 24, 2022 and the public hearing was held on April 4, 2022, and

WHEREAS, the Commissioners of Poolesville have determined that the current Quarterly Graduated Rate Schedule shall be revised as shown on the attached Quarterly Incremental Rate Schedule,

NOW THEREFORE, BE IT RESOLVED the Commissioners of Poolesville that the attached Town of Poolesville Water/Sewer Rates, Quarterly Incremental Rate Schedule is adopted, and

BE IT FURTHER RESOLVED by the Commissioners of Poolesville that this Resolution shall take effect on July 1, 2022.

James E. Brown, President
Commissioners of Poolesville

A TRUE COPY ATTEST:

Barbara L. Evans, Town Clerk

**TOWN OF POOLESVILLE
WATER/SEWER RATES
EFFECTIVE AUGUST 1, 2022
QUARTERLY INCREMENTAL RATE SCHEDULE
RESIDENTIAL AND COMMERCIAL**

FY22 CHARGE PER 1,000 GALLONS

0-7,000	\$ 12.53
7,001 – 15,000	\$ 14.12
15,001 – 25,000	\$ 17.26
25,001 - AND UP	\$ 21.94

WATER ONLY – HYDRANT USE \$9.00 per thousand gallons

Ordinance No:	219
Introduced:	March 21, 2022
Public Hearing:	April 4, 2022
Adopted:	April 18, 2022
Effective:	July 1, 2022

TOWN OF POOLEVILLE FISCAL YEAR 2023 BUDGET & TAX RATE

PURSUANT to Section 82.13 A.-F. of the Charter of the Town of Poolesville, the President and Commissioners shall adopt an annual budget and tax rate that provides a complete financial plan for the budget year and contains estimates of anticipated revenues and proposed expenditures.

WHEREAS, a budget fulfilling the requirements of the Charter has been prepared; and

WHEREAS, pursuant to the provisions of Sec. 82.13.A.(b) of the Charter of the Town of Poolesville, a public hearing on said budget has been held on April 4, 2022, after the required notice was given in the Frederick News Post on March 24, 2022, pursuant to Sec. 82.13.B. of the Charter of the Town of Poolesville; and

WHEREAS, the proposed budget includes a tax rate higher than the Constant Tax Rate. The Town of Poolesville published the notice in the Frederick News Post Sentinel on March 25, 2022, as required in the State Statute.

NOW THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND COMMISSIONERS OF THE TOWN OF POOLESVILLE:

Section One: That the Budget attached hereto and incorporated herein is hereby adopted as the budget for the Town of Poolesville for Fiscal Year July 1, 2022, through June 30, 2023.

Section Two: That the real property tax rate for the Town of Poolesville shall be \$0.1781 per \$100.00 of assessed real property value.

APPROVED THIS 18 DAY OF APRIL 2022

James E. Brown, President
Commissioners of Poolesville

Barbara L. Evans, Town Clerk



FY 23 Budget

DRAFT

THE TOWN OF POOLSVILLE

FY 23 Budget

FINANCIAL FORECAST: FY 23 Budget THROUGH FY 27

Draft

Printed: 11-Mar-22

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

Item	FY 21 Actual	FY 22 Budget	FY 22 Projection	FY 23 Budget
Revenue	4,286,476	4,020,871	4,293,604	4,452,338
Funding: General Projects	(727,500)	(760,000)	(765,000)	(796,000)
Funding: Water / Wastewater Projects	(446,318)	(366,200)	(366,200)	(585,000)
Sub-Total: Capital Projects	(1,173,818)	(1,126,200)	(1,131,200)	(1,381,000)
Operating Expenses	(2,527,215)	(2,888,304)	(2,829,569)	(3,057,292)
Total Annual Expenditures	(3,701,033)	(4,014,504)	(3,960,769)	(4,438,292)
Annual Balance	<u>\$585,443</u> 13.7%	<u>\$6,367</u> 0.2%	<u>\$332,835</u> 7.8%	<u>\$14,046</u> 0.3%

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

Item	FY 24	FY 25	FY 26	FY 27
Revenue	4,640,452	4,729,545	4,819,660	4,910,811
Funding: General Projects	(878,500)	(858,500)	(846,000)	(846,000)
Funding: Water / Wastewater Projects	(594,000)	(584,000)	(609,000)	(584,000)
Sub-Total: Capital Projects	(1,472,500)	(1,442,500)	(1,455,000)	(1,430,000)
Operating Expenses	(3,160,560)	(3,224,988)	(3,323,690)	(3,390,507)
Total Annual Expenditures	(4,633,060)	(4,667,488)	(4,778,690)	(4,820,507)
Projected Balances	<u>\$7,392</u> 0.2%	<u>\$62,057</u> 1.3%	<u>\$40,970</u> 0.9%	<u>\$90,303</u> 1.8%

Part 2[a] - Recap of Current Financial Reserves

Item	FY 21 Actual	FY 22 Budget	FY 22 Projection	FY 22 Budget
Unspent Funds: General Projects	1,316,915	1,411,071	1,519,472	1,284,472
Unspent Funds: W & WW Projects	2,092,955	930,612	749,656	7,070,401
Sub-Total: Unspent Capital Funding	3,409,870	2,341,683	2,269,128	8,354,873
Unrestricted Reserve (Genl Fund)	1,676,539	1,297,905	1,819,973	1,834,019
Balance (Water / Wastewater Fund)	127	1,109	127	(147,523)
Restricted Funds	365,355	195,097	443,340	413,340
Total Financial Reserves On-Hand	<u>\$5,451,891</u>	<u>\$3,835,794</u>	<u>\$4,532,568</u>	<u>\$10,454,709</u>

Part 2[b] - Projections for Future Financial Reserves

Item	FY 24	FY 25	FY 26	FY 27
Unspent Funds: General Projects	2,034,421	1,952,921	2,650,921	3,446,921
Unspent Funds: W & WW Projects	1,887,840	2,198,840	2,737,840	3,268,840
Sub-Total: Unspent Capital Funding	3,922,261	4,151,761	5,388,761	6,715,761
Unrestricted Reserve (Genl Fund)	1,841,411	1,903,468	1,944,438	2,034,741
Balance (Water / Wastewater Fund)	(295,173)	(442,823)	(590,473)	(738,123)
Restricted Funds	413,340	413,340	413,340	413,340
Total Financial Reserves On-Hand	<u>\$5,881,839</u>	<u>\$6,025,746</u>	<u>\$7,156,066</u>	<u>\$8,425,719</u>

Notes

[1] Part 2[a] of Poolsville'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 23 Budget

RESTRICTED FUNDS and CASH SUMMARIES

Draft		Printed: 11-Mar-22			
Ref. Page	Item or Description	Y/E 06/30/21 FY 21 Actual	Y/E 06/30/22 FY 22 Budget	Y/E 06/30/22 FY 22 Projection	Y/E 06/30/23 FY 23 Budget
RESTRICTED FUNDS					
[1]	American Rescue Fund				
	Funds Collected	-	-	1,933,031	-
	Balance Forward	-	-	-	1,035,845
	Funds Allocated	-	-	(897,186)	-
	Closing Balance: Year End	\$0	\$0	\$1,035,845	\$1,035,845
[2]	Sewer Connection Fee				
	Funds Collected	58,329	-	25,276	-
	Balance Forward	19,093	19,093	77,422	102,698
	Funds Allocated	-	-	-	-
	Closing Balance: Year End	\$77,422	\$19,093	\$102,698	\$102,698
[3]	Development Recreation Fee				
	Funds Collected	92,693	-	26,891	-
	Balance Forward	83,282	135,282	175,975	202,866
	Funds Allocated	-	(60,000)	-	(30,000)
	Closing Balance: Year End	\$175,975	\$75,282	\$202,866	\$172,866
[4]	Community Events Roll-Over Funds				
	Funds Collected	700	-	2,784	-
	Balance Forward	28,105	25,105	28,805	31,589
	Funds Allocated	-	-	-	-
	Closing Balance: Year End	\$28,805	\$25,105	\$31,589	\$31,589
[5]	Economic Development				
	Funds transferred	-	-	-	-
	Balance Forward	28,205	28,205	28,205	28,205
	Funds Allocated	-	-	-	-
	Closing Balance: Year End	\$28,205	\$28,205	\$28,205	\$28,205
[6]	Reforestation Fees				
	Fees Collected	5,250	-	18,034	-
	Balance Forward	4,698	27,412	9,948	27,982
	Funds Allocated	-	-	-	-
	Closing Balance: Year End	\$9,948	\$27,412	\$27,982	\$27,982
[8]	Development Funds				
	Kettler Proffer				
	Fees Collected	25,000	-	5,000	-
	Balance Forward	30,000	20,000	45,000	50,000
	I&I Loan	(10,000)	-	-	-
	Closing Balance: Year End	\$45,000	\$20,000	\$50,000	\$50,000
	Transfers From Restricted Funds				
	For General Fund	(10,000)	-	-	-
	For General Capital Projects	-	-	-	-
	For W/WW Capital Projects	-	-	(897,186)	-
	Closing Balance - All Restricted Funds (Not Including Bay Restoration Funds)	\$365,355	\$195,097	\$443,340	\$413,340
SUMMARY OF CASH ASSETS AT YEAR END					
5	General Fund				
	Unrestricted Funds at Year End	1,676,539	1,297,905	1,819,973	1,834,019
	Accumulated Unspent Funds for Capital Projects	1,316,915	1,411,071	1,519,472	1,284,472
	Total Funds on Hand	\$2,993,454	\$2,708,976	\$3,339,445	\$3,118,491
21	Water and Wastewater Fund				
	Unrestricted Funds at Year End	127	1,109	127	(147,523)
	Accumulated Unspent Funds for Capital Projects	2,092,955	930,612	749,656	7,070,401
	Total Funds on Hand	\$2,093,082	\$931,721	\$749,783	\$6,922,878
2	Restricted Funds				
	Top of Page	\$365,355	\$195,097	\$443,340	\$413,340
3	Impact Fees				
	Gen. Fund Impact Fee Balance at Year End	\$126,492	\$276,658	\$182,266	\$269,267
	W & WW Impact Fee Balance at Year End	\$276,612	\$632,271	\$364,245	\$595,825
	TOTAL CASH ASSETS AT YEAR END	\$5,854,995	\$4,744,723	\$5,079,079	\$11,319,801
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]	Due to changes in how speed camera revenue is shared, Town will no longer receive any funds			
	[8]	Kettler Proffer, \$1,250 per household used to supplement Inflow and Infiltration Loan debt service payment.			

THE TOWN OF POOLSVILLE

FY 23 Budget

GENERAL FUND SUMMARY

Draft

Printed: 11-Mar-22

Ref. Page	Item or Description	Y/E 06/30/21 FY 21 Actual	Y/E 06/30/22 FY 22 Budget	Y/E 06/30/22 FY 22 Projection	Y/E 06/30/23 FY 23 Budget
General Funds Operating Summary					
5	General Revenue Total	\$4,286,476	\$4,020,871	\$4,293,604	\$4,452,338
General Expenditures					
Funding for Capital Projects					
14	General Capital Projects	(727,500)	(760,000)	(765,000)	(796,000)
26	Water/Wastewater Cap Projs	(446,318)	(366,200)	(366,200)	(585,000)
	Sub-total: Capital Projects	(1,173,818)	(1,126,200)	(1,131,200)	(1,381,000)
5	Operating Expenses	(2,527,215)	(2,888,304)	(2,829,569)	(3,057,292)
	Total: General Expenditures	(\$3,701,033)	(\$4,014,504)	(\$3,960,769)	(\$4,438,292)
	Net Operating Balance	\$585,443	\$6,367	\$332,835	\$14,046
	Unrestricted Funds Carried Forward from Prior Year	1,375,340	1,676,538	1,676,539	1,819,973
5	Application of Excess Unrestricted Funds				
	For General Capital Projects	0	(10,000)	0	0
	For W/WW Capital Projects	(284,244)	(280,000)	(189,400)	0
	For General Operations	0	(95,000)	0	0
	Closing Balance: Genl Funds [Unrestricted Reserve]	\$1,676,539	\$1,297,905	\$1,819,973	\$1,834,019
General Funds Capital Projects Summary					
	Funding Balance Carried Forward from Prior Year	\$1,175,474	\$1,316,914	\$1,316,915	\$1,519,472
5	Funding from General Revenues	727,500	760,000	765,000	796,000
3	Funding from Impact Fees	0	0	0	0
2	Transfers from Restricted Funds	0	10,000	0	60,000
	Internal Transfers	13,500	60,000	0	0
5	Funding from MD Grants, Others	0	82,500	0	0
	Available for Capital Projects	\$1,916,474	\$2,229,414	\$2,081,915	\$2,375,472
14	Capital Projects Expenditures	(599,559)	(818,343)	(562,443)	(1,091,000)
	Closing Balance: Capital Projects Funding	\$1,316,915	\$1,411,071	\$1,519,472	\$1,284,472

Notes

- [1] The General Fund Summary is divided into two parts:
- * The upper section presents the status of the Operating Account, including yearly revenue, allocations for Capital Projects, the Annual Operating Balance, Unrestricted Funds carried forward, and finally, the Unrestricted Funds Close-Out Balance for the year. Included in the summary is the application of any excess Cash Reserves into the budget year.
 - * The Commissioners will maintain unrestricted reserves at 17.5% of the budgeted general revenue.
- [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.
- [3] In addition to cash assets, the Town owns several pieces of real property:
- | | | | |
|---|----------------------|--|---------------------------|
| Buildings and Municipal Facilities | | Parks and Recreational Facilities | |
| Town Hall | Maintenance Building | Stevens Park | Campbell Park |
| Old Methodist Church, Thrift Shop | Eleven Well Houses | Halmos Park | Wootton Heights Park |
| Wastewater Treatment Plant | Equalization Lagoon | Bodmer Park | Brooks Park |
| Seven Sewage Pump Stations | | Whalen Commons | Old Methodist Cemetery |
| | | Perkin's Park | Elgin Park |
| | | | Hoewing Park |
| | | | Lori Gore Park |
| | | | W. Willard Practice Field |
| | | | Collier Circle Pond |
| | | | Dr. Dillingham Park |
| | | | Behrend Park |
- [4] See page 17 for Town-owned vehicles.

THE TOWN OF POOLESVILLE

FY 23 Budget

GENERAL FUND REVENUE SUMMARY

Draft

Printed: 11-Mar-22

Acct No.	Account Name	Y/E 06/30/21 FY 21 Actual	Y/E 06/30/22 FY 22 Budget	Y/E 06/30/22 FY 22 Projection	Y/E 06/30/23 FY 23 Budget
General Revenue					
Part A - External Sources					
111	Property Taxes	1,639,017	1,648,832	1,699,992	1,741,437
112	P/P Property Unincorporated	1,975	3,500	1,962	2,000
113 & 114	P/P Public Utilities / Ordinary Corp.	69,659	60,000	70,000	70,000
311.4	Revenue Sharing	228,936	228,936	298,927	298,927
330.5	Property Tax Grant	722	722	722	722
360.1	Income Tax	1,576,647	1,450,000	1,620,000	1,687,100
156	Highway User Revenue	201,588	255,096	291,621	302,744
222	Franchise / Traders License	59,536	40,000	37,606	50,000
121	Interest Income (120 & 465)	51,562	30,000	3,829	5,000
223	Building / Plumbing Permits	58,011	20,000	23,625	20,000
412	Zoning / Development Fees	142,134	50,000	15,000	25,000
414	Sale of Town Documents	-	-	-	-
462	Rental Income - Wireless Antennas	216,407	217,541	217,541	224,664
469	Miscellaneous Income	24,637	2,000	4,565	2,000
469A	Private Hook-Up Repayment	1,244	1,244	726	1,244
469B	Utility Permits	14,400	10,000	4,488	10,000
480	Recreation Program	0	3,000	3,000	11,500
Sub-total: General Revenue (External Sources)		\$4,286,476	\$4,020,871	\$4,293,604	\$4,452,338
Part B - Internal Transfers					
Application of Excess Unrestricted Funds					
	For General Capital Projects	0	10,000	0	0
	For W/W Capital Projects	284,244	280,000	189,400	0
	For General Operations	0	95,000	0	0
Sub-total: General Revenue		\$4,570,720	\$4,405,871	\$4,483,004	\$4,452,338
Impact Fee Revenue					
475.1	Impact Fees Recreation	123,398	67,228	45,228	0
475.2	Impact Fees Public Facilities	36,294	19,773	10,546	0
Sub-total: Impact Fee Revenue		\$159,692	\$87,001	\$55,774	\$0
Grants and Designated Funding					
A	Program Open Space/Parks and Playgrounds	0	82,500	0	0
Sub-total: Grants and Designated Funding		\$0	\$82,500	\$0	\$0
Restricted Revenue					
470	Community Events	700	0	2,784	0
475.4	Kettler Proffer	25,000	0	5,000	0
475.8	Rec. Fees	92,693	0	18,034	0
471.1	Westerly Grove	0	0	26,891	0
468	American Resue Fund	0	0	1,933,031	0
475	Reforestation Fees	5,250	0	0	0
Sub-total: Restricted Revenue		\$123,643	\$0	\$1,985,740	\$0
Total: General Fund Revenue		\$4,854,055	\$4,575,372	\$6,524,518	\$4,452,338
Account Descriptions					
111 Property Taxes cover both commercial and residential properties at \$0.1781 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 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, T-Mobile and Telegia.					
480 Fees charged for participants in the Summer Recreation Program.					

THE TOWN OF POOLESVILLE

FY 23 Budget

GENERAL FUND EXPENSE SUMMARY

Draft

Printed: 11-Mar-22

Acct No.	Account Name	Y/E 06/30/21 FY 21 Actual	Y/E 06/30/22 FY 22 Budget	Y/E 06/30/22 FY 22 Projection	Y/E 06/30/23 FY 23 Budget
500	Town Administration	161,177	347,699	381,800	391,250
600	Elections	15,714	0	0	11,500
700	Staff Salaries and Benefits	1,002,412	1,185,464	1,060,184	1,307,772
800	Law	80,708	50,000	50,000	50,000
900	Municipal Buildings & Operations	123,876	142,821	138,500	139,000
1000	Streets, Sidewalks, & Storm Drains	247,723	198,250	223,250	228,200
1100	Parks & Recreation	54,798	72,200	79,400	83,700
1200	Engineering	82,584	90,000	100,000	100,000
1300	Planning & Zoning	0	50,000	50,000	35,000
1400	Public Safety	38,052	33,000	39,940	32,000
1500	Municipal Services	458,812	520,000	480,500	520,000
1600	Subsidy to Water & Wastewater Fund	31,880	40,000	67,125	0
1700	Debt Service	229,479	158,870	158,870	158,870
Sub-total: General Fund Operating Expenses		\$2,527,215	\$2,888,304	\$2,829,569	\$3,057,292
2000	Funding for Capital Projects	727,500	760,000	765,000	796,000
3000	Subsidy for Water & Wastewater Capital Projects	446,318	366,200	366,200	585,000
Sub-total: General Fund Capital Expenses		\$1,173,818	\$1,126,200	\$1,131,200	\$1,381,000
Total: General Fund Expenses		\$3,701,033	\$4,014,504	\$3,960,769	\$4,438,292

Notes

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

THE TOWN OF POOLSVILLE

FY 23 Budget

GENERAL FUND EXPENSE DETAILS

Draft	Printed: 11-Mar-22				
Acct No.	Account Name	Y/E 06/30/21 FY 21 Actual	Y/E 06/30/22 FY 22 Budget	Y/E 06/30/22 FY 22 Projection	Y/E 06/30/23 FY 23 Budget
500	Town Administration				
505	Executive Meetings and Training	5,959	14,950	14,950	15,000
510	Advertising	4,719	10,000	10,000	10,000
515	Dues and Subscriptions	11,353	16,600	16,600	17,000
525	Contract Services			25,000	10,000
530	Bonding and Employee Training	4,551	1,500	1,500	5,000
540	Accounting and Auditing	33,093	34,000	42,000	45,000
545	Printing and Duplicating	7,159	19,200	10,000	10,000
550	Communications	15,382	10,199	15,000	15,000
555	Office Supplies and Expense	14,951	17,000	17,000	17,000
565	Community Events	3,294	45,000	45,000	45,000
	<i>Use of Roll-Over Funds</i>				
570	Community Goodwill	28,459	42,750	42,750	42,750
575	Economic Development/Marketing	281	24,500	0	24,500
580	Fair Access	31,976	52,000	52,000	85,000
590	Grant Consulting	0	30,000	0	30,000
595	H.R. Consultant	0	60,000	90,000	20,000
	<i>Use of Unrestricted Funds</i>		(30,000)		
Total: Acct 500 Town Administration		\$161,177	\$347,699	\$381,800	\$391,250
Account Descriptions					
<p>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:</p>					
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	13,500			
	Grants	5,000			
	Poolesville Day	20,000			
	Gifts for volunteers	750			
	Misc	1,000			
	Post Prom	2,500			
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:				
	FY21 Summary Report	2,000			
	Media/advertising/news releases	5,000			
	Van Eperen Strategic Advisor/Consultant	25,000			
	Meetings/Pville Day Breakfast	12,500			
	Muster Email Program	2,500			
	High School Construction Promotion	5,000			

THE TOWN OF POOLESVILLE

FY 23 Budget

GENERAL FUND EXPENSE DETAILS

Draft

Printed: 11-Mar-22

Acct No.	Account Name	Y/E 06/30/21 FY 21 Actual	Y/E 06/30/22 FY 22 Budget	Y/E 06/30/22 FY 22 Projection	Y/E 06/30/23 FY 23 Budget
600	Elections				
605	Printing and Duplicating	9,369	0	0	2,500
610	Voting Machines and Supplies	310	0	0	5,500
615	Legal Fees	6,035	0	0	3,500
Total: Acct 600 Elections		\$15,714	\$0	\$0	\$11,500
700	Staff Salaries and Benefits				
705	Salaries	1,310,512	1,382,876	1,323,000	1,505,580
710	Social Security	80,804	89,565	82,565	93,177
710.1	Medicare	18,921	19,000	19,000	22,000
715	Employee Benefits	360,638	405,841	405,841	504,015
720	Workmen's Compensation	32,685	54,900	35,283	36,000
Sub-Total: Salaries and Benefits for All Employees		1,803,560	1,952,182	1,865,689	2,160,772
750	Salary Burden Allocation				
755	Water/Wastewater Salary Burden	(727,879)	(697,227)	(735,000)	(771,000)
760	Wastewater Admin Salary Burden	(12,175)	(11,161)	(12,175)	(15,000)
765	Water Admin Salary Burden	(61,094)	(58,330)	(58,330)	(67,000)
Sub-Total: Salary Burden Allocations		(801,148)	(766,718)	(805,505)	(853,000)
Total: Acct 700 Staff Salaries and Benefits		\$1,002,412	\$1,185,464	\$1,060,184	\$1,307,772

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 (19) 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.

Notes:

- 1 FY22 Salary increases are a result of a 5% increase, 1 Hour/day overtime for personnel on call.
- 2 Funding is established for an additional administrative staff

THE TOWN OF POOLESVILLE

FY 23 Budget

GENERAL FUND EXPENSE DETAILS

Draft

Printed: 11-Mar-22

Acct No.	Account Name	Y/E 06/30/21 FY 21 Actual	Y/E 06/30/22 FY 22 Budget	Y/E 06/30/22 FY 22 Projection	Y/E 06/30/23 FY 23 Budget
800	Law				
805	Legal Fees	80,708	50,000	50,000	50,000
810	Legal Fees - Development	0	0	0	0
815	Code Organization	0	0	0	0
Total: Acct 800 Law		<u>\$80,708</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$50,000</u>
900	Municipal Buildings & Operations				
910	Insurance	21,627	25,700	20,000	20,000
915	Electricity and Heat	31,327	32,500	32,500	32,500
920	Maintenance and Building Supplies	4,895	7,000	7,000	7,000
925	Repairs and Maintenance	13,533	15,000	15,000	15,000
940	Uniforms	3,179	7,625	9,000	9,000
950	Vehicle Insurance	3,996	3,996	4,000	4,500
955	Truck Operations and Maintenance	44,339	50,000	50,000	50,000
960	Small Tools and Equipment	980	1,000	1,000	1,000
Total: Acct 900 Municipal Buildings & Operations		<u>\$123,876</u>	<u>\$142,821</u>	<u>\$138,500</u>	<u>\$139,000</u>

Account Descriptions

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

- 805 The account covers attorney's fees for attendance at meetings, normal opinions, responding to questions, and other general legal issues. This includes costs for representing Poolesville in lawsuits and other challenges that may be raised by third parties.
- 810 This covers the review of Bond documentation, preparation of easements, review of site plans, and negotiations with property owners.
- 815 The Planning Commission has completed the Code Revisions.

The Major Account Group 900 covers general/liability insurance for Town Hall, the Maintenance Building, and Old Methodist Church. In addition, this Group 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 23 Budget

GENERAL FUND EXPENSE DETAILS

Draft

Printed: 11-Mar-22

Acct No.	Account Name	Y/E 06/30/21 FY 21 Actual	Y/E 06/30/22 FY 22 Budget	Y/E 06/30/22 FY 22 Projection	Y/E 06/30/23 FY 23 Budget
1000	Streets, Sidewalks, & Storm Drains				
1050	Repairs/Maintenance/Resurfacing	19,341	19,550	19,550	19,500
1055	Storm Drain Repair/Maintenance	9,761	15,200	15,200	15,200
1060	Street Signs	944	3,500	3,500	3,500
1065	Street Lighting	142,882	115,000	140,000	145,000
1070	Snow Removal	64,137	40,000	40,000	40,000
1085	Sidewalk Repair & Maintenance	10,658	5,000	5,000	5,000
Total: Acct 1000 Streets, Sidewalks, & Storm Drains		\$247,723	\$198,250	\$223,250	\$228,200

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 23 Budget

GENERAL FUND EXPENSE DETAILS

Draft

Printed: 11-Mar-22

Acct No.	Account Name	Y/E 06/30/21 FY 21 Actual	Y/E 06/30/22 FY 22 Budget	Y/E 06/30/22 FY 22 Projection	Y/E 06/30/23 FY 23 Budget
1100	Parks & Recreation				
1150	Park Lighting	9,688	9,700	9,700	9,700
1155	Park Repair and Maintenance	35,537	40,000	40,000	40,000
1160	Streetscape (Tree) Expense	0	10,000	1,200	5,000
1165	Street Tree Maintenance	8,884	10,000	25,000	25,000
1170	Recreation Program	689	2,500	3,500	4,000
Total: Acct 1100 Parks & Recreation		<u>\$54,798</u>	<u>\$72,200</u>	<u>\$79,400</u>	<u>\$83,700</u>
1200	Engineering				
1205	General Engineering	42,448	60,000	60,000	60,000
1210	Engineering Development	40,136	30,000	40,000	40,000
Total: Acct 1200 Engineering		<u>\$82,584</u>	<u>\$90,000</u>	<u>\$100,000</u>	<u>\$100,000</u>
1300	Planning & Zoning				
1300	Planning and Zoning	0	40,000	40,000	0
1305	Master Plan Rewrite	0	75,000	75,000	35,000
	<i>Use of Unrestricted Funds</i>		<i>(65,000)</i>	<i>(65,000)</i>	
Total: Acct 1300 Planning & Zoni		<u>\$0</u>	<u>\$50,000</u>	<u>\$50,000</u>	<u>\$35,000</u>

Account Descriptions

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

1150 This includes the cost of lighting of the tennis and basketball courts at Halmos Park, and the security lights at Halmos and Stevens Parks.

1155 This account covers the cost of repair and maintenance of equipment in the tot lots, as well as the baseball field fences and bleachers. It also includes re-seeding the fields as necessary, annual fertilizing and weed killing treatments, gravel to repair parking lot damage, as well as mosquito control. Major projects addressing the upkeep of our recreational facilities are included in the Capital Projects section.

1160 This line item covers the cost of the purchasing and planting of all street trees.

1165 This account primarily addresses the costs for the maintenance and replacement of existing street trees and the miscellaneous purchase of shrubs and annuals.

1170 Included are the costs for equipment, and supplies.

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

1205 This account captures the cost of providing the services described above, other than costs charged directly to specific Capital Projects.

1210 Some of the costs in this account are offset by the receipt of developer fees.

1300 This account provides funding for reports, surveys, duplicating or publishing of plans and reports specific to the duties of the Planning Commission.

1305 This line item would be for the development of a new master plan with a consultant to create a citizen driven plan

THE TOWN OF POOLSVILLE

FY 23 Budget

GENERAL FUND EXPENSE DETAILS

Draft

Printed: 11-Mar-22

Acct No.	Account Name	Y/E 06/30/21 FY 21 Actual	Y/E 06/30/22 FY 22 Budget	Y/E 06/30/22 FY 22 Projection	Y/E 06/30/23 FY 23 Budget
1400	Public Safety				
1425	Code Enforcement Officer	15,102	13,000	12,000	12,000
1435	Plumbing Inspection	22,950	20,000	27,940	20,000
Total: Acct 1400 Public Safety		\$38,052	\$33,000	\$39,940	\$32,000
1500	Municipal Services				
1500	Trash Collection	458,812	520,000	480,500	520,000
Total: Acct 1500 Municipal Services		\$458,812	\$520,000	\$480,500	\$520,000
1600	Subsidy to Water & Wastewater Fund				
1600	Grant to Water & Wastewater Fund	31,880	40,000	67,125	0
Total: Acct 1600 Subsidy to Water & Wastewater Fund		\$31,880	\$40,000	\$67,125	\$0
1700	Debt Service				
1700	Debt Service (Principal & Interest)	229,479	158,870	158,870	158,870
Total: Acct 1700 Debt Service		\$229,479	\$158,870	\$158,870	\$158,870

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 23 Budget

GENERAL FUND - CAPITAL PROJECTS SUMMARY

Draft

Printed: 11-Mar-22

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 21 Actuals	FY 22 Budget	FY 22 Projection	FY 23 Budget	Forward Planning Cycle			
								FY 24	FY 25	FY 26	FY 27
<u>Project Funding</u>											
2005	Office Equipment		20,000	47,966	6,000	11,000	26,000	16,000	16,000	6,000	16,000
2010	Municipal Buildings		1,772,200	159,158	65,000	65,000	86,000	110,000	110,000	110,000	110,000
2015	Parks & Streets Equipment		398,000	206,701	72,500	72,500	60,000	62,500	62,500	60,000	60,000
2020	Vehicles		745,000	271,201	90,000	90,000	85,000	60,000	60,000	60,000	50,000
2025	Major Town Projects		45,000	363,748	120,000	144,000	145,000	145,000	125,000	125,000	125,000
2035	Park Projects		292,000	100,139	202,000	202,000	100,000	90,000	60,000	60,000	60,000
2040	Major Street Repair Projects		2,383,000	767,560	357,000	357,000	324,000	425,000	425,000	425,000	425,000
Total Funding Allocations			\$5,655,200	\$1,916,473	\$912,500	\$941,500	\$826,000	\$908,500	\$858,500	\$846,000	\$846,000
<u>Direct Funding</u>											
2005	Transfer of Unrestricted Funds			13,500							
2010	Use of Impact Fees										
2010	Transfer of Unrestricted Funds				10,000	10,000					
2015	Transfer of Unrestricted Funds										
2025	Transfer of Unrestricted Funds					24,000					
2025	MEA Grant										
2035	Use of Dev. Rec Fees				60,000	60,000	30,000	30,000			
	MD Grants				82,500	82,500					
	Transfer of Unrestricted Funds										
2040	Transfer of Unrestricted Funds										
Sub-total: Direct Funding				\$13,500	\$152,500	\$176,500	\$30,000	\$30,000	\$0	\$0	\$0
2000	Funding by General Funds [Total less Direct Funding]			\$1,902,973	\$760,000	\$765,000	\$796,000	\$878,500	\$858,500	\$846,000	\$846,000
<u>Project Expenditures</u>											
2005	Office Equipment			(33,698)	(6,345)	(5,264)	(10,000)	(20,000)	(10,000)	0	(10,000)
2010	Municipal Buildings			(995)	(50,205)	(63,155)	(36,000)	(70,000)	0	0	0
2015	Parks & Streets Equipment			(23,140)	(88,000)	(89,258)	(120,000)	(18,000)	(10,000)	(33,000)	(40,000)
2020	Vehicles			(37,341)	(228,400)	(68,085)	(115,000)	0	(70,000)	(65,000)	0
2025	Major Town Projects			0	(95,000)	(128,908)	0	0	0	0	0
2035	Park Projects			(5,957)	(201,543)	(196,973)	(10,000)	(210,000)	0	(50,000)	0
2040	Major Street Repair Projects			(498,428)	(148,850)	(10,800)	(800,000)	0	(850,000)	0	0
Total Expenditures				(\$599,559)	(\$818,343)	(\$562,443)	(\$1,091,000)	(\$318,000)	(\$940,000)	(\$148,000)	(\$50,000)
<u>Account Balance by Year</u>											
2005	Office Equipment			14,268	13,923	20,004	36,004	32,004	38,004	44,004	50,004
2010	Municipal Buildings			158,163	172,958	160,008	222,958	262,958	372,958	482,958	592,958
2015	Parks & Streets Equipment			183,561	168,061	166,803	106,803	151,303	203,803	230,803	250,803
2020	Vehicles			233,860	95,460	255,775	225,775	285,775	275,775	270,775	320,775
2025	Major Town Projects			363,748	388,748	378,840	523,840	668,840	793,840	918,840	1,043,840
2035	Park Projects			94,182	94,639	99,209	189,209	69,209	129,209	139,209	199,209
2040	Major Street Repair Projects			269,132	477,282	615,332	139,332	564,332	139,332	564,332	989,332
Account Balance by Year				\$1,316,914	\$1,411,071	\$1,695,971	\$1,443,921	\$2,034,421	\$1,952,921	\$2,650,921	\$3,446,921

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 23 Budget

GENERAL FUND - CAPITAL PROJECTS

Draft Printed: 11-Mar-22												
Acct No.	Item or Description	Year To Do	Est. Project Cost	Cumulative Allocation	Prior Bal. + FY 21 Actuals	FY 22 Budget	FY 22 Projection	FY 23 Budget	FY 24	FY 25	FY 26	FY 27
Project Funding												
2005	Office Equipment					14,268	14,268	20,004	36,004	32,004	38,004	44,004
	Allocated Carry-Over Funds					0	0	0	0	0	0	0
	Unallocated Carry Over Funds											
	<i>Reallocated</i>											
1	Future Office Requirements	Open		10,966	10,966	6,000	6,000	6,000	6,000	6,000	6,000	6,000
2	Water Meter Readers	FY21	15,000	8,381	8,381			10,000	10,000			
3	Meeting recorder/transcription	FY21		4,410	4,410							
4	Technology Upgrades	FY21	5,000	10,709	10,709		5,000	10,000		10,000		10,000
5	Web Design	FY21		13,500	13,500							
	Total Funding Allocations		\$20,000	\$47,966	\$47,966	\$20,268	\$25,268	\$46,004	\$52,004	\$48,004	\$44,004	\$60,004
	<i>Total Budgeted in Fiscal Year</i>					<i>6,000</i>	<i>11,000</i>	<i>26,000</i>	<i>16,000</i>	<i>16,000</i>	<i>6,000</i>	<i>16,000</i>
Project Expenditures												
2005	Office Equipment											
1	Office Equipment	Open			(774)	(2,226)	(413)					
2	Water Meter Readers	Open			(8,381)	(4,119)	-		(20,000)			
3	Meeting Recorder/Transcription	FY21			(4,410)							
4	Technology Upgrades	FY21			(6,633)		(4,851)	(10,000)		(10,000)		(10,000)
5	Web Design	FY21			(13,500)							
	Total Expenditures				(\$33,698)	(\$6,345)	(\$5,264)	(\$10,000)	(\$20,000)	(\$10,000)	\$0	(\$10,000)
2005	Account Balance by Year				\$14,268	\$13,923	\$20,004	\$36,004	\$32,004	\$38,004	\$44,004	\$50,004
Notes												
Shading key in Table:			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 Replacement of the existing hand held meter readers.												
3 Equipment upgrade for transcribing minutes.												
4 Set-up for Town Manager Office												
Acct No.	Item or Description	Year To Do	Est. Project Cost	Cumulative Allocation	Prior Bal. + FY 21 Actuals	FY 22 Budget	FY 22 Projection	FY 23 Budget	FY 24	FY 25	FY 26	FY 27
Project Funding												
2010	Municipal Buildings				14,586	143,577	143,577	158,372	222,372	262,372	372,372	482,372
	Allocated Carry-Over Funds					14,586	14,586	14,586	586	586	586	586
	Unallocated Carry Over Funds							(14,000)				
	<i>Reallocated</i>											
1	Historic Methodist Church	Open	25,000	14,640	14,640	10,000	10,000					
2	Community Center	Open	1,600,000	40,000	40,000	20,000	20,000	40,000	90,000	100,000	100,000	100,000
	Use of Unrestricted Reserves			25,000	25,000							
3	Town Hall Maintenance	Open		16,155	16,155	10,000	10,000	10,000	10,000	10,000	10,000	10,000
4	Historic Medley Grant	Open	30,000	12,000	12,000	10,000	10,000					
5	WWTP Metal Doors	FY20	5,000									
6	Baby Changing Station	FY20	1,200									
7	Zone Damper System	FY22	5,000			5,000	5,000					
8	Pole Banners	FY23	10,000					10,000	[Use of Carry-over Funds]			
9	Storage Building Heater	FY23	4,000					4,000	[Use of Carry-over Funds]			
10	Garage Doors	FY23	12,000					12,000				
11	Vehicle Door Decals	FY23	10,000					10,000				
12	Parks Dept Storage Building	FY24	70,000	36,777	36,777	10,000	10,000	14,000	10,000			
	Total Funding Allocations		\$1,772,200	\$127,317	\$169,158	\$223,163	\$223,163	\$258,958	\$332,958	\$372,958	\$482,958	\$592,958
	<i>Total Budgeted in Fiscal Year</i>					<i>65,000</i>	<i>65,000</i>	<i>86,000</i>	<i>110,000</i>	<i>110,000</i>	<i>110,000</i>	<i>110,000</i>
Project Expenditures												
2010	Municipal Buildings											
1	Historic Methodist Church	Open			(995)	(7,005)	(10,000)					
2	Community Center	Open					-					
3	Town Hall Maintenance	Open				(30,000)	(26,155)					
4	Historic Medley Grant	Open				(2,000)	(22,000)					
5	WWTP Metal Doors	FY20				(5,000)	-					
6	Baby Changing Station	FY20				(1,200)	-					
7	Zone Damper System	FY22				(5,000)	(5,000)					
8	Pole Banners	FY23						(10,000)				
9	Storage Building Heater	FY23						(4,000)				
10	Garage Doors	FY23						(12,000)				
11	Vehicle Door Decals	FY23						(10,000)				
12	Parks Dept Storage Building	FY24							(70,000)			
	Total Expenditures				(\$995)	(\$50,205)	(\$63,155)	(\$36,000)	(\$70,000)	\$0	\$0	\$0
2010	Account Balance by Year				\$158,163	\$172,958	\$160,008	\$222,958	\$262,958	\$372,958	\$482,958	\$592,958
Notes												
Shading key in Table:			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.												
3 Exterior Painting, carpets and other small maintenance tasks.												
4 Funds granted to Historic Medley.												
5 Replacement of existing metal doors.												
6 To be installed at all Park Facilities.												
7 Replacement of inside Townhall HVAC system.												
8 Decorative seasonal flags flown at Townhall and Whalen Commons												
9 Heater for storage of weather sensitive equipment												
10 Maintenance Building replacement doors.												
11 Identification markings to be in design with Streetsign Logo												
12 Provides equipment storage for Parks Department.												

THE TOWN OF POOLESVILLE

FY 23 Budget

GENERAL FUND - CAPITAL PROJECTS

Draft

Printed: 11-Mar-22

Acct No.	Item or Description	Year To Do	Est. Project Cost	Cumulative Allocation	Prior Bal. + FY 21 Actuals	FY 22 Budget	FY 22 Projection	FY 23 Budget	----- Forward Planning Cycle -----			
									FY 24	FY 25	FY 26	FY 27
Project Funding												
2015	Parks & Streets Equipment											
	Allocated Carry-Over Funds				16,185	167,376	167,376	165,618	105,618	150,118	202,618	229,618
	Unallocated Carry Over Funds					16,185	16,185	1,185	1,185	1,185	1,185	1,185
	<i>Reallocated</i>					(15,000)	(15,000)					
1	Small Equipment Replacement			72,600	72,600	20,000	20,000	20,000	20,000	20,000	20,000	20,000
A	Replacement Salt Spreaders	Open	8,000									
2	Mule (Utility Vehicle)	FY21	15,000	15,000	15,066		-					
3	Kubota Snow Blower	FY22	30,000	15,000	15,000	15,000	15,000	[Use of Carry-over Funds]				
4	72" Mower	FY22	15,000	7,500	7,500	7,500	7,500					
5	Tractor Kubota	FY22	25,000	15,000	15,000	10,000	10,000					
6	72" Mower	FY23	15,000	5,000	5,000	5,000	5,000	5,000				
7	16' Batwing Mower	FY23	95,000	50,000	50,000	20,000	20,000	25,000				
8	72" Mower	FY25	15,000						7,500	7,500		
9	72" Mower/Blower	FY26	30,000						10,000	10,000	10,000	
10	11" Batwing Mower	FY29	60,000						15,000	15,000	10,000	10,000
11	Skid Loader	FY29	70,000								10,000	20,000
12	Holiday Lights	Open	20,000	10,350	10,350	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	Total Funding Allocations		\$398,000	\$190,450	\$206,701	\$256,061	\$256,061	\$226,803	\$169,303	\$213,803	\$263,803	\$290,803
	<i>Total Budgeted in Fiscal Year</i>					72,500	72,500	60,000	62,500	62,500	60,000	60,000
Project Expenditures												
2015	Parks & Streets Equipment											
1	Small Equipment Replacement											
A	Replacement Salt Spreaders	Open										
2	Mule (Utility Vehicle)	FY21			(15,066)	(8,000)	(8,000)		(8,000)		(8,000)	
3	Kubota Snow blower	FY22				(30,000)	(29,708)					
4	72" Mower	FY22				(15,000)	(15,900)					
5	Tractor Kubota	FY22				(25,000)	(25,650)					
6	72" Mower	FY23						(15,000)				
7	16' Batwing Mower	FY23						(95,000)				
8	72" Mower	FY25									(15,000)	
9	72" Mower/Blower	FY26										(30,000)
10	11" Batwing Mower	FY29										
11	Skid Loader	FY29										
11	Holiday Lights	Open			(8,074)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
	Total Expenditures					(\$23,140)	(\$88,000)	(\$89,258)	(\$18,000)	(\$10,000)	(\$33,000)	(\$40,000)
2015	Account Balance by Year				\$183,561	\$168,061	\$166,803	\$106,803	\$151,303	\$203,803	\$230,803	\$250,803

Notes

Shading key in Table:

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.

Equipment replaced is based on years in-service, condition and economic serviceability

Project was funded with excess funding from completed projects.

- 1 Replacement of existing equipment
- 2 This equipment will replace the 2008 Mule
- 3 This will replace the 2002 snow blower
- 4 This mower will replace the 2011 72" mower
- 5 This tractor will replace the 1989 Kubota L2250
- 6 This mower will replace the 2013 72" mower
- 7 This mower will replace the 2013 HR111 Jacobson
- 8 This mower will replace the 2015 72" mower
- 9 This will replace the 2015 snow blower/mower
- 10 This mower will replace the 2019 11' Tor batwing mower
- 11 This equipment will replace the 2019 Skid Loader
- 12 Light replacement/repair...no new additions

Mowers

- 2022 Kubota Tractor
- 2022 Kubota 360 snow blower
- 2022 Kubota ZD21 (mower)
- 2013 Kubota ZD21 (mower)
- 2013 HR111 Jacobson (mower)
- 2015 72" Mower/Blower
- 2018 Kubota ZD21 (mower)
- 2019 11' Toro Batwing (mower)

Heavy Equipment

- 2020 Backhoe
- 2020 Mini Excavator
- 2020 Mule (multi-use)
- 2019 Skid Loader
- 2008 tractor w/mower boom
- 2008 Mule (Multi-use)

THE TOWN OF POOLESVILLE

FY 23 Budget

GENERAL FUND - CAPITAL PROJECTS

Draft

Printed: 11-Mar-22

Acct No.	Item or Description	Year To Do	Est. Project Cost	Cumulative Allocation	Prior Bal. + FY 21 Actuals	FY 22 Budget	FY 22 Projection	FY 23 Budget	Forward Planning Cycle			
									FY 24	FY 25	FY 26	FY 27
Project Funding												
2020	Vehicles											
	Allocated Carry-Over Funds					215,000	215,000	255,408	225,408	285,408	275,408	270,408
	Unallocated Carry Over Funds				18,860	18,860	18,860	367	367	367	367	367
	Reallocated					(18,493)	(18,493)					
1	1- Ton Utility Truck (W/S)	FY21	55,000	55,000	55,000		0					
2	1-Ton Utility Truck (W/S)	FY21	55,000	55,000	37,341							
3	1-Ton Dump Truck (P/S)	FY22	70,000	40,000	40,000							
4	1/2 Ton Pick-up (W/W)	FY22	35,000	25,000	25,000	15,000	15,000					
5	1- Ton Dump Truck (P/S)	FY22	55,000	40,000	40,000	18,493	18,493					
6	1-Ton Flatbed Truck (P/S)	FY23	65,000	30,000	30,000							
7	F-750 Dump Truck (W/S)	FY23	50,000			25,000	25,000	20,000				
8	1-Ton Utility Truck (W/S)	FY25	70,000	15,000	15,000			15,000	20,000	20,000		
9	1-Ton Truck (P/S)	FY26	70,000	10,000	10,000			15,000	15,000	15,000	15,000	
10	3/4 Ton Pick-up (P/S)	FY28	70,000					10,000	10,000	10,000	15,000	15,000
11	5- Ton Dump Truck (P/S)	FY30	80,000						15,000	15,000	15,000	20,000
12	1- Ton Utility Truck (W/S)	FY31	70,000								15,000	15,000
	Total Funding Allocations		\$745,000	\$270,000	\$271,201	\$323,860	\$323,860	\$340,775	\$285,775	\$345,775	\$335,775	\$320,775
	<i>Total Budgeted in Fiscal Year</i>					<i>\$90,000</i>	<i>\$90,000</i>	<i>\$85,000</i>	<i>\$60,000</i>	<i>\$60,000</i>	<i>\$60,000</i>	<i>\$50,000</i>
Project Expenditures												
2020	Vehicles											
1	1- Ton Utility Truck	FY21			(37,341)		-					
2	1-Ton Utility Truck	FY21				(55,000)	-					
3	1-Ton Dump Truck	FY22				(73,493)	-					
4	1/2 Ton Pick-up	FY22				(35,000)	-					
5	1- Ton Dump Truck	FY22				(64,907)	(67,755)					
6	1-Ton Flatbed Truck	FY23					(330)	(65,000)				
7	F - 750 Dump Truck	FY23						(50,000)				
8	1-Ton Utility Truck	FY25							(70,000)		(65,000)	
9	1-Ton Truck	FY26										
10	3/4 Ton Pick-up	FY28										
11	5 Ton Dump Truck	FY30										
12	1- Ton Utility Truck	FY31										
	Total Expenditures				(\$37,341)	(\$228,400)	(\$68,085)	(\$115,000)	\$0	(\$70,000)	(\$65,000)	\$0
2020	Account Balance by Year				\$233,860	\$95,460	\$255,775	\$225,775	\$285,775	\$275,775	\$270,775	\$320,775

Notes

Shading key in Table:

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.

Equipment replaced is based on years of service, condition and economic serviceability

Trucks

- 1995 International Bucket Truck (P/S)
- 2005 F750 XL Dump (W/S)
- 2006 Chevy 5 Ton Dump (P/S)
- 2011 Ford F 350 Truck (W/S)
- 2011 Ford F 350 Dump (P/S)
- 2011 Ford Ranger (WW)
- 2012 1-Ton Flatbed (P/S)
- 2014 F-250 Truck (W/S)
- 2015 F350 Truck (P/S)
- 2018 F-250 Truck (P/S)
- 2020 5-Ton Dump (P/S)
- 2021 1 ton Utility Truck (W/S)
- 2022 1 Ton Dump Truck (P/S)

- 1 The 1-ton utility truck scheduled for 2021 replaced the 2010 F-350.
- 2 The 1-ton utility truck scheduled for 2021 will replace the 2011 F-350.
- 3 The 1-ton Dump truck scheduled for 2022 will replace the 2011 F-350.
- 4 The 1/2 Ton will replace the 2011 Ford Ranger.
- 5 The 1-ton Dump truck scheduled for 2022 replaced the 2012 F-350.
- 6 The 1-Ton Flatbed scheduled for 2023 will replace the 2012 1-Ton Flatbed
- 7 The F-750 scheduled for FY23 will replace the 2005 F-750 Dump Truck (used)
- 8 The 1-ton utility truck scheduled for 2025 will replace the 2014 F-350. Flatbed.
- 9 The 1-ton truck scheduled for 2026 will replace the 2015 F350 Truck
- 10 The 3/4-ton truck scheduled for 2028 will replace the 2018 F250 Truck
- 11 The 5-ton truck scheduled for 2030 will replace the 2020 5 Ton Dump
- 12 The 1-ton utility truck scheduled for 2021 will replace the 2010 F-350.

THE TOWN OF POOLESVILLE

FY 23 Budget

GENERAL FUND - CAPITAL PROJECTS

Draft

Printed: 11-Mar-22

Acct No.	Item or Description	Year To Do	Est. Project Cost	Cumulative Allocation	Prior Bal. + FY 21 Actuals	FY 22 Budget	FY 22 Projection	FY 23 Budget	----- Forward Planning Cycle -----			
									FY 24	FY 25	FY 26	FY 27
<u>Project Funding</u>												
2025	Major Town Projects											
	Allocated Carry-Over Funds					363,737	363,737	378,829	523,829	668,829	793,829	918,829
	Unallocated Carry Over Funds				11	11	11	11	11	11	11	11
	<i>Reallocated</i>											
1	Street Lighting Program	Open		168,706	168,706	40,000	34,000					
1a	Virtual Feasibility Study	FY22	30,000				6,000					
	MEA Grant						24,000					
2	Fisher Ave Streetscape	Open		128,905	128,905	40,000	40,000	100,000	100,000	100,000	100,000	100,000
3	Sidewalks	Open		30,000	30,000	10,000	10,000	30,000	30,000	10,000	10,000	10,000
4	GIS System	Open		30,000	30,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
5	Fair Access Initiative	Open		6,126	6,126		-					
6	Intersection Improvements	FY22	15,000			15,000	15,000					
	Total Funding Allocations		\$45,000	\$363,737	\$363,748	\$483,748	\$507,748	\$523,840	\$668,840	\$793,840	\$918,840	\$1,043,840
	<i>Total Budgeted in Fiscal Year</i>					<i>120,000</i>	<i>144,000</i>	<i>145,000</i>	<i>145,000</i>	<i>125,000</i>	<i>125,000</i>	<i>125,000</i>
<u>Project Expenditures</u>												
2025	Major Town Projects											
1	Street Lighting Program	Open				(40,000)	(40,000)					
1a	Virtual Feasibility Study	FY22					(30,000)					
2	Fisher Ave Streetscape	Open					(3,908)					
3	Sidewalks	Open				(10,000)	(10,000)					
4	GIS System	Open				(30,000)	(30,000)					
5	Fair Access Initiative	Open					-					
6	Intersection improvements	FY22				(15,000)	(15,000)					
	Total Expenditures				\$0	(\$95,000)	(\$128,908)	\$0	\$0	\$0	\$0	\$0
2025	Account Balance by Year				\$363,748	\$388,748	\$378,840	\$523,840	\$668,840	\$793,840	\$918,840	\$1,043,840

Notes

Shading key in Table:

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 th

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.
- 1a A study to determine the feasibility of creating a solar field and use virtual metering to offset streetlight energy costs.
- 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 Funding for lobbying efforts to obtain a new 21st century Poolesville High School.
- 6 Safety improvements at the intersection of Hughes Rd. and Tom Fox Rd and as identified.

THE TOWN OF POOLESVILLE

FY 23 Budget

GENERAL FUND - CAPITAL PROJECTS

Draft

Printed: 11-Mar-22

Acct No.	Item or Description	Year To Do	Est. Project Cost	Cumulative Allocation	Prior Bal. + FY 21 Actuals	FY 22 Budget	FY 22 Projection	FY 23 Budget	----- Forward Planning Cycle -----			
									FY 24	FY 25	FY 26	FY 27
<i>Project Funding</i>												
2035	Park Projects											
	Allocated Carry-Over Funds				278	93,904	93,904	98,931	188,931	68,931	128,931	138,931
	Unallocated Carry Over Funds					278	278	278	278	278	278	278
<i>Reallocated</i>												
1	Park Equipment Replacement	Open		74,361	74,361	20,000	20,000	30,000	30,000	30,000	30,000	30,000
2	West Willard Fence Repl.	FY20		5,500	5,500							
3	Repl. Halmos Restrooms	FY22	132,000	10,000	20,000	29,500	29,500					
Parks Grant												
4	Rubberized Tot Lot Mulch	Open				82,500	82,500					
Use of Development Rec Fees												
5	Bike Racks	FY22				60,000	60,000	30,000	30,000			
6	Pollinator Patch	FY22				5,000	5,000	10,000				
7	Repl. Steven's Park Restrooms	FY28	160,000					5,000	30,000	30,000	30,000	30,000
Total Funding Allocations					\$100,139	\$296,182	\$296,182	\$199,209	\$279,209	\$129,209	\$189,209	\$199,209
<i>Total Budgeted in Fiscal Year</i>						202,000	202,000	100,000	90,000	60,000	60,000	60,000
<i>Project Expenditures</i>												
2035	Parks and Recreation											
1	Park Equipment Replacement	Open							(150,000)		(50,000)	
2	West Willard Fence Repl.	FY20				(5,500)						
3	Repl. Halmos Restrooms	FY22			(5,957)	(126,043)	(126,043)					
4	Rubberized Tot Lot Mulch	Open				(60,000)	(60,930)		(60,000)			
5	Bike Racks	FY22				(5,000)	(5,000)	(10,000)				
6	Pollinator Patch	FY22				(5,000)	(5,000)					
7	Repl. Steven's Park Restrooms	FY28										
Total Expenditures					(\$5,957)	(\$201,543)	(\$196,973)	(\$10,000)	(\$210,000)	\$0	(\$50,000)	\$0
2035	Account Balance by Year				\$94,182	\$94,639	\$99,209	\$189,209	\$69,209	\$129,209	\$139,209	\$199,209

Notes

Shading key in Table:

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	2026
Brooks Park	2007	\$110,000	2027
Wootton Heights Tot Lot	2010	\$60,000	2030

2 Replacement of the existing fence around the West Willard Soccer Field.

3 Full replacement of existing restroom facility.

4 Program to replace wood chips with rubberized mulch.

5 Placement of Bike Racks per Parks Board recommendations.

6 Planting of wildflowers near the Collier Circle trail.

7 Full replacement of existing restroom facility.

THE TOWN OF POOLESVILLE

FY 23 Budget

GENERAL FUND - CAPITAL PROJECTS

Draft

Printed: 11-Mar-22

Acct No.	Item or Description	Year To Do	Est. Project Cost	Cumulative Allocation	Prior Bal. + FY 21 Actuals	FY 22 Budget	FY 22 Projection	FY 23 Budget	----- Forward Planning Cycle -----			
									FY 24	FY 25	FY 26	FY 27
Project Funding												
2040	Major Street Repair Projects					148,851	148,851	538,051	138,051	563,051	138,051	563,051
	Allocated Carry-Over Funds				120,281	120,281	120,281	77,281	1,281	1,281	1,281	1,281
	Unallocated Carry Over Funds Reallocated					(43,000)	(43,000)	(76,000)				
1	FY21 Paving Program											
	Dr. Walling (Cattail-Brightwell)	FY21	120,000		110,279			-				
	Selby Ave	FY21	142,000		122,000			-				
	Bruner Way	FY21	78,000		80,000			-				
	Cissel Manor Dr. (JRS-Tama II)	FY21	75,000		75,000			-				
	Cattail Rd (Fisher-Dr. Walling)	FY21	98,000		40,000			-				
	Dr. Moore Ct	FY21	60,000		60,000			-				
	Hillard St. (Halmos-cul-de-sac)	FY21	110,000		110,000			-				
	Misc. Repairs	FY21	50,000		50,000			-				
3	FY23 Paving Program											
	McKernon Way	FY23	166,000			166,000	166,000					
	Butler Road	FY23	43,000			43,000	43,000					
	Sumter Way	FY23	22,000			22,000	22,000					
	Koteen Way	FY23	36,000			36,000	36,000					
	Doctor Moore Ct	FY23	39,000			39,000	39,000					
	Chiswell St	FY23	135,000			94,000	94,000					
	Westerly Ave (Hughes to Fisher)	FY23	35,000					41,000				
	Oxley Farm Rd	FY23	18,000					18,000				
	Hughes Rd (Tom Fox to Tom Fox)	FY23	182,000					182,000				
	Hughes Rd (Westerly to Tom Fox)	FY23	90,000					90,000				
	Selby Ct	FY23	34,000					34,000				
4	Future Roads to be determined	FY25	850,000						425,000	425,000	425,000	425,000
	Total Funding Allocations		\$2,383,000	\$0	\$767,560	\$626,132	\$626,132	\$939,332	\$564,332	\$989,332	\$564,332	\$989,332
	<i>Total Budgeted in Fiscal Year</i>					<i>357,000</i>	<i>357,000</i>	<i>324,000</i>	<i>425,000</i>	<i>425,000</i>	<i>425,000</i>	<i>425,000</i>
Project Expenditures												
2040	Major Street Repair Projects											
2	FY21 Paving Program	FY21			(498,428)	(148,850)	(10,800)					
3	Future Roads	FY23					-	(800,000)				
4	Future Roads	FY25					-		(850,000)			
	Total Expenditures				(498,428)	(\$148,850)	(\$10,800)	(\$800,000)	\$0	(\$850,000)	\$0	\$0
2040	Account Balance by Year				\$269,132	\$477,282	\$615,332	\$139,332	\$564,332	\$139,332	\$564,332	\$989,332

Notes

2040 **Shading key in Table:** 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.

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 POOLSVILLE

FY 23 Budget

WATER and WASTEWATER FUND SUMMARY

Draft

Printed: 11-Mar-22

Ref. Page	Item or Description	Y/E 06/30/21 FY 21 Actual	Y/E 06/30/22 FY 22 Budget	Y/E 06/30/22 FY 22 Projection	Y/E 06/30/23 FY 23 Budget
<u>Water & Wastewater Operating Summary</u>					
	W & WW Revenue	1,543,845	1,477,551	1,514,975	1,511,500
	Grant from General Funds	31,880	40,000	67,125	0
	W & WW Available Funding	1,575,725	1,517,551	1,582,100	1,511,500
<u>Water & Wastewater Expenditures</u>					
	For W&WW Capital Projects	0	0	0	0
	Operating Expenses	(1,575,725)	(1,516,569)	(1,582,100)	(1,659,150)
	Total: W & WW Expenditures	(\$1,575,725)	(\$1,516,569)	(\$1,582,100)	(\$1,659,150)
	Net Operating Balance	\$0	\$982	\$0	(\$147,650)
	Unrestricted Funds Carried Forward from Prior Year	127	127	127	127
	Closing Balance: Water/Wastewater Funds	\$127	\$1,109	\$127	(\$147,523)
<u>Water & Wastewater Funds Capital Projects Summary</u>					
	Funding Balance Carried Forward from Prior Year	\$1,841,521	\$2,092,955	\$2,092,955	\$749,656
	Funding from W & WW Revenues	0	0	0	0
	Funding by Genl Funds	446,318	366,200	366,200	585,000
	Funding from Impact Fees				
	Prior Balance - Impact Fees				
	Transfers from Restricted Funds	0	0	0	0
	Internal transfers	281,771	280,000	182,400	280,000
	Funding from MD Grants, Others	37,528			6,188,671
	Available for Capital Projects	\$2,607,138	\$2,739,155	\$2,641,555	\$7,803,327
	Capital Projects Expenditures	(514,183)	(1,808,543)	(1,891,899)	(732,926)
	Closing Balance: Funding for Capital Projects	\$2,092,955	\$930,612	\$749,656	\$7,070,401

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 Subsidy from 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 23 Budget

WATER and WASTEWATER FUND REVENUE SUMMARY

Draft

Printed: 11-Mar-22

Acct No.	Account Name	Y/E 06/30/21 FY 21 Actual	Y/E 06/30/22 FY 22 Budget	Y/E 06/30/22 FY 22 Projection	Y/E 06/30/23 FY 23 Budget
<u>Water & Wastewater Revenue</u>					
411.1	User Charges	1,407,546	1,377,551	1,420,550	1,420,000
	MDE Operations Grant	0	0	0	0
505	Interest Income (510 & 515)	28,965	25,000	10,000	10,000
590	WSSC & Contractor Fees	62,036	55,000	56,000	60,000
590B	Bay Fund Admin Fee	5,398	5,000	6,025	6,500
595	Tap Fees	39,900	15,000	22,400	15,000
Sub-total: Water & Wastewater Revenue		\$1,543,845	\$1,477,551	\$1,514,975	\$1,511,500
<u>Water & Wastewater Internal Support</u>					
	Subsidy from Unrestricted Gen'l Funds	31,880	40,000	67,125	0
Sub-total: Water and Wastewater Available Funding		\$1,575,725	\$1,517,551	\$1,582,100	\$1,511,500
<u>Impact Fee Revenue</u>					
597.1	Water System	348,419	189,821	101,238	189,821
597.2	Wastewater System	217,762	118,638	63,274	118,638
Sub-total: Impact Fee Revenue		\$566,181	\$308,459	\$164,512	\$308,459
<u>Grants and Designated Funding</u>					
A	Connection Fees	58,329	0	25,276	0
B		0	0	0	0
C	MDE WWTP ENR Refinement Grant	39,579	0	34,595	6,188,671
Sub-total: Grants and Designated Funding		\$97,908	\$0	\$59,871	\$6,188,671
<u>Restricted Revenue</u>					
598	Chesapeake Bay Restoration Fund	(270)	0	9,300	0
Sub-total: Restricted Revenue		(\$270)	\$0	\$9,300	\$0
Total: Water & Wastewater Fund Revenue		\$2,239,544	\$1,826,010	\$1,815,783	\$8,008,630

Account Descriptions

411 Adopted FY2021
Gallon Tiers Structured Rate System Per 1,000 Gallons
 0 - 30,000 \$11.71
 30,001 - 40,000 \$16.13
 40,001 - 50,000 \$17.37
 50,001 - up \$18.22
 Water Only Hydrant Use - \$8.66/1,000 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 23 Budget

WATER and WASTEWATER FUND EXPENSE SUMMARY

Draft

Printed: 11-Mar-22

Acct No.	Account Name	Y/E 06/30/21 FY 21 Actual	Y/E 06/30/22 FY 22 Budget	Y/E 06/30/22 FY 22 Projection	Y/E 06/30/23 FY 23 Budget
Wastewater System					
700	Wastewater Operations	499,743	492,200	497,283	528,000
750	Wastewater Administration	405,624	396,675	412,575	433,400
Sub-total: Wastewater System		905,367	888,875	909,858	961,400
Water System					
800	Water Operations	188,083	149,000	179,000	179,000
850	Water Administration	482,275	478,694	493,242	518,750
Sub-total: Water System		670,358	627,694	672,242	697,750
Sub-total: Water & Wastewater Operating Expenses		\$1,575,725	\$1,516,569	\$1,582,100	\$1,659,150
3000	Water & Wastewater Funding for Capital Projects	0	0	0	0
Sub-total: Water & Wastewater Capital Expenses		\$0	\$0	\$0	\$0
Total: Water & Wastewater Fund Expenses		\$1,575,725	\$1,516,569	\$1,582,100	\$1,659,150
Water and Wastewater Fund Analysis					
Wastewater System			\$888,875	\$909,858	\$961,400
			59%	58%	58%
Water System			\$627,694	\$672,242	\$697,750
			41%	42%	42%
Notes					

THE TOWN OF POOLESVILLE

FY 23 Budget

WATER and WASTEWATER FUND EXPENSE DETAILS

Draft		Printed: 11-Mar-22			
Acct No.	Account Name	Y/E 06/30/21 FY 21 Actual	Y/E 06/30/22 FY 22 Budget	Y/E 06/30/22 FY 22 Projection	Y/E 06/30/23 FY 23 Budget
700	Wastewater Operations				
701	Sludge Hauling	222,793	180,000	180,000	200,000
702	Outside Laboratory Services	62,174	64,000	64,000	64,000
703	Electricity	112,555	120,000	120,000	120,000
705	Chemicals	56,961	75,000	80,000	90,000
707	Building Maintenance	1,255	1,200	1,283	1,500
708	Laboratory Expenses	4,399	6,500	6,500	7,000
709	Small Tools	450	500	500	500
710	WWTP Repair & Maintenance	33,301	30,000	30,000	30,000
712	Sewer Repair and Maintenance	5,855	15,000	15,000	15,000
Total:	Acct 700 Wastewater Operations	\$499,743	\$492,200	\$497,283	\$528,000
750	Wastewater Administration				
755	Alloc: Staff Salary Burden from GF755	363,939	348,614	367,500	385,500
757	Alloc: Admin Sal'y Burden from GF760	12,175	11,161	12,175	15,000
761	Personnel Uniforms and Training	1,820	9,000	5,000	5,000
763	Accounting Services	4,000	4,500	4,500	4,500
771	Office Supplies	1,133	1,300	1,300	1,300
773	Telephone	9,835	10,000	10,000	10,000
775	Property Insurance	11,190	10,500	10,500	10,500
781	Truck Insurance	560	600	600	600
783	Truck Operations	972	1,000	1,000	1,000
Total:	Acct 750 Wastewater Administration	\$405,624	\$396,675	\$412,575	\$433,400
Account Descriptions					
<p>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.</p> <p>701 This account pays for the sludge hauling to landfills and periodic permit sludge testing.</p> <p>702 This account covers sample analysis from outside labs.</p> <p>703 This account covers the electricity of the whole compound, and 7 sewerage pumping stations are included in this account.</p> <p>705 This account is for chemicals used in the treatment of the wastewater.</p> <p>707 This account is for minor building maintenance.</p> <p>708 This account covers in house lab testing supplies and minor test equipment.</p> <p>709 This account covers small tools specific to wastewater system work.</p> <p>710 This account covers parts and direct costs associated with maintaining the WWTP. Major Rebuild/replacements are in CIP Accounts.</p> <p>711 This account funds the annual replacement of the ultra violet disinfection lamps. Lamps are now in CIP Accounts.</p> <p>712 This account covers minor repairs and general maintenance of the sewer systems. Major rebuild/replacements are in CIP accounts.</p> <p>755 This account covers salaries for field staff.</p> <p>757 This account pays for the portion attributed for office staff.</p> <p>761 This account pays for employee uniforms, t-shirts, sweatshirts and safety boots.</p> <p>763 This account pay a portion of the accounting fees.</p> <p>765 This account pays for legal fees connected with the system.</p> <p>771 This account pays for office supplies connected with the system.</p> <p>773 This pays for phone bills connected with the system.</p> <p>775 This account pays for wastewater properties, such as the plant and pump stations.</p> <p>781 This account covers a proportionate share of the total cost.</p> <p>783 This account pays a proportionate share of truck operations.</p> <p>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.</p>					

THE TOWN OF POOLESVILLE

FY 23 Budget

WATER and WASTEWATER FUND EXPENSE DETAILS

Draft		Printed: 11-Mar-22			
Acct No.	Account Name	Y/E 06/30/21 FY 21 Actual	Y/E 06/30/22 FY 22 Budget	Y/E 06/30/22 FY 22 Projection	Y/E 06/30/23 FY 23 Budget
800	Water Operations				
801	Lab Supplies / Testing	20,651	30,000	27,000	27,000
802	Building Supplies	302	500	500	500
805	Electricity	126,508	90,000	115,000	115,000
806	Chemicals	5,685	5,000	5,000	5,000
807	Water Repair and Maintenance	33,537	22,000	30,000	30,000
809	Small Tools	1,400	1,500	1,500	1,500
Total: Acct 800 Water Operations		\$188,083	\$149,000	\$179,000	\$179,000
850	Water Administration				
855	Alloc: Staff Salary Burden from GF755	363,939	348,614	367,500	385,500
857	Alloc: Admin Sal'y Burden from GF765	61,094	58,330	58,330	67,000
859	Bonding	100	100	100	100
861	Personnel Uniforms and Training	2,157	10,500	5,000	5,000
863	Accounting Services	4,000	4,500	4,500	4,500
871	Office and Billing Supplies	23,218	25,000	25,000	25,000
873	Telephone	7,726	7,650	8,812	7,650
875	Property Insurance	6,000	7,000	7,000	7,000
881	Truck Insurance	1,206	2,000	2,000	2,000
883	Truck Operations	12,835	15,000	15,000	15,000
Total: Acct 850 Water Administration		\$482,275	\$478,694	\$493,242	\$518,750
Account Descriptions					
<p>The Major Account Group 800 covers all direct expenses associated with operation and maintenance of the Town's water system.</p> <p>801 This account covers the costs of all laboratory supplies and expenses, and test equipment, for the Town's municipal water system.</p> <p>802 This account covers the cost of all consumable supplies and replenishable hardware supplies for the Water & Wastewater systems.</p> <p>805 Electricity consumed at the various well sites (11).</p> <p>806 The chlorine added to the municipal water supply is included in this account.</p> <p>807 Included in this account is the cost of minor repairs and maintenance to the water system. Major rebuild/replacements are in CIP Accounts.</p> <p>809 This account covers small tools specific to water system work.</p>					
<p>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.</p> <p>855 General Fund Account 755 allocates the total salary burden for Water/Wastewater employees, which is then included here.</p> <p>857 Likewise, the allocated share of Town Hall staff is calculated in GF Accts 760 & 765 and included here.</p> <p>859 Cost of Bonding for Deputy Clerk who handles water billing and payments received.</p> <p>861 This accounts cover the cost of Town uniforms and training for water employees respectively.</p> <p>863 This account represent the costs for applicable accounting.</p> <p>871 This account cover the costs of office supplies for water dept. functions including water billing costs.</p> <p>873 This account include telephone service, including emergency notification systems, at all well houses.</p> <p>875 This account cover the cost of property insurance for all parts of the water infrastructure.</p> <p>881/883 The cost of truck insurance, gasoline, repairs, parts, etc., is included here for water trucks.</p>					

THE TOWN OF POOLSVILLE

FY 23 Budget

WATER and WASTEWATER FUND - CAPITAL PROJECTS SUMMARY

Draft

Printed: 11-Mar-22

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 21 Actuals	FY 22 Budget	FY 22 Projection	FY 23 Budget	----- Forward Planning Cycle -----			
								FY 24	FY 25	FY 26	FY 27
<i>Project Funding</i>											
3130	Water Collection & Distribution		2,397,000	1,212,329	40,000	40,000	70,000	70,000	60,000	60,000	60,000
3150	Wastewater Systems		8,481,570	575,618	260,000	260,000	194,000	179,000	109,000	114,000	84,000
3167	Minor Water & Wastewater Equip.		105,000	121,835	66,200	66,200	81,000	55,000	55,000	50,000	55,000
3169	Inflow & Infiltration		897,186	419,401	50,000	947,186	50,000	50,000	100,000	100,000	100,000
3170	Gen'l. Infrastructure Programs		0	277,956	230,000	230,000	190,000	240,000	260,000	285,000	285,000
	Total Funding Allocations		\$11,880,756	\$2,607,139	\$646,200	\$1,543,386	\$585,000	\$594,000	\$584,000	\$609,000	\$584,000
<i>Direct Funding</i>											
3130	Allocation of unrestricted funds			213,430							
3130	Impact Fees			600,000							
3150	MDE Grant			161,454							
3150	Allocation of unrestricted funds			108,761	120,000	120,000					
3167	Allocation of unrestricted funds										
3169	American Rescue Funds					897,186					
3169	Allocation of unrestricted funds										
3170	Allocation of unrestricted funds			160,000	160,000	160,000					
	Sub-total: Direct Funding			\$1,243,645	\$280,000	\$1,177,186	\$0	\$0	\$0	\$0	\$0
3000	Funding by Gen'l Fund Subsidy [Total less Direct Funding]			\$1,363,494	\$366,200	\$366,200	\$585,000	\$594,000	\$584,000	\$609,000	\$584,000
<i>Project Expenditures</i>											
3130	Water Collection & Distribution			(177,034)	(1,005,210)	(646,190)	(341,767)	0	(100,000)	0	0
3150	Wastewater Systems			(183,979)	(424,604)	(276,927)	(337,959)	(150,000)	(168,000)	(70,000)	(48,000)
3167	Minor Water & Wastewater Equip.			(39,850)	(58,729)	(96,219)	(53,200)	(5,000)	(5,000)	0	(5,000)
3169	Inflow & Infiltration			(69,081)	0	(842,231)	0	0	0	0	0
3170	Gen'l. Infrastructure Programs			(44,239)	(320,000)	(30,332)	0	0	0	0	0
	Total Expenditures			(\$514,183)	(\$1,808,543)	(\$1,891,899)	(\$732,926)	(\$155,000)	(\$273,000)	(\$70,000)	(\$53,000)
<i>Account Balance by Year</i>											
3130	Water Collection & Distribution			1,035,295	70,085	429,105	157,338	227,338	187,338	247,338	307,338
3150	Wastewater Systems			391,639	227,035	374,712	83,076	112,076	53,076	97,076	133,076
3167	Minor Water & Wastewater Equip.			81,985	89,456	51,966	79,766	129,766	179,766	229,766	279,766
3169	Inflow & Infiltration			350,320	400,320	455,275	505,275	555,275	655,275	755,275	855,275
3170	Gen'l. Infrastructure Programs			233,717	143,717	433,385	623,385	863,385	1,123,385	1,408,385	1,693,385
	Available For Capital Projects			\$2,092,956	\$930,613	\$1,744,443	\$1,448,840	\$1,887,840	\$2,198,840	\$2,737,840	\$3,268,840

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 Subsidy 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 Subsidy 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 23 Budget

WATER & WASTEWATER FUND - CAPITAL PROJECTS

Printed: 11-Mar-22

Draft

Acct No.	Item or Description	Year To Do	Est. Project Cost	Cumulative Allocation	Prior Bal. + FY 21 Actuals	FY 22 Budget	FY 22 Projection	FY 23 Budget	----- Forward Planning Cycle -----			
									FY 24	FY 25	FY 26	FY 27
Project Funding												
3130	Water Collection & Distribution					1,024,921	1,024,921	428,731	156,964	226,964	186,964	246,964
	Allocated Carry-Over Funds				10,374	10,374	10,374	374	374	374	374	374
	Unallocated Carry Over Funds					(10,000)	(10,000)					
Reallocated												
1	Equip Replace/Major Rebuild	Open		111,869	111,869	20,000	20,000	35,000	35,000	40,000	40,000	40,000
2	Water Valve Repl	Open		20,000	20,000	10,000	10,000	15,000	15,000			
3	Well Implementation	Annl.		2,082	2,082							
4	Well 11 (Rabanales)	FY19	610,000	51,599	51,599							
5	Alpha Media	Open		40,000	40,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
6	Stoney Springs Pump Sta	FY21	7,000	7,105	7,105							
7	Repaint Ext. 500K Gal. Tank	FY21	350,000	342,500	342,500							
The following projects are listed in the Master Plan Impact Fee Schedule and will be funded through impact fees.												
8	Well 14 (Westerly Grove)	Open	630,000	26,800	26,800							
Use of Impact Fees												
9	Well 15 (Cattail/Jamison)	Open	800,000	600,000	600,000							
Total Funding Allocations			\$2,397,000	\$1,201,955	\$1,212,329	\$1,075,295	\$1,075,295	\$499,105	\$227,338	\$287,338	\$247,338	\$307,338
<i>Total Budgeted in Fiscal Year</i>						<i>40,000</i>	<i>40,000</i>	<i>70,000</i>	<i>70,000</i>	<i>60,000</i>	<i>60,000</i>	<i>60,000</i>
Project Expenditures												
3130	Water Collection & Distribution											
1	Equip Replace/Major Rebuild				(111,869)		(10,175)					
2	Water Valve Repl	Open			(6,345)	(23,655)	-					
3	Well Implementation	Annl.			(1,098)		-					
4	Well 11 (Rabanales)	FY19			(51,599)		-					
5	Alpha Media	Open							(100,000)			
6	Stoney Springs Pump Sta	FY21				(7,105)	(7,105)					
7	Repaint Ext. 500K Gal. Tank	FY21			(2,498)	(347,502)	(5,735)	(341,767)				
8	Well 14 (Westerly Grove)	Open			(3,625)	(626,948)	(623,175)					
9	Well 15 (Cattail/Jamison)	Open										
Total Expenditures					(\$177,034)	(\$1,005,210)	(\$646,190)	(\$341,767)	\$0	(\$100,000)	\$0	\$0
3130	Account Balance by Year				\$1,035,295	\$70,085	\$429,105	\$157,338	\$227,338	\$187,338	\$247,338	\$307,338

Notes

Shading key in Table:

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 treatment system media is replaced on a five-year cycle.
- 6 Replacement of valves and components.
- 7 Alarm Communication System
- 8 Well Funded through Developer and Impact Fee Funds. Part of the Westerly Grove Subdivision.
- 9 Future well funded by the developers through Impact Fees.

THE TOWN OF POOLSVILLE

FY 23 Budget

WATER & WASTEWATER FUND - CAPITAL PROJECTS

Draft												
Printed: 11-Mar-22												
Acct No.	Item or Description	Year To Do	Est. Project Cost	Cumulative Allocation	Prior Bal. + FY 21 Actuals	FY 22 Budget	FY 22 Projection	FY 23 Budget	Forward Planning Cycle			
									FY 24	FY 25	FY 26	FY 27
Project Funding												
3150	Wastewater Systems											
	Allocated Carry-Over Funds					344,671	344,671	220,067	76,108	105,108	46,108	90,108
	Unallocated Carry Over Funds				46,968	46,968	46,968	6,968	6,968	6,968	6,968	6,968
	Reallocated				0	(40,000)	(40,000)					
1	Equip Replace/Major Rebuild	Open		62,468	62,469	40,000		40,000	40,000	40,000	40,000	40,000
2	Ultra Violet Lights (WWTP)	Open	8,000	12,000	12,000			4,000	4,000	4,000	4,000	4,000
3	WWTP ENR Refinement	Open	7,498,670									
	MDE Grant			77,107	77,107							
American Rescue Funds												
4	Basin Recoating	Open	200,000						40,000	40,000	40,000	40,000
5	Backwash Pump #1	FY21	25,000	5,026	5,026		-					
6	WWTP Heaters	FY21	7,500	7,250	7,250		-					
7	Digester Blower	FY21	25,000	20,700	20,700		-					
8	Sludge Totalizer	FY21	6,400	5,667	5,667		-					
9	Chemical Feed Pump	FY21	6,000	6,384	6,384		-					
10	Distiller	FY21	10,000	8,587	8,587		-					
11	WWTP Main Station VFD's	FY22	40,000	50,000	50,000							
12	WWTP Lagoon Repairs	FY22	110,000	90,000	90,000			20,000				
13	Rotoscreen	FY22	50,000	10,000	10,000	40,000	40,000					
14	WWTP Electrical Upgrades	FY22	40,000	29,010	29,010	40,000	40,000					
15	WWTP Roof	FY22	120,000	39,450	39,450	120,000	120,000					
16	Basin/wetwell pump-outs	FY22	30,000			30,000	30,000		30,000		30,000	
17	Decant Pump	FY23	40,000	20,000	20,000	5,000	5,000	15,000				
18	Sludge Screw Pump	FY23	25,000					25,000				
19	Replace Main WWTP Pump #3	FY23	25,000	25,000	25,000							
20	Update WWTP PLC	FY23	40,000	40,000	40,000							
21	Polymer Feed System	FY23	20,000					25,000				
22	Fisher Ave Pump Sta	FY24	35,000					20,000	20,000			
23	Elgin Rd Pump Sta	FY24	30,000					20,000	20,000			
24	Paint WWTP	FY25	90,000	20,000	20,000	25,000	25,000	25,000	25,000	25,000		
	Total Funding Allocations		\$8,481,570	\$528,649	\$575,618	\$651,639	\$651,639	\$421,035	\$262,076	\$221,076	\$167,076	\$181,076
	Total Budgeted in Fiscal Year					260,000	260,000	194,000	179,000	109,000	114,000	84,000
Project Expenditures												
3150	Wastewater Systems											
1	Equip Replace/Major Rebuild	open			(62,469)		(24,037)					
2	Ultra Violet Lights (WWTP)	Open			(6,697)	(1,303)	(1,303)	(8,000)		(8,000)		(8,000)
3	WWTP ENR Refinement	Open			(50,953)		(12,146)					
4	Basin Recoating	Open							(40,000)	(40,000)	(40,000)	(40,000)
5	Backwash Pumps #1	FY21			(5,026)		-					
6	WWTP Heaters	FY21			(7,250)							
7	Digester Blower	FY21			(20,700)							
8	Sludge Totalizer	FY 21			(5,667)							
9	Chemical Feed Pump	FY 21			(6,384)							
10	Distiller	FY21			(4,287)		(4,300)					
11	WWTP Main Station VFD's	FY22			(4,813)	(35,187)	(45,187)					
12	Lagoon Repairs	FY22			(6,886)	(83,114)	(83,114)	(20,000)				
13	Rotoscreen	FY22				(50,000)	(31,257)					
14	WWTP Electrical Upgrades	FY22				(40,000)	(69,010)					
15	WWTP Roof	FY23			(2,847)	(120,000)	(4,491)	(154,959)				
16	Basin/wetwell Pump-outs	FY22				(30,000)	(2,082)		(30,000)		(30,000)	
17	Decant Pump	FY23						(40,000)				
18	Sludge Screw Pump	FY23						(25,000)				
19	Replace Main WWTP Pump #3	FY23				(25,000)		(25,000)				
20	Update WWTP PLC	FY23				(40,000)		(40,000)				
21	Polymer Feed System	FY23						(25,000)				
22	Fisher Ave Pump Sta	FY24							(40,000)			
23	Elgin Rd Pump Sta	FY24							(40,000)			
24	Paint WWTP	FY25								(120,000)		
	Total Expenditures				(\$183,979)	(\$424,604)	(\$276,927)	(\$337,959)	(\$150,000)	(\$168,000)	(\$70,000)	(\$48,000)
3150	Account Balance by Year				\$391,639	\$227,035	\$374,712	\$83,076	\$112,076	\$53,076	\$97,076	\$133,076

Notes		
	Expenditures/Closed Projects	Budgeting, Planned Expenditures for this Budget Year
<i>The indicated funding balances for closed/completed projects are transferred to the Carry-Over Funds in the year following closure.</i>		
3150 Includes all major maintenance, modernizations, upgrades and expansions to the sewage collection/treatment/disposal systems.		
1	The replacement or major rebuild of pumps and major components.	14 Replacement of original equipment.
2	Full bulb change-out every other year.	15 Replacement of entire WWTP roof
3	Construction of a denitrification filtration system	16 Contractor to remove accumulated solids
4	Total of five basins to be recoated, 1per year.	17 Replacement pump.
5	Replacement pump.	18 Replacement sludge pump
6	Replacement of original equipment.	19 Replacement pump.
7	Replacement of air equipment.	20 Replacement of original equipment.
8	Replacement of electronic control equipment.	21 Upgrade to sludge processing equipment
9	Replacement pump.	22 Replacement of original equipment.
10	Replacement of lab equipment	23 Replacement of original equipment.
11	Replacement of original equipment.	24 Repainting of pipe gallery.
12	Replacement of air equipment.	
13	Replacement of solids removal system	

THE TOWN OF POOLESVILLE

FY 23 Budget

WATER & WASTEWATER FUND - CAPITAL PROJECTS

Draft

Printed: 11-Mar-22

Acct No.	Item or Description	Year To Do	Est. Project Cost	Cumulative Allocation	Prior Bal. + FY 21 Actuals	FY 22 Budget	FY 22 Projection	FY 23 Budget	Forward Planning Cycle			
									FY 24	FY 25	FY 26	FY 27
Project Funding												
3169	Inflow & Infiltration											
	Allocated Carry-Over Funds					350,320	350,320	455,275	505,275	555,275	655,275	755,275
	Unallocated Carry Over Funds					0	0	0	0	0	0	0
	<i>Reallocated</i>											
1	On-going I & I Reduction Pgm.	Annl.		419,401	419,401	50,000	50,000	50,000	50,000	100,000	100,000	100,000
2	Monitoring & Main Insp.											
3	Elgin RD. Infiltration Repairs	FY22	498,428				498,428	<i>American Rescue Funds</i>				
4	Fisher Pump Sta. I & I	FY22	339,858				339,858	<i>American Rescue Funds</i>				
5	Wet Well and Manhole Rehab	FY22	58,900				58,900	<i>American Rescue Funds</i>				
Total Funding Allocations			\$897,186	\$419,401	\$419,401	\$400,320	\$1,297,506	\$505,275	\$555,275	\$655,275	\$755,275	\$855,275
<i>Total Budgeted in Fiscal Year</i>						<i>50,000</i>	<i>947,186</i>	<i>50,000</i>	<i>50,000</i>	<i>100,000</i>	<i>100,000</i>	<i>100,000</i>
Project Expenditures												
3169	Inflow & Infiltration											
1	On-going I & I Reduction Pgm.	Annl.			(11,451)		(3,945)					
2	Monitoring & Main Insp.				(57,630)		-					
3	Elgin RD. Infiltration Repairs	FY22					(498,428)					
4	Fisher Pump Sta. I & I	FY22					(339,858)					
5	Wet Well and Manhole Rehab	FY22					(58,900)					
Total Expenditures					(\$69,081)	\$0	(\$842,231)	\$0	\$0	\$0	\$0	\$0
3169	Account Balance by Year				\$350,320	\$400,320	\$455,275	\$505,275	\$555,275	\$655,275	\$755,275	\$855,275

Notes

Shading key in Table: 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) and Manhole relining.

Acct No.	Item or Description	Year To Do	Est. Project Cost	Cumulative Allocation	Prior Bal. + FY 21 Actuals	FY 22 Budget	FY 22 Projection	FY 23 Budget	Forward Planning Cycle			
									FY 24	FY 25	FY 26	FY 27
Project Funding												
3170	Gen'l. Infrastructure Programs											
	Allocated Carry-Over Funds				92	233,625	233,625	433,293	623,293	863,293	1,123,293	1,408,293
	Unallocated Carry Over Funds					92	92	92	92	92	92	92
	<i>Reallocated</i>											
1	Emergency Repair/Replace	Open		97,864	97,864	40,000	40,000	40,000	40,000	40,000	40,000	40,000
2	Infrastructure Replacement Fund	Open		20,000	20,000	30,000	30,000	150,000	200,000	220,000	245,000	245,000
	Wesmond T-home Wootton Ave	FY23	200,000	100,000	100,000	100,000	100,000	[Use of Unrestricted Reserves]				
	Wootton/Hughes T-home	FY23	120,000	60,000	60,000	60,000	60,000	[Use of Unrestricted Reserves]				
Total Funding Allocations				\$277,864	\$277,956	\$463,717	\$463,717	\$623,385	\$863,385	\$1,123,385	\$1,408,385	\$1,693,385
<i>Total Budgeted in Fiscal Year</i>						<i>230,000</i>	<i>230,000</i>	<i>190,000</i>	<i>240,000</i>	<i>260,000</i>	<i>285,000</i>	<i>285,000</i>
Project Expenditures												
3170	Gen'l. Infrastructure Programs											
1	Emergency Repair/Replace				(10,751)		(30,332)					
A	Sewer System				(5,864)		-					
B	Water System				(27,624)	(320,000)	-					
2	Infrastructure Replacement Fund											
Total Expenditures					(\$44,239)	(\$320,000)	(\$30,332)	\$0	\$0	\$0	\$0	\$0
3170	Account Balance by Year				\$233,717	\$143,717	\$433,385	\$623,385	\$863,385	\$1,123,385	\$1,408,385	\$1,693,385

Notes

Shading key in Table: 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.

- This program will provide funding for large unanticipated infrastructure repairs and total water line section replacements in the future.
- Funds accumulating for future infrastructure replacement needs. FY22 defined water line replacement project in most critical area.

THE TOWN OF POOLESVILLE

FY 23 Budget

POOLESVILLE EMPLOYEE SALARY STRUCTURE

Draft

Printed: 11-Mar-22

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

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

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

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

<u>Salary Grade</u>	<u>FY 22 Budget Minimum Level</u>	<u>FY 22 Budget Maximum Level</u>	<u>FY 23 Budget Minimum Level</u>	<u>FY 23 Budget Maximum Level</u>
1				
2	25,658	33,487	30,160	[N/A]
3				
4				
5	31,172	46,985	35,776	50,274
6	32,692	49,329	39,641	66,068
7				
8	35,962	54,260	41,727	69,545
9	39,250	60,385	43,924	73,207
10	43,175	66,945	46,235	77,058
11	48,396	70,292	52,562	87,603
12				
13				
14	54,401	84,034	66,248	98,878
15				
16	57,120	88,236	69,548	103,803
17				
18			85,280	127,284
19				
20	96,995	123,541	101,845	152,007

CPI 0.070 Increase for 2023

Notes

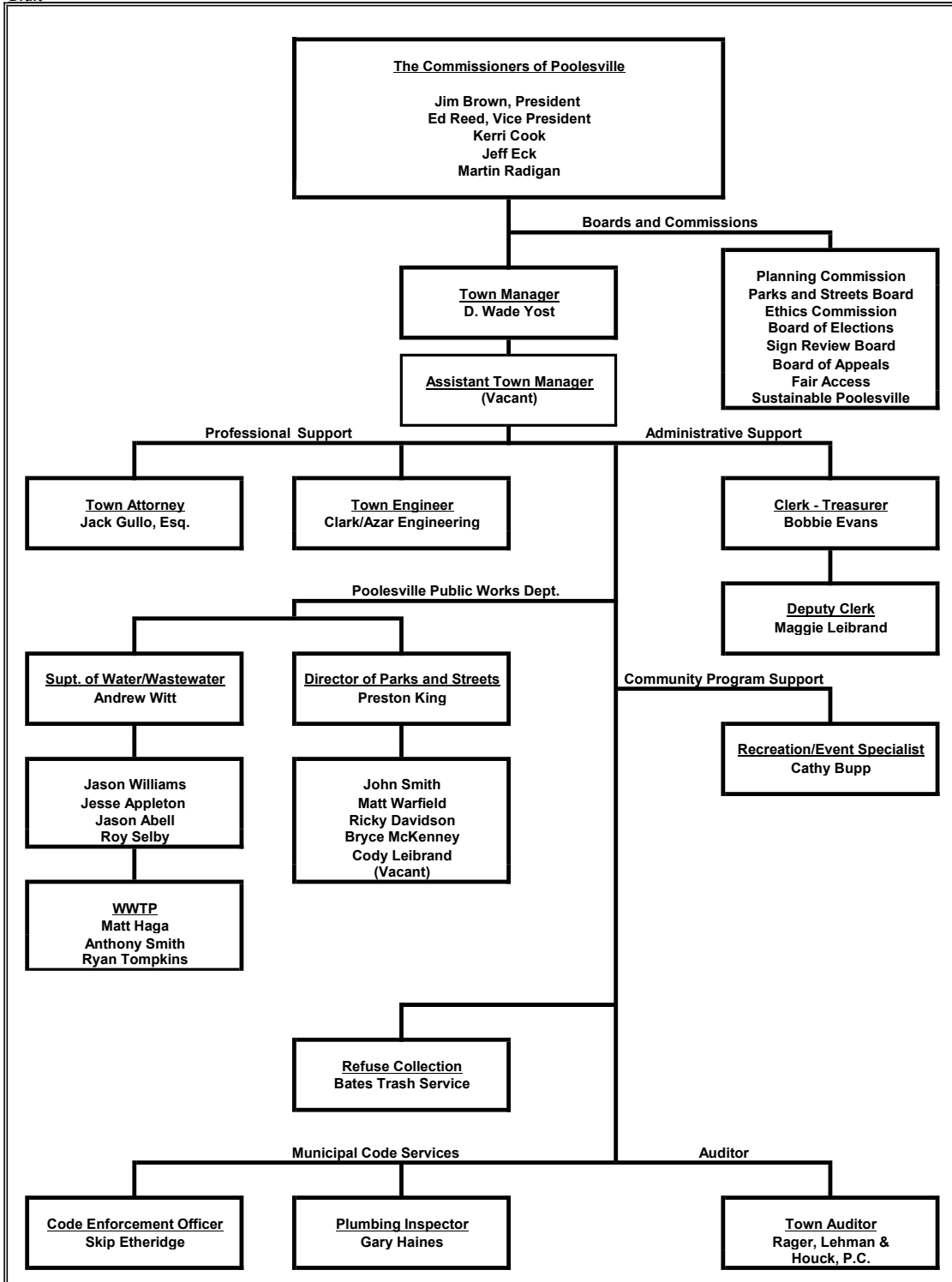
THE TOWN OF POOLESVILLE

FY 23 Budget

MUNICIPAL ORGANIZATION CHART

Draft

Printed: 11-Mar-22





To: Town of Poolesville (TOP) Leadership
From: Antisha Walley, HR Consultant, MMC
Date: October 7, 2021
Subject: Town of Poolesville Capacity Study-Initial

Background

MMC Consulting was asked to conduct a capacity study to help determine if the Town of Poolesville has sufficient staffing for its current needs or if additional staffing should be considered. The Town of Poolesville is a small, rural town in Maryland with a population of approximately 5,742 residents as of 2020 and as of 2021 has 19 employees. Its administrative department includes a Town Manager, Town Clerk/Treasurer, Deputy Town Clerk, and Event Specialist. Poolesville also employs a Superintendent of Water/Sewer, Superintendent of WWTP, Director of Parks and Recreation, a Code Enforcement Officer, Plumbing Inspector, and Town Auditor. The town receives oversight from five Commissioners.

Research and Analysis

Five local Maryland municipalities, all similar in size with less than 7,000 residents and 25 employees or less, were compared to Poolesville: Hampstead, Middletown, Sykesville, Berwyn Heights, and Oakland.

- Hampstead is a small town in Maryland with a population of approximately 6,390 residents and as of 2021 has 23 employees. Its administrative department is composed of a Town Manager/Zoning Administrator, Asst Zoning Administrator, Finance Administrator, Administrative Assistant and Project Manager/Human Resources Specialist. Hampstead also employs a Public Works Superintendent, Assistant PW Superintendent, Foremen, and Water Operators. The town receives oversight from a Mayor and five Council members.
- Middletown is a small town in Maryland with a population in 2018 of approximately 4,680 residents and as of 2021, 13 employees. Its administrative department is composed of a Town Administrator, Office Manager, Zoning Administrator, Financial Officer, Receptionist, Planner and Project Manager. Middletown also employs a Public Works Director, Assistant Director of Public Works, Wastewater Operators, a Streets and Utilities Superintendent, a Meter Technician, and Maintenance staff. The town receives oversight from a Burgess and five Commissioners.
- Sykesville is a small town in Maryland with a population in 2018 of approximately 3,960 residents and as of 2021, 24 employees. Its administrative department is composed of a Town Manager, Executive Assistant, Treasurer, and



Town Clerk. Sykesville has a Public Works department, Economic Development Department, and Police Department. The town receives oversight from a Mayor and 6 Council members.

- Berwyn Heights is a small town in Maryland with a population in 2018 of approximately 3,100 residents and as of 2021, 27 employees. Its administrative department is composed of a Town Manager, Town Treasurer and Town Clerk. Berwyn also employs a Code Director and two Code Officers. Berwyn has its own Police Department and receives oversight from a Mayor, Mayor Pro Tem, and three Council members.
- Oakland is a small town in Maryland with a population in 2018 of approximately 1800 residents and as of 2021, 24 employees. Its administrative department is composed of an Executive Coordinator, Director of Administration and Finance, and a Business Coordinator. Oakland also employs a Chief of Police, Director of Streets Department, Water Superintendent, and Waste Water Superintendent. The town receives oversight from a Mayor and six Council members.

MMC was provided with a list of responsibilities that have been prioritized recently by Poolesville's leadership. Among these include, human resource policies and procedures, benefits package amendments, succession planning, technology initiatives (security and administrative), social media management, operations transparency initiatives, economic development initiatives, grant writing and administration, sustainability initiatives, diversity and inclusion initiatives, intergovernmental policy/lobbying and consortium work, and support work related to Boards and Commissions. For operational efficiency, the additional duties require either 1) restructuring of current roles, 2) an increase in staff, or 3) restructuring of current roles and an increase in staff.

Poolesville's Town Clerk is responsible for human resources duties such as onboarding and benefits administration with manual processes and no back-up support for those duties. When considering possible areas to shift responsibilities, it is important to note the Events Coordinator has seen a drastic decline in work since the COVID-19 pandemic. The Events Coordinator could possibly assume some of the additional duties temporarily, however as Town of Poolesville activities resume and demands increase, maintaining the additional responsibilities would most likely become overwhelming for one person. The best permanent course of action is to hire one additional support staff member, automate HR processes, and redistribute work among existing administrative staff.

Findings

Comparing the six towns revealed marked differences in municipal structure. Three out of four towns smaller in size than Poolesville have on average seven more employees



than Poolesville. In three out of six of those towns this difference is in the number of staff directly supporting the Town Manager and Administrative department.

This capacity study found a current staffing shortage resulting from refocused priorities within the Town of Poolesville. These priorities are necessary for Poolesville's growth and development and should be pursued, however, with existing inefficiencies there is more work than staff to adequately fulfill those duties without experiencing burnout.

Recommendations and Conclusion

MMC's recommendation for the next 12 months is for Poolesville to 1) automate its HR processes with an HRIS system and 2) hire a Project Manager or Town Manager Assistant to directly support the Town Manager and assist with those new priorities. Additionally, MMC was made aware that the Town of Poolesville staff do not have email accounts. MMC's 3rd recommendation is to secure municipal email accounts for all staff.

Automating HR processes with a cost effective HRIS (human resource information system) would reduce the amount of manual and paper processing of numerous HR tasks, reducing the amount of time the Town Clerk must commit to these tasks and freeing up time for other tasks. Electronic file storage and operations transparency are also benefits of using an HRIS. Additionally, it is easier to train assigned staff on HR procedures when there is a system in place as opposed to manual processes. Zenefits and Paychex are among low-cost options that would work well for a small town like Poolesville.

Hiring a Project Manager or Assistant to the Town Manager will help ensure additional duties and priorities are addressed. The incumbent should be able to directly assist the Town Manager with most of the priorities listed. Some tasks may be delegated elsewhere, such as social media management being delegated to the Events Coordinator or the website management team. A thorough and accurate job description should be written to clarify the position's duties and responsibilities. Salary should be between \$52k and \$70k, depending on experience and qualifications.

Poolesville employees should have a municipal email address. Communication between staff, management, and the Commissioners would be timelier and would allow for easier more consistent dissemination of information. Employees would need to be trained on the Freedom of Information Act (FOIA) and given acceptable use policies for email usage.

In conclusion, the Town of Poolesville has experienced growth in recent years requiring a shift in priorities and the need for additional support staff. Also, outdated processes in technology and human resources suggest a need for improvements across functional areas. An HRIS system, email accounts for all staff, and a Project Manager or Assistant to the Town Manager are all critical immediate needs for the Town of Poolesville. MMC recommends prioritizing these items for implementation within the next 12 months for maximum benefit.

Memorandum

March 30, 2022

To: Commissioners of Pooleville

From: Wade Yost, Town Manager

RE: Pool – Water only use

In the event that the Commissioners decide to allow a pool filling water only use fee, staff recommends the following procedure:

Residents may check out a submeter (2 days) from Townhall with a refundable \$100 deposit. Once returned, the resident will be charged \$9.00/1,000 of water used.