



TOWN OF
Poolesville
MARYLAND

FY 2020 Budget

Proposed

THE TOWN OF POOLSVILLE

FY 2020 Budget

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Printed: 1-May-19

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THE TOWN OF POOLSVILLE

FY 2020 Budget

Introduction

Public Intro

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What's New This Year -

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

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

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

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

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

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

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

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

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

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

THE TOWN OF POOLESVILLE

FY 2020 Budget

BUDGET REVIEW - Operating Accounts

Public Intro

Printed: 1-May-19

General Fund Operations

The FY20 General Fund Operations Accounts detail specific costs associated with the management of Town affairs and maintenance of all aspects of Town owned properties and services on a daily basis.

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

Town Operations	\$2,350,021
Debt Service	\$232,471

1. Town Operations include the following:

Salaries and benefits for Town staff of 19 full-time and 3 summer helpers.

Administrative operations of Town Hall.

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

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

Trash collection, twice weekly, yard waste and recycling.

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

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

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

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

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

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

Water and Wastewater Operating Fund

The Commissioners continuously strive to streamline both the water and wastewater operations and the handling of the Fund's budget in order to control escalating costs as much as possible. In general, improvements have been made, but inflationary pressures, aging infrastructure and increasingly stringent requirements continue to challenge the efforts to maintain a self sufficient water and wastewater operating fund.

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

This year, the Commissioners have will adopt a 6% rate increase.

THE TOWN OF POOLESVILLE

FY 2020 Budget

BUDGET REVIEW - Capital Projects and Spending

Public Intro

Printed: 1-May-19

General Capital Projects

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

General Fund Capital projects are divided into seven accounts, with the following FY20 funding allocations:

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

Highlights of the General Capital Funding Plan include:

1. The 2005 account includes (see page 17 for details)
Funding for future office requirements, meter readers and water billing software upgrade
2. The 2010 account funds municipal building needs (see page 17 for details)
Bus shelters, Storage building, Historic Medley Grant
3. The 2015 account funds general equipment and mower purchases (see page 18 for details)
Funds accumulating for holiday lights, replacement equipment (10-year cycle)
4. The 2020 account accumulates funding for a ten year replacement of vehicles (see page 19 for details)
Trucks on a ten-year replacement cycle
5. The 2025 account provides funding for major Town projects (see page 20 for details)
Street LED lighting replacement program, Sidewalks, GIS system
Funds are accumulating for Fisher Avenue Streetscape
6. The 2035 account includes (see page 21 for details)
Minor park upgrades
7. The 2040 account includes road reconstruction projects (see page 22 for details)

Water and Wastewater Capital Projects

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

Water and Wastewater Projects are divided into five accounts, with the following FY20 allocations:

3130	Water Collection and Distribution	\$740,000
3150	Wastewater Systems	\$160,000
3167	Water and Wastewater Equipment	\$89,000
3169	Inflow and Infiltration	\$50,00
3170	General Infrastructure Programs	\$40.00

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

1. The 3130 account includes (see page 29 for details):
Funding for Water tank painting, water system equipment and Well 11 & 14 construction.
2. The 3150 account includes (see page 30 for details):
Accumulation of funds for several pump replacements/rebuilds for the WWTP and pump stations
Includes funding for the design of WWTP denitrification filters. (State Grant Funding)
3. The 3167 account includes (see page 31 for details):
Scheduled replacement of existing equipment.
Funds for water meters, manhole flow monitors and a sewer camera
4. The 3169 account provides funding for the repair of the Town's sewer system. (see page 32 for details)
5. The 3170 account provides funds for large unanticipated water and sewer infrastructure repairs. (see page 32 for details)

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FINANCIAL FORECAST: FY 20 Bgt. THROUGH FY 24

Public Intro

Printed: 1-May-19

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

Item	FY 18 Actual	FY 19 Budget	FY 19 Projection	FY 20 Budget
Revenue	3,624,925	3,595,697	3,626,882	3,785,028
Funding: General Projects	(684,350)	(698,250)	(706,750)	(720,000)
Funding: Water / Wastewater Projects	(373,500)	(462,122)	(480,122)	(479,000)
Sub-Total: Capital Projects	(1,057,850)	(1,160,372)	(1,186,872)	(1,199,000)
Operating Expenses	(2,264,056)	(2,431,662)	(2,431,662)	(2,585,492)
Total Annual Expenditures	(3,321,906)	(3,592,034)	(3,618,534)	(3,784,492)
Annual Balance	<u>\$303,019</u> 8.4%	<u>\$3,663</u> 0.1%	<u>\$8,348</u> 0.2%	<u>\$536</u> 0.0%

Notes

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

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

Based on the Figures from the FY 2020 Budget and the Current Five-Year Plan for Funding Capital Projects

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

Part 2[a] - Recap of Current Financial Reserves

Item	FY 18 Actual	FY 19 Budget	FY 19 Projection	FY 19 Budget
Unspent Funds: General Projects	924,661	599,693	641,495	835,307
Unspent Funds: W & WW Projects	1,448,945	964,488	821,762	1,130,762
Sub-Total: Unspent Capital Funding	2,373,606	1,564,181	1,463,257	1,966,069
Unrestricted Reserve (Genl Fund)	1,058,902	629,824	712,250	712,786
Balance (Water / Wastewater Fund)	68	(72,722)	(50,634)	(90,197)
Restricted Funds	284,903	267,529	195,469	220,469
Total Financial Reserves On-Hand	<u>\$3,717,479</u>	<u>\$2,388,812</u>	<u>\$2,320,342</u>	<u>\$2,809,127</u>

Part 2[b] - Projections for Future Financial Reserves

Item	FY 21	FY 22	FY 23	FY 24
Unspent Funds: General Projects	726,806	1,339,806	1,115,806	1,735,306
Unspent Funds: W & WW Projects	1,052,763	1,527,763	2,013,763	2,368,763
Sub-Total: Unspent Capital Funding	1,779,569	2,867,569	3,129,569	4,104,069
Unrestricted Reserve (Genl Fund)	723,464	725,337	726,233	740,107
Balance (Water / Wastewater Fund)	(129,760)	(169,323)	(208,886)	(248,449)
Restricted Funds	220,469	220,469	220,469	220,469
Total Financial Reserves On-Hand	<u>\$2,593,741</u>	<u>\$3,644,051</u>	<u>\$3,867,385</u>	<u>\$4,816,196</u>

Notes

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

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

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

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

THE TOWN OF POOLSVILLE

FY 2020 Budget

RESTRICTED FUNDS and CASH SUMMARIES

Public Intro		Printed: 1-May-19			
Ref. Page	Item or Description	Y/E 06/30/18 FY 18 Actual	Y/E 06/30/19 FY 19 Budget	Y/E 06/30/19 FY 19 Projection	Y/E 06/30/20 FY 19 Budget
RESTRICTED FUNDS					
[1]	Chesapeake Bay Restoration Fee				
	Funds Collected With Water Bills	114,915	111,645	118,252	111,645
	Admin Fee	(7,168)	(5,582)	(5,602)	(5,582)
	Paid To Maryland	(107,747)	(106,063)	(112,035)	(106,063)
	Balance Forward	0	0	0	0
	Closing Balance: Year End	0	0	615	0
[2]	Sewer Connection Fee				
	Funds Collected		0	0	0
	Balance Forward	16,348	16,348	6,348	6,348
	Funds Allocated	(10,000)	0	0	0
	Closing Balance: Year End	6,348	16,348	6,348	6,348
[3]	Development Recreation Fee				
	Funds Collected	10,404	0	0	0
	Balance Forward	29,180	29,180	39,584	39,584
	Funds Allocated	0	0	0	0
	Closing Balance: Year End	\$39,584	\$29,180	\$39,584	\$39,584
[4]	Community Events Roll-Over Funds				
	Funds Collected	27,554	0	11,669	0
	Balance Forward	9,377	27,367	12,246	23,915
	Funds Allocated	(24,685)	0	0	0
	Closing Balance: Year End	\$12,246	\$27,367	\$23,915	\$23,915
[5]	Economic Development				
	Funds transferred	0	25,000	0	25,000
	Balance Forward	3,205	3,205	3,205	3,205
	Funds Allocated	0	0	0	0
	Closing Balance: Year End	\$3,205	\$28,205	\$3,205	\$28,205
[6]	Reforestation Fees				
	Fees Collected	142,208	181,429	0	0
	Balance Forward	39,221	0	126,167	86,167
	Funds Allocated	(55,262)	(40,000)	(40,000)	0
	Closing Balance: Year End	\$126,167	\$141,429	\$86,167	\$86,167
[7]	Speed Camera Revenue				
	Fees Collected	0	0	0	0
	Balance Forward	49,853	49,853	49,853	0
	Funds Allocated	0	(49,853)	(49,853)	0
	Closing Balance: Year End	\$49,853	\$0	\$0	\$0
[8]	Development Funds				
	Kettler Proffer				
	Fees Collected	21,250	0	3,750	0
	Bus Shelter	15,000	0	(15,000)	0
	Balance Forward	11,250	25,000	47,500	36,250
	I&I Loan	0	0	0	0
	Closing Balance: Year End	\$47,500	\$25,000	\$36,250	\$36,250
	Transfers From Restricted Funds				
	For General Fund	(89,947)	0	0	0
	For General Capital Projects	0	(89,853)	(89,853)	0
	For W/WW Capital Projects	0	0	0	0
	Closing Balance - All Restricted Funds (Not Including Bay Restoration Funds)	\$284,903	\$267,529	\$195,469	\$220,469
SUMMARY OF CASH ASSETS AT YEAR END					
5	General Fund				
	Unrestricted Funds at Year End	1,058,902	629,824	712,250	712,786
	Accumulated Unspent Funds for Capital Projects	924,661	599,693	641,495	835,307
	Total Funds on Hand	\$1,983,563	\$1,229,517	\$1,353,745	\$1,548,093
21	Water and Wastewater Fund				
	Unrestricted Funds at Year End	68	(72,722)	(50,634)	(90,197)
	Accumulated Unspent Funds for Capital Projects	1,448,945	964,488	821,762	1,130,762
	Total Funds on Hand	\$1,449,013	\$891,766	\$771,128	\$1,040,565
2	Restricted Funds				
	Top of Page	\$284,903	\$267,529	\$195,469	\$220,469
3	Impact Fees				
	Gen. Fund Impact Fee Balance at Year End	\$67,993	\$175,003	\$150,698	\$234,809
	W & WW Impact Fee Balance at Year End	\$632,204	\$652,568	\$248,550	\$469,881
	TOTAL CASH ASSETS AT YEAR END	\$4,417,676	\$3,216,383	\$2,719,590	\$3,513,817
Notes					
[1]	The Chesapeake Bay Restoration Fund is a mandated program instituted by the State of Maryland. By law, the Town is required to collect \$15.00 per quarter on each water and wastewater bill issued.				
[2]	Fee levied against new connections to the water/sewer system that are not part of the Impact Fee schedule. Funds collected supplement the Inflow and Infiltration loan debt service payment that funded the increased capacity.				
[3]	Funds collected in lieu of parkland dedication.				
[4]	Funds collected during events and used to supplement future events.				
[5]	Funds earmarked to support the proposed Grape Crush Facility.				
[6]	Funds collected in lieu of forest conservation.				
[7]	Revenue sharing with Montgomery County				
[8]	Kettler Proffer, \$1,250 per household used to supplement Inflow and Infiltration Loan debt service payment.				

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SCHEDULE of IMPACT FEES

Public Intro

Printed: 1-May-19

Acct No.	Item or Description	Pct.	FY 18 Actual	FY 19 Projection	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
						FY 21	FY 22	FY 23	FY 24
	Number of New Homes (in Fiscal Year)		21	30	30	30	30	30	18
	Impact Fee per New Home		12,323	12,531	12,744	12,961	13,181	13,405	13,633
	Total Impact Fees: New Homes		258,783	375,930	382,321	388,820	395,430	402,153	245,393
	Other Impact Fees (Commercial)								
	Total: All Impact Fees		\$258,783	\$375,930	\$382,321	\$388,820	\$395,430	\$402,153	\$245,393
4005	Recreation	17.0%	43,993	63,908	64,995	66,099	67,223	68,366	41,717
	Public Facilities	5.0%	12,939	18,797	19,116	19,441	19,772	20,108	12,270
4000	Total: General Fund Capital Projects	22.0%	\$56,932	\$82,705	\$84,111	\$85,540	\$86,995	\$88,474	\$53,987
1110	Water System	48.0%	124,216	180,446	183,514	186,634	189,806	193,033	117,789
1120	Wastewater System	30.0%	77,635	112,779	114,696	116,646	118,629	120,646	73,617
1100	Total: Water/Wastewater Capital Projects	78.0%	\$201,851	\$293,225	\$298,210	\$303,280	\$308,435	\$313,679	\$191,406

Notes

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

Allocation and Expenditure of Impact Fees

General Projects		FY 18 Actual	FY 19 Projection	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
					FY 21	FY 22	FY 23	FY 24
2030	Public Facility							
	New/Carried forward from Prior Years	37,043	18,797	19,116	19,441	19,772	20,108	12,270
	Reimbursement to General Fund							
	Actual / Projected Expenditures	(25,000)						
2035	Recreation Programs							
	b. New Park Systems							
	New/Carried forward from Prior Years	91,563	63,908	64,995	66,099	67,223	68,366	41,717
	Allocation of Impact Fees							
	Actual / Projected Expenditures		(5,000)					
	Reimbursement to Developers	(35,613)						
	General Fund Impact Fee Totals	\$67,993	\$145,698	\$229,809	\$315,349	\$402,344	\$490,818	\$544,805
Water & Wastewater Projects		FY 18 Actual	FY 19 Close-Out	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
					FY 21	FY 22	FY 23	FY 24
3130	Well Implementation							
	New/Carried forward from Prior Years	506,662	180,446	183,514	186,634	189,806	193,033	117,789
	Reimbursement to Developers							
	Allocation of Impact Fees		(600,000)					
	Actual / Projected Expenditures							
3150	Wastewater Treatment							
	Carried forward from Prior Years	202,421	112,779	114,696	116,646	118,629	120,646	73,617
	Allocation for Debt Service	(76,879)	(76,879)	(76,879)	(76,879)	(76,879)	(76,879)	(76,879)
	Water & Wastewater Fund Impact Fee Totals	\$632,204	\$248,550	\$469,881	\$696,282	\$927,838	\$1,164,638	\$1,279,165
Impact Fee Balances On Hand								
General Fund Impact Fees								
	On Hand at Start of Fiscal Year	71,674	67,993	150,698	234,809	320,349	407,344	495,818
	New Impact Fees Received	56,932	82,705	84,111	85,540	86,995	88,474	53,987
	Less Fees Expended (actual or Planned)	(60,613)	0	0	0	0	0	0
	Gen. Fund Impact Fee Balance at Year End	\$67,993	\$150,698	\$234,809	\$320,349	\$407,344	\$495,818	\$549,805
Water and Wastewater Fund Impact Fees								
	On Hand at Start of Fiscal Year	507,232	632,204	248,550	469,881	696,282	927,838	1,164,638
	New Impact Fees Received	201,851	293,225	298,210	303,280	308,435	313,679	191,406
	Less Fees Expended (actual or Planned)	(76,879)	(76,879)	(76,879)	(76,879)	(76,879)	(76,879)	(76,879)
	W & WW Impact Fee Balance at Year End	\$632,204	\$248,550	\$469,881	\$696,282	\$927,838	\$1,164,638	\$1,279,165

THE TOWN OF POOLSVILLE

FY 2020 Budget

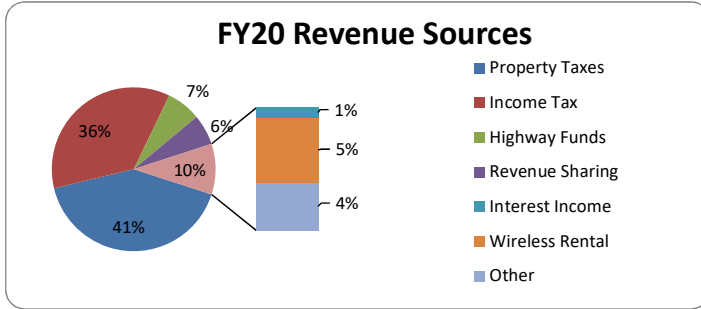
OVERVIEW - Budgets and Taxes

Public Intro

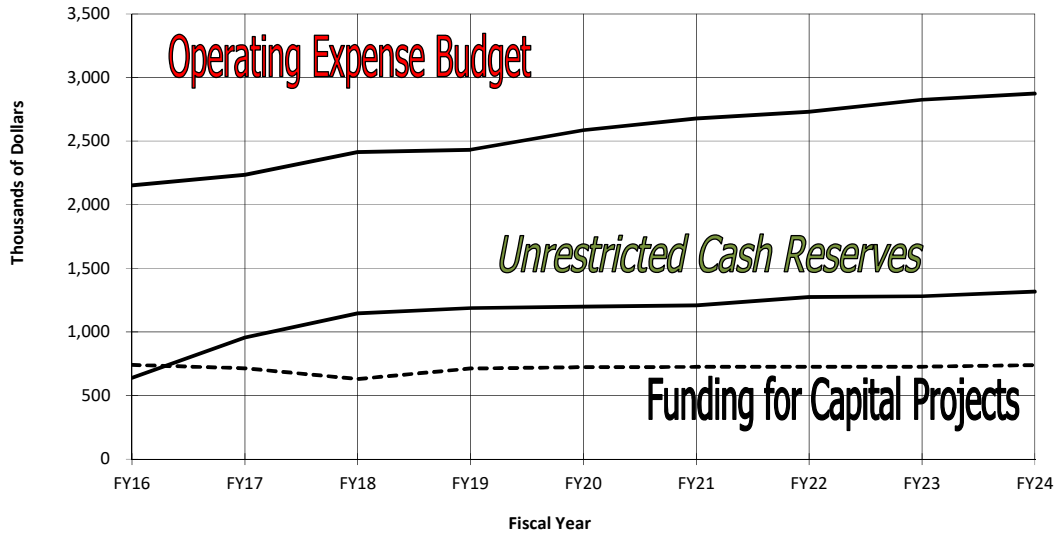
Printed: 1-May-19

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

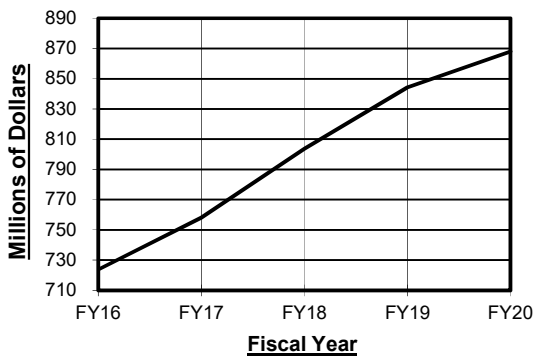
The curves below track the application of these funds for this fiscal year as well as the past 5 years. Projections and Reserves are also shown for the next 3 years. The charts on the bottom highlight the Town's assessable tax base over the same period and also reviews the property tax rate for the past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



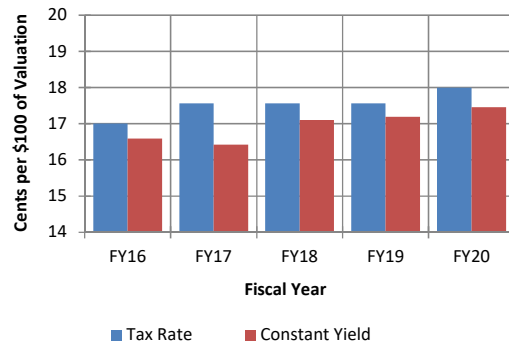
General Fund: Expenditures, Reserves, and Trends



Total Property Assessment (100% Valuation)



Town Property Tax Rate (100% Valuation)



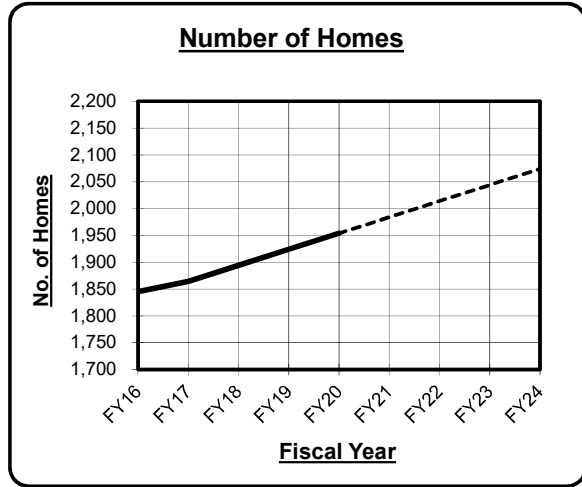
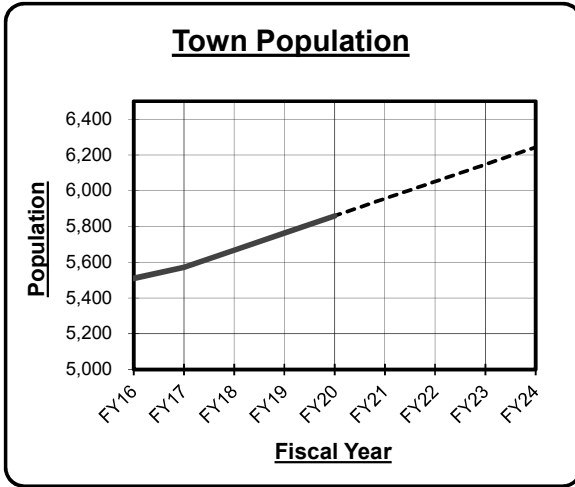
THE TOWN OF POOLSVILLE

FY 2020 Budget

OVERVIEW - Town Population and Public Infrastructure

Public Intro

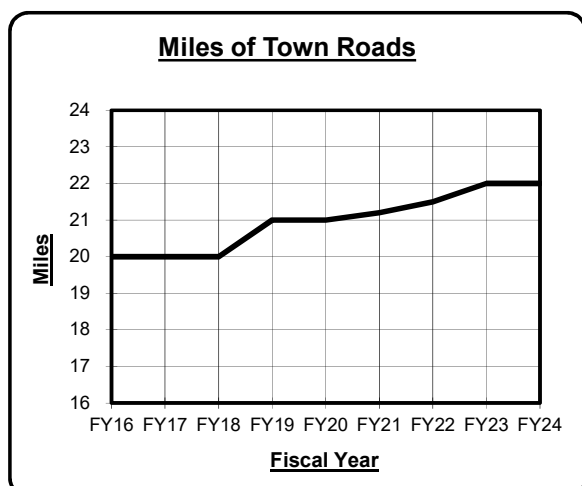
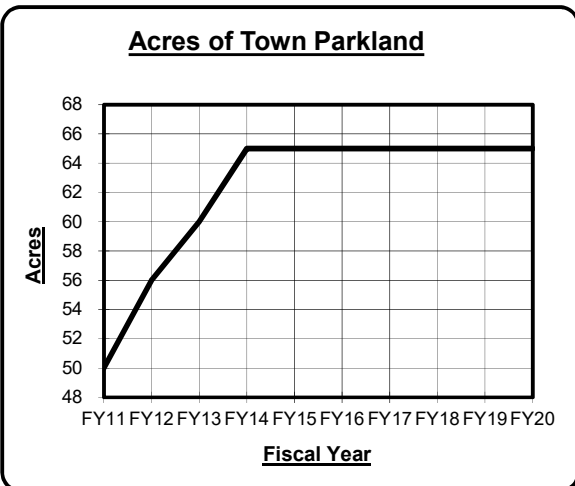
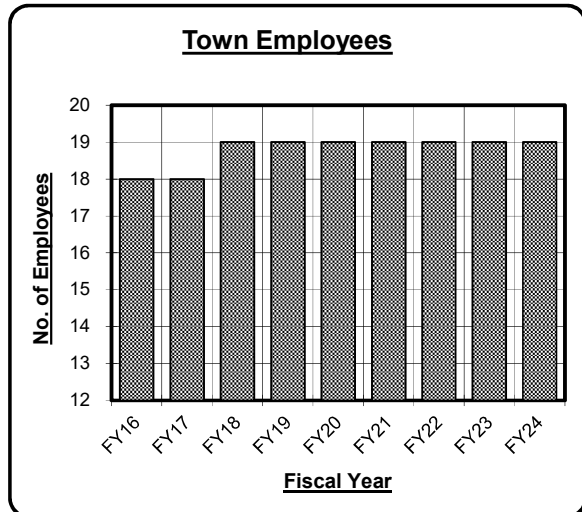
Printed: 1-May-19



The population chart reflects the 2010 Census results of 4,883 and an updated 2016 Maryland State Planning Data report of 5,190. Future growth projections are calculated using 30 houses per year, with 3.2 persons per household. The population target remains at 6,500 per the 2011 Master Plan.

In addition to the increase in the number of homes that will occur, over the next several years, the miles of Town streets used by our residents and maintained by Town staff will increase. Likewise, the acreage of Town parks and recreational areas will also increase. With the developer parkland dedication requirements, developed recreational areas will increase to over 65 acres as depicted on the chart below.

As the Town has grown, personnel and equipment needs have been proactively addressed to accommodate the future requirements of the parks, road maintenance, wells and wastewater treatment.



THE TOWN OF POOLESVILLE

FY 2020 Budget

SCHEDULE of OUTSTANDING DEBT

Public Intro

Printed: 1-May-19

Item No.	Description	Pay-off Year & Interest Rate	Balance: Y/E 06/30/19	FY 18 Actual	FY 19 Projection	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 21	FY 22	FY 23	FY 24
GENERAL PROJECTS DEBT SERVICE										
1	No Debts Outstanding									
Sub-total: General Projects			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
WATER & WASTEWATER PROJECTS DEBT SERVICE										
2	WWTP Exp & BNR Upgrade Original Loan for \$1,250,000 in 2004 for 20 years. <i>Use of Impact Fees</i>	FY24 - 1.20% [Maryland]	422,804							
3	Wesmond I&I Loan Original Loan for \$1,440,000 in 2007 for 20 years <i>Use of Kettler Proffer</i>	FY27 - 1.0% [Maryland] \$112,500	230,677	76,879	76,879	76,879	76,879	76,879	76,879	76,879
4	Westerly I&I Loan Original Loan for \$2,297,978 in 2013 for 20 years <i>Use of Connection Fees</i>	FY33 - 2.1% [Maryland]	1,869,908	148,870	158,870	158,870	158,870	158,870	158,870	151,962
Sub-total: Water & Wastewater Projects										
Paid From General Funds				\$222,468	\$232,468	\$232,471	\$232,471	\$232,471	\$232,471	\$225,563
Paid From Unrestricted Funds				\$0	\$0	\$0	\$0	\$0	\$0	\$0
Paid From Restricted Funds				\$0	\$96,879	\$86,879	\$86,879	\$86,879	\$76,879	\$76,879
TOTAL: ALL DEBT SERVICE			\$2,523,389	\$319,347	\$319,347	\$319,350	\$319,350	\$309,350	\$309,350	\$302,442

Notes

- [1] There are no outstanding loans for General Fund Capital Projects.
- [2] The WWTP Expansion and Upgrade loan was based on the expansion portion of the construction. As Impact Fees are collected, they are be applied towards the loan.
- [3] The Wesmond Inflow & Infiltration (I&I) loan facilitated the completion the relining efforts in the Wesmond Subdivision. Proffers from developers are allocated towards this loan.
- [4] The Westerly Inflow and Infiltration (I&I) loan provided a complete reline of main sewer lines and the relining and installation of clean-out on the public side of each lateral. Connection Fees are applied to this loan.

THE TOWN OF POOLESVILLE

FY 2020 Budget

GENERAL FUND SUMMARY

Public Intro

Printed: 1-May-19

Ref. Page	Item or Description	Y/E 06/30/18 FY 18 Actual	Y/E 06/30/19 FY 19 Budget	Y/E 06/30/19 FY 19 Projection	Y/E 06/30/20 FY 20 Budget
General Funds Operating Summary					
5	General Revenue Total	\$3,624,925	\$3,595,697	\$3,626,882	\$3,785,028
General Expenditures					
Funding for Capital Projects					
14	General Capital Projects	(684,350)	(698,250)	(706,750)	(720,000)
26	Water/Wastewater Cap Projs	(373,500)	(462,122)	(480,122)	(479,000)
	Sub-total: Capital Projects	(1,057,850)	(1,160,372)	(1,186,872)	(1,199,000)
5	Operating Expenses	(2,264,056)	(2,431,662)	(2,431,662)	(2,585,492)
	Total: General Expenditures	(\$3,321,906)	(\$3,592,034)	(\$3,618,534)	(\$3,784,492)
Net Operating Balance					
		\$303,019	\$3,663	\$8,348	\$536
Unrestricted Funds Carried Forward from Prior Year					
		837,383	761,161	1,058,902	712,250
Application of Excess Unrestricted Funds					
	For General Capital Projects	(45,500)	(50,000)	(85,000)	0
	For W/WW Capital Projects	(36,000)	(60,000)	(245,000)	0
	For Economic Development	0	(25,000)	(25,000)	0
Closing Balance: Genl Funds [Unrestricted Reserve]					
		\$1,058,902	\$629,824	\$712,250	\$712,786
General Funds Capital Projects Summary					
Funding Balance Carried Forward from Prior Year					
		\$502,839	\$707,590	\$924,661	\$641,495
5	Funding from General Revenues	684,350	698,250	706,750	720,000
3	Funding from Impact Fees	25,000	0	5,000	0
2	Transfers from Restricted Funds	0	89,853	104,853	
	Internal Transfers	45,500	50,000	85,000	
5	Funding from MD Grants, Others	0	0	0	0
	Available for Capital Projects	\$1,257,689	\$1,545,693	\$1,826,264	\$1,361,495
14	Capital Projects Expenditures	(333,028)	(946,000)	(1,184,769)	(526,188)
Closing Balance: Capital Projects Funding					
		\$924,661	\$599,693	\$641,495	\$835,307

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 |
| Old Methodist Church, Thrift Shop | Stevens Park |
| Wastewater Treatment Plant | Halmos Park |
| Seven Sewage Pump Stations | Bodmer Park |
| | Whalen Commons |
| | Perkin's Park |
| | Campbell Park |
| | Wootton Heights Park |
| | Brooks Park |
| | Old Methodist Cemetery |
| | Elgin Park |
| | Hoewing Park |
| | Lori Gore Park |
| | W. Willard Practice Field |
| | Collier Circle Pond |
| | Dr. Dillingham Park |
| | Behrend Park |
- [4] See page 17 for Town-owned vehicles.

THE TOWN OF POOLESVILLE

FY 2020 Budget

GENERAL FUND REVENUE SUMMARY

Public Intro		Printed: 1-May-19			
Acct No.	Account Name	Y/E 06/30/18 FY 18 Actual	Y/E 06/30/19 FY 19 Budget	Y/E 06/30/19 FY 19 Projection	Y/E 06/30/20 FY 20 Budget
General Revenue					
Part A - External Sources					
111	Property Taxes	1,443,958	1,482,597	1,515,782	1,562,268
112	P/P Property Unincorporated	1,780	5,000	5,000	3,500
113 & 114	P/P Public Utilities / Ordinary Corp.	65,651	55,000	55,000	60,000
311.4	Revenue Sharing	228,936	228,936	228,936	228,936
330.5	Property Tax Grant	722	722	722	722
360.1	Income Tax	1,310,533	1,360,000	1,358,000	1,358,000
156	Highway User Revenue	186,470	190,000	190,000	258,070
222	Franchise / Traders License	67,211	30,000	30,000	40,000
121	Interest Income (120 & 465)	30,036	12,000	12,000	30,000
223	Building / Plumbing Permits	23,745	20,000	20,000	20,000
482	Senior Program	0	0	0	0
412	Zoning / Development Fees	69,977	15,000	15,000	15,000
414	Sale of Town Documents	0	0	0	0
462	Rental Income - Wireless Antennas	180,313	188,198	188,198	199,288
469	Miscellaneous Income	7,989	2,000	2,000	2,000
469A	Private Hook-Up Repayment	1,140	1,244	1,244	1,244
480	Recreation Program	6,464	5,000	5,000	6,000
Sub-total: General Revenue (External Sources)		\$3,624,925	\$3,595,697	\$3,626,882	\$3,785,028
Part B - Internal Transfers					
Application of Excess Unrestricted Funds					
	For General Capital Projects	45,500	50,000	85,000	0
	For W/WW Capital Projects	36,000	60,000	245,000	0
	For Economic Development	0	0	25,000	0
Sub-total: General Revenue		\$3,706,425	\$3,705,697	\$3,981,882	\$3,785,028
Impact Fee Revenue					
475.1	Recreation	43,993	35,350	35,350	35,350
475.2	Public Facilities	12,939	10,400	10,400	10,400
Sub-total: Impact Fee Revenue		\$56,932	\$45,750	\$45,750	\$45,750
Grants and Designated Funding					
A	Program Open Space/Parks and Playgrounds	0	0	0	0
Sub-total: Grants and Designated Funding		\$0	\$0	\$0	\$0
Restricted Revenue					
470	Rec. Event Funding	27,554	0	0	0
457.4	Kettler Proffer	36,250	7,500	7,500	7,500
468	Reforestation Fees	142,208	0	0	0
475.5	Speed Camera Revenue	0	0	0	0
475	Dev. Rec. Fee	10,404	0	0	0
Sub-total: Restricted Revenue		\$216,416	\$7,500	\$7,500	\$7,500
Total: General Fund Revenue		\$3,979,773	\$3,758,947	\$4,035,132	\$3,838,278
Account Descriptions					
111 Property Taxes cover both commercial and residential properties at \$0.18 per \$100 of assessed valuation..					
112 Personal Property Tax for Unincorporated businesses in Poolesville.					
113/114 These are Personal Property Tax accounts: 113 for Public Utilities (Verizon, Washington Gas), and 114 for other corporations in Poolesville					
311.4 Covers the Tax Duplication formula with the County and is based on the miles of Town roads.					
330.5 Covers bank shares and comes from Montgomery County, the same every year.					
360.1 Revenue is based on a State formula, Poolesville receives 17% of income tax collected within the corporate limits. Over 9 quarters, the town will repay the State for income tax received per the Wynne Case.					
156 The State computes this amount based on the miles of Town roads and the vehicles registered in Town by residents.					
222 Franchise Fees includes Comcast Cable TV, Verizon and a portion of the business licenses granted by the County.					
121 Interest earned on the General Fund savings account and our account with the County's Investment Fund.					
412 Zoning applications and Development fees for new subdivisions are offset by Expense Acct. 1210.					
462 Includes the rental of space on the Water Tower to Sprint, Verizon, AT&T and T-Mobile.					
480 Fees charged for participants in the Summer Recreation Program.					

THE TOWN OF POOLESVILLE

FY 2020 Budget

GENERAL FUND EXPENSE SUMMARY

Public Intro

Printed: 01-May-19

Acct No.	Account Name	Y/E 06/30/18 FY 18 Actual	Y/E 06/30/19 FY 19 Budget	Y/E 06/30/19 FY 19 Projection	Y/E 06/30/20 FY 20 Budget
500	Town Administration	195,232	210,980	210,980	300,627
600	Elections	0	6,200	6,200	0
700	Staff Salaries and Benefits	925,210	1,002,489	1,002,489	1,051,574
800	Law	17,098	40,000	40,000	40,000
900	Municipal Buildings & Operations	137,819	136,680	136,680	142,070
1000	Streets, Sidewalks, & Storm Drains	144,481	193,250	193,250	193,250
1100	Parks & Recreation	69,753	73,500	73,500	73,500
1200	Engineering	97,158	40,000	40,000	40,000
1300	Planning & Zoning	375	0	0	0
1400	Public Safety	26,326	28,000	28,000	21,000
1500	Municipal Services	412,836	475,000	475,000	491,000
1600	Grant to Water & Wastewater Fund	15,300	0	0	0
1700	Debt Service	222,468	225,563	225,563	232,471
Sub-total: General Fund Operating Expenses		\$2,264,056	\$2,431,662	\$2,431,662	\$2,585,492
2000	Funding for Capital Projects	684,350	698,250	706,750	720,000
3000	Granted for Water & Wastewater Capital Projects	373,500	462,122	480,122	479,000
Sub-total: General Fund Capital Expenses		\$1,057,850	\$1,160,372	\$1,186,872	\$1,199,000
Total: General Fund Expenses		<u>\$3,321,906</u>	<u>\$3,592,034</u>	<u>\$3,618,534</u>	<u>\$3,784,492</u>

Notes

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

THE TOWN OF POOLESVILLE

FY 2020 Budget

GENERAL FUND EXPENSE DETAILS

Public Intro

Printed: 1-May-19

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

Account Descriptions

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

505	Includes meetings and training the Commissioners and Town Manager attend, including the Maryland Municipal League (MML) Conferences, MML Montgomery County Chapter Meetings, Chamber of Commerce Meetings, meetings with State and County officials, and other official functions.	
510	Advertising in the media.	
515	Includes dues for organizations such as the MML and subscriptions for various publications	
530	Includes bonding for the Town Manager and Town Clerk and training for all Town employees.	
540	CPA Accounting assistance and costs for end of year audit.	
545	Includes copying machine lease, copy paper, printing and postage for the Town Newsletter.	
550	Includes telephone service in Town Hall and the Maintenance Building, fax machine, cellular phones for senior staff and Internet service.	
555	Includes office supplies for both Town Hall and the Maintenance Building offices, as well as postage, business cards, etc.	
565	Community Events:	
	Holiday lighting ceremony	9,000
	Octoberfest	6,500
	Friday on the Commons	22,000
	Spring Fest	5,000
	Welcome Bags	500
	Big flea	2,000
570	Community Goodwill includes:	
	Fireworks	12,500
	Grants	5,000
	Poolesville Day	20,000
	Gifts for volunteers	750
	Misc	1,000
575	This includes costs for media outreach, digital media support, event support/advertising, press releases, social media/website content, tweets and business attraction.	
580	Fair Access:	
	Marketing Materials	10,000
	Media/advertising/news releases	10,000
	Van Eperen Strategic Advisor/Consultant	60,000
	Meetings/Pville Day Breakfast	5,000

THE TOWN OF POOLESVILLE

FY 2020 Budget

GENERAL FUND EXPENSE DETAILS

Public Intro

Printed: 1-May-19

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

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, Pooleville has a total of fifteen (18) employees.

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

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

THE TOWN OF POOLESVILLE

FY 2020 Budget

GENERAL FUND EXPENSE DETAILS

Public Intro

Printed: 1-May-19

Acct No.	Account Name	Y/E 06/30/18 FY 18 Actual	Y/E 06/30/19 FY 19 Budget	Y/E 06/30/19 FY 19 Projection	Y/E 06/30/20 FY 20 Budget
800	Law				
805	Legal Fees	17,098	40,000	40,000	40,000
810	Legal Fees - Development	0	0	0	0
815	Code Organization	0	0	0	0
Total: Acct 800 Law		<u>\$17,098</u>	<u>\$40,000</u>	<u>\$40,000</u>	<u>\$40,000</u>
900	Municipal Buildings & Operations				
910	Insurance	20,774	23,700	23,700	25,700
915	Electricity and Heat	31,027	32,500	32,500	32,500
920	Maintenance and Building Supplies	2,689	7,000	7,000	7,000
925	Repairs and Maintenance	16,691	12,855	12,855	15,145
940	Uniforms	6,423	6,625	6,625	7,625
950	Vehicle Insurance	2,874	3,000	3,000	3,100
955	Truck Operations and Maintenance	56,345	50,000	50,000	50,000
960	Small Tools and Equipment	996	1,000	1,000	1,000
Total: Acct 900 Municipal Buildings & Operations		<u>\$137,819</u>	<u>\$136,680</u>	<u>\$136,680</u>	<u>\$142,070</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 2020 Budget

GENERAL FUND EXPENSE DETAILS

Public Intro

Printed: 1-May-19

Acct No.	Account Name	Y/E 06/30/18 FY 18 Actual	Y/E 06/30/19 FY 19 Budget	Y/E 06/30/19 FY 19 Projection	Y/E 06/30/20 FY 20 Budget
1000	Streets, Sidewalks, & Storm Drains				
1050	Repairs/Maintenance/Resurfacing	12,442	19,550	19,550	19,550
1055	Storm Drain Repair/Maintenance	11,683	15,200	15,200	15,200
1060	Street Signs	1,664	3,500	3,500	3,500
1065	Street Lighting	95,039	100,000	100,000	100,000
1070	Snow Removal	12,355	40,000	40,000	40,000
1085	Sidewalk Repair & Maintenance	11,298	15,000	15,000	15,000
Total: Acct 1000 Streets, Sidewalks, & Storm Drains		\$144,481	\$193,250	\$193,250	\$193,250

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 2020 Budget

GENERAL FUND EXPENSE DETAILS

Public Intro

Printed: 1-May-19

Acct No.	Account Name	Y/E 06/30/18 FY 18 Actual	Y/E 06/30/19 FY 19 Budget	Y/E 06/30/19 FY 19 Projection	Y/E 06/30/20 FY 20 Budget
1100	Parks & Recreation				
1150	Park Lighting	7,532	9,700	9,700	9,700
1155	Park Repair and Maintenance	49,757	40,000	40,000	40,000
1160	Streetscape (Tree) Expense	0	10,000	10,000	10,000
1165	Street Tree Maintenance	65,262	10,000	10,000	10,000
	Use of Reforestation Fees	(55,262)			
1170	Recreation Program	2,464	3,800	3,800	3,800
Total: Acct 1100 Parks & Recreation		<u>\$69,753</u>	<u>\$73,500</u>	<u>\$73,500</u>	<u>\$73,500</u>
1200	Engineering				
1205	General Engineering	55,338	30,000	30,000	30,000
1210	Engineering Development	41,820	10,000	10,000	10,000
Total: Acct 1200 Engineering		<u>\$97,158</u>	<u>\$40,000</u>	<u>\$40,000</u>	<u>\$40,000</u>
1300	Planning & Zoning				
1300	Planning and Zoning	375	0	0	0
Total: Acct 1300 Planning & Zoning		<u>\$375</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

Account Descriptions

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

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

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

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

THE TOWN OF POOLESVILLE

FY 2020 Budget

GENERAL FUND EXPENSE DETAILS

Public Intro

Printed: 1-May-19

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

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 2020 Budget

GENERAL FUND - CAPITAL PROJECTS SUMMARY

Public Intro

Printed: 1-May-19

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 18 Act.	FY 19 Projection	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 21	FY 22	FY 23	FY 24
<u>Project Funding</u>										
2005	Office Equipment		18,600	19,548	13,500	10,500	6,000	6,000	6,000	6,000
2010	Municipal Buildings		1,870,200	138,408	65,000	45,000	45,000	45,000	35,000	39,000
2015	Parks & Streets Equipment		595,400	182,991	134,250	115,000	87,500	55,000	60,000	62,500
2020	Vehicles		620,000	136,736	75,000	87,000	100,000	95,000	60,000	45,000
2025	Major Town Projects		120,000	217,276	199,853	95,000	125,000	145,000	165,000	165,000
2035	Park Projects		387,500	269,406	70,000	45,500	30,000	30,000	30,000	30,000
2040	Major Street Repair Projects		2,961,000	293,322	344,000	322,000	400,000	400,000	400,000	425,000
Total Funding Allocations			\$6,572,700	\$1,257,687	\$901,603	\$720,000	\$793,500	\$776,000	\$756,000	\$772,500
<u>Direct Funding</u>										
2005	Transfer of Unrestricted Funds									
2010	Use of Impact Fees			28,902						
	Kettler Proffer				15,000					
	Transfer of Unrestricted Funds				25,000					
2025	Transfer of Unrestricted Funds			25,000	25,000					
	Budget Amendment 10/1/18				35,000					
	Speed Camera Revenue				49,853					
	Use of Impact Fees				5,000					
2035	Use of Reforestation Fees				40,000					
	MD Grants			80,000						
	Transfer of Unrestricted Funds			20,500						
2040	Transfer of Unrestricted Funds			120,000						
Sub-total: Direct Funding				\$274,402	\$194,853	\$0	\$0	\$0	\$0	\$0
2000	Funding by General Funds [Total less Direct Funding]			\$983,285	\$706,750	\$720,000	\$793,500	\$776,000	\$756,000	\$772,500
<u>Project Expenditures</u>										
				FY 18 Act.						
2005	Office Equipment			(13,726)	0	(12,000)	0	0	0	0
2010	Municipal Buildings			(31,427)	(123,450)	(6,200)	0	0	0	(70,000)
2015	Parks & Streets Equipment			(35,018)	(130,703)	(162,000)	(70,000)	(18,000)	(120,000)	(18,000)
2020	Vehicles			(53,724)	0	(75,000)	(110,000)	(145,000)	(60,000)	(65,000)
2025	Major Town Projects			(86,745)	(144,885)	(255,488)	0	0	0	0
2035	Park Projects			(112,388)	(169,731)	(15,500)	0	0	0	0
2040	Major Street Repair Projects			0	(616,000)	0	(722,000)	0	(800,000)	0
Total Expenditures				(\$333,028)	(\$1,184,769)	(\$526,188)	(\$902,000)	(\$163,000)	(\$980,000)	(\$153,000)
<u>Account Balance by Year</u>										
2005	Office Equipment			5,822	19,322	17,822	23,822	29,822	35,822	41,822
2010	Municipal Buildings			106,982	48,532	87,332	132,332	177,332	212,332	181,332
2015	Parks & Streets Equipment			147,973	151,520	104,520	122,020	159,020	99,020	143,520
2020	Vehicles			83,012	158,012	170,012	160,012	110,012	110,012	90,012
2025	Major Town Projects			130,531	185,499	25,011	150,011	295,011	460,011	625,011
2035	Park Projects			157,018	57,287	87,287	117,287	147,287	177,287	207,287
2040	Major Street Repair Projects			293,322	21,322	343,322	21,322	421,322	21,322	446,322
Account Balance by Year				\$924,660	\$641,494	\$835,306	\$726,806	\$1,339,806	\$1,115,806	\$1,735,306

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 POOLESVILLE

FY 2020 Budget

GENERAL FUND - CAPITAL PROJECTS

Printed: 1-May-19										
Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 18 Act.	FY 19 Projection	FY 20 Bgt. Budget	Forward Planning Cycle			
							FY 21	FY 22	FY 23	FY 24
Public Intro										
Project Funding										
2005	Office Equipment									
Carry-over funds: Completed Projects										
Carry-Over Funds allocated to projects										
1	Future Office Requirements	Open		7,091	6,000	6,000	6,000	6,000	6,000	6,000
2	Water Billing Software Upgrade	FY18	3,600	2,000						
3	Water Meter Readers	FY19	15,000	10,457	7,500	2,500				
4	Meeting recorder/transcription	FY20				2,000				
	Total Funding Allocations		\$18,600	\$19,548	\$13,500	\$10,500	\$6,000	\$6,000	\$6,000	\$6,000
Project Expenditures										
2005	Office Equipment			FY 18 Act.						
1	Office Equipment	Open		(1,269)						
2	Water Billing Software Upgrade	FY18		(2,000)						
3	Water Meter Readers	FY19		(10,457)		(10,000)				
4	Meeting Recorder/Transcription	FY20				(2,000)				
	Total Expenditures			(\$13,726)	\$0	(\$12,000)	\$0	\$0	\$0	\$0
2005	Account Balance by Year			\$5,822	\$19,322	\$17,822	\$23,822	\$29,822	\$35,822	\$41,822
Notes										
Shading key in Table: FY 18 Expenditures/Closed Projects Budgeting, Planned Expenditures for this Budget Year										
The indicated funding balances for closed/completed projects are transferred to the Carry-Over Funds in the year following closure.										
Project Definitions										
2005	The Office Equipment Account covers the purchase of durable office equipment with an expected service life of more than 3 years.									
1	This is for the replacement of existing equipment.									
2	This is a required upgrade for the Deputy Clerk's billing system and improvements to allow electronic billing and auto payment.									
3	Replacement of the existing hand held meter readers.									
4	Replacement of existing equipment.									
Project Funding										
2010	Municipal Buildings			10,514						
Carry-over funds: Completed Projects										
Carry-Over Funds allocated to projects										
1	Historic Methodist Church	Open	25,000	12,215	(4,000)	(6,200)				
2	Community Center	Open	1,600,000		25,000	20,000	20,000	20,000	20,000	20,000
Use of Unrestricted Reserves										
3	Town Hall Maintenance	Open	30,000	20,000	10,000	5,000	5,000	5,000	5,000	5,000
Use of Impact Fees										
4	Historic Medley Grant	Open	30,000			10,000	10,000	10,000		
5	Water Dept Equipment Storage	FY18	50,000	50,000						
6	LED Electronic Sign	FY18	25,000							
Budget Amendment 2/20/18										
7	Waste Dumpster Ramp Pad	FY19	10,000		25,000	10,000				
8	LED Lights	FY19	4,000			4,000				
9	Bus Shelters	FY19	20,000			5,000				
Kettler Proffer										
10	WWTP Metal Doors	FY20	5,000			5,000				
11	Baby Changing Station	FY20	1,200			1,200				
12	Parks Dept Storage Building	FY24	70,000	16,777		10,000	10,000	10,000	10,000	14,000
	Total Funding Allocations		\$1,870,200	\$138,408	\$65,000	\$45,000	\$45,000	\$45,000	\$35,000	\$39,000
Project Expenditures										
2010	Municipal Buildings			FY 18 Act.						
1	Historic Methodist Church	Open				(12,215)				
2	Community Center	Open								
3	Town Hall Maintenance	Open		(3,947)		(29,955)				
4	Historic Medley Grant	Open								
5	Water Dept Equipment Storage	FY18		(2,720)		(47,280)				
6	LED Electronic Sign	FY18		(24,760)						
7	Waste Dumpster Ramp Pad	FY19				(10,000)				
8	LED Lights	FY19				(4,000)				
9	Bus Shelters	FY19				(20,000)				
10	WWTP Metal Doors	FY20				(5,000)				
11	Baby Changing Station	FY20				(1,200)				
12	Parks Dept Storage Building	FY24								(70,000)
	Total Expenditures			(\$31,427)	(\$123,450)	(\$6,200)	\$0	\$0	\$0	(\$70,000)
2010	Account Balance by Year			\$106,982	\$48,532	\$87,332	\$132,332	\$177,332	\$212,332	\$181,332
Notes										
Shading key in Table: FY 18 Expenditures/Closed Projects Budgeting, Planned Expenditures for this Budget Year										
The indicated funding balances for closed/completed projects are transferred to the Carry-Over Funds in the year following closure.										
Project Definitions										
2010	The Municipal Buildings Account covers the major maintenance of, and additions to, existing Town properties.									
1	The Historic Methodist Church (Thrift Shop) maintenance fund.									
2	Funds for a multi use facility to be constructed in-conjunction with the new high school.									
3	Interior caulking, painting and carpet replacement/exterior painting.									
4	Funds in FY21 and FY22 to issued as matching funds for improvements to the John Poole House and Old Town Hall.									
5	Building for Water Department equipment.									
6	Replacement of existing information sign.									
7	Used for loading project spoils.									
8	Replacement of existing fixtures in maintenance facility.									
9	To be installed at Wootton & Fisher and West Willard Road.									
10	Replacement of existing metal doors.									
11	To be installed at all Park Facilities.									
12	Provides equipment storage for Parks Department.									

THE TOWN OF POOLSVILLE

FY 2020 Budget

GENERAL FUND - CAPITAL PROJECTS

Public Intro										Printed: 1-May-19
Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 18 Act.	FY 19 Projection	FY 20 Bgt. Budget	Forward Planning Cycle			
							FY 21	FY 22	FY 23	FY 24
Project Funding										
2015	Parks & Streets Equipment				6,079					
	Carry-over funds: Completed Projects					(6,000)				
	Carry-Over Funds allocated to projects									
1	Accm.for Current and Future Equip Require.			37,219	20,000	20,000	20,000	20,000	20,000	20,000
a	Replacement Salt Spreaders	Open	8,000							
b	Bush Hog	FY18	1,200							
c	Blower	FY18	500							
d	Pressure Washer	FY18	500							
e	Concrete Grinder	FY19	10,000							
f	Steven's Park Hot Water Heater	FY19	1,200							
g	Electric Maint Equipment	FY20	5,000							
2	72" Mower	FY18	15,000	15,000						
	72" Mower	FY18	15,000	(200)						
3	11' Batwing Mower	FY19	60,000	35,000	25,000					
4	Skid Loader	FY19	50,000	31,250	18,750					
5	Club Cart	FY20	9,000		3,000	6,000				
6	Back-Hoe	FY20	90,000	40,000	20,000	30,000				
7	Mini Excavator	FY20	35,000		15,000	20,000				
8	Kubota Snow Blower	FY21	30,000		7,500	7,500	15,000			
9	72" Mower	FY21	15,000		7,500	7,500	7,500			
10	Mule (Utility Vehicle)	FY21	15,000		5,000	5,000	5,000			
11	72" Mower	FY23	15,000				5,000	5,000	5,000	
12	16' Batwing Mower	FY23	95,000		10,000	15,000	25,000	20,000	25,000	
13	72" Mower	FY25	15,000							7,500
14	72" Mower/Blower	FY27	30,000							10,000
15	11" Batwing Mower	FY29	60,000							15,000
16	Holiday Lights	Open	20,000	18,643	10,000	10,000	10,000	10,000	10,000	10,000
Total Funding Allocations			\$595,400	\$182,991	\$134,250	\$115,000	\$87,500	\$55,000	\$60,000	\$62,500
Project Expenditures										
2015	Parks & Streets Equipment									
1	Accm.for Current and Future Equip Require.									
a	Replacement Salt Spreaders	Open		(6,849)		(8,000)		(8,000)		(8,000)
b	Bush Hog	FY18		(1,200)						
c	Blower	FY18		(479)						
d	Pressure Washer	FY18		(550)						
e	Concrete Grinder	FY20				(10,000)				
f	Steven's Park Hot Water Heater	FY19			(1,200)					
g	Electric Maint Equipment	FY20			(2,000)					
2	72" Mower	FY18		(14,800)						
3	11' Batwing Mower	FY19			(60,000)					
4	Skid Loader	FY19			(50,000)					
5	Club Cart	FY20				(9,000)				
6	Back-Hoe	FY20				(90,000)				
7	Mini Excavator	FY20				(35,000)				
8	Kubota Snow blower	FY21					(30,000)			
9	72" Mower	FY21					(15,000)			
10	Mule (Utility Vehicle)	FY21					(15,000)			
11	72" Mower	FY23							(15,000)	
12	16' Batwing Mower	FY23							(95,000)	
13	72" Mower	FY25								
14	72" Mower/Blower	FY27								
15	11" Batwing Mower	FY29								
16	Holiday Lights	Open		(11,140)	(17,503)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Total Expenditures				(\$35,018)	(\$130,703)	(\$162,000)	(\$70,000)	(\$18,000)	(\$120,000)	(\$18,000)
2015	Account Balance by Year			\$147,973	\$151,520	\$104,520	\$122,020	\$159,020	\$99,020	\$143,520

Notes	
<p style="text-align: center;">Shading key in Table: FY 18 Expenditures/Closed Projects</p> <p>The Town equipment purchasing takes advantage of fleet, State and County contracts as applicable from each vendor.</p> <p>The indicated funding balances for closed/completed projects are transferred to the Carry-Over Funds in the year following closure.</p> <p>2015 This account covers the expenses for capital improvements to existing streets and parks infrastructure and for specific equipment.</p> <p style="text-align: center;">Mowers</p> <p>Project was funded with excess funding from completed projects.</p> <ol style="list-style-type: none"> 1 Replacement of existing equipment 2 This mower will replace the 2008 72" mower 3 This mower will replace the 2006 HR111 Jacobson 4 This will replace the 2002 skid loader 5 Replacement for existing club cart 6 This will replace the 2003 JCB Backhoe 7 New equipment for trench and minor excavations 8 This will replace the 2002 snow blower 9 This mower will replace the 2011 72" mower 10 This equipment will replace the 2008 Mule 11 This mower will replace the 2013 72" mower 12 This mower will replace the 2013 HR111 Jacobson 13 This mower will replace the 2015 72" mower 14 This will replace the 2015 snow blower/mower 15 This mower will replace the 2019 11' Tor batwing mower 16 Light replacement/repair...no new additions 	<p style="text-align: center;">Budgeting, Planned Expenditures for this Budget Year</p> <ol style="list-style-type: none"> 1989 Kubota L2250 (field use) 2002 Kubota 360 snow blower 2011 Kubota ZD21 (mower) 2013 Kubota ZD21 (mower) 2013 HR111 Jacobson (mower) 2015 72" Mower/Blower 2018 Kubota ZD21 (mower) 2019 11' Toro Batwing (mower) <p style="text-align: center;">Heavy Equipment</p> <ol style="list-style-type: none"> 2003 JCB Backhoe 2019 Skid Loader 2008 tractor w/mower boom 2008 Mule (multi-use)

THE TOWN OF POOLESVILLE

FY 2020 Budget

GENERAL FUND - CAPITAL PROJECTS

Public Intro

Printed: 1-May-19

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

Notes

Shading key in Table: FY 18 Expenditures/Closed Projects

Budgeting, Planned Expenditures for this Budget Year

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

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

The Town owns the following vehicles:

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

Trucks

- 1 The 3/4 Ton Truck will be a new addition to the fleet.
- 2 The 5 ton truck scheduled for 2020 will replace the 2006 Chevy dump truck.
- 3 The 1-ton utility truck scheduled for 2021 will replace the 2010 F-350.
- 4 The 1-ton utility truck scheduled for 2021 will replace the 2011 F-350.
- 5 The 1-ton utility truck scheduled for 2022 will replace the 2011 F-350.
- 6 The 1/2 Ton will replace the 2011 Ford Ranger.
- 7 The 1-ton utility truck scheduled for 2022 will replace the 2012 F-350.
- 8 The 1-ton utility truck scheduled for 2024 will replace the 2012 Flatbed.
- 9 The 1-ton utility truck scheduled for 2025 will replace the 2014 F350 Truck
- 10 The 1-ton utility truck scheduled for 2026 will replace the 2015 F350 Truck
- 11 The 3/4 Ton Truck will replace the 2018 F-250.

- 1995 International Bucket Truck (P/S)
- 2006 Chevy 5 Ton Dump (P/S)
- 2010 Ford F 350 Truck (W/S)
- 2011 Ford F 350 Truck (W/S)
- 2011 Ford F 350 Truck (P/S)
- 2011 Ford Ranger (WW)
- 2012 Ford F350 (P/S)
- 2012 1-Ton Flatbed (P/S)
- 2014 F-250 Truck (W/S)
- 2015 F350 Truck (P/S)
- 2018 F-250 Truck (P/S)

THE TOWN OF POOLSVILLE

FY 2020 Budget

GENERAL FUND - CAPITAL PROJECTS

Public Intro

Printed: 1-May-19

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 18 Act.	FY 19 Projection	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 21	FY 22	FY 23	FY 24
<u>Project Funding</u>										
2025	Major Town Projects									
	Carry-over funds: Completed Projects			11						
	Carry-Over Funds allocated to projects									
1	Street Lighting Program	Open	Open	68,522	40,000	40,000	40,000	40,000	40,000	40,000
	Speed Camera Revenue				49,853					
2	Fisher Ave Streetscape	Open	Open	95,152	50,000	30,000	60,000	80,000	100,000	100,000
3	Sidewalks	Open				10,000	10,000	10,000	10,000	10,000
4	GIS System	Open				15,000	15,000	15,000	15,000	15,000
5	Street Sign Replacement	FY18	15,000	6,105						
6	Whalen Wall Rebuild	FY18	20,000	22,486						
7	PHS Investment Fund	Open	85,000		35,000	Budget Amendment 10/1/2018				
	Use of Unrestricted Reserves			25,000	25,000					
	Total Funding Allocations		\$120,000	\$217,276	\$199,853	\$95,000	\$125,000	\$145,000	\$165,000	\$165,000
<u>Project Expenditures</u>										
2025	Major Town Projects			FY 18 Act.						
1	Street Lighting Program	Open		(37,065)	(35,000)	(126,310)				
2	Fisher Ave Streetscape	Open		(25,974)	(20,000)	(129,178)				
3	Sidewalks	Open								
4	GIS System	Open								
5	Street Sign Replacement	FY18		(1,220)	(4,885)					
6	Whalen Wall Rebuild	FY18		(22,486)						
7	PHS Investment Fund	Open			(85,000)					
	Total Expenditures			(\$86,745)	(\$144,885)	(\$255,488)	\$0	\$0	\$0	\$0
2025	Account Balance by Year			\$130,531	\$185,499	\$25,011	\$150,011	\$295,011	\$460,011	\$625,011

Notes

Shading key in Table: FY 18 Expenditures/Closed Projects Budgeting, Planned Expenditures for this Budget Year

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

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

- 1 Street Lighting Program as reported in the Parks & Streets Board LED replacement program recommendations.
- 2 Improvements along Fisher Avenue, including crosswalks, improved intersections, sidewalks, signage, banners and streetlights. FY 13-14 improvements include new signage and crosswalks, streetlights and banners fronting Whalen Commons.
- 3 Replacement and new sidewalks throughout Town in accordance with the Parks & Streets Board's recommendation.
- 4 GIS mapping of Town utilities and infrastructure.
- 5 Replacement of existing street signs throughout Town.
- 6 Rebuild of the stone wall on Whalen Commons
- 7 Funding for consultants, reports or other outreach to develop the PHS multi-use facility concept plan.

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GENERAL FUND - CAPITAL PROJECTS

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Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 18 Act.	FY 19 Projection	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 21	FY 22	FY 23	FY 24
Project Funding										
2035	Park Projects									
	Carry-over funds: Completed Projects			31,826						
	Carry-Over Funds allocated to projects				(30,000)					
1	Park Equipment Replacement	Open		40,000	20,000	20,000	20,000	20,000	20,000	20,000
2	Replace Whalen Pathway	FY18	85,000	81,182						
	Budget Amendment 2/20/18									
3	Replace Deck TAMA Trail Bridge	FY18	10,000	10,000						
4	Paint Concession Stand	FY18	5,000	4,605						
5	Halmos Park Tennis Lights	FY18	2,500	1,293						
6	Campbell Park	FY19	70,000			30,000				
	Reforestation Fees					40,000				
7	Behrend Park	FY19	85,000							
	Parks and Playground Grant			80,000	5,000					
	Use of Impact Fees				5,000					
8	West Willard Fence Repl.	FY20				5,500				
9	Elgin Park Drainage	FY20				10,000				
10	Repl. Halmos Restrooms	FY30	130,000			10,000	10,000	10,000	10,000	10,000
	Total Funding Allocations		\$387,500	\$269,406	\$70,000	\$45,500	\$30,000	\$30,000	\$30,000	\$30,000
Project Expenditures										
2035	Parks and Recreation			FY 18 Act.						
1	Park Equipment Replacement	Open		(4,864)						
2	Replace Whalen Pathway	FY18		(91,951)	(9,731)					
3	Replace Deck TAMA Trail Bridge	FY18		(9,675)						
4	Paint Concession Stand	FY18		(4,605)						
5	Halmos Park Tennis Lights	FY18		(1,293)						
6	Campbell Park	FY19			(70,000)					
7	Behrend Park	FY19			(90,000)					
8	West Willard Fence Repl.	FY20				(5,500)				
9	Elgin Park Drainage	FY20				(10,000)				
10	Repl. Halmos Restrooms	FY30								
	Total Expenditures			(\$112,388)	(\$169,731)	(\$15,500)	\$0	\$0	\$0	\$0
2035	Account Balance by Year			\$157,018	\$57,287	\$87,287	\$117,287	\$147,287	\$177,287	\$207,287

Notes

Shading key in Table: FY 18 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.

- Park replacement will occur as part of the Parks Board's replacement recommendations.
Park tot lot equipment is on a 20-year replacement cycle per the following schedule:

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

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

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GENERAL FUND - CAPITAL PROJECTS

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Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 18 Act.	FY 19 Projection	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 21	FY 22	FY 23	FY 24
Project Funding										
2040	Major Street Repair Projects			1,322						
Carry-over funds: Completed Projects										
Carry-Over Funds allocated to projects										
1	FY 19 Paving Program									
	Hughes Rd (Westerly-Wootton)	FY19	80,000	80,000						
	Luhn St	FY19	35,000	35,000						
	Gott St	FY19	22,000	22,000						
	Fletchall	FY19	55,000	55,000						
	Tom Fox Ct	FY19	30,000	30,000						
	Conlon Ct	FY19	20,000	20,000						
	Gray Farm Ct	FY19	20,000	20,000						
	Hartz Ct	FY19		20,000						
	Spurrer (Brown - W Willard)	FY19	90,000	10,000	80,000					
	General Custer Way	FY19	61,000		61,000					
	Norris Rd	FY19	38,000		38,000					
	Hersperger	FY19	80,000		80,000					
	Stevens Park Trail System	FY19	40,000		40,000					
	Misc Repairs	FY19	20,000		45,000					
2	FY21 Paving Program									
	Dr. Walling (Cattail-Brightwell)	FY21	120,000			120,000				
	Selby Ave	FY21	142,000			142,000				
	Bruner Way	FY21	78,000			60,000	20,000			
	McKernon Way	FY21	90,000				90,000			
	Hillard Ct	FY21	25,000				25,000			
	Dr. Moore Ct	FY21	60,000				60,000			
	Hillard St. (Halmos-cul-de-sac)	FY21	110,000				110,000			
	Koteen Way	FY21	45,000				45,000			
	Misc Repairs	FY21	50,000				50,000			
3	Future Roads to be determined	FY23	800,000					400,000	400,000	
4	Future Roads to be determined	FY25	850,000							425,000
Total Funding Allocations			\$2,961,000	\$293,322	\$344,000	\$322,000	\$400,000	\$400,000	\$400,000	\$425,000
Project Expenditures										
2040	Major Street Repair Projects			FY 18 Act.						
1	FY19 Paving Program	FY19			(616,000)					
2	FY21 Paving Program	FY21					(722,000)			
3	Future Roads	FY23							(800,000)	
4	Future Roads	FY25								
Total Expenditures				\$0	(\$616,000)	\$0	(\$722,000)	\$0	(\$800,000)	\$0
2040	Account Balance by Year			\$293,322	\$21,322	\$343,322	\$21,322	\$421,322	\$21,322	\$446,322

Notes

Shading key in Table: FY 18 Expenditures/Closed Projects Budgeting, Planned Expenditures for this Budget Year

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

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

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

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

THE TOWN OF POOLESVILLE

FY 2020 Budget

WATER and WASTEWATER FUND SUMMARY

Public Intro

Printed: 1-May-19

Ref. Page	Item or Description	Y/E 06/30/18 FY 18 Actual	Y/E 06/30/19 FY 19 Budget	Y/E 06/30/19 FY 19 Projection	Y/E 06/30/20 FY 20 Budget
Water & Wastewater Operating Summary					
	W & WW Revenue	1,292,170	1,280,604	1,280,604	1,353,240
	Grant from General Funds	15,300	0	0	0
	W & WW Available Funding	1,307,470	1,280,604	1,280,604	1,353,240
Water & Wastewater Expenditures					
	For W&WW Capital Projects	0	0	0	0
	Operating Expenses	(1,307,430)	(1,331,306)	(1,331,306)	(1,392,803)
	Total: W & WW Expenditures	(1,307,430)	(1,331,306)	(1,331,306)	(1,392,803)
Net Operating Balance					
		\$40	(\$50,702)	(\$50,702)	(\$39,563)
Unrestricted Funds Carried Forward from Prior Year					
		28	(22,020)	68	(50,634)
Closing Balance: Water/Wastewater Funds					
		\$68	(\$72,722)	(\$50,634)	(\$90,197)
Water & Wastewater Funds Capital Projects Summary					
Funding Balance Carried Forward from Prior Year					
		\$1,375,059	\$1,295,866	\$1,448,945	\$821,762
	Funding from W & WW Revenues	0	0	0	0
	Funding Granted by Genl Funds	373,500	462,122	480,122	479,000
	Funding from Impact Fees		0		600,000
	Prior Balance - Impact Fees				
	Transfers from Restricted Funds		0	0	0
	Internal transfers	36,000	60,000	245,000	0
	Funding from MD Grants, Others	0	249,760	249,760	0
	Available for Capital Projects	\$1,784,559	\$2,067,748	\$2,423,827	\$1,900,762
	Capital Projects Expenditures	(335,614)	(1,103,260)	(1,602,065)	(770,000)
Closing Balance: Funding for Capital Projects					
		\$1,448,945	\$964,488	\$821,762	\$1,130,762

Notes

- [1] The Water and Wastewater Fund Summary is divided into two parts:
- * The upper section presents the status of the Operating Account, including yearly revenue, allocations for Capital Projects, the Annual Operating Balance, Unrestricted Funds carried forward, and finally, the Unrestricted Funds Close-Out Balance for the year. Note that the Water and Wastewater Fund Capital Projects are funded by the General Fund, as W&WW revenues are used to cover the Operating Expenses.
 - * The lower section summarizes the activity in the Water & Wastewater Fund Capital Projects Account, including funds carried forward, new funding from the Operating Account, and funding from other sources (including Granted General Funds), all summarized in the total funds available for Water & Wastewater Capital Projects. Actual or Planned Capital Spending is shown, ending in the Funding Balance for Capital Projects.
 - * In an effort to maintain the Water and Wastewater funds as an Enterprise Fund, rates will be raised to fund these operations. As always a critical eye is on spending. However, many of the costs associated with the operations, such as electricity, chemicals and fuel are fixed and are reduced or maintained as much as possible. Over the past years, grants have been received for the installation of variable drive motor controllers and lighting upgrades to reduce electrical demands.

THE TOWN OF POOLESVILLE

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WATER and WASTEWATER FUND REVENUE SUMMARY

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Printed: 1-May-19

Acct No.	Account Name	Y/E 06/30/18 FY 18 Actual	Y/E 06/30/19 FY 19 Budget	Y/E 06/30/19 FY 19 Projection	Y/E 06/30/20 FY 20 Budget
<u>Water & Wastewater Revenue</u>					
411.1	User Charges	1,202,251	1,210,604	1,210,604	1,283,240
	MDE Operations Grant	0	0	0	0
505	Interest Income (510 & 515)	15,602	10,000	10,000	10,000
590	WSSC & Contractor Fees	51,749	40,000	40,000	40,000
590B	Bay Fund Admin Fee	7,168	5,000	5,000	5,000
595	Tap Fees	15,400	15,000	15,000	15,000
Sub-total: Water & Wastewater Revenue		\$1,292,170	\$1,280,604	\$1,280,604	\$1,353,240
<u>Water & Wastewater Internal Support</u>					
	Grant from Unrestricted Gen'l Funds	15,300	0	0	0
Sub-total: Water and Wastewater Available Funding		\$1,307,470	\$1,280,604	\$1,280,604	\$1,353,240
<u>Impact Fee Revenue</u>					
597.1	Water System	124,216	99,830	99,830	99,830
597.2	Wastewater System	77,635	62,400	62,400	62,400
Sub-total: Impact Fee Revenue		\$201,851	\$162,230	\$162,230	\$162,230
<u>Grants and Designated Funding</u>					
A	Connection Fees	0	0	0	0
B	Internal Transfers	0	0	0	0
C	MDE WWTP ENR Refinement Grant	0	249,760	249,760	0
Sub-total: Grants and Designated Funding		\$0	\$249,760	\$249,760	\$0
<u>Restricted Revenue</u>					
598	Chesapeake Bay Restoration Fund	0	0	0	0
Sub-total: Restricted Revenue		\$0	\$0	\$0	\$0
Total: Water & Wastewater Fund Revenue		\$1,509,321	\$1,692,594	\$1,692,594	\$1,515,470
<u>Account Descriptions</u>					
411	Adopted FY2020				
	<u>Gallon Tiers</u>	<u>Structured Rate System Per 1,000 Gallons</u>			
	0 - 30,000	\$11.25			
	30,001 - 40,000	\$15.50			
	40,001 - 50,000	\$16.70			
	50,001 - up	\$17.51			
	Water Only Hydrant Use - \$8.48/1,000 Gal				
505	Interest income for funds in the County Investment Fund.				
590	Revenue generated from contractor/hydrant use and WSSC.				
595	Paid by new users to the water and wastewater system				
598	This fee is collected by the Town for the State (See page 2 for details)				

THE TOWN OF POOLSVILLE

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WATER and WASTEWATER FUND EXPENSE DETAILS

Public Intro

Printed: 1-May-19

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

Account Descriptions

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

- 701 This account pays for the sludge hauling to landfills and periodic permit sludge testing.
- 702 This account covers sample analysis from outside labs.
- 703 This account covers the electricity of the whole compound, and 7 sewerage pumping stations are included in this account.
- 705 This account is for chemicals used in the treatment of the wastewater.
- 707 This account is for minor building maintenance.
- 708 This account covers in house lab testing supplies and minor test equipment.
- 709 This account covers small tools specific to wastewater system work.
- 710 This account covers parts and direct costs associated with maintaining the Wastewater Treatment Plant.
- 711 This account funds the annual replacement of the ultra violet disinfection lamps.
- 712 This account covers minor repairs and general maintenance of the sewer piping systems and various pump stations.
- 755 This account covers salaries for field staff.
- 757 This account pays for the portion attributed for office staff.
- 761 This account pays for employee uniforms, t-shirts, sweatshirts and safety boots.
- 763 This account pay a portion of the accounting fees.
- 765 This account pays for legal fees connected with the system.
- 771 This account pays for office supplies connected with the system.
- 773 This pays for phone bills connected with the system.
- 775 This account pays for wastewater properties, such as the plant and pump stations.
- 781 This account covers a proportionate share of the total cost.
- 783 This account pays a proportionate share of truck operations.

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

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WATER and WASTEWATER FUND EXPENSE DETAILS

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Printed: 1-May-19

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

Account Descriptions

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

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

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

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

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WATER and WASTEWATER FUND - CAPITAL PROJECTS SUMMARY

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Printed: 1-May-19

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 18 Act.	FY 19 Projection	FY 20 Bgt. Budget	FY 21	Forward Planning Cycle		
							FY 22	FY 23	FY 24	
<u>Project Funding</u>										
3130	Water Collection & Distribution		2,338,505	851,266	345,622	740,000	130,000	40,000	40,000	40,000
3150	Wastewater Systems		1,005,260	315,160	459,760	160,000	95,000	95,000	84,000	40,000
3167	Small Water & Wastewater Equip.		105,000	133,833	79,500	89,000	70,000	40,000	40,000	40,000
3169	Inflow & Infiltration		0	431,065	50,000	50,000	50,000	100,000	100,000	140,000
3170	Gen'l. Infrastructure Programs		0	53,236	40,000	40,000	70,000	225,000	260,000	285,000
Total Funding Allocations			\$3,448,765	\$1,784,560	\$974,882	\$1,079,000	\$415,000	\$500,000	\$524,000	\$545,000
<u>Direct Funding</u>										
3130	Allocation of unrestricted funds				215,000					
3130	Impact Fees			52,571		600,000				
3150	MDE Grant				249,760					
3150	Allocation of unrestricted funds			25,000	30,000					
3167	Allocation of unrestricted funds			35,000						
3169	Allocation of unrestricted funds			175,000						
Sub-total: Direct Funding				\$287,571	\$494,760	\$600,000	\$0	\$0	\$0	\$0
3000	Funding by Gen'l Fund Grant [Total less Direct Funding]			\$1,496,989	\$480,122	\$479,000	\$415,000	\$500,000	\$524,000	\$545,000
<u>Project Expenditures</u>										
				FY 18 Act.						
3130	Water Collection & Distribution			(44,581)	(951,361)	(600,000)	(350,000)	0	0	(100,000)
3150	Wastewater Systems			(112,791)	(559,374)	(137,500)	(68,000)	(25,000)	(38,000)	(90,000)
3167	Small Water & Wastewater Equip.			(95,046)	(56,830)	(32,500)	(75,000)	0	0	0
3169	Inflow & Infiltration			(83,196)	0	0	0	0	0	0
3170	Gen'l. Infrastructure Programs			0	(34,500)	0	0	0	0	0
Total Expenditures				(\$335,614)	(\$1,602,065)	(\$770,000)	(\$493,000)	(\$25,000)	(\$38,000)	(\$190,000)
<u>Account Balance by Year</u>										
3130	Water Collection & Distribution			806,685	200,946	340,946	120,946	160,946	200,946	140,946
3150	Wastewater Systems			202,369	102,755	125,255	152,255	222,255	268,255	218,255
3167	Small Water & Wastewater Equip.			38,787	61,457	117,957	112,957	152,957	192,957	232,957
3169	Inflow & Infiltration			347,869	397,869	447,869	497,869	597,869	697,869	837,869
3170	Gen'l. Infrastructure Programs			53,236	58,736	98,736	168,736	393,736	653,736	938,736
Available For Capital Projects				\$1,448,946	\$821,763	\$1,130,763	\$1,052,763	\$1,527,763	\$2,013,763	\$2,368,763

Notes

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

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

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

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WATER & WASTEWATER FUND - CAPITAL PROJECTS

Public Intro

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Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 18 Act.	FY 19 Projection	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 21	FY 22	FY 23	FY 24
Project Funding										
3130	Water Collection & Distribution									
	Carry-over funds: Completed Projects			10,106						
	Carry-Over Funds allocated to projects									
1	Equip Replace/Major Rebuild	open		33,859	20,000	20,000	20,000	20,000	20,000	20,000
a	Well #8 Pump Replace	FY18	15,285							
b	Well #12 Transducer	FY19	2,200							
c	Well #9 Aromix Unit	FY19	4,420							
d	Well #8 Booster VFD	FY19	1,600							
2	Water Valve Repl	open		45,000	20,000					
3	Well Implementation	Annl.		3,271						
4	Well 11 (Rabanales)	FY19	610,000	545,918	10,622					
	Budget Amendment 10/15/2018				185,000					
5	Alpha Media	Open		43,000	30,000	20,000	20,000	20,000	20,000	20,000
	Allocation of Unrestricted Reserves				30,000					
6	Well Component Rehab. 2,3 &5	FY19	30,000	7,541						
7	Repaint Ext. 500K Gal. Tank	FY21	350,000	110,000	50,000	100,000	90,000			
	The following projects are listed in the Master Plan Impact Fee Schedule and will be funded through impact fees.									
8	Well 14 (Westerly/Jamison)	Open	525,000							
	Use of Impact Fees			52,571		600,000				
9	Well 15 (Cattail/Jamison)	Open	800,000							
	Total Funding Allocations		\$2,338,505	\$851,266	\$345,622	\$740,000	\$130,000	\$40,000	\$40,000	\$40,000
Project Expenditures										
3130	Water Collection & Distribution			FY 18 Act.						
1	Equip Replace/Major Rebuild									
a	Well #8 Pump Replace	FY18		(15,285)						
b	Well #12 Transducer	FY19			(2,203)					
c	Well #9 Aromix Unit	FY19			(4,420)					
d	Well #8 Booster VFD	FY19			(1,608)					
2	Water Valve Repl	Open		(796)	(64,204)					
3	Well Implementation	Annl.		(1,189)	(1,584)					
4	Well 11 (Rabanales)	FY19		(26,875)	(714,665)					
5	Alpha Media	Open			(103,000)					(100,000)
6	Well Component Rehab. 2,3 &5	FY19		(436)	(7,105)					
7	Repaint Ext. 500K Gal. Tank	FY21					(350,000)			
8	Well 14 (Westerly/Jamison)	Open			(52,571)	(600,000)				
9	Well 15 (Cattail/Jamison)	Open								
	Total Expenditures			(\$44,581)	(\$951,361)	(\$600,000)	(\$350,000)	\$0	\$0	(\$100,000)
3130	Account Balance by Year			\$806,685	\$200,946	\$340,946	\$120,946	\$160,946	\$200,946	\$140,946

Notes

Shading key in Table: FY 18 Expenditures/Closed Projects

Budgeting, Planned Expenditures for this Budget Year

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

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

- 1 This category provides for the replacement or major rebuild of pumps and major components.
- 2 This project provides for the replacement of old and poorly operating water main valves.
- 3 Well implementation includes final permitting and ongoing monitoring required by MDE.
- 4 This well will provide redundancy and back-up to the other wells in the Horsepen Branch watershed.
- 5 Wells 7, 9 & 10 treatment system media is replaced on a five-year cycle.
- 6 Replacement of valves and components.
- 7 Recoating the exterior of the 500K Water Tank.
- 8 Well Funded through Developer and Impact Fee Funds. Part of the Westerly 7 Subdivision.
- 9 Future well funded by the developers through Impact Fees.

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WATER & WASTEWATER FUND - CAPITAL PROJECTS

Public Intro										Printed: 1-May-19
Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 18 Act.	FY 19 Projection	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 21	FY 22	FY 23	FY 24
Project Funding										
3150	Wastewater Systems			8,531						
	Carry-over funds: Completed Projects									
	Carry-Over Funds allocated to projects					(7,500)				
1	Equip Replace/Major Rebuild	open		40,619	40,000	40,000	40,000	40,000	40,000	40,000
2	Ultra Violet Lights (WWTP)	Open	8,000	12,000					4,000	
3	Alum Feed System	FY18	40,000	39,010						
4	Hunter's Run Pump Station	FY18	40,000	40,000						
5	Replace Main WWTP Pump #1	FY18	25,000	25,000						
6	WWTP Monitoring System	FY18	85,000	60,000						
	Use of Unrestricted Funds			25,000						
7	U.V. System Rebuild	FY19	145,000	55,000	60,000					
	Use of Unrestricted Funds				30,000					
8	Replace Main WWTP Pump #2	FY19	25,000	25,000						
9	WWTP ENR Refinement	FY19	249,760							
	MDE Grant				249,760					
10	Backwash Pump #1	FY20	25,000	10,000		15,000				
11	Replace Main WWTP Pump #3	FY20	75,000			25,000				
12	WWTP Main Station VFD's	FY20	40,000		20,000	20,000				
13	Update WWTP PLC	FY20	40,000		20,000	20,000				
14	WWTP Heaters	FY20	6,000			6,000				
15	WWTP Monitor Screen	FY20	1,500			1,500				
16	Backwash Pump #2	FY21	25,000			10,000	15,000			
17	Digester Blower	FY21	35,000		15,000	10,000				
18	Sludge Screw Pump	FY22	20,000				10,000	15,000		
19	Decant Pump	FY23	30,000					15,000	15,000	
20	Paint WWTP	FY24	90,000			20,000	20,000	25,000	25,000	
	Total Funding Allocations		\$1,005,260	\$315,160	\$459,760	\$160,000	\$95,000	\$95,000	\$84,000	\$40,000
Project Expenditures										
3150	Wastewater Systems			-						
1	Equip Replace/Major Rebuild	open								
a	Fisher Pump Starters	FY18		(5,205)						
b	Rebuild Koteen Pump	FY18		(2,435)						
c	Pump Rebuild Kit	FY18		(5,033)						
d	Blower Replacement	FY18		(9,879)						
e	Solenoid Valves	FY18		(1,010)						
f	Lagoon Blower	FY18		(2,190)						
g	Blower Rebuild	FY18		(2,772)						
h	Rebuild Decant Motor	FY18		(3,682)						
i	Rebuild Seneca Pump	FY18		(4,896)						
j	Submersible Pump	FY19			(441)					
k	Decant Pump Starter	FY19			(1,200)					
l	Grundfos Belt Press Pump	FY19			(2,272)					
m	SBR 3 Valve	FY19			(1,150)					
n	Suction Plate	FY19			(981)					
o	Effluent Valve	FY19			(2,743)					
p	4" Sludge Valve	FY19			(6,256)					
q	Fisher Pump Sta. Check Valve	FY19			(6,150)					
r	Generator Radiator	FY19			(3,431)					
s	Stoney Springs Pump	FY19			(1,670)					
2	Ultra Violet Lights (WWTP)	Open					(8,000)		(8,000)	
3	Alum Feed System	FY18			(39,010)					
4	Hunter's Run Pump Station	FY18		(30,181)	(9,819)					
5	Replace Main WWTP Pump #1	FY18		(21,357)	(3,643)					
6	WWTP Monitoring System	FY18			(85,000)					
7	U.V. System Rebuild	FY19			(145,000)					
8	Replace Main WWTP Pump #2	FY19			(25,000)					
9	WWTP ENR Refinement	FY19		(24,151)	(225,609)					
10	Backwash Pumps #1	FY19				(25,000)				
11	Replace Main WWTP Pump #3	FY20				(25,000)				
12	WWTP Main Station VFD's	FY20				(40,000)				
13	Update WWTP PLC	FY20				(40,000)				
14	WWTP Heaters	FY20				(6,000)				
15	WWTP Monitor Screen	FY20				(1,500)				
16	Backwash Pump #2	FY21					(25,000)			
17	Digester Blower	FY21					(35,000)			
18	Sludge Screw Pump	FY22						(25,000)		
19	Decant Pump	FY23							(30,000)	
20	Paint WWTP	FY24								(90,000)
	Total Expenditures			(\$112,791)	(\$559,374)	(\$137,500)	(\$68,000)	(\$25,000)	(\$38,000)	(\$90,000)
3150	Account Balance by Year			\$202,369	\$102,755	\$125,255	\$152,255	\$222,255	\$268,255	\$218,255
Notes										
Shading key in Table: FY 18 Expenditures/Closed Projects										
Budgeting, Planned Expenditures for this Budget Year										
The indicated funding balances for closed/completed projects are transferred to the Carry-Over Funds in the year following closure.										
3150 Includes all major maintenance, modernizations, upgrades and expansions to the sewage collection/treatment/disposal systems.										
1	The replacement or major rebuild of pumps and major components	11	Replacement pump.							
2	Full bulb change-out every other year.	12	Replacement of electronic control equipment.							
3	Chemical application lines for phosphorus removal.	13	Required update of computer and control equipment.							
4	Replacement of pumps and valves.	14	Replacement of original equipment.							
5	Replacement pump.	15	Replacement of original equipment.							
6	System used to all monitor aspects of operations for process contr	16	Replacement of original equipment.							
7	Replacement of WWTP disinfection system.	17	Replacement of air equipment.							
8	Replacement pump.	18	Replacement of original equipment.							
9	Plan and design of a denitrification filtration system	19	Replacement pump.							
10	Replacement of original equipment.	20	Repainting of pipe gallery.							

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WATER & WASTEWATER FUND - CAPITAL PROJECTS

Public Intro

Printed: 1-May-19

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 18 Act.	FY 19 Projection	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 21	FY 22	FY 23	FY 24
Project Funding										
3167	Small Water & Wastewater Equip.			1,632						
	Carry-over funds: Completed Projects				(1,600)					
	Carry-Over Funds allocated to projects									
1	Future W&S Equipment Needs	Open		23,680	20,000	20,000	20,000	20,000	20,000	20,000
2	Water Meter Replacement	Annl.	105,000	23,981	20,000	20,000	20,000	20,000	20,000	20,000
3	Main Valve Actuator	FY18	2,000	3,020						
4	Lagoon Flow Meter	FY18	5,000	3,382						
5	Seneca Flow Monitoring System	FY19	14,500	11,000	3,500					
6	Fisher & Elgin Monitoring System	FY19	9,600	8,000	1,600					
7	WWTP Lighting Upgrade	FY19	5,000		5,000					
8	Sewer Jet	FY20	60,000	24,138						
	Budget Amendment 5/22/17			35,000						
9	Manhole Flow Monitors	19-20			11,000	24,000				
10	Sewer Camera	FY21	75,000		20,000	25,000	30,000			
	Total Funding Allocations		\$105,000	\$133,833	\$79,500	\$89,000	\$70,000	\$40,000	\$40,000	\$40,000
Project Expenditures										
3167	Other Water & Wastewater Equip.			FY 18 Act.						
1	Future W&S Equipment Needs									
a	Misc Water Main repair tools	FY18		(840)						
b	Blower Room Exhaust Fan	FY18		(980)						
c	Pipe Gallery Heater	FY18		(1,375)						
d	Air Compressor	FY18		(270)						
e	Small Enclosed Trailer	FY18		(2,500)						
f	Portable Generator	FY18		(1,280)						
i	Manhole Bowls	FY18		(5,400)						
j	Emergency Pump Hoses	FY19			(1,035)					
k	Aquascope	FY19			(2,696)					
l	Trench Shoring	FY19			(3,000)					
m	Sewer Push Camera	FY19			(10,000)					
n	DR6000	FY20				(8,500)				
2	Water Meter Replacement	Annl.		(16,861)						
3	Main Valve Actuator	FY18		(3,020)						
4	Lagoon Flow Meter	FY18		(3,382)						
5	Seneca Flow Monitoring System	FY19			(14,500)					
6	Fisher & Elgin Monitoring System	FY19			(9,600)					
7	WWTP Lighting Upgrade	FY19			(5,000)					
8	Sewer Jet	FY20		(59,138)						
9	Manhole flow Monitors	19-20			(11,000)	(24,000)				
10	Sewer Camera	FY21					(75,000)			
	Total Expenditures			(\$95,046)	(\$56,830)	(\$32,500)	(\$75,000)	\$0	\$0	\$0
3167	Account Balance by Year			\$38,787	\$61,457	\$117,957	\$112,957	\$152,957	\$192,957	\$232,957

Notes

Shading key in Table: FY 18 Expenditures/Closed Projects

Budgeting, Planned Expenditures for this Budget Year

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

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

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

- 1 Replacement of miscellaneous equipment.
- 2 This line item provides for water meters for replacements and new installations.
- 3 Replacement of original WWTP Equipment.
- 4 New equipment to monitor lagoon discharge required by MDE.
- 5 Monitor and emergency notification system.
- 6 Monitor and emergency notification system.
- 7 Upgrade outdoor fixtures
- 8 Replacement of original equipment.
- 9 New equipment to monitor sewer manhole flows.
- 10 Replacement of original equipment.

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WATER & WASTEWATER FUND - CAPITAL PROJECTS

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Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 18 Act.	FY 19 Projection	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 21	FY 22	FY 23	FY 24
<u>Project Funding</u>										
3169	Inflow & Infiltration									
Carry-over funds: Completed Projects										
Carry-Over Funds allocated to projects										
1	On-going I & I Reduction Pgm.	Annl.	Open	256,065	50,000	50,000	50,000	100,000	100,000	140,000
	Use of Unrestricted Funds			175,000						
Total Funding Allocations				\$0	\$431,065	\$50,000	\$50,000	\$100,000	\$100,000	\$140,000
<u>Project Expenditures</u>										
3169	Inflow & Infiltration									
1	On-going I & I Reduction Pgm.	Annl.								
	Monitoring & Main Insp.									
				FY 18 Act.						
				(74,721)						
				(8,475)						
Total Expenditures					\$0	\$0	\$0	\$0	\$0	\$0
3169	Account Balance by Year			\$347,869	\$397,869	\$447,869	\$497,869	\$597,869	\$697,869	\$837,869

Notes

Shading key in Table: FY 18 Expenditures/Closed Projects Budgeting, Planned Expenditures for this Budget Year

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

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

I&I is a funding priority. Major areas of concern include lateral connections Elgin Rd (109), Manhole relining and main lining in the Wesmond area. These areas are the oldest in Town and in some cases, require dig and replace.

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 18 Act.	FY 19 Projection	FY 20 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 21	FY 22	FY 23	FY 24
<u>Project Funding</u>										
3170	Gen'l. Infrastructure Programs			92						
Carry-over funds: Completed Projects										
Carry-Over Funds allocated to projects										
1	Emergency Repair/Replace	Open		53,144	40,000	20,000	40,000	40,000	40,000	40,000
2	Infrastructure Replacement Fund	Open				20,000	30,000	185,000	220,000	245,000
3	WWTP Lagoon Repairs	Open								
Total Funding Allocations				\$0	\$53,236	\$40,000	\$70,000	\$225,000	\$260,000	\$285,000
<u>Project Expenditures</u>										
3170	Gen'l. Infrastructure Programs									
1	Emergency Repair/Replace									
a	Sewer System									
b	Water System									
2	Infrastructure Replacement Fund									
3	WWTP Lagoon Repairs									
				FY 18 Act.						
				\$0						
				(16,500)						
				(18,000)						
Total Expenditures					\$0	\$0	\$0	\$0	\$0	\$0
3170	Account Balance by Year			\$53,236	\$58,736	\$98,736	\$168,736	\$393,736	\$653,736	\$938,736

Notes

Shading key in Table: FY 18 Expenditures/Closed Projects Budgeting, Planned Expenditures for this Budget Year

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

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

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

2 Funds accumulating for future infrastructure replacement needs.

3 Repairs to embankment of equalization basin.

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TOWN STATISTICS

Public Intro

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Note No.	Item or Description	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Fiscal Year 2019	Fiscal Year 2020
[1]	Population (Calendar Year)	5,261	5,373	5,437	5,510	5,571	5,638	
	Housing							
	Single Family	1,431	1,466	1,486	1,492	1,511	1,532	
	Town Houses	336	336	336	353	353	353	
	Total Family Dwellings	1,767	1,802	1,822	1,845	1,864	1,885	
	Other	56	56	56	56	56	56	
[2]	Net Assessable Base As Reported	672,633,000	717,731,000	723,711,000	758,169,000	803,643,000	844,304,000	867,927,000
[2]	Tax Rate ¢ per \$100 of assessment	16.70	16.70	17.00	17.56	17.56	17.56	18.00
[3]	General Fund Budget	[Actual]	[Actual]	[Actual]	[Actual]	[Actual]	[Projected]	[Budget]
	Operating Expenses	1,999,155	2,330,397	2,345,372	2,306,825	2,264,056	2,431,662	2,585,492
	Funding: Capital Projects	520,500	436,000	412,590	528,983	684,350	706,750	720,000
	Funding: Water/Wastewater Projects	301,000	206,384	422,760	426,000	373,500	480,122	479,000
	Total Budget (General Funds)	2,820,655	2,972,781	3,180,722	3,261,808	3,321,906	3,618,534	3,784,492
	Budgeted Cash Reserve	764,000	816,798	740,812	516,520	714,923	629,824	712,786
	Actual Close-Out Cash Reserve	862,464	915,607	712,985	837,384	1,058,902	712,250	
							[Projected]	
	Water and Wastewater Fund Budget							
	Operating Expenses	1,383,126	1,210,759	1,267,447	1,259,071	1,307,430	1,331,306	1,392,803
	Funding: Capital Projects	0	0	0	0	0	0	0
	Total Town Acreage	2,374	2,374	2,374	2,374	2,374	2,374	2,374
	Parks and Open Spaces							
	Number	12	13	14	14	14	14	14
	Area (acres)	65	65	65	65	65	65	65
	Number of:							
	Tennis Courts	4	4	4	4	4	4	4
	Basketball Courts	3	4	4	4	4	4	4
	Baseball Fields	4	4	4	4	4	4	4
	Soccer Fields	5	6	6	6	6	6	6
	Tot Lots	7	8	8	8	8	9	9
	Miles of Town Roads	19.00	19.00	20.00	20.00	20.00	21.00	21.00
	Number of Municipal Water Wells	11	11	11	11	11	11	12
	Avg. Water Production (Gal/Day) Calendar year	438,160	500,577	461,721	469,254	508,331		
	Avg - WWTP (Gal/Day) Calendar year	630,000	534,417	491,750	487,511	763,724		
	Number of Town Employees							
	Full Time	16	16	18	18	19	19	19
	Part Time	0	0	0	0	0	0	0
	Summer Help	2	2	3	3	3	3	3

Notes

- [1] The 2010 Census reported a population of 4,883 and an average of 3.18 persons per household, Housing numbers are actual .
- [2] Maryland State Planning Data reported a 5,190 population figure in 2016.
- [3] All Budget figures exclude special revenues such as Impact Fees or dedicated grants.

THE TOWN OF POOLSVILLE

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POOLSVILLE EMPLOYEE SALARY STRUCTURE

Public Intro

Printed: 1-May-19

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

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

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

<u>Salary Grade</u>	<u>Grade Definition</u>	<u># Employees</u>
1		
2	Part-time Clerical/Summer help	3
3		
4	Entry Level - 6 Month Trial Period	
5	Level Following Six Month Trial Period	3
6	Level After One Year of Service	1
7		
8	Holder of One License	3
9	Holder of Two Licenses	1
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		
19		
20	Town Manager	1

<u>Salary Grade</u>	<u>FY 19 Budget Minimum Level</u>	<u>FY 19 Budget Maximum Level</u>	<u>FY 2020 Budget Minimum Level</u>	<u>FY 2020 Budget Maximum Level</u>
1				
2	25,658	33,487	26,299	34,324
3				
4	29,271	[n/a]	30,003	[n/a]
5	31,172	46,985	31,951	48,160
6	32,692	49,329	33,509	50,562
7				
8	35,962	54,260	36,861	55,617
9	39,250	60,385	40,231	61,895
10	43,175	66,945	44,254	68,619
11	48,396	70,292	49,606	72,049
12				
13				
14	54,401	84,034	55,761	86,135
15				
16	57,120	88,236	58,548	90,442
17				
18				
19				
20	96,995	123,541	99,420	126,630

Maximum 0.025 increase based upon performance

Notes

THE TOWN OF POOLSVILLE

FY 2020 Budget

MUNICIPAL ORGANIZATION CHART

Public Intro

Printed: 1-May-19

