



TOWN OF
Poolesville
MARYLAND

DRAFT

FY 2017 Budget

THE TOWN OF POOLSVILLE

FY 2017 Budget

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2nd Draft

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<p style="text-align: center;"><u>WHAT'S INSIDE</u></p> <p>The Summaries Section presents Overall Summaries, Revenue Balances on hand, Revenue Receipts and Expenses Summaries.</p> <p>In addition, this section includes some summary graphs of the status of the Town, a review of the receipt and allocation of the Impact Fees received by the Town for each new home built, and a summary of Poolesville's Outstanding Debt.</p> <p style="text-align: center;">[Poolesville's Fiscal Year starts on 1-July and ends on the next 30-June.]</p>	<p><u>INTRODUCTION:</u></p> <p>Page</p> <p>1 Poolesville's Overall Financial Forecast</p> <p>2 Restricted Funds and Cash Summaries</p> <p>3 Receipt and Allocation of Impact Fees</p> <p>4 Overview: Budgets and Taxes</p> <p>5 Overview: Town Population & Public Infrastructure</p> <p>6 Schedule of Outstanding Debt Service</p>
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Executive Summary

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The Fiscal Year 2017 Budget is prepared and adopted by the Commissioners of Poolesville in accordance with State and local laws. The budget process includes specific budget hearings allowing the citizens the opportunity to provide input and to learn of the Commissioner's priorities. Following the hearing process, the Commissioners will evaluate citizen input, make adjustments as necessary and adopt the Budget.

The FY 2017, Budget remains focused on providing basic services and maintaining the high quality of services that is fiscally responsible and prepares the Town for its future. In doing so, the Commissioners are faced with moderate budget challenges that will impact Property Tax Rates and Water & Sewer Rates. The budget, while limited in terms of expansion of service levels, is aligned with the Commissioner's goals and the best interest of the Town.

General revenues fund a wide variety of operational and capital accounts all listed throughout the Budget. For the most part, the operational accounts have been maintained at a level funding stream. Increased operational expenses this year are attributable to the maintenance of parks, ponds, vehicles and accounting costs. In addition, funds collected from new houses has decreased with a slowdown in sales requiring more general funds to fund debt repayment. One the revenue side, income taxes will be reduced over the next nine quarters for all municipalities in Maryland in connection with the Wynne case tax repayment.

This year and throughout the foreseeable future, infrastructure improvements and maintenance will require substantial funding. Sidewalk and trail replacements, road paving, pumps for our aging sewage pumping stations and wastewater treatment plant, and painting of the water tank are just a few items listed in the Capital Improvements Program.

The General Fund, which is funded primarily through Property and Income Taxes is expected to generate \$3,038,339. In order to maintain a balanced budget and fund the critical infrastructure improvements discussed above, the current tax rate of \$0.17 per \$100 of assessed property value will increase to \$0.1756 per \$100 of assessed value.

The Water and Sewer Fund operations and maintenance, as a policy, are supported and sustained through user fees. Each year, the operational accounts are closely reviewed and, over the past several years, remain fairly constant. Most of the items are fixed costs such as electricity, chemicals, laboratory expenses and so on. With an expanding system, aging infrastructure and increased regulatory requirements, operational increases are on the rise.

The Commissioners do not take rate increases lightly and strive to find a balance between rate increases and operational efficiencies while ensuring that we provide safe reliable and economical water service. This year, to provide for a balanced budget, the rates are proposed to increase by 2%. Most of all of our neighboring water and sewer suppliers are faced with similar challenges, however, our rates do remain sufficiently lower in comparison.

The FY2017 Budget reflects a conservative budget approach to maintain the level of service to which we have become accustomed. Any tax or fee based increases have been minimized to the fullest extent while maintaining the goals of the Commissioners and in the best interest of the community.

D. Wade Yost
Town Manager

THE TOWN OF POOLESVILLE

FY 2017 Budget

BUDGET REVIEW - Operating Accounts

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General Fund Operations

The FY17 General Fund Operations Accounts detail specific costs associated with the management of Town affairs and maintenance of all aspects of Town owned properties and services on a daily basis.

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

Town Operations	\$2,011,241
Debt Service	\$225,563

1. Town Operations include the following:

Salaries and benefits for Town staff of 18 full-time and 2 summer helpers.

Administrative operations of Town Hall.

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

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

Trash collection, twice weekly, yard waste and recycling.

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

Support of Community Economic Development activities, such as the Holiday Lighting Ceremony, Movies in the Park, Spring Fest, Octoberfest and Marketing .

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

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

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

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

Water and Wastewater Operating Fund

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

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

This year, the Commissioners have will adopt an 2% rate increase to achieve a balanced Fund.

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BUDGET REVIEW - Capital Projects and Spending

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General Capital Projects

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

General Fund Capital projects are divided into seven accounts, with the following FY17 funding allocations:

2005	Office Equipment	\$4,000
2010	Municipal Buildings and Equipment	\$30,000
2015	Parks and Streets Equipment	\$70,000
2020	Vehicles	\$25,000
2025	Major Town Projects	\$25,000
2035	Parks and Recreation	\$70,000
2040	Major Street Repair Projects	\$293,000

Highlights of the General Capital Funding Plan include:

1. The 2005 account includes (see page 17 for details)
Funding for future office requirements
2. The 2010 account funds municipal building needs (see page 17 for details)
Town Hall maintenance and storage buildings
3. The 2015 account funds general equipment and mower purchases (see page 18 for details)
Funds accumulating for holiday lights, replacement back-hoe, replacement skid loader and mowers
4. The 2020 account accumulates funding for a ten year replacement of vehicles (see page 19 for details)
No trucks are scheduled to be replaced this year
5. The 2025 account provides funding for major Town projects (see page 20 for details)
The Town will continue the street sign replacement program
Funds are accumulating for Fisher Avenue Streetscape
6. The 2035 account includes (see page 21 for details)
Improvements on Whalen Commons
7. The 2040 account includes road reconstruction projects (see page 22 for details)

Water and Wastewater Capital Projects

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

Water and Wastewater Projects are divided into five accounts, with the following FY17 allocations:

3130	Water Collection and Distribution	\$69,000
3150	Wastewater Systems	\$182,000
3167	Water and Wastewater Equipment	\$35,000
3169	Inflow and Infiltration	\$225.00
3170	General Infrastructure Programs	\$10.00

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

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

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FINANCIAL FORECAST: FY 17 Bgt. THROUGH FY 21

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

Item	FY 15 Actual	FY 16 Budget	FY 16 Projection	FY 17 Budget
Revenue	3,025,923	2,796,190	2,988,536	3,038,339
Funding: General Projects	(436,000)	(367,000)	(412,588)	(477,000)
Funding: Water / Wastewater Projects	(206,384)	(272,500)	(422,760)	(321,000)
Sub-Total: Capital Projects	(642,384)	(639,500)	(835,348)	(798,000)
Operating Expenses	(2,330,397)	(2,151,485)	(2,135,041)	(2,236,804)
Total Annual Expenditures	(2,972,781)	(2,790,985)	(2,970,389)	(3,034,804)
Annual Balance	<u>\$53,142</u> 1.8%	<u>\$5,205</u> 0.2%	<u>\$18,147</u> 0.6%	<u>\$3,535</u> 0.1%

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 2017 Budget and the Current Five-Year Plan for Funding Capital Projects

Item	FY 18	FY 19	FY 20	FY 21
Revenue	3,139,973	3,244,748	3,337,073	3,430,825
Funding: General Projects	(562,500)	(548,000)	(568,500)	(609,500)
Funding: Water / Wastewater Projects	(253,000)	(327,000)	(311,000)	(316,000)
Sub-Total: Capital Projects	(815,500)	(875,000)	(879,500)	(925,500)
Operating Expenses	(2,322,329)	(2,368,658)	(2,455,808)	(2,503,795)
Total Annual Expenditures	(3,137,829)	(3,243,658)	(3,335,308)	(3,429,295)
Projected Balances	<u>\$2,144</u> 0.1%	<u>\$1,090</u> 0.0%	<u>\$1,765</u> 0.1%	<u>\$1,530</u> 0.0%

Part 2[a] - Recap of Current Financial Reserves

Item	FY 15 Actual	FY 16 Budget	FY 16 Projection	FY 17 Budget
Unspent Funds: General Projects	569,225	497,974	449,518	293,018
Unspent Funds: W & WW Projects	675,624	93,294	154,104	537,604
Sub-Total: Unspent Capital Funding	1,244,849	591,268	603,622	830,622
Unrestricted Reserve (Genl Fund)	915,606	740,812	733,753	537,288
Balance (Water / Wastewater Fund)	656	(3,453)	(3,454)	(24,169)
Restricted Funds	61,453	81,453	64,953	84,953
Total Financial Reserves On-Hand	<u>\$2,222,564</u>	<u>\$1,410,080</u>	<u>\$1,398,874</u>	<u>\$1,428,694</u>

Part 2[b] - Projections for Future Financial Reserves

Item	FY 18	FY 19	FY 20	FY 21
Unspent Funds: General Projects	586,019	478,019	963,519	653,019
Unspent Funds: W & WW Projects	645,603	822,603	1,080,603	946,603
Sub-Total: Unspent Capital Funding	1,231,622	1,300,622	2,044,122	1,599,622
Unrestricted Reserve (Genl Fund)	539,431	540,521	542,285	543,815
Balance (Water / Wastewater Fund)	(44,884)	(65,599)	(86,314)	(107,029)
Restricted Funds	84,953	84,953	84,953	84,953
Total Financial Reserves On-Hand	<u>\$1,811,122</u>	<u>\$1,860,497</u>	<u>\$2,585,047</u>	<u>\$2,121,361</u>

Notes

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

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

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

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

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RESTRICTED FUNDS and CASH SUMMARIES

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Ref. Page	Item or Description	Y/E 06/30/15 FY 15 Actual	Y/E 06/30/16 FY 16 Budget	Y/E 06/30/16 FY 16 Projection	Y/E 06/30/17 FY 17 Budget
RESTRICTED FUNDS					
Note	Chesapeake Bay Restoration Fund ("Flush Tax")				
	Balance Forward	0	0	0	0
[4]	Yearly Activity				
	Recd with Water Bills	111,015	100,000	100,000	100,000
	Admin Fee	(5,551)	(5,000)	(5,000)	(5,000)
	Paid to Maryland	(105,464)	(95,000)	(95,000)	(95,000)
	Sub-total: Yearly Activity	0	0	0	0
	Closing Balance: Year End	\$0	\$0	\$0	\$0
CEDC Roll-Over Funds					
	Funds Collected	13,406	0	0	0
	Balance Forward	11,216	11,022	11,022	11,022
	Funds Allocated	(13,600)			0
	Closing Balance: Year End	\$11,022	\$11,022	\$11,022	\$11,022
Economic Development					
	Funds transferred		0	0	
	Balance Forward	9,535	9,535	9,535	9,535
	Funds Allocated	0	0		
	Closing Balance: Year End	\$9,535	\$9,535	\$9,535	\$9,535
Senior Program					
	Funds Collected	26,133	0		0
	Balance Forward	0	18,783	18,783	18,783
	Funds Allocated	(7,350)	0		
	Closing Balance: Year End	\$18,783	\$18,783	\$18,783	\$18,783
Reforestation Fees					
	Fees Collected				
	Balance Forward	14,114	14,114	14,114	14,114
	Funds Allocated	0	0	0	
	Closing Balance: Year End	\$14,114	\$14,114	\$14,114	\$14,114
Speed Camera Revenue					
	Fees Collected	25,883	20,000	20,000	20,000
	Balance Forward	35,616	499	499	11,499
	Funds Allocated	(61,000)	0	(9,000)	0
	Closing Balance: Year End	\$499	\$20,499	\$11,499	\$31,499
Development Funds					
	Kettler Proffer				
	Fees Collected	20,000	18,750	10,000	10,000
	Balance Forward	6,250	7,500	7,500	0
	I&I Loan	(18,750)	(18,750)	(17,500)	(10,000)
	Closing Balance: Year End	\$7,500	\$7,500	\$0	\$0
Transfers From Restricted Funds					
	For General Fund	(39,700)	0		
	For General Capital Projects	(6,100)	0		0
	For W/WW Capital Projects	0	0	0	0
	Closing Balance - All Restricted Funds (Not Including Bay Restoration Funds)	\$61,453	\$81,453	\$64,953	\$84,953
SUMMARY OF CASH ASSETS AT YEAR END					
Ref Pg.	General Fund				
7	Unrestricted Funds at Year End	915,606	740,812	733,753	537,288
7	Accumulated Unspent Funds for Capital Projects	569,225	497,974	449,518	293,018
	Total Funds on Hand	\$1,484,831	\$1,238,786	\$1,183,271	\$830,306
Water and Wastewater Fund					
24	Unrestricted Funds at Year End	656	(3,453)	(3,454)	(24,169)
24	Accumulated Unspent Funds for Capital Projects	675,624	93,294	154,104	537,604
	Total Funds on Hand	\$676,280	\$89,841	\$150,650	\$513,435
Restricted Funds					
2	Top of Page	\$61,453	\$81,453	\$64,953	\$84,953
Impact Fees					
3	Gen. Fund Impact Fee Balance at Year End	\$36,570	\$27,781	\$46,991	\$66,528
	W & WW Impact Fee Balance at Year End	\$451,872	\$447,922	\$483,016	\$520,014
	TOTAL CASH ASSETS AT YEAR END	\$2,711,006	\$1,885,783	\$1,928,881	\$2,015,236

Notes

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

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SCHEDULE of IMPACT FEES

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Acct No.	Item or Description	Pct.	FY 15 Actual	FY 16 Projection	FY 17 Bgt. Budget	Forward Planning Cycle			
						FY 18	FY 19	FY 20	FY 21
	Number of New Homes (in Fiscal Year)		21	10	30	30	30	30	30
	Impact Fee per New Home		11,715	11,914	12,117	12,323	12,532	12,745	12,962
	Number of New Townhomes		0	5	12	0	0		
	Impact Fee per New Townhome		7,894	8,028	8,165	8,303	8,445		
	Total Impact Fees: New Homes		246,015	119,140	363,496	369,676	375,960	382,351	388,851
	Other Impact Fees		12,222	0	0	0	0	0	0
	Total: All Impact Fees		\$258,237	\$119,140	\$363,496	\$369,676	\$375,960	\$382,351	\$388,851
4005	Recreation	17.0%	43,900	20,254	61,794	62,845	63,913	65,000	66,105
	Public Facilities	5.0%	12,912	5,957	18,175	18,484	18,798	19,118	19,443
4000	Total: General Fund Capital Projects	22.0%	\$56,812	\$26,211	\$79,969	\$81,329	\$82,711	\$84,118	\$85,548
1110	Water System	48.0%	123,954	57,187	174,478	177,444	180,461	183,529	186,649
1120	Wastewater System	30.0%	77,471	35,742	109,049	110,903	112,788	114,704	116,654
1100	Total: Water/Wastewater Capital Projects	78.0%	\$201,425	\$92,929	\$283,527	\$288,347	\$293,249	\$298,233	\$303,303

Notes

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

Allocation and Expenditure of Impact Fees

General Projects		FY 15 Actual	FY 16 Projection	FY 17 Bgt. Budget	Forward Planning Cycle				
		FY 18	FY 19	FY 20	FY 21				
2030	Public Facility								
	New/Carried forward from Prior Years	38,696	5,957	18,175	18,484	18,798	19,118	19,443	
	Reimbursement to General Fund								
	Actual / Projected Expenditures	(21,500)	(15,000)						
2035	Recreation Programs								
	b. New Park Systems								
	New/Carried forward from Prior Years	72,751	20,254	61,794	62,845	63,913	65,000	66,105	
	Allocation of Impact Fees	(15,000)							
	Actual / Projected Expenditures	(35,781)	(20,000)	(60,759)	(61,792)	(62,842)	(63,910)	(64,997)	
	Reimbursement to Developers								
	General Fund Impact Fee Totals	\$39,166	\$30,377	\$49,587	\$69,124	\$88,993	\$109,201	\$129,752	
Water & Wastewater Projects		FY 15 Actual	FY 16 Projection	FY 17 Bgt. Budget	Forward Planning Cycle				
		FY 18	FY 19	FY 20	FY 21				
3130	Well Implementation								
	New/Carried forward from Prior Years	303,519	57,187	174,478	177,444	180,461	183,529	186,649	
	Reimbursement to Developers	(16,914)	(20,000)	(171,554)	(174,470)				
	Allocation of Impact Fees								
	Actual / Projected Expenditures	(120,000)							
3150	Wastewater Treatment								
	Carried forward from Prior Years	220,521	35,742	109,049	110,903	112,788	114,704	116,654	
	Allocation for Debt Service	(76,879)	(76,879)	(76,879)	(76,879)	(76,879)	(76,879)	(76,879)	
	Water & Wastewater Fund Impact Fee Totals	\$310,247	\$306,297	\$341,391	\$378,389	\$594,759	\$816,113	\$1,042,538	
Impact Fee Balances On Hand									
General Fund Impact Fees									
	On Hand at Start of Fiscal Year	52,039	36,570	27,781	46,991	66,528	86,397	106,605	
	New Impact Fees Received	56,812	26,211	79,969	81,329	82,711	84,118	85,548	
	Less Fees Expended (actual or Planned)	(72,281)	(35,000)	(60,759)	(61,792)	(62,842)	(63,910)	(64,997)	
	Gen. Fund Impact Fee Balance at Year End	\$36,570	\$27,781	\$46,991	\$66,528	\$86,397	\$106,605	\$127,156	
Water and Wastewater Fund Impact Fees									
	On Hand at Start of Fiscal Year	344,240	451,872	447,922	483,016	520,014	736,384	957,738	
	New Impact Fees Received	201,425	92,929	283,527	288,347	293,249	298,233	303,303	
	Less Fees Expended (actual or Planned)	(93,793)	(96,879)	(248,433)	(251,349)	(76,879)	(76,879)	(76,879)	
	W & WW Impact Fee Balance at Year End	\$451,872	\$447,922	\$483,016	\$520,014	\$736,384	\$957,738	\$1,184,163	

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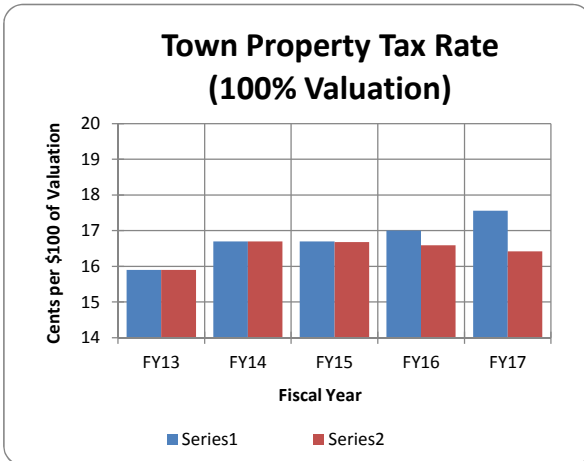
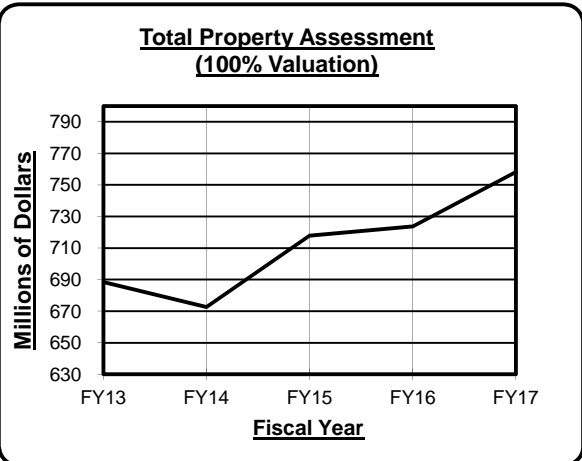
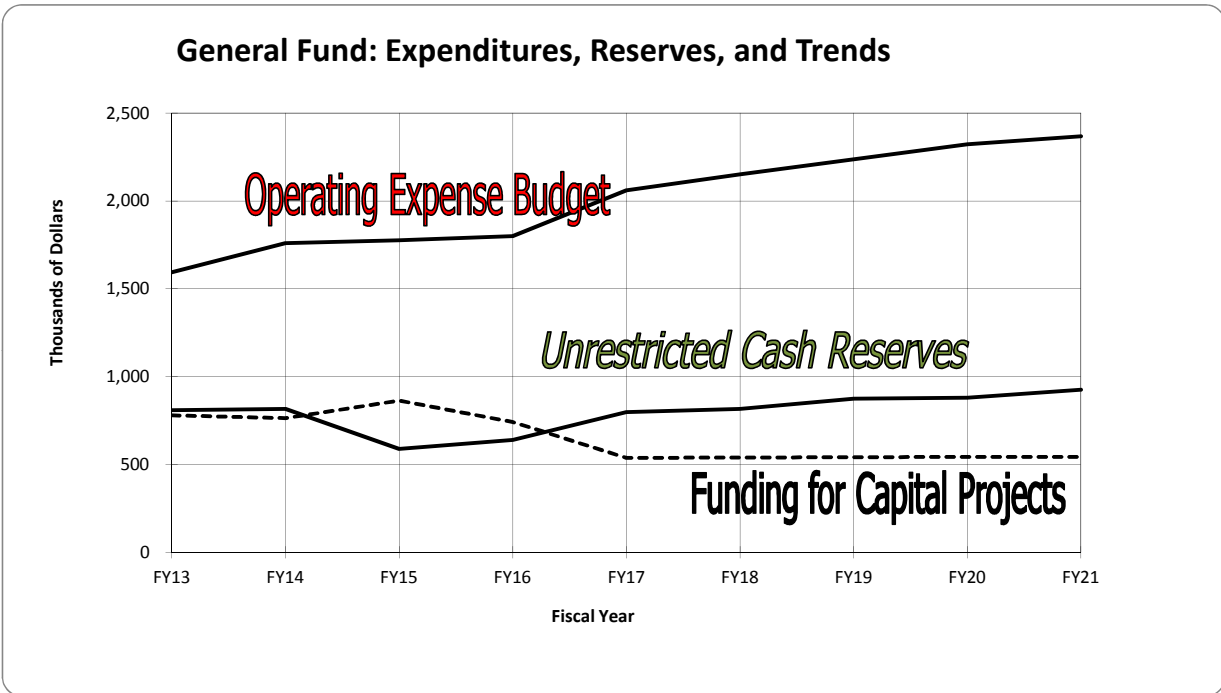
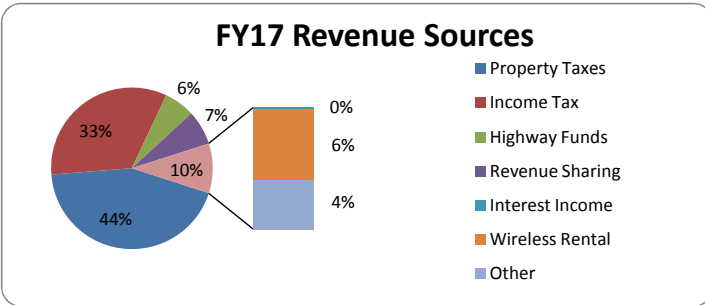
OVERVIEW - Budgets and Taxes

2nd Draft

Printed: 19-Apr-16

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

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



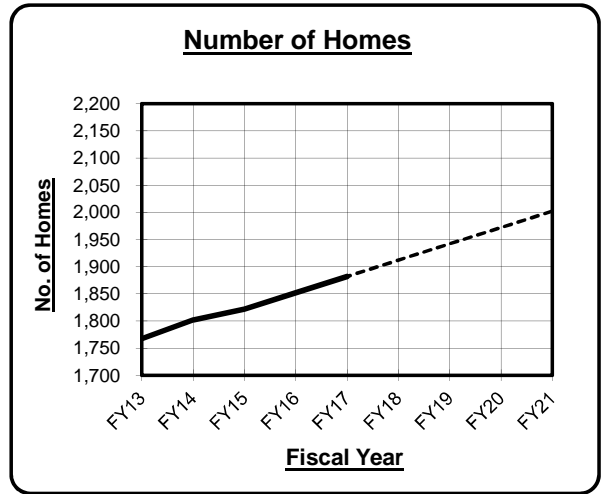
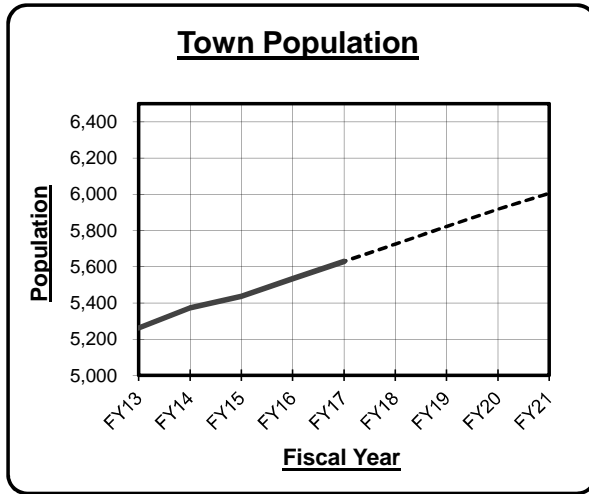
THE TOWN OF POOLSVILLE

FY 2017 Budget

OVERVIEW - Town Population and Public Infrastructure

2nd Draft

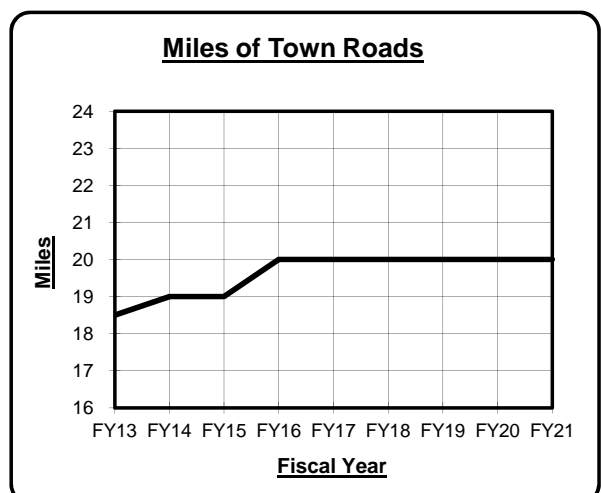
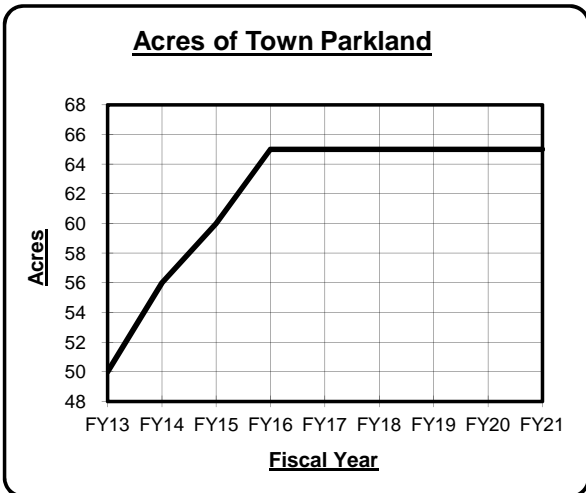
Printed: 19-Apr-16



The population chart reflects the 2010 Census results of 4,883 and a future average growth of approximately 30 houses per year. The population target remains at 6,500 per the 2011 Master Plan.

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

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



THE TOWN OF POOLSVILLE

FY 2017 Budget

SCHEDULE of OUTSTANDING DEBT

2nd Draft

Printed: 19-Apr-16

Item No.	Description	Pay-off Year & Interest Rate	Balance: Y/E 06/30/15	FY 15 Actual	FY 16 Projection	FY 17 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 18	FY 19	FY 20	FY 21
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										
1										
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]	624,547							
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	458,383	76,879	76,879	76,879	76,879	76,879	76,879	76,879
4	Westerly I&I Loan Original Loan for \$2,297,978 in 2013 for 20 years	FY33 - 2.1% [Maryland]	2,194,273	128,201	152,303	151,962	151,962	151,962	151,962	151,962
Sub-total: Water & Wastewater Projects										
Paid From General Funds				\$193,052	\$218,404	\$225,563	\$225,563	\$225,563	\$225,563	\$225,563
Paid From Unrestricted Funds				\$0	\$0	\$0	\$0	\$0	\$0	\$0
Paid From Restricted Funds			\$0	\$95,629	\$94,379	\$86,879	\$86,879	\$76,879	\$76,879	\$76,879
TOTAL: ALL DEBT SERVICE			\$3,277,203	\$288,681	\$312,783	\$312,442	\$312,442	\$302,442	\$302,442	\$302,442

Notes

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

THE TOWN OF POOLSVILLE

FY 2017 Budget

GENERAL FUND SUMMARY

2nd Draft

Printed: 19-Apr-16

Ref. Page	Item or Description	Y/E 06/30/15 FY 15 Actual	Y/E 06/30/16 FY 16 Budget	Y/E 06/30/16 FY 16 Projection	Y/E 06/30/17 FY 2017 Budget
General Funds Operating Summary					
7	General Revenue Total	\$3,025,923	\$2,796,190	\$2,988,536	\$3,038,339
General Expenditures					
Funding for Capital Projects					
16	General Capital Projects	(436,000)	(367,000)	(412,588)	(477,000)
28	Water/Wastewater Cap Projs	(206,384)	(272,500)	(422,760)	(321,000)
	Sub-total: Capital Projects	(642,384)	(639,500)	(835,348)	(798,000)
7	Operating Expenses	(2,330,397)	(2,151,485)	(2,135,041)	(2,236,804)
	Total: General Expenditures	(\$2,972,781)	(\$2,790,985)	(\$2,970,389)	(\$3,034,804)
Net Operating Balance					
		\$53,142	\$5,205	\$18,147	\$3,535
Unrestricted Funds Carried Forward from Prior Year					
		862,464	915,607	915,606	733,753
Application of Excess Unrestricted Funds					
	For General Capital Projects	0	0	0	0
	For W/WW Capital Projects	0	(180,000)	(200,000)	(200,000)
Closing Balance: Genl Funds [Unrestricted Reserve]					
		\$915,606	\$740,812	\$733,753	\$537,288
General Funds Capital Projects Summary					
Funding Balance Carried Forward from Prior Year					
		\$749,274	\$569,225	\$569,225	\$449,518
7	Funding from General Revenues	436,000	367,000	412,588	477,000
3	Funding from Impact Fees	36,500	15,000	15,000	0
2	Transfers from Restricted Funds	35,000	0	0	0
	Internal Transfers	0	26,000	35,000	0
7	Funding from MD Grants, Others	51,722	40,000	50,000	40,000
	Available for Capital Projects	\$1,308,496	\$1,017,225	\$1,081,813	\$966,518
16	Capital Projects Expenditures	(739,271)	(519,251)	(632,295)	(673,500)
Closing Balance: Capital Projects Funding					
		\$569,225	\$497,974	\$449,518	\$293,018

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] 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:
- | | |
|--|---|
| <u>Buildings and Municipal Facilities</u> | <u>Parks and Recreational Facilities</u> |
| Town Hall
Old Methodist Church, Thrift Shop
Wastewater Treatment Plant
Six Sewage Pump Stations | Maintenance Building
Eleven Well Houses
Equalization Lagoon
Stevens Park
Halmos Park
Bodmer Park
Whalen Commons
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 |
- [4] See page 19 for Town-owned vehicles.

THE TOWN OF POOLSVILLE

FY 2017 Budget

GENERAL FUND REVENUE SUMMARY

2nd Draft

Printed: 19-Apr-16

Acct No.	Account Name	Y/E 06/30/15 FY 15 Actual	Y/E 06/30/16 FY 16 Budget	Y/E 06/30/16 FY 16 Projection	Y/E 06/30/17 FY 17 Budget
General Revenue					
Part A - External Sources					
111	Property Taxes	1,205,991	1,229,390	1,244,727	1,331,857
112	P/P Property Unincorporated	10,122	6,000	6,000	6,000
113 & 114	P/P Public Utilities / Ordinary Corp.	42,993	45,000	45,000	45,000
311.4	Revenue Sharing	210,634	210,634	210,634	210,634
330.5	Property Tax Grant	722	722	722	722
360.1	Income Tax	1,042,956	985,000	1,099,000	1,010,000
156	Highway	152,495	65,000	148,009	184,682
222	Franchise / Traders License	56,742	30,000	30,000	30,000
121	Interest Income (120 & 465)	5,373	5,000	5,000	5,000
223	Building / Plumbing Permits	21,556	40,000	20,000	20,000
482	Senior Program	26,133	0	0	0
412	Zoning / Development Fees	38,580	15,000	15,000	15,000
414	Sale of Town Documents	45	0	0	0
462	Rental Income - Wireless Antennas	176,670	160,000	160,000	175,000
469	Miscellaneous Income	16,994	2,000	2,000	2,000
	Private Hook-Up Repayment	1,244	1,244	1,244	1,244
470	Rec Event Funding	13,406	0	0	0
480	Recreation Program	3,267	1,200	1,200	1,200
Sub-total: General Revenue (External Sources)		\$3,025,923	\$2,796,190	\$2,988,536	\$3,038,339
Part B - Internal Transfers					
Application of Excess Unrestricted Funds					
	For General Capital Projects	0	0	0	0
	For W/WW Capital Projects	0	180,000	200,000	200,000
Sub-total: General Revenue		\$3,025,923	\$2,976,190	\$3,188,536	\$3,238,339
Impact Fee Revenue					
475.1	Recreation	43,900	59,743	59,743	59,743
475.2	Public Facilities	12,912	17,571	17,571	17,571
Sub-total: Impact Fee Revenue		\$56,812	\$77,314	\$77,314	\$77,314
Grants and Designated Funding					
A	MD Grant: Program Open Space	0	0	0	0
B	MD Grant: Parks & Playgrounds	51,722	40,000	50,000	40,000
Sub-total: Grants and Designated Funding		\$51,722	\$40,000	\$50,000	\$40,000
Restricted Revenue					
	Kettler Proffer	20,000	0	5,000	0
	Reforestation Fees	0	0	1,960	0
	Speed Camera Revenue	25,883	20,000	26,484	20,000
	Park Fee			12,800	
Sub-total: Restricted Revenue		\$45,883	\$20,000	\$46,244	\$20,000
Total: General Fund Revenue		\$3,180,340	\$3,113,504	\$3,362,094	\$3,375,653

Account Descriptions

- 111 Property Taxes cover both commercial and residential properties at \$0.1756 per \$100 of assessed valuation..
- 112 Personal Property Tax for Unincorporated businesses in Poolesville.
- 113/114 These are Personal Property Tax accounts: 113 for Public Utilities (Verizon, Washington Gas), and 114 for other corporations in Poolesville
- 311.4 Covers the Tax Duplication formula with the County and is based on the miles of Town roads.
- 330.5 Covers bank shares and comes from Montgomery County, the same every year.
- 360.1 Revenue is based on a State formula, Poolesville receives 17% of income tax collected within the corporate limits. Over 9 quarters, the town will repay the State for income tax received per the Wynne Case.
- 156 The State computes this amount based on the miles of Town roads and the vehicles registered in Town by residents.
- 222 Franchise Fees includes Comcast Cable TV, Verizon and a portion of the business licenses granted by the County.
- 121 Interest earned on the General Fund savings account and our account with the County's Investment Fund
- 412 Zoning applications and Development fees for new subdivisions are offset by Expense Acct. 1210.
- 462 Includes the rental of space on the Water Tower to Sprint, Verizon, AT&T and T-Mobile.
- 480 Fees charged for participants in the Summer Recreation Program.

THE TOWN OF POOLESVILLE

FY 2017 Budget

GENERAL FUND EXPENSE SUMMARY

2nd Draft

Printed: 19-Apr-16

Acct No.	Account Name	Y/E 06/30/15 FY 15 Actual	Y/E 06/30/16 FY 16 Budget	Y/E 06/30/16 FY 16 Projection	Y/E 06/30/17 FY 17 Budget
500	Town Administration	234,068	196,542	196,542	210,892
600	Elections	4,666	0	0	6,000
700	Staff Salaries and Benefits	749,629	865,545	865,545	907,724
800	Law	38,178	40,000	40,000	40,000
900	Municipal Buildings & Operations	134,458	104,050	104,050	110,975
1000	Streets, Sidewalks, & Storm Drains	185,294	134,800	134,800	138,950
1100	Parks & Recreation	48,655	57,700	57,700	68,700
1200	Engineering	146,000	40,000	40,000	40,000
1300	Planning & Zoning	1,170	5,000	5,000	0
1400	Public Safety	26,466	28,000	28,000	28,000
1500	Municipal Services	431,764	445,000	445,000	460,000
1600	Grant to Water & Wastewater Fund	137,000	0	0	0
1700	Debt Service	193,049	234,848	218,404	225,563
Sub-total: General Fund Operating Expenses		\$2,330,397	\$2,151,485	\$2,135,041	\$2,236,804
2000	Funding for Capital Projects	436,000	367,000	412,588	477,000
3000	Granted for Water & Wastewater Capital Projects	206,384	272,500	422,760	321,000
Sub-total: General Fund Capital Expenses		\$642,384	\$639,500	\$835,348	\$798,000
Total: General Fund Expenses		\$2,972,781	\$2,790,985	\$2,970,389	\$3,034,804

Notes

[1]

THE TOWN OF POOLSVILLE

FY 2017 Budget

GENERAL FUND EXPENSE DETAILS

2nd Draft

Printed: 19-Apr-16

Acct No.	Account Name	Y/E 06/30/15 FY 15 Actual	Y/E 06/30/16 FY 16 Budget	Y/E 06/30/16 FY 16 Projection	Y/E 06/30/17 FY 17 Budget
500	Town Administration				
505	Executive Meetings and Training	12,876	15,625	15,625	15,625
510	Advertising	6,167	4,200	4,200	4,200
515	Dues and Subscriptions	12,800	12,922	12,922	12,922
525	Contract Services	1,167	0	0	0
530	Bonding and Employee Training	1,915	775	775	775
540	Accounting and Auditing	24,220	25,200	25,200	31,200
545	Printing and Duplicating	6,963	8,200	8,200	8,200
550	Communications	7,514	5,650	5,650	8,080
555	Office Supplies and Expense	12,771	12,590	12,590	12,590
565	Community Events	35,100	31,305	31,305	34,700
	<i>Use of Roll-Over Funds</i>	(13,600)	0	0	0
570	Community Goodwill	37,262	35,075	35,075	35,600
575	Economic Development/Marketing	59,913	45,000	45,000	47,000
	<i>Use of Restricted Funds</i>	0	0	0	0
576	Senior Program	36,350	0	0	0
	<i>Use of Outside Funding</i>	(7,350)	0	0	0
Total:	Acct 500 Town Administration	\$234,068	\$196,542	\$196,542	\$210,892

Account Descriptions

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

505	Includes meetings and training the Commissioners and Town Manager attend, including the Maryland Municipal League (MML) Conferences, MML Montgomery County Chapter Meetings, Chamber of Commerce Meetings, meetings with State and County officials, and other official functions.	
510	Advertising in the media.	
515	Includes dues for organizations such as the MML, Manager's Association, etc., as well as subscriptions for various publications.	
525	Includes the transcriber for minutes and public hearing transcripts.	
530	Includes bonding for the Town Manager and Town Clerk and training for all Town employees.	
540	CPA Accounting assistance and costs for end of year audit are doubled as a result of newly mandated reporting requirements.	
545	Includes copying machine lease, copy paper, printing and postage for the Town Newsletter.	
550	Includes telephone service in Town Hall and the Maintenance Building, fax machine, cellular phones for senior staff 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	5,000
	Octoberfest	6,500
	Friday on the Commons	17,000
	Spring Fest	5,000
	Welcome Bags	500
	Big flea	700
570	Community Goodwill includes:	
	Fireworks	11,250
	Grants	5,000
	Post Prom	800
	Poolesville Day	15,000
	Gifts for volunteers	750
	Skatepark Contest	1,275
	Misc	1,000
575	\$1,500 of this fund will be allocated towards a Civil War Commemoration. The balance includes costs for media outreach, digital media support, event support/advertising, press releases, social media/website content, tweets and business attraction.	
576	Start up of senior based program & interim Support	

THE TOWN OF POOLESVILLE

FY 2017 Budget

GENERAL FUND EXPENSE DETAILS

2nd Draft

Printed: 19-Apr-16

Acct No.	Account Name	Y/E 06/30/15 FY 15 Actual	Y/E 06/30/16 FY 16 Budget	Y/E 06/30/16 FY 16 Projection	Y/E 06/30/17 FY 17 Budget
600	Elections				
605	Printing and Duplicating	1,333	0	0	1,500
610	Voting Machines and Supplies	2,712	0	0	3,000
615	Legal Fees	621	0	0	1,500
Total: Acct 600 Elections		<u>\$4,666</u>	<u>\$0</u>	<u>\$0</u>	<u>\$6,000</u>
700	Staff Salaries and Benefits				
705	Salaries	991,988	1,086,786	1,086,786	1,114,561
710	Social Security	75,887	83,139	83,139	85,264
715	Employee Benefits	205,082	225,353	225,353	274,152
720	Workmen's Compensation	53,439	51,603	51,603	51,603
	Sub-Total: Salaries and Benefits for All Employees	1,326,396	1,446,881	1,446,881	1,525,580
750	Salary Burden Allocation				
755	Water/Wastewater Salary Burden	(514,873)	(531,546)	(531,546)	(567,839)
760	Wastewater Admin Salary Burden	(11,596)	(10,532)	(10,532)	(10,561)
765	Water Admin Salary Burden	(50,298)	(39,258)	(39,258)	(39,456)
	Sub-Total: Salary Burden Allocations	(576,767)	(581,336)	(581,336)	(617,856)
Total: Acct 700 Staff Salaries and Benefits		<u>\$749,629</u>	<u>\$865,545</u>	<u>\$865,545</u>	<u>\$907,724</u>

Account Descriptions

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

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

The Major Account Group 700 includes salaries, social security, insurance, hospitalization, and retirement plan contributions for the Town Manager, Town Clerk-Treasurer, Deputy Clerk, the Public Works staff, Water and Wastewater staff, and other temporary employees, such as for the Summer Recreation Program, that may be hired. At present, Poolesville has a total of fifteen (18) employees.

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

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

THE TOWN OF POOLESVILLE

FY 2017 Budget

GENERAL FUND EXPENSE DETAILS

2nd Draft

Printed: 19-Apr-16

Acct No.	Account Name	Y/E 06/30/15 FY 15 Actual	Y/E 06/30/16 FY 16 Budget	Y/E 06/30/16 FY 16 Projection	Y/E 06/30/17 FY 17 Budget
800	Law				
805	Legal Fees	38,178	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>\$38,178</u>	<u>\$40,000</u>	<u>\$40,000</u>	<u>\$40,000</u>
900	Municipal Buildings & Operations				
910	Insurance	22,026	23,700	23,700	23,700
915	Electricity and Heat	33,322	24,000	24,000	27,000
920	Maintenance and Building Supplies	1,647	3,000	3,000	3,000
925	Repairs and Maintenance	11,458	11,000	11,000	11,925
940	Uniforms	5,703	4,850	4,850	5,850
950	Vehicle Insurance	1,982	3,000	3,000	3,000
955	Truck Operations and Maintenance	57,297	33,500	33,500	35,500
960	Small Tools and Equipment	1,023	1,000	1,000	1,000
Total: Acct 900 Municipal Buildings & Operations		<u>\$134,458</u>	<u>\$104,050</u>	<u>\$104,050</u>	<u>\$110,975</u>

Account Descriptions

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

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

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

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

THE TOWN OF POOLESVILLE

FY 2017 Budget

GENERAL FUND EXPENSE DETAILS

2nd Draft

Printed: 19-Apr-16

Acct No.	Account Name	Y/E 06/30/15 FY 15 Actual	Y/E 06/30/16 FY 16 Budget	Y/E 06/30/16 FY 16 Projection	Y/E 06/30/17 FY 17 Budget
1000	Streets, Sidewalks, & Storm Drains				
1050	Repairs/Maintenance/Resurfacing	10,534	13,000	13,000	14,450
1055	Storm Drain Repair/Maintenance	5,661	7,500	7,500	15,200
1060	Street Signs	1,633	2,300	2,300	2,300
1065	Street Lighting	103,468	94,000	94,000	94,000
1070	Snow Removal	55,498	8,000	8,000	8,000
1085	Sidewalk Repair & Maintenance	8,500	10,000	10,000	5,000
Total: Acct 1000 Streets, Sidewalks, & Storm Drains		<u>\$185,294</u>	<u>\$134,800</u>	<u>\$134,800</u>	<u>\$138,950</u>

Account Descriptions

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

- 1050 This account includes minor repair and maintenance to roads following water main breaks and other road surface failures with gravel and cold patch. Permanent repairs are completed when major resurfacing projects are scheduled as identified in the Capital Project section of this Budget.
- 1055 Included in this account are the costs for the cleaning of, and minor repairs to, storm drain inlets and pipes. Again, major work items are included in the Capital Projects section of this Budget.
- 1060 This account covers the installation of new street signs, and the repair/replacement of older signs, as may be required
- 1065 The operation of the Town's residential street lights (565) and Cobra Head lights (about 65) was performed under contract with Allegheny Power, including maintenance and electric cost.
- 1070 Included in this account is the cost of salt, and other materials that may be spread on Town roads, as may be required during snow/ice events. It also includes the cost of special items that may be needed for snow removal, as well as the cost of truck repairs specifically due to snow removal.
- 1085 This account covers the cost of repairing and maintaining all Town sidewalks.

THE TOWN OF POOLESVILLE

FY 2017 Budget

GENERAL FUND EXPENSE DETAILS

2nd Draft

Printed: 19-Apr-16

Acct No.	Account Name	Y/E 06/30/15 FY 15 Actual	Y/E 06/30/16 FY 16 Budget	Y/E 06/30/16 FY 16 Projection	Y/E 06/30/17 FY 17 Budget
1100	Parks & Recreation				
1150	Park Lighting	8,737	9,700	9,700	9,700
1155	Park Repair and Maintenance	28,913	35,000	35,000	36,000
1160	Streetscape (Tree) Expense	0	0	0	10,000
1165	Street Tree Maintenance	8,121	10,000	10,000	10,000
1170	Recreation Program	2,884	3,000	3,000	3,000
Total: Acct 1100 Parks & Recreation		<u>\$48,655</u>	<u>\$57,700</u>	<u>\$57,700</u>	<u>\$68,700</u>
1200	Engineering				
1205	General Engineering	51,030	30,000	30,000	30,000
1210	Engineering Development	94,970	10,000	10,000	10,000
Total: Acct 1200 Engineering		<u>\$146,000</u>	<u>\$40,000</u>	<u>\$40,000</u>	<u>\$40,000</u>
1300	Planning & Zoning				
1300	Planning and Zoning	1,170	5,000	5,000	0
Total: Acct 1300 Planning & Zoning		<u>\$1,170</u>	<u>\$5,000</u>	<u>\$5,000</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

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GENERAL FUND EXPENSE DETAILS

2nd Draft

Printed: 19-Apr-16

Acct No.	Account Name	Y/E 06/30/15 FY 15 Actual	Y/E 06/30/16 FY 16 Budget	Y/E 06/30/16 FY 16 Projection	Y/E 06/30/17 FY 17 Budget
1400	Public Safety				
1425	Code Enforcement Officer	12,411	20,000	20,000	20,000
1435	Plumbing Inspection	14,055	8,000	8,000	8,000
Total: Acct 1400 Public Safety		<u>\$26,466</u>	<u>\$28,000</u>	<u>\$28,000</u>	<u>\$28,000</u>
1500	Municipal Services				
1500	Trash Collection	431,764	445,000	445,000	460,000
Total: Acct 1500 Municipal Services		<u>\$431,764</u>	<u>\$445,000</u>	<u>\$445,000</u>	<u>\$460,000</u>
1600	Grant to Water & Wastewater Fund				
1600	Grant to Water & Wastewater Fund	137,000	0	0	0
Total: Acct 1600 Grant to Water & Wastewater Fund		<u>\$137,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
1700	Debt Service				
1700	Debt Service (Principal & Interest)	193,049	234,848	218,404	225,563
Total: Acct 1700 Debt Service		<u>\$193,049</u>	<u>\$234,848</u>	<u>\$218,404</u>	<u>\$225,563</u>

Account Descriptions

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

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

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

The Major Account Group 1500, Municipal Services, includes the cost associated with the Town's contract with Unity Trash Service to provide regular residential trash, yard waste and recycling pickup.

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

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

THE TOWN OF POOLSVILLE

FY 2017 Budget

GENERAL FUND - CAPITAL PROJECTS SUMMARY

2nd Draft

Printed: 19-Apr-16

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 15 Act.	FY 16 Projection	FY 17 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 18	FY 19	FY 20	FY 21
<i>Project Funding</i>										
2005	Office Equipment		0	17,601	4,000	4,000	4,000	4,000	4,000	4,000
2010	Municipal Buildings		2,657,000	72,083	15,000	30,000	21,500	10,000	10,000	10,000
2015	Parks & Streets Equipment		394,050	70,677	20,000	70,000	80,000	105,000	87,500	72,500
2020	Vehicles		540,000	60,512	35,000	25,000	50,000	55,000	70,000	90,000
2025	Major Town Projects		100,000	225,069	90,000	25,000	60,000	55,000	55,000	55,000
2035	Park Projects		2,051,500	277,333	75,000	70,000	95,000	20,000	20,000	20,000
2040	Major Street Repair Projects		1,915,000	585,222	273,588	293,000	292,000	299,000	322,000	358,000
Total Funding Allocations			\$7,657,550	\$1,308,497	\$512,588	\$517,000	\$602,500	\$548,000	\$568,500	\$609,500
<i>Direct Funding</i>										
2005	Transfer of Unrestricted Funds			13,352						
2010	Use of Impact Fees			21,500	15,000					
2025										
	Speed Camera Revenue			93,820	35,000					
2035	MD Grants			51,722	50,000	40,000	40,000			
	Use of Impact Fees			15,000						
Sub-total: Direct Funding				\$195,394	\$100,000	\$40,000	\$40,000	\$0	\$0	\$0
2000	Funding by General Funds [Total less Direct Funding]			\$1,113,103	\$412,588	\$477,000	\$562,500	\$548,000	\$568,500	\$609,500
<i>Project Expenditures</i>										
				FY 15 Act.						
2005	Office Equipment			(16,453)	0	0	0	0	0	0
2010	Municipal Buildings			(20,443)	(61,118)	(19,000)	(36,500)	0	0	0
2015	Parks & Streets Equipment			(38,011)	(24,111)	(20,500)	(33,000)	(65,000)	(83,000)	(130,000)
2020	Vehicles			0	(60,000)	0	(65,000)	0	0	(110,000)
2025	Major Town Projects			(38,508)	(260,981)	(25,000)	(10,000)	0	0	0
2035	Park Projects			(83,087)	(226,085)	0	(165,000)	0	0	0
2040	Major Street Repair Projects			(542,769)	0	(609,000)	0	(591,000)	0	(680,000)
Total Expenditures				(\$739,271)	(\$632,295)	(\$673,500)	(\$309,500)	(\$656,000)	(\$83,000)	(\$920,000)
<i>Account Balance by Year</i>										
2005	Office Equipment			1,148	5,148	9,148	13,148	17,148	21,148	25,148
2010	Municipal Buildings			51,640	5,522	16,522	1,522	11,522	21,522	31,522
2015	Parks & Streets Equipment			32,666	28,555	78,055	125,055	165,055	169,555	112,055
2020	Vehicles			60,512	35,512	60,512	45,512	100,512	170,512	150,512
2025	Major Town Projects			186,561	15,580	15,580	65,580	120,580	175,580	230,580
2035	Park Projects			194,246	43,161	113,161	43,161	63,161	83,161	103,161
2040	Major Street Repair Projects			42,453	316,041	41	292,041	41	322,041	41
Account Balance by Year				\$569,226	\$449,519	\$293,019	\$586,019	\$478,019	\$963,519	\$653,019

Notes

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

- * The top part of the page summarizes the costs of the various projects and the overall funding streams developed to implement those projects. Also included in the top section is a summary of all special funding available to augment the regular General Funding. The bottom line in the top section, Acct. 2000, subtracts the special funding and identifies the Net Amount which has been, or will be, funded from General Fund Revenues.
- * The middle part of the page summarizes the programmed expenditures of the funds to accomplish the various capital projects
- * The bottom part of the page reflect the remaining balances in each of the accounts at the end of each Fiscal Year

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

THE TOWN OF POOLSVILLE

FY 2017 Budget

GENERAL FUND - CAPITAL PROJECTS

2nd Draft

Printed: 19-Apr-16

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 15 Act.	FY 16 Projection	FY 17 Bgt. Budget	Forward Planning Cycle			
							FY 18	FY 19	FY 20	FY 21
Project Funding										
2005	Office Equipment									
Carry-over funds: Completed Projects										
Carry-Over Funds allocated to projects										
1	Future Office Requirements	Open		4,249	4,000	4,000	4,000	4,000	4,000	4,000
2	Website Design	FY15		13,352						
Budget Amendment 2/3/2014										
Total Funding Allocations			\$0	\$17,601	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000
Project Expenditures										
2005	Office Equipment	Open								
1	Office Equipment	FY15		(3,101)						
2	Web Design	FY15		(13,352)						
Total Expenditures				(\$16,453)	\$0	\$0	\$0	\$0	\$0	\$0
2005	Account Balance by Year			\$1,148	\$5,148	\$9,148	\$13,148	\$17,148	\$21,148	\$25,148

Notes

Shading key in Table: FY 15 Completed/Closed Projects **Budgeting, Planned Expenditures for this Budget Year**

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

Project Definitions

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

1 This is a replacement of existing equipment

2 The new site showcases events, activities and contains resident interactive modules to keep updates, notifications and calendars for improved communications.

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 15 Act.	FY 16 Projection	FY 17 Bgt. Budget	Forward Planning Cycle			
							FY 18	FY 19	FY 20	FY 21
Project Funding										
2010	Municipal Buildings			4,277		(4,000)				
Carry-over funds: Completed Projects										
Carry-Over Funds allocated to projects										
1	Community Center	Open	2,500,000	1,245						
Funding From Impact Fees										
2	Storage Building Addition	FY15	25,000	11,413						
3	Historic Methodist Church	FY15	25,000	20,373						
4	Maintenance Building roof	FY15	14,000	(312)						
Use of Impact Fees										
5	Retrofit Monument Sign	FY15	7,500	7,500						
6	Town Hall Maintenance	FY16	30,000		15,000			10,000	10,000	10,000
Use of Impact Fees										
7	WWTP Metal Doors	FY17	4,000			4,000				
8	Fence Replacement	FY18	6,500				6,500			
9	Pole Barn Equipment Storage	FY18	30,000			15,000	15,000			
10	Storage Building - Town Hall	FY18	15,000			15,000				
Total Funding Allocations			\$2,657,000	\$72,083	\$15,000	\$30,000	\$21,500	\$10,000	\$10,000	\$10,000
Project Expenditures										
2010	Municipal Buildings	Open								
1	Community Center	FY15		(4,072)	(20,928)					
2	Storage Building Addition	FY15		(2,683)	(17,690)					
3	Historic Methodist Church	FY15		(13,688)						
4	Maintenance Building Roof	FY15			(7,500)					
5	Retrofit Monument Sign	FY16			(15,000)					
6	Town Hall Maintenance	FY17				(4,000)				
7	WWTP Metal Doors	FY18					(6,500)			
8	Fence Replacement	FY18					(30,000)			
9	Pole Barn Equipment Storage	FY18								
10	Storage Building - Town Hall	FY18								
Total Expenditures				(\$20,443)	(\$61,118)	(\$19,000)	(\$36,500)	\$0	\$0	\$0
2010	Account Balance by Year			\$51,640	\$5,522	\$16,522	\$1,522	\$11,522	\$21,522	\$31,522

Notes

Shading key in Table: FY 15 Completed/Closed Projects **Budgeting, Planned Expenditures for this Budget Year**

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

Project Definitions

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

1 The Community Center is conceptual only at this point

2 The addition will provide additional equipment storage

3 The Historic Methodist Church (Thrift Shop) is in need of replacement window seals and exterior brick repair

4 Replacement of existing roof

5 Replace polycarbonate face, enlarge to accommodate 36" wide inser

6 Interior caulking, painting and carpet replacement

7 Replacement of existing doors.

8 Replacement of existing fence around maintenance facility

9 New storage building to house back-hoe, sewer jet and generators.

10 New storage building to house event equipment, event signs and banners.

THE TOWN OF POOLESVILLE

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GENERAL FUND - CAPITAL PROJECTS

2nd Draft

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Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 15 Act.	FY 16 Projection	FY 17 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 18	FY 19	FY 20	FY 21
Project Funding										
2015	Parks & Streets Equipment				11,501					
	Carry-over funds: Completed Projects									
	Carry-Over Funds allocated to projects					(7,500)				
1	Accm.for Current and Future Equip Require.			21,098	10,000	15,000	15,000	15,000	15,000	15,000
a	Replacement salt spreaders (3)	Open	8,000 EA.							
b	Replacement Chain Saws	FY15	1,500							
c	Air Compressor	FY16	2,850							
d	Back-hoe tires	FY16	1,700							
e	Welder/Generator	FY17	2,000							
f	Impact Tools	FY17	1,000							
2	72" Mower/snow Blower	FY15	40,000	28,773						
3	Emergency Lights	FY17				7,500	[Allocation of Carry-over Funds]			
4	72" Mower	FY18	15,000			7,500	7,500			
5	15' Batwing Mower	FY19	55,000			15,000	15,000	25,000		
6	72" Mower	FY20	15,000					7,500	7,500	
7	Skid Loader	FY20	50,000			12,500	12,500	12,500	12,500	
8	Back-Hoe	FY21	90,000			10,000	20,000	20,000	20,000	20,000
9	72" Mower	FY21	15,000						7,500	7,500
10	Mule (Utility Vehicle)	FY21	15,000					5,000	5,000	5,000
11	72" Mower	FY23	15,000							5,000
12	15' Batwing Mower	FY23	55,000					10,000	10,000	10,000
13	Holiday Lights	Open	20,000	9,305	10,000	10,000	10,000	10,000	10,000	10,000
Total Funding Allocations			\$394,050	\$70,677	\$20,000	\$70,000	\$80,000	\$105,000	\$87,500	\$72,500
Project Expenditures										
2015	Parks & Streets Equipment									
1	Accm.for Current and Future Equip Require.									
a	Replacement salt spreaders	Open			(8,000)		(8,000)		(8,000)	
b	Replacement Chain Saws	FY15		(1,473)						
c	Air Compressor	FY16			(2,850)					
d	Back-Hoe Tires	FY16			(1,721)					
e	Welder/Generator	FY17				(2,000)				
f	Impact Tools	FY17				(1,000)				
2	72" Mower/snow Blower	FY15		(28,773)						
3	Emergency Lights	FY17				(7,500)				
4	72" Mower	FY18					(15,000)			
5	15' Batwing Mower	FY19						(55,000)		
6	72" Mower	FY20							(15,000)	
7	Skid Loader	FY20							(50,000)	
8	Back-Hoe	FY21								(90,000)
9	72" Mower	FY21								(15,000)
10	Mule (Utility Vehicle)	FY21								(15,000)
11	72" Mower	FY23								
12	15' Batwing Mower	FY23								
13	Holiday Lights	Open		(7,765)	(11,540)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Total Expenditures				(\$38,011)	(\$24,111)	(\$20,500)	(\$33,000)	(\$65,000)	(\$83,000)	(\$130,000)
2015	Account Balance by Year			\$32,666	\$28,555	\$78,055	\$125,055	\$165,055	\$169,555	\$112,055

Notes

Shading key in Table: FY 15 Completed/Closed Projects Budgeting, Planned Expenditures for this Budget Year

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

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

Project was funded with excess funding from completed projects.

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

FY 2017 Budget

GENERAL FUND - CAPITAL PROJECTS

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Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 15 Act.	FY 16 Projection	FY 17 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 18	FY 19	FY 20	FY 21
<u>Project Funding</u>										
2020	Vehicles			512						
	Carry-over funds: Completed Projects									
	Carry-Over Funds allocated to projects									
1	1- Ton Utility Truck	FY16	55,000	40,000	15,000					
2	Utility Trailer	FY16	5,000		5,000					
3	5- Ton Dump Truck	FY18	65,000	20,000	15,000	15,000				
4	1- Ton Utility Truck	FY21	55,000			10,000	10,000	15,000	10,000	10,000
5	1-Ton Utility Truck	FY21	55,000				15,000	15,000	15,000	10,000
6	1-Ton Utility Truck	FY22	55,000				10,000	10,000	10,000	10,000
7	1/2 Ton Pick-up	FY22	30,000					5,000	10,000	10,000
8	1- Ton Utility Truck	FY22	55,000					10,000	15,000	15,000
9	1- Ton Utility Truck	FY23	55,000						10,000	15,000
10	1-Ton Dump Truck	FY24	55,000							10,000
11	1-Ton Utility Truck	FY25	55,000							10,000
Total Funding Allocations			\$540,000	\$60,512	\$35,000	\$25,000	\$50,000	\$55,000	\$70,000	\$90,000
<u>Project Expenditures</u>										
2020	Vehicles			FY 15 Act.						
1	1- Ton Utility Truck	FY16			(55,000)					
2	Utility Trailer	FY16			(5,000)					
3	5- Ton Dump Truck	FY18					(65,000)			
4	1- Ton Utility Truck	FY21								(55,000)
5	1-Ton Utility Truck	FY21								(55,000)
6	1-Ton Utility Truck	FY22								
7	1/2 Ton Pick-up	FY22								
8	1- Ton Utility Truck	FY22								
9	1- Ton Utility Truck	FY23								
10	1-Ton Dump Truck	FY24								
11	1-Ton Utility Truck	FY25								
Total Expenditures				\$0	(\$60,000)	\$0	(\$65,000)	\$0	\$0	(\$110,000)
2020	Account Balance by Year			\$60,512	\$35,512	\$60,512	\$45,512	\$100,512	\$170,512	\$150,512

Notes

Shading key in Table: FY 15 Completed/Closed Projects

Budgeting, Planned Expenditures for this Budget Year

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

The Town owns the following vehicles:

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

Trucks

- 1 The 1- ton utility truck scheduled for 2016 will replace the 2008 F-350.
- 2 The utility trailer will be outfitted with water/sewer emergency equipment.
- 3 The 5 ton truck scheduled for 2018 will replace the 2006 Chevy dump truck.
- 4 The 1-ton utility truck scheduled for 2021 will replace the 2010 F-350.
- 5 The 1-ton utility truck scheduled for 2021 will replace the 2011 F-350.
- 6 The 1-ton utility truck scheduled for 2022 will replace the 2011 F-350.
- 7 The 1/2 Ton will replace the 2011 Ford Ranger.
- 8 The 1-ton utility truck scheduled for 2022 will replace the 2012 F-350.
- 9 The 1-ton utility truck scheduled for 2023 will replace the 2013 F-350.
- 10 The 1-ton utility truck scheduled for 2024 will replace the 2014 Flatbed.
- 11 The 1-ton utility truck scheduled for 2015 will replace the 2015 F350 Truck

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

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Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 15 Act.	FY 16 Projection	FY 17 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 18	FY 19	FY 20	FY 21
Project Funding										
2025	Major Town Projects									
	Carry-over funds: Completed Projects			472						
	Carry-Over Funds allocated to projects									
1	Street Lighting Program	Open	Open	1,999	15,000		20,000	20,000	20,000	20,000
2	Fisher Ave Streetscape	Open	Open	62,686		20,000	30,000	35,000	35,000	35,000
3	Fisher Ave Water Line Relocation	FY15		45,190						
Budget Amendment 4/21/2014										
4	W Willard Sidewalks	FY15	85,000	20,902						
Budget Amendment 6/1/2015										
Speed Camera Revenue										
5	Curb Replacements	FY16		93,820	35,000					
6	Street Sign Replacement	FY16	15,000		20,000	5,000				
7	Vehicle Charging Station	FY17					10,000			
Total Funding Allocations				\$100,000	\$225,069	\$90,000	\$25,000	\$60,000	\$55,000	\$55,000
Project Expenditures										
2025	Major Town Projects			FY 15 Act.						
1	Street Lighting Program	Open		(477)	(1,521)					
2	Fisher Ave Streetscape	Open		(2,412)	(60,274)	(20,000)				
3	Fisher Ave Water Line Relocation	FY15		(31,718)	(13,473)					
4	W Willard Sidewalks	FY15		(3,901)	(145,713)					
5	Curb Replacements	FY16			(20,000)					
6	Street Sign Replacement	FY16			(20,000)	(5,000)				
7	Vehicle Charging Station	FY17					(10,000)			
Total Expenditures				(\$38,508)	(\$260,981)	(\$25,000)	(\$10,000)	\$0	\$0	\$0
2025	Account Balance by Year			\$186,561	\$15,580	\$15,580	\$65,580	\$120,580	\$175,580	\$230,580

Notes

Shading key in Table: FY 15 Completed/Closed Projects Budgeting, Planned Expenditures for this Budget Year

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

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

- 1 Street Lighting Program includes, Parks & Streets Board is currently developing LED replacement program
- 2 Improvements along Fisher Avenue, including crosswalks, raised intersections, signage, banners and streetlights
FY 13-14 improvements include new signage and crosswalks, streetlights and banners fronting Whalen Commons
- 3 The relocation will lower the water main to allow for drainage improvements to be made under Fisher Avenue
- 4 Replacement of existing sidewalk.
- 5 Replacement of broken curbs throughout Town
- 6 Replacement of existing street signs throughout Town.
- 7 Electric vehicle charging station to be located near Whalen Commons

THE TOWN OF POOLESVILLE

FY 2017 Budget

GENERAL FUND - CAPITAL PROJECTS

2nd Draft

Printed: 19-Apr-16

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 15 Act.	FY 16 Projection	FY 17 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 18	FY 19	FY 20	FY 21
Project Funding										
2040	Major Street Repair Projects			41						
Carry-over funds: Completed Projects										
Carry-Over Funds allocated to projects										
1	FY 15 Paving Program	FY15	30,000	542,769						
2	FY 17 Paving Program									
	Lilli St	FY17	20,000	18,000	2,000					
	Beatritz Ave	FY17	50,000	24,412	25,588					
	Christer St	FY17	20,000		15,000					
	Anita Ct	FY17	18,000		18,000					
	Haller Ave	FY17	30,000		30,000					
	Haller Ct	FY17	20,000		20,000					
	Hickman St	FY17	38,000		38,000					
	Hickman Way	FY17	25,000		25,000					
	Shannon Way	FY17	20,000		20,000					
	Hempstone Ave	FY17	160,000		80,000	80,000				
	Dowden Circle	FY17	60,000			60,000				
	Soper St	FY17	55,000			55,000				
	Whitaker Rd	FY17	35,000			35,000				
	Dowden Way	FY17	20,000			20,000				
	Hempstone Ct	FY17	23,000			23,000				
	Misc Repairs	FY17	20,000			20,000				
3	FY 19 Paving Program									
	Hughes Rd (Westerly-Wootton)	FY19	80,000				80,000			
	Luhn St	FY19	35,000				35,000			
	Gott St	FY19	22,000				22,000			
	Fletchall	FY19	55,000				55,000			
	Tom Fox Ct	FY19	30,000				30,000			
	Conlon Ct	FY19	20,000				20,000			
	Gray Farm Ct	FY19	20,000				20,000			
	Spurrier (Brown - W Willard)	FY19	90,000				30,000	60,000		
	General Custer Way	FY19	61,000					61,000		
	Norris Rd	FY19	38,000					38,000		
	Hersperger	FY19	80,000					80,000		
	Stevens Park Trail System	FY19	40,000					40,000		
	Misc Repairs	FY19	20,000					20,000		
4	FY21 Paving Program									
	Dr. Walling (Cattail-Brightwell)	FY21	120,000						120,000	
	Selby Ave	FY21	142,000						142,000	
	Bruner Way	FY21	78,000						60,000	18,000
	McKernon Way	FY21	90,000							90,000
	Hillard Ct	FY21	20,000							20,000
	Dr. Moore Ct	FY21	60,000							60,000
	Hillard St. (Halmos-cul-de-sac)	FY21	110,000							110,000
	Koteen Way	FY21	40,000							40,000
	Misc Repairs	FY21	20,000							20,000
	Future Roads to be determined									
	Total Funding Allocations		\$1,915,000	\$585,222	\$273,588	\$293,000	\$292,000	\$299,000	\$322,000	\$358,000
Project Expenditures										
2040	Major Street Repair Projects			FY 15 Act.						
1	FY 15 Paving Program	FY15		(542,769)						
2	FY17 Paving Program	FY17				(609,000)				
3	FY19 Paving Program	FY19					(591,000)			
4	FY21 Paving Program	FY21								(680,000)
	Total Expenditures			(\$542,769)	\$0	(\$609,000)	\$0	(\$591,000)	\$0	(\$680,000)
2040	Account Balance by Year			\$42,453	\$316,041	\$41	\$292,041	\$41	\$322,041	\$41

Notes

Shading key in Table: FY 15 Completed/Closed Projects Budgeting, Planned Expenditures for this Budget Year

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

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

All Town roads were evaluated and prioritized in 2016. Estimates in the out years reflect a 3% annual increase each year.

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

THE TOWN OF POOLESVILLE

FY 2017 Budget

WATER and WASTEWATER FUND SUMMARY

2nd Draft

Printed: 19-Apr-16

Ref. Page	Item or Description	Y/E 06/30/15 FY 15 Actual	Y/E 06/30/16 FY 16 Budget	Y/E 06/30/16 FY 16 Projection	Y/E 06/30/17 FY 2017 Budget
Water & Wastewater Operating Summary					
	W & WW Revenue	1,074,136	1,144,316	1,144,316	1,185,302
	Grant from General Funds	137,000	0	0	0
	W & WW Available Funding	1,211,136	1,144,316	1,144,316	1,185,302
Water & Wastewater Expenditures					
	For W&WW Capital Projects	0	0	0	0
	Operating Expenses	(1,210,759)	(1,148,426)	(1,148,426)	(1,206,017)
	Total: W & WW Expenditures	(\$1,210,759)	(\$1,148,426)	(\$1,148,426)	(\$1,206,017)
	Net Operating Balance	\$377	(\$4,110)	(\$4,110)	(\$20,715)
	Unrestricted Funds Carried Forward from Prior Year	279	657	656	(3,454)
	Closing Balance: Water/Wastewater Funds	\$656	(\$3,453)	(\$3,454)	(\$24,169)
Water & Wastewater Funds Capital Projects Summary					
	Funding Balance Carried Forward from Prior Year	\$443,276	\$675,624	\$675,624	\$154,104
	Funding from W & WW Revenues	0	0	0	0
	Funding Granted by Genl Funds	206,384	272,500	422,760	321,000
	Funding from Impact Fees	120,000	0	0	0
	Prior Balance - Impact Fees	0	0	0	0
	Transfers from Restricted Funds	0	0	0	0
	Internal transfers	0	180,000	200,000	200,000
	Funding from MD Grants, Others	1,216,957	0	0	0
	Available for Capital Projects	\$1,986,617	\$1,128,124	\$1,298,384	\$675,104
	Capital Projects Expenditures	(1,310,993)	(1,034,830)	(1,144,280)	(137,500)
	Closing Balance: Funding for Capital Projects	\$675,624	\$93,294	\$154,104	\$537,604

Notes

[1] The Water and Wastewater Fund Summary is divided into two parts:

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

THE TOWN OF POOLESVILLE

FY 2017 Budget

WATER and WASTEWATER FUND REVENUE SUMMARY

2nd Draft

Printed: 19-Apr-16

Acct No.	Account Name	Y/E 06/30/15 FY 15 Actual	Y/E 06/30/16 FY 16 Budget	Y/E 06/30/16 FY 16 Projection	Y/E 06/30/17 FY 17 Budget
<u>Water & Wastewater Revenue</u>					
411.1	User Charges	988,033	1,099,316	1,099,316	1,121,302
	MDE Operations Grant	0	0	0	0
505	Interest Income (510 & 515)	4,272	3,000	3,000	4,000
590	WSSC & Contractor Fees	61,580	22,000	22,000	40,000
590B	Bay Fund Admin Fee	5,551	5,000	5,000	5,000
595	Tap Fees	14,700	15,000	15,000	15,000
Sub-total: Water & Wastewater Revenue		\$1,074,136	\$1,144,316	\$1,144,316	\$1,185,302
<u>Water & Wastewater Internal Support</u>					
	Grant from Unrestricted Gen'l Funds	137,000	0	0	0
Sub-total: Water and Wastewater Available Funding		\$1,211,136	\$1,144,316	\$1,144,316	\$1,185,302
<u>Impact Fee Revenue</u>					
597.1	Water System	123,954	168,686	168,686	168,686
597.2	Wastewater System	77,471	105,429	105,429	105,429
Sub-total: Impact Fee Revenue		\$201,425	\$274,115	\$274,115	\$274,115
<u>Grants and Designated Funding</u>					
A	Sale of Town Parcels	190,694	0	0	0
B	Huron Payment	26,839	0	0	0
C	Internal Transfers	0	180,000	200,000	0
D	Allocation of Unrestricted Funds	0	0	0	0
E	State Loan for I&I	999,424	0	0	0
Sub-total: Grants and Designated Funding		\$1,216,957	\$180,000	\$200,000	\$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		\$2,629,518	\$1,598,431	\$1,618,431	\$1,459,417
<u>Account Descriptions</u>					
411					
		<u>Gallon Tiers</u>	<u>Adopted FY2017 Structured Rate System Per 1,000 Gallons</u>		
		0-30,000	\$9.65		
		30,001 - 40,000	\$10.81		
		40,001 - 50,000	\$11.94		
		50,001 - up	\$13.12		
		Water Only Hydrant Use - \$6.56/1,000 Gal			
505	Interest income for funds in the County Investment Fund.				
590	Revenue generated from contractor/hydrant use and WSSC.				
595	Paid by new users to the water and wastewater system				
598	This fee is collected by the Town for the State (See page 2 for details)				

THE TOWN OF POOLESVILLE

FY 2017 Budget

WATER and WASTEWATER FUND EXPENSE DETAILS

2nd Draft

Printed: 19-Apr-16

Acct No.	Account Name	Y/E 06/30/15 FY 15 Actual	Y/E 06/30/16 FY 16 Budget	Y/E 06/30/16 FY 16 Projection	Y/E 06/30/17 FY 17 Budget
700	Wastewater Operations				
701	Sludge Hauling	107,331	80,000	80,000	80,000
702	Outside Laboratory Services	46,148	43,000	43,000	53,000
703	Electricity	124,307	96,000	96,000	96,000
705	Chemicals	72,492	63,000	63,000	63,000
707	Building Maintenance	1,015	1,000	1,000	1,000
708	Laboratory Expenses	4,096	3,000	3,000	3,000
709	Small Tools	508	500	500	500
710	WWTP Repair & Maintenance	53,664	40,000	40,000	40,000
711	Ultra Violet Bulb Maintenance	10,061	8,000	8,000	8,000
712	Sewer Repair and Maintenance	28,740	30,000	30,000	30,000
Total:	Acct 700 Wastewater Operations	<u>\$448,362</u>	<u>\$364,500</u>	<u>\$364,500</u>	<u>\$374,500</u>
750	Wastewater Administration				
755	Alloc: Staff Salary Burden from GF755	242,689	265,773	265,773	283,920
757	Alloc: Admin Sal'y Burden from GF760	10,794	10,532	10,532	10,561
761	Personnel Uniforms and Training	10,838	8,250	8,250	8,750
763	Accounting Services	3,000	3,000	3,000	4,000
771	Office Supplies	1,266	1,275	1,275	1,275
773	Telephone	4,425	3,715	3,715	7,985
775	Property Insurance	6,982	10,000	10,000	10,000
781	Truck Insurance	462	500	500	500
783	Truck Operations	700	2,000	2,000	2,000
Total:	Acct 750 Wastewater Administration	<u>\$281,156</u>	<u>\$305,045</u>	<u>\$305,045</u>	<u>\$328,991</u>

Account Descriptions

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

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

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

THE TOWN OF POOLESVILLE

FY 2017 Budget

WATER and WASTEWATER FUND EXPENSE DETAILS

2nd Draft

Printed: 19-Apr-16

Acct No.	Account Name	Y/E 06/30/15 FY 15 Actual	Y/E 06/30/16 FY 16 Budget	Y/E 06/30/16 FY 16 Projection	Y/E 06/30/17 FY 17 Budget
800	Water Operations				
801	Lab Supplies / Testing	15,272	15,500	15,500	15,500
802	Building Supplies	365	500	500	500
805	Electricity	77,380	65,000	65,000	65,000
806	Chemicals	2,365	2,500	2,500	3,000
807	Water Repair and Maintenance	43,624	37,500	37,500	37,500
809	Small Tools	983	1,000	1,000	1,000
Total: Acct 800 Water Operations		<u>\$139,989</u>	<u>\$122,000</u>	<u>\$122,000</u>	<u>\$122,500</u>
850	Water Administration				
855	Alloc: Staff Salary Burden from GF755	242,689	265,773	265,773	283,920
857	Alloc: Admin Sal'y Burden from GF765	47,294	39,258	39,258	39,456
859	Bonding	200	150	150	150
861	Personnel Uniforms and Training	9,426	10,100	10,100	10,650
863	Accounting Services	3,000	3,000	3,000	4,000
871	Office and Billing Supplies	20,164	18,000	18,000	21,200
873	Telephone	2,541	3,400	3,400	3,450
875	Property Insurance	4,375	6,000	6,000	6,000
881	Truck Insurance	1,083	1,200	1,200	1,200
883	Truck Operations	10,480	10,000	10,000	10,000
Total: Acct 850 Water Administration		<u>\$341,252</u>	<u>\$356,881</u>	<u>\$356,881</u>	<u>\$380,026</u>
Account Descriptions					
<p>The Major Account Group 800 covers all direct expenses associated with operation and maintenance of the Town's water system.</p> <p>801 This account covers the costs of all laboratory supplies and expenses, and test equipment, for the Town's municipal water system</p> <p>802 This account covers the cost of all consumable supplies and replenishable hardware supplies for the Water & Wastewater systems.</p> <p>805 Electricity consumed at the various well sites (11).</p> <p>806 The chlorine added to the municipal water supply is included in this account</p> <p>807 Included in this account is the cost of minor repairs and maintenance to the water system, as accomplished by Town staff</p> <p>809 This account covers small tools specific to water system work.</p>					
<p>The Major Account Group 850 covers all direct expenses associated with the administration of the Water System, including full salary burden, personnel costs, office operation, all insurance, and truck operations. Acct descriptions are similar for 750's and 850's.</p> <p>855 General Fund Account 755 allocates the total salary burden for Water/Wastewater employees, which is then included here.</p> <p>857 Likewise, the allocated share of Town Hall staff is calculated in GF Accts 760 & 765 and included here.</p> <p>859 Cost of Bonding for Deputy Clerk who handles water billing and payments received</p> <p>861 This accounts cover the cost of Town uniforms and training for water employees respectively.</p> <p>863 This account represent the costs for applicable accounting.</p> <p>871 This account cover the costs of office supplies for water dept. functions including water billing costs.</p> <p>873 This account include telephone service, including emergency notification systems, at all well houses</p> <p>875 This account cover the cost of property insurance for all parts of the water infrastructure.</p> <p>881/883 The cost of truck insurance, gasoline, repairs, parts, etc., is included here for water trucks.</p>					

THE TOWN OF POOLSVILLE

FY 2017 Budget

WATER and WASTEWATER FUND - CAPITAL PROJECTS SUMMARY

2nd Draft

Printed: 19-Apr-16

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 15 Act.	FY 16 Projection	FY 17 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 18	FY 19	FY 20	FY 21
<i>Project Funding</i>										
3130	Water Collection & Distribution		2,452,500	645,112	323,000	69,000	61,000	71,000	101,000	91,000
3150	Wastewater Systems		531,260	22,066	104,260	182,000	87,000	71,000	45,000	40,000
3167	Small Water & Wastewater Equip.		223,100	94,033	135,500	35,000	35,000	35,000	35,000	35,000
3169	Inflow & Infiltration		0	1,190,313	20,000	225,000	50,000	100,000	80,000	100,000
3170	Gen'l. Infrastructure Programs		0	35,092	40,000	10,000	20,000	50,000	50,000	50,000
Total Funding Allocations			\$3,206,860	\$1,986,616	\$622,760	\$521,000	\$253,000	\$327,000	\$311,000	\$316,000
<i>Direct Funding</i>										
3130	Allocation of unrestricted funds			30,000	180,000					
3130	Impact Fees			120,000						
	Huron Payment			111,411						
	Sale of Town Parcels			190,694						
3150	Impact Fees					25,000				
3150	Allocation of unrestricted funds									
3167	Allocation of unrestricted funds									
3169	Allocation of unrestricted funds					175,000				
	Impact Fees									
	I&I Loan			999,424						
	Allocation of unrestricted funds				20,000					
Sub-total: Direct Funding				\$1,451,529	\$200,000	\$200,000	\$0	\$0	\$0	\$0
3000	Funding by Gen'l Fund Grant [Total less Direct Funding]			\$535,087	\$422,760	\$321,000	\$253,000	\$327,000	\$311,000	\$316,000
<i>Project Expenditures</i>										
3130	Water Collection & Distribution			FY 15 Act.						
				(60,082)	(877,703)	(29,000)	(20,000)	(20,000)	(3,000)	(350,000)
3150	Wastewater Systems			0	(61,260)	(100,000)	(125,000)	(130,000)	(50,000)	(100,000)
3167	Small Water & Wastewater Equip.			(26,577)	(181,127)	(8,500)	0	0	0	0
3169	Inflow & Infiltration			(1,190,313)	0	0	0	0	0	0
3170	Gen'l. Infrastructure Programs			(34,021)	(24,190)	0	0	0	0	0
Total Expenditures				(\$1,310,993)	(\$1,144,280)	(\$137,500)	(\$145,000)	(\$150,000)	(\$53,000)	(\$450,000)
<i>Account Balance by Year</i>										
3130	Water Collection & Distribution			585,030	30,327	70,327	111,327	162,327	260,327	1,327
3150	Wastewater Systems			22,066	65,066	147,066	109,066	50,066	45,066	(14,934)
3167	Small Water & Wastewater Equip.			67,456	21,829	48,329	83,329	118,329	153,329	188,329
3169	Inflow & Infiltration			0	20,000	245,000	295,000	395,000	475,000	575,000
3170	Gen'l. Infrastructure Programs			1,071	16,881	26,881	46,881	96,881	146,881	196,881
Available For Capital Projects				\$675,623	\$154,103	\$537,603	\$645,603	\$822,603	\$1,080,603	\$946,603

Notes

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

THE TOWN OF POOLSVILLE

FY 2017 Budget

WATER & WASTEWATER FUND - CAPITAL PROJECTS

2nd Draft

Printed: 19-Apr-16

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 15 Act.	FY 16 Projection	FY 17 Bgt. Budget	Forward Planning Cycle			
							FY 18	FY 19	FY 20	FY 21
Project Funding										
3130	Water Collection & Distribution			330						
Carry-over funds: Completed Projects										
Carry-Over Funds allocated to projects										
1	Westerly Valve Repl	open		39,749		20,000	20,000	20,000		
2	Well Implementation	Annl.		3,271		1,500				
3	Well 11 (Rabanales)	FY16	610,000	40,000	100,000					
				Huron Payment	111,411					
				Sale of Town Parcels	190,694					
				Use of Unrestricted Reserves	180,000					
4	Alpha Media	Open		3,000			1,000	1,000	1,000	1,000
5	Repaint Intr. of 500K Gal. Tank	FY16	130,000	75,000	25,000					
				30,000	[Transferred From Unrestricted Reserves]					
6	Well Component Rehab. 2,3 &5	FY16	30,000	11,657	8,000					
7	Hydrant Markers	FY17	7,500			7,500				
8	Repaint Ext. 500K Gal. Tank	FY21	350,000	20,000	10,000	40,000	40,000	50,000	100,000	90,000
The following projects are listed in the Master Plan Impact Fee Schedule and will be funded through impact fees.										
9	Well 14 (Westerly/Jamison)	Open	525,000							
				120,000						
				Use of Impact Fees						
10	Well 15 (Cattail/Jamison)	Open	800,000							
Total Funding Allocations			\$2,452,500	\$645,112	\$323,000	\$69,000	\$61,000	\$71,000	\$101,000	\$91,000
Project Expenditures										
3130	Water Collection & Distribution			FY 15 Act.						
1	Westerly Valve Repl	Open		(39,750)		(20,000)	(20,000)	(20,000)		
2	Well Implementation	Annl.		(1,766)	(1,506)	(1,500)				
3	Well 11 (Rabanales)	FY16			(622,106)					
4	Alpha Media	Open			(3,000)				(3,000)	
5	Repaint Intr. 500K Tank	FY16			(130,000)					
6	Well Component Rehab. 2,3 &5	FY16		(4,863)	(14,794)					
7	Hydrant Markers	FY17				(7,500)				
8	Repaint Ext. 500K Gal. Tank	FY21								(350,000)
9	Well 14 (Westerly/Jamison)	Open		(13,703)	(106,297)					
10	Well 15 (Cattail/Jamison)	Open								
Total Expenditures				(\$60,082)	(\$877,703)	(\$29,000)	(\$20,000)	(\$20,000)	(\$3,000)	(\$350,000)
3130	Account Balance by Year			\$585,030	\$30,327	\$70,327	\$111,327	\$162,327	\$260,327	\$1,327

Notes

Shading key in Table: FY 15 Completed/Closed Projects

Budgeting, Planned Expenditures for this Budget Year

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

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

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

THE TOWN OF POOLSVILLE

FY 2017 Budget

WATER & WASTEWATER FUND - CAPITAL PROJECTS

2nd Draft

Printed: 19-Apr-16

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 15 Act.	FY 16 Projection	FY 17 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 18	FY 19	FY 20	FY 21
Project Funding										
3150	Wastewater Systems			66						
	Carry-over funds: Completed Projects									
	Carry-Over Funds allocated to projects									
1	Pump Station Level Controllers	FY16	33,000		33,000					
2	Replacement WWTP Mixers	FY16	24,000		12,000	12,000				
3	Sludge Pumps	FY16	33,260		16,260	20,000				
4	Alum Feed	FY17	40,000		20,000	20,000				
5	New Decant Pump	FY17			8,000	20,000				
6	Hunter's Run Pump Station	FY18	40,000			20,000	20,000			
7	WWTP Monitoring System	FY18	85,000			30,000	30,000			
	Use of Unrestricted Funds					25,000				
8	Rebuild Main WWTP Pumps	FY19	51,000					20,000	20,000	20,000
9	U.V. System Rebuild	FY19	55,000	17,000	10,000	10,000	12,000	6,000		
10	Refurbish WWTP Filters	FY19	60,000			20,000	20,000	20,000		
11	Sewer Jet	FY20	30,000	5,000	5,000	5,000	5,000	5,000	5,000	
12	Paint WWTP	FY21	80,000					20,000	20,000	20,000
	Total Funding Allocations		\$531,260	\$22,066	\$104,260	\$182,000	\$87,000	\$71,000	\$45,000	\$40,000
Project Expenditures										
3150	Wastewater Systems			-						
1	Pump Station Level Controllers	FY16			(33,000)					
2	Replacement WWTP Mixers	FY16			(12,000)	(12,000)				
3	Sludge Pump	FY16			(16,260)	(20,000)				
4	Alum Feed	FY17				(40,000)				
5	New Decant Pump	FY17				(28,000)				
6	Hunter's Run Pump Station	FY18					(40,000)			
7	WWTP Monitoring System	FY18					(85,000)			
8	Rebuild Main WWTP Pumps	FY16						(20,000)	(20,000)	(20,000)
9	U.V. System Rebuild	FY19						(50,000)		
10	Refurbish WWTP Filters	FY19						(60,000)		
11	Sewer Jet	FY20							(30,000)	
12	Paint WWTP	FY21								(80,000)
	Total Expenditures			\$0	(\$61,260)	(\$100,000)	(\$125,000)	(\$130,000)	(\$50,000)	(\$100,000)
3150	Account Balance by Year			\$22,066	\$65,066	\$147,066	\$109,066	\$50,066	\$45,066	(\$14,934)

Notes

Shading key in Table: FY 15 Completed/Closed Projects

Budgeting, Planned Expenditures for this Budget Year

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

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

- 1 Replacement of level pump controllers and flow recorder.
- 2 Replacement of the original equipment.
- 3 Rebuild of the original equipment.
- 4 Chemical application lines for phosphorus removal
- 5 Replacement pump.
- 6 Replacement of pumps and valves
- 7 System used to monitor all aspects of operations for process control.
- 8 Rebuild of three large pumps
- 9 Rebuild of WWTP disinfection system.
- 10 Refurbish the gravel, sand, and anthracite.
- 11 Replacement of sewer cleaning equipment.
- 12 Includes interior and exterior painting.

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WATER & WASTEWATER FUND - CAPITAL PROJECTS

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Printed: 19-Apr-16

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 15 Act.	FY 16 Projection	FY 17 Bgt. Budget	Forward Planning Cycle			
							FY 18	FY 19	FY 20	FY 21
Project Funding										
3167	Small Water & Wastewater Equip.			25						
Carry-over funds: Completed Projects										
Carry-Over Funds allocated to projects										
1	Future W&S Equipment Needs	Open		22,800	10,000	20,000	20,000	20,000	20,000	20,000
a	Portable Generator	FY15	2,000							
b	16" Cutoff Saw	FY15	1,500							
c	Leak Detector	FY15	4,500							
d	Pipe Locator	FY15	3,500							
e	Push Sewer Camera	FY15	6,000							
f	Hydrant	FY15	2,600							
g	CL2 Scales	FY16	13,000							
h	Polymer Mixer	FY16	3,000							
i	WWTP Air Dryer	FY16	3,500							
j	Water Analyzing Equipment	FY16	1,500							
k	Metal Detector	FY17	800							
l	Cordless Impact	FY17	500							
m	Submersible Pump	FY17	700							
2	Water Meter Replacement	Annl.	105,000	12,208	15,000	15,000	15,000	15,000	15,000	15,000
3	Well #2 Monitoring units	FY15		6,500						
4	WWTP Lab Equipment	FY16			7,000					
5	Water Communication System	FY16	75,000	52,500	22,500					
				81,000						
				Budget Amendment 3/21/2016						
Total Funding Allocations			\$223,100	\$94,033	\$135,500	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
Project Expenditures										
3167	Other Water & Wastewater Equip.			<u>FY 15 Act.</u>						
1	Future W&S Equipment Needs									
a	Portable Generator	FT15		(2,128)						
b	16" Cutoff Saw	FY15		(1,523)						
c	Leak Detector	FY15		(2,255)						
d	Pipe Locator	FY15		(2,238)						
e	Push Sewer Camera	FY15		(6,000)						
f	Hydrant	FY15		(2,636)						
g	CL2 Scales	FY16			(6,500)	(6,500)				
h	Polymer Mixer	FY16			(3,000)					
i	WWTP Air Dryer	FY16			(3,500)					
j	Water Analyzing Equipment	FY 16			(1,500)					
k	Metal Detector	FY17				(800)				
l	Cordless Impact	FY17				(500)				
m	Submersible Pump	FY17				(700)				
2	Water Meter Replacement	Annl.		(6,924)						
3	Well #2 Monitoring units	FY15		(2,873)	(3,627)					
4	WWTP Lab Equipment	FY16			(7,000)					
5	Water Communication System	FY16			(156,000)					
Total Expenditures				(\$26,577)	(\$181,127)	(\$8,500)	\$0	\$0	\$0	\$0
3167	Account Balance by Year			\$67,456	\$21,829	\$48,329	\$83,329	\$118,329	\$153,329	\$188,329
Notes										
Shading key in Table: FY 15 Completed/Closed Projects Budgeting, Planned Expenditures for this Budget Year										
The indicated funding balances for closed/completed projects are transferred to the Carry-Over Funds in the year following closure										
[1] Committed funds may be reallocated, based on final incurred costs of completed projects, and/or revised priorities and needs										
3167 This account includes all of the miscellaneous capital costs associated with the operation of the Town's Water & Wastewater Systems.										
1a Replacement equipment water main repair										
1b Replacement equipment water main repairs.										
1c Replacement equipment for identifying leaks										
1d Replacement equipment for locating underground lines										
1e Replacement equipment sewer system.										
1f Replacement Hydrant										
1g Replacement equipment for chlorine tanks										
1h Replacement mixer for sludge processing										
1i Replacement unit for air system										
1j Replacement equipment										
1k Replacement equipment for locating water valves										
1l New tool for use in field										
1m Replacement pump for water main breaks										
2 This line item provides for water meters for replacements and new installations										
3 Replacement for monitoring chlorine and turbidity required by MDE										
4 Replace and upgrade process control testing equipment										
5 Replace outdated communications for entire water system										

THE TOWN OF POOLESVILLE

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WATER & WASTEWATER FUND - CAPITAL PROJECTS

2nd Draft

Printed: 19-Apr-16

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 15 Act.	FY 16 Projection	FY 17 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 18	FY 19	FY 20	FY 21
Project Funding										
3169	Inflow & Infiltration									
	Carry-over funds: Completed Projects									
	Carry-Over Funds allocated to projects									
1	On-going I & I Reduction Pgm.	Annl.	Open			50,000	50,000	100,000	80,000	100,000
	Budget Amendment 2/16/16				20,000					
	Use of Unrestricted Funds					175,000				
2	Fisher Avenue	FY15		63,481						
	Westerly Inflow & Infiltration	FY15		67,828						
3	Westerly I&I Loan	FY15		1,059,005						
	Total Funding Allocations		\$0	\$1,190,313	\$20,000	\$225,000	\$50,000	\$100,000	\$80,000	\$100,000
Project Expenditures										
3169	Inflow & Infiltration			<u>FY 15 Act.</u>						
1	On-going I & I Reduction Pgm.	Annl.								
	Wesmond Cleanouts									
	Monitoring & Main Insp.									
2	Fisher Avenue	FY15		(63,481)						
3	Westerly Inflow & Infiltration	FY15		(1,126,832)						
	Total Expenditures			(\$1,190,313)	\$0	\$0	\$0	\$0	\$0	\$0
3169	Account Balance by Year			\$0	\$20,000	\$245,000	\$295,000	\$395,000	\$475,000	\$575,000

Notes

Shading key in Table: FY 15 Completed/Closed Projects Budgeting, Planned Expenditures for this Budget Year

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

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

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

Acct No.	Item or Description	Year To Do	Est. Project Cost	Prior Bal. + FY 15 Act.	FY 16 Projection	FY 17 Bgt. Budget	----- Forward Planning Cycle -----			
							FY 18	FY 19	FY 20	FY 21
Project Funding										
3170	Gen'l. Infrastructure Programs									
	Carry-over funds: Completed Projects			92						
	Carry-Over Funds allocated to projects									
1	Emergency Repair/Replace	open		35,000	40,000	10,000	20,000	50,000	50,000	50,000
	Total Funding Allocations		\$0	\$35,092	\$40,000	\$10,000	\$20,000	\$50,000	\$50,000	\$50,000
Project Expenditures										
3170	Gen'l. Infrastructure Programs			<u>FY 15 Act.</u>						
1	Sewer System			(22,096)	(10,153)					
2	Water System			(11,925)	(14,037)					
	Total Expenditures			(\$34,021)	(\$24,190)	\$0	\$0	\$0	\$0	\$0
3170	Account Balance by Year			\$1,071	\$16,881	\$26,881	\$46,881	\$96,881	\$146,881	\$196,881

Notes

Shading key in Table: FY 15 Completed/Closed Projects Budgeting, Planned Expenditures for this Budget Year

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

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

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

THE TOWN OF POOLESVILLE

FY 2017 Budget

TOWN STATISTICS

2nd Draft

Printed: 19-Apr-16

Note No.	Item or Description	Fiscal Year 2010	Fiscal Year 2011	Fiscal Year 2012	Fiscal Year 2013	Fiscal Year 2014	Fiscal Year 2015	Fiscal Year 2016
[1]	Population	4,883	5,020	5,134	5,261	5,373	5,437	
	Housing							
	Single Family	1,312	1,355	1,391	1,431	1,466	1,486	
	Town Houses	336	336	336	336	336	336	
	Total Family Dwellings	1,648	1,691	1,727	1,767	1,802	1,822	0
	Other	56	56	56	56	56	56	
[2]	Net Assessable Base							
	As Reported	711,531,977	669,438,357	685,977,580	688,453,667	662,170,967	717,731,127	723,710,825
[2]	Tax Rate							
	As Adopted	\$0.15	\$0.16	\$0.16	\$0.16	\$0.17	\$0.17	\$0.17
[3]	General Fund Budget	[Actual]	[Actual]	[Actual]	[Actual]	[Actual]	[Projected]	[Budget]
	Operating Expenses	1,748,685	1,594,372	1,786,937	1,868,988	2,330,397	2,135,041	2,236,804
	Funding: Capital Projects	646,642	433,353	520,549	372,913	436,000	412,588	477,000
	Funding: Water/Wastewater Projects	335,000	270,000	225,000	463,397	206,384	422,760	321,000
	Total Budget (General Funds)	2,730,327	2,297,725	2,532,486	2,705,298	2,972,781	2,970,389	3,034,804
	Budgeted Cash Reserve	1,161,107	982,713	892,192	780,054	892,192	740,812	537,288
	Actual Close-Out Cash Reserve	980,505	1,328,508	882,096	798,239	915,606	733,753	
							[Projected]	
	Water and Wastewater Fund Budget							
	Operating Expenses	958,816	964,430	1,043,522	1,032,788	1,210,759	1,148,426	1,206,017
	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	12	12	13	14	14	14
	Area (acres)	56	56	56	60	65	65	65
	Number of:							
	Tennis Courts	4	4	4	4	4	4	4
	Basketball Courts	3	3	3	3	3	3	3
	Baseball Fields	4	4	4	4	4	4	4
	Soccer Fields	4	4	4	5	6	6	6
	Tot Lots	6	6	6	7	7	7	7
	Miles of Town Roads	16.31	16.31	16.31	18.00	18.50	19.00	20.00
	Number of Municipal Water Wells	9	11	11	11	11	11	13
	Avg. Water Production (Gal/Day)	409,000	385,000	437,670	468,393	438,160		
	Calander year							
	Avg - WWTP (Gal/Day)	621,586	755,000	513,391	670,530	630,000		
	Calander year							
	Number of Town Employees							
	Full Time	14	14	14	16	16	18	18
	Part Time	0	0	0	1	0	0	0
	Summer Help				1	2	2	2
Notes								
[1]	The 2010 Census reported a population of 4,883 and an average of 3.18 persons per household, Housing numbers are actual .							
[2]	All Budget figures exclude special revenues such as Impact Fees or dedicated Grants.							

THE TOWN OF POOLESVILLE

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POOLESVILLE EMPLOYEE SALARY STRUCTURE

2nd Draft

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

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

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

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

<u>Salary Grade</u>	<u>FY 16 Budget Minimum Level</u>	<u>FY 16 Budget Maximum Level</u>	<u>FY 2017 Budget Minimum Level</u>	<u>FY 2017 Budget Maximum Level</u>
1				
2	25,130	32,798	25,331	33,060
3				
4	28,669	[n/a]	28,898	[n/a]
5	30,531	46,019	30,775	46,387
6	32,020	48,314	32,276	48,701
7				
8	35,222	53,144	35,504	53,569
9	38,443	59,143	38,751	59,616
10	42,287	65,568	42,625	66,093
11	44,401	68,846	44,756	69,397
12				
13				
14	53,282	82,306	53,708	82,964
15				
16	55,945	86,421	56,393	87,112
17				
18				
19				
20	81,360	106,785	82,011	107,639

Maximum 0.008 increase based upon performance

Notes

THE TOWN OF POOLSVILLE

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MUNICIPAL ORGANIZATION CHART

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