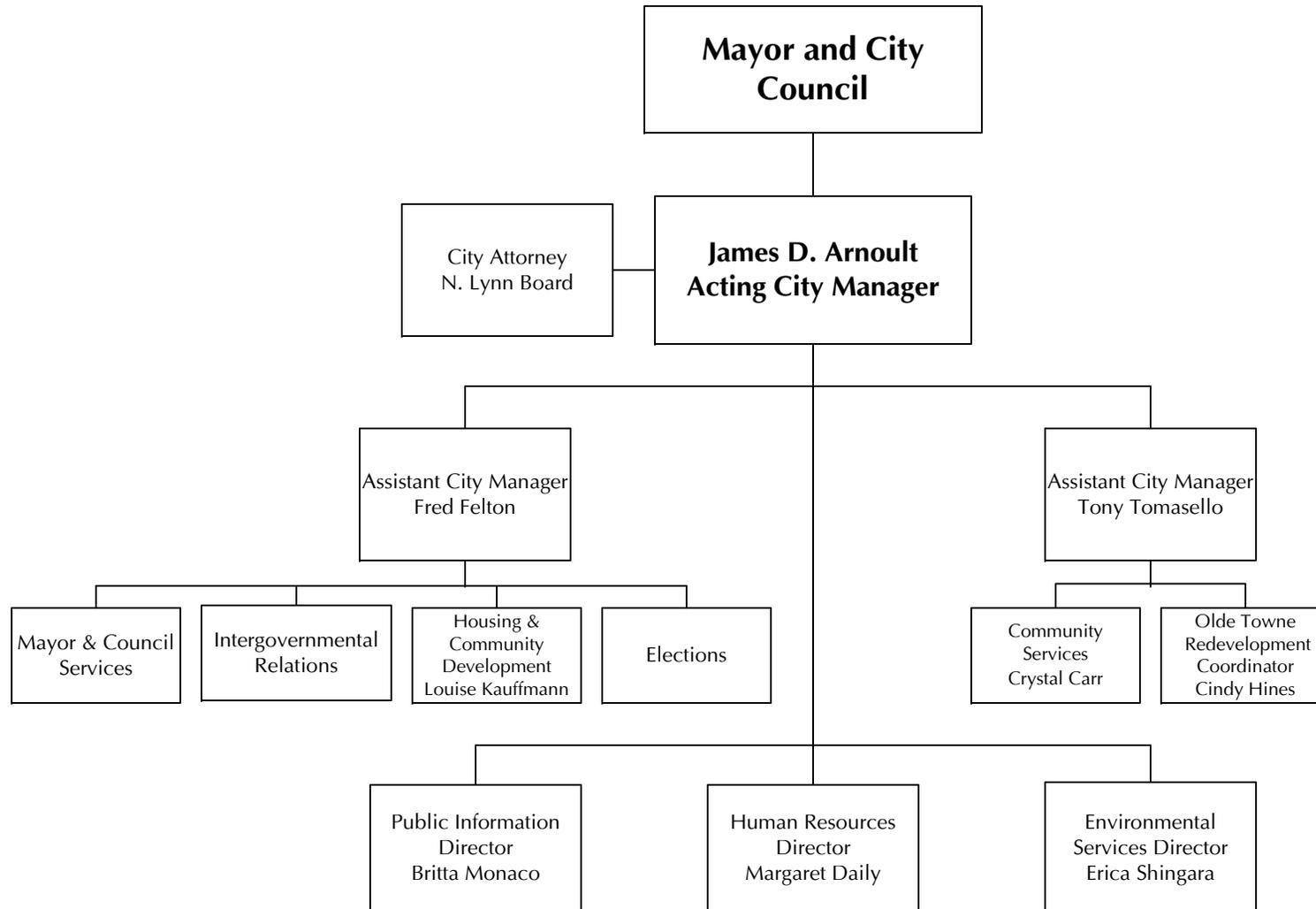




# OFFICE OF THE CITY MANAGER



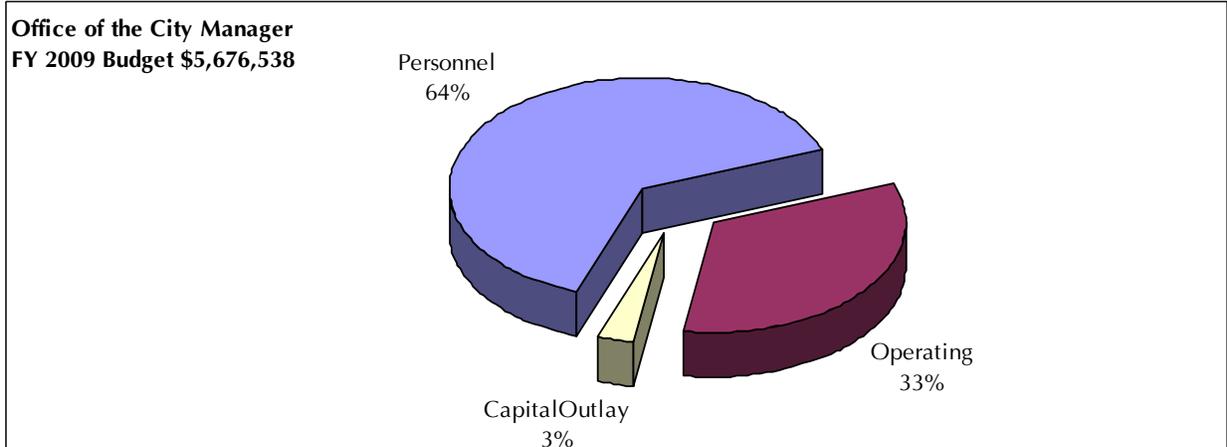


# OFFICE OF THE CITY MANAGER DEPARTMENT OVERVIEW

**MISSION:**

The Office of the City Manager coordinates the overall activities of the City, implements policies/procedures established by the Mayor and City Council, provides numerous specialized services and also provides accurate and timely personnel information, services, and training for all City employees.

<b>Budget Summary</b>	<b>Budgeted 2006 - 07</b>	<b>Budgeted 2007 - 08</b>	<b>Proposed 2008 - 09</b>	<b>Adopted 2008 - 09</b>
Mayor & City Council	169,041	204,931	210,146	210,146
Legal Services	250,974	254,549	368,511	368,511
Registration & Elections	5,000	35,150	2,000	2,000
Office of the City Manager	626,537	642,397	666,505	666,505
Economic Development	463,030	785,146	307,423	307,423
Environmental Affairs	193,008	211,400	224,019	224,019
Human Resources	590,103	540,045	695,062	695,062
Housing and Community Development	0	0	258,548	330,185
Public Information	481,345	619,815	612,001	612,001
Kentlands Mansion	321,603	346,335	377,387	377,387
Cable Television Channel 13	232,626	382,528	403,848	403,848
Community Services	950,984	998,685	1,019,161	1,019,161
Homeless Assistance	344,011	423,723	460,290	460,290
<b>TOTAL</b>	<b>\$ 4,628,262</b>	<b>\$ 5,444,704</b>	<b>\$ 5,604,901</b>	<b>\$ 5,676,538</b>





# OFFICE OF THE CITY MANAGER

## DEPARTMENT OVERVIEW

### Staffing Summary By Position:

<b>1101 - Mayor &amp; Council</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>
Executive Assistant	0	1	1
Administrative Assistant	1	0	0
Part-Time Personnel	0.2	0.2	0.2
<b>Subtotal</b>	<b>1.2</b>	<b>1.2</b>	<b>1.2</b>

<b>1111 - Legal Services</b>	<b>FY 07</b>	<b>FY08</b>	<b>FY 09</b>
City Attorney	0	0	1
Administrative Assistant III	0	0	1
Employment Agreement Personnel	0.8	0.8	0
<b>Subtotal</b>	<b>0.8</b>	<b>0.8</b>	<b>2</b>

<b>1122 - Registrations &amp; Elections</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>
None	0	0	0

<b>1131 - Office of the City Manager</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>
City Manager	1	1	1
Assistant City Manager	1	1	1
Project Manager	1	0	0
Executive Assistant	0	1	1
Office Manager	1	0	0
Administrative Assistant III	0	1	1
Administrative Secretary	1	0	0
Administrative Assistant II	0	0	1
Human Resources Assistant	1	1	0
Part-Time Personnel	1.5	1.5	1.5
<b>Subtotal</b>	<b>7.5</b>	<b>6.5</b>	<b>6.5</b>

<b>1133 - Economic &amp; Community Development</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>
Assistant City Manager	1	1	1
Community Development Director	1	1	0
Olde Towne Revitalization Coordinator	1	1	1
<b>Subtotal</b>	<b>3</b>	<b>3</b>	<b>2</b>

<b>1134 - Environmental Affairs</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>
Environmental Services Director	1	1	1
Environmental Specialist	1	1	1
Part-Time Personnel	0.5	0.5	0.5
<b>Subtotal</b>	<b>2.5</b>	<b>2.5</b>	<b>2.5</b>

<b>1135 - Human Resources</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>
Human Resources Director	1	1	1
Human Resources Generalist III	0	0	2
Human Resources Generalist	2	2	0
Human Resources Generalist II	0	0	1
Human Resources Generalist I	0	0	1
Human Resources Technician	0	1	0
Human Resources Assistant	1	0	0
<b>Subtotal</b>	<b>4</b>	<b>4</b>	<b>5</b>





# OFFICE OF THE CITY MANAGER

## DEPARTMENT OVERVIEW

<b>1136 - Housing &amp; Community Development</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>
Community Development Director	0	0	1
Employment Agreement Personnel	0	0	0.6
<i>Subtotal</i>	<b>0</b>	<b>0</b>	<b>1.6</b>

<b>1137 - Public Information</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>
Public Information Director	1	1	1
Web Administrator	1	1	1
Graphics Specialist	0	0	1
Public Information Assistant	1	1	0
Graphics Artist	1	1	1
Part-Time Personnel	1.1	1.1	1.1
<i>Subtotal</i>	<b>5.1</b>	<b>5.1</b>	<b>5.1</b>

<b>1138 - Kentlands Mansion</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>
Community Facility Director	1	1	1
Administrative Assistant III	0	1	1
Office Manager	1	0	0
Employment Agreement Personnel	1	1	1
Part-Time Personnel	3.1	3.1	3.1
<i>Subtotal</i>	<b>6.1</b>	<b>6.1</b>	<b>6.1</b>

<b>1139 - Cable Television Channel 13</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>
Cable Program Producer	1	1	1
Television Production Specialist	1	1	1
Part-Time Personnel	0.4	0.4	0.4
<i>Subtotal</i>	<b>2.4</b>	<b>2.4</b>	<b>2.4</b>

<b>1215 - Human Services</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>
Human Services Director	1	1	1
Human Services Program Manager	1	1	1
Administrative Assistant II	0	1	1
Secretary	1	0	0
Part-Time Personnel	0.25	0.25	0.75
<i>Subtotal</i>	<b>3.25</b>	<b>3.25</b>	<b>3.75</b>

<b>1216 - Homeless Assistance</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>
Homeless Advocate/Clinical Supervisor	1	1	1
Primary Counselor	1	1	1
Counselor II	0	1	1
Counselor	1	0	0
Employment Agreement Personnel	1	1	1
Part-Time Personnel	1.4	1.4	2
<i>Subtotal</i>	<b>5.4</b>	<b>5.4</b>	<b>6</b>

<b>TOTAL</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>
Full-Time Personnel	30	29	32
Employment Agreement Personnel	2.8	2.8	2.6
Part-Time Personnel	8.45	8.45	9.55
	<b>41.25</b>	<b>40.25</b>	<b>44.15</b>

**SERVICES PROVIDED:**

The Mayor and five Council members constitute the legislative and policy-making body of the City government. They enact ordinances and resolutions, review and adopt the budget, authorize contracts, consider planning and zoning matters referred to them by the Planning Commission, and establish programs and general policy for the welfare of the City and its citizens. The Mayor and members of the Council are elected at-large on a non-partisan basis for staggered four-year terms. The Mayor serves as President of the Council and is a non-voting member; however, he does have veto authority on all ordinances. The Council may override his veto by a four-fifths vote. With ratification of the Council, the Mayor appoints the City Attorney and members of the Planning Commission, Board of Appeals, Board of Supervisors of Elections and citizen advisory committees. Under the Charter, the Council appoints the City Manager and selects, from among the members, a Vice President to serve in the absence of the Mayor.

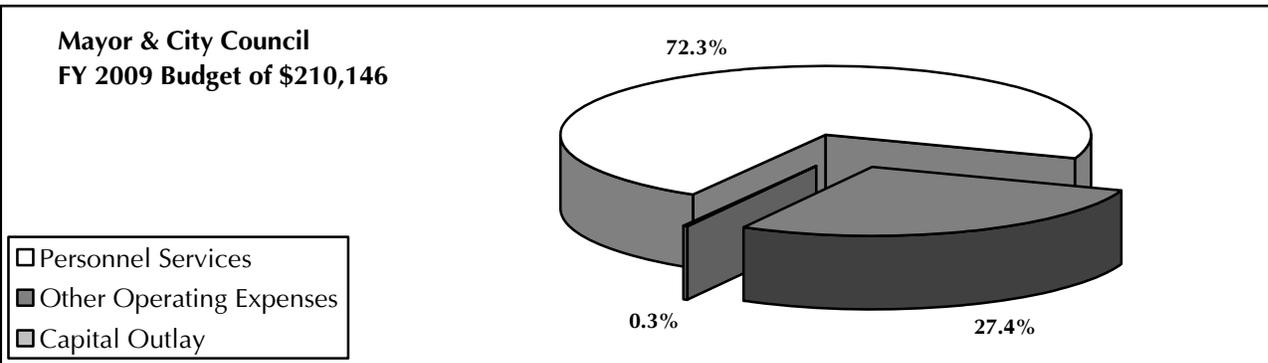
**FY WORK PLAN GOALS:**

Continue to provide Mayor and Council meeting packages that are complete and accurate.  
Review records management process for all important City documents.

**SIGNIFICANT CHANGES FOR FY 09:**

No Significant Changes.

Summary	Budgeted 2006 – 07	Budgeted 2007 – 08	Proposed 2008 – 09	Adopted 2008 – 09
Personnel Services	\$129,761	\$148,101	\$152,006	\$152,006
Other Operating Expenses	38,515	56,055	57,480	57,480
Capital Outlay	765	775	660	660
<b>TOTAL</b>	<b>\$169,041</b>	<b>\$204,931</b>	<b>\$210,146</b>	<b>\$210,146</b>



1101 Mayor & City Council

Expenditure Statement by Object

Proposed  
2008 - 2009

Adopted  
2008 - 2009

Personnel Services

501000 Salaries, Full-Time Employees	\$	61,930	\$	61,930
505000 Other Taxable Compensation				
507000 Vacation_Sick Pay				
508000 Salaries, Overtime				
508500 Salaries, Employee Agreement				
509000 Salaries, Part-Time		64,894		64,894
510000 Social Security & Medicare Taxes		9,702		9,702
512000 State Unemployment				
513000 Workers' Compensation Insurance				
514000 Group Insurance		8,668		8,668
514100 Group Insurance - Retirees				
515000 Retirement Contribution		4,954		4,954
515050 Supplemental Retirement Contribution				
515100 Retirement Health Savings (RHS)				
516000 Savings Plan Contribution		1,858		1,858
516500 Deferred Compensation				
517000 Dependent Care Expense				
518000 Retirement Plan Withdrawals				
519000 Tuition Reimbursement				
<b>Subtotal Personnel Services</b>	\$	152,006	\$	152,006

Operating Expenses

<b>521000 Office Supplies</b>				
		750		750
<i>Subtotal</i>		<b>750</b>		<b>750</b>
<b>525000 Furniture &amp; Fixtures</b>				
		100		100
<i>Subtotal</i>		<b>100</b>		<b>100</b>
<b>531600 Software Maintenance Agreements</b>				
Maintenance - Network SW/Anti-Virus SW (2)		120		120
Maintenance - Software (Microsoft CALs) (2)		160		160
<i>Subtotal</i>		<b>280</b>		<b>280</b>
<b>544000 Professional Dues &amp; Certification Fees</b>				
Chamber of Commerce		300		300
Maryland Municipal League Chapter Dues		200		200
<i>Subtotal</i>		<b>500</b>		<b>500</b>
<b>545000 Magazines, Books &amp; Resource Material</b>				
		300		300
<i>Subtotal</i>		<b>300</b>		<b>300</b>
<b>546000 Conference &amp; Seminar Registration</b>				
Maryland Municipal League		2,000		2,000
National League of Cities		5,000		5,000
National League of Cities Steering Committee Meetings		1,500		1,500
<i>Subtotal</i>		<b>8,500</b>		<b>8,500</b>

**1101 Mayor & City Council**

<b>546300 In-Service Training</b>			
In-Service Training	300	300	
<i>Subtotal</i>		<b>300</b>	<b>300</b>
<b>547000 Travel Expense</b>			
Maryland Municipal League	7,000	7,000	
National League of Cities	10,000	10,000	
National League of Cities Steering Committee Meetings	8,500	8,500	
<i>Subtotal</i>		<b>25,500</b>	<b>25,500</b>
<b>547100 Travel Mileage Reimbursement</b>			
	250	250	
<i>Subtotal</i>		<b>250</b>	<b>250</b>
<b>551100 Cellular Telephone</b>			
M&CC (6)	5,000	5,000	
<i>Subtotal</i>		<b>5,000</b>	<b>5,000</b>
<b>556000 Postage</b>			
	1,000	1,000	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>560000 Miscellaneous</b>			
Chamber of Commerce Functions	600	600	
District 17 Legislative Dinner	400	400	
Intergovernmental Relations	6,500	6,500	
Maryland Municipal League Chapter Functions	500	500	
Miscellaneous	1,000	1,000	
Strategic Planning Retreat	6,000	6,000	
<i>Subtotal</i>		<b>15,000</b>	<b>15,000</b>
<b>Subtotal Operating Expenses</b>		<b>57,480</b>	<b>57,480</b>
<b>Capital Outlay</b>			
<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC + Monitors) (2)	660	660	
<i>Subtotal</i>		<b>660</b>	<b>660</b>
<b>Subtotal Capital Outlay</b>		<b>660</b>	<b>660</b>
<b>Total</b>		<b>210,146</b>	<b>210,146</b>

**SERVICES PROVIDED:**

Funding in this activity is for the services of the City Attorney as well as any other legal services needed during the year. The City Attorney, appointed by the Mayor with the approval of the Council, is the legal advisor to the Mayor and City Council, City Manager, the City Planning Commission, and all departments of the City government. The City Attorney manages all outside legal counsel. The City Attorney must be admitted to practice by the Maryland Court of Appeals. The City Attorney attends City Council meetings, City Planning Commission meetings and other meetings as needed, and provides counsel and assistance relative to legal issues which may arise. The Attorney is also responsible for representing the City in litigation and other legal disputes; reviews or prepares proposed Charter amendments, ordinances, resolutions and other legal documents; and gives legal advice.

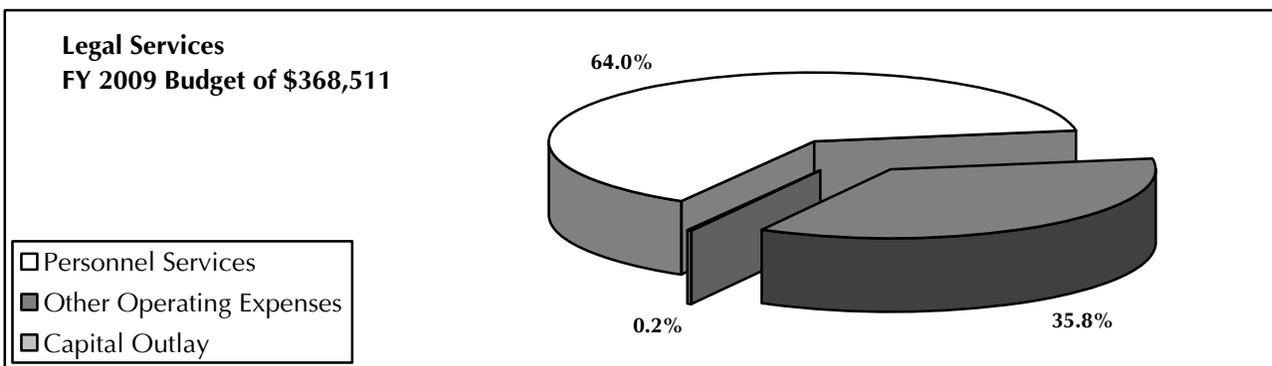
**FY WORK PLAN GOALS:**

Provide legal representation for the City in any legal action.  
 Provide timely legal advice to the Mayor, City Council, City Manager, boards, commissions, and City staff as requested.

**SIGNIFICANT CHANGES FOR FY 09:**

Salaried, Employment Agreement decreased \$88,312 to reflect the City Attorney's position transferred to full time.  
 Salaries, Full-Time Employees increased \$168,590 to reflect the addition of a full time City Attorney and one clerical position.

Summary	Budgeted 2006 – 07	Budgeted 2007 – 08	Proposed 2008 – 09	Adopted 2008 – 09
Personnel Services	\$109,539	\$117,264	\$236,016	\$236,016
Other Operating Expenses	140,950	136,685	131,785	131,785
Capital Outlay	485	600	710	710
<b>TOTAL</b>	<b>\$250,974</b>	<b>\$254,549</b>	<b>\$368,511</b>	<b>\$368,511</b>



**1111 Legal Services**

**Expenditure Statement by Object** **Proposed**  
**2008 - 2009** **Adonted**  
**2008 - 2009**

**Personnel Services**

501000 Salaries, Full-Time Employees	\$ 168,590	\$ 168,590
505000 Other Taxable Compensation		
507000 Vacation_Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes	12,897	12,897
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	26,270	26,270
514100 Group Insurance - Retirees		
515000 Retirement Contribution	13,487	13,487
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution	5,058	5,058
516500 Deferred Compensation	9,714	9,714
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
<b>Subtotal Personnel Services</b>	<b>\$ 236,016</b>	<b>\$ 236,016</b>

**Operating Expenses**

<b>521000 Office Supplies</b>		
	300	300
<i>Subtotal</i>	<b>300</b>	<b>300</b>
<b>531600 Software Maintenance Agreements</b>		
Maintenance - Network SW/Anti-Virus SW (2)	120	120
Maintenance - Software (Microsoft CALs) (2)	160	160
<i>Subtotal</i>	<b>280</b>	<b>280</b>
<b>533000 Legal</b>		
Board of Appeals Attorney	18,000	18,000
Property	10,000	10,000
Retainer (Zoning)	30,000	30,000
Telecommunications, Landlord Tenant, and Personnel	27,000	27,000
<i>Subtotal</i>	<b>85,000</b>	<b>85,000</b>
<b>541000 Advertising</b>		
Meeting Notices and Legal Ads	25,000	25,000
<i>Subtotal</i>	<b>25,000</b>	<b>25,000</b>
<b>544000 Professional Dues &amp; Certification Fees</b>		
Bar Associations	665	665
IMLA	910	910
<i>Subtotal</i>	<b>1,575</b>	<b>1,575</b>

**1111 Legal Services**

<b>545000 Magazines, Books &amp; Resource Material</b>			
On-line Research (out of contract)	2,000	2,000	
Publications and Resource Materials	1,000	1,000	
Westlaw Code Updates (in contract)	1,540	1,540	
Westlaw On-Line Research (in contract)	7,840	7,840	
<i>Subtotal</i>		<b>12,380</b>	<b>12,380</b>
<b>546000 Conference &amp; Seminar Registration</b>			
	1,000	1,000	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>547100 Travel Mileage Reimbursement</b>			
	350	350	
<i>Subtotal</i>		<b>350</b>	<b>350</b>
<b>551100 Cellular Telephone</b>			
City Attorney (1)	600	600	
<i>Subtotal</i>		<b>600</b>	<b>600</b>
<b>553000 Printing &amp; Binding</b>			
City Code Updates and Web Update	4,000	4,000	
<i>Subtotal</i>		<b>4,000</b>	<b>4,000</b>
<b>556500 Messenger Services</b>			
Courier Services	300	300	
<i>Subtotal</i>		<b>300</b>	<b>300</b>
<b>560000 Miscellaneous</b>			
	1,000	1,000	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>Subtotal Operating Expenses</b>		<b>131,785</b>	<b>131,785</b>

**Capital Outlay**

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC + Monitors) (2)	660	660	
Replacement - Printer (Desktop Laser)	50	50	
<i>Subtotal</i>		<b>710</b>	<b>710</b>
<b>Subtotal Capital Outlay</b>		<b>710</b>	<b>710</b>
<b>Total</b>		<b>368,511</b>	<b>368,511</b>

**SERVICES PROVIDED:**

The Board of Supervisors of Elections consists of five members and one alternate who are residents appointed for four-year staggered terms by the Mayor, with the approval of a majority of the Council. The Board is responsible for supervising the registration of voters and conducting City elections. Registration for City elections is concurrent with registrations for national, state and county elections in that any City resident registered with Montgomery County for national, state and county elections will be entitled to vote in any City election. Citizens may register any time except the period 30 days prior to any regular or special election. Approximately 28,000 City residents are registered voters. The next regularly scheduled City election will be on November 3, 2009 for the offices of three members of the City Council.

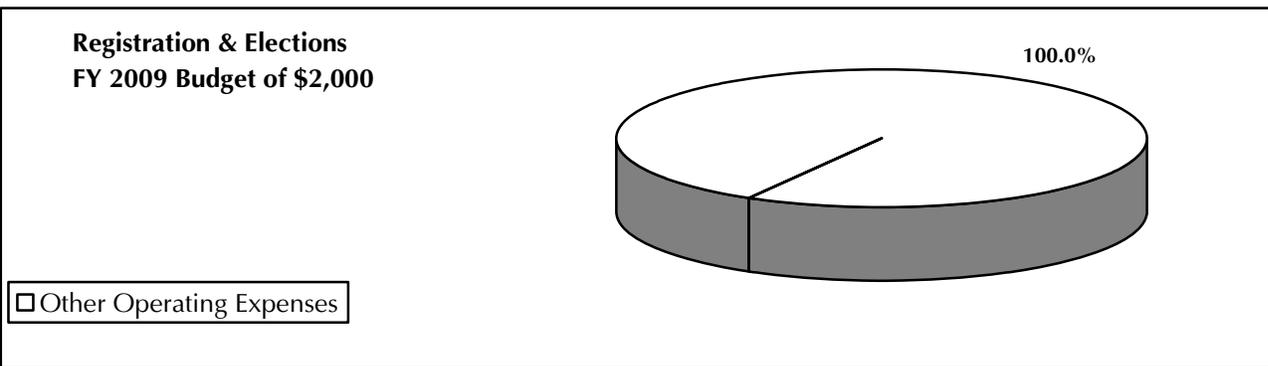
**FY WORK PLAN GOALS:**

Hold a City election on November 3, 2009 for the offices of three Council Members.

**SIGNIFICANT CHANGES FOR FY 09:**

Machinery & Equipment decreased \$5,000 due to there being no slated election in FY 09.  
 Miscellaneous decreased \$8,500 due to there being no slated election in FY 09.  
 Postage decreased \$9,000 due to there being no slated election in FY 09.  
 Printing & Binding decreased \$8,000 due to there being no slated election in FY 09.

Summary	Budgeted 2006 – 07	Budgeted 2007 – 08	Proposed 2008 – 09	Adopted 2008 – 09
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	5,000	35,150	2,000	2,000
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$5,000</b>	<b>\$35,150</b>	<b>\$2,000</b>	<b>\$2,000</b>



1122 Registration & Elections

**Expenditure Statement by Object** **Proposed**  
**2008 - 2009** **Adonted**  
**2008 - 2009**

**Personnel Services**

501000 Salaries, Full-Time Employees	\$	\$
505000 Other Taxable Compensation		
507000 Vacation_Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes		
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance		
514100 Group Insurance - Retirees		
515000 Retirement Contribution		
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution		
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
<b>Subtotal Personnel Services</b>	\$	\$

**Operating Expenses**

<b>560000 Miscellaneous</b>		
	2,000	2,000
<i>Subtotal</i>	<b>2,000</b>	<b>2,000</b>
<b>Subtotal Operating Expenses</b>	<b>2,000</b>	<b>2,000</b>

<b>Total</b>	<b>2,000</b>	<b>2,000</b>
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**SERVICES PROVIDED:**

The City Manager is the chief executive officer and with the assistance of two Assistant City Managers, directs and coordinates the general administration of the City government. The Office of the City Manager provides management and administrative support for operating departments as well as programs and initiatives established by the Mayor and Council. The City Manager coordinates the enforcement and execution of all laws and ordinances of the City and, pursuant to the Charter, appoints and, when necessary, suspends or removes all employees unless that authority is delegated to a department head.

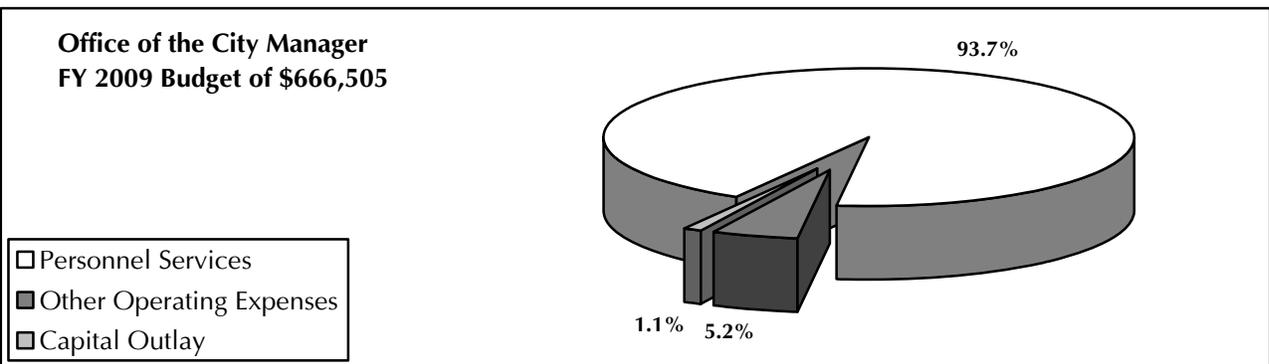
**FY WORK PLAN GOALS:**

Hold three Council in the Communities meetings per month.  
 Receive citizen feedback from a variety of sources to ensure the City is providing the services our citizens need.  
 Review overall organization of City government to ensure structure is optimal for delivery of services.

**SIGNIFICANT CHANGES FOR FY 09:**

Salaries, Full-Time Employees changed partially to reflect the transfer of the position of Project Manager to the Police Department (1211). The position has subsequently been upgraded to Emergency Management Coordinator.

Summary	Budgeted 2006 – 07	Budgeted 2007 – 08	Proposed 2008 – 09	Adopted 2008 – 09
Personnel Services	\$585,312	\$602,152	\$624,845	\$624,845
Other Operating Expenses	33,790	33,485	34,425	34,425
Capital Outlay	7,435	6,760	7,235	7,235
<b>TOTAL</b>	<b>\$626,537</b>	<b>\$642,397</b>	<b>\$666,505</b>	<b>\$666,505</b>



1131 Office of the City Manager

**Expenditure Statement by Object** **Proposed**  
**2008 - 2009** **Adopted**  
**2008 - 2009**

**Personnel Services**

501000 Salaries, Full-Time Employees	\$ 444,336	\$ 444,336
505000 Other Taxable Compensation	6,000	6,000
507000 Vacation_Sick Pay		
508000 Salaries, Overtime	2,405	2,405
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	37,346	37,346
510000 Social Security & Medicare Taxes	37,033	37,033
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	48,848	48,848
514100 Group Insurance - Retirees		
515000 Retirement Contribution	35,547	35,547
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution	13,330	13,330
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
<b>Subtotal Personnel Services</b>	<b>\$ 624,845</b>	<b>\$ 624,845</b>

**Operating Expenses**

<b>521000 Office Supplies</b>		
	1,000	1,000
<i>Subtotal</i>	<b>1,000</b>	<b>1,000</b>
<b>522000 General Operating Supplies</b>		
	750	750
<i>Subtotal</i>	<b>750</b>	<b>750</b>
<b>525000 Furniture &amp; Fixtures</b>		
	1,000	1,000
<i>Subtotal</i>	<b>1,000</b>	<b>1,000</b>
<b>531600 Software Maintenance Agreements</b>		
Maintenance - Network SW/Anti-Virus SW (5)	300	300
Maintenance - Software (Adobe InDesign) (1)	75	75
Maintenance - Software (Microsoft CALs) (5)	400	400
<i>Subtotal</i>	<b>775</b>	<b>775</b>
<b>536000 Miscellaneous Professional Services</b>		
	1,000	1,000
<i>Subtotal</i>	<b>1,000</b>	<b>1,000</b>
<b>544000 Professional Dues &amp; Certification Fees</b>		
ICMA	2,500	2,500
<i>Subtotal</i>	<b>2,500</b>	<b>2,500</b>

**1131 Office of the City Manager**

<b>545000 Magazines, Books &amp; Resource Material</b>			
	200	200	
<i>Subtotal</i>		<b>200</b>	<b>200</b>
<b>546000 Conference &amp; Seminar Registration</b>			
ICMA	500	500	
Maryland Municipal League Convention	500	500	
Maryland Municipal League Legislative Conference	200	200	
National League of Cities & Other Conferences	2,400	2,400	
Staff Training	1,000	1,000	
<i>Subtotal</i>		<b>4,600</b>	<b>4,600</b>
<b>547000 Travel Expense</b>			
ICMA	500	500	
Maryland Municipal League Convention	3,250	3,250	
National League of Cities	3,250	3,250	
<i>Subtotal</i>		<b>7,000</b>	<b>7,000</b>
<b>547100 Travel Mileage Reimbursement</b>			
	1,000	1,000	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>551100 Cellular Telephone</b>			
CM & ACM (2)	2,500	2,500	
<i>Subtotal</i>		<b>2,500</b>	<b>2,500</b>
<b>552500 Vehicle &amp; Equipment Gasoline Expense</b>			
	2,000	2,000	
<i>Subtotal</i>		<b>2,000</b>	<b>2,000</b>
<b>556000 Postage</b>			
	4,500	4,500	
<i>Subtotal</i>		<b>4,500</b>	<b>4,500</b>
<b>560000 Miscellaneous</b>			
Senior Leadership Team Retreat	5,000	5,000	
<i>Subtotal</i>		<b>5,000</b>	<b>5,000</b>
<b>574000 Repair &amp; Maintenance - Vehicles</b>			
Vehicle Maintenance (2 Units)	600	600	
<i>Subtotal</i>		<b>600</b>	<b>600</b>
<b>Subtotal Operating Expenses</b>		<b>34,425</b>	<b>34,425</b>

**Capital Outlay**

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC + Monitors) (5)	1,650	1,650	
Replacement - Fax Machines	125	125	
Replacement - Printer (Lexmark 4060-010 [T630n])	260	260	
Replacement - Scanner (fi-4120C)	200	200	
<i>Subtotal</i>		<b>2,235</b>	<b>2,235</b>

**1131 Office of the City Manager**

<b>596100 Vehicles &amp; Equipment (Replacement)</b>				
Vehicle Replacement (1 Unit)	5,000		5,000	
<i>Subtotal</i>		<b>5,000</b>		<b>5,000</b>
<b>Subtotal Capital Outlay</b>		<b>7,235</b>		<b>7,235</b>
<b>Total</b>		<b>666,505</b>		<b>666,505</b>

**SERVICES PROVIDED:**

This activity area involves development of economic and community development programs and services by assisting existing and potential businesses and industries, preparing City marketing materials and strategies, acting as a liaison between the City and the business community, negotiating and administrating cable television agreements, and pursuing revitalization of the Olde Towne District.

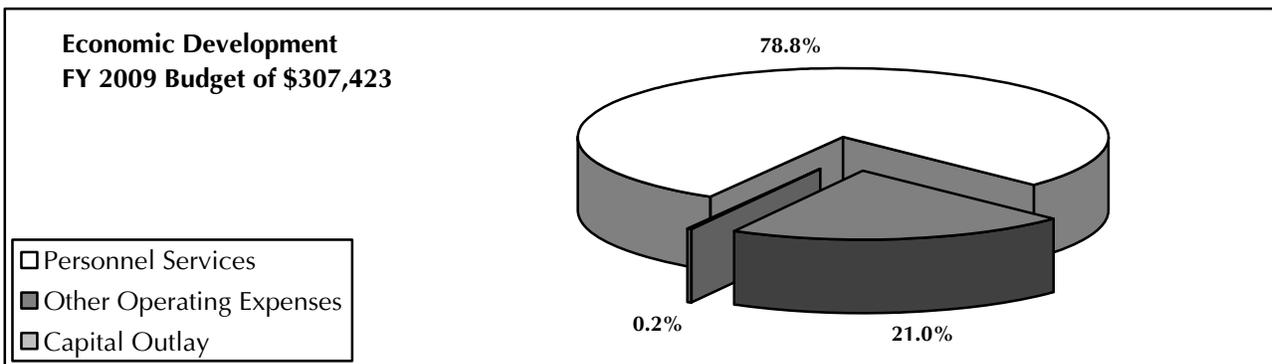
**FY WORK PLAN GOALS:**

Act as point of contact with county, state and federal economic development agencies and initiatives.  
 Facilitate real estate transaction work including development of RFP's for City-owned properties, coordination of appraisals, legal opinions, etc. relating to possible Olde Towne redevelopment opportunities.  
 Work with Planning staff to facilitate implementation of Olde Towne District Master Plan.

**SIGNIFICANT CHANGES FOR FY 09:**

Contributions decreased \$65,000, \$5,000 to account for transfer of activity to Cultural Arts Programs (1437) and \$60,000 to account for transfer to the new activity, Housing and Community Development (1136).  
 Homeownership Assistance Program decreased \$300,000 to account for transfer to the new activity, Housing and Community Development (1136).  
 Salaries, Employment Agreement decreased \$28,673 to reflect the transfer of one agreement position to the new activity, Housing and Community Development (1136).  
 Salaries, Full-Time Employees decreased \$61,522 to reflect the transfer of one full-time position to the new activity, Housing and Community Development (1136).

Summary	Budgeted 2006 – 07	Budgeted 2007 – 08	Proposed 2008 – 09	Adopted 2008 – 09
Personnel Services	\$334,514	\$349,641	\$242,104	\$242,104
Other Operating Expenses	126,431	434,180	64,659	64,659
Capital Outlay	2,085	1,325	660	660
<b>TOTAL</b>	<b>\$463,030</b>	<b>\$785,146</b>	<b>\$307,423</b>	<b>\$307,423</b>



1133 Economic Development

**Expenditure Statement by Object** **Proposed**  
**2008 - 2009** **Adopted**  
**2008 - 2009**

**Personnel Services**

501000 Salaries, Full-Time Employees	\$ 188,526	\$ 188,526
505000 Other Taxable Compensation		
507000 Vacation_Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes	14,422	14,422
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	14,660	14,660
514100 Group Insurance - Retirees		
515000 Retirement Contribution	15,082	15,082
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)	3,758	3,758
516000 Savings Plan Contribution	5,656	5,656
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
<b>Subtotal Personnel Services</b>	<b>\$ 242,104</b>	<b>\$ 242,104</b>

**Operating Expenses**

<b>522000 General Operating Supplies</b>		
	100	100
<i>Subtotal</i>	<b>100</b>	<b>100</b>
<b>525000 Furniture &amp; Fixtures</b>		
	375	375
<i>Subtotal</i>	<b>375</b>	<b>375</b>
<b>531600 Software Maintenance Agreements</b>		
Maintenance - Network SW/Anti-Virus SW (2)	120	120
Maintenance - Software (Adobe Creative Suite CS3) (1)	169	169
Maintenance - Software (CoStar)	8,410	8,410
Maintenance - Software (Microsoft CALs) (2)	160	160
<i>Subtotal</i>	<b>8,859</b>	<b>8,859</b>
<b>536000 Miscellaneous Professional Services</b>		
	2,500	2,500
<i>Subtotal</i>	<b>2,500</b>	<b>2,500</b>
<b>541000 Advertising</b>		
Economic Development Advertising	5,000	5,000
<i>Subtotal</i>	<b>5,000</b>	<b>5,000</b>
<b>543000 Contributions</b>		
Education and Community Partnerships	10,000	10,000
Regional Economic Development Organizations	10,000	10,000
<i>Subtotal</i>	<b>20,000</b>	<b>20,000</b>

## 1133 Economic Development

<b>544000 Professional Dues &amp; Certification Fees</b>			
Chamber of Commerce	250	250	
High Technology Council	300	300	
International Economic Development Corporation (IEDC)	350	350	
International Parking Institute	525	525	
Maryland Downtown Development Association (MDDA)	150	150	
Maryland Economic Development Association (MEDA)	175	175	
Maryland Historic Trust (Main Street Program)	250	250	
NATOA	600	600	
<i>Subtotal</i>		<b>2,600</b>	<b>2,600</b>
<b>545000 Magazines, Books &amp; Resource Material</b>			
	125	125	
<i>Subtotal</i>		<b>125</b>	<b>125</b>
<b>546000 Conference &amp; Seminar Registration</b>			
	1,500	1,500	
<i>Subtotal</i>		<b>1,500</b>	<b>1,500</b>
<b>547000 Travel Expense</b>			
	1,000	1,000	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>547100 Travel Mileage Reimbursement</b>			
	1,000	1,000	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>551100 Cellular Telephone</b>			
Director (1)	900	900	
<i>Subtotal</i>		<b>900</b>	<b>900</b>
<b>553000 Printing &amp; Binding</b>			
Promotional Materials, Olde Towne Newsletter	9,000	9,000	
<i>Subtotal</i>		<b>9,000</b>	<b>9,000</b>
<b>556000 Postage</b>			
	1,600	1,600	
<i>Subtotal</i>		<b>1,600</b>	<b>1,600</b>
<b>556500 Messenger Services</b>			
Courier Services	100	100	
<i>Subtotal</i>		<b>100</b>	<b>100</b>
<b>560000 Miscellaneous</b>			
Economic and Community Development Activities and Events	10,000	10,000	
<i>Subtotal</i>		<b>10,000</b>	<b>10,000</b>
<b>Subtotal Operating Expenses</b>		<b>64,659</b>	<b>64,659</b>

## Capital Outlay

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC + Monitors) (2)	660	660	
<i>Subtotal</i>		<b>660</b>	<b>660</b>

**1133 Economic Development**

<b>Subtotal Capital Outlay</b>	<b>660</b>	<b>660</b>
<b>Total</b>	<b>307,423</b>	<b>307,423</b>

**SERVICES PROVIDED:**

Environmental Affairs is committed to protecting, enhancing and restoring the community's natural resources and quality of life, and is guided by the principles of science, resource management, sustainability, education, and stewardship.

This activity coordinates overall City environmental policies, programs, and projects, including: Public environmental education and outreach; environmentally sensitive operations and best management practices; forest conservation, stream restoration, stormwater management (SWM), green building, and climate protection programs; and development review to ensure compliance with the Environmental Standards and other pertinent regulations.

**FY WORK PLAN GOALS:**

Continue to improve the City's GIS environmental attribute data.  
 Continue to offer community environmental education and service projects.  
 Continue to partner with state, county, and other local governments to address regional environmental concerns.  
 Coordinate stream assessments, watershed studies, reforestation project, stormwater management retrofits, and other ecological restoration projects.

**FY WORK PLAN GOALS (CONT.)**

Ensure the City is in compliance with the National Pollutant Discharge Elimination System (NPDES) Phase II permit requirements under the Clean Water Act.  
 Work with the Department of Planning and Code Administration to review Natural Resource Inventories/Forest Stand Delineations, Forest Conservation Plans, Green Building Checklists, Wildlife Management Plans, Noise Studies, Waste Management, and Site Plans.  
 Work with the Environmental Affairs Committee to promote environmental education, pollution prevention, green building, ecosystem restoration, climate protection, and sustainability.  
 Work with the Long Range Planning Team to update and implement the Environment Element and the Water Resources Element of the Master Plan.

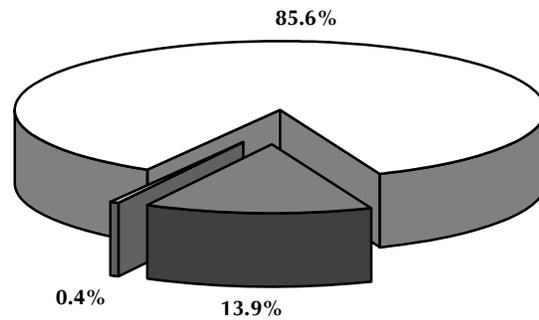
**SIGNIFICANT CHANGES FOR FY 09:**

No Significant Changes.

Summary	Budgeted 2006 – 07	Budgeted 2007 – 08	Proposed 2008 – 09	Adopted 2008 – 09
Personnel Services	\$172,188	\$179,245	\$191,819	\$191,819
Other Operating Expenses	19,785	31,330	31,210	31,210
Capital Outlay	1,035	825	990	990
<b>TOTAL</b>	<b>\$193,008</b>	<b>\$211,400</b>	<b>\$224,019</b>	<b>\$224,019</b>

**Environmental Affairs**  
**FY 2009 Budget of \$224,019**

- Personnel Services
- Other Operating Expenses
- Capital Outlay



<b>Performance Measures</b>	<b>Actual 2006 – 07</b>	<b>Budgeted 2007 – 08</b>	<b>Projected 2008 – 09</b>
Number of trees planted by volunteers	119	100	100
Number of SWM facilities inspected	101	100	100
Number of stream illicit discharge reports investigated	5	2	2
Number of natural resources inventories submitted	9	10	10
Number of forest conservation plans submitted	11	10	10
Number of environmental waivers submitted	2	2	0
Number of Environmental Awards recipients	14	10	10
Number of Community Outreach Projects (education, cleanups, plantings, etc.)	30	15	15

**1134 Environmental Affairs**

**Expenditure Statement by Object** **Proposed**  
**2008 - 2009** **Adonted**  
**2008 - 2009**

**Personnel Services**

501000 Salaries, Full-Time Employees	\$ 139,710	\$ 139,710
505000 Other Taxable Compensation		
507000 Vacation_Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	14,140	14,140
510000 Social Security & Medicare Taxes	11,770	11,770
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	10,831	10,831
514100 Group Insurance - Retirees		
515000 Retirement Contribution	11,177	11,177
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution	4,191	4,191
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
<b>Subtotal Personnel Services</b>	<b>\$ 191,819</b>	<b>\$ 191,819</b>

**Operating Expenses**

<b>521000 Office Supplies</b>		
General Office Supplies	200	200
<i>Subtotal</i>	<b>200</b>	<b>200</b>
<b>522000 General Operating Supplies</b>		
Forest Conservation Supplies	200	200
NPDES Supplies	800	800
Pollution Prevention Equipment	600	600
Soil Tests	50	50
Supplies for Community Stream Cleanups	350	350
Water Quality Test Kits	200	200
<i>Subtotal</i>	<b>2,200</b>	<b>2,200</b>
<b>522200 Photographic, Audio, Video Supplies</b>		
Photographic Supplies	100	100
<i>Subtotal</i>	<b>100</b>	<b>100</b>
<b>522500 Program Activities</b>		
Environmental Awareness Week Activities	1,000	1,000
Green Building/Climate Protection Education Projects	1,000	1,000
HOA Environmental Education and Service Projects	400	400
School Environmental Education and Service Projects	1,800	1,800
Youth Center Environmental Service Projects	300	300
<i>Subtotal</i>	<b>4,500</b>	<b>4,500</b>
<b>525000 Furniture &amp; Fixtures</b>		
Miscellaneous Equipment	300	300
<i>Subtotal</i>	<b>300</b>	<b>300</b>

## 1134 Environmental Affairs

<b>531500 Software Licenses</b>			
SWM Inspection Software Licenses	750	750	
TR - Remote Access License (1)	60	60	
<i>Subtotal</i>		<b>810</b>	<b>810</b>
<b>531600 Software Maintenance Agreements</b>			
Maintenance - Network SW/Anti-Virus SW (3)	180	180	
Maintenance - Software (Microsoft CALs) (3)	240	240	
Maintenance - Software (Stormwater Mgmt Inspector Software)	1,250	1,250	
<i>Subtotal</i>		<b>1,670</b>	<b>1,670</b>
<b>536000 Miscellaneous Professional Services</b>			
Environmental Consultant Services	10,000	10,000	
<i>Subtotal</i>		<b>10,000</b>	<b>10,000</b>
<b>541000 Advertising</b>			
Environmental Announcements and Notifications	300	300	
<i>Subtotal</i>		<b>300</b>	<b>300</b>
<b>542000 Awards &amp; Presentations</b>			
Environmental Awards	300	300	
<i>Subtotal</i>		<b>300</b>	<b>300</b>
<b>544000 Professional Dues &amp; Certification Fees</b>			
American Planning Association - Environmental, Natural Resource	250	250	
International Council for Local Environmental Initiatives (ICLEI)	1,200	1,200	
US Green Building Council (USGBC)	500	500	
<i>Subtotal</i>		<b>1,950</b>	<b>1,950</b>
<b>545000 Magazines, Books &amp; Resource Material</b>			
Environmental Publications and Reference Materials	300	300	
Leadership in Energy and Environmental Design (LEEDS) Ref.	500	500	
<i>Subtotal</i>		<b>800</b>	<b>800</b>
<b>546000 Conference &amp; Seminar Registration</b>			
GIS/APA/ Stream/Green Building Conference	1,000	1,000	
Local Conferences & Seminars	300	300	
<i>Subtotal</i>		<b>1,300</b>	<b>1,300</b>
<b>546300 In-Service Training</b>			
In-Service Training	1,000	1,000	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>547000 Travel Expense</b>			
GIS/APA/ Stream/Green Building Conference	1,000	1,000	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>547100 Travel Mileage Reimbursement</b>			
Miscellaneous Mileage Reimbursement	200	200	
<i>Subtotal</i>		<b>200</b>	<b>200</b>
<b>551100 Cellular Telephone</b>			
Environmental Specialist (1)	280	280	
<i>Subtotal</i>		<b>280</b>	<b>280</b>

**1134 Environmental Affairs**

<b>553000 Printing &amp; Binding</b>			
Education Materials	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>556000 Postage</b>			
	200	200	
<i>Subtotal</i>		<b>200</b>	<b>200</b>
<b>560000 Miscellaneous</b>			
Celebrate Gaithersburg Day	400	400	
General Promotional Materials	600	600	
Green Week (Miscellaneous)	800	800	
Miscellaneous Workshops	500	500	
National Pollutant Discharge Elimination System (NPDES) Works	800	800	
Recycling Materials	500	500	
<i>Subtotal</i>		<b>3,600</b>	<b>3,600</b>
<b>Subtotal Operating Expenses</b>		<b>31,210</b>	<b>31,210</b>

**Capital Outlay**

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC + Monitors) (3)	990	990	
<i>Subtotal</i>		<b>990</b>	<b>990</b>
<b>Subtotal Capital Outlay</b>		<b>990</b>	<b>990</b>
<b>Total</b>		<b>224,019</b>	<b>224,019</b>

**SERVICES PROVIDED:**

The Office of Human Resources is committed to providing quality services to all City departments as well as our citizens. These services include: Conducting recruitment of personnel, maintaining the classification of all positions, managing and administering all employee benefits, periodic analysis of compensation and benefit costs, providing employees with annual benefit statements, administering the employee performance evaluation system, overseeing and managing worker's compensation and risk management, and providing training to assure a safe and healthy work environment that stimulates the personal and professional development of all employees.

**FY WORK PLAN GOALS:**

- Develop and conduct employee survey.
- Develop new employee handbook.
- Revise Personnel Ordinance.

**SIGNIFICANT CHANGES FOR FY 09:**

Awards & Presentations increased \$16,000 due to transfer of monies for the annual employee picnic and annual employee recognition breakfast.

General Operating Supplies decreased \$5,500 due to transfer of monies to new object code 534500-Wellness Programs.

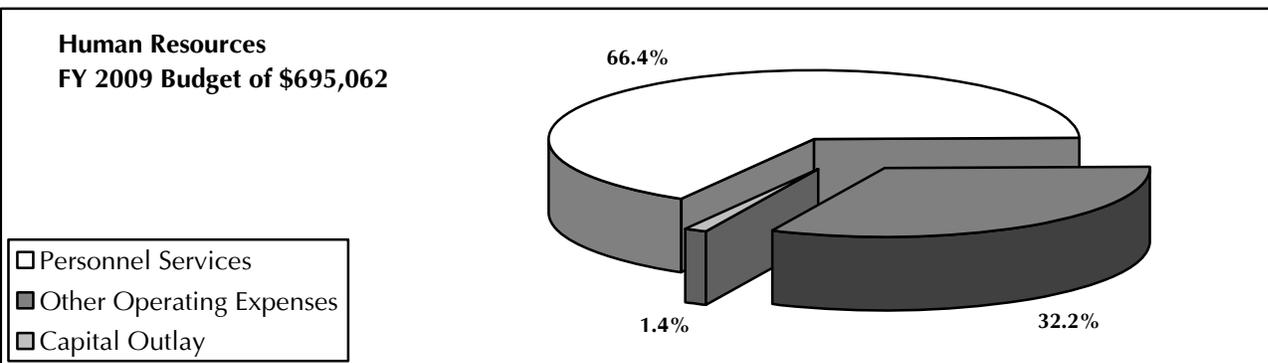
Medical/Hospital (Screenings) increased \$9,000 due to Police Fitness For Duty physicals.

Miscellaneous decreased \$25,500 due to transfer of monies for employee flu vaccines, Wellness Day expenditures and CPR training to object code 534500-Wellness Programs and the transfer of the Employee Picnic to 542000-Awards & Presentation.

Salaries, Full-Time Employees increased partially due to transfer of one full-time employee from 1137.

Wellness Programs \$62,796 is a new object code established to consolidate the cost of various employee wellness programs such as employee flu shots, weight watchers, EAP, First Aid & CPR training, smoking cessation and exercise programs.

Summary	Budgeted 2006 – 07	Budgeted 2007 – 08	Proposed 2008 – 09	Adopted 2008 – 09
Personnel Services	\$339,773	\$367,815	\$461,581	\$461,581
Other Operating Expenses	248,230	166,260	223,716	223,716
Capital Outlay	2,100	5,970	9,765	9,765
<b>TOTAL</b>	<b>\$590,103</b>	<b>\$540,045</b>	<b>\$695,062</b>	<b>\$695,062</b>



# Office of the City Manager

## 1135 - Human Resources

<b>Performance Measures</b>	<b>Actual 2006 – 07</b>	<b>Budgeted 2007 – 08</b>	<b>Projected 2008 – 09</b>
Number of Worker's Comp Claims processed	55	50	40
Number of terminations/retired	26	22	25
Number of new hires	27	22	25
Number of Applications for Employment	1,138	1,959	2,100

**1135 Human Resources**

**Expenditure Statement by Object** **Proposed**  
**2008 - 2009** **Adonted**  
**2008 - 2009**

**Personnel Services**

501000 Salaries, Full-Time Employees	\$ 357,537	\$ 357,537
505000 Other Taxable Compensation		
507000 Vacation_Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time		
510000 Social Security & Medicare Taxes	27,352	27,352
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	30,268	30,268
514100 Group Insurance - Retirees		
515000 Retirement Contribution	28,603	28,603
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)	7,095	7,095
516000 Savings Plan Contribution	10,726	10,726
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
<b>Subtotal Personnel Services</b>	<b>\$ 461,581</b>	<b>\$ 461,581</b>

**Operating Expenses**

<b>521000 Office Supplies</b>		
Employee Benefit Summary	500	500
Safety Manual	500	500
<i>Subtotal</i>	<b>1,000</b>	<b>1,000</b>
<b>525000 Furniture &amp; Fixtures</b>		
Chairs (2)	600	600
<i>Subtotal</i>	<b>600</b>	<b>600</b>
<b>531000 Information Technology (IT) Services</b>		
	1,125	1,125
HRIS (ADP) Software	15,500	15,500
<i>Subtotal</i>	<b>16,625</b>	<b>16,625</b>
<b>531600 Software Maintenance Agreements</b>		
Maintenance - Network SW/Anti-Virus SW (5)	300	300
Maintenance - Software (Adobe Acrobat) (1)	30	30
Maintenance - Software (Adobe InDesign) (2)	150	150
Maintenance - Software (Microsoft CALs) (5)	400	400
<i>Subtotal</i>	<b>880</b>	<b>880</b>

**1135 Human Resources**

<b>534500 Wellness Programs</b>			
AED Batteries & Pads	1,116	1,116	
American Red Cross First Aid & CPR Training	5,000	5,000	
Employee Assistance Program	12,000	12,000	
Exercise Programs	26,680	26,680	
First Aid Supplies	2,000	2,000	
Flu Vaccines	5,000	5,000	
Wellness Day	4,000	4,000	
Wellness Education and Seminars	7,000	7,000	
<i>Subtotal</i>		<b>62,796</b>	<b>62,796</b>
<b>535000 Medical/Hospital (Screenings)</b>			
Commercial Drivers License	3,000	3,000	
DOT Employee Physicals	3,500	3,500	
Employee Physicals	10,000	10,000	
HBV Employee Vaccinations	3,000	3,000	
Police Fitness for Duty Physicals	14,000	14,000	
<i>Subtotal</i>		<b>33,500</b>	<b>33,500</b>
<b>536000 Miscellaneous Professional Services</b>			
Financial Planning & Consulting Services	25,000	25,000	
<i>Subtotal</i>		<b>25,000</b>	<b>25,000</b>
<b>536500 Investigations</b>			
Background Checks	2,800	2,800	
<i>Subtotal</i>		<b>2,800</b>	<b>2,800</b>
<b>541000 Advertising</b>			
Employment Opportunities	30,000	30,000	
<i>Subtotal</i>		<b>30,000</b>	<b>30,000</b>
<b>542000 Awards &amp; Presentations</b>			
Employee Picnic	12,000	12,000	
Employee Recognition Awards	3,000	3,000	
Employee Service Awards	4,500	4,500	
Recognition & Awards Breakfast	4,000	4,000	
<i>Subtotal</i>		<b>23,500</b>	<b>23,500</b>
<b>544000 Professional Dues &amp; Certification Fees</b>			
Institute of Government Services	300	300	
International Personnel Management Association	500	500	
Local Government Personnel Association	450	450	
Public Risk Managers Association	255	255	
Society For Human Resource Managers	160	160	
<i>Subtotal</i>		<b>1,665</b>	<b>1,665</b>
<b>545000 Magazines, Books &amp; Resource Material</b>			
Resource Materials	1,000	1,000	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>546000 Conference &amp; Seminar Registration</b>			
International Personnel Management Association	500	500	
Society For Human Resource Managers	750	750	
<i>Subtotal</i>		<b>1,250</b>	<b>1,250</b>

## 1135 Human Resources

<b>546300 In-Service Training</b>			
	13,000	13,000	
<i>Subtotal</i>		<b>13,000</b>	<b>13,000</b>
<b>547000 Travel Expense</b>			
International Personnel Management Association	500	500	
Society For Human Resource Managers	1,000	1,000	
<i>Subtotal</i>		<b>1,500</b>	<b>1,500</b>
<b>547100 Travel Mileage Reimbursement</b>			
Miscellaneous Mileage Reimbursement	300	300	
<i>Subtotal</i>		<b>300</b>	<b>300</b>
<b>551100 Cellular Telephone</b>			
HR Director (1)	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>553000 Printing &amp; Binding</b>			
Employment Applications	1,000	1,000	
Request For Leave Forms	1,000	1,000	
<i>Subtotal</i>		<b>2,000</b>	<b>2,000</b>
<b>556000 Postage</b>			
Applicant Acknowledgement Letters	500	500	
Employment Opportunity Bulletins	500	500	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>560000 Miscellaneous</b>			
Remembrances	4,000	4,000	
<i>Subtotal</i>		<b>4,000</b>	<b>4,000</b>
<b>573000 Repair &amp; Maintenance - Machinery &amp; Equipment</b>			
Maintenance & Supplies - Copier (Ricoh 1015)	800	800	
<i>Subtotal</i>		<b>800</b>	<b>800</b>
<b>Subtotal Operating Expenses</b>		<b>223,716</b>	<b>223,716</b>

## Capital Outlay

<b>592100 Software (Replacement)</b>			
Replacement - Software (ADP HR)	7,500	7,500	
<i>Subtotal</i>		<b>7,500</b>	<b>7,500</b>
<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC + Monitors) (5)	1,650	1,650	
Replacement - Copier (Ricoh 1015)	440	440	
Replacement - Fax Machines	125	125	
Replacement - Printer (Lexmark E232)	50	50	
<i>Subtotal</i>		<b>2,265</b>	<b>2,265</b>
<b>Subtotal Capital Outlay</b>		<b>9,765</b>	<b>9,765</b>
<b>Total</b>		<b>695,062</b>	<b>695,062</b>

**SERVICES PROVIDED:**

The Division of Housing and Community Development is responsible for implementing the City's new Affordable Housing Program for both homeownership and rental units in new construction. Additionally, this division assists in all aspects of tenant relocation projects City-wide. Staff oversees the administration of the tenant displacement homeownership assistance program, currently available to hundreds of displaced City residents.

Federal, state and county grants are also administered by this division. These grants include the Federal Community Development Block Grant (CDBG) program, congressional appropriations, bond bill projects and City-wide competitive grant programs. In addition to submitting grant proposals to support key strategic directions, this division is responsible for appropriate oversight and monitoring of grants awarded to the City.

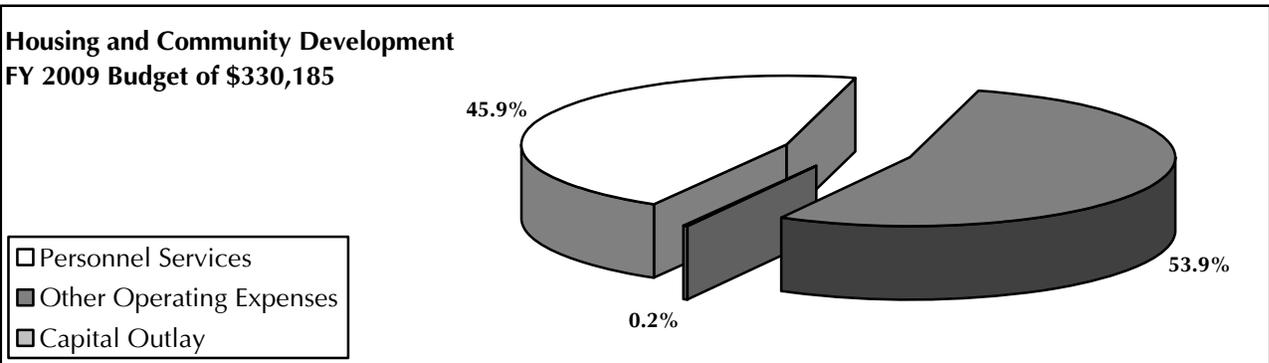
**FY WORK PLAN GOALS:**

- Act as point of contact with county, state and federal agencies on funding initiatives.
- Assist Public Works Department in monitoring of grant-funded construction and rehabilitation projects.
- Seek increased grant funding in support of City objectives.
- Support planning staff and development community to ensure that affordable housing requirements are fully met.
- Work with nonprofit community to successfully implement annual CDBG public service grants.

**SIGNIFICANT CHANGES FOR FY 09:**

Housing and Community Development is a new activity beginning in FY 2009. The budget in this new activity was transferred from Economic Development (1133).

Summary	Budgeted 2006 – 07	Budgeted 2007 – 08	Proposed 2008 – 09	Adopted 2008 – 09
Personnel Services	\$0	\$0	\$151,593	\$151,593
Other Operating Expenses	0	0	106,350	177,987
Capital Outlay	0	0	605	605
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$258,548</b>	<b>\$330,185</b>



<b>Performance Measures</b>	<b>Actual 2006 – 07</b>	<b>Budgeted 2007 – 08</b>	<b>Projected 2008 – 09</b>
Number of CDBG projects managed	5	7	6
Number of CDBG projects completed	5	2	0
Number of CDBG Grants awarded	5	7	6

1136 Housing and Community Development

**Expenditure Statement by Object** **Proposed**  
**2008 - 2009** **Adonted**  
**2008 - 2009**

**Personnel Services**

501000 Salaries, Full-Time Employees	\$	90,171	\$	90,171
505000 Other Taxable Compensation				
507000 Vacation_Sick Pay				
508000 Salaries, Overtime				
508500 Salaries, Employee Agreement		36,551		36,551
509000 Salaries, Part-Time				
510000 Social Security & Medicare Taxes		9,694		9,694
512000 State Unemployment				
513000 Workers' Compensation Insurance				
514000 Group Insurance		5,258		5,258
514100 Group Insurance - Retirees				
515000 Retirement Contribution		7,214		7,214
515050 Supplemental Retirement Contribution				
515100 Retirement Health Savings (RHS)				
516000 Savings Plan Contribution		2,705		2,705
516500 Deferred Compensation				
517000 Dependent Care Expense				
518000 Retirement Plan Withdrawals				
519000 Tuition Reimbursement				
<b>Subtotal Personnel Services</b>	\$	<b>151,593</b>	\$	<b>151,593</b>

**Operating Expenses**

<b>522000 General Operating Supplies</b>				
		100		100
<i>Subtotal</i>		<b>100</b>		<b>100</b>
<b>525000 Furniture &amp; Fixtures</b>				
		375		375
<i>Subtotal</i>		<b>375</b>		<b>375</b>
<b>531600 Software Maintenance Agreements</b>				
Maintenance - Network SW/Anti-virus SW (2)		120		120
Maintenance - Software (Microsoft CALs) (2)		160		160
<i>Subtotal</i>		<b>280</b>		<b>280</b>
<b>536000 Miscellaneous Professional Services</b>				
Housing Counseling		27,000		27,000
Translation Services		1,250		1,250
<i>Subtotal</i>		<b>28,250</b>		<b>28,250</b>
<b>541000 Advertising</b>				
CDBG Legal Requirements		2,500		2,500
<i>Subtotal</i>		<b>2,500</b>		<b>2,500</b>
<b>543000 Contributions</b>				
CDBG- Funded Public Service Grants		67,170		67,170
Even Start		4,500		4,500
Neighborhood Amenities Program		0		71,637
<i>Subtotal</i>		<b>71,670</b>		<b>143,307</b>

**1136 Housing and Community Development**

<b>545000 Magazines, Books &amp; Resource Material</b>			
	125	125	
<i>Subtotal</i>		<b>125</b>	<b>125</b>
<b>546000 Conference &amp; Seminar Registration</b>			
HUD Conference	1,000	1,000	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>547000 Travel Expense</b>			
HUD Conference	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>547100 Travel Mileage Reimbursement</b>			
	400	400	
<i>Subtotal</i>		<b>400</b>	<b>400</b>
<b>553000 Printing &amp; Binding</b>			
	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>556000 Postage</b>			
	400	400	
<i>Subtotal</i>		<b>400</b>	<b>400</b>
<b>556500 Messenger Services</b>			
Courier Services	250	250	
<i>Subtotal</i>		<b>250</b>	<b>250</b>
<b>Subtotal Operating Expenses</b>		<b>106,350</b>	<b>177,987</b>

**Capital Outlay**

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC + Monitors) (1)	330	330	
Replacement - Computer Hardware (PC Only) (1)	275	275	
<i>Subtotal</i>		<b>605</b>	<b>605</b>
<b>Subtotal Capital Outlay</b>		<b>605</b>	<b>605</b>
<b>Total</b>		<b>258,548</b>	<b>330,185</b>

**SERVICES PROVIDED:**

Public Information informs citizens about their City government and its programs in a timely fashion through news releases, the City website, City publications, the City's cable television channel, and outside advertising. Marketing of all City programs and facilities is coordinated through the Public Information Office. Strategic special events and programs, sponsorships and partnerships, and efforts to encourage citizen participation are also conducted by this division.

**FY WORK PLAN GOALS:**

Coordinate volunteer recruitment and appreciation activities including State of the City Dinner and VIP reception at Celebrate Gaithersburg Festival.

Install content management system for website to increase functionality. Redesign website to refresh look, improve ease of use and ensure compliancy with Americans with Disabilities Act..

Use creative approaches and technologies to inform and involve Gaithersburg citizens in events, programs, boards, committees and commissions.

With department heads, reformat monthly status report that goes to the Mayor and City Council to make it more meaningful and impactful. Incorporate citizen committee reports and tie information in monthly report to performance measures.

**FY WORK PLAN GOALS (CONT.)**

Work with new emergency management coordinator on communication and outreach initiatives related to emergency preparedness, including enhanced information on website.

**SIGNIFICANT CHANGES FOR FY 09:**

Miscellaneous Professional Services decreased \$22,000 due to the citizen survey not being conducted in FY 09.

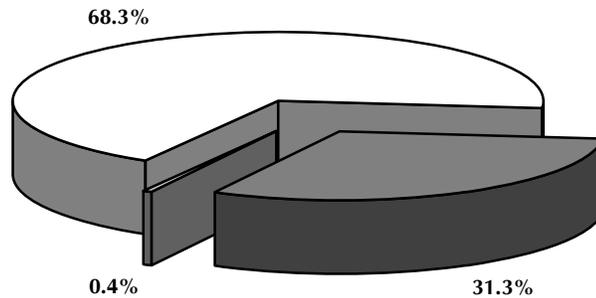
Printing & Binding decreased \$34,500, \$30,000 to reflect the transfer of Leisure Times printing expense to Parks, Recreation & Culture (1411) and \$4,500 for the voter's guide, which is not needed in FY 09.

Salaries, Full-Time Employees increased \$36,885 to reflect the transfer out of one employee to Human Resources (1135) and the transfer in of one employee from Planning and Code Administration (1194).

<b>Summary</b>	<b>Budgeted 2006 - 07</b>	<b>Budgeted 2007 - 08</b>	<b>Proposed 2008 - 09</b>	<b>Adopted 2008 - 09</b>
Personnel Services	\$315,705	\$375,330	\$417,993	\$417,993
Other Operating Expenses	162,845	242,105	191,318	191,318
Capital Outlay	2,795	2,380	2,690	2,690
<b>TOTAL</b>	<b>\$481,345</b>	<b>\$619,815</b>	<b>\$612,001</b>	<b>\$612,001</b>

**Public Information**  
**FY 2009 Budget of \$612,001**

- Personnel Services
- Other Operating Expenses
- Capital Outlay



<b>Performance Measures</b>	<b>Actual 2006 – 07</b>	<b>Budgeted 2007 – 08</b>	<b>Projected 2008 – 09</b>
Website hits per month	158,000	150,000	200,000
Voter turnout	N/A	11%	N/A
Number of press releases issued	220	225	225
Number of myGaithersburg subscribers	960	1,100	1,200
Number of citizens on boards, committees	240	275	250
Number of attendees at recognition events	690	725	700
Number of Alert Gaithersburg subscribers	890	950	1,400

**1137 Public Information**

**Expenditure Statement by Object** **Proposed**  
**2008 - 2009** **Adonted**  
**2008 - 2009**

**Personnel Services**

501000 Salaries, Full-Time Employees	\$ 294,187	\$ 294,187
505000 Other Taxable Compensation		
507000 Vacation_Sick Pay		
508000 Salaries, Overtime		
508500 Salaries, Employee Agreement		
509000 Salaries, Part-Time	42,992	42,992
510000 Social Security & Medicare Taxes	25,794	25,794
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	18,901	18,901
514100 Group Insurance - Retirees		
515000 Retirement Contribution	23,535	23,535
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)	3,758	3,758
516000 Savings Plan Contribution	8,826	8,826
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
<b>Subtotal Personnel Services</b>	<b>\$ 417,993</b>	<b>\$ 417,993</b>

**Operating Expenses**

<b>522000 General Operating Supplies</b>		
Displays and Supplies for Community Events, Conferences	3,000	3,000
<i>Subtotal</i>	<b>3,000</b>	<b>3,000</b>
<b>522200 Photographic, Audio, Video Supplies</b>		
Camera Equipment, Supplies	1,000	1,000
<i>Subtotal</i>	<b>1,000</b>	<b>1,000</b>
<b>524000 Supplies for Resale</b>		
Promotional Materials - Gaithersburg Souvenirs Sold at Arts Barn,	5,000	5,000
<i>Subtotal</i>	<b>5,000</b>	<b>5,000</b>
<b>525000 Furniture &amp; Fixtures</b>		
Miscellaneous Equipment	2,500	2,500
<i>Subtotal</i>	<b>2,500</b>	<b>2,500</b>
<b>531600 Software Maintenance Agreements</b>		
Maintenance - Network SW/Anti-Virus SW (6)	360	360
Maintenance - Software (Adobe Creative Suite CS3) (7)	1,183	1,183
Maintenance - Software (Adobe Dreamweaver) (2)	130	130
Maintenance - Software (CityWeb - Weather)	500	500
Maintenance - Software (DreamWeaver) (2)	160	160
Maintenance - Software (Microsoft CALs) (6)	480	480
Maintenance - Software (Roamsecure)	20,000	20,000
<i>Subtotal</i>	<b>22,813</b>	<b>22,813</b>

**1137 Public Information**

<b>536000 Miscellaneous Professional Services</b>			
Photographers/Freelance Writers/Graphic Design/Translation/Misc	34,000	34,000	
<i>Subtotal</i>		<b>34,000</b>	<b>34,000</b>
<b>541000 Advertising</b>			
Newspaper and Magazine Ads	16,500	16,500	
<i>Subtotal</i>		<b>16,500</b>	<b>16,500</b>
<b>543000 Contributions</b>			
Gift Baskets for Nonprofit, School Auctions and Fairs	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>544000 Professional Dues &amp; Certification Fees</b>			
3CMA	350	350	
Award Submission Fees	350	350	
Conference and Visitor's Bureau	180	180	
Leadership Montgomery	75	75	
<i>Subtotal</i>		<b>955</b>	<b>955</b>
<b>545000 Magazines, Books &amp; Resource Material</b>			
Media Directories, Resource Books, Electronic Clip Art, Stock Ph	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>546000 Conference &amp; Seminar Registration</b>			
3CMA Conference	500	500	
MML Annual Convention	750	750	
PhotoShop and Illustrator Training	3,000	3,000	
<i>Subtotal</i>		<b>4,250</b>	<b>4,250</b>
<b>547000 Travel Expense</b>			
3CMA Conference	1,700	1,700	
<i>Subtotal</i>		<b>1,700</b>	<b>1,700</b>
<b>547100 Travel Mileage Reimbursement</b>			
	200	200	
<i>Subtotal</i>		<b>200</b>	<b>200</b>
<b>551100 Cellular Telephone</b>			
PIO Director's Blackberry	1,200	1,200	
<i>Subtotal</i>		<b>1,200</b>	<b>1,200</b>
<b>553000 Printing &amp; Binding</b>			
Alert Gaithersburg Postcards	2,500	2,500	
Brochures, Fliers, and Posters	8,500	8,500	
Communiqué	8,000	8,000	
La Comunicacion	2,000	2,000	
<i>Subtotal</i>		<b>21,000</b>	<b>21,000</b>
<b>554000 Signage</b>			
Posters, Banners, Miscellaneous Signage	3,500	3,500	
<i>Subtotal</i>		<b>3,500</b>	<b>3,500</b>

**1137 Public Information**

<b>556000 Postage</b>			
Alert Gaithersburg Postcards	2,000	2,000	
Communiqué & Leisure Times	25,000	25,000	
Invitations for Volunteer Recognition Events, Legislative Receptio	2,500	2,500	
<i>Subtotal</i>		<b>29,500</b>	<b>29,500</b>
<b>556500 Messenger Services</b>			
Courier Services	200	200	
<i>Subtotal</i>		<b>200</b>	<b>200</b>
<b>560000 Miscellaneous</b>			
Alert Gaithersburg Promotions	1,500	1,500	
CHARACTER COUNTS! Items	1,000	1,000	
Citizen Involvement Initiatives	3,000	3,000	
Council In The Communities	1,500	1,500	
Intergovernmental Relations	4,500	4,500	
Miscellaneous	5,000	5,000	
Promotional Materials (Items Not Intended For Re-sale)	7,000	7,000	
State of The City Dinner	17,500	17,500	
Website Promotion	2,000	2,000	
<i>Subtotal</i>		<b>43,000</b>	<b>43,000</b>
<b>Subtotal Operating Expenses</b>		<b>191,318</b>	<b>191,318</b>

**Capital Outlay**

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC + Monitors) (6)	1,980	1,980	
Replacement - Printer (HP 2800)	260	260	
Replacement - Scanners (1)	230	230	
Replacement - Web Camera (Axis 200+) (1)	220	220	
<i>Subtotal</i>		<b>2,690</b>	<b>2,690</b>
<b>Subtotal Capital Outlay</b>		<b>2,690</b>	<b>2,690</b>
<b>Total</b>		<b>612,001</b>	<b>612,001</b>

**SERVICES PROVIDED:**

Kentlands Mansion provides citizens with an elegant rental facility for weddings, social functions, parties, business meetings, and conferences. The Mansion is also a gallery for revolving art exhibits through the City's cultural arts program.

**FY WORK PLAN GOALS:**

Create a marketing brochure that will advertise Kentlands Mansion as a meeting facility, highlighting the features and benefits as an off-site meeting location. Brochure will be mailed to area businesses and past clients.

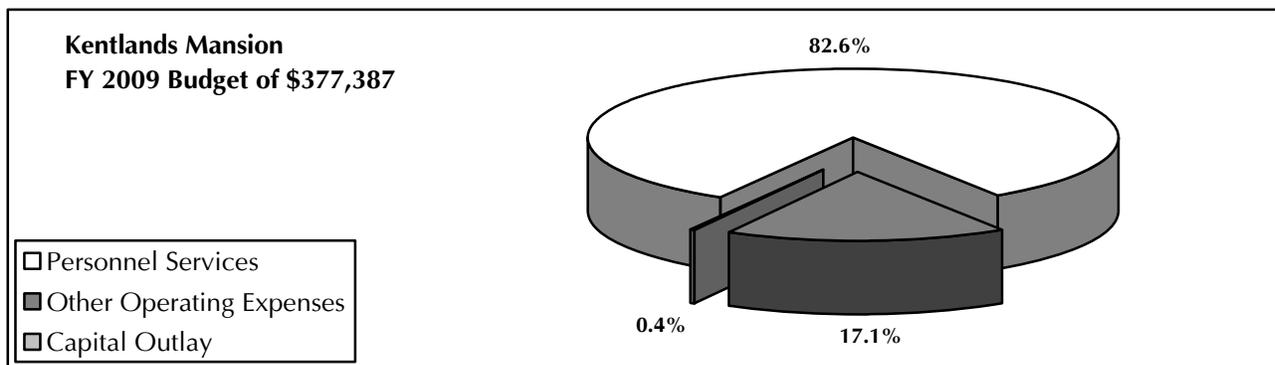
Grow Bridal Showcase and Wine Dinners while exploring other revenue-generating activities.

Increase dual events between Arts Barn and Mansion.

**SIGNIFICANT CHANGES FOR FY 09:**

No Significant Changes

Summary	Budgeted 2006 – 07	Budgeted 2007 – 08	Proposed 2008 – 09	Adopted 2008 – 09
Personnel Services	\$273,653	\$284,640	\$311,542	\$311,542
Other Operating Expenses	46,580	59,990	64,370	64,370
Capital Outlay	1,370	1,705	1,475	1,475
<b>TOTAL</b>	<b>\$321,603</b>	<b>\$346,335</b>	<b>\$377,387</b>	<b>\$377,387</b>



Performance Measures	Actual 2006 – 07	Budgeted 2007 – 08	Projected 2008 – 09
Social Bookings	102	120	100
Percentage of Time Booked on Weekends	75.5%	80%	70%
Percentage of Time Booked on Weekdays	71%	75%	75%
Percentage of Operation Supported by Revenue	40%	50%	40%
Business Meeting Bookings	116	106	110
Bridal Showcase Revenue	14,000	23,000	12,000

1138 Kentlands Mansion

Expenditure Statement by Object Proposed  
2008 - 2009 Adonted  
2008 - 2009

**Personnel Services**

501000 Salaries, Full-Time Employees	\$	134,410	\$	134,410
505000 Other Taxable Compensation				
507000 Vacation_Sick Pay				
508000 Salaries, Overtime				
508500 Salaries, Employee Agreement		36,560		36,560
509000 Salaries, Part-Time		92,723		92,723
510000 Social Security & Medicare Taxes		20,173		20,173
512000 State Unemployment				
513000 Workers' Compensation Insurance				
514000 Group Insurance		9,133		9,133
514100 Group Insurance - Retirees				
515000 Retirement Contribution		10,753		10,753
515050 Supplemental Retirement Contribution				
515100 Retirement Health Savings (RHS)		3,758		3,758
516000 Savings Plan Contribution		4,032		4,032
516500 Deferred Compensation				
517000 Dependent Care Expense				
518000 Retirement Plan Withdrawals				
519000 Tuition Reimbursement				
<b>Subtotal Personnel Services</b>	\$	311,542	\$	311,542

**Operating Expenses**

<b>522000 General Operating Supplies</b>				
Event Supplies		1,900		1,900
<i>Subtotal</i>		<b>1,900</b>		<b>1,900</b>
<b>524000 Supplies for Resale</b>				
Catering for Meeting Rentals		16,000		16,000
<i>Subtotal</i>		<b>16,000</b>		<b>16,000</b>
<b>525000 Furniture &amp; Fixtures</b>				
Chairs and Tables (Indoor & Outdoor)		1,000		1,000
<i>Subtotal</i>		<b>1,000</b>		<b>1,000</b>
<b>530000 Accounting &amp; Audit</b>				
Credit Card Processing Fees		3,500		3,500
<i>Subtotal</i>		<b>3,500</b>		<b>3,500</b>
<b>531600 Software Maintenance Agreements</b>				
Maintenance - Network SW/Anti-Virus SW (3)		180		180
Maintenance - Software (Microsoft CALs) (3)		240		240
<i>Subtotal</i>		<b>420</b>		<b>420</b>
<b>536000 Miscellaneous Professional Services</b>				
Piano Tuning, Refurbishing and Rug Cleaning		6,000		6,000
<i>Subtotal</i>		<b>6,000</b>		<b>6,000</b>
<b>541000 Advertising</b>				
Magazines, Newspapers and Brochures		23,500		23,500
<i>Subtotal</i>		<b>23,500</b>		<b>23,500</b>

**1138 Kentlands Mansion**

<b>544000 Professional Dues &amp; Certification Fees</b>			
Professional Meeting Planners Group	200	200	
<i>Subtotal</i>		<b>200</b>	<b>200</b>
<b>546000 Conference &amp; Seminar Registration</b>			
Meeting Planners Conference/Baltimore/Wash. Food Shows	700	700	
<i>Subtotal</i>		<b>700</b>	<b>700</b>
<b>547100 Travel Mileage Reimbursement</b>			
Local Travel (Conferences and Meetings)	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>551100 Cellular Telephone</b>			
Staff (2)	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>551200 Pagers</b>			
	60	60	
<i>Subtotal</i>		<b>60</b>	<b>60</b>
<b>553000 Printing &amp; Binding</b>			
Brochures and Fliers	1,500	1,500	
<i>Subtotal</i>		<b>1,500</b>	<b>1,500</b>
<b>556000 Postage</b>			
Contracts, Bridal Showcase Promotional Pieces, etc.	1,200	1,200	
<i>Subtotal</i>		<b>1,200</b>	<b>1,200</b>
<b>557000 Laundry &amp; Uniforms</b>			
Linens	300	300	
<i>Subtotal</i>		<b>300</b>	<b>300</b>
<b>560000 Miscellaneous</b>			
Flowers, Event Decorations	3,500	3,500	
<i>Subtotal</i>		<b>3,500</b>	<b>3,500</b>
<b>567000 Rental &amp; Use Charges</b>			
Dishwasher Lease	1,300	1,300	
Maintenance & Supplies - Copier (Ricoh 2035)	2,290	2,290	
<i>Subtotal</i>		<b>3,590</b>	<b>3,590</b>
<b>Subtotal Operating Expenses</b>		<b>64,370</b>	<b>64,370</b>

**Capital Outlay**

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC + Monitors) (3)	990	990	
Replacement - Printer (Desktop D1341)	20	20	
Replacement - Printer (HP 1320n)	115	115	
Replacement - Printer (HP 4215xi)	50	50	
Replacement - Projectors (1)	300	300	
<i>Subtotal</i>		<b>1,475</b>	<b>1,475</b>
<b>Subtotal Capital Outlay</b>		<b>1,475</b>	<b>1,475</b>

**1138 Kentlands Mansion**

<b>Total</b>	<b>377,387</b>	<b>377,387</b>
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**SERVICES PROVIDED:**

Gaithersburg Cable Television Channel 13 provides information about City services, programs and special events to City residents, 24-hours a day, seven days a week. Programs promote involvement in City government by airing live Mayor and Council meetings and work sessions, as well as live Planning Commission meetings. These programs are replayed throughout the week and are also broadcast on Comcast Channel 190 Monday - Friday evenings (note that channel assignments are subject to change). All cable television expenses are covered by a franchise fee paid by the subscribers.

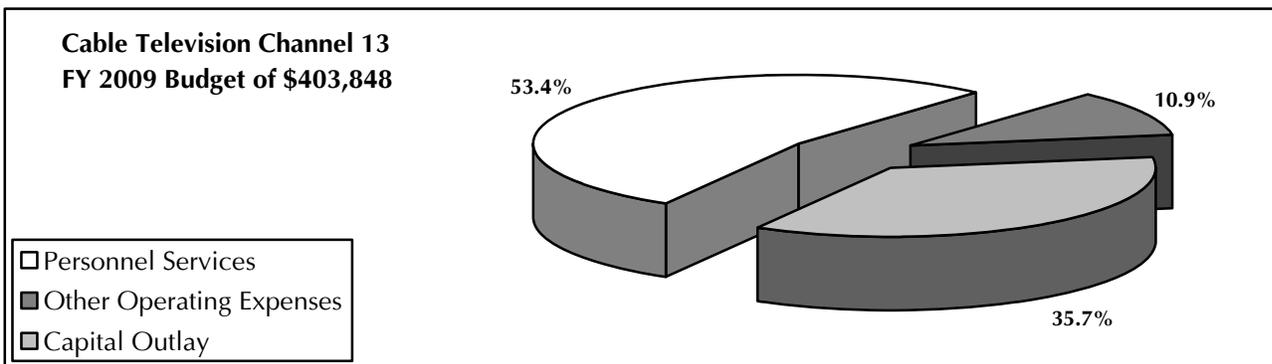
**FY WORK PLAN GOALS:**

- Create individual facility spots and link to appropriate website pages (especially to encourage rentals).
- Create television studio in the Olde Towne Youth Center. Studio will consist of new control room, studio set and lighting.
- Implement emergency scrolling of information to the channel with the purchase of new control room equipment.
- Increase number of informational/interview programs on key City issues.
- Increase number of special programs and spots marketing City events and facilities.
- Participate in training for editing, special effects and software.

**SIGNIFICANT CHANGES FOR FY 09:**

Repair & Maintenance - Machinery & Equipment increased \$6,000 to reflect the addition of two new pieces of equipment to be added in FY 09.

Summary	Budgeted 2006 – 07	Budgeted 2007 – 08	Proposed 2008 – 09	Adopted 2008 – 09
Personnel Services	\$158,511	\$203,283	\$215,819	\$215,819
Other Operating Expenses	35,835	35,450	43,849	43,849
Capital Outlay	38,280	143,795	144,180	144,180
<b>TOTAL</b>	<b>\$232,626</b>	<b>\$382,528</b>	<b>\$403,848</b>	<b>\$403,848</b>



<b>Performance Measures</b>	<b>Actual 2006 – 07</b>	<b>Budgeted 2007 – 08</b>	<b>Projected 2008 – 09</b>
Special Programs Produced	15	23	19
Meetings Aired	67	67	67
Marketing Spots		8	10
Facility Spots		3	6

1139 Cable Television Channel 13

**Expenditure Statement by Object** **Proposed**  
**2008 - 2009** **Adonted**  
**2008 - 2009**

**Personnel Services**

501000 Salaries, Full-Time Employees	\$	148,837	\$	148,837
505000 Other Taxable Compensation				
507000 Vacation_Sick Pay				
508000 Salaries, Overtime				
508500 Salaries, Employee Agreement				
509000 Salaries, Part-Time		19,358		19,358
510000 Social Security & Medicare Taxes		12,867		12,867
512000 State Unemployment				
513000 Workers' Compensation Insurance				
514000 Group Insurance		18,385		18,385
514100 Group Insurance - Retirees				
515000 Retirement Contribution		11,907		11,907
515050 Supplemental Retirement Contribution				
515100 Retirement Health Savings (RHS)				
516000 Savings Plan Contribution		4,465		4,465
516500 Deferred Compensation				
517000 Dependent Care Expense				
518000 Retirement Plan Withdrawals				
519000 Tuition Reimbursement				
<b>Subtotal Personnel Services</b>	\$	215,819	\$	215,819

**Operating Expenses**

<b>52200 Photographic, Audio, Video Supplies</b>				
Raw Video Tapes, DVD's, CDR's, Light Bulbs, Jewel Cases, Came		6,500		6,500
<i>Subtotal</i>		<b>6,500</b>		<b>6,500</b>
<b>531500 Software Licenses</b>				
TR - Media Composer License for Second Editing Workstation		5,000		5,000
<i>Subtotal</i>		<b>5,000</b>		<b>5,000</b>
<b>531600 Software Maintenance Agreements</b>				
Maintenance - Network SW/Anti-Virus SW (1)		60		60
Maintenance - Software (Adobe Creative Suite CS3) (1)		169		169
Maintenance - Software (Adobe Production Premium CS3) (2)		460		460
Maintenance - Software (Avid Adrenaline)		2,000		2,000
Maintenance - Software (Media Composer)		1,000		1,000
Maintenance - Software (Microsoft CALs) (2)		160		160
<i>Subtotal</i>		<b>3,849</b>		<b>3,849</b>
<b>536000 Miscellaneous Professional Services</b>				
On-air music services		750		750
Voice Over Fees, Contract Services		4,000		4,000
<i>Subtotal</i>		<b>4,750</b>		<b>4,750</b>
<b>545000 Magazines, Books &amp; Resource Material</b>				
Trade Magazines & Newsletters, Educations Books for Software		400		400
<i>Subtotal</i>		<b>400</b>		<b>400</b>

**1139 Cable Television Channel 13**

<b>546000 Conference &amp; Seminar Registration</b>			
Avid & Adobe software training classes, Broadcasting Conference	5,000	5,000	
<i>Subtotal</i>		<b>5,000</b>	<b>5,000</b>
<b>547100 Travel Mileage Reimbursement</b>			
	250	250	
<i>Subtotal</i>		<b>250</b>	<b>250</b>
<b>556000 Postage</b>			
	100	100	
<i>Subtotal</i>		<b>100</b>	<b>100</b>
<b>560000 Miscellaneous</b>			
Video Supplies	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>567000 Rental &amp; Use Charges</b>			
Rental Equipment (such as a Jib or an extra camera for a shoot)	1,000	1,000	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>573000 Repair &amp; Maintenance - Machinery &amp; Equipment</b>			
Maintenance - Avid Adrenaline	2,500	2,500	
Maintenance - Misc Television Equipment	8,500	8,500	
Maintenance - New Ingest/Playout/Billboard Server(s)	2,500	2,500	
Maintenance - New Production Switcher	3,000	3,000	
<i>Subtotal</i>		<b>16,500</b>	<b>16,500</b>
<b>Subtotal Operating Expenses</b>		<b>43,849</b>	<b>43,849</b>

**Capital Outlay**

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Cable TV Equipment	143,520	143,520	
Replacement - Computer Hardware (PC + Monitors) (2)	660	660	
<i>Subtotal</i>		<b>144,180</b>	<b>144,180</b>
<b>Subtotal Capital Outlay</b>		<b>144,180</b>	<b>144,180</b>
<b>Total</b>		<b>403,848</b>	<b>403,848</b>

**SERVICES PROVIDED:**

This activity provides support to City residents including emergency referral and resources and other support services for homeless and needy individuals and families. The City's CHARACTER COUNTS! program, School Breakfast program, Holiday Giving Program, Prevention Program to Gaithersburg Schools, Housing Counseling program, City World Market Business Development Training, Education Committee, Multicultural Affairs Committee, Community Advisory Board, Nonprofit and School Grants, Desellum Permanent Housing program, and Nonprofit Consultation are funded and administered by this activity as well. The Gaithersburg Coalition of Providers and UpCounty Latino Providers Network are also coordinated through this activity in order to assist and foster collaboration among nonprofit organizations dedicated to working with people in need. This activity represents the City on the county's Martin Luther King, Jr. Planning Committee, School-Community United Partnership Committee, Montgomery County Housing Fair Committee, City's Youth Opportunities Coalition, Homeless Policy and Development Group, Montgomery County Coalition for the Homeless, Emergency Assistance Coalition, Gaithersburg Interfaith Alliance, Friends of Wells/Robertson House Board, and the United Way of the National Capital Region Board.

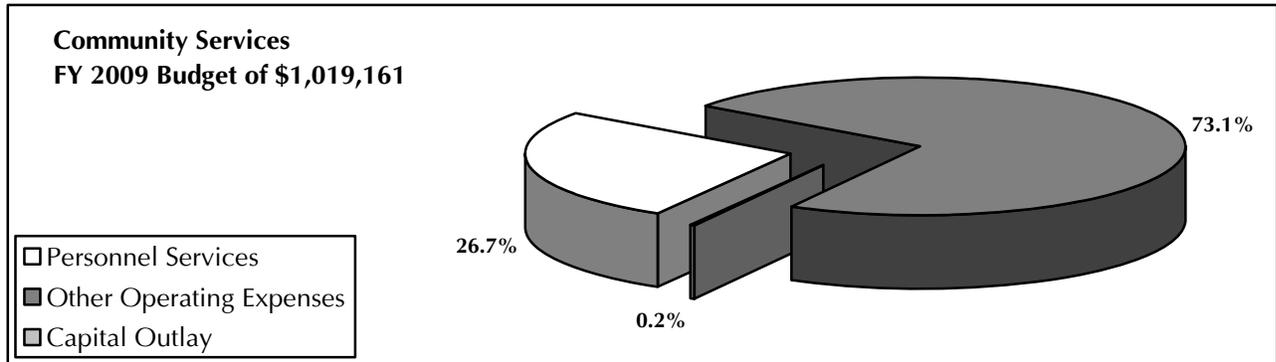
**FY WORK PLAN GOALS:**

Assist in the coordination and evaluation of the Community Development Block Grant-Housing Counseling program and City's Financial Literacy initiatives.  
 Promote sustainable community development through nonprofit and school grants, business development training, civic education, breakfast and holiday giving programs, volunteer and community-based organization coordination, and referral services.  
 Provide permanent supportive housing in a structured supportive environment to male residents in recovery, who are working to become independent and self-sufficient.

**SIGNIFICANT CHANGES FOR FY 09:**

Tuition Reimbursement decreased \$5,600 to account for the consolidation of Tuition/Education in Training Reserve Account.

Summary	Budgeted 2006 – 07	Budgeted 2007 – 08	Proposed 2008 – 09	Adopted 2008 – 09
Personnel Services	\$231,987	\$246,830	\$271,715	\$271,715
Other Operating Expenses	716,852	749,790	745,461	745,461
Capital Outlay	2,145	2,065	1,985	1,985
<b>TOTAL</b>	<b>\$950,984</b>	<b>\$998,685</b>	<b>\$1,019,161</b>	<b>\$1,019,161</b>



Performance Measures	Actual 2006 – 07	Budgeted 2007 – 08	Projected 2008 – 09
Students served through school prevention funding	6,300	6,300	6,300
Students served through school grants	1,500	1,632	1,350
Interim case management and resource referral hours provided to City residents	463	400	620
Emerging entrepreneurs completing City World Market business development training	16	24	20
Desellum House City residents attaining vocational training/education and/or job assignment	3	2	3
Community-based organizations served (i.e. Landlord & Principal/Counselor Luncheons, Gaithersburg Coalition of Providers, Gaithersburg Interfaith Alliance, UpCounty Latino Network, etc.)	190	200	200
Community residents served through Division outreach (i.e. National Night Out, Celebrate Gaithersburg Day Festival, Jingle Jubilee, Labor Day Parade, etc.)	1,200	1,200	1,250
Community residents attending City co-sponsored conferences (i.e. Housing Fair & School Community United Partnership)	1,600	2,400	1,400
City students served through school breakfast program	40	45	45
City residents served in the Housing Counseling Program	29	40	25
City residents provided youth opportunities and gang prevention support services (i.e. mentoring, counseling, case management, etc.)	326	276	436
City residents provided support services to build strong families (i.e. child abuse & neglect prevention)	126	120	70
City residents provided self- sufficiency services (i.e. case management, home-aid services, etc.)	3,278	2,859	3,439

City residents provided permanent housing (Desellum House)	4	4	4
City residents provided housing relocation case management assistance	41	300	100
City residents provided homeless shelter (i.e. emergency, transitional, & permanent)	147	184	169
City residents provided health and behavioral health services	1,818	1,589	1,610
City residents provided food	6,828	7,000	7,450
City residents provided eviction prevention services (i.e. emergency rental/mortgage and utility assistance, etc.)	112	136	125
City residents provided English as a Second Language classes	2,703	2,990	250
City residents provided employment assistance services (i.e. job placement, employment practices, job skills development, etc.)	1,995	1,585	1,681
City households served through the Holiday Giving Program	500	500	500

**1215 Community Services**

**Expenditure Statement by Object**

**Proposed  
2008 - 2009**

**Adonted  
2008 - 2009**

**Personnel Services**

501000 Salaries, Full-Time Employees	\$	190,049	\$	190,049
505000 Other Taxable Compensation				
507000 Vacation_Sick Pay				
508000 Salaries, Overtime		387		387
508500 Salaries, Employee Agreement				
509000 Salaries, Part-Time		20,975		20,975
510000 Social Security & Medicare Taxes		16,173		16,173
512000 State Unemployment				
513000 Workers' Compensation Insurance				
514000 Group Insurance		19,889		19,889
514100 Group Insurance - Retirees				
515000 Retirement Contribution		15,204		15,204
515050 Supplemental Retirement Contribution				
515100 Retirement Health Savings (RHS)		3,337		3,337
516000 Savings Plan Contribution		5,701		5,701
516500 Deferred Compensation				
517000 Dependent Care Expense				
518000 Retirement Plan Withdrawals				
519000 Tuition Reimbursement				
<b>Subtotal Personnel Services</b>	<b>\$</b>	<b>271,715</b>	<b>\$</b>	<b>271,715</b>

**Operating Expenses**

<b>521000 Office Supplies</b>				
Fax Cartridges		150		150
Miscellaneous		750		750
<i>Subtotal</i>		<b>900</b>		<b>900</b>
<b>522000 General Operating Supplies</b>				
Committee & Community Meeting Supplies & Activities (MCA, E		2,000		2,000
Community Outreach (National Night Out, Volunteer Weekend, Ji		300		300
Landlord, Principal, and Gaithersburg Interfaith Alliance Annual L		2,700		2,700
New Business Development Graduation Reception		400		400
Toner & Ink Cartridges		150		150
<i>Subtotal</i>		<b>5,550</b>		<b>5,550</b>
<b>525000 Furniture &amp; Fixtures</b>				
Desk & Chair		1,000		1,000
<i>Subtotal</i>		<b>1,000</b>		<b>1,000</b>
<b>526000 Machinery &amp; Equipment</b>				
TR - Digital Camera		300		300
TR - Laptop (including all software)		1,750		1,750
<i>Subtotal</i>		<b>2,050</b>		<b>2,050</b>
<b>531600 Software Maintenance Agreements</b>				
Maintenance - Network SW/Anti-Virus SW (4)		240		240
Maintenance - Software (Microsoft CALs) (4)		320		320
<i>Subtotal</i>		<b>560</b>		<b>560</b>

**1215 Community Services**

<b>536000 Miscellaneous Professional Services</b>			
City World Market Business Development Training	2,500	2,500	
Translation Service for Materials	100	100	
<i>Subtotal</i>		<b>2,600</b>	<b>2,600</b>
<b>536300 Contract Cleaning Services</b>			
Contract Cleaning	720	720	
<i>Subtotal</i>		<b>720</b>	<b>720</b>
<b>538000 Performances &amp; Entertainment</b>			
Martin Luther King, Jr. Day	500	500	
National Character Counts! Week	300	300	
<i>Subtotal</i>		<b>800</b>	<b>800</b>
<b>541000 Advertising</b>			
Position and Event Advertisement	200	200	
<i>Subtotal</i>		<b>200</b>	<b>200</b>
<b>542000 Awards &amp; Presentations</b>			
CC! Essay Contests (Foundations for Life and Adult Heroes)	5,000	5,000	
If I We're Mayor for the Day - Essay Contest ES, MS,& HS	100	100	
Volunteer Recognition (Holiday Giving, Fam. Vol. Weekend, You	500	500	
<i>Subtotal</i>		<b>5,600</b>	<b>5,600</b>

## 1215 Community Services

<b>543000 Contributions</b>			
Breakfast Program	3,500		3,500
NP1: Community Clinic, Inc. - Gaithersburg Solomon Health Cent	40,000		40,000
NP1: Mental Health Association - Soup Kitchen Outreach	10,000		10,000
NP1: Mobile Med. - Mobile Med. Vans & Community Clinic Sites	40,000		40,000
NP1:Gaithersburg HELP - Rx Program	15,500		15,500
NP2: Community Ministries of Rockville-Chase Partnership House	20,000		20,000
NP2: Interfaith Works - Hope Housing	2,800		2,800
NP2: MC Coalition for the Homeless Men's Emergency Shelter	20,000		20,000
NP2:Dwelling Place	12,000		12,000
NP2:Interfaith Works- Sophia House	10,000		10,000
NP2:Interfaith Works. - Horizon House	10,000		10,000
NP2:National Center for Children & Families - Greentree Shelter	20,000		20,000
NP2:Stepping Stones Shelter	15,000		15,000
NP2:Upper Montgomery County Assistance Network	36,000		36,000
NP3: Family Learning Solutions - BROTHERS Mentoring Progra	15,000		15,000
NP3: Family Services. Agency Inc. - Early Head Start Teen Parent	10,000		10,000
NP3: Florence Crittenton Services - SNEAKERS & Pearls	7,500		7,500
NP3: GUIDE Youth Services	50,000		50,000
NP3: Identity, Inc. - METS After School Case Management	10,000		10,000
NP3: Montgomery County Community Partnership-GSHARP Prog	7,000		7,000
NP3:Fam Services. Agency Inc. - Healthy Families	36,000		36,000
NP3:Identity, Inc .- Latino Youth Counseling	30,000		30,000
NP4: Korean Community Services	10,000		10,000
NP4:Fam Services. Agency Inc. - Ed Bohrer Parent Resource Cent	65,000		65,000
NP4:Fam Services. Agency Inc. - Latino Case Coordinator	40,000		40,000
NP4:Gaithersburg HELP - Food Program	12,000		12,000
NP4:Homecare Partners	30,000		30,000
NP4:Interfaith Works - FRIENDS IN ACTION	7,500		7,500
NP4:MANNA Foods	25,000		25,000
NP4:Spanish Catholic Center. - Employment Program	20,000		20,000
NP4:Through the Kitchen Door International, Inc. - Essential Kitc	9,500		9,500
Prevention Grants for High Schools (3)	4,500		4,500
Prevention Program Supplement for Elem. Schools (14)	7,000		7,000
Prevention Program Supplement for Middle Schools (6)	3,000		3,000
School - Community United Partnership Conference	2,000		2,000
School Grants/Gaithersburg Recognizing Ed. Achievement Today	52,121		52,121
<i>Subtotal</i>		<b>707,921</b>	<b>707,921</b>
<b>544000 Professional Dues &amp; Certification Fees</b>			
Maryland Non-Profit Recertification Fee	200		200
Montgomery County Coalition for the Homeless/Mont. Vol. Coord	200		200
NAACP Membership	160		160
National Character Counts! Coalition	200		200
<i>Subtotal</i>		<b>760</b>	<b>760</b>
<b>546000 Conference &amp; Seminar Registration</b>			
Training & Conference Registration (1)	350		350
<i>Subtotal</i>		<b>350</b>	<b>350</b>
<b>546300 In-Service Training</b>			
Staff Training (i.e. Universal Precautions, Professional Boundaries	300		300
<i>Subtotal</i>		<b>300</b>	<b>300</b>

## 1215 Community Services

<b>547000 Travel Expense</b>			
Conference Travel (1)	700	700	
<i>Subtotal</i>		<b>700</b>	<b>700</b>
<b>547100 Travel Mileage Reimbursement</b>			
Meeting Travel	700	700	
<i>Subtotal</i>		<b>700</b>	<b>700</b>
<b>550000 Electric</b>			
DeSellum House	3,500	3,500	
<i>Subtotal</i>		<b>3,500</b>	<b>3,500</b>
<b>550200 Water</b>			
DeSellum House - Water and Sewer	1,000	1,000	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>551000 Telephone (Landline)</b>			
Telephones	1,200	1,200	
<i>Subtotal</i>		<b>1,200</b>	<b>1,200</b>
<b>551100 Cellular Telephone</b>			
Staff Cell Phones (2)	1,200	1,200	
<i>Subtotal</i>		<b>1,200</b>	<b>1,200</b>
<b>553000 Printing &amp; Binding</b>			
Various Brochures & Resource Materials	1,000	1,000	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>556000 Postage</b>			
Materials To Schools, Non-Profits, Committees and Other Stakeho	2,000	2,000	
<i>Subtotal</i>		<b>2,000</b>	<b>2,000</b>
<b>556500 Messenger Services</b>			
Courier Services - Grant Applications	100	100	
<i>Subtotal</i>		<b>100</b>	<b>100</b>
<b>560000 Miscellaneous</b>			
	1,000	1,000	
National Character Counts! Week Reception Entertainment	300	300	
<i>Subtotal</i>		<b>1,300</b>	<b>1,300</b>
<b>572000 Repair &amp; Maintenance - Buildings &amp; Facilities</b>			
DeSellum House	1,200	1,200	
<i>Subtotal</i>		<b>1,200</b>	<b>1,200</b>
<b>573000 Repair &amp; Maintenance - Machinery &amp; Equipment</b>			
DeSellum House	800	800	
Maintenance & Supplies - Copier (Ricoh 450e)	1,450	1,450	
<i>Subtotal</i>		<b>2,250</b>	<b>2,250</b>
<b>Subtotal Operating Expenses</b>		<b>745,461</b>	<b>745,461</b>

## Capital Outlay

**1215 Community Services**

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC + Monitors) (4)	1,320		1,320
Replacement - Copier (Ricoh 450e)	665		665
<i>Subtotal</i>		<b>1,985</b>	<b>1,985</b>
<b>Subtotal Capital Outlay</b>		<b>1,985</b>	<b>1,985</b>
<b>Total</b>		<b>1,019,161</b>	<b>1,019,161</b>

**SERVICES PROVIDED:**

This activity funds the Wells/Robertson House, transitional housing for homeless men and women who have undergone addiction treatment and want to break the cycle of homelessness. It also funds the Homeless Advocate, who gives referrals and assistance to people living on the streets, as well as connects individuals to drug and alcohol addiction treatment programs. Federal, state, and county grants as well as contributions from the community fund a portion of this activity so that residents can be offered the amenities of a home while preparing themselves for clean and sober independent living in the community.

**SIGNIFICANT CHANGES FOR FY 09:**

Program Activities decreased \$16,100 to reflect the transfer of a grant funded part-time position into Salaries, Part-Time Employees (509000).

Salaries, Part-Time Employees increased \$16,100 to reflect the transfer into this account from Program Activities (522500) for a grant-funded position.

Tuition Reimbursement decreased \$5,600 to account for the consolidation of Tuition/ Education in Training Reserve Account.

**FY WORK PLAN GOALS:**

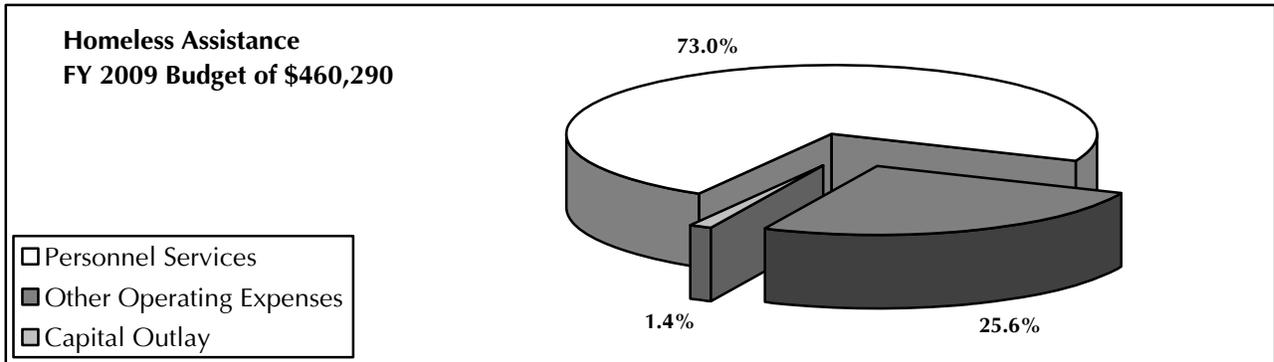
Develop and implement innovative strategies to enhance service delivery to the homeless population.

Enhance collaborations with other agencies to more fully integrate outside services into the program.

Help residents break the cycle of addiction and homelessness.

Implement safety protocols and technical supports.

Summary	Budgeted 2006 – 07	Budgeted 2007 – 08	Proposed 2008 – 09	Adopted 2008 – 09
Personnel Services	\$267,281	\$289,023	\$335,910	\$335,910
Other Operating Expenses	74,190	132,245	118,010	118,010
Capital Outlay	2,540	2,455	6,370	6,370
<b>TOTAL</b>	<b>\$344,011</b>	<b>\$423,723</b>	<b>\$460,290</b>	<b>\$460,290</b>



Performance Measures	Actual 2006 – 07	Budgeted 2007 – 08	Projected 2008 – 09
Wells/Robertson House, non-fixed income residents increasing their income by at least \$500/month upon completion of the program	26/90%	26/85%	26/90%
Wells/Robertson House residents who attain vocational training and/or career job development	2	4	7
Wells/Robertson House program contacts with community partners to offer mental health, health, job training, and on-going addiction after-care services for program residents	300	260	300
Wells/Robertson House graduates, two years after program completion, maintaining stable housing and remain in recovery	8/90%	7/85%	7/85%
Homeless residents placed in addiction treatment by the Homeless Advocate	8	6	9
City residents served through the Homeless Advocate's street outreach	65	65	70

**1216 Homeless Assistance**

**Expenditure Statement by Object** **Proposed**  
**2008 - 2009** **Adonted**  
**2008 - 2009**

**Personnel Services**

501000 Salaries, Full-Time Employees	\$ 155,244	\$ 155,244
505000 Other Taxable Compensation		
507000 Vacation_Sick Pay		
508000 Salaries, Overtime	260	260
508500 Salaries, Employee Agreement	36,985	36,985
509000 Salaries, Part-Time	70,905	70,905
510000 Social Security & Medicare Taxes	20,150	20,150
512000 State Unemployment		
513000 Workers' Compensation Insurance		
514000 Group Insurance	35,289	35,289
514100 Group Insurance - Retirees		
515000 Retirement Contribution	12,420	12,420
515050 Supplemental Retirement Contribution		
515100 Retirement Health Savings (RHS)		
516000 Savings Plan Contribution	4,657	4,657
516500 Deferred Compensation		
517000 Dependent Care Expense		
518000 Retirement Plan Withdrawals		
519000 Tuition Reimbursement		
<b>Subtotal Personnel Services</b>	<b>\$ 335,910</b>	<b>\$ 335,910</b>

**Operating Expenses**

<b>521000 Office Supplies</b>		
Miscellaneous Office Supplies	400	400
Printer Cartridge	150	150
<i>Subtotal</i>	<b>550</b>	<b>550</b>
<b>522000 General Operating Supplies</b>		
Bus Tokens	400	400
Homeless Outreach	500	500
Mattresses, Pillows, Linens	1,000	1,000
<i>Subtotal</i>	<b>1,900</b>	<b>1,900</b>
<b>522500 Program Activities</b>		
Friends of Wells Robertson Grant Funded Program	37,000	37,000
<i>Subtotal</i>	<b>37,000</b>	<b>37,000</b>
<b>526000 Machinery &amp; Equipment</b>		
Wells Robertson Resident Computer Lab (Grant Funded)	2,770	2,770
<i>Subtotal</i>	<b>2,770</b>	<b>2,770</b>
<b>531600 Software Maintenance Agreements</b>		
Maintenance - Network SW/Anti-Virus SW (6)	360	360
Maintenance - Software (Microsoft CALs) (6)	480	480
<i>Subtotal</i>	<b>840</b>	<b>840</b>
<b>536000 Miscellaneous Professional Services</b>		
Addiction Treatment	24,000	24,000
Pest Control	1,530	1,530
<i>Subtotal</i>	<b>25,530</b>	<b>25,530</b>

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<b>544000 Professional Dues &amp; Certification Fees</b>			
State DHMH Professional Counselor's Certification	100	100	
State Substance Abuse Counselor Certification	100	100	
<i>Subtotal</i>		<b>200</b>	<b>200</b>
<b>545000 Magazines, Books &amp; Resource Material</b>			
AA Magazine Subscription	60	60	
<i>Subtotal</i>		<b>60</b>	<b>60</b>
<b>546000 Conference &amp; Seminar Registration</b>			
	400	400	
<i>Subtotal</i>		<b>400</b>	<b>400</b>
<b>547000 Travel Expense</b>			
	100	100	
<i>Subtotal</i>		<b>100</b>	<b>100</b>
<b>547100 Travel Mileage Reimbursement</b>			
Coordination Meetings & Street Outreach	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>550000 Electric</b>			
	14,500	14,500	
<i>Subtotal</i>		<b>14,500</b>	<b>14,500</b>
<b>550100 Gas (Natural)</b>			
Natural Gas	6,000	6,000	
<i>Subtotal</i>		<b>6,000</b>	<b>6,000</b>
<b>550200 Water</b>			
WSSC	3,500	3,500	
<i>Subtotal</i>		<b>3,500</b>	<b>3,500</b>
<b>551000 Telephone (Landline)</b>			
Telephones	2,500	2,500	
<i>Subtotal</i>		<b>2,500</b>	<b>2,500</b>
<b>551100 Cellular Telephone</b>			
Cell Phone for Street Outreach	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>552500 Vehicle &amp; Equipment Gasoline Expense</b>			
Gas for Program Van	1,500	1,500	
<i>Subtotal</i>		<b>1,500</b>	<b>1,500</b>
<b>553000 Printing &amp; Binding</b>			
Homeless Outreach	200	200	
Recovery Month Publicity (banner, fliers, etc.)	300	300	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>560000 Miscellaneous</b>			
Food	12,000	12,000	
<i>Subtotal</i>		<b>12,000</b>	<b>12,000</b>

**1216 Homeless Assistance**

<b>572000 Repair &amp; Maintenance - Buildings &amp; Facilities</b>			
Inspections and Repairs	4,000	4,000	
<i>Subtotal</i>		<b>4,000</b>	<b>4,000</b>
<b>573000 Repair &amp; Maintenance - Machinery &amp; Equipment</b>			
Maintenance & Supplies - Copier (Ricoh 450e)	1,450	1,450	
Maintenance & Supplies - Program Appliances	1,210	1,210	
<i>Subtotal</i>		<b>2,660</b>	<b>2,660</b>
<b>574000 Repair &amp; Maintenance - Vehicles</b>			
Vehicle Maintenance (1 Unit)	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>Subtotal Operating Expenses</b>		<b>118,010</b>	<b>118,010</b>

**Capital Outlay**

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC + Monitors) (6)	1,980	1,980	
Replacement - Copier (Ricoh 450e)	665	665	
Replacement - Fax Machines	125	125	
Replacement - Printer (HP 1320n)	100	100	
<i>Subtotal</i>		<b>2,870</b>	<b>2,870</b>
<b>596100 Vehicles &amp; Equipment (Replacement)</b>			
Vehicle Replacement (1 Unit)	3,500	3,500	
<i>Subtotal</i>		<b>3,500</b>	<b>3,500</b>
<b>Subtotal Capital Outlay</b>		<b>6,370</b>	<b>6,370</b>
<b>Total</b>		<b>460,290</b>	<b>460,290</b>