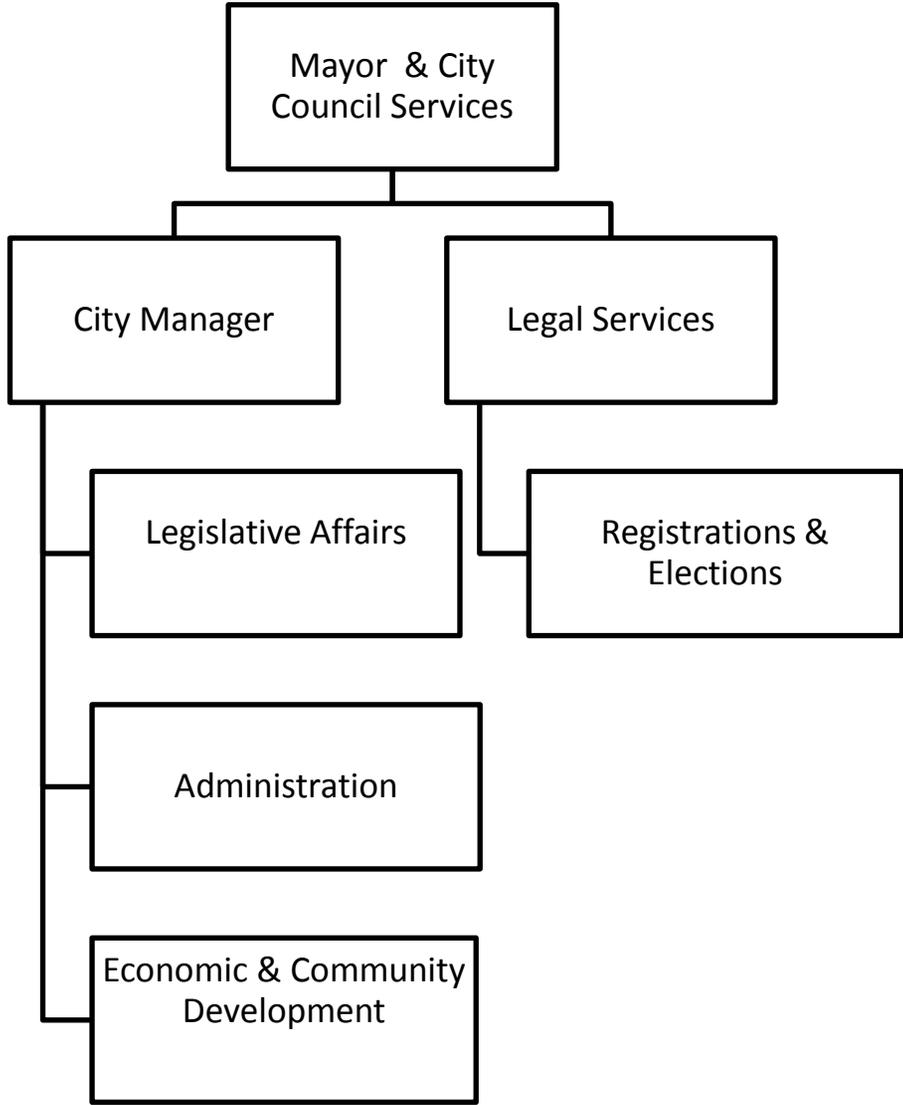


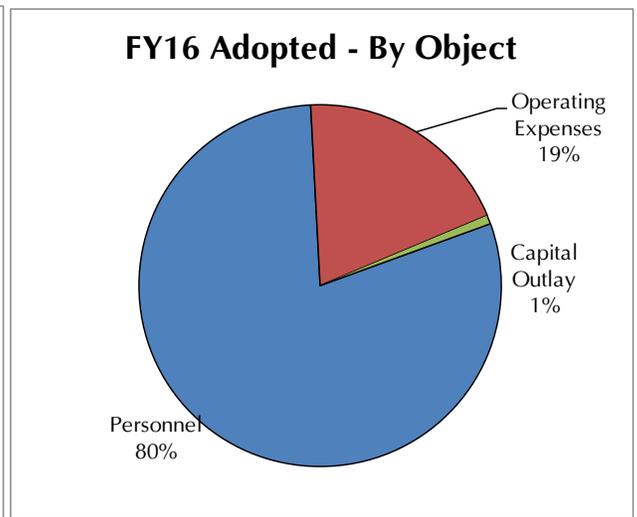
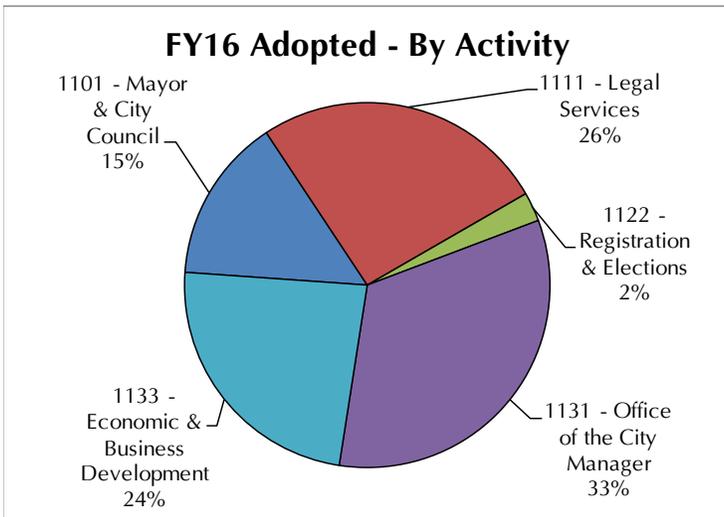
# OFFICE OF THE CITY MANAGER





# OFFICE OF THE CITY MANAGER DEPARTMENT OVERVIEW

Budget Summary	FY14 Actual	FY14 Budget	FY15 Budget	FY16 Adopted	% Chg
<b>By Activity</b>					
1101 - Mayor & City Council	\$ 302,586	\$ 285,798	\$ 304,179	\$ 310,378	2.04%
1111 - Legal Services	420,724	500,919	532,605	551,934	3.63%
1122 - Registration & Elections	45,767	56,000	1,200	54,800	4466.67%
1131 - Office of the City Manager	606,675	658,721	675,091	706,026	4.58%
1133 - Economic & Business Development	426,784	510,208	425,073	503,194	18.38%
<b>Total</b>	<b>\$ 1,802,536</b>	<b>\$ 2,011,646</b>	<b>\$ 1,938,148</b>	<b>\$ 2,126,332</b>	<b>9.71%</b>



Budget Summary	FY14 Actual	FY14 Budget	FY15 Budget	FY16 Adopted	% Chg
<b>By Object</b>					
Personnel	\$ 1,387,642	\$ 1,487,226	\$ 1,582,803	\$ 1,695,292	7.11%
Operating Expenses	396,460	497,215	348,845	414,505	18.82%
Capital Outlay	18,433	27,205	6,500	16,535	154.38%
<b>Total</b>	<b>\$ 1,802,536</b>	<b>\$ 2,011,646</b>	<b>\$ 1,938,148</b>	<b>\$ 2,126,332</b>	<b>9.71%</b>



# OFFICE OF THE CITY MANAGER

## STAFFING SUMMARY BY POSITION

<b>1101 - Mayor &amp; Council</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Municipal Clerk	1	1	1
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 14</b>	<b>FY 15</b>	<b>FY 16</b>
City Attorney	1	1	1
Assistant City Attorney	1	1	1
Paralegal	1	1	1
<b>Subtotal</b>	<b>3</b>	<b>3</b>	<b>3</b>

<b>1122 - Registration &amp; Elections</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
None	0	0	0

<b>1131 - Office of the City Manager</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
City Manager	1	1	1
Deputy City Manager	0	0	1
Assistant City Manager	1	1	0
Assistant to the City Manager	1	1	1
Legislative Affairs Manager	0	1	1
Intergovernmental Affairs Coordinator	1	0	0
Administrative Assistant II/CMO	0	0	1
Administrative Assistant I	1	1	0
Part-Time Personnel	0.5	0	0.69
<b>Subtotal</b>	<b>5.5</b>	<b>5</b>	<b>5.69</b>

<b>1133 - Economic &amp; Business Development</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Economic Development Director	1	1	1
Business Services Coordinator	1	1	1
Part-Time Personnel	0	0	0.63
<b>Subtotal</b>	<b>2</b>	<b>2</b>	<b>2.63</b>

<b>TOTAL</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Full-Time Personnel	11	11	11
Employment Agreement Personnel	0	0	0
Part-Time Personnel	0.7	0.2	1.52
	<b>11.7</b>	<b>11.2</b>	<b>12.52</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 nonvoting 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.

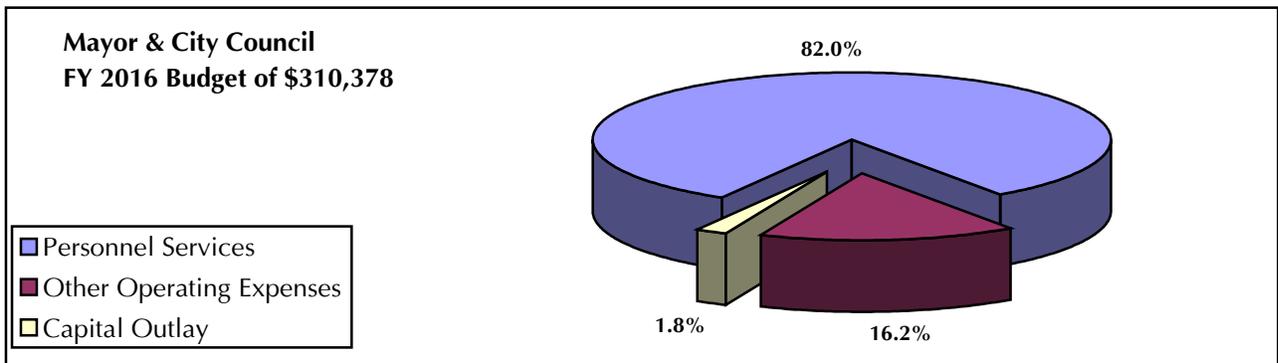
**WORK PLAN GOALS:**

- Continue to provide Mayor and Council meeting packages that are complete and accurate.
- Maintain Records Retention Schedule for Mayor and City Council Services.
- Manage boards, commissions and committee member appointment and meeting process.
- Municipal Clerk to continue to serve as Open Meetings Act designee.
- Review records management process for all important City documents; i.e. ordinances, resolutions, contracts, memorandums of understanding, deeds, easements, regulations, the City Charter and Code and Mayor and City Council minutes, agendas and transcript.

**SIGNIFICANT CHANGES:**

- No Significant Changes

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$232,923	\$248,109	\$254,388	\$254,388
Other Operating Expenses	47,060	53,465	50,385	50,385
Capital Outlay	5,815	2,605	5,605	5,605
<b>TOTAL</b>	<b>\$285,798</b>	<b>\$304,179</b>	<b>\$310,378</b>	<b>\$310,378</b>



# Activity Analysis Report - Adopted

## 1101 - Mayor & City Council

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$70,832	\$73,036	\$55,021	\$75,227	3.00%
505200 - Other taxable comp-Gfit	\$105	\$240	\$105	\$315	31.25%
507000 - Vacation & Sick Pay	\$2,598	\$0	\$4,214	\$0	0.00%
508000 - Salaries, Overtime	\$3,943	\$5,150	\$1,260	\$5,304	2.99%
509000 - Salaries, Part-Time Employee	\$105,182	\$106,326	\$79,160	\$107,389	1.00%
510000 - Social Security & Medicare T	\$13,862	\$14,115	\$9,805	\$14,608	3.49%
514000 - Group Insurance	\$11,007	\$17,116	\$8,650	\$19,178	12.05%
514200 - Vision Plan	\$76	\$92	\$0	\$92	0.00%
514500 - Mayor & Council Benefits	\$24,000	\$24,000	\$18,461	\$24,000	0.00%
515000 - Retirement Contribution (401	\$5,667	\$5,843	\$4,402	\$6,018	3.00%
516000 - Savings Plan Contribution (4	\$2,125	\$2,191	\$1,651	\$2,257	3.01%
521000 - Office Supplies	\$29	\$200	\$0	\$200	0.00%
522000 - General Operating Supplies	\$89	\$0	\$152	\$0	0.00%
525000 - Furniture & Fixtures	\$6,900	\$0	\$0	\$0	0.00%
526000 - Machinery & Equipment	\$0	\$500	\$0	\$500	0.00%
531500 - Software Licenses	\$560	\$0	\$0	\$0	0.00%
531600 - Software Maintenance Agree	\$2,805	\$9,260	\$10,225	\$9,710	4.86%
541000 - Advertising	\$187	\$0	\$25	\$0	0.00%
542000 - Awards & Presentations	\$909	\$1,000	\$680	\$1,000	0.00%
543000 - Contributions	\$0	\$0	\$200	\$0	0.00%
544000 - Professional Dues & Certifica	\$410	\$550	\$540	\$575	4.55%
545000 - Magazines, Books & Resour	\$0	\$100	\$0	\$100	0.00%
546000 - Conference & Seminar Regis	\$6,371	\$7,000	\$5,560	\$7,150	2.14%
546300 - In-Service Training	\$0	\$600	\$0	\$500	-16.67%
547000 - Travel Expense	\$12,739	\$18,500	\$9,508	\$15,500	-16.22%
547100 - Travel Mileage Reimburse	\$947	\$1,500	\$768	\$1,000	-33.33%
551000 - Telephone (Landline)	\$334	\$0	\$0	\$0	0.00%
551100 - Cellular Telephone	\$5,462	\$6,000	\$4,365	\$6,000	0.00%
553000 - Printing & Binding	\$76	\$100	\$62	\$100	0.00%
556000 - Postage	\$57	\$250	\$21	\$150	-40.00%
556500 - Messenger Services	\$0	\$50	\$0	\$0	-100.00%
557000 - Laundry & Uniforms	\$0	\$355	\$524	\$400	12.68%
560000 - Miscellaneous	\$9,286	\$7,500	\$7,731	\$7,500	0.00%
595000 - Furniture & Equipment	\$10,214	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$5,815	\$2,605	\$2,605	\$5,605	115.16%
<b>Personnel</b>	<b>\$239,395</b>	<b>\$248,109</b>	<b>\$182,728</b>	<b>\$254,388</b>	<b>2.53%</b>
<b>Operating Expenses</b>	<b>\$47,162</b>	<b>\$53,465</b>	<b>\$40,361</b>	<b>\$50,385</b>	<b>-5.76%</b>
<b>Contingency Funds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>Transfer Funds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>Capital Outlay</b>	<b>\$16,029</b>	<b>\$2,605</b>	<b>\$2,605</b>	<b>\$5,605</b>	<b>115.16%</b>
<b>Total</b>	<b>\$302,586</b>	<b>\$304,179</b>	<b>\$225,694</b>	<b>\$310,378</b>	<b>2.04%</b>

1101 Mayor & City Council

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
<b>Personnel Services</b>		
501000 Salaries, Full-Time Employees	75,227	75,227
505200 Other taxable comp-Gfit	315	315
508000 Salaries, Overtime	5,304	5,304
509000 Salaries, Part-Time Employees	107,389	107,389
510000 Social Security & Medicare Taxes (FICA)	14,608	14,608
514000 Group Insurance	19,178	19,178
514200 Vision Plan	92	92
514500 Mayor & Council Benefits	24,000	24,000
515000 Retirement Contribution (401A)	6,018	6,018
516000 Savings Plan Contribution (401K)	2,257	2,257
<b>Subtotal Personnel Services</b>	<b>254,388</b>	<b>254,388</b>

**Operating Expenses**

<b>521000 Office Supplies</b>		
	200	200
<i>Subtotal</i>	<b>200</b>	<b>200</b>
<b>526000 Machinery &amp; Equipment</b>		
Miscellaneous Computer Supplies	500	500
<i>Subtotal</i>	<b>500</b>	<b>500</b>
<b>531600 Software Maintenance Agreements</b>		
Maintenance - Sire Agenda Management	6,500	6,500
Maintenance - Software (Adobe Acrobat) (1)	60	60
Maintenance - Software (Microsoft CALs) (18)	3,150	3,150
<i>Subtotal</i>	<b>9,710</b>	<b>9,710</b>
<b>542000 Awards &amp; Presentations</b>		
	1,000	1,000
<i>Subtotal</i>	<b>1,000</b>	<b>1,000</b>
<b>544000 Professional Dues &amp; Certification Fees</b>		
Maryland Mayor's Association	100	100
Maryland Municipal League Montgomery County Chapter Dues	225	225
MMCA and IIMC	250	250
<i>Subtotal</i>	<b>575</b>	<b>575</b>
<b>545000 Magazines, Books &amp; Resource Material</b>		
	100	100
<i>Subtotal</i>	<b>100</b>	<b>100</b>
<b>546000 Conference &amp; Seminar Registration</b>		
Maryland Mayors Association	150	150
Maryland Municipal League	3,700	3,700
National League of Cities	2,500	2,500
National League of Cities Steering Committee Meetings	800	800
<i>Subtotal</i>	<b>7,150</b>	<b>7,150</b>

## 1101 Mayor & City Council

<b>546300 In-Service Training</b>			
Municipal Clerk Certification (CMC)	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>547000 Travel Expense</b>			
IIMC Region II Conference	1,500	1,500	
Maryland Municipal League	5,000	5,000	
National League of Cities	5,000	5,000	
National League of Cities Steering Committee Meetings	4,000	4,000	
<i>Subtotal</i>		<b>15,500</b>	<b>15,500</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>			
Mayor, City Council and City Clerk	6,000	6,000	
<i>Subtotal</i>		<b>6,000</b>	<b>6,000</b>
<b>553000 Printing &amp; Binding</b>			
Name plates/business cards, etc.	100	100	
<i>Subtotal</i>		<b>100</b>	<b>100</b>
<b>556000 Postage</b>			
	150	150	
<i>Subtotal</i>		<b>150</b>	<b>150</b>
<b>557000 Laundry &amp; Uniforms</b>			
M&CC Apparel	400	400	
<i>Subtotal</i>		<b>400</b>	<b>400</b>
<b>560000 Miscellaneous</b>			
Intergovernmental Relations	3,000	3,000	
Legislative Dinners	1,000	1,000	
Maryland Municipal League Chapter Functions	500	500	
Miscellaneous	2,000	2,000	
Strategic Planning Retreat	1,000	1,000	
<i>Subtotal</i>		<b>7,500</b>	<b>7,500</b>
<b>Subtotal Operating Expenses</b>		<b>50,385</b>	<b>50,385</b>

## Capital Outlay

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC Monitors) (17)	5,310	5,310	
Replacement - Computer Hardware (PC) (18)	220	220	
Replacement - Printer (HP LaserJet p2055DN)	75	75	
<i>Subtotal</i>		<b>5,605</b>	<b>5,605</b>
<b>Subtotal Capital Outlay</b>		<b>5,605</b>	<b>5,605</b>
<b>Total</b>		<b>310,378</b>	<b>310,378</b>

**SERVICES PROVIDED:**

Funding in this activity is for the services of the City Attorney and staff 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, all City commissions, boards and committees, the City Manager, 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 and Assistant City Attorney attend City Council meetings, other meetings as needed, and provides counsel and assistance relative to legal issues which may arise. The Attorneys are also responsible for representing the City in litigation and other legal disputes; review or prepare proposed Charter amendments, ordinances, resolutions and other legal documents; and give legal advice.

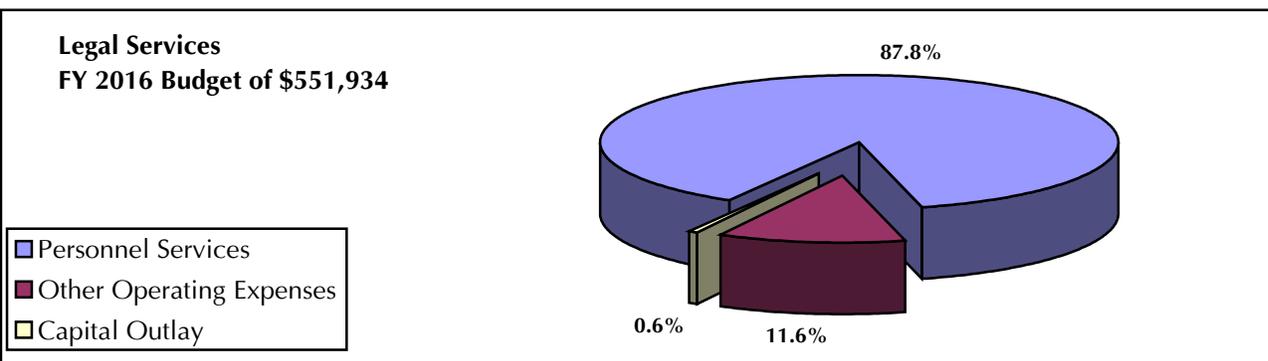
**WORK PLAN GOALS:**

- Prepare and/or review legal documents such as ordinances, resolutions, policies, deeds, leases, contracts and memorandums of understanding.
- Provide legal advice to the Mayor, City Council, City Manager, boards, commissions, and City staff as requested.
- Provide legal representation for the City in all legal actions and work proactively to address legal issues to reduce or minimize litigation risks.

**SIGNIFICANT CHANGES:**

- Advertising was decreased by \$5,000 as charges for public notices related to planning and code have been moved to that activity.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$418,914	\$460,990	\$484,609	\$484,609
Other Operating Expenses	81,500	71,190	64,100	64,100
Capital Outlay	505	425	3,225	3,225
<b>TOTAL</b>	<b>\$500,919</b>	<b>\$532,605</b>	<b>\$551,934</b>	<b>\$551,934</b>



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Number of public information requests	34	*new	25
Number of ordinances and resolutions prepared and/or reviewed	4	12	6
Number of municipal infractions prosecuted in	67	36	36

court			
Number of Mayor and Council and board and commission meetings attended	99	60	75
Number of deeds, easements, leases and covenants reviewed and/or prepared	39	25	25
Number of contracts, agreements, and MOU's reviewed and/or prepared	322	150	240
Number of administrative appeals in court and administrative proceedings before regulatory commissions handled	2	2	2

# Activity Analysis Report - Adopted

## 1111 - Legal Services

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$275,797	\$354,465	\$263,042	\$363,055	2.42%
505200 - Other taxable comp-Gfit	\$133	\$105	\$266	\$315	200.00%
507000 - Vacation & Sick Pay	\$7,166	\$0	\$7,492	\$0	0.00%
508000 - Salaries, Overtime	\$4,820	\$0	\$691	\$7,210	0.00%
510000 - Social Security & Medicare T	\$18,119	\$27,117	\$16,724	\$28,325	4.45%
514000 - Group Insurance	\$21,573	\$32,185	\$26,338	\$33,904	5.34%
514200 - Vision Plan	\$198	\$221	\$327	\$221	0.00%
515000 - Retirement Contribution (401	\$21,183	\$28,357	\$21,040	\$29,044	2.42%
516000 - Savings Plan Contribution (4	\$7,666	\$10,634	\$7,890	\$10,892	2.43%
516500 - Deferred Compensation	\$7,952	\$7,906	\$6,063	\$8,143	3.00%
519000 - Tuition Reimbursement		\$0		\$3,500	0.00%
521000 - Office Supplies	\$788	\$400	\$0	\$500	25.00%
522000 - General Operating Supplies	\$60	\$0	\$188	\$0	0.00%
525000 - Furniture & Fixtures	\$2,667	\$0	\$0	\$0	0.00%
526000 - Machinery & Equipment	\$2,031	\$1,000	\$90	\$500	-50.00%
531500 - Software Licenses	\$449	\$0	\$0	\$0	0.00%
531600 - Software Maintenance Agree	\$300	\$450	\$450	\$525	16.67%
533000 - Legal	\$21,062	\$35,000	\$7,574	\$35,000	0.00%
536000 - Miscellaneous Professional	\$1,500	\$2,000	\$3,070	\$2,500	25.00%
541000 - Advertising	\$10,779	\$7,000	\$9,127	\$2,000	-71.43%
542000 - Awards & Presentations	\$550	\$0	\$0	\$0	0.00%
544000 - Professional Dues & Certifica	\$1,026	\$2,175	\$1,495	\$1,875	-13.79%
545000 - Magazines, Books & Resour	\$10,719	\$12,700	(\$3,050)	\$12,000	-5.51%
546000 - Conference & Seminar Regis	\$1,743	\$2,700	\$1,220	\$2,500	-7.41%
547000 - Travel Expense	\$309	\$3,500	\$204	\$3,000	-14.29%
547100 - Travel Mileage Reimbusem	\$617	\$750	\$127	\$500	-33.33%
551000 - Telephone (Landline)	\$111	\$0	\$0	\$0	0.00%
551100 - Cellular Telephone	\$711	\$2,220	\$986	\$2,200	-0.90%
553000 - Printing & Binding	\$23	\$200	\$0	\$200	0.00%
556000 - Postage	\$28	\$200	\$0	\$200	0.00%
556500 - Messenger Services	\$62	\$100	\$22	\$100	0.00%
557000 - Laundry & Uniforms	\$0	\$295	\$282	\$0	-100.00%
560000 - Miscellaneous	\$345	\$500	\$485	\$500	0.00%
592000 - Software		\$0		\$2,000	0.00%
595000 - Furniture & Equipment	(\$268)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$505	\$425	\$425	\$1,225	188.24%
<b>Personnel</b>	<b>\$364,606</b>	<b>\$460,990</b>	<b>\$349,873</b>	<b>\$484,609</b>	<b>5.12%</b>
<b>Operating Expenses</b>	<b>\$55,881</b>	<b>\$71,190</b>	<b>\$22,269</b>	<b>\$64,100</b>	<b>-9.96%</b>
<b>Contingency Funds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>Transfer Funds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>Capital Outlay</b>	<b>\$237</b>	<b>\$425</b>	<b>\$425</b>	<b>\$3,225</b>	<b>658.82%</b>
<b>Total</b>	<b>\$420,724</b>	<b>\$532,605</b>	<b>\$372,567</b>	<b>\$551,934</b>	<b>3.63%</b>

**1111 Legal Services**

**Expenditure Statement by Object**

**Proposed  
2015 - 2016**

**Adopted  
2015 - 2016**

**Personnel Services**

501000	Salaries, Full-Time Employees	363,055	363,055
505200	Other taxable comp-Gfit	315	315
508000	Salaries, Overtime	7,210	7,210
510000	Social Security & Medicare Taxes (FICA)	28,325	28,325
514000	Group Insurance	33,904	33,904
514200	Vision Plan	221	221
515000	Retirement Contribution (401A)	29,044	29,044
516000	Savings Plan Contribution (401K)	10,892	10,892
516500	Deferred Compensation	8,143	8,143
519000	Tuition Reimbursement	3,500	3,500
<b>Subtotal Personnel Services</b>		<b>484,609</b>	<b>484,609</b>

**Operating Expenses**

<b>521000 Office Supplies</b>			
	Office supplies	500	500
	<i>Subtotal</i>	<b>500</b>	<b>500</b>
<b>526000 Machinery &amp; Equipment</b>			
	Miscellaneous Computer Supplies	500	500
	<i>Subtotal</i>	<b>500</b>	<b>500</b>
<b>531600 Software Maintenance Agreements</b>			
	Maintenance - Software (Microsoft CALs) (3)	525	525
	<i>Subtotal</i>	<b>525</b>	<b>525</b>
<b>533000 Legal</b>			
	Board of Appeals Attorney	20,000	20,000
	LEOBR (Police)	5,000	5,000
	Other Boards and Commissions when a conflict of interest arises	10,000	10,000
	<i>Subtotal</i>	<b>35,000</b>	<b>35,000</b>
<b>536000 Miscellaneous Professional Services</b>			
	Transcription Services	1,000	1,000
	Whistleblower Hotline Services	1,500	1,500
	<i>Subtotal</i>	<b>2,500</b>	<b>2,500</b>
<b>541000 Advertising</b>			
	Meeting Notices and Legal Ads	2,000	2,000
	<i>Subtotal</i>	<b>2,000</b>	<b>2,000</b>
<b>544000 Professional Dues &amp; Certification Fees</b>			
	Bar Associations	700	700
	Client Protection Fund Assessment	200	200
	IMLA	875	875
	U.S. District Court	100	100
	<i>Subtotal</i>	<b>1,875</b>	<b>1,875</b>

## 1111 Legal Services

<b>545000 Magazines, Books &amp; Resource Material</b>			
Lexis Nexis On-Line Research (in contract)	3,000	3,000	
Publications and Resource Materials	1,000	1,000	
Thompson West Code Updates (in contract)	8,000	8,000	
<i>Subtotal</i>		<b>12,000</b>	<b>12,000</b>
<b>546000 Conference &amp; Seminar Registration</b>			
IMLA Annual Conference	1,500	1,500	
Other Professional Conferences	1,000	1,000	
<i>Subtotal</i>		<b>2,500</b>	<b>2,500</b>
<b>547000 Travel Expense</b>			
Travel Expenses	3,000	3,000	
<i>Subtotal</i>		<b>3,000</b>	<b>3,000</b>
<b>547100 Travel Mileage Reimbursement</b>			
Mileage Reimbursement	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>551100 Cellular Telephone</b>			
Assistant City Attorney (1) cell phone	600	600	
City Attorney (1) cell phone	600	600	
Ipad (2)	1,000	1,000	
<i>Subtotal</i>		<b>2,200</b>	<b>2,200</b>
<b>553000 Printing &amp; Binding</b>			
Printing and Binding of Briefs	200	200	
<i>Subtotal</i>		<b>200</b>	<b>200</b>
<b>556000 Postage</b>			
Postage and Overnight Delivery	200	200	
<i>Subtotal</i>		<b>200</b>	<b>200</b>
<b>556500 Messenger Services</b>			
Courier Services	100	100	
<i>Subtotal</i>		<b>100</b>	<b>100</b>
<b>560000 Miscellaneous</b>			
Miscellaneous Expenses	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>Subtotal Operating Expenses</b>		<b>64,100</b>	<b>64,100</b>

## Capital Outlay

<b>592000 Software</b>			
Purchase of Public Information Request Tracking Software	2,000	2,000	
<i>Subtotal</i>		<b>2,000</b>	<b>2,000</b>
<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC Monitors) (3)	85	85	
Replacement - Computer Hardware (PC) (3)	490	490	
Replacement - Computer Hardware (Tablets) (2)	610	610	
Replacement - Printer (HP LaserJet P1606dn)	40	40	
<i>Subtotal</i>		<b>1,225</b>	<b>1,225</b>

**1111 Legal Services**

<b>Subtotal Capital Outlay</b>	<b>3,225</b>	<b>3,225</b>
<b>Total</b>	<b>551,934</b>	<b>551,934</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 15 days prior to any regular or special election. Approximately 32,000 City residents are registered voters. The next regularly scheduled City election will be in November of 2015 for the offices of mayor and three members of the City Council.

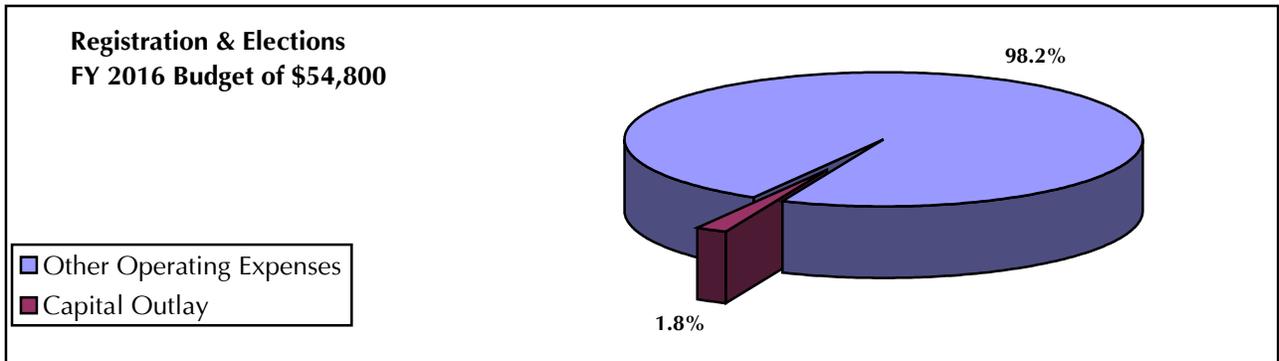
**WORK PLAN GOALS:**

- Conduct the 2015 City election.

**SIGNIFICANT CHANGES:**

- Miscellaneous increased by \$ 6,500 due to an election in FY16.
- Postage increased by \$ 12,500 due to an election in FY16.
- Printing & Binding increased by \$ 5,000 due to an election in FY16.
- Rental & Use Charge increased by \$25,500 due to an election in FY16.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	47,000	1,200	53,800	53,800
Capital Outlay	9,000	0	1,000	1,000
<b>TOTAL</b>	<b>\$56,000</b>	<b>\$1,200</b>	<b>\$54,800</b>	<b>\$54,800</b>



# Activity Analysis Report - Adopted

## 1122 - Registration & Elections

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
521000 - Office Supplies	\$0	\$200	\$0	\$300	50.00%
526000 - Machinery & Equipment	\$778	\$0	\$0	\$0	0.00%
541000 - Advertising	\$1,594	\$0	\$0	\$2,500	0.00%
553000 - Printing & Binding	\$4,409	\$0	\$0	\$5,000	0.00%
554000 - Signage	\$500	\$0	\$0	\$500	0.00%
556000 - Postage	\$11,556	\$0	\$0	\$12,500	0.00%
560000 - Miscellaneous	\$4,786	\$1,000	\$0	\$7,500	650.00%
567000 - Rental & Use Charges	\$22,145	\$0	\$0	\$25,500	0.00%
595000 - Furniture & Equipment		\$0		\$1,000	0.00%
<b>Personnel</b>	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>	\$45,767	\$1,200	\$0	\$53,800	4383.33%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$0	\$0	\$0	\$1,000	0.00%
<b>Total</b>	<b>\$45,767</b>	<b>\$1,200</b>	<b>\$0</b>	<b>\$54,800</b>	<b>4466.67%</b>

## 1122 Registration & Elections

### Operating Expenses

<b>521000 Office Supplies</b>			
Office supplies	300	300	
<i>Subtotal</i>		<b>300</b>	<b>300</b>
<b>541000 Advertising</b>			
Newspaper ads and statutory notifications for the election	2,500	2,500	
<i>Subtotal</i>		<b>2,500</b>	<b>2,500</b>
<b>553000 Printing &amp; Binding</b>			
Printing of Polling Place Pamphlets	5,000	5,000	
<i>Subtotal</i>		<b>5,000</b>	<b>5,000</b>
<b>554000 Signage</b>			
New Early Voting banners and updates to existing elections signs	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>556000 Postage</b>			
Postage for election mailings including the Polling Place Pamphlet	12,500	12,500	
<i>Subtotal</i>		<b>12,500</b>	<b>12,500</b>
<b>560000 Miscellaneous</b>			
Election Judge Compensation	7,000	7,000	
Miscellaneous items food and supplies for election judges	500	500	
<i>Subtotal</i>		<b>7,500</b>	<b>7,500</b>
<b>567000 Rental &amp; Use Charges</b>			
Rental of Election Equipment	25,500	25,500	
<i>Subtotal</i>		<b>25,500</b>	<b>25,500</b>
<b>Subtotal Operating Expenses</b>		<b>53,800</b>	<b>53,800</b>

### Capital Outlay

<b>595000 Furniture &amp; Equipment</b>			
Misc. furniture and equipment	1,000	1,000	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>Subtotal Capital Outlay</b>		<b>1,000</b>	<b>1,000</b>
<b>Total</b>		<b>54,800</b>	<b>54,800</b>

**SERVICES PROVIDED:**

The City Manager is the chief executive officer and, with the assistance of the Assistant City Manager, 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, ordinances and policies 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.

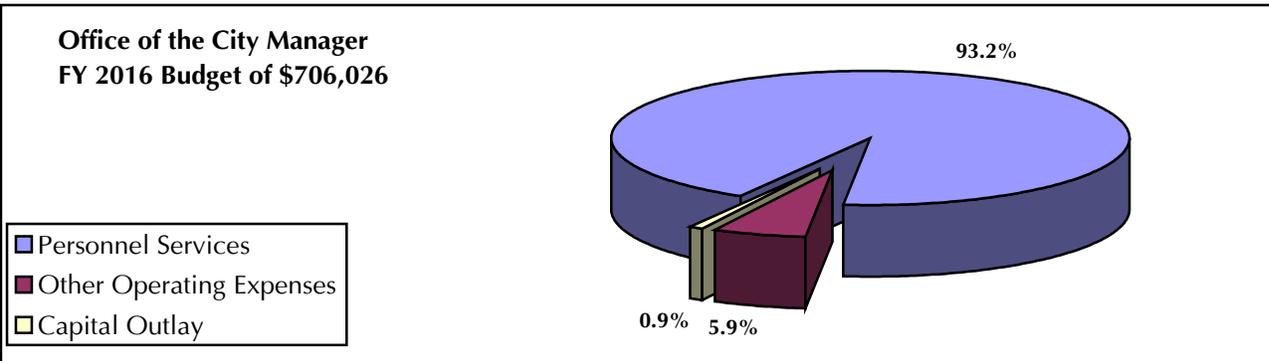
**WORK PLAN GOALS:**

- Coordinate with State and County governments on issues of mutual concern.
- Receive resident feedback from a variety of sources to ensure the City is providing the services our residents need.
- Review overall organization of City government to ensure structure is optimal for delivery of services.

**SIGNIFICANT CHANGES:**

- No Significant Changes

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$602,731	\$622,406	\$658,236	\$658,236
Other Operating Expenses	44,365	49,540	41,370	41,370
Capital Outlay	11,625	3,145	6,420	6,420
<b>TOTAL</b>	<b>\$658,721</b>	<b>\$675,091</b>	<b>\$706,026</b>	<b>\$706,026</b>



# Activity Analysis Report - Adopted

## 1131 - Office of the City Manager

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$431,180	\$464,038	\$353,649	\$490,471	5.70%
505000 - Other Taxable Compensation	\$7,200	\$7,200	\$8,400	\$0	-100.00%
505200 - Other taxable comp-Gfit	\$509	\$620	\$375	\$624	0.65%
505300 - Other taxable comp-housing	\$2,400	\$2,400	\$1,800	\$2,400	0.00%
507000 - Vacation & Sick Pay	\$3,276	\$0	\$4,834	\$0	0.00%
508000 - Salaries, Overtime	\$11	\$0	\$336	\$0	0.00%
509000 - Salaries, Part-Time Employee	\$0	\$3,042	\$0	\$3,072	0.99%
510000 - Social Security & Medicare T	\$29,759	\$35,277	\$22,567	\$37,756	7.03%
514000 - Group Insurance	\$40,807	\$48,089	\$39,837	\$54,777	13.91%
514200 - Vision Plan	\$219	\$350	\$300	\$405	15.71%
515000 - Retirement Contribution (401	\$33,947	\$36,648	\$28,175	\$39,238	7.07%
515100 - Retirement Health Savings (	\$2,623	\$2,452	\$2,034	\$2,732	11.42%
516000 - Savings Plan Contribution (4	\$10,943	\$13,743	\$9,163	\$14,714	7.07%
516500 - Deferred Compensation	\$8,451	\$8,547	\$6,363	\$8,547	0.00%
519000 - Tuition Reimbursement		\$0		\$3,500	0.00%
521000 - Office Supplies	\$1,091	\$1,500	\$68	\$1,000	-33.33%
522000 - General Operating Supplies	\$29	\$0	\$358	\$0	0.00%
525000 - Furniture & Fixtures	\$1,467	\$750	\$0	\$500	-33.33%
526000 - Machinery & Equipment	\$2,744	\$1,000	\$17	\$500	-50.00%
531500 - Software Licenses	\$230	\$0	\$0	\$0	0.00%
531600 - Software Maintenance Agree	\$951	\$1,080	\$943	\$1,150	6.48%
533000 - Legal	\$0	\$0	\$60	\$0	0.00%
536000 - Miscellaneous Professional	\$130	\$1,000	\$125	\$0	-100.00%
541000 - Advertising	\$100	\$0	\$0	\$0	0.00%
542000 - Awards & Presentations	\$0	\$0	\$50	\$0	0.00%
543000 - Contributions	\$1,500	\$10,000	\$3,500	\$7,500	-25.00%
544000 - Professional Dues & Certifica	\$4,336	\$5,485	\$5,275	\$5,620	2.46%
545000 - Magazines, Books & Resour	\$0	\$100	\$0	\$100	0.00%
546000 - Conference & Seminar Regis	\$2,535	\$4,350	\$1,300	\$4,150	-4.60%
547000 - Travel Expense	\$3,671	\$5,250	\$2,064	\$4,500	-14.29%
547100 - Travel Mileage Reimburse	\$243	\$650	\$0	\$200	-69.23%
548100 - Sponsorships	\$1,000	\$4,500	\$0	\$3,750	-16.67%
551000 - Telephone (Landline)	\$111	\$0	\$0	\$0	0.00%
551100 - Cellular Telephone	\$2,598	\$3,020	\$2,246	\$3,200	5.96%
552500 - Vehicle & Equipment Gasolin	\$207	\$500	\$311	\$500	0.00%
553000 - Printing & Binding	\$75	\$200	\$560	\$200	0.00%
554000 - Signage	\$80	\$0	\$0	\$0	0.00%
556000 - Postage	\$1,453	\$700	\$2,797	\$700	0.00%
556500 - Messenger Services	\$122	\$100	\$161	\$100	0.00%
557000 - Laundry & Uniforms	\$0	\$355	\$397	\$200	-43.66%
560000 - Miscellaneous	\$8,982	\$8,000	\$7,311	\$6,500	-18.75%
561000 - Local, In-Services Meals	\$45	\$0	\$0	\$0	0.00%

# Activity Analysis Report - Adopted

1131 - Office of the City Manager

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
574000 - Repair & Maintenance - Vehi	(\$164)	\$1,000	\$215	\$1,000	0.00%
595000 - Furniture & Equipment	\$486	\$0	\$0	\$250	0.00%
595100 - Furniture & Equipment (Repl	\$1,325	\$1,145	\$1,145	\$2,170	89.52%
596000 - Vehicles & Equipment	(\$10,300)	\$0	\$0	\$0	0.00%
596100 - Vehicles & Equipment (Repl	\$10,300	\$2,000	\$2,000	\$4,000	100.00%
<b>Personnel</b>	\$571,327	\$622,406	\$477,833	\$658,236	5.76%
<b>Operating Expenses</b>	\$33,538	\$49,540	\$27,758	\$41,370	-16.49%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$1,811	\$3,145	\$3,145	\$6,420	104.13%
<b>Total</b>	<b>\$606,675</b>	<b>\$675,091</b>	<b>\$508,736</b>	<b>\$706,026</b>	<b>4.58%</b>

1131 Office of the City Manager

**Expenditure Statement by Object** **Proposed**  
**2015 - 2016** **Adopted**  
**2015 - 2016**

**Personnel Services**

501000 Salaries, Full-Time Employees	490,471	490,471
505200 Other taxable comp-Gfit	624	624
505300 Other taxable comp-housing stipend	2,400	2,400
509000 Salaries, Part-Time Employees	3,072	3,072
510000 Social Security & Medicare Taxes (FICA)	37,756	37,756
514000 Group Insurance	54,777	54,777
514200 Vision Plan	405	405
515000 Retirement Contribution (401A)	39,238	39,238
515100 Retirement Health Savings (RHS)	2,732	2,732
516000 Savings Plan Contribution (401K)	14,714	14,714
516500 Deferred Compensation	8,547	8,547
519000 Tuition Reimbursement	3,500	3,500
<b>Subtotal Personnel Services</b>	<b>658,236</b>	<b>658,236</b>

**Operating Expenses**

<b>521000 Office Supplies</b>		
	1,000	1,000
<i>Subtotal</i>	<b>1,000</b>	<b>1,000</b>

<b>525000 Furniture &amp; Fixtures</b>		
	500	500
<i>Subtotal</i>	<b>500</b>	<b>500</b>

<b>526000 Machinery &amp; Equipment</b>		
Miscellaneous Computer Supplies	500	500
<i>Subtotal</i>	<b>500</b>	<b>500</b>

<b>531600 Software Maintenance Agreements</b>		
Maintenance - Software (Abobe InDesign Creative Cloud) (1)	230	230
Maintenance - Software (Adobe Acrobat Professional) (3)	180	180
Maintenance - Software (Adobe Acrobat Standard) (1)	40	40
Maintenance - Software (Microsoft CALs) (4)	700	700
<i>Subtotal</i>	<b>1,150</b>	<b>1,150</b>

<b>543000 Contributions</b>		
Events	5,000	5,000
Montgomery County Youth Council - NAACP	1,500	1,500
Other Contributions	1,000	1,000
<i>Subtotal</i>	<b>7,500</b>	<b>7,500</b>

<b>544000 Professional Dues &amp; Certification Fees</b>		
American Planning Association (APA)	650	650
International City/County Management Association (ICMA) (2)	2,800	2,800
International Parking institute	500	500
Maryland City/County Management Association (MCCMA)	200	200
National Assoc. of Telecommunications Officers and Advisors (N	970	970
Other	500	500
<i>Subtotal</i>	<b>5,620</b>	<b>5,620</b>

**1131 Office of the City Manager**

<b>545000 Magazines, Books &amp; Resource Material</b>			
	100	100	
<i>Subtotal</i>		<b>100</b>	<b>100</b>
<b>546000 Conference &amp; Seminar Registration</b>			
American Planning Association (APA) Conference	750	750	
International City/County Management Association (ICMA)	800	800	
Maryland Municipal League Convention	500	500	
Maryland Municipal League Legislative Conference	100	100	
National League of Cities & Other Conferences	2,000	2,000	
<i>Subtotal</i>		<b>4,150</b>	<b>4,150</b>
<b>547000 Travel Expense</b>			
American Planning Association (APA)	1,500	1,500	
International City/County Management Association (ICMA)	1,500	1,500	
Maryland Municipal League Convention	1,000	1,000	
Other	500	500	
<i>Subtotal</i>		<b>4,500</b>	<b>4,500</b>
<b>547100 Travel Mileage Reimbursement</b>			
	200	200	
<i>Subtotal</i>		<b>200</b>	<b>200</b>
<b>548100 Sponsorships</b>			
Committee for Montgomery	750	750	
Maryland Municipal League	1,000	1,000	
Other	2,000	2,000	
<i>Subtotal</i>		<b>3,750</b>	<b>3,750</b>
<b>551100 Cellular Telephone</b>			
City Manager, Dep. City Manager, & Legislative Affairs Manager	2,700	2,700	
Service - Laptop Mobile Data Plan (1)	500	500	
<i>Subtotal</i>		<b>3,200</b>	<b>3,200</b>
<b>552500 Vehicle &amp; Equipment Gasoline Expense</b>			
	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>553000 Printing &amp; Binding</b>			
	200	200	
<i>Subtotal</i>		<b>200</b>	<b>200</b>
<b>556000 Postage</b>			
	700	700	
<i>Subtotal</i>		<b>700</b>	<b>700</b>
<b>556500 Messenger Services</b>			
	100	100	
<i>Subtotal</i>		<b>100</b>	<b>100</b>
<b>557000 Laundry &amp; Uniforms</b>			
Staff Apparel	200	200	
<i>Subtotal</i>		<b>200</b>	<b>200</b>

**1131 Office of the City Manager**

<b>560000 Miscellaneous</b>			
CMO - Miscellaneous	4,000	4,000	
Intergovernmental Relations	2,500	2,500	
<i>Subtotal</i>		<b>6,500</b>	<b>6,500</b>
<b>574000 Repair &amp; Maintenance - Vehicles</b>			
Vehicle Maintenance (2 Units)	1,000	1,000	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>Subtotal Operating Expenses</b>		<b>41,370</b>	<b>41,370</b>

**Capital Outlay**

<b>595000 Furniture &amp; Equipment</b>			
	250	250	
<i>Subtotal</i>		<b>250</b>	<b>250</b>
<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC - Tablets) (2)	485	485	
Replacement - Computer Hardware (PC Monitors) (4)	140	140	
Replacement - Computer Hardware (PC) (4)	970	970	
Replacement - Printer (HP LaserJet M601dn)	295	295	
Replacement - Printer (HP LaserJet P2035)	55	55	
Replacement - Television	225	225	
<i>Subtotal</i>		<b>2,170</b>	<b>2,170</b>
<b>596100 Vehicles &amp; Equipment (Replacement)</b>			
Vehicle Replacement (2 Units)	4,000	4,000	
<i>Subtotal</i>		<b>4,000</b>	<b>4,000</b>
<b>Subtotal Capital Outlay</b>		<b>6,420</b>	<b>6,420</b>
<b>Total</b>		<b>706,026</b>	<b>706,026</b>

**SERVICES PROVIDED:**

This activity 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 and cellular tower agreements, and pursuing revitalization of the Olde Towne District.

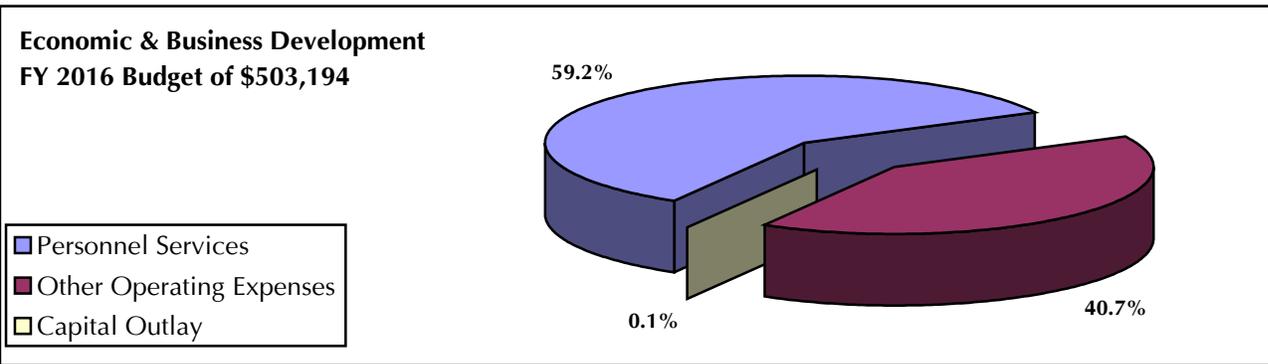
**WORK PLAN GOALS:**

- Act as point of contact with County, State and Federal economic development agencies and initiatives.
- Facilitate real estate transaction work including development of RFPs for City-owned properties, coordination of appraisals, legal opinions, etc. relating to possible Olde Towne redevelopment opportunities.
- Market the City as a desirable business location, leveraging our proximity to the federal marketplace and our strength as an internationally-recognized center of biotechnology.
- Work with Planning staff to facilitate implementation of Olde Towne District Master Plan.

**SIGNIFICANT CHANGES:**

- Economic Development Activities increased \$25,000 to support potential increased grant activity with launch of new economic development website and more aggressive marketing initiatives.
- Performances & Entertainment- Missed budgeting in FY15.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$232,658	\$251,298	\$298,059	\$298,059
Other Operating Expenses	277,290	173,450	204,850	204,850
Capital Outlay	260	325	285	285
<b>TOTAL</b>	<b>\$510,208</b>	<b>\$425,073</b>	<b>\$503,194</b>	<b>\$503,194</b>



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Value of Commercial Real Property Tax Base (000's)	??	3,000,500	??
Toolbox Incentive Awards - Number	7	N/A	10
Toolbox Incentive Awards - Amounts	64,462	N/A	125,000
Gaithersburg Market - Office Vacancy Trend	11%	N/A	11.7%
Economic Development Opportunities Fund	1	N/A	1

(EDOF) Incentive Awards - Number Economic Development Opportunities Fund	250,000	N/A	250,000
(EDOF) Incentive Awards - Amount			

# Activity Analysis Report - Adopted

## 1133 - Economic & Business Development

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$157,561	\$186,765	\$141,047	\$195,769	4.82%
507000 - Vacation & Sick Pay	\$3,834	\$0	\$3,959	\$0	0.00%
509000 - Salaries, Part-Time Employee	\$0	\$0	\$0	\$32,825	0.00%
510000 - Social Security & Medicare T	\$12,145	\$14,288	\$10,872	\$17,487	22.39%
514000 - Group Insurance	\$21,443	\$29,609	\$23,280	\$30,351	2.51%
514200 - Vision Plan	\$0	\$92	\$0	\$92	0.00%
515000 - Retirement Contribution (401	\$12,605	\$14,941	\$11,284	\$15,662	4.83%
516000 - Savings Plan Contribution (4	\$4,727	\$5,603	\$4,231	\$5,873	4.82%
521000 - Office Supplies	\$76	\$100	\$0	\$100	0.00%
522000 - General Operating Supplies	\$14	\$0	\$0	\$0	0.00%
525000 - Furniture & Fixtures	\$1,520	\$500	\$0	\$500	0.00%
526000 - Machinery & Equipment	\$1,745	\$1,000	\$27	\$500	-50.00%
531000 - Information Technology (IT)		\$0		\$2,625	0.00%
531500 - Software Licenses	\$847	\$0	\$0	\$0	0.00%
531600 - Software Maintenance Agree	\$14,303	\$16,625	\$15,161	\$16,450	-1.05%
536000 - Miscellaneous Professional	\$6,338	\$4,000	(\$1,521)	\$3,000	-25.00%
538000 - Performances & Entertainme	\$11,073	\$0	\$6,750	\$10,000	0.00%
541000 - Advertising	\$3,992	\$8,000	\$2,123	\$8,000	0.00%
543000 - Contributions	\$8,202	\$1,000	\$0	\$1,000	0.00%
544000 - Professional Dues & Certifica	\$1,260	\$3,275	\$1,840	\$3,475	6.11%
545000 - Magazines, Books & Resour	\$79	\$300	\$79	\$300	0.00%
546000 - Conference & Seminar Regis	\$2,097	\$5,460	\$2,550	\$5,960	9.16%
547000 - Travel Expense	\$2,596	\$5,250	\$1,119	\$5,500	4.76%
547100 - Travel Mileage Reimburse	\$627	\$1,000	\$380	\$1,000	0.00%
548000 - Economic Development Acti	\$156,187	\$104,000	(\$147,883)	\$129,000	24.04%
548100 - Sponsorships	\$0	\$7,500	\$3,875	\$6,000	-20.00%
551100 - Cellular Telephone	\$661	\$840	\$487	\$840	0.00%
553000 - Printing & Binding	\$55	\$4,000	\$3,435	\$4,000	0.00%
556000 - Postage	\$49	\$500	\$6	\$500	0.00%
556500 - Messenger Services	\$30	\$100	\$0	\$100	0.00%
560000 - Miscellaneous	\$2,362	\$10,000	\$1,041	\$6,000	-40.00%
595000 - Furniture & Equipment	\$96	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$260	\$325	\$325	\$285	-12.31%
<b>Personnel</b>	\$212,315	\$251,298	\$194,673	\$298,059	18.61%
<b>Operating Expenses</b>	\$214,113	\$173,450	(\$110,532)	\$204,850	18.10%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$356	\$325	\$325	\$285	-12.31%
<b>Total</b>	<b>\$426,784</b>	<b>\$425,073</b>	<b>\$84,466</b>	<b>\$503,194</b>	<b>18.38%</b>

## 1133 Economic & Business Development

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
<b>Personnel Services</b>		
501000 Salaries, Full-Time Employees	195,769	195,769
509000 Salaries, Part-Time Employees	32,825	32,825
510000 Social Security & Medicare Taxes (FICA)	17,487	17,487
514000 Group Insurance	30,351	30,351
514200 Vision Plan	92	92
515000 Retirement Contribution (401A)	15,662	15,662
516000 Savings Plan Contribution (401K)	5,873	5,873
<b>Subtotal Personnel Services</b>	<b>298,059</b>	<b>298,059</b>

### Operating Expenses

<b>521000 Office Supplies</b>		
<i>Subtotal</i>	100	100
	<b>100</b>	<b>100</b>
<b>525000 Furniture &amp; Fixtures</b>		
<i>Subtotal</i>	500	500
	<b>500</b>	<b>500</b>
<b>526000 Machinery &amp; Equipment</b>		
Miscellaneous Computer Supplies	500	500
<i>Subtotal</i>	<b>500</b>	<b>500</b>
<b>531000 Information Technology (IT) Services</b>		
Service - Economic Development CRM Customization (15 hours)	2,625	2,625
<i>Subtotal</i>	<b>2,625</b>	<b>2,625</b>
<b>531600 Software Maintenance Agreements</b>		
Maintenance - Software (Adobe Acrobat Professional) (1)	60	60
Maintenance - Software (CoStar)	14,000	14,000
Maintenance - Software (Microsoft CALs) (2)	350	350
Maintenance - Software (Microsoft Dynamics CRM system)	2,040	2,040
<i>Subtotal</i>	<b>16,450</b>	<b>16,450</b>
<b>536000 Miscellaneous Professional Services</b>		
Graphic Design	3,000	3,000
<i>Subtotal</i>	<b>3,000</b>	<b>3,000</b>
<b>538000 Performances &amp; Entertainment</b>		
Concerts in the park	10,000	10,000
<i>Subtotal</i>	<b>10,000</b>	<b>10,000</b>
<b>541000 Advertising</b>		
Economic Development Advertising	8,000	8,000
<i>Subtotal</i>	<b>8,000</b>	<b>8,000</b>
<b>543000 Contributions</b>		
Education and Community Partnerships	500	500
Regional Economic Development Organizations	500	500
<i>Subtotal</i>	<b>1,000</b>	<b>1,000</b>

## 1133 Economic & Business Development

<b>544000 Professional Dues &amp; Certification Fees</b>			
Chamber of Commerce	575	575	
International Economic Development Corporation (IEDC)	1,300	1,300	
Maryland Economic Development Association (MEDA)	850	850	
Technology Council Maryland	750	750	
<i>Subtotal</i>		<b>3,475</b>	<b>3,475</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>			
Industry Trade Events	3,000	3,000	
International Council of Shopping Centers (ICSC)	460	460	
International Economic Development Corporation (IEDC)	1,000	1,000	
Maryland Economic Development Association (MEDA)	1,500	1,500	
<i>Subtotal</i>		<b>5,960</b>	<b>5,960</b>
<b>547000 Travel Expense</b>			
International Council of Shopping Centers (ICSC)	2,500	2,500	
International Economic Development Corporation (IEDC)	500	500	
Maryland Economic Development Association (MEDA)	1,000	1,000	
Other	1,500	1,500	
<i>Subtotal</i>		<b>5,500</b>	<b>5,500</b>
<b>547100 Travel Mileage Reimbursement</b>			
	1,000	1,000	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>548000 Economic Development Activities</b>			
Broker and Client Luncheons	1,000	1,000	
Developer Tours and Luncheons	1,000	1,000	
Economic Development Toolbox	125,000	125,000	
Other	2,000	2,000	
<i>Subtotal</i>		<b>129,000</b>	<b>129,000</b>
<b>548100 Sponsorships</b>			
Gaithersburg-Germantown Chamber of Commerce (GGCC)	3,500	3,500	
Other	2,500	2,500	
<i>Subtotal</i>		<b>6,000</b>	<b>6,000</b>
<b>551100 Cellular Telephone</b>			
Economic Development Director (1)	840	840	
<i>Subtotal</i>		<b>840</b>	<b>840</b>
<b>553000 Printing &amp; Binding</b>			
Marketing/ Promotional Materials	4,000	4,000	
<i>Subtotal</i>		<b>4,000</b>	<b>4,000</b>
<b>556000 Postage</b>			
	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>

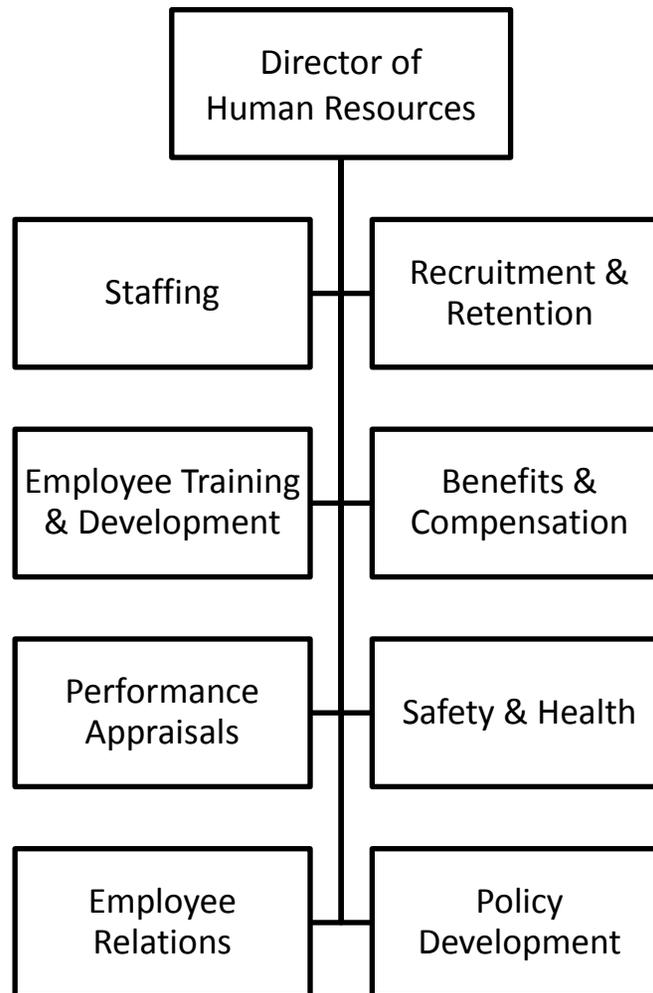
### 1133 Economic & Business Development

<b>556500 Messenger Services</b>			
Courier Services	100	100	
<i>Subtotal</i>		<b>100</b>	<b>100</b>
<b>560000 Miscellaneous</b>			
Economic Development Other	6,000	6,000	
<i>Subtotal</i>		<b>6,000</b>	<b>6,000</b>
<b>Subtotal Operating Expenses</b>		<b>204,850</b>	<b>204,850</b>

### Capital Outlay

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC Monitors) (2)	45	45	
Replacement - Computer Hardware (PC) (2)	240	240	
<i>Subtotal</i>		<b>285</b>	<b>285</b>
<b>Subtotal Capital Outlay</b>		<b>285</b>	<b>285</b>
<b>Total</b>		<b>503,194</b>	<b>503,194</b>

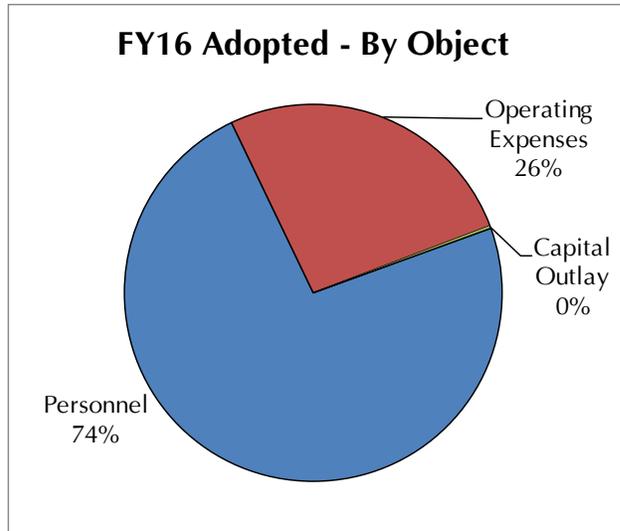
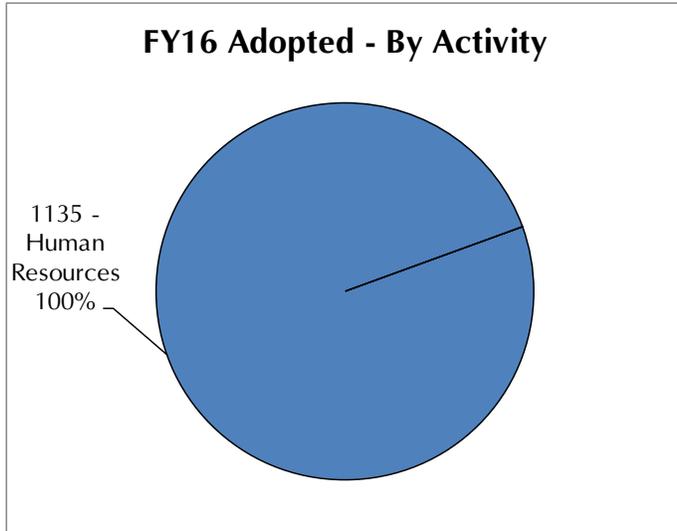
# DEPARTMENT OF HUMAN RESOURCES





# HUMAN RESOURCES DEPARTMENT OVERVIEW

Budget Summary	FY14 Actual	FY14 Budget	FY15 Budget	FY16 Adopted	% Chg
<b>By Activity</b>					
1135 - Human Resources	\$ 683,685	\$ 745,287	\$ 923,444	\$978,862	6.00%
Total	\$ 683,685	\$ 745,287	\$ 923,444	\$978,862	6.00%



Budget Summary	FY14 Actual	FY14 Budget	FY15 Budget	FY16 Adopted	% Chg
<b>By Object</b>					
Personnel	\$ 413,099	\$ 542,066	\$ 677,994	\$718,812	6.02%
Operating Expenses	269,875	188,606	232,770	257,735	10.73%
Capital Outlay	711	14,615	12,680	2,315	-81.74%
Total	\$ 683,685	\$ 745,287	\$ 923,444	\$978,862	6.00%

# HUMAN RESOURCES STAFFING SUMMARY BY POSITION

<b>1135 - Human Resources</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Director of Human Resources	1	1	1
Human Resources Program Coordinator	1	1	1
Human Resources Generalist III	1	1	1
Human Resources Generalist II	2	2	2
<b>Subtotal</b>	<b>5</b>	<b>5</b>	<b>5</b>

<b>TOTAL</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Full-Time Personnel	5	5	5
Employment Agreement Personnel	0	0	0
Part-Time Personnel	0	0	0
	<b>5</b>	<b>5</b>	<b>5</b>

**SERVICES PROVIDED:**

The Department 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.

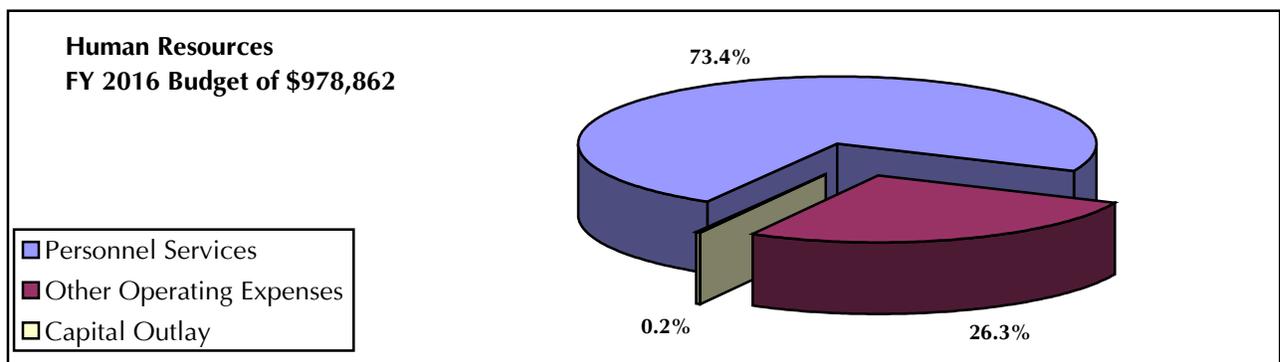
**WORK PLAN GOALS:**

- Continue efforts to implement changes resulting from Affordable Care Act.
- Identify and organize educational and training opportunities to support the talent development of City employees (professional development, career development, performance management, etc.) to maximize individual and organization potential.
- Implement employee onboarding software to better prepare a new hire for success in our organization.
- Improve transition to retirement process for employees retiring from City service.
- Offer wellness incentive programs that will encourage employees to lead a healthy and active lifestyle while helping the City reduce health care costs.
- Update Personnel Rules & Regulations as needed.

**SIGNIFICANT CHANGES:**

- Information Technology (IT) Services increased \$49,500 to better reflect actual costs for the use of the ADP Human Resources services, and for anticipated costs associated with a new employee performance evaluation service.
- Miscellaneous Professional Services decreased \$30,000 due to completion of consultant review of personnel rules and regulations.
- Software (Replacement) decreased \$10,000 to reflect an adequate funding level of the software replacement account.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$542,066	\$677,994	\$718,812	\$718,812
Other Operating Expenses	188,606	232,770	257,735	257,735
Capital Outlay	14,615	12,680	2,315	2,315
<b>TOTAL</b>	<b>\$745,287</b>	<b>\$923,444</b>	<b>\$978,862</b>	<b>\$978,862</b>



# Human Resources

## 1135 - Human Resources

Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Number of workers' compensation claims processed	57	65	
Number of terminations/retired	20	24	
Number of new hires	29	30	
Number of employment applications processed	2680	3,000	

# Activity Analysis Report - Adopted

## 1135 - Human Resources

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$305,663	\$392,421	\$249,860	\$424,217	8.10%
505100 - Other taxable comp-multiling	\$1,894	\$2,080	\$2,080	\$2,080	0.00%
505200 - Other taxable comp-Gfit	\$928	\$1,080	\$463	\$1,285	18.98%
507000 - Vacation & Sick Pay	\$6,568	\$0	\$8,829	\$0	0.00%
510000 - Social Security & Medicare T	\$23,661	\$30,020	\$19,274	\$32,453	8.10%
514000 - Group Insurance	\$36,458	\$62,369	\$36,933	\$59,476	-4.64%
514100 - Group Insurance - Retirees	\$85	\$0	\$0	\$0	0.00%
514200 - Vision Plan	\$83	\$405	\$176	\$405	0.00%
514700 - Insurance Deductible Reimb	\$0	\$140,000	\$78,515	\$140,000	0.00%
515000 - Retirement Contribution (401	\$24,453	\$31,394	\$19,869	\$33,937	8.10%
515100 - Retirement Health Savings (	\$2,465	\$2,452	\$2,034	\$2,732	11.42%
516000 - Savings Plan Contribution (4	\$9,170	\$11,773	\$6,201	\$12,727	8.10%
519000 - Tuition Reimbursement	\$1,670	\$4,000	\$4,000	\$9,500	137.50%
521000 - Office Supplies	\$1,280	\$1,200	\$1,816	\$2,000	66.67%
522000 - General Operating Supplies	\$0	\$6,240	\$1,140	\$3,240	-48.08%
525000 - Furniture & Fixtures	\$1,777	\$1,000	\$0	\$0	-100.00%
526000 - Machinery & Equipment	\$249	\$1,000	\$0	\$1,000	0.00%
531000 - Information Technology (IT)	\$108,840	\$62,000	\$51,902	\$111,500	79.84%
531500 - Software Licenses	\$320	\$1,315	\$415	\$0	-100.00%
531600 - Software Maintenance Agree	\$1,285	\$2,700	\$1,867	\$3,670	35.93%
534000 - Management Consulting	\$171	\$0	\$0	\$0	0.00%
534500 - Wellness Programs	\$23,429	\$22,700	\$27,944	\$25,500	12.33%
535000 - Medical/Hospital (Screenings	\$26,643	\$20,000	\$11,675	\$20,000	0.00%
536000 - Miscellaneous Professional	\$45,471	\$50,400	\$24,470	\$20,400	-59.52%
536500 - Investigations	\$2,919	\$3,200	\$1,817	\$3,500	9.38%
541000 - Advertising	\$13,540	\$9,000	\$4,929	\$9,000	0.00%
542000 - Awards & Presentations	\$25,754	\$23,750	\$20,455	\$28,500	20.00%
544000 - Professional Dues & Certifica	\$1,561	\$1,610	\$920	\$1,650	2.48%
545000 - Magazines, Books & Resour	\$662	\$500	\$304	\$500	0.00%
546000 - Conference & Seminar Regis	\$4,645	\$2,615	\$950	\$3,500	33.84%
546300 - In-Service Training	\$5,476	\$15,500	\$2,640	\$16,000	3.23%
547000 - Travel Expense	\$889	\$2,500	\$173	\$4,000	60.00%
547100 - Travel Mileage Reimburse	\$150	\$500	\$96	\$500	0.00%
551100 - Cellular Telephone	\$0	\$840	\$0	\$0	-100.00%
553000 - Printing & Binding	\$23	\$0	\$0	\$0	0.00%
556000 - Postage	\$249	\$500	\$266	\$500	0.00%
557000 - Laundry & Uniforms	\$27	\$0	\$153	\$0	0.00%
560000 - Miscellaneous	\$3,606	\$2,000	\$842	\$2,000	0.00%
573000 - Repair & Maintenance - Mac	\$908	\$1,700	\$809	\$775	-54.41%
592000 - Software	(\$10,000)	\$0	\$0	\$0	0.00%
592100 - Software (Replacement)	\$10,000	\$10,000	\$10,000	\$0	-100.00%
595000 - Furniture & Equipment	(\$3,904)	\$0	\$0	\$0	0.00%

# Activity Analysis Report - Adopted

## 1135 - Human Resources

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
595100 - Furniture & Equipment (Repl	\$4,615	\$2,680	\$2,680	\$2,315	-13.62%
<b>Personnel</b>	\$413,099	\$677,994	\$428,234	\$718,812	6.02%
<b>Operating Expenses</b>	\$269,875	\$232,770	\$155,581	\$257,735	10.73%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$711	\$12,680	\$12,680	\$2,315	-81.74%
<b>Total</b>	<b>\$683,685</b>	<b>\$923,444</b>	<b>\$596,495</b>	<b>\$978,862</b>	<b>6.00%</b>

**1135 Human Resources**

**Expenditure Statement by Object** **Proposed**  
**2015 - 2016** **Adopted**  
**2015 - 2016**

**Personnel Services**

501000	Salaries, Full-Time Employees	424,217	424,217
505100	Other taxable comp-multilingual	2,080	2,080
505200	Other taxable comp-Gfit	1,285	1,285
510000	Social Security & Medicare Taxes (FICA)	32,453	32,453
514000	Group Insurance	59,476	59,476
514200	Vision Plan	405	405
514700	Insurance Deductible Reimbursement	140,000	140,000
515000	Retirement Contribution (401A)	33,937	33,937
515100	Retirement Health Savings (RHS)	2,732	2,732
516000	Savings Plan Contribution (401K)	12,727	12,727
519000	Tuition Reimbursement	9,500	9,500
<b>Subtotal Personnel Services</b>		<b>718,812</b>	<b>718,812</b>

**Operating Expenses**

<b>521000 Office Supplies</b>			
	Miscellaneous Office Supplies	2,000	2,000
	<i>Subtotal</i>	<b>2,000</b>	<b>2,000</b>
<b>522000 General Operating Supplies</b>			
	City ID Cards and Supplies	3,000	3,000
	Shredder Services	240	240
	<i>Subtotal</i>	<b>3,240</b>	<b>3,240</b>
<b>526000 Machinery &amp; Equipment</b>			
	Miscellaneous Computer Supplies	1,000	1,000
	<i>Subtotal</i>	<b>1,000</b>	<b>1,000</b>
<b>531000 Information Technology (IT) Services</b>			
	Service - Human Resources Software (ADP HRB)	94,000	94,000
	Service - Recruiting/Applicant Tracking Software (NeoGov)	12,000	12,000
	TR - Service - Employee Performance Review Software	5,500	5,500
	<i>Subtotal</i>	<b>111,500</b>	<b>111,500</b>
<b>531600 Software Maintenance Agreements</b>			
	Maintenance - Software (Adobe Acrobat Professional) (1)	60	60
	Maintenance - Software (Adobe Acrobat Professional) (2)	120	120
	Maintenance - Software (Adobe InDesignCreative Cloud) (1)	230	230
	Maintenance - Software (ID Flow)	2,100	2,100
	Maintenance - Software (Microsoft CALs) (6)	1,050	1,050
	Maintenance - Software (OrgPlus)	110	110
	<i>Subtotal</i>	<b>3,670</b>	<b>3,670</b>

## 1135 Human Resources

<b>534500 Wellness Programs</b>			
AED Batteries & Pads	2,000	2,000	
American Red Cross - First Aid & CPR Training	2,000	2,000	
Employee Assistance Program	6,000	6,000	
First Aid Supplies	1,500	1,500	
Fitness Programs	1,000	1,000	
Flu Shots	3,800	3,800	
Wellness Day	7,000	7,000	
Wellness Programs	2,200	2,200	
<i>Subtotal</i>		<b>25,500</b>	<b>25,500</b>
<b>535000 Medical/Hospital (Screenings)</b>			
Commercial Drivers License	3,000	3,000	
Drug Tests	3,000	3,000	
Employee Physicals	4,000	4,000	
HBV Employee Vaccinations	3,000	3,000	
Police Fitness for Duty Physicals	7,000	7,000	
<i>Subtotal</i>		<b>20,000</b>	<b>20,000</b>
<b>536000 Miscellaneous Professional Services</b>			
Dry Cleaning	400	400	
Miscellaneous Recruitment Expenses (i.e. candidate travel)	20,000	20,000	
<i>Subtotal</i>		<b>20,400</b>	<b>20,400</b>
<b>536500 Investigations</b>			
Background Checks	3,500	3,500	
<i>Subtotal</i>		<b>3,500</b>	<b>3,500</b>
<b>541000 Advertising</b>			
Recruitment Advertising	9,000	9,000	
<i>Subtotal</i>		<b>9,000</b>	<b>9,000</b>
<b>542000 Awards &amp; Presentations</b>			
Employee Picnic	15,000	15,000	
Employee Recognition Awards	3,000	3,000	
Employee Service Awards	4,500	4,500	
Recognition & Awards Luncheon	6,000	6,000	
<i>Subtotal</i>		<b>28,500</b>	<b>28,500</b>
<b>544000 Professional Dues &amp; Certification Fees</b>			
International Personnel Management Association	500	500	
Local Government Personnel Association	450	450	
Maryland Municipal League Benefit Comparison	400	400	
Society For Human Resource Managers	300	300	
<i>Subtotal</i>		<b>1,650</b>	<b>1,650</b>
<b>545000 Magazines, Books &amp; Resource Material</b>			
	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>

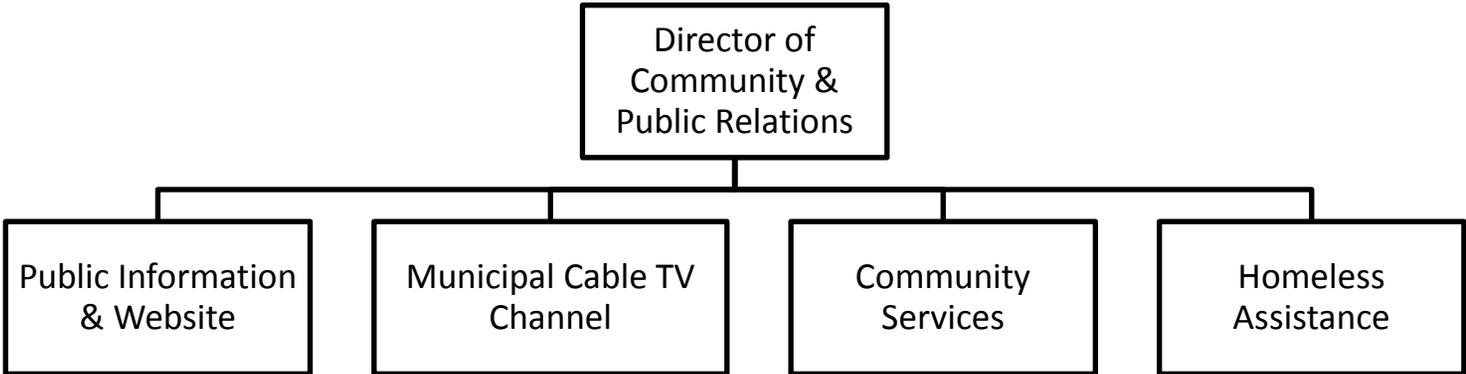
## 1135 Human Resources

<b>546000 Conference &amp; Seminar Registration</b>			
IPMA (Eastern Region)	500	500	
NeoGov	800	800	
Society for Human Resource Managers	1,700	1,700	
Society for Human Resource Managers (Maryland)	500	500	
<i>Subtotal</i>		<b>3,500</b>	<b>3,500</b>
<b>546300 In-Service Training</b>			
Employee Training (supervisory, employee development)	15,500	15,500	
HR Staff Training	500	500	
<i>Subtotal</i>		<b>16,000</b>	<b>16,000</b>
<b>547000 Travel Expense</b>			
IPMA	500	500	
NeoGov	1,500	1,500	
Society For Human Resource Managers	1,500	1,500	
Society for Human Resources Maryland Chapter	500	500	
<i>Subtotal</i>		<b>4,000</b>	<b>4,000</b>
<b>547100 Travel Mileage Reimbursement</b>			
Miscellaneous Mileage Reimbursement	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>556000 Postage</b>			
Miscellaneous Correspondence	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>560000 Miscellaneous</b>			
Miscellaneous	1,500	1,500	
Remembrances	500	500	
<i>Subtotal</i>		<b>2,000</b>	<b>2,000</b>
<b>573000 Repair &amp; Maintenance - Machinery &amp; Equipment</b>			
Maintenance - Card Printer	500	500	
Maintenance & Supplies - Copier (Ricoh MP 2554SP)	275	275	
<i>Subtotal</i>		<b>775</b>	<b>775</b>
<b>Subtotal Operating Expenses</b>		<b>257,735</b>	<b>257,735</b>

## Capital Outlay

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC Monitors) (10)	380	380	
Replacement - Computer Hardware (PC) (6)	980	980	
Replacement - Fax Machines	65	65	
Replacement - Printer (Fargo HDP-5000 Card Printer)	665	665	
Replacement - Scanner (Fujitsu FI-6130) (2)	225	225	
<i>Subtotal</i>		<b>2,315</b>	<b>2,315</b>
<b>Subtotal Capital Outlay</b>		<b>2,315</b>	<b>2,315</b>
<b>Total</b>		<b>978,862</b>	<b>978,862</b>

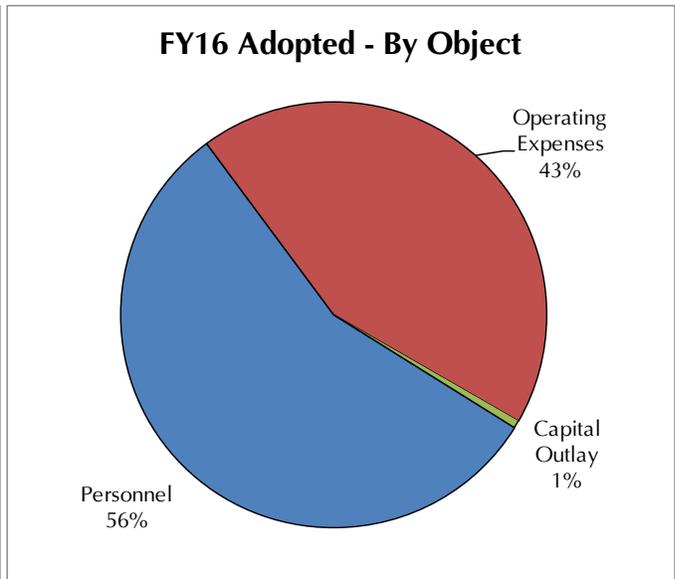
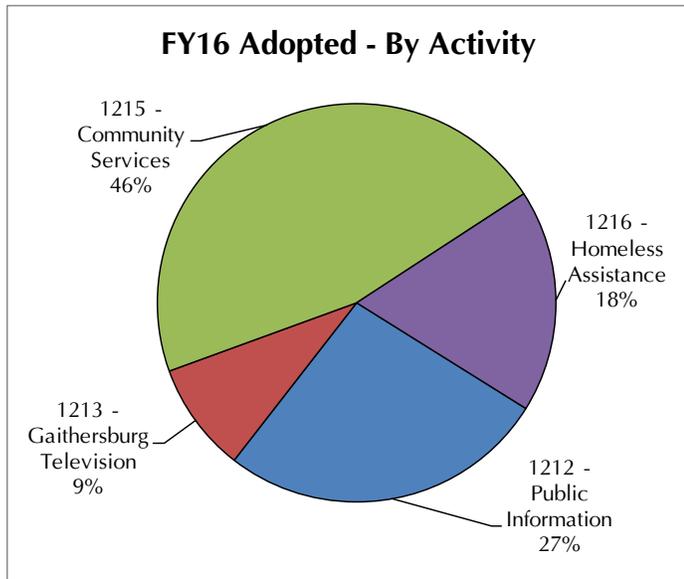
# DEPARTMENT OF COMMUNITY & PUBLIC RELATIONS





# COMMUNITY AND PUBLIC RELATIONS DEPARTMENT OVERVIEW

Budget Summary	FY14 Actual	FY14 Budget	FY15 Budget	FY16 Adopted	% Chg
<b>By Activity</b>					
1212 - Public Information	\$ 761,253	\$ 830,004	\$ 782,526	\$ 831,717	6.29%
1213 - Gaithersburg Television	247,080	398,496	312,775	278,307	-11.02%
1215 - Community Services	1,185,539	1,279,986	1,356,046	1,448,096	6.79%
1216 - Homeless Assistance	476,642	534,686	561,631	564,764	0.56%
<b>Total</b>	<b>\$ 2,670,515</b>	<b>\$ 3,043,172</b>	<b>\$ 3,012,978</b>	<b>\$ 3,122,884</b>	<b>3.65%</b>



Budget Summary	FY14 Actual	FY14 Budget	FY15 Budget	FY16 Adopted	% Chg
<b>By Object</b>					
Personnel	\$ 1,491,949	\$ 1,661,752	\$ 1,743,447	\$ 1,747,662	0.24%
Operating Expenses	1,145,318	1,282,564	1,249,008	1,356,998	8.65%
Capital Outlay	33,248	98,856	20,523	18,224	-11.20%
<b>Total</b>	<b>\$ 2,670,515</b>	<b>\$ 3,043,172</b>	<b>\$ 3,012,978</b>	<b>\$ 3,122,884</b>	<b>3.65%</b>



# COMMUNITY AND PUBLIC RELATIONS STAFFING SUMMARY BY POSITION

<b>1212 - Public Information</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Director of Community and Public Relations	1	1	1
Web Administrator	1	1	1
Communication Specialist	1	1	1
Graphics Specialist	1	1	1
Assistant Web Administrator	1	1	1
Graphics Artist	1	1	1
Part-Time Personnel	2.22	0.9	0.9

**Subtotal** **8.22** **6.9** **6.9**

<b>1213 - Gaithersburg Television</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Television Productions Manager	1	1	1
Television Production Specialist	1	1	1
Part-Time Personnel	0.75	0.75	0.36

**Subtotal** **2.75** **2.75** **2.36**

<b>1215 - Community Services</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Community Services Division Manager	1	1	1
Community Services Case Coordinator	1	1	1
Community Services Program Coordinator	2	2	2
Part-Time Personnel	0.25	0.25	0.25

**Subtotal** **4.25** **4.25** **4.25**

<b>1216 - Homeless Assistance</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Homeless Services Division Manager	1	1	1
Clinical Supervisor/Discharge Coordinator	1	1	1
Primary Counselor	1	1	1
House Manager	0	1	1
Employment Agreement Personnel	1	0	0
Part-Time Personnel	2.73	2.73	2.5

**Subtotal** **6.73** **6.73** **6.5**

<b>TOTAL</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Full-Time Personnel	15	16	16
Employment Agreement Personnel	1	0	0
Part-Time Personnel	5.95	4.63	4.01

**21.95** **20.63** **20.01**



**SERVICES PROVIDED:**

Public Information informs residents about their local government and its programs in a timely fashion through the dissemination of news via the City’s website and cable television channel, social networking and media outlets, City publications, and outside advertising and promotional campaigns. Marketing of all City programs and facilities is coordinated through the Public Information Office. Strategic special events and programs, sponsorship and partnership support, and initiatives to encourage dialog and recognize citizen participation are also conducted by this division.

**WORK PLAN GOALS:**

- Conduct and analyze biennial citizen survey, with a focus on increasing response rate.
- Conduct outreach programs and use media channels to stimulate two-way communication with citizens. Expand presence with social media and develop marketing opportunities with new digital signage in facility lobbies.
- Develop and conduct advertising and marketing campaign to increase voter turnout in 2015 municipal election.
- Ensure the website is fully functional and responsive to the needs of its users. Improve and enhance content and utilize new and expanded features, including analytics, to increase marketing presence and citizen engagement.
- Expand subscription-based electronic newsletter distribution and develop customized, branded templates for City departments as appropriate.

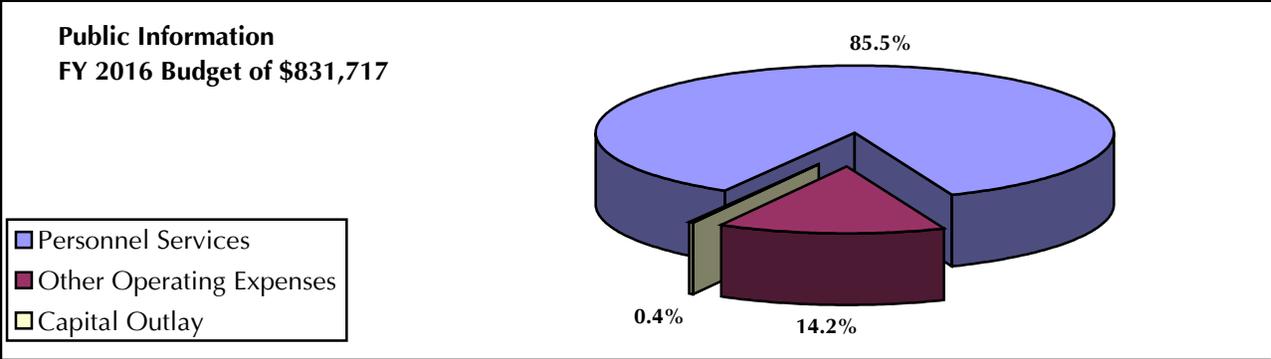
**SIGNIFICANT CHANGES:**

- Advertising increased \$8,000 due to municipal election promotional campaign and increased funding to promote subscription based e-newsletters.
- Miscellaneous Professional Services increased \$17,500 due to addition of the biennial citizen survey.
- Postage increased \$7,000 due to mailing of 2015 municipal election voter guide.
- Software (Replacement) decreased \$12,000 to reflect an adequate funding level of the Software Replacement account.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$669,939	\$690,211	\$710,777	\$710,777
Other Operating Expenses	145,420	78,380	117,995	117,995
Capital Outlay	14,645	13,935	2,945	2,945
<b>TOTAL</b>	<b>\$830,004</b>	<b>\$782,526</b>	<b>\$831,717</b>	<b>\$831,717</b>

# Community and Public Relations

## 1212 - Public Information



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Website Metrics (awaiting full year of deployment prior to determining measurement)	N/A	N/A	TBA
Voter Turnout	12%	N/A	15%
Number of Press Releases Issued	335	300	350
Number of inGaithersburg Subscribers	2,152	3,000	3,500
Number of Facebook Posts on Official City Page	571	700	600
Number of Facebook "Likes" on Official City Page	2,063	2,100	2,600
Number of Alert Gaithersburg Subscribers (number decreased following system conversion)	11,182	11,000	7,000
Citizen Survey Response Rate	16%	N/A	20%

# Activity Analysis Report - Adopted

## 1212 - Public Information

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$469,477	\$484,228	\$361,035	\$499,634	3.18%
505200 - Other taxable comp-Gfit	\$210	\$601	\$210	\$840	39.77%
505300 - Other taxable comp-housing	\$3,600	\$3,600	\$3,000	\$3,600	0.00%
507000 - Vacation & Sick Pay	\$1,143	\$0	\$3,757	\$0	0.00%
508000 - Salaries, Overtime	\$1,115	\$515	\$57	\$530	2.91%
509000 - Salaries, Part-Time Employee	\$41,660	\$47,954	\$16,908	\$48,434	1.00%
510000 - Social Security & Medicare T	\$38,816	\$40,751	\$28,356	\$41,968	2.99%
514000 - Group Insurance	\$46,642	\$56,495	\$43,419	\$57,637	2.02%
514200 - Vision Plan	\$0	\$350	\$0	\$442	26.29%
515000 - Retirement Contribution (401	\$37,558	\$38,738	\$28,883	\$39,971	3.18%
515100 - Retirement Health Savings (	\$2,465	\$2,452	\$1,718	\$2,732	11.42%
516000 - Savings Plan Contribution (4	\$14,084	\$14,527	\$10,831	\$14,989	3.18%
521000 - Office Supplies	\$387	\$500	\$36	\$250	-50.00%
522000 - General Operating Supplies	\$0	\$0	\$61	\$0	0.00%
522200 - Photographic, Audio, Video	\$0	\$500	\$0	\$250	-50.00%
524000 - Supplies for Resale	\$1,874	\$2,000	\$492	\$2,000	0.00%
525000 - Furniture & Fixtures	\$341	\$750	\$200	\$200	-73.33%
526000 - Machinery & Equipment	\$2,150	\$2,000	\$0	\$4,500	125.00%
531500 - Software Licenses	\$4,899	\$0	\$1,800	\$0	0.00%
531600 - Software Maintenance Agree	\$24,550	\$14,190	\$3,848	\$18,575	30.90%
536000 - Miscellaneous Professional	\$16,664	\$8,500	\$1,963	\$26,000	205.88%
541000 - Advertising	\$16,540	\$12,000	\$9,949	\$20,000	66.67%
542000 - Awards & Presentations	\$0	\$0	\$100	\$0	0.00%
543000 - Contributions	\$79	\$250	\$0	\$100	-60.00%
544000 - Professional Dues & Certifica	\$670	\$670	\$361	\$670	0.00%
545000 - Magazines, Books & Resour	\$564	\$900	\$325	\$900	0.00%
546000 - Conference & Seminar Regis	\$0	\$750	\$0	\$0	-100.00%
547000 - Travel Expense	\$0	\$750	\$0	\$0	-100.00%
547100 - Travel Mileage Reimburse	\$0	\$100	\$0	\$50	-50.00%
551000 - Telephone (Landline)	\$223	\$0	\$0	\$0	0.00%
551100 - Cellular Telephone	\$2,423	\$3,020	\$2,143	\$3,000	-0.66%
553000 - Printing & Binding	\$3,482	\$5,000	\$706	\$7,500	50.00%
554000 - Signage	\$1,276	\$500	\$79	\$1,500	200.00%
556000 - Postage	\$19,474	\$14,500	\$13,288	\$21,500	48.28%
560000 - Miscellaneous	\$7,946	\$11,500	\$8,311	\$11,000	-4.35%
561000 - Local, In-Services Meals	\$73	\$0	\$0	\$0	0.00%
592000 - Software	(\$12,000)	\$0	\$0	\$0	0.00%
592100 - Software (Replacement)	\$12,000	\$12,000	\$12,000	\$0	-100.00%
595000 - Furniture & Equipment	(\$1,777)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$2,645	\$1,935	\$1,935	\$2,945	52.20%

# Activity Analysis Report - Adopted

1212 - Public Information

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
Personnel	\$656,770	\$690,211	\$498,173	\$710,777	2.98%
Operating Expenses	\$103,615	\$78,380	\$43,661	\$117,995	50.54%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$868	\$13,935	\$13,935	\$2,945	-78.87%
<b>Total</b>	<b>\$761,253</b>	<b>\$782,526</b>	<b>\$555,769</b>	<b>\$831,717</b>	<b>6.29%</b>

**1212 Public Information**

<b>Expenditure Statement by Object</b>	<b>Proposed 2015 - 2016</b>	<b>Adopted 2015 - 2016</b>
<b>Personnel Services</b>		
501000 Salaries, Full-Time Employees	499,634	499,634
505200 Other taxable comp-Gfit	840	840
505300 Other taxable comp-housing stipend	3,600	3,600
508000 Salaries, Overtime	530	530
509000 Salaries, Part-Time Employees	48,434	48,434
510000 Social Security & Medicare Taxes (FICA)	41,968	41,968
514000 Group Insurance	57,637	57,637
514200 Vision Plan	442	442
515000 Retirement Contribution (401A)	39,971	39,971
515100 Retirement Health Savings (RHS)	2,732	2,732
516000 Savings Plan Contribution (401K)	14,989	14,989
<b>Subtotal Personnel Services</b>	<b>710,777</b>	<b>710,777</b>

**Operating Expenses**

<b>521000 Office Supplies</b>		
<i>Subtotal</i>	250	250
	<b>250</b>	<b>250</b>
<b>522200 Photographic, Audio, Video Supplies</b>		
<i>Subtotal</i>	250	250
	<b>250</b>	<b>250</b>
<b>524000 Supplies for Resale</b>		
Promo Materials - Gaithersburg Souvenirs to be sold	2,000	2,000
<i>Subtotal</i>	<b>2,000</b>	<b>2,000</b>
<b>525000 Furniture &amp; Fixtures</b>		
Office Furniture	200	200
<i>Subtotal</i>	<b>200</b>	<b>200</b>
<b>526000 Machinery &amp; Equipment</b>		
Camera	500	500
Digital Signage Equipment (City Hall)	3,000	3,000
Miscellaneous Computer Supplies	1,000	1,000
<i>Subtotal</i>	<b>4,500</b>	<b>4,500</b>
<b>531600 Software Maintenance Agreements</b>		
Maintenance - Software (Adobe Creative Cloud for Teams) (7)	3,150	3,150
Maintenance - Software (Extensis Suitcase Fusion)	850	850
Maintenance - Software (Microsoft CALs) (9)	1,575	1,575
Maintenance - Software (Sitecore)	13,000	13,000
<i>Subtotal</i>	<b>18,575</b>	<b>18,575</b>
<b>536000 Miscellaneous Professional Services</b>		
Biennial Citizen Survey	20,000	20,000
Freelance Photography	3,500	3,500
Freelance Writing & Graphic Design	2,500	2,500
<i>Subtotal</i>	<b>26,000</b>	<b>26,000</b>

## 1212 Public Information

<b>541000 Advertising</b>			
Municipal Elections	5,000	5,000	
Newspapers, Magazine, Bus Shelter, Misc. Ads	10,000	10,000	
Website and Newsletter Promotion	5,000	5,000	
<i>Subtotal</i>		<b>20,000</b>	<b>20,000</b>
<b>543000 Contributions</b>			
Gift Baskets for School Fairs, Silent Auctions	100	100	
<i>Subtotal</i>		<b>100</b>	<b>100</b>
<b>544000 Professional Dues &amp; Certification Fees</b>			
3CMA Membership	390	390	
Conference and Visitor's Bureau	180	180	
Leadership Montgomery	100	100	
<i>Subtotal</i>		<b>670</b>	<b>670</b>
<b>545000 Magazines, Books &amp; Resource Material</b>			
Directories, Resource Books, Electronic Clip Art, Stock Photograp	900	900	
<i>Subtotal</i>		<b>900</b>	<b>900</b>
<b>547100 Travel Mileage Reimbursement</b>			
	50	50	
<i>Subtotal</i>		<b>50</b>	<b>50</b>
<b>551100 Cellular Telephone</b>			
Director, Webmaster, Web Assistant (3)	2,520	2,520	
Mobile Broadband for Emergency Communication Laptop (1)	480	480	
<i>Subtotal</i>		<b>3,000</b>	<b>3,000</b>
<b>553000 Printing &amp; Binding</b>			
Brochures, Fliers, Posters	2,500	2,500	
Voter Guide, voter reg. and postcards for elections	5,000	5,000	
<i>Subtotal</i>		<b>7,500</b>	<b>7,500</b>
<b>554000 Signage</b>			
Posters, Banners, Miscellaneous Signage	500	500	
Signage for Municipal Elections	1,000	1,000	
<i>Subtotal</i>		<b>1,500</b>	<b>1,500</b>
<b>556000 Postage</b>			
HOA Mailings, Volunteer Recruitment & Recognition, Misc.	500	500	
inGaithersburg Magazine	14,000	14,000	
Municipal Election Voter Guide	7,000	7,000	
<i>Subtotal</i>		<b>21,500</b>	<b>21,500</b>
<b>560000 Miscellaneous</b>			
Miscellaneous	500	500	
Promotional Materials (Items Not Intended For Re-sale)	2,500	2,500	
State of the City Event	8,000	8,000	
<i>Subtotal</i>		<b>11,000</b>	<b>11,000</b>
<b>Subtotal Operating Expenses</b>		<b>117,995</b>	<b>117,995</b>

## Capital Outlay

**1212 Public Information**

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC Monitors) (10)	500		500
Replacement - Computer Hardware (PC) (9)	2,445		2,445
<i>Subtotal</i>		<b>2,945</b>	<b>2,945</b>
<b>Subtotal Capital Outlay</b>		<b>2,945</b>	<b>2,945</b>
<b>Total</b>			
		<b>831,717</b>	<b>831,717</b>

**SERVICES PROVIDED:**

Gaithersburg Television (GTV) provides information about City services, programs and special events to City residents 24-hours a day, seven days a week. Community involvement is promoted by airing live Mayor and Council meetings and work sessions, Planning Commission, Board of Appeals and Historic District Commission meetings. Programming also includes short and long format news, feature, informational and promotional spots. GTV can be viewed within City limits on Channel 13 for Comcast and RCN subscribers, and on Verizon FiOS Channel 25. Broadcasts can be viewed live online via streaming video at [www.gaithersburgmd.gov](http://www.gaithersburgmd.gov). Programs are also available on YouTube and on the City’s website. Cable television expenses are offset by a franchise fee paid by the subscribers.

**WORK PLAN GOALS:**

- Complete video marketing spots for all City facilities and develop new promotional spot format to highlight the robust offering of cultural arts programs.
- Create and produce programming related to the annual State of the City Address, Young Artist Award Concert and Book Festival.
- Create short video packages for use on air and online, covering City events throughout the year such as ribbon cuttings, ground breakings and other newsworthy activities.
- Create videos in conjunction with the 2015 Gaithersburg City Elections, including promotional spots, candidate statements and airing of debates if warranted.
- Develop use policy and purchase drone to capture aerial footage of City facilities, projects, properties and select special events.
- Improve viewing opportunities for GTV by taking advantage of program scheduling for TV Guide features on Comcast, Verizon and RCN and ensure availability of programming schedule on City website.
- Maximize exposure of the City through the use of video on YouTube, other social media outlets and the City website. Explore sharing of content and capabilities with other PEG entities in Montgomery County.
- Produce programs in a variety of formats that benefit the City both strategically and economically, including interviews with business leaders, promotional spots for City events and activities and facility spots to encourage rentals and usage.

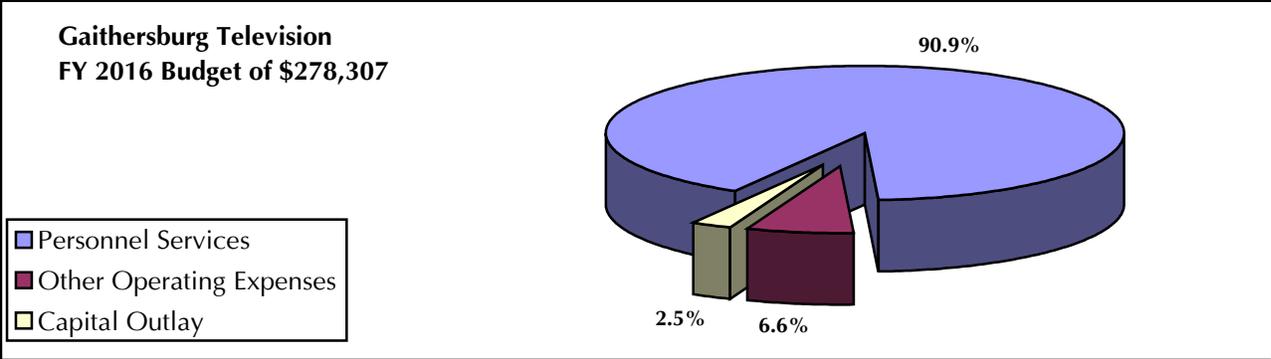
**SIGNIFICANT CHANGES:**

- Furniture & Equipment (Replacement) increased \$6,219. Replacement funds are now needed for field camera and lighting kits purchased in June, 2014 and Avid editing system and tapeless backup system anticipated to be purchased in 4th quarter of FY15.
- In-Service Training decreased \$5,000. No expenses are anticipated in FY16.
- Repair & Maintenance Machinery & Equipment decreased \$15,150. Equipment previously budgeted for repair is scheduled for replacement in FY15 and FY16.
- Salaries, Part-Time Employees decreased \$27,987 to more accurately reflect part time camera operator expenses based on three year average.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$279,765	\$274,355	\$252,938	\$252,938
Other Operating Expenses	43,770	37,670	18,400	18,400
Capital Outlay	74,961	750	6,969	6,969
<b>TOTAL</b>	<b>\$398,496</b>	<b>\$312,775</b>	<b>\$278,307</b>	<b>\$278,307</b>

# Community and Public Relations

## 1213 - Gaithersburg Television



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
YouTube Posts	70	65	70
Special Programs Produced	15	10	18
NEWSLINE Video Packages	7	12	10
Meetings Aired	67	91	85
Marketing Spots	7	10	10
Facility Spots	3	4	7
CEO & Business Video Package Profiles	3	8	6
Book Festival Programs	34	25	20

# Activity Analysis Report - Adopted

## 1213 - Gaithersburg Television

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$145,040	\$167,450	\$123,042	\$170,831	2.02%
505200 - Other taxable comp-Gfit	\$105	\$0	\$0	\$105	0.00%
509000 - Salaries, Part-Time Employee	\$4,655	\$38,592	\$4,530	\$10,605	-72.52%
510000 - Social Security & Medicare T	\$11,073	\$15,762	\$9,397	\$13,880	-11.94%
514000 - Group Insurance	\$28,402	\$33,947	\$28,868	\$38,542	13.54%
514200 - Vision Plan	\$0	\$184	\$338	\$184	0.00%
515000 - Retirement Contribution (401	\$11,603	\$13,396	\$9,843	\$13,666	2.02%
516000 - Savings Plan Contribution (4	\$4,351	\$5,024	\$3,691	\$5,125	2.01%
522000 - General Operating Supplies	\$0	\$0	\$35	\$0	0.00%
522200 - Photographic, Audio, Video	\$3,465	\$3,000	\$3,801	\$3,000	0.00%
526000 - Machinery & Equipment	\$0	\$500	\$604	\$2,000	300.00%
531500 - Software Licenses	\$260	\$0	\$450	\$0	0.00%
531600 - Software Maintenance Agree	\$3,313	\$3,220	\$2,250	\$4,200	30.43%
536000 - Miscellaneous Professional	\$2,382	\$6,200	\$1,014	\$6,200	0.00%
542000 - Awards & Presentations	\$65	\$100	\$0	\$100	0.00%
545000 - Magazines, Books & Resour	\$0	\$800	\$0	\$400	-50.00%
546300 - In-Service Training	\$0	\$5,000	\$0	\$0	-100.00%
547000 - Travel Expense	\$3	\$0	\$0	\$0	0.00%
547100 - Travel Mileage Reimburse	\$0	\$100	\$0	\$100	0.00%
556000 - Postage	\$159	\$350	\$1	\$150	-57.14%
560000 - Miscellaneous	\$0	\$250	\$0	\$250	0.00%
567000 - Rental & Use Charges	\$0	\$1,000	\$0	\$0	-100.00%
573000 - Repair & Maintenance - Mac	\$1,450	\$17,150	\$0	\$2,000	-88.34%
595000 - Furniture & Equipment	(\$19,205)	\$0	(\$1,088)	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$49,961	\$750	\$750	\$6,969	829.20%
<b>Personnel</b>	\$205,229	\$274,355	\$179,710	\$252,938	-7.81%
<b>Operating Expenses</b>	\$11,096	\$37,670	\$8,155	\$18,400	-51.15%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$30,756	\$750	(\$338)	\$6,969	829.20%
<b>Total</b>	<b>\$247,080</b>	<b>\$312,775</b>	<b>\$187,526</b>	<b>\$278,307</b>	<b>-11.02%</b>

1213 Gaithersburg Television

**Expenditure Statement by Object** **Proposed**  
**2015 - 2016** **Adopted**  
**2015 - 2016**

**Personnel Services**

501000	Salaries, Full-Time Employees	170,831	170,831
505200	Other taxable comp-Gfit	105	105
509000	Salaries, Part-Time Employees	10,605	10,605
510000	Social Security & Medicare Taxes (FICA)	13,880	13,880
514000	Group Insurance	38,542	38,542
514200	Vision Plan	184	184
515000	Retirement Contribution (401A)	13,666	13,666
516000	Savings Plan Contribution (401K)	5,125	5,125
<b>Subtotal Personnel Services</b>		<b>252,938</b>	<b>252,938</b>

**Operating Expenses**

<b>52200 Photographic, Audio, Video Supplies</b>			
	Batteries, Light Bulbs, Storage Devices, DVDs, Jewel Cases	3,000	3,000
	<i>Subtotal</i>	<b>3,000</b>	<b>3,000</b>
<b>526000 Machinery &amp; Equipment</b>			
	Drone	1,500	1,500
	Miscellaneous Computer Supplies	500	500
	<i>Subtotal</i>	<b>2,000</b>	<b>2,000</b>
<b>531600 Software Maintenance Agreements</b>			
	Maintenance - Software (Adobe Creative Cloud for Teams) (3)	1,350	1,350
	Maintenance - Software (Avid Media Composer Standard Support)	1,400	1,400
	Maintenance - Software (Leightronix Total Info)	1,100	1,100
	Maintenance - Software (Microsoft CALs) (2)	350	350
	<i>Subtotal</i>	<b>4,200</b>	<b>4,200</b>
<b>536000 Miscellaneous Professional Services</b>			
	Music Library Fees	1,400	1,400
	On-air Music Services (DMX)	800	800
	Voice Over Fees, Contract Services, On Air-Talent	4,000	4,000
	<i>Subtotal</i>	<b>6,200</b>	<b>6,200</b>
<b>542000 Awards &amp; Presentations</b>			
	Entry Fees - Television Award Competitions	100	100
	<i>Subtotal</i>	<b>100</b>	<b>100</b>
<b>545000 Magazines, Books &amp; Resource Material</b>			
	Still and Motion Graphic Templates	400	400
	<i>Subtotal</i>	<b>400</b>	<b>400</b>
<b>547100 Travel Mileage Reimbursement</b>			
		100	100
	<i>Subtotal</i>	<b>100</b>	<b>100</b>
<b>556000 Postage</b>			
		150	150
	<i>Subtotal</i>	<b>150</b>	<b>150</b>

## 1213 Gaithersburg Television

<b>560000 Miscellaneous</b>			
	250	250	
<i>Subtotal</i>		<b>250</b>	<b>250</b>
<b>573000 Repair &amp; Maintenance - Machinery &amp; Equipment</b>			
Maintenance - Misc. Television Equipment	2,000	2,000	
<i>Subtotal</i>		<b>2,000</b>	<b>2,000</b>
<b>Subtotal Operating Expenses</b>		<b>18,400</b>	<b>18,400</b>

## Capital Outlay

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Cameras, Light Kit	5,724	5,724	
Replacement - Computer Hardware (PC Monitors) (10)	95	95	
Replacement - Computer Hardware (PC) (2)	1,120	1,120	
Replacement - Printer (Epson b4124b)	30	30	
<i>Subtotal</i>		<b>6,969</b>	<b>6,969</b>
<b>Subtotal Capital Outlay</b>		<b>6,969</b>	<b>6,969</b>
<b>Total</b>		<b>278,307</b>	<b>278,307</b>

# Community and Public Relations

## 1215 - Community Services

**SERVICES PROVIDED:**

This activity provides support to City residents including interim case coordination and the dissemination of information about programs and services available from the nonprofit community and government agencies regarding financial wellness, avoidance of crisis and educational opportunities. Community Services coordinates the nonprofit, school and school-based youth opportunity RFP and grant programs, the City of Gaithersburg Financial Wellness Coalition and Initiative, the CHARACTER COUNTS! program, and fosters volunteer and community partnership, community educational programming and event development related to the goals, activities and missions of the City's Educational Enrichment and Community Advisory Committees and the Community Services strategic direction.

**WORK PLAN GOALS:**

- Assist in the development, coordination and evaluation of grant-funded services for residents provided through City programs, area nonprofit service providers, school-based youth providers, schools, and others.
- Coordinate and promote direct services, collaborative events and initiatives and an ethics program, providing enrichment opportunities to increase the level of self-sufficiency, financial wellness and overall quality of life for Gaithersburg residents.
- Coordinate and promote events and initiatives that provide enrichment opportunities for nonprofits and schools to increase their capacities in the areas of partnerships, finance and volunteerism.
- Provide permanent supportive housing in a structured environment to male graduates of Wells/Robertson House who are in recovery and are working to become independent and self-sufficient while living at DeSellum House.

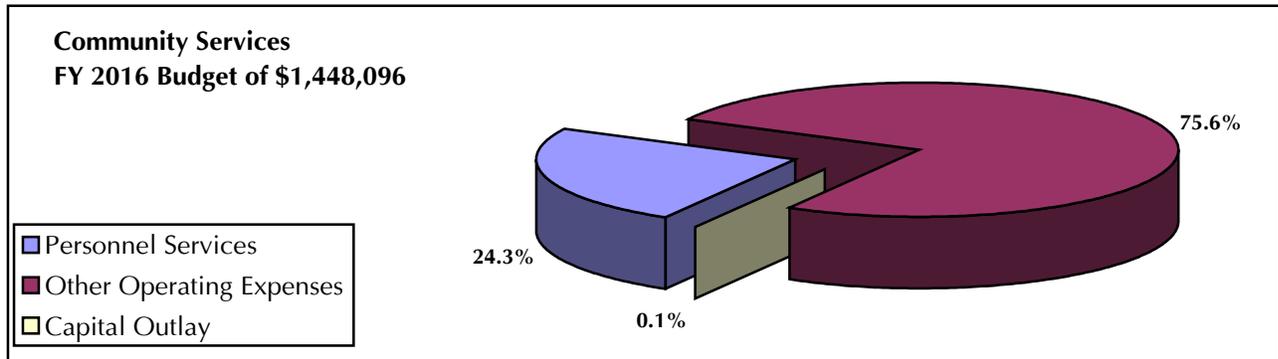
**SIGNIFICANT CHANGES:**

- Contributions increased \$51,133. Additional support of Bohrer Parent Resource Center (\$5,000); expanded services for Housing Counseling Program (\$2,000); increased funding for School Lunch Subsidy Program (\$500); removal of contribution to Homeless Resource Fair due to in-kind donation of space (\$500); increased funding for Nonprofit Grants for School Based Youth programs (\$42,797 – includes addition of remaining funding for a mid-year FY15 grant award of \$14,250); and addition to reflect escrow monies for SCUP Conference (\$1,336).
- Program activities budget increased by \$27,450 as the amounts both received from donors and given out for the Holiday Giving program are being recognized as revenue and expense. \$25,000 has been included in this account as an estimate of the amounts to be received and redistributed through this program.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$319,499	\$341,398	\$351,485	\$351,485
Other Operating Expenses	958,317	1,012,943	1,094,931	1,094,931
Capital Outlay	2,170	1,705	1,680	1,680
<b>TOTAL</b>	<b>\$1,279,986</b>	<b>\$1,356,046</b>	<b>\$1,448,096</b>	<b>\$1,448,096</b>

# Community and Public Relations

## 1215 - Community Services



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Students Served through School Grants and Youth Initiatives	3342	2000	2500
Students Receiving Positive Development Services NP/School Grants	162	168	180
Residents Receiving Homelessness Assistance (individual/household)	222/42	206/40	146/55
Participants in Community-wide Educational Events and Programs	5053	3000	5000
Individuals Receiving Workforce Development Services (adults/youth)	39/41	68/40	80/40
Individuals Receiving Mental Health Services (adults/youth)	164	120	120/55
Individuals Receiving Health Services	1983	1100	1100
Individuals Receiving Food Assistance	6513	7500	7500
Individuals Receiving Financial Wellness Education and Services	863	610	895
Households Served through Holiday Giving Program	1626	1700	1650
Households Served at Bohrer Parent Resource Center	596	460	750
Households Receiving Interim Case Coordination	116	300	300
Households Receiving Housing Emergency Assistance Funds	29	30	30
Households Receiving Emergency Assistance Services	220	200	250
Households Participating in Short Term Housing Subsidy Program	5	5	5

# Activity Analysis Report - Adopted

## 1215 - Community Services

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$166,806	\$231,729	\$171,045	\$243,326	5.00%
505100 - Other taxable comp-multiling	\$1,350	\$2,080	\$2,080	\$2,080	0.00%
505200 - Other taxable comp-Gfit	\$105	\$0	\$105	\$315	0.00%
505300 - Other taxable comp-housing	\$3,000	\$3,600	\$300	\$0	-100.00%
507000 - Vacation & Sick Pay	\$3,238	\$0	\$0	\$0	0.00%
508000 - Salaries, Overtime	\$2,098	\$515	\$934	\$1,030	100.00%
509000 - Salaries, Part-Time Employee	\$10,526	\$8,523	\$7,651	\$8,608	1.00%
510000 - Social Security & Medicare T	\$14,184	\$18,419	\$13,550	\$19,352	5.07%
514000 - Group Insurance	\$21,345	\$48,277	\$33,811	\$43,463	-9.97%
514200 - Vision Plan	\$79	\$313	\$369	\$313	0.00%
515000 - Retirement Contribution (401	\$13,345	\$18,538	\$13,684	\$19,466	5.01%
515100 - Retirement Health Savings (	\$2,465	\$2,452	\$2,034	\$2,732	11.42%
516000 - Savings Plan Contribution (4	\$5,004	\$6,952	\$4,531	\$7,300	5.01%
519000 - Tuition Reimbursement	\$890	\$0	\$0	\$3,500	0.00%
521000 - Office Supplies	\$1,187	\$500	\$712	\$1,000	100.00%
522000 - General Operating Supplies	\$495	\$850	\$464	\$750	-11.76%
522500 - Program Activities	\$4,420	\$3,950	\$4,894	\$31,400	694.94%
525000 - Furniture & Fixtures		\$0		\$1,000	0.00%
526000 - Machinery & Equipment	\$1,457	\$0	\$896	\$3,150	0.00%
530000 - Accounting & Audit	\$60	\$0	\$40	\$60	0.00%
531500 - Software Licenses		\$0		\$0	0.00%
531600 - Software Maintenance Agree	\$1,111	\$1,020	\$1,005	\$1,170	14.71%
536000 - Miscellaneous Professional	\$5,222	\$4,880	\$3,998	\$5,400	10.66%
536100 - Temporary Employment Age		\$0		\$3,000	0.00%
536300 - Contract Cleaning Services	\$3,515	\$3,685	\$1,666	\$2,000	-45.73%
541000 - Advertising	\$1,675	\$2,000	\$385	\$1,000	-50.00%
542000 - Awards & Presentations	\$9,166	\$11,225	\$1,137	\$10,325	-8.02%
543000 - Contributions	\$898,149	\$967,250	\$674,769	\$1,018,383	5.29%
544000 - Professional Dues & Certifica	\$223	\$573	\$553	\$553	-3.49%
545000 - Magazines, Books & Resour	\$26	\$50	\$0	\$50	0.00%
546000 - Conference & Seminar Regis	\$0	\$500	\$965	\$800	60.00%
546300 - In-Service Training	\$0	\$500	\$519	\$500	0.00%
547000 - Travel Expense	\$29	\$0	\$381	\$200	0.00%
547100 - Travel Mileage Reimburse	\$236	\$500	\$232	\$500	0.00%
550000 - Electric	\$3,591	\$4,000	\$2,677	\$3,500	-12.50%
550200 - Water	\$922	\$2,000	\$687	\$2,000	0.00%
550700 - Recycling Services/Trash Co	\$151	\$220	\$50	\$200	-9.09%
551000 - Telephone (Landline)	\$1,919	\$2,000	\$1,277	\$1,930	-3.50%
551100 - Cellular Telephone	\$0	\$840	\$394	\$2,180	159.52%
553000 - Printing & Binding	\$542	\$600	\$581	\$1,500	150.00%
556000 - Postage	\$1,547	\$1,300	\$1,346	\$1,300	0.00%
560000 - Miscellaneous	\$39	\$500	\$526	\$500	0.00%

# Activity Analysis Report - Adopted

## 1215 - Community Services

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
572000 - Repair & Maintenance - Build	\$4,019	\$2,000	\$0	\$0	-100.00%
573000 - Repair & Maintenance - Mac	\$812	\$2,000	\$600	\$580	-71.00%
574000 - Repair & Maintenance - Vehi	\$0	\$0	\$36	\$0	0.00%
595000 - Furniture & Equipment	(\$1,577)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$2,170	\$1,705	\$1,705	\$1,680	-1.47%
<b>Personnel</b>	\$244,435	\$341,398	\$250,093	\$351,485	2.95%
<b>Operating Expenses</b>	\$940,512	\$1,012,943	\$700,791	\$1,094,931	8.09%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$593	\$1,705	\$1,705	\$1,680	-1.47%
<b>Total</b>	<b>\$1,185,539</b>	<b>\$1,356,046</b>	<b>\$952,589</b>	<b>\$1,448,096</b>	<b>6.79%</b>

## 1215 Community Services

### Expenditure Statement by Object

	Proposed 2015 - 2016	Adopted 2015 - 2016
<b>Personnel Services</b>		
501000 Salaries, Full-Time Employees	243,326	243,326
505100 Other taxable comp-multilingual	2,080	2,080
505200 Other taxable comp-Gfit	315	315
508000 Salaries, Overtime	1,030	1,030
509000 Salaries, Part-Time Employees	8,608	8,608
510000 Social Security & Medicare Taxes (FICA)	19,352	19,352
514000 Group Insurance	43,463	43,463
514200 Vision Plan	313	313
515000 Retirement Contribution (401A)	19,466	19,466
515100 Retirement Health Savings (RHS)	2,732	2,732
516000 Savings Plan Contribution (401K)	7,300	7,300
519000 Tuition Reimbursement	3,500	3,500
<b>Subtotal Personnel Services</b>	<b>351,485</b>	<b>351,485</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>		
DeSellum House (trash bags, paper products & cleaning supplies)	750	750
<i>Subtotal</i>	<b>750</b>	<b>750</b>
<b>522500 Program Activities</b>		
BANK ON and Financial Wellness Coalition Events	1,500	1,500
CHARACTER COUNTS! Community Events	800	800
City Advisory Committee Meetings and Activities	1,000	1,000
Gaithersburg Coalition of Providers Meetings and Trainings	600	600
Gaithersburg Interfaith Alliance Meeting	400	400
Holiday Giving Coalition Distribution Events	400	400
Holiday Giving pass through of donations	25,000	25,000
Landlord Appreciation Event	500	500
Mayor's Book Club and Book Festival	200	200
Principal/Counselor/PTA Meeting	1,000	1,000
<i>Subtotal</i>	<b>31,400</b>	<b>31,400</b>
<b>525000 Furniture &amp; Fixtures</b>		
Four Office Chairs	1,000	1,000
<i>Subtotal</i>	<b>1,000</b>	<b>1,000</b>
<b>526000 Machinery &amp; Equipment</b>		
Shredder (1/2 of expense shared with 1216 - Homeless Assistance)	150	150
Washer, Dryer, Freezers (2), Refrig., Dehumidifier (DeSellum)	3,000	3,000
<i>Subtotal</i>	<b>3,150</b>	<b>3,150</b>
<b>530000 Accounting &amp; Audit</b>		
	60	60
<i>Subtotal</i>	<b>60</b>	<b>60</b>

## 1215 Community Services

<b>531600 Software Maintenance Agreements</b>			
Maintenance - Software (Adobe Acrobat Professional) (2)	120	120	
Maintenance - Software (Microsoft CALs) (6)	1,050	1,050	
<i>Subtotal</i>		<b>1,170</b>	<b>1,170</b>
<b>536000 Miscellaneous Professional Services</b>			
Hoarding Task Force Service Contract	5,000	5,000	
Pest Control (DeSellum House)	400	400	
<i>Subtotal</i>		<b>5,400</b>	<b>5,400</b>
<b>536100 Temporary Employment Agency</b>			
Holiday Giving - Administrative Support (150 hrs at \$20/hr)	3,000	3,000	
<i>Subtotal</i>		<b>3,000</b>	<b>3,000</b>
<b>536300 Contract Cleaning Services</b>			
Contract Cleaning	2,000	2,000	
<i>Subtotal</i>		<b>2,000</b>	<b>2,000</b>
<b>541000 Advertising</b>			
Bank On Gaithersburg	500	500	
Programs & Events	500	500	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>542000 Awards &amp; Presentations</b>			
CHARACTER COUNTS! and GREAT Plaques	100	100	
CHARACTER COUNTS! Contests (Rev Offset \$1,200)	2,500	2,500	
CHARACTER COUNTS! Scholarships(Rev offset by \$5,937)	7,000	7,000	
Junior Mayor Contest Gift, Nametags and Plaque	125	125	
Mayors Book Club and Book Festival Awards	100	100	
Volunteer Recognition	500	500	
<i>Subtotal</i>		<b>10,325</b>	<b>10,325</b>
<b>543000 Contributions</b>			
CAFÉ Montgomery Training Event	250	250	
Ed Bohrer Parent Resource Center	75,000	75,000	
Housing Counseling Contract	31,000	31,000	
Martin Luther King, Jr. City Celebration and Volunteer Event	500	500	
NP Grants School Based Youth Programs	168,797	168,797	
NP Opportunity Grants	25,000	25,000	
NP RFP Contracts: Food, Health, Homelessness, Emergency Servi	650,000	650,000	
School Grants and GREAT	60,000	60,000	
School Lunch Subsidy (Gazette Donation Offsets \$2,000)	5,000	5,000	
School-Community United in Partnership Conf (Rev offset \$2,336)	2,836	2,836	
<i>Subtotal</i>		<b>1,018,383</b>	<b>1,018,383</b>
<b>544000 Professional Dues &amp; Certification Fees</b>			
Café Montgomery	100	100	
International Association of Administrative Professionals	153	153	
National CHARACTER COUNTS! Coalition	300	300	
<i>Subtotal</i>		<b>553</b>	<b>553</b>
<b>545000 Magazines, Books &amp; Resource Material</b>			
Community Needs and Committee Reference Materials	50	50	
<i>Subtotal</i>		<b>50</b>	<b>50</b>

## 1215 Community Services

<b>546000 Conference &amp; Seminar Registration</b>			
Training & Conference (Bank On and Financial Wellness, Social/	800	800	
<i>Subtotal</i>		<b>800</b>	<b>800</b>
<b>546300 In-Service Training</b>			
Mental Health Topics	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>547000 Travel Expense</b>			
	200	200	
<i>Subtotal</i>		<b>200</b>	<b>200</b>
<b>547100 Travel Mileage Reimbursement</b>			
Meetings	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</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	2,000	2,000	
<i>Subtotal</i>		<b>2,000</b>	<b>2,000</b>
<b>550700 Recycling Services/Trash Collection</b>			
DeSellum House	200	200	
<i>Subtotal</i>		<b>200</b>	<b>200</b>
<b>551000 Telephone (Landline)</b>			
Community Services Telephones	1,330	1,330	
DeSellum House Facility Telephone	600	600	
<i>Subtotal</i>		<b>1,930</b>	<b>1,930</b>
<b>551100 Cellular Telephone</b>			
Cell phone (2)	1,680	1,680	
Desellum House AirCard	500	500	
<i>Subtotal</i>		<b>2,180</b>	<b>2,180</b>
<b>553000 Printing &amp; Binding</b>			
Bank On	750	750	
General Community Outreach	750	750	
<i>Subtotal</i>		<b>1,500</b>	<b>1,500</b>
<b>556000 Postage</b>			
Community Outreach and Stakeholders Including Holiday Giving	1,300	1,300	
<i>Subtotal</i>		<b>1,300</b>	<b>1,300</b>
<b>560000 Miscellaneous</b>			
Promotional Items (Community Service give aways)	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>573000 Repair &amp; Maintenance - Machinery &amp; Equipment</b>			
Maintenance & Supplies - Copier (Ricoh MP 5002SP)	580	580	
<i>Subtotal</i>		<b>580</b>	<b>580</b>
<b>Subtotal Operating Expenses</b>		<b>1,094,931</b>	<b>1,094,931</b>

1215 Community Services

Capital Outlay

<b>595100 Furniture &amp; Equipment (Replacement)</b>		
Replacement - Computer Hardware (PC Monitors) (7)	85	85
Replacement - Computer Hardware (PC) (6)	1,410	1,410
Replacement - Point Of Sale Hardware	185	185
<i>Subtotal</i>	<b>1,680</b>	<b>1,680</b>
<b>Subtotal Capital Outlay</b>	<b>1,680</b>	<b>1,680</b>
<b>Total</b>	<b>1,448,096</b>	<b>1,448,096</b>

# Community and Public Relations

## 1216 - Homeless Assistance

**SERVICES PROVIDED:**

This activity funds the Wells/Robertson House program, providing transitional housing for homeless men and women in recovery from chemical addiction. Services include life skills, access to vocational training and job search skills, access to community resources, and linkages to entitlements, somatic and mental health services. The Homeless Assistance Division also provides homeless advocacy activities and street outreach services, including referrals and assistance to people living on the streets, and connecting individuals to drug and alcohol addiction treatment, mental health and social service programs. Case coordination is provided to formerly homeless families and individuals living in permanent supportive housing in Gaithersburg. Federal, State and County grants as well as contributions from the Friends of the Wells/Robertson House, Inc. (FWRH) and the community fund a portion of this activity.

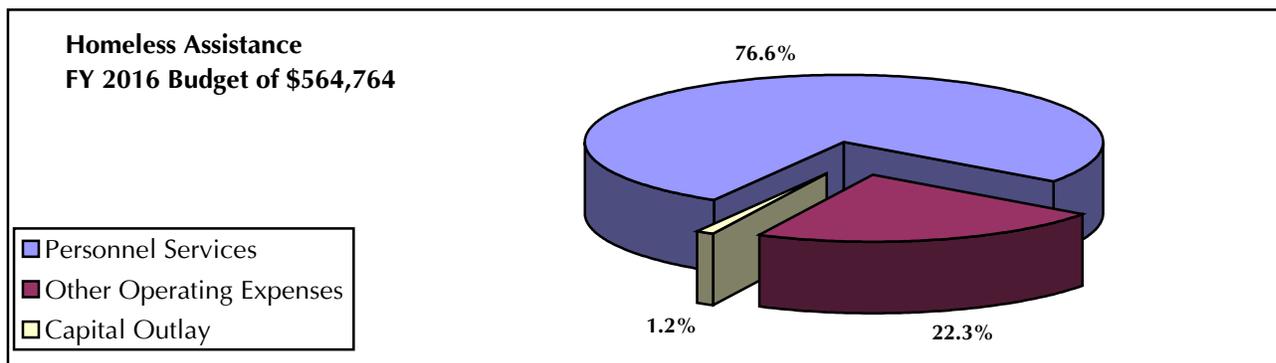
**WORK PLAN GOALS:**

- Develop and implement a total well-being program for the residents of Wells/Robertson House and DeSellum House, to include a Wellness Recovery Action Plan, an exercise program, a smoking cessation program, and education on diet and nutrition.
- Help residents break the cycle of addiction and homelessness and attain permanent supportive housing, including service coordination for up to five City residents living in permanent supportive housing through the Mont. Co. Housing Initiative Program.
- Provide case coordination to Wells/Robertson and DeSellum residents as well as homeless individuals engaged via street outreach and walk-ins to assess needs and link to substance abuse treatment and other social services.
- Utilize risk assessment strategies to help prioritize vulnerable homeless individuals, including Vulnerability Index Assessment and enhance service delivery through utilization of Housing First and Recovery Oriented Systems of Care (ROSC) models.

**SIGNIFICANT CHANGES:**

- No Significant Changes

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$392,549	\$437,483	\$432,462	\$432,462
Other Operating Expenses	135,057	120,015	125,672	125,672
Capital Outlay	7,080	4,133	6,630	6,630
<b>TOTAL</b>	<b>\$534,686</b>	<b>\$561,631</b>	<b>\$564,764</b>	<b>\$564,764</b>



Performance Measures	Actual	Budgeted	Projected
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## Community and Public Relations

### 1216 - Homeless Assistance

	2013 – 14	2014 – 15	2015 – 16
WRH residents attaining vocational training/career job development	7	10	12
WRH graduates in recovery and in stable housing one year after program completion	5/100%	5/100%	5/100%
Staff contacts with community partners to offer mental health, health, job training, and addiction aftercare services for WRH residents	150	150	150
No-income or non-fixed income WRH residents increasing monthly income to \$500/month upon program completion	7/80%	7/100%	8/100%
Homeless individuals/families served through Street Outreach program	65	60	60
Homeless individuals placed in inpatient addiction treatment	9	10	8

# Activity Analysis Report - Adopted

## 1216 - Homeless Assistance

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$190,573	\$235,615	\$167,346	\$242,265	2.82%
505100 - Other taxable comp-multiling	\$1,676	\$2,080	\$2,080	\$2,080	0.00%
505200 - Other taxable comp-Gfit	\$175	\$70	\$105	\$0	-100.00%
507000 - Vacation & Sick Pay	\$3,051	\$0	\$3,142	\$0	0.00%
508000 - Salaries, Overtime	\$1,283	\$258	\$356	\$266	3.10%
508500 - Salaries, Employment Agree	\$40,351	\$0	\$0	\$0	0.00%
509000 - Salaries, Part-Time Employee	\$77,897	\$94,077	\$63,322	\$82,614	-12.18%
510000 - Social Security & Medicare T	\$23,703	\$25,241	\$17,811	\$24,874	-1.45%
514000 - Group Insurance	\$25,821	\$51,467	\$22,357	\$46,831	-9.01%
514200 - Vision Plan	\$33	\$258	\$129	\$221	-14.34%
515000 - Retirement Contribution (401	\$15,246	\$18,849	\$13,087	\$19,381	2.82%
515100 - Retirement Health Savings (	\$0	\$0	\$2,554	\$3,162	0.00%
516000 - Savings Plan Contribution (4	\$5,708	\$7,068	\$4,017	\$7,268	2.83%
519000 - Tuition Reimbursement	\$0	\$2,500	\$2,500	\$3,500	40.00%
521000 - Office Supplies	\$600	\$1,000	\$774	\$1,300	30.00%
522000 - General Operating Supplies	\$458	\$0	\$159	\$0	0.00%
522500 - Program Activities	\$21,935	\$35,000	\$15,847	\$39,957	14.16%
525000 - Furniture & Fixtures	\$1,324	\$5,000	\$5,238	\$7,050	41.00%
526000 - Machinery & Equipment	\$1,008	\$500	\$295	\$1,150	130.00%
531500 - Software Licenses	\$449	\$0	\$0	\$0	0.00%
531600 - Software Maintenance Agree	\$900	\$1,050	\$1,050	\$1,400	33.33%
536000 - Miscellaneous Professional	\$17,875	\$25,575	(\$5,898)	\$25,035	-2.11%
536800 - Security Services	\$0	\$3,000	\$0	\$0	-100.00%
544000 - Professional Dues & Certifica	\$0	\$225	\$0	\$300	33.33%
545000 - Magazines, Books & Resour	\$0	\$65	\$0	\$50	-23.08%
546000 - Conference & Seminar Regis	\$0	\$0	\$0	\$0	0.00%
546300 - In-Service Training	\$0	\$500	\$0	\$500	0.00%
547100 - Travel Mileage Reimburse	\$0	\$100	\$0	\$100	0.00%
550000 - Electric	\$11,005	\$12,000	\$11,687	\$12,000	0.00%
550100 - Gas (Natural)	\$2,962	\$3,100	\$1,893	\$3,100	0.00%
550200 - Water	\$4,775	\$3,750	\$3,016	\$4,000	6.67%
551000 - Telephone (Landline)	\$2,907	\$3,200	\$2,294	\$2,820	-11.88%
551100 - Cellular Telephone	\$709	\$1,340	\$508	\$1,000	-25.37%
552500 - Vehicle & Equipment Gasolin	\$1,445	\$1,500	\$644	\$1,500	0.00%
553000 - Printing & Binding	\$47	\$0	\$15	\$100	0.00%
556000 - Postage	\$58	\$60	\$20	\$60	0.00%
560000 - Miscellaneous	\$15,510	\$15,550	\$7,762	\$15,550	0.00%
572000 - Repair & Maintenance - Build	\$4,484	\$5,000	\$3,681	\$6,200	24.00%
573000 - Repair & Maintenance - Mac	\$1,352	\$1,500	\$780	\$1,500	0.00%
574000 - Repair & Maintenance - Vehi	\$294	\$1,000	\$223	\$1,000	0.00%
595000 - Furniture & Equipment	(\$1,149)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$2,180	\$1,990	\$1,990	\$2,345	17.84%

# Activity Analysis Report - Adopted

## 1216 - Homeless Assistance

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
596000 - Vehicles & Equipment	(\$4,900)	\$0	\$0	\$0	0.00%
596100 - Vehicles & Equipment (Repl	\$4,900	\$2,143	\$2,143	\$4,285	99.95%
<b>Personnel</b>	\$385,516	\$437,483	\$298,805	\$432,462	-1.15%
<b>Operating Expenses</b>	\$90,095	\$120,015	\$49,988	\$125,672	4.71%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$1,031	\$4,133	\$4,133	\$6,630	60.42%
<b>Total</b>	<b>\$476,642</b>	<b>\$561,631</b>	<b>\$352,926</b>	<b>\$564,764</b>	<b>0.56%</b>

**1216 Homeless Assistance**

<b>Expenditure Statement by Object</b>	<b>Proposed 2015 - 2016</b>	<b>Adopted 2015 - 2016</b>
<b>Personnel Services</b>		
501000 Salaries, Full-Time Employees	242,265	242,265
505100 Other taxable comp-multilingual	2,080	2,080
508000 Salaries, Overtime	266	266
509000 Salaries, Part-Time Employees	82,614	82,614
510000 Social Security & Medicare Taxes (FICA)	24,874	24,874
514000 Group Insurance	46,831	46,831
514200 Vision Plan	221	221
515000 Retirement Contribution (401A)	19,381	19,381
515100 Retirement Health Savings (RHS)	3,162	3,162
516000 Savings Plan Contribution (401K)	7,268	7,268
519000 Tuition Reimbursement	3,500	3,500
<b>Subtotal Personnel Services</b>	<b>432,462</b>	<b>432,462</b>

**Operating Expenses**

<b>521000 Office Supplies</b>		
Miscellaneous Office Supplies	300	300
Printer Cartridges	1,000	1,000
<i>Subtotal</i>	<b>1,300</b>	<b>1,300</b>
<b>522500 Program Activities</b>		
Aftercare Workshops (FWRH Offsets \$6,500)	6,500	6,500
Community Building Activities & Recovery Month (FWRH Offset	9,000	9,000
Contingency Fund for Wells residents (FWRH Offsets \$9000)	9,000	9,000
Emergency Gap Healthcare (FWRH Offsets \$3,000)	3,000	3,000
Program Supplies & Expenses (County Grant Offsets \$4,957)	4,957	4,957
Vocational and Career Counseling Services (FWRH Offsets \$7,500	7,500	7,500
<i>Subtotal</i>	<b>39,957</b>	<b>39,957</b>
<b>525000 Furniture &amp; Fixtures</b>		
Replace Blinds on Five Bedroom Windows	250	250
Replace Large Area Rugs in Two Front Rooms	800	800
System Furniture for Two Staff Members	6,000	6,000
<i>Subtotal</i>	<b>7,050</b>	<b>7,050</b>
<b>526000 Machinery &amp; Equipment</b>		
Miscellaneous Computer Supplies	500	500
Printer/scanner/fax	500	500
Shredder (1/2 of cost shared with 1215 - Community Services)	150	150
<i>Subtotal</i>	<b>1,150</b>	<b>1,150</b>
<b>531600 Software Maintenance Agreements</b>		
Maintenance - Software (Microsoft CALs) (8)	1,400	1,400
<i>Subtotal</i>	<b>1,400</b>	<b>1,400</b>
<b>536000 Miscellaneous Professional Services</b>		
Addiction Treatment (HUD Grant Offsets \$21,506)	23,460	23,460
Pest Control	1,575	1,575
<i>Subtotal</i>	<b>25,035</b>	<b>25,035</b>

## 1216 Homeless Assistance

<b>544000 Professional Dues &amp; Certification Fees</b>			
Professional Counselor Certification	300	300	
<i>Subtotal</i>		<b>300</b>	<b>300</b>
<b>545000 Magazines, Books &amp; Resource Material</b>			
Grapevine Magazine (Alcoholics Anonymous Publication)	50	50	
<i>Subtotal</i>		<b>50</b>	<b>50</b>
<b>546300 In-Service Training</b>			
Staff Development Workshops	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>547100 Travel Mileage Reimbursement</b>			
Coordination Meetings & Street Outreach	100	100	
<i>Subtotal</i>		<b>100</b>	<b>100</b>
<b>550000 Electric</b>			
HUD Grant Offsets (\$11,000)	12,000	12,000	
<i>Subtotal</i>		<b>12,000</b>	<b>12,000</b>
<b>550100 Gas (Natural)</b>			
HUD Grant Offsets (\$3,010)	3,100	3,100	
<i>Subtotal</i>		<b>3,100</b>	<b>3,100</b>
<b>550200 Water</b>			
HUD Grant Offsets (\$2,900)	4,000	4,000	
<i>Subtotal</i>		<b>4,000</b>	<b>4,000</b>
<b>551000 Telephone (Landline)</b>			
Telephone	2,820	2,820	
<i>Subtotal</i>		<b>2,820</b>	<b>2,820</b>
<b>551100 Cellular Telephone</b>			
Street Outreach (HUD Grant Offsets \$500)	1,000	1,000	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>552500 Vehicle &amp; Equipment Gasoline Expense</b>			
Program Van (HUD Grant Offsets \$1,000)	1,500	1,500	
<i>Subtotal</i>		<b>1,500</b>	<b>1,500</b>
<b>553000 Printing &amp; Binding</b>			
Miscellaneous Printing for Outreach and Education	100	100	
<i>Subtotal</i>		<b>100</b>	<b>100</b>
<b>556000 Postage</b>			
Advertising, Mailings, Solicitations	60	60	
<i>Subtotal</i>		<b>60</b>	<b>60</b>
<b>560000 Miscellaneous</b>			
Food (HUD Grant Offsets \$11,500)	15,550	15,550	
<i>Subtotal</i>		<b>15,550</b>	<b>15,550</b>

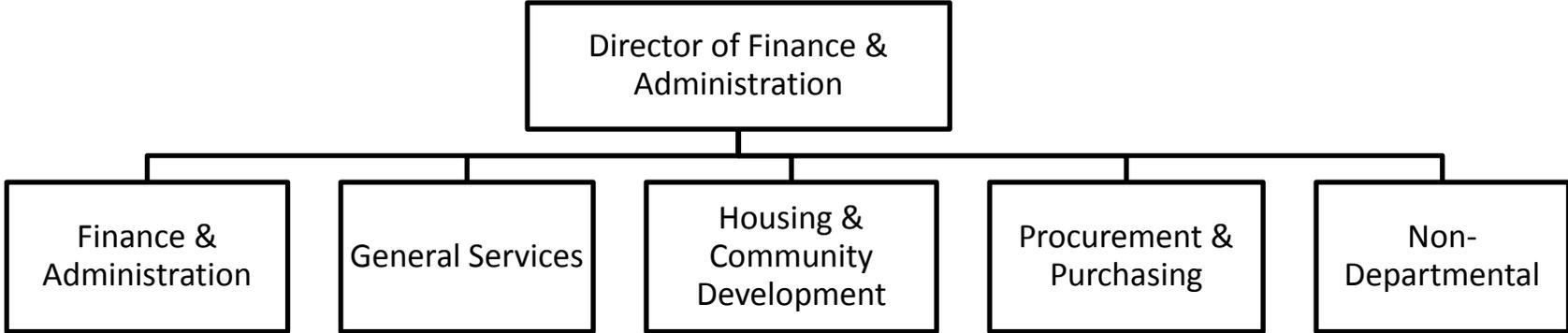
**1216 Homeless Assistance**

<b>572000 Repair &amp; Maintenance - Buildings &amp; Facilities</b>			
Hardwood Floor and Staircase Refinishing	1,200	1,200	
Miscellaneous Repairs to Facility (HUD Grant offsets \$5,000)	5,000	5,000	
<i>Subtotal</i>		<b>6,200</b>	<b>6,200</b>
<b>573000 Repair &amp; Maintenance - Machinery &amp; Equipment</b>			
Program Appliances (HUD Offsets \$119 for Washing Machine)	1,500	1,500	
<i>Subtotal</i>		<b>1,500</b>	<b>1,500</b>
<b>574000 Repair &amp; Maintenance - Vehicles</b>			
Vehicle Maintenance (1 Unit)	1,000	1,000	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>Subtotal Operating Expenses</b>		<b>125,672</b>	<b>125,672</b>

**Capital Outlay**

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC Monitors) (8)	2,110	2,110	
Replacement - Computer Hardware (PC) (9)	160	160	
Replacement - Printer (Brother MFC-7860)	75	75	
<i>Subtotal</i>		<b>2,345</b>	<b>2,345</b>
<b>596100 Vehicles &amp; Equipment (Replacement)</b>			
Vehicle Replacement (1 Unit)	4,285	4,285	
<i>Subtotal</i>		<b>4,285</b>	<b>4,285</b>
<b>Subtotal Capital Outlay</b>		<b>6,630</b>	<b>6,630</b>
<b>Total</b>		<b>564,764</b>	<b>564,764</b>

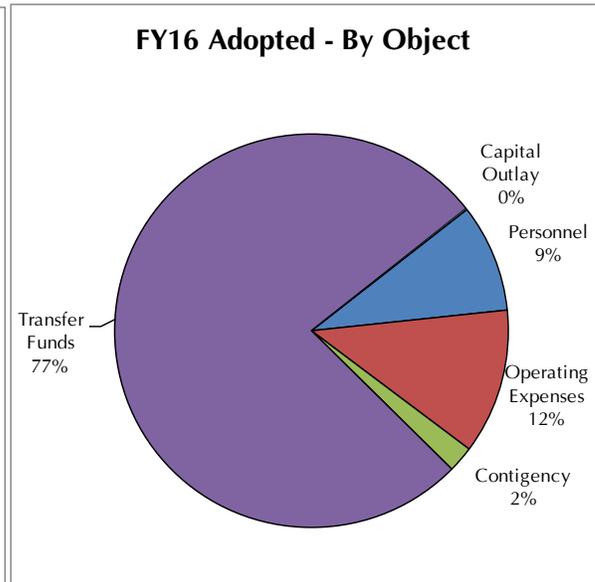
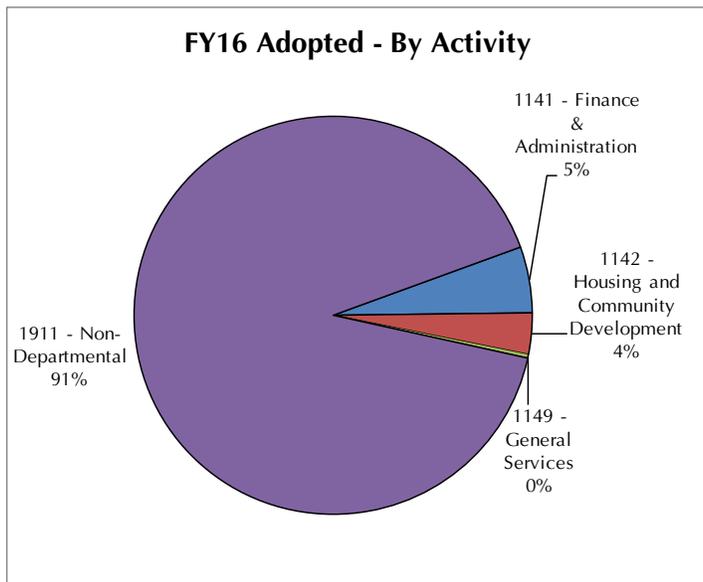
# DEPARTMENT OF FINANCE & ADMINISTRATION





# FINANCE AND ADMINISTRATION DEPARTMENT OVERVIEW

Budget Summary	FY14 Actual	FY14 Budget	FY15 Budget	FY16 Adopted	% Chg
<b>By Activity</b>					
1141 - Finance & Administration	\$ 1,116,614	\$ 1,196,780	\$ 1,206,811	\$ 1,251,124	3.67%
1142 - Housing and Community Development	494,273	1,090,843	888,572	785,139	-11.64%
1149 - General Services	43,538	182,150	114,174	72,032	-36.91%
1911 - Non-Departmental	<u>11,643,445</u>	<u>12,264,225</u>	<u>14,014,526</u>	<u>21,269,458</u>	<u>51.77%</u>
Total	<u>\$13,297,869</u>	<u>\$14,733,998</u>	<u>\$16,224,083</u>	<u>\$23,377,753</u>	<u>44.09%</u>



Budget Summary	FY14 Actual	FY14 Budget	FY15 Budget	FY16 Adopted	% Chg
<b>By Object</b>					
Personnel	\$ 1,692,630	\$ 2,451,676	\$ 2,263,872	\$ 2,077,056	-8.25%
Operating Expenses	3,231,498	3,811,242	3,665,887	2,788,170	-23.94%
Contingency	127,075	500,000	500,000	500,000	0.00%
Transfer Funds	8,240,000	7,840,000	9,700,000	17,991,000	85.47%
Capital Outlay	6,665	131,080	94,324	21,527	-77.18%
Total	<u>\$13,297,869</u>	<u>\$14,733,998</u>	<u>\$16,224,083</u>	<u>\$23,377,753</u>	<u>44.04%</u>

# FINANCE AND ADMINISTRATION STAFFING SUMMARY BY POSITION

<b>1141 - Finance &amp; Administration</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 15</b>
Director of Finance & Administration	1	1	1
Comptroller	1	1	1
Chief Accountant	1	1	1
Procurement Manager	0	1	1
Procurement Officer	1	0	0
Staff Accountant	1	1	1
Payroll Coordinator	0	1	1
Accounting Specialist	2	1	1
Senior Accounting Technician	1	1	1
Administrative Assistant III	1	0	0
Administrative Assistant I/F&A	0	1	1
Part-Time Personnel	0.5	0.5	0.5
<b>Subtotal</b>	<b>9.5</b>	<b>9.5</b>	<b>9.5</b>

<b>1142 - Housing &amp; Community Development</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Housing & Community Development Chief	1	1	1
Part-Time Personnel	0.5	0.5	0.5
<b>Subtotal</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>

<b>1149 - General Services</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
None	0	0	0

<b>1911 - Non-Departmental</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
None	0	0	0

<b>TOTAL</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Full-Time Personnel	10	10	10
Employment Agreement Personnel	0	0	0
Part-Time Personnel	1	1	1
	<b>11</b>	<b>11</b>	<b>11</b>

**SERVICES PROVIDED:**

The Finance & Administration Department is responsible for overseeing and preserving the fiscal stability of the City and safeguarding City assets, as well as providing reporting and analysis to departments and external customers. The department maintains the highest standards in governmental accounting, management and financial reporting. Finance and Administration prepares the City's Annual budget, processes all City disbursements to vendors and through payroll, and implements fiscal policy as directed by the City Manager.

**WORK PLAN GOALS:**

- 
- 
- Assess current financial policies and practices, with specific attention to the travel, cell phone and procurement policies; provide recommendations for potential policy revisions or clarifications.
- Complete an organization-wide risk assessment to help identify potential ways to reduce organizational risk and to aid in the development of an internal audit plan.
- Develop a plan for the creation of an accounting procedures manual.
- Develop and bring to City Manager, Mayor and City Council recommendations for a revised investment policy and implementation strategy.
- Ensure department staff continue to develop their skills and knowledge through both individual attendance at conferences and seminars as well as bring-in speakers for team training.
- Evaluate options for budget software replacement either in FY16 or FY17.
- Work with the City's auditors to bring preparation of the City's Comprehensive Annual Financial Report (CAFR) in-house and maintain GFOA's Certificate of Excellence in Financial Reporting.
- Working with the City Manager's office continue to publish a budget document that meets Government Finance Officers Association's (GFOA's) criteria to hold the Distinguished Budget Award.

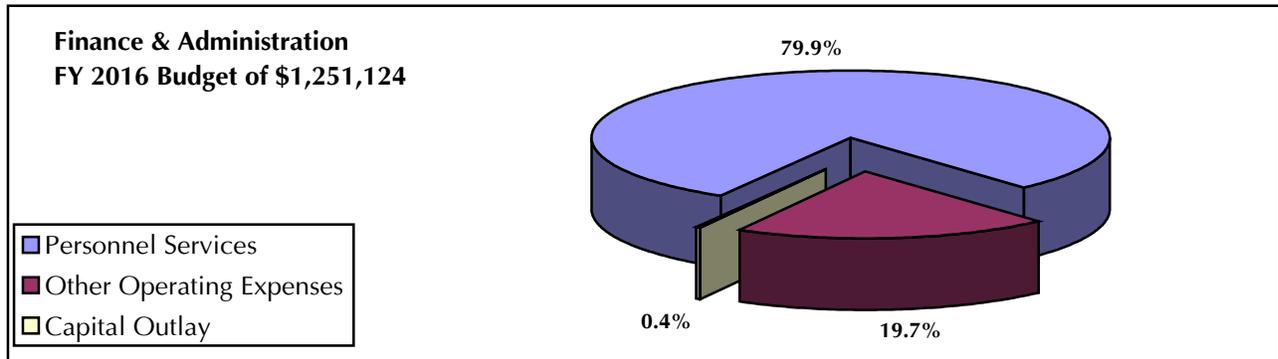
**SIGNIFICANT CHANGES:**

- Information Technology (IT) Services was reduced by \$8,200 to better reflect actual expenses associated with the ADP payroll service.
- Miscellaneous Professional Services increased by \$54,050 due to the addition of investment advisory services. Fee estimate is based on expected deployment of \$67,000,000 in investable funds with a fee of 8bps (0.08%). Revenue increase in interest income supporting this change is expected to be \$180,000.
- Software (Replacement) decreased by \$50,000 as adequate reserves exist for the replacement of the accounting software program.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$939,666	\$952,581	\$1,000,184	\$1,000,184
Other Operating Expenses	201,654	200,480	246,425	246,425
Capital Outlay	55,460	53,750	4,515	4,515
<b>TOTAL</b>	<b>\$1,196,780</b>	<b>\$1,206,811</b>	<b>\$1,251,124</b>	<b>\$1,251,124</b>

# Finance and Administration

## 1141 - Finance & Administration



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Respond to MUNIS calls for assistance within 48 hours	100%	100%	100%
Number of payroll check/e-voucher issued	13419	13,800	13,500
Number of new internal control implementations	6	6	5
Number of Munis workshop/Financial Policies trainings	7	7	7
Number of consecutive years receiving GFOA Distinguished Budget Award	12	13	14
Number of consecutive years receiving GFOA Certificate of Achievement for Excellence in Financial Reporting	36	37	38
Number of cash audits completed	14	14	14
Number of accounts payable invoices paid	13,229	12,000	14,000
Number of accounting procedure audits completed	12	12	12

# Activity Analysis Report - Adopted

## 1141 - Finance & Administration

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$702,903	\$688,575	\$459,917	\$733,395	6.51%
505100 - Other taxable comp-multiling	\$0	\$2,080	\$2,080	\$2,080	0.00%
505200 - Other taxable comp-Gfit	\$705	\$1,020	\$362	\$1,047	2.65%
505300 - Other taxable comp-housing	\$2,400	\$0	\$0	\$0	0.00%
507000 - Vacation & Sick Pay	\$22,861	\$0	\$17,413	\$0	0.00%
508000 - Salaries, Overtime	\$1,880	\$2,060	\$451	\$1,030	-50.00%
509000 - Salaries, Part-Time Employee	\$11,721	\$13,015	\$12,548	\$13,635	4.76%
510000 - Social Security & Medicare T	\$52,455	\$53,829	\$35,054	\$57,227	6.31%
514000 - Group Insurance	\$69,886	\$99,115	\$64,459	\$94,439	-4.72%
514200 - Vision Plan	\$38	\$589	\$321	\$589	0.00%
515000 - Retirement Contribution (401	\$50,654	\$55,086	\$36,794	\$58,672	6.51%
515100 - Retirement Health Savings (	\$7,329	\$7,355	\$4,067	\$5,463	-25.72%
516000 - Savings Plan Contribution (4	\$17,434	\$20,657	\$13,272	\$22,002	6.51%
519000 - Tuition Reimbursement	\$2,838	\$9,200	\$11,235	\$10,605	15.27%
521000 - Office Supplies	\$3,386	\$3,000	\$2,345	\$3,000	0.00%
522000 - General Operating Supplies	\$1,761	\$3,000	\$377	\$2,000	-33.33%
525000 - Furniture & Fixtures	\$655	\$1,740	\$440	\$1,000	-42.53%
526000 - Machinery & Equipment	\$0	\$1,000	\$3,951	\$1,000	0.00%
530000 - Accounting & Audit	\$49,162	\$50,000	\$45,125	\$46,700	-6.60%
531000 - Information Technology (IT)	\$43,022	\$50,000	\$37,269	\$41,800	-16.40%
531500 - Software Licenses	\$685	\$0	\$0	\$0	0.00%
531600 - Software Maintenance Agree	\$54,796	\$58,580	\$57,091	\$59,305	1.24%
536000 - Miscellaneous Professional	\$380	\$3,300	\$1,279	\$57,350	1637.88%
541000 - Advertising	\$1,230	\$3,500	\$0	\$1,500	-57.14%
542000 - Awards & Presentations	\$925	\$1,000	\$1,425	\$1,000	0.00%
544000 - Professional Dues & Certifica	\$2,470	\$3,000	\$2,685	\$2,780	-7.33%
545000 - Magazines, Books & Resour	\$133	\$750	\$253	\$500	-33.33%
546000 - Conference & Seminar Regis	\$5,681	\$5,770	\$4,085	\$9,840	70.54%
547000 - Travel Expense	\$3,816	\$5,500	\$1,197	\$10,000	81.82%
547100 - Travel Mileage Reimburesem	\$232	\$300	\$399	\$1,350	350.00%
551000 - Telephone (Landline)	\$103	\$0	\$0	\$0	0.00%
551100 - Cellular Telephone	\$437	\$1,680	\$472	\$660	-60.71%
553000 - Printing & Binding	\$20	\$250	\$75	\$0	-100.00%
556000 - Postage	\$3,755	\$3,500	\$2,836	\$4,000	14.29%
556500 - Messenger Services	\$0	\$250	\$56	\$0	-100.00%
560000 - Miscellaneous	\$1,894	\$1,250	\$769	\$1,250	0.00%
561000 - Local, In-Services Meals	\$0	\$250	\$0	\$250	0.00%
567000 - Rental & Use Charges	\$24	\$0	\$52	\$0	0.00%
573000 - Repair & Maintenance - Mac	\$1,797	\$2,860	\$1,328	\$1,140	-60.14%
592000 - Software	(\$50,000)	\$0	\$0	\$0	0.00%
592100 - Software (Replacement)	\$50,000	\$50,000	\$50,000	\$0	-100.00%
595000 - Furniture & Equipment	(\$8,314)	\$0	\$0	\$0	0.00%

# Activity Analysis Report - Adopted

## 1141 - Finance & Administration

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
595100 - Furniture & Equipment (Repl	\$5,460	\$3,750	\$3,750	\$4,515	20.40%
<b>Personnel</b>	\$943,103	\$952,581	\$657,974	\$1,000,184	5.00%
<b>Operating Expenses</b>	\$176,364	\$200,480	\$163,509	\$246,425	22.92%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	(\$2,854)	\$53,750	\$53,750	\$4,515	-91.60%
<b>Total</b>	<b>\$1,116,614</b>	<b>\$1,206,811</b>	<b>\$875,233</b>	<b>\$1,251,124</b>	<b>3.67%</b>

**1141 Finance & Administration**

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
<b>Personnel Services</b>		
501000 Salaries, Full-Time Employees	733,395	733,395
505100 Other taxable comp-multilingual	2,080	2,080
505200 Other taxable comp-Gfit	1,047	1,047
508000 Salaries, Overtime	1,030	1,030
509000 Salaries, Part-Time Employees	13,635	13,635
510000 Social Security & Medicare Taxes (FICA)	57,227	57,227
514000 Group Insurance	94,439	94,439
514200 Vision Plan	589	589
515000 Retirement Contribution (401A)	58,672	58,672
515100 Retirement Health Savings (RHS)	5,463	5,463
516000 Savings Plan Contribution (401K)	22,002	22,002
519000 Tuition Reimbursement	10,605	10,605
<b>Subtotal Personnel Services</b>	<b>1,000,184</b>	<b>1,000,184</b>

**Operating Expenses**

<b>521000 Office Supplies</b>		
Office supplies	3,000	3,000
<i>Subtotal</i>	<b>3,000</b>	<b>3,000</b>
<b>522000 General Operating Supplies</b>		
Payroll and Accounts payable supplies	2,000	2,000
<i>Subtotal</i>	<b>2,000</b>	<b>2,000</b>
<b>525000 Furniture &amp; Fixtures</b>		
Furniture - replacement furniture	1,000	1,000
<i>Subtotal</i>	<b>1,000</b>	<b>1,000</b>
<b>526000 Machinery &amp; Equipment</b>		
Miscellaneous Computer Supplies	1,000	1,000
<i>Subtotal</i>	<b>1,000</b>	<b>1,000</b>
<b>530000 Accounting &amp; Audit</b>		
Annual City Audit	46,700	46,700
<i>Subtotal</i>	<b>46,700</b>	<b>46,700</b>
<b>531000 Information Technology (IT) Services</b>		
Service - Payroll Software and Processing (ADP PayXpert)	41,800	41,800
<i>Subtotal</i>	<b>41,800</b>	<b>41,800</b>
<b>531600 Software Maintenance Agreements</b>		
Maintenance - Software (Adobe Acrobat Professional) (1)	60	60
Maintenance - Software (Adobe Acrobat Professional) (2)	120	120
Maintenance - Software (Kronos)	23,000	23,000
Maintenance - Software (Microsoft CALs) (11)	1,925	1,925
Maintenance - Software (MUNIS GUI)	900	900
Maintenance - Software (MUNIS OSDBA)	6,300	6,300
Maintenance - Software (MUNIS)	27,000	27,000
<i>Subtotal</i>	<b>59,305</b>	<b>59,305</b>

## 1141 Finance & Administration

<b>536000 Miscellaneous Professional Services</b>			
Investment advisor services	54,000	54,000	
Munis Services	2,000	2,000	
Risk Management Service (Procurement)	1,200	1,200	
Shedder Services	150	150	
<i>Subtotal</i>		<b>57,350</b>	<b>57,350</b>
<b>541000 Advertising</b>			
Publication of budget & constant yield notices	1,500	1,500	
<i>Subtotal</i>		<b>1,500</b>	<b>1,500</b>
<b>542000 Awards &amp; Presentations</b>			
GFOA Application for Budget Award	500	500	
GFOA Application for CAFR Award	500	500	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>544000 Professional Dues &amp; Certification Fees</b>			
American Institute of CPA's (1)	235	235	
American Payroll Association (1)	260	260	
Association of Certified Fraud Examiners (2)	360	360	
Charm City Payroll (1)	70	70	
CPA Certifications (3)	200	200	
GFOA	600	600	
Institute of Internal Audit (2)	260	260	
Maryland CPA Membership (1)	325	325	
Maryland Public Purchasing Association (MPPA) (1)	100	100	
MDGFOA (4)	140	140	
National Institute of Government Purchasing (1)	185	185	
Next Level Purchasing Association (1)	45	45	
<i>Subtotal</i>		<b>2,780</b>	<b>2,780</b>
<b>545000 Magazines, Books &amp; Resource Material</b>			
Accounting, Auditing and Purchasing related material	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>546000 Conference &amp; Seminar Registration</b>			
ADP, Internal Audit and other TBD (11)	3,100	3,100	
GFOA (3)	1,140	1,140	
Kronos (1)	1,650	1,650	
MACPA (5)	1,250	1,250	
MDGFOA (6)	1,000	1,000	
MUNIS Training and Annual Conference (1)	800	800	
National Institute of Government Purchasing Forum (1)	900	900	
<i>Subtotal</i>		<b>9,840</b>	<b>9,840</b>
<b>547000 Travel Expense</b>			
GFOA conference (3)	5,800	5,800	
Kronos Conference	1,000	1,000	
MDGFOA Annual Conference (2)	800	800	
Munis Conference	1,000	1,000	
Purchasing Conference	1,400	1,400	
<i>Subtotal</i>		<b>10,000</b>	<b>10,000</b>

## 1141 Finance & Administration

<b>547100 Travel Mileage Reimbursement</b>			
ADP and other TBD	200	200	
Internal audit	300	300	
MACPA	250	250	
MDGFOA (6)	600	600	
<i>Subtotal</i>		<b>1,350</b>	<b>1,350</b>
<b>551100 Cellular Telephone</b>			
Cell Phone (1 & \$55 / month)	660	660	
<i>Subtotal</i>		<b>660</b>	<b>660</b>
<b>556000 Postage</b>			
Vendor Checks, W-2's, 1099's, Budgets & CAFR's	4,000	4,000	
<i>Subtotal</i>		<b>4,000</b>	<b>4,000</b>
<b>560000 Miscellaneous</b>			
Miscellaneous	1,250	1,250	
<i>Subtotal</i>		<b>1,250</b>	<b>1,250</b>
<b>561000 Local, In-Services Meals</b>			
Team meeting meals over lunch (3)	250	250	
<i>Subtotal</i>		<b>250</b>	<b>250</b>
<b>573000 Repair &amp; Maintenance - Machinery &amp; Equipment</b>			
Maintenance - Check Signing Machine	360	360	
Maintenance & Supplies - Copier (Ricoh MP 5002SP)	780	780	
<i>Subtotal</i>		<b>1,140</b>	<b>1,140</b>
<b>Subtotal Operating Expenses</b>		<b>246,425</b>	<b>246,425</b>

## Capital Outlay

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC Monitors) (17)	685	685	
Replacement - Computer Hardware (PC) (11)	1,970	1,970	
Replacement - Printer (HP LaserJet M602x)	495	495	
Replacement - Scanners (6)	1,365	1,365	
<i>Subtotal</i>		<b>4,515</b>	<b>4,515</b>
<b>Subtotal Capital Outlay</b>		<b>4,515</b>	<b>4,515</b>
<b>Total</b>		<b>1,251,124</b>	<b>1,251,124</b>

**SERVICES PROVIDED:**

The Division of Housing and Community Development is responsible for implementing the City's Affordable Housing Program for both homeownership and rental units in new construction. Staff oversees the administration of the down payment and closing cost assistance program, using Federal and local dollars. Other 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.

**WORK PLAN GOALS:**

- Act as point of contact with County, State and Federal agencies on funding initiatives.
- Administer closing cost and down payment assistance program.
- Assist all departments with applying for and implementing grant-funded projects.
- Assist Public Works Department in monitoring grant-funded construction and rehabilitation projects.
- Develop a program for City Manager, Mayor and City Council consideration to utilize existing housing initiatives fund.
- Seek increased grant funding in support of City objectives.
- Support planning staff and development community to ensure that affordable housing requirements are fully met.

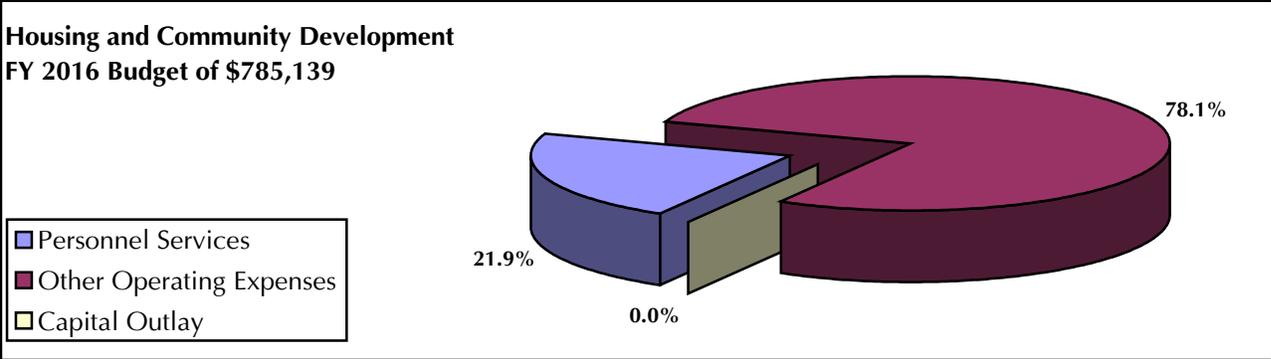
**SIGNIFICANT CHANGES:**

- Contribution decreased by \$377,000 because FY15 Budget included \$400,000 for Housing Initiative Fund. It is expected funds will be deployed as loans rather than grants which are not considered to be expenditures.
- Homeownership increased by \$256,500 to reflect the exponential growth in the GHALP program using both increased HUD funds (\$210,000) and City funds (\$240,000).
- Professional Services increased by \$8,000 to reflect consulting services that will assist the City develop a Language Access Plan to ensure that households with limited english have access to our programs. This is required for any CDBG grantee with a certain percentage of limited english proficient residents.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$152,328	\$163,567	\$171,714	\$171,714
Other Operating Expenses	938,145	724,855	613,340	613,340
Capital Outlay	370	150	85	85
<b>TOTAL</b>	<b>\$1,090,843</b>	<b>\$888,572</b>	<b>\$785,139</b>	<b>\$785,139</b>

# Finance and Administration

## 1142 - Housing and Community Development



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Number of rental WFHUs tracked		25	81
Number of rental MPDU tracked	116	264	264
Number of MPDUs/WFHUS sold	6	30	3
Number of grants awarded	5	5	2
Number of closing cost loans issued	12	54	30
Number of CDBG projects completed	4	3	3

# Activity Analysis Report - Adopted

## 1142 - Housing and Community Development

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employe	\$98,821	\$107,356	\$81,029	\$110,576	3.00%
507000 - Vacation & Sick Pay	\$8,018	\$0	\$4,129	\$0	0.00%
509000 - Salaries, Part-Time Employe	\$7,103	\$26,970	\$10,597	\$29,896	10.85%
510000 - Social Security & Medicare T	\$8,723	\$10,276	\$7,340	\$10,746	4.57%
514000 - Group Insurance	\$6,688	\$7,119	\$5,584	\$8,296	16.53%
514200 - Vision Plan	\$0	\$37	\$0	\$37	0.00%
515000 - Retirement Contribution (401	\$8,226	\$8,588	\$6,392	\$8,846	3.00%
516000 - Savings Plan Contribution (4	\$3,085	\$3,221	\$2,397	\$3,317	2.98%
521000 - Office Supplies	\$775	\$200	\$118	\$200	0.00%
522000 - General Operating Supplies	\$1,116	\$265	\$0	\$300	13.21%
525000 - Furniture & Fixtures	\$296	\$400	\$0	\$1,000	150.00%
526000 - Machinery & Equipment	\$1,832	\$500	\$179	\$500	0.00%
531500 - Software Licenses	\$1,139	\$0	\$0	\$0	0.00%
531600 - Software Maintenance Agree	\$255	\$420	\$405	\$470	11.90%
536000 - Miscellaneous Professional	\$27,810	\$22,500	\$12,620	\$30,500	35.56%
541000 - Advertising	\$869	\$1,750	\$2,153	\$1,750	0.00%
543000 - Contributions	\$104,009	\$499,720	\$6,995	\$122,720	-75.44%
544000 - Professional Dues & Certifica	\$300	\$0	\$200	\$0	0.00%
545000 - Magazines, Books & Resour	\$0	\$300	\$0	\$250	-16.67%
546000 - Conference & Seminar Regis	\$75	\$2,000	\$511	\$2,400	20.00%
547000 - Travel Expense	\$109	\$2,000	\$965	\$2,000	0.00%
547100 - Travel Mileage Reimbursem	\$112	\$500	\$32	\$500	0.00%
553000 - Printing & Binding	\$15	\$200	\$0	\$100	-50.00%
556000 - Postage	\$60	\$250	\$47	\$250	0.00%
556500 - Messenger Services	\$263	\$350	\$296	\$400	14.29%
560000 - Miscellaneous	\$1,396	\$0	\$0	\$0	0.00%
562000 - Homeownership Assistance	\$213,059	\$193,500	\$695,457	\$450,000	132.56%
595000 - Furniture & Equipment	(\$251)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$370	\$150	\$150	\$85	-43.33%
<b>Personnel</b>	\$140,663	\$163,567	\$117,468	\$171,714	4.98%
<b>Operating Expenses</b>	\$353,490	\$724,855	\$719,979	\$613,340	-15.38%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$119	\$150	\$150	\$85	-43.33%
<b>Total</b>	<b>\$494,273</b>	<b>\$888,572</b>	<b>\$837,596</b>	<b>\$785,139</b>	<b>-11.64%</b>

## 1142 Housing and Community Development

### Expenditure Statement by Object

	Proposed 2015 - 2016	Adopted 2015 - 2016
<b>Personnel Services</b>		
501000 Salaries, Full-Time Employees	110,576	110,576
509000 Salaries, Part-Time Employees	29,896	29,896
510000 Social Security & Medicare Taxes (FICA)	10,746	10,746
514000 Group Insurance	8,296	8,296
514200 Vision Plan	37	37
515000 Retirement Contribution (401A)	8,846	8,846
516000 Savings Plan Contribution (401K)	3,317	3,317
<b>Subtotal Personnel Services</b>	<b>171,714</b>	<b>171,714</b>

### Operating Expenses

<b>521000 Office Supplies</b>		
office supplies	200	200
<i>Subtotal</i>	<b>200</b>	<b>200</b>
<b>522000 General Operating Supplies</b>		
operating supplies	300	300
<i>Subtotal</i>	<b>300</b>	<b>300</b>
<b>525000 Furniture &amp; Fixtures</b>		
Office Furniture for part-time staff	1,000	1,000
<i>Subtotal</i>	<b>1,000</b>	<b>1,000</b>
<b>526000 Machinery &amp; Equipment</b>		
Miscellaneous Computer Supplies	500	500
<i>Subtotal</i>	<b>500</b>	<b>500</b>
<b>531600 Software Maintenance Agreements</b>		
Maintenance - Software (Adobe Acrobat Professional) (2)	120	120
Maintenance - Software (Microsoft CALs) (2)	350	350
<i>Subtotal</i>	<b>470</b>	<b>470</b>
<b>536000 Miscellaneous Professional Services</b>		
Consultant for a Language Access Plan (HUD req'd)	10,000	10,000
IDIS Support	20,000	20,000
Translation Services for meetings and documents	500	500
<i>Subtotal</i>	<b>30,500</b>	<b>30,500</b>
<b>541000 Advertising</b>		
CDBG - Legal Requirements	1,750	1,750
<i>Subtotal</i>	<b>1,750</b>	<b>1,750</b>
<b>543000 Contributions</b>		
	0	0
CDBG - Emergency Rental Assistance	48,000	48,000
Housing Initiative Funds (MHP housing loan interest)	14,720	14,720
Neighborhood Amenities Program	60,000	60,000
<i>Subtotal</i>	<b>122,720</b>	<b>122,720</b>

## 1142 Housing and Community Development

<b>545000 Magazines, Books &amp; Resource Material</b>			
CDBG - Related Items	250	250	
<i>Subtotal</i>		<b>250</b>	<b>250</b>
<b>546000 Conference &amp; Seminar Registration</b>			
HUD Conference	1,200	1,200	
Other Conferences	1,200	1,200	
<i>Subtotal</i>		<b>2,400</b>	<b>2,400</b>
<b>547000 Travel Expense</b>			
HUD Conference	2,000	2,000	
<i>Subtotal</i>		<b>2,000</b>	<b>2,000</b>
<b>547100 Travel Mileage Reimbursement</b>			
	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>553000 Printing &amp; Binding</b>			
Grant application proposal	100	100	
<i>Subtotal</i>		<b>100</b>	<b>100</b>
<b>556000 Postage</b>			
	250	250	
<i>Subtotal</i>		<b>250</b>	<b>250</b>
<b>556500 Messenger Services</b>			
Courier Services	400	400	
<i>Subtotal</i>		<b>400</b>	<b>400</b>
<b>562000 Homeownership Assistance Program</b>			
CDBG funded loans for closing costs \$10,500 each (20)	210,000	210,000	
City funded match for closing cost loans \$4,500 each (20)	90,000	90,000	
City funds for loans for closing costs \$15,000 each (10)	150,000	150,000	
<i>Subtotal</i>		<b>450,000</b>	<b>450,000</b>
<b>Subtotal Operating Expenses</b>		<b>613,340</b>	<b>613,340</b>

### Capital Outlay

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC Monitors) (2)	85	85	
<i>Subtotal</i>		<b>85</b>	<b>85</b>
<b>Subtotal Capital Outlay</b>		<b>85</b>	<b>85</b>
<b>Total</b>		<b>785,139</b>	<b>785,139</b>

**SERVICES PROVIDED:**

General Services is responsible for providing supplies and maintenance services that are purchased and used for the general benefit of all departments, including office supplies, copy services and supplies, stationery, and envelopes.

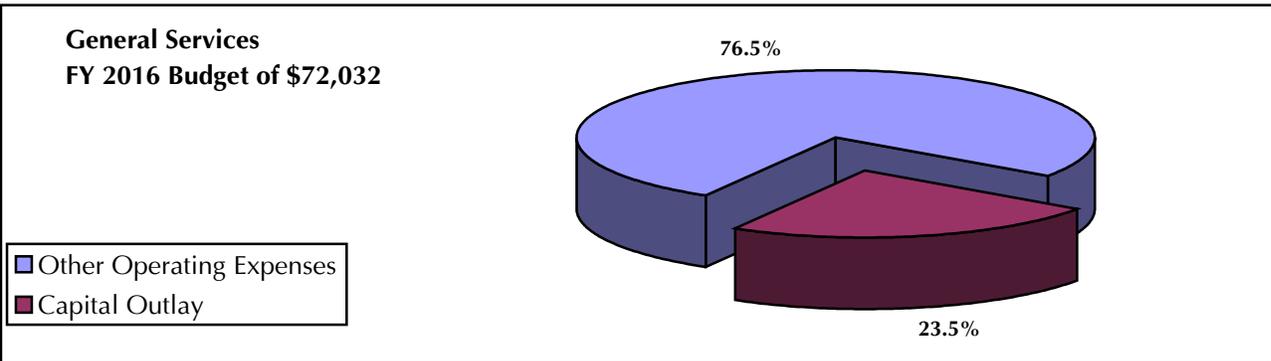
**WORK PLAN GOALS:**

- Provide for optimal cost-effective procurement of equipment, services and operating supplies needed by the City.

**SIGNIFICANT CHANGES:**

- Furniture & Equipment Replacement decreased by \$ 24,925 as no replacement funds are needed in FY16 for the telephone system. FY15 included telephone replacement which is being replaced in FY16.
- Repair & Maintenance machinery & equipment decreased by \$8,545 due to new copier contract and removal of maintenance for typewriter.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	106,900	73,750	55,105	55,105
Capital Outlay	75,250	40,424	16,927	16,927
<b>TOTAL</b>	<b>\$182,150</b>	<b>\$114,174</b>	<b>\$72,032</b>	<b>\$72,032</b>



# Activity Analysis Report - Adopted

## 1149 - General Services

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
521000 - Office Supplies	\$12,125	\$20,500	\$7,331	\$16,000	-21.95%
522000 - General Operating Supplies	\$688	\$500	\$363	\$750	50.00%
526000 - Machinery & Equipment	\$209	\$1,000	\$0	\$500	-50.00%
531000 - Information Technology (IT)	\$0	\$0	\$50	\$0	0.00%
531600 - Software Maintenance Agree	\$19,581	\$19,150	\$17,120	\$19,050	-0.52%
536000 - Miscellaneous Professional	\$0	\$0	\$160	\$0	0.00%
544000 - Professional Dues & Certifica	\$0	\$0	\$99	\$0	0.00%
552500 - Vehicle & Equipment Gasolin	\$277	\$450	\$129	\$450	0.00%
553000 - Printing & Binding	\$0	\$2,000	\$413	\$0	-100.00%
556000 - Postage	(\$24,187)	\$6,000	\$7,065	\$3,500	-41.67%
560000 - Miscellaneous	\$170	\$1,000	\$0	\$750	-25.00%
567000 - Rental & Use Charges	\$4,044	\$5,150	(\$2,799)	\$5,150	0.00%
573000 - Repair & Maintenance - Mac	\$21,050	\$17,000	\$9,462	\$8,455	-50.26%
574000 - Repair & Maintenance - Vehi	\$180	\$1,000	\$127	\$500	-50.00%
595000 - Furniture & Equipment	(\$43,002)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$44,140	\$38,995	\$38,995	\$14,070	-63.92%
596000 - Vehicles & Equipment	\$7,152	\$0	\$0	\$0	0.00%
596100 - Vehicles & Equipment (Repl	\$1,110	\$1,429	\$1,429	\$2,857	99.93%
<b>Personnel</b>	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>	\$34,138	\$73,750	\$39,519	\$55,105	-25.28%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$9,400	\$40,424	\$40,424	\$16,927	-58.13%
<b>Total</b>	<b>\$43,538</b>	<b>\$114,174</b>	<b>\$79,943</b>	<b>\$72,032</b>	<b>-36.91%</b>

1149 General Services

**Operating Expenses**

<b>521000 Office Supplies</b>			
City Wide Office Supplies	12,000	12,000	
Printer and Fax Supplies	4,000	4,000	
<i>Subtotal</i>		<b>16,000</b>	<b>16,000</b>
<b>522000 General Operating Supplies</b>			
	750	750	
<i>Subtotal</i>		<b>750</b>	<b>750</b>
<b>526000 Machinery &amp; Equipment</b>			
Miscellaneous Computer Supplies	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>531600 Software Maintenance Agreements</b>			
Maintenance - Software (Constant Contact)	850	850	
Maintenance - Software (Haines Criss Cross)	1,500	1,500	
Maintenance - Software (LaserFiche)	15,500	15,500	
Maintenance - Software (Software House Access Control)	1,200	1,200	
<i>Subtotal</i>		<b>19,050</b>	<b>19,050</b>
<b>552500 Vehicle &amp; Equipment Gasoline Expense</b>			
	450	450	
<i>Subtotal</i>		<b>450</b>	<b>450</b>
<b>556000 Postage</b>			
	3,500	3,500	
<i>Subtotal</i>		<b>3,500</b>	<b>3,500</b>
<b>560000 Miscellaneous</b>			
	750	750	
<i>Subtotal</i>		<b>750</b>	<b>750</b>
<b>567000 Rental &amp; Use Charges</b>			
E-Z Pass	100	100	
Postage Machine Rental	4,500	4,500	
Postage Meter Rental	550	550	
<i>Subtotal</i>		<b>5,150</b>	<b>5,150</b>
<b>573000 Repair &amp; Maintenance - Machinery &amp; Equipment</b>			
Maintenance & Supplies - Copier (Ricoh - Color Printing) (2)	7,200	7,200	
Maintenance & Supplies - Copier (Ricoh) (2)	755	755	
Maintenance & Supplies - Printers (HP DesignJet T1200)	500	500	
<i>Subtotal</i>		<b>8,455</b>	<b>8,455</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>55,105</b>	<b>55,105</b>

**Capital Outlay**

**1149 General Services**

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - City Hall Room Projectors (2)	750		750
Replacement - Kronos Time Clock (1)	300		300
Replacement - Postage Machine	750		750
Replacement - Printer (HP DesignJet T1200 Plotter)	5,520		5,520
Replacement - Security Cameras (78)	6,750		6,750
<i>Subtotal</i>		<b>14,070</b>	<b>14,070</b>
<b>596100 Vehicles &amp; Equipment (Replacement)</b>			
Vehicle Replacement (1 Unit)	2,857		2,857
<i>Subtotal</i>		<b>2,857</b>	<b>2,857</b>
<b>Subtotal Capital Outlay</b>		<b>16,927</b>	<b>16,927</b>
<b>Total</b>		<b>72,032</b>	<b>72,032</b>

**SERVICES PROVIDED:**

Non-Departmental is used to provide City-wide funding not directly related to a specific department. This section of the annual budget contains expenditures essential to the City government's operation which, because of their nature, are cross-departmental. These include premiums for worker's compensation insurance; unemployment compensation contribution; property and liability insurance; and the City's self-insurance fund. Also included in this activity are appropriations to be transferred from the General Fund to the OPEB & Capital Improvement Projects Fund.

**WORK PLAN GOALS:**

- Provide appropriate and necessary funding for non-departmental expenditures.

**SIGNIFICANT CHANGES:**

- Group insurance decreased \$83,000 as through participation in the LGIT pool, the City's maximum claims exposure has decreased and less funding is needed in a reserve account for health insurance. In the FY16 budget the reserve account would be increased if claims are less than the amount budgeted within each activity; whereas, the FY15 budget included a provision for increasing the reserve fund in this account.
- Insurance Non Payroll decreased by \$48,000 to be closer to actual costs for premiums and claims estimate.
- Miscellaneous decreased by \$151,700 due to a decrease in funding for the economic development opportunity fund from \$400,000 to \$250,000.
- Miscellaneous Professional Services decreased by \$516,600 due to an expected decrease in photo radar fine revenue.
- State Unemployment was increased \$18,823 as a result of increased unemployment claims.
- Tax Abatement decreased by \$75,000 as one agreement ended in FY15.
- Transfers increased by \$8,291,000. Of this increase, \$4,500,000 was related to an increase in the funding for capital projects, based on the CIP plan. Since the City does not borrow, this amount fluctuates annually. The transfer to the trust fund for other post-employment benefits has been increased by \$290,000. The FY16 has two transfers related to Stormwater. The first \$3,400,000 represents 100% of the stormwater management fee and the second \$91,000 is the amount the City will owe for stormwater management on City owned property.
- Workers' Compensation Insurance decreased by \$126,780. During FY 2015, Montgomery County Government's Division of Risk Management, with whom the City self-insures for its workers' compensation coverage, switched excess liability carriers. Consequently, agency contributions were adjusted in order to achieve an acceptable fund balance over a three-year period. This resulted in a decrease in the City's contribution level.

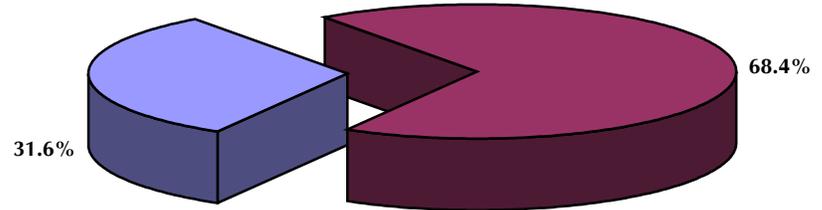
Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$1,359,682	\$1,147,724	\$905,158	\$905,158
Other Operating Expenses	2,564,543	2,666,802	1,955,300	1,873,300
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$12,264,225</b>	<b>\$14,014,526</b>	<b>\$21,260,458</b>	<b>\$21,269,458</b>

# Finance and Administration

## 1911 - Non-Departmental

Non-Departmental  
FY 2016 Budget of \$21,260,458

- Personnel Services
- Other Operating Expenses



# Activity Analysis Report - Adopted

## 1911 - Non-Departmental

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employe	\$0	\$50,000	\$0	\$0	-100.00%
507000 - Vacation & Sick Pay	\$0	\$275,000	\$0	\$275,000	0.00%
510000 - Social Security & Medicare T	\$0	\$24,860	\$0	\$21,038	-15.37%
512000 - State Unemployment	\$66,216	\$26,573	\$13,709	\$45,396	70.84%
513000 - Workers' Compensation Insu	\$428,590	\$428,590	\$388,867	\$301,810	-29.58%
513100 - Employee Advance/ Worker'	\$982	\$0	(\$1,395)	\$0	0.00%
514000 - Group Insurance	\$99,936	\$316,000	\$260,129	\$232,500	-26.42%
514100 - Group Insurance - Retirees	\$0	\$0	\$122,601	\$0	0.00%
514200 - Vision Plan	\$1,761	\$496	\$1,450	\$809	63.10%
514300 - Retiree Share/Insurance	(\$15,351)	\$0	\$13,573	\$0	0.00%
514600 - Cobra Coverage	\$2,360	\$0	(\$945)	\$0	0.00%
515100 - Retirement Health Savings (	\$24,369	\$26,205	\$21,758	\$28,605	9.16%
521000 - Office Supplies	\$0	\$0	\$292	\$0	0.00%
530000 - Accounting & Audit	\$10,765	\$13,000	\$7,216	\$12,000	-7.69%
536000 - Miscellaneous Professional	\$1,048,826	\$1,331,600	\$685,796	\$815,000	-38.80%
543000 - Contributions	\$5,000	\$5,500	\$5,000	\$5,000	-9.09%
544000 - Professional Dues & Certifica	\$89,637	\$91,702	\$90,661	\$91,000	-0.77%
551000 - Telephone (Landline)	\$17	\$0	\$9	\$0	0.00%
551100 - Cellular Telephone	\$714	\$0	(\$655)	\$0	0.00%
553000 - Printing & Binding	\$0	\$0	\$125	\$0	0.00%
556000 - Postage	\$298	\$0	\$0	\$0	0.00%
560000 - Miscellaneous	\$1,134,797	\$465,000	\$450,740	\$313,300	-32.62%
563000 - Insurance - Not Payroll	\$377,451	\$385,000	\$262,672	\$337,000	-12.47%
564000 - Tax Abatement	\$0	\$375,000	\$339,252	\$300,000	-20.00%
567000 - Rental & Use Charges	\$0	\$0	\$50	\$0	0.00%
580000 - Contingency	\$127,075	\$500,000	(\$21,951)	\$500,000	0.00%
589000 - Transfers To Other Funds	\$8,240,000	\$9,700,000	\$9,700,000	\$17,991,000	85.47%
<b>Personnel</b>	\$608,863	\$1,147,724	\$819,746	\$905,158	-21.13%
<b>Operating Expenses</b>	\$2,667,506	\$2,666,802	\$1,841,160	\$1,873,300	-29.75%
<b>Contingency Funds</b>	\$127,075	\$500,000	(\$21,951)	\$500,000	0.00%
<b>Transfer Funds</b>	\$8,240,000	\$9,700,000	\$9,700,000	\$17,991,000	85.47%
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0.00%
<b>Total</b>	<b>\$11,643,445</b>	<b>\$14,014,526</b>	<b>\$12,338,954</b>	<b>\$21,269,458</b>	<b>51.77%</b>

## 1911 Non-Departmental

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
<b>Personnel Services</b>		
507000 Vacation & Sick Pay	275,000	275,000
510000 Social Security & Medicare Taxes (FICA)	21,038	21,038
512000 State Unemployment	45,396	45,396
513000 Workers' Compensation Insurance	301,810	301,810
514000 Group Insurance	214,000	214,000
514000 Group Insurance	18,500	18,500
514200 Vision Plan	809	809
515100 Retirement Health Savings (RHS)	28,605	28,605
<b>Subtotal Personnel Services</b>	<b>905,158</b>	<b>905,158</b>
<b>Operating Expenses</b>		
<b>530000 Accounting &amp; Audit</b>		
Bank Processing Fees (BOA)	12,000	12,000
<i>Subtotal</i>	<b>12,000</b>	<b>12,000</b>
<b>536000 Miscellaneous Professional Services</b>		
Parking Ticket Collections (Revenue Supported)	40,000	40,000
Photo Radar Fines - (Revenue Supported)	740,000	740,000
State Aid Consultation	35,000	35,000
<i>Subtotal</i>	<b>815,000</b>	<b>815,000</b>
<b>543000 Contributions</b>		
Fireman's Fund - GWGVFD	5,000	5,000
<i>Subtotal</i>	<b>5,000</b>	<b>5,000</b>
<b>544000 Professional Dues &amp; Certification Fees</b>		
Maryland Municipal League	33,500	33,500
Metropolitan Washington Council of Governments	45,000	45,000
MWCOG - Regional Environmental	8,000	8,000
National League of Cities	4,500	4,500
<i>Subtotal</i>	<b>91,000</b>	<b>91,000</b>
<b>560000 Miscellaneous</b>		
Conference and Visitor's Bureau of Mont. Co. (4% Hotel Tax)	41,300	41,300
Economic Development Opportunity Fund	250,000	250,000
Montgomery County Tax Billing Charge	22,000	22,000
Stormwater Program Fee	82,000	0
<i>Subtotal</i>	<b>395,300</b>	<b>313,300</b>
<b>563000 Insurance - Not Payroll</b>		
Estimate for property and liability insurance claims and deductible	62,000	62,000
Labor Management Trust Fiduciary Liability (Tidewater)	7,000	7,000
Property & Liability Insurance (LGIT) Premiums 5% increase	265,000	265,000
Public Officials - Public Employees Bond (Mont. County)	3,000	3,000
<i>Subtotal</i>	<b>337,000</b>	<b>337,000</b>
<b>564000 Tax Abatement</b>		
Tax Incentive for Economic Development and Annexation	300,000	300,000
<i>Subtotal</i>	<b>300,000</b>	<b>300,000</b>
<b>Subtotal Operating Expenses</b>	<b>1,955,300</b>	<b>1,873,300</b>

**1911 Non-Departmental****Contingency**

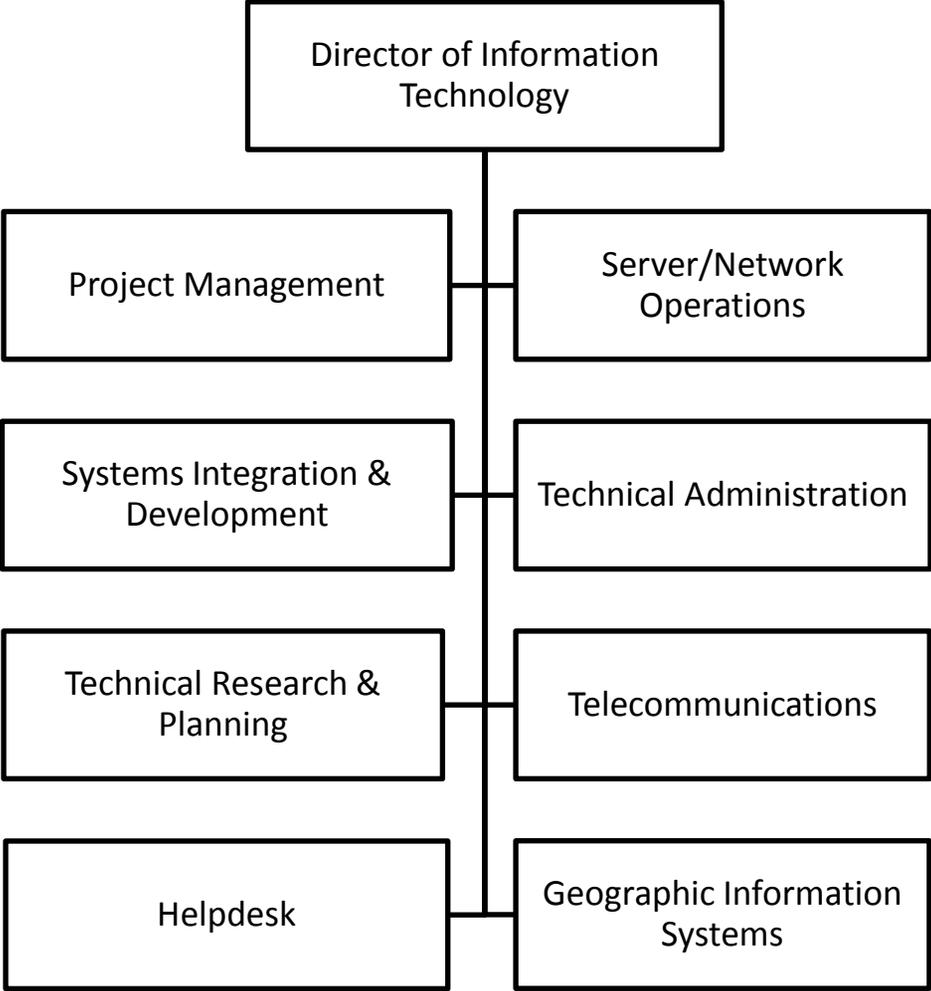
<b>580000 Contingency</b>		
Contingency	500,000	500,000
<i>Subtotal</i>	<b>500,000</b>	<b>500,000</b>

<b>589000 Transfers To Other Funds</b>		
Transfer to CIP	13,300,000	13,300,000
Transfer to OPEB Trust	1,200,000	1,200,000
Transfer to stormwater fund - City storm fee	0	91,000
Transfer to stormwater fund - revenues	3,400,000	3,400,000
<i>Subtotal</i>	<b>17,900,000</b>	<b>17,991,000</b>

<b>Subtotal Capital Outlay</b>	<b>18,400,000</b>	<b>18,491,000</b>
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<b>Total</b>	<b>21,260,458</b>	<b>21,269,458</b>
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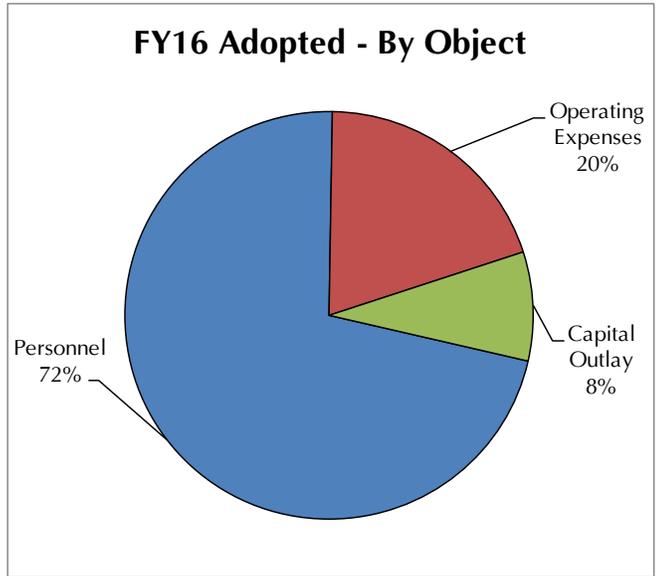
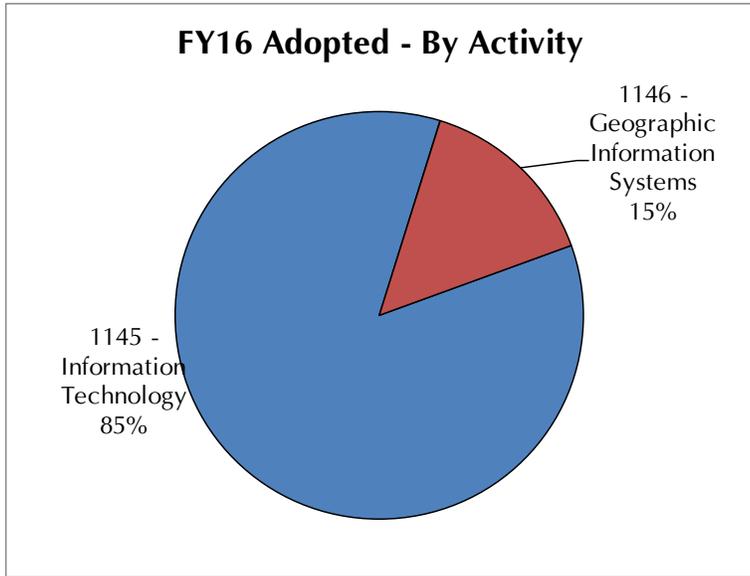
# DEPARTMENT OF INFORMATION TECHNOLOGY





# INFORMATION TECHNOLOGY DEPARTMENT OVERVIEW

Budget Summary	FY14 Actual	FY14 Budget	FY15 Budget	FY16 Adopted	% Chg
<b>By Activity</b>					
1145 - Information Technology	\$ 1,370,492	\$ 1,421,523	\$ 1,516,878	\$1,653,217	8.99%
1146 - Geographic Information Systems	169,085	216,207	255,121	283,284	11.04%
<b>Total</b>	<b>\$ 1,539,577</b>	<b>\$ 1,637,730</b>	<b>\$ 1,771,999</b>	<b>\$1,936,501</b>	<b>9.28%</b>



Budget Summary	FY14 Actual	FY14 Budget	FY15 Budget	FY16 Adopted	% Chg
<b>By Object</b>					
Personnel	\$ 1,099,982	\$ 1,180,135	\$ 1,300,959	\$1,387,641	6.66%
Operating Expenses	273,421	355,595	385,055	381,390	-0.95%
Capital Outlay	166,174	102,000	85,985	167,470	94.77%
<b>Total</b>	<b>\$ 1,539,577</b>	<b>\$ 1,637,730</b>	<b>\$ 1,771,999</b>	<b>\$1,936,501</b>	<b>9.28%</b>

# INFORMATION TECHNOLOGY STAFFING SUMMARY BY POSITION

<b>1145 - Information Technology</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Director of Information Technology	1	1	1
Business Systems Division Manager	0	1	1
Network Manager/Operations	1	0	0
Network Operations Division Manager	0	1	1
Systems Support Manager	1	0	0
Project Manager/Systems Analyst III	0	2	2
Helpdesk Manager	1	1	1
Network Operations Specialist II	1	1	1
Programmer/Analyst II	2	0	0
Project Manager/Systems Analyst II	0	1	1
Programmer/Analyst I	1	0	0
Network Operations Specialist I	1	1	1
Helpdesk Technician I	1	1	1
Part-Time Personnel	0.5	0.5	0.5
<b>Subtotal</b>	<b>10.5</b>	<b>10.5</b>	<b>10.5</b>

<b>1146 - Geographic Information Systems</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
GIS Division Manager	1	1	1
GIS Specialist	0	0	1
Part-Time Personnel	0.5	0.5	0
<b>Subtotal</b>	<b>1.5</b>	<b>1.5</b>	<b>2</b>

<b>TOTAL</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Full-Time Personnel	11	11	12
Employment Agreement Personnel	0	0	0
Part-Time Personnel	1	1	0.5
	<b>12</b>	<b>12</b>	<b>12.5</b>

# Information Technology

## 1145 - Information Technology

**SERVICES PROVIDED:**

This activity provides for personnel and operating costs associated with the City's computer equipment, technical systems, telephone systems, and related information systems which generally benefit all departments. This activity also provides project management services for technically-related projects.

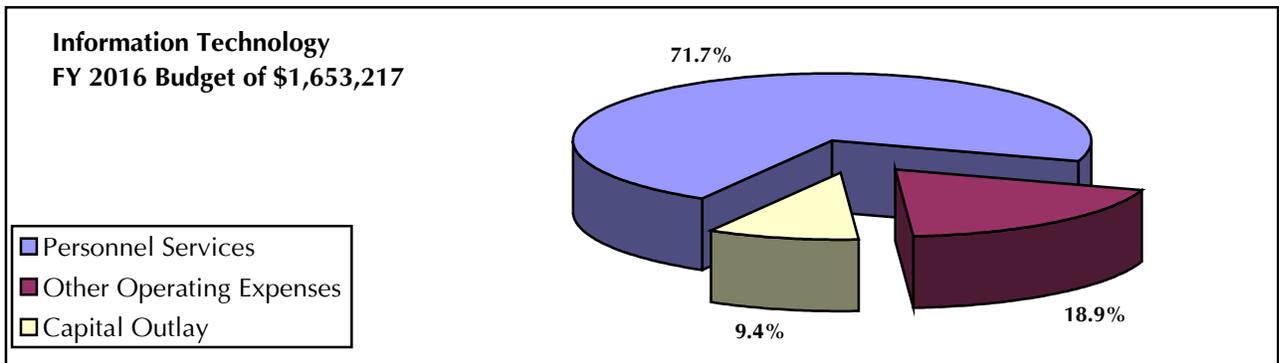
**WORK PLAN GOALS:**

- Increase redundancy and resiliency of key City systems, facilities and networks.
- Maintain continuity of operations and disaster recoverability.
- Replace aging, unsupported phone systems with an enterprise solution.
- Upgrade or replace key City servers and major enterprise applications.

**SIGNIFICANT CHANGES:**

- Furniture & Equipment (Replacement) increased \$81,050 to reflect restoration of full replacement funding after a one-year reduction of 50%.
- Software Maintenance Agreements increased \$14,135 to reflect higher costs for increased capacity for data backup software, and higher Microsoft maintenance costs associated with a new 3-year Enterprise Agreement.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$1,063,478	\$1,151,023	\$1,184,967	\$1,184,967
Other Operating Expenses	268,045	290,740	312,085	312,085
Capital Outlay	90,000	75,115	156,165	156,165
<b>TOTAL</b>	<b>\$1,421,523</b>	<b>\$1,516,878</b>	<b>\$1,653,217</b>	<b>\$1,653,217</b>



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Number of Workstations Supported	315	320	335
Number of Users Supported	285	290	295
Number of In-House Applications Supported	55	52	50
Number of Commercial Off-the Shelf Applications Supported	118	120	125

# Activity Analysis Report - Adopted

## 1145 - Information Technology

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$710,432	\$800,532	\$528,294	\$820,229	2.46%
505200 - Other taxable comp-Gfit	\$1,287	\$597	\$600	\$1,192	99.66%
507000 - Vacation & Sick Pay	\$10,949	\$0	\$14,003	\$0	0.00%
508000 - Salaries, Overtime	\$7,173	\$6,803	\$2,828	\$7,007	3.00%
509000 - Salaries, Part-Time Employee	\$25,249	\$43,454	\$20,596	\$43,889	1.00%
510000 - Social Security & Medicare T	\$56,184	\$65,085	\$41,455	\$66,641	2.39%
514000 - Group Insurance	\$94,660	\$135,293	\$83,827	\$134,404	-0.66%
514200 - Vision Plan	\$159	\$700	\$221	\$718	2.57%
515000 - Retirement Contribution (401	\$56,604	\$64,043	\$41,817	\$65,618	2.46%
515100 - Retirement Health Savings (	\$0	\$0	\$608	\$3,162	0.00%
516000 - Savings Plan Contribution (4	\$15,686	\$24,016	\$11,249	\$24,607	2.46%
519000 - Tuition Reimbursement	\$7,000	\$10,500	\$10,500	\$17,500	66.67%
521000 - Office Supplies	\$49	\$400	\$36	\$400	0.00%
522000 - General Operating Supplies	\$80	\$0	\$23	\$0	0.00%
525000 - Furniture & Fixtures	\$384	\$1,600	\$210	\$1,500	-6.25%
526000 - Machinery & Equipment	\$21,455	\$24,000	\$27,158	\$24,000	0.00%
531000 - Information Technology (IT)	\$37,734	\$86,325	\$14,957	\$89,325	3.48%
531500 - Software Licenses	\$49,466	\$25,000	\$4,583	\$25,000	0.00%
531600 - Software Maintenance Agree	\$41,060	\$45,545	\$66,430	\$59,680	31.04%
542000 - Awards & Presentations	\$100	\$0	\$100	\$0	0.00%
544000 - Professional Dues & Certifica	\$516	\$500	\$418	\$500	0.00%
545000 - Magazines, Books & Resour	\$217	\$800	\$0	\$300	-62.50%
546000 - Conference & Seminar Regis	\$5,430	\$19,300	\$9,038	\$19,000	-1.55%
546300 - In-Service Training	\$3,267	\$0	\$0	\$0	0.00%
547000 - Travel Expense	\$1,995	\$4,800	\$872	\$5,500	14.58%
547100 - Travel Mileage Reimbursen	\$385	\$200	\$120	\$200	0.00%
551000 - Telephone (Landline)	\$433	\$200	\$157	\$200	0.00%
551100 - Cellular Telephone	\$13,503	\$12,720	\$10,486	\$13,330	4.80%
553000 - Printing & Binding	\$36	\$0	\$0	\$0	0.00%
556000 - Postage	\$6	\$50	\$51	\$50	0.00%
556500 - Messenger Services	\$249	\$200	\$145	\$200	0.00%
560000 - Miscellaneous	\$0	\$100	\$32	\$100	0.00%
573000 - Repair & Maintenance - Mac	\$58,297	\$69,000	\$67,442	\$72,800	5.51%
592000 - Software	\$2,228	\$0	\$0	\$0	0.00%
595000 - Furniture & Equipment	\$58,221	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$90,000	\$75,115	\$75,115	\$156,165	107.90%
<b>Personnel</b>	<b>\$985,382</b>	<b>\$1,151,023</b>	<b>\$755,997</b>	<b>\$1,184,967</b>	<b>2.95%</b>
<b>Operating Expenses</b>	<b>\$234,661</b>	<b>\$290,740</b>	<b>\$202,257</b>	<b>\$312,085</b>	<b>7.34%</b>
<b>Contingency Funds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>Transfer Funds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>Capital Outlay</b>	<b>\$150,449</b>	<b>\$75,115</b>	<b>\$75,115</b>	<b>\$156,165</b>	<b>107.90%</b>
<b>Total</b>	<b>\$1,370,492</b>	<b>\$1,516,878</b>	<b>\$1,033,369</b>	<b>\$1,653,217</b>	<b>8.99%</b>

## 1145 Information Technology

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
<b>Personnel Services</b>		
501000 Salaries, Full-Time Employees	820,229	820,229
505200 Other taxable comp-Gfit	1,192	1,192
508000 Salaries, Overtime	7,007	7,007
509000 Salaries, Part-Time Employees	43,889	43,889
510000 Social Security & Medicare Taxes (FICA)	66,641	66,641
514000 Group Insurance	134,404	134,404
514200 Vision Plan	718	718
515000 Retirement Contribution (401A)	65,618	65,618
515100 Retirement Health Savings (RHS)	3,162	3,162
516000 Savings Plan Contribution (401K)	24,607	24,607
519000 Tuition Reimbursement	17,500	17,500
<b>Subtotal Personnel Services</b>	<b>1,184,967</b>	<b>1,184,967</b>

### Operating Expenses

<b>521000 Office Supplies</b>		
Miscellaneous Office Supplies	400	400
<i>Subtotal</i>	<b>400</b>	<b>400</b>
<b>525000 Furniture &amp; Fixtures</b>		
Miscellaneous Furniture	1,500	1,500
<i>Subtotal</i>	<b>1,500</b>	<b>1,500</b>
<b>526000 Machinery &amp; Equipment</b>		
Backup Tapes	2,000	2,000
Miscellaneous (Memory, Hard Drives, etc.)	22,000	22,000
<i>Subtotal</i>	<b>24,000</b>	<b>24,000</b>
<b>531000 Information Technology (IT) Services</b>		
Consulting - Timekeeping/Upgrades (Kronos)	20,000	20,000
Consulting - Web Site (Sitecore) (80 hours @ \$160/hr.)	12,800	12,800
Service - Data / Phone Wiring	25,000	25,000
Service - Domain Name Service (DNSMadeEasy)	300	300
Service - Facility Access Control Maintenance	10,000	10,000
Service - Internet Connectivity	15,000	15,000
Service - RCN	225	225
Service - Secure Offsite Backup Storage (First Federal)	6,000	6,000
<i>Subtotal</i>	<b>89,325</b>	<b>89,325</b>
<b>531500 Software Licenses</b>		
Software (Development Tools and Components)	3,000	3,000
Software (Misc. Utilities and City-wide Licenses and Upgrades)	22,000	22,000
<i>Subtotal</i>	<b>25,000</b>	<b>25,000</b>

## 1145 Information Technology

<b>531600 Software Maintenance Agreements</b>			
Maintenance - Software (Adobe Acrobat Professional) (1)	60	60	
Maintenance - Software (Adobe Acrobat Professional) (5)	300	300	
Maintenance - Software (Adobe Creative Cloud for Teams) (1)	450	450	
Maintenance - Software (CommVault)	21,500	21,500	
Maintenance - Software (Idera SQL Diagnostics Monitor)	1,995	1,995	
Maintenance - Software (Microsoft CALs) (22)	3,850	3,850	
Maintenance - Software (Microsoft EA Server OS Licenses)	8,710	8,710	
Maintenance - Software (Microsoft EA Server Product Licenses)	3,610	3,610	
Maintenance - Software (Microsoft EA SQL Server Licenses) (3)	5,715	5,715	
Maintenance - Software (Netmotion)	2,000	2,000	
Maintenance - Software (RealVNC)	1,300	1,300	
Maintenance - Software (Sourcefire)	500	500	
Maintenance - Software (Survey Monkey)	300	300	
Maintenance - Software (Symantec Anti-Virus)	4,000	4,000	
Maintenance - Software (Track-IT!)	2,650	2,650	
Maintenance - Software (Vsphere Ent - VMDR0 - 3-year)	1,200	1,200	
Maintenance - Software (Zapier)	540	540	
Maintenance - SSL Global Digital Certificates	1,000	1,000	
<i>Subtotal</i>		<b>59,680</b>	<b>59,680</b>
<b>544000 Professional Dues &amp; Certification Fees</b>			
Miscellaneous Users Group Fees	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>545000 Magazines, Books &amp; Resource Material</b>			
Miscellaneous Training and Reference Books	300	300	
<i>Subtotal</i>		<b>300</b>	<b>300</b>
<b>546000 Conference &amp; Seminar Registration</b>			
Business Systems Training (3 courses @ \$2,000)	6,000	6,000	
Conference Registration ( Kronos, Hyland, LIEM)	3,000	3,000	
Network Operations Training (5 courses @ \$2,000)	10,000	10,000	
<i>Subtotal</i>		<b>19,000</b>	<b>19,000</b>
<b>547000 Travel Expense</b>			
Airfare	2,000	2,000	
Hotel and Food	3,500	3,500	
<i>Subtotal</i>		<b>5,500</b>	<b>5,500</b>
<b>547100 Travel Mileage Reimbursement</b>			
Local Travel Reimbursement - Mileage Reimbursement for Staff	200	200	
<i>Subtotal</i>		<b>200</b>	<b>200</b>
<b>551000 Telephone (Landline)</b>			
Miscellaneous Telephone Services	200	200	
<i>Subtotal</i>		<b>200</b>	<b>200</b>
<b>551100 Cellular Telephone</b>			
Cell Phones for staff (11)	9,000	9,000	
Service - Laptop Mobile Data Plan (9)	4,330	4,330	
<i>Subtotal</i>		<b>13,330</b>	<b>13,330</b>

## 1145 Information Technology

<b>556000 Postage</b>			
Postage	50	50	
<i>Subtotal</i>		<b>50</b>	<b>50</b>
<b>556500 Messenger Services</b>			
Courier Services	200	200	
<i>Subtotal</i>		<b>200</b>	<b>200</b>
<b>560000 Miscellaneous</b>			
Miscellaneous	100	100	
<i>Subtotal</i>		<b>100</b>	<b>100</b>
<b>573000 Repair &amp; Maintenance - Machinery &amp; Equipment</b>			
Maintenance - Cisco Network Equipment	30,000	30,000	
Maintenance - Dell Servers	10,000	10,000	
Maintenance - Ironport Mail Handler	4,500	4,500	
Maintenance - Misc. Computer Hardware	5,000	5,000	
Maintenance - NetApp Storage (3)	5,000	5,000	
Maintenance - Phone System	13,500	13,500	
Maintenance - SourceFire Appliances (2)	4,800	4,800	
<i>Subtotal</i>		<b>72,800</b>	<b>72,800</b>
<b>Subtotal Operating Expenses</b>		<b>312,085</b>	<b>312,085</b>

## Capital Outlay

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - CH (Mac-Mini)	180	180	
Replacement - CH (Mass Storage)	54,200	54,200	
Replacement - CH (Network routers and firewalls)	3,685	3,685	
Replacement - CH (Network switches)	39,040	39,040	
Replacement - CH (PC Monitors (23)	1,540	1,540	
Replacement - CH (PC) (13 IT PCs)	2,455	2,455	
Replacement - CH (PC) (5 City Laptop Pool)	2,100	2,100	
Replacement - CH (Server Peripherals/Appliances) (12)	13,200	13,200	
Replacement - CH (Servers) (34)	27,700	27,700	
Replacement - CH (Uninterruptible Power Supplies) (47)	3,905	3,905	
Replacement - Computer Hardware (CH) (Conference Room PCs)	480	480	
Replacement - Projectors (2)	255	255	
Replacement - Wireless Access Points (27)	7,425	7,425	
<i>Subtotal</i>		<b>156,165</b>	<b>156,165</b>
<b>Subtotal Capital Outlay</b>		<b>156,165</b>	<b>156,165</b>
<b>Total</b>		<b>1,653,217</b>	<b>1,653,217</b>

# Information Technology

## 1146 - Geographic Information Systems

**SERVICES PROVIDED:**

This activity is to support users in utilizing GIS (Geographic Information System) Data and Software. GIS is used by citywide departments to collect, organize, search, analyze, and visualize various information to aide better decision making. With this activity, we provide GIS software licenses, GIS data purchase, upgrade, and subscription, GIS user support and training, and GIS map server services.

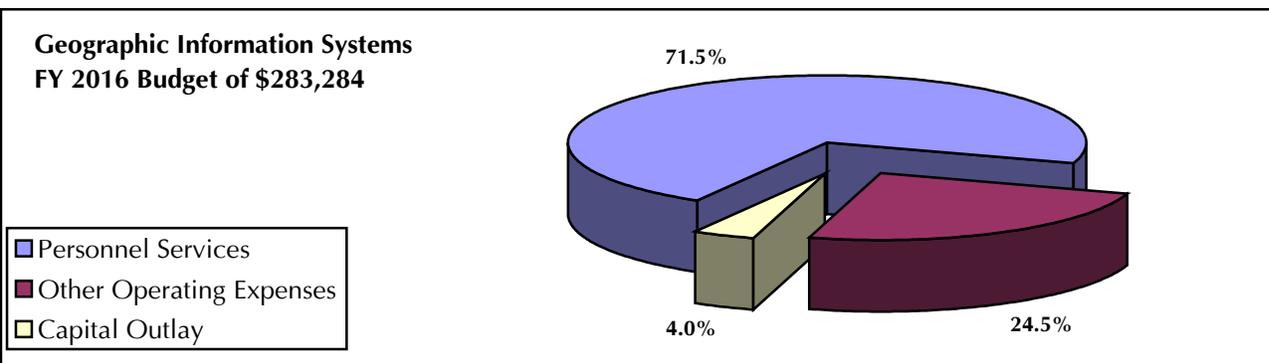
**WORK PLAN GOALS:**

- Create, organize, update, and improve the quality of GIS data
- Keep GIS system efficient and optimized
- Provide GIS user training
- Provide GIS web mapping applications

**SIGNIFICANT CHANGES:**

- Information Technology Services decreased \$8,160 in anticipation of City staff handling more data correction projects (parcels, centerlines) instead of using consultants.
- Software Licenses decreased \$20,000 after previous year purchases has brought the number of licenses in line with the number of users using them.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$116,657	\$149,936	\$202,674	\$202,674
Other Operating Expenses	87,550	94,315	69,305	69,305
Capital Outlay	12,000	10,870	11,305	11,305
<b>TOTAL</b>	<b>\$216,207</b>	<b>\$255,121</b>	<b>\$283,284</b>	<b>\$283,284</b>



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Number of Sessions to GIS Web Mapping Applications	N/A	**	2000
Number of GIS Layers Created or Updated by City staff	68	80	85
Number of GIS Desktop Users	75	75	75

\*\* There is no baseline to propose a number.

\* New tracking in FY13

# Activity Analysis Report - Adopted

## 1146 - Geographic Information Systems

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$83,623	\$85,603	\$65,602	\$147,466	72.27%
505200 - Other taxable comp-Gfit	\$0	\$0	\$25	\$25	0.00%
508000 - Salaries, Overtime	\$18	\$0	\$10	\$0	0.00%
509000 - Salaries, Part-Time Employee	\$8,660	\$37,964	\$32,236	\$0	-100.00%
510000 - Social Security & Medicare T	\$6,843	\$9,453	\$7,228	\$11,281	19.34%
514000 - Group Insurance	\$6,257	\$7,408	\$5,964	\$27,497	271.18%
514200 - Vision Plan	\$0	\$92	\$0	\$184	100.00%
515000 - Retirement Contribution (401	\$6,690	\$6,848	\$5,248	\$11,797	72.27%
516000 - Savings Plan Contribution (4	\$2,509	\$2,568	\$1,968	\$4,424	72.27%
521000 - Office Supplies	\$0	\$500	\$38	\$100	-80.00%
525000 - Furniture & Fixtures	\$93	\$1,000	\$0	\$500	-50.00%
526000 - Machinery & Equipment	\$1,728	\$2,000	\$607	\$2,000	0.00%
531000 - Information Technology (IT)	\$0	\$26,000	(\$2,000)	\$17,840	-31.38%
531500 - Software Licenses	\$7,770	\$22,000	\$462	\$2,000	-90.91%
531600 - Software Maintenance Agree	\$20,132	\$33,200	\$25,250	\$37,300	12.35%
542000 - Awards & Presentations	\$0	\$0	\$135	\$0	0.00%
544000 - Professional Dues & Certifica	\$50	\$500	\$150	\$500	0.00%
545000 - Magazines, Books & Resour	\$382	\$500	\$0	\$500	0.00%
546000 - Conference & Seminar Regis	\$3,210	\$4,000	\$2,035	\$4,400	10.00%
546300 - In-Service Training		\$0		\$0	0.00%
547000 - Travel Expense	\$4,413	\$2,800	\$1,411	\$2,650	-5.36%
547100 - Travel Mileage Reimburse	\$74	\$300	\$27	\$150	-50.00%
551100 - Cellular Telephone	\$583	\$840	\$478	\$840	0.00%
556000 - Postage	\$0	\$50	\$0	\$50	0.00%
556500 - Messenger Services	\$0	\$100	\$69	\$50	-50.00%
560000 - Miscellaneous	\$0	\$200	\$8	\$100	-50.00%
573000 - Repair & Maintenance - Mac	\$325	\$325	\$325	\$325	0.00%
595000 - Furniture & Equipment	\$3,725	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$12,000	\$10,870	\$10,870	\$11,305	4.00%
<b>Personnel</b>	<b>\$114,600</b>	<b>\$149,936</b>	<b>\$118,282</b>	<b>\$202,674</b>	<b>35.17%</b>
<b>Operating Expenses</b>	<b>\$38,760</b>	<b>\$94,315</b>	<b>\$28,994</b>	<b>\$69,305</b>	<b>-26.52%</b>
<b>Contingency Funds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>Transfer Funds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>Capital Outlay</b>	<b>\$15,725</b>	<b>\$10,870</b>	<b>\$10,870</b>	<b>\$11,305</b>	<b>4.00%</b>
<b>Total</b>	<b>\$169,085</b>	<b>\$255,121</b>	<b>\$158,145</b>	<b>\$283,284</b>	<b>11.04%</b>

## 1146 Geographic Information Systems

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
<b>Personnel Services</b>		
501000 Salaries, Full-Time Employees	147,466	147,466
505200 Other taxable comp-Gfit	25	25
510000 Social Security & Medicare Taxes (FICA)	11,281	11,281
514000 Group Insurance	27,497	27,497
514200 Vision Plan	184	184
515000 Retirement Contribution (401A)	11,797	11,797
516000 Savings Plan Contribution (401K)	4,424	4,424
<b>Subtotal Personnel Services</b>	<b>202,674</b>	<b>202,674</b>

### Operating Expenses

<b>521000 Office Supplies</b>		
Miscellaneous Office Supplies	100	100
<i>Subtotal</i>	<b>100</b>	<b>100</b>
<b>525000 Furniture &amp; Fixtures</b>		
Miscellaneous Furniture	500	500
<i>Subtotal</i>	<b>500</b>	<b>500</b>
<b>526000 Machinery &amp; Equipment</b>		
Miscellaneous Computer Supplies	2,000	2,000
<i>Subtotal</i>	<b>2,000</b>	<b>2,000</b>
<b>531000 Information Technology (IT) Services</b>		
GIS Consulting - Casual User Toolbar	2,000	2,000
GIS Consulting - Data Updates (Parcels, Centerlines, Planimetrics)	10,000	10,000
GIS Consulting - Tax Import SSIS Package	4,000	4,000
Technical Support - Geocortex	1,840	1,840
<i>Subtotal</i>	<b>17,840</b>	<b>17,840</b>
<b>531500 Software Licenses</b>		
Software (Miscellaneous Utilities and City-wide GIS Licenses)	2,000	2,000
<i>Subtotal</i>	<b>2,000</b>	<b>2,000</b>

## 1146 Geographic Information Systems

<b>531600 Software Maintenance Agreements</b>			
Maintenance - Software (Adobe Creative Cloud for Teams) (1)	450	450	
Maintenance - Software (GIS - ArcGIS Desktop 3D Analyst) (2)	600	600	
Maintenance - Software (GIS - ArcGIS Desktop Advanced) (2)	3,600	3,600	
Maintenance - Software (GIS - ArcGIS Desktop ArcPad Applicati	500	500	
Maintenance - Software (GIS - ArcGIS Desktop Basic) (7)	3,700	3,700	
Maintenance - Software (GIS - ArcGIS Desktop Data Interoperabil	500	500	
Maintenance - Software (GIS - ArcGIS Desktop Data Reviewer) (	600	600	
Maintenance - Software (GIS - ArcGIS Desktop Spatial Analyst) (	600	600	
Maintenance - Software (GIS - ArcGIS Desktop Standard) (7)	8,700	8,700	
Maintenance - Software (GIS - ArcGIS Online)	2,500	2,500	
Maintenance - Software (GIS - ArcGIS Server) (2)	7,000	7,000	
Maintenance - Software (GIS - Community Analyst)	1,500	1,500	
Maintenance - Software (GIS - GeoCortex)	3,700	3,700	
Maintenance - Software (GIS - Pictometry Online)	2,500	2,500	
Maintenance - Software (Microsoft CALs) (2)	350	350	
Maintenance - Software (Trimble Positions Desktop)	400	400	
Maintenance - Software (Trimble Positions Mobile)	100	100	
<i>Subtotal</i>		<b>37,300</b>	<b>37,300</b>
<b>544000 Professional Dues &amp; Certification Fees</b>			
GIS User Group Fees	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>545000 Magazines, Books &amp; Resource Material</b>			
Miscellaneous Training and Reference Books	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>546000 Conference &amp; Seminar Registration</b>			
ESRI Training Pass (On-line Training for GIS Users)	500	500	
GIS Conference Registration (ESRI DC conference)	750	750	
GIS Conference Registration (TUGIS)	150	150	
GIS Training Classes	3,000	3,000	
<i>Subtotal</i>		<b>4,400</b>	<b>4,400</b>
<b>547000 Travel Expense</b>			
ESRI International User Conference (airfare, hotel, food)	2,500	2,500	
Other GIS Meetings	150	150	
<i>Subtotal</i>		<b>2,650</b>	<b>2,650</b>
<b>547100 Travel Mileage Reimbursement</b>			
Local Travel Reimbursement - Mileage Reimbursement for Staff	150	150	
<i>Subtotal</i>		<b>150</b>	<b>150</b>
<b>551100 Cellular Telephone</b>			
GIS Manager	840	840	
<i>Subtotal</i>		<b>840</b>	<b>840</b>
<b>556000 Postage</b>			
Postage	50	50	
<i>Subtotal</i>		<b>50</b>	<b>50</b>
<b>556500 Messenger Services</b>			
Courier Services	50	50	
<i>Subtotal</i>		<b>50</b>	<b>50</b>

**1146 Geographic Information Systems**

<b>560000 Miscellaneous</b>			
Miscellaneous	100	100	
<i>Subtotal</i>		<b>100</b>	<b>100</b>
<b>573000 Repair &amp; Maintenance - Machinery &amp; Equipment</b>			
Maintenance - GIS Equipment - Trimble Handheld	325	325	
<i>Subtotal</i>		<b>325</b>	<b>325</b>
<b>Subtotal Operating Expenses</b>		<b>69,305</b>	<b>69,305</b>

**Capital Outlay**

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC Monitors) (4)	420	420	
Replacement - GIS Data (Ortho Imagery - Aerials)	6,000	6,000	
Replacement - GIS Data (Pictometry)	3,500	3,500	
Replacement - Trimble Handheld	1,385	1,385	
<i>Subtotal</i>		<b>11,305</b>	<b>11,305</b>
<b>Subtotal Capital Outlay</b>		<b>11,305</b>	<b>11,305</b>
<b>Total</b>		<b>283,284</b>	<b>283,284</b>