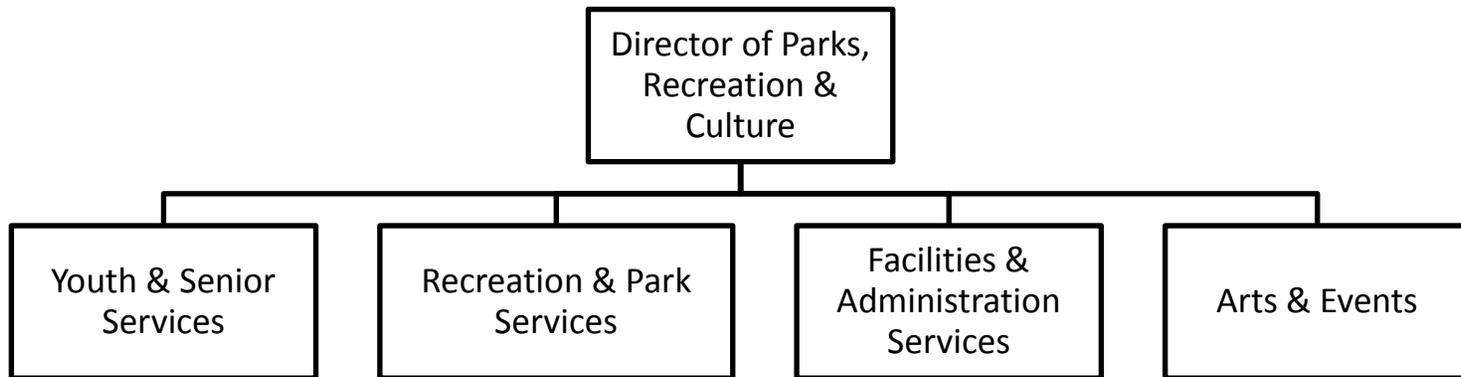


DEPARTMENT OF PARKS, RECREATION & CULTURE





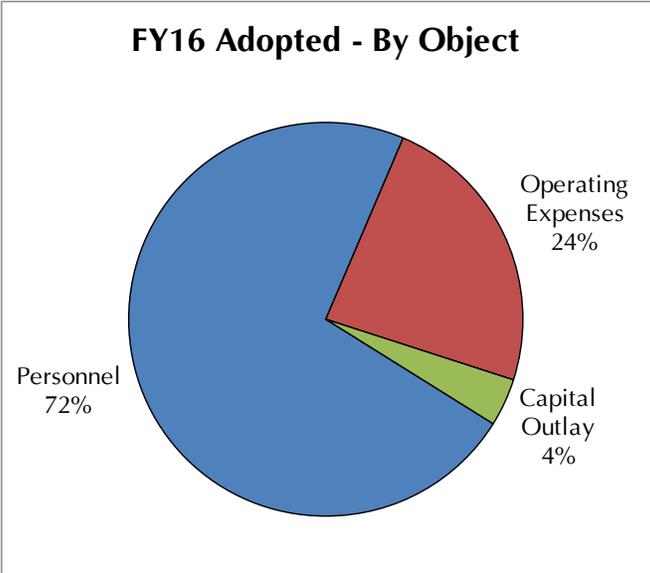
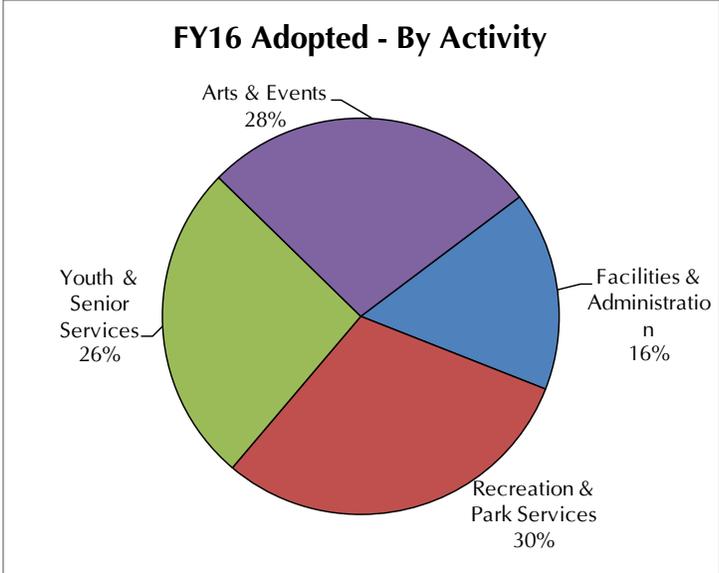
PARKS, RECREATION AND CULTURE DEPARTMENT OVERVIEW

Budget Summary	FY14 Actual	FY14 Budget	FY15 Budget	FY16 Adopted	% Chg
By Activity					
Facilities & Administration					
1411 - Parks, Recreation & Culture Administration	\$ 666,383	\$ 793,699	\$ 840,677	\$ 822,163	-2.20%
1426 - Activity Center	400,852	416,923	432,848	487,269	12.57%
1428 - Miniature Golf Course	76,716	82,670	91,382	94,336	3.23%
1429 - Picnic Pavilions	21,425	22,171	20,357	21,288	4.57%
Sub-total Facilities & Administration	<u>1,165,375</u>	<u>1,315,463</u>	<u>1,385,264</u>	<u>\$1,425,056</u>	<u>2.87%</u>
Recreation & Park Services					
1415 - Recreation Programs & Sports	820,756	830,652	866,098	928,819	7.24%
1416 - Recreation Classes	300,431	323,644	336,720	322,464	-4.23%
1421 - Casey Community Center	360,926	349,001	357,536	368,478	3.06%
1422 - Water Park	497,877	532,350	595,933	655,919	10.07%
1427 - Gaithersburg Aquatic Center	125,636	351,370	315,627	373,983	18.49%
Sub-total Recreation & Park Services	<u>2,105,627</u>	<u>2,387,017</u>	<u>2,471,914</u>	<u>2,649,663</u>	<u>7.19%</u>
Youth & Senior Services					
1417 - Youth Services	406,790	417,492	439,749	452,027	2.79%
1418 - Summer Programs	488,693	569,316	555,064	545,649	-1.70%
1419 - Gaithersburg Youth Center at Robertson Park	171,057	216,753	259,286	215,598	-16.85%
1420 - Skate Park	30,870	37,850	24,989	31,149	24.65%
1424 - Gaithersburg Youth Center at Olde Towne	208,742	289,121	250,685	310,201	23.74%
1425 - Seniors Program	598,140	611,981	705,191	736,466	4.43%
Sub-total Youth & Senior Services	<u>1,904,292</u>	<u>2,142,513</u>	<u>2,234,964</u>	<u>2,291,090</u>	<u>2.51%</u>
Arts & Events					
1423 - Gaithersburg Arts Barn	480,794	469,587	493,786	503,991	2.07%
1430 - Winter Lights	141,141	161,715	211,221	214,252	1.43%
1436 - Special Events	707,993	760,992	1,127,963	1,139,865	1.06%
1437 - Museums	326,563	399,509	182,923	187,244	2.36%
1438 - Kentlands Mansion	310,873	357,333	358,520	358,211	-0.09%
Sub-total Arts & Events	<u>1,967,364</u>	<u>2,149,136</u>	<u>2,374,413</u>	<u>2,403,563</u>	<u>1.23%</u>
Closed					
1435 - Food Service	-	5,000	-	-	0.00%
Total Park, Recreation & Culture	<u>\$ 7,142,658</u>	<u>\$ 7,999,129</u>	<u>\$ 8,466,555</u>	<u>\$8,769,372</u>	<u>3.58%</u>





PARKS, RECREATION AND CULTURE DEPARTMENT OVERVIEW



Budget Summary	FY14 Actual	FY14 Budget	FY15 Budget	FY16 Adopted	% Chg
By Object					
Personnel	\$ 5,311,728	\$ 5,859,285	\$ 6,159,642	\$6,359,397	3.24%
Operating Expenses	1,728,411	1,928,557	2,079,976	2,067,095	-0.62%
Capital Outlay	102,519	211,287	226,937	342,880	51.09%
Total	<u>\$ 7,142,658</u>	<u>\$ 7,999,129</u>	<u>\$ 8,466,555</u>	<u>\$8,769,372</u>	<u>3.58%</u>



PARKS, RECREATION AND CULTURE STAFFING SUMMARY BY POSITION

1411 - Parks & Recreation Administration	FY 14	FY 15	FY 16
Director of Parks, Recreation and Culture	1	1	1
Administrative Services Division Chief	1	1	1
Recreation Resource Development Administrator	1	1	0
Recreation Systems Support Manager	0	0	1
Recreation Systems Support Specialist	1	1	0
Administration Assistant III/PR&C	0	0	1
Administrative Specialist	1	1	0
Part-Time Personnel	0.63	0.63	0.63
Subtotal	5.63	5.63	4.63

1415 - Recreation Programs and Sports	FY 14	FY 15	FY 16
Recreation & Park Services Division Chief	1	1	1
Senior Program Supervisor	1	1	1
Program Supervisor	3	3	3
Part-Time Personnel	3.4	3.7	5.1
Subtotal	8.4	8.7	10.1

1416 - Recreation Classes	FY 14	FY 15	FY 16
Program Supervisor	1	1	1
Part-Time Personnel	2.7	2.7	1.4
Subtotal	3.7	3.7	2.4

1417 - Youth Services	FY 14	FY 15	FY 16
Youth & Senior Services Division Chief	1	1	1
Senior Program Supervisor	0	1	1
Program Supervisor	1	0	1
Recreation Program Coordinator II	1	1	0
Part-Time Personnel	3.88	3.45	3.81
Subtotal	6.88	6.45	6.81

1418 - Summer Programs	FY 14	FY 15	FY 16
Part-Time Personnel	17.44	15.67	15.4
Subtotal	17.44	15.67	15.4

1419 - Gaithersburg Youth Center at Robertson Park	FY 14	FY 15	FY 16
Community Facility Manager	1	1	1
Recreation Facility Coordinator	0.5	0.5	0
Bus Driver/Site Leader	0	1	1
Part-Time Personnel	2.91	2.7	2.06
Subtotal	4.41	5.2	4.06

1420 - Skate Park	FY 14	FY 15	FY 16
Part-Time Personnel	1.17	0.83	1.03
Subtotal	1.17	0.83	1.03





PARKS, RECREATION AND CULTURE STAFFING SUMMARY BY POSITION

1421 - Casey Community Center	FY 14	FY 15	FY 16
Community Facility Manager	1	1	1
Recreation Facility Coordinator	0	1	1
Administrative Support Supervisor	1	0	0
Part-Time Personnel	3.9	3.9	4.1
Subtotal	5.9	5.9	6.1

1422 - Water Park	FY 14	FY 15	FY 16
Aquatic Superintendent	0	1	1
Community Facility Manager	1	0	0
Recreation Facility Coordinator	1	1	1
Part-Time Personnel	10.7	10.9	10.9
Subtotal	12.7	12.9	12.9

1423 - Gaithersburg Arts Barn	FY 14	FY 15	FY 16
Arts Administrator	1	1	1
Program Coordinator	0	1	1
Administrative Assistant III	1	0	0
Part-Time Personnel	2.7	2.7	2.7
Subtotal	4.7	4.7	4.7

1424 - Gaithersburg Olde Towne Youth Center	FY 14	FY 15	FY 16
Community Facility Manager	1	1	1
Site Leader	0	0	1
Part-Time Personnel	4.82	3.93	3.79
Subtotal	5.82	4.93	5.79

1425 - Seniors Program	FY 14	FY 15	FY 16
Community Facility Manager	1	1	1
Program Supervisor	0	0	1
Recreation Program Coordinator II	1	1	0
Recreation Facility Coordinator	0	0	0.5
Program Coordinator	1	1	1
Administrative Assistant III/PR&C	1	1	1
Bus Driver/Site Leader	0	1	1
Custodian/Maintenance Worker	1	1	1
Part-Time Personnel	2.47	3.23	3.17
Subtotal	7.47	9.23	9.67

1426 - Activity Center at Bohrer Park	FY 14	FY 15	FY 16
Community Facility Manager	1	1	1
Recreation Coordinator	0	0	1
Recreation Support Assistant	2	2	2
Part-Time Personnel	5.1	5.1	4.5
Subtotal	8.1	8.1	8.5





PARKS, RECREATION AND CULTURE STAFFING SUMMARY BY POSITION

1427 - Gaithersburg Aquatic Center	FY 14	FY 15	FY 16
Community Facility Manager	1	0	0
Recreation Facility Coordinator	0	1	1
Part-Time Personnel	7.7	7.7	7.7
Subtotal	8.7	8.7	8.7

1428 - Miniature Golf Course at Bohrer Park	FY 14	FY 15	FY 16
Recreation Facility Coordinator	0.5	0.5	0.5
Part-Time Personnel	1.5	1.5	1.5
Subtotal	2	2	2

1429 - Picnic Pavilions at Bohrer Park	FY 14	FY 15	FY 16
Part-Time Personnel	0.5	0.5	0.5
Subtotal	0.5	0.5	0.5

1430 - Winter Lights	FY 14	FY 15	FY 16
Part-Time Personnel	1.2	1.2	1.2
Subtotal	1.2	1.2	1.2

1436 - Special Events	FY 14	FY 15	FY 16
Arts & Events Division Chief	1	1	1
Community Facility Manager	1	0	0
Senior Program Supervisor	1	2	2
Program Supervisor	1	1	2
Recreation Program Coordinator II	0	1	0
Program Coordinator	0	1	1
Part-Time Personnel	2.7	3.1	3.1
Subtotal	6.7	9.1	9.1

1437 - Community Museum	FY 14	FY 15	FY 16
Community Facility Manager	1	1	1
Recreation Program Coordinator II	1	0	0
Part-Time Personnel	3	1.4	1.4
Subtotal	5	2.4	2.4

1438 - Kentlands Mansion	FY 14	FY 15	FY 16
Community Facility Manager	1	1	1
Facility Program Coordinator	1	0	0
Program Coordinator	0	1	1
Custodian/Maintenance Worker	1	1	1
Part-Time Personnel	2	2	2
Subtotal	5	5	5

Total	FY 14	FY 15	FY 16
Full-Time Personnel	41	44	45
Employment Agreement Personnel	0	0	0
Part-Time Personnel	80.42	76.84	75.99
	121.42	120.84	120.99



SERVICES PROVIDED:

Parks, Recreation and Culture Administration provides the necessary budget, equipment, training, personnel and support to the Department of Parks, Recreation and Culture in order to maintain excellent services and products offered to the community. The most important functions are associated with strategic directions supported by the department as well as implementation of projects as outlined in the Parks and Recreation Master Plan.

WORK PLAN GOALS:

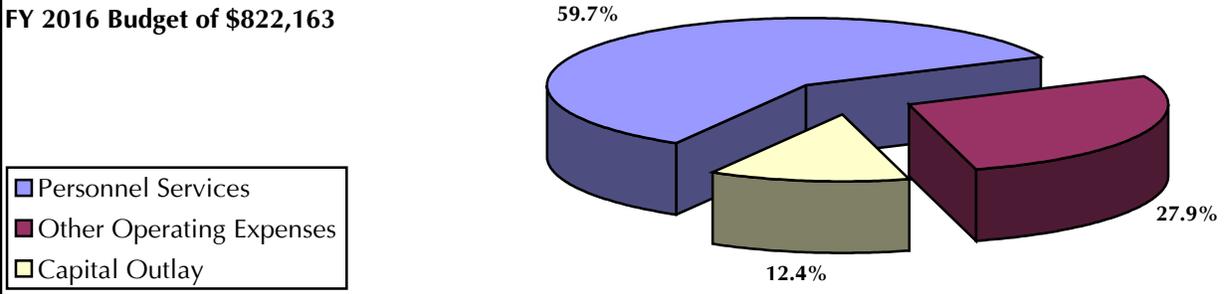
- Construct and implement economic development initiatives and evaluate the success of those initiatives and the department’s core services through surveys, program evaluations, consumer advisory panels and audits.
- Develop new and additional revenue streams through the cultivation of partnerships, sponsorships, financial naming rights and advertising opportunities.
- Develop volunteer and intern opportunities throughout departmental operations, focusing on outreach to community organizations to build alliances and foster a volunteer base.
- Encourage professional development and growth through the evaluation of core competencies by position and creating a succession plan for the department.
- Impact the community through conservation, health & wellness and social equity.
- Initiate the procurement process for the replacement of current Recreation Management Software System.
- Meet or exceed customer expectations and enhance accessibility of services by developing and evaluating program services, communications, integrated programs and facility access.
- Provide Parks, Recreation and Cultural arts venues, programs and initiatives to ensure Gaithersburg is a premier community in which to live, work, learn and play.
- Through partnerships, enhance the delivery of youth and senior services for the well-being of all Gaithersburg citizens, focusing on the elderly, disabled and low income.
- Utilize the networking process established through the Regional Recreation Workshop of Recreational Professionals as an avenue of resource sharing and commitment to community needs.

SIGNIFICANT CHANGES:

- Americans with Disabilities Act increased \$13,000 due to the line item being streamlined into a single activity.
- FT Salaries decreased \$55,102 due to the elimination of the Resource Development Administrator
- Furniture & Equipment (Replacement) decreased by \$8,410 due to copier replacement.
- Repair & Maintenance Machinery & Equipment decreased by \$6,590 due to copier replacement.
- Repair & Maintenance Vehicles increased by \$6,000 to reflect a restoration of full replacement funding after a one year reduction of 50%.
- Vehicles & Equipment (Replacement) increased by \$52,359 to reflect a restoration of full replacement funding after a one year reduction of 50% and as vehicles purchased in FY15 now have a replacement account established in FY16.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$546,484	\$572,910	\$490,687	\$490,687
Other Operating Expenses	187,050	209,360	229,120	229,120
Capital Outlay	60,165	58,407	102,356	102,356
TOTAL	\$793,699	\$840,677	\$822,163	\$822,163

Parks, Recreation & Culture Administration
FY 2016 Budget of \$822,163



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Number of On-Line Registrations	9,484	9,500	9,600
Acres of Parkland Accessible to Citizens	872.957	872.957	869.967

Activity Analysis Report - Adopted

1411 - Parks, Recreation & Culture Administration

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employe	\$342,953	\$416,805	\$268,081	\$361,703	-13.22%
505200 - Other taxable comp-Gfit	\$643	\$728	\$298	\$718	-1.37%
507000 - Vacation & Sick Pay	\$365	\$0	\$4,428	\$0	0.00%
508000 - Salaries, Overtime	\$456	\$1,775	\$64	\$0	-100.00%
509000 - Salaries, Part-Time Employe	\$11,890	\$16,587	\$8,795	\$16,753	1.00%
510000 - Social Security & Medicare T	\$25,331	\$33,290	\$19,537	\$28,952	-13.03%
514000 - Group Insurance	\$28,896	\$55,112	\$27,033	\$39,821	-27.75%
514200 - Vision Plan	\$46	\$313	\$0	\$221	-29.39%
515000 - Retirement Contribution (401	\$25,801	\$33,344	\$21,134	\$28,936	-13.22%
515100 - Retirement Health Savings (\$2,465	\$2,452	\$2,244	\$2,732	11.42%
516000 - Savings Plan Contribution (4	\$9,292	\$12,504	\$6,765	\$10,851	-13.22%
521000 - Office Supplies	\$5,399	\$6,700	\$4,863	\$6,700	0.00%
522000 - General Operating Supplies	\$1,801	\$2,200	\$1,008	\$2,200	0.00%
522500 - Program Activities	\$60	\$0	\$0	\$0	0.00%
526000 - Machinery & Equipment	\$150	\$2,500	\$109	\$1,000	-60.00%
530000 - Accounting & Audit	\$59,939	\$75,000	\$66,605	\$79,000	5.33%
531000 - Information Technology (IT)		\$0		\$0	0.00%
531500 - Software Licenses	\$560	\$700	\$0	\$0	-100.00%
531600 - Software Maintenance Agree	\$20,918	\$22,220	\$22,337	\$22,515	1.33%
533000 - Legal	\$3,534	\$3,650	\$3,610	\$3,730	2.19%
536000 - Miscellaneous Professional	\$1,987	\$3,050	\$2,546	\$6,800	122.95%
536200 - Americans with Disabilities A		\$0		\$13,000	0.00%
542000 - Awards & Presentations	\$500	\$0	\$150	\$0	0.00%
544000 - Professional Dues & Certifica	\$3,255	\$1,285	\$366	\$2,260	75.88%
546000 - Conference & Seminar Regis	\$484	\$1,775	\$499	\$1,775	0.00%
547000 - Travel Expense	\$1,826	\$3,800	\$1,110	\$4,250	11.84%
551000 - Telephone (Landline)	\$111	\$0	\$0	\$0	0.00%
551100 - Cellular Telephone	\$1,386	\$1,680	\$1,285	\$1,680	0.00%
552500 - Vehicle & Equipment Gasolin	\$10,517	\$13,000	\$11,579	\$13,000	0.00%
553000 - Printing & Binding	\$18,792	\$23,900	\$18,224	\$23,900	0.00%
556000 - Postage	\$20,810	\$21,600	\$21,100	\$21,600	0.00%
557000 - Laundry & Uniforms	\$0	\$150	\$0	\$150	0.00%
560000 - Miscellaneous	\$135	\$0	\$0	\$0	0.00%
561000 - Local, In-Services Meals	\$1,326	\$1,000	\$1,056	\$1,000	0.00%
567000 - Rental & Use Charges	\$1,485	\$1,650	\$1,381	\$1,650	0.00%
573000 - Repair & Maintenance - Mac	\$11,962	\$15,500	\$8,121	\$8,910	-42.52%
574000 - Repair & Maintenance - Vehi	\$11,372	\$8,000	\$11,461	\$14,000	75.00%
592000 - Software	(\$20,000)	\$0	\$0	\$0	0.00%
592100 - Software (Replacement)	\$20,000	\$0	\$0	\$0	0.00%
595000 - Furniture & Equipment	(\$3,700)	\$0	\$0	\$0	0.00%
595060 - Machinery & Equipment	\$5,315	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$10,235	\$10,245	\$10,245	\$1,835	-82.09%

Activity Analysis Report - Adopted

1411 - Parks, Recreation & Culture Administration

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
596000 - Vehicles & Equipment	(\$1,846)	\$0	\$0	\$0	0.00%
596100 - Vehicles & Equipment (Repl	\$29,930	\$48,162	\$48,162	\$100,521	108.71%
Personnel	\$448,139	\$572,910	\$358,378	\$490,687	-14.35%
Operating Expenses	\$178,309	\$209,360	\$177,410	\$229,120	9.44%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$39,934	\$58,407	\$58,407	\$102,356	75.25%
Total	\$666,383	\$840,677	\$594,194	\$822,163	-2.20%

1411 Parks, Recreation & Culture Administration

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
501000 Salaries, Full-Time Employees	361,703	361,703
505200 Other taxable comp-Gfit	718	718
509000 Salaries, Part-Time Employees	16,753	16,753
510000 Social Security & Medicare Taxes (FICA)	28,952	28,952
514000 Group Insurance	39,821	39,821
514200 Vision Plan	221	221
515000 Retirement Contribution (401A)	28,936	28,936
515100 Retirement Health Savings (RHS)	2,732	2,732
516000 Savings Plan Contribution (401K)	10,851	10,851
Subtotal Personnel Services	490,687	490,687

Operating Expenses

521000 Office Supplies		
Cartridges - Printers (6)	2,800	2,800
Fingerprint Supplies	300	300
Membership Card Printer Supplies	1,000	1,000
Postage Meter - Ink, Sealer and Tape	300	300
Receipt Printer Supplies	500	500
Stamps, Cash Bags and Office Supplies	1,800	1,800
<i>Subtotal</i>	6,700	6,700
522000 General Operating Supplies		
Facility and Event Materials	1,800	1,800
First Aid Supplies	400	400
<i>Subtotal</i>	2,200	2,200
526000 Machinery & Equipment		
Miscellaneous Computer Supplies	1,000	1,000
<i>Subtotal</i>	1,000	1,000
530000 Accounting & Audit		
Credit Card Processing Fees	79,000	79,000
<i>Subtotal</i>	79,000	79,000
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe Acrobat Professional) (1)	60	60
Maintenance - Software (Adobe InDesign Creative Cloud) (1)	230	230
Maintenance - Software (Class)	21,000	21,000
Maintenance - Software (Microsoft CALs) (7)	1,225	1,225
<i>Subtotal</i>	22,515	22,515
533000 Legal		
American Society of Composers, Authors and Publishers	680	680
Broadcast Music, Inc. License Agreement	600	600
Motion Picture License Agreement	1,200	1,200
Society of European Songwriters, Artists and Composers	1,250	1,250
<i>Subtotal</i>	3,730	3,730

1411 Parks, Recreation & Culture Administration

536000 Miscellaneous Professional Services			
Fingerprinting Service	4,500	4,500	
Professional Speaker	2,000	2,000	
Shredder Services	300	300	
<i>Subtotal</i>		6,800	6,800
536200 Americans with Disabilities Act			
Department-wide Costs	13,000	13,000	
<i>Subtotal</i>		13,000	13,000
544000 Professional Dues & Certification Fees			
Leadership Montgomery	100	100	
Maryland Municipal League	35	35	
Maryland Recreation and Parks Association	1,000	1,000	
Montgomery Women	125	125	
National Recreation and Parks Association	1,000	1,000	
<i>Subtotal</i>		2,260	2,260
546000 Conference & Seminar Registration			
Active Network Conference (2)	800	800	
Maryland Recreation and Parks Association Conference/Meetings	375	375	
National Recreation and Parks Association Conference	600	600	
<i>Subtotal</i>		1,775	1,775
547000 Travel Expense			
Active Network Conference (2)	2,200	2,200	
Maryland Recreation and Parks Association Conference	450	450	
National Recreation and Parks Association Conference	1,600	1,600	
<i>Subtotal</i>		4,250	4,250
551100 Cellular Telephone			
Director (1)	840	840	
Facilities Administration Director (1)	840	840	
<i>Subtotal</i>		1,680	1,680
552500 Vehicle & Equipment Gasoline Expense			
Gasoline and Diesel for vehicles (10)	13,000	13,000	
<i>Subtotal</i>		13,000	13,000
553000 Printing & Binding			
Leisure Times Postcards	2,000	2,000	
Leisure Times Publication	21,900	21,900	
<i>Subtotal</i>		23,900	23,900
556000 Postage			
Letters, Membership Renewals and Promotional Materials	21,600	21,600	
<i>Subtotal</i>		21,600	21,600
557000 Laundry & Uniforms			
Staff Shirts	150	150	
<i>Subtotal</i>		150	150
561000 Local, In-Services Meals			
All Hands Meetings	1,000	1,000	
<i>Subtotal</i>		1,000	1,000

1411 Parks, Recreation & Culture Administration

567000 Rental & Use Charges			
E-Z Pass	150	150	
Postage Meter Fees	1,500	1,500	
<i>Subtotal</i>		1,650	1,650
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance - LiveScan System	1,700	1,700	
Maintenance & Supplies - Copier (Ricoh - Color Printing)	2,800	2,800	
Maintenance & Supplies - Copier (Ricoh) (3)	4,410	4,410	
<i>Subtotal</i>		8,910	8,910
574000 Repair & Maintenance - Vehicles			
Vehicle Maintenance (18 Units)	14,000	14,000	
<i>Subtotal</i>		14,000	14,000
Subtotal Operating Expenses		229,120	229,120

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (Monitors) (11)	365	365	
Replacement - Computer Hardware (PC) (8)	720	720	
Replacement - Fax Machines	130	130	
Replacement - Printer (DataCard SD260 Card printer)	350	350	
Replacement - Printer (HP LaserJet M4014dn)	270	270	
<i>Subtotal</i>		1,835	1,835
596100 Vehicles & Equipment (Replacement)			
Vehicle Replacement (16 Units) (All Parks and Recreation Vehicle	100,521	100,521	
<i>Subtotal</i>		100,521	100,521
Subtotal Capital Outlay		102,356	102,356
Total		822,163	822,163

SERVICES PROVIDED:

Recreation Programs and Sports is comprised of a variety of activities that encourage and support lifetime skills and opportunities to play. Programs and activities are established based on the spirit and principles of CHARACTER COUNTS!, family fun, and participation by all. The core program encourages and promotes all ages to seek and engage in lifetime leisure activities that will benefit participants physically, mentally and socially.

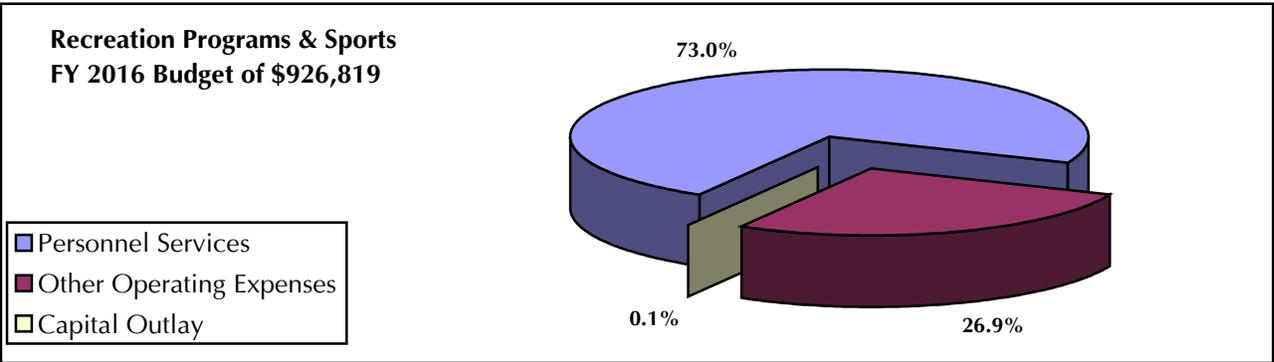
WORK PLAN GOALS:

- Continue to foster partnerships with local agencies and community services as a means for advancing the benefits of participating in Parks and Recreation programs.
- Develop and implement a marketing plan that incorporates social media into the traditional strategies of communication and promotion.
- Develop and promote recreation programs that are affordable and inclusive of all segments of the community.
- Educate, encourage, and support volunteer coaches through workshops, clinics, and guidance from the recreation staff. Energize the community with programs that foster participation, sportsmanship, and an appreciation for teamwork.
- Enhance the gathering of information through participant surveys as a tool in determining program needs and customer satisfaction.
- Foster the "Let's Move Cities and Towns" initiative through an emphasis on promoting physical fitness, healthy foods and snacks, and the benefits of active recreation to create a healthy America today and for the future. Let's Move Gaithersburg!
- Integrate the principles of CHARACTER COUNTS! in all levels of programs through initiatives that promote and encourage fair play, team work, skill development, and the value of leisure activities.

SIGNIFICANT CHANGES:

- Electric increased by \$7,998 due to increase in rental requests associated with ball-field rentals.
- Program Activities increased \$11,065 due to increased rentals associated with the synthetic turf field, addition of a youth cricket program and expansion of City sponsored trips to sporting events.
- Salaries- Part - Time Employee increased by \$18,249 due to expansion of revenue supported City sponsored trips to sporting events.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$615,117	\$642,463	\$676,620	\$678,620
Other Operating Expenses	214,210	223,030	249,394	249,394
Capital Outlay	1,325	605	805	805
TOTAL	\$830,652	\$866,098	\$926,819	\$928,819



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Youth and Teen Sports Registrants - Resident	1477	1830	1902
Youth and Teen Sports Registrants - Nonresident	2397	2652	2663
Coaching Hours Volunteered	17,000	17,500	17,500
Adult Team and Individual Sports Programs Offered	54	44	61

Activity Analysis Report - Adopted

1415 - Recreation Programs & Sports

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$402,569	\$413,523	\$306,287	\$423,834	2.49%
505200 - Other taxable comp-Gfit	\$625	\$550	\$315	\$630	14.55%
507000 - Vacation & Sick Pay	\$4,248	\$0	\$7,622	\$0	0.00%
509000 - Salaries, Part-Time Employee	\$91,244	\$109,864	\$79,280	\$128,113	16.61%
510000 - Social Security & Medicare T	\$38,100	\$40,039	\$30,062	\$42,071	5.08%
514000 - Group Insurance	\$25,170	\$30,307	\$21,825	\$34,378	13.43%
514200 - Vision Plan	\$167	\$240	\$86	\$240	0.00%
515000 - Retirement Contribution (401	\$32,206	\$33,082	\$24,503	\$33,907	2.49%
515100 - Retirement Health Savings (\$2,465	\$2,452	\$2,034	\$2,732	11.42%
516000 - Savings Plan Contribution (4	\$12,077	\$12,406	\$9,188	\$12,715	2.49%
521000 - Office Supplies	\$301	\$400	\$347	\$400	0.00%
522000 - General Operating Supplies	\$82,604	\$70,244	\$54,168	\$70,244	0.00%
522500 - Program Activities	\$11,904	\$14,800	\$15,088	\$25,865	74.76%
526000 - Machinery & Equipment	\$0	\$1,000	\$0	\$500	-50.00%
531600 - Software Maintenance Agree	\$750	\$860	\$750	\$1,105	28.49%
536000 - Miscellaneous Professional	\$6,930	\$11,034	\$6,237	\$11,034	0.00%
536200 - Americans with Disabilities A	\$178	\$2,000	\$1,420	\$0	-100.00%
536500 - Investigations	\$6,177	\$4,800	\$4,927	\$6,800	41.67%
537000 - Instructor Services	\$9,649	\$11,055	\$7,052	\$13,625	23.25%
541000 - Advertising	\$455	\$0	\$0	\$757	0.00%
542000 - Awards & Presentations	\$0	\$13,473	\$17,627	\$13,473	0.00%
544000 - Professional Dues & Certifica	\$2,645	\$3,150	\$1,840	\$2,650	-15.87%
546000 - Conference & Seminar Regis	\$655	\$795	\$549	\$1,025	28.93%
547000 - Travel Expense	\$1,126	\$1,325	\$1,360	\$1,325	0.00%
549000 - Scholarship Management	\$0	\$1,000	\$0	\$1,000	0.00%
550000 - Electric	\$33,801	\$28,386	\$30,215	\$36,384	28.18%
551000 - Telephone (Landline)	\$78	\$0	\$0	\$0	0.00%
551100 - Cellular Telephone	\$876	\$1,200	\$694	\$1,200	0.00%
553000 - Printing & Binding	\$7,808	\$8,000	\$7,486	\$7,800	-2.50%
554000 - Signage	\$167	\$1,000	\$998	\$1,000	0.00%
556000 - Postage	\$1,697	\$2,175	\$2,673	\$2,175	0.00%
557000 - Laundry & Uniforms	\$0	\$2,813	\$0	\$2,800	-0.46%
560000 - Miscellaneous	\$230	\$0	\$0	\$0	0.00%
561000 - Local, In-Services Meals	\$11	\$0	\$0	\$0	0.00%
567100 - Rental of Facilities	\$43,251	\$43,320	\$30,246	\$48,032	10.88%
573000 - Repair & Maintenance - Mac	\$0	\$200	\$0	\$200	0.00%
595000 - Furniture & Equipment	(\$732)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$1,325	\$605	\$605	\$805	33.06%

Activity Analysis Report - Adopted

1415 - Recreation Programs & Sports

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
Personnel	\$608,871	\$642,463	\$481,202	\$678,620	5.63%
Operating Expenses	\$211,292	\$223,030	\$183,675	\$249,394	11.82%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$593	\$605	\$605	\$805	33.06%
Total	\$820,756	\$866,098	\$665,482	\$928,819	7.24%

1415 Recreation Programs & Sports

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
501000 Salaries, Full-Time Employees	423,834	423,834
505200 Other taxable comp-Gfit	630	630
509000 Salaries, Part-Time Employees	126,113	128,113
510000 Social Security & Medicare Taxes (FICA)	42,071	42,071
514000 Group Insurance	34,378	34,378
514200 Vision Plan	240	240
515000 Retirement Contribution (401A)	33,907	33,907
515100 Retirement Health Savings (RHS)	2,732	2,732
516000 Savings Plan Contribution (401K)	12,715	12,715
Subtotal Personnel Services	676,620	678,620
Operating Expenses		
521000 Office Supplies		
Binders, Folders and Pens	400	400
<i>Subtotal</i>	400	400
522000 General Operating Supplies		
American Softball Association Sanctioning Materials	750	750
Basketballs, Softballs, Soccer-balls and Volleyballs	7,871	7,871
Coaches Shirts	4,900	4,900
First Aid Supplies	585	585
Ready Set Run	650	650
Rule Books for Softball and Volleyball	1,500	1,500
Start Smart Equipment	1,979	1,979
Strokes and Strides	675	675
Summer Sports Clinic Supplies	750	750
Tennis and Pickle Ball Supplies	2,498	2,498
Track and Field and Cross Country Equipment	2,320	2,320
Youth and Teen Shirts, Soccer Socks and Hats and Visors	33,640	33,640
Youth Cricket (Gloves, Pads, Balls, Bats)	1,320	1,320
Youth Sports Supplies - Bags, Bats, Helmets and Mouth Guards	10,806	10,806
<i>Subtotal</i>	70,244	70,244
522500 Program Activities		
Golf Tournament Spring & Fall (Revenue offset)	14,900	14,900
Sports Trips (Revenue offset)	10,965	10,965
<i>Subtotal</i>	25,865	25,865
526000 Machinery & Equipment		
Miscellaneous Computer Supplies	500	500
<i>Subtotal</i>	500	500
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe InDesign Creative Cloud) (1)	230	230
Maintenance - Software (Microsoft CALs) (5)	875	875
<i>Subtotal</i>	1,105	1,105
536000 Miscellaneous Professional Services		
Sports Officials Contract - Adult Softball	11,034	11,034
<i>Subtotal</i>	11,034	11,034

1415 Recreation Programs & Sports

536500 Investigations			
Background Checks Volunteer Coaches	6,800	6,800	
<i>Subtotal</i>		6,800	6,800
537000 Instructor Services			
Youth Sports Clinics	13,625	13,625	
<i>Subtotal</i>		13,625	13,625
541000 Advertising			
Social Media	757	757	
<i>Subtotal</i>		757	757
542000 Awards & Presentations			
Adult Sports Awards	13,473	13,473	
<i>Subtotal</i>		13,473	13,473
544000 Professional Dues & Certification Fees			
Mid Atlantic Recreation and Parks Alliance	150	150	
National Youth Sports Coaches Certifications	2,500	2,500	
<i>Subtotal</i>		2,650	2,650
546000 Conference & Seminar Registration			
International Youth Sports Congress	400	400	
Local Maryland Recreation and Parks Association Workshops	625	625	
<i>Subtotal</i>		1,025	1,025
547000 Travel Expense			
Lodging International Sports Congress	600	600	
Meals International Sports Congress	185	185	
Travel International Sports Congress	540	540	
<i>Subtotal</i>		1,325	1,325
549000 Scholarship Management			
Financial Aid After School Sports	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
550000 Electric			
Adult Softball	9,573	9,573	
Athletic Field Rental	19,748	19,748	
Sports Programs - Field Lights	7,063	7,063	
<i>Subtotal</i>		36,384	36,384
551100 Cellular Telephone			
Field Rental Supervisor	800	800	
Team Phone	400	400	
<i>Subtotal</i>		1,200	1,200
553000 Printing & Binding			
Sports Brochures and Program Registration Materials	7,800	7,800	
<i>Subtotal</i>		7,800	7,800
554000 Signage			
Sports Registration Banners	1,000	1,000	
<i>Subtotal</i>		1,000	1,000

1415 Recreation Programs & Sports

556000 Postage			
Bulk Mailing for Sports	2,025	2,025	
General Correspondence Mailing	150	150	
<i>Subtotal</i>		2,175	2,175
557000 Laundry & Uniforms			
Staff Shirts and Sweatshirts	2,800	2,800	
<i>Subtotal</i>		2,800	2,800
567100 Rental of Facilities			
City Programs and Sports	39,530	39,530	
Outdoor Field Use	8,502	8,502	
<i>Subtotal</i>		48,032	48,032
573000 Repair & Maintenance - Machinery & Equipment			
Tennis Ball Machine	200	200	
<i>Subtotal</i>		200	200
Subtotal Operating Expenses		249,394	249,394

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC) (5)	735	735	
Replacement - Point of Sale Hardware	70	70	
<i>Subtotal</i>		805	805
Subtotal Capital Outlay		805	805
Total		926,819	928,819

SERVICES PROVIDED:

Recreation classes provide the community with an opportunity to experience leisure time activities. Classes are offered in the areas of dance, health and wellness, fitness, art, and special interests. Class opportunities range from one-day seminars to several weeks of enrichment or skill-building. The focus of the recreation class programs is to meet the diverse needs and interests of the greater Gaithersburg community.

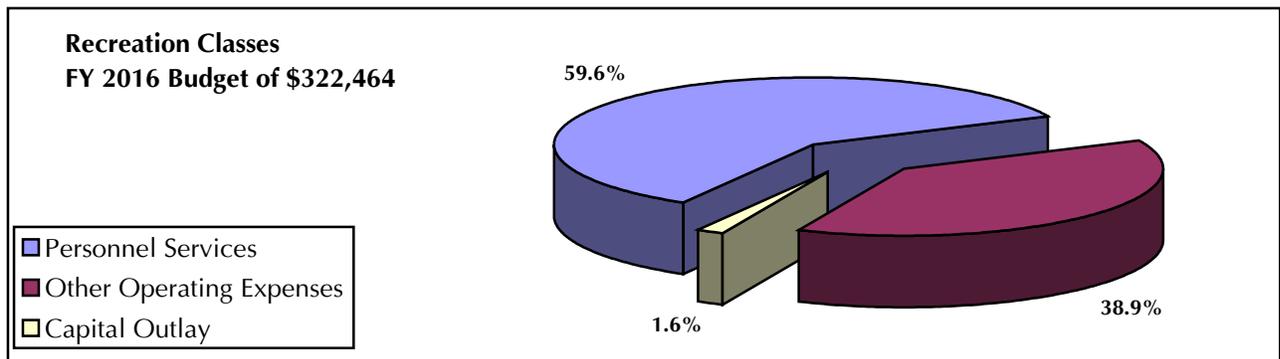
WORK PLAN GOALS:

- Coordinate with Social Service Agencies to publicize and encourage participation in free programs with an emphasis on family fun and participation.
- Create and maintain a diverse class program that is fresh, stimulating, in tune with current trends, wholesome, affordable, and provides the outcomes desired by the participants.
- Develop opportunities for classes that include Boot camps, HIT and Yoga to be conducted in the outdoors at City Parks.
- Emphasize "Let's Move Cities & Towns" initiative through the Recreation Class Program. Serve as an advocate for existing and future programs through marketing of fitness and wellness classes.
- Evaluate data received from cost comparison studies with neighboring jurisdictions when establishing class revenue goals.
- Use of "Constant Contact" email blasts as a tool for marketing and communicating with customers.
- Utilize information obtained through customer surveys as a tool for measuring customer satisfaction and improving class offerings for the Gaithersburg community.
- Utilize resources afforded through the web site, social media, banners, and demonstration events to educate the community and grow the Recreation Class Program.

SIGNIFICANT CHANGES:

- Instructor Services increased by \$13,925 to reflect the increase in instructor services associated with classes.
- Salaries-Part-Time Employee decreased by \$28,736 reflects historical use of allocated funding.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$208,802	\$217,645	\$192,149	\$192,149
Other Operating Expenses	114,337	113,840	125,315	125,315
Capital Outlay	505	5,235	5,000	5,000
TOTAL	\$323,644	\$336,720	\$322,464	\$322,464



Department of Parks, Recreation and Culture

1416 - Recreation Classes

Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Number of Recreation Classes Offered	378	500	500
Class Participants - Residents	1695	2150	1750
Class Participants - Nonresidents	1177	1425	1200

Activity Analysis Report - Adopted

1416 - Recreation Classes

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$69,038	\$70,917	\$52,829	\$73,045	3.00%
505200 - Other taxable comp-Gfit	\$0	\$24	\$0	\$0	-100.00%
509000 - Salaries, Part-Time Employee	\$113,174	\$113,214	\$69,853	\$84,478	-25.38%
510000 - Social Security & Medicare T	\$13,877	\$14,086	\$9,331	\$12,051	-14.45%
514000 - Group Insurance	\$10,443	\$11,566	\$9,398	\$14,448	24.92%
514200 - Vision Plan	\$0	\$37	\$0	\$92	148.65%
515000 - Retirement Contribution (401	\$5,523	\$5,673	\$4,223	\$5,844	3.01%
516000 - Savings Plan Contribution (4	\$2,071	\$2,128	\$1,584	\$2,191	2.96%
522000 - General Operating Supplies	\$1,207	\$2,000	\$2,062	\$2,000	0.00%
526000 - Machinery & Equipment	\$149	\$1,000	\$0	\$500	-50.00%
531600 - Software Maintenance Agree	\$300	\$410	\$300	\$580	41.46%
536000 - Miscellaneous Professional	\$0	\$0	\$0	\$0	0.00%
536200 - Americans with Disabilities A	\$0	\$3,000	\$0	\$0	-100.00%
536500 - Investigations	\$380	\$150	\$345	\$300	100.00%
537000 - Instructor Services	\$67,355	\$91,075	\$35,537	\$105,000	15.29%
541000 - Advertising	\$417	\$2,150	\$0	\$1,200	-44.19%
544000 - Professional Dues & Certifica	\$170	\$435	\$75	\$360	-17.24%
546000 - Conference & Seminar Regis	\$135	\$270	\$30	\$125	-53.70%
547000 - Travel Expense	\$0	\$250	\$107	\$0	-100.00%
547100 - Travel Mileage Reimburse	\$7	\$0	\$0	\$0	0.00%
549000 - Scholarship Management		\$0		\$1,000	0.00%
553000 - Printing & Binding	\$1,547	\$1,000	\$170	\$1,600	60.00%
554000 - Signage	\$0	\$1,000	\$970	\$1,000	0.00%
556000 - Postage	\$0	\$100	\$0	\$150	50.00%
567100 - Rental of Facilities	\$14,403	\$11,000	\$3,290	\$11,500	4.55%
595000 - Furniture & Equipment	(\$268)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$505	\$5,235	\$5,235	\$5,000	-4.49%
Personnel	\$214,126	\$217,645	\$147,218	\$192,149	-11.71%
Operating Expenses	\$86,068	\$113,840	\$42,886	\$125,315	10.08%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$237	\$5,235	\$5,235	\$5,000	-4.49%
Total	\$300,431	\$336,720	\$195,339	\$322,464	-4.23%

1416 Recreation Classes

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
501000 Salaries, Full-Time Employees	73,045	73,045
509000 Salaries, Part-Time Employees	84,478	84,478
510000 Social Security & Medicare Taxes (FICA)	12,051	12,051
514000 Group Insurance	14,448	14,448
514200 Vision Plan	92	92
515000 Retirement Contribution (401A)	5,844	5,844
516000 Savings Plan Contribution (401K)	2,191	2,191
Subtotal Personnel Services	192,149	192,149

Operating Expenses

522000 General Operating Supplies		
Aerobic Exercise Steps	1,225	1,225
Class Supplies	400	400
Gymnastics Supplies - Talc, Mat Cleaner and Pads	150	150
Summer Dance Camp Music and Craft Supplies	225	225
<i>Subtotal</i>	2,000	2,000
526000 Machinery & Equipment		
Miscellaneous Computer Devices & Supplies	500	500
<i>Subtotal</i>	500	500
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe InDesign Creative Cloud) (1)	230	230
Maintenance - Software (Microsoft CALs) (2)	350	350
<i>Subtotal</i>	580	580
536500 Investigations		
Background Checks	300	300
<i>Subtotal</i>	300	300
537000 Instructor Services		
Classes - Exercise, Dance and Karate	105,000	105,000
<i>Subtotal</i>	105,000	105,000
541000 Advertising		
Social Media Announcements	1,200	1,200
<i>Subtotal</i>	1,200	1,200
544000 Professional Dues & Certification Fees		
Aerobics and Fitness Association Recertification	160	160
First Aid and Cardiopulmonary Resuscitation Training	200	200
<i>Subtotal</i>	360	360
546000 Conference & Seminar Registration		
Local Maryland Recreation & Parks Association Seminars	125	125
<i>Subtotal</i>	125	125
549000 Scholarship Management		
Resident Class Scholarships	1,000	1,000
<i>Subtotal</i>	1,000	1,000

1416 Recreation Classes

553000 Printing & Binding			
Postcards for Seasonal Registration	1,600	1,600	
<i>Subtotal</i>		1,600	1,600
554000 Signage			
Registration Banners (5)	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
556000 Postage			
General Mailing	150	150	
<i>Subtotal</i>		150	150
567100 Rental of Facilities			
Community Use of Public Facilities	11,500	11,500	
<i>Subtotal</i>		11,500	11,500
Subtotal Operating Expenses		125,315	125,315

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Vault	5,000	5,000	
<i>Subtotal</i>		5,000	5,000
Subtotal Capital Outlay		5,000	5,000
Total		322,464	322,464

SERVICES PROVIDED:

The Youth Services Division of the City of Gaithersburg’s Department Parks, Recreation and Culture is dedicated to providing fun and safe after school and weekend activities that promote positive youth development through recreation, mentoring, leadership and support.

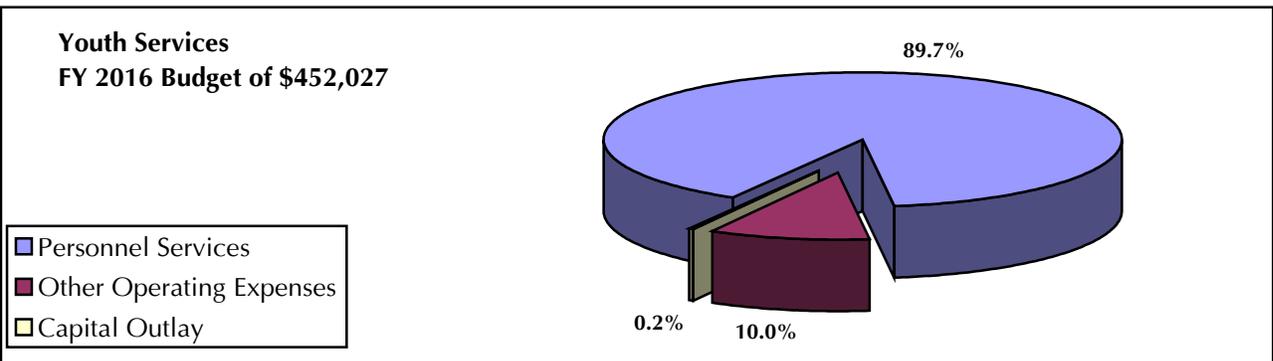
WORK PLAN GOALS:

- Coordinate with local nonprofit organizations to identify lower income youth in need of recreational opportunities.
- Provide a variety of experiences that will challenge the interest of the teen and pre-teen population.
- Provide positive social and educational after-school programs and activities for grades 1 - 12.
- Provide programs that will encourage Positive Youth Development.
- Provide quality recreational programs for youth on early dismissal school days and school holidays.

SIGNIFICANT CHANGES:

- Part-Time Salaries increase of \$12,899 due to the minimum wage increases for October 2014 and anticipated increase for October 2015.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$366,427	\$390,784	\$405,567	\$405,567
Other Operating Expenses	49,870	48,175	45,390	45,390
Capital Outlay	1,195	790	1,070	1,070
TOTAL	\$417,492	\$439,749	\$452,027	\$452,027



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Student Union Participants in Volunteer Projects	829	850	1,000
Student Union Memberships (High School)	260	332	450
Percentage of City Residents in Student Union	62%	65%	70%
Percentage of City Residents in Elementary After School Program	81%	85%	86%
Elementary After School Program Attendance	7,900	8,200	8,300

Activity Analysis Report - Adopted

1417 - Youth Services

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$206,085	\$210,046	\$159,342	\$220,606	5.03%
505100 - Other taxable comp-multiling	\$3,353	\$4,160	\$4,160	\$4,160	0.00%
505200 - Other taxable comp-Gfit	\$801	\$695	\$105	\$175	-74.82%
507000 - Vacation & Sick Pay	\$3,611	\$0	\$3,768	\$0	0.00%
508000 - Salaries, Overtime	\$1,886	\$845	\$1,649	\$0	-100.00%
509000 - Salaries, Part-Time Employee	\$77,117	\$84,162	\$65,903	\$97,061	15.33%
510000 - Social Security & Medicare T	\$22,230	\$22,572	\$17,479	\$24,302	7.66%
514000 - Group Insurance	\$28,598	\$40,070	\$25,654	\$34,868	-12.98%
514200 - Vision Plan	\$0	\$129	\$86	\$129	0.00%
515000 - Retirement Contribution (401	\$16,304	\$16,804	\$12,558	\$17,648	5.02%
516000 - Savings Plan Contribution (4	\$6,114	\$6,301	\$4,709	\$6,618	5.03%
519000 - Tuition Reimbursement	(\$1,904)	\$5,000	\$5,000	\$0	-100.00%
521000 - Office Supplies	\$328	\$200	\$19	\$150	-25.00%
522000 - General Operating Supplies	\$7,580	\$7,490	\$5,461	\$7,490	0.00%
522500 - Program Activities	\$20,391	\$26,500	\$23,702	\$23,760	-10.34%
525000 - Furniture & Fixtures	\$0	\$0	\$78	\$0	0.00%
526000 - Machinery & Equipment	\$0	\$1,000	\$0	\$500	-50.00%
531600 - Software Maintenance Agree	\$855	\$1,070	\$953	\$1,110	3.74%
536500 - Investigations	\$138	\$400	\$138	\$150	-62.50%
538000 - Performances & Entertainme		\$0		\$400	0.00%
542000 - Awards & Presentations	\$0	\$0	\$100	\$0	0.00%
544000 - Professional Dues & Certifica	\$155	\$75	\$169	\$0	-100.00%
546000 - Conference & Seminar Regis	\$920	\$1,000	\$1,299	\$550	-45.00%
547000 - Travel Expense	\$706	\$250	\$452	\$450	80.00%
551000 - Telephone (Landline)	\$142	\$0	\$19	\$0	0.00%
551100 - Cellular Telephone	\$700	\$840	\$507	\$700	-16.67%
556000 - Postage	\$1,100	\$1,100	\$850	\$1,100	0.00%
557000 - Laundry & Uniforms	\$460	\$900	\$880	\$1,480	64.44%
561000 - Local, In-Services Meals	\$87	\$0	\$0	\$0	0.00%
567000 - Rental & Use Charges	\$50	\$150	\$75	\$100	-33.33%
567100 - Rental of Facilities	\$7,196	\$6,900	\$5,352	\$7,450	7.97%
574000 - Repair & Maintenance - Vehi	\$0	\$300	\$42	\$0	-100.00%
575000 - Repair & Maintenance - Furn	\$0	\$0	\$12	\$0	0.00%
595000 - Furniture & Equipment	\$593	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$1,195	\$790	\$790	\$1,070	35.44%
Personnel	\$364,194	\$390,784	\$300,412	\$405,567	3.78%
Operating Expenses	\$40,808	\$48,175	\$40,107	\$45,390	-5.78%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$1,788	\$790	\$790	\$1,070	35.44%
Total	\$406,790	\$439,749	\$341,308	\$452,027	2.79%

1417 Youth Services

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

Personnel Services

501000 Salaries, Full-Time Employees	220,606	220,606
505100 Other taxable comp-multilingual	4,160	4,160
505200 Other taxable comp-Gfit	175	175
509000 Salaries, Part-Time Employees	97,061	97,061
510000 Social Security & Medicare Taxes (FICA)	24,302	24,302
514000 Group Insurance	34,868	34,868
514200 Vision Plan	129	129
515000 Retirement Contribution (401A)	17,648	17,648
516000 Savings Plan Contribution (401K)	6,618	6,618
Subtotal Personnel Services	405,567	405,567

Operating Expenses

521000 Office Supplies		
Paper, Pens, Binders and Membership Cards	150	150
<i>Subtotal</i>	150	150
522000 General Operating Supplies		
Sports Supplies, Arts & Crafts and First Aid Supplies	7,490	7,490
<i>Subtotal</i>	7,490	7,490
522500 Program Activities		
Break Blasts and Half Day Hooplas	5,000	5,000
Gaithersburg Youth Club Trips/Activities	8,950	8,950
Spring Break Camp	3,360	3,360
Student Union	6,450	6,450
<i>Subtotal</i>	23,760	23,760
526000 Machinery & Equipment		
Miscellaneous Computer Devices & Supplies	500	500
<i>Subtotal</i>	500	500
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe Acrobat Professional) (1)	60	60
Maintenance - Software (Microsoft CALs) (6)	1,050	1,050
<i>Subtotal</i>	1,110	1,110
536500 Investigations		
Background Checks	150	150
<i>Subtotal</i>	150	150
538000 Performances & Entertainment		
Gaithersburg Youth Club Program Entertainers	400	400
<i>Subtotal</i>	400	400
546000 Conference & Seminar Registration		
Youth Services Staff Training	550	550
<i>Subtotal</i>	550	550

1417 Youth Services

547000 Travel Expense			
Youth Services Staff Training	450	450	
<i>Subtotal</i>		450	450
551100 Cellular Telephone			
Youth and Senior Services Division Chief (1)	700	700	
<i>Subtotal</i>		700	700
556000 Postage			
Letters, Confirmations and Promotional Materials	1,100	1,100	
<i>Subtotal</i>		1,100	1,100
557000 Laundry & Uniforms			
Staff Shirts	1,480	1,480	
<i>Subtotal</i>		1,480	1,480
567000 Rental & Use Charges			
E-Z Pass	100	100	
<i>Subtotal</i>		100	100
567100 Rental of Facilities			
Montgomery County Public Schools - Facilities	7,450	7,450	
<i>Subtotal</i>		7,450	7,450
Subtotal Operating Expenses		45,390	45,390

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC Monitors) (7)	90	90	
Replacement - Computer Hardware (PC) (6)	980	980	
<i>Subtotal</i>		1,070	1,070
Subtotal Capital Outlay		1,070	1,070
Total		452,027	452,027

SERVICES PROVIDED:

This activity offers children opportunities to participate in full-day camps, Extended Learning Opportunities Camps, and the Youth Activity Program. Children ages 6 - 14 experience a variety of activities including sports, games, swimming, and arts and crafts activities in an environment that is fun, safe and stimulating.

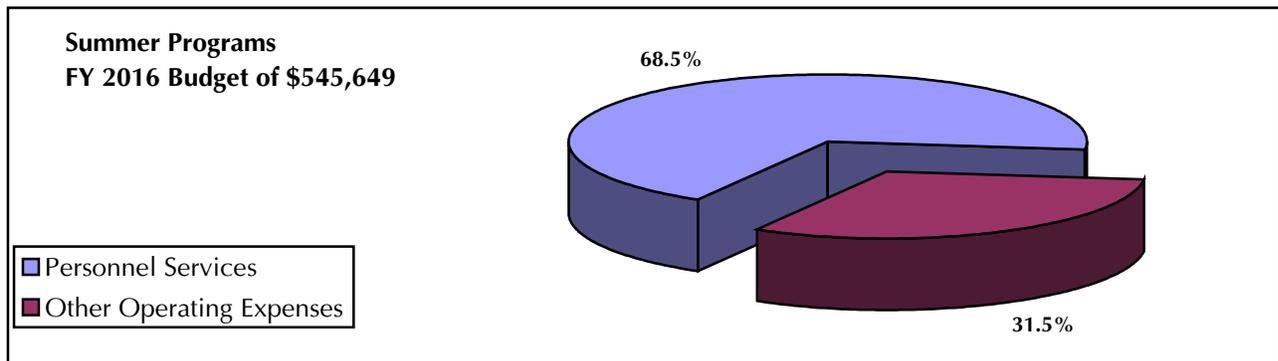
WORK PLAN GOALS:

- Foster a summer program that promotes environmental awareness and sensitivity.
- Grow and maintain a financial aid program that benefits residents who could not afford camp without assistance.
- Provide programs that are fun and safe for youth ages five - fourteen.
- Through Montgomery County Public Schools, provide free breakfast programs at qualifying camp sites.

SIGNIFICANT CHANGES:

- Miscellaneous Professional increased by \$8,000 due to launch of new S.T.E.M Clinics.
- Scholarship Management decrease of \$12,000 to reflect three year average.

Summary	Budgeted 2013 - 14	Budgeted 2014 - 15	Proposed 2015 - 16	Adopted 2015 - 16
Personnel Services	\$385,441	\$374,409	\$374,019	\$374,019
Other Operating Expenses	183,875	180,655	171,630	171,630
Capital Outlay	0	0	0	0
TOTAL	\$569,316	\$555,064	\$545,649	\$545,649



Performance Measures	Actual 2013 - 14	Budgeted 2014 - 15	Projected 2015 - 16
Total Youth Award Financial Aid	93	79	100
Total Camper Slots	2,345	2,287	2,500
Percentage of City Residents	76%	75%	76%

Activity Analysis Report - Adopted

1418 - Summer Programs

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employe	\$65	\$0	\$0	\$0	0.00%
508000 - Salaries, Overtime	\$16	\$0	\$0	\$0	0.00%
509000 - Salaries, Part-Time Employee	\$307,086	\$347,802	\$202,049	\$347,440	-0.10%
510000 - Social Security & Medicare T	\$23,498	\$26,607	\$15,457	\$26,579	-0.11%
521000 - Office Supplies	\$540	\$500	\$0	\$500	0.00%
522000 - General Operating Supplies	\$21,300	\$23,000	\$9,907	\$20,975	-8.80%
522500 - Program Activities	\$21,091	\$23,380	\$15,598	\$23,380	0.00%
526000 - Machinery & Equipment	\$0	\$500	\$0	\$500	0.00%
536000 - Miscellaneous Professional	\$0	\$0	\$0	\$8,000	0.00%
536500 - Investigations	\$932	\$1,400	\$69	\$900	-35.71%
538000 - Performances & Entertainme	\$0	\$700	\$700	\$875	25.00%
541000 - Advertising	\$1,443	\$2,000	\$190	\$2,000	0.00%
544000 - Professional Dues & Certifica	\$0	\$75	\$0	\$400	433.33%
546000 - Conference & Seminar Regis	\$665	\$500	\$475	\$850	70.00%
547000 - Travel Expense	\$189	\$1,000	\$732	\$1,350	35.00%
549000 - Scholarship Management	\$13,147	\$35,000	\$7,069	\$23,000	-34.29%
553000 - Printing & Binding	\$1,624	\$1,100	\$1,390	\$1,600	45.45%
554000 - Signage	\$0	\$400	\$0	\$0	-100.00%
556000 - Postage	\$1,004	\$1,700	\$488	\$1,400	-17.65%
557000 - Laundry & Uniforms	\$1,354	\$1,400	\$0	\$1,400	0.00%
561000 - Local, In-Services Meals	\$28	\$0	\$0	\$0	0.00%
567000 - Rental & Use Charges	\$26,987	\$29,000	\$23,288	\$29,000	0.00%
567100 - Rental of Facilities	\$67,725	\$59,000	\$36,088	\$55,500	-5.93%
Personnel	\$330,665	\$374,409	\$217,506	\$374,019	-0.10%
Operating Expenses	\$158,028	\$180,655	\$95,994	\$171,630	-5.00%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$0	\$0	\$0	\$0	0.00%
Total	\$488,693	\$555,064	\$313,500	\$545,649	-1.70%

1418 Summer Programs

Expenditure Statement by Object

**Proposed
2015 - 2016**

**Adopted
2015 - 2016**

Personnel Services

509000	Salaries, Part-Time Employees	347,440	347,440
510000	Social Security & Medicare Taxes (FICA)	26,579	26,579
	Subtotal Personnel Services	374,019	374,019

Operating Expenses

521000 Office Supplies			
	Paper, Pens and Binders	500	500
	<i>Subtotal</i>	500	500
522000 General Operating Supplies			
	Sports Supplies, Arts & Crafts and Games	20,975	20,975
	<i>Subtotal</i>	20,975	20,975
522500 Program Activities			
	Camps and Youth Activity Programs Admissions	23,380	23,380
	<i>Subtotal</i>	23,380	23,380
526000 Machinery & Equipment			
	Miscellaneous Computer Supplies	500	500
	<i>Subtotal</i>	500	500
536000 Miscellaneous Professional Services			
	Science, Technology, Engineering and Math Clinics (STEM)	8,000	8,000
	<i>Subtotal</i>	8,000	8,000
536500 Investigations			
	Background Checks	900	900
	<i>Subtotal</i>	900	900
538000 Performances & Entertainment			
	Camps and Youth Activity Programs Entertainers	875	875
	<i>Subtotal</i>	875	875
541000 Advertising			
	Summer Camp Advertising	2,000	2,000
	<i>Subtotal</i>	2,000	2,000
544000 Professional Dues & Certification Fees			
	American Camp Association Professional Membership (2)	400	400
	<i>Subtotal</i>	400	400
546000 Conference & Seminar Registration			
	American Camp Association Conference (2)	850	850
	<i>Subtotal</i>	850	850
547000 Travel Expense			
	American Camp Association Conference (2)	1,350	1,350
	<i>Subtotal</i>	1,350	1,350

1418 Summer Programs

549000 Scholarship Management			
Financial Aid	23,000	23,000	
<i>Subtotal</i>		23,000	23,000
553000 Printing & Binding			
Summer in the City Camp Brochure/Postcards/Fliers	1,600	1,600	
<i>Subtotal</i>		1,600	1,600
556000 Postage			
Letters, Confirmations and Promotional Materials	1,400	1,400	
<i>Subtotal</i>		1,400	1,400
557000 Laundry & Uniforms			
Staff Shirts	1,400	1,400	
<i>Subtotal</i>		1,400	1,400
567000 Rental & Use Charges			
Montgomery County Public Schools - Buses	29,000	29,000	
<i>Subtotal</i>		29,000	29,000
567100 Rental of Facilities			
Montgomery County Public Schools - Facilities	55,500	55,500	
<i>Subtotal</i>		55,500	55,500
Subtotal Operating Expenses		171,630	171,630
Total		545,649	545,649

SERVICES PROVIDED:

The Robertson Park Youth Center is dedicated to providing fun and safe after school and weekend activities that promote positive youth development through recreation, mentoring, leadership and support.

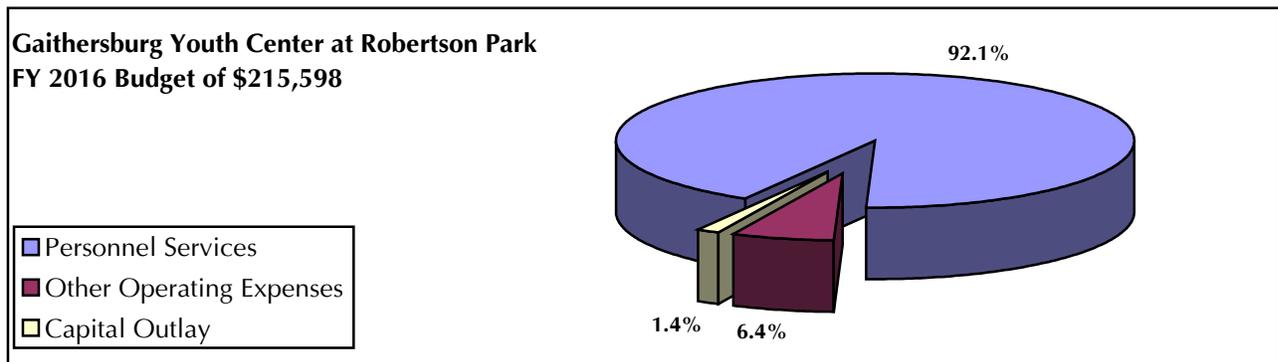
WORK PLAN GOALS:

- Provide a variety of experiences that will challenge the interest of the teen and pre-teen population.
- Provide full-day programming on professional days off from school.
- Provide positive social and educational after-school programs and activities for middle and high school students.
- Provide quality recreational programs on early dismissal school days.
- Provide transportation to the Youth Center for middle school students.

SIGNIFICANT CHANGES:

- Furniture & Fixtures decreased \$6,550 due to one time purchases made in FY15.
- Part-Time Salaries increased by \$6,175 due to minimum wage increases for October 2014 and anticipated increase for October 2015.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$187,193	\$232,631	\$198,673	\$198,673
Other Operating Expenses	26,175	25,350	13,805	13,805
Capital Outlay	3,385	1,305	3,120	3,120
TOTAL	\$216,753	\$259,286	\$215,598	\$215,598



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Youth Center Attendance	9,972	10,500	11,000
Community Service Projects	20	26	26
Boyyz and Girlzz Break Mentoring Sessions	305	330	360

Activity Analysis Report - Adopted

1419 - Gaithersburg Youth Center at Robertson Park

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$65,020	\$126,305	\$48,809	\$103,765	-17.85%
505100 - Other taxable comp-multiling	\$191	\$0	\$0	\$0	0.00%
505200 - Other taxable comp-Gfit	\$0	\$0	\$0	\$0	0.00%
508000 - Salaries, Overtime	\$0	\$0	\$87	\$0	0.00%
509000 - Salaries, Part-Time Employee	\$62,133	\$42,811	\$38,478	\$48,986	14.42%
510000 - Social Security & Medicare T	\$9,591	\$12,937	\$6,577	\$11,685	-9.68%
514000 - Group Insurance	\$11,277	\$34,010	\$6,630	\$19,569	-42.46%
514200 - Vision Plan	\$0	\$175	\$0	\$92	-47.43%
515000 - Retirement Contribution (401	\$5,201	\$10,104	\$3,669	\$8,301	-17.84%
515100 - Retirement Health Savings (\$0	\$0	\$608	\$3,162	0.00%
516000 - Savings Plan Contribution (4	\$1,268	\$3,789	\$942	\$3,113	-17.84%
519000 - Tuition Reimbursement	\$0	\$2,500	\$2,500	\$0	-100.00%
521000 - Office Supplies	\$289	\$400	\$327	\$200	-50.00%
522000 - General Operating Supplies	\$6,204	\$7,600	\$4,879	\$5,970	-21.45%
522500 - Program Activities	\$1,505	\$1,200	\$108	\$400	-66.67%
524000 - Supplies for Resale	\$0	\$0	\$0	\$0	0.00%
525000 - Furniture & Fixtures	\$3,226	\$8,950	\$1,452	\$2,400	-73.18%
526000 - Machinery & Equipment	\$1,111	\$2,250	\$1,061	\$1,600	-28.89%
531600 - Software Maintenance Agree	\$1,278	\$1,260	\$1,050	\$1,435	13.89%
536000 - Miscellaneous Professional	\$1,056	\$1,500	\$528	\$1,100	-26.67%
536500 - Investigations	\$35	\$0	\$69	\$0	0.00%
538000 - Performances & Entertainme	\$0	\$850	\$0	\$0	-100.00%
551100 - Cellular Telephone	\$0	\$840	\$0	\$700	-16.67%
556000 - Postage	\$1	\$0	\$0	\$0	0.00%
557000 - Laundry & Uniforms	\$200	\$0	(\$20)	\$0	0.00%
575000 - Repair & Maintenance - Furn	\$0	\$500	\$0	\$0	-100.00%
595000 - Furniture & Equipment	(\$1,912)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$3,385	\$1,305	\$1,305	\$3,120	139.08%
Personnel	\$154,680	\$232,631	\$108,300	\$198,673	-14.60%
Operating Expenses	\$14,904	\$25,350	\$9,454	\$13,805	-45.54%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$1,473	\$1,305	\$1,305	\$3,120	139.08%
Total	\$171,057	\$259,286	\$119,059	\$215,598	-16.85%

1419 Gaithersburg Youth Center at Robertson Park

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
501000 Salaries, Full-Time Employees	103,765	103,765
509000 Salaries, Part-Time Employees	48,986	48,986
510000 Social Security & Medicare Taxes (FICA)	11,685	11,685
514000 Group Insurance	19,569	19,569
514200 Vision Plan	92	92
515000 Retirement Contribution (401A)	8,301	8,301
515100 Retirement Health Savings (RHS)	3,162	3,162
516000 Savings Plan Contribution (401K)	3,113	3,113
Subtotal Personnel Services	198,673	198,673

Operating Expenses

521000 Office Supplies		
Paper, Pens and Printer Cartridges	200	200
<i>Subtotal</i>	200	200
522000 General Operating Supplies		
Sports Supplies, Arts & Crafts and Tutoring Materials	5,970	5,970
<i>Subtotal</i>	5,970	5,970
522500 Program Activities		
Trip Admissions	400	400
<i>Subtotal</i>	400	400
525000 Furniture & Fixtures		
Tables and Chairs	2,400	2,400
<i>Subtotal</i>	2,400	2,400
526000 Machinery & Equipment		
Climbing Wall Equipment	600	600
Miscellaneous Computer Devices & Supplies	1,000	1,000
<i>Subtotal</i>	1,600	1,600
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe Premiere Elements) (9)	210	210
Maintenance - Software (Microsoft CALs) (7)	1,225	1,225
<i>Subtotal</i>	1,435	1,435
536000 Miscellaneous Professional Services		
Climbing Wall Yearly Inspection	1,100	1,100
<i>Subtotal</i>	1,100	1,100
551100 Cellular Telephone		
Cell Phone (1) Community Facility Manager	700	700
<i>Subtotal</i>	700	700
Subtotal Operating Expenses	13,805	13,805

Capital Outlay

1419 Gaithersburg Youth Center at Robertson Park

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC Monitors) (8)	50		50
Replacement - Computer Hardware (PC) (7)	1,795		1,795
Replacement - Game Consoles	305		305
Replacement - Kronos Time Clock (1)	300		300
Replacement - Point-of-Sale Hardware	145		145
Replacement - Printer (HP LaserJet 1536dnf)	75		75
Replacement - Televisions (5)	450		450
<i>Subtotal</i>		3,120	3,120
Subtotal Capital Outlay		3,120	3,120
Total		215,598	215,598

SERVICES PROVIDED:

The Skate Park is a 12,300 square-foot facility that provides a unique recreational opportunity for inline skaters, BMX bikes and skateboarders.

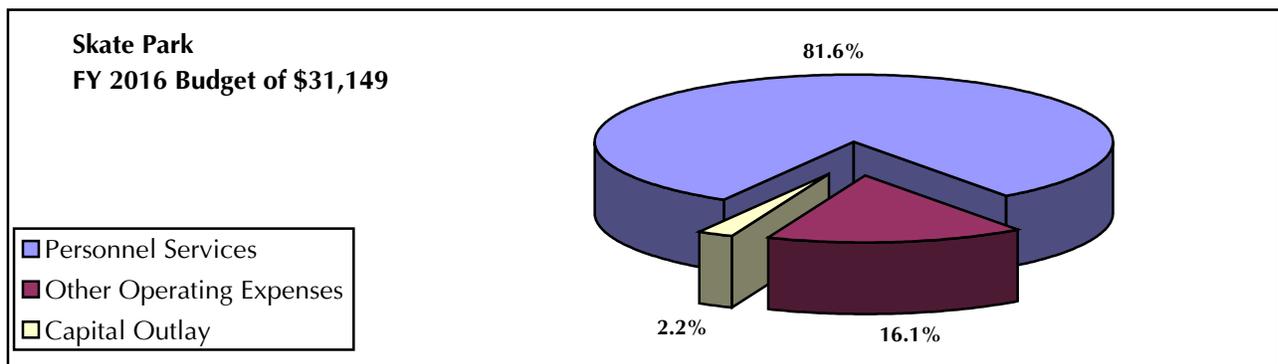
WORK PLAN GOALS:

- Provide a fun and safe activity for skateboarders and BMX enthusiasts.
- Provide a unique recreational activity for Gaithersburg teens.
- Provide quality group and private skate board instruction.

SIGNIFICANT CHANGES:

- Part-Time Salaries increased \$6,024 due to minimum wage increases for October 2014, anticipated increase for October 2015 and additional staff member at the park during spring and fall hours.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$26,980	\$18,939	\$25,424	\$25,424
Other Operating Expenses	9,950	5,600	5,025	5,025
Capital Outlay	920	450	700	700
TOTAL	\$37,850	\$24,989	\$31,149	\$31,149



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Total Daily Attendance	3,048	3,500	3,500
School of Skate	58	60	60
Private Lessons	30	29	40

Activity Analysis Report - Adopted

1420 - Skate Park

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
509000 - Salaries, Part-Time Employee	\$25,113	\$17,593	\$13,713	\$23,617	34.24%
510000 - Social Security & Medicare T	\$1,921	\$1,346	\$1,049	\$1,807	34.25%
521000 - Office Supplies	\$0	\$100	\$0	\$100	0.00%
522000 - General Operating Supplies	\$1,270	\$1,200	\$147	\$1,125	-6.25%
522500 - Program Activities	\$110	\$500	\$36	\$675	35.00%
524000 - Supplies for Resale	\$33	\$0	\$0	\$950	0.00%
526000 - Machinery & Equipment	\$0	\$1,000	\$0	\$500	-50.00%
531600 - Software Maintenance Agree	\$150	\$150	\$150	\$175	16.67%
536000 - Miscellaneous Professional	\$990	\$1,000	\$1,320	\$0	-100.00%
536500 - Investigations	\$69	\$0	\$0	\$0	0.00%
541000 - Advertising	\$1,033	\$1,000	\$1,037	\$1,200	20.00%
553000 - Printing & Binding	\$63	\$150	\$94	\$300	100.00%
554000 - Signage	\$0	\$0	\$0	\$0	0.00%
557000 - Laundry & Uniforms	\$0	\$0	(\$6)	\$0	0.00%
575000 - Repair & Maintenance - Furn	\$0	\$500	\$0	\$0	-100.00%
595000 - Furniture & Equipment	(\$802)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$920	\$450	\$450	\$700	55.56%
Personnel	\$27,034	\$18,939	\$14,762	\$25,424	34.24%
Operating Expenses	\$3,718	\$5,600	\$2,778	\$5,025	-10.27%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$118	\$450	\$450	\$700	55.56%
Total	\$30,870	\$24,989	\$17,991	\$31,149	24.65%

1420 Skate Park

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
509000 Salaries, Part-Time Employees	23,617	23,617
510000 Social Security & Medicare Taxes (FICA)	1,807	1,807
Subtotal Personnel Services	25,424	25,424
Operating Expenses		
521000 Office Supplies		
Pens, Paper and Binder	100	100
<i>Subtotal</i>	100	100
522000 General Operating Supplies		
Program Supplies - Tools, Nails and Repair Materials	1,125	1,125
<i>Subtotal</i>	1,125	1,125
522500 Program Activities		
Competitions and Teen Nights	675	675
<i>Subtotal</i>	675	675
524000 Supplies for Resale		
Helmets and Pads	950	950
<i>Subtotal</i>	950	950
526000 Machinery & Equipment		
Miscellaneous Computer Devices & Supplies	500	500
<i>Subtotal</i>	500	500
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (1)	175	175
<i>Subtotal</i>	175	175
541000 Advertising		
Marketing Promotions	1,200	1,200
<i>Subtotal</i>	1,200	1,200
553000 Printing & Binding		
Summer in the City Brochure/Postcards and Fliers	300	300
<i>Subtotal</i>	300	300
Subtotal Operating Expenses	5,025	5,025
Capital Outlay		
595100 Furniture & Equipment (Replacement)		
Replacement - Computer Hardware (PC) (1)	235	235
Replacement - Kronos Time Clock (1)	300	300
Replacement - Point-of-Sale Hardware	165	165
<i>Subtotal</i>	700	700
Subtotal Capital Outlay	700	700
Total	31,149	31,149

SERVICES PROVIDED:

Casey Community Center proudly hosts business seminars, educational workshops, wedding receptions, anniversary parties, an interactive preschool, and a wide variety of City classes ranging from fitness and exercise to dance.

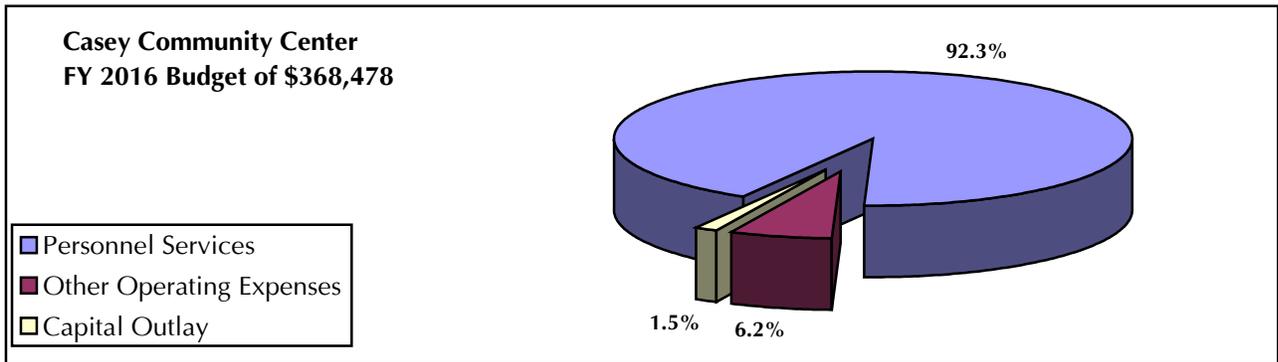
WORK PLAN GOALS:

- Continue to promote " Let's Move Cities and Towns " initiative as a means of reducing childhood obesity.
- Establish a Facebook Presence for the Casey Community Center within the surrounding community.
- Foster partnerships with area businesses to promote the Casey Community Center as a venue to conduct workshops and trainings.
- Maintain a high level of customer service throughout the facility renovations.
- Provide In-service training for staff to maintain and hone AED and First Aide Certifications.
- Utilize Ipad to conduct customer surveys at the Center.

SIGNIFICANT CHANGES:

- No Significant Changes

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$314,206	\$328,136	\$340,013	\$340,013
Other Operating Expenses	29,095	23,920	22,955	22,955
Capital Outlay	5,700	5,480	5,510	5,510
TOTAL	\$349,001	\$357,536	\$368,478	\$368,478



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Number of People Using the Center	90,000	92,000	70,500
Number of Bookings	3,115	3,120	2500
Creative Tot Time Participants	120	120	95

Activity Analysis Report - Adopted

1421 - Casey Community Center

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$155,935	\$161,949	\$119,461	\$165,307	2.07%
505200 - Other taxable comp-Gfit		\$0		\$0	0.00%
507000 - Vacation & Sick Pay	\$0	\$0	\$3,551	\$0	0.00%
508000 - Salaries, Overtime	\$91	\$0	\$79	\$0	0.00%
509000 - Salaries, Part-Time Employee	\$126,440	\$113,489	\$96,500	\$118,664	4.56%
510000 - Social Security & Medicare T	\$21,619	\$21,071	\$16,820	\$21,724	3.10%
514000 - Group Insurance	\$13,936	\$13,739	\$10,960	\$16,060	16.89%
514200 - Vision Plan	\$0	\$74	\$0	\$74	0.00%
515000 - Retirement Contribution (401	\$12,475	\$12,956	\$9,557	\$13,225	2.08%
516000 - Savings Plan Contribution (4	\$4,678	\$4,858	\$3,584	\$4,959	2.08%
521000 - Office Supplies	\$1,232	\$500	\$645	\$1,200	140.00%
522000 - General Operating Supplies	\$6,883	\$7,320	\$4,186	\$7,320	0.00%
522200 - Photographic, Audio, Video		\$0		\$0	0.00%
525000 - Furniture & Fixtures	\$10,403	\$7,450	\$3,219	\$6,000	-19.46%
526000 - Machinery & Equipment	\$0	\$1,000	\$839	\$1,000	0.00%
529000 - Building & Construction Supp	\$169	\$0	\$0	\$0	0.00%
531500 - Software Licenses		\$0		\$0	0.00%
531600 - Software Maintenance Agree	\$450	\$560	\$450	\$1,105	97.32%
536000 - Miscellaneous Professional	\$69	\$0	\$0	\$0	0.00%
536200 - Americans with Disabilities A	\$0	\$500	\$0	\$0	-100.00%
536500 - Investigations	\$69	\$150	\$102	\$150	0.00%
538000 - Performances & Entertainme	\$761	\$600	\$500	\$1,300	116.67%
541000 - Advertising	\$2,200	\$2,200	\$0	\$1,800	-18.18%
544000 - Professional Dues & Certifica	\$86	\$90	\$75	\$15	-83.33%
546000 - Conference & Seminar Regis	\$0	\$100	\$159	\$225	125.00%
551100 - Cellular Telephone	\$0	\$600	\$279	\$600	0.00%
553000 - Printing & Binding	\$63	\$500	\$100	\$200	-60.00%
554000 - Signage	\$264	\$0	\$0	\$250	0.00%
556000 - Postage	\$200	\$350	\$160	\$300	-14.29%
560000 - Miscellaneous	\$118	\$0	\$283	\$0	0.00%
561000 - Local, In-Services Meals	\$158	\$300	\$60	\$300	0.00%
572000 - Repair & Maintenance - Build	\$1,615	\$900	\$245	\$900	0.00%
573000 - Repair & Maintenance - Mac	\$618	\$800	\$455	\$290	-63.75%
595000 - Furniture & Equipment	(\$5,306)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$5,700	\$5,480	\$5,480	\$5,510	0.55%
Personnel	\$335,174	\$328,136	\$260,512	\$340,013	3.62%
Operating Expenses	\$25,358	\$23,920	\$11,756	\$22,955	-4.03%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$394	\$5,480	\$5,480	\$5,510	0.55%
Total	\$360,926	\$357,536	\$277,748	\$368,478	3.06%

1421 Casey Community Center

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
501000 Salaries, Full-Time Employees	165,307	165,307
509000 Salaries, Part-Time Employees	118,664	118,664
510000 Social Security & Medicare Taxes (FICA)	21,724	21,724
514000 Group Insurance	16,060	16,060
514200 Vision Plan	74	74
515000 Retirement Contribution (401A)	13,225	13,225
516000 Savings Plan Contribution (401K)	4,959	4,959
Subtotal Personnel Services	340,013	340,013

Operating Expenses

521000 Office Supplies		
Binders, Receipt Book and Stationery Supplies	275	275
Copy Machine Paper and Toner	750	750
Laminating Materials and Supplies	175	175
<i>Subtotal</i>	1,200	1,200
522000 General Operating Supplies		
"Move Cities and Towns"	200	200
Arts and Crafts Supplies	3,520	3,520
Computer Education Resources for Tot Time Program	400	400
Decorating and Interior Furnishings	500	500
Emergency Preparedness	200	200
Event Supplies	600	600
Floor Mats	500	500
Name Tags for Teachers	100	100
Tot Time Games, Books and Toys	400	400
Tot Time Shirts	900	900
<i>Subtotal</i>	7,320	7,320
525000 Furniture & Fixtures		
Bench (2) Visitor Area	1,600	1,600
Folding Chairs	1,800	1,800
Miscellaneous	2,600	2,600
<i>Subtotal</i>	6,000	6,000
526000 Machinery & Equipment		
Miscellaneous Computer Devices & Supplies	1,000	1,000
<i>Subtotal</i>	1,000	1,000
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe InDesign Creative Cloud) (1)	230	230
Maintenance - Software (Microsoft CALs) (5)	875	875
<i>Subtotal</i>	1,105	1,105
536500 Investigations		
Background Checks	150	150
<i>Subtotal</i>	150	150

1421 Casey Community Center

538000 Performances & Entertainment			
Tot Time Entertainment	1,300	1,300	
<i>Subtotal</i>		1,300	1,300
541000 Advertising			
Bridal Magazine	1,800	1,800	
<i>Subtotal</i>		1,800	1,800
544000 Professional Dues & Certification Fees			
Sam's Club	15	15	
<i>Subtotal</i>		15	15
546000 Conference & Seminar Registration			
Facility Coordinator Seminars	100	100	
Local Maryland Recreation and Parks Association Seminars	125	125	
<i>Subtotal</i>		225	225
551100 Cellular Telephone			
Cellular Phone for Center	600	600	
<i>Subtotal</i>		600	600
553000 Printing & Binding			
Brochures, Fliers and Postcards	200	200	
<i>Subtotal</i>		200	200
554000 Signage			
Banners for Center	250	250	
<i>Subtotal</i>		250	250
556000 Postage			
Correspondence, Rental Contracts and Invoices	300	300	
<i>Subtotal</i>		300	300
561000 Local, In-Services Meals			
Quarterly In-Service Training	300	300	
<i>Subtotal</i>		300	300
572000 Repair & Maintenance - Buildings & Facilities			
Hardware, Supplies and Tools	900	900	
<i>Subtotal</i>		900	900
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance & Supplies - Copier (Ricoh MP 2554SP)	290	290	
<i>Subtotal</i>		290	290
Subtotal Operating Expenses		22,955	22,955

Capital Outlay

1421 Casey Community Center

595100 Furniture & Equipment (Replacement)		
Replacement - Computer Hardware (PC Monitors) (5)	80	80
Replacement - Computer Hardware (PC) (5)	1,270	1,270
Replacement - Kitchen Equipment	3,500	3,500
Replacement - Kronos Time Clock (1)	300	300
Replacement - Point of Sale Hardware	255	255
Replacement - Printer HP LaserJet (M2541nw) (2)	80	80
Replacement - Printer HP OfficeJet (6500A Plus)	25	25
<i>Subtotal</i>	5,510	5,510
Subtotal Capital Outlay	5,510	5,510
Total	368,478	368,478

SERVICES PROVIDED:

The Water Park, located within the Bohrer Park complex, is open from Memorial Day weekend to Labor Day. The Water Park is patronized by pass holders, as well as by daily admission patrons, for open swim. This swimming pool facility serves the City's Summer Camp program on weekday mornings followed by offering limited afternoon discounted rates to private camps and day care groups. Aquatics classes are offered on weekday evenings and weekend mornings. This activity provides staff, supplies, program, and administrative expenses for the operation of the Water Park.

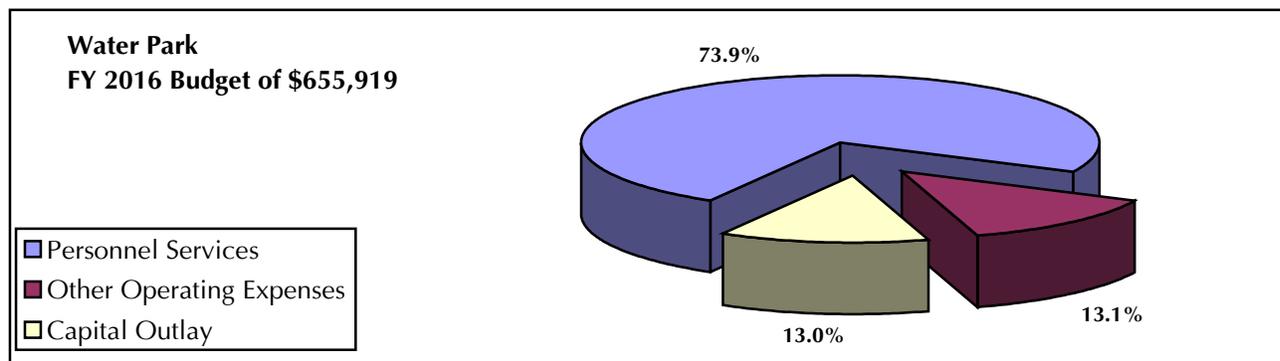
WORK PLAN GOALS:

- Conduct extensive staff training program; continue exemplary safety record by preventing and responding to accidents/incidents.
- Continue the existing agreement for Water Park concessions.
- Coordinate with the Public Works Department for the short and long-term repair and maintenance needs, including seasonal opening and closing of the facility.
- Enact the recommendations outlined in the Facility Study Report for future repairs, improvements, and enhancements.
- Enhance City Summer Camp activities and private summer programs with a daily swim opportunity.
- Manage day-to-day operations while maintaining a safe aquatic environment, complying with all applicable state and local regulations.
- Offer quality swim lessons through ongoing instructor In-service training.
- Organize community aquatics events, such as a Water Safety Day and Youth Aquathon.

SIGNIFICANT CHANGES:

- Contract Maintenance Services decreased by \$5,600 as ultraviolet bulb wiper and crystal replacement were replaced in FY15 as part of three year cycle.
- Furniture and Equipment (Replacement) increased by \$11,005 to begin a fund for the future replacement of the two Filtration Systems (Main pool & Splash pool)
- Salaries Part-Time Employees increased by \$38,742 to reflect the need for additional lifeguards to support increased patron volume.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$421,945	\$434,418	\$484,469	\$484,469
Other Operating Expenses	86,535	90,450	85,880	85,880
Capital Outlay	23,870	71,065	85,570	85,570
TOTAL	\$532,350	\$595,933	\$655,919	\$655,919



Department of Parks, Recreation and Culture

1422 - Water Park

Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Program Attendance (swim lessons and water exercise)	4568	3500	4000
Membership Pass Attendance	1830	2800	1500
In-Service Training Instructional Hours	57	57	57
Group Rental Attendance (schools, City camps, private daycare/camps)	32128	25000	32000
Daily Paid Admission Attendance	63944	65000	63000

Activity Analysis Report - Adopted

1422 - Water Park

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$102,253	\$130,810	\$96,999	\$134,745	3.01%
505200 - Other taxable comp-Gfit	\$175	\$60	\$210	\$350	483.33%
507000 - Vacation & Sick Pay	\$1,899	\$0	\$3,130	\$0	0.00%
508000 - Salaries, Overtime	\$462	\$0	\$0	\$0	0.00%
509000 - Salaries, Part-Time Employee	\$243,512	\$238,156	\$128,920	\$276,898	16.27%
510000 - Social Security & Medicare T	\$26,251	\$28,226	\$17,328	\$31,491	11.57%
514000 - Group Insurance	\$17,785	\$22,226	\$18,038	\$25,604	15.20%
514200 - Vision Plan	\$0	\$129	\$0	\$129	0.00%
515000 - Retirement Contribution (401	\$8,180	\$10,465	\$7,760	\$10,780	3.01%
515100 - Retirement Health Savings (\$423	\$422	\$320	\$430	1.90%
516000 - Savings Plan Contribution (4	\$2,256	\$3,924	\$1,817	\$4,042	3.01%
519000 - Tuition Reimbursement		\$0		\$0	0.00%
521000 - Office Supplies	\$1,833	\$2,350	\$1,218	\$2,000	-14.89%
522000 - General Operating Supplies	\$40,864	\$36,000	\$10,698	\$36,000	0.00%
524000 - Supplies for Resale	\$1,416	\$4,000	\$0	\$5,000	25.00%
525000 - Furniture & Fixtures	\$12,292	\$1,200	\$317	\$800	-33.33%
526000 - Machinery & Equipment	\$4,447	\$2,900	\$928	\$3,000	3.45%
531500 - Software Licenses	\$898	\$0	\$346	\$0	0.00%
531600 - Software Maintenance Agree	\$750	\$1,160	\$1,103	\$1,510	30.17%
536000 - Miscellaneous Professional	\$0	\$1,500	\$435	\$1,500	0.00%
536200 - Americans with Disabilities A	\$0	\$100	\$325	\$0	-100.00%
536300 - Contract Cleaning Services		\$0		\$0	0.00%
536400 - Contract Maintenance Servic	\$0	\$9,100	\$0	\$3,500	-61.54%
536500 - Investigations	\$1,415	\$750	\$368	\$1,000	33.33%
537000 - Instructor Services	\$1,255	\$1,700	\$1,200	\$1,400	-17.65%
538000 - Performances & Entertainme	\$0	\$500	\$0	\$1,500	200.00%
541000 - Advertising	\$1,574	\$3,200	\$3,000	\$1,200	-62.50%
542000 - Awards & Presentations	\$0	\$100	\$0	\$150	50.00%
544000 - Professional Dues & Certifica	\$810	\$1,765	\$869	\$1,615	-8.50%
546000 - Conference & Seminar Regis	\$861	\$875	\$1,383	\$1,835	109.71%
546300 - In-Service Training	\$0	\$600	\$0	\$600	0.00%
547000 - Travel Expense	\$746	\$1,300	\$1,386	\$2,570	97.69%
547100 - Travel Mileage Reimburse	\$0	\$0	\$0	\$0	0.00%
549000 - Scholarship Management	\$0	\$500	\$0	\$500	0.00%
550700 - Recycling Services/Trash Co	\$94	\$100	\$62	\$100	0.00%
551000 - Telephone (Landline)	\$9	\$0	\$101	\$0	0.00%
551100 - Cellular Telephone	\$842	\$1,200	\$969	\$1,200	0.00%
552500 - Vehicle & Equipment Gasolin	\$0	\$50	\$0	\$0	-100.00%
553000 - Printing & Binding	\$1,004	\$1,000	\$0	\$1,200	20.00%
554000 - Signage	\$935	\$1,400	\$791	\$1,400	0.00%
556000 - Postage	\$635	\$600	\$285	\$600	0.00%
557000 - Laundry & Uniforms	\$4,926	\$5,500	(\$470)	\$5,500	0.00%

Activity Analysis Report - Adopted

1422 - Water Park

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
561000 - Local, In-Services Meals	\$304	\$300	\$47	\$300	0.00%
567000 - Rental & Use Charges	\$663	\$800	\$344	\$800	0.00%
572000 - Repair & Maintenance - Build	\$0	\$1,000	\$0	\$1,000	0.00%
573000 - Repair & Maintenance - Mac	\$3,722	\$3,700	\$1,421	\$2,900	-21.62%
574000 - Repair & Maintenance - Vehi	\$0	\$200	\$0	\$200	0.00%
575000 - Repair & Maintenance - Furn	\$2,762	\$5,000	\$0	\$5,000	0.00%
595000 - Furniture & Equipment	(\$14,246)	\$2,500	\$3,307	\$6,000	140.00%
595100 - Furniture & Equipment (Repl	\$23,870	\$68,565	\$68,565	\$79,570	16.05%
Personnel	\$403,196	\$434,418	\$274,522	\$484,469	11.52%
Operating Expenses	\$85,058	\$90,450	\$27,128	\$85,880	-5.05%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$9,624	\$71,065	\$71,872	\$85,570	20.41%
Total	\$497,877	\$595,933	\$373,521	\$655,919	10.07%

1422 Water Park

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
501000 Salaries, Full-Time Employees	134,745	134,745
505200 Other taxable comp-Gfit	350	350
509000 Salaries, Part-Time Employees	276,898	276,898
510000 Social Security & Medicare Taxes (FICA)	31,491	31,491
514000 Group Insurance	25,604	25,604
514200 Vision Plan	129	129
515000 Retirement Contribution (401A)	10,780	10,780
515100 Retirement Health Savings (RHS)	430	430
516000 Savings Plan Contribution (401K)	4,042	4,042
Subtotal Personnel Services	484,469	484,469

Operating Expenses

521000 Office Supplies		
Registration Materials, Administrative Supplies	1,250	1,250
Toner for Fax Machine, Copier and Printer	750	750
<i>Subtotal</i>	2,000	2,000
522000 General Operating Supplies		
First Aid, Cleaning Supplies, Pool and Teaching Supplies	9,000	9,000
Pool Chemicals - Sodium Hypochlorite and Carbon Dioxide Gas	27,000	27,000
<i>Subtotal</i>	36,000	36,000
524000 Supplies for Resale		
Sunscreen, Waterproof Pants and Swim Diapers, Locks	5,000	5,000
<i>Subtotal</i>	5,000	5,000
525000 Furniture & Fixtures		
Bookshelf	500	500
Filing Cabinet	300	300
<i>Subtotal</i>	800	800
526000 Machinery & Equipment		
Chemical Controllers and Sensors	1,100	1,100
Fire Hose	500	500
Miscellaneous Computer Devices & Supplies	500	500
Radios (3)	900	900
<i>Subtotal</i>	3,000	3,000
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe Acrobat Professional) (1)	55	55
Maintenance - Software (Adobe InDesign Creative Cloud) (1)	230	230
Maintenance - Software (Microsoft CALs) (7)	1,225	1,225
<i>Subtotal</i>	1,510	1,510
536000 Miscellaneous Professional Services		
Pool Repair Consultant	550	550
Safe Maintenance	250	250
Winterizing and Summarizing Pool Contractor	700	700
<i>Subtotal</i>	1,500	1,500

1422 Water Park

536400 Contract Maintenance Services			
Bulb Replacement for Ultraviolet Disinfection Systems (2)	3,500	3,500	
<i>Subtotal</i>		3,500	3,500
536500 Investigations			
Background Checks	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
537000 Instructor Services			
Water Exercise Instructor (Revenue Offset)	1,400	1,400	
<i>Subtotal</i>		1,400	1,400
538000 Performances & Entertainment			
Family Fun Night	1,000	1,000	
Water Safety Day	500	500	
<i>Subtotal</i>		1,500	1,500
541000 Advertising			
Bus Shelter Advertisement	200	200	
Newspaper Recruitment Advertisement	1,000	1,000	
<i>Subtotal</i>		1,200	1,200
542000 Awards & Presentations			
Part-time Staff Recognition Awards	150	150	
<i>Subtotal</i>		150	150
544000 Professional Dues & Certification Fees			
Association of Pool & Spa Professionals	115	115	
Certified Pool Operator Instructor Reauthorization	100	100	
Pool Operators Courses	600	600	
Pool Operators Test & License	800	800	
<i>Subtotal</i>		1,615	1,615
546000 Conference & Seminar Registration			
Local Maryland Recreation & Parks Association Seminars	250	250	
National Recreation & Parks Association Conference	475	475	
Preconference Seminar - National Aquatic Management	300	300	
Preconference Seminar - Service Professional	695	695	
The Pool and Spa Exposition & Conference	115	115	
<i>Subtotal</i>		1,835	1,835
546300 In-Service Training			
Lifeguard Training, First Aid and CPR/AED Materials	600	600	
<i>Subtotal</i>		600	600
547000 Travel Expense			
Airfare - National Recreation & Parks Association Conference	450	450	
Lodging - National Recreation & Parks Association. Conference	800	800	
Lodging - The Pool and Spa Exposition & Conference	476	476	
Mileage - The Pool and Spa Exposition & Conference	250	250	
Per Diem - The Pool and Spa Exposition & Conference	264	264	
Per Diem - National Recreation & Parks Association Conference	330	330	
<i>Subtotal</i>		2,570	2,570

1422 Water Park

549000 Scholarship Management			
Swim Lesson Financial Aid	500	500	
<i>Subtotal</i>		500	500
550700 Recycling Services/Trash Collection			
Biohazard Pick-Up and Disposal Service Fees	100	100	
<i>Subtotal</i>		100	100
551100 Cellular Telephone			
Facility	400	400	
Staff	800	800	
<i>Subtotal</i>		1,200	1,200
553000 Printing & Binding			
Employee Handbooks - Lifeguards, Cashiers and Managers	500	500	
Promotional Postcards	500	500	
Wristbands	200	200	
<i>Subtotal</i>		1,200	1,200
554000 Signage			
Rules and Regulations, Admission Policies and Pool Fees	1,400	1,400	
<i>Subtotal</i>		1,400	1,400
556000 Postage			
Letters, Promotional Materials and Pass Renewal Mailings	600	600	
<i>Subtotal</i>		600	600
557000 Laundry & Uniforms			
Staff Shirts, Lifeguard Shorts and Whistles	5,500	5,500	
<i>Subtotal</i>		5,500	5,500
561000 Local, In-Services Meals			
All Day In-Service Training Meetings	300	300	
<i>Subtotal</i>		300	300
567000 Rental & Use Charges			
Carbon Dioxide Cylinder - Main and Splash Pools	600	600	
Pool Drain and Clean Equipment	200	200	
<i>Subtotal</i>		800	800
572000 Repair & Maintenance - Buildings & Facilities			
Pool Maintenance Tools	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
573000 Repair & Maintenance - Machinery & Equipment			
Chemical Feeder Systems	1,000	1,000	
Pool Filtration Systems	1,000	1,000	
Radio Repair	200	200	
Sump Pump and Water Level Control Systems	700	700	
<i>Subtotal</i>		2,900	2,900
574000 Repair & Maintenance - Vehicles			
Golf Cart	200	200	
<i>Subtotal</i>		200	200

1422 Water Park

575000 Repair & Maintenance - Furniture & Equipment			
Canopy Repairs	1,000	1,000	
Commercial Pressure Washer Repairs	500	500	
Palm Tree Repair	500	500	
Repair and Re-strap Pool Lounge Chairs (Offsite)	2,500	2,500	
Re-surface Water Play Features	500	500	
<i>Subtotal</i>		5,000	5,000
Subtotal Operating Expenses		85,880	85,880

Capital Outlay

595000 Furniture & Equipment			
Water Park Alligator Floatable	6,000	6,000	
<i>Subtotal</i>		6,000	6,000

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC Monitors) (5)	330	330	
Replacement - Computer Hardware (PC) (7)	1,730	1,730	
Replacement - Fax Machines	30	30	
Replacement - Kronos Time Clock (1)	300	300	
Replacement - Point-of-Sale Hardware	330	330	
Replacement - Pool Lounge Chairs (25)	4,500	4,500	
Replacement - Pool Upright Chairs (25)	2,250	2,250	
Replacement - Printer (HP LaserJet M276NW)	75	75	
Replacement - Printer (HP LaserJet P2055dn)	75	75	
Replacement - Water Park Canopies (2)	7,000	7,000	
Replacement - Water Park Features	55,450	55,450	
Replacement - Water Park Filter System (2)	7,500	7,500	
<i>Subtotal</i>		79,570	79,570
Subtotal Capital Outlay		85,570	85,570

Total		655,919	655,919
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SERVICES PROVIDED:

This activity provides administration and programming of arts events at the Arts Barn. Events include visual art exhibits, classes and camps, theatrical, musical and literary performances and workshops. Visual arts studio rentals, theater rentals and the City Shop in the Gallery Alcove also provide arts opportunities for the community.

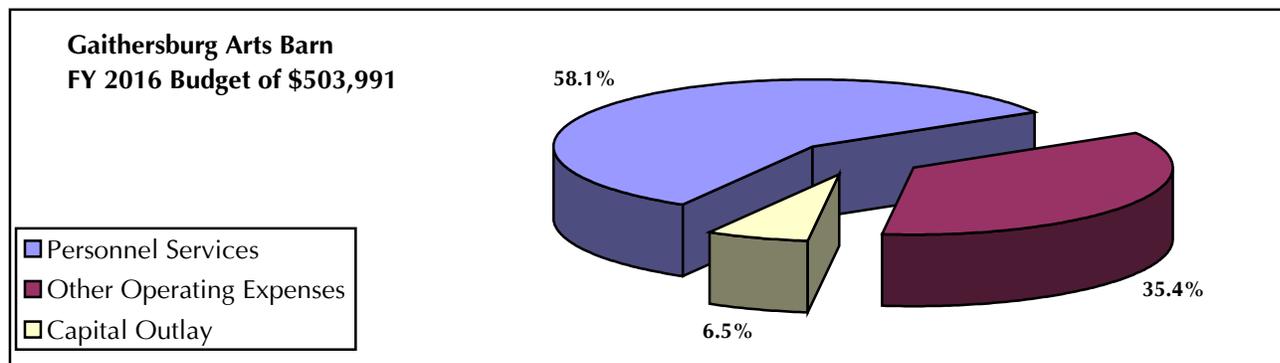
WORK PLAN GOALS:

- Continue to build the volunteer program to include incentives, acknowledgements and training opportunities.
- Diversify programs to include more professional arts programming, while continuing to nurture community-based partnerships and individual artists.
- Explore strategic marketing and programming partnerships with area businesses, existing and potential programming partners and educators.
- Introduce new tools such as a ticketing service to increase staff production, effective outreach, customer satisfaction and increased revenue generation.
- Use the new marketing brand, Arts on the Green, to broaden interest and expand audiences for the Arts Barn.

SIGNIFICANT CHANGES:

- No Significant Changes

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$271,427	\$280,893	\$293,016	\$293,016
Other Operating Expenses	164,920	180,225	178,330	178,330
Capital Outlay	33,240	32,668	32,645	32,645
TOTAL	\$469,587	\$493,786	\$503,991	\$503,991



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Theatrical and Musical Performances	144	145	140
Rentals	33	40	45
Arts Barn Attendance	39,650	40,000	41,000
Art Classes, Camps and Workshops	179	185	195

Activity Analysis Report - Adopted

1423 - Gaithersburg Arts Barn

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$132,367	\$134,660	\$99,610	\$137,293	1.96%
505200 - Other taxable comp-Gfit	\$536	\$514	\$350	\$490	-4.67%
507000 - Vacation & Sick Pay	\$1,286	\$0	\$0	\$0	0.00%
508000 - Salaries, Overtime	\$434	\$0	\$3,157	\$2,060	0.00%
509000 - Salaries, Part-Time Employee	\$109,208	\$92,185	\$81,248	\$93,107	1.00%
510000 - Social Security & Medicare T	\$18,492	\$17,354	\$13,805	\$17,783	2.47%
514000 - Group Insurance	\$19,431	\$18,309	\$22,564	\$27,052	47.75%
514200 - Vision Plan	\$193	\$184	\$157	\$129	-29.89%
515000 - Retirement Contribution (401	\$9,404	\$10,773	\$7,944	\$10,983	1.95%
515100 - Retirement Health Savings (\$2,147	\$2,874	\$0	\$0	-100.00%
516000 - Savings Plan Contribution (4	\$3,527	\$4,040	\$2,979	\$4,119	1.96%
521000 - Office Supplies	\$355	\$300	\$231	\$300	0.00%
522000 - General Operating Supplies	\$6,034	\$5,725	\$5,106	\$5,725	0.00%
522500 - Program Activities	\$12	\$0	\$0	\$0	0.00%
524000 - Supplies for Resale	\$2,002	\$2,000	\$2,104	\$2,000	0.00%
526000 - Machinery & Equipment	\$446	\$2,000	\$0	\$500	-75.00%
531600 - Software Maintenance Agree	\$705	\$1,250	\$803	\$1,625	30.00%
533000 - Legal	\$1,260	\$2,000	\$2,075	\$1,100	-45.00%
536000 - Miscellaneous Professional	\$2,276	\$1,900	\$2,756	\$2,100	10.53%
536200 - Americans with Disabilities A	\$1,551	\$150	\$0	\$0	-100.00%
536500 - Investigations	\$207	\$200	\$463	\$200	0.00%
538000 - Performances & Entertainme	\$138,360	\$130,000	\$97,366	\$130,000	0.00%
541000 - Advertising	\$15,277	\$14,000	\$18,048	\$14,000	0.00%
542000 - Awards & Presentations	\$0	\$850	\$695	\$0	-100.00%
544000 - Professional Dues & Certifica	\$0	\$150	\$0	\$150	0.00%
547000 - Travel Expense	\$69	\$0	\$0	\$0	0.00%
547100 - Travel Mileage Reimburse	\$879	\$1,200	\$624	\$900	-25.00%
551100 - Cellular Telephone	\$0	\$0	\$0	\$0	0.00%
553000 - Printing & Binding	\$3,476	\$4,750	\$4,467	\$5,000	5.26%
554000 - Signage	\$7,659	\$6,225	\$5,987	\$6,225	0.00%
556000 - Postage	\$485	\$1,050	\$2,661	\$2,500	138.10%
560000 - Miscellaneous	\$1,300	\$5,675	\$2,085	\$5,175	-8.81%
561000 - Local, In-Services Meals	\$92	\$0	\$0	\$0	0.00%
573000 - Repair & Maintenance - Mac	\$651	\$800	\$443	\$830	3.75%
595000 - Furniture & Equipment	(\$32,567)	\$0	\$365	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$33,240	\$32,668	\$32,668	\$32,645	-0.07%
Personnel	\$297,026	\$280,893	\$231,814	\$293,016	4.32%
Operating Expenses	\$183,095	\$180,225	\$145,914	\$178,330	-1.05%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$673	\$32,668	\$33,033	\$32,645	-0.07%
Total	\$480,794	\$493,786	\$410,760	\$503,991	2.07%

1423 Gaithersburg Arts Barn

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
501000 Salaries, Full-Time Employees	137,293	137,293
505200 Other taxable comp-Gfit	490	490
508000 Salaries, Overtime	2,060	2,060
509000 Salaries, Part-Time Employees	93,107	93,107
510000 Social Security & Medicare Taxes (FICA)	17,783	17,783
514000 Group Insurance	27,052	27,052
514200 Vision Plan	129	129
515000 Retirement Contribution (401A)	10,983	10,983
516000 Savings Plan Contribution (401K)	4,119	4,119
Subtotal Personnel Services	293,016	293,016

Operating Expenses

521000 Office Supplies		
Ink, Easel Pads and Tape	300	300
<i>Subtotal</i>	300	300
522000 General Operating Supplies		
Materials for Partnership Programs	1,200	1,200
Materials for Performances, Classes and Summer Camps	4,525	4,525
<i>Subtotal</i>	5,725	5,725
524000 Supplies for Resale		
Snacks and Beverages	2,000	2,000
<i>Subtotal</i>	2,000	2,000
526000 Machinery & Equipment		
Miscellaneous Computer Devices & Supplies	500	500
<i>Subtotal</i>	500	500
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe Acrobat Professional) (1)	60	60
Maintenance - Software (Adobe InDesign Creative Cloud) (3)	690	690
Maintenance - Software (Microsoft CALs) (5)	875	875
<i>Subtotal</i>	1,625	1,625
533000 Legal		
Annual County License	800	800
Royalty Fees - Theatre Performances	300	300
<i>Subtotal</i>	1,100	1,100
536000 Miscellaneous Professional Services		
Piano Tuning	950	950
Sound Technician	1,150	1,150
<i>Subtotal</i>	2,100	2,100
536500 Investigations		
Background Checks	200	200
<i>Subtotal</i>	200	200

1423 Gaithersburg Arts Barn

538000 Performances & Entertainment			
Artist Fees - Young Artists Award Adjudicator Fees	1,000	1,000	
Class and Camp Partnerships (Offset by Revenue)	52,000	52,000	
Theater and Concert Performances (Offset by Revenue)	77,000	77,000	
<i>Subtotal</i>		130,000	130,000
541000 Advertising			
Newspapers, Websites, Radio and Brochures	14,000	14,000	
<i>Subtotal</i>		14,000	14,000
544000 Professional Dues & Certification Fees			
Americans for the Arts	150	150	
<i>Subtotal</i>		150	150
547100 Travel Mileage Reimbursement			
	900	900	
<i>Subtotal</i>		900	900
553000 Printing & Binding			
Postcards - Theatre Performances	1,000	1,000	
Seasonal Performance Brochures	3,800	3,800	
Tickets, Fliers, Programs and Calendars	200	200	
<i>Subtotal</i>		5,000	5,000
554000 Signage			
Program Banners	6,225	6,225	
<i>Subtotal</i>		6,225	6,225
556000 Postage			
Letters, Promotional Materials and Rental Permits	200	200	
Seasonal Brochure Direct Mailings	2,300	2,300	
<i>Subtotal</i>		2,500	2,500
560000 Miscellaneous			
Performer's Travel (Sponsor Reimbursed)	4,000	4,000	
Water Service	1,175	1,175	
<i>Subtotal</i>		5,175	5,175
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance & Supplies - Copier (Ricoh MPC 3003 - Color)	500	500	
Maintenance & Supplies - Copier (Ricoh MPC 3003)	330	330	
<i>Subtotal</i>		830	830
Subtotal Operating Expenses		178,330	178,330

Capital Outlay

1423 Gaithersburg Arts Barn

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC Monitors) (6)	85		85
Replacement - Computer Hardware (PC) (5)	1,245		1,245
Replacement - Fax Machines	45		45
Replacement - Kronos Time Clock (1)	300		300
Replacement - Point-of-Sale Hardware	220		220
Replacement - Projector (Theater)	750		750
Replacement - Theater Lighting/Sound Systems	30,000		30,000
<i>Subtotal</i>		32,645	32,645
Subtotal Capital Outlay		32,645	32,645
Total		503,991	503,991

SERVICES PROVIDED:

The Youth Center in Olde Towne is dedicated to providing fun and safe after school and weekend activities that promote positive youth development through recreation, mentoring, leadership and support.

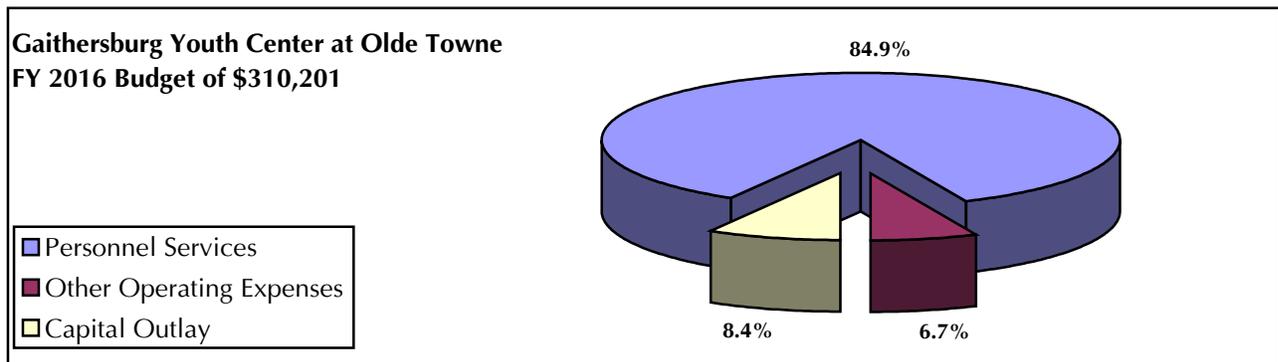
WORK PLAN GOALS:

- Provide a variety of experiences that will challenge the interest of the teen and pre-teen population.
- Provide opportunity for youth to explore and express musical creativity.
- Provide positive social and educational after-school programs and activities for middle and high school students.
- Provide programming on professional days off from school and early dismissal days.
- Provide transportation to the Youth Center for middle school students.

SIGNIFICANT CHANGES:

- Furniture & Equipment (Replacement) increased \$6,820 to reflect a restoration of full replacement funding after a one-year reduction of 50%.
- Part-Time Salaries decreased \$10,510 due to addition of new full time site leader.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$238,181	\$208,945	\$263,406	\$263,406
Other Operating Expenses	22,615	22,440	20,675	20,675
Capital Outlay	28,325	19,300	26,120	26,120
TOTAL	\$289,121	\$250,685	\$310,201	\$310,201



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Youth Center Attendance	11,463	13,500	14,500
Summer Program Attendance	1,844	2,257	2,700
Studio Attendance	450	625	750

Activity Analysis Report - Adopted

1424 - Gaithersburg Youth Center at Olde Towne

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$54,074	\$61,224	\$45,560	\$99,610	62.70%
509000 - Salaries, Part-Time Employee	\$79,996	\$110,526	\$79,419	\$100,016	-9.51%
510000 - Social Security & Medicare T	\$10,150	\$13,139	\$9,401	\$15,271	16.23%
514000 - Group Insurance	\$8,493	\$14,729	\$9,133	\$37,368	153.70%
514200 - Vision Plan	\$0	\$92	\$0	\$184	100.00%
515000 - Retirement Contribution (401	\$4,326	\$4,898	\$3,645	\$7,969	62.70%
516000 - Savings Plan Contribution (4	\$1,622	\$1,837	\$1,367	\$2,988	62.66%
519000 - Tuition Reimbursement	\$0	\$2,500	\$2,500	\$0	-100.00%
521000 - Office Supplies	\$546	\$400	\$265	\$400	0.00%
522000 - General Operating Supplies	\$7,561	\$10,300	\$6,280	\$9,000	-12.62%
522500 - Program Activities	\$1,328	\$400	\$647	\$800	100.00%
524000 - Supplies for Resale	\$0	\$0	\$0	\$0	0.00%
525000 - Furniture & Fixtures	\$0	\$2,000	\$590	\$1,250	-37.50%
526000 - Machinery & Equipment	\$1,599	\$3,300	\$1,400	\$2,800	-15.15%
531000 - Information Technology (IT)	\$421	\$0	\$481	\$0	0.00%
531500 - Software Licenses	\$1,822	\$0	\$495	\$0	0.00%
531600 - Software Maintenance Agree	\$3,905	\$4,200	\$2,100	\$5,725	36.31%
536000 - Miscellaneous Professional	\$0	\$0	\$189	\$0	0.00%
536500 - Investigations	\$35	\$0	\$35	\$0	0.00%
551100 - Cellular Telephone	\$0	\$840	\$347	\$700	-16.67%
556500 - Messenger Services	\$83	\$0	\$0	\$0	0.00%
557000 - Laundry & Uniforms	\$267	\$0	\$0	\$0	0.00%
573000 - Repair & Maintenance - Mac	\$0	\$0	\$2,174	\$0	0.00%
575000 - Repair & Maintenance - Furn	\$0	\$1,000	\$849	\$0	-100.00%
595000 - Furniture & Equipment	\$4,189	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$28,325	\$19,300	\$19,300	\$26,120	35.34%
Personnel	\$158,661	\$208,945	\$151,024	\$263,406	26.06%
Operating Expenses	\$17,567	\$22,440	\$15,853	\$20,675	-7.87%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$32,514	\$19,300	\$19,300	\$26,120	35.34%
Total	\$208,742	\$250,685	\$186,177	\$310,201	23.74%

1424 Gaithersburg Youth Center at Olde Towne

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
501000 Salaries, Full-Time Employees	99,610	99,610
509000 Salaries, Part-Time Employees	100,016	100,016
510000 Social Security & Medicare Taxes (FICA)	15,271	15,271
514000 Group Insurance	37,368	37,368
514200 Vision Plan	184	184
515000 Retirement Contribution (401A)	7,969	7,969
516000 Savings Plan Contribution (401K)	2,988	2,988
Subtotal Personnel Services	263,406	263,406

Operating Expenses

521000 Office Supplies		
Membership Cards, Printer Cartridges and Paper	400	400
<i>Subtotal</i>	400	400
522000 General Operating Supplies		
Sports Supplies, Arts & Crafts and Tutoring Materials	9,000	9,000
<i>Subtotal</i>	9,000	9,000
522500 Program Activities		
Trip Admissions	800	800
<i>Subtotal</i>	800	800
525000 Furniture & Fixtures		
Chairs, Tables and Indoor Trash Receptacles	1,250	1,250
<i>Subtotal</i>	1,250	1,250
526000 Machinery & Equipment		
Miscellaneous Audio Equipment (cables, microphones, etc.)	1,800	1,800
Miscellaneous Computer Devices & Supplies	1,000	1,000
<i>Subtotal</i>	2,800	2,800
531600 Software Maintenance Agreements		
Maintenance - Software (Avid Pro Tools HD ExperPlus)	1,100	1,100
Maintenance - Software (Avid Pro Tools Studio and Lab Licenses)	2,175	2,175
Maintenance - Software (Microsoft CALs) (14)	2,450	2,450
<i>Subtotal</i>	5,725	5,725
551100 Cellular Telephone		
Cell Phone (1) Community Facility Manager	700	700
<i>Subtotal</i>	700	700
Subtotal Operating Expenses	20,675	20,675

Capital Outlay

1424 Gaithersburg Youth Center at Olde Towne

595100 Furniture & Equipment (Replacement)			
Replacement - Audio Lab Equipment	1,130		1,130
Replacement - Audio Recording Studio Equipment	17,000		17,000
Replacement - Computer Hardware (PC Monitors) (20)	555		555
Replacement - Computer Hardware (PC) (14)	5,575		5,575
Replacement - Game Consoles (5)	280		280
Replacement - Kronos Time Clock (1)	300		300
Replacement - Point-of-Sale Hardware	145		145
Replacement - Printer (HP LaserJet M1530)	80		80
Replacement - Printer (HP LaserJet P2035n)	70		70
Replacement - Television (4)	235		235
Replacement - Video Camp Camcorders (17)	750		750
<i>Subtotal</i>		26,120	26,120
Subtotal Capital Outlay		26,120	26,120
Total		310,201	310,201

SERVICES PROVIDED:

This activity provides staff, programs and services for adults 55 years of age and older at the Gaithersburg Senior Center. The Center facilitates opportunities for seniors to build friendships and participate in a wide variety of educational, recreational, wellness, and social service programs.

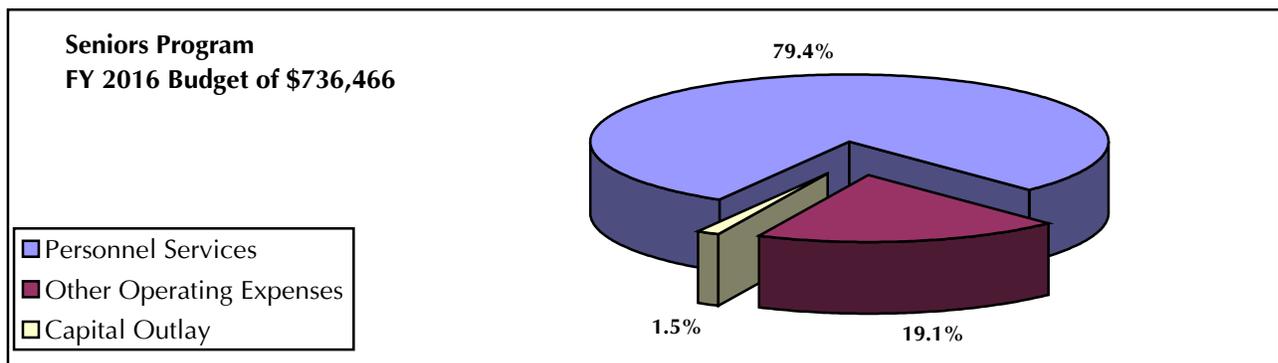
WORK PLAN GOALS:

- Act as a portal for older adults to benefit from programs and services that help them to stay healthy, engaged in their community, feel valued, and age in place.
- Attract higher attendance to the Active Aging Expo as well as increase the participation of businesses and non-profit agencies.
- Evaluate current programming, research new trends and update offerings to meet the changing interests and needs of seniors.
- Foster support for advisory committee/member driven programs that celebrate the diversity of the Senior Center.
- In conjunction with Montgomery County, provide transportation for City residents and nonresidents.
- Increase the membership base by attracting more older adults, particularly Gaithersburg residents.
- Provide well-balanced congregate meals that meet the nutrition needs of older adults, educate seniors on making good meal choices, and the importance of exercise, all in a setting that promotes socialization.

SIGNIFICANT CHANGES:

- Machinery & Equipment decreased by \$6,900 due to significant purchases made in FY15 for Phase II renovation Project.
- Repair & Maintenance – Vehicles decreased by \$6,000 due to funding being moved to 1411 (Parks & Recreation Administration).
- Vehicle & Equipment Gasoline Expense decreased by \$7,500 based on actual use/costs and funding being moved to 1411 (Parks & Recreation Administration).

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$444,511	\$532,126	\$584,912	\$584,912
Other Operating Expenses	139,560	164,785	140,560	140,560
Capital Outlay	27,910	8,280	10,994	10,994
TOTAL	\$611,981	\$705,191	\$736,466	\$736,466



Performance Measures

Actual

Budgeted

Projected

Department of Parks, Recreation and Culture

1425 - Seniors Program

	2013 – 14	2014 – 15	2015 – 16
Total Daily Attendance	24,039	25,000	30,000
Registered Members - Residents	338	385	413
Registered Members - Nonresidents	285	315	337
Nutrition Program Lunches Served	6,700	6,750	7,000

Activity Analysis Report - Adopted

1425 - Seniors Program

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$262,367	\$305,109	\$217,854	\$343,509	12.59%
505100 - Other taxable comp-multiling	\$1,652	\$2,080	\$2,080	\$2,080	0.00%
505300 - Other taxable comp-housing	\$2,600	\$2,400	\$600	\$0	-100.00%
507000 - Vacation & Sick Pay	\$6,358	\$0	\$6,391	\$0	0.00%
508000 - Salaries, Overtime	\$1,327	\$726	\$113	\$748	3.03%
509000 - Salaries, Part-Time Employee	\$68,039	\$85,551	\$38,558	\$86,407	1.00%
510000 - Social Security & Medicare T	\$25,942	\$29,941	\$19,863	\$32,946	10.04%
514000 - Group Insurance	\$50,348	\$70,590	\$43,253	\$78,714	11.51%
514200 - Vision Plan	\$104	\$442	\$119	\$543	22.85%
515000 - Retirement Contribution (401	\$20,979	\$24,409	\$17,206	\$27,481	12.59%
515050 - Supplemental Retirement Co	\$1,680	\$1,725	\$1,259	\$1,749	1.39%
515100 - Retirement Health Savings (\$0	\$0	\$182	\$430	0.00%
516000 - Savings Plan Contribution (4	\$5,421	\$9,153	\$4,541	\$10,305	12.59%
521000 - Office Supplies	\$1,079	\$1,100	\$439	\$1,100	0.00%
522000 - General Operating Supplies	\$8,105	\$12,795	\$12,508	\$11,000	-14.03%
522500 - Program Activities	\$31,106	\$29,500	\$23,299	\$34,000	15.25%
525000 - Furniture & Fixtures	\$11,118	\$9,400	\$5,751	\$7,400	-21.28%
526000 - Machinery & Equipment	\$0	\$8,900	\$4,655	\$2,000	-77.53%
531500 - Software Licenses	\$0	\$2,100	\$0	\$0	-100.00%
531600 - Software Maintenance Agree	\$1,950	\$1,950	\$1,950	\$2,275	16.67%
536000 - Miscellaneous Professional	\$41,679	\$41,000	\$28,140	\$43,000	4.88%
536200 - Americans with Disabilities A	\$4,827	\$1,000	\$3,594	\$0	-100.00%
536500 - Investigations	\$0	\$100	\$132	\$100	0.00%
537000 - Instructor Services	\$8,590	\$14,860	\$4,920	\$10,995	-26.01%
538000 - Performances & Entertainme	\$6,959	\$5,850	\$3,750	\$5,350	-8.55%
541000 - Advertising	\$2,566	\$3,100	\$0	\$3,100	0.00%
542000 - Awards & Presentations	\$0	\$0	\$150	\$0	0.00%
544000 - Professional Dues & Certifica	\$395	\$620	\$0	\$540	-12.90%
546000 - Conference & Seminar Regis	\$600	\$500	\$437	\$500	0.00%
547100 - Travel Mileage Reimburse	\$14	\$0	\$0	\$0	0.00%
551000 - Telephone (Landline)	\$153	\$0	\$0	\$0	0.00%
551100 - Cellular Telephone	\$738	\$600	\$702	\$700	16.67%
552500 - Vehicle & Equipment Gasolin	\$7,467	\$7,500	\$28	\$0	-100.00%
553000 - Printing & Binding	\$8,825	\$9,000	\$6,322	\$10,000	11.11%
554000 - Signage	\$605	\$750	\$0	\$750	0.00%
556000 - Postage	\$2,463	\$2,700	\$1,300	\$4,000	48.15%
557000 - Laundry & Uniforms	\$0	\$310	\$0	\$310	0.00%
567000 - Rental & Use Charges	\$150	\$150	\$134	\$150	0.00%
573000 - Repair & Maintenance - Mac	\$850	\$4,000	\$627	\$3,290	-17.75%
574000 - Repair & Maintenance - Vehi	\$9,395	\$6,000	\$2,756	\$0	-100.00%
575000 - Repair & Maintenance - Furn	\$149	\$1,000	\$0	\$0	-100.00%
595000 - Furniture & Equipment	(\$3,389)	\$0	\$0	\$0	0.00%

Activity Analysis Report - Adopted

1425 - Seniors Program

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
595100 - Furniture & Equipment (Repl	\$4,930	\$8,280	\$8,280	\$10,994	32.78%
596000 - Vehicles & Equipment	(\$22,980)	\$0	\$0	\$0	0.00%
596100 - Vehicles & Equipment (Repl	\$22,980	\$0	\$0	\$0	0.00%
Personnel	\$446,816	\$532,126	\$352,018	\$584,912	9.92%
Operating Expenses	\$149,783	\$164,785	\$101,593	\$140,560	-14.70%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$1,541	\$8,280	\$8,280	\$10,994	32.78%
Total	\$598,140	\$705,191	\$461,891	\$736,466	4.43%

1425 Seniors Program

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
501000 Salaries, Full-Time Employees	343,509	343,509
505100 Other taxable comp-multilingual	2,080	2,080
508000 Salaries, Overtime	748	748
509000 Salaries, Part-Time Employees	86,407	86,407
510000 Social Security & Medicare Taxes (FICA)	32,946	32,946
514000 Group Insurance	78,714	78,714
514200 Vision Plan	543	543
515000 Retirement Contribution (401A)	27,481	27,481
515050 Supplemental Retirement Contribution	1,749	1,749
515100 Retirement Health Savings (RHS)	430	430
516000 Savings Plan Contribution (401K)	10,305	10,305
Subtotal Personnel Services	584,912	584,912

Operating Expenses

521000 Office Supplies		
Class Supplies, Stationery, Envelopes and Pens	500	500
Copier, Fax Machine and Computer Lab Printer Paper and Toner	600	600
<i>Subtotal</i>	1,100	1,100

522000 General Operating Supplies		
Active Aging Living Expo	2,000	2,000
Birthday Party, Holiday Supplies and Seasonal Decorations	1,200	1,200
Cleaning Supplies, Crafts Supplies, Paints and Brushes	3,500	3,500
Decorating and Interior Furnishings	1,150	1,150
Evening Event Supplies	750	750
Fitness Equipment - Videos, Weights, Bands, Racks and Mats	400	400
Monthly Program Supplies	2,000	2,000
<i>Subtotal</i>	11,000	11,000

522500 Program Activities		
Annual Picnic	1,000	1,000
Evening Events	1,200	1,200
Trip Admission	31,800	31,800
<i>Subtotal</i>	34,000	34,000

525000 Furniture & Fixtures		
Furnishings (Reimbursed by Gertrude Ager Fund)	2,000	2,000
Storage unit chairs/furniture	4,400	4,400
Wall Mirror in Lecture Room	1,000	1,000
<i>Subtotal</i>	7,400	7,400

526000 Machinery & Equipment		
Large Screen TV - Billiard Room	1,000	1,000
Miscellaneous Computer Devices & Supplies	1,000	1,000
<i>Subtotal</i>	2,000	2,000

531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (13)	2,275	2,275
<i>Subtotal</i>	2,275	2,275

1425 Seniors Program

536000 Miscellaneous Professional Services			
Nutrition Program	42,000	42,000	
Sound System for Active Aging Expo	1,000	1,000	
<i>Subtotal</i>		43,000	43,000
536500 Investigations			
Background Checks	100	100	
<i>Subtotal</i>		100	100
537000 Instructor Services			
Art Classes	3,520	3,520	
Fitness/ Health and Wellness Classes	1,875	1,875	
Personal Training	3,000	3,000	
Strong & Balanced	2,600	2,600	
<i>Subtotal</i>		10,995	10,995
538000 Performances & Entertainment			
Entertainers - Musicians and Special Performers	3,250	3,250	
Evening Dances and Socials	2,100	2,100	
<i>Subtotal</i>		5,350	5,350
541000 Advertising			
Advertising for Active Aging Expo	1,000	1,000	
Advertising for Senior Center	2,100	2,100	
<i>Subtotal</i>		3,100	3,100
544000 Professional Dues & Certification Fees			
Maryland Association of Senior Centers	150	150	
Wellness Instructor Certifications (3)	390	390	
<i>Subtotal</i>		540	540
546000 Conference & Seminar Registration			
Wellness Workshops	500	500	
<i>Subtotal</i>		500	500
551100 Cellular Telephone			
Cell Phone for Trip Leaders	700	700	
<i>Subtotal</i>		700	700
553000 Printing & Binding			
Newsletters and Membership Renewals (12 Issues)	9,000	9,000	
Postcards and Promotional Items	1,000	1,000	
<i>Subtotal</i>		10,000	10,000
554000 Signage			
Banners	750	750	
<i>Subtotal</i>		750	750
556000 Postage			
Newsletters - Confirmations and Membership Renewals	3,000	3,000	
Promotional Items - Target Bulk Mailing	1,000	1,000	
<i>Subtotal</i>		4,000	4,000

1425 Seniors Program

557000 Laundry & Uniforms			
Jackets for Bus Drivers	150	150	
Staff Shirts	160	160	
<i>Subtotal</i>		310	310
567000 Rental & Use Charges			
E-Z Pass	150	150	
<i>Subtotal</i>		150	150
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance - Fitness Room Equipment	3,000	3,000	
Maintenance & Supplies - Copier (Ricoh MP 2554SP)	290	290	
<i>Subtotal</i>		3,290	3,290
Subtotal Operating Expenses		140,560	140,560

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Fitness Room Equipment (14)	8,309	8,309	
Replacement - Computer Hardware (PC) (13)	2,175	2,175	
Replacement - Kronos Time Clock (1)	300	300	
Replacement - Point-of-Sale Hardware	160	160	
Replacement - Printer (HP LaserJet M401dne)	50	50	
<i>Subtotal</i>		10,994	10,994
Subtotal Capital Outlay		10,994	10,994
Total		736,466	736,466

SERVICES PROVIDED:

The Activity Center is a multi-purpose recreation facility that hosts City events, programs and activities for the community and provides opportunities for individuals and organizations to utilize a well-maintained facility for rental functions.

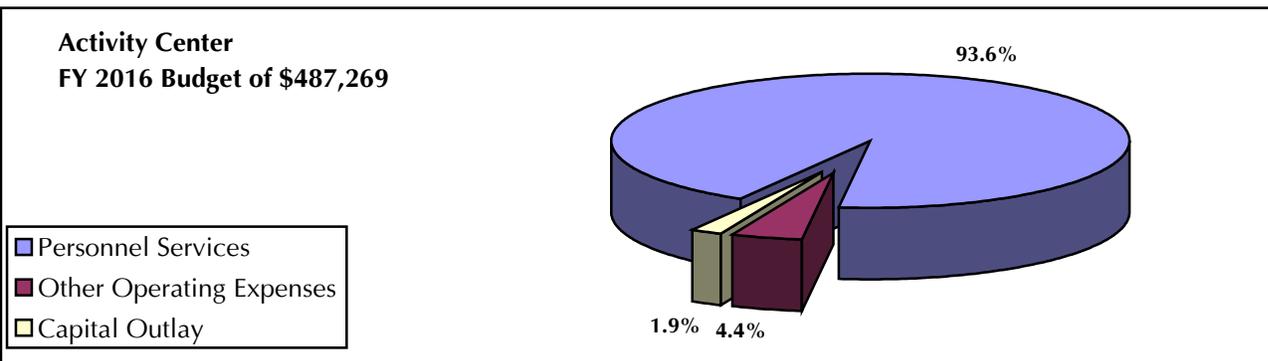
WORK PLAN GOALS:

- Offer citizens the opportunity to rent and utilize all-purpose rooms for meetings or functions.
- Provide a well-maintained fitness center for citizens, offering a variety of cardiovascular and strength training equipment at affordable fees.
- Provide the community with two well-equipped gymnasiums for sporting events, exhibits and large social functions.

SIGNIFICANT CHANGES:

- FT Salaries increased \$52,330 due to the proposed conversion of part-time Reservation Coordinator to a full-time Program Coordinator.
- PT Salaries decreased \$22,042 due to the proposed conversion of part-time Reservation Coordinator to a full-time Program Coordinator.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$383,791	\$398,116	\$456,117	\$456,117
Other Operating Expenses	22,600	26,100	21,675	21,675
Capital Outlay	10,532	8,632	9,477	9,477
TOTAL	\$416,923	\$432,848	\$487,269	\$487,269



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Number of Room Reservations	4,100	3,800	4,000
Fitness Center Memberships	240	300	250
Fitness Center Attendance	16,300	19,000	17,000
Activity Center Attendance	134,000	150,000	140,000

Activity Analysis Report - Adopted

1426 - Activity Center

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$175,402	\$180,253	\$122,220	\$232,583	29.03%
505200 - Other taxable comp-Gfit	\$330	\$270	\$195	\$375	38.89%
505300 - Other taxable comp-housing	\$0	\$0	\$600	\$0	0.00%
508000 - Salaries, Overtime	\$63	\$1,721	\$0	\$1,773	3.02%
509000 - Salaries, Part-Time Employee	\$138,335	\$157,916	\$113,347	\$135,874	-13.96%
510000 - Social Security & Medicare T	\$24,020	\$26,002	\$18,083	\$28,323	8.93%
514000 - Group Insurance	\$4,207	\$3,798	\$5,394	\$22,722	498.26%
514200 - Vision Plan	\$0	\$129	\$107	\$258	100.00%
515000 - Retirement Contribution (401	\$14,032	\$14,420	\$9,778	\$18,607	29.04%
515100 - Retirement Health Savings (\$8,243	\$8,199	\$5,791	\$8,625	5.20%
516000 - Savings Plan Contribution (4	\$5,262	\$5,408	\$3,667	\$6,977	29.01%
521000 - Office Supplies	\$515	\$500	\$198	\$500	0.00%
522000 - General Operating Supplies	\$6,638	\$6,200	\$4,233	\$6,325	2.02%
522200 - Photographic, Audio, Video	\$0	\$125	\$0	\$0	-100.00%
525000 - Furniture & Fixtures	\$4,584	\$8,300	\$5,632	\$4,300	-48.19%
526000 - Machinery & Equipment	\$375	\$1,000	\$530	\$500	-50.00%
531600 - Software Maintenance Agree	\$750	\$600	\$600	\$700	16.67%
536000 - Miscellaneous Professional	\$515	\$550	\$391	\$550	0.00%
536300 - Contract Cleaning Services	\$363	\$400	\$404	\$400	0.00%
536500 - Investigations	\$206	\$100	\$0	\$100	0.00%
544000 - Professional Dues & Certifica	\$75	\$0	\$0	\$0	0.00%
546000 - Conference & Seminar Regis	\$100	\$0	\$0	\$0	0.00%
553000 - Printing & Binding	\$200	\$200	\$0	\$200	0.00%
554000 - Signage	\$0	\$225	\$65	\$225	0.00%
556000 - Postage	\$500	\$1,050	\$300	\$1,000	-4.76%
557000 - Laundry & Uniforms	\$432	\$700	\$382	\$700	0.00%
561000 - Local, In-Services Meals	\$170	\$150	\$184	\$175	16.67%
573000 - Repair & Maintenance - Mac	\$5,347	\$6,000	\$1,456	\$6,000	0.00%
595000 - Furniture & Equipment	(\$343)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$10,532	\$8,632	\$8,632	\$9,477	9.79%
Personnel	\$369,894	\$398,116	\$279,182	\$456,117	14.57%
Operating Expenses	\$20,770	\$26,100	\$14,375	\$21,675	-16.95%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$10,189	\$8,632	\$8,632	\$9,477	9.79%
Total	\$400,852	\$432,848	\$302,189	\$487,269	12.57%

1426 Activity Center

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
501000 Salaries, Full-Time Employees	232,583	232,583
505200 Other taxable comp-Gfit	375	375
508000 Salaries, Overtime	1,773	1,773
509000 Salaries, Part-Time Employees	135,874	135,874
510000 Social Security & Medicare Taxes (FICA)	28,323	28,323
514000 Group Insurance	22,722	22,722
514200 Vision Plan	258	258
515000 Retirement Contribution (401A)	18,607	18,607
515100 Retirement Health Savings (RHS)	8,625	8,625
516000 Savings Plan Contribution (401K)	6,977	6,977
Subtotal Personnel Services	456,117	456,117

Operating Expenses

521000 Office Supplies		
Easels, Pads, Binders, Wall and Floor Tape	500	500
<i>Subtotal</i>	500	500
522000 General Operating Supplies		
Carts, Podium, Fixtures, Keys and Tools	800	800
Cleaning Supplies - Vinyl Cleaner and Hand Sanitizer	1,300	1,300
Emergency Preparedness Supplies and Ice Packs	300	300
Fitness Center Supplies - Towels, Mats, Balls and Stickers	1,300	1,300
Floor Mats and Fans	500	500
Gym Supplies - Balls, Nets, Goals, Floor Tape and Backboard Pad	1,125	1,125
Volleyball Equipment	1,000	1,000
<i>Subtotal</i>	6,325	6,325
525000 Furniture & Fixtures		
Tables (replacement)	4,300	4,300
<i>Subtotal</i>	4,300	4,300
526000 Machinery & Equipment		
Miscellaneous Computer Devices & Supplies	500	500
<i>Subtotal</i>	500	500
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (4)	700	700
<i>Subtotal</i>	700	700
536000 Miscellaneous Professional Services		
Cable TV Services (Comcast)	550	550
<i>Subtotal</i>	550	550
536300 Contract Cleaning Services		
Additional Hours / Large Event or Late Hours	400	400
<i>Subtotal</i>	400	400
536500 Investigations		
Background Checks	100	100
<i>Subtotal</i>	100	100

1426 Activity Center

553000 Printing & Binding			
Brochures, Postcards and Fliers	100	100	
Fitness Zone Cards	100	100	
<i>Subtotal</i>		200	200
554000 Signage			
Building Signs and Banners	225	225	
<i>Subtotal</i>		225	225
556000 Postage			
Mailings	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
557000 Laundry & Uniforms			
Laundry Supplies	400	400	
Staff Sweatshirts - Facility Staff	300	300	
<i>Subtotal</i>		700	700
561000 Local, In-Services Meals			
Meetings and Trainings	175	175	
<i>Subtotal</i>		175	175
573000 Repair & Maintenance - Machinery & Equipment			
Audio Visual Equipment Maintenance	200	200	
Fitness Equipment Maintenance	4,000	4,000	
Gymnasium Fixtures Repair and Maintenance	1,800	1,800	
<i>Subtotal</i>		6,000	6,000
Subtotal Operating Expenses		21,675	21,675

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC Monitors) (7)	185	185	
Replacement - Computer Hardware (PC) (4)	745	745	
Replacement - Fitness Equipment	7,767	7,767	
Replacement - Kronos Time Clock (1)	300	300	
Replacement - Point-of-Sale Hardware	480	480	
<i>Subtotal</i>		9,477	9,477
Subtotal Capital Outlay		9,477	9,477
Total		487,269	487,269

SERVICES PROVIDED:

The Aquatic Center is located adjacent to Gaithersburg Middle School and is jointly operated by Montgomery County Public Schools and the City. The Center offers swimming opportunities to all ages and skill levels. Programs include recreation/lap swimming, swim lessons, water exercise, and school and private group rentals. The facility is closed in mid-August for annual maintenance, cleaning and repairs. This activity provides staff, supplies, program, and administrative expenses for the operation of the Aquatic Center.

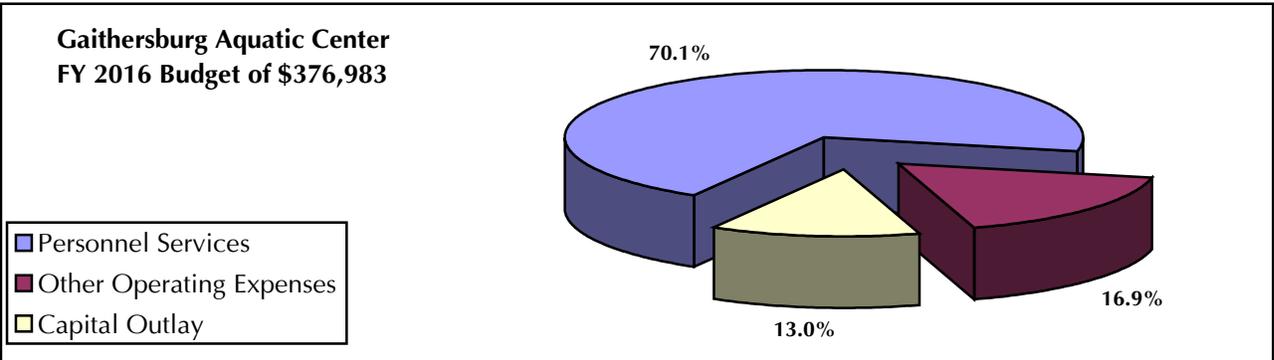
WORK PLAN GOALS:

- Adjust the program schedule seasonally to provide more efficient pool use and compatible program activities.
- Conduct extensive staff training program; continue exemplary safety record by preventing and responding to accidents/incidents.
- Enact the recommendations outlined in the Facility Study Report for future repairs and enhancements.
- Manage day-to-day operations while maintaining a safe aquatic environment, complying with all applicable state and local regulations.
- Offer quality swim lessons through ongoing instructor In-service training.
- Recruit new staff members through City-instructed Lifeguard Training courses.
- Support Montgomery County Public School programs such as the High School Swimming & Diving program.
- Teach swim lessons to Youth Services participants enrolled in the High School Student Union and Gaithersburg Elementary After School program.
- Work with MCPS and Public Works Department under the revised Joint Use Agreement to perform timely repairs and maintenance to the facility and plan for short and long-term needs of the Aquatic Center.

SIGNIFICANT CHANGES:

- Furniture & Equipment (Replacement) increased by \$22,658 to start a fund for the future replacement of the pump room equipment.
- Furniture & Equipment increased by \$21,400 for purchase of new starting blocks.
- Repair & Maintenance - Machinery & Equipment decreased by \$3,000 as the significant repairs were completed in FY15.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$262,470	\$245,877	\$264,275	\$264,275
Other Operating Expenses	87,800	64,850	63,750	60,750
Capital Outlay	1,100	4,900	48,958	48,958
TOTAL	\$351,370	\$315,627	\$376,983	\$373,983



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Program Registrant Attendance	77	15000	15000
Membership Pass Attendance	94	6000	6000
In-Service Training Instructional Hours	10	10	10
Group Rental Attendance (schools, swim teams, tour groups, parties)	181	5500	5500
Daily Paid Admission Attendance	232	2000	2000

Activity Analysis Report - Adopted

1427 - Gaithersburg Aquatic Center

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$44,763	\$48,306	\$35,602	\$49,766	3.02%
507000 - Vacation & Sick Pay	\$9,079	\$0	\$0	\$0	0.00%
509000 - Salaries, Part-Time Employee	\$5,273	\$171,984	\$76,607	\$183,501	6.70%
510000 - Social Security & Medicare T	\$4,516	\$16,852	\$8,572	\$17,845	5.89%
514000 - Group Insurance	\$2,227	\$548	\$2,795	\$7,652	1296.35%
514200 - Vision Plan		\$0		\$37	0.00%
515000 - Retirement Contribution (401	\$3,574	\$3,864	\$2,848	\$3,981	3.03%
515100 - Retirement Health Savings (\$1,625	\$2,874	\$1,259	\$0	-100.00%
516000 - Savings Plan Contribution (4	\$1,340	\$1,449	\$1,068	\$1,493	3.04%
519000 - Tuition Reimbursement	\$0	\$0	\$0	\$0	0.00%
521000 - Office Supplies	\$754	\$600	\$722	\$750	25.00%
522000 - General Operating Supplies	\$7,770	\$15,000	\$11,171	\$15,000	0.00%
524000 - Supplies for Resale	\$2,382	\$3,600	\$0	\$3,600	0.00%
525000 - Furniture & Fixtures	\$10,304	\$2,500	\$634	\$2,500	0.00%
526000 - Machinery & Equipment	\$5,978	\$1,900	\$880	\$1,400	-26.32%
531500 - Software Licenses	\$449	\$0	\$0	\$0	0.00%
531600 - Software Maintenance Agree	\$0	\$300	\$300	\$350	16.67%
536000 - Miscellaneous Professional	\$300	\$900	\$0	\$900	0.00%
536200 - Americans with Disabilities A	\$0	\$150	\$0	\$0	-100.00%
536400 - Contract Maintenance Servic	\$0	\$3,500	\$0	\$3,500	0.00%
536500 - Investigations		\$0		\$0	0.00%
537000 - Instructor Services	\$11,040	\$9,000	\$1,848	\$9,000	0.00%
538000 - Performances & Entertainme	\$0	\$500	\$400	\$1,000	100.00%
541000 - Advertising	\$0	\$3,500	\$0	\$3,500	0.00%
542000 - Awards & Presentations	\$0	\$100	\$0	\$150	50.00%
544000 - Professional Dues & Certifica	\$2,500	\$7,775	\$2,413	\$7,700	-0.96%
546000 - Conference & Seminar Regis	\$721	\$125	\$302	\$420	236.00%
546300 - In-Service Training	\$420	\$900	\$31	\$1,200	33.33%
547000 - Travel Expense	\$0	\$0	\$0	\$700	0.00%
547100 - Travel Mileage Reimburesem		\$0		\$0	0.00%
549000 - Scholarship Management	\$0	\$500	\$0	\$1,000	100.00%
550700 - Recycling Services/Trash Co	\$0	\$100	\$0	\$100	0.00%
551000 - Telephone (Landline)	\$2,167	\$2,150	\$1,290	\$2,230	3.72%
551100 - Cellular Telephone	\$0	\$600	\$279	\$600	0.00%
553000 - Printing & Binding	\$295	\$750	\$65	\$750	0.00%
554000 - Signage	\$2,327	\$1,000	\$827	\$1,000	0.00%
556000 - Postage	\$300	\$300	\$171	\$300	0.00%
557000 - Laundry & Uniforms	\$306	\$700	\$734	\$700	0.00%
561000 - Local, In-Services Meals	\$77	\$200	\$53	\$200	0.00%
567000 - Rental & Use Charges	\$3,114	\$600	\$304	\$600	0.00%
572000 - Repair & Maintenance - Build	\$0	\$3,500	\$263	\$500	-85.71%
573000 - Repair & Maintenance - Mac	\$0	\$3,500	\$157	\$500	-85.71%

Activity Analysis Report - Adopted

1427 - Gaithersburg Aquatic Center

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
575000 - Repair & Maintenance - Furn	\$2,016	\$600	\$493	\$600	0.00%
595000 - Furniture & Equipment	(\$1,081)	\$3,600	\$0	\$25,000	594.44%
595100 - Furniture & Equipment (Repl	\$1,100	\$1,300	\$1,300	\$23,958	1742.92%
Personnel	\$72,398	\$245,877	\$128,751	\$264,275	7.48%
Operating Expenses	\$53,219	\$64,850	\$23,336	\$60,750	-6.32%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$19	\$4,900	\$1,300	\$48,958	899.14%
Total	\$125,636	\$315,627	\$153,387	\$373,983	18.49%

1427 Gaithersburg Aquatic Center

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
501000 Salaries, Full-Time Employees	49,766	49,766
509000 Salaries, Part-Time Employees	183,501	183,501
510000 Social Security & Medicare Taxes (FICA)	17,845	17,845
514000 Group Insurance	7,652	7,652
514200 Vision Plan	37	37
515000 Retirement Contribution (401A)	3,981	3,981
516000 Savings Plan Contribution (401K)	1,493	1,493
Subtotal Personnel Services	264,275	264,275

Operating Expenses

521000 Office Supplies		
Registration Materials, Administrative Supplies	300	300
Toner for Fax Machine, Copier and Printer	450	450
<i>Subtotal</i>	750	750
522000 General Operating Supplies		
First Aid, Cleaning Supplies, Pool and Teaching	5,000	5,000
Pool Chemicals - Chlorine Tablets, Carbon Dioxide Gas	10,000	10,000
<i>Subtotal</i>	15,000	15,000
524000 Supplies for Resale		
Lifeguard Training Program - Books and CPR Masks	3,000	3,000
Swim Diapers, Waterproof Pants and Locks	600	600
<i>Subtotal</i>	3,600	3,600
525000 Furniture & Fixtures		
Canopies	500	500
Indoor Shelving Units for Swim Lesson Equipment Storage	2,000	2,000
<i>Subtotal</i>	2,500	2,500
526000 Machinery & Equipment		
Liquid Chlorine Feeder and Chlorinator Probes	900	900
Miscellaneous Computer Devices & Supplies	500	500
<i>Subtotal</i>	1,400	1,400
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (2)	350	350
<i>Subtotal</i>	350	350
536000 Miscellaneous Professional Services		
Pool Repair Consultant	500	500
Special Cleaning Service Projects	400	400
<i>Subtotal</i>	900	900
536400 Contract Maintenance Services		
Bulb Replacement for Ultraviolet Disinfection System	3,500	3,500
<i>Subtotal</i>	3,500	3,500

1427 Gaithersburg Aquatic Center

537000 Instructor Services			
Water Exercise Contractor (Revenue Offset)	9,000	9,000	
<i>Subtotal</i>		9,000	9,000
538000 Performances & Entertainment			
Family Fun Night	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
541000 Advertising			
Bus Shelter Advertisements	400	400	
Newspaper Recruitment Advertisement	2,600	2,600	
Program Banner	500	500	
<i>Subtotal</i>		3,500	3,500
542000 Awards & Presentations			
Part-time Staff Recognition Awards	150	150	
<i>Subtotal</i>		150	150
544000 Professional Dues & Certification Fees			
American Red Cross - Lifeguard Training Support Fees	7,600	7,600	
Association of Aquatic Professionals Membership (3)	100	100	
<i>Subtotal</i>		7,700	7,700
546000 Conference & Seminar Registration			
Local Maryland Recreation & Parks Association Seminars	125	125	
Maryland Recreation & Parks Association Conference	295	295	
<i>Subtotal</i>		420	420
546300 In-Service Training			
Lifeguard Training, First Aid, and CPR/AED Materials	1,200	1,200	
<i>Subtotal</i>		1,200	1,200
547000 Travel Expense			
Lodging - Maryland Parks & Recreation Association Conference	300	300	
Mileage - Maryland Parks & Recreation Association Conference	200	200	
Per Diem - Maryland Parks & Recreation Association Conference	200	200	
<i>Subtotal</i>		700	700
549000 Scholarship Management			
Swim Lesson Financial Aid	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
550700 Recycling Services/Trash Collection			
Biohazard Pickup Service Fees	100	100	
<i>Subtotal</i>		100	100
551000 Telephone (Landline)			
Telephones	2,230	2,230	
<i>Subtotal</i>		2,230	2,230
551100 Cellular Telephone			
Facility	600	600	
<i>Subtotal</i>		600	600

1427 Gaithersburg Aquatic Center

553000 Printing & Binding			
Brochures and Promotional Postcards	750	750	
<i>Subtotal</i>		750	750
554000 Signage			
Rules & Regulations, Admission Policies and Pool Fees	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
556000 Postage			
Pass Renewal Mailings and Correspondence	300	300	
<i>Subtotal</i>		300	300
557000 Laundry & Uniforms			
Staff Shirts, Lifeguard Shorts and Whistles	700	700	
<i>Subtotal</i>		700	700
561000 Local, In-Services Meals			
All Day In-Service Training Meetings	200	200	
<i>Subtotal</i>		200	200
567000 Rental & Use Charges			
Carbon Dioxide Cylinder	600	600	
<i>Subtotal</i>		600	600
572000 Repair & Maintenance - Buildings & Facilities			
Pool Maintenance Tools	500	500	
<i>Subtotal</i>		500	500
573000 Repair & Maintenance - Machinery & Equipment			
Chemical Automated Controllers & Feeder Systems	3,500	500	
<i>Subtotal</i>		3,500	500
575000 Repair & Maintenance - Furniture & Equipment			
Annual Diving Board Maintenance	600	600	
<i>Subtotal</i>		600	600
Subtotal Operating Expenses		63,750	60,750

Capital Outlay

595000 Furniture & Equipment			
Starting blocks	25,000	25,000	
<i>Subtotal</i>		25,000	25,000
595100 Furniture & Equipment (Replacement)			
	0	0	
Replacement - Computer Hardware (PC monitors) (2)	70	70	
Replacement - Computer Hardware (PC) (2)	515	515	
Replacement - GAC Filtration System	23,000	23,000	
Replacement - Kronos Time Clock (1)	300	300	
Replacement - Point of Sale Hardware	73	73	
<i>Subtotal</i>		23,958	23,958
Subtotal Capital Outlay		48,958	48,958

1427 Gaithersburg Aquatic Center

Total	376,983	373,983
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SERVICES PROVIDED:

This activity provides staff, supplies, programs and associated expenses to operate the Miniature Golf Course. The course is known for its beautiful landscaping, a tropical waterfall, and is popular for birthday parties and group rentals. The course is designed to appeal to families, Bohrer Park picnic pavilion patrons and a variety of youth and senior groups from the area. It is open May through October with varied operating hours depending on the season.

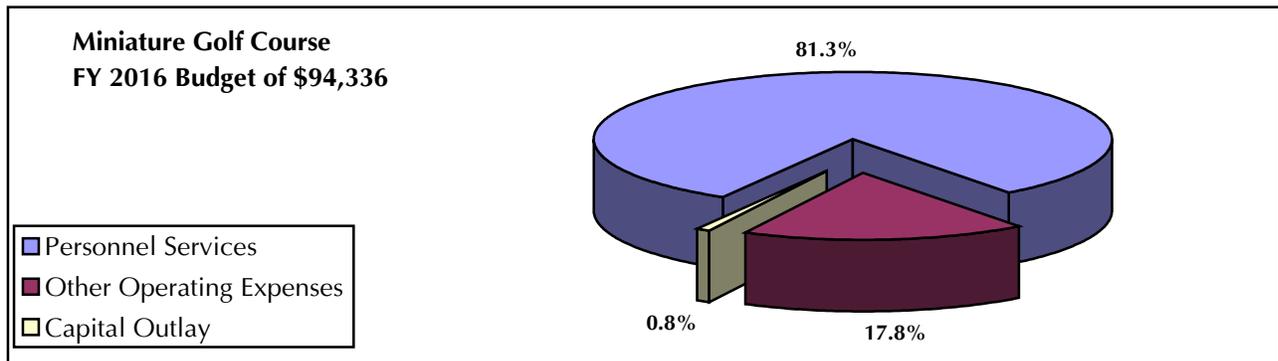
WORK PLAN GOALS:

- Add new features, programs and events to enhance the miniature golf experience. Continue to offer birthday party packages and group event opportunities.
- Develop and implement marketing strategies.
- Provide citizens the opportunity to utilize a fun-filled, fully-accessible, beautifully landscaped facility.

SIGNIFICANT CHANGES:

- No Significant Changes

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$66,965	\$74,317	\$76,731	\$76,731
Other Operating Expenses	14,845	16,525	16,825	16,825
Capital Outlay	860	540	780	780
TOTAL	\$82,670	\$91,382	\$94,336	\$94,336



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Golf Course Attendance	21,500	24,000	23,000
Birthday Party Admissions	750	1,000	900

Activity Analysis Report - Adopted

1428 - Miniature Golf Course

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$26,657	\$25,365	\$26,050	\$26,126	3.00%
505200 - Other taxable comp-Gfit		\$0		\$0	0.00%
509000 - Salaries, Part-Time Employee	\$23,441	\$33,290	\$15,592	\$33,623	1.00%
510000 - Social Security & Medicare T	\$3,731	\$4,487	\$3,042	\$4,571	1.87%
514000 - Group Insurance	\$7,163	\$8,339	\$9,753	\$9,491	13.81%
514200 - Vision Plan	\$76	\$46	\$0	\$46	0.00%
515000 - Retirement Contribution (401	\$2,133	\$2,029	\$2,084	\$2,090	3.01%
515100 - Retirement Health Savings (\$0	\$0	\$0	\$0	0.00%
516000 - Savings Plan Contribution (4	\$763	\$761	\$0	\$784	3.02%
522000 - General Operating Supplies	\$7,200	\$6,825	\$1,768	\$7,000	2.56%
524000 - Supplies for Resale	\$1,329	\$3,000	\$3,412	\$3,000	0.00%
525000 - Furniture & Fixtures	\$0	\$2,000	\$0	\$2,000	0.00%
526000 - Machinery & Equipment	\$0	\$500	\$0	\$500	0.00%
531600 - Software Maintenance Agree	\$150	\$150	\$150	\$175	16.67%
536500 - Investigations	\$207	\$100	\$0	\$200	100.00%
541000 - Advertising	\$2,064	\$2,400	\$736	\$2,400	0.00%
544000 - Professional Dues & Certifica	\$75	\$0	\$0	\$0	0.00%
546000 - Conference & Seminar Regis	\$100	\$0	\$0	\$0	0.00%
551100 - Cellular Telephone	\$0	\$100	\$0	\$0	-100.00%
553000 - Printing & Binding	\$572	\$250	\$224	\$250	0.00%
554000 - Signage	\$465	\$700	\$869	\$700	0.00%
557000 - Laundry & Uniforms	\$589	\$500	\$703	\$600	20.00%
595000 - Furniture & Equipment	(\$860)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$860	\$540	\$540	\$780	44.44%
Personnel	\$63,964	\$74,317	\$56,522	\$76,731	3.25%
Operating Expenses	\$12,752	\$16,525	\$7,863	\$16,825	1.82%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$0	\$540	\$540	\$780	44.44%
Total	\$76,716	\$91,382	\$64,924	\$94,336	3.23%

1428 Miniature Golf Course

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
501000 Salaries, Full-Time Employees	26,126	26,126
509000 Salaries, Part-Time Employees	33,623	33,623
510000 Social Security & Medicare Taxes (FICA)	4,571	4,571
514000 Group Insurance	9,491	9,491
514200 Vision Plan	46	46
515000 Retirement Contribution (401A)	2,090	2,090
516000 Savings Plan Contribution (401K)	784	784
Subtotal Personnel Services	76,731	76,731

Operating Expenses

522000 General Operating Supplies		
Birthday Party Supplies	2,000	2,000
Brooms, Mops and Cleaning Supplies	500	500
Fans, Trash Cans, Wet-Dry Vacuum and Keys	600	600
Golf Equipment	3,000	3,000
Pond Dye	500	500
Special Event Programming Supplies	400	400
<i>Subtotal</i>	7,000	7,000
524000 Supplies for Resale		
Golf Balls and Sundry Items	500	500
Ice Cream and Water	2,500	2,500
<i>Subtotal</i>	3,000	3,000
525000 Furniture & Fixtures		
Obstacle	2,000	2,000
<i>Subtotal</i>	2,000	2,000
526000 Machinery & Equipment		
Miscellaneous Computer Devices & Supplies	500	500
<i>Subtotal</i>	500	500
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (1)	175	175
<i>Subtotal</i>	175	175
536500 Investigations		
Background Checks	200	200
<i>Subtotal</i>	200	200
541000 Advertising		
Community Magazines	1,600	1,600
Promotional Materials	800	800
<i>Subtotal</i>	2,400	2,400
553000 Printing & Binding		
Brochures and Scorecards	250	250
<i>Subtotal</i>	250	250

1428 Miniature Golf Course

554000 Signage			
Program Banners and Signs	700	700	
<i>Subtotal</i>		700	700

557000 Laundry & Uniforms			
Staff Shirts - Attendants	400	400	
Staff Shirts - Managers and Coordinators	200	200	
<i>Subtotal</i>		600	600

Subtotal Operating Expenses		16,825	16,825
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Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC) (1)	235	235	
Replacement - Kronos Time Clock (1)	300	300	
Replacement - Point-of-Sale Hardware	145	145	
Replacement - Printer (HP LaserJet M401dn)	100	100	
<i>Subtotal</i>		780	780

Subtotal Capital Outlay		780	780
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Total		94,336	94,336
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SERVICES PROVIDED:

This activity provides staff and maintenance necessary to offer multi-use picnic pavilions for City functions, individuals, groups and organizations for various activities and events. Two large pavilions at Bohrer Park can accommodate up to 250 people each. A smaller pavilion located on the crest of the Bohrer Park Miniature Golf Course suitable for mid-size family gatherings or company picnics. A pavilion at City Hall Park is used for family events and small groups. Rental use of the pavilions is available April through October.

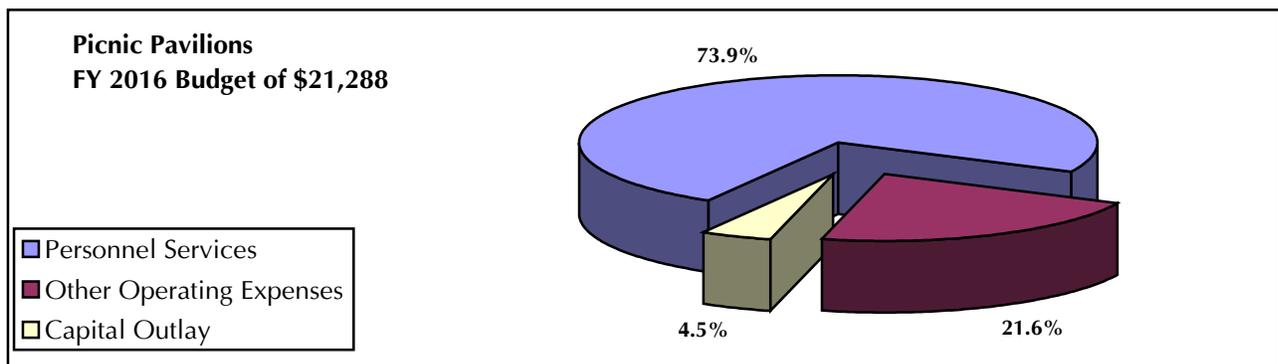
WORK PLAN GOALS:

- Coordinate reservations received for pavilions with Miniature Golf and the Water Park to provide a complete recreational package.
- Provide citizens the opportunity to visit and utilize clean, safe and inviting park facilities for a variety of events and activities.

SIGNIFICANT CHANGES:

- No Significant Changes

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$15,356	\$15,572	\$15,728	\$15,728
Other Operating Expenses	6,315	4,535	4,605	4,605
Capital Outlay	500	250	955	955
TOTAL	\$22,171	\$20,357	\$21,288	\$21,288



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Picnic Pavilion Attendance	21,000	24,000	24,000
Number of Group Picnics	201	235	225

Activity Analysis Report - Adopted

1429 - Picnic Pavilions

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
509000 - Salaries, Part-Time Employee	\$16,822	\$14,465	\$11,479	\$14,610	1.00%
510000 - Social Security & Medicare T	\$1,287	\$1,107	\$878	\$1,118	0.99%
522000 - General Operating Supplies	\$1,313	\$1,200	\$465	\$1,300	8.33%
526000 - Machinery & Equipment	\$0	\$500	\$0	\$500	0.00%
531600 - Software Maintenance Agree	\$300	\$300	\$300	\$350	16.67%
536500 - Investigations	\$35	\$85	\$0	\$85	0.00%
541000 - Advertising	\$0	\$300	\$0	\$300	0.00%
550000 - Electric	\$1,091	\$1,400	\$667	\$1,300	-7.14%
550700 - Recycling Services/Trash Co		\$0		\$0	0.00%
552500 - Vehicle & Equipment Gasolin	\$59	\$50	\$66	\$70	40.00%
553000 - Printing & Binding	\$500	\$500	\$0	\$500	0.00%
554000 - Signage	\$0	\$200	\$483	\$200	0.00%
595000 - Furniture & Equipment	(\$481)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$500	\$250	\$250	\$955	282.00%
Personnel	\$18,109	\$15,572	\$12,357	\$15,728	1.00%
Operating Expenses	\$3,296	\$4,535	\$1,981	\$4,605	1.54%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$19	\$250	\$250	\$955	282.00%
Total	\$21,425	\$20,357	\$14,588	\$21,288	4.57%

1429 Picnic Pavilions

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
509000 Salaries, Part-Time Employees	14,610	14,610
510000 Social Security & Medicare Taxes (FICA)	1,118	1,118
Subtotal Personnel Services	15,728	15,728
Operating Expenses		
522000 General Operating Supplies		
Paint Supplies, Wasp Repellent and Hardware	200	200
Sports Equipment - Volleyball Equipment and Horseshoes	400	400
Traffic Cones	200	200
Trash Bags	500	500
<i>Subtotal</i>	1,300	1,300
526000 Machinery & Equipment		
Miscellaneous Computer Devices & Supplies	500	500
<i>Subtotal</i>	500	500
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (2)	350	350
<i>Subtotal</i>	350	350
536500 Investigations		
Background Checks	85	85
<i>Subtotal</i>	85	85
541000 Advertising		
Marketing Promotions	300	300
<i>Subtotal</i>	300	300
550000 Electric		
Bohrer Park Utility Costs	1,300	1,300
<i>Subtotal</i>	1,300	1,300
552500 Vehicle & Equipment Gasoline Expense		
Gasoline for Golf Carts	70	70
<i>Subtotal</i>	70	70
553000 Printing & Binding		
Brochures	500	500
<i>Subtotal</i>	500	500
554000 Signage		
Park Signs	200	200
<i>Subtotal</i>	200	200
Subtotal Operating Expenses	4,605	4,605

Capital Outlay

1429 Picnic Pavilions

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC Monitors) (3)	85		85
Replacement - Computer Hardware (PC) (2)	500		500
Replacement - Point of Sale Hardware	370		370
<i>Subtotal</i>		955	955
Subtotal Capital Outlay		955	955
Total		21,288	21,288

SERVICES PROVIDED:

This activity provides for the administrative and operating costs associated with a 3.5 mile drive-through Winter Lights Festival held annually at Seneca Creek State Park. The festival features more than 400 lighted displays, many of them animated, and decorated park trees. Winter Lights Run, Leashes and Lights, Wine Under the Lights, S'more Lights and other similar special events provide alternative ways to view the displays. A portion of the proceeds is donated to designated charities.

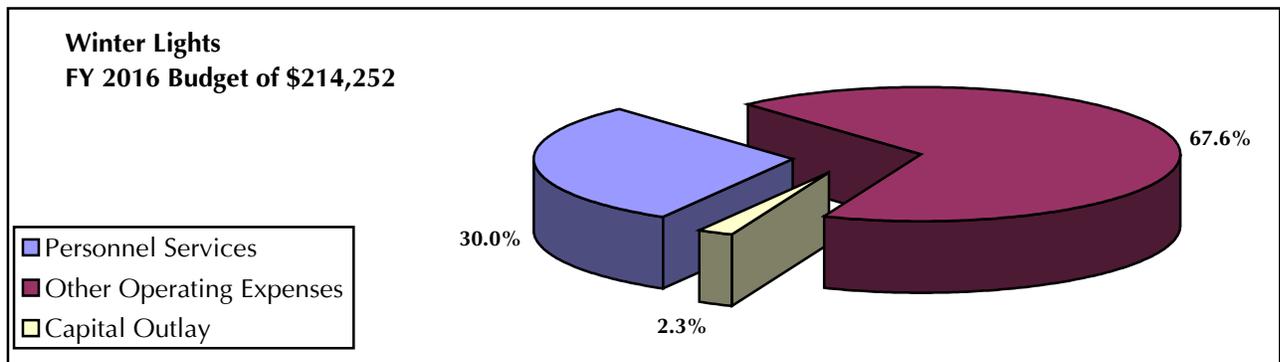
WORK PLAN GOALS:

- Develop new and increase existing revenue streams through promotion of sponsorship opportunities, the offering of new ways to participate in the light show, and use of creative marketing strategies that increase awareness of Gaithersburg programs.
- Evaluate program through customer surveys, attendance reports and other market research data, and make recommendations for festival improvements.
- Participate in the "Let's Move Cities and Towns" initiative by incorporating fitness-based programs into the event.
- Promote economic growth for local restaurants, shops and other businesses during the festival season.
- Provide an increasingly engaging experience that fosters a seasonal celebration and holiday tradition for attendees, and regionally promotes Gaithersburg as a destination.

SIGNIFICANT CHANGES:

- General Operating Supplies FY15 Budget included \$26,000 additional funding for the lighted forest that did not need to be refunded.
- Miscellaneous Professional Services increased by \$29,400 due to contract for someone to hang the lights in the lighted forest, was completed in house in FY15.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$61,955	\$63,206	\$64,332	\$64,332
Other Operating Expenses	94,760	143,015	144,920	144,920
Capital Outlay	5,000	5,000	5,000	5,000
TOTAL	\$161,715	\$211,221	\$214,252	\$214,252



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Total number of vehicles	16,034	17,000	18,000
Sponsorship Revenue - In-kind	114,000	115,000	115,000

Department of Parks, Recreation and Culture

1430 - Winter Lights

Sponsorship Revenue - Cash	10,000	10,000	10,000
Special event attendees	1,454	1,200	1,500
Attendees	64,136	68,000	72,000

Activity Analysis Report - Adopted

1430 - Winter Lights

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
508000 - Salaries, Overtime	\$12,512	\$22,937	\$149	\$23,625	3.00%
509000 - Salaries, Part-Time Employee	\$33,270	\$35,777	\$23,710	\$36,135	1.00%
510000 - Social Security & Medicare T	\$3,503	\$4,492	\$1,825	\$4,572	1.78%
522000 - General Operating Supplies	\$27,554	\$59,500	\$21,859	\$33,500	-43.70%
524000 - Supplies for Resale	\$1,272	\$4,200	\$1,821	\$5,150	22.62%
526000 - Machinery & Equipment	\$0	\$1,500	\$0	\$1,000	-33.33%
531600 - Software Maintenance Agree	\$0	\$0	\$0	\$0	0.00%
533000 - Legal	\$0	\$30	\$30	\$30	0.00%
536000 - Miscellaneous Professional	\$310	\$4,000	\$3,120	\$33,400	735.00%
538000 - Performances & Entertainme	\$0	\$800	\$800	\$800	0.00%
541000 - Advertising	\$21,612	\$21,300	\$19,553	\$21,300	0.00%
542000 - Awards & Presentations	\$0	\$0	\$80	\$0	0.00%
543000 - Contributions	\$6,000	\$6,000	\$6,000	\$6,000	0.00%
550000 - Electric	\$3,426	\$4,500	\$3,463	\$4,000	-11.11%
551100 - Cellular Telephone	\$477	\$1,000	\$0	\$240	-76.00%
553000 - Printing & Binding	\$4,030	\$4,500	\$4,596	\$4,000	-11.11%
554000 - Signage	\$2,259	\$2,435	\$2,346	\$2,300	-5.54%
560000 - Miscellaneous	\$54	\$200	\$114	\$150	-25.00%
561000 - Local, In-Services Meals	\$98	\$0	\$236	\$0	0.00%
567000 - Rental & Use Charges	\$24,764	\$33,050	\$36,544	\$33,050	0.00%
595000 - Furniture & Equipment	(\$5,000)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$5,000	\$5,000	\$5,000	\$5,000	0.00%
Personnel	\$49,285	\$63,206	\$25,684	\$64,332	1.78%
Operating Expenses	\$91,856	\$143,015	\$100,561	\$144,920	1.33%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$0	\$5,000	\$5,000	\$5,000	0.00%
Total	\$141,141	\$211,221	\$131,245	\$214,252	1.43%

1430 Winter Lights

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
508000 Salaries, Overtime	23,625	23,625
509000 Salaries, Part-Time Employees	36,135	36,135
510000 Social Security & Medicare Taxes (FICA)	4,572	4,572
Subtotal Personnel Services	64,332	64,332

Operating Expenses

522000 General Operating Supplies		
Animation Boxes and Electrical Materials	6,500	6,500
Extension Cords, Guided Wire and Sockets	9,500	9,500
Roadway Lighting, LED Bulbs and Light Displays	10,000	10,000
Special Event Supplies	1,500	1,500
Tools, Traffic Cones, and Security Cameras	6,000	6,000
<i>Subtotal</i>	33,500	33,500
524000 Supplies for Resale		
20th Anniversary Commemorative Ornaments (1,000)	1,750	1,750
Concessions for Special Events	2,400	2,400
Prism Glasses	1,000	1,000
<i>Subtotal</i>	5,150	5,150
526000 Machinery & Equipment		
Miscellaneous Computer Supplies	500	500
Trailer Camera System	500	500
<i>Subtotal</i>	1,000	1,000
533000 Legal		
County License	30	30
<i>Subtotal</i>	30	30
536000 Miscellaneous Professional Services		
Electrical Services	2,000	2,000
Locksmith Services	200	200
Portable Restroom Cleanings	1,200	1,200
Tree Lighting Services	30,000	30,000
<i>Subtotal</i>	33,400	33,400
538000 Performances & Entertainment		
Entertainment at Special Event	800	800
<i>Subtotal</i>	800	800
541000 Advertising		
Newspapers, Bus and Radio	21,300	21,300
<i>Subtotal</i>	21,300	21,300
543000 Contributions		
Charities	6,000	6,000
<i>Subtotal</i>	6,000	6,000

1430 Winter Lights

550000 Electric			
Electricity	4,000	4,000	
<i>Subtotal</i>		4,000	4,000
551100 Cellular Telephone			
Service - Laptop Mobile Data Plan (3)	240	240	
<i>Subtotal</i>		240	240
553000 Printing & Binding			
Tickets, Fliers, Brochures and Postcards	4,000	4,000	
<i>Subtotal</i>		4,000	4,000
554000 Signage			
Program Banners	2,300	2,300	
<i>Subtotal</i>		2,300	2,300
560000 Miscellaneous			
Water Service	150	150	
<i>Subtotal</i>		150	150
567000 Rental & Use Charges			
Bathrooms, Portable Lighting, Golf Carts and Radios	4,700	4,700	
Park Rental Fee	21,000	21,000	
Tent, Tables and Chairs for Special Events (3)	5,850	5,850	
Ticket Sales Trailer	1,500	1,500	
<i>Subtotal</i>		33,050	33,050
Subtotal Operating Expenses		144,920	144,920

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Light Displays	5,000	5,000	
<i>Subtotal</i>		5,000	5,000
Subtotal Capital Outlay		5,000	5,000
Total		214,252	214,252

SERVICES PROVIDED:

This activity provides personnel and operating costs associated with presenting a variety of City festivals and community programs that provide enriching, enjoyable and culturally relevant events for residents and visitors alike. Events include Oktoberfest, Gaithersburg Book Festival, Celebrate Gaithersburg Day, Independence Day Fireworks and Concert, Labor Day Parade, Farmer’s Markets, Veterans and Memorial Day Commemoration Ceremonies, St. Patrick’s Day Parade, Paws in the Park, Flea Markets, the Gaithersburg Chorus program and concerts, the Multicultural Affairs Committee events, visual art exhibitions, Summer and Fall Concert Programs at the City Hall Concert Pavilion and throughout various City parks, and more.

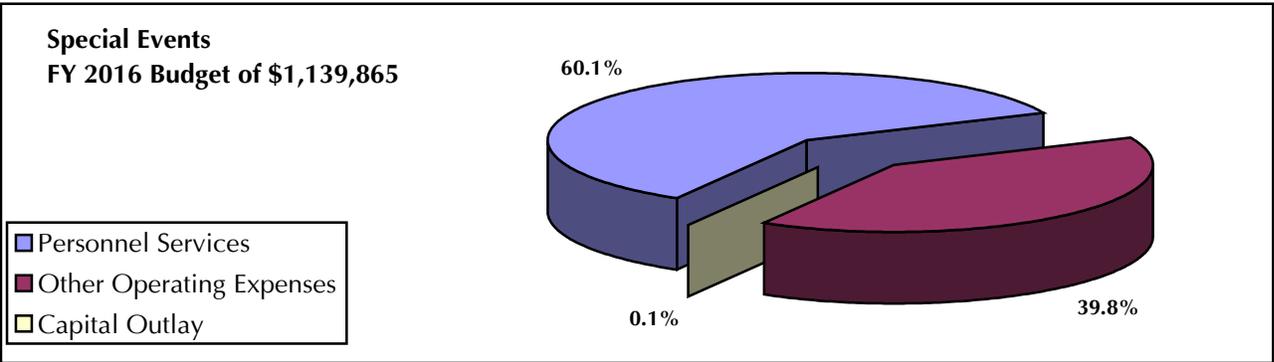
WORK PLAN GOALS:

- Collaborate with the Gaithersburg Book Festival Committee to create an annual celebration of the written word and its power to enrich the human experience, and to foster an interest in reading, writing and literary conversation.
- Create programs that commemorate landmark celebrations, and acknowledge and celebrate the cultural heritage and diversity of our City.
- Develop new and expand existing revenue streams through sponsor and partnership opportunities and creative marketing.
- Evaluate, enhance and modernize City events and arts programs; and seek contributive partners and active volunteers to support and promote these activities.
- Incorporate current art and event trends and seek effective and efficient planning techniques into City events in order to increase their quality, broaden their appeal and draw larger audiences.
- Liaise with the Multicultural Advisory Committee to develop events and activities that promote respect and appreciation for the many cultures in Gaithersburg through education and increased understanding.
- Use the guidance and advocacy of the Gaithersburg Cultural Arts Advisory Committee to support and promote the work, education and participation of local artists; and to retain and build new audiences for cultural arts offerings.
- Utilize the Art in Public Places program to support a sense of place and pride for Gaithersburg by integrating public works of art into the community.

SIGNIFICANT CHANGES:

- No Significant Changes

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$467,577	\$667,632	\$684,809	\$684,809
Other Operating Expenses	290,905	458,726	453,571	453,571
Capital Outlay	2,510	1,605	1,485	1,485
TOTAL	\$760,992	\$1,127,963	\$1,139,865	\$1,139,865



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
St. Patrick’s Day Parade	10,500	10,500	10,500
Paws in the Park	1,800	1,500	1,700
Outdoor Concerts Programs	2,100	2,000	2,200
Oktoberfest	22,000	25,000	30,000
Memorial and Veteran’s Day Celebrations	500	550	500
Labor Day Parade	8,500	9,500	9,500
Jingle Jubilee	650	650	650
Independence Day Fireworks and Concert	20,000	25,000	25,000
Gaithersburg Book Festival	20,000	20,000	22,000
Farmer’s Markets	28,000	28,000	30,000
Celebrate Gaithersburg Day	20,000	20,000	20,000

Activity Analysis Report - Adopted

1436 - Special Events

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employe	\$306,313	\$385,407	\$275,627	\$400,364	3.88%
505200 - Other taxable comp-Gfit	\$374	\$686	\$533	\$610	-11.08%
507000 - Vacation & Sick Pay	\$0	\$0	\$2,598	\$0	0.00%
508000 - Salaries, Overtime	\$1,924	\$0	\$2,057	\$0	0.00%
509000 - Salaries, Part-Time Employe	\$61,963	\$127,376	\$62,534	\$128,650	1.00%
510000 - Social Security & Medicare T	\$28,247	\$39,521	\$25,899	\$40,470	2.40%
514000 - Group Insurance	\$28,622	\$66,791	\$48,971	\$61,870	-7.37%
514200 - Vision Plan	\$144	\$552	\$312	\$460	-16.67%
515000 - Retirement Contribution (401	\$24,463	\$30,833	\$22,050	\$32,029	3.88%
515100 - Retirement Health Savings (\$4,931	\$4,904	\$3,652	\$8,345	70.17%
516000 - Savings Plan Contribution (4	\$7,857	\$11,562	\$7,596	\$12,011	3.88%
521000 - Office Supplies	\$25	\$0	\$385	\$0	0.00%
522000 - General Operating Supplies	\$17,698	\$27,750	\$19,690	\$27,750	0.00%
524000 - Supplies for Resale	\$1,714	\$5,300	\$2,508	\$5,300	0.00%
526000 - Machinery & Equipment	\$150	\$1,000	\$179	\$500	-50.00%
531500 - Software Licenses	\$0	\$0	\$445	\$0	0.00%
531600 - Software Maintenance Agree	\$1,350	\$18,800	\$3,300	\$19,575	4.12%
533000 - Legal	\$30	\$60	\$30	\$60	0.00%
536000 - Miscellaneous Professional	\$57,321	\$80,150	\$45,124	\$77,800	-2.93%
536200 - Americans with Disabilities A	\$0	\$300	\$0	\$0	-100.00%
536500 - Investigations	\$173	\$300	\$0	\$300	0.00%
536800 - Security Services	\$3,954	\$20,925	(\$9,128)	\$20,610	-1.51%
538000 - Performances & Entertainme	\$59,455	\$82,800	\$35,034	\$78,800	-4.83%
541000 - Advertising	\$17,900	\$34,300	\$9,030	\$34,000	-0.87%
542000 - Awards & Presentations	\$150	\$0	\$0	\$0	0.00%
543000 - Contributions	\$350	\$2,250	\$0	\$2,250	0.00%
544000 - Professional Dues & Certifica	\$360	\$725	\$225	\$0	-100.00%
546000 - Conference & Seminar Regis	\$705	\$1,281	\$1,455	\$1,511	17.95%
547000 - Travel Expense	\$1,200	\$1,680	\$962	\$1,750	4.17%
547100 - Travel Mileage Reimbursem	\$246	\$0	\$0	\$0	0.00%
551100 - Cellular Telephone	\$659	\$1,360	\$553	\$960	-29.41%
553000 - Printing & Binding	\$8,643	\$16,690	\$6,377	\$17,600	5.45%
554000 - Signage	\$9,512	\$21,060	\$8,794	\$20,060	-4.75%
556000 - Postage	\$1,500	\$4,000	\$1,250	\$4,000	0.00%
557000 - Laundry & Uniforms	\$186	\$550	\$0	\$550	0.00%
560000 - Miscellaneous	\$0	\$11,900	\$0	\$11,900	0.00%
567000 - Rental & Use Charges	\$59,111	\$122,585	\$41,284	\$125,335	2.24%
567100 - Rental of Facilities	\$528	\$2,960	\$2,280	\$2,960	0.00%
595000 - Furniture & Equipment	(\$2,273)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$2,510	\$1,605	\$1,605	\$1,485	-7.48%

Activity Analysis Report - Adopted

1436 - Special Events

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
Personnel	\$464,838	\$667,632	\$451,829	\$684,809	2.57%
Operating Expenses	\$242,918	\$458,726	\$169,777	\$453,571	-1.12%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$237	\$1,605	\$1,605	\$1,485	-7.48%
Total	\$707,993	\$1,127,963	\$623,212	\$1,139,865	1.06%

1436 Special Events

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
501000 Salaries, Full-Time Employees	400,364	400,364
505200 Other taxable comp-Gfit	610	610
509000 Salaries, Part-Time Employees	128,650	128,650
510000 Social Security & Medicare Taxes (FICA)	40,470	40,470
514000 Group Insurance	61,870	61,870
514200 Vision Plan	460	460
515000 Retirement Contribution (401A)	32,029	32,029
515100 Retirement Health Savings (RHS)	8,345	8,345
516000 Savings Plan Contribution (401K)	12,011	12,011
Subtotal Personnel Services	684,809	684,809

Operating Expenses

522000 General Operating Supplies		
Craft Supplies and Event Materials	5,000	5,000
Gaithersburg Book Festival	4,500	4,500
Jingle Jubilee, Paws in the Park and Markets	1,500	1,500
Labor Day City Coins	3,600	3,600
Large Festivals and the Fourth of July Event	13,150	13,150
<i>Subtotal</i>	27,750	27,750
524000 Supplies for Resale		
Concessions at Large Events	5,000	5,000
Festival Souvenir Items	300	300
<i>Subtotal</i>	5,300	5,300
526000 Machinery & Equipment		
Miscellaneous Computer Devices & Supplies	500	500
<i>Subtotal</i>	500	500
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe InDesign Creative Cloud) (5)	1,150	1,150
Maintenance - Software (CrowdTorch)	14,925	14,925
Maintenance - Software (Microsoft CALs) (13)	2,275	2,275
Maintenance - Software (Social Tables)	1,225	1,225
<i>Subtotal</i>	19,575	19,575
533000 Legal		
County Licenses	60	60
<i>Subtotal</i>	60	60
536000 Miscellaneous Professional Services		
Chorus Director and Accompanist	6,800	6,800
July 4th Fireworks	29,500	29,500
Sound Equipment and Services for Events	41,500	41,500
<i>Subtotal</i>	77,800	77,800
536500 Investigations		
Background Checks	300	300
<i>Subtotal</i>	300	300

1436 Special Events

536800 Security Services			
Agricultural Center Police Reimbursement (Offset by Revenue)	15,000	15,000	
Crossing Guards for Events (Offset by Speed Camera Revenue)	4,000	4,000	
Dispatch Services for Large Events	1,010	1,010	
Overnight Security at Event Sites	600	600	
<i>Subtotal</i>		20,610	20,610
538000 Performances & Entertainment			
Community Events	8,500	8,500	
Large Events	61,800	61,800	
Parades	8,500	8,500	
<i>Subtotal</i>		78,800	78,800
541000 Advertising			
Newspapers, Publications and Radio Ads	34,000	34,000	
<i>Subtotal</i>		34,000	34,000
543000 Contributions			
Festivals, Events, and Labor Day Parade	1,000	1,000	
Gaithersburg Arts and Monuments, Inc.	1,250	1,250	
<i>Subtotal</i>		2,250	2,250
546000 Conference & Seminar Registration			
Howard County Performing Arts Showcase (2)	56	56	
International Special Events Society (1)	955	955	
Local Maryland Recreation & Parks Association Workshops (2)	100	100	
Maryland Recreation and Parks Association (2)	400	400	
<i>Subtotal</i>		1,511	1,511
547000 Travel Expense			
International Special Events Society (1)	1,250	1,250	
Local Travel Reimbursement - Mileage Reimbursement	100	100	
Maryland Recreation and Parks Association Conference (2)	400	400	
<i>Subtotal</i>		1,750	1,750
551100 Cellular Telephone			
Service - Laptop Mobile Data Plan (2)	960	960	
<i>Subtotal</i>		960	960
553000 Printing & Binding			
Brochures, Fliers, Posters and Invitations	17,600	17,600	
<i>Subtotal</i>		17,600	17,600
554000 Signage			
Program Banners	15,000	15,000	
Replacement and Repair of Banners	5,060	5,060	
<i>Subtotal</i>		20,060	20,060
556000 Postage			
Mailings	4,000	4,000	
<i>Subtotal</i>		4,000	4,000
557000 Laundry & Uniforms			
Staff Shirts	550	550	
<i>Subtotal</i>		550	550

1436 Special Events

560000 Miscellaneous			
Artists Hotels and Travel	11,900	11,900	
<i>Subtotal</i>		11,900	11,900
567000 Rental & Use Charges			
Dumpsters for Large Events	4,000	4,000	
Event Amusements and Equipment	13,050	13,050	
Golf Carts, Radios and Generators	14,500	14,500	
Large Event Tents, Tables, Pipe and Drape, Chairs	33,675	33,675	
Large Event Vendor/Sponsor Tents (Offset by Revenue)	42,175	42,175	
Lights for Videotaping Book Festival Author Talks	1,200	1,200	
Montgomery County Agricultural Center - Use Fee	1,960	1,960	
Parades and Jingle Jubilee Costumes and Equipment	1,875	1,875	
Port-a-Johns and Hand Washing Stations	10,400	10,400	
Shuttle Buses	2,500	2,500	
<i>Subtotal</i>		125,335	125,335
567100 Rental of Facilities			
Auditorium Rentals	2,410	2,410	
Use of Parking Lots for Parades and Events	550	550	
<i>Subtotal</i>		2,960	2,960
Subtotal Operating Expenses		453,571	453,571

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC Monitors) (14)	265	265	
Replacement - Computer Hardware (PC) (13)	1,220	1,220	
<i>Subtotal</i>		1,485	1,485
Subtotal Capital Outlay		1,485	1,485
Total		1,139,865	1,139,865

SERVICES PROVIDED:

This activity provides the administration and operating costs for the Gaithersburg Community Museum and Latitude Observatory events, exhibits, programs and initiatives. These activities include facility rentals; conservation, preservation and acquisition of the Museum’s artifact collection; curriculum-based tours for students; interactive exhibits and programs; historic reenactments, demonstrations and lectures; informational tours and brochures of the City’s historic sites; and participation in City and regional events such as Celebrate Gaithersburg, Gaithersburg Book Festival, and Heritage Montgomery Days.

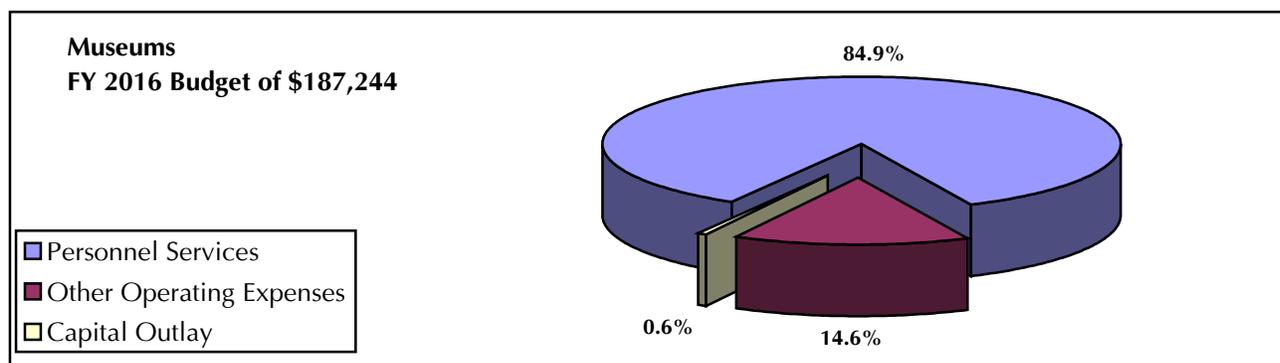
WORK PLAN GOALS:

- Build active and meaningful partnerships with individuals, non-profits, museums, community groups and businesses to develop, implement and support activities, events and exhibits.
- Build an awareness and appreciation of the cultural, industrial/mercantile, and political history of Gaithersburg, from the pre-Columbian era through modern times using a variety of temporary and permanent exhibits and enriching programs.
- Catalog, conserve and protect the artifacts and records entrusted to the Gaithersburg Community Museum and Latitude Observatory Park.
- Seek new and increase existing revenue streams through the development of sponsors, partners and grants, as well as through the expansion of the Museum Shop, facility rentals, and fee-based programming.
- Work with City committees/commissions and other stakeholders and interested parties to assist in the research, preservation and advancement of Gaithersburg’s historic resources, and to promote the City as a heritage destination.

SIGNIFICANT CHANGES:

- No Significant Changes

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$277,734	\$155,163	\$158,879	\$158,879
Other Operating Expenses	119,845	27,320	27,295	27,295
Capital Outlay	1,930	440	1,070	1,070
TOTAL	\$399,509	\$182,923	\$187,244	\$187,244



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Volunteer Hours	384	500	500

Department of Parks, Recreation and Culture

1437 - Museums

Number of Programs/Events	36	40	45
Museum Attendance	4,500	7,500	7,500
Likes on the Museum's Facebook Page	217	500	650

Activity Analysis Report - Adopted

1437 - Museums

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$91,528	\$82,354	\$61,787	\$84,825	3.00%
505200 - Other taxable comp-Gfit	\$165	\$0	\$0	\$0	0.00%
508000 - Salaries, Overtime	\$2,754	\$0	\$14	\$0	0.00%
509000 - Salaries, Part-Time Employee	\$82,272	\$48,824	\$34,716	\$49,312	1.00%
510000 - Social Security & Medicare T	\$13,407	\$10,035	\$7,414	\$10,261	2.25%
514000 - Group Insurance	\$11,159	\$2,347	\$2,111	\$2,326	-0.89%
514200 - Vision Plan	\$0	\$92	\$0	\$92	0.00%
515000 - Retirement Contribution (401	\$7,322	\$6,588	\$4,943	\$6,786	3.01%
515100 - Retirement Health Savings (\$0	\$2,452	\$1,996	\$2,732	11.42%
516000 - Savings Plan Contribution (4	\$2,746	\$2,471	\$1,854	\$2,545	2.99%
521000 - Office Supplies	\$137	\$360	\$310	\$360	0.00%
522000 - General Operating Supplies	\$5,524	\$5,800	\$2,836	\$5,600	-3.45%
522200 - Photographic, Audio, Video	\$550	\$0	\$0	\$0	0.00%
524000 - Supplies for Resale	\$1,024	\$2,000	\$493	\$2,000	0.00%
525000 - Furniture & Fixtures	\$0	\$6,000	\$418	\$6,000	0.00%
526000 - Machinery & Equipment	\$0	\$500	\$0	\$500	0.00%
531500 - Software Licenses	\$0	\$0	\$667	\$0	0.00%
531600 - Software Maintenance Agree	\$1,590	\$1,050	\$882	\$1,125	7.14%
533000 - Legal	\$0	\$90	\$0	\$90	0.00%
536000 - Miscellaneous Professional	\$19,442	\$250	\$0	\$250	0.00%
536200 - Americans with Disabilities A	\$1,588	\$100	\$0	\$0	-100.00%
536500 - Investigations	\$104	\$80	\$35	\$80	0.00%
536800 - Security Services	\$275	\$0	\$0	\$0	0.00%
538000 - Performances & Entertainme	\$6,893	\$2,600	\$0	\$2,600	0.00%
541000 - Advertising	\$14,983	\$2,500	\$143	\$2,500	0.00%
542000 - Awards & Presentations	\$75	\$0	\$0	\$0	0.00%
543000 - Contributions		\$0		\$0	0.00%
544000 - Professional Dues & Certifica	\$485	\$185	\$190	\$185	0.00%
546000 - Conference & Seminar Regis	\$145	\$375	\$245	\$375	0.00%
547000 - Travel Expense	\$3	\$150	\$219	\$150	0.00%
551000 - Telephone (Landline)	\$6	\$0	\$0	\$0	0.00%
551100 - Cellular Telephone	\$179	\$0	\$0	\$0	0.00%
553000 - Printing & Binding	\$8,191	\$2,950	\$1,750	\$2,950	0.00%
554000 - Signage	\$5,445	\$1,630	\$0	\$1,630	0.00%
556000 - Postage	\$1,018	\$500	\$303	\$500	0.00%
557000 - Laundry & Uniforms	\$0	\$0	\$330	\$0	0.00%
560000 - Miscellaneous	\$12,214	\$200	\$172	\$400	100.00%
567000 - Rental & Use Charges	\$34,493	\$0	\$0	\$0	0.00%
567100 - Rental of Facilities	\$0	\$0	\$0	\$0	0.00%
595000 - Furniture & Equipment	(\$1,081)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$1,930	\$440	\$440	\$1,070	143.18%

Activity Analysis Report - Adopted

1437 - Museums

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
Personnel	\$211,352	\$155,163	\$114,834	\$158,879	2.39%
Operating Expenses	\$114,363	\$27,320	\$8,991	\$27,295	-0.09%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$849	\$440	\$440	\$1,070	143.18%
Total	\$326,563	\$182,923	\$124,265	\$187,244	2.36%

1437 Museums

Expenditure Statement by Object

**Proposed
2015 - 2016**

**Adopted
2015 - 2016**

Personnel Services

501000	Salaries, Full-Time Employees	84,825	84,825
509000	Salaries, Part-Time Employees	49,312	49,312
510000	Social Security & Medicare Taxes (FICA)	10,261	10,261
514000	Group Insurance	2,326	2,326
514200	Vision Plan	92	92
515000	Retirement Contribution (401A)	6,786	6,786
515100	Retirement Health Savings (RHS)	2,732	2,732
516000	Savings Plan Contribution (401K)	2,545	2,545
Subtotal Personnel Services		158,879	158,879

Operating Expenses

521000 Office Supplies			
	Community Museum Printer Cartridges	360	360
	<i>Subtotal</i>	360	360
522000 General Operating Supplies			
	Exhibit Equipment - Display Boards and Supplies	2,000	2,000
	Facility and Program Supplies	2,100	2,100
	Technical Equipment - Extension Cords, Cables and Microphones	1,500	1,500
	<i>Subtotal</i>	5,600	5,600
524000 Supplies for Resale			
	Museum Shop and Concessions	2,000	2,000
	<i>Subtotal</i>	2,000	2,000
525000 Furniture & Fixtures			
	Exhibits	6,000	6,000
	<i>Subtotal</i>	6,000	6,000
526000 Machinery & Equipment			
	Miscellaneous Computer Devices & Supplies	500	500
	<i>Subtotal</i>	500	500
531600 Software Maintenance Agreements			
	Maintenance - Software (Microsoft CALs) (3)	525	525
	Maintenance - Software (Past Perfect)	600	600
	<i>Subtotal</i>	1,125	1,125
533000 Legal			
	County Licenses	90	90
	<i>Subtotal</i>	90	90
536000 Miscellaneous Professional Services			
	Technical Support	250	250
	<i>Subtotal</i>	250	250
536500 Investigations			
	Background Checks	80	80
	<i>Subtotal</i>	80	80

1437 Museums

538000 Performances & Entertainment			
Speaker, Historic Re-enactors and Musicians	2,600	2,600	
<i>Subtotal</i>		2,600	2,600
541000 Advertising			
Newspapers, Websites and Magazines	2,500	2,500	
<i>Subtotal</i>		2,500	2,500
544000 Professional Dues & Certification Fees			
American Association for State and Local History	115	115	
Maryland Association of History Museums	50	50	
Small Museum Association	20	20	
<i>Subtotal</i>		185	185
546000 Conference & Seminar Registration			
Montgomery County Historical Association Conference	200	200	
Small Museum Association Conference	175	175	
<i>Subtotal</i>		375	375
547000 Travel Expense			
Small Museum Association Conference	150	150	
<i>Subtotal</i>		150	150
553000 Printing & Binding			
Bookmarks, Brochures, Coloring Books and Fliers	2,950	2,950	
<i>Subtotal</i>		2,950	2,950
554000 Signage			
Banners and Signs	1,630	1,630	
<i>Subtotal</i>		1,630	1,630
556000 Postage			
Mailings	500	500	
<i>Subtotal</i>		500	500
560000 Miscellaneous			
Water Service	400	400	
<i>Subtotal</i>		400	400
Subtotal Operating Expenses		27,295	27,295

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC Monitors) (4)	80	80	
Replacement - Computer Hardware (PC) (3)	765	765	
Replacement - Point-of-Sale Hardware	145	145	
Replacement - Printer (HP LaserJet M1530)	80	80	
<i>Subtotal</i>		1,070	1,070
Subtotal Capital Outlay		1,070	1,070
Total		187,244	187,244

SERVICES PROVIDED:

Kentlands Mansion provides citizens with an elegant rental facility for weddings, social functions, parties, business meetings, and conferences. The Mansion also serves as a gallery for revolving art exhibits, presents concerts, teas, bridal showcases and offers a variety of programs that include family activities.

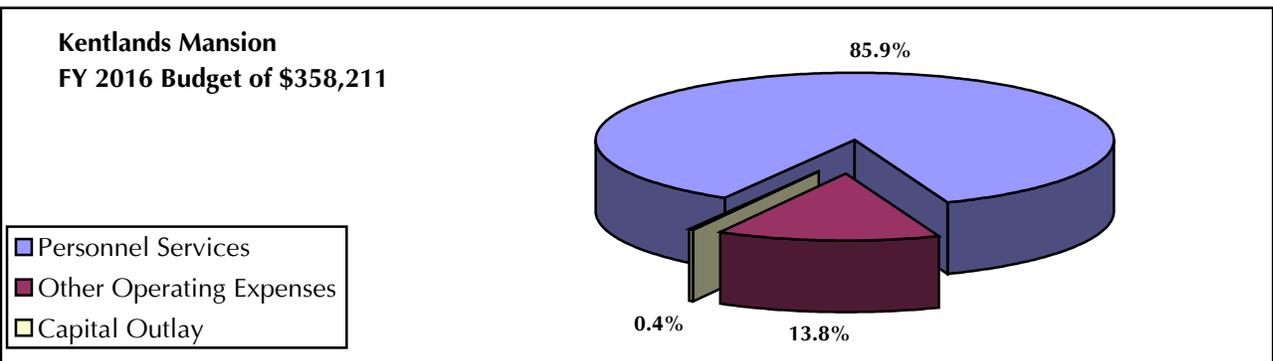
WORK PLAN GOALS:

- Evaluate best practices, market trends and best use of advertising funds to maximize revenue potential.
- Expand event programming such as bridal showcases, music concerts, holiday celebrations and family oriented events to increase revenue and offer the community enrichment opportunities.
- Increase awareness of the Mansion’s programs and rental availability.
- Provide outstanding customer service and develop new services to offer Mansion customers an elegant and desirable rental facility.

SIGNIFICANT CHANGES:

- No Significant Changes

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$296,723	\$305,460	\$307,571	\$307,571
Other Operating Expenses	58,295	51,075	49,375	49,375
Capital Outlay	2,315	1,985	1,265	1,265
TOTAL	\$357,333	\$358,520	\$358,211	\$358,211



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Total Attendance	21,860	37,000	35,000
Social Bookings	64	65	67
Mansion Special Event Revenue	\$19,853	\$26,000	\$26,000
Business Meeting Bookings	30	55	40

Activity Analysis Report - Adopted

1438 - Kentlands Mansion

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$151,479	\$155,560	\$115,782	\$160,227	3.00%
505100 - Other taxable comp-multiling	\$1,720	\$2,080	\$2,080	\$2,080	0.00%
505200 - Other taxable comp-Gfit	\$462	\$456	\$284	\$559	22.59%
505300 - Other taxable comp-housing	\$0	\$0	\$0	\$0	0.00%
508000 - Salaries, Overtime	\$163	\$111	\$0	\$0	-100.00%
509000 - Salaries, Part-Time Employee	\$61,581	\$79,822	\$41,738	\$80,620	1.00%
510000 - Social Security & Medicare T	\$16,004	\$18,015	\$11,702	\$18,425	2.28%
514000 - Group Insurance	\$20,352	\$27,182	\$17,886	\$22,629	-16.75%
514200 - Vision Plan	\$0	\$184	\$0	\$129	-29.89%
515000 - Retirement Contribution (401	\$12,115	\$12,445	\$9,262	\$12,818	3.00%
515050 - Supplemental Retirement Co	\$1,999	\$2,054	\$1,529	\$2,115	2.97%
515100 - Retirement Health Savings (\$2,889	\$2,884	\$2,354	\$3,162	9.64%
516000 - Savings Plan Contribution (4	\$4,543	\$4,667	\$3,473	\$4,807	3.00%
521000 - Office Supplies	\$213	\$500	\$470	\$300	-40.00%
522000 - General Operating Supplies	\$5,421	\$5,920	\$2,496	\$5,920	0.00%
524000 - Supplies for Resale	\$8,093	\$13,250	\$3,091	\$11,000	-16.98%
526000 - Machinery & Equipment	\$0	\$500	\$570	\$500	0.00%
531600 - Software Maintenance Agree	\$450	\$1,750	\$1,800	\$1,750	0.00%
533000 - Legal	\$0	\$120	\$0	\$120	0.00%
536000 - Miscellaneous Professional	\$974	\$1,230	\$2,082	\$2,230	81.30%
536500 - Investigations	\$171	\$75	\$135	\$75	0.00%
538000 - Performances & Entertainme	\$1,214	\$5,000	\$3,733	\$5,000	0.00%
541000 - Advertising	\$14,817	\$15,500	\$10,163	\$15,500	0.00%
542000 - Awards & Presentations	\$200	\$0	\$40	\$0	0.00%
544000 - Professional Dues & Certifica	\$180	\$150	\$150	\$575	283.33%
545000 - Magazines, Books & Resour	\$0	\$0	\$59	\$0	0.00%
546000 - Conference & Seminar Regis	\$105	\$400	\$170	\$150	-62.50%
547000 - Travel Expense	\$0	\$0	\$8	\$0	0.00%
547100 - Travel Mileage Reimburse	\$0	\$50	\$0	\$50	0.00%
553000 - Printing & Binding	\$1,168	\$3,100	\$1,402	\$3,100	0.00%
554000 - Signage	\$1,566	\$2,000	\$591	\$2,000	0.00%
556000 - Postage	\$392	\$750	\$200	\$750	0.00%
560000 - Miscellaneous	\$130	\$280	\$290	\$280	0.00%
573000 - Repair & Maintenance - Mac	\$154	\$500	\$114	\$75	-85.00%
595000 - Furniture & Equipment	\$2	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$2,315	\$1,985	\$1,985	\$1,265	-36.27%
Personnel	\$273,308	\$305,460	\$206,091	\$307,571	0.69%
Operating Expenses	\$35,249	\$51,075	\$27,563	\$49,375	-3.33%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$2,317	\$1,985	\$1,985	\$1,265	-36.27%
Total	\$310,873	\$358,520	\$235,638	\$358,211	-0.09%

1438 Kentlands Mansion

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

Personnel Services

501000 Salaries, Full-Time Employees	160,227	160,227
505100 Other taxable comp-multilingual	2,080	2,080
505200 Other taxable comp-Gfit	559	559
509000 Salaries, Part-Time Employees	80,620	80,620
510000 Social Security & Medicare Taxes (FICA)	18,425	18,425
514000 Group Insurance	22,629	22,629
514200 Vision Plan	129	129
515000 Retirement Contribution (401A)	12,818	12,818
515050 Supplemental Retirement Contribution	2,115	2,115
515100 Retirement Health Savings (RHS)	3,162	3,162
516000 Savings Plan Contribution (401K)	4,807	4,807
Subtotal Personnel Services	307,571	307,571

Operating Expenses

521000 Office Supplies		
Easels, Paper, Pens and Folders	300	300
<i>Subtotal</i>	300	300
522000 General Operating Supplies		
Business and Meeting Supplies	3,825	3,825
Event Supplies	2,095	2,095
<i>Subtotal</i>	5,920	5,920
524000 Supplies for Resale		
Food and Supplies for Rentals	7,250	7,250
Program Supplies for Events	3,750	3,750
<i>Subtotal</i>	11,000	11,000
526000 Machinery & Equipment		
Miscellaneous Computer Supplies	500	500
<i>Subtotal</i>	500	500
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (3)	525	525
Maintenance - Software (Social Tables)	1,225	1,225
<i>Subtotal</i>	1,750	1,750
533000 Legal		
Annual County License	120	120
<i>Subtotal</i>	120	120
536000 Miscellaneous Professional Services		
Regulation Voicing for the Piano	800	800
Sound, Piano Tuning and Lighting Services for Programs	1,430	1,430
<i>Subtotal</i>	2,230	2,230
536500 Investigations		
Background Checks	75	75
<i>Subtotal</i>	75	75

1438 Kentlands Mansion

538000 Performances & Entertainment			
Performance Partnerships (Offset by Revenue)	5,000	5,000	
<i>Subtotal</i>		5,000	5,000
541000 Advertising			
Magazines, Newspapers, Brochures and Radio	15,500	15,500	
<i>Subtotal</i>		15,500	15,500
544000 Professional Dues & Certification Fees			
National Association of Catering Executives	395	395	
Visit Montgomery	180	180	
<i>Subtotal</i>		575	575
546000 Conference & Seminar Registration			
Wedding Wire World Conference	150	150	
<i>Subtotal</i>		150	150
547100 Travel Mileage Reimbursement			
	50	50	
<i>Subtotal</i>		50	50
553000 Printing & Binding			
Brochures, Fliers and Postcards	800	800	
Fliers for Mansion/Arts Barn Shared Programs	300	300	
Seasonal Performance Brochures	2,000	2,000	
<i>Subtotal</i>		3,100	3,100
554000 Signage			
Banners and Signs	2,000	2,000	
<i>Subtotal</i>		2,000	2,000
556000 Postage			
Bridal Showcase and Programs Promotional Pieces	750	750	
<i>Subtotal</i>		750	750
560000 Miscellaneous			
Water Service	280	280	
<i>Subtotal</i>		280	280
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance & Supplies - Copier (Ricoh MP 2550SP)	75	75	
<i>Subtotal</i>		75	75
Subtotal Operating Expenses		49,375	49,375

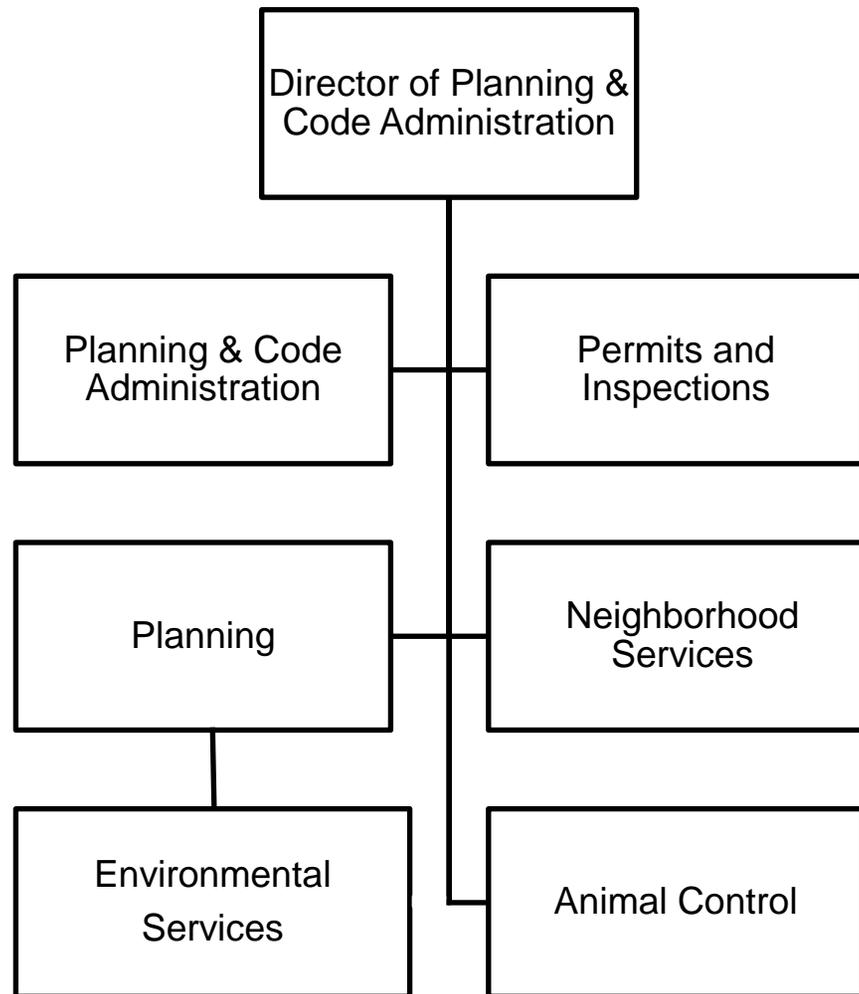
Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC) (3)	710	710	
Replacement - Kronos Time Clock (1)	300	300	
Replacement - Point of Sale Hardware	255	255	
<i>Subtotal</i>		1,265	1,265
Subtotal Capital Outlay		1,265	1,265

1438 Kentlands Mansion

Total	358,211	358,211
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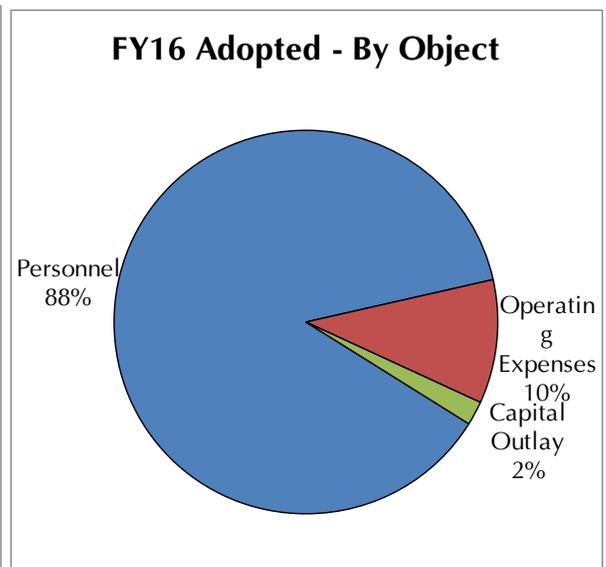
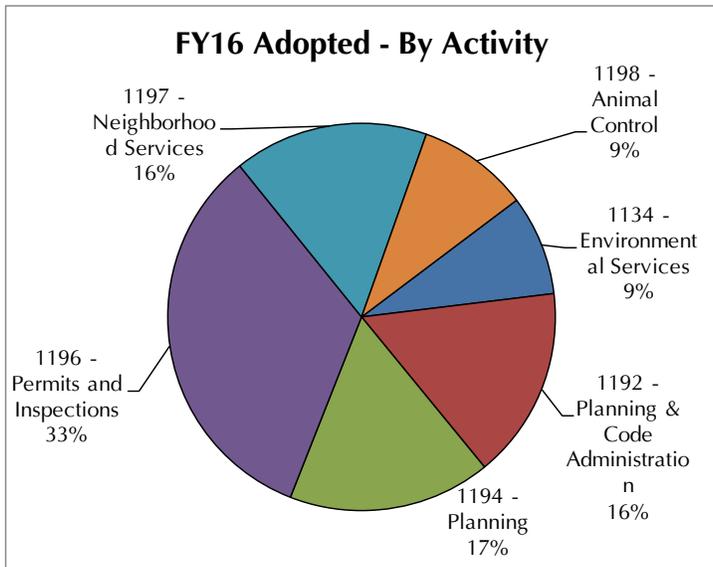
DEPARTMENT OF PLANNING & CODE ADMINISTRATION





DEPARTMENT OF PLANNING AND CODE DEPARTMENT OVERVIEW

Budget Summary	FY14 Actual	FY14 Budget	FY15 Budget	FY16 Adopted	% Chg
By Activity					
1134 - Environmental Services	\$ 279,207	\$ 295,524	\$ 284,100	\$ 453,833	59.74%
1192 - Planning & Code Administration	736,235	898,780	911,419	871,402	-4.39%
1194 - Planning	759,094	814,781	832,333	918,885	10.40%
1196 - Permits and Inspections	1,489,293	1,501,472	1,811,080	1,806,494	-0.25%
1197 - Neighborhood Services	607,388	753,180	841,920	882,531	4.82%
1198 - Animal Control	433,717	451,495	482,991	505,375	4.63%
Total	\$ 4,304,933	\$ 4,715,232	\$ 5,163,843	\$5,438,520	5.32%



Budget Summary	FY14 Actual	FY14 Budget	FY15 Budget	FY16 Adopted	% Chg
By Object					
Personnel	\$ 3,974,084	\$ 4,114,117	\$ 4,656,909	\$4,761,406	2.24%
Operating Expenses	272,986	419,380	405,826	567,497	39.84%
Capital Outlay	57,864	181,735	101,108	109,617	8.42%
Total	\$ 4,304,933	\$ 4,715,232	\$ 5,163,843	\$5,438,520	5.32%



DEPARTMENT OF PLANNING AND CODE STAFFING SUMMARY BY POSITION

1134 - Environmental Services	FY 14	FY 15	FY 16
Sustainability Planner	1	1	1
Environmental Specialist	1	1	1
Environmental Technician	1	1	1
Subtotal	3	3	3

1192 - Planning & Code Administration	FY 14	FY 15	FY 16
Director of Planning & Code Administration	1	1	1
Permitting Manager	1	1	1
Administrative Technician III	1	1	1
Administrative Technician II	4	4	4
Administrative Technician I	1	1	1
Part-Time Personnel	0.5	1.67	1.67
Subtotal	8.5	9.67	9.67

1194 - Planning	FY 14	FY 15	FY 16
Planning Division Chief	1	1	1
Community Planning Manager	1	1	1
Long Range Planning Manager	0	1	1
Planner III	1	0	0
GIS Planner	1	1	1
Planner II	1	1	2
Planner I	1	1	1
Part-Time Personnel	0.88	1.08	0.44
Subtotal	6.88	7.08	7.44

1196 - Permits & Inspections	FY 14	FY 15	FY 16
Permits and Inspections Division Chief	1	1	1
Commercial Permitting Manager	1	1	1
Fire Marshal	1	1	1
Permit Coordinator	1	1	1
Site Development Coordinator	1	1	1
Chief Electrical Reviewer	1	1	1
Code Inspector	4	5	5
Fire Inspector	1	1	1
Part-Time Personnel	2.25	2.75	2.75
Subtotal	13.25	14.75	14.75



DEPARTMENT OF PLANNING AND CODE STAFFING SUMMARY BY POSITION

1197 - Neighborhood Services	FY 14	FY 15	FY 16
Neighborhood Services Division Chief	1	1	1
Code Administration Officer III	2	2	2
Code Administration Officer II	2	1	0
Code Administration Officer I	2	4	5
Employment Agreement Personnel	1	0	0
Part-Time Personnel	1.5	0.75	1.5
Subtotal	9.5	8.75	9.5

1198 - Animal Control	FY 14	FY 15	FY 16
Animal Control Division Chief	1	1	1
Animal Control Officer III	1	2	2
Animal Control Officer II	1	1	1
Animal Control Officer I	1	0	0
Part-Time Personnel	0.25	0.28	0.28
Subtotal	4.25	4.28	4.28

TOTAL	FY 14	FY 15	FY 16
Full-Time Personnel	39	41	42
Employment Agreement Personnel	1	0	0
Part-Time Personnel	5.38	6.53	6.64
	45.38	47.53	48.64

SERVICES PROVIDED:

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

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

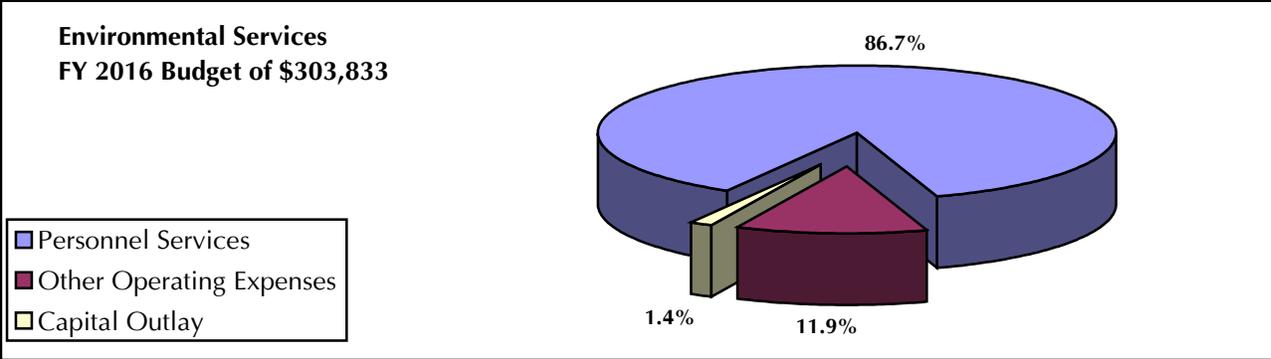
WORK PLAN GOALS:

- Continue to improve the City's GIS environmental attribute data.
- Continue to partner with State, County, and other local governments to address regional environmental concerns.
- Coordinate stream assessments, watershed studies, reforestation projects, stormwater management retrofits, and other ecological restoration projects.
- Coordinate with State, County, other local governments and various City departments to implement both public and private energy efficiency audits and improvements.
- Ensure the City is in compliance with the National Pollutant Discharge Elimination System (NPDES) Phase II permit requirements under the Clean Water Act.
- Provide community environmental education and service projects.
- Work with the Department of Planning and Code Administration to review Natural Resource Inventories/Forest Stand Delineations, Forest Conservation Plans, Green Building Checklists, Wildlife Management Plans, Noise Studies, Waste Mgmt., and Site Plans.
- Work with the Environmental Affairs Committee to promote environmental education, pollution prevention, green building, ecosystem restoration, climate protection, and sustainability.

SIGNIFICANT CHANGES:

- Miscellaneous Professional Services increased by \$150,000 due to the addition of a forestry survey. This survey will form a baseline analysis of the City's trees, to aid in the development of future forestry improvements. This item is identified in the City's strategic plan FY16 action items.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$241,799	\$252,115	\$263,375	\$263,375
Other Operating Expenses	27,715	31,570	36,282	186,282
Capital Outlay	26,010	415	4,176	4,176
TOTAL	\$295,524	\$284,100	\$303,833	\$453,833



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Impervious Acres with no SWM Treatment			152
Impervious Acres treated to Pre-1985			877
Impervious Acres treated to 2010			38
Impervious Acres treated to 2002			210
Impervious Acres treated to 1985			1371
Acres Treated to 2010 SWM Standard	35	50	
Acres Treated to 2000 SWM Standard	356	381	
Acres Treated to 1985 SWM Standard	4218	5823	
Acres of Impervious Surface	2649	2750	2649
# of Volunteer Stream Monitoring Events	1	3	1
# of Volunteer Plantings	177	120	150
# of Volunteer Planting Projects	5	5	5
# of SWM Facilities Inspected	97	250	130
# of Rainscapes Applications Approved	6	15	10
# of Outfalls Inspected	137	100	120
# of Illicit Discharge Reports Investigated	2	3	3
# of Environmental Award Recipients	10	15	12
# of Community Outreach Volunteers	1350	1000	1200
# of Community Outreach Projects	32	25	25
# of Clean Up Events Hosted	27	25	25

Activity Analysis Report - Adopted

1134 - Environmental Services

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$180,914	\$186,883	\$139,110	\$192,489	3.00%
505200 - Other taxable comp-Gfit	\$245	\$180	\$44	\$170	-5.56%
507000 - Vacation & Sick Pay	\$0	\$0	\$1,886	\$0	0.00%
508000 - Salaries, Overtime	\$247	\$0	\$0	\$0	0.00%
510000 - Social Security & Medicare T	\$13,618	\$14,297	\$10,572	\$14,725	2.99%
514000 - Group Insurance	\$26,386	\$30,124	\$25,103	\$34,651	15.03%
514200 - Vision Plan	\$0	\$74	\$102	\$166	124.32%
515000 - Retirement Contribution (401	\$14,473	\$14,951	\$11,129	\$15,399	3.00%
516000 - Savings Plan Contribution (4	\$5,427	\$5,606	\$4,173	\$5,775	3.01%
522500 - Program Activities	\$2,699	\$4,250	\$308	\$4,250	0.00%
525000 - Furniture & Fixtures	\$656	\$0	\$0	\$0	0.00%
526000 - Machinery & Equipment	\$475	\$4,500	\$0	\$1,000	-77.78%
531600 - Software Maintenance Agree	\$485	\$490	\$485	\$565	15.31%
536000 - Miscellaneous Professional	\$0	\$1,000	\$0	\$151,000	15000.00%
541000 - Advertising	\$0	\$600	\$0	\$600	0.00%
542000 - Awards & Presentations	\$0	\$800	\$0	\$800	0.00%
544000 - Professional Dues & Certifica	\$2,522	\$3,740	\$2,582	\$4,467	19.44%
545000 - Magazines, Books & Resour	\$0	\$750	\$68	\$750	0.00%
546000 - Conference & Seminar Regis	\$3,033	\$4,050	\$1,365	\$4,050	0.00%
547000 - Travel Expense	\$3,639	\$8,150	\$4,678	\$8,750	7.36%
547100 - Travel Mileage Reimbursem	\$146	\$350	\$326	\$400	14.29%
551100 - Cellular Telephone	\$636	\$840	\$478	\$840	0.00%
552500 - Vehicle & Equipment Gasolin	\$127	\$0	\$1,466	\$2,500	0.00%
553000 - Printing & Binding	\$0	\$500	\$0	\$2,500	400.00%
554000 - Signage	\$0	\$600	\$0	\$600	0.00%
556500 - Messenger Services	\$0	\$0	\$34	\$0	0.00%
557000 - Laundry & Uniforms	\$160	\$0	\$160	\$160	0.00%
560000 - Miscellaneous	\$89	\$950	\$102	\$1,800	89.47%
574000 - Repair & Maintenance - Vehi	\$75	\$0	\$100	\$1,250	0.00%
595000 - Furniture & Equipment	(\$654)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$1,010	\$415	\$415	\$605	45.78%
596000 - Vehicles & Equipment	\$22,797	\$0	\$0	\$0	0.00%
596100 - Vehicles & Equipment (Repl		\$0		\$3,571	0.00%
Personnel	\$241,311	\$252,115	\$192,119	\$263,375	4.47%
Operating Expenses	\$14,743	\$31,570	\$12,152	\$186,282	490.06%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$23,153	\$415	\$415	\$4,176	906.27%
Total	\$279,207	\$284,100	\$204,686	\$453,833	59.74%

1134 Environmental Services

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
501000 Salaries, Full-Time Employees	192,489	192,489
505200 Other taxable comp-Gfit	170	170
510000 Social Security & Medicare Taxes (FICA)	14,725	14,725
514000 Group Insurance	34,651	34,651
514200 Vision Plan	166	166
515000 Retirement Contribution (401A)	15,399	15,399
516000 Savings Plan Contribution (401K)	5,775	5,775
Subtotal Personnel Services	263,375	263,375

Operating Expenses

522500 Program Activities		
Celebrate Gaithersburg Day	500	500
Education, Service and Outreach Initiatives	1,750	1,750
Green Week Activities/Film Night	1,500	1,500
National Pollutant Discharge Elimination System Activities	250	250
Stream Monitoring Program Materials	250	250
<i>Subtotal</i>	4,250	4,250

526000 Machinery & Equipment		
Miscellaneous Computer Supplies	1,000	1,000
<i>Subtotal</i>	1,000	1,000

531600 Software Maintenance Agreements		
Maintenance - Software (Adobe Acrobat Standard) (1)	40	40
Maintenance - Software (Microsoft CALs) (3)	525	525
<i>Subtotal</i>	565	565

536000 Miscellaneous Professional Services		
Environmental Consultant Services	1,000	1,000
Forest study (funded Forest Conservation Fund transfer)	0	150,000
<i>Subtotal</i>	1,000	151,000

541000 Advertising		
Environmental Announcements and Notifications	600	600
<i>Subtotal</i>	600	600

542000 Awards & Presentations		
Environmental Awards	800	800
<i>Subtotal</i>	800	800

544000 Professional Dues & Certification Fees		
American Planning Association	475	475
Center for Watershed Protection	492	492
Certified Floodplain Manager	400	400
International Council for Local Environmental Initiatives (ICLEI)	1,200	1,200
Stormwater Management Professional Certification	550	550
Urban Sustainability Directors Network	850	850
US Green Building Council (USGBC)	500	500
<i>Subtotal</i>	4,467	4,467

1134 Environmental Services

545000 Magazines, Books & Resource Material			
Environmental Publications and Certification Reference Materials	750	750	
<i>Subtotal</i>		750	750
546000 Conference & Seminar Registration			
Chesapeake Watershed Forum	250	250	
Conferences & Seminars	2,000	2,000	
National APA Conference	800	800	
National SWM Conference	650	650	
Regional APA Conference	350	350	
<i>Subtotal</i>		4,050	4,050
547000 Travel Expense			
Conferences & Seminars	1,300	1,300	
National APA Conference	3,500	3,500	
National SWM Conference	3,300	3,300	
Regional APA Conference	650	650	
<i>Subtotal</i>		8,750	8,750
547100 Travel Mileage Reimbursement			
Miscellaneous Mileage Reimbursement	400	400	
<i>Subtotal</i>		400	400
551100 Cellular Telephone			
SWM Inspector	840	840	
<i>Subtotal</i>		840	840
552500 Vehicle & Equipment Gasoline Expense			
	2,500	2,500	
<i>Subtotal</i>		2,500	2,500
553000 Printing & Binding			
Green Week Postcards	2,500	2,500	
<i>Subtotal</i>		2,500	2,500
554000 Signage			
Team Up To Green Up (adopt a park/stream) signs	600	600	
<i>Subtotal</i>		600	600
557000 Laundry & Uniforms			
	160	160	
<i>Subtotal</i>		160	160
560000 Miscellaneous			
Environmental Affairs Committee Support	300	300	
Miscellaneous Workshops and Public Events	1,500	1,500	
<i>Subtotal</i>		1,800	1,800
574000 Repair & Maintenance - Vehicles			
Car wash	250	250	
Vehicle Maintenance (1 Unit)	1,000	1,000	
<i>Subtotal</i>		1,250	1,250
Subtotal Operating Expenses		36,282	186,282

1134 Environmental Services
Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC Monitors) (3)	125		125
Replacement - Computer Hardware (PC) (3)	480		480
<i>Subtotal</i>		605	605
596100 Vehicles & Equipment (Replacement)			
Vehicle Replacement (1 Unit)	3,571		3,571
<i>Subtotal</i>		3,571	3,571
Subtotal Capital Outlay		4,176	4,176
Total		303,833	453,833

SERVICES PROVIDED:

This activity is responsible for providing administrative support for the five divisions of the Planning and Code Department. Primarily, staff processes all planning, permitting, licensing and passport applications and provides assistance to developers, contractors, homeowners and the general public. The Division also provides statistical reports and analysis of Departmental activities for budgetary and planning purposes. The Director of Planning and Code gives direction and oversight for all Departmental activities. In addition, the Director develops, coordinates and implements policy and strategic direction goals for the Department.

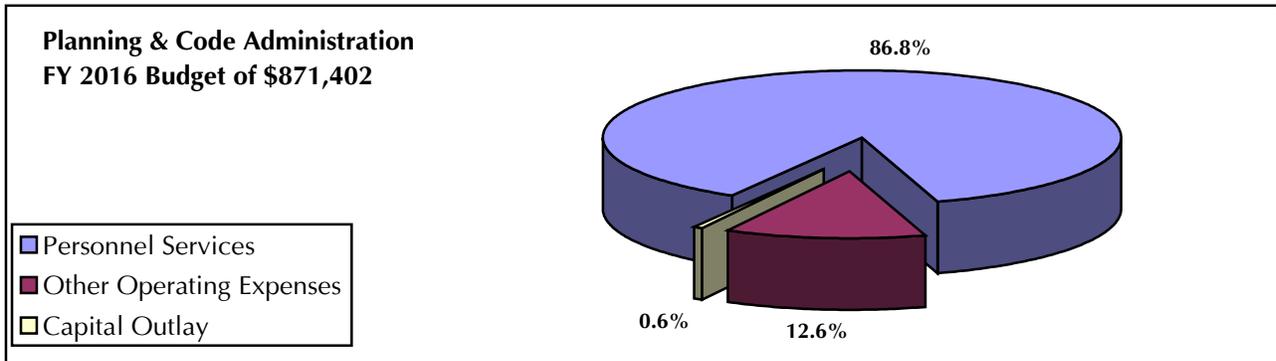
WORK PLAN GOALS:

- Continue to provide quality customer service.
- Execute plans to cross-train all administrative staff across divisional activities.
- Fully utilize software system to enhance customer service for both internal and external customers.

SIGNIFICANT CHANGES:

- Advertising increased by \$8,000 as the budget for posting legal notices related to public hearings for planning and code was moved from legal services activity 1111.
- Furniture & Equipment (Replacement) decreased \$5,235 due to copier replacement.
- Software (Replacement) decreased by \$43,500 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	\$698,365	\$751,579	\$756,597	\$756,597
Other Operating Expenses	147,410	106,300	110,000	110,000
Capital Outlay	53,005	53,540	4,805	4,805
TOTAL	\$898,780	\$911,419	\$871,402	\$871,402



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Number of Pet License Applications Processed	3000	2800	
Number of Permit Applications Processed	3000	2750	
Number of Passport Applications Processed	1200	1750	
Number of License Applications Processed	1170	1000	
Number of Dog Exercise Membership Applications Processed	40	40	

Activity Analysis Report - Adopted

1192 - Planning & Code Administration

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$473,178	\$492,402	\$372,754	\$516,024	4.80%
505100 - Other taxable comp-multiling	\$2,578	\$2,080	\$4,160	\$4,160	100.00%
505200 - Other taxable comp-Gfit	\$636	\$780	\$454	\$924	18.46%
505300 - Other taxable comp-housing	\$6,200	\$6,000	\$7,800	\$7,200	20.00%
507000 - Vacation & Sick Pay	\$7,367	\$0	\$729	\$0	0.00%
508000 - Salaries, Overtime	\$873	\$1,536	\$694	\$1,582	2.99%
509000 - Salaries, Part-Time Employee	\$9,381	\$47,870	\$18,941	\$48,349	1.00%
510000 - Social Security & Medicare T	\$36,371	\$41,448	\$28,769	\$43,296	4.46%
514000 - Group Insurance	\$49,313	\$88,213	\$40,810	\$58,733	-33.42%
514200 - Vision Plan	\$191	\$387	\$164	\$350	-9.56%
515000 - Retirement Contribution (401	\$37,464	\$39,392	\$29,820	\$41,282	4.80%
515100 - Retirement Health Savings (\$8,763	\$8,199	\$9,095	\$12,216	48.99%
516000 - Savings Plan Contribution (4	\$13,149	\$14,772	\$10,309	\$15,481	4.80%
519000 - Tuition Reimbursement	\$0	\$8,500	\$8,500	\$7,000	-17.65%
521000 - Office Supplies	\$3,271	\$6,000	\$4,326	\$6,000	0.00%
525000 - Furniture & Fixtures	\$398	\$1,000	\$0	\$1,000	0.00%
526000 - Machinery & Equipment	\$875	\$2,000	\$649	\$1,000	-50.00%
530000 - Accounting & Audit	\$6,454	\$5,500	\$7,461	\$5,500	0.00%
531500 - Software Licenses	\$449	\$0	\$0	\$0	0.00%
531600 - Software Maintenance Agree	\$39,456	\$46,480	\$41,484	\$46,755	0.59%
536000 - Miscellaneous Professional	\$350	\$1,000	\$113	\$1,000	0.00%
541000 - Advertising	\$0	\$0	\$0	\$8,000	0.00%
542000 - Awards & Presentations	\$50	\$0	\$0	\$0	0.00%
544000 - Professional Dues & Certifica	\$841	\$970	\$840	\$1,020	5.15%
546000 - Conference & Seminar Regis	\$2,685	\$2,500	\$854	\$2,500	0.00%
547000 - Travel Expense	\$3,197	\$3,200	\$512	\$3,500	9.38%
547100 - Travel Mileage Reimbursen	\$0	\$0	\$16	\$0	0.00%
551000 - Telephone (Landline)	\$153	\$0	\$0	\$0	0.00%
551100 - Cellular Telephone	\$1,137	\$1,750	\$669	\$1,750	0.00%
553000 - Printing & Binding	\$2,237	\$4,000	\$356	\$4,000	0.00%
554000 - Signage	\$186	\$800	\$0	\$800	0.00%
556000 - Postage	\$14,136	\$11,000	\$11,101	\$11,000	0.00%
556500 - Messenger Services	\$59	\$200	\$63	\$200	0.00%
560000 - Miscellaneous	(\$78)	\$1,500	\$311	\$1,500	0.00%
567000 - Rental & Use Charges	\$10,530	\$12,000	\$10,656	\$12,000	0.00%
573000 - Repair & Maintenance - Mac	\$3,301	\$6,400	\$3,385	\$2,475	-61.33%
592000 - Software	(\$43,500)	\$0	\$0	\$0	0.00%
592100 - Software (Replacement)	\$43,500	\$43,500	\$43,500	\$0	-100.00%
595000 - Furniture & Equipment	(\$8,419)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$9,505	\$10,040	\$10,040	\$4,805	-52.14%

Activity Analysis Report - Adopted

1192 - Planning & Code Administration

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
Personnel	\$645,462	\$751,579	\$533,001	\$756,597	0.67%
Operating Expenses	\$89,687	\$106,300	\$82,795	\$110,000	3.48%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$1,086	\$53,540	\$53,540	\$4,805	-91.03%
Total	\$736,235	\$911,419	\$669,336	\$871,402	-4.39%

1192 Planning & Code Administration

Expenditure Statement by Object

Proposed
2015 - 2016

Adopted
2015 - 2016

Personnel Services

501000	Salaries, Full-Time Employees	516,024	516,024
505100	Other taxable comp-multilingual	4,160	4,160
505200	Other taxable comp-Gfit	924	924
505300	Other taxable comp-housing stipend	7,200	7,200
508000	Salaries, Overtime	1,582	1,582
509000	Salaries, Part-Time Employees	48,349	48,349
510000	Social Security & Medicare Taxes (FICA)	43,296	43,296
514000	Group Insurance	58,733	58,733
514200	Vision Plan	350	350
515000	Retirement Contribution (401A)	41,282	41,282
515100	Retirement Health Savings (RHS)	12,216	12,216
516000	Savings Plan Contribution (401K)	15,481	15,481
519000	Tuition Reimbursement	7,000	7,000
Subtotal Personnel Services		756,597	756,597

Operating Expenses

521000 Office Supplies			
	Supplies	6,000	6,000
	<i>Subtotal</i>	6,000	6,000
525000 Furniture & Fixtures			
	Chairs	1,000	1,000
	<i>Subtotal</i>	1,000	1,000
526000 Machinery & Equipment			
	Miscellaneous Computer Devices & Supplies	1,000	1,000
	<i>Subtotal</i>	1,000	1,000
530000 Accounting & Audit			
	Credit Card Processing Fees	5,500	5,500
	<i>Subtotal</i>	5,500	5,500
531600 Software Maintenance Agreements			
	Maintenance - Software (Adobe Acrobat Professional) (1)	60	60
	Maintenance - Software (Adobe Acrobat Professional) (3)	180	180
	Maintenance - Software (Adobe Acrobat Standard) (1)	40	40
	Maintenance - Software (EnerGov)	44,000	44,000
	Maintenance - Software (Microsoft CALs) (10)	1,750	1,750
	Maintenance - Software (Voxeo EnerGov IVR)	725	725
	<i>Subtotal</i>	46,755	46,755
536000 Miscellaneous Professional Services			
	Secretarial Services (Transcripts)	1,000	1,000
	<i>Subtotal</i>	1,000	1,000
541000 Advertising			
	Legal notices and publications for public hearings	8,000	8,000
	<i>Subtotal</i>	8,000	8,000

1192 Planning & Code Administration

544000 Professional Dues & Certification Fees			
American Planning Association (Director)	500	500	
Congress for New Urbanism (1)	200	200	
Maryland Building Officials Association (1)	20	20	
Notary (MB)	50	50	
Urban Land Institute	250	250	
<i>Subtotal</i>		1,020	1,020
546000 Conference & Seminar Registration			
American Planning Association Conference Registration	1,000	1,000	
EnerGov Systems Administrator Certification Training	1,500	1,500	
<i>Subtotal</i>		2,500	2,500
547000 Travel Expense			
American Planning Association National Conference (Director)	2,000	2,000	
EnerGov Systems Administrator Certification Training	1,500	1,500	
<i>Subtotal</i>		3,500	3,500
551100 Cellular Telephone			
Phone Service and Supplies (Director, Systems Admin.& Front C	1,750	1,750	
<i>Subtotal</i>		1,750	1,750
553000 Printing & Binding			
Mylar Supplies for Record Plats	1,000	1,000	
Notices	500	500	
Paper Supplies	1,500	1,500	
Stickers	1,000	1,000	
<i>Subtotal</i>		4,000	4,000
554000 Signage			
Stakes for Residential Placards	800	800	
<i>Subtotal</i>		800	800
556000 Postage			
All accounts (1192, 1194, 1196, 1197, 1198)	11,000	11,000	
<i>Subtotal</i>		11,000	11,000
556500 Messenger Services			
Courier Services	200	200	
<i>Subtotal</i>		200	200
560000 Miscellaneous			
Meeting Supplies/Community Outreach	1,500	1,500	
<i>Subtotal</i>		1,500	1,500
567000 Rental & Use Charges			
Plan and Document Storage	12,000	12,000	
<i>Subtotal</i>		12,000	12,000
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance & Supplies - Copier (Ricoh - Color Printing)	1,400	1,400	
Maintenance & Supplies - Copier (Ricoh) (3)	1,075	1,075	
<i>Subtotal</i>		2,475	2,475
Subtotal Operating Expenses		110,000	110,000

1192 Planning & Code Administration

Capital Outlay

595100 Furniture & Equipment (Replacement)		
Replacement - Computer Hardware (PC Monitors) (11)	485	485
Replacement - Computer Hardware (PC) (10)	2,250	2,250
Replacement - Point of Sale Hardware	450	450
Replacement - Printer (EnerGov ID Card Printer)	540	540
Replacement - Scanners (5)	1,080	1,080
<i>Subtotal</i>	4,805	4,805
Subtotal Capital Outlay	4,805	4,805
Total	871,402	871,402

SERVICES PROVIDED:

This activity is responsible for providing information to citizens, advising officials on zoning and development matters, and processing planning-related applications including, but not limited to: rezonings, text amendments, site development, historic area work permits, abandonments, variances, special exceptions, administrative reviews, road code waivers, floodplain administration and subdivision reviews. Staff is also responsible for the adoption and revision of the City’s Master Plan. Staff supports the Planning and Historic District Commissions and the Board of Appeals. Promotion of public participation involving citizens, major interest groups, public and private stakeholders are encouraged throughout these many processes.

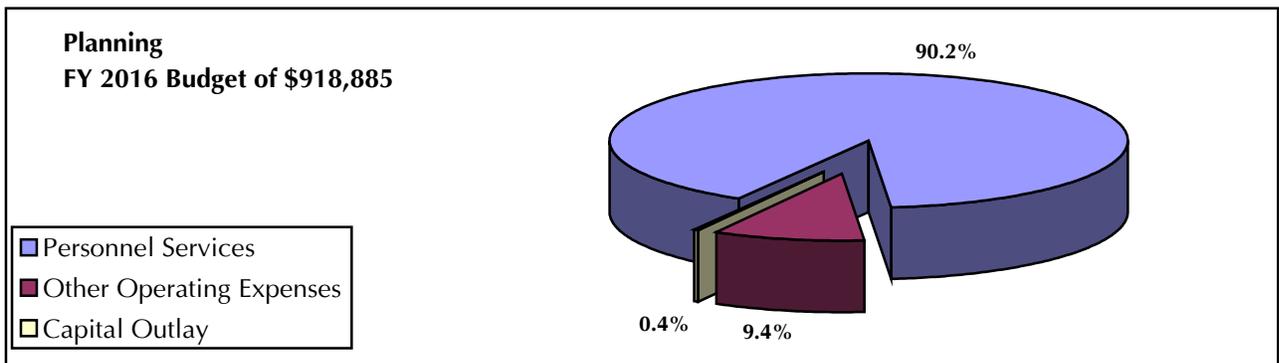
WORK PLAN GOALS:

- Complete the City’s Bus Rapid Transit (BRT) Study for the Frederick Avenue Corridor
- Continue to work with Information Technology-Geographic Information Systems to improve that accuracy of the Parcel Fabric (parcel lines) for GIS
- Continue to work with partner agencies and jurisdictions concerning adequate public facilities, analyze results and recommend change
- Participate in the Metropolitan Washington Council of Governments (MWCOG) Round 9.0 Cooperative Forecast for households, population, and employment.
- Update and Adopt Flood Plain Ordinance
- Update and Amend Telecommunications Ordinance
- Update the Planning Commission Rules of Procedure
- Work towards preparing a draft Historic Preservation (HP) Master Plan, updating HP ordinances and evaluate the Historic District Commission Rules of Procedures

SIGNIFICANT CHANGES:

- No Significant Changes

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$715,521	\$743,917	\$829,040	\$829,040
Other Operating Expenses	96,235	87,156	86,600	86,600
Capital Outlay	3,025	1,260	3,245	3,245
TOTAL	\$814,781	\$832,333	\$918,885	\$918,885



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
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Zoning Verification	23	28	30
Zoning Map Amendments	4	3	5
Text Amendment/City Code	2	3	3
Site Plans	9	8	10
Schematic Development Plans/Amendments	7	5	8
Record Plats	13	10	12
Permit Plan Review	900	600	650
Historic District Reviews	19	18	20
Board of Appeals	9	6	5
Amendment to Site Plans	163	150	150

Activity Analysis Report - Adopted

1194 - Planning

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$509,524	\$532,018	\$330,762	\$582,473	9.48%
505200 - Other taxable comp-Gfit	\$816	\$483	\$210	\$999	106.83%
505300 - Other taxable comp-housing	\$1,600	\$3,600	\$800	\$2,400	-33.33%
507000 - Vacation & Sick Pay	\$5,235	\$0	\$6,946	\$0	0.00%
509000 - Salaries, Part-Time Employee	\$35,737	\$51,419	\$40,165	\$28,996	-43.61%
510000 - Social Security & Medicare T	\$41,825	\$44,633	\$28,364	\$46,777	4.80%
514000 - Group Insurance	\$37,507	\$44,730	\$42,662	\$96,164	114.99%
514200 - Vision Plan	\$74	\$313	\$568	\$497	58.79%
515000 - Retirement Contribution (401	\$40,437	\$42,561	\$26,405	\$46,598	9.49%
515100 - Retirement Health Savings (\$6,914	\$8,199	\$2,354	\$3,162	-61.43%
516000 - Savings Plan Contribution (4	\$15,140	\$15,961	\$9,889	\$17,474	9.48%
519000 - Tuition Reimbursement	\$3,500	\$0	\$3,500	\$3,500	0.00%
522000 - General Operating Supplies	\$31	\$0	\$23	\$0	0.00%
522200 - Photographic, Audio, Video	\$28	\$0	\$0	\$0	0.00%
522500 - Program Activities	\$9	\$0	\$0	\$0	0.00%
525000 - Furniture & Fixtures	\$0	\$750	\$373	\$750	0.00%
526000 - Machinery & Equipment	\$1,792	\$5,000	\$2,998	\$1,000	-80.00%
531000 - Information Technology (IT)	\$0	\$0	(\$1,790)	\$0	0.00%
531500 - Software Licenses	\$0	\$1,200	(\$48,000)	\$0	-100.00%
531600 - Software Maintenance Agree	\$2,415	\$2,740	\$40,141	\$3,645	33.03%
532000 - Engineering & Architectural	\$0	\$3,000	\$0	\$3,000	0.00%
536000 - Miscellaneous Professional	\$37,500	\$49,500	\$37,500	\$50,000	1.01%
542000 - Awards & Presentations	\$0	\$0	\$100	\$0	0.00%
544000 - Professional Dues & Certifica	\$2,262	\$5,160	\$4,747	\$5,275	2.23%
545000 - Magazines, Books & Resour	\$817	\$450	\$215	\$500	11.11%
546000 - Conference & Seminar Regis	\$4,246	\$6,400	\$3,146	\$7,000	9.38%
547000 - Travel Expense	\$3,918	\$6,216	\$3,391	\$6,350	2.16%
547100 - Travel Mileage Reimburse	\$120	\$900	\$351	\$900	0.00%
551000 - Telephone (Landline)	\$111	\$0	\$0	\$0	0.00%
551100 - Cellular Telephone	\$552	\$840	\$912	\$1,680	100.00%
554000 - Signage	\$4,760	\$4,000	\$0	\$5,000	25.00%
557000 - Laundry & Uniforms		\$0		\$500	0.00%
560000 - Miscellaneous	\$10	\$1,000	\$87	\$1,000	0.00%
573000 - Repair & Maintenance - Mac	\$1,147	\$0	\$0	\$0	0.00%
595000 - Furniture & Equipment	(\$1,958)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$3,025	\$1,260	\$1,260	\$3,245	157.54%
Personnel	\$698,308	\$743,917	\$492,624	\$829,040	11.44%
Operating Expenses	\$59,719	\$87,156	\$44,194	\$86,600	-0.64%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$1,067	\$1,260	\$1,260	\$3,245	157.54%
Total	\$759,094	\$832,333	\$538,078	\$918,885	10.40%

1194 Planning

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

Personnel Services

501000	Salaries, Full-Time Employees	582,473	582,473
505200	Other taxable comp-Gfit	999	999
505300	Other taxable comp-housing stipend	2,400	2,400
509000	Salaries, Part-Time Employees	28,996	28,996
510000	Social Security & Medicare Taxes (FICA)	46,777	46,777
514000	Group Insurance	96,164	96,164
514200	Vision Plan	497	497
515000	Retirement Contribution (401A)	46,598	46,598
515100	Retirement Health Savings (RHS)	3,162	3,162
516000	Savings Plan Contribution (401K)	17,474	17,474
519000	Tuition Reimbursement	3,500	3,500
Subtotal Personnel Services		829,040	829,040

Operating Expenses

525000 Furniture & Fixtures			
	Chairs	250	250
	Miscellaneous	500	500
	<i>Subtotal</i>	750	750

526000 Machinery & Equipment			
	Miscellaneous Computer Supplies	1,000	1,000
	<i>Subtotal</i>	1,000	1,000

531600 Software Maintenance Agreements			
	Maintenance - Software (Adobe Acrobat Standard) (1)	40	40
	Maintenance - Software (Adobe Acrobat Standard) (6)	280	280
	Maintenance - Software (Adobe Creative Clouds for Teams) (2)	900	900
	Maintenance - Software (AutoCAD Map)	850	850
	Maintenance - Software (Microsoft CALs) (9)	1,575	1,575
	<i>Subtotal</i>	3,645	3,645

532000 Engineering & Architectural			
	Architectural and Engineering Consultation	3,000	3,000
	<i>Subtotal</i>	3,000	3,000

536000 Miscellaneous Professional Services			
	Board of Appeals Stipend (5 + 1 Alternate)	9,000	9,000
	Contract Services	5,500	5,500
	Historic District Commission Stipend (7 + 1 Alternate)	12,000	12,000
	Historic Inventory (House Surveys/Existing Conditions Report)	5,500	5,500
	Planning Commissioners Stipend (5 + 1 Alternate)	18,000	18,000
	<i>Subtotal</i>	50,000	50,000

1194 Planning

544000 Professional Dues & Certification Fees			
ACSM/Cartography & Geographic Info. Society	150	150	
American Planning Association (PC = \$450 & Staff = \$3,100)	3,600	3,600	
ASFM, MAFSM and CFM	250	250	
GIS Professional	125	125	
Maryland Association of Historic District Commission	125	125	
Maryland Planning Commissioners Association	250	250	
National Trust for Historic Preservation Forum	250	250	
Urban Land Institute (Agency Member)	525	525	
<i>Subtotal</i>		5,275	5,275
545000 Magazines, Books & Resource Material			
Miscellaneous Reference Books	500	500	
<i>Subtotal</i>		500	500
546000 Conference & Seminar Registration			
AICP Certification	1,750	1,750	
American Planning Association Conference Registration	2,000	2,000	
Computer Training - ESRI	1,100	1,100	
Local & National GIS Conference	500	500	
Local Conferences & Seminars (including HDC)	1,650	1,650	
<i>Subtotal</i>		7,000	7,000
547000 Travel Expense			
American Planning Assoc. National Conference (1 PC & 2 Staff)	3,900	3,900	
ESRI Conference	1,200	1,200	
GIS Conference	500	500	
Maryland Association of Historic Districts	750	750	
<i>Subtotal</i>		6,350	6,350
547100 Travel Mileage Reimbursement			
	900	900	
<i>Subtotal</i>		900	900
551100 Cellular Telephone			
Cell phone (2)	1,680	1,680	
<i>Subtotal</i>		1,680	1,680
554000 Signage			
Signs for Site Plan Notice	5,000	5,000	
<i>Subtotal</i>		5,000	5,000
557000 Laundry & Uniforms			
Shirts	500	500	
<i>Subtotal</i>		500	500
560000 Miscellaneous			
Meeting Supplies/Community Outreach/Awards	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
Subtotal Operating Expenses		86,600	86,600

Capital Outlay

1194 Planning

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC Monitors) (13)	1,035		1,035
Replacement - Computer Hardware (PC) (9)	2,210		2,210
<i>Subtotal</i>		3,245	3,245
Subtotal Capital Outlay		3,245	3,245
Total		918,885	918,885

SERVICES PROVIDED:

This activity is responsible for building safety on public and private sites via plans examination, permit issuance, and inspections of building safety and fire code aspects of building construction. In addition, this activity ensures the quality of public and private improvements such as streets, storm drains, parks, and homeowner associations (HOA) properties through bond administration, permit issuance and inspections. Environmental standards are accomplished through the issuance of permits and inspections of stormwater management and sediment control.

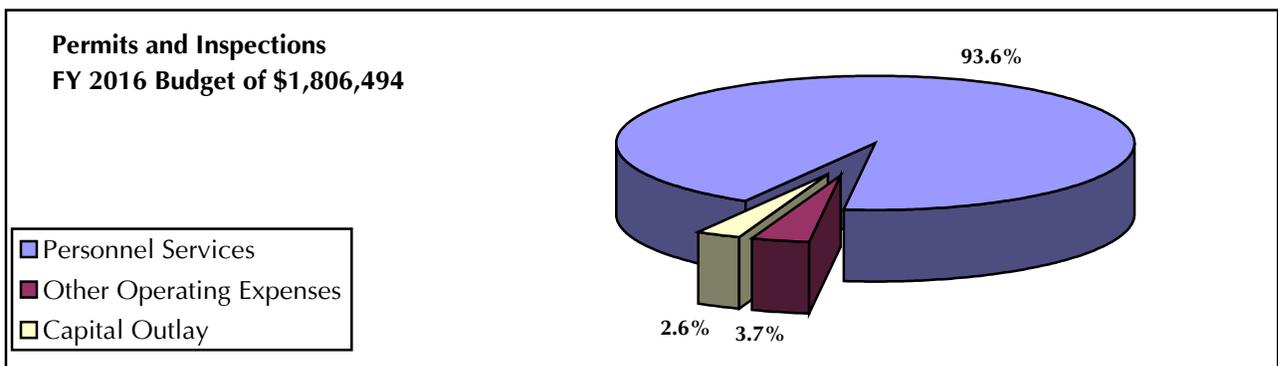
WORK PLAN GOALS:

- Continue implementation of Fire Protection Systems Licenses.
- Continue safety program involving routine fire inspections of targeted "high hazard occupancies" (i.e., assembly/night clubs, storage facilities, etc.).
- Continue to provide quality inspection services to the community in order to ensure public safety and quality infrastructure.
- Expand detailed reporting functions in new permitting software

SIGNIFICANT CHANGES:

- Furniture & Equipment (Replacement) increased \$5,015 to reflect a restoration of full replacement funding for computer technology after a one-year reduction of 50%.
- Vehicles & Equipment (Replacement) funded at 50% in FY15 & FY16 and increase due to vehicles purchased in FY15 now have a replacement account established in FY16.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$1,400,642	\$1,723,085	\$1,691,429	\$1,691,429
Other Operating Expenses	61,820	64,610	67,265	67,265
Capital Outlay	39,010	23,385	47,800	47,800
TOTAL	\$1,501,472	\$1,811,080	\$1,806,494	\$1,806,494



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Number of Zoning/Forest Conservation Inspections Performed	40	20	30
Number of Tree Removal Permits Approved	140	140	80
Number of Stormwater Management Inspections Performed	100	45	47
Number of Sign Permits Approved	225	250	200



Department of Planning and Code Administration

1196 - Permits and Inspections

Number of Sediment Control Inspections Performed	320	200	180
Number of Public/Private Improvement Inspections Performed	700	400	620
Number of Public Improvement Permits Approved	10	400	8
Number of On-Site Permits Approved	40	30	30
Number of Occupancy Permits Approved	360	380	320
Number of Occupancy Inspections Performed	520	320	350
Number of Mechanical Permits Approved	400	420	400
Number of Mechanical Inspections Performed	200	200	200
Number of Grading Permits Approved	16	10	10
Number of Fire Protection System Licenses Approved	200	420	200
Number of Fire Protection Permits Approved	500	500	500
Number of Fire Code Inspections Performed	1200	1200	1210
Number of Electrical Permits Approved	680	680	680
Number of Electrical Licenses Approved	200	100	120
Number of Electrical Inspections Performed	3200	3000	3000
Number of Building Permits Approved	900	830	830
Number of Building Inspections Performed	2300	2200	2300
Number of Bond Releases Performed	10	20	30

Activity Analysis Report - Adopted

1196 - Permits and Inspections

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$990,355	\$1,131,341	\$779,372	\$1,120,366	-0.97%
505200 - Other taxable comp-Gfit	\$630	\$735	\$210	\$420	-42.86%
507000 - Vacation & Sick Pay	\$10,774	\$0	\$16,172	\$0	0.00%
508000 - Salaries, Overtime	\$576	\$1,170	\$273	\$1,205	2.99%
509000 - Salaries, Part-Time Employee	\$92,051	\$210,433	\$64,764	\$212,547	1.00%
510000 - Social Security & Medicare T	\$82,013	\$102,735	\$63,940	\$102,060	-0.66%
514000 - Group Insurance	\$106,121	\$143,169	\$94,065	\$118,657	-17.12%
514200 - Vision Plan	\$552	\$856	\$236	\$718	-16.12%
515000 - Retirement Contribution (401	\$79,219	\$90,507	\$62,258	\$89,629	-0.97%
515100 - Retirement Health Savings (\$8,243	\$8,199	\$7,714	\$12,216	48.99%
516000 - Savings Plan Contribution (4	\$27,851	\$33,940	\$20,412	\$33,611	-0.97%
521000 - Office Supplies	\$68	\$0	\$0	\$0	0.00%
522000 - General Operating Supplies	\$20	\$1,500	\$561	\$1,500	0.00%
526000 - Machinery & Equipment	\$3,095	\$2,000	\$327	\$1,000	-50.00%
531500 - Software Licenses	\$2,502	\$0	\$0	\$0	0.00%
531600 - Software Maintenance Agree	\$2,722	\$2,670	\$2,622	\$3,220	20.60%
532000 - Engineering & Architectural	\$14,065	\$15,000	\$14,400	\$17,500	16.67%
536000 - Miscellaneous Professional	\$2,020	\$2,500	\$1,055	\$2,500	0.00%
544000 - Professional Dues & Certifica	\$530	\$2,225	\$1,229	\$2,290	2.92%
545000 - Magazines, Books & Resour	\$3,875	\$4,485	\$3,148	\$4,485	0.00%
546000 - Conference & Seminar Regis	\$387	\$2,350	\$0	\$2,350	0.00%
547000 - Travel Expense	\$1,968	\$3,790	\$1,281	\$3,790	0.00%
547100 - Travel Mileage Reimburse	\$9	\$120	\$41	\$120	0.00%
551100 - Cellular Telephone	\$11,698	\$10,770	\$8,747	\$10,560	-1.95%
552500 - Vehicle & Equipment Gasolin	\$12,904	\$9,500	\$7,141	\$9,500	0.00%
553000 - Printing & Binding	\$20	\$0	\$0	\$0	0.00%
556500 - Messenger Services	\$14	\$0	\$0	\$0	0.00%
557000 - Laundry & Uniforms	\$1,280	\$2,800	\$2,165	\$2,800	0.00%
560000 - Miscellaneous	\$455	\$1,000	\$65	\$1,000	0.00%
567000 - Rental & Use Charges	\$100	\$150	\$0	\$150	0.00%
572000 - Repair & Maintenance - Build	\$0	\$0	\$72	\$0	0.00%
574000 - Repair & Maintenance - Vehi	\$1,803	\$3,750	\$2,085	\$4,500	20.00%
595000 - Furniture & Equipment	(\$6,711)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$8,470	\$3,985	\$3,985	\$9,000	125.85%
596000 - Vehicles & Equipment	(\$926)	\$0	\$0	\$0	0.00%
596100 - Vehicles & Equipment (Repl	\$30,540	\$19,400	\$19,400	\$38,800	100.00%
Personnel	\$1,398,384	\$1,723,085	\$1,109,416	\$1,691,429	-1.84%
Operating Expenses	\$59,536	\$64,610	\$44,939	\$67,265	4.11%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$31,373	\$23,385	\$23,385	\$47,800	104.40%
Total	\$1,489,293	\$1,811,080	\$1,177,739	\$1,806,494	-0.25%

1196 Permits and Inspections

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
501000 Salaries, Full-Time Employees	1,120,366	1,120,366
505200 Other taxable comp-Gfit	420	420
508000 Salaries, Overtime	1,205	1,205
509000 Salaries, Part-Time Employees	212,547	212,547
510000 Social Security & Medicare Taxes (FICA)	102,060	102,060
514000 Group Insurance	118,657	118,657
514200 Vision Plan	718	718
515000 Retirement Contribution (401A)	89,629	89,629
515100 Retirement Health Savings (RHS)	12,216	12,216
516000 Savings Plan Contribution (401K)	33,611	33,611
Subtotal Personnel Services	1,691,429	1,691,429

Operating Expenses

522000 General Operating Supplies		
Electricity Testers	200	200
Flashlights	200	200
Hard Hats	100	100
Levels	200	200
Marking Paint	500	500
Measuring Tapes	200	200
Temperature Guns	100	100
<i>Subtotal</i>	1,500	1,500

526000 Machinery & Equipment		
Miscellaneous Computer Supplies	1,000	1,000
<i>Subtotal</i>	1,000	1,000

531600 Software Maintenance Agreements		
Maintenance - Software (Adobe Acrobat Professional) (1)	60	60
Maintenance - Software (Adobe Acrobat Professional) (2)	120	120
Maintenance - Software (Adobe Acrobat Standard) (6)	240	240
Maintenance - Software (Microsoft CALs) (16)	2,800	2,800
<i>Subtotal</i>	3,220	3,220

532000 Engineering & Architectural		
Registered Structural Engineering Services	17,500	17,500
<i>Subtotal</i>	17,500	17,500

536000 Miscellaneous Professional Services		
Misc. professional services - non engineering & architecture	2,500	2,500
<i>Subtotal</i>	2,500	2,500

544000 Professional Dues & Certification Fees		
Certified Fire Protection Specialist (2)	200	200
International Association of Electrical Inspectors	90	90
International Code Council Membership and Certification	800	800
Maryland Building Officials Association (MBOA)	350	350
NFPA Membership (5)	850	850
<i>Subtotal</i>	2,290	2,290

1196 Permits and Inspections

545000 Magazines, Books & Resource Material			
Fire Engineering	30	30	
International Code Council (Code Updates)	1,700	1,700	
Journal of Light Construction	25	25	
Miscellaneous Reference Books	600	600	
NFPA Codes	1,700	1,700	
This Old House	30	30	
Updated Standards	400	400	
<i>Subtotal</i>		4,485	4,485
546000 Conference & Seminar Registration			
EnerGov	1,100	1,100	
International Code Council Local Chapter Seminars	300	300	
International Code Council National Conference	300	300	
National Electrical Conference	300	300	
NFPA	350	350	
<i>Subtotal</i>		2,350	2,350
547000 Travel Expense			
EnerGov	1,200	1,200	
International Code Council Conference	800	800	
Local Chapter Seminars	90	90	
National Electrical Conference	500	500	
NFPA Conference	1,200	1,200	
<i>Subtotal</i>		3,790	3,790
547100 Travel Mileage Reimbursement			
Travel Mileage Reimbursement	120	120	
<i>Subtotal</i>		120	120
551100 Cellular Telephone			
Inspectors Phone Service & Supplies (8)	6,720	6,720	
Service - Laptop Mobile Data Plan (8)	3,840	3,840	
<i>Subtotal</i>		10,560	10,560
552500 Vehicle & Equipment Gasoline Expense			
	9,500	9,500	
<i>Subtotal</i>		9,500	9,500
557000 Laundry & Uniforms			
Inspectors Staff Identification Shirts/Jackets	1,500	1,500	
Shoes	1,300	1,300	
<i>Subtotal</i>		2,800	2,800
560000 Miscellaneous			
	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
567000 Rental & Use Charges			
E-Z Pass	150	150	
<i>Subtotal</i>		150	150

1196 Permits and Inspections

574000 Repair & Maintenance - Vehicles			
Car Wash	750	750	
Vehicle Maintenance (10 Units)	3,750	3,750	
<i>Subtotal</i>		4,500	4,500
Subtotal Operating Expenses		67,265	67,265

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC Monitors) (16)	745	745	
Replacement - Computer Hardware (PC) (15)	7,930	7,930	
Replacement - Scanners (3)	325	325	
<i>Subtotal</i>		9,000	9,000
596100 Vehicles & Equipment (Replacement)			
Vehicle Replacement (10 Units)	38,800	38,800	
<i>Subtotal</i>		38,800	38,800
Subtotal Capital Outlay		47,800	47,800
Total		1,806,494	1,806,494

SERVICES PROVIDED:

This activity administers and enforces all aspects of City Code including, but not limited to, public nuisances, rental housing and landlord-tenant affairs. This activity also serves as a community liaison for property managers, HOAs and other public agencies.

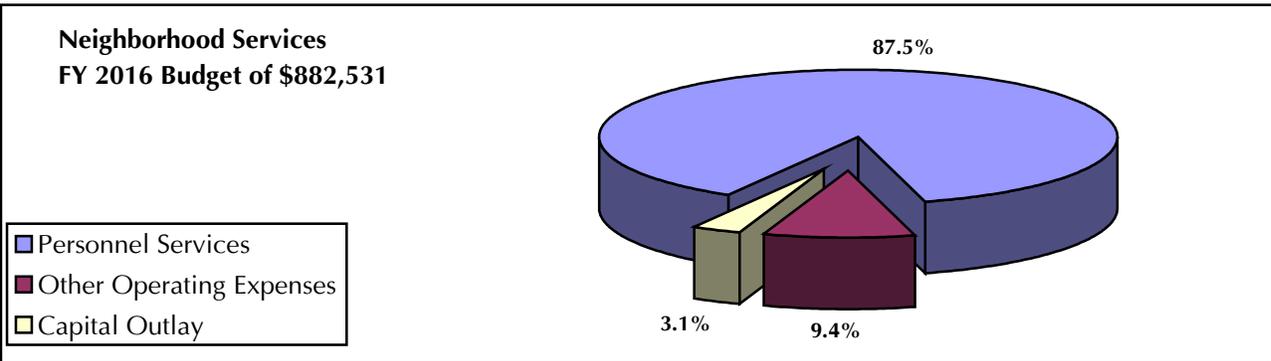
WORK PLAN GOALS:

- Continue full implementation of Neighborhood Inspection program in specific targeted areas.
- Continue full implementation of Neighborhood Matching Grant program.
- Continue investigation and follow up on citizen requests for service.
- Continue proactive inspection of residential and commercial properties.
- Continue routine licensing and systematic inspection of rental housing stock.
- Facilitate tenant relocation projects as needed.
- Utilize the Code Enforcement Abatement Fund to address property maintenance violations.

SIGNIFICANT CHANGES:

- Vehicles & Equipment (Replacement) funded at 50% in FY15 & FY16 increase of \$12,498 due to vehicles purchased in FY15 now have a replacement account established in FY16.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$662,070	\$750,732	\$772,595	\$772,595
Other Operating Expenses	47,730	79,885	82,755	82,755
Capital Outlay	43,380	11,303	27,181	27,181
TOTAL	\$753,180	\$841,920	\$882,531	\$882,531



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Vendor Licenses Approved	23	25	15
Rental Licenses Single Family Approved	800	1,066	921
Rental Licenses Multi-Family (2 Year Cycle) Approved	22	25	25
Property Maintenance Inspections Performed	10,500	10,500	11,000
Notices of Violation Issued	1,500	1,500	1,500
Municipal Infraction Citations Issued	160	150	150
Amusement Licenses Approved	24	20	20

Activity Analysis Report - Adopted

1197 - Neighborhood Services

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$380,442	\$473,506	\$334,648	\$493,810	4.29%
505100 - Other taxable comp-multiling	\$3,109	\$6,240	\$6,240	\$6,240	0.00%
505200 - Other taxable comp-Gfit	\$1,429	\$986	\$255	\$874	-11.36%
505300 - Other taxable comp-housing	\$900	\$0	\$2,400	\$3,600	0.00%
507000 - Vacation & Sick Pay	\$8,193	\$0	\$6,100	\$0	0.00%
508000 - Salaries, Overtime	\$612	\$2,575	\$241	\$2,652	2.99%
508500 - Salaries, Employment Agree	\$53,736	\$0	\$0	\$0	0.00%
509000 - Salaries, Part-Time Employee	\$41	\$64,729	\$26,226	\$65,376	1.00%
510000 - Social Security & Medicare T	\$33,925	\$41,372	\$27,957	\$42,981	3.89%
514000 - Group Insurance	\$60,362	\$106,960	\$61,379	\$97,339	-8.99%
514200 - Vision Plan	\$200	\$479	\$430	\$442	-7.72%
515000 - Retirement Contribution (401	\$30,163	\$37,880	\$26,590	\$39,505	4.29%
515100 - Retirement Health Savings (\$0	\$0	\$2,432	\$3,162	0.00%
516000 - Savings Plan Contribution (4	\$6,211	\$14,205	\$7,640	\$14,814	4.29%
519000 - Tuition Reimbursement	\$0	\$1,800	\$1,800	\$1,800	0.00%
521000 - Office Supplies	\$0	\$0	\$80	\$0	0.00%
522000 - General Operating Supplies	\$33	\$590	\$326	\$710	20.34%
525000 - Furniture & Fixtures	\$0	\$0	\$200	\$0	0.00%
526000 - Machinery & Equipment	\$2,995	\$1,000	\$494	\$1,000	0.00%
531500 - Software Licenses	\$1,009	\$0	\$231	\$0	0.00%
531600 - Software Maintenance Agree	\$900	\$1,200	\$1,235	\$1,615	34.58%
536000 - Miscellaneous Professional	\$2,533	\$2,000	\$1,028	\$2,000	0.00%
536700 - Abatement Services	\$3,800	\$50,000	\$1,848	\$50,000	0.00%
542000 - Awards & Presentations	\$50	\$0	\$0	\$0	0.00%
544000 - Professional Dues & Certifica	\$30	\$1,150	\$468	\$1,140	-0.87%
545000 - Magazines, Books & Resour	\$0	\$615	\$51	\$350	-43.09%
546000 - Conference & Seminar Regis	\$677	\$1,900	\$33	\$1,650	-13.16%
547000 - Travel Expense	\$28	\$3,600	\$28	\$3,600	0.00%
547100 - Travel Mileage Reimbusem	\$13	\$50	\$0	\$50	0.00%
551100 - Cellular Telephone	\$7,284	\$8,980	\$5,709	\$9,240	2.90%
552500 - Vehicle & Equipment Gasolin	\$5,510	\$3,500	\$6,668	\$3,500	0.00%
557000 - Laundry & Uniforms	\$1,494	\$800	\$1,120	\$2,500	212.50%
560000 - Miscellaneous	\$392	\$750	\$160	\$750	0.00%
567000 - Rental & Use Charges		\$0		\$0	0.00%
574000 - Repair & Maintenance - Vehi	\$606	\$3,750	\$2,164	\$4,650	24.00%
595000 - Furniture & Equipment	(\$2,369)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$3,080	\$2,375	\$2,375	\$5,755	142.32%
596000 - Vehicles & Equipment	(\$15,300)	\$0	\$4,001	\$0	0.00%
596100 - Vehicles & Equipment (Repl	\$15,300	\$8,928	\$8,928	\$21,426	139.99%

Activity Analysis Report - Adopted

1197 - Neighborhood Services

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
Personnel	\$579,323	\$750,732	\$504,337	\$772,595	2.91%
Operating Expenses	\$27,354	\$79,885	\$21,840	\$82,755	3.59%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$711	\$11,303	\$15,304	\$27,181	140.48%
Total	\$607,388	\$841,920	\$541,482	\$882,531	4.82%

1197 Neighborhood Services

Expenditure Statement by Object

**Proposed
2015 - 2016**

**Adopted
2015 - 2016**

Personnel Services

501000	Salaries, Full-Time Employees	493,810	493,810
505100	Other taxable comp-multilingual	6,240	6,240
505200	Other taxable comp-Gfit	874	874
505300	Other taxable comp-housing stipend	3,600	3,600
508000	Salaries, Overtime	2,652	2,652
509000	Salaries, Part-Time Employees	65,376	65,376
510000	Social Security & Medicare Taxes (FICA)	42,981	42,981
514000	Group Insurance	97,339	97,339
514200	Vision Plan	442	442
515000	Retirement Contribution (401A)	39,505	39,505
515100	Retirement Health Savings (RHS)	3,162	3,162
516000	Savings Plan Contribution (401K)	14,814	14,814
519000	Tuition Reimbursement	1,800	1,800
Subtotal Personnel Services		772,595	772,595

Operating Expenses

522000 General Operating Supplies			
	Miscellaneous supplies	710	710
	<i>Subtotal</i>	710	710
526000 Machinery & Equipment			
	Miscellaneous Computer Devices & Supplies	1,000	1,000
	<i>Subtotal</i>	1,000	1,000
531600 Software Maintenance Agreements			
	Maintenance - Software (Adobe Acrobat Standard)	40	40
	Maintenance - Software (Microsoft CALs) (9)	1,575	1,575
	<i>Subtotal</i>	1,615	1,615
536000 Miscellaneous Professional Services			
	Contract Services	2,000	2,000
	<i>Subtotal</i>	2,000	2,000
536700 Abatement Services			
		50,000	50,000
	<i>Subtotal</i>	50,000	50,000
544000 Professional Dues & Certification Fees			
	American Association of Code Enforcement (8)	300	300
	Code Enforcement and Zoning Association (CEZOA)	200	200
	International Code Council Certification (3)	600	600
	Maryland Municipal League	40	40
	<i>Subtotal</i>	1,140	1,140
545000 Magazines, Books & Resource Material			
	ICC Residential Code	110	110
	International Code Council (ICC) Property Maintenance Code	40	40
	Miscellaneous Resource and Training Guides	200	200
	<i>Subtotal</i>	350	350

1197 Neighborhood Services

546000 Conference & Seminar Registration			
American Association of Code Enforcement National Conference	500	500	
Code Enforcement and Zoning Association (CEZOA)	500	500	
International Code Council Training Classes	300	300	
Maryland Landlord Tenant Law Seminar	350	350	
<i>Subtotal</i>		1,650	1,650
547000 Travel Expense			
American Association of Code Enforcement National Conference	3,600	3,600	
<i>Subtotal</i>		3,600	3,600
547100 Travel Mileage Reimbursement			
Mileage Reimbursement	50	50	
<i>Subtotal</i>		50	50
551100 Cellular Telephone			
Cell phones (7 with data \$840, 1 without data \$480)	6,360	6,360	
Service - Laptop Mobile Data Plan (6)	2,880	2,880	
<i>Subtotal</i>		9,240	9,240
552500 Vehicle & Equipment Gasoline Expense			
	3,500	3,500	
<i>Subtotal</i>		3,500	3,500
557000 Laundry & Uniforms			
Inspectors Staff Identification shirts/jackets, etc.	2,500	2,500	
<i>Subtotal</i>		2,500	2,500
560000 Miscellaneous			
Miscellaneous Community Outreach	750	750	
<i>Subtotal</i>		750	750
574000 Repair & Maintenance - Vehicles			
Car Washes	900	900	
Vehicle Maintenance (6 Units)	3,750	3,750	
<i>Subtotal</i>		4,650	4,650
Subtotal Operating Expenses		82,755	82,755

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC Monitors) (8)	355	355	
Replacement - Computer Hardware (PC) (9)	5,400	5,400	
<i>Subtotal</i>		5,755	5,755
596100 Vehicles & Equipment (Replacement)			
Vehicle Replacement (6 Units)	21,426	21,426	
<i>Subtotal</i>		21,426	21,426
Subtotal Capital Outlay		27,181	27,181
Total		882,531	882,531

SERVICES PROVIDED:

This activity is responsible for enforcing Animal Control Ordinances and promoting the humane treatment of all animals. Typical activities include the processing of animal licenses, sponsorship of rabies clinics, community outreach, and oversight of the City's Dog Exercise Area (DEA).

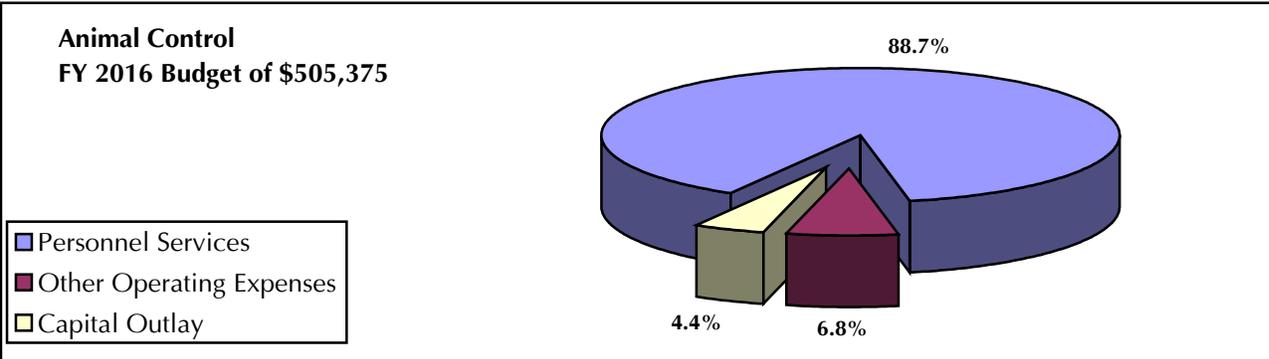
WORK PLAN GOALS:

- Continue implementation of neighborhood pet license canvassing program.
- Expand program for mobile interactive database units for Animal Control vehicles.

SIGNIFICANT CHANGES:

- Vehicles & Equipment (Replacement) funded at 50% in FY15 & FY16 increase of \$10,000 due to vehicles purchased in FY15 now have a replacement account established in FY16.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$395,720	\$435,481	\$448,370	\$448,370
Other Operating Expenses	38,470	36,305	34,595	34,595
Capital Outlay	17,305	11,205	22,410	22,410
TOTAL	\$451,495	\$482,991	\$505,375	\$505,375



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Number of Calls for Service	1,200	1,100	1200
Number of Bite Reports	50	50	50

Activity Analysis Report - Adopted

1198 - Animal Control

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$271,618	\$279,015	\$207,666	\$287,385	3.00%
505100 - Other taxable comp-multiling	\$1,718	\$2,080	\$2,080	\$2,080	0.00%
505200 - Other taxable comp-Gfit	\$0	\$35	\$0	\$0	-100.00%
507000 - Vacation & Sick Pay	\$785	\$0	\$1,079	\$0	0.00%
508000 - Salaries, Overtime	\$25,710	\$27,575	\$19,016	\$28,402	3.00%
509000 - Salaries, Part-Time Employee	\$13,298	\$16,240	\$11,642	\$16,402	1.00%
510000 - Social Security & Medicare T	\$23,638	\$24,696	\$18,004	\$25,412	2.90%
514000 - Group Insurance	\$45,684	\$54,836	\$41,600	\$56,763	3.51%
514200 - Vision Plan	\$55	\$313	\$0	\$313	0.00%
515000 - Retirement Contribution (401	\$21,730	\$22,321	\$16,614	\$22,991	3.00%
516000 - Savings Plan Contribution (4	\$7,061	\$8,370	\$6,230	\$8,622	3.01%
519000 - Tuition Reimbursement		\$0		\$0	0.00%
522000 - General Operating Supplies	\$295	\$750	\$216	\$750	0.00%
526000 - Machinery & Equipment	\$0	\$1,000	\$212	\$1,000	0.00%
531600 - Software Maintenance Agree	\$705	\$1,620	\$653	\$1,720	6.17%
536000 - Miscellaneous Professional	\$1,745	\$5,000	\$628	\$3,500	-30.00%
542000 - Awards & Presentations	\$150	\$0	\$0	\$0	0.00%
543000 - Contributions	\$3,500	\$4,100	\$0	\$3,500	-14.63%
544000 - Professional Dues & Certifica	\$50	\$85	\$50	\$85	0.00%
545000 - Magazines, Books & Resour	\$0	\$100	\$0	\$0	-100.00%
546000 - Conference & Seminar Regis	\$199	\$1,150	\$565	\$1,150	0.00%
547000 - Travel Expense	\$0	\$2,000	\$1,333	\$2,000	0.00%
551100 - Cellular Telephone	\$4,076	\$3,600	\$3,115	\$3,840	6.67%
552500 - Vehicle & Equipment Gasolin	\$8,096	\$8,000	\$4,745	\$8,000	0.00%
553000 - Printing & Binding	\$0	\$1,000	\$90	\$0	-100.00%
554000 - Signage	\$243	\$1,000	\$102	\$0	-100.00%
557000 - Laundry & Uniforms	\$2,231	\$1,800	\$1,815	\$2,800	55.56%
560000 - Miscellaneous	\$67	\$150	\$14	\$2,000	1233.33%
573000 - Repair & Maintenance - Mac	\$148	\$700	\$209	\$0	-100.00%
574000 - Repair & Maintenance - Vehi	\$442	\$4,250	\$1,880	\$4,250	0.00%
595000 - Furniture & Equipment	(\$2,031)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$2,505	\$1,205	\$1,205	\$2,410	100.00%
596000 - Vehicles & Equipment	(\$14,800)	\$0	\$0	\$0	0.00%
596100 - Vehicles & Equipment (Repl	\$14,800	\$10,000	\$10,000	\$20,000	100.00%
Personnel	\$411,296	\$435,481	\$323,932	\$448,370	2.96%
Operating Expenses	\$21,947	\$36,305	\$15,627	\$34,595	-4.71%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$474	\$11,205	\$11,205	\$22,410	100.00%
Total	\$433,717	\$482,991	\$350,764	\$505,375	4.63%

1198 Animal Control

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

Personnel Services

501000	Salaries, Full-Time Employees	287,385	287,385
505100	Other taxable comp-multilingual	2,080	2,080
508000	Salaries, Overtime	28,402	28,402
509000	Salaries, Part-Time Employees	16,402	16,402
510000	Social Security & Medicare Taxes (FICA)	25,412	25,412
514000	Group Insurance	56,763	56,763
514200	Vision Plan	313	313
515000	Retirement Contribution (401A)	22,991	22,991
516000	Savings Plan Contribution (401K)	8,622	8,622
Subtotal Personnel Services		448,370	448,370

Operating Expenses

522000 General Operating Supplies			
	Cleaning Supplies	750	750
	<i>Subtotal</i>	750	750
526000 Machinery & Equipment			
	Miscellaneous Computer Devices & Supplies	1,000	1,000
	<i>Subtotal</i>	1,000	1,000
531600 Software Maintenance Agreements			
	Maintenance - Software (Adobe Acrobat Professional) (1)	60	60
	Maintenance - Software (Chameleon)	960	960
	Maintenance - Software (Microsoft CALs) (4)	700	700
	<i>Subtotal</i>	1,720	1,720
536000 Miscellaneous Professional Services			
	Rabies Clinics and Veterinary Fees	3,500	3,500
	<i>Subtotal</i>	3,500	3,500
543000 Contributions			
	Second Chance Wildlife	3,500	3,500
	<i>Subtotal</i>	3,500	3,500
544000 Professional Dues & Certification Fees			
	National Animal Control Association	35	35
	Professional Animal Workers Assoc.	50	50
	<i>Subtotal</i>	85	85
546000 Conference & Seminar Registration			
	Training for Animal Control	1,150	1,150
	<i>Subtotal</i>	1,150	1,150
547000 Travel Expense			
	Animal Control Training	2,000	2,000
	<i>Subtotal</i>	2,000	2,000

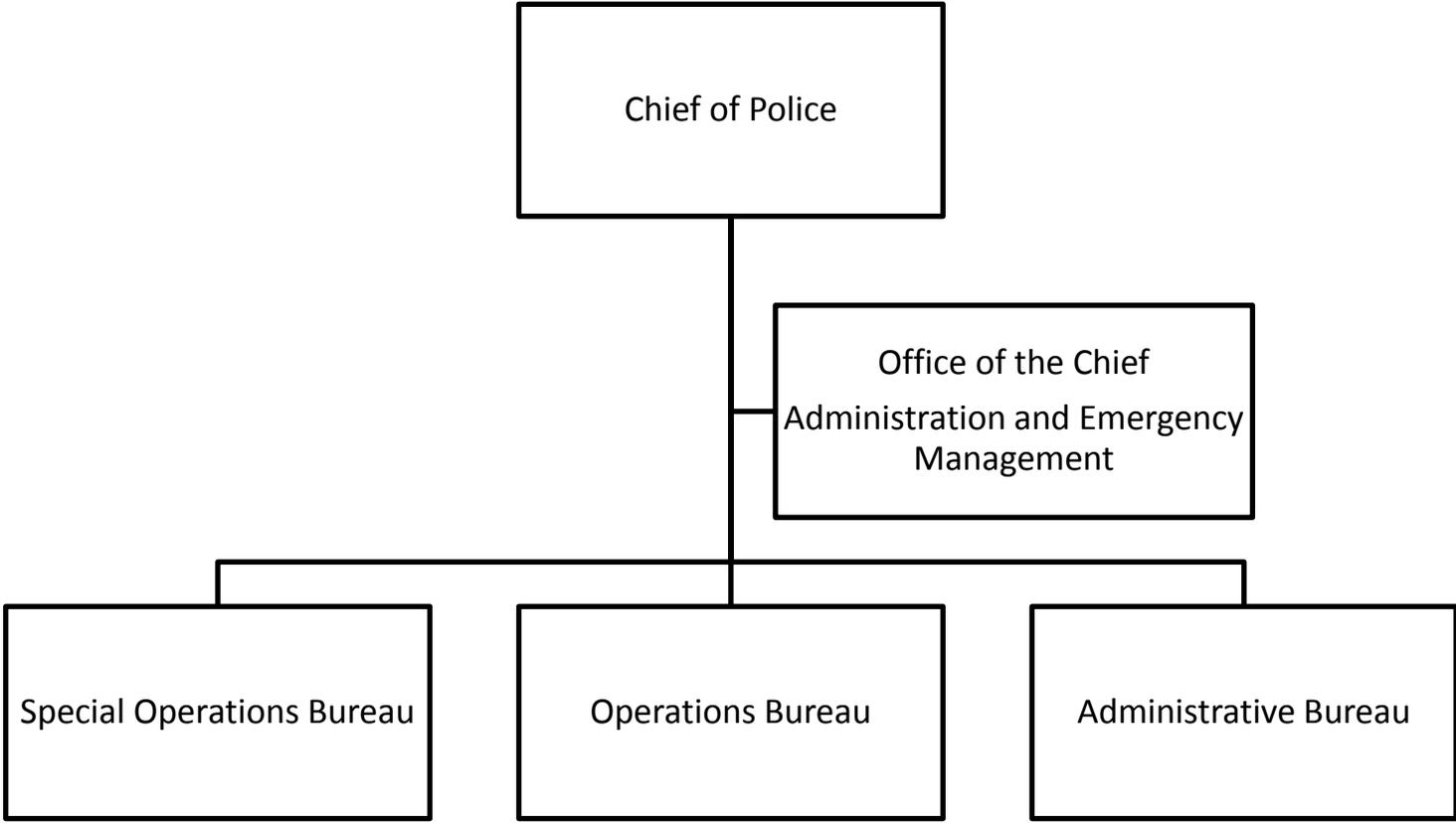
1198 Animal Control

551100 Cellular Telephone			
Animal Control Officers Service (5) no data	2,400	2,400	
Service - Laptop Mobile Data Plan (3)	1,440	1,440	
<i>Subtotal</i>		3,840	3,840
552500 Vehicle & Equipment Gasoline Expense			
	8,000	8,000	
<i>Subtotal</i>		8,000	8,000
557000 Laundry & Uniforms			
Replacement - Uniforms for Animal Control Officers	2,800	2,800	
<i>Subtotal</i>		2,800	2,800
560000 Miscellaneous			
Miscellaneous Community Outreach, signage and printing	2,000	2,000	
<i>Subtotal</i>		2,000	2,000
574000 Repair & Maintenance - Vehicles			
Vehicle Maintenance (6 Units)	4,250	4,250	
<i>Subtotal</i>		4,250	4,250
Subtotal Operating Expenses		34,595	34,595

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC Monitors) (4)	180	180	
Replacement - Computer Hardware (PC) (4)	2,230	2,230	
<i>Subtotal</i>		2,410	2,410
596100 Vehicles & Equipment (Replacement)			
Vehicle Replacement (5 Units)	20,000	20,000	
<i>Subtotal</i>		20,000	20,000
Subtotal Capital Outlay		22,410	22,410
Total		505,375	505,375

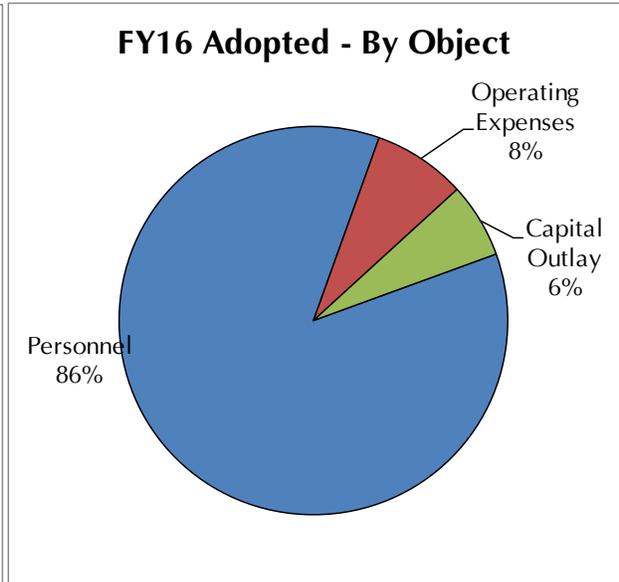
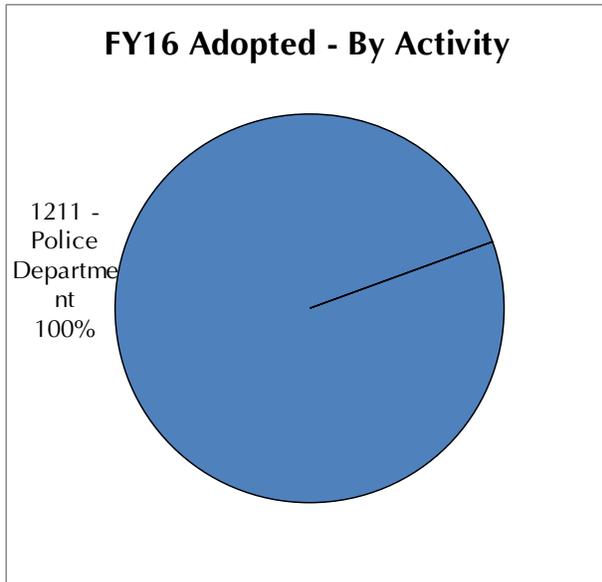
DEPARTMENT OF POLICE





GAITHERSBURG POLICE DEPARTMENT DEPARTMENT OVERVIEW

Budget Summary	FY14 Actual	FY14 Budget	FY15 Budget	FY16 Adopted	% Chg
By Activity					
1211 - Police Department	\$ 1,601,987	\$ 1,709,915	\$ 9,229,056	\$9,149,578	-0.86%
1221 - Police Operations	6,999,429	7,520,571	-	-	0.00%
Total	\$ 8,601,415	\$ 9,230,486	\$ 9,229,056	\$9,149,578	-0.86%



Budget Summary	FY14 Actual	FY14 Budget	FY15 Budget	FY16 Adopted	% Chg
By Object					
Personnel	\$ 7,154,114	\$ 7,515,163	\$ 7,811,390	\$7,872,273	0.78%
Operating Expenses	711,192	775,719	851,286	707,384	-16.90%
Capital Outlay	736,110	939,604	566,380	569,921	0.63%
Total	\$ 8,601,415	\$ 9,230,486	\$ 9,229,056	\$9,149,578	-0.86%



GAITHERSBURG POLICE DEPARTMENT STAFFING SUMMARY BY POSITION

1211 - Police Administration	FY 14	FY 15	FY 16
Chief of Police	1	1	1
Police Lieutenant/Operations Bureau Commander	0	1	1
Police Lieutenant/Administrative Bureau Commander	0	1	1
Police Lieutenant/Special Operations Bureau Com.	0	1	1
Police Lieutenant	3	0	0
Emergency Management Coordinator	1	1	1
Police Sergeant	0	9	9
Police Corporal	0	9	9
Police Officer III	1	14	14
Police Officer II	0	10	12
Police Officer I	0	11	9
Police Accreditation Manager	1	1	1
Crime Analyst	1	1	1
Speed Camera Technician Supervisor	0	1	1
Administrative Support Supervisor/Police	1	1	1
Administrative Assistant II/Police	2	2	2
Speed Camera Technician	0	1	1
Part-Time Personnel	1.36	2.55	2.53
Subtotal	12.36	67.55	67.53

1221 - Police Operations	FY 14	FY 15	FY 16
Police Sergeant	9	0	0
Police Corporal	9	0	0
Police Officer III	16	0	0
Police Officer II	3	0	0
Police Officer I	15	0	0
Police Accreditation Manager	0	0	0
Traffic Enforcement Technician	1	0	0
Speed Camera Technician	1	0	0
Part-Time Personnel	0.9	0	0
Subtotal	54.9	0	0



SERVICES PROVIDED:

The Gaithersburg Police Department shares responsibility for services with the Montgomery County Police, providing coverage 24 hours a day, 365 days a year. The Department responds to calls for service as necessary and utilizes community action teams, when appropriate, to solve problems and deal with issues affecting the safety of all City neighborhoods. The Department operates under a Data Driven Approach to Crime and Traffic Safety (DDACTS). DDACTS focuses the entire police department on overall goal achievement. It is based on identifying a problem area using data and following up to ensure that police resources are dedicated to the proper locations. The data collection followed by meticulous analysis and deployment of resources based upon problematic areas is at the core of the DDACTS approach.

WORK PLAN GOALS:

- Collect and analyze crime/traffic data for effective deployment of resources to reduce crime.
- Continue partnership with Mont. Co. to ensure City residents are fully prepared for all hazards and emergency conditions with a focus of ensuring City employees are prepared to leave their homes and continue with the delivery of core government services.
- Continue partnership with the Montgomery County Police with a focus on gang prevention, intervention and enforcement.
- Continue to collect data required for, and monitoring of, traffic stop statistics.
- Continue to fill all vacant sworn positions and overfill entry-level positions to maintain the authorized staffing level of 57 officers.
- Enhance driver/pedestrian education through enforcement action in high accident causation areas.
- Increase investigative capabilities through the use of available technology by obtaining a new criminal intelligence database that interfaces with the Montgomery County Police.
- Keep the public informed of the Department's activities through Social Media and Alert Gaithersburg.
- The Investigation Section Supervisor will continue to develop temporary positions within the Section to expand investigatory opportunities for officers thus enabling these officers to be utilized after their temporary assignments have been completed.
- Utilize the 11 video surveillance cameras at six sites in Olde Towne along with bike and foot patrols to reduce crime and citizens perceptions of crime.
- Utilize the Community Action Team in combination with other officers to engage in high visibility patrol to reduce crime and improve the quality of life in identified neighborhoods.
- Utilize the data from the Focused Enforcement Areas to identify crimes and criminal patterns, and make adjustments as necessary to ensure that resources are effectively deployed.

SIGNIFICANT CHANGES:

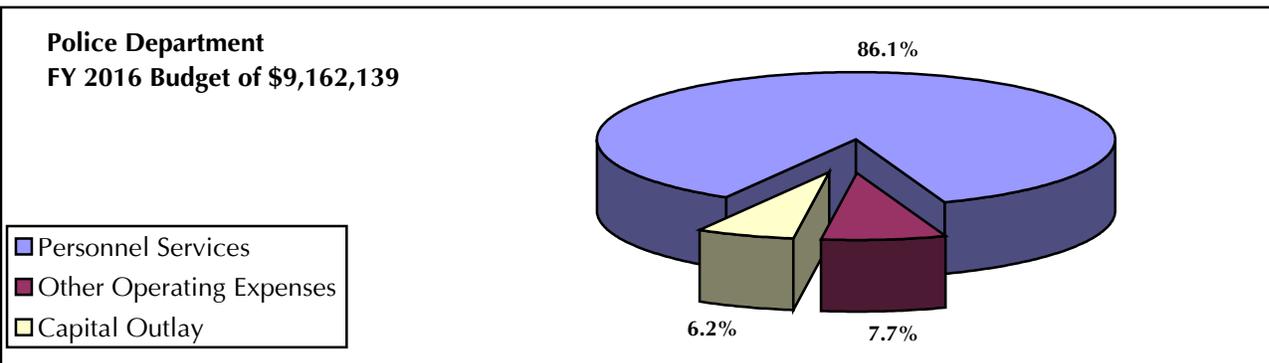
- Furniture & Equipment (Replacement) increased \$70,907 to reflect a restoration of full replacement funding for computer technology after a one-year reduction of 50%.
- General Operating Supplies decreased by \$9,245 due to several line items not needing to be budgeted for in FY16, a \$3,500 increase in flares to replenish stock, and a decrease of \$1,000 in first aid supplies. K-9 Boarding and Veterinarian were split into two separate line items and decreased by \$500, and K-9 accessories was decreased by \$300.
- Information Technology Services increased \$26,480 to reflect the need for maintenance services for the Olde Towne public safety cameras, and for costs associated with a cloud-based investigative software system.
- Machinery & Equipment decreased \$78,725 to reflect adequate equipment levels for all sworn officers.
- Miscellaneous account decreased by \$17,000. This account is the budget related to spending for the asset forfeiture funding. No specific spending has been identified in FY16.

Gaithersburg Police Department

1211 - Police Department

- Miscellaneous Professional Services increased by \$7,468 due to adding \$7,564 for services provided by Taisey Security at City sponsored special events, decreased the towing cost from \$800 to \$500, and added \$204 for 3SI Security (Investigative tool used for GPS Tracking).
- Police, Weapons, Accessories & Supplies decreased by \$48,429 due to several line items not needing to be budgeted for in FY16, and a decrease in ammunition from \$93,201 to \$49,100. FY15 budget for ammunition included two years of purchase due to the significant lag in time between when we order and receive the goods. FY16 and future years will include only one year's worth of purchases.
- Repair & Maintenance machinery & equipment decreased by \$5,655 due to copier replacement.
- Salaries- overtime decreased by \$46,523 or 10% due to the decreased usage of overtime in FY15.
- Software Licenses decreased \$7,750 because no new requirements were identified.
- Software Maintenance Agreements decreased \$8,515 to reflect fewer licenses for the CAPWIN data application, and to the discontinued use of several software packages.
- This account decreased by \$92,000 due to the need to only purchase one additional vehicle to add to the fleet in FY16.
- Vehicles & Equipment (Replacement) funded at 50% in FY15 & FY16 increase of \$24,634 is due to vehicles purchased in FY15 now have a replacement account established in FY16.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$1,365,574	\$7,811,390	\$7,884,834	\$7,872,273
Other Operating Expenses	218,631	851,286	707,384	707,384
Capital Outlay	125,710	566,380	569,921	569,921
TOTAL	\$1,709,915	\$9,229,056	\$9,162,139	\$9,149,578



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Primary calls handled by City Officers	12,000	11,000	9,598
Parking citations issued	2,515	2,500	3,400
Officer training hours	13,000	10,000	13,000
Moving citations issued	12,000	9,000	13,000
Media/citizen inquiries responded to	300	300	300
Grant opportunities applied for	4	3	4
Criminal Investigations conducted by Detectives	160	200	150
Community meetings attended	110	50	60
Community Meetings and speaking engagements	110	150	160
Calls for services	34,000	31,000	32,195



Gaithersburg Police Department

1211 - Police Department

CALEA Accreditations

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Activity Analysis Report - Adopted

1211 - Police Department

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$972,895	\$5,076,357	\$3,853,414	\$5,223,753	2.90%
505100 - Other taxable comp-multiling	\$4,909	\$27,040	\$29,120	\$27,040	0.00%
505200 - Other taxable comp-Gfit	\$420	\$4,231	\$1,901	\$4,003	-5.39%
505300 - Other taxable comp-housing	\$3,600	\$12,000	\$7,800	\$8,400	-30.00%
507000 - Vacation & Sick Pay	\$23,046	\$0	\$57,567	\$0	0.00%
508000 - Salaries, Overtime	\$2,077	\$465,234	\$261,191	\$418,711	-10.00%
509000 - Salaries, Part-Time Employee	\$46,258	\$91,594	\$61,439	\$92,510	1.00%
510000 - Social Security & Medicare T	\$75,200	\$432,006	\$316,462	\$439,686	1.78%
514000 - Group Insurance	\$108,859	\$849,233	\$617,181	\$799,704	-5.83%
514100 - Group Insurance - Retirees	\$284	\$0	\$0	\$0	0.00%
514200 - Vision Plan	\$102	\$4,033	\$1,671	\$3,941	-2.28%
515000 - Retirement Contribution (401	\$77,738	\$406,109	\$302,036	\$417,901	2.90%
515050 - Supplemental Retirement Co	\$22,342	\$221,917	\$156,136	\$228,247	2.85%
515100 - Retirement Health Savings (\$5,777	\$22,145	\$18,191	\$27,164	22.66%
516000 - Savings Plan Contribution (4	\$24,644	\$152,291	\$104,972	\$156,713	2.90%
519000 - Tuition Reimbursement	\$0	\$47,200	\$47,200	\$24,500	-48.09%
521000 - Office Supplies	\$22,876	\$24,700	\$15,661	\$20,700	-16.19%
522000 - General Operating Supplies	\$0	\$25,506	\$7,052	\$16,261	-36.25%
522500 - Program Activities	\$22	\$0	\$0	\$0	0.00%
523300 - Police Outreach Programs/O	\$4,969	\$6,300	\$2,015	\$6,400	1.59%
523400 - Police Weapons, Accessorie	\$680	\$115,139	\$106,881	\$66,710	-42.06%
525000 - Furniture & Fixtures	\$387	\$500	\$645	\$1,000	100.00%
526000 - Machinery & Equipment	\$280	\$81,725	\$77,791	\$3,000	-96.33%
530000 - Accounting & Audit	\$1,066	\$1,500	\$1,555	\$1,500	0.00%
531000 - Information Technology (IT)	\$0	\$0	\$2,250	\$26,480	0.00%
531500 - Software Licenses	\$1,092	\$7,750	\$1,429	\$0	-100.00%
531600 - Software Maintenance Agree	\$37,823	\$52,795	\$57,124	\$44,280	-16.13%
536000 - Miscellaneous Professional	\$15,675	\$9,200	\$9,104	\$16,668	81.17%
541000 - Advertising	\$1,623	\$0	\$0	\$0	0.00%
542000 - Awards & Presentations	\$840	\$1,000	\$2,084	\$2,000	100.00%
544000 - Professional Dues & Certifica	\$4,935	\$5,580	\$4,665	\$5,485	-1.70%
545000 - Magazines, Books & Resour	\$589	\$985	\$643	\$685	-30.46%
546000 - Conference & Seminar Regis	\$13,595	\$19,400	\$7,735	\$19,175	-1.16%
546300 - In-Service Training	\$1,109	\$0	\$0	\$0	0.00%
547000 - Travel Expense	\$8,506	\$10,300	\$1,007	\$7,800	-24.27%
547100 - Travel Mileage Reimbursem	\$208	\$500	\$99	\$200	-60.00%
551000 - Telephone (Landline)	\$2,385	\$0	\$0	\$0	0.00%
551100 - Cellular Telephone	\$4,793	\$58,520	\$34,954	\$54,680	-6.56%
552500 - Vehicle & Equipment Gasolin	\$20,259	\$198,600	\$128,536	\$198,600	0.00%
553000 - Printing & Binding	\$857	\$1,000	\$640	\$2,300	130.00%
556000 - Postage	\$1,642	\$1,500	\$1,082	\$2,500	66.67%
556500 - Messenger Services	\$663	\$500	\$294	\$500	0.00%

Activity Analysis Report - Adopted

1211 - Police Department

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
557000 - Laundry & Uniforms	\$1,962	\$74,071	\$36,120	\$75,355	1.73%
560000 - Miscellaneous	\$2,384	\$19,500	\$8,014	\$2,500	-87.18%
561000 - Local, In-Services Meals	\$659	\$1,000	\$642	\$1,000	0.00%
567000 - Rental & Use Charges	\$5,307	\$38,690	\$29,978	\$39,735	2.70%
567100 - Rental of Facilities	\$0	\$3,600	\$0	\$3,600	0.00%
573000 - Repair & Maintenance - Mac	\$6,665	\$11,825	\$19,008	\$6,170	-47.82%
574000 - Repair & Maintenance - Vehi	\$5,356	\$79,600	\$74,344	\$82,100	3.14%
595000 - Furniture & Equipment	(\$3,275)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$35,767	\$260,222	\$260,222	\$331,129	27.25%
596000 - Vehicles & Equipment	(\$57,873)	\$132,000	\$127,535	\$40,000	-69.70%
596100 - Vehicles & Equipment (Repl	\$90,010	\$174,158	\$174,158	\$198,792	14.14%
Personnel	\$1,368,152	\$7,811,390	\$5,836,279	\$7,872,273	0.78%
Operating Expenses	\$169,207	\$851,286	\$631,351	\$707,384	-16.90%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$64,629	\$566,380	\$561,915	\$569,921	0.63%
Total	\$1,601,987	\$9,229,056	\$7,029,544	\$9,149,578	-0.86%

1211 Police Department

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
501000 Salaries, Full-Time Employees	5,223,753	5,223,753
505100 Other taxable comp-multilingual	27,040	27,040
505200 Other taxable comp-Gfit	4,003	4,003
505300 Other taxable comp-housing stipend	8,400	8,400
508000 Salaries, Overtime	431,272	418,711
509000 Salaries, Part-Time Employees	92,510	92,510
510000 Social Security & Medicare Taxes (FICA)	439,686	439,686
514000 Group Insurance	799,704	799,704
514200 Vision Plan	3,941	3,941
515000 Retirement Contribution (401A)	417,901	417,901
515050 Supplemental Retirement Contribution	228,247	228,247
515100 Retirement Health Savings (RHS)	27,164	27,164
516000 Savings Plan Contribution (401K)	156,713	156,713
519000 Tuition Reimbursement	24,500	24,500
Subtotal Personnel Services	7,884,834	7,872,273

Operating Expenses

521000 Office Supplies		
E-Tickets Paper	2,000	2,000
Miscellaneous Office Supplies	4,500	4,500
Printer and Copier Supplies	14,200	14,200
<i>Subtotal</i>	20,700	20,700

522000 General Operating Supplies		
Drug Testing Kits	500	500
Drug Testing Replenishment Kits (10 @ \$18.50)	185	185
First Aid Supplies	3,000	3,000
Flares	4,000	4,000
K9 Accessories	1,200	1,200
K9 Boarding	1,750	1,750
K9 Food	2,200	2,200
K9 Veterinarian	2,250	2,250
Measuring Tapes-100' (3@ \$22)	66	66
Portable Breath Test Alcohol Sensors (2 @ \$440)	880	880
Portable Breath Test Tubes (1,000)	230	230
<i>Subtotal</i>	16,261	16,261

523300 Police Outreach Programs/Operational Supplies		
DARE	300	300
Maryland Crime Prevention Association Fees	200	200
Media Boosting	600	600
National Night Out	3,000	3,000
Neighborhood Watch Materials	600	600
Promotional Materials	700	700
Recruitment	1,000	1,000
<i>Subtotal</i>	6,400	6,400

1211 Police Department

523400 Police Weapons, Accessories & Supplies			
Ammunition	49,100	49,100	
Ammunition - Less Lethal Training	4,700	4,700	
Firearm Targets	1,000	1,000	
Gun Cleaning Supplies	500	500	
Miscellaneous Range Supplies	500	500	
Spare Handgun Parts and Supplies	2,000	2,000	
Taser - Batteries	1,400	1,400	
Taser - Cartridges - 25' Green	1,400	1,400	
Taser - Cartridges - Blue Training	2,400	2,400	
Taser - Cartridges - Yellow Training	2,220	2,220	
Taser - Holsters	1,490	1,490	
<i>Subtotal</i>		66,710	66,710
525000 Furniture & Fixtures			
Property Room Shelving and Containers	1,000	1,000	
<i>Subtotal</i>		1,000	1,000
526000 Machinery & Equipment			
Miscellaneous Computer Devices & Supplies	3,000	3,000	
<i>Subtotal</i>		3,000	3,000
530000 Accounting & Audit			
Credit Card Processing Fees	1,500	1,500	
<i>Subtotal</i>		1,500	1,500
531000 Information Technology (IT) Services			
Service - Taser Body Camera Data Service	3,480	3,480	
TR - Service - Public Safety Camera System Maintenance	15,000	15,000	
TR - Service - Social Media Intelligence System	8,000	8,000	
<i>Subtotal</i>		26,480	26,480
531600 Software Maintenance Agreements			
Maintenance - Software (Adobe Acrobat Professional) (2)	120	120	
Maintenance - Software (Adobe Acrobat Standard) (2)	120	120	
Maintenance - Software (ADORE)	600	600	
Maintenance - Software (Advanced Public Safety QuickVoice)	3,215	3,215	
Maintenance - Software (ATAC Crime Analysis)	850	850	
Maintenance - Software (Bait Car GPS)	500	500	
Maintenance - Software (Biokey/Interact Public Safety Systems)	7,700	7,700	
Maintenance - Software (CACE Accreditation Software)	65	65	
Maintenance - Software (CapWIN)	8,480	8,480	
Maintenance - Software (Cellebrite UFED Phone Device)	3,100	3,100	
Maintenance - Software (FileOnQ Tracking)	3,550	3,550	
Maintenance - Software (Guardian Tracking)	1,385	1,385	
Maintenance - Software (K9Track)	145	145	
Maintenance - Software (LPR Tactical Operations Center)	4,875	4,875	
Maintenance - Software (Microsoft CALs) (49)	8,575	8,575	
Maintenance - Software (Skills Manager)	1,000	1,000	
<i>Subtotal</i>		44,280	44,280

1211 Police Department

536000 Miscellaneous Professional Services			
3SI Security	204	204	
Accurint / CLEAR	2,800	2,800	
Equifax	600	600	
Investigative Fees	1,000	1,000	
Locksmith Services	1,000	1,000	
Shredder Services	1,500	1,500	
Taisey Security	7,564	7,564	
Towing Services	500	500	
Trans Union	1,500	1,500	
<i>Subtotal</i>		16,668	16,668
542000 Awards & Presentations			
Awards & Presentations	2,000	2,000	
<i>Subtotal</i>		2,000	2,000
544000 Professional Dues & Certification Fees			
Accreditation Fee - Annual	4,400	4,400	
Chesapeake Region Law Enforcement Accreditation Alliance	25	25	
FBINAA	80	80	
International Association of Chiefs of Police	150	150	
Maryland Chiefs	150	150	
Maryland Municipal Police Executives Association	100	100	
Metropolitan Washington Council Of Governments	200	200	
National Safety Council First Responders	40	40	
United States Police Canine Association	340	340	
<i>Subtotal</i>		5,485	5,485
545000 Magazines, Books & Resource Material			
International Association of Chief's of Police IACP Model Policies	50	50	
K9 Terry Flex Legal Updates and Opinion Website	60	60	
K9 Trade Magazine Subscription	75	75	
Traffic Article Books and Digest of Criminal Laws (20 @ \$25)	500	500	
<i>Subtotal</i>		685	685
546000 Conference & Seminar Registration			
All Hands Meetings	1,500	1,500	
Basic Instructors Course - MPCTC (3 @ \$150)	450	450	
CALEA Conference	1,500	1,500	
Taser Recertification (5 @ \$225)	1,125	1,125	
Training - General	8,000	8,000	
Training - Use of Force	5,100	5,100	
Use of Force Seminar (1 @ \$1,500)	1,500	1,500	
<i>Subtotal</i>		19,175	19,175
547000 Travel Expense			
Training - General	6,500	6,500	
Training - Use Of Force (1 @ \$1,300)	1,300	1,300	
<i>Subtotal</i>		7,800	7,800
547100 Travel Mileage Reimbursement			
Tolls and Parking	200	200	
<i>Subtotal</i>		200	200

1211 Police Department

551000 Telephone (Landline)			
	0	0	
<i>Subtotal</i>		0	0
551100 Cellular Telephone			
Cellular Telephone (26)	20,520	20,520	
Service - Laptop Mobile Data Plan (69)	32,760	32,760	
Service - Micro Track GPS (2)	1,400	1,400	
<i>Subtotal</i>		54,680	54,680
552500 Vehicle & Equipment Gasoline Expense			
	198,600	198,600	
<i>Subtotal</i>		198,600	198,600
553000 Printing & Binding			
Department Forms (Warnings, Citations, Parking)	2,300	2,300	
<i>Subtotal</i>		2,300	2,300
556000 Postage			
Postage	2,500	2,500	
<i>Subtotal</i>		2,500	2,500
556500 Messenger Services			
Courier Services	500	500	
<i>Subtotal</i>		500	500
557000 Laundry & Uniforms			
Ballistic Vests (4 @ \$850)	3,400	3,400	
Cleaning and Footwear Allowances - (69 @ \$270)	18,630	18,630	
Clothing Allowance - Investigations (1 @ \$1,000)	1,000	1,000	
Clothing Allowance - SCU (1 @ \$750)	750	750	
Duty Gear (Holsters, Cases, Carriers)	5,500	5,500	
Flat Badge Wallets (8 @ \$45)	360	360	
Flat Badges (4 @ \$80)	320	320	
High Visibility Badge Holder (55 @ \$15)	825	825	
Honor Guard - Cold Weather Coats (3 @ \$120)	360	360	
Honor Guard - Hi-Gloss Belts - (3 @ \$63)	190	190	
Honor Guard - Hi-Gloss Shoes with Taps (3 @ \$100)	300	300	
Honor Guard - Hi-Gloss Shoes without Taps (3 @ \$90)	270	270	
Patrol Class A Gear	3,200	3,200	
Patrol Clothing Gear and Accessories	28,000	28,000	
Patrol Uniforms	11,250	11,250	
Training Instructor Uniforms (Use of Force/Firearms)	1,000	1,000	
<i>Subtotal</i>		75,355	75,355
560000 Miscellaneous			
Drink More Delivery, Inc.(Water)	2,500	2,500	
<i>Subtotal</i>		2,500	2,500
561000 Local, In-Services Meals			
Local Meals	1,000	1,000	
<i>Subtotal</i>		1,000	1,000

1211 Police Department

567000 Rental & Use Charges			
Automobile - Equipment - New Rental (1 @ \$4,825)	4,825	4,825	
Automobile - Lease Agreement - SCU (5 @ \$5,312)	26,560	26,560	
Automobile - Lease Agreement Taxes and Tags - SCU (1 @ \$1,85	1,850	1,850	
Metro. Washington Council Of Governments - Linx data share	500	500	
NCIC/County Network Usage Fees	6,000	6,000	
<i>Subtotal</i>		39,735	39,735
567100 Rental of Facilities			
Frederick City Range	3,600	3,600	
<i>Subtotal</i>		3,600	3,600
573000 Repair & Maintenance - Machinery & Equipment			
Maintenance - AED Inspection and Maintenance (14 @ \$225)	3,150	3,150	
Maintenance & Supplies - Copier (Ricoh - Color Copying)	1,800	1,800	
Maintenance & Supplies - Copier (Ricoh) (3)	1,220	1,220	
<i>Subtotal</i>		6,170	6,170
574000 Repair & Maintenance - Vehicles			
Car Washes	1,500	1,500	
Mountain Bike Maintenance	500	500	
Towing Services	500	500	
Vehicle Maintenance (81 Units)	79,600	79,600	
<i>Subtotal</i>		82,100	82,100
Subtotal Operating Expenses		707,384	707,384

Capital Outlay

1211 Police Department

595100 Furniture & Equipment (Replacement)			
Replacement - Bait Car Hardware	1,675	1,675	
Replacement - Ballistic Vests (57) (5Yr)	9,120	9,120	
Replacement - Computer Hardware (MDC) (63)	36,915	36,915	
Replacement - Computer Hardware (PC - Tablets) (4)	900	900	
Replacement - Computer Hardware (PC Monitors) (52)	505	505	
Replacement - Computer Hardware (PC) (49)	16,000	16,000	
Replacement - County Radio System	94,000	94,000	
Replacement - eTicketing Hardware (56)	6,540	6,540	
Replacement - Gas Masks (57) (7 Yr)	2,158	2,158	
Replacement - Hand Guns (71) (8Yr)	6,461	6,461	
Replacement - In-Car Video Systems - Access Points (3)	670	670	
Replacement - In-Car Video Systems - Wireless (62)	7,730	7,730	
Replacement - In-Car Video Systems (62)	76,055	76,055	
Replacement - Interview Room Camera System	1,225	1,225	
Replacement - License Plate Readers (6)	12,750	12,750	
Replacement - License Plate Trailer System	8,170	8,170	
Replacement - Municipal Video Surveillance Camera system	17,500	17,500	
Replacement - Portable Breath Testers (28) (7Yr)	1,680	1,680	
Replacement - Portable Pole Cameras (2)	2,715	2,715	
Replacement - Printer (FileOnQ Label Printer - GX430T)	145	145	
Replacement - Printer (HP LaserJet Pro 400 Color MFP)	210	210	
Replacement - Rifle Vests (28) (5Yr)	4,548	4,548	
Replacement - Rifles (28) (13Yr)	5,357	5,357	
Replacement - Tasers (60) (5Yr)	15,600	15,600	
Replacement - Universal Forensic Extraction Device	2,500	2,500	
<i>Subtotal</i>		331,129	331,129
596000 Vehicles & Equipment			
Patrol Vehicle with installed emergency equipment	40,000	40,000	
<i>Subtotal</i>		40,000	40,000
596100 Vehicles & Equipment (Replacement)			
Vehicle Replacement (64 Units) 50% funded	198,792	198,792	
<i>Subtotal</i>		198,792	198,792
Subtotal Capital Outlay		569,921	569,921
Total		9,162,139	9,149,578