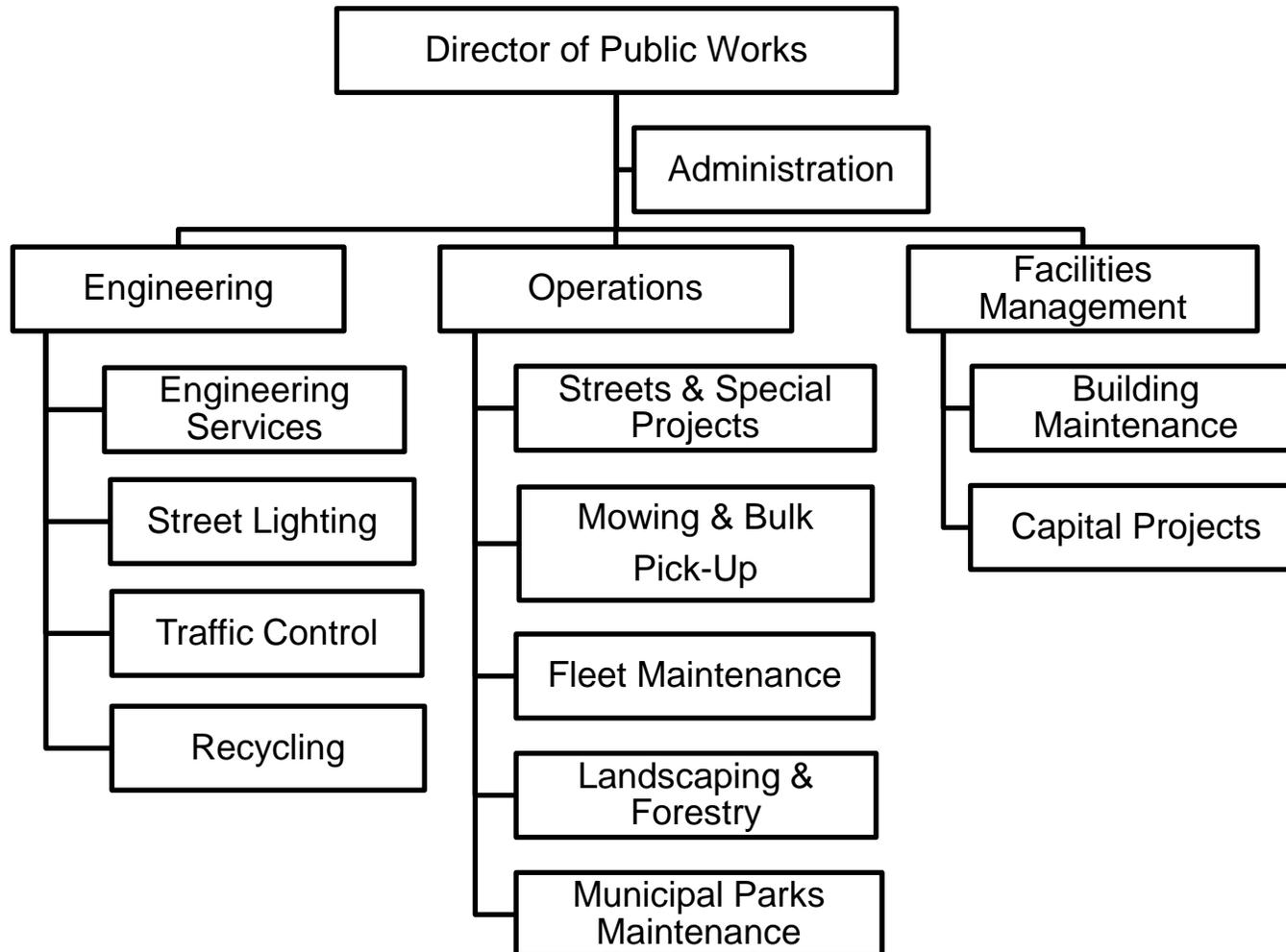


# DEPARTMENT OF PUBLIC WORKS



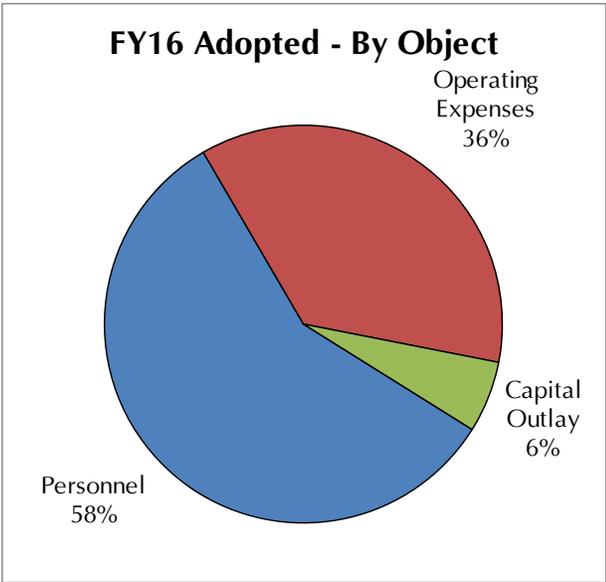
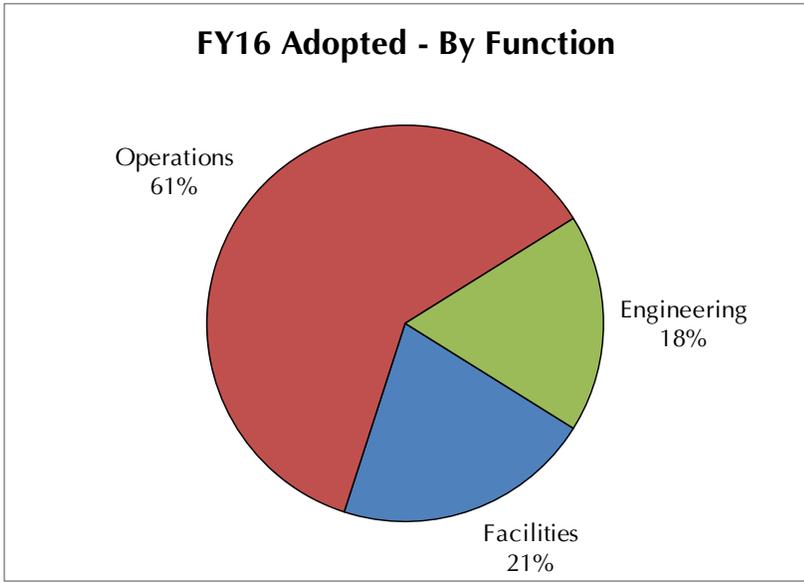


# PUBLIC WORKS DEPARTMENT OVERVIEW

Budget Summary	FY14 Actual	FY14 Budget	FY15 Budget	FY16 Adopted	% Chg
<b>By Function - Activity</b>					
<b>Facilities</b>					
1150 - Facilities Management	\$ 799,883	\$ 970,046	\$ 1,067,475	\$ 1,296,285	21.43%
1151 - B&G - City Hall	144,795	247,712	260,325	215,888	-17.07%
1152 - B&G - Police Station	65,142	83,724	80,350	68,933	-14.21%
1153 - B&G - Public Service Facility	115,201	162,417	158,850	129,410	-18.53%
1155 - B&G - Train Station/Freight House	26,669	24,467	32,000	30,478	-4.76%
1156 - B&G - Kentlands Firehouse	12	1,520	-	-	0.00%
1158 - B&G - Kentlands Mansion	34,641	66,250	62,100	58,900	-5.15%
1159 - B&G - Senior Center	62,099	66,650	67,850	74,282	9.48%
1160 - B&G- Casey Community Center	158,007	190,561	189,250	148,737	-21.41%
1161 - B&G - Olde Towne Pavilion	3,863	4,035	4,460	3,300	-26.01%
1164 - B&G - GAC	4,253	62,200	60,950	32,387	-46.86%
1165 - B&G - Activity Center at Bohrer Park	255,134	307,000	303,950	297,381	-2.16%
1166 - B&G - Gaithersburg Arts Barn	83,077	101,138	94,350	84,986	-9.92%
1167 - B&G - Water Park at Bohrer Park	140,764	136,510	146,350	127,046	-13.19%
1168 - B&G - Miniature Golf	10,743	21,500	22,800	24,000	5.26%
1169 - B&G - Skate Park	4,296	7,200	6,350	7,295	14.88%
1170 - B&G - Gaithersburg Youth Center at Olde Towne	38,629	71,820	48,600	39,287	-19.16%
1172 - B&G - Gaithersburg Youth Center at Robertson Park	42,940	65,740	51,350	55,391	7.87%
1173 - B&G - Gaithersburg – CPSC Park Site	-	-	48,000	28,800	-40.00%
1175 - B&G - Parking Facility	78,042	115,600	103,400	89,715	-13.24%
Sub-total Facilities	<u>2,068,189</u>	<u>2,706,090</u>	<u>2,808,760</u>	<u>2,812,501</u>	<u>0.13%</u>
<b>Operations</b>					
1312 - Streets & Special Projects	1,222,735	1,463,678	1,425,350	1,333,291	-6.46%
1315 - Fleet Maintenance	502,910	571,667	527,514	553,731	4.97%
1341 - Landscaping & Forestry	1,049,580	1,238,135	1,138,572	1,266,269	11.22%
1343 - Municipal Parks Maintenance	1,539,135	1,790,917	1,758,990	1,929,637	9.70%
1344 - Mowing and Special Pickups	1,732,976	2,012,236	1,967,167	2,104,822	7.00%
1345 - Recycling	657,570	669,247	691,634	965,775	39.64%
Sub-total Operations	<u>6,704,907</u>	<u>7,745,880</u>	<u>7,509,227</u>	<u>8,153,525</u>	<u>8.58%</u>
<b>Engineering</b>					
1311 - Public Works Administration	914,128	795,898	793,992	825,091	3.92%
1351 - Engineering Services	414,110	451,964	544,719	668,143	22.66%
1393 - Street Lighting	556,825	657,546	657,546	613,000	-6.77%
1397 - Traffic Control	195,353	253,378	272,152	263,752	-3.09%
Sub-total Engineering	<u>2,080,416</u>	<u>2,158,786</u>	<u>2,268,409</u>	<u>2,369,986</u>	<u>4.48%</u>
Total	<u>\$10,853,512</u>	<u>\$12,610,756</u>	<u>\$12,586,396</u>	<u>\$13,336,012</u>	<u>5.96%</u>



# PUBLIC WORKS DEPARTMENT OVERVIEW



Budget Summary	FY14 Actual	FY14 Budget	FY15 Budget	FY16 Adopted	% Chg
<b>By Object</b>					
Personnel	\$ 6,637,494	\$ 7,057,681	\$ 7,477,791	\$ 7,696,165	2.92%
Operating Expenses	4,036,803	4,794,915	4,645,500	4,865,636	4.74%
Capital Outlay	179,215	758,160	463,105	774,211	67.18%
<b>Total</b>	<u>\$10,853,512</u>	<u>\$12,610,756</u>	<u>\$12,586,396</u>	<u>\$13,336,012</u>	<u>5.96%</u>

# PUBLIC WORKS STAFFING SUMMARY BY POSITION

<b>1150 - Facilities Management</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Capital Projects/Facilities Division Chief	1	1	1
Capital Projects Program Manager	0	2	2
Building & Equipment Maintenance Supervisor	1	0	0
Capital Projects Manager	1	1	1
Supervisor	1	1	1
Building & Equipment Maintenance Specialist II	2	3	2
Building & Equipment Maintenance Specialist I	1	1	2
<b>Subtotal</b>	<b>7</b>	<b>9</b>	<b>9</b>

<b>1151 - 1175 - Building &amp; Grounds Maintenance</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
None	0	0	0

<b>1311 - Public Works Administration</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Director of Public Works & Engineering	1	1	1
Engineering Services Division Chief	1	1	1
Public Works Operations Division Chief	1	1	1
Public Works Operations Administrator	1	1	1
Administrative Support Supervisor/PW	1	1	1
Administrative Assistant III/PW	1	1	1
<b>Subtotal</b>	<b>6</b>	<b>6</b>	<b>6</b>

<b>1312 - Streets &amp; Special Projects</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Supervisor	1	1	1
Work Force Leader II	1	1	0
Equipment Operator III	2	2	2
Work Force Leader I	0	0	1
Equipment Operator II	1	1	1
Lead Maintenance Worker	1	1	1
Maintenance Worker II	3	3	4
Maintenance Worker I	1	1	0
Part-Time Personnel	0.75	0.75	0.75
<b>Subtotal</b>	<b>10.75</b>	<b>10.75</b>	<b>10.75</b>

<b>1315 - Fleet Maintenance</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Fleet Operations Manager	0	1	1
Fleet Maintenance Supervisor	1	0	0
Lead Mechanic	1	1	1
Mechanic II	3	3	3
Service Writer	1	0	0
<b>Subtotal</b>	<b>6</b>	<b>5</b>	<b>5</b>

# PUBLIC WORKS

## STAFFING SUMMARY BY POSITION

<b>1341 - Landscaping &amp; Forestry</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Project Manager	1	1	1
Supervisor	1	1	1
Work Force Leader II	0	2	2
Work Force Leader I	2	0	0
Lead Maintenance Worker	2	2	2
Maintenance Worker II	6	6	6
Part-Time Personnel	1.5	1.5	1.5
<b>Subtotal</b>	<b>13.5</b>	<b>13.5</b>	<b>13.5</b>

<b>1343 - Municipal Parks Maintenance</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Project Manager	1	0	0
Supervisor	0	1	1
Work Force Leader II	5	5	5
Equipment Operator III	1	1	1
Equipment Operator II	1	1	1
Lead Maintenance Worker	1	1	1
Equipment Operator I	3	3	3
Maintenance Worker II	3	3	3
Maintenance Worker I	1	1	1
Part-Time Personnel	1.5	1.5	2.25
<b>Subtotal</b>	<b>17.5</b>	<b>17.5</b>	<b>18.25</b>

<b>1344 - Mowing &amp; Bulk Pickup</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Supervisor	1	1	1
Work Force Leader II	2	2	2
Equipment Operator II	8	8	8
Lead Maintenance Worker	1	1	1
Maintenance Worker II	7	7	7
Maintenance Worker I	0	1	1
Part-Time Personnel	3	3	3
<b>Subtotal</b>	<b>22</b>	<b>23</b>	<b>23</b>

<b>1351 - Engineering Services</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Civil Engineer	1	1	1
Project Engineer	2	2	3
Part-Time Personnel	1.49	2.12	0.87
<b>Subtotal</b>	<b>4.49</b>	<b>5.12</b>	<b>4.87</b>

# PUBLIC WORKS STAFFING SUMMARY BY POSITION

<b>1397 - Traffic Control</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Work Force Leader II	1	1	1
Lead Maintenance Worker	1	1	1
Part-Time Personnel	0.2	0.2	0.2
<b>Subtotal</b>	<b>2.2</b>	<b>2.2</b>	<b>2.2</b>

<b>TOTAL</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Full-Time Personnel	81	83	84
Employment Agreement Personnel	0	0	0
Part-Time Personnel	8.44	9.07	8.57
	<b>89.44</b>	<b>92.07</b>	<b>92.57</b>

# Public Works

## 1150 - Facilities Management

**SERVICES PROVIDED:**

This activity is responsible for the management and maintenance of all City buildings including routine repairs, preventive maintenance, new work, and 24-hour emergency response. The activity area is also responsible for managing and monitoring contracts for custodial, pest management, waste management, and elevator maintenance services. The activity further provides oversight for energy management activities including utility bill payment, utility cost and use tracking, reporting, and energy initiatives. This activity monitors service contractors of all major equipment, coordinates all construction documents, and supervises the construction of all building Capital Improvement Projects. Finally, this activity supports the snow removal operations.

**WORK PLAN GOALS:**

- Implement a Planned Life-Cycle Asset Replacement (PLAR) program for major equipment replacement, carpet replacement, flooring, painting, and thermal and moisture protection.
- Implement new Utility Management Software and Computerized Maintenance Management System.
- Maintain clean, attractive, safe, functional, and sound facilities.

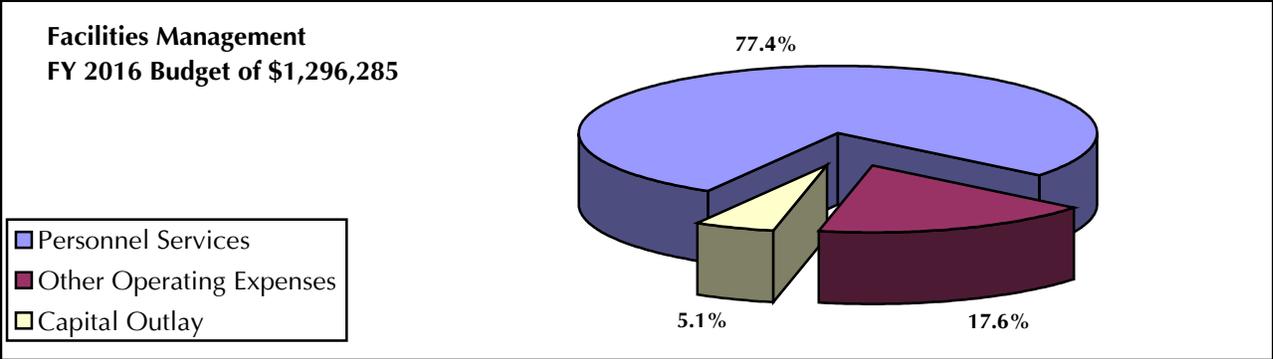
**SIGNIFICANT CHANGES:**

- Conferences/Training increased \$25,000. It has been identified that there has been a gap in training of staff within the Facilities and Capital Project Division. Due to all courses being technical in nature, a budget of \$3,000 has been proposed per employee so that they can attend at least two trainings per year. Training will include things like building costs, project management, cost estimating, supervisory training, and trade specific items such as HVAC, Plumbing, Electrical, Controls, etc.
- Contract Cleaning increased \$25,000 due to new custodial contract was added for additional services
- R&M of Buildings & Facilities budget of \$100,000 has been added to cover the cost of service contracts not previously identified that the city is entering into along with additional repairs to facilities that are not covered elsewhere such as the Kellerman House, Hospice, Desullam House, etc.
- Solid Waste/Recycling increased \$6,500 due to the new city wide refuse & recycling contract for City facilities and additional services that may be needed throughout the year to support public works operations.
- Vehicles & Equipment (Replacement) funded at 50% in FY15 & FY16 increase is due to vehicles purchased in FY15 now have a replacement account established in FY16.
- Vehicles & Equipment decreased \$25,000 is due to the purchase of one vehicle in FY16 versus two that were purchased in FY15.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$741,476	\$937,139	\$1,003,103	\$1,003,103
Other Operating Expenses	180,680	58,600	227,615	227,615
Capital Outlay	47,890	71,736	65,567	65,567
<b>TOTAL</b>	<b>\$970,046</b>	<b>\$1,067,475</b>	<b>\$1,296,285</b>	<b>\$1,296,285</b>

# Public Works

## 1150 - Facilities Management



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Work Orders Received	1600	1,800	
Work Orders Performed/Closed Per Staff	400	450	
SQ FT of Buildings Maintained	464,569	464,569	
SQ FT Maintained per staff	92,914	92,914	
Facilities Maintenance Staff	4	4	

# Activity Analysis Report - Adopted

## 1150 - Facilities Management

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$417,875	\$624,376	\$406,699	\$664,155	6.37%
505100 - Other taxable comp-multiling	\$1,719	\$0	\$0	\$0	0.00%
505200 - Other taxable comp-Gfit	\$420	\$420	\$330	\$540	28.57%
507000 - Vacation & Sick Pay	\$6,331	\$0	\$3,524	\$0	0.00%
508000 - Salaries, Overtime	\$26,709	\$19,055	\$28,583	\$24,245	27.24%
510000 - Social Security & Medicare T	\$33,832	\$49,222	\$32,941	\$52,663	6.99%
514000 - Group Insurance	\$88,056	\$145,513	\$66,296	\$127,268	-12.54%
514200 - Vision Plan	\$354	\$828	\$301	\$644	-22.22%
515000 - Retirement Contribution (401	\$32,611	\$49,950	\$32,510	\$53,132	6.37%
515050 - Supplemental Retirement Co	\$14,429	\$26,544	\$10,792	\$33,208	25.11%
515100 - Retirement Health Savings (	\$0	\$0	\$4,013	\$6,323	0.00%
516000 - Savings Plan Contribution (4	\$9,453	\$18,731	\$9,436	\$19,925	6.37%
519000 - Tuition Reimbursement	\$0	\$2,500	\$2,500	\$21,000	740.00%
521000 - Office Supplies	\$217	\$1,400	\$1,630	\$2,500	78.57%
522000 - General Operating Supplies	\$3,010	\$2,700	\$9,501	\$7,000	159.26%
526000 - Machinery & Equipment	\$0	\$1,000	\$538	\$1,000	0.00%
531000 - Information Technology (IT)	\$1,350	\$0	\$0	\$0	0.00%
531500 - Software Licenses	\$902	\$0	\$3,101	\$0	0.00%
531600 - Software Maintenance Agree	\$4,850	\$5,260	\$5,405	\$7,515	42.87%
532000 - Engineering & Architectural	\$0	\$3,500	\$293	\$3,500	0.00%
536000 - Miscellaneous Professional	\$715	\$1,000	\$360	\$1,000	0.00%
536300 - Contract Cleaning Services		\$0		\$25,000	0.00%
536500 - Investigations	\$35	\$0	\$100	\$0	0.00%
544000 - Professional Dues & Certifica	\$669	\$3,420	\$1,612	\$5,750	68.13%
545000 - Magazines, Books & Resour	\$328	\$1,000	\$312	\$1,000	0.00%
546000 - Conference & Seminar Regis	\$3,110	\$2,000	\$4,951	\$27,000	1250.00%
546300 - In-Service Training	\$599	\$0	\$0	\$0	0.00%
547000 - Travel Expense	\$0	\$2,400	\$15	\$2,400	0.00%
550000 - Electric	\$5,869	\$5,000	\$4,878	\$8,000	60.00%
550100 - Gas (Natural)	\$1,727	\$4,000	\$36	\$4,000	0.00%
550200 - Water	\$3,645	\$1,000	\$26	\$1,000	0.00%
550700 - Recycling Services/Trash Co	\$1,232	\$1,000	\$0	\$7,500	650.00%
550900 - Utilities, Other	\$0	\$0	\$3,438	\$0	0.00%
551100 - Cellular Telephone	\$4,566	\$6,720	\$3,677	\$6,750	0.45%
552500 - Vehicle & Equipment Gasolin	\$7,247	\$8,000	\$4,815	\$7,000	-12.50%
553000 - Printing & Binding	\$0	\$500	\$55	\$500	0.00%
556000 - Postage	\$7	\$200	\$78	\$200	0.00%
557000 - Laundry & Uniforms	\$2,769	\$4,500	\$4,429	\$5,000	11.11%
572000 - Repair & Maintenance - Build	\$102,991	\$0	(\$82,743)	\$100,000	0.00%
573000 - Repair & Maintenance - Mac	\$70	\$0	\$0	\$0	0.00%
574000 - Repair & Maintenance - Vehi	\$3,712	\$4,000	\$2,382	\$4,000	0.00%
595000 - Furniture & Equipment	(\$1,702)	\$0	\$0	\$0	0.00%

# Activity Analysis Report - Adopted

## 1150 - Facilities Management

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
595060 - Machinery & Equipment	\$118	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$2,570	\$1,165	\$1,165	\$1,425	22.32%
596000 - Vehicles & Equipment	(\$2,831)	\$60,000	\$44,568	\$35,000	-41.67%
596100 - Vehicles & Equipment (Repl	\$20,320	\$10,571	\$10,571	\$29,142	175.68%
<b>Personnel</b>	\$631,789	\$937,139	\$597,925	\$1,003,103	7.04%
<b>Operating Expenses</b>	\$149,618	\$58,600	(\$31,112)	\$227,615	288.42%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$18,475	\$71,736	\$56,304	\$65,567	-8.60%
<b>Total</b>	<b>\$799,883</b>	<b>\$1,067,475</b>	<b>\$623,118</b>	<b>\$1,296,285</b>	<b>21.43%</b>

## 1150 Facilities Management

### Expenditure Statement by Object

	Proposed 2015 - 2016	Adopted 2015 - 2016
<b>Personnel Services</b>		
501000 Salaries, Full-Time Employees	664,155	664,155
505200 Other taxable comp-Gfit	540	540
508000 Salaries, Overtime	24,245	24,245
510000 Social Security & Medicare Taxes (FICA)	52,663	52,663
514000 Group Insurance	127,268	127,268
514200 Vision Plan	644	644
515000 Retirement Contribution (401A)	53,132	53,132
515050 Supplemental Retirement Contribution	33,208	33,208
515100 Retirement Health Savings (RHS)	6,323	6,323
516000 Savings Plan Contribution (401K)	19,925	19,925
519000 Tuition Reimbursement	21,000	21,000
<b>Subtotal Personnel Services</b>	<b>1,003,103</b>	<b>1,003,103</b>

### Operating Expenses

<b>521000 Office Supplies</b>		
Supplies	2,500	2,500
<i>Subtotal</i>	<b>2,500</b>	<b>2,500</b>
<b>522000 General Operating Supplies</b>		
Flags	500	500
Hardware	1,000	1,000
Keys	2,000	2,000
Lamps	2,000	2,000
Misc. Supplies	1,500	1,500
<i>Subtotal</i>	<b>7,000</b>	<b>7,000</b>
<b>526000 Machinery &amp; Equipment</b>		
Miscellaneous Computer Supplies	1,000	1,000
<i>Subtotal</i>	<b>1,000</b>	<b>1,000</b>
<b>531600 Software Maintenance Agreements</b>		
Maintenance - Software (Adobe Acrobat Professional) (1)	60	60
Maintenance - Software (Adobe Acrobat Standard) (2)	80	80
Maintenance - Software (Infor MP2)	2,000	2,000
Maintenance - Software (Microsoft CALs) (7)	1,225	1,225
Maintenance - Software (RSMMeans) (4)	2,100	2,100
Maintenance - Software (SmartDraw)	50	50
Maintenance - Software (Utility Manager Pro)	2,000	2,000
<i>Subtotal</i>	<b>7,515</b>	<b>7,515</b>
<b>532000 Engineering &amp; Architectural</b>		
	3,500	3,500
<i>Subtotal</i>	<b>3,500</b>	<b>3,500</b>
<b>536000 Miscellaneous Professional Services</b>		
Pest control	1,000	1,000
<i>Subtotal</i>	<b>1,000</b>	<b>1,000</b>

## 1150 Facilities Management

<b>536300 Contract Cleaning Services</b>			
Contract Cleaning - special services and events	25,000	25,000	
<i>Subtotal</i>		<b>25,000</b>	<b>25,000</b>
<b>544000 Professional Dues &amp; Certification Fees</b>			
American Public Works Association (2)	500	500	
Association of Energy Engineers (2)	600	600	
CSI (4)	1,600	1,600	
HVAC Journeyman License (2)	1,000	1,000	
International Facility Management Association - IFMA (2)	1,000	1,000	
NFPA (1)	300	300	
Project Management Institute (4)	750	750	
<i>Subtotal</i>		<b>5,750</b>	<b>5,750</b>
<b>545000 Magazines, Books &amp; Resource Material</b>			
	1,000	1,000	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>546000 Conference &amp; Seminar Registration</b>			
Air conditioning and refrigeration (2)	1,980	1,980	
Boiler operations maintenance and safety (2)	1,980	1,980	
Building codes training	860	860	
Certified public manager course	4,500	4,500	
Electrical troubleshooting and maintenance (2)	3,960	3,960	
Energy management training (2)	3,790	3,790	
Energy manager skills update (1)	1,250	1,250	
RS means cost estimating (4)	3,740	3,740	
RS means scope of work (4)	3,740	3,740	
Supervisory (1)	1,200	1,200	
<i>Subtotal</i>		<b>27,000</b>	<b>27,000</b>
<b>547000 Travel Expense</b>			
Conference Travel	2,400	2,400	
<i>Subtotal</i>		<b>2,400</b>	<b>2,400</b>
<b>550000 Electric</b>			
	8,000	8,000	
<i>Subtotal</i>		<b>8,000</b>	<b>8,000</b>
<b>550100 Gas (Natural)</b>			
	4,000	4,000	
<i>Subtotal</i>		<b>4,000</b>	<b>4,000</b>
<b>550200 Water</b>			
	1,000	1,000	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>550700 Recycling Services/Trash Collection</b>			
Refuse/Recycling additional Services	7,500	7,500	
<i>Subtotal</i>		<b>7,500</b>	<b>7,500</b>
<b>551100 Cellular Telephone</b>			
Facility Services (8) I-Phones @ \$840.00 each	6,750	6,750	
<i>Subtotal</i>		<b>6,750</b>	<b>6,750</b>

## 1150 Facilities Management

<b>552500 Vehicle &amp; Equipment Gasoline Expense</b>			
	7,000	7,000	
<i>Subtotal</i>		<b>7,000</b>	<b>7,000</b>
<b>553000 Printing &amp; Binding</b>			
Blueprint Services	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>556000 Postage</b>			
Postage and mailing fees	200	200	
<i>Subtotal</i>		<b>200</b>	<b>200</b>
<b>557000 Laundry &amp; Uniforms</b>			
Uniforms and Safety Shoes	5,000	5,000	
<i>Subtotal</i>		<b>5,000</b>	<b>5,000</b>
<b>572000 Repair &amp; Maintenance - Buildings &amp; Facilities</b>			
Misc. Repair Items for buildings without separate activity codes	100,000	100,000	
<i>Subtotal</i>		<b>100,000</b>	<b>100,000</b>
<b>574000 Repair &amp; Maintenance - Vehicles</b>			
Vehicle Maintenance (8 Units)	4,000	4,000	
<i>Subtotal</i>		<b>4,000</b>	<b>4,000</b>
<b>Subtotal Operating Expenses</b>		<b>227,615</b>	<b>227,615</b>

## Capital Outlay

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC Monitors) (10)	220	220	
Replacement - Computer Hardware (PC) (7)	990	990	
Replacement - Scanner (Fujitsu - FI-6130)	215	215	
<i>Subtotal</i>		<b>1,425</b>	<b>1,425</b>
<b>596000 Vehicles &amp; Equipment</b>			
Vehicle for division chief	35,000	35,000	
<i>Subtotal</i>		<b>35,000</b>	<b>35,000</b>
<b>596100 Vehicles &amp; Equipment (Replacement)</b>			
Vehicle Replacement (8 Units)	29,142	29,142	
<i>Subtotal</i>		<b>29,142</b>	<b>29,142</b>
<b>Subtotal Capital Outlay</b>		<b>65,567</b>	<b>65,567</b>
<b>Total</b>		<b>1,296,285</b>	<b>1,296,285</b>

# Public Works

## 1151 - Building & Grounds - City Hall

**SERVICES PROVIDED:**

This activity involves cleaning, maintenance, repair, and inspections of the City Hall office building, including the Mayor and Council chambers. Day-to-day repairs and maintenance are provided by the Facilities staff.

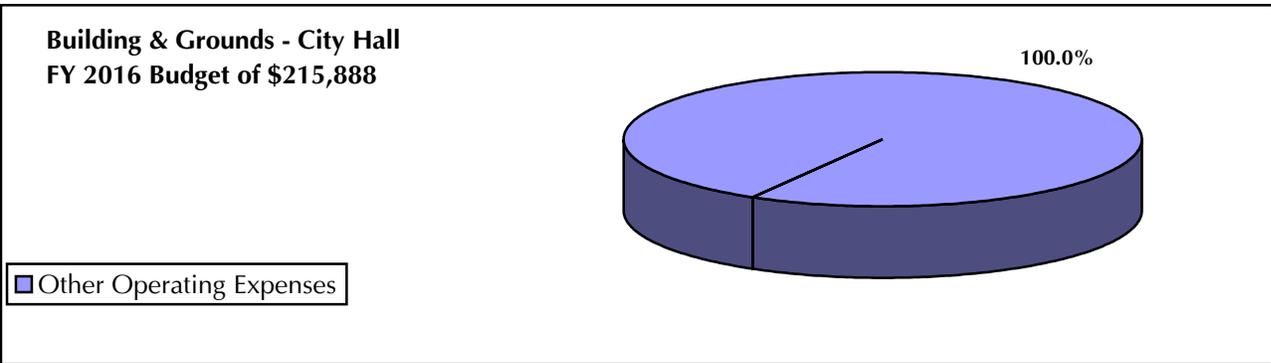
**WORK PLAN GOALS:**

- Ensure all services and repairs maintain or enhance the value of City building assets.
- Maintain the appearance and safety of City Hall at a high level, recognizing the importance of this facility in the daily conduct of City business.

**SIGNIFICANT CHANGES:**

- Electric decreased \$30,000 based on the 3-year usage data.
- Repair & Maintenance buildings decreased \$11,500 as roof replacement was completed and was closer to actual cost history.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	247,712	260,325	215,888	215,888
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$247,712</b>	<b>\$260,325</b>	<b>\$215,888</b>	<b>\$215,888</b>



# Activity Analysis Report - Adopted

## 1151 - Building & Grounds - City Hall

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
522000 - General Operating Supplies	\$5,067	\$5,600	\$3,817	\$5,600	0.00%
536000 - Miscellaneous Professional	\$455	\$525	\$826	\$750	42.86%
536300 - Contract Cleaning Services	\$36,480	\$40,000	\$29,480	\$41,919	4.80%
550000 - Electric	\$23,126	\$100,000	\$14,040	\$70,000	-30.00%
550100 - Gas (Natural)	(\$100)	\$6,000	\$4,848	\$4,000	-33.33%
550200 - Water	\$2,890	\$4,200	\$2,628	\$4,500	7.14%
550700 - Recycling Services/Trash Co	\$5,076	\$5,500	\$3,395	\$4,059	-26.20%
551000 - Telephone (Landline)	\$32,492	\$32,000	\$22,227	\$30,060	-6.06%
567000 - Rental & Use Charges	\$650	\$0	\$0	\$0	0.00%
572000 - Repair & Maintenance - Build	\$37,921	\$66,500	\$23,004	\$55,000	-17.29%
575000 - Repair & Maintenance - Furn	\$738	\$0	\$0	\$0	0.00%
<b>Personnel</b>	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>	\$144,795	\$260,325	\$104,265	\$215,888	-17.07%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0.00%
<b>Total</b>	<b>\$144,795</b>	<b>\$260,325</b>	<b>\$104,265</b>	<b>\$215,888</b>	<b>-17.07%</b>

## 1151 Building & Grounds - City Hall

### Operating Expenses

<b>522000 General Operating Supplies</b>			
Ceiling Tile	600	600	
Filters	1,000	1,000	
Flags	1,500	1,500	
Hardware	1,000	1,000	
Keys	200	200	
Lamps and Ballasts	1,300	1,300	
<i>Subtotal</i>		<b>5,600</b>	<b>5,600</b>
<b>536000 Miscellaneous Professional Services</b>			
Pest Control	750	750	
<i>Subtotal</i>		<b>750</b>	<b>750</b>
<b>536300 Contract Cleaning Services</b>			
	41,919	41,919	
<i>Subtotal</i>		<b>41,919</b>	<b>41,919</b>
<b>550000 Electric</b>			
	70,000	70,000	
<i>Subtotal</i>		<b>70,000</b>	<b>70,000</b>
<b>550100 Gas (Natural)</b>			
	4,000	4,000	
<i>Subtotal</i>		<b>4,000</b>	<b>4,000</b>
<b>550200 Water</b>			
	4,500	4,500	
<i>Subtotal</i>		<b>4,500</b>	<b>4,500</b>
<b>550700 Recycling Services/Trash Collection</b>			
	4,059	4,059	
<i>Subtotal</i>		<b>4,059</b>	<b>4,059</b>
<b>551000 Telephone (Landline)</b>			
	30,060	30,060	
<i>Subtotal</i>		<b>30,060</b>	<b>30,060</b>
<b>572000 Repair &amp; Maintenance - Buildings &amp; Facilities</b>			
Backflow testing	400	400	
Electrical repairs	6,000	6,000	
Elevator maintenance	4,000	4,000	
Fire equipment testing	1,000	1,000	
General repairs	10,500	10,500	
Generator maintenance	6,000	6,000	
HVAC component replacement	10,000	10,000	
HVAC maintenance	10,000	10,000	
Plumbing repairs	6,000	6,000	
Sprinkler testing	1,100	1,100	
<i>Subtotal</i>		<b>55,000</b>	<b>55,000</b>
<b>Subtotal Operating Expenses</b>		<b>215,888</b>	<b>215,888</b>

**1151 Building & Grounds - City Hall**

<b>Total</b>	<b>215,888</b>	<b>215,888</b>
--------------	----------------	----------------

# Public Works

## 1152 - Building & Grounds - Police Station

**SERVICES PROVIDED:**

This activity involves cleaning, maintenance, and repair of the City Police Station, including general operational costs such as utilities. Routine preventive maintenance and repairs are provided by Facilities personnel.

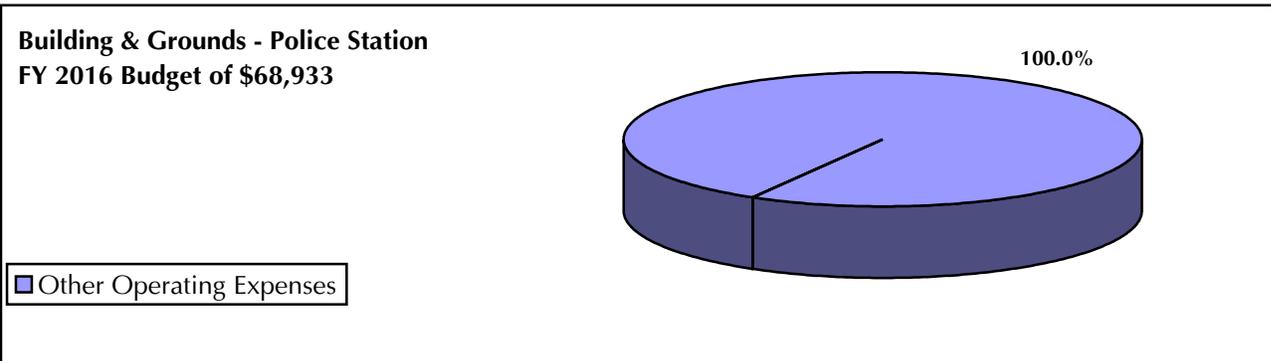
**WORK PLAN GOALS:**

- Minimize disruption of services and maintain a clean, attractive, safe, functional, and secure facility.

**SIGNIFICANT CHANGES:**

- Contract Cleaning Services decreased \$9,855 based on the actual costs of the new yearly custodial contract costs.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	83,724	80,350	68,933	68,933
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$83,724</b>	<b>\$80,350</b>	<b>\$68,933</b>	<b>\$68,933</b>



# Activity Analysis Report - Adopted

## 1152 - Building & Grounds - Police Station

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
522000 - General Operating Supplies	\$705	\$3,000	\$740	\$1,500	-50.00%
536000 - Miscellaneous Professional	\$445	\$550	\$400	\$1,000	81.82%
536300 - Contract Cleaning Services	\$18,832	\$28,200	\$13,921	\$18,345	-34.95%
550000 - Electric	\$17,354	\$20,000	\$12,805	\$20,000	0.00%
550100 - Gas (Natural)	\$3,777	\$4,000	\$1,394	\$2,200	-45.00%
550200 - Water	\$3,531	\$2,500	\$1,819	\$3,000	20.00%
550700 - Recycling Services/Trash Co	\$2,220	\$2,600	\$1,325	\$1,198	-53.92%
551000 - Telephone (Landline)	\$10,747	\$10,500	\$6,869	\$9,690	-7.71%
572000 - Repair & Maintenance - Build	\$7,532	\$9,000	\$2,221	\$12,000	33.33%
<b>Personnel</b>	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>	\$65,142	\$80,350	\$41,495	\$68,933	-14.21%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0.00%
<b>Total</b>	<b>\$65,142</b>	<b>\$80,350</b>	<b>\$41,495</b>	<b>\$68,933</b>	<b>-14.21%</b>

**1152 Building & Grounds - Police Station**

**Operating Expenses**

<b>522000 General Operating Supplies</b>		
Ceiling Tile	300	300
Filters	300	300
Flags	300	300
Hardware	200	200
Keys	100	100
Lamps and Ballasts	300	300
<i>Subtotal</i>	<b>1,500</b>	<b>1,500</b>
<b>536000 Miscellaneous Professional Services</b>		
Pest Control	1,000	1,000
<i>Subtotal</i>	<b>1,000</b>	<b>1,000</b>
<b>536300 Contract Cleaning Services</b>		
Contract Cleaning	18,345	18,345
<i>Subtotal</i>	<b>18,345</b>	<b>18,345</b>
<b>550000 Electric</b>		
<i>Subtotal</i>	<b>20,000</b>	<b>20,000</b>
<b>550100 Gas (Natural)</b>		
<i>Subtotal</i>	<b>2,200</b>	<b>2,200</b>
<b>550200 Water</b>		
<i>Subtotal</i>	<b>3,000</b>	<b>3,000</b>
<b>550700 Recycling Services/Trash Collection</b>		
<i>Subtotal</i>	<b>1,198</b>	<b>1,198</b>
<b>551000 Telephone (Landline)</b>		
<i>Subtotal</i>	<b>9,690</b>	<b>9,690</b>
<b>572000 Repair &amp; Maintenance - Buildings &amp; Facilities</b>		
Back flow inspections	1,000	1,000
Electrical repairs	1,500	1,500
Fire equipment maintenance	1,000	1,000
General repairs	3,500	3,500
Generator repair	2,000	2,000
HVAC component replacement	1,000	1,000
HVAC maintenance	2,000	2,000
<i>Subtotal</i>	<b>12,000</b>	<b>12,000</b>
<b>Subtotal Operating Expenses</b>	<b>68,933</b>	<b>68,933</b>
<b>Total</b>	<b>68,933</b>	<b>68,933</b>

# Public Works

## 1153 - Building & Grounds - Public Service Facility

**SERVICES PROVIDED:**

This activity involves cleaning, maintenance, and repairs of the Public Service Facility. The Public Service Facility houses Engineering, Public Works, Parks Maintenance, and Facilities and Capital Improvements Staff. Fleet maintenance and vehicle fueling are provided at the facility for all City vehicles. Sand, salt and road repair materials are stored at the site.

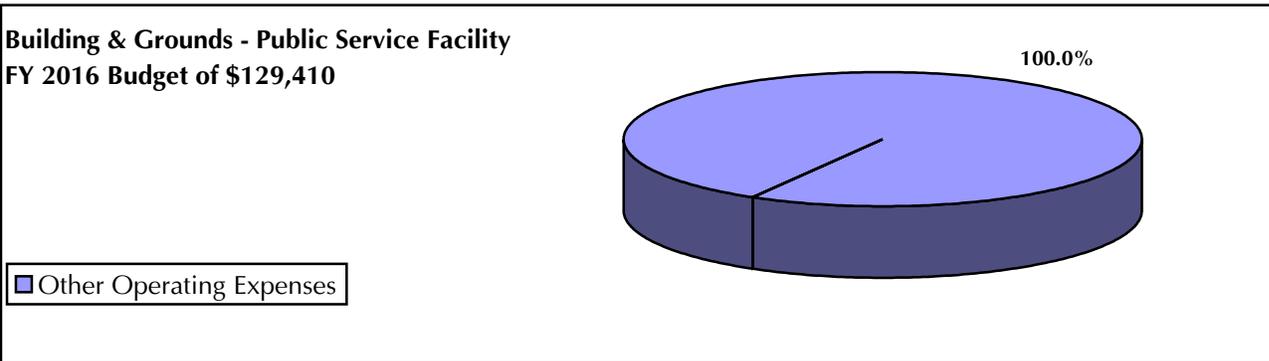
**WORK PLAN GOALS:**

- Maintain a clean, attractive, safe, and functional, and sound facility.
- Minimize disruption of services and address deferred maintenance issues.

**SIGNIFICANT CHANGES:**

- Contract Cleaning Services decreased \$18,762 based on the actual costs of the new yearly custodial contract costs.
- Electric decreased \$5,000 based on the 3-year usage data.
- Repairs & Maintenance- Buildings & Facilities decreased budget \$8,000 to be more in line with trend history actuals.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	162,417	158,850	129,410	129,410
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$162,417</b>	<b>\$158,850</b>	<b>\$129,410</b>	<b>\$129,410</b>



# Activity Analysis Report - Adopted

## 1153 - Building & Grounds - Public Service Facility

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
522000 - General Operating Supplies	\$6,541	\$5,500	\$3,412	\$6,000	9.09%
536000 - Miscellaneous Professional	\$445	\$550	\$1,750	\$750	36.36%
536300 - Contract Cleaning Services	\$26,868	\$29,000	\$13,222	\$10,238	-64.70%
536400 - Contract Maintenance Servic	\$1,245	\$4,000	\$0	\$4,000	0.00%
550000 - Electric	\$32,767	\$50,000	\$29,071	\$45,000	-10.00%
550100 - Gas (Natural)	\$20,742	\$16,000	\$15,841	\$16,000	0.00%
550200 - Water	\$6,592	\$3,500	\$918	\$4,500	28.57%
550700 - Recycling Services/Trash Co	\$72	\$900	\$1,034	\$1,992	121.33%
551000 - Telephone (Landline)	\$5,546	\$5,600	\$3,825	\$5,130	-8.39%
560000 - Miscellaneous	\$0	\$800	\$0	\$800	0.00%
572000 - Repair & Maintenance - Build	\$14,381	\$43,000	\$14,990	\$35,000	-18.60%
<b>Personnel</b>	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>	\$115,201	\$158,850	\$84,063	\$129,410	-18.53%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0.00%
<b>Total</b>	<b>\$115,201</b>	<b>\$158,850</b>	<b>\$84,063</b>	<b>\$129,410</b>	<b>-18.53%</b>

1153 Building & Grounds - Public Service Facility

Operating Expenses

<b>522000 General Operating Supplies</b>			
Ceiling Tiles	700	700	
Filters	1,000	1,000	
Flags	500	500	
Hardware	1,100	1,100	
Keys	500	500	
Lamps and Ballasts	2,200	2,200	
<i>Subtotal</i>		<b>6,000</b>	<b>6,000</b>
<b>536000 Miscellaneous Professional Services</b>			
Pest Control	750	750	
<i>Subtotal</i>		<b>750</b>	<b>750</b>
<b>536300 Contract Cleaning Services</b>			
	10,238	10,238	
<i>Subtotal</i>		<b>10,238</b>	<b>10,238</b>
<b>536400 Contract Maintenance Services</b>			
	4,000	4,000	
<i>Subtotal</i>		<b>4,000</b>	<b>4,000</b>
<b>550000 Electric</b>			
	45,000	45,000	
<i>Subtotal</i>		<b>45,000</b>	<b>45,000</b>
<b>550100 Gas (Natural)</b>			
	16,000	16,000	
<i>Subtotal</i>		<b>16,000</b>	<b>16,000</b>
<b>550200 Water</b>			
	4,500	4,500	
<i>Subtotal</i>		<b>4,500</b>	<b>4,500</b>
<b>550700 Recycling Services/Trash Collection</b>			
	1,992	1,992	
<i>Subtotal</i>		<b>1,992</b>	<b>1,992</b>
<b>551000 Telephone (Landline)</b>			
	5,130	5,130	
<i>Subtotal</i>		<b>5,130</b>	<b>5,130</b>
<b>560000 Miscellaneous</b>			
	800	800	
<i>Subtotal</i>		<b>800</b>	<b>800</b>

**1153 Building & Grounds - Public Service Facility**

<b>572000 Repair &amp; Maintenance - Buildings &amp; Facilities</b>			
Electrical repairs	4,000		4,000
Fuel pump repairs	3,000		3,000
Fuel tank cleaning	3,500		3,500
General repairs	8,500		8,500
Generator maintenance	5,500		5,500
HVAC	5,500		5,500
Plumbing repairs	2,000		2,000
Underground storage tank inspection	3,000		3,000
<i>Subtotal</i>		<b>35,000</b>	<b>35,000</b>
<b>Subtotal Operating Expenses</b>		<b>129,410</b>	<b>129,410</b>

<b>Total</b>		<b>129,410</b>	<b>129,410</b>
--------------	--	----------------	----------------

# Public Works

## 1155 - Building & Grounds - Train Station/Freight House

**SERVICES PROVIDED:**

This activity involves the care and maintenance of the City-owned historic Gaithersburg Train Station, Rolling Stock Caboose / Budd Car and Freight House, including utilities and repairs. Day-to-day repairs and routine maintenance are provided by the Facilities staff. Major maintenance and repairs are contracted to outside firms.

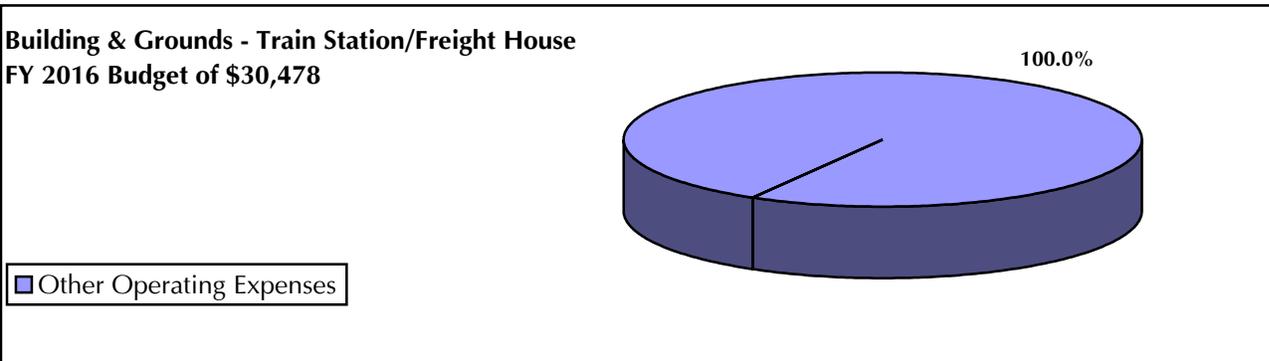
**WORK PLAN GOALS:**

- Maintain a clean, attractive, safe, functional, and sound facility.
- Minimize disruption of services and avoid costly unplanned replacements.

**SIGNIFICANT CHANGES:**

- Contract Cleaning Services decreased \$9,312 based on the actual costs of the new yearly custodial contract costs.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	24,467	32,000	30,478	30,478
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$24,467</b>	<b>\$32,000</b>	<b>\$30,478</b>	<b>\$30,478</b>



# Activity Analysis Report - Adopted

## 1155 - Building & Grounds - Train Station/Freight House

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
522000 - General Operating Supplies	\$1,267	\$750	\$304	\$650	-13.33%
536000 - Miscellaneous Professional	\$525	\$600	\$350	\$750	25.00%
536300 - Contract Cleaning Services	\$2,730	\$12,000	\$2,030	\$2,688	-77.60%
550000 - Electric	\$12,762	\$13,000	\$10,629	\$17,000	30.77%
550100 - Gas (Natural)	\$2,751	\$3,000	\$2,353	\$3,000	0.00%
550200 - Water	\$0	\$500	\$0	\$500	0.00%
551000 - Telephone (Landline)	\$278	\$350	\$189	\$290	-17.14%
572000 - Repair & Maintenance - Build	\$6,355	\$1,800	\$2,874	\$5,600	211.11%
<b>Personnel</b>	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>	\$26,669	\$32,000	\$18,728	\$30,478	-4.76%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0.00%
<b>Total</b>	<b>\$26,669</b>	<b>\$32,000</b>	<b>\$18,728</b>	<b>\$30,478</b>	<b>-4.76%</b>

1155 Building & Grounds - Train Station/Freight House

Operating Expenses

<b>522000 General Operating Supplies</b>			
Filters	100	100	
Hardware	150	150	
Keys	100	100	
Lighting	300	300	
<i>Subtotal</i>		<b>650</b>	<b>650</b>
<b>536000 Miscellaneous Professional Services</b>			
Pest Control	750	750	
<i>Subtotal</i>		<b>750</b>	<b>750</b>
<b>536300 Contract Cleaning Services</b>			
	2,688	2,688	
<i>Subtotal</i>		<b>2,688</b>	<b>2,688</b>
<b>550000 Electric</b>			
	17,000	17,000	
<i>Subtotal</i>		<b>17,000</b>	<b>17,000</b>
<b>550100 Gas (Natural)</b>			
	3,000	3,000	
<i>Subtotal</i>		<b>3,000</b>	<b>3,000</b>
<b>550200 Water</b>			
	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>551000 Telephone (Landline)</b>			
	290	290	
<i>Subtotal</i>		<b>290</b>	<b>290</b>
<b>572000 Repair &amp; Maintenance - Buildings &amp; Facilities</b>			
Back Flow Testing	600	600	
General repairs	3,000	3,000	
HVAC repairs	2,000	2,000	
<i>Subtotal</i>		<b>5,600</b>	<b>5,600</b>
<b>Subtotal Operating Expenses</b>		<b>30,478</b>	<b>30,478</b>
<b>Total</b>			
		<b>30,478</b>	<b>30,478</b>

# Public Works

## 1158 - Building & Grounds - Kentlands Mansion

**SERVICES PROVIDED:**

This activity involves the care and maintenance of Kentlands Mansion. The primary costs involve utilities and interior and exterior building maintenance.

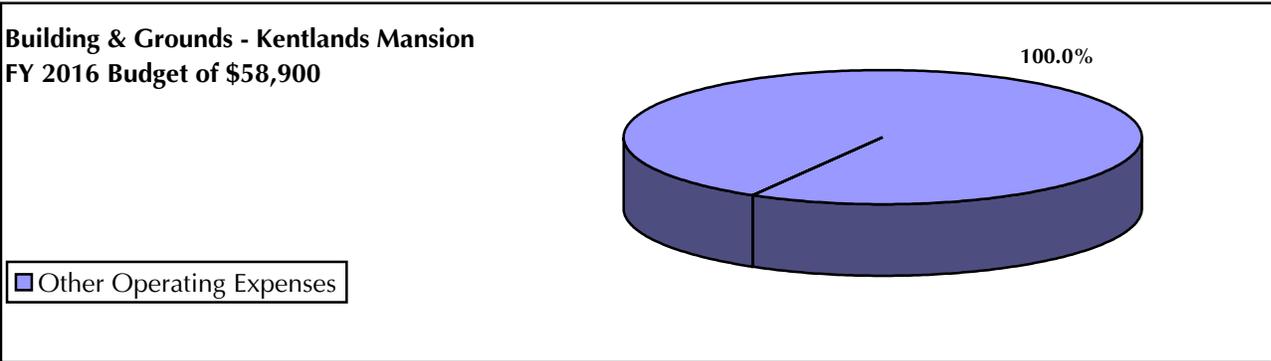
**WORK PLAN GOALS:**

- Maintain the interior and exterior appearance of Kentlands Mansion at a high level, recognizing this is a revenue-generating facility used by the public for various special events and ceremonies.
- Minimize disruption of services ensuring facility can be rented a maximum number of hours.

**SIGNIFICANT CHANGES:**

- No Significant Changes

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	66,250	62,100	58,900	58,900
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$66,250</b>	<b>\$62,100</b>	<b>\$58,900</b>	<b>\$58,900</b>



# Activity Analysis Report - Adopted

## 1158 - Building & Grounds - Kentlands Mansion

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
522000 - General Operating Supplies	\$607	\$3,000	\$45	\$1,500	-50.00%
536000 - Miscellaneous Professional	\$445	\$500	\$400	\$500	0.00%
536300 - Contract Cleaning Services	\$0	\$0	\$372	\$0	0.00%
550000 - Electric	\$12,060	\$17,000	\$10,775	\$17,000	0.00%
550100 - Gas (Natural)	\$238	\$5,200	\$5,764	\$5,000	-3.85%
550200 - Water	\$3,005	\$2,400	\$942	\$2,600	8.33%
550700 - Recycling Services/Trash Co	\$3,355	\$3,500	\$2,439	\$3,300	-5.71%
551000 - Telephone (Landline)	\$4,612	\$4,800	\$2,990	\$4,000	-16.67%
572000 - Repair & Maintenance - Build	\$10,320	\$25,700	\$15,025	\$25,000	-2.72%
<b>Personnel</b>	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>	\$34,641	\$62,100	\$38,752	\$58,900	-5.15%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0.00%
<b>Total</b>	<b>\$34,641</b>	<b>\$62,100</b>	<b>\$38,752</b>	<b>\$58,900</b>	<b>-5.15%</b>

1158 Building & Grounds - Kentlands Mansion

Operating Expenses

<b>522000 General Operating Supplies</b>		
Cleaning Supplies	250	250
Filters	300	300
Hardware	500	500
Lighting	450	450
<i>Subtotal</i>	<b>1,500</b>	<b>1,500</b>
<b>536000 Miscellaneous Professional Services</b>		
Pest Control	500	500
<i>Subtotal</i>	<b>500</b>	<b>500</b>
<b>550000 Electric</b>		
	17,000	17,000
<i>Subtotal</i>	<b>17,000</b>	<b>17,000</b>
<b>550100 Gas (Natural)</b>		
	5,000	5,000
<i>Subtotal</i>	<b>5,000</b>	<b>5,000</b>
<b>550200 Water</b>		
	2,600	2,600
<i>Subtotal</i>	<b>2,600</b>	<b>2,600</b>
<b>550700 Recycling Services/Trash Collection</b>		
	3,300	3,300
<i>Subtotal</i>	<b>3,300</b>	<b>3,300</b>
<b>551000 Telephone (Landline)</b>		
	4,000	4,000
<i>Subtotal</i>	<b>4,000</b>	<b>4,000</b>
<b>572000 Repair &amp; Maintenance - Buildings &amp; Facilities</b>		
Appliance repairs	1,500	1,500
Back flow inspections	1,000	1,000
Elevator maintenance	2,000	2,000
Fire equipment maintenance	500	500
General repairs	17,000	17,000
HVAC repairs	3,000	3,000
<i>Subtotal</i>	<b>25,000</b>	<b>25,000</b>
<b>Subtotal Operating Expenses</b>	<b>58,900</b>	<b>58,900</b>
<b>Total</b>	<b>58,900</b>	<b>58,900</b>

# Public Works

## 1159 - Building & Grounds - Senior Center

**SERVICES PROVIDED:**

This activity involves maintenance and repairs of the Gaithersburg Upcounty Senior Center. The primary costs involve utilities, pest and waste management, and building maintenance.

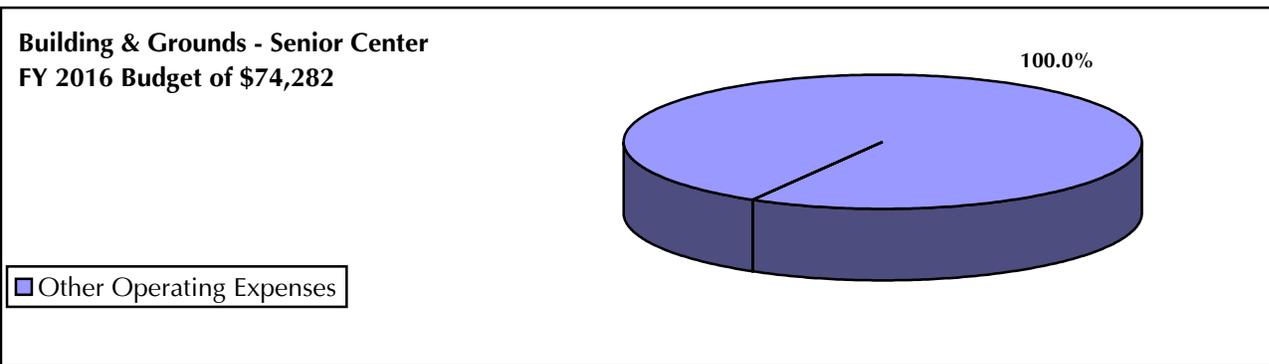
**WORK PLAN GOALS:**

- Minimize disruption of senior program activities while maintaining a clean, attractive, safe, and functional facility.

**SIGNIFICANT CHANGES:**

- No Significant Changes

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	66,650	67,850	74,282	74,282
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$66,650</b>	<b>\$67,850</b>	<b>\$74,282</b>	<b>\$74,282</b>



# Activity Analysis Report - Adopted

## 1159 - Building & Grounds - Senior Center

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
522000 - General Operating Supplies	\$1,012	\$1,650	\$702	\$1,500	-9.09%
536000 - Miscellaneous Professional	\$8,490	\$1,500	\$4,405	\$6,000	300.00%
550000 - Electric	\$26,829	\$30,000	\$13,696	\$30,000	0.00%
550100 - Gas (Natural)	\$7,274	\$6,000	\$2,686	\$7,500	25.00%
550200 - Water	\$1,631	\$10,500	\$4,151	\$10,000	-4.76%
550700 - Recycling Services/Trash Co	\$6,057	\$5,200	\$3,934	\$4,182	-19.58%
551000 - Telephone (Landline)	\$3,094	\$3,000	\$2,089	\$3,100	3.33%
572000 - Repair & Maintenance - Build	\$7,711	\$10,000	\$6,636	\$12,000	20.00%
<b>Personnel</b>	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>	\$62,099	\$67,850	\$38,299	\$74,282	9.48%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0.00%
<b>Total</b>	<b>\$62,099</b>	<b>\$67,850</b>	<b>\$38,299</b>	<b>\$74,282</b>	<b>9.48%</b>

1159 Building & Grounds - Senior Center

**Operating Expenses**

<b>522000 General Operating Supplies</b>			
Ceiling Tiles	500	500	
Filters	500	500	
Lighting	500	500	
<i>Subtotal</i>		<b>1,500</b>	<b>1,500</b>
<b>536000 Miscellaneous Professional Services</b>			
Additional services	6,000	6,000	
<i>Subtotal</i>		<b>6,000</b>	<b>6,000</b>
<b>550000 Electric</b>			
	30,000	30,000	
<i>Subtotal</i>		<b>30,000</b>	<b>30,000</b>
<b>550100 Gas (Natural)</b>			
	7,500	7,500	
<i>Subtotal</i>		<b>7,500</b>	<b>7,500</b>
<b>550200 Water</b>			
	10,000	10,000	
<i>Subtotal</i>		<b>10,000</b>	<b>10,000</b>
<b>550700 Recycling Services/Trash Collection</b>			
	4,182	4,182	
<i>Subtotal</i>		<b>4,182</b>	<b>4,182</b>
<b>551000 Telephone (Landline)</b>			
	3,100	3,100	
<i>Subtotal</i>		<b>3,100</b>	<b>3,100</b>
<b>572000 Repair &amp; Maintenance - Buildings &amp; Facilities</b>			
Appliance repair	2,000	2,000	
Fire equipment maintenance	500	500	
Fire hood maintenance	1,500	1,500	
General repairs	5,000	5,000	
HVAC repairs	3,000	3,000	
<i>Subtotal</i>		<b>12,000</b>	<b>12,000</b>
<b>Subtotal Operating Expenses</b>		<b>74,282</b>	<b>74,282</b>
<b>Total</b>			
		<b>74,282</b>	<b>74,282</b>

# Public Works

## 1160 - Building & Grounds - Casey Community Center

**SERVICES PROVIDED:**

This activity involves the care and maintenance of Casey Community Center. The primary costs involve utilities, custodial and building maintenance and repairs.

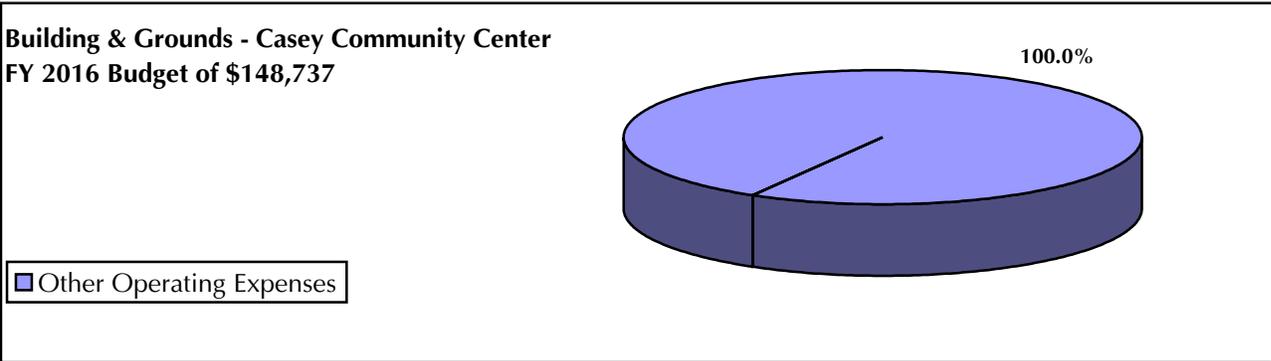
**WORK PLAN GOALS:**

- Maintain a clean, attractive, safe, functional, and sound facility.
- Minimize disruption of recreation programs and services provided to the public.

**SIGNIFICANT CHANGES:**

- Contract Cleaning Services decreased \$43,418 based on the actual costs of the new yearly custodial contract costs.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	190,561	189,250	148,737	148,737
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$190,561</b>	<b>\$189,250</b>	<b>\$148,737</b>	<b>\$148,737</b>



# Activity Analysis Report - Adopted

## 1160 - Building & Grounds - Casey Community Center

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
522000 - General Operating Supplies	\$2,193	\$3,900	\$1,401	\$2,400	-38.46%
536000 - Miscellaneous Professional	\$726	\$450	\$360	\$1,500	233.33%
536300 - Contract Cleaning Services	\$100,626	\$120,000	\$64,634	\$76,582	-36.18%
550000 - Electric	\$29,605	\$33,000	\$25,418	\$33,000	0.00%
550100 - Gas (Natural)	\$4,395	\$5,000	\$3,702	\$5,000	0.00%
550200 - Water	\$1,244	\$3,200	\$2,052	\$3,200	0.00%
550700 - Recycling Services/Trash Co	\$4,808	\$5,000	\$3,145	\$3,455	-30.90%
551000 - Telephone (Landline)	\$3,568	\$3,600	\$2,415	\$3,600	0.00%
572000 - Repair & Maintenance - Build	\$10,844	\$15,100	\$6,014	\$20,000	32.45%
<b>Personnel</b>	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>	\$158,007	\$189,250	\$109,140	\$148,737	-21.41%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0.00%
<b>Total</b>	<b>\$158,007</b>	<b>\$189,250</b>	<b>\$109,140</b>	<b>\$148,737</b>	<b>-21.41%</b>

**1160 Building & Grounds - Casey Community Center**

**Operating Expenses**

<b>522000 General Operating Supplies</b>		
Ceiling Tiles	500	500
Filters	500	500
Flags	400	400
Hardware	500	500
Lighting	500	500
<i>Subtotal</i>	<b>2,400</b>	<b>2,400</b>
<b>536000 Miscellaneous Professional Services</b>		
Pest Control	1,500	1,500
<i>Subtotal</i>	<b>1,500</b>	<b>1,500</b>
<b>536300 Contract Cleaning Services</b>		
	76,582	76,582
<i>Subtotal</i>	<b>76,582</b>	<b>76,582</b>
<b>550000 Electric</b>		
	33,000	33,000
<i>Subtotal</i>	<b>33,000</b>	<b>33,000</b>
<b>550100 Gas (Natural)</b>		
	5,000	5,000
<i>Subtotal</i>	<b>5,000</b>	<b>5,000</b>
<b>550200 Water</b>		
WSSC	3,200	3,200
<i>Subtotal</i>	<b>3,200</b>	<b>3,200</b>
<b>550700 Recycling Services/Trash Collection</b>		
	3,455	3,455
<i>Subtotal</i>	<b>3,455</b>	<b>3,455</b>
<b>551000 Telephone (Landline)</b>		
	3,600	3,600
<i>Subtotal</i>	<b>3,600</b>	<b>3,600</b>
<b>572000 Repair &amp; Maintenance - Buildings &amp; Facilities</b>		
Back flow inspections	1,000	1,000
Electrical repairs	2,000	2,000
Elevator maintenance	2,000	2,000
Fire equipment maintenance	1,500	1,500
General Repair	3,500	3,500
HVAC maintenance	7,000	7,000
Plumbing repairs	3,000	3,000
<i>Subtotal</i>	<b>20,000</b>	<b>20,000</b>
<b>Subtotal Operating Expenses</b>	<b>148,737</b>	<b>148,737</b>
<b>Total</b>	<b>148,737</b>	<b>148,737</b>

# Public Works

## 1161 - Building & Grounds - Olde Towne Pavilion

**SERVICES PROVIDED:**

This activity involves maintenance and repair of the Olde Towne Pavilion. The primary costs involve utilities and maintenance.

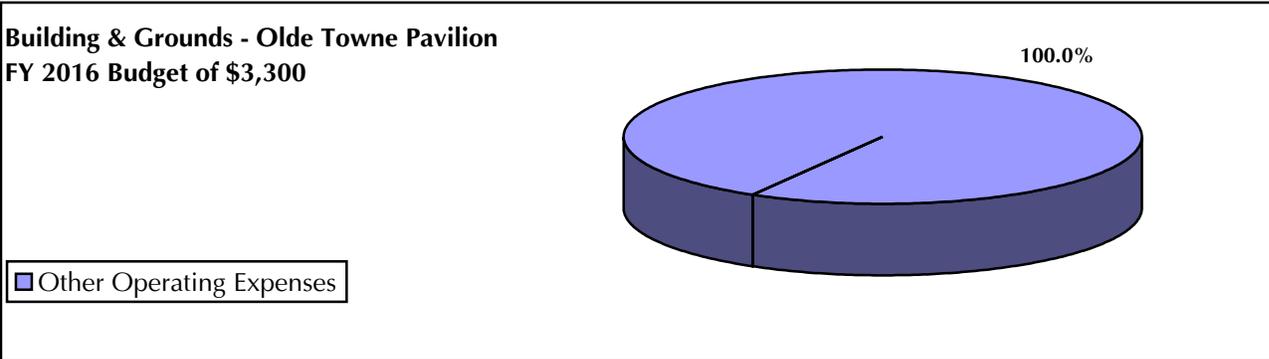
**WORK PLAN GOALS:**

- Ensure the facility is prepared to operate for spring and summer recreation events and activities.
- Maintain a clean, attractive, safe, functional, and sound facility.

**SIGNIFICANT CHANGES:**

- No Significant Changes

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	4,035	4,460	3,300	3,300
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$4,035</b>	<b>\$4,460</b>	<b>\$3,300</b>	<b>\$3,300</b>



# Activity Analysis Report - Adopted

## 1161 - Building & Grounds - Olde Towne Pavilion

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
522000 - General Operating Supplies	\$0	\$600	\$0	\$600	0.00%
536300 - Contract Cleaning Services	\$2,412	\$2,000	\$1,481	\$800	-60.00%
550000 - Electric	\$1,407	\$1,300	\$811	\$1,300	0.00%
550200 - Water	\$44	\$60	\$80	\$100	66.67%
572000 - Repair & Maintenance - Build	\$0	\$500	\$0	\$500	0.00%
<b>Personnel</b>	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>	\$3,863	\$4,460	\$2,372	\$3,300	-26.01%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0.00%
<b>Total</b>	<b>\$3,863</b>	<b>\$4,460</b>	<b>\$2,372</b>	<b>\$3,300</b>	<b>-26.01%</b>

**1161 Building & Grounds - Olde Towne Pavilion**

**Operating Expenses**

<b>522000 General Operating Supplies</b>			
Lighting	400	400	
Paint	200	200	
<i>Subtotal</i>		<b>600</b>	<b>600</b>
<b>536300 Contract Cleaning Services</b>			
	800	800	
<i>Subtotal</i>		<b>800</b>	<b>800</b>
<b>550000 Electric</b>			
	1,300	1,300	
<i>Subtotal</i>		<b>1,300</b>	<b>1,300</b>
<b>550200 Water</b>			
	100	100	
<i>Subtotal</i>		<b>100</b>	<b>100</b>
<b>572000 Repair &amp; Maintenance - Buildings &amp; Facilities</b>			
General repairs	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>Subtotal Operating Expenses</b>		<b>3,300</b>	<b>3,300</b>
<b>Total</b>			
		<b>3,300</b>	<b>3,300</b>

# Public Works

## 1164 - Building & Grounds - GAC

**SERVICES PROVIDED:**

This activity involves maintenance and repairs of the Gaithersburg Aquatic Center. The primary costs involve utilities and building and pool maintenance.

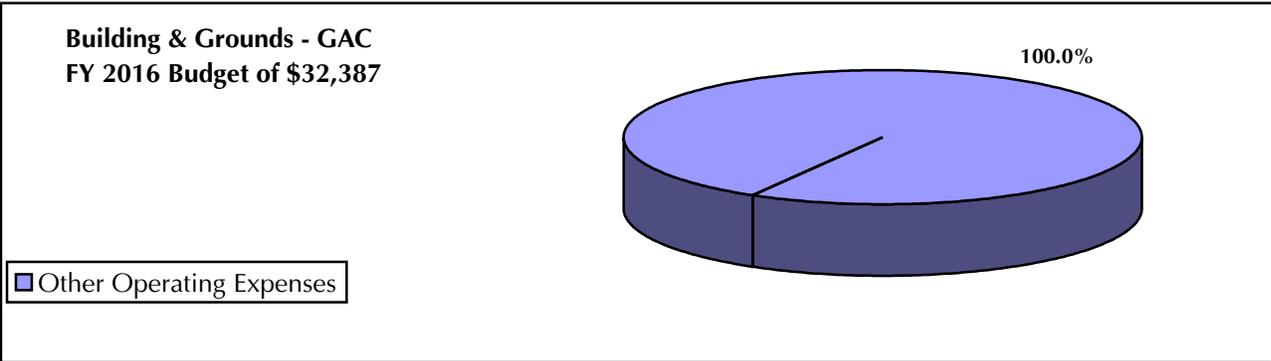
**WORK PLAN GOALS:**

- Ensure disruptions to program activities are minimized during the peak usage periods.
- Maintain a clean, attractive, safe, functional, and sound facility.

**SIGNIFICANT CHANGES:**

- Contract Cleaning Services decreased \$27,727 based on the actual costs of the new yearly custodial contract costs.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	62,200	60,950	32,387	32,387
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$62,200</b>	<b>\$60,950</b>	<b>\$32,387</b>	<b>\$32,387</b>



# Activity Analysis Report - Adopted

## 1164 - Building & Grounds - GAC

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
522000 - General Operating Supplies	\$319	\$4,750	\$178	\$4,000	-15.79%
536000 - Miscellaneous Professional	\$0	\$450	\$315	\$500	11.11%
536300 - Contract Cleaning Services	\$0	\$32,000	\$10,579	\$4,273	-86.65%
550700 - Recycling Services/Trash Co	\$0	\$1,050	\$2,859	\$2,614	148.95%
572000 - Repair & Maintenance - Build	\$3,934	\$22,700	(\$133)	\$21,000	-7.49%
<b>Personnel</b>	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>	\$4,253	\$60,950	\$13,798	\$32,387	-46.86%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0.00%
<b>Total</b>	<b>\$4,253</b>	<b>\$60,950</b>	<b>\$13,798</b>	<b>\$32,387</b>	<b>-46.86%</b>

1164 Building & Grounds - GAC

Operating Expenses

<b>522000 General Operating Supplies</b>			
Filters	2,000	2,000	
Lighting	2,000	2,000	
<i>Subtotal</i>		<b>4,000</b>	<b>4,000</b>
<b>536000 Miscellaneous Professional Services</b>			
Pest Control	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>536300 Contract Cleaning Services</b>			
	4,273	4,273	
<i>Subtotal</i>		<b>4,273</b>	<b>4,273</b>
<b>550700 Recycling Services/Trash Collection</b>			
	2,614	2,614	
<i>Subtotal</i>		<b>2,614</b>	<b>2,614</b>
<b>572000 Repair &amp; Maintenance - Buildings &amp; Facilities</b>			
Back flow inspections	600	600	
Electrical repairs	4,000	4,000	
General repairs	5,400	5,400	
HVAC maintenance	4,000	4,000	
Plumbing repairs	3,000	3,000	
Pool equipment repairs	4,000	4,000	
<i>Subtotal</i>		<b>21,000</b>	<b>21,000</b>
<b>Subtotal Operating Expenses</b>		<b>32,387</b>	<b>32,387</b>
<b>Total</b>			
		<b>32,387</b>	<b>32,387</b>

# Public Works

## 1165 - Building & Grounds - Activity Center at Bohrer Park

**SERVICES PROVIDED:**

This activity involves the maintenance and repair of the Activity Center at Bohrer Park Summit Hall Farm. The primary costs are utilities, custodial and building maintenance.

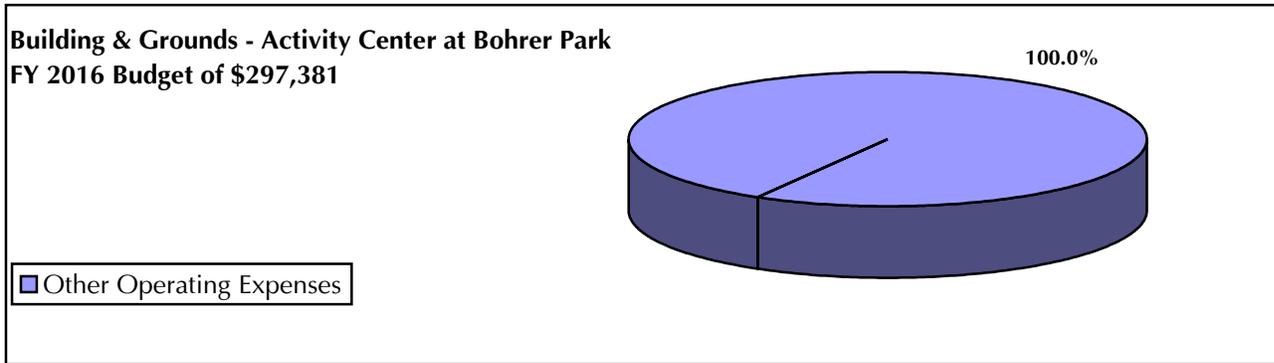
**WORK PLAN GOALS:**

- Maintain a clean, attractive, safe, functional, and sound facility.
- Minimize disruption of recreation programs and services and avoid costly unplanned replacements.

**SIGNIFICANT CHANGES:**

- Contract Cleaning Services decreased \$18,886 based on the actual costs of the new yearly custodial contract costs.
- Electric decreased \$10,000 based on the 3-year usage data.
- Recycling Services/Trash Collection decreased \$14,395 based on the actual costs of the new yearly refuse/recycling contract costs.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	307,000	303,950	297,381	297,381
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$307,000</b>	<b>\$303,950</b>	<b>\$297,381</b>	<b>\$297,381</b>



# Activity Analysis Report - Adopted

## 1165 - Building & Grounds - Activity Center at Bohrer Park

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
522000 - General Operating Supplies	\$4,470	\$4,750	\$2,224	\$4,000	-15.79%
536000 - Miscellaneous Professional	\$1,225	\$1,400	\$1,160	\$1,400	0.00%
536300 - Contract Cleaning Services	\$100,134	\$101,300	\$84,326	\$120,186	18.64%
550000 - Electric	\$80,962	\$100,000	\$67,173	\$90,000	-10.00%
550100 - Gas (Natural)	\$15,205	\$13,000	\$11,183	\$12,500	-3.85%
550200 - Water	\$0	\$14,000	\$0	\$14,000	0.00%
550700 - Recycling Services/Trash Co	\$23,907	\$26,000	\$10,811	\$11,605	-55.37%
551000 - Telephone (Landline)	\$14,198	\$13,500	\$9,593	\$13,690	1.41%
572000 - Repair & Maintenance - Build	\$15,033	\$30,000	\$11,174	\$30,000	0.00%
<b>Personnel</b>	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>	\$255,134	\$303,950	\$197,645	\$297,381	-2.16%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0.00%
<b>Total</b>	<b>\$255,134</b>	<b>\$303,950</b>	<b>\$197,645</b>	<b>\$297,381</b>	<b>-2.16%</b>

**1165 Building & Grounds - Activity Center at Bohrer Park**

**Operating Expenses**

<b>522000 General Operating Supplies</b>		
Ceiling Tile	600	600
Filters	750	750
Flags	650	650
Lighting	2,000	2,000
<i>Subtotal</i>	<b>4,000</b>	<b>4,000</b>
<b>536000 Miscellaneous Professional Services</b>		
Pest control	1,400	1,400
<i>Subtotal</i>	<b>1,400</b>	<b>1,400</b>
<b>536300 Contract Cleaning Services</b>		
	120,186	120,186
<i>Subtotal</i>	<b>120,186</b>	<b>120,186</b>
<b>550000 Electric</b>		
	90,000	90,000
<i>Subtotal</i>	<b>90,000</b>	<b>90,000</b>
<b>550100 Gas (Natural)</b>		
	12,500	12,500
<i>Subtotal</i>	<b>12,500</b>	<b>12,500</b>
<b>550200 Water</b>		
	14,000	14,000
<i>Subtotal</i>	<b>14,000</b>	<b>14,000</b>
<b>550700 Recycling Services/Trash Collection</b>		
	11,605	11,605
<i>Subtotal</i>	<b>11,605</b>	<b>11,605</b>
<b>551000 Telephone (Landline)</b>		
	13,690	13,690
<i>Subtotal</i>	<b>13,690</b>	<b>13,690</b>
<b>572000 Repair &amp; Maintenance - Buildings &amp; Facilities</b>		
Back flow inspections	600	600
Electrical repairs	5,000	5,000
Fire equipment maintenance	700	700
General Repairs	7,200	7,200
General supplies	3,000	3,000
HVAC component replacement	3,000	3,000
HVAC maintenance	10,000	10,000
Sprinkler testing	500	500
<i>Subtotal</i>	<b>30,000</b>	<b>30,000</b>
<b>Subtotal Operating Expenses</b>	<b>297,381</b>	<b>297,381</b>
<b>Total</b>	<b>297,381</b>	<b>297,381</b>

# Public Works

## 1166 - Building & Grounds - Gaithersburg Arts Barn

**SERVICES PROVIDED:**

This activity involves the care and maintenance of the Gaithersburg Arts Barn. The primary costs involve utilities, custodial and building maintenance.

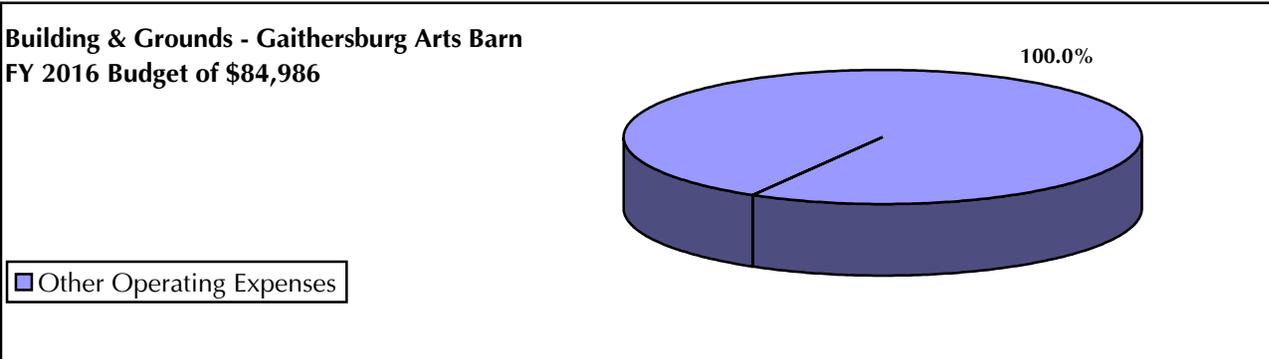
**WORK PLAN GOALS:**

- Maintain the interior and exterior appearance of the Arts Barn at a high level, recognizing this is a revenue-generating facility used by the public for performances and special events.
- Minimize disruption of arts programs and services.

**SIGNIFICANT CHANGES:**

- Repair & Maintenance- Buildings & Facilities decreased \$8,400 based on the 3-year historic maintenance cost.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	101,138	94,350	84,986	84,986
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$101,138</b>	<b>\$94,350</b>	<b>\$84,986</b>	<b>\$84,986</b>




---



**ANNUAL BUDGET**



---

# Activity Analysis Report - Adopted

## 1166 - Building & Grounds - Gaithersburg Arts Barn

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
522000 - General Operating Supplies	\$2,742	\$1,300	\$289	\$2,000	53.85%
532000 - Engineering & Architectural	\$0	\$0	\$300	\$0	0.00%
536000 - Miscellaneous Professional	\$445	\$500	\$400	\$750	50.00%
536300 - Contract Cleaning Services	\$9,880	\$10,300	\$6,975	\$8,836	-14.21%
550000 - Electric	\$31,824	\$36,000	\$21,292	\$33,000	-8.33%
550100 - Gas (Natural)	\$16,526	\$10,500	\$5,315	\$12,000	14.29%
550200 - Water	\$4,745	\$4,750	\$1,732	\$6,000	26.32%
551000 - Telephone (Landline)	\$2,415	\$2,600	\$1,799	\$2,400	-7.69%
572000 - Repair & Maintenance - Build	\$14,500	\$28,400	\$13,907	\$20,000	-29.58%
<b>Personnel</b>	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>	\$83,077	\$94,350	\$52,009	\$84,986	-9.92%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0.00%
<b>Total</b>	<b>\$83,077</b>	<b>\$94,350</b>	<b>\$52,009</b>	<b>\$84,986</b>	<b>-9.92%</b>

## 1166 Building & Grounds - Gaithersburg Arts Barn

### Operating Expenses

<b>522000 General Operating Supplies</b>		
Flags	500	500
Hardware	700	700
Lighting	800	800
<i>Subtotal</i>	<b>2,000</b>	<b>2,000</b>
<b>536000 Miscellaneous Professional Services</b>		
Pest control	750	750
<i>Subtotal</i>	<b>750</b>	<b>750</b>
<b>536300 Contract Cleaning Services</b>		
	8,836	8,836
<i>Subtotal</i>	<b>8,836</b>	<b>8,836</b>
<b>550000 Electric</b>		
	33,000	33,000
<i>Subtotal</i>	<b>33,000</b>	<b>33,000</b>
<b>550100 Gas (Natural)</b>		
	12,000	12,000
<i>Subtotal</i>	<b>12,000</b>	<b>12,000</b>
<b>550200 Water</b>		
	6,000	6,000
<i>Subtotal</i>	<b>6,000</b>	<b>6,000</b>
<b>551000 Telephone (Landline)</b>		
	2,400	2,400
<i>Subtotal</i>	<b>2,400</b>	<b>2,400</b>
<b>572000 Repair &amp; Maintenance - Buildings &amp; Facilities</b>		
Annual sprinkler inspections	500	500
Back flow inspections	600	600
Electrical repairs	2,000	2,000
Elevator maintenance	2,000	2,000
Fire equipment maintenance	500	500
General repairs	6,400	6,400
HVAC maintenance	5,000	5,000
Plumbing repairs	3,000	3,000
<i>Subtotal</i>	<b>20,000</b>	<b>20,000</b>
<b>Subtotal Operating Expenses</b>	<b>84,986</b>	<b>84,986</b>
<b>Total</b>	<b>84,986</b>	<b>84,986</b>

# Public Works

## 1167 - Building & Grounds - Water Park at Bohrer Park

**SERVICES PROVIDED:**

This activity involves the repair and maintenance of the Water Park at Bohrer Park at Summit Hall Farm. The primary costs involve utilities, custodial and building and pool maintenance.

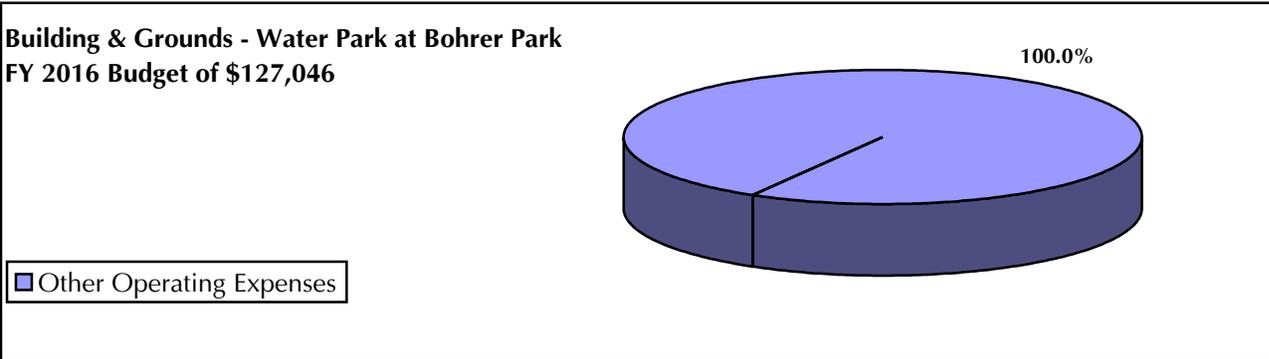
**WORK PLAN GOALS:**

- Ensure pool facility is prepared for summer operations and is properly winterized during the off-season.
- Maintain a clean, attractive, safe, and functional, outdoor public pool facility.

**SIGNIFICANT CHANGES:**

- Recycling Services/Trash Collection decreased \$13,512 based on the actual costs of the new yearly refuse/recycling contract costs.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	136,510	146,350	127,046	127,046
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$136,510</b>	<b>\$146,350</b>	<b>\$127,046</b>	<b>\$127,046</b>



# Activity Analysis Report - Adopted

## 1167 - Building & Grounds - Water Park at Bohrer Park

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
522000 - General Operating Supplies	\$1,369	\$3,800	\$268	\$2,000	-47.37%
536000 - Miscellaneous Professional	\$591	\$700	\$300	\$750	7.14%
536300 - Contract Cleaning Services	\$13,428	\$13,000	\$7,421	\$8,658	-33.40%
550000 - Electric	\$42,336	\$47,000	\$30,220	\$47,000	0.00%
550100 - Gas (Natural)	\$3,556	\$3,000	\$2,449	\$3,000	0.00%
550200 - Water	\$45,214	\$29,750	\$49,573	\$30,000	0.84%
550700 - Recycling Services/Trash Co	\$9,990	\$15,000	\$4,946	\$1,488	-90.08%
551000 - Telephone (Landline)	\$3,603	\$3,600	\$2,441	\$3,650	1.39%
572000 - Repair & Maintenance - Build	\$20,677	\$26,000	(\$3,515)	\$26,000	0.00%
573000 - Repair & Maintenance - Mac	\$0	\$4,500	\$0	\$4,500	0.00%
<b>Personnel</b>	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>	\$140,764	\$146,350	\$94,104	\$127,046	-13.19%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0.00%
<b>Total</b>	<b>\$140,764</b>	<b>\$146,350</b>	<b>\$94,104</b>	<b>\$127,046</b>	<b>-13.19%</b>

**1167 Building & Grounds - Water Park at Bohrer Park**

**Operating Expenses**

<b>522000 General Operating Supplies</b>		
Filters	500	500
Hardware	500	500
Lighting	1,000	1,000
<i>Subtotal</i>	<b>2,000</b>	<b>2,000</b>
<b>536000 Miscellaneous Professional Services</b>		
Pest Control	750	750
<i>Subtotal</i>	<b>750</b>	<b>750</b>
<b>536300 Contract Cleaning Services</b>		
	8,658	8,658
<i>Subtotal</i>	<b>8,658</b>	<b>8,658</b>
<b>550000 Electric</b>		
	47,000	47,000
<i>Subtotal</i>	<b>47,000</b>	<b>47,000</b>
<b>550100 Gas (Natural)</b>		
	3,000	3,000
<i>Subtotal</i>	<b>3,000</b>	<b>3,000</b>
<b>550200 Water</b>		
	30,000	30,000
<i>Subtotal</i>	<b>30,000</b>	<b>30,000</b>
<b>550700 Recycling Services/Trash Collection</b>		
	1,488	1,488
<i>Subtotal</i>	<b>1,488</b>	<b>1,488</b>
<b>551000 Telephone (Landline)</b>		
	3,650	3,650
<i>Subtotal</i>	<b>3,650</b>	<b>3,650</b>
<b>572000 Repair &amp; Maintenance - Buildings &amp; Facilities</b>		
Backflow testing	1,000	1,000
Electrical repairs	3,000	3,000
Painting	6,000	6,000
Plumbing repairs	3,000	3,000
Pool equipment repairs	4,000	4,000
Water slide maintenance	9,000	9,000
<i>Subtotal</i>	<b>26,000</b>	<b>26,000</b>
<b>573000 Repair &amp; Maintenance - Machinery &amp; Equipment</b>		
	4,500	4,500
<i>Subtotal</i>	<b>4,500</b>	<b>4,500</b>
<b>Subtotal Operating Expenses</b>	<b>127,046</b>	<b>127,046</b>
<b>Total</b>	<b>127,046</b>	<b>127,046</b>

# Public Works

## 1168 - Building & Grounds - Miniature Golf

**SERVICES PROVIDED:**

This activity involves repair and maintenance of the Miniature Golf Course at Bohrer Park including annual outdoor carpet replacement and painting.

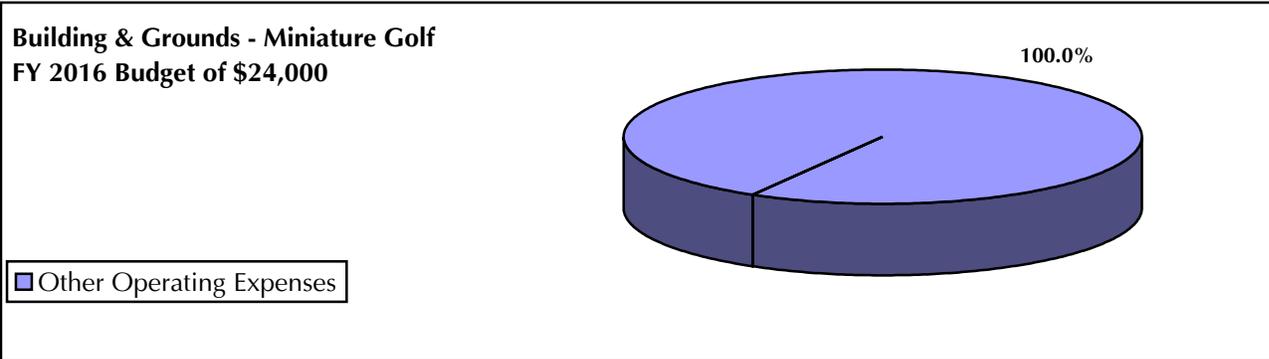
**WORK PLAN GOALS:**

- Ensure off-season repairs and maintenance are completed prior to late spring opening.
- Maintain a clean, attractive, safe, and functional facility.

**SIGNIFICANT CHANGES:**

- No Significant Changes

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	21,500	22,800	24,000	24,000
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$21,500</b>	<b>\$22,800</b>	<b>\$24,000</b>	<b>\$24,000</b>



# Activity Analysis Report - Adopted

## 1168 - Building & Grounds - Miniature Golf

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
522000 - General Operating Supplies	\$23	\$1,500	\$200	\$1,500	0.00%
536000 - Miscellaneous Professional	\$150	\$300	\$250	\$500	66.67%
550000 - Electric	\$5,823	\$9,000	\$6,277	\$10,000	11.11%
572000 - Repair & Maintenance - Build	\$4,747	\$12,000	\$61	\$12,000	0.00%
<b>Personnel</b>	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>	\$10,743	\$22,800	\$6,787	\$24,000	5.26%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0.00%
<b>Total</b>	<b>\$10,743</b>	<b>\$22,800</b>	<b>\$6,787</b>	<b>\$24,000</b>	<b>5.26%</b>

**1168 Building & Grounds - Miniature Golf**

**Operating Expenses**

<b>522000 General Operating Supplies</b>		
Hardware	500	500
Lighting	600	600
Paint	200	200
Signs	200	200
<i>Subtotal</i>	<b>1,500</b>	<b>1,500</b>
<b>536000 Miscellaneous Professional Services</b>		
Pest Control	500	500
<i>Subtotal</i>	<b>500</b>	<b>500</b>
<b>550000 Electric</b>		
	10,000	10,000
<i>Subtotal</i>	<b>10,000</b>	<b>10,000</b>
<b>572000 Repair &amp; Maintenance - Buildings &amp; Facilities</b>		
Electrical repairs	1,500	1,500
General repairs	8,500	8,500
Plumbing Repairs	2,000	2,000
<i>Subtotal</i>	<b>12,000</b>	<b>12,000</b>
<b>Subtotal Operating Expenses</b>	<b>24,000</b>	<b>24,000</b>
<b>Total</b>	<b>24,000</b>	<b>24,000</b>

# Public Works

## 1169 - Building & Grounds - Skate Park

**SERVICES PROVIDED:**

This activity involves the care and maintenance of the Skate Park at Bohrer Park.

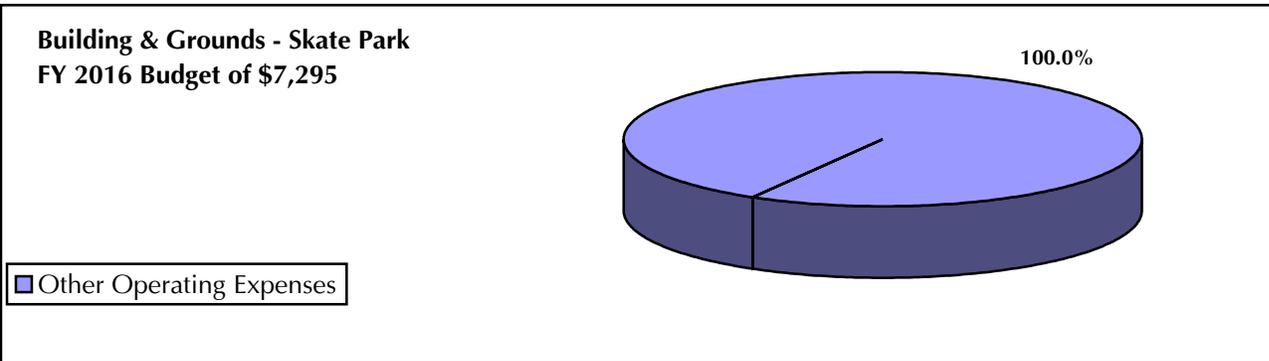
**WORK PLAN GOALS:**

- Maintain a clean, attractive, safe, functional, and sound facility.
- Minimize disruption of services.

**SIGNIFICANT CHANGES:**

- No Significant Changes

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	7,200	6,350	7,295	7,295
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$7,200</b>	<b>\$6,350</b>	<b>\$7,295</b>	<b>\$7,295</b>



# Activity Analysis Report - Adopted

## 1169 - Building & Grounds - Skate Park

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
522000 - General Operating Supplies	\$0	\$500	\$20	\$500	0.00%
536000 - Miscellaneous Professional	\$150	\$300	\$250	\$300	0.00%
536300 - Contract Cleaning Services	\$2,948	\$3,200	\$1,472	\$1,175	-63.28%
551000 - Telephone (Landline)	\$311	\$350	\$211	\$320	-8.57%
572000 - Repair & Maintenance - Build	\$888	\$2,000	\$211	\$5,000	150.00%
<b>Personnel</b>	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>	\$4,296	\$6,350	\$2,164	\$7,295	14.88%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0.00%
<b>Total</b>	<b>\$4,296</b>	<b>\$6,350</b>	<b>\$2,164</b>	<b>\$7,295</b>	<b>14.88%</b>

**1169 Building & Grounds - Skate Park**

**Operating Expenses**

<b>522000 General Operating Supplies</b>			
Lighting	300	300	
Paint	200	200	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>536000 Miscellaneous Professional Services</b>			
	300	300	
<i>Subtotal</i>		<b>300</b>	<b>300</b>
<b>536300 Contract Cleaning Services</b>			
	1,175	1,175	
<i>Subtotal</i>		<b>1,175</b>	<b>1,175</b>
<b>551000 Telephone (Landline)</b>			
	320	320	
<i>Subtotal</i>		<b>320</b>	<b>320</b>
<b>572000 Repair &amp; Maintenance - Buildings &amp; Facilities</b>			
General repairs	5,000	5,000	
<i>Subtotal</i>		<b>5,000</b>	<b>5,000</b>
<b>Subtotal Operating Expenses</b>		<b>7,295</b>	<b>7,295</b>
<b>Total</b>			
		<b>7,295</b>	<b>7,295</b>

# Public Works

## 1170 - Building & Grounds - Gaithersburg Youth Center at Olde Towne

**SERVICES PROVIDED:**

This activity involves the care and maintenance of the Youth Center at Old Towne. Day-to-day repairs and maintenance are provided by the Facilities and Capital Projects staff.

**WORK PLAN GOALS:**

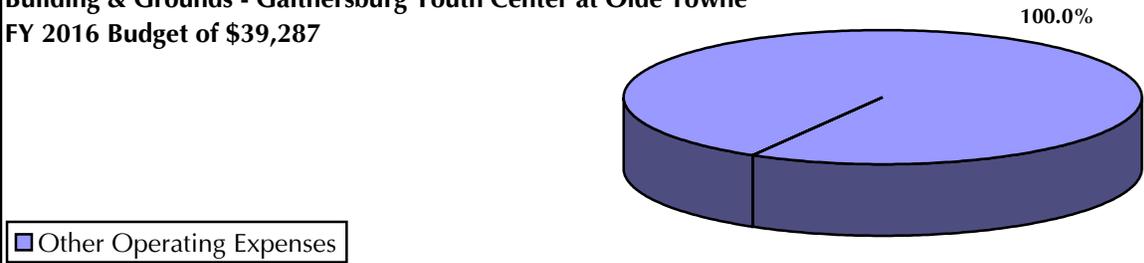
- Maintain a clean, attractive, safe, functional, and sound facility.
- Minimize disruption of services and avoid costly unplanned replacements.

**SIGNIFICANT CHANGES:**

- Contract Cleaning Services decreased \$10,060 based on the actual costs of the new yearly custodial contract costs.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	71,820	48,600	39,287	39,287
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$71,820</b>	<b>\$48,600</b>	<b>\$39,287</b>	<b>\$39,287</b>

**Building & Grounds - Gaithersburg Youth Center at Olde Towne**  
FY 2016 Budget of \$39,287



# Activity Analysis Report - Adopted

## 1170 - Building & Grounds - Gaithersburg Youth Center at Olde Towne

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
522000 - General Operating Supplies	\$1,894	\$1,500	\$1,165	\$1,400	-6.67%
536000 - Miscellaneous Professional	\$1,035	\$800	\$950	\$750	-6.25%
536300 - Contract Cleaning Services	\$17,769	\$20,000	\$10,065	\$9,940	-50.30%
550000 - Electric	\$11,938	\$17,000	\$10,476	\$16,000	-5.88%
550100 - Gas (Natural)		\$0		\$0	0.00%
550200 - Water	\$290	\$500	\$665	\$500	0.00%
550700 - Recycling Services/Trash Co	\$1,948	\$2,300	\$1,392	\$1,247	-45.78%
551000 - Telephone (Landline)	\$1,415	\$1,500	\$961	\$1,450	-3.33%
572000 - Repair & Maintenance - Build	\$2,340	\$5,000	\$2,227	\$8,000	60.00%
<b>Personnel</b>	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>	\$38,629	\$48,600	\$27,900	\$39,287	-19.16%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0.00%
<b>Total</b>	<b>\$38,629</b>	<b>\$48,600</b>	<b>\$27,900</b>	<b>\$39,287</b>	<b>-19.16%</b>

1170 Building & Grounds - Gaithersburg Youth Center at Olde Towne

Operating Expenses

<b>522000 General Operating Supplies</b>		
Ceiling tile	500	500
Flags	200	200
Keys	200	200
Lighting	500	500
<i>Subtotal</i>	<b>1,400</b>	<b>1,400</b>
<b>536000 Miscellaneous Professional Services</b>		
Pest Control	750	750
<i>Subtotal</i>	<b>750</b>	<b>750</b>
<b>536300 Contract Cleaning Services</b>		
	9,940	9,940
<i>Subtotal</i>	<b>9,940</b>	<b>9,940</b>
<b>550000 Electric</b>		
	16,000	16,000
<i>Subtotal</i>	<b>16,000</b>	<b>16,000</b>
<b>550200 Water</b>		
	500	500
<i>Subtotal</i>	<b>500</b>	<b>500</b>
<b>550700 Recycling Services/Trash Collection</b>		
	1,247	1,247
<i>Subtotal</i>	<b>1,247</b>	<b>1,247</b>
<b>551000 Telephone (Landline)</b>		
	1,450	1,450
<i>Subtotal</i>	<b>1,450</b>	<b>1,450</b>
<b>572000 Repair &amp; Maintenance - Buildings &amp; Facilities</b>		
Back flow inspections	500	500
General repairs	5,000	5,000
HVAC maintenance	2,500	2,500
<i>Subtotal</i>	<b>8,000</b>	<b>8,000</b>
<b>Subtotal Operating Expenses</b>	<b>39,287</b>	<b>39,287</b>
<b>Total</b>	<b>39,287</b>	<b>39,287</b>

# Public Works

## 1172 - Building & Grounds - Gaithersburg Youth Center at Robertson Park

**SERVICES PROVIDED:**

This activity involves the care and maintenance of the Gaithersburg Youth Center at Robertson Park. Day-to-day repairs and maintenance are provided by the Facilities and Capital Projects staff.

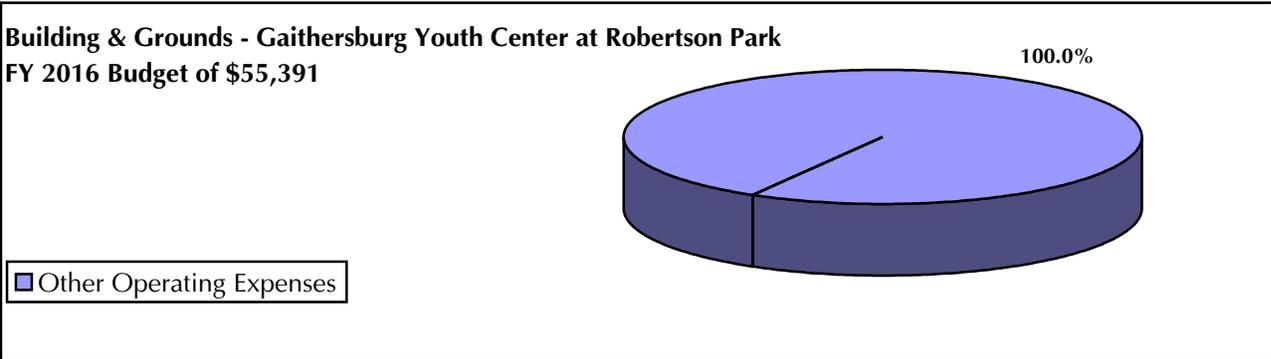
**WORK PLAN GOALS:**

- Maintain a clean, attractive, safe, and functional, and sound facility.
- Minimize disruption of youth programs and services.

**SIGNIFICANT CHANGES:**

- Contract Cleaning Services decreased \$9,052 based on the actual costs of the new yearly custodial contract costs.
- Water increased \$11,500 based on the 3-year usage data.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	65,740	51,350	55,391	55,391
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$65,740</b>	<b>\$51,350</b>	<b>\$55,391</b>	<b>\$55,391</b>



# Activity Analysis Report - Adopted

## 1172 - Building & Grounds - Gaithersburg Youth Center at Robertson Park

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
522000 - General Operating Supplies	\$1,104	\$1,400	\$1,132	\$1,400	0.00%
536000 - Miscellaneous Professional	\$420	\$450	\$350	\$750	66.67%
536300 - Contract Cleaning Services	\$15,610	\$18,000	\$8,931	\$8,948	-50.29%
550000 - Electric	\$19,118	\$20,000	\$17,479	\$20,000	0.00%
550200 - Water	\$219	\$500	\$5,636	\$12,000	2300.00%
550700 - Recycling Services/Trash Co	\$2,868	\$2,500	\$1,770	\$1,693	-32.28%
551000 - Telephone (Landline)	\$17	\$500	\$181	\$0	-100.00%
572000 - Repair & Maintenance - Build	\$3,584	\$8,000	\$5,555	\$10,600	32.50%
<b>Personnel</b>	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>	\$42,940	\$51,350	\$41,034	\$55,391	7.87%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0.00%
<b>Total</b>	<b>\$42,940</b>	<b>\$51,350</b>	<b>\$41,034</b>	<b>\$55,391</b>	<b>7.87%</b>

1172 Building & Grounds - Gaithersburg Youth Center at Robertson Park

**Operating Expenses**

<b>522000 General Operating Supplies</b>		
Hardware	700	700
Keys	100	100
Lighting	600	600
<i>Subtotal</i>	<b>1,400</b>	<b>1,400</b>
<b>536000 Miscellaneous Professional Services</b>		
Pest Control	750	750
<i>Subtotal</i>	<b>750</b>	<b>750</b>
<b>536300 Contract Cleaning Services</b>		
	8,948	8,948
<i>Subtotal</i>	<b>8,948</b>	<b>8,948</b>
<b>550000 Electric</b>		
	20,000	20,000
<i>Subtotal</i>	<b>20,000</b>	<b>20,000</b>
<b>550200 Water</b>		
	12,000	12,000
<i>Subtotal</i>	<b>12,000</b>	<b>12,000</b>
<b>550700 Recycling Services/Trash Collection</b>		
	1,693	1,693
<i>Subtotal</i>	<b>1,693</b>	<b>1,693</b>
<b>572000 Repair &amp; Maintenance - Buildings &amp; Facilities</b>		
Backflow inspections	600	600
General repairs	5,000	5,000
HVAC maintenance	5,000	5,000
<i>Subtotal</i>	<b>10,600</b>	<b>10,600</b>
<b>Subtotal Operating Expenses</b>	<b>55,391</b>	<b>55,391</b>
<b>Total</b>	<b>55,391</b>	<b>55,391</b>

# Public Works

## 1173 - Building & Grounds - Gaithersburg – CPSC Park Site

**SERVICES PROVIDED:**

This activity involves the care and maintenance of the CPSC park site.

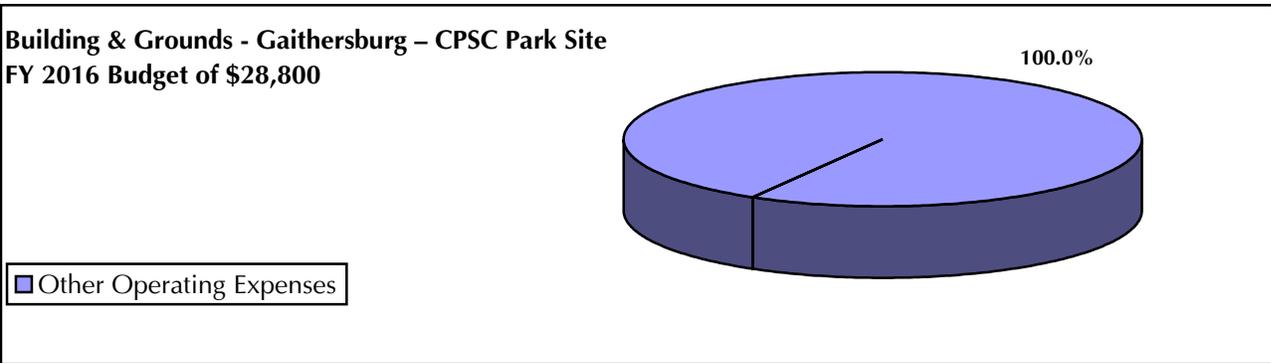
**WORK PLAN GOALS:**

- Maintain site in a clean, attractive and safe manner.
- Preserve green space for passive and active recreation.

**SIGNIFICANT CHANGES:**

- Contract Maintenance Services this is the 2nd year of ownership of this property and the majority of the buildings on the site are scheduled to be demolished as such expenditures are expected to drop by \$10,000.
- Repair & Maintenance- Building & Facilities this is the 2nd year of ownership of this property and the majority of the buildings on the site are scheduled to be demolished as such expenditures are expected to drop by \$5,000.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	0	48,000	28,800	28,800
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$0</b>	<b>\$48,000</b>	<b>\$28,800</b>	<b>\$28,800</b>



# Activity Analysis Report - Adopted

## 1173 - Building & Grounds - Gaithersburg – CPSC Park Site

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
522000 - General Operating Supplies	\$0	\$0	\$182	\$500	0.00%
536000 - Miscellaneous Professional		\$0		\$300	0.00%
536400 - Contract Maintenance Servic	\$0	\$20,000	\$2,575	\$10,000	-50.00%
550000 - Electric	\$0	\$12,000	\$3,409	\$7,500	-37.50%
550100 - Gas (Natural)	\$0	\$0	\$4,651	\$3,000	0.00%
550200 - Water	\$0	\$6,000	\$711	\$2,500	-58.33%
572000 - Repair & Maintenance - Build	\$0	\$10,000	\$856	\$5,000	-50.00%
<b>Personnel</b>	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>	\$0	\$48,000	\$12,383	\$28,800	-40.00%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0.00%
<b>Total</b>	<b>\$0</b>	<b>\$48,000</b>	<b>\$12,383</b>	<b>\$28,800</b>	<b>-40.00%</b>

1173 Building & Grounds - Gaithersburg – CPSC Park Site

**Operating Expenses**

<b>522000 General Operating Supplies</b>			
	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>536000 Miscellaneous Professional Services</b>			
	300	300	
<i>Subtotal</i>		<b>300</b>	<b>300</b>
<b>536400 Contract Maintenance Services</b>			
Mowing and tree maintenance	10,000	10,000	
<i>Subtotal</i>		<b>10,000</b>	<b>10,000</b>
<b>550000 Electric</b>			
	7,500	7,500	
<i>Subtotal</i>		<b>7,500</b>	<b>7,500</b>
<b>550100 Gas (Natural)</b>			
	3,000	3,000	
<i>Subtotal</i>		<b>3,000</b>	<b>3,000</b>
<b>550200 Water</b>			
	2,500	2,500	
<i>Subtotal</i>		<b>2,500</b>	<b>2,500</b>
<b>572000 Repair &amp; Maintenance - Buildings &amp; Facilities</b>			
	5,000	5,000	
<i>Subtotal</i>		<b>5,000</b>	<b>5,000</b>
<b>Subtotal Operating Expenses</b>		<b>28,800</b>	<b>28,800</b>
<b>Total</b>		<b>28,800</b>	<b>28,800</b>

# Public Works

## 1175 - Building & Grounds - Parking Facility

**SERVICES PROVIDED:**

This activity involves the care and maintenance of the Olde Towne parking facility.

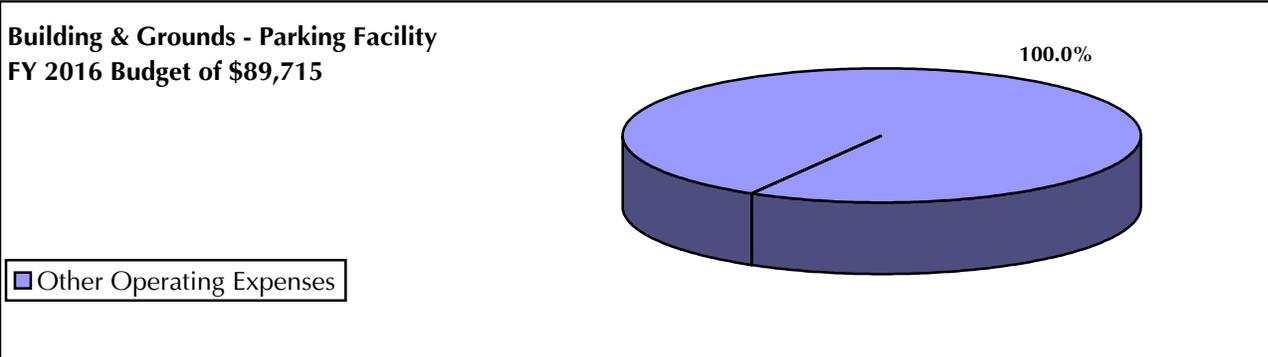
**WORK PLAN GOALS:**

- Maintain a clean, attractive, safe, functional, and sound facility.
- Minimize disruption of services and avoid costly unplanned replacements.

**SIGNIFICANT CHANGES:**

- Contract Cleaning Services decreased \$5,145 based on the actual costs of the new yearly custodial contract costs.
- Electric decreased \$6,500 based on the 3-year usage data.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	115,600	103,400	89,715	89,715
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$115,600</b>	<b>\$103,400</b>	<b>\$89,715</b>	<b>\$89,715</b>



# Activity Analysis Report - Adopted

## 1175 - Building & Grounds - Parking Facility

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
522000 - General Operating Supplies	\$387	\$1,500	\$973	\$1,500	0.00%
536000 - Miscellaneous Professional	\$420	\$3,000	\$350	\$1,000	-66.67%
536300 - Contract Cleaning Services	\$25,930	\$27,500	\$17,958	\$22,355	-18.71%
550000 - Electric	\$29,111	\$46,500	\$24,363	\$40,000	-13.98%
550200 - Water	\$96	\$300	\$78	\$300	0.00%
551000 - Telephone (Landline)	\$254	\$400	\$172	\$260	-35.00%
572000 - Repair & Maintenance - Build	\$21,844	\$24,200	\$21,552	\$24,300	0.41%
<b>Personnel</b>	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>	\$78,042	\$103,400	\$65,447	\$89,715	-13.24%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0.00%
<b>Total</b>	<b>\$78,042</b>	<b>\$103,400</b>	<b>\$65,447</b>	<b>\$89,715</b>	<b>-13.24%</b>

1175 Building & Grounds - Parking Facility

**Operating Expenses**

<b>522000 General Operating Supplies</b>			
Hardware	500	500	
Lighting	500	500	
Signs	500	500	
<i>Subtotal</i>		<b>1,500</b>	<b>1,500</b>
<b>536000 Miscellaneous Professional Services</b>			
Pest Control	1,000	1,000	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>536300 Contract Cleaning Services</b>			
	22,355	22,355	
<i>Subtotal</i>		<b>22,355</b>	<b>22,355</b>
<b>550000 Electric</b>			
	40,000	40,000	
<i>Subtotal</i>		<b>40,000</b>	<b>40,000</b>
<b>550200 Water</b>			
	300	300	
<i>Subtotal</i>		<b>300</b>	<b>300</b>
<b>551000 Telephone (Landline)</b>			
	260	260	
<i>Subtotal</i>		<b>260</b>	<b>260</b>
<b>572000 Repair &amp; Maintenance - Buildings &amp; Facilities</b>			
Electrical repairs	300	300	
Elevator maintenance	15,000	15,000	
Fire equipment maintenance	2,000	2,000	
General repairs	6,000	6,000	
Sprinkler inspections	1,000	1,000	
<i>Subtotal</i>		<b>24,300</b>	<b>24,300</b>
<b>Subtotal Operating Expenses</b>		<b>89,715</b>	<b>89,715</b>
<b>Total</b>			
		<b>89,715</b>	<b>89,715</b>

# Public Works

## 1311 - Public Works Administration

**SERVICES PROVIDED:**

This activity is responsible for the administration and management of all public works and parks programs. The activity also provides expertise to the City for traffic engineering, civil engineering and maintenance activities. This activity includes preparation of specifications and bid documents for the procurement of all City vehicles and equipment.

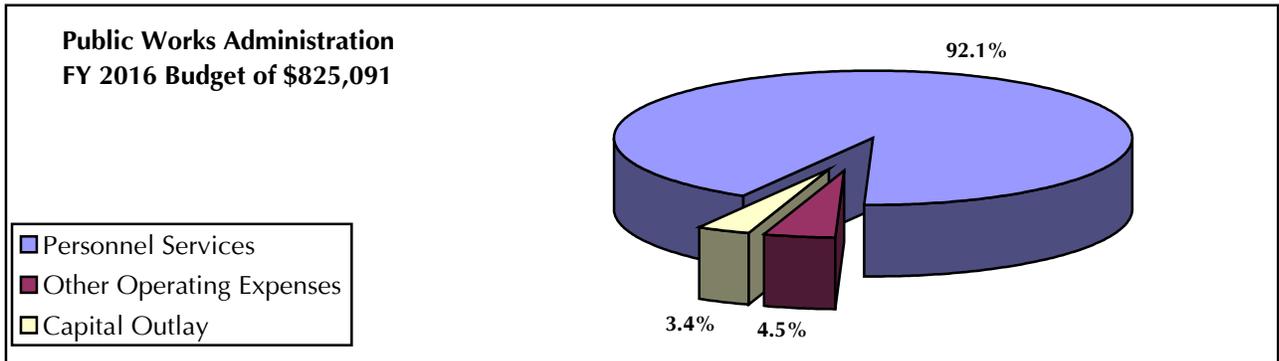
**WORK PLAN GOALS:**

- Manage CIP programs.
- Manage services that promote a clean, safe and healthy environment.
- Provide engineering support to other City departments.
- Review and monitor State and County projects in the City.
- Review plans for new development.

**SIGNIFICANT CHANGES:**

- Vehicles & Equipment (Replacement) funded at 50% in FY15 & FY16 increased by \$9,130 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	\$738,303	\$735,777	\$759,891	\$759,891
Other Operating Expenses	40,690	44,525	37,535	37,535
Capital Outlay	16,905	13,690	27,665	27,665
<b>TOTAL</b>	<b>\$795,898</b>	<b>\$793,992</b>	<b>\$825,091</b>	<b>\$825,091</b>



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Percentage of service requests responded to in two (2) working days		N/A	TBC
Percentage of service requests responded to in five (5) working days		N/A	TBC

# Activity Analysis Report - Adopted

## 1311 - Public Works Administration

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$569,336	\$545,266	\$407,512	\$560,630	2.82%
505200 - Other taxable comp-Gfit	\$140	\$200	\$105	\$105	-47.50%
507000 - Vacation & Sick Pay	\$31,020	\$0	\$17,330	\$0	0.00%
508000 - Salaries, Overtime	\$65	\$1,030	\$183	\$1,061	3.01%
510000 - Social Security & Medicare T	\$36,992	\$41,792	\$30,421	\$42,969	2.82%
514000 - Group Insurance	\$54,312	\$77,317	\$61,362	\$80,196	3.72%
514200 - Vision Plan	\$231	\$460	\$38	\$497	8.04%
515000 - Retirement Contribution (401	\$39,043	\$43,621	\$32,601	\$44,850	2.82%
515050 - Supplemental Retirement Co	\$9,229	\$9,733	\$6,813	\$9,264	-4.82%
515100 - Retirement Health Savings (	\$795	\$0	\$0	\$0	0.00%
516000 - Savings Plan Contribution (4	\$13,292	\$16,358	\$11,194	\$16,819	2.82%
519000 - Tuition Reimbursement	\$0	\$0	\$0	\$3,500	0.00%
521000 - Office Supplies	\$3,370	\$3,500	\$2,845	\$3,500	0.00%
522000 - General Operating Supplies	\$463	\$0	\$915	\$1,000	0.00%
525000 - Furniture & Fixtures	\$555	\$0	\$0	\$0	0.00%
526000 - Machinery & Equipment	\$195	\$4,500	\$758	\$2,000	-55.56%
531500 - Software Licenses	\$1,811	\$700	\$0	\$0	-100.00%
531600 - Software Maintenance Agree	\$2,157	\$2,760	\$2,660	\$3,145	13.95%
536000 - Miscellaneous Professional	\$90,385	\$6,000	\$4,493	\$6,000	0.00%
536500 - Investigations	\$69	\$0	\$35	\$0	0.00%
544000 - Professional Dues & Certifica	\$1,786	\$1,775	\$1,330	\$1,675	-5.63%
545000 - Magazines, Books & Resour	\$327	\$300	\$264	\$300	0.00%
546000 - Conference & Seminar Regis	\$275	\$300	\$2,779	\$1,550	416.67%
547000 - Travel Expense	\$74	\$1,950	\$954	\$1,300	-33.33%
547100 - Travel Mileage Reimbusem	\$47	\$0	\$4	\$0	0.00%
551000 - Telephone (Landline)	\$223	\$0	\$0	\$0	0.00%
551100 - Cellular Telephone	\$3,244	\$3,500	\$3,592	\$3,480	-0.57%
552500 - Vehicle & Equipment Gasolin	\$5,114	\$7,000	\$2,643	\$5,000	-28.57%
553000 - Printing & Binding	\$107	\$0	\$580	\$0	0.00%
556000 - Postage	\$349	\$200	\$264	\$200	0.00%
556500 - Messenger Services	\$0	\$0	\$57	\$0	0.00%
557000 - Laundry & Uniforms	\$0	\$640	\$240	\$640	0.00%
560000 - Miscellaneous	\$827	\$0	\$987	\$1,000	0.00%
567000 - Rental & Use Charges	\$100	\$0	\$0	\$0	0.00%
573000 - Repair & Maintenance - Mac	\$2,888	\$6,400	\$3,189	\$1,745	-72.73%
574000 - Repair & Maintenance - Vehi	\$1,308	\$5,000	\$1,644	\$5,000	0.00%
593000 - Improvements - Not Building	\$0	\$0	\$538	\$0	0.00%
595000 - Furniture & Equipment	(\$7,784)	\$0	\$335	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$11,905	\$8,310	\$8,310	\$13,155	58.30%
596000 - Vehicles & Equipment	\$34,878	\$0	\$0	\$0	0.00%
596100 - Vehicles & Equipment (Repl	\$5,000	\$5,380	\$5,380	\$14,510	169.70%

# Activity Analysis Report - Adopted

## 1311 - Public Works Administration

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
Personnel	\$754,454	\$735,777	\$567,559	\$759,891	3.28%
Operating Expenses	\$115,675	\$44,525	\$30,232	\$37,535	-15.70%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$43,999	\$13,690	\$14,563	\$27,665	102.08%
<b>Total</b>	<b>\$914,128</b>	<b>\$793,992</b>	<b>\$612,354</b>	<b>\$825,091</b>	<b>3.92%</b>

**1311 Public Works Administration**

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

**Personnel Services**

501000 Salaries, Full-Time Employees	560,630	560,630
505200 Other taxable comp-Gfit	105	105
508000 Salaries, Overtime	1,061	1,061
510000 Social Security & Medicare Taxes (FICA)	42,969	42,969
514000 Group Insurance	80,196	80,196
514200 Vision Plan	497	497
515000 Retirement Contribution (401A)	44,850	44,850
515050 Supplemental Retirement Contribution	9,264	9,264
516000 Savings Plan Contribution (401K)	16,819	16,819
519000 Tuition Reimbursement	3,500	3,500
<b>Subtotal Personnel Services</b>	<b>759,891</b>	<b>759,891</b>

**Operating Expenses**

<b>521000 Office Supplies</b>		
(SAME)	3,500	3,500
<i>Subtotal</i>	<b>3,500</b>	<b>3,500</b>
<b>522000 General Operating Supplies</b>		
Misc. supplies purchased with Petty cash	1,000	1,000
<i>Subtotal</i>	<b>1,000</b>	<b>1,000</b>
<b>526000 Machinery &amp; Equipment</b>		
Miscellaneous Computer Supplies	2,000	2,000
<i>Subtotal</i>	<b>2,000</b>	<b>2,000</b>
<b>531600 Software Maintenance Agreements</b>		
Maintenance - Software (Adobe Acrobat Professional) (4)	240	240
Maintenance - Software (Adobe Acrobat Standard) (2)	80	80
Maintenance - Software (AutoTurn)	550	550
Maintenance - Software (Microsoft CALs) (13)	2,275	2,275
<i>Subtotal</i>	<b>3,145</b>	<b>3,145</b>
<b>536000 Miscellaneous Professional Services</b>		
Mosquito Monitoring and Control	6,000	6,000
<i>Subtotal</i>	<b>6,000</b>	<b>6,000</b>
<b>544000 Professional Dues &amp; Certification Fees</b>		
APWA Membership (4)	700	700
ASCE	500	500
Commercial Drivers License	50	50
International Society of Arboricultural	200	200
MRPA	75	75
Professional Grounds Management Society	150	150
<i>Subtotal</i>	<b>1,675</b>	<b>1,675</b>
<b>545000 Magazines, Books &amp; Resource Material</b>		
Engineering Publications	300	300
<i>Subtotal</i>	<b>300</b>	<b>300</b>

### 1311 Public Works Administration

<b>546000 Conference &amp; Seminar Registration</b>			
Professional Conferences	150	150	
Project management training	600	600	
Snow conference	500	500	
Trade Shows	300	300	
<i>Subtotal</i>		<b>1,550</b>	<b>1,550</b>
<b>547000 Travel Expense</b>			
American Public Works Association (APWA) Conference	1,300	1,300	
<i>Subtotal</i>		<b>1,300</b>	<b>1,300</b>
<b>551100 Cellular Telephone</b>			
Service - Laptop Mobile Data Plan (1)	480	480	
Staff Cell Phones (4)	3,000	3,000	
<i>Subtotal</i>		<b>3,480</b>	<b>3,480</b>
<b>552500 Vehicle &amp; Equipment Gasoline Expense</b>			
	5,000	5,000	
<i>Subtotal</i>		<b>5,000</b>	<b>5,000</b>
<b>556000 Postage</b>			
	200	200	
<i>Subtotal</i>		<b>200</b>	<b>200</b>
<b>557000 Laundry &amp; Uniforms</b>			
Shoes	640	640	
<i>Subtotal</i>		<b>640</b>	<b>640</b>
<b>560000 Miscellaneous</b>			
	1,000	1,000	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>573000 Repair &amp; Maintenance - Machinery &amp; Equipment</b>			
Maintenance & Supplies - Copier (Ricoh - Color Copying)	1,000	1,000	
Maintenance & Supplies - Copier (Ricoh) (2)	745	745	
<i>Subtotal</i>		<b>1,745</b>	<b>1,745</b>
<b>574000 Repair &amp; Maintenance - Vehicles</b>			
Vehicle Maintenance (7 Units)	5,000	5,000	
<i>Subtotal</i>		<b>5,000</b>	<b>5,000</b>
<b>Subtotal Operating Expenses</b>		<b>37,535</b>	<b>37,535</b>

### Capital Outlay

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC Monitors) (13)	365	365	
Replacement - Computer Hardware (PC) (13)	2,925	2,925	
Replacement - Covert GPS trackers	115	115	
Replacement - Kronos Time Clock (2)	600	600	
Replacement - Miovision Traffic Units (2)	3,415	3,415	
Replacement - Printer (HP DesignJet T1200 Plotter)	5,520	5,520	
Replacement - Scanner (Fujitsu FI-6130)	215	215	
<i>Subtotal</i>		<b>13,155</b>	<b>13,155</b>

**1311 Public Works Administration**

<b>596100 Vehicles &amp; Equipment (Replacement)</b>			
Vehicle Replacement (7 Unit)	14,510		14,510
<i>Subtotal</i>		<b>14,510</b>	<b>14,510</b>
<b>Subtotal Capital Outlay</b>		<b>27,665</b>	<b>27,665</b>
<b>Total</b>		<b>825,091</b>	<b>825,091</b>

# Public Works

## 1312 - Streets & Special Projects

**SERVICES PROVIDED:**

This activity provides for the maintenance of 90.51 miles of City streets. The annual program of street maintenance includes pavement, curb and gutter, sidewalk, and storm drain repair. In addition, staff also works on many special projects in parks and on other City properties.

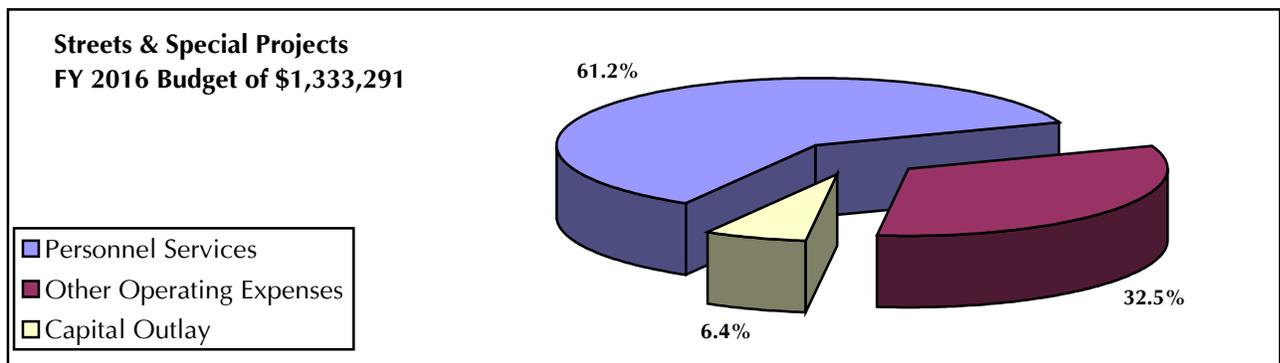
**WORK PLAN GOALS:**

- Install benches, pads and/or shelters at bus stops on major thoroughfares.
- Maintain streets, curbs, gutters, aprons, sidewalks, and handicapped ramps in a safe and dependable condition.
- Maintain the City's investment in its infrastructure in a cost-effective manner.

**SIGNIFICANT CHANGES:**

- Building & Construction Supplies decreased \$25,500 based on three year expenditures.
- Contract Maintenance Services decrease of \$35,000 to reflect spending, funding to be moved to 1344-536400 to add contract mowing of 124 and Muddy Branch Road.
- Rental & Use Charges decrease of \$7,000 to reflect actual spending history.
- Vehicles & Equipment (Replacement) funded at 50% in FY15 & FY16 an increase \$5,500 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	\$807,148	\$854,897	\$815,538	\$815,538
Other Operating Expenses	488,300	490,900	432,700	432,700
Capital Outlay	168,230	79,553	85,053	85,053
<b>TOTAL</b>	<b>\$1,463,678</b>	<b>\$1,425,350</b>	<b>\$1,333,291</b>	<b>\$1,333,291</b>



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Tons of Salt Used for Winter Weather Events	1,200	900	900
Tons of Asphalt Used for Road Repairs	700	850	1000
Number of Catch Basins Repaired	12	6	10
Linear Feet of Concrete Sidewalk Replaced	4,000	4100	4200

# Activity Analysis Report - Adopted

## 1312 - Streets & Special Projects

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$488,459	\$523,849	\$299,095	\$483,796	-7.65%
505200 - Other taxable comp-Gfit	\$144	\$144	\$72	\$144	0.00%
505300 - Other taxable comp-housing	\$5,800	\$6,000	\$6,000	\$7,200	20.00%
507000 - Vacation & Sick Pay	\$5,741	\$0	\$8,201	\$0	0.00%
508000 - Salaries, Overtime	\$49,751	\$36,050	\$36,938	\$37,132	3.00%
509000 - Salaries, Part-Time Employee	\$0	\$22,308	\$0	\$22,531	1.00%
510000 - Social Security & Medicare T	\$40,899	\$44,539	\$25,934	\$41,575	-6.65%
514000 - Group Insurance	\$124,262	\$131,580	\$83,285	\$137,886	4.79%
514200 - Vision Plan	\$592	\$865	\$288	\$773	-10.64%
515000 - Retirement Contribution (401	\$38,768	\$41,908	\$23,528	\$38,704	-7.65%
515050 - Supplemental Retirement Co	\$19,383	\$26,192	\$11,416	\$24,190	-7.64%
515100 - Retirement Health Savings (	\$5,777	\$5,747	\$4,487	\$5,893	2.54%
516000 - Savings Plan Contribution (4	\$14,538	\$15,715	\$8,360	\$14,514	-7.64%
519000 - Tuition Reimbursement		\$0		\$1,200	0.00%
522000 - General Operating Supplies	\$158,647	\$139,000	\$133,824	\$142,000	2.16%
524000 - Supplies for Resale	\$0	\$0	\$522	\$0	0.00%
526000 - Machinery & Equipment	\$2,419	\$3,000	\$2,433	\$3,000	0.00%
529000 - Building & Construction Supp	\$56,561	\$121,000	\$39,229	\$95,500	-21.07%
536000 - Miscellaneous Professional	\$1,910	\$5,000	\$4,833	\$5,000	0.00%
536400 - Contract Maintenance Servic	\$64,610	\$110,000	\$43,032	\$75,000	-31.82%
536500 - Investigations	\$311	\$0	\$0	\$0	0.00%
544000 - Professional Dues & Certifica	\$154	\$600	\$20	\$600	0.00%
545000 - Magazines, Books & Resour	(\$11)	\$0	\$0	\$0	0.00%
546000 - Conference & Seminar Regis	\$0	\$300	\$0	\$1,000	233.33%
547000 - Travel Expense	\$0	\$200	\$0	\$0	-100.00%
547100 - Travel Mileage Reimbusem	\$4	\$0	\$0	\$0	0.00%
551100 - Cellular Telephone	\$1,530	\$1,500	\$861	\$1,600	6.67%
552500 - Vehicle & Equipment Gasolin	\$35,921	\$35,000	\$24,051	\$35,000	0.00%
557000 - Laundry & Uniforms	\$6,308	\$6,300	\$4,778	\$7,000	11.11%
560000 - Miscellaneous	\$8,238	\$4,000	\$7,937	\$4,500	12.50%
567000 - Rental & Use Charges	\$18,241	\$27,000	\$5,581	\$20,000	-25.93%
573000 - Repair & Maintenance - Mac	\$308	\$0	\$0	\$0	0.00%
574000 - Repair & Maintenance - Vehi	\$54,348	\$38,000	\$55,881	\$42,500	11.84%
596000 - Vehicles & Equipment	(\$149,105)	\$0	\$100	\$0	0.00%
596100 - Vehicles & Equipment (Repl	\$168,230	\$79,553	\$79,553	\$85,053	6.91%
<b>Personnel</b>	\$794,113	\$854,897	\$507,604	\$815,538	-4.60%
<b>Operating Expenses</b>	\$409,498	\$490,900	\$322,983	\$432,700	-11.86%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$19,125	\$79,553	\$79,653	\$85,053	6.91%
<b>Total</b>	<b>\$1,222,735</b>	<b>\$1,425,350</b>	<b>\$910,240</b>	<b>\$1,333,291</b>	<b>-6.46%</b>

## 1312 Streets & Special Projects

### Expenditure Statement by Object

**Proposed  
2015 - 2016**

**Adopted  
2015 - 2016**

#### Personnel Services

501000	Salaries, Full-Time Employees	483,796	483,796
505200	Other taxable comp-Gfit	144	144
505300	Other taxable comp-housing stipend	7,200	7,200
508000	Salaries, Overtime	37,132	37,132
509000	Salaries, Part-Time Employees	22,531	22,531
510000	Social Security & Medicare Taxes (FICA)	41,575	41,575
514000	Group Insurance	137,886	137,886
514200	Vision Plan	773	773
515000	Retirement Contribution (401A)	38,704	38,704
515050	Supplemental Retirement Contribution	24,190	24,190
515100	Retirement Health Savings (RHS)	5,893	5,893
516000	Savings Plan Contribution (401K)	14,514	14,514
519000	Tuition Reimbursement	1,200	1,200
<b>Subtotal Personnel Services</b>		<b>815,538</b>	<b>815,538</b>

#### Operating Expenses

<b>522000 General Operating Supplies</b>			
	Salt/Sidewalk Deicer	112,000	112,000
	Tools, lumber, materials	30,000	30,000
	<i>Subtotal</i>	<b>142,000</b>	<b>142,000</b>
<b>526000 Machinery &amp; Equipment</b>			
	Small Power Tools	3,000	3,000
	<i>Subtotal</i>	<b>3,000</b>	<b>3,000</b>
<b>529000 Building &amp; Construction Supplies</b>			
	Asphalt	45,500	45,500
	Concrete	40,000	40,000
	Steel and Lumber	5,000	5,000
	Stone and Filler	5,000	5,000
	<i>Subtotal</i>	<b>95,500</b>	<b>95,500</b>
<b>536000 Miscellaneous Professional Services</b>			
	Weather services	5,000	5,000
	<i>Subtotal</i>	<b>5,000</b>	<b>5,000</b>
<b>536400 Contract Maintenance Services</b>			
	Contract Snow Removal: Parking Lots, Subdivisions, Sidewalks	75,000	75,000
	<i>Subtotal</i>	<b>75,000</b>	<b>75,000</b>
<b>544000 Professional Dues &amp; Certification Fees</b>			
	State Flagging Certification	600	600
	<i>Subtotal</i>	<b>600</b>	<b>600</b>
<b>546000 Conference &amp; Seminar Registration</b>			
	Trade shows	1,000	1,000
	<i>Subtotal</i>	<b>1,000</b>	<b>1,000</b>

### 1312 Streets & Special Projects

<b>551100 Cellular Telephone</b>			
Team/Snow Area Leader and Work Force Supervisor	1,600	1,600	
<i>Subtotal</i>		<b>1,600</b>	<b>1,600</b>
<b>552500 Vehicle &amp; Equipment Gasoline Expense</b>			
	35,000	35,000	
<i>Subtotal</i>		<b>35,000</b>	<b>35,000</b>
<b>557000 Laundry &amp; Uniforms</b>			
Uniforms and Safety Equipment	7,000	7,000	
<i>Subtotal</i>		<b>7,000</b>	<b>7,000</b>
<b>560000 Miscellaneous</b>			
Miscellaneous	4,500	4,500	
<i>Subtotal</i>		<b>4,500</b>	<b>4,500</b>
<b>567000 Rental &amp; Use Charges</b>			
Dump Fees (Concrete and Asphalt)	16,000	16,000	
Equipment Rental	4,000	4,000	
<i>Subtotal</i>		<b>20,000</b>	<b>20,000</b>
<b>574000 Repair &amp; Maintenance - Vehicles</b>			
Vehicle Maintenance (42 Units)	42,500	42,500	
<i>Subtotal</i>		<b>42,500</b>	<b>42,500</b>
<b>Subtotal Operating Expenses</b>		<b>432,700</b>	<b>432,700</b>

### Capital Outlay

<b>596100 Vehicles &amp; Equipment (Replacement)</b>			
Vehicle & Equipment Replacement (16 Units) 50% funded	85,053	85,053	
<i>Subtotal</i>		<b>85,053</b>	<b>85,053</b>
<b>Subtotal Capital Outlay</b>		<b>85,053</b>	<b>85,053</b>
<b>Total</b>		<b>1,333,291</b>	<b>1,333,291</b>

# Public Works

## 1315 - Fleet Maintenance

**SERVICES PROVIDED:**

This activity provides for the maintenance and repair of over 400 City vehicles and pieces of equipment. The annual program is designed to provide routine mechanical repairs on an as-needed basis as well as preventive maintenance to preserve the City's investment in its fleet.

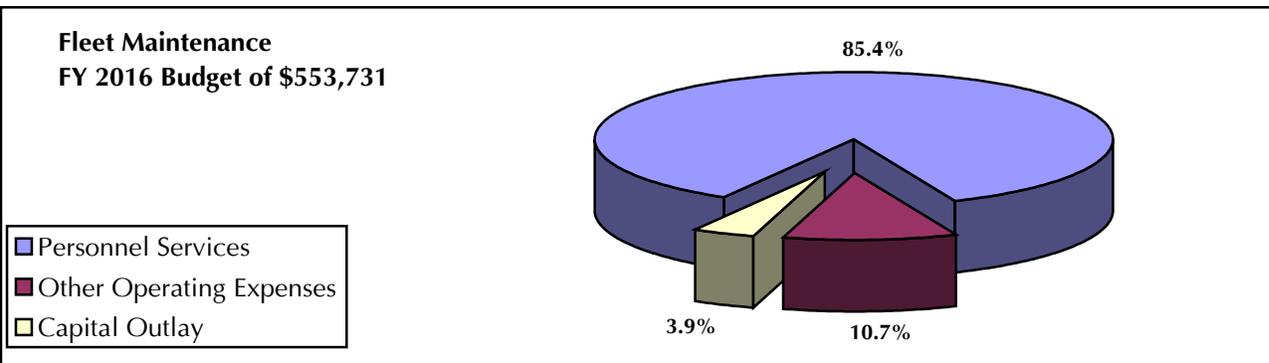
**WORK PLAN GOALS:**

- Assure that a dependable and safe fleet of City vehicles and equipment is maintained.
- Promote the use of safe and environmentally-friendly practices in our Fleet Maintenance Program.
- Provide quality customer service to users of City vehicles and equipment.

**SIGNIFICANT CHANGES:**

- Vehicles & Equipment (Replacement) funded at 50% in FY15 & FY16 increased by \$8,392 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	\$502,422	\$460,577	\$472,832	\$472,832
Other Operating Expenses	52,350	54,480	59,310	59,310
Capital Outlay	16,895	12,457	21,589	21,589
<b>TOTAL</b>	<b>\$571,667</b>	<b>\$527,514</b>	<b>\$553,731</b>	<b>\$553,731</b>



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Vehicle and Equipment Repairs	1075	1000	1100
Preventive Maintenance Performed	450	475	475
Number of Pieces of Equipment Maintained	165	160	140
Number of City Vehicles Maintained	230	230	230

# Activity Analysis Report - Adopted

## 1315 - Fleet Maintenance

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$299,427	\$308,949	\$231,105	\$318,217	3.00%
507000 - Vacation & Sick Pay	\$3,792	\$0	\$1,188	\$0	0.00%
508000 - Salaries, Overtime	\$29,979	\$22,660	\$25,918	\$23,340	3.00%
510000 - Social Security & Medicare T	\$25,065	\$25,368	\$19,414	\$26,129	3.00%
514000 - Group Insurance	\$42,967	\$51,819	\$41,423	\$53,881	3.98%
514200 - Vision Plan	\$0	\$350	\$107	\$350	0.00%
515000 - Retirement Contribution (401	\$23,965	\$24,716	\$18,400	\$25,457	3.00%
515050 - Supplemental Retirement Co	\$14,978	\$15,447	\$11,500	\$15,911	3.00%
516000 - Savings Plan Contribution (4	\$8,987	\$9,268	\$6,900	\$9,547	3.01%
519000 - Tuition Reimbursement	\$0	\$2,000	\$2,000	\$0	-100.00%
521000 - Office Supplies	\$0	\$200	\$0	\$200	0.00%
522000 - General Operating Supplies	\$25,967	\$24,000	\$18,908	\$25,000	4.17%
526000 - Machinery & Equipment	\$7,170	\$9,000	\$5,345	\$9,000	0.00%
531500 - Software Licenses	\$1,680	\$0	\$0	\$0	0.00%
531600 - Software Maintenance Agree	\$8,613	\$9,590	\$8,706	\$10,610	10.64%
536000 - Miscellaneous Professional	\$89	\$0	\$0	\$0	0.00%
542000 - Awards & Presentations	(\$450)	\$0	\$0	\$0	0.00%
544000 - Professional Dues & Certifica	\$127	\$0	\$20	\$0	0.00%
546000 - Conference & Seminar Regis	\$0	\$1,200	\$0	\$3,000	150.00%
547000 - Travel Expense	\$0	\$250	\$0	\$250	0.00%
551000 - Telephone (Landline)	\$111	\$0	\$0	\$0	0.00%
551100 - Cellular Telephone	\$508	\$840	\$507	\$750	-10.71%
552500 - Vehicle & Equipment Gasolin	\$3,531	\$2,400	\$3,038	\$2,500	4.17%
557000 - Laundry & Uniforms	\$3,220	\$4,000	\$2,537	\$5,000	25.00%
567000 - Rental & Use Charges	\$0	\$0	\$98	\$0	0.00%
574000 - Repair & Maintenance - Vehi	\$2,827	\$3,000	\$1,708	\$3,000	0.00%
595000 - Furniture & Equipment	(\$3,290)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$3,645	\$4,440	\$4,440	\$5,180	16.67%
596000 - Vehicles & Equipment	(\$13,250)	\$0	\$0	\$0	0.00%
596100 - Vehicles & Equipment (Repl	\$13,250	\$8,017	\$8,017	\$16,409	104.68%
<b>Personnel</b>	<b>\$449,161</b>	<b>\$460,577</b>	<b>\$357,955</b>	<b>\$472,832</b>	<b>2.66%</b>
<b>Operating Expenses</b>	<b>\$53,394</b>	<b>\$54,480</b>	<b>\$40,867</b>	<b>\$59,310</b>	<b>8.87%</b>
<b>Contingency Funds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>Transfer Funds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>Capital Outlay</b>	<b>\$355</b>	<b>\$12,457</b>	<b>\$12,457</b>	<b>\$21,589</b>	<b>73.31%</b>
<b>Total</b>	<b>\$502,910</b>	<b>\$527,514</b>	<b>\$411,279</b>	<b>\$553,731</b>	<b>4.97%</b>

**1315 Fleet Maintenance**

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

**Personnel Services**

501000 Salaries, Full-Time Employees	318,217	318,217
508000 Salaries, Overtime	23,340	23,340
510000 Social Security & Medicare Taxes (FICA)	26,129	26,129
514000 Group Insurance	53,881	53,881
514200 Vision Plan	350	350
515000 Retirement Contribution (401A)	25,457	25,457
515050 Supplemental Retirement Contribution	15,911	15,911
516000 Savings Plan Contribution (401K)	9,547	9,547
<b>Subtotal Personnel Services</b>	<b>472,832</b>	<b>472,832</b>

**Operating Expenses**

<b>521000 Office Supplies</b>		
	200	200
<i>Subtotal</i>	<b>200</b>	<b>200</b>

<b>522000 General Operating Supplies</b>		
Parts, Nuts and Bolts, Wire, Supplies, and Oil	25,000	25,000
<i>Subtotal</i>	<b>25,000</b>	<b>25,000</b>

<b>526000 Machinery &amp; Equipment</b>		
Miscellaneous Computer Supplies	1,000	1,000
Tools, Meters, Jacks, etc.	8,000	8,000
<i>Subtotal</i>	<b>9,000</b>	<b>9,000</b>

<b>531600 Software Maintenance Agreements</b>		
Maintenance - Software (Cummins INSITE)	450	450
Maintenance - Software (FuelMaster)	3,510	3,510
Maintenance - Software (Identifix)	1,700	1,700
Maintenance - Software (Microsoft CALs) (6)	1,050	1,050
Maintenance - Software (RTA Fleet Maintenance System)	3,000	3,000
Maintenance - Software (ServiceMaxx - International Truck)	400	400
Maintenance - Software (Veeder-Root Inform .NET)	500	500
<i>Subtotal</i>	<b>10,610</b>	<b>10,610</b>

<b>546000 Conference &amp; Seminar Registration</b>		
Technical Training	3,000	3,000
<i>Subtotal</i>	<b>3,000</b>	<b>3,000</b>

<b>547000 Travel Expense</b>		
Mechanics Training	250	250
<i>Subtotal</i>	<b>250</b>	<b>250</b>

<b>551100 Cellular Telephone</b>		
Nextel Phone For Team Leader (1)	750	750
<i>Subtotal</i>	<b>750</b>	<b>750</b>

<b>552500 Vehicle &amp; Equipment Gasoline Expense</b>		
	2,500	2,500
<i>Subtotal</i>	<b>2,500</b>	<b>2,500</b>

**1315 Fleet Maintenance**

<b>557000 Laundry &amp; Uniforms</b>			
Uniforms and Safety Equipment	5,000	5,000	
<i>Subtotal</i>		<b>5,000</b>	<b>5,000</b>

<b>574000 Repair &amp; Maintenance - Vehicles</b>			
Vehicle Maintenance (14 Units)	3,000	3,000	
<i>Subtotal</i>		<b>3,000</b>	<b>3,000</b>

<b>Subtotal Operating Expenses</b>		<b>59,310</b>	<b>59,310</b>
------------------------------------	--	---------------	---------------

**Capital Outlay**

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC Monitors) (5)	40	40	
Replacement - Computer Hardware (PC) (6)	1,720	1,720	
Replacement - Fax Machines	30	30	
Replacement - Key Management System	820	820	
Replacement - Tank Monitoring System (Veeder-Root)	2,570	2,570	
<i>Subtotal</i>		<b>5,180</b>	<b>5,180</b>

<b>596100 Vehicles &amp; Equipment (Replacement)</b>			
Vehicle & Equipment Replacement (4 Units)	16,409	16,409	
<i>Subtotal</i>		<b>16,409</b>	<b>16,409</b>

<b>Subtotal Capital Outlay</b>		<b>21,589</b>	<b>21,589</b>
--------------------------------	--	---------------	---------------

<b>Total</b>		<b>553,731</b>	<b>553,731</b>
--------------	--	----------------	----------------

# Public Works

## 1341 - Landscaping & Forestry

**SERVICES PROVIDED:**

The landscaping crew is responsible for the care and maintenance of median landscaping and flower beds, landscaping in City parks and special landscaping of grounds such as City Hall, Constitution Garden, the Train Station, and the Miniature Golf Course. The forestry crew is responsible for tree care throughout the City.

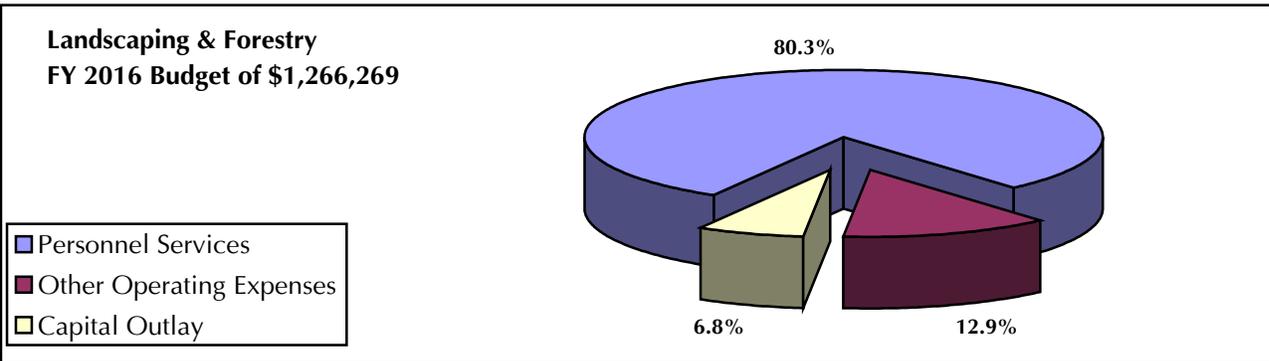
**WORK PLAN GOALS:**

- Enhance the attractiveness of the City through landscaping of City facilities, street medians and rights-of-way.
- Ensure health and safety of City trees.
- Provide ongoing landscape maintenance to ensure the health and aesthetic appearance of City-maintained properties.

**SIGNIFICANT CHANGES:**

- Vehicles & Equipment (Replacement) funded at 50% in FY15 & FY16 increased by \$45,522 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	\$897,752	\$934,953	\$1,017,373	\$1,017,373
Other Operating Expenses	223,978	163,400	163,025	163,025
Capital Outlay	116,405	40,219	85,871	85,871
<b>TOTAL</b>	<b>\$1,238,135</b>	<b>\$1,138,572</b>	<b>\$1,266,269</b>	<b>\$1,266,269</b>



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Number of Trees Pruned	1,500	1,750	
Number of Trees Planted	200	250	
Flats of Annuals	800	820	
Cubic Yards of Mulch Placed	300	550	

# Activity Analysis Report - Adopted

## 1341 - Landscaping & Forestry

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$537,044	\$566,719	\$382,065	\$575,495	1.55%
505200 - Other taxable comp-Gfit	\$723	\$921	\$519	\$280	-69.60%
505300 - Other taxable comp-housing	\$3,300	\$3,600	\$1,500	\$0	-100.00%
507000 - Vacation & Sick Pay	\$6,837	\$0	\$5,012	\$0	0.00%
508000 - Salaries, Overtime	\$39,442	\$53,560	\$32,364	\$55,167	3.00%
509000 - Salaries, Part-Time Employee	\$28,260	\$34,476	\$27,445	\$34,821	1.00%
510000 - Social Security & Medicare T	\$45,612	\$50,089	\$32,905	\$50,909	1.64%
514000 - Group Insurance	\$105,804	\$123,921	\$103,885	\$204,785	65.25%
514200 - Vision Plan	\$396	\$792	\$251	\$1,104	39.39%
515000 - Retirement Contribution (401	\$42,875	\$45,338	\$30,470	\$46,040	1.55%
515050 - Supplemental Retirement Co	\$24,836	\$28,336	\$16,295	\$28,775	1.55%
515100 - Retirement Health Savings (	\$6,570	\$8,199	\$3,105	\$2,732	-66.68%
516000 - Savings Plan Contribution (4	\$14,901	\$17,002	\$9,777	\$17,265	1.55%
519000 - Tuition Reimbursement	\$0	\$2,000	\$2,000	\$0	-100.00%
521000 - Office Supplies	\$0	\$200	\$35	\$0	-100.00%
522000 - General Operating Supplies	\$91,993	\$45,000	\$39,458	\$49,000	8.89%
526000 - Machinery & Equipment	\$1,041	\$8,750	\$706	\$5,500	-37.14%
531500 - Software Licenses	\$0	\$700	\$0	\$0	-100.00%
531600 - Software Maintenance Agree	\$2,288	\$2,250	\$1,900	\$1,925	-14.44%
536000 - Miscellaneous Professional	\$104	\$0	\$100	\$0	0.00%
536400 - Contract Maintenance Servic	\$33,392	\$44,000	\$29,106	\$40,000	-9.09%
536500 - Investigations	\$173	\$0	\$0	\$0	0.00%
542000 - Awards & Presentations	\$50	\$0	\$0	\$0	0.00%
544000 - Professional Dues & Certifica	\$1,377	\$1,300	\$1,019	\$1,300	0.00%
545000 - Magazines, Books & Resour	\$240	\$0	\$149	\$0	0.00%
546000 - Conference & Seminar Regis	\$850	\$1,200	\$188	\$1,200	0.00%
547000 - Travel Expense	\$0	\$1,400	\$0	\$1,400	0.00%
547100 - Travel Mileage Reimbursen	\$0	\$0	\$28	\$0	0.00%
550200 - Water	\$1,443	\$5,000	\$3,461	\$5,000	0.00%
551100 - Cellular Telephone	\$1,273	\$1,200	\$1,174	\$700	-41.67%
552500 - Vehicle & Equipment Gasolin	\$26,342	\$23,000	\$18,825	\$22,000	-4.35%
557000 - Laundry & Uniforms	\$6,792	\$6,400	\$6,249	\$7,500	17.19%
573000 - Repair & Maintenance - Mac	\$336	\$0	\$196	\$0	0.00%
574000 - Repair & Maintenance - Vehi	\$24,914	\$23,000	\$27,106	\$27,500	19.57%
595000 - Furniture & Equipment	(\$391)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$765	\$125	\$125	\$255	104.00%
596000 - Vehicles & Equipment	(\$115,640)	\$0	\$0	\$0	0.00%
596100 - Vehicles & Equipment (Repl	\$115,640	\$40,094	\$40,094	\$85,616	113.54%

# Activity Analysis Report - Adopted

## 1341 - Landscaping & Forestry

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
Personnel	\$856,599	\$934,953	\$647,594	\$1,017,373	8.82%
Operating Expenses	\$192,607	\$163,400	\$129,699	\$163,025	-0.23%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$374	\$40,219	\$40,219	\$85,871	113.51%
<b>Total</b>	<b>\$1,049,580</b>	<b>\$1,138,572</b>	<b>\$817,512</b>	<b>\$1,266,269</b>	<b>11.22%</b>

## 1341 Landscaping & Forestry

### Expenditure Statement by Object

**Proposed  
2015 - 2016**

**Adopted  
2015 - 2016**

#### Personnel Services

501000	Salaries, Full-Time Employees	575,495	575,495
505200	Other taxable comp-Gfit	280	280
508000	Salaries, Overtime	55,167	55,167
509000	Salaries, Part-Time Employees	34,821	34,821
510000	Social Security & Medicare Taxes (FICA)	50,909	50,909
514000	Group Insurance	204,785	204,785
514200	Vision Plan	1,104	1,104
515000	Retirement Contribution (401A)	46,040	46,040
515050	Supplemental Retirement Contribution	28,775	28,775
515100	Retirement Health Savings (RHS)	2,732	2,732
516000	Savings Plan Contribution (401K)	17,265	17,265
<b>Subtotal Personnel Services</b>		<b>1,017,373</b>	<b>1,017,373</b>

#### Operating Expenses

<b>522000 General Operating Supplies</b>			
	Mulch, annuals, plant material, replacement street trees	49,000	49,000
	<i>Subtotal</i>	<b>49,000</b>	<b>49,000</b>
<b>526000 Machinery &amp; Equipment</b>			
	Miscellaneous Computer Supplies	500	500
	Replacement - Small Equipment (blowers, trimmers, power shears)	5,000	5,000
	<i>Subtotal</i>	<b>5,500</b>	<b>5,500</b>
<b>531600 Software Maintenance Agreements</b>			
	Maintenance - Software (ArborPro)	1,750	1,750
	Maintenance - Software (Microsoft CALs) (1)	175	175
	<i>Subtotal</i>	<b>1,925</b>	<b>1,925</b>
<b>536400 Contract Maintenance Services</b>			
	Contract Landscape Maintenance	8,000	8,000
	Hazard Tree Work, Stump Grinding, Tree Pruning	24,000	24,000
	Landscape Improvements - Facilities & Right-of-Ways	5,000	5,000
	Tree Spraying for Insect Problems	3,000	3,000
	<i>Subtotal</i>	<b>40,000</b>	<b>40,000</b>
<b>544000 Professional Dues &amp; Certification Fees</b>			
	International Society for Arboricultural	600	600
	Landscaper Contractor's Association	200	200
	Pesticide Certification	500	500
	<i>Subtotal</i>	<b>1,300</b>	<b>1,300</b>
<b>546000 Conference &amp; Seminar Registration</b>			
	International Society of Arboriculture	400	400
	Pesticide Training and Recertification	600	600
	Trade Shows	200	200
	<i>Subtotal</i>	<b>1,200</b>	<b>1,200</b>

### 1341 Landscaping & Forestry

<b>547000 Travel Expense</b>			
ISA Conference	700	700	
Professional Seminars	700	700	
<i>Subtotal</i>		<b>1,400</b>	<b>1,400</b>
<b>550200 Water</b>			
Water Truck To Water New Trees & Annuals	5,000	5,000	
<i>Subtotal</i>		<b>5,000</b>	<b>5,000</b>
<b>551100 Cellular Telephone</b>			
Nextel Phone For Team/Snow Area Leader (1)	700	700	
<i>Subtotal</i>		<b>700</b>	<b>700</b>
<b>552500 Vehicle &amp; Equipment Gasoline Expense</b>			
	22,000	22,000	
<i>Subtotal</i>		<b>22,000</b>	<b>22,000</b>
<b>557000 Laundry &amp; Uniforms</b>			
Uniforms and Safety Equipment	7,500	7,500	
<i>Subtotal</i>		<b>7,500</b>	<b>7,500</b>
<b>574000 Repair &amp; Maintenance - Vehicles</b>			
Vehicle Maintenance (17 Units)	27,500	27,500	
<i>Subtotal</i>		<b>27,500</b>	<b>27,500</b>
<b>Subtotal Operating Expenses</b>		<b>163,025</b>	<b>163,025</b>

### Capital Outlay

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC) (1)	255	255	
<i>Subtotal</i>		<b>255</b>	<b>255</b>
<b>596100 Vehicles &amp; Equipment (Replacement)</b>			
Vehicle & Equipment Replacement (10 Units)	85,616	85,616	
<i>Subtotal</i>		<b>85,616</b>	<b>85,616</b>
<b>Subtotal Capital Outlay</b>		<b>85,871</b>	<b>85,871</b>
<b>Total</b>		<b>1,266,269</b>	<b>1,266,269</b>

# Public Works

## 1343 - Municipal Parks Maintenance

**SERVICES PROVIDED:**

The Parks Maintenance Division is responsible for maintaining all grounds and facilities in 27 City parks. This division is also responsible for providing supporting services for the City's recreational programs and for other Parks and Recreation facilities.

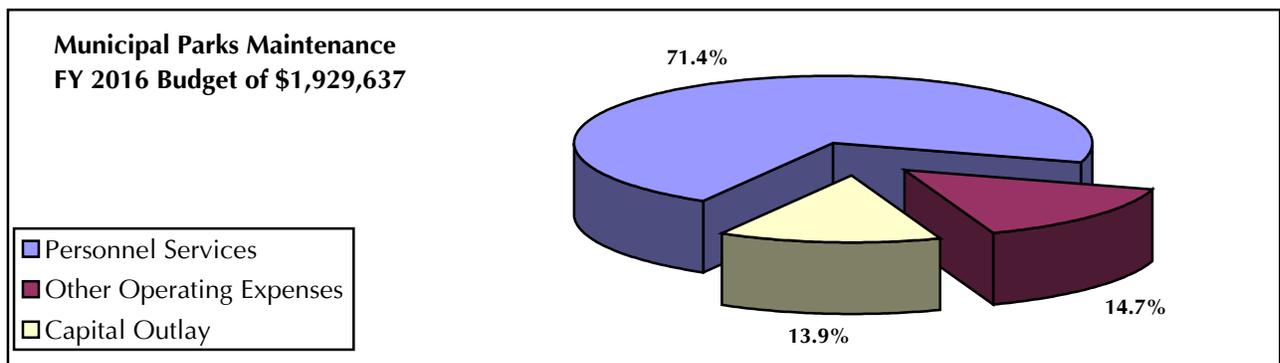
**WORK PLAN GOALS:**

- Complete major playground replacement projects.
- Provide a routine maintenance schedule that keeps the parks clean and safe.
- Support City events and programs.

**SIGNIFICANT CHANGES:**

- Contract Maintenance Services increased by \$7,000 to reflect costs of contract mowing.
- Vehicles & Equipment (Replacement) funded at 50% in FY15 & FY16 increased by \$87,443 due to vehicles purchased in FY15 now have a replacement account established in FY16.
- Vehicles & Equipment increased by \$39,000 to reflect addition fleet unit for Parks Maintenance.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$1,361,657	\$1,348,199	\$1,377,848	\$1,377,848
Other Operating Expenses	266,920	272,690	284,115	284,115
Capital Outlay	162,340	138,101	267,674	267,674
<b>TOTAL</b>	<b>\$1,790,917</b>	<b>\$1,758,990</b>	<b>\$1,929,637</b>	<b>\$1,929,637</b>



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Repair & Maintenance : Buildings/Park Amenities (hours)	5,500	4,800	
Program Support (man hours)	7,100	7,200	
Litter and Trash Pick up(man hours)	4,100	4,000	
Grass Mowing (man hours)	7,300	7,500	
Athletic Field Maintenance (man hours)	3,200	3,500	

# Activity Analysis Report - Adopted

## 1343 - Municipal Parks Maintenance

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$752,808	\$808,513	\$602,653	\$831,668	2.86%
505200 - Other taxable comp-Gfit	\$385	\$120	\$496	\$691	475.83%
505300 - Other taxable comp-housing	\$10,000	\$10,800	\$8,000	\$9,600	-11.11%
507000 - Vacation & Sick Pay	\$7,438	\$0	\$5,920	\$0	0.00%
508000 - Salaries, Overtime	\$82,653	\$79,310	\$94,468	\$81,689	3.00%
509000 - Salaries, Part-Time Employee	\$56,448	\$45,630	\$37,915	\$46,086	1.00%
510000 - Social Security & Medicare T	\$67,258	\$71,409	\$55,415	\$73,397	2.78%
514000 - Group Insurance	\$156,646	\$199,003	\$149,119	\$197,311	-0.85%
514200 - Vision Plan	\$167	\$1,178	\$441	\$1,178	0.00%
515000 - Retirement Contribution (401	\$59,163	\$64,681	\$48,067	\$66,533	2.86%
515050 - Supplemental Retirement Co	\$36,977	\$40,426	\$30,042	\$41,583	2.86%
515100 - Retirement Health Savings (	\$1,404	\$2,874	\$2,354	\$3,162	10.02%
516000 - Savings Plan Contribution (4	\$22,186	\$24,255	\$18,025	\$24,950	2.87%
519000 - Tuition Reimbursement		\$0		\$0	0.00%
521000 - Office Supplies	\$0	\$0	\$17	\$0	0.00%
522000 - General Operating Supplies	\$71,940	\$77,000	\$35,683	\$77,000	0.00%
526000 - Machinery & Equipment	\$3,346	\$5,000	\$932	\$3,500	-30.00%
529000 - Building & Construction Supp	\$1,668	\$0	\$1,243	\$0	0.00%
531600 - Software Maintenance Agree	\$185	\$190	\$185	\$215	13.16%
536000 - Miscellaneous Professional	\$939	\$0	\$0	\$0	0.00%
536400 - Contract Maintenance Servic	\$47,460	\$58,200	\$19,977	\$65,200	12.03%
536500 - Investigations	\$449	\$500	\$0	\$500	0.00%
544000 - Professional Dues & Certifica	\$642	\$400	\$115	\$400	0.00%
546000 - Conference & Seminar Regis	\$928	\$600	\$1,467	\$800	33.33%
547000 - Travel Expense	\$12	\$500	\$4	\$1,000	100.00%
550000 - Electric	\$4,843	\$5,100	\$4,160	\$6,000	17.65%
550200 - Water	\$4,238	\$16,500	\$4,063	\$14,500	-12.12%
551100 - Cellular Telephone	\$1,104	\$1,200	\$660	\$1,500	25.00%
552500 - Vehicle & Equipment Gasolin	\$39,731	\$35,000	\$24,995	\$35,000	0.00%
554000 - Signage	\$200	\$1,000	\$2,344	\$2,500	150.00%
556000 - Postage	\$221	\$0	\$75	\$0	0.00%
557000 - Laundry & Uniforms	\$9,767	\$10,000	\$8,177	\$12,000	20.00%
567000 - Rental & Use Charges	\$3,940	\$2,500	\$1,426	\$4,000	60.00%
572000 - Repair & Maintenance - Build	\$9,438	\$19,000	\$8,954	\$16,000	-15.79%
573000 - Repair & Maintenance - Mac	\$911	\$0	\$1,110	\$0	0.00%
574000 - Repair & Maintenance - Vehi	\$51,199	\$40,000	\$45,077	\$44,000	10.00%
593000 - Improvements - Not Building	\$117	\$0	\$81	\$0	0.00%
595000 - Furniture & Equipment	(\$66,142)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$66,260	\$67,125	\$67,125	\$70,255	4.66%
596000 - Vehicles & Equipment	(\$63,873)	\$0	\$0	\$39,000	0.00%
596100 - Vehicles & Equipment (Repl	\$96,080	\$70,976	\$70,976	\$158,419	123.20%

# Activity Analysis Report - Adopted

## 1343 - Municipal Parks Maintenance

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
Personnel	\$1,253,533	\$1,348,199	\$1,052,916	\$1,377,848	2.20%
Operating Expenses	\$253,161	\$272,690	\$160,663	\$284,115	4.19%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$32,442	\$138,101	\$138,182	\$267,674	93.82%
<b>Total</b>	<b>\$1,539,135</b>	<b>\$1,758,990</b>	<b>\$1,351,760</b>	<b>\$1,929,637</b>	<b>9.70%</b>

## 1343 Municipal Parks Maintenance

### Expenditure Statement by Object

Proposed  
2015 - 2016

Adopted  
2015 - 2016

#### Personnel Services

501000 Salaries, Full-Time Employees	831,668	831,668
505200 Other taxable comp-Gfit	691	691
505300 Other taxable comp-housing stipend	9,600	9,600
508000 Salaries, Overtime	81,689	81,689
509000 Salaries, Part-Time Employees	46,086	46,086
510000 Social Security & Medicare Taxes (FICA)	73,397	73,397
514000 Group Insurance	197,311	197,311
514200 Vision Plan	1,178	1,178
515000 Retirement Contribution (401A)	66,533	66,533
515050 Supplemental Retirement Contribution	41,583	41,583
515100 Retirement Health Savings (RHS)	3,162	3,162
516000 Savings Plan Contribution (401K)	24,950	24,950
<b>Subtotal Personnel Services</b>	<b>1,377,848</b>	<b>1,377,848</b>

#### Operating Expenses

<b>522000 General Operating Supplies</b>		
Cleaning Supplies - bags, ball field materials, lumber, tools, etc.	55,000	55,000
Playground safety surfacing	22,000	22,000
<i>Subtotal</i>	<b>77,000</b>	<b>77,000</b>
<b>526000 Machinery &amp; Equipment</b>		
Miscellaneous Computer Supplies	500	500
Small Equipment (Blowers, Trimmers, Edgers)	3,000	3,000
<i>Subtotal</i>	<b>3,500</b>	<b>3,500</b>
<b>531600 Software Maintenance Agreements</b>		
Maintenance - Software (Adobe Acrobat Standard) (1)	40	40
Maintenance - Software (Microsoft CALs) (1)	175	175
<i>Subtotal</i>	<b>215</b>	<b>215</b>
<b>536400 Contract Maintenance Services</b>		
Contract Mowing-Kentlands Lakes, Mini-Golf, Travis Ave & Bloh	39,000	39,000
Goose Abatement	16,000	16,000
Hazard Tree Work	6,000	6,000
Maintenance-Lighting at Market Sq Plaza & Main St Pavilion	4,200	4,200
<i>Subtotal</i>	<b>65,200</b>	<b>65,200</b>
<b>536500 Investigations</b>		
Background Checks	500	500
<i>Subtotal</i>	<b>500</b>	<b>500</b>
<b>544000 Professional Dues &amp; Certification Fees</b>		
ISA, MRPA	400	400
<i>Subtotal</i>	<b>400</b>	<b>400</b>
<b>546000 Conference &amp; Seminar Registration</b>		
Arborist Training and Conference	600	600
Pesticide Training and Recertification	200	200
<i>Subtotal</i>	<b>800</b>	<b>800</b>

### 1343 Municipal Parks Maintenance

<b>547000 Travel Expense</b>			
MRPA Conference	1,000	1,000	
<i>Subtotal</i>		<b>1,000</b>	<b>1,000</b>
<b>550000 Electric</b>			
	6,000	6,000	
<i>Subtotal</i>		<b>6,000</b>	<b>6,000</b>
<b>550200 Water</b>			
WSSC - for Ball fields	14,500	14,500	
<i>Subtotal</i>		<b>14,500</b>	<b>14,500</b>
<b>551100 Cellular Telephone</b>			
Nextel Phone For Team/Snow Area Leader (2)	1,500	1,500	
<i>Subtotal</i>		<b>1,500</b>	<b>1,500</b>
<b>552500 Vehicle &amp; Equipment Gasoline Expense</b>			
	35,000	35,000	
<i>Subtotal</i>		<b>35,000</b>	<b>35,000</b>
<b>554000 Signage</b>			
Park Signs	2,500	2,500	
<i>Subtotal</i>		<b>2,500</b>	<b>2,500</b>
<b>557000 Laundry &amp; Uniforms</b>			
Uniforms and Safety Equipment	12,000	12,000	
<i>Subtotal</i>		<b>12,000</b>	<b>12,000</b>
<b>567000 Rental &amp; Use Charges</b>			
Miscellaneous Equipment	4,000	4,000	
<i>Subtotal</i>		<b>4,000</b>	<b>4,000</b>
<b>572000 Repair &amp; Maintenance - Buildings &amp; Facilities</b>			
	16,000	16,000	
<i>Subtotal</i>		<b>16,000</b>	<b>16,000</b>
<b>574000 Repair &amp; Maintenance - Vehicles</b>			
Vehicle Maintenance (69 Units)	44,000	44,000	
<i>Subtotal</i>		<b>44,000</b>	<b>44,000</b>
<b>Subtotal Operating Expenses</b>		<b>284,115</b>	<b>284,115</b>

### Capital Outlay

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC) (1)	255	255	
Replacement - Playground Equipment	70,000	70,000	
<i>Subtotal</i>		<b>70,255</b>	<b>70,255</b>
<b>596000 Vehicles &amp; Equipment</b>			
One new F350 for the Parks Mowing Division	39,000	39,000	
<i>Subtotal</i>		<b>39,000</b>	<b>39,000</b>

### 1343 Municipal Parks Maintenance

<b>596100 Vehicles &amp; Equipment (Replacement)</b>			
Vehicle & Equipment Replacement (24 Units)	158,419		158,419
<i>Subtotal</i>		<b>158,419</b>	<b>158,419</b>
<b>Subtotal Capital Outlay</b>		<b>267,674</b>	<b>267,674</b>
<b>Total</b>		<b>1,929,637</b>	<b>1,929,637</b>

# Public Works

## 1344 - Mowing and Special Pickups

**SERVICES PROVIDED:**

This activity provides a variety of services including grass cutting, bulk pickup, leaf collection, street sweeping, and litter pickup. City personnel also clean City parking lots and pick up the City's own trash and refuse from the various municipal buildings, some bus stops and from street litter baskets.

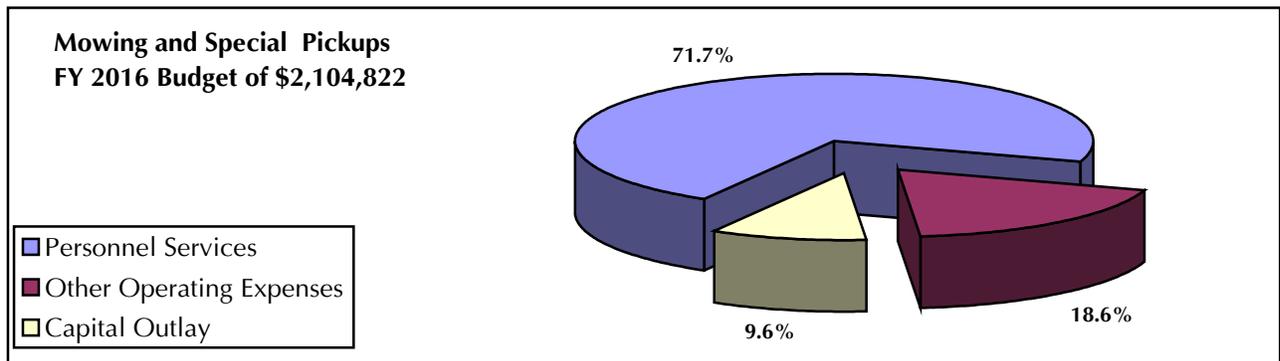
**WORK PLAN GOALS:**

- Provide attractive public rights-of-ways through mowing and litter pickup.
- Provide monthly collection service to homeowners to collect items that private haulers will not accept.
- Service litter receptacles, monitor public areas and sweep streets on a routine basis.

**SIGNIFICANT CHANGES:**

- Contract Maintenance Services increase by \$30,000 based on adding additional contract mowing of right of ways.
- Rental & Use Charges decreased by \$15,000 to be closer to actual spending.
- Vehicles & Equipment (Replacement) funded at 50% in FY15 & FY16 and increase by \$102,022 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	\$1,399,296	\$1,487,174	\$1,509,782	\$1,509,782
Other Operating Expenses	397,010	379,250	392,125	392,125
Capital Outlay	215,930	100,743	202,915	202,915
<b>TOTAL</b>	<b>\$2,012,236</b>	<b>\$1,967,167</b>	<b>\$2,104,822</b>	<b>\$2,104,822</b>



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Tons of Litter Picked Up	175	75	
Tons of Bulk Items Picked Up	1,200	1,400	
Curb Miles Swept	3,000	2,250	
Cubic Yards of Leaves Pick Up	12250	11,000	

# Activity Analysis Report - Adopted

## 1344 - Mowing and Special Pickups

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$806,861	\$868,881	\$614,301	\$893,591	2.84%
505200 - Other taxable comp-Gfit	\$329	\$332	\$269	\$914	175.30%
505300 - Other taxable comp-housing	\$13,800	\$14,400	\$16,200	\$20,400	41.67%
507000 - Vacation & Sick Pay	\$12,668	\$0	\$12,810	\$0	0.00%
508000 - Salaries, Overtime	\$114,185	\$87,550	\$94,277	\$90,176	3.00%
509000 - Salaries, Part-Time Employee	\$49,489	\$86,190	\$39,005	\$87,052	1.00%
510000 - Social Security & Medicare T	\$75,179	\$79,761	\$58,165	\$81,918	2.70%
514000 - Group Insurance	\$126,397	\$191,615	\$120,070	\$174,109	-9.14%
514200 - Vision Plan	\$224	\$1,179	\$76	\$1,069	-9.33%
515000 - Retirement Contribution (401	\$64,231	\$69,510	\$48,393	\$71,487	2.84%
515050 - Supplemental Retirement Co	\$33,328	\$43,444	\$26,577	\$44,680	2.85%
515100 - Retirement Health Savings (	\$13,199	\$13,946	\$12,079	\$15,378	10.27%
516000 - Savings Plan Contribution (4	\$21,013	\$26,066	\$16,563	\$26,808	2.85%
519000 - Tuition Reimbursement	\$2,523	\$4,300	\$4,300	\$2,200	-48.84%
521000 - Office Supplies	\$0	\$0	\$17	\$0	0.00%
522000 - General Operating Supplies	\$8,456	\$15,000	\$9,387	\$15,000	0.00%
526000 - Machinery & Equipment	\$923	\$5,200	\$280	\$4,500	-13.46%
529000 - Building & Construction Supp	\$0	\$0	\$239	\$0	0.00%
531600 - Software Maintenance Agree	\$150	\$150	\$150	\$175	16.67%
536000 - Miscellaneous Professional	\$770	\$0	\$169	\$0	0.00%
536400 - Contract Maintenance Servic	\$69,985	\$96,500	\$48,729	\$126,500	31.09%
536500 - Investigations	\$242	\$500	\$0	\$500	0.00%
544000 - Professional Dues & Certifica	\$589	\$500	\$170	\$100	-80.00%
546000 - Conference & Seminar Regis	\$300	\$400	\$128	\$400	0.00%
547000 - Travel Expense	\$0	\$1,000	\$0	\$500	-50.00%
547100 - Travel Mileage Reimburse	\$8	\$0	\$30	\$0	0.00%
551100 - Cellular Telephone	\$983	\$1,000	\$699	\$1,450	45.00%
552500 - Vehicle & Equipment Gasolin	\$63,515	\$60,000	\$37,848	\$60,000	0.00%
556000 - Postage	\$0	\$0	\$7	\$0	0.00%
557000 - Laundry & Uniforms	\$11,935	\$13,000	\$9,343	\$15,000	15.38%
567000 - Rental & Use Charges	\$92,724	\$120,000	\$75,031	\$105,000	-12.50%
573000 - Repair & Maintenance - Mac	\$1,145	\$0	\$1,014	\$0	0.00%
574000 - Repair & Maintenance - Vehi	\$83,855	\$66,000	\$58,927	\$63,000	-4.55%
576000 - Repair & Maintenance - Art	\$0	\$0	\$10	\$0	0.00%
595000 - Furniture & Equipment	(\$292)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$410	\$140	\$140	\$290	107.14%
596000 - Vehicles & Equipment	(\$151,667)	\$0	\$100	\$0	0.00%
596100 - Vehicles & Equipment (Repl	\$215,520	\$100,603	\$100,603	\$202,625	101.41%

# Activity Analysis Report - Adopted

## 1344 - Mowing and Special Pickups

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
Personnel	\$1,333,426	\$1,487,174	\$1,063,086	\$1,509,782	1.52%
Operating Expenses	\$335,579	\$379,250	\$242,178	\$392,125	3.39%
Contingency Funds	\$0	\$0	\$0	\$0	0.00%
Transfer Funds	\$0	\$0	\$0	\$0	0.00%
Capital Outlay	\$63,971	\$100,743	\$100,843	\$202,915	101.42%
<b>Total</b>	<b>\$1,732,976</b>	<b>\$1,967,167</b>	<b>\$1,406,107</b>	<b>\$2,104,822</b>	<b>7.00%</b>

## 1344 Mowing and Special Pickups

### Expenditure Statement by Object

	Proposed 2015 - 2016	Adopted 2015 - 2016
<b>Personnel Services</b>		
501000 Salaries, Full-Time Employees	893,591	893,591
505200 Other taxable comp-Gfit	914	914
505300 Other taxable comp-housing stipend	20,400	20,400
508000 Salaries, Overtime	90,176	90,176
509000 Salaries, Part-Time Employees	87,052	87,052
510000 Social Security & Medicare Taxes (FICA)	81,918	81,918
514000 Group Insurance	174,109	174,109
514200 Vision Plan	1,069	1,069
515000 Retirement Contribution (401A)	71,487	71,487
515050 Supplemental Retirement Contribution	44,680	44,680
515100 Retirement Health Savings (RHS)	15,378	15,378
516000 Savings Plan Contribution (401K)	26,808	26,808
519000 Tuition Reimbursement	2,200	2,200
<b>Subtotal Personnel Services</b>	<b>1,509,782</b>	<b>1,509,782</b>

### Operating Expenses

<b>522000 General Operating Supplies</b>		
Tools, Trash Bags and Materials	10,000	10,000
Trash Cans for Bus Stops	5,000	5,000
<i>Subtotal</i>	<b>15,000</b>	<b>15,000</b>
<b>526000 Machinery &amp; Equipment</b>		
Miscellaneous Computer Supplies	500	500
Small Equipment (weed trimmers, blowers, edgers, etc.)	4,000	4,000
<i>Subtotal</i>	<b>4,500</b>	<b>4,500</b>
<b>531600 Software Maintenance Agreements</b>		
Maintenance - Software (Microsoft CALs) (1)	175	175
<i>Subtotal</i>	<b>175</b>	<b>175</b>
<b>536400 Contract Maintenance Services</b>		
Contract Loose Leaf Removal	40,000	40,000
Contract Mowing-Rte 355, Sam Eig Hwy, Rte 124, Park & Rides	70,000	70,000
HOA Mowing Reimbursements	16,500	16,500
<i>Subtotal</i>	<b>126,500</b>	<b>126,500</b>
<b>536500 Investigations</b>		
Background Checks	500	500
<i>Subtotal</i>	<b>500</b>	<b>500</b>
<b>544000 Professional Dues &amp; Certification Fees</b>		
Flagger Certification	100	100
<i>Subtotal</i>	<b>100</b>	<b>100</b>
<b>546000 Conference &amp; Seminar Registration</b>		
Snow Conference	400	400
<i>Subtotal</i>	<b>400</b>	<b>400</b>

### 1344 Mowing and Special Pickups

<b>547000 Travel Expense</b>			
Snow Conference	500	500	
<i>Subtotal</i>		<b>500</b>	<b>500</b>
<b>551100 Cellular Telephone</b>			
Nextel Phone For Team/Snow Area Leader (2)	1,450	1,450	
<i>Subtotal</i>		<b>1,450</b>	<b>1,450</b>
<b>552500 Vehicle &amp; Equipment Gasoline Expense</b>			
	60,000	60,000	
<i>Subtotal</i>		<b>60,000</b>	<b>60,000</b>
<b>557000 Laundry &amp; Uniforms</b>			
Uniforms and Safety Equipment	15,000	15,000	
<i>Subtotal</i>		<b>15,000</b>	<b>15,000</b>
<b>567000 Rental &amp; Use Charges</b>			
Dump Fees (Leaves)	20,000	20,000	
Dump Fees (Trash and Special Pickups)	85,000	85,000	
<i>Subtotal</i>		<b>105,000</b>	<b>105,000</b>
<b>574000 Repair &amp; Maintenance - Vehicles</b>			
Vehicle Maintenance (57 Units)	63,000	63,000	
<i>Subtotal</i>		<b>63,000</b>	<b>63,000</b>
<b>Subtotal Operating Expenses</b>		<b>392,125</b>	<b>392,125</b>

### Capital Outlay

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC Monitors) (1)	35	35	
Replacement - Computer Hardware (PC) (1)	255	255	
<i>Subtotal</i>		<b>290</b>	<b>290</b>
<b>596100 Vehicles &amp; Equipment (Replacement)</b>			
Vehicle & Equipment Replacement (41 Units)	202,625	202,625	
<i>Subtotal</i>		<b>202,625</b>	<b>202,625</b>
<b>Subtotal Capital Outlay</b>		<b>202,915</b>	<b>202,915</b>
<b>Total</b>		<b>2,104,822</b>	<b>2,104,822</b>

**SERVICES PROVIDED:**

This activity provides for the curbside collection of co-mingled recyclables, cardboard, mixed paper, newspaper, yard waste (grass clippings, leaves, brush, and Christmas trees) by a private contractor. A separate fee is charged on the property tax bill for all single family homes and townhouses for recycling.

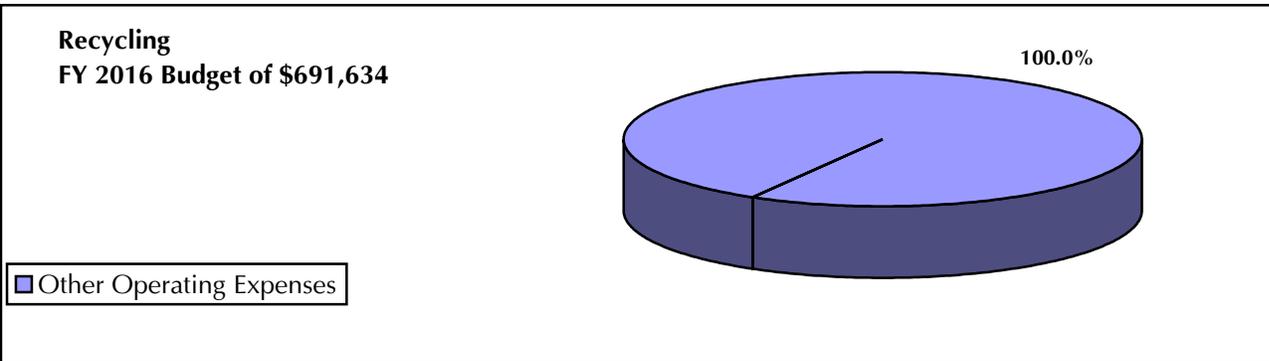
**WORK PLAN GOALS:**

- Continue to encourage participation in the curbside recycling program.
- Encourage grass recycling (source reduction) by City residents.
- Promote recycling program for multi-family dwellings and for businesses.

**SIGNIFICANT CHANGES:**

- Rental and Use Charges account increased by \$274,141 as the City entered into a new recycling agreement for FY16.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	669,247	691,634	691,634	965,775
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$669,247</b>	<b>\$691,634</b>	<b>\$691,634</b>	<b>\$965,775</b>



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Average tons of single stream material collected weekly	66	67	68
Average missed pickups for weekly yard waste/curbside recycling	1.45/1.66		
"Cost" of recycling per ton	\$127.50	N/A	
Average tons of yard waste collected weekly	29	24	25

# Activity Analysis Report - Adopted

## 1345 - Recycling

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
522000 - General Operating Supplies	\$31,368	\$47,000	\$30,579	\$47,000	0.00%
552500 - Vehicle & Equipment Gasolin	\$251	\$0	\$0	\$0	0.00%
553000 - Printing & Binding	\$0	\$0	\$810	\$0	0.00%
567000 - Rental & Use Charges	\$625,950	\$644,634	\$483,848	\$918,775	42.53%
<b>Personnel</b>	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>	\$657,570	\$691,634	\$515,237	\$965,775	39.64%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0.00%
<b>Total</b>	<b>\$657,570</b>	<b>\$691,634</b>	<b>\$515,237</b>	<b>\$965,775</b>	<b>39.64%</b>

## 1345 Recycling

### Operating Expenses

<b>522000 General Operating Supplies</b>		
18 Gallon Bins w/lids (500)	7,000	7,000
Wheeled Carts - 65 Gallon (875)	40,000	40,000
<i>Subtotal</i>	<b>47,000</b>	<b>47,000</b>

<b>567000 Rental &amp; Use Charges</b>		
Recycling Contract	644,634	918,775
<i>Subtotal</i>	<b>644,634</b>	<b>918,775</b>

<b>Subtotal Operating Expenses</b>	<b>691,634</b>	<b>965,775</b>
------------------------------------	----------------	----------------

<b>Total</b>	<b>691,634</b>	<b>965,775</b>
--------------	----------------	----------------

# Public Works

## 1351 - Engineering Services

**SERVICES PROVIDED:**

This activity is used for the administration of Public Works-related Capital Improvement Program (CIP) projects and the design of small projects including road, storm drain and park facilities projects. Consulting engineering design services may also be provided through this activity.

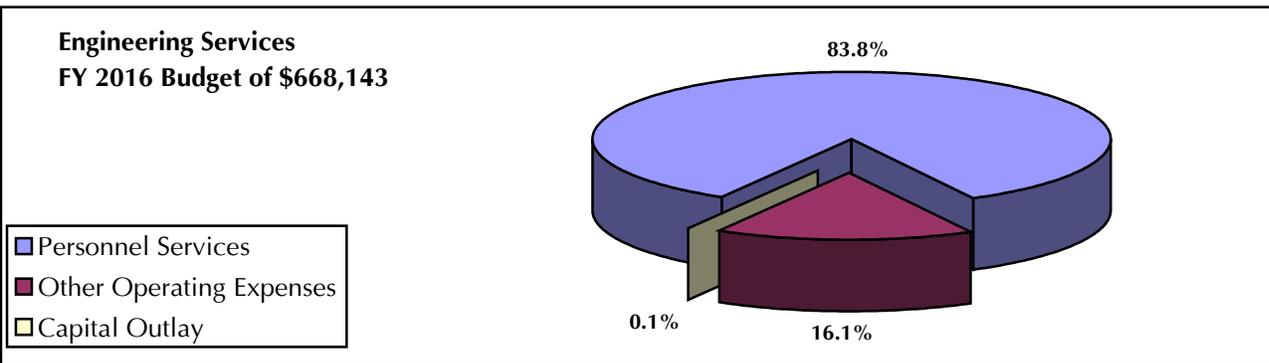
**WORK PLAN GOALS:**

- Administer CIP projects related to Public Works.
- Provide minor in-house design for small engineering projects. These are typically storm drain and sidewalk projects.
- Review and approve plans relating to storm water management, sediment control, as well as paving and storm drain plans for new developments.
- Review engineering aspect of site plans as part of Development Review Team process.

**SIGNIFICANT CHANGES:**

- Engineering & Architectural increased by \$100,000 to reflect consultant work to be done through task order contracts.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$434,564	\$539,219	\$559,813	\$559,813
Other Operating Expenses	14,430	4,970	107,645	107,645
Capital Outlay	2,970	530	685	685
<b>TOTAL</b>	<b>\$451,964</b>	<b>\$544,719</b>	<b>\$668,143</b>	<b>\$668,143</b>



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Average Hours spent per permit review	3.5		3.5
% of projects awarded within 10% of engineer's estimate	100%		100%
% of project completed under budget	100%		100%

# Activity Analysis Report - Adopted

## 1351 - Engineering Services

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employee	\$268,092	\$270,104	\$207,602	\$367,756	36.15%
505200 - Other taxable comp-Gfit	\$420	\$420	\$210	\$420	0.00%
507000 - Vacation & Sick Pay	\$0	\$0	\$1,125	\$0	0.00%
508000 - Salaries, Overtime	\$8,900	\$0	\$0	\$0	0.00%
509000 - Salaries, Part-Time Employee	\$54,171	\$167,918	\$40,138	\$64,557	-61.55%
510000 - Social Security & Medicare T	\$24,917	\$33,509	\$18,579	\$33,072	-1.30%
514000 - Group Insurance	\$20,034	\$32,591	\$20,892	\$50,209	54.06%
514200 - Vision Plan	\$0	\$92	\$140	\$184	100.00%
515000 - Retirement Contribution (401	\$21,032	\$21,608	\$16,296	\$29,420	36.15%
515100 - Retirement Health Savings (	\$2,889	\$2,874	\$2,354	\$3,162	10.02%
516000 - Savings Plan Contribution (4	\$7,887	\$8,103	\$6,111	\$11,033	36.16%
519000 - Tuition Reimbursement	\$0	\$2,000	\$2,000	\$0	-100.00%
522000 - General Operating Supplies	\$46	\$0	\$0	\$0	0.00%
526000 - Machinery & Equipment	\$0	\$1,000	\$70	\$500	-50.00%
531600 - Software Maintenance Agree	\$1,763	\$1,970	\$1,982	\$2,045	3.81%
532000 - Engineering & Architectural		\$0		\$100,000	0.00%
536000 - Miscellaneous Professional	\$1,684	\$0	\$0	\$0	0.00%
536500 - Investigations	\$138	\$0	\$0	\$0	0.00%
542000 - Awards & Presentations	\$50	\$0	\$0	\$0	0.00%
544000 - Professional Dues & Certifica	\$263	\$100	\$205	\$300	200.00%
546000 - Conference & Seminar Regis	\$420	\$0	\$1,103	\$2,500	0.00%
547000 - Travel Expense	\$36	\$0	\$0	\$0	0.00%
547100 - Travel Mileage Reimbusem	\$69	\$0	\$29	\$0	0.00%
551100 - Cellular Telephone	\$858	\$1,100	\$824	\$1,500	36.36%
556000 - Postage	\$6	\$0	\$0	\$0	0.00%
557000 - Laundry & Uniforms	\$80	\$800	\$224	\$800	0.00%
595000 - Furniture & Equipment	(\$614)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$970	\$530	\$530	\$685	29.25%
<b>Personnel</b>	<b>\$408,341</b>	<b>\$539,219</b>	<b>\$315,447</b>	<b>\$559,813</b>	<b>3.82%</b>
<b>Operating Expenses</b>	<b>\$5,413</b>	<b>\$4,970</b>	<b>\$4,437</b>	<b>\$107,645</b>	<b>2065.90%</b>
<b>Contingency Funds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>Transfer Funds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.00%</b>
<b>Capital Outlay</b>	<b>\$356</b>	<b>\$530</b>	<b>\$530</b>	<b>\$685</b>	<b>29.25%</b>
<b>Total</b>	<b>\$414,110</b>	<b>\$544,719</b>	<b>\$320,414</b>	<b>\$668,143</b>	<b>22.66%</b>

## 1351 Engineering Services

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
<b>Personnel Services</b>		
501000 Salaries, Full-Time Employees	367,756	367,756
505200 Other taxable comp-Gfit	420	420
509000 Salaries, Part-Time Employees	64,557	64,557
510000 Social Security & Medicare Taxes (FICA)	33,072	33,072
514000 Group Insurance	50,209	50,209
514200 Vision Plan	184	184
515000 Retirement Contribution (401A)	29,420	29,420
515100 Retirement Health Savings (RHS)	3,162	3,162
516000 Savings Plan Contribution (401K)	11,033	11,033
<b>Subtotal Personnel Services</b>	<b>559,813</b>	<b>559,813</b>
<b>Operating Expenses</b>		
<b>526000 Machinery &amp; Equipment</b>		
Miscellaneous Computer Supplies	500	500
<i>Subtotal</i>	<b>500</b>	<b>500</b>
<b>531600 Software Maintenance Agreements</b>		
Maintenance - Software (Adobe Acrobat Professional) (1)	60	60
Maintenance - Software (Adobe Acrobat Professional) (2)	120	120
Maintenance - Software (Adobe Acrobat Standard) (1)	40	40
Maintenance - Software (AutoCAD) (2)	1,300	1,300
Maintenance - Software (Microsoft CALs) (3)	525	525
<i>Subtotal</i>	<b>2,045</b>	<b>2,045</b>
<b>532000 Engineering &amp; Architectural</b>		
On call Civil Engineering services	100,000	100,000
<i>Subtotal</i>	<b>100,000</b>	<b>100,000</b>
<b>544000 Professional Dues &amp; Certification Fees</b>		
MD Society of Surveyors (MSS)/ Nat'l Society of Professional Sur	300	300
<i>Subtotal</i>	<b>300</b>	<b>300</b>
<b>546000 Conference &amp; Seminar Registration</b>		
MSS Conferences and Seminars	1,000	1,000
Project management training	1,500	1,500
<i>Subtotal</i>	<b>2,500</b>	<b>2,500</b>
<b>551100 Cellular Telephone</b>		
Engineering Services staff (2)	1,500	1,500
<i>Subtotal</i>	<b>1,500</b>	<b>1,500</b>
<b>557000 Laundry &amp; Uniforms</b>		
Shoes	800	800
<i>Subtotal</i>	<b>800</b>	<b>800</b>
<b>Subtotal Operating Expenses</b>	<b>107,645</b>	<b>107,645</b>

## Capital Outlay

**1351 Engineering Services**

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC Monitors) (4)	175		175
Replacement - Computer Hardware (PC) (3)	510		510
<i>Subtotal</i>		<b>685</b>	<b>685</b>
<b>Subtotal Capital Outlay</b>		<b>685</b>	<b>685</b>
<b>Total</b>		<b>668,143</b>	<b>668,143</b>

**SERVICES PROVIDED:**

The City's street lighting program is designed to provide well-lighted streets and parking facilities throughout the City and thereby increase pedestrian and vehicular safety, suppress crime and increase street capacities. The program also includes lighting on the state highways within the City.

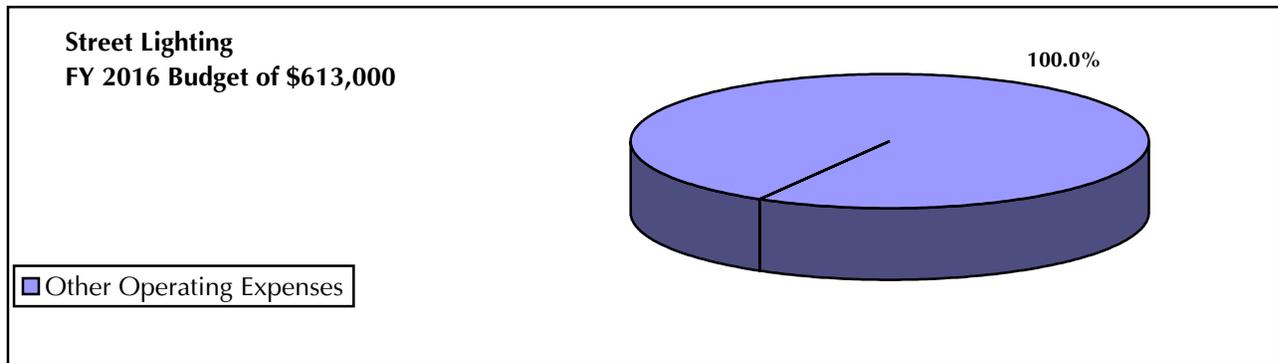
**WORK PLAN GOALS:**

- Continue bi-weekly inspection program to identify trouble areas (outages).
- Group replacement of lamps/lenses on a scheduled basis.
- Minimize outage time.

**SIGNIFICANT CHANGES:**

- Electric decreased by \$31,546 to reflect costs based on the 3-year usage data.
- Repair and Maintenance machinery & equipment decreased by \$13,000 to reflect costs based on the 3-year usage data.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	\$0	\$0	\$0	\$0
Other Operating Expenses	657,546	657,546	613,000	613,000
Capital Outlay	0	0	0	0
<b>TOTAL</b>	<b>\$657,546</b>	<b>\$657,546</b>	<b>\$613,000</b>	<b>\$613,000</b>



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Percentage of Lights Repaired within 30 days month (PEPCO)	76%	90%	90%
Percentage of Lights Repaired within 2 weeks (Contractor)	98%	95%	95%
Percentage of Lights Repaired within 15 days month (PEPCO)	42%	75%	75%
Percentage of Lights Repaired within 1 week (Contractor)	93%	90%	90%
Percentage of Knockdowns replaced in 10 days	50%	N/A	75%
Average number of outages per week	16	N/A	15%
Average "make safe" time for knockdowns		N/A	2 Hours

# Activity Analysis Report - Adopted

## 1393 - Street Lighting

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
522000 - General Operating Supplies	\$0	\$3,000	\$32	\$3,000	0.00%
550000 - Electric	\$506,316	\$581,546	\$398,616	\$550,000	-5.42%
573000 - Repair & Maintenance - Mac	\$50,509	\$73,000	\$41,330	\$60,000	-17.81%
<b>Personnel</b>	\$0	\$0	\$0	\$0	0.00%
<b>Operating Expenses</b>	\$556,825	\$657,546	\$439,978	\$613,000	-6.77%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$0	\$0	\$0	\$0	0.00%
<b>Total</b>	<b>\$556,825</b>	<b>\$657,546</b>	<b>\$439,978</b>	<b>\$613,000</b>	<b>-6.77%</b>

## 1393 Street Lighting

### Operating Expenses

<b>522000 General Operating Supplies</b>			
Parts and supplies	3,000	3,000	
<i>Subtotal</i>		<b>3,000</b>	<b>3,000</b>
<b>550000 Electric</b>			
Electric	550,000	550,000	
<i>Subtotal</i>		<b>550,000</b>	<b>550,000</b>
<b>573000 Repair &amp; Maintenance - Machinery &amp; Equipment</b>			
Maintenance - City Owned Street Lights	60,000	60,000	
<i>Subtotal</i>		<b>60,000</b>	<b>60,000</b>
<b>Subtotal Operating Expenses</b>		<b>613,000</b>	<b>613,000</b>
<b>Total</b>		<b>613,000</b>	<b>613,000</b>

# Public Works

## 1397 - Traffic Control

**SERVICES PROVIDED:**

This activity provides services necessary to operate and maintain an integrated program of public safety and traffic control on City streets and parking facilities. The work includes the installation and repair of all types of regulatory, warning, and advisory street signs, the installation and maintenance of pavement markings, and the installation and maintenance of any other traffic control devices (T.C.D's) in the City street system.

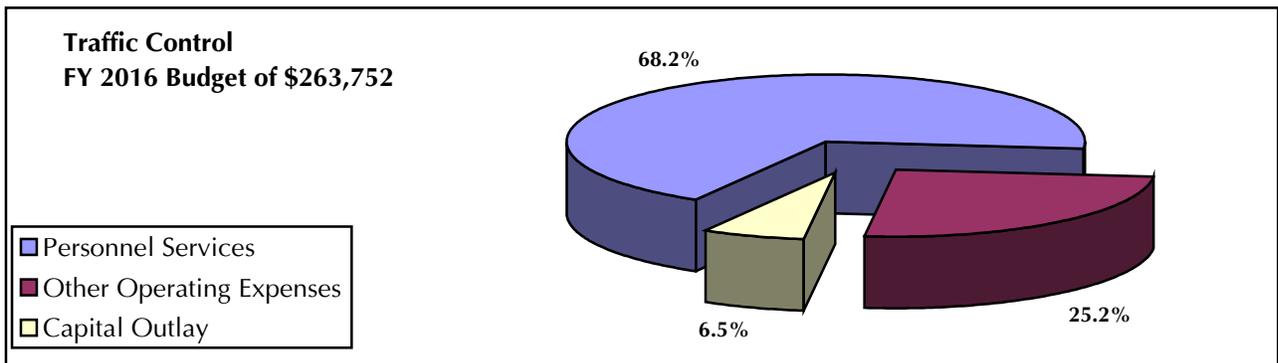
**WORK PLAN GOALS:**

- Continue sign and post replacement program.
- Maintain signs and markings at a level consistent with the standards as set forth in the Manual on Uniform Traffic Control Devices (M.U.T.C.D.).
- Replace street name signs as needed to comply with new Federal regulations.

**SIGNIFICANT CHANGES:**

- Electric decreased by \$19,170 to reflect true cost that will be paid out of this account.
- General Operating Supplies increased by \$8,000 to reflect \$4,000 for replacement benches and bench slats transferred from the Transit Enhancements - 98-7 CIP and \$4,000 for the purchase of data analysis for the video collection unit from the Traffic Calming And Signalization - 92-2 CIP.
- Repair and Maintenance Building and Maintenance this is for the purchase of school flashers, no flashers will be purchased this year this object code should decrease \$6,000 to reflect this change.
- Vehicles & Equipment (Replacement) funded at 50% in FY15 & FY16 increase \$10,861 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	\$175,063	\$179,856	\$179,985	\$179,985
Other Operating Expenses	67,720	86,220	66,575	66,575
Capital Outlay	10,595	6,076	17,192	17,192
<b>TOTAL</b>	<b>\$253,378</b>	<b>\$272,152</b>	<b>\$263,752</b>	<b>\$263,752</b>



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
% of stop and yield signs replaced within 24 hours of notification	100%	100%	100%
% of "Long Line" Restriping Remarked	50%	50%	50%

# Activity Analysis Report - Adopted

## 1397 - Traffic Control

Object	Actual FY '14	Adopted FY '15	YTD FY '15	Adopted FY '16	% Change FY '15 - FY '16
501000 - Salaries, Full-Time Employe	\$97,214	\$99,212	\$73,856	\$102,189	3.00%
508000 - Salaries, Overtime	\$8,153	\$15,671	\$8,502	\$16,141	3.00%
509000 - Salaries, Part-Time Employe	\$0	\$10,642	\$0	\$10,748	1.00%
510000 - Social Security & Medicare T	\$7,603	\$9,603	\$5,996	\$9,874	2.82%
514000 - Group Insurance	\$28,871	\$28,670	\$23,103	\$24,499	-14.55%
514200 - Vision Plan	\$107	\$184	\$102	\$184	0.00%
515000 - Retirement Contribution (401	\$7,735	\$7,937	\$5,909	\$8,175	3.00%
515050 - Supplemental Retirement Co	\$3,492	\$4,961	\$2,719	\$5,109	2.98%
516000 - Savings Plan Contribution (4	\$2,901	\$2,976	\$2,216	\$3,066	3.02%
522000 - General Operating Supplies	\$30,462	\$25,000	\$26,103	\$33,000	32.00%
526000 - Machinery & Equipment	\$0	\$1,000	\$0	\$500	-50.00%
531600 - Software Maintenance Agree	\$214	\$150	\$214	\$175	16.67%
536000 - Miscellaneous Professional	\$829	\$25,000	\$0	\$25,000	0.00%
544000 - Professional Dues & Certifica	\$20	\$0	\$0	\$0	0.00%
550000 - Electric	\$818	\$19,170	\$3,828	\$0	-100.00%
551100 - Cellular Telephone	\$692	\$0	\$478	\$0	0.00%
552500 - Vehicle & Equipment Gasolin	\$2,485	\$3,200	\$1,782	\$3,200	0.00%
557000 - Laundry & Uniforms	\$1,312	\$1,700	\$848	\$1,700	0.00%
560000 - Miscellaneous	\$0	\$0	\$60	\$0	0.00%
572000 - Repair & Maintenance - Build	\$0	\$6,000	\$0	\$0	-100.00%
574000 - Repair & Maintenance - Vehi	\$2,325	\$5,000	\$3,285	\$3,000	-40.00%
595000 - Furniture & Equipment	(\$176)	\$0	\$0	\$0	0.00%
595100 - Furniture & Equipment (Repl	\$295	\$0	\$0	\$255	0.00%
596000 - Vehicles & Equipment	(\$10,300)	\$0	\$0	\$0	0.00%
596100 - Vehicles & Equipment (Repl	\$10,300	\$6,076	\$6,076	\$16,937	178.75%
<b>Personnel</b>	\$156,077	\$179,856	\$122,403	\$179,985	0.07%
<b>Operating Expenses</b>	\$39,157	\$86,220	\$36,598	\$66,575	-22.78%
<b>Contingency Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Transfer Funds</b>	\$0	\$0	\$0	\$0	0.00%
<b>Capital Outlay</b>	\$119	\$6,076	\$6,076	\$17,192	182.95%
<b>Total</b>	<b>\$195,353</b>	<b>\$272,152</b>	<b>\$165,077</b>	<b>\$263,752</b>	<b>-3.09%</b>

**1397 Traffic Control**

<b>Expenditure Statement by Object</b>	<b>Proposed 2015 - 2016</b>	<b>Adopted 2015 - 2016</b>
<b>Personnel Services</b>		
501000 Salaries, Full-Time Employees	102,189	102,189
508000 Salaries, Overtime	16,141	16,141
509000 Salaries, Part-Time Employees	10,748	10,748
510000 Social Security & Medicare Taxes (FICA)	9,874	9,874
514000 Group Insurance	24,499	24,499
514200 Vision Plan	184	184
515000 Retirement Contribution (401A)	8,175	8,175
515050 Supplemental Retirement Contribution	5,109	5,109
516000 Savings Plan Contribution (401K)	3,066	3,066
<b>Subtotal Personnel Services</b>	<b>179,985</b>	<b>179,985</b>

**Operating Expenses**

<b>522000 General Operating Supplies</b>		
Data analysis for video collection unit	4,000	4,000
General supplies	2,000	2,000
In road pedestrian signs	1,000	1,000
Paint and thermo	10,000	10,000
Replacement benches and bench slats	4,000	4,000
Signs and Posts	10,000	10,000
Traffic counter repair and replacement	2,000	2,000
<i>Subtotal</i>	<b>33,000</b>	<b>33,000</b>
<b>526000 Machinery &amp; Equipment</b>		
Miscellaneous Computer Supplies	500	500
<i>Subtotal</i>	<b>500</b>	<b>500</b>
<b>531600 Software Maintenance Agreements</b>		
Maintenance - Software (Microsoft CALs) (1)	175	175
<i>Subtotal</i>	<b>175</b>	<b>175</b>
<b>536000 Miscellaneous Professional Services</b>		
Traffic Line Striping	25,000	25,000
<i>Subtotal</i>	<b>25,000</b>	<b>25,000</b>
<b>552500 Vehicle &amp; Equipment Gasoline Expense</b>		
	3,200	3,200
<i>Subtotal</i>	<b>3,200</b>	<b>3,200</b>
<b>557000 Laundry &amp; Uniforms</b>		
Uniforms and Safety Equipment	1,700	1,700
<i>Subtotal</i>	<b>1,700</b>	<b>1,700</b>
<b>574000 Repair &amp; Maintenance - Vehicles</b>		
Vehicle Maintenance (8 Units)	3,000	3,000
<i>Subtotal</i>	<b>3,000</b>	<b>3,000</b>
<b>Subtotal Operating Expenses</b>	<b>66,575</b>	<b>66,575</b>

**Capital Outlay**

**1397 Traffic Control**

<b>595100 Furniture &amp; Equipment (Replacement)</b>			
Replacement - Computer Hardware (PC) (1)	255	255	
<i>Subtotal</i>		<b>255</b>	<b>255</b>
<b>596100 Vehicles &amp; Equipment (Replacement)</b>			
Vehicle Replacement (7 Units)	16,937	16,937	
<i>Subtotal</i>		<b>16,937</b>	<b>16,937</b>
<b>Subtotal Capital Outlay</b>		<b>17,192</b>	<b>17,192</b>
<b>Total</b>		<b>263,752</b>	<b>263,752</b>



# OFFICE OF THE CITY MANAGER

## STAFFING SUMMARY BY POSITION

<b>1101 - Mayor &amp; Council</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Municipal Clerk	1	1	1
Part-Time Personnel	0.2	0.2	0.2
<b>Subtotal</b>	<b>1.2</b>	<b>1.2</b>	<b>1.2</b>

<b>1111 - Legal Services</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
City Attorney	1	1	1
Assistant City Attorney	1	1	1
Paralegal	1	1	1
<b>Subtotal</b>	<b>3</b>	<b>3</b>	<b>3</b>

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

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

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

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



# HUMAN RESOURCES STAFFING SUMMARY BY POSITION

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

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



# COMMUNITY AND PUBLIC RELATIONS STAFFING SUMMARY BY POSITION

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

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

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

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

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

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

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

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

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

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



# FINANCE AND ADMINISTRATION STAFFING SUMMARY BY POSITION

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

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

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

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

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

# INFORMATION TECHNOLOGY STAFFING SUMMARY BY POSITION

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

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

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



# PARKS, RECREATION AND CULTURE STAFFING SUMMARY BY POSITION

<b>1411 - Parks &amp; Recreation Administration</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
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
<b>Subtotal</b>	<b>5.63</b>	<b>5.63</b>	<b>4.63</b>

<b>1415 - Recreation Programs and Sports</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
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
<b>Subtotal</b>	<b>8.4</b>	<b>8.7</b>	<b>10.1</b>

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

<b>1417 - Youth Services</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
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
<b>Subtotal</b>	<b>6.88</b>	<b>6.45</b>	<b>6.81</b>

<b>1418 - Summer Programs</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Part-Time Personnel	17.44	15.67	15.4
<b>Subtotal</b>	<b>17.44</b>	<b>15.67</b>	<b>15.4</b>

<b>1419 - Gaithersburg Youth Center at Robertson Park</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
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
<b>Subtotal</b>	<b>4.41</b>	<b>5.2</b>	<b>4.06</b>

<b>1420 - Skate Park</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Part-Time Personnel	1.17	0.83	1.03
<b>Subtotal</b>	<b>1.17</b>	<b>0.83</b>	<b>1.03</b>





# PARKS, RECREATION AND CULTURE STAFFING SUMMARY BY POSITION

<b>1421 - Casey Community Center</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
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
<b>Subtotal</b>	<b>5.9</b>	<b>5.9</b>	<b>6.1</b>

<b>1422 - Water Park</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
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
<b>Subtotal</b>	<b>12.7</b>	<b>12.9</b>	<b>12.9</b>

<b>1423 - Gaithersburg Arts Barn</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
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
<b>Subtotal</b>	<b>4.7</b>	<b>4.7</b>	<b>4.7</b>

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

<b>1425 - Seniors Program</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
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
<b>Subtotal</b>	<b>7.47</b>	<b>9.23</b>	<b>9.67</b>

<b>1426 - Activity Center at Bohrer Park</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
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
<b>Subtotal</b>	<b>8.1</b>	<b>8.1</b>	<b>8.5</b>





# PARKS, RECREATION AND CULTURE STAFFING SUMMARY BY POSITION

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

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

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

<b>1430 - Winter Lights</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Part-Time Personnel	1.2	1.2	1.2
<b>Subtotal</b>	<b>1.2</b>	<b>1.2</b>	<b>1.2</b>

<b>1436 - Special Events</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
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
<b>Subtotal</b>	<b>6.7</b>	<b>9.1</b>	<b>9.1</b>

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

<b>1438 - Kentlands Mansion</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
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
<b>Subtotal</b>	<b>5</b>	<b>5</b>	<b>5</b>

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





# DEPARTMENT OF PLANNING AND CODE STAFFING SUMMARY BY POSITION

<b>1134 - Environmental Services</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Sustainability Planner	1	1	1
Environmental Specialist	1	1	1
Environmental Technician	1	1	1
<b>Subtotal</b>	<b>3</b>	<b>3</b>	<b>3</b>

<b>1192 - Planning &amp; Code Administration</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
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
<b>Subtotal</b>	<b>8.5</b>	<b>9.67</b>	<b>9.67</b>

<b>1194 - Planning</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
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
<b>Subtotal</b>	<b>6.88</b>	<b>7.08</b>	<b>7.44</b>

<b>1196 - Permits &amp; Inspections</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
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
<b>Subtotal</b>	<b>13.25</b>	<b>14.75</b>	<b>14.75</b>





# DEPARTMENT OF PLANNING AND CODE STAFFING SUMMARY BY POSITION

<b>1197 - Neighborhood Services</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
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
<b>Subtotal</b>	<b>9.5</b>	<b>8.75</b>	<b>9.5</b>

<b>1198 - Animal Control</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
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
<b>Subtotal</b>	<b>4.25</b>	<b>4.28</b>	<b>4.28</b>

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





# GAITHERSBURG POLICE DEPARTMENT STAFFING SUMMARY BY POSITION

<b>1211 - Police Administration</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
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
<b>Subtotal</b>	<b>12.36</b>	<b>67.55</b>	<b>67.53</b>

<b>1221 - Police Operations</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
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
<b>Subtotal</b>	<b>54.9</b>	<b>0</b>	<b>0</b>



# PUBLIC WORKS STAFFING SUMMARY BY POSITION

<b>1150 - Facilities Management</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Capital Projects/Facilities Division Chief	1	1	1
Capital Projects Program Manager	0	2	2
Building & Equipment Maintenance Supervisor	1	0	0
Capital Projects Manager	1	1	1
Supervisor	1	1	1
Building & Equipment Maintenance Specialist II	2	3	2
Building & Equipment Maintenance Specialist I	1	1	2
<b>Subtotal</b>	<b>7</b>	<b>9</b>	<b>9</b>

<b>1151 - 1175 - Building &amp; Grounds Maintenance</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
None	0	0	0

<b>1311 - Public Works Administration</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Director of Public Works & Engineering	1	1	1
Engineering Services Division Chief	1	1	1
Public Works Operations Division Chief	1	1	1
Public Works Operations Administrator	1	1	1
Administrative Support Supervisor/PW	1	1	1
Administrative Assistant III/PW	1	1	1
<b>Subtotal</b>	<b>6</b>	<b>6</b>	<b>6</b>

<b>1312 - Streets &amp; Special Projects</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Supervisor	1	1	1
Work Force Leader II	1	1	0
Equipment Operator III	2	2	2
Work Force Leader I	0	0	1
Equipment Operator II	1	1	1
Lead Maintenance Worker	1	1	1
Maintenance Worker II	3	3	4
Maintenance Worker I	1	1	0
Part-Time Personnel	0.75	0.75	0.75
<b>Subtotal</b>	<b>10.75</b>	<b>10.75</b>	<b>10.75</b>

<b>1315 - Fleet Maintenance</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Fleet Operations Manager	0	1	1
Fleet Maintenance Supervisor	1	0	0
Lead Mechanic	1	1	1
Mechanic II	3	3	3
Service Writer	1	0	0
<b>Subtotal</b>	<b>6</b>	<b>5</b>	<b>5</b>

# PUBLIC WORKS STAFFING SUMMARY BY POSITION

<b>1341 - Landscaping &amp; Forestry</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Project Manager	1	1	1
Supervisor	1	1	1
Work Force Leader II	0	2	2
Work Force Leader I	2	0	0
Lead Maintenance Worker	2	2	2
Maintenance Worker II	6	6	6
Part-Time Personnel	1.5	1.5	1.5
<b>Subtotal</b>	<b>13.5</b>	<b>13.5</b>	<b>13.5</b>

<b>1343 - Municipal Parks Maintenance</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Project Manager	1	0	0
Supervisor	0	1	1
Work Force Leader II	5	5	5
Equipment Operator III	1	1	1
Equipment Operator II	1	1	1
Lead Maintenance Worker	1	1	1
Equipment Operator I	3	3	3
Maintenance Worker II	3	3	3
Maintenance Worker I	1	1	1
Part-Time Personnel	1.5	1.5	2.25
<b>Subtotal</b>	<b>17.5</b>	<b>17.5</b>	<b>18.25</b>

<b>1344 - Mowing &amp; Bulk Pickup</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Supervisor	1	1	1
Work Force Leader II	2	2	2
Equipment Operator II	8	8	8
Lead Maintenance Worker	1	1	1
Maintenance Worker II	7	7	7
Maintenance Worker I	0	1	1
Part-Time Personnel	3	3	3
<b>Subtotal</b>	<b>22</b>	<b>23</b>	<b>23</b>

<b>1351 - Engineering Services</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Civil Engineer	1	1	1
Project Engineer	2	2	3
Part-Time Personnel	1.49	2.12	0.87
<b>Subtotal</b>	<b>4.49</b>	<b>5.12</b>	<b>4.87</b>

# PUBLIC WORKS STAFFING SUMMARY BY POSITION

<b>1397 - Traffic Control</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Work Force Leader II	1	1	1
Lead Maintenance Worker	1	1	1
Part-Time Personnel	0.2	0.2	0.2
<b>Subtotal</b>	<b>2.2</b>	<b>2.2</b>	<b>2.2</b>

<b>TOTAL</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Full-Time Personnel	81	83	84
Employment Agreement Personnel	0	0	0
Part-Time Personnel	8.44	9.07	8.57
	<b>89.44</b>	<b>92.07</b>	<b>92.57</b>

<b>GRAND TOTAL - Personnel</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
Full-Time Personnel	278	286	290
Employment Agreement Personnel	2	0	0
Part-Time Personnel	105.15	101.82	100.76
	<b>385.15</b>	<b>387.82</b>	<b>390.76</b>

# ADOPTED PERSONNEL SCHEDULE

## FISCAL YEAR 2016

Position Title	Grade	FY 16 Total No. Positions
Custodian/Maintenance Worker	115	2
Administrative Assistant I/F&A	118	1
Administrative Technician I	118	1
Maintenance Worker I	118	2
Maintenance Worker II	119	20
Administrative Assistant II/CMO	120	1
Administrative Assistant II/Police	120	2
Bus Driver/Site Leader	120	2
Equipment Operator I	120	3
Site Leader	120	1
Speed Camera Technician	120	1
Equipment Operator II	121	10
House Manager	121	1
Lead Maintenance Worker	121	6
Administrative Assistant III/PR&C	122	2
Administrative Assistant III/PW	122	1
Administrative Technician II	122	4
Building & Equipment Maintenance Specialist I	122	2
Graphics Artist	122	1
Recreation Support Assistant	122	2
Work Force Leader I	122	1
Equipment Operator III	123	3
Senior Accounting Technician	123	1
Administrative Support Supervisor/Police	124	1
Administrative Support Supervisor/PW	124	1
Building & Equipment Maintenance Specialist II	124	2
Helpdesk Technician I	124	1
Mechanic II	124	3
Program Coordinator	124	4
Work Force Leader II	124	10
Accounting Specialist	125	1
Administrative Technician III	125	1
Community Services Program Coordinator	125	2
Environmental Technician	125	1
Planner I	125	1
Animal Control Officer II	126	1
Code Administration Officer I	126	5
Community Services Case Coordinator	126	1
Lead Mechanic	126	1
Recreation Coordinator	126	1
Recreation Facility Coordinator	126	4



# ADOPTED PERSONNEL SCHEDULE

## FISCAL YEAR 2016

Position Title	Grade	FY 16 Total No. Positions
Speed Camera Technician Supervisor	126	1
Animal Control Officer III	127	2
Assistant Web Administrator	127	1
Legislative Affairs Manager	127	1
Paralegal	127	1
Primary Counselor	127	1
Crime Analyst	128	1
Environmental Specialist	128	1
GIS Specialist	128	1
Graphics Specialist	128	1
Human Resources Generalist II	128	2
Municipal Clerk	128	1
Network Operations Specialist I	128	1
Payroll Coordinator	128	1
Program Supervisor	128	8
Television Production Specialist	128	1
Code Administration Officer III	129	2
Permitting Manager	129	1
Planner II	129	2
Police Accreditation Manager	129	1
Project Manager/Systems Analyst II	129	1
Recreation Systems Support Manager	129	1
Supervisor	129	5
Sustainability Planner	129	1
Assistant to the City Manager	130	1
Clinical Supervisor/Discharge Coordinator	130	1
Code Inspector	130	5
Communication Specialist	130	1
Community Facility Manager	130	7
Fire Inspector	130	1
Fleet Operations Manager	130	1
GIS Planner	130	1
Helpdesk Manager	130	1
Human Resources Generalist III	130	1
Network Operations Specialist II	130	1
Senior Program Supervisor	130	4
Staff Accountant	130	1
Business Services Coordinator	131	1
Chief Electrical Reviewer	131	1
Human Resources Program Coordinator	131	1
Procurement Manager	131	1



# ADOPTED PERSONNEL SCHEDULE

## FISCAL YEAR 2016

Position Title	Grade	FY 16 Total No. Positions
Project Manager/Systems Analyst III	131	2
Web Administrator	131	1
Aquatic Superintendent	132	1
Arts Administrator	132	1
Capital Projects Manager	132	1
Civil Engineer	132	1
Emergency Management Coordinator	132	1
Project Engineer	132	3
Project Manager	132	1
Television Productions Manager	132	1
Animal Control Division Chief	133	1
Capital Projects Program Manager	133	2
Chief Accountant	133	1
Long Range Planning Manager	133	1
Permit Coordinator	133	1
Site Development Coordinator	133	1
Administrative Services Division Chief	134	1
Arts & Events Division Chief	134	1
Business Systems Division Manager	134	1
Commercial Permitting Manager	134	1
Community Services Division Manager	134	1
Fire Marshal	134	1
GIS Division Manager	134	1
Homeless Services Division Manager	134	1
Network Operations Division Manager	134	1
Public Works Operations Administrator	134	1
Recreation & Park Services Division Chief	134	1
Youth & Senior Services Division Chief	134	1
Community Planning Manager	135	1
Housing & Community Development Chief	135	1
Neighborhood Services Division Chief	135	1
Police Lieutenant/Administrative Bureau Commander	135	1
Police Lieutenant/Special Operations Bureau Commander	135	1
Economic Development Director	136	1
Police Lieutenant/Operations Bureau Commander	136	1
Capital Projects/Facilities Division Chief	138	1
Engineering Services Division Chief	138	1
Permits and Inspections Division Chief	138	1
Planning Division Chief	138	1
Public Works Operations Division Chief	138	1
Comptroller	139	1



# ADOPTED PERSONNEL SCHEDULE

## FISCAL YEAR 2016

Position Title	Grade	FY 16 Total No. Positions
Assistant City Attorney	140	1
Chief of Police	141	1
Director of Community & Public Relations	141	1
Director of Finance & Administration	141	1
Director of Human Resources	141	1
Director of Information Technology	141	1
Director of Parks, Recreation & Culture	141	1
Director of Planning & Code Administration	141	1
Director of Public Works & Engineering	141	1
City Attorney	143	1
Deputy City Manager	143	1
City Manager	146	1
Police Officer I	220	9
Police Officer II	221	12
Police Officer III	222	14
Police Corporal	223	9
Police Sergeant	224	9
<b>Total Full-Time Employees</b>		<b>290</b>
<b>Total Employment Agreement Employees (FTE)</b>		<b>0</b>
<b>Total Part-Time Employees (FTE)</b>		<b>100.76</b>



# FISCAL YEAR 2016 ADOPTED SCHEDULE OF SALARY RANGES

Pay Range	Minimum FY 2016	Mid Point	Maximum FY 2016	Pay Range
110	\$21,945	\$28,529	\$35,113	110
111	\$23,164	\$30,113	\$37,063	111
112	\$24,264	\$31,543	\$38,822	112
113	\$25,482	\$33,127	\$40,772	113
114	\$26,701	\$34,712	\$42,722	114
115	\$28,042	\$36,455	\$44,867	115
116	\$29,382	\$38,196	\$47,011	116
117	\$30,963	\$40,251	\$49,539	117
118	\$32,435	\$42,165	\$51,896	118
119	\$34,017	\$44,221	\$54,426	119
120	\$35,840	\$46,592	\$57,344	120
121	\$37,553	\$48,819	\$60,085	121
122	\$39,497	\$51,346	\$63,196	122
123	\$41,452	\$53,889	\$66,325	123
124	\$43,529	\$56,587	\$69,646	124
125	\$45,726	\$59,444	\$73,161	125
126	\$48,032	\$62,440	\$76,850	126
127	\$50,349	\$65,453	\$80,558	127
128	\$52,908	\$68,780	\$84,652	128
129	\$55,479	\$72,123	\$88,767	129
130	\$58,279	\$75,763	\$93,246	130
131	\$61,200	\$79,561	\$97,921	131
132	\$64,375	\$83,689	\$103,001	132
133	\$67,418	\$87,642	\$107,867	133
134	\$70,833	\$92,084	\$113,334	134
135	\$74,370	\$96,682	\$118,993	135
136	\$78,148	\$101,592	\$125,037	136
137	\$82,047	\$106,662	\$131,276	137
138	\$86,200	\$112,061	\$137,921	138
139	\$90,461	\$117,599	\$144,738	139
140	\$94,975	\$123,467	\$151,961	140
141	\$99,732	\$129,652	\$159,571	141
142	\$104,729	\$136,148	\$167,566	142
143	\$109,968	\$142,957	\$175,948	143
144	\$115,461	\$150,099	\$184,737	144
145	\$121,182	\$157,537	\$193,892	145
146	\$127,277	\$165,461	\$203,644	146



**FISCAL YEAR 2016**  
**ADOPTED SCHEDULE OF SALARY RANGES**  
**POLICE DEPARTMENT**

Gaithersburg FY 16 Step	220 PO I	221 PO II	222 PO III	223 CORPORAL	224 SERGEANT
0	\$55,139	\$57,895	\$60,791	\$63,830	\$70,213
1	\$56,658	\$59,490	\$62,464	\$65,588	\$72,147
2	\$58,358	\$61,275	\$64,339	\$67,556	\$74,312
3	\$60,108	\$63,114	\$66,269	\$69,582	\$76,541
4	\$61,911	\$65,007	\$68,257	\$71,670	\$78,837
5	\$63,768	\$66,957	\$70,304	\$73,820	\$81,202
6	\$65,681	\$68,966	\$72,414	\$76,034	\$83,637
7	\$67,652	\$71,034	\$74,586	\$78,316	\$86,147
8	\$69,682	\$73,165	\$76,825	\$80,665	\$88,732
9	\$71,772	\$75,360	\$79,129	\$83,086	\$91,394
10	\$73,926	\$77,621	\$81,502	\$85,577	\$94,136
11	\$76,143	\$79,951	\$83,948	\$88,146	\$96,959
12	\$78,428	\$82,348	\$86,466	\$90,789	\$99,868
13	\$80,780	\$84,819	\$89,060	\$93,512	\$102,864
14	\$83,203	\$87,363	\$91,731	\$96,319	\$105,950
15	\$85,701	\$89,985	\$94,484	\$99,207	\$109,128

After one year in Step 15, employee receives COLA adjustment only based on budgetary guidelines.