Gaithersburg

City of Gaithersburg, Maryland
Adopted Budget

For the Fiscal Year Ended
July 1, 2015 to June 30, 2016

With the Capital Improvements and
Stormwater Management Program Years 2016 – 2020

Gaithersburg
A CHARACTER COUNTS! CITY

July 1, 2015

Mayor and City Council and Citizens of Gaithersburg:

I am pleased to submit the adopted Fiscal Year 2016 (FY16) City of Gaithersburg budget, a document that lays out a plan of action aligned with our strategic directions and funding priorities. Public input was solicited at a Budget Public Forum in February, which was then followed by the Mayor and City Council retreat, during which the strategic directions were presented for your consideration. Comments and feedback from both the forum and the retreat are reflected in the priorities addressed in this adopted budget.

This budget allows us to continue our commitment to delivering a high level of service to our residents by more accurately forecasting our annual spending, making use of some of our reserve funds, and thoughtfully and strategically allocating monies within the Capital Improvement Plan (CIP).

Significant emphasis was once again placed on forecasting. Departments were charged with comparing proposed FY16 expenditures to actual spending over the past three years to ensure that the budget accurately reflects reality, allowing us to free up money for CIP projects and other initiatives. As a result of these efforts, the adopted operating budget reflects an increase of just 0.6% over FY15.

I am happy to report that once again no tax increase is being proposed. The rate would remain at $0.262 per $100 of assessed value. We continue to enjoy what is arguably the best overall financial position of any municipality in the state, despite having one of the lowest property tax rates.

Most significant within this adopted budget is the reappropriation of reserves to more robustly fund the CIP and the Other Post-Employment Benefits (OPEB) Trust. Building on last year's initiative to move several important projects forward, we are ensuring that over the next few years sufficient funding is being allocated to proceed with the relocation of the Gaithersburg Police Department, the development of the a new park at the former Consumer Product Safety Commission site, and the development of a passive park amidst the historic structures at Crown. According to our actuarial analysis, the OPEB Trust will require increasing levels of funding over the next several years in order to meet our obligations to our future retirees.

Notable is also the new line item for the Stormwater Management program. To accurately capture and reflect both revenue and expenses related to stormwater management, a new, distinct CIP has been established. The modified fee structure, which now charges all property owners based solely on impervious surface, allows us to fund mandated stormwater initiatives.

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MAYOR
Jud Ashman

COUNCIL MEMBERS
Cathy Drzyzgula
Neil Harris
Henry F. Marraffa, Jr.
Michael A. Sesma
Ryan Spiegel

CITY MANAGER
Tony Tomasello

The Budget

The adopted budget for FY16 is $68.2 million, representing a 15% increase over FY15. The total CIP transfer for FY16 is $13.3 million, the Stormwater Management CIP is $3.5 million, and the transfer to the OPEB Trust is $1.2 million.

The revenue budget for FY16, excluding the reappropriation of reserve funding, increased by $4.3 million, or 7.7% over FY15. An increase in real estate and personal property tax revenue of $1.2 million comes from new construction and property value appreciation. The most significant change to revenues is the adjustment of the Stormwater Program Fee. The change in scope of the City's stormwater activities resulted in an increase in this revenue of $2.1 million, for a total stormwater revenue stream of $3.4 million. The funding from county, state and federal sources for both grants and shared revenues is currently projected to increase by approximately $838,000, mostly due to an increase in income tax generated. The State Legislature continues to discuss the State's next budget, leaving some uncertainty about these estimates. Reappropriation of reserves has increased this year by $4.6 million, which closely mirrors the increase in the transfer for Capital Improvements.

Operating Budget

Highlighted below in alphabetical order are select FY16 Strategic Direction action items which are reflected in the adopted budget.

City Administration

- Implementation of the Stormwater Management Program and Fee continues to be a priority. Establishing this as a separate CIP ensures transparency and accuracy in accounting.
- This adopted budget addresses more robust funding for the OPEB Trust, ensuring that we are in a position to provide for our future retirees.
- A complete external review of the City's Personnel Rules and Regulations is planned for the coming fiscal year to ensure consistency and guide us in future decision making.

Communication

- The adopted budget includes funds to expand the reach and response rate for the City's biennial Citizen Survey being conducted in the fall of 2015.
- Funding is included in this budget to encourage voter turnout in the 2015 municipal elections.
- The City's website continues to undergo improvements. Attention will also be placed on expanding citizen engagement through electronic newsletters and social media platforms.

Community Services

- The Financial Wellness Coalition is working collaboratively to connect residents with budgeting, credit, banking, and other educational resources.
- We continue our emphasis on providing the broadest safety net possible through increased grant funding to nonprofit organizations and schools.

Economic Development

- We are exploring the opportunity to join with the County and private developers to create a biotechnology business incubator in Gaithersburg.

- Planned enhancements to Olde Towne include the creation of Olde Towne Park Plaza and streetscape improvements along East Diamond Avenue.
- The Economic Development Toolbox grants are being reviewed for modifications that could allow them to benefit a broader range of local businesses and commercial properties.

Environment

- We will be working with the Maryland Department of the Environment to renew our National Pollutant Discharge Elimination System (NPDES) permit.
- There are several watershed studies that are underway or planned as part of the Stormwater Management program.
- We plan to conduct a City-wide street tree and conservation easement inventory.

Housing

- Housing is shown as a separate strategic direction in FY16. Elements were previously included under both Sustainability and Community Services.
- We will be reviewing the structure of the Gaithersburg Homeownership Assistance Loan Program to encourage eligible homebuyers to purchase in areas of the City underrepresented by low and moderate-income households.
- We will be prioritizing the use of our Housing Initiative Fund to increase the stock of affordable units throughout the City and to preserve existing affordable rental units.
- As more residential developments come on line, we will be monitoring compliance with our affordable housing requirements.

Infrastructure and Facilities

- We are exploring new Maintenance Management software to better protect our assets and plan for repair and replacement.
- Demolition and site preparation is taking place at the former Consumer Product Safety Commission site. An Ad Hoc committee will be formed to make recommendations for the park's future uses.

Parks, Recreation and Culture

- Several projects are poised to move forward as we preserve and enhance aging facilities and plan for new ones, including renovations to Casey Community Center and the Miniature Golf Park and the grand reopening and rebranding of the Senior Center, soon to be known as the "Benjamin Gaither Center."
- The reopening of Constitution Gardens presents opportunities for new programming in this unique, innovative and educational space.

Planning and Development

- The proposed Bus Rapid Transit route along Rt. 355 is a transportation priority. A consultant has been hired and a study will take place this summer to determine feasibility within Gaithersburg.
- We will be exploring next steps and prioritizing implementation strategies from the Frederick Avenue Corridor Study.
- Amendments to the Telecommunications Ordinance and an examination of the Historic Preservation Ordinance, especially with respect to economic impacts, are planned.

Police Department

- The department will be implementing proactive patrols in Focused Enforcement Areas to reduce criminal activity and conditions that foster crime.
- Body-worn cameras will be used during scenario-based training to evaluate the technology prior to a decision about their possible future use by patrol officers.
- The CIP includes funds to move the new Police Station project forward. Property on South Summit Avenue is under contract, contingent upon approval of funding in the FY16 budget.

Transportation

- Plans are underway to begin the process of identifying a new Pavement Management system for yearly inspections of streets and sidewalks.
- Additional benches are planned for 30 RideOn bus stops in the City.
- We will be exploring the feasibility of reconstruction of City-owned but County-maintained traffic signals.

Conclusion

I am proud of the efforts of all who had a hand in crafting the budget. Our very capable City staff, some of whom are very new to this budget process, combined visionary, long-range planning with detailed analysis to ensure that this budget serves as both a planning tool and a guide to action.

Our City is growing, with a population that exceeded 66,000 as of this past January. This adopted budget encourages the professional development of our staff, puts people in place to provide enhanced services, preserves infrastructure, maintains facilities, and lays the groundwork for future growth, all with the ultimate goal of ensuring that the residents of our burgeoning City enjoy the highest possible quality of life.

Tony Tomasello
City Manager

TABLE OF CONTENTS
FY16 BUDGET

BUDGET LETTER
ABOUT THE CITY
Community Profile 1
Organizational Chart 4
List of Principal Officials 5
ABOUT THE BUDGET
About the Budget 6
Strategic Plan 7
Budget Timeline and Process 94
Detailed Budget Timeline 96
Budget Award 98
Instrument of Adoption 99
Fund Structure 102
Basis of Budgeting 103
Accounting Policies 105

FINANCIAL OVERVIEW
Financial Overview 108
Revenue Descriptions 110
Detailed Revenue Schedule 114
Expenditure Overview 118
Expenditures by Activity 120
Expenditures by Object 122
Five Year Financial Plan 126

OFFICE OF THE CITY MANAGER 128
1101 Mayor & Council 131
1111 Legal Services 135
1122 Registration & Elections 141
1131 Office of the City Manager 144
1133 Economic & Business Development 150

HUMAN RESOURCES 156
1135Human Resources 159

COMMUNITY & PUBLIC RELATIONS 166
1212 Public Information 169
1213 Gaithersburg Television 176
1215 Community Services 181
1216 Homeless Assistance 189

FINANCE AND ADMINISTRATION 196

1141 Finance & Administration 199
1142 Housing & Community Development 206
1149 General Services.....211
1911 Non-Departmental 215

INFORMATION TECHNOLOGY.....220
1145 Information Technology 223
1146 Geographic Information Systems 228

DEPARTMENT OF PARKS, RECREATION & CULTURE 233
1411 Parks, Recreation & Culture Administration. 239
1415 Recreation Programs & Sports.....246
1416 Recreation Classes.....253
1417 Youth Services.....258
1418 Summer Programs 262
1419 Gaithersburg Youth Center at Robertson Park. 266
1420 Skate Park.....270
1421 Casey Community Center 273
1422 Water Park 278
1423 Gaithersburg Arts Barn.....286
1424 Gaithersburg Youth Center at Olde Towne 291
1425 Seniors Program 295
1426 Activity Center.....302
1427 Gaithersburg Aquatic Center.....306
1428 Miniature Golf Course 314
1429 Picnic Pavilions 318
1430 Winter Lights.....322
1436 Special Events.....327
1437 Museums.....334
1438 Kentlands Mansion 340

DEPARTMENT OF PLANNING AND CODE ADMINISTRATION.....345
1134 Environmental Services.....349
1192 Planning & Code Administration.....355
1194 Planning.....361
1196 Permits & Inspections 367
1197 Neighborhood Services 373
1198 Animal Control.....378

GAITHERSBURG POLICE DEPARTMENT 382
1211 Police Department.....385

PUBLIC WORKS 396
1150 Facilities Management 402
1151 Building & Grounds - City Hall 409
1152 Building & Grounds - Police Station 413
1153 Building & Grounds - Public Service Facility 416
1155 Building & Grounds - Train Station/Freight House 420
1158 Building & Grounds - Kentlands Mansion 423
1159 Building & Grounds - Senior Center 426
1160 Building & Grounds - Casey Community Center 429
1161 Building & Grounds - Olde Towne Pavilion 432
1164 Building & Grounds - Gaithersburg Aquatic Center 435
1165 Building & Grounds - Activity Center. 438
1166 Building & Grounds - Gaithersburg Arts Barn 441
1167 Building & Grounds - Water Park 444
1168 Building & Grounds - Miniature Golf 447
1169 Building & Grounds - Skate Park 450
1170 Building & Grounds - Youth Center in Olde Towne 453
1172 Building & Grounds - Gaithersburg Youth Center 456
1173 Building & Grounds-Gaithersburg-CPSC Park Site 459
1175 Building & Grounds - Parking Facility 462
1311 Public Works Administration 465
1312 Streets & Special Projects 471
1315 Fleet Maintenance 475
1341 Landscaping & Forestry 479
1343 Parks Maintenance Division 484
1344 Mowing & Bulk Pick-Up 490
1345 Recycling 495
1351 Engineering Services 498
1393 Street Lighting 502
1397 Traffic Control 505

PERSONNEL/SALARY SCHEDULE **509**

CURRENT CIP BUDGET **529**
Capital Categories 532
70-2 City Hall 534
71-2 Street Lighting 536
72-2 Public Service Facility 538
79-3 Sidewalks, Handicapped Ramps & Bike Pathways 540
79-5 Olde Towne Revitalization 542
81-4 Property Acquisition and Disposition 544

83-1 Street Resurfacing 546
83-2 Bohrer Park at Summit Hall Farm 548
91-3 Street Reconstruction 550
92-2 Traffic Calming and Signalization 552
93-1 Technology Projects 554
98-1 Facilities Projects 556
98-4 Art in Public Places 558
98-7 Transit Enhancements 560
99-1 North Frederick Avenue Corridor Plan Implementation 562
99-4 Olde Towne Clock Tower/Plaza 564
00-0 Contingency and Future Projects 566
00-4 Renovation/Improvements of Existing Parks 568
01-2 Kentlands Mansion 570
03-1 Edison Park Drive Site 572
04-1 Community Development Block Grant – HUD 574
07-2 Teachers Way 576
09-1 Police Station Improvements 578
09-2 Historic Preservation at Crown Farm 580
09-3 Gaithersburg Senior Center 582
09-4 Rolling Stock Project 584
10-1 Energy Efficiency and Conservation 586
13-1 Synthetic Fields 588
14-1 Quince Orchard Park-Medimmune 590
14-2 Consumer Product Safety Commission Park 592
CIP Summary Totals 594

STORMWATER PROGRAM 596
Revenue and Expenditure Projections 597
Chesapeake Bay Stormwater TMDL Capital Projects 602
Operating and Non-Chesapeake Bay TMDL Projects 598

FEE SCHEDULE 615

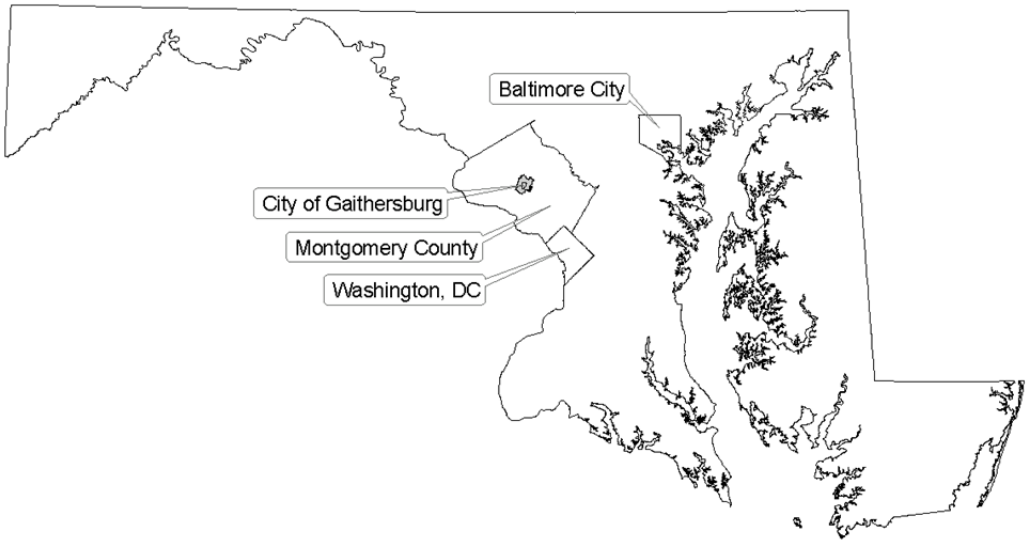
GLOSSARY 673

City of Gaithersburg, Maryland

The City of Gaithersburg is a municipality sharing local government taxing authority with Montgomery County, Maryland. Gaithersburg derives its governing authority from a charter granted by the General Assembly of Maryland on April 5, 1878. The City operates under the council-manager form of government. The governing body is the Mayor and City Council, which formulates policies for the administration of the City. A Mayor and five City Council members are elected at-large for staggered four-year terms. The City Manager is appointed by the Mayor and City Council to serve as the City's chief executive officer. The City Manager is responsible for the implementation of policies and directions established by the Mayor and City Council.

Gaithersburg is centrally located in the heart of Montgomery County. The southeastern border lies 12 miles from the northwestern border of Washington, D.C., and 18.5 miles northwest of the U.S. Capitol Building. Gaithersburg is positioned 39.14 degrees north of the equator and 77.21 degrees west of the prime meridian. Gaithersburg occupies approximately 10.33 square miles, with a population of 60,785 as of January 2011. As mandated by state law, Montgomery County provides school, library, social services, and fire protection in Gaithersburg. In addition to the Montgomery County Police, Gaithersburg residents are served by the City's own Police Department.

The City continues to attract and maintain a dense concentration of high technology and biotechnology companies along the Interstate 270 Technology Corridor which benefit from their proximity to the regulatory agencies in the National Capital region. While the City is debt free, current economic conditions pose significant financial challenges. Through conservative fiscal policies and sound planning, core services continue to be delivered at a very high quality, and groundwork has been laid for sustainability despite decreasing revenue from other government entities.



People QuickFacts	Gaithersburg	Maryland
Population, 2013 estimate	65,690	5,938,737
Population, 2010 (April 1) estimates base	59,893	5,773,785
Population, percent change - April 1, 2010 to July 1, 2013	9.70%	2.90%
Population, 2010	59,933	5,773,552
Persons under 5 years, percent, 2010	8.30%	6.30%
Persons under 18 years, percent, 2010	24.20%	23.40%
Persons 65 years and over, percent, 2010	9.50%	12.30%
Female persons, percent, 2010	51.40%	51.60%
White alone, percent, 2010 (a)	50.80%	58.20%
Black or African American alone, percent, 2010 (a)	16.30%	29.40%
American Indian and Alaska Native alone, percent, 2010 (a)	0.50%	0.40%
Asian alone, percent, 2010 (a)	16.90%	5.50%
Native Hawaiian and Other Pacific Islander alone, percent, 2010 (a)	0.10%	0.10%
Two or More Races, percent, 2010	4.80%	2.90%
Hispanic or Latino, percent, 2010 (b)	24.20%	8.20%
White alone, not Hispanic or Latino, percent, 2010	40.00%	54.70%
Living in same house 1 year & over, percent, 2009-2013	84.20%	86.70%
Foreign born persons, percent, 2009-2013	39.10%	14.00%
Language other than English spoken at home, pct age 5+, 2009-2013	46.70%	16.70%
High school graduate or higher, percent of persons age 25+, 2009-2013	88.40%	88.70%
Bachelor's degree or higher, percent of persons age 25+, 2009-2013	50.70%	36.80%
Veterans, 2009-2013	2,805	427,068
Mean travel time to work (minutes), workers age 16+, 2009-2013	31.2	32
Housing units, 2010	23,337	2,378,814
Homeownership rate, 2009-2013	58.10%	67.60%
Housing units in multi-unit structures, percent, 2009-2013	46.20%	25.50%
Median value of owner-occupied housing units, 2009-2013	$360,000	$292,700
Households, 2009-2013	22,486	2,146,240
Persons per household, 2009-2013	2.73	2.65
Per capita money income in past 12 months (2013 dollars), 2009-2013	$39,604	$36,354
Median household income, 2009-2013	$79,457	$73,538
Persons below poverty level, percent, 2009-2013	9.90%	9.80%

(a) Includes persons reporting only one race.
(b) Hispanics may be of any race, so also are included in applicable race categories.
Source: US Census Bureau State & County QuickFacts

Following is information about the City's major taxpayers and employers from the City's FY14 Comprehensive Annual Financial Report (CAFR).

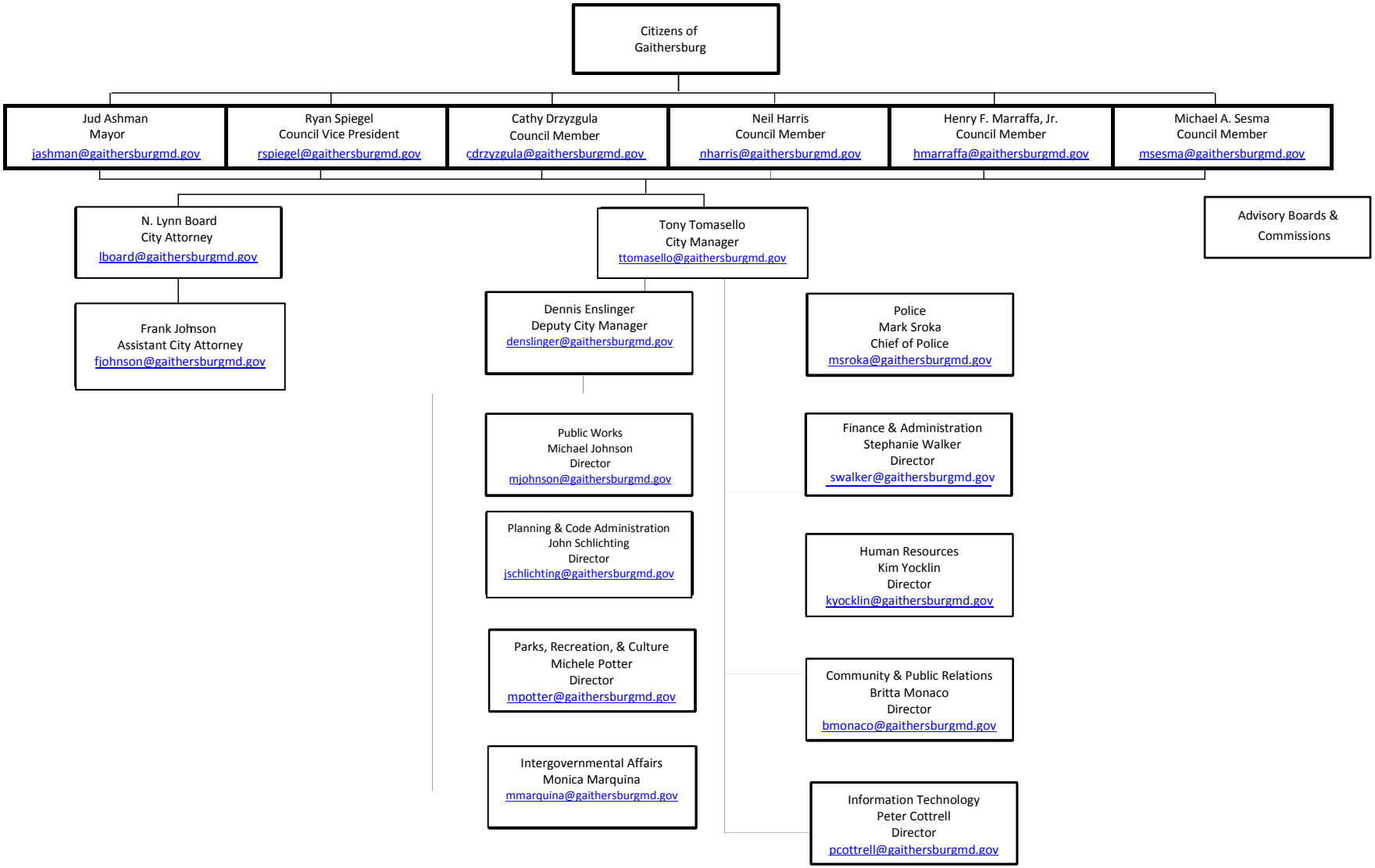
Largest Taxpayers

Taxpayer	Assessed Valuation	% of Total
Medimmune, Inc	$ 197,011,200	2.25%
Lake Forest Associates	102,500,000	1.17%
ARE LLC	100,876,800	1.15%
Chi Two Washingtonian LLC ET AL	90,845,000	1.04%
893 Clopper Road Investors Corp	85,221,500	0.97%
Avalon II Maryland Value III LP	84,601,000	0.96%
Federal Realty Investments TR	80,256,400	0.92%
VII Crown Farm Owner LLC	76,268,000	0.87%
Asbury Atlantic Inc	74,449,500	0.85%
KBSIII One Washingtonian LLC	71,651,100	0.82%
Total Major Taxpayers	963,680,500	10.99%
Total Assessed Valuation	$ 8,769,861,068	

Major Employers

Employer	Employees
National Institute of Standards and Technology	2,769
Medimmune	2,141
Lockheed Martin	1,200
IBM	897
Asbury Atlantic, Inc	820
Sodexo USA	563
Gazette (Post Community Media, LLC)	475
Hughes Network Systems, LLC	450
Kaiser Permanente	350
GXS	330
Total	9,995
Total Montgomery County Civilian Labor Force	529,482
(Data for total employees available for county only)	

City of Gaithersburg, Maryland



List of Principal Officials

Title	Name
Mayor	Jud Ashman
City Council	Cathy C. Drzyzgula
	Neil Harris
	Henry F. Marraffa, Jr.
	Michael A. Sesma
	Ryan Spiegel
City Manager	Tony Tomasello
Deputy City Manager	Dennis Enslinger
City Attorney	N. Lynn Board
Department Directors	
Community & Public Relations	Britta Monaco
Finance & Administration	Stephanie M. Walker
Human Resource	Kim Yocklin
Information Technology	Peter Cottrell
Parks, Recreation & Culture	Michele Potter
Planning & Code Administration	John Schlichting
Police	Mark Sroka
Public Works	Michael Johnson

This document could not have been prepared without all of the cooperation, support and leadership of the Mayor and City Council. Employees, at all levels, in every department and division contribute to this document and the planning process. Their hard work and assistance is greatly appreciated.

Some of the factors that influenced this year's budget process:

- In recent years the Environmental Protection Agency passes new laws requiring the City to fundamentally change how water quality run-off is handled. These new laws will require substantial capital investment in future years. As a result of these new laws, the FY16 budget includes a new transfer to a newly created stormwater management fund. These laws have also led the City to adopt a revised stormwater management fee which now impacts all property owners in the City.
- The interest rate environment has remained flat and is not projected to increase substantially in the near term. This has led the City to re-evaluate our investment strategy and to include funding for an investment advisor, rather than continuing to solely use the State and County investment pools.
- This rate environment also affects the City's funding level for the Other Post-Employment Benefit (OPEB) plan as funds set aside in previous years are not growing as quickly as we would like.
- We are seeing a renewed increase in development within the City. While this allowed for increased permit revenues, it also puts pressure on existing staff workload.

As described in the Budget Timeline section, the Strategic Plan is updated and discussed annually and early in the budgeting process. Through this planning process Department Directors develop their work plans and financial needs for budget year. This document is so integral to the budget process that it is included in the City's budget document on the following pages and a summary of the strategic directions are included in the budget letter. The Strategic Plan showcases how the City links our current year action steps to our long-term vision of the City.

Gaithersburg
A CHARACTER COUNTS! CITY

Strategic Plan

An Overall Approach to Achieving the Vision of the City of Gaithersburg

Fiscal Year 2016

www.gaithersburgmd.gov

Strategic Plan Components

Mission & Vision Statement:

Description of what the City of Gaithersburg exists to do (Mission) and the characteristics that define it as a community (Vision).

Guiding Principles:

Description of the manner in which the City government will conduct business, pursue the Vision and fulfill its Mission.

Strategic Directions:

The eleven primary elements of the City Strategic Plan, each relating to a specific area of focus.

Key Strategies:

Approaches intended to implement a Strategic Direction.

Objectives:

Individual actions and/or initiatives utilized to implement a Key Strategy.

Critical Measures:

Specific data providing objective verification that strategic directions are being achieved.

Mission & Vision

Mission: The Gaithersburg City government exists to provide quality, cost effective, priority community services for its citizens. We are a City that serves as a catalyst for the involvement of residents, businesses and organizations to ensure that Gaithersburg is a great place to live, work, learn, and play.

Vision: Gaithersburg will be a City that:

- Lives by the Six Pillars of CHARACTER COUNTS!® (trustworthiness, respect, responsibility, fairness, caring, and citizenship)
- Has retained the best qualities of a small town and respects its heritage, while embracing the opportunities that new technologies, programs and concepts in urban design provide
- Has involved and supportive citizens and businesses reflecting the diversity of the community
- Has a fiscally conservative, proactive government
- Has safe, livable neighborhoods with a variety of housing types and styles served by diverse transportation options
- Has excellent learning opportunities that meet the needs of the community
- Has attractive and beautifully maintained parks and public places
- Has citizens and institutions that value cultural diversity and seeks ways to promote involvement from all cultural groups
- Has many leisure time activities that meet the needs of the community
- Has citizens with a strong sense of community and individual responsibility
- Has a natural environment that is protected, respected and enhanced
- Has strong partnerships to meet the needs of the community
- Has a community that encourages individual health and wellness
- Has a commitment to sustainable practices that promote social equity, environmental health and economic prosperity

Guiding Principles

Customer Focus

We actively pursue the identification of citizen needs through citizen involvement to provide effective service to our community with efficiency, accountability and a caring attitude.

Open Communication

We promote honest, open communication and easy access to information.

Creativity

We strive to improve the quality and efficiency of City services through creative approaches and new, innovative and cost effective technologies.

Fiscal Responsibility

We provide quality services, of the best value, to effectively meet the needs of our community while maintaining a pay-as-you-go philosophy.

Cooperation

We promote a spirit of fairness, trustworthiness, respect, and teamwork among our elected officials, City employees, residential and business communities, neighboring jurisdictions, and other governmental agencies.

Commitment to Excellence

We strive to achieve excellence in all we do.

Continuous Improvement

We advocate good citizenship and support the freedom to actively pursue suggestions, ideas and creative approaches, leading to continuous improvement in everything we do.

City Administration

Provide the highest levels of resident, visitor and business services through the continual enhancement of administrative and support functions

Key Strategies

- Provide engaged, professional, enthusiastic staff to serve City needs
- Ensure that City policies and processes reflect the City's values, mission and vision
- Invest in technology to gain efficiencies and improve operational effectiveness
- Ensure maintenance of key City services while acknowledging changes in demographics, population growth or economic conditions
- Ensure effective and efficient communication among employees, citizens and stakeholders
- Maintain and grow intergovernmental and lobbying activities to enhance City resources and resident quality of life

Potential Strategy Conflicts-

Objectives

Provide engaged, professional, enthusiastic staff to serve City needs	• Maintain continuous learning environment that strengthens the quality of the workforce by identifying training opportunities for employees • Utilize a 360° leadership evaluation system to engage employees in the personnel review process • Employ performance measurement systems that provide feedback for decision making • Provide a competitive & sustainable benefits package to recruit/retain high caliber employees • Continually address internal & external compensation equity • Maintain contingency and succession plans to ensure high level of service should key employees leave their positions • Provide opportunities for cross departmental promotion for all levels of employees
Ensure that City policies and processes reflect the City's values, mission and vision	• Administer fair, accurate and responsive election process • Emphasize ethical conduct through employee training and adherence to the City Ethics Code • Ensure an open and transparent government • Ensure CHARACTER COUNTS! concepts reflected in the City's programs, events & activities • Prioritize processes for identifying and implementing innovation within the organization • Maintain & communicate updated policies & procedures • Maintain fair and ethical employment and procurement practices • Utilize "Green Purchasing" policies • Ensure City services are able to respond to the needs of a diverse community • Incentivize multilingual City staff to assist in addressing community needs

Objectives

Invest in technology to gain efficiencies and improve operational effectiveness

- Enhance customer service and reduce costs through investments in automation and technology
- Focus on energy management and resource conservation in City operations and purchasing
- Maintain a resilient and robust network to host technologies which provide continuity of operations and new functionality
- Facilitate transparency in City's processes by ensuring ease of citizen access to information
- Balance increasing data storage needs with operational effectiveness

Ensure maintenance of key City services while acknowledging changes in demographics, population growth and/or economic conditions

- Ensure the organization is structured in a manner that facilitates quality service, cooperation, teamwork, and communication and is flexible and adaptable to changing conditions
- Sustain an organizational environment that acknowledges and celebrates diversity and employs inclusive practices throughout daily operations
- Utilize hiring and retention strategies that encourage and produce a qualified and diverse work force
- Identify all strategies for key City service delivery in the Strategic Plan document
- Maintain strategies to address current and future organizational needs including optimal workforce size, structure and space needs
- Utilize Strategic Plan in identifying budget priorities

Objectives

Ensure effective and efficient communication among employees, citizens and stakeholders

- Utilize best practices in the communication processes used to keep employees informed of changing information (i.e. staffing and promotions, policies and procedures, benefit changes, etc.)
- Conduct regular open forums and focus groups with departments/employee groups
- Provide periodic written communication from the City Manager to employees and other appropriate stakeholders
- Host events/programs to sustain morale among employees
- Utilize bi-annual Community Survey data to allocate resources to areas of greatest need
- Solicit employee feedback on key decisions
- Improve employee accessibility to technology and the City of Gaithersburg website

Maintain and grow intergovernmental and lobbying activities to enhance City resources and residents' quality of life

- Maintain close working relationships with representatives of all levels of government and continually seek funding and grant opportunities for City priorities
- Evaluate services and programs that are duplicated by other levels of government/private sector and work to eliminate/reduce redundancies
- Forge partnerships with peer local governments and associated advocacy groups to maintain a leadership role on broad policy issues
- Ensure accurate assessment of real property within the City to provide for timely, equitable collection of taxes
- Work with local municipalities and Montgomery County on issues associated with tax duplication

Action Items

FY 2015 Action Items

- ❑ Consultant review of the Personnel Rules and Regulations for clarity and consistency
- ✓ Deploy web-based GIS information tools for use by the public
- ✓ Advocate for additional school funding for the construction of additional classrooms
- ✓ Implement revised rate structure for the Water Quality Protection/Stormwater Management program
- ✓ Pursue Partial Quiet Zone designation for Metropolitan Grove crossing (deemed not feasible)

FY 2016 Action Items

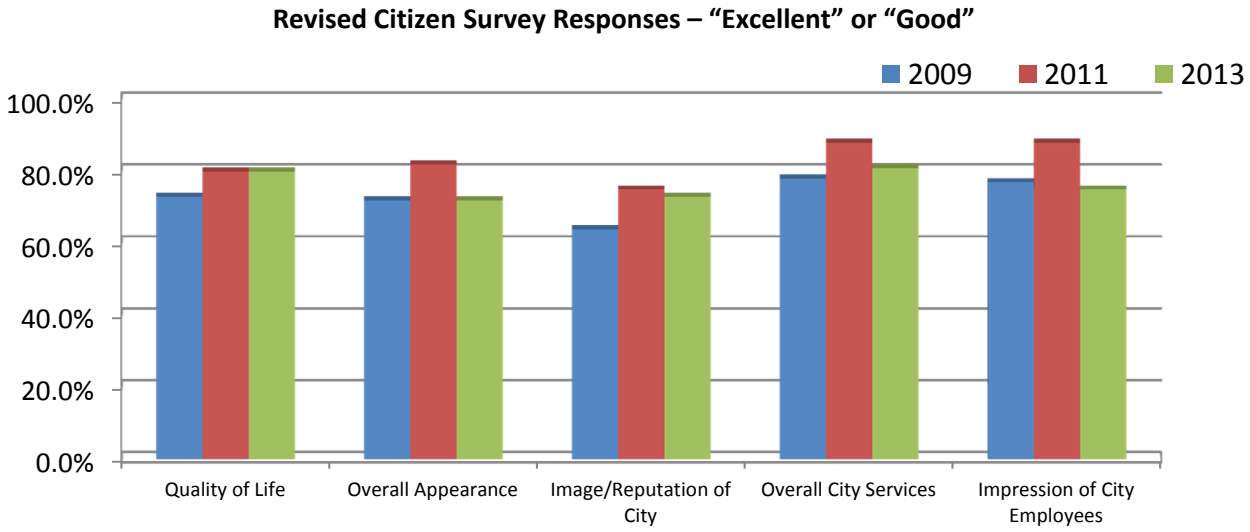
- ❑ Submit recommendations of consultant review of the Personnel Rules and Regulations to Mayor and City Council for consideration
- ❑ Complete redesign and implementation of internal website (CityNet)
- ❑ Establish separate Stormwater Management Program CIP and implement detailed project based cost accounting
- ❑ Establish Mayor and City Council Legislative Agenda and provide weekly updates on legislation at the State and County levels during the legislative session
- ❑ Select and begin implementation of asset management system(s) to adequately track City assets including vehicles, property and stormwater facilities
- ❑ Develop a workforce plan that addresses appropriate staffing levels and space allocation needs
- ❑ Evaluate Post-Employment Healthcare Benefit and identify a more sustainable program for future employees

Critical Measures

Budget Analysis for Conference, In-Service Training and Tuition			
	FY 2013	FY 2014	FY 2015
Conference and Travel	$161,798	$192,156	$106,191
In-Service Training	$22,750	$36,250	$26,800
Tuition Reimbursement	$92,800	$96,794	$106,500

Analysis

In Service Training decreased. Budget numbers were based on actual use.



Analysis

New Citizen Survey will be done in 2015.

Critical Measures

Bilingual Employees		
Fiscal Year	City Employees Serving Bilingual Duties	Total Full-Time Employees
2010	20	257
2011	18	255
2012	21	262
2013	26	272
2014	26	278
2015	23	274

In regard to diversity, the City has maintained its level of bilingual employees as related to the number of full-time positions.

Communication

Ensure effective and consistent communication activities with residents, businesses and visitors using new technologies and innovative approaches that ensure transparency and encourage dialog

Key Strategies

- Engage citizenry in meaningful ways and provide opportunities for two-way communication and involvement
- Maximize use of electronic communication to provide comprehensive, timely and accurate information
- Inform citizens of news, services, programs, and events with unique and compelling video productions
- Ensure accurate and comprehensive coverage of City news, events and emergency communications by external sources
- Market/brand the City through effective multimedia campaigns and special events

Potential Strategy Conflicts-

- Environment – efforts to reduce printed materials

Objectives

Engage citizenry in meaningful ways and provide opportunities for two-way communication and involvement	• Foster involvement and provide opportunity for dialog through advisory committees, surveys, community meetings, volunteer opportunities, and recognition events • Implement communication plan for City news and events, projects and initiatives, considering all communication tools including print, audio, video, and electronic • Produce creative and engaging marketing materials and publications to inform citizens of City news, programs and events • Use citizen feedback to aid in strategic planning • Monitor community demography and tailor communications as appropriate • Ensure highest reasonable level of personalization in direct citizen outreach
Maximize use of electronic communication to provide comprehensive, timely and accurate information	• Maintain an effective, efficient website that ensures transparency, communicates City strategies, priorities, news and events, and provides opportunity for dialog • Leverage social networking opportunities to expand the reach of the City's message • Ensure that communications are maximized to take advantage of emerging technologies • Conduct ongoing campaigns to educate citizenry about features and opportunities available on website and social networking platforms, using a variety of outlets to maximize reach

Objectives

Inform citizens of news, services, programs, and events with unique and compelling video productions

- Ensure transparency through the live broadcast of select public meetings
- Enhance public image by maintaining a programming mix that uses a variety of formats, including public service announcements, short news segments, interview programs, and promotional spots
- Maximize use of video on website and social media outlets
- Monitor industry and leverage opportunities for broader programming exposure through collaborative efforts with other Public/Education/Government (PEG) entities and service providers
- Maintain, host and promote a regular schedule of video programming

Ensure accurate and comprehensive coverage of City news, events and emergency communications by external sources

- Foster working relationships with local media and community-based groups
- Communicate the City's message to a broad audience, leveraging existing communities such as HOAs, Neighborhood Watch Groups and ListServs
- Maximize the use and effectiveness of the Alert Gaithersburg system
- Maintain involvement and maximize opportunities for region-wide communication through the Capital Region Web Portal

Objectives

Market/brand the City through effective multimedia campaigns and special events

- Develop multimedia messaging strategy to position Gaithersburg as a desirable place in which to live and do business. Ensure messaging is consistent and non-contradictory across City departments
- Leverage involvement with professional and trade associations and explore opportunities for cooperative advertising and promotion
- Consider all special events as messaging opportunities, taking advantage of captive audiences to communicate the City's strategies and priorities as appropriate
- Use strategic marketing initiatives to generate awareness and maximize attendance for events and programs

Action Items

FY 2015 Action Items

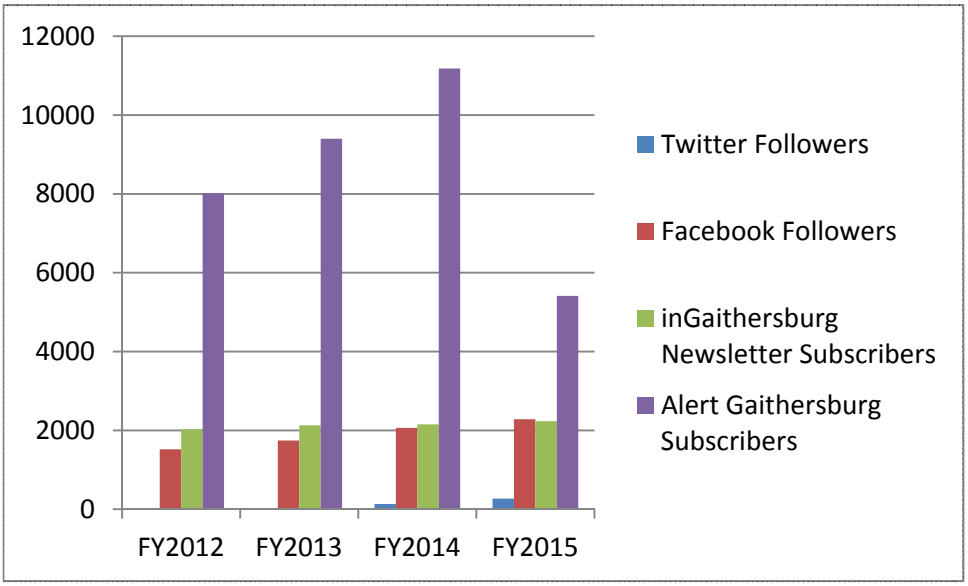
- ✓ Improve and enhance content on City's website utilizing new and expanded features, including analytics, to increase marketing presence and citizen engagement
- ✓ Expand the City's presence on social media and put in place appropriate guidelines for its use by employees in all departments
- ✓ Evolve and enhance the City's YouTube channel and use videos to enhance the City's website
- ✓ Fully develop "Newsline" series and expand video coverage of events at the Arts Barn and City Hall Concert Pavilion
- ❑ Explore cross-training and skill utilization to maximize effectiveness of Public Information Office staff

FY 2016 Action Items

- ❑ Develop training program and manage workflow to facilitate posting of website content from other departments (continuation from FY15)
- ❑ Conduct biennial Citizen Survey in the fall of 2015
- ❑ Develop and implement communication campaign to encourage voter turnout for 2015 municipal elections
- ❑ Enhance inGaithersburg weekly e-mail newsletter with regular highlighting of resident accomplishments ("Extraordinary Gaithersburg" feature)
- ❑ Expand reach of subscription based electronic newsletters and develop customized, branded templates for other departments
- ❑ Produce nine video spots promoting Casey, Youth Centers, Senior Center, Mansion, Arts Barn, Water Park, and Skate Park. Develop new format to highlight cultural programming
- ❑ Improve viewing opportunities for GTV by taking advantage of program scheduling for TV Guide features on Comcast, Verizon and RCN. Ensure availability of programming schedule on City website and explore sharing of content and capabilities with other PEG entities in Montgomery County
- ❑ Increase Alert Gaithersburg subscriptions by featuring the service in electronic and printed materials, promoting at special events, and communicating with ListServs, HOAs and other groups

Critical Measures

Communication Strategic Direction				
Activity	**FY 2012**	**FY 2013**	**FY 2014**	**FY 2015***
Committee Volunteers	162	149	150	163
Website Metrics (to be established in FY16)	N/A	N/A	N/A	N/A
Facebook Followers	1,520	1,742	2,063	2,282
Facebook Posts	590	680	571	260
Non-Meeting Programming/YouTube Posts	49	41	60	29
Twitter Followers (new measure)	N/A	N/A	130	269
inGaithersbug Newsletter Subscribers	2,027	2,327	**2,152	2,234
Alert Gaithersburg Subscribers	8,019	9,399	11,182	***5,412
Press Releases	307	311	335	145
Citizen Survey Response Rate	18%	N/A	16%	N/A
Voter Turnout	9.31%	N/A	5.40%	N/A
**FY15 figures are year-to-date thru 12/31/14. **Conversion of Newsletter. ***Conversion of Alert System Provider*				



Analysis

Conversion of weekly newsletter from myGaithersburg to inGaithersburg with change in content management system (Jan., 2014) resulted in initial reduction in subscriptions. Totals are rebounding in FY15. Alert Gaithersburg conversion in Oct., 2014 required re-enrollment. Nearly 50% did so within the first three months.

Community Services

Strengthen the community by caring for the needs and safety of all City residents through the collaborative effort of the City, schools, businesses, and nonprofits

Key Strategies

- Collaborate with community partners to ensure comprehensive, integrated, quality service delivery and community education
- Promote economic self-sufficiency through financial wellness education and workforce development
- Provide access to safety net services
- Provide services for the homeless through advocacy, outreach, shelter, and prevention
- Maximize access to physical and mental health services for the un- and underinsured
- Provide young people with educational enrichment support and opportunities for positive social development
- Promote and support the ethnic and cultural diversity reflected in the City's population

Potential Strategy Conflicts-

Objectives

Collaborate with community partners to ensure comprehensive, integrated, quality service delivery and community education

- Engage in initiatives to encourage the unbanked and underbanked to use mainstream financial institutions through the Bank On Gaithersburg program and expand initiatives in financial literacy in cooperation with Bank On, Volunteer Income Tax Assistance (VITA) and the Earned Income Tax Credit (EITC)
- Coordinate a collaborative, community-supported program to serve needy residents during the holiday season
- Administer and monitor nonprofit contracts in the areas of vocational and financial wellness education
- Coordinate community outreach programs focused on economic self-sufficiency for adults and youth

Promote economic self-sufficiency through financial wellness education and workforce development

- Administer a nonprofit contract program that uses a strategic, collaborative, proactive, and results-based approach to funding priority services
- Conduct regular assessments of community needs to identify emerging trends
- Collaborate on the delivery of services and provide information on City programs and initiatives by participating in and/or facilitating local and regional meetings and dialogues
- Ensure two-way gathering and dissemination of partner service information to stakeholders and residents
- Enhance community education and awareness through the development of and participation in outreach events and programs
- Identify collaboration opportunities and disseminate information by hosting/participating in local/regional meetings/events/coalitions

Objectives

Provide access to safety net services	• Provide case coordination services for City residents to ensure complete, appropriate and quality access to community resources, social services and affordable housing programs • Help to prevent eviction and address emergency needs by providing clinical oversight for a nonprofit Housing Counselor contract and federally-funded emergency assistance funds (Community Development Block Grant) • Administer and monitor the Emergency and Self-sufficiency and Food Assistance nonprofit contracts • Assist in eviction prevention and the promotion of safe, healthy living through the City's Hoarding Task Force with Gaithersburg's Neighborhood Services Division • Alleviate hunger for City children by participating in a school lunch subsidy program
Provide services for the homeless through advocacy, outreach, shelter, and prevention services	• Administer and monitor the Housing Stabilization Services nonprofit contracts • Support homeless City residents in recovery from chemical addiction by operating and pursuing funding for the Wells/Robertson House transitional program and the DeSellum House permanent supportive housing program for Wells/Robertson graduates • Monitor the homeless population, address local and regional needs, and raise awareness by collaborating and partnering with other agencies and organizations and participating in local and regional initiatives, committees and events • Provide case coordination for City residents who participate in the Montgomery County Housing Initiative Program • Utilize the Recovery Oriented Systems of Care (ROSC) model to partner with community and service providers for addiction prevention, advocacy and collaboration

Objectives

Maximize access to physical and mental health services for the un- and underinsured

- Administer and monitor the Health and Mental Health Assistance nonprofit contracts for uninsured and underinsured residents
- Provide interim case coordination services and collaborate to provide community educational events for City residents facing complicated and multifaceted mental and physical health challenges to ensure access to complete and appropriate community services
- Provide access to prescription drug discounts through the promotion and administration of the National League of Cities Prescription Drug program
- Coordinate trainings in critical mental health subject areas for City staff and area nonprofit providers

Provide young people with educational enrichment support and opportunities for positive social development

- Administer and monitor the School Based Nonprofit Youth Grants and School Grants to ensure service integration and collaboration with nonprofits serving Gaithersburg schools
- Foster educational success and encourage increased parental involvement through collaboration building and support of related school and nonprofit initiatives
- Conduct outreach, public awareness and collaborative initiatives that promote involvement, engage the entire community and recognize students for educational and personal achievement through the Junior Mayor and GREAT programs, the “If I Were Mayor” contest, and CHARACTER COUNTS! initiatives and programming

Objectives

Promote and support the ethnic and cultural diversity reflected in the City's population	• Explore opportunities involving the Multicultural Affairs Committee to further raise diversity awareness and sensitivity

Action Items

FY 2015 Action Items

- ❑ Host at least two “best practice” trainings for the Gaithersburg Coalition of Providers on topics such as grant writing and outcomes development, volunteer recruitment and fundraising/nonprofit management
- ❑ Expand programming to promote volunteerism and nonprofit/school program support by creating and distributing marketing materials and enhancing listings on the City website
- ✓ Continue to review and enhance the CHARACTER COUNTS! program by expanding support for the scholarship program and soliciting more partnerships
- ✓ Develop a Financial Wellness Coalition and create a strategy to widely distribute program information
- ✓ Develop a total well-being program at Wells/Robertson House to include proper diet, smoking cessation and exercise

FY 2016 Action Items

- ❑ Expand the Financial Wellness Coalition and Bank On Gaithersburg, distributing public relations materials, enhancing the webpage and integrating services within all programming
- ❑ Develop Language Access Plan for residents with limited English proficiency as required by HUD
- ❑ Complete development of Hoarding Task Force policies/procedures
- ❑ Document and report on challenges facing renters and landlords and facilitate meetings with service providers to help prevent late payment, utility cutoff and eviction
- ❑ Implement the Wells/Robertson and DeSellum House Total Well-Being programs by introducing the Wellness Recovery Action Plan (WRAP)
- ❑ Participate on County’s Unaccompanied Minors Task Force and serve as liaison to facilitate flow of information with schools, nonprofits and congregations

Critical Measures

Financial Wellness Initiatives					
	FY13	FY14	FY15 Proposed	FY15 Actual*	FY16 Proposed
Bank On Gaithersburg (accounts)	72	337	75	TBD	350
Bank On Gaithersburg (workshops)	10	15	30	15	25
Volunteer Income Tax Assistance Program Clients	358	364	300	TBD	375

Homeless Programs, Case Coordination and Outreach					
	FY13	FY14	FY15 Proposed	FY15 Actual*	FY16 Proposed
Wells/Robertson, DeSellum House Residents	27	37	35	30	35
Street Outreach (individuals/hours)	40/185	37/198	60/400	10/135	45/350
Community/Educational Events (attendees)	2,679	5,053	3,000	5,898	5,000
Holiday Giving (households)	1,415	1,626	1,700	1,595	1,650
Community Services Case Coordination (households)	254	116	300	146	300

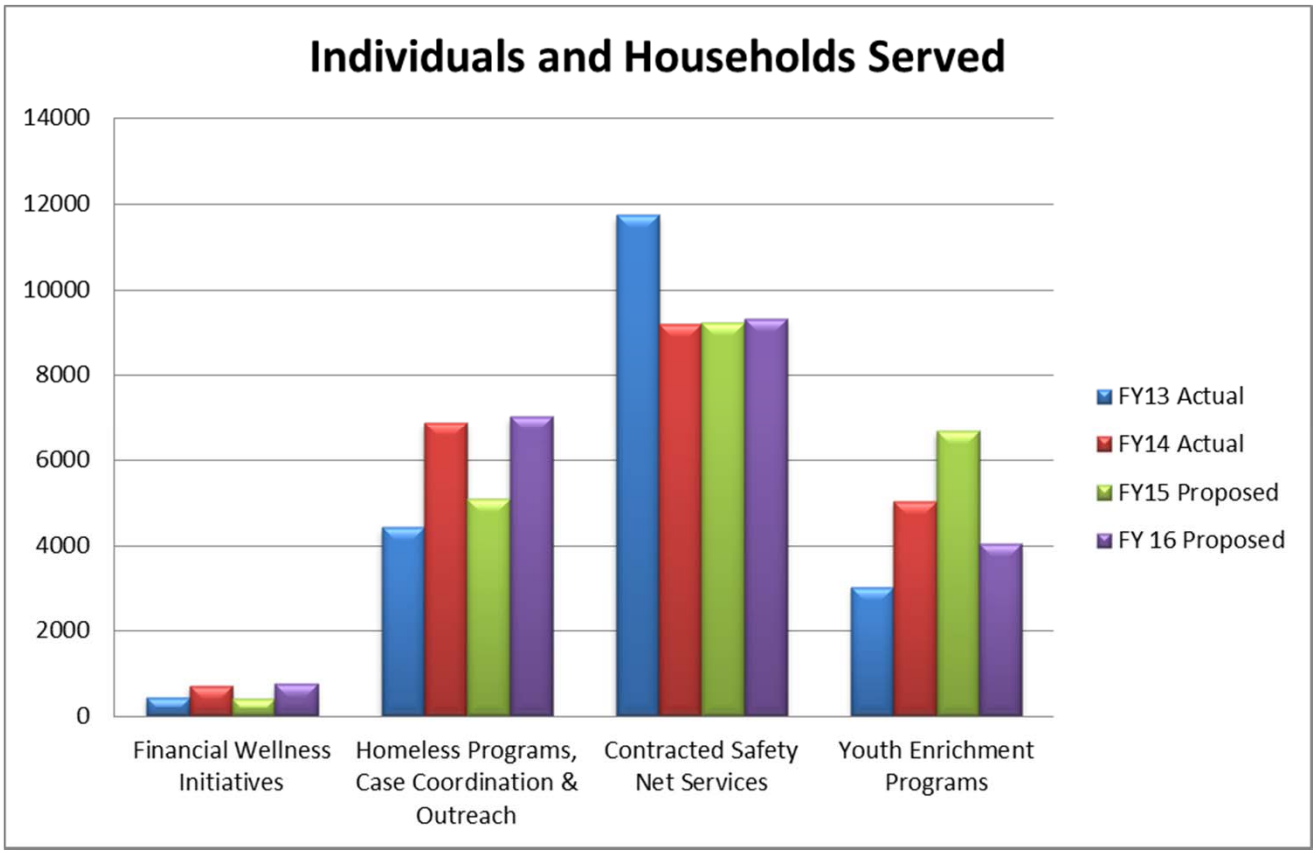
Contracted Safety Net Services					
	FY13	FY14	FY15 Proposed	FY15 Actual*	FY16 Proposed
Health	1,061	1,983	1,100	1,658	1,100
Mental Health	103	164	120	105	175
Housing Stabilization - Singles	181	111	100	82	100
Housing Stabilization – Families (households)	88	42	40	22	55
Eviction & Utility Cutoff Prevention (households)	55	141	100	82	120
Housing Counseling Rental (households)	62	50	60	55	75
Foreclosure Prevention (households)	35	74	50	23	45
Food Assistance	10,136	6,513	7,500	4,027	7,500
Comprehensive Job & Financial Literacy Services	18	106	155	115	155

Youth Enrichment Programs					
	FY13	FY14	FY15 Proposed	FY15 Actual*	FY16 Proposed
Nonprofit Counseling & Mentoring	111	162	165	86	225
School Enrichment Grant Programs	1,138	3,342	5,000	**TBD	2,500
CHARACTER COUNTS! Activities	1,772	1,529	1,500	175	1,300

All numbers are individuals unless otherwise noted.
** FY 2015 figures are year-to-date through December, 2014.*

Critical Measures

Community Services



Analysis

The documentation of Street Outreach – Engagement of Individuals is undercounted due to a need to improve our tracking form, which is underway.

Bank On Gaithersburg revitalization is underway in FY15 and has resulted in the formation of the Gaithersburg Financial Wellness Coalition. There is increased outreach, more financial classes, one-on-one budget coaching, and an expanded VITA program.

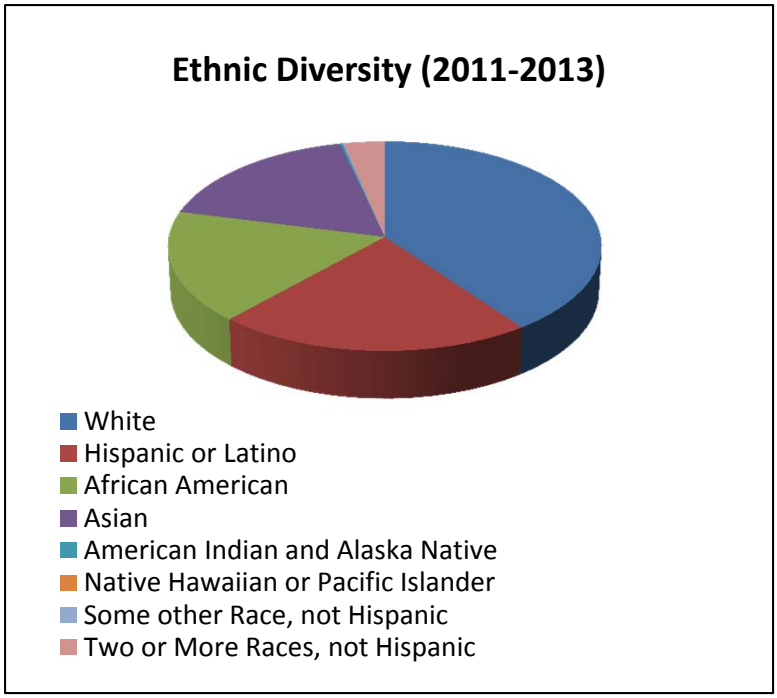
The number of families referred and served through the Holiday Giving Program increased 25% from FY13 to FY15.

The proposed number of youth to be served with counseling services is higher in FY16 to address the emerging and growing need for mental health and enrichment services for those who have experienced trauma.

We continue to see an increase in the number of residents applying for rental and utility cutoff prevention assistance and residents seeking rental housing counseling services.

Critical Measures

Ethnic Diversity					
Race	**2007-2009**	**2008-2010**	**2009-2011**	**2010-2012**	**2011-2013**
White, not Hispanic	46.3%	41.2%	40.4%	40.5%	39.9%
Hispanic or Latino	22.6%	24.3%	23.5%	21.1%	21.7%
African American, not Hispanic	13.0%	12.5%	14.6%	15.6%	17.2%
Asian, not Hispanic	15.5%	18.5%	17.4%	18.7%	17.4%
American Indian and Alaska Native, not Hispanic	0.4%	0.4%	0.7%	0.2%	0.2%
Native Hawaiian or Pacific Islander, not Hispanic	0.0%	0.0%	0.0%	0.0%	0.0%
Some other Race, not Hispanic	0.2%	0.2%	0.3%	0.4%	0.1%
Two or More Races, not Hispanic	2.0%	2.7%	3.2%	3.0%	3.3%



The City remains a culturally diverse community with slight changes in the various racial components with continued growth in the African American community.

Economic Development

Actively pursue economic and business development strategies to support a growing and sustainable economic base, ensuring the financial resources needed to improve the quality of life, fund services and provide a diversity of job opportunities for City residents

Key Strategies

- Market the City as a desirable business location, leveraging our unique assets, proximity to the federal marketplace and our strength as an internationally-recognized center of biotechnology
- Position Gaithersburg favorably for local investment via business expansion and/or real estate development by maintaining an attractive business environment
- Support implementation of the Gaithersburg Master Plan and Frederick Avenue Corridor and Vicinity Capacity Study
- Stimulate revitalization of Olde Towne

Potential Strategy Conflicts-

- Affordable Housing
- Historic Preservation
- Transportation

Objectives

Market the City as a desirable business location, leveraging our unique assets, proximity to the federal marketplace and our strength as an internationally-recognized center of biotechnology

- Utilize new “dedicated” Economic Development website to highlight successes, identify City and other state/county incentives and initiatives, provide an online resource for baseline information on the local economy, and provide an effective point of contact to business and development prospects
- Develop business outreach and ombudsman initiatives to build stronger relationships with businesses
- Participate in Maryland Department of Business and Economic Development, Technology Council of Maryland, Montgomery County Department of Economic Development, International Council of Shopping Centers, and Chamber of Commerce events and initiatives
- Continue to establish distinct Economic Development brand and associated collateral materials
- Emphasize exposure in local and national business media and at trade shows/events of targeted industries
- Maintain and strengthen ongoing relationships with local realtors and developers via roundtables/focus groups, speaking engagements and other targeted events
- Use e-newsletter to establish frequent communication with business community

Objectives

Position Gaithersburg favorably for local investment via business expansion and/or real estate development by maintaining an attractive business environment

- Work with site and/or industry specific local business groups on cooperative efforts
- Use Economic Development program funding, in addition to county and/or state business support programs, to incentivize and leverage extraordinary opportunities that present major job relocation, retention and/or development prospects
- Utilize the Economic & Business Development and Olde Towne Advisory Committees to act as ombudsmen for their respective business communities
- Seek new funding sources for Economic Development efforts
- Direct Economic Development “Toolbox” funding to businesses that exhibit growth potential, provide stable, well-paying jobs and help to diversify the City’s economy. Evaluate Toolbox program activity and propose potential modifications to eligibility criteria
- Track office space vacancy rates, commercial real property assessments and other indicators of economic trends
- Support business assistance programs at the state and county levels as appropriate
- Focus on retaining existing businesses and attracting new businesses from desired industries and diversifying the local economy

Objectives

Support implementation of the Gaithersburg Master Plan and Frederick Avenue Corridor and Vicinity Capacity Study	• Support large-scale assemblages and infill development to accelerate implementation of the City Master Plan and the Frederick Avenue Corridor and Vicinity Capacity Study • Facilitate strategic acquisition of sites within larger, potential redevelopment assemblages to leverage partnerships with the development community • Explore the use of alternative funding methods to enhance infrastructure throughout the City • Promote rezoning of parcels that exhibit strong development and redevelopment potential in accordance with the Master Plan • Consider and explore implementation strategies for recommendations in the Frederick Avenue Corridor and Vicinity Capacity Study
Stimulate Revitalization of Olde Towne	• Administer and better promote the benefits of the Olde Towne Enterprise Zone as it relates to incentivizing new development and business relocation • Establish the draw for Olde Towne as a distinct commercial hub with a unique identity by adding/upgrading public areas and cultural amenities • Promote cost-effective allocation of limited public resources to promote change • Retain existing and attract new employers • Enhance market driven opportunities for new businesses and private investment in real estate • Facilitate development of City-owned parcels to assist in bringing in new residents and marketable commercial/office space • Explore partnership opportunities to expand cultural events in Olde Towne

Action Items

FY 2015 Action Items

- ❑ Design and create new “off-site” website/marketing materials
- ❑ Refine design of Olde Towne Park Plaza project
- ✓ Create a new e-newsletter to communicate with the business community
- ❑ Study efficacy of potential business and/or retail incubator(s)
- ❑ Pursue lighting and aesthetic enhancements in Olde Towne
- ✓ Schedule quarterly business support seminars and workshops
- ✓ Research potential façade improvement program for Olde Towne
- ❑ Seek state grants available with Sustainable Communities designation
- ❑ Explore partnership opportunities to expand cultural events in Olde Towne

FY 2016 Action Items

- ❑ Determine potential for Arts & Entertainment District designation for the Kentlands commercial sector
- ❑ Continue to explore and prioritize implementation strategies from the Frederick Avenue Corridor and Vicinity Capacity Study
- ❑ Propose potential Toolbox modifications for façade improvement investments in Olde Towne as well as enhanced grants for struggling office properties
- ❑ Develop “community based” wayfinding signage program for City’s commercial sectors
- ❑ Pursue new development opportunities for the vacant site at 315 East Diamond Avenue in Olde Towne (“Fishman” site)
- ❑ Begin construction of newly designed Olde Towne Park Plaza
- ❑ Initiate strategic investments in lighting and aesthetic enhancements along East Diamond Avenue in Olde Towne

Critical Measures

Commercial Real Property Base (Market Value);		
5 Year Trend		
Levy Year	Base	Trend
2010	$3,134,707,819.00	-4.94%
2011	$2,909,458,863.00	-7.19%
2012	$3,058,173,963.00	+5.11%
2013	$3,135,912,167.00	+2.54%
2014	*$3,916,531,100.00	N/A

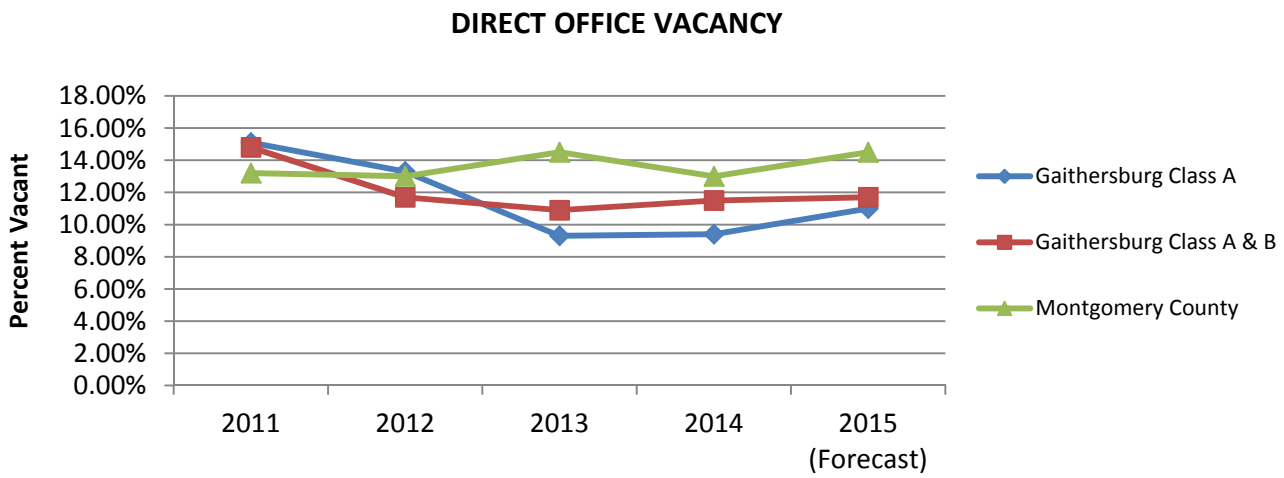
Analysis

*As of 2015 state defined property classifications changed. Therefore, the values from previous years cannot be compared with the latest market value. The following classifications are now used: Commercial, Commercial Condo and Industrial. Although a statistically valid calculation of the percent of increase in aggregate market value cannot be made, the classification of “Commercial” appears to have the largest growth in value.

Critical Measures

Direct Office Vacancy (January 2015 data); 5 Year Trend						
Year	Gaithersburg Class A	Gaithersburg Class A & B	Montgomery County	Germantown	Rockville	Silver Spring
2011	15.10%	14.80%	13.20%	12.10%	13.90%	10.70%
2012	13.30%*	11.70%	13.00%	13.60%	13.30%	10.90%
2013	9.30%*	10.90%	14.50%	15.90%	15.70%	9.90%
2014	9.4%	11.50%	13.0%	14.1%	12.0%	9.10%
2015* (Forecast)	11.0%	11.7%	14.5%	14.8%	12.6%	9.10%

*2015 data does not include retail or industrial



Analysis

With soft demand and plentiful office space available in the market, vacancy rates crept up at both Class A & B offices in Gaithersburg, particularly in the 4th quarter of 2014. However, Gaithersburg ended 2014 with lower vacancy rates than Germantown, Rockville and Montgomery County as a whole.

Critical Measures

Economic Development Toolbox					
Year	Program	Number of Grants	Amount of Grants	Investment (millions)	Jobs
FY 2012	Toolbox	3	$52,844	$613,911	133
	EDOF*	1	$138,758	$5.50	300
FY 2013	Toolbox	11	$205,800	$1,640,961	180
	EDOF	3	$875,000	$3.86	929
FY 2014	Toolbox	7	$64,462	$1,660,000	141
	EDOF	1	$250,000	$17,500,000	368
FY 2015**	Toolbox	6	$61,273	$1,323,480	84
	EDOF	0			

* Economic Development Opportunities Fund
** As of December 31, 2014

Analysis

Halfway through the fiscal year, nearly as many Toolbox grants have been awarded in FY15 as were in all of FY14. No EDOF grants have yet been awarded in FY15, though at least two companies may soon seek these funds for a retention incentive. Tenant fit-up grants remain the most common Toolbox award applicants are seeking.

Critical Measures

Median Household Income		
Year	**Gaithersburg**	**Montgomery County**
2012	$77,230.00	$94,358.00
2013	$73,996.00	$94,767.00
2014*	$76,283.00	$97,181.00

*Source: 2011-2013 American Community Survey 3-year estimate

Percent Bachelor's Degree or Higher (25 and older)		
Year	**Gaithersburg**	**Montgomery County**
2012	51.20%	56.70%
2013	51.30%	56.80%
2014*	51.40%	56.90%

*Source: 2011-2013 American Community Survey 3-year estimate

Analysis

Median Household Incomes increased meaningfully between 2013 and 2014, likely due to an economy which continues to improve and an influx of higher earning residents. Percentage of residents with Bachelor's Degrees or higher also increased, albeit more modestly.

Environment

Meet the needs of the City in a manner that accurately reflects the community's desire for equity, environmental health and economic prosperity without compromising the ability of future generations to meet these same needs

Key Strategies

- Maintain a leadership role in supporting initiatives that promote local and regional livable and sustainable communities
- Ensure the City is implementing long-term strategies that embrace the interconnectivity of economics, equity and the environment
- Preserve, enhance and maintain an interconnected network of natural resources, open spaces and environmental infrastructure to provide ecological, economic, recreational, and aesthetic benefits
- Maintain a Stormwater Management Plan which strives to balance the goals of the City's Watershed Implementation Plan (WIP), Chesapeake Bay Total Maximum Daily Load (TMDL) targets, maintenance of existing infrastructure, and a fair and equitable fee structure

Potential Strategy Conflicts-

- Economic Development

Objectives

Maintain a leadership role in supporting initiatives that promote local and regional livable and sustainable communities

- Utilize City, State and Federal grant programs to assist homeowners associations and residents in enhancing their communities via environmental initiatives
- Remain an active participant on Metropolitan Washington Council of Government's (MWCOG's) Region Forward initiative and implementation programs
- Continue to implement elements of the Green Team Action Plan
- Involve Environmental Affairs Committee in regional sustainability initiatives
- Implement strategies contained in the Environmental Master Plan which is focused on both the urban and natural environment
- Coordinate with Maryland Department of Education relative to environmental education requirements for local students

Ensure the City is implementing long-term strategies that embrace the interconnectivity of economics, equity and the environment

- Maintain a healthy diverse urban forest to provide optimal environmental, social and economic benefits
- Strive to improve local and regional air quality, resource efficiency and transportation alternatives
- Encourage energy conservation and promote the use of alternative and renewable energy sources
- Continue to consider equity in both development of policies and programs and access to resources and amenities

Objectives

Preserve, enhance and maintain an interconnected network of natural resources, open spaces and environmental infrastructure	• Promote environmental initiatives that exceed minimum standards in the areas of green building, recycling and energy resources and efficiency • Protect and improve water resources by implementing watershed management plans that incorporate healthy stream protection, an improved and maintained stormwater management system, and implementation of stream restoration projects • Engage citizens in the City's volunteer planting, stream monitoring and clean-up programs to increase community involvement in environmental protection • Encourage resource stewardship through outreach and education programs at schools and in the community • Explore opportunities to expand the Urban Forest
Maintain a Stormwater Management Plan which strives to balance the goals of the City's Watershed Implementation Plan (WIP), Chesapeake Bay Total Maximum Daily Load (TMDL) targets, maintenance of existing infrastructure, and a fair and equitable fee structure	• Work with Maryland Department of the Environment to develop a Watershed Implementation Plan (WIP) which is reasonable and affordable • Maintain a rate fee model that is based on impervious coverage and assessed to all property types • Maintain a focus on inspecting and maintaining adequate funding of stormwater infrastructure maintenance and replacement • Continue Green Street retrofits on existing streets • Analyze and implement watershed management plans by prioritizing opportunities for stream restoration, Stormwater Management (SWM) facilities retrofits and new SWM facilities to reduce nitrogen and phosphorous in order to meet EPA Chesapeake Bay TMDL targets • Implement new programs and measures identified in the watershed management plans • Provide transparency and education on the use of the Stormwater Program Fee

Action Items

FY 2015 Action Items

- ✓ Reinstitute Park Observer program
- ✓ Complete a study of the feasibility of creation of either a Stormwater Management Authority or Enterprise Fund to manage water quality protection charge revenues and projects
- ✓ Begin the implementation of the Middle Great Seneca Watershed plan.
- ✓ Complete Muddy Branch Watershed Plan
- ✓ Adopt Environmental Element to the Master Plan

FY 2016 Action Items

- ❑ Work with the Maryland Department of the Environment to renew Gaithersburg's National Pollutant Discharge Elimination System (NPDES) permit (pending issuance of State guidance)
- ❑ Complete first year Community Emissions Tracking (FY15 carryover)
- ❑ Complete first year Municipal Emissions Tracking
- ❑ Create a series of informational fact sheets for the nonstructural maintenance of aboveground stormwater facilities (e.g. ponds and infiltration trenches)
- ❑ Update the City's illicit discharge response manual
- ❑ Conduct City-wide street tree and conservation easement inventory
- ❑ Participate in the Metropolitan Washington Council of Governments multi-sector greenhouse gas working group to help COG draft a report identifying cost effective, viable strategies to meet the region's greenhouse gas reduction goals
- ❑ Complete final engineering of selected concepts from the completed watershed studies for projects to be constructed in FY17

Critical Measures

Neighborhood or Resident Grants Awarded		
Fiscal Year	**Number of Grants**	**Amount of Grant**
2012	22	$53,508.00
2013	15	$52,455.00
2014	18	$68,190.00
2015	24	$60,000.00

Number of Volunteer Plantings		
Fiscal Year	**Projects**	**Plantings**
2011	3	68 trees/shrubs, 100 wetland plants
2012	4	50 trees/shrubs, 80 wetland plants
2013	4	30 trees/shrubs, 100 wetland plants
2014	5	62 trees/shrubs, 115 wetland plants
2015	5	50 trees/shrubs, 70 wetland plants

Number of Environmental Community Outreach Projects		
Fiscal Year	**Projects**	**Volunteers**
2011	37	1,200
2012	30	1,100
2013	35	1,100
2014	32	1,350
2015	25	1,000

Analysis

Investment in neighborhood communities through matching grants, environmental outreach and volunteer planting projects has remained stable for the years shown. The stability in the numbers reflects continued engagement and support by residents to their communities' health and welfare.

Critical Measures

Impervious Surface and Stormwater Management							
Fiscal Year	**Total City Acreage**	**Acres of Impervious Surface**	**Watershed Acres Treated with Stormwater Management**	**Watershed Acres Treated to Pre-1985 Standard**	**Watershed Acres Treated to 1985 Standard**	**Watershed Acres Treated to 2000 Standard**	**Watershed Acres Treated to 2010 Standard**
2013	6,632	2,637	4,574	N/A	4,218	355	0
2014	6,632	2,651	4,610	N/A	4,218	356	35
2015	6,632	2,649	4,637	1,342	2,750	415	130

Analysis

Improved stormwater data resources allowed staff to refine the analysis and reflect treatment levels for the City's impervious acreage. This shift provides for greater consistency with the measures being used to track the City's new SWM program.

Housing

Maintain comprehensive housing policies and programs that provide fair, affordable options in homeownership and rental opportunities

Key Strategies

- Utilize Housing Initiative Funds to make strategic investments in priority projects
- Encourage and support homeownership in the City
- Identify and address barriers to fair housing and educate potential housing consumers and providers
- Support initiatives that improve the rental housing stock in the City

Potential Strategy Conflicts-

- Economic Development

Objectives

Utilize Housing Initiative Funds to make strategic investments in priority projects

- Increase the stock of affordable units throughout the City
- Prioritize preservation of existing affordable rental units in redevelopment projects in relation to City funding
- Partner with peer institutions, local governments and nonprofit housing organizations to maximize City investment
- Provide opportunities to redevelop or improve under-utilized properties

Encourage and support homeownership in the City

- Offer homeownership assistance loans to eligible first time homebuyers, including displaced tenants and Moderately Priced Dwelling Unit (MPDU) applicants
- Identify potential barriers to homeownership presented by changing regulations and lending guidelines and adapt programs accordingly
- Structure the Gaithersburg Homeownership Assistance Loan Program (GHALP) to encourage eligible homebuyers to purchase in areas of the City underrepresented by low and moderate-income households
- Encourage a diversity of home prices in new developments

Objectives

Identify and address barriers to fair housing and educate potential housing consumers and providers

- Utilize the most current data on area demographics, housing prices and inventory, and incidence of cost-burdened households
- Monitor rental properties with MPDU and Work Force Housing Units (WFHUs) to ensure compliance with the affordable housing requirements
- Provide Fair Housing training to landlords, Homeowner Associations, nonprofits, and other interested groups
- Make use of “paired testing” method (the process of sending two individuals with similar characteristics – except one individual is from a protected class) to ensure properties are not being handled in a discriminatory manner
- Ensure that the current and future housing stock allows residents to remain in the City as their financial, employment and familial situations change

Objectives

Support initiatives that improve the rental housing stock in the City

- Ensure that there is an adequate mix of rental and homeownership units
- Strengthen the existing residential, commercial and rental housing property maintenance inspections program with appropriate attention to single-family dwellings
- Work with owners of established properties to provide upgrades and improvements
- Preserve the number of existing affordable rental units in redevelopment projects where possible

Action Items

FY 2015 Action Items

- ✓ Complete and receive HUD approval of Analysis of Impediments to Fair Housing
- ✓ Define and adopt Housing Initiatives Funds initiatives and continue to seek appropriate uses of these funds

FY 2016 Action Items

- ❑ Present options for Mayor and Council prioritization relative to uses of the Housing Initiatives Fund
- ❑ Propose amendments to the Affordable Housing Requirements and Regulations for potential adoption by Mayor and Council
- ❑ Prepare a list of areas, for review and prioritization by the Mayor and City Council, where the City would like to focus its affordable housing
- ❑ Develop tracking methods relative to compliance with MPDU and Work Force Housing administrative guidelines

Critical Measures

Housing Programs/Services

Fiscal Year	Closing Cost Loans	Rental MPDUs		Rental WFHUs		Emergency Assistance Grants
		Added	Total	Added	Total Units	
2012	5	19	67	0	0	26
2013	7	35	102	0	0	25
2014	12	14	116	25	25	34
*2015	26	73	189	0	25	19

Fiscal Year	Homeownership MPDUs		Homeownership WFHUs	
	Added	Total	Added	Total
2012	0	0	0	0
2013	0	0	0	0
2014	5	5	1	1
*2015	10	15	2	3

Loans Repaid	Total	$ Repaid	HUD/City Funds
2014	1	$14,000	City
*2015	0		

**2015 data is as of Dec. 31, 2014.*

Analysis

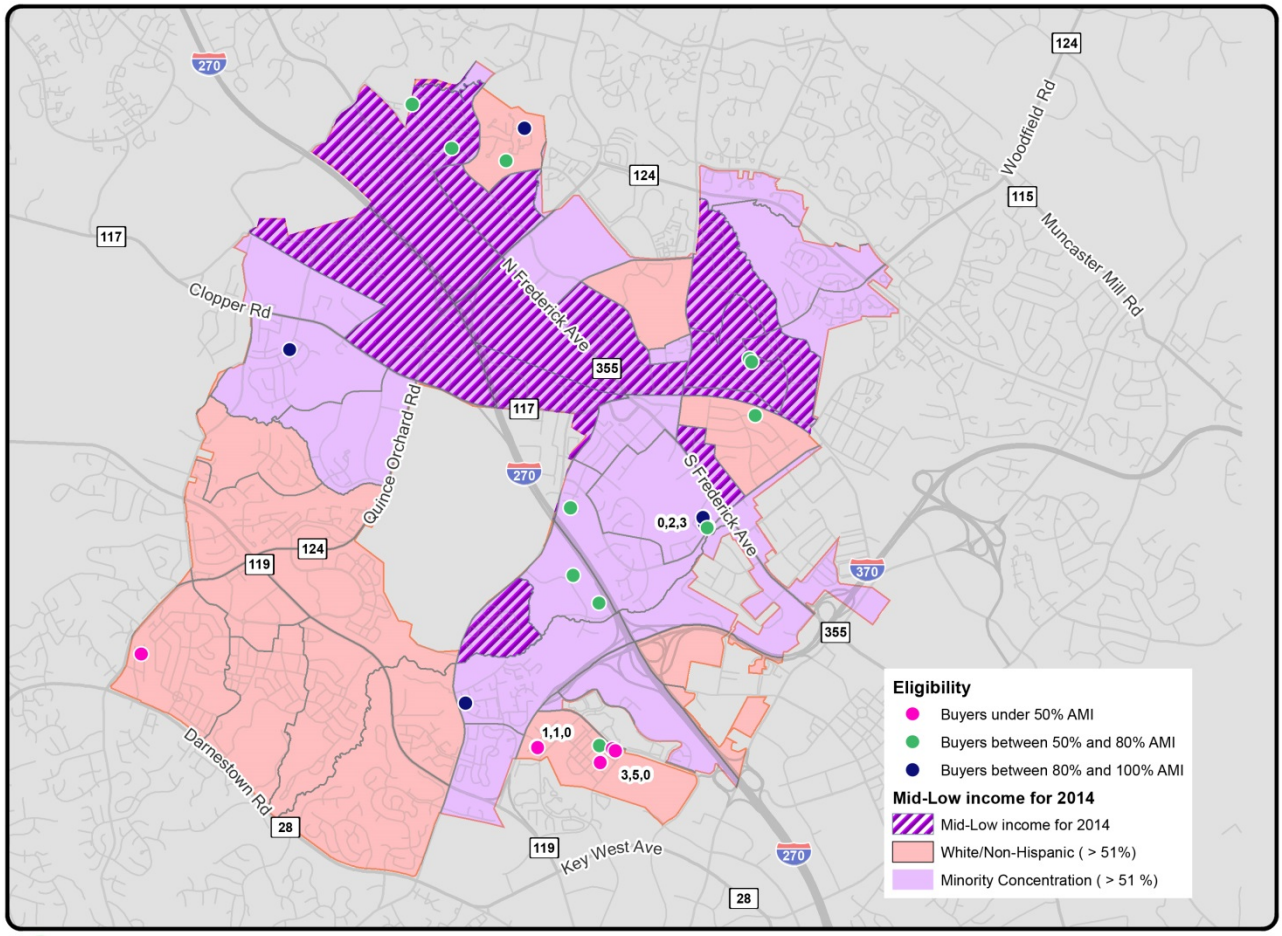
Residential development at Crown Farm properties has produced 27 for-sale MPDUs. Sluggish sales affected all of the units at Summit Hall Reserve; however, the required 12 MPDUs and WFHUs have either sold or are under contract as of December 2014.

Beginning in mid- to late FY14, media exposure and popularity among lenders and realtors has led to exponential growth in the City's closing cost and downpayment assistance loan program.

Although primarily serving moderate-income homebuyers, 18% of buyers in FY15 qualified as low-income (under 50% of AMI).

Low and very low-income renters continue to struggle with housing costs. This year's emergency assistance program is on pace to exceed the number of payments issued in any previous year, which may be due in part to the sale of Crestwood Terrace Apartments, resulting in significantly higher rents charged by the new owners.

Critical Measures



GHALP Loans by Percent of Area Median Income (AMI) for FY15.

City of Gaithersburg Information Technology | 31 South Summit Avenue Gaithersburg, MD 20877 | (301)-258-6325 |

north

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0 1,300 2,600 5,200 Feet

1/22/2015 • lsukal

Infrastructure and Facilities

Maintain and improve the City's existing infrastructure, public facilities and capital assets in a sustainable, cost-effective manner, and invest in new facilities and real property in support of the City's strategic goals

Key Strategies

- Plan and execute projects to preserve, maintain, improve, and grow City infrastructure to continue to provide necessary City programs and services
- Construct new City buildings in an environmentally sustainable manner and achieve LEED Silver certification or equivalent

Potential Strategy Conflicts-

Objectives

Plan and execute projects to preserve, maintain, improve, and grow City infrastructure to continue to provide necessary City programs and services	• Frequently assess and evaluate existing City building assets for functionality, code compliance, energy efficiency, deferred maintenance, space management, and compliance with the Americans with Disabilities Act (ADA) • Provide adequate funding for maintenance, improvements and enhancements to the City's infrastructure • Increase emphasis on managing operating costs by evaluating cost-effective solutions and green technologies to increase building efficiency • Fund and support capital projects that are in progress and continue to plan for future capital improvement projects • Manage projects to provide space and services efficiently and effectively • Support the preservation of City-owned historic resources and designated sites
Construct new City buildings in an environmentally sustainable manner and achieve LEED Silver certification or equivalent	• Ensure that all buildings, system improvements and capital projects meet or surpass environmental and regulatory requirements and incorporate sustainable practices as embodied in Leadership in Energy and Environmental Design (LEED) or equivalent benchmarks where appropriate • Optimize site potential to minimize non-renewable energy consumption • Use environmentally preferable products • Protect and conserve water • Enhance indoor environmental quality • Optimize operational and maintenance practices that result in reduction of our "carbon footprint"

Action Items

FY 2015 Action Items

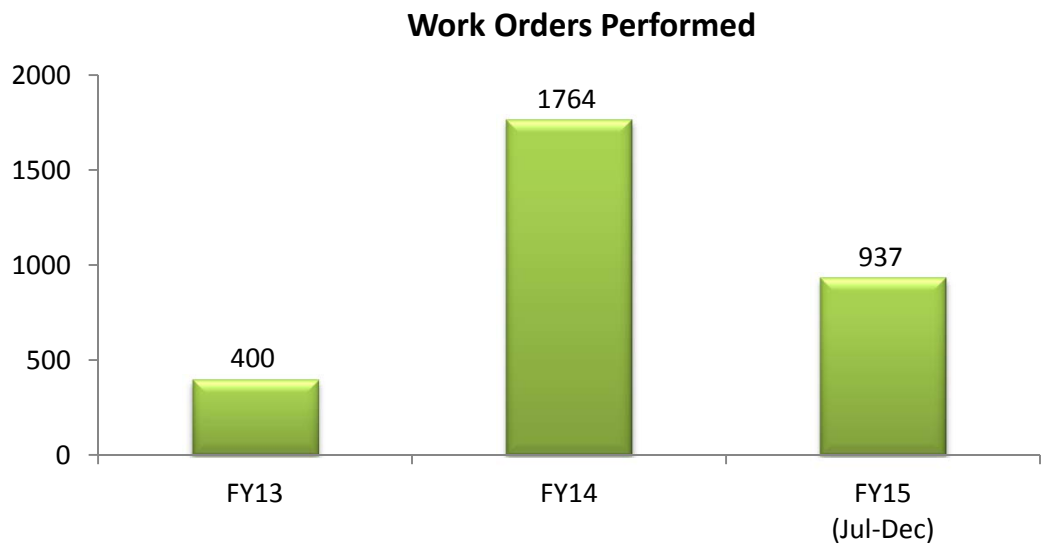
- ❑ Acquire Crown Farm buildings, erect a security fence, & conduct a study for the preservation and use of these buildings
- ❑ Analyze Police Facility Needs Study and develop a strategy for implementation
- ❑ Complete final engineering and begin construction of selected concepts from Middle Seneca Creek Watershed Study (combined for 2016)
- ❑ Develop strategy for incremental implementation of City Hall improvements including roof replacement & refurbishment of HR & PIO sections (partially complete)
- ❑ Complete design and construction of Miniature Golf Park renovation
- ✓ Bid and begin construction of Constitution Gardens project
- ✓ Complete design for Casey Community Center
- ❑ Complete rehabilitation of Smoke House at Bohrer Park
- ❑ Complete Kentlands Mansion ADA compliance study and develop maintenance & improvement plan
- ✓ Complete Lower Great Seneca Creek and Muddy Branch Watershed Studies, and begin final engineering of selected concepts from both completed studies
- ❑ Begin construction of selected final engineered sites from Middle Seneca Creek Watershed Study (combined for 2016)

FY 2016 Action Items

- ❑ Develop a maintenance strategy for incremental implementation at all City Facilities
- ❑ Complete construction for Miniature Golf Park renovation
- ❑ Procure and implement new Utility Management and Computerized Maintenance Management Software Systems
- ❑ Complete the demolition and site preparation of the area formerly occupied by buildings on the former Consumer Product Safety Commission (CPSC) site
- ❑ Complete construction for Casey Community Center
- ❑ Complete the roof replacement at City Hall

Critical Measures

Facilities Management			
Facilities Management	**FY 2013**	**FY 2014**	**FY 2015*** thru Dec.**
Square Feet Maintained	438,358*	472,378**	452,830
Work Orders Performed	400	1764	937
Average Cost of Facility Maintenance Per Square Foot	N/A	N/A	N/A



Analysis

Current trends indicate an increase in work order activity which is expected to grow as facilities age. More effective tracking was implemented in FY13, however with the implementation of both a new Utility Management & Maintenance Management System additional tools will be available to help identify trends and future requirements which will assist with prioritizing the allocation of resources.

In FY 2015/2016, property and buildings in Crown Farm will likely be added to our inventory, further increasing the demands on Facilities Management.

*Staff reevaluated existing square footages so this number is different than previously stated.

**The City added property from CPSC and included all of the property it acquired.

*** The FY15 square footage takes into account the demolition of buildings at CPSC.

Critical Measures

Stormwater Management			
	FY 2013	FY 2014	FY 2015 thru Dec.
Watershed Assessment Plans Completed	1	0	2
Concept Stormwater Plans Completed	4	0	8
Concept Stream Restoration Plans Completed	4	0	6
Final Stormwater/Stream Restoration Plans Completed	0	0	1
Green Streets			
	FY 2013	FY 2014	FY 2015 thru Dec.
Green Street Facilities Constructed	3	1	0
Final Stormwater/Stream Restoration Projects Constructed	0	0	0

Analysis

In addition to actively maintaining existing streams and stormwater management facilities, the City is also anticipating future regulations to increase in stringency. The watershed studies have been completed. The City will now need to begin prioritizing stormwater improvements and infrastructure maintenance to meet these future requirements. This will require additional funding through both the General Operating Fund and the Stormwater Program Fee.

Parks, Recreation and Culture

Provide quality parks, well-planned, sustainable facilities, and diverse cultural, artistic, and recreational opportunities for all ages and interests to promote the health and well-being of residents and visitors

Key Strategies

- Foster active lifestyles to support a healthy community; develop programs utilizing citizen input and recreational trends
- Ensure all communities have accessible, safe, functional, and engaging recreational facilities and amenities
- Support community oriented cultural arts, events, projects, initiatives, and local artists
- Preserve green space for passive and active recreation; seek opportunities to acquire open space; and foster conservation of natural resources
- Utilize revenue offsets to enhance department offerings

Potential Strategy Conflicts-

Objectives

Foster active lifestyles to support a healthy community; develop programs utilizing citizen input and recreational trends

- Provide fitness classes, health and wellness programs, preventive screenings, and other resources that promote a healthy lifestyle
- Provide out-of-school activities for City students that promote enriching experiences
- Emphasize participation in programs by low and moderate income residents through a targeted scholarship program
- Utilize on-line customer survey sites as a means of measuring recreational trends and ensuring programs are relevant to the audience
- Utilize national standards to evaluate City recreation amenities relative to the Parks, Recreation and Open Space Plan
- Utilize Science, Technology, Engineering, Arts, and Math educational tools as well as expand outdoor educational offerings in youth activities
- Provide programming opportunities at Observatory Park, Community Museum complex and Constitution Gardens Park

Ensure all communities have accessible, safe, functional, and engaging recreational facilities and amenities

- Continually evaluate recreational amenities relative to needs within existing communities
- Balance existing fields, parks and amenities to meet current demand
- Meet and confer with City Planning and Code Administration staff to ensure optimal utility of recreation space provided within new developments
- Work to ensure that shared-use trails, bike lanes and bike infrastructure are considered in the planning of road and infrastructure projects
- Work with federal, state and county government agencies as well as the private sector to fund new recreational facilities
- Ensure resident proximity to parks with goal of less than .25 miles

Objectives

Support community oriented cultural arts, events, projects, initiatives, and local artists

- Utilize the Art in Public Places program of the Cultural Arts Advisory Committee to support a sense of place and pride for Gaithersburg by integrating public works of art into the community
- Support the arts and special events through an active alliance of artists and arts committees and organizations
- Implement the goals and objectives of the Cultural Arts Master Plan
- Support cultural events that bring visitors to the City
- Identify and foster unique local artists and crafts persons, music and theater groups, and food vendors for participation in City events and venues
- Utilize benefits of Arts & Entertainment designation and/or self-branding of areas with concentration of cultural assets
- Increase the quality of large events through enhancements, including the use of Mobile Apps and other available technologies
- Use marketing to increase awareness of the City's cultural offerings
- Incorporate diversity elements into civic events

Preserve green space for passive and active recreation; seek opportunities to acquire open space; and foster conservation of natural resources

- Work with state and federal agencies to acquire surplus property
- Seek opportunities to acquire additional properties through purchases, partnerships and monetary contributions
- Cultivate an appreciation for nature, environment and the outdoors through recreational and camp offerings
- Provide technical assistance for community garden initiatives
- Engage patrons in good conservation and environmental stewardship practices
- Integrate nature-based activities and educational opportunities into City programs and events

Objectives

Utilize revenue offsets to enhance department offerings

- Utilize the Gaithersburg Arts and Monuments Funding Corporation to raise funds to support City recreation programs and facilities
- Raise revenue through the creation of areas accessible with the purchase of a special ticket
- Create a fee schedule that reflects national trends and appropriate market pricing for participation in programs and services
- Develop vested, working volunteer committees to support and promote large events
- Develop active partners and in-kind support sponsors to share resources, and to provide services and enhancements to City programs and events
- Utilize technology such as mobile applications to reduce waste and increase sponsorship opportunities

Action Items

FY 2015 Action Items

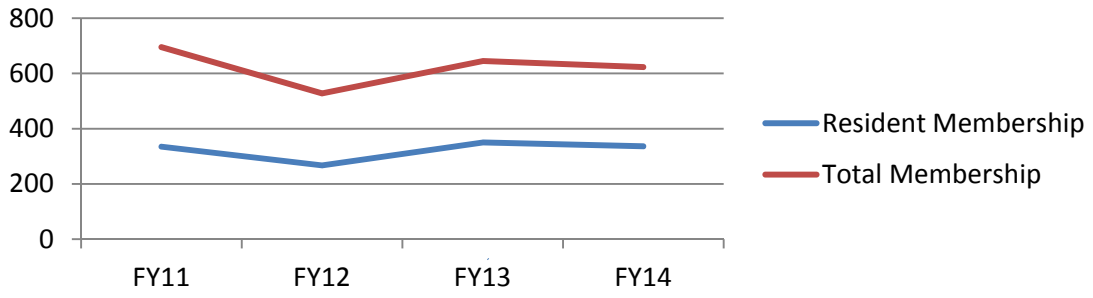
- ❑ Design renovations of Casey Community Center apartment and kitchen
- ❑ Design enhancements to Miniature Golf Course ($150,000 FY14 bond bill funds)
- ✓ Construct synthetic turf field at Lakelands Park and design synthetic turf field for Robertson Park #3
- ❑ Establish park planning committee for 9.54 acre City park on former CPSC property
- ✓ Bid and begin construction of Constitution Gardens Park
- ❑ Plan first annual Bike Rodeo (completed FY14) and install Art in Public Places locomotive-inspired bike rack in conjunction with Bicycle Master Plan (to be completed in FY15)
- ❑ Review the Articles of Incorporation and By-laws to make recommendations for the role of the Gaithersburg Arts & Monuments Funding Corporation to raise funds to support City recreation programs and facilities
- ❑ Update Chapter 15A of the Municipal Code (Parks and Other Properties)

FY 2016 Action Items

- ❑ Complete renovation of Casey Community Center apartment and kitchen
- ❑ Construction of Miniature Golf renovation
- ❑ Install Art in Public Places at Archstone
- ❑ Finalize Community Museum complex with exhibits in the Budd Car and Caboose and additional plaza enhancements
- ❑ Replace lighting at Kelly Park Field #2
- ❑ Expand Student Union to Quince Orchard High School
- ❑ Evaluate recreation management software replacement options
- ❑ Rebrand Senior Center and the Arts Barn/Kentlands Mansion complex
- ❑ Evaluate resident and non-resident fees with intent of modifying revenue expense offsets

Critical Measures

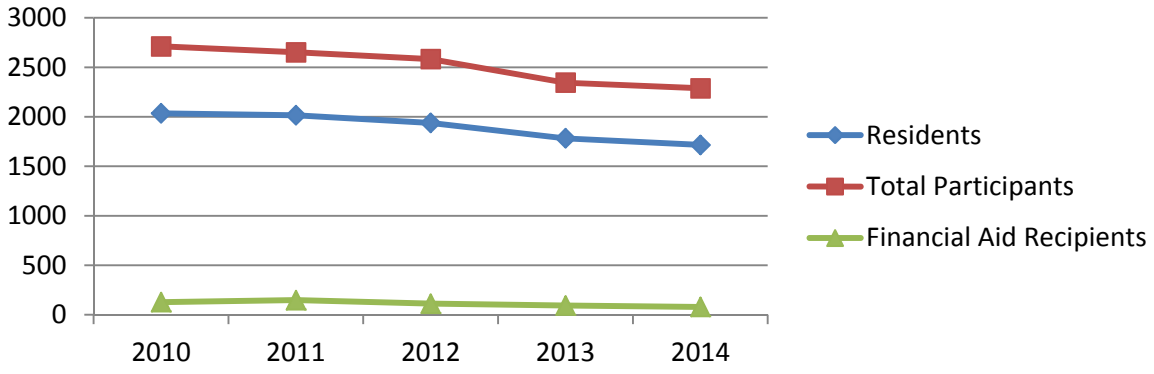
Senior Center Memberships



Analysis

There was a significant decrease in membership as a result of the nonresident membership fee increases in FY10. This resulted in lower memberships. However since June of 2012, there has been an increase in membership. The percentage of City residents continues to grow from 48% in FY11 to 55% in FY14. The renovations to the Center as well as a rebranding effort should increase membership and use.

Summer Camp Participation

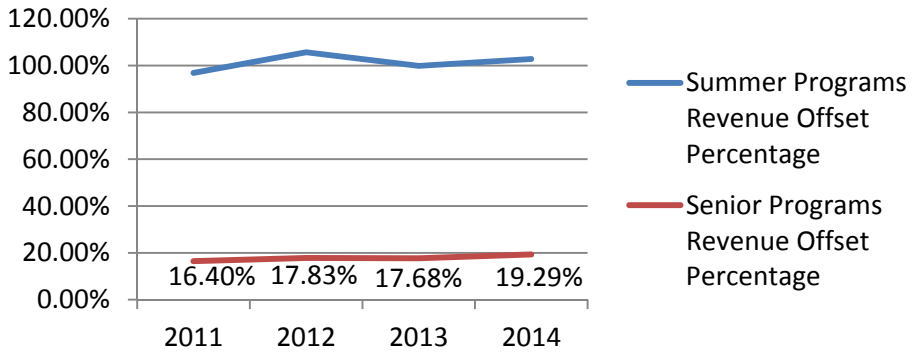


Analysis

There has been an overall decline in registration due to the loss of several schools undergoing construction which housed some of the City's most popular camps. While programs for elementary students continue with strong registration, middle school camp participation has declined steadily over the past few summers. That being said, the Olde Towne Youth Center enjoyed is highest attendance on record as teens are choosing the programs at the Center over the traditional day camps.

Critical Measures

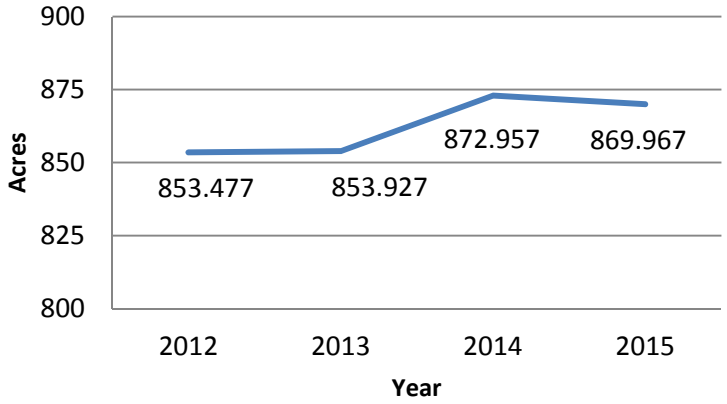
Summer Programs and Senior Center Revenue Offset



Analysis

The Summer Programs revenue offset has steadily been increasing since the early 2000's when the revenue offset averaged approximately 63%. Expenses have been held fairly consistent while camp fees have increased over the past several years due to market research and pricing strategies. The Senior Center revenue has steadily increased since FY11 (approximately 10% each year) primarily due to the popular trip program while expenses have averaged 4.5% each year.

Acres of Parkland

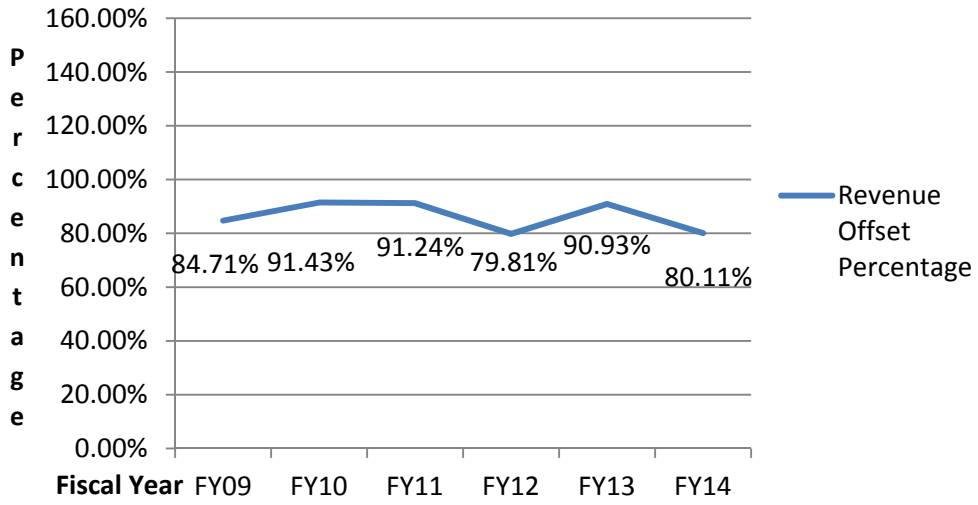


Analysis

The Consumer Product Safety Commission site, 9.54 acres, and The Meadows, 6.50 acres, have been conveyed to the City. Crown Farm, 2.99 acres, will likely be dedicated to the City by the end of 2014. Crown Farm was not conveyed to date, reducing total by 2.99 acres (869.967).

Critical Measures

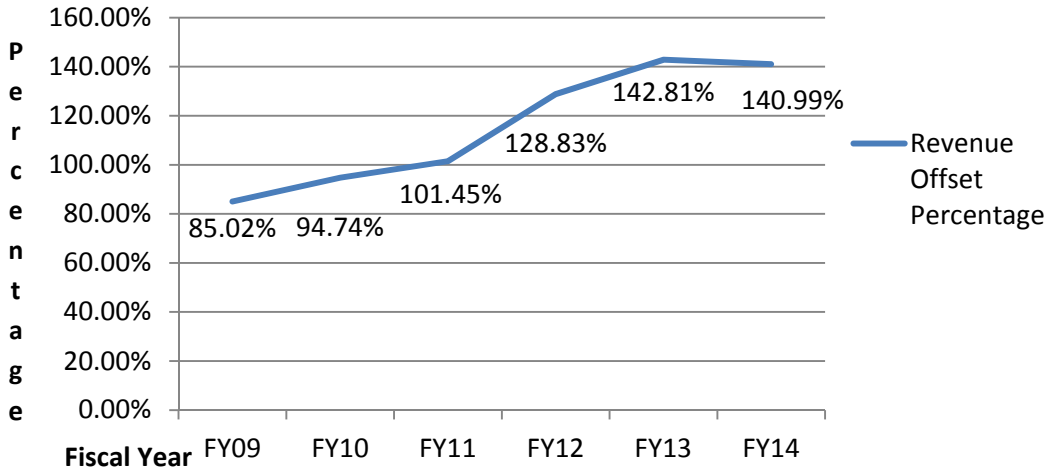
Recreation Classes Revenue Offset



Analysis

During FY14 we parted ways with a contractor who provided 68 revenue-generating classes per year. Staff worked hard to recreate the program by hiring a variety of new instructors and contractors but gaining customer loyalty is a gradual process.

Water Park Revenue Offset

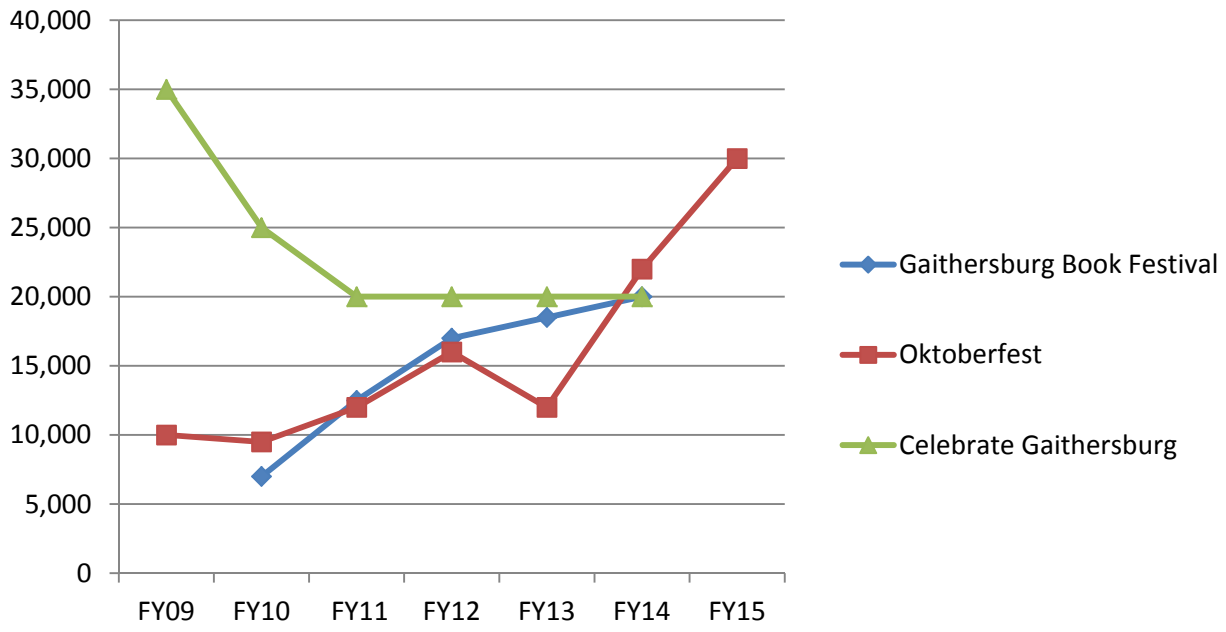


Analysis

Attendance continues to remain relatively constant. An increase to nonresident fees for the 2014 season did help alleviate weekend overcrowding. Attendance is subject to weather; the past seasons have seen few weather closures. The Water Park Revenue Offset represents the program operating budget and does not include utilities or building & grounds expenses.

Critical Measures

Large Events Attendance



Analysis

A new and successful layout for Oktoberfest drew approximately 30,000 attendees in FY15 and will be continued in 2016 and beyond.

The Book Festival has grown quickly in reputation due to the high quality of recruited authors and an increased awareness from the year-round public relations efforts undertaken by the City and the Book Festival Committee. Attendance was 20,000 for the 5th Annual Book Festival in May of 2014 (FY14).

In FY14, Celebrate Gaithersburg in Olde Towne Day was moved to June with significant thematic, layout and design changes. The 32nd annual event included a mobile app, a BBQ battle, butterfly garden, antique car show, art bike competition, and new partners. In spite of the change in the date, the event maintained an attendance of 20,000.

Planning and Development

Ensure all planning and development be built and maintained in a high quality manner that utilizes sustainable principles to maintain the high quality of life enjoyed by residents and businesses, while balancing environmental, transportation, economic, social, and civic needs

Key Strategies

- Foster a high level of community and stakeholder involvement in all planning and development projects
- Encourage all development in the City to be of high quality and aesthetically appealing while adhering to the City's objectives for sustainable growth
- Ensure that development, from planning to construction, is completed with best practices management, the highest level of public safety, and high quality standards for both public and private infrastructure
- Carefully weigh impacts of development on public infrastructure and the environment with the City's economic development, sustainable growth, and quality of life objectives
- Promote housing stability and inclusiveness and maintain neighborhood vitality
- Strive to maintain equitable amenities and services throughout the City

Potential Strategy Conflicts-

- Economic Development
- Housing
- Environmental
- Transportation

Objectives

Foster a high level of community and stakeholder involvement in all planning and development projects

- Utilize software, technology and web applications to enhance public use and information
- Foster dialogue with outside agencies to facilitate information exchange
- Ensure timely response to community and stakeholder issues in Planning & Code Administration and Department of Public Works – Engineering and Landscaping & Forestry divisions
- Maintain communication with HOAs during construction projects

Encourage high quality, aesthetically appealing development that adheres to the City's objectives for sustainable growth

- Ensure that City Master Plans and other planning documents accurately reflect land use and municipal planning best practices and applicable state and federal requirements
- Continue implementation of approved design guidelines for MXD zoned developments and Olde Towne
- Ensure that constructed development emulates the vision and plans for the development as approved by the Planning Commission
- Identify properties which present opportunities for adding value to the City and aggressively pursue annexations
- Attract quality development by ensuring maintenance of existing neighborhoods

Objectives

Ensure that development, from planning to construction, is completed with best practices management, the highest level of public safety, and high quality standards for both public and private infrastructure

- Evaluate innovations and current trends in planning and development to update City codes and regulations in order to ensure safety
- Promote best management practices through training and education of staff, appointed and elected officials
- Minimize disruption to existing neighborhoods by phasing construction as needed
- Conduct thorough and timely reviews of Development Plans, License Applications, Construction Permits, and Inspections

Carefully weigh impacts of development on public infrastructure and the environment with the City's economic development, sustainable growth, and quality of life objectives

- Ensure that the City's planning and economic priorities are reflected in a balanced review of school and traffic facilities
- Ensure compatible development patterns that are phased and constructed in a manner that creates the least amount of disruption as part of the entitlements process
- Maintain and enhance the City's Geographic Information System and its layers in conjunction with the Information Technology Department to provide mapping and statistical data as tools for reporting and evaluating existing and proposed development
- Continually review and revise Planning & Development Ordinances and Codes to ensure best management practices

Objectives

Promote housing stability and inclusiveness and maintain neighborhood vitality

- Continually monitor and address deteriorating, blighted and/or overcrowded residential and non-residential structures
- Utilize limited, strategic investments of City property acquisition funds to expedite improvements to areas of slum and blight
- Provide assistance to households at risk of foreclosure, eviction or utility shut-off
- Provide visible and active presence in neighborhoods and communities
- Preserve healthy, vibrant, diverse, and safe neighborhoods that enhance the quality of life through education and code compliance
- Utilize Code Enforcement Abatement Fund to resolve outstanding property maintenance violations
- Develop area neighborhood plans to determine possible needs of underserved neighborhoods

Action Items

FY 2015 Action Items

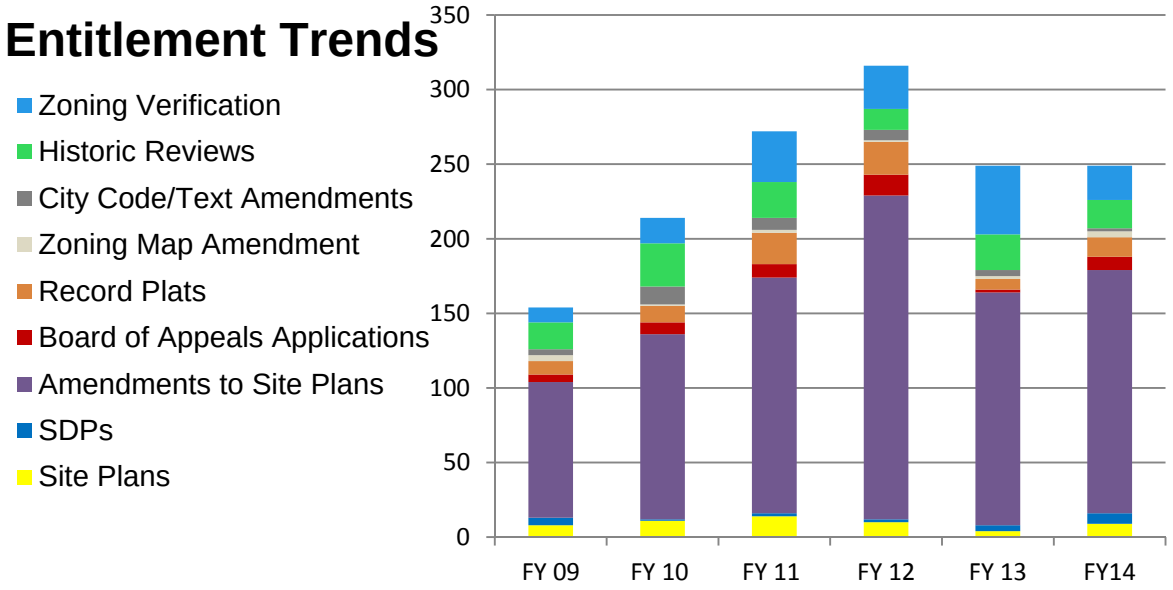
- ✓ Incorporate best practices for parking requirements and parking waivers into Zoning Ordinance and Development Procedures *(3rd Quarter FY15)*
- ✓ Continue Implementation of Energov permitting software by completing select online application and renewal components
- ✓ Continue to work with partner agencies and jurisdictions concerning adequate public facilities, analyze results and recommend changes
- ✓ Work with Information Technology-Geographic Information Systems to improve the accuracy of the Parcel Fabric (parcel lines) for GIS
- ✓ Complete the review and analysis of the CD Zone as it relates to the Frederick Avenue Corridor Study *(3rd Quarter FY15)*
- ✓ Define & begin implementation action steps for Frederick Ave. Corridor *(3rd Quarter FY15)*
- ✓ Utilize Code Enforcement Abatement Fund to resolve outstanding property maintenance violations
- ✓ Evaluate and update the Planning Commission Rules of Procedures
- ❑ Work towards preparing a draft Historic Preservation (HP) Master Plan updating HP ordinances and evaluate the Historic District Commission Rules of Procedures

FY 2016 Action Items

- ❑ Update Historic Preservation (HP) ordinances, evaluate the Historic District Commission Rules of Procedures & prepare draft HP Master Plan
- ❑ Participate in Metropolitan Washington Council of Governments Round 9.0 Cooperative Forecast for households, population & employment
- ❑ Adopt 2015 National Building Codes
- ❑ Update and Adopt Floodplain Ordinance
- ❑ Complete City's Bus Rapid Transit Study for the Frederick Ave. Corridor
- ❑ Update and amend Wireless Telecommunications Ordinance
- ❑ Produce a report studying the economic costs & benefits of historic preservation on redevelopment in the City
- ❑ Conduct citizen and stakeholder outreach related to the possible changes to the CD Zone and present options to the Planning Commission and Mayor and City Council for possible adoption

Critical Measures

Entitlements for Development						
Case Type	**FY 2011**	**FY 2012**	**FY 2013**	**FY 2014**	**FY 2015***	**FY 2015 Projections**
Site Plans	4	10	4	9	4	8
Schematic Development Plans & Amendments	2	2	4	7	3	5
Amendments to Site Plans	158	217	156	163	101	150
Record Plats	21	22	7	7	5	10
Zoning Map Amendment (Rezoning)	2	1	2	4	4	3
Zoning Verification Letters	34	29	46	23	16	28
Board of Appeals	9	14	2	9	4	6
Historic District Commission Reviews	24	3	24	19	13	18
Text Amendment/City Code	8	7	4	2	2	3
**FY15 figures as of January 2015*						



Analysis

Most of the development trends continue to be stable, with a plateau in the total number of applications. Both Site Plan and Amendments to Site Plans have increased with the build out of Crown Neighborhood 2 and the initial site plans for Washingtonian North. The number of applications at the mid-mark of FY 2015 are matching the budget projections.

Critical Measures

Permits & Licenses for New and Infill Development					
Code Enforcement	**FY 2011**	**FY 2012**	**FY 2013**	**FY 2014**	**FY 2015 Projected**
Building	761	838	1043	814	830
Electrical	715	626	655	668	680
Mechanical	410	362	580	360	420
Occupancy	367	326	468	395	380
On Site	47	63	81	67	30
Grading	12	28	4	3	10
Public Improvements	12	20	11	2	15
Tree Removal	122	89	124	120	140
Sign	220	193	272	304	250
Fire Services	406	453	556	490	500
FPSOL**	204	105	16	103	420
Electrical Licenses	228	257	107	419	100
TOTAL	**3,504**	**3,360**	**3,917**	**3,745**	**3,775**
***Fire Protection System Operation Licenses*					

Inspections for New and Infill Development					
Code Enforcement	**FY 2011**	**FY 2012**	**FY 2013**	**FY 2014**	**FY 2015 Projected**
Building	2,734	2,199	3,736	4,091	2,200
Electrical	3,173	2,905	2,603	1,365	3,000
Mechanical	484	141	201	227	200
Occupancy	699	461	254	323	320
Zoning/Forest Conservation	89	34	9	4	20
Sediment Control	732	312	90	119	200
Public/Private Improvements	913	618	368	662	400
Bond Releases	4	10	13	8	10
Stormwater Management	257	119	23	45	45
Fire Code	1,684	1,001	1,253	1,437	1,200
Total Number of Inspections	**10,769**	**7,800**	**8,550**	**8,281**	**7,595**

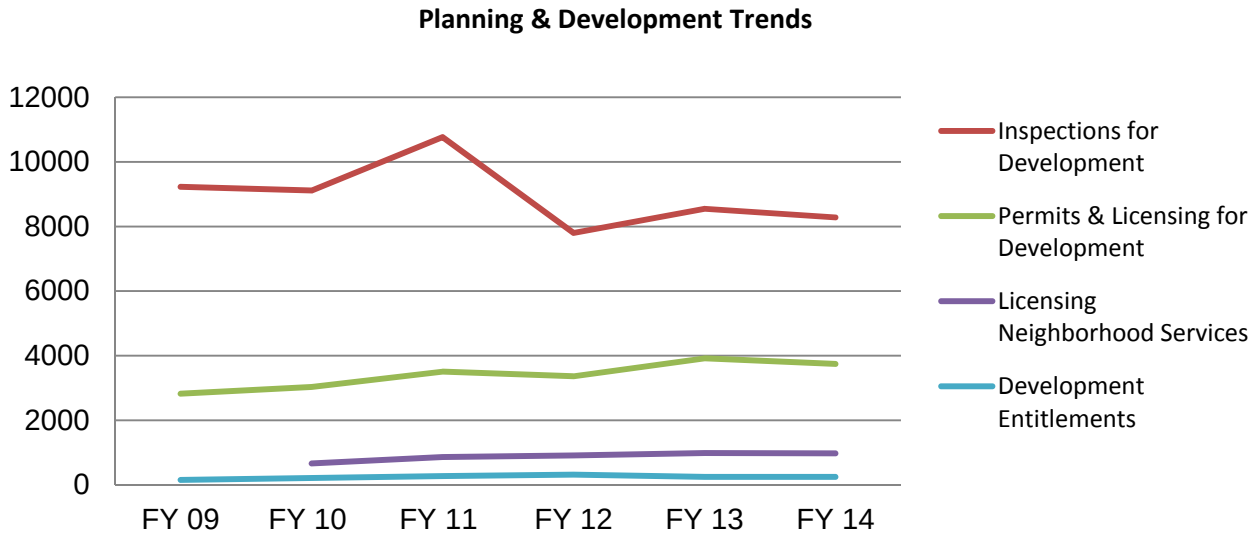
Analysis

Permitting and Inspections are projected to continue near the same rate; however, inspection times continue to be longer due to additional multifamily and apartment development in consideration of overall density.

Development, combined with fire systems licensing requirements, supports the need to continue evaluating staffing levels in order to maintain the ability to complete inspections within 24 hours of the inspection requests, while maintaining an acceptable level of life safety and quality infrastructure.

Critical Measures

Licenses	FY 2011	FY2012	FY 2013	FY 2014	FY 2015*
Amusement	26	24	17	18	9
Vendors	29	27	30	8	4
Rental – Multi-Family (2-Year Cycle)	24	22	27	21	15
Rental - Single-Family	780	839	910	926	618
Total Number of Licenses	**859**	**912**	**984**	**973**	**646**
**FY15 figures as of January 2015*					

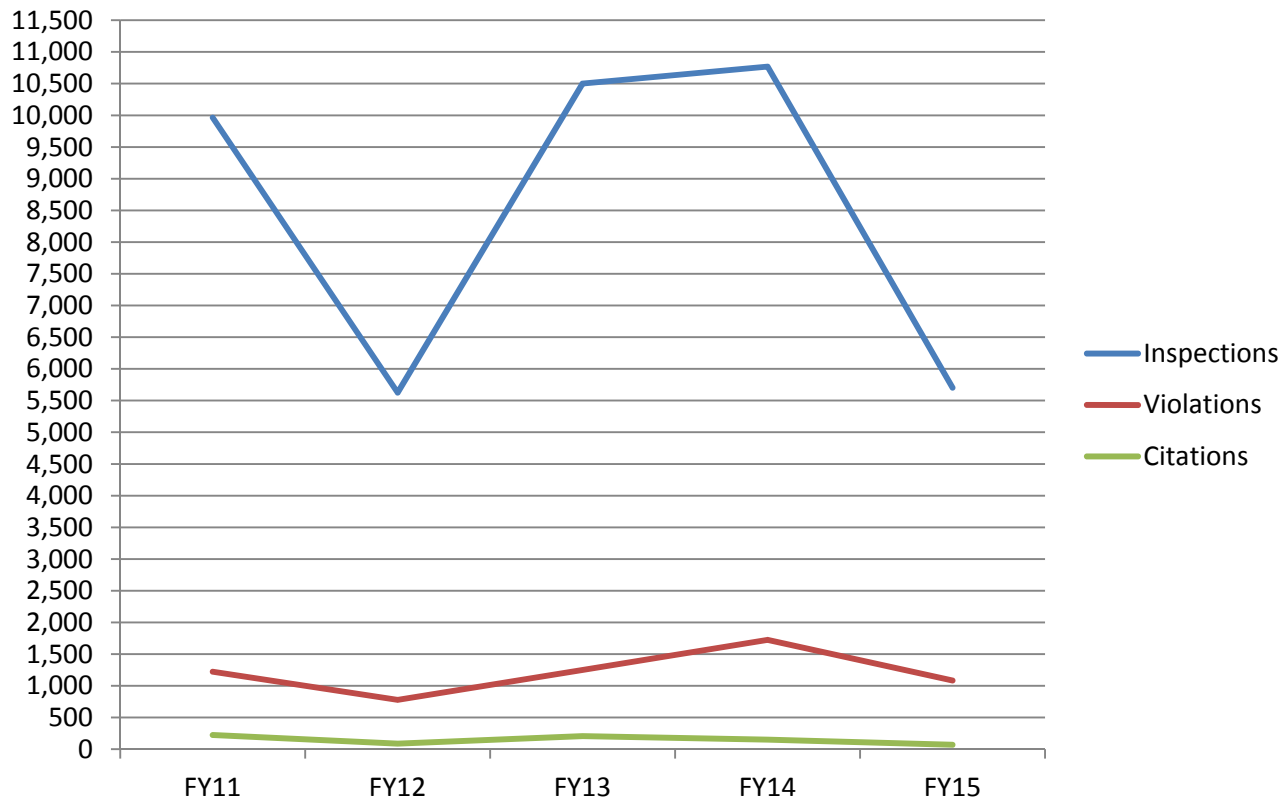


Analysis

The Planning & Development trends show a steady rate in the number of applications related to development. What this does not show is the amount of time for the processing and inspection of the applications. The City needs to continue to evaluate equitable staffing levels in order to maintain the ability to process entitlements in a timely manner that supports economic development. Adequate staffing needs are also required in order to be able to review complex building and fire system plans and complete inspections within 24 hours of the inspection request.

Critical Measures

Neighborhood Vitality					
Inspections & Violations for Property Maintenance	**FY 2011**	**FY 2012**	**FY 2013**	**FY 2014**	**FY 2015***
Property Maintenance Inspections	9,964	5,624	10,500	10,768	5,702
Notices of Violation	1,222	779	1,250	1,725	1,083
Municipal Infraction Citations	222	86	205	150	70
Total Number	**11,408**	**6,489**	**11,955**	**12,643**	**6,855**
**FY 2015 figures as of January 23, 2015*					



Analysis

While overall inspection and enforcement numbers remain steady, YTD FY15 numbers project an increase in percentage of notice of violations issued and a higher rate of compliance.

Police Department

Safeguard the lives of those within the City, enforce the laws and ordinances of the State of Maryland and the City of Gaithersburg, protect property, maintain the safe and orderly flow of traffic, and assist in securing, for all persons, equal protection of the law

Key Strategies

- Deliver comprehensive police services that prevent and reduce crime and sustain the quality of life in the City
- Enhance the establishment of highly skilled and diverse professionals capable of providing comprehensive and effective police services
- Work in partnership with communities, government agencies and allied organizations to augment the Department's resources and improve delivery of comprehensive police services
- Employ new and advanced technologies to improve the delivery of quality police service

Potential Strategy Conflicts-

Objectives

Deliver comprehensive police services that prevent and reduce crime and sustain the quality of life in the City

- Work with communities to reduce crime, maintain order, solve community problems, and respond to incidents that affect the quality of life
- Utilize the Data Driven Approach to Crime and Traffic Safety (DDACTS)
- Employ operational tactics resulting from careful analysis of the link between illegal drugs, including their distribution patterns, and crime
- Acknowledge that the incidence of traffic accidents result in more deaths, injuries and property loss than criminal incidents, and dedicate appropriate Department resources toward the reduction of speeding and impaired driving. Encourage pedestrian safety and the proper usage of occupant protection
- Coordinate with Montgomery County Police 6th District personnel to maximize services, visibility and effectiveness of our personnel
- Keep the public informed of the Department's activities through outreach activities, social media and accessible statistics
- Enhance outreach to citizens through the use of "Boosting" on the Department's Facebook site

Objectives

Enhance the establishment of highly skilled and diverse professionals capable of providing comprehensive and effective police services

- Focus on the development of professional staff employees and ensure that their accomplishments are recognized both internally and externally
- Enhance recruiting efforts by utilizing social media sites and job fairs to select suitable candidates for vacant positions. Our goal is to attract, select, and retain the best qualified person(s) regardless of race, color, sex, national origin, or religion
- Continue professional development of internal leadership, enhancement of management and decision making skills and improved communication in the face of the increasing complexity of the law enforcement profession
- Utilize performance evaluation and tracking systems that provide employees with timely feedback and career guidance
- Continually evaluate specialized units and personnel to adapt to changing demands
- Provide a mentoring program to all newly promoted supervisors

Objectives

Work in partnership with communities, government agencies and allied organizations to augment the Department's resources and improve delivery of comprehensive police services

- Ensure that the Continuity of Operation Plan (COOP) is up to date and its components are readily accessible
- Ensure the highest level of preparedness by providing opportunities for disaster response exercises and National Incident Management System/Incident Command System (NIMS/ICS) training
- Maintain strong partnerships with schools in the City
- Enhance relationships with non-English speaking communities and citizens
- Maintain support for Neighborhood Watch programs throughout the City
- Recognize community members for their contributions to the safety and well-being of the community
- Emphasize cooperative, proactive media relations as a means of advancing the goals of the Department
- Work with Montgomery County and Gaithersburg Alert notification system vendor to ensure timely and accurate information is provided to internal and external customers
- Work with the Gaithersburg Police Foundation (GPF) in funding programs and activities that promote public safety and community partnership
- Work with other local governments and public utilities to coordinate responses to disasters and emergencies

Objectives

Employ new and advanced technologies to improve the delivery of quality police services

- Employ the Data Driven Approaches to Crime and Traffic Safety (DDACTS) model in the deployment of resources
- Utilize automated technology tools such as license plate readers, surveillance cameras, cell phone data extraction analysis, and speed cameras to supplement police personnel resources
- Utilize biometric field resources to aid investigators and patrol personnel in the rapid and accurate identification of offenders
- Use technology tools to measure and report crime statistics to accurately portray crime in individual neighborhoods
- Ensure control and accountability of property/evidence, Department equipment, and fleet resources through the utilization of modern tracking and inventory systems
- Use body worn cameras in scenario-based training to evaluate the technology for potential implementation by the patrol force

Action Items

FY 2015 Action Items

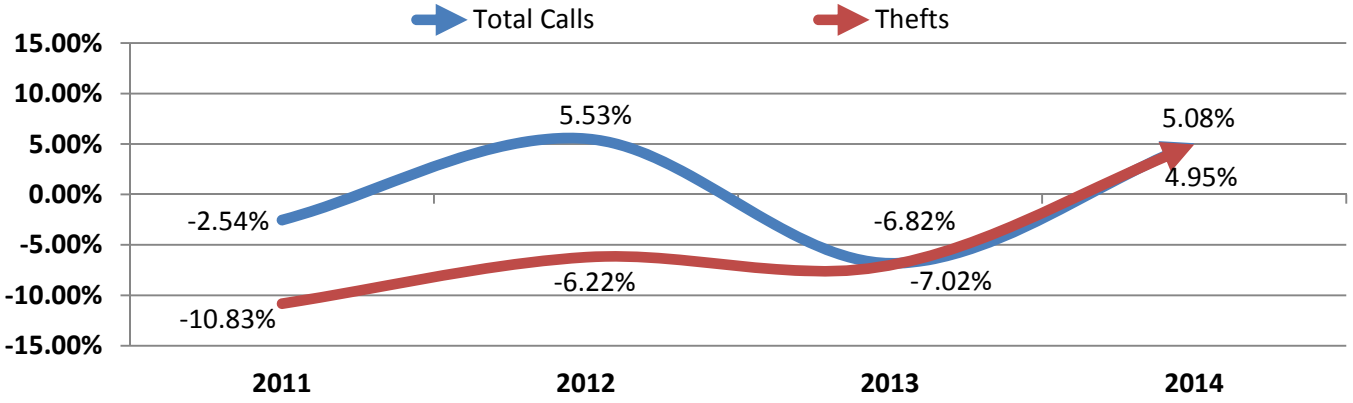
- ✓ Complete an evaluation of the public safety camera network and integrate its viewing use to iPhones and mobile data computers
- ✓ Utilize specially equipped GPS units to facilitate the recovery of property and identification of suspects. Enhance the use of technology to include the use of social media sites to inform citizens of crime, traffic alerts and safety tips and to highlight officer involvement in the community and department
- ✓ Establish a multi-disciplinary police station planning team to ensure the incorporation of best practices in designing a new station
- ✓ Utilize a promotional testing consultant to develop and implement a competitive promotional process to the ranks of Corporal and Sergeant that incorporates three major components: written examination, structured resume and oral interview to select the best qualified candidates in a valid, fair and equitable manner

FY 2016 Action Items

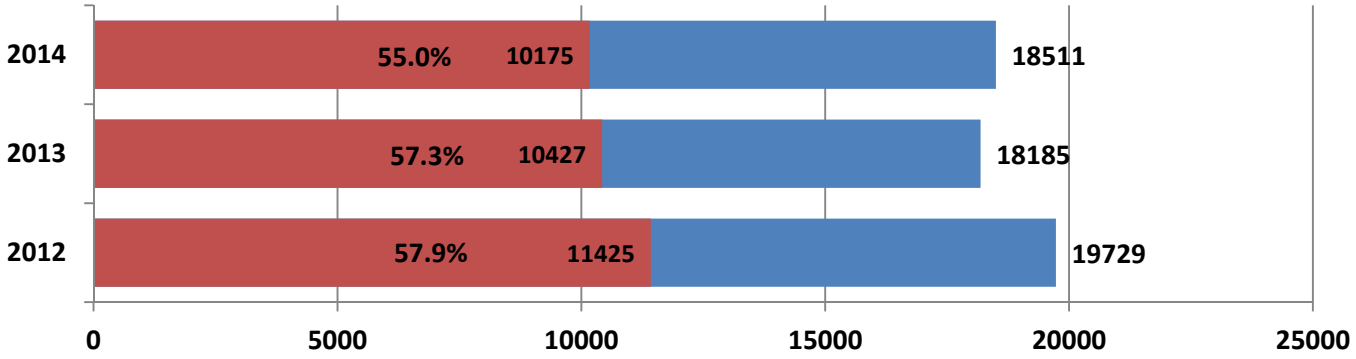
- ❑ Increase the percentage of primary calls handled to 60%
- ❑ Implement proactive patrols in Focused Enforcement Areas to create safer neighborhoods by reducing criminal activity and conditions that foster crime and fear within the community
- ❑ Enhance the safety of the City of Gaithersburg roadways through education, engineering and enforcement of traffic laws
- ❑ Police and Neighborhood Services will work together to identify City Code violations occurring within the City. Protocols and combined training will be developed to facilitate the sharing of information and encouraging joint investigations when appropriate
- ❑ Test and evaluate body worn cameras in a scenario-based training environment to evaluate the technology thus enabling an informed decision relative to their future use by patrol officers
- ❑ Enhance the partnership with the Parks and Recreation staff by conducting safety talks and increasing visits to parks and facilities
- ❑ Ensure transparency in use of property forfeiture fund through inclusion of revenue expenditure within the City budget

Critical Measures

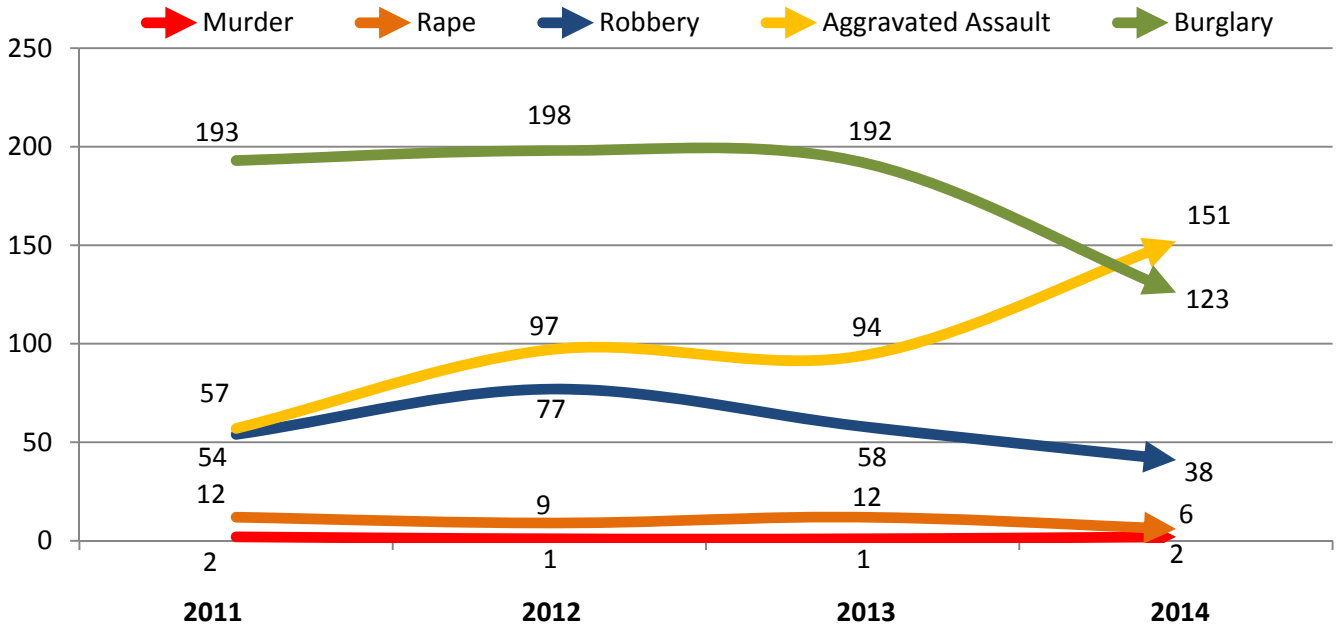
Total Calls and Thefts (By Annual Percent Change)



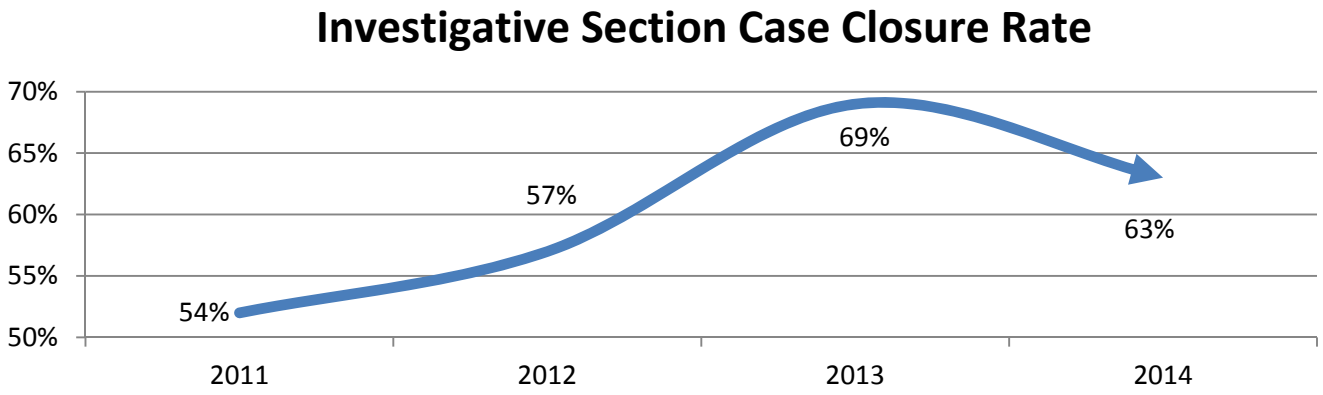
Primary Calls / Handled by GPD



Part I Crimes



Critical Measures



	2011	2012	2013	2014
Total Cases	93	150	176	118
Cases Closed	50	81	121	75

Analysis

Part I Crimes saw an overall increase of 0.3% in 2014 from 1,622 in 2013 to 1,627 in 2014 with the following showing increases: homicides from 1 in 2013 to 2 in 2014, aggravated assaults from 94 in 2013 to 151 in 2014 and thefts from 1,192 in 2013 to 1,251 in 2014. A decrease was shown in rapes from 12 in 2013 to 6 in 2014, robberies from 58 in 2013 to 38 in 2014 and burglaries from 192 in 2013 to 123 in 2014.

The Department does a daily analysis of where and when these crimes are occurring and targets the areas having the highest incidents and/or patterns with additional resources. We will continue to utilize proactive crime suppression initiatives and creative use of specialized resources to address this trend.

Transportation

Implement transportation planning and management strategies to provide for a safe and convenient multimodal transportation system

Key Strategies

- Preserve and maintain local transportation infrastructure
- Reduce automobile dependence by facilitating multimodal transportation options
- Take a leading role in advancing transportation goals in Gaithersburg and regionally
- Ensure safety on neighborhood roads through the use of appropriate engineering, enforcement, education, and evaluation practices

Potential Strategy Conflicts-

- Economic Development
- Sustainability

Objectives

Preserve and maintain local transportation infrastructure to enhance safety and contain capital costs	• Conduct yearly inspections of streets and sidewalks to develop a current transportation infrastructure condition assessment • Prioritize routine and preventive maintenance as well as rehabilitation efforts to minimize major reconstruction projects • Improve lighting in older neighborhoods through the use of infill lighting; ensure light outages are repaired in a timely manner • Maintain all traffic control devices at a level consistent with industry standards • Ensure curb ramps are in compliance with current ADA guidelines • Facilitate citizen involvement in reporting and monitoring City maintenance efforts • Continually update snow and ice removal processes relating to efficiency and effectiveness
Reduce automobile dependence by facilitating multimodal transportation options	• Encourage increased transit ridership by the expansion of the shelter and bench installation program • Work with Montgomery County to maintain or improve current Ride-On service levels in the City • Work with Maryland Department of Transportation to support increased MARC service • Support alternate modes of transportation through provision of convenience equipment such as bike routes, bicycle racks and electric vehicle charging stations • Integrate bicycle and pedestrian design elements into road design and traffic calming measures • Encourage state and county officials to fund transit, sidewalks, bikeways, and traffic improvements to decrease congestion • Work with Montgomery County to optimize the signal timing at signalized intersections • Determine viability of car and/or bicycle sharing programs as an additional transportation option

Objectives

Take a leading role in advancing transportation goals in Gaithersburg and regionally	• Coordinate with other agencies on regional transportation issues within or affecting the City • Advocate for transportation improvements at the local, state and federal level • Coordinate with other agencies regarding local traffic issues affecting the City • Work with CSX and MARC to improve safety in and around railroad crossings in the City • Work with Transportation Committee members to advise the Mayor and City Council on important transportation issues within or affecting the City • Support Bus Rapid Transit initiatives that have the potential to reduce vehicular traffic on major arteries such as MD 355 • Remain an active participant on Metropolitan Washington Council of Government's (MWCOG's) Transportation Planning Board and Region Forward initiative and implementation programs
Ensure safety on neighborhood roads through the use of appropriate engineering, enforcement, education, and evaluation practices	• Use engineering, education and enforcement initiatives to ensure vehicular, bicycle and pedestrian safety in City neighborhoods • Implement traffic calming measures in existing communities where appropriate and consider in new developments through the review process • Utilize speed and traffic studies to assist in determining where speed enforcement would be effective • Aggressively enforce parking ordinances and traffic laws to address hazardous situations and community concerns • Work closely with the Police Department to emphasize traffic safety and enforcement in residential neighborhoods

Action Items

FY 2015 Action Items

- ✓ Present and evaluate recommendations of the Bus-Circulator Study
- ✓ Work with State Highway Administration (SHA) to resolve issues with the final engineering plans for the missing portion of the pathway along MD 124 in the vicinity of the National Institute of Standards and Technology (NIST)
- ✓ With the Transportation Committee, identify and address the existing challenges for bicyclists along the bicycle loop system around the NIST campus
- ✓ Continue implementation of the Bicycle Master Plan recommendations including installation of sharrows and other road signage

FY 2016 Action Items

- ❑ Complete construction of new lights for Sullnick Way
- ❑ Complete the install of 30 additional benches at various City bus stops
- ❑ Work with ad shelter contractor to provide a minimum of eight new advertising bus shelters
- ❑ Identify a new pavement management system for yearly inspections of streets and sidewalks (This is a multi-year project)
- ❑ Work with SHA to advertise the project for the construction of the missing portion of the pathway along MD 124 in the vicinity of NIST and to acquire ROW needed for construction
- ❑ Complete construction of new lights for Midsummer Drive
- ❑ Evaluate and implement process changes based on new ADA guidelines
- ❑ Conduct a needs survey for existing City pathways
- ❑ Reconstruction of City owned but county maintained traffic signals
- ❑ Evaluate and present options to the Mayor and City Council regarding the feasibility of a bus circulator

Critical Measures

Infill Lighting			
	FY 2013	FY 2014	FY 2015 thru Dec.
New Infill Lighting Locations	1	1	0

Analysis

In FY13 the City worked with Pepco on the installation of infill lighting for Washingtonian Towns and for Washingtonian Village in the 1st quarter of FY14. In FY15 the design for replacement lights in Dorsey Estates will be completed and installed in FY16. Additionally, in FY15 the design of infill lighting along Midsummer Drive and along Story Drive will be completed. Installation will be completed in FY15 for Story Drive and FY16 for Midsummer Drive.

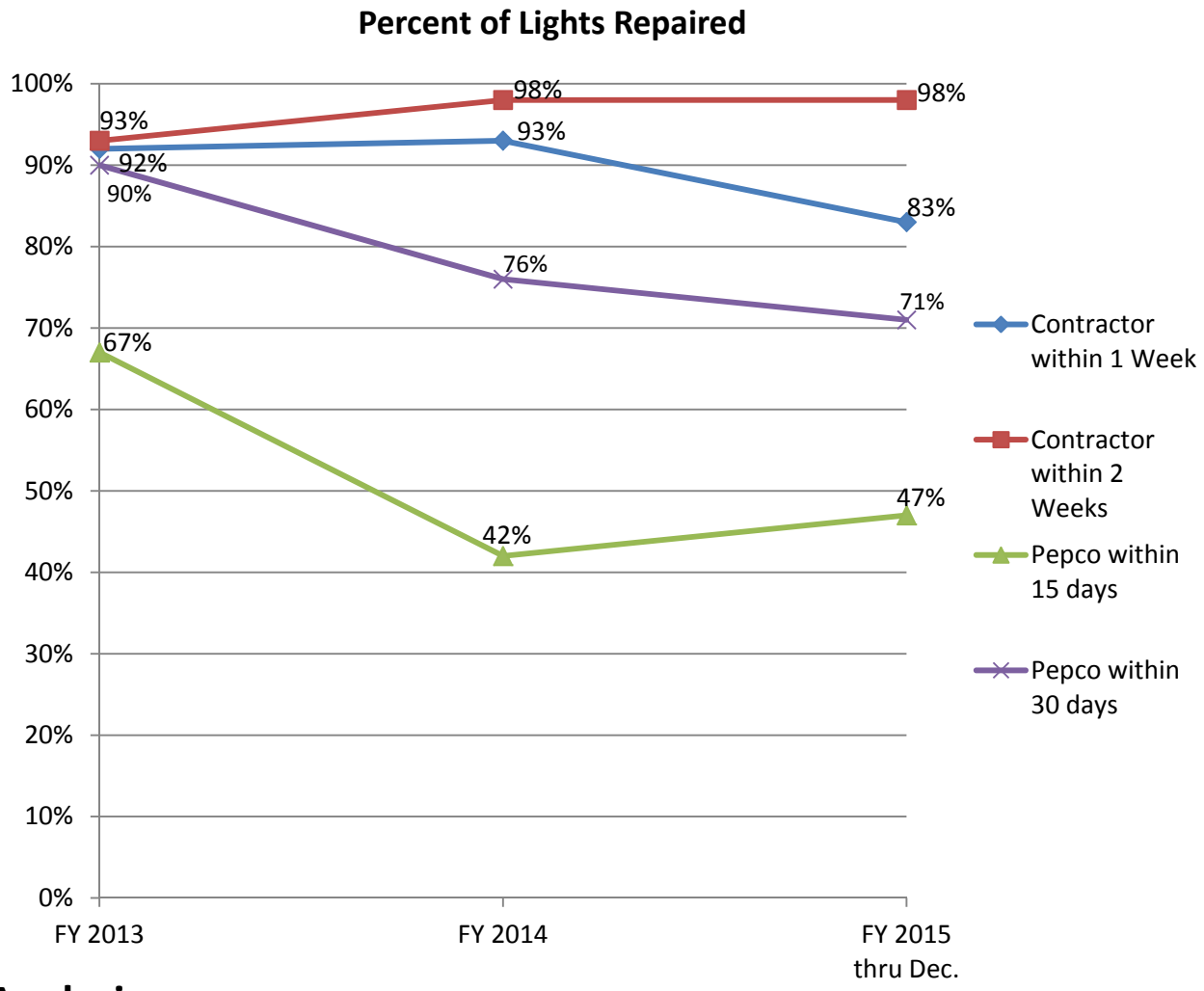
LED Lighting			
	FY 2013	FY 2014	FY 2015 thru Dec.
Number of New Approved Developments Where LED Lighting Was Required	1	1	2
Number of New Metered Streetlight Systems	1	1	0

Analysis

In recent years, LED street lights have been included in the Parklands, Spectrum and Crown Farm developments. Based on existing Pepco rates, the City cannot easily recover the cost of retrofitting our existing street lights on the Pepco system. Moving forward, we will concentrate on upgrading metered lights in the City and encouraging new developments, Montgomery County and the State Highway Administration to provide LED street lighting.

Critical Measures

Percent of Lights Repaired			
	FY 2013	FY 2014	FY 2015 thru Dec.
Within 1 Week by Contractor	92%	93%	83%
Within 2 Weeks by Contractor	93%	98%	98%
Within 15 days by Pepco	67%	42%	47%
Within 30 days by Pepco	90%	76%	71%



Analysis

The goal for the contractor's turnaround time for repairs is to have at least 90% of City-maintained lights repaired within a week. This is monitored on a regular basis to ensure we remain in this range. This dropped slightly for the first half of 2015. While Pepco has dropped its estimated time to repair the underground wiring to our poles from 30 to 15 days, their turnaround time remains inconsistent. A new staff person has been assigned to work with the City on these issues.

Critical Measures

Winter Events			
	FY 2013	FY 2014	FY 2015 thru Dec.
Miles of City Streets Plowed	90.93	92.98	94.18
Time to Clear Pavement (goal)	6 to 8 hours	6 to 8 hours	6 to 8 hours
Number of Contractors	7	7	6

Analysis

As miles of City streets increase, the time to complete our snow removal also increases. Presently, we average about eight hours to clear the pavement. With a fixed work force to maintain our goal of a maximum eight hour service level, we will need to consider adding additional contractors as new residential developments come on line.

Pavement Preventive Maintenance			
	FY 2009	FY 2011	FY 2015 thru Dec.
Number of Road Sections Analyzed	475	524	N/A
Road Sections Considered in “Poor" Condition	3.8%	1.7%	N/A
Road Sections Considered in “Fair" Condition	13.5%	13.7%	N/A
Road Sections Considered in “Good" Condition	55.6%	48.1%	N/A
Road Sections Considered in “Very Good" Condition	27.2%	36.5%	N/A

Analysis

In order for the City to comply with GASB 34, maintenance of streets requires a yearly level of funding so as to avoid having to make a substantial reservation of fund balance. Based on our analysis of City streets in FY 2009 and FY 2011, more than 82% of our street sections were considered in “good” to “very good” condition. The existing road surface management system is outdated and needs replacement. When this system is updated, a reassessment of our streets will be undertaken. The system replacement is scheduled to begin in FY16.

Critical Measures

Sidewalks and Paved Paths in the City			
	2013 Linear Feet/ Miles	2014 Linear Feet/ Miles	2015 Linear Feet/ Miles thru Dec.
Paved Paths Maintained by the City	86,640/(16.4)	86,640/(16.4)	86,640/(16.4)
Paved Paths in Need of Upgrades			TBD
Sidewalks Maintained by the City	610,410/ (115.6)	611,510/ (115.8)	611,510/ (115.8)
Miles of City Streets	490,934/ (92.98)	490,934/ (92.98)	490,934/ (92.98)

Analysis

As new developments such as Crown Farm, Spectrum and the remainder of the Parklands are completed and their additional infrastructure becomes the City's responsibility, the challenge will be how to maintain current service levels with existing personnel. In FY16 a needs survey will be conducted for City pathways. Based on the results of this survey, future CIP projects will be implemented to address these issues.

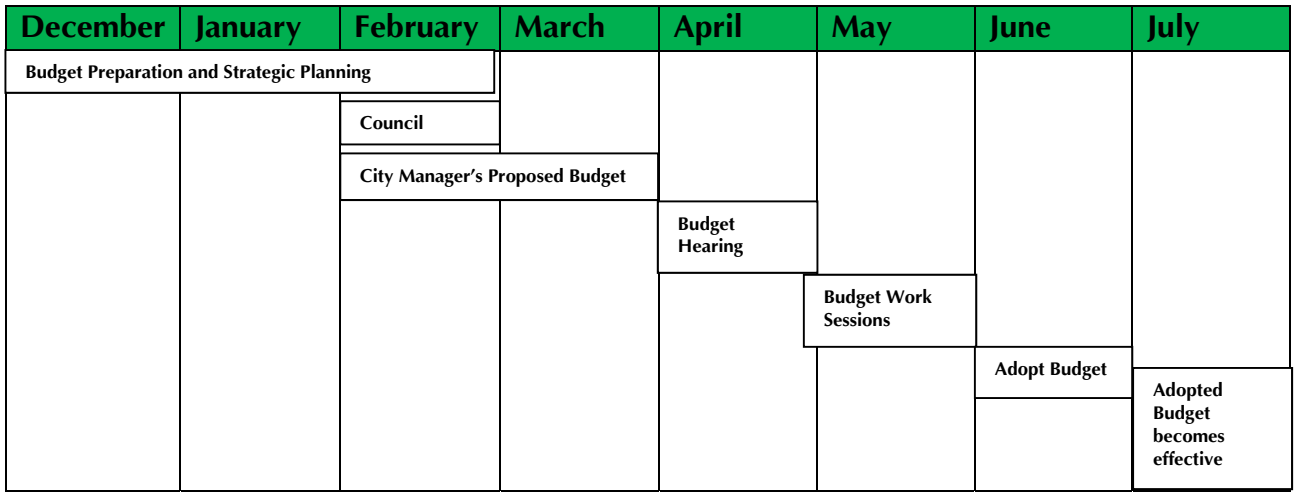
Work Commute Time and Mode Share					
	2007-2009	2008-2010	2009-2011	2010-2012	2011-2013
Average Travel Time Minutes	32.3	31.6	30.6	31.2	32.3
Live and Work in Gaithersburg	21.2%	21.7%	23.5%	23.4%	21.6%
Mode					
Car, Truck, Van Alone	73.6%	71.7%	70.5%	65.9%	68.1%
Car, Truck, Van Pooled	9.4%	11.7%	11.6%	13.1%	10.5%
Public Transportation Including Bus and Rail	11.4%	10.0%	10.3%	12.4%	13.6%
Walked	1.8%	1.9%	2.5%	2.9%	2.9%
Bicycling	0.6%	0.6%	0.5%	0.1%	.1%
Worked at Home	2.7%	3.5%	3.8%	4.3%	3.8%

Analysis

The number of residents both living and working in Gaithersburg declined to pre-recession reporting levels. This also corresponded to a slight increase in average commute times. Of note: After four consecutive reporting periods showing declines, the current period identifies an increase in single-occupancy vehicle use and a third consecutive increase in public transportation, possibly reflecting the aforementioned changes.

Budget Timeline and Process

The preparation of the Budget occurs over an eight-month process after collaboration between Finance & Administration Staff, Department Heads, Division Managers, City Council and the City Manager. Preparation of the budget is composed of six steps. After Adoption, the budget is then submitted to GFOA in September for the Distinguished Budget Award Program.



Step #1: Departments Budget Preparation and Strategic Planning (December-February)
Beginning in December, Finance & Administration Staff prepare the Budget Package and distribute it to Department Directors for the upcoming Budget process. This package is composed of Budget Overview, Timeline, forms for Department Mission, Personnel Request, Capital Outlay, and Current Year Revenue Projection. The Capital Improvement Project (CIP) & Revenue Budget databases become available for departmental data entry.

Departmental staff begin analyzing, updating and reviewing their budgets including Next Year Revenue Projection CIP Worksheets, Escrow Usage Requests, Performance Measures and Work Plan Goals. Phase I the initial work on departmental proposed request and budget data base entry should be completed by early February. Vehicle replacement numbers from Public Works and other replacement numbers for departments should be made available for analysis and evaluation. The departments will return the Fee Schedule with any requests for updates or changes.

Step #2: City Council Retreat (February)
The Mayor & City Council (M&CC) conduct an annual retreat in which they review the current financial status and future outlook. The future outlook is comprised of five year projections of revenue and expenditures, Finance/Budget Discussion and Strategic Direction review.

Step #3: City Manager's Proposed Budget (February – March)
The Senior Leadership Team begins to discuss the City Manager's Proposed Budget. The team consists of City Manager, Deputy City Manager and Department Directors. The team reviews departmental proposed personnel and operating requests, the Fee Schedule, and proposed City Rules and Regulations. Departments submit new initiatives, prioritize action plans, and modify approaches if the proposed enhancements will add value to the existing services. By mid-March, hard copy pages of the budget document are prepared in final form and forwarded to designated staff members for publication. The Budget Ordinance for the M&CC package is prepared and the Proposed Budget is sent to the Mayor and Council. The complete Proposed Budget is also available on the City's website.

Step#4: Mayor & Council Budget Hearings (April)
The Public Information Department advertises the Budget Public Hearing Notice and Constant Yield Tax Rate Hearing Notice (if it is necessary). Both the Budget Public Hearing and Constant Yield Tax Rate are posted on the City's website. The City will conduct a Budget Public Hearing and Constant Yield Tax Rate Public Hearing.

Step#5: Mayor & Council Budget Work Sessions and Revisions (April - May)
The Mayor and the City Council will conduct a Budget Work Session(s). Budget changes will be returned to appropriate staff to make modifications for preparation of final budget document. Staff will work with Finance Director to make necessary updates to revenue, operating and CIP budgets. In mid-May the Budget Public Hearing record is officially closed. The Budget Ordinance is updated to include all changes coming from any subsequent events and/or directions from M&CC.

Step#6: Adoption (June)
The final Proposed Budget is considered by the M&CC in early June. The instrument of adoption includes the tax rate. At the same time, the M&CC are asked to approve that Fee Schedule and Strategic Plan.

Step#7: Adopted Budget becomes effective (July)
On July 1st, the Adopted Budget becomes effective. The final Adopted Budget document is made available to the public no later than July 1st.

Step#8: Amendment
The Mayor and City Council has adopted a standing resolution authorizing the City Manager to transfer funds within the City budget after May 31 of each year, so long as no activity area budget is increased by more than 25 percent. The resolution allows only for transfers between Activities and Departments. There is no authorization to increase the entire appropriation without a Public Hearing, Work Session and the vote of the Mayor and City Council.

DETAILED BUDGET TIMELINE

DECEMBER 19, 2014
- Prepare Budget Package and distribute to Department Heads

JANUARY 6, 2015
- Revenue projections due from Department Heads

JANUARY 27, 2015
- Personnel Request forms due from Department Heads

FEBRUARY 3, 2015
- Operating Budgets due from Department Heads
- Fee Schedule due from Department Heads

FEBRUARY 9, 2015
- Budget Public Forum

FEBRUARY 23, 2015
- Mayor & City Council Planning Retreat

FEBRUARY 27, 2015
- Capital Improvements Project Requests Closed

FEBRUARY 9 – MARCH 20, 2015
- City Manager, Assistant City Manager, Director of Finance and Administration begin review and meetings with Department Heads.

MARCH 13, 2015
- Budget Ordinance and Constant Yield Tax Rate materials submitted to Mayor & City Council package for March 30th

MARCH 23, 2015
- Organizational charts and personnel schedules due from Human Resources

MARCH 23 – MARCH 27
- Final budget proofreading and redistribution to Department Heads

MARCH 30, 2015
- Introduce Budget Ordinance for Public Hearing at Mayor & City Council Meeting.

- Notification of a Public Hearing to Establish a Constant Yield Tax Rate for the City for FY 2016

MARCH 30 – APRIL 3, 2015

- Budget printing for public hearing and Mayor & City Council

APRIL 1, 2015

- Advertise Budget Public Hearing (Public hearing after fifteen days' notice)
- Advertise Constant Yield Tax Rate. (Public hearing on or after the 7th day and on or before the 21st day)

APRIL 3 – APRIL 8, 2015

- Send proposed budget to Mayor and City Council
- Proposed Budget available to public

APRIL 20, 2015

- Conduct Public Hearing on Budget and Constant Yield Tax Rate

APRIL 27 (APRIL 28th if necessary)

- Conduct Budget Work Sessions

MAY 5, 2015

- Budget changes returned from appropriate staff to make modifications for preparation of final budget document.

MAY 13, 2015

- Close record on Budget Public Hearing. (Wednesday at 5pm)
- Budget Ordinance changed and prepared for adoption

MAY 21, 2015

- Submit Materials for Mayor & City Council package for June 1st

JUNE 1, 2015

- Adopt budget, fee schedule and rules and regulations at Mayor & City Council meeting

JUNE 3, 2015

- Budget Adoption ad in Gazette
- Budget Adoption ad post on web

JULY 1, 2015

- Adopted Budget becomes effective

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Gaithersburg

Maryland

For the Fiscal Year Beginning

July 1, 2014

Executive Director

For the 2015 Budget the City received the Government Finance Officers Association's (GFOA) Distinguished Budget Presentation Award. In order to receive this award the City had to satisfy nationally recognized guidelines for effective budget presentation.

These guidelines are designed to assess how well an entity's budget serves as a policy document, a financial plan, an operations guide and a communication device.

This award is valid for a period of one year and reflects the commitment of the City and our staff to meeting the highest principles of governmental budgeting. We believe our current budget continues to conform to the program requirements and we are submitting it to the GFOA to determine its continued eligibility.

The instrument of adoption is included on the following pages.

ORDINANCE NO. O-3-15

ORDINANCE ADOPTING THE CITY BUDGET FOR THE FISCAL YEAR JULY 1, 2015, THROUGH JUNE 30, 2016, AND LEVYING AN AD VALOREM TAX ON ALL ASSESSABLE PROPERTY WITHIN THE CITY OF GAITHERSBURG, MARYLAND

WHEREAS, the proposed budget for the 2015-16 Fiscal Year was submitted by the City Manager to the Mayor and City Council as required by the City Charter, as amended; and

WHEREAS, the 2015-16 budget provides a complete financial plan, including anticipated revenues and proposed expenditures, for the fiscal year:

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Gaithersburg, in public meeting assembled, that the budget for the City of Gaithersburg for the Fiscal Year July 1, 2015, through June 30, 2016, be and it hereby is proposed as follows:

ANTICIPATED REVENUES		
Local Taxes	$ 27,720,200	
Licenses & Permits	3,969,580	
Intergovernmental Revenue	14,548,108	
Charges for Services	8,476,120	
Fines & Forfeitures	2,045,000	
Miscellaneous Revenue	739,870	
Anticipated Revenue		57,498,878
Transfer In		150,000
Reappropriation		10,586,936
Total Anticipated Revenue		$ 68,235,814

PROPOSED EXPENDITURES		
General Government	$ 14,199,166	
Public Safety	11,725,199	
Public Works	10,259,759	
Parks, Recreation & Culture	8,032,906	
Community & Public Relations	2,749,326	
Miscellaneous	3,278,458	
OPERATING TOTAL		50,244,814

ADOPTED TRANSFERS	
Other Post Employment Benefit Trust	1,200,000
Stormwater Fund - Fee Revenue	3,400,000
Stormwater Fund - City Portion	91,000
Capital Improvements	13,300,000
Total Proposed Expenditures	$ 68,235,814

AND BE IT FURTHER ORDAINED that all of the sums set forth herein under the heading "PROPOSED EXPENDITURES" be and hereby are appropriated.

AND BE IT FURTHER ORDAINED that there is hereby levied on all of the assessable real property within the City an ad valorem tax at the rate of Twenty-six and Two/Tenths Cents ($.262) on each One Hundred Dollars ($100) of assessed value of said property, and there is hereby levied an ad valorem tax on the tangible personal property subject to taxation by the City, except for manufacturing equipment, manufacturing inventory and commercial inventory of corporate and unincorporated businesses, at the rate of Fifty-Three Cents ($.53) on each One Hundred Dollars ($100) of assessed value of such tangible personal property.

AND BE IT FURTHER ORDAINED that the City hereby adopts the imposition of a full year, one-half year, three-quarter year and one-quarter year tax levies authorized pursuant to Title 10, Sections 10-102, 10-103, 10-104 and 10-105, Tax Property Article, Annotated Code of Maryland, as amended, and authorizes and empowers Montgomery County, Maryland, to collect and remit the same to the City of Gaithersburg, consistent with the imposition and collection of such levies on real property by Montgomery County.

ADOPTED by the City Council this 1st day of June, 2015.

JUD ASHMAN, MAYOR and
President of the Council

DELIVERED to the Mayor of the City of Gaithersburg this 1st day of June, 2015. APPROVED by the Mayor of the City of Gaithersburg this 1st day of June, 2015.

JUD ASHMAN, MAYOR

THIS IS TO CERTIFY, that the foregoing Ordinance was adopted by the City Council of the City of Gaithersburg, in public meeting assembled on the 1st day of June, 2015; and that the same was APPROVED by the Mayor of the City of Gaithersburg on the 1st day of June, 2015. This Ordinance will become effective on the 1st day of July, 2015.

Tony Tomasello, City Manager

RESOLUTION NO. R-36-15

RESOLUTION OF THE MAYOR AND CITY COUNCIL ADOPTING THE FISCAL YEAR 2016 STRATEGIC PLAN FOR THE CITY OF GAITHERSBURG

WHEREAS, the Mayor and City Council have determined that a formal strategic planning process is critical to identifying priorities of the City of Gaithersburg; and

WHEREAS, the Strategic Plan document guides the City Manager in developing the proposed operating and capital budgets and in creating work plans for City departments; and

WHEREAS, on at least an annual basis, the Mayor and City Council confer with City staff to re-visit, update and review the various components of the Strategic Plan:

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Gaithersburg, that the Fiscal Year 2016 Strategic Plan is hereby adopted and supersedes previous versions.

ADOPTED by the City Council this 1st day of June, 2015.

JUD ASHMAN, MAYOR and
President of the Council

THIS IS TO CERTIFY, that the foregoing Resolution was adopted by the City Council, in public meeting assembled on the 1st day of June, 2015.

Tony Tomasello, City Manager

Fund Structure

The accounts of the City are organized into funds, each of which is considered to be a separate accounting entity. The City operates and information is included in the budgets for the following funds:

General Fund - the primary operating fund of the City. It is used to account for all financial transactions and resources except those accounted for in another fund. Revenues are derived primarily from property and income taxes, State and Federal distributions, license and permit fees, charges for services and interest income.

Stormwater Management Fund – this fund is a Special Revenue Fund, which accounts for payments received under the City's expanded stormwater program fee. This revenue can only be used for capital or operating costs associated with cleaning and treating water runoff. This is a new fund beginning in FY16.

Capital Improvements Program (CIP) Fund – this fund is a Capital Projects Fund, which accounts for resources that have been assigned for new capital purchases and large capital projects. The City's five-year Capital Projects Fund is used to account for financial resources to be used for the acquisition or construction of capital facilities. The Capital Projects Fund accounts for all current construction projects including improvements to roads and various other projects, while providing a blueprint for the next five fiscal years. Support for the CIP is made up of an operating transfer from the General Fund. The General Fund funds the entire CIP with an expectation that reimbursable State, County, and Federal grant funds will be received in the fiscal year.

The City also has several funds for which it does not budget:

Forest Conservation Fund – this fund is a Special Revenue Fund, which accounts for payments received under the City's in-lieu fee of forestation. This revenue can only be used for afforestation or reforestation within the City and to further the City's urban forestry goals. For the FY16 year, the City has shown expenditures expected to be eligible for this fee within the General Fund and has included a transfer from the Forest Conservation Fund as a reimbursement for these costs.

Other Post-Employment Benefits (OPEB) Trust Fund – this is a fiduciary trust fund, which holds money that has been provided through an irrevocable pledge to pay for retiree costs other than pensions. The City offers health, dental and life insurance benefits for qualified retirees and disabled employees. In order to pay for these future benefits, the City has established a trust. Although the fund is included on the City's books, once money has been provided to the trust account they are no longer accessible to the City, instead being held on behalf of the retirees.

Basis of Budgeting

The General Fund, Stormwater Management Fund, Capital Improvements Program Fund and the Forest Conservation Fund are all considered to be Governmental Funds and follow the modified accrual basis of accounting. The modified accrual basis of accounting is unique to governments can be thought of as a hybrid between cash basis and full accrual (corporate) accounting; this basis of accounting has a focus on current financial resources. Under the modified accrual basis of accounting, revenues recognized to the extent that they are susceptible to accrual, meaning both measurable (you can determine the amount) and available (collectible within the budget year or within 60-90 days after). Expenditures that are expected to be paid with resources on hand are recorded in the year under which the liability is incurred. Expenditures for long term liabilities are only included under modified accrual basis of accounting to the extent that they are expected to be paid in the near term.

Proprietary Funds follow the full accrual basis of accounting, where revenues and expenses are recognized as earned or incurred. The full accrual model is said to have a focus on economic resources, as opposed to just current financial resources as in governmental funds. This means that revenues and expenses are recognized when the underlying transaction occurs, regardless of when the cash is received or paid. The City of Gaithersburg does not have any Proprietary Funds.

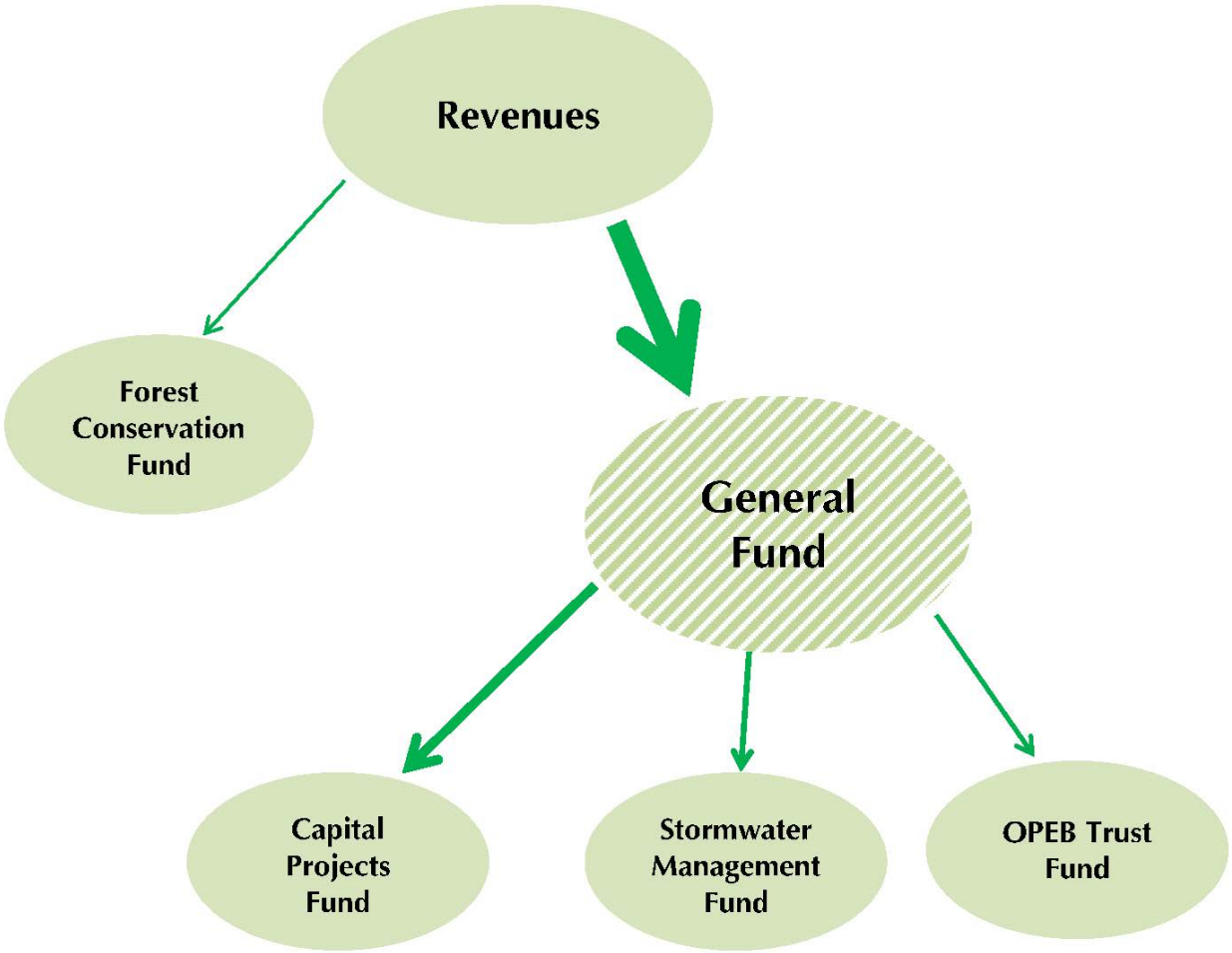
Fiduciary trust funds are used to account for resources that belong to parties outside the City, and for which the City is a steward of the resources. The City's OPEB fund is a fiduciary trust fund which follows the accrual basis of accounting. Since these funds cannot be used for City operations, no budget is included for these funds.

The City budgets following generally accepted accounting principles, except for the timing of expenditures related to encumbrances, as follows:

> Budget amounts are encumbered when contracts are signed or orders placed for goods or services. At year-end, amounts which are encumbered but not yet expended are carried over to be paid when the good or services are received. These amounts are included in budget-basis expenditures for the fiscal year in which they are encumbered, rather than the year in which the goods or services are received and a liability incurred. Appropriations that are not spent or encumbered shall lapse at the end of the fiscal year. All appropriations for capital expenditures, to the extent that they shall not have been expended or lawfully encumbered at the end of the budget year, shall be deemed to be re-appropriated without inclusion in the budget for the subsequent year unless the council shall specifically provide that such appropriations are not re-appropriated.

The Mayor and City Council adopts an annual operating budget within the General Fund. Through the budget ordinance money is appropriated to the Stormwater Management and the Capital Projects Funds; however an annual budget by is not adopted for those funds via the ordinance.

The following graphic represents the relationship between the City's funds. The arrows represent how money flows into the City and through each fund. The General Fund receives all revenues, except for forest conservation payments in lieu. Distributions are made to the other funds in accordance with the budget.



In past years all personnel costs were contained within the General Fund. Individual projects within the Capital Projects fund are overseen by multiple departments, depending on the project type. Beginning in FY16 the Stormwater Management Fund will have personnel costs charged to it from multiple departments (activities): Planning & Code (environmental services) and Public Works.

Accounting Policies

The policies enumerated below are have been approved by the Mayor and City Council either within the City code or through various resolutions.

Balanced Budget Requirements

The City Manager, on such date as the Mayor and City Council shall determine, but at least sixty (60) days before the beginning of any fiscal year, shall submit a budget to the council. The budget shall provide a complete financial plan for the budget year and shall contain estimates of anticipated revenues and proposed expenditures for the coming year. The total of the anticipated revenue shall equal or exceed the total of the proposed expenditures. The budget shall be a public record in the City office, open to public inspection by anyone during normal business hours. Re-appropriation of fund balance is considered to be a revenue for budgetary purposes.

Budget Transfers

By resolution, the Mayor and City Council authorized the City Manager to make budget transfers after May 31st of each year, so long as no one activity area is increased more than twenty-five (25) percent.

Investment Policy

The State of Maryland allows municipalities to invest surplus funds in financial institutions within the State if the financial institution provides collateral with a market value that equals or exceeds the amount by which a deposit exceeds the deposit insurance. By resolution, the City Council has adopted an investment policy. The policy has been to invest most funds using the Maryland Local Government Investment Pool and the Montgomery County Investment Pool. These are used by the City as it has the expertise to manage permitted investments efficiently and has demonstrated a greater return on investments than other choices.

Capital Asset Policy

In preparation of the implementation of GASB 34, the City Council, by resolution, has adopted a Fixed Asset Policy. The policy requires all equipment, machinery, vehicles, land, buildings, infrastructure and improvements that cost $5,000 or more to be classified as a capital asset and reported in the government-wide financial statements.

Annual Audit

The City is required to have an annual audit performed by an independent Certified Public Accountant. It is performed in accordance with generally accepted auditing standards, which require that the audit be planned and performed to obtain reasonable assurance about whether the financial statements are free of material misstatements.

Accounting Practices

The following are accounting practices that are typically used for budgetary decision making for both the operating budget and capital improvement project, but have not been formally adopted into a policy document.

Capital Projects Fund Policy

During deliberations and public hearings on the budget, the Capital Improvements Project (CIP) process encourages citizen participation. As a guide, projects which meet the following criteria shall be included in the CIP: all construction and new infrastructure construction; major studies employing outside consultants relating to a potential CIP project; any equipment or furnishings or projects to furnish new buildings; and acquisition of land or buildings. Infrastructure is defined, for purposes of this policy, as street works including asphalt, concrete, sidewalks, curbs, gutters, storm water management and streetlights. The CIP covers a five-year period and is revised annually in light of new and changing conditions. As revenue projections change in the out years, the General Fund transfer to the CIP may be reduced.

The funding preference for City projects is pay-as-you-go. The City will leverage City funds with grants and private funds to the maximum extent possible.

Debt Policy

The City of Gaithersburg has no debt, and is a pay-as-you-go municipality; therefore, the City has not developed any formal debt policies. Neither state law nor the City Charter mandates a limit on the amount of municipal debt that may be issued.

Fund Balance

While the City has not adopted an official fund balance percentage, its stated goal is not to allow unassigned fund balance in the current fiscal year to drop below the average of 25% of the last three years expenditure budgets.

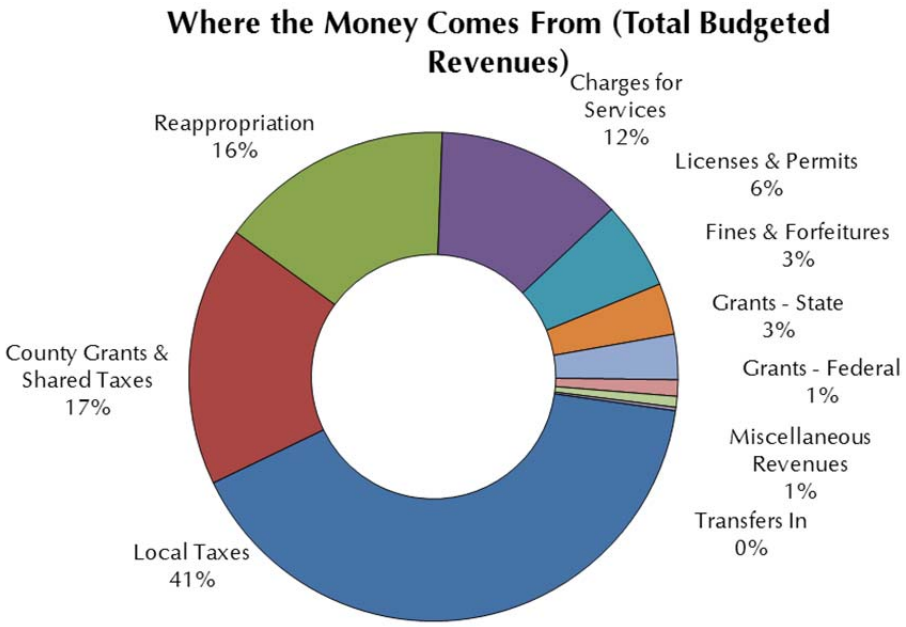
Budget Summary

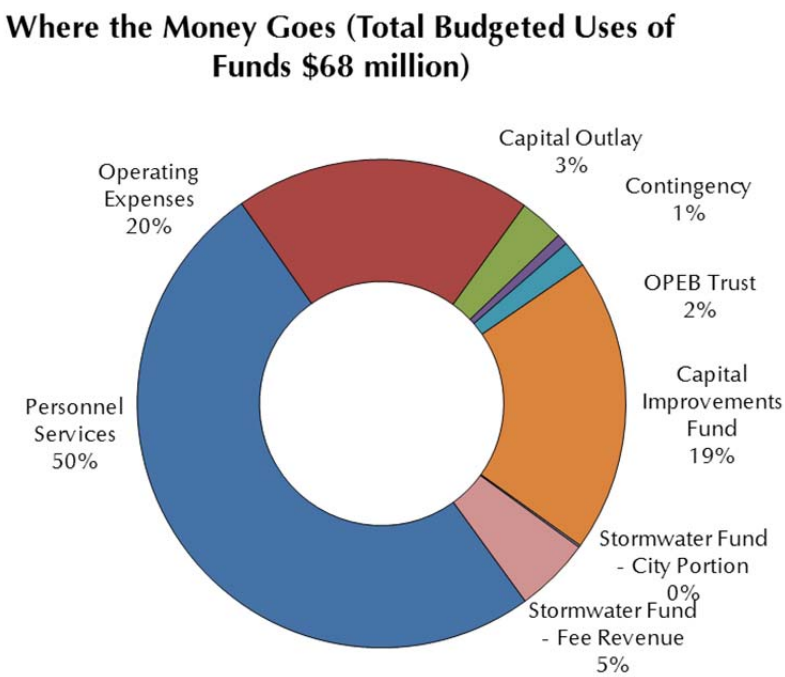
The budget summary on the follow page shows the General Fund revenues and expenditures by major category as well as the estimated fund balance position for the City.

Fund balance represents the excess of assets minus liabilities. Fund balance is often referred to as the City's reserves and can also be thought of as the cumulative balance of revenues exceeding expenditures. Since the City has adopted a pay-as-you-go philosophy for capital projects, it is expected that the City will accumulate fund balance in some years in order to draw down those funds in years when there are substantial capital needs. The FY16 budget is one of those years. The FY16 budget plans for the use of $10,586,936 of fund balance, or funds on hand. This re-appropriation funds most of the transfer to the Capital Improvements Programs ($13,300,000). The rest of this transfer is funded through annual revenues such as property taxes.

	Actual FY14	Budget FY15	Proposed FY16	Adopted FY16
Revenues and Sources of Funds				
Local Taxes	$ 26,285,132	$ 26,392,500	$ 27,720,200	$ 27,720,200
Licenses & Permits	4,130,417	3,626,200	3,969,580	3,969,580
Grants - Federal	1,614,752	491,900	489,200	489,200
Grants - State	2,068,345	1,973,500	2,312,677	2,314,678
County Grants & Shared Taxes	11,861,506	11,244,230	11,744,230	11,744,230
Charges for Services	6,180,035	5,992,950	8,234,120	8,476,120
Fines & Forfeitures	2,508,726	2,476,000	2,045,000	2,045,000
Miscellaneous Revenues	2,408,842	1,171,200	739,870	739,870
Total	57,057,755	53,368,480	57,254,877	57,498,878
Transfer In	-	-	-	150,000
Reappropriation	-	5,948,022	10,561,357	10,586,936
Total Revenues and Sources of Funds	$ 57,057,755	$ 59,316,502	$ 67,816,234	$ 68,235,814

	Actual FY14	Budget FY15	Proposed FY16	Adopted FY16
Expenditures and Uses of Funds				
Personnel Services	29,162,722	33,674,807	34,326,265	34,315,704
Operating Expenses	12,065,962	13,864,153	13,067,269	13,406,410
Capital Outlay	1,300,939	1,577,542	2,022,700	2,022,700
Contingency	127,075	500,000	500,000	500,000
Total	42,656,698	49,616,502	49,916,234	50,244,814
Transfers				
OPEB trust	1,310,000	910,000	1,200,000	1,200,000
Capital Improvements	6,930,000	8,790,000	13,300,000	13,300,000
Stormwater - City portion	-	-	-	91,000
Stormwater - Fee Revenue	-	-	3,400,000	3,400,000
Total	8,240,000	9,700,000	17,900,000	17,991,000
Total Expenditures and Uses of Funds	50,896,698	59,316,502	67,816,234	68,235,814
Revenues Over / (Under) Expenditures	6,161,057	-	-	-
Begininng Fund Balance	66,178,573	72,339,630	66,391,608	66,391,608
Reappropriation	-	(5,948,022)	(10,561,357)	(10,586,936)
Ending Fund Balance	$ 72,339,630	$ 66,391,608	$ 55,830,251	$ 55,804,672


Where the Money Comes From (Total Budgeted Revenues)
Charges for Services 12%
Licenses & Permits 6%
Fines & Forfeitures 3%
Grants - State 3%
Grants - Federal 1%
Miscellaneous Revenues 1%
Transfers In 0%
Local Taxes 41%
County Grants & Shared Taxes 17%
Reappropriation 16%


Where the Money Goes (Total Budgeted Uses of Funds $68 million)
Capital Outlay 3%
Contingency 1%
OPEB Trust 2%
Capital Improvements Fund 19%
Stormwater Fund - City Portion 0%
Stormwater Fund - Fee Revenue 5%
Personnel Services 50%
Operating Expenses 20%

Revenue Descriptions

TAXES

Real and Personal Property

Section 47 of the City Charter provides that all real property and all tangible personal property within the corporate limits of the City, or personal property which may have a situs there by reason of the residence of the owner therein, shall be subject to taxation for municipal purposes, and the assessment used shall be the same as that for State and County taxes.

Section 48 of the City Charter provides that the ordinance adopting the budget shall contain a specific provision levying such ad valorem tax as shall be required to produce the revenues required by such budget, exclusive of funds available from other sources.

Real and Personal Property taxes are stated at 100 percent of full-value assessment. The City's Real Property tax rate is $.262 per $100 of assessed value. The City's Personal Property is $.53 per $100 of assessed value remained intact.

Each year the State Department of Assessment and Taxation calculates the Constant Yield Tax Rate. This is the rate of tax that will yield the same amount of tax dollars as the previous year, excluding new construction. If the City's tax rate exceeds the calculated Constant Yield Tax Rate, a tax increase advertisement is required. For FY2016, the Constant Yield Tax Rate was less than the City's tax rate, so a public hearing and notice was required.

FY2016 revenue assumption for real property taxes is based on the assessed value provided by the State Department of Assessments and Taxation. This assessment includes all real property that will be on the tax rolls within the City limits as of the beginning of FY2016, based on assessments conducted prior to January 1, 2015. The actual real property tax base is determined at a later date. The actual base is impacted by new properties, impact of appeals, and late payments.

Tax calculation:

Net assessable real property tax base (per State of Maryland): $9,033,455,628 / $100 * $.262 = $23,667,654 (rounded to $24,000,000 within the budget)
Personal Property: $188,679,245 / $100 * $.53 = $ 1,000,000

Real and Personal Property Taxes, plus penalties and interest ($25,000,000) make up approximately 43% of the budgeted FY2016 City revenue (37% if reappropriations are included).

Income Tax

Article 10-106 of the Annotated Code of Maryland provides that each County shall set, by ordinance or resolution, a county income tax equal to at least 20 percent but not more than 60 percent, to be applied to the State income tax. The City of Gaithersburg, an incorporated municipality within Montgomery County, receives State Income Taxes based on the County's 58 percent "piggyback" tax rate applied to the State Income Tax rate of 2.95 percent. The City's receipts are determined according to State administered formulas based on the amount of income tax paid by City residents.

FY2016 revenue assumption for income tax is based on the slow rebound in economic trends. The capital gain is expected to be similar to prior years. However, the completion of new residential developments will bring in additional taxpaying households.

$24,418,604 taxable income * .43 percent (effective tax rate) = $10,000,000.

Income Taxes make up approximately 18.2 percent of the budgeted FY16 City revenue.

Hotel / Motel Tax

Hotel / Motel taxes have been established by the Mayor and City Council on the gross receipts of room rentals. Owners of the businesses are required to file a return and pay the tax on a monthly basis. The tax of 5% is based solely on overnight room rentals.

Hotel / Motel Taxes ($1,100,000) make up approximately 1.9 percent of the budgeted FY2016 City revenue.

Admissions and Amusements Tax

Admissions and amusement taxes are State administered local taxes on the gross receipts of various categories of amusement, recreation and sports activities. Taxpayers are required to file a return and pay the tax monthly, while the City receives quarterly distributions of the receipts from the State. Admissions and Amusement rates on the majority of categories are 10 percent. Those categories subject to State sales and use tax remain at five percent.

Admissions and Amusements Tax ($1,250,000) make up approximately 2.2 percent of the budgeted City revenue.

Licenses & Permits

Licenses & Permits include building, electrical, rental housing, fire protection and cable television.

Cable TV Franchise revenue is based on a negotiated percentage (five percent) of the cable provider's annual subscription revenue generated by households within the City. The City's share of this revenue is proposed to generate ($848,000); permits issued for building construction is ($1,200,000); rental housing licenses (fees paid by landlords for each rental housing unit) is ($654,430); revenue from fire protection permits is ($250,000).

Total of Licenses & Permits ($3,969,580) make up approximately 6.9 percent of the budgeted City revenue.

Intergovernmental Revenue

Intergovernmental revenue consists of receipts from the Federal, State or County governments. The majority of these receipts come from the State based on particular formulas set in law. The total estimate for intergovernmental revenue is ($4.0 million), with the largest sources being the recurring Montgomery County Revenue Sharing ($1,168,000), State Police Aid ($600,000), and Community Development Block Grant ($320,000). State highway User Tax ($1,275,678), derived from the State motor fuels tax and disbursed to the City based on street miles and number of registered vehicles within the City. State Police Aid is based on the total number of sworn offices employed by the City; the City will receive the full funding in FY16.

Intergovernmental Revenue ($4,048,108) makes up approximately 7.0 percent of the budgeted City revenue.

Service Charges

Service Charges come primarily from fees imposed on the recipients of certain City services. The City's largest fees include recycling ($1,148,000), water quality protection ($3,400,000), and water park revenues ($640,000).

Service Charges ($8,476,120) make up approximately 14.7 percent of the budgeted City revenue.

Fines and Forfeitures

Revenues from fines and forfeitures primarily result from speed radar fines, parking fines and City ordinance violations.

In FY 2008, the City implemented the state law allowing for speed radar set up within the municipal boundaries. FY2016 revenue is budgeted for ($1,800,000) a decline from the prior year. The reduction validates the effectiveness of the program and the successful impact on drivers' habits.

Fines and Forfeitures ($2,045,000) make up approximately 3.6 percent of the budgeted City revenue.

Other Miscellaneous

The City receives miscellaneous revenue from other non-recurring sources, the single largest of which is the Crown Farm Development Contribution ($600,000) for the Housing Initiative, which is slated for a city managed home ownership program and development escrow revenue ($650,000) for various projects.

Other Miscellaneous ($739,870) makes up approximately 1.3 percent of the budgeted City revenue.

Transfers In

As mentioned in the Basis of Accounting section of this document, the City also maintains a Forest Conservation Fund. The transfer in budgeted within the General Fund represents the total of eligible expenses that are funded by the Forest Conservation Fund. Those expenditures are reported in the General Fund within the Environmental Services activity. This is the first year the City has shown a transfer in.

Re-appropriation of Fund Balance

The FY16 budget includes $10,586,936 of funds from fund balance accumulated in previous years. This increased in the current year by approximately $4.6 million which corresponds approximately to the increase in the transfer to the Capital Improvements Program of $4.5 million.

Account	Actual FY14	Budget FY15	Proposed FY16	Adopted FY16
Local Taxes				
410000 - REAL ESTATE TAXES-CURRENT	$ 22,380,874	$ 22,517,500	$ 24,000,000	$ 24,000,000
410100 - REAL ESTATE TAXES-PRIOR YEARS	(310,676)	600,000	-	-
411000 - CORPORATE PERS PROP TX-CURRENT	1,175,281	925,000	1,000,000	1,000,000
411100 - CORPORATE PERS PROP TAX-PRIOR	154,917	75,000	100,000	100,000
412000 - PERSONAL PROPERTY TAX-CURRENT	19,828	-	5,000	5,000
412100 - PERSONAL PROPERTY TAX-PRIOR	440	-	200	200
413000 - PUBLIC UTILITIES PPT - CURRENT	364,642	-	200,000	200,000
413100 - PUBLIC UTILITIES PPT - PRIOR	11,191	-	10,000	10,000
414000 - HOTEL AND MOTEL TAX	1,028,511	1,000,000	1,100,000	1,100,000
418300 - ADMISSIONS & AMUSEMENTS TAX	1,401,192	1,200,000	1,250,000	1,250,000
419000 - LOCAL TAX-PENALTIES & INTEREST	27,331	75,000	30,000	30,000
419100 - PENALTY/INTEREST-PRIOR YEARS	31,599	-	25,000	25,000
Total Local Taxes	$ 26,285,132	$ 26,392,500	$ 27,720,200	$ 27,720,200
Licenses & Permits				
420070 - PUBLIC IMPROVEMENT STREET PERM	$ 91,365	$ 20,000	$ 51,000	$ 51,000
420090 - AMUSEMENT LICENSES	23,250	22,500	22,500	22,500
420100 - TRADERS LICENSES	147,237	115,000	145,000	145,000
420130 - HAWKERS/PEDDLERS LICENSES	10,000	5,000	5,000	5,000
420150 - ELECTRICIANS LICENSE	35,700	15,500	27,000	27,000
420170 - RENTAL HOUSING LICENSE	687,420	668,900	654,430	654,430
420185 - BUS SHELTER FRANCHISE FEE	13,215	21,000	21,000	21,000
420190 - CABLE TV FRANCHISE FEES	819,180	725,000	848,000	848,000
420210 - ANIMAL LICENSES	27,420	27,000	28,500	28,500
420215 - BREEDERS & LITTERS PERMITS	-	250	-	-
420220 - PET SHOP COMMERICAL KENNEL	750	750	750	750
420230 - BUILDING PERMITS	1,304,512	1,030,000	1,200,000	1,200,000
420231 - DECK PERMITS	18,785	15,000	15,000	15,000
420232 - FENCE PERMITS	2,800	3,000	2,100	2,100
420233 - FUEL TANK PERMITS	300	200	200	200
420234 - SWIMMING POOL PERMITS	2,826	3,000	2,000	2,000
420235 - TENT PERMITS	5,292	5,000	5,000	5,000
420236 - TRAILER PERMITS	2,215	1,900	1,900	1,900
420250 - ELECTRICAL PERMITS	174,045	170,000	170,000	170,000
420270 - UTILITY PERMIT	14,442	9,000	9,000	9,000
420290 - OCCUPANCY PERMITS	96,785	105,000	68,000	68,000
420300 - HOME OCCUPATION LICENSES	200	200	200	200
420310 - SIGN PERMITS	32,483	23,000	26,000	26,000
420320 - FIRE PROTECTION PERMITS	244,370	270,000	250,000	250,000
420330 - MECHANICAL PERMITS	129,917	120,000	150,000	150,000
420340 - SPECIAL EVENT PERMITS	11,262	15,000	15,000	15,000
420350 - GRADING PERMITS	35,981	60,000	54,000	54,000
420360 - FIRE PROTECTION SYS PERMITS	23,500	20,000	25,000	25,000
420370 - ON-SITE IMPROVEMENTS	120,867	75,000	100,000	100,000
420380 - STORMWATER MGMT PERMITS	4,023	35,000	28,000	28,000
464250 - CATV-CAPITAL EQUIPMENT & PEG	50,277	45,000	45,000	45,000
Total Licenses & Permits	$ 4,130,417	$ 3,626,200	$ 3,969,580	$ 3,969,580

Account	Actual FY14	Budget FY15	Proposed FY16	Proposed FY16
Grants - Federal Government				
431100 - FEDERAL GRANTS-MISCELLANEOUS	$ 70,000	$ -	$ -	$ -
431200 - FEDERAL GRANT-TRANS HOUSING	126,025	130,700	130,700	130,700
431300 - FEDERAL GRANT-ROLLING STOCK	-	-	-	-
431500 - FEDERAL GRANT- FEMA	-	-	-	-
432000 - FED GRANT-TRANSPORTATION	1,002,849	-	27,000	27,000
432100 - FED GRANT-POLICE EQUIPMENT	36,268	1,200	9,000	9,000
432300 - FED GRANT-ENERGY EFFICIENCY	-	-	-	-
432400 - FEDERAL GRANT - DHS	-	-	2,500	2,500
433100 - FEDERAL GRANT-CDBG	379,610	360,000	320,000	320,000
Total Grants - Federal Government	$ 1,614,752	$ 491,900	$ 489,200	$ 489,200
State Grants & Shared Taxes				
434000 - STATE GRANT-OPEN SPACE	$ 150,456	$ 37,500	$ -	$ -
434050 - STATE GRANT-OLDE TOWNE REVITAL	80,000	75,000	100,000	100,000
434100 - STATE GRANT-MISCELLANEOUS	56,708	25,000	280,000	280,000
434110 - STATE GRANT-HOMELESS PROGRAM	4,957	5,000	5,000	5,000
434200 - STATE GRANT-POLICE	613,980	652,000	600,000	600,000
434210 - STATE GRANT-POLICE EQUIP	-	3,000	-	-
434230 - STATE GRANT-POLICE OT GRANT	25,203	-	-	-
434240 - STATE HIGHWAY SAFETY PROG	-	20,000	20,000	20,000
434300 - STATE GRANT-ARTS	32,000	32,000	31,999	34,000
434310 - STATE GRANT-ARTS NEW INITIATVE	-	-	-	-
434600 - DEPT OF NATURAL RESOURCES	53,932	-	-	-
434920 - STATE GRANT- SYNTH TURF	29,854	-	-	-
435900 - STATE REV SHARE-HIGHWAY USER	1,021,255	1,124,000	1,275,678	1,275,678
Total State Grants & Shared Taxes	$ 2,068,345	$ 1,973,500	$ 2,312,677	$ 2,314,678
County Grants & Shared Taxes				
437110 - COUNTY GRANT-HOMELESS PROGRAMS	$ 12,161	$ 9,230	$ 9,230	$ 9,230
437130 - COUNTY GRANT-NUTRITION PROGRAM	45,156	46,000	46,000	46,000
437150 - COUNTY GRANT-MISCELLANEOUS	-	-	-	-
437165 - COUNTY SUPPORTIVE HOUSING ASST	15,000	18,400	18,400	18,400
437970 - COUNTY GRANT-FINANCIAL CORP	2,645	2,600	2,600	2,600
438100 - COUNTY REV SHARE-INCOME TAXES	10,618,077	10,000,000	10,500,000	10,500,000
438700 - COUNTY REV SHARE-DUPLICATE SRV	1,168,467	1,168,000	1,168,000	1,168,000
Total County Grants & Shared Taxes	$ 11,861,506	$ 11,244,230	$ 11,744,230	$ 11,744,230

Account	Actual FY14	Budget FY15	Proposed FY16	Proposed FY16
Charges for Services				
441100 - AUTOMATION FEES	$ 217,608	$ 190,000	$ 186,620	$ 186,620
441300 - ZONING/SUBDIVISION FEES	177,355	125,000	150,000	150,000
447150 - REC PROGRAMS/SPORTS	396,932	391,000	445,000	445,000
447160 - REC PROGRAMS/REC CLASSES	242,676	242,000	240,000	240,000
447170 - REC PROGRAMS/YOUTH SERVICES	39,684	52,500	49,000	49,000
447180 - REC PROGRAMS/SUMMER CAMPS	481,183	500,000	490,000	490,000
447200 - CASEY COMMUNITY CENTER RENTALS	144,726	125,000	110,000	110,000
447210 - CASEY COMMUNITY CENTER PROGRAM	50,811	69,000	70,500	70,500
447220 - WATER PARK	701,961	525,000	640,000	640,000
447240 - KENTLANDS	145,401	125,800	134,000	134,000
447250 - CULTURAL ARTS PROGRAM	23,803	34,400	-	-
447260 - SPECIAL EVENTS	68,186	71,800	106,500	106,500
447270 - AQUATIC FACILITY-INDOOR	18,330	200,000	175,000	175,000
447280 - SKATE PARK	11,658	10,000	11,000	11,000
447290 - GROUP PICNICS	61,835	52,000	56,000	56,000
447300 - WINTER LIGHTS	224,398	235,000	235,000	235,000
447320 - MINIATURE GOLF REVENUE	120,880	108,000	112,000	112,000
447330 - G'BURG YOUTH CTR IN OLDE TOWNE	29,232	25,000	13,000	13,000
447340 - ACTIVITY CENTER - RENTAL	186,713	193,000	190,000	190,000
447350 - FOOD SERVICES	5,000	5,000	-	-
447360 - ACTIVITY CENTER-PROGRAMS	49,371	55,000	48,000	48,000
447370 - ARTS BARN - RENTAL	16,884	13,000	13,000	13,000
447380 - ARTS BARN PROGRAM	118,400	112,000	114,000	114,000
447390 - ARTS BARN ADMISSIONS	132,529	135,000	125,000	125,000
447400 - ARTS BAR ART SALES	1,989	1,800	1,800	1,800
447410 - G'BURG YOUTH CTR AT ROBERTSON	7,482	5,000	4,000	4,000
447422 - AQUATIC OUTDOOR TAXABLE	2,414	2,000	1,700	1,700
447423 - ARTS BARN TAXABLE	3,599	2,100	2,100	2,100
447432 - MINIATURE GOLF TAXABLE	4,515	4,250	4,500	4,500
447493 - KENTLANDS - TAXABLE SALES	310	-	400	400
447550 - COMMUNITY MUSEUM REVENUE	2,260	3,000	3,000	3,000
447800 - MEMBERSHIP FEE - DOG EXERCISE	2,280	2,800	1,000	1,000
448250 - SENIOR PROGRAMS	115,357	123,000	125,000	125,000
448300 - SENIOR CENTER-RENTAL	29,003	23,000	23,000	23,000
449150 - ENVIRONMENTAL FEES	6,836	3,000	1,500	1,500
449200 - STORMWATER MGMT PLAN REVIEW FE	72,082	35,000	35,000	35,000
449240 - RECYCLING COLLECTIONS	853,210	882,000	906,000	1,148,000
449300 - WATER QUALITY PROTECTION	1,402,582	1,300,000	3,400,000	3,400,000
449700 - FINGERPRINTING SERVICE	3,542	5,000	5,000	5,000
451320 - RETURNED CHECK FEES	1,260	1,500	1,500	1,500
463200 - PROCESSING FEE (PR&C)	5,375	5,000	5,000	5,000
Total Charges for Services	$ 6,180,035	$ 5,992,950	$ 8,234,120	$ 8,476,120

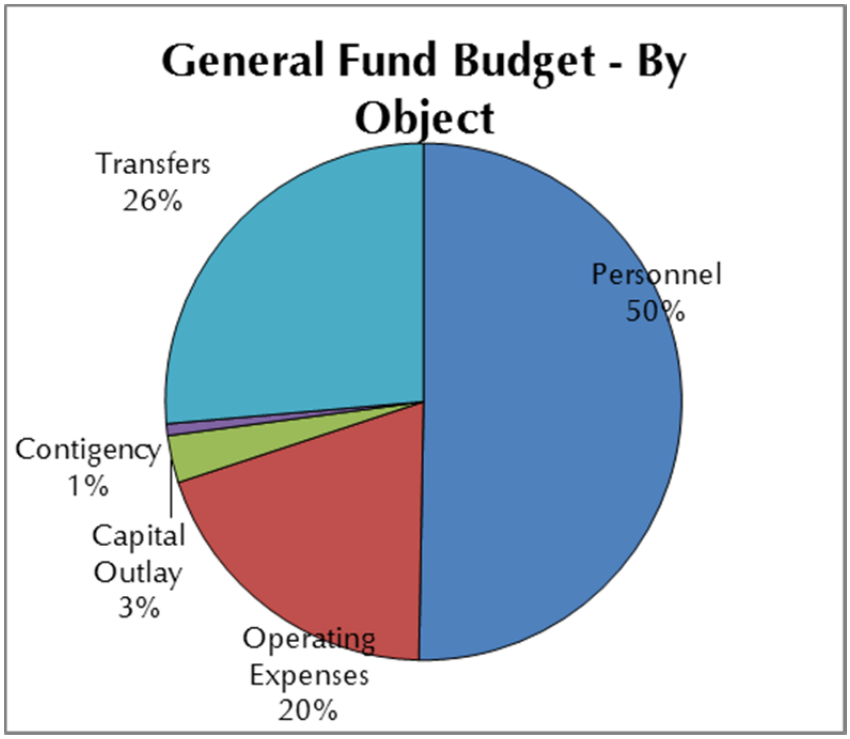
DETAILED REVENUE SCHEDULE
FY16 BUDGET

Account	Actual FY14	Budget FY15	Proposed FY16	Proposed FY16
Fines & Forfeitures				
451300 - ORDINANCE FINES	$ 16,412	$ 25,000	$ 25,000	$ 25,000
451310 - POLICE TICKETS & FINES	220,816	200,000	220,000	220,000
451340 - SEIZURE	-	1,000	-	-
451350 - PHOTO RADAR	2,269,290	2,250,000	1,800,000	1,800,000
451420 - POLICE SEIZURE	2,209	-	-	-
Total Fines & Forfeitures	$ 2,508,726	$ 2,476,000	$ 2,045,000	$ 2,045,000
Miscellaneous Revenues				
460110 - SALE OF RECYCLABLE MATERIALS	$ 5,282	$ 10,000	$ 21,000	$ 21,000
460210 - SALES-PUBLICATIONS	263	-	-	-
461100 - INTEREST EARNINGS	76,838	120,000	300,000	300,000
461XXX - INTEREST ON LOANS (new account)	-	-	14,720	14,720
462010 - PROPERTY RENT-RESIDENTIAL	6,500	12,000	13,000	13,000
462030 - PROPERTY RENT-TELECOMM.	92,505	92,500	90,880	90,880
462040 - PROPERTY RENT-COMMERCIAL	14,860	15,000	16,400	16,400
462110 - RENT-WELLS ROBERTSON	14,846	8,000	16,000	16,000
462120 - RENT-50 DESELLUM	14,710	15,400	15,370	15,370
463210 - NAMING RIGHTS	15,000	15,000	15,000	15,000
464100 - CONTRIBUTIONS	259,638	81,800	80,000	80,000
464XXX - HOLIDAY GIVING (new account)	-	-	25,000	25,000
464300 - ANNEXATION AGREEMENT	80,000	-	-	-
465100 - EXPENDITURE REIMBURSEMENT	12,527	-	-	-
465200 - PRIOR YEAR EXPENDITURE REIMB.	1,094,218	12,000	12,000	12,000
467200 - MISCELLANEOUS	8,140	800	1,000	1,000
467230 - MISCELLANEOUS-VENDING MACHINES	4,297	4,000	4,500	4,500
467250 - PASSPORTS	76,575	50,000	65,000	65,000
467280 - HOUSING INITIATIVE FUND	600,000	609,700	-	-
481100 - SALE OF GENERAL FIXED ASSETS	32,658	125,000	50,000	50,000
Total Miscellaneous Revenues	$ 2,408,842	$ 1,171,200	$ 739,870	$ 739,870
Total Revenue	$ 57,057,755	$ 53,368,480	$ 57,254,877	$ 57,498,878
499200 - TRANSFER IN	-	-	-	150,000
Total Transfers	$ -	$ -	$ -	$ 150,000
Reappropriation	$ -	$ 5,948,022	$ 10,561,357	$ 10,586,936
Total	$ 57,057,755	$ 59,316,502	$ 67,816,234	$ 68,235,814

Allocation of $1 of City Taxpayer's Money – FY16 Budget by Department

EXPENDITURE OVERVIEW
FY16 BUDGET

Department	Actual FY14	Budget FY14	Budget FY15	Adopted FY16	% Chg
Office of the City Manager	$ 1,802,536	$ 2,011,646	$ 1,938,148	$ 2,126,332	9.71%
Human Resources	683,685	745,287	923,444	978,862	6.00%
Community and Public Relations	2,670,515	3,043,172	3,012,978	3,122,884	3.65%
Finance and Administration	13,297,869	14,733,998	16,224,083	23,377,753	44.09%
Information Technology	1,539,577	1,637,730	1,771,999	1,936,501	9.28%
Department of Parks, Recreation and Culture	7,142,658	7,999,129	8,466,555	8,769,372	3.58%
Department of Planning and Code Administration	4,304,933	4,715,232	5,163,843	5,438,520	5.32%
Gaithersburg Police Department	8,601,415	9,230,486	9,229,056	9,149,578	-0.86%
Public Works	10,853,512	12,610,756	12,586,396	13,336,012	5.96%
Total	$ 50,896,699	$ 56,727,436	$ 59,316,502	$68,235,814	15.04%
Object					
Personnel	$ 29,162,722	$ 31,869,101	$ 33,674,807	$34,315,704	1.90%
Operating Expenses	12,065,962	14,053,793	13,864,153	13,406,410	-3.30%
Capital Outlay	1,300,939	2,464,542	1,577,542	2,022,700	28.22%
Contigency	127,075	500,000	500,000	500,000	0.00%
Transfers	8,240,000	7,840,000	9,700,000	17,991,000	85.47%
Total	$ 50,896,699	$ 56,727,436	$ 59,316,502	$68,235,814	15.04%



EXPENDITURES BY ACTIVITY
FY16 BUDGET

Function / Activity	Actual FY14	Budget FY15	Proposed FY16	Adopted FY16
General Government				
Mayor & City Council	$ 302,586	$ 304,179	$ 310,378	$ 310,378
Office of the City Manager	606,675	675,091	706,026	706,026
Legal Services	420,724	532,605	551,934	551,934
Registration & Elections	45,767	1,200	54,800	54,800
Economic & Business Development	426,784	425,073	503,194	503,194
Environmental Services	279,207	284,100	303,833	453,833
Human Resources	683,685	923,444	978,862	978,862
Finance & Administration	1,116,614	1,206,811	1,251,124	1,251,124
Housing and Community Development	494,273	888,572	785,139	785,139
General Services	43,538	114,174	72,032	72,032
Information Technology	1,370,492	1,516,878	1,653,217	1,653,217
Geographic Information Systems	169,085	255,121	283,284	283,284
Public Information	761,253	782,526	831,717	831,717
Gaithersburg Television	247,080	312,775	278,307	278,307
Planning	759,094	832,333	918,885	918,885
Planning & Code Administration	736,235	911,419	871,402	871,402
Neighborhood Services	607,388	841,920	882,531	882,531
Facilities Management	799,883	1,067,475	1,296,285	1,296,285
Building & Grounds (B&G) - Activity Center at Bohrer Park	255,134	303,950	297,381	297,381
B&G - Casey Community Center	158,007	189,250	148,737	148,737
B&G - City Hall	144,795	260,325	215,888	215,888
B&G - GAC	4,253	60,950	32,387	32,387
B&G - Gaithersburg – CPSC Park Site	-	48,000	28,800	28,800
B&G - Gaithersburg Arts Barn	83,077	94,350	84,986	84,986
B&G - Gaithersburg Youth Center at Olde Towne	38,629	48,600	39,287	39,287
B&G - Gaithersburg Youth Center at Robertson Park	42,940	51,350	55,391	55,391
B&G - Kentlands Firehouse	12	-	-	-
B&G - Kentlands Mansion	34,641	62,100	58,900	58,900
B&G - Miniature Golf	10,743	22,800	24,000	24,000
B&G - Olde Towne Pavilion	3,863	4,460	3,300	3,300
B&G - Parking Facility	78,042	103,400	89,715	89,715
B&G - Police Station	65,142	80,350	68,933	68,933
B&G - Public Service Facility	115,201	158,850	129,410	129,410
B&G - Senior Center	62,099	67,850	74,282	74,282
B&G - Skate Park	4,296	6,350	7,295	7,295
B&G - Train Station/Freight House	26,669	32,000	30,478	30,478
B&G - Water Park at Bohrer Park	140,764	146,350	127,046	127,046
Total	$11,138,668	$13,616,981	$14,049,166	$14,199,166
Public Safety				
Police Department	$ 1,601,987	$ 9,229,056	$ 9,162,139	$ 9,149,578
Police Operations	6,999,429	-	-	-
Traffic Control	195,353	272,152	263,752	263,752
Animal Control	433,717	482,991	505,375	505,375
Permits and Inspections	1,489,293	1,811,080	1,806,494	1,806,494
Total	$10,719,778	$11,795,279	$11,737,760	$11,725,199

EXPENDITURES BY ACTIVITY
FY16 BUDGET

Function / Activity	Actual FY14	Budget FY15	Proposed FY16	Adopted FY16
Public Works				
Public Works Administration	$ 914,128	$ 793,992	$ 825,091	$ 825,091
Engineering Services	414,110	544,719	668,143	668,143
Fleet Maintenance	502,910	527,514	553,731	553,731
Landscaping & Forestry	1,049,580	1,138,572	1,266,269	1,266,269
Mowing and Special Pickups	1,732,976	1,967,167	2,104,822	2,104,822
Municipal Parks Maintenance	1,539,135	1,758,990	1,929,637	1,929,637
Recycling	657,570	691,634	691,634	965,775
Street Lighting	556,825	657,546	613,000	613,000
Streets & Special Projects	1,222,735	1,425,350	1,333,291	1,333,291
Total	$ 8,589,970	$ 9,505,484	$ 9,985,618	$10,259,759
Parks, Recreation & Culture				
Parks, Recreation & Culture Administration	$ 666,383	$ 840,677	$ 822,163	$ 822,163
Activity Center	400,852	432,848	487,269	487,269
Casey Community Center	360,926	357,536	368,478	368,478
Gaithersburg Aquatic Center	125,636	315,627	376,983	373,983
Gaithersburg Arts Barn	480,794	493,786	503,991	503,991
Gaithersburg Youth Center at Olde Towne	208,742	250,685	310,201	310,201
Gaithersburg Youth Center at Robertson Park	171,057	259,286	215,598	215,598
Kentlands Mansion	310,873	358,520	358,211	358,211
Miniature Golf Course	76,716	91,382	94,336	94,336
Museums	326,563	182,923	187,244	187,244
Picnic Pavilions	21,425	20,357	21,288	21,288
Recreation Classes	300,431	336,720	322,464	322,464
Recreation Programs & Sports	820,756	866,098	926,819	928,819
Skate Park	30,870	24,989	31,149	31,149
Special Events	707,993	1,127,963	1,139,865	1,139,865
Summer Programs	488,693	555,064	545,649	545,649
Water Park	497,877	595,933	655,919	655,919
Winter Lights	141,141	211,221	214,252	214,252
Youth Services	406,790	439,749	452,027	452,027
Total	$ 6,544,518	$ 7,761,364	$ 8,033,906	$ 8,032,906
Community Services & Development				
Community Services	$ 1,185,539	$ 1,356,046	$ 1,448,096	$ 1,448,096
Homeless Assistance	476,642	561,631	564,764	564,764
Seniors Program	598,140	705,191	736,466	736,466
Total	$ 2,260,321	$ 2,622,868	$ 2,749,326	$ 2,749,326
Miscellaneous				
Non-Departmental	$ 3,276,369	$ 3,814,526	$ 2,860,458	$ 2,778,458
Contingency	127,075	500,000	500,000	500,000
Total	$ 3,403,445	$ 4,314,526	$ 3,360,458	$ 3,278,458
Total Operating	$42,656,699	$49,616,502	$49,916,234	$50,244,814
Transfers				
OPEB trust	$ 1,310,000	$ 910,000	$ 1,200,000	$ 1,200,000
Capital Improvements	6,930,000	8,790,000	13,300,000	13,300,000
Stormwater - City Portion	-	-	-	91,000
Stormwater - Fee Revenue	-	-	3,400,000	3,400,000
Total	$ 8,240,000	$ 9,700,000	$17,900,000	$17,991,000
Combined Total	$50,896,699	$59,316,502	$67,816,234	$68,235,814

EXPENDITURES BY OBJECT
FY16 BUDGET

Object	Actual FY14	Budget FY15	Proposed FY16	Adopted FY16
Personal Services				
501000 - Salaries, Full-Time Employees	$18,294,514	$20,017,797	$20,747,566	$20,747,566
505000 - Other Taxable Compensation	7,200	7,200	-	-
505100 - Other taxable comp-multilingual	41,632	54,080	56,160	56,160
505200 - Other taxable comp-Gfit	18,488	18,303	20,454	20,454
505300 - Other taxable comp-housing stipend	67,000	68,400	64,800	64,800
507000 - Vacation & Sick Pay	276,734	275,000	275,000	275,000
508000 - Salaries, Overtime	744,951	856,392	844,647	832,086
508500 - Salaries, Employment Agreement	94,087	-	-	-
509000 - Salaries, Part-Time Employees	2,450,083	3,310,760	3,192,807	3,194,807
510000 - Social Security & Medicare Taxes (FICA)	1,625,904	1,872,091	1,917,326	1,917,326
512000 - State Unemployment	66,216	26,573	45,396	45,396
513000 - Workers' Compensation Insurance	428,590	428,590	301,810	301,810
513100 - Employee Advance/ Worker's Comp.	982	-	-	-
514000 - Group Insurance	2,563,860	3,663,446	3,648,022	3,648,022
514100 - Group Insurance - Retirees	369	-	-	-
514200 - Vision Plan	7,690	19,380	19,977	19,977
514300 - Retiree Share/Insurance	(15,351)	-	-	-
514500 - Mayor & Council Benefits	24,000	24,000	24,000	24,000
514600 - Cobra Coverage	2,360	-	-	-
514700 - Insurance Deductible Reimbursement	-	140,000	140,000	140,000
515000 - Retirement Contribution (401A)	1,436,782	1,596,946	1,659,804	1,659,804
515050 - Supplemental Retirement Contribution	354,675	420,779	434,831	434,831
515100 - Retirement Health Savings (RHS)	142,290	153,263	178,240	178,240
516000 - Savings Plan Contribution (401K)	493,306	598,854	622,430	622,430
516500 - Deferred Compensation	16,403	16,453	16,690	16,690
519000 - Tuition Reimbursement	19,956	106,500	116,305	116,305
Total	$29,162,722	$33,674,807	$34,326,265	$34,315,704
Operating Expenses				
521000 - Office Supplies	$ 65,122	$ 81,110	$ 74,210	$ 74,210
522000 - General Operating Supplies	737,952	775,970	745,255	745,255
522200 - Photographic, Audio, Video Supplies	4,043	3,625	3,250	3,250
522500 - Program Activities	116,593	139,480	184,487	184,487
523300 - Police Outreach Programs/Operational Supplies	5,422	6,300	6,400	6,400
523400 - Police Weapons, Accessories & Supplies	75,986	115,139	66,710	66,710
524000 - Supplies for Resale	21,138	39,350	40,000	40,000
525000 - Furniture & Fixtures	71,480	62,790	48,650	48,650
526000 - Machinery & Equipment	119,061	206,425	100,100	100,100
526500 - Vehicles & Equipment	-	-	-	-
529000 - Building & Construction Supplies	58,398	121,000	95,500	95,500
530000 - Accounting & Audit	127,447	145,000	144,760	144,760
531000 - Information Technology (IT) Services	191,368	224,325	289,570	289,570
531500 - Software Licenses	89,406	61,465	27,000	27,000
531600 - Software Maintenance Agreements	334,342	394,845	423,445	423,445
532000 - Engineering & Architectural	14,065	21,500	124,000	124,000
533000 - Legal	25,886	40,950	40,130	40,130

Object	Actual FY14	Budget FY15	Proposed FY16	Adopted FY16
534000 - Management Consulting	171	-	-	-
534500 - Wellness Programs	23,429	22,700	25,500	25,500
535000 - Medical/Hospital (Screenings)	26,643	20,000	20,000	20,000
536000 - Miscellaneous Professional Services	1,481,315	1,727,794	1,311,967	1,461,967
536100 - Temporary Employment Agency	-	-	3,000	3,000
536200 - Americans with Disabilities Act	8,143	7,300	13,000	13,000
536300 - Contract Cleaning Services	377,525	460,585	362,343	362,343
536400 - Contract Maintenance Services	216,692	345,300	327,700	327,700
536500 - Investigations	14,682	12,890	14,940	14,940
536700 - Abatement Services	3,800	50,000	50,000	50,000
536800 - Security Services	4,229	23,925	20,610	20,610
537000 - Instructor Services	97,889	127,690	140,020	140,020
538000 - Performances & Entertainment	224,714	230,200	237,625	237,625
539000 - HOPWA Pass THRU EXP	-	-	-	-
541000 - Advertising	148,471	151,300	159,107	159,107
542000 - Awards & Presentations	39,084	53,398	57,498	57,498
543000 - Contributions	1,026,789	1,496,070	1,166,453	1,166,453
544000 - Professional Dues & Certification Fees	130,448	153,750	155,835	155,835
545000 - Magazines, Books & Resource Material	18,947	26,550	24,020	24,020
546000 - Conference & Seminar Registration	68,688	106,191	144,366	144,366
546300 - In-Service Training	10,872	23,600	19,300	19,300
547000 - Travel Expense	59,019	105,561	108,035	108,035
547100 - Travel Mileage Reimbursement	5,395	9,670	8,770	8,770
548000 - Economic Development Activities	156,187	104,000	129,000	129,000
548100 - Sponsorships	1,000	12,000	9,750	9,750
549000 - Scholarship Management	13,147	37,000	26,500	26,500
550000 - Electric	947,794	1,212,902	1,117,984	1,117,984
550100 - Gas (Natural)	79,053	78,800	80,300	80,300
550200 - Water	84,524	110,910	120,200	120,200
550700 - Recycling Services/Trash Collection	61,778	70,970	44,733	44,733
550900 - Utilities, Other	-	-	-	-
551000 - Telephone (Landline)	94,359	89,850	84,820	84,820
551100 - Cellular Telephone	123,556	146,580	142,850	142,850
551200 - Pagers	-	-	-	-
552500 - Vehicle & Equipment Gasoline Expense	438,061	416,250	407,320	407,320
553000 - Printing & Binding	78,824	97,890	108,950	108,950
554000 - Signage	38,448	47,925	49,640	49,640
556000 - Postage	63,029	79,085	99,685	99,685
556500 - Messenger Services	1,546	1,950	1,650	1,650
557000 - Laundry & Uniforms	103,048	141,339	153,545	153,545
560000 - Miscellaneous	1,217,780	572,255	489,555	407,555
561000 - Local, In-Services Meals	3,128	3,200	3,225	3,225
562000 - Homeownership Assistance Program	213,059	193,500	450,000	450,000
563000 - Insurance - Not Payroll	377,451	385,000	337,000	337,000
564000 - Tax Abatement	-	375,000	300,000	300,000
567000 - Rental & Use Charges	973,101	1,039,109	1,046,854	1,320,995
567100 - Rental of Facilities	133,103	126,780	129,042	129,042

Object	Actual FY14	Budget FY15	Proposed FY16	Adopted FY16
572000 - Repair & Maintenance - Buildings & Facilities	305,157	377,300	451,600	451,600
573000 - Repair & Maintenance - Machinery & Equipment	184,293	249,360	188,460	185,460
574000 - Repair & Maintenance - Vehicles	324,223	292,850	305,450	305,450
575000 - Repair & Maintenance - Furniture & Equipment	5,665	8,600	5,600	5,600
576000 - Repair & Maintenance - Art	-	-	-	-
Total	$12,065,962	$13,864,153	$13,067,269	$13,406,410
Capital Outlay				
592000 - Software	$ (133,272)	$ -	$ 2,000	$ 2,000
592100 - Software (Replacement)	135,500	115,500	-	-
593000 - Improvements - Not Buildings	117	-	-	-
595000 - Furniture & Equipment	144,538	6,100	32,250	32,250
595060 - Machinery & Equipment	5,433	-	-	-
595100 - Furniture & Equipment (Replacement)	828,694	676,452	871,487	871,487
596000 - Vehicles & Equipment	(1,008,715)	192,000	114,000	114,000
596100 - Vehicles & Equipment (Replacement)	1,328,645	587,490	1,002,963	1,002,963
Total	$ 1,300,939	$ 1,577,542	$ 2,022,700	$ 2,022,700
Contingency	$ 127,075	$ 500,000	$ 500,000	$ 500,000
Total Operating	$42,656,699	$49,616,502	$49,916,234	$50,244,814
Transfers	8,240,000	9,700,000	17,900,000	17,991,000
Total Expenditures & Other Uses	$50,896,699	$59,316,502	$67,816,234	$68,235,814

Personnel costs make up a substantial portion of the City's budget and are only projected to increase by 1.9% over the FY15 budget. The majority of personnel costs relate to salaries and the FY16 budget include the following additional positions:

- a part-time sponsorship coordinator, within the Office of Economic Development under the Office of the City Manager;
- a full-time Graphic Information Systems position to aid with the increasing use of the City's GIS tools; this position was previously staffed through part-time help;
- a full-time facility supervisor at the Olde Towne Youth Center to help with growing demand at that location and the student union; this position was partially funded through the elimination of a part –time reservation coordinator;
- an additional planner to assist with development needs; and
- change a part-time project engineer to a full-time civil engineer within the Public Works Department to keep pace with the large number of capital projects being undertaken.

The next page summarizes the City's full-time equivalent positions for the last ten years.

EXPENDITURES BY OBJECT
FY16 BUDGET

Department	Total Full-Time Equivalent Employees									
	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16
Office of the City Manager	41.95	40.85	44.15	14.20	10.45	11.45	11.45	11.70	11.20	12.52
Human Resources	-	-	-	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Community and Public Relations	-	-	-	17.25	17.25	19.45	20.19	21.95	20.63	20.01
Finance and Administration	6.30	6.30	6.30	8.80	8.50	8.50	9.20	11.00	11.00	11.00
Information Technology	7.80	7.50	8.50	8.50	8.50	9.50	10.70	12.00	12.00	12.50
Department of Parks, Recreation and Culture	121.09	120.21	122.74	132.07	116.73	117.73	119.53	121.42	120.84	120.99
Department of Planning and Code Administration	44.00	44.50	42.10	41.70	39.53	41.03	42.38	45.38	47.53	48.64
Gaithersburg Police Department	56.00	60.70	63.13	63.13	63.13	63.13	67.36	67.26	67.55	67.53
Public Works	92.20	92.90	94.00	93.00	89.50	89.50	89.50	89.44	92.07	92.57
Total	369.34	372.96	380.92	383.65	358.59	365.29	375.31	385.15	387.82	390.76
% Change		0.98%	2.13%	0.72%	-6.53%	1.87%	2.74%	2.62%	0.69%	0.76%
Culmulative % Change										5.80%
Population	60,736	59,912	57,818	58,017	61,172	62,848	63,842	65,690		
% Chg in Population		-1.36%	-3.50%	0.34%	5.44%	2.74%	1.58%	2.89%		
Culmulative % Change								8.16%		
Per Capita Income	66,537	67,957	66,323	68,946	70,665	73,317	73,475	77,007		
% Chg in Per Capita Income		2.13%	-2.40%	3.95%	2.49%	3.75%	0.22%	4.81%		
Culmulative % Change								15.74%		

Note:
In 2010 the City reorganized the Office of the City Manager, adding a Human Resources and Community & Public Relations Departments. Additionally the Community & Housing Development was moved to Finance, Kentlands Mansion to Park, Recreation & Culture and the Enivornmental Services was moved to Planning & Code. Each years' full-time equivalent employees shown above are presented as they were shown in the adopted budget for that year.

Sources: Previous years' City budgets and Comprehensive Annual Financial Reports

Although much of this document is focused on the annual General Fund budget, the City is very conscious of the long term perspective necessary for a pay-as-you-go financing strategy. The next page summarizes the long term financial forecast based on the current financial environment. Notes on significant assumptions are as follows:

- Local taxes were increased 2% based on estimated property value appreciation; Licenses & Permits, Federal Grants and Miscellaneous revenues were held flat. County Grants & Shared Taxes were increased 1% annually.
- Charges services were increased 2% except for the stormwater fee which increased as identified in that budget section.
- State grants were decreased 15% in FY17 and held flat thereafter.
- Due to expected decreases in photo radar revenue Fines & Forfeitures are shown decreasing 10% annually
- All expenditures are shown with a 2% annual increase, excluding $150,000 forest study which is not repeated in years after FY16.
- This assumes limited growth of services and positions.
- OPEB was increased based on a 4 year plan to bring funding up to the expected minimum required level needed to fund this obligation.
- Transfers for CIP and Stormwater are as identified in those 5 year plan sections of this document.

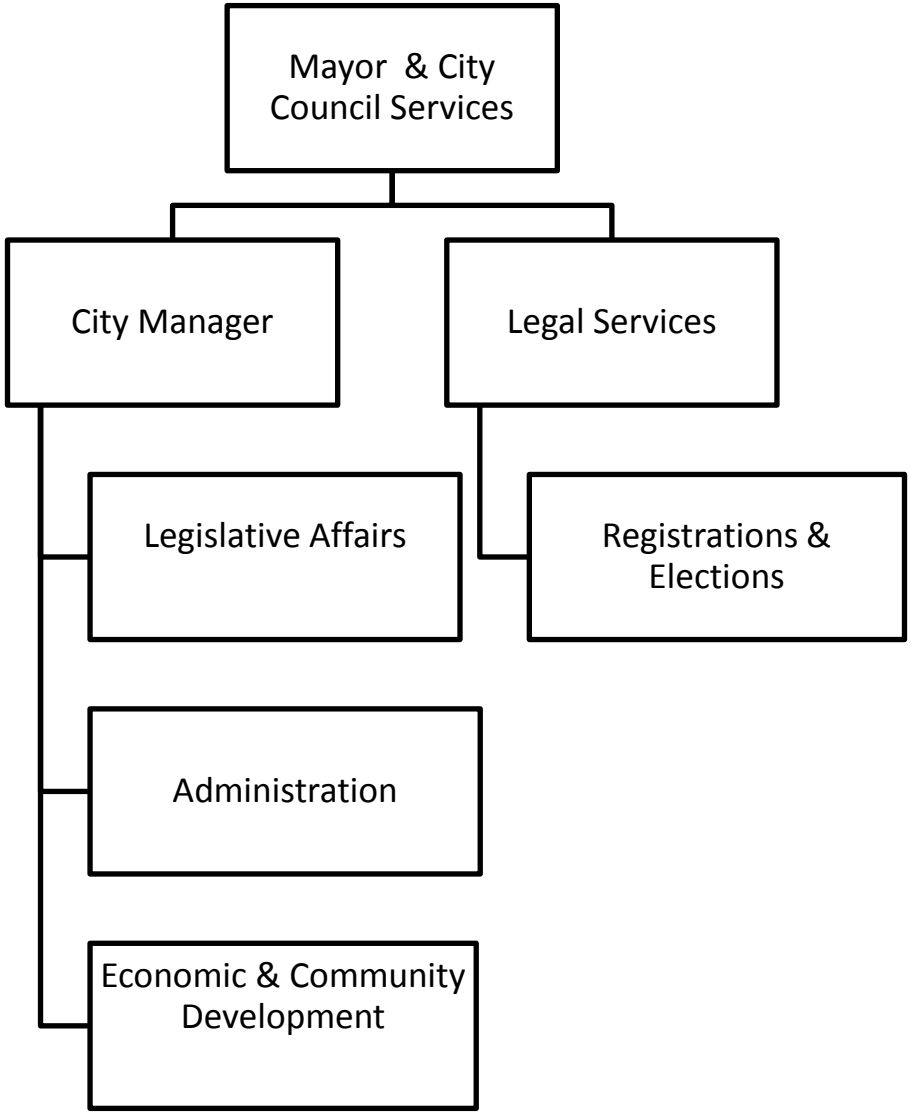
Total fund balance can be a helpful measure of financial position, not all fund balance is truly available to satisfy current claims, for instance some funds have external limits on their use. In order to better understand the City's financial position, the five year projection looks only at unassigned fund balance, comparing this to a target of 25% of revenues and other sources. Unassigned fund balance can be thought of as the fund balance remaining that is free of constraints.

Although the financial summary on the following page shows that the City will reduce its fund balance below the target level in the next five years, much of this decrease is related to capital projects and to a larger extend the significant contribution for stormwater projects. The City revised the stormwater management fee during this budget process. In future years there will continue to be a review the fee and compare available funding to capital and stormwater needs. Alternative financing methods may be considered in future years to aid with these costs if needed.

Revenues and Sources of Funds	Adopted FY16	FY17	FY18	FY19	FY20
Local Taxes	$ 27,720,200	$28,274,600	$28,840,100	$29,416,900	$30,005,200
Licenses & Permits	3,969,580	3,969,580	3,969,580	3,969,580	3,969,580
Grants - Federal	489,200	489,200	489,200	489,200	489,200
Grants - State	2,314,678	1,967,500	1,967,500	1,967,500	1,967,500
County Grants & Shared Taxes	11,744,230	11,861,700	11,980,300	12,100,100	12,221,100
Charges for Services	8,476,120	8,730,800	9,529,400	10,180,000	10,832,600
Fines & Forfeitures	2,045,000	1,840,500	1,656,500	1,490,900	1,341,800
Miscellaneous Revenues	739,870	739,870	739,870	739,870	739,870
Total	57,498,878	57,873,750	59,172,450	60,354,050	61,566,850
Transfer In	150,000	-	-	-	-
Reappropriation	10,586,936	13,478,950	6,622,250	4,668,050	4,679,650
Total Revenues and Sources of Funds	$ 68,235,814	$71,352,700	$65,794,700	$65,022,100	$66,246,500

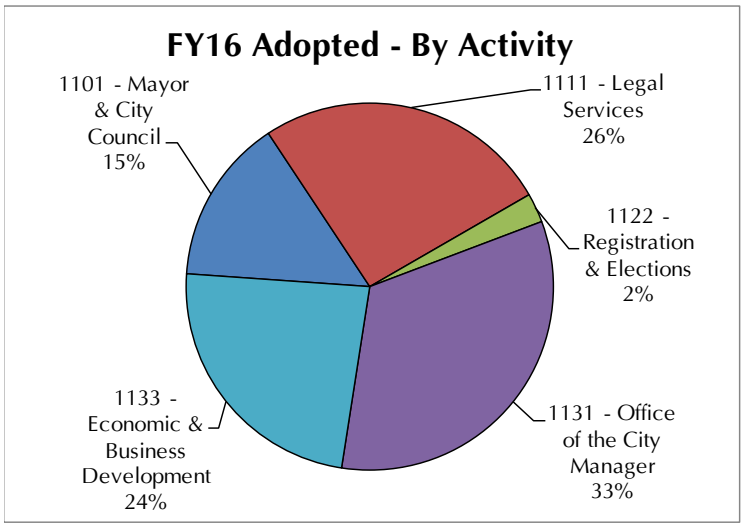
Expenditures and Uses of Funds	Adopted FY16	FY17	FY18	FY19	FY20
General Government	14,199,166	14,330,100	14,616,700	14,909,000	15,207,200
Public Safety	11,725,199	11,959,700	12,198,900	12,442,900	12,691,800
Public Works	10,259,759	10,465,000	10,674,300	10,887,800	11,105,600
Parks, Recreation & Culture	8,032,906	8,193,600	8,357,500	8,524,700	8,695,200
Community & Public Relations	2,749,326	2,804,300	2,860,400	2,917,600	2,976,000
Miscellaneous	3,278,458	3,344,000	3,410,900	3,479,100	3,548,700
Total	50,244,814	51,096,700	52,118,700	53,161,100	54,224,500
Transfers					
OPEB Trust	1,200,000	1,600,000	2,000,000	2,300,000	2,324,000
Capital Improvements	13,300,000	14,765,000	7,085,000	4,420,000	4,007,000
Stormwater - City Portion	91,000	91,000	91,000	91,000	91,000
Stormwater - Fee Revenue	3,400,000	3,800,000	4,500,000	5,050,000	5,600,000
Total	17,991,000	20,256,000	13,676,000	11,861,000	12,022,000
Total Expenditures and Uses of Funds	68,235,814	71,352,700	65,794,700	65,022,100	66,246,500
Revenues Over / (Under) Expenditures	-	-	-	-	-
Begininng Fund Balance - Unassigned	49,592,407	39,005,471	25,526,521	18,904,271	14,236,221
Reappropriation	(10,586,936)	(13,478,950)	(6,622,250)	(4,668,050)	(4,679,650)
Ending Fund Balance - Unassigned	$ 39,005,471	$25,526,521	$18,904,271	$14,236,221	$ 9,556,571
25% Fund Balance Minimum	17,058,954	17,838,175	16,448,675	16,255,525	16,561,625
Over / (Under) Minimum	21,946,517	7,688,346	2,455,596	(2,019,304)	(7,005,054)
Fund Balance Policy Met?	Yes	Yes	Yes	No	No

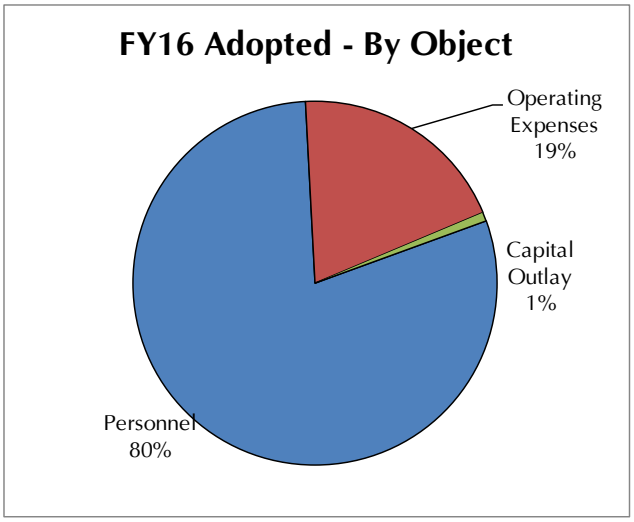
OFFICE OF THE CITY MANAGER



OFFICE OF THE CITY MANAGER
DEPARTMENT OVERVIEW

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





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

OFFICE OF THE CITY MANAGER
STAFFING SUMMARY BY POSITION

1101 - Mayor & Council	FY 14	FY 15	FY 16
Municipal Clerk	1	1	1
Part-Time Personnel	0.2	0.2	0.2
Subtotal	**1.2**	**1.2**	**1.2**

1111 - Legal Services	FY 14	FY 15	FY 16
City Attorney	1	1	1
Assistant City Attorney	1	1	1
Paralegal	1	1	1
Subtotal	**3**	**3**	**3**

1122 - Registration & Elections	FY 14	FY 15	FY 16
None	**0**	**0**	**0**

1131 - Office of the City Manager	FY 14	FY 15	FY 16
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
Subtotal	**5.5**	**5**	**5.69**

1133 - Economic & Business Development	FY 14	FY 15	FY 16
Economic Development Director	1	1	1
Business Services Coordinator	1	1	1
Part-Time Personnel	0	0	0.63
Subtotal	**2**	**2**	**2.63**

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

Office of the City Manager
1101 - Mayor & City Council

SERVICES PROVIDED:

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

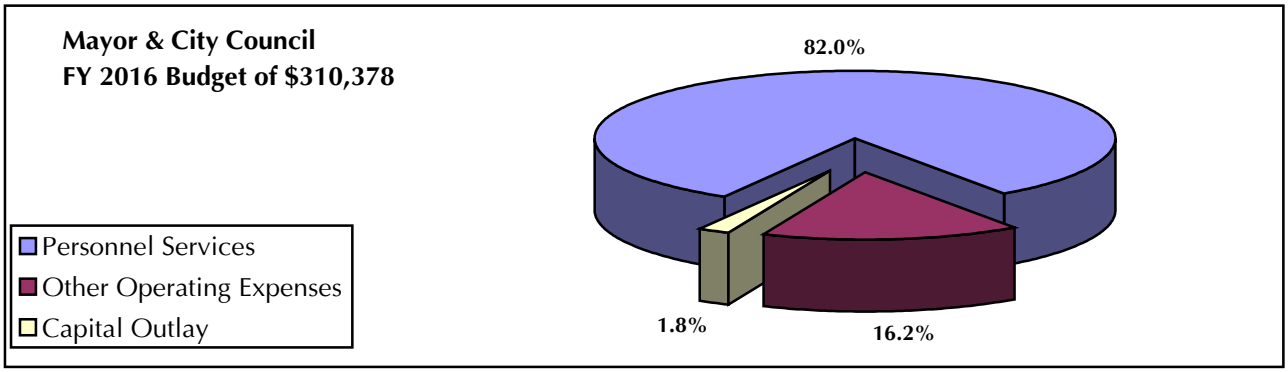
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

- No Significant Changes

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



Activity Analysis Report - Adopted

1101 - Mayor & City Council

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

1101 Mayor & City Council

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

Operating Expenses

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

1101 Mayor & City Council

546300 In-Service Training				
Municipal Clerk Certification (CMC)	500		500	
Subtotal		**500**		**500**
547000 Travel Expense				
IIMC Region II Conference	1,500		1,500	
Maryland Municipal League	5,000		5,000	
National League of Cities	5,000		5,000	
National League of Cities Steering Committee Meetings	4,000		4,000	
Subtotal		**15,500**		**15,500**
547100 Travel Mileage Reimbursement				
	1,000		1,000	
Subtotal		**1,000**		**1,000**
551100 Cellular Telephone				
Mayor, City Council and City Clerk	6,000		6,000	
Subtotal		**6,000**		**6,000**
553000 Printing & Binding				
Name plates/business cards, etc.	100		100	
Subtotal		**100**		**100**
556000 Postage				
	150		150	
Subtotal		**150**		**150**
557000 Laundry & Uniforms				
M&CC Apparel	400		400	
Subtotal		**400**		**400**
560000 Miscellaneous				
Intergovernmental Relations	3,000		3,000	
Legislative Dinners	1,000		1,000	
Maryland Municipal League Chapter Functions	500		500	
Miscellaneous	2,000		2,000	
Strategic Planning Retreat	1,000		1,000	
Subtotal		**7,500**		**7,500**
Subtotal Operating Expenses		**50,385**		**50,385**

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC Monitors) (17)	5,310		5,310	
Replacement - Computer Hardware (PC) (18)	220		220	
Replacement - Printer (HP LaserJet p2055DN)	75		75	
Subtotal		**5,605**		**5,605**
Subtotal Capital Outlay		**5,605**		**5,605**
Total		**310,378**		**310,378**

Office of the City Manager
1111 - Legal Services

SERVICES PROVIDED:

Funding in this activity is for the services of the City Attorney and staff as well as any other legal services needed during the year. The City Attorney, appointed by the Mayor with the approval of the Council, is the legal advisor to the Mayor and City Council, all City commissions, boards and committees, the City Manager, and all departments of the City government. The City Attorney manages all outside legal counsel. The City Attorney must be admitted to practice by the Maryland Court of Appeals. The City Attorney and Assistant City Attorney attend City Council meetings, other meetings as needed, and provides counsel and assistance relative to legal issues which may arise. The Attorneys are also responsible for representing the City in litigation and other legal disputes; review or prepare proposed Charter amendments, ordinances, resolutions and other legal documents; and give legal advice.

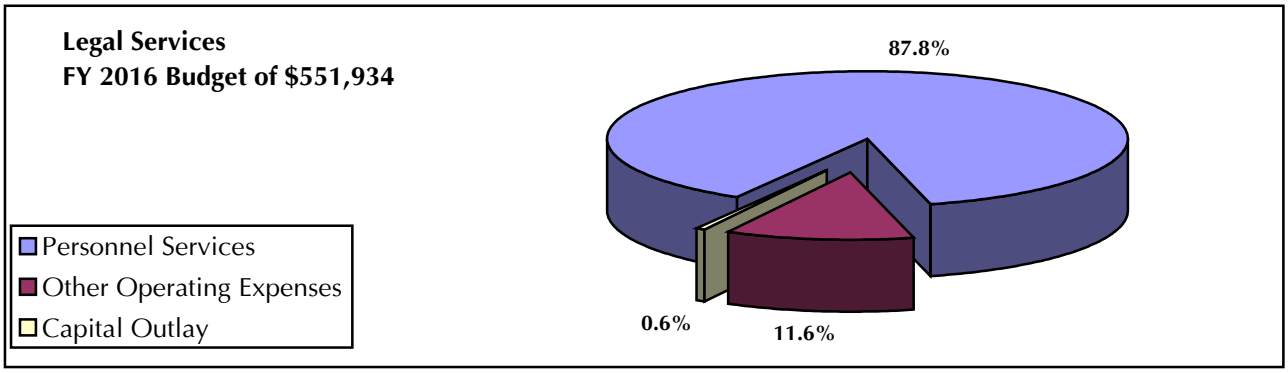
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

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

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



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

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

Activity Analysis Report - Adopted

1111 - Legal Services

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

1111 Legal Services

Expenditure Statement by Object		Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services			
501000	Salaries, Full-Time Employees	363,055	363,055
505200	Other taxable comp-Gfit	315	315
508000	Salaries, Overtime	7,210	7,210
510000	Social Security & Medicare Taxes (FICA	28,325	28,325
514000	Group Insurance	33,904	33,904
514200	Vision Plan	221	221
515000	Retirement Contribution (401A)	29,044	29,044
516000	Savings Plan Contribution (401K)	10,892	10,892
516500	Deferred Compensation	8,143	8,143
519000	Tuition Reimbursement	3,500	3,500
	Subtotal Personnel Services	**484,609**	**484,609**

Operating Expenses

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

1111 Legal Services

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

Capital Outlay

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

1111 Legal Services

Subtotal Capital Outlay	**3,225**	**3,225**
Total	**551,934**	**551,934**

Office of the City Manager
1122 - Registration & Elections

SERVICES PROVIDED:

The Board of Supervisors of Elections consists of five members and one alternate who are residents appointed for four-year staggered terms by the Mayor, with the approval of a majority of the Council. The Board is responsible for supervising the registration of voters and conducting City elections. Registration for City elections is concurrent with registrations for national, state and county elections in that any City resident registered with Montgomery County for national, state and county elections will be entitled to vote in any City election. Citizens may register any time except the period 15 days prior to any regular or special election. Approximately 32,000 City residents are registered voters. The next regularly scheduled City election will be in November of 2015 for the offices of mayor and three members of the City Council.

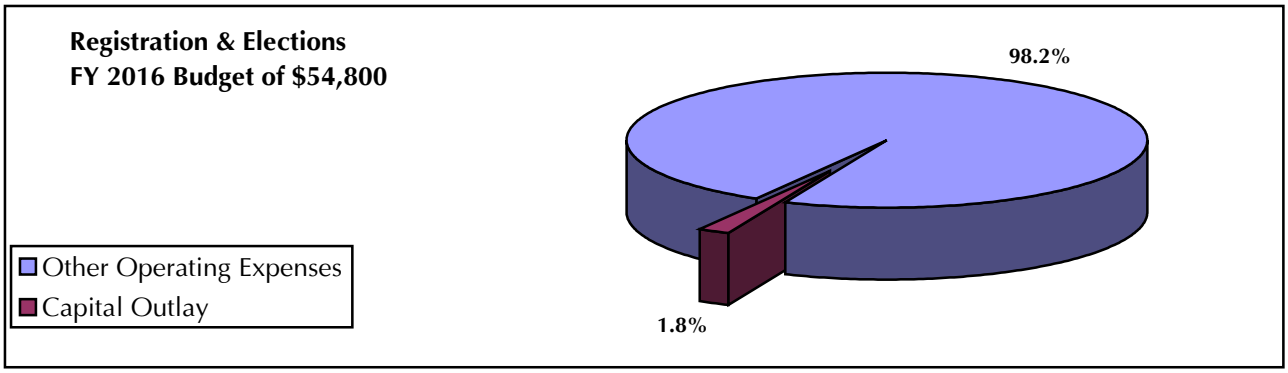
WORK PLAN GOALS:

- Conduct the 2015 City election.

SIGNIFICANT CHANGES:

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

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



Activity Analysis Report - Adopted

1122 - Registration & Elections

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

1122 Registration & Elections

Operating Expenses

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

Capital Outlay

595000 Furniture & Equipment				
Misc. furniture and equipment	1,000		1,000	
Subtotal		**1,000**		**1,000**
Subtotal Capital Outlay		**1,000**		**1,000**
Total		**54,800**		**54,800**

Office of the City Manager

1131 - Office of the City Manager

SERVICES PROVIDED:

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

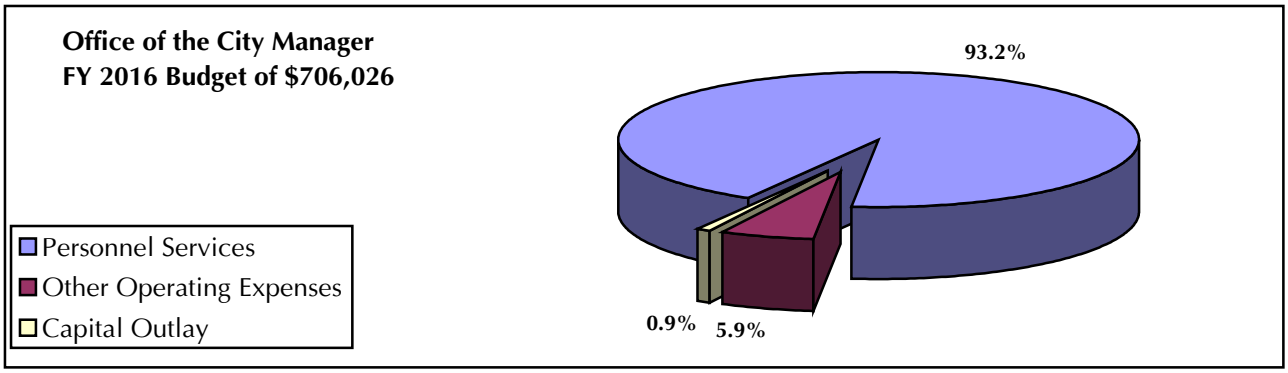
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

- No Significant Changes

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



Activity Analysis Report - Adopted

1131 - Office of the City Manager

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

Activity Analysis Report - Adopted

1131 - Office of the City Manager

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

1131 Office of the City Manager

Expenditure Statement by Object		Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services			
501000	Salaries, Full-Time Employees	490,471	490,471
505200	Other taxable comp-Gfit	624	624
505300	Other taxable comp-housing stipend	2,400	2,400
509000	Salaries, Part-Time Employees	3,072	3,072
510000	Social Security & Medicare Taxes (FICA	37,756	37,756
514000	Group Insurance	54,777	54,777
514200	Vision Plan	405	405
515000	Retirement Contribution (401A)	39,238	39,238
515100	Retirement Health Savings (RHS)	2,732	2,732
516000	Savings Plan Contribution (401K)	14,714	14,714
516500	Deferred Compensation	8,547	8,547
519000	Tuition Reimbursement	3,500	3,500
	Subtotal Personnel Services	**658,236**	**658,236**

Operating Expenses

521000 Office Supplies				
		1,000	1,000	
	Subtotal	**1,000**		**1,000**
525000 Furniture & Fixtures				
		500	500	
	Subtotal	**500**		**500**
526000 Machinery & Equipment				
	Miscellaneous Computer Supplies	500	500	
	Subtotal	**500**		**500**
531600 Software Maintenance Agreements				
	Maintenance - Software (Abobe InDesign Creative Cloud) (1)	230	230	
	Maintenance - Software (Adobe Acrobat Professional) (3)	180	180	
	Maintenance - Software (Adobe Acrobat Standard) (1)	40	40	
	Maintenance - Software (Microsoft CALs) (4)	700	700	
	Subtotal	**1,150**		**1,150**
543000 Contributions				
	Events	5,000	5,000	
	Montgomery County Youth Council - NAACP	1,500	1,500	
	Other Contributions	1,000	1,000	
	Subtotal	**7,500**		**7,500**
544000 Professional Dues & Certification Fees				
	American Planning Association (APA)	650	650	
	International City/County Management Association (ICMA) (2)	2,800	2,800	
	International Parking institute	500	500	
	Maryland City/County Management Association (MCCMA)	200	200	
	National Assoc. of Telecommunications Officers and Advisors (N	970	970	
	Other	500	500	
	Subtotal	**5,620**		**5,620**

1131 Office of the City Manager

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

1131 Office of the City Manager

560000 Miscellaneous				
CMO - Miscellaneous	4,000		4,000	
Intergovernmental Relations	2,500		2,500	
Subtotal		**6,500**		**6,500**
574000 Repair & Maintenance - Vehicles				
Vehicle Maintenance (2 Units)	1,000		1,000	
Subtotal		**1,000**		**1,000**
Subtotal Operating Expenses		**41,370**		**41,370**

Capital Outlay

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

Office of the City Manager
1133 - Economic & Business Development

SERVICES PROVIDED:

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

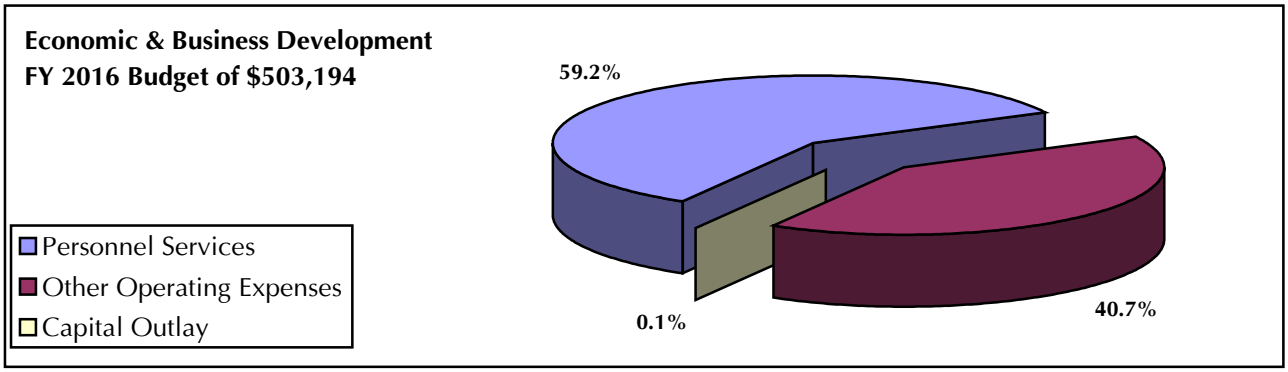
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

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

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



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

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

Activity Analysis Report - Adopted

1133 - Economic & Business Development

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

1133 Economic & Business Development

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

Operating Expenses

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

1133 Economic & Business Development

544000 Professional Dues & Certification Fees				
Chamber of Commerce	575		575	
International Economic Development Corporation (IEDC)	1,300		1,300	
Maryland Economic Development Association (MEDA)	850		850	
Technology Council Maryland	750		750	
Subtotal		**3,475**		**3,475**
545000 Magazines, Books & Resource Material				
	300		300	
Subtotal		**300**		**300**
546000 Conference & Seminar Registration				
Industry Trade Events	3,000		3,000	
International Council of Shopping Centers (ICSC)	460		460	
International Economic Development Corporation (IEDC)	1,000		1,000	
Maryland Economic Development Association (MEDA)	1,500		1,500	
Subtotal		**5,960**		**5,960**
547000 Travel Expense				
International Council of Shopping Centers (ICSC)	2,500		2,500	
International Economic Development Corporation (IEDC)	500		500	
Maryland Economic Development Association (MEDA)	1,000		1,000	
Other	1,500		1,500	
Subtotal		**5,500**		**5,500**
547100 Travel Mileage Reimbursement				
	1,000		1,000	
Subtotal		**1,000**		**1,000**
548000 Economic Development Activities				
Broker and Client Luncheons	1,000		1,000	
Developer Tours and Luncheons	1,000		1,000	
Economic Development Toolbox	125,000		125,000	
Other	2,000		2,000	
Subtotal		**129,000**		**129,000**
548100 Sponsorships				
Gaithersburg-Germantown Chamber of Commerce (GGCC)	3,500		3,500	
Other	2,500		2,500	
Subtotal		**6,000**		**6,000**
551100 Cellular Telephone				
Economic Development Director (1)	840		840	
Subtotal		**840**		**840**
553000 Printing & Binding				
Marketing/ Promotional Materials	4,000		4,000	
Subtotal		**4,000**		**4,000**
556000 Postage				
	500		500	
Subtotal		**500**		**500**

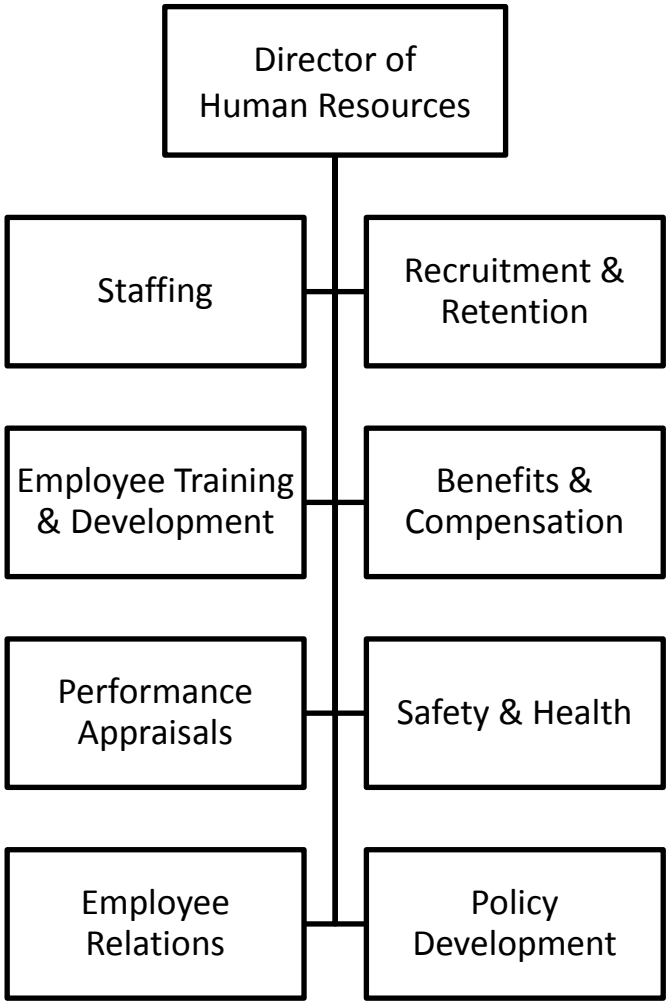
1133 Economic & Business Development

556500 Messenger Services				
Courier Services	100		100	
Subtotal		**100**		**100**
560000 Miscellaneous				
Economic Development Other	6,000		6,000	
Subtotal		**6,000**		**6,000**
Subtotal Operating Expenses		**204,850**		**204,850**

Capital Outlay

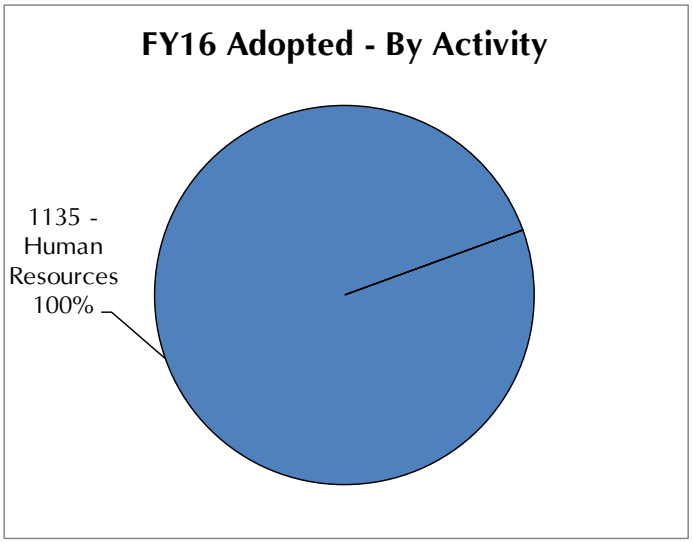
595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC Monitors) (2)	45		45	
Replacement - Computer Hardware (PC) (2)	240		240	
Subtotal		**285**		**285**
Subtotal Capital Outlay		**285**		**285**
Total		**503,194**		**503,194**

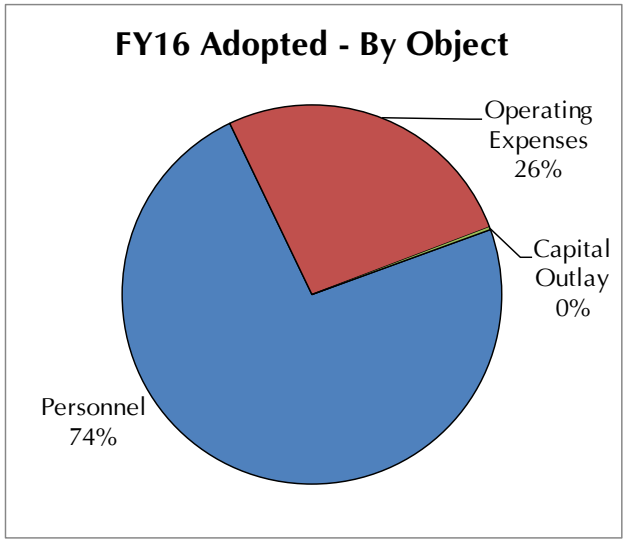
DEPARTMENT OF HUMAN RESOURCES



HUMAN RESOURCES
DEPARTMENT OVERVIEW

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





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

HUMAN RESOURCES
STAFFING SUMMARY BY POSITION

1135 - Human Resources	FY 14	FY 15	FY 16
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
Subtotal	**5**	**5**	**5**

TOTAL	FY 14	FY 15	FY 16
Full-Time Personnel	5	5	5
Employment Agreement Personnel	0	0	0
Part-Time Personnel	0	0	0
	5	**5**	**5**

Human Resources

1135 - Human Resources

SERVICES PROVIDED:

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

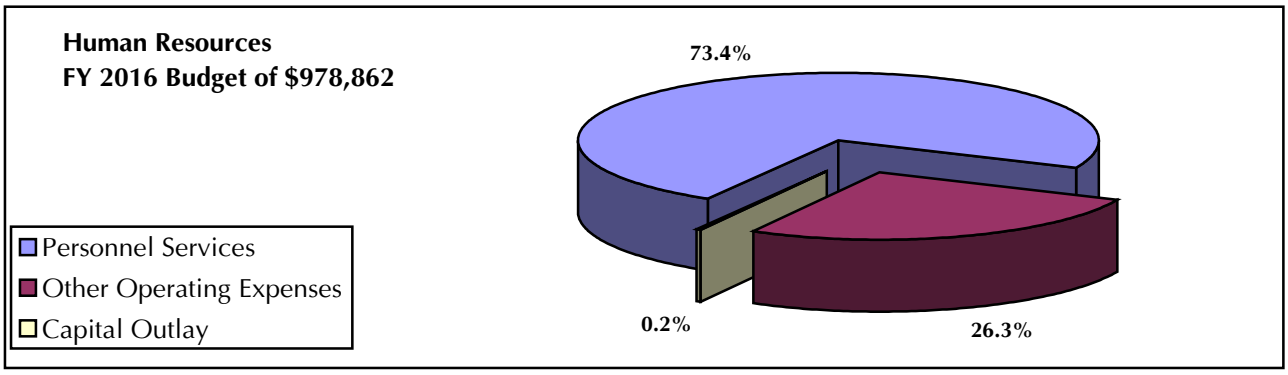
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

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

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



Human Resources

1135 - Human Resources

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

Activity Analysis Report - Adopted

1135 - Human Resources

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

Activity Analysis Report - Adopted

1135 - Human Resources

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

1135 Human Resources

Expenditure Statement by Object		Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services			
501000	Salaries, Full-Time Employees	424,217	424,217
505100	Other taxable comp-multilingual	2,080	2,080
505200	Other taxable comp-Gfit	1,285	1,285
510000	Social Security & Medicare Taxes (FICA	32,453	32,453
514000	Group Insurance	59,476	59,476
514200	Vision Plan	405	405
514700	Insurance Deductible Reimbursement	140,000	140,000
515000	Retirement Contribution (401A)	33,937	33,937
515100	Retirement Health Savings (RHS)	2,732	2,732
516000	Savings Plan Contribution (401K)	12,727	12,727
519000	Tuition Reimbursement	9,500	9,500
	Subtotal Personnel Services	**718,812**	**718,812**

Operating Expenses

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

1135 Human Resources

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

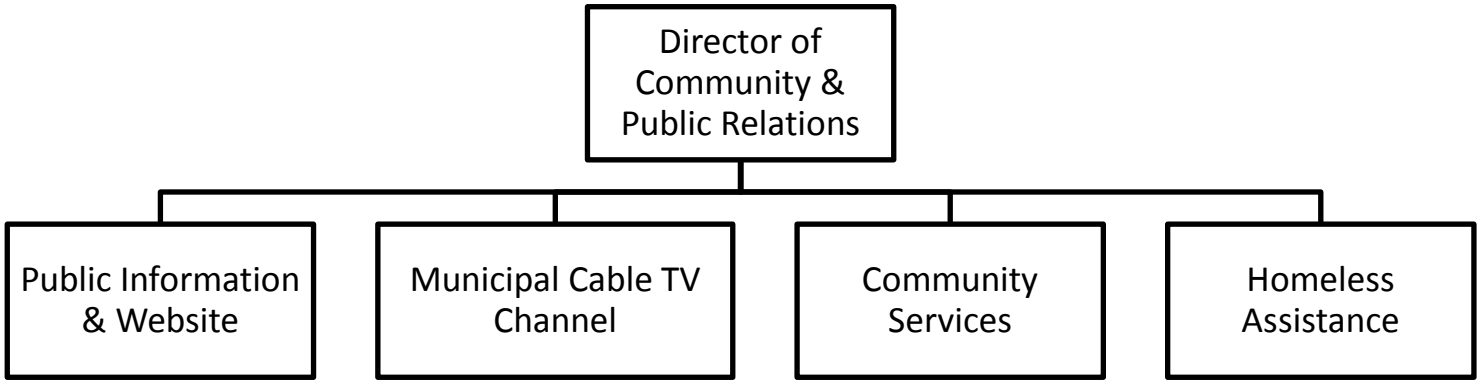
1135 Human Resources

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

Capital Outlay

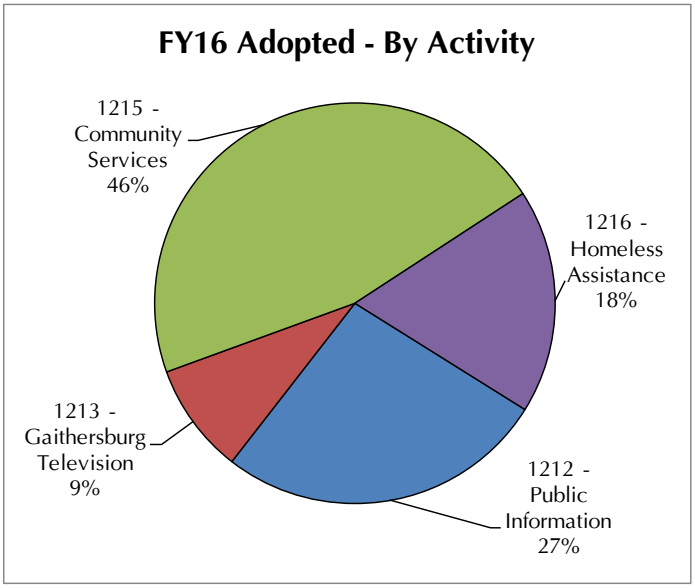
595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC Monitors) (10)	380		380	
Replacement - Computer Hardware (PC) (6)	980		980	
Replacement - Fax Machines	65		65	
Replacement - Printer (Fargo HDP-5000 Card Printer)	665		665	
Replacement - Scanner (Fujitsu FI-6130) (2)	225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

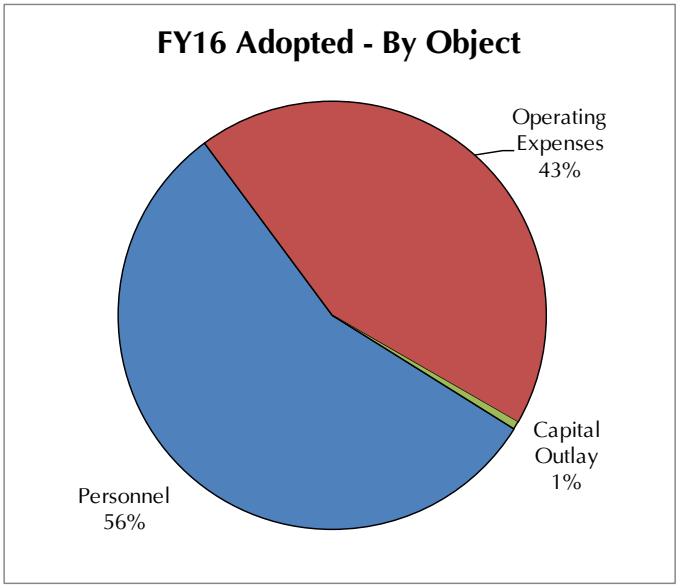
DEPARTMENT OF COMMUNITY & PUBLIC RELATIONS



COMMUNITY AND PUBLIC RELATIONS
DEPARTMENT OVERVIEW

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





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

COMMUNITY AND PUBLIC RELATIONS
STAFFING SUMMARY BY POSITION

1212 - Public Information	FY 14	FY 15	FY 16
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**

1213 - Gaithersburg Television	FY 14	FY 15	FY 16
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**

1215 - Community Services	FY 14	FY 15	FY 16
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**

1216 - Homeless Assistance	FY 14	FY 15	FY 16
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**

TOTAL	FY 14	FY 15	FY 16
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**

Community and Public Relations

1212 - Public Information

SERVICES PROVIDED:

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

WORK PLAN GOALS:

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

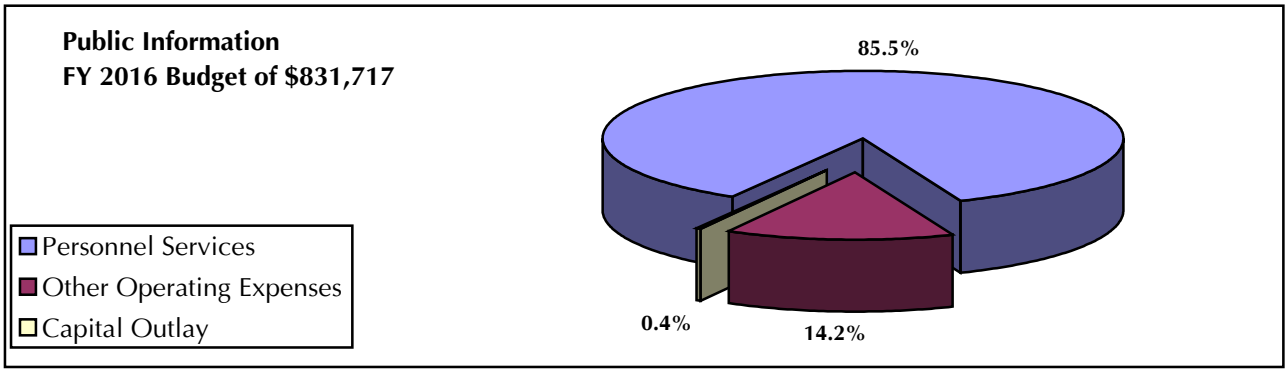
SIGNIFICANT CHANGES:

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

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

Community and Public Relations

1212 - Public Information



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

Activity Analysis Report - Adopted

1212 - Public Information

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

Activity Analysis Report - Adopted

1212 - Public Information

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

1212 Public Information

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

Operating Expenses

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

1212 Public Information

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

Capital Outlay

1212 Public Information

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC Monitors) (10)	500		500	
Replacement - Computer Hardware (PC) (9)	2,445		2,445	
Subtotal		**2,945**		**2,945**
Subtotal Capital Outlay		**2,945**		**2,945**
Total		**831,717**		**831,717**

Community and Public Relations
1213 - Gaithersburg Television

SERVICES PROVIDED:

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

WORK PLAN GOALS:

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

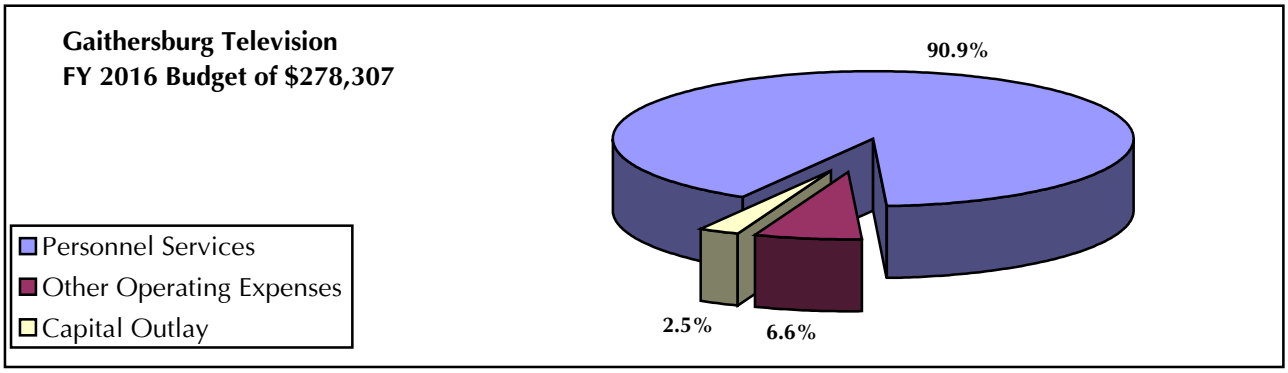
SIGNIFICANT CHANGES:

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

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

Community and Public Relations

1213 - Gaithersburg Television



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

Activity Analysis Report - Adopted

1213 - Gaithersburg Television

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

1213 Gaithersburg Television

Expenditure Statement by Object		Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services			
501000	Salaries, Full-Time Employees	170,831	170,831
505200	Other taxable comp-Gfit	105	105
509000	Salaries, Part-Time Employees	10,605	10,605
510000	Social Security & Medicare Taxes (FICA	13,880	13,880
514000	Group Insurance	38,542	38,542
514200	Vision Plan	184	184
515000	Retirement Contribution (401A)	13,666	13,666
516000	Savings Plan Contribution (401K)	5,125	5,125
	Subtotal Personnel Services	**252,938**	**252,938**

Operating Expenses

522200 Photographic, Audio, Video Supplies					
	Batteries, Light Bulbs, Storage Devices, DVDs, Jewel Cases	3,000		3,000	
	Subtotal		**3,000**		**3,000**
526000 Machinery & Equipment					
	Drone	1,500		1,500	
	Miscellaneous Computer Supplies	500		500	
	Subtotal		**2,000**		**2,000**
531600 Software Maintenance Agreements					
	Maintenance - Software (Adobe Creative Cloud for Teams) (3)	1,350		1,350	
	Maintenance - Software (Avid Media Composer Standard Support)	1,400		1,400	
	Maintenance - Software (Leightronix Total Info)	1,100		1,100	
	Maintenance - Software (Microsoft CALs) (2)	350		350	
	Subtotal		**4,200**		**4,200**
536000 Miscellaneous Professional Services					
	Music Library Fees	1,400		1,400	
	On-air Music Services (DMX)	800		800	
	Voice Over Fees, Contract Services, On Air-Talent	4,000		4,000	
	Subtotal		**6,200**		**6,200**
542000 Awards & Presentations					
	Entry Fees - Television Award Competitions	100		100	
	Subtotal		**100**		**100**
545000 Magazines, Books & Resource Material					
	Still and Motion Graphic Templates	400		400	
	Subtotal		**400**		**400**
547100 Travel Mileage Reimbursement					
		100		100	
	Subtotal		**100**		**100**
556000 Postage					
		150		150	
	Subtotal		**150**		**150**

1213 Gaithersburg Television

560000 Miscellaneous				
	250		250	
Subtotal		**250**		**250**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance - Misc. Television Equipment	2,000		2,000	
Subtotal		**2,000**		**2,000**
Subtotal Operating Expenses		**18,400**		**18,400**

Capital Outlay

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

Community and Public Relations

1215 - Community Services

SERVICES PROVIDED:

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

WORK PLAN GOALS:

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

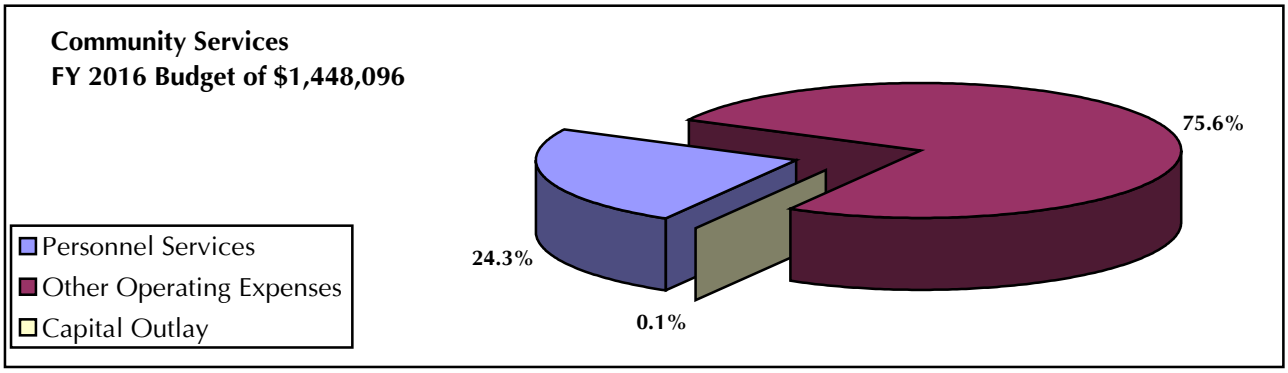
SIGNIFICANT CHANGES:

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

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

Community and Public Relations

1215 - Community Services



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

Activity Analysis Report - Adopted

1215 - Community Services

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

Activity Analysis Report - Adopted

1215 - Community Services

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

1215 Community Services

Expenditure Statement by Object		Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services			
501000	Salaries, Full-Time Employees	243,326	243,326
505100	Other taxable comp-multilingual	2,080	2,080
505200	Other taxable comp-Gfit	315	315
508000	Salaries, Overtime	1,030	1,030
509000	Salaries, Part-Time Employees	8,608	8,608
510000	Social Security & Medicare Taxes (FICA	19,352	19,352
514000	Group Insurance	43,463	43,463
514200	Vision Plan	313	313
515000	Retirement Contribution (401A)	19,466	19,466
515100	Retirement Health Savings (RHS)	2,732	2,732
516000	Savings Plan Contribution (401K)	7,300	7,300
519000	Tuition Reimbursement	3,500	3,500
	Subtotal Personnel Services	**351,485**	**351,485**

Operating Expenses

521000 Office Supplies				
		1,000		1,000
	Subtotal		**1,000**	**1,000**
522000 General Operating Supplies				
	DeSellum House (trash bags, paper products & cleaning supplies)	750		750
	Subtotal		**750**	**750**
522500 Program Activities				
	BANK ON and Financial Wellness Coalition Events	1,500		1,500
	CHARACTER COUNTS! Community Events	800		800
	City Advisory Committee Meetings and Activities	1,000		1,000
	Gaithersburg Coalition of Providers Meetings and Trainings	600		600
	Gaithersburg Interfaith Alliance Meeting	400		400
	Holiday Giving Coalition Distribution Events	400		400
	Holiday Giving pass through of donations	25,000		25,000
	Landlord Appreciation Event	500		500
	Mayor's Book Club and Book Festival	200		200
	Principal/Counselor/PTA Meeting	1,000		1,000
	Subtotal		**31,400**	**31,400**
525000 Furniture & Fixtures				
	Four Office Chairs	1,000		1,000
	Subtotal		**1,000**	**1,000**
526000 Machinery & Equipment				
	Shredder (1/2 of expense shared with 1216 - Homeless Assistance)	150		150
	Washer, Dryer, Freezers (2), Refrig., Dehumidifier (DeSellum)	3,000		3,000
	Subtotal		**3,150**	**3,150**
530000 Accounting & Audit				
		60		60
	Subtotal		**60**	**60**

1215 Community Services

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

1215 Community Services

546000 Conference & Seminar Registration				
Training & Conference (Bank On and Financial Wellness, Social/	800		800	
Subtotal		**800**		**800**
546300 In-Service Training				
Mental Health Topics	500		500	
Subtotal		**500**		**500**
547000 Travel Expense				
	200		200	
Subtotal		**200**		**200**
547100 Travel Mileage Reimbursement				
Meetings	500		500	
Subtotal		**500**		**500**
550000 Electric				
DeSellum House	3,500		3,500	
Subtotal		**3,500**		**3,500**
550200 Water				
DeSellum House - Water and Sewer	2,000		2,000	
Subtotal		**2,000**		**2,000**
550700 Recycling Services/Trash Collection				
DeSellum House	200		200	
Subtotal		**200**		**200**
551000 Telephone (Landline)				
Community Services Telephones	1,330		1,330	
DeSellum House Facility Telephone	600		600	
Subtotal		**1,930**		**1,930**
551100 Cellular Telephone				
Cell phone (2)	1,680		1,680	
Desellum House AirCard	500		500	
Subtotal		**2,180**		**2,180**
553000 Printing & Binding				
Bank On	750		750	
General Community Outreach	750		750	
Subtotal		**1,500**		**1,500**
556000 Postage				
Community Outreach and Stakeholders Including Holiday Giving	1,300		1,300	
Subtotal		**1,300**		**1,300**
560000 Miscellaneous				
Promotional Items (Community Service give aways)	500		500	
Subtotal		**500**		**500**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance & Supplies - Copier (Ricoh MP 5002SP)	580		580	
Subtotal		**580**		**580**
Subtotal Operating Expenses		**1,094,931**		**1,094,931**

1215 Community Services

Capital Outlay

595100 Furniture & Equipment (Replacement)			
Replacement - Computer Hardware (PC Monitors) (7)	85	85	
Replacement - Computer Hardware (PC) (6)	1,410	1,410	
Replacement - Point Of Sale Hardware	185	185	
Subtotal		**1,680**	**1,680**
Subtotal Capital Outlay		**1,680**	**1,680**
Total		**1,448,096**	**1,448,096**

Community and Public Relations

1216 - Homeless Assistance

SERVICES PROVIDED:

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

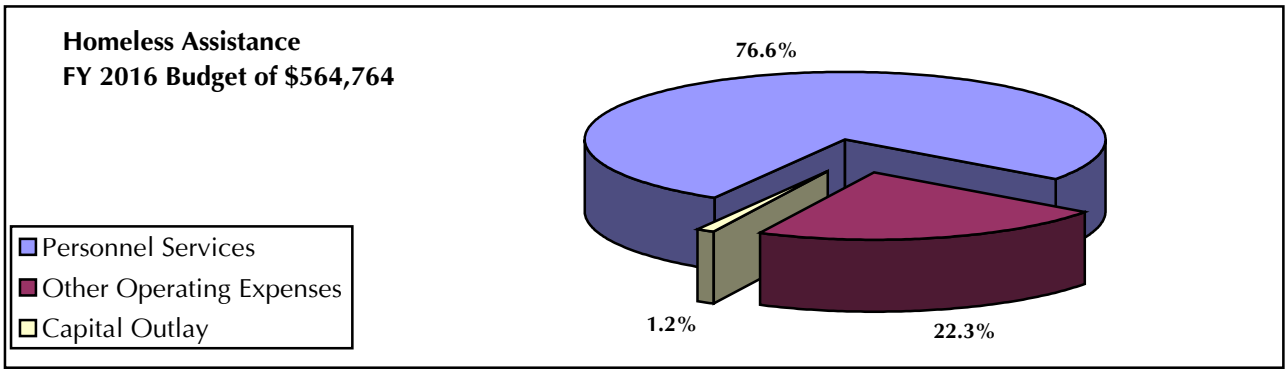
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

- No Significant Changes

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



Performance Measures	Actual	Budgeted	Projected

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

Activity Analysis Report - Adopted

1216 - Homeless Assistance

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

Activity Analysis Report - Adopted

1216 - Homeless Assistance

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

1216 Homeless Assistance

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

Operating Expenses

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

1216 Homeless Assistance

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

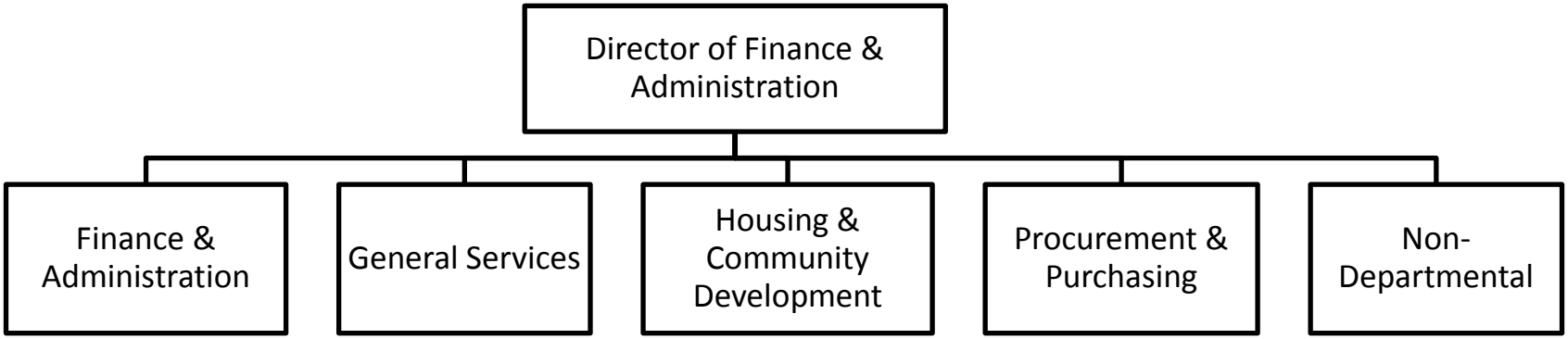
1216 Homeless Assistance

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

Capital Outlay

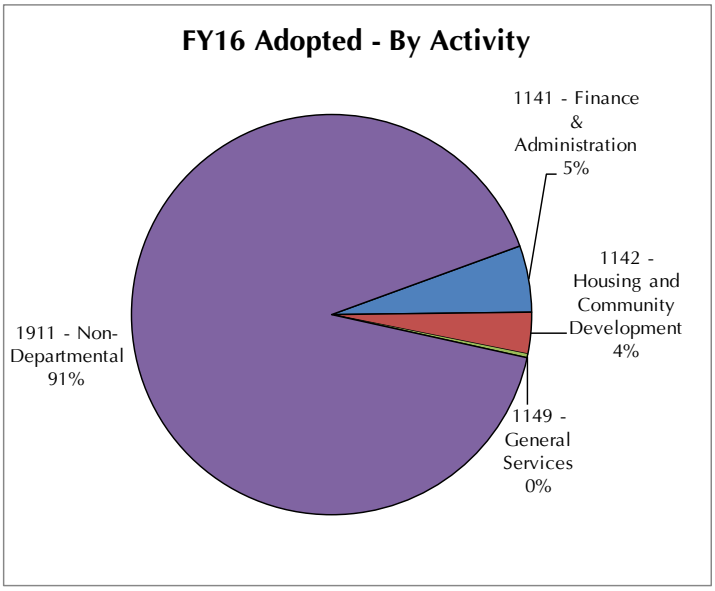
595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC Monitors) (8)	2,110		2,110	
Replacement - Computer Hardware (PC) (9)	160		160	
Replacement - Printer (Brother MFC-7860)	75		75	
Subtotal		**2,345**		**2,345**
596100 Vehicles & Equipment (Replacement)				
Vehicle Replacement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

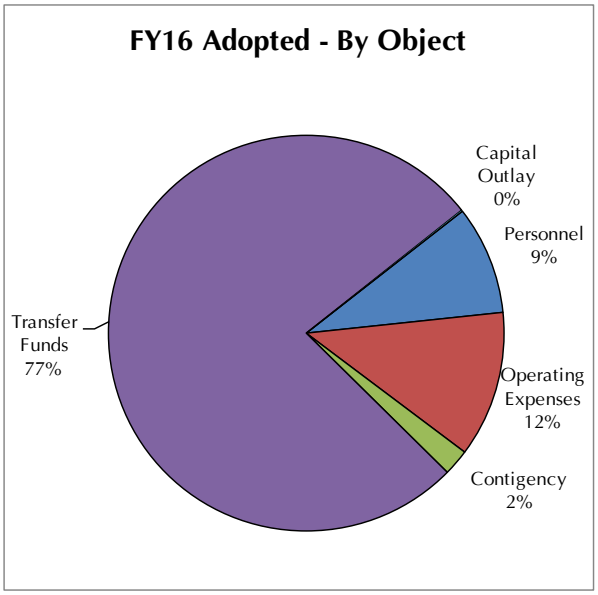
DEPARTMENT OF FINANCE & ADMINISTRATION



FINANCE AND ADMINISTRATION
DEPARTMENT OVERVIEW

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





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

FINANCE AND ADMINISTRATION
STAFFING SUMMARY BY POSITION

1141 - Finance & Administration	**FY 14**	**FY 15**	**FY 15**
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
Subtotal	**9.5**	**9.5**	**9.5**

1142 - Housing & Community Development	**FY 14**	**FY 15**	**FY 16**
Housing & Community Development Chief	1	1	1
Part-Time Personnel	0.5	0.5	0.5
Subtotal	**1.5**	**1.5**	**1.5**

1149 - General Services	**FY 14**	**FY 15**	**FY 16**
None	**0**	**0**	**0**

1911 - Non-Departmental	**FY 14**	**FY 15**	**FY 16**
None	**0**	**0**	**0**

TOTAL	**FY 14**	**FY 15**	**FY 16**
Full-Time Personnel	10	10	10
Employment Agreement Personnel	0	0	0
Part-Time Personnel	1	1	1
	11	**11**	**11**

Finance and Administration

1141 - Finance & Administration

SERVICES PROVIDED:

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

WORK PLAN GOALS:

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

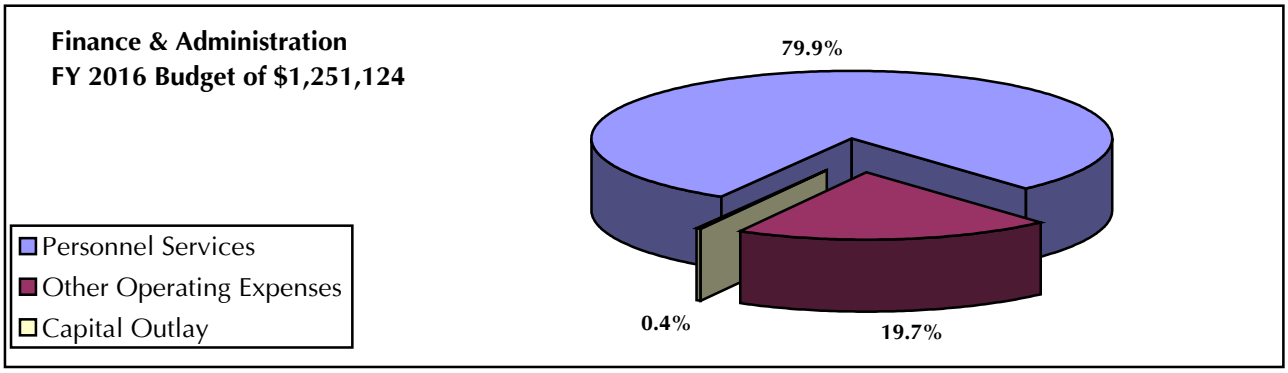
SIGNIFICANT CHANGES:

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

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

Finance and Administration

1141 - Finance & Administration



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

Activity Analysis Report - Adopted

1141 - Finance & Administration

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

Activity Analysis Report - Adopted

1141 - Finance & Administration

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

1141 Finance & Administration

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

Operating Expenses

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

1141 Finance & Administration

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

1141 Finance & Administration

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

Capital Outlay

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

Finance and Administration

1142 - Housing and Community Development

SERVICES PROVIDED:

The Division of Housing and Community Development is responsible for implementing the City's Affordable Housing Program for both homeownership and rental units in new construction. Staff oversees the administration of the down payment and closing cost assistance program, using Federal and local dollars. Other Federal, State and County grants are also administered by this division. These grants include the Federal Community Development Block Grant (CDBG) program, congressional appropriations, bond bill projects and City-wide competitive grant programs. In addition to submitting grant proposals to support key strategic directions, this division is responsible for appropriate oversight and monitoring of grants awarded to the City.

WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

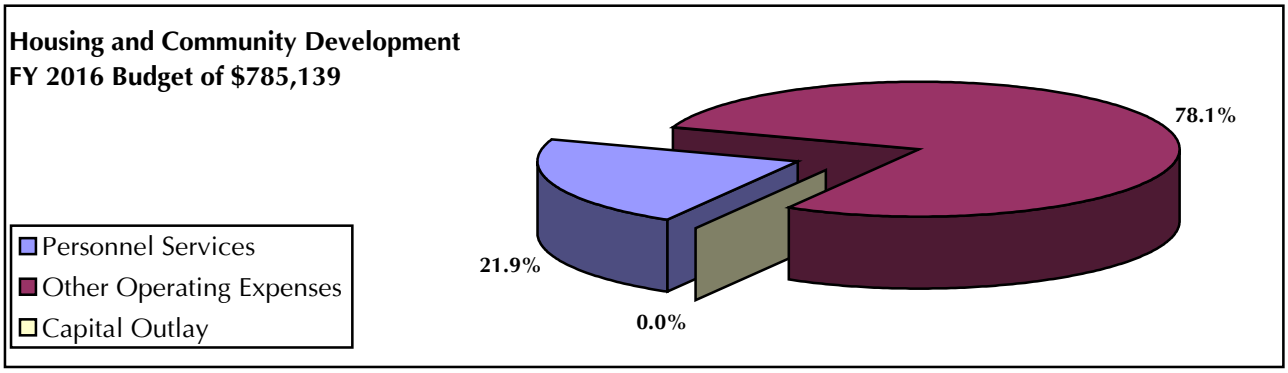
- Contribution decreased by $377,000 because FY15 Budget included $400,000 for Housing Initiative Fund. It is expected funds will be deployed as loans rather than grants which are not considered to be expenditures.
- Homeownership increased by $256,500 to reflect the exponential growth in the GHALP program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

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

Finance and Administration

1142 - Housing and Community Development

Housing and Community Development
FY 2016 Budget of $785,139



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

Activity Analysis Report - Adopted

1142 - Housing and Community Development

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

1142 Housing and Community Development

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

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

1142 Housing and Community Development

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

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC Monitors) (2)	85		85	
Subtotal		**85**		**85**
Subtotal Capital Outlay		**85**		**85**
Total		**785,139**		**785,139**

Finance and Administration

1149 - General Services

SERVICES PROVIDED:

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

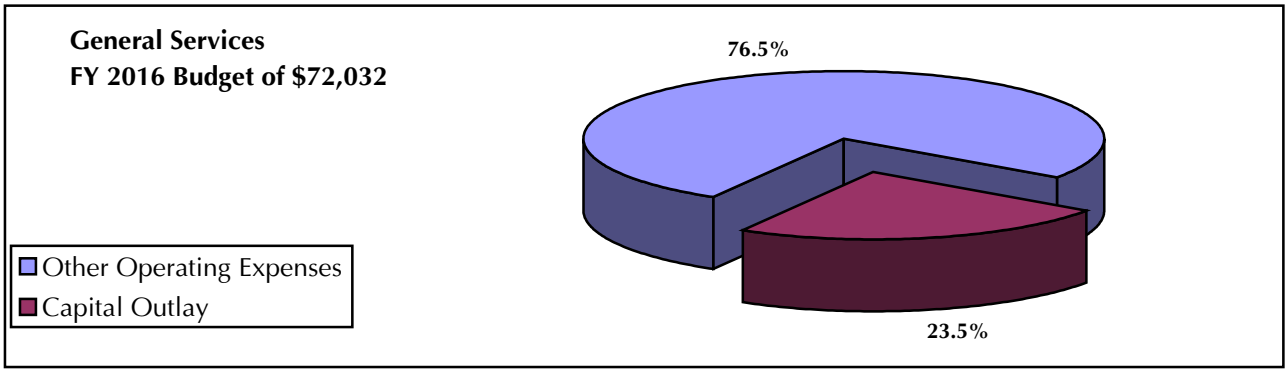
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

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

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



Activity Analysis Report - Adopted

1149 - General Services

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

1149 General Services

Operating Expenses

521000 Office Supplies				
City Wide Office Supplies	12,000		12,000	
Printer and Fax Supplies	4,000		4,000	
Subtotal		**16,000**		**16,000**
522000 General Operating Supplies				
	750		750	
Subtotal		**750**		**750**
526000 Machinery & Equipment				
Miscellaneous Computer Supplies	500		500	
Subtotal		**500**		**500**
531600 Software Maintenance Agreements				
Maintenance - Software (Constant Contact)	850		850	
Maintenance - Software (Haines Criss Cross)	1,500		1,500	
Maintenance - Software (LaserFiche)	15,500		15,500	
Maintenance - Software (Software House Access Control)	1,200		1,200	
Subtotal		**19,050**		**19,050**
552500 Vehicle & Equipment Gasoline Expense				
	450		450	
Subtotal		**450**		**450**
556000 Postage				
	3,500		3,500	
Subtotal		**3,500**		**3,500**
560000 Miscellaneous				
	750		750	
Subtotal		**750**		**750**
567000 Rental & Use Charges				
E-Z Pass	100		100	
Postage Machine Rental	4,500		4,500	
Postage Meter Rental	550		550	
Subtotal		**5,150**		**5,150**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance & Supplies - Copier (Ricoh - Color Printing) (2)	7,200		7,200	
Maintenance & Supplies - Copier (Ricoh) (2)	755		755	
Maintenance & Supplies - Printers (HP DesignJet T1200)	500		500	
Subtotal		**8,455**		**8,455**
574000 Repair & Maintenance - Vehicles				
Vehicle Maintenance (1 Unit)	500		500	
Subtotal		**500**		**500**
Subtotal Operating Expenses		**55,105**		**55,105**

Capital Outlay

1149 General Services

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

Finance and Administration

1911 - Non-Departmental

SERVICES PROVIDED:

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

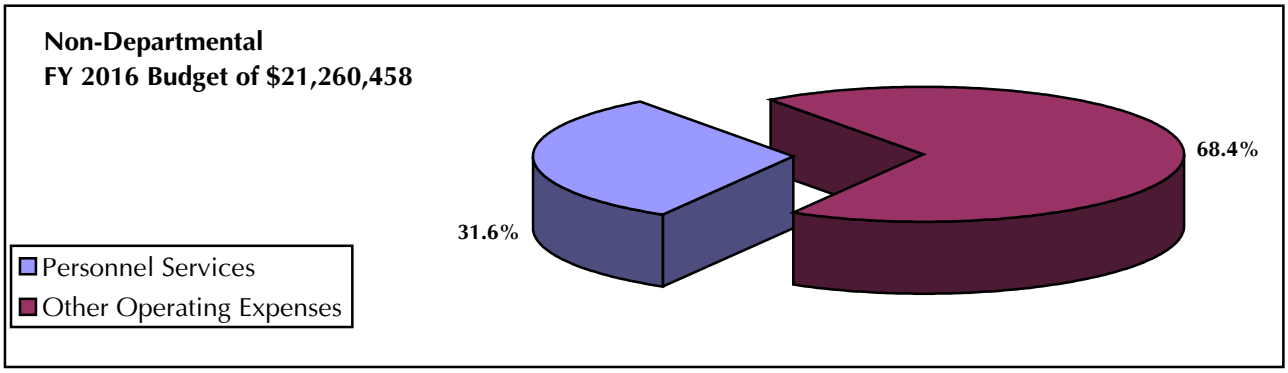
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

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

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


Non-Departmental
FY 2016 Budget of $21,260,458
68.4%
31.6%
Personnel Services
Other Operating Expenses

Activity Analysis Report - Adopted

1911 - Non-Departmental

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

1911 Non-Departmental

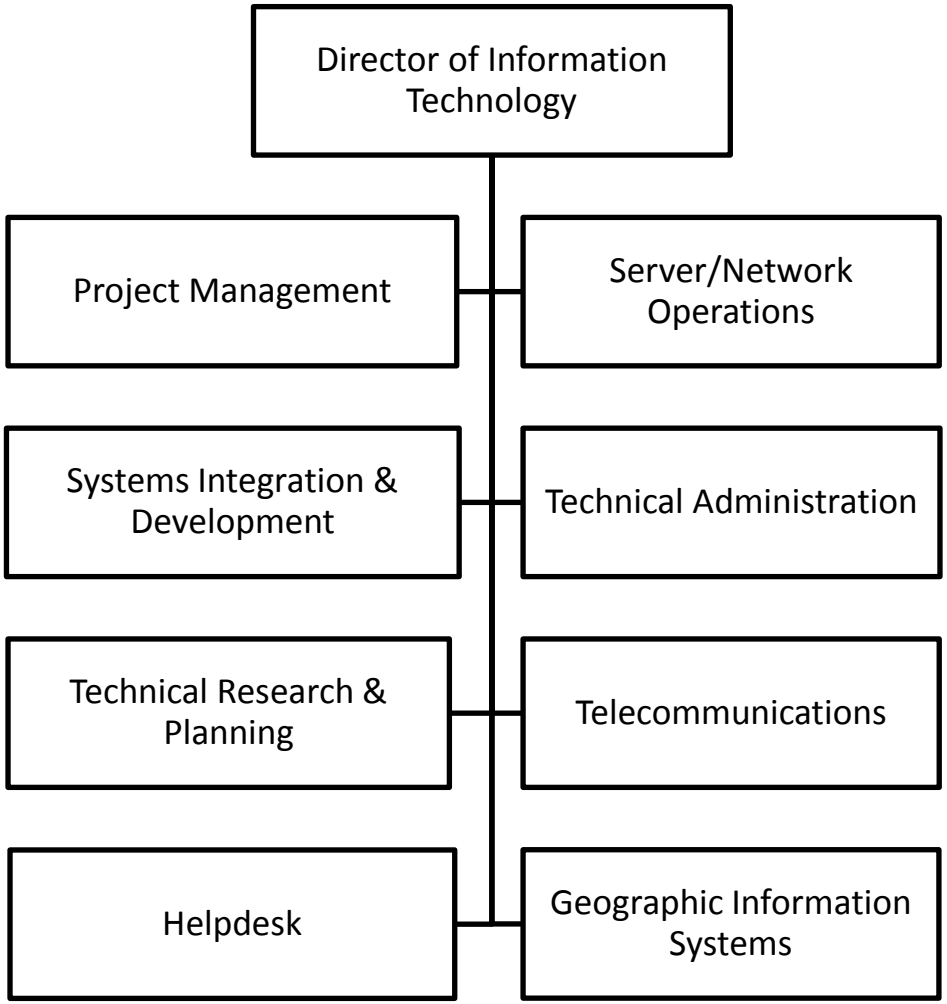
Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
507000 Vacation & Sick Pay	275,000	275,000
510000 Social Security & Medicare Taxes (FICA	21,038	21,038
512000 State Unemployment	45,396	45,396
513000 Workers' Compensation Insurance	301,810	301,810
514000 Group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

1911 Non-Departmental

Contingency

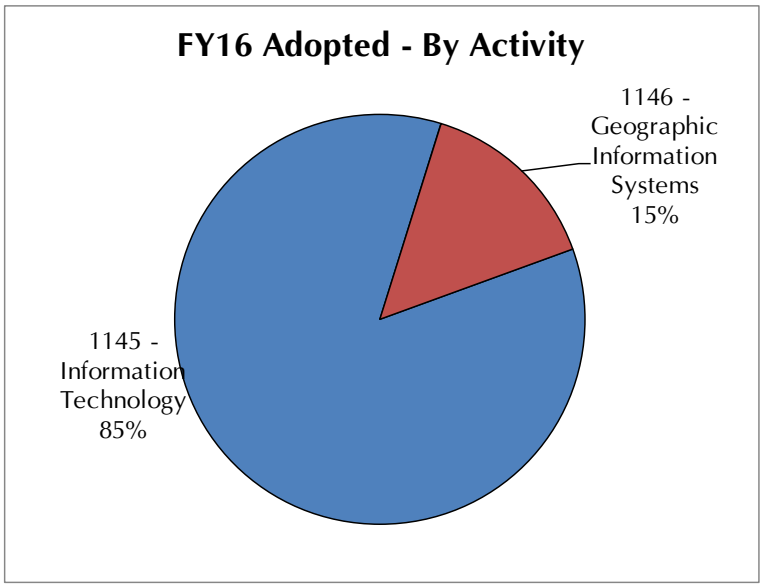
580000 Contingency			
Contingency	500,000	500,000	
Subtotal		**500,000**	**500,000**
589000 Transfers To Other Funds			
Transfer to CIP	13,300,000	13,300,000	
Transfer to OPEB Trust	1,200,000	1,200,000	
Transfer to stormwater fund - City storm fee	0	91,000	
Transfer to stormwater fund - revenues	3,400,000	3,400,000	
Subtotal		**17,900,000**	**17,991,000**
Subtotal Capital Outlay		**18,400,000**	**18,491,000**
Total		**21,260,458**	**21,269,458**

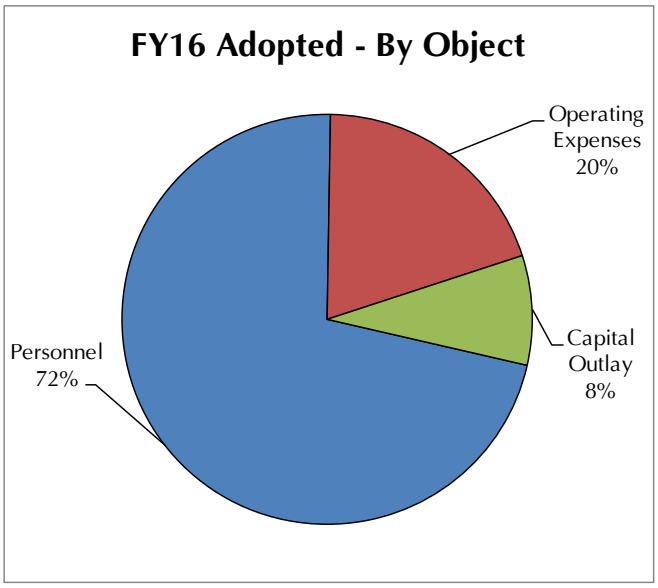
DEPARTMENT OF INFORMATION TECHNOLOGY



INFORMATION TECHNOLOGY
DEPARTMENT OVERVIEW

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





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

INFORMATION TECHNOLOGY
STAFFING SUMMARY BY POSITION

1145 - Information Technology	FY 14	FY 15	FY 16
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
Subtotal	**10.5**	**10.5**	**10.5**

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

TOTAL	FY 14	FY 15	FY 16
Full-Time Personnel	11	11	12
Employment Agreement Personnel	0	0	0
Part-Time Personnel	1	1	0.5
	12	**12**	**12.5**

Information Technology
1145 - Information Technology

SERVICES PROVIDED:

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

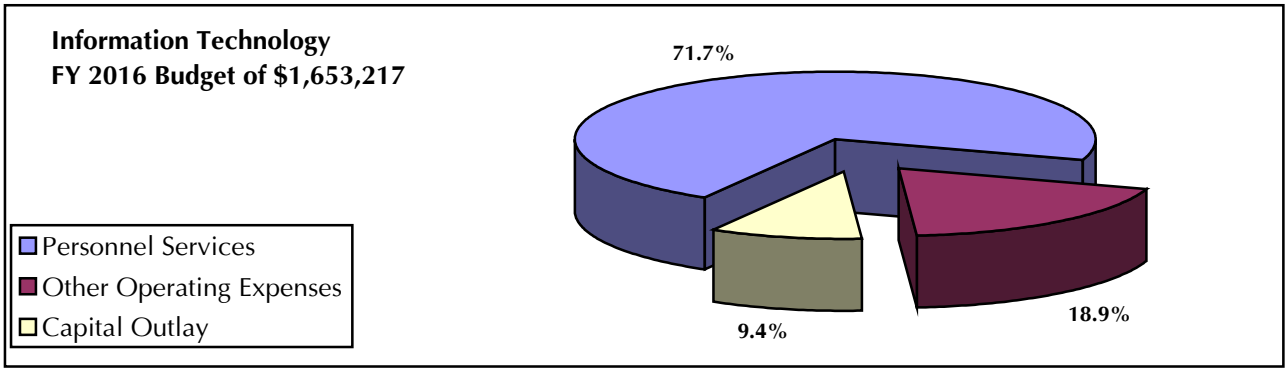
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

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

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



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

Activity Analysis Report - Adopted

1145 - Information Technology

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

1145 Information Technology

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

Operating Expenses

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

1145 Information Technology

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

1145 Information Technology

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

Capital Outlay

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

Total	**1,653,217**	**1,653,217**

Information Technology
1146 - Geographic Information Systems

SERVICES PROVIDED:

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

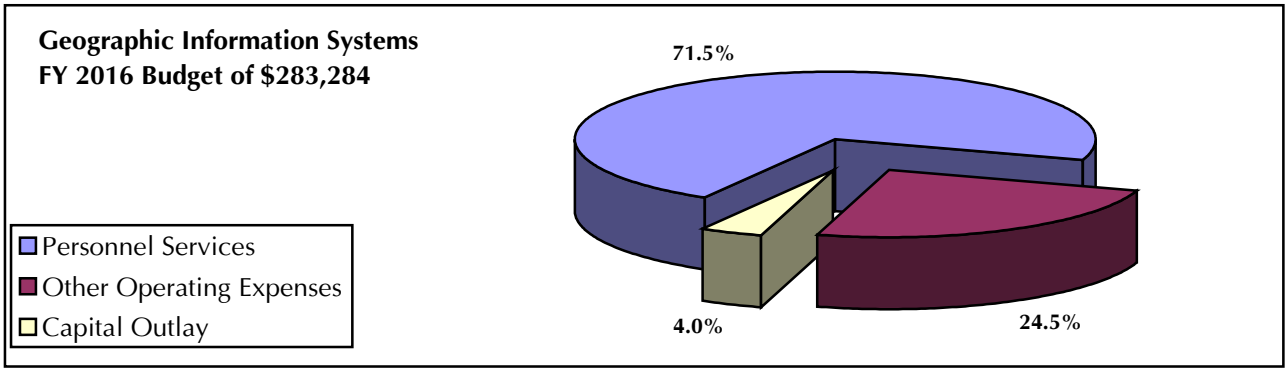
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

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

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



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

** There is no baseline to propose a number.
* New tracking in FY13

Activity Analysis Report - Adopted

1146 - Geographic Information Systems

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

1146 Geographic Information Systems

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

Operating Expenses

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

1146 Geographic Information Systems

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

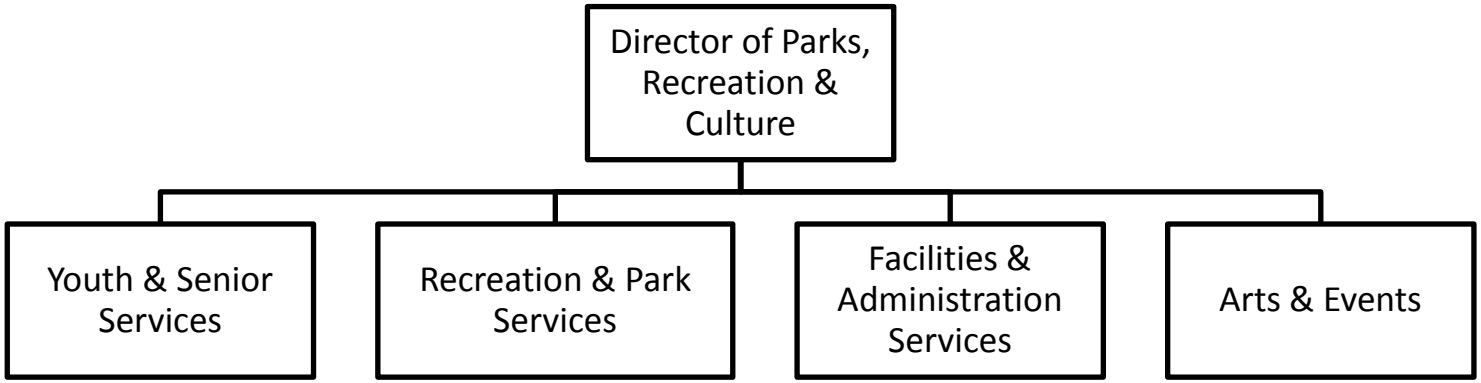
1146 Geographic Information Systems

560000 Miscellaneous				
Miscellaneous	100		100	
Subtotal		**100**		**100**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance - GIS Equipment - Trimble Handheld	325		325	
Subtotal		**325**		**325**
Subtotal Operating Expenses		**69,305**		**69,305**

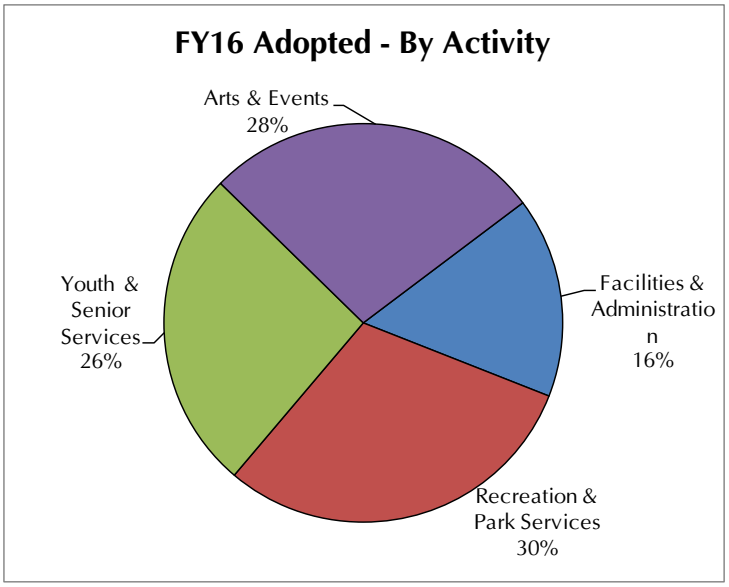
Capital Outlay

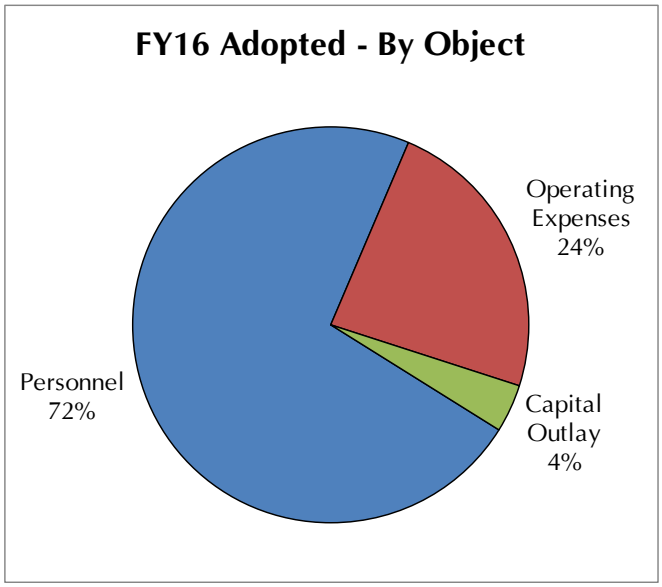
595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC Monitors) (4)	420		420	
Replacement - GIS Data (Ortho Imagery - Aerials)	6,000		6,000	
Replacement - GIS Data (Pictometry)	3,500		3,500	
Replacement - Trimble Handheld	1,385		1,385	
Subtotal		**11,305**		**11,305**
Subtotal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

DEPARTMENT OF PARKS, RECREATION & CULTURE



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





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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Department of Parks, Recreation and Culture

1411 - Parks, Recreation & Culture Administration

SERVICES PROVIDED:

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

WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

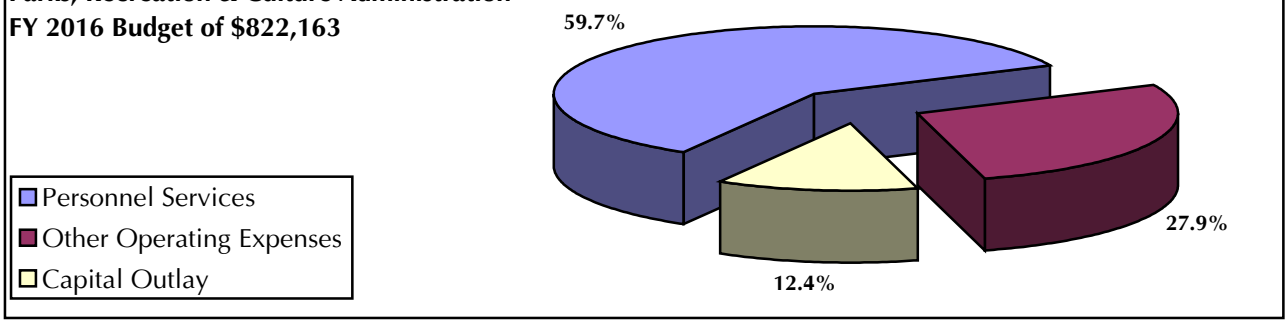
- Americans with Disabilities Act increased $13,000 due to the line item being streamlined into a single activity.
- FT Salaries decreased $55,102 due to the elimination of the Resource Development Administrator
- Furniture & Equipment (Replacement) decreased by $8,410 due to copier replacement.
- Repair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

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

Department of Parks, Recreation and Culture

1411 - Parks, Recreation & Culture Administration

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



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

Activity Analysis Report - Adopted

1411 - Parks, Recreation & Culture Administration

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

Activity Analysis Report - Adopted

1411 - Parks, Recreation & Culture Administration

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

1411 Parks, Recreation & Culture Administration

Expenditure Statement by Object		Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services			
501000	Salaries, Full-Time Employees	361,703	361,703
505200	Other taxable comp-Gfit	718	718
509000	Salaries, Part-Time Employees	16,753	16,753
510000	Social Security & Medicare Taxes (FICA	28,952	28,952
514000	Group Insurance	39,821	39,821
514200	Vision Plan	221	221
515000	Retirement Contribution (401A)	28,936	28,936
515100	Retirement Health Savings (RHS)	2,732	2,732
516000	Savings Plan Contribution (401K)	10,851	10,851
	Subtotal Personnel Services	**490,687**	**490,687**
Operating Expenses			
521000 Office Supplies			
	Cartridges - Printers (6)	2,800	2,800
	Fingerprint Supplies	300	300
	Membership Card Printer Supplies	1,000	1,000
	Postage Meter - Ink, Sealer and Tape	300	300
	Receipt Printer Supplies	500	500
	Stamps, Cash Bags and Office Supplies	1,800	1,800
	Subtotal	**6,700**	**6,700**
522000 General Operating Supplies			
	Facility and Event Materials	1,800	1,800
	First Aid Supplies	400	400
	Subtotal	**2,200**	**2,200**
526000 Machinery & Equipment			
	Miscellaneous Computer Supplies	1,000	1,000
	Subtotal	**1,000**	**1,000**
530000 Accounting & Audit			
	Credit Card Processing Fees	79,000	79,000
	Subtotal	**79,000**	**79,000**
531600 Software Maintenance Agreements			
	Maintenance - Software (Adobe Acrobat Professional) (1)	60	60
	Maintenance - Software (Adobe InDesign Creative Cloud) (1)	230	230
	Maintenance - Software (Class)	21,000	21,000
	Maintenance - Software (Microsoft CALs) (7)	1,225	1,225
	Subtotal	**22,515**	**22,515**
533000 Legal			
	American Society of Composers, Authors and Publishers	680	680
	Broadcast Music, Inc. License Agreement	600	600
	Motion Picture License Agreement	1,200	1,200
	Society of European Songwriters, Artists and Composers	1,250	1,250
	Subtotal	**3,730**	**3,730**

1411 Parks, Recreation & Culture Administration

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

1411 Parks, Recreation & Culture Administration

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

Capital Outlay

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

Department of Parks, Recreation and Culture

1415 - Recreation Programs & Sports

SERVICES PROVIDED:

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

WORK PLAN GOALS:

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

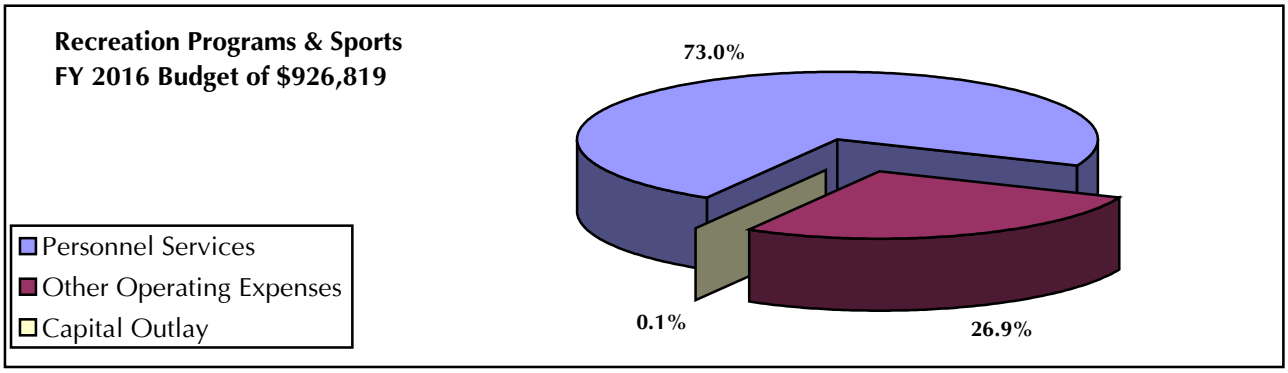
SIGNIFICANT CHANGES:

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

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

Department of Parks, Recreation and Culture

1415 - Recreation Programs & Sports



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

Activity Analysis Report - Adopted

1415 - Recreation Programs & Sports

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

Activity Analysis Report - Adopted

1415 - Recreation Programs & Sports

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

1415 Recreation Programs & Sports

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

1415 Recreation Programs & Sports

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

1415 Recreation Programs & Sports

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

Capital Outlay

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

Department of Parks, Recreation and Culture

1416 - Recreation Classes

SERVICES PROVIDED:

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

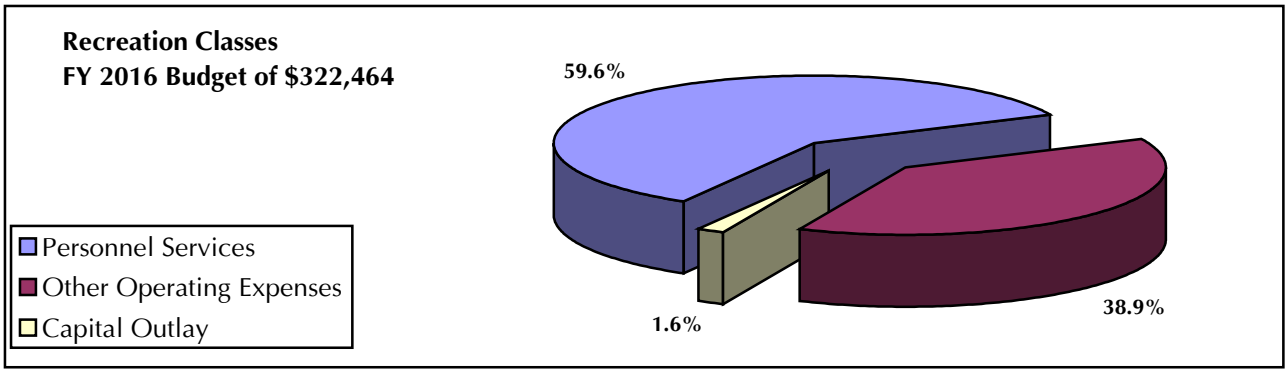
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

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

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



Department of Parks, Recreation and Culture

1416 - Recreation Classes

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

Activity Analysis Report - Adopted

1416 - Recreation Classes

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

1416 Recreation Classes

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
501000 Salaries, Full-Time Employees	73,045	73,045
509000 Salaries, Part-Time Employees	84,478	84,478
510000 Social Security & Medicare Taxes (FICA	12,051	12,051
514000 Group Insurance	14,448	14,448
514200 Vision Plan	92	92
515000 Retirement Contribution (401A)	5,844	5,844
516000 Savings Plan Contribution (401K)	2,191	2,191
Subtotal Personnel Services	**192,149**	**192,149**
Operating Expenses		
522000 General Operating Supplies		
Aerobic Exercise Steps	1,225	1,225
Class Supplies	400	400
Gymnastics Supplies - Talc, Mat Cleaner and Pads	150	150
Summer Dance Camp Music and Craft Supplies	225	225
Subtotal	**2,000**	**2,000**
526000 Machinery & Equipment		
Miscellaneous Computer Devices & Supplies	500	500
Subtotal	**500**	**500**
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe InDesign Creative Cloud) (1)	230	230
Maintenance - Software (Microsoft CALs) (2)	350	350
Subtotal	**580**	**580**
536500 Investigations		
Background Checks	300	300
Subtotal	**300**	**300**
537000 Instructor Services		
Classes - Exercise, Dance and Karate	105,000	105,000
Subtotal	**105,000**	**105,000**
541000 Advertising		
Social Media Announcements	1,200	1,200
Subtotal	**1,200**	**1,200**
544000 Professional Dues & Certification Fees		
Aerobics and Fitness Association Recertification	160	160
First Aid and Cardiopulmonary Resuscitation Training	200	200
Subtotal	**360**	**360**
546000 Conference & Seminar Registration		
Local Maryland Recreation & Parks Association Seminars	125	125
Subtotal	**125**	**125**
549000 Scholarship Management		
Resident Class Scholarships	1,000	1,000
Subtotal	**1,000**	**1,000**

1416 Recreation Classes

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

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Vault	5,000		5,000	
Subtotal		**5,000**		**5,000**
Subtotal Capital Outlay		**5,000**		**5,000**
Total		**322,464**		**322,464**

Department of Parks, Recreation and Culture

1417 - Youth Services

SERVICES PROVIDED:

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

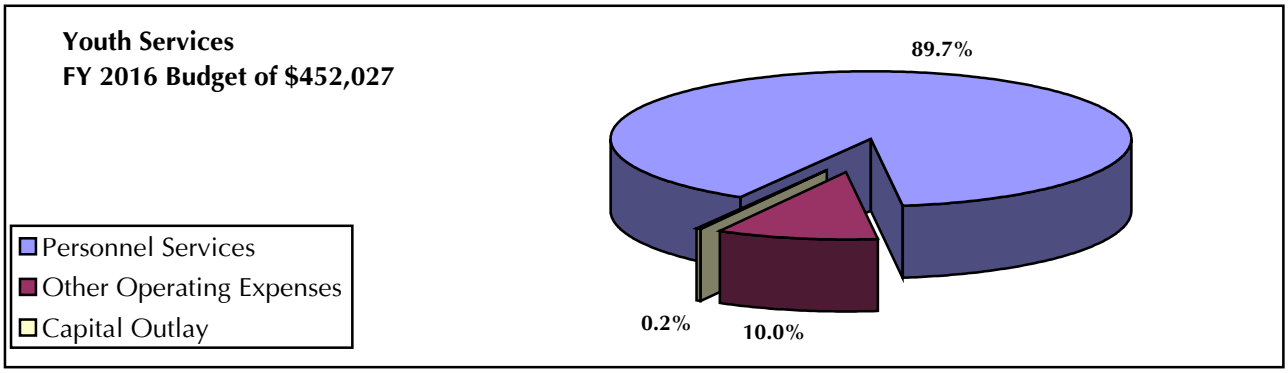
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

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

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



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

Activity Analysis Report - Adopted

1417 - Youth Services

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

1417 Youth Services

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
501000 Salaries, Full-Time Employees	220,606	220,606
505100 Other taxable comp-multilingual	4,160	4,160
505200 Other taxable comp-Gfit	175	175
509000 Salaries, Part-Time Employees	97,061	97,061
510000 Social Security & Medicare Taxes (FICA	24,302	24,302
514000 Group Insurance	34,868	34,868
514200 Vision Plan	129	129
515000 Retirement Contribution (401A)	17,648	17,648
516000 Savings Plan Contribution (401K)	6,618	6,618
Subtotal Personnel Services	**405,567**	**405,567**

Operating Expenses

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

1417 Youth Services

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

Capital Outlay

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

Department of Parks, Recreation and Culture

1418 - Summer Programs

SERVICES PROVIDED:

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

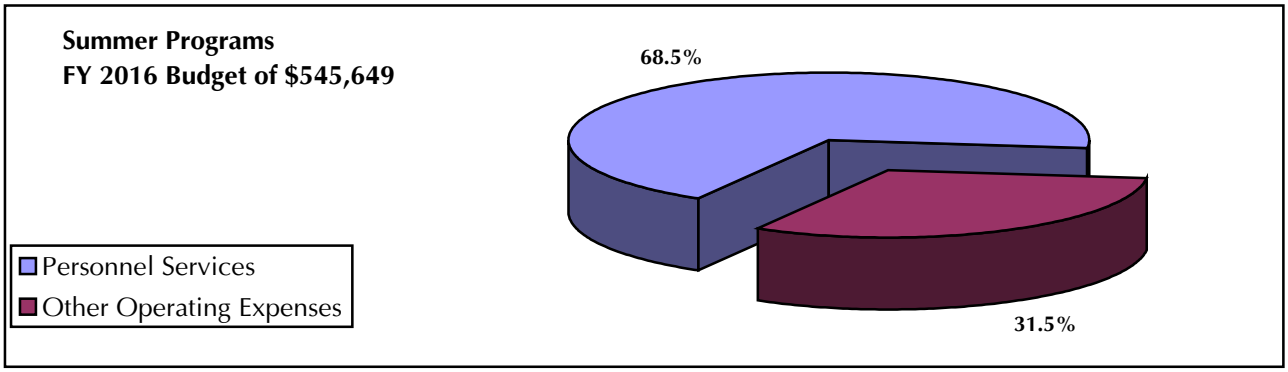
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

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

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



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

Activity Analysis Report - Adopted

1418 - Summer Programs

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

1418 Summer Programs

Expenditure Statement by Object	Proposed 2015 - 2016		Adopted 2015 - 2016	
Personnel Services				
509000 Salaries, Part-Time Employees		347,440		347,440
510000 Social Security & Medicare Taxes (FICA		26,579		26,579
Subtotal Personnel Services		**374,019**		**374,019**
Operating Expenses				
521000 Office Supplies				
Paper, Pens and Binders	500		500	
Subtotal		**500**		**500**
522000 General Operating Supplies				
Sports Supplies, Arts & Crafts and Games	20,975		20,975	
Subtotal		**20,975**		**20,975**
522500 Program Activities				
Camps and Youth Activity Programs Admissions	23,380		23,380	
Subtotal		**23,380**		**23,380**
526000 Machinery & Equipment				
Miscellaneous Computer Supplies	500		500	
Subtotal		**500**		**500**
536000 Miscellaneous Professional Services				
Science, Technology, Engineering and Math Clinics (STEM)	8,000		8,000	
Subtotal		**8,000**		**8,000**
536500 Investigations				
Background Checks	900		900	
Subtotal		**900**		**900**
538000 Performances & Entertainment				
Camps and Youth Activity Programs Entertainers	875		875	
Subtotal		**875**		**875**
541000 Advertising				
Summer Camp Advertising	2,000		2,000	
Subtotal		**2,000**		**2,000**
544000 Professional Dues & Certification Fees				
American Camp Association Professional Membership (2)	400		400	
Subtotal		**400**		**400**
546000 Conference & Seminar Registration				
American Camp Association Conference (2)	850		850	
Subtotal		**850**		**850**
547000 Travel Expense				
American Camp Association Conference (2)	1,350		1,350	
Subtotal		**1,350**		**1,350**

1418 Summer Programs

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

Department of Parks, Recreation and Culture

1419 - Gaithersburg Youth Center at Robertson Park

SERVICES PROVIDED:

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

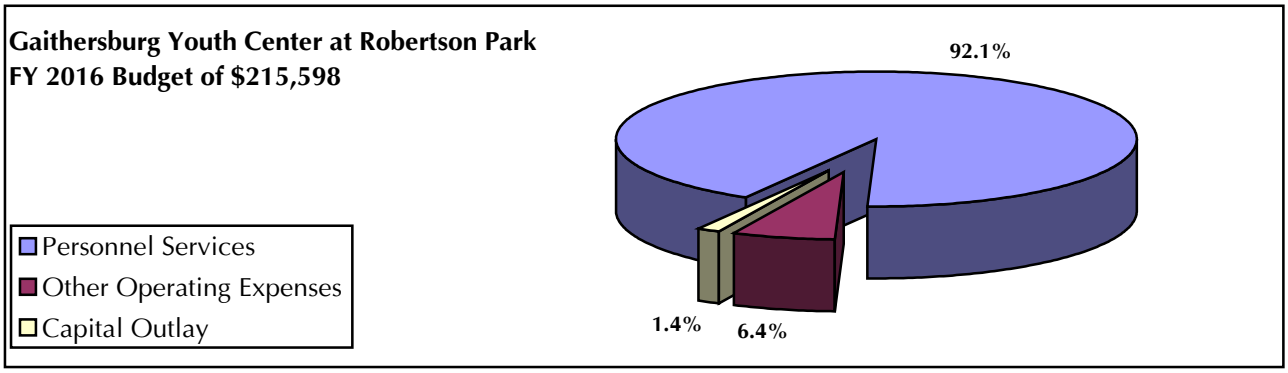
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

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

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



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

Activity Analysis Report - Adopted

1419 - Gaithersburg Youth Center at Robertson Park

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

1419 Gaithersburg Youth Center at Robertson Park

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
501000 Salaries, Full-Time Employees	103,765	103,765
509000 Salaries, Part-Time Employees	48,986	48,986
510000 Social Security & Medicare Taxes (FICA	11,685	11,685
514000 Group Insurance	19,569	19,569
514200 Vision Plan	92	92
515000 Retirement Contribution (401A)	8,301	8,301
515100 Retirement Health Savings (RHS)	3,162	3,162
516000 Savings Plan Contribution (401K)	3,113	3,113
Subtotal Personnel Services	**198,673**	**198,673**
Operating Expenses		
521000 Office Supplies		
Paper, Pens and Printer Cartridges	200	200
Subtotal	**200**	**200**
522000 General Operating Supplies		
Sports Supplies, Arts & Crafts and Tutoring Materials	5,970	5,970
Subtotal	**5,970**	**5,970**
522500 Program Activities		
Trip Admissions	400	400
Subtotal	**400**	**400**
525000 Furniture & Fixtures		
Tables and Chairs	2,400	2,400
Subtotal	**2,400**	**2,400**
526000 Machinery & Equipment		
Climbing Wall Equipment	600	600
Miscellaneous Computer Devices & Supplies	1,000	1,000
Subtotal	**1,600**	**1,600**
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe Premiere Elements) (9)	210	210
Maintenance - Software (Microsoft CALs) (7)	1,225	1,225
Subtotal	**1,435**	**1,435**
536000 Miscellaneous Professional Services		
Climbing Wall Yearly Inspection	1,100	1,100
Subtotal	**1,100**	**1,100**
551100 Cellular Telephone		
Cell Phone (1) Community Facility Manager	700	700
Subtotal	**700**	**700**
Subtotal Operating Expenses	**13,805**	**13,805**
Capital Outlay		

1419 Gaithersburg Youth Center at Robertson Park

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

Department of Parks, Recreation and Culture

1420 - Skate Park

SERVICES PROVIDED:

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

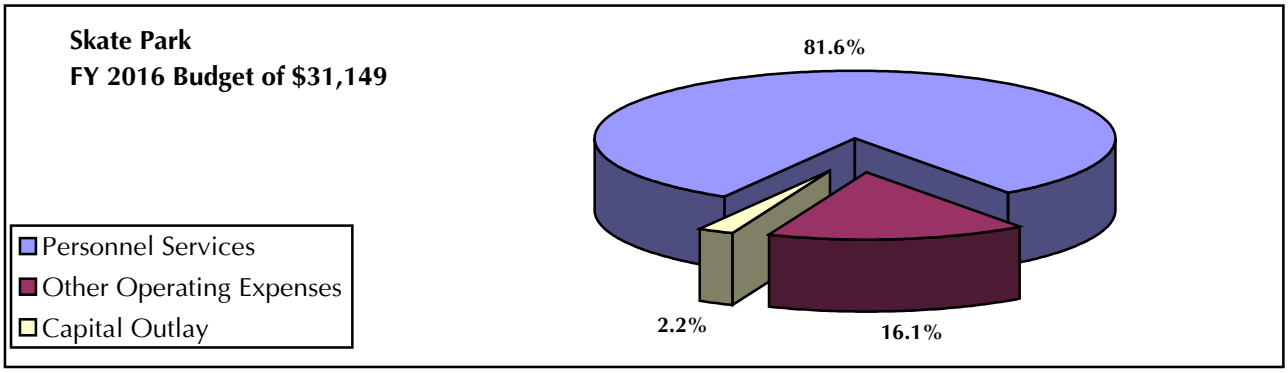
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

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

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



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

Activity Analysis Report - Adopted

1420 - Skate Park

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

1420 Skate Park

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

Department of Parks, Recreation and Culture

1421 - Casey Community Center

SERVICES PROVIDED:

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

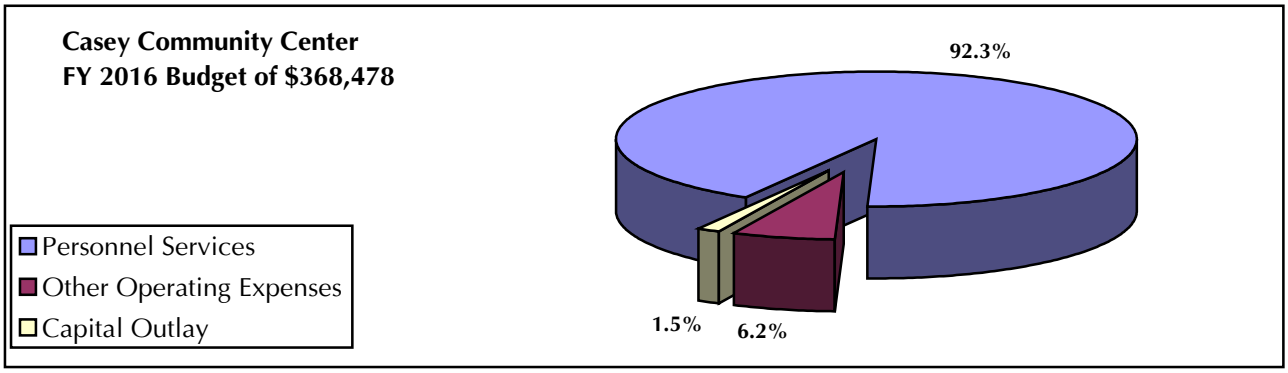
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

- No Significant Changes

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



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

Activity Analysis Report - Adopted

1421 - Casey Community Center

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

1421 Casey Community Center

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

Operating Expenses

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

1421 Casey Community Center

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

Capital Outlay

1421 Casey Community Center

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

Department of Parks, Recreation and Culture

1422 - Water Park

SERVICES PROVIDED:

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

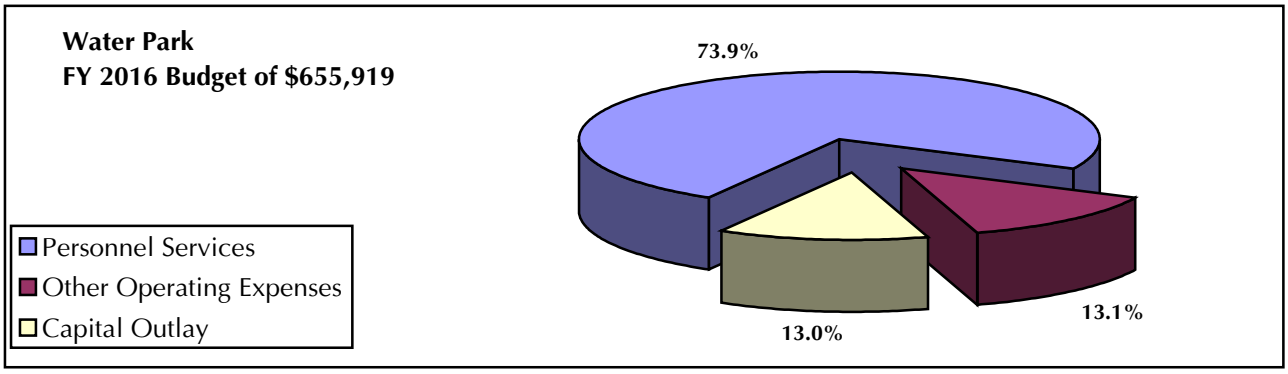
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

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

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



Department of Parks, Recreation and Culture

1422 - Water Park

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

Activity Analysis Report - Adopted

1422 - Water Park

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

Activity Analysis Report - Adopted

1422 - Water Park

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

1422 Water Park

Expenditure Statement by Object		Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services			
501000	Salaries, Full-Time Employees	134,745	134,745
505200	Other taxable comp-Gfit	350	350
509000	Salaries, Part-Time Employees	276,898	276,898
510000	Social Security & Medicare Taxes (FICA	31,491	31,491
514000	Group Insurance	25,604	25,604
514200	Vision Plan	129	129
515000	Retirement Contribution (401A)	10,780	10,780
515100	Retirement Health Savings (RHS)	430	430
516000	Savings Plan Contribution (401K)	4,042	4,042
	Subtotal Personnel Services	**484,469**	**484,469**
Operating Expenses			
521000 Office Supplies			
	Registration Materials, Administrative Supplies	1,250	1,250
	Toner for Fax Machine, Copier and Printer	750	750
	Subtotal	**2,000**	**2,000**
522000 General Operating Supplies			
	First Aid, Cleaning Supplies, Pool and Teaching Supplies	9,000	9,000
	Pool Chemicals - Sodium Hypochlorite and Carbon Dioxide Gas	27,000	27,000
	Subtotal	**36,000**	**36,000**
524000 Supplies for Resale			
	Sunscreen, Waterproof Pants and Swim Diapers, Locks	5,000	5,000
	Subtotal	**5,000**	**5,000**
525000 Furniture & Fixtures			
	Bookshelf	500	500
	Filing Cabinet	300	300
	Subtotal	**800**	**800**
526000 Machinery & Equipment			
	Chemical Controllers and Sensors	1,100	1,100
	Fire Hose	500	500
	Miscellaneous Computer Devices & Supplies	500	500
	Radios (3)	900	900
	Subtotal	**3,000**	**3,000**
531600 Software Maintenance Agreements			
	Maintenance - Software (Adobe Acrobat Professional) (1)	55	55
	Maintenance - Software (Adobe InDesign Creative Cloud) (1)	230	230
	Maintenance - Software (Microsoft CALs) (7)	1,225	1,225
	Subtotal	**1,510**	**1,510**
536000 Miscellaneous Professional Services			
	Pool Repair Consultant	550	550
	Safe Maintenance	250	250
	Winterizing and Summarizing Pool Contractor	700	700
	Subtotal	**1,500**	**1,500**

1422 Water Park

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

1422 Water Park

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

1422 Water Park

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

Capital Outlay

595000 Furniture & Equipment				
Water Park Alligator Floatable	6,000		6,000	
Subtotal		**6,000**		**6,000**
595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC Monitors) (5)	330		330	
Replacement - Computer Hardware (PC) (7)	1,730		1,730	
Replacement - Fax Machines	30		30	
Replacement - Kronos Time Clock (1)	300		300	
Replacement - Point-of-Sale Hardware	330		330	
Replacement - Pool Lounge Chairs (25)	4,500		4,500	
Replacement - Pool Upright Chairs (25)	2,250		2,250	
Replacement - Printer (HP LaserJet M276NW)	75		75	
Replacement - Printer (HP LaserJet P2055dn)	75		75	
Replacement - Water Park Canopies (2)	7,000		7,000	
Replacement - Water Park Features	55,450		55,450	
Replacement - Water Park Filter System (2)	7,500		7,500	
Subtotal		**79,570**		**79,570**
Subtotal Capital Outlay		**85,570**		**85,570**
Total		**655,919**		**655,919**

Department of Parks, Recreation and Culture

1423 - Gaithersburg Arts Barn

SERVICES PROVIDED:

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

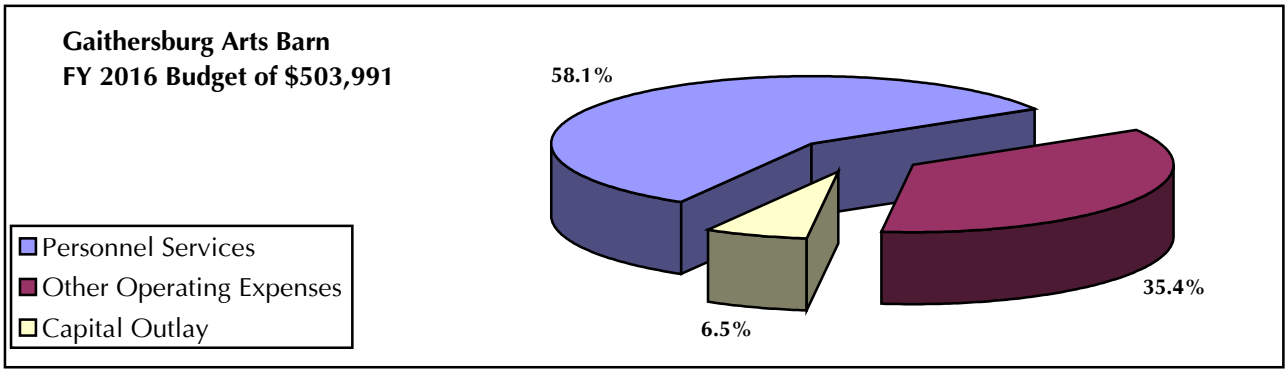
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

- No Significant Changes

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



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

Activity Analysis Report - Adopted

1423 - Gaithersburg Arts Barn

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

1423 Gaithersburg Arts Barn

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

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

1423 Gaithersburg Arts Barn

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

Capital Outlay

1423 Gaithersburg Arts Barn

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

Department of Parks, Recreation and Culture

1424 - Gaithersburg Youth Center at Olde Towne

SERVICES PROVIDED:

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

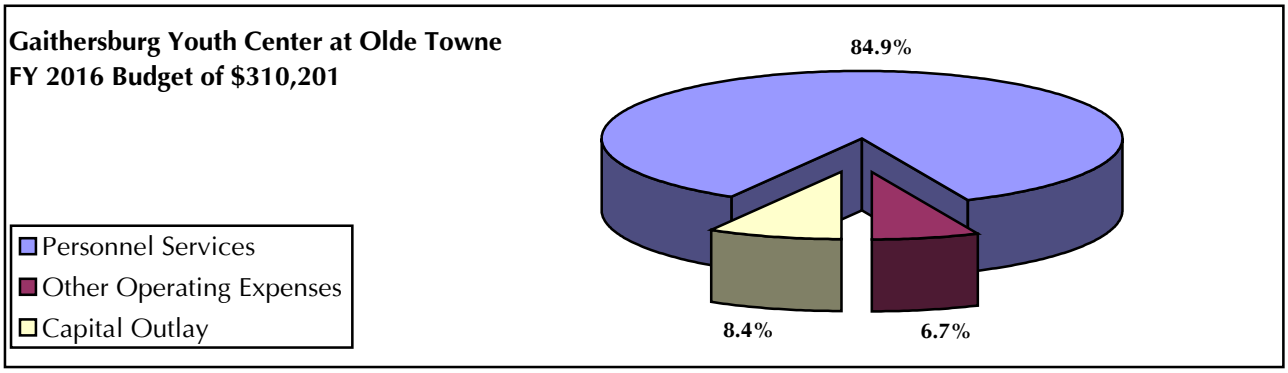
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

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

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



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

Activity Analysis Report - Adopted

1424 - Gaithersburg Youth Center at Olde Towne

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

1424 Gaithersburg Youth Center at Olde Towne

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

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

Capital Outlay

1424 Gaithersburg Youth Center at Olde Towne

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

Department of Parks, Recreation and Culture

1425 - Seniors Program

SERVICES PROVIDED:

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

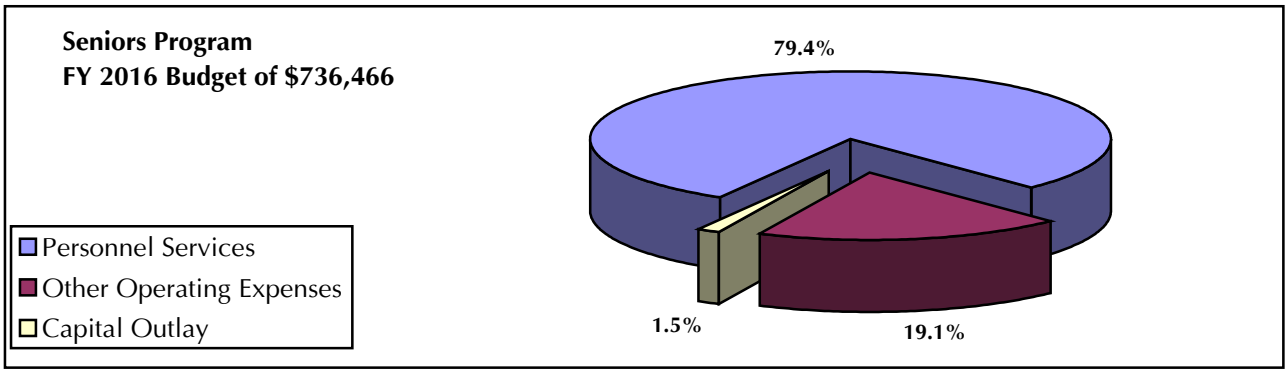
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

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

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



Performance Measures	Actual	Budgeted	Projected

Department of Parks, Recreation and Culture

1425 - Seniors Program

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

Activity Analysis Report - Adopted

1425 - Seniors Program

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

Activity Analysis Report - Adopted

1425 - Seniors Program

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

1425 Seniors Program

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

Operating Expenses

521000 Office Supplies				
	Class Supplies, Stationery, Envelopes and Pens	500	500	
	Copier, Fax Machine and Computer Lab Printer Paper and Toner	600	600	
	Subtotal	**1,100**		**1,100**
522000 General Operating Supplies				
	Active Aging Living Expo	2,000	2,000	
	Birthday Party, Holiday Supplies and Seasonal Decorations	1,200	1,200	
	Cleaning Supplies, Crafts Supplies, Paints and Brushes	3,500	3,500	
	Decorating and Interior Furnishings	1,150	1,150	
	Evening Event Supplies	750	750	
	Fitness Equipment - Videos, Weights, Bands, Racks and Mats	400	400	
	Monthly Program Supplies	2,000	2,000	
	Subtotal	**11,000**		**11,000**
522500 Program Activities				
	Annual Picnic	1,000	1,000	
	Evening Events	1,200	1,200	
	Trip Admission	31,800	31,800	
	Subtotal	**34,000**		**34,000**
525000 Furniture & Fixtures				
	Furnishings (Reimbursed by Gertrude Ager Fund)	2,000	2,000	
	Storage unit chairs/furniture	4,400	4,400	
	Wall Mirror in Lecture Room	1,000	1,000	
	Subtotal	**7,400**		**7,400**
526000 Machinery & Equipment				
	Large Screen TV - Billiard Room	1,000	1,000	
	Miscellaneous Computer Devices & Supplies	1,000	1,000	
	Subtotal	**2,000**		**2,000**
531600 Software Maintenance Agreements				
	Maintenance - Software (Microsoft CALs) (13)	2,275	2,275	
	Subtotal	**2,275**		**2,275**

1425 Seniors Program

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

1425 Seniors Program

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

Capital Outlay

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

Department of Parks, Recreation and Culture

1426 - Activity Center

SERVICES PROVIDED:

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

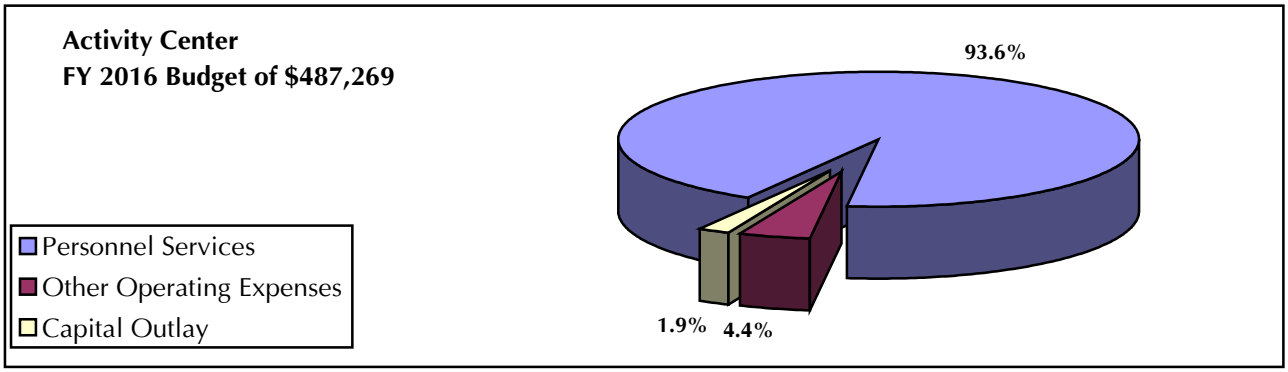
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

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

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



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

Activity Analysis Report - Adopted

1426 - Activity Center

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

1426 Activity Center

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

Operating Expenses

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

1426 Activity Center

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

Capital Outlay

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

Department of Parks, Recreation and Culture

1427 - Gaithersburg Aquatic Center

SERVICES PROVIDED:

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

WORK PLAN GOALS:

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

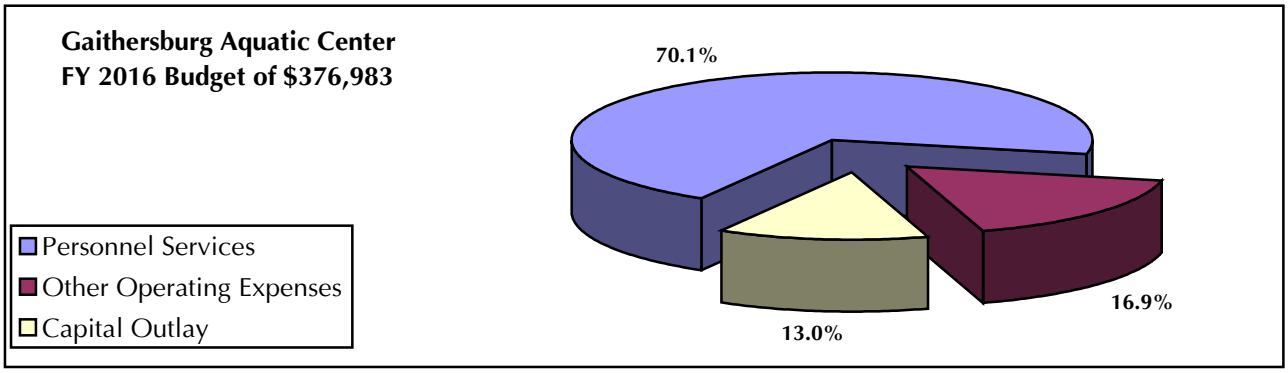
SIGNIFICANT CHANGES:

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

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

Department of Parks, Recreation and Culture

1427 - Gaithersburg Aquatic Center



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

Activity Analysis Report - Adopted

1427 - Gaithersburg Aquatic Center

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

Activity Analysis Report - Adopted

1427 - Gaithersburg Aquatic Center

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

1427 Gaithersburg Aquatic Center

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

Operating Expenses

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

1427 Gaithersburg Aquatic Center

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

1427 Gaithersburg Aquatic Center

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

Capital Outlay

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

1427 Gaithersburg Aquatic Center

Total	**376,983**	**373,983**

Department of Parks, Recreation and Culture

1428 - Miniature Golf Course

SERVICES PROVIDED:

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

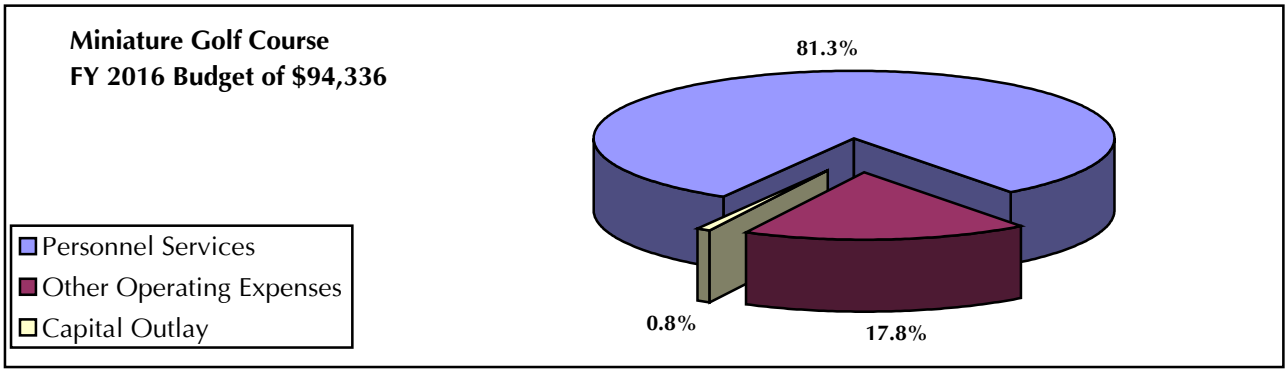
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

- No Significant Changes

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



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

Activity Analysis Report - Adopted

1428 - Miniature Golf Course

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

1428 Miniature Golf Course

Expenditure Statement by Object		Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services			
501000	Salaries, Full-Time Employees	26,126	26,126
509000	Salaries, Part-Time Employees	33,623	33,623
510000	Social Security & Medicare Taxes (FICA	4,571	4,571
514000	Group Insurance	9,491	9,491
514200	Vision Plan	46	46
515000	Retirement Contribution (401A)	2,090	2,090
516000	Savings Plan Contribution (401K)	784	784
	Subtotal Personnel Services	**76,731**	**76,731**
Operating Expenses			
522000 General Operating Supplies			
	Birthday Party Supplies	2,000	2,000
	Brooms, Mops and Cleaning Supplies	500	500
	Fans, Trash Cans, Wet-Dry Vacuum and Keys	600	600
	Golf Equipment	3,000	3,000
	Pond Dye	500	500
	Special Event Programming Supplies	400	400
	Subtotal	**7,000**	**7,000**
524000 Supplies for Resale			
	Golf Balls and Sundry Items	500	500
	Ice Cream and Water	2,500	2,500
	Subtotal	**3,000**	**3,000**
525000 Furniture & Fixtures			
	Obstacle	2,000	2,000
	Subtotal	**2,000**	**2,000**
526000 Machinery & Equipment			
	Miscellaneous Computer Devices & Supplies	500	500
	Subtotal	**500**	**500**
531600 Software Maintenance Agreements			
	Maintenance - Software (Microsoft CALs) (1)	175	175
	Subtotal	**175**	**175**
536500 Investigations			
	Background Checks	200	200
	Subtotal	**200**	**200**
541000 Advertising			
	Community Magazines	1,600	1,600
	Promotional Materials	800	800
	Subtotal	**2,400**	**2,400**
553000 Printing & Binding			
	Brochures and Scorecards	250	250
	Subtotal	**250**	**250**

1428 Miniature Golf Course

554000 Signage				
Program Banners and Signs	700		700	
Subtotal		**700**		**700**
557000 Laundry & Uniforms				
Staff Shirts - Attendants	400		400	
Staff Shirts - Managers and Coordinators	200		200	
Subtotal		**600**		**600**
Subtotal Operating Expenses		**16,825**		**16,825**

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC) (1)	235		235	
Replacement - Kronos Time Clock (1)	300		300	
Replacement - Point-of-Sale Hardware	145		145	
Replacement - Printer (HP LaserJet M401dn)	100		100	
Subtotal		**780**		**780**
Subtotal Capital Outlay		**780**		**780**
Total		**94,336**		**94,336**

Department of Parks, Recreation and Culture

1429 - Picnic Pavilions

SERVICES PROVIDED:

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

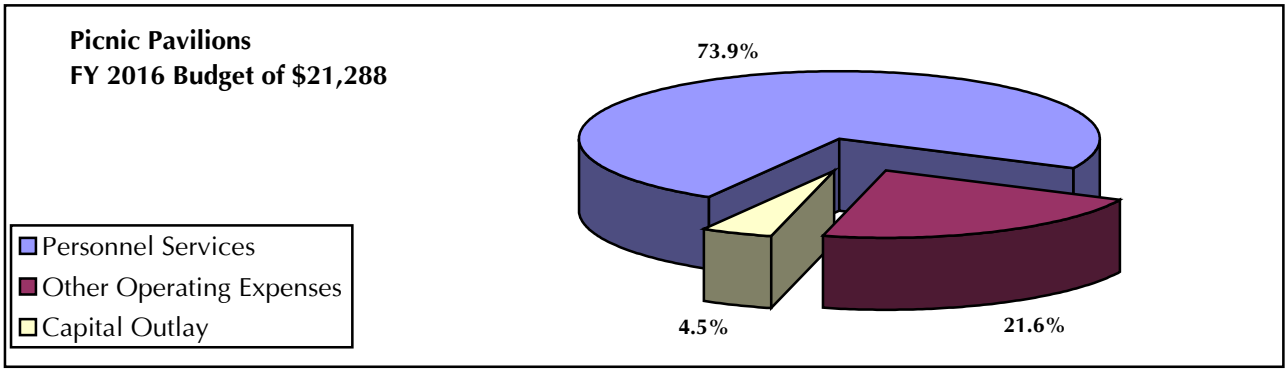
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

- No Significant Changes

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



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

Activity Analysis Report - Adopted

1429 - Picnic Pavilions

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

1429 Picnic Pavilions

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

1429 Picnic Pavilions

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

Department of Parks, Recreation and Culture

1430 - Winter Lights

SERVICES PROVIDED:

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

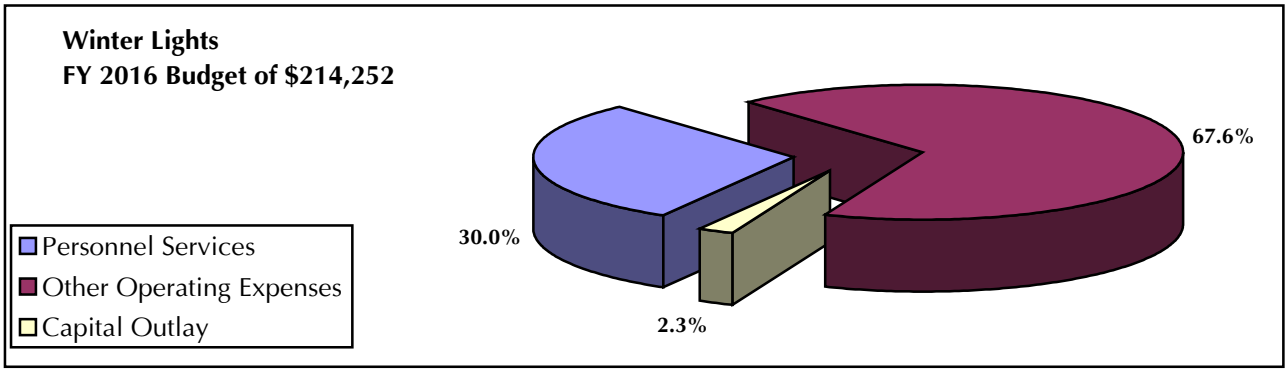
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

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

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



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

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

Activity Analysis Report - Adopted

1430 - Winter Lights

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

1430 Winter Lights

Expenditure Statement by Object		Proposed 2015 - 2016		Adopted 2015 - 2016	
Personnel Services					
508000	Salaries, Overtime		23,625		23,625
509000	Salaries, Part-Time Employees		36,135		36,135
510000	Social Security & Medicare Taxes (FICA		4,572		4,572
	Subtotal Personnel Services		**64,332**		**64,332**
Operating Expenses					
522000 General Operating Supplies					
	Animation Boxes and Electrical Materials	6,500		6,500	
	Extension Cords, Guided Wire and Sockets	9,500		9,500	
	Roadway Lighting, LED Bulbs and Light Displays	10,000		10,000	
	Special Event Supplies	1,500		1,500	
	Tools, Traffic Cones, and Security Cameras	6,000		6,000	
	Subtotal		**33,500**		**33,500**
524000 Supplies for Resale					
	20th Anniversary Commemorative Ornaments (1,000)	1,750		1,750	
	Concessions for Special Events	2,400		2,400	
	Prism Glasses	1,000		1,000	
	Subtotal		**5,150**		**5,150**
526000 Machinery & Equipment					
	Miscellaneous Computer Supplies	500		500	
	Trailer Camera System	500		500	
	Subtotal		**1,000**		**1,000**
533000 Legal					
	County License	30		30	
	Subtotal		**30**		**30**
536000 Miscellaneous Professional Services					
	Electrical Services	2,000		2,000	
	Locksmith Services	200		200	
	Portable Restroom Cleanings	1,200		1,200	
	Tree Lighting Services	30,000		30,000	
	Subtotal		**33,400**		**33,400**
538000 Performances & Entertainment					
	Entertainment at Special Event	800		800	
	Subtotal		**800**		**800**
541000 Advertising					
	Newspapers, Bus and Radio	21,300		21,300	
	Subtotal		**21,300**		**21,300**
543000 Contributions					
	Charities	6,000		6,000	
	Subtotal		**6,000**		**6,000**

1430 Winter Lights

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

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Light Displays	5,000		5,000	
Subtotal		**5,000**		**5,000**
Subtotal Capital Outlay		**5,000**		**5,000**
Total		**214,252**		**214,252**

Department of Parks, Recreation and Culture

1436 - Special Events

SERVICES PROVIDED:

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

WORK PLAN GOALS:

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

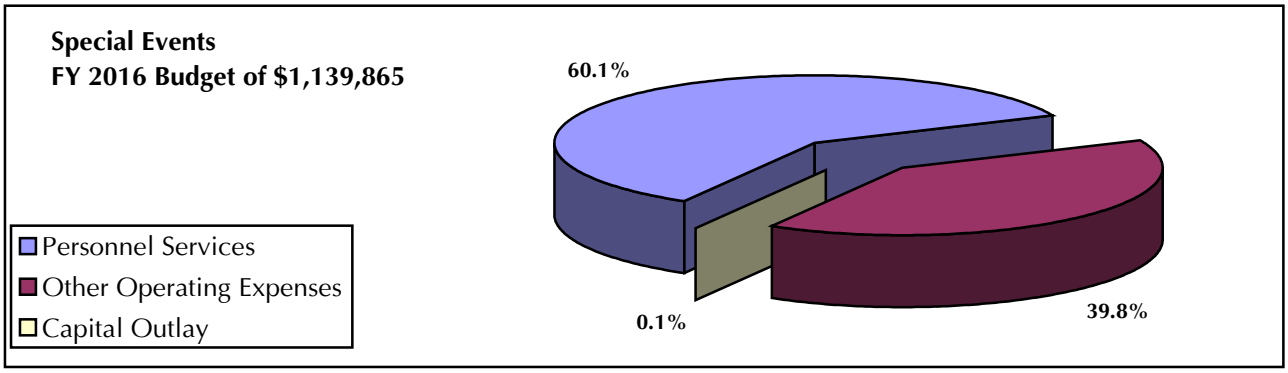
SIGNIFICANT CHANGES:

- No Significant Changes

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

Department of Parks, Recreation and Culture

1436 - Special Events



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

Activity Analysis Report - Adopted

1436 - Special Events

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

Activity Analysis Report - Adopted

1436 - Special Events

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

1436 Special Events

Expenditure Statement by Object		Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services			
501000	Salaries, Full-Time Employees	400,364	400,364
505200	Other taxable comp-Gfit	610	610
509000	Salaries, Part-Time Employees	128,650	128,650
510000	Social Security & Medicare Taxes (FICA	40,470	40,470
514000	Group Insurance	61,870	61,870
514200	Vision Plan	460	460
515000	Retirement Contribution (401A)	32,029	32,029
515100	Retirement Health Savings (RHS)	8,345	8,345
516000	Savings Plan Contribution (401K)	12,011	12,011
	Subtotal Personnel Services	**684,809**	**684,809**
Operating Expenses			
522000 General Operating Supplies			
	Craft Supplies and Event Materials	5,000	5,000
	Gaithersburg Book Festival	4,500	4,500
	Jingle Jubilee, Paws in the Park and Markets	1,500	1,500
	Labor Day City Coins	3,600	3,600
	Large Festivals and the Fourth of July Event	13,150	13,150
	Subtotal	**27,750**	**27,750**
524000 Supplies for Resale			
	Concessions at Large Events	5,000	5,000
	Festival Souvenir Items	300	300
	Subtotal	**5,300**	**5,300**
526000 Machinery & Equipment			
	Miscellaneous Computer Devices & Supplies	500	500
	Subtotal	**500**	**500**
531600 Software Maintenance Agreements			
	Maintenance - Software (Adobe InDesign Creative Cloud) (5)	1,150	1,150
	Maintenance - Software (CrowdTorch)	14,925	14,925
	Maintenance - Software (Microsoft CALs) (13)	2,275	2,275
	Maintenance - Software (Social Tables)	1,225	1,225
	Subtotal	**19,575**	**19,575**
533000 Legal			
	County Licenses	60	60
	Subtotal	**60**	**60**
536000 Miscellaneous Professional Services			
	Chorus Director and Accompanist	6,800	6,800
	July 4th Fireworks	29,500	29,500
	Sound Equipment and Services for Events	41,500	41,500
	Subtotal	**77,800**	**77,800**
536500 Investigations			
	Background Checks	300	300
	Subtotal	**300**	**300**

1436 Special Events

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

1436 Special Events

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

Capital Outlay

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

Department of Parks, Recreation and Culture

1437 - Museums

SERVICES PROVIDED:

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

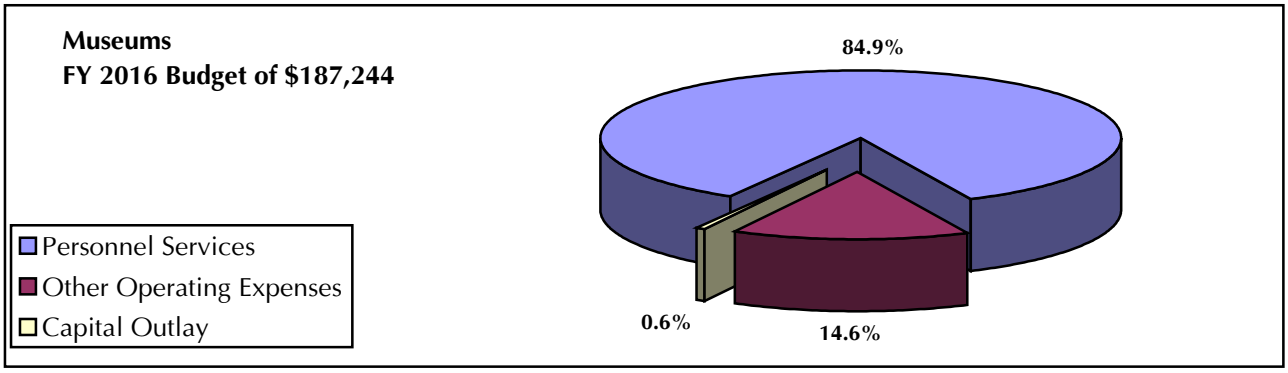
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

- No Significant Changes

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



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

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

Activity Analysis Report - Adopted

1437 - Museums

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

Activity Analysis Report - Adopted

1437 - Museums

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

1437 Museums

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
501000 Salaries, Full-Time Employees	84,825	84,825
509000 Salaries, Part-Time Employees	49,312	49,312
510000 Social Security & Medicare Taxes (FICA	10,261	10,261
514000 Group Insurance	2,326	2,326
514200 Vision Plan	92	92
515000 Retirement Contribution (401A)	6,786	6,786
515100 Retirement Health Savings (RHS)	2,732	2,732
516000 Savings Plan Contribution (401K)	2,545	2,545
Subtotal Personnel Services	**158,879**	**158,879**

Operating Expenses

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

1437 Museums

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

Capital Outlay

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

Department of Parks, Recreation and Culture

1438 - Kentlands Mansion

SERVICES PROVIDED:

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

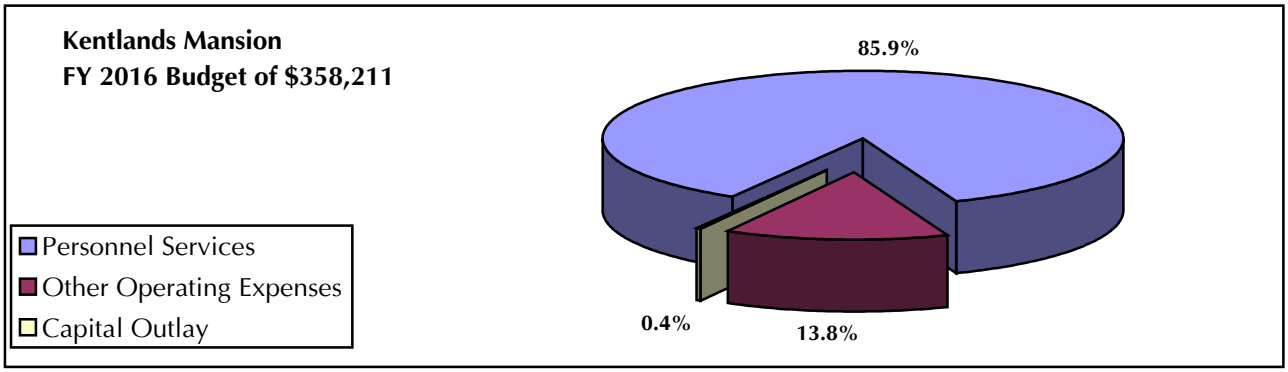
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

- No Significant Changes

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



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

Activity Analysis Report - Adopted

1438 - Kentlands Mansion

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

1438 Kentlands Mansion

Expenditure Statement by Object		Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services			
501000	Salaries, Full-Time Employees	160,227	160,227
505100	Other taxable comp-multilingual	2,080	2,080
505200	Other taxable comp-Gfit	559	559
509000	Salaries, Part-Time Employees	80,620	80,620
510000	Social Security & Medicare Taxes (FICA	18,425	18,425
514000	Group Insurance	22,629	22,629
514200	Vision Plan	129	129
515000	Retirement Contribution (401A)	12,818	12,818
515050	Supplemental Retirement Contribution	2,115	2,115
515100	Retirement Health Savings (RHS)	3,162	3,162
516000	Savings Plan Contribution (401K)	4,807	4,807
	Subtotal Personnel Services	**307,571**	**307,571**

Operating Expenses

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

1438 Kentlands Mansion

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

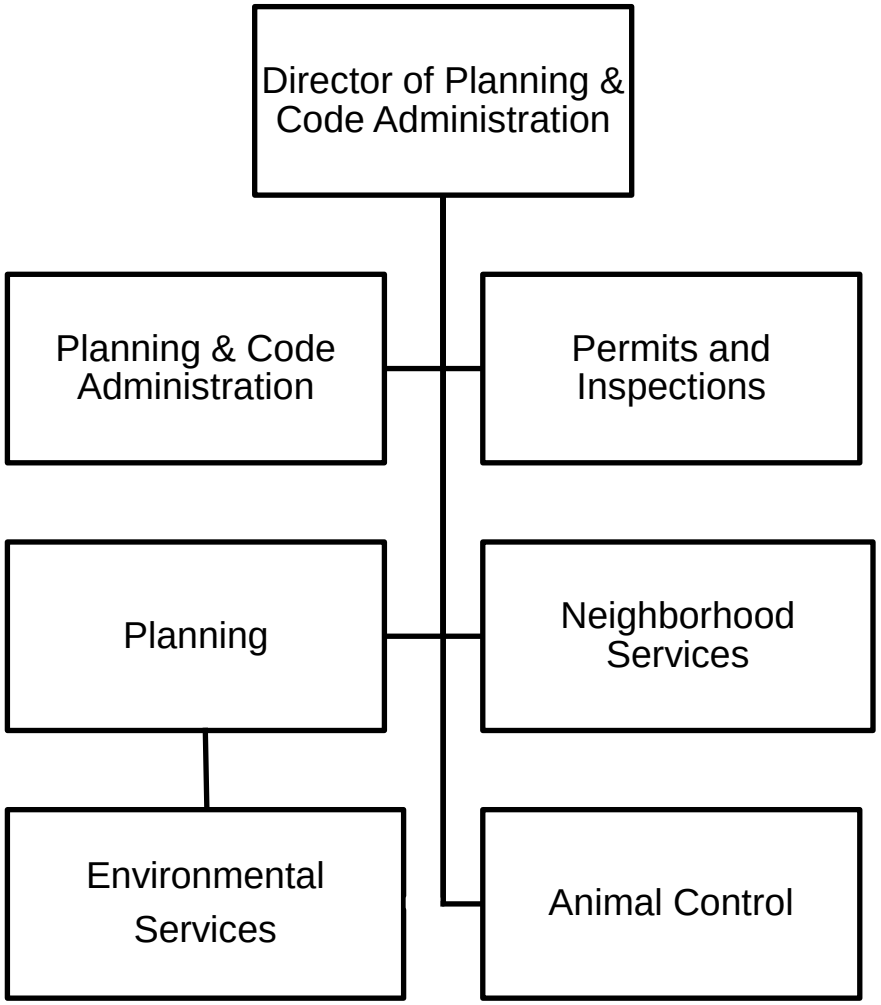
Capital Outlay

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

1438 Kentlands Mansion

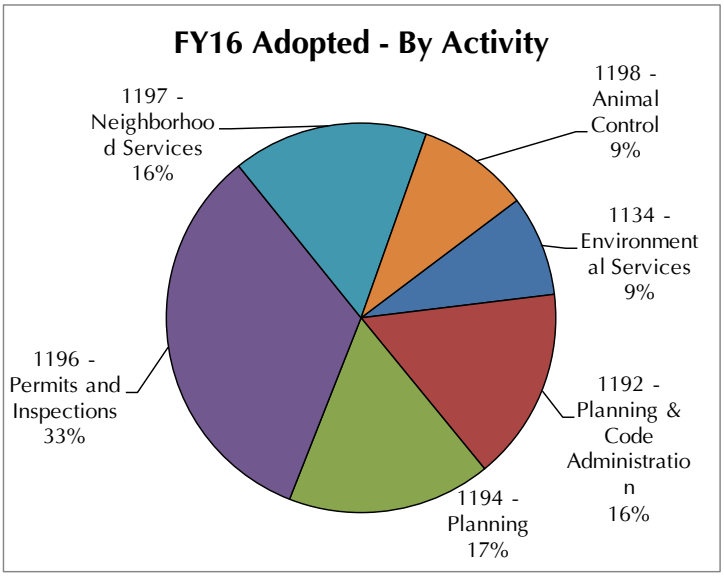
Total	**358,211**	**358,211**

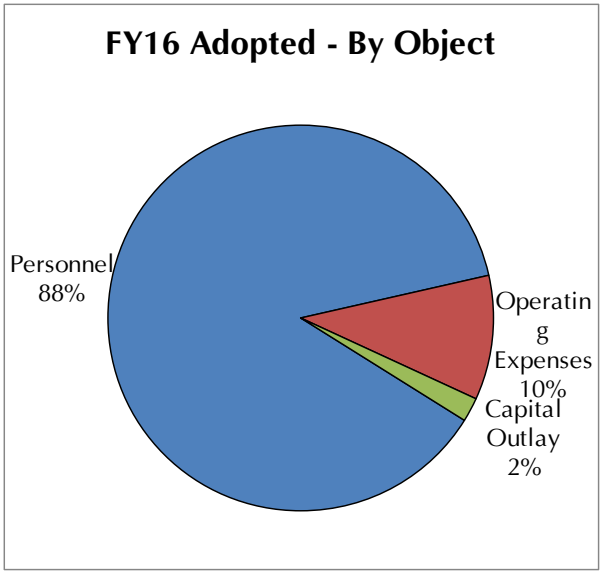
DEPARTMENT OF PLANNING & CODE ADMINISTRATION



DEPARTMENT OF PLANNING AND CODE
DEPARTMENT OVERVIEW

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





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

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

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

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

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

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

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

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

Department of Planning and Code Administration

1134 - Environmental Services

SERVICES PROVIDED:

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

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

WORK PLAN GOALS:

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

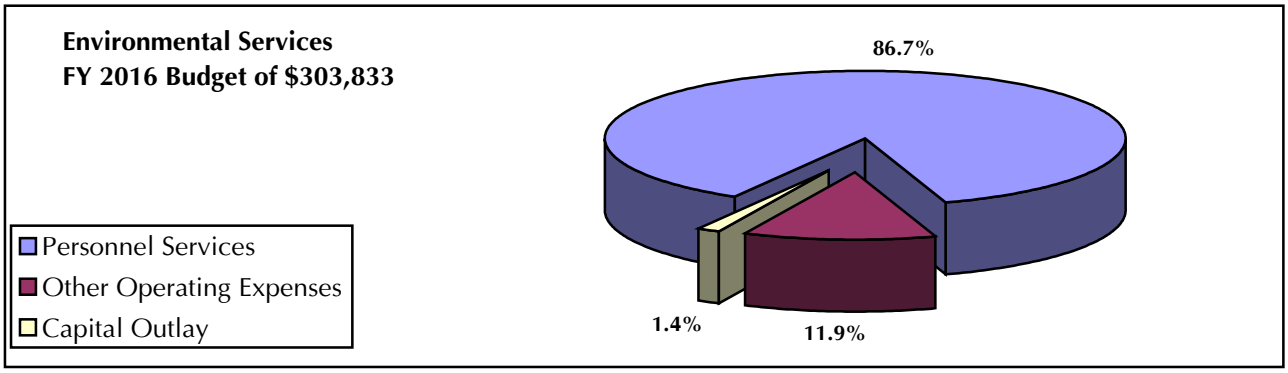
SIGNIFICANT CHANGES:

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

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

Department of Planning and Code Administration

1134 - Environmental Services



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

Activity Analysis Report - Adopted

1134 - Environmental Services

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

1134 Environmental Services

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

Operating Expenses

522500 Program Activities				
	Celebrate Gaithersburg Day	500	500	
	Education, Service and Outreach Initiatives	1,750	1,750	
	Green Week Activities/Film Night	1,500	1,500	
	National Pollutant Discharge Elimination System Activities	250	250	
	Stream Monitoring Program Materials	250	250	
	Subtotal	**4,250**		**4,250**
526000 Machinery & Equipment				
	Miscellaneous Computer Supplies	1,000	1,000	
	Subtotal	**1,000**		**1,000**
531600 Software Maintenance Agreements				
	Maintenance - Software (Adobe Acrobat Standard) (1)	40	40	
	Maintenance - Software (Microsoft CALs) (3)	525	525	
	Subtotal	**565**		**565**
536000 Miscellaneous Professional Services				
	Environmental Consultant Services	1,000	1,000	
	Forest study (funded Forest Conservation Fund transfer)	0	150,000	
	Subtotal	**1,000**		**151,000**
541000 Advertising				
	Environmental Announcements and Notifications	600	600	
	Subtotal	**600**		**600**
542000 Awards & Presentations				
	Environmental Awards	800	800	
	Subtotal	**800**		**800**
544000 Professional Dues & Certification Fees				
	American Planning Association	475	475	
	Center for Watershed Protection	492	492	
	Certified Floodplain Manager	400	400	
	International Council for Local Environmental Initiatives (ICLEI)	1,200	1,200	
	Stormwater Management Professional Certification	550	550	
	Urban Sustainability Directors Network	850	850	
	US Green Building Council (USGBC)	500	500	
	Subtotal	**4,467**		**4,467**

1134 Environmental Services

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

1134 Environmental Services

Capital Outlay

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

Department of Planning and Code Administration

1192 - Planning & Code Administration

SERVICES PROVIDED:

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

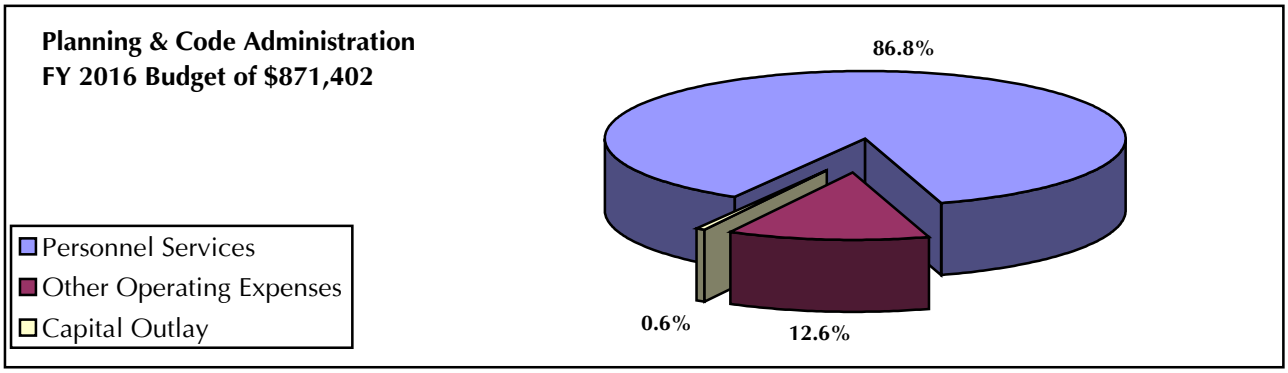
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

- Advertising increased by $8,000 as the budget for posting legal notices related to public hearings for planning and code was moved from legal services activity 1111.
- Furniture & Equipment (Replacement) decreased $5,235 due to copier replacement.
- Software (Replacement) decreased by $43,500 to reflect an adequate funding level of the Software Replacement account.

Summary	Budgeted 2013 – 14	Budgeted 2014 – 15	Proposed 2015 – 16	Adopted 2015 – 16
Personnel Services	$698,365	$751,579	$756,597	$756,597
Other Operating Expenses	147,410	106,300	110,000	110,000
Capital Outlay	53,005	53,540	4,805	4,805
TOTAL	**$898,780**	**$911,419**	**$871,402**	**$871,402**



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

Activity Analysis Report - Adopted

1192 - Planning & Code Administration

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

Activity Analysis Report - Adopted

1192 - Planning & Code Administration

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

1192 Planning & Code Administration

Expenditure Statement by Object		Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services			
501000	Salaries, Full-Time Employees	516,024	516,024
505100	Other taxable comp-multilingual	4,160	4,160
505200	Other taxable comp-Gfit	924	924
505300	Other taxable comp-housing stipend	7,200	7,200
508000	Salaries, Overtime	1,582	1,582
509000	Salaries, Part-Time Employees	48,349	48,349
510000	Social Security & Medicare Taxes (FICA	43,296	43,296
514000	Group Insurance	58,733	58,733
514200	Vision Plan	350	350
515000	Retirement Contribution (401A)	41,282	41,282
515100	Retirement Health Savings (RHS)	12,216	12,216
516000	Savings Plan Contribution (401K)	15,481	15,481
519000	Tuition Reimbursement	7,000	7,000
	Subtotal Personnel Services	**756,597**	**756,597**

Operating Expenses

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

1192 Planning & Code Administration

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

1192 Planning & Code Administration

Capital Outlay

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

Department of Planning and Code Administration

1194 - Planning

SERVICES PROVIDED:

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

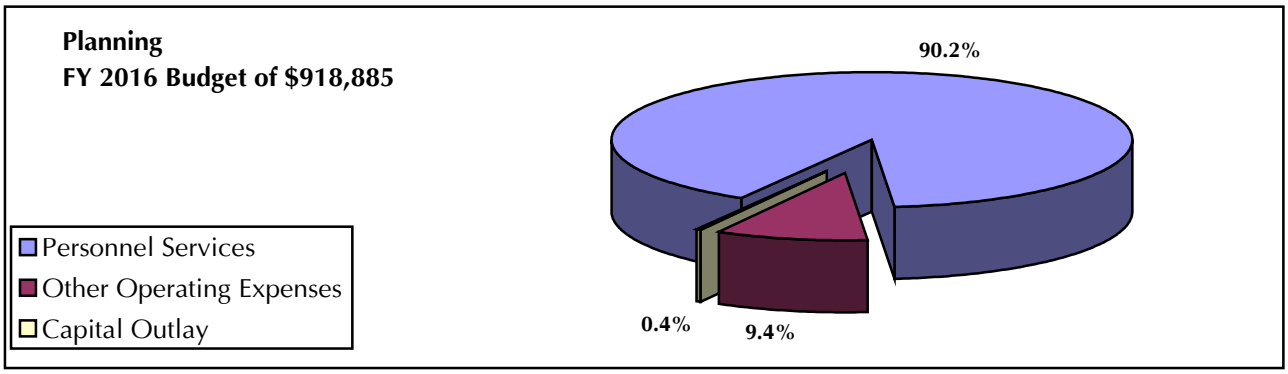
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

- No Significant Changes

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



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16

Zoning Verification	23	28	30
Zoning Map Amendments	4	3	5
Text Amendment/City Code	2	3	3
Site Plans	9	8	10
Schematic Development Plans/Amendments	7	5	8
Record Plats	13	10	12
Permit Plan Review	900	600	650
Historic District Reviews	19	18	20
Board of Appeals	9	6	5
Amendment to Site Plans	163	150	150

Activity Analysis Report - Adopted

1194 - Planning

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

1194 Planning

Expenditure Statement by Object		Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services			
501000	Salaries, Full-Time Employees	582,473	582,473
505200	Other taxable comp-Gfit	999	999
505300	Other taxable comp-housing stipend	2,400	2,400
509000	Salaries, Part-Time Employees	28,996	28,996
510000	Social Security & Medicare Taxes (FICA	46,777	46,777
514000	Group Insurance	96,164	96,164
514200	Vision Plan	497	497
515000	Retirement Contribution (401A)	46,598	46,598
515100	Retirement Health Savings (RHS)	3,162	3,162
516000	Savings Plan Contribution (401K)	17,474	17,474
519000	Tuition Reimbursement	3,500	3,500
	Subtotal Personnel Services	**829,040**	**829,040**

Operating Expenses

525000 Furniture & Fixtures				
	Chairs	250	250	
	Miscellaneous	500	500	
	Subtotal	**750**		**750**
526000 Machinery & Equipment				
	Miscellaneous Computer Supplies	1,000	1,000	
	Subtotal	**1,000**		**1,000**
531600 Software Maintenance Agreements				
	Maintenance - Software (Adobe Acrobat Standard) (1)	40	40	
	Maintenance - Software (Adobe Acrobat Standard) (6)	280	280	
	Maintenance - Software (Adobe Creative Clouds for Teams) (2)	900	900	
	Maintenance - Software (AutoCAD Map)	850	850	
	Maintenance - Software (Microsoft CALs) (9)	1,575	1,575	
	Subtotal	**3,645**		**3,645**
532000 Engineering & Architectural				
	Architectural and Engineering Consultation	3,000	3,000	
	Subtotal	**3,000**		**3,000**
536000 Miscellaneous Professional Services				
	Board of Appeals Stipend (5 + 1 Alternate)	9,000	9,000	
	Contract Services	5,500	5,500	
	Historic District Commission Stipend (7 + 1 Alternate)	12,000	12,000	
	Historic Inventory (House Surveys/Existing Conditions Report)	5,500	5,500	
	Planning Commissioners Stipend (5 + 1 Alternate)	18,000	18,000	
	Subtotal	**50,000**		**50,000**

1194 Planning

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

Capital Outlay

1194 Planning

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

Department of Planning and Code Administration

1196 - Permits and Inspections

SERVICES PROVIDED:

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

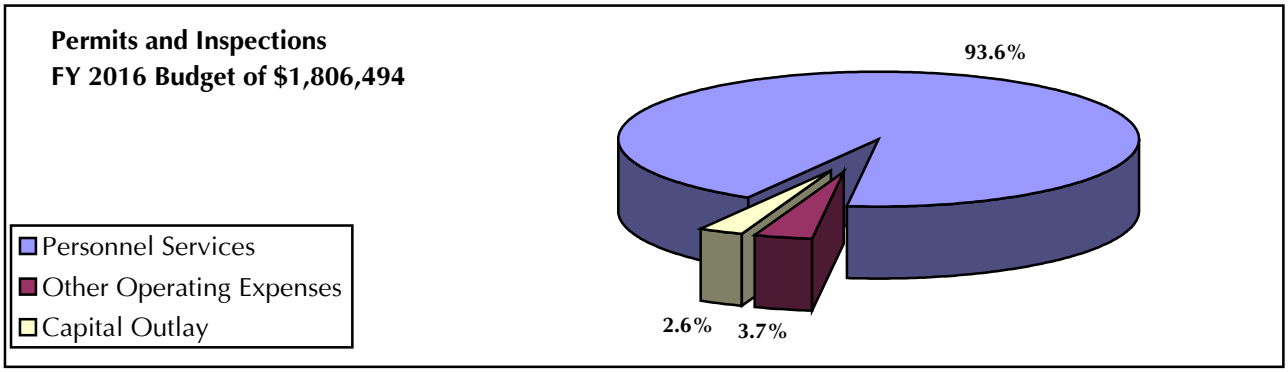
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

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

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



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

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

Activity Analysis Report - Adopted

1196 - Permits and Inspections

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

1196 Permits and Inspections

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

Operating Expenses

522000 General Operating Supplies				
	Electricity Testers	200	200	
	Flashlights	200	200	
	Hard Hats	100	100	
	Levels	200	200	
	Marking Paint	500	500	
	Measuring Tapes	200	200	
	Temperature Guns	100	100	
	Subtotal	**1,500**		**1,500**
526000 Machinery & Equipment				
	Miscellaneous Computer Supplies	1,000	1,000	
	Subtotal	**1,000**		**1,000**
531600 Software Maintenance Agreements				
	Maintenance - Software (Adobe Acrobat Professional) (1)	60	60	
	Maintenance - Software (Adobe Acrobat Professional) (2)	120	120	
	Maintenance - Software (Adobe Acrobat Standard) (6)	240	240	
	Maintenance - Software (Microsoft CALs) (16)	2,800	2,800	
	Subtotal	**3,220**		**3,220**
532000 Engineering & Architectural				
	Registered Structural Engineering Services	17,500	17,500	
	Subtotal	**17,500**		**17,500**
536000 Miscellaneous Professional Services				
	Misc. professional services - non engineering & architecture	2,500	2,500	
	Subtotal	**2,500**		**2,500**
544000 Professional Dues & Certification Fees				
	Certified Fire Protection Specialist (2)	200	200	
	International Association of Electrical Inspectors	90	90	
	International Code Council Membership and Certification	800	800	
	Maryland Building Officials Association (MBOA)	350	350	
	NFPA Membership (5)	850	850	
	Subtotal	**2,290**		**2,290**

1196 Permits and Inspections

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

1196 Permits and Inspections

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

Capital Outlay

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

Department of Planning and Code Administration

1197 - Neighborhood Services

SERVICES PROVIDED:

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

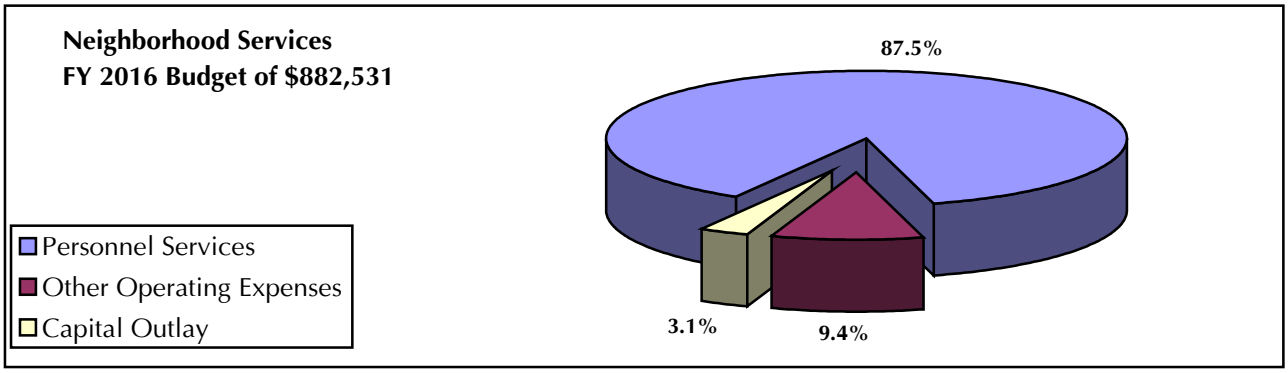
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

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

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



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

Activity Analysis Report - Adopted

1197 - Neighborhood Services

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

Activity Analysis Report - Adopted

1197 - Neighborhood Services

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

1197 Neighborhood Services

Expenditure Statement by Object		Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services			
501000	Salaries, Full-Time Employees	493,810	493,810
505100	Other taxable comp-multilingual	6,240	6,240
505200	Other taxable comp-Gfit	874	874
505300	Other taxable comp-housing stipend	3,600	3,600
508000	Salaries, Overtime	2,652	2,652
509000	Salaries, Part-Time Employees	65,376	65,376
510000	Social Security & Medicare Taxes (FICA	42,981	42,981
514000	Group Insurance	97,339	97,339
514200	Vision Plan	442	442
515000	Retirement Contribution (401A)	39,505	39,505
515100	Retirement Health Savings (RHS)	3,162	3,162
516000	Savings Plan Contribution (401K)	14,814	14,814
519000	Tuition Reimbursement	1,800	1,800
	Subtotal Personnel Services	**772,595**	**772,595**

Operating Expenses

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

1197 Neighborhood Services

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

Capital Outlay

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

Department of Planning and Code Administration

1198 - Animal Control

SERVICES PROVIDED:

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

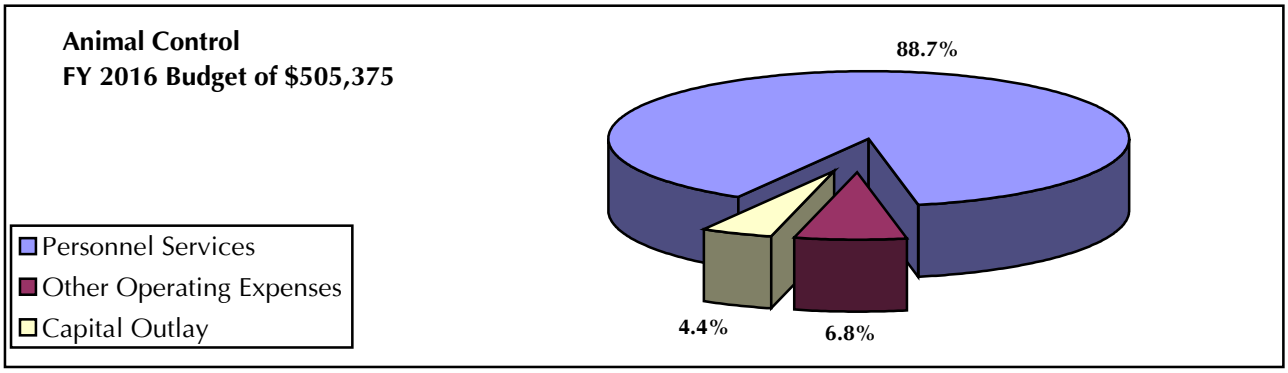
WORK PLAN GOALS:

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

SIGNIFICANT CHANGES:

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

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



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

Activity Analysis Report - Adopted

1198 - Animal Control

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

1198 Animal Control

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
501000 Salaries, Full-Time Employees	287,385	287,385
505100 Other taxable comp-multilingual	2,080	2,080
508000 Salaries, Overtime	28,402	28,402
509000 Salaries, Part-Time Employees	16,402	16,402
510000 Social Security & Medicare Taxes (FICA	25,412	25,412
514000 Group Insurance	56,763	56,763
514200 Vision Plan	313	313
515000 Retirement Contribution (401A)	22,991	22,991
516000 Savings Plan Contribution (401K)	8,622	8,622
Subtotal Personnel Services	**448,370**	**448,370**

Operating Expenses

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

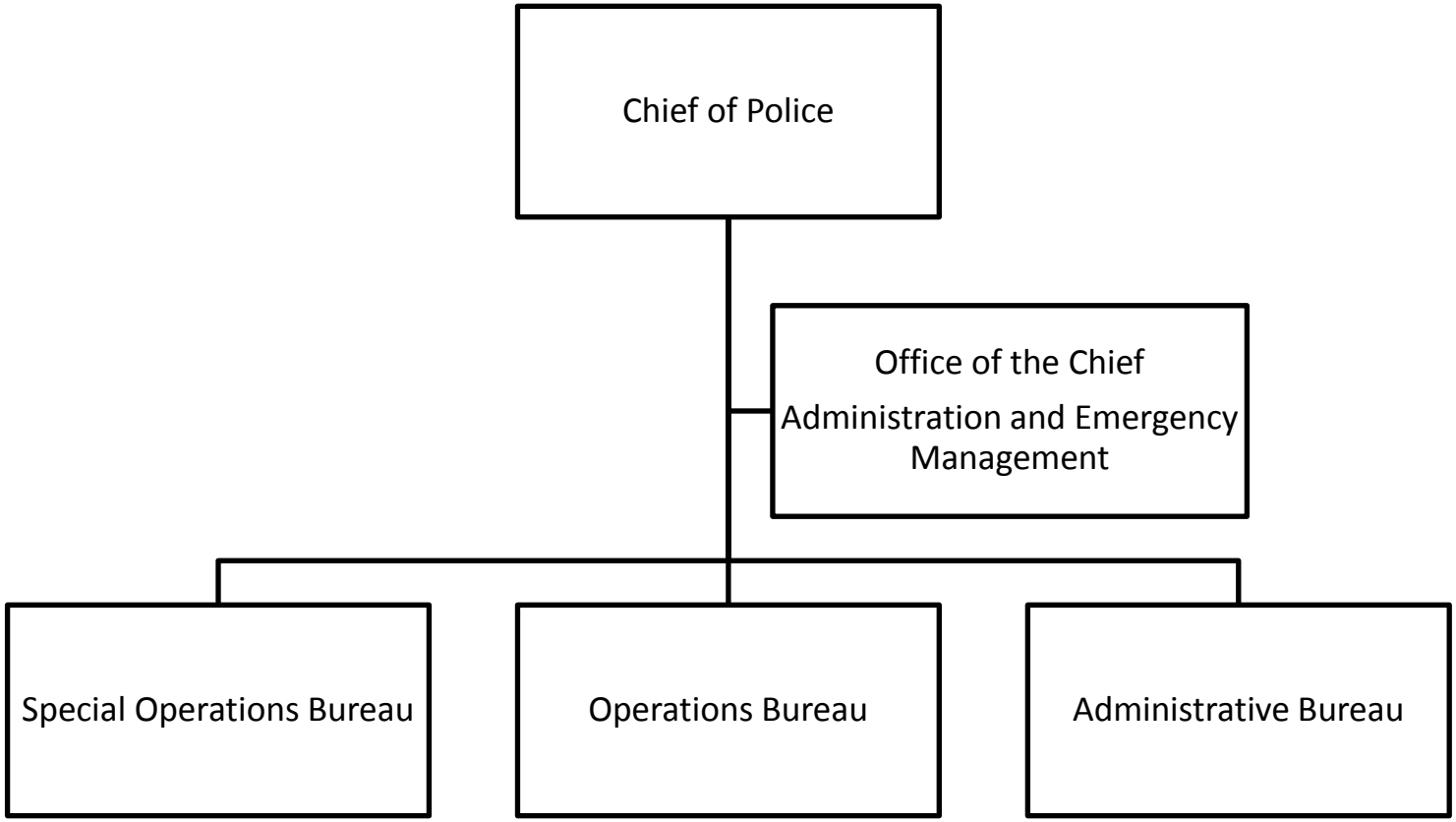
1198 Animal Control

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

Capital Outlay

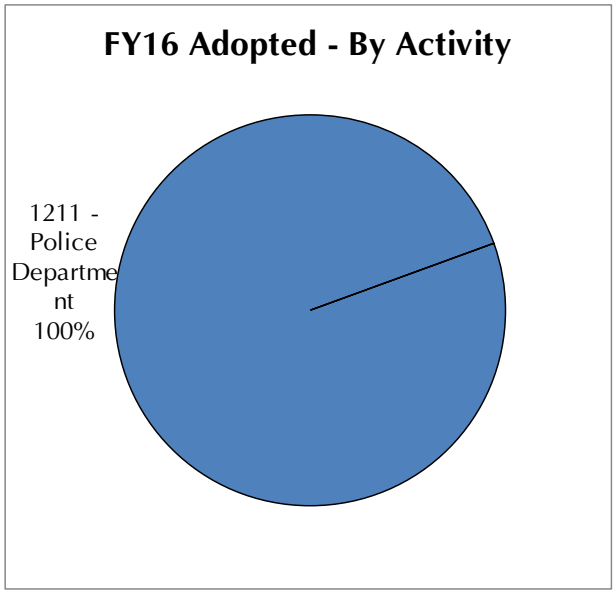
595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC Monitors) (4)	180		180	
Replacement - Computer Hardware (PC) (4)	2,230		2,230	
Subtotal		**2,410**		**2,410**
596100 Vehicles & Equipment (Replacement)				
Vehicle Replacement (5 Units)	20,000		20,000	
Subtotal		**20,000**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

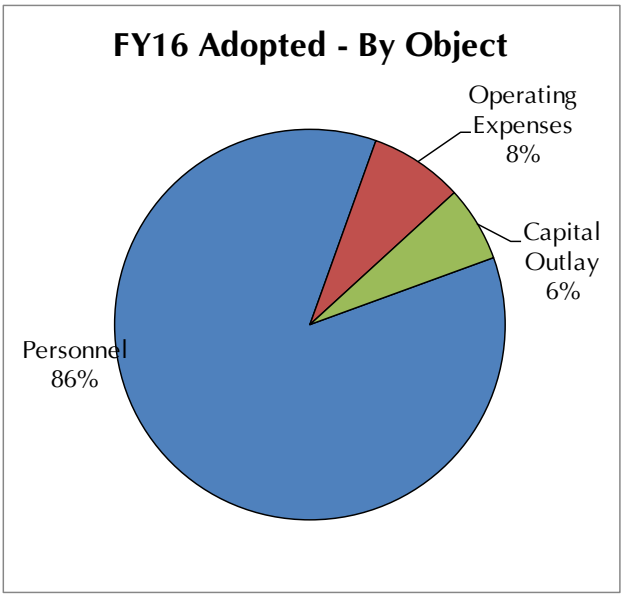
DEPARTMENT OF POLICE



GAITHERSBURG POLICE DEPARTMENT
DEPARTMENT OVERVIEW

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





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

GAITHERSBURG POLICE DEPARTMENT
STAFFING SUMMARY BY POSITION

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

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

Gaithersburg Police Department

1211 - Police Department

SERVICES PROVIDED:

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

WORK PLAN GOALS:

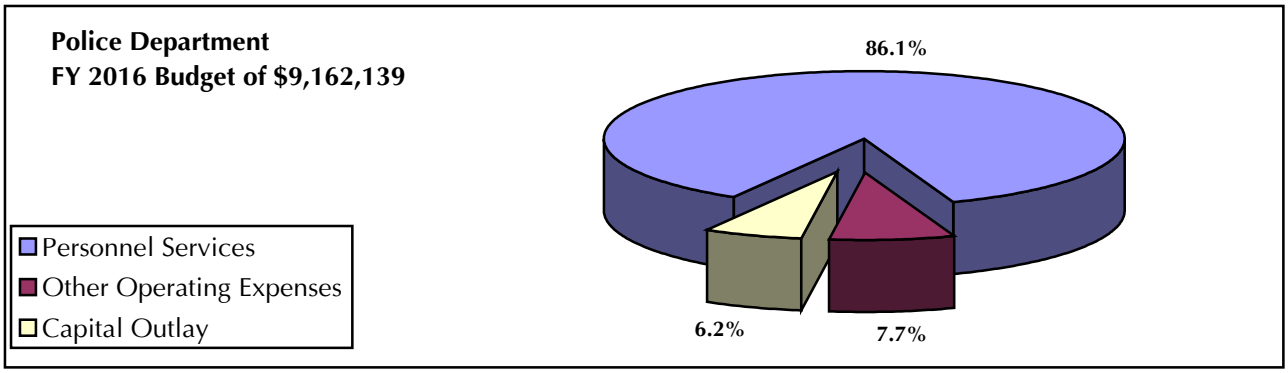
- Collect and analyze crime/traffic data for effective deployment of resources to reduce crime.
- Continue partnership with Mont. Co. to ensure City residents are fully prepared for all hazards and emergency conditions with a focus of ensuring City employees are prepared to leave their homes and continue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

SIGNIFICANT CHANGES:

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

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

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



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

CALEA Accreditations	1	0	1

Activity Analysis Report - Adopted

1211 - Police Department

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

Activity Analysis Report - Adopted

1211 - Police Department

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

1211 Police Department

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

Operating Expenses

521000 Office Supplies			
E-Tickets Paper	2,000	2,000	
Miscellaneous Office Supplies	4,500	4,500	
Printer and Copier Supplies	14,200	14,200	
Subtotal		**20,700**	**20,700**
522000 General Operating Supplies			
Drug Testing Kits	500	500	
Drug Testing Replenishment Kits (10 @ $18.50)	185	185	
First Aid Supplies	3,000	3,000	
Flares	4,000	4,000	
K9 Accessories	1,200	1,200	
K9 Boarding	1,750	1,750	
K9 Food	2,200	2,200	
K9 Veterinarian	2,250	2,250	
Measuring Tapes-100' (3@ $22)	66	66	
Portable Breath Test Alcohol Sensors (2 @ $440)	880	880	
Portable Breath Test Tubes (1,000)	230	230	
Subtotal		**16,261**	**16,261**
523300 Police Outreach Programs/Operational Supplies			
DARE	300	300	
Maryland Crime Prevention Association Fees	200	200	
Media Boosting	600	600	
National Night Out	3,000	3,000	
Neighborhood Watch Materials	600	600	
Promotional Materials	700	700	
Recruitment	1,000	1,000	
Subtotal		**6,400**	**6,400**

1211 Police Department

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

1211 Police Department

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

1211 Police Department

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

1211 Police Department

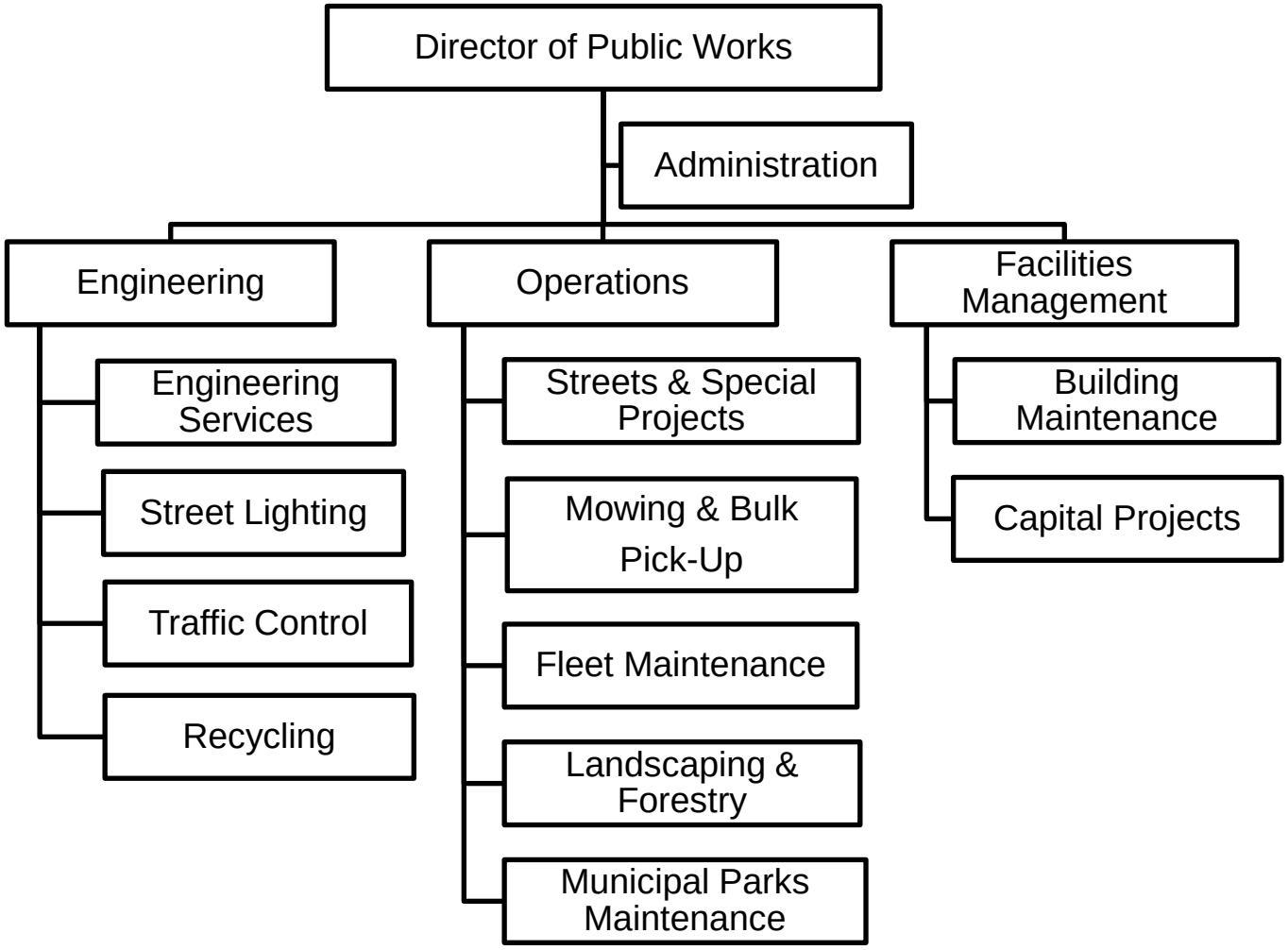
567000 Rental & Use Charges				
Automobile - Equipment - New Rental (1 @ $4,825)	4,825		4,825	
Automobile - Lease Agreement - SCU (5 @ $5,312)	26,560		26,560	
Automobile - Lease Agreement Taxes and Tags - SCU (1 @ $1,85	1,850		1,850	
Metro. Washington Council Of Governments - Linx data share	500		500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

Capital Outlay

1211 Police Department

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

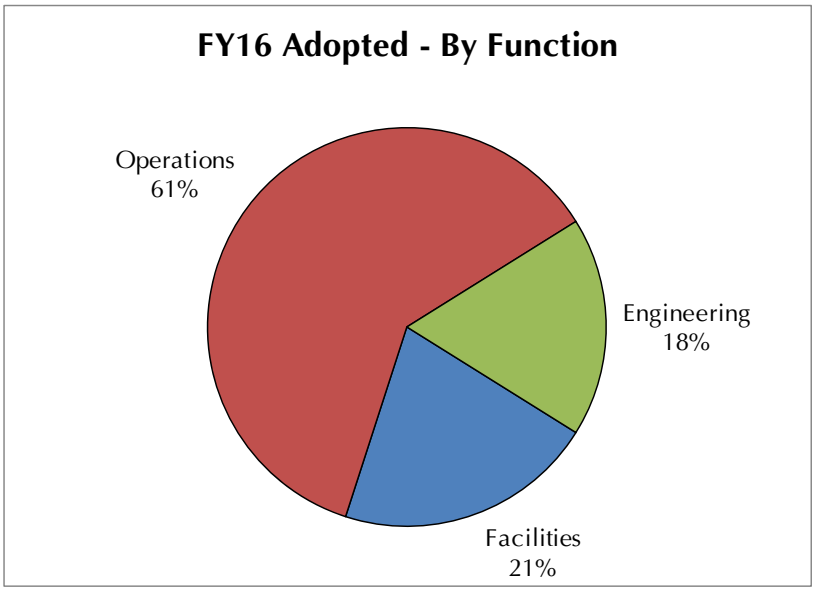
DEPARTMENT OF PUBLIC WORKS

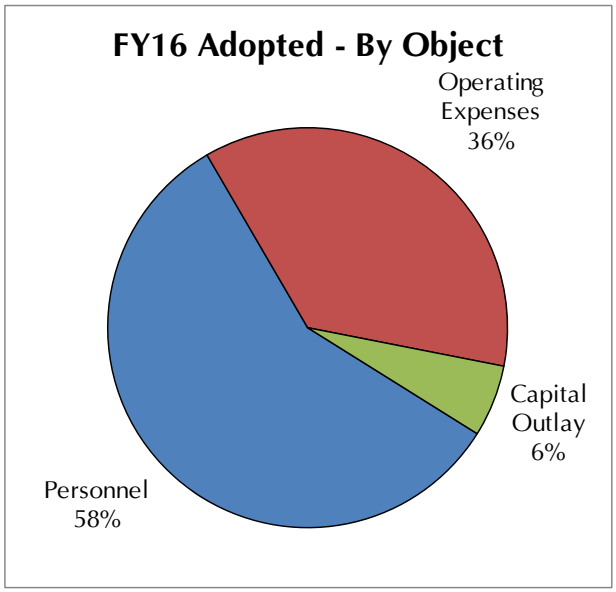


PUBLIC WORKS
DEPARTMENT OVERVIEW

Budget Summary	FY14 Actual	FY14 Budget	FY15 Budget	FY16 Adopted	% Chg
By Function - Activity					
Facilities					
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	2,068,189	2,706,090	2,808,760	2,812,501	0.13%
Operations					
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	6,704,907	7,745,880	7,509,227	8,153,525	8.58%
Engineering					
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	2,080,416	2,158,786	2,268,409	2,369,986	4.48%
Total	$10,853,512	$12,610,756	$12,586,396	$13,336,012	5.96%

PUBLIC WORKS
DEPARTMENT OVERVIEW





Budget Summary	FY14 Actual	FY14 Budget	FY15 Budget	FY16 Adopted	% Chg
By Object					
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%
Total	$10,853,512	$12,610,756	$12,586,396	$13,336,012	5.96%

1150 - Facilities Management	FY 14	FY 15	FY 16
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
Subtotal	**7**	**9**	**9**

1151 - 1175 - Building & Grounds Maintenance	FY 14	FY 15	FY 16
None	**0**	**0**	**0**

1311 - Public Works Administration	FY 14	FY 15	FY 16
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
Subtotal	**6**	**6**	**6**

1312 - Streets & Special Projects	FY 14	FY 15	FY 16
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
Subtotal	**10.75**	**10.75**	**10.75**

1315 - Fleet Maintenance	FY 14	FY 15	FY 16
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
Subtotal	**6**	**5**	**5**

1341 - Landscaping & Forestry	FY 14	FY 15	FY 16
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
Subtotal	**13.5**	**13.5**	**13.5**

1343 - Municipal Parks Maintenance	FY 14	FY 15	FY 16
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
Subtotal	**17.5**	**17.5**	**18.25**

1344 - Mowing & Bulk Pickup	FY 14	FY 15	FY 16
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
Subtotal	**22**	**23**	**23**

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

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

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

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:

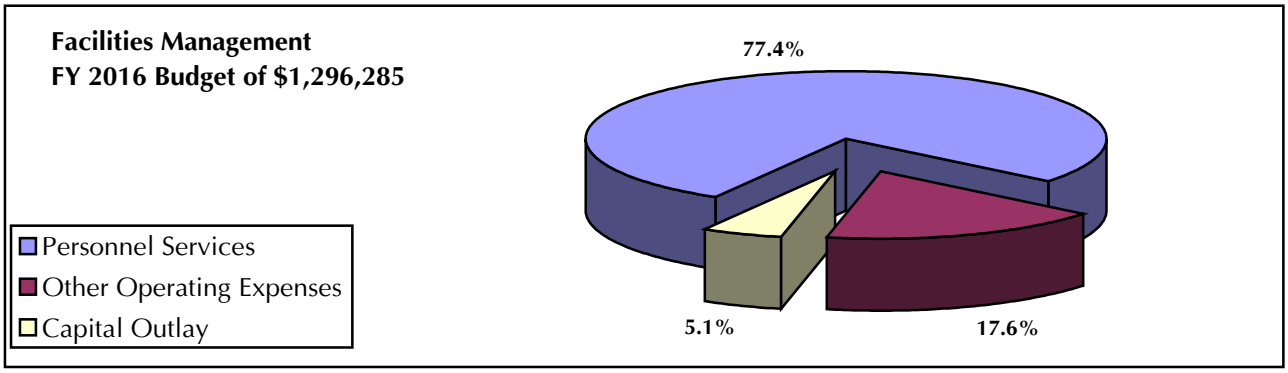
- Conferences/Training increased $25,000. It has been identified that there has been a gap in training of staff within the Facilities and Capital Project Division. Due to all courses being technical in nature, a budget of $3,000 has been proposed per employee so that they can attend at least two trainings 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 faculties 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
TOTAL	**$970,046**	**$1,067,475**	**$1,296,285**	**$1,296,285**

Public Works

1150 - Facilities Management

Facilities Management
FY 2016 Budget of $1,296,285



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 Employe	$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%
Personnel	$631,789	$937,139	$597,925	$1,003,103	7.04%
Operating Expenses	$149,618	$58,600	($31,112)	$227,615	288.42%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$18,475	$71,736	$56,304	$65,567	-8.60%
Total	**$799,883**	**$1,067,475**	**$623,118**	**$1,296,285**	**21.43%**

1150 Facilities Management

Expenditure Statement by Object		Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services			
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
	Subtotal Personnel Services	**1,003,103**	**1,003,103**

Operating Expenses

521000 Office Supplies			
Supplies	2,500	2,500	
Subtotal	**2,500**		**2,500**
522000 General Operating Supplies			
Flags	500	500	
Hardware	1,000	1,000	
Keys	2,000	2,000	
Lamps	2,000	2,000	
Misc. Supplies	1,500	1,500	
Subtotal	**7,000**		**7,000**
526000 Machinery & Equipment			
Miscellaneous Computer Supplies	1,000	1,000	
Subtotal	**1,000**		**1,000**
531600 Software Maintenance Agreements			
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 (RSMeans) (4)	2,100	2,100	
Maintenance - Software (SmartDraw)	50	50	
Maintenance - Software (Utility Manager Pro)	2,000	2,000	
Subtotal	**7,515**		**7,515**
532000 Engineering & Architectural			
	3,500	3,500	
Subtotal	**3,500**		**3,500**
536000 Miscellaneous Professional Services			
Pest control	1,000	1,000	
Subtotal	**1,000**		**1,000**

1150 Facilities Management

536300 Contract Cleaning Services				
Contract Cleaning - special services and events	25,000		25,000	
Subtotal		**25,000**		**25,000**
544000 Professional Dues & Certification Fees				
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	
Subtotal		**5,750**		**5,750**
545000 Magazines, Books & Resource Material				
	1,000		1,000	
Subtotal		**1,000**		**1,000**
546000 Conference & Seminar Registration				
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	
Subtotal		**27,000**		**27,000**
547000 Travel Expense				
Conference Travel	2,400		2,400	
Subtotal		**2,400**		**2,400**
550000 Electric				
	8,000		8,000	
Subtotal		**8,000**		**8,000**
550100 Gas (Natural)				
	4,000		4,000	
Subtotal		**4,000**		**4,000**
550200 Water				
	1,000		1,000	
Subtotal		**1,000**		**1,000**
550700 Recycling Services/Trash Collection				
Refuse/Recycling additional Services	7,500		7,500	
Subtotal		**7,500**		**7,500**
551100 Cellular Telephone				
Facility Services (8) I-Phones @ $840.00 each	6,750		6,750	
Subtotal		**6,750**		**6,750**

1150 Facilities Management

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

Capital Outlay

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

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.

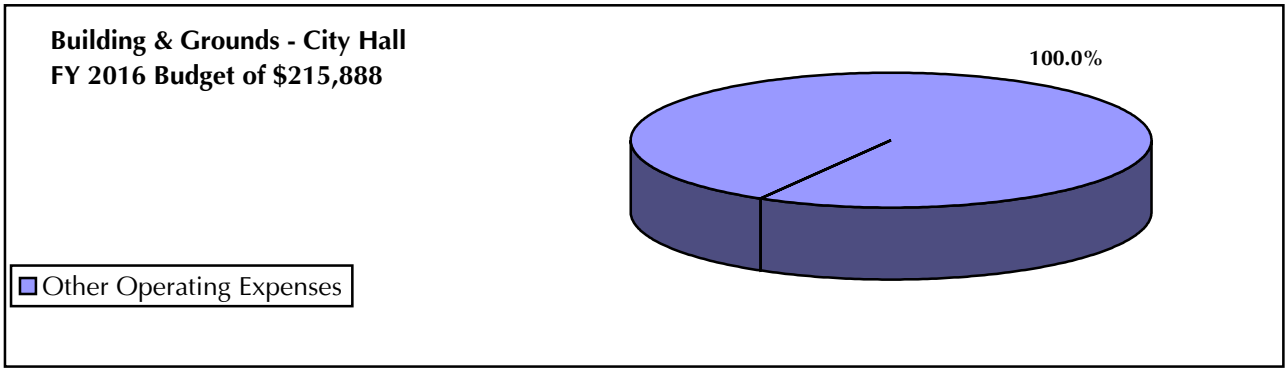
WORK PLAN GOALS:

- 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
TOTAL	**$247,712**	**$260,325**	**$215,888**	**$215,888**



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%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$144,795	$260,325	$104,265	$215,888	-17.07%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$0	$0	$0	$0	0.00%
Total	**$144,795**	**$260,325**	**$104,265**	**$215,888**	**-17.07%**

1151 Building & Grounds - City Hall

Operating Expenses

522000 General Operating Supplies				
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	
Subtotal		**5,600**		**5,600**
536000 Miscellaneous Professional Services				
Pest Control	750		750	
Subtotal		**750**		**750**
536300 Contract Cleaning Services				
	41,919		41,919	
Subtotal		**41,919**		**41,919**
550000 Electric				
	70,000		70,000	
Subtotal		**70,000**		**70,000**
550100 Gas (Natural)				
	4,000		4,000	
Subtotal		**4,000**		**4,000**
550200 Water				
	4,500		4,500	
Subtotal		**4,500**		**4,500**
550700 Recycling Services/Trash Collection				
	4,059		4,059	
Subtotal		**4,059**		**4,059**
551000 Telephone (Landline)				
	30,060		30,060	
Subtotal		**30,060**		**30,060**
572000 Repair & Maintenance - Buildings & Facilities				
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	
Subtotal		**55,000**		**55,000**
Subtotal Operating Expenses		**215,888**		**215,888**

1151 Building & Grounds - City Hall

Total	**215,888**	**215,888**

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.

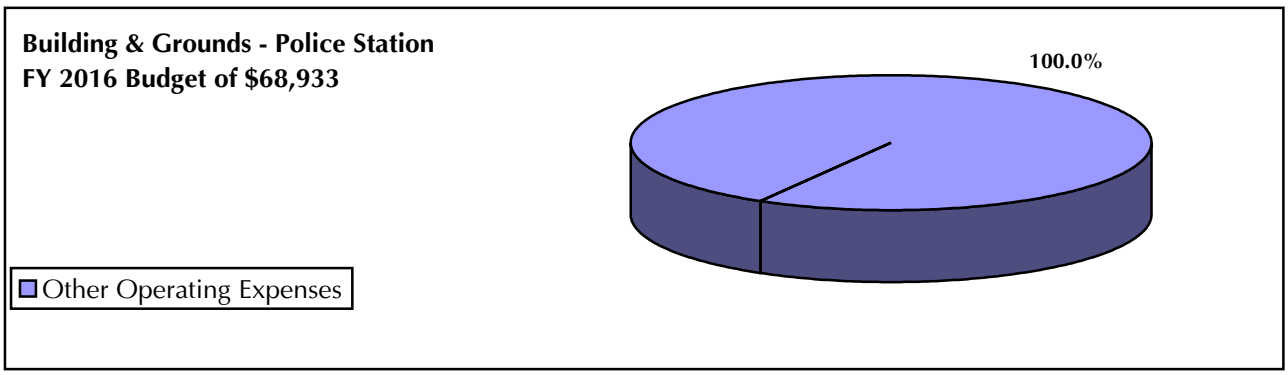
WORK PLAN GOALS:

- 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
TOTAL	**$83,724**	**$80,350**	**$68,933**	**$68,933**



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%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$65,142	$80,350	$41,495	$68,933	-14.21%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$0	$0	$0	$0	0.00%
Total	**$65,142**	**$80,350**	**$41,495**	**$68,933**	**-14.21%**

1152 Building & Grounds - Police Station

Operating Expenses

522000 General Operating Supplies				
Ceiling Tile	300		300	
Filters	300		300	
Flags	300		300	
Hardware	200		200	
Keys	100		100	
Lamps and Ballasts	300		300	
Subtotal		**1,500**		**1,500**
536000 Miscellaneous Professional Services				
Pest Control	1,000		1,000	
Subtotal		**1,000**		**1,000**
536300 Contract Cleaning Services				
Contract Cleaning	18,345		18,345	
Subtotal		**18,345**		**18,345**
550000 Electric				
	20,000		20,000	
Subtotal		**20,000**		**20,000**
550100 Gas (Natural)				
	2,200		2,200	
Subtotal		**2,200**		**2,200**
550200 Water				
	3,000		3,000	
Subtotal		**3,000**		**3,000**
550700 Recycling Services/Trash Collection				
	1,198		1,198	
Subtotal		**1,198**		**1,198**
551000 Telephone (Landline)				
	9,690		9,690	
Subtotal		**9,690**		**9,690**
572000 Repair & Maintenance - Buildings & Facilities				
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	
Subtotal		**12,000**		**12,000**
Subtotal Operating Expenses		**68,933**		**68,933**
Total		**68,933**		**68,933**

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.

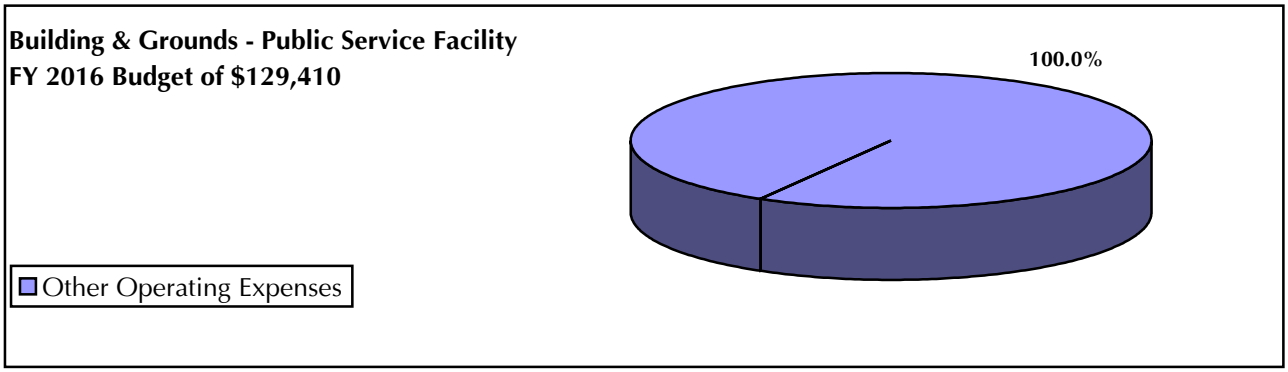
WORK PLAN GOALS:

- 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
TOTAL	**$162,417**	**$158,850**	**$129,410**	**$129,410**



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%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$115,201	$158,850	$84,063	$129,410	-18.53%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$0	$0	$0	$0	0.00%
Total	**$115,201**	**$158,850**	**$84,063**	**$129,410**	**-18.53%**

1153 Building & Grounds - Public Service Facility

Operating Expenses

522000 General Operating Supplies				
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	
Subtotal		**6,000**		**6,000**
536000 Miscellaneous Professional Services				
Pest Control	750		750	
Subtotal		**750**		**750**
536300 Contract Cleaning Services				
	10,238		10,238	
Subtotal		**10,238**		**10,238**
536400 Contract Maintenance Services				
	4,000		4,000	
Subtotal		**4,000**		**4,000**
550000 Electric				
	45,000		45,000	
Subtotal		**45,000**		**45,000**
550100 Gas (Natural)				
	16,000		16,000	
Subtotal		**16,000**		**16,000**
550200 Water				
	4,500		4,500	
Subtotal		**4,500**		**4,500**
550700 Recycling Services/Trash Collection				
	1,992		1,992	
Subtotal		**1,992**		**1,992**
551000 Telephone (Landline)				
	5,130		5,130	
Subtotal		**5,130**		**5,130**
560000 Miscellaneous				
	800		800	
Subtotal		**800**		**800**

1153 Building & Grounds - Public Service Facility

572000 Repair & Maintenance - Buildings & Facilities			
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	
Subtotal		**35,000**	**35,000**
Subtotal Operating Expenses		**129,410**	**129,410**

Total	**129,410**	**129,410**

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:

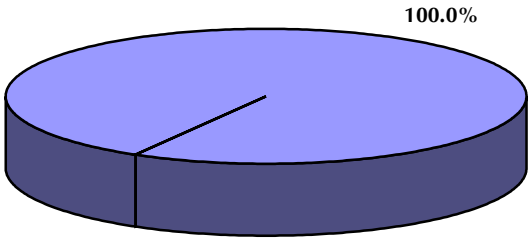
- Maintain a clean, attractive, safe, functional, and sound facility.
- Minimize disruption of services and avoid costly unplanned replacements.

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
TOTAL	**$24,467**	**$32,000**	**$30,478**	**$30,478**

Building & Grounds - Train Station/Freight House
FY 2016 Budget of $30,478



Other Operating Expenses

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%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$26,669	$32,000	$18,728	$30,478	-4.76%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$0	$0	$0	$0	0.00%
Total	**$26,669**	**$32,000**	**$18,728**	**$30,478**	**-4.76%**

1155 Building & Grounds - Train Station/Freight House

Operating Expenses

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

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.

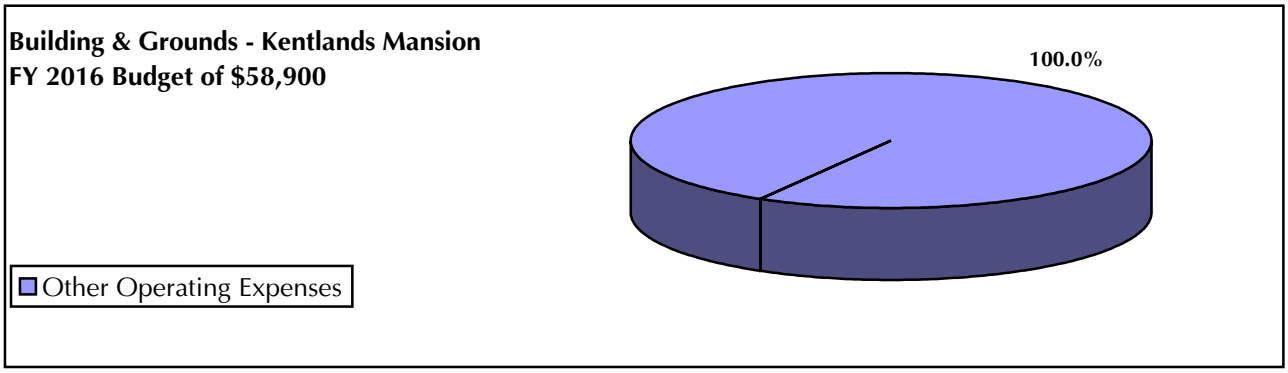
WORK PLAN GOALS:

- 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
TOTAL	**$66,250**	**$62,100**	**$58,900**	**$58,900**



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%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$34,641	$62,100	$38,752	$58,900	-5.15%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$0	$0	$0	$0	0.00%
Total	**$34,641**	**$62,100**	**$38,752**	**$58,900**	**-5.15%**

1158 Building & Grounds - Kentlands Mansion

Operating Expenses

522000 General Operating Supplies				
Cleaning Supplies	250		250	
Filters	300		300	
Hardware	500		500	
Lighting	450		450	
Subtotal		**1,500**		**1,500**
536000 Miscellaneous Professional Services				
Pest Control	500		500	
Subtotal		**500**		**500**
550000 Electric				
	17,000		17,000	
Subtotal		**17,000**		**17,000**
550100 Gas (Natural)				
	5,000		5,000	
Subtotal		**5,000**		**5,000**
550200 Water				
	2,600		2,600	
Subtotal		**2,600**		**2,600**
550700 Recycling Services/Trash Collection				
	3,300		3,300	
Subtotal		**3,300**		**3,300**
551000 Telephone (Landline)				
	4,000		4,000	
Subtotal		**4,000**		**4,000**
572000 Repair & Maintenance - Buildings & Facilities				
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	
Subtotal		**25,000**		**25,000**
Subtotal Operating Expenses		**58,900**		**58,900**
Total		**58,900**		**58,900**

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.

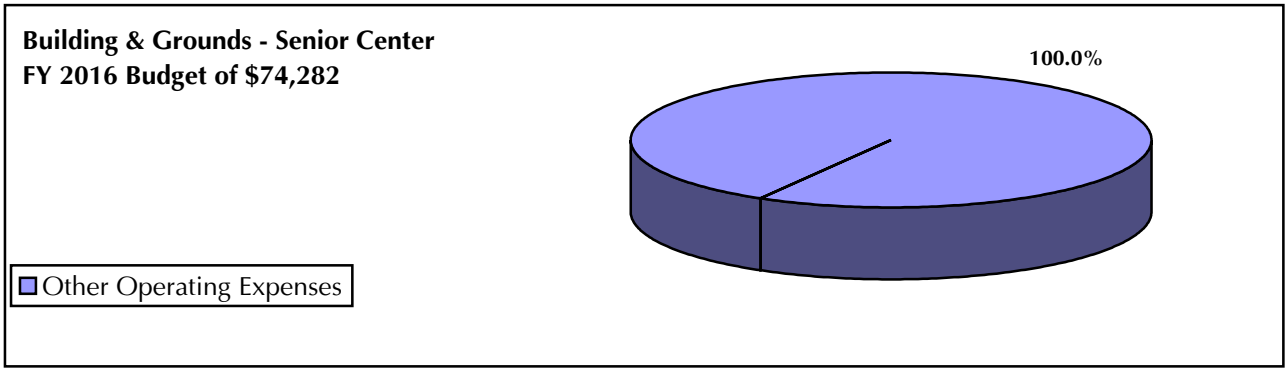
WORK PLAN GOALS:

- 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
TOTAL	**$66,650**	**$67,850**	**$74,282**	**$74,282**



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%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$62,099	$67,850	$38,299	$74,282	9.48%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$0	$0	$0	$0	0.00%
Total	**$62,099**	**$67,850**	**$38,299**	**$74,282**	**9.48%**

1159 Building & Grounds - Senior Center

Operating Expenses

522000 General Operating Supplies				
Ceiling Tiles	500		500	
Filters	500		500	
Lighting	500		500	
Subtotal		**1,500**		**1,500**
536000 Miscellaneous Professional Services				
Additional services	6,000		6,000	
Subtotal		**6,000**		**6,000**
550000 Electric				
	30,000		30,000	
Subtotal		**30,000**		**30,000**
550100 Gas (Natural)				
	7,500		7,500	
Subtotal		**7,500**		**7,500**
550200 Water				
	10,000		10,000	
Subtotal		**10,000**		**10,000**
550700 Recycling Services/Trash Collection				
	4,182		4,182	
Subtotal		**4,182**		**4,182**
551000 Telephone (Landline)				
	3,100		3,100	
Subtotal		**3,100**		**3,100**
572000 Repair & Maintenance - Buildings & Facilities				
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	
Subtotal		**12,000**		**12,000**
Subtotal Operating Expenses		**74,282**		**74,282**
Total		**74,282**		**74,282**

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.

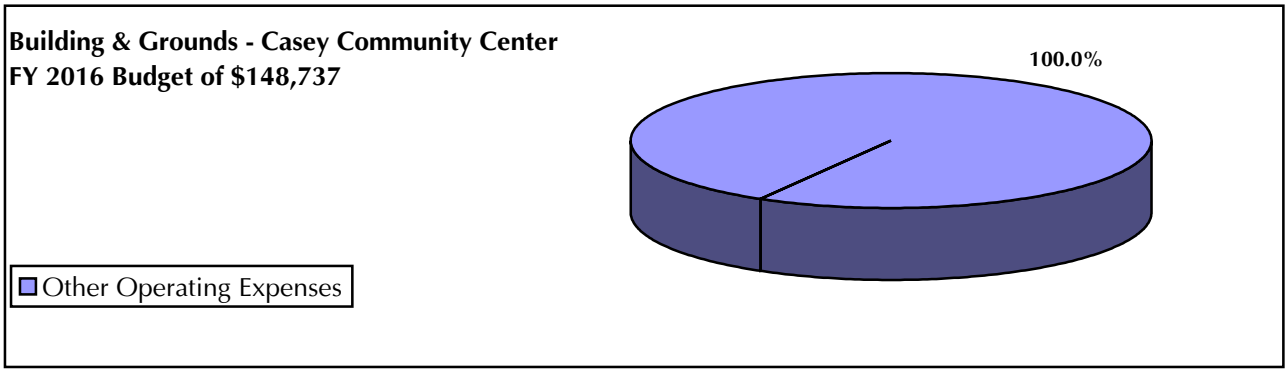
WORK PLAN GOALS:

- 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
TOTAL	**$190,561**	**$189,250**	**$148,737**	**$148,737**



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%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$158,007	$189,250	$109,140	$148,737	-21.41%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$0	$0	$0	$0	0.00%
Total	**$158,007**	**$189,250**	**$109,140**	**$148,737**	**-21.41%**

1160 Building & Grounds - Casey Community Center

Operating Expenses

522000 General Operating Supplies				
Ceiling Tiles	500		500	
Filters	500		500	
Flags	400		400	
Hardware	500		500	
Lighting	500		500	
Subtotal		**2,400**		**2,400**
536000 Miscellaneous Professional Services				
Pest Control	1,500		1,500	
Subtotal		**1,500**		**1,500**
536300 Contract Cleaning Services				
	76,582		76,582	
Subtotal		**76,582**		**76,582**
550000 Electric				
	33,000		33,000	
Subtotal		**33,000**		**33,000**
550100 Gas (Natural)				
	5,000		5,000	
Subtotal		**5,000**		**5,000**
550200 Water				
WSSC	3,200		3,200	
Subtotal		**3,200**		**3,200**
550700 Recycling Services/Trash Collection				
	3,455		3,455	
Subtotal		**3,455**		**3,455**
551000 Telephone (Landline)				
	3,600		3,600	
Subtotal		**3,600**		**3,600**
572000 Repair & Maintenance - Buildings & Facilities				
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	
Subtotal		**20,000**		**20,000**
Subtotal Operating Expenses		**148,737**		**148,737**
Total		**148,737**		**148,737**

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.

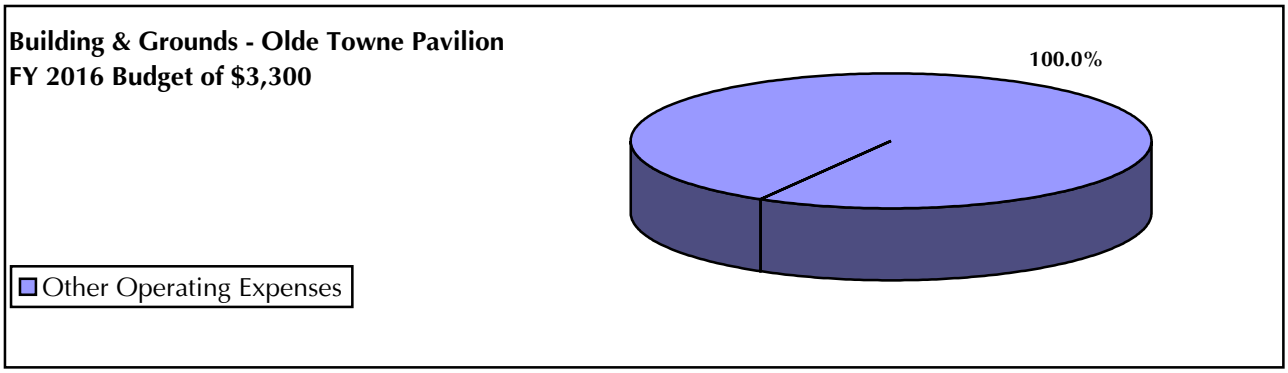
WORK PLAN GOALS:

- 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
TOTAL	**$4,035**	**$4,460**	**$3,300**	**$3,300**



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%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$3,863	$4,460	$2,372	$3,300	-26.01%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$0	$0	$0	$0	0.00%
Total	**$3,863**	**$4,460**	**$2,372**	**$3,300**	**-26.01%**

1161 Building & Grounds - Olde Towne Pavilion

Operating Expenses

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

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.

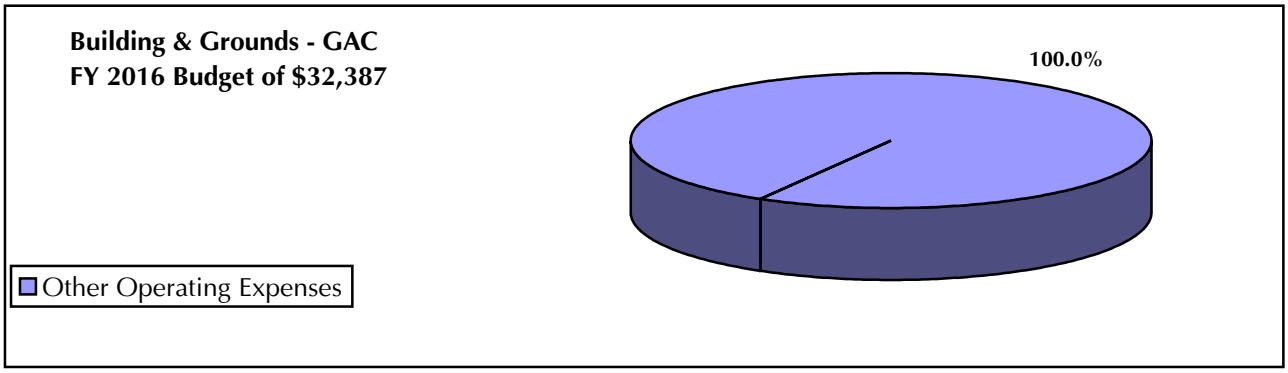
WORK PLAN GOALS:

- 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
TOTAL	**$62,200**	**$60,950**	**$32,387**	**$32,387**



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%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$4,253	$60,950	$13,798	$32,387	-46.86%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$0	$0	$0	$0	0.00%
Total	**$4,253**	**$60,950**	**$13,798**	**$32,387**	**-46.86%**

1164 Building & Grounds - GAC

Operating Expenses

522000 General Operating Supplies				
Filters	2,000		2,000	
Lighting	2,000		2,000	
Subtotal		**4,000**		**4,000**
536000 Miscellaneous Professional Services				
Pest Control	500		500	
Subtotal		**500**		**500**
536300 Contract Cleaning Services				
	4,273		4,273	
Subtotal		**4,273**		**4,273**
550700 Recycling Services/Trash Collection				
	2,614		2,614	
Subtotal		**2,614**		**2,614**
572000 Repair & Maintenance - Buildings & Facilities				
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	
Subtotal		**21,000**		**21,000**
Subtotal Operating Expenses		**32,387**		**32,387**
Total		**32,387**		**32,387**

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.

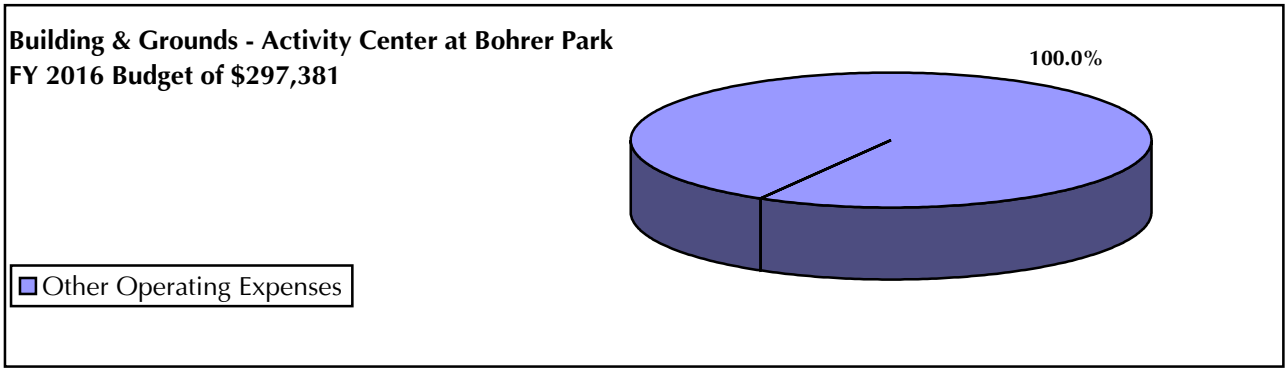
WORK PLAN GOALS:

- 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
TOTAL	**$307,000**	**$303,950**	**$297,381**	**$297,381**



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%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$255,134	$303,950	$197,645	$297,381	-2.16%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$0	$0	$0	$0	0.00%
Total	**$255,134**	**$303,950**	**$197,645**	**$297,381**	**-2.16%**

1165 Building & Grounds - Activity Center at Bohrer Park

Operating Expenses

522000 General Operating Supplies				
Ceiling Tile	600		600	
Filters	750		750	
Flags	650		650	
Lighting	2,000		2,000	
Subtotal		**4,000**		**4,000**
536000 Miscellaneous Professional Services				
Pest control	1,400		1,400	
Subtotal		**1,400**		**1,400**
536300 Contract Cleaning Services				
	120,186		120,186	
Subtotal		**120,186**		**120,186**
550000 Electric				
	90,000		90,000	
Subtotal		**90,000**		**90,000**
550100 Gas (Natural)				
	12,500		12,500	
Subtotal		**12,500**		**12,500**
550200 Water				
	14,000		14,000	
Subtotal		**14,000**		**14,000**
550700 Recycling Services/Trash Collection				
	11,605		11,605	
Subtotal		**11,605**		**11,605**
551000 Telephone (Landline)				
	13,690		13,690	
Subtotal		**13,690**		**13,690**
572000 Repair & Maintenance - Buildings & Facilities				
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	
Subtotal		**30,000**		**30,000**
Subtotal Operating Expenses		**297,381**		**297,381**
Total		**297,381**		**297,381**

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.

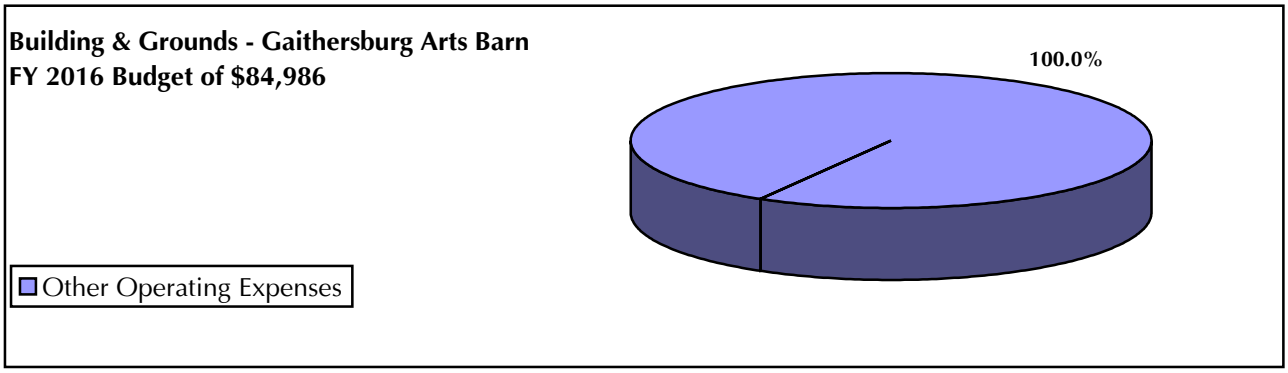
WORK PLAN GOALS:

- 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
TOTAL	**$101,138**	**$94,350**	**$84,986**	**$84,986**



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%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$83,077	$94,350	$52,009	$84,986	-9.92%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$0	$0	$0	$0	0.00%
Total	**$83,077**	**$94,350**	**$52,009**	**$84,986**	**-9.92%**

1166 Building & Grounds - Gaithersburg Arts Barn

Operating Expenses

522000 General Operating Supplies				
Flags	500		500	
Hardware	700		700	
Lighting	800		800	
Subtotal		**2,000**		**2,000**
536000 Miscellaneous Professional Services				
Pest control	750		750	
Subtotal		**750**		**750**
536300 Contract Cleaning Services				
	8,836		8,836	
Subtotal		**8,836**		**8,836**
550000 Electric				
	33,000		33,000	
Subtotal		**33,000**		**33,000**
550100 Gas (Natural)				
	12,000		12,000	
Subtotal		**12,000**		**12,000**
550200 Water				
	6,000		6,000	
Subtotal		**6,000**		**6,000**
551000 Telephone (Landline)				
	2,400		2,400	
Subtotal		**2,400**		**2,400**
572000 Repair & Maintenance - Buildings & Facilities				
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	
Subtotal		**20,000**		**20,000**
Subtotal Operating Expenses		**84,986**		**84,986**

Total	**84,986**	**84,986**

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.

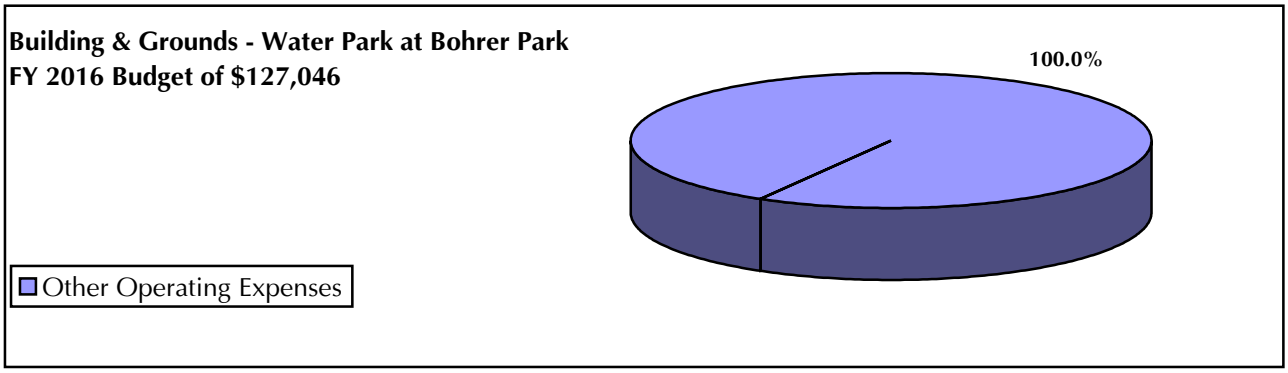
WORK PLAN GOALS:

- 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
TOTAL	**$136,510**	**$146,350**	**$127,046**	**$127,046**



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%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$140,764	$146,350	$94,104	$127,046	-13.19%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$0	$0	$0	$0	0.00%
Total	**$140,764**	**$146,350**	**$94,104**	**$127,046**	**-13.19%**

1167 Building & Grounds - Water Park at Bohrer Park

Operating Expenses

522000 General Operating Supplies				
Filters	500		500	
Hardware	500		500	
Lighting	1,000		1,000	
Subtotal		**2,000**		**2,000**
536000 Miscellaneous Professional Services				
Pest Control	750		750	
Subtotal		**750**		**750**
536300 Contract Cleaning Services				
	8,658		8,658	
Subtotal		**8,658**		**8,658**
550000 Electric				
	47,000		47,000	
Subtotal		**47,000**		**47,000**
550100 Gas (Natural)				
	3,000		3,000	
Subtotal		**3,000**		**3,000**
550200 Water				
	30,000		30,000	
Subtotal		**30,000**		**30,000**
550700 Recycling Services/Trash Collection				
	1,488		1,488	
Subtotal		**1,488**		**1,488**
551000 Telephone (Landline)				
	3,650		3,650	
Subtotal		**3,650**		**3,650**
572000 Repair & Maintenance - Buildings & Facilities				
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	
Subtotal		**26,000**		**26,000**
573000 Repair & Maintenance - Machinery & Equipment				
	4,500		4,500	
Subtotal		**4,500**		**4,500**
Subtotal Operating Expenses		**127,046**		**127,046**

Total	**127,046**	**127,046**

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.

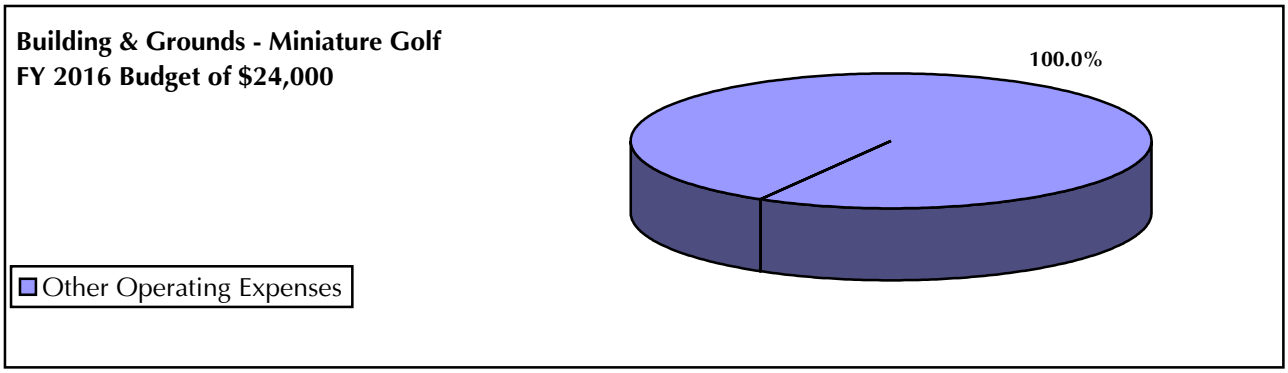
WORK PLAN GOALS:

- 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
TOTAL	**$21,500**	**$22,800**	**$24,000**	**$24,000**



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%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$10,743	$22,800	$6,787	$24,000	5.26%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$0	$0	$0	$0	0.00%
Total	**$10,743**	**$22,800**	**$6,787**	**$24,000**	**5.26%**

1168 Building & Grounds - Miniature Golf

Operating Expenses

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

Public Works

1169 - Building & Grounds - Skate Park

SERVICES PROVIDED:

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

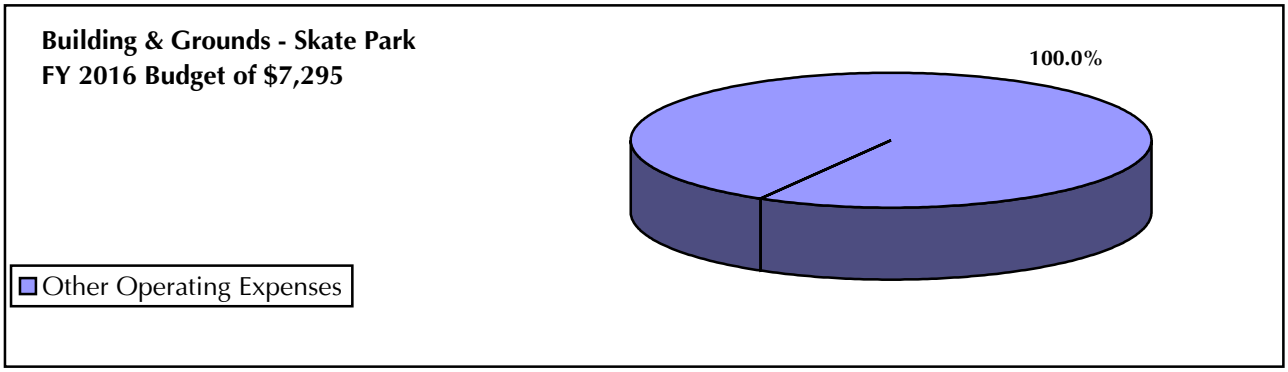
WORK PLAN GOALS:

- 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
TOTAL	**$7,200**	**$6,350**	**$7,295**	**$7,295**



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%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$4,296	$6,350	$2,164	$7,295	14.88%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$0	$0	$0	$0	0.00%
Total	**$4,296**	**$6,350**	**$2,164**	**$7,295**	**14.88%**

1169 Building & Grounds - Skate Park

Operating Expenses

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

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.

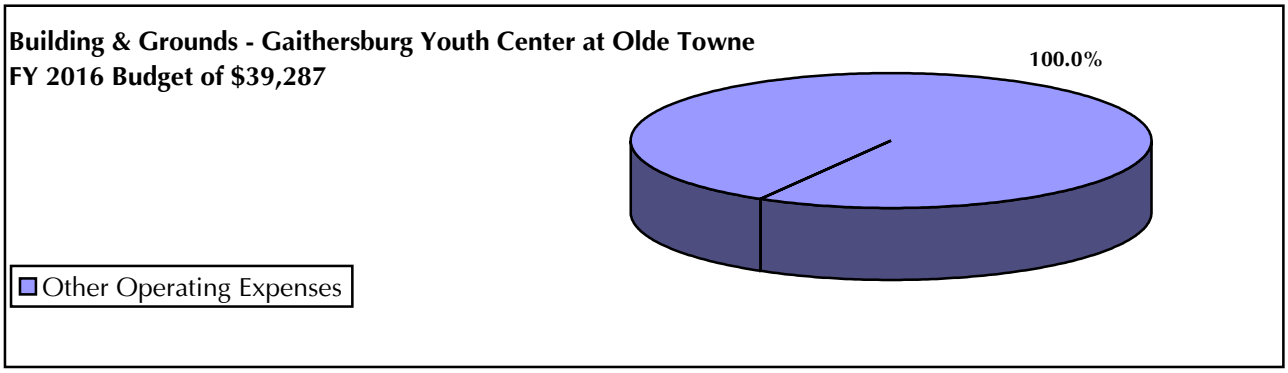
WORK PLAN GOALS:

- 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
TOTAL	**$71,820**	**$48,600**	**$39,287**	**$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%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$38,629	$48,600	$27,900	$39,287	-19.16%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$0	$0	$0	$0	0.00%
Total	**$38,629**	**$48,600**	**$27,900**	**$39,287**	**-19.16%**

1170 Building & Grounds - Gaithersburg Youth Center at Olde Towne

Operating Expenses

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

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.

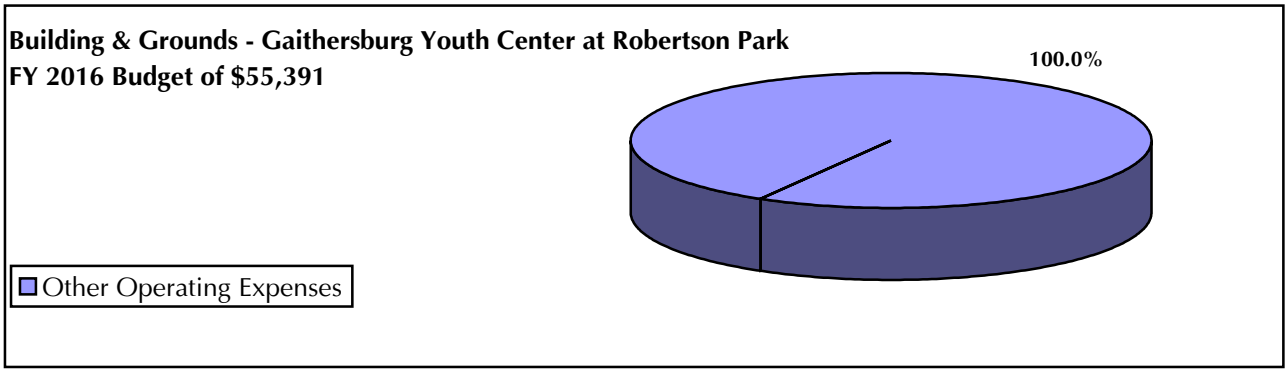
WORK PLAN GOALS:

- 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
TOTAL	**$65,740**	**$51,350**	**$55,391**	**$55,391**



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%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$42,940	$51,350	$41,034	$55,391	7.87%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$0	$0	$0	$0	0.00%
Total	**$42,940**	**$51,350**	**$41,034**	**$55,391**	**7.87%**

1172 Building & Grounds - Gaithersburg Youth Center at Robertson Park

Operating Expenses

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

Public Works

1173 - Building & Grounds - Gaithersburg – CPSC Park Site

SERVICES PROVIDED:

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

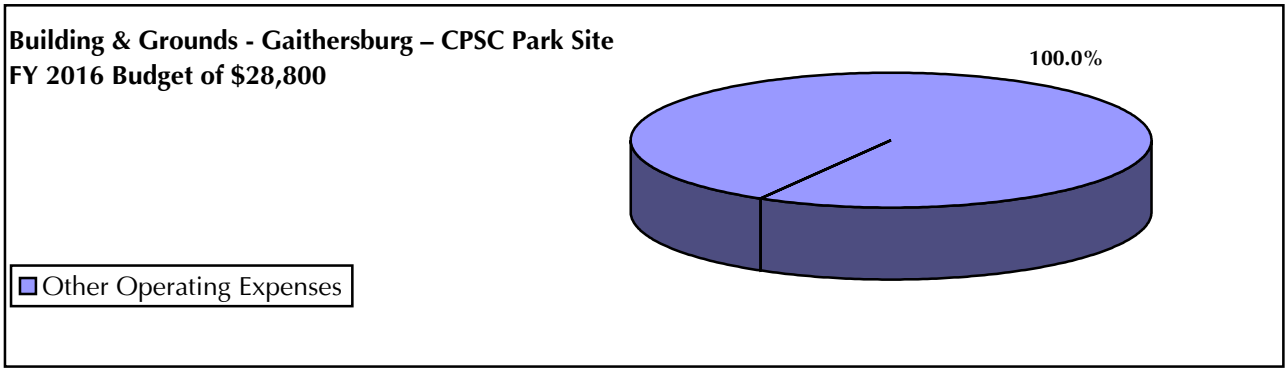
WORK PLAN GOALS:

- 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
TOTAL	**$0**	**$48,000**	**$28,800**	**$28,800**



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%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$0	$48,000	$12,383	$28,800	-40.00%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$0	$0	$0	$0	0.00%
Total	**$0**	**$48,000**	**$12,383**	**$28,800**	**-40.00%**

1173 Building & Grounds - Gaithersburg – CPSC Park Site

Operating Expenses

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

Public Works

1175 - Building & Grounds - Parking Facility

SERVICES PROVIDED:

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

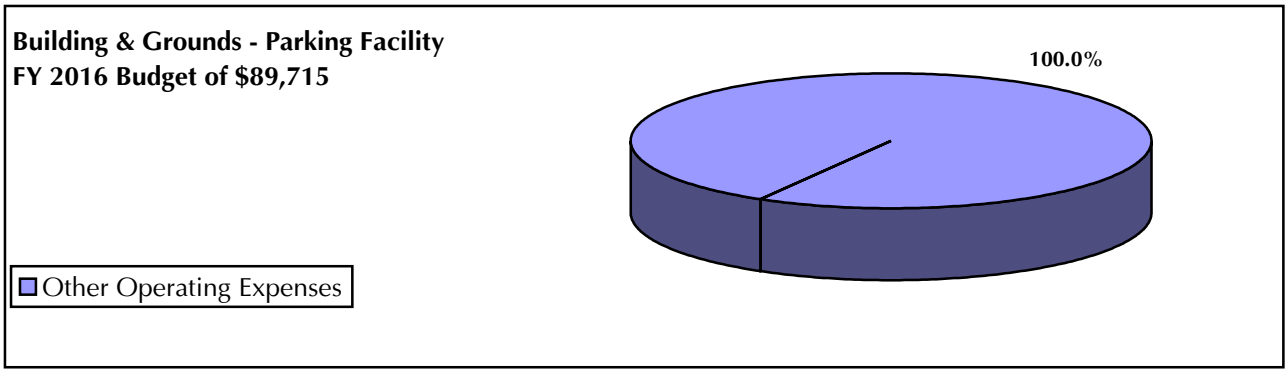
WORK PLAN GOALS:

- 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
TOTAL	**$115,600**	**$103,400**	**$89,715**	**$89,715**



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%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$78,042	$103,400	$65,447	$89,715	-13.24%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$0	$0	$0	$0	0.00%
Total	**$78,042**	**$103,400**	**$65,447**	**$89,715**	**-13.24%**

1175 Building & Grounds - Parking Facility

Operating Expenses

522000 General Operating Supplies				
Hardware	500		500	
Lighting	500		500	
Signs	500		500	
Subtotal		**1,500**		**1,500**
536000 Miscellaneous Professional Services				
Pest Control	1,000		1,000	
Subtotal		**1,000**		**1,000**
536300 Contract Cleaning Services				
	22,355		22,355	
Subtotal		**22,355**		**22,355**
550000 Electric				
	40,000		40,000	
Subtotal		**40,000**		**40,000**
550200 Water				
	300		300	
Subtotal		**300**		**300**
551000 Telephone (Landline)				
	260		260	
Subtotal		**260**		**260**
572000 Repair & Maintenance - Buildings & Facilities				
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	
Subtotal		**24,300**		**24,300**
Subtotal Operating Expenses		**89,715**		**89,715**
Total		**89,715**		**89,715**

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.

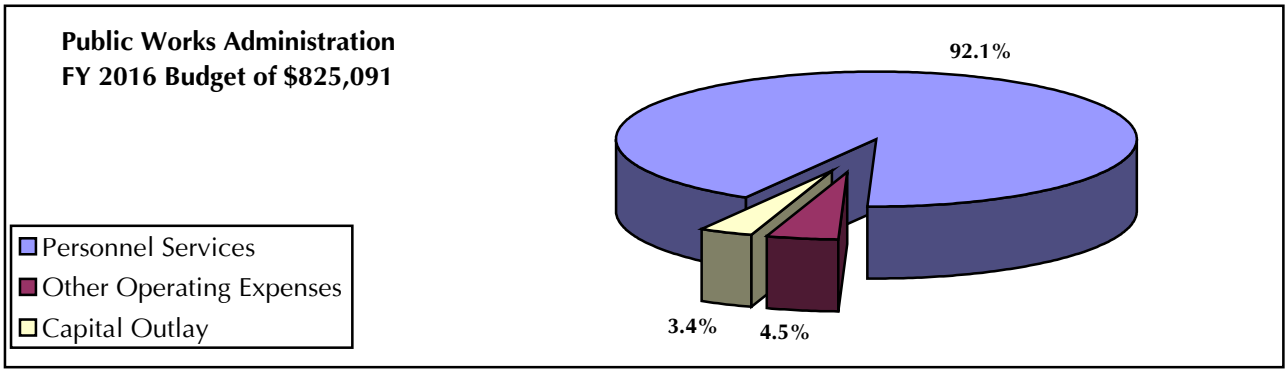
WORK PLAN GOALS:

- 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
TOTAL	**$795,898**	**$793,992**	**$825,091**	**$825,091**



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
Percentage of sevice requests reponded to in two (2) working days		N/A	TBC
Percentage of sevice requests reponded 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 Employe	$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 Reimbursem	$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%
Total	**$914,128**	**$793,992**	**$612,354**	**$825,091**	**3.92%**

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
	Subtotal Personnel Services	**759,891**	**759,891**

Operating Expenses

521000 Office Supplies				
	(SAME)	3,500	3,500	
	Subtotal	**3,500**		**3,500**
522000 General Operating Supplies				
	Misc. supplies purchased with Petty cash	1,000	1,000	
	Subtotal	**1,000**		**1,000**
526000 Machinery & Equipment				
	Miscellaneous Computer Supplies	2,000	2,000	
	Subtotal	**2,000**		**2,000**
531600 Software Maintenance Agreements				
	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	
	Subtotal	**3,145**		**3,145**
536000 Miscellaneous Professional Services				
	Mosquito Monitoring and Control	6,000	6,000	
	Subtotal	**6,000**		**6,000**
544000 Professional Dues & Certification Fees				
	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	
	Subtotal	**1,675**		**1,675**
545000 Magazines, Books & Resource Material				
	Engineering Publications	300	300	
	Subtotal	**300**		**300**

1311 Public Works Administration

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

Capital Outlay

595100 Furniture & Equipment (Replacement)				
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	
Subtotal		**13,155**		**13,155**

1311 Public Works Administration

596100 Vehicles & Equipment (Replacement)			
Vehicle Replacement (7 Unit)	14,510	14,510	
Subtotal		**14,510**	**14,510**
Subtotal Capital Outlay		**27,665**	**27,665**
Total		**825,091**	**825,091**

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.

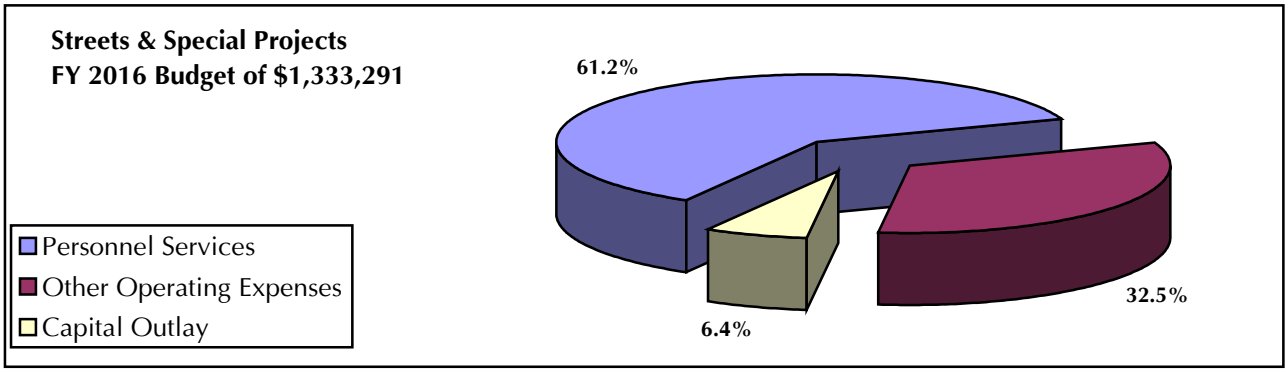
WORK PLAN GOALS:

- 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
TOTAL	**$1,463,678**	**$1,425,350**	**$1,333,291**	**$1,333,291**



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 Employe	$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 Employe	$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 Reimbursem	$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%
Personnel	$794,113	$854,897	$507,604	$815,538	-4.60%
Operating Expenses	$409,498	$490,900	$322,983	$432,700	-11.86%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$19,125	$79,553	$79,653	$85,053	6.91%
Total	**$1,222,735**	**$1,425,350**	**$910,240**	**$1,333,291**	**-6.46%**

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
	Subtotal Personnel Services	**815,538**	**815,538**

Operating Expenses

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

1312 Streets & Special Projects

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

Capital Outlay

596100 Vehicles & Equipment (Replacement)				
Vehicle & Equipment Replacement (16 Units) 50% funded	85,053		85,053	
Subtotal		**85,053**		**85,053**
Subtotal Capital Outlay		**85,053**		**85,053**
Total		**1,333,291**		**1,333,291**

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.

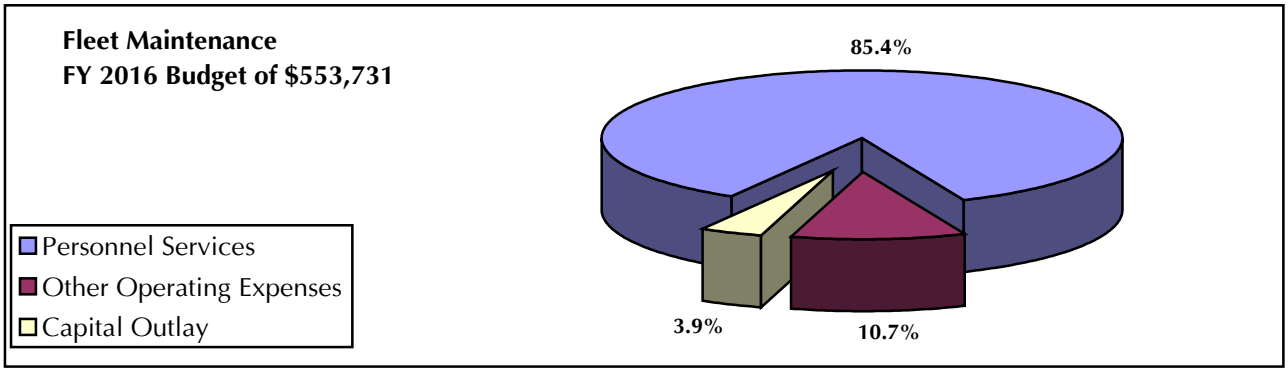
WORK PLAN GOALS:

- 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
TOTAL	**$571,667**	**$527,514**	**$553,731**	**$553,731**



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 Employe	$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%
Personnel	$449,161	$460,577	$357,955	$472,832	2.66%
Operating Expenses	$53,394	$54,480	$40,867	$59,310	8.87%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$355	$12,457	$12,457	$21,589	73.31%
Total	**$502,910**	**$527,514**	**$411,279**	**$553,731**	**4.97%**

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
	Subtotal Personnel Services	**472,832**	**472,832**

Operating Expenses

521000 Office Supplies					
		200		200	
	Subtotal		**200**		**200**
522000 General Operating Supplies					
	Parts, Nuts and Bolts, Wire, Supplies, and Oil	25,000		25,000	
	Subtotal		**25,000**		**25,000**
526000 Machinery & Equipment					
	Miscellaneous Computer Supplies	1,000		1,000	
	Tools, Meters, Jacks, etc.	8,000		8,000	
	Subtotal		**9,000**		**9,000**
531600 Software Maintenance Agreements					
	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	
	Subtotal		**10,610**		**10,610**
546000 Conference & Seminar Registration					
	Technical Training	3,000		3,000	
	Subtotal		**3,000**		**3,000**
547000 Travel Expense					
	Mechanics Training	250		250	
	Subtotal		**250**		**250**
551100 Cellular Telephone					
	Nextel Phone For Team Leader (1)	750		750	
	Subtotal		**750**		**750**
552500 Vehicle & Equipment Gasoline Expense					
		2,500		2,500	
	Subtotal		**2,500**		**2,500**

1315 Fleet Maintenance

557000 Laundry & Uniforms				
Uniforms and Safety Equipment	5,000		5,000	
Subtotal		**5,000**		**5,000**
574000 Repair & Maintenance - Vehicles				
Vehicle Maintenance (14 Units)	3,000		3,000	
Subtotal		**3,000**		**3,000**
Subtotal Operating Expenses		**59,310**		**59,310**

Capital Outlay

595100 Furniture & Equipment (Replacement)				
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	
Subtotal		**5,180**		**5,180**
596100 Vehicles & Equipment (Replacement)				
Vehicle & Equipment Replacement (4 Units)	16,409		16,409	
Subtotal		**16,409**		**16,409**
Subtotal Capital Outlay		**21,589**		**21,589**
Total		**553,731**		**553,731**

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.

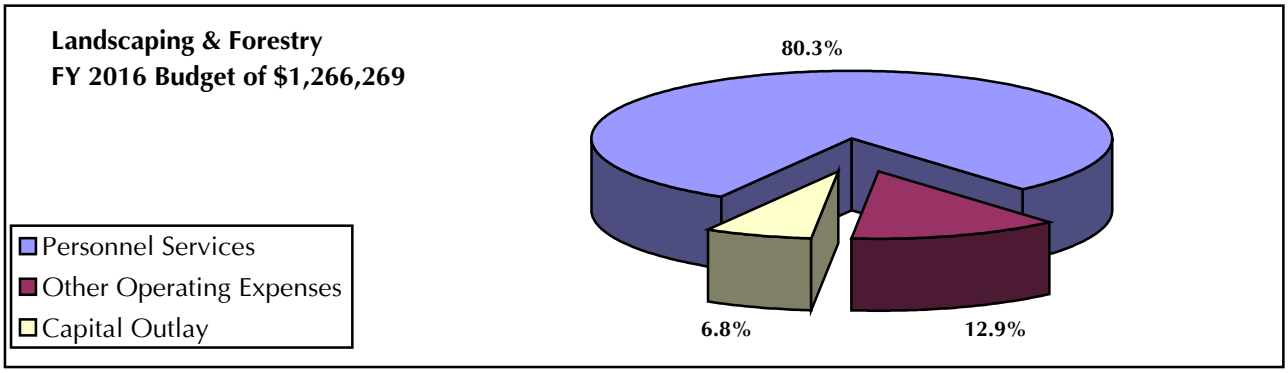
WORK PLAN GOALS:

- 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
TOTAL	**$1,238,135**	**$1,138,572**	**$1,266,269**	**$1,266,269**



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 Employe	$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 Employe	$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 Reimbursem	$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%
Total	**$1,049,580**	**$1,138,572**	**$817,512**	**$1,266,269**	**11.22%**

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
	Subtotal Personnel Services	**1,017,373**	**1,017,373**

Operating Expenses

522000 General Operating Supplies					
	Mulch, annuals, plant material, replacement street trees	49,000		49,000	
	Subtotal		**49,000**		**49,000**
526000 Machinery & Equipment					
	Miscellaneous Computer Supplies	500		500	
	Replacement - Small Equipment (blowers, trimmers, power shears)	5,000		5,000	
	Subtotal		**5,500**		**5,500**
531600 Software Maintenance Agreements					
	Maintenance - Software (ArborPro)	1,750		1,750	
	Maintenance - Software (Microsoft CALs) (1)	175		175	
	Subtotal		**1,925**		**1,925**
536400 Contract Maintenance Services					
	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	
	Subtotal		**40,000**		**40,000**
544000 Professional Dues & Certification Fees					
	International Society for Arboricultural	600		600	
	Landscaper Contractor's Association	200		200	
	Pesticide Certification	500		500	
	Subtotal		**1,300**		**1,300**
546000 Conference & Seminar Registration					
	International Society of Arboriculture	400		400	
	Pesticide Training and Recertification	600		600	
	Trade Shows	200		200	
	Subtotal		**1,200**		**1,200**

1341 Landscaping & Forestry

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

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC) (1)	255		255	
Subtotal		**255**		**255**
596100 Vehicles & Equipment (Replacement)				
Vehicle & Equipment Replacement (10 Units)	85,616		85,616	
Subtotal		**85,616**		**85,616**
Subtotal Capital Outlay		**85,871**		**85,871**
Total		**1,266,269**		**1,266,269**

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.

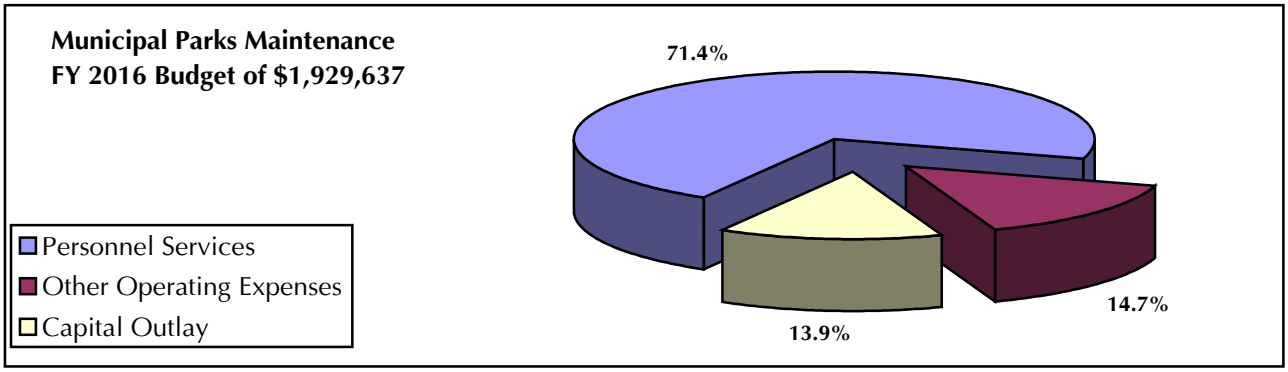
WORK PLAN GOALS:

- 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
TOTAL	**$1,790,917**	**$1,758,990**	**$1,929,637**	**$1,929,637**



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 Employe	$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 Employe	$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%
Total	**$1,539,135**	**$1,758,990**	**$1,351,760**	**$1,929,637**	**9.70%**

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
	Subtotal Personnel Services	**1,377,848**	**1,377,848**

Operating Expenses

522000 General Operating Supplies				
	Cleaning Supplies - bags, ball field materials, lumber, tools, etc.	55,000	55,000	
	Playground safety surfacing	22,000	22,000	
	Subtotal	**77,000**		**77,000**
526000 Machinery & Equipment				
	Miscellaneous Computer Supplies	500	500	
	Small Equipment (Blowers, Trimmers, Edgers)	3,000	3,000	
	Subtotal	**3,500**		**3,500**
531600 Software Maintenance Agreements				
	Maintenance - Software (Adobe Acrobat Standard) (1)	40	40	
	Maintenance - Software (Microsoft CALs) (1)	175	175	
	Subtotal	**215**		**215**
536400 Contract Maintenance Services				
	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	
	Subtotal	**65,200**		**65,200**
536500 Investigations				
	Background Checks	500	500	
	Subtotal	**500**		**500**
544000 Professional Dues & Certification Fees				
	ISA, MRPA	400	400	
	Subtotal	**400**		**400**
546000 Conference & Seminar Registration				
	Arborist Training and Conference	600	600	
	Pesticide Training and Recertification	200	200	
	Subtotal	**800**		**800**

1343 Municipal Parks Maintenance

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

Capital Outlay

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC) (1)	255		255	
Replacement - Playground Equipment	70,000		70,000	
Subtotal		**70,255**		**70,255**
596000 Vehicles & Equipment				
One new F350 for the Parks Mowing Division	39,000		39,000	
Subtotal		**39,000**		**39,000**

1343 Municipal Parks Maintenance

596100 Vehicles & Equipment (Replacement)			
Vehicle & Equipment Replacement (24 Units)	158,419	158,419	
Subtotal		**158,419**	**158,419**
Subtotal Capital Outlay		**267,674**	**267,674**
Total		**1,929,637**	**1,929,637**

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.

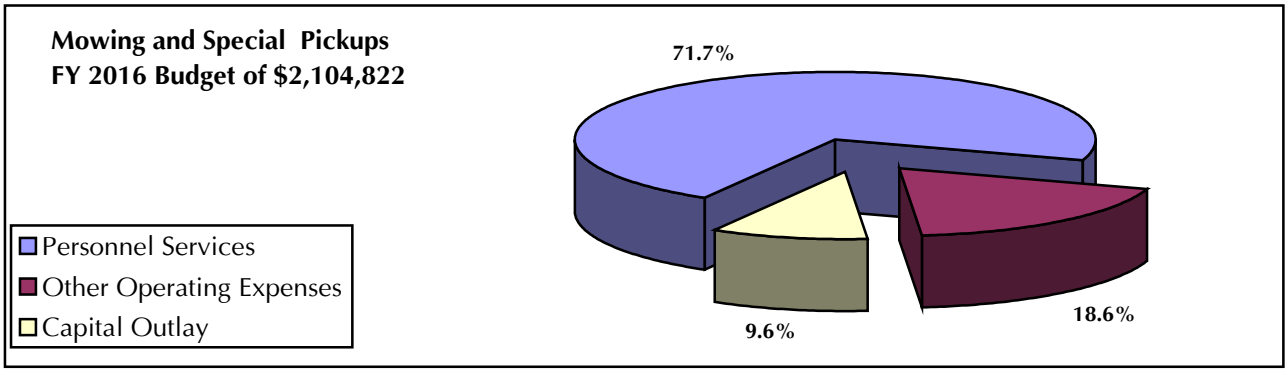
WORK PLAN GOALS:

- 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
TOTAL	**$2,012,236**	**$1,967,167**	**$2,104,822**	**$2,104,822**



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 Employe	$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 Employe	$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 Reimbursem	$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%
Total	**$1,732,976**	**$1,967,167**	**$1,406,107**	**$2,104,822**	**7.00%**

1344 Mowing and Special Pickups

Expenditure Statement by Object		Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services			
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
	Subtotal Personnel Services	**1,509,782**	**1,509,782**

Operating Expenses

522000 General Operating Supplies				
	Tools, Trash Bags and Materials	10,000	10,000	
	Trash Cans for Bus Stops	5,000	5,000	
	Subtotal	**15,000**		**15,000**
526000 Machinery & Equipment				
	Miscellaneous Computer Supplies	500	500	
	Small Equipment (weed trimmers, blowers, edgers, etc.)	4,000	4,000	
	Subtotal	**4,500**		**4,500**
531600 Software Maintenance Agreements				
	Maintenance - Software (Microsoft CALs) (1)	175	175	
	Subtotal	**175**		**175**
536400 Contract Maintenance Services				
	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	
	Subtotal	**126,500**		**126,500**
536500 Investigations				
	Background Checks	500	500	
	Subtotal	**500**		**500**
544000 Professional Dues & Certification Fees				
	Flagger Certification	100	100	
	Subtotal	**100**		**100**
546000 Conference & Seminar Registration				
	Snow Conference	400	400	
	Subtotal	**400**		**400**

1344 Mowing and Special Pickups

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

Capital Outlay

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

Public Works
1345 - Recycling

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.

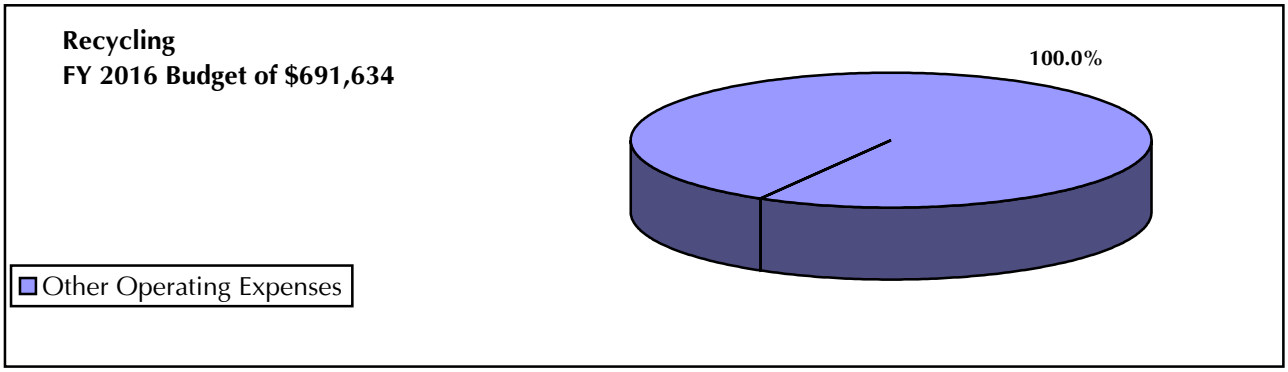
WORK PLAN GOALS:

- 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
TOTAL	**$669,247**	**$691,634**	**$691,634**	**$965,775**



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%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$657,570	$691,634	$515,237	$965,775	39.64%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$0	$0	$0	$0	0.00%
Total	**$657,570**	**$691,634**	**$515,237**	**$965,775**	**39.64%**

1345 Recycling

Operating Expenses

522000 General Operating Supplies				
18 Gallon Bins w/lids (500)	7,000		7,000	
Wheeled Carts - 65 Gallon (875)	40,000		40,000	
Subtotal		**47,000**		**47,000**
567000 Rental & Use Charges				
Recycling Contract	644,634		918,775	
Subtotal		**644,634**		**918,775**
Subtotal Operating Expenses		**691,634**		**965,775**
Total		**691,634**		**965,775**

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.

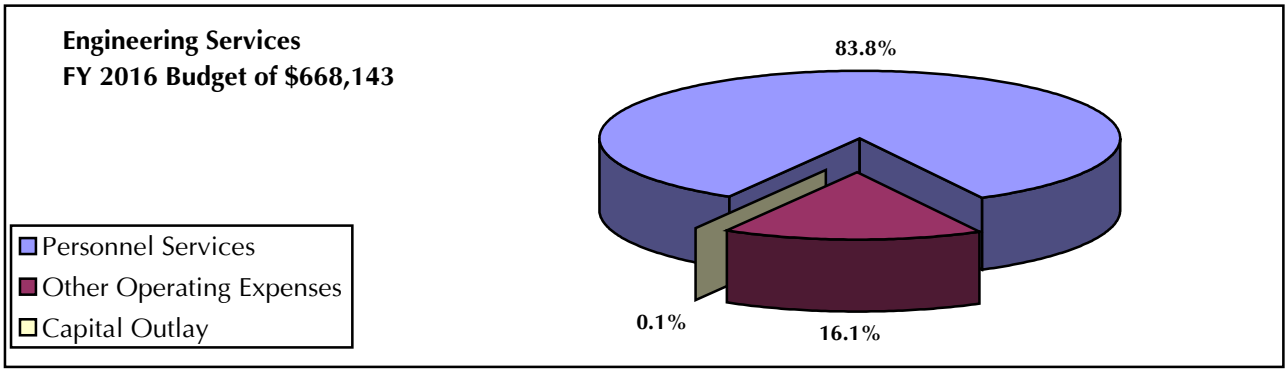
WORK PLAN GOALS:

- 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
TOTAL	**$451,964**	**$544,719**	**$668,143**	**$668,143**



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 Employe	$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 Employe	$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 Reimbursem	$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%
Personnel	$408,341	$539,219	$315,447	$559,813	3.82%
Operating Expenses	$5,413	$4,970	$4,437	$107,645	2065.90%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$356	$530	$530	$685	29.25%
Total	**$414,110**	**$544,719**	**$320,414**	**$668,143**	**22.66%**

1351 Engineering Services

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
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
Subtotal Personnel Services	**559,813**	**559,813**
Operating Expenses		
526000 Machinery & Equipment		
Miscellaneous Computer Supplies	500	500
Subtotal	**500**	**500**
531600 Software Maintenance Agreements		
Maintenance - Software (Adobe Acrobat Professional) (1)	60	60
Maintenance - Software (Adobe Acrobat Professional) (2)	120	120
Maintenance - Software (Adobe Acrobat Standard) (1)	40	40
Maintenance - Software (AutoCAD) (2)	1,300	1,300
Maintenance - Software (Microsoft CALs) (3)	525	525
Subtotal	**2,045**	**2,045**
532000 Engineering & Architectural		
On call Civil Engineering services	100,000	100,000
Subtotal	**100,000**	**100,000**
544000 Professional Dues & Certification Fees		
MD Society of Surveyors (MSS)/ Nat'l Society of Professional Sur	300	300
Subtotal	**300**	**300**
546000 Conference & Seminar Registration		
MSS Conferences and Seminars	1,000	1,000
Project management training	1,500	1,500
Subtotal	**2,500**	**2,500**
551100 Cellular Telephone		
Engineering Services staff (2)	1,500	1,500
Subtotal	**1,500**	**1,500**
557000 Laundry & Uniforms		
Shoes	800	800
Subtotal	**800**	**800**
Subtotal Operating Expenses	**107,645**	**107,645**

Capital Outlay

1351 Engineering Services

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC Monitors) (4)	175		175	
Replacement - Computer Hardware (PC) (3)	510		510	
Subtotal		**685**		**685**
Subtotal Capital Outlay		**685**		**685**
Total		**668,143**		**668,143**

Public Works
1393 - Street Lighting

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.

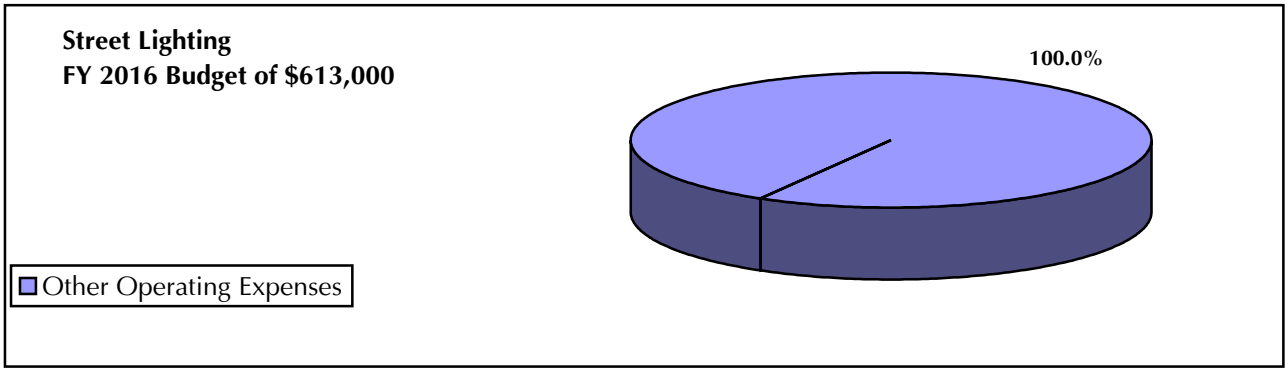
WORK PLAN GOALS:

- 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
TOTAL	**$657,546**	**$657,546**	**$613,000**	**$613,000**



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%
Personnel	$0	$0	$0	$0	0.00%
Operating Expenses	$556,825	$657,546	$439,978	$613,000	-6.77%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$0	$0	$0	$0	0.00%
Total	**$556,825**	**$657,546**	**$439,978**	**$613,000**	**-6.77%**

1393 Street Lighting

Operating Expenses

522000 General Operating Supplies				
Parts and supplies	3,000		3,000	
Subtotal		**3,000**		**3,000**
550000 Electric				
Electric	550,000		550,000	
Subtotal		**550,000**		**550,000**
573000 Repair & Maintenance - Machinery & Equipment				
Maintenance - City Owned Street Lights	60,000		60,000	
Subtotal		**60,000**		**60,000**
Subtotal Operating Expenses		**613,000**		**613,000**
Total		**613,000**		**613,000**

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.

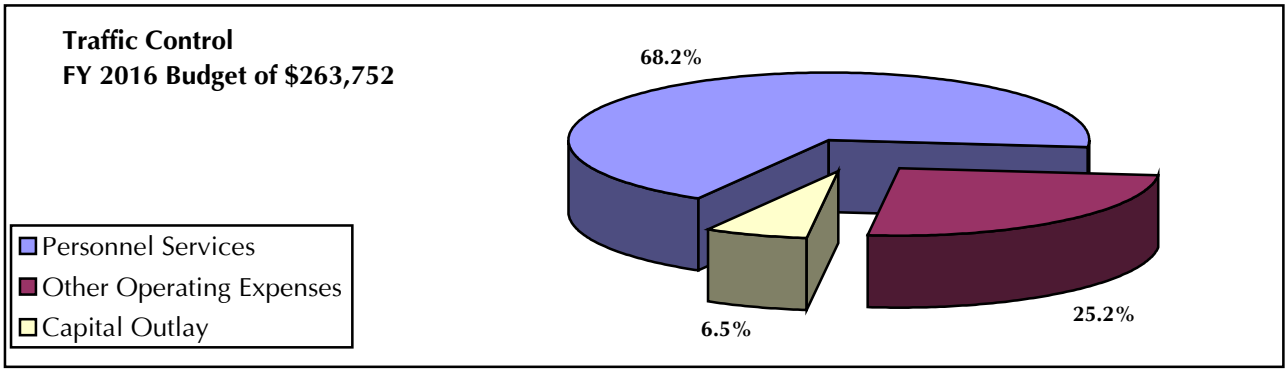
WORK PLAN GOALS:

- 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
TOTAL	**$253,378**	**$272,152**	**$263,752**	**$263,752**



Performance Measures	Actual 2013 – 14	Budgeted 2014 – 15	Projected 2015 – 16
% of stop and yield signs replaced within 24 hours of notification	100%		100%
% of "Long Line" Restriping Remarked	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%
Personnel	$156,077	$179,856	$122,403	$179,985	0.07%
Operating Expenses	$39,157	$86,220	$36,598	$66,575	-22.78%
Contingency Funds	$0	$0	$0	$0	0.00%
Transfer Funds	$0	$0	$0	$0	0.00%
Capital Outlay	$119	$6,076	$6,076	$17,192	182.95%
Total	**$195,353**	**$272,152**	**$165,077**	**$263,752**	**-3.09%**

1397 Traffic Control

Expenditure Statement by Object	Proposed 2015 - 2016	Adopted 2015 - 2016
Personnel Services		
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
Subtotal Personnel Services	**179,985**	**179,985**
Operating Expenses		
522000 General Operating Supplies		
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
Subtotal	**33,000**	**33,000**
526000 Machinery & Equipment		
Miscellaneous Computer Supplies	500	500
Subtotal	**500**	**500**
531600 Software Maintenance Agreements		
Maintenance - Software (Microsoft CALs) (1)	175	175
Subtotal	**175**	**175**
536000 Miscellaneous Professional Services		
Traffic Line Striping	25,000	25,000
Subtotal	**25,000**	**25,000**
552500 Vehicle & Equipment Gasoline Expense		
	3,200	3,200
Subtotal	**3,200**	**3,200**
557000 Laundry & Uniforms		
Uniforms and Safety Equipment	1,700	1,700
Subtotal	**1,700**	**1,700**
574000 Repair & Maintenance - Vehicles		
Vehicle Maintenance (8 Units)	3,000	3,000
Subtotal	**3,000**	**3,000**
Subtotal Operating Expenses	**66,575**	**66,575**
Capital Outlay		

1397 Traffic Control

595100 Furniture & Equipment (Replacement)				
Replacement - Computer Hardware (PC) (1)	255		255	
Subtotal		**255**		**255**
596100 Vehicles & Equipment (Replacement)				
Vehicle Replacement (7 Units)	16,937		16,937	
Subtotal		**16,937**		**16,937**
Subtotal Capital Outlay		**17,192**		**17,192**
Total		**263,752**		**263,752**

OFFICE OF THE CITY MANAGER
STAFFING SUMMARY BY POSITION

1101 - Mayor & Council	**FY 14**	**FY 15**	**FY 16**
Municipal Clerk	1	1	1
Part-Time Personnel	0.2	0.2	0.2
Subtotal	**1.2**	**1.2**	**1.2**

1111 - Legal Services	**FY 14**	**FY 15**	**FY 16**
City Attorney	1	1	1
Assistant City Attorney	1	1	1
Paralegal	1	1	1
Subtotal	**3**	**3**	**3**

1122 - Registration & Elections	**FY 14**	**FY 15**	**FY 16**
None	**0**	**0**	**0**

1131 - Office of the City Manager	**FY 14**	**FY 15**	**FY 16**
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
Subtotal	**5.5**	**5**	**5.69**

1133 - Economic & Business Development	**FY 14**	**FY 15**	**FY 16**
Economic Development Director	1	1	1
Business Services Coordinator	1	1	1
Part-Time Personnel	0	0	0.63
Subtotal	**2**	**2**	**2.63**

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

HUMAN RESOURCES
STAFFING SUMMARY BY POSITION

1135 - Human Resources	**FY 14**	**FY 15**	**FY 16**
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
Subtotal	**5**	**5**	**5**

TOTAL	**FY 14**	**FY 15**	**FY 16**
Full-Time Personnel	5	5	5
Employment Agreement Personnel	0	0	0
Part-Time Personnel	0	0	0
	5	**5**	**5**

COMMUNITY AND PUBLIC RELATIONS
STAFFING SUMMARY BY POSITION

1212 - Public Information	FY 14	FY 15	FY 16
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**

1213 - Gaithersburg Television	FY 14	FY 15	FY 16
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**

1215 - Community Services	FY 14	FY 15	FY 16
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**

1216 - Homeless Assistance	FY 14	FY 15	FY 16
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**

TOTAL	FY 14	FY 15	FY 16
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

1141 - Finance & Administration	FY 14	FY 15	FY 15
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
Subtotal	**9.5**	**9.5**	**9.5**

1142 - Housing & Community Development	FY 14	FY 15	FY 16
Housing & Community Development Chief	1	1	1
Part-Time Personnel	0.5	0.5	0.5
Subtotal	**1.5**	**1.5**	**1.5**

1149 - General Services	FY 14	FY 15	FY 16
None	**0**	**0**	**0**

1911 - Non-Departmental	FY 14	FY 15	FY 16
None	**0**	**0**	**0**

TOTAL	FY 14	FY 15	FY 16
Full-Time Personnel	10	10	10
Employment Agreement Personnel	0	0	0
Part-Time Personnel	1	1	1
	11	**11**	**11**

INFORMATION TECHNOLOGY
STAFFING SUMMARY BY POSITION

1145 - Information Technology	FY 14	FY 15	FY 16
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
Subtotal	**10.5**	**10.5**	**10.5**

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

TOTAL	FY 14	FY 15	FY 16
Full-Time Personnel	11	11	12
Employment Agreement Personnel	0	0	0
Part-Time Personnel	1	1	0.5
	12	**12**	**12.5**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GAITHERSBURG POLICE DEPARTMENT
STAFFING SUMMARY BY POSITION

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

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

1150 - Facilities Management	FY 14	FY 15	FY 16
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
Subtotal	**7**	**9**	**9**

1151 - 1175 - Building & Grounds Maintenance	FY 14	FY 15	FY 16
None	**0**	**0**	**0**

1311 - Public Works Administration	FY 14	FY 15	FY 16
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
Subtotal	**6**	**6**	**6**

1312 - Streets & Special Projects	FY 14	FY 15	FY 16
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
Subtotal	**10.75**	**10.75**	**10.75**

1315 - Fleet Maintenance	FY 14	FY 15	FY 16
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
Subtotal	**6**	**5**	**5**

1341 - Landscaping & Forestry	FY 14	FY 15	FY 16
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
Subtotal	**13.5**	**13.5**	**13.5**

1343 - Municipal Parks Maintenance	FY 14	FY 15	FY 16
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
Subtotal	**17.5**	**17.5**	**18.25**

1344 - Mowing & Bulk Pickup	FY 14	FY 15	FY 16
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
Subtotal	**22**	**23**	**23**

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

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

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

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

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

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

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
Total Full-Time Employees		**290**
Total Employment Agreement Employees (FTE)		**0**
Total Part-Time Employees (FTE)		**100.76**

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.

The Capital Improvements Program (CIP) is a projection of the City's capital investments plan over a five-year period. The CIP is both a fiscal and planning device that allows the City to monitor all capital project costs, funding sources, departmental responsibilities and timing schedules. Although no formal system for ranking projects is used, each year the CIP is reviewed within the context of ongoing City, County, State and federal programs and policies as well as the City's Master Plan and Strategic Directions. Capital investments involve major City projects that normally have long useful lives. Items included within the CIP are usually defined within one of the following categories:

1. Acquisition of land for a public purpose.

2. Construction of a significant facility, i.e., buildings or roads, or the addition to or extension of an existing facility.

3. Nonrecurring rehabilitation, major repair or energy efficiency endeavors to all or part of a facility that is not considered to be recurring maintenance.

4. Any specific planning, engineering study, or design work related to an individual project falling within the above three categories.

5. A significant one-time investment in tangible goods of any nature, that benefit of which will accrue over a multi-year period such as a new telephone system or investments in technology improvements.

The recommended CIP includes five years of projected capital needs. Funding for the current year is provided through a transfer from the General Fund; the Mayor and City Council authorize the transfer through the budget appropriation ordinance. Once appropriated to the CIP the funds remain within the CIP until spent, unless they are re-appropriated to another use.

Funding Sources Used to Finance the CIP:

The City of Gaithersburg has no debt; therefore, all CIP projects are funded through the General Fund on a Pay-As-You-Go Basis. There are several funding sources used to finance the CIP. The following is a list of the funding sources in the five-year plan.

- City Funds - This is the primary source of funding for the capital improvements. Funds are generated from contributions from the General Fund.
- State Fund - Contributions from the State of Maryland for capital improvement projects.
- Montgomery County - Contributions from Montgomery County for capital improvement projects.

- Federal Grant - Various grants from the federal government for capital improvement projects.
- Escrow Funds - Payments by developers for capital facilities, including storm water management, construction of recreation facilities and street improvements.

Relationship Between the Operating Budget (General Fund) and CIP:

Some of the City's capital projects will result in changes to future years' operating costs. The City currently does not develop estimates of the impact of a given project on the future years' operating budgets. Generally speaking the following are expected:

- studies and assessments may impact the future capital spending as the goal of these projects is to identify potential other improvements. Any future impact on operating costs for these types of projects is not known prior to completion of the study.
- Significant renovations are appropriate to classify as capital projects as they might extend the useful life of an asset, or provide additional service capacity. Sometimes these renovations result in energy savings, but that savings is difficult to identify and capture by the City's current processes. More often these replacements are needed simply to maintain the City's assets at an operational level.
- Replacement of infrastructure is generally considered to be cost neutral in future years; the replacement schedule should be such that the City is able to get the longest effective life from the asset.
- The year after any significant equipment purchase the City begins to set funding aside for the eventual replacement of the equipment. Equipment replacement funding is included in the operating budget. The annual replacement amount is typically set equal to the straight line depreciation of the asset (costs divided by the expected asset life).

Although not quantified, the City has described the expected future cost impacts for individual projects identified in the FY16 CIP.

- City Hall (70-2) – no significant future operating cost impact is expected
- Street Lighting (71-2) – some additional electric costs due to new lights and some savings on more energy efficient lights
- Public Service Facility (72-2) – construction of the salt building will allow for additional storage some upfront inventory may be purchased to fill additional space, but overall costs should decline as the City can purchase in larger quantities.
- Sidewalks, Handicapped Ramps & Bike Pathways (79-3) - no significant future operating cost impact is expected
- Olde Towne Revitalization (79-5) - no significant future operating cost impact is expected
- Street Resurfacing (83-1) - no significant future operating cost impact is expected

- Bohrer Park At Summit Hall Farm (83-2) - no significant future operating cost impact is expected
- Street Reconstruction (91-3) - no significant future operating cost impact is expected
- Traffic Calming And Signalization (92-2) - no significant future operating cost impact is expected
- Technology Projects (93-1) – additional operating costs are expected to fund both the future replacement of any purchased software systems as well as providing for annual support contracts on new software.
- Facilities Projects (98-1) – some funding for equipment replacement purchases
- Art In Public Places (98-4) - no significant future operating cost impact is expected
- Olde Towne Park Plaza (99-4) - future operating costs are not known at this time
- Contingency And Future Projects (00-0) - future operating costs are not known at this time
- Renovation/Improvements Of Existing Parks (00-4) - no significant future operating cost impact is expected
- Kentlands Mansion (01-2) - no significant future operating cost impact is expected
- Community Development Block Grant - HUD (04-1) - no significant future operating cost impact is expected
- Gaithersburg Police Station (09-1) – it is anticipated that the overall cost structure may change significantly with a new facilty, but future operating costs are not known at this time
- Crown Farm Historic Park (09-2) - no significant future operating cost impact is expected
- Train Station & Museum Complex (09-4) no significant future operating cost impact is expected
- Energy Efficiency and Conservation (10-1) – energy costs are expected to decrease due to these projects.
- Quince Orchard Park - Medimmune (14-1) - no significant future operating cost impact is expected
- Consumer Product Safety Commission Park (14-2) - no significant future operating cost impact is expected

Following the CIP plan summary are individual project descriptions.

CURRENT CIP BUDGET
FY16 BUDGET

Project Name by Category	Project	FY16 Revenue Budget
City Facility		
City Hall	70-2	$ 750,000
Public Service Facility	72-2	1,000,000
Technology Projects	93-1	-
Facilities Projects	98-1	430,000
Gaithersburg Police Station	09-1	5,000,000
Energy Efficiency and Conservation	10-1	250,000
Total		$ 7,430,000
Community Enhancement		
Street Lighting	71-2	$ 75,000
Olde Towne Revitalization	79-5	-
Property Acquisition & Disposition	81-4	-
Olde Towne Park Plaza	99-4	100,000
Contingency And Future Projects	00-0	896,250
Community Development Block Grant - HUD	04-1	-
Crown Farm Historic Park	09-2	-
Quince Orchard Park - Medimmune	14-1	500,000
Consumer Product Safety Commission Park	14-2	3,000,000
Total		$ 4,571,250
Recreation/Leisure		
Bohrer Park At Summit Hall Farm	83-2	$ 33,750
Art In Public Places	98-4	-
Renovation/Improvements Of Existing Parks	00-4	90,000
Kentlands Mansion	01-2	100,000
Edison Park Drive Site	03-1	-
Gaithersburg Senior Center	09-3	-
Train Station & Museum Complex	09-4	-
Synthetic Fields	13-1	-
Total		$ 223,750
Transportation/Environment		
Sidewalks, Handicapped Ramps & Bike Pathways	79-3	$ 120,000
Street Resurfacing	83-1	855,000
Street Reconstruction	91-3	100,000
Traffic Calming And Signalization	92-2	-
Traffic Enhancements	98-7	-
355 Corridor Plan Improvements	99-1	-
Teachers Way	07-2	-
Total		$ 1,075,000
City of Gaithersburg - Project Totals		$ 13,300,000

CURRENT CIP BUDGET
FY16 BUDGET

Project Name by Category	Project	FY16 Expenditure Budget
City Facility		
City Hall	70-2	$ 1,250,000
Public Service Facility	72-2	1,295,000
Technology Projects	93-1	430,000
Facilities Projects	98-1	1,317,000
Gaithersburg Police Station	09-1	6,225,000
Energy Efficiency and Conservation	10-1	310,000
Total		$ 10,827,000
Community Enhancement		
Street Lighting	71-2	$ 137,000
Olde Towne Revitalization	79-5	20,000
Property Acquisition & Disposition	81-4	-
Olde Towne Park Plaza	99-4	900,000
Contingency And Future Projects	00-0	500,000
Community Development Block Grant - HUD	04-1	125,500
Crown Farm Historic Park	09-2	230,000
Quince Orchard Park - Medimmune	14-1	315,000
Consumer Product Safety Commission Park	14-2	200,000
Total		$ 2,427,500
Recreation/Leisure		
Bohrer Park At Summit Hall Farm	83-2	$ 522,350
Art In Public Places	98-4	24,875
Renovation/Improvements Of Existing Parks	00-4	135,000
Kentlands Mansion	01-2	300,000
Edison Park Drive Site	03-1	-
Gaithersburg Senior Center	09-3	-
Train Station & Museum Complex	09-4	84,000
Synthetic Fields	13-1	-
Total		$ 1,066,225
Transportation/Environment		
Sidewalks, Handicapped Ramps & Bike Pathways	79-3	$ 130,000
Street Resurfacing	83-1	1,275,000
Street Reconstruction	91-3	100,000
Traffic Calming And Signalization	92-2	300,000
Traffic Enhancements	98-7	-
355 Corridor Plan Improvements	99-1	-
Teachers Way	07-2	-
Total		$ 1,805,000
City of Gaithersburg - Project Totals		$ 16,125,725

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **City Hall**

PROJECT NUMBER: 70-2 CATEGORY: City Facility

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	5,134
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	4,491
UNENCUMBERED AS OF:	**06/30/15**	**$**	643

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$5,626	$200	$750	$760	$200	$200		$7,736
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-$692							-$692
TOTAL	$4,934	$ 200	$ 750	$ 760	$ 200	$ 200	$ 0	$7,044

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$78	$60						$138
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$4,283		$1,250	$900				$6,433
FURNITURE & EQUIPMENT	$70							$70
TOTAL	$4,431	$ 60	$1,250	$ 900	$ 0	$ 0	$ 0	$6,641

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$503	$643	$143	$3	$203	$403	$403	$403

PROJECT NAME:	**City Hall**			
PROJECT NUMBER:	70-2		CATEGORY:	City Facility
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	5,134	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	4,491	
UNENCUMBERED AS OF:	**06/30/14**	**$**	643	

Project Description: ***Coordinator: Ronald Kaczmarek***

This project supports renovations and upgrades to the City Hall building envelope, mechanical systems and grounds.

In FY15, funds of ($60,000) supported a City Hall needs analysis study to improve functionality and develop concepts for construction projected in the future ($60,000) (T\to be completed in FY15).

In FY16, available funds of ($1,250,000) will support Phase I renovations identified in the FY15 needs analysis study ($500,000), and City Hall Roof Replacement Project (750,000).

In FY17, available funds of ($900,000) will support Phase II renovations identified in the FY15 needs analysis study plus the replacement of lights in the City Hall Parking Lot ($600,000) reconfigure the furniture layout in the Planning and Code Administration ($100,000) and support refurbishment of the basement offices ($200,000).

In FY18, no new projects are currently scheduled.

In FY19, no new projects are currently scheduled.

In FY20, no new projects are currently scheduled.

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Street Lighting**

PROJECT NUMBER: 71-2 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	2,481
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	2,214
UNENCUMBERED AS OF:	**06/30/15**	**$**	267

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$2,431	$75	$75	$75	$150	$75	$75	$2,956
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-$25							-$25
TOTAL	$2,406	$ 75	$ 75	$ 75	$ 150	$ 75	$ 75	$2,931

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$103	$90	$6	$5	$5	$5	$5	$220
LAND								
SITE IMPROV. UTIL & SWM	$13							$13
CONSTRUCTION	$1,642	$5	$56	$40	$40	$40	$40	$1,863
FURNITURE & EQUIPMENT	$335	$26	$75	$75	$150	$75	$75	$812
TOTAL	$2,093	$ 121	$ 137	$ 120	$ 195	$ 120	$ 120	$2,908

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$313	$267	$205	$160	$115	$70	$25	$25

PROJECT NAME:	**Street Lighting**			
PROJECT NUMBER:	71-2	CATEGORY:		Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	2,481	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	2,214	
UNENCUMBERED AS OF:	**06/30/14**	**$**	267	

Project Description: ***Coordinator: Ollie Mumpower***

This project funds the installation of new street lights in areas with inadequate lighting and the upgrading of existing lighting. Upgrading includes re-lamping all City maintained lights on a four year cycle and replacing worn or discolored lenses and the repainting or replacement of fiberglass poles as needed.

In FY15, available funds of ($122,108) supported a survey to determine the adequacy of lighting in Olde Towne ($20,000) [funding to be combined with additional funding source for the Olde Towne Plaza Project which includes a lighting study], the design of lights in Dorsey Estates ($7,500) [moved from FY14 to be completed in FY15], the design and service installation costs for infill lighting along Midsummer Drive ($50,000) [will be completed] and along Story Drive ($13,108) [completed], replacement of lights in Dorsey Estates (originally estimated at $30,000) [moved to FY16 and increased in price to $50,000], individual lighting additions in Bennington ($2,000) [completed], Washingtonian Village ($3,000) [completed], and Woodland Hills [moved to FY16], as well as the replacement of fiberglass light poles ($26,500), and the possible replacement of corroded anchor bolts and nuts ($25,000) in a number of the Lakelands light poles [survey to move to FY 16 with associated replacements to follow based on the results of the study].

In FY16, available funds of ($137,000) will support the design, service installation and construction of lights in Woodland Hills ($6,000) and Olde Carriage Hill ($6,000), the replacement of lights in Dorsey Estates, as well as, the construction of additional infill along Midsummer Drive ($50,000). Available funds will also support converting a portion of our existing HPS lights to LED ($50,000) in Olde Towne as well as the possible replacement of corroded anchor bolts and nuts ($25,000) in a number of the Lakelands light poles [this is a result of a yearly survey to determine any remaining problem poles].

In FY17, available funds of ($120,000) will support future undesignated projects for design ($5,000) and construction ($40,000). Available funds will also support converting a portion of our existing HPS lights to LED ($50,000) as well as the possible replacement of corroded anchor bolts and nuts ($25,000) in a number of the Lakelands light poles [this is a result of a yearly survey to determine any remaining problem poles].

In FY18, available funds of ($195,000) will support future undesignated projects for design ($5,000) and construction ($40,000) as well as the re-lamping of all City owned streetlights ($75,000). Available funds will also support converting a portion of our existing HPS lights to LED ($50,000) as well as the possible replacement of corroded anchor bolts and nuts ($25,000) in a number of the Lakelands light poles [this is a result of a yearly survey to determine any remaining problem poles].

In FY19 & FY20, available funds of ($120,000 each year) will support future undesignated projects for design ($5,000) and construction ($40,000). Available funds will also support converting a portion of our existing HPS lights to LED ($50,000) as well as the possible replacement of corroded anchor bolts and nuts ($25,000) in a number of the Lakelands light poles [this is a result of a yearly survey to determine any remaining problem poles].

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Public Service Facility**

PROJECT NUMBER: 72-2 CATEGORY: City Facility

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	4,492
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	3,872
UNENCUMBERED AS OF:	**06/30/15**	**$**	620

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$4,068	$450	$1,000	$400	$300	$200	$200	$6,618
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-$26							-$26
TOTAL	$4,042	$ 450	$1,000	$ 400	$ 300	$ 200	$ 200	$6,592

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$3		$190		$100			$293
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$3,770		$1,070			$955		$5,795
FURNITURE & EQUIPMENT	$34	$65	$35					$134
TOTAL	$3,807	$ 65	$1,295	$ 0	$ 100	$ 955	$ 0	$6,222

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$235	$620	$325	$725	$925	$170	$370	$370

PROJECT NAME:	**Public Service Facility**			
PROJECT NUMBER:	72-2		CATEGORY:	City Facility
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	4,492	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	3,872	
UNENCUMBERED AS OF:	**06/30/14**	**$**	620	

Project Description: ***Coordinator: Ronald Kaczmarek***

This project supports capital equipment replacement, upgrades and new projects at the Public Service Facility.

In FY15 available funds of (65,000) were used for the installation of an office trailer at the Public Work Facility.

The following projects were originally scheduled to be completed in FY15, but have been moved to FY16 because of staffing limitations. The design of a new salt storage building, the design of a truck wash, the construction of the truck wash and reconfiguration of storage space.

Therfore in FY16, available funds of ($1,295,000) will support the design and replacement of the salt building ($690,000), the design and construction of the truck wash ($475,000), ($35,000) for DPW Fleet Services Furniture and ($95,000) for drain modifications within the Fleet Services.

There are no projects schedule for FY17.

In FY18, available funds of ($100,000) will support the design of office expansion at Public Works.

In FY19, available funds of ($955,000) will support construction of office expansion at Public Works ($750,000) and the construction of a new server room ($205,000).

In FY20, no current projects are scheduled.

PROJECT NAME: **Sidewalks, Handicapped Ramps & Bike Pathways**

PROJECT NUMBER: 79-3 CATEGORY: Transportation/Environment

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	3,043
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	2,487
UNENCUMBERED AS OF:	**06/30/15**	**$**	556

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$1,689	$100	$120	$300	$300	$300	$300	$3,109
STATE FUNDS	$253			$72	$480			$805
COUNTY FUNDS								
FEDERAL FUNDS	$90							$90
ESCROW FUNDS	$527	$200						$727
TRANSFERRED	$184							$184
TOTAL	$2,743	$ 300	$ 120	$ 372	$ 780	$ 300	$ 300	$4,915

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$237	$15	$30	$120	$30	$30	$30	$492
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$1,930	$305	$100	$50	$800	$280	$280	$3,745
FURNITURE & EQUIPMENT								
TOTAL	$2,167	$ 320	$ 130	$ 170	$ 830	$ 310	$ 310	$4,237

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$576	$556	$546	$748	$698	$688	$678	$678

PROJECT NAME:	**Sidewalks, Handicapped Ramps & Bike Pathways**			
PROJECT NUMBER:	79-3		CATEGORY:	Transportation/Environment
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	3,043	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	2,487	
UNENCUMBERED AS OF:	**06/30/14**	**$**	556	

Project Description: ***Coordinator: Ollie Mumpower***

This project provides for the construction of various pedestrian facilities including sidewalks. ADA ramps and pathways. This project also provides funding for hiker/biker paths.

In FY15, available funds of ($320,465) supported the construction of a sidewalk along the Lakeforest Mall side of Odend'hal Avenue ($55,000) [will be completed], additional design ($15,465) [will be completed] as well as construction of a multiuse path along Rio Boulevard ($200,000) [will be completed]. Bringing existing accessible ramps in compliance with current ADA requirements [no specific project completed but this is addressed as part of road resurfacing and street reconstruction projects], the acceleration of the bike lane signing and marking program ($50,000) [will be completed]. The inventory of pathway widening needs ($15,000) was moved to FY16 and increased in price to $30,000. No additional sidewalk/pathway repair (originally budgeted $30,000) was completed in FY15, so this item was removed from expenditures in FY15.

In FY16, available funds of ($130,000) will support a pathway needs study ($30,000), replacement of two decorative crosswalks in Hidden Creek Landbay I ($50,000) and a survey and assessment of existing sidewalks and accessible ramps to bring these into compliance with new Public Right of Way Accessibility Guidelines (PROWAG) ($50,000).

In FY17, available funds of ($170,000) will support future Bicycle Master Plan bike path designs based on the results of the FY16 pathway needs study ($30,000) as well as, if grant funds are available, the final design of a path along the east side of NIST between MD 117 and Muddy Branch Road ($90,000). Funding will also support bringing existing sidewalks and accessible ramps in compliance with Public Right of Way Accessibility Guidelines (PROWAG) ($50,000).

In FY18, available funds of ($830,000) will support future Bicycle Master Plan bike path designs ($30,000) and retrofits ($150,000) based on the results on the FY16 pathway needs study as well as, if grant funds are available, the construction ($600,000) of a path along the east side of NIST between MD 117 and Muddy Branch Road. Funding will also support bringing existing sidewalks and accessible ramps in compliance with Public Right of Way Accessibility Guidelines (PROWAG) ($50,000).

In FY19 – FY20, available funds of ($310,000 each year) will support future Bicycle Master Plan bike path designs ($30,000) and retrofits ($150,000) based on the results on the FY16 pathway needs study as well as future sidewalk construction projects ($50,000), and sidewalk/pathway repair contracts ($30,000). Funding will also support bringing existing sidewalks and accessible ramps in compliance with Public Right of Way Accessibility Guidelines (PROWAG) ($50,000).

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Olde Towne Revitalization**

PROJECT NUMBER: 79-5 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	5,457
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	3,282
UNENCUMBERED AS OF:	**06/30/15**	**$**	2,175

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$3,556			$525	$500			$4,581
STATE FUNDS	$214							$214
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	$1,687							$1,687
TOTAL	$5,457	$ 0	$ 0	$ 525	$ 500	$ 0	$ 0	$6,482

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$83	$100	$20					$203
LAND								
SITE IMPROV. UTIL & SWM	$271							$271
CONSTRUCTION	$2,783			$250				$3,033
FURNITURE & EQUIPMENT	$45							$45
TOTAL	$3,182	$ 100	$ 20	$ 250	$ 0	$ 0	$ 0	$3,552

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$2,275	$2,175	$2,155	$2,430	$2,930	$2,930	$2,930	$2,930

PROJECT NAME:	**Olde Towne Revitalization**			
PROJECT NUMBER:	79-5	CATEGORY:		Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	5,457	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	3,282	
UNENCUMBERED AS OF:	**06/30/14**	**$**	2,175	

Project Description: ***Coordinator: Thomas Lonergan***

This project supports opportunities in Gaithersburg Olde Town, revitalizing historical structures, and providing funds in support of grants.

In FY13, $1,500,000 was transferred into this account from CIP 03-1 (Edison Park Drive Site) and $25,000 in additional City funding was provided to begin establishing a fund to construct a second parking facility in the Central Business District.

FY14, $51,030 was allocated to the ADA and restroom facility improvements at the B&O Railroad station. This as done in conjunction with additional funds allocated from 04-1 Community Development Block Grant Funds.

In FY15, available funds of ($100,000) supported the design of streetscape improvements along East Diamond Avenue. This project will be done in conjunction with the designing of the Olde Towne Park Plaza (99-4).

In FY16, ($20,000) has been allocated for the development of construction documents related to initial phase streetscape improvements.

In FY17, ($250,000) has been allocated toward the construction of streetscape improvements along East Diamond Avenue. While the actual construction costs will depend upon the completed design, the improvements may need to be phased over several years.

FY18-20 while no additional expenditures are currently programed it is anticipated upon completion of the design for streetscape improvements along East Diamond Avenue, additional funds will need to be budgeted in out years.

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Property Acquisition And Disposition**

PROJECT NUMBER: 81-4 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	16,181
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	14,683
UNENCUMBERED AS OF:	**06/30/15**	**$**	1,498

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$15,585	$500						$16,085
STATE FUNDS	$646							$646
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-$550							-$550
TOTAL	$15,681	$ 500	$ 0	$ 0	$ 0	$ 0	$ 0	$16,181

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$7							$7
LAND	$14,676							$14,676
SITE IMPROV. UTIL & SWM								
CONSTRUCTION								
FURNITURE & EQUIPMENT								
TOTAL	$14,683	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$14,683

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$998	$1,498	$1,498	$1,498	$1,498	$1,498	$1,498	$1,498

PROJECT NAME:	**Property Acquisition And Disposition**			
PROJECT NUMBER:	81-4		CATEGORY:	Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	16,181	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	14,683	
UNENCUMBERED AS OF:	**06/30/14**	**$**	1,498	

Project Description: ***Coordinator: Tony Tomasello***

In FY15, $500,000 was allocated to this account to increase available funding which may be needed relative to strategic acquisitions in support of several Strategic Directions.

There are no additional property acquisitions planned, but a balance is being maintained for this purpose in order to react quickly to potential opportunities.

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Street Resurfacing**

PROJECT NUMBER: 83-1 CATEGORY: Transportation/Environment

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	18,841
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	18,401
UNENCUMBERED AS OF:	**06/30/15**	**$**	440

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$16,669	$650	$855	$650	$650	$650	$650	$20,774
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS	$500							$500
TRANSFERRED	$1,022		$105					$1,128
TOTAL	$18,191	$ 650	$ 960	$ 650	$ 650	$ 650	$ 650	$22,402

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$635							$635
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$17,283	$483	$1,275	$640	$600	$600	$600	$21,481
FURNITURE & EQUIPMENT								
TOTAL	$17,918	$ 483	$1,275	$ 640	$ 600	$ 600	$ 600	$22,116

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$273	$440	$125	$135	$185	$235	$285	$285

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME:	**Street Resurfacing**			
PROJECT NUMBER:	83-1		CATEGORY:	Transportation/Environment
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	18,841	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	18,401	
UNENCUMBERED AS OF:	**06/30/14**	**$**	440	

Project Description: ***Coordinator: Ollie Mumpower***

This project supports funding for an annual street and sidewalk maintenance program . The project is a preventive maintenance and rehabilitation program. It provides resurfacing for City streets, replacement of settled or deteriorated curb and gutter, as well as sidewalks on streets selected for resurfacing. Contracts are bid in the winter or early spring of each year.

In FY15, available funds of ($483,000) supported resurfacing on Longdraft Road ($251,000) [was added from the original FY15] in the Bennington community, Water Street ($92,000) [was added from original FY15], the first block of Diamond Drive ($50,000), and the resurfacing of Municipal Lot 5 ($80,000) [to be completed in FY15]. Funding also support lane marking ($10,000) [to be completed in FY15]

The following projects were not completed in FY15: various streets in the East Deer Park area (originally budgeted at $600,000)], as well as the City portion of a WSSC project along Gold Kettle Drive (originally budgeted at $100,000) was delayed until completion of the WSSC work and speed hump (originally budgeted at $20,000) but, was not needed based on the roads resurfaced.

In FY16 there will be a transfer of funds from 07-2 Teachers Way to 83-1 close out the remaining balance of the Teachers Way CIP ($105,736).

In FY16, available funds of ($1,275,000) will support resurfacing on Watkins Mill Road from Russell Avenue to Travis Avenue ($500,000), Suffield Drive from Muddy Branch Road to Bickerstaff Way ($175,000) and Harmony Hall Road from Muddy Branch Road to Cedar Avenue ($190,000) and the resurfacing of Edison Drive ($400,000). Funding will also support lane marking ($10,000) on these streets.

In FY17, available funds of ($640,000) will support resurfacing along Victory Farm Drive from Girard Street to Saybrooke Oaks Blvd. ($520,000) as well as the City portion of WSSC project along Gold Kettle Drive ($100,000). Funding will also support lane marking ($10,000) and speed hump replacement ($10,000) for these projects.

In FY18-FY20, available funds of ($600,000 each year) will support resurfacing projects selected on the basis of information from a new pavement management system.

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Bohrer Park At Summit Hall Farm**

PROJECT NUMBER: 83-2 CATEGORY: Recreation/Leisure

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	15,487
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	14,784
UNENCUMBERED AS OF:	**06/30/15**	**$**	703

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$12,836	$65			$35	$15	$15	$12,966
STATE FUNDS	$2,094		$33	$285				$2,413
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	$492							$492
TOTAL	$15,422	$ 65	$ 33	$ 285	$ 35	$ 15	$ 15	$15,871

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$11,477	$72	$45					$11,594
LAND								
SITE IMPROV. UTIL & SWM	$93							$93
CONSTRUCTION	$2,695	$238	$300					$3,234
FURNITURE & EQUIPMENT	$168	$41	$177	$415	$35	$15	$15	$866
TOTAL	$14,433	$ 351	$ 522	$ 415	$ 35	$ 15	$ 15	$15,787

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$989	$703	$214	$84	$84	$84	$84	$84

PROJECT NAME:	**Bohrer Park At Summit Hall Farm**			
PROJECT NUMBER:	83-2		CATEGORY:	Recreation/Leisure
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	15,487	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	14,784	
UNENCUMBERED AS OF:	**06/30/14**	**$**	703	

Project Description: ***Coordinator: Michele Potter***

This project provides for purchases and refurbishments for the Picnic Pavilions, Activity Center, Water Park, Skate Park and the Miniature Golf Course.

In FY15, available funds of ($352,375) supported the design for renovations to the Miniature Golf Course including expansion of the restroom and 'caddy shack' buildings and modifications to the layout between Golf and Water Park ($35,000), replacement of wooden bumpers with composite material for holes at the Miniature Golf Course ($22,870), evaluation and report of the open and enclosed flume slides ($4,550), and refurbishments and replacment of shade structures at Miniature Golf Course ($15,000). In addition, expenditures related to Phase III of the Water Park which will includes design ($32,672) new lockers ($26,158) and construction improvements ($216,125); a $205,000 bond bill reimbursement will be submitted at project completion. Additional funding is also coming from 98-1 for the roof replacement to meet the 50/50 match of the bond bill.

Two projects were not completed as anticipated in FY15; upgrading of sign at Education Blvd/355 to an electronic message board (originally estimated at $30,000) was moved to FY16 and replacement of Skate Park componets ($5,000) which were not necessary.

In FY16, available funds of ($522,350) will support the upgrade of static sign at Education Blvd. to an electronic message board ($42,350), renovations to the Miniature Golf Course including expansion of the restroom and 'caddy shack' buildings and modifications to the layout between Golf and Water Park ($300,000; a $150,000 bond bill reimbursement will be submitted at project completion), refurbishments and repairs at Miniature Golf Course ($65,000), the replacement of Skate Park components ($20,000), the replacement of Activity Center activity room partitions ($50,000) and architectural design and engineering of a water slide replacement project ($45,000) [A request will be submitted to the Department of Natural Resources/Program Open Space and the Board of Public Works for a reimbursement in the amount of $33,750, requiring a 25% City match of $11,250].

In FY17, available funds of ($415,000) will support the replacement of tables and shade structures at the Miniature Golf Course ($15,000), the replacement of Skate Park components ($20,000), and replacement of the 2 main slides at the Water Park ($380,000) [A request will be submitted to the Department of Natural Resources/Program Open Space and the Board of Public Works for a reimbursement in the amount of $285,000, requiring a 25% City match of $95,000].

In FY 18, available funds of ($35,000) will support refurbishments and enhancements to the Miniature Golf Course ($15,000) and the replacement of Skate Park components ($20,000).

In FY 19, available funds of ($15,000) will support refurbishments and enhancements at Miniature Golf Course ($15,000).

In FY 20, available funds of ($15,000) will support refurbishments and enhancements at Miniature Golf Course ($15,000).

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Street Reconstruction**

PROJECT NUMBER: 91-3 CATEGORY: Transportation/Environment

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	9,032
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	8,362
UNENCUMBERED AS OF:	**06/30/15**	**$**	670

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$8,037	$600	$100	$700	$700	$700	$700	$11,537
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS	$596							$596
TRANSFERRED	-$201							-$201
TOTAL	$8,432	$ 600	$ 100	$ 700	$ 700	$ 700	$ 700	$11,932

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$144		$100	$100	$100	$100	$100	$644
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$7,818	$400		$900	$600	$600	$600	$10,918
FURNITURE & EQUIPMENT								
TOTAL	$7,962	$ 400	$ 100	$1,000	$ 700	$ 700	$ 700	$11,562

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$470	$670	$670	$370	$370	$370	$370	$370

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME:	**Street Reconstruction**			
PROJECT NUMBER:	91-3	CATEGORY:		Transportation/Environment
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	9,032	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	8,362	
UNENCUMBERED AS OF:	**06/30/14**	**$**	670	

Project Description: ***Coordinator: Ollie Mumpower***

This project supports the reconstruction of streets that require more extensive work than streets included in our annual street resurfacing and rehabilitation program. A separate contract or amendment to the annual street reconstruction contract is typically prepared for each street selected for this program. Reconstruction projects will generally require engineered plans.

We are seeing extensive damage on some of our older streets from bus traffic and construction traffic. This funding will build up a project balance to cover emergencies and unexpected street reconstruction obligations.

In FY15, available funds of ($400,000) supported the reconstruction of Travis Avenue from MD 355 to Watkins Mill Road ($370,000) and lane marking ($10,000) and speed hump ($20,000) replacement.

The following projects were not completed as anticipated in FY15: design for Quince Orchard Boulevard from Firstfield Road to Diamond Drive ($100,000) [moved to FY16 to better coincide with the reconstruction of Brown Station Elementary].

In FY16, available funds of ($100,000) will support the design for Quince Orchard Boulevard from Firstfield Road to Diamond Drive ($100,000).

In FY17, available funds of ($1,000,000) will support the reconstruction of Quince Orchard Boulevard from Firstfield Road to Diamond Drive ($900,000) as well as, the design ($100,000) of a reconstruction project selected on the basis of information from a new pavement management system. This design project will be constructed in a future out year.

In FY18-FY20, available funds of ($700,000 each year) will support the construction ($600,000) of a previously designed project and the design of a new project ($100,000) to be constructed in a future out year. This design will be selected on the basis of information from a new pavement management system.

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Traffic Calming And Signalization**

PROJECT NUMBER: 92-2 CATEGORY: Transportation/Environment

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	1,457
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	1,317
UNENCUMBERED AS OF:	**06/30/15**	**$**	140

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$1,022			$300	$400	$400	$300	$2,422
STATE FUNDS	$110							$110
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS	$275							$275
TRANSFERRED	$50		$192					$242
TOTAL	$1,457	$ 0	$ 192	$ 300	$ 400	$ 400	$ 300	$3,049

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$14		$40	$40	$40	$40	$40	$214
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$1,094		$260	$260	$310	$310	$310	$2,544
FURNITURE & EQUIPMENT	$205	$4						$209
TOTAL	$1,313	$ 4	$ 300	$ 300	$ 350	$ 350	$ 350	$2,967

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$144	$140	$32	$32	$82	$132	$82	$82

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME:	**Traffic Calming And Signalization**			
PROJECT NUMBER:	92-2		CATEGORY:	Transportation/Environment
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	1,457	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	1,317	
UNENCUMBERED AS OF:	**06/30/14**	**$**	140	

Project Description: ***Coordinator: Ollie Mumpower***

Funding in this project is used for installing and maintaining traffic calming devices, school flashers and traffic signals.

In FY15, available funds of ($4,000) supported the purchase of additional analysis of data from the video collection unit ($4,000) [to be purchased by end of FY15]

$50,000 was identified for undesignated projects in FY15, however, it is not anticipated that this funding will be needed so it was removed from expenditures in FY15.

In FY16 a transfer of $192,000 was made from 03-1 Edision Park Dirve CIP to fund future signalization reconstruction projects.

In FY16-FY17, available funds of ($300,000 each year) will support the design ($40,000) and reconstruction ($260,000) of a City owned traffic signal based on an assessment study currently underway by Montgomery County.

In FY18–FY20, available funds of ($350,000 each year) will support the design ($40,000) and reconstruction ($260,000) of a City owned traffic signal based on an assessment study by Montgomery County and construction funding for an undesignated traffic calming project ($50,000).

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Technology Projects**

PROJECT NUMBER: 93-1 CATEGORY: City Facility

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	6,115
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	4,464
UNENCUMBERED AS OF:	**06/30/15**	**$**	1,651

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$5,573			$500	$300	$300		$6,673
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS	$242							$242
ESCROW FUNDS	$300							$300
TRANSFERRED								
TOTAL	$6,115	$ 0	$ 0	$ 500	$ 300	$ 300	$ 0	$7,215

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.								
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION								
FURNITURE & EQUIPMENT	$4,326	$138	$430	$250	$575	$475		$6,195
TOTAL	$4,326	$ 138	$ 430	$ 250	$ 575	$ 475	$ 0	$6,195

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$1,789	$1,651	$1,221	$1,471	$1,196	$1,021	$1,021	$1,021

PROJECT NAME:	**Technology Projects**			
PROJECT NUMBER:	93-1	CATEGORY:		City Facility
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	6,115	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	4,464	
UNENCUMBERED AS OF:	**06/30/14**	**$**	1,651	

Project Description: ***Coordinator: Peter Cottrell***

This project includes funding for significant technology projects (over $1,000) such as enterprise applications, geographic information systems materials and network and telephone infrastructure.

In FY 15, available funds of ($138,500) supported ongoing infrastructure improvements ($47,500), software upgrades ($23,000), implementation of a new City web site ($52,000), and a PCI compliance iniative ($16,000).

In FY16, available funds of ($430,000) will support ongoing infrastructure improvements ($80,000), asset and facility management systems ($225,000), an intranet web replacement ($25,000), and a criminal intelligence system for police ($100,000).

In FY17, available funds of ($250,000) will support ongoing infrastructure improvements ($95,000), improvements to existing software systems ($60,000), expansions of core hardware systems ($30,000), a network access control system ($15,000), and improvements to the City radio system ($50,000).

In FY18, available funds of ($575,000) will support ongoing infrastructure improvements ($25,000), improvements to existing software systems ($150,000), expansion of the City's fiber network ($200,000), implementation of parking garage technology ($100,000), and expansion of the Olde Towne Surveillance Camera system ($100,000).

In FY19, available funds of ($475,000) will support replacement of the City document management system ($200,000), continuing expansion of the City's fiber network ($200,000), an Email Archive/Retention system ($50,000), and improvements to the server room uninterruptible power supply ($25,000)

Funding requests for FY20 are presently unidentifiable.

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Facilities Projects**

PROJECT NUMBER: 98-1 CATEGORY: City Facility

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	6,246
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	4,265
UNENCUMBERED AS OF:	**06/30/15**	**$**	1,981

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$3,111		$300	$750	$750	$750	$750	$6,411
STATE FUNDS			$130					$130
COUNTY FUNDS	$300							$300
FEDERAL FUNDS								
ESCROW FUNDS	$42							$42
TRANSFERRED	$2,793							$2,793
TOTAL	$6,246	$ 0	$ 430	$ 750	$ 750	$ 750	$ 750	$9,676

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$344	$219	$30	$45				$639
LAND								
SITE IMPROV. UTIL & SWM	$29							$29
CONSTRUCTION	$2,782	$740	$895	$785	$450	$280	$250	$6,182
FURNITURE & EQUIPMENT	$121	$30	$392	$465	$230	$230	$230	$1,698
TOTAL	$3,276	$ 989	$1,317	$1,295	$ 680	$ 510	$ 480	$8,548

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$2,970	$1,981	$1,094	$549	$619	$859	$1,129	$1,129

PROJECT NAME:	**Facilities Projects**			
PROJECT NUMBER:	98-1	CATEGORY:		City Facility
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	6,246	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	4,265	
UNENCUMBERED AS OF:	**06/30/14**	**$**	1,981	

Project Description: ***Coordinator: Ronald Kaczmarek***

This project supports the systematic replacement of architectural, structural, mechanical, electrical and building envelope components on City-owned facilities.

In FY15, available funds of ($989,750) supported, roof and shell replacement/repairs at the Water Park and Skate Park ($300,000) [to be completed], equipment upgrades in various facilities ($30,000), maintenance activities at various facilities ($100,000) [completed], carpet replacement at the Activity Center ($130,000) [to be completed] and design for Casey Community Center ($59,750).

These projects were started in FY15 but will be completed in FY16: a survey of all City facilities existing emergency power equipment ($130,000), design services to upgrade generators at various facilities (30,000), restriping in the parking garage ($35,000), and the parking garage surface recoating ($70,000). Facilities will also begin the B&O door replacement project in FY16 and complete it in FY16. This project is partially funded through 98-1 at $105,000 and partially funded through Community Development Block Funds 00-4. In addition, the design for stabilization of the Smoke House was funded thru CIP 04-1 using Community Development Block Grant funds which will be completed in FY15.

In FY16, available funds of ($1,317,000) will support the purchase of furniture and equipment ($112,000) as well as, the construction ($295,000) of improvements at the Casey Community Center, design services to upgrade generators at various facilities (30,000), equipment upgrades in various facilities ($30,000), maintenance activities at various facilities ($150,000), parking garage elevator shaft and skywalk repairs ($350,000), roof and shell replacement/repairs at various facilities ($100,000) and the upgrading of generators at various City facilities ($250,000).

In FY17, available funds of ($1,295,000) will support equipment upgrades in various facilities ($30,000), maintenance activities at various facilities ($150,000), Kentland's Arts Barn repointing ($120,000), roof and shell replacement/repairs at various facilities ($100,000), sound studies for the Robertson Park Youth Center, the Olde Towne Youth Center and the main gym at the Activity Center ($45,000), upgrading of generators at various City facilities ($400,000), elevator upgrades for the Parking Garage Elevators ($165,000), replacement of Public Works furniture ($35,000), and roof replacements at the Arts Barn($250,000).

In FY18, available funds of ($680,000) will support equipment upgrades at various facilities ($30,000), enhancements at various facilities ($150,000), roof and shell replacement/repairs at various facilities ($100,000), the upgrading of generators at various City facilities ($200,000) and Train Station & Museum roof replacement ($200,000).

In FY19, available funds of ($510,000) will support will support equipment upgrades at various facilities ($30,000), enhancements at various facilities ($150,000), parking garage restriping ($30,000) as well as, roof and shell replacement/repairs at various facilities ($100,000) and the upgrading of generators at various City facilities ($200,000).

In FY20, available funds of ($480,000) will support equipment upgrades at various facilities ($30,000), enhancements at various facilities ($150,000), roof and shell replacement/repairs at various facilities ($100,000) and the upgrading of generators at various City facilities ($200,000).

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Art In Public Places**

PROJECT NUMBER: 98-4 CATEGORY: Recreation/Leisure

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	636
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	510
UNENCUMBERED AS OF:	**06/30/15**	**$**	126

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$365			$10	$15	$15	$15	$420
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS	$240							$240
TRANSFERRED	$31							$31
TOTAL	$ 636	$ 0	$ 0	$ 10	$ 15	$ 15	$ 15	$ 691

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$320		$13	$5	$3			$341
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$157	$33	$11	$16	$15	$15	$15	$263
FURNITURE & EQUIPMENT								
TOTAL	$ 477	$ 33	$ 24	$ 21	$ 18	$ 15	$ 15	$ 604

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$159	$126	$102	$91	$88	$88	$88	$88

PROJECT NAME:	**Art In Public Places**			
PROJECT NUMBER:	98-4	CATEGORY:		Recreation/Leisure
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	636	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	510	
UNENCUMBERED AS OF:	**06/30/14**	**$**	126	

Project Description: ***Coordinator: Denise Kayser***

This project supports Art in Public Places projects throughout the City.

In FY15, available funds of ($33,500) supported the final payment for the installation of the developer-funded Archstone project ($28,750) and the final payment for the installation of a locomotive-themed bike rack at the Community Museum ($4,750).

The following art projects were initial scheduled to begin in FY15 but were moved to FY16 and FY17; Constitution Gardens Park, Latitude Observatory Park, and Diamond Farms Skate Spot.

In FY16, available funds of ($24,875) will support the design and fabrication of artwork at Constitution Gardens Park ($11,500), the design and fabrication of science-themed art for Latitude Observatory Park ($9,375), and the design and fabrication of Diamond Farms Skate Spot art ($4,000).

In FY17, available funds of ($21,125) will support the final payment for the fabrication and installation of artwork at Constitution Gardens ($6,000), fabrication of science-themed art for Latitude Observatory Park ($3,125), final payment for the design and fabrication of Diamond Farms Skate Spot art ($2,000), and ($10,000) for other undesignated public art projects.

In FY18, available funds of ($18,125) will support the final payment for installation of science-themed art for Latitude Observatory Park ($3,125), and ($15,000) for other undesignated public art projects.

In FY19, available funds of ($15,000) will support projects that have not yet been defined in scope or location.

In FY20, available funds of ($15,000) will support projects that have not yet been defined in scope or location.

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Transit Enhancements**

PROJECT NUMBER: 98-7 CATEGORY: Transportation/Environment

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	333
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	269
UNENCUMBERED AS OF:	**06/30/15**	**$**	64

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$125							$125
STATE FUNDS	$78							$78
COUNTY FUNDS	$28							$28
FEDERAL FUNDS								
ESCROW FUNDS	$212			$30	$30	$30	$30	$332
TRANSFERRED	-$110							-$110
TOTAL	$ 333	$ 0	$ 0	$ 30	$ 30	$ 30	$ 30	$ 453

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.								
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$110	$34						$144
FURNITURE & EQUIPMENT	$125			$30	$30	$30	$30	$245
TOTAL	$ 235	$ 34	$ 0	$ 30	$ 30	$ 30	$ 30	$ 389

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$98	$64	$64	$64	$64	$64	$64	$64

PROJECT NAME:	**Transit Enhancements**			
PROJECT NUMBER:	98-7		CATEGORY:	Transportation/Environment
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	333	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	269	
UNENCUMBERED AS OF:	**06/30/14**	**$**	64	

Project Description: ***Coordinator: Ollie Mumpower***

This project supports the purchase and installation of benches and trash containers, as well as the City prototype bus shelters, to make transit convenient and comfortable.

City funding is supplemented by developer escrow funding.

In FY15, available funds of ($34,000) supported the purchase and installation of thirty (30) benches ($34,000) [purchase to be completed in FY15; install to occur in both FY15 and FY16].

The purchase and installation of one (1) developer funded non-advertising shelter ($15,000) was originally scheduled in FY15, but was not completed because of developer timing issues. The City has in escrow funding for two bus shelters in the Crown Neighborhood.

There is no expenditure activity schedule to occur in FY16.

In FY17-FY20, available funds of ($30,000 each year) will support the purchase and installation of two (2) developer funded non-advertising shelters ($30,000).

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **355 Corridor Plan Improvements**

PROJECT NUMBER: 99-1 CATEGORY: Transportation/Environment

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	255
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	245
UNENCUMBERED AS OF:	**06/30/15**	**$**	10

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$295							$295
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-$169	$129						-$40
TOTAL	$ 126	$ 129	$ 0	$ 0	$ 0	$ 0	$ 0	$ 255

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$67	$50						$117
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$58	$70						$128
FURNITURE & EQUIPMENT								
TOTAL	$ 125	$ 120	$ 0	$ 0	$ 0	$ 0	$ 0	$ 245

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$1	$10	$10	$10	$10	$10	$10	$10

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME:	**355 Corridor Plan Improvements**			
PROJECT NUMBER:	99-1		CATEGORY:	Transportation/Environment
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	255	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	245	
UNENCUMBERED AS OF:	**06/30/14**	**$**	10	

Project Description: ***Coordinator: John Schlichting***

This project includes funding for design and construction for landscaping and streetscape enhancements as short term beautification improvements in accordance with one of the recommendations from the Frederick Avenue and Vicinity Development Capacity Study.

In FY15 a total of $129,178 was transferred from Project # 00-1 - Y-Site development which was closed in FY15.

In FY15, available funds ($120,000) supported the design of landscaping/streetscape improvements ($50,000) and the construction of Phase I Landscaping/Streetscape Improvements ($70,000).

As a plan for the 355 Corridor is developed, additional funding will need to be allocated in future years with related expenditures. It is anticipated that a more detailed plan of future improvements will be developed in the near future.

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Olde Towne Park Plaza**

PROJECT NUMBER: 99-4 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	1,069
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	105
UNENCUMBERED AS OF:	**06/30/15**	**$**	964

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$784							$784
STATE FUNDS	$135		$100					$235
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS	$50							$50
TRANSFERRED	$100							$100
TOTAL	$1,069	$ 0	$ 100	$ 0	$ 0	$ 0	$ 0	$1,169

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.		$100						$100
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$5		$800					$805
FURNITURE & EQUIPMENT			$100					$100
TOTAL	$ 5	$ 100	$ 900	$ 0	$ 0	$ 0	$ 0	$1,005

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$1,064	$964	$164	$164	$164	$164	$164	$164

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME:	**Olde Towne Park Plaza**			
PROJECT NUMBER:	99-4		CATEGORY:	Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	1,069	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	105	
UNENCUMBERED AS OF:	**06/30/14**	**$**	964	

Project Description: ***Coordinator: Thomas Lonergan***

This project supports the development of the Olde Towne Park Plaza at the intersection of North Summit and East Diamond Avenues.

In FY15, available funds of ($100,000) supported the design, including construction documents, for the expansion and renovation of a City-owned pedestrian plaza in Olde Towne. Project design will be integrated into, and be complementary with, the existing fabric of Olde Towne. Community input was solicited and addressed amenities and functions for the plaza.

In FY16, available funds of ($900,000) will support the construction of the project, which is roughly divided between actual physical construction ($800,000) and ($100,000) site furnishings. It is anticipated that this CIP project will be closed in FY17 after the completion of the project .

A grant of $100,000 was awarded by the State of Maryland and will be received in FY16 as partial reimbursement for construction expenses upon project completion.

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Contingency And Future Projects**

PROJECT NUMBER: 00-0 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	3,900
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	2,321
UNENCUMBERED AS OF:	**06/30/15**	**$**	1,579

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$5,735	$250	$896	$500	$500	$500		$8,381
STATE FUNDS	$125							$125
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-$2,210							-$2,210
TOTAL	$3,650	$ 250	$ 896	$ 500	$ 500	$ 500	$ 0	$6,296

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$2,154		$500	$500	$500	$500	$500	$4,654
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION		$142						$142
FURNITURE & EQUIPMENT	$25							$25
TOTAL	$2,179	$ 142	$ 500	$ 500	$ 500	$ 500	$ 500	$4,821

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$1,471	$1,579	$1,975	$1,975	$1,975	$1,975	$1,475	$1,475

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME:	**Contingency And Future Projects**			
PROJECT NUMBER:	00-0	CATEGORY:		Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	3,900	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	2,321	
UNENCUMBERED AS OF:	**06/30/14**	**$**	1,579	

Project Description: ***Coordinator: Stephanie Walker***

This project number provides funding for small capital projects identified during the fiscal year that were unanticipated and provides contingency funding for other CIP projects in the case of overages or changes in scope.

In FY15, ($142,669) was spent on additional costs or work related to road resurfacing (83-1) and road reconstruction (91-3).

In FT16-FY20 available funds of ($500,000 each year) will support projects as necessary.

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Renovation/Improvements Of Existing Parks**

PROJECT NUMBER: 00-4 CATEGORY: Recreation/Leisure

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	2,340
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	2,151
UNENCUMBERED AS OF:	**06/30/15**	**$**	189

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$790	$50	$90	$95	$120			$1,145
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	$1,500							$1,500
TOTAL	$2,290	$ 50	$ 90	$ 95	$ 120	$ 0	$ 0	$2,645

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$108							$108
LAND								
SITE IMPROV. UTIL & SWM	$597							$597
CONSTRUCTION	$646	$800	$135	$95	$120			$1,796
FURNITURE & EQUIPMENT								
TOTAL	$1,351	$ 800	$ 135	$ 95	$ 120	$ 0	$ 0	$2,501

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$939	$189	$144	$144	$144	$144	$144	$144

PROJECT NAME:	**Renovation/Improvements Of Existing Parks**			
PROJECT NUMBER:	00-4		CATEGORY:	Recreation/Leisure
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	2,340	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	2,151	
UNENCUMBERED AS OF:	**06/30/14**	**$**	189	

Project Description: ***Coordinator: Mark Scafide***

This project supports the renovation or improvement of buildings, structures, ball field amenities and recreation courts at existing parks.

In FY15, available funds of ($800,000) supported the renovations at Constitution Gardens.

In FY16, available funds of ($135,000) will support renovation of the playing surface of three tennis courts at Diamond Farms Park ($75,000), repair of lights at Kelley Field #2 ($45,000) and the renovation of the basketball courts at Diamond Farms Park ($15,000).

In FY17, available funds of ($95,000) will support the renovation of the tennis courts at Malcolm King Park ($75,000) and the basketball court at Malcolm King Park ($20,000).

In FY18, available funds of ($120,000) will support the renovation of the Kelley Park tennis courts ($60,000) and the tennis courts at Green Park ($60,000).

FY19-FY20, no projects have been identified.

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Kentlands Mansion**

PROJECT NUMBER: 01-2 CATEGORY: Recreation/Leisure

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	1,386
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	993
UNENCUMBERED AS OF:	**06/30/15**	**$**	393

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$781	$250	$100	$400	$350			$1,881
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	$355							$355
TOTAL	$1,136	$ 250	$ 100	$ 400	$ 350	$ 0	$ 0	$2,236

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$141	$135						$276
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$717		$300	$465	$400			$1,882
FURNITURE & EQUIPMENT								
TOTAL	$ 858	$ 135	$ 300	$ 465	$ 400	$ 0	$ 0	$2,158

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$278	$393	$193	$128	$78	$78	$78	$78

PROJECT NAME:	**Kentlands Mansion**			
PROJECT NUMBER:	01-2		CATEGORY:	Recreation/Leisure
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	1,386	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	993	
UNENCUMBERED AS OF:	**06/30/14**	**$**	393	

Project Description: ***Coordinator: Ronald Kaczmarek***

This project supports major repairs and restoration of the Kentlands Mansion building envelope and exterior.

In FY15, available funds of ($135,000) was used to conduct a needs analysis survey to include ADA and other facility upgrades ($85,000) [to be completed in FY15] and a landscape design of the side-yard garden ($50,000).

In FY16, available funds of ($300,000) will support the landscape construction of the side-yard garden ($300,000).

In FY17, available funds of ($465,000) will support Phase I design and construction based on the needs analysis conducted in FY15 ($465,000)

In FY18, available funds of ($400,000) will support Phase II design and construction based on the needs analysis conducted in FY15 ($400,000).

There are no projects identified for FY19-FY20.

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Edison Park Drive Site**

PROJECT NUMBER: 03-1 CATEGORY: Recreation/Leisure

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	2,089
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	706
UNENCUMBERED AS OF:	**06/30/15**	**$**	1,383

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$6,448							$6,448
STATE FUNDS	$3,412							$3,412
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-$7,771		-$192					-$7,963
TOTAL	$2,089	$ 0	$- 192	$ 0	$ 0	$ 0	$ 0	$1,897

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$706							$706
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION								
FURNITURE & EQUIPMENT								
TOTAL	$ 706	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 706

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$1,383	$1,383	$1,191	$1,191	$1,191	$1,191	$1,191	$1,191

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME:	**Edison Park Drive Site**			
PROJECT NUMBER:	03-1		CATEGORY:	Recreation/Leisure
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	2,089	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	706	
UNENCUMBERED AS OF:	**06/30/14**	**$**	1,383	

Project Description: ***Coordinator: Tony Tomasello***

Development and/or disposition of this site is pending future Mayor & Council direction.

In FY16 a transfer of $192,000 was made to 92-2 Traffic Calming and Signalization to fund future signalization reconstruction projects. The existing fund balance remains in reserve until a decision has been made on the development and/or disposition.

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Community Development Block Grant - HUD**

PROJECT NUMBER: 04-1 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	5,305
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	4,956
UNENCUMBERED AS OF:	**06/30/15**	**$**	349

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS								
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS	$5,211	$94						$5,305
ESCROW FUNDS								
TRANSFERRED								
TOTAL	$5,211	$ 94	$ 0	$ 0	$ 0	$ 0	$ 0	$5,305

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.								
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$4,862	$94	$125					$5,082
FURNITURE & EQUIPMENT								
TOTAL	$4,862	$ 94	$ 125	$ 0	$ 0	$ 0	$ 0	$5,082

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$349	$349	$224	$224	$224	$224	$224	$224

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME:	**Community Development Block Grant - HUD**			
PROJECT NUMBER:	04-1	CATEGORY:		Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	5,305	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	4,956	
UNENCUMBERED AS OF:	**06/30/14**	**$**	349	

Project Description: ***Coordinator: Louise Kauffmann***

This project supports programs and activities on behalf of low-moderate income households with funds from the Community Development Block Grant (CDBG) program.

In FY15, CDBG funds ($94,000) were used for the design and stabilization of the Smoke House ($11,500), and ($82,500) was granted to the Montgomery County Coalition for the Homeless to assist with the renovation of 17 units at Seneca Heights Apartments.

Initially, FY15 funds were allocated to design renovations of the Casey Community Center($29,000), however, with changes to the eligible funding areas the project was determined to be no longer eligible for CCDBG funding.

In FY16, ($125,500) of available funds will support the construction of the work on the Smoke House ($60,500) [moved from FY15] and the replacement of the doors at the B&O Station ($65,000) [moved from FY15].

In FY17-20 all capital CDBG funds will be allocated to the GHALP program (1142) so it is anticipated there will be no projects funding actual city construction projects. This will be a direct transfer to (1142) rather than shown as an expense in the CIP.

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Teachers Way**

PROJECT NUMBER: 07-2 CATEGORY: Transportation/Environment

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	3,201
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	3,092
UNENCUMBERED AS OF:	**06/30/15**	**$**	109

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$2,010							$2,010
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS	$1,198							$1,198
ESCROW FUNDS								
TRANSFERRED	-$7		-$105					-$113
TOTAL	$3,201	$ 0	$- 105	$ 0	$ 0	$ 0	$ 0	$3,095

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$166							$166
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$2,854	$65						$2,920
FURNITURE & EQUIPMENT	$7							$7
TOTAL	$3,027	$ 65	$ 0	$ 0	$ 0	$ 0	$ 0	$3,093

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$174	$109	$4	$4	$4	$4	$4	$4

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME:	**Teachers Way**			
PROJECT NUMBER:	07-2		CATEGORY:	Transportation/Environment
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	3,201	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	3,092	
UNENCUMBERED AS OF:	**06/30/14**	**$**	109	

Project Description: ***Coordinator: Ollie Mumpower***

This project supported the construction of Teachers Way between Girard Street and the portion of Teachers Way recently constructed by a developer.

In FY15 a final payment of $65,634 will be paid to the contractor. This CIP will be closed out at the end of FY15 with a transfer of $105,736 to 83-1 Street Resurfacing in FY16.

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Gaithersburg Police Station**

PROJECT NUMBER: 09-1 CATEGORY: City Facility

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	4,712
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	76
UNENCUMBERED AS OF:	**06/30/15**	**$**	4,636

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$1,338	$3,500	$5,000	$5,500	$1,500			$16,838
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-$126							-$126
TOTAL	$1,212	$3,500	$5,000	$5,500	$1,500	$ 0	$ 0	$16,712

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$51	$25	$1,125					$1,201
LAND			$5,100					$5,100
SITE IMPROV. UTIL & SWM								
CONSTRUCTION				$8,400				$8,400
FURNITURE & EQUIPMENT					$1,500			$1,500
TOTAL	$ 51	$ 25	$6,225	$8,400	$1,500	$ 0	$ 0	$16,201

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$1,161	$4,636	$3,411	$511	$511	$511	$511	$511

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME:	**Gaithersburg Police Station**			
PROJECT NUMBER:	09-1	CATEGORY:		City Facility
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	4,712	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	76	
UNENCUMBERED AS OF:	**06/30/14**	**$**	4,636	

Project Description: ***Coordinator: Dennis Enslinger***

This project supports design and construction of improvements to the interior and exterior of the existing Police Station and the design and construction of a new Police Station facility.

In FY15 available funds of ($25,000) supported preliminary design and space needs analysis for a new police station facility.

Initially, FY15 included $2,000,000 for land acquisition and an additional $125,000 for design services which were moved to FY16 based on timing of acquisition and design.

In FY16 available funds of ($6,225,000) will support building acquisition ($5,100,00) and design/construction documents ($1,125,000).

In FY17 available funds of ($8,400,000) will support construction of the project (which is expected to be completed in FY18).

In FY18 ($1,500,000) will support the purchase of equipment and furniture for the newly constructed Police Station.

In FY19-20, no current projects are programmed.

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Crown Farm Historic Park**

PROJECT NUMBER: 09-2 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	2,570
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	26
UNENCUMBERED AS OF:	**06/30/15**	**$**	2,544

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$70							$70
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	$2,500							$2,500
TOTAL	$2,570	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$2,570

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$26							$26
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION			$230	$230	$240			$700
FURNITURE & EQUIPMENT								
TOTAL	$ 26	$ 0	$ 230	$ 230	$ 240	$ 0	$ 0	$ 726

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$2,544	$2,544	$2,314	$2,084	$1,844	$1,844	$1,844	$1,844

PROJECT NAME:	**Crown Farm Historic Park**			
PROJECT NUMBER:	09-2		CATEGORY:	Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	2,570	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	26	
UNENCUMBERED AS OF:	**06/30/14**	**$**	2,544	

Project Description: ***Coordinator: Ronald Kaczmarek***

This project supports the preservation/rehabilitation of several historic farm buildings on the former Crown Farm property. Some of these buildings possess historical and cultural significance, and display important architectural and design characteristics. They provide insight into the traditional rural quality that typified this region through the 19th and much of the 20th centuries, and preserve the cultural memory of Gaithersburg's agricultural history.

Funding for upcoming fiscal years will depend upon when The City of Gaithersburg acquires the property from the developer of Crown Farm. The City is currently working with the developer to accept dedication of the parkland in FY16.

In FY14, available funds of ($26,025) supported a survey and analysis of the on-site structures.

In FY15, available funds of ($230,000) were set aside for the installation of a fence to secure the buildings and to support renovations to the existing buildings. This funding was moved to FY16 because site will not be deed to the City in FY15.

In FY16, upon the developer deeding the site to the City, the City will construct a security fence and start renovation of the existing buildings ($230,000).

In FY17, available funds of ($230,000) will support renovations to the existing buildings.

In FY18, available funds of ($240,000) will support renovations to the existing buildings.

In FY19 & FY20, no current projects are programmed. Remaining balance may be used to make additional improvements in the park or reallocated to another CIP.

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Gaithersburg Senior Center**

PROJECT NUMBER: 09-3 CATEGORY: Recreation/Leisure

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	990
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	865
UNENCUMBERED AS OF:	**06/30/15**	**$**	125

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$1,500							$1,500
STATE FUNDS	$200							$200
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	-$710							-$710
TOTAL	$ 990	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0	$ 990

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$95	$10						$105
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION		$690						$690
FURNITURE & EQUIPMENT		$70						$70
TOTAL	$ 95	$ 770	$ 0	$ 0	$ 0	$ 0	$ 0	$ 865

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$895	$125	$125	$125	$125	$125	$125	$125

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME:	**Gaithersburg Senior Center**			
PROJECT NUMBER:	09-3	CATEGORY:		Recreation/Leisure
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	990	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	865	
UNENCUMBERED AS OF:	**06/30/14**	**$**	125	

Project Description: ***Coordinator: Dennis Enslinger***

The project supports the renovation of the current Senior Center Phase II .

In FY14, a total of $2,000,000 was transferred to Facilities Projects (98-1). In FY14 funds were originally budgeted to support design and construction of improvements to the existing center. These improvements included creation of a fitness center, modifications to the computer room, and other minor improvements including replacement of flooring. However, the project construction was delayed so only ($70,000) was budgeted for design.

Phase II improvements ($770,000) were designed and bid in FY14 with construction taking place in FY15 (estimated construction and furnishing costs are $760,000 including contingency). An additional $10,000 has been budgeted for design services in FY15. The total cost for the 09-3 CIP portion of the project is estimated at $833,000 (FY14 and FY15). Additional funding for Information Technology costs will be provided through the Information Technology fund of approximately $55,000.

FY16-FY20 no new projects are anticipated.

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Train Station & Museum Complex**

PROJECT NUMBER: 09-4 CATEGORY: Recreation/Leisure

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	1,521
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	1,367
UNENCUMBERED AS OF:	**06/30/15**	**$**	154

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$251				$15	$15	$15	$296
STATE FUNDS	$250							$250
COUNTY FUNDS								
FEDERAL FUNDS	$430							$430
ESCROW FUNDS								
TRANSFERRED	$590							$590
TOTAL	$1,521	$ 0	$ 0	$ 0	$ 15	$ 15	$ 15	$1,566

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$27							$27
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$1,191		$15					$1,206
FURNITURE & EQUIPMENT	$146	$3	$69	$15	$15	$15	$15	$278
TOTAL	$1,364	$ 3	$ 84	$ 15	$ 15	$ 15	$ 15	$1,511

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$157	$154	$70	$55	$55	$55	$55	$55

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME:	**Train Station & Museum Complex**			
PROJECT NUMBER:	09-4		CATEGORY:	Recreation/Leisure
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	1,521	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	1,367	
UNENCUMBERED AS OF:	**06/30/14**	**$**	154	

Project Description: ***Coordinator: Denise Kayser***

Staff has recommended changing the name from the Rolling Stock Project to Train Station and Museum Complex to better reflect the purpose of this CIP.

This project supports the repair and furnishings of the Gaithersburg Train Station and Museum Complex comprised of the Train Station, Museum, a 1914 locomotive, caboose and Budd car.

The City received a Federal Transportation Enhancement Grant through the State of Maryland in the amount of $430,182 in 2005. The project required a 1:1 match, approximately $430,000 in City funds. The project included site and landscaping improvements, cosmetic restoration of the locomotive, replacement of the deck surrounding the Community Museum, and an exchange with the Hagerstown Roundhouse Museum of our Caboose and Troop Kitchen Car with another caboose, and the restoration of that caboose and a Budd car. The Budd car and Caboose will serve as an annex to the Community Museum, allowing for greater programming and events.

In FY15, available funds of ($3,092) supported the purchase of furnishings for the Budd Car. Originally, at total of $55,000 was allocated for furnishings, however, the major portion of this expenditure was delayed until FY16 to ensure Budd Car was fully water-tight.

In FY16, available funds of ($84,000) will support the purchase furnishings and fixtures for the Budd car and caboose ($69,000), and the restoration and installation of historic railroad artifacts on the Community Museum site ($15,000).

In FY17, available funds of ($15,000) will support the design, fabrication and installation of permanent museum exhibits.

In FY18, available funds of ($15,000) will support the refurbishment and enhancements to the Museum complex.

In FY19, available funds of ($15,000) will support the refurbishment and enhancements to the Museum complex.

In FY20, available funds of ($15,000) will support the refurbishment and enhancements to the Museum complex.

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Energy Efficiency and Conservation**

PROJECT NUMBER: 10-1 CATEGORY: City Facility

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	778
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	676
UNENCUMBERED AS OF:	**06/30/15**	**$**	102

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$200	$50	$250	$300	$300	$300	$300	$1,700
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS	$528							$528
ESCROW FUNDS								
TRANSFERRED								
TOTAL	$ 728	$ 50	$ 250	$ 300	$ 300	$ 300	$ 300	$2,228

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$33							$33
LAND								
SITE IMPROV. UTIL & SWM	$4							$4
CONSTRUCTION	$499	$140	$310	$340	$300	$300	$300	$2,189
FURNITURE & EQUIPMENT								
TOTAL	$ 536	$ 140	$ 310	$ 340	$ 300	$ 300	$ 300	$2,226

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$192	$102	$42	$2	$2	$2	$2	$2

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME:	**Energy Efficiency and Conservation**			
PROJECT NUMBER:	10-1	CATEGORY:		City Facility
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	778	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	676	
UNENCUMBERED AS OF:	**06/30/14**	**$**	102	

Project Description: ***Coordinator: Ollie Mumpower***

This project supports the design and construction of Energy Conservation Measures (ECM) that were identified during an energy audit of City facilities conducted in 2010.

In FY15, available funds of ($140,000) supported replacement of the Arts Barn chiller ($45,000), support the Arts Barn HVAC control system upgrades ($20,000) and the implementation of ECM identified in the 2010 report ($75,000). This project was started in FY15 but will not be completed until FY16.

In FY16, available funds of ($310,000) will support the replacement of the Arts Barn Boilers ($250,000) and additional controls and lighting upgrades ($60,000).

In FY17, available funds of ($340,000) will support Energy Conservation Projects at the Activity Center ($200,000), lighting upgrades at Casey Community Center ($30,000) lighting upgrades at Public Works lower lot ($85,000) and the lighting upgrades at Robertson Park Youth Center ($25,000).

In FY18-FY20, available funds of ($300,000) will support the implementation of ECM identified in the 2010 report.

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Synthetic Fields**

PROJECT NUMBER: 13-1 CATEGORY: Recreation/Leisure

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	1,816
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	1,018
UNENCUMBERED AS OF:	**06/30/15**	**$**	798

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$517	$50					$687	$1,255
STATE FUNDS	$37	$712		$37	$318			$1,106
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	$500							$500
TOTAL	$1,054	$ 762	$ 0	$ 37	$ 318	$ 0	$ 687	$2,861

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$46			$50			$60	$156
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION	$944	$28			$750			$1,722
FURNITURE & EQUIPMENT								
TOTAL	$ 990	$ 28	$ 0	$ 50	$ 750	$ 0	$ 60	$1,878

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$64	$798	$798	$785	$353	$353	$980	$980

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME:	**Synthetic Fields**			
PROJECT NUMBER:	13-1		CATEGORY:	Recreation/Leisure
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	1,816	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	1,018	
UNENCUMBERED AS OF:	**06/30/14**	**$**	798	

Project Description: ***Coordinator: Michele Potter***

This project supports the replacement of existing natural grass fields with a synthetic surface.

In FY15, an additional ($28,351) supported the construction of the synthetic turf field at Lakelands Park. The City was reimbursed in the amount of $750,000 from the Department of Natural Resources/Program Open Space and the Board of Public Works for this project.

In FY16, no activity is planned.

In FY17, available funds of ($50,000) will support design on field #3 at Robertson Park. A request will be submitted to the Department of Natural Resources/Program Open Space and the Board of Public Works for a reimbursement in the amount of $37,500, requiring a 25% match ($12,500).

FY18, available funds of ($750,000) will support the construction of synthetic turf at Robertson Park #3. A request will be submitted to the Department of Natural Resources/Program Open Space (POS) and the Board of Public Works for a reimbursement in the amount of $318,705, the City's POS fund balance.

No projects are scheduled for FY19

In FY20, available funds of ($60,000) will support the design of synthetic turf at Robertson Park fields #1 and #2.

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Quince Orchard Park - Medimmune**

PROJECT NUMBER: 14-1 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	1,050
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	15
UNENCUMBERED AS OF:	**06/30/15**	**$**	1,035

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$550	-$350	$500					$700
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS		$350						$350
TRANSFERRED	$500							$500
TOTAL	$1,050	$ 0	$ 500	$ 0	$ 0	$ 0	$ 0	$1,550

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.		$15	$45					$60
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION			$270	$1,155				$1,425
FURNITURE & EQUIPMENT								
TOTAL	$ 0	$ 15	$ 315	$1,155	$ 0	$ 0	$ 0	$1,485

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$1,050	$1,035	$1,220	$65	$65	$65	$65	$65

PROJECT NAME:	**Quince Orchard Park - Medimmune**			
PROJECT NUMBER:	14-1	CATEGORY:		Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	1,050	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	15	
UNENCUMBERED AS OF:	**06/30/14**	**$**	1,035	

Project Description: ***Coordinator: Ollie Mumpower***

This project supports the construction of parking spaces along Orchard Ridge Drive as well as, the development of Medimmune Park.

In FY15, available funds of ($15,000) supported the design ($15,000) [design costs dropped from $30,000 since work will be done under terms and conditions of existing street resurfacing contract] and construction of parking spaces along Orchard Ridge Drive ($270,000) [Moved to FY16].

In FY16, available funds of ($315,000) will support the construction of parking spaces along Orchard Ridge Drive ($270,000) as well as the design ($45,000) for MedImmune Park.

In FY17, available funds of ($1,155,000) will support the construction of MedImmune Park.

In FY18-20, no projects are programmed.

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: **Consumer Product Safety Commission Park**

PROJECT NUMBER: 14-2 CATEGORY: Community Enhancement

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	1,600
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	484
UNENCUMBERED AS OF:	**06/30/15**	**$**	1,116

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS		$200	$3,000	$3,000				$6,200
STATE FUNDS								
COUNTY FUNDS								
FEDERAL FUNDS								
ESCROW FUNDS								
TRANSFERRED	$1,400							$1,400
TOTAL	$1,400	$ 200	$3,000	$3,000	$ 0	$ 0	$ 0	$7,600

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$5	$34	$200					$240
LAND								
SITE IMPROV. UTIL & SWM								
CONSTRUCTION		$445		$4,000	$1,800			$6,245
FURNITURE & EQUIPMENT								
TOTAL	$ 5	$ 479	$ 200	$4,000	$1,800	$ 0	$ 0	$6,485

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$1,395	$1,116	$3,916	$2,916	$1,116	$1,116	$1,116	$1,116

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME:	**Consumer Product Safety Commission Park**			
PROJECT NUMBER:	14-2		CATEGORY:	Community Enhancement
			(000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	1,600	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	484	
UNENCUMBERED AS OF:	**06/30/14**	**$**	1,116	

Project Description: ***Coordinator: Tony Tomasello***

This project supports the development of a Park and Recreation facility at the site of the former Consumer Product Safety Commission, which was acquired through the federal property surplus process in 2014.

In FY15, funds were used to support demolition activity at the site ($480,700).

In FY16, available funds will be used to support the development of a new park design ($200,000).

In FY17 and FY18 ($6,000,000) of funding will be needed to ensure adequate funding is available to complete the construction at the site. Construction is anticipated to be spread between FY17 ($4,000,000) and FY18 ($1,800,000). Delivery of the site is anticipated in FY18.

In FY19 & FY20, no projects are currently programmed.

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME: City of Gaithersburg - Summary Totals

PROJECT NUMBER: CATEGORY:

			(000)
PRIOR APPROPRIATION AS OF:	**07/01/13**	**$**	129,530
EXPENDED/ENCUMBERED AS OF:	**06/30/14**	**$**	102,532
UNENCUMBERED AS OF:	**06/30/15**	**$**	

SOURCES OF FUNDING

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
CITY FUNDS	$101,971	$6,640	$13,036	$14,765	$7,085	$4,420	$4,007	$151,925
STATE FUNDS	$7,557	$712	$263	$394	$798			$9,727
COUNTY FUNDS	$328							$328
FEDERAL FUNDS	$7,700	$94						$7,794
ESCROW FUNDS	$2,743	$550		$30	$30	$30	$30	$3,413
TRANSFERRED	$1,106	$129						$1,236
TOTAL	$121,405	$8,125	$13,299	$15,189	$7,913	$4,450	$4,037	$174,423

EXPENDITURE SCHEDULE

	PRIOR YRS BUDGET	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
PLANNING DESIGN & SUPRV.	$17,081	$927	$2,344	$865	$778	$675	$735	$23,406
LAND	$14,676		$5,100					$19,776
SITE IMPROV. UTIL & SWM	$1,010							$1,010
CONSTRUCTION	$58,133	$4,716	$7,403	$18,526	$6,425	$3,380	$2,395	$100,978
FURNITURE & EQUIPMENT	$5,611	$378	$1,278	$1,250	$2,535	$840	$365	$12,258
TOTAL	$96,511	$6,021	$16,125	$20,641	$9,738	$4,895	$3,495	$157,428

PROJECT FUND BALANCE

	PRIOR YRS	CURRENT FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	PROJECT TOTAL
FUND BALANCE	$24,894	$26,998	$24,172	$18,720	$16,895	$16,450	$16,992	$16,992

CURRENT CIP BUDGET
FISCAL YEAR 2016

PROJECT NAME:			
PROJECT NUMBER:		CATEGORY: (000)	
PRIOR APPROPRIATION AS OF:	**07/01/12**	**$**	
EXPENDED/ENCUMBERED AS OF:	**06/30/13**	**$**	
UNENCUMBERED AS OF:	**06/30/14**	**$**	26,998

Project Description: ***Coordinator:***

STORMWATER MANAGEMENT BUDGET
FISCAL YEAR 2016

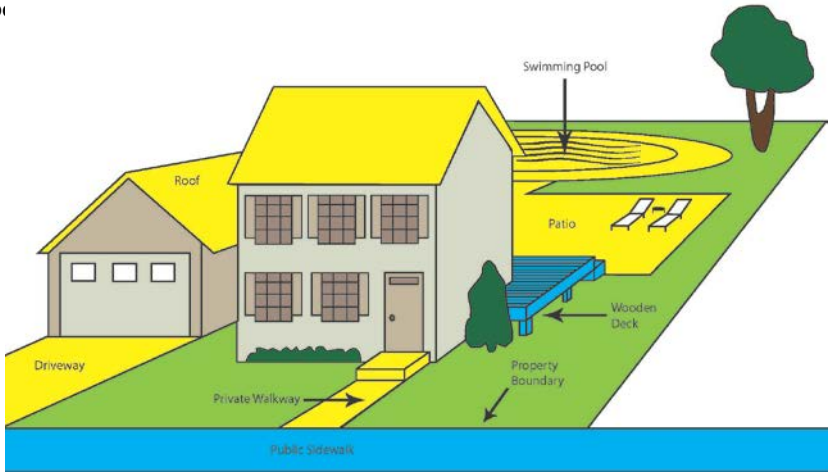
As part of the FY16 budget process, the City has established a separate Stormwater Program Fund and separate Capital Improvements Plan specifically related to the Stormwater Management Program. This was done to provide greater transparency with regards to the funds collected under the Stormwater Program Fee. Previously, the City funded its Stormwater Capital Improvement Projects under the general City CIP 82-1: Stormwater Management and Storm Drainage. The remaining balance at the end of FY15 CIP 82-1 will be transferred to the Stormwater Program Fund established with this budget.

In 2015, the City modified its Stormwater Program Fee to be based on the impervious surface coverage for each property rather than a flat fee. In addition, the Stormwater Program Fee will be collected from all property types to create a more equitable rate model.

The rate model is based on a billable unit of 500 square feet of impervious surface area. So a property owner with 1,500 square feet of impervious area would have three (3) billable units. For FY16 a rate of $20.04 was established for each billable unit. Therefore, in the example above the property owner would pay a total of $60.12 for the year.

The rate was established by creating a rate model plan based on both operating expenditures and capital projects projected as part of a five-year plan. Operating expenses include on-going yearly maintenance, personnel costs for employees who are dedicated to stormwater program activities for 100% of their time and, or prorated, for those employees who spend at least 75% of their time on stormwater program activities, grants, asset management system, etc. Capital expenditures include replacement cost for existing infrastructure and capital improvement costs associated with the Total Maximum Daily Loads (TMDL) reductions required under the EPA Chesapeake Bay Cleanup mandates.

The following pages contain a summary of the five-year plan with more a detailed explanation of the cost expenditures. As can be seen in the Revenue and Expenditure Projections- Stormwater Fund FY15-FY20 summary, the plan requires that the City contribute funds in addition to the funds raised by the Stormwater Program Fee. It should also be noted that the five-year plan requires an increase in the annual bill unit to complete the necessary improvements under the Total Maximum Daily Loads reductions required under the EPA Chesapeake Bay Cleanup mandates. It is anticipated that over the length of the City's MS-4 permit the initial TMDL capital improvements will be b



STORMWATER MANAGEMENT BUDGET
FISCAL YEAR 2016

Revenue & Expenditure Projections

	FY2016	FY2017	FY2018	FY2019	FY2020	Total
Revenues and Sources of Funds						
General Fund Contribution	$ -	$1,063,000	$1,063,000	$1,063,000	$1,063,000	$ 4,252,000
Stormwater Management Fee	3,400,000	3,800,000	4,500,000	5,050,000	5,600,000	22,350,000
Interest income	-	10,009	16,631	13,355	9,167	49,162
Transferred from CIP	3,349,000	-	-	-	-	3,349,000
Total Revenues and Sources of Funds	$6,749,000	$4,873,009	$5,579,631	$6,126,355	$6,672,167	$30,000,162
Expenditures and Uses of Funds						
Operating Costs						
Culvert Maintenance	50,000	60,000	60,000	60,000	60,000	290,000
Cleaning and Maintenance	627,174	632,674	638,174	643,674	649,174	3,190,870
Green Streets	-	20,000	120,000	50,000	50,000	240,000
GIS Consulting Services	99,000	44,000	29,000	44,000	29,000	245,000
Inspections	234,000	238,000	243,000	248,000	253,000	1,216,000
Personnel Costs	468,196	482,424	496,710	511,610	526,959	2,485,899
Asset Management System	50,000	6,000	6,000	6,000	6,000	74,000
Permit Costs	1,500	1,500	1,500	1,500	1,500	7,500
Total Operating	1,529,870	1,484,598	1,594,384	1,564,784	1,575,633	7,749,269
Non-Chesapeake Bay Capital Projects						
Grants and reimbursements	100,000	100,000	100,000	100,000	100,000	500,000
Replacement of CMP	-	30,000	340,000	340,000	340,000	1,050,000
Rainscape	10,000	10,000	10,000	10,000	10,000	50,000
Total Non-Chesapeake Bay Capital Projects	110,000	140,000	450,000	450,000	450,000	1,600,000
Chesapeake Bay Capital Projects						
Odendhal Ave FY15	40,000	-	-	-	-	40,000
Stream Girard Street	160,000	-	385,250	-	-	545,250
Victory Farm	75,000	-	230,000	-	-	305,000
Amberfield	50,000	-	115,000	-	-	165,000
Stream Lakelands Drive	235,000	-	862,500	-	-	1,097,500
Stream Orchard Ridge Drive	125,000	-	402,500	-	-	527,500
Stream Watkins Mill Road	-	155,000	310,500	-	-	465,500
Stream Travis Avenue	-	100,000	316,250	-	-	416,250
Stream Solitaire Court	-	90,000	218,500	-	-	308,500
Stream Rabbitt Road	-	100,000	316,250	-	-	416,250
Inspiration Lane	-	50,000	57,500	-	-	107,500
Future Design Projects	-	-	1,520,000	1,520,000	1,520,000	4,560,000
Future Construction Projects	-	-	-	4,150,000	4,150,000	8,300,000
Total Chesapeake bay Capital Projects	685,000	495,000	4,734,250	5,670,000	5,670,000	17,254,250
Other Uses of Funds						
Establishment of operating reserve	320,000	-	-	-	-	320,000
Capital reserve funds	67,000	67,000	67,000	67,000	67,000	335,000
Estimate for bad debts	33,500	37,500	44,500	50,000	55,500	221,000
Total Other Uses of Funds	420,500	104,500	111,500	117,000	122,500	876,000
Total Expenditures & Other Uses of Funds	2,745,370	2,224,098	6,890,134	7,801,784	7,818,133	27,479,519
Revenues Over (Under) Expenditures	4,003,630	2,648,911	(1,310,503)	(1,675,429)	(1,145,966)	2,520,643
Fund Balance Beginning of Year	-	4,003,630	6,652,541	5,342,038	3,666,609	-
Fund Balance End of Year	$4,003,630	$6,652,541	$5,342,038	$3,666,609	$2,520,643	$ 2,520,643

Stormwater Operating & Non-Chesapeake Bay TMDL Project Descriptions

Culvert Maintenance - This project funds culvert maintenance and repair to help maintain a stable velocity and proper flow capacity for culverts which helps alleviate roadway flooding, and reduces maintenance problems.

In FY16 these funds ($50,000) will support culvert cleaning and repairs at Malcom King Park ($25,000) and the culvert under Rabbitt Road ($25,000).

In FY17 these funds ($60,000) will also support culvert cleaning and repairs at Green Park ($30,000) and the culvert under Solitaire Court ($30,000).

In FY18-20 funds of ($60,000 per year) will support culvert cleaning and repairs at undesignated locations.

Cleaning and Maintenance - This activity includes street sweeping storm drain inlet vacuuming, mowing of SWM areas as well as the maintenance of the following underground facilities: Oil Grit Separators (2), Underground Storage (72" CMP), Stormceptors (11), Filterra (3), Baysavers (3) and Sandfilter (1). This price is based on performing annual maintenance on each structure.

In FY16 funding ($627,174) supports the cleaning and maintenance of City SWM facilities ($86,000), mowing of SWM areas ($8,400), vacuuming of storm drain inlets ($165,000), street sweeping ($336,960), and on-going maintenance for new TMDL projects ($30,814).

In FY17 funding ($632,674) supports the cleaning and maintenance of City SWM facilities ($86,000), mowing of SWM areas ($8,400), vacuuming of storm drain inlets ($165,000), street sweeping ($336,960), and on-going maintenance for new TMDL projects ($36,214).

In FY18 funding ($638,174) supports the cleaning and maintenance of City SWM facilities ($86,000), mowing of SWM areas ($8,400), vacuuming of storm drain inlets ($165,000), street sweeping ($336,960), and on-going maintenance for new TMDL projects ($41,814).

In FY19 funding ($643,674) supports the cleaning and maintenance of City SWM facilities ($86,000), mowing of SWM areas ($8,400), vacuuming of storm drain inlets ($165,000), street sweeping ($336,960), and on-going maintenance for new TMDL projects ($47,314).

In FY20 funding ($649,174) supports the cleaning and maintenance of City SWM facilities ($86,000), mowing of SWM areas ($8,400), vacuuming of storm drain inlets ($165,000), street sweeping ($336,960) and on-going maintenance for new TMDL projects ($52,814).

Green Streets – This fund supports the construction of Green Streets. The Green Streets environmental initiative uses a natural approach to manage stormwater flow, improve water quality, reduce urban area heat, recharge groundwater, and enhance watershed health. Through the use of curb extensions, plants, swales and pervious pavings, Green Streets not only handle stormwater on site, they also have the added benefit of reducing runoff and enhancing streetscapes with their native landscaping.

In FY17 funding will support an assessment of existing green street projects ($20,000).

In FY18 funding will support modifications to existing green street projects based on the results of the Green Street assessment ($120,000).

It is anticipated that additional funding ($50,000 per year) will be used to implement Green Streets related to future road projects in FY19 and FY 20.

GIS Consulting Services – This project provides funding for updates to the assets and impervious data sets to create an accurate database for the stormwater utility billing and assists with the implementation of the City's MS4 Permit. In addition, the project provides funding for special initiatives related to GIS data, such as, database layers related to asset management.

The City will be participating with the State to obtain aerial photography. A portion of this expense is paid for from this project line-item (this is a subscription based system). The City will then use this data to create planimetric data on a bi-annual (every two years) basis.

FY16 funds of ($99,000) will support the yearly State aerial subscription of ($6,000), development of drainage inlet data of ($70,000), and GIS updates to assets and impervious coverage data of ($23,000).

FY17 funds of ($44,000) will support the yearly State aerial subscription of ($6,000), Planimetric data updates of ($15,000) and GIS updates to assets and impervious coverage data of ($23,000).

FY18 funds of ($29,000) will support the yearly State aerial subscription of ($6,000) and GIS updates to assets and impervious coverage data of ($23,000).

FY19 funds of ($44,000) will support the yearly State aerial subscription of ($6,000), Planimetric data updates of ($15,000) and GIS updates to assets and impervious coverage data of ($23,000).

FY20 funds of ($29,000) will support the yearly State aerial subscription of ($6,000) and GIS updates to assets and impervious coverage data of ($23,000).

This is an on-going project which is expected to have yearly expenses.

Inspections of Existing Pipes – This fund supports the inspection of the City's storm sewer system to identify repairs and replacements.

The CCTV inspection of the storm sewer system currently contains approximately 750,000 linear feet of pipe which will be inspected over a 10 year period. It is anticipated the City will need to replace 20,000 linear feet of corrugated metal pipe every year for a 10 year period. More detailed data will be available upon inspection of the storm sewer system.

While it is expected the City will have completed the inspections of the current storm sewer system by 2026 and replacement by 2028, it is anticipated there will be on-going yearly costs related to the repair and replacement of the system.

In years FY16-FY20 funds of ($234,000 - $253,000 annually) will be used to inspect the current storm sewer system.

Personnel Costs – This project supports the salary and benefits for employees who are dedicated 100% of their time to stormwater program activities and, or prorated, for those employees who spend at least 75% of their time on stormwater program activities.

Asset Management System – This project funds the purchase and annual maintenance cost for an Asset Management System for the Stormwater field assets.

FY16 funds of ($50,000) will support the purchase of a field asset management system.

FY17-FY20 funds of ($6,000 per year) will support the annual maintenance of the field asset management system.

Permit Costs – The project funds the annual costs associated with the City's MS-4 and 12-SW Permits.

In FY16-FY20 funds of ($1,500) per year have been allocated for costs associated to the MS-4 and 12-SW Permits.

Grants and Reimbursements - The project provides funding for grants to non-profits to conduct construction retrofits on their properties to reduce their Stormwater Management fee. The program currently sets aside ($100,000) each year with the possibility of funding a larger number of projects if warranted.

In FY16-FY20 funds of ($100,000) per year have been allocated to the non-profit grant program. Although this will likely be a yearly expense, it is anticipated that the required funding level will decrease in the next 10 years.

In addition, in FY16 there is an expenditure of ($101,000) to be used to refund TDML credits to private property owners. After FY16, the credits will be calculated prior to the assessment of the fee and will not need to be refunded to the property owner.

Replacement of CMP –This fund will be used to replace existing corrugated metal pipe and other stormwater pipe that has been identified as part of an inspection process. It is anticipated that the City will need to replace 20,000 linear feet of corrugated metal pipe every year for a 10 year period. More detailed data will be available upon inspection of the storm sewer system.

While it is expected that the City will have completed the inspections of the current storm sewer system by 2026 and replacement by 2028, it is anticipated there will be on-going yearly costs related to the repair and replacement of the system.

In FY17 funds of ($30,000) have been allocated for design related to the corrugated metal pipe replacement.

In FY18-FY20 funds of ($340,000) have been allocated for design related to the corrugated metal pipe replacement ($30,000) and construction ($310,000).

Rainscape – This project funds the City's Rainscape Reimbursement Program. The City of Gaithersburg's Rainscapes Rewards program aims to help residential property owners, homeowners associations, private education facilities, nonprofits, and multifamily dwellings improve stormwater runoff conditions on their property by installing natural drainage projects. These projects are a smaller scale projects such as the installation of rain gardens and rain barrels.

In FY16-FY20 ($10,000) per year has been allocated to the Rainscape Reimbursement Program.

This is program will have yearly on-going costs.

Chesapeake Bay Stormwater TMDL Capital Projects

Project Name	**SWM Odendhal Ave FY15**
Project ID	TBD01
Project Coordinator	Don Boswell

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	Total
Planning & Design	$ 4,000	$ -	$ -	$ -	$ -	$ 4,000
Construction	36,000	-	-	-	-	36,000
Construction Management	-	-	-	-	-	-
Total	$ 40,000	$ -	$ -	$ -	$ -	$ 40,000

This project will support the design and construction of a corresponding stormwater management project related to 1400 linear feet of sidewalk construction along Odend'hal Avenue.

In FY16 funds of ($40,000) will support the design ($4,000) and construction ($36,000) of this project.

This project will be closed after completion.

Project Name	**SWM Stream Girard Street**
Project ID	TBD02
Project Coordinator	Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	Total
Planning & Design	$ 160,000	$ -	$ -	$ -	$ -	$ 160,000
Construction	-	-	335,000	-	-	335,000
Construction Management	-	-	50,250	-	-	50,250
Total	$ 160,000	$ -	$ 385,250	$ -	$ -	$ 545,250

This project is located north of Girard Street between N. Summit Avenue and Victory Farm Drive. The stream section includes over 1,000 linear feet (sites 2012-1a and 2012-2 per the Middle Great Seneca Creek Watershed Study) located south of Whetstone Run. The scope of the project will range from spot treatment to full restoration depending on degradation and consultant's recommendations during the design process. The intent is to implement restoration to the maximum extent possible. The potential credit achievement has been estimated at 3-9 credits.

FY16 funds of ($160,000) will support the design of this project.

FY17, no expenses anticipated.

FY18 funds of ($385,250) will support the construction ($335,000) of this project with another ($50,250) for construction management services.

This project will be closed after completion.

Project Name	**SWM Victory Farm**
Project ID	TBD03
Project Coordinator	Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	Total
Planning & Design	$ 75,000	$ -	$ -	$ -	$ -	$ 75,000
Construction	-	-	200,000	-	-	200,000
Construction Management	-	-	30,000	-	-	30,000
Total	$ 75,000	$ -	$ 230,000	$ -	$ -	$ 305,000

This is an existing stormwater management facility, located south of Forest Oak Elementary School, that was originally implemented in 1973 and modified in 1999. Currently, it provides very little water quantity and no water quality treatment. The scope of the project will be to retrofit this facility to utilize existing capacity and supplement with possible proposed improvements to maximize credit achievement for the 92 impervious drainage acres flowing to the facility. The potential credit achievement has been estimated at 3-10 credits.

FY16 funds of ($75,000) will support the design of this project.

FY17, no expenses anticipated.

FY18 funds of ($230,000) will support the construction ($200,000) of this project with another ($30,000) for construction management services.

This project will be closed after completion.

Project Name	**SWM Amberfield**
Project ID	TBD04
Project Coordinator	Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	Total
Planning & Design	$ 50,000	$ -	$ -	$ -	$ -	$ 50,000
Construction	-	-	100,000	-	-	100,000
Construction Management	-	-	15,000	-	-	15,000
Total	$ 50,000	$ -	$ 115,000	$ -	$ -	$ 165,000

This is an existing stormwater management facility, located on the north side of MD 119 (Great Seneca Highway) near Muddy Branch Road. This facility was originally implemented in 1987. Currently, it is a dry pond providing only water quantity treatment (no water quality treatment). The scope of the project will be to retrofit this facility to incorporate water quality treatment to maximize credit achievement for the 12 impervious drainage acres flowing to the facility. The potential credit achievement has been estimated at 1-3 credits.

FY16 funds of ($50,000) will support the design of this project.

FY17, no expenses anticipated.

FY18 funds of ($115,000) will support the construction ($100,000) of this project with another ($15,000) for construction management services.

This project will be closed after completion.

Project Name	**SWM Stream Lakelands Drive**
Project ID	TBD06
Project Coordinator	Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	Total
Planning & Design	$ 235,000	$ -	$ -	$ -	$ -	$ 235,000
Construction	-	-	750,000	-	-	750,000
Construction Management	-	-	112,500	-	-	112,500
Total	$ 235,000	$ -	$ 862,500	$ -	$ -	$ 1,097,500

This project is located at the north side of Great Seneca Highway and across from Lakelands Drive. The stream section includes over 1,500 feet (site T3.1 per the Muddy Branch Watershed Study) north of Muddy Branch. The scope of the project will include reconnecting, grading, stabilizing, realigning, and repairing the existing stream channel. The intent is to implement restoration to the maximum extent possible. The potential credit achievement has been estimated at 8-15 credits.

FY16 funds of ($235,000) will support the design of this project.

FY17, no expenses anticipated.

FY18 funds of ($862,500) will support the construction ($750,000) of this project with another ($112,500) for construction management services.

This project will be closed after completion.

Project Name	**SWM Stream Orchard Ridge Drive**
Project ID	TBD07
Project Coordinator	Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	Total
Planning & Design	$ 125,000	$ -	$ -	$ -	$ -	$ 125,000
Construction	-	-	350,000	-	-	350,000
Construction Management	-	-	52,500	-	-	52,500
Total	$ 125,000	$ -	$ 402,500	$ -	$ -	$ 527,500

This project is located at the north side of Orchard Ridge Drive near the intersection of Medimmune Way. The stream section includes over 650 linear feet (site T-2.3 per the Muddy Branch Watershed Study). The scope of the project will range from spot treatment to full restoration depending on degradation and consultant's recommendations during the design process. The intent is to implement restoration to the maximum extent possible. The potential credit achievement has been estimated at 2-5 credits.

FY16 funds of ($125,000) will support the design of this project.

FY17, no expenses anticipated.

FY18 funds of ($402,500) will support the construction ($350,000) of this project with another ($52,500) for construction management services.

This project will be closed after completion.

Project Name	**SWM Stream Watkins Mill Road**
Project ID	TBD16
Project Coordinator	Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	Total
Planning & Design	$ -	$ 155,000	$ -	$ -	$ -	$ 155,000
Construction	-	-	270,000	-	-	270,000
Construction Management	-	-	40,500	-	-	40,500
Total	$ -	$ 155,000	$ 310,500	$ -	$ -	$ 465,500

This project is located at the west side of Watkins Mill Road. The stream section includes over 1,700 linear feet (site GST-1 per the Middle Great Seneca Creek Branch). The scope of the project will range from spot treatment to full restoration depending on degradation and consultant's recommendations during the design process. The intent is to implement restoration to the maximum extent possible. The potential credit achievement has been estimated at 3-8 credits.

FY16, no expenses anticipated.

FY17 funds of ($155,000) will support the design of this project.

FY18 funds of ($310,000) will support the construction ($270,000) of this project with another ($40,500) for construction management services.

This project will be closed after completion.

Project Name	**SWM Stream Travis Avenue**
Project ID	TBD17
Project Coordinator	Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	Total
Planning & Design	$ -	$ 100,000	$ -	$ -	$ -	$ 100,000
Construction	-	-	275,000	-	-	275,000
Construction Management	-	-	41,250	-	-	41,250
Total	$ -	$ 100,000	$ 316,250	$ -	$ -	$ 416,250

This project is located between Watkins Mill Road and Knoll Mist Lane. The stream section includes over 650 linear feet (site GST-2a and GST 2b per the Middle Great Seneca Creek Watershed Study). The scope will range from spot treatment to full restoration depending on degradation and consultant's recommendations during the design process. The intent is to implement restoration to the maximum extent possible. The potential credit achievement has been estimated at 2-6 credits.

FY16, no expenses anticipated.

FY17 funds of ($100,000) will support the design of this project.

FY18 funds of ($316,250) will support the construction ($275,000) of this project with another ($41,250) for construction management services.

This project will be closed after completion.

Project Name	**SWM Stream Solitaire Court**
Project ID	TBD18
Project Coordinator	Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	Total
Planning & Design	$ -	$ 90,000	$ -	$ -	$ -	$ 90,000
Construction	-	-	190,000	-	-	190,000
Construction Management	-	-	28,500	-	-	28,500
Total	$ -	$ 90,000	$ 218,500	$ -	$ -	$ 308,500

This project is located north of Solitaire Court and south of Quince Orchard Boulevard. The stream section includes over 600 linear feet (site GST-4 per the Lower Great Seneca Creek Watershed Study). The scope of the project will include reconnecting, grading, stabilizing, realigning, and repairing the existing stream channel. The intent is to implement restoration to the maximum extent possible. The potential credit achievement has been estimated at 3-6 credits.

FY16, no expenses anticipated.

FY17 funds of ($90,000) will support the design of this project.

FY18 funds of ($218,500) will support the construction ($190,000) of this project with another ($28,500) for construction management services.

This project will be closed after completion.

Project Name	**SWM Stream Rabbitt Road**
Project ID	TBD19
Project Coordinator	Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	Total
Planning & Design	$ -	$ 100,000	$ -	$ -	$ -	$ 100,000
Construction	-	-	275,000	-	-	275,000
Construction Management	-	-	41,250	-	-	41,250
Total	$ -	$ 100,000	$ 316,250	$ -	$ -	$ 416,250

This project is located north of Rabbitt Road between Pointer Ridge Drive and Quince Orchard Boulevard. The stream section includes over 1,000 linear feet (including site Rabbitt East #4 Stream Restoration per the Lower Great Seneca Creek Watershed Study) located on Long Draught Branch Tributary. The scope of the project will range from spot treatment to full restoration depending on degradation and consultant's recommendations during the design process. The intent is to implement restoration to the maximum extent possible. The potential credit achievement has been estimated at 2-8 credits.

FY16, no expenses anticipated.

FY17 funds of ($100,000) will support the design of this project.

FY18 funds of ($316,250) will support the construction ($275,000) of this project with another ($41,250) for construction management services.

This project will be closed after completion.

Project Name	**SWM Inspiration Lane**
Project ID	TBD20
Project Coordinator	Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	Total
Planning & Design	$ -	$ 50,000	$ -	$ -	$ -	$ 50,000
Construction	-	-	50,000	-	-	50,000
Construction Management	-	-	7,500	-	-	7,500
Total	$ -	$ 50,000	$ 57,500	$ -	$ -	$ 107,500

Funding for this project supports improvements to a proposed stormwater management facility, located near Inspiration Lane and Lake Inspiration. The scope of the project will be to provide a facility that maximizes credit achievement for the 2 impervious drainage acres flowing to the facility. The potential credit achievement has been estimated at 1-2 credits.

FY16, no expenses anticipated.

FY17 funds of ($50,000) will support the design of this project.

FY18 funds of ($57,500) will support the construction ($50,000) of this project with another ($7,500) for contracting consultant management.

This project will be closed after completion.

Project Name	**SWM Future design projects**
Project ID	TBD21
Project Coordinator	Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	Total
Planning & Design	$ -	$ -	$ 1,520,000	$ 1,520,000	$ 1,520,000	$ 4,560,000
Construction	-	-	-	-	-	-
Construction Management	-	-	-	-	-	-
Total	$ -	$ -	$ 1,520,000	$ 1,520,000	$ 1,520,000	$ 4,560,000

This fund is being used as a placeholder to show future design costs related to undesignated projects in out years.

In FY18-FY20 funds of ($1,520,000 per year) will support the design of stream restoration projects SWM facility retrofits.

Project Name	**SWM Future construction projects**
Project ID	TBD22
Project Coordinator	Becky Uebele

Expenditure Schedule

Expenditure Type	FY16	FY17	FY18	FY19	FY20	Total
Planning & Design	$ -	$ -	$ -	$ -	$ -	$ -
Construction	-	-	-	3,550,000	3,550,000	7,100,000
Construction Management	-	-	-	600,000	600,000	1,200,000
Total	$ -	$ -	$ -	$ 4,150,000	$ 4,150,000	$ 8,300,000

This fund is being used as a placeholder to show future expenditures related to TMDL construction projects.

In FY19-FY20 funds of ($4,150,000 per year) will support the construction of stream restoration projects and SWM facility retrofits ($3,550,600) with another ($600,000) for construction management services.

City of Gaithersburg Fee Schedule –FY16

TABLE OF CONTENTS

PLANNING AND CODE - LICENSING 616

PLANNING AND CODE - PERMITS 618

PLANNING AND CODE - PLANS 647

PLANNING AND CODE - MUNICIPAL INFRACTIONS 654

PLANNING AND CODE - MISCELLANEOUS FEES 656

PARKS, RECREATION & CULTURE – RENTAL FEES 657

PARKS, RECREATION & CULTURE – MEMBERSHIP FEES 660

PARKS, RECREATION & CULTURE – ADMISSION FEES 662

PARKS, RECREATION & CULTURE - PROGRAM, CLASS & LESSON FEES 663

PARKS, RECREATION & CULTURE – MISCELLANEOUS FEES 668

POLICE – MISCELLANEOUS FEES 669

PUBLIC WORKS – MISCELLANEOUS FEES 670

GENERAL GOVERNMENT – MISCELLANEOUS FEES 671

COMMUNITY SERVICES – MISCELLANEOUS FEES 672

City of Gaithersburg Fee Schedule

Planning and Code - Licensing

PLANNING AND CODE - LICENSING

Animal Control

Commercial Kennel License	Application Fee	$250 Annually

Pet Shop License	Application Fee	$250 Annually

Dog Park Membership	Application Fee	$60 Annually

Litter License	Application Fee	Animal Not Whelped	Animal Whelped
		$25	$100

Pet License	Application Fee	Spayed/Neutered	$10
		Spayed/Neutered – Public Assistance or Senior Citizen	$5
		Not Spayed/Neutered	$35
		Animal under 1 Year of Age	$0
		Service Animal	$0

Business - Miscellaneous

Amusement Machine License	Application Fee	$150 per Machine

Home Based Business License	Application Fee	No Impact	Minor Impact
		$0	$20

Mobile Food Vendor License	Application Fee	$250 Annually

Solicitor License	Application Fee	$250 Annually

Electrical

Electrician License - Limited	Application Fee	$175 Annually

Electrician License - Master	Application Fee	$175 Annually

Fire Protection

Fire System License	Application Fee	< 31 Days Expired	$65 per System
		<=31 Days or More Expired	$90 per System

City of Gaithersburg Fee Schedule

Planning and Code - Licensing

Rental Housing

Hotel or Motel License	Application Fee	$50 per Unit
	Re-Inspection Fee (two failed or missed inspections)	$50 per Unit

Multi-Family Rental Housing License	Application Fee	$110 per Unit
	Re-Inspection Fee (two failed or missed inspections)	$50 per Unit

Rooming House License	Application Fee	5 or fewer units: $70 More than 5 units: $70 plus $7 per unit for each unit over 5
	Re-Inspection Fee (two failed or missed inspections)	$50 per Unit

Single Family Rental License	Application Fee	$150
	Re-Inspection Fee (two failed or missed inspections)	$50 per Unit

Public Swimming Pool

Electrical Safety License	Application Fee	No Charge

City of Gaithersburg Fee Schedule

Planning and Code - Permits

PLANNING AND CODE - PERMITS

Animal Control Traps

Trap Loan	Application Fee	$75 (Refundable)

Residential Construction - Model Home Plan Review

Residential – 2 over 2 Condo	Application Fee	$250
	Plan Revision Fee	$100
	Automation Fee	10% of all application and permit fees

Residential – Duplex	Application Fee	$250
	Plan Revision Fee	$100
	Automation Fee	10% of all application and permit fees

Residential – Single Family Detached	Application Fee	$250
	Plan Revision Fee	$100
	Automation Fee	10% of all application and permit fees

Residential – Townhouse	Application Fee	$250
	Plan Revision Fee	$100
	Automation Fee	10% of all application and permit fees

Residential Construction - New

Detached	Application Fee	$200
	Home Builders Guaranty Fund	$50
	Permit Fee – Building	Square Footage 0-5500: $1100 Square Footage 5500+: $1300
	Electrical Fee – Under 200 Amps	$250
	Electrical Fee – Over 200 Amps	$300
	Mechanical Fee	$150
	Use and Occupancy Fee	$150
	Fence Permit Fee	$35
	Deck Permit Fee	Square footage up to 550 sq. ft.: $85 Square footage 551 or more: $140
	Plan Revision Fee	$200
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee (pre-expiration)	$75
	Permit Extension Fee (post-expiration)	$125
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

City of Gaithersburg Fee Schedule

Planning and Code - Permits

Residential Construction – New (continued)

Duplex	Application Fee	$200
	Home Builders Guaranty Fund	$50
	Permit Fee – Building	$600
	Electrical Fee – Under 200 Amps	$250
	Electrical Fee – Over 200 Amps	$300
	Mechanical Fee	$150
	Use and Occupancy Fee	$150
	Fence Permit Fee	$35
	Deck Permit Fee	Square footage up to 550 sq. ft.: $85 Square footage 551 or more: $140
	Plan Revision Fee	$200
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee (pre-expiration)	$75
	Permit Extension Fee (post-expiration)	$125
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Townhouse	Application Fee	$200
	Home Builders Guaranty Fund	$50
	Permit Fee – Building	$800
	Electrical Fee – Under 200 Amps	$250
	Electrical Fee – Over 200 Amps	$300
	Mechanical Fee	$150
	Use and Occupancy Fee	$150
	Fence Permit Fee	$35
	Deck Permit Fee	Square footage up to 550 sq. ft.: $85 Square footage 551 or more: $140
	Plan Revision Fee	$200
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee (pre-expiration)	$75
	Permit Extension Fee (post-expiration)	$125
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

City of Gaithersburg Fee Schedule

Planning and Code - Permits

Residential Construction – New (continued)

Two over Two Condo	Application Fee	$200
	Home Builders Guaranty Fund	$50
	Permit Fee – Building	$800
	Electrical Fee – Under 200 Amps	$250
	Electrical Fee – Over 200 Amps	$300
	Mechanical Fee	$150
	Use and Occupancy Fee	$150
	Fence Permit Fee	$35
	Deck Permit Fee	Square footage up to 550 sq. ft.: $85 Square footage 551 or more: $140
	Plan Revision Fee	$200
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee (pre-expiration)	$75
	Permit Extension Fee (post-expiration)	$125
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

City of Gaithersburg Fee Schedule

Planning and Code - Permits

Residential Construction - Improvements

Addition	Application Fee	$50
	Permit Fee – Building	0.12 per square foot - $30 minimum or $350 minimum if project cost exceeds $20,000
	Homeowner Approved Electric Permit Fee	$80
	Homeowner Approved Mechanical Permit Fee	1 appliance: $50 Each additional appliance: $25
	Plan Revision Fee	$50
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee (pre-expiration)	$75
	Permit Extension Fee (post-expiration)	$125
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Basement Egress	Application Fee	$50
	Permit Fee – Building	0.12 per square foot - $30 minimum or $350 minimum if project cost exceeds $20,000
	Homeowner Approved Electric Permit Fee	$80
	Plan Revision Fee	$50
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee (pre-expiration)	$75
	Permit Extension Fee (post-expiration)	$125
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Residential Construction – Improvements (continued)

Exterior Alteration	Application Fee	$50
	Permit Fee – Building	0.12 per square foot - $30 minimum or $350 minimum if project cost exceeds $20,000
	Homeowner Approved Electric Permit Fee	$80
	Plan Revision Fee	$50
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee (pre-expiration)	$75
	Permit Extension Fee (post-expiration)	$125
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Fire Damage Rehabilitation	Application Fee	$50
	Permit Fee – Building	0.12 per square foot - $30 minimum or $350 minimum if project cost exceeds $20,000
	Homeowner Approved Electric Permit Fee	$80
	Homeowner Approved Mechanical Permit Fee	1 appliance: $50 Each additional appliance: $25
	Plan Revision Fee	$50
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee (pre-expiration)	$75
	Permit Extension Fee (post-expiration)	$125
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Residential Construction – Improvements (continued)

Interior Alteration	Application Fee	$50
	Permit Fee – Building	0.12 per square foot - $30 minimum or $350 minimum if project cost exceeds $20,000
	Homeowner Approved Electric Permit Fee	$80
	Homeowner Approved Mechanical Permit Fee	1 appliance: $50 Each additional appliance: $25
	Plan Revision Fee	$50
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee (pre-expiration)	$75
	Permit Extension Fee (post-expiration)	$125
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Roof Sheathing Replacement	Application Fee	$50 0.12 per square foot - $30 minimum or $350 minimum if project cost exceeds $20,000
	Homeowner Approved Electric Permit Fee	$80
	Plan Revision Fee	$50
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee (pre-expiration)	$75
	Permit Extension Fee (post-expiration)	$125
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

City of Gaithersburg Fee Schedule

Planning and Code - Permits

Commercial Construction - New

Commercial	Application Fee	Project cost equal or greater than $500,000: $1,000 Project cost less than $500,000: Square footage 0-750: $80 Square footage 751-1,999: $100 Square footage 2000+: $250)
	Permit Fee – Building	0.22 per square foot or 1% project cost (whichever is greater) - $80 minimum
	Permit Fee – Electrical	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Mechanical	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Life Safety	10% of Permit Fee - Building - $100 minimum
	Plan Revision Fee	Building - .22 per square foot of revised area or 1% of the change in project cost (whichever is greater) – $80 minimum. Electrical – 10% of Building Plan Revision Fee, $100 minimum. Mechanical – 10% of Building Plan Revision Fee, $100 minimum.
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Permit Extension Fee (pre-expiration)	$75
	Permit Extension Fee (post-expiration)	$125
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Commercial Construction – New (continued)

Apartments	Application Fee	Project cost equal or greater than $500,000: $1,000 Project cost less than $500,000: Square footage 0-750: $80 Square footage 751-1,999: $100 Square footage 2000+: $250)
	Permit Fee – Building	0.22 per square foot or 1% project cost (whichever is greater) - $80 minimum
	Permit Fee – Electrical	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Mechanical	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Life Safety	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Occupancy	$150 per dwelling unit
	Plan Revision Fee	Building - .22 per square foot of revised area or 1% revised project cost (whichever is greater) – $80 minimum. Electrical – 10% of Building Plan Revision Fee, $100 minimum. Mechanical – 10% of Building Plan Revision Fee, $100 minimum.
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Permit Extension Fee (pre-expiration)	$75
	Permit Extension Fee (post-expiration)	$125
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Commercial Construction – New (continued)

Condos	Application Fee	Project cost equal or greater than $500,000: $1,000 Project cost less than $500,000: Square footage 0-750: $80 Square footage 751-1,999: $100 Square footage 2000+: $250)
	Home Builders Guaranty Fund	$50
	Permit Fee – Building	0.22 per square foot or 1% project cost (whichever is greater) - $80 minimum
	Permit Fee – Electrical	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Mechanical	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Life Safety	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Occupancy	$150 per dwelling unit
	Plan Revision Fee	Building - .22 per square foot of revised area or 1% revised project cost (whichever is greater) – $80 minimum. Electrical – 10% of Building Plan Revision Fee, $100 minimum. Mechanical – 10% of Building Plan Revision Fee, $100 minimum.
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Permit Extension Fee (pre-expiration)	$75
	Permit Extension Fee (post-expiration)	$125
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

City of Gaithersburg Fee Schedule

Planning and Code - Permits

Commercial Construction - Improvement

Addition / Alteration	Application Fee	Project cost equal or greater than $500,000: $1,000 Project cost less than $500,000: Square footage 0-750: $80 Square footage 751-1,999: $100 Square footage 2000+: $250)
	Permit Fee – Building	0.24 per square foot or 1.5% project cost (whichever is greater) - $20 minimum
	Permit Fee – Electrical	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Mechanical	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Life Safety	10% of Permit Fee - Building - $100 minimum
	Plan Revision Fee	Building - .24 per square foot of revised area or 1% revised project cost (whichever is greater) – $80 minimum. Electrical – 10% of Building Plan Revision Fee, $100 minimum. Mechanical – 10% of Building Plan Revision Fee, $100 minimum.
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Permit Extension Fee (pre-expiration)	$75
	Permit Extension Fee (post-expiration)	$125
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Commercial Construction – Improvement (continued)

Interior Fit Up	Application Fee	Project cost equal or greater than $500,000: $1,000 Project cost less than $500,000: Square footage 0-750: $80 Square footage 751-1,999: $100 Square footage 2000+: $250)
	Permit Fee – Building	0.24 per square foot or 1.5% project cost (whichever is greater) - $20 minimum
	Permit Fee – Electrical	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Mechanical	10% of Permit Fee - Building - $100 minimum
	Permit Fee – Life Safety	10% of Permit Fee - Building - $100 minimum
	Permit Fee - Early Start	$0.10 per square foot - $200 minimum
	Plan Revision Fee	Building - .24 per square foot of revised area or 1% revised project cost (whichever is greater) – $80 minimum. Electrical – 10% of Building Plan Revision Fee, $100 minimum. Mechanical – 10% of Building Plan Revision Fee, $100 minimum.
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fe	$500
	Permit Extension Fee (pre-expiration)	$75
	Permit Extension Fee (post-expiration)	$125
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

City of Gaithersburg Fee Schedule

Planning and Code - Permits

Commercial Construction - Miscellaneous

Foundation	Application Fee	$200
	Permit Fee – Building	Square footage 2000+: $0.10 cents per square foot
	Permit Fee – Slab	$0.05 cents per square foot of slab area
	Plan Revision Fee	$0.10 cents per square foot of revised area or 1% revised project cost (whichever is greater), $80 minimum. Additional $.05 cents of revised slab area.
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Permit Extension Fee (pre-expiration)	$75
	Permit Extension Fee (post-expiration)	$125
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Use and Occupancy	Application Fee	$150 per 5,000 square feet
	Occupying Without a Permit Fee	$200
	Automation Fee	10% of all application and permit fees

Deck

New / Addition / Alteration	Application Fee	Square footage up to 550 sq. ft.: $85 Square footage 551 or more: $140
	Homeowner Approved Electric Permit Fee	$80
	Permit Amendment Fee	$50
	Plan Revision Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee (pre-expiration)	$75
	Permit Extension Fee (post-expiration)	$125
	Re-Inspection Fee	$60
	Automation Fee	10% of all application and permit fees

City of Gaithersburg Fee Schedule

Planning and Code - Permits

Demolition/Relocation

Commercial - Entire Building	Application Fee	$1,000
	Permit Amendment Fee	$50
	Bond	$10,000 or Approved Cost Estimate
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Permit Extension Fee (pre-expiration)	$75
	Permit Extension Fee (post-expiration)	$125
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Commercial - Partial Building	Application Fee	$200
	Permit Fee	Over 4000 square feet, $0.05 cents per square foot, minimum $50
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Permit Extension Fee (pre-expiration)	$75
	Permit Extension Fee (post-expiration)	$125
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Commercial - Interior Building	Application Fee	$80
	Permit Fee	Over 5000 square feet, $0.03 cents per square foot, minimum $20
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Permit Extension Fee (pre-expiration)	$75
	Permit Extension Fee (post-expiration)	$125
	Re-inspection Fe	$200
	Automation Fee	10% of all application and permit fees

City of Gaithersburg Fee Schedule

Planning and Code - Permits

Demolition/Relocation (continued)

Residential - Entire Building	Application Fee	$1,000
	Bond	$10,000
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Permit Extension Fee (pre-expiration)	$40
	Permit Extension Fee (post-expiration)	$200
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Electrical

Temporary Service	Application Fee	$120
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Residential)	$250
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Commercial)	$500
	Permit Extension Fee (pre-expiration)	$20
	Permit Extension Fee (post-expiration)	$80
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Commercial Addition/Alteration with No Service Change	Application Fee	1-19 receptacles and switches: $110 20 or more receptacles and switches: $175 Or 1% of project cost whichever is higher
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Permit Extension Fee (pre-expiration)	$20
	Permit Extension Fee (post-expiration)	$80
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Electrical (continued)

Commercial Addition/Alteration with Service Change	Application Fee	1-19 receptacles and switches: $110 20 or more receptacles and switches: $175 Or 1% of project cost whichever is higher
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Permit Extension Fee (pre-expiration)	$20
	Permit Extension Fee (post-expiration)	$80
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Commercial Low Voltage	Application Fee	.5% cost of wiring (labor and materials), $80 minimum
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Automation Fee	10% of all application and permit fees

Residential Addition or Alteration with No Service Change	Application Fee	1.5% of electrical project cost - $120 minimum
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee (pre-expiration)	$20
	Permit Extension Fee (post-expiration)	$80
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Residential Addition or Alteration with Service Change	Application Fee	1.5% of electrical project cost - $120 minimum
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee (pre-expiration)	$20
	Permit Extension Fee (post-expiration)	$80
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Electrical (continued)

Residential Addition or Alteration with No Service Change – Approved Homeowner Installation	Application Fee	$80
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee (pre-expiration)	$20
	Permit Extension Fee (post-expiration)	$80
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Fence

New / Addition / Alteration	Application Fee	$35
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee (pre-expiration)	$10
	Permit Extension Fee (post-expiration)	$30
	Re-inspection Fee	$20
	Automation Fee	10% of all application and permit fees

Fire Protection

Blasting/Explosives	Application Fee	$100
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Clean Agent	Application Fee	$50
	Permit Fee (Includes one Plan Revision)	$1 per pound of agent, $150 minimum
	Second Plan Revision	75% of Original Permit Fee Not to Exceed $3,000
	Each Subsequent Plan Revision	100% of Original Permit Fee Not to Exceed $5,000
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Fire Protection (continued)

Commercial Floor Re-Surfacing	Application Fee	$50
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Fire Alarm - Alteration	Application Fee	$50
	Permit Fee (Includes one Plan Revision)	$15 per Device, maximum $300 per floor altered
	Second Plan Revision	75% of Original Permit Fee Not to Exceed $3,000
	Each Subsequent Plan Revision	100% of Original Permit Fee Not to Exceed $5,000
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Fire Alarm - New	Application Fee (Includes one Plan Revision)	$50
	Permit Fee	$300 per Story
	Second Plan Revision	75% of Original Permit Fee Not to Exceed $3,000
	Each Subsequent Plan Revision	100% of Original Permit Fee Not to Exceed $5,000
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Re-inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Fire Marshal Inspection for Mandated Licenses	Application Fee	Group Home	$50
		Daycare <13 Clients	$50
		Daycare ≥13 Clients	$100
		Private School	$150
		Driving School	$150
		Health Care	$300
		Board & Care ≤16 Residents	$100
		Board & Care > 16 Residents	$200
		Safety Inspection	$100

Fire Protection (continued)

Fireworks or Pyrotechnics	Application Fee	Pyrotechnics	Fireworks
		$100	$400
	Permit Amendment Fee	$50	
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500	
	Re-inspection Fee	$200	
	Automation Fee	10% of all application and permit fees	

Hood and Duct - Alteration	Application Fee	$50
	Permit Fee (Includes one Plan Revision)	$25 per nozzle, $200 maximum
	Second Plan Revision	75% of Original Permit Fee Not to Exceed $3,000
	Each Subsequent Plan Revision	100% of Original Permit Fee Not to Exceed $5,000
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Re-Inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Hood and Duct - New	Application Fee (Includes one Plan Revision)	$50
	Permit Fee	$200 per System
	Second Plan Revision	75% of Original Permit Fee Not to Exceed $3,000
	Each Subsequent Plan Revision	100% of Original Permit Fee Not to Exceed $5,000
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Re-Inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Smoke Control System	Application Fee (Includes one Plan Revision)	$200
	Second Plan Revision	75% of Original Permit Fee Not to Exceed $3,000
	Each Subsequent Plan Revision	100% of Original Permit Fee Not to Exceed $5,000
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Re-Inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Fire Protection (continued)

Sprinkler – Add/Alteration	Application Fee	$50
	Permit Fee (Includes one Plan Revision)	$4 per Sprinkler Head, $25 minimum
	Fire Pump Test	$200 per Pump
	Fire Main Flush/Flow or Hydro Test	$250 per Test Witnessed
	Second Plan Revision	75% of Original Permit Fee Not to Exceed $3,000
	Each Subsequent Plan Revision	100% of Original Permit Fee Not to Exceed $5,000
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Re-Inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Sprinkler – New	Application Fee	$50
	Permit Fee (Includes one Plan Revision)	$4 per Sprinkler Head, $25 minimum
	Fire Pump Test	$200 per Pump
	Fire Main Flush/Flow or Hydro Test	$250 per Test Witnessed
	Second Plan Revision	75% of Original Permit Fee Not to Exceed $3,000
	Each Subsequent Plan Revision	100% of Original Permit Fee Not to Exceed $5,000
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Re-Inspection Fee	$200
	Automation Fee	10% of all application and permit fees

Standpipe	Application Fee	$50
	Permit Fee (Includes one Plan Revision)	$200 per Riser
	Second Plan Revision	75% of Original Permit Fee Not to Exceed $3,000
	Each Subsequent Plan Revision	100% of Original Permit Fee Not to Exceed $5,000
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Re-Inspection Fee	$200
	Automation Fee	10% of all application and permit fees

City of Gaithersburg Fee Schedule

Planning and Code - Permits

Fuel Tank

Permanent - Install	Application Fee	$100 per tank
	Permit Fee	1000 gallons or more: $100 per tank
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Residential)	$250
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Commercial)	$500
	Permit Extension Fee (pre-expiration)	$50
	Permit Extension Fee (post-expiration)	$100
	Re-Inspection Fee	$80
	Automation Fee	10% of all application and permit fees

Fuel Tank (continued)

Permanent - Remove	Application Fee	$100 per tank
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Residential)	$250
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Commercial)	$500
	Permit Extension Fee (pre-expiration)	$50
	Permit Extension Fee (post-expiration)	$100
	Re-Inspection Fee	$80
	Automation Fee	10% of all application and permit fees

Permanent - Remove and Replace	Application Fee	$100 per tank
	Permit Fee	1000 gallons or more: $100 per tank
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Residential)	$250
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Commercial)	$500
	Permit Extension Fee (pre-expiration)	$50
	Permit Extension Fee (post-expiration)	$100
	Re-Inspection Fee	$80
	Automation Fee	10% of all application and permit fees

Fuel Tank (continued)

Temporary	Application Fee	$100 per tank
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Residential)	$250
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee (Commercial)	$500
	Permit Extension Fee (pre-expiration)	$50
	Permit Extension Fee (post-expiration)	$100
	Re-Inspection Fee	$80
	Automation Fee	10% of all application and permit fees

Garage

New / Addition / Alteration	Application Fee	$120
	Permit Fee	If construction cost exceeds $15,000: $350
	Homeowner Approved Electric Permit Fee	$80
	Plan Revision Fee	$50
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee (pre-expiration)	$40
	Permit Extension Fee (post-expiration)	$80
	Re-Inspection Fee	$60
	Automation Fee	10% of all application and permit fees

City of Gaithersburg Fee Schedule

Planning and Code - Permits

Gazebo

New / Addition / Alteration	Application Fee	$30
	Permit Fee	Pre-Fabricated: $30 Not Pre-Fabricated: $0.12 per square foot, $80 minimum or $350 minimum if the project cost exceeds $20,000
	Homeowner Approved Electric Permit Fee	$80
	Plan Revision Fee	$50
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee (pre-expiration)	$40
	Permit Extension Fee (post-expiration)	$80
	Re-Inspection Fee	$60
	Automation Fee	10% of all application and permit fees

Mechanical

Residential	Application Fee	1 appliance: $50 Each additional appliance: $25
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee (pre-expiration)	$40
	Permit Extension Fee (post-expiration)	$80
	Re-Inspection Fee	$60
	Automation Fee	10% of all application and permit fees

Commercial	Application Fee	$100
	Permit Fee	.5% of project cost
	Permit Fee Electric	10% of Permit Fee, $100 Minimum
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Permit Extension Fee (pre-expiration)	$50
	Permit Extension Fee (post-expiration)	$100
	Re-Inspection Fee	$80
	Automation Fee	10% of all application and permit fees

City of Gaithersburg Fee Schedule

Planning and Code - Permits

Shed

New / Addition / Alteration	Application Fee	$30
	Permit Fee	Pre-Fabricated: $30 Not Pre-Fabricated: $0.12 per square foot, $50 minimum or $350 minimum if the project cost exceeds $20,000
	Homeowner Approved Electric Permit Fee	$80
	Permit Amendment Fee	$50
	Plan Revision Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee (pre-expiration)	$10
	Permit Extension Fee (post-expiration)	$30
	Re-Inspection Fee	$20
	Automation Fee	10% of all application and permit fees

Sign

Permanent	Application Fee	Non-Electric	Electric
		$1.50 per square foot, $50 minimum	$1.50 per square foot, $50 minimum, plus $80
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250	
	Automation Fee	10% of all application and permit fees	

Temporary	Application Fee	$1.50 per square foot, $50 minimum
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Automation Fee	10% of all application and permit fees

City of Gaithersburg Fee Schedule

Planning and Code - Permits

Site Development

Combination	Application Fee	$200
	Permit Fee	10% of approved Stormwater Management Project Cost 10% of approved Public Improvement Project Cost 5% of approved Private On-Site Project Cost Grading/Sediment Control/Forest Conservation - .05 cents per sq. ft. of disturbed area
	As Built Fee (SWM Only)	$1,500 per Stormwater Management Structure
	Bond	110% of Approved Cost
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Permit Extension Fee (pre-expiration)	$40
	Permit Extension Fee (post-expiration)	$150
	Re-Inspection Fee	$80
	Automation Fee	10% of all application and permit fees

Private On-Site	Application Fee	$200
	Permit Fee	5% of project cost
	Bond	110% of Approved Cost
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Permit Extension Fee (pre-expiration)	$40
	Permit Extension Fee (post-expiration)	$150
	Re-Inspection Fee	$80
	Automation Fee	10% of all application and permit fees

Public Improvement	Application Fee	$200
	Permit Fee	10% of project cost
	Bond	110% of Approved Cost
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Permit Extension Fee (pre-expiration)	$40
	Permit Extension Fee (post-expiration)	$150
	Re-Inspection Fee	$80
	Automation Fee	10% of all application and permit fees

City of Gaithersburg Fee Schedule

Planning and Code - Permits

Site Development (continued)

Retaining Wall Less than 4 Feet in Height	Application Fee	$200
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Permit Extension Fee (pre-expiration)	$40
	Permit Extension Fee (post-expiration)	$150
	Re-Inspection Fee	$80
	Automation Fee	10% of all application and permit fees

Sediment Control, Grading, and Forest Conservation	Application Fee	$200
	Permit Fee	$.05 cents per square foot of disturbed area, $200 minimum
	Bond	110% of Approved Cost
	Afforestation Fee in Lieu	$3 per square feet of Area of Trees Afforestation Waived
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Permit Extension Fee (pre-expiration)	$40
	Permit Extension Fee (post-expiration)	$150
	Re-Inspection Fee	$80
	Automation Fee	10% of all application and permit fees

Stormwater Management	Application Fee	$200
	Permit Fee	10% of project cost
	As Built Fee	$1,500 per Stormwater Management Structure
	Bond	110% of Approved Cost
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Extension Fee (pre-expiration)	$40
	Permit Extension Fee (post-expiration)	$150
	Re-Inspection Fee	$80
	Automation Fee	10% of all application and permit fees

City of Gaithersburg Fee Schedule

Planning and Code - Permits

Swimming Pool

Residential	Application Fee	$180
	Plan Revision Fee	$50
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$250
	Permit Extension Fee (pre-expiration)	$40
	Permit Extension Fee (post-expiration)	$80
	Re-inspection Fee	$80
	Automation Fee	10% of all application and permit fees

Commercial - New	Application Fee	$300
	Permit Fee	1% of project cost
	Plan Revision Fee	1% of revised construction cost, $100 minimum
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Permit Extension Fee (pre-expiration)	$40
	Permit Extension Fee (post-expiration)	$150
	Re-inspection Fee	$80
	Automation Fee	10% of all application and permit fees

Commercial - Renovation	Application Fee	$300
	Permit Fee	1% of project cost
	Plan Revision Fee	1% of revised construction cost, $100 minimum
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$500
	Permit Extension Fee (pre-expiration)	$40
	Permit Extension Fee (post-expiration)	$150
	Re-inspection Fee	$80
	Automation Fee	10% of all application and permit fees

City of Gaithersburg Fee Schedule

Planning and Code - Permits

Tent

New	Application Fee	1 – 2000 square feet, $100 2000+ square feet, $200 plus $0.02 per square feet over 2000 square feet
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$200
	Automation Fee	10% of all application and permit fees

Trailer

Construction	Application Fee	$150 per trailer
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$200
	Permit Extension Fee (pre-expiration)	$40
	Permit Extension Fee (post-expiration)	$100
	Re-inspection Fee	$80
	Automation Fee	10% of all application and permit fees

Sales	Application Fee	$250
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$200
	Permit Extension Fee (pre-expiration)	$40
	Permit Extension Fee (post-expiration)	$100
	Re-inspection Fee	$80
	Automation Fee	10% of all application and permit fees

Storage	Application Fee	$150 per trailer
	Permit Amendment Fee	$50
	Initial Inspection of a Site or Property Where Work is Proceeding Without a Permit Fee	$200
	Permit Extension Fee (pre-expiration)	$40
	Permit Extension Fee (post-expiration)	$100
	Re-inspection Fee	$80
	Automation Fee	10% of all application and permit fees

City of Gaithersburg Fee Schedule

Planning and Code - Permits

Tree Removal

Tree Removal	Application Fee	$5 per tree
	Permit Extension Fee (pre-expiration)	$10
	Permit Extension Fee (post-expiration)	$40
	Re-inspection Fee	$40
	Automation Fee	10% of all application and permit fees
	Tree Removal Variance Request Application Fee	$150

Utility

Construction in Public Right of Way (Private Utility)	Application Fee	$2 per linear foot under unpaved surfaces and $4 per linear foot under paved surfaces, minimum total fee $130
	Permit Amendment Fee	$50
	Automation Fee	10% of all application and permit fees

City of Gaithersburg Fee Schedule

Planning and Code - Plans

PLANNING AND CODE - PLANS

Abandonment

Abandonment – Public Right of Way	Application Fee	$500

Amendment to Schematic Development Plan

CD Zone – Schematic Development or Concept Plan: Change in Use, No Change in Use, Change Other Than to Use	Application Fee	$1,000 plus Requires Planning Commission Approval: $500 Or Requires Mayor and City Council Approval: $4,000
Height Waiver	Application Fee	$1,000
Parking Waiver	Application Fee	$1,000

MXD Zone – Schematic Development: Change in Use, No Change in Use, Change Other than to Use	Application Fee	$1,000 plus Requires Planning Commission Approval: $500 Or Requires Mayor and City Council Approval: $4000
Height Waiver	Application Fee	$1,000
Parking Waiver	Application Fee	$1,000

MXD Zone – Schematic Development, No Change in Use	Application Fee	$1,000

Amendment to Site Final Plans

Consent Item	Application Fee	$150

Planning Commission Approval	Application Fee	$500 plus $50 per residential unit $0.01 per additional square foot of non-residential
Height Waiver	Application Fee	$1,000
Parking Waiver	Application Fee	$500

Staff Approval (Minor)	Application Fee	$150
Parking Wavier	Application Fee	$500

City of Gaithersburg Fee Schedule

Planning and Code - Plans

Amendment to Sketch Plans

MXD Zone – Change in Use	Application Fee	$1,000

MXD Zone – Change Other than to Use	Application Fee	$1,000

MXD Zone – No Change in Use	Application Fee	$1,000

Board of Appeals - Administrative Review

Government Official	Application Fee	Individual Resides at Subject Location: $250 Individual Does Not Reside at Subject Location: $500 Commercial or Business Entity: $1,000
	*Transcription Fee (if required)	$7 per page, $50 minimum

Historic District Commission	Application Fee	$2,500
	*Transcription Fee (if required)	$7 per page, $50 minimum

Planning Commission	Application Fee	$2,500
	*Transcription Fee (if required)	$7 per page, $50 minimum

**In cases of administrative appeals pursuant to Section 24-187 resulting in favor of an appellant, the City shall refund the fee and the cost of transcript*

Board of Appeals - Special Exception

Alcoholic Beverage Manufacturing	Application Fee	$10,000
Amusement Center	Application Fee	$2,500
Assembling/Manufacturing	Application Fee	$5,000
Bed and Breakfast	Application Fee	$500
Child/Elderly Daycare – Less than 8 persons	Application Fee	$500
Child/Elderly Daycare – 8 or More persons	Application Fee	$1,000
Commercial Parks/Outdoor Amusement/Golf Courses	Application Fee	$1,000
Commercial Recreation Restaurant	Application Fee	$2,500
Group Residential Facilities	Application Fee	$1,000
Hospital/Veterinary Hospital	Application Fee	$10,000
Laboratories	Application Fee	$1,000
Off Street or Off-Site Parking Lots and Garages	Application Fee	$5,000
Pawn Shops	Application Fee	$5,000
Private Educational Institutions	Application Fee	$1,000
Public Utilities	Application Fee	$10,000
Tattoo/Body Piercing Parlor	Application Fee	$2,500
Telecommunications Facility Requiring New Pole or Tower	Application Fee	$10,000
Telecommunications Facilities – All Other	Application Fee	$5,000
All Other Uses	Application Fee	$500

City of Gaithersburg Fee Schedule

Planning and Code - Plans

Board of Appeals - Special Exception Amendment

Alcoholic Beverage Manufacturing	Application Fee	$10,000
Amusement Center	Application Fee	$2,500
Assembling/Manufacturing	Application Fee	$5,000
Bed and Breakfast	Application Fee	$500
Child/Elderly Daycare – Less than 8 persons	Application Fee	$500
Child/Elderly Daycare – 8 or More persons	Application Fee	$1,000
Commercial Parks/Outdoor Amusement/Golf Courses	Application Fee	$1,000
Commercial Recreation Restaurant	Application Fee	$2,500
Group Residential Facilities	Application Fee	$1,000
Hospital/Veterinary Hospital	Application Fee	$10,000
Laboratories	Application Fee	$1,000
Off Street or Off-Site Parking Lots and Garages	Application Fee	$5,000
Pawn Shops	Application Fee	$5,000
Private Educational Institutions	Application Fee	$1,000
Public Utilities	Application Fee	$10,000
Tattoo/Body Piercing Parlor	Application Fee	$2,500
Telecommunications Facility Requiring New Pole or Tower	Application Fee	$10,000
Telecommunications Facilities – All Other	Application Fee	$5,000
All Other Uses	Application Fee	$500

Board of Appeals - Special Exception Radio and TV

Radio and TV Broadcast Stations	Application Fee	$15,000

Board of Appeals - Variance

Variance	Application Fee	Single Family: $250 Townhouse: $250 Multi-Family: $1,000 Non-Residential or Mixed Use: $2,500

Variance - Floodplain	Application Fee	$2,500

City of Gaithersburg Fee Schedule

Planning and Code - Plans

Environment

Forest Conservation Plan	Application Fee	$150 plus $10 per Acre for every Acre over 10

Forest Conservation Plan Amendment	Application Fee	Staff Approval: $150 Planning Commission: $500

Natural Resources Inventory/Forest Stand Delineation	Application Fee	A Single Family Lot: $125 Other: $200 plus $5 per Acre for every Acre over 10

Waiver	Application Fee	Single Family Lot: $100 per Waiver Multi-Family Lot: $1,000 per Waiver Non-Residential Lot: $1,000 per Waiver

High Rise

High Rise	Application Fee	$400 per Acre

Plat - Subdivision

Subdivision	Application Fee	$500 plus $50 per lot, parcel or outlot

Road Code Waiver

Road Code Waiver	Application Fee	$500 per Road, or $2000 if more than 50 Acres or in the MXD Zone

Schematic Development Plans

Schematic Development Plan	Application Fee	MXD Zone: $10,000 or CD Zone: $800 plus $50 per Residential Dwelling Unit and $0.01 per square feet of Gross Floor Area of Non-Residential
Height Waiver	Application Fee	$1,000
Parking Waiver	Application Fee	$1,000

City of Gaithersburg Fee Schedule

Planning and Code - Plans

Site Development Plans

Site Development Plans – Concept *All Zones Except MXD*	Application Fee	$750 plus $50 per Residential Dwelling Unit and $0.01 per square feet Gross Floor Area of Non-Residential

Site Development Plans – Preliminary	Application Fee	$750 plus $50 per Residential Dwelling Unit and $0.01 per square feet Gross Floor Area of Non-Residential
Height Waiver	Application Fee	$1,000
Parking Waiver	Application Fee	$1,000

Site Development Plans – Final	Application Fee	Non-MXD: $750 plus $50 per Residential Dwelling Unit and $0.01 per square feet Gross Floor Area of Non-Residential or MXD: $7,000 plus $10 per Residential Dwelling Unit and $0.025 per square feet Gross Floor Area of Non-Residential
	Extension to Final Site Plan	$100
	Re-Approval of Final Site Plan	$300
Height Waiver	Application Fee	$1,000
Parking Waiver	Application Fee	$1,000

Sediment & Erosion Control

Concept	Application Fee	Up to 1 Acre: $500 1-3 Acres: $1,000 >3-5 Acres: $1,500 Over 5 Acres: $2,000 plus $100 per Acre Over 5

Preliminary	Application Fee	Up to 1 Acre: $250 1-3 Acres: $500 >3-5 Acres: $750 Over 5 Acres: $1,000 plus $100 per Acre Over 5

Final	Application Fee	Up to 1 Acre: $250 1-3 Acres: $500 >3-5 Acres: $750 Over 5 Acres: $1,000 plus $100 per Acre Over 5
	Plan Revision Fee	$500

City of Gaithersburg Fee Schedule

Planning and Code - Plans

Stormwater Management

Concept	Application Fee	Up to 1 Acre: $500 1-3 Acres: $1,000 >3-5 Acres: $1,500 Over 5 Acres: $2,000 plus $100 per Acre Over 5

Preliminary	Application Fee	Up to 1 Acre: $250 1-3 Acres: $500 >3-5 Acres: $750 Over 5 Acres: $1,000 plus $100 per Acre Over 5

Final	Application Fee	Up to 1 Acre: $250 1-3 Acres: $500 >3-5 Acres: $750 Over 5 Acres: $1,000 plus $100 per Acre Over 5
	Plan Revision Fee	$500

Waiver - Administrative	Application Fee	$1,000

Traffic Impact Study

Minor	Application Fee	$250

Preliminary	Application Fee	Peak Hour Trips: <30: $250 30-249: $500 250-749: $1,500 750-1,249: $2,500 1,250-1,749: $3,500 1,750+: $5,000
	Each review past two	20% of the total costs
	Parking Study	$500, each additional review $100
	Neighborhood Impact Study	$500, each additional review $100
	Average Daily Traffic Study	$500, each additional review $100
	Traffic Calming Study	$500, each additional review $100
	Traffic Timing Study	$500, each additional review $100
	Turning Lane Study	$500, each additional review $100
	Other Miscellaneous Traffic Study	$500, each additional review $100

Traffic Impact Study (continued)

Final	Preliminary Application Fee (if combo)	Peak Hour Trips <30: $250 30-249: $500 250-749: $1,500 750-1,249: $2,500 1,250-1,749: $3,500 1,750+: $5,000
	Final Application Fee	20% of Preliminary Traffic Study Fee
	Each review past two	20% of the total costs
	Parking Study	$500, each additional review $100
	Neighborhood Impact Study	$500, each additional review $100
	Average Daily Traffic Study	$500, each additional review $100
	Traffic Calming Study	$500, each additional review $100
	Traffic Timing Study	$500, each additional review $100
	Turning Lane Study	$500, each additional review $100
	Other Miscellaneous Traffic Study	$500, each additional review $100

Use

Use - Conditional	Application Fee	$5,000

Use - Temporary	Application Fee	$500

Verification

Zoning / Code / U&O Verification Request	Application Fee	Zoning and Code Verification: $250 per parcel Use and Occupancy Verification: $100 per address

Zoning Map Amendment

Zoning Map Amendment - Standard	Application Fee	Less than 2 Acres: $1,000 2 or More Acres: $2,000

Zoning Map Amendment – Standard (Optional Method)	Application Fee	Less than 2 Acres: $1,000 2 or More Acres: $2,000

Zoning Map Amendment – MXD with Sketch Plan	Application Fee	Less than 2 Acres: $2,000 2 or More Acres: $4,000

City of Gaithersburg Fee Schedule

Planning and Code - Municipal Infractions

PLANNING AND CODE - MUNICIPAL INFRACTIONS

Animals and Fowl – Chapter 4

Public Nuisance – Sec. 4-4	Fine	$100
Sanitation – Sec. 4-6	Fine	$100
Licensing – Sec. 4-8 (a,c)	Fine	$100
All Other Sections	Fine	$250

Buildings – Chapter 5

Buildings	Fine	$500
Buildings, Repeat Violations	Fine	$1,000
Buildings – Sec. R310 and all sub-sections	Fine	$500

Electricity – Chapter 7

Electricity	Fine	$200

Erosion, Sediment Control and Stormwater Manager – Chapter 8

Erosion, Sediment Control, Stormwater Management	Fine	$200

Excavation of Underground Utility Facilities – Chapter 9

Excavation of Underground Utility Facilities	Fine	$200

Fire Safety – Chapter 11

Fire Safety – Initial Violation	Fine	$500
Fire Safety – Repeat Violation(s)	Fine	$1,000

Health and Sanitation – Chapter 12

Health and Sanitation	Fine	$200

Landlord Tenant Relations – Chapter 13

Landlord Tenant Relations	Fine	$200

Parks and Other Properties – Chapter 15A

Parks and Other Properties – Sec. 17 (Dog Exercise Area)	Fine	$100

Peddlers, Hawkers and Solicitors – Chapter 16

Peddlers, Hawkers and Solicitors	Fine	$200

Property Maintenance – Chapter 17AA

Property Maintenance	Fine	$100
Overcrowding - Initial Violation	Fine	$200
Overcrowding - Repeat Violation(s)	Fine	$1,000

City of Gaithersburg Fee Schedule

Planning and Code - Municipal Infractions

Refuse and Garbage - Chapter 18

Refuse and Garbage – Sec. 18-4(a)	Fine	$500
Refuse and Garbage – All Other Sections	Fine	$200

Rental Housing Licensing – Chapter 18AA

Rental Housing Licensing	Fine	$100

Smoking – Chapter 18A

Smoking	Fine	$100

Streets and Sidewalks – Chapter 19

Streets and Sidewalks	Fine	$100
Streets and Sidewalks – Sec. 19-2	Fine	$200

Trees and Vegetation – Chapter 21

Trees and Vegetation	Fine	$100

Fee in Lieu of Forest Conservation- Chapter 22

Fee in Lieu of Forest Conservation	Fine	$200 per violation

Zoning – Chapter 24

Zoning	Fine	$200
Zoning – Sec. 24-184	Fine	Initial Violation: $200
		Repeat Violation(s): $500

City of Gaithersburg Fee Schedule

Planning and Code - Miscellaneous Fees

PLANNING AND CODE - MISCELLANEOUS FEES

Non-Business Hours Inspection Fee

Non-Business Hours Inspection Fee	Fee	$150 per Hour, $600 Minimum

Signage

Large Signage Deposit	Deposit (Refundable)	$400 per Sign

City of Gaithersburg Fee Schedule

Parks, Recreation & Culture – Rental Fees

PARKS, RECREATION & CULTURE – RENTAL FEES

Activity Center

	Type	Resident	Non-Resident
Activity Rooms (per hour)	Individual	$40 - $50	$40 - $75
	Business/Commercial	$58 - $68	$85 - $102
Gymnasiums - Social Events (per hour)	Individual / Business / Commercial	$75 - $110	$75 - $160
Gymnasium - Athletic Events (per hour)	Individual	$40 - $63	$40 - $95
	Business/Commercial	$75 - $95	$110 - $140
Fees vary based on peak and non-peak times (i.e. weekend, M-F before 3pm and M-F after 3pm, etc.)			

Aquatic Center

Group Rentals (per hour)	Number of Participants	Resident	Non-Resident
	1-40	$90	$90
	41-99	$110	$110
	100-140	$130	$130
	141-175	$150	$150
Group rental fees are based on number of participants (i.e. swim team practices – participants are likely to be a combination of residents and non-residents)			

Arts Barn

Theater/Gallery (per hour)	Type	Resident	Non-Resident
	Individual	$75 - $140	$100 - $200
	Non Profit	$40 - $70	$50 - $100
	Recital (2-hour block)	$150	$175
Room Rentals (per hour)	Classroom	$35	$50
	Birthday Parties	$60	$75
Fees vary based on peak and non-peak times (i.e. weekend, weekday, evenings, etc.)			

Casey Community Center

Rate (per hour) Varies depending on room	Type	Resident	Non-Resident
	Individual Rate	$25 - $90	$38 - $135
	Non Profit	$22-$47	$33-$70
	Business/Commercial	$43-$110	$65 - $165
Fees are based upon room size			

Community Museum

Rate (per hour) Varies depending on room/train car Non Profit – 50% off posted Individual Rate	Type	Resident	Non-Resident
	Individual Rate	$25-$100	$30-$120
	Business/Commercial	$30-$120	$35-$140
Additional rooms/space added to rental options. Fees vary based upon what car is rented and/or option to rent the museum complex.			

City of Gaithersburg Fee Schedule

Parks, Recreation & Culture – Rental Fees

PARKS, RECREATION & CULTURE – RENTAL FEES

Field Use

Rates	Fee	Resident	Non-Resident
	Staff Fees/Administrative Fees	$15 - $25	$20 - $35
	Light Fees / hour	$25 - $50	$25 - $50
	General Field Rental Fees / hour	$15	$20
	Synthetic Turf Rental Fees / hour	$100 - $160	$120 - $185
	Criswell Field KP / hour	$20 - $30	$40 - $60
Rental and Administrative fees vary based on type of group (i.e. Commercial or Individual/Non Commercial). Light fees vary depending on field.			

Kentlands Green*

Rate (per hour)	Type	Resident	Non-Resident
	Community Event	$15 - $25	$25 - $35
	Private Social Event	$150	$300
Fees vary based on peak and non-peak times (i.e. weekend versus weekday)			

***New rental opportunity**

Kentlands Mansion

Event	Function Type	Resident	Non-Resident
	Weekend Social (7 hour rental)	$1,400	$1,875
	Weekend Social (8 hour rental)	$1,875	$2,500
	Mini Socials (4 hour rental)	$400	$500
	Business Meeting (8-hr rental)	$150 - $450	$175 - $525
	2-Hr Recital (Monday-Thursday)	$150	$175
Business Meeting fees vary based on the room(s) or floor(s) rented; rate change based on market price study			

Main Street Park and Pavilion

Rate (per 5 hour block)	Type	Resident	Non-Resident
	Nonprofit	$80	$100
	Commercial	$120	$140
	Each additional hour	$25	$25

Picnic Pavilions

Individual/Non Profit (per rental)	Pavilion	Resident	Non-Resident
	Park/Pond/Hillside	$215-$300	$320-$450
	City Hall / Duvall Park	$70-$170	$105-$255
Business/Commercial (per rental)	**Pavilion**	**Resident**	**Non-Resident**
	Park/Pond/Hillside	$275-$425	$415-$630
	City Hall	$215	$325
Changes in fees reflect market conditions. Fees vary based on size of group			

Senior Center

Rate (per hour) Varies depending on room	Type	Resident	Non-Resident
	Individual	$50 - $80	$70 - $100

	Non Profit	$40 - $60	$50 - $85
Fees vary based on the room rented			

Skate Park

Rate (per hour)	Type	Resident	Non-Resident
	Park Rental	$60 - $150	$80 - $225
Fees vary based on type of rental (i.e. exclusive use of park versus a rental held while park is open to public)			

Water Park

Exclusive Use Group Rental (rate per 4 hours)	Type	Resident	Non-Resident
	Park Rental	$1,800 - $2,600	$2,000 - $2,800
Limited availability / Fees vary based on size of group			

Youth Center – Olde Towne

Rental (per hour)	Type	Resident	Non-Resident
	Individual	$65	$80
	Business/Commercial	$80	$95
	Member (studio rental only)	$50	$50
	Non-Member (studio rental only)	$65	$80
Adding rental options for non-members.			

Youth Center – Robertson Park

Rental (per hour)	Type	Resident	Non-Resident
	Individual / Non Profit	$65	$80
	Business/Commercial	$80	$95

City of Gaithersburg Fee Schedule

Parks, Recreation & Culture – Membership Fees

PARKS, RECREATION & CULTURE – MEMBERSHIP FEES

Aquatics

Individual	**Term**	**Resident**	**Non-Resident**
	Annual (GAC & WP)	$250	N/A
	GAC only (annual)	$200	$200
	Summer (WP only)	$150	$200
	Monthly (GAC only)	$50	$50
2 Person	**Term**	**Resident**	**Non-Resident**
	Annual (GAC & WP)	$300	N/A
	GAC only (annual)	$250	$250
	Summer (WP only)	$200	$250
	Monthly (GAC only)	$75	$75
Family	**Term**	**Resident**	**Non-Resident**
	Annual (GAC & WP)	$350	N/A
	GAC only (annual)	$300	$300
	Summer (WP only)	$250	$300
	Monthly (GAC only)	$100	$100
Offering general membership fees rather than resident and non-resident rates at Aquatic Center per an MOU with Montgomery County government. A combined aquatic membership plan (Water Park + Aquatic Center) is no longer available for non-residents. Fees were streamlined, eliminating Senior Membership Plan.			

Fitness Center at Bohrer Park

Membership (varies depending on term)	**Type**	**Resident**	**Non-Resident**
	Adult	$70 - $180	$105 - $280
	Senior	$70 - $150	$105 - $225
	Youth	$70 - $150	$105 - $225
	2 Person	$295	$440
	Family	$350	$525
Fees vary depending on term of membership (i.e. Annual, 25-admission, 3-month)			

Recreation Super Pass

Annual Membership	**Type**	**Resident**	**Non-Resident**
	Adult	$305	$500
	Senior	$245	$390
	Youth	$290	$450
	2 Person	$455	$685
	Family	$540	$805

Senior Center

Senior	**Type**	**Resident**	**Non-Resident**
	Annual	$40	$120
	Annual (spouse)	$30	$60

Student Union

Participant	**Term**	**Resident**	**Non-Resident**

	Annual	$5	$10

Youth Centers

Participant	Term	Resident	Non-Resident
	Annual	$15	$20

City of Gaithersburg Fee Schedule

Parks, Recreation & Culture – Admission Fees

PARKS, RECREATION & CULTURE – ADMISSION FEES

Aquatic Center

Daily Admission	Type	Resident	Non-Resident
	Adult	$5	$5
	Child	$4	$4
Going to a general admission fee rather than resident/non-resident fees per an MOU with Montgomery County government. Fees were streamlined, eliminating Senior Membership Plan.			

Fitness Center

Daily Admission	Type	Resident	Non-Resident
	Adult	$5	$6
	Senior	$4	$5
	Youth	$4	$5
	Designated Promo Times	$3	$3

Miniature Golf

Daily Admission (Varies depending on 1-round / unlimited play)	Type	Resident	Non-Resident
	Individual	$6/$8	$7/$9
	Senior	$5/$8	$6/$9
	Group Rate	$5	$5

Water Park

Daily Admission	Type	Resident	Non-Resident
	Weekday	$5.75	$8
	Weekend	$5.75	$12
	Putt & Pool Pass Weekday	$9.25	$11.50
	Putt & Pool Pass Weekend	$9.25	$16.00
	Seasonal Group Rate (pool only)	$5	$5
	School Group Rate (pool only)	$5.75	$5.75
	Advance Group Rate (pool only) Weekday / Weekend	$5	$6.50 / $10.50
	Seasonal Group Rate (Putt & Pool)	$9	$9
	School Group Rate (Putt & Pool)	$9.25	$9.25
	Advance Group Rate (Putt & Pool) Weekday / Weekend	$8.50	$10 / $15
The various group rates are dependent on type of user group and the times reserved (i.e. seasonal groups that reserve 4 or more dates, school groups reserving May 27-June 13, or groups of 20+ that purchase Advance Passes)			

City of Gaithersburg Fee Schedule

Parks, Recreation & Culture - Program, Class & Lesson Fees

PARKS, RECREATION & CULTURE - PROGRAM, CLASS & LESSON FEES

Recreation Classes

Rate (per class)	Type	Resident	Non-Resident
	Participant	$3-$400	$5-$410
Fee ranges increased due to specialty classes being offered during a recital year (held every other year). Fees vary based on type and cost of class and number of sessions			

Sports Programs

Participant / Team	Type	Resident	Non-Resident
	Youth & Teen Sports	$15 - $200	$20 - $225
	Adult Sports (Leagues & Tournaments)	$20 - $1,500	$20 - $1,500
Fees vary based on type and cost of class and number of sessions (i.e. a variety of youth & teen leagues, clinics and camps are offered; a variety of adult sports options are offered from 1 day tournaments to softball & volleyball leagues)			

Aquatics

Member	**Type**	**Resident**	**Non Resident**
	Swim Lessons	$50	$50
	Aquatic Classes	$30-$350	$30-400
	Winter Swim	$475	$475
	Birthday Party Package	$150	$150
	Special Event / Promotional Rate	$2 - $50	$2 - $50
Non Member	**Type**	**Resident**	**Non Resident**
	Swim Lessons (dependent on location)	$55	$55 - $60
	Aquatic Classes (dependent on location)	$30 - $250	$30 - $250
	Winter Swim	$500	$500
	Birthday Party Package	$160	$160
	Special Event / Promotional Rate	$2 - $75	$2 - $75
Fee range for Aquatic Classes increased to include Water Safety Courses. Class fees vary based on type and cost of class and number of sessions. Special Event/Promotional rates provide flexibility to offer new and inventive programming.			

Casey Community Center Programs

Creative Tot Time	Session	Resident	Non-Resident
	School Year	$700/$975	$825/$1,150
	Summer	$160	$195
Fees vary based on number of sessions (i.e. 4 year olds meet 3 times/week and 3 year olds meet 2 times/week)			

Arts Barn

Participant	Type	Resident	Non-Resident
	Classes	$5 - $300	$5 - $350
	Theater & Concert Tickets	$3 - $85	$3 - $100
	Camps	$110 - $440	$135 - $540
Class and camp fees vary based on the number of hours and length of each class or camp offered (i.e. drop-in attendance for workshops, 6 weeks of structured, 3 hour classes per week, or 1 or 2 week long camps). Theater and Concert Tickets vary based on the performance (i.e., drama or a more costly to produce musical, amateur or professional artists).			

City of Gaithersburg Fee Schedule

Parks, Recreation & Culture - Program, Class & Lesson Fees

Community Museum

Participant	Type	Resident	Non-Resident
	Lecture/Tour/Class/Workshop	$2 - $250	$2 - $300
	Camps	$33 - $440	$41 - $540
	Party Package	$100 - $500	$125 - $500
Fees vary based on the hours and length of the event and the number of rooms used. Lowest rate is for drop-in attendance to small events.			

PARKS, RECREATION & CULTURE - PROGRAM, CLASS & LESSON FEES (CONTINUED)

Cultural Arts

Vendor Permits	Type	Resident	Non-Resident
	Arts & Crafts - Seasonal	$50 - $300	$70 - $400
	Book Festival	$35 - $300	$35 - $300
Rates vary based on the size of the event (i.e., number of event attendees)			

Cultural Arts Programs

Participant	Activity or Program	Resident	Non-Resident
	Community Chorus	$75 - $125	$80 - $150
Rate increase proposed in lieu of Chorus members' continued fundraising to offset lower than market rate registration fees (based on feedback from Chorus members)			

Events Programs

Participant	Activity or Program	Resident	Non-Resident
	Events / Trips	$10 - $150	$12 - $175
Rate calculated to recover trip costs (i.e., gas, driver, entrance fees)			

Events

Vendor Permits	Type	Resident	Non-Resident
	Crafter	$10 - $300	$25 - $400
	Food Vendor	$50 - $350	$70 - $400
	Political Candidate or Non Profit	$20 - $60	$40 - $75
	Business	$50 - $200	$70 - $250
Rates vary based on the size of the event (i.e., number of event attendees)			

Event Permits

Permit Fee	Event Attendance	Resident	Non-Resident
	Under 1,000 attendees	$100	$100
	1,000 – 5,000 attendees	$500	$500
	5,000 – 10,000 attendees	$1,000	$1,000
	Over 10,000 attendees	$1,500	$1,500

Permit Fee	Fee Category	Resident	Non-Resident
	Event Permits- Street Closure Permit for Festival	$100	$100
	Event Permits- Street Closure Permit for Parade	$30	$30
	Event Permits- Street Closure Permit for Race/Walk	$50	$50
	No change in fees-previously omitted from Fee Schedule		

Winter Lights

Vehicle or Participant	Event	Resident	Non-Resident
	Winter Lights Activities	$8 - $100	$8 - $100
Fees vary based on size of the vehicle (i.e., car, bus), day of week (weekday or weekend), walk or run based event, special event, etc.			

Kentlands Mansion Programs

Participant or Vendor	Type	Resident	Non-Resident
	Vendors (shows/events)	$150 - $200	$175 - $250
	Concerts/Events	$5 - $60	$5 - $70
Vendor fees vary based on the size of the event (i.e., number of attendees). Concert/Event tickets vary based on the performance/event (i.e., drama or a more costly to produce musical, amateur or professional artists, large or small special event)			

Miniature Golf Course

Birthday Party	Description	Resident	Non-Resident
	Party Package	$11 - $18	$11 - $18
Fees vary based on party package (i.e. adding the pool option)			

PARKS, RECREATION & CULTURE - PROGRAM, CLASS & LESSON FEES (CONTINUED)

Senior Center

Member	Type	Resident	Non-Resident
	Classes & Fitness Program	$1 - $90	$1 - $90
	Trips	$5 - $90	$5 - $90
Class fees vary depending on number and type of class. Trip fees vary based on actual cost of trip.			

Skate Park

Participant	Type	Resident	Non-Resident
	Lessons	$20 - $100	$27 - $125
	School of Skate	$100 - $150	$125 - $175
	Competition / Special Event	$3 - $20	$3 - $20
Fees vary based on number of classes or lessons and whether they are private or group			

Summer Programs

Participant (per session)	Type	Resident	Non-Resident
	Elementary	$126 - $264	$155 - $320
	Middle School & Specialty Camps	$75-$457	$100-$604
	Youth Activity Program & Fun Zone	$65 - $220	$75 - $285
	Extended Care	$30 - $80	$40 - $100
Ranges increased to include additional program options. Program fees vary based on number of sessions, length of day and type of programming			

Youth & Teen Programs

Participant	Type	Resident	Non-Resident
	Break Blasts & Early Release Trips	$5 - $40	$15 - $45
	Spring Break Camps	$100 - $150	$125 - $175
	Counselor in Training	$50 - $90	$55 - $95
	High School Trips & Activities	$5-$50	$5-$50
	GYC Trips	$5-125	$5 - $125
	Ski Club	$300 - $500	$300 - $500
Ranges increased to include additional program options. Program fees vary based on number of sessions and type of programming			

PARKS, RECREATION & CULTURE – MISCELLANEOUS FEES

Fingerprint Services

Fees	Type	Resident	Non-Resident
	Service Fee	$10 - $44.50	$20 - $54.50
Fees set at state and federal level and vary depending on requested background check. A $10 resident and $20 non-resident service charge is added and included in the above ranges.			

POLICE – MISCELLANEOUS FEES

Motor Vehicles & Traffic (Chapter 14) Violation Fines

Handicapped Parking	$250
Fire Lane/Yellow curb	$250
Parking next to fire hydrant	$250
All other parking violations	$60

Services

Digital Video Copy (in-car or fixed camera)	$75

PUBLIC WORKS – MISCELLANEOUS FEES

Recycling Fees – Single Family & Townhouse

Fee per year, per dwelling unit Fee is authorized to be placed on the County's consolidated property tax bill of all properties receiving curbside recycling services. Fee to be placed on the consolidated County property tax bill of new dwelling units as they are added to the tax roll according to the following schedule:	$89.20
Payment of ¾ year fee – Dwelling units added to the tax roll from July 1 to September 30 will be charged the fee at 75% of the annual City fee	$52.12
Payment of ½ year fee – Dwelling units added to the tax roll from October 1 to December 31 will be charged the fee at 50% of the annual City fee	$34.75
Payment of ¼ year fee – Dwelling units added to the tax roll from January 1 to March 30 will be charged the fee at 25% of the annual City fee	$17.37

Storm Water Program Fee

Fee per year, per Equivalent Residential Unit or 500 Sq. Ft. of Impervious Surface (ERU)	1 ERU Rate = $20.04

GENERAL GOVERNMENT - MISCELLANEOUS FEES

Copying and Printing

Copying and Printing Requests	Size	Black and White	Color
	Letter/Legal, 1-10 pages	No Charge	$1.00 each
	Letter/Legal, 11 or more pages	$.20 each	$1.00 each
	11”x17”	$.50 each	$2.00 each
	18”x 24”	$3.00 each	$5.00 each
	21”x24”	N/A	$6.00 each
	24”x36”	$6.00 each	$10.00 each
	30”x42”	$9.00 each	$15.00 each
	36”x36”	$9.00 each	$15.00 each
	36”x48”	$12.00 each	$20.00 each
	42”x42”	$12.00 each	$20.00 each
	Custom Sizes	$1.00 per Sq. Ft.	$1.67 per Sq. Ft.
	Copy of U&O Certificate	$25	N/A

Electronic Information

Copy of VHS Tape, DVD, or Audio Recording of Meeting	Fee	$25
Documents Provided Via E-Mail	Fee	$10 per E-mail
Documents Provided Via CD	Fee	$10 per CD
Documents Provided Via USB Key	Fee	$20 per USB Key

Dishonored Checks

Dishonored Check Fee	Fee	$35

COMMUNITY SERVICES – MISCELLANEOUS FEES

Resident Monthly Services Fees

Wells Robertson House Resident	$0 - $250
DeSellum House Resident	$230 - $300

Residential Rental (for City owned property)

Residential Rental Fee	Fee	Market rental rate of the surrounding area

Definitions of terms used in the Operating Budget and Capital Improvements Program are listed below and on the pages that follow.

401 (a). City of Gaithersburg's Money Purchase Retirement Plan.

401 (a) Money Purchase Supplemental Retirement Plan. This retirement plan is available to 40 hour employees that have physically demanding jobs. This retirement plan has a gradual vesting schedule; and employees are fully vested after 10 years of service.

401 (k). City of Gaithersburg's salary deferral Savings Plan.

457 Plan. City of Gaithersburg's Deferred Compensation Plan

Accounting System. The total structure of records and procedures, which identify, record, classify, summarize, and report information on the financial position and results of operations of the City.

Accrual Basis of Accounting. The method of accounting where transactions are recognized when they occur, regardless of the timing of related cash flows.

ADA. Americans with Disabilities Act.

Ad Valorem. Imposed at a rate percent of property value.

Annexation. The incorporation of additional land within the domain of the City.

Appropriation. An authorization made by the Mayor and Council that permits City Departments to make expenditures of governmental resources for specific purposes within a specific time frame.

Assessable Base. The total value of all real and personal property in the City, which is used as a basis for levying taxes. Tax exempt property is excluded from the assessable base.

Assessed Valuation. A percent of appraisal value assigned to real estate and personal property for use as a basis of levying property taxes.

Assigned Fund Balance: Fund balance amounts that are constrained by the City's intent to be used for specific purposes.

Assets. Resources owned or held by the City, which have a monetary value.

Balanced Budget. A budget in which revenues, including the use of fund balance, are equal to or greater than expenditures.

Budget. A plan of financial operation comprised of an estimate of expenditures for a fiscal year and the means of financing those expenditures to fund City services.

Budget Year. The Fiscal year (July 1st through June 30th) for which the budget is adopted.

CAFR. Comprehensive Annual Financial Report. The CAFR is the governmental unit's official annual financial statements report.

Capital Budget. The annual adoption by the Mayor and Council of project appropriations used for the acquisition or construction of major capital facilities. Capital budgets may include multi-year contracts for which a total appropriation covering several year's planned expenditures are required.

Capital Outlay. Expenditures which may result in the acquisition of, or addition to, fixed assets. Any item with an expected life of more than one year and a value of more than $500 is considered a capital outlay.

Capital Improvements Program (CIP). The annual plan or schedule of project expenditures for public facilities and infrastructure with estimated project costs, sources of funding, and timing of work over a five-year period.

Committed Fund Balance: Fund balance amounts that can only be used for specific purposes pursuant to constraints imposed by the formal action of the Village Board.

Community Development Block Grant (CDBG). A Federal grant program administered by the U. S. Department of Housing and Urban Development.

Constant Yield. The tax rate that maintains the revenue from property taxes at the same level as the prior year. This rate is computed by the State Department of Assessments and Taxation each year on the basis of the new, adjusted assessable base for each jurisdiction. New property appearing on the tax rolls for the first time is excluded from the calculation.

Contingency. Funds budgeted for use in unforeseen circumstances.

Department. A major administrative unit of the City which indicates overall management responsibility for an operation or group of related operations within a functional area.

Depreciation. An allocation made for the decrease in value of physical assets through wear, deterioration, or obsolescence.

Desellum. One of the oldest families in the City of Gaithersburg. The family owned a sod turf farm which was used at the White House and the land from which many of the City's neighborhoods were formed.

Distinguished Budget Presentation Award Program. A voluntary program administered by the Government Finance Officers Association (GFOA) to encourage governments to publish efficiently organized and easily readable budget documents and to provide peer recognition and technical assistance to the fiscal officers preparing them.

Division. An area of the governmental activity organized as an administrative or functional unit within a department.

Encumbrance. Obligations incurred in the form of purchase orders, contracts, and similar items that will become payable when goods are delivered or services rendered.

Enterprise Funds: Funds used to accounts for activities which are expected to be 100% self supporting through user charges.

Escrow. Money or a bond held by the City for fulfillment of certain conditions, or construction agreements.

Expenditure. An amount of money disbursed for the purchase of goods and services.

Fees and Credits. Income from any billable service or sale made by the City; for example, program registration fees, permit fees, and licenses.

Fiduciary Funds. The funds can not be used to support the government's own programs. It includes pension trust funds and agency funds.

Fiscal Year (FY). Any yearly accounting period, regardless of its relationship to a calendar year. The fiscal year for the City begins on July 1 of each year and ends on June 30 of the following year; it is designated by the calendar year in which it ends. For example, fiscal year 2011 begins on July 1, 2010, and ends on June 30, 2011.

Fixed Assets. Assets of a long-term character, which are intended to continue to be held and used by the City. Examples of fixed assets include items such as land, buildings, machinery, furniture, and other equipment costing $5,000 or more.

Fringe Benefits. Employer payments for social security, retirement, group health, dental insurance, and life insurance.

FTE. Full-Time Equivalent positions calculated by dividing hours of work per year by the number of hours worked per year by a full-time employee.

Fund. A financial entity to account for revenues and expenditures which are segregated for the purpose of conducting specific operations for attaining certain objectives in accordance with special regulations, restrictions, or limitations and constituting an independent fiscal and accounting entity.

Fund Balance. The excess of assets over liabilities for governmental fund types, sometimes called surplus or reserves. Fund balance can also be thought of as the cumulative balance of revenues exceeding expenditures.

General Fund. The general operating fund that is used to account for all financial resources except for those required to be accounted for in another fund. This is the principal fund of the City and accounts for the normal recurring activities of the City.

Geographic Information System *(GIS).* The system is used to analyze or display data spatially. GIS most often is represented in the form of multiple pieces of information displayed on a map.

The Governmental Accounting Standards Board (GASB). The independent agency established under the Financial Accounting Foundation in 1984 as the official body designated to set accounting and financial reporting standards for state and local governments.

Governmental Fund Types. These funds measure changes in financial position, rather than net income. The City includes the majority of its activities in the General Fund and the Capital Projects Fund.

Government Finance Officers Association (GFOA). An association of public finance professionals founded in 1906 as the Municipal Finance Officers Association.

Grant. A county, state, or federal financial assistance award making payment in cash or in kind for a specified program.

HVAC. Heating, Ventilation, and Air Conditioning.

ICMA. International City Manager's Association.

Infrastructure. The physical assets of the City (streets, sidewalks, buildings, etc.).

Intergovernmental Revenues. Revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

Investments. Securities, bonds, and real property held for the production of revenues in the form of interest, dividends, and rental or lease payments.

Levy. (Verb) To impose taxes for the support of City government activities. (Noun) The total amount of taxes imposed by the City government.

Liabilities. Obligations incurred in past or current transactions requiring present or future settlement.

Line Item. Detailed expenditure classification established to budget and account for specific goods and services.

MHz. Megahertz.

Mission Statement. A brief description of the purpose and functions of a department.

Mobile Data Terminal (MDT). An MDT is essentially a mobile computer. The City deploys MDT's in police cars for access to critical public safety information.

Modified Accrual Basis of Accounting. Under the modified accrual basis of accounting, revenues are recognized when measurable and available as current assets. Expenditures are generally recognized when the related services or goods are received and the liability is incurred. The City's governmental funds use the modified accrual basis of accounting.

N/A. Not available.

Non-Departmental Expenditures. Operating expenditures which are not charged directly to specific departments but are a cost to the City as a whole, such as general liability and casualty insurance.

Object Classification. A grouping of line items on the basis of the type of goods or services purchased; for example, personal services, operating, and capital outlay.

Objectives. Measurable statements of what a program will accomplish to achieve Citywide goals and desired community outcomes.

Obligation. A future expenditure requirement incurred by voluntary agreement or legal action.

Operating Transfer. Payments made from one operating fund to another as a contribution to defray the recipient fund's costs.

Ordinance. A formal legislative enactment by the City Council. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the City.

Other postemployment benefits (OPEB). Postemployment benefits provided by an employer to plan participants, beneficiaries and covered dependents through a plan or other arrangement that is separate from a plan to provide retirement income. OPEB also include postemployment health care benefits provided through a public employee retirement system or pension plan. In addition to postemployment health care benefits (such as illness, dental, vision and hearing), OPEB may include life insurance and disability income.

Pay-As-You-Go. Capital expenditures included in the Capital Improvements Program, which are fully funded by contributions from the General Fund, State Government or County Government.

Per Capita. Per unit of population; by or for each person in the City.

Personnel Services. Expenditures, which include salary costs for full-time, part-time, and employment agreements, overtime expenditures, and all associated fringe benefits.

Program Open Space. A grant program offered by the State of Maryland for the acquisition and development of raw land to park use.

Property Tax. A tax levied on all real and certain personal property, tangible and intangible, according to the property's assessed valuation.

Proprietary Fund. this fund type is established for those activities which are designed to recover all costs through user fees.

Purchase Order. A document, which authorizes the delivery of specified merchandise or the rendering of certain services and the making of charge for them.

Reappropriation. Statutory action to continue the availability, whether for the same or different purposes, of all or part of the unobligated portion of a budget into the next fiscal year.

Reserves. See fund balance

Resolution. A special or temporary order of the City Council; an order requiring less legal formality than an ordinance or statute.

Resources. The actual assets of the City, such as cash, taxes, receivables, land and buildings, including estimated revenues applying to the current fiscal year.

Restricted Fund Balance. Fund balance amounts that can only be used for specific purposes, when the constraint has been placed on the use by third parties or enabling legislation.

Revenue. Monies received or collected by the City as income, including such items as tax payments, fees, and receipts from other governments, fines, forfeitures, and interest income.

Self-Insurance. Refers to the City's participation in the Montgomery County self-insurance fund. Self-insurance allows the City to closely realize the actual claim experience as well as pool insurance buying power with other participating agencies.

Stipend. A fixed and regular payment, such as a salary for services rendered or an allowance.

Storm Water Management. A means of controlling the quantity and quality of storm water runoff.

Strategic Plan. A plan adopted by the City Council which establishes a City government mission statement, a number of high priority strategic goals, and specific strategies and objectives required to achieve the goals.

Tangible Personal Properties. It is everything used in business and other income generating occupations, it includes: machinery, equipment, furniture and fixtures, but does not include real estate.

Tax Base. The part of the economy against which a tax is levied.

Tax Duplication. A state of affairs whereby both Montgomery County and the City of Gaithersburg levy property taxes on property in Gaithersburg to pay for services rendered by the City. The County makes a lump sum payment to the City as a mechanism for the alleviating the inequities otherwise created by the duplicate taxation.

Taxes. Mandatory charge levied by the City for purpose of financing services performed for the common benefit.

Tax Rate. The amount levied per $100 of assessed property value, as determined by the State assessor, on property within the City of Gaithersburg.

Unassigned Fund Balance. The residual classification for General Fund, fund balance. This category of fund balance represents fund balance that has not been assigned to other funds and that has not been restricted, committed or assigned to specific purposes within the General Fund.

User Fees. Charges for services, such as the use of public property, paid by those actually benefiting from the service.

Vision. A long-term desired end state.

Zoning. The partitioning of the City by ordinance into sections reserved for different purposes (e.g. residential, commercial, and historic).